UNIVERSITY OF RAJASTHAN
JAIPUR

SYLLABUS

B.COM. PART-I

EXAMINATION 2016

Proposed by - Checked by -

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CONTENTS

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1. राजस्थान विश्वविद्यालय,जयपुर

सामान्य हिन्दी

पूर्णांक 100 | समय 3 घण्टे | न्यूनतम उत्तीर्णांक 36

नोट : 36 से कम अंक आने पर छात्रों को उत्तीर्ण नहीं किया जायेगा। इस प्रश्न–पत्र में प्राप्त अंकों को श्रेणी निर्धारण हेतु नहीं जोड़ा जायेगा।

अंक विभाजन – प्रश्न पत्र में दो भाग होंगे – 1. साहित्य खण्ड एवं 2. व्याकरण खण्ड। साहित्य खण्ड में दो भाग होंगे– गद्य भाग एवं पद्य भाग। प्रत्येक भाग के लिए 25 अंक निर्धारित हैं।

		50 अंक
क	दो व्याख्या पद्य से (प्रत्येक में विकल्प देना है)	5 x 2 = 10 अंक
ख	दो व्याख्या गद्य से (प्रत्येक में विकल्प देना है)	5 x 2 = 10 अंक
ग	आलोचनात्मक प्रश्न पद्य से (विकल्प देना है)	7½ x 2 = 15 अंक
घ	आलोचनात्मक प्रश्न गद्य से (विकल्प देना है)	7½ x 2 = 15 अंक

	व्याकरण / व्यावहारिक हिन्दी खण्ड	25 अंक
i.	निबंध लेखन – शब्द सीमा 300 शब्द	8 अंक
ii.	कार्यालयी लेख – शासकीय–अर्द्धशासकीय पत्र, परिपत्र, अधिसूचना, कार्यालय ज्ञापन, विज्ञप्ति,कार्यालय आदेश।	4x2 = 8 अंक
iii.	संक्षेपण (विकल्प देना है)	5 अंक
iv.	पल्लवन (विकल्प देना है)	4 अंक
v.	शब्द निर्माण की प्रविधि – उपसर्ग, प्रत्यय, संधि, समास	5 अंक
vi.	वाक्य शुद्धि / शब्द शुद्धि	5 अंक
vii.	मुहावरे	5 अंक
viii.	पारिभाषिक शब्दावली	5 अंक
ix.	व्याकरणिक कोटियां –संज्ञा, सर्वनाम, विशेषण, क्रिया,क्रिया विशेषण	5 अंक

साहित्य खण्ड : गद्य–पद्य की निर्धारित रचनाएँ

गद्य भाग – निम्नांकित पाठ निर्धारित हैं –

1. कहानी : बड़े घर की बेटी (प्रेमचंद)
2. संस्मरण : प्रणाम (महादेवी वर्मा)
3. रेखाचित्र : बाईस वर्ष बाद (बनारसीदास चतुर्वेदी)
4. विज्ञान : शनि सबसे सुन्दर ग्रह (गुणाकर मुळे)
5. निबंध : गेहूँ और गुलाब (रामवृक्ष बेनीपुरी)
6. निबंध : सूखे चेहरों का भूगोल (मणिमधुकर)
7. निबंध : मजदूरी और प्रेम (सरदार पूर्ण सिंह)
8. निबंध : राजस्थान की सांस्कृतिक धरोहर (अगरचंद नाहटा)
9. निबंध : राष्ट्र का स्वरूप (वासुदेव शरण अग्रवाल)
10. व्यंग्य : ठिठुरता हुआ गणतंत्र (हरिशंकर परसाई)

पद्य भाग –

1. कबीर– 1. मन रे ! जागत रहिये भाई
   2. हमारे राम रहीम करीमा केसौ, अलह राम सति सोई।
   3. काजी कौन कतेब बखानै।
   4. मन रे! हरि भजि, हरि भजि हरि भजि भाई।
   5. है मन भजन कौ प्रवान

   संदर्भ : कबीर ग्रंथावली–श्यामसुंदरदास
2. सूरदास 1. किलकत कान्ह घटुरुवनि आवत
   2. मुरली तऊ गोपालहिं भावत
   3. देखौ माई सुन्दरता कौ सागर

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4 जसोदा बार बार यौं भाखै
5. चित दै सुनौ स्याम प्रवीन

3. तुलसीदास
1. कबहुँक अंब अवसर पाई
2. अबलौं नसानी अब न नसैहौं
3. मोहि मूढ़ मन बहुत बियोगौ
4. ऐसौ को उदार जग मांही
5. मन पछितैहैं अवसर बीते
संदर्भ : विनय पत्रिका, गीता प्रेस गोरखपुर

4. रहीम
पद
1. छवि भावन मोहनलाल की
2. कमल दल नैननि की उनमानि
दोहा
1. प्रीतम छवि नैननि बसी
2. बसि कुसंग चाहत कुसल
3. रहिमन अंसुआ नैंन ढरि
4. रहिमन औछे नरन सौं बैर भलौ ना प्रीति
5. रहिमन निज मन की बिथा
6. काज परै कछु और है
7. खैर खून खाँसी, खुसी बैर प्रीति मदपान
8. दादुर मोर किसान मन लग्यो रहे घन माँहि
9. पावस देखि रहीम मन कोइल साधै मौन
10. रहिमन बिगरी आदि को बनै न खरचे दाग।
संदर्भ : रहीम ग्रन्थावली, विद्यानिवास मिश्र

5. पदमाकर कवित्त
1. कूलन में केलिन में कछारन में कुंजन में
2. और भाँति कुंजन में गुंजरित भौंर भीर
3. पात बिनु कीन्हे ऐसी भांति गुन बेलिन के
4. चितै चितै चारों ओर चौंकि चौंकि परै त्यौंहीं
सवैया
5. या अनुराग की लखौं जहँ.....
6. फाग के भीर अभीरन में गहि गोविन्द लै गई भीतर गोरी।

6. मैथिलीशरण गुप्त
साकेत – अष्टमसर्ग से
कैकेयी का अनुताप
तदनन्तर बैठी सभा उटज के आगे .....
सौ बार धन्य वह एक लाल की माई।

7. प्रसाद : कामायनी, श्रद्धासर्ग – कहा आगन्तुक ने सस्नेह ..विजयिनी मानवता हो जाय।

8. पंत : 1. प्रथम रश्मि छन्द 1–13
2. भारत माता

9. निराला: 1. भारती जय विजय करे
2. बादल राग –1
3. दलित जन पर करो करुणा
4. फिर नभ घन घहराये।

10. रामधारी सिंह दिनकर –रश्मिरथी–तृतीय सर्ग –आरंभिक अंश
सच्चे शूरमा
सच है विपत्ति जब आती है ..... क्या कर सकती चिनगारी है।

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2. GENERAL ENGLISH

Duration: 3 hrs. Max. Marks: 100

Minimum Pass Marks: 36

The syllabus aims at achieving the following objectives:

1. Introducing students to phonetics and enabling them to consult dictionaries for correct pronunciation (sounds and word stress)
2. Reinforcing selected components of grammar and usage
3. Strengthening comprehension of poetry, prose and short-stories
4. Strengthening compositional skills in English for paragraph writing. CVs and job applications.

The Pattern of the Question Paper will be as follows:

Unit A: Phonetics and Translation (20 marks)
(10 periods)

I Transcription of Phonetic Symbols	(05)
II Word Stress	(05)
III Translation of 5 sentences from Hindi to English	(05)
IV Translation of 10 Words from Hindi to English	(05)

Unit B: Grammar and Usage (20 marks)
(10 periods)

I Transformation of Sentences (05)

a. Direct and Indirect Narration

b. Active and Passive Voice

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c. Interchange of Degrees of Comparison

II Modals (05)

III Sequence of Tenses (05)

IV Punctuation of a Short Passage with 10 Punctuation Marks (05)

Unit C: Comprehension **(30 marks)**
(25 periods)

Following Essays and Stories in *Essential Language Skills* revised edition compiled by Macmillan for University of Rajasthan General English B. A. /B. Com./B. Sc.

William Blake	The Little Black Boy
Sujata Bhatt	Voice of the Unwanted Girl
Ruskin Bond	Night Train for Deoli
M.K. Gandhi	The Birth of Khadi
J.L. Nehru	A Tryst with Destiny
A.P.J. Abdul Kalam	Vision for 2020

Five questions to be answered out of eight questions Two marks each based on 6 units of the prescribed texts

Five questions of 3 marks each to be answered from the given passage: 15 marks

1 Vocabulary question from the given passage (at least 10 words) : 5 Marks

Unit D: Compositional Skills (30 marks)

(15 periods)

I Letters-Formal and Informal (10)

II CVs and Job Applications (10)

III Paragraph Writing (10)

Recommended Reading:

1. Sasikumar, V., Dutta and Rajeevan, A Course in Listening and Speaking-I Foundation Books. 2005.
2. Sawhney, Panja and Verma eds. English At the Workplace, Macmillan 2003.
3. Singh, R.P. Professional Communication. OUP. 2004
4. Judith Leigh. CVs and Job Applications. OUP. 2004
5. Arthur Waldhorn and Arthur Zeiger, English Made Simple. Upa and Co.
6. Gunashekar ed. A Foundation English Course for Undergraduates. Book I, CIEFL, Hyderabad.
7. Quirk and Greenbaum: A University Grammar of English Longman, 1973

5. COMPULSORY PAPER OF ENVIRONMENTAL STUDIES

Compulsory in I Year for all streams at undergraduate level

Scheme of examination

Time	Min Marks	Max. Marks
3 hrs	36	100

This paper will contain 100 multiple choice questions. Each question will carry 1 mark.

Students should be encouraged to visit places of Environmental Importance including Natural and Manmade Habitat.

Note:

1. The marks secured in this paper shall not be counted in awarding the division to a candidate.
2. The candidates will have to clear this compulsory paper in three chances.
3. Non-appearing or absence in the examination of compulsory paper will be counted as a chance.

Unit.1: The Multidisciplinary nature of environmental studies

Definition, scope and importance- Relationship between Environmental Studies and other branches of science and social sciences.

Need for Environmental awareness, Environmental education in present day context.

Unit.2: Natural Resources and Challenges

a. Natural resources and associated problems, Classification of resources: renewable resources, non renewable resources, classes of earth resources, resources regions: Definition and criteria, resource conservation.

b. Forest resources: Use and over- exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people.

c. Water resources: Use and over-utilization of surface and groundwater, floods, drought conflicts over water, dams-benefits and problems.

d. Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

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e. Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticides problems, water logging, salinity, case studies.

f. Energy resources: Growing energy need, renewable and nonrenewable energy sources, use of alternate energy sources. Case studies.

g. Land resources: Land as a resource, Land degradation man induced Landslides, soil erosion and desertification.

- Role of an individual in conservation of natural resources.
- Equitable use of resources for sustainable lifestyles.

Unit 3: Ecosystems, Concepts, Structure, Functions and Types

- 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 characteristics features, structure and function of the following ecosystem:

a. Forest ecosystem, Tropical Temperate and Alpine Ecosystem
b. Grassland ecosystem and Their Types
c. Desert ecosystem with emphasis on Thar Desert
d. Aquatic ecosystems(ponds, streams, lakes, rivers, oceans, estuaries) and Wet Lands

Unit 4: Biodiversity and its conservation

- Introduction –Definition, genetic, species and ecosystem diversity
- Biogeographically classification of India
- Value of biodiversity :consumptive use, productive use, social ethical., aesthetic and option values
- Biodiversity at global, National and local level
- India as a mega-diversity nation
- Hot-sport of biodiversity
- Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts
- Endangered, Threatened and endemic species of India
- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity
- Red Data Book

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Unit 5 : Environmental Pollution and Control Measures

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

Unit 6 : Social issues, Environment, Laws and Sustainability

- 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 solution.
- Climate change, global warming, acid rain ozone layer depletion, nuclear accidents and holocaust. Case studies
- Wasteland reclamation.
- Consumerism and waste product.
- Environmental Protection Act.
- Air (Prevention and Control of Pollution)Act
- Wild life protection Act
- Forest Conservation Act
- Biological Diversity Act
- Issues involved in enforcement of environmental legislation
- Public Awareness.

Unit 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

Suggested Readings:-

1. Chauhan, Surendra Singh. 2001. Biodiversity, Biopiracy and Biopolitics: The Global Perspectives, Kalinga Publications, New Delhi.
2. Chauhan, Surendra Singh. 2004. Environmental Protection and Management: From Stockholm to Rio and After, Kalinga Publications, New Delhi.
3. Diwan A.P. and Arora D.K.1995. Human Ecology Anmol Publication Pvt.Ltd.,New Delhi.
4. Dubey, R.M.1992. Human Ecology and Environmental Education,Chaugh Publications,Allahabad.
5. Goudie,Andrew.The Human Impact.
6. Husain Maxia.1994 Human Geography,Rawat Publication,Jaipur.
7. Johnston, R.J.Ed.1986 Dictionary of Human geography,National Publication,New Delhi.
8. Malik,S.L.and Bhattacharya D.K.1986. Aspects of Human Ecology,Northern Book Center,New Delhi.
9. Mishra,R.P and Bhooshan,B.S.1979.Human Settlements in Asia.Public,Polices and programmes Haritage publisher,New Delhi.
10. Nathawat, G.S.1985. Human Ecology,An Indian perspective,Indian Human Ecology Council,Jaipur.
11. Russel, Bartrand, 1976.Impact of Science of society Unwin,Publisher,Indian. (paper back).
12. Sinha Rajiv, 1996.Gloobal Biodiversity Ina.,Shri publication,Jaipur.
13. Sinha Rajiv K., 1994. Development without Desertrction
14. Environmentalist,Jaipur. Sinha Rajiv K., 1996.Environmental Crises and Human at Risk,In A Shri Publication,Jaipur.
15. Smith, Dlanne, 1984.Urban Ecology,George Allen,London.
16. Swarnkar, R.C.1985.Indian Tribes.Printwell publisher,Jaipur.
17. Tivy,Joy and O'Hugegreg,1985.Human Impact on the Ecosystem Edinburgh George Allen Boyd.
18. United Nations Development Report, 1996.Human Development Report, 1996.Oxford University Press,Delhi.
19. Vannathony & Rogers Paul, 1974.Human Ecology and World Development,Flehum Press,New York.

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4. ELEMENTARY COMPUTER APPLICATIONS

Theory : Max. Marks 60
Practical : Max. Marks 40
Workload : Four Periods/Three hours per week

Question paper for Elementary Computer Applications, Compulsory Paper (common for B.A./B.Sc./B.Com. Part I) be so set that it has 120 multiple choice questions (bilingual) of $\frac{1}{2}$ mark each. The question paper will be of the duration of 2 hours. The examinees will have to give their answers on OMR Sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology. Further the practical examination for this paper will be of 40 marks and its duration will be of two hours.

The workload for this paper will now be as follows :

Theory Paper : Four Periods/Three Hours per week.

Practical : Three Periods/Two Hours per week.

Unit-1 : Introduction to Computers and Related Terminology (Basic information only).

(a) **Hardware :** CPU (Matherboard, Microprocessor, The Intel Pentium III, AMD and Cyrix), MMX Technology, System Clock Address Bus, Data Bus (PCI and EISA) Cache Memory, Processing Speed, Expansion Slots (Video Controller, Sound Cards, SCSI, Network Card), Memory-(Unit, RAM, ROM, EDO RAM, SD RAM), Input and Output Devices (Keyboard, The Standard keyboard Layout), Mouse, Printers (Dot matrix, Ink-Jet, Laser-Jet), Microphone, Speakers, Modem, Scanner, Density, Formatting, Boot Record, FAT, Folder Directory), Hard Disk Drive. CD ROM Drive (CD ROM Speeds), CD-R Drive, DVD Rom Drive, Tape Drive).

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(b) **Software :** Introduction to Programming, Languages, System Software (Operating systems and Utilities), Application Software (Word Processors, DBMS, Presentation Graphics, Browsers, Personal Information Managers) Introduction to Multilingual Word-processors.

(c) **Communications and Connectivity :** Data Communication systems, Data Transmission (Serial, Parallel, bandwidth, Protocols), E- mail, FAX, Voice and Video massaging, Video Conferencing. Online Services, user connection (types), Networking of Computers (Node, Client, Serve, LAN, WAN), Using the network, The internet and the Web.

Unit-2 : Operating System

(Working knowledge at Common Users Level Only)

1. Overview of important DOS commands. Windows 98 : Installation, Scandisk, Control Panel, Taskbar, Toolbars, Display, Settings (Background, Wallpaper, Screensaver, Desktop Themes). Files and Folder management, Window Explorer, Finding Files and Folders, Formatting Disks and Copying files, Printer Settings, Modem Installation, Mouse Installation, Adding and Removing Programs, Active Desktop Concepts, Winzip and its applications, Norton Antivirus and its use, Use of Calculator, Paintbrush, sinamp, MPEG Player and Windows Help.

Unit-3 : Application Software

(Working knowledge at Common Users Level only)

(a) Word Processing, Software MS Word, Entering, Editing and Formatting Text, Document Formats, (Page Size and Orientation, Headers and Footers, Columns and Sections, Page layout), Spelling and Grammar Checkers, Thesaurus, Find the Replace, Cut and Paste, Tables and Formatting tables, Mail Merge, Styles and Templates.

(b) Spreadsheet Program-MS Excel
Entering data, Labels, Values, Dates, Formulas, Cell references, Formats, Functions, Templates, Charts and Maps, Analyzing data in a spreadsheet.

(c) DBMS-Microsoft Access
Database, Entering data into the database. Creating Database tables, editing data. Viewing Records, Sorting records. Querying a database, generating reports.

Unit-4 : The Internet and Online Resources

(Working knowledge at Common Users Level Only)

1. How the Internet work, Introduction to TCP/IP, IP and DNS address. Features of the Internet (E-mail, News, Telent, FTP, Chart, Channel, WWW, Online Services Bulletin Board Serv-

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necting to a PC to the Internet (Setting Dial up and Internet connection Wizard), Overviews o Internet Explorer 5 and features therein, use of search engines, surfing, creating and Use of E-mail, Awareness about e-commerce and its advantages.

Practical **Max. Marks 40.**

Workload : Four Period / Three hours per week.

Course : Practical Training of Course content of Unit 2,3 and 4 of Theory syllabus.

The Practical examination will be of two hour duration. It will consist of four small exercises testing the working knowledge of followings each carrying a weight as given below :

(1) Course content in Unit 2 of Theory Max. Marks 10
(2) Course content in Unit 3 (a) of Theory Max. Marks 10
(3) Course content in Unit 3 (b) of Theory Max. Marks 10
(4) Course content in Unit 3 (c) of Theory Max. Marks 10
(5) Viva-Voce Examination. Max. Marks 10

Condidectes are registerd to attempt any three exercises on of above maintend four exercises.

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5 : प्रारम्भिक हिन्दी

पूर्णांक : 100 अवधि : 3 घण्टे

अंकों का विभाजन

1. पुस्तकों पर आधारित प्रश्न 50 अंक
2. व्याकरण से संबंधित प्रश्न 24 अंक
3. रचना से संबंधित प्रश्न 26 अंक
   (क) लोकोक्तियाँ मुहावरे
   (ख) पत्र लेखन अथवा निबंध

पाठ्यक्रम

1. गद्य संग्रह
2. व्याकरण : शब्द विचार, वाक्य विन्यास, वाक्य खण्ड, पद क्रम का ज्ञान तथा इनमें होने वाली सामान्य त्रुटियों का ज्ञान।
3. (क) मुहावरों एवं लोकोक्तियों का प्रयोग, वाक्यों में रिक्त स्थानों की पूर्ति, समान दिखने वाले शब्दों का अर्थ भेद अथवा वाक्यों में प्रयोग
   (ख) पत्र लेखन अथवा निबंध

पाठ्य पुस्तकें

1. गद्य–संग्रह–राष्ट्रीय गौरव के चिन्ह– डॉ. हरिकृष्ण देवसरे
   प्रकाशक–नेशनल पब्लिशिंग हाउस, नई दिल्ली

व्याकरण एवं रचना

1. आधुनिक हिन्दी व्याकरण तथा रचना – लेखक कृष्ण विकल
   प्रकाशक–नेशनल पब्लिशिंग हाउस, नई दिल्ली
2. सुबोध व्याकरण एवं रचना–सम्पादक–व्यथित हृदय–संशोधनकर्ता–डॉ.अम्बा प्रसाद सुमन
   प्रकाशक – श्रीराम मेहरा एण्ड कम्पनी, आगरा

B.Com. (Pass Course) Part I

Examination 2016

Scheme of Examination

1) The number of papers and the maximum marks for each paper together with the minimum marks required for a pass are shown against each subject separately. It will be necessary for a candidate to pass in the theory part as well as practical part of a subject/paper, wherever prescribed, separately; classification of successful candidates shall be as follows:

First Division	60%	of the aggregate marks prescribed at (a) Part I Examination, (b) Part II Examination, (c) Part III Examination taken together
Second Division	48%	

All the rest will be declared to have passed the examination if they obtain the minimum pass mark in each subject viz. 36%. No division shall be awarded at the Part I and the Part II Examination.

2) There will be five questions in all. The candidate will require to attempt all the questions selecting one question from each unit with an internal choice (either/or).

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B.Com. Part I (Pass Course)

'1. ABST : Paper I

Corporate and Financial Accounting

Time : 3 hours. Max. Marks. 100

Min. Marks 36

Note: There will be five questions in all. The candidate will require to attempt all the questions selecting one question from each unit with an internal choice (either/or).

Unit-I

Accounting Principles, Conventions and Concept, General Introduction of Indian Accounting Standards, AS-1 and AS-9. Issue of Shares, Issue of Right Shares, Buy back of Shares, ESOS in the present scenario. Redemption of Preference Shares.

Unit-II

Issue and Redemption of Debentures, Underwriting of Shares & Debentures. Acquisition of Business, Pre-and Post Incorporation Profit.

Unit-III

Final Accounts of Companies including Managerial Remuneration.
Disposal of Profits and Issue of Bonus Shares.

Unit-IV

Sectional and Self Balancing Ledger. Insurance Claims, Loss of Stock and Loss of Profit.

Unit-V

Hire Purchase and Installment Sale Transactions. Valuation of Inventory (As-2).

Note : The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless.

Books Recommended

1. R.L. Gupta: Advanced Accountancy
2. S.N. Maheshwari : Advanced Accountancy
3. Jain, Khandelwal, Pareek, Dave : Corporate Financial Accounting
4. Sehgal and Sehgal: Advanced Accountancy
5. Agarwal, Sharma : Corporate and Financial Accounting

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ABST

Paper II

Business Statistics

Time : 3 hours. Max. Marks. 100

Min. Marks 36

Note: There will be five questions in all. The candidate will require to attempt all the questions selecting one question from each unit with an internal choice (either/or).

Unit-I

Introduction of Statistics : Growth of Statistics, Definition, Scope, Uses, Misuses and Limitation of Statistics, Collection of Primary & Secondary Data, Approximation and Accuracy, Statistical Errors.

Classification and Tabulation of Data: Meaning and Characteristics, Frequency Distribution, Simple and Manifold Tabulation, Presentation of Data: Diagrams / Graphs of Frequency Distribution Ogive and Histograms.

Unit-II

Measures of Central Tendency : Arithmetic Mean (Simple and Weighted), Median (including quartiles, deciles and percentiles), Mode, Geometric and Harmonic Mean-Simple and Weighted, Uses and Limitations of Measures of Central Tendency.

Unit -III

Measures of Dispersion : Absolute and Relative Measures of Dispersion; Range, Quartile Deviation, Mean Deviation, Standard Deviation and Co-efficient of Variation. Uses and Interpretation of Measures of dispersion. Skewness : Different measures of Skewness.

Unit-IV

Correlation : Meaning and Significance, Scatter Diagram, Karl Pearson's Coefficient of Correlation between two Variables : Grouped and Ungrouped Data, Coefficient of Correlation by Spearman's Rank Differences Method and Concurrent Deviation Method. Simple Linear Regression.

Unit -V

Index Numbers : Meaning and Uses, Simple and Weighted Price Index Numbers, Methods of Construction, Average of Relatives and Aggregative Methods, Problems in construction of Index Numbers. Fishers Ideal Index Number, Base shifting, Splicing and Deflating.

Interpolation : Binomial, Newtons Advancing Differences Method and Lagrange's Method.

Note : The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless.

Books Recommended :

1. Sancheti and Kapoor: Business Statistics.
2. SP Gupta: Business Statistics.
3. Sharma, Jain, Pareek: Business Statistics. (Hindi & English)
4. K.N. Nagar: Elements of Statistics. (Hindi & English)

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Business Administration

2. **B.Com. PART-I EXAMINATION -2016**

Paper I : Business Laws

Paper II : Entrepreneurship and Small Business Management

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Time : 3 hours. **Paper I – Business Laws**

Min. Marks 36 Max. Marks. 100

Unit –I

The Indian Contract Act, 1872: Section 1 to 75.

Unit –II

The Indian Contract Act, 1872: Special Contracts – Indemnity, Guarantee, Bailment, Pledge, Agency.

Unit –III

The Sale of Goods Act, 1930.

Unit –IV

The Indian Partnership Act, 1932.

Unit –V

The Limited Liability Partnership Act, 2008

The Consumer Protection Act, 1986

Recommended Books

1. Elements of Mercantile Law : N. D. Kapoor, Sultan Chand & Sons, New Delhi.
2. Business Law : P.C. Tulsian, Tata Mchow-Hill Publishing Company, New Delhi.
3. Business Law : S. S. Gulshan, Excel Books, New Delhi.

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4. Business Law : Nirmal Singh, Deep & Deep., Publication Pvt. Ltd., New Delhi.

5. Business Law: R.L. Nolakha, R.B.D. Jaipur.

6. Mercantile Law : N. M. Sharma, Shivam Book Depot, Jaipur

7. Business Law : Sharma, Arya, Gupta, Ajmer Books Company, Jaipur

8. व्यापारिक सन्नियमः जे. पी. सिंघल, अजमेरा बुक कम्पनी, जयपुर

9. व्यापारिक सन्नियमः आर.एल. नौलखा, आर. बी.डी., जयपुर

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Paper II - Entrepreneurship and Small Business Management

Time : 3 hours. Max. Marks. 100
Min. Marks 36

Unit –I

Concept of Entrepreneurship, Role of Entrepreneurship, Types of Entrepreneurship, Entrepreneurship Traits, Entrepreneurship and Manager, Problem of Entrepreneurship.

Unit –II

Entrepreneurship Training and Development, Government Encouragement to Entrepreneurship.

Unit –III

Concept of Small and Medium Enterprises, Role of SMEs, Policies governing small enterprises in India.

Unit –IV

Start up process of small enterprises, organization structure of small scale industries in India, Taxation Benefits and Concessions to small scale industries, problems of small scale industries.

Unit –V

Management of small business enterprises, Role of Financial Institutions and DICS in promoting small business.

Recommended Books

1. Small Scale industries and Entrepreneurship Development : C.S.V. Muunshy Himalaya Publishing House Pvt. Ltd.
2. Developing Entrepreneurship : Pareek and Rao.
3. Entrepreneurship Development : Bhansali, HPB
4. Fundamentals of Entrepreneurship : G.S. Sudha, RBD, Jaipur.
5. Fundamentals of Entrepreneurship and Small business management : Drevasant Desai, Himalaya Publishing House Pvt. Ltd.
6. Fundamental of Entrepreneurship : Dr. K.K. Patna, Himalaya Publishing House Pvt. Ltd.
7. Entrepreneurship Development : G.S. Sudha, RBD, Jaipur.
8. A Practical Guide to Industrial Entrepreneurship : S. B. Srivastava, Sultan Chand and Sons.
9. A Practical Guide to Industrial Entrepreneurship : Rajpurohit, Vyas and Sharma, Ajmer Book Company, Jaipur.

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3. ECONOMIC ADMINISTRATION AND FINANCIAL MANAGEMENT

Time : 3 hours.

Min. Marks 36 **Max. Marks : 100**

Paper I : Business Economics

Unit-I Introduction to Business Economics : Definition, Meaning, nature and scope of business economics, role of business economics in business policy formulation.

Unit-II Demand Analysis : Utility and indifference curve approaches, law of demand and its determinants, elasticity of demand - its measurement and significance in business policy formulation.

Demand Forecasting : Objectives, steps and techniques, demand forecasting for a new product.

Unit-III Production Function – Types of production functions, laws of returns and returns to scale, law of variable proportions, isoquant curves, expansion path.

Revenue and Cost Analysis : Revenue Analysis, total revenue, marginal revenue and average revenue, elasticity and its relationship with revenue curves. Various concepts of cost, short and long run cost curves.

Unit-IV Market Analysis : Price and output determination under perfect competition, monopoly, discriminating monopoly, imperfect competition and oligopoly, concepts of monopsony and bilateral monopoly.

Unit-V National Income Analysis : Definition, concept, components, measurement, problems in estimation, social accounting method. National Income and economic welfare.

Factor Pricing : Determination of rent, wages, interest and profit. Marginal productivity theory of distribution.

Suggested References :

1. D.M. Mithani : Fundamentals of business and mangerial economics, Himalaya Publishing House.
2. Mote and Paul : Mangerial Economics, TATA McGraw Hill, New Delhi.
3. N.D. Mathur : Business Economics, Shivam Book House (P) Limited, Jaipur.
4. B.P. Gupta : Vyavsayik Arthashastra (Hindi), Malik and Company, Jaipur.
5. Agarwal and Agarwal : Vyavsayik Arthshastra, (Hindi) Ramesh Book Depot., Jaipur.
6. C.M. Chaudhary : Business Economics
7. T.R. Jain, O.P. Khanna and Sharda Tiwari : Business Economics.
8. M. D agarwal and Som Deo: Business Economics Ramesh Book Depot, Jaipur
9. Satish Munjal : Managerial Economics, RPH, Parnami Mandir, Jaipur.

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Time : 3 hours.

Min. Marks 36 **Max. Marks : 100**

PAPER – II

INDIAN BANKING AND FINANCIAL SYSTEM

Unit-I Bank-Definition and Functions, commercial banks, a study of commercial banks public and private sector, assets and liabilities management of commercial banks. RBI and NABARD. Monetary policy and credit control by RBI.

Unit-II Universal banking, E-banking, mobile banking and innovations in banking sector.

Relationship between Banker and customer – General and Special.

Unit-III Negotiable Instruments – Cheques, Bills of Exchange and promissory notes.

A study of Banking regulations act 1949.

Unit-IV Financial Services – Merchant Banking, Mutual Fund, Credit Rating, Venture Capital. Financial Sector Reforms in India.

Unit-V Financial Market – Money Market, Capital Market, Bill Market, Foreign Exchange Market and Debt Market.

Financial Instruments – Treasury Bills, Certificate of Deposits, Commercial Paper, Currency Options – Credit Card.

Books Recommended

1. Vasant Desai: Indian Banking Nature and Problems, Himalaya Publishing House, Delhi.
2. Natarajan S, Parameshwaran R : "Indian Banking", S. Chand & Company Ltd., New Delhi.
3. Averbach, Robert D; Money, Banking and Financial Markets Macmillan, London.
4. Varshney, P.N. : Indian Financial System, Sultan Chand & Sons, New Delhi.
5. Khan, M.Y.: Indian Financial System, Tata McGraw Hill, Delhi.
6. Bhole L.M. : Financial Markets and Institutions, Tata McGraw Hill, Delhi.
7. Vashitha, Swami, Gupta : Banking and Finance, Ramesh Book Depot, Jaipur.

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4.

B.Com. Part I (Pass Course)

(Extra Paper- For Non-Commerce Students only)

Book-Keeping

Time : 3 hours. Max. Marks. 100
Min. Marks 36

Note: There will be five questions in all. The candidate will require to attempt all the questions selecting one question from each unit with an internal choice (either/or).

Unit-I

Introduction: Meaning, Definition, Features, Scope & Objectives, Book-keeping and Accounting, Basic Terminology of Accounting.

Unit-II

Books of Original Entry: Journal and Subsidiary books, Ledger and Trial Balance.

Unit-III

Errors and their rectification, Bank Reconciliation Statement.

Unit-IV

Classification of Capital and Revenue Transactions, Final Accounts: ithout Adjustment, with Adjustment and Adjusted Trial Balance.

Unit-V

Depreciation Accounting (including AS-6), Accounts of Non-Profit Organization and Professional People.

Note : The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless.

Books Recommended

1. Book-keeping and Accountancy : Jain, Khandelwal, Pareek (Hindi & English)
2. Financial Accounting : P.C. Tulsian
3. Elements of Accounts : T.S. Grewal
4. Practical Accounts : Paul

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ADDITIONAL SUBJECT
1. TEXTILE CRAFT

Scheme :

	Duration	Max. Marks Arts/Com.	Max. Marks Sc.	Min. Pass Marks Arts/Com.	Min. Pass Marks Sc.
(i) Theory : One Paper	3 hrs.	60	50	22	18
(ii) Practical	5 hrs	80	50	28	18
(iii) Submissioin		60	50	22	18
Total		200	150	72	54

Syllabus (Theory):

Part- A

1. Introduction to Textiles
2. Definition of fibre, Properties of fibre
3. Classification of fibre
4. Natural fibres
5. Yarn manufacture by Takli and Charkha

Part- B

1. Warp and Weft, Difference between warp and weft
2. Handloom, Parts of Handloom
3. Warp path on Handloom
4. Motion of Handloom(primary & secondary)
5. Elementary Weaves(Basic weaves): Plain, Twill, Satin & Sateen

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Part- C

1. Concept of colours, colour scheme, Achromatic & Monochromatic colour
2. Dyes and Pigments (colourless dyes)
3. Classification of Dyes
4. Fabric finishes- Introduction and Importance
5. Dyeing process of Tie and Dye

Syllabus (Practical):

Samples preparation

(i) Tie and Dye (Ball shape, plated & folded, leharia and bandhej)

(ii) Elementary weaves (plain, twill, satin and sateen) on graph paper

(iii) Primary colour, secondary colour, colour scheme, achromatic & monochromatic colour

(iv) Hand painting

(v) Stencil cutting on paper

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2. GARMENT PRODUCTION & EXPORT MANAGEMENT

B.A./B.Com. Part I	Paper no.	Nomenclature of the paper	Teaching hrs. per week	Max. marks	Min. pass marks	Duration examination (hrs.)
Theory	1	Understanding textile	3	60	22	3
	2	Business and Garment Industries	3	60	22	3
Practical	1	Clothing Construction-1	6	80	28	4

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B.COM./B.A./B.SC. PART –I

PAPER- I.: UNDERSTANDING TEXTLE

B.A./B.COM. M.M. 60

HRS. 3

B.SC. M.M. 50

SECTION A: Textile Technology

1. General properties of : Natural Fibers – cotton , wool , silk,
   Regenerated -Rayon , Acetate
   Synthetic Fibers – Nylon , Acrylic
2. Fibers to yarn : The basic processes involved in making
   Yarns including Blending , carding , combing, mechanical and chemical spinning
3. Fabric construction : Weaving: plain ,Twill, & satin weave
4. Fabric Finishes : Elementary knowledge of calendaring , mercerization and tentering

SECTION B :Traditional Textile

5. Knowledge of hand woven fabrics : Dacca muslin ,jamdani , chanderi,brocade baluchari, kashmiri shawls ,doria , kanjivaram
6. Dyed Fabrics : Bandhej , ikat ,patola.
7. Printed Fabric : kalamkari , madhubani
8. Traditional embroidaries of india :

(a).kashida of Kashmir

(b)kasuti of karnatka

(c)Manipuri

(d)chamba rumal

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(e)kantha of bengal

(f)Phulkari of Punjab

(g)Chikankari of lucknow

SECTION - C

SELECTION CRITERIA

9..Selection of suitable fabrics for infants, toddlers ,pre school children , school going children , adolescents , adults and special needs

10.. Buying criteria for readymade garments, definition ,origin &evolution of ready to wear garments

References :

1. corbman, textiles fibre to fabric
2. Phyllis g. tortora , understanding textile.
3. Naik , traditional embroidaries of india.
4. Bhatnager, paul, traditional Indian costumes and textiles.
5. Dhantyagi sushila ,fundamentals of textile and their care.
6. Brindra singh ,vastra vigyan avam paridhan.
7. Joseph marjoy L ,introductory textile science CBS college publishing.
8. Joseph marjoy L ,essentials of textiles .

B.SC./B.A./B.COM. PART –I

PAPER-II

BUSINESS AND GARMENT INDUSTRIES

B.A./B.COM. –M.M. 60 HRS.-3

B.SC.-M.M. 50

SECTION A

1. Meaning and scope of business with special reference to garment export trade in india

2. The important factors to be considerd at the same time of commencement of business –legal, economical , and social.

3.**Different types of business-**

(a).individual organization

(b) partnership

(c)co-operative

(d) public sector

(e) company

4.Objectives ,importance and utility of bookeeping.

SECTION - B

MERCHANDISING THEORY

5. Introduction to fashion merchandising: merchandising planning, scheduling, buying and evaluation

6.Visual merchandising.

7.Careers in Apparel industries.

SECTION -C

GARMENT INDUSTRY

8.Project planning for garment production unit.

9.Production and storage space, laundary area of garment industry.

10.Site seletion for unit .

11.Budgeting for garment production unit.

Referances :

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Members :

1.kaplan S. Robert, Anthen A. ,Alkinson management accounting.

2.frings stephens gim, fashion from concept to consumer.prentice hall,inc.

3.jindal, ritu, handbook of fashion

B.A./B.COM./B.SC. PART -I

PRACTICAL –I

BASICS OF SEAMS AND EMBROIDERIES

B.A./B.COM.—M.M. 80 HRS. 4

B.SC.---M.M. 50

1.Decorative samples :

Lace edging - (machine)

Gathers -(machine),darts

Pleats- knife ,box, inverted box

Frills- one side ,two sided

Tucks –pin,cross ,shell

Fastners –hook,tich button,shirt button ,kaaj, loop with button,zip

Basic seams –Basting (,even, uneven,bakhiya , blanket)

Hems -visible , invisible

Plackets -continuous ,two piece

Pockets – patch ,bound, inseam, kurta

Piping and facings

2.Basic Embroidary stitches :

Chain,stem, running, lazy-dazy, satin,herring- bone,buttonhole ,bullion ,feather patch and apliqué work.

3.Make samples of following traditional embroidaries :

Kashida,kantha,kasuti,phulkari,chamba rumal, chikankari,embroidery of kutch.

4.Taking body measurements and knowledge of standard measurements from child to adults.

5.Design and prepare an article of embroidery/stitching sample.

3. INVESTIGATIVE BIOTECHNOLOGY

Paper I : Bio-Chemistry and General Bacteriology

Max. Marks 60 **3 hrs. duration** **Min. Pass Marks 22**
Teaching Peirods 60

Section-A : Bio-Chemistry (Teaching Period 30)

1. Introduction and Scope of Bio-Chemistry.
2. Simple Analytical techniques : Weighing of solids and liquids; Preparation of solutions : Simple acid-base titration.
3. pH, Buffers types and their uses.
4. Mole, Molar and normal solutions, concentration units.
5. Classfication and metabolism of Carbohydrates, Lipids, Proteins, Nucleic acids and Nucleo proteins.
6. Introduction of Vitamins and Enzymes; Clinically important Enzymes and their estimation.
7. Metabolism of inorganic substances like Iodine, Phosphorous, Copper, Iron and Calcium.
8. Electrolytes in various tissue fluids in health and disease.
9. Gastric Analysis-Functional test of Lever, KIdney Pancreas and alkalosis, acidosis.

Section-B General Bacteriology (Teaching Period 30)

1. Microbial World.
2. Structure of bacterial cell; functions of cell organelles.
3. Sterilization and disinfection.
4. Culture media.
5. Cultivation of Bacteria.
6. Identification methods in bacteriology.

Paper II-Elementay Anatomy, Physiology and Halmatology

Max. Marks 60 **3 hrs. duration.** **Min. Pass Marks 22**
Teaching Periods 60

Section-A : Elementary Anatomy and Physiology
(Teaching Period 30)

1. Introduction to human body.
2. Important landmarks in surface anatomy for L.M. and I.V. injection in adults, children and infants
3. Muscculo-Skeleton and Respiratory systme.
4. C.V.S. (Cardio Vascular System) circulation.
5. G.I.T (Gestro Intestine Tract), Lever, Gallblader & Pancreas.
6. Urinary System.

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7. C.N.S. (Central Nervous System) and A.N.S. (Autonomic Nervous System)
8. Endrocrines and Reproductive system.
9. Skin and temperature regulation.

Section-B : Haematology (Teaching Period 30)

1. Structure of cell and cell division.
2. Blood forming tissues and Bone-marrow.
3. Formatioin of RBCs. granulocytes, Mononuclear cells, Platelets and their normal counts.
4. Blood coagulation.
5. Anaemias-classification, diagnosis.

PRACTICALS

Max. Marks 80 (52×3 periods) **Min. Pass marks 28**

Unit-I Bio-Chemistry

1. Glassware used in Bio-chemistry.
2. Cleaning of Glassware, weighing and measuring volumes.
3. Making and testing of distilled water.
4. Importance of caliberation of glass apparatus used in estimation.
5. Collection, coding, preservation and disposal of biological specimen material for biochemical analysis.
6. Principles of Coloritierty and verification of Lumber-Bear's Law.
7. Bio-chemical estimation of-
   (a) Sugar, (b) Urine, (c) Stool, (d) Protein, (e) A.G. ratio.
8. Detection of Organic poisions like opium, oliander and vomice.
9. Detection of Inorganic poisons like copper, arsenic, antimony, tin, murcery, lead, barium and zinc phosphate, cyanides & insecticides.

Unit-II General Bacteriology and Hematology

General Bacteriology :

1. Introduction to microscopy, various types of microscopes and their uses.
2. Wet bacterias mount and hanging drop preparation and dark field examination.
3. Preparation of smears for bacterial examination and Gram's Stain.
4. Preparation of various stains.
5. Staining of Smears- Sputum C.S.F. Body fluids, pus, aspirations.

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Hematology :

1. Collection of blood from various sites in adult and children.
2. Cleaning of slides and cover slips and identification of various pipettes and their cleaning.
3. Making of stains used in Hematology.
4. Staining and examination of blood films.
5. Differential RBC and WBC counts.
6. Estimation of Haemoglobin by comparator and calorimeter.

ADD-ON SUBJECTS

1. COMPUTER APPLICATIONS

Scheme :	Min. Pass Marks	Max. Marks
Arts/Commerce	72 (Th 47 Pr. 25)	200
Science	54 (Th. 36 Pr. 18)	150
Paper-I 3 hrs. duration	Computer Fundamentals and Introduction to IBM PC	Arts/Com. 65 Science 50
Paper-II 3 hrs. duration	Operating Systems & Business Data Processing	Arts/Com. 65 Science 50
Paper-III Practical		Arts/Com. 70 Science 50

Paper I : Computer Fundamentals and Introduction to IBM PC

What is Computer? An introduction. Uses of computers in modern society *e.g.* weather forecasting, census, oil exploration, speech recognition, banking publishing, accounting, research etc.

Information concepts and processing-hardware, software-computer capabilities and limitations. Concept of files and directories.

Computer arithmetic and number system. ASCII & EBCDIC character sets.

Elements of a computer processing system-hardware, software computer capabilities and limitations. Concept of files and directories.

Hardware features and use-CUP, I/O devices. Storage devices and media.

Introduction to networking, multiprocessing, time sharing, multitasking and real time computing.

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Variety of hardware system and features. Various types of computers available in market. Micro, Mini and Main frames, Super computers.

Evolution of personnel computers. Commodore, Atari, Apple, IBM, PC. Basic block diagram of computer. Difference between personal and main frames-Simple operating system, Easy to use, Less Memory, Dedicated, Normally single user.

Introduction to microprocessors and associated computers. Timers. display controllers, DMA controllers.

Block diagram of IBM PC. Introduction to 8086 and 8088. Functional description of various modules and cards.

Boot process in IBM PC. System files. Self test.

Various types of displays and other peripherals used in IBM PC's.

Disk Operating System-Introduction. Batch files.

Configuration files. COM, EXE, SYS, BIN and TXT files. Introduction to programming in BASIC. Development of programs in Q BASIC. Use of graphics facilities using Basic.

Diagnostics for IBM PC. Use of Norton Utilities and other packages for undeleting files and other system maintenance jobs.

Advance version of IBM and compatibles.

Paper II : Operating Systems and Business Data Processing

Introduction to various categories of softwares. Operating system and its functions. Interaction of operating system with hardware and user programs.

Various components of operating system with reference to DOS. Single user operating system. Task loader. Memory management.

File management, Directory structure in DOS. Moving, renaming, copying, deleting and undeleting files under DOS.

Practical

Visit to computer Lab. Introduction to various components of a computer. A simple documentation preparation and printing. Usage of printer and other components.

Physical inspection of IBM PC and internal cards. Introduction to nomenclature (COM1, COM2, etc.) Writing batch files for various purposes. Modifying config-sys files. Creating RAM disk. Diagnostics on IBM PC. Controlling PC hardware using BASIC programs.

2. TAX PROCEDURE AND PRACTICE

Model for preparation of outline of courses :

1. Subject Title : Tax Procedure and Practice 15 weeks
2. Subject Objectives : General Objectives
   (a) To familiarise the students with the Indian Tax system.
   (b) To acquaint the students with the procedure and practice of direct and indirect taxes.
3. Job Potential :
   (i) Self Employment : Prepare returns and relevant documents for small traders, small industries and people engaged in small and medium business, necessary under direct and indirect tax law.
   (ii) Wage Employment : Junior level positions in the various orginisations such as :
      (a) Practicing chartered Accountant Firms
      (b) Business Houses.
      (c) Industrial undertakings & establishments
      (d) Sales Tax and Income Tax departments
      (e) Custom and Excise departments
      (f) Accounts department of various Central, State, Local and Government Societies etc.
4. (i) This can not go with Science Subjects.
   (ii) It can go with commerce (B. Com. Pass)
   (iii) It can go with B.A. provided a student has done 10+2 with Accounting and Business Studies of Commerce.
5. (i) Contents :
   (a) Syllabus (Theory & Practicals)
   (b) Business Lab should be equipped with the following :
      (i) All Bare Acts related to direct and indirect taxes and various tax forms/returns/documents.
      (ii) Reference Books :
         (1) Palkiwala-*Income Tax*. (2) Chaturvedi & Pathisana
      (iii) Text Books :
         (1) Singhania-Direct Taxes
         (2) H.C. Mehrotra-*Income Tax Law & Practice.*
      (iv) Journals :
         (1) The Institute of Chartered Accountants of India.
         (2) *Central Excise Law System*, (3) *Taxman.*

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Note : (1) In addition to the above books the new text books should be prepared on the lines of the prescribed syllabus.

(2) Equipment-Computer facilities must be made available in the Business Lab.

(ii) On the Job Training (After Ist year)-

Proper training should be given to students to prepare various returns/forms/documents etc. related to Income-Tax and Sales Tax/Excise duty to enable the students to acquire necessary skills so that they can prepare these documents independently. Students can be attached for the purpose of training with local industrial houses, Excise and Custom departments, Income and Sales tax departments: and practising firms of the Chartered Accountants.

(iii) On the Job Training (After 2nd year)-

Students should be attached for practical training with the organisations as suggested in (ii) Students can prepare the necessary documents/returns/forms, etc. related to direct and indirect taxes.

6. Unit cost for 30 students :
   (a) Building as per the norms of the UGC
   (b) Rupees one lakh for books, journals and equipments.
7. Modalities of Examination and Evaluation :
   (a) Weightage between theory and practicals should be 70% and 30% respectively.
   (b) Continuous evaluation-Assignment, surprise test, quiz.

Paper I : Indian Tax System and Income Tax Law

Max. Marks : 100 3 hrs. duration Min. Pass Marks : 36

Section-A

Meaning of Tax-Central and State Powers of Taxation. Distribution of revenues between Central and States. Direct and Indirect Taxes.

Direct Taxes of the Central Government—Income Tax, Wealth Tax, Interest Tax Act, 1974 with effect from 1.4.93; Expenditure Tax Act, 1987.

Indirect taxes of the Central Government—Central Excise, Customs duty; Central Sales Tax.

Taxes of the State Governments Taxes on sales and purchase of goods; Octroi duty; Tax on profession, trade and business; Tool

Tax; tax on luxuries, entertainment and amusements; Tax on betting and gambling; Tax on electricity; Stamp duty; Agricultural income-tax and Land revenue.

Section-B

Income Tax Law : Extent and application, Definitions, Previous Year, Residential Status, Incomes which do not form part of Total Income, Computation of Total Income; Heads of Income; Salaries; Income from House Property; Profit and Gain from business and profession.

Section-C

Capital gains, Income from other sources, Income. Aggregation of income and set off and earn, Forward of losses. Deduction from Gross Total Income under Chapter VI A. Rebate of Income Tax under Section 88.

Paper II : Central and State Sales Tax-Procedure & Practice

Max. Marks : 100 3 hrs. duration Min. Pass Marks : 36

Section—A

Rajasthan Value Added Tax Act, 2003.

Introduction—Definitions, Extent and Commencement. Incidence and Levy of Tax. Registration of Dealers. payment of Tax. Filing of returns and assessment.

Tax liability, Recovery and Refund. Interest, Penalties, Composition and Prosecution.

Section—B

Regularity frame work-An overview of Central Sale Tax, 1956; an overview of Central Sale Tax (Registration and Turnover) Rules, 1957.

Import out terms and definitions.

Dealer, declared goods, goods, place of business, sale, sale price, turn over, Inter-State sale.

Principles for determining-When Central Sales Tax is leviable; the concept of sale and purchase of goods in the course of inter-State trade or Commerce.

When does a sale or purchase of goods take place outside the State?

When does the sale or purchase of goods is in the course of import or export ?

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Registration of dealers procedures thereof-filling and filling of application in Form A for registration; relevant fee payable; security/surety for registration.

Grant of Certificate of Registration in Form

3.Procedure for amendment, cancellation and obtaining duplicate certificate of registration.

Section-C

Rates of Tax :

Concessional rate when an available, kind of forms for availing the concessional rates and maintenance of records related thereto.

(A) Sales to the registered dealers against Form-C

Purchasers obligations : Procedure for obtaining Form-C from Sales Tax authorities and issuing of Form-C to dealers. Application under prescribed form with requisite fee for obtaining Form-C. Maintenance of records for receipts and issue of Form-C. Form 2.Sellers obligations : Obtaining Form 'C' from purchasers. Maintenance of records of "C' Form collected and submission 'C' Form at the time of assessment.

(B) Sales to the Government against D Form.

Form D- Use and custody and maintenance etc. of records of certificates in Form D.

(C) Subsequent sale in the course of Inter-State sale and receipt and issue of Form E-1 and E-2 in connection thereto.

Application for obtaining Form E-1 and E-2 and the relevant fee to be paid therewith, maintenance of records of E-1 and E-2 Forms for receipts.

Branch and Consignment transfer :

Inter State transfer of goods from the office to another or principal agent or agent to principal and issue and receipt of Form F.

Application for obtaining F Form and the relevant fee; maintenance of records of such forms and matters incidentals thereto. Form No. 5.

Determination of turnover, deductions from turn over.

Return of Sales Tax payable under the Central Sales Tax Act, 1956.

Form No. 1 : Filling and Filing of Form No. 1.

Deposit of Central Sales Tax and Filling and Filing of Challan in the prescribed form.

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3. PRINCIPLES AND PRACTICE OF INSURANCE

Scheme :

Max. Marks : 200 Min Pass Marks : 72

Paper-I 3 hrs. Duration Marks 100

Paper-II 3 hrs. Duration Marks 100

Paper-I : Life Insurance

Max. Marks : 100 3 hrs. duration Min. Pass Marks : 36

Note : Candidates to attempt at least one question each section and five questions in all.

Section-A

Need for security against economic difficulties; Risk and uncertainty; Individual value system; Individual Life Insurance. Nature and uses of Life Insurance; Life Insurance as a collateral, as a measure of financing business continuation, as a protection to property, as a measure of investment.

Section-B

Distinguishing characteristics, Utmost Good Faith, Insurable Interest, Caveat Emptor, unilateral and alleatory nature of contract. Proposal and application form, warranties, medical examination, policy contraction and delivery, policy provision, lapse revival, surrender value, paid-up policies, maturity, nomination and assignment. Suicide and payment of insured amount; Loan to policy holders.

Section-C

Factors governing sum assured; Methods of calculating economic risk in life insurance proposal. Measurement of risk and mortality table; Calculation of premium; Treatment of sub-standard risks. Life Insurance Fund; Valuation and investment of surplus; Payment of bonus.

Section-D

Types and their applicability to different situations, Important Life Insurance Policies issued by the Life Insurance Corporation of India. Life Insurance annuities, Important legal provisions and judicial pronouncements in India.

Section-E

Rules of agency; Essential qualities of an ideal insurance salesman;

Rules to canvass business from prospective customers; After-sale service to policy holders.

Suggested Books :

1. Hwebner S.S. and Kenneth Black Jr. : *Life Insurance*-(Prentice Hall Inc.; Eaglewood Cliffs, New Jersy)
2. Meher Robert L. : *Life Insurance : Theory and Practice* (Business Publication, Teaxas)
3. Maclean : *Life Insurance*
4. Gupta, O.S. : Life Insurance, (Frank Brothers, New Delhi)
5. Mishra, M.N. : *Insurance Principles and Practice*, (Delhi, Vikas Publishing House).

Paper-II : General Insurance

Max. Marks : 100 3 hrs. duration Min. Pass Marks : 36

Note : Candidates to attempt at least one question from each section and five questions in all.

Section-A

Introduction to risk and insurance-(a) Risk (b) The treatment of risk

Section-B

The structure and operation of the insurance business—

(a) Insurance contract fundamentals.
(b) Insurance marketing.
(c) Insurance loss payment.
(d) Underwriting, rating, reinsurance and other functions.

Section-C

General Insurance Corporation and other Insurance Institutions-Working of GIC in India; Types of risks assumed and specific policies issued by ECGC.

Section-D

Health Insurance-

(a) Individual health insurance.
(b) Group health insurance.

Section-E

Motor Insurance.

Multiple line and All-Lines Insurance-such as Rural Insurance-Hull Insurance etc.

Recommended course of reading :

General Insurance by Bickelhapupt and Magre, Eighth Edition published by Richard D. Irwin, Inc., Homewood, Illinois, Irwin-Dorsey Limited, Georgetown, Ontario, Chapters : 1 to 7, 13, 21, 27 and 28.

4.OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

Model for Preparation of outline of courses

Paper-I Shorthand in English/Hindi

(A) Shorthand theory

Maximum marks	35
Duration	1½ hours
(i) Two questions related with rules	10 marks
(ii) One questions related with grammalogues and phrases.	10 marks
(iii) One passage containing 100 words to be written in shorthand.	15 marks

(B) Shorthand Practice

Maximum marks	65 marks
Speed	
Hindi shorthand	50 w.p.m.
English shorthand	60 w.p.m.
Duration-Dictation	5 Minutes
Transcription by hand	1 hrs.

(A) Shorthand (Theory) English & Hindi

Unit-1 Introduction

Origin of shorthand with particular emphasis on Pitman Shorthand, definition and importance of stenography, qualities of a successful stenographer, writing techniques and materials.

Unit-2 Consonants

Definition, number, forms, classes, size, thinness, thickness, directions and joining strokes.

Unit-3 Vowels, Diphthongs and Diphones

Vowels-definition, number sounds, signs, places position of outlines, intervening vowels, Introduction of upwards/downwards strokes in Stenography.

Dipthongs-Definition, names, signs, placed joines diphthongs and triphones.

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Diphones-Definition, signs and application.

Use of Vowels-Dipthongs and diphones in plural in Stenography.

Unit-4 Grammalogues and Phesengraphy :

Grammalogues : definition of grammalogues and logogram, list of grammalogues, punctuation signs; Phraseography : definition of phrases, how a phrase is written, qualities of a good phraseogram. list of simple phrases.

Unit-5 Circles, loops and hooks :

Circle : size and direction, application in Phraseography, attachment with straight and curved strokes, exception to the use of circle. Loops : Size and Direction.

(B) Shorthand (Practicals)

1. Repeated Practice of Consonants, writing each consonant from the text material with particular attention to their formation, length, angle, size and direction.
2. Repeated practice of vowels, dipthongs, diphones and triphones by copying the text materials and other printed shorthand book and reading book the same.
3. Repeated practice of grammalogues and phrases.
4. Repeated practice on the use of circles, loops and hooks.
5. Transcription from Shorthand into longhand.
6. Dictation from unseen passage.
7. Variety of drills : reading shorthand from black-board, copying shorthand from black-board, could not reading, delayed writing, students dictate to the class from shorthand books ,two minutes speeches by students, reading printed shorthand matter.

Paper-II Typewriting in English and Hindi

(A) Typewriting Theory

Maximum marks 35

Duration 1½ hours

(Candidates are required to answer five questions out of 8 questions. All questions will carry equal marks)

(B) Typewriting Practice

Maximum marks 65 marks

(This paper will consist of two parts)

(i) Speed Text Maximum Marks 25

Duration 10 Minutes

Speed rate English 30 w.p.m.

Speed rate Hindi 25 w.p.m.

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(ii) Type writing
(Efficiency test)

Maximum marks	40
Duration	30 Minutes

(This paper will consist of two questions)

(a) Letter writing	20 marks
(b) Tabulation	20 marks

(A) Type Writing (Theory) (Hindi English)

Unit-I Typewriter and its Maintenance
- Typewriter-Its use and importance, a standard typewriter.
- Makes and categories of typewriters
- Essential parts of a typewriter and their use
- Care and upkeep of a typewriter
- Ribbon changing and ribbon economy

Unit-2 Methods of typewriting
- Touch
- Sight
- Approach of typing
- Horizontal
- Vertical

Unit-3 Keyboard Operation
- Need for proper type and size of tables and others for use by typist.
- Sitting postures
- Materials required
- Insection and removal of paper
- Learning the second row (Home row) (guide keys and home keys)
- Learning the third row (Upper row)

Unit-4 Keyboard Operation
- Learning the first row (Bottom row)
- Learning the fourth row (Number row)
- Special signs and symbols in the keyboard and their uses

Unit-5 Display in typewriting :
- Centering-horizontal, vertical.
- Types of headings
- Margin and line spacing
- Use of punctuation marks

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- Figures-Arabic and Roman
- Paragraphs-type and styles. numbering, pagination.
- Styles of typing different kinds of letters.
- Arrangements of tabular statements.
- Syllabification
- Foot-notes

(B) Type Writing Practice

Key Board Operations

1. Practising second row, third row, first row and fourth row.
2. Practicing words, sentences, paragraphs and passages.
3. Use of shift keys and other non-character keys.
4. Type writing of special symbols of the key board and Punctuation marks.

Speed Building

1. Different kinds of drills for typing.
2. Graded Speed test leading to accurate speed of about 30 w.p.m.
3. Typing of passages each containing 300 words in ten minutes.

Teaching Guidelines

Attractive hand words, balanced handwords, same letters in different words, drills of common words, drills of alphabetical sentences and words division drills.

Display Techniques

1. Centring-Horizontal and Vertical
2. Ensuring proper margins; line spacing
3. Typing different types of Headings including speed heading.

Letter Typing

1. Typing exercise of personal, official and business letters in different styles with proper display.
2. Typing of application for jobs.
3. Addressing the envelops.
4. Using Carbon papers for taking out Multiple copies.

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5. ADVERTISING, SALES PROMOTION AND SALES MANAGEMENT

Scheme :

Max. Marks : 200 Min Pass Marks : 72

Paper-I	3 hrs. Duration	Marks 100
Paper-II	3 hrs. Duration	Marks 100

Paper-I : Marketing Communication-I

Max. Marks : 100 **3 hrs. duration** Min. Pass : 36

- Nature and Importance of Communication
- Communication process. Elements of the Communication process. Application of Communication process in marketing. Steps in developing effective marketing communication.
- Methods of Marketing Communication.
- Advertising, personal selling, public relations, sales promotion, their meaning and distinctive characteristics.
- Setting up of Targets-Policies, strategies and methods of achievements.
- Integrated Communication in Marketing.

Suggested Readings :

1. Philip Kotler *Marketing Management* 7th Edition (Prentice-Hall of India, New Delhi-1991)
2. William J. Stanton Charles & Futrell *Fundaments of Marketing*, 8th Edition (McGraw Hill Chap. 18)
3. Subroto Sengupta : *Case in Advertising and Communication Management in India* (IIM, Ahmedabad)

Paper-II : Advertising-I

Max. Marks : 100 3 hrs. duration Min. Pass Marks : 36

- Importance of advertising in modern marketing. Role of advertising in the national economy.
- Type of advertising : Commercial and non-commercial advertising, primary demand and selective demand advertising, classified and display advertising; comparative advertising; co-operative advertising.
- Setting of advertising objectives
- Setting of advertising budget. Factors affecting the advertising expenditure in a company.
- Advertising message. Preparing an effective advertising copy; elements of a print copy, Headlines, illustration, bodycopy, slogan, logo, seal of approval, Role of Colon, Elements of a broadcast copy. Copy for direct mail.

Suggested Readings :

1. Wright, Winters and Zeiglas : *Advertising Management* (McGraw Hill Relevant Chapters)
2. Duna and Darban : *Advertising : Its role in modern marketing* (the Drydon Press) relevant chapters)

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3. Mahendra Mohan : *Advertising* (Tata McGraw Hill) (relevant chapters)
4. Philip kotler : *Marketing Management* 8th Ed. (Prentice Hall of India) Chap-22
5. Subroto Sen Gupta : *Cases in Advertising and Communication Management in India* (IIM, Ahmedabad)

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6. TOURISM AND TRAVEL MANAGEMENT

Scheme :

Max. Marks 200		Min. Pass Marks 72
Paper I	3 hrs. duration	Marks 70
Paper II	3 hrs. duration	Marks 70
Internal Assessement		Marks 30

(20 Marks for Project and 10 Marks for Viva-Voce)

B.Com. Part-I

Paper-I	Tourism Business
Paper-II	Tourism Product

Paper-I Tourism Business

Scheme

Max. Marks 200		Min. Pass Marks 72
Paper I	3 hrs. duration	Marks 70
Paper II	3 hrs. duration	Marks 70
Max. Marks : 70	3 hrs. duration	Min. Pass Marks : 36

Section-A

Definition, Nature, Importance, Components and Topology of Tourism.

Section-B

Concept of Domestic and International Tourism, recent trends.

Section-C

Tourism as an industry, visitor, tourist, excursionist.

Section-D

Growth and development of Tourism of India.

Section-E

Impacts of Tourism—Economic, Social, Physical and Environmental.

Suggested Readings :

1. Christopher J. Holloway : *The Business of Tourism* : Macdonald and Evans, 1983.
2. A.K. Bhatia : *Tourism Development, Principles and Practices* : Sterling Publishers (p) Ltd. New Delhi.
3. Anand, M.M. : *Tourism and Hotel Industry in India* : Sterling Publishers (P) Ltd. New Delhi.
4. Kaul, R.H. : *Dynamics of Tourism : A Terilogy* Sterling Publishers (P) Ltd. New Delhi.
5. IITTM : *Growth of Modern Tourism Monograph* : IITTM, New Delhi 1989.
6. IITTM : *Tourism as an Industry-Monograph* : IITTM, New Delhi, 1989
7. Burhat & Madlik : *Tourism-Past, Present and Future*, Heinemann, London.
8. Wahab, S.E. : *Tourism Management* : Tourism International Press, London, 1984.
9. Brymer, Robert A : *Introduction to Hotel and Restaurant, Management*, Hub Publication Co. Lova, 1984.
10. Riccline J.R. Brent : *Travel and Tourism Hospitality Research*, London, 1982.
11. Surinder Aggarwal : *Travel agency Management* : Communication India, 1983.

Paper-II Tourism Product

Max. Marks : 70 3 hrs duration Min. Pass Marks : 36

Introduction

This paper is for the study of the product of India covering the resources both nature and man-made. Historical and Geographical background. The people, the heritage, Ancillary activities like arts, crafts, flora fauna environmental ecology and a study of the suitable development of Tourism connected with planning and development.

Section-A

Tourist Resources-Definition and Differentiation.

Tourist Resources of India-types and topologies, cultural resource-Arts and Architecture, Historical moments, religious and spiritual centres, fairs and festivals, craftsmanship, folk customs, costumes and lereses, museum monument and art galleries etc. Natural

tourist Resources-Rich diversity in Land form and landscape. Outstanding geographic features, climate waterbodies and flora and fauna.

Section-B

Natural Tourist Resource-I

Tourist resource potential in mountain with special reference to Himalaya : Resources and resource use patterns in the past, present and future perspective.

India's main desert areas, their geological structure development as desert tourism-existing trends and facilities available : desert safaris and desert festival.

Coastal areas, Beaches and Islands : Resources and resource pattern.

Resources in Island with special reference to Andaman and Nicobar Islands, Overview on Tourism Development strategies.

Section-C

Social Cultural Resource-I

Architectural Heritage of India : Glimpses of India's architectural styles adopted over the ages. Historical monuments of touristic significance-ancient, medieval and modern-their spatial and regional dimensions. Important historical/archaeological sites. Important historical/archaeological sites, museum, art galleries and libraries-their location, asseate and characteristics.

Popular Religious shrines/centres-Hindu, Buddhist, Jain, Sikh, Muslim, Christian and others. Yoga, mediation and other centres.

Section-D

Social Cultural Resources-II

Performing art of India, Classical Dances and Dance Styles : Centre of learning and performances. Indian folk dances. Music and musical instruments : different schools of Indian music; status of vocal and instrumental music; New experiment.

Section-E

Handicrafts of India as a potential tourist resources. Fairs and Festivals-Social, religious and commercial fairs : festivals; promotional (Tourism) fairs, *viz* : Kite festival, White water festival, Snake best race etc.

Indian folk culture-folk custom and costumes, settlement patterns, religious observations, folk lere and legends. Created tourist destinations; Academic, Scientific and industrial institutions.

Suggested Readings :

1. Percy Brawn : *Indian Architecture-Hindu and Buddhist period.*
2. Harle J.C. : *The Art and Architecture of Indian Sub Continent.*
3. Bhartiya Vidya Bhawan : *Imperial Unity.*
4. Bhartiya Vidya Bhawan : *Classical Age.*
5. Acharya Ram : *Tourism & Cultural Heritage of India* : RBSA Publication (Jaipur, 1986)
6. Bachan A.L. : *The Wonder that was India*, Rupa and Co.), Delhi-1988
7. Becham A.L. : *The Gazette of India : History and Culture*, Vol. 2, Publication Division, Ministry of Information and Broadcasting, Government of India 1988.
8. Hussain, A.A. : *The National Culture of India*, National Book Trust, (New Delhi-1987)
9. Mukerjee R.K. : *The Culture and Art of India* : George Allen Urwin Ltd., London, 1959.
10. *The Treasure of Indian Museums* : Marg Publication, Bombay.

7. FOREIGN TRADE : PRACTICES AND PROCEDURES

Subject Objectives :

1. To familiarise the students with the basic principles of foreign trade and the environment in which foreign trade takes place.
2. To familiarise the students with the position of India's foreign trade, import and export policies and various export promotion measures adopted by the Government.
3. To familiarise the students with the nature and scope of International marketing and also with the four Ps of international marketing.
4. To familiarise the students with the various methods and procedures of foreign trade financing, foreign exchange rates, costing and pricing for exports and the various institutions involved in export finance.
5. To make the students aware of the shipping and insurance practices and procedures which constitute the essential services for the operation of foreign trade.
6. To familiarise the students with the basic documents involved in foreign trade, processing of an export order, customs clearance of export and import cargo and negotiation of documents.

Job Potential :

1. Self-employment: can start an export business either singly or in partnership with fellow students; can take up export documentation work for others.
2. Can take up employments in exporting firms, banks, insurance companies or with freight forwarders.
3. (i) Permissible combination of subjects :
   B.A.—Any subject preferably with Economics, Psychology, Social Work, Foreign Languages.
   (ii) Prerequisities of admission.
   10+2 preferably with Economics or Commerce.

Contents for Non-Semester Courses

Paper-1. Basis of Foreign Trade

Unit-I	Periods
Why trade takes place ? Theories of International trade	6
Balance of Trade and Balance of Payments	4
Unit-II	
Objectives of Trade policy and role of foreign trade in economic growth.	2
Instruments of trade Policy-tariffs, quantitative restrictions, exchange control and exchange rate adjustments.	9
Unit III	
International Economic Institutions-GATT, W.T.O. UNCTAD. IMF and World Bank.	6
Trade Blocks and Regional Economic Cooperation	3

Paper-II : Indian's Foreign Trade

Objectives :

To familiarise the students with the position of India's foreign trade, import and export policies and various promotion measures adopted by the Government.

Unit-I	
Analysis of India's Foreign Trade, Growth trends, Composition and direction	4
India's Balance of Payments including invisibles	4
Assessment of Prospects-Products and markets	4

Unit-II

India's trade agreements	3
Salient features of India's export-import policy	4
Institutional set-up for export promotion	3

Unit-III

Export Assistance measures, free trade zones and 100% EOUs State trading in India	2
Sources and analysis of foreign trade statistics	2
Sources and analysis of foreign trade statistics	2

Books For :

Paper-I *International Economics* by P.T. Ellsworth
International Economics by C.P. Kindelberager

Paper-II *Annual Reports of the Ministry of Commerce*
Annual Economic Surveys
Import and Export Policy 1992-97

SUMMARY CHART

Academic Programme-Examination Scheme

Annual Examination

I Year (2 papers)	(i) Basics of Foreign Trade	30 Periods	3 hours
	(ii) India's Foreign Trade	for each examination paper	
II Year (2 papers)	(i) Elements of Marketing	30 periods	3 hours
	(ii) Export Finance & Procedures	foreach examination paper	
III Year (2 papers)	(i) Shipping and Insurance Practices & Procedures	30 periods	3hours
	(ii) Foreign Trade Documentation and Procedures	for each examination paper	

Practical Training-3 to 4 weeks each at the end of I & II years 100 marks each. The candidates are required to submit a small mono graph of 4,000 words in Triplicate within two months from the last date of examination.

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8. TOURISM

Paper I : Tourism in India

Theory Paper : Max. Marks 70

Project Report : Max. Marks 30

3 hrs. duration for Theory Paper

- Historical evaluation and development of tourism in India. Tourism phenomenon, forms of tourism alternative tourism (i.e. Health & Medical Tourism, Spiritual Tourism, Adventure Tourism, Rural Tourism, Ethnic Tourism). Objectives & importance of tourism in India. Domestic Tourism.
- Tourism Administration in India. Ministry of tourism at centre and state level. India Tourism Development Corporation (ITDC), State tourism development corporations and informal tourism sector.
- Tourism Regulations in India : Passport & Visa Requirements, Special Permits, Health Regulations, Law & order Regulation, Accommodation & Catering Regulation and Environment Regulations.
- Tourism Information : Sourece of tourism information : Government Agencies, Travel Agencies, Hotels & Media.
- Historical Monuments in India (Taj Mahal), Museums. Important fairs & festivals. Cultural heritage in India (Khajuraho), Dance, Music, Painting, Handicrafts.
- Geography and Tourism : Hill station in India, wildlife, parks and sanctuaries, Maps & charts, Biodiversity, Land Scape Destination and Ecology.
- Tourism Impact : Economic impact, social impact, political impact and environment impact. Threats & obstacls.
- Recent Tourism Policy in India.

References :

1. Mukherjee, R.K. : The Cultural and Art of India.
2. Bhatia, A.K. : Tourism Development, Principles & Practices.
3. Kaul, R.H. : Dynamics of Tourism.

Paper II : Rajasthan Tourism

Theory Paper : Max. Marks 70

Project Report : Max. Marks 30

3 hrs. duration for Theory Paper

- History, Geography and Topology of Rajasthan.
- Historical Monuments, Forts, Palaces and Havelies in Rajasthan.
- Cultural heritage in Rajasthan.
- Living style of Peoples, Religions, Cuisine & Customs of the people.
- Fairs & Festivals in Rajasthan : Puskar, Nagaur, Kaila Devi Ramdewara, Uras.
- Dances of Rajasthan : 'Ghoomer', 'Kalbelia Dance', 'Tehra Tali'.
- Wild Life and Sanctuaries in the State : Ranthambore, Sariska, Talchhaper, Dara, Kevaladev.
- Architecture & Painting in Rajasthan (Bundi and Kishangarh).
- Important Tourist Destinations :

Hill Resort	-	Mount Abu
Desert Resort	-	Jaisalmer
Pink City	-	Jaipur
Venis of Rajasthan	-	Udaipur
Sun City	-	Jodhpur

References :

1. झालाणी, सीताराम : राजस्थान वार्षिकी।

2. राजस्थान सरकार (सूचना एवं जनसम्पर्क निदेशालय) : राजस्थान सुजस संचय।

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9. PRINCIPLES AND PRACTICE OF BANKING AND INSURANCE

Paper I : Bank Lending : Policy and Techniques

Theory Paper : **Max. Marks 70**

Project Report : **Max. Marks 30**

3 hrs. duration for Theory Paper

- Establishing bank lending policies under changing socio-economic and legal environment.
- Types analysis techniques for bank lending.

- Financial analysis techniques for bank lending.
- Assessment of credit needs for term assets.
- Assessment of credit needs for working capital.
- Credit Disbursement : Terms and conditions; Documentation; Scheduling.
- Monitoring of advances.
- Renewal and recovery of advances.
- Nursing of problem accounts, including non-performing assets.
- Present credit policy and various schemes of bank lending to industry, commerce and trade and agriculture in India.
- Refinance and credit guarantee facilities for banks in India.
- Current issues and problems of bank lending in India.

References :

1. Jha, S.M. : Bank Marketing, Himalaya Publishing House, Delhi.
2. Mithani and Gordon : Banking theory and Practice, Himalaya Publishing House, Delhi.
3. Suneja, S.R. : Management of Bank Credit, Himalaya Publishing House, Delhi.
4. Varshency, P.N. : Banking Law and Practice, Sultan Chand & Sons, New Delhi.
5. Parameswaran, R. and Natarajan, S. : Indian Banking, S. Chand & Sons, New Delhi.
6. Seth : Marketing of Banking Services, Macmillan India Ltd., New Delhi.
7. Nanda, K.C. : Credit and Banking, Response Books (A division of Sage Publications), New Delhi.

Paper II : Fundamentals of Insurance

Theory Paper : Max. Marks 70

Project Report : Max. Marks 30

3 hrs. duration for Theory Paper

- Introduction to Insurance : Purpose and need of insurance; Insurance as a social security tool; Insurance and economic development.
- Fundamentals of Agency Law Definition of an agent; Agents regulations; Insurance intermediaries; Agents' compensation.

- Procedure for becoming an Agent : Pre-requisite for obtaining a license; Duration of License; Cancellation of license; Reveocation or suspension/termination of agent appointment; Code of conduct; Unfair practices.
- Functions of the Agent : Proposal form and other forms for grant of cover; Financial and medical underwriting; Material Information; Nomination and assignment; Procedure regarding settlement of policy claims.
- Company Profile : Organizational set-up of the company; Promotion strategy; Market share; Important activities; Structure Product; Actuarial profession; Product pricing–actuarial aspects; Distribution channels.
- Fundamentals/principles of Life Insurance/Marine/Fire/Medical/ General Insurance. Contracts of various kinds; Insurable Interest.

Suggested Readings

1. Mishra M.N. : Insurance Principles and Practice; S. Chand and Co., New Delhi.
2. Insurance Regulatory Development Act, 1999.
3. Life Insurance Corporation Act, 1956.
4. Gupta OS : Life Insurance; Frank Brothers, New Delhi.
5. Vinayakam N., Radhaswamy and Vasudevan SV; Insurance – Principles and Practice, S. Chand and Co., New Delhi.
6. Mishra MN : Life Insurance Corporation of India, Vols I, II & III; Raj Books, Jaipur.

10. FOREIGN TRADE PROCEDURE

Paper-I : Basis of Foreign Trade

Theory Paper : Max. Marks 70

Project Report : Max. Marks 30

3 hrs. duration for Theory Paper

- Concept and Importance of International Trade Theories of International trade, Gain from International trade.
- Current trends & issues in International Trade
- Balance of Trade and Balance of Payments.
- Objectives of Trade policy and role of foreign trade in economic growth.

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- Instruments of trade Policy – tariffs, quantitative restrictions, exchange control and exchange rate adjustments.
- International economic institutions – WTO, IMF, Asian Development Bank and World Bank.
- Multinational Corporation : Nautre, Role Types & Operations.

References :

1. Keshkamat, Finance of Foreign Trade.
2. Lall, G.S., Finance of Foreign Trade.
3. Ellsworth, P.T., International Economics.

Paper-II : Indian's Foreign Trade

Theory Paper : Max. Marks 70

Project Report : Max. Marks 30

3 hrs. duration for Theory Paper

- Analysis of India's Foreign-Trade, Growth trends, composition and direction
- India's Foreign Trades in Global Context.
- India's Balance of Payments including invisibles.
- Assessment of Prospects – Products and markets
- India's trade agreements
- Salient features of India's export-import policy
- Institutional set-up for export promotion.
- Export Assistance Measures, Free trade zones and 100% EOUs.
- State trading in India.
- Sources and analysis of foreign trade statistics.
- Foreign Investment Policy : Indian Joint Venture in abroad, Multilateralism and Bilateralism in India's foreign trade.

References :

1. टंडन, जे.के. : अन्तर्राष्ट्रीय व्यापार एवं वित्त, मलिक एण्ड कम्पनी जयपुर।
2. अग्रवाल एम.डी. सिंह, गोपाल एवं गुप्ता, ओ.पी. : अन्तर्राष्ट्रीय व्यापार एवं वित्त, रमेश बुक डिपो, जयपुर।
3. Government of India, Import Export Policy (Latest).
4. Government of India, Annual Reports of Ministry of Commerce.
5. टंडन, जे.के. : अन्तर्राष्ट्रीय व्यापार एवं वित्त, मलिक एण्ड कम्पनी जयपुर।

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