## Course and Examination Scheme

### Bachelor of Commerce (B.Com.)

3 year Degree Course in the Faculty of Commerce

**Semester I Examination**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Subject</th>
<th>Course Scheme</th>
<th>No.of Credits</th>
<th>Examination Scheme</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>L</td>
<td>T</td>
<td>P</td>
</tr>
<tr>
<td>1.</td>
<td>Compulsory English-I</td>
<td>4</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>2.</td>
<td>Marathi/Hindi/ Supplementary English-I</td>
<td>4</td>
<td>--</td>
<td>-</td>
</tr>
<tr>
<td>3.</td>
<td>Business Economics-I</td>
<td>4</td>
<td>--</td>
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</tr>
<tr>
<td>4.</td>
<td>Principle of Management-I</td>
<td>4</td>
<td>--</td>
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</tr>
<tr>
<td>5.</td>
<td>Financial Accounting-I</td>
<td>5</td>
<td>--</td>
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</tr>
<tr>
<td>6.</td>
<td>Statistics Techniques and Business Mathematics-I</td>
<td>5</td>
<td>--</td>
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</tr>
</tbody>
</table>

7. **Any One Paper from the following Optional Group**

| Group A | Marketing Management (Basic Marketing Management-I) | 4 | -- | - | 3 | 80 | - | 20 | 100 | 28 | -- | 07 | 35 |
| Group B | Human Resource Development (Human Resource Management I) | 4 | -- | - | 3 | 80 | - | 20 | 100 | 28 | -- | 07 | 35 |
| Group C | Banking and Insurance (Principle of Banking and Insurance I) | 4 | -- | - | 3 | 80 | - | 20 | 100 | 28 | -- | 07 | 35 |
| Group D | Information Technology (Computer Fundamental-I) | 2 | -- | 4/Bat-ch | 3 | 50 | 30 | 20 | 100 | 18 | 11 | 7 | 35 |

*Note: 1. L Lecture T-Tutorial P- Practical IA-Internal assessment ESE: End Semester Exam.

2. The question papers in the subjects Financial Accounting, Statistics Techniques and Business Mathematics will be set in English/Marathi/Hindi. However, the practical/numerical will be set in English only. The students of Marathi/Hindi medium will have the option to attempt the theory part in Marathi/Hindi and practical problems/numerical in English only.

3. The students shall opt for any one group of Specialization once a group selected in semester I the same group shall have to be continued in all the semesters. No change of group will be allowed.

4. The student shall of any one of the language Marathi/Hindi/Supplementary English once in semester I the same shall have to be continued upto semester IV.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Subject</th>
<th>Course Scheme</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>L</td>
<td>T</td>
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<tr>
<td>1.</td>
<td>Compulsory English – II</td>
<td>4</td>
<td>1</td>
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<tr>
<td>2.</td>
<td>Marathi/Hindi/ Supplementary English-II</td>
<td>4</td>
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<tr>
<td>3.</td>
<td>Business Economics-II</td>
<td>4</td>
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</tr>
<tr>
<td>4.</td>
<td>Principle of Management-II</td>
<td>4</td>
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<tr>
<td>5.</td>
<td>Financial Accounting –II</td>
<td>5</td>
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<tr>
<td>6.</td>
<td>Statistics Techniques and Business Mathematics- II</td>
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<tr>
<td>7.</td>
<td>Any One Paper from the following Optional Group</td>
<td></td>
<td></td>
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<tr>
<td>Group A</td>
<td>Marketing Management (Basic Marketing Management- II)</td>
<td>4</td>
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</tr>
<tr>
<td>Group B</td>
<td>Human Resource Development (Human Resource Management –II)</td>
<td>4</td>
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<tr>
<td>Group C</td>
<td>Banking and Insurance (Principle of Banking and Insurance –II)</td>
<td>4</td>
<td>--</td>
</tr>
<tr>
<td>Group D</td>
<td>Information Technology (Information Communication Technology)</td>
<td>2</td>
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</table>

*Note: 1. L - Lecture T- Tutorial P- Practical IA- Internal assessment ESE: End Semester Exam.*
Objective:
1. The Poems and Prose Passage serve the purpose of developing Reading Skill and to know about the worldly ways of the World.
2. To make students aware about the basic knowledge of English Grammar, and to develop among them an ability of effective communication in English.
3. To make aware about the basics of Business Communication.

UNIT I - Prose

| Periods Allotment |  
|-------------------|---
| 1. My Financial Career By Stephen Leacock | 16 |
| 2. The Child By Premchand. |
| 3. A Different Kind OF Learning By Jade Snow Wong. |

UNIT II - Poetry

<table>
<thead>
<tr>
<th>16</th>
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</thead>
<tbody>
<tr>
<td>1. Very Indian Poem In English By Nissim Ezekie.</td>
</tr>
<tr>
<td>2. No Men Are Foreign By James Kirkup.</td>
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</table>

UNIT III - Reading & Comprehension

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1. Unseen Passage.</td>
</tr>
<tr>
<td>2. Developing Paragraph</td>
</tr>
</tbody>
</table>

UNIT IV - Business Correspondence

<table>
<thead>
<tr>
<th>16</th>
</tr>
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<tbody>
<tr>
<td>1. Letters of Enquiry</td>
</tr>
<tr>
<td>2. Letters of Order</td>
</tr>
<tr>
<td>3. Letters of Complaint</td>
</tr>
<tr>
<td>4. Letters of Appointment</td>
</tr>
</tbody>
</table>

Reference Books

1) PRUDENCE AN ANTHOLOGY FOR DEGREE CLASSES : BOARD OF EDITORS ORIENT BLACK SWAN
2) Essentials of Business Communications : Rajendra Pal & J. S. Korlahalli
4) Business Correspondence & Report Writing : R. C. Sharma & Krishna Mohan
5) Synergy : Communication in English and Study Skills : Board of Editors Publ. Orient BlackSwan
7) Developing Communication Skill : Mohan Pub: Macmillan
**Objective:**
1. The Poems and Prose Passage serve the purpose of developing Reading Skill and to know about the worldly ways of the World.
2. To make students aware about the basic knowledge of English Grammar, and to develop among them an ability of effective communication in English.
3. To make aware about the basics of Business Communication.

**UNIT I- Prose**

**Allotment**

1. A Talk On Advertising By Herman Wouk  
2. Making A Contract By Philip Binham  
4. Menaseh’s Dream By Issac Bashevis Singer.

**UNIT II- Poetry**

2. Hunger By Jayant Mahapatra.  

**UNIT III- Writing Skills**

1. Report Writing  
2. Advertisement

**UNIT IV- Basic Language Skill & Grammar Usage**

1. Tenses  
2. Preposition  
3. One Word Substitution  
4. Idioms and Phrases

**Reference Books**

8) PRUDENCE AN ANTHOLOGY FOR DEGREE CLASSES : BOARD OF EDITORS ORIENT BLACK SWAN  
9) Essentials of Business Communications : Rajendra Pal & J. S. Korlahalli  
11) Business Correspondence & Report Writing : R. C. Sharma & Krishna Mohan  
12) Synergy : Communication in English and Study Skills : Board of Editors Publ. Orient BlackSwan  
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<th>गद्ध (पृष्ठ)</th>
<th>पठक</th>
<th>गद्ध (पृष्ठ)</th>
<th>अंतर्गत</th>
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<td>१६</td>
<td>२०</td>
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<td>१६</td>
<td>२०</td>
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<th align="left">प्रथम सन्त — अभ्यासक्रम</th>
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<td align="left">गद्ध —</td>
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<td align="left">१. भाषाविद्या ची सामाजिक दृष्टी — श्री. म. मोटे ‘साहित्याधर’ — श्री. म. मोटे, पुंगे.</td>
</tr>
<tr>
<td align="left">२. एक रात्रू एक जन्म — डॉ. विभ. कोळ्याते नागपूर आकाशवाणीवरील भाषण — साहित्यसुधा</td>
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<tr>
<td align="left">भाग ३</td>
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<td align="left">३. श्री गाडनेबाबा — श्री. मुहुकर केंद्रे ‘विद्वानोंचे रोलीकार’— साहित्यप्रसार केंद्र, नागपूर</td>
</tr>
<tr>
<td align="left">४. जीवनात्मा सुंदरी मिळवाई — बाबा आमटे ‘उज्जवल उद्यासाठू’, गुजर युक्त अनुभाव, पुंगे.</td>
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<td align="left">५. विनोदरुत्तरी — डॉ. अ. अ. बटी ‘विनोद — एक व्याख्यान’, परिमल प्रकाशन, ओळंगाव.</td>
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<td align="left">६. वैज्ञानिक दृष्टीकोण महणजे काळ? डॉ. जयत नारकीकर विज्ञान आणि वैज्ञानिक</td>
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<th>पद —</th>
<th>कल्वी</th>
<th>संदर्भ</th>
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<td>१. फसादपदन — हानेश्वर ‘हानेश्वर’</td>
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<tr>
<td>२. फटका — अनंत फडी</td>
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<td>३. नवा शिपाई — केशवभोत ‘हरपले शेष’ कॉन्ट्र. प्रका. पुंगे</td>
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<tr>
<td>४. पृथ्वीचे प्रेमगीत — कुंभुमाराज ‘विशाला’ कॉन्ट्र. प्रका. पुंगे</td>
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<td>५. तेथे कर माधे जुलती — बा. भ. बोरकर ‘बोरकारची कविता’, मोज प्रका. मुंबई</td>
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<td>६. वसंतरेच जनसोहळी — सुभाष कार्यानी ‘नोकट प्रहाण्या फकौर’, दास गण्य प्रका. नागपूर</td>
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<thead>
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<td>२. प्रत्यय माझ्यासाठी लेखन</td>
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<tr>
<td>३. संस्कृत कला</td>
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</tbody>
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पश्चिम पश्चिमेचे स्वरूप द्वितीय सन्त
| प्र 1 क. 7, 8, 9, 10 या गद्यावली दीर्घांली प्रसन (दोन फैक्टी एक) | 16 गुण |
| प्र 2 क. 7, 8, 9, 10 या पदावर दीर्घांली प्रसन (दोन फैक्टी एक) | 16 गुण |
| म 3 क. 7, 8, 9, 10, 11, 12 या गद्यावली लघुतरी ४ प्रश्नात्तं एक गट (दोन फैक्टी एक) | 16 गुण |
| म 4 क. 7, 8, 9, 10, 11, 12 या गद्यावली लघुतरी ४ प्रश्नाना एक गट (दोन फैक्टी एक) | 16 गुण |
| म 5 वरिष्ठ ४ घटकांक ४ प्रसन अनिवार्य | 16 गुण |
| एकूण ८० गुण |

अंतर्गत मूल्यांकन—

| व्यक्तरण— | रस व अलंका | ५ गुण |
| परिस्थितीचे आयोजन | ५ गुण |
| प्रतिलेख ( व्यक्तित्व व कार्यालयीन ) | ५ गुण |
| नोकरशाती अर्थ | ५ गुण |
| एकूण २० गुण |

### द्वितीय सत्त:— अभ्यासक्रम

| गद्ध— | लेखक | संदर्भ ग्रंथ |
| ७. जागरीतौन करण आणि मराठी साहित्य | निशिकाल मिरजकर | भाषादर्पणा’, भी. कोल १ र.तु.म. नागपूर |
| ६. विवाचारात | निर्माणाली अध्यक्ष | ‘उद्वेदगि’, राजके रत्नाकर. गुणे |
| ७. मराठी मागृह जोगी धार्मिक माणे का ? | भी. जी. शाकों दत्त | ‘जोगीधार्म’— साहित्यप्रसार केन्द्र, नागपूर |
| ६. नरेंद्र जाधव | अ. नरेंद्र जाधव | ‘उद्वेदगि’, राजके रत्नाकर. गुणे |
| ४. शारीरिकता दंडर: दर्शा आणि दिशा | अ. हरिचंद्र बोटकर | शारीरिकता दंडर’, दस्ताने प्रका. गुणे |
| ५. वाच आणि मो | अ. धामनकर | ‘वाच’, वी.विद्या प्रका. गुणे |

| पथ— | कवी | संदर्भ ग्रंथ |
| ७. तयास मानव वेगवाच का ? | साविकोले पांडे | ‘काब्य फुले’ |
| ८. दे वरचि असा दे | राक्षसंग दुकानांवी महापुरुष ‘राष्ट्रीय भवनाकर’ श्री श्रीवास रत्नाकर, गुरुकुल आयोजन, मोढेरी | रंग माझा वेगह, साहित्यप्रसार केंद्र, नागपूर |
| ६. उपकाल होता होता | सुमेश भट्ट | ग्रंथ माझा वेगह, साहित्यप्रसार केंद्र, नागपूर |
| ७. पुरती | विदुर्दल वाव | कथा मातृत्व मातृत्व |
| ८. गाय | वामन निवालकर | गावकुदागाचीहीं कविता, प्रोजेक्ट प्रका. |

| उपयोजित मराठी— | मराठी व्यक्तरण |
| प्रतिलेख, परिस्थिती |

| ६ | व प a e |
प्रश्न पत्रिकेचे स्वरूप द्वितीय सत्र

म १ के. ७, ८, ९, १० या गद्यपाठवर दीर्घतरी प्रश्न (दोन पैकी एक)
म २ के. ७, ८, ९, १० या पदावर दीर्घतरी प्रश्न (दोन पैकी एक)
म ३ के. ७, ८, ९, २०, २१, २२ या गद्यपाठवर लघुतरी ४ प्रश्नांचा एक गट
(दोन गटपैकी एक)
म ४ के. ६, ७, ८, ९, १०, ११, १२ या पदावर लघुतरी ४ प्रश्नांचा एक गट
(दोन गटपैकी एक)
म ५ बरीच ४ घटकावर ४ प्रश्न अनिवार्य

अंतर्गत ज्ञानांकन–
याकरण– रस व अलंकार
परिसरादाने आयोजन
पत्रलेखन (यांविसत व कार्यालयी)
नोकरीसाठी अर्थ

एकून १६ गुण
एकून २० गुण
गौडवाना विश्वविद्यालय, गडचिरोली
हिंदी (अनिवार्य)

जून: २०१२    वी.कोम.प्रथम (प्रथम सत्र)    कुल अंक: ८०+२०

पाठ्यपुस्तक: साहित्य कलश

घट्टकीरण, प्रश्नपत्र का प्रारूप एवं अंक विभाजन

इकाई: एक –

पाठ्यपुस्तक के निर्धारित पंक्ति में से चार - चार सूची प्रश्नों के दो समूह होंगे, जिनमें से किसी एक से सभी प्रश्नों के अंतर्गत देने होंगे, प्रत्येक प्रश्न 1 अंक के होंगे।

कुल अंक होंगे (२०)

इकाई: दो –

पाठ्यपुस्तक के निर्धारित कविता बंड में से दो
सूचना :

1. इकाईएक औरदो के अंतर्गत पूछे जाने वाले सभी प्रश्न लघुत्रीय होंगे। प्रश्नों के उत्तर लगभग 25 पंक्तियाँ में अपेक्षित है।

2. इकाईएक औरदो में पूछे गये सभी प्रश्न विकल्प के साथ होंगे।

3. इकाई तीन के अंतर्गत पूछे गए प्रश्नों के उत्तर कम से कम 150 शब्दों के होने चाहिए।

4. इकाई चार में पूछे गए सभी प्रश्न लघुत्रीय होंगे।

5. इकाई पांच के अंतर्गत पूछे गए सभी प्रश्न अति लघुत्री होंगे। जिनके उत्तर 4 से 5 पंक्तियों में देने होंगे।

6. अंतर्गत मूल्यांकन 20 अंक
   - मूल्यांकन 10 अंक
   - परिचय/परिचय 10 अंक

पाठ्यक्रम

ग्रंथ विभाग : 1.परंदा - यशवंत (कहानी 2.शरणागत
हिंदी (अनिवार्य)

कुल अंक: 80+20

पाठ्यपुस्तक: अ) साहित्य कला
ब) व्यावहारिक हिंदी जान

ग्रहणीकरण, प्रश्नपत्र का प्रारूप एवं अंक विभाजन

इकाई: एक –

पाठ्यपुस्तक के निर्धारित गद्य खंड में से चार –चार लघुत्री प्रश्नों के दो समूह होंगे, जिनमें से किसी एक ही समूह के सभी प्रश्नों के उत्तर देने होंगे। प्रत्येक प्रश्न 5 अंक के होंगे। कुल अंक होंगे (20)

इकाई: दो –

पाठ्यपुस्तक के निर्धारित कविता खंड में से दो
सूचना:

1. इकाई एक और दो के अंतर्गत पूछे जाने वाले सभी प्रश्न लघुत्रीय होंगे. प्रश्नों के उत्तर लगभग २५ पंक्तियों में अपेक्षित है.

2. इकाई एक और दो में पूछे गए सभी प्रश्न विकल्प के साथ होंगे.

3. इकाई तीन के अंतर्गत पूछे गए प्रश्न के उत्तर कम से कम १५० शब्दों के होने चाहिए.

4. इकाई चार में प्रशासनिक शब्दावली के हिंदी से अंग्रेजी (५) और अंग्रेजी से हिंदी के (५) कुल दस अनियम शब्द दिए जाएंगे.

5. इकाई पांच के अंतर्गत पूछे गए सभी प्रश्न अंतिम लघुत्रीय होंगे. जिनके उत्तर लगभग ५ से ५ पंक्तियों में अपेक्षित है.

6. अंतर्गत मूल्यांकन २० अंक
   - गृहपाठ १० अंक
   - परिसंवाद/परिचया १० अंक

-------------------------------------------------------------------------------------------------

गध विभाग : १. सदाचार का सागर हरिशंकर परशार (व्याख्या) २. ममता जयेंद्रप्रसाद (कहानी) ३. इंजीनियरिंग प्रौद्योगिकी

पय विभाग : १. प्रत्येक गोपालदास सह्याद्रि (व्याख्या) २. नन्दी श्रीराम (कहानी) ३. गोपालदास लोकप्रिय संगीत (कहानी)

पद्धति : व्याख्यात्मक, माननीय संस्थाओं के प्रश्नावली, आदेश एवं मौल प्रश्न की स्वीकृति.

नामांकन : महादेवी गर्वांक

ब) प्रशासनिक शब्दावली और कंप्यूटर : अंग्रेजी से हिंदी और हिंदी से अंग्रेजी प्रशासनिक शब्दावली, विशेषतः कंप्यूटर का सामान्य परिचय, प्रकार और उपयोग.

-------------------------------------------------------------------------------------------------

सन्दर्भ:

श्रेणी १. प्रयोजनमुक्त हिंदी संस्थाएँ एवं अनुप्रयोग  डॉ. रामप्रकाश गुप्त राजस्थान विश्वविद्यालय, निदेशक २. व्याख्यात्मक हिंदी भाषा के लिए डॉ. शैलेन्द्र कुमार तुलनात्मक वर्तनविद्या, समाजशास्त्र विभाग, इलाहाबाद विश्वविद्यालय, विद्याभूत ३. समाजशास्त्र हिंदी  परिदृश्य नाथ पाण्डेय, नालंदा पत्रिका प्रकाशन, इलाहाबाद ४. मानविक हिंदी व्याकरण डॉ. अर्जुन कुमार तुलनात्मक वर्तनविद्या, समाजशास्त्र विभाग, इलाहाबाद विश्वविद्यालय ५. राजस्थान शब्दकोश, डॉ. हरदेव बाहारी लोकशास्त्री भाषा विभाग, इलाहाबाद विश्वविद्यालय ६. संगीत लघुत्रीय व्याकरण डॉ. भाष्यान्क, अनुप्रयोग विभाग, इलाहाबाद विश्वविद्यालय एवं हिंदी मহाविद्यालय, हैदराबाद.
 Objectives:

1. The prose pieces, poems and short stories serve the purpose of developing reading skill, to enrich vocabulary and understand men and manners.

2. This will provide the students an opportunity to learn language elements and their application.

3. This will help them to learn the basic knowledge of English Grammar and Business correspondence.

Semester I:

Unit I  Prose

1. Rising Tide of Urban Chaos by Colin Legum
2. The Gold Frame by R. K. Laxman
3. Good Manners by J. C. Hills
4. With the Photographer by Stephen Leacock

Unit II  Poetry

1. Ballad of the Landlord by Langston Hughes
2. Ecology by A. K. Ramanujan
3. When I Set Out for Lyonnesse by Thomas Hardy

Unit III  Short Stories

1. Umbrella by Guy De Maupassant
2. Lament by Anton Chekov
3. The Last Leaf by O” Henry

Unit IV  Language Skills: Grammar & Usage

1. Tenses (Fill in the blanks with appropriate tense form from the verb given in the brackets)
2. Transformation of Sentences
3. One Word Substitution
4. Idioms/ Phrases
-Reference Books for textual contents - Prose, Poetry and Short Stories

1. Realms Of Gold (An Anthology of Prose and Poetry)
   Orient BlackSwan


-Recommended reading for Grammar & Composition -

1. Macmillan English Grammar and Composition by R. C. Jain (Macmillan India LTD)
2. Macmillan Foundation English by R.K Dwivedi & A. Kumar (Macmillan)
3. Contemporary English Grammar & Composition by David Green (Macmillan)
4. Success with Grammar and Composition by K. R. Narayanswami (Orient Longman)

1. Macmillan Phrasal Verbs (Macmillan)

Semester I : Distribution of Marks

<table>
<thead>
<tr>
<th></th>
<th>Theory</th>
<th>Internal</th>
<th>Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Texts ( Prose, Poetry &amp; Short Stories )</td>
<td>64</td>
<td>20</td>
<td>--</td>
</tr>
<tr>
<td>2. Language Skills: Grammar &amp; Usage</td>
<td>16</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

Semester I : Pattern of Question Paper:

Que : 1. A) One Long Answer Question out of Two to be answered in about 150 words (Based on Prescribed Text-unit I) 08

B) One Long Answer Question out of Two to be answered in about 150 words (Based on Prescribed Text-unit I) 08

Que : 2. A) One Long Answer Question out of Two to be answered in about 150 words (Based on Prescribed Text-unit II) 08

B) One Long Answer Question out of Two to be answered in about 150 words (Based on Prescribed Text-unit III) 08

Que : 3. A) Two Short Answer Questions out of Four to be answered in about 50 words (Based on Prescribed Text-unit I) 08

B) Two Short Answer Questions out of Four to be answered in about 50 words (Based on Prescribed Text-unit II) 06

C) Two Short Answer Questions out of Four to be answered in about
Que : 4. A) Fill in the blanks with appropriate verb forms given in the brackets.

(Four out of six)

B) Four Sentences for Transformation
C) Four items for One Word Substitution
D) Phrases to be used in sentences (Four out of six)

Que : 5. A) Eight very short Answer Question to be answered in one sentence or not more than three lines each :

(Based on Prescribed Text-unit I & III)

B) Two stanzas for identification of the names of poems and poets

(Based on Prescribed Text-unit II)

**SYLLABUS** : B.Com. Part I

**SUPPLEMENTARY ENGLISH**

**Semester II**

**Unit I  Prose**

1. A Talk on Advertising by Herman Wouk
2. Making a Contract by Philip Bingham
3. The Scientific Point of View by J. B. S. Haldane
4. The Sun, the Planets and the Stars by C. Jones

**Unit II  Poetry**

1. All in June by W. H. Davies
2. The Best of School by D. H. Lawrence
3. To the Indians Who Died in Africa by T. S. Eliot

**Unit III  Short Stories**

2. Luncheon by W. S. Maugham
3. Fly by Katherine Mansfield
4. The Trail Of Green Blazer by R. K. Narayan
Unit IV - Letter writing, Reading and Comprehension

1. Writing Application with Bio-Data, Congratulatory or Thanks Giving Letter
2. Precis/Summary writing

-Reference Books for textual contents - Prose, Poetry and Short Stories-

1. Realms Of Gold (An Anthology of Prose and Poetry)
   Orient BlackSwan


-Recommended reading for Grammar & Composition-

1. Macmillan English Grammar and Composition by R. C. Jain (Macmillan India LTD)
2. Macmillan Foundation English by R.K Dwivedi & A. Kumar (Macmillan)
3. Contemporary English Grammar & Composition by David Green (Macmillan)
4. Success with Grammar and Composition by K. R. Narayanswami (Orient Longman)
5. Macmillan Phrasal Verbs (Macmillan)

Semester II : Distribution of Marks

<table>
<thead>
<tr>
<th>Theory</th>
<th>Internal</th>
<th>Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>64</td>
<td>20</td>
<td>--</td>
</tr>
<tr>
<td>1. Texts (Prose, Poetry &amp; Short Stories)</td>
<td>16</td>
<td>--</td>
</tr>
</tbody>
</table>

Semester II : Pattern of Question Paper:

Que : 1. A) One Long Answer Question out of Two to be answered in about 150 words (Based on Prescribed Text-unit I) 08
   B) One Long Answer Question out of Two to be answered in about 150 words (Based on Prescribed Text-unit I) 08

Que : 2. A) One Long Answer Question out of Two to be answered in about 150 words (Based on Prescribed Text-unit II) 08
   B) One Long Answer Question out of Two to be answered in about 150 words (Based on Prescribed Text-unit III) 08

Que : 3. A) Two Short Answer Questions out of Four to be answered in about 50 words (Based on Prescribed Text-unit I) 08
B) Two Short Answer Questions out of Four to be answered in about 50 words (Based on Prescribed Text-unit II) 06

C) Two Short Answer Questions out of Four to be answered in about 50 words (Based on Prescribed Text-unit III) 06

Que : 4. A) Write application with Bio-Data OR 08

Congratulatory or Thanks Giving letter

(Based on Prescribed- Unit IV)

B) Write précis/ summary of the given passage 08

(Based on Prescribed- Unit IV)

Que : 5. A) Eight very short Answer Question to be answered in one sentence or not more than three lines each : 08

(Based on Prescribed Text-unit I & III)

B) Two stanzas for identification of the names of poems and poets 04

Prof. Dr. A. V. Dhote

Prof. Dr. H. B. Dhote

**PREFACE**

The compilation of any anthology is a challenging task, and particularly like this one. In today’s world of Liberalization, Privatization and Globalization English Language is playing is playing a very important role. So the main purpose of this anthology is to expose the students of undergraduate classes to basic language skills and to more and more creative uses of English Language. This anthology is also meant to achieve other objectives i.e. strengthening their understanding of the world, making them responsible and responsive to environment, giving them intellectual strength, to advise and guide them how best to face challenges of this modern world.

I would like to express my deep-felt gratitude to...Please mention the name/names of hon. VC, director of BCUD, Registrar, Dean Dr. R.G. Munghate and others if you want)
Attempts have been made to follow the guidelines of University Grant Commission through the selection of contents on the one hand and to cater the practical needs of the undergraduate students on the other. We hope all the users of the anthology will find this book useful.

Dr. A.V. Dhote.

Dr. H.B. Dhote.
**Objective**

1. To expose students to basic micro economics concepts.
2. To apply economic analysis in the formulation of business policies.
3. To use economic reasoning to problems of business.

<table>
<thead>
<tr>
<th>Unit No</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>INTRODUCTION</strong></td>
</tr>
<tr>
<td></td>
<td>1.1 Meaning, Nature and Scope of Business Economics</td>
</tr>
<tr>
<td></td>
<td>1.2 Micro and Macro Economics; Meaning, Scope, Merits &amp; Demerits,</td>
</tr>
<tr>
<td></td>
<td>13 Difference Between Micro and Macro Economics.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>DEMAND ANALYSIS</strong></td>
</tr>
<tr>
<td></td>
<td>2.1 Demand: Meaning and Schedules of Demand, Factors Determining Market Demand</td>
</tr>
<tr>
<td></td>
<td>22 Elasticity of Demand and their types</td>
</tr>
<tr>
<td></td>
<td>23 Determinants of elasticity of demand; Importance of Elasticity of demand.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>Production Function</strong></td>
</tr>
<tr>
<td></td>
<td>3.1 Concept of Production</td>
</tr>
<tr>
<td></td>
<td>3.2 Factors Of Production</td>
</tr>
<tr>
<td></td>
<td>33 Law of variable proportions</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>POPULATION</strong></td>
</tr>
<tr>
<td>41</td>
<td>Malthus’ Theory of population.</td>
</tr>
<tr>
<td>42</td>
<td>A Policy adopted China for Population.</td>
</tr>
<tr>
<td>43</td>
<td>Current Policy for Population adopted by India</td>
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</tbody>
</table>
# UNIT 1: PRICING UNDER VARIOUS MARKET CONDITION

<table>
<thead>
<tr>
<th>No</th>
<th>Topics</th>
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<tbody>
<tr>
<td>1.1</td>
<td>Perfect Competition: Equilibrium of Firm and Industry under Perfect Competition</td>
</tr>
<tr>
<td>1.2</td>
<td>Monopoly: Price Determination under Monopoly.</td>
</tr>
<tr>
<td>1.3</td>
<td>Monopolistic Competition: Price and Output Determination under Monopolistic Competition.</td>
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</table>

# UNIT 2: COST ANALYSIS

<table>
<thead>
<tr>
<th>No</th>
<th>Topics</th>
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<tbody>
<tr>
<td>2.1</td>
<td>Accounting Costs and Economic Costs</td>
</tr>
<tr>
<td>2.2</td>
<td>Short Run Cost Analysis: Fixed, Variable and Total Cost Curves</td>
</tr>
<tr>
<td></td>
<td>Average and Marginal Costs.</td>
</tr>
<tr>
<td>2.3</td>
<td>Long Run Cost Analysis: Economies and Diseconomies of Scale and Long Run Average and Marginal Cost Curves</td>
</tr>
</tbody>
</table>

# UNIT 3: RENT AND WAGES

<table>
<thead>
<tr>
<th>No</th>
<th>Topics</th>
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<tbody>
<tr>
<td>3.1</td>
<td>Rent: Concept of Economic Rent</td>
</tr>
<tr>
<td>3.2</td>
<td>Ricardian Theory of Rent, Modern Theory of Rent and Quasi Rent</td>
</tr>
<tr>
<td>3.3</td>
<td>Wages: Money-Wages and Real Wages- causes of wage Differentials</td>
</tr>
</tbody>
</table>

# UNIT 4: INTEREST AND PROFIT

<table>
<thead>
<tr>
<th>No</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Interest: Concept and theories of interest-Loanable Funds Theory, Liquidity Preference Theory.</td>
</tr>
<tr>
<td>4.2</td>
<td>Profit: Nature and concepts, Theories of Profit: Innovation Theory, Risk Theory, Uncertainty Bearing Theory,</td>
</tr>
</tbody>
</table>

## TOTAL

### Recommended Books

1. Business Economics H.L.Ahuja-S.Chand and Company New Delhi 110055
4. Basic Economics and Business Environment G.M.Kochar, Dr. K.B.Moharir, Gurbir KaurKhalsa, Dr. DevendraKawde Das GanPrakashan, Nagpur. i.S.B.N.No.
   - 978-93-81660-19-3
5. Micro Economics D.N. Dwivedi Pearson Publication NOIDA (U.P.)
   - अध्यायांक प्रथम धारावर डी.एन. द्विवेदी पेयरसन पब्लिकेशन NOIDA (U.P.)
   - 6. अध्यायांक अध्यायांक हेतु प्रेमचंद प्रकाशन समस्यासमीत नागपूर.
   - 7. अध्यायांक अध्यायांक —डी.एन. द्विवेदी पेयरसन पब्लिकेशन NOIDA (U.P.)

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B.Com. Part I

PRINCIPLES OF MANAGEMENT - I

Semester - I

Objectives:

1) To provide a basis of understanding to the students with reference to working of Business Organization through the Process of Management.
2) On completion of the syllabi the student will understand the basic Principles of Management- will acquainted himself with management process, functions and principles. Student will also get the idea about new development in management.


Unit-II : Evaluation of management: Contribution of F.W.Taylor, Henry Fayol, Elton Mayo chester Barhard and Peter Drucker to the management (i.e School of management thought) Indian Management Thought. - 15 Periods

Unit-III : Functions of Management:


Books recommended
2. Management Theory and Practice- J. N. Chandan
3. Essential of Business Administration K. Aswathapa Himalaya Publishing House
4. Principles and Practice of Management- Dr. L.M. Prasad, Sultan chand a & Sons – New Delhi
5. Business Organization and Management Dr- Y. K. Bhushan

10 Principle of Management – S.B. Kishor, Das Ganu Prakashan

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B.Com. Part I Semester System

Semester-II

Principles of Management : Paper-II

Objectives:
1. To acquaint the Students with the basic concept, Principles and functions of Management.
2. To make students aware about the recent trends in management.

Unit-I: Direction and Communication

- 15 Periods

Unit-II: Motivation and Leadership
Motivation- Meaning, importance, Theories of motivation- (Maslow” s need Hierarchy Theory, -Herzberg” s Theory, Douglas, McGregor” s Theory, `x” and Theory `y” , McClelland” s Theory) Leadership – Meaning and Importance, Qualities, Functions of leader, Leadership styles.

- 15 Periods

Unit-III: Co-ordination and Control

- 15 Periods

Unit-IV: New Trends in Management :
2. Disaster Management.
4. Event Management.

- 15 Periods

Books recommended
1. Principles of Management- Koontz & O” Donnel
2. The Management Process- R.S. Davar
4. Business Administration- Mritunjoyo Banerjee
5. Principles and Practice – T.N. Chhabra, Dhanapat Rai & Co. of Management
6. Management- Prasad
7. Ancient Indian Commerce Dr. Ambedkar
8. Makers of Modern India- NBT Publishers
9. Economics Thought of Dr. B.R.Ambedkar- Dr. Narendra Jadhav
10.Articles & Speeches of Dr. B. R. Ambedkar, Mahatma Gandhi, Pandit Nehru
11 Principle of Management – S.B. Kishor, Das Ganu Prakashan
B. com. Part I

Semester I

Financial Accounting- Paper I

Theory - 80 Marks
Internal Assessment - 20 Marks

Objectives —

The Course aims at acquainting the students with the emerging issues in business, trade and commerce regarding recording, maintaining and presenting the accounting and financial facts.

Unit I  An overview of basic of Book Keeping and Accountancy, Theory and practice pertaining to recording of transaction in an intergraded manner right from basic rules to Final Accounts (Journal, Ledger, Cashbook and Trial Balance). Accounting Concepts and Conventions and relevant Accounting standards, Accounting Policies and their discloser.

Unit II  Final Accounts of Trading Co-operative societies (As per Maharashtra State co-operatives societies Act 1960).

Unit III  Depreciation Accounting

Concept of Depreciation, Causes, Methods of recording depreciation, Accounting treatments under Annuity method, Depreciation Fund investment method, Depreciation Fund insurance policy method.

Unit IV  Accounts of Professionals

Practical problems based on preparation of Receipt and Payment Account and Income and Expenditure Accounts and Balance sheet
of medical practitioners and professionals accounts

Books Recommended


3. Accountancy for C. A. Foundation course - P. C. Tulsian, Tata Mc-graw Hill


8. Financial Accounting- B. S. Raman

9. Advance Accounting-S. Kr Paul

# B.com - part I

## Semester II

**Financial Accounting Paper II**

<table>
<thead>
<tr>
<th>Theory 80 marks</th>
<th>Internal assessment 20 marks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objectives</strong></td>
<td></td>
</tr>
<tr>
<td>To impart basic Accounting knowledge as applicable to business.</td>
<td></td>
</tr>
</tbody>
</table>

**Unit I**  
**Hire purchase and Instalment purchase System**

Concept of Hire purchase and Instalment purchase, distinction between Hire purchase and Instalment Purchase system, legal provision and rights of vendor and purchaser under both purchases system, Accounting treatments in the books of purchaser and vendor under various condition. [excluding repossessions].

**Unit II**  
**Consignment Account**

16

**Unit III**  
**Branch accounts excluding foreign branch.**

16

**Unit IV**  
**Royalty A/c (excluding sub lease) only minimum rent account method.**

14

### Books Recommended

3. Accountancy for C. A. Foundation course - P. C. Tulsian, Tata Mc-graw Hill
8. Financial Accounting- B. S. Raman
9. Advance Accounting-S. Kr Paul
B.Com, Part I
Semester-I

Statistics techniques and Business mathematics-Paper I

Theory - 80 Marks
Internal Assessment - 20 Marks

Objectives-
To provide basic knowledge and understanding of important statistical tools and statistics and Mathematics elementary application to business example.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Topic</th>
<th>Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit I</td>
<td>Concept, Nature and Scope, Functions, Significance, Limitation of statistics</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Statistical data collecting Primary and secondary data, methods of collecting primary data</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sources and secondary data.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentation of Statistical data- classification, tabulation, frequency distribution,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>diagrams and graphs.</td>
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<tr>
<td></td>
<td>Concept of central tendency</td>
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<tr>
<td></td>
<td>Measures of central tendency arithmetic mean, median, mode, geometric mean and harmonic mean.</td>
<td></td>
</tr>
<tr>
<td>Unit II</td>
<td>Concept, Objective, Nature of dispersion, measures of dispersion Range, Standard deviation</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>and its Co-efficient, Co-efficient of Variation, Mean deviation.</td>
<td></td>
</tr>
<tr>
<td>Unit III</td>
<td>Concept, Type, Causes and different Measures of Skewness, Concept, Merit, Demerits, and</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Measures of Inter quartile Range and Quartile deviation</td>
<td></td>
</tr>
<tr>
<td>Unit IV</td>
<td>Business mathematics-</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Simple and compound interest, Percentages.</td>
<td></td>
</tr>
</tbody>
</table>
Books Recommended

1. Fundamentals of Information technology
   Deepak Bharihoke
   Excel Books, New Delhi

2. Statistics for Business and economics
   Hooda R.P.
   Macmillan, New Delhi

3. Statistics Methods
   S.P. Gupta
   Sultan Chand & Sons, New Delhi

4. Basic of Computer & Statistical Technique
   Dr. Rahul Sawlikar, Dr. S. B. Kishor
   Das Ganu Prakashan, Nagpur
   ISBN - 978-81-921757-8-2

5. Statistics
   R.S.N. Pillia
   V. Bhagvathi
   S. Chand & Company, New Delhi

6. Fundamental of Statistics
   A.K. Agrawal & Sahib Singh
   Frank Sons, New Delhi

7. Standard Problems and Formule of Statistics
   Dr. Rahul Sawlikar, Dr. S. B. Kishor
   Das Ganu Prakashan, Nagpur

8. Statistics for Management
   Lewin and Rubin
   Prentice-Hall of India, New Delhi

B.Com. Part I
Semester-II

Statistics techniques and Business mathematics-Paper II

Theory - 80 Marks
Internal Assessment - 20 Marks

Objectives-

To provide basic knowledge and understanding of important statistical tools and statistics and Mathematics elementary application to business example.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Correlation and Regression</th>
<th>Karl Pearson Co-efficient for Ungrouped &amp; Grouped data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>16 Spearman’s rank correlation Co-efficient Regression (Simple)</td>
</tr>
</tbody>
</table>

Periods Allotments
Unit - II  Index Number  – Fisher’s Ideal Index Number,  
Dorbish and Bowle’s method,  
Pasche method, Lasprey’s method

Unit III  Chi-Square Test

Unit IV  Business mathematics-  
Ratio and Proportion, Profit & Loss.

Books Recommended

1. Fundamentals of Information technology  
   Deepak Bharihoke  
   Excel Books, New Delhi

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   Das Ganu Prakashan, Nagpur

8. Statistics for Management  
   Lewin and Rubin  
   Prentice-Hall of India, New Delhi.

9. गाञ्चे  
   हॉ.एम. एम. शूल्क
Objectives:
1. To acquaint the Students with the basic knowledge of Marketing
2. To make students aware about the modern trends in marketing

UNIT : I : Introduction:
-15 Periods

UNIT : II : Consumer Behaviors
Meaning, definition, Importance and Characteristics of consumer Behavior, Determinants (Factors) affection the consumer behavior-Psychological factors, personal factor, social factor Buying Motives of Consumer behaviors
-15 Periods

UNIT – III : Pricing Policies
Meaning and Significance of price, Meaning and objectives of Pricing, decision factors, Influencing pricing decision.
-15 Periods

UNIT – IV :Product Identification
Bandung Importance – Causes, which discourage the use of branding :peaking Objectives, functions and importance.
-15 Periods

Reference Books –
2) Marketing Management – Prof. Milind Kothari,Ramesh Book Depot, Jaypur, New Delhi
3) Marketing Management –Prof.Kothari, Mehta,Sharma,Ramesh Book Depot, Jaypur,New Delhi
4. गतिशीलविविधता—डॉ. सुब्रमणनकर, साईनाथप्रकाशन
5. वषणनाथीति—डॉ. फडके, पिंच्छापुष्पप्रकाशननागपूर
5- Consumer Behavior by Schiffman- Kanuk
GONDWANA UNIVERSITY, GADCHIROLI
B. Com. I (SEMESTER – II)
BASIC MARKETING MANAGEMENT (Paper – II)

Objectives :-
1. To acquaint the students with the basic concept of Principles of Marketing
2. To make students aware about the recent in marketing

Unit – I (Channels of Distribution)

Unit- II (Advertisement)
Meaning, Definition, Objective, Importance and Merits, Demerits of Advertisement. Advertisement and sales, Advertising Agencies, Functions of Advertising Agencies, Technique of Advertisement.

Unit- III (Sales Forecasting)
Definition, Types, Concept, Objectives, Factors Influencing to sales forecasting of sales forecasting, limitations of Buyer’s Intention survey method, Technique, Importance of Sales forecasting.

Unit – IV (Product Life cycle)

Reference Books :-
1. Dynamic of Marketing – Dr.Sudhir Bodhankar&Prof. V. Aloni
2. Principles of Marketing – Dr.Fadake
Objectives: - To develop understanding of the concepts of Human Resource Development to gain and insight of the factors which go into the making of an efficient HRD Manager

Unit- I

Introduction to Human Resource Management :-
- Concept, Definition, Objective, Scope, Functions and significance of Human Resource management.
- Recruitment and Selection :-Recruitment – Definitions, Types and Sources. Selection- Definitions, Scope, Process and Steps.
- Interview-Definition, Objective, Types. Induction- Definition, Objectives, Steps of Induction.

Unit-II

Training and development :-
- Training: - Definitions, characteristics, Objectives of Training. Needs and importance of training, methods of training on the job and the job training.

Unit-III

Performance Appraisal :-
- Concept, Definition and Objectives of Performance Appraisal. Methods and Techniques of Performance Appraisal.
- How to make Performance Appraisal effective
- Job Evaluation- definition, process and objectives.

Unit-IV

Motivation, Moral and Productivity :-
- Definition, Importance, methods of Motivation.
- Morale, Morale and Productivity
- Job enrichment-Core Dimensions of Job Enrichment
- Executive Stress
- Introduction, objectives and factors effecting wage determination
- Incentive plans
- Profit Sharing
- Fringe benefits
Books recommended :-

1- Dr. P.C. Tripathi & N.C. Dapoor, Personal Management & Industrial Laws, Sultan Chand & Sons.

2- C.B. Mamoria, Personnel management, Himalaya Publishing House, New Delhi

3- R.S. Davar, Personnel management & Industrial Relation, Vikas Publications, New Delhi


Objectives: - To develop understanding of the concepts of human Resource Development to gain and insight of the factors which go into the making of an efficient HRD Manager.

Unit-I
Promotion, Demotion and Transfer:-
- Promotion: Meaning, Types, Principles of Promotion policy, Importance, Objectives and Basis of Promotion.
- Demotion: Meaning, Policy, Causes of Demotion and Principles of Demotion policies.
- Transfer: Meaning, Objectives, Types of Transfer, Principles of Transfer policies.

Unit-II
Workers absenteeism, Labour turnover and Lay-off:-
- Absenteeism: Meaning and causes of Absenteeism, Effects of Absenteeism of workers, Measures to reduce absenteeism of Industrial workers.
- Labour turnover: Meaning, Causes, Bad effects of Labour turnover, Measures to reduce to the rate of labour turnover.
- Lay-off: Meaning, Causes and Bad effects of Lay-off.

Unit-III
Role of Human Resource Development Manager:-
- Professionalization of Human Resource Development in India :- Main causes of Indian managerial movement, Causes of slow speed of the development of managerial movement in India
- Indian management institutions: - Development, Establishment and Objectives of Indian management institutes, Activities performed by the Indian Management Institutes.

Unit-IV
Human Resource Development :-
- Concept, Meaning, objective and Importance of Human Resource development.
- Quality Circle.
- Human Resource Accounting.

Books Recommended :-
2. Edwin Floppo, Perssonel Management.
3. Aswathappa K. Human Resource management
5. Michael Porter, HRM and human Relations.
**B. Com** part I

( Semester - I )

**Principles of Banking and Insurance - I**

**Objective**

1) The objective of this subject is to provide in depth knowledge on various aspect of banking system and insurance.

2) To make the students aware about the careers in the field of banking and insurance.

**Unit I : Banking meaning and functions**


**Unit II : Indian Banking system and their classification**

- Unit banking system
- Branch banking system
- Chain banking system
- Correspondent banking system
- Mixed banking system
- Universal banking system.

**Unit III : Conceptualisation of Insurance.**


**Unit IV : Types of Insurance**

Introduction, Classification on the basis of Nature of Insurance, Classification of Insurance from Business Point of View, Classification of Insurance from Risk Point of View.
Books Recommended :-

1) Indian Banking system ( Ramesh book depo Jaipur, New Delhi)
   Trivedi, Choudhary, Kumar

2) Banking and Financial Market in India 1947-2007
   ( New Century Publication, New Delhi )
   Niti Bhasin

3) Banking Theory and Practice
   ( Vikas Publication)
   K.C. Shekhar and Lakmi Shekhar.

4) Banking Theory Law and Practice ( S. Chand)
   K.P.M. Sundaram, DN.Varshney

5) Insurance Principal & Practice ( S. chand and Company New Delhi)
   M.N. Mishra

6) Insurance Principal & Practice ( S. Chand and company New Delhi)
   Vinayakam N. Radhaswamy & Vasu devan S.V

7) Insurance theory & Practice ( Pearls Book Delhi)
   Bhargava B.D.

8) Insurance Management ( Principles and Practices)
   Deep & Deep Publicaion Pvt. Ltd. ( F-159 Rajouri Garden, New Delhi- 110027)
   Karmal Pal, B.S. Bodla, M.C. Garg.
Question Paper scheme

Time 3 hours

Max Marks 80

Que - 1 From Unit I
a) Short Question 8
b) Short Question 8

OR

From Unit I

c) Long Question 16

Que - 2 From Unit II
a) Short Question 8
b) Short Question OR

From Unit II

c) Long Question 16

Que - 3 From Unit III
a) Short Question 8
b) Short Question OR

From Unit III

c) Long Question 16

Que - 4 From Unit IV
a) Short Question 8
b) Short Question OR

From Unit IV

c) Long Question 16

Que- 5 All questions Compulsary (marks 4x4) 16

From Unit I, II, III, IV
**B.Com** Part I  
**Semester II**  
**Principle of Banking and Insurance - II**

**Unit I: Banking Operation**
- Type of Account
- Process of Opening Operating and closing of a bank account
- General Precaution for opening of account.

**Unit II: E-Banking**
- Meaning of e-banking and core banking emergence and development of e-banking.
- Electronic banking product/service
  - i) Electronic payment system
  - ii) ATM
  - iii) Phone and Tele banking
  - iv) Internet banking
  - v) Electronic Fund transfer
- Benefits of e-banking to customer and to the banker.

**Unit III: INSURANCE PRINCIPLES**
- Introduction,
  - General Principles of Essentials of Insurance Contract
  - Specific Principles of Insurance contract
  - Miscellaneous Principles.

**Unit IV: SOCIAL SECURITY AND INSURANCE**
Introduction, exaltation of Insurance Organization, insurance Organization in India., Insurance and Social Security, Different Schemes of Social Security in Insurance.

Books Recommended :-

1) Indian Banking system ( Ramesh book depo Jaipur, New Delhi)
   Trivedi, Choudhary, Kumar

2) Banking and Financial Market in India 1947-2007
   ( New Century Publication, New Delhi )
   Niti Bhasin

3) Banking Theory and Practice
   ( Vikas Publication)
   K.C. Shekhar and Lakmi Shekhar.

4) Banking Theory Law and Practice ( S. Chand)
   K.P.M. Sundaram, DN.Varshney

5) Insurance Principal & Practice ( S. chand and Company New Delhi)
   M.N. Mishra

6) Insurance Principal & Practice ( S. Chand and company New Delhi)
   Vinayakam N. Radhaswamy & Vasu devan S.V

7) Insurance theory & Practice ( Pearls Book Delhi)
   Bhargava B.D.

8) Insurance Management ( Principles and Practices)
   Deep & Deep Publicaion Pvt. Ltd. ( F-159 Rajouri Garden, New Delhi- 110027)
   Karmal Pal, B.S. Bodla, M.C. Garg.
UNIT-I: Basic of Computer
Introduction to Computer, Types and Classification. Basic Anatomy of Computer: Block, Diagram of Computer, Generation of Computers. CPU: Function of Each Unit.
Data Representation: Decimal, Binary, Their Interconversion.

UNIT-II: Input/ Output Peripherals

UNIT-III: Storage Device
Memory: Primary, Cache, Flash, Storage Classification: Sequential, Random, Storage Devices: Pen Drive, Hard Disk, and Optical Disk, Blue Ray Disc.

UNIT-IV: Windows

Books:
2) Kamlesh Agarwal,”WAP the NET”, MacMillan Publication.
Practical - I based on IT, Windows

1. Study of various input devices with troubleshooting.
   a. To study and installation of keyboard.
   b. To study and installation of mouse.
2. Study of various output devices.
   a. To study the installation of printer.
3. To study the installation of multimedia.
4. Study of different operating system.
5. Study of booting process.
6. To study assembling and deassembling the PC.
7. To study and installation of antivirus software
8. Procedure to cleanup Disk, Disk fragmentation
9. Things to know while purchasing the computer.
10. Procedure to Copy and move the files from one location to another
11. Procedure to delete the files and restoring files and deleting files permanently.
12. Creating User accounts and setting personal environments
14. Switching between two application for example performing certain calculation using calculator and copy the result in notepad
15. Create some graphical images using paintbrush
B.Com. (Information Technology)
SEMESTER-II
Paper- 7: Information Communication Technology

UNIT I: Network
Computer Communication, Need for Networks, Types of Network- LAN, WAN, MAN,
Concept of Network Topology, Types of Topologies and its Advantages and Limitations.

UNIT-II: Internet and Open Source Terminologies
Basic Internet terms, Internet Addressing, Services provided by Internet, detail about E-mail,
GNU, FSF, OSI

UNIT-III: Computer Virus
Computer Virus, Types of Viruses, Properties and Characteristic of Virus, Some Popular Virus,
Prevention method of Virus, Antivirus

UNIT-IV: PC Maintenance
PC Maintenance- Active Software Maintenance-Passive Maintenance Procedures-
Trouble Shooting-Introduction-Types of Pc Faults- Diagnostic and Repair Tools

Books:
2) Alexis and Mathews Leon, “Fundamentals of Information Technology” Leon Press,
3) Troubleshooting Your Pcs for Dummies 3rd Edition Dan Gookin, Willey Publishing Inc. ISBN :
9780470230770

References:
1) Kamlesh Agarwal,”WAP the NET”, MacMillan Publication.
ISBN : 9780470230770
5) Dr. Madhulika Jain, Shashank & Satish Jain ,”Information Technology Concepts”, BPB
Publication, New Delhi, ISBN - 8176562769
Practical based on PC-Maintenance

1) Create personal E-Mail ID and send a successful message of creation to your lab incharge/HOD.
2) Set your E-Mail Settings like appearance, vacation, signature etc.
3) Change your E-Mail Id Password
4) Write a procedure to search the information and note down the differences between simple search, exact search, multiple search,
5) Procedure to download the information of required contents.
6) Write a procedure to Upload the file.
7) How To Install Memory (Ram)
8) How To Install Monitors & Resolution
9) How To Install Graphics Cards.
10) How To Perform Adjusting Display Setting in Windows
11) How To Perform Installing CD-ROM Drive, Keyboard & Mouse, Sound Card
12) How To Perform Installing Front Penal Indicators And Speakers
13) How To Perform Installing Various Types of Printers
14) How To Perform Installing Operating System in PC.
15) How To Identify Faults For Using Trouble Shooting
16) How To Identify To Common Printer Problem.
17) When I switch on the Computer it Gives Error Message “Disk Boot Failure”, Trouble Shoot the Problem And Suggest the Corrective Measure.
18) During Booting Process, Machine Shows a Warning Message For Cpu Fan, Solve the Problem.
19) When I Switch on the Computer Monitor Displays Nothing Only Its Led is Continuously Blinking, Trouble Shoots the Problem?
20) Machines Restart Continuously, Rectify the Problem?
21) Audio is Not Available in the System, Solve the Problem?