

North Maharashtra University, Jalgaon
SYLLABUS FOR F.Y.B.Com. (Compulsory English)
(W.E.F. July, 1997)

A) Objectives

1. To enable the student to understand classroom lectures, read text-books do reference reading.
2. To enable the student to participate in discussion and to write assignments and examination answers.
3. To prepare the student to function effectively in the social and other situations and to enable him to use English efficiently
4. To enable the student to formulate strategies in the use of reading skills.
5. To enable the student to listen with understanding to classroom lectures, radio and TV programmes, and recordings.
6. To enable the student to develop the comprehension skills.
7. To enable, the student to acquire writing skills, for writing coherently simple and correct sentences.
8. To enable the student to learn study skills and reference skills.

B) Prescribed Text

English for pleasure : Edited by Board of Editors published by North Maharashtra University, Jalgaon

a) Short stories (Six)

1. Lawley road - R K Narayan
2. Law of the Grazing Fields - Syprian Ekwensi
3. The Fun They Had - Isaac Asimov
4. The white Dove - Indrayani Sawkar
5. The Trunk of Ganesha - Jayant Mahapatra
6. The Tiger in the Tunnel - Ruskin Bond.pa

b) Prose Lessons (Three)

7. My Lost Dollar - Stephen Leacock
8. Dangers of Drug Abuse - Prof Hardin B. Jones
9. Computers

c) Informative/Communicative Skills Units (Six)

10. Note - taking and Note-making
11. Information Transfer
12. Comprehension
13. Report/Minute Writing
14. Business correspondence and Writing Applications
15. Expansion of an Idea and Precise Writings.

d) Format of the Question - paper

- i) Prose - 36 marks (Two Questions)
- ii) Communicative skills (Three Questions) 48 marks
- iii) Grammar - 16 marks (One Question)

- Q.1 a) Five passages. Three passages to
 b) be attempted - Six questions on
 c) each passage - 2/3 on content 2 on
 d) Language and 1/2 on Ability
 e) -- Total marks (18)
- Q.2 a) Short Answer Questions. OR
 b) One out of three questions set OR
 c) Marks (6m) OR
 d) Long Answer Questions OR
 e) One out of three questions OR
 f) set (12)
 2(a)or (b)or(c) 6 marks plus 12 marks 2(d) or (e) or(f)
 Total marks (18)
- Q.3 Grammar
 a) 4 marks b) 3 marks c) 3 marks
 d) 3 marks e) 3 marks Total marks (16)
- Q.4 a) Note - taking and Note-making - 8 marks
 b) Information Transfer - 7 marks
 Total marks- 15
- Q.5 a) Expansion of an Idea - 7 marks
 b) Comprehension - 8 marks
 Total marks- 15
- Q.6 a) Report/Minute writing - 6 marks
 b) Business Letters/Applications - 6 marks
 c) Precise-writing - 6 marks
 Total marks - 18

—xv—

North Maharashtra University, Jalgaon
SYLLABUS FOR F.Y.B.Com. (Additional English)
(W.E.F. July, 1997)

Prescribed Texts :

First Term :

Novel

Animal Farm - George Orwell

Second Term :

(Short Stories)

Ten short stories - Jafin Mohanty.

The following short stories only:

- 1) The Ranance of a Busy Broker - O' Henry
- 2) A cup of Tea - Katherine Mansfield
- 3) The Earth - H.E Bates
- 4) The Rocking - Horse Winner - D.H. Lawrence
- 5) The Highway - Ray Bradbury
- 6) A Canary for One - Earnest Hemingway.

NORTH MAHARASHTRA UNIVERSITY, JALGAON.

F.Y.B.Com.ADDITIONAL ENGLISH

QUESTION-PAPER FORMAT

Texts :- 1) Animal Farm - George Orwell
2) Ten short stories - Jatin Mohanti (University press)

Marks :- 100

1.	Long answer question One out of three (Animal Farm)	16
2.	Long answer question One out of three (Animal Farm)	16
3.	Short Notes- Three out of five/six (Animal Farm)	18
4.	Long answer question One out of two/three (short stories)	16
5.	Long answer question One out of two/three (Short stories)	16
6.	Short Notes Three out of five/six (short stories)	18

100

North Maharashtra University, Jalgaon
SYLLABUS FOR F.Y.B.Com.
URDU GENERAL

(4 PERIODS PER WEEK)

(w.e. From June 1997)

A : PROSE "WARDAT" By Premchand.

- 1) 'Shikwa - Shikayat '
- 2) 'Masoom Baccha '
- 3) 'Badnaseeb Maa'
- 4) 'Shanti'
- 5) 'Raoshni'

B : POETRY : "BANG-E-DRA" By DR. IQBAL.

- 1) Himalayah
- 2) Jugnu
- 3) Naya Shiwala
- 4) Hindustani Baccho Ka Geet.
- 5) Abbra.

C : (a) ESSAY WRITING : On General Topics.

(b) LETTER WRITING : Business Letters Only.

ANNUAL EXAM.		Marks
Q.1.	General Question on the short story or writer's and their work.	16
Q.2.	Critical appreciation Short Story.	16
Q.3.	General question on the poet or form of poetry.	16
Q.4.	Appreciation of any Poem/Explanation of Couplets from text.	16
Q.5.	Essay Writing on General Topics.	10
Q.6.	Letter writing (Business Letter only)	10

		100

====>====

NORTH MAHARASHTRA UNIVERSITY, JALGAON.

Syllabus-F.Y.B.Com.

(With effect from June, 1997)

SUB.: ACCOUNTANCY & COSTING.

====

70 Marks.

A) ACCOUNTANCY-

=====

No. of Lectures.

1. Elements of Accounting :

Types of Accounts - Real, Nominal & Personal

Journal - Subsidiary books - ledgers

Trial balance & Rectification of errors

Bank Reconciliation

Study of Accounting Conventions and Politics. 12 L

2. Closing and Adjustment entries for Finalisation
of accounts :

Preparation of adjusted Trial Balance

Closing Journal Entries & Adjustment Journal

Entries such as,

Stock adjustments

Prepaid - Payable

Receivable - Received in advance

Bad debts - R D D & Discount

Sale or Return

Fir less - Samples

Goods in transit

Depreciation etc.

6 L

3. Depreciation Accounts : Sinking Fund	
Annuity	
Revaluation	
Depletion	6 L
4. Self Balancing & Sectional Balancing.	8 L
5. Accounts of Non-Trading Concerns :	
(a) Preparation of Income & Expenditure A/c & B/s	
from Receipts & Payments A/c vice-versa	
(b) Preparation of Income and Expenditure	
A/c & B/s	
from Trial Balance.	
(c) Preparation of opening & closing B/s from	
I & E A/c & Receipts & Payments A/c	12 L
6. Preparation of Final Accounts from Incomplete	
Records	
(a) Statement of affairs Method	
(b) Conversion method	8 L
7. Piecemeal Distribution on dissolution of	
Partnership firm	
(a) Surplus Capital Method	
(b) Maximum Loss Method	8 L
8. Investments : Preparation of Investment A/c	
from fixed Interest bearing securities	4 L

	64 L

(e) Naturewise	
(f) Functional	
(g) Direct - Indirect	4 L
4. Cost Sheet	
(a) Total & per unit cost	
(b) Preparation of estimates, quotations, tenders.	8 L
5. Material :	
(a) Importance of Material Accounting and control	
(b) Procedure and documentation of purchasing and store keeping.	
Documents like purchase Requisition, Purchase-order, Goods received note, Inspection Report, Rejection Report, Material Requisition, Material transfer Note, Material Return Note etc.	
(c) Stores Accounting-Pricing of issues under LIFO, FIFO, Weighted average and simple average methods.	
(d) Stores Control :	
1. Economic order quantity	
2. Setting various levels for material	12 L

	32 L

Books Recommended :

1. B.K.Bhar.
2. N.K.Prasad.
3. Nigam Sharma.
4. Jawaharlal.
5. Maheshwari.
6. Swaminathan.
7. Ratnam.
8. R.R.Gupta.
9. Ahuja, Khanna, Pande.
10. Jain and Warang.

Recommended Books : Advanced Accounting

1. Shukla Grewal
2. Jain Narang
3. R.L.Gupta
4. Hrushikesh Chakraborty
5. Kotalwar
6. S.N.Maheshwari
7. Arunanandanam

B) COSTING -
=====

1. Costing & Cost Accounting :
 - (a) Definitions - need - features
 - (b) Objectives and uses
 - (c) Limitations
 - (d) Cost Accounting Vis - a - vis other forms of Accounting
 - (i) Cost Accounting and financial accounting
 - (ii) Cost Accounting and Management accounting 5 L

2. Basic concepts in cost accounting :
 - (a) Cost-Expenses-Loss
 - (b) Cost unit
 - (c) Cost Centre
 - (d) Types of costs 3 L

3. Elements of Cost :
Classification of cost on various criterias
 - (a) Elementwise
 - (b) Controllability
 - (c) Normality
 - (d) Behavioural