



C.N.Arts & B.D. Commerce college, Kadi

Shri M.P.Shah education society, kadi

(ANSUYABEN B. PARIKH VIDHYA SHANKUL)

[NAAC Accredited "B Grade" C.G.P.A. - 2.44]

Dist. Mahesana, Pin-384440 (N.G.), Phone: 02764-262686

E-mail: cnbdcollegekadi@gmail.com, E-mail : accolleggekadi@gmail.com

College code: 12 (Ghandhinagar) Zone Code : 93

Prin.Dr.G.D.Tripathi

M.A., M.Phil., Ph.D.

E-mail: gdtripathi1@gmail.com

Ref. ૧૫/19-20

Dt. :- 13/6/2019

પ્રતિ,

રજીસ્ટ્રારશ્રી,

હેમ.ઉ.ગુ.યુનિ., પાટણ.

વિષય:- UGC CPE અંતર્ગત મળેલ સર્ટીફિકેટ કોર્સ ઈન Tally ERP with GST કોર્સને મંજૂરી આપવા બાબત...

માનનીય સાહેબશ્રી,

જયભારત સહ ઉપરોક્ત વિષય અન્વયે જણાવવાનું કે અમારી કોલેજને CPE માં સિલેક્ટ થયેલ છે, માટે UGC XII Plan CPE કોર્સ અંતર્ગત ઉપરોક્ત કોર્સ મળેલ છે.

બદલાયેલા NAAC ના માળખા પ્રમાણે સર્ટીફિકેટ અને ડીપ્લોમા કોર્સ યુનિવર્સિટી દ્વારા પ્રમાણિત અભ્યાસક્રમ કરાવેલ હોવો જોઈએ જેથી અમે અમારા બધા જ કોર્સીંચ યુનિવર્સિટી મંજૂરી અર્થે મોકલી આપીએ છીએ.

આપને વિનંતી કે NAAC માં આપણી કોલેજને લાલ થાય તે હેતુથી આ ઉપરોક્ત અભ્યાસક્રમને પ્રમાણિત કરી આપવા વિનંતી.

આભાર સહ,

આપનો વિદ્યાર્થી,

પ્રિન્સિપાલ,

C.N.Arts & B.D.Commerce
College, Kadi (N.G.)

સી.એન.આર્ટ્સ & બી.ડી.કોમર્સ કોલેજ, કડી

વિડાણ: સર્ટીફિકેટ કોર્સ ઈન Tally ERP with GST કોર્સની નકલ - ૨

તા. ૧૩/૬/૨૦૧૯

સ્થળ: કડી



To: S. Patel
14/6/19



હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી

NAAC A (3.02) State University

પો.બો.નં.-૨૧, યુનિવર્સિટી રોડ, પાટણ (ઉ.ગુ.) ૩૮૪૨૬૫

ફોન:(૦૨૭૬૬) ૨૩૭૦૦૦

Email : regi@ngu.ac.in

Website : www.ngu.ac.in



પરિપત્ર ક્રમાંક - ૧૮૨ / ૨૦૨૨

વિષય : વાણિજ્ય વિદ્યાશાખા અંતર્ગત અનુસ્નાતક કક્ષામાં GST & TALLY નો ૬ મહિનાનો સર્ટીફિકેટ કોર્ષ અંગે..

આ યુનિવર્સિટી કેમ્પસની કોમર્સ ઈન્સ્ટીટ્યુટના સંયોજકશ્રી તથા વાણિજ્ય વિદ્યાશાખાની તમામ કોલેજોના આચાર્યશ્રીઓને જણાવવાનું કે, આ યુનિવર્સિટીની એકાઉન્ટીંગ વિષયની અભ્યાસ સમિતિએ કરેલ ભલામણ અનુસાર વાણિજ્ય વિદ્યાશાખા હેઠળ અનુસ્નાતક કક્ષાએ GST & TALLY નો ૬ મહિનાનો સામેલ પરિશિષ્ટ પ્રમાણનો સર્ટીફિકેટ કોર્ષ જૂન-૨૦૨૨ થી અમલમાં આવે તે રીતે એકેડેમિક કાઉન્સિલએ તેની તારીખ: ૧૮/૦૬/૨૦૨૨ ની સભાનાં ઠરાવ ક્રમાંક: ૧૦ થી મંજૂર કરેલ છે. જે સંબંધિત સર્વેની જાણ તથા અમલ સારૂ આ સાથે મોકલવામાં આવે છે.

આ બાબતની સંબંધિતોને આપના સ્તરેથી જાણ કરવા વિનંતી છે.

નોંધ: (૧) વિદ્યાર્થીઓની જરૂરીયાત માટે પરિપત્રની એક નકલ કોલેજ / ઈન્સ્ટીટ્યુટના ગ્રંથાલયમાં મૂકવાની રહેશે.
(૨) આ પરિપત્ર યુનિવર્સિટીની વેબ સાઈટ www.ngu.ac.in પર પણ ઉપલબ્ધ કરાવવામાં આવનાર છે.

સહી/-
અધ્યક્ષ
કા.કુલસચિવ

બિડાણ : ઉપર મુજબ

નં.-એકે / અx સ / ૨૩૪૯ / ૨૦૨૨
તારીખ : ૩૦ / ૦૭ / ૨૦૨૨

પ્રતિ,

૧. કો.ઓર્ડિનેટરશ્રી, ઈન્સ્ટીટ્યુટ ઓફ કોમર્સ, યુનિવર્સિટી કેમ્પસ, હેમ.ઉ.ગુ. યુનિવર્સિટી, પાટણ
૨. સંલગ્ન કોર્મસ કોલેજોના આચાર્યશ્રીઓ
૩. પ્રિ. ડી. રોહિત એન. દેસાઈ (ડિનશ્રી-વાણિજ્ય વિદ્યાશાખા) જે.કે.પટેલ આર્ટસ કોલેજ એન્ડ બી.એ.પટેલ એન્ડ ડી.બી.વ્યાસ કોમર્સ કોલેજ, રૂપપુર - ચાણસ્મા, જિ.પાટણ
૪. પરીક્ષા નિયામકશ્રી, હેમ. ઉત્તર ગુજરાત યુનિવર્સિટી, પાટણ. (પાંચ નકલ)
૫. ગ્રંથપાલશ્રી, હેમ.ઉત્તર ગુજરાત યુનિવર્સિટી, પાટણ. (વિદ્યાર્થીઓના ઉપયોગ સારૂ રેકર્ડ ફાઈલ માટે)
૬. સીસ્ટમ એનાલીસ્ટ, કોમ્પ્યુટર(રીઝલ્ટ) સેન્ટર, હેમ.ઉ.ગુ. યુનિવર્સિટી, પાટણ તરફ પરિણામ માટે તથા વેબસાઈટ પર મૂકવા સારૂ.
૭. અનુસ્નાતક પ્રશાખા(એકેડેમિક શાખા) હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી, પાટણ
૮. મુખ્ય હિસાબી અધિકારીશ્રી (મહેકમ), ક હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી, પાટણ તરફ-પરિપત્રની ફાઈલ અર્થે
૯. સિલેક્ટ ફાઈલે- (૨ નકલ)

Principal
C.N. Arts & B.D. Commerce
College, Kadi (N.G.)
Dist. Mehsana

H.N.G.U.- PATAN
CERTIFICATE COURSE IN GOODS & SERVICE TAX (GST)



PART- 1(BasicStudy)

Unit -1	Meaning & features of goods & service tax, background, necessity and implementation of GST. Favorable impacts and difficulties of GST. Important terms and definitions- business, place of business, composite supply, goods, input goods and input service, input tax, exempt supply, gross turnover, capital goods, tax invoice, electronic cash ledger, electronic credit ledger, inward supply, outward supply, person, supplier, job work, reverse charge, recipient and other definitions under Sec.2. classification of GST.
Unit-2	Meaning and scope of supply, tax liability on composite and mixed supplies. Levy and collection of tax. Registration under GST. Persons liable I not liable for registration. Compulsory registration, process for registration, issues of registration number (GSTIN). Amendment and cancellation of registration.
Unit-3	List of exempt goods under GST. Time and place of supply of goods and services determination of value of taxable supply. Preparation of tax invoice rules, proforma and practical problems.
Unit-4	Composition levy- person eligible to opt composition, intermation for composition option. Conditions and restriction for composition. Rate tax of the composition levy and rules regarding return practical problems relating to composting levy.
Unit-5	Rules, provisions and procedure for input tax credit. Provisions regarding job-work. Classification of taxable goods and service at the basis of tax rates(practical problems)



M 6 2
Vc. Registrar
Hemchandracharya
North Gujarat University, Patan

[Signature]
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Dist. Mehsana

H.N.G.U.- PATAN
CERTIFICATE COURSE IN GOODS & SERVICE TAX (GST)



PART-2(Advance Study)

UNIT-1	Review of various provisions regarding goods and service tax. Provisions relating to tax invoice Proforma and procedure for preparing it (practical problems). Provisions regarding debit and credit notes.
UNIT-2	Account and Records in GST. Payment of Tax. Provisions relating to interest and refund.
UNIT-3	Returns- furnishing details of outward supplies and inward supplies. Furnishing of returns. Types of various returns and relating forms- monthly returns, quarterly returns (composition), annual return.
UNIT-4	General study of integrated GST Act. IGST, Special provisions relating to job work. Process for reverse charge mechanism.
UNIT-5	Procedure and types of assessment. GST administration- appointment and powers of officers. Provisions of inspection, search, seizer and arrests. Offences and penalties appeals and revision.

References:

1. Taxman's GST & Custom Laws by CA- Dr.K.M.Bansal
2. Taxman's GST & Custom Laws by Dr. Vinod K. Singhania



G62
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Dist. Mehsana

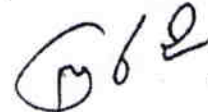
H.N.G.U.- PATAN
CERTIFICATE COURSE IN GOODS & SERVICE TAX (GST)


Effective from: June 2022



- Course Objectives: -
 - ❖ The certificate course on GST provides knowledge regarding compliance and legal aspects of GST.
 - ❖ This course will create synergy between university education and professional education to enhance the employability of the graduates of HNGU.
- Duration: 6 months (Total 90 hours)
- Eligibility: 12th pass in any discipline
- Admission Procedure: First come first basis and merit basis (if required)
- Fee Structure: Tuition fee will be Rs. 3000/- for entire course plus other fees as per the university norms.
- Examination:
 - A. Internal Exam – 30 marks
 - B. University Exam – 70 marks.
- This certificate course will be offered twice in an academic year.
- Passing certificate shall be issued by HNGU.
- Number of intake 60
- Remuneration per course / Semester
 - Practical and Theory per lecture Rs. 400
 - Principal Rs. 5000
 - Course Coordinator Rs. 3,000
 - Clerk Rs. 9,000




Vc. Registrar
Hemchandracharya
North Gujarat University, Patan


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CERTIFICATE COURSE IN GOODS & SERVICE TAX (GST)

- Peon Rs. 6,000
- Lab Assistant Rs. 9,000



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Dist. Mehsana

H.N.G.U.- PATAN
CERTIFICATE COURSE IN TALLY PRIME

Unit - 1	Basic of Accounting & Introduction of Tally PRIME
Unit- 2	Voucher Entry in Tally PRIME <ul style="list-style-type: none"> • Accounting Vouchers • Inventory Vouchers • Invoicing & E-Invoicing & Pay Roll Accounting
Unit- 3	Advance Accounting of Tally PRIME <ul style="list-style-type: none"> • Bill-wise Details • Cost Centers & Cost Categories • Voucher Class & Cost Centre Class • Multiple Currencies • Bank Reconciliation • Interest Calculations • Budgets & Controls • Scenario Management
Unit-4	Advanced Inventory in Tally PRIME <ul style="list-style-type: none"> • Order Processing • Reorder Levels • Tracking Numbers • Batch wise Details • Additional Cost Details • Bill of Materials • Price Levels & Price List • Stock Valuations • Zero Valued Entries • Inventory Ageing Analysis • Different Actual & Billed Quantities
Unit- 5	Introduction to GST & TDS in Tally <ul style="list-style-type: none"> • Applying GST in Tally • GST Ledger Creation • Migration of Tally PRIME in Old Company • Tax Deducted at Source(TDS)
Unit-6	Financial Reports <ul style="list-style-type: none"> • Ledger • Trial Balance • Profit & Loss Statement • Balance sheet • Ratio Analysis • Cash & Fund Flow Statement • Day Book • Bank Book • Purchase- Sales & Journal Register



Reference books:

1. Tally ERP9 Computer world- Ahmadabad
2. Computerized Accounting Tally I & II, Damini Publications



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Dist. Mehsana

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Hemchandracharya
North Gujarat University, Patan

H.N.G.U.- PATAN CERTIFICATE COURSE IN TALLY PRIME

Effective from: June 2022

- Course Objectives: - To make Students employable through development of technical skill in accounting.
- Duration: 6 months (Total 90 hours of class and lab practices out of which 60 hours will be given for practical)
- Eligibility: 12th pass in any discipline
- Admission Procedure: First come first basis and merit basis (if required)
- Fee Structure: Tuition fee will be Rs. 3000/- for entire course plus other fees as per the university norms.
- Examination:
 - A. Internal Exam – 30 marks (Practical exam – 20 marks & computer journal – 10 marks)
 - B. University Exam – 70 marks.
- This certificate course will be offered twice in an academic year.
- Passing certificate shall be issued by HNGU.
- Number of intake 60
- Remuneration per course / Semester
 - Practical and Theory per lecture Rs. 400
 - Principal Rs. 5000
 - Course Coordinator Rs. 3,000
 - Clerk Rs. 9,000
 - Peon Rs. 6,000



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Hemchandracharya
North Gujarat University, Patan

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Principal
C.N. Arts & B.D. Commerce
College, Kadi (N.G.)
Dist. Mehsana



C.N.Arts & B.D. Commerce college, Kadi

Shri M.P.Shah education society, kadi

(ANSUYABEN B. PARIKH VIDHYA SHANKUL)

[NAAC Accredited "B Grade" C.G.P.A. - 2.44]

Dist. Mahesana, Pin-384440 (N.G.), Phone: 02764-262686

E-mail: cnbdcollegekadi@gmail.com , E-mail : accollegekadi@gmail.com

College code: 12 (Ghandhinagar) Zone Code : 93

Prin.Dr.G.D.Tripathi

M.A., M.Phil., Ph.D.

E-mail: gdtripathi1@gmail.com

Ref. No. 19-20

Dt. :- 13/6/2019

પ્રતિ,

રજીસ્ટ્રારશ્રી,

હેમ.ઉ.ગુ.યુનિ., પાટણ.

વિષય:- UGC CPE અંતર્ગત મળેલ સર્ટીફિકેટ કોર્સ ઈન ફંક્શન ઈંગ્લીશ કોર્સને મંજુરી આપવા બાબત...

માનનીય સાહેબશ્રી,

જયભારત સહ ઉપરોક્ત વિષય અન્વયે જણાવવાનું કે અમારી કોલેજને CPE માં સિલેક્ટ થયેલ છે, માટે UGC XII Plan CPE કોર્સ અંતર્ગત ઉપરોક્ત કોર્સ મળેલ છે.

બદલાયેલા NAAC ના માળખા પ્રમાણે સર્ટીફિકેટ અને ડીપ્લોમા કોર્સ યુનિવર્સિટી દ્વારા પ્રમાણિત અભ્યાસક્રમ કરાવેલ હોવો જોઈએ જેથી અમે અમારા બધા જ કોર્સોષ યુનિવર્સિટી મંજુરી અર્થે મોકલી આપીએ છીએ.

આપને વિનંતી કે NAAC માં આપણી કોલેજને લાલ થાય તે હેતુથી આ ઉપરોક્ત અભ્યાસક્રમને પ્રમાણિત કરી આપવા વિનંતી.

આભાર સહ,

આપનો વિશ્વાસ,

આચાર્યશ્રી,
C.N.Arts & B.D. Commerce

કોલેજ, (N.G.)

Dist. Mehsana

સી.એન.આર્ટ્સ & બી.ડી.કોમર્સ કોલેજ, કડી.

બિડાણ: સર્ટીફિકેટ કોર્સ ઈન ફંક્શન ઈંગ્લીશ કોર્સની નકલ - ૨

તા. 13/5/2019

સ્થળ: કડી



T.S. Patel
14/6/19

**M.P. SHAH EDUCATION SOCIETY, KADI
C.N. ARTS & B.D. COMMERCE COLLEGE, KADI
COURSES UNDER COLLEGE POTENTIAL FOR EXCELLENCE (CPE)
IN UGC XIIth PLAN**



Certificate Course in Functional English

Total number of credits: 10

Semester 1

Code	Course	Hours	Total No. of Credits
CC-101	The Elements of Communication	45	3
CC-102	Phonetics	45	3
CC-103	Review of English grammar	60	4
Total		150	10


**Principal
C.N. Arts & B.D. Commerce
College, Kadi (N.G.)
Dist. Mehsana**

Coordinator of the program

Principal



**M.P. SHAH EDUCATION SOCIETY, KADI
C.N. ARTS & B.D. COMMERCE COLLEGE, KADI
COURSES UNDER COLLEGE POTENTIAL FOR EXCELLENCE (CPE)
IN UGC XIIth PLAN**

Module-I The Elements of Communication

- 1.1 The importance of communication through English at the present time
- 1.2 The process of communication and factors that influence communication sender, receiver, channel, code, topic, message, context, feedback, noise, filters & barriers
- 1.3 The importance of audience and purpose
- 1.4 The information gap principle: given and new information, information overload
- 1.5 Verbal and non-verbal communication: body language
- 1.6 Comparing general communication and business communication

Module-II Phonetics

- 2.1 Vowels, diphthongs, consonants, consonant clusters
- 2.2 The International Phonetic Alphabet (IPA): Phonemic transcription
- 2.3 Problem Sounds
- 2.4 Syllable division and word stress
- 2.5 Sentence rhythm and weak forms
- 2.6 Contrastive stress in sentences to highlight different words
- 2.7 Intonation: Falling, rising and falling-rising tones
- 2.8 Varieties of Spoken English: Standard Indian, American and British

Module- III Review of English grammar

- 3.1 Parts of Speech
- 3.2 The auxiliary system: finite and non-finite verbs
- 3.3 Time, tense and aspect
- 3.4 Voice: Active and passive
- 3.5 Modality

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Semester 2

Code	Course	Hours	Total No. of Credits
CC-201	Corporate Communication	45	3
CC-202	Language Functions	45	3
CC-203	Text for Reading	60	4
Total		150	10

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Module 1: Corporate Communications

- 1.1 7 Cs of business communication
- 1.2 Layout of the letter
- 1.3 Types of Business Letters
- 1.4 Business letters
- 1.5 Report Writing
- 1.6 Notice, Agenda, Minutes, resolutions

Module 2 : Language Functions

- 2.1 Dialogue writing
- 2.2 Various Language Functions
- 2.3 Note taking/ Note Making
- 2.4 Descriptive writing
- 2.5 English for Commerce

Module 3: Text for Reading

BUSINESS MAHARAJAS By Geeta Piramal
(Penguin Publication)

Books Recommended:

- 1) An introduction to Professional English and Soft Skills by B. K. Das et al., Cambridge University Press (Facilitated by BPUT)
- 2) Technical Communication: Principles and Practice, Second Edition by Meenakshi Raman and Sangeeta Sharma, Oxford Publications.
- 3) Effective Technical Communication by M Ashraf Rizvi, The McGraw-Hill companies.
- 4) Understanding Body Language by Alan Pease.
- 5) Communicative Grammar of English by Geoffrey Leech and Ian Svartik.
- 6) Better English Pronunciation by J.D.O'Connor.
- 7) English Grammar by S.Pit Corder
- 8) English Grammar by Wren and Martin.
- 9) English for Specific Purposes by Allen waters
- 10) Business Communication by Urmila Rai

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Ref. 110/19-20

Dt. :- 13/6/2019

પ્રતિ,

રજીસ્ટ્રારશ્રી,

હેમ.ઉ.ગુ.યુનિ., પાટણ.

વિષય:- UGC CPE અંતર્ગત મળેલ સર્ટીફિકેટ કોર્સ ઈન લોજીસ્ટીક એન્ડ શિપીંગ મેનેજમેન્ટ કોર્સને મંજૂરી

આપવા બાબત...

માનનીય સાહેબશ્રી,

જયભારત સહ ઉપરોક્ત વિષય અન્વયે જણાવવાનું કે અમારી કોલેજને CPE માં સિલેક્ટ થયેલ છે, માટે UGC XII Plan CPE કોર્સ અંતર્ગત ઉપરોક્ત કોર્સ મળેલ છે.

બદલાયેલા NAAC ના માળખા પ્રમાણે સર્ટીફિકેટ અને ડીપ્લોમા કોર્સ યુનિવર્સિટી દ્વારા પ્રમાણિત અભ્યાસક્રમ કરાવેલ હોવો જોઈએ જેથી અમે અમારા બધા જ કોર્સો યુનિવર્સિટી મંજૂરી અર્થે મોકલી આપીએ છીએ.

આપને વિનંતી કે NAAC માં આપણી કોલેજને લાલ થાય તે હેતુથી આ ઉપરોક્ત અભ્યાસક્રમને પ્રમાણિત કરી આપવા વિનંતી.

આભાર સહ,

આપનો વિદ્યાર્થી,

આચાર્યશ્રી

C.N.Arts & B.D.Commerce
College, Kadi (N.G.)

સી.એન.આર્ટ્સ & બી.ડી.કોમર્સ કોલેજ, કડી

બિડાણ: સર્ટીફિકેટ કોર્સ ઈન લોજીસ્ટીક એન્ડ શિપીંગ મેનેજમેન્ટ કોર્સની નકલ - ૨

તા. ૧૩/૬/૨૦૧૯

સ્થળ: કડી



T.S. Patel
14/6/19

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CERTIFICATE COURSE IN LOGISTICS AND SHIPPING
MANAGEMENT

Total number of credits: 10

Semester 1

Code	Course	Hours	Total No. of Credits
CC-101	Managerial Practices and Organizational Behaviour	45	3
CC-102	Statistics & Operations Research for Logistics	45	3
CC-103	Accounts and Finance for Logistics	60	4
Total		150	10

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MANAGERIAL PRACTICES AND ORGANIZATIONAL BEHAVIOUR

UNIT I INTRODUCTION TO MANAGEMENT & ORGANISATIONAL BEHAVIOR

Introduction to Management and Organizational Behavior: Concept of Management, Applying Management theory in practice, Evolution of management thought, Management process and Functions – Managerial Roles – OB Model – Contributing disciplines of OB – MBO

UNIT II INDIVIDUAL PROCESS IN ORGANIZATIONS

Individual Processes in Organizations: Foundations for Individual Behaviour – Learning - Attitudes and Job satisfaction – Personality and values – Perception - Motivation and Organizational performance – (from concept to applications). Early and contemporary theories of motivation.

UNIT III INTERPERSONAL PROCESSES IN ORGANIZATIONS

Interpersonal processes in Organizations: Communication in Organization -Communication Process -Methods – Barriers -Grapevine. Transactional Analysis. Group Dynamics: Typology of Groups -Conflicts in groups - Leadership Models and Concepts – leadership theories – Decision making and negotiation - Power and Politics.

UNIT IV ORGANISATIONAL PROCESSES

Organizational Processes and Characteristics: Dimensions of Organization structure – Authority, Responsibility, and Accountability – Delegation – Centralization, Decentralization, Recentralization – Line and Staff Relationship.

UNIT V ORGANIZATIONAL DEVELOPMENT

Organizational Development: Resistance to Change - Organizational Change - Organizational development – Stress management – Business ethics and corporate social Responsibility.

TEXT BOOK:

1. Harold Koontz & Heinz Wehrich, "Essentials of Management", TMH, 10th Edition, 2007.

REFERENCE

1. Michael A. Hitt, J. Stewart Black, and Lyman W. Porter, Management, Pearson, 11th Edition, 2011.
2. Koontz & Weirich, Essentials of Management, Tata McGraw Hill Publishing Company, New Delhi.. Stoner, Freeman & Gilbert, Management, PHI, 6th Edition.
3. Robbins.S.P., Fundamentals of Management, Pearson, 2003. Robbins.S. OrganisationalBehaviour, X edn., Prentice-Hall, India.
4. VSP Rao, V Hari Krishna – Management: Text and Cases, Excel Books, I Edition, 2004

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STATISTICS AND OPERATIONS RESEARCH FOR LOGISTICS

UNIT -I INTRODUCTION TO STATISTICS

Introduction to Statistics - Measures of Central Tendency-Mean, Median and Mode - Measures of Dispersion- Standard Deviation - Correlation and Regression.

UNIT -II TESTING OF HYPOTHESE

Testing of Hypotheses-Test for Means and Variance -Chi - Square test for Attributes - ANOVA- One way and Two way

UNIT -III INTRODUCTION TO OPERATIONS RESEARCH

Introduction to Operations Research - Transportation problem – IBS - Assignment problem

UNIT -IV NETWORK ANALYSIS


Network analysis-PERT and CPM

TEXT BOOK:

1. Gupta S.C & Kapoor V.K – Fundamentals of Mathematical Statistics –Sultan Chand & Sons
2. Richard I Levin & David S. Rubin – Statistics for Management – Prentice-Hall

REFERENCE:

1. Aczel A.D & Soundarapandian. J – Complete Business Statistics – Tata-McGraw Hill
2. Anderson D.R, Sweeney D.J & William – Statistics for Business and Economics – Thomson Asia
3. Gowerman. B.L, Connel R.T.O & Hand. M.L – Business Statistics in Practice –McGraw Hill/Irwin


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ACCOUNTS AND FINANCE FOR LOGISTICS

UNIT I FINANCIAL ACCOUNTING

Financial Accounting: Meaning of double entry accounting, Meaning, nature and importance Accounting cycle, accounting equation. Journal, Ledger and Trial Balance .Accounting concepts and conventions, financial statements-Profit & Loss account & Balance sheet. Financial statement Analysis- Comparative Analysis, Common size & Trend Analysis.

UNIT II FINANCIAL STATEMENT ANALYSIS

Financial Statement Analysis - Ratio analysis –Classification of ratios, Advantages & Disadvantages a- Fund flow statements advantages and disadvantages- Marginal costing – Cost Volume Profit analysis – Break Even analysis – BEP, P/V ratio, MS

UNIT III INTRODUCTION TO FINANCIAL MANAGEMENT

Introduction to Financial Management – Nature of Financial management –Objectives of financial management -Financial Decisions- Organization of Finance function – Agency Problem. Working capital – Concepts – Types – Determinants.

UNIT IV SOURCES OF CAPITAL -COST OF CAPITAL

Sources of capital -Cost of Capital – Meaning and Significance – Components – Cost of Equity, Cost of Debt, Cost of Preferred capital, Cost of retained earnings and weighted average cost of capital. Capital budgeting – meaning – Different methods – Payback, Net Present Value, Internal rate of return, Profitability index and average rate of return

UNIT V CAPITAL STRUCTURE

Financial, Operating and Combined Leverages –Meaning of Capital Structure -Determinants of capital structure .Dividend decision – Dividend policy - Dividend theories – Walter and Gordon model of dividend – Stability of dividend – Share split – Buyback of shares.

TEXT BOOK:

1. T.S.Reddy&Y.Hari Prasad Reddy, “Financial and Management Accounting”, Margham Publications, Chennai, 8th Edition, 2012.

REFERENCES

1. I.M.Pandey, “Financial Management” Vikas publishing house Ltd., 9th Edition, 2007.
2. M.Y.Khan and P.K.Jain, “Financial Management” Tata McGraw Hill, 4th Edition, 2004.
3. James C.Vanhorne, “Financial Management and Policy”, Pearson Education Asia, 12th Edition, 2012.

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Total number of credits: 10

Semester 2

Code	Course	Hours	Total No. of Credits
CC-201	Fundamental of Logistics & Supply Chain Management	45	3
CC-202	Maritime Business	45	3
CC-203	Business Communication for logistics	60	4
Total		150	10

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FUNDAMENTALS OF LOGISTICS & SUPPLY CHAIN MANAGEMENT

UNIT-1 OVERVIEW OF LOGISTICS:

Meaning & Significance of Logistics -Role of Logistics in Economy/Business -Functions of the Logistics system-In-bound and Out-bound logistics – Components of Logistics Management.

UNIT – 2 SUPPLY CHAIN MANAGEMENT

Introduction to Supply chain management - Definition, objectives -functions of Supply chain and drivers – Managing demand and supply - Lack of supply chain coordination and the Bullwhip effect – Obstacle to coordination – Managerial levers – Building partnerships and trust – Continuous replenishment and Vendor managed inventories – Collaborative planning, Forecasting and Replenishment.

UNIT – 3 INVENTORY AND WAREHOUSING

Demand forecasting – Strategic sourcing --Inventory management-Concept and Types of Inventory, Functions of Inventory -Elements of Inventory Costs, Inventory Management – vendor development – Vendor Inventory- warehouse - Warehousing Functions – Types – Site Selection – Layout Design

UNIT-4 LOGISTICS ADMINISTRATION

Trends of Logistics & Supply Chain Management, Logistics Service Provides (LSP), Supply chain integration -Role of 3 PL and 4 PL - Order Fulfillment-Financial Flow in Supply Chain, Reverse Logistics design and management- Logistics information system.

UNIT-5: LOGISTICS & SUPPLY CHAIN MANAGEMENT PERFORMANCE

Measuring Supply chain & Logistic performance - Financial issues in Logistics -Logistics and Customer Service- Customer Retention. Integrated IT solutions for Logistics and Supply Chain – Customer relationship management – Internal supply chain management – Supplier relationship management.

TEXT BOOK:

1. Douglas W Lambert, “Fundamentals of Logistics Management, 10th Edition.2003

REFERENCES

1. Pramod Rao, “Logistics Management”, 11th Edition, 2007.
2. John W Langford, “Logistics: Principles & Applications”, 8th Edition, 1995.
3. Martin Christopher, “Logistics & Supply Chain Management”, 9th Edition, 2010

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IN UGC XIIth PLAN



MARITIME BUSINESS

UNIT I INTRODUCTION TO MARITIME BUSINESS

Introduction to Maritime Business, Reasons for Sea Transport, Supply of Ships, Ship Registration, Ship Classification, The Ship- Tonnage and Load Lines, Ship measurement based on volume, Stowage, Types of Ships, Practitioners in Maritime Business-Chartered Ship Brokers, Ethics in Maritime Business, Types of Fraud

UNIT II LINERS

Liners- brief history, Role significance Conferences and Freight Tariffs, Liner Consortium Agreements-Alliances-Liner documentation, Liner Agency, agency role- Agent's duties and agent; Risks.

UNIT III CONTAINERISATION

Meaning –importance -Containerisation, Types of Containers, its significance- Stowage of Cargo in Containers, Multimodalism, meaning- Pricing role- pricing methods-and Container freight rates.

UNIT IV CHARTER PARTY

Charter Party, Types of Charter Parties, Anatomy of Charter Parties, Chartering Terms- Meaning International Trade-Variants on the FOB contract- Remedies for Breach of Contract and INCO terms.-significance

UNIT V MARITIME GEOGRAPHY

Maritime Geography, meaning -Geography of Trade-Ports, Airports, Carriage of goods-law of carriage of goods –carriage of goods by Sea, Arbitration, Ship Sale and Purchase-Financing Purchase, Valuations.

TEXT BOOK:

1. Williams, "The World of Shipping", Ashgate, 5th Edition, 2015.

REFERENCES

1. Introduction to Shipping, (Institute of Chartered Ship Brokers), 10th Edition, 2014.
2. Elements of Shipping, Alan Edward Branch, (Rutledge), 8th Edition.
3. Maritime Logistics, Dong Wook Song, (Emerald), 7th Edition, 2015

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BUSINESS COMMUNICATION FOR LOGISTICS

UNIT I INTRODUCTION

Fundamentals of Communication - meaning – definition-importance -Business Communication role-importance-The Communication Model - Communicating in teams - barriers to communication - Overcoming the Barriers to Communication.

UNIT II 7 CS OF BUSINESS WRITING

Non-verbal communication-meaning- Introducing the 7 Cs of business writing – Candid, Clarity, Complete, Concise, Concrete, Correct and Courteous-Writing business messages-The Stages in writing-Pre writing, Writing and Post writing.

UNIT II REVISING AND CHECKING MESSAGES

Revising to improve the content and sentence structure-Avoiding redundant phrases and words. Proof-reading to correct grammar, spelling, punctuation, format, and mechanics-Evaluating whether the message achieves its purpose

UNIT IV EMAIL WRITING

The Process of Writing E Mails,-Breaking it Down – The PAIBO Technique, meaning Structuring an E Mail – The 3 T's – Introduction, Body and Conclusion- Effective Subject lines Salutation and Signing off

UNIT V BUSINESS REPORTS

Business reports-importance and Business Proposals-Business reports- presentation of business reports- objectives –audience-Format, visual aids types of visual aids and contents-Oral Business presentations.

TEXT BOOK:


1. Sanjay Kumar & Pushpalatha, "Communication Skills", Oxford University Press, 10th Edition, 2011.


REFERENCES

1. Lesikar R.V & Flately M V, "Basic Communication Skills for empowering the internet generation, Tata McGraw Hill, 9th Edition, 2011.
2. Sharma R C & Mohan K, "Business Correspondence & Report Writing", TMH, 4th Edition, 2012.
3. Kaul & Asha, "Effective Business Communication", PHI, 2nd Edition, 2011.

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Program Specific Outcomes-

- To apply concepts learned in the subject to perform strategic analysis of efficient operations of logistics and develop plans to reach goals of Reduced cost and enhance customer service
- To develop warehouse and Distribution center strategies, strategies, and systems to ensure companies efficiently and effectively manage their distribution processes at the state, national, and international levels.
- To evaluate and Compare different modes of transportation related policies based on cost VS benefit .Evaluate both domestic, international transportation problems and effectively develop and present actionable solution
- To Manage shipping operations such as linear shipping, freight forwarding, supply chain management & logistics and documentation preparation

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Shri M.P.Shah education society, kadi

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Prin.Dr.G.D.Tripathi
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E-mail: gdtripathi1@gmail.com

Ref. ૭૭/19-20

Dt. :- 13/6/2019

પ્રતિ,

રજીસ્ટ્રારશ્રી,

હેમ.ઉ.ગુ.યુનિ., પાટણ.

વિષય:- UGC CPE અંતર્ગત મળેલ સર્ટીફિકેટ કોર્સ ઈન પરફોર્મિંગ આર્ટસ (તબલા) કોર્સને મંજૂરી આપવા બાબત...

માનનીય સાહેબશ્રી,

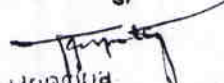
જયભારત સહ ઉપરોક્ત વિષય અન્વયે જણાવવાનું કે અમારી કોલેજને CPE માં સિલેક્ટ થયેલ છે, માટે UGC XII Plan CPE કોર્સ અંતર્ગત ઉપરોક્ત કોર્સ મળેલ છે.

બદલાયેલા NAAC ના માળખા પ્રમાણે સર્ટીફિકેટ અને ડીપ્લોમા કોર્સ યુનિવર્સિટી દ્વારા પ્રમાણિત અભ્યાસક્રમ કરાવેલ હોવો જોઈએ જેથી અમે અમારા બંધા જ કોર્સીય યુનિવર્સિટી મંજૂરી અર્થે મોકલી આપીએ છીએ.

આપને વિનંતી કે NAAC માં આપણી કોલેજને લાલ થાય તે હેતુથી આ ઉપરોક્ત અભ્યાસક્રમને પ્રમાણિત કરી આપવા વિનંતી.

આભાર સહ,

આપનો વિદ્યાર્થી,


આચાર્યશ્રી
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કોલેજ, પાટણ (N.G.)
Dist. Mahesana.
સી.એન.આર્ટસ & બી.ડી.કોમર્સ કોલેજ, કડી

બિડાણ: સર્ટીફિકેટ કોર્સ ઈન પરફોર્મિંગ આર્ટસ (તબલા) કોર્સની નકલ - ૨

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T.S. Patel
14/6/19



MUSIC

PROGRAM CODE : HNGU1188


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North Gujarat University
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HEMCHADRACHARYA NORTH GUJARAT UNIVERSITY
Syllabus for
Indian Classical Instrument - Tabla


ELIGIBILITY FOR ADMISSION

(B) Admission to the B.P.A. Course

Admission to the First year B.P.A. Degree Classes in Music & Dance must have passed The Higher Secondary Education (XII std.) of Gujarat state or its equivalent with English/Sanskrit as one of the subjects. The admission also requires passing the Aptitude test conductive by the respective departments.


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Periodical progress of a semester

Weightage of evaluation

- III Internal Evaluation 30% and
IV Semester end examination 70%.



Component	Units covered in A course	Weightage	Weightage Unit wise	Period of Continuous and Comprehensive Assessment
I	1 & 2	15%	7.5%	To be consolidated by 8 th week
II	3 & 4	15%	7.5%	To be consolidated by 15 th / 16 th week
III	Entire Course	70%	17.5%	To be consolidated by 18 th to 20 th week
Final Grades to be announced by 24 th week				

Evaluation Method:

Evaluation through Comprehensive Continuous Assessment (CCA): The semester assessment through CCA is spread through the duration of the course and is to be done by the teacher teaching the course. The assessment is to be done by various means including:

6. Written Tests
7. MCQ based quiz
8. Presentations/Seminars
9. Project work/Field work
10. Group discussions/Group activities.


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The end of Semester examination shall have an assessment based upon following perspective with respect to all the courses:

6. Evaluation with respect to Knowledge
7. Evaluation with respect to Understanding
8. Evaluation with respect to Skill




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9. Evaluation with respect to Applications
10. Higher order Thinking Skills.

With respect to all above components, there will be following four types of questions from each unit of the course:

5. MCQ
6. Short Answer Questions
7. Long Answer Questions
8. Very Long Answer Questions

The questions may largely be from the question bank for the each course.

Grading

Grade Points	Description	% of marks	Division / Grade
10	Outstanding	90% to 99%	First / O
9	Excellent	80% to 89%	First / A
8	Very good	70% to 79%	First / B
7	Good	60% to 69%	First / C
6	Fair	50% to 59%	Second / D
5	Average	40% to 49%	Pass / E
4	Dropped	Below 40%	F

The % of marks taken into considerations includes marks of component I, II, III of each semester.


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SGPA



Semester Grade Point Average (SGPA) indicates the performance of a student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credit assigned to the course in a semester.

Course	Credit	Marks obtained by student in %	Grade letter	Grade point	Credit assigned X Grade Point = Credit Point
Core Compulsory Theory Principles of Tabla I	3	52	D	6	3 x 6 = 18
Core Compulsory Theory II Technical Terms of Percussion Instruments I	3	45	E	5	3 x 5 = 15
Core Compulsory Practical I Intensive Practical Study of Tabla I	6	55	D	6	6 x 6 = 36
Core Compulsory Practical II Practical Tradition and Compositions of Tabla I	6	56	D	6	6 x 6 = 36
Elective Open Appreciation of Tabla I	4	50	D	6	4 x 6 = 24
Foundation Compulsory English I Sanskrit (SEM I, III, V)	2	53	D	6	2 x 6 = 12
Foundation Elective Yoga/Applied Physics/ Computer Basics/Indian Aesthetics/Western Aesthetics I (SEM II, IV, VI)	2	60	C	7	2 x 7 = 14
	24				141

SGPA = Total credit points earned in a semester / Total credits for that semester.

Thus SGPA for the above semester = 141 / 24 = 5.87.


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CGPA



CGPA Cumulative Grade Point Average is obtained by dividing the total number of credit points earned in all the semester by the total number of credits in all the semester.

For Example

I	Semester	Total	Credit	Point	141
II	"	"	"	"	130
III	"	"	"	"	122
IV	"	"	"	"	136
V	"	"	"	"	128
VI	"	"	"	"	130
Total					787

Total credits for semester I + II + III + IV + V + VI = 144

CGPA = $787 / 144 = 5.46$.


The Class / Division shall be awarded on the basis of CGPA as under:

1. First Division with Distinction	CGPA	9.00	to	10.00
2. First Division	CGPA	8.00	to	08.99
3. Higher Second Division	CGPA	7.00	to	07.99
4. Second Division	CGPA	6.00	to	06.99
5. Pass Division	CGPA	5.00	to	05.99

Thus in the above case the division is Pass Division.


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Semester wise weightage of Core, Elective & Foundation courses.

Academic year	Core & Core Allied	Interdisciplinary Electives	Foundation Courses
Semester I & II	70%	20%	10%
Semester III & IV	70%	20%	10%
Semester V & VI	70%	20%	10%

- Programme: BPA
- Mode of Payment: Regular
- Commencement Year: 2020-21
- Duration: 3 Years

Minimum Admission Eligibility Criteria:

- H. S. C. or Equivalent as one of the subject Qualifying Examination: 10 + 2 or Equivalent

Intake Capacity


Department of Indian Classical Instrument – Tabla


Specialization / Branch: Indian Classical music

Department of Music (Tabla)

Specialization / Branch: Department of Music




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C.N.Arts & B.D. Commerce college, Kadi

Shri M.P.Shah education society, kadi

(ANSUYABEN B. PARIKH VIDHYA SHANKUL)

[NAAC Accredited "B Grade" C.G.P.A. - 2.44]

Dist. Mahesana, Pin-384440 (N.G.), Phone: 02764-262686

E-mail: cnbdcolleggekadi@gmail.com, E-mail: accolleggekadi@gmail.com

College code: 12 (Ghandhinagar) Zone Code : 93

Prin.Dr.G.D.Tripathi
M.A., M.Phil., Ph.D.
E-mail: gdtripathi1@gmail.com

Ref. 7/19-20

Dt. :- 13/6/2019

પ્રતિ,

રજીસ્ટ્રારશ્રી,

હેમ.ઉ.ગુ.યુનિ., પાટણ.

વિષય:- UGC CPE અંતર્ગત મળેલ સર્ટીફિકેટ કોર્સ ઈન ટેલરિંગ એન્ડ ડ્રેસ ડિઝાઇનિંગ કોર્સને મંજૂરી આપવા બાબત...

માનનીય સાહેબશ્રી,

જયભારત સહ ઉપરોક્ત વિષય અન્વયે જણાવવાનું કે અમારી કોલેજને CPE માં સિલેક્ટ થયેલ છે, માટે UGC XII Plan CPE કોર્સ અંતર્ગત ઉપરોક્ત કોર્સ મળેલ છે.

બદલાયેલા NAAC ના માળખા પ્રમાણે સર્ટીફિકેટ અને ડીપ્લોમા કોર્સ યુનિવર્સિટી દ્વારા પ્રમાણિત અભ્યાસક્રમ કરાવેલ હોવો જોઈએ જેથી અમે અમારા બધા જ કોર્સોંચ યુનિવર્સિટી મંજૂરી અર્થે મોકલી આપીએ છીએ.

આપને વિનંતી કે NAAC માં આપણી કોલેજને લાલ થાય તે હેતુથી આ ઉપરોક્ત અભ્યાસક્રમને પ્રમાણિત કરી આપવા વિનંતી.

આભાર સહ,

આપનો વિદ્યાર્થી,

પ્રિન્સિપાલશ્રી,

C.N. Arts & B.D. Commerce
College, Kadi (N.G.)
સી.એન.આર્ટ્સ & બી.ડી.કોમર્સ કોલેજ, કડી


બિડાણ: સર્ટીફિકેટ કોર્સ ઈન ટેલરિંગ એન્ડ ડ્રેસ ડિઝાઇનિંગ કોર્સની નકલ - ૨

તા. 13/5/2019

સ્થળ: કડી



T.S. Patel
14/6/19



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C.N. ARTS & B.D. COMMERCE COLLEGE, KADI
COURSES UNDER COLLEGE POTENTIAL FOR EXCELLENCE (CPE)
IN UGC XIIth PLAN

CERTIFICATE COURSE IN TAILORING & DRESS DESIGNING

About the Course

This course is designed to teach the various nuances of pattern making and fashion dress designing in a comprehensive manner. The patterns cater to both standard measurements & personal. By learning different types of patterns, a student would be able to stylishly design her own dress according to the latest trends.

Objectives of the Course

- Enabling the learners to Understand basics of tailoring
- To make them understand about designing the clothes
- To develop practical knowledge regarding tailoring

SEMESTER 1

Subject Code	Course	Theory/Practical	No of Credits
CCT 101	Introduction to cutting and sewing	Theory	3
CCT 102	Learning to Sew	Practical	3
CCT 103	Basic Children's Garments	Practical	4

Coordinator of the program


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CCT 101 Introduction to cutting and sewing

- a) Stitching Techniques
- b) Dress Measurements & Techniques
- c) Anatomy of Drafting Garments
- d) Calculations and Drafting Patterns
- e) Method to Fold the Fabric for Patterns
- f) Terms used in Tailoring

CCT 102 Learning to sew

Pattern making & Drafting of different dresses and techniques of using various Tucks, Pleats, Frills, Openings, Collars, Sleeves, Necklines etc

CCT 103 Sewing for Children

- a) Little Boys uniform pant
- b) Divided skirts for Girls
- c) Little Boys shirt
- d) Plain Shirt

CPE CAMP


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SEMESTER 2

Subject Code	Course	Theory/Practical	No of Credits
CCT 201	Gents' Clothing	Practical	3
CCT 202	Women's Clothing	Practical	3
CCT 203	Advanced Garments	Practical	4

Coordinator of the program


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CCT 201 Gent's Clothing

- a) Nehru Shirt
- b) Shirt with Yoke
- c) Shirts with Pockets & Coller
- e) Regular Pants
- f) Bell botton Pants

CCT 202 Women's Clothing

- Skirts :Twelve types
Frocks : Ten types
Skirts & Jeans Tops : 8 Types
Ladies Blouses : 28 to 38 Size
- a) Plain Saree Blouse
 - b) Cut Blouse for a Saree
 - c) Raglon Blouse
 - d) Katori Blouse
 - e) Designer Blouse

CCT 203 Advanced Children's Garments

- a) Pedal Pusher
- b) Capri
- c) Harem Pants
- d) Ladies Pants
- e) One Piece Pants
- f) Pleated Pants

Internal Exam will be conducted for 30 Marks

Practical Exam will be conducted for 70 marks

Practical Exam Pattern

Program	Output	Viva	Journal	Total
25 Marks	15 Marks	20 Marks	10 Marks	70 Marks


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Coordinator of the program

Principal



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Courses Under College Potential for Excellence (CPE)
in UGC XIIth Plan
Career Oriented Programme in Personality Development

Unit-I Introduction

1. What is personality ?
2. Types of personality ?
3. Tips for Better personality?

Unit - II Approaches to personality

1. Time management
2. Communicative Skill
3. Body language

Unit III Techniques of Personality development - I

1. Leadership in personality
2. Qualities of good leader
3. The concept of positive attitude

Unit. IV Techniques of Personality development - II

1. Importance of self confidence
2. Reading - an essential requirement of personality
3. Strong determination and decision power

Book & Reference:

1. Personality Development and career management - S.S.Khubhani
2. व्यक्तिव विकास - रोहित पटेल
3. Personality Development : Misra R. K. - Rupa & Co.
4. Personality Development : Dr.Rakesh Joshi

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