The following changes be noted in the syllabi of B.Com. Degree programme of 2010-11 for the candidates admitted from the academic year 2012-13.

1. In Page 6, Unit- I of the paper Viz., **Finical Accounting** be as follows:
   Unit-I – Accounting for Depreciation-need for and significance of depreciation- methods of providing depreciation-Straight Line Method, Written Down Method, Annuity Method and Machine Hour Method

2. In page 14, Unit-II of the paper Viz., **Corporate Accounting** be as follows:
   Unit IV – Valuation of Good will and Shares- Needs- Method of Valuation of Good will and Shares (Simple problems only)

3. In page 17, Unit-II of the paper Viz., **Executive Business Communication** be as follows:
   Unit- II- Trade Enquiries- Orders and their Execution – Credit and Status Enquiries – Complaints and Adjustments – Collection Letters.
   **Unit- III**- Sales Letters- Circular Letter- Agency Correspondence
   **Unit- IV** – Banking Correspondence- Insurance Correspondence
   **Unit- V** – Application Letters – Preparation of Resume - Interview: Meaning – Objectives and Techniques of various types of Interviews – Public Speech – Characteristics of a good speech

4. In Page 18, Unit-I of the paper Viz., **BANKING THEORY** g be as follows:
   **UNIT II** Recent Trades in Indian Banking – Automated teller Machines – Customer Services – Debit Cards- Credit Cards- – E-banking
   Unit- IV State Bank of India –Evolution-Functions- Role of SBI in Economic Development
   **UNIT V** Commercial banks- Function - Rural financing – Regional Rural Banks - Place of Co-operative banks in the Indian Banking scene

5. In Page 26, Unit-ii of the Paper Viz., **MANAGEMENT ACCOUNTING** be as follows:
   **UNIT II**
   Ratio Analysis – Analysis of liquidity – Solvency and Profitability – (Excluding Construction of Balance Sheet)
6. Allied Paper – Principles of Accountancy-II be as follows:

UNIT-I – Depreciation- Meaning-Features-Method-Straight Line Method-WDV Method- Annuity Method-

7. Allied Paper- Business Accounting

Unit-V- Bank Reconciliation Statement-Receipts and Payments and income and Expenditure Account and Balance Sheet