

GOVERNMENT COLLEGE FOR WOMEN PUNHANA, NUH

DALLABASS, GOHATA ROAD, PUNHANA (NUH) 122508

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CRITERIA 1

Curricular Enrichment



1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability.

Submitted to

NAAC

**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL**



1.3.1: Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Subject	Course	Cross Cutting Issues	Topics
English	B.A.-I B.A.-II B.A.-III	Professional Ethics	<ul style="list-style-type: none"> • Basic Language Skills : Grammar and Usage • Composition on Paragraph Writing • Precise Writing • Letter Writing (Formal) • Expansion of an Idea • Essay Type Answer • Essay Writing
Political Science	B.A.-I B.A.-II B.A.-III	Human values	<ul style="list-style-type: none"> • Constitution & Constitution of India • Sovereignty • Democracy • Rights, Duties, Liberty and Equality • Types of Government • State Legislature • Union Executive
		Professional Ethics	<ul style="list-style-type: none"> • Directive Principles of the State Policy • State Legislature • Types of Government • Principles of Marketing • Principles of Business Management
	B.Com-I	Professional Ethics	
Commerce	B.Com.- II	Professional Ethics	<ul style="list-style-type: none"> • Business Regulatory Framework • Secretarial Practice • Corporate Law • Human Resource Management • Basic of Retailing • Modern Management Practices • Cooperative development • International Trade • International Marketing • Goods & Services Tax • Cooperative development • Auditing • Taxation Law
	B.Com.- III	Professional Ethics	
Environmental studies	B.A.-I B.Com-1	Environment and Sustainability	<ul style="list-style-type: none"> • Environmental studies (compulsory for all students of Undergraduates)

गुरुग्राम विश्वविद्यालय

नवीन पाठ्यक्रम

हिंदी अनिवार्य

सत्र 2021-22

Scheme & Examination of Composition Hindi (B.A.I.VI Sem)

B.A. I Sem

Paper No.	Name of paper	शिक्षण घंटे/प्रति सप्ताह	Max Marks	Written	internal
Paper I	हिंदी अनिवार्य	6+2 (composition)	100	80	20

B.A. II Sem

Paper No.	Name of paper	शिक्षण घंटे/प्रति सप्ताह	Max Marks	Written	internal
Paper II	हिंदी अनिवार्य	6+2 (composition)	100	80	20

B.A. III Sem

Paper No.	Name of paper	शिक्षण घंटे/प्रति सप्ताह	Max Marks	Written	internal
Paper III	हिंदी अनिवार्य	6+2 (composition)	100	80	20

B.A. IV Sem

Paper No.	Name of paper	शिक्षण घंटे/प्रति सप्ताह	Max Marks	Written	internal
Paper IV	हिंदी अनिवार्य	6+2 (composition)	100	80	20

B.A. V Sem

Paper No.	Name of paper	शिक्षण घंटे/प्रति सप्ताह	Max Marks	Written	internal
Paper V	हिंदी अनिवार्य	6+2 (composition)	100	80	20

B.A. VI Sem

Paper No.	Name of paper	शिक्षण घंटे/प्रति सप्ताह	Max Marks	Written	internal
Paper VI	हिंदी अनिवार्य	6+2 (composition)	100	80	20

नवीन पाठ्यक्रम
(गुरुग्राम विश्वविद्यालय के लिए)
जुलाई 2021-2022
बी.ए. : प्रथम सेमेस्टर
हिन्दी (अनिवार्य)

समय : 3 घण्टे

कुल अंक : 100
लिखित परीक्षा : 80 अंक
आंतरिक मूल्यांकन : 20 अंक

निर्धारित पाठ्यक्रम

- निर्धारित पाठ्यपुस्तक मध्यकालीन काव्य-कुंज : सं. डॉ. रामसंजन पाण्डेय
प्रकाशक : खादू श्याम प्रकाशन 1276/4 पीर जौ मोहल्ला, टाकीज, रोहतक।
मोबाइल नं० 09991708080
- हिंदी साहित्य का आदिकाल
- काव्यशास्त्र
- वस्तुनिष्ठ प्रश्न

खण्ड -क : मध्यकालीन काव्य-कुंज

- कबीर- 50 साखी
- सूरदास- 25 पद विनय, बाल लीला, रूप माधुर्य, भ्रमरगीत, संयोग एवं वियोग वर्णन
- तुलसीदास - 25 पद रामचरितमानस, उत्तरकाण्ड (रामराज्य वर्णन) कवितावली : बालकाण्ड (बालरूप)
अयोध्याकाण्ड : उत्तरकाण्ड (विविध भाव सहित)
- मीरा - 25 पद
- रसखान - 25 पद
- बिहारी - 25 पद
- घनानंद - 25 पद

निर्धारित आलोचनात्मक प्रश्न

पाठ्यक्रम में निर्धारित कवियों पर उनके साहित्यिक परिचय, अनुभूतिगत वैशिष्ट्य तथा अभिव्यक्तिगत सौष्ठव पर ही प्रश्न पूछे जायेंगे। कवियों की विशिष्ट रचनात्मक प्रवृत्ति पर प्रश्न नहीं पूछे जायेंगे।

खण्ड- ख : हिन्दी साहित्य का आदिकाल

पाठ्यक्रम में निर्धारित आलोचनात्मक प्रश्न

1. हिन्दी साहित्येतिहास लेखन की परम्परा
2. आदिकाल का नामकरण
3. आदिकाल की परिस्थितियाँ
4. आदिकालीन साहित्य की सामान्य प्रवृत्तियाँ
5. रासोकाव्य परम्परा संक्षिप्त परिचय

खण्ड-ग : काव्यशास्त्र पर आधारित विषय

- काव्य के तत्व
- रस : स्वरूप और अंग
- रस के भेद

- अलंकार – अनुप्रास, श्लेष, यमक, उपमा, रूपक, उत्प्रेक्षा, अतिशयोक्ति, मानवीकरण, अन्योक्ति, समासोक्ति।
- छंद–दोहा, चौपाई, सोरठा, बरवै, कुण्डलियाँ, छप्पय, कवित्त, घनाक्षरी
शब्दशक्तियाँ : अभिधा, लक्षणा, व्यंजना
काव्य–गुण : प्रसाद, माधुर्य और ओज

प्रयोजनमूलक हिन्दी

- अनुवाद परिभाषा
- अनुवाद का स्वरूप
- अनुवाद की प्रक्रिया
- भाषाई क्षमता का विकास
(क) पत्र लेखन – औपचारिक पत्र, अनीपचारिक पत्र
(ख) अनुच्छेद लेखन

खण्ड-घ : वस्तुनिष्ठ प्रश्न

पाठ्यक्रम निर्देश –

- खण्ड-(क) में निर्धारित पाठ्यपुस्तक में से व्याख्या के लिए चार अवतरण पूछे जाएंगे जिनमें से परीक्षार्थियों को किन्हीं दो की सप्रसंग व्याख्या करनी होगी। प्रत्येक व्याख्या 5 अंक की होगी। पूरा प्रश्न 10 अंक का होगा।
- खण्ड-(ख) में निर्धारित पाठ्यपुस्तक एवं आलोचनात्मक प्रश्नों से दो प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को एक प्रश्न का उत्तर देना होगा। यह प्रश्न 7 अंक का होगा।
- खण्ड- (क) में निर्धारित पाठ्यपुस्तक एवं आलोचनात्मक प्रश्नों से छः लघुत्तरीय प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को लगभग 150 शब्दों में से किन्हीं चार प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न के लिए तीन अंक निर्धारित हैं। पूरा प्रश्न 12 अंक का होगा।
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- खण्ड-(ग) में निर्धारित पाठ्यक्रम में से 6 प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को किन्हीं 3 प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न के लिए 8 अंक निर्धारित हैं। पूरा प्रश्न 24 अंक का होगा।
- खण्ड- (घ) में पूरे पाठ्यक्रम में से 7 वस्तुनिष्ठ प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न 1 अंक का तथा पूरा प्रश्न 7 अंक का होगा।

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निर्धारित पाठ्यक्रम

- ध्रुवस्वामिनी (नाटक) : जयशंकर प्रसाद
- हिन्दी साहित्य का भक्तिकाल
- व्यावहारिक हिन्दी
- वस्तुनिष्ठ प्रश्न

खण्ड-क : ध्रुवस्वामिनी

पाठ्यक्रम में निर्धारित आलोचनात्मक प्रश्न

1. 'ध्रुवस्वामिनी' नाटक का प्रतिपाद्य
2. 'ध्रुवस्वामिनी' नाटक की पात्र-योजना
3. 'ध्रुवस्वामिनी' नाटक की अभिनेयता
4. प्रसाद की नाट्यकला

खण्ड-ख : हिन्दी साहित्य का भक्तिकाल

पाठ्यक्रम में निर्धारित आलोचनात्मक प्रश्न

1. भक्तिकाल की परिस्थितियाँ
2. संत काव्य की प्रवृत्तियाँ
3. सूफी काव्य की प्रवृत्तियाँ
4. राम काव्य की प्रवृत्तियाँ
5. कृष्ण काव्य की प्रवृत्तियाँ
6. भक्तिकाल : स्वर्णयुग

खण्ड-ग : व्यावहारिक हिन्दी

पाठ्यक्रम में निर्धारित विषय

- भाषा की परिभाषा
- भाषा और साहित्य का सम्बन्ध
- हिन्दी भाषा के विकास का परिचय
- भाषा के विविध रूप : बोली, मानक भाषा, राजभाषा, राष्ट्रभाषा, माध्यमभाषा, मातृभाषा
- मनक-भाषा की प्रमुख प्रवृत्तियाँ
- हिन्दी वर्णमाला : स्वर एवं व्यंजन
- हिन्दी वर्तनी : समस्या और समाधान
- मुहावरे : सैद्धांतिक पक्ष
- लोकोक्ति : सैद्धांतिक पक्ष
- मुहावरे और लोकोक्ति में अंतर
- प्रतीक अर्थ, स्वरूप उदाहरण
- बिम्ब अर्थ, स्वरूप उदाहरण

- मिथक अर्थ, स्वरूप उदाहरण
- फैंटेसी : अर्थ, स्वरूप उदाहरण

खण्ड – घ : वस्तुनिष्ठ प्रश्न

पाठ्यक्रम निर्देश –

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निर्धारित पाठ्यक्रम

- आधुनिक हिंदी कविता,
प्रधान सं० डॉ. सरिता वशिष्ठ, कुरुक्षेत्र विश्वविद्यालय प्रकाशन, कुरुक्षेत्र
- हिंदी साहित्य का रीतिकाल
- प्रयोजनमूलक हिंदी : हिंदी कंप्यूटिंग और अनुवाद
- वस्तुनिष्ठ प्रश्न

खण्ड – क : आधुनिक हिंदी कविता

- अयोध्यासिंह उपाध्याय : हरिऔध
- मैथिलीशरण गुप्त
- जयशंकर प्रसाद
- सूर्यकान्त त्रिपाठी 'निराला'
- रामधारी सिंह 'दिनकर'
- भारत भूषण अग्रवाल,

निर्धारित आलोचनात्मक प्रश्न

पाठ्यक्रम में निर्धारित कवियों के साहित्यिक परिचय, अनुभूतिगत वैशिष्ट्य तथा अभिव्यक्तिगत शैल्य पर ही प्रश्न पूछे जाएंगे। कवियों की विशिष्ट रचनात्मक प्रवृत्ति पर प्रश्न नहीं पूछे जाएंगे।

खण्ड-ख : हिंदी साहित्य का रीतिकाल

पाठ्यक्रम में निर्धारित आलोचनात्मक प्रश्न

1. रीतिकालीन हिंदी कविता की पृष्ठभूमि
2. रीतिकाल का नामकरण
3. रीतिबद्ध काव्य की विशेषताएँ
4. रीतिमुक्त काव्य की विशेषताएँ
5. रीतिकालीन काव्य की उपलब्धियाँ

खण्ड-ग : प्रयोजनमूलक हिंदी : हिंदी कंप्यूटिंग और अनुवाद

पाठ्यक्रम में निर्धारित विषय

- कंप्यूटर : स्वरूप और महत्व
- ई-मेल : प्रेषण-ग्रहण
- इंटरनेट : स्वरूप और उपयोगिता
- मशीनी अनुवाद
- अनुवाद : परिभाषा और स्वरूप
- संघार नाट्यम/मीडिया लेखन
- मुद्रण (प्रिंट मीडिया) समाचार पत्र का साहित्यिक स्वरूप

- दृश्य-श्रव्य माध्यम (दूरदर्शन, चलचित्र आदि) का भाषाई और साहित्यिक स्वरूप
- फीचर परिभाषा, स्वरूप और विशेषताएँ
- विज्ञापन की अवधारणा
- विज्ञापन की भाषा

खण्ड - घ : वस्तुनिष्ठ प्रश्न

पाठ्यक्रम निर्देश -

- खण्ड-(क) में निर्धारित पाठ्यपुस्तक में से व्याख्या के लिए चार अवतरण पूछे जाएंगे जिनमें से परीक्षार्थियों को किन्हीं दो की सप्रसंग व्याख्या करनी होगी। प्रत्येक व्याख्या 5 अंक की होगी। पूरा प्रश्न 10 अंक का होगा।
- खण्ड-(ख) में निर्धारित पाठ्यपुस्तक एवं आलोचनात्मक प्रश्नों से दो प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को एक प्रश्न का उत्तर देना होगा। यह प्रश्न 7 अंक का होगा।
- खण्ड- (क) में निर्धारित पाठ्यपुस्तक एवं आलोचनात्मक प्रश्नों से छः लघुत्तरीय प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को लगभग 150 शब्दों में से किन्हीं चार प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न के लिए तीन अंक निर्धारित हैं। पूरा प्रश्न 12 अंक का होगा।
- खण्ड- (ख) में निर्धारित आलोचनात्मक प्रश्नों में से चार प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को दो प्रश्नों का उत्तर देना होगा। इस प्रकार प्रत्येक प्रश्न 6 अंक का होगा। यह कुलॉक 12 अंक का होगा।
- खण्ड- (ख) में निर्धारित पाठ्यक्रम में से लघुत्तरीय प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को किन्हीं 2 प्रश्नों का उत्तर 150 शब्दों में देना होगा। प्रत्येक प्रश्न के लिए 4 अंक निर्धारित हैं। पूरा प्रश्न 8 अंक का होगा।
- खण्ड-(ग) में निर्धारित पाठ्यक्रम में से 6 प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को किन्हीं 3 प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न के लिए 8 अंक निर्धारित हैं। पूरा प्रश्न 24 अंक का होगा।
- खण्ड- (घ) में पूरे पाठ्यक्रम में से 7 वस्तुनिष्ठ प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न 1 अंक का तथा पूरा प्रश्न 7 अंक का होगा।

नवीन पाठ्यक्रम
(गुरुग्राम विश्वविद्यालय के लिए)
जुलाई 2021-2022
बी.ए. : चतुर्थ सेमेस्टर
हिन्दी (अनिवार्य)

समय : 3 घण्टे

कुल अंक : 100
लिखित परीक्षा : 80 अंक
आंतरिक मूल्यांकन : 20 अंक

निर्धारित पाठ्यक्रम

- कथाक्रम सं० डॉ० रोहिणी अग्रवाल,
प्रकाशक : खादू श्याम प्रकाशन, 1273/4 पीर जी मोहल्ला, प्रताप टाकीज, रोहतक।
मोबाइल न० 09991708080
- हिंदी साहित्य का आधुनिक काल : गद्य
- पारिभाषिक शब्दावली
- वस्तुनिष्ठ प्रश्न

खण्ड- क : कथाक्रम

- प्रेमचंद - ईदगाह
- प्रसाद - पुरस्कार
- अज्ञेय - मैथिली
- मोहन राकेश - मलवे का मालिक
- फणीश्वर नाथ रेणु - ठेस
- मैत्रीयपुष्पा - फेंसला
- ओमप्रकाश वाल्मीकि - पच्चीस चौका डेढ़ सौ

निर्धारित आलोचनात्मक प्रश्न

पाठ्यक्रम में निर्धारित कहानीकारों के साहित्यिक परिचय, निर्धारित कहानियों के वस्तु पक्ष तथा कला पक्ष पर ही प्रश्न पूछे जाएंगे।

खण्ड- ख : हिंदी साहित्य का आधुनिक काल : गद्य

पाठ्यक्रम में निर्धारित आलोचनात्मक प्रश्न

1. आधुनिक काल की परिस्थितियाँ
2. हिंदी उपन्यास : उद्भव और विकास
3. हिंदी कहानी : उद्भव और विकास
4. हिंदी नाटक : उद्भव और विकास
5. हिंदी निबन्ध : उद्भव और विकास
6. आलोचना : गद्य की उत्पत्ति, अर्थ, स्वरूप, परिभाषाएँ, आलोचक के गुण-दोष प्रमुख हिंदी आलोचक (रामचन्द्र शुक्ल, हजारी प्रसाद द्विवेदी, नगेन्द्र)
7. रिपोटार्ज : अर्थ, स्वरूप परिभाषाएँ, विशेषताएँ
8. रेखाचित्र : अर्थ, स्वरूप परिभाषाएँ, विशेषताएँ
9. साक्षात्कार : अर्थ, स्वरूप परिभाषाएँ, विशेषताएँ
10. डायरी लेखन : अर्थ, स्वरूप परिभाषाएँ, विशेषताएँ

खण्ड- ग : पारिभाषिक शब्दावली

निर्धारित विषय

- पारिभाषिक शब्दावली : स्वरूप और महत्व

- पारिभाषिक शब्दावली के गुण
- पारिभाषिक शब्दावली के निर्माण में सक्रिय विविध सम्प्रदाय : राष्ट्रीयतावादी, अन्तरराष्ट्रीयतावादी, समन्वयवादी।
- समन्वयवादी (25 शब्द) अंग्रेजी से हिंदी

1. Verification -	स्तथापन	14. Report-	प्रतिवेदन
2. Registration -	पंजीकरण	15. Resignation-	त्यागपत्र
3. Administration-	प्रशासन	16. Sanction-	स्वीकृति
4. Consultant -	परामर्शदाता	17. Organizer-	संयोजक
5. Affidavit-	शपथपत्र	18. Notification-	अधिसूचना
6. Applicant-	आवेदक	19. Ordinance -	अध्यादेश
7. Documents-	दस्तावेज	20. Section-	अनुभाग
8. Draft-	नसूदा	21. Instruction-	अनुदेश
9. Complaint-	शिकायत	22. Agreement-	संझार
10. Designation-	पदनाम	23. Enquiry-	जाँच
11. Employment-	रोजगार	24. Period-	कालांतर
12. Grant-	अनुदान	25. Syllabus-	पाठ्यक्रम
13. Incharge -	प्रभारी		

- हिन्दी का मौखिक साहित्य : सामान्य परिचय
- मौखिक साहित्य एवं लिखित साहित्य का सम्बंध

खण्ड – घ : वस्तुनिष्ठ प्रश्न

पाठ्यक्रम निर्देश –

- खण्ड-(क) में निर्धारित पाठ्यपुस्तक में से व्याख्या के लिए चार अवतरण पूछे जाएंगे जिनमें से परीक्षार्थियों को किन्हीं दो की सप्रसंग व्याख्या करनी होगी। प्रत्येक व्याख्या 5 अंक की होगी। पूरा प्रश्न 10 अंक का होगा।
- खण्ड-(ख) में निर्धारित पाठ्यपुस्तक एवं आलोचनात्मक प्रश्नों से दो प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को एक प्रश्न का उत्तर देना होगा। यह प्रश्न 7 अंक का होगा।
- खण्ड- (क) में निर्धारित पाठ्यपुस्तक एवं आलोचनात्मक प्रश्नों से छः लघुत्तरीय प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को लगभग 150 शब्दों में से किन्हीं चार प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न के लिए तीन अंक निर्धारित हैं। पूरा प्रश्न 12 अंक का होगा।
- खण्ड- (ख) में निर्धारित आलोचनात्मक प्रश्नों में से चार प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को दो प्रश्नों का उत्तर देना होगा। इस प्रकार प्रत्येक प्रश्न 6 अंक का होगा। यह कुल 12 अंक का होगा।
- खण्ड- (ख) में निर्धारित पाठ्यक्रम में से लघुत्तरीय प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को किन्हीं 2 प्रश्नों का उत्तर 150 शब्दों में देना होगा। प्रत्येक प्रश्न के लिए 4 अंक निर्धारित हैं। पूरा प्रश्न 8 अंक का होगा।
- खण्ड-(ग) में निर्धारित पाठ्यक्रम में से 6 प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को किन्हीं 3 प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न के लिए 8 अंक निर्धारित हैं। पूरा प्रश्न 24 अंक का होगा।
- खण्ड- (घ) में पूरे पाठ्यक्रम में से 7 वस्तुनिष्ठ प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न 1 अंक का तथा पूरा प्रश्न 7 अंक का होगा।

नवीन पाठ्यक्रम
(गुरुग्राम विश्वविद्यालय के लिए)
जुलाई 2021-2022
बी.ए. : पाँचवां सेमेस्टर
हिन्दी (अनिवार्य)

समय : 3 घण्टे

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आंतरिक मूल्यांकन : 20 अंक

निर्धारित पाठ्यक्रम

- समकालीन हिंदी कविता, सम्पादक — डॉ. सरिता वशिष्ठ (कुरुक्षेत्र विश्वविद्यालय)
- हिंदी साहित्य का आधुनिक काल : कविता
- प्रयोजनमूलक हिंदी : पत्र लेखन, संक्षेपण तथा पल्लवन
- भाषा शिक्षण
- वस्तुनिष्ठ प्रश्न

खण्ड-क : प्रस्तावित निर्धारित पाठ्यपुस्तक

प्रस्तुत पाठ्य पुस्तक में निम्नलिखित रचनाकारों की रचनाओं को शामिल किया गया है—

1. सच्चिदानंद हीरानंद वात्स्यायन 'अज्ञेय'
2. धर्मवीर भारती
3. श्रीनरेश मेहता
4. नागार्जुन
5. रघुवीर सहाय
6. कुंवर नारायण
7. लीलाधर जगूड़ी

निर्धारित आलोचनात्मक प्रश्न

पाठ्यक्रम में निर्धारित कवियों के साहित्यिक परिचय, अनुभूतिगत वैशिष्ट्य तथा अभिव्यक्तिगत सौष्ठव पर ही प्रश्न पूछे जायेंगे। कवियों की विशिष्ट रचनात्मक प्रवृत्ति पर प्रश्न नहीं पूछे जायेंगे।

खण्ड-ख : हिंदी साहित्य का आधुनिक काल : कविता

पाठ्यक्रम में निर्धारित आलोचनात्मक प्रश्न

1. भारतेन्दुगीन हिंदी कविता की प्रवृत्तियाँ
2. द्विवेदीयुगीन हिंदी कविता की प्रवृत्तियाँ
3. छायावाद
4. प्रगतिवाद
5. प्रयोगवाद
6. नयी कविता
7. समकालीन कविता

खण्ड-ग : प्रयोजनमूलक हिंदी : पत्रलेखन, संक्षेपण तथा पल्लवन

- पत्रलेखन : स्वरूप और उसके विविध भेद
- संक्षेपण

- पल्लवन
- भाषा शिक्षण की आधारभूत संकल्पनाएं
- प्रथम भाषा /मातृभाषा तथा अन्य भाषा की संकल्पना
- द्वितीय भाषा तथा विदेशी भाषा की संकल्पना
- मातृभाषा और विदेशी भाषा के शिक्षण में अंतर
- विशिष्ट प्रयोजन के लिए भाषा शिक्षण

खण्ड – घ : वस्तुनिष्ठ प्रश्न

पाठ्यक्रम निर्देश –

- खण्ड–(क) में निर्धारित पाठ्यपुस्तक में से व्याख्या के लिए चार अवतरण पूछे जाएंगे जिनमें से परीक्षार्थियों को किन्हीं दो की सप्रसंग व्याख्या करनी होगी। प्रत्येक व्याख्या 5 अंक की होगी। पूरा प्रश्न 10 अंक का होगा।
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- खण्ड– (क) में निर्धारित पाठ्यपुस्तक एवं आलोचनात्मक प्रश्नों से छः लघुत्तरीय प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को लगभग 150 शब्दों में से किन्हीं चार प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न के लिए तीन अंक निर्धारित हैं। पूरा प्रश्न 12 अंक का होगा।
- खण्ड– (ख) में निर्धारित आलोचनात्मक प्रश्नों में से चार प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को दो प्रश्नों का उत्तर देना होगा। इस प्रकार प्रत्येक प्रश्न 6 अंक का होगा। यह कुलार्क 12 अंक का होगा।
- खण्ड– (ख) में निर्धारित पाठ्यक्रम में से लघुत्तरीय प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को किन्हीं 2 प्रश्नों का उत्तर 150 शब्दों में देना होगा। प्रत्येक प्रश्न के लिए 4 अंक निर्धारित हैं। पूरा प्रश्न 8 अंक का होगा।
- खण्ड–(ग) में निर्धारित पाठ्यक्रम में से 6 प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को किन्हीं 3 प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न के लिए 8 अंक निर्धारित हैं। पूरा प्रश्न 24 अंक का होगा।
- खण्ड– (घ) में पूरे पाठ्यक्रम में से 7 वस्तुनिष्ठ प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न 1 अंक का तथा पूरा प्रश्न 7 अंक का होगा।

न्वीन पाठ्यक्रम
(गुरुग्राम विश्वविद्यालय के लिए)
जुलाई 2021-2022
बी.ए. : षष्ठ सेमेस्टर
हिन्दी (अनिवार्य)

समय : 3 घण्टे

कुल अंक : 100
लिखित परीक्षा : 80 अंक
आंतरिक मूल्यांकन : 20 अंक

निर्धारित पाठ्य-पुस्तक/पाठ्य विषय

- नव्यतर गद्य-गौरव
- नव्यतर गद्य विधाओं पर आधारित पाठ्यपुस्तक, (कुरुक्षेत्र विश्वविद्यालय, कुरुक्षेत्र सम्पादित)
- हरियाणवी लोक साहित्य का इतिहास
- हिंदी पत्रकारिता एवं भाषा शिक्षण
- वस्तुनिष्ठ प्रश्न

खण्ड-क : प्रस्तावित निर्धारित पाठ्यपुस्तक : नव्यतर 'गद्य गौरव'

प्रस्तुत प्रस्तावित पाठ्य पुस्तक में निम्नलिखित लेखकों की रचनाओं को शामिल किया गया है:-

1. बालमुकुन्द गुप्त : (निबन्ध)
2. आचार्य रामधन शुक्ल : (निबन्ध)
3. महादेवी वर्मा : (संस्मरण)
4. आचार्य हजारीप्रसाद द्विवेदी : (ललित निबन्ध)
5. विद्यानिवास मिश्र : (ललित निबन्ध)
6. हरिशंकर परसाई : (व्यांग्य)
7. राहुल सांकृत्यायन : (यात्रावृत्तान्त)

निर्धारित आलोचनात्मक प्रश्न

पाठ्यक्रम में निर्धारित लेखकों के साहित्यिक परिचय, निबन्धों के वस्तु पक्ष तथा कला पक्ष पर ही प्रश्न पूछे जाएंगे।

खण्ड-ख : हरियाणवी भाषा और साहित्य का इतिहास

पाठ्यक्रम में निर्धारित आलोचनात्मक प्रश्न

1. हरियाणवी भाषा का उद्भव और विकास
2. हरियाणवी भाषा की प्रमुख बोलियों
3. हरियाणा की सांग परम्परा : उद्भव और विकास
4. हरियाणवी भाषा का आधुनिक साहित्य
(क) हरियाणवी कविता : परिचय और प्रवृत्तियाँ
(ख) हरियाणवी का गद्य साहित्य
 1. उपन्यास साहित्य
 2. कहानी साहित्य
 3. नाट्य साहित्य

खण्ड-ग : प्रयोजनमूलक हिंदी : पत्रकारिता एवं भाषा शिक्षण

- पत्रकारिता : स्वरूप एवं प्रकार
- शीर्षक की संरचना
- सम्पादक के गुण और दायित्व
- फीचर लेखन

- स्वतंत्र प्रेस की अवधारणा
- प्रुफ रीडिंग का स्वरूप एवं प्रुफ संशोधन के नियम
- भाषा शिक्षण की आधारभूत संकल्पनाएँ—भाषा कौशल—श्रवण,वाचन लेखन
- भाषा के कौशल के रूप में शिक्षण
- रक्षात्कार : अर्थ एवं स्वरूप

खण्ड : घ – वस्तुनिष्ठ प्रश्न

पाठ्यक्रम निर्देश –

- खण्ड—(क) में निर्धारित पाठ्यपुस्तक में से व्याख्या के लिए चार अवतरण पूछे जाएंगे जिनमें से परीक्षार्थियों को किन्हीं दो की सप्रसंग व्याख्या करनी होगी। प्रत्येक व्याख्या 5 अंक की होगी। पूरा प्रश्न 10 अंक का होगा।
- खण्ड—(ख) में निर्धारित पाठ्यपुस्तक एवं आलोचनात्मक प्रश्नों से दो प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को एक प्रश्न का उत्तर देना होगा। यह प्रश्न 7 अंक का होगा।
- खण्ड— (क) में निर्धारित पाठ्यपुस्तक एवं आलोचनात्मक प्रश्नों से छः लघुत्तरीय प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को लगभग 150 शब्दों में से किन्हीं चार प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न के लिए तीन अंक निर्धारित हैं। पूरा प्रश्न 12 अंक का होगा।
- खण्ड— (ख) में निर्धारित आलोचनात्मक प्रश्नों में से चार प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को दो प्रश्नों का उत्तर देना होगा। इस प्रकार प्रत्येक प्रश्न 6 अंक का होगा। यह कुल 12 अंक का होगा।
- खण्ड— (ख) में निर्धारित पाठ्यक्रम में से लघुत्तरीय प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को किन्हीं 2 प्रश्नों का उत्तर 150 शब्दों में देना होगा। प्रत्येक प्रश्न के लिए 4 अंक निर्धारित हैं। पूरा प्रश्न 8 अंक का होगा।
- खण्ड—(ग) में निर्धारित पाठ्यक्रम में से 6 प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को किन्हीं 3 प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न के लिए 8 अंक निर्धारित हैं। पूरा प्रश्न 24 अंक का होगा।
- खण्ड— (घ) में पूरे पाठ्यक्रम में से 7 वस्तुनिष्ठ प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न 1 अंक का तथा पूरा प्रश्न 7 अंक का होगा।

**B. A. Part I
English (Compulsory)
Semester I
Literature and Language I**

Scheme of Examination

Total Marks:	100
Theory:	80
Int. Assessment:	20
Time:	3 hrs

Prescribed Text :

Mohan, Loveleen, Randeep Rana and Jaibir Singh Hooda eds. *Literature and Language I*.
Delhi: Orient Blackswan, 2015 (Revised Edition).

Workload: 8 periods of 45 minutes per week for Text; 2 periods of 45 minutes per week for composition for a group of 20 students.

Instructions to the Paper-setter and Students:

Note: All questions are compulsory.

Q 1 will be based on phonetic transcription given in the chapters in the text book. The students shall transcribe eight words out of the given twelve.

(08)

Q 2 will comprise very short answer type questions (using a word, a phrase or one or two sentences each) based on the chapters in the text book. The students shall answer any eight out of the given twelve items.

(08)

Q 3 will comprise inference based questions to elicit the understanding of the text by the students. The students shall answer any five out of the given eight questions based on the chapters (in about 75-100 words each).

(20)

Q 4 will be based on a comprehension passage from the text followed by four questions.

(04)

Q 5 will be based on vocabulary given in the exercises. The students shall attempt questions on vocabulary as directed. [e.g. framing sentences of their own or giving various forms of the given words-synonyms, antonyms, one word substitutes]. The students shall answer any eight out of the given twelve words.

(08)

Q 6 will be based on grammar topics discussed in the text book. It will have two parts – (a) and (b). Part (a) will be based on the use of tenses and Part (b) on parts of speech. Both the parts will carry 12 marks each. There will be 50% internal choice in both the parts.

(24)

Note: Questions will be based on the exercises but not necessarily from the exercises as such.

In Q 7, students will be required to write a Paragraph in about 150 words on any one out of the given three topics. The topics will be similar to the topics given in the exercises in the text book.

(08)

B. A. Part I
English (Compulsory)
Semester II
Literature and Language II

Scheme of Examination

Total Marks:	100
Theory:	80
Int. Assessment:	20
Time:	3 hrs

Prescribed Text :

Literature and Language I / eds. Jaibir S. Hooda, Randeep Rana and Loveleen Mohan.

Workload: 8 periods of 45 minutes duration per week for Text. 2 periods of 45 minutes duration per week for Grammar and Composition for a group of 20 students.

Instructions to the Paper-setter and Students:

Note: All questions are compulsory.

- Q.No.1 (a) Transcription of one/two syllabic words only from the words given in the exercises given at the end of the chapters. Students will be required to transcribe any four out of the given eight words. **4 Marks**
- (b) Antonyms and synonyms from the exercises given at the end of the chapters. Students will be required to give four antonyms and four synonyms out of the given eight each. **4 Marks**
- Q.No.2 (a) Very short answer type questions. Students will be required to answer any four out of given eight questions in a word/phrase/sentence. The questions may not necessarily be the same as given in the exercises. **4 Marks**
- (b) Students will be required to attempt any six out of the given nine questions in 2 – 5 sentences/50 words each. Short answer type questions also may not be the same as given in the exercises. **12 Marks**
- Q.No. 3 Long answer type questions. Students will be required to attempt in about 150 – 200 words each any three out of the given six questions. **21 Marks**
- Q.No. 4 (a) Grammar: This question will be based on the grammar exercises given in the text. The sentences will not necessarily be the same as given in exercises. There will be 50% internal choice. **20 Marks**
- (b) One question based on Grammar topics covered in Semester I (with 50% internal choice) **7 Marks**
- Q.No.5 Composition: Students will be required to write an essay in about 200 words on one of the two given topics with hints for composition. **8 Marks**

B.A. Part II
English (Compulsory)
Semester III

Scheme of Examination

Total Marks: 100
Theory: 80
Int. Assessment: 20
Time: 3 hrs

Prescribed Text:

Fragrances: edited by Dinesh Kumar, Sunita Siroha and S.S. Rehal, and published by Orient Blackswan, New Delhi.

Workload: 8 periods of 45 minutes duration per week for Text. 2 periods of 45 minutes duration per week for Grammar and Composition for a group of 20 students.

Instructions to the Paper-setter and Students:

Note: All questions are compulsory.

Q.No.1 Students will be required to explain any two stanzas out of the given three with reference to the context. (8 Marks)

Q.No.2 It will comprise very short answer type questions based on the poems in the text book. The students shall answer any six out of the given eight questions (in about 20 to 30 words each). (6 Marks)

Q.No.3 It will comprise inference based questions to elicit the understanding of the text by the students. The students shall answer any two out of the given three questions based on the poems (in about 150 to 200 words each). (12 Marks)

Q.No.4 It will be based on a comprehension passage from the text followed by four questions. (4 Marks)

Q.No.5 (a) This question will be based on the grammar topics discussed in the text book. The sentences will not necessarily be the same as given in the exercises. Students will be required to attempt any sixteen out of the given twenty-four. (16 Marks)

(b) In this question the students will be required to attempt four out of the given six questions (two each based on poetic forms and devices). The candidates may be asked to identify devices and forms on the basis of extracts from the prescribed poems. (12 Marks)

(c) Transcription of any six words out of the given nine from the text (not more than trisyllabic words). (6 Marks)

(For visually challenged students only)

Students will be required to write a paragraph in about 100 words on any one out of the given three paragraphs of general nature.

(d) Vocabulary exercise. The student will attempt any eight out of the given twelve vocabulary based items (not necessarily the same as given in the exercises). (8 Marks)

Q.No.6 Composition: Students will be required to write an essay in about 200 words on any one of the four given topics of general nature. (8 Marks)

B.A. Part II
English (Compulsory)
Semester IV (Session 2015-16)

Scheme of Examination

Total Marks: 100
Theory: 80
Int. Assessment: 20
Time: 3 hrs

Prescribed Text:

Centre Stage edited by Sunita Siroha, S.S. Rehal and Dinesh Kumar and published by Orient Blackswan, New Delhi.

Workload: 8 periods of 45 minutes duration per week for Text. 2 periods of 45 minutes duration per week for Grammar and Composition for a group of 20 students.

Instructions to the Paper-setter and Students:

Note: All questions are compulsory.

- Q.No.1. Explanation of one extract out of the given two with reference to the context. (8 Marks)
- Q.No.2.(a) Very short answer type text-based questions: Students will be required to answer any six out of the given eight questions in a word/phrase/sentence. (6 Marks)
- (b) Students will be required to attempt any two out of the given three questions based on the text in 100 words each. Short answer type questions also may not be the same as given in the exercises. (6+6 Marks)
- Q.No.3. Long answer type question based on the text, to be answered in about 300 words on any one of the given two questions. The questions will be designed to test the candidate's critical understanding of the text. (12 Marks)
- Q.No.4(a) Writing Skills: This question, with internal choice, will be based on the topics discussed in the text-book under the title "Extended Language Skills" except "Translation". (15 Marks)
- (b) Students will be required to transcribe and mark primary stress on any ten words out of the given fifteen words. (10 Marks)
- [For visually challenged candidates only] There will be a question based on vocabulary.
- (c) Vocabulary exercise (any five out of the given eight). (5 Marks)
- Q.No.5 Translation:
- (a) Students will be required to translate one short passage from Hindi into English. (6 Marks)
- (b) Students will be required to translate one short passage from English into Hindi. (6 Marks)
- Or (In lieu of translation for Foreign students only)
- Make a précis of a prose passage (300 words). (12 Marks)

Preveen Kalia

B. A. Part III
English (Compulsory)
Semester V
Session 2016-2017

Scheme of Examination

Total Marks: 100
Theory: 80
Int. Assessment: 20
Time: 3 Hours

Prescribed Text: To be got published by CDLU, Sirsa
Work Load: 8 Periods of 45 minutes duration per week for Text and 2 periods of 45 minutes duration per week for composition for a group of 20 students

Instructions to the Paper-Setter and Students

- In Question 1, students will be required to answer any *four* out of the given *six* in about 100 words each from the prescribed text. 4x4 =16
- Question 2 will be an essay type question (with internal choice) from the prescribed text. 14
- In Question 3, students will be required to give answers to the questions that follow a passage from the prescribed text. 6
- In Question 4, students will be required to write short notes on any *three* literary terms out of the given *five*. Students are also required to illustrate the term by citing from the prescribed text. 3x3 =9
- Question 5 will be a 'Do as Directed' type question based on following items:
- (A) Conversion of Sentences – from simple to compound and complex sentences. 6
 - (B) Conditional Clauses 6
 - (C) Defining and Non-Defining Clauses 6
- [Standard Grammar books like *A Handbook of English Grammar* by R. W. Zandvoort and *A Comprehensive Grammar of English Language* by Randolph Quirk]
- In Question 6, students will be required to develop a short story on the basis of the given outline/hints 5
- In Question 7, students will be required to make a précis of a passage of about 300 words. 12

Done by *testa*
5/18/17

B.A.III English (Compulsory)

Semester VI Jan.2017

(w.e.f. Session 2016-17)

Title – *Interpreting A Play: The Merchant of Venice*

&

Developing Composition Skills

Edited by Deepti Dharmani, Pankaj Sharma and Umed Singh :

Macmillan Publishers India Pvt.Ltd.

A Compulsory textbook prescribed for BA 6th Semester

CDLU Sirsa, MDU Rohtak, KU Kurukshetra

Work Load : 8 periods of 45 minutes a week for Text

2 periods of 45 minutes a week for composition for a group of 20 students

Text: To be prepared and got published by CDLU, Sirsa

Scheme of Examination

Total Marks	:	100
Theory	:	80
Internal Assessment	:	20

Time 3 Hours

Instructions to the Paper Setter and the Students

- Q.1 a) Explanation with reference to the context of a given passage (with internal choice) taken from the prescribed text. 8
- b) Short answer type questions: Students will be required to give answers (in about 50 words) to five questions out of given eight questions based on the prescribed text: 3X5 = 15
- Q.2 Students will be required to attempt one essay type question based on the prescribed text (with internal choice). 12

- Q.3 a) Students will be required to write a précis of an unseen prose passage of about 400 words. 10
- b) Students will be required to attempt a summary/abstract of a given unseen passage of about 250 words. 10
- c) Students will be required to attempt one word substitute of any five of the given eight: This question will be set from the prescribed text book. 5
- Q.4 Letter Writing: Business & Official letters based on the text but not necessarily the same.
Students will be required to attempt one of the given two. 10
- Q.5 Comprehension of an unseen passage 10

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B.A. (ECONOMICS)
Semester-I
PAPER 1 : Microeconomics – I

Max. Marks: 80
Internal Assessment: 20
Time: 3 Hrs.

Unit-I

The Economic Problem: Scarcity and Choice, Functions of an Economic System, Circular Flow of Economic Activities, System of Economic Organization, Micro and Macro Economics, Law of Demand, Elasticity of Demand: concept, types, measurement, determinants and importance.

Unit -II

Consumer Theory: Concept of utility, Cardinal utility analysis, marginal and total utility, consumer's equilibrium, Derivation of demand curve, consumer's surplus.

Ordinal Utility Theory: Indifference curves analysis, characteristics, budget line, marginal rate of substitution, Consumer's Equilibrium, Price, income and substitution effects, Derivation of demand curve, Limitations of utility theory of demand.

Unit-III

Producer's behaviour and Supply: Supply, Firm as an agent of production, Law of variable proportions, Returns to scale, characteristics of Iso-quants, Ridge lines, least cost combination of factors, Internal and external economies and diseconomies, Movements and shifts in supply curve, Elasticity of supply.

Unit - IV

Cost Analysis: Concepts of costs, short period costs and long period costs, Modern Theory of costs,

Revenue: Concepts of revenue; total, average and marginal revenue and their relationships, Break-even-analysis & its uses

Note: -

The question paper will consist of 9 questions. The candidate will be asked to attempt 5 questions in all selecting one question from each unit. Question 9 shall be compulsory consisting of short answer type nine questions of two marks each and spread over the entire syllabus. All questions will carry equal marks.

Books recommended:

1. Paul Samuelson and Nordhaus: Economics, Tata McGraw Hill Publishing Company, New Delhi.
2. N. Gregory Mankiw: Principles of Economics, Thomson.
3. J.E. Stiglitz and G.E. Walsh: Principles of Economics, W.W. Norton & Co. N.Y.
4. R.G. Lipsey, and KA. Chrystal, Principles of Economics Oxford University Press, Oxford.
5. A. Kousiomyonnis, Modern Microeconomics, Macmillan.
6. R.G. Lipsey and KA. Chrystal, Economics, Oxford University Press, Oxford.

B.A. (ECONOMICS)
Semester-II
PAPER 1 : Microeconomics – II

Max. Marks: 80
Internal Assessment: 20
Time: 3 Hrs.

Unit – I

Market Structures, Perfect Competition: Characteristics and assumptions, Price determination under perfect competition, Equilibrium of the firm and industry in the short period and the long period.

Monopoly: Characteristics, Equilibrium of the monopoly firm in short period and long period, Concept of supply-curve under monopoly, Price discrimination, Measure of monopoly power.

Unit-II

Imperfect Market: Monopolistic competition, characteristics, short period and long period equilibrium of the firm, Group-equilibrium, selling costs, product differentiation, excess capacity. Oligopoly: Characteristics, emergence of oligopoly, Cournot's model, Bertrand's model, Price rigidity, Price leadership, Collusive and non-collusive oligopoly.

Unit-III

Market failure: Market efficiency, Reasons for Market failure, Public goods and externalities, transaction costs, asymmetric information, public policy towards monopoly and competition.

Unit-IV

Theory of factor pricing: Marginal productivity theory of distribution, Backward bending supply curve of labour, Ricardian and modern theory of rent, quasi-rent, net and gross interest, theories of interest, net and gross profit, theories of profit.

Note: -

The question paper will consist of 9 questions. The candidate will be asked to attempt 5 questions in all selecting one question from each unit. Question 9 shall be compulsory consisting of short answer type nine questions of two marks each and spread over the entire syllabus. All questions will carry equal marks.

Books recommended:

1. Paul Samuelson and Nordhaus: Economics), Tata McGraw Hill Publishing Company, New Delhi.
2. N. Gregory Mankiw: Principles of Economics, Thomson.
3. J.E. Stiglitz and G.E. Walsh: Principles of Economics, W.W. Norton & Co. N.Y.
4. R.G. Lipsey, and K.A. Chrystal, Principles of Economics Oxford University Press, Oxford.
5. A. Kousiolyionnis , Modern Microeconomics, Macmillan.
6. R.G. Lipsey and K.A. Chrystal, Economics, Oxford University Press, Oxford.

Note: -

The question paper will consist of 9 questions. The candidate will be asked to attempt 5 questions in all selecting one question from each unit. Question 9 shall be compulsory consisting of short answer type nine questions of two marks each and spread over the entire syllabus. All questions will carry equal marks.

B.A. – II (ECONOMICS)
SEMESTER- III

Macroeconomics-I

Max. Marks: 80
Internal Assessment: 20
Time: 3 Hrs.

Unit-I

Introduction to Macroeconomics and National Income Accounting

Macroeconomics: Nature and Scope; Macroeconomic Issues in an Economy. Concepts of GDP and National Income; Measurement of National Income and Related Aggregates; Nominal and Real Income; Limitations of the GDP concept. Methods of measurement of India's National Income by CSO.

Unit-II

National Income Determination

Actual and potential GDP; Aggregate Expenditure –Consumption Function , Investment Function; Equilibrium GDP; Concepts of MPC , APC, MPS, APS. Autonomous Expenditure; The Concept of Multiplier.

Unit-III

National Income Determination in an Open Economy with Government

Fiscal Policy - Impact of Changes in Govt.Expenditure and Taxes; Net Export Function; Net Exports and Equilibrium GDP.

Unit-IV

GDP and Price Level in Short and Long Run

Aggregate Demand and Aggregate Supply; Multiplier Analysis with AD curve and Price level Changes; Aggregate Supply in Short Run and Long Run.

Reference:

1. R.G.Lipsey and K.A.Chrysal: Principles of Economics (Latest Edition) (Oxford University Press).
2. Joseph E. Stiglitz and Carl E. Walsh Principles of Macroeconomics, W.W. Norton & Company, Inc., New York, N.Y.
3. Paul A. Samuelson and William D. Nordhans (Indian Adoption by Sudip Choudhary and Anindya Sen) : Economics, Tata Mcgraw Hill, New Delhi
4. N. Gregorgy Mankin: Principles of Macro Economics, Cengage Learning India Pvt. Ltd. New Delhi.
5. Ackley, G (1978), Macroeconomics: Theory and Policy, Macmillan, New York.
6. Banson, W.a. (1989), Macroeconomic Theory and Policy (3rd Ed.), Harper & Row, New York.
7. Shapiro, E (1996), Macroeconomic Analysis Galgotia Publication, New Delhi.

B.A. – II (ECONOMICS)
SEMESTER- IV

Macroeconomics-I

Max. Marks: 80
Internal Assessment: 20
Time: 3 Hrs.

Money in a Modern Economy

Concept of Money in a Modern Economy; Monetary Aggregates; Demand for Money; Quantity Theory of Money; Liquidity Preference and Rate of Interest; Money Supply, Credit Creation and Monetary Policy.

Unit- II

IS-LM Analysis, Trade Cycle Theory and Growth Theory

Derivation of IS and LM Functions; IS-LM and Aggregate Demand; Shifts in AD Curve. Theories of Trade cycles: Samuelson and Hicks models, Harrod and Domar growth model.

Unit- III

Balance of Payments and Exchange Rate

Gains from International Trade, Balance of Payments; Market for Foreign Exchange; Determination of Exchange Rates.

Unit- IV

Public Finance

Nature and Scope of Public Finance, Principle of Maximum Social Advantage, Effects of Public Expenditure, Impact and Incidence of taxes, Characteristics of a Good Taxation System.

Reference:

1. R.G.Lipsey and K.A.Chrysal: Principles of Economics (Latest Edition) (Oxford University Press).
2. Joseph E. Stiglitz and Carl E. Walsh Principles of Macroeconomics, W.W. Norton & Company, Inc., New York, N.Y.
3. Paul A. Samuelson and William D. Nordhans (Indian Adoption by Sudip Choudhary and Anindya Sen) : Economics, Tata McGraw Hill, New Delhi
4. N. Gregory Mankin: Principles of Macro Economics, Cengage Learning India Pvt. Ltd. New Delhi.
5. Ackley, G (1978), Macroeconomics: Theory and Policy, Macmillan, New York.
6. Banson, W.a. (1989), Macroeconomic Theory and Policy (3rd Ed.), Harper & Row, New York.
7. Shapiro, E (1996), Macroeconomic Analysis Galgotia Publication, New Delhi.

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**BA (Economics) Pass Course
2013-14
Semester V
Development Economics**

**Max. Marks: 80
Internal Assessment: 20
Time: 3 Hrs.**

Unit –I

Features of U.D.C's, Economic Growth and Development; Determinants, Measurement and obstacles of Economic Development, Vicious Circle of Poverty.

Unit-II

Balanced and Unbalanced Growth Theories, Lewis' Model and Leibenstein's Critical minimum effort thesis.

Unit III

Environment, Meaning, features and components of Environment.Scope of Environmental Economics; Environment as a necessity and luxury.Population-Environment linkage.Features of Environment as a public good.

Unit IV

Natural Resources; Environmental pollution, types, causes and effects. Control policies; Environmental legislations in India. Sustainable Development: meaning; indicators, measurement and importance of Sustainable Development.

Note:-

The question paper will consist of 9 questions. The candidate will be asked to attempt 5 questions in all, selecting one question from each unit. Question 9 shall be compulsory consisting of short answer type nine questions of two marks each and spread over the entire syllabus. All questions will carry equal marks.

Book recommended:

1. G. Meir and James E. Rauch (2000), "Leading Issues in Economic Development," Oxford University Press, New York.
2. Goodstein, E.S. (2002), "Economics and the Environment, 3rd edition, Prentice Hall.
3. Sinha
4. S.K. Mishra and V.K. Puri, "Indian Economy", Himalaya Publishing House, New Delhi.
5. Ray, Debraj (2004), "Development Economics," Oxford University Press, New Delhi.
6. Ghatak, Subrata (2003), Introduction to Development Economics, Routledge, London, New York.
7. Thirwall, A. P. (2003), "Growth and Development," 7th ed. Palgrave Macmillan, New York.

**BA (Economics) Pass Course
2013-14
Semester VI
International Economics**

**Max. Marks: 80
Internal Assessment: 20
Time: 3 Hrs.**

Unit-I

Inter-regional and International Trade; Comparative Cost Theory; Heckscher-Ohlin Theory; Rate of Exchange Determination; Mint Par Theory and Purchasing Power Parity Theory

Unit-II

Fixed and Flexible Exchange Rate; Exchange Rate Policy in India. Free Trade Vs Protection; Terms of Trade, Exchange Control.

Unit-III

Change in Value, Volume, Composition and direction of Foreign Trade in India since 1991; Balance of Trade and Balance of Payments Structure, causes of adverse Balance of Payment in India and measure to correct it. Foreign Trade Multiplier.

Unit-IV

Objectives, Functions and advantages for India of International Monetary Fund; World Bank; World Trade Organisation and South Asian Association for Regional Cooperation Preferential Trading Arrangement (SAFTA).

Note:-

The question paper will consist of 9 questions. The candidate will be asked to attempt 5 questions in all selecting one question from each unit. Question 9 shall be compulsory consisting of short answer type nine questions of two marks each and spread over the entire syllabus. All questions will carry equal marks.

Book recommended:

1. Bo-Soderston, "International Economics", Macmillan Press, London.
2. Alok Ghosh, "Indian Economy", World Press, Calcutta.
3. A.N. Aggarwal, "Indian Economy", Vikas Publication, New Delhi.
4. Rudra Dutta and KPM Sundram, "Indian Economy", S.Chand Publication, New Delhi.
5. S.K. Misra and V.K. Puri, "Indian Economy", Himalaya Publishing House, New Delhi.

SCHEME OF B.A. Part-I (PASS COURSE)
IN POLITICAL SCIENCE
SEMESTER SYSTEM 2017-2018

<i>Class</i>	<i>Nomenclature of Paper</i>	<i>Internal Assess.</i>	<i>Theory Total Marks</i>	<i>Time</i>
B.A. (Sem. I)	Option (i) Indian Constitution	20	80 100	3 Hrs.
-do-	Option (ii) International Relations-I	20	80 100	3 Hrs.
B.A. (Sem.II)	Option (i) Indian Politics	20	80 100	3 Hrs.
-do-	Option (ii) International Relations-II	20	80 100	3 Hrs.
B.A. Part - II				
B.A. (Sem. III)	Option (i) Principles of Political Sciences-I	20	80 100	3 Hrs.
-do-	Option (ii) Indian Political Thinker-I	20	80 100	3 Hrs.
B.A. (Sem.IV)	Option (i) Principles of Political Sciences-II	20	80 100	3 Hrs.
-do-	Option (ii) Indian Political Thinkers-II	20	80 100	3 Hrs.
B.A. Part -III				
B.A. (Sem. V)	Option (i) Comparative Politics	20	80 100	3 Hrs.
-do-	Option (ii) International Organization-I	20	80 100	3 Hrs.
B.A. (Sem.VI)	Option (i) Comparative Constitutions of UK & USA	20	80 100	3 Hrs.
-do-	Option (ii) International Organization-II	20	80 100	3 Hrs.

NOTE :- The students are required to opt only one out of two Optional papers in each Semester.

MAHARSHI DAYANAND UNIVERSITY ROHTAK
B.A. Part-I, Political Science (Pass Course)
Semester-I

Syllabi and Courses of Reading

NOTE: There will be two Optional papers. The students will have to opt only one paper out of the two papers. The maximum marks are 100. (Theory 80, Internal Assessment 20).

Option (i) : Indian Constitution

M. Marks: 80

Internal Assessment: 20

Time: 3 Hours

Note: The candidate will be required to attempt 5 questions in all. Question 1 consisting of (preferably eight) number of short answer type question (having no internal choice) spread over the whole syllabi should be compulsory. The candidate will be required to attempt 4 questions selecting at least one from each unit. All questions will carry equal marks.

UNIT-I

Indian Constitution – Sources and Features, Preamble, Fundamental Rights, Fundamental Duties and Directive Principles of State Policy.

UNIT-II

Union and State Executive – President, Prime Minister, Council of Ministers; State Executive – Governor, Chief Minister and Council of Ministers.

UNIT-III

Union and State Legislature – Parliament-Composition and Functions; Speaker of Lok Sabha Amendment Process; State Legislature-Vidhan Sabha; Panchayati Raj

UNIT-IV

Judiciary – Supreme Court, High Courts, Judicial Review.

Reading:

1. G. Austin, *The Indian Constitution: Corner Stone of a Nation*, Oxford, Oxford University Press, 1966.
2. D.D. Basu, *An Introduction to the Constitution of India*, New Delhi, Prentice Hall, 1994.
3. D.D. Basu and B. Parekh (ed.), *Crisis and Change in Contemporary India*, New Delhi, Sage, 1994.
4. C.P. Bhambhri, *The Indian State: Fifty Years*, New Delhi, Shipra, 1997.
5. P. Brass, *Politics of India Since Independence*, Hyderabad, Orient Longman, 1990.
6. R. Kothari, *Politics in India*, New Delhi, Orient Longman, 1970.
7. W.H. Morris Jones, *Government and Politics in India*, Delhi, BL Publications, 1974.
8. J.R. Siwach, *Dynamics of Indian Government & Politics*, New Delhi, Sterling Publishers, 1985.

MAHARSHI DAYANAND UNIVERSITY ROHTAK
B.A. Part-I, Political Science (Pass Course)
Semester-II
Syllabi and Courses of Reading

Note: The candidate will be required to attempt 5 questions in all. Question 1 consisting of (preferably eight) number of short answer type question (having no internal choice) spread over the whole syllabi should be compulsory. The candidate will be required to attempt 4 questions selecting at least one from each unit. All questions will carry equal marks.

Option (i) : Indian Politics

M. Marks : 80
Internal Assessment : 20
Time : 3 Hours

Note : Students are required to attempt five questions in all, selecting one question from each unit. Question No. 9 (Short Answers) will be from entire syllabus and is compulsory. This section will consist of eight short answer questions of 2 marks each.

UNIT-I

Federalism and its Working with reference to Centre-State Relations, Demand for State

Autonomy; Emerging Trends in Indian Federalism.

UNIT-II

Election Commission, Electoral Process and its Defects and Voting Behaviour, Electoral Reforms, Problem of Defection.

UNIT-III

Party System in India: National and Regional Political Parties.

UNIT-IV

Role of Caste, Religion, Language, Regionalism in India, Politics of Reservation.

Reading:

1. D.D. Basu and B. Parokh (ed.), Crisis and Change in Contemporary India, New Delhi, Sage, 1994.
2. P. Brass, Politics of India Since Independence, Hyderabad, Orient Longman, 1990.
3. S. Kaushik (ed.), Indian Government and Politics, Delhi University, Directorate of Hindi Implementation racy and Discontent: India's Growing Crisis of Governability, Cambridge, Cambridge University Press, 1991.
4. R. Kothari, Politics in India, New Delhi, Orient Longman, 1970.
5. R. Kothari, Party System and Election Studies, Bombay, Asia Publishing House, 1967.
6. J.R. Siwach, Dynamics of Indian Government & Politics, New Delhi, Sterling Publishers, 1985.
7. R. Thakur, The Government & Politics of India, London, Macmillan, 1995.

MAHARSHI DAYANAND UNIVERSITY ROHTAK
B.A. Part-II, Political Science (Pass Course)
Semester-III
Syllabi and Courses of Reading

Note: The candidate will be required to attempt 5 questions in all. Question 1 consisting of (preferably eight) number of short answer type question (having no internal choice) spread over the whole syllabi should be compulsory. The candidate will be required to attempt 4 questions selecting at least one from each unit. All questions will carry equal marks.

(Option-ii) Indian Political Thinkers-I

Max. Marks : 80

Internal Assessment :

20

Time : 3 Hrs.

Note : Students are required to attempt five questions in all, selecting one question from each unit. Question No. 9 (Short Answers) will be from entire syllabus and is compulsory. This section will consist of eight short answer questions of 2 marks each.

Unit-I

Raja Ram Mohan Ray and Swami Dayanand,

Unit-II

Dada Bhai Narojee and Gopal Krishan Gokhale

Unit-III

Swami Vivekanand and Aurbind Ghosh

Unit-IV

Lala Lajpat Rai and Bal Gangadhar Tilak

Readings

1. A.S. Altekar, *State and Government in Ancient India*, Delhi, Motilal Banarsidass, 1966.
2. A.Appadorai, *Documents on Political Thought in Modern India*, 2 Vols. Bombay Oxford University Pres, 1970.
3. S. Ghose, *Modern Indian Political Thought*, Delhi, Allied, 1984.
4. V.R. Mehta, *Foundations of Indian Political Thought*, New Delhi, Manohar, 1992.
5. T. Pantham, and K. Deusch (eds), *Political Thought in Modern India*, New Delhi, Sage, 1986.
6. B. Parekh and T. Pantham (eds), *Political Discourse: Exploration in Indian and Western Political Thought*, New Delhi, Sage, 1987.
7. V.R. Mehta, *Foundations of Indian Political Thought*, New Delhi, Manohar, 1992.

MAHARSHI DAYANAND UNIVERSITY ROHTAK
B.A. Part-II, Political Science (Pass Course)
Semester-IV
Syllabi and Courses of Reading

Note: The candidate will be required to attempt 5 questions in all. Question 1 consisting of (preferably eight) number of short answer type question (having no internal choice) spread over the whole syllabi should be compulsory. The candidate will be required to attempt 4 questions selecting at least one from each unit. All questions will carry equal marks.

Option (ii) : Indian Political Thinkers

Max. Marks : 80
Internal Assessment : 20
Time : 3 Hrs.

Note : Students are required to attempt five questions in all, selecting one question from each unit. Question No. 9 (Short Answers) will be from entire syllabus and is compulsory. This section will consist of eight short answer questions of 2 marks each.

Unit-I

Mahatma Gandhi and M.N. Roy

Unit-II

Jawaharlal Nehru and B.R. Ambedkar

Unit-III

Subhash Chander Bose and Bhagat Singh

Unit-IV

J.P. Narayan and Ram Manohar Lohia

Readings

1. A.Appadorai, Indian Political Thinking Through the Ages, Delhi Khanna Publishers, 1992.
2. K.P. Karunakaran, Indian Politics from Dababhai Naoroji to Gandhi : A Study of Political Ideas of Modern India, New Delhi, Gitanjali, 1975.
3. V.R.Mehta, Foundations of Indian Political Thought, New Delhi, Manohar, 1992.
4. V.P. Verma, Modern Indian Political Thought, Agra, Lakshmi Narain Aggarwal, 1974

MAHARSHI DAYANAND UNIVERSITY ROHTAK

B.A. Part-III, Political Science (Pass Course)

Semester-V

Syllabi and Courses of Reading

Note: The candidate will be required to attempt 5 questions in all. Question 1 consisting of (preferably eight) number of short answer type question (having no internal choice) spread over the whole syllabi should be compulsory. The candidate will be required to attempt 4 questions selecting at least one from each unit. All questions will carry equal marks.

Option (ii) : International Organization-I

Max. Marks: 80

Internal Assessment: 20

Time: 3 Hrs.

Note: Students are required to attempt five questions in all, selecting one question from each unit. Question No. 9 (Short Answers) will be from entire syllabus and is compulsory. This section will consist of nine short answer questions of 2 marks each.

Unit-I

International Organization: Meaning, Nature and Scope.
Evolution and growth of International Organization.

Unit-II

League of Nations, Structure, Objectives, Functions and Causes of Failure.

Unit-III

U.N.O.: Origins, Objectives and Principles, Membership, Structure and Functions.
Organs of United Nations: General Assembly, Security Councils, Economic and Social Council,
U.N. Secretariat, International Court of Justice

Unit: IV

Specialized Agencies of the United Nations: UNESCO, IMF, ILO, UNICEF, WHO.

Readings:

1. E. Luard, A History of the United Nations, London, Macmillan, 1989.
2. W.H. Lewis (ed.), The Security Role of the United Nations, New York, Praeger, 1991.
3. P. Buchr and L. Gordenker, The United Nations in the 1990s, London, Oxford University Press, 1992.
4. K. P. Saxena, Reforming the United Nations : The Challenge and Relevance, New Delhi, Sage, 1993.

MAHARSHI DAYANAND UNIVERSITY ROHTAK

B.A. Part-III, Political Science (Pass Course)

Semester-VI

Syllabi and Courses of Reading

Note: The candidate will be required to attempt 5 questions in all. Question 1 consisting of (preferably eight) number of short answer type question (having no internal choice) spread over the whole syllabi should be compulsory. The candidate will be required to attempt 4 questions selecting at least one from each unit. All questions will carry equal marks.

Option (ii) : International Organization-II

Max. Marks : 80

Internal Assessment : 20

Time : 3 Hrs.

Note : Students are required to attempt five questions in all, selecting one question from each unit. Question No. 9 (Short Answers) will be from entire syllabus and is compulsory. This section will consist of nine short answer questions of 2 marks each.

Unit-I

Regional Organizations, European Community, SAARC, ASEAN

Unit-II

UN and Social Justice: Human Rights, Decolonization.

Unit-III

Working of the U.N. towards Peace : Peace Making, Peace, Enforcement, Peace building and Peace Keeping, An Assessment of U.N.

Unit: IV

UN and the Third World: Reforms and Democratization of U.N. System. India's claim for Permanent Membership of the Security Council.

Readings

1. Richard K. Ashley, "The Eye of Power : The Politics of World Modelling," *International Organization*, Vol. 37, No. 3, 1983.
2. E. Laurd, *A History of the United Nations*, London, Macmillan, 1989.
3. W.H. Lewis (ed.), *The Security Role of the United Nations*, New York, Praegar, 1991.
4. P. Buchr and L. Gordenker, *The United Nations in the 1990s*, London, Oxford University Press, 1992.
5. Rikhey, *Strengthening UN Peace keeping*, London, Hurst and Co., 1993.
6. K. P. Saxena, *Reforming the United Nations : The Challenge and Relevance*, New Delhi, Sage, 1993.

**Scheme of Examination of B.A. 1st year History (Pass Course)
2014-15**

Name of the Paper	1 st Semester			
	Max. Marks	Theory	Internal Assessment	Time
Paper-I: History of India (Earliest times to c. 1200 A.D.)	100	80	20	3Hrs.
	2 nd Semester			
Paper-II : History of India (c. 1200 A.D. to 1707 A.D.)	100	80	20	3Hrs.

**Scheme of Examination of B.A. 2nd year History (Pass Course)
2015-16**

3 rd Semester				
Paper-III : History of India (c. 1707 to 1947 A.D.)	100	80	20	3Hrs.
	4 th Semester			
Paper-IV : History of Haryana (Earliest Times to 1947 A.D.)	100	80	20	3Hrs.

**Scheme of Examination of B.A. 3rd year History (Pass Course)
2016-17**

5 th Semester				
Paper-V: Ancient & Modern World	100	80	20	3Hrs.
	6 th Semester			
Paper-VI : Modern World	100	80	20	3Hrs.

B.A. 1st year History (Pass Course) : 1st Semester

Paper-I : History of India (earliest times to c. 1200 A.D.)

Max. Marks	: 100
Theory	: 80
Internal Assessment	: 20
Time	: 3 Hrs.

Note: The paper setter shall set nine questions in all, taking two questions from each unit and one compulsory question (Q.No. 9) containing eight short answer type questions of two marks each covering the entire syllabus. The candidate shall attempt five questions in all selecting one question from each unit and the compulsory question. All questions shall carry equal marks.

Unit-I

1. **Reconstructing and Interpreting Ancient India**
 - a. Defining History, History and Past
 - b. Sources of Ancient India
2. **Pre-Historical Age**
 - a. Main features of Palaeolithic, Mesolithic and Neolithic Cultures of India
3. **Harappan Civilization**
 - a. Origin, Extent and Town Planning
 - b. Economy and Religion
 - c. Problem of Decay

Unit-II

4. **The Vedic Age (c.1500 B.C. to 600 B.C.)**
 - a. Social, Economic Activities
 - b. Political, Religious Activities
5. **Second Urbanization and the rise of Territorial States**
6. **New Religious Movements : Jainism & Buddhism**
7.
 - a. **Foreign Invasions:** Achaemenian and Masedonian, their Impacts.
 - b. **Mauryan Empire:** Formation and Consolidation
 - : Ashoka's Dhamma
 - : Social and Economic condition
 - : Decline of Empire
8. **Post Mauryan Age**
 - a. The Kushanas
 - b. Salavahanas
 - c. Cholas
9. **Gupta Empire**
 - a. Formation and Consolidation
 - b. Contribution to Indian Culture
- Post Gupta period**
 - a. Pushpabhutis
 - b. Tripartite Struggle- Pratiharas, Palas, Rastrakutas
 - c. Arab & Turkish invasions and their Impacts.

Unit-IV

Maps:

1. Important sites of Harappan Civilization
2. Extent of Ashoka's Empire and Pillar Edicts
3. Ports and Trade routes of Ancient India
4. Extent of Kushana's Empire

5. Extent of Harshavardhana Empire

Suggested Readings :

- Jha, D.N. *Prachin Bharat*, Hindi Madhyam Karyanvaya Nideshalaya, University of Delhi, 1995
- Jha , D.N.and K.M. Srimall (ed.) *Prachin Bharat ka Itihas*, Hindi Madhyam Karyanvaya Nideshalaya , University of Delhi, 2007
- Majumdar, R.C. *Prachin Bharat*, Motilal Banarsidass, Delhi, 1973
- Mukharjee, R.K. *Prachin Bharat*, Raj Kamal Prakashan, New Delhi, 1990
- Pandey, A.B. *Purve Madhyakalin Bharat*, Central Book Depot, Allahabad, 1999 (Rev. edn.)
- Raychaudhry, H.C.: *Political History of Ancient India*, University of Calcutta, 1972
- Sharma, R.S. *Aspects of Political Ideas and Institutions in Ancient India* Motilal Banarasidass, Delhi, 1996 (Rev. Edn.)
- Sharma, R.S. *Prarambhik Bharat ka Aarthik aur Samajik Itihas*, Hindi Madhyam Karyanvaya Nidishalaya, University of Delhi, 2000.
- Thapar, Romila *Adikalin Bharat ki Vyakhya*, Granth Shilpi, Delhi, 2008
- *Ancient Indian Social History*, Orient Longman, New Delhi, 2004
- *A History of India*, Vol. I, Penguin, 1966
- *Ashok aur Maurya Samrajya ka Patan*, Granth Shilpi, Delhi, 1997
- *Interpreting Ancient India*, Granth Shilpi, New Delhi, 1985
- *Vansh se Rajya Tak*, Granth Shilpi, New Delhi, 2004

B.A. 1st year History (Pass Course) : IInd Semester

Paper-II : History of India (c.1200 A.D. to 1707 A.D.)

Max.Marks	:	100
Theory	:	80
Internal Assessment	:	20
Time	:	3 Hrs.

Note: The paper setter shall set nine questions in all, taking two questions from each unit and one compulsory question (Q.No. 9) containing eight short answer type questions of two marks each covering the entire syllabus. The candidate shall attempt five questions in all selecting one question from each unit and the compulsory question. All questions shall carry equal marks.

Unit-I

1. **Reconstructing and Interpreting Medieval India** : Definition, Sources
2. **Delhi Sultanate**: Establishment and Consolidation under Early Turks-Albek, Iltutmish, Balban
3. **Expansion of Delhi Sultanate** under Khlijs and Tughlaqs,
Disintegration of Delhi Sultanate

Unit-II

4. **India on the eve of Babur's invasion**: His major achievements
5. **Second Afghan Empire**: Shershah Suri and his major achievements
6. **Consolidation and Expansion of Mughal Empire** : Akbar, Jahangir, Shahjahan, Aurangzeb

Unit-III

7. **Administrative Institutional Developments**:
Iqtadari, Mansabdari
8. **Economic Aspects during Medieval Period** :
a. Land Revenue System
b. Industries, Trade and Commerce
9. **Socio-Religious Life during Medieval Period** :
a. Bhakti Movement
b. Sufi Movement
c. Din-e-Ilahi
d. Art and Architecture

Unit-IV

Map:

1. Extent of Sultanate under Alauddin Khalji
2. Urban Centres during Sultanate period
3. Political Condition of India on the eve of Babur's invasion
4. India under Akbar(1605 A.D.)
5. India under Aurangzeb(1707 A.D.)

B.A. 2nd year History (Pass Course) : IIIrd Semester**Paper -III : History of India (c.1707-1947 A.D.)**

Max.Marks	: 100
Theory	: 80
Internal Assessment	: 20
Time	: 3 Hrs.

Note: The paper-setter shall set nine questions in all, taking two questions from each unit and one compulsory question (Q.No. 9), containing eight short answer type questions of two marks each, covering the entire syllabus. The candidate shall attempt five questions in all, selecting one question from each unit and the compulsory question. All questions shall carry equal marks.

Unit-I

- 1. Disintegration of central authority**
 - a. Decline of Mughal Empire and Rise of successor states
 - b. British Conquest of India: its nature: a brief survey- Eastern India- Bengal; Southern India- Mysore and Marathas ;North and Western India-Awadh, Sind and Punjab
- 2. Consolidation of British rule and resistance**
 - a. Administration and Foreign policy
 - b. Early resistance and Revolt of 1857

Unit-II

- 3. Society of India**
 - a. Social condition in 18th century
 - b. Indian cultural renaissance
 - c. Social impact of British rule
- 4. Economy of India**
 - a. Economic condition in 18th century
 - b. British land revenue policy
 - c. Rise of Modern Industry
 - d. Economic impact of British rule

Unit-III

- 5. Emergence of Nationalism**
 - a. Causes of the emergence of National Movement
 - b. Indian National Congress and National Freedom Movement (1885-1947)
 - c. Revolutionaries
- 6. Towards Freedom**
 - a. Constitutional Development: 1909 to 1935
 - b. Emergence of Communal and separatists politics
 - c. Negotiations for independence and transfer of power

Unit-IV**Maps**

1. India during 1764
2. Important places of 1857 Revolt
3. Centers of socio-religious movements.
4. Important places of Revolutionary Movements.
5. Places associated with significant sessions of Indian National Congress

Suggested Readings:

Bipan, Chandra(ed.)	<i>Bharat ka Swatantrata Sangharsh</i> , Hindi Madhyam Karyanvay Nideshalay, University of Delhi, 1998
Desai,A.R.	<i>Bhartiya Rashtravad ki Samajik Prishthabhumi</i> , Macmillan, Delhi, 1967
Kashyap, Subhash	<i>Swatantrata Andolan ka Itihas</i> , Hindi Madhyam Karyanvay Nideshalay, University of Delhi,1997
Ray, Satya M.(ed.)	<i>Bharat mein Upriveshwad aur Rashtravad</i> , Hindi Madhyam Karyanvay

B.A. 2nd year History (Pass Course) : IVth Semester

Paper-IV: History of Haryana (from earliest times to 1947 A.D.)

Max.Marks	: 100
Theory	: 80
Internal Assessment	: 20
Time	: 3 Hrs.

Note: The paper-setter shall set nine questions in all, taking two questions from each unit and one compulsory question (Q.No. 9), containing Eight short answer type questions of two marks each, covering the entire syllabus. The candidate shall attempt five questions in all, selecting one question from each unit and the compulsory question. All questions shall carry equal marks.

Unit-I

- 1. Regional Study : A case of Haryana**
 - a. General survey of sources of the History of Haryana
 - b. Stone age in Haryana: A brief survey
 - c. Harappan Civilization : General features
- 2. Towards State Formation**
 - a. Kurus, Historicity of the battle of Mahabharata
 - b. Rise of Republics: Yaudheyas and Agras
- 3. Rise of Powers during Early Medieval Period**
 - a. Pushpabhutis
 - b. Tomars

Unit-II

- 4. Battles and Revolts during Medieval Period**
 - a. Battles of Tarain and their impact
 - b. Battles of Panipat and their impact
 - c. Resistance of Jats, Revolt of Satnamis
- 5. Political Developments in 18th Century**
 - a. Nawabi Kingdoms and Intrusion of Sikhs
 - b. Marathas, George Thomas and East India Company

Unit-III

- 6. Political and Social Reactions of British Rule**
 - a. Revolt of 1857
 - b. Arya Samaj
 - c. Spread of Modern Education
- 7. Freedom Movement in Haryana**
 - a. Political consciousness and peoples' participation-1885-1919
- 8. Towards Freedom**
 - a. Mass Movements: Non-co-operation and Quit India Movement
 - b. Unionist Party
 - c. Praja Mandal Movement: A brief Survey

Unit-IV

Maps

1. Main centres of Harappan civilization in Haryana
2. Haryana at the time of Harshavardhana
3. Urban centres(1200 AD to 1700 AD) during Medieval Period
4. Major centres of 1857 Revolt in Haryana
5. Main centres of Freedom Struggle in Haryana

Suggested Readings:

Buddha Prakash	<i>Glimpses of Haryana</i> , Kurukshetra University Press, Kurukshetra, 1967
Buddha Prakash	<i>Haryana Through The Ages</i> , Kurukshetra University Press Kurukshetra, 1976
Fredman, J.L.,Lodrick, D.O. and Rudolph, L.I.(eds.)	<i>The Idea of Rajasthan: Exploration in Regional Identity</i> , Manohar Publication, New Delhi, 2001
Mittal, S.C.	<i>Haryana: Historical Perspective</i> , Atlantic Publishers, New Delhi, 1986
Phadke,H.A.	<i>Haryana: Ancient and Medieval</i> , Harman Publishing House, New Delhi, 1999
Rai, Gulshan	<i>Formation of Haryana</i> , B.R.Publishing Corporation, Delhi,1987
Singh, Pandaman & Shukla, S.P	<i>Freedom Struggle in Haryana and the Indian National Congress (1885-1985)</i> , Chandigarh, 1985
Shukla, S.P.	<i>India's Freedom Struggle and the Role of Haryana</i> , Criterion Publications, New Delhi, 1985
Yadav, J.N.Singh	<i>Haryana Studies in History and Politics</i> , Manohar Publication, Delhi, 1976
Yadav, K.C.	<i>Haryana Nihes evam Sanskriti</i> , Vol. 1-2, Manohar Publication, Delhi, 1998
Yadav, K.C.	<i>Haryana Ka Itihes</i> , Vol. 1-3, Macmillan, New Delhi, 1982

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B.A. III Year (Pass Course) - Semester V

Paper - V : Ancient and Medieval World

Max Marks	:	100
Theory	:	80
Internal Assessment	:	20
Time	:	3 Hrs.

Note: The paper setter shall set nine questions in all taking two question from each unit and one compulsory question (Q. No. 9) containing Eight short answer type questions of two marks each covering entire syllabus. The candidate shall attempt five questions in all selecting one question from each unit and the compulsory question. All questions shall carry equal marks.

Unit – I

1. **Pre-Historic Cultures**
 - (a) Hunting stage (Paleolithic)
 - (b) Hunting – gathering stage (Mesolithic)
 - (c) Food producing stage (Neolithic)
2. **Bronze Age Civilizations**
 - (a) Sumerian Civilization : Socio-economic structure
 - (b) Egyptian Civilization : Socio-economic structure
 - (c) Indus Civilization : Socio-economic structure

Unit - II

3. **Iron age civilizations**
 - (a) Greek civilization : Polity, Society and Economy
 - (b) Roman civilization : Polity, Society and Economy
 - (c) Indian civilization : P.G.W, Culture
4. **Feudalism in Medieval Europe**
 - (a) Feudalism : Definition, Rise, Features and Decline
 - (b) Role of Church in Medieval Europe

Unit – III

5. **Islamic World**
 - (a) Rise of Islam : Socio-Political background of Pre-Islamic Arabia, Evolution of Islamic State under Prophet Muhammad, Pious Caliphs
 - (b) State under Umayyads and Abbasids; Intellectual and cultural contribution of the Arab civilization
6. **Transition of Europe from Medieval to Modern Period :**
 - (a) Renaissance : Rise and it's impact
 - (b) Reformation : Rise and it's impact

Unit IV

7. **Map Work**
 - a. Indus valley civilization
 - b. Main centers of Greek-Roman civilization
 - c. Formation of empire under Abbasids

Suggested Readings

Anderson, Perry	Passages from Antiquity to Feudalism, Verso Publication, London, 1978.
Andes, Antony	Greek Society, Penguin, London, 1975 (reprint)
Childe, G.	What Happened in History, Penguin Books, London, 1964
Clark, Grahame	World Prehistory in New Perspective, Cambridge University Press, 1996 (reprint)
Duby, Shayam Charan	Manav aur Sanskriti, Raj Kamal, Delhi 1993.
Goyal, Shriram	Vishva ki Prachin Sabhyatayen, Vishavavidyalaya Prakashan, Varanasi, 1994
Pandey, Jainender	Puratattva Vimarsh, Prachya Vidya Sansthan, Allahabad, 1983
Pathak, Sushil Madhav	Vishva ki Prachin Sabhyataon ka Itihas, Bihar Hindi Granth Academy, Patna, 1986
Pössehl, Gregory (ed.)	Harappan Civilization: Contemporary Perspective, Oxford

B.A. III Year (Pass Course)- Semester VI

Paper VI : Modern World

Max Marks	: 100
Theory	: 80
Internal Assessment	: 20
Time	: 3 Hrs.

Note: The paper setter shall set nine questions in all taking two question from each unit and one compulsory question (Q. No. 9) containing Eight short answer type questions of two marks each covering entire syllabus. The candidate shall attempt five questions in all selecting one question from each unit and the compulsory question. All questions shall carry equal marks.

Unit - I

1. **Economic Development – I**
 - (a) Mercantilism
 - (b) Agricultural Revolution
 - (c) Technological Revolution
2. **Economic Development – II**
 - (a) Capitalism – Its stages and development
 - (b) Imperialism – Its theories and development

Unit - II

3. **Political Development – I**
 - (a) French Revolution
 - (b) Liberalism in Britain
 - (c) Nationalism in Germany & Italy
4. **Political Development – II**
 - (a) Russian Revolution
 - (b) Fascism in Italy
 - (c) Nazism in Germany

Unit – III

5. **Colonialism**
 - (a) Stages of Colonialism in India
 - (b) China and the West
 - (c) Japan and the West
6. **World in the Crisis**
 - (a) Ist World War and peace settlements
 - (b) IInd World War
7. **Non-Alignment Movement**
 - (a) Origin
 - (b) Development

Unit IV

8. **Maps**
 - i. Area of Agriculture Revolution
 - ii. Europe on the eve of French Revolution
 - iii. Unification of Italy
 - iv. Unification of Germany

Suggested Readings

B.Com (Pass Course)
Scheme of Examinations & Syllabi w.e.f session 2018-19

B.Com-I (1st Semester)

S.No.	Nomenclature of the Paper	Theory Marks	Internal Assessment	Total Marks	Time
1.01	Financial Accounting-I	80	20	100	3 Hrs.
1.02	Business Mathematics-I	80	20	100	3 Hrs.
1.03	Business Economics-I	80	20	100	3 Hrs.
1.04	Business Management –I	80	20	100	3 Hrs.
1.05	Business Communication Skills	80	20	100	3 Hrs
1.06	Basics of computers-I	50	50 (Practical)	100	3 Hrs

Total Marks = 600

B.Com-I (IInd Semester)

S.No.	Nomenclature of the Paper	Theory Marks	Internal Assessment	Total Marks	Time
2.01	Financial Accounting -II	80	20	100	3 Hrs.
2.02	Business Mathematics-II	80	20	100	3 Hrs.
2.03	Business Economics-II	80	20	100	3 Hrs.
2.04	Business Management –II	80	20	100	3 Hrs.
2.05	Business Environment	80	20	100	3 Hrs.
2.06	Basics of computers-II	50	50 (Practical)	100	3 Hrs.

Total Marks = 600

Environmental Studies (Qualifying Paper)

Total marks of 1st Year (1st and 2nd Semester) = 600 + 600 =1200

B.Com-II (Pass Course)
Scheme of Examinations & Syllabi w.e.f. session 2018-19

B.Com-II -IIIrd Semester

S.No.	Nomenclature of the Paper	Theory Marks	Internal Assessment	Total Marks	Time
3.01	Corporate Accounting-I	80	20	100	3 Hrs.
3.02	Business Statistics-I	80	20	100	3 Hrs.
3.03	Business Regulatory Framework-I	80	20	100	3 Hrs.
3.04	Corporate Law-I	80	20	100	3 Hrs.
3.05	Human Resource Management	80	20	100	3 Hrs.
3.06	Optional (Any one from the followings)	80	20	100	3 Hrs.
	i. Fundamental of Insurance				
	ii. Basics of Retailing				
	iii. Production Management				
	iv. Computer: Application of Information Technology in Business –I				

Total Marks = 600

B.Com-II –IVth Semester

S.No.	Nomenclature of the Paper	Theory Marks	Internal Assessment	Total Marks	Time
4.01	Corporate Accounting-II	80	20	100	3 Hrs.
4.02	Business Statistics-II	80	20	100	3 Hrs.
4.03	Business Regulatory Framework-II	80	20	100	3 Hrs.
4.04	Corporate Law-II	80	20	100	3 Hrs.
4.05	Marketing Management	80	20	100	3 Hrs.
4.06	Optional (Any one from the followings)	80	20	100	3 Hrs.
	i. Business Ethics				
	ii. Banking and Banking Law				
	iii. Secretarial Practices				
	iv. Computer: Application of Information Technology in Business –II				

Total Marks = 600

Total Marks of IInd Year (3rd and 4th Semester) = 600 + 600 = 1200

B.Com (Pass Course)
Scheme of Examinations w.e.f session 2018-19

B.Com-III –Vth Semester

S.No.	Nomenclature of the Paper	Theory Marks	Internal Assessment	Total Marks	Time
5.01	Taxation Law -I	80	20	100	3 Hrs.
5.02	Cost Accounting-I	80	20	100	3 Hrs.
5.03	Accounting for Management	80	20	100	3 Hrs.
5.04	Financial Market Operations	80	20	100	3 Hrs.
5.05	Entrepreneurship and Small Scale Business	80	20	100	3Hrs.
5.06	Optional (Any one out of followings)	80	20	100	3 Hrs.
	i. International Trade				
	ii. Investment Management				
	iii. Computer: Essentials of E-Commerce-I				
	iv. International Business Environment				

Total Marks = 600

B.Com-III –VIth Semester

S.No.	Nomenclature of the Paper	Theory Marks	Internal Assessment	Total Marks	Time
6.01	Taxation Law-II	80	20	100	3 Hrs.
6.02	Cost Accounting -II	80	20	100	3 Hrs.
6.03	Financial Management	80	20	100	3 Hrs.
6.04	Auditing	80	20	100	3 Hrs.
6.05	Goods and Services Tax & Customs Law	80	20	100	3 Hrs.
6.06	Optional (any one out of the followings)	80	20	100	3 Hrs.
	i. International Marketing				
	ii. Fundamentals of Operations Research				
	iii. Computer: Essentials of E-Commerce-II				
	iv. Tax Planning and Management				

Total Marks = 600

Total Marks of IIIrd Year(5th & 6th Semester) = 600 + 600 = 1200

Grand Total of B.Com. (Pass Course) = 1200+1200+1200 = 3600 Marks

B.Com I First Semester w.e.f session 2018-19

Financial Accounting –I

Code: L01

Time: 3 Hours

Theory Paper Max Marks: 80

Internal marks: 20

Note: The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Important: The Examiner will set at least *THREE* numerical and *THREE* theoretical questions in the question paper. .

Unit-I

Introduction: meaning, objectives, process, limitations and basic terms of Accounting; Generally accepted Accounting Principles; Journalizing, Posting and Preparation of trial balance.

Unit-II

Capital and revenue items; Reserves and Provisions; Depreciation: Meaning, causes, accounting procedure, methods of computing depreciation – straight line method and diminishing balance method, change of method.

Unit-III

Final Accounts with adjustments; Rectification of errors

Unit-IV

Accounting for non-profit organizations; Consignment accounts.

Suggested Readings:

1. Gupta R.L. and Radha Swami M., *Financial Accounting*, Sultan Chand and Sons., New Delhi.
2. Monga J.R., Ahuja Girish and Sehgal Ashok: *Financial Accounting*, Mayur Paper Back, Noida.
3. Shukla M.C., Grewal T.S. and Gupta S.C.: *Advanced Accounts*, S. Chand and Company, New Delhi.
4. Goel, D.K., *Financial Accounting*, Arya Publications, New Delhi

B.Com I First Semester w.e.f session 2018-19
Business Mathematics-I
Code: 1.02

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Important: *The Examiner will set at least THREE numerical and THREE theoretical questions in the question paper.*

Unit-I

Indices and Logarithms; Theory of Sets: Meaning, elements, types, presentation and equality of Sets, Union, Intersection, Complement and Difference of Sets, Venn Diagram, Cartesian Product of two Sets, Applications of Set Theory.

Unit-II

Elementary idea of Permutations and Combinations.

Unit-III

Sequence and Series, A.P, G.P.

Unit-IV

Data interpretation- Introduction, approaches to data interpretation, tabulation, Bar graphs, Pie charts, Line graphs, Mix graphs

Suggested Readings:

Allen B.G.D: Basic Mathematics; Mcmillan, New Delhi.

Volra. N. D. Quantitative Techniques in Management, Tata McGraw Hill, New Delhi. Kapoor V.K. Business Mathematics; Sultan chand and sons. Delhi.

B.Com I First Semester w.e.f session 2018-19
Business Economics-I
Code: 1.03

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Introduction: Basic problem of an economy; working of price mechanism, concept of Elasticity of demand; measurement, **importance, determinants of elasticity of demand**, Average revenue; marginal revenue and elasticity of demand and **elasticity of supply**

Unit-II

Production Function: Law of variable proportions; Isoquants; Economic regions and optimum factor combination; expansion path; returns to scale; Internal and external economies and diseconomies; Ridge lines; Theory of costs; concepts of cost; Short run and Long run cost curves- Traditional and Modern approaches.

Unit- III

Theory of consumer behaviour, utility and indifference curve analysis

Unit-IV

Market, classification and structure.

Suggested Readings:

1. *Dr. Raj Kumar, Prof. Kuldeep Gupta, Business Economics, UDH Publishing and Distributors P(Ltd.), New Delhi.*
2. *R.K Lekhi, Business Economics, Kalyani Publishers.*
3. *V.G.Mankar, Business Economics, Himalaya Publishing House.*
4. *H.L.Ahuja, Business Economics, S. Chand and Company Ltd.*

B.Com I First Semester w.e.f session 2018-19
Business Management-I
Code: 1.04

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Business: concept, nature and spectrum of business activities, business system, business objectives.

Unit-II

Management: Introduction, concept, nature, process and significance; Development of Management Thought; Classical and Neo-Classical systems, Contingency approaches.

Unit-III

Planning: concept, types and process, Decision Making: concept and process, Management by Objectives, Corporate Planning and Strategic Formulation.

Unit-IV

Organizing: concept, nature, process and significance; Authority and Responsibility relationship; Centralization and Decentralization; Departmentation; Firms of Organizing structure.

Suggested Readings:

1. *Druker, Peter F. Management Challenges for the 21st century; Butter worth Heinemann Oxford.*
2. *Wehrlich and Koontz, O. Donnel: Essential of Management Tata Mc Graw Hill, New Delhi.*
3. *Parsad L. M., Principles and Practice of Management.: Sultan Chand and Sons.*

B.Com I First Semester w.e.f session 2018-19
Business Communication Skills
Code: 1.05

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Introduction: Basics of communication, Seven C's of effective communication, barriers to communication, ethical context of communication.

Unit-II

Business Communication at workplace: Letter writing- component, layout and process, E- mail communication, bad news messages, persuasive written communication, memos, notice, agenda and minutes of meeting.

Unit-III

Report Writing: Types of business reports, structure of reports, short reports, long reports, abstracts and summaries, proposals.

Unit-IV

Communication Skills: Reading skills, listening skills, note making, persuasive speaking. Body language, Gestures.

Suggested Readings:

1. Murphy, Herta A., Herbert W. Hildebrandt and Jane P. Thomas, *Effective Business Communication*, Tata McGraw Hill, New Delhi.
2. Komeru Arun, *Professional Communication*, Tata McGraw Hill, New Delhi.
3. McGrath, E. H., *Basic Managerial Skills for All*, PHI, New Delhi.
4. Meenakshi Raman and Parkash Singh, *Business Communication*, Oxford University Press, New Delhi.

B.Com I First Semester w.e.f session 2018-19
Basics of Computer-I
Code: 1.06

Time : 3 Hrs

Theory Paper Max Marks-50
Practical Marks = 50

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 5 small questions of two marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 10 marks each.

Unit-1

Introduction to Computers: Definition of Computer; Components of Computer; Characteristics of Computers; History evolution of Computers; Generation of computers; Classification of Computers- According to Purpose, According to Technology , According to Size and Storage Capacity ; Human being VS Computer; Difference between Computer and Calculator.

Unit-2

Input Devices: Mouse, Keyboard, Light pen, Track Ball, Joystick, MICR, Optical Mark reader and Optical Character Reader Scanners, Voice system, Web Camera.

Output Devices: Hard Copy Output Devices; Line Printers, Character Printers, Chain Printers, Dot-matrix Printers, Daisy Wheel Printer, Laser Printers, Ink Jet Printers; Plotters, Soft Copy device –Monitor, Sound Cards and speakers.

Unit-3

Memory and Mass Storage Devices: Characteristics of Memory Systems; Memory Hierarchy; Types of Primary Memory; RAM and ROM; Secondary and Back-up; Magnetic Disks, Characteristics and classification of Magnetic Disks; Optical Disks; Magnetic Taps.

Unit-4

MS- Word: Fundamentals of MS-Word, Features of MS-Word, Menus, Formatting and Standard Toolbars, Ruler, Scroll Bar, Creating, Editing, Saving, export and import files, inserting and copying the files, Working with frames, Paragraph formatting, Columns, Pictures, Tables, Macros and Mail Merge.

Suggested Readings:

1. *Introduction of Information System A.I.F.XISL:ION,*
2. *Computer Fundamentals-Nastib Singh Gill.*

B.Com I Second Semester w.e.f session 2018-19
Financial Accounting-II
Code: 2.01

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Important: The Examiner will set at least THREE numerical and THREE theoretical questions in the question paper. .

Unit-I

Hire Purchase System and Installment Payment Systems.

Unit-II

Branch Accounts (including foreign branch) and Departmental Accounts.

Unit-III

Amalgamation and sale of partnership firms, Dissolution of Partnership Firm- Insolvency of Partners (including Garner v/s Murrey Rule), Gradual Realisation and Piecemeal Distribution.

Unit-IV

Joint-Venture Account; Royalty Account.

Suggested Readings:

1. Gupta R.J., and Radha Swami M., *Financial Accounting*, Sultan Chand and Sons., New Delhi.
2. Monga J.R., Ahuja Girtish and Sehgal Ashok. *Financial Accounting*, Mayur Paper Back, Noida.
3. Shukla M.C., Grewal T.S. and Gupta S.C.; *Advanced Accounts*, S. Chand and Company, New Delhi.
4. Goel, D.K., *Financial Accounting*, Arya Publications, New Delhi

B.Com I Second Semester w.e.f session 2018-19
Business Mathematics-II
Code: 2.02

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Important: *The Examiner will set at least THREE numerical and theoretical questions in the question paper.*

Unit-I

Matrices and Determinants: Definition of a Matrix ; Types of Matrices, Algebra of Matrices; Calculation of values of Determinants up to third order; adjoint of a Matrix, elementary row and column operations; Finding inverse matrix through adjoint and elementary row or column operations; Solution of a system of Linear equations having unique Solution and involving not more than three variables

Unit-II

Differentiation (only algebraic problem) ; Application of differentiation

Unit-III

Compound Interest and Annuities: Certain different types of interest rate; Concept of present value and amount of a sum; Types of annuities; Present value and amount of an annuity, including the case of continuous compounding

Unit-IV

Ratio, Proportion and Percentage; Profit and Loss

Suggested Readings:

1. Allen B.G.D: *Basic Mathematics*; Mcmillan, New Delhi.
2. Vohra. N. D: *Quantitative Techniques in Management*, Tata McGraw Hill, New Delhi.
3. Kapoor V.K. *Business Mathematics*; Sultan chand and sons, Delhi.

B.Com I Second Semester w.e.f session 2018-19
Business Economics-II
Code: 2.03

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Perfect Competition: Profit Maximization and equilibrium of firm and industry; Short run and Long run Supply Curves; Price and output determination, Practical Applications.

Monopoly: Determination of price under Monopoly; Equilibrium of a firm; comparison between Monopoly and Perfect Competition; Price Discrimination; Multi-Plant Monopoly, Practical Applications.

Unit-II

Monopolistic Competition: Meaning and Characteristics; price and output determination under monopolistic Competition; Product differentiation; Selling cost; comparison with Perfect Competition; Excess capacity under Monopolistic Competition, **Oligopoly : features, price rigidity model, duopoly model, price leadership.**

Unit-III

Marginal Productivity Theory and demand for factors; nature of supply of factor inputs, Determination of wage rates under perfect competition and monopoly. Exploitation of labour; Rent- Concept, Ricardian concept and Modern Theories of rent; Quasi Rent.

Unit-IV

Interest- concept and Theories of interest; Profit- nature, concept and theories of profit, **break-even point analysis.**

Suggested Readings:

1. Dr. Raj Kumar, Prof. Kuldeep Gupta, *Business Economics*, UDH publishing and distributors p (Ltd.), New Delhi.
2. R.K Lekhi, *Business Economics*, Kalyani Publishers.
3. V.G.Mankar, *Business Economics*, Himalaya Publishing House.
4. H.L.Ahuja, *Business Economics*, S. Chand and Company Ltd.

B.Com I Second Semester w.e.f session 2018-19
Business Management-II
Code: 2.04

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Staffing: concept, nature and scope, Matching job and people; Recruitment; Selection and Training of employees.

Unit-II

Motivation and Leadership: Motivation-concept, Theories-Maslow, Herzberg, Megregor and Quchi; Financial and Non-Financial Incentives.

Leadership: concept and Leadership styles, Leadership Theories.

Unit-III

Communication and Control: Communication Concept, Nature, Types and Process, Barriers and Remedies.

Control: Concept, Process and Techniques, Effective Control System.

Unit-IV

Management of Change: Concept, Nature and Process of Planned Change; Resistance to Change; Emerging Horizons of management in a changing environment.

Suggested Readings:

1. *Drucker. Peter F. Management challenges for the 21st century; Butter worth Heinemann Oxford.*
2. *Wehrich and Koontz, O. Donnel: Essential of Management. Tata McGraw Hill, New Delhi.*
3. *Parsad L. M., Principles and Practice of Management.: Sultan Chand and Sons.*

B.Com I Second Semester w.e.f session 2018-19
Business Environment
Code: 2.05

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Business Environment: concept; components and importance; SWOT Analysis.

Unit-II

Economic Trends (overview): income; savings and investment; industry; Trade and balance of payments.

Unit-III

Problems of Growth: Unemployment, regional imbalances, inflation, parallel economy and industrial sickness.

Unit-IV

Role of Govt. in Indian Economy: Monetary and Fiscal Policy; Industrial Policy; Privatization.

Suggested Readings:

1. Agarwal A.N. , *Indian Economy*, Vikas Publishing House, New Delhi.
2. Mirra and Puri, *Indian Economy*, Himalaya Publishing House, New Delhi.
3. Hodge Lanl, *Environmental Economics*; McMillan Hampshire.

B.Com I Second Semester w.e.f session 2018-19
Basics of Computer-II
Code: 2.06

Time : 3 Hrs

Theory Paper Max Marks-50
Practical Marks = 50

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 5 small questions of two marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 10 marks each.

Unit-1

Fundamental of computers; Model of a digital computer; Functioning of a digital computer; Types of a digital computer; Advantages of computers. Difference between digital computer and analog computer. Applications of computers; Computers in Commerce, Marketing, Education and Management.

Unit-2

Software concepts: Types of Software and their role, Different System Software types- Operating systems, Translators, System Utilities; Concept of Application Packages; Types of an Operating system- Multi-user O.S., Multi-tasking O.S., Multi-Processing O.S; Time – sharing O.S., Multi-Programming O.S. Operating System as a resource Manager, concept of GUI and CUI.

Unit-3

Introduction to Windows: Components of a Application Window; Types of Windows, Windows as an Operating System, Windows explorer, Using Paintbrush, Control Panel, Installing a printer. User interfaces- CUI and GUI; Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer icons.

Unit-4

MS-Excel: Applications of a Spreadsheet; Advantages of an Spreadsheet; Features of Excel; Rows, Columns, Cell, Menus, Creating worksheet, Formatting, Printing, establishing worksheet links, Table creating and printing graphs, Macros, Using Built-in-functions.

Suggested Readings:

1. *Introduction of Information System ALEXISLEON*
2. *Introduction to essential tools. Sushila Madan.*

B.Com II - IIIrd Semester w.e.f. session 2018-19
Paper: Corporate Accounting-I
Code: 3.01

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Important: *The Examiner will set at least THREE numerical and THREE theoretical questions in the question paper.*

Unit-I

Share Capital: Meaning, types, Accounting Treatment of issue, forfeiture and reissue of Share; Buy-back of equity shares & **Sweat shares**; Redemption of preference share; Issue of Bonus Share.

Unit- II

Debenture: Meaning, Types, Issue and Redemption of Debentures.

Unit-III

Valuation of Goodwill: Meaning, objectives, determinates and main methods. Valuation of Shares: Meaning, objectives, determinates and main methods.

Unit- IV

Profit or loss before and after incorporation. Final accounts of companies.

Suggested Readings:

1. *Strukla M.C, Grewal T.S and Gupta S.C. Advance Accounts: S.Chand & comp., New Delhi.*
2. *Gupta R.I. & Radha Swami M. Company Account: Sultan Chand, New Delhi.*
3. *Monga J.R, Ahuja Girish and Sehgal Ashok Financial Accounting: Mayur paper backs, Noida*
4. *Goel, D.K., Corporate Accounting, Arya Publications, New Delhi*

B.Com II - IIIrd Semester w.e.f. session 2018-19

Paper: Business Statistics- I

Code 3.02

Time: 3 Hours

Theory Paper Max Marks: 80

Internal marks: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Important: The Examiner will set at least *THREE* numerical and *THREE* theoretical questions in the question paper.

Unit- I

Introduction of Statistics: Origin, Development, Definition, Scope, Uses and Limitations.

Statistical Data: Types of Measurement scales- normal, Ordinal, Interval and Ratio level measurement; Collection, Classification and Tabulation of Primary and Secondary data.

Presentation of data: Diagrammatic and Graphical presentation of Data-Bar, Squares, rectangular and Circular diagrams; Histogram, frequency polygon, Ogives, Stem and Leaf displays box plots.

Unit- II

Central Tendency and Partition values: Concept and Measures of Central tendency, Quartiles, Deciles, Percentiles.

Dispersion: Concept and Its absolute as well as relative measures.

Unit- III

Moments, Skewness and Kurtosis: Moments about any point and about mean and the relationship between them.

Sheppard's Corrections for Moments. Concept of symmetrical distribution and skewness, measures and Co- efficient of skewness, Concept of Kurtosis and its measures.

Unit- IV

Analysis of Bivariate data:

Correlation-concept, scatter diagram, Karl Pearson's co-efficient of Correlation and its properties Spearman's rank Correlation, Concurrent deviation method

Regression: Meaning and Definition, Difference between Correlation and Regression, Principle of least squares and fitting of a line of best fit to the given data, Regression lines, Properties of regression Co-efficient and Regression lines, standard error of estimate, Co-efficient of determination.

Suggested Readings:

1. Dr.S.P.Gupta, *Statistical methods*, S.Chand & Co., New Delhi.
2. D.N.Elhance, Veena Elhance, B.M.Aggarwal, *Fundamentals of Statistics*, Kitab Mahal.
3. N.P.Aggarwal, *Quantitative Techniques*, Ramesh Book Depot., Jaipur.
4. R.P.Hooda, *Statistics for Business and Economics*, Memillan India Ltd., New Delhi.

B.Com II - IIIrd Semester w.e.f. session 2018-19
Paper: Business Regulatory Framework- I
Code: 3.03

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit- I

Indian Contract Act: - Valid contract and its elements; Void and void able agreements; Void and illegal agreements; Offer and acceptance; Contractual capacity of parties; Free consent of parties; Lawful consideration and object; Agreements expressly declared as void.

Unit- II

Contingent Contracts: - Quasi contracts; Discharge of contracts: - methods of discharge of contracts; Consequences of Breach of contracts.

Contract of Indemnity and guarantee: - Elements of contract of Indemnity; Rights of Indemnity Holder and indemnifier Guarantee: - features of contract of guarantee; Rights and Liabilities of surety; Discharge of surety; Difference between contract of indemnity and Guarantee.

Unit- III

Contract of Bailment and Pledge: - Meaning; types of bailment, Termination of bailment, Duties and rights of bailor and bailee. Essentials of pledge, who may pledge, Rights and Duties of Pawnor and Pawnee.

Unit- IV

Consumer protection Act 1986: - Salient features of consumer Protection Act; Rights of consumers; consumer Protection councils; consumer disputes redressal machinery.

Suggested Readings:

1. *M.C.Kuchhal, Business Laws, Sultan Chand & Co., New Delhi.*
2. *N.D.Kapoor, Merchantile Law, Sultan Chand & Co., New Delhi.*
3. *Texman*
4. *Basai V.R. Partnership Act, S.C.Sarkar and Sons, kolkata.*

B.Com II – IIIrd Semester w.e.f. session 2018-19
Paper: Corporate Law- I
Code: 3.04

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit- I

Company- Meaning and Characteristics; Features of company; Types of companies, advantages and disadvantages of incorporation; Lifting of corporate veil;

Unit- II

Formation of Company: - Promotion of company; Functions of promoter; importance of promoter; Promoter's remuneration; legal status of Promoter; Rights of promoters; Duties of promoters; Liabilities of promoters; Pre- incorporation contracts, Incorporation and commencement of Business.
Prospectus: - definition; Public offer, contents; misleading prospectus and its consequences.

Unit- III

Memorandum of Association: - Meaning; importance; clauses of memorandum of association and their Alteration; doctrine of ultra- virus.
Articles of Association: - Meaning; contents; alteration of articles of association; constructive notice and doctrine of indoor management.

Unit- IV

Borrowing Powers; Debentures and Charges.

Suggested Readings:

1. Kuchal M.C. Modern Indian Company Law Shri Mahavir Books, Noida.
2. Kapoor N.D. Company Law Incorporating the provisions of the companies Amendment Act.
3. Singh Astar Company Law Eastern Book Company, Lucknow.

B.Com II - IIIrd Semester w.e.f. session 2018-19
Human Resource Management
Code 3.05

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

An Introduction to Human Resource Management

Definition, Importance objectives and scope of Human Resource Management (HRM).

Function of Human Resource Management: - Managerial and Operative Functions. Qualification and Qualities of Human Resource manager in our organization.

Evolution and Growth of Human Resource Management (HRM) India.

Unit-II

Recruitment Selection and Training

Recruitment: - Meaning, Steps in recruitment policy, sources and modes of recruitment, Factors affecting recruitment.

Selection: - Meaning, Essentials of Selection Procedure, Stages in Selection Procedure.

Training: - Concept, Need and importance of Training.

Methods of Training: - On the job Training + off the job Training, Principles of training, Evaluation of training Programme in India.

Unit-III

Wage and Wage Incentives

Wages: - Meaning, Objective and Theories of wages.

Methods of wage Programme: - Time wages and Piece wages methods

Concept of wages: - Fair, Minimum and Living wage, Factors determining wage

Structure of an organization, essentials of satisfactory wage policy.

Wage Incentives: - Concept, Need and Importance of Incentives. Special Incentives

Profit sharing and Labour Co. Partnership and Essentials of Ideal Incentives system.

Unit-IV

Industrial Relations and Industrial Unrest

Industrial Relations: - Concept, Importance and Objectives of industrial relations,

Contents of industrial relations, Participants of Industrial relation and Recruitment of good Industrial relation Programme.

Industrial Unrest: - Meaning, Forms and Causes of industrial disputes, Impact of Industrial unrest on the Economy, preventive and curative methods and Agencies for Reconciliation of Industrial unrest.

Suggested Readings:

1. *Human Resource Management: Concepts and Issues*, by T.N. Chhabra, Dhanpat Rai & Co. New Delhi.
2. *Human Resource Management* by R. Wayne Mondy, Pearson Publications, Delhi.
3. *Human Resource Management* by C.B. Gupta.

B.Com II - IIIrd Semester w.e.f. session 2018-19
Optional Paper: Basics of Retailing
Code: 3.06 (ii)

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Introduction: Meaning, nature, scope, importance, growth and present size. Career option in retailing; Technology induction in retailing; Future of retailing in India.

Unit-II

Types of Retailing: Stores classified by owners; Stores classified by merchandising categories; Wheel of retailing; Traditional retail formats vs. modern retail formats in India; Store and non-store based formats; Cash and carry business - Meaning, nature and scope; Retailing models – Franchiser - franchisee, directly owned; Wheel of retailing and retailing life cycle; Co-operation and conflict with other retailers.

Unit-III

Management of Retailing Operations: Retailing management and "the total performance model"; Functions of retail management; Strategic retail management process.

Unit-IV

Retail planning - importance and process; Developing retailing strategies, objectives, action plans, pricing strategies and location strategies.

B.Com – II- IVth Semester w.e.f. session 2018-19
Paper: Corporate Accounting-II
Code: 4.01

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Important: *The Examiner will set at least THREE numerical and THREE theoretical questions in the question paper.*

Unit- I

Internal Reconstruction; External Reconstruction in the nature of merger and purchase.

Unit- II

Liquidation of a company ; Financial reporting for financial institutions.

Unit- III

Final Accounts of Banking Companies.

Unit- IV

Accounts of Holding Companies.

Suggested Readings:

Shukla M.C, Grewal T.S and Gupta S.C Advance Accounts: S.Chand and Comp., New Delhi. Gupta R.J. & Badha

Swami M. Company Accounts: Sultan Chand and sons, New Delhi.

Monga J.R. Ahuja Girish and Sekgal Ashok. Financial Accounting: Mayur Paper Bags, Noida. Goel D.K.,

Corporate Accounting: Arya Publications, New Delhi

B.Com – II- IVth Semester w.e.f. session 2018-19
Paper: Business Statistics- II
Code: 4.02

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Important: *The Examiner will set at least THREE numerical and THREE theoretical questions in the question paper.*

Unit – I

Index Numbers:- Meaning, Types and Uses; Methods of Constructing price and Quantity indices (Simple and Aggregate); Tests of adequacy; Chain-base Index numbers, Base shifting, Splicing and Deflating; Problems in constructing index numbers; Consumer price index.

Unit- II

Analysis of Time Series: - Causes of Variations in time series data; Components of a time series.

Decomposition- Additive and Multiplicative models; determination of trend. Moving averages method and method of least squares (Including linear second degree, Parabolic and Exponential trend); Computation of seasonal indices by simple averages, Ratio to Trend, Ratio to moving average and link relative methods.

Unit- III

Theory of Probability: - Probability as a Concept; Approaches to defining probability, Addition and Multiplication laws of probability; Conditional probability, Baye's Theorem.

Unit- IV

Probability Distribution : - Probability distribution as a concept; Binomial, Poisson and Normal Distribution- Their Properties and Parameters.

Suggested Readings:

1. Dr.S.P.Gupta, *Statistical methods*, S.Chand & Co., New Delhi.
2. D.N.Elhance, Veena Elhance, B.M.Aggarwal, *Fundamentals of Statistics*, Kitab Mahal.
3. N.P.Aggarwal, *Quantitative Techniques*, Ramesh Book Depot., Jaipur.
4. R.P.Hooda, *Statistics for Business and Economics*, Mcmillan India Ltd., New Delhi.

B.Com – II- IVth Semester w.e.f. session 2018-19
Paper: Business Regulatory Framework – II
Code: 4.03

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Indian Partnership Act - Nature of Partnership firm; test of partnership; Duties and Rights of partners; Relations of partners to third parties; position of minor in partnership; Reconstitution of a partnership firm; Registration of firm.

Dissolution of firm: - Modes of dissolution; consequences of dissolution of firm; settlement of accounts after dissolution.

Unit- II

Negotiable Instruments Act: - Negotiable Instrument an introduction Promissory notes; Bills of Exchange; cheques, Parties to negotiable Instruments; Discharge of parties from Liability; Dishonour of Negotiable Instruments. Instruments; Presentment of Negotiable Instrument; Negotiation.

Unit- III

Sales of Goods Act: - Introduction; Formation of contract of sale of Goods; conditions and warranties; Transfer of property or ownership; Performance of contract- Delivery and Payment; Rights of unpaid seller; suits of Breach of contract.

Unit- IV

RTI Act : features, rights and importance.

Suggested Readings:

1. *M.C.Kuchhal, Business Laws, Sultan Chand & Co., New Delhi.*
2. *N.D.Kapoor, Merchantile Law, Sultan Chand & Co., New Delhi.*
3. *Textman*
4. *Resai T.R, Partnership Act, S.C.Sarkar and Sons, kolkata.*

B.Com – II- IVth Semester w.e.f. session 2018-19
Paper: Corporate Law- II
Code: 4.04

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit-I

Depository System –meaning and importance; Shares; -; Types of shares; Allotment of Shares;; Transfer and Transmission of shares; Paperless Trading – Benefits and Procedure; Need for educating investors

Unit- II

Share capital: - Meaning and forms of capital; Alteration of share capital; Reduction of share capital; Further issue of share capital; Rights of pre-emption of shares. Shareholders and Members: - Difference between Shareholders and members; Modes of acquiring membership; termination of membership; who may be members? Rights and Liabilities of members.

Unit- III

Meeting of Company: - Essentials of valid meeting; meetings of Shareholders: - Annual general meeting; Extra-ordinary general meeting; meetings of board of directors; Proxy; Voting, Notice, Agenda and Minutes of meetings.

Directors: - Duties, Powers, Liabilities, Appointment and removal of directors.

Unit- IV

Winding Up: - Meaning; Winding up by the Tribunal-Petition for winding up; Voluntary winding up; Powers and Duties of company Liquidator, consequences of winding up..

Suggested Readings:

1. *Kuchal M.C. Modern Indian Company Law* Shri Mahavir Books, Noida.
2. *Kapoor N.D. Company Law: Incorporating the provisions of the companies Amendment Act*
3. *Singh Avtar Company Law*, Eastern Book Company, Luckno

B.Com – II- IVth Semester w.e.f. session 2018-19
Paper: Marketing Management
Code: 4.05

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note: - The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit- I

Introduction: - Nature, Scope, Importance of marketing; Marketing concepts- Traditional and Modern.

Market Segmentation: - Concept, Importance and basis of market segmentation.

Unit- II

Consumer Behavior: - Nature, Scope, Importance, Factors affecting buyer behavior.

Product Planning and Development: - Importance and scope of product Planning in marketing; Stages of New product development.

Product Lifecycle: - Stages of Product life cycle; factors affecting product life cycle.

Unit- III

Branding and Trademark: - Difference between brand and trademark; advantages and criticism of branding; types of branding; Brand Policies and Strategies.

Pricing: - Meaning; Importance, Factors affecting pricing, pricing objectives, Types of price policy and pricing strategies.

Unit- IV

Advertising: - Concept; Importance and criticism of advertising; Media of advertising; Evaluating advertising effectiveness.

Sales Promotion: - Importance, Methods, Functions and Publicity.

Suggested reading:

1. Kotler Philip *Marketing Management* Prentice Hall of India New Delhi, 1986
2. Pride William M and Ferrel O.C. *Marketing* Houghton-Mifflin Boston
3. Stanton W.J., Etzel Michael J. and Walker Bruce J. *Fundamentals of Marketing* MC Graw-Hill, New York.

B.Com – II- IVth Semester w.e.f. session 2018-19
Optional Paper : Secretarial Practices
Code : 4.06 (iii)

Time: 3 Hours

Theory Paper Max Marks: 80

Internal marks: 20

Note: The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit – I

Secretary : Meaning, definitions, functions, duties, responsibilities, powers, appointment, procedure; qualifications and disqualifications; position and removal of secretary.

Unit – II

Promotion of Company and Secretary: Duties of Secretary regarding formation of M/A and A/A and their alterations. Duties of secretary regarding issue of share certificate, share warrant and share stock, calls-in-arrear, forfeiture and re-issue of shares, transfer and transmission of shares.

Unit – III

Company Meeting & Secretary: Duties of Secretary regarding meetings, requisites of a valid meeting, secretarial duties regarding meetings of shareholders, meetings of Board of directors.

Unit - IV

Company Secretary and motion and Resolution, voting and proxy.

Suggested Readings:-

1. *Company Secretarial Practice* N.D.Kapoor
2. *Text Book of Company Secretarial Practice* P.K.Ghosh
3. *Company Law & Secretarial Practice* Dr. M.R.Sreenivasan.
4. *Company Law Secretarial Practice Manual* by – K.R. Chandratre

B.Com.III Pass Vth Sem w.e.f. from 2018-19
Paper: Taxation Law-I
Code 5.01

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Important: *The Examiner will set at least THREE numerical and THREE theoretical questions in the question paper.*

Unit-I

Income Tax: An introduction and Important Definitions, Agriculture Income, Residential status and incidence of Tax Liability, Exempted incomes.

Unit-II

Income from Salaries (including retirement benefits); Income from House property.

Unit-III

Profits and Gains from Business or Profession; Depreciation; Capital Gains.

Unit IV

Income from other sources, clubbing of incomes & aggregation of incomes, set off and carry forward of losses, Deductions to be made in computing total income.

Suggested Readings:

1. *Income Tax Law and Accounts- Dr. Parveen Gupta, Dr.N.K.Garg and R.K.Tyagi, SBPD Publishing House, Agra*
2. *Direct Taxes law & Practice - Dr. H.C.Mehrotra & Dr. S.P. Goyal, Sahitya Bhawan Publications, Agra.*
3. *Direct Taxes law & Practice - Dr. Bhagwati Prasad - Vishwa Prakashan, N.Delhi.*
4. *Simplified Approach to Income Tax: Dr. Girish Ahuja & Dr. Ravi Gupta - Sahitya Bhawan Publishes & Distributors, Agra.*

B.Com.III Pass Vth Sem w.e.f. from 2018-19
Paper: Cost Accounting – I
Code: 5.02

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note: The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Important: *The Examiner will set at least THREE numerical and THREE theoretical questions in the question paper.*

Unit-I

Cost Accounting : Meaning, Features, Scope, Techniques, Methods, Objectives, Importance and Limitations. Costing; cost accountancy; cost centres and profit centres, Difference and similarities of cost accounting system with financial accounting system. Cost: main elements and types.

Material Control: Meaning and objectives of material control, material purchase procedure, fixation of inventory levels- reorder level, Minimum level, Maximum level, Danger level. EOQ analysis. Methods of Valuing Material Issues. Wastage of material – main types.

Unit – II

Labour Cost Control : Importance, methods of time keeping and Time Booking; Treatment and control of Labour Turnover, Idle Time, Overtime. Systems of Wage Payment-Time Wage System, Piece Wage System. Incentive Wage plans – Individual plans and group plans.

Unit – III

Overheads : Meaning and Types. Collection, Classification; Allocation, Apportionment and Absorption of Overheads – Main methods.

Unit – IV

Unit and output costing : meaning and objectives; cost sheet – meaning, Purpose, types preparation of cost sheet; determination of tender price; production account – types. Reconciliation of cost and financial accounts : Meaning, Objectives and procedure.

Suggested Readings:-

1. S.P. Iyengar – *Cost Accounting*, Sultan Chand & Sons, Educational Publishers, New Delhi.
2. Jain & Narang – *Cost Accounting – Principles and Practice* Kalyani Publishers, Ludhiana.
3. Maheshwari and Mittal – *Cost Accounting – Sh. Mahavir Book Depot, Delhi.*

B.Com.III Pass Vth Sem w.e.f. from 2018-19
Paper: Accounting For Management
Code : 5.03

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Important: The Examiner will set at least **THREE** numerical and **THREE** theoretical questions in the question paper.

Unit – I

Management Accounting: Nature and Scope of Management Accounting; Meaning, functions, Scope of Management Accounting, The Management Accountant, The Controller, The Treasurer, Management Accounting Principles, Management Accounting vs Financial Accounting vs. Cost-Accounting, Utility of management Accounting, Limitations of Management Accounting, Tools of Management Accounting.

Unit – II

Analysis and Interpretation of Financial Statements: meaning and types of financial statements, analysis and interpretation of financial statements, Types of financial analysis, steps involved in financial analysis, techniques of financial analysis. Ratio Analysis : meaning of ratios, classification of ratios, profitability ratios, balance sheet ratios and turnover ratios, advantages and limitations of ratio analysis.

Unit – III

Cash Flow Statement : Meaning, objectives, limitations and accounting procedure; Financial planning

Unit – IV

Capital Budgeting : Meaning, nature, need, importance, appraisal methods, capital rationing.

Suggested Readings

1. *I.K.Aggarwal, R.K.Aggarwal, M.L.Sharma – Accounting for Managerial Decisions – Ramesh Book Depot, Jaipur.*
2. *2.R.Kishore Advance Management Accounting Taxana allied Services Pvt. Ltd.*
3. *3.M.Y.Khan, P.K.Jain Management Account Tata McGraw Hill.*
4. *4.Morngren, Sundem, Stratton – Introduction to Management Accounting - Pearson Accounting*
5. *5.S.N.Mital – Accounting & Financial Management – Shree Mahavir Book Depot, Nai Sarak, New Delhi.*

B.Com.III Pass Vth Sem w.e.f. from 2018-19
Paper: Financial Market Operations
Code : 5.04

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit – I

Money Market: Indian Money Markets Composition and Structure; (a) Acceptance houses (b) Discount houses and (c) Call money market; Recent trends in Indian money market.

Capital Market : Security market- (a) New Issue Market (b) Secondary market; functions and role of stock exchange listing, procedure and legal requirements Public issue pricing and marketing, Stock exchange – National Stock Exchange and over the Counter exchangers.

Unit – II

SEBI – Introduction, Role, Its powers, Objectives, Scope & Functions.

Investors Protection:- Grievances concerning stock exchange and dealings and their removal; grievance cell in stock exchange SEBI: Company law Board: Press remedy through courts.

Unit - III

Functionaries on stock exchanges:- Brokers, Sub brokers, Market makers, Jobbers, Portfolio Consultants, Institutional Investors, Depository.

Financial Services:- Merchant Banking – Functions and Roles; SEBI guidelines; credit rating – concept, functions, and types.

Unit – IV

Role, Policy measures relating to Development Financial Institution in India. Products & Services offered by IFCI, IDBI, IIFL, SIDBI, IDFC, EXIM, NABARD & ICICI.

Meaning and benefits of mutual funds, types, SEBI guidelines.

Suggested Readings:

1. *Chandler M.V. and Goldfield S.M.: Economics of Money and Banking & Harper & Row Newyork.*
2. *Gupta Sural b: Monetary Planning in India: Oxford, Delhi.*
3. *Gupta Sural b: Monetary Economics: S.Chand & Co. New Delhi.*
4. *Bhole L.M.: Financial Market Institutions; Tata Mc Graw-Hill, New Delhi.*
5. *Hooda, R.P.: Indian Securities Markets- Investors View Point. Excell Books, New Delhi.*

B.Com.III Pass Vth Sem w.e.f. from 2018-19
Paper: Entrepreneurship and Small Scale Business
Code : 5.05

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit – I

Entrepreneur-Entrepreneurship-Enterprise: Conceptual issues. Entrepreneurship vs. Management. Roles and functions of entrepreneurs in relation to the enterprise and in relation to the economy. Entrepreneurship as an interactive process between the individual and the environment. Small business as the seedbed of entrepreneurship. (The teachers should emphasize to students the desirability as well as feasibility of a career in entrepreneurship in the Indian scenario.) Entrepreneurial competencies. Entrepreneurial motivation, performance and rewards. (The teachers may make use of Entrepreneurship Development Institute of India's Inventory of Entrepreneurial Competencies and National Institute of Entrepreneurship and Small Business Development's training kit for arousing entrepreneurial motivation and capacity and capability building).

Unit – II

Opportunity scouting and idea generation: role of creativity & innovation and business research. Sources of business ideas. Entrepreneurial opportunities in contemporary business environment, for example opportunities in network-marketing, franchising, business process outsourcing in the early 21st century. (The students be advised to visit various product/service franchisees, BPO concerns and meet up/down links in the Network Marketing.) The process of setting up a small business: preliminary screening and aspects of the detailed study of the feasibility of the business idea and financing/non-financing support agencies to familiarize themselves with the policies/programmes and procedures and the available schemes.) Preparation of Project Report and Report on Experiential Learning of successful/unsuccessful entrepreneurs. (The students may be advised to develop a structured instrument (questionnaire) for conducting survey of the various aspects of entrepreneurs/enterprise. They may also be advised to prepare a comprehensive business plan. The desirability and feasibility of liaison with relevant funding/non-funding agencies may also be explored.)

– III

Managerial roles and functions in a small business. Designing and redesigning business processes, location, layout, operations planning & control. Basic awareness of the issues impinging on quality, productivity and environment. Managing business growth. The pros and cons of alternative growth options: internal expansion, acquisitions & mergers, integration & diversification. Crises in business growth.

Unit – IV

Issues in small business marketing. The concept and application of product life cycle (plc), advertising & publicity, sales & distribution management. The idea of consortium marketing, competitive bidding/tender marketing, negotiation with principal customers. The contemporary perspectives on Infrastructure Development, Product and Procurement Reservation, Marketing Assistance, Subsidies and other Fiscal & Monetary Incentives. National, state level and grass-root level financial and nonfinancial institutions in support of small business development.

B.Com.III Pass Vth Sem w.e.f. from 2018-19
Optional Paper : International Trade
Code: 5.06 (i)

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit – I

International Business:- An overview; Domestic business; International Business; Major risks and challenges of International Business; International Business Environment – Components and determinants; stages of internationalization of business; international business approaches, concept of globalization.

Unit – II

Modes of entering into international business; nature of multinational enterprise and international direct investment; foreign exchange; determination of exchange rate; Balance of payments.

Unit – III

Theories of International Trade : Absolute advantage theory; comparative advantage theory; factor proportions theory; product life cycle theory of trade; government influence on trade; rationale for government intervention, instruments of trade control; role of WTO, IMF and World Bank in International trade.

Unit – IV

Assessing International markets; designing products for foreign markets branding decisions; International promotions policy; international pricing; international logistics and distribution

Suggested Readings:

1. *International Business : Francis Cherunilam (Himalaya Publishing House)*
2. *International Trade and Export Management: Francis Cherunilam (Himalaya Publishing House)*
3. *International Business: Dr. P. SubbaRao (Himalaya Publishing House)*
4. *International Trade: Raj Aggarwal (Excel Publication)*

B.Com.III Pass VIth Sem w.e.f. from 2018-19
Paper: Taxation Law – II
Code: 6.01

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Important: The Examiner will set at least Two numerical questions in the question paper.

Unit – I

Rebate & Relief of Tax, computation of Total income and Tax liability of individuals. Filing and Filing of return (ITR – I and II)

Unit – II

Assessment of Hindu Undivided Families, Assessment of Firms & Association of Persons.

Unit – III

Income Tax authorities & their powers; procedure for assessment; Deduction of Tax at Source (TDS); advance payment of tax.

Unit – IV

Recovery & refund of tax; appeals & revision; penalties, offences & prosecutions.

Suggested Readings:

1. *Income Tax Law and Accounts*- Dr. Parveen Gupta, Dr.N.K.Garg and R.K.Tyagi, SBPD Publishing House Agra
2. *Direct Taxes Law & Practice* : Dr. H C Mehrotra & Dr. S P Goyal, Sahitya Bhawan Publications, Agra.
3. *Direct Taxes & Practice* : Dr. V K Singhania, Taxman Publications.
4. *Direct Taxes Law & Practice* : Dr. Bhagwati Prasad, Vishva Prakashan, New Delhi
5. *Simplified Approach to Income Tax* : Dr. Girish Ahuja & Dr. Ravi Gupta – Sahitya Bhawan Publishes & Distributors, Agra

B.Com.III Pass VIth Sem w.e.f. from 2018-19
Paper: Cost Accounting -II
Code: 6.02

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Important: The Examiner will set at least **THREE** numerical and **THREE** theoretical questions in the question paper.

Unit I

Process Costing : Meaning; Uses; Preparation of process account, Treatment of Normal Wastage, Abnormal Wastage, Abnormal Effectiveness; Treatment of opening and closing stock (Excluding Work in Progress); Joint - Product and By - Product; Main methods of apportionment of Joint cost. Inter process profits.

Unit – II

Contract Costing – meaning, main features, preparation of contract account, Escalation clause; contract near completion; cost plus contract. Job and batch costing.

Unit-III

Budgetary control – meaning of budget and budgetary control, budgetary control as a management tool, limitations of budgetary control, forecasts and budgets, installation of budgetary control system, classification of budgets, fixed and flexible budgeting, performance budgeting, zero based budgeting and responsibility accounting.

Standard Costing : meaning, limitations, standard costs and budgeted costs, determination of standard cost, cost variances, direct material and direct labour only.

Unit – IV

Marginal Costing and Profit planning: Marginal costing, Absorption costing, Marginal cost, Cost volume Profit analysis, BEP Analysis, Key factor, BE chart, angle of incidence, concept of decision-making and steps involved, determination of sales mix, make or buy Decisions.

Suggested Readings:-

1. S.P. Iyengar – Cost Accounting, Sultan Chand & Sons, Educational Publishers, New Delhi.,
2. Jain & Narang – Cost Accounting – Principles and Practice Kalyani Publishers, Ludhiana.,
3. Maheshwari and Mittal Cost Accounting Sh. Mahavir Book Depot, Delhi.

B.Com.III Pass VIth Sem w.e.f. from 2018-19
Paper : Financial Management
Code: 6.03

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Important: The Examiner will set at least *THREE* numerical and *THREE* theoretical questions in the question paper.

Unit - I

Nature of Financial Management : Scope of Finance, Finance functions, Financial Manager's role, Financial goal; Profit maximization Vs Wealth maximization, Objective of financial Management, Finance and related disciplines, Financial planning

Unit – II

Working Capital Management : Meaning, nature and planning of Working Capital. Permanent and variable Working Capital. Balanced working position, determinates of working Capital, Issues of working Capital Management. Management of cash and Marketable Securities and Receivables Management.

Unit – III

Cost of capital : Significance and determination, capitalisation;
leverage analysis: operating, financial and composite leverage: EBIT-EPS Analysis.

Units – IV

Capital structure theory and policy: Relevance of capital structure; Net income and traditional views, Irrelevance of capital structure; NOI Approach and the MM Hypothesis without taxes, capital structure planning and policy.

Dividend Theory and Policy : Issues in dividend policy, Walter's and Golden's model of dividend relevance objections of dividend policy, considerations in dividend policy, stability of dividends, forms of dividend.

Suggested Readings:-

1. *Financial Management Accounting* by : I.M.Pandey, Vikas Publications House New Delhi.
2. *Financial Management Accounting* by Khan & Jain, Tata Mc Graw Hill, Publications New Delhi.

B.Com.III Pass Vth Sem w.e.f. from 2018-19
Paper: Auditing
Code: 6.04

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit – I

Auditing : Meaning, objectives, importance and types of Auditing.
Audit Process: internal control, internal check & internal audit, audit programmer.

Unit – II

Audit Procedure : Routine checking, vouching, verification & valuation of assets & liabilities.

Unit – III

Audit of Public Company : Qualification, Appointment of company Auditors, their powers, duties and liabilities, Audit of depreciation and reserves, Divisible profits & dividends

Unit – IV

Audit Report and Investigation
Audit Report : Meaning, objectives, contents and types.
Investigation : Meaning, Nature and objectives.

Suggested Readings:

1. Sharma T.R. *Principles of Auditing Sahitya Bhawan, Agra.*
2. Tandon B.N. *Principles of Auditing, S. Chand and Co., New Delhi.*
3. Gupta Kamal *contemporary Auditing Tata Mc Graw hill, New Delhi.*

B.Com.III Pass Vith Sem w.e.f. from 2018-19
Paper: Goods and Services Tax (GST) & Customs Law
Code: 6.05

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Goods and services tax (GST):

Unit – I

Introduction:- Salient feature of GST, Benefit of GST, Constitutional Framework of Goods and Services tax, concept of GST; **Important definitions;** Supply under GST:- Meaning and scope of supply including composite and mixed supply ; levy and collection including reverse charge mechanism, Tax on electronic commerce operator (ECO); Exemption from GST; Composition levy;

Unit – II

Place of Supply:- Within state/Union territory, Interstate, Import and export; Time of Supply of goods and services; Value of supply including valuation rules; Input tax credit:- Eligibility and conditions for taking Input Tax Credit, Apportionment of credit and blocked credit, ITC in case of banking company and financial institutions, ITC availability in special circumstances, Reversal of ITC on switching to composition levy or exit from tax-paying status, Transfer of ITC on account of change in constitution of registered person, Input service distributors;

Unit – III

Registration; Issue of invoices:- tax invoice, revised tax invoice, credit note, debit note, bill of supply, receipt voucher, refund voucher, payment voucher, invoices in special cases. ; E-way bill; Payment of Taxes; Returns; Job work; Provision of TDS and TCS; Record keeping, Assessment and Audit;

Customs Act 1962:

Unit – IV

Customs duty: Important definitions, types, importance, documents required for import and export procedure : Export Promotion Scheme.

Suggested reading:-

1. *The Central Goods and Services Tax Act, 2017.*
2. *The Integrated Goods and Services Tax Act, 2017.*
3. *The Union Territory Goods and Services Tax Act, 2017.*
4. *Custom Act, 1962*
5. *Goods and Services Tax- Parveen Gupta and R.K. Tyagi, SBPD Publishing House, Agra*
6. *GST and Custom Law- Anoop Modi and Mahesh Gupta, SBPD Publication, Agra*
7. *Goods and Services Tax including Customs Duty Act- Prof. C.K. Shah and Prof. S.K. Mangal, RBD Publishing House, Jaipur*
8. *Goods and Services Tax (GST) - Dr. I.L.C. Mahurtra and Prof. V.P. Aggarwal, Sahitya Bhavan Publications.*

B.Com.III Pass Vith Sem w.e.f. from 2018-19
Optional Paper: International Marketing
Code: 6.06 (I)

Time: 3 Hours

Theory Paper Max Marks: 80
Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit – I

International Marketing:

Nature and Concept; Domestic Vs International Marketing; Opportunities and Challenges for marketing in International Environment; Foreign market selection and entry modes.

Unit – II

Product Planning and Pricing:

International product life cycle research and informations; Product designing and packaging; Pricing process and methods; International price quotations and payment terms.

Unit – III

International Distribution:

Channel structure and selection decisions; Managing channel conflicts; Selection and appointment of foreign sales agents; Basic export procedure and documentation.

Unit – IV

Product Promotion:

Methods of International product Promotion; challenges in International advertising and media strategy; Web marketing; Organising trade fairs and exhibitions.

Suggested Readings:

1. *Bhattacharya R.L and Varshney B: International Marketing Management: Sultan Chand, New Delhi.*
2. *Keegan W.J, Multinational Marketing Management, Prentice Hall, New Delhi.*
3. *Kotler Phillip: Moder Mott M.C: The Essence of International Business, Prentice Hall, New Delhi.*
4. *Caterora P.M. and Keavenay S.M: Marketing and International Perspective, Ervind Homewood Illinois.*