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UNIVERSITY OF DELHI

37

SCHEME OF EXAMINATION

AND

COURSES OF READING

FOR

B. COM. (PASS) COURSE

Part I Examination 1999

Part II Examination 2000

Part III Examination 2001

AUTHENTICATED COPY
Officer-on-Special Duty
Publication Division
University of Delhi

Syllabi applicable for Students seeking admission to the B.Com. (Pass) Course in the Academic Year 1998-99

COMPLIMENTARY COPY

Price : Rs. 10-00

UNIVERSITY OF DELHI

B. COM. (PASS) EXAMINATION

Scheme of Examination and detailed Courses of Reading

Part I Examination : 1999

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 : 2000

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 , 2001

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 of three hours duration.

Detailed Courses of Readings

Part I Examination

Paper I : BUSINESS ORGANIZATION AND MANAGEMENT

PART A

1. *Introduction :*
   Nature and Scope of Business, Business Systems.
2. *Organising 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 of 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 Concepts :*

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.

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 and 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, Preparatin of Funds Flow Statements.

PART B

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.

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.

Paper III— ECONOMICS (Economic Systems and Micro-Economic Theory)

SECTION A

An Overview of Economic Systems and Organization

Central problems of an economy.

Comparative Economic Systems : Modes of production—Feudalism, Capitalism and Socialism : Their Evolution and characteristics, (including the Role of Modern Corporation in a Capitalist Economy).

The Indian Economic 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 various 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 (Consumer's Equilibrium and Derivation of Demand Curve).

The Law of Supply—Concept of Elasticities of Demand and Supply—Some Practical Applications of Demand and Supply Analysis.

Return to a Factor and Return to Scale—Internal and External Economics and Diseconomies—Optimum Combination of Factors—Concepts of Cost and Cost Curves—Concepts of Average and Manginal 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 Costs.

Note :— With regard to each topic listed in Section A; due emphasis should be laid on analysis and not on a mere description 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
Manipuri

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 examinations shall be permitted 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.

बी० कॉम (पास)

(जुलाई 199[illegible] में प्रवेश लेने वाले विद्यार्थियों के लिए)

मानविकी वर्ग—हिन्दी (क)

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

प्रथम वर्ष — १०० अंक, ३ घंटे

प्रश्नपत्र—१

१. व्यावसायिक हिन्दी — २० अंक
२. निबन्ध-लेखन — २० अंक

३. नाटक — २० अंक
४. गद्य-संकलन — २० अंक
५. कविता-संग्रह — २० अंक

मानविकी वर्ग—हिन्दी (ख)

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

प्रथम वर्ष — १०० अंक, ३ घंटे

प्रश्नपत्र—१

१. व्यावसायिक हिन्दी — २० अंक
२. निबन्ध-लेखन — २० अंक
३. उपन्यास — २० अंक
४. गद्य-संकलन — २० अंक
५. कविता-संग्रह — २० अंक

मानविकी वर्ग—वैकल्पिक प्रश्नपत्र

तृतीय वर्ष — १०० अंक, ३ घंटे

प्रश्नपत्र—१२

१. कविता-संकलन — २५ अंक
२. कहानी-संकलन — २० अंक
३. हिन्दी साहित्य का इतिहास — २० अंक
४. समाचार-लेखन, प्रारूप-लेखन, अशुद्धि-शोधन — १५ अंक
५. निबन्ध-लेखन — २० अंक

बी० कॉम (पास)

(जुलाई 1998 में प्रवेश लेने वाले विद्यार्थियों के लिए)

हिन्दी 'क'

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

प्रथम वर्ष — १०० अंक, ३ घंटे

प्रश्नपत्र—१

१. व्यावसायिक हिन्दी (२० अंक)
प्रशासनिक एवं बैंकिंग शब्दावली (१५० शब्द) : (१० अंक)
अनुवाद (अथवा विकल्प-रूप में प्रारूप-लेखन) : (१० अंक)

२. हिन्दी-लेखन (२० अंक)
३. नाटक (प्रश्न-१२ अंक, व्याख्या-८ अंक)
दादी मां जागी—चिरंजीत (२० अंक)

४. गद्य-संकलन (प्रश्न-१२ अंक, व्याख्या-८ अंक) (२० अंक)
१. करुणा—रामचन्द्र शुक्ल, २. पुरस्कार—जयशंकर प्रसाद, ३. तुम्हारी स्मृति—माखनलाल चतुर्वेदी, ४. नेता नहीं नागरिक चाहिए—दिनकर, ५. सुभान खाँ—रामवृक्ष बेनीपुरी, ६. इंस्पेक्टर मातादीन चाँद पर—हरिशंकर परसाई।

५. कविता-संग्रह (२० अंक)
कवि का साहित्यिक परिचय अथवा कविता का प्रतिपाद्य-८ अंक, दो व्याख्याएँ-१२ अंक)

१. मैथिलीशरण गुप्त
(क) 'यशोधरा' से—(१. उलट पड़ा वह दिव-रत्नाकर, २. यह प्रभात या रात है, ३. अब क्या रक्खा है रोने में?)
(ख) 'साकेत'—आठवें सर्ग से
(निज-सौध-सदन में उटज...
निज मन्दिर उसने यही कुटीर बनाया, मेरी कुटिया...)

२. बालकृष्ण शर्मा 'नवीन'
(१. हम तो ओस बिन्दु सम ढरके, २. जूठे पत्ते, ३. कलिका इक बबूल पर फूली)।

३. सूर्यकान्त त्रिपाठी 'निराला'
(१. जागो फिर एक बार, २. सन्ध्या सुन्दरी, ३. तोड़ती पत्थर)।

४. हरिवंशराय 'बच्चन'
('अभिनव सोपान' से—१. तीन रूबाइयाँ, २, बुलबुल, ३. जाल-समेटा)।

५. नागार्जुन
(१. बादल को घिरते देखा है, २. फ़सल, ३. अकाल और उसके बाद)।

६. नरेन्द्र शर्मा
(१. मेरा वैभव, २. बीती रात, ३. आषाढ़ ४. युग की सन्ध्या)।

प्रशासनिक एवं बैंकिंग शब्दावली (१५० अंक)

(प्रत्येक वर्ग में से अंग्रेजी शब्दों के हिन्दी प्रतिशब्द पूछे जाएँगे)।

(वर्ग 'क') प्रशासन सम्बन्धी शब्दावली (५० शब्द)

1.	Acceptance	स्वीकृति
2.	Accusation	अभियोग
3.	Acknowledgement	पावती
4.	Acting	कार्यवाहक
5.	Acts of commission and omission	भूलचूक
6.	Ad-hoc	तदर्थ
7.	Adjustment	समायोजन
8.	Adjournment	स्थगन
9.	Administration	प्रशागन
10.	Adverse	प्रतिकूल
11.	Aforesaid	पूर्वोक्त
12.	Agenda	कार्यसूचि
13.	Allotment	आवंटन
14.	Allowance	भत्ता
15.	Appendix	परिशिष्ट
16.	Appliance	उपकरण
17.	Approval	अनुमोदन
18.	Attestation	साक्ष्यांकन
19.	Bye-law	उपविधि
20.	Cell	कक्ष
21.	Charge	प्रभार
22.	Circular	परिपत्र
23.	Clerical error	लेखन–अशुद्धि
24.	Compensation	क्षतिपूर्ति
25.	Competency	सक्षमता
26.	Compliance	अनुपालन
27.	Confirmation	पुष्टि
28.	Consent	सहमति

29.	Deliberation	विचार–विमर्श
30.	Despatcher	डाक–प्रेषक/प्रेषक
31.	Discretion	विवेक
32.	Efficiency Bar	दक्षता रोक
33.	Enclosure	अनुलग्नक
34.	Errata	शुद्धिपत्र
35.	Ex-officio	पदेन
36.	Fascimile	प्रतिकृति
37.	File	मिसिल
38.	History-sheet	इतिवृत्त
39.	Honorarium	मानदेय
40.	Initials	आद्यक्षर
41.	Interval	अन्तराल
42.	Joining report	कार्यारम्भ–प्रतिवेदन
43.	Memorandum	ज्ञापन
44.	Modus operandi	कार्य–प्रणाली
45.	Notification	अधिसूचना
46.	Postponement	स्थगन
47.	Priority	प्राथमिकता
48.	Proceedings	कार्यवाही
49.	Record	अभिलेख
50.	Verification	सत्यापन

('ख' वर्ग) प्रशासन सम्बन्धी शब्दावली (१०० शब्द)

1.	Acceptance Register	स्वीकार रजिस्टर
2.	Account	लेखा/खाता
3.	Accountant	लेखापाल
4.	Actuary	बीमांकक
5.	Adjustment	समायोजन

6.	Advice	सूचना
7.	Banking operations	बैंक कार्य
8.	Cash balance	रोकड़ बाकी
9.	Cash certificate	नकदी पत्र
10.	Cash sheet	रोकड़-विवरण
11.	Collection	वसूली/उगाही
12.	Clearing	समाशोधन
13.	Convertible	परिवर्तनीय
14.	Credit control	द्रव्य-नियंत्रण
15.	Credit slips	जमा-पर्ची
16.	Crossing	रेखन
17.	Currency	मुद्रा
18.	Debtor	देनदार
19.	Depositor	जमाकर्ता
20.	Documents of title	स्वत्व-प्रलेख
21.	Due from banks	बैंकों से प्राप्य
22.	Earning	अर्जन
23.	Endorsement	बन्दोबस्ती
24.	Finance	वित्त
25.	Fixed deposit	सावधि निवेश
26.	Forefeiture	जब्ती
27.	Hypothecation	बंधक
28.	Issuing banker	प्रचालक बैंकर
29.	Lease	पट्टा
30	Lending rate	उधारदेय दर
31.	Letter of credit	साखपत्र
32.	Long term credit	दीर्घावधि उधार
33.	Lumpsum	एकमुश्त
34.	Management	प्रबन्ध
35.	Mobilisation	संग्रहण

36.	Monetary area	मुद्रा-क्षेत्र
37.	Moratorium	भुगतान स्थगन
38.	No effects	रुपया नहीं
39.	Operating profit	प्रचालन-लाभ
40.	Order not to pay	भुगतान की आज्ञा नहीं
41.	Over-certification	अतिप्रमाणन
42.	Outgo	खर्च
43.	Output	उत्पादन
44.	Ownersh	स्वामित्व
45.	Partnership	साझा
46.	Pawn	गिरवी
47.	Payee	आदाता/पाने वाल
48.	Payable	देय
49.	Payment	भुगतान
50.	Progressive stock-taking	क्रमिक माल-जांच
51.	Quality certificate	गुणता प्रमाणपत्र
52.	Realization	वसूली
53.	Reclamation	संशोधनार्थ प्रपत्र
54.	Reconciliation of account	लेखा-समाधान
55.	Recovery of dues	देय की वसूली
56.	Recurring	आवर्ती
57.	Rectification	परिशोधन
58.	Redeemable	प्रतिदेय
59.	Redemption	प्रतिदान
60.	Refund	धन-वापसी
61.	Regressive expenditure	अवरोही खर्च
62.	Release	निर्मोचन
63.	Remittance	प्रेषण
64.	Re-monetization	पुनमुद्रीकरण
65.	Renewal	नवीकरण

66.	Rental value	लगान मूल्य
67.	Reserve fund	आरक्षित कोष
68.	Resources	संसाधन
69.	Revalidation	पुनर्वैधीकरण
70.	Revenue	राजस्व
71.	Revolving credit	परिक्रमी उधार
72.	Security	प्रतिभूति
73.	Settlement day	निपटान दिवस
74.	Short-term credit	अल्पावधि उधार
75.	Shut-down cost	प्राथमिक लागत
76.	Sinking fund	निक्षेप निधि
77.	Small savings	अल्प बचत
78.	Solvency	ऋणशोधन-क्षमता
79.	Squeeze	अधिसंकुचन
80.	Stabilization	स्थिरीकरण
81.	Stagnation	गतिरोध
82.	Surrender value	अभ्यर्पण मूल्य
83.	Suspense account	उचन्त लेखा
84.	Teller	गणक
85.	Third Party	तृतीय पक्ष
86.	Transaction	लेनदेन
87.	Transfer	अन्तरण
88.	Treasury	राजकोष
89.	Turn over	पण्यावर्त
90.	Undertaking	उपक्रम
91.	Undervaluation	अल्पमूल्यांकन
92.	Validity	वैधता
93.	Variation	विचरण/परिवर्तन
94.	Venture capital	जोखिम पूंजी
95.	Vault	तहखाना

96.	Wildcat money	अस्थिर बैंक की मुद्रा
97.	Winding up	समापन
98.	Withdrawal	आहरण
99.	Working capital	कार्यशील पूंजी
100.	Yield ratio	प्रतिफल अनुपात

हिन्दी 'ख'

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

प्रथम वर्ष

१०० अंक, ३ घंटे

प्रश्नपत्र—१

१. व्यावसायिक हिन्दी (२० अंक)

१. प्रशासनिक एवं बैंकिंग शब्दावली (१५० शब्द)
(यह शब्दावली वही होगी जो बी० काम० (पास), प्रथम वर्ष, 'क' के लिए निर्धारित है।) : (१० अंक)

२. संक्षेपण : (१० अंक)

२. निबन्ध-लेखन (२० अंक)

३. उपन्यास (प्रश्न-१२ अंक, व्याख्या-८ अंक) (२० अंक)

हृदय की परख—चतुरसेन शास्त्री

४. गद्य-संकलन (प्रश्न-१२ अंक, व्याख्या-८ अंक) (२० अंक)

१. दीनों पर प्रेम—वियोगी हरि, २. खट्टे अंगूर—गुलाबराय ३. साहित्य और जीवन—नन्ददुलारे वाजपेयी, ४. आप क्या करते हैं—जैनेन्द्र, ५. आत्मदान—उदयशंकर भट्ट, ६. दमरी की खोज में—विवेकी राय)।

५. कविता-संग्रह (कवि परिचय अथवा कविता का प्रतिपाद्य-८ अंक, दो व्याख्याएँ-१२ अंक) (२० अंक)

१. अयोध्यासिंह उपाध्याय 'हरिऔध'

(१. आँसू, २. एक तिनका (मैं घमंडो में··· तेरे लिए), ३. 'प्रियप्रवास के षष्ठ सर्ग के २६ से ४० छंद तक (रो-रो चिन्ता-सेहित, शान्ति पावे), ४. कवि ।

२. रामेश्वर शुक्ल 'अंचल'

(१. दीप-शिखा, २. बनफूल, ३. मुझे बाहर निकलने दो, ४. अपराजित सूर्य)।

३. सुमित्रानंदन पंत

(१. मानव, २. गीत-विहग, ३. प्रथम रश्मि, ४. संध्या)।

४. भवानीप्रसाद मिश्र

(१. वे हँसे और आया बसंत, २. सिर उठा रहे सरसों के पीले फूल, ३. छूंछ पछोरे)।

५. केदारनाथ अग्रवाल

(१. गाँव का बरगद, २. कहाँ नही पड़ती है किस पर, ३. बहुत अच्छा लगता है मुझे, ४. हम और लोग)।

६. गिरिजाकुमार माथुर

(१. बौनों की दुनिया, २. माटी और मेघ ३. पन्द्रह अगस्त)।

URDU

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

(a) Text Explanation/Paraphrase — 50 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 Nazm for B.A. — Published by Aligarh Muslim University, Aligarh

Excluding the following poets :

Aziz Lucknavi–Yas yagana–Asghar Gondvi—Jamed Mazhari Akhtar Ilman.

2. Urdu Essays by Zacheer-uddin Madani, Maktaba Jamia, Delhi

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

Syllabi applicable for students seeking admission to the B.Com. (P) Courses in the Academic year **1997-98**

Paper IV—Punjabi A — 100 marks

(For those students who offered Panjabi at + 2 stage)

1. Functional Panjabi — 40 marks
   Muhavre — 10 marks
   Padwand — 10 marks
   Kark — 10 marks
   Shabad-Jor — 10 marks
   Samanarthak Shabad

2. Modern Poetry — 30 marks
   Amrita Pritam—Chee Ruttan
   Published by Arsee Publishers, Delhi

3. Prose Selection — 30 marks
   Gurbaksh Singh Preetlari—Merian Abdul Yaadan
   Published by Navyug Publications, Delhi

Paper IV—Panjabi B

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

1. Functional Punjabi — 40 marks
   Akhaan — 10 marks
   Shabad Rachna — 10 marks
   Vipritarthak Shabad — 10 marks
   Bahuarthak Shahad — 10 marks

2. Short Story — 30 marks

   M.S. Batra (ed.) —*Kahani Dar Kahani* (first ten stories)
   Published by Panjabi Academy, Delhi

3. Novel — 30 marks
Narinjan Tasneem—*Jadon Saver Hoi*
Published by Singh Brothers, Amritsar.

BENGALI

Paper IV

1.	Terminology	10 marks
2.	Study of Newspaper	10 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 equivalent of English terminologies use political and scientific contexts frequently used in Bengali Newspapers, to comment on editorial 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 a commercial/economic topic.

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

Essay :

(i) Harprasad Sastri—*Prachin Banglar Guarab.*

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

OR

(ii) Bankim Chandra Chattopadhyay, *Bibidha Prabandha*

The following Essays :

(i) Lokshiksa
(ii) Banubal Bakyabal
(iii) Madusyabra 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 Motical (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. : Sardar Vallabhbhai Vidyapith, Vallabh Vidyanagar (Dist. Kaira)

Follwoing 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 : Sardar Vallabhbhai Vidyapith, Vallabh Vidyanagar (Distt. Kaira) Following Essay; Othario Hadakava Dayanand Saraswati Amara Dev, Mafat, Atmik Kelvani).

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. Moaern Poetry
Puratcik Kavi by Bharat Dasam

3. Prose
Tamizhar Nagarajanum Pampadum

TELUGU

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

(ii) Modern Poetry : — 30 marks

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

(iii) Prose : — 30 marks

Samalchanam, Pub. A.P. Sahitya Academy, 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 Venkannalya Smarka Grantha Mala, Mysore.

(iii) Prose Selection

Gadya Vihara (Ed.) N. Basavaradhya, Mysore University, Mysore-57006.

MALAYALAM

Paper IV (i) Functional Grammar — 25 marks

(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. Kschirasagar

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 Kanti Kakati Lawyers 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 Parishad

Pieces Selected :

Kh. Choaba	:	Loktak Mapanda
L. Kamal	:	Chandramadi
A. Minaketan	:	Yakairol
A. Dorendrajit	:	Ireipak
Kh. Gourakishwor	:	Nagaikhogaba 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 Manipuri Sahitya Parishad.

Part II Examination : ~~1999~~ 2000

Paper V : BUSINESS LAW

SECTION A

(Commercial Law)

Indian Contract Act (IX of 1872)

To 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,

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 docu viz. memorandum of association, articles of association 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, partnership firms and joint stock companies.

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

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

Secured Advances : Lien, pledge, hypothecation and mortgage.

Practice and Law relating to Negotiable 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 and 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 duplicaiton of records filing and indexing of records, office systems and routines-work simplificaiton, 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, appoinunent and dismissal rights, duties and liabilities.

Incorporation of a Company, preliminary and underwriting contracts Drafting of Memorandum & Articles of Association, prospectus, issues, 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 Economic*

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 : concept and determinants
Money and prices : Quantity Theory of Money (Irving Fisher's version) : the Keynesian approach
Inflation and deflation : cost—push and demand-pull 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 ditribution.
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 Fiscal and (b) monetary Policy in developing countriess.

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.

3. A Leontiev, *Political Economy : A Condensed Course* (Chs./ 1,2.)

4. J.R. Hick, *The Social Framework : An Introduction to Economics* : (Chs. 10,16,17.)

5. A.J. Brown, *Introduction to the World Economy*, Chs. 3,8.

Texts Prescribed :

(a) Kamala Markandeya ; *Nectar in Sieve*
(b) Arthur Miller : *All My Sons*

Part III Examination : ~~2000~~ 2001

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 Secondary 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 and Weighted average.

Measures of Dispersion and Skewness—Range, Quartile Deviation, Mean Deviation. Standard Deviation, Coefficient 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 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

SECTION C

Sales-Tax

20 marks

Delhi Sales Tax Act, 1975 : Definition : 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 dealer; 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 proverty. Industrial policy : relative roles of public and private sectors; savings and investment in India; mobilization of financial resources for the Plans—Role of (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 of mechanization and appropriate technology in Indian agriculture : the problem of agricultural finance and markting. Food problem.

Industry : Extent and pattern of industrialisation under the British rule Leading issues in choosing a pattern of industrialisation.

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

(b) ownership and control of large scale industries; growth of monopoly and concentration of economic power; (c) role of foreign capital—multinational corporations. Industrial finance.

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

Price behaviour and price policies in India.

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

तृतीय वर्ष

मानविकी वर्ग—वैकल्पिक प्रश्नपत्र

१०० अंक, ३ घंटे

प्रश्नपत्र—१२ (२५ अंक)

१. **कविता-संकलन**

(कवि का साहित्यिक परिचय अथवा किसी कविता का प्रतिपाद्य—९ अंक, दो व्याख्याएँ—आठ-आठ अंक)

१. **कबीर** (कबीर ग्रंथावली—सं० श्यामसुन्दरदास)

(क) सासी : (१. गुरु कुम्हार शिष कुंभ, २. यह तन विष की बेलरी, ३. कबिरा नौवत आपनी, ४. सुखिया सब संसार है, ५. जब मैं था तब हरि नहिं, ६. साईं मेरा बहुत गुन, ७. माला तो कर में फिरै, ८. सिंहन के लेंहड़े नहीं, ९. बुरा जु देखन मैं चला, १०. पाहन पूजै हरि मिलै)।

(ख) पद : (१. डगमग छाड़ि दे मन बौरा, २. मेरी मेरी करता जनम गयो, ३. लोका तुम हौ मति के भोरा, ४. संतो सहज समाधि भली)।

२. **तुलसी**

(क) ('दोहावली' से—१. राम-नाम-मनि-दीप, २. एक भरोसौ एक बल, ३. उपल बरसि गरजत तरजि, ४. नहिं जाचत नहिं संग्रही, ५. [illegible] चराचर जहं लगे)।

(ख) ('कवितावली' से—१. बरदत पर पात कुद चली, २. कीर के कागर ज्यौं, ३. कवित्त बनी श्यामल गौर के बाय, ४. सात पटा उर बाहु बिसाल)।

३. भारतेन्दु हरिश्चन्द्र

१. प्यारे अब तौ सही न जात, २. संभारहु अपने को गिरिधारी,
३. रहैं क्यों एक म्यान असि दोय, ४. रहे यह देखन को दृग दोय,
५. धनि ये मुनि वृन्दावन वासी, ६. घेरि घेरि घन आय छाय,
७. आइकै जगत बीच काहू सों, ८. थाकी गति अंगन की)।

४. जगन्नाथदास 'रत्नाकर'

(१. लैके उपदेश औ संदेश पन, २. भेजे मन भावन के,
३. दीन दशा देखि, ४. पंचतत्व में जो सच्चिदानन्द की सत्ता
५. सोई कान्ह सोई तुम, ६. रस के प्रयोगनि के,
७. कान्ह दूत कैधौं, ८. आए हो सिखावन को योग,
९. चुप रहो ऊधौ, १०. लियाये लारि बादि ही)।

५. रामधारी सिंह 'दिनकर'

१. तुम क्यों लिखते हो २. 'परशुराम की प्रतीक्षा से—

(क) वैराग्य छोड़ बाँहों की, (ख) जिसकी बाँहें बलमयी,
(ग) छोड़ो मत अपनी आन, (घ) स्वातंत्र्य जाति की लगन,
(ङ) जब कभी अहं पर, (च) स्वर में पावक यदि नहीं,
(छ) उद्देश्य जन्म का नहीं, (ज) जीवन गति है, वह नित।

६. अज्ञेय

(१. मैं वहां हूँ, २. आज मैं पहचानता हूँ,
३. हिरोशिमा, ४. निरस्त्र)।

2. कहानी-संकलन (२० अंक)

(प्रश्न—१२, व्याख्या—८ अंक)

१. दूध का मान—प्रेमचन्द, २. आत्म-शिक्षण—जैनेन्द्र,
३. कामकाज—चन्द्रगुप्त विद्यालंकर, ४. लक्ष्मी का वाहन—रागेय राघव,
५. चोरबाज़ारी के दाम—यशपाल, ६. जिन्दगी और जोंक—अमरकान्त।

३. हिन्दी साहित्य का इतिहास (२० अंक)

(क) हिन्दी-कविता : आदिकाल, भक्तिकाल तथा रीतिकाल की मुख्य काव्यधाराएँ; भारतेन्दु-युग, द्विवेदी-युग, छायावाद, प्रगतिवाद, प्रयोगवाद, नयी कविता।

(ख) हिन्दी-गद्य (नाटक, उपन्यास, कहानी तथा निबन्ध का विकास)

४. समाचार-लेखन (५ अंक)

५. प्रारूप-लेखन (५ अंक)

६. अशुद्धि-शोधन (५ अंक)

७. निबन्ध-लेखन (२० अंक)

Paper XII—Panjabi A (100 marks)

(For those students who offered Panjabi at +2 stage)

1. Functional Panjabi — 40 marks
   - Sankhep Rachna — 10 marks
   - Tipni tet feature — 10 marks
   - Panjabi Bhasha te uiphhashavan — 10 marks
   - Gurmukhi Lipi — 10 marks

2. Novel — 30 marks
   Jaswant Singh Kanwal—*Ainian Chon Uthe Soorma*
   Published by Arsee Publications, Delhi

3. Short Stories — 30 marks
   Ajit Kaur (ed.) —*Kahani Darbar*
   (First ten stories)
   (Published by Panjabi Academy, Delhi)

Paper XII—Panjabi B (100 marks)

(For those students who offered Panjabi in Class X or for those who for some reasen could not offer it).

1. Functional Panjabi — 40 marks
   - Vistar Rachna — 10 marks
   - Report Likhna — 10 marks
   - Feature — 10 marks
   - Prashasnik te Banking Shabdavli — 10 marks

(From English to Panjabi)

Administration

Act of Commission/Ommission

Agenda

Allowance

Approval
Competency
Confirmation
Consent
Errata
File
Proceedings
Account
Advice
Cash Balance
Lash Certificate
Cash Sheet
Convertable
Credit Slip
Croosing
Currency
Debtor
Depositer
Endorsement
Finance
Forefeiture
Lease
Lending rate
Letter of Credit
Lump-sum
Management
No Effects
Outgo
Pawn
Payment

Realization
Refund
Renewal
Rental Value
Settlement Day
Small Savings
Stagnation
Teller
Transaction
Treasury
Variation
Vault
Winding up
Wildcat Money
Withdrawal
Working Capital

30 marks

2. Modern Poetry
Mohan Singh—Save Pattar
Published by Lahore Bookshop, Ludhiana

3. Drama
I.C. Nanda—Subhadra
Published by G.N.D. University, Amritsar.

BENGALI

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

50 marks

2. Novels/Short Stories
Sarat Chandra Chattopadhyay : *Palli Xamaj*
Banaphul : *Kichuksan.*

SINDHI

Paper XII

(1) Functional Sindhi Grammar based on prescribed texts :— 25 marks

(2) Texts : 75 marks

(a) *Novel :* 25 marks

Uttamchandani Sundri Preets Purani, Reet Nirali

(b) *Short Stories :—* 25 marks

Loknath-Visaryan Na Visim 25 marks

(c) *One Act Plays :* 25 marks

Mahbooboni Govardhan-Toofani Raat

GUJARATI

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 Daiains Shresatha Ekankio (First five)

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

TAMIL

Paper XII		Marks
	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*

3. *Short Stories*

GOBALLA KIRAAMAM by K. Rajanarayanan
Annam, Sivagangai-625560.

4. *Drama*

Aadukalam (Nos. 2 to 10)
Edited by: S. Bahiswamy
Deptt. of Tamil, Madras
Christian College,
Madras-600 059.

TELUGU

Paper XII : (i) Drama 40 marks

Kanya Sulkam (by G.C. Arora Rao)

(ii) Short Stories 30 marks

Katha Bharati, Anthrology of Telugu 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-5600001.

(iii) Short Stories

Sanna Kathegalu-Part 6 by Masti Venktesha Iyenar
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 Kunthabdula

(iv) 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, Punc.

(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 Asamiya Adhuric Galpa Samgraha* by Pt. T. Goswami
Sahitya Akademic, New Delhi.

Following authors are recommended :

(i) Lakshmi Nath Bezbarah.
(ii) S. Goswami
(iii) Beena Baruah
(iv) Birendra Nath Bhattacharya
(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	:	Naknababagi
R.K. Elangba	:	Chingimou
Binodni	:	Eigi Thahaudraha Heitup Lalu.
Prakash	:	Wanom Shereng
Kunjamonan	:	Loukhatpe
Nilbir	:	Tomba
Shri Biren	:	Michang Leijedraba Tollaba Jiba
Dinamani	:	Itasona Shabiba Phoushukhong.

(iv) One-Act Play
Manipuri Lila Macha (Selected pieces) Published by the Cultural Forum Manipur

Pieces Selected :

A. Samarendra	:	Tirath Jatra
Kanhaitlal	:	Tamma Lai
A. Tomchou	:	Bus Stop

Paper XII (iii) Political Science :

(i) Political Theory

(ii) For students who offer Political Science under paper IV (in lieu of M.I.L.) while in Ist year, but who choose to offer Political Science under paper XII while in III year will offer the paper on "Indian Government & Politics"

Or

(iv) History — Paper of corresponding to paper II of B.A. (Pass) course.

URDU

Paper XII — Drama and Poetry — 100 marks

(a) Text : Explanation, Paraphrase — 55 marks

(b) Critical appreciation and Character analysis with emphasis on relevant portions prescribed. — 45 marks

8. *Nai Drame*—by Mohad Hasan, Published by Anjuman Tarraqi Urdu Hindi

Only the following prescribed :

Chhotemian—Jonk—FANKAR—MAHALSARA

2. Adabi Namoone—by Dr. Noor-ul Hasan Naqvi Published by Educational Book House, Aligarh.

Prose : Ghalib—Hali—Sir Syed Nazeer Ahmad—Pitras

Poetry; All.

D.U.P. 321–7–98–1000 + 100