

No. 101

Price Rs. 7

UNIVERSITY OF POONA

Modified Syllabi for Three Year Integrated
B.Com. Degree Course
"85 Pattern" Non Semester.

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F.Y.B.Com. (From June 1990)

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UNIVERSITY OF POONA
Modified Syllabi for Three Year Integrated B.Com. Degree Course
"85 Pattern" Non Semester

F.Y.B.Com. (From June 1990)

The modified syllabi for B.Com. Course will be introduced in the following order :

1990-91 First Year B.Com.

1991-92 Second Year B.Com.

1992-93 Third Year B.Com.

The B.Com. degree course under 85 pattern will consist of three years. The first year annual examination shall be held at the end of the first year. The second year annual examination will be held at the end of the second year. The third year annual examination shall be held at the end of the third year.

- (1) No candidate shall be admitted to enter upon the first year of the B.Com. course under 85 pattern unless he has passed the Higher Secondary School Certificate examination of the Maharashtra State Board of Higher Secondary Education or an equivalent examination or any other statutory Board or University with English as a passing subject shall be eligible for admission to the B.Com. degree course.
- (2) No candidate shall be admitted to the annual examination of the first year B.Com. under 85 pattern unless he has satisfactorily kept two terms for the course at the college affiliated to this University.
- (3) No candidate shall be admitted to the annual examination of the second year B.Com. unless he has kept two terms satisfactorily for the same at the college affiliated to this University.
- (4) No candidate shall be admitted to the third year of the B.Com. course unless he has passed in all the papers at the first year B.Com. examination and has satisfactorily kept the terms for the

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second year and also two terms for the third year of B.Com. satisfactorily in a college affiliated to this University.

Structure of the Modified syllabi will be as under :

Bachelor of Commerce (B.Com.)

The students for the B.Com. degree shall study seven subjects in the First year and six subjects in the Second year and Third year each under :

**Structure of B.Com. Course
(MODIFIED SYLLABI EFFECTIVE FROM JUNE 1990)
F.Y.B.Com.**

1. English/Marathi
2. Accountancy
3. Business Economics (Micro)
4. Business Environment OR
Commercial Geography OR
Officer Management
5. Commercial Arithmetic & Statistics OR
Computer Concepts and programming.
6. Group "A" Any one subject Paper - I
 - a) Business practices
 - b) Marketing, salesmanship & Publicity
 - c) Banking & Finance
 - d) Business Administration
 - e) Co-operation & Rural Development
 - f) Secretarial practice & Company Management.
 - g) Public Enterprises,
 - h) Insurance & Transport
 - i) Defence Budgeting, Finance and Management
7. Addl. English /Addl. Marathi /Hindi /M.E.L. /A.I.L. /MIL

S.Y.B.Com.

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1. Business Communication
2. Advanced Accountancy
3. Business Economics (Macro)
4. Organisation & Management
5. Group "A"
6. Subject Continued with Paper II
7. Group "B"

Any one subject paper - I

- a) Cost & Works Accounting
- b) Business Law Taxation & Auditing.
- c) Statistics
- d) Computer Applications for Business.
- e) Managerial Economics
- f) Business Entrepreneurship
- g) Purchasing & Store keeping

T.Y.B.Com.

1. Mercantile & Industrial Law
2. Advanced Accountancy
3. Indian Economy & Economic problems of Maharashtra OR
Economics of Development
4. Group "A" : Subject Continued with Paper III
& 6 Group - "B" : Subject continued with Paper II & III

NOTE : Those who will offer Marathi at Sr.No.1 at F.Y.B.Com. will have to offer English from the language course Sr.No.7 at F.Y.B.Com.

The Students shall not be allowed to change the subject at the Second or Third Year offered by him at the First Year .

(C) Examinations

1. There shall be examination at the end of the First Year which shall be called "Term End Examination". At the end of the year there shall be "Annual Examination". The Term-end examination in each subject will be of 60 marks. The marks obtained by the student shall be reduced to the marks out of 20. The Annual Examination of each subject will be of 80 marks.
2. The Term-end examination will be of two hours duration while as the Annual Examination will be of three hours duration.
3. The programme of the Term End Examination will be fixed by the University and notified to the colleges. The question papers for the Term-end examination will be set by the University and supplied to the colleges concerned. The stationary such as answer-books, graph-papers, drawing papers etc. will be supplied by the University.
4. The Principal of the college concerned shall be responsible for the smooth conduct of the Term End examination. He shall ensure that the examinations are held as per the programme fixed by the University adequate number of Senior and Junior Supervisors and other staff are appointed, as per University rules the staff shall be paid remuneration in accordance with the rules prescribed by the University from time to time. The University shall make funds available to the Principal for this purpose. The Principal shall arrange assessment of the answer books of the students from the teachers of his college, and if necessary, from the qualified teachers of the neighbouring colleges. He shall declare the results of the Term End Examination within 21 days (3 weeks) of the completion of the examination to which results relate. The Principal shall forward, the assessed answer-books to the University within 15 days of declaration of results and communicate to the University the marks obtained by the students within one month in the prescribed form.

5. No Term End Examination will be held except at the end of the - first term of every academic year.

(D) Standard of passing

1. The candidate who has secured atleast 32 marks out of 80 in the Annual examination shall be declared to have passed in the paper provided he has secured 40% marks in the Term End

Examination and Annual Examination taken together.

2. The candidate having obtained 32 marks out of 80 marks in the Annual Examination but failing to obtain 40% marks in aggregate may improve his performance in the paper either at the Term End Examination or Annual Examination for which he will have to give his option.
3. The candidate failing to secure 32 marks in the Annual Examination shall have to appear for subsequent Annual Examination in that paper.
4. The candidate passing in all subjects at the First year will be admitted to Second Year. A candidate failing in one or more subjects at the First year be allowed to keep the terms for Second Year on the condition that he will not be allowed to take the admission in the Third Year before he passes in all the subjects of the First Year.
5. The University shall conduct the Supplementary Annual Examination in October for Third year papers only for the repeater student so as to enable him to save sometime.
6. The students having the backlog of subject or subjects of the Second Year will be required to clear the same only in the next April/May Examination.

(E) Award of Class

The class should be awarded to the student on the aggregate marks obtained by him at the First Year Examination. And, in respect of B.A. and B.Com. Degree on the aggregate marks in the Second Year and Third Year Examination and in respect of B.Sc. degree on the aggregate marks obtained during the Second Year and Third Year, in the Principal subject only. The award of class shall be as follows :

1. Aggregate 70% and above ... First Class with Distinction
2. Aggregate 60% and above ... First Class
3. Aggregate 50% and more but less the 60% ... Second Class
4. Aggregate 40% and more but less the 50% ... Pass Class
5. Below 40% ... Fail

The Term End examination fees as prescribed by the University from time to time for the Term End examination and the annual examination will be credited to the University.

University Terms :

The dates for the commencement and conclusion of the first and the second terms shall be determined by the University authorities. The terms can be kept by only duly admitted students. The present relevant ordinance pertaining to grant of terms will be applicable.

The question bank shall be delinked from the Term End and Annual examination. The question banks shall be an aid of education and not a constraint on the examination, in the sense that the old stipulation of having 50% of the question in the question paper from the question bank is discontinued.

Setting of the question papers :

- (i) The courses of studies will indicate in the syllabus the portion to be taught during the first term and the second term.
- (ii) While setting the question papers at the annual examination, the coverage of the syllabi may be spread across the two terms of the years on the basis of 40:60 for the first and second terms respectively.
- (iii) A candidate shall have the option of answering the question in any of the subjects other than languages either in Marathi or in English.

In case of languages at the first year, the question shall be answered in the media of the language except those questions which require translation into particular language.

A candidate taking the courses for B.Com. first year or second year examination as the case may be, may be permitted by the Principal of the college to change any of the subjects in the course selected by him for particular year before the commencement of the second term. Such candidates are required to pay Rs.10/- towards the change of subject fees to the University.

Conditions :

(1) A candidate who has been permitted to enter upon the course for the second year B.Com. examination, wishing to change his optional subject at the 1st year examination in which he has failed shall be allowed to do so. For that purpose, he will be required to keep two additional terms, for the changed subject for the first year and shall be required to appear and pass the subject by appearing at the Term End as well as annual examination for the changed subject.

(2) The candidate after having kept regular terms for the second year admitted to the third year will not be allowed to change the subject of the second year or third year.

An application (which must be in the prescribed form and accompanied by the prescribed fee) for admission to any of the examination of B.Com. degree course shall be forwarded by a candidate to the Registrar through the Principal of the college attended by him on or before the prescribed date alongwith the certificate from the Principal.

(1) of his having attended the course and kept the terms according to provision of 0.67 & 0.72 in the various subjects and of having satisfied the other conditions laid down by the University and

(2) of being fit candidate for the examination.

(3) No candidate shall be admitted to first year of B.Com. examination for the first time unless he produces a certificate from his Principal to the effect that he has attended atleast 3/4th of the aggregate number of periods for Physical Training or has been exempted therefrom on the grounds that (a) he is medically unfit to undergo such training (b) he is a member of the N.C.C. or (c) he has regularly taking part as a member of the college team in the recognized fixtures of the major games.

The result of the first year examination will be declared publically in two categories (1) the candidate who has passed the First year examination and (2) the candidates allowed to proceed to second year.

In case of candidate allowed to proceed to second year course, the result of the first year examination shall be declared if and when they pass the remaining subject but prior to their admission to the third year course.

The candidate who have passed in any of the heads of passing shall not be allowed to appear in that head again.

Ex-students shall be allowed on a fresh application on payment of fresh fee to appear at the subsequent examination in those heads of passing in which he has failed or in which he has previously not appeared, without keeping any additional term.

General Guidelines

Pattern of Term End and Annual Examination

- (1) The examination question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.
- (2) The question paper shall be balanced in respect of various topics outlined in the syllabus.
- (3) The question papers shall have combinations of short and long answer papers. No objective questions, however be asked.
- (4) There shall be no over-all option in the question paper. Instead, there shall be internal option such as either-or 'three short answers out of five' etc.

Pattern of question paper :

(a) Term End Examination :

1. There shall be four questions in the Commerce faculty at the Term end examination.
2. All questions carry equal marks. There will be two long answer questions and two short answer questions.
3. Term End examination shall be of two hours and will carry 60 marks.

(b) Annual Examination :

1. There shall be total number of five questions of which three shall be long answer questions and two shall be short answer questions.
2. All questions will carry equal marks.
3. The annual examination will be of three hours and will carry 80 marks.
4. The content coverage in the annual examination shall be in the ratio of 40:60 for the first and second term portions of teaching.

The internal candidates of B.Com. under 85 pattern can change over and become the external candidates after passing the first year or second year of the said course fully without any backlog.

When such a candidate desires to register himself as an external student, he may apply accordingly to the University within the stipulated time and in the prescribed form.

The candidate who has completed first year or second year of B.Com. under 85 pattern as an external student shall not be registered/admitted as an internal student for the remaining part of the course.

The result of the Term-end examination is to be declared within six weeks from the next day of the end of the examinations by the colleges. The copy of the result should be sent to the university office immediately but in any case not later than one week of the declaration of the results. The result should be displayed on the Notice board of the College or should be shown to the students any other way that suits to the college administration. No individual statement of marks be issued to the students. Hence, it is not necessary to charge the fee for the statement of marks.

The medium of instructions for B.Com. under 85 pattern course may be either English or Marathi. The candidate shall have the option of answering the question paper at the B.Com. examination either in English or in Marathi in all the subjects except in the subject of English.

A candidate taking the courses for B.Com. first year or second year examination as the case may be, may be permitted by the Principal of the college to change the optional subject in the course selected by him for the particular year before the commencement of the second term. Such candidates are required to pay Rs.10/- towards the change of subject fees to the University.

Conditions :

A candidate who has been permitted to enter upon the courses for the second year B.Com. examination wishing to change his optional subjects at the first year B.Com. examination in which he has failed shall be allowed to do so. For that purpose, he will be required to keep two additional terms for the changed subjects for the first year and he will be required to appear and pass the subject by appearing at the term-end as well as annual examination for the second year and admitted to the third year will not be allowed to change the optional subject at the First year, second year or the third year.

B.Com. examination under 85 pattern will be held annually only.

Each paper shall constitute a separate head of passing at the

B.Com. first year, second year and third year examination except paper Nos. 18 & 19 at which will constitute one head of passing. The result of the final B.Com. examination will be declared on the basis of performance at the second year examination. The award of scholarship and prize for the B.Com. degree examination shall be determined on the performance of the candidates at the second year and third year of B.Com. examination.

To pass the B.Com. examination, the candidate is required to pass in all heads of passing at the first year, second year and third year of B.Com.

External Candidates :

External students -

The student who has registered his name as the external student will appear at the annual examination according to 85 pattern examination. Result of the external student will be declared on the basis of annual examination of 80 marks.

No candidate shall be admitted to the First year of B.Com. external examination under 85 pattern unless he (1) has passed the H.S.C. of the Maharashtra State Board or its equivalent examination, (2) has registered himself as an external candidate for the first year of the B.Com. examination between 15th August, to 15th September, without late fees and with late fees 30th September, of the previous calendar year. No forms will be accepted in any case after 30th September.

A candidate receiving an official intimation of registration as an external candidate and wishing to appear for examination in the subject concerned must forward to the Registrar his application in the prescribed form together with the prescribed fee for admission to the examination on or before the prescribed date.

The courses of study, the syllabi and the standard for passing at the examination for the Degree of Bachelor of Commerce external shall be identical with those for the examination for the degree of Bachelor of Commerce but an external candidate shall not offer for his examination any subjects which involve practical work in a laboratory or keeping of journals or subjects notified by the Registrar at the beginning of each academic year.

The external candidates are required to appear for the annual examinations, the question paper will be of 80 marks and marks obtained by the candidates will be converted into marks obtained out of 100.

The registration as an external candidate for an examination shall be open to --

- (a) Those who are citizens of India and residing within India in the academic year in which they have applied for registration as an external student and have passed qualifying examination of this University or of any other Statutory University or Body which (examination) has been recognized by the Poona University for the purpose of admission to its respective courses.
- (b) The medium of instructions shall be Marathi and English only.

- (c) The candidates from outside Maharashtra State should produce at the time of registration an endorsement certificate about their residence in India and a certificate of service or carrying on business, from a Magistrate not below the rank of First Class Judicial Magistrate.
- (d) Foreigners are not allowed to register their names for the external examinations to this University.

Restructuring of Courses :

The 85 Pattern (Non Semester) adopted by the University shall be made applicable to the seven colleges implementing Restructuring of Under/graduate course, in respect of A, B and C Components. As regards D and E Component Examination, existing pattern followed by them so far shall be continued. Method of conduct of examination in C Component subjects also be continued as at present.

Work Load :

The present norms of work-load of lectures, tutorials in respect of teachers for B.A., B.Sc., B.Com. courses shall continue.

COMPULSORY ENGLISH

F.Y.B.Com. (Non Semester)

(Teaching 4 periods a week)

A text prescribed :

1. Communicative Competence in Business English Published by the Department of English with Key English Language Teaching from June 1988
2. Writing with purpose - Tickoo and Jaya Sasikumar (O.U.P.)
3. Intermediate usage and Composition - M.L. Tickoo (O.L.) (Chapters 1 to 15 and appendix 3 only)
4. Essay, Precis, Composition and Comprehension - by Crofton Home (Macmillan) (Parts 1 & 4 only)

Books Recommended

1. An Intermediate General English Course - K.N. Davids & M.L. Tickoo (Orient Longman)
2. The Students Handbook - N.D.V. Prasad Rao (S. Chand & Co.)

3. Grammar and Composition - C.A. Shepperd and David Reid Thomas (O.L.)

4. An Intensive Course in English - C.D. Sidhu (O.L.)

B. Portion for the Term End Examination :

1. Communicative Competence in Business English .
2. Report Writing (from writing with purpose)

C. Pattern of question paper for Term End Examination :

Total Marks : 60 (Two hours duration)

There will be 3 questions on prose selections and one question on Report writing (with internal options)

All questions carry equal marks.

Q.1 Essay type (Prose)

Q.2 Essay type (Prose)

Q.3 Short notes (Prose)

Q.4 Report writing

Portion for the Annual Examination : All the four texts.

Total marks : 80 (three hours duration)

No. of question : 5 (with internal options).

All question carry equal marks.

Q.1. Grammar -- 16 marks

(a) Correct the following

(b) Do as directed

(c) Fill in the blanks

(d) Frame sentence

Q.2. (a) Grammar - 8 marks

(b) Dialog - 8 marks

Q.3 Comprehension - 16 marks

Q.4 Essay type question on prose - 16 marks .

Q.5 (a) Short notes on prose - 8 marks

(b) Report writing - 8 marks

मराठी

वाणिज्य विद्याशाखेतील एक. वाय. बी. कॉम. या वर्गासाठी मराठी विषयाचा अभ्यासक्रम;

१. उद्दिष्टे :

१. भाषा हे सांस्कृतिक ऐक्याचे साधन आहे. हा सिद्धांत स्वीकारणे व विद्यार्थ्यांना सामाजिक मान आणून देणे.
२. आपल्या भाषेत विचार मांडण्याची शक्ती जोपासणे.
३. ज्ञानग्रहण, ज्ञानप्रसार, स्वभाषेत व्हावा ही जाणीव वृद्धिंगत करणे.
४. मराठी भाषेला महाराष्ट्र राज्यात प्रतिष्ठा मिळाली पाहिजे हा विचार विद्यार्थ्यांच्या मनात रुजविणे.
५. वाणिज्य विद्याशाखेच्या गरजेनुसार मराठीचा अभ्यास व्यावहारिक अंगाने व्हावा. त्याशिवाय मराठी वाङ्मयाविषयी रूची वाढविणे.

२. वरील उद्दिष्टांच्या पूर्ततेसाठी :

१. वाङ्मयीन मराठी.
२. व्यावहारिक मराठी अशा दोन्ही अभ्यासक्रमावर आधारलेल्या प्रश्नपत्रिका असतील. या दोन्ही अंगांचा अभ्यास व्हावा यासाठी मराठी अभ्यासमंडळाने एक उपसमिती नेमून पाठ्यपुस्तके तयार केली आहेत. विद्यापीठाचे प्रकाशन म्हणून ती प्रकाशित केली आहेत.

व्यावहारिक मराठी : या अभ्यासक्रमात पुढील घटक असावेत :

१. कार्यालयीन टिपण्या : स्वरूप, प्रकार इ. दिलेल्या माहितीच्या आधारे लेखन.
२. वृत्तसंपादन - लेखन : स्मरणिका, इतिवृत्ते, घोषणापत्रे, मुलाखती, माहितीपत्रके यांचे संपादन, मांडणी व लेखन यांचे ज्ञान.
३. प्रचार माध्यमांचे उपयोजन : जाहिराती व संपर्कमाध्यमे जसे वृत्तपत्रे, नियतकालिके, टी.व्ही., आकाशवाणी इत्यादीशी संबंधित जाहिराती लेखन, वृत्तलेखन.
४. इंग्रजी व अन्य भाषांतील उतान्यांचे भाषांतर.
५. मराठी उतान्यांचे सारलेखन.

वरीन अभ्यासक्रमासाठी एकूण एका आठवड्यास चार तासिका असाव्यात

(अ) निबंध लेखन : वर्णनात्मक, वैचारिक, ललित.

(आ) वाङ्मयीन मराठी : मराठी पाठ्यपुस्तके (विद्यापीठ प्रकाशन)

(पुस्तकांतील सर्व पाठ अभ्यासावयाचे आहेत)

(इ) व्यवहारिक मराठी : व्यवहारिक मराठी पाठ्यपुस्तक.

अभ्यासक्रमातील पुढील घटकांचा अभ्यास :

१. कार्यालयातील टिपण्या : स्वरूप, प्रकार इ. दिलेल्या माहितीच्या आधारे लेखन.
२. वृत्तसंपादन-लेखन : स्मरणिका, इतिवृत्ते, घोषणापत्रे, मुलाखती माहिती-पत्रके, यांचे संपादन, मांडणी, लेखन यांचे ज्ञान.
३. प्रचार माध्यमांचे उपयोग : जाहिरात या संपर्कमाध्यमे जसे वृत्तपत्रे, नियतकालिके, दूरदर्शन, आकाशवाणी इत्यादींशी संबंधित जाहिरात लेखन, वृत्तलेखन.
४. इंग्रजी व अन्य भाषांतील उतान्यांचे भाषांतर.
५. मराठी उतान्यांचे सारलेखन (चार तासिका)

The following syllabus from the above topics be prescribed for the term-end examination to be held in October :

पहिली सहामाही

(अ) निबंधलेखन (वर्णनात्मक, वैचारिक, ललित)

(आ) वाङ्मयीन मराठी (मराठी पाठ्यपुस्तक, विद्यापीठ प्रकाशन, सर्व वैच्याचा अभ्यास)

Prescribed Books

पहिली सहामाही : १. प्रथम वर्ष वाणिज्य : मराठी पाठ्यपुस्तक

(पुणे विद्यापीठ प्रकाशन, १९८४)

सर्व लेख्यांचा अभ्यास अपेक्षित

दुसरी सहामाही : २. व्यवहारिक मराठी : पाठ्यपुस्तक (पुणे विद्यापीठ प्रकाशन, १९८४)

2.ACCOUNTANCY SYLLABUS

No.	Units	Lectures / Tutorials Periods
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Section I

1. Partnership Accounts	10
1.1 Piecemeal Distribution of Cash surplus Capital Method	
1.2 Maximum Loss Methods	
2. Accounts of Co-operative Societies	10
2.1 Consumers Societies	
2.2 Credit Societies.	
3. Depreciation Methods	8
3.1 Annuity and	
3.2 Sinking Funds	
4. Self Balancing Ledger	10
5. Royalty Account - (Excluding Sub-lease)	10
Accounting Treatment in the Books of Lessee and Tenant only.	-----48

Section II

6. Accounts of Non-Trading Concern.	14
7. Voyage Account	8
7.1 Complete Voyage	
7.2 Incomplete Voyage	
8. Investment Account	8
9. Hire-Purchase and Instalment Account	12
9.1 Hire Purchase Account (excluding Hire Purchase Trading A/c.	
9.2 Instalment Account.	
10. Departmental Account	6
	-----48

Books Recommended

1. Advanced Account by M.C.Shukla and T.S.Grawal
2. Advanced Accountancy by V.R.Batlibai
3. Advanced Accountancy by Hrishikesh Chakraborty
- 4 Advanced Accountancy Theory, Method and Application by R.L. Gupta
5. Maharashtra Co-operative Societies Act & Rules .

3. BUSINESS ECONOMICS (MICRO)**SYLLABUS**

No.	Units	Lectures / Tutorial periods
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Section I

- | | | |
|---|--|---|
| 1. Introduction | | |
| 1.1 Micro-economics and Macro economics | | |
| 1.1.1 Distinction between the two approaches | | 2 |
| 1.1.2 Importance and uses | | 1 |
| 1.1.3 Paradox of Micro Analysis | | 1 |
| 1.2 Some basic concepts | | |
| 1.2.1 Household as a consuming unit | | 1 |
| 1.2.2 Firm as a producing unit | | 1 |
| 1.2.3 Distinction between plant, firm and Industry. | | |
| 1.3 Variables - Dependent and Independent | | |
| 1.3.1 Types : Exogenous and Endogenous | | 1 |
| 1.3.2 Concept of functional relationships | | 1 |
| 1.3.3 Linear and non-linear functions | | 1 |
| 1.3.4 Slope of a curve | | 1 |
| 1.4 The subject matter of micro economics | | 2 |
| 1.4.1 The functions of market mechanism Resource allocation and income distribution | | 3 |

2. Demand Analysis

- 2.1 Concept : Meaning, changes in demand, law of demand. Exceptions, factors determining demand 4
- 2.2 Revenue concepts 2
- 2.2.1 Average revenue, Marginal revenue, Total revenue, relationship.
- 2.3 Elasticity of demand
- 2.3.1 Concept, distinction between price, income and cross elasticities of demand. 6
- Measurement of price elasticity of demand with relevant exercises, methods.
- 2.3.2 Determinants and significance of price elasticity. 2
- 2.4 Demand forecasting : Necessity, Methods and limitations. 2

3. Supply Analysis

- 3.1 Concept of supply 1
- 3.1.2 Law of Supply 1
- 3.1.3 Factors determining supply 1
- 3.1.4 Derivation of supply curve 1
- 3.2 The elasticity of supply 1
- 3.3 Cost concepts 6
- Accounting and Economic Costs, opportunity Cost. Fixed and Variable costs.
- Short run and long run costs of a business firm.
- 3.4 Law of variable proportions 3
- 3.5 Returns to Scale constant, increasing and decreasing 2

Section II

4. Market Structure	
4.1 Pure and perfect competition features	3
4.2 Monopoly meaning and types	3
4.3 Monopolistic competition features	3
4.4 Oligopoly - features	3
5. Pricing of commodities	12
5.1 Equilibrium conditions	1
5.2 Price and output determination under perfect competition	3
5.3 Price and output determination under monopoly - simple and discriminating monopoly	4
5.4 Price and output determination	2
5.5 Comparison of market structures	2
	12
6. Pricing of factors of production	
6.1 The General Theory of Distribution marginal productivity Theory.	3
6.2 Rent : The Ricardian Theory and Modern Approach, Quasi-rent, Transfer earning.	4
6.3 Wages : Supply of labour, collective bargaining, minimum wages	3
	10
6.4 Interest Concepts of capital, saving and Investment, Loanable Fund and Liquidity Preference Theories of interest.	4
6.5 Profit : Theories of Profit-Dynamic, Innovations, and Risk and uncertainty bearing.	4
	18

7. Micro-economic Policy	
7.1 Imperfections and failures of market mechanism	2
7.2 Case for intervention.	2
7.3 Tools of intervention	2
	6

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RECOMMENDED BOOKS

1. Economics : Principles, Problems and Policies - Vol.I. Comp. by R McConnell & Harish C.Gupta, (Tata Mc-Graw Hill Publishing Co.Ltd., New Delhi, 1975).
2. An Introduction to Positive Economics Richard G. Lipsey. (ELBS & Weidenfeld and Nicolson, 1972)
3. Advanced Economic Theory -H.L.Ahuja, (S.Chand and Co., New Delhi).
4. A Textbook of Economic Theory Stonier & Haque. (ELBS & Longman Group Ltd.)
5. Modern Economic Theory - Dewett K.K.(Shyam Lal Charitable Trust, Delhi)
6. Economics - Sammelson P.A. (Mc Graw Hill Kogakusha Co., London)
7. Managerial Economics - Varshaney R.L., Maheshwari K.L. (Sultan Chand and Sons, Delhi - 5.)
8. Managerial Economics - Dean Joel, (Asia Publishing House, Bombay).

4. a) BUSINESS ENVIRONMENT

-SYLLABUS-

Section I

No.	Units	Lect./Tut./Pract Periods
1.	Business Environment -	
	1.1 Meaning Nature and Scope	2
	1.2 Environment and Economic Growth	1
	1.3 Approaches to Business Environment	1

1.4 Natural Environment	1	23
1.5 Technological Environment	1	
1.6 Political and Economic Environment	3	
1.7 Legal Environment	1	
1.8 Social International and other factors of Environment	2	
	12	
2. Business and Society		
2.1 Changing Concept and Objectives of Business	3	
2.2 Business Ethics	1	
2.3 Business and Culture	1	
2.4 Social Responsibilities of Business Meaning, Nature, Aspects	2	
2.5 Pollution - Types, Sources and effects	2	
2.6 Management of Pollution	1	
2.7 Social Audit	1	
2.7.1 Consumers and the Community	1	
	12	
3. Business and Government -		
3.1 Different Roles of Govt. in the Economy	1	
3.2 The Regulatory Rule	1	
3.3 The Entrepreneurial Role	1	
3.4 The Promotional Role	1	
3.5 The Planning Role	1	
3.6 State Control over the Economy	1	
3.7 Business and Govt. of India	1	
3.8 Economic Aspects of Indian Constitution	1	
3.9 The Preamble	1	
3.10 The Fundamental Rights	1	
3.11 Division of Powers	1	
3.12 Expansion of the Scope of State Intervention	1	
	12	

4. Company and its Environment -	
4.1 Corporate Planning - Meaning and Objective	3
4.2 Steps in Corporate Planning	1
4.3 Types of Corporate Planning	1
4.4 Corporate Planning - Relation with Environment	2
4.5 Organisational Development and Man-power Planning.	3
4.6 Human Resource Development	2
	12
	— 48

SECTION II

5. Indian Economic Environment -	
5.1 Mixed Economy	1
5.2 Role of Private Sector	1
5.3 Role of Public Sector	1
5.4 Joint and Co-operative Sector	2
5.5 Indian Planning - Objectives and features	2
5.6 Development Policy relating to small scale and Village Industries	2
5.7 Industrial Sickness in India	1
	12
6. Govt. Control and Regulation of Business Activities in India -	
6.1 Industries Development and Regulation Act. 1951	3
6.2 Industrial Policy	2
6.3 Industrial Licencing and Control of Monopolistic Practices and Restrictive Trade Practices - M.R.T.P. Act.	7
	12
7. Price and Distribution Channels -	
7.1 Objectives of Control	1
7.2 Direct and Indirect Controls	2
7.3 Administered Prices	1
7.4 Dual Pricing	1

7.5 Subsidisation.	1
7.6 Essential Commodities Act.	2
7.7 Objectives of other laws relating to control	2
7.8 Production Distribution and Prices	1
7.9 Important feature of Public Distribution System	1
	12
8. Government and Labour -	
8.1 Evolution of wage Policy in India	3
8.2 Labour Welfare measures	3
8.3 Social Security measures	3
8.4 Workers participation in Management	3
	12
	-----48

BOOKS RECOMMENDED

1. Business Environment : Francis Cherunilam, Himalaya Publishing House.
2. Business and Government : Francis Cherunilam.
3. Economic and Managarial Environment in India :
Dr. Surinder P.S. Puri progressive Corporation Pvt. Ltd.
Bombay
4. Business Environment and Entropreneurship. : B.C.Tondon
5. Business Environment : Balasubramaniam.
6. Business Environment and Outline - Chopra B.K.S.
7. Economic Environment of Business : Sampat Mukherji.

4-b COMMERCIAL GEOGRAPHY

SYLLABUS

No.	Units	Lect./Tut./Pract Periods
-----	-------	-----------------------------

Section I

- | | | |
|---|--|----|
| 1. Introduction - | | |
| 1.1 Meaning of Geography | | 1 |
| 1.2 Interaction of Geography with other subject | | 1 |
| 1.3 Nature and Scope of Commercial Geography | | 1 |
| 1.4 Approaches to the study of Commercial Geography | | 1 |
| 1.5 Nature of the Surface of the earth and distribution of Oceans and Continents | | 3 |
| | | 07 |
| 2. Man and Environment - | | |
| 2.1 Relationship of Environment with Economic Activities of man . Determinism and possibilism. | | 2 |
| 2.2 Physical environment : Location shape and size of the country, Relief, Climate, Water bodies, Soil, Vegetation, animal life and minerals. | | 6 |
| 2.3 Cultural Environment - Settlement, transportation, Communication and technology | | 2 |
| | | 10 |
| 3. Resources - | | |
| 3.1 Meaning of Resources, Nature of Resources and their Utilisation. | | 2 |
| 3.2 Forests - Tropical and Temperate characteristics, Uses and World distribution. | | 2 |
| 3.3 Agricultural - Place of agriculture in Indian economy. Agricultural types : Subsistence & Commercial | | |
| i) Shifting Cultivation | | |
| ii) Intensive subsistence cultivation, | | |
| iii) commercial grain farming, | | |
| iv) Plantation agriculture & | | |
| v) Truck farming. | | 4 |

	27
3.4 Minerals - Characteristics, Uses, World distribution and trade of 1) Iron ore 2) Copper, 3) Mica.	4
3.5 Power Resources - Importance and Nature of energy (Reserves and Present Production Pattern)	
i) Coal, ii) Mineral Oil, iii) Hydel Power and iv) Nuclear Power	4
	16
4. Population Characteristics -	
4.1 Meaning of demography	1
4.2 Man as a resource	1
4.3 Density of Population	2
4.4 Relative Growth rates of population	2
4.5 Population structure -	
i) Fertility, ii) Mortality, iii) Age and Sex composition, iv) Occupation structure.	2
4.6 Occupations and their types - Primary, Secondary, Tertiary and Quaternary activities.	2
	10
5. Representation of Statistical data -	
5.1 Graphs - i) Line and ii) Bar	2
5.2 Diagrams - i) Circle and ii) Sphere	3
	05
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Section II

6. Industry	
6.1 Place of industry in Indian Economy	1
6.2 Factors affecting Location of Industries	1
i) Raw Material, ii) Power, iii) Transport and Communication, iv) Market, v) Land vi) Labour, vii) Capital, viii) Technology.	2
6.3 Distribution and production pattern of following industries. Locational aspects of major industries in the world .	

i) Iron and Steel industry in U.S.S.R. & India	2	28
ii) Cotton textile in U.S.A. and India	2	
iii) Engineering industry in Europe and India	3	
6.4 Major industrial regions of the world and India.	2	
		13
7. Pollution -		
7.1 Concept of Pollution	2	
7.2 Air Pollution, Water Pollution, noise pollution and solid waste. Their nature, Causes and solution	6	
		8
8. Transportation -		
8.1 Main types and variations in transport cost	2	
8.2 Comparison of various types of transportation	2	
8.3 World distribution of road, railways, waterways and airways.	6	
		10
		27
9. Trade and Tourism -		
9.1 Spatial aspects of retailing and wholesaling business and communication services, Rural and Urban markets. Range and Threshold concept	3	
9.2 Significance of geographical factors influencing international trade principal trading blocks in the world.	4	
9.3 Tourism : Its impact on trade, transport and economy, centres and tourist attraction in India	3	
		12
10 Maps -		
10.1 Their characteristics and types	3	
10.2 Maps showing distribution of phenomena Dot, Isopleth and choropleth.	4	
		07
		-----48

Books Recommended

१. व्यापारी भूगोल : प्रा. सु. पुं. पाठक सुविचार प्रकाशन, पुणे.
२. व्यापारी भूविज्ञान प्रा. अहिरराव व इतर - वैभव प्रकाशन, चतुंगी, पुणे.
३. आर्थिक व व्यापारी भूगोल - डॉ. गुप्ते, डॉ. कर्माकर, प्रा. पारंजपे, कॉपीनेटल प्रकाशन, पुणे.
४. पर्यावरणशास्त्र: अहिरराव व इतर, वैभव प्रकाशन, पुणे.
५. भारताचे आर्थिक व व्यापारी भूविज्ञान - प्रा. सु. पुं. पाठक, पुणे विद्यार्थी गृह प्रकाशन.
6. Economic Geography by Jones and Darkmwald.
7. Economic Geography: Alexander J.

4-C OFFICE MANAGEMENT SYLLABUS

No.	Units	Lect./Tut./Pract/Periods
	<i>Section I</i>	
1.	Introduction	
1.1	Importance of office and office Management	2
1.2	Scientific Office Management	2
1.3	Duties and responsibilities of Office Manager.	2
1.4	Characteristics of the personnel in office.	3
1.5	Functions of office	4
1.6	Office Organisation Principles	2
		15
2.	Office Work -	
2.1	Concept of Office work	2
2.2	Control of Office work	3
2.3	Flow of work	2
2.4	Analysis and Study of office jobs	2
2.5	The measurement of Office work	2
2.6	Setting of standards	2
2.7	Planning and scheduling of office work	4

3. Office Layout -	2
3.1 Basic Principles	
3.2 Location of office - designing functional furniture, office lighting, fixtures office working conditions.	3
3.3 Office building Maintenance	1
3.4 Office equipments - Types of equipments for various departments.	1
3.5 Cost benefit analysis	2
3.6 Stationary and office supplies	1
	10
4. Training of clerical employees	3
5. Forms - design and control	1
5.1 Role of forms in office, Design of forms	1
5.2 Form inventory and storage	1
5.3 Form control programme	1
	03
	-----48

Section II

6. Manuals -	1
6.1 Purpose and types of manuals	1
6.2 Policy manuals, Procedure manuals	1
6.3 Preparation of manuals	1
6.4 Sources of materials for manuals	1
6.5 Revision	1
	05
7. Office Services -	1
7.1 Management of mail receipt	2
7.2 Sorting and distribution of mail	2
7.3 Equipments for mailing department	2
	05

8. Office Correspondance -	
8.1 Circulars	3
8.2 Correspondance with Government and Semi Government bodies.	3
8.3 Personnel Correspondance	2
8.4 Special appeals	2
8.5 General functional correspondance	2
	12
9. Management of Records	
9.1 Objectives, classification of records and files	1
9.2 Cross references	1
9.3 File identifying methods	2
9.4 Disposal of records	1
9.5 Organisation of records departmt	3
	8
10. Reports -	
10.1 Statistics and reference manuals	2
10.2 Year books for reference	2
	4
11. Public Relations -	
11.1 Scope and Objectives	3
11.2 Press release, Press Confernces, Liasion with newspapers	3
11.3 Public relations with Government	3
11.4 Public relations with customers and share holders.	2
11.5 Evaluation of Publiuc relations department	3
	14

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RECOMMENDED BOOKS

1. Office Administration - J.C.Denyer
2. Office Automation - G.R.Tarry
3. Office Mgt. and Control - G.R.Terru.

4. Office Management - Principles and Practice - P.K.Ghosh
5. Office Organization and Management - S.P.Arora.
6. Office Methods - M.L.Basu
7. Office Organization and Motivation - G.R.Terry
8. Office Supervision and National Productivity Council Publication.
9. Office Systems and Procedures - G.R.Terry
10. Files and Record Management - Place and Pophan
11. Manual of Office Administration - Welley.
12. Karyalayin Vyavasthapan - K.R. Shimpi and D.B.Phadke .

5-ii) Commercial Arithmetics & Statistics

Syllabus

Section I

No.	Units	Lect./Tut./Pract/Periods
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STATISTICS

1. Classification and Tabulation :

- 1.1 Meaning of classification. Functions of Classification, Bases of Classification.
- 1.2 Meaning of Tabulation, parts of a table. Requirements of a good table. Three-way tables.
- 1.3 Problems on the preparation of tables.
- 1.4 Problems to calculate missing figures from the table.
- 1.5 Problems to calculate other information such as ratio, percentage etc. from the given information of table. (4)

2. Frequency Distribution :

- 2.1 Meaning of frequency, Cumulative frequency, Class limits, Class-boundaries, mid-point, class-interval, guide-line for taking the classes. Inclusive classes. Open-end classes.
- 2.2 Formation of ungrouped and grouped frequency distributions. (4)

3. Diagrams and Graphs :

Simple bar diagrams, Multiple bar diagrams, percentage bar diagram, pie diagram, Histogram, Frequency polygon, Frequency Curve. (4)

4. Measures of Central Tendency :

- 4.1 Meaning of measure of central tendency, types of measures of central tendency-arithmetic mean-calculation of arithmetic mean for raw data, ungrouped and grouped - frequency distribution, combined mean for two groups.
- 4.2 Median - Meaning, calculation of median for raw data, ungrouped and grouped frequency distributions.
- 4.3 Mode - Meaning, Calculation of Mode for raw data ungrouped and grouped frequency distributions, Method of grouping the frequencies is not expected. (9)

NOTE : Excluding Geometric mean, harmonic mean, quartiles, deciles and percentiles

5. Vital Statistics -

Meaning of Vital Statistics, method of collecting vital statistics - census method, registration method. Crude birth rate, G.P.R. Age S.F.R., T.F.R., C.O.R. age-specific death rate, standardised death rate. (6)

Note - Concepts of GRR and NRR are not expected.

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COMMERCIAL ARITHMETIC :

6. Preliminaries (for objective type Question only)

- 6.1 Natural numbers, Integers. Statements of properties nature numbers and integers. H.C.E. and L.C.M. of two more integers.
- 6.2 Fractions, addition, Sub-traction, multiplication and division of two or more fractions.
- 6.3 Laws of indices.
- 6.4 Linear equations in one and two variables. Methods of finding the solution to linear equations.
- 6.5 Quadratic equation. Solution of a quadratic equation.

6.6 Co-ordinate system. Plotting the points.

6.7 Use log tables.

7. Ratio and percentage -

(8)

Introduction to ratio and percentage. Simple practical problems on ratio and percentage.

8. Proportion and Partnership -

8.1 Concept of proportion, simple and compound proportion, direct and inverse proportion. Simple practical problems only.

8.2 Application to division into proportional parts and partnership.

(4)

9. Profit and Loss -

Trade discount cash discount, Commission, Problems to calculate trade discount, each discount, Commission, cost price, selling price, profit on cost price, loss on cost price, problems involving discounts and/or commission and/or mixtures are expected.

(5)

----- (21)

Section II

STATISTICS -

10. Measures of dispersion -

10.1 Meaning, absolute and relative measures of dispersion. Range, mean deviation from mean and median, Variance, standard deviation, variance for combined groups (Only two groups are expected). Coefficient of variation.

10.2 Calculation for raw data ungrouped and grouped frequency distribution.

(8)

11. Attributes -

11.1 Meaning, Positive and negative attributes class frequency, positive, negative and contra class frequencies, Dichotomy ultimate class frequencies, relation between class frequencies. Simple numerical problems to calculate class frequencies.

11.2 Association of attributes. Yul's coefficient of association.

(4)

NOTE : Conditions for consistency of data are not expected.

12. Index Number -

12.1 Meaning of Index number, types of index number
Price Index Number, Quantity Index Number, Value
Index Number.

12.2 Problems in the construction of index number using
fisher's formula

(8)
----(20)

COMMERCIAL ARITHMETIC -

No.	Units	Lect./Tut./Pract/Periods
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13. Share and Dividend - Simple problems		(2)
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14. Interest and discount -

14.1 Simple interest-calculation of rate of interest, amount,
time and principal.

14.2 Present worth, true discount, sum due. Banker's
gain and banker's discount are not expected.

14.3 Compound interest-calculation of interest, amount,
time principal.

14.4 Problems on the growth and decay by using
compound interest formula (16)

15. Permutation and combination -

Concept of permutation and combination. Simple
practical problems on the use of the formulae nPr & nCr (6)

NOTE :

1. (Only elementary treatment is expected, proofs of the
formulae are not expected)

2. Theoretical type problems are not expected.

16. Area and Volume -

16.1 Area of triangle based on the formula
 $\frac{1}{2}(s-a)(s-b)(s-c)$ Area of rectangle, Square,
area of four walls of a room.

16.2 Volume and surface area of rectangular parallelepiped,
right circular cylinder, right circular cone, sphere only.

NOTE :

1. Simple numerical problems are expected.
2. Concepts of frustum of cone and Spherical cap. Segment of Sphere are not expected. (8)
17. Introduction to Matrices and Determinant :
 - 17.1 Meaning of matrix, equality of two matrices, addition subtraction and multiplication of two matrixes, (Simple : numerical and/or practical problems on addition, subtraction and multiplication.)
 - 17.2 Meaning of determinant, evaluation of second and third order determinants.

NOTE : Properties of determinant and consistency of equation not expected. (21)

Books Recommended :

1. Statistics (Theory, Methods and Application) - by O.C. Sancheti, V.K.Kapoor.
2. Business Mathematics - by D.C.Sancheti, V.K.Kooper.
3. Practical Business Mathematics - by S.A. Bari.

**5-b) Computer Concept and Programming
SYLLABUS**

UNITS - SECTION - I

No.	Units	Lect./Tut./Pract/Period
1.	Introduction of Computers -	
1.1	Five part of computers - input unit, output unit, memory, arithmetic and logic unit, control unit.	5
1.2	History and generations of computers.	3
2.	Types of Computers -	8
2.1	Digital and Analogue	2
2.2	General purpose and specific purpose	2
2.3	Microcomputer, minicomputer and main frame computer.	3
		7

PRACTICALS

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1. To start and close computer system, use of key-board.
2. DOS operations : DIR, CLS, COPY, TYPE, MKDIR, CHDIR, RMDIR, FORMAT.
3. Word Star : Fundamental operations as doing the word start, quitting the word star.

Section II

BASIC PROGRAMMING LANGUAGE

No.	Units	Lect./Tut./Pract/Periods
8.	Character set, constants and variables - Numeric and string variables.	8
9.	BASIC operators and expression :	8
9.1	Arithmetic, relational and logical operators	
9.2	Arithmetic, Relational and logical expressions.	
10.	BASIC Statement :	
10.1	LET, READ, DATA, INPUT, RESTORE, PRINT, LPRINT, PRINT, USING, for numeric data only. LPRINT, USING, LOCATE, WIDTH, DEFLNG, DEFING, DEFSNG, DEFDBL, DEFSIR, COLOR, SWAP.	8
11.	Unconditional/conditional transfer of control Statement	
11.1	GO TO, IF-THEN-ELSE, IF ENDIF? IF-ELSE, ENDIF, IF-ELSEIF GMDIF, SELECT CASE-END SELECT.	
11.2	Loops : DO UNTIL loop, DO WHILE Loop, WHILE-WEND Loop, FOR- NEXT - STEP Loop.	8
12.	BASIC built in functions :	
12.1	TAB VAL, MOD, INT, ABS, CEIL, RND, SQR, STR, SPC? ASC, CHR, LCASE, UCASE, LEFT, RIGHT, MID, LEN, STRING, FIX.	
13.	Graphics Statements :	
13.1	SCREEN, PSET, PRESET, LINE, CIRCLE, DRAW, PAINT, GET, PUT, POINT, VIEW, WINDOW.	8

3. Data Processing -

3.1 Meaning of data, Difference between data and information, numeric and non numeric data. 3

3.2 Codification of data binary codes, BCD EBCDIC, ASCII Codes. 2

3.3 on-line data processing, batch processing real time processing. 2
7

4. Types of Memory -

4.1 RAM, ROM, Primary and Secondary memory. 1

4.2 Introduction to hardware, software, operating system, compiler, Interpreter. 2

4.3 Machine language, programming language, package, multiprogramming multiprocessing, time sharing. 2
5

5. Introduction to File -

5.1 Concept of file, record and file 2

5.2 Program file, data file, master file, transaction file. 2

5.3 File Storage devices - Magnetic disk, floppy disk, MICR, COM. 3
7

6. Introduction to logic -

6.1 Statements, logical constants, binary valued variables, compound logical statement. 3

6.2 Logical operators NOT, AND, OR? IMPLICATION, EQUIVALENCE. 2

6.3 Truth table, construction of truth table. 3
8

7. Flow charts -

7.1 Input-output symbols, processing symbol, decision symbol, loop symbol, commercial problems only 6

PRACTICALS

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- 1) Amortization of loan
- 2) Preparation of invoice.
- 3) Depreciation Computation: Straight line method, double declining method.
- 4) preparation of by slips.

BOOKS RECOMMENDED

- 1) Data Processing : A first course (By David Harrison)
- 2) Systems Analysis and Data Processing By A.Subramanyam, K.S. MENON.

GROUP -A

6-a) SUBJECT - BUSINESS PRACTICES

PAPER I

COURSE TITLE : TRADE PRACTICES, POLICIES AND PROCEDURES.

SYLLABUS

No.	Units	Lect./Pract/Periods
-----	-------	---------------------

SECTION I

1. Nature and scope of business :	
1.1 Business : Definition, Characteristics, size and types.	2
1.2 Objectives of Modern Business	1
1.3 Essentials of a successful business	1
1.4 Requisites of a good businessman	1
1.5 Importance of trading activities in business	1
	6
2. Sale of Goods -	
2.1 Meaning and Natures	1
2.2 Important terms	1
2.3 Contract of sale	1
2.4 Rights of buyers and sellers	1
2.5 Conditions and Warranties	1
	5

3. Trading Policies _

3.1 Product Policy : Product development, Product Line, Product Mix.

3

3.2 Buying Policies :

3.2.1 Formalities in buying

1

3.2.2 Tenders and Quotations

1

3.2.3 Hire-Purchase

1

3.2.4 Auction

1

3.2.5 Leasing

1

3.2.6 Quantity V/s Hand to mouth buying

1

3.2.7 Centralised V/s Scattered buying

1

3.2.8 Buying job lots

1

3.2.9 Group or Co-operative purchases

1

9

3.3 Selling Policy :

3.3.1 Channels for distribution

1

3.3.2 Channel selection

1

3.3.3 Customer Policies

1

3.3.4 Specialisation and Generalisation

1

3.3.5 After-Sales Services

1

3.3.6 Dealer aids

1

3.3.7 Sales Promotion

1

3.3.8 Role of agents

1

8

3.4 Credit Policy :

3.4.1 Need and effects

1

3.4.2 Factors affecting credit policy

1

3.4.3 Period and Volume of credit

1

3.4.4 Credit-worthiness

1

4

3.5 Price Policy :

3.5.1 Need and importance	1
3.5.2 Factors affecting Price Policy	1
3.5.3 Price Policy in buyers' and sellers' market	1
3.5.4 Government's role in determining price policy	1
3.5.5 Stable and fluctuating prices	1
3.5.6 Differential or uniform prices	1
3.5.7 Discount Policy	1

7

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4. State in trade -

4.1 Concept of state trading	1
4.2 Arguments for and against state trading	1
4.3 State Trading Corporation	2
4.4 Food Corporation of India	1
4.5 Mineral and Metal Corporation of India	1

6

Section - II

5. Promoting a New Trading Unit

5.1 Introduction	1
5.2 Selecting Location size and form of Organisation	4
5.3 Maintenance of Record	2
5.4 Licences and Permission from Relevant Authorities such as Municipalities, State Govt. Central Govt., and other Bodies.	5

12

6. Laws Related to Trade -

6.1 Registration	2
6.2 Records and Compliance of Procedure -	
6.2.1 Relating to Sales Act.	2
6.2.2 Relating to Octroi	2

6.2.3 Relating to shops and Establishment Act.	2	42
6.2.4 Relating to Income Tax Act.	2	
		10
7. Business Malpractices -		
7.1 Introduction	1	
7.2 Monopolies and Restrictive Trade Practices	1	
7.3 Monopolistic Trade Practices	1	
7.4 Unfair Trade Practices	1	
7.5 Illegal or Coercive Trade Practices	1	
7.6 M.R.T.P. Act	2	
7.7 Working of M.R.T.P. Act	2	
		9
8. Consumer Protection -		
8.1 Need and Importance of Consumer Protection	1	
8.2 Consumers Rights	1	
8.3 Measures and Agencies	2	
8.4 National and International Organisations	2	
8.5 Consumer Protection Act, 1986 - Objects	2	
8.6 Machinery under the Act.	1	
8.7 Business Selfregulation -	1	
		10
9. Consumerism -		
9.1 Nature, Origin and Growth of Consumer Movement	3	
9.2 Consumerism in India and Abroad.	2	
9.3 Consumer Education	2	
		07

BOOKS RECOMMENDED

- 1) Industrial Organisation and Management : Behtal, Atwater etc.
- 2) Factory Organisation and Management : Aswathappa - K.
- 3) Industrial Administration and Management : By Betty.
- 4) Production/Operation Management : Lewin and Others

- 5) Industrial Organisation. : S.A.Sherlikar
- 6) Business Organisation and Management : Sinha - Mugali
- 7) Personal Management : C.B. Mamoria
- 8) Business Organisation and Management: Y.K. Bhushan
- 9) Business Organisation and Industrial Management. : Davar.
- 10) Principles/Practices of Marketing in India : Mamoriya & Joshi
- 11) Trade Practices and Consumerism : S.A.Sherlikar.
- 12) Industrial Oraganisation : by A.S.Deshpande.

Group - A

6-b) SUBJECT : MARKETING, SALESMANSHIP & PUBLICITY

PAPER - I

**Course Title : Principles of Marketing
syllabus**

No.	Units	Lect./Pract./Period
Section - I		
1.	Introduction and Evolution of Marketing	
1.1	Introduction- definition - Objectives	2
1.2	Functions and significance of Marketing	3
1.2.1	Mercandising - Physical distribution	
1.2.2	Supporting activities - Buying and Assembling	
1.2.3	Product Planing, Standardising and Grading	
1.2.4	Storage - Transportation - Marketing-Finance	
1.2.5	Marrketing Risk bearing.	
1.2.6	Collecting Marketing Information -- Marketing Research	
1.3	Classification of Markets on the basis on	2
1.3.1	Area/Time/Goods	
1.3.2	Free Intercourse/Functions	
1.3.3	Consumers/Products	

1.4 Extent of Markets—Determinants of Extents of Markets.	2
1.5 Traditional and Modern Concept of marketing	2
1.6 Evolution of Marketing in India.	1
	12
2. Marketing Mix and marketing Environment -	
2.1 Meaning of the Concept of Marketing Mix	2
2.2 Marketing system and Marketing Mix	2
2.3 Elements of Marketing Mix	4
2.4 Marketing organisation under system's approach	2
2.5 Marketing organisation and its Environment	1
2.6 Internal controllable Factors	3
2.7 External controllable factors	4
2.7.1 Demographic	
2.7.2 Economic - Political - Social	
2.7.3 Technological	
2.7.4 Ecological	
	18
3. Marketing Organisation -	
3.1 Meaning and importance of Marketing Organisation	3
3.2 Essentials of Sound Marketing Organisation	3
3.3 Principles of Organisation	3
3.4 The Organisation Structure	3
3.5 Types of organisation	3
3.6 Marketing Executive/Manager and his functions	3
	18

Section - II

4. Marketing Research	
4.1 Meaning and importance	2
4.2 Objectives of Marketing Research	3
4.3 Procedures in Marketing Research	3

4.4 Types and Techniques of Marketing Research	4	45
4.5 Organisation Structure of Marketing Research	3	
4.6 Marketing Information system.	2	
4.7 Marketing Research programme for a new product	3	
		20
5. State and Marketing -		
5.1 Conceptual Framework	3	
5.2 Major objective - Need for a Central Marketing Organisation	3	
5.3 Functions of State in Marketing	4	
5.4 Statutory regulation of Market and Marketing practices.	4	
5.5 Institutional Arrangments	4	
		18
6. Consumer Movement in India		
6.1 Meaning of the term consumer-movement	2	
6.2 Need and importance of Consumer-movement in a developing economy.	2	
6.3 Evolution of consumer Movement in India	3	
6.4 Critical evaluation of consumer movement in India	3	
		10

BOOKS RECOMMENDED -

- 1) Modern Marketing Management (India Context) Dr.R.S. Davar.
- 2) The Practical approach to marketing management- Stephen Morse
- 3) Marketing Management in Indian Perspective - S.M. Jha and L.P.Singh
- 4) Theory of Marketing in Underdeveloped country - J.N.Chaturvedi.
- 5) Marketing Research overview - S.A. Chunawalla
- 6) Marketing Management - S.A.Sherlekar.

- 7) An Introduction to Marketing - D.Amarchand and B.Varadharjan. 46
- 8) Industrial Marketing - Ralph S. Alexander, James S.Cross and Rochard Hill.
- 9) Marketing Management - Philip Kotler.
- 10) Vipanan Vyavapasthan Dr. Prabhakar Deshmukh.
- 11) Vipanan Vyayasthapan - S.P. Girase.
- 12) Marketing - Rajan Nayar.
- 13) Marketing - Sontakke and others.

GROUP - A

6-C) SUBJECT - BANKING AND FINANCE

PAPER - I

**COURSE TITLE : COMMERCIAL BANKING AND
BANKING OPERATIONS**

SYLLABUS

No.	Units	Lect./Pract./Period
SECTION I		
1. Evaluation of Banking		
1.1 Definition of a Bank		1
1.2 Origin of the concept of banking		
1.2.1 Evolution of banking in the West		2
1.2.2 Evolution of banking in India		1
1.3 Classification of banks -		
1.3.1 Functional and operational classification - Commercial banks, Agricultural banks, Industrial banks, Co-operative banks, Central bank, Savings banks, Exchange banks, International banks, Deposit, Investment and Mixed Banks.		10
1.3.2 Structural or Organisational classification unit: banking, branch banking, Group banking and chain banking, Definition, Features, Advantages and advantages.		8

1.3.3 Banks in Public sector, Private sector and co-operative sector--emergence, objectives, organisation and working.	5
2. Functions of Banks -	27
2.1 Primary Functions	
2.1.1 Acceptance of deposits .. mobilisation of deposits, different types of deposits, schemes, of deposit mobilisation.	2
2.1.2 Advancing loans	1
2.2 Secondary functions :	2
2.3 Credit Creation of banks - Process and limitations	3
3. Lending and Investment Functions of a Bank -	8
3.1 Investment policy of banks - Safety, liquidity and profitability concepts	1
3.1.1 Fundamental principles	1
3.1.2 Aims and objectives	1
3.2 R.B.I. control on leading and investment functions	
3.2.1 Nature	1
3.2.2 Position	1
3.3 Banking Services	
3.3.1 Types	1
3.3.2 Nature	1
3.3.3 Purposes	1
3.4 Different types of Securities : Government Securities, LIC Policies , Real Estate, Bank Fixed Deposits, Shares, Debentures Ornaments.	3
3.5 Nature of Securities -	
Lien, pledge, hypothecation, mortgage	3
	13

Section II

4. Categories of Customers -	
Minor, Married Women, Illiterate persons, Lunatics, Trustees, Executors, and administrators, other body corporates, customers attorney, joint Accounts.	6
5. Opening and Operation of Accounts -	6
5.1 Opening of different types of accounts	1
5.2 Formalities and procedures	2
5.3 Operations of accounts	
5.3.1 Pay-in-slip and withdrawal slip	1
5.3.2 Use of cheques	1
5.4 Types of cheques -	
5.4.1 Bearer cheques	1
5.4.2 Order cheques	1
5.4.3 Crossing of cheques - general and special	1
5.5 Methods of Remittance	
5.5.1 Demand Draft	1
5.5.2 Mail transfer	1
5.5.3 Telegraphic transfer	0.5
5.5.4 Travellers cheques	0.5
5.6 Crossing of accounts -	
Appointment of Nominees	1
6. Negotiable instruments -	12
6.1 Definition	1
6.2 Essential Features	3
6.3 Different types of Negotiable Instruments Bills of Exchange, Promissory notes, hundies	
6.3.1 Their nature	4
6.3.2 Their differences	2

6.4 Presentation and Acceptance

6.4.1 Types of acceptance - dishonour, noting, protesting

2

12

7. Endorsements -

7.1 Definition

2

7.2 Legal provisions regarding endorsement

3

7.3 Rules regarding endorsement

3

7.4 Kinds of endorsements

3

11

8. Material Alterations -

8.1 Forgery of signatures

1

8.2 Refusal of payment of cheques by a bank

2

8.3 Collection of cheques

2

8.4 Duties of a collecting banker

2

07

BOOKS RECOMMENDED

1. Modern Banking : R.S.Sayers, Oxford, Clarendon Press, London
2. Outline of Money : Geoffrey Crowther, University Book Stall, Delhi.
3. Banking Law and Practice in India : M.L. Tannan (3rd ed) Butterworth & Co., (India Ltd., (Incorporated in England)
4. Modern Banking : M.C.Vaish, Oxford and IBH Publishing Co., New Delhi, Bombay, Calcutta.
5. Fundamentals of Banking Theory & Practice. : A.K.Basu Mukherjee & Co., Pvt.Ltd., Calcutta.
6. Law and Practice of Banking : R.S.Davar, Progressive Corpn. Pvt.Ltd., Bombay, Madras.
7. Banking Theory & Practice : K.C.Shekher, Vani Education Books, New Delhi.
8. Banking Law and Practice : B.M.Lallnigam, Vani Education Books, N.Delhi.

- 50
9. Banking Law and Practice : S.N. Maheshwari, Kalyani Publishers, N.Delhi, Ludhiana.
 10. Practical Banking : M.Radhaswamy, S.Chand & Co., Ltd., Ram Nagar, N.Delhi.
 11. Banking Law and Practice. : P.N.Varshney, Sultan-Chand and Sons, N.Delhi.
 12. Introduction to Banking. : C.G.Vaidya and J.K.Godha, Anmol Prakashan, Pune-2.

GROUP - A

6-d) SUBJECT - BUSINESS ADMINISTRATION PAPER I COURSE TITLE - PRINCIPLES AND PROBLEMS

SYLLABUS

No.	Units	Lect./Pract./Period
-----	-------	---------------------

Section - I

1. CONCEPTS -

- | | |
|---|---|
| 1.1 Meaning and description of terms :
Administration, Management, Organisation. | 3 |
| 1.2 Meaning and description of term : Business | 1 |
| 1.3 Features of business activity | 2 |
| 1.4 Objectives of business : economic, social. | 2 |
| 1.5 Role of profit in business | 2 |
| 1.6 Social responsibilities of business | 3 |

2. BUSINESS UNIT

- | | |
|---|---|
| 2.1 Meaning and description of business unit | 2 |
| 2.2 Factors influencing size of business unit. | 2 |
| 2.3 Scale of business operations : relative merits, de-merits and problems. | 3 |
| 2.4 Business forecasting. | 4 |

3. BUSINESS AND SOCIETY

- 3.1 Social structure and its development 3
- 3.2 Changes in Indian social life styles Rural, Urban. 2
- 3.3 Business and Women 3
- 3.4 Consumerism 4

12

4. BUSINESS AND GOVERNMENT

- 4.1 Govt. policies affecting business : Industrial, taxation, banking and credit. 4
- 4.2 Schemes/Packages of Govt. assistance to business. 3
- 4.3 Reasons for Govt. intervention in business 2
- 4.4 Regulation of monopolies and restrictive trade practicers in India 3

12

SECTION - II**5. SETTING UP OF BUSINESS UNIT**

- 5.1 Factors involved in setting a business unit 2
- 5.2 Factors influencing the location of factory 4
- 5.3 Industrial Estates : Types, Merits, Demerits 3
- 5.4 Plant Layout : meaning, types, factors to be considered in site selection. 4
- 5.5 Building Layout : Meaning and types of factory Buidling, Choice of type.. 2
- 5.6 Facility layout and environment : Electricity, Water, Roads, Pollution Control measures. 3 18

51

6. PRODUCTIVITY

- 6.1 Meaning measurement of productivity 2
- 6.2 Factors affecting Productivity 3
- 6.3 Gains of productivity 2
- 6.4 How to boost productivity : Role played by N.P.C. 2

09

7. SCIENTIFIC MANAGEMENT AND RATIONALISATION

7.1 Meaning of Scientific Management & Rationalisation.	2
7.2 Advantages of Rationalisation and Automation	2
7.3 Evolution and types of computers	3
7.4 Use of Computers in business Management	2
7.5 problems of Rationalisation, Automation and Computerisation.	3

12

8. INDUSTRIAL SICKNESS

8.1 Industrial sickness phenomenon.	3
8.2 Sick business Unit Causes and consequences	3
8.3 Prevention of industrial sickness : Measures, Role played by Govt.	3

09

BOOKS RECOMMENDED

- 1) K.Aswathappa : Essentials of Business Administration. (Himalaya)
- 2) T.Thomas : Managing a business in India, (Allied Publishers).
- 3) S.A. Sherlekar, V.S. Sherlekar : Principles of Business Management (Himalaya).
- 4) M.S. Ramesh : Essentials of Business Organisation and Management (Kalyani)
- 5) Brahmankar, Datar, Bapat : Audyogik Vyavasthapan (M.U.B.P.,Board)
- 6) Prabhakar Deshmukh : Vyavasaya Prashasan Sidhant Paddhati (Pimpalner)
- 7) J.Batty : Industrial Administration and Management (Macdonald)
- 8) Herbert G. Hicks : Modern Business Management (Mc Graw-Hill, Koga).

GROUP -A**6-c) SUBJECT - CO-OPERATION AND RURAL DEVELOPMENT****PAPER - I****COURSE TITLE :** Principle and Practice of Co-operation and Rural Development.**SYLLABUS**

No.	Unit	Lectur./Pract./Peridos
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*Section - I***1. CO-OPEATION - CONCEPT AND FORMS -**

1.1 Meaning and definitions	2
1.1.1 Origin of Co-operation as an economic activity in India and abroad.	1
1.1.2 Characteristics of Co-operative enterprise	1
1.1.3 Social relevance of co-opeation	1
1.2 Forms of Co-operatives	2
1.2.1 Objectives, nature and scope of co-operative	2
1.3 Benefits of Co-operatives - Social benefits and economic benefits	1
	10

2. PRINCIPLES AND PHILOSOPHY OF COOPERATION -

2.1 Contribution of Rochadale Pineers	2
2.1.1 Role of International Cooperative Alliance	2
2.2 Analysis of cooperative principles	8
2.2.1 Open and Voluntary membership	
2.2.2 Democratic control on management	
2.2.3 Limited interest on capital	
2.2.4 Equitable distribution of surplus	
2.2.5 Cooperative education	
2.2.6 Cooperation among cooperatives	
2.2.7 Other principles	4
	16

3. HISTORY AND PROGRESS OF COOPERATIVE MOVEMENT IN INDIA

3.1 Pre-independence period

3.1.1 History and growth of the movement during 1904 to 1946 3

3.1.2 Causes of slow growth 2

3.2 Post-independence period

3.2.1 Credit cooperatives -- Structure of cooperative credit system short term and long term. 3

3.2.2. Progress of cooperative Credit system 2

3.2.3 Non/credit cooperatives - Consumers, Producers, Processing and Marketing. 3

3.3 Recommendations of important committees set up by the Reserve Bank of India and Govt. of India. 3

3.3.1 Report of the All India Rural Credit Review and Committee 1969

3.3.2 Report of the Banking Commission 1972

3.3.3 Report of the committee on Integration of Cooperative Credit institutions 1976

3.3.4 Report of the committee to Review arrangements for Institutional Credit for agricultural and Rural Development (Craicard)1981.

4. COOPERATIVE MOVEMENT - A balancing factor between public sector and private sector

4.1 Cooperation and capitalism 2

4.2 Cooperation and Socialism 2

4.3 Cooperation - the middle way 2

06

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*Section - II***5. RURAL DEVELOPMENT**

5.1 Concept	1
5.2 Measurement	3
5.3 Objectives	2
5.4 Need and Importance	2
	08

6. RURAL ECONOMY -

6.1 Nature and Problems	5
6.2 Rural Occupations	2
6.2.1 Nature and problem of rural occupations	4
6.2.2 Importance of agriculture in economic development.	5
	16

7. APPROACH TO RURAL DEVELOPMENT DURING POST INDEPENDENCE PERIOD

7.1 Rural Development under the plans	5
7.2 Community Development Programmes	2
7.3 Agricultural Development Programmes	4
7.3.1 Land Reforms	
7.3.2 Irrigation	
7.3.3 Green Revolution	
7.4 Rural Cooperatives	2
7.5 Rural Industries	1
7.6 Rural Development Schemes	2
	16

8. CONTRIBUTION OF COOPERATIVE IN RURAL DEVELOPMENT

- | | |
|---|---------|
| 8.1 Role of cooperative banks and credit societies. | 4 |
| 8.2 Role of cooperative marketing, Processing and multipurpose societies. | 4 |
| | 8 |
| | -----48 |

BOOKS RECOMMENDED

1. Cooperation in India : B.S.Mathur (Sahitya Bhawan, Agra-3)
2. Principles and Practice of Cooperative Banking in India : B.N.Choubey (Asia Publishing House, Bombay)
3. Theory, History and Practice of Cooperation : R.D.Bedi (Loyal Book Depot, Meerut).
4. Statistical Tables relating to cooperative Movement in India : NABARD
5. Rural Development in India Some Facets - Ed. : (National Institute of Rural Development, Hyderabad)
6. Rural Development Politics and Programmes. A Sociological Perspective. : Shiv R.Mehta (Sage Publications, New Delhi)
7. Rural Development in India : K.Venkata Reddy (Himalaya Publishing House, Bombay)
8. Rural Development in India : S.R.Maheshwari (Sage Publications, New delhi)
9. Rural Development - Principles Policies and Management : Kartar Singh (Sage Publications, New Delhi)
10. Indian Economy : Dutt and Sundaram (S.Chand and Co., New Delhi)
11. Committees and Commissions on Cooperation : T.Pranjothi (Rainbow Publications, Coimbatore - 30.)

GROUP - A

6-D SUBJECT - SECRETARIAL PRACTICE & COMPANY
MANAGEMENT

PAPER - I

COURSE TITLE - Joint stock Company - Fundamentals

Syllabus

No.	Units	Lectur./Pract./Period
-----	-------	-----------------------

1	Joint Stock Company Nature and Types :	
1.1	Definition and characteristics	2
1.2	Kinds of Companies on the basis of mode of incorporation	2
1.3	Kinds of companies on the basis of number of members	2
1.4	Kinds of companies on the basis of liability of members	1
1.5	Licensed Companies	1
1.6	One man company	1
1.7	Foreign Company	1
1.8	Government Company	1
1.9	Holding and Subsidiary Companies	1
1.10	Deemed Public Company	1
1.11	Exemptions and privileges of private companies	1
1.12	Distinction between Private Company and Public Company	1
1.13	Conversion of private company into a public company. and Vice Versa.	2
2	Company Secretary -	17
2.1	Definition and Special Features	2
2.2	Companies required to have Company Secretary	1
2.3	Appointment and Qualifications for Appointment	2
2.4	Legal Position	2

- 2.5 Duties, Rights and Powers
- 2.6 Liabilities
- 2.7 Dismissal
- 2.8 Role of Company Secretary

2
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12

3. Formation of a Company -

- 3.1 Promotion
- 3.2 The Promoter his legal position
- 3.3 Promoter's Remuneration
- 3.4 Promoter's Remuneration
- 3.5 Duties of Company Secretary in connection with Company Promotion
- 3.6 Incorporation
- 3.7 Documents to be filed with Registrar
- 3.8 Capital Subscription
- 3.9 Duties of Company Secretary in connection with Capital Subscription Stage.
- 3.10 Commencement of Business
- 3.11 Duties of Company Secretary in connection with Commencement of Business Stage.

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4. Documents relating to Incorporation -

- 4.1 Memorandum of Association : Definition, importance, contents and alterations
- 4.2 Doctrine of Ultra Vires
- 4.3 Articles of Association : Need, Form, contents and alternations.
- 4.4 Binding force of Memorandum and Articles of Association
- 4.5 Distinction between the two documents

1
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Section - II

5. Share Capital	
5.1 Share Capital : nature and types	1
5.2 Share : Definition and types of shares	1
5.3 Equity shares : Characteristics	1
5.4 Preference shares : Types of characteristics	1
5.6 Variation of the rights of shareholders	1
5.7 Control of Capital Issues	1 ---- 6
5.8 The Capital Issues (Exemption) order	1
5.9 Guidelines for Issue of fresh/further share capital	1
5.10 Listing of Securities	1
5.11 Procedure of securing listing	1
5.12 Prospectus : Definition	1 ---- 5
5.13 Offer for Sale	1
5.14 Issue of Prospectus	1
5.15 Newspaper Advertisement of Prospectus	1
5.16 Statment in lieu of Prospectus	1
5.17 Misleading Prospectus and its consequences	1
5.18 Remedies for mis-statement	1 ---- 7
5.19 Issue of shares at par, at premium and discount.	1
5.20 Application for shares	1
5.21 Allotment of shares : General provisions	1
5.22 First and subsequent allotments	1
5.23 Irregular allotment and its effects	1
5.24 Allotment Procedure	1
5.25 Splitting of Allotment and	1
5.26 Return as to allotment	1
5.27 Calls on shares - Forfeiture of share	1 ---- 26
5.28 Transfer and Transmission of shares	1
5.29 Restrictions on Transfer Procedure for Transfer	1
5.30 Secretarial Duties	1

5.31 Blank Transfer	1
5.32 Forged Transfer	1
5.33 Procedure for Transmission of Shares	1
5.34 Secretarial Duties	1
5.35 Distinction between Transfer and Transmission	1-----10
5.36 Share Certificate - Definition and Contents	1
5.37 Limitation of time for issue of Certificate	1
5.38 The Companies (Issue of share Certificate) Rules -1960	1
5.39 Legal effects of share certificate	1
5.40 Procedure for issue of Duplicate share certificate	1
5.41 Share Warrant	1
5.42 Distinction between share certificate & Share warrant	1---- 42
6. Membership and Register of Members :	
6.1 Membership Shareholder or member	1
6.2 Methods of Becoming a Member	1
6.3 Termination of Membership & Rights of Members	1
6.4 Register of Members : Contents, Importance	1
6.5 Index of Members	1
6.6 Place of Keeping the Register of Member and Right of Inspection, Closure of Register, its rectification.	1
6.7 Foreign Register of Members	1-----6 -----48

BOOKS RECOMMENDED

1. Companies Act (11th Wsn.) A. Ramaiya
2. Companies Administration & Meeting - S.K. Tuteja
3. Company Law (8th Edn.) Avtar Singh
4. Company Law - C.R. Datt
5. Companies Act 1988 - M.C. Bhandari
6. Company Law Manual - B. Datta and S. Lakhotia
7. Company Law and Secretarial Practice - N.D. Kapoor
8. Company Law and Secretarial Practice - S.A. Sherlekar
9. Company Meetings Notes and Resolutions - V.S. Aggarwal

10. Com.Meetings and Resolutions - C.R.Datta T.V.S.Devdasan

11. Com.Meetings and Resolutions by A.M.Chakraborti,
S.D.Gupte, B.Datta.

GROUP - A

6 G) PUBLIC ENTERPRISES

PAPER I

COURSE TITLE - GENERAL STUDY OF PUBLIC ENTERPRISES

SYLLABUS

No.	Units	Lect./Pract./Periods
<i>Section I</i>		
1.	Private and Public Sector	
1.1	Private and Public Enterprises	2
1.2	Role of public sector	1
1.3	Limitations of Private sector	1
1.4	Need for Public sector in economic development.	2
1.5	State ownership of Industry	2
1.6	Industrial policy of the Government of India after independence	4
		12
2.	Public Enterprises - Meeting and Importance	
2.1	Meaning of Public enterprises	2
2.2	Historical background of Public enterprises	3
2.3	Evolution and growth of public sector	3
2.4	Features and importance of Public Enterprises	4
2.5	Objectives of Public enterprises	2
2.6	Reasons for State Participation	2
2.7	Public Enterprises and economic development	4
		20
3.	Structure of Public Enterprises in India -	
3.1	Nature, scope and size of Public sector enterprise	3
3.2	Employment in Public Sector	2
3.3	Types of Public enterprises	3

3.4 Functional and organisational classification of Public Enterprises

4

62

3.5 Economic and non-economic objectives of Public Enterprises in India

4

16

Section II

4. Organisational Pattern of Public Sector -

4.1 Departmental Form

2

4.2 Autonomous Public Corporation form

2

4.3 Company form

2

4.4 Merits and demerits of the departmental Public Corporation and Company form

6

4.5 Critical evaluation of forms of public enterprises

4

4.6 Public Utilities

2

4.7 Choice of form of public enterprises

2

20

5. Financial Structure of Public enterprises -

5.1 Government Capital in Public Enterprises

3

5.2 Private capital in Public Enterprises

3

5.3 Reserve as a part of capital

2

5.4 Various sources of raising capital.

8

16

6. Public Sector and Social Responsibility -

6.1 Concept of Social Responsibility

3

6.2 Social Security Programmes for workers

3

6.3 Removal of regional disparities

3

6.4 Social responsibilities of public enterprises in India - a review.

3

12

RECOMMENDED BOOKS

1. Jagdish Prakash - Rao - Shukla - Administration of Public Enterprises in India.
2. G.Ram. Reddi - Government and Enterprises.
3. S.S.Khera - Government in Business.
4. R.K.Jain - Management of Public Undertakings.
5. B.C.Tandon - Management of Publ. Enterprises.
6. Laxmi Narain - Principles and Practice of Public Enterprise Management.
7. Laxmi Narain - Public Enterprises in India.
8. Ramanandhan V.V. - Structure of Public Enterprises in India.

GROUP - A**6-h) SUBJECT - INSURANCE AND TRANSPORT****PAPER I****COURSE TITLE - ELEMENTS OF INSURANCE AND TRANSPORT****SYLLABUS**

No.	Units	Lect./Pract./Periods
-----	-------	----------------------

Section I

- | | | |
|--|--|----|
| 1. Introduction | | |
| 1.1 Definition of Insurance | | 1 |
| 1.2 Nature and Scope of Insurance | | 3 |
| 1.3 Evolution of Insurance | | 2 |
| 1.4 Role and Importance to Individual-Society & Business | | 6 |
| | | 12 |
| 2. Principles of Insurance - | | |
| 2.1 Basic Principles | | |
| 2.1.1 Insurable Interest | | 2 |
| 2.1.2 Utmost Good faith | | 1 |
| 2.1.3 Indemnity. | | 5 |
| 2.2 Other Principles - | | |
| 2.2.1 | | |

2.2.2 Contribution	
2.2.3 Average	
2.2.4 Proximate Cause.	
	10
3. Transport -	1
3.1 Introduction	6
3.2 Economic Significance of Transport	
3.2.1 Relating to Production	
3.2.2 Relating to Distribution	
3.2.3 Relating to Consumption	
3.2.4 Relating to Exchange.	
3.3 Other Significance relating to	
3.3.1 a) Territorial division of labour	1
b) Competition	2
c) Price Stabilisation	2
d) Agricultural Development	2
e) Industrial Development.	2
	16
4. Political & Social Significance of Transport -	
4.1 National Utility	5
4.2 National Defence.	5
	10
	48
<i>Section II</i>	
5. Insurance	
5.1 Concepts	2
5.2 Characteristics	4
5.3 Contents of the contract	4
	10
6. Classification of insurance Business -	
6.1 Life Insurance	2
6.2 Fire Insurance	2

6.3 Marine Insurance	2
6.4 General Insurance	2
6.5 Re-insurance	2
6.6 Double Insurance	2
	12
7. Transport	
7.1 Political and Social Significance of Transport	2
7.2 Effects of large scale Production	2
7.3 Restrictions on International Transport	2
7.4 Loss of distinguishing characteristics	2
7.5 Mass Distribution	2
7.6 Concentration of Population	2
	12
8. Kinds of Transport -	
8.1 Road Transport	3
8.2 Rail Transport	3
8.3 Water Transport	3
8.4 Air Transport	3
	12

BOOKS RECOMMENDED

1. Insurance - Principles and Practice - M.N.Mishra S.Chand and Company, New Delhi.
2. Elements of Insurance - R.P. Malhotra The Macmillan Company of India.
3. Eco-Socio Significance of Insurance - C.N.Vakil
4. Transport Development in India - S.K.Shrivastava S.Chand and Company, Delhi.
5. Transport in India - Bhatnagar, Agarwal and Gupta.
6. Lectures on Transport - S.K.Chaudhari Lyall Book Depot.
7. Transport Economics - J.K.Jain, Chaitanya, Allahabad.

8. Elements of Transport - R.J.Eaton (Pitman)
 9. The Economics of Transport - M.R.Bonavia (J.Nisbel Co.)
 10. Insurance - Principle and Practice - R.S.Sharma (Vora Publishers)

GROUP A

6-4) SUBJECT - DEFENCE BUDGETING, FINANCE AND MANAGEMENT

PAPER I

COURSE TITLE - DEFENCE MANAGEMENT IN INDIA

SYLLABUS

No.	Units	Lect./Pract./Periods
1.	Principles of defence Organisation	4
2.	Reconstruction of Indian Armed Forces after 1947	
2.1	Reconstruction of Army	3
2.2	Reconstruction of Navy	3
2.3	Reconstruction of Air-Force in India	3
3.	Higher Defence Organisations in India -	
3.1	Power of president in relation to Armed Forces	2
3.2	Parliament and Armed Forces	1
3.3	Defence Committee of the Cabinet/Political Affair Committee	2
3.4	Ministry of Defence - Organisation and Functions	2
3.5	National Defence Council	1
		8
4.	Defence Mechanism of Indian Armed Forces -	
4.1	Chief of Staff committee	2
4.2	Organisation of Army H.O., Naval H.O. & Air H.O.	2
4.3	Organisation of Army Commands, Naval Commands & Air Commands	3
4.4	Coast Guards	3
		10

5. Intelligences :

- 5.1 Introduction and History of Intelligence 2
- 5.2 Role and Scope 2
- 5.3 Devices for collecting Intelligence 1
- 5.4 Counter Intelligence 2
- 5.5 Indian Intelligence Organisation. 2

09

6. Operation of War -

- 6.1 Advance to contact. 2
- 6.2 Attack. 2
- 6.3 Defence. 2
- 6.4 Withdrawal. 2

08

-----48

Section II

7. Infantry -

- 7.1 Characteristics, Role and Limitations of Infantry. 4
- 7.2 Infantry Division and BN Organisation . 4

08

8. Armoured and Artillery 3

9. Engineers and Signals 2

10. Characteristics, Role and Limitations of Services -

- 10.1 Role in peace time and War time of 3
- 10.2 Army service Corps 3
- 10.3 Army Ordnance Corps 3
- 10.4 Army Medical Corps 3
- 10.5 Electric and Mechanical Engineers 3

15

11. Indian Navy -

- 11.1 Characteristics, Role and Limitations 5
- 11.2 Various types of Battle ships in Indian Navy 5

10

12. Indian Air Force -	
12.1 Characteristics, Role and Limitations.	5
12.2 Various types of Air Crafts in Indian Air Force.	5
	10

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RECOMMENDED BOOKS

1. Defence Organisation in India - By A.L.Venkateshwaran.
 2. Indian Army - A sketch of its History and Organisation - by E.H.E.Cohen
 3. Defence Mechanism of Modern State - By Nagendrasing.
 4. Ministry of Defence - Annual Report -
- For Practical Purposes : 10 to 15 periods per Term
1. N.D.A., Pune
 2. C.D.A.(0), Golibar Maidan, Pune.
 3. Armoured Corp. Center - A'nagar
 4. School of Atilla Y, Nasik.
 5. H.A.L., Ozar - Nasik
 6. Defence Accounts - CIDCO, NASIK
 7. Naval Dock Yard - Bombay
 8. Costal Guard - Bombay
 9. Pt.Kunzru Centre for Defence Study, Pune.

SCHEME OF PRACTICALS

1. For the purpose of practicals, each division will be divided into 4 batches, Every batch will have one practical period per month. Every batch will have 3 practical periods per term. (equivalent to 3 periods). Thus, there will be six practicals, per subject, per year per each batch.
2. A list of ten practicals in each subject falling under Group is given and out of these 10 Practical, every student will do six practicals during the year, assigned to him by his teacher. The list of practicals will be revised every alternate year.
3. Every student will be required to maintain a journal for the practical work. The journal should be completed ordinarily before 31st of January, every year.

4. The examination of the practicals will be taken at least one month prior to the date of the annual examination preferably during the month of March.

5. The Practical examination of the F.Y.B.Com. students will be conducted by the respective colleges i.e. the practical examination will be conducted by the Internal examiners only. S.Y.B.Com. and T.Y.B.Com. practical examinations, will be conducted by the University.

6. The Practical examination will carry 60 marks. There will be two examiners. One internal and one external. Each examiner will give marks out of these 30 marks 10 marks will be for journal and 20 marks will be for the practical examination which may include the viva/voce test based on the journal.

7. Every student will thus be given marks out of 60 for the practical work. These marks will be converted as out of 20, for the purpose of declaring the result.

8. The term-end examination of subjects in Group (A) and group (B) will continue as at present.

9. The Annual examination for subjects under group (A) and group (B) will be of 80 marks as at present. These marks will be converted as out of 60, so that the total marks of regular students in group A and group B will be out of 20 for the term end examination, 20 for practical examination and 60 for the annual examination.

10. Every student shall have to obtain 40% marks in practical and theory examination separately. However, for the purpose of A.T.R.T. theory and practical taken together will be treated as one head of passing.

11. In lieu of tutorials, scheme of practicals for subjects under group A and B is introduced.

12. In case of external students offering subjects from group A and Group B there will be an annual theory examination of 80 marks which will be converted of 100 marks as per the existing 85 pattern.

(Refer practical tables from page 69-A to 69-H)

7. Additional English
Marks 80 (Four periods a week)
1989-90, 1990-91, 1991-92

A Texts Prescribed

1. Ten Short Stories-ed by Jatin Mohanty (University Press)
2. Essay, Precis, Composition and Comprehension by Crofton Home (M.) (II Section only).

RECOMMENDED BOOKS

1. Sixty Steps to Precis Writing - Alexander, L.G.(O.L.)
2. Intermediate Grammar, Usage and Composition : M.L. Tickoo (O.L.)
3. Writing with Purpose : Tickoo and Jaya Sasikumar (O.U.P.)
4. College Composition : G.K.Chelton (O.L.)

B. Portion for the Term end Examination

1. Short stories - 45 marks
2. Essay writing - 15 marks

There will be 4 questions carrying equal marks.

- Q.1 - Essay type (stories)
- Q.2 - Essay type
- Q.3 - Short notes (Stories)
- Q.4 - Essay writing

C. Portion for the Annual Examination (Both texts to be studied)

Total marks 80 (Three hours duration)

No. of questions - 5 (with internal options)

All questions carry equal marks

- | | |
|--|------|
| Q.1 Ten Short Stories - Long answer type question | (16) |
| Q.2 (a) Two Short notes on Ten short Stories | (08) |
| (b) Essay writing | (08) |
| Q.3 Precis writing | (16) |
| Q.4 (a) Minutes of meeting | (08) |
| (b) Report writing | (08) |
| Q.5 Expansion of an idea in about 100 to 120 words | (16) |

मराठी

१९९०-९१, ९१-९२ व ९२-९३

पहिली सहामाही -- कथासंग्रह

'मराठी ग्रामीण कथा' -- संपादन -- प्रा. अंबादास माडगूळकर, प्रा. सूर्यकांत खांडेकर

प्रकाशक -- श्री लेखन वाचन भांडार, पुणे.

दुसरी सहामाही -- नाटक

'गुंता हृदय हे' लेखक -- शं. ना. नवरे

काशक -- मैजेस्टिक प्रकाशन, मुंबई.

द्वितीय वर्ष साहित्य : विशेष स्तर

७. हिंदी

१. पाठ्यपुस्तक - प्रथम वर्ष वाणिज्य हिंदी पाठ्य-पुस्तक प्रकाशक - पुणे विद्यापीठ,

जून १९८९ पासून पुढील तीन वर्षाकरिता.

२. व्याकरणासाठी - सदर्भ पुस्तक म्हणून : प्रायोगिक हिंदी व्याकरण

लेखक - सुधाकर गोकावकर व गो. रा. कुलकर्णी

प्रकाशक - फडके बुक सेलर्स, कोल्हापुर

३. व्यावहारिक लेखन : शासकीय तथा सामान्य पत्राचार.

१. ज्ञापन, अर्धसरकारी पत्र, लुट्टी मांगने के लिए आवेदन पत्र, नौकरी के लिए आवेदन पत्र, पूछ ताछ के पत्र (इनमे से केवल दो ही प्रकारके पत्र परीक्षा में पूछे जाए)

२. सारलेखन लगभग २०० शब्दों के गद्याखंड का एक तिहाई में सारांश.

३. पारिभाषिक शब्दावली प्रथम ५० शब्द (१ ते ५०)

४. मसौदा लेखन : प्रतिवेदन (रिपोर्ट), (अधिसूचना नोटिफिकेशन), कार्यालयीन आदेश, अनुदेश (इन्स्ट्रक्शन), परिपत्र और तार (इनमे से एक ही परीक्षा में पूछा जाए).

५. निबंध लेखन सामान्य रुचि और सामाजिक जीवन से संबंधित विषय पर निबंध (पांच में से एक) लिखने के लिए कहा जाए (कम से कम २५० और अधिक से ३०० शब्दों तक)

६. भाषाज्ञान : हिन्दी के सही शब्द प्रयोग तथा लिंग, वचन, अर्थभेद तथा वाक्य रचना संबंधी पाई जाने वाली सामान्य अशुद्धियों का ज्ञान (हर वाक्य में से दो अशुद्धियाँ रखकर ऐसे पांच वाक्य परीक्षा में पूछे जाए)

७. पारिभाषिक शब्दावली : शेष ५० शब्द (५१ से १००)

पदवी प्रथमवर्ष वाणिज्य हिंदी पाठ्यक्रम के लिये (अधिकोष)

(बैंकसंबंधी पारिभाषिक पाठ्यक्रम के लिये)

Account	---	खाता, लेखा
Accountant	---	लेखाकार
Advance	---	अग्रिम
Advice	---	संज्ञापन, सलाह, सूचना
Acknowledgement	---	पावती, प्राप्ती
Account in operation	---	सक्रिय खाता
Adjustment	---	समंजन, समायोजन
Agreement	---	करार, अनुबंध
Agricultural Credit	---	कृषिकर्ण, कृषि साख
Agricultural Finance	---	कृषि वित्त
Annual Account	---	वार्षिक लेखा
Agent	---	एजेंट, अधिकर्ता
Amount	---	रकम, राशि
Audit	---	लेखा परिक्षा
Auditor	---	लेखा परिक्षक
Audit Objections	---	लेखा परिक्षा आपत्तियाँ
Asstt. General Manager	---	सहायक महाप्रबंधक
Arrcar	---	बकाया
Assessment	---	मूल्यांकन, निर्धारण
Branch Manager	---	शाखा प्रबंधक
Balance	---	बाकी, शेष
Balance Sheet	---	तुलनपत्र
Bank	---	बैंक, अधिकोश
Bank-endorsement	---	बैंक पृष्ठांकन
Borrower	---	उधार कर्ता
Bank Charge	---	बैंक प्रभार

Bank Guarantee	--- बैंक जमानत, बैंक गारंटी
Bearer Cheque	--- धारक वाहक चेक
Blank Cheque	--- कोरा चेक
Bond	--- बंधपत्र, ऋणपत्र
Capital	--- पूंजी
Cash	--- रोकड़, नकद, नगदी
Cash Book	--- रोकड़ बही
Cash Counter	--- रोकड़ पटल, रोकड़ खिडकी
Cheque	--- चेक
Commission	--- दलाली, आयोग, कमिशन
Commission	--- परिपत्र
Compulsory Deposit Scheme	--- अनिवार्य जमा योजना
Credit	--- उधार, साक, जमा
Crossed Cheque	--- रेखित चेक
Charge	--- प्रभार, कार्यभार, आरोप
Counter Foil	--- अध पत्रा
Creditor	--- लेनदार, ऋणदाता
Crop loan	--- फसल ऋण
Daily Balance	--- दैनिक शेष
Data	--- आकड़े
Debtor	--- ऋणी, देनदार
Debenture	--- ऋण पत्र
Defaulter	--- नकारादाता
Demand Draft	--- मांग ड्राफ्ट
Ident	--- लाभान
Down Payment	--- तत्काल भुगतान
Drawee	--- आदेशिती, अदावर्ता
Drawer	--- अर्हता, आदेशक
Demand Bill	--- अभियन्चन पत्र
Forefeiture	--- जती

Forged Signature	---	जाली हस्ताक्षर
Goodwill	---	यावसायिक शाखा
Implementation	---	कार्यान्वय
Initial	---	संक्षिप्त अद्याक्षर
Ident	---	मौगपत्र
Information	---	सूचना
Invoice	---	बीजक
Legitimate	---	विधि संमत
Letter of Authority	---	प्राधिकार पत्र
Lockout	---	तालाबंदी
Long Term Loan	---	दीर्घावधि ऋण
Liability	---	देयता
Manager	---	प्रबंधक
Managing Director	---	प्रबंध निर्देशक
Minor	---	नाबालिग
Mortgage	---	बंधक
Mode of Payment	---	भुगतान की रीति
Net Profit	---	शुद्ध लाभ
Net Loss	---	शुद्ध हानी
Over Payment	---	अधिक भुगतान
Paid	---	प्रदत्त, अदा किया हुआ
Legitimate	---	विधि संमत
Letter of Authority	---	प्राधिकार पत्र
Lockout	---	तालाबंदी
Long Term Loan	---	दीर्घावधि ऋण
Liability	---	देयता
Manager	---	प्रबंधक
Managing Director	---	प्रबंध निर्देशक
Minor	---	नाबालिग
Mortgage	---	बंधक

Mode of Payment	---	भुगतान की रीति
Net Profit	---	शुद्ध लाभ
Net Loss	---	शुद्ध हानी
Over Payment	---	अधिक भुगतान
Paid	---	प्रदत्त, अदा किया हुआ
Passed for Payment	---	भुगतान के लिये स्वीकृत
Pay	---	अदा करे
Pay Order	---	भुगतान आदेश
Payment Stop	---	भुगतान रोक
Payee	---	आदाता, पानेवाला
Prescribed	---	निर्दिष्ट, निर्धारित
Present Again	---	फिर पेश करे
Pay-slip	---	अदा पर्ची
Productive Loan	---	उत्पादन ऋण
Reminder	---	स्मरणपत्र, अनुस्मारक
Rebate of Interest	---	व्याज में कटौती
Recovery of Loan	---	कर्ज की वसुली
Refund	---	वापस करना
Regional Manager	---	क्षेत्रीय प्रबंधक
Remittance	---	धन प्रेषण, धन भेजना
Revenue Stamp	---	रसिदी टिकट, राजस्व टिकट
Safe Deposit Vault	---	सुरक्षित जमा कक्ष
Savings Accounts	---	बचत खाता
Signature Differ (S.D.)	---	हस्ताक्षर नहीं मिलते
Storage Room	---	सुरक्षित कक्ष
Value Declared	---	घोषित मूल्य
Withdrawal	---	आहरण, निकासी, प्रतिग्रहण
Withdrawal Amount	---	निकासी गई राशी

F.Y.B.Com. URDU
(1988-89, 1989-90, 1990-91)

Poetry - Bang-e-Dara (Part II)

1. General Question on Poet's life and works.
2. Central Idea of any one poem.
3. Explanation of couplets from text.
4. Appreciation of an unseen poem.

Prose - Urdu ke Terah Afsane by Akhtar Parvez.

1. General question on the author and his works.
2. Character - Sketch.
3. Study of Plot.
4. Letter - Writing.
5. Essay on general topic.
6. Translation to simple English passage into Urdu.

(a) All poems of Bang-e-Dara (Part II)

- | | |
|--|--------|
| 1. General question on poet's life and works | mks 15 |
| 2. Central Idea of any one poem | mks 15 |
| 3. Explanation of couplets from text | mks 20 |
| 4. Appreciation of an unseen poem | mks 20 |

Total Mks 60

- (b) The existing prescribed text-books be continued alongwith the deletion of 'Ghazalyat' only.**

F.Y.B.Com. Persian
(1988-89, 1989-90, 1990-91)

Poetry - INTEKHAB-E-FARSI (Poetry)

The following topics :

1. Ghazalyat (p.293-297)
2. Manzamat Nau (p.322 to 332).
 - a. General Question of poets life and works.
 - b. Reproduction of any one poem from text.
 - c. Translation of couplets of poetic passages.
 - d. Translation of an English passage into Persian.

Prose - INTEKHAB-E-FARSI (Prose)

1. Character-Sketch.
2. Explanation in Persian or Translation into English, Urdu or Marathi (Any two passages out of three)
3. Translation of Persian passage into English.

(a) Poetry : INTEKHAB-E-FARSI (Poetry excluding Qasidahs)

1. General question on poet's life and works - mks 15
 2. Reproduction of any one poem from the text - mks 15
 3. Translation of couplets and poetic passages - mks 20
 4. Translation of an English passage into Persian - mks 10
- Marks 60

F.Y.B.Com. Arabic**(b) Prose : Mansurat Min Adabel Arab, edited by M.R.H.Nadvi**

1. Lesson Nos. 17,28,40, 41,42, 45.

(a) Critical question on text or author.

(b) Essay or reproduction.

(c) 1. Two passages from text for translation or paraphrase,

2. Reference to context.

(d) Translation of English passage into Arabic.

(a) Poetry : Qasidatul-Burda by AL-Bussayri (First hundred couples)

1. Critical question on poet or form.

2. Reproduction.

3. Translation of an unseen Arabic passage into English, Urdu or Marathi.

4. Translation and explanation of the verses.

(b) Prose : (1) Critical question on text or author

mks 12

(2) Essay or reproduction

mks 12

(c) (1) Two passages from text for translation or paraphrasing

mks 18

- (2) Reference to context
(d) Translation of English(unseen)passage
into Arabic

mks 08

mks10

Total Mks 60

7. FRENCH

1.Objectives :

- Ability to read fluently and understand elementary level texts (i.e. "graded" reading material) which illustrate the most indispensable "core grammar" and "basic structure" and use only a "minimum vocabulary" of about 800 to 1000 words selected on the basis of usage - frequency and the possibility of their actual use in class-room teaching and in the mutual communication between students or between teachers and students.
- Ability to reproduce what is read in the learner's own words, both in writing and orally, in response to pointed questions and in the form of some guided compositions.
- Ability to carry on very simple conversation with the teacher on topics from personal and everyday life.

2. Course Content :

- Till the end of the 1st term :
Grammar and Text including Dictées and Dialogues covered in the first 25 lessons of the prescribed text.
- Till the final examination :
In addition to the portion prescribed in the 1st Term, Grammar and Text including Dictées and Dialogues upto lesson 52 of the prescribed text.
- First Term-End Examination (60 marks) :

One Written Paper :

Distribution of Marks :

Marks in %

- | | |
|--|-----|
| (a) Translation of unseen passage(s) from the foreign language | 30% |
| (b) Content-oriented questions on the prescribed text to be asked and answered in the foreign language | 30% |

- (c) Questions to test the understanding and correct use of core grammar, basic structures and the minimum vocabulary. 40%

Final Examination :

One Written Paper :

- (a) Translation of unseen passage(s) from the foreign language ---- 20%
- (b) Content - Oriented question on the prescribed text, to be asked and answered in the foreign language. 20%
- (c) Questions to test the understanding and correct use of core grammar, basic structure and the minimum vocabulary. 30%
- (d) Essay composition on general topic from personal and every day life 30%
- and/or Long answer (Composition) question based on the prescribed readings.

4. *Text Book prescribed :*

Course de Language et de Civilisation Françaises Tome I, G. Mauger Hachette, Paris.

7. GUJRARATHI

F.Y.B.Com. 1990-91, 91-92, & 92-93

Vyajanavarash

Writer : Chunilal Madia

Portion to be studied for the

Term end examination

19 chapters

Portion to be studied for the

Annual examination

Remaining chapters

Guide lines regarding Question Paper.

There will be four questions for term-end examination each of 15 marks

For Annual Examination there will be totally five questions. An essay of 20 marks and four questions on text each of 15 marks.

SINDHI :

1989-90,90-91,91-92

Text Prescribed

Sahit sugandh (Prose & Poetry) Edited by Prof. I.T. Jotwani & Prof. Dayal Asha Published at L.K. Dhameja, Saraswati Sahib Sadan Block No. 1974, Ulhasnagar-5.

Portion for the Term End Examination

1. Prose : Lessons 1 - 12
2. Poetry (Poems) 1 - 13
3. Essay Writing

Portion for the Annual Examination

1. Prose Lesson Nos. 11-20
2. Poetry (Poems from 14 to 21)
3. Precies Writing
4. Translation from English to Sindhi

Note : The Prescribed text book is available in Arabic script only. However the students are given the choice to write in both the scripts i.e. Devnagari and Arabic. The question paper also will be set in both the scripts.

No. question reference to context will be set.

F.Y.B.Com. GERMAN

(From June 1988)

Course in German will form a continuous integrated one year course as detailed below. The examination at the end of each term will, however, be separate.

Objectives :

- (a) Ability to read fluently and understand elementary level texts which illustrate the most indispensable 'Core grammar' and "basic structures" and use a "minimum vocabulary" of about 800 to 1000 words selected on the basis of usage frequency and the possibility of their actual use in class-room teaching and the mutual communication between students or between teachers and students.
- (b) Ability to reproduce what is read in the learner's own words, both in writing and orally, in response to pointed questions and in the form of guided compositions.

- (c) Ability to carry on simple conversation with the teacher on topics from personal and every day life.

Course Content : Recommended, book : Deutsch Als Fremdsprache IA by : Braun, Nieder, Schmoer.

First Term

In-German :

- (a) Translation of unseen passages from German into English.
- (b) Content oriented questions on the prescribed readings to be asked and answered in German.
- (c) Questions to test the understanding and correct use of core grammar, basic structures and the minimum vocabulary.

Annual examination in German :

- (a) Translation of unseen passages from German
- (b) Content oriented questions on the prescribed texts to be asked and answered in German.
- (c) Questions to test the understanding and correct use of "Core Grammar, basic structures and vocabulary".
- (d) Questions based on unseen passage.

Qualifications for teaching subjects under the modified B.Com. Syllabus

For Business Environment :

M.A. or M.Sc. with Geography will be eligible to teach the subject provided, he has done refresher courses organized by the University. Only such teachers who are confirmed but have become surplus due to the introduction of modified syllabi will alone be eligible to attend refresher course and teaching Business Environment.

For Computer conception programming :

M.A., M.Sc. or M.Com. with minimum prescribed qualifications and who has done one year diploma in Computer Application/Management/Science recognised by the University or Commerce teacher having completed refresher course in Computer Application organized by the University.