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UNIVERSITY OF DELHI

SCHEME OF EXAMINATION
AND
COURSES OF READING
FOR
B. COM. (PASS) COURSE

2268

Part I Examination 1989
Part II Examination 1990
Part III Examination 1991

Syllabi applicable for students seeking admission to the B. Com (Pass) Course in the academic year ~~1989-90~~ 1988-89

Price:

54-00

UNIVERSITY OF DELHI

B.COM. (PASS) EXAMINATION

Scheme of Examinations and detailed Courses of Reading

Part I Examination 1989

Paper I—Business Organisation and Management

Paper II—Financial Accounting

Paper III—Economics Paper-I (Economic Systems and Micro Economic Theory)

Paper IV—Humanities Group—One of the M.I.L.

Part II Examination 1990

Paper V—Business Laws

Paper VI—Office Management and Secretarial Practice

Paper VII—Economics Paper-II (Micro Economics : Analysis and Policy)

Paper VIII—Humanities Group—English

Part III Examination 1991

Paper IX—Costing and Statistics

Paper X—Auditing Income Tax and Sales Tax

Paper XI—Economics Paper-II (Economic Development and Planning in India)

Paper XII—Humanities Group—Elective Paper

N.B. All papers will be of 100 marks and three hours duration.

Detailed Courses of Readings

Part I Examination : 1989

Paper I : BUSINESS ORGANIZATION AND MANAGEMENT

PART A

1. *Introduction* :

Nature and scope of Business. Business systems.

2. *Organising a Business* :

(a) Promotion : Legal & procedural aspects of promotion.

(b) Location : Selection of Region and Site.

(c) Forms of Ownership Organization : Choice of suitable form of business organization.

3. *Elements of Insurance :*

Meaning and causes of business risk Insurance of business risks.

4. *Marketing and Products* :

(a) Choice of Channels of Distribution.

(b) Steps in processing exports and imports.

(c) Advertising and Salesmanship.

5. *Financing the Business* :

Financial Planning : Capital needs. Fixed Capital. Working Capital. Capital structure. Comparative evaluation on sources of Finance. Role of Financial Institutions (IFC, IDBI, ICICI) as source of Finance.

6. (a) *Public Enterprises* :

Rationale and forms.

(b) *Small Business in India :*

Meaning, Characteristics and significance of small business Government's policy towards small business.

PART B

7. *Management Concept :*

Nature and functions.

8. *Managerial Planning* :

Nature and Significance : Process and Types of Plans.

9. *Organising* :

Nature and Process, Authority, Responsibility.

Relationship—Line, Staff and functional relationships.

Delegation and Decentralisation of authority.

9. *Organising* :

Nature and Process, Authority, Responsiblity

Relationship—Line, Staff and functional relationships.

Delegation and Decentralisation of authority.

10. *Staffing* :

Nature and functions—Selection and training.

11. *Directing* :

Nature and Scope of Directing

(a) *Motivation* :

Nature and Significance. An Overview of motivational process.

(b) *Leadership :*

Nature, Significance and Styles.

(c) *Communication*

Nature, Significance, channels effective communication.

12. *Controlling* :

Nature, Significance, and Techniques.

Paper II : FINANCIAL ACCOUNTING

PART A

Principles of Double Entry and the Accounting Structure.

Special purpose subsidiary books number. Basic Accounting Concepts and Conventions.

Nature of Final Accounts and the Accounting Concept of Income.

Matching of Costs of Revenues. Analysis of changes in Income.

Income and Expenditure and Receipts and Payment Accounts.

Analysis of Financial Statements—Liquidity, Profitability and Activity.

Concepts of flow and funds Preparation of Funds Flow Statements

UNIVERSITY OF DELHI

Corrigendum

Add the following to Paper-II (Financial Accounting) at the beginning of Part-B of B.Com. (Pass) syllabus on page-4 :

Consignment and Joint Venture

Depreciation, Reserves and Sinking Funds

Single Entry System

Partnership Accounts - Accounting for changes in the constitution of the firm (viz. admission, retirement, amalgamation etc.) conversion and dissolution.

An elementary view of the Price Mechanism—Demand and Supply Analysis—Law of Demand : Marshallian utility analysis and Indifference Curve approach (Consummer's equilibrium and derivation of demand curve)

The Law of Supply—Concepts of elasticities of demand and supply—Some practical applications of demand and supply analysis.

...and returns to scale—Internal and external ... factors-concepts ...inal revenues— ...nditions; perfect

The concept of

...ges, interest and

...tive Cost.

...n A, due emphasis ... mere discription

Indian

...d for B.Com. (Pass)

...gali, Panjabi. Sindhi, ...yalam, Assamese or ...tion of the Central ...tion Examination of an Indian University or an Examination conducted by some public body in India and recognised as equivalent to either of the aforesaid examination shall be permited to offer any one of the following subjects.

Paper I—History : History of India from the earliest time to 1000 AD or History of India from 1000 A.D. to 1707 A.D.

Joint Stock Companies—Accounting for Shares and Loan Capital, Acquisition of business, Disposal of profits and Final Accounts, Amalgamation. Absorption and Reconstruction Companies.

Hire Purchase Accounts.

Branch Accounts.

Part III : ECONOMICS (Economic Systems and Micro-Economic Theory)

SECTION—A

An Overview Economic Systems and Organization

Central problems of an economy

Comparative Economic Systems: Modes of production—Feudalism. Capitalism and Socialism : their evolution and characteristic. (including role of modern corporation in a capitalist economy).

The Indian Economy System.

National Product and its structure, concept, circular nature of income flows; methods and problems of estimation.

National Income estimation in India : composition of GDP.

Significance of variouse aggregates and their interrelationships National income and economic welfare.

National Capital : concept, methods and problems of estimation Inequalities of income and wealth : causes, effects and remedies.

Inequalities of income and wealth in India.

Labour force : occupational structure, also with reference to India.

SECTION-B

Micro-Economic Theory

An elementary view of the Price Mechanism—Demand and Supply Analysis—Law of Demand : Marshallian utility analysis and Indifference Curve approach (Consummer's equilibrium and derivation of demand curve)

The Law of Supply—Concepts of elasticities of demand and supply—Some practical applications of demand and supply analysis.

Return to a factor and returns to scale—Internal and external economies and diseconomies—Optimum combination of factors-concepts of cost and cost curves-concepts of average and marginal revenues—Profit maximising behaviour under different market conditions; perfect competition, imperfect competition, and monopoly.

Pricing of factors : Supply and demand analysis. The concept of economic rent. Role of uncertainty.

Note :—A separate discussion of land rent, wages, interest and profits is not required.

International specialisation : Theory of Comparative Cost.

Note :—With regard to each topic listed in Section A, due emphasis should be laid on analysis and not on a mere discription of the relevant problem.

Paper IV : *Humanities Group* :—One of the Modern Indian Languages viz.

Hindi
Urdu
Bengali
Sindhi
Tamil
Gujarati
Telugu
Marathi
Kannada
Malayalam
Panjabi
Assamese
Manipur

} Special paper prescribed for B.Com. (Pass) Students.

Candidates who did not offer Hindi, Urdu, Bengali, Panjabi. Sindhi, Tamil, Telugu, Kannada, Marathi, Gujarati, Malayalam, Assamese or Manipuri for the Senior School Certificate Examination of the Central Board of Secondary Education, Delhi or Matriculation Examination of an Indian University or an Examination conducted by some public body in India and recognised as equivalent to either of the aforesaid examination shall be permited to offer any one of the following subjects.

Paper I—History : History of India from the earliest time to 1000 AD or History of India from 1000 A.D. to 1707 A.D.

Political Science : Political Theory

Syllabus same as prescribed for B.A. (Pass) course.

Philosophy : Syllabus same as prescribed for the paper I under B.A. (Pass) Part I Examination, 1989-98

बी० काम (पास)

(जुलाई १९८७ में प्रवेश लेने वाले विद्यार्थियों के लिए लागू)

हिन्दी "क"

(उन विद्यार्थियों के लिए जिन्होंने +2 स्तर पर हिन्दी ली थी)

प्रथम वर्ष

प्रथम पत्र— 100 अंक 3 घं०

1. व्यावहारिक हिन्दी 20 अंक

(क) संक्षेपण पल्लवन, प्रारूपण, टिप्पणी, आवेदन, प्रतिवेदन

(ख) पारभाषिक शब्दावली निम्नलिखित 200 शब्दों में से)

1.	Anatomy	शरीर, शरीर रचना, शरीर रचना विज्ञान
2.	Applied Science	अनुप्रयुक्त विज्ञान
3.	Asymmetry	असमिति
4.	Audio-visual	दृश्य-श्रव्य
5.	Auctioneer	नीलाम-कर्ता
6.	Abscess	विद्रधि
7.	Allergy	एलर्जी/प्रत्यूर्जता
8.	Amputation	अंगोच्छेदन/विच्छेदन
9.	Anaesthesia	संवेदनाहरण, संज्ञाहरण
10.	Arthritis	संधिशोथ
11.	Astrophysics	खगोल भौतिकी
12.	Acceptance	स्वीकृति
13.	Accounts	लेखा, खाता, हिसाब
14.	Accountant General	महालेखापाल, महालेखाकार
15.	Accuse	अभियोग लगाना
16.	Acknowledge	अभिस्वीकार करना, मानना, कबूल करना
17.	Acknowledgement	पावती, प्राप्ति सूचना, अभिस्वीकृति
18.	Acquire	अर्जन करना

19.	Additional	अपर, अतिरिक्त
20.	Addressee	पाने वाला प्रेषिती
21.	Ad-hoc	तदर्थ
22.	Adjournment	स्थगन
23.	Administration	प्रशासन
24.	Administrator	प्रशासक
25.	Admissible	ग्राह्य, स्वीकार्य
26.	Advance	अग्रिम, पेशगी
27.	Advertisement	विज्ञापन
28.	Advisory Committee	सलाहाकार समिति
29.	Agenda	कार्य-सूची, कार्यक्रम
30.	Agent	अभिकर्ता, ऐजेन्ट
31.	Aggregate	कुल, समाहार, पूर्ण योग
32.	Agreement	करार, अनुबंध, सहमति
33.	Agitation	आन्दोलन
34.	Allegation	आरोप, अभिकथन
35.	Allocate	बांटना, विभाजन करना
36.	Allotment	आबंटन, बांट
37.	Allowance	भत्ता
38.	Ambassador	राजदूत
39.	Annexure	अनुबंध
40.	Appendix	परिशिष्ट
41.	Appointing Authority	नियुक्त प्राधिकारी
42.	Approval	अनुमोदन
43.	Article	अनुच्छेद, नियम, वस्तु
44.	Association	साहचर्य, समिति/संघ
45.	Attestation	अनुप्रमाणन, साक्ष्यांकन, तसदीक
46.	Authority	प्राधिकारी, प्राधिकार, प्राधिकरण
47.	Autonomous	स्वायत्त
48.	Black Market	चोर बाज़ार, काला बाज़ार

49.	Bonafide	वास्तविक, असली, सद्भावी
50.	Bond	बंधपत्र, बांड
51.	Bonus	बोनस
52.	Budget	बजट, आयव्ययक
53.	Bulletin	बुलेटिन
54.	Bureau	ब्यूरो, कार्यालय, केन्द्र
55.	Blood Pressure	रक्त दाब
56.	Continuing Education	अनुवर्ती शिक्षा, अविरत शिक्षा
57.	Co-ordinator	समन्वयक
58.	Cardiac Massage	हृद मर्दन
59.	Circulation-artificial	कृत्रिम रक्त प्रसंचरण
60.	Clinic Health	स्वास्थ्य निदानशाला-स्वास्थ्य क्लीनिक
61.	Crippled	अपंग
62.	Configuration	संरूपण
63.	Cabinet	मंत्रिमंडल/केबिनेट
64.	Candidate	प्रार्थी/अभ्यर्थी/उम्मीदवार
65.	Career	वृत्ति, जीविका, जीवन
66.	Caretaker	रखवाल, अवधायक
67.	Central Government	केन्द्रीय सरकार
68.	Chairman	सभापति, अध्यक्ष
69.	Collector	समहर्ता, कलक्टर, संग्राहक
70.	Commission	आयोग, कमीशन, दलाली, आढ़त
71.	Committee	समिति
72.	Communique	विज्ञप्ति
73.	Competitive Examination	प्रतियोगिता-परीक्षा
74.	Conduct	आचरण, कार्य-संचालन
75.	Contigency	विशेष स्थिति आकस्मिकता
76.	Contractor	ठेकेदार, संविदाकार, अनुबंधकार
77.	Controller	नियंत्रक

78.	Councillor	पार्षद
79.	Delinquency	अपचार
80.	Delirium	प्रलाप
81.	Diagnosis	निदान
82.	Drug Addiction	मादक व्यसन
83.	Deformity	विरूपता
84.	Defaulter	चूक करने वाला, त्रुटिकारी, व्यतिकामी
85.	Director	निदेशक, संचालक
86.	Disqualified	अयोग्य, अनर्ह
87.	Division	विभाजन, मंडल, डिवीज़न, प्रभाग, श्रेणी
88.	Environment Study	पर्यावरण शिक्षा/परिवेश शिक्षा
89.	Ecology	पारिस्थितिकी/पारिस्थिति-विज्ञान
90.	Eligibility	पात्रता
91.	Employment	नौकरी, रोज़गार, नियोजन
92.	Estimate	प्राक्कलन, आकलन करना, अनुमान, आंकना
93.	Executive Engineer	कार्यपालक, इंजीनियर, कार्यपालक अभियंता
94.	Fissure	विदर
95.	Fracture	अस्थिभंग
96.	Finance	वित्त, रुपया-पैसा लगाना
97.	Financial Year	वित्तीय वर्ष, वित्त वर्ष
98.	Formal	औपचारिक
99.	Fund	निधि
100.	Governor	राज्यपाल, गवर्नर, अभिशासक, शासक
101.	Grant	अनुदान
102.	Handicap	बाधा
103.	Hybrid	संकर
104.	Herpes	हर्पीज/परिसर्प
105.	Hypertension	अतितनाव
106.	Identity Card	पहचान-पत्र
107.	Informal	अनौपचारिक
108.	Initial	आद्यक्षर
109.	Inspector	निरीक्षक

110.	Intern	स्थानबद्धक
111.	Infection	संक्रमण/उपसर्ग
112.	Inhibition	अंतबाधा/अंतरोध/अंतरनिरोध
113.	Juvenile Delinquency	बालापचार
114.	Jurisdiction	अधिकार-क्षेत्र, क्षेत्राधिकार, अधिकारिता
115.	Larynx	स्वरयंत्र
116.	Malnutrition	कुपोषण
117.	Matrix	आव्यूह
118.	Manager	प्रबंधक, मैनेजर, व्यवस्थापक
119.	Mayor	महापौर, मेयर
120.	Ministry	मंत्रालय, मंत्रिमंडल
121.	Monopoly	एकाधिकार, एकाधिपत्य, इजारेदारी
122.	Notice of adjournment	स्थगन-प्रस्ताव, काम रोको-प्रस्ताव
123.	Nationalization	राष्ट्रीयकरण,
124.	Nominee	नामिती, मनोनीत व्यक्ति, नामिति व्यक्ति
125.	Notice	सूचना, नोटिस
126.	Nepotism	स्वजन-पक्षपात, भाई-भतीजावाद
127.	Necrosis	परिगिलन
128.	Neuralgia	तंत्रिकार्ति
129.	Neurosurgery	तंत्रिकाशस्त्र, तंत्रिकाशल्यविज्ञान
130.	Nuclear Physics	नाभिकीय भौतिकी
131.	Officiating	स्थानापन्न
132.	Pathology	रोगविज्ञान/विकृत विज्ञान
133.	Pedigree	वंशावली अणुवंशक्रम
134.	Polarisation	केन्द्रीकरण
135.	Probation Officer	परिवीक्षा अधिकारी
136.	Physiotherapy	भौतिक चिकित्सा
137.	Psychotherapy	मनश्चिकित्सा
138.	Public Opinion	जनमत
139.	Planning Commission	योजना-आयोग
140.	Postpone	मुल्तवी करना

141.	Process	सार्वजनिक, आम, लोक, सरकारी
142.	Rationalism	तार्किकवाद/बुद्धिवाद
143.	Radiation	विकिरण
144.	Radiologist	विकिरण विज्ञानी, रेडियोलाजिस्ट
145.	Reformation Officer	सुधार अधिकारी
146.	Receipt	आय, पावती, प्राप्ति, रसीद
147.	Recommendation	संस्तुति, सिफारिश, अभिशंसा
148.	Record	अभिलेख, रिकार्ड
149.	Recruit	रंगरूट
150.	Regional	क्षेत्रीय
151.	Registered	पंजीकृत, पंजीबद्ध, रजिस्ट्रीशुदा
152.	Registrar	पंजीयक, पंजीकार, रजिस्ट्रार, कुलसचिव
153.	Reminder	स्मरण-पत्र, अनुस्मारक
154.	Representative	प्रतिनिधि
155.	Reservation	आरक्षण
156.	Resident	आवासी, आवासिक
157.	Responsibility	उत्तरदायित्व, दायित्व, जिम्मेदारी
158.	Section	अनुभाग, धारा
159.	Seniority	ज्येष्ठता, वरिष्ठता
160.	Statutory	सांविधिक, कानूनी, विधिक
161.	Subordinate	अधीन, अधीनस्थ, मातहत
162.	Supplementary	अनुपूरक
163.	Supply	पूर्ति, प्रदाय, पूर्ति प्रदाय करना
164.	Septic	पूर्ति
165.	Significance	अर्थसूचकता सार्थकता
166.	Sinus	विवर, खातिका, नाड़ीव्रण, शिरानाल
167.	Spasm	उद्वेष्ट आकर्ष
168.	Social Order	समाज-व्यवस्था
169.	Symptom	लक्षण
170.	Statistics	आंकड़े, सांख्यिकी

171.	Survey	सर्वेक्षण
172.	Saturation	संतृप्ति
173.	Supersonic	पराध्वनिक
174.	Technical	तकनीकी, पारिभाषिक
175.	Tender	टेंडर, निविदा, टेंडर देना, प्रस्तावित करना
176.	Term	अवधि, मियाद, शर्त, निबंधन, शब्द
177.	Training	प्रशिक्षण, ट्रेनिंग
178.	Transport	परिवहन
179.	Treasure	कोषपाल
180.	Typist	टंकक, टाइपिस्ट, टाइपकार
181.	Technical Education	तकनीकी शिक्षा, प्राविधिक शिक्षा
182.	Technology	शिल्प विज्ञान, प्रौद्योगिकी
183.	Texture	गठन, बनावट, संव्यूति
184.	Transaction	सौदा, व्यापार, लेन-देन
185.	Terrorism	आंतकवाद, संत्रासवाद
186.	Torture	यातना/यंत्रणा
187.	Transfer	बदली, अंतरण, स्थानांतरण
188.	Therapist	चिकित्सक
189.	Undertaking	उपक्रम वचन, वचनबद्धता, जिम्मा लेना
190.	Unofficial	अशासनिक, अशासकीय, गैर सरकारी
191.	Unemployment Compensation	बेरोजगारी प्रतिपूर्ति, मुआवजा
192.	Urbanisation	नगरीकरण
193.	Verification	सत्यापन
194.	Vice-Chancellor	कुलपति
195.	Victimisation	शिकार बनाना
196.	Vocational Training	व्यावसायिक प्रशिक्षण
197.	Volume Theory	आयतनवाद
198.	Write-off	बट्टेखाते डालना
199.	Zonal	मंडलीय, कटिबंधीय, आंचलिक
200.	Zoology	जीवविज्ञान, प्राणिविज्ञान

2. गद्य संकलन — २५ अंक

कछुआ धर्म (चन्द्रधर शर्मा गुलेरी), प्राचीन साहित्य (काका कालेलकर), चीनी भाई (महादेवी वर्मा), रसप्रिया (फणीश्वर नाथ रेणु) अदम्य जीवन (रांगेय राघव), बिरादरी बाहर (राजेन्द्र यादव)

3. परख—जैनेन्द्र कुमार — १५ अंक

(उपन्यास से व्याख्या नहीं पूछी जाएगी)

4. सिद्धराज—मैथलीशरण गुप्त — २० अंक

5. निबन्ध—लेखन — २० अंक

हिन्दी–"ख"

(उन विद्यार्थियों के लिए जिन्होंने दसवीं कक्षा तक हिन्दी ली थी)

प्रथम वर्ष

प्रश्न पत्र— — १०० अंक ३ घंटे

1. व्यावहारिक हिन्दी : — २० अंक

(क) संक्षेपण, पल्लवन, प्रारूपण, टिप्पणी, आवेदन, प्रतिवेदन ।

(ख) पारिभाषिक शब्दावली ।

(निम्नलिखित २०० शब्दों में से)

1.	Anatomy	शरीर, शरीर रचना, शरीर रचना-
2.	Applied Science	अनुप्रयुक्त-विज्ञान
3.	Asymmetry	असमिति
4.	Audio-visual	दृश्य-श्रव्य
5.	Auctioneer	नीलाम-कर्ता
6.	Abscess	विद्रधि
7.	Allergy	एलर्जी/प्रत्यूर्जता
8.	Amputation	अंगोच्छेदन/विच्छेदन
9.	Anaesthesia	संवेदनाहरण, संज्ञाहरण
10.	Arthritis	संधिशोथ
11.	Astrophysics	खगोल-भौतिकी
12.	Acceptance	स्वीकृति
13.	Account	लेखा, खाता, हिसाब
14.	Accountant General	महालेखापाल, महालेखाकार
15.	Accuse	अभियोग लगाना
16.	Acknowledge	अभिस्वीकार करना, मानना, कबूल करना
17.	Acknowledgement	पावती, प्राप्ति-सूचना, अभिस्वीकृति
18.	Acquire	अर्जन करना
19.	Additional	अपर, अतिरिक्त
20.	Addressee	पाने वाला, प्रेषिती
21.	Ad-hoc	तदर्थ
22.	Adjournment	स्थगन
23.	Administration	प्रशासन
24.	Administrator	प्रशासक
25.	Admissible	ग्राह्य, स्वीकार्य
26.	Advance	अग्रिम, पेशगी

27.	Advertisement	विज्ञापन
28.	Advisory Committee	सलाहकार समिति
29.	Agenda	कार्य-सूची, कार्यक्रम
30.	Agent	अभिकर्ता, एजेन्ट
31.	Aggregate	कुल, समाहार, पूर्ण योग
32.	Agreement	करार, अनुबन्ध, सहमति
33.	Agitation	आन्दोलन
34.	Allegation	आरोप, अभिकथन
35.	Allocate	बांटना, विभाजन करना
36.	Allotment	आबंटन, बाँट
37.	Allowance	भत्ता
38.	Ambassador	राजदूत
39.	Annexure	अनुबंध
40.	Appendix	परिशिष्ट
41.	Appointing Authority	नियुक्ति-प्राधिकारी
42.	Approval	अनुमोदन
43.	Article	अनुच्छेद, नियम, वस्तु
44.	Association	साहचर्य, समिति/संघ
45.	Attestation	अनुप्रमाणन, साक्ष्यांकन, तसदीक़
46.	Authority	प्राधिकारी, प्राधिकार, प्राधिकरण
47.	Autonomous	स्वायत्त
48.	Black Market	चोर बाज़ार, काला बाज़ार
49.	Bonafide	वास्तविक, असली, सद्भावी
50.	Bond	बंधपत्र, बांड
51.	Bonus	बोनस
52.	Budget	बजट, आयव्ययक
53.	Bulletin	बुलेटिन
54.	Bureau	ब्यूरो, कार्यालय, केन्द्र
55.	Blood Pressure	रक्त-दाब
56.	Continuing Education	अनुवर्ती शिक्षा, अविरत शिक्षा
57.	Co-ordinator	समन्वयक
58.	Cardiac Massage	हृद्-मर्दन
59.	Circulation, artificial	कृत्रिम रक्त-परिसंचरण

60. Clinic, Health — स्वास्थ्य-निदानशाला/स्वास्थ्य-क्लीनिक
61. Crippled — अपंग
62. Configuration — संरूपण
63. Cabinet — मंत्रिमंडल/केबिनेट
64. Candidate — प्रार्थी/अभ्यर्थी/उम्मीदवार
65. Career — वृत्ति, जीविका, जीवन
66. Caretaker — रखवाल, अवधायक
67. Central Government — केन्द्रीय सरकार
68. Chairman — सभापति, अध्यक्ष
69. Collector — समहर्ता, कलक्टर, संग्राहक
70. Commission — आयोग, कमीशन, दलाली, आढ़त
71. Committee — समिति
72. Communique — विज्ञप्ति
73. Competitive Examination — प्रतियोगिता-परीक्षा
74. Conduct — आचरण, कार्य-संचालन
75. Contigency — विशेष स्थिति, आकस्मिकता
76. Contractor — ठेकेदार, संविदाकार, अनुबंधकार
77. Controller — नियंत्रक
78. Councillor — पार्षद
79. Delinquency — अपचार
80. Delirium — प्रलाप
81. Diagnosis — निदान
82. Drug Addiction — मदक व्यसन
83. Deformity — विरूपता
84. Defaulter — चूक करने वाला, त्रुटिकारी, व्यतिकामी
85. Director — निदेशक, संचालक
86. Disqualified — अयोग्य, अनर्ह
87. Division — विभाजन, मंडल, डिवीज़न, प्रभाग, श्रेणी
88. Environment Study — पर्यावरण-शिक्षा/परिवेश-शिक्षा
89. Ecology — पारिस्थितिकी/परिस्थिति-विज्ञान
90. Eligibility — पात्रता
91. Employment — नौकरी, रोजगार, नियोजन

92. Estimate — प्राक्कलन, आकलन करना, अनुमान, आँकना
93. Executive Engineer — कार्यपालक इंजीनियर, कार्यपालक अभियंता
94. Fissure — विदर
95. Fracture — अस्थिभंग
96. Finance — वित्त, रुपया-पैसा लगाना
97. Financial Year — वित्तीय वर्ष, वित्त-वर्ष
98. Formal — औपचारिक
99. Fund — निधि
100. Governor — राज्यपाल, गवर्नर, अभिशासक, शासक
101. Grant — अनुदान
102. Handicap — बाधा
103. Hybrid — संकर
104. Herpes — हर्पीज़/परिसर्प
105. Hypertension — अति तनाव
106. Identity Card — पहचान-पत्र
107. Informal — अनौपचारिक
108. Initial — आद्यक्षर
109. Inspector — निरीक्षक
110. Intern — स्थानबद्धेध
111. Infection — संक्रमण/उपसर्ग
112. Inhibition — अंतबाधा/अंतरोध/अंतर्निरोध
113. Juvenile Delinquency — बालापचार
114. Jurisdiction — अधिकार-क्षेत्र, क्षेत्राधिकार, अधिकारित
115. Larynx — स्वरयंत्र
116. Malnutrition — कुपोषण
117. Matrix — आव्यूह
118. Manager — प्रबंधक, मैनेजर, व्यवस्थापक
119. Mayor — महापौर, मेयर
120. Ministry — मंत्रालय, मंत्रिमंडल
121. Monopoly — एकाधिकार, एकाधिपत्य, इजारेदारी
122. Notice of adjournment — स्थगन-प्रस्ताव, काम रोको-प्रस्ताव

123.	Nationalization	राष्ट्रीयकरण,
124.	Nominee	नामिती, मनोनीत व्यक्ति, नामित व्यक्ति
125.	Notice	सूचना, नोटिस
126.	Nepotism	स्वजन-पक्षपात, भाई-भतीजावाद
127.	Necrosis	परिगिलन
128.	Neuralgia	तंत्रिकार्ति
129.	Neurosurgery	तंत्रिकाशस्त्र, तंत्रिकाशाल्यविज्ञान
130.	Nuclear Physics	नाभिकीय भौतिकी
131.	Officiating	स्थानापन्न
132.	Pathology	रोगविज्ञान/विकृत-विज्ञान
133.	Pedigree	वंशावली, अनुवंशक्रम
134.	Polarisation	ध्रुवीकरण
135.	Probation Officer	परिवीक्षा-अधिकारी
136.	Physiotherapy	भौतिक चिकित्सा
137.	Psychotherapy	मनश्चिकित्सा
138.	Public Opinion	जनमत
139.	Planning Commission	योजना-आयोग
140.	Postpone	मुलतवी करना
141.	Process	किसी काम की प्रगति या क्रम
142.	Rationalism	तार्किकवाद, बुद्धिवाद
143.	Radiation	विकिरण
144.	Radiologist	विकिरण विज्ञानी, रेडियोलाजिस्ट
145.	Reformation officer	सुधार-अधिकारी
146.	Receipt	आय, पावती, प्राप्ति, रसीद
147.	Recommendation	संस्तुति, सिफ़ारिश, अभिशंसा
148.	Record	अभिलेख, रिकार्ड
149.	Recruit	रंगरूट
150.	Regional	क्षेत्रीय, प्रादेशिक
151.	Registered	पंजीकृत, पंजीबद्ध, रजिस्ट्रीशुदा

52.	Registrar	पंजीयक, पंजीकार, रजिस्ट्रार, कुलसचिव
53.	Reminder	स्मरण-पत्र, अनुस्मारक
54.	Representative	प्रतिनिधि
55.	Reservation	आरक्षण
56.	Resident	आवासी, आवासिक
57.	Responsibility	उत्तरदायित्व, दायित्व, जिम्मेदारी
58.	Section	अनुभाग, धारा
59.	Seniority	ज्येष्ठता, वरिष्ठता
60.	Statutory	सांविधिक, कानूनी, विधिक
61.	Subordinate	अधीन, अधीनस्थ, मातहत
62.	Supplementary	अनुपूरक
63.	Supply	पूर्ति, प्रदाय, पूर्ति/प्रदाय करना
64.	Septic	पूर्ति
65.	Significance	अर्थसूचकता, सार्थकता,
66.	Sinus	विवर, खातिका नाड़ीव्रण, शिरानाल
67.	Spasm	उद्वेष्ट आकर्ष,
68.	Social Order	समाज-व्यवस्था
69.	Symptom	लक्षण
170.	Statistics	आँकड़े सांख्यिकी
171.	Survey	सर्वेक्षण
172.	Saturation	संतृप्ति
173.	Supersonic	पराध्वनिक
1	Technical	तकनीकी, पारिभाषिक
175.	Tender	टेंडर, निविदा, टेंडर देना, प्रस्तावित करना
176.	Term	अवधि, मियाद, शर्त, निबंधन शब्द
177.	Training	प्रशिक्षण, ट्रेनिंग
178.	Transport	परिवहन
179.	Treasure	कोष
180.	Typist	टंकक, टाइपिस्ट, टाइपकार

181.	Technical Education	तकनीकी शिक्षा, प्राविधिक शिक्षा
182.	Technology	शिल्पविज्ञान, प्रौद्योगिकी
183.	Texture	गठन, बुनावट संध्यूति
184.	Transaction	सौदा, व्यापार, लेन-देन
185.	Terrorism	आतंकवाद, संत्रासवाद
186.	Torture	यातना/यंत्रण
187.	Transfer	बदली, अंतरण, स्थानांतरण
188.	Therapist	चिकित्सक
189.	Undertaking	उपक्रम, बचन, वचनवद्धता, जिम्मा
190.	Unofficial	अशासनिक, अशासकीय, गैर-सरकारी
191.	Unemployment compensation	बेरोजगारी प्रतिपूर्ति, मूम्मावजा
192.	Urbanisation	नागरीकरण
193.	Verification	सत्यापन
194.	Vice-Chancellor	कुलपति
195.	Victimisation	शिकार बनाना
196.	Vocational Training	व्यावसायिक प्रशिक्षण
197.	Volume Theory	आयतनवाद
198.	Write -off	बट्टेखाते डालना
199.	Zonal	मंडलीय, कटिबंधीय, आंचलिक
200.	Zoology	जीवविज्ञान, प्राणिविज्ञान

२० अंक

2. गद्य संकलन :

धर्म की जड़ (गणेशशंकर विद्यार्थी), धन और उसका उपयोग (राजर्षि पुरुषोत्तम दास टण्डन), साबरमती आश्रम में गांधी जी (बनारसीदास चतुर्वेदी), मास्टर साहब (चन्द्रगुप्त विद्यालंकार), "निराला"—जीवन की सार्थकता का प्रश्न (रामविलास शर्मा,), निराला की साहित्य साधना—प्रथम खण्ड १९७१; आरम्भ से ही उनमें ऊंचे दरजे की कला का निर्वाह है (पृ० २६७) तक। संस्कार और भावना (विष्णु प्रभाकर)

१५ अंक

3. गबन—प्रेमचन्द

(उपन्यास से व्याख्या नहीं पूछी जाएगी)

२० अंक

4. रश्मिरथी—रामधारी सिंह दिनकर

२० अंक

5. निबंध लेखन

URDU

Paper IV : Prose, Poetry, Essay, Translation OR Letter Writting OR Precis, Idioms & Proverbs : — 100 Marks

(a) Text : Explanation/Paraphrase — 55 Marks

(b) Essay — 20 Marks

(c) Translation from English into Urdu OR Letter Writing or Precis — 15 Marks

(d) Idioms & Proverbs — 15 Marks

Detailed Courses of Reading :

1. Urdu Nzam for B.A. — Published Aligarh Muslim University, Aligarh

Excluding the following poets :

Aziz Lucknavi—Yas yagana—Asghar Gondvi—Jameel Mazhari Akhtar ul Iman.

2. Urdu Essays by Zaheer/uddin Madani, Maktaba Jamia, Delhi

Note : No books are prescribed for items (b), (c) and (d) above.

PANJABI

Paper IV : Panjabi 'A' 100 Marks

For those students who offered Panjabi at +2 stage)

1.	Functional Punjabi	50 ,,
	Shabad-Jor	10 ,,
	Shabad-Rachna	10 ,,
	Vak Rachna	10 ,,
	Agettar-Pichhetar	10 ,,
	Smanarthak Shabad Vipreetarthak Shabad Bahuarthak Shabad	10 ,,
2.	Modern Poetry	30 ,,

Mohan Singh : Meri Cho nvi Kavita

Pub. Navyoug Publication, Delhi, 1970

3.	Prose Selection	20 ,,

Balwant Gargi : Patal di dharti

Pub. Arsi Publishers Delhi.

Paper IV Panjabi 'B' 100 Marks

(for those students who offered Panjabi in class X and for those students who for some reason could not offer it)

1.	Functional Panjabi	50 ,,
	Shabad Jor	10 ,,
	Shabad Rachna	10 ,,
	Vak Rachna	10 ,,
	Agettar Pichhetar	10 ,,
	Smanarthak Shabad	
	Vivpritarthak Shabad	
	Bahuarthak Shabad	

B.Com. (Pass) Course

Paper IV (Ist Year) 'B'

2. Short Story

Dalip Kaur Tiwana (Ed) : Pairan

(Published by Panjabi University, Patiala)

in place of Kirpal Kazak : Adhapul

BENGALI

Paper IV

1.	Terminology	10 marks
2.	Study of Newspaper	20 marks
3.	Essay	20 marks
4.	Texts	50 marks

1. *Terminology*

Students are expected to know the Bengali equivalent of English terminologies used in commercial and business transactions.

2. *Study of Newspaper* :

Students are expected to be familiar with modern Journalistic Bengali as used in the major Bengali Newspapers. Students may be asked to write Bengali equivalents of English terminologies used in political and scientific contexts frequently used in Bengali Newspapers, to comment on editorial to write letters to the editor on social, political and commercial themes, and to write precis of passage from newspapers.

3. *Essays* :

To write an essay preferably on commercial/economic topics.

4. *Text Prose Selection* : 20+30 Marks (Total 50)

Essay :

(i) Haraprasad Sastri - *Prachin Banglar Gaurab.*

The following pieces only

Nana dharmamat

Resham

Bakaler Kapar

Theatre

Nouka O Jahaj

a Silabhadra

r Srijnan

er Kaj

Samskrita

a O rather Parikar

Brahman

O Raja

PANJABI

Paper IV : Panjabi 'A' 100 Marks

For those students who offered Panjabi at +2 stage)

1. Functional Punjabi 50 ,,
   Shabad-Jor 10 ,,
   Shabad-Rachna 10 ,,
   Vak Rachna 10 ,,
   Agettar-Pichhetar 10 ,,
   Smanarthak Shabad
   Vipreetarthak Shabad
   Bahuarthak Shabad 10 ,,

2. Modern Poetry 30 ,,

   Mohan Singh : Meri Cho nvi Kavita

   Pub. Navyoug Publication, Delhi, 1970

3. Prose Selection 20 ,,

   Balwant Gargi : Patal di dharti

   Pub. Arsi Publishers Delhi.

Paper IV Panjabi 'B' 100 Marks

(for those students who offered Panjabi in class X and for those students who for some reason could not offer it)

1. Functional Panjabi 50 ,,
   Shabad Jor 10 ,,
   Shabad Rachna 10 ,,
   Vak Rachna 10 ,,
   Agettar Pichhetar 10 ,,
   Smanarthak Shabad
   Vivpritarthak Shabad
   Bahuarthak Shabad 10 ,,

2. ~~Short Story~~ 30 Marks

   ~~Kirpal Kazak~~ : ~~Adhapul~~

   ~~Pub. The new age Book Centre Amritsar~~ 1984

3. Essay 20 ,,

BENGALI

Paper IV
1. Terminology 10 marks
2. Study of Newspaper 20 marks
3. Essay 20 marks
4. Texts 50 marks

1. *Terminology*

Students are expected to know the Bengali equivalent of English terminologies used in commercial and business transactions.

2. *Study of Newspaper* :

Students are expected to be familiar with modern Journalistic Bengali as used in the major Bengali Newspapers. Students may be asked to write Bengali equivalents of English terminologies used in political and scientific contexts frequently used in Bengali Newspapers, to comment on editorial to write letters to the editor on social, political and commercial themes, and to write precis of passage from newspapers.

3. *Essays* :

To write an essay preferably on commercial/economic topics.

4. *Text Prose Selection* : 20+30 Marks (Total 50)

Essay :

(i) Haraprasad Sastri - *Prachin Banglar Gaurab.*

The following pieces only
Nana dharmamat
Resham
Bakaler Kapar
Theatre
Nouka O Jahaj
Bouddha Silabhadra
Dipankar Srijnan
Bhaskarer Kaj
Banglay Samskrita
Chaitanya O rather Parikar
Bengali Brahman
Kayastha O Raja

OR

(ii) Bankim Chandra Chattopadhyay Bibidha Prabandha
The following Essays :

(i) Lokshiksa
(ii) Bahubal Bakyabal
(iii) Manusyabra Ki

Novel : Tarashankar Banerjee : Dhairi Deveta

SINDHI

Paper IV (1) Functional Sindhi grammar based on prescribed texts :— 25 marks

(2) Texts :— 75 marks

(A) *Modern Poetry*

Jotwani Matilal (ed.) Sindh Kavita Sangrah 35 marks

(B) *Prose Non-fictional*

Sadarangani H.1.—Kakha ain Kana 40 marks

GUJARATI

Paper IV (1) *Functional Gujarati*

(2) *Modern Poetry*

Kavya Primal Pub : Saradar Vallabhbhai Vidyapith Vallabh Vidyanagar (Dist. Kaira)

Following poems : Nava Karasho Koi Shoka, Bodh, Virni Viday Hankari ja, Sapoot, Kevadiano Kanto, Haikoo, Atijanan, Junun Piyar Ghar, Kasunbi on ranga.

(3) *Prose Selection*

Gadya Garima

Pub : Saradar Vallabhbhai Vidyapith, Vallabh Vidyanagar (Distt. Kaira) Following Essay; Othario Hadakava Dayanand Saraswati Amara Dev, Mafat, Atmik Kelavani)

TAMIL

Paper IV 1. Functional Tamil 30 marks
2. Modern Poetry 40 marks
3. Prose 30 marks

1. *Functional Tamil*

(i) Terminology : Students are expected to know equivalents of English terminology in the Commercial and Business Transactions.

(ii) Study of Newspapers, Students should be familiar with modern journalistic Tamil.

2. *Modern Poetry*

Puratcik Kavi by Bharat Dasam

3. *Prose*

Tamizhar Nagarjanum Pampadum

TELUGU

Paper IV : (i) History of Telugu literature : Modern period 40 marks
Books recommmended : Andhra Vangmaya Charitra by Dr. D.V. Avadhani

(ii) Modern Poetry : 30 Marks

The following places from Kavyamala :
Anujna, Jashura 1 place
The two pieces by Adivi Bapiraju.
the piece by Gadiyaram Venkata Sesha-Sastri.

(iii) Prose : 30 Marks

Samalchanam Pub. A.P.
Sahitya Akademi, Hyderabad. 50004.
essay prescribed : Nos. 1, 4 & 11

KANNADA

Paper—IV (i) Functional Kannada based on Prescribed Texts.

(ii) Modern Poetry.
Gode by G.S. Sivarudrappa
Thalukina Venkannaiya Smarka Grantha Mala, Mysore.

(iii) Prose Selection
Gadya Vihara (Bd.) N. Basavaradhya.
Mysore University, Mysore-57006.

MALAYALAM

Paper—IV (i) Functional Grammar — 25 marks

Based on Prescribed Texts.

(ii) Texts — 75 marks

Books Prescribed : 1. Malayalakavya Sangraham—National Book Trust, New Delhi.

2. Samsarikkunna Daivam — A P. Udaybhane.

MARATHI

Paper—IV (i) Functional Marathi.

(ii) Modern Poetry.

Book Prescribed : "Setu"
by Vasant Bapat
Popular Prakashan, Bombay.

(iii) Prose Selection

Book Prescribed : 'Umar Khayyamchi Firyed'
by S.K. Kschirsagar
Popular Prakashan, Bombay.

ASSAMESE

Paper—IV (i) Functional — 20 marks

(ii) Modern Poetry — 40 marks

(iii) Prose Selection — 40 marks

Books recommended of Modern Poetry is *Sansayn*. Only the following parts are recommended :

Parashmoni by Nalinni Bala Devee, Lawyers Book Stall, Gauhati.

For Prose Selection

(i) Sahitya aur Prem by Dr. Bani Kanta Kakati Lawyers Book Stall, Gauhati.

(ii) Assamiya Purani Sahitya by Dr. Bani Kanta Kakati, Lawyers Book Stall, Gauhati.

MANIPURI

Paper IV (i) Functional Manipuri

Narayana Sharma : Manipuri Vyakaran (Meiteilon) Part IV

(ii) Modern Poetry

Parishadki Manipuri Sheireng Lairik
(Selected pieces)
Published by Manipuri Sahitya Praishad

Pieces Selected

Kh. Chaoba	:	Loktak Mapanda
L. Kamal	:	Chandranadi
A Mincketan	:	Yakairol
A. Dorendraijit	:	Ireipak
Kh. Gourakishwor	:	Ngaikhogaba Chekla-O.
L. Samerendra	:	Tillaikhombi
E. Nitakanta	:	Manipur
N. Biren	:	Tollaba Shadugi Wakhal
Th. Ipopishak	:	Ningkhairaba Murti.

(iii) Prose Selection.

Khangatpa Wareng (Selected Pieces)
Published by Mainipuri Sahitya Parishad.

Part II Examination : 1990

Paper V : BUSINESS LAW

SECTION A

(*Commercial Law*)

Indian Contract Act (IX of 1872)

The Sale of Goods Act (Act III of 1930)

Indian Partnership (Act No. X of 1932)

The Negotiable instruments Act (No. XXVI of 1881)

SECTION-B

(Elements of Company Law)

Companies Act 1956.

The study is to be confined in regard to the following aspects :-

(i) Definition nature and classification of companies.

(ii) Incorporation of company with special reference to basic documents viz. memorandum of association, articles of association and prospectus.

(iii) Alteration of memorandum and articles of Association.

(iv) Company meetings and resolutions.

(v) Issue, allotment and transfer of shares.

(vi) Rights and duties of company directors (including liabilities)

(vii) Managing Director and Managerial remuneration.

(viii) Ground for compulsory winding up of companies.

OR

Elements of Banking Law and Practice

Banker and Customer : Definition and function of Banker. Relationship between banker and customer. Banker's rights, obligation Garnishee order, Claytons Case.

Opening and operations of different kinds of bank accounts and their special features. Legal implications of entries in pass book.

Special types of bank customers : minors, co-depositors, partnerships and joint stock companies.

Loans and Advances : General principle of sound lending, features of different forms and loans as overdraft, cash credit and term loans.

Types of securities : Goods documents of title to goods life policies and shares and securities.

Secured advances : Lien, pledge, hypothecation and mortgage. Practice and law relating to nagotiable instruments.

Definitions and essential features of negotiable instruments.

Cheques, Bills of Exchange, Promissory notes and Hundis.

Holder and Holder in due course, Payment in due course.

Endorsements, Crossing of Cheques & dishonouring of Cheques and bills.

Paper VI : OFFICE MANAGEMENT & SECRETARIAL PRACTICE

SECTION A

Office Management

Office-meaning, importance and functions, relationship with other departments. Office as coordinators of business activities—centralisation Vs decentralisation—the office manager and his job.

Office Environment—location; accommodation, planning and layout objectives and principles of a good office layout—flow of work-lighting, ventilation furnishings and other physical amenities and psychological considerations.

Procedure for efficient handling of office work handling of inward and outward mails, internal communication, forms design and use forms and stationery control, continuous stationery typing and duplication of records filing and indexing of records, office systems and routines-work simplification, work measurement and control— O & M, office manual office report.

Office machines and equipment—advantages and limitations, uses of modern office machines, duplicating, accounting, calculating communication etc. E.D.P.

Office personel relations—Office committee suggestion system, morale and productivity, staff welfare, credit societies, recreation clubs, group insurance, handling of grievances.

SECTION B

Secretarial Practice

Company Secretary—Importance, functions, qualifications. qualities and status, appointment and dismissal rights, duties and liabilities.

Incorporation of a Company, preliminary and underwriting contracts drafting of Memorandum & Articles of Association,

Prospectus, issue, allotment, transfer transmission of shares and debentures calls and forfeiture. Registration of company returns, payment of dividend.

Company Meetings— drafting of notice, agenda, resolutions, minutes, directors' report and chairman's speech—duties before, during and after the meetings.

Paper VII : ECONOMICS—Paper II (Macro-Economics : Analysis and Policy)

SECTION A

(Macro-Economic Analysis)

(i) *Macro Economics* :

Elements of Keynesian. Theory of income and Employment; determination of the level of income and employment—the consumption function—saving investment and the multiplier—determinants of investment.

(*Note* : No detailed discussion of liquidity preference is needed)

Keynesian Theory and underdeveloped countries.

(ii) *Money* :

Money : definition and function.

Supply of money : concepts and determinants

Money and prices : Quantity Theory of Money (Iriving Fisher's version) : the Keynesian approach

Inflation and deflation : cost—push and demandpull

Inflation-Effects of changes in the value of money

Money supply and prices in India.

SECTION B

(Banking and Public Finance)

(i) *Banking* :

Commercial banking : Balance-sheet–Credit creation, limits to credit creation

Central Banking : functions—Methods of credit control.

Reserve Bank of India : Monetary regulation.

Public Finance :

Public Expenditure : Its increasing importance-factors responsible for—impact on production and distribution.

Growth of public expenditure in India and factors responsible for it.

Public revenue : characteristic of a good tax system—incidence of taxes : a unit tax under (a) competitive market and (b) monopoly (also lump-sum tax (*Ad valorem* tax and direct taxes *excluded*)

Principal features of the Indian tax structure. Role of a Fiscal and (b) Monetary Policy in developing countries.

Federal Finance ; Constitutional provisions ; Findings and recommendations of the *latest* Finance Commission.

Note :—With regard to each topic listed, due emphasis should be on analysis and not on a mere description of the relevant problem.

Suggested Readings :

1. Paul Samuelson, Economics (10th edn.) Chs. 2-6, 10, 20, 22-27, 34.
2. R.G. Lipsey, An Introduction to Positive Economics (4th edn). Chs. 4 5, 10, 11, 26, 27.
8. A Leontiev, Political Economy, A Condensed Course Chs. 1, 2.
4. J.R. Hicks, The social Framework : An Introduction to Economics, Chs. 10, 16, 17.
5. A.J. Brown, Introduction to the World Economy, Chs. 3, 8.

ENGLISH

Paper VIII—B

(i) (Students who have not read English beyond class X).

Scheme of Examination :

1. *Grammar* 40 marks

Students will be expected to use the following grammatical

features correctly in context :

Verbs : The following forms; Simple present, simple past, simple future, present continuous, past continuous, future cotinuous, present perfect, present perfect continuous, past perfect, future perfect.

Adverbs : Their formation : the position to certain types.

Pripositions : The more common uses of simple prepositions, selected verb-preposition (of verb-adverbial particles) Combinations.

Articles

Conjunctions

Subject-Verb agreement.

Direct and reported speech in sentences

Transformation of Sentences: including Active and Passive Voice.

Recommended Books :

1. Bhaskaran and Hosrsburgh *Strengthen your English* (O.U.P., 1973)
2. S. Pit. Corder, *Intermediate English Practice Book*
3. Standard Allen. Lining English Literature 1947 Longman
4. F.T. Wood—A ramidial English Grammer for foreign students Macmillan 1965.
5. C.D. Sidhu—Intensive Course in English 'A' remedial Work book Orient Longman 1978.

2. *Comprehension* 30 marks

Students will be expected to answer question on the language and content of the prescribed book. Questions will be related to the text and will aim at testing students comprehension of the standard Eng Question will be framed in such a way as to discourage framming.

Prescribed Book :

A Choice of Short Stories ed. by Shakti Batra and P.S. Sidhu, Oxford University Press.

3. *Vocabulary :* 15 marks

Students will be expected to expand their vacabulary through prescribed and general reading.

Recommended book :

1. G.A. Pitma
2. Longman's Simplified English Series of late nineteenth century and twentieth century writies.
3. Michael West Series

4. *Composition* : 15 marks

Students will be expected to produce guided compositions totalling about 200 words, on a variety of subject with in their experience.

(ii) Students who have not read English even upto class X will study the above mentioned course, but they may also, sc advised. take, the remedial English course in addition. (Only for students who studies English neither at the class X nor at the class XII level)

Remedial English :

Scheme of Examination :

1. *Paragraph Writing* 20 marks

This exercise will be based on simple everyday topic on situations. At least four topics will be set, and students will be expected to write a paragraph of approximately 100 words on any of them.

2. *Letter Application Writing* 20 marks

At least two simple exercise will be set, out of which students will be expected to attempt one.

3. *Translation* 20 marks

(a) This exercise will require rendering into English ten simple sentences in Hindi. At least 15 sentences will be set.

(b) The exercise will require rendering into Hindi ten simple sentences in English. At least 15 sentences will be set.

OR

For students who have not learnt Hindi, and for any others who might prefer alternative, a question will be set as an alternative to the translation question. This question will require the expansion of a given outline into story or about 200 words.

4. *Comprehension* 10 marks

A simple unseen passage of about 200 words will be set. Students will be expected to answer five questions based on the passage to test their comprehension.

5. *Vocabulary* : 10 Marks

This excercise will require students to use in simple sentences of their own ten out of fifteen given words.

6. *Grammar* : 20 marks

This exercise will require students to correct ten out of fifteen given sentences, The purpose will be to test student's knowledge of articles, number, tense, subjects-verb agreement, and prepositions.

Paper VIII A

(ii) Students who have read English (corse of Elective) upto class XII will study.

Scheme of Examination .

1. Essay 25 marks
2. Precis 25 marks
3. Literary Texts 50 marks

Text Prescribed :

(a) Kamala Markandaya ; *Nectar in Sieve*

(b) Athur Miller : *All my sons*

Part III Examination 1991

Paper IX : COSTING AND STATISTICS

SECTION A

Elements of Costing

Cost Accounting —meaning nature and purpose. Distinction between Cost Accounting and Financial Accounting.

Cost concept and

Cost classification—Direct, Indirect; Variable and Fixed.

Elements of Costs :

Accounting for

(a) Materials Cost—Purchase and stores procedure, Methods of pricing materials.

(b) Labour Cost —Time keeping and pay roll records, Idle Time, Labour Turnover.

Overheads —Classification; Allocation, Apportionment and Absorption.

Cost Accumulation System

—Cost Sheet, Job Order Costing, Process Costing (elementary).

Reconciliation of Cost and Financial Accounting.

Variable Costing —meaning and uses Break-even Point.

SECTION B

Elements of Statistics

Meaning, scope and limitations of Statistics.

Collection of data—Primary and Seconday data.

Census and sampling methods. Sampling and non-sampling errors.

Tabular presentation of data, construction of frequency distribution. Graphical representation of frequency distribution. Diagrams Bar, Rectangular and Pie.

Measures of Central Tendency—Mean, Median, Mode, Geometric Mean, Harmonic Mean and Weighted average.

Measures of Dispersion and Skewness—Range, Quartile Deviation, Mean Deviation. Standard Deviation, Co-efficient of Variation, Pearsons' and Bowley's co-efficient of Skewness.

Index numbers—Meaning and uses. Methods of construction. Fixed base and Chain base indices.

Analysis of time series—Components. Estimation of trend.

Methods of least squares (Straight line only). Moving average. Semi average and Free hand curve.

Correlation—Scatter diagram, Pearson's and Rank Method,

Paper X : Auditing, Income—Tax and Sales-Tax.

SECTION A

Elements of Auditing 40 marks

Auditing—Nature, object and various classes of audit.

The Audit Process :

(a) Internal check, Internal Control and Internal Audit.

(b) Audit Programmes

Audit Programmes.

(a) Vouching

(b) Verification of assets and liabilities.

Audit of Limited Companies :

(a) Company Auditor—appointment, powers, duties and liabilities.

(b) Audit of share capital, share transfer : and management remuneration.

(c) Divisible Profit and Dividends.

Auditor's Reports.

SECTION B

Elements of Income-Tax

40 marks

Basic Concepts—Agricultural Income, Income, Assessee, Assessment year previous year Gross Total Income, Total Income.

Basis of charge—Residence and Tax liability.

Exempted Incomes.

Heads of Income—Salaries, Interest on Securities, House property, Business and profession, Capital Gains, other Sources.

Aggregation of Income and set-off and carry forward of losses.

Deductions from Gross Total Income.

Computation of Total Income of an individual.

Payment of tax—Advance payment, Deduction of tax at source.

SECTION C

Sales-Tax 20 marks

Delhi Sales Tax Act 1975 : Definitions : Incidence and levy of tax ; Registration of dealers, amendment and cancellation of certificate of registration ; Returns, assessment recovery and refund of tax ; Liability in special cases. Liability to produce accounts and supply of information.

Central Sale Tax Act 1956 : Definitions : Sale and purchase in course of Inter-state trade ; Liability of tax ; Registration of dealers ; Levy and collection of tax.

Paper XI : ECONOMICS—Paper III (Economic Development and Planning in India)

SECTION A

Issues and Development and Planning with reference to India.

Economic Growth and Development.

Colonialism and underdevelopment with reference to India.

Factors in development : capital formation (demand and supply side) ; level of technology ; institutional factor.

Population and economic development demographic trends, urbanization unemployment with reference to India.

Problems of Planning and Development : Strategy of planning Balanced and unbalanced growth : Role of heavy Industry, production vs. employment. Objectives of planning : growth, self-reliance employment, reduction of inequalities and removal of poverty. Industrial policy : relative roles of public and private sectors ; saving and investment in India ; mobilization of financial resources for the Plans—Role (a) deficit financing (b) foreign aid.

A brief review of planning in India.

Note : A detailed discussion of Individual Plans is not required.

SECTION B

Sectoral Aspects of indian Economy

Agriculture : causes of low productivity : farm size and productivity ; land reforms. Agricultural inputs irrigation fertilizers, seeds and

pesticides—the green revolution, agricultural labour ; the question o mechanization and appropriate technology in Indian agriculture : th problem of agricultural finance and marketing. Food problem.

Industry : extent and pattern of industrialisation under the Britis rule Leading issues in choosing a pattern of industrialisation

(a) Industrialisation and choice of appropriate technology ; rela tive roles of cottage, small scale and large scale industries.

(b) ownership and control of large scale industrigs ; growth o monopoly and concentration of economic power ; (c) role of foreig capital—multinational corporations. Industriai finance.

Changing structure of India's foreign trade in post-independene period ; trends in balance of payments, export promotion import su tution and self-reliance.

Price behaviour and price policies in India.

Note—With regard to each topic listed, due emphasis should be laid o analysis and not on a mere description of the relevant problem.

Paper XII -- Elective Paper

Humanities Group : Any one of the following :

(i) *English* :

Scheme of Examination :

Note :—I. The intention behind the exercise in analysis and compre hensive based on unseen passages is that prose passag of sufficient length and in simple English should be set, an questions on it should test the candidates' ability to :

(i) Follow the logical development of an argument (e.g Question No. I below).

(ii) Comprehend and analysis ideas expressed in th passage (e.g. Question 2 and 3 below, and

(iii) Understand and react to the use and function o elementary rhetorical devices (e.g. Question 4 below)

II. The passage given below and the exercises on it, are mean merely to indicate the possibilities of the question and th disposition of marks. They do not aim at prescribing eithe the length or standard of the passage to be set, or the scop of its contents, or the nature of the rhetorical davices i should contain.

Very closely associated with the beauty of the mountains are some special emotions which the highest and widest peaks provoke :

(1) The companionship provided by climbing together is almost universally valued by mountaineers (2) Lonely though the mountain peaks are, the teams of mountaineers who climb them find a unique kind of bond developing between them (3) This is a one of the regrettable trends in our present civilization (4) The friendship established on the mountains are lasting and irreplaceable (5) How often do we see even our best friends ? (6) Once a week (7) When you have walked the feather edge of danger with someone, when you have held his life at the end of a rope in your hand, and he has later held yours, you have an almost impregnable foundation for friendship (8) Frequently, when we do see our friends, it is at a party or some occasion where the conversation remains superficial (9) For the deepest friendships spring from sharing failure as well as success, danger as well as safety (10) The largest areas left untouched by human civilization are the occons and the poles and the highest mountains.

Q.No. 1. The passage given above consists of eleven sentences. There are five sentences which do not fit in with the logical development of the main idea as expressed in the opening sentence. Find out these sentences and then write their numbers only.

(Answer : 4, 6, 7, 9. 10) (10 marks)

Q. No. 2. *Simple Questions* (10 marks)

(i) How does mountaineering help in forming close friendships ?

(ii) Which areas in the world are still left untouched by human civilization ?

(iii) What features of modern life stand in the way of forming true friendship ?

(iv) What special emotions do the highest and widest peaks provide to their climbers ?

(v) What is the cause of the deepest friendships ?

Q. No. 3. *Objective type/multiple choice questions* (10 marks)
Tick the right answer :

(i) The friendships established during mountain climbing are :
(a) Lasting and irreplaceable.
(b) Like the friendships in modern society.
(c) Born out of solitude.
(d) Inspired by the beauties of the nature.

(ii) Real friendship is born when people shair their ;
(a) failures
(b) successes
(c) dangers
(d) A, B and C together
(e) Jobs.

(iii) When you have walked the feather edge of danger with someone.
(a) You meet him at a party afterwards.
(b) You meet him once a week.
(c) You have an almost impregenable foundation for a friendship.
(d) You have really appreciated the beauty of nature.

(iv) The largest areas left untonched by modern civilization are:
(a) paradoxes
(b) the feather edge of danger
(c) oceans, poles and mountains
(d) the highest and widest peaks.

(v) When do we see our friends in the modern society ?
(a) When we climb mountains with them
(b) once a week perhaps
(c) either A or B
(d) seldom or never.

Q. No. 4. Explain fully the meaning of the metaphor "walking the feather edge of danger". Does the use of this metaphor make the sentence in which it appears more vivid or less ?
Give reasons for your answer. (10 marks)

(b) *Prescribed Text* :

1. William Golding, *Lord of the Flies*.
2. Sheridan, *The Rivals*. 80 marks

तृतीय वर्ष

मानविकी वर्ग—वैकल्पिक प्रश्नपत्र

[illegible]—12 100 अंक 3 घण्टे

अंक 35

1. काव्य-संकलन

आधुनिक कविताएं : सं० शिवनंदन प्रसाद, विजेन्द्र नारायण सिंह

केवल निम्नलिखित कवि :

अयोध्यासिंह उपाध्याय "हरिऔध", मैथिलीशरण गुप्त, जयशंकर प्रसाद, सूर्यकान्त त्रिपाठी "निराला" माखनलाल चतुर्वेदी, सुमित्रानन्दन पंत, रामधारी सिंह "दिनकर", हरिवंशराय "बच्चन", केदारनाथ अग्रवाल, भवानीप्रसाद मिश्र

2. नाटक :

कथा एक कंस की—दयाप्रकाश सिन्हा 25 अंक

3. कहानी संग्रह : 35 अंक

मृत्यु के पीछे (प्रेमचन्द), अकबरी लोटा (परिपूर्णनन्द), खेल (जैनेन्द्र), धर्मयुद्ध (यशपाल), रोज (अज्ञेय), दो बाँके (भगवतीचरण वर्मा), परमात्मा का कुत्ता (मोहनराकेश), दोपहर का भोजन (अमरकान्त)—8 कहानियां

4. अनुवाद 15 अंक

PANJABI

Paper XII Panjabi 'A' 100 Marks
(for those students who offer Panjabi at +2 stage)

1.	Functional Panjabi	50 Marks
	Sankhep Rachna	10 ,,
	Vistar Rachna	
	Chithi Pattar te	
	Report Likhna	10 ,,
	Tipni te feature	10 ,,
	Akhan te Muhavare	10 ,,
	Paribhashak Shabadavli	10 ,,

2. Novel — 25 marks
   Jaswant Singh Kanwal :
   Hani Pub. Nav Yug Pub. Delhi

3. Short Story — 25 ,,
   Parminderjit and Amrik Aman (ED) :
   Naksh Dar Naksh (first 10 stories Prescribed)
   Pub. Lo Prakashan Amritsar 1981

Paper XII — Panjabi 'B' — 100 marks
(for those students who offered Panjabi in class X or for those who for some reason could not offer it)

1. Functional Panjabi — 50 ,,
   Sankhep Rachna te Vistar Rachna — 10 ,,
   Chithi Pattar te Report Likhna

Paper XII (III Year) 'B'

2. Modern Poetry
   Dr. Jasbir Singh Ahulwalia (Ed) : Adhunik Panjabi Kavita
   (Published by Panjabi University, Patiala)
   in place of Amrita Pritam : Sunehre

[illegible] Jasuja : Ik More di talash ,,

BANGALI

Paper XII
1. Composition : Essay : 20 marks
   Letter Writing : 15 marks
   Translation from English to Bengali : 15 marks

2. Novels/Short Stories — 50 marks
   Sarat Chandra Chattopadhyay : *Palli Samaj*
   Banaphul : *Kichuksan.*

SINDHI

Paper XII (1) Functional Sindhi grammar based on prescribed texts :— 25 marks
(2) Texts : 75 marks
(a) *Novel* : 25 marks
Uttamchandani Sundiri-Preets Purani, Reet Nirali.
(b) *Short Stories* :— 25 marks
Loknath-Visaryan Na Visim
(c) *One Act Plays* : 25 marks
Mahboobani Govardhan-Toofani Raat

GUJRATI

Paper XII (1) *Functional Gujarati*
(2) *Novel*
Apano Ghadik Sang by Digish Mehta
Pub : Gurjar Granth Ratna Karyalaya, Gandhi Road, Ahmedabad
Short Stories
Dwirefani Vato (First five stories)
Pub : Gujar Grantha Ratna Karvalaya, Gandhi Road, Ahmedabad.
(4) *One-Act Plays* :
Jayanti Daiaina Shresatha Ekankio (First five)
Pub : Gurjar Grantha Ratna Karyalaya, Gandhi Road, Ahmedabad

TAMIL

		Marks
Paper—XII	1. Functional Tamil	25
	2. Novel	25
	3. Short Story	25
	4. Drama/One Act Plays	25

2. Novel — 25 marks

Jaswant Singh Kanwal :
Hani Pub. Nav Yug Pub. Delhi

3. Short Story — 25 ,,

Parminderjit and Amrik Aman (ED) :
Naksh Dar Naksh (first 10 stories Prescribed)
Pub. Lo Prakashan Amritsar 1981

Paper XII Panjabi 'B' — 100 marks

(for those students who offered Panjabi in class X or for those who for some reason could not offer it)

1. Functional Panjabi

Sankhep Rachna te Vistar Rachna	50 ,,
Chithi Pattar te Report Likhna	10 ,,
Tipni te feature	10 ,,
Akhan te Muhavare	10 ,,
Paribhashak Shabadavli	10 ,,
2. Amrita Pritam : Sunehare	10 ,,
Pub. Navyug Pub. Delhi 1953	25 ,,

3. Drama

Gurcharan Singh Jasuja : Ik More di talash — 25 ,,

BANGALI

Paper XII

1. Composition : Essay :	20 marks
Letter Writing :	15 marks
Translation from English to Bengali :	15 marks
2. Novels/Short Stories	50 marks

Sarat Chandra Chattopadhyay : *Palli Samaj*
Banaphul : *Kichuksan.*

SINDHI

Paper XII

(1) Functional Sindhi grammar based on prescribed texts :—	25 marks
(2) Texts :	75 marks
(a) *Novel* :	25 marks

Uttamchandani Sundiri-Preets Purani, Reet Nirali.

(b) *Short Stories* :— 25 marks

Loknath-Visaryan Na Visim

(c) *One Act Plays* : 25 marks

Mahboobani Govardhan-Toofani Raat

GUJRATI

Paper XII (1) *Functional Gujarati*

(2) *Novel*

Apano Ghadik Sang by Digish Mehta

Pub : Gurjar Granth Ratna Karyalaya, Gandhi Road, Ahmedabad

(3) *Short Stories*

Dwirefani Vato (First five stories)

Pub : Gujar Grantha Ratna Karyalaya, Gandhi Road, Ahmedabad.

(4) *One-Act Plays* :

Jayanti Daiaina Shresatha Ekankio (First five)

Pub : Gurjar Grantha Ratna Karyalaya, Gandhi Road, Ahmedabad

TAMIL

		Marks
Paper—XII	1. Functional Tamil	25
	2. Novel	25
	3. Short Story	25
	4. Drama/One Act Plays	25

1. *Functional Tamil*

   (i) Aspects of Journalism—Reporting, Feature writing, News stories and Editorials.

   (ii) Students should be conversant with the methods of Writing needs, Bonds and other business transactions.

2. *Novel*

   Orumadigai Naadagam Paarkkiral by Jereakamohan

3. *Short Stories*

   Puthumaippittan Kathaikal Pub. National Book Trust, New Delhi 6000016

4. *Drama*

   Thanneer Thanneer by Kamal Swaminathan published : Veenathi Pathippakam, 13 Deenadayalu Street, Madras 6000017

TELUGU

Paper XII : (i) Drama — 40 marks
Kanya Sulkam (by G.C. Arora Rao

(ii) Short Stories — 30 marks
Katha Bharati, Anthropology of Telgu Stories.
National Book Trust of India, New Delhi-16.
Stories ; 1, 5, 6, 11, 19, 23, & 25 only.

(iii) General Essay. — 30 marks

KANNADA

Paper XII : (i) Functional Kannada Based on Prescribed Texts

(ii) Novel

Alide Mele by K. Shivarama Karantha
Rajalakshmi Prakashana, Bangalore-560001

(iii) Short Stories

Sanna Kathegalu-Part 6 by Masti Venktesha Iyengar Jeevana Karyalaya, Bangalore-560004

(iv) One Act Plays

Ekanka Sangraha (Ed.) Sriranga
Sahitya Akademi, New Delhi.

MALAYALAM

Paper XII (i) Functional Grammar — 25 marks
With special reference to the Prescribed Texts.

(ii) Novel — 25 marks
Book Prescribed : Aranazhika Neram—Parappuram

(iii) Book Prescribed : Pathu Kathak by Karoor Kunhabdula

(iii) One Act Play. — 25 marks
Book Prescribed : N.N. Pillayude Nalu Natakangal by N.N. Pillai.

MARATHI

Paper XII (i) Functional Marathi

(ii) Novel
Book-Prescribed : "Kale Pani"
by V.D. Savarkar
Majesty Prakashan, Bombay.

(iii) Short Stories
Book Prescribed : Upekshitanhe Antarang'
by S.M. Mate
Majesty Prakashan, Pune

(iv) One Acts Plays
Book Prescribed : Rajkanyecei Sawali Haravali Am Doan Natika'
by Ratnakar Matkari
Popular Agency Prakashan, Bombay.

ASSAMESE

Paper XII : (i) Functional — 20 marks
(ii) Novel — 20 marks
(iii) Short Stories — 40 marks
(iv) One Act Plays — 20 marks

Novel : *Bhanumati* by Padmanath Gohain Boruah, *Short Stories Adhunic Asamiya Galpa Samgraha*, by Pt. T. Goswami Sahitya Akademi, New Delhi.

Followihg authors are recommended :

(i) Lakshmi Nath Bezbaruh.

(ii) S. Goswami

(iii) Beena Baruah

(iv) Birendra Nath Bhattacharaya

(v) B. Sankara

One Act Play : Lacheit Phukan by Pravin Phukan, Lawyers Books Stall, Gauhati.

MANIPURI

Paper XII : (i) Functional Manipuri

Narayan Sharma : Meitoilen Vyakaran Part IV.

(ii) Novel :

H. Anganghal Singh : Jehera

(iii) Short Story :

Parishadki Khangatlable ba Manipuri Wari Macha (Selected pieces) Published by Manipuri Sahitya Parishad.

Pieces Selected :

Shitlajit	: Naknabadagi
R.K. Elangba	: Chinggimou
Binodni	: Eigi Thahaudraba Heitup Lalu.
Prakash	: Wanom Shereng.
Kunjamohan	: Loukhatpe
Nilbir	: Tomba
Shri Biren	: Michang Leijedraba Tollaba Jiba
Dinamani	: Itasona Shabiba Phoushukhong.