

FACULTY OF ECONOMICS & BUSINESS

SYLLABUS

FOR

B.Com. (Professional)

(Semester: I and II)

(Old System)

(Part: II and III)

Examination: 2012-13



GURU NANAK DEV UNIVERSITY
AMRITSAR

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B.COM. (PROFESSIONAL)

Eligibility:-

Admission to the First year class B. Com. (Prof.) Degree Course will be open to a person who has passed one of the following examinations conducted by a recognised Board / Council / University.

a) +2 examination with at least 40% marks in the aggregate in any stream.

OR

Part-I examination of B. Com. (Old System) of this University as equivalent to the examinations mentioned above.

DETAILED ORDINANCES RELATING TO EXAMINATION FOR THIS CLASS ARE CONTAINED IN THE GURU NANAK DEV UNIVERSITY CALENDAR, VOL-II READ WITH SYNDICATE DECISIONS/ AMENDMENTS MADE FROM TIME TO TIME.

SCHEME OF COURSES

Course Code	Course Title	Maximum Marks		Number of Lectures (L)	Tutorials (T) per week
Semester-I					
BCP-101	Communication Skills-I	Theory	Prac.	6	
		35	15		
BCP-102	Punjabi Compulsory / Basic Punjabi (Mudhli Punjabi)	50		6	
BCP-103	Financial Accounting	50		6	2
BCP-104	Micro Economics	50		6	
BCP-105	Mercantile Law	50		6	
BCP-106	Management Principles & Practices	50		6	
BCP-107	Quantitative Techniques for Business-I	50		6	
Semester-II					
BCP-201	Communication Skills-II	Theory	Prac.	6	
		35	15		
BCP-202	Punjabi Compulsory / Basic Punjabi (Mudhli Punjabi)	50		6	
BCP-203	Macro Economics	50		6	
BCP-204	Advanced Accounting	50		6	2
BCP-205	Industrial & Labour Laws	50		6	
BCP-206	Quantitative Techniques for Business-II	50		6	
BCP-207	Computer Applications for Business	50		4	2

B.COM. (PROFESSIONAL) (PART: II & III)

B. Com. (Prof.) IIInd Year

	<i>Paper</i>	<i>Marks</i>	<i>Periods</i>	
			Theory	Practical
1.	Company Law & Secretarial Practice	100	5	1
II.	Corporate Accounting	100	6	2
III.	Cost Accounting	100	6	2
IV.	Indirect Tax Laws	100	6	-
V.	Managerial Economics	100	6	-
VI.	Insurance & Risk Management	100	6	-
VII.	Windows & Networking	100	3	3
VIII	Environmental Studies (Compulsory)	100		
		<i>Total Marks: 700</i>		

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

B. Com. (Prof.) IIIrd Year

	<i>Paper</i>	<i>Marks</i>	<i>Periods</i>	
			Theory	Practical
1.	Management Accounting & Auditing	100	6	-
II.	Direct Tax Laws	100	6	2
III.	Banking Theory & Practice	100	6	-
IV.	Financial Management	100	6	-
V.	Operations Research	100	6	2
VI.	E – Commerce & Applications	100	4	2
VII.	Any one of the following options:-	100	6	-
	i) Entrepreneurship and Small Business			
	ii) Material Management			
	iii) Sales & Retail Management			
	iv) Foreign Trade & W.T.O.			
	v) Capital Market & Investment Management			
	Viva Voce (Based on current year papers)	50	-	
		<i>Total Marks: 750</i>		

Grand Total: 2150

BCP-101: COMMUNICATION SKILLS-I**Time: 3 Hours****Max. Marks: 50**
Theory Marks: 35
Practical Marks: 15**Contents:**

1. Reading Skills: Reading Tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings; Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

Activities:

- a) Active reading of passages on general topics
- b) Comprehension questions in multiple choice format
- c) Short comprehension questions based on content and development of ideas

2. Writing Skills: Guidelines for effective writing; writing styles for application, resume, personal letter, official/ business letter, memo, notices etc.; outline and revision.

Activities:

- a) Formatting personal and business letters.
- b) Organizing the details in a sequential order
- c) Converting a biographical note into a sequenced resume or vice-versa
- d) Ordering and sub-dividing the contents while making notes.
- e) Writing notices for circulation/ boards

3. Listening Skills: Barriers to listening; effective listening skills; feedback skills. Attending telephone calls; note taking.

Activities:

- a) Listening exercises – Listening to conversation, News/TV
- b) Taking notes on a speech/lecture

4 Speaking and Conversational Skills: Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics.

Activities:

- a) Making conversation and taking turns
- b) Oral description or explanation of a common object, situation or concept
- c) Giving interviews

Recommended Books:

1. Oxford Guide to Effective Writing and Speaking by John Seely
2. A Course in Listening and Speaking–I by V. Sasikumar et. al., Foundation Books.
3. The Written Word by Vandana R Singh, Oxford University Press.

Suggested Books:

1. Developing Communication Skills by Krishna Menon and Meera Bannerjee. Macmillan.
2. Business Communication; Theory and Practice by Swati Samantray and R.D.Bhushan.
Sultan Chand
3. Business Communication: Techniques and Methods by Om Juneja and Aarti Majumdar.
Orient Blackswan
4. Handbook of Practical Communication Skills; Clarissa Wright (Ed). JAICO Books
5. Spoken English: A Foundation Course (Part I and II) by Kamlesh Sadanand and Sushila Punitha. Orient Blackswan (for recorded conversation)

Suggested Pattern of Question Paper:

The question paper will consist of seven skill-oriented questions from Reading and Writing Skills. Each question will carry 5 marks. The questions shall be phrased in a manner that students know clearly what is expected of them. There will be internal choice wherever possible.

- i) Multiple choice questions on the language and meanings of an unseen passage.
- ii) Comprehension questions with short answers on content, progression of ideas, purpose of writing etc. of an unseen passage.
- iii) Personal letter
- iv) Official/Business correspondence
- v) Making point-wise notes on a given speech/ technical report
- vi) Writing notices for public circulation on topics of professional interest
- vii) Do as directed (5x1=5 marks) (change of voice, narration, combination of 2 simple sentences into one, subject-verb agreement, using appropriate tense, forms of verbs. (7x5=35 marks)

Practical /Oral Testing**Marks: 15****Contents:**

1. Conversation with students or examiner.
2. Listening to any recorded or live material and asking oral questions for listening comprehension.

Questions:

1. Students may be asked to engage in face-to-face conversation with other students or examiners on topics of general interest.
2. Students may be asked to prepare for one minute and then speak for one to two minutes on a simple topic with examiners as the audience
3. A teacher or examiner may read out a small passage and the students may be asked to answer a couple of comprehension questions. (recorded material may also be used)

Note: Oral test will be conducted by external examiner with the help of internal examiner. The oral test examiner will be appointed from those teachers who are actually teaching the subject.

BCP-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.ਸ਼ੇਰਗਿਲ, 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 ਉੱਤੇ ਪੈਰੂਾ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇ । 5 ਅੰਕ
4. ਪੈਰੂਾ ਦੇ ਕੇ ਉਸ ਬਾਰੇ ਪੰਜ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ 5 ਅੰਕ
5. ਨੰਬਰ 5 ਉੱਤੇ ਦਿੱਤੀ ਵਿਆਕਰਣ 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

BCP-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
2.	ਗੁਰਮੁਖੀ ਆਰਥੋਗ੍ਰਾਫੀ ਸੂਰ ਬਣਤਰ ਅਤੇ ਉਚਾਰਨ ਵਿਅੰਜਨ ਬਣਤਰ ਅਤੇ ਉਚਾਰਨ	15 ਅੰਕ
3.	ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ ਸਾਧਾਰਨ ਸ਼ਬਦ ਇਕ ਉਚਾਰਥੀ 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 ਇੱਕ 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)

BCP-103 FINANCIAL ACCOUNTING**Time: 3 Hours****Marks: 50****Theory: 40****Practical: 10**

**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 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 8 questions. Each question will carry one mark; the total weightage being 8 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 8 marks. The total weightage of this section shall be 16 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 8 marks. The total weightage of the section shall be 16 marks.

Part A

Accounting as an information system, the users of accounting information and their needs. Qualitative characteristics of accounting. Functions, advantages and limitations of accounting. Various branches of accounting. Bases of accounting: cash basis and accrual basis. Accounting Process: Recording of business transactions, preparation of trial balance(Overview only). Capital and revenue expenditures and receipts. Rectification of Errors. Depreciation Accounting Preparation of financial statements of non-corporate business entities from a trial balance;

Part B

Financial accounting principles – Basic concepts and conventions
Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India. Salient features of Accounting Standard (AS) issued by ICAI.
Preparation of financial statements:
a) of not-for-profit organizations;
b) from incomplete records: statement of affairs method and conversion method
Royalty Accounts, Voyage Accounts.

(Practical: 10 marks)**Tally**

Financial Accounting Packages: Preparation and online finalization of accounts on Tally, ERP 9.0; Introduction of Tally, ERP 9.0, Phases of Implementation, Aides for implementation. Accounts Management (Using Tally, ERP 9.0 Software Package); Accounts Masters, Accounts Transaction, Accounts Reports. Preparation and Compilation of complete balance sheet of any Industries/Organization/Firms.

(The mentioned versions of Tally be replaced with latest available versions)

SUGGESTED READINGS:

- 1) Narayanswami, R., “*Financial Accounting: A Managerial Perspective*”, 3rd Edition, Prentice Hall of India, New Delhi.
- 2) Mukherjee, A. and Hanif, M., “*Financial Accounting*”, 1st Edition(2003), Tata McGraw Hill.
- 3) Ramchandran, N. and Kakani, R.K., “*Financial Accounting for Management*”, 2nd Edition (2007), Tata McGraw Hill.
- 4) Wood, F. and Robinson, S., “*Book-keeping and Accounts*”, 7th Edition (2008), Pearson Publication.
- 5) Edmonds, T., McNair, F. and Olds, P. “*Fundamental Financial Accounting Concepts*”, 7th Edition (2010), Tata McGraw Hill.
- 6) Rawat, D. S. “*Students’ Guide to Accounting Standards*”, 18th Edition, Taxmann.
- 7) Manual of Tally

BCP-104: MICRO ECONOMICS**Time: 3 Hours****M. Marks: 50****Note: 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–A

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

Consumer behaviour: Utility approach-brief outline of Law of diminishing marginal utility and law of equi-marginal utility. Consumer's equilibrium with the help of utility analysis, Revealed Preference Approach.

Indifference curve approach: Meaning, properties, income, price and substitution effects. Consumer equilibrium with the help of indifference curve analysis.

Theory of Production: Law of variable proportion and law of returns to scale.

Theory of Cost: Concept of total cost, marginal cost and average cost, short run and long run cost curve (traditional and modern theories).

Part–B

Concept of Revenue: Total revenue, average revenue and marginal revenue. Relationship between average revenue marginal revenue and elasticity of demand.

Price determination under various market conditions:

Perfect Competition: Features and equilibrium of firm and industry under perfect competition (short run and long run).

Monopoly: Features, price and output determination under monopoly (short run and long run).

Monopolistic Competition: Features, price and output determination under monopolistic competition (short run and long run).

Distribution: Rent-Ricardian Theory & Modern theory. Profit-Dynamic theory and Uncertainty theory. Wages - Marginal Productivity theory and modern theory.

Suggested Readings:

1. Hirschey, M. "*Fundamental of Managerial Economics*", 9th Edition (2009), South Western Cengage Learning.
2. Koutsyannis A., "*Modern Microeconomics*", 2nd Edition (1977), Macmillan
3. Dwivedi, D.N., "*Managerial Economics*", 7th Edition, Vikas Publication.
4. Ahuja, H. L., "*Modern Micro Economics*", (2009), Sultan Chand and Co.
5. Deepashree, "*Principles of Micro Economics*", 2nd Edition, Ane Books Pvt. Ltd.

BCP-105: MERCANTILE LAW**Time: 3 Hours****M. Marks: 50****Note: 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–A**Indian Contract Act: 1872.**

Features of a Valid Contract, Law relating to offer and acceptance, consideration, competence of parties; free consent, legality of contract and agreements declared void, discharge of contract, quasi contracts, remedies for breach of contract, indemnity and guarantee, bailment and pledge, agency.

Part–B**Sale of Goods Acts, 1930:**

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

Consumer Protection Act. 1986.**Cyber Laws (Information Technology) Act 2000**

- a) Definitions
- b) Digital signature
- c) Electronic governance
- d) Attribution, acknowledgement and dispatch of electronic records
- e) Regulation of certifying authorities
- f) Digital signatures certificates
- g) Duties of subscribers
- h) Penalties and adjudication
- i) Appellate Tribunal
- j) Offences

Suggested Readings:

- 1 Singh, A., “Principles of Mercantile Law”, (2011), Eastern Book Co.
- 2 Kapoor, N.D., “Mercantile Law”, 21st Edition, Sultan Chand & Sons.
- 3 Tulsian, P. C., “Business Laws”, 2nd Edition (2000), Tata McGraw Hill.
- 4 Kucchal, M.C., “Business Law”, 5th Edition (2009), Vikas Publishing, House (P) Ltd.
- 5 Taxmann Publications Pvt. Ltd., New Delhi, “Information Technology Rules 2000 & Cyber Regulations Appellate Tribunal Rules 2000 with Information Technology Act 2000”.
- 6 Mittal, D. P., “Taxmann’s Law of Information Technology (Cyber Law)”, Oct. 2000.

BCP-106: MANAGEMENT PRINCIPLES AND PRACTICES**Time: 3 Hours****M. Marks: 50****Note: 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–A

Meaning, nature, scope, importance of Management, Evolution of Management Thought and contributions of F.W.Taylor, Henri Fayol, Elton Mayo, Peter Drucker, Porter, Prahalad and Tom Peters) to the management thought.

Functions of Management:

Planning - Meaning - Need & Importance, Types, Process. advantages & limitations, Decision Making: Concept and Process. Management by Objectives.

Part–B

Organizing – Elements, processes, Types of organizations, Significance, Span of Control. Authority and Responsibility Relationships. Delegation, Decentralization and Departmentation.

Direction - Nature – Principles; Communication – Process, Types & Importance and Barriers.

Controlling - Need, Nature, Importance & Process ; Motivation - Importance – theories (Maslow, McGregor, Herzberg, Lawler Porter Model, Ouchi, Victor Vroom and Equity theory).

Leadership - Meaning - styles, qualities & functions of leaders

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.

BCP-107: Quantitative Techniques for Business-I**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 A

Matrices: Types of matrices, basic operation of matrices, determinants and their properties, rank and inverse of matrix, solution of linear simultaneous equations with the help of Cramer's Rule and Matrix inverse method.

Simple and Compound interest, Discounting and Factoring techniques, Definition, scope, function and limitations of statistics, measures of central tendency: Mean, Mode, Median, Geometric Mean and Harmonic Mean.

Part B

Measure of dispersion: Range, Quartile Deviation, Mean Deviation and Standard Deviation. Skewness and Kurtosis.

Index Numbers: Meaning and importance, Methods of construction of index numbers : weighted and unweighted, fixed base and chain base index numbers.

Time series analysis, Trend, cycles, seasonal and irregular components, estimation of trend (Graphical method, Semi average method, Moving averages method and method of Least squares (fitting straight lines only)).

Suggested Readings:

- 1 Beri, G. C., "*Business Statistics*", 2nd Edition, Tata Mc Graw Hill.
- 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.
- 4 Sharma J K., "*Business Statistics*", 2nd Edition, Pearson Education.
- 5 Gupta C B, Gupta V, "*An Introduction to Statistical Methods*", 23rd Edition (1995), Vikas Publications.
- 6 Levin Rubin, "*Statistics for Management*", 7th Edition (2000), Pearson

BCP-201: COMMUNICATION SKILLS-II**Time: 3 Hours****Max. Marks: 50**
Theory Marks: 35
Practical Marks: 15**Contents:**

1. Reading Skills: Reading Tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for information given and implied; Inferential reading, critical reading and interpretation; connotation and understanding tone; paraphrasing, gist and central idea;

Activities:

- a) Active reading of learned passages on academic and professional topics
- b) Short comprehension questions on implied meanings
- c) Reading outcome including paraphrasing and summary writing.

2. Writing Skills: Guidelines for effective writing; writing styles for paragraphs/ short essays of expository and argumentative nature; academic and technical reports, style, arrangement, variety of illustrations, diagrams, tables, charts etc., main section, appendices, conclusion, list of references; outline, synopsis, revision.

Activities:

- a) Writing of paragraph/ short essay on learned and professional topics
- b) Organising ideas/ arguments in a logical order
- c) Writing a brief report on the given data, diagram, chart etc.

3. Listening Skills: Barriers to listening; effective listening skills; feedback skills. Attending telephone interviews; transcoding and note taking.

Activities:

- a) Listening exercise – Listening to Conversation, News/TV, group discussion, long speech
- b) Making notes on conversation, group discussion and lectures.

4. Speaking and Discussion Skills: Components of an effective talk/ presentation; planning and organizing content for a talk/ presentation, use of visual aids, effective speaking skills, discussion skills.

Activities:

- a) Making presentation to a group on a given topic.
- b) Participating in a group discussion.
- c) Making slides for PowerPoint presentation or other audio-visual aids

Recommended Books:

1. Oxford Guide to Effective Writing and Speaking by John Seely
2. A Course in Listening and Speaking–I by V. Sasikumar et. al., Foundation Books.
3. The Written Word by Vandana R Singh, Oxford University Press.

Suggested Books:

1. Developing Communication Skills by Krishna Menon and Meera Bannerjee. Macmillan.
2. Business Communication; Theory and Practice by Swati Samantray and R.D.Bhushan.
Sultan Chand
3. Business Communication: Techniques and Methods by Om Juneja and Aarti Majumdar.
Orient Blackswan
4. Handbook of Practical Communication Skills; Clarissa Wright (Ed). JAICO Books
5. Spoken English: A Foundation Course (Part I and II) by Kamlesh Sadanand and Sushila Punitha. Orient Blackswan (for recorded conversation)

Suggested Pattern of Question Paper:

The question paper will consist of seven skill-oriented questions from Reading and Writing Skills. Each question will carry 5 marks. The questions shall be phrased in a manner that students know clearly what is expected of them. There will be internal choice wherever possible.

- i) Short answer comprehension questions on an unseen passage on a learned topic
- ii) Making summary/ précis or paraphrasing of ideas of a given passage
- iii) Writing a paragraph of expository or argumentative nature on a given topic
- iv) Interpreting a given data, chart, diagram etc and making a brief report
- v) Transcoding (given dialogue to prose or given prose to dialogue)
- vi) Making given number of slides for a presentation on a given topic
- vii) Do as directed (5x1=5 marks) (change of voice, narration, combination of 2 simple sentences into one, subject-verb agreement, using appropriate tense, forms of verbs.
(7x5=35 marks)

Practical /Oral Testing**Marks: 15****Contents:**

1. Oral Presentation with/without audio visual aids.
2. Group Discussion.
3. Listening to any recorded or live material and asking oral questions for listening comprehension.

Questions:

1. Oral Presentation will be of 5 to 10 minutes duration. (Topic can be given in advance or it can be of student's own choice). Use of audio visual aids is desirable.
2. Group discussion comprising 8 to 10 students on a familiar topic. Time for each group will be 15 to 20 minutes.

Note: Oral test will be conducted by external examiner with the help of internal examiner. The oral test examiner will be appointed from those teachers who are actually teaching the subject.

BCP-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

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

ਪਾਠ-ਕ੍ਰਮ

ਸਮਾਂ: ਤਿੰਨ ਘੰਟੇ

ਕੁਲ ਅੰਕ: 50

- | | | |
|----|--|--------|
| 1. | ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ,
ਸੰਯੁਕਤ ਅਤੇ ਮਿਸ਼ਰਤ ਸ਼ਬਦ
ਬਹੁਉਚਾਰਖੰਡੀ ਸ਼ਬਦ | 20 ਅੰਕ |
| 2. | ਪੰਜਾਬੀ ਵਾਕ ਬਣਤਰ
ਸਾਧਾਰਨ ਵਾਕ : ਕਿਸਮਾਂ
ਸੰਯੁਕਤ ਵਾਕ : ਕਿਸਮਾਂ
ਮਿਸ਼ਰਤ ਵਾਕ : ਕਿਸਮਾਂ | 15 ਅੰਕ |
| 3. | ਪ੍ਰਕਾਰਜੀ ਪੰਜਾਬੀ
ਚਿੱਠੀ ਪੱਤਰ
ਪੈਰਾ ਰਚਨਾ
ਸੰਖੇਪ ਰਚਨਾ
ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ | 15 ਅੰਕ |

ਯੂਨਿਟ ਅਤੇ ਥੀਮ

- ਪੰਜਾਬੀ ਸ਼ਬਦ ਬਣਤਰ : ਸੰਯੁਕਤ ਸ਼ਬਦ; ਸਮਾਸੀ ਸ਼ਬਦ (ਜਿਵੇਂ ਲੋਕ ਸਭਾ); ਦੇਜਾਤੀ ਸ਼ਬਦ (ਜਿਵੇਂ ਕਾਲਾ ਸਿਆਹ); ਦੇਹਰੇ ਸ਼ਬਦ/ਦੁਹਰਕੁਕਤੀ (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, ਪੰਦਿਆਂ ਨਾਲ ਸੰਬੰਧਿਤ।
- 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।
- 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 :

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

BCP-203: MACRO ECONOMICS**Time: 3 Hours****M. Marks: 50****Note: 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 A

Macro Economics: Meaning, scope and importance. Difference between micro economics and macro economics.

National Income: Meaning, concepts, methods and problems in the measurement of national income, particularly in UDC's.

Determination of income and employment: Classical theory and Keynesian theory, Says Law of Market. Effective demand.

Part B

Consumption function: Meaning, Importance and Determinants of consumption – subjective and objective. Keynes Psychological Law of Consumption.

Investment: Concept, types and determinants. Net present value and Marginal efficiency of capital.

Working of Multiplier: Static and Dynamic, Accelerator, Interaction between Multiplier and Accelerator.

Inflation: Meaning, types and theories (Demand pull and Cost push), consequences and cures of inflation.

Suggested Readings

1. Willimson, S. D., "Macroeconomics", 4th Edition (2010), Pearson Publication.
2. Froyen, R., "Macroeconomics", 9th Edition (2008), Pearson Publication.
3. Hirschey, M. "Fundamental of Managerial Economics", 9th Edition (2009), South Western Cengage Learning.
4. Dwivedi, D.N., "Managerial Economics", 7th Edition, Vikas Publication.
5. Deepashree, "Principles of Micro Economics", 2nd Edition, Ane Books Pvt. Ltd.
6. Dwivedi, D.N., "Macroeconomics: Theory and Policy", (2004), Tata McGraw Hill.

BCP-204: ADVANCED 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–A

Accounting for Partnership: Fixed and Fluctuating Capitals; Interest on Capital; Interest on Drawing; Past Adjustments and Guarantee. Admission, retirement and death of a partner; Dissolution, Insolvency of partners, sale to a limited company and piecemeal distribution. Joint Venture; Consignment Accounts

Part–B

Accounting for Hire Purchase and Installment Systems.

Accounting for Inland Branches: Dependent branches: concept; accounting aspects; debtors system, stock and debtors system, branch final accounts system and whole sale basis system-Independent branches: concept,accounting treatment, important adjustment entries and preparation of consolidated profit and loss account and balance sheet.

Departmental Accounting, , Insurance claims (Loss of Stock and profit),

Suggested Readings:

- 1 Beams, F. Anthony, J. Bettunghans, B. and Smith, K., “*Advanced Accounting*”, 11th Edition, Pearson.
- 2 Elliot, B. and Elliot, J., “*Financial Accounting and Reporting*”, 11th Edition, Prentice Hall International.
- 3 Ramchandran, N. and Kakani, R.K., “*Financial Accounting for Management*”, 2nd Edition (2007), Tata McGraw Hill.
- 4 Wood, F. and Robinson, S., “*Book-keeping and Accounts*”, 7th Edition (2008), Pearson Publication.
- 5 Edmonds, T., McNair, F. and Olds, P. “*Fundamental Financial Accounting Concepts*”, 7th Edition (2010), Tata McGraw Hill.

BCP-205: INDUSTRIAL AND LABOUR LAWS**Time: 3 Hours****M. Marks: 50****Note: 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–A

Payment of Wages Act, 1936;
Payment of Bonus Act, 1965,
Payment of Gratuity Act, 1972,
Provident Funds Act 1952

Part–B

The Industrial Dispute Act, 1947
Factory Act 1948;
Environment Protection act 1986

Suggested Readings:

1. Singh, A., “*Principles of Mercantile Law*”, (2011), Eastern Book Co.
2. Kapoor, N.D., “*Mercantile Law*”, 21st Edition, Sultan Chand & Sons.
3. Tulsian, P. C., “*Business Laws*”, 2nd Edition (2000), Tata McGraw Hill.
4. Kucchal, M.C., “*Business Law*”, 5th Edition (2009), Vikas Publishing, House (P) Ltd.
5. Malik, P. L., “*Handbook of Labour and Industrial Law*”, 13th Edition (2010).
6. Srivastava, S. C., “*Industrial Relations and Labour laws*”, 5th Edition.

BCP-206: QUANTITATIVE TECHNIQUES FOR BUSINESS - II**Time: 3 Hours****M. Marks: 50****Note: 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–A

Correlation Analysis: Simple correlation between two variables (grouped and ungrouped data). Rank correlation, Coocurrent correlation, Simple Regression Analysis; Grouped and ungrouped data.

Interpolation and Extrapolation with equal and unequal class intervals (Binomial, Newton's and Langranges formula).

Part–B

Probability Theory : Addition and Multiplication Theorems ; Probability Distribution; Binomial, Poisson and normal (Fitting of these distributions).

Theory of attribution and consistency of data, sampling techniques.

Sources of statistical data relating to agriculture. Industry, Population, national income trade and prices.

Suggested Readings:

1. Beri, G. C., “*Business Statistics*”, 2nd Edition, Tata Mc Graw Hill.
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.
4. Sharma J K., “*Business Statistics*”, 2nd Edition, Pearson Education.
5. Gupta C B, Gupta V, “*An Introduction to Statistical Methods*”, 23rd Edition (1995), Vikas Publications.
6. Levin Rubin, “*Statistics for Management*”, 7th Edition (2000), Pearson

BCP-207: COMPUTER APPLICATIONS FOR BUSINESS**Time: 3 Hours****Total Marks: 50****Theory: 40****Practical: 10****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 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 8 questions. Each question will carry one mark; the total weightage being 8 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 8 marks. The total weightage of this section shall be 16 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 8 marks. The total weightage of the section shall be 16 marks.

Part-A

Introduction to Windows – Basics, Windows Accessories, Using File and Program Manager
 Introduction to Ms-Word – Editing a Document – Move and Copy text – Formatting text and paragraph – Finding and Replacing text and spelling checking – Using tabs, Tables, and other features, Enhancing document – using mail merge and other features.
 Introduction to Worksheet-Getting started with excel – Editing Cells and using commands and functions – Moving And Coping, Inserting and Deleting Rows and Columns – Getting help and formatting a worksheet – Printing the worksheet – Creating Charts – using formulae and functions in excel.

Part-B

Introduction to Power Point Presentation, & Ms-outlook,
 Introduction to Desktop publishing, Computer Viruses, security, and usage of e-mail, Designing Web Page

Suggested Readings:

- 1 Craig Stinson “*Running Microsoft Windows-98*” – Microsoft press.
- 2 Joshua C. Nossiter. “*Using Excel – 5 for Windows*”
- 3 Vishnu Priya Singh & Meenakshi Singh “*Computerised Financial Accounting*”
- 4 “*Working with Word*” – Aptech Computer Education.
- 5 “*Power Point Presentation*” – Aptech Computer Education.
- 6 Malhotra, Computer Applications in Business.
- 7 Cyganski, “*Information Technology: Inside and outside*”, 1st Edition, Pearson.
- 8 Basandra, S.K., “*Computers Today*” 1st Edition, Galgotia.
- 9 Leon, A. and Leon, M., “*Introduction to Computers*”, 1st Edition, Leon Vikas.
- 10 Leon, “*Fundamentals of Information Technology*”, Vikas.
- 11 Kakkar, D.N. and Goyal, R., “*Computer Applications in Management*”, 1st Edition New Age.

Paper – I: Company Law & Secretarial Practice**Time: 3 Hours****Max. Marks: 100****Theory: 80****Practical: 20****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 questions 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 15 marks; the total weightage of the 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 any two questions. Each question will carry 15 marks; the total weightage of the section shall be 30 marks.

Part-I

Company – Meanings, Features, Types, Promotion and Registration, Preliminary contracts, Memorandum of association, Articles of association.

Prospects, Shares & Share Capital, Directors Powers, duties, appointment, removal, legal position, Borrowing Powers, Public deposits and debenture, Members, Meetings (including Board meetings).

Part-II

Secretary – Definition, Types of Secretaries, Qualifications of a Company Secretary, Appointment, Dismissal, function, Duties, Rights and Liabilities and Procedure in connection with allotment of Shares, for forfeiture, Reissue, Transfer of Shares, Payment of Dividends & meetings – Notice, Agenda, Quorum, proxy, reports, minutes of meetings and resolution.

Secretarial Audit.

Practical Notebook:-

Notice, Agenda, Quorum, Proxy, Reports, Minutes of Meetings, Resolutions, Share Certificates, Share Warrants.

Suggested Readings:

1. Avtar Singh : Company Law
2. N. D. Kapoor: Company Law & Secretarial Practice.

Notes:

1. The teacher will use simulation method and will hold at least one statutory meeting, one Annual General Meeting, one Extraordinary Meeting one Board Meeting.
2. Practical marks will be based on practical notebook which will be evaluated by HOD and concerned teachers of the college.

Paper – II: Corporate Accounting**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 questions 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 the 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 the section shall be 40 marks.

Part-I

Company Accounts regarding, Issue of share capital & debentures, Issue of Bonus & right share. Underwriting of Shares & Debenture, redemption of Preference Share & Debenture, Profit Prior to Incorporation, Managerial remuneration, Final Accounts of Companies, Acquisition of Business.

Part-II

Liquidation accounts. Valuation of Shares & Goodwill, Amalgamation as per as 14 and Internal Reconstruction, Banking Company and Insurance Co. Accounts. Corporate Reporting Recent Trends. Introduction of Inflation Accounting, Human Resource Accounting and Social Accounting.

Suggested Readings:

1. M. C. Shukla & T. S. Grewal : Advance Accounting.
2. R.L. Gupta : Higher Account
3. Sanjiv Sharma : Corporate Accounting

Note:- There will be 50% numerical questions in Section-B and Section-C of the question paper.

Paper – III: Cost Accounting**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 questions 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 the 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 the section shall be 40 marks.

Part-I

Meaning, nature, scope & advantages of Cost Accounting. Distinction between Cost & Financial Accounting, Elements of Cost – materials. Purchase & Storage, Control & Pricing, Issue & Evaluation. Labour – Meaning Components of Labour Cost, Methods of Wage payments and Incentive Plans. Labour Turnover – Causes, Effects, Accounting and Control of idle time and Overtime Costs, Overheads – Classifications Allocations, Absorption and Accounting. Introduction to Activity Based Costing.

Reconciliation of Cost and Financial Accounts.

Part-II

Methods – Unit Costing, Job, Batch, Contract, Process, Cost Control - Marginal Costing, Differential Costing, Break Even Analysis, Budgetary Control, Standard Costing.

Suggested Readings:

1. H.J. Wheldon : Cost Accounting & Costing Method
2. N.K. Prasad : Cost Accounting

Note:- There will be 50% numerical questions in Section-B and Section-C of the question paper.

Paper – IV: Indirect Tax Laws**Time: 3 Hrs.****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 questions 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 the 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 the section shall be 40 marks.

Part-I

Central Sales Tax- Features, Terms, definitions, Registration of dealers – Procedure of Cancellation & Duplication of 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 changes in tax laws upto 30th September.

Paper – V: Managerial Economics**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 questions 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 the 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 the section shall be 40 marks.

Part-I

Consumer behaviour: Utility approach-brief outline of Law of diminishing marginal utility and law of equi-marginal utility. Indifference curve approach: Consumer equilibrium, income, price and substitution of tacts. Law of demand, derivation of law of demand based on utility analysis and indifference curve analysis. Price elasticity of demand and its measurements.

Concept of production function, Breakeven analysis, profit for casting in short run, law of variable proportion. Concept of cost and revenue, short run and 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-Recardian 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. |

Paper – VI: Insurance & Risk Management**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 type questions from the entire syllabus with the 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 will be 40 marks.

Part-I

Definition, nature, Role and Importance of Insurance, Salient Feature of IRDA Act 1999, Rationale for opening up of the Insurance Sector to the private sector.
Nature of Life Insurance Contract.

Annuities, Surrender Value, Calculation of Premium and measurement of risk. Progress of Life Insurance Business in India, Fire Insurance – Nature and Use, Policy Condition, Rate Fixation, Payment of Claims, Reinsurance, Marine Insurance : Nature.

Premium Calculation, Payment of Claims

Motor Insurance Policy and Covers, Comprehensive Policy, Third Party Act Policies, Extra Benefits cover Motor Insurance Claims.

Part – II**SYNOPSIS**

Concept of Risk

Corporate and Personal Risk Management

Identification of Risk: Tools/Techniques for perception of risk; Methods for determining the operative causes of peril; Safety audit.

Evaluation of Risk

Risk Avoidance & Reduction of Risk: methods of loss prevention and risk reduction; Role of surveyors in loss prevention/ risk reduction.

Techniques of Risk Financing: Retention of risk; Captive insurance companies.

Transfer of Risk: Types of risk transfer; Benefits and limitation of Insurance; Partial insurance arrangements.

Suggested Readings (Books/Journals):

1. Insurance Regulation and Development Act.
2. Gopal Krishan, G. (1994) Insurance Principles and Practice, Sterling Publishers, New Delhi.
3. Nitya Kalyani, K. (1999) Insurance Regulatory Authority, Relevance and Future Trends; The Hindu, May 5.
4. Rao, D. Tripathi (2000) Privatisation and Foreign, Participation in Insurance Sector, Economic and political weekly, Vol. 13, March 25 –31.
5. Rao, D. Tripathi (2000) Analysis of Performance of Insurance in India, Economic and Political weekly, Vol 31, July 31 – Aug 6.
6. Ranade, Ajit Issues in regulation of Insurance, Economic and Political weekly of India, Vol 5, Jan. 29 – Feb. 4.
7. Risk Management Insurance by : Trieschmann, Gustavson, Hoyt

Paper – VII: Windows & Networking**Time: 3 Hours****Max. Marks: 100****Theory : 50****Practical : 50****Instructions for the Paper Setters:-**

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

Section A : This will have questions 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 mark; 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 selecting one from questions 2 and 3 and one from questions 4 and 5. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Section C : This will consist of essay type/numerical questions with answer to each question upto 5 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 selecting one from questions 6 and 7 and one from questions 8 and 9. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part-I

1. ***Introduction to Windows based operating system (Windows – NT)***
Overview of Windows NT, Concept of Client Server computing and Windows NT Server (login and logoff control panels, administrative tools, File manager), Installation of Windows NT software.
2. ***Fundamental Concepts of Networking***
Need and advantages of computer networks, Types of networks (LAN, WAN & MAN), Network Security, Topologies of networks etc., Distributed processing.

Part-II

3. ***Windows based Packages***
A detailed study of MS – Office – 2000 elements
 - a) ***MS – Word***
 - b) ***MS – Excel***
 - c) ***MS – PowerPoint***
 - d) ***MS-Access***
4. ***A study of Accounting packages***
A detailed applications based study of various accounting and financial management packages like TALLY etc. (latest windows based version) producing reports like cash reports, journals, balance sheets, payroll, Provident Fund Accounts.

References:

Jain, “Information Technology”, BPB Publication, New Delhi.

Singh, Gurbinder & Singh Rachpal, “A Text book of Windows Based Computer Courses”, Kalyani Publishers, Ludhiana, 1999.

Manuals of Windows’ 95, TALLY / EX etc.

Paper – VIII: Environmental Studies (Compulsory)**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 or 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 recourses:** 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, Clarendon 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 & Weston, 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 – I: Management Accounting and Auditing**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 questions 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 the 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 the section shall be 40 marks.

Part-I

Origin, Concept, nature and Scope of Management Accounting. Distinction between management accounting & 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. Introduction to EBA.

Fund flow and cash flow analysis (AS-3). Management Reporting – Importance Needs, Types, Requirements of good report preparation of a Report including prewriting and form of final draft.

Part-II

Definitions & Objectives of Auditing, Types of Audit, Cost Audit and Management Audit. Internal Audit, Distinction between Audit & Investigations. Company auditors, appointment, removal, Duties & Liabilities, Auditor's Report. Internal Control and Vouching.

Suggested Readings:

- | | | |
|--------------------|---|---|
| 1. Manmohan & Goel | : | Principles & Practice of Management Accounting. |
| 2. Khan & Jain | : | Management Accounting. |
| 3. L.S. Parwal | : | Accounting Theory |

Paper – II: Direct Tax Laws**Time: 3 Hours****Total Marks: 100****Theory: 80****Practical: 20****Instructions for the Paper Setters.**

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

Section A: This will have questions 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 15 marks; the total weightage of the 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 any two questions. Each question will carry 15 marks; the total weightage of the section shall be 30 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.

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

Part-II

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

Wealth tax – Basic Concepts, Terms and definitions, Assets, Valuation of immovable Properties and Jewellery, Computation of wealth tax liability, Tax Authorities, Assessment & Post Assessment procedure.

Practical Training:-

Filing of Returns of Individuals, HUE, Firms, Filing of Form-16-A, PAN forms and Procedures, Forms A & B. Two weeks practical training at Department of Income Tax/Chartered Accountant/Tax Lawyers. Practical marks will be awarded by the HOD and the concerned teachers of the college.

Suggested Readings:

- | | | |
|--------------------------------|---|---|
| 1. H.C. Mahrotra | : | Income Tax Law & Practice. |
| 2. Bhagwati Prasad | : | Income Tax Law & Practice. |
| 3. Gaur & Narang | : | Wealth Tax. |
| 4. Bhalla Bindu and Bhalla G.S | : | Individual Income Taxation Salaried Vs Business Class some Aspects. |

Paper – III: Banking Theory & Practice**Time: 3 Hours****Max. Marks: 100****Instructions for the 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 type questions from the entire syllabus with the 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 will 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 Instruments 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
- Provisioning Norms
- Capital Adequacy
- Non Performing Assets

Regulatory Framework governing Banks in India

Performance Evaluation of CBs 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.

Recommended Books :

1. Banking Law & Practice : Varshney P.N.
2. Practice & Law on Banking : Surya H.R.
3. Principles & Practices of Bank Mgt. : P.Subha.
4. M.H.De Kock : Central Banking
5. C.R.Basu : Central Banking in a Planned Economy.
6. Sundharam & Varshney : 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: Financial Management**Time: 3 Hours****Max. Marks: 100****Instructions: For Paper Setters:-**

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 questions 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 the 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 the section shall be 40 marks.

Part-I

Finance – Meaning, Aims & Scope, Functions, Sources, Financial Planning. SEBI Guidelines for issue of securities by companies, Dividend Policy (Including Models).

Capital Budgeting, Planning and Evaluation of Projects including Risk and Uncertainty. Cost of Capital – capital Structure, Working Capitals – Computation of Working capital requirements, Financing of Working Capital, Inventory Management, Cash management.

Part-II

Bank Finance – Assessment Appraisal, Non Bank Finance, Capitalization – Under and Over Capitalization, responsibility accounting. Issue of Bonus share & Right Issue – Procedure & Pricing.

Venture Capital, Stock Market Operation – Mechanism of trading (Online Trading, Internet Trading) and settlement (Rolling Settlement). Depositories Act, 1996.

Suggested Reading:

1. I.M. Pandey – Financial Management
2. P.K. Ghosh & Maheshwary – Management Accounting.
3. www.Sebi.org.
4. www.Sebi.com.

Paper –V: Operations Research**Time : 3 Hours****Max. Marks: 100****Instructions for the Paper Setters:-**

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 questions 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 the 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 the section shall be 40 marks.

Part-I

Operation research – Meaning, Significance & Scope. Introduction to Linear Programming, Formation, Graphic Method, Simplex Method, Two Phase Simplex Method, Duality, Dual simplex, Inventory – types, Economic Lot Size, Quantity Discounts.

Part-II

Assignment Problems, Games Theory – All Methods, Sequencing – All Methods. Transportation including optimality Test. PERT / CPM including Project crashing.

Suggested Readings:

1. V.K. Kapoor : Operation Research
2. N.D. Vohra : Quantitative Techniques in Management.

Paper – VI: E-Commerce & Applications**Time: 3 Hours****Max. Marks: 100****Theory: 50****Practical: 50****Instructions for the Paper Setters:-**

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

Section A : This will have questions 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 mark; 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 selecting one from questions 2 and 3 and one from questions 4 and 5. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Section C : This will consist of essay type/numerical questions with answer to each question upto 5 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 selecting one from questions 6 and 7 and one from questions 8 and 9. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part-I

1. ***Introduction to Internet***
Concept, Evolution, Protocols, Getting Connected to Internet, Types of Connections available, Role of ISPs.
2. ***Facilities available on Internet***
 - a) Electronic mail (e-mail): Mechanism, Protocols used, Types of message sent, attachments etc.
 - b) World Wide Web (WWW): Concept of Hypertext, website, webpage, information browsing, URLs, IP addresses etc.
 - c) File Transfer Protocol (FTP).
 - d) Remote Login (TELNET)

Part-II

3. ***Introduction to e-commerce***
Concept of EDI, EFT, digital money, B2B and B2C application, process of carrying a business transaction on Internet, Security of transactions and information (digital signatures, encryption etc.)
4. ***Fundamentals of Webpage designing***
Introduction to HTML/DHTML, Creation of small to medium sized web site.

Reference :

1. Comer, "Introduction to Internet".

Paper – VII Opt. (i): Entrepreneurship and Small Business**Time: 3 Hours****Max. Marks: 100****Instructions for the 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 type questions from the entire syllabus with the 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 will be 40 marks.

Part-I

Concept of Entrepreneurship: The Entrepreneur: Definition, nature, and characteristics of entrepreneurship: Emergence of entrepreneurial class including women entrepreneurs: Theories of entrepreneurship: Socio-economic environment and the entrepreneur.

Characteristics of Entrepreneur Leadership, risk taking, decision making and business planning.

Innovation and entrepreneurship, entrepreneurial behaviour and motivation.

Entrepreneurial Development Programmes-their relevance and achievements; Role of government in organizing such programmes. Critical Evaluation.

Part-II

Small Business as a seed bed of entrepreneurship: Concept of business venture. The start-up process: Concept. Plan, Implementation, Initial Strategic Planning, Product and Marketing Scope, Legal and tax consideration, risk analysis and financial considerations. Profit Planning in Small Enterprise: Growth Strategies and diversification.

Finance Management in current operations and expansion of capital.

Role of Small Business in the national economy. National Policies for small business development, Governmental and Non-Governmental assistance.

Contribution of Commercial Banks in Promoting and servicing small business. Small business and modern technology.

Government Policies and formalities in setting up a unit. Basic requirements regarding registration, Excise, Sales Tax, Factory Act. SSI exemptions.

Suggested Readings:

1. Hall, B. Pricke; and Royce L. Brahamson-Small Business Management.
2. Kenneth R., Van Voorthis—Entrepreneurship and Small Business Management.
3. Hans Schollhammer and Arthur H. Kuriloff: Entrepreneurship and Small Business Management.
4. Joseph R. Mancuso—How to Start, Finance and Manage Your Own Small Business.
5. Sharma, R.A. : Enterpreurial Change in Indian Industries.
6. Dhar, P.N. and Lydall H.F.: The Role of Small Enterprises in Indian Economic Development.

PAPER –VII Opt. (ii): MATERIAL MANAGEMENT**Time: 3 Hrs****Max. Marks: 100****Instructions for the 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 type questions from the entire syllabus with the 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 will be 40 marks.

PART – I

Material Management : Nature, Scope, Definition, Benefits and Objectives. Materials Planning. An Integrated system, Approach organization for Materials Management, forecasting.

Purchasing Management : Functions of purchasing, organization 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, organization for stores,- Receiving section, Inspection Quality Control.

Classification and Codification of Materials : Stock verification 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 : Purchasing Management
I.V.Fine, Gray J.Zenz : Materials in Motion.
3. N.S.Sandilya, : Inventory management – Text and Cases.
V.Gopala Krishnan
4. Buchan and Koonigsberg : Scientific Inventory management.
5. Lamer Lee Jr. Lonald : Purchasing and materials management, Text and
W.Lobler : Cases.

PAPER –VII Opt. (iii): SALES AND RETAIL MANAGEMENT**Time: 3 Hrs****Max. Marks: 100****Instructions for the 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 type questions from the entire syllabus with the 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 will 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 organization-purpose, structure and functions, Basic type of organization structure,. Department of Sales organization.

Sales-force management, 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 type of medium. Psychology of advertising. Elements of an Advertisement.

PART – II

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

Paper VII Opt - (iv): FOREIGN TRADE AND W.T.O**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 type questions from the entire syllabus with the 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 will 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 will be 40 marks.

PART – I

Foreign Trade : its importance and implications for the developing countries. India's foreign trade policy during the post reforms.

Foreign Trade under the plans : major exports, Major imports. Composition and recent trends in foreign trade with special reference to India. Balance of payments situation during the post-reform period. Recent changes in India's export and import policies. Organizations and institutions involved in export and import management. Foreign Exchange Management Act (FEMA), 1999.

PART – II

Introduction to General Agreement on Tariffs and Trade (GATT)/World Trade Organisation (WTO): Trade Related Investment Measures (TRIMS) and its implications; Agreement on Agriculture (AOA) and its implications ; General Agreement on Trade in Services (GATS) and its implications; Trade Related Intellectual Property Rights (TRIPS) and its implications with special references to India. Recent Development under the Ministerial Conferences.

Suggested Readings :

1. Bhalla, V.K., International Business Environment and Management, Anmol Publications, Delhi.
2. Jain, S.K., Export Performance and Export Marketing strategies, Common Wealth Publication, Delhi.
3. P.Subba Rao, International Business, Himalaya Publishing House.
4. Paul, Justin, Business Environment, Tata McGraw-Hill Publishing co.

Paper – VII Opt – (v): Capital Market and Investment Management**Time: 3 Hours****Max. Marks: 100****Instructions for the 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 type questions from the entire syllabus with the 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 will be 40 marks.

Part – I

History, Structure and Functions of Capital market in India.

New Issue Market:

Meaning,
Functions
Mechanics of Floating New Issues,
Reform in New Issue Market

Stock Exchange:

Organisation and Management,
Membership rules of stock exchange,
Listing of Securities;
Trading on a Stock Exchange – Online Trading, Internet Trading,
OTCEI, NSE, BSE,
Indian Stock Indices,
Clearing and Settlement,
Reforms in the Stock Exchanges

Regulation of Capital Market in India,**Depository System:** Need, Process and Progress

Part – II

Fundamental Analysis: Concept & significance of economic analysis, industry analysis: introduction, need for industry analysis, alternative classification of industry, industry life cycle analysis, economic factors & industry analysis, SWOT analysis for industries.

Company analysis – nature and style of management, key role of financial analysis, ratio analysis.

Technical Analysis: Different techniques of analysis, DOW theory, volume indicators, market sentiment indicators, confidence indicators, points & figure charting, bar charting.

Efficient Market Theory Random Walk : Weak form, semi-strong, strong form of market. Empirical tests. Comparison of random walk, technical & fundamental analysis.

Portfolio Management : Meaning, importance, objectives and various issues in portfolio construction, revision of portfolio and evaluation

Portfolio Analysis : Estimating rate of return and standard deviation of portfolio returns; effects of combining securities ; Markowitz risk-return optimization

Portfolio Construction : Techniques of portfolio construction

Portfolio Performance Evaluation : Measure of return, risk adjusted measures of performance evaluation, market timing, evaluation criteria and procedures.

References:

1. Sharpe, William F., Gordon J. Alexander and Jeffrey V. Bailey, Investments (Prentice Hall)
2. Fabozzi, Frank Investment Management (Prentice Hall)
3. Haugen, Robert A., The Inefficient Stock Market (Prentice Hall)
4. Taggart, Robert A., Quantitative Analysis for Investment Management (Prentice Hall)
5. Richard Brealey and Steward Myers. Principles of Corporate Finance., (McGraw Hill)
6. Dimson, E. (ed.): Stock Market Anomalies (Cambridge : Cambridge University Press)
7. Khan, M. Y. Financial Services, Tata McGraw Hill Publishing Company, New Delhi
8. Singh, Preeti Investment Management, Himalaya Publishing House, New Delhi
9. Avadhani, V. A. Investment Management, Himalaya Publishing House, New Delhi
10. Annual Reports of RBI
11. Annual Reports of SEBI

Journals:

SEBI Bulletin

Capital Market

NSE News Letter

The Stock Exchange Review

SEBI and Corporate Laws

Websites :

www.sebi.gov.in

www.bseindia.com

www.nseindia.com

www.iseindia.com

www.stockholding.com

www.capitalideasonline.com

www.indiainfoline.com

www.rbi.org.in

www.goidirectory.nic.in

www.otcei.net

www.capitalmarket.com