2004-2005-2006

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UNIVERSITY OF DELHI

B.COM. (PASS) EXAMINATION

Scheme of Examination and detailed Courses of Reading

Part I Examination : 2003

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 : 2004

Paper V — Business Laws

Paper VI — Office Management and Secretarial Practice

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

Paper VIII — Humanities Group — English

Part I Examination : 2005

Paper IX — Costing and Statistics

Paper X — Auditing, Income Tax & 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.

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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 Convention.

Nature of Final Accounts and the Accounting Concepts 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, Preparation 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 costitution of the firm (viz. admission, retirement, amalgamation, etc.) conversion and dissolution.

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 Institution (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.

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11. *Directing :*
Nature and Scope of Directing

(a) Motivation
Nature and Significance, An Overview of Motivational Process.

(b) Leadership
Nature, Significance and Styles.

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Nature, Significance, Channels, Effective Communication.

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Paper II : FINANCIAL ACCOUNTING

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PART B

Consignment and Joint Venture.

Depreciation, Reserves and Sinking Funds.

Single Entry System.

Partnership Accounts — Accounting for changes in the costitution 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, Concepts, Circular Nature of Income flows; Methods and Problems of Estimation.

National Income Estimation in India : Composition of GDP, Significance of various aggregate and their interrelatioships National Income and Economic Welfare.

National Capital : Concepts, 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 and 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 Return to Scale — Internal and External

Economies and Diseconomies — Optimum Combination of Factors— Concepts of Costs and Cost Curve — 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 Concepts of Economic Rent. Role of Uncertainity.

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

International specialisation : Theory of Compositative 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	Telugu	Special Paper
Urdu	Marathi	prescribed for
Bengali	Kannada	B.Com (Pass)
Sindhi	Malayalam	Students.
Tamil	Punjabi	
Gujarati	Assamese	
	Manipuri	

Candidates who did not offer Hindi, Urdu, Bengali, Punjabi, 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 Martriculation 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.

बी0 कॉम (पास)

(वर्ष 2003 में प्रवेश लेने वाले विद्यार्थियों के लिए)

मानविकी वर्ग-हिन्दी (क)

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

प्रथम वर्ष 1 100 अंक, 3 घंटे

यह पाठ्यक्रम अलग से उपलब्ध हैं ।

हिन्दी 'ख'

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

प्रथम वर्ष

प्रश्नपत्र 1 100 अंक, 3 घंटे

यह पाठ्यक्रम अलग से प्राप्त हैं ।

Paper IV — **URDU** **100 Marks**

Prose, Poetry, Essay, Translation OR

Letter Writing OR Precis, Idioms & Proverbs

(a) Text Explanation/Paraphrase

(b) Essay

(c) Translation from English into Urdu OR Letter Writing or Precis.

(d) Idioms & Proverbs

Detailed Courses of Reading :

1. Urdu Nazm for B.A. Publishing by Aligarh Muslim University, Aligarh.

   Excluding the following poets :

   Aziz Lucknavi-Yas yagana-Asghar Gondvi-Jamed Mazhari Akhtar.

2. Urdu Essays by Zachcer-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) Course in the Academic year 1997-98.

Paper IV — **Punjabi A** **100 Marks**

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

1. Functional Panjabi
   Muhavre
   Padwand
   Kark
   Shabad-Jor
   Samanarthak Shabad

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

3. Prosec Selection
   Gurbaksh Singh Preetlari-Merian Abdul Yaadan
   Published by Navyug Publication, 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 Punjabi
   Akhaan
   Shabad Rachna
   Vipritarthak Shabad
   Bahuarthak Shahad

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

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

Paper IV — **BENGALI** **100 Marks**

1. Terminology
2. Study of Newspaper
3. Essay
4. Texts

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 Bangla Guarab.
The following prieces only
Nana Dharmamat
Resham
Bakaler Kapar
Theatre
Nouka O Jahaj
Bouddha Silabhadra
Dipankar Srijnaj
Bhaskarer Raj
Banglay Samskrita
Chaitanya O rather Parikar
Bengali Brahman
Kdyastha O Raja

OR

(ii) Bankim Chandra Chattopadhyay,

The following Essays :

(i) Lokshiksa
(ii) Banubal Bakyabal
(iii) Madusyabra Ki

Novel : Tarashankar Banerjee : Dhairi Deveta

Paper IV — **SINDHI** **100 Marks**

(1) Functional Sindhi Grammer based on prescribed taxts : —

(2) Texts : —

(A) Modern Poetry
Jotwani Motical (ed.) Sindhi Kavita Sangrah

(B) Prose Non-fictional
Sadarangani H.I — Kakha ain Kana

Paper IV — **GUJARATI** **100 Marks**

(1) Functional Gujarati
(2) Modern Poetry

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

Following poems : Nava Karasho Koi Shoka, Bodh, Virni Vidya Hankari Ja, Sapoot, Kevadiano Kanto, Haikoo, Atijanan, Junun Piyar Ghar, Kasunbi on Ranga.

(3) Prose Selection
Gadya Garima

Pub. : Sardar Vallabhbai Vidyapith, Vallabh Vidyanagar (Distt. Kaira) Follwing Essay, Othario Hadakava Dayanand Saraswati Amara Dev, Mafat, Atmik Kelvani).

Paper IV — **TAMIL** **100 Marks**

1. Functional
2. Modern Poetry
3. Prose

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*
Tamilzhar Nagarajanum Pampadum

Paper IV — **TELUGU** **100 Marks**

(i) History of Telugu literature : modern
Period Books recommended : Andhra
Vangmaya Charitra by Dr. D.V. Avadhani

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

(iii) Prose :
Samalchanam, Pub. A.P. Sahitya Academy,
Hyderabed-50004.
Essay Prescribed : Nos. 1, 4 & 11

Paper IV — **KANNADA** **100 Marks**

(i) Functional Kannada based on Prescribed Texts

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

(iii) Prose Selection
Gadya Vihara (ED.) N. BNasavaradhya,
Mysore University, Mysore - 57006

Paper IV — **MALAYALAM** **100 Marks**

(i) Function Grammer

(ii) Texts
Books Prescribed : 1. Malayalakavya Sangraham —
National Books Trust, New Delhi

2. Samasrikkunna Daivam — A.P.
Udaybhane.

Paper IV — **MARATHI** **100 Marks**

(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

Paper IV — **ASSAMESE** **100 Marks**

(i) Functional

(ii) Modern Poetry

(iii) Prose Selection

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) Asamiya Sahityar Chamu Buranji by Jatin Goswami, Published by Mani Manik Prakash, Guwahati.

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

Paper IV — **MANIPURI** **100 Marks**

(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	:	Chandranadi
A. Minaketan	:	Kakairol
A. Dorendraijit	:	Ireipak
Kh. Gourakishwor	:	Nagaikhogaba Chekta-O
L. Samerendre	:	Tillaikhombi

E. Nitakanta	:	Manipur
N. Biren	:	Tollaba Shadugi Wakhal
Th. Ipopishak	:	Ningkhairaba Murti

(iii) Prose Selection
Khangatpa Wareng (Selected Pieces)
Published by Manipuri Sahitya Parished.

Part II Examination :

Paper V : BUSINESS LAW

SECTION A
(Commercia Law)

Indian Contract Act (IX of 1872)
The Sale of Goods Act (Act III of 1930)
Indian Partnership (Act No. 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 documents 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 : Good documents of title to good life pelicies 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 Deshonouring 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 consideration.

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 reoutines, 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 cluns, group

insurance, handling of grievances.

SECTION B

Secretarial Practice

Company Secretary — Importance, function, 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, issues, allotment, transfer, transfer, transmission of shares and debentures, calls and forfeiture, Registration of company, returns, payments of dividend.

Company Meeting — Drafting of notice, agenda, resolutions, minutes, director's report and Chairaman's speech — Duties before, during and after the meetings.

Paper VII : ECONOMICs — Paper II (Micro-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 comsumption 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 : definition and function.*

Supply of money : concept and deerminants.

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 cretit creation.

Central Banking — Functions, Methodes of credit control, Reserve Bank of India, Monetary regulation.

(ii) *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 Fiscal and (b) monetary Policy in developing countries.

Federal Finance : Constitutional Provisions : Findings and ecommendations of the latest finance Commssion.

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 Samuclson, *Economics* (10th edn.)Chs, 2-6, 10, 20, 22-27, 34.
2. R.G. Lipscy, *An Introduction to Positive Economics* (4th edn.) 4, 5, 10, 11, 26, 27.
3. A Leontive, *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

Paper VIII : **English I — B.Com. (Pass) : II Year** **100 Marks**

For students of this course, English is taught during the second and the third year of the course under Papers VIII and XII. Whereas English is compulsory under paper VIII, it is optional under Paper XII.

Note : Students of the B.Com. (Pass) second year will be entitled to offer per thier eligibility, one of the following courses for their Compulsory English Paper :

1. For students who have passed English in Class XII : the Subsidiary English Course 'A' for B.Com. (Hons.) I year.

   Text Prescribed

   English for Students of Commerce edited by J.C. Kaushik and K.K Sinha (Delhi : O.U.P.)

2. For Students who have passed English in Class X : Subsidiary English Course 'B'

   Text Prescribed

   The Undergraduate's Miscellany edited by Asha Ashta and D.K. Pabby (Delhi : O.U.P.)

3. For students who have passed English in Class VIII : Paper I of English Stream C for the B.A. (Pass) I year.

   Text Prescribed

   A foundation English Course for Undergraduates : Reader I edited by Tara Chadha et al. (Delhi : O.U.P.).

   A Foundation English Course for Undergraduates : Workbook I Prepared by Tara Chadh et al. (Delhi : O.U.P.).

Part III Examination : 2004

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 — Classification : Allocation, Apportionment and Absorption.

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 Trendency — Mean, Median, Mode, Geometric, Mean, Harmonic and Weighted Average.

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

Index members — 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 Dividents.

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.

Basic 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.

Deduction from Gross Total Income.

SECTION C

Sales-Tax

20 marks

Delhi Sales Tax Act, 1975 : Definition : Incidence and levy of tax; Registeration of dealers, amendment and cancellation of certificate of registeration; Returns, assessment recovery and refund of tax; Liability in

special cases. Liability to produce accounts and supply of information.

Central Sales Tax Act, 1956 : Definitions : Sale and purchase in course of Inter, state trade; Liability of tax; Registeration 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 poverty, 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 marking. 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 role of cottage, small scale and large scale industries.

(b) Ownership and control of large scale industries; grwoth 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-independence period; trends in balance of payments, export promotion, import substitution 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.

B. Com. (PASS) : III YEAR (Elective Paper)

Paper XII : English II 100 Marks

The second (optional) Paper in English will be the same as Paper I Elective English for the B.A. (Pass) I Year prescribed for those admitted to the B.A. (Pass) course in 1992-93, i.e. the following four novels.

1.	Jane Austen	:	*Pride and Prejudice*
2.	Charles Dickens	:	*Great Expectations*
3.	F. Scott Fitzgerald	:	*The Great Gatsby*
4.	R. K. Narayan	:	*Bacholor of Arts*

बी० कॉम० पास तृतीय वर्ष
मानविकी वर्ग - वैकल्पिक प्रश्नपत्र

प्रश्नपत्र - 12 हिन्दी 100 अंक

1 भाषा-अनुप्रयोग
2 खण्डकाव्य
3 उपन्यास
4 हिन्दी साहित्य का इतिहास

विस्तृत विवरण

1. भाषा-अनुप्रयोग
   - क कार्यालयी पत्र-लेखन
   - ख आवेदन, स्ववृत-लेखन (बायोडॉटा), विज्ञापन-लेखन ।
   - ग संक्षेपण और प्रतिवेदन
   - घ भेंटवार्ता-लेखन
   - ड अनुवाद : अंग्रेजी से हिंदी - एक अनुच्छेद

2. खण्डकाव्य - रश्मिरथी - रामधारीसिंह 'दिनकर'
   (एक व्याख्या - 10 अंक, एक प्रश्न 15 अंक)
3. उपन्यास गबन - प्रेमचंद
   (एक व्याख्या - 8 अंक, एक प्रश्न 12 अंक)
4. हिन्दी साहित्य का इतिहास
   - क. आदिकाल, भक्तिकाल, रीतिकाल और आधुनिक काल की प्रमुख काव्य-प्रवृतियाँ ।
   - ख. निबंध, नाटक, उपन्यास का विकास ।

Paper XII — **PANJABI A** **100 Marks**

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

1. Functional Panjabi :
   Sankhep Rechna
   Tipni tet feature
   Panjabi Bhasha te uiphhashavan
   Gurmukhi Lipi

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

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

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 Punjabi
   Vistar Rachna
   Report Likhna
   Feature
   Prashasnik te Banking Shabdavli

   (Form 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

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.

Paper XII — **BENGALI** **100 Marks**

1. Composition : Essay :
   Letter Writing
   Translation from English to
   Bengali :

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

Paper XII — **SINDHI** **100 Marks**

1. Functional Sindhi Grammer based on prescribed taxts :-
2. Taxts :
3. Novels :

   Uttamchandani Sundri Precis Purani, Reet Nirali

(b) Short Stories :-
   Loknath - Visaryan Na Visim

(c) One Act Plays :
   Mohbooboni Govardhan-Toofani Raat

Paper XII — **GUJARATI** **100 Marks**

1. Functional Gujarati

2. *Novel*
   Apano Chadik Sange by Digish Mehta
   Pub : Gurjar Granth Ratna Karyalaya, Gandhi Road, Ahmedabad

3. *Short Stories :*
   Dwirefani Vato (First five stories)
   Pub : Gurjar Granth Ratna Karyalaya, Gandhi Road, Ahmedabad

4. *One Act Play :*
   Jayanti Daiains Shresatha Ekankio (First five)
   Pub : Gurjar Granth Ratna Karyalaya, Gandhi Road, Ahmedabad

Paper XII — **TAMIL** **100 Marks**

1. Functional Tamil

2. Novel
3. Short Story
4. Drama/One Act Plays

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, Bounds and other business transactions.

2. *Novel :*

3. *Short Stories :*

4. *Drama :*

Paper XII — **TELUGU** **100 Marks**

:

(i) Drama
   Kanya Sulkam (by G.C. Arora Rao

(ii) Short Stories
   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

Paper XII — **KANNADA** **100 Marks**

(i) Functional Kannada Based on Prescribed Texts

(ii) Novel
   Alide mele by K. Shivarama Karantha
   Rajalakshmi Prakashana, Banglore-5600001

(iii) Short Stories
   Sanna Kathegalu-Part 6 by Masti Venktesha Iyenar
   Jeevana Karyalaya, Banglore-5600001

(iv) One Act Plays
   Ekanka Sangraha (ED.) Sriranga.
   Sahitya Akademi, New Delhi.

Paper XII — **MALAYALAM** **100 Marks**

(i) Functional Grammer
with Special reference to the prescribed Texts.

(ii) Novel
Book Prescribed : Aranazhika Neram — Parappuram

(iii) Book Prescribed : Pathu Kathak by Karoor Kuntabdula

(iv) One Act Play
Books Prescribed : N.N. Pillayude Nalu Natakangal
by N.N Pillai.

Paper XII — **MARATHI** **100 Marks**

(i) Functional Marathi.

(ii) Novel

Book-Prescribed : Kale Pani
By V.D. Savarkar
Majesty Prakashan, Bombay.

(iii) Short Stories

Books 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.

Paper XII — **ASSAMESE** **100 Marks**

(i) Functional

(ii) Novel

(iii) Short Stories

(iv) One Act Plays

Novels : Bhanumati by Padmanath Gohain Boruah, Short Stories

Short Stories Asamiya Adhuric Galpa Sangraha by Pt. T. Goswami, Sahitya Akademi, New Delhi.

Following authos are recommended :

(i) Lakshmi Nath Bezbarah
(ii) S. Goswami
(iii) Beena Baruah
(iv) Birendra Nath Bhattacharya
(v) B.Sankara

One Act Play : Manuah Aru Asur by Basanta Saikia, Published by P. Saikia Guwahati.

Paper XII — **MANIPURI** **100 Marks**

(i) Functional Manipuri
Narayan Sharma : Meitoilen Vyakaran Part IV

(ii) Novel :
H. Anganghal Singh : Jehera

(iii) Short Story :
Paraishadki 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 Jiba	:	Michang Leijendraba Tollaba
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