

FACULTY OF ECONOMICS & BUSINESS

SYLLABUS

FOR

Bachelor in Commerce (Pass)

(Semester I–II)

&

(Part II & III)

(Old System) (Pass & Hons.)

Examination: 2012-13



GURU NANAK DEV UNIVERSITY
AMRITSAR

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(ii) Subject to change in the syllabi at any time.

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SCHEME OF COURSES

Course Code	Course Title	Maximum Marks	Number of Lectures (L)	Tutorials (T) per week
Semester-I				
BCG-101	English	50	6	-
BCG-102	Punjabi Compulsory / Basic Punjabi (Mudhli Punjabi)	50	6	-
BCG-103	Financial Accounting	50	6	2
BCG-104	Functional Management	50	6	-
BCG-105	Business Communication	50	6	-
BCG-106	Business Statistics	50	6	-
BCG-107	Seminar	50	-	-
Semester-II				
BCG-201	English	50	6	-
BCG-202	Punjabi Compulsory / Basic Punjabi (Mudhli Punjabi)	50	6	-
BCG-203	Cost Accounting	50	6	2
BCG-204	Commercial Laws	50	6	-
BCG-205	Business Economics	50	6	-
BCG-206	Computer Fundamentals	50	4	2
BCG	Viva-Voce	50	-	-

1 (a)
B.COM (PASS) (ANNUAL SYSTEM)

Scheme of Course

Part-II	Subject	Maximum Marks	Number of Lecturers (L) & Tutorials (T)	
			L	T
I.	English (Compulsory)	100	6	-
II.	Punjabi (Compulsory) or Punjab History and Culture	100	6	-
III.	Environmental Studies (Compulsory)	100	-	40 Hrs.
IV.	Company Law & Auditing	100	6	-
V.	Corporate Accounting	100	6	2
VI.	Cost Accounting	100	6	2
VII.	Business Economics	100	6	-

Note: The marks of Paper III (Environmental Studies) (Compulsory) will not be added in the total marks.

Part-III	Subject	Maximum Marks	Number of Lecturers (L) & Tutorials (T)	
			L	T
I.	English (Compulsory)	100	6	-
II.	Punjabi (Compulsory) or Punjab History and Culture	100	6	-
III.	Banking Theory & Practice	100	6	2
IV.	Income Tax Law & Practice	100	6	2
V.	Management Accounting and Business Finance	100	6	2
VI.	Indian Economic Problems	100	6	-
VII.	Any <i>one</i> of the following options:			
	Opt. I: Materials Management	100	6	-
	Opt. II: Sales & Retail Management	100	6	-
	Opt. III: Operations Research	100	6	2
	Opt. IV: Office Management and Secretarial Practice	100	6	-
	Opt. V: Foreign Exchange-Management	100	6	-
	Opt. VI: Typing and Shorthand	100	6	-
	Opt. VII: Indirect Tax Laws	100		
VIII.	Viva-Voce	50	-	-

BCG-101: ENGLISH (COMPULSORY)**Time Allowed: 3 Hours****Total Marks: 50****Texts Prescribed:**

1. Tales of Life (Guru Nanak Dev University, Amritsar)
2. Prose for Young Learners (Guru Nanak Dev University, Amritsar)
3. Murphy's English Grammar, (Raymond Murphy), 3rd Ed. CUP 2004, Rept. 2005.

Course Contents:

- 1) Stories at Sr.No.1,2,3,5,6 from *Tales of Life*.
- 2) Essays at Sr.No.1,2,3,5,6 from *Prose for Young Learners*.
- 3) Unit 1-37 from *Murphy's English Grammar*.

Division of Marks:**Section-A:**

Twenty (20) questions on the usage of grammar related to units 1-37 of Murphy's English Grammar. All questions will be compulsory. (½ x 20=10 Marks)

Section-B:

- I. Eight (8) questions from the two literary texts (four from Tales, four from Prose). The students will be required to attempt any five choosing at least two questions from each prescribed text. The answers should not exceed 15 lines each. (3x5=15 Marks)
- II. Eight (8) questions on vocabulary testing meaning and usage of items glossed in the two prescribed text. All questions will be compulsory. (½x8=4 Marks)
- III. Translation of a short passage from English to Hindi/Punjabi

OR

Precise of a short passage (only for foreign students who do not know Punjabi/Hindi. (5 Marks)

Section-C:

- I. There will be two questions one from each literary text. The students will be required to answer any one.(1x8=8 Marks)
- II. Writing a paragraph (1 out of 2) (1x8=8 Marks)

BCG-102: ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

ਸਮਾਂ : 3 ਘੰਟੇ

ਕੁਲ ਅੰਕ : 50

ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

1. **ਗਿਆਨ ਮਾਲਾ** (ਵਿਗਿਆਨਕ ਤੇ ਸਮਾਜ-ਵਿਗਿਆਨਕ ਲੇਖਾਂ ਦਾ ਸੰਗ੍ਰਹਿ)
(ਸੰਪ. ਡਾ. ਸਤਿੰਦਰ ਸਿੰਘ, ਪ੍ਰੋ. ਮਹਿੰਦਰ ਸਿੰਘ ਬਨਵੈਤ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ, 2007 ।
ਲੇਖ : ਪਹੀਆ ਪ੍ਰਦੂਸ਼ਣ, ਭਰੂਣ ਹੱਤਿਆ ਦੇ ਦੇਸ਼ ਵਿਚ, ਨਾਰੀ ਸ਼ਕਤੀ, ਵਾਤਾਵਰਣੀ ਪ੍ਰਦੂਸ਼ਣ ਅਤੇ ਮਨੁੱਖ, ਏਡਜ਼ : ਇਕ ਗੰਭੀਰ ਸੰਕਟ।
2. **ਪੰਜਾਬ ਦੇ ਮਹਾਨ ਕਲਾਕਾਰ** (ਬਲਵੰਤ ਗਾਰਗੀ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
ਲੇਖ : ਅੰਮ੍ਰਿਤਾ ਸ਼ੇਰਗਿਲ, ਕੇ.ਐਲ.ਸਹਿਗਲ, ਬੜੇ ਗੁਲਾਮ ਅਲੀ ਖਾਂ, ਸੋਭਾ ਸਿੰਘ, ਪ੍ਰਿਥਵੀਰਾਜ ਕਪੂਰ, ਭਾਈ ਸਮੁੰਦ ਸਿੰਘ
3. **ਪੈਰੂਾ ਰਚਨਾ**
4. **ਪੈਰੂਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ।**
5. (ੳ) **ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਂਤ** : ਉਚਾਰਨ ਅੰਗ, ਉਚਾਰਨ ਸਥਾਨ ਤੇ ਵਿਧੀਆਂ, ਸਵਰ, ਵਿਅੰਜਨ, ਸੁਰ।
(ਅ) **ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ** : ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ ਦਾ ਅੰਤਰ, ਪੰਜਾਬੀ ਉਪਭਾਸ਼ਾਵਾਂ ਦੇ ਪਛਾਣ-ਚਿੰਨ੍ਹ।
6. **ਮਾਤ ਭਾਸ਼ਾ ਦਾ ਅਧਿਆਪਨ**
(ੳ) ਪਹਿਲੀ ਭਾਸ਼ਾ ਦੇ ਤੌਰ ਉੱਤੇ
(ਅ) ਦੂਜੀ ਭਾਸ਼ਾ ਦੇ ਤੌਰ ਉੱਤੇ

ਅੰਕ ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

- | | | |
|----|---|------------|
| 1. | ਕਿਸੇ ਨਿਬੰਧ ਦਾ ਸਾਰ ਜਾਂ ਉਸਦਾ ਵਿਸ਼ਾ ਵਸਤੂ (ਦੋ ਵਿਚੋਂ ਇਕ) । | 10 ਅੰਕ |
| 2. | ਵਾਰਤਕ ਰੂਪ : ਰੇਖਾ ਚਿਤਰ, ਨਾਇਕ ਬਿੰਬ, ਕਲਾਤਮਕ ਗੁਣ, ਰੇਖਾ ਚਿਤਰ ਸਾਹਿਤ ਨੂੰ ਦੇਣ | 10 ਅੰਕ |
| 3. | ਪੈਰੂਾ ਰਚਨਾ : ਤਿੰਨ ਵਿਸ਼ਿਆਂ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਉਤੇ ਪੈਰੂਾ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇ । | 5 ਅੰਕ |
| 4. | ਪੈਰੂਾ ਦੇ ਕੇ ਉਸ ਬਾਰੇ ਪੰਜ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ | 5 ਅੰਕ |
| 5. | ਨੰਬਰ 5 ਉਤੇ ਦਿੱਤੀ ਵਿਆਕਰਨ ਦੇ ਆਧਾਰ ਤੇ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ | 10 ਅੰਕ |
| 6. | ਨੰਬਰ 6 ਵਿਚ ਮਾਤ ਭਾਸ਼ਾ ਦੇ ਪਹਿਲੀ ਭਾਸ਼ਾ ਅਤੇ ਦੂਜੀ ਭਾਸ਼ਾ ਵਜੋਂ ਅਧਿਆਪਨ, ਮਹੱਤਵ ਅਤੇ ਸਮੱਸਿਆਵਾਂ ਬਾਰੇ ਚਾਰ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਦੋ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। | 5×2=10 ਅੰਕ |

BCG-102: ਮੁੱਢਲੀ ਪੰਜਾਬੀ

(In lieu of Punjabi Compulsory)

ਸਮਾਂ: ਤਿੰਨ ਘੰਟੇ	ਪਾਠ-ਕ੍ਰਮ	ਕੁਲ ਅੰਕ: 50
1.	ਪੰਜਾਬੀ ਭਾਸ਼ਾ, ਗੁਰਮੁਖੀ ਲਿਪੀ ਗੁਰਮੁਖੀ ਲਿਪੀ : ਬਣਤਰ ਅਤੇ ਤਰਤੀਬ	20 ਅੰਕ
2.	ਗੁਰਮੁਖੀ ਆਰਥੋਗ੍ਰਾਫੀ ਸੂਰ ਬਣਤਰ ਅਤੇ ਉਚਾਰਨ ਵਿਅੰਜਨ ਬਣਤਰ ਅਤੇ ਉਚਾਰਨ	15 ਅੰਕ
3.	ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ ਸਾਧਾਰਨ ਸ਼ਬਦ ਇਕ ਉਚਾਰਖੰਡੀ ਸ਼ਬਦ	15 ਅੰਕ

ਯੂਨਿਟ ਅਤੇ ਥੀਮ

1. ਪੰਜਾਬੀ ਭਾਸ਼ਾ : ਨਾਮਕਰਣ ਅਤੇ ਸੰਖੇਪ ਜਾਣ ਪਛਾਣ, ਗੁਰਮੁਖੀ ਲਿਪੀ : ਨਾਮਕਰਣ, ਗੁਰਮੁਖੀ ਵਰਣਮਾਲਾ; ਪੈਂਤੀ ਅੱਖਰੀ, ਅੱਖਰ ਕ੍ਰਮ, ਸੂਰ ਵਾਹਕ (ਓ ਅ ਏ), ਲਗਾਂ ਮਾਤਰਾਂ, ਪੈਰ ਵਿਚ ਬਿੰਦੀ ਵਾਲੇ ਵਰਣ, ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਣ, ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ।
2. ਗੁਰਮੁਖੀ ਆਰਥੋਗ੍ਰਾਫੀ ਅਤੇ ਉਚਾਰਨ; ਸੂਰਾਂ ਦੀ ਬਣਤਰ ਅਤੇ ਉਚਾਰਨ (ਲਘੂ-ਦੀਰਘ ਸੂਰ); ਸੂਰ ਅਤੇ ਲਗਾਂ ਮਾਤਰਾਂ; ਵਿਅੰਜਨਾਂ ਦੀ ਬਣਤਰ ਅਤੇ ਉਚਾਰਨ; ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਣਾਂ (ਹ, ਰ, ਵ) ਦਾ ਉਚਾਰਨ ; ਲ ਅਤੇ ਲ ਦਾ ਉਚਾਰਨ; ਭ, ਧ, ਢ, ਝ, ਞ ਦਾ ਉਚਾਰਨ; ਪੈਰ ਵਿਚ ਬਿੰਦੀ ਵਾਲੇ ਵਰਣਾਂ ਦਾ ਉਚਾਰਨ।
3. ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ : ਸਾਧਾਰਨ ਸ਼ਬਦ; ਇਕੱਲਾ ਸੂਰ (ਜਿਵੇਂ ਆ); ਸੂਰ ਅਤੇ ਵਿਅੰਜਨ (ਜਿਵੇਂ ਆਰ); ਵਿਅੰਜਨ ਅਤੇ ਸੂਰ (ਜਿਵੇਂ ਪਾ); ਵਿਅੰਜਨ ਸੂਰ ਵਿਅੰਜਨ (ਜਿਵੇਂ ਪਾਰ); ਕੋਸ਼ਗਤ ਸ਼ਬਦ (ਜਿਵੇਂ ਘਰ, ਪੀ); ਵਿਆਕਰਣਕ ਸ਼ਬਦ (ਜਿਵੇਂ ਨੂੰ, ਨੇ); ਪੰਜਾਬੀ ਸ਼ਬਦ ਰਚਨਾ-1; ਲਿੰਗ-ਪੁਲਿੰਗ, ਇਕ ਵਚਨ-ਬਹੁ ਵਚਨ; ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ-1: ਖਾਣ-ਪੀਣ, ਸਾਕਾਦਾਰੀ, ਰੁੱਤਾਂ, ਮਹੀਨਿਆਂ, ਗਿਣਤੀ, ਮੌਸਮ ਆਦਿ ਨਾਲ ਸੰਬੰਧਿਤ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ :

1. ਯੂਨਿਟ ਪਹਿਲਾ ਵਿੱਚੋਂ ਦੋ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਇਕ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। (15 ਅੰਕ)
2. ਯੂਨਿਟ ਦੂਜਾ ਅਤੇ ਤੀਜਾ ਵਿੱਚੋਂ ਚਾਰ ਪ੍ਰਸ਼ਨ (ਹਰ ਇਕ ਭਾਗ ਵਿੱਚੋਂ ਦੋ-ਦੋ ਪ੍ਰਸ਼ਨ) ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ (ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇਕ-ਇਕ ਪ੍ਰਸ਼ਨ), ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। (10x2=20 ਅੰਕ)
3. ਯੂਨਿਟ ਪਹਿਲਾ, ਦੂਜਾ ਅਤੇ ਤੀਜਾ ਵਿੱਚੋਂ ਸੰਖੇਪ ਉੱਤਰ ਵਾਲੇ ਛੇ ਪ੍ਰਸ਼ਨ (ਹਰ ਇਕ ਭਾਗ ਵਿੱਚੋਂ ਦੋ-ਦੋ ਪ੍ਰਸ਼ਨ) ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਤਿੰਨ ਪ੍ਰਸ਼ਨਾਂ (ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇਕ-ਇਕ ਪ੍ਰਸ਼ਨ) ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। (05x3=15 ਅੰਕ)

BCG-103: FINANCIAL ACCOUNTING**Time: 3 Hours****M. Marks: 50**

**Note: 1. The question paper covering the entire course shall be divided into three sections.
2. The candidates are allowed to use [Non-Scientific] calculator.**

Section–A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section–B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part I

Introduction - Nature of financial Accounting - scope – objects –limitations –Accounting concepts and conventions- International Financial Reporting Standards –Need, Objectives, scope, convergence of Indian Accounting Standards with IFRS.

Conceptual Frame work for preparation and presentation of financial statements -Capital, Revenue and deferred revenue expenditure – Capital and revenue receipts – Final Accounts of Sole Proprietor

Part-II

Joint Venture-Meaning, types, determination of profits under different methods.

Consignment Accounts- Meaning, features, consignee's commission, account sales, distinction between joint venture & consignment, accounting treatment in the books of consignor & consignee

Voyage Accounts- Meaning, accounting treatment in case of complete voyage & incomplete voyage.

Departmental Accounts - Meaning – Objects – Advantages - Accounting procedure – Allocation of expenses and incomes – Interdepartmental transfers – Provision for unrealized profit.

Branch Accounts - Features – Objects- Types of branches –Dependent branches – Account Systems –Stock and Debtors System –Independent branch –Features – Preparation of Consolidated Profit and Loss Account and Balance Sheet.

Investment Accounts – Meaning, Accounting Treatment of Calculation of profit including Ex-Interest and cum-interest transactions.

Suggested Readings:

- 1 Maheshwari, S.N. and Maheshwari, S.K., "*Financial Accounting*", Vikas Publishing House, New Delhi.
- 2 Narayanswami, R., "*Financial Accounting: A Managerial Perspective*", 3rd Edition, Prentice Hall of India, New Delhi.
- 3 Mukherjee, A. and Hanif, M., "*Financial Accounting*", 1st Edition, 2003, Tata McGraw Hill.
- 4 Ramchandran, N. and Kakani, R.K., "*Financial Accounting for Management*", 2nd Edition 2007, Tata McGraw Hill.

Note: Latest edition of text book may be used.

BCG-104: FUNCTIONAL MANAGEMENT**Time: 3 Hours****M. Marks: 50****Note: 1. The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part – I

Management: Introduction - Meaning, nature and characteristics of Management - Scope and functional areas of management - Management as a science, art or profession - Management & Administration - Principles of management - Social responsibility of management and Ethics.

Personnel Management: Meaning, Significance & Functions, Recruitment, Selection and training. Job Evaluation and Merit Rating, Worker's participation in Management.

Part – II

Marketing Management: Concept of Marketing, Functions of Marketing, Marketing Research- Meaning and techniques, Advertising and Salemanship.

Strategic Management: Meaning, Need, Importance, Process and Role of C.E.O. (Chief Executive Officer) in Strategic Management,

Production Management: Functions, Production Planning and Control, Quality control.

Suggested Readings:

- 1 Stoner, J. Freeman, R. & Gilbert, D., "*Management*", 1995, Prentice Hall of India.
- 2 Koontz, H., "*Principles of Management (Ascent series)*", 2004, Tata Mc Graw Hill publishing.
- 3 Robbins, S.P. and Coulter, M., "*Management*", 9th Edition, 2008, Prentice Hall of India.
- 4 Robbins S.P. & Decenzo D., "*Fundamentals of Management: Essential Concepts and Applications*", Third edition, 2000, Pearson Education.
- 5 Weihrich, H. and koontz, H., "*Essentials of management: An international perspective*", 2009, Tata McGraw Hill, New Delhi.

Note: Latest edition of text book may be used.

BCG-105: BUSINESS COMMUNICATION**Time: 3 Hours****M. Marks: 50****Note: 1. The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I

Business Communication – meaning & importance. Define Communication, its purpose, process, elements, difficulties in communication and conditions for successful communication. Forms of Communication, Barriers to effective communication, basic models of communication, 7C's of effective business communication. Organizational Communication: Importance of communication in management, Formal and Informal Communication, Grapevine and how to deal with it. Developing positive personal attitudes, Communication training for managers, Communication structure in an organization. Corporate Communication, PR skills.

Part - II

Presentation Skills: Presentation on any chosen topic, oral presentations, principles of oral presentations, factors affecting presentations, sales presentation. Business Etiquette: Understanding etiquette, Cross-cultural etiquette, Business manners. Business to business etiquette. Effective customer care.

Suggested Readings:

- 1 Taylor, S. and Chandra, V., "*Communication for Business: A practical approach*", Fourth edition, 2011, Pearson Education.
- 2 Bovee, C. and Thill, J., "*Business Communication Today*", 2011, Prentice Hall.
- 3 Sethi, A and Adhikari, B. "*Business Communication*", 2009, McGraw Hill education.
- 4 Kaul, A., "*Business Communication*", 2004, Prentice Hall of India, New Delhi.
- 5 Dulek, R. and Fielden, J., "*Principles of Business Communication*", 1990, Macmillan Publishing Co., New York.

Note: Latest edition of text book may be used.

BCG-106: BUSINESS STATISTICS**Time: 3 Hours****M. Marks: 50****Note: 1. The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I

Definition, Functions, Scope and Limitations of Statistics.

Measures of Central Tendency: Types of averages – Arithmetic Mean (Simple and Weighted), Median and Mode.

Measures of Dispersion: Range, Quartile Deviation, Mean Deviation, Standard Deviation and Coefficient of Variation.

Simple Correlation and Regression: Meaning, Types, Karl Pearsons & Rank Correlation (Excluding grouped data), Probable error.

Part - II

Index Numbers: Meaning and importance, Methods of construction of Index Numbers: Weighted and unweighted; Simple Aggregative Method, Simple Average of Price Relative Method, Weighted index method: Laspeyres method, Pasches method and Fishers Ideal method including Time and Factor Reversal tests, Consumer Price Index.

Time Series Analysis: Components, Estimation of Trends (Graphical method, Semi Average Method, Moving Averages method and Method of Least Squares for linear path).

Probability: Conceptual meaning and definition of probability, Theorems of probability-addition and multiplication theorem of probability and concept of conditional probability (simple applications only).

Suggested Readings:

1. Levin, Richard and David S. Rubin. “*Statistics for Management*”. 7th Edition. Prentice Hall of India, New Delhi.
2. Chandan, J.S., “*Statistics for Business and Economics*”, 1st Edition (1998), Vikas Publishing House Pvt. Ltd.
3. Render, B. and Stair, R. M. Jr., “*Quantitative Analysis for Management*”, 7th Edition, Prentice-Hall of India, New Delhi.
4. Gupta C B, Gupta V, “*An Introduction to Statistical Methods*”, 23rd Edition (1995), Vikas Publications.
5. Siegel, Andrew F. Practical Business Statistics. International Edition. 5th Edition (2001), McGraw Hill Irwin.
6. Berenson, L.M., Krehbiel, T.C., Vishwanathan, P.K. and Levine, D.M., “*Business Statistics: A First Course*”, 4th Edition (2008), Pearson Education.

BCG-201: ENGLISH (COMPULSORY)**Time Allowed: 3 Hours****Total Marks: 50****Texts Prescribed:**

1. Tales of Life (Guru Nanak Dev University, Amritsar)
2. Prose for Young Learners (Guru Nanak Dev University, Amritsar)
3. Murphy's English Grammar, (Raymond Murphy), 3rd Ed. CUP 2004, Rept. 2005.

Course Contents

- 1) Stories at Sr.No.7,9,10,11,12 from *Tales of Life*.
- 2) Essays at Sr.No.7,8,9,10,11 from *Prose for Young Learners*.
- 3) Unit 121-136, 69-91 from *Murphy's English Grammar*.

Division of Marks:**Section-A:**

Twenty (20) questions on the usage of grammar related to units 121-136, 69-91 of Murphy's English Grammar. All questions will be compulsory. ($\frac{1}{2} \times 20 = 10$ Marks)

Section-B:

- I. Eight (8) questions from the two literary texts (four from Tales, four from Prose). The students will be required to attempt any five choosing at least two questions from each prescribed text. The answers should not exceed 15 lines each. ($3 \times 5 = 15$ Marks)
- II. Eight (8) questions on vocabulary testing meaning and usage of items glossed in the two prescribed text. All questions will be compulsory. ($\frac{1}{2} \times 8 = 4$ Marks)
- III. A personal letter (1 out of 2) (5 Marks)

Section-C:

- I. There will be two questions one from each literary text. The students will be required to answer any one. ($1 \times 8 = 8$ Marks)
- II. Comprehension of a passage (about 200 words) selected from either of the prescribed books of *Prose* or *Tales*. (4 short questions of 2 marks each) ($4 \times 2 = 8$ Marks)

BCG-202: ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

ਸਮਾਂ : 3 ਘੰਟੇ

ਕੁਲ ਅੰਕ : 50

ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

1. **ਗਿਆਨ ਮਾਲਾ** (ਵਿਗਿਆਨਕ ਤੇ ਸਮਾਜ-ਵਿਗਿਆਨਕ ਲੇਖਾਂ ਦਾ ਸੰਗ੍ਰਹਿ)
(ਸੰਪ. ਡਾ. ਸਤਿੰਦਰ ਸਿੰਘ, ਪ੍ਰੋ. ਮਹਿੰਦਰ ਸਿੰਘ ਬਨਵੈਤ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ,
ਅੰਮ੍ਰਿਤਸਰ, 2007 ।
ਲੇਖ : ਸਾਹਿਤ ਤੇ ਲੋਕ ਸਾਹਿਤ, ਅੱਖਾਂ, ਅਚੇਤਨ ਦਾ ਗੁਣ ਤੇ ਸੁਭਾਅ, ਕੰਪਿਊਟਰ ਅਤੇ
ਇੰਟਰਨੈੱਟ, ਮਨੁੱਖੀ ਅਧਿਕਾਰ।
2. **ਪੰਜਾਬ ਦੇ ਮਹਾਨ ਕਲਾਕਾਰ** (ਬਲਵੰਤ ਗਾਰਗੀ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
ਲੇਖ : ਸਤੀਸ਼ ਗੁਜਰਾਲ, ਗੁਰਚਰਨ ਸਿੰਘ, ਠਾਕੁਰ ਸਿੰਘ, ਬਲਰਾਜ ਸਾਹਨੀ, ਸੁਰਿੰਦਰ ਕੌਰ।
3. **ਸ਼ਬਦ-ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ** : ਪਰਿਭਾਸ਼ਾ, ਮੁੱਢਲੇ ਸੰਕਲਪ
4. **ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ**
5. **ਪੈਰ੍ਹਾ ਰਚਨਾ**
6. **ਪੈਰ੍ਹਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ**
7. **ਮੁਹਾਵਰੇ ਅਤੇ ਅਖਾਣ**

ਅੰਕ ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਕਿਸੇ ਨਿਬੰਧ ਦਾ ਸਾਰ ਜਾਂ ਉਸਦਾ ਵਿਸ਼ਾ ਵਸਤੂ (ਦੋ ਵਿਚੋਂ ਇਕ) । 10 ਅੰਕ
2. ਵਾਰਤਕ ਰੂਪ : ਰੇਖਾ ਚਿਤਰ, ਨਾਇਕ ਬਿੰਬ, ਕਲਾਤਮਕ ਗੁਣ, ਰੇਖਾ ਚਿਤਰ
ਸਾਹਿਤ ਨੂੰ ਦੇਣ 10 ਅੰਕ
- 3-4. 3-4 ਨੰਬਰ ਉੱਤੇ ਦਿੱਤੀ ਵਿਆਕਰਣ ਦੇ ਆਧਾਰ ਤੇ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ। 10 ਅੰਕ
5. ਪੈਰ੍ਹਾ ਰਚਨਾ : ਤਿੰਨ ਵਿਸ਼ਿਆਂ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਉੱਤੇ ਪੈਰ੍ਹਾ ਲਿਖਣ ਲਈ
ਕਿਹਾ ਜਾਵੇ । 5 ਅੰਕ
6. ਪੈਰ੍ਹਾ ਦੇ ਕੇ ਉਸ ਬਾਰੇ ਪੰਜ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ 5 ਅੰਕ
7. ਨੰਬਰ 7 ਵਿਚ ਅੱਠ ਅਖਾਣ ਅਤੇ ਅੱਠ ਮੁਹਾਵਰੇ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ
ਵਿਦਿਆਰਥੀ ਨੇ ਪੰਜ-ਪੰਜ ਨੂੰ ਵਾਕਾਂ ਵਿਚ ਵਰਤ ਕੇ ਅਰਥ ਸਪੱਸ਼ਟ ਕਰਨੇ
ਹੋਣਗੇ 5+5= 10 ਅੰਕ

BCG-202: ਮੁੱਢਲੀ ਪੰਜਾਬੀ
(In lieu of Punjabi Compulsory)

ਚਿੱਠੀ ਪੱਤਰ
ਪੈਰਾ ਰਚਨਾ
ਸੰਖੇਪ ਰਚਨਾ
ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ

15 ਅੰਕ

ਯੂਨਿਟ ਅਤੇ ਥੀਮ

1. ਪੰਜਾਬੀ ਸ਼ਬਦ ਬਣਤਰ : ਸੰਯੁਕਤ ਸ਼ਬਦ; ਸਮਾਸੀ ਸ਼ਬਦ (ਜਿਵੇਂ ਲੋਕ ਸਭਾ); ਦੋਜਾਤੀ ਸ਼ਬਦ (ਜਿਵੇਂ ਕਾਲਾ ਸਿਆਹ); ਦੋਹਰੇ ਸ਼ਬਦ/ਦੁਹਰਰਕਤੀ (ਜਿਵੇਂ ਧੂੜ ਧਾੜ/ਭਰ ਭਰ), ਮਿਸ਼ਰਤ ਸ਼ਬਦਾਂ ਦੀ ਬਣਤਰ/ਸਿਰਜਨਾ; ਅਗੇਤਰਾਂ ਰਾਹੀਂ (ਜਿਵੇਂ ਉਪ ਭਾਸ਼ਾ), ਪਿਛੇਤਰਾਂ ਰਾਹੀਂ (ਜਿਵੇਂ ਰੰਗਲਾ), ਪੰਜਾਬੀ ਸ਼ਬਦ ਰਚਨਾ-2: ਪੜਨਾਵੀਂ ਰੂਪ, ਕਿਰਿਆ/ਸਹਾਇਕ ਕਿਰਿਆ ਦੇ ਰੂਪ; ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ-2: ਮਾਰਕੀਟ/ਬਾਜ਼ਾਰ, ਵਪਾਰ, ਧੰਦਿਆਂ ਨਾਲ ਸੰਬੰਧਿਤ।
2. ਪੰਜਾਬੀ ਵਾਕ ਬਣਤਰ : ਕਰਤਾ ਕਰਮ ਕਿਰਿਆ; ਸਾਧਾਰਨ ਵਾਕ, ਬਿਆਨੀਆ, ਪ੍ਰਸ਼ਨਵਾਚਕ, ਆਗਿਆਵਾਚਕ, ਸੰਯੁਕਤ ਅਤੇ ਮਿਸ਼ਰਤ ਵਾਕਾਂ ਦੀਆਂ ਕਿਸਮਾਂ; ਸੁਤੰਤਰ ਅਤੇ ਅਧੀਨ ਉਪਵਾਕ; ਸਮਾਨ (ਤੇ/ਅਤੇ) ਅਤੇ ਅਧੀਨ (ਜੋ/ਕਿ) ਯੋਜਕਾਂ ਦੀ ਵਰਤੋਂ; ਪੰਜਾਬੀ ਵਾਕਾਂ ਦੀ ਵਰਤੋਂ : ਵਿਭਿੰਨ ਸਮਾਜਕ/ਸਭਿਆਚਾਰਕ ਪ੍ਰਸਥਿਤੀਆਂ ਦੇ ਅੰਤਰਗਤ; ਘਰ ਵਿਚ, ਬਾਜ਼ਾਰ ਵਿਚ, ਮੇਲੇ ਵਿਚ, ਸ਼ੋਪਿੰਗ ਮਾਲ/ਸਿਨੇਮੇ ਵਿਚ, ਵਿਆਹ ਵਿਚ, ਧਾਰਮਿਕ ਸਥਾਨਾਂ ਵਿਚ, ਦੋਸਤਾਂ ਨਾਲ ਆਦਿ।
3. ਇਸ ਯੂਨਿਟ ਵਿਚ ਚਿੱਠੀ ਪੱਤਰ (ਨਿੱਜੀ/ਦਫ਼ਤਰੀ/ਵਪਾਰਕ), ਪੈਰਾ ਰਚਨਾ, ਸੰਖੇਪ ਰਚਨਾ ਅਤੇ ਅਖਾਣ ਮੁਹਾਵਰਿਆਂ ਦੀ ਵਰਤੋਂ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਦੀ ਭਾਸ਼ਾਈ ਯੋਗਤਾ ਨੂੰ ਪਰਖਿਆ ਜਾਵੇਗਾ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ :

1. ਯੂਨਿਟ ਪਹਿਲਾ ਵਿੱਚੋਂ ਦੋ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਇੱਕ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। (15 ਅੰਕ)
2. ਯੂਨਿਟ ਦੂਜਾ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਇੱਕ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। (10 ਅੰਕ)
3. ਯੂਨਿਟ ਪਹਿਲਾ ਅਤੇ ਦੂਜਾ ਵਿੱਚੋਂ ਸੰਖੇਪ ਉੱਤਰ ਵਾਲੇ ਚਾਰ ਪ੍ਰਸ਼ਨ (ਹਰ ਇੱਕ ਭਾਗ ਵਿੱਚੋਂ ਦੋ-ਦੋ ਪ੍ਰਸ਼ਨ) ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਦੋ ਪ੍ਰਸ਼ਨਾਂ (ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇੱਕ-ਇੱਕ ਪ੍ਰਸ਼ਨ) ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। (5X2=10 ਅੰਕ)
4. ਨਿੱਜੀ, ਦਫ਼ਤਰੀ ਅਤੇ ਵਪਾਰਕ ਚਿੱਠੀ : ਵਿਦਿਆਰਥੀ ਨੂੰ ਦੋ ਵਿੱਚੋਂ ਕਿਸੇ ਇੱਕ ਵਿਸ਼ੇ ਤੇ ਚਿੱਠੀ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। (5 ਅੰਕ)
5. ਵਿਦਿਆਰਥੀ ਨੂੰ ਤਿੰਨ ਵਿਸ਼ਿਆਂ ਵਿੱਚੋਂ ਕਿਸੇ ਇੱਕ ਤੇ ਪੈਰਾ ਲਿਖਣ ਲਈ ਜਾਂ ਕੋਈ ਪੈਰਾ ਦੇ ਕੇ ਉਸ ਬਾਰੇ ਪੰਜ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦੇਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। (5 ਅੰਕ)
6. ਅੱਠ ਅਖਾਣ/ਮੁਹਾਵਰੇ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੂੰ ਕਿਸੇ ਪੰਜਾਂ ਨੂੰ ਵਾਕਾਂ ਵਿਚ ਵਰਤ ਕੇ ਅਰਥ ਸਪਸ਼ਟ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। (5 ਅੰਕ)

BCG-203: COST ACCOUNTING**Time: 3 Hours****M. Marks: 50**

**Note: 1. The question paper covering the entire course shall be divided into three sections.
2. The candidates are allowed to use [Non-Scientific] calculator.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I

Cost accounting: Introduction – Meaning of Cost, costing and Cost Accounting – Comparison between Financial Accounts and Cost Accounts – Application of Cost Accounting – Designing and installing a Cost Accounting system – Cost concepts and Classification of Costs – Cost Unit – Cost Center –Elements of Cost – Preparation of cost sheet – Tenders and Quotations – Problems.

Reconciliation of cost and financial accounts - Need for reconciliation – Reasons for difference in profits – Problems on preparation of Reconciliation statements including Memorandum Reconciliation account.

Material & labour costing :Classification of materials – Material Control – Purchasing procedure – store keeping –techniques of Inventory control – Setting of stock levels – EOQ – Methods of pricing materials issues – LIFO – FIFO – Weighted Average Method – Simple Average Method – Problems.

Labour costing - Control of labour cost – Labour Turnover – Causes and effects of labour turnover – Meaning of Time and Motion Study, Time keeping and Time booking – Idle time, causes and treatment – Overtime – Methods of Wage Payment, Time rate and Piece Rate – Incentive Schemes – Halsey Premium Plan – Rowan Bonus Plan – Taylor's and Merrick's differential piece rate systems – Problems.

Part - II

Overhead costing: Definition – Classification of overheads – Procedure for accounting and control of overheads –Allocation of overheads – Apportionment of overheads – Apportionment of Service department coststo production departments – Repeated Distribution method – Simultaneous equation method –absorption of OH's – Methods of Absorption – Percentage of direct material cost – Direct Labour Cost – Prime Cost, Direct Labour hour rate and Machine Hour Rate – Problems.

Budgeting – Types, essentials, Preparation of Cash Budget and Flexible Budget.

Contract Costing: Meaning, methods of calculating profit – completed contracts , incomplete contracts, contracts near completion.

Process Costing: Meaning, Treatment of normal loss, abnormal loss and abnormal effectiveness, Treatment of Process stocks, Inter Process Profit and equivalent production.

Suggested Readings:

1. Lal, J., “*Cost Accounting*”, (2009) Tata McGraw Hill Publishing Co., New Delhi.
2. Lall, B.M. and Jain, I.C.” *Cost Accounting: Principles and Practice*”, (2006) Prentice Hall of India, New Delhi.
3. Shukla, M.C., T.S. Grewal and M.P. Gupta, “*Cost Accounting: Text and Problems*”, 10th Edition (2008), S. Chand & Co. Ltd., New Delhi.
4. Maheshwari, S.N. and S.N. Mittal, “*Cost Accounting: Theory and Problems*”, 26th Edition (2012), Shri Mahabir Book Depot, New Delhi.
5. Tulsian, P.C. “*Cost Accounting*”, (2007) Tata McGraw Hill Publishing Co., New Delhi

BCG-204: COMMERCIAL LAWS**Time: 3 Hours****M. Marks: 50****Note: 1. The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I**The Indian Contract Act, 1872**

Contract – meaning, characteristics and kinds , Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent. Discharge of contract – modes of discharge

Breach of Contracts and its remedies. Contract of Indemnity and Guarantee

Contract of Bailment & Pledge , Contract of Agency

Part - II**The Sale of Goods Act, 1930**

Contract of sale, meaning and difference between sale and agreement to sell., Conditions and warranties, Transfer of ownership in goods including sale by non-owners, Performance of contract of sale ,Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

Consumer Protection Act: Definitions, objectives, redressal machineries.

The Limited Liability Partnership Act, 2008

Salient Features of LLP ,Difference between LLP and Partnership, LLP and Company , LLP Agreement, Nature of LLP, Partners and Designated Partners ,Incorporation Document, Incorporation by Registration, Registered Office of LLP and Change Therein, Change of Name, Partners and their Relations, Extent and Limitation of Liability of LLP and Partners ,Whistle Blowing, Contributions ,Financial Disclosures, Annual Return, Taxation of LLP, Conversion to LLP, Winding Up and Dissolution.

Suggested Readings:

1. Singh, A., “*Principles of Mercantile Law*”, (2011), Eastern Book Co.
2. Tulsian, P. C., “*Business Laws*”, 2nd Edition (2000), Tata McGraw Hill, New Delhi.
3. Kucchal, M.C., “*Business Law*”, 5th Edition (2009), Vikas Publishing, House (P) Ltd.
4. Maheshwari & Maheshwari, “*Business Law*”, National Publishing House, New Delhi.
5. Chadha, P. R., “*Business Law*” Galgotia Publishing Company, New Delhi.

BCG-205: BUSINESS ECONOMICS**Time: 3 Hours****M. Marks: 50****Note: 1. The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I

Theory of Demand: Meaning of demand and its types, law of demand, price elasticity of demand and its measurement.

Consumer's Behaviour: Utility approach: Brief outline of law of diminishing marginal utility and law of equi-marginal utility.

Indifference Curve Approach: Meaning, properties, price, income and substitution effect, Revealed Preference Approach.

Theory of Production: Law of variable proportions and Law of returns to scale. Short and Long run cost curves, Traditional and Modern Theory of Costs.

Part – II

Revenue: Average revenue, Marginal revenue and Total revenue. Relationship between average revenue and marginal revenue and Elasticity of demand.

Perfect Competition: Meaning, features, price and output determination of firm and industry under perfect competition.

Monopoly: Meaning, features, price and output determination under monopoly.

Monopolistic Competition: Meaning, features, price and output determination under monopolistic competition.

National Income: Definition and Importance of National Income. Gross and Net Domestic Product; Personal Income and Disposable Income. Measurement of National Income: Income, Output and Expenditure Method, Problems in measurement of National Income particularly in underdeveloped countries.

Consumption: Meaning, determinants (subjective and objective) and importance. Keynes psychological law of consumption.

Suggested Readings:

1. Maheswari & Varshney, *Managerial Economics*, S. Chand & Co., New Delhi.
2. Koutsoyiannis A., "*Modern Micro Economics*", 2nd edition, MacMillan House, New Delhi.
3. Dwivedi, D.N., "*Managerial Economics*", 7th Edition, Vikas Publication.
4. Ahuja, H. L., "*Modern Micro Economics*", (2009), Sultan Chand and Co., New Delhi.
5. Willimson, S. D., "*Macroeconomics*", 4th Edition (2010), Pearson Publication.
6. Froyen, R., "*Macroeconomics*", 9th Edition (2008), Pearson Publication.
7. Hirschey, M. "*Fundamental of Managerial Economics*", 9th Edition (2009), South Western Cengage Learning.

BCG-206 COMPUTER FUNDAMENTALS**Time: 3 Hours****M. Marks: 50****Note: 1. The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I

General Features of Computers, Generations of Computer, Workstation, Mainframe Computer and Supercomputers, Computer Applications - Data Processing, Information Processing, Commercial, Office Automation, Industry and Engineering, Healthcare, Education, Graphics and Multimedia.

Computer memory : primary and secondary memory Secondary storage devices - magnetic and optical media input and output writs - printer, plotter, sconnner-OMR, OCR, MICR, Mouse, Keyboard, MODEM.

Part - II

Computer Software and Hardware-System, Application, Service Software, Machine and Assembly Language, High Level Language, Operating System - Basic, Functions and Types. Fundamentals of DOS, Internal and External Commands of DOS, Batch Files, Booting and its Types.

Suggested Readings:

1. Hunt, R., J. Shelley. Computers and Commonsense. Prentice Hall of India.
2. Sinha, Pradeep K. and Preeti Sinha. Foundation of Computing. BPB Publication.
3. Saxena, Sanjay. A First Course in Computers. Vikas Publishing House.
4. Leon A. & Leon M., *Introduction to Computers*, Leon Vikas Publications.
5. Leon, *Fundamentals of Information Technology*, Vikas Publications.
6. Kakkar D.N., Goyal R., *Computer Applications in Management*, New Age.
7. Basandra S.K., *Computers Today*, Galgotia.

Note: Latest edition of text book may be used.

ENGLISH (COMPULSORY)**Time: 3 Hours****Max. Marks: 100****A. Texts Prescribed:**

1. **'Gauri' by M.R. Anand.**
2. **Moments in Time: An Anthology of Poem**, Guru Nanak Dev University, Amritsar.
3. **Murphy's English Grammar (Raymond Murphy), 3rd Edition, CUP, 2004, rept. 2005 (Unit 42-48, 53-68, 98-112)**

Instructions for the paper setter/examiner:

Note: The Question Paper will consist of three sections and the distribution of marks will be as follows:

Section A: 20 Marks

Section B: 48 Marks

Section C: 32 Marks

Section-A: It will consist of ten (10) questions on usage of Grammar related to units (42-48, 53-68, 98-112) of *Murphy's English Grammar (Raymond Murphy), 3rd Edition, CUP, 2004, rept. 2005*. Each question will carry two (2) marks. All questions will be compulsory.

Section-B: It will consist of eleven (11) questions. Students will be required to attempt eight (08) questions. Each question will carry six (6) marks. The total marks for this section will be 48 Marks.

Eight questions (Q.I to VIII) will be set from the two literary texts (four from Novel and four from Poems). The questions on literary texts will include two reference to the context questions on poems. The students will be required to attempt any five (5), choosing at least two questions from each prescribed text. The questions from literary texts will be answered in about 15 lines each.

The next three (03) questions (IX-XI) will be set on vocabulary and composition as given below. All of these questions will be compulsory.

Questions IX will be set on the vocabulary introduced in the two prescribed texts. The question should test meaning and usage of items glossed in the texts. Question X will be translation of a short passage from Hindi/Punjabi to English.

Or

Paraphrase of a short poem (only for foreign students who do not know Punjabi or Hindi)

Question XI will be Comprehension of an unseen prose passage. Three short questions of 2 marks each shall be asked on the given passage.

Section-C: It will consist of four (04) questions, each carrying eight marks. Total marks for this section will be 32.

Question I-III will be set from the two literary texts, atleast one from each, Each question will have internal choice and has to be answered in not more than 300 words (two to three pages). The students will be required to attempt all the three questions.

Question IV will be writing an Essay of about 350 words on a given topic (with internal choice).

ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

ਸਮਾਂ 3 ਘੰਟੇ

ਕੁੱਲ ਅੰਕ : 100

1. ਕਾਵਿ ਕੀਰਤੀ - ਹਰਿਭਜਨ ਸਿੰਘ
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ, 2008.
2. ਆਧੁਨਿਕ ਇਕਾਂਗੀ
(ਸੰਪਾ.) ਰੋਸ਼ਨ ਲਾਲ ਅਹੂਜਾ ਅਤੇ ਮਨਜੀਤਪਾਲ ਕੌਰ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ, 2007.
3. ਸੰਖੇਪ ਰਚਨਾ (ਪ੍ਰੈਸੀ)
4. ਦਫਤਰੀ ਚਿਠੀ-ਪੱਤਰ
5. ਵਿਆਕਰਣ:
 - (ੳ) ਮੂਲ ਵਿਆਕਰਣ ਇਕਾਈਆਂ ਦੀ ਪਛਾਣ ਅਤੇ ਸਥਾਪਤੀ
 - (ਅ) ਵਾਕ ਬਣਤਰ ਅਤੇ ਵਾਕ ਰਚਨਾ
 - (ੲ) ਉਪਵਾਕ ਬਣਤਰ : ਪਛਾਣ ਅਤੇ ਕਾਰਜ
 - (ਸ) ਸ਼ਬਦ ਜੋੜਾਂ ਦੇ ਨਿਯਮ
 - (ਹ) ਗੁਰਮੁੱਖੀ ਲਿਪੀ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ

ਅੰਕ-ਵੰਡ ਤੇ ਪੇਪਰ ਸੈਟਰਾਂ ਲਈ ਹਦਾਇਤਾਂ

1. ਕਿਸੇ ਇੱਕ ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ ਵਸਤੂ / ਸਾਰ (ਦੋ ਵਿੱਚੋਂ ਇੱਕ) **20 ਅੰਕ**
2. ਕਿਸੇ ਇੱਕ ਇਕਾਂਗੀ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ/ ਸਾਰ (ਦੋ ਵਿੱਚੋਂ ਇੱਕ) **20 ਅੰਕ**
ਜਾਂ (ਚਾਰ ਵਿੱਚੋਂ ਦੋ ਪਾਤਰਾਂ ਦੀ ਪਾਤਰ ਉਸਾਰੀ)
3. ਸੰਖੇਪ ਰਚਨਾ (ਪ੍ਰੈਸੀ) **10 ਅੰਕ**
4. ਦਫਤਰੀ ਚਿਠੀ-ਪੱਤਰ (ਦੋ ਵਿੱਚੋਂ ਇੱਕ) **10 ਅੰਕ**
5. ਨੰਬਰ 5 ਉੱਤੇ ਨਿਰਧਾਰਤ ਵਿਆਕਰਣ ਵਿੱਚੋਂ ਵਰਣਾਤਮਿਕ ਪ੍ਰਸ਼ਨ **20 ਅੰਕ**
6. ਉਪਰੋਕਤ ਲੜੀ ਨੰਬਰ 1 ਅਤੇ 2 ਦੀਆਂ ਪੁਸਤਕਾਂ ਵਿੱਚੋਂ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 10 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਦਾ ਉੱਤਰ 50 ਸ਼ਬਦਾਂ ਤੋਂ ਵੱਧ ਨਾ ਹੋਵੇ। **10 x 2 =20 ਅੰਕ**

PUNJAB HISTORY AND CULTURE**(1000 to 1849 A.D.)****(Special Paper in lieu of Punjabi) (Compulsory)****Time: 3 Hours****Max. Marks: 100****Total Teaching Periods: 75****Note: Each question paper shall consist of two sections viz. A and B as under:**

Section A: The examiner shall set 10 questions and the candidates will attempt any 7 questions carrying 4 marks each. Answer to each question shall be in 10 to 15 sentences. The total weightage of this section shall be 28 marks.

Section B: The examiner shall set 8 questions which will cover the entire syllabus. The candidates shall attempt any 4 questions in atleast 5 pages each. Each question shall carry 18 marks. The total weightage of this section will be 72 marks.

1. The Punjab under Turko-Afghan Sultan.
2. The Punjab under the Great Mughals.
3. Salient features of the Bhakti Movement and Sufism in the Punjab.
4. Guru Nanak Dev's Teachings and Impact-on Society.
5. Development of Sikhism (1539-1606)—with special reference to Sangat, Masand System, Compilation of Adi Granth and Martyrdom of Guru Arjan Dev.
6. Martyrdom of Guru Teg Bahadur : Foundation of Khalsa by Guru Gobind Singh.
7. Banda Bahadur and his achievements.
8. Sikh struggle for sovereignty in the Punjab, 1716 to 1799.
9. Ranjit Singh's Rise to power, his Civil and Military Administrations and Relations with the British.
10. The Anglo-Sikh Wars and Annexation of the Punjab.
11. Development of Punjabi Language and Literature classical writings and famous legends of the Punjab.
12. Social life with special reference to position of women, fairs, festivals, folk music, dances and games in the Punjab.

Suggested Readings:

1. Kirpal Singh (ed.) *History and Culture of the Punjab*, Part-II, Patiala, 1990 (3rd edition).
2. Fauja Singh (ed.) *History of the Punjab*, Vol. III, Patiala, 1972.
3. G. S. Chhabra: *The Advanced History of the Punjab*, Vol. 1.
4. J.S. Grewal: *The Sikhs of the Punjab*, The New Cambridge History of India, Cambridge, 1991.

Environmental Studies (Compulsory Paper)

Theory Lectures: 50 Hours
Time: 3 Hours

M. Marks: 100

Section–A (30 Marks): It will consist of ten short answer type questions. Candidates will be required to attempt six questions, each question carrying five marks. Answer to any of the questions should not exceed two pages.

Section–B (45 Marks): It will consist of six essay type questions. Candidates will be required to attempt three questions, each question carrying fifteen marks. Answer to any of the questions should not exceed four pages.

Section–C (25 Marks): It will consist of two questions. Candidate will be required to attempt one question only. Answer to the question should not exceed 5 pages. In this section the students will be required to write on the environment of an area/ ecosystem/ village industry/ disaster/ mine/ dam/ agriculture field/ waste management/ hospital etc. with its salient features, limitations, their implications and suggestion for improvement.

1. **The multidisciplinary nature of environmental studies:** Definition, scope & its importance, Need for public awareness.
2. **Natural resources:** Natural resources and associated problems.
 - a) **Forest resources:** Use of over exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
 - b) **Water resources:** Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
 - c) **Mineral resources:** Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
 - d) **Food resources:** World food problems, change caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problem, salinity, case studies.
 - e) **Energy resources:** Growing of energy needs, renewable and non-renewable energy resources, use of alternate energy sources, case studies.
 - f) **Land resources:** Land as a resource, land degradation, soil erosion and desertification.
 - g) Role of an individual in conservation of natural resources, Equitable use of resources for sustainable lifestyles.
3. **Ecosystem:**
 Concept of an ecosystem, Structure and function of an ecosystem, Producers, consumers and decomposers, Energy flow in the ecosystem, Ecological succession, Food chains, food webs and ecological pyramids.
 Introduction, types, characteristic features, structure and function of the following ecosystems:
 - a. Forest ecosystem
 - b. Grassland ecosystem
 - c. Desert ecosystem
 - d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).
4. **Biodiversity and its Conservation:**
Definition: Genetic, species and ecosystem diversity, Biogeographical classification of India.
Value of Biodiversity: Consumptive use; productive use, social, ethical, aesthetic and option values.
 Biodiversity of global, National and local levels, India as mega-diversity nation "Hot-spots of biodiversity."
Threats to Biodiversity: Habitat loss, poaching of wild life, man wildlife conflicts
 Endangered and endemic species of India.
Conservation of Biodiversity: In situ and Ex-situ conservation of biodiversity.

5. Environmental Pollution:

Definition, Causes, effects and control measures of:

- a) Air Pollution
- b) Water Pollution
- c) Soil Pollution
- d) Marine Pollution
- e) Noise Pollution
- f) Thermal Pollution
- g) Nuclear Hazards

Solid Waste Management: Causes, effects and control measures of urban and industrial wastes.

Role of an individual in prevention of pollution.

Pollution case studies Disaster Management: Floods, Earthquake, Cyclone and Landslides

6. Social Issues and Environment:

- * From unsustainable to sustainable development
- * Urban problems related to energy
- * Water conservation, rain water harvesting, watershed management
- * Resettlement and rehabilitation of people; its problems and concerns. Case studies
- * Environmental ethics: Issues and possible solutions.
- * Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
- * Wasteland reclamation
- * Consumerism and waste products
- * Environmental Protection Act
- * Air (prevention and Control of Pollution) Act
- * Water (prevention and Control of Pollution) Act
- * Wildlife Protection Act
- * Forest Conservation Act
- * Issues involved in enforcement of environmental legislation
- * Public awareness

7. Human population and the environment

- * Population growth, variation among nations
- * Population explosion-Family welfare programme
- * Environment and human health
- * Human rights
- * Value education
- * HIV / AIDS
- * Women and child welfare
- * Role of information technology in environment and human health
- * Case studies
- * **Road Safety Rules & Regulations:** Use of Safety Devices while Driving, Do's and Don'ts while Driving, Role of Citizens or Public Participation, Responsibilities of Public under Motor Vehicle Act, 1988, General Traffic Signs
- * **Accident & First Aid:** First Aid to Road Accident Victims, Calling Patrolling Police & Ambulance

- 8. Field Work:** Visit to a local area to document environmental assets—river / forest / grassland / hill / mountain. Visit to a local polluted site—Urban / Rural / Industrial / Agricultural. Study of common plants, insects, birds. Study of simple ecosystems—pond, river, hill slopes, etc. (Field work equal to 5 lecture hours)

References:

1. Agarwal, K. C. 2001. Environmental Biology, Nidhi Publications Ltd. Bikaner.
2. Bharucha, E. 2005. Textbook of Environmental Studies, Universities Press, Hyderabad.
3. Bharucha, E. 2004. The Biodiversity of India, Mapin Publishing Pvt. Ltd. Ahmedabad.
4. Brunner, R. C. 1989. Hazardous Waste Incineration, McGraw Hill Inc. New York.
5. Clark, R. S. 2000. Marine Pollution, Clanderson Press Oxford.
6. Cunningham, W. P., Cooper, T. H., Gorhani, E. & Hepworth, M. T. 2001. Environmental Encyclopedia, Jaico Publications House, Mumbai.
7. De, A. K. 1989. Environmental Chemistry, Wiley Eastern Ltd.
8. Down to Earth, Centre for Science and Environment, New Delhi.
9. Hawkins, R. E. 2000. Encyclopedia of Indian Natural History, Bombay Natural History Society.
10. Heywood, V. H & Waston, R. T. 1995. Global Biodiversity Assessment, Cambridge House, Delhi.
11. Jadhav, H. & Bhosale, V. M. 1995. Environmental Protection and Laws. Himalaya Pub.
12. Joseph, K. and Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
13. Kaushik, A. & Kaushik, C. P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
14. Miller, T. G. Jr. 2000. Environmental Science, Wadsworth Publishing Co.
15. Odum, E. P. 1971. Fundamentals of Ecology. W.B. Saunders Co. USA.
16. Rajagopalan, R. 2005. Environmental Studies from Crisis to Cure. Oxford University Press, New Delhi.
17. Sharma, B. K. 2001. Environmental Chemistry. Geol Publishing House, Meerut.
18. Sharma, J. P. 2004. Comprehensive Environmental Studies, Laxmi Publications (P) Ltd, New Delhi.
19. Sharma, P. D. 2005. Ecology and Environment, Rastogi Publications, Meerut.
20. Subramanian, V. 2002. A Text Book in Environmental Sciences, Narosa Publishing House, New Delhi.
21. Survey of the Environment. 2005. The Hindu.
22. Tiwari, S. C. 2003. Concepts of Modern Ecology, Bishen Singh Mahendra Pal Singh, Dehra Dun.
23. Townsend, C., Harper, J. and Michael, B. 2001. Essentials of Ecology, Blackwell Science.
24. Booklet on Safe Driving. Sukhmani Society (Suvidha Centre), District Court Complex, Amritsar.

PAPER-IV: COMPANY LAW AND AUDITING**Time: 3 Hours****Max. Marks: 100**

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Company—Meaning, Features, Types, Promotion and Registration. Preliminary contracts, Memorandum of Association, Articles of Association.

Prospectus, Shares and Share Capital, Directors Appointment Powers, duties, position & removal, Borrowing powers and Public deposits debentures. Members: Meeting (including Board Meeting).

PART-II

Definition and objective of Auditing, Classes of Audit, Internal check and Internal Audit. Distinction between Audit and investigation. Company Auditors; Appointment, Removal, Rights, Duties, and Liabilities. Auditor's Report. Cost Audit-Introduction.

Suggested Readings:

1. Avtar Singh Company Law
2. N.D. Kapoor Company Law
3. Kamal Gupta Contemporary Auditing
4. B.N. Tandon Practical Auditing

PAPER-V: CORPORATE ACCOUNTING**Time: 3 Hrs.****Max. Marks: 100**

Note: 1. Atleast 50% of the questions to be set in Section B & Section C should be numerical.
2. The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four question numbering 2,3,4 and 5 will be set by the examiner from Part -I of the syllabus. The candidates will be required to attempt two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four question numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Company Accounts regarding, Issue of Share Capital and Debentures, Issue of Bonus and Right Shares. Underwriting of shares and Debentures. Redemption of Preference Shares and Debentures.

Amalgamation, as per As-14 and internal reconstruction of Company form of organisation.

Preparing Final Accounts of companies including managerial remuneration, Legal provisions governing, preparation of P & L A/c. P & L. Appropriation AC and Balance-sheet.

PART-II

Liquidation Accounts. Valuation of shares and valuation of goodwill. Recent trends in published accounts: highlights at a glance. AS-1. Disclosure of Accounting Policies, Charts, Graphs, Diagrams. Schedules. Social Accounting and Human Resource Accounting – An Understanding of only conceptual framework is required.

Accounts of Banking Companies. Insurance Companies.

Suggested Readings:

- | | |
|--|-----------------------|
| 1. M.C. Shukla and T.C. Grewal: | Advanced Accounts. |
| 2. R.L. Gupta: | Higher Accounts. |
| 3. Sanjiv Sharma and Kawaldeep Kaur Sharma Publications: | Corporate Accounting. |
| 4. G.K. Jain and Sanjeev Sharma: (2008), Modern Publishers, Jalandhar. | Corporate Accounting. |
| 5. S.P. Jain and K.L. Narang: 2008, Kalayani Publishers, Ludhiana. | Corporate Accounting. |

PAPER-VI: COST ACCOUNTING**Time: 3 hours****Max. Marks: 100****Note:**

1. **Atleast 50% of the questions to be set in Section B & Section C should be numericals.**
2. **The question paper covering the entire course shall be divided into three sections as follows:**

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Meaning, Nature, Scope and Advantages of Cost Accounting Distinct between Cost Financial Accounting. Elements of Cost Materials: Purchase and Storage, control and pricing the Materials issues.

Labour: Meaning, Components of Labour Cost. Methods of wage payment and Incentives Plans.

Meaning, Causes, Effects, Accounting and Control of Idle time and overtime Costs.

Overheads: Classification, Collections, Allocation. Departmentalisation and absorption preparation of cost sheet. Reconciliation of Cost and financial Accounts

PART-II

Methods for Cost determination Job, Batch, Contract, Process.

Tools for Cost Control: Marginal costing, Cost Value Profit Analysis and decision making.

Budgeting and Budgetary control concept, Objectives Limitations. Types of Budget, Standard, Costing Analysis of variance.

Suggested Readings:

- | | | |
|----|---------------------------|--|
| 1. | H.J.Wheloon: | Cost Accounting and Costing Methods |
| 2. | B.M. Lall Nigam & Sharma: | Cost Accounting |
| 3. | Jawahar Lal: | Cost Accounting |
| 4. | N.K. Prasad: | Cost Accounting—Principles and Practice. |
| 5. | Jain & Narang: | Cost Accounting |

PAPER-VII: BUSINESS ECONOMICS**Time: 3 Hours****Max. Marks: 100**

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt two question Each question will carry 20 marks. The total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt two questions. Each question will carry 20 marks. The total weightage of this section shall be 40 marks.

PART-I

Consumer Behaviour: Utility approach-brief outline of Law of diminishing marginal utility and law of equal-marginal utility.

Indifference Curve Approach: Consumer equilibrium, income, price and substitution effect. Law of demand, derivation of demand curve based on utility analysis and indifference curve analysis. Price elasticity of demand and its measurements.

Concept of production function, Breakeven analysis, profit forecasting in short run, law of variable proportion concept of cost and revenue, short run long run cost curve, concept of total average and marginal, revenue, relationship between average revenue marginal revenue and elasticity of demand price. Determination under perfect competition monopoly and monopolistic competition, price discrimination.

PART-II

Distribution: Rent Ricardian Theory & Modern theory. Profit-Dynamic theory, Risk theory & Uncertainty theory. Interest-Classical, Neo-classical and Keynesian theories. Wages Marginal Productivity theory and modern theory.

Introduction to macro economics and its importance, National Income: Methods and problems of measurement, particularly in under developed countries. Classical theory of employment and Say's Law of Market. Keynesian Economics-Effective demands consumption Function; Investment Function and marginal efficiency of capital.

Suggested Readings:

1. D.M. Mithani: A Course in Business Economics.
2. Verma: Managerial Economics.
3. Dean Joel: Managerial Economics.
4. H.L. Ahuja: Advanced Economics Theory.

ENGLISH (COMPULSORY)**Time: 3 Hours****Max. Marks: 100****Text Prescribed:**

1. *Arther Miller*, All my sons.
2. *Poems of Nature and Culture*, Guru Nanak Dev University, Amritsar.

The following poems are excluded:

1. *Stanzas Written in Dejection Near Naples* by P.B. Shelley
2. *Words* by W.B. Yeats
3. *Piano* by D.H. Lawrence
4. *La Figlia Che Piange* by T.S. Eliot
5. *Funeral Blues* by W.H. Auden
6. *The Express* by Stephen Spender
7. *Do Not Go Gentle into That Good Night* By Dylan Thomas
8. *The Thought-Fox* by Ted Hughes
9. *Night of Scorpion* by Nissim Ezekiel
10. Honeymoon Flight

3. *Murphy's English Grammar (Raymond Murphy)*, 3rd Edition, CUP, 2004, Rept. 2005 (Units: 92-97, 113-145)

Instructions for the paper setter/examiner:

Note: The Question Paper will consist of three sections and the distribution of marks will be as follows:

Section A: 20 Marks**Section B: 48 Marks****Section C: 32 Marks**

Section-A: It will consist of ten (10) questions on usage of Grammar related to units 92-97, 113-145 of *Murphy's English Grammar (Raymond Murphy)*, 3rd Edition, CUP, 2004, Rept. 2005. Each question will carry two (2) marks. All questions will be compulsory.

Section-B: It will consist of eleven (11) questions. Students will be required to attempt eight (08) questions. Each question will carry six (6) marks. The total marks for this section will be 48 Marks.

Eight (08) questions (Q.I-VIII) will be set from the two literary texts (four from the Plays and four from Poems). The questions on literary texts will include two reference to context questions on the play and the poems. The students will be required to attempt any five (5) choosing atleast two (2) questions from each prescribed text. The questions (Q.I to VIII) from literary texts will be answered in about 15 lines each.

The questions (IX-XI) set on vocabulary and composition will be compulsory.

Question IX will be set on vocabulary introduced in the two prescribed texts. The question should test meaning and usage of items glossed in the texts.

Question X will be Precis Making.

Question XI will be Comprehension of an unseen prose passage. Three short answer questions of 2 marks each shall be set on the given passage.

Section-C: It will consist of 4 questions, each carrying 8 marks. Total marks for this section will be 32 Marks.

Questions I and II will be set from the prescribed Play and Poems respectively. Each question will have internal choice and has to be answered in not more than 300 words.

Question III will be Essay writing. The examiner will give 4 topics relating to current affairs and the students will be required to write an essay of about 300 words on any of them.

Question IV will relate to business writing like resume writing, business letters, report writing etc. The examiner may offer internal choice between different writing tasks.

Suggested Reading:

Oxford Guide to Effective Writing and Speaking by John Seely.

PUNJAB HISTORY AND CULTURE (1849-1970)
(Special paper in lieu of Punjabi Compulsory)

Time: 3 Hours**Max. Marks: 100****Total Teaching periods: 75****Note: Instructions for the paper setters.****Each question paper shall consist of two sections viz A and B as under:**

Section A: The examiner shall set 10 questions and the candidates will attempt any 7 questions carrying 4 marks each. Answer to each question shall be in 10 to 15 sentences. The total weightage of this section shall be 28 marks.

Section B: The examiner shall set 8 questions which cover the entire syllabus. The candidates shall attempt any 4 questions in atleast 5 pages each. Each question shall carry 18 marks. The total weightage of this section will be 72 marks.

1. The early British Administration.
2. British Policies towards Agriculture, Industry, Trade and Commerce.
3. Spread of Modern Education in the Punjab.
4. Socio-Religious Reform Movements: Arya Samaj, Singh Sabha and Ahmadiyahs.
5. Growth of political consciousness in the Punjab upto 1907.
6. Struggle against the raj with special reference to Ghadar movement, Jallianwala Bagh Tragedy, Gurdwara Reform Movement, Non cooperation and Civil Disobedience Movement.
7. Towards Independence and Partition 1940-1947.
8. Eminent Freedom fighters of the Punjab—Lajpat Rai, Sohan Singh Bhakna, Kartar Singh Sarabha, Udham Singh, Saifuddin Kitchlew, Kharak Singh and Bhagat Singh.
9. Great writers of the Punjab—Bhai Vir Singh, Mohammed Iqbal, Puran Singh, Ishwar Chander Nanda, Dhani Ram Chatrik and Mohan Singh.
10. Achievements of the Punjab Since 1947. Development of Agriculture (Green Revolution), Irrigation.
11. Development of Industry, Transport and education.
12. Formation of Punjabi Suba.

Suggested Readings:

1. Fauja Singh (ed.): *History and Culture of the Punjab*, Part-III Patiala, 1987.
2. G.S. Chhabra: *The Advanced History of the Punjab*, Vol-II.
3. Khushwant Singh: *A History of the Sikhs*, Vol.11, 1839-1988, Delhi,1991.
4. Fauja Singh: *Eminent Freedom Fighters of Punjab*, Patiala, 1972.

Paper-III: Banking Theory & Practice**Time: 3 Hours****Max. Marks: 100****Instructions for Paper Setters:**

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks. The total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks. The total weightage of this section shall be 40 marks.

Part-I

Commercial Banks—meaning, evolution, nature, types, functions, importance and services provided by commercial banks. Central Banks—meaning and functions, Techniques of credit controls. Credit creation Negotiable Instruments—Cheques, bills of exchange and promissory notes, endorsements, collection of cheques and bills. Knowledge of main provision of the Negotiable Instrument Act, Loans and Advances, Guarantees and Indemnities.

Part-II

- * Liberalisation of Banking Sector in India.
- * Narsimham Committee Report Part-I and II
- * Implementation Status of the Report.
- * Assets Classification
- * Capital Adequacy
- * Non Performing Assets
- * Multicity & MICR Cheques
- * Regulatory Framework Governing Banks in India
- * Mergers and Acquisitions in Banking Sector
- * Innovations in Banking: Internet banking, E-Banking, Mobile Banking, Wholesale and Retail banking, Universal and Narrow banking, Off shore banking.
- * Multicity & MICR Cheques

Note: It is Mandatory for the students to get exposure of working of Banking system, practically by visiting atleast 2 or 3 times during the academic session.

Recommended Books:

1. Banking Law & Practice: Varshney P.N.
2. Practice & Law in Banking: Surya H.R.
3. Principles & Practice of Bank Mgt.: P. Subha.
4. M.H. De Kock: Central Banking.
5. C.R. Basu: Central Banking in a Planned Economy.
6. Sundharam & Varsheney: Banking Theory, Law & Practice.
7. Tannan's Banking: Law and Practice in India.
8. Maheshwari and Paul, R.R.: Banking Theory and Law & Practice.
9. Dr. K.N. Prasad and T. Chandradass: Banking and Financial System.
10. L.M. Bhole: Financial Institution and Market.
11. Mechiraju: Indian Financial System.
12. Reserve Bank of India Bulletins.
13. Madhu Vij: Management of Financial Institutions in India.
14. www.rbi.org.in
15. www.irda.org

PAPER-IV: INCOME TAX LAW AND PRACTICE**Time: 3 Hours****Max. Marks: 100****Note:**

1. **Atleast 50% of the questions to be set in Section B & Section C should be numericals.**
2. **The question paper covering the entire course shall be divided into three sections as follows:**

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Income tax—Definition, distinction between Capital and Revenue Basis of Charge (Residential Status), Incidence of Tax, Exempted Income, computation of Income from salaries and House property.

Income from Business and Profession, Capital Gains, Income from other sources. Depreciation, carry forward and set-off of losses, Income of other persons to be included in Assessee's total Income. Deduction of Gross Total income.

PART-II

Computation of total Income in Regard to Income of Individuals, HUF and Partnership firm.

Advance payment of Tax, deduction of tax at Source, Income tax Authorities and Administration of the Act. Assessment Procedure, Appeals, refunds and Penalties.

Suggested Readings:

- | | |
|--------------------------------|--|
| 1. H.C. Mehrotra: | Income Tax Law and Practice |
| 2. Mahesh Chander: | Income Tax Law and Practice |
| 3. Bhagwati Prasad: | Income Tax Law and Practice |
| 4. Girish Ahuja: | Direct Tax |
| 5. Gaur & Narang: | Income Tax Law |
| 6. Vinod K. Singhania: | Student Guide in Income-tax. |
| 7. Bhalla G.S. & Bhalla Bindu: | Individual Income Taxation Salaried vs. Business class
some aspects Sharma Publications Jalandhar-2003. |

Paper-V: Management Accounting & Business Finance**Time: 3 Hours****Max. Marks: 100**

Note:

1. At least 50% of the questions to be set in Section B & Section C should be numericals.
2. The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Meaning of Business Finance, Aims and scope of finance function, Financial Planning. Sources of Company Finance-Long Term and Short Term, SEBI Guidelines for raising company Finance, Dividend Policy (Excluding Models).

Capital Budgeting, Planning of Capital expenditure, evaluation of projects (excluding risk and uncertainty), Introduction to Accounting for Price Level Changes Responsibility accounting: concept, steps in responsibility accounting and; advantages of responsibility Accounting. Cost of capital working capital-types, estimation-factor determining working-capital requirements.

PART-II

Origin, Concept, nature and scope of Management Accounting. Distinction between management accounting and financial Accounting Nature, Importance and Limitations of financial statements. Tools of Financial Analysis; Ratio Analysis (Liquidity, Activity, Solvency and Profitability ratios). Trend Analysis common size financial statements and comparative financial statements.

Funds Flows Analysis, Cash Flow Analysis as per As-3, Reporting to Management; Importance Needs, Types, Requirements of good report preparation of a report including prewriting and form of final draft. Corporate Reporting-Contents of Annual Reports of Indian Companies.

Suggested Readings:

- | | |
|---------------------------------|--|
| 1. Srivastava, R.M.: | Essentials of Business finance |
| 2. Upadhyay, K.M.: | Financial Management. |
| 3. Manmohan & Goel: | Principles and Practice of Management Accounting |
| 4. Khan, M.Y. and Jain, P.K.: | Management Accounting |
| 5. Ravi M. Kishore: | Management Accounting |
| 6. Sashi Gupta and R.K. Sharma: | Management Accounting |

PAPER-VI: INDIAN ECONOMIC PROBLEMS

Time: 3 Hours

Max. Marks: 100

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Indian Economy: Nature of Indian Economy, The need for Economic Development, causes of under development, determinates of development National Income of India-estimates, Inter-regional variations of national income.

Human Resources: Demographic: Features of Indian population, size and growth of population and economic development. Problem of over population, Population policy.

Agriculture: Feature-Agricultural productivity and income, Irrigation, Land tenures and techniques of cultivation: Rural indebtedness; Agricultural marketing and prices. Agricultural finance and Agricultural policy.

PART-II

Industries: Growth and problems of major industries-Iron and Steel, Cotton Textiles, Cement, Sugar and Petroleum. Industrial policy. Small scale industries-Problems and policy.

Transport: An elementary exposure, growth and problems of Indian Railways, Road Transport, air and water transport.

Indian Public Finance: Indian Finance System. Taxation structure, mobilisation of resources for development, Taxation and fiscal policy.

Economic Planning: Importance of planning for Economic development. Salient features of India's five years plans priorities-target achievements, failure factors affecting successful implementations of plans.

Suggested Readings:

1. A.N. Agarwal: Indian Economy
2. K.P.M. Sundhram: Indian Economy

PAPER-VII: OPT-(I) MATERIAL MANAGEMENT**Time: 3 Hours****Max. Marks: 100**

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Material Management: Nature, Scope, Definition, Benefits and Objectives, Materials Plannings, An Integrated system, Approach organisation for Materials Management, Forecasting.

Purchasing Management: Functions of purchasing, organisation for purchasing quality determination and control, Selecting sources of supply Vender Rating, Price determination contracts purchase timing.

Purchasing Management-2: Purchase of Capital equipment and replacement make-but decisions. Buyer-seller negotiations. Import Purchasing. Government purchasing.

Value Analysis: Value engineering cost reduction. Information phase, Function Phase, speculation phase, analytical phase, Brain Storming sessions.

PART-II

Inventory Management: Inventories defined, Types of Inventories, objectives of inventory control. Inventory Costs. Inventories classification ABC, VED, FSM, Inventory models. Economic order quantity, Replenishment system, fix quantity variable Quantity system (P.Q. system), Inventory performance measurement. Quantity Discounts, Economic Batch Size.

Stores Management: Definition, Functions of Stores, organisation, for stores-Receiving section, Inspection Quality control.

Classification and Codification of Materials: Stock Verification of Stores, Accounting and adjustments of discrepancies. Material Movement-handling Equipment, storing equipment. Layout and Location of stores. Storage and preservation methods. Theft, malpractices and loss.

Suggested Readings:

1. Anil K. Datta: Integrated material management. A Functional Approach.
2. J.H. Westing, I.V. Fine & Gray J. Zenz: Purchasing Management Materials in Motion.
3. N.S.Sandilya & V. Gopala Krishnan: Inventory Management–Text and Cases.
4. Buchan and Koonigsberg: Scientific Inventory Management
5. Lamer Lee Jr. Lonald W. Lobler: Purchasing and materials Management Text and Cases.

PAPER-VII: OPT-(II) SALES AND RETAIL MANAGEMENT

Time: 3 Hours

Max. Marks: 100

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Nature of Sales management. Objectives of sales Management functions of Sales manager. Analysis of Market potential. Sales forecasting. Evaluation of different methods of sales forecasts. Sales organisation—purpose, structure and functions, Basic type of organisation structure. Department of Sales organisation.

Sales-force mangement, Sales Job analysis & specification Source of Sales-Force recruitment Selection. Training and compensation of Salesman. Motivation of Salesman-Methods of motivation. Determining sales policies. Product policies. Distribution Policies and pricing policies.

Sales Budget and Quotas-Purpose of Sales Budget and Quotas. Sales control and cost analysis. Sales promotion and Advertising-Definition and functions. Methods of promotion files. Advertising Advantages and classification of media selection of right types of medium. Psychology of advertising. Elements of an Advertisement.

PART-II

Retailing, its framework and environment and retailing as a career, retail Institutions. Understanding consumer behaviours and Marketing research.

Choosing location : Trade Area analysis and Site selection, Merchandise Planning management including layout and window display.

Printing and other policies in retailing, integrating and controlling the retail strategy.

Suggested Readings:

- 1 Stan, Kessen: Creative Selling Today.
- 2 Charles, A. Krik Patrick and Frederic A.: Russ-Effective Selling
- 3 Richard R.: Still Sales management Decisions, Strategies and Cases.
- 4 Danny R. Arnoi, Luis M. Capella and Garry D. Smith: Strategic Retail Management.
- 5 Raymond A marquardt, James C.: Retail Management Satisfaction of Consumer Needs.
Makens and Robert G. Foe
- 6 Masor, K. Mayer: Modern Retailing Theory and Practice.

PAPER-VII: OPTION-(III) OPERATIONS RESEARCH**Time: 3 Hours****Max. Marks: 100****Note:**

1. Atleast 50% of the questions to be set in Section B & Section C should be numericals.
2. The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Operations Research: Meaning, significance and scope. Introduction to linear programming, formation of Linear Programming Problem, Graphical method Simplex Method, two Phase Simplex Method. Duality in Linear Programming, Definition of Dual Problem, general rules of converting primal into its dual. Transportation Problem, Assignment Problem, Replacement Models.

Inventory-Types, Nature and classification Economic lotsize models, quantity discounts.

PART-II

CPM/PERT-Basic concepts of Network Models, Preparation of the Network diagram, project duration and critical path, probability of Project completion. Project Crashing.

Games Theory: Two persons zero sum games, pure strategies, mixed strategies, Dominance.

Sequencing problems: Introduction Classification of sequencing problems, processing N Jobs through two, three and M Machines including graphic method.

Suggested Readings:

- | | |
|-----------------------|---|
| 1. V.K. Kapoor: | Operation Research |
| 2. N.D. Vohra: | Quantitative Techniques in Management |
| 3. Narinder K. Sethi: | Operation Management |
| 4. Gordon/Pressman: | Quantitative Decision Making for Business |
| 5. C.P. Kothari: | Quantitative Methods |
| 6. Barry Shore: | Quantitative Method for Research |

Paper-VII: OPT. (IV) OFFICE MANAGEMENT AND SECRETARIAL PRACTICE**Time: 3 Hours****Max. Marks: 100**

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

The modern concept of office work: Role and importance of the office and its relation with other functions. The role, status of functions of the office manager.

Office location and building layout and space management furniture and equipment : Physical and Psychological factors in office. Location colour, light, noise and air-conditioning. Safety office stationary and supplies; office reproduction services, filing and records management. Handling of incoming and outgoing mail, office communication; office manager and Business information system. Data collection and processing including computer functions and applications: Mechanisation and automation in the office.

Organising an office: determining the formal office organisation ways of dividing work, individual content, job specialisation, work division arrangement-serial, parallel or unit assembly.

Selection, training and compensation of office employees. Effective supervision of office activities.

PART-II

Importance of systems and procedures in managing office works systems and procedures analysis organising for procedures improvement. Forms design and control : Methods analysis; work measurement and work standards; office work simplification; Quality and Quantity control office Manual. Conduct of organisation and methods (M) assignment.

Cash accounting and procedures in Government office: An outline of Central service Rules and Financial Rules and Procedures. Office costs and Budgets.

The position of the company secretary in the organizational structure of a company. Qualifications and appointment. Duties & Liabilities of company secretary; Law; Practice and procedures improvement, relating to formation of a company issue of shares and debentures, meeting with special reference to company meetings.

Resolutions, notices, agendas, minutes, including both principles and drafting. Company correspondence, drafting of reports.

Suggested Readings:

- | | |
|---------------------------------|------------------------------------|
| 1. George Ferry: | Office Management and Control. |
| 2. Nafees Baig: | Office Organisation and Management |
| 3. M.C. Kuchhal: | Secretarial Practice |
| 4. S.S. Gulshans & M.C. Shukla: | Secretary Practice. |

Paper-VII: Opt. (V) FOREIGN EXCHANGE MANAGEMENT**Time: 3 Hours****Max. Marks: 100**

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Meaning and problem of foreign exchange: The foreign exchange market.

Theories of Foreign Exchange Rate. Meaning, Types and their determination. Fluctuations in Exchange Rates-Causes and consequences.

PART-II

Quotations of Exchange Rate. Exchange Rates in India.

Forward exchange operations. Arbitrage operations, Exchange control Present system of Exchange Rates in India.

Paper-VII: Opt. (VI) TYPING AND SHORTHAND**Time: 3 Hours****Max. Marks: 100****Theory Marks: 70****Practical Marks: 30**

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry one marks; the total weightage being 10 marks.

Section B: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt two questions. Each question will carry 15 marks; the total weightage of this section shall be 30 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt two questions. Each question will carry 15 marks; the total weightage of this section shall be 30 marks.

PART-1**Type Writing****Sr. No. Theory****Practical**

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Nature, scope and-importance of Typewriting, <ul style="list-style-type: none"> - Introduction of basic Principles. - Knowledge of essential parts of a typewriter and their usage. 2. Manipulation of fingers keyboard (all the four rows including operation of side shift keys. 3. Speed development on <ul style="list-style-type: none"> - Importance of accuracy over speed. 4. Care and upkeep of typewriter <ul style="list-style-type: none"> -Typewriting accessories change of ribbon. Use of punctuation Signs and space to be left after punctuation marks carbon manifoldng. 5. Instructions for stencil cutting <ul style="list-style-type: none"> - Using of correcting fluid. 6. Display of tabulation work and balance sheets. 7. How to type printed forms telegrams, minutes, notices and legal matters. 8. Revision of theory. | <p>Satisfy the curiosity of the students by making them sit on the typewriter in a required manner by inserting and removing the paper and by observing the action of keys when pressed.</p> <p>Mastery of keys-board, Practice of basic lessons on all the four rows. Practice of “Quick Brown for jumps staight over the lazy dog” lesson.</p> <p>-Introduction and manipulation of side shift keys and their use.</p> <p>Practice from exercise, after completion of basic lessons, to attain speed @ 15 w.p.m.</p> <p>-Practice from book exercise @ 15 w.p.m. daily for atleast 5 minutes and practice in cutting stencils.</p> <p>-Typing in Printed forms, telegrams and tabulated statements etc.</p> <p>-Development of speed @ 25 w.p.m. with daily practice.</p> |
|---|---|

Books Recommended:**Typewriting Theory**

1. Typewriting Made Easy.
2. General Instructions regarding typewriting and stencil cutting.
3. A Handbook of Typewriting.

Typewriting Practical

1. Speed and Accuracy
2. Comprehensive Courses in Touch Typewriting
3. Weekly Test Paper
4. Any other book suitable to students.

PART-II**Shorthand****Sr. No. Theory**

1. Nature, scope and importance of Shorthand (This includes basic instructions and introduction).
2. Explanation of consonant and vowel sounds, their indication and their use in shorthand.
3. Gramalogues-Explanation and their usage in shorthand.
4. Explanation of Diphthongs Hooks (initial and final) Halving and doubling principles.
5. Diphones, medial semicircles and compound words
- General contractions.
6. Inter sections, advanced Phraseography and special contractions including legal phraseography.
7. Check revision of theory
-Note taking Techniques of-Common errors in shorthand of English words.
- Introduction of new and advanced shorthand outlines.
8. Dictation from Instructor exercises and preparation for examination.

Practical

- Teacher would be required to teach students basic principles of shorthand and practice of consonants (initial lessons).
 - Practice from books and reading back at initial speed. It will be required for the whole of the year.
 - Dictation and reading back from further exercises. Transaction from written shorthand and would start from this stage.
 - Practice from book exercises reading back and transcription 5 minutes para dictation and transcription at nominal special till last examination.
 - Dictation from seen and unseen passages (from shorthand book) reading back and transcriptions at nominal speed.
 - Dictation from any exercise shorthand book. Reading or printed short-hand outlines from shorthand book.
- The candidate would be required to attain speed of 60 w.p.m. and transcribe the same 12 w.p.m.

Note: There would be one paragraph of 5 minutes of 300 words to be dictated & 60 w.p.m. and to be typed @ 12w.p.m. carrying 15 marks.

Shorthand Instructor is required to give practical knowledge of all the exercise of the book to the learners. Question for theory would be from the prescribed syllabus but practical (shorthand test) would be from the whole of the book.

PAPER VII: OPT. (VII) INDIRECT TAX LAWS**Time: 3 Hours****Max. Marks: 100****Theory Marks: 80****Practical Marks: 20**

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt two questions. Each question will carry 15 marks; the total weightage of this section shall be 30 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt two questions. Each question will carry 15 marks; the total weightage of this section shall be 30 marks.

Part-I

Central Sales Tax—Features, Terms, Definitions, Registration of dealers—Procedure of Cancellation & Duplication & registration, Procedure of Assessment, Filing of Returns. Use of various Forms, Authorities. Penalties & Appeals, Branch & Consignment transfers.

Customers Act, 1962—An Overview, Levy, Collection & exemption from Customs duties, Date of determination of date of duty & Tariff Valuation, Prohibitions/restrictions on Import & Export, Determination of Duty where Goods consists of Articles liable to different rates of duty, Warehousing, Duty drawbacks U/s 74 & 75, Special provisions relating to Baggage's, Postal Goods.

Part-II

Introduction to Value Added Tax (VAT) Act 2005-Concept, Features, Registration. Taxable & Exempt Supplies, TIN, VAT Bill, Tax Credit, Procedure of Assessment. Filing of VAT Returns, Penalties & Fines under VAT.

Central Excise Act, 1944—Meaning, Levy & collection, classification of Goods, Definitions, Valuations, Assessment, Payment of Duty and Removal of Goods refund of Duties, Appeals & Penalties, Introduction to the Concept of Service Tax. Cenvat Scheme in Excise.

Suggested Readings:

1. Indirect Taxes: V.S. Datey & V. Balachandren
2. How to Deal with VAT: Kulbhushan, Parson Education, 2005.

Note: The Paper Setter will consider the change in tax laws upto 30th September.

PRACTICAL**Max. Marks: 20**

Central Sales Tax: Application Form A, Registration Dealer Form C, Branch Transfer Form S., VAT Application; VAT-I, Return VAT-15, Casual Trader Permission VAT-9.

Excise Duty: Registration Form A1, Return Form ER-2, Payment PR, Sixth Chalan.

Service Tax: Registration Form FP-1, Return Form-3.

Custom Duty: Bill of Entry, Bill of Shipping, Import Manufacturing Report.

B.Com. (Honours)
(Two Years Course)

The students will have to select one of the following groups having two papers of which Paper-I shall be offered in B.Com. Part-II and Paper II shall be offered in B.Com. Part-III.

Each paper shall carry 100 marks.

Group-I: Banking

Paper 1 : Banking and Indian Capital Market

Paper 2 : Foreign Exchange

Group-II: Trade and Transport

Paper-1 : Export Import Management

Paper-2 : Indian Transport System

Group-III: Co-operation

Paper 1 : Principles of Co-operation

Paper 2 : Co-operative Management and Administration in India.

Group-IV: Insurance

Paper 1 : Insurance Legislation in India.

Paper 2 : Policy Conditions and Insurance Claims.

Total Marks: 200

Group I: BANKING**Paper-I: Banking and Indian Capital Market****Time: 3 Hours****Max. Marks: 100**

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Banks: Their types and functions, nature of Commercial Banking Operations. Distribution of Bank Assets-Principles and Objectives. Central Bank-The Nature of their Business, Objectives and Techniques of Central Bank, Indian Banking with Special Reference to Reserve Bank of India and its Policies since 1951.

Role of financial Institutions in Economics Development. Development Banking and Institutional Financing in India.

PART-II

The State Bank of India and its subsidiaries. Public and Private Sector Commercial Banks, Foreign Bank. The Cooperative Banking Sector, indigenous Banking, Banking problems in India. Structure and the organisation of the Indian Money Market.

Organisation and structure of Indian capital market, primary market, public and right issues listing of shares, mechanism of trading on a stock exchange, problems of primary and secondary markets.

Suggested Readings:

1. K.P.M. Sundram : Money, Banking and International Trade.
2. V.A.A. Avadhani : Investment and Securities Markets in India.

GROUP I: BANKING
PAPER II: FOREIGN EXCHANGE

Time: 3 Hours

Max. Marks: 100

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part- II of the syllabus. The candidates will be required to attempt any two questions Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Balance of payments-various methods of payments in International trade - Foreign Exchange Market - Mechanism and Operations. Foreign Exchange and rate of exchange determination. Fixed and variable exchange rates-factors affecting fluctuations.

Methods and machinery of control of rate fluctuations-forward markets. I.M.F.-G.A.T.T.-foreign exchange requirements of Five Year Plans-Bilateral agreements-Currency Areas (Sterling Area, Convertible Currency Area etc.).

Exchange Arithmetics relating to transactions generally conducted by exchange banks e.g. decimalisation of money selection of buying and selling rates. Fixation of rates for various exchange transactions (I.T. rates, cross rates, long rates etc.) adjustment of rates to cover profits, changes etc.

PART-II

Foreign Exchange Problems and Working of Foreign exchange Department: Collection and negotiation of clean and documentary foreign bills, commercial letter of credits, uniform customs and practice for commercial documentry shipping document clearance of goods, shipping procedure and customer's formalities.

Insurance of encashment of drafts mail and cable transfers, personal letters of Credits, Travellers cheques, purchase and scale of foreign notes, Coins.

Exchange Accounts and Exchange position, Arbitrage operations, Terminology used in exchange transaction.

Foreign exchange Regulation Act-operations of Foreign exchange Dealers-role of Reserve Bank of India.

GROUP - II: TRADE AND TRANSPORT
PAPER I: EXPORT-IMPORT MANAGEMENT

Time: 3 Hours

Max. Marks: 100

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part- II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

The organizational set up in India for promotion of exports.

Role of export promotion councils, Commodity Boards, Service organization, Deliberative and policy Making organisation, Export Policy and Licensing Procedures; Canalizing agencies and imports.

Identifying foreign sources of supply. Facilities and incentives for exports; payment methods.

Financing for exports and imports, exports credit and insurance.

Export quality control and pre-shipment inspection. Marine Insurance customs clearance; Documents used in exports and imports. Processing of an export order. Exports pricing.

An Elementary treatment of International product policies, International channels of distribution and promotion of exportable products.

PART-II

International economic and political environment. Differences in the economic levels of countries. Regional economic grouping in the world. General Agreement in tariffs and Trade negotiations; International Commodity Agreements. The political systems in the World-communist Block, Free and Democratic Countries, Non-aligned world.

Suggested Readings:

1. V.P. Gupta: Export Management made easy
2. T.A.S. Balagopal: Export Management

**GROUP II: TRADE AND TRANSPORT
PAPER II: INDIAN TRANSPORT SYSTEM**

Time: 3 Hours

Marks: 100

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Elements of Indian Transport System. The competition between road and rail transport in India. The policy and methods of coordination between various modes of transport in the country.

Development of State ownership as a method of bringing about coordination in the management of the Indian Transport network. Application of System Approach to Indian Transport System.

Development of Transport in India in five Year Plans. Financing of Indian Railways, road transport, shipping and air transport.

PART-II

Rates and fare determination by various system of transport in India. Indian urban and rural transport systems. Adequacy and efficiency of Indian Transport system.

A comparative study of Indian Transport system vis-à-vis transport system by other important development and developing countries. The problems of Indian Railways, road transport, air transport and shipping.

GROUP-III: CO-OPERATION
PAPER I: PRINCIPLES OF CO-OPERATION

Time: 3 Hours

Max. Marks: 100

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Co-operation: Co-operative movement and its evolution through time philosophy. Objectives and Rationale of the co-operative movement. Basic Principles of co-operatives, place of co-operatives in economic organisation private enterprise-Co-operative Enterprises, Co-operation as balancing factor between the public and private sectors concept of Co-operative common wealth (Sehkari Samaj), Sociology of Co-operation. Co-operation and its relevance in different political systems. Capitalism, Communism, socialism, Fascism etc.

Co-operation in Foreign countries: Co-operative movement in different countries - developed and developing growth of the movement Britain and Germany.

-Consumer Co-operative movement in Sweden and Ceylon.

-Dairy co-operatives in Denmark, marketing and Purchasing.

-Cooperative in Canada, Rural Electrification Cooperatives in U.S.A. co-operation Japan, both agrarian and Industrial Societies. Cooperation settlements in Israel, USSR and China, Brief History of Co-operative Movement in India.

PART-II

Co-operative problems and Controversies. Single purpose vs Multipurpose Society, unlimited vs. Limited liability; Co-operation Finance Vs. Co-operative Finance, Centralisation vs. Federation; Producers vs. Consumers. State Trading vs. Capitalistic Trading vs. Co-operative Trading.

The Attitude of the State towards Co-operation and Attitude of Co-operatives towards to State. Difference between India and Europe, co-operation and State aid Economic Planning and Cooperation Co-operation and Socio-Economic Systems.

Co-operatives and Community Developed Project, Sarvoday and Co-operation. A Synthesis, Inter Co-operative Relations Cooperation and Distribution Justice Co-operations and Taxation Cooperative Education Research and Extension.

Co-operative Audit; objects. Role and kind of Co-operative audit, Responsibility of Registrar. Independent Agency. Co-operative supervision. Meaning and functions of supervisions. Existing arrangements for supervisions. Norms of supervisions, cost of supervision. Weaknesses of Supervisions. Weakness Suggestions, orientation and search for dimensions for the movements.

Suggested Readings:

1. Kamath, G.S. New Dimensions of Co-operative Management, Himalaya Publishing House.
2. Bedi, R.D. Theory History and Practice of Co-operation. International Publishing House, Meerut.
3. Sharda, V. 'The Theory of Co-operation' Himalaya Pub. House.
4. Puri, S.S. 'Ends and Means of Co-operative Development' published by National Co-operative Union of India, New Delhi.
5. Dubashi, P.R. 'Principles and Philosophy of Co-operation' published by Vikuntha Mehta National Institute of Co-operative Management, Pune.

GROUP: III CO-OPERATION**PAPER-II: CO-OPERATIVE MANAGEMENT & ADMINISTRATION IN INDIA****Time: 3 Hours****Marks: 100**

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

History and Growth of Co-operative Movement in India: Recommendations of important committees such as All India Rural Credit Survey Committee and Co-operative Credit (Math Survey Council Committee and Co-operative Administration Committee and Cooperative (Mirdha Committee). All India Rural Credit Review Committee. Committee to review arrangements of Industrial Credit for Agricultural and Rural Development (CRATICARD).

Co-operative Legislation: Act of 1904 NDS Resolution Essential revisions of cooperative acts.

Recent trends in co-operative legislation, Co-operative Agricultural Credit: Need for production and development, types of Credit. Inadequacies in the availability of credit, the role of co-operatives in meeting credit needs of the farmers of agricultural purposes. Development of Co-operative agricultural credit societies and its structure: Production marketing, Warehousing, Co-operative Agricultural Non-credit, Need Growth, Development and Working.

PART-II

Non-Agricultural Co-operative Credit: Needs for credit in the Areas for various purpose, the development of the cooperative credit movement for non-agricultural purpose. Non-agricultural non-credit movements in the urban areas: Need growth development and working.

Land Development Banks: History of IDB, Purpose of LOANS and procedure of advancing loans, Role of RBI, SBI and Commercial Bank, National Federation of Co-operative Banks in Agricultural, Co-operative Finance, National Bank of Agriculture and Rural Development (NABARD) Lead bank.

Weakness of the Co-operative Movement, Suggestions for improvement and extension of the movement. Uses of Management techniques.

GROUP-IV: INSURANCE**PAPER-I: INSURANCE LEGISLATION IN INDIA****Time: 3 Hours****Max. Marks: 100**

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

The Life Insurance Act, 1938.

PART-II

The Marine Insurance Act, 1963. Motor Vehicles Act, 1939.

The General Insurance Business (Nationalisation) Act, 1972.

GROUP IV: INSURANCE**PAPER-II: POLICY CONDITIONS AND INSURANCE CLAIMS****Time: 3 Hours****Max. Marks: 100**

Note: The question paper covering the entire course shall be divided into three sections as follows:

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Life Insurance: The Policy, Proof of age-payment of premium.

Days of Grace:

Commencement of Risk-hazardous Occupation-Alternation in Policy, Additional Assurance - Suicide - Accident benefit—Lost Policies, assignment nomination. Lapse and revival - Surrender value—Paid up value-Extended term insurance - Automatic non-for- future Policy loans.

Settlement of Claims: Claims by survivance-Claims by death - Early claims Evidence title - dispensing with evidence of title - interstate succession - Optional modes of settlement. Personal Accident Insurance Policy: Policy conditions and settlement of Claims. Consequential Loss Insurance: Policy conditions and claims procedure.

Marine Insurance - The Policy-form of Policy-Lloyd's form of Policy-Assignment clause-Lost or not lost-At and From. Termination of risk Warehouse to warehouse clause-change of voyage Delay-Deviation Touch and Stay, Name of Vessel-name of the master. The subject matter insured and the valuation – The perils insured against, Sur and labour clause - Waiver clause Premium clause - Memorandum clause - Maugh Rules Presentation, adjustment and settlement of all types of hull, freight and cargo claims - settlement of claims abroad functions of oil claim setting agents - Reinsurance recoveries - functions of salvage association and functions of cargo surveyors.

PART-II

Fire Insurance: Standard form of Policy-Wordings of the Policy perils insured - Policy Conditions.

1. Misdescription
2. Alternations
3. Exclusions
4. Claims fraud
5. Reinstatement
6. Insurer's right after a fire
7. Contribution and average
8. Subrogation
9. Warrantie
10. Arbitration
11. Purchase and interest clause
12. Loss procedure
13. Ex. Gratia payment of claims - Salvage Crops, Average Clause, Task of adjustment payment and discharge by adjuster, Waiver and estopped.

Motor Insurance: Comprehensive Policy for private cars Loss on damage - Liability to third parties, Medical expenses - General exception - Conditions - No claims bonus - Transfer of interest - The schedule comprehensive policies on commercial vehicles comprehensive policies on Motor cycle.

Settlement of Claims - Negligence of the parties. Total and partial losses in own damage - knock for knock agreement.