



MAHARAJA SURAJMAL BRIJ UNIVERSITY

BHARATPUR

SYLLABUS

B.Com. Part-I, Examination

Faculty of Commerce and Business Management

1. Accountancy and Business Statistics (ABST)
2. Business Administration (Bus Adm)
3. Economic Administration and Financial Management (EAFM)

अकादमिक प्रभारी
महाराजा सुरजमल बृज विश्वविद्यालय
भरतपुर (राज.)

CONTENTS

Scheme of Examination & Distribution of Marks :
(Any Four)

Compulsory Subject –

2. General Hindi
3. General English (Essential Language Skills).....
4. Environmental Studies
5. Elementary Computer Application

Core Subjects :

1. Accountancy and Business Statistics

- Paper - I Cost Accountancy
Paper - II Business Statistics

2. Business Administration

- Paper - I Business Law
Paper - II Entrepreneurship and Small Business Management

3. Economic Administration and Financial Management

- Paper - I Business Economics
Paper - II Indian Banking and Financial System

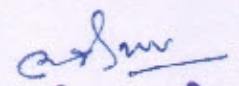
4. Book-Keeping and Accountancy (For Non-commerce students only)

Syllabus B.Com. Part-I :

DISTRIBUTION OF MARKS

Compulsory Subjects

Sr. No	Name of the Subject	No. of Paper	Duration	Max. Marks	Total Marks	Min. Pass Marks
1	2	3	4	5	6	7
1	सामान्य हिन्दी (General Hindi)	One Paper	3hrs.	100	100	36
2	General English (Communication Skill in English)	One Paper	3hrs.	100	100	36
3	Environmental Studies Theory	Theory	2 hrs.	100	100	36
4	Elementary Computer Application	Theory	2 hrs.	60	100	36
		Practical	2 hrs.	40		


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Sr. No	Name of the Subject	No. of Paper	Duration	Max. Marks	Total Marks	Min. Pass Marks
1.	Accountancy and Business Statistics	Paper I	3 hrs.	100	200	72
		Paper II	3 hrs.	100		
2.	Business Administration	Paper I	3 hrs.	100	200	72
		Paper II	3 hrs.	100		
3.	Economics Administration and Financial Management	Paper I	3 hrs.	100	200	72
		Paper II	3 hrs.	100		
4.	Book-Keeping and Accountancy (For Non-commerce students only)	Paper I	3 hrs.	100	100	36

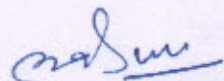
B.Com.(Pass Course)
Scheme of Examination

- 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 will 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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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 (रामकृष्ण 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 : ठितुरता 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 तरु गोपालहिं भावत
3. देखौ माई सुन्दरता कौ सागर

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

3. तुलसीदास

1. कबहुँक अब अवसर पाई
2. अबलों नसानी अब न नसैहौं
3. मोहि मूढ मन बहुत बियोगी
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 नैन 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 खौंसी, खुसी बैर प्रीति मदपान
8. दादुर मोर किसान मन लग्यो रहे घन माँहि
9. पावस देखि रहीम मन कोइल साथै मौन
10. रहिमन बिगरी आदि को बनै न खरचे दाम।

संदर्भ : रहीम ग्रन्थावली, विद्यानिवास मिश्र

5. पदमाकर ऋत्वि

1. कूलन में केलिन में कछारन में कुंजन में
2. और भाँति कुंजन में गुंजरित भौर भीर
3. पात बिनु कीन्हे ऐसी भाँति गुन बेलिन के
4. चितै चितै चारों ओर चौंकि चौंकि परै त्योंहीं 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 -रश्मिस्थी-तृतीय सर्ग -आरंभिक अंश

सच्चे शूरमा

सच है विपत्ति जब आती है क्या कर सकती चिनगारी है।

B. A. / B. Sc. / B. Com. Part I

2. General English

Duration: 3 hrs.

Max. Marks: 100

Minimum Pass Marks: 36

Objectives of the Syllabus:

1. Strengthening the vocabulary of the students.
2. Reinforcing selected components of grammar and usage.
3. Enabling the students' comprehension skills of poetry, prose and short stories.
4. Develop compositional skills.

The pattern of the question paper will be as following:

SECTION 1

Vocabulary:

20 Marks

Note: The students will be required to answer any four out of five options

- | | | |
|------|-----------------------|----------|
| i. | Synonyms | 05 Marks |
| ii. | Antonyms | 05 Marks |
| iii. | Homonyms | 05 Marks |
| iv. | One Word Substitution | 05 Marks |
| v. | Phrasal Verbs | 05 Marks |

Section 2

Grammar and Usage

20 Marks

Note: The students will be required to answer any four out of five options

- | | | |
|------|--|----------|
| i. | Sequence of Tense | 05 Marks |
| ii. | Prepositions | 05 Marks |
| iii. | Modal Auxiliaries | 05 Marks |
| iv. | Articles | 05 Marks |
| v. | Transformation of Sentences (Narration, Voice, interchange of Degrees of Comparison) | 05 Marks |

1. कलाशाला

2. बुजुर्ग शाला

3. ~~शाला~~

4. ~~शाला~~



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Section 3

Comprehension

30 Marks

Note: A. There will be an extract from the prescribed texts for comprehension. 10 Marks

B. There will be seven questions (based on the prescribed texts) to be answered in three to five lines. The students will be required to answer any five. 20 Marks

- | | | |
|------|---------------------|--|
| i. | William Wordsworth: | Three Years She Grew in Sun and Shower |
| ii. | Rupert Brooke: | The Soldier |
| iii. | R K Narayan: | Dasi the Bridegroom |
| iv. | Leo Tolstoy: | How Much Land Does a Man Need ? |
| v. | O Henry: | The Gift of the Magi |
| vi. | A G Gardiner: | All About a Dog |
| vii. | John Bright: | Peace |

Section 4

Composition

30 Marks

Note: The Students will be required to answer any three out of four options.

- | | | |
|------|---------------------------------------|----------|
| i. | C.V and Job Application | 10 Marks |
| ii. | Letter Writing (Formal and Informal) | 10 Marks |
| iii. | Paragraph Writing | 10 Marks |
| iv. | Notice and Advertisement Writing | 10 Marks |

Prescribed Book : A Pattern to General English by Arvind Singh & Shailendra Sharma

1. कलशर्मा

2. अजय शर्मा

3. Nit

4. 2.5 - Sharma

(Signature)

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3. 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.

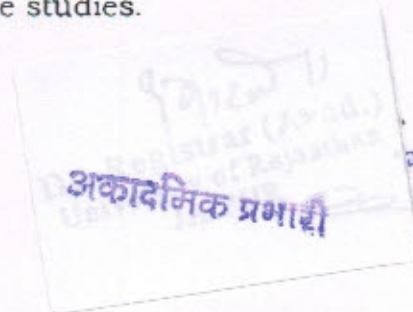
Unit.1: The Multidisciplinary nature of environmental studies

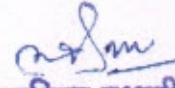
Definition, scope and importance- Relationship between Environmental Studies and other branches of science and social sciences.

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.

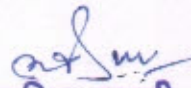
Unit 3: Ecosystems, Concepts, Structure, Functions and Types

- 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-spot 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

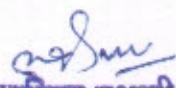
Dr. Registrar (Head)
University of Rajasthan
अकादमिक प्रभारी


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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,Chaug Publications,Allahabad.
5. Goudie,Andrew.The Human Impact.
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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.
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- 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.

Dy. Registrar (Acad.)
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अरतपुर (रांज.)

Syllabus of Elementary Computer Applications

Work load: Teaching: 2 hours per week.

Practical: 2 hours per week.

Max Marks: 100 (Main University Exam: Theory -60 Marks Practical-40 Marks)

Each candidate has to pass in Theory and Practical Examinations separately.

Main University Examination: Question pattern for Theory paper

Max Marks: 60

Part -1 (very short answer) consists 10 questions of one marks each with two questions from each unit. Maximum limit for each question is up to 20 words.

Part – II (short answer) consists 5 question of two marks each with one questions from each unit. Maximum limit for each questions is up to 40 words.

Part-III (Long answer) consists 5 questions of eight marks each withy one questions from each unit with internal choice maximum limit for each question is up to 400 words.

Unit- 1

Introduction to information Technology. Evolution and generation fo computers, type of computer, micro mini mainframe and super computer . Architecture of a computer system CPU ALU, Memory (RAM.ROM families) cache memory. Input /output device, pointing devices.

Concept of Operating system need types of operating systems, batch single user, multi-processing distributed and timeshared operating system. Introduction to Unix, Linux, Windows Windows NT Programming languages low level and high level languages, generation of languages, 3 GL and 4 GL languages, Graphics User Interfaces

Unit –II

Word Processing Tool. Introduction C reating, Saving. Copy, Move and Delete. Checking Spelling and Grammer. Page 1 ayout ,interface, toolbars, ruler menus ,keyboard shortcut, editing. Text Formatting insert header and footer, Bullets and Numbering, Find and Replace etc, Insert Table and Picture, Micro, Mail Merge.

Power point: Creating and viewing a presentation managing slide shows.navigating through a presentation using hyperliks advanced navigation with action setting and action buttons. Organizing formats with Master Slides applying and modifying designs, adding graphics, multimedia and special effects.

Unit-III

Electronic Spreadsheet Worksheet basics , create , save and open a worksheet. Entering data text. Numbers and formula in a worksheet. Inserting and deleting cells formatting inserting rows and columns in worksheet formatting worksheet using various formula and inbuilt functions update worksheets using special tools like spell check and auto correct etc Margins of worksheets for printing, Format the data in the worksheet globally or selectively. Creating charts. Enhance worksheets using charts, multiple worksheets concepts.

Unit IV

The Internet and Functions of the Internet, working with Internet, Web Browser, Word Wide Web Uniforms Resource Locator and Domain Names, Uses of Internet, Search fro Information , Email, Chatting , Instant messenger sevices, News Group, Teleconferecing, Vedio- Conferencing, E- Commerce and M-Commerce

Manage an E-mail Account, E-mail Address configure E-mail Account.log to an E-mail, Receive E-mail, Sending mails, sending files an attachments and address Book. Downloading Files. Online form filling, E-Service – E-anking and E- Learning.

Unit-V

Social, Ethical and Legal Matters- Effects on the way we: Work Socialise, Operate in other areas.

Cyber crime, prevention of crime. Cyber law : Indian IT Act, Intellectual property, Software piracy. Copyright and Patent. Software licensing, Proprietary software. Free and Open souce software.

Network Security. Risk assessment and security measures, Assets and types (data applications. System and network), Security threats and attacks (passive, active), types and effect (e.g Identity theft. Denial of service. Computer virus etc), Security issues and security measures (Firewalls, encryption/decryption),Prevention.

Question Paper pattern for main University Practical Examination

Max Marks: 40

Practical

The Practical exercises will be designed to help in the understading of concepts of computer and the utilization in the areas in the theory syllabus. The emphasis should be on practical usage rather than on theoretical concepts only

The practical examination scheme should be as follows

Three Practical Exercise (including Attendace & Record performance)

30 marks

- Operating system
- Ms Word
- Ms Excel
- Ms power point
- Internet
- Viva-voce

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10 marks

1. ABST

B.Com. Part I (Pass Course) 2018-19

Paper - I

Cost Accountancy

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 and definition of cost, cost centre, costing, cost accounting and cost accountancy. Objectives, significance and limitations of cost accounting. Systems, methods and techniques of cost accounting. Distinction between Financial and Cost Accounting. Material purchasing and storing, valuation and issue of material. Material cost control.

Unit - II

Labour: Recording of time and wages, Methods of remuneration, incentive plans. Allocation of wages; labour turnover and treatment of idle time and overtime. Overhead: Meaning, Collection, Classification, Allocation, Apportionment, and Absorption of Overhead.

Unit - III

Unit Costing: Cost sheet, statement of cost per unit, computation of tender price by preparing statement of cost. Operating Costing : Meaning and Objectives. Preparation of statement of operating cost *only* related to transportation for passengers and goods *only*.

Unit - IV

Job Costing and Contract Costing: Cost-plus contract, escalation clause, work in progress, profit on completed, incomplete and contracts nearer to completion. Process Costing: Meaning and significance, treatment of normal and abnormal losses in process accounts. Inter process profit (Excluding Joint Product, By- product & Equivalent Production.)

Unit - V

Marginal Costing: Meaning, concept, significance and limitations of marginal costing as well as BEP analysis. CVP and BEP analysis, Break even charts. (Excluding stock valuation under marginal costing and absorption costing and advanced problems related to managerial decisions). Standard Costing: Meaning, concept, significance and limitations of standard costing. Setting standards and computation of material and labour variances *only*.

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) Jain, Kbandelwal, Pareek :- Cost Accounting (Hindi & English)
- 2) Saxena, and Vashist :- Cost Accounting
- 3) B.K. Bhar :- Cost Accounting
- 4) Agarwal and Chaturvedi :- Cost Accounting (Volume I & II)

Dr. Dhanraj Gupta

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B.Com. Part I (Pass Course) 2018-19

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. K.N. Nagar: Elements of Statistics. (Hindi & English)
4. Yadav Jain Mittal : Business Statistics (Hindi & English)

Dr. Sanjay Gupta

[Signature]
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2. Business Administration

B.Com. PART – I EXAMINATION – ~~2018-19~~

Paper I : Business Laws

Paper II: Entrepreneurship and Small Business Management

Paper I – Business Laws

Time : 3 hours

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.

The Limited Liability Partnership Act. 2008

Unit- V

The Competition Act, 2002

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.
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 सन्धियम: जे. पी. सिंघल, अजमेरा बुक कम्पनी, जयपुर
9. व्यापारिक सन्धियम: आर. एल. नौलखा, आर. बी.डी., जयपुर

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.

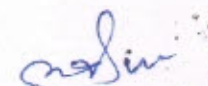
Unit- IV

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 DIC's in promoting small business.




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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. E.A.F.M
B.Com. PART -I
B.COM Part I

Paper - I : Business Economics
Paper - II: Indian Banking and Financial System

Paper I - Business Economics

Time : 3 hours.
Min. Marks : 36
Unit - I

Max. Marks : 100

Introduction to Business Economics: Definition, Meaning, Nature and Scope of Business Economics, Business Economics and Economic Theory, Business Economics and Decision Sciences- The Nature & Process of Business Decision Making, The type of Business decision; Market Coordination V/S Business Coordination.

Unit - II

Consumer Behaviour : Cardinal & Ordinal approach, Law of diminishing marginal utility, Law of demand, Elasticity of demand. Indifference curve – meaning, characteristics and consumer equilibrium, Law of supply, Elasticity of Supply.

Unit - III

Production Function – Factors of production, laws of returns, law of variable proportions, Revenue and Cost Analysis : Revenue Analysis, total revenue, marginal revenue and average revenue, various concepts of cost, short and long run cost curves.

Unit - IV

Market Analysis: General Principle of price determination, Time Element in price determination. Price and Output determination under Perfect Competition, Monopoly, Discriminating Monopoly and Imperfect Competition.

Unit - V

National Income and Economic welfare. National Income accounting, Theory of Rent, wages & Interest

Books Recommended:

1. D.M. Mithani : Fundamentals of business and Managerial economics, Himalaya publishing house.
2. Mote and Paul and Gupta : managerial Economics, TA TA McGraw Hill, New Delhi.
3. Ahuja, H.L. Managerial Economixs, S.Chand & Company Ltd., New Delhi.
4. N.D. Mathur: Business Economics, Shivam Book House (P) Limited , Jaipur.
5. B.P. Gupta: Vyavsayik Arthashastra (Hindi), Malik and Company, Jaipur.
6. Agarwal and Agarwal : Vyavsayik Arthashastra (Hindi), Ramesh book depot, Jaipur.
7. C.M.Chaudhary: Business Economics.
8. M.D. Agarwal and Som Deo: Business Economics, Ramesh Book Depot, Jaipur

Paper II - Indian Banking and Financial System

Time : 3 hours.
Min. Marks : 36

Max. Marks : 100

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, Demonetisation and its impact on Indian economy.

Unit - II

Universal banking, E-banking, mobile and innovations in banking sector.
Relationship between Banker and customer – General and Special. Regulatory Body of stock market of India, SEBI.

Unit - III

Negotiable Instruments – Cheques, Bills of Exchange and promissory notes. A study of Banking regulations act 1949.

Unit - IV

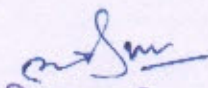
Financial Services : Merchant Banking, Mutual Funds, Credit Rating, Venture Capital Financial sector reforms in India.

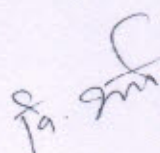
Unit - V

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.

Book 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; Momy, 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. J.K. Tandon and T.N. Mathur – Banking and Finance, Shivam Book Hous (p) Ltd., Jaipur (Hindi and English Version).
8. Vashitha, Swami, Gupta: Banking and Finance, Ramesh Book Depot Jaipur.


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4.

B.Com. Part I (Pass Course) 2018-19
(Extra Paper- For Non-Commerce Students only)

Book-Keeping

Time : 3 hours
Min. Marks 36

Max. Marks. 100

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: ~~with~~ 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, Parrek (Hindi & English)
2. Financial Accounting : P.C. Tulsian
3. Elements of Accounts : T.S. Grewal
4. Practical Accounts : Paul

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अकादमिक प्रभारी

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