

Course and Examination Scheme
Bachelor of Commerce (B.Com.)
3 year Degree Course in the Faculty of Commerce
Semester - I Examination

Sr. No.	Subject	Course Scheme			No. of Credits	Examination Scheme							
		L	T	P		Maximum Marks				Minimum Passing Marks			
						ESE	P	IA	Total	ESE	P	IA	Total
1.	Compulsory English - I	4	1	--	2	80	-	20	100	28	--	07	35
2.	Marathi/Hindi/ Supplementary English- I	4	--	-	2	80	-	20	100	28	--	07	35
3.	Business Economics-I	4	--	-	3	80	-	20	100	28	--	07	35
4.	Principle of Management-I	4	--	--	3	80	-	20	100	28	--	07	35
5.	Financial Accounting I	5	--	--	4	80	-	20	100	28	--	07	35
6.	Statistics Techniques and Business Mathematics- I	5	--	--	3	80	-	20	100	28	--	07	35
7.	Any One Paper from the following Optional Group												
	Group A Marketing Management (Basic Marketing Management- I)	4	--	-	3	80	-	20	100	28	--	07	35
	Group B Human Resource Development (Human Resource Management I)	4	--	-	3	80	-	20	100	28	--	07	35
	Group C Banking and Insurance (Principle of Banking and Insurance I)	4	--	-	3	80	-	20	100	28	--	07	35
	Group D Information Technology (Computer Fundamental -I)	2	--	4/ Bat -ch	3	50	30	20	100	18	11	7	35

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

2. The question papers in the subjects Financial Accounting , Statistics Techniques and Business Mathematics will be set in English/Marathi/Hindi. However, the practical/numerical will be set in English only. The students of Marathi/Hindi medium will have the option to attempt the theory part in Marathi/Hindi and practical problems /numerical in English only.
3. The students shall opt for any one group of Specialization once a group selected in semester I the same group shall have to be continued in all the semesters. No change of group will be allowed.
4. The student shall of any one of the language Marathi/Hindi/Supplementary English once in semester I the same shall have to be continued upto semester IV.

Bachelor of Commerce ([B.Com.](#))
Semester - II Examination

Sr.No	Subject	Course Scheme			No.of Credits	Examination Scheme							
		L	T	P		Maximum Marks				Minimum Passing Marks			
						ESE	P	IA	Total	ESE	P	IA	Total
1.	Compulsory English – II	4	1	--	2	80	-	20	100	28	--	07	35
2.	Marathi/Hindi/ Supplementary English-II	4	--	-	2	80	-	20	100	28	--	07	35
3.	Business Economics-II	4	--	-	3	80	-	20	100	28	--	07	35
4.	Principle of Management-II	4	--	--	3	80	-	20	100	28	--	07	35
5.	Financial Accounting –II	5	--	--	4	80	-	20	100	28	--	07	35
6.	Statistics Techniques and Business Mathematics- II	5	--	--	3	80	-	20	100	28	--	07	35
7.	Any One Paper from the following Optional Group												
	Group A Marketing Management (Basic Marketing Management- II)	4	--	-	3	80	-	20	100	28	--	07	35
	Group B Human Resource Development (Human Resource Management –II)	4	--	-	3	80	-	20	100	28	--	07	35
	Group C Banking and Insurance (Principle of Banking and Insurance –II)	4	--	-	3	80	-	20	100	28	--	07	35
	Group D Information Technology (Information Communication Technology)	2	--	4/ Bat -ch	3	50	30	20	100	18	11	7	35

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

B. Com. Part-I
Compulsory English - I
Semester I
PAPER I

Objective:

1. The Poems and Prose Passage serve the purpose of developing Reading Skill and to know about the worldly ways of the World.
2. To make students aware about the basic knowledge of English Grammar, and to develop among them an ability of effective communication in English.
3. To make aware about the basics of Business Communication.

UNIT I- Prose

Periods Allotment

- | | |
|--|-----------|
| 1. My Financial Career By Stephen Leacock | 16 |
| 2. The Child By Premchand. | |
| 3. A Different Kind OF Learning By Jade Snow Wong. | |
| 4. The Power Of Prayer By A.P.J. Abdul Kalam. | |

UNIT II- Poetry

16

1. Very Indian Poem In English By Nissim Ezekie.
2. No Men Are Foreign By James Kirkup.
3. Stopping By Woods On Snowy Evening By Robert Frost.

UNIT III- Reading & Comprehension

12

1. Unseen Passage.
2. Developing Paragraph

UNIT IV- Business Correspondence

16

1. Letters of Enquiry
2. Letters of Order
3. Letters of Complaint
4. Letters of Appointment

Reference Books

- 1) PRUDENCE AN ANTHOLOGY FOR DEGREE CLASSES : BOARD OF EDITORS ORIENT BLACK SWAN
- 2) Essentials of Business Communications : Rajendra Pal & J. S. Korlahalli
- 3) Business Communication : U. S. Rai & S. M. Rai
- 4) Business Correspondence & Report Writing : R. C. Sharma & Krishna Mohan
- 5) Synergy : Communication in English and Study Skills : Board of Editors Publ. Orient BlackSwan
- 6) English Grammar Practice : R. N. Bakshi, Pub: Orient Longman.
- 7) Developing Communication Skill : Mohan Pub: Macmillan

B. Com. Part-I
Compulsory English - II
Semester II
PAPER II

Objective:

1. The Poems and Prose Passage serve the purpose of developing Reading Skill and to know about the worldly ways of the World.
2. To make students aware about the basic knowledge of English Grammar, and to develop among them an ability of effective communication in English.
3. To make aware about the basics of Business Communication.

UNIT I- Prose

Periods

Allotment

- | | |
|--|-----------|
| 1. A Talk On Advertising By Herman Wouk | 16 |
| 2. Making A Contract By Philip Binham | |
| 3. Toasted English By R.K.Narayan. | |
| 4. Menaseh's Dream By Issac Bashevis Singer. | |

UNIT II- Poetry

16

1. Money Madness By D.H.Lawrence.
2. Hunger By Jayant Mahapatra.
3. Gods By Wallt Whitman.

UNIT III- Writing Skills

12

1. Report Writing
2. Advertisement

UNIT IV- Basic Language Skill & Grammar Usage

16

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

Reference Books

- 8) PRUDENCE AN ANTHOLOGY FOR DEGREE CLASSES : BOARD OF EDITORS ORIENT BLACK SWAN
- 9) Essentials of Business Communications : Rajendra Pal & J. S. Korlahalli
- 10) Business Communication : U. S. Rai & S. M. Rai
- 11) Business Correspondence & Report Writing : R. C. Sharma & Krishna Mohan
- 12) Synergy : Communication in English and Study Skills : Board of Editors Publ. Orient BlackSwan
- 13) English Grammar Practice : R. N. Bakshi, Pub: Orient Longman.
- 14) Developing Communication Skill : Mohan Pub: Macmillan

गोंडवाना विद्यापीठ, गडचिरोली
बी. कॉम, भाग १
मराठी (आवश्यक)

जून : २०१२

पाठयपुस्तक— साहित्यशिल्प

संपादक— डॉ. श्याम मोहरकर

एकूण गुण ८० + २०

प्रकाशक.....

घटकीकरण — प्रश्नपत्रिकेचे स्वरूप आणि गुणविभागणी

मूल्यांकन	घटक	गद्य (गुण)	पद्य गुण	अंतर्गत	
	घटक १ + २. दीर्घोत्तरी प्रश्न	१६	+	१६	२०
	घटक ३ + ४. लघुत्तरी प्रश्न	१६	+	१६	
	घटक १,२,३ ४. लघुत्तरी प्रश्न	०८	+	०८	
.....					
	एकूण :-	४०	+	४०	+ २०
= १००					

प्रथम सत्र :- अभ्यासक्रम

	गद्य —	लेखक	संदर्भ ग्रंथ
१. भाषाभिवृद्धीची सामाजिक दृष्टी	— श्री. म. माटे		'साहित्यधारा' — श्री. म. माटे, पुणे.
२. एक राष्ट्र एक जनता	— डॉ. वि. भि. कोलते		नागपूर आकाशवाणीवरील भाषण — साहित्यसुधा
भाग ३			
३. श्री गाडगेबाबा	— प्रा. मधुकर केचे		'विदर्भाचे शैलीकार'— साहित्यप्रसार केन्द्र, नागपूर
४. जीवनाच्या सुगंधी मिठीसाठी	— बाबा आमटे		'उज्ज्वल उद्यासाठी', गुजर युवक अकादमी, पुणे.
५. विनोदबुद्धी	— डॉ. अ.वा. वटी		'विनोद — एक व्याख्यान', परिमल प्रकाशन,
औरंगाबाद.			
६. वैज्ञानिक दृष्टीकोण म्हणजे काय ?	डॉ. जयंत नारळीकर	विज्ञान आणि वैज्ञानिक	

पद्य —	कवी	संदर्भ
१ पसायदान	— ज्ञानेश्वर	'ज्ञानेश्वरी'
२ फटका	— अनंत फंदी	
३ नवा शिपाई	— केशवसुत	'हरपले श्रेय' कॉन्टि. प्रका. पुणे
४ पृथ्वीचे प्रेमगीत	— कुसुमाग्रज	'विशाखा' कॉन्टि. प्रका. पुणे
५ तेथे कर माझे जुळती	— बा. भ. बोरकर	'बोरकरांची कविता', मौज प्रका. मुंबई.
६ वसुंधरेचा जन्मसोहळा	— सुधाकर गायधनी	'मोकाट ग्रहांचा फकीर', दास गणू प्रका. नागपूर.

उपयोजित मराठी—

- १ मराठी व्याकरण
- २ प्रसार माध्यमासाठी लेखन
- ३ वक्तृत्व कला

प्रश्न पत्रिकेचे स्वरूप द्वितीय सत्र

प्र १ क. ७, ८, ९, १० या गद्यपाठांवर दीर्घोत्तरी प्रश्न (दोन पैकी एक)	१६ गुण
प्र २ क. ७, ८, ९, १० या पद्यावर दीर्घोत्तरी प्रश्न (दोन पैकी एक)	१६ गुण
प्र ३ क. ७, ८, ९, १०, ११, १२ या गद्यपाठांवर लघुत्तरी ४ प्रश्नांचा एक गट (दोन पैकी एक)	१६ गुण
प्र ४ क. ६, ७, ८, ९, १०, ११, १२ या पद्यांवर लघुत्तरी ४ प्रश्नांचा एक गट (दोन पैकी एक)	१६ गुण
प्र ५ वरील ४ घटकांवर ४ प्रश्न अनिवार्य	१६ गुण
	एकूण ८० गुण

अंतर्गत मूल्यांकन—

व्याकरण— रस व अलंका	५ गुण
परिसंवादाचे आयोजन	५ गुण
पत्रलेखन(व्यक्तिगत व कार्यालयीन)	५ गुण
नोकरीसाठी अर्ज	५ गुण
	एकूण २० गुण

द्वितीय सत्र:— अभ्यासक्रम

गद्य:—	लेखक	संदर्भ ग्रंथ
७. जागतिकीकरण आणि मराठी साहित्य विद्यापीठ	— निशिकांत मिरजकर	भाषादर्पण', बी. कॉम १ रा.तु.म. नागपुर
८. मराठी माणूस उद्योगधंद्यात मागे का ?	— बी. जी. शिर्के	' उद्योगपर्व', राजहंस प्रका. पुणे
९. निरक्षरांची अक्षरलेणी नागपूर	— डॉ. मधुकर वाकोडे	'विदर्भाचे शैलीकार'— साहित्यप्रसार केंद्र,
१०. डॉ. आंबेडकर आणि सामाजिक आर्थिक लोकशाही	— डॉ. नरेंद्र जाधव	
११. झाडीपट्टीची दंडार : दशा आणि दिशा	— डॉ. हरिश्चंद्र बोरकर	'झाडीपट्टीची दंडार', दास्ताने प्रका. पुणे.
१२. 'वाघ आणि मी'	— अतुल धामनकर	'वाघ', श्रीविद्या प्रका. पुणे
पद्य :—	कवी	संदर्भ ग्रंथ
७. तयास मानव म्हणावे का ?	— सावित्रीबाई फुले	'काव्य फुले'
८. दे वरचि असा दे	— राष्ट्रसंत तुकडोजी महाराज	'राष्ट्रीय भजनावली' श्री गुरुदेव प्रका, गुरुकुज आश्रम, मोझरी
९ उप:काल होता होता नागपूर	— सुरेश भट	रंग माझा वेगळा,साहित्यप्रसार केंद्र,
१० प-हाटी	— विठ्ठल वाघ	काया मातीत मातीत
११. माय नागपूर	— वामन निंबाळकर	गावकुसाबाहेरील कविता, प्रबोधन प्रका.
१२. बाताल मावा देस ?	— उषाकिरण आत्राम	'लेखणीच्या तलवारी', हरीवंश प्रका. चंद्रपूर

उपयोजित मराठी —
मराठी व्याकरण
पत्रलेखन, परिसंवाद

प्रश्न पत्रिकेचे स्वरूप द्वितीय सत्र

म १ क. ७, ८, ९, १० या गद्यपाठांवर दीर्घोत्तरी प्रश्न (दोन पैकी एक)	१६ गुण
म २ क. ७, ८, ९, १० या पद्यावर दीर्घोत्तरी प्रश्न (दोन पैकी एक)	१६ गुण
म ३ क. ७, ८, ९, १०, ११, १२ या गद्यपाठांवर लघुत्तरी ४ प्रश्नांचा एक गट (दोन गटांपैकी एक)	१६ गुण
म ४ क. ६, ७, ८, ९, १०, ११, १२ या पद्यांवर लघुत्तरी ४ प्रश्नांचा एक गट (दोन गटांपैकी एक)	१६ गुण
म ५ वरील ४ घटकांवर ४ प्रश्न अनिवार्य	१६ गुण
	एकूण ८० गुण

अंतर्गत मूल्यांकन—

व्याकरण— रस व अलंकार	५ गुण
परिसंवादाचे आयोजन	५ गुण
पत्रलेखन (व्यक्तिगत व कार्यालयीन)	५ गुण
नोकरीसाठी अर्ज	५ गुण
	एकूण २० गुण

गॉडवाना विश्वविद्यालय, गडचिरोली

हिंदी (अनिवार्य)

जून: २०१२

बी.कॉम.प्रथम (प्रथम सत्र)

कुल अंक : ८०+२०

पाठ्यपुस्तक: साहित्य कलश

घटकीकरण, प्रश्नपत्र का प्रारूप एवं अंक विभाजन

इकाई: एक –

पाठ्यपुस्तक के निर्धारित गद्य खंड में से चार –चार लघुतरी प्रश्नों के दो समूह होंगे, जिनमें से किसी एक ही समूह के सभी प्रश्नों के उत्तर देने होंगे. प्रत्येक प्रश्न ५ अंक के होंगे. कुल अंक होंगे (२०)

इकाई: दो –

पाठ्यपुस्तक के निर्धारित कविता खंड में से दो

सूचना :

१. इकाई एक और दो के अंतर्गत पूछे जाने वाले सभी प्रश्न लघुतरीय होंगे. प्रश्नों के उत्तर लगभग २५ पंक्तियों में अपेक्षित है.
२. इकाई एक और दो में पूछे गये सभी प्रश्न विकल्प के साथ होंगे.
३. इकाई तीन के अंतर्गत पूछे गए प्रश्नों के उत्तर कम से कम १५० शब्दों के होने चाहिए.
४. इकाई चार में पूछे गए सभी प्रश्न लघुतरीय होंगे.
५. इकाई पांच के अंतर्गत पूछे गए सभी प्रश्न अति लघुतरी होंगे. जिनके उत्तर ४ से ५ पंक्तियों में देने होंगे.
६. अंतर्गत मूल्यांकन २० अंक
 - गृहपाठ १० अंक
 - परिसंवाद/परिचर्चा १० अंक

पाठ्यक्रम

गद्य विभाग :- १. परदा –यशपाल (कहानी) २. शरणागत

हिंदी (अनिवार्य)

बी.कॉम. प्रथम (द्वितीय सत्र जनवरी:

कुल अंक: ८०+२०

पाठ्यपुस्तक: अ) साहित्य कलश

ब) व्यावहारिक हिंदी ज्ञान

घटकीकरण, प्रश्नपत्र का प्रारूप एवं अंक विभाजन

इकाई: एक –

पाठ्यपुस्तक के निर्धारित गद्य खंड में से चार –चार लघुतरी प्रश्नों के दो समूह होंगे, जिनमें से किसी एक ही समूह के सभी प्रश्नों के उत्तर देने होंगे. प्रत्येक प्रश्न ५ अंक के होंगे. कुल अंक होंगे (२०)

इकाई: दो –

पाठ्यपुस्तक के निर्धारित कविता खंड में से दो

सूचना :

१. इकाई एक और दो के अंतर्गत पूछे जाने वाले सभी प्रश्न लघुतरीय होंगे. प्रश्नों के उत्तर लगभग २५ पंक्तियों में अपेक्षित हैं.
२. इकाई एक और दो में पूछे गये सभी प्रश्न विकल्प के साथ होंगे.
३. इकाई तीन के अंतर्गत पूछे गए प्रश्नों के उत्तर कम से कम १५० शब्दों के होने चाहिए.
४. इकाई चार में प्रशासनिक शब्दावली के हिंदी से अंग्रेजी (५) और अंग्रेजी से हिंदी के (५) कुल दस अनिवार्य शब्द दिए जायेंगे.
५. इकाई पांच के अंतर्गत पूछे गए सभी प्रश्न अति-लघुतरी होंगे. जिनके उत्तर लगभग ४ से ५ पंक्तियों में अपेक्षित हैं.

६. अंतर्गत मूल्यांकन	२० अंक
- गृहपाठ	१० अंक
- परिसंवाद/परिचर्चा	१० अंक

पाठ्यक्रम

गद्य विभाग : १. सदाचार का ताबीज हरिशंकर परशाई (व्यंग्य) २. ममता जयशंकरप्रसाद (कहानी) ३. ईदगाह प्रेमचंद
४. दान डॉ. भदंत आनंद कौशल्यायन ५. पर्यावरण, प्रकृति और प्रदूषण श्रीराम शर्मा

पद्य विभाग : १. धर्म है गोपालदास सक्सेना २. मधुशाला हरिवंशराय बच्चन ३. वीरों का कैसा हो वसंत सुभद्राकुमारी चौहान
४. नदी के द्वीप सचिदानन्द हीरानंद वातस्यायन अज्ञेय ५. क्या पूजा क्या अर्चन रे महादेवी वर्मा

व्यावहारिक हिंदी ज्ञान :-

अ) व्यावसायिक पत्र: वित्तिय एवं शासकीय संस्थाओं से पत्राचार, आदेश एवं मॉल प्राप्ति की स्वीकृत. शिकायत, दावा एवं समझौता.

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

सन्दर्भ

ग्रन्थ: १. प्रयोजनमूलक हिंदी संरचना एवं अनुप्रयोग डॉ. रामप्रकाश गुप्त राधाकृष्ण प्रकाशन, दिल्ली २. व्यावहारिक हिंदी ज्ञान - डॉ. शैलेन्द्र कुमार शुक्ल ३. सामान्य हिंदी पृथ्वी नाथ पाण्डेय नालंदा पब्लिशिंग हाउस, इलाहाबाद ४. मानक हिंदी व्याकरण डॉ. अशोक कुमार उपाध्याय धनपत रॉय & कं. दिल्ली ५. राजभाषा शब्दकोष - डॉ. हरदेव बाहरी लोकभारती प्रकाशन, इलाहाबाद ६. सम्प्रेषण मूलक व्यावसायिक हिंदी डॉ. माधव सोनटक्के, ओरिएण्ट ब्लैकस्वान प्राइवेट लिमिटेड, हैदराबाद. साहित्य कलश राघव पब्लिशर्स & डिस्ट्रीब्यूटर.

GONDWANA UNIVERSITY, GADCHIROLI

SYLLABUS : B.Com. Part I

SUPPLEMENTARY ENGLISH

Semester I

Objectives:

1. The prose pieces, poems and short stories serve the purpose of developing reading skill, to enrich vocabulary and understand men and manners.
2. This will provide the students an opportunity to learn language elements and their application.
3. This will help them to learn the basic knowledge of English Grammar and Business correspondence.

Semester I :

Unit I . Prose

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

Unit II . Poetry

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

Unit III . Short Stories

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

Unit IV . Language Skills: Grammar & Usage

1. Tenses (Fill in the blanks with appropriate tense form from the verb given in the brackets)
2. Transformation of Sentences
3. One Word Substitution
4. Idioms/ Phrases

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

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

Orient BlackSwan

4. Gems of Short Fiction- An Anthology of Short Stories, Orient Blackswan.

-Recommended reading for Grammar & Composition -

1. Macmillan English Grammar and Composition by R. C. Jain (Macmillan India LTD)

2. Macmillan Foundation English by R.K Dwivedi & A. Kumar (Macmillan)

3. Contemporary English Grammar & Composition by David Green
(Macmillan)

4. Success with Grammar and Composition by K. R. Narayanswami
(Orient Longman)

1. Macmillan Phrasal Verbs (Macmillan)

Semester I : Distribution of Marks

Theory Internal Practical

1. Texts (Prose, Poetry & Short Stories)	. 64	20	--
2. Language Skills: Grammar & Usage	- 16	--	--

Semester I : Pattern of Question Paper :

Que : 1. A) One Long Answer Question out of Two to be answered in about

150 words (Based on Prescribed Text-unit I) 08

B) One Long Answer Question out of Two to be answered in about

150 words (Based on Prescribed Text-unit I) 08

Que : 2. A) One Long Answer Question out of Two to be answered in about

150 words (Based on Prescribed Text-unit II) 08

B) One Long Answer Question out of Two to be answered in about

150 words (Based on Prescribed Text-unit III) 08

Que : 3. A) Two Short Answer Questions out of Four to be answered in about

50 words (Based on Prescribed Text-unit I) 08

B) Two Short Answer Questions out of Four to be answered in about

50 words (Based on Prescribed Text-unit II) 06

C) Two Short Answer Questions out of Four to be answered in about

50 words (Based on Prescribed Text-unit III)	<u>06</u>
Que : 4. A) Fill in the blanks with appropriate verb forms given in the brackets.	
(Four out of six)	<u>04</u>
B) Four Sentences for Transformation	<u>04</u>
C) Four items for One Word Substitution	<u>04</u>
D) Phrases to be used in sentences (Four out of six)	<u>04</u>
Que : 5. A) Eight very short Answer Question to be answered in one sentence or not more than three lines each :	
(Based on Prescribed Text-unit I & III)	<u>08</u>
B) Two stanzas for identification of the names of poems and poets	
(Based on Prescribed Text-unit II)	<u>04</u>

SYLLABUS : [B.Com.](#) Part I

SUPPLEMENTARY ENGLISH

Semester II

Semester II

Unit I - Prose

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

Unit II - Poetry

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

Unit III - Short Stories

2. Luncheon by W. S. Maugham
3. Fly by Katherine Mansfield
4. The Trail Of Green Blazer by R. K. Narayan

Unit IV - Letter writing, Reading and Comprehension

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

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

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

Orient BlackSwan

4. Gems of Short Fiction- An Anthology of Short Stories, Orient Blackswan.

-Recommended reading for Grammar & Composition -

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

Semester II : Distribution of Marks

Theory Internal Practical

- | | | | |
|--|----|----|----|
| 1. Texts (Prose, Poetry & Short Stories) | 64 | 20 | -- |
| 2. Letter writing, Reading and Comprehension - | 16 | -- | -- |

Semester II : Pattern of Question Paper :

- Que : 1. A) One Long Answer Question out of Two to be answered in about
150 words (Based on Prescribed Text-unit I) 08
- B) One Long Answer Question out of Two to be answered in about
150 words (Based on Prescribed Text-unit I) 08
- Que : 2. A) One Long Answer Question out of Two to be answered in about
150 words (Based on Prescribed Text-unit II) 08
- B) One Long Answer Question out of Two to be answered in about
150 words (Based on Prescribed Text-unit III) 08
- Que : 3. A) Two Short Answer Questions out of Four to be answered in about
50 words (Based on Prescribed Text-unit I) 08

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

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

Que : 4. A) Write application with Bio-Data OR 08
Congratulatory or Thanks Giving letter

(Based on Prescribed- Unit IV)

B) Write précis/ summary of the given passage 08
(Based on Prescribed- Unit IV)

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

(Based on Prescribed Text-unit I & III) 08

B) Two stanzas for identification of the names of poems and poets
(Based on Prescribed Text-unit II) 04

Prof. Dr. A. V. Dhote

Prof. Dr. H. B. Dhote

PREFACE

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

I would like to express my deep-felt gratitude to...Please mention the name/names of hon. VC, director of BCUD, Registrar, Dean Dr. R.G. Munghate and others if you want

Attempts have been made to follow the guidelines of University Grant Commission through the selection of contents on the one hand and to cater the practical needs of the undergraduate students on the other. We hope all the users of the anthology will find this book useful.

Dr. A.V.Dhote.

Dr.H.B.Dhote.

GONDWANA UNIVERSITY

B.COM PART U

(Semester .U,

BUSINESS ECONOMICS I

Objective

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

Unit No	Topic
1	INTRODUCTION
	1.1 Meaning, Nature and Scope of Business Economics 1.2 Micro and Macro Economics; Meaning, Scope, Merits & Demerits, 13 Difference Between Micro and Macro Economics.
2	DEMAND ANALYSIS
	2.1 Demand : Meaning and Schedules of Demand, Factors Determining Market Demand 22 Elasticity of Demand and their types 23 Determinants of elasticity of demand; Importance of Elasticity of demand.
3	Production Function
	3.1 Concept of Production 3.2 3.2 Factors Of Production 33 Law of variable proportions
4	POPULATION
	41 Malthus' Theory of population. 42 A Policy adopted China for Population. 43 Current Policy for Population adopted by India

GONDWANA UNIVERSITY

B.COM -I

(SEMESTER II)

BUSINESS ECONOMICSII

Unit No	Topics
1	PRICING UNDER VERIOUS MARKET CONDITION
	1.1 Perfect Competition : Equilibrium of Firm and Industry under Perfect Competition 12 Monopoly - Price Determination under Monopoly. 13 Monopolistic Competition - Price and Output Determination under Monopolistic Competition.
2	COST ANALYSIS
	2.1 Accounting Costs and Economic Costs 2.2 Short Run Cost Analysis : Fixd, Variable and Total Cost Curves Average and Marginal Costs. 2.3 Long Run Cost Analysis : Economies and Diseconomies of Scale and long Run Average and Marginal Cost Curves
3	RENT AND WAGES
	3.1 Rent : Concept of Economic Rent 3.2 Ricardian Theory of Rent , Modern Theory of Rent and Quasi Rent 33 Wages : Money-Wages and Real Wages- causes of wage Differentials
4	INTEREST AND PROFIT
	4.1 Interest: Concept and theories of interest-Loanable Funds Theory, Liquidity Preference Theory. 4.2 Profit : Nature and concepts, Theories of Profit - Innovation Theory, Risk Theory, Uncertainty Bearing Theory,
	TOTAL

Recommended Books

1. Business Economics H.L.AhujaS.Chand and Company New Deelhi 110055
2. Economics G.L.BachPrentice Hall of India New Delhi.
3. An Introduction of Micro economics N.C. Ray Macrillan Company of India Ltd. Delhi.

4. Basic Economics and Business Environment G.M.Kochar, Dr. K.B.Moharir, Gurbir

- KaurKhalsa, Dr. DevendraKawde Das GanuPrakashan, Nagpur.i.S.B.N.No.

No. 978-93-81660-19-3

5. Micro Economics - D.N. Dwivedi Pearson Publication NOIDA (U.P.)

6. व्यावसायिक अर्थशास्त्र - डॉ. प्रभाकर देशमुख - पिंपळापूर प्रकाशन रामदासपेठ नागपूर.

७. व्यावसायिक अर्थशास्त्र - डॉ. प्रकाशसोमलकर - सुनिलनराजेंदास गणू प्रकाशन झाशी राणी चौक सिताबर्डी नागपूर.

B.Com. Part - I

PRINCIPLES OF MANAGEMENT - I

Semester - I

Objectives:

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

Unit-I : Nature of management : Meaning, Definition, Nature, Purpose, Importance and functions. Management as an Art, Science & Profession- Management as Social System Concepts of Management- Administration - Organisation. - 15 Periods

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

Unit-III : Functions of Management:

Planning : Meaning, Need and Importance, Types, Levels, Advantages & Limitations. Forecasting – Need & Techniques, **Decision-making:** Types- process rational decision-making and techniques of decision making. **Organizing:** Elements of Organizing and Processes. Types of Organizations, Delegation of authority, Need difficulties in delegation- D e c e n t r a l i z a t i o n . - 1 5 P e r i o d s

Unit-IV : Recent Trends in Management : Social Responsibility of Management- environment friendly Management. Management of Change, Management of Crisis, Total Quality Management, Stress Management, International Management. - 15 Periods

Books recommended

1. Essentials of Management – Horold Koontz and Iteniz Weibrich –McGraw-Hill” s International
2. Management Theory and Practice- J. N. Chandan
3. Essential of Business Administration . K. Aswathapa Himalaya Publishing House
4. Principles and Practice of Management- Dr. L.M. Prasad, Sultan chand a & Sons – New Delhi
5. Business Organization and Management . Dr- Y. K. Bhushan
6. Management Concept and Strategies By J.S. Chandan, Vikas Publishing.
7. Principles of Management By Tripathi and Reddy- Tata McGraw Hill
8. Business & Organization & Management by Talloo by Tata McGraw Hill
9. Business Environment and Policy – A Book on Strategic Management/Corporate Planning By Francies Cherunilam Himalaya Publishing House 2001 Edition.

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

B.Com. Part I Semester System

Semester-II

Principles of Management : Paper-II

Objectives:

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

Unit-I : Direction and Communication

Direction- Meaning, Principles, Techniques, Process of Communication of as Management Functions, Barriers to Communication, Essentials of Organizational Communication.
- 15 Periods

Unit-II : Motivation and Leadership –

Motivation- Meaning, importance, Theories of motivation- (Maslow” s need Hierarchy Theory, -Herzberg” s Theory, Douglas, McGregor” s Theory, ”x” and Theory ”y” , McClelland” s Theory) Leadership – Meaning and Importance, Qualities, Functions of leader, Leadership styles. - 15 Periods

Unit-III : Co-ordination and Control . Co-ordination – Meaning, Need, Requisites for excellent Co-ordination Techniques of Co-ordination. Control – Need, Steps in the process of Control Techniques. - 15 Periods

Unit-IV: New Trends in Management :

1. **Business Ethics and Social Responsibility.**
 2. **Disaster Management.**
 3. **Management of Change.**
 4. **Event Management.**
- 15 Periods

Books recommended

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

B. com. Part I

Semester - I

Financial Accounting- Paper I

Theory - 80 Marks

Internal Assessment - 20 Marks

Objectives –

Periods
Allotments

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

Unit I	An overview of basic of Book Keeping and Accountancy, Theory and practice pertaining to recording of transaction in an intergraded manner right from basic rules to Final Accounts (Journal, Ledger, Cashbook and Trial Balance). Accounting Concepts and Conventions and relevant Accounting standards, Accounting Policies and their discloser.	15
Unit II	Final Accounts of Trading Co-operative societies (As per Maharashtra State co- operatives societies Act 1960).	15
Unit III	Depreciation Accounting Concept of Depreciation, Causes, Methods of recording depreciation, Accounting treatments under Annuity method, Depreciation Fund investment method, Depreciation Fund insurance policy method.	15
Unit IV	Accounts of Professionals Practical problems based on preparation of Receipt and Payment Account and Income and Expenditure Accounts and Balance sheet	15

Books Recommended

1. Advance Accountancy Vol I - R. L. Gupta, M. Radhaswami Sultan chand & sons.
2. Fundamentals of Accounting - Dr T. P. Ghosh, Sultan chand & sons.
3. Accountancy for C. A. Foundation course - P. C. Tulsian, Tata Mc-graw Hill
4. Advance Accountancy Vol-I P. C. Tulsian ,Pearsons Education, New Delhi.
5. Advance Accounts - M. C. Shukla, T. S. Grewal , and S. C. Gupta, Sultan chand & co. ltd.
6. Financial Accounting- A. Mukharji & M. Haneef , Tata Mc-graw Hill.
7. Fundamentals of Accounting - Dr S. N. Maheshwari and Dr. S. K. Maheshwari, Vikas Publishing House New Delhi.
8. Financial Accounting- B. S. Raman
9. Advance Accounting-S. Kr Paul
10. Financial Accounting-Jain & Narang

B.com - part I

Semester II

Financial Accounting Paper II

Theory 80 marks
marks

Internal assessment 20

	Objectives	Periods Allotment
	To impart basic Accounting knowledge as applicable to business.	
Unit I	Hire purchase and Instalment purchase System	
	Concept of Hire purchase and Instalment purchase, distinction between Hire purchase and Instalment Purchase system, legal provision and rights of vendor and purchaser under both purchases system, Accounting treatments in the books of purchaser and vendor under various condition. [excluding repossessions].	16
Unit II	Consignment Account	14
Unit III	Branch accounts excluding foreign branch.	16
Unit IV	Royalty A/c (excluding sub lease) only minimum rent account method.	14

Books Recommended

1. Advance Accountancy Vol I - R. L. Gupta, M. Radhaswami Sultan chand & sons.
2. Fundamentals of Accounting - Dr T. P. Ghosh, Sultan chand & sons.
3. Accountancy for C. A. Foundation course - P. C. Tulsian, Tata Mc-graw Hill
4. Advance Accountancy Vol-I P. C. Tulsian ,Pearsons Education, New Delhi.
5. Advance Accounts - M. C. Shukla, T. S. Grewal , and S. C. Gupta, Sultan chand & co. ltd.
6. Financial Accounting- A. Mukharji & M. Haneef , Tata Mc-graw Hill.
7. Fundamentals of Accounting - Dr S. N. Maheshwari and Dr. S. K. Maheshwari, Vikas Publishing House New Delhi.
8. Financial Accounting- B. S. Raman
9. Advance Accounting-S. Kr Paul
10. Financial Accounting-Jain & Narang

B.Com.Part I

Semester-I

Statistics techniques and Business mathematics-Paper I

Theory

-80Marks

Internal Assessment -20 Marks

Objectives-

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

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

Books Recommended

1. Fundamentals of Information technology	Deepak Bharihoke	Excel Books, New Delhi
2. Statistics for Business and economics	Hooda R.P.	Macmillan, New Delhi.
3. Statistics Methods	S.P.Gupta	Sultan chand & Sons, New Delhi
4. Basic of Computer & Statistical Technique	Dr. Rahul Sawlikar, Dr. S. B. Kishor	Das Ganu Prakashan, Nagpur ISBN - 978-81-921757-8-2
5. Statistics	R.S.N. Pillia V. Bhagvathi	S.Chand & Company, New Delhi.
6. Fundamental of Statistics	A.K.Agrawal & Sahib Singh	Frank Sons, New Delhi
7. Standard Problems and Formulae of Statistics	Dr. Rahul Sawlikar, Dr. S. B. Kishor	Das Ganu Prakashan, Nagpur ISBN - 978-81-81660-24-9
8. Statistics for Management	Lewin and Rubin	Prentice-Hall of India, New Delhi.
९. सांख्यिकी	डॉ.एस.एम.शुल्क	

B.Com.Part I

Semester-II

Statistics techniques and Business mathematics-Paper II

Theory -80Marks

Internal Assessment -20 Marks

Objectives-

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

Periods
Allotments

Unit - I	Correlation and Regression - Karl Pearson Co-efficient for Ungrouped & Grouped data	16
	Spearman's rank correlation Co-efficient Regression (Simple)	

Unit - II	Index Number	– Fisher’s Ideal Index Number, Dorbish and Bowle’s method, Pasche method, Lasprey’s method	16
Unit - III	Chi-Square Tes		16
Unit - IV	Business mathematics- Ratio and Proportion , Profit & Loss .		12

Books Recommended

1. Fundamentals of Information technology	Deepak Bharihoke	Excel Books, New Delhi
2. Statistics for Business and economics	Hooda R.P.	Macmillan, New Delhi.
3. Statistics Methods	S.P.Gupta	Sultan chand & Sons, New Delhi
4. Basic of Computer & Statistical Technique	Dr. Rahul Sawlikar, Dr. S. B. Kishor	Das Ganu Prakashan, Nagpur ISBN - 978-81-921757-8-2
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6. Fundamental of Statistics	A.K.Agrawal & Sahib Singh	Frank Sons, New Delhi
7. Standard Problems and Formulae of Statistics	Dr. Rahul Sawlikar, Dr. S. B. Kishor	Das Ganu Prakashan, Nagpur ISBN - 978-81-81660-24-9
8. Statistics for Management	Lewin and Rubin	Prentice-Hall of India, New Delhi.
९. सांख्यिकी	डॉ.एस.एम. शुल्क	

GONDWANA UNIVERSITY,GADCHIROLI

B.COM –

Semester - I

BASIC MARKETING MANAGEMENT (Paper-I)

Objectives:

1. To acquaint the Students with the basic knowledge of Marketing
2. To make students aware about the modern trends in marketing

UNIT : I : Introduction:

Meaning & Definition of market and Marketing, Pre Independence and post Independence Marketing in Indian, Nature, Scope, Function of Marketing in India in Libraries Marketing

-15 Periods

UNIT : II : Consumer Behaviors

Meaning, definition, Importance and Characteristics of consumer Behavior, Determinants (Factors) affecting the consumer behavior-Psychological factors, personal factor, social factor Buying Motives of Consumer behaviors

-15 Periods

UNIT – III : Pricing Policies

Meaning and Significance of price, Meaning and objectives of Pricing, decision factors, Influencing pricing decision.

-15 Periods

UNIT – IV :Product Identification

Branding Importance – Causes, which discourage the use of branding :peaking Objectives, functions and importance.

-15 Periods

Reference Books –

- 1) Marketing Management – Philip Kotler, McGraw Hill Co.
- 2) Marketing Management – Prof. Milind Kothari, Ramesh Book Depot, Jaypur, New Delhi
- 3) Marketing Management –Prof.Kothari, Mehta,Sharma,Ramesh Book Depot, Jaypur,New Delhi
४. गतिशीलविपणन—डॉ. सुधीरबोधनकर, साईनाथप्रकाशन
५. वपणनाचीतत्वे—डॉ. फडके, पिंपळापुरेप्रकाशननागपूर
- 5- Consumer Behavior by Schiffman- Kanuk

GONDWANA UNIVERSITY, GADCHIROLI
B. Com. I (SEMESTER – II)
BASIC MARKETING MANAGEMENT (Paper – II)

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

Unit – I (Channels of Distribution)

Meaning, Definition, Function of Distribution, Kinds of Distributing of Industrial Goods, factors Influencing channels of Distribution, Contents of selling Agencies, Factors of selection of a Proper channel in recent trends.

Unit- II (Advertisement)

Meaning, Definition, Objective, Importance and Merits, Demerits of Advertisement. Advertisement and sales, Advertising Agencies, Functions of Advertising Agencies, Technique of Advertisement.

Unit- III (Sales Forecasting)

Definition, Types, Concept, Objectives, Factors Influencing to sales forecasting of sales forecasting, limitations of Buyer's Intention survey method, Technique, Importance of Sales forecasting.

Unit – IV (Product Life cycle)

Meaning and concept of product, New product development process, Stages of product life cycle – Introduction, Growth, Maturity, Saturation Decline, Importance of product Innovation.

Reference Books :-

1. Dynamic of Marketing – Dr.Sudhir Bodhankar&Prof. V. Aloni
2. Principles of Marketing – Dr.Fadake

Gondwana University Gadchiroli
B.Com- I (Semester-I)
HUMAN RESOURCE MANAGEMENT (Paper-I)

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

Unit- I

Introduction to Human Resource Management :-

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

Unit-II

Training and development :-

- Training: - Definitions, characteristics, Objectives of Training. Needs and importance of training, methods of training on the job and the job training.
- Management of Development: - Meaning, Process and Technique of management development.

Unit-III

Performance Appraisal :-

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

Unit-IV

Motivation, Moral and Productivity :-

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

Books recommended :-

- 1- Dr. P.C. Tripathi & N.C. Dapoor, Personal Management & Industrial Laws, Sultan Chand & Sons.
- 2- C.B. Mamoria, Personnel management, Himalaya Publishing House, New Delhi
- 3- R.S. Davar, Personnel management & Industrial Relation, Vikas Publications, New Delhi
- 4- C.S. Venkata ratnam & B. K. Shrivastava, Personnel management and Human Resources, tata McGraw Hill Publishing Co.Ltd.
- 5- H.L. Kumar, Practical Guide to Labour management Universal Law Publishing Co.Pvt. Ltd.
- 6- Arun Monappa, Industrial Relations, tata McGraw Hill Publishing Co.Ltd.

Gondwana University Gadchiroli
B.Com- I (Semester-II)
HUMAN RESOURCE MANAGEMENT (Paper-II)

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

Unit-I

Promotion, Demotion and Transfer:-

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

Unit-II

Workers absenteeism, Labour turnover and Lay-off:-

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

Unit-III

Role of Human Resource Development Manager:-

- The need for separate department for human resource development, Function of human resource manager, Dimensions of the role of human resource manager, The quality of successes full human resource manager.
- Professionalization of Human Resource Development in India :- Main causes of Indian managerial movement, Causes of slow speed of the development of managerial movement in India
- Indian management institutions: - Development, Establishment and Objectives of Indian management institutes, Activities performed by the Indian Management Institutes.

Unit-IV

Human Resource Development :-

- Concept, Meaning, objective and Importance of Human Resource development.
- Human Resource Planning :- Meaning, Objectives and Advantages of Human Resource planning. Career Planning and Career Development.
- Quality Circle.
- Human Resource Accounting.

Books Recommended :-

1. C. B. Moria, Personnel Management.
2. Edwin Floppo, Perssonel Management.
3. Aswathappa K. Human Resource management
4. Subha Rao. Human resource Management.
5. Michael Porter, HRM and human Relations.
6. Biswanath Ghosh, Human Resource Development and Management.

B. Com part I

(Semester - I)

Principles of Banking and Insurance - I

Objective

- 1) The objective of this subject is to provide in depth knowledge on various aspect of banking system and insurance .
- 2) To make the students aware about the careers in the beeld of banking and insurance.

Unit I : Banking meaning and functions

Concept, Meaning , Evaluation of banking, Function of bank Tradition and modern.

Unit II : Indian Banking system and their classification

Unit banking system

Branch banking system

Chain banking system

Correspondent banking system

Mixed banking system

Universal banking system.

Unit III : Conceptualisation of Insurance.

Introduction, Meaning of Insurance, Definition of Insurance, Types of Insurance, Evolution of Insurance, Why Life Insurance.

Unit IV : Types of Insurance

Introduction, Classification on the basis of Nature of Insurance, Classification of Insurance from Business Point of View, Classification of Insurance from Risk Point of View.

Books Recommended :-

- 1) Indian Banking system (Ramesh book depo Jaipur, New Delhi)
Trivedi, Choudhary, Kumar
- 2) Banking and Financial Market in India 1947-2007
(New Century Publication, New Delhi)
Niti Bhasin
- 3) Banking Theory and Practice
(Vikas Publication)
K.C. Shekhar and Lakmi Shekhar.
- 4) Banking Theory Law and Practice (S. Chand)
K.P.M. Sundaram, DN.Varshney
- 5) Insurance Principal & Practice (S. chand and Company New Delhi)
M.N. Mishra
- 6) Insurance Principal & Practice (S. Chand and company New Delhi)
Vinayakam N. Radhaswamy & Vasu devan S.V
- 7) Insurance theory & Practice (Pearls Book Delhi)
Bhargava B.D.
- 8) Insurance Management (Principles and Practices)
Deep & Deep Publicaion Pvt. Ltd. (F-159 Rajouri Garden, New Delhi- 110027)
Karmal Pal, B.S. Bodla, M.C. Garg.

Question Paper scheme

Time 3 hours

Max Marks 80

Que - 1 From Unit I

- a) Short Question 8
b) Short Question 8
OR

From Unit I

- c) Long Question 16

Que - 2 From Unit II

- a) Short Question 8
b) Short Question
OR

From Unit II

- c) Long Question 16

Que -3 From Unit III

- a) Short Question 8
b) Short Question 8
OR

From Unit III

- c) Long Question 16

Que - 4 From Unit IV

- a) Short Question 8
b) Short Question
OR

From Unit IV

- c) Long Question 16

Que- 5 All questions Compulsary (marks 4x4)

16

From Unit I, II, III, IV

B.Com Part I

Semester II

Principle of Banking and Insurance - II

Unit I: Banking Operation

Type of Account

Process of Opening Operating and closing of a bank account

General Precaution for opening of account.

Unit II : E - Banking

Meaning of e-banking and core banking emergence and development of e-banking.

Electronic banking product/service

- i) Electronic payment system
- ii) ATM
- iii) Phone and Tele banking
- iv) Internet banking
- v) Electronic Fund transfer

Benefits of e-banking to customer and to the banker.

Unit III : INSURANCE PRINCIPLES

Introduction,

General Principles of Essentials of Insurance Contract

Specific Principles of Insurance contract

Miscellaneous Principles.

Unit IV : SOCIAL SECURITY AND INSURANCE

Introduction, exalation of Insurance Organization, insurance Organization in India., Insurance and Social Security, Different Schemes of Social Security in Insurance.

Books Recommended :-

- 1) Indian Banking system (Ramesh book depo Jaipur, New Delhi)
Trivedi, Choudhary, Kumar
- 2) Banking and Financial Market in India 1947-2007
(New Century Publication, New Delhi)
Niti Bhasin
- 3) Banking Theory and Practice
(Vikas Publication)
K.C. Shekhar and Lakmi Shekhar.
- 4) Banking Theory Law and Practice (S. Chand)
K.P.M. Sundaram, DN.Varshney
- 5) Insurance Principal & Practice (S. chand and Company New Delhi)
M.N. Mishra
- 6) Insurance Principal & Practice (S. Chand and company New Delhi)
Vinayakam N. Radhaswamy & Vasu devan S.V
- 7) Insurance theory & Practice (Pearls Book Delhi)
Bhargava B.D.
- 8) Insurance Management (Principles and Practices)
Deep & Deep Publicaion Pvt. Ltd. (F-159 Rajouri Garden, New Delhi- 110027)
Karmal Pal, B.S. Bodla, M.C. Garg.

B.Com. (Information Technology)
SEMESTER-I
Paper- 7: Computer Fundamental

UNIT-I: Basic of Computer

Introduction to Computer, Types and Classification. **Basic Anatomy of Computer:** Block, Diagram of Computer, Generation of Computers. **CPU:** Function of Each Unit.
Data Representation: Decimal, Binary, Their Interconversion.

UNIT-II: Input/ Output Peripherals

Input Devices: Keyboard, **Locator Device:** Mouse, Joy Stick Digitizing Tablet **Pick Device:** Light Pen, Touch Screen Track Ball, **Voice Recognition:** Microphone, **Scanning:** MICR, OCR, OMR, Barcode Reader, **Vision Capturing:** Webcam, Digital Camera Point of Scale, Touch Pad, Smart Card, **Output Devices:** VDU, Dot Matrix, Laser and Inkjet Printers, Plotters.

UNIT-III: Storage Device

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

UNIT-IV: Windows

Features of Windows, GUI, Operating with Windows, Desktop, Taskbar, Windows Explorer, Control Panel, My Computer, My Documents, Recycle Bin. **Windows Accessories:** Calculator, Notepad, Paint, System Information, Disk Management, Disk Defragmentation, Disk Cleanup

Books:

- 1) Peter Norton " s, "Introduction to Computers", 4TH Ed. TMH Pub., ISBN-0070593744
 - 2) Alexis and Mathews Leon, "Fundamentals of Information Technology" Leon Press, Chennai & Vikas Publishing House Pvt. Ltd, New Delhi, ISBN :8182090105
- References:**
- 1) S.B Kishor," Information Technology", Das Ganu Prakashan, ISBN 979-81-921757-9-9
 - 2) Kamlesh Agarwal,"WAP the NET", MacMillan Publication.
 - 3) Douglas Comer, "The Internet Book", PHI Publication, ISBN: 0132335530
 - 4) Dr. Madhulika Jain, Shashank & Satish Jain , "Information Technology Concepts", BPB Publication, New Delhi, ISBN - 8176562769

Practical - I based on IT, Windows

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

**B.Com. (Information Technology)
SEMESTER-II**

Paper- 7: Information Communication Technology

UNIT-I: Network

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

UNIT-II: Internet and Open Source Terminologies

Basic Internet terms, Internet Addressing, Services provided by Internet, detail about E-mail, Search Engine. Social and Ethical Issue, YouTube, FaceBook, LinkedIn, Orkut. **Open Source Terminologies:** Open Source Software, Freeware, Shareware, Proprietary Software, FLOSS, GNU, FSF, OSI

UNIT-III: Computer Virus

Computer Virus, Types of Viruses, Properties and Characteristic of Virus, Some Popular Virus, Prevention method of Virus, Antivirus

UNIT-IV: PC Maintenance

PC Maintenance- Active Software Maintenance-Passive Maintenance Procedures-

Trouble Shooting-Introduction-Types of Pc Faults- Diagnostic and Repair Tools

Diagnostic Software Tools- Diagnostic Hardware Tools-Advanced Testing Tools-Hand Tools for Service Engineers-Disassembling PC.

Books:

- 1) Peter Norton" s, "Introduction to Computers", 4TH Ed. TMH Pub., ISBN-0070593744
- 2) Alexis and Mathews Leon, "Fundamentals of Information Technology" Leon Press, Chennai & Vikas Publishing House Pvt. Ltd, New Delhi, ISBN :8182090105
- 3) Troubleshooting Your Pcs for Dummies 3rd Edition . Dan Gookin, Willey Publishing Inc. ISBN : 9780470230770

References:

- 1) Kamlesh Agarwal,"WAP the NET", MacMillan Publication.
- 2) Douglas Comer, "The Internet Book", PHI Publication, ISBN: 0132335530
- 3) S.B Kishor," Information Technology", Das Ganu Prakashan,ISBN-979-81-921757-9-9
- 4) Troubleshooting Your Pcs for Dummies 3rd Edition . Dan Gookin, Willey Publishing Inc. ISBN : 9780470230770
- 5) Dr. Madhulika Jain, Shashank & Satish Jain ,"Information Technology Concepts", BPB Publication, New Delhi, ISBN - 8176562769

Practical based on PC-Maintenance

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