

M.G.S. UNIVERSITY, BIKANER SYLLABUS

FACULTY OF COMMERCE

B.COM. PART - I EXAMINATION - 2020
B.COM. PART - II EXAMINATION - 2021
B.COM. PART - III EXAMINATION - 2022



egkjktk x&k fl g fo'ofol ky;] chdkuj
Maharaja Ganga Singh University, Bikaner

natural environment, attraction created attractions conventions conference centres international agreement.

Unit III

Tourism research - need for research, types of research, secondary data, primary data, micro and macro data, research process. obtaining tour-ism data.

Unit IV

Situation analysis - marketing environment, area analysis, competitor analysis, product analysis, opportunity analysis, accessibility analysis, impact on ecology, consumer behaviour, tourism segmentation.

Unit V

Marketing planning - definition developing performance, developing performance objectives, developing a marketing action plan preparing. A budget appropriate to the action obtain the feed back for control and evaluation.

Marketing mix.

Suggested Books :

- 1 P.C.Singh : Tourism Marketing
- 2 Philip Kotler : Marketing Management : Analysis, Planning and control London 1984.
- 3 Philip Kotler : Marketing for Non-Profit Organisations, New Jersey, 1975
- 4 Cooper Et. Al. : Tourism principles and practices London, 1993

PAPER – II ENTREPRENEUR DEVELOPMENT

Unit I

Introduction, Function and tasks, Characteristics of Successful Entrepreneurs and its different types.

Unit II

Entrepreneurship infrastructure in India. Setting up of a Travel Agency- Its department Functioning and Handling.

Unit III

Special issues and problems in setting a tourist unit for examples a Hotel opening Legislation

Unit IV

Regulation registration licensing etc.

Unit V

Handling a tourist unit determining food cost, non etc.

Suggested Books:
Taud R.P and Taub D.L. : Enterprises in India small scale industries manohar New Delhi 1989

Tiwari V.K. Philip J. and Pandey A.N. : Small scale industry : success and failures concept New Delhi 1992

B.Com. Part - I Examination-2019

Subjects

Scheme of Examination

Distribution of Marks

Compulsory Subject :

1. (A) General Hindi
(B) General English
Or Elementary Hindi (In lieu of Comp. Hindi
Or Non Hindi speaking students)
Or History of Indian Civilization

2. Elementary Computer Application

3. Environmental Studies

Qualifying Course (For Non - Commerce Students)

5. Business Studies and Banking
6. Book Keeping

Core Subjects :

7. Accountancy & Business Statistics
8. Business Management
9. Economic Administration and Financial Management

Additional Optional Subjects

10. Garment Production & Export Management

Vocational Subjects :

11. Computer Applications
12. Tourism & Travel Management

SCHEME OF EXAMINATION

There shall be three (03) Sections in the Question paper.

Section A shall consist of ten questions (02 questions from each Unit), of 02 marks each, all compulsory to be answered in around 50 words.

Section B shall consist of seven questions (at least 01 question from each Unit) of 08 marks each, to be answered in around 200 words. Five questions must be answered out of given seven.

Section C shall consist of four questions (at least 01 question from each Unit) of 20 marks each, to be answered in around 500 words. Any two questions must be answered out of given four.

The number of paper and the maximum marks for each paper to-

gether with the minimum marks required for a pass are shown against each subject separately. It will be necessary for a candidate to pass in the theory part as Classification of successful candidates shall be as follows:

- First Division 60% of the aggregate marks prescribed at (a) Part I Examination, (b) Part II Examination,
- (c) Part II examination, taken together.

All the rest shall be declared to have passed the examination, if they obtain the minimum pass marks in each subject viz. 36% no division shall be awarded at the part I and Part II Examination.

DISTRIBUTION OF MARKS

S.N.	Name of the Subject/Papers	No. of Papers	Duration	Max. Marks	Min. Pass Marks
Compulsory Subject :					
1.	General Hindi, or Ele. Hindi (in lieu of G.Hindi) or History of Indian Civilization (in lieu of G.Hindi for foreign students)		3hrs	100	36
2.	General English		3hrs	100	36
3.	Elementary Computer Theory		2hrs	100	36
4.	Environmental Studies Theory		2hrs	100	36
Qualifying Course :					
5.	Business Studies & Banking (For non Commerce Students only)		3 hrs.	50	18
6.	Book-Keeping (For non Commerce Students only)		3 hrs.	50	18
Core Subjects :					
7.	Accountancy & Business Statistics				
	1. Financial Accounting		3hrs.	100	200 / 72
	2. Business Statistics		3hrs.	100	
8.	Business Management				
	1. Management		3hrs.	100	200 / 72
	2. Business Law		3hrs.	100	
9.	Economic Administration & Financial Management				
	1. Business Economics		3hrs.	100	200 / 72
	2. Economic Environment in India		3hrs.	100	
Additional Optional Subject :					
10.	Garment Production and export Management				
	Paper-I		3hrs.	60	120 / 44
	Paper-II		3hrs.	60	
	Practical		4hrs.	80	

configuration in IIS and Apache Web server

Unit II

BASICS OF PHP: PHP structure and syntax, Creating the PHP pages, Rules of PHP syntax, Integrating HTML with PHP, Constants, Variables : static and global variable, Conditional Structure & Looping, PHP Operators, Arrays, foreach loop, User defined function, function arguments, function variables, Return from Function, default argument, variable length argument

Unit III

INTRODUCTION TO MYSQL : MySQL structure and syntax, Types of MySQL tables and storages engines, MySQL commands, Integration of PHP with MySQL, Connection to the MySQL server, Working with PHP and arrays of data, Referencing two tables, Joining two tables

UNIT IV

WORKING WITH DATA and PHP FUNCTION: FORM element, INPUT elements, Processing the form User Input, INPUT checkbox type, one form, multiple processing, Radio INPUT element, Multiple submit buttons, Basic input testing, Dynamic page title, Manipulating the string as an array, Adding items, Validating the user input. Basic PHP Function like Variable Function, String Function, Math Function, Date Function, Array Function, File Function

Unit V

WORKING WITH DATABASE AND PHP FUNCTION: Creating a table, Manipulating the table, Filling the table with data, Adding links to the table, Adding data to the table, Displaying the new information, Displaying table data, Editing the database, Inserting a record, Deleting a record, Editing data,

Suggested Readings

1. Beginning PHP, Apache, MySQL Web Development, Elizabeth Naramore, Jason Gerner, Yann Le Scouarnec, Jeremy Stolz, Michael K. Glass, Gary Mailer - By Wrox Publication
2. PHP, MySQL and Apache - Julie C. Melone By Pearson Education
3. Beginning PHP 5.3 by Matt Doyle - By Wrox Publication
4. PHP and MySQL Bible – Tim Converse and Joyce Park with Clark Morgam By Wiley INDIA

6. TOURISM AND TRAVEL MANAGEMENT

Paper – I TOURISM MARKETING

Unit I

Introduction Tour and Tourist defined- Travel Trade-marketing orientation marketing defined reasons. For growth of tourism travel motivater destination life cycle, tourism marketing process.

Unit II

Demand Generators- Attractions as assets- infrastructure and suprastructure

ent, Pen tool: Photoshop layers: Naming, creating, deleting, viewing, moving, locking, merging layers, blending options.

Unit III

Multimedia: Components of multimedia, Applications, Transition from conventional media to digital media. Usage of text in Multimedia, Digitization of sound, Sound synthesis, MIDI, Compression and transmission of audio on Internet, Image Compression and File Formats like GIF, JPEG, PNG, PDF; Basic Image Processing, Use of image editing software, Video Basics, How Video Works, Overview of Video Compression and File Formats, Video compression based on motion compensation.

Unit IV

Introduction of CorelDraw, The CorelDraw Menus, The Draw Toolbox: Using the Drawing Tools, Using the Zoom Tool, Using the Text Tool, Using Pick Tool, Using node editing (Shape) Tool, Using Fill tool, Arranging Objects:, Layering, Combining and Grouping Objects, Stacking Order, Aligning Objects, Type Casting: Typeface or Font, Types of Typeface, Using and manipulate type in CorelDraw, Using Fonts in your Drawing.

UNIT V

Colour & Fills: Colour Scheme, Colour Models, Using Colour in your document, Using Colour in presentations, Using Fills, Texture and patterns Special Effects, Using Envelops, Using extrude, Using blend, Using Lenses, Using perspective, Rotating and skewing objects with transform Roll-up, Stretching and mirroring, Printing Your Document, Save & Close & open file, Export file

Suggested Readings

1. Learning Page Maker (BPP)
2. Multimedia making it work By Tay Vaughan, Tata McGraw-Hill.
3. Rajneesh Aggarwal & B. B Tiwari, "Multimedia Systems", Excel Publication, New Delhi

Paper-II : Web Development & PHP MYSQL

Scheme of Examination

Maximum Marks: 75

Duration: 3 Hours

Minimum Passing Marks: 27

The question paper contains 3 sections. Section-A consists of 10 questions (2 questions from each unit of syllabus). Section-B consists of 10 questions (2 questions from each unit of syllabus). Section-C consists of 5 questions (1 question from each unit of syllabus).

The word limit of part A, B and C are 50, 200 and 500 respectively.

Unit I

INTRODUCTION TO PHP: : History of PHP, Apache Web Server, MySQL and Open Source

Relationship between Apache, MySQL and PHP (AMP Module) PHP

Vocational Subjects :

11. Computer Applications

Paper-I 3hrs. 65 } 130 47

Paper-II 3hrs. 65 }

Practical 3hrs. 70 } 26

12. Tourism & Travel Management

Paper-I 85

Internal 15

Paper-II 85

Internal 15 } 200 72

Note :

- (i) One of the additional subject may be offered in under graduate, Commerce Class in addition to compulsory paper and the three core subject of commerce faculty. The marks of the additional optional subject and compulsory papers shall not be counted towards awarding of division.
- (ii) If the candidate passes in the particular addl., subject same shall be mentioned in marks-sheet and degree.
- (iii) The candidate have to clear the General Hindi and General English in the three chance.
- (iv) Non-appearance or absence in the examination of compulsory paper will be counted as a chance.
- (v) The candidate have to clear the compulsory papers Elementary Computer Application and Environmental Studies in 3 years
- (vi) Non-Commerce students are required to clear qualifying both papers along with B.Com. Part-I.

1. भारतवर्ष की उन्नति कैसे हो – भारतेन्दु हरिश्चन्द्र	1. Pandit, Savitri – 'Indian Embroidery'																																																															
2. आचरण की सभ्यता – अध्यापक पूर्णसिंह	2. Dongerkery, Kamla, S. - 'The Romance of Indian Embroidery'																																																															
3. मेघदूत – महावीर प्रसाद द्विवेदी	3. Motichandra – 'Masterpieces of Indian Textiles'																																																															
4. भारतीय संस्कृति की देन – हजारी प्रसाद द्विवेदी	4. Darlie O. Koshy – 'Garment Exports-Winning Strategics'																																																															
5. लिपि की सत्ता – भगवती शरण उपाध्याय	5. Rathore, Kothari, 'International Marketing', Ramesh Book Depot, Jaipur.																																																															
6. गिल्लू – महादेवी वर्मा	6. Storcy, Joyce – 'Manual of dyes and fabrics'; 'Textile Printing', Thomas & Hudson, London.																																																															
7. सवालों की नोक पर – मोहन राकेश																																																																
8. निन्दा रस – हरिशंकर परसाई																																																																
9. नेता नहीं नागरिक चाहिए – रामधारी सिंह दिनकर																																																																
10. हमारा समय और विज्ञान – गुणाकर मुले																																																																
11. साफ माथे का समाज – अनुपम मिश्र																																																																
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	DTP: Importance of D.T.P in Publication, Introduction to PageMaker, Different page format/ Layouts, Tool Box, Styles, Menus, Import and Export Facility, Alignment, Formatting, Filling in Page Maker.																																																															
	Unit II																																																															
	Photoshop Environment: Photoshop Interface, Photoshop toolbox and option bar, Graphics basic: Bitmap v/s Vector Based, image resolution, graphic file format; color mode; Photoshop tool: Parts of toolbox, Magic wand, lassos, move tool, crop tool, pencil, eraser tools, brushes, gradi-																																																															
1. अनुवाद – अर्थ और सिद्धान्त. महत्त्व, आदर्श, अनुवाद की विशेषताएँ																																																																
2. राजस्थानी एवं अंग्रेजी से हिन्दी अनुवाद (एक अनुच्छेद)																																																																

50 words. Section B shall contain 5 questions one from each unit with internal choice. Each questions shall be of 4 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 question of 10 marks each, one from each unit. The candidate is required to answer 3 questions. The answer shall not exceed 400 words.

Unit-1

International Marketing: Nature and Scope, importance, Problems and Challenges of International Marketing.

Unit-2

Market Entry Strategies, Licensing, Franchising, Exporting, turnkey contracts, joint venture, Mergers and acquisition, Direct and Indirect export-ing.

Unit-3

Product Planning and Development: Product Planning, Product line and mix, Product life cycle, product mix Decisions. Promotion of products: Advertisement, personal selling, trade fairs & exhibitions.

Unit-4

International Pricing: Pricing Objectives, Factors Influencing Pricing, Price Determination, Price Quotation.

Unit-5

Export promotion assistance measures provided by T Govt. In India. Export promotion council's Role of trading and export houses.

[Practical- Clothing]

Duration- 4 hrs

Max. Marks-80

[Sessional- 40+40- Final Practical]

Make Samples of following traditional embroideries- Kashida, Phulkari, Chamba Rumal, Chikankari, Embroidery of Kutch and Kathiawar.

Drafting, Cutting & Stitching of following garments-

- For Women's- Petticoat, Salwar-Kameez, Churidar Payjami.
- For Men's- Kalidar Kurta with Plain Pajama, Bengali Kurta with Aligarh pajama, Night Suit.

Assignments-

- Display- Designs of Tradition Textiles.
- Collage- Current fashion Trends.

Project-costume designing with all accessories for Specific occasion and presentation on floor.

Field trips to export houses and mass production center.

Market survey & Project Report.

Suggested Readings

bdkbz & 5

1. किसी एक विषय पर निबंध

2. पत्र-प्रारूप

i j h k d k a d s f y , f u n k k %

1. प्रश्न-पत्र इकाइयों में विभक्त हों।

2. प्रत्येक इकाई से निर्देशानुसार व्याख्यात्मक एवं आलोचनात्मक प्रश्न पूछे जाएं।

3. प्रश्न-पत्र वर्तमान में निर्धारित पाठ्यक्रमानुसार हो।

f o l r r v d f o h k k t u

bdkbz & 1

अ - चार व्याख्याएं पूछी जाएंगी, जिनमें से दो करनी होंगी।

शब्द सीमा : 150 अंक : 10, 1 x 10 = 10

ब - चार आलोचनात्मक प्रश्न पूछे जाएंगे, जिनमें से दो करने होंगे।

शब्द सीमा : 250 अंक : 7, 2 x 7 = 14

bdkbz & 2

अ - चार व्याख्याएं पूछी जाएंगी, जिनमें से दो करनी होंगी।

शब्द सीमा : 150 अंक : 10, 1 x 10 = 10

ब - चार आलोचनात्मक प्रश्न पूछे जाएंगे, जिनमें से दो करने होंगे।

शब्द सीमा : 250 अंक : 7, 2 x 7 = 14

bdkbz & 3

अ - संक्षेपण

ब- पल्लवन

स- शब्द युग्म

द - लोकोक्ति व मुहावरे

य- शुद्धीकरण, क-शब्द शुद्धीकरण, ख- वाक्य शुद्धीकरण

अ - अनुवाद : अर्थ, सिद्धान्त, विशिष्टता आदि से संबंधित दो प्रश्न।

सीमा - 50 शब्द, अंक 3, 2 x 03 = 06

ब- राजस्थानी एवं अंग्रेजी से हिंदी अनुच्छेद का अनुवाद।

सीमा - 300 शब्द, अंक 9, 1 x 09 = 09

bdkbz & 4

अ - किसी एक विषय पर निबंध।

सीमा - 350 शब्द, अंक - 10, 1 x 10 = 10

ब- पत्र-प्रारूप।

सीमा - 100 शब्द, अंक 5, 1 x 5 = 05

I g k ; d x l f k &

1- हिन्दी साहित्य का इतिहास - आचार्य रामचन्द्र शुक्ल

2. हिन्दी साहित्य का इतिहास — डॉ. नगेन्द्र
3. हिन्दी में अशुद्धियाँ — रमेश चन्द्र महरोत्रा
4. अच्छी हिन्दी — रामचन्द्र वर्मा
5. हिन्दी व्याकरण — डॉ. हरदेव बाहरी
6. प्रयोजनमूलक हिन्दी — प्रो. सूर्यप्रकाश दीक्षित
7. हिन्दी शब्द मीमांसा — किशोरी दास वाजपेयी
8. व्यावहारिक हिन्दी व्याकरण — राघव प्रकाश

2. General English

(Common for B.A./B.Com./B.Sc./B.B.A.)

A. Grammar [10 Marks]

- Determiners
- Tenses and Concord
- Auxiliaries
- Prepositions
- Basic Sentence Patterns

B. Transformations [10 Marks]

- Active to Passive Voice
- Simple to Compound / Complex
- Declarative into Negative/ Interrogative
- Direct to Indirect Speech

C. Comprehension [50 Marks]

- Comprehension of an Unseen Passage [10 Marks]
- Comprehension (from the following Texts): Comprehension based

Questions of 10 Marks each will be asked from Prose, Short Stories, One Act Play and Poetry [40 Marks]

Prose

- Digital India
- A.P.J. Abdul Kalam: The Power of Prayer
- Martin Luther King: I have a Dream
- Albert Einstein: The World as I see it

Short Stories

- Leo Tolstoy: The Three Questions

Nachiketa

One Act Play

- Cedric Mount: The Never Never Nest

Poetry

- R.N. Tagore : Heaven of Freedom
- John Donne : Death be not Proud
- Swami Vivekanand : Kali the Mother

Required Readings: Emerald (Macmillan)

D. Written Composition [30 Marks]

Section C shall contain 5 question of 10 marks each, one from each unit. The candidate is required to answer 3 questions. The answer shall not exceed 400 words.

Unit-1

Traditional Hand Woven Textiles of India.

Kashmir – Shawls

Bengal – Baluchar, Jamdani.

Andhra Pradesh – Pochampali.

Tamilnadu – Kanjivaram.

Assam – Moonga.

U.P. – Brocade.

Study of the above textiles with emphasis on motif, texture, design and colour.

Unit-2

Traditional Embroideries of India

Kashmir – Kashida.

Himachal – Chamba Rumal.

Manipur – Mirror Work.

Punjab – Phulkari.

Bengal – Kanthas.

U.P. – Chikankari.

Karnataka – Kasuti.

Gujrat – Kutch work and Kathiawar Embroidery.

Study of the above embroideries on motif, threads, colour, fabric, design and theme of pattern.

Unit-3

Dyed and Printed Textiles of India - Patola, Bandhni, Ikat, Kalamkari, Sangneri, Bagru, Barmeri.

Civilization of costumes.

Unit-4

Study of costumes of different states- Kashmir, Bengal, Punjab, Rajasthan, Gujrat, Andhra Pradesh, Assam, Meghalaya, Manipur, Himachal Pradesh.

Unit-5

Consumer – Definition, consumer Rights, Problems related to textiles and Clothing.

Quality control.

Labelling-Types and its Importance.

International Marketing

Duration : 3 Hrs.

Max. Marks : 60

Note: The question paper shall contain three section. Section A contain 5 questions two from each unit of 2 marks each. The candidate is required to answer all the questions. The answers should not exceed

Precis Writing [5 Marks]
 Paragraph Writing [10 Marks]
 Letter Writing (Formal and Informal) [5 Marks]
 Report Writing [10 Marks]

Suggested Readings:
 Murphy, Raymond: *Intermediate English Grammar* (OUP)
 Huddleston, Rodney: *English Grammar: An Outline* (OUP)
 Greenbaum, Sidney: *The Oxford English Grammar* (OUP)

3. ELEMENTARY COMPUTER APPLICATIONS

Max. Marks: 100 Min. Passing Marks: 36

Note:

1. Passing in theory examination shall be necessary by securing at least 36% marks.

2. The theory paper shall consist of 50 objective type questions. Each will carry 2 marks. Candidate will have to write correct answer (A) or (B) or (C) or (D) in space provided against the question on OMR Sheet.

Introduction to Information Technology, Generation of Computers, Types of computers: Micro, Mini, Mainframe, Super,

Architecture of Computer System: CPU, ALU Primary Memory: RAM, ROM, Cache memory, Secondary Memories, Input/Output device, Pointing device.

Number System (binary, octal, decimal and hexadecimal) and their conversions, Logic gates, Languages: machine, assembly and high level languages including 3GL, 4GL,

Concept of Operating System, need and types of operating systems: batch, single user, multiprocessing, and time sharing, introduction to Windows.

Internet: Concept, email services, www, web browsers, search engines, simple programs in HTML, type of HTML document, documents structures: element, type and character formatting, tables, frames and forms, Stylishet

Computer Networking: Type of networks, LAN, MAN and WAN, concept of topology, bridges, routers, gateways, modems, ISDN leased lines, teleconferencing and videoconferencing.

E-Commerce: Concept of e-commerce, benefits and growth of e-commerce, e-commerce categories, e-Governance, EDI, electronic funds transfer on EDI networks Electronic payment system.

Suggested Books:

1. Computer Fundamental By P.K. Sinha (BPB Publications)

2. Computer Made Easy For Beginners (in Hindi) By Niranjan Bansal, Jayshri Saraogi

4. Garment Production and Export Mangement

(To be offered to the women candidates in Girls College only)

Scheme	Duration	Max. Marks	Min. Pass Marks	Period Per Week
Theory Paper I	3 Hrs.	60	22	3
Theory Paper II	3 Hrs.	60	22	3
Practical	4 Hrs.	80	29	4

Note: The question paper shall contain three section. Section A contain 5 questions two from each unit of 2 marks each. The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each questions shall be of 4 marks. The answers should not exceed 200 words. The candidate is required to answer all the ques-

3. IT Tools and Applications By Satish Jain, Shashank Jain, Dr. Madhulika Jain (BPB Publication).

4. Rapidex computer Course, Vikas Gupta, Pustak Mahal.

4. ENVIRONMENTAL STUDIES

Max. Marks: 100 Min. Passing Marks: 36

Note.

1. The marks secured in this paper shall not be counted in awarding the division to a candidate.

2. The candidate have to clear compulsory paper in three years.

3. Non appearing or absent in the examination of compulsory paper will be counted a chance.

The syllables and scheme of examination is as under:

Compulsory in 1st year for all streams at undergraduate level

SCHEME OF EXAMINATION

1. The paper will be of 100 marks.

2. There will be no practical/Field work, instead student should be aware of ecology of local area; the question related to field work of local area can be asked by paper setter.

3. There will be 100 questions in the paper of multiple choice, each question of 1 mark.

4. There will be no negative marking in the assessment.

Core Module syllabus for Environmental Studies for Under Graduate

Courses of All Branches of Higher Education

Unit-1 : The multidisciplinary nature of environmental studies.

Definition scope and awareness.

Need for public awareness.

Unit-2 : Natural Resources :

Renewable and non-renewable resources

Natural resources and associated problems.

Forest resources.

Use and over-exploitation.

Deforestation.

Timber exploitation.

Mining

Dams and their effects on forests and tribal people.

Water resources.

Use and over utilization of surface and ground water.

Floods

Drought

Conflicts over water

Dams benefits and problems.

Mineral resources.

5. Ramappa P- Intellectual Property Rights Under WTO

6. एम.डी. अग्रवाल, गोपाल सिंह, ओ. पी. गुप्ता — अन्तर्राष्ट्रीय व्यापार एवं वित्त

अजमेरा बुक कम्पनी जयपुर।

7. वैश्य, सिंह — अन्तर्राष्ट्रीय अर्थशास्त्र।

3- vkfKz i z kl u oa foUk; i zU/k

; kst uk %

दो प्रश्न पत्र अधिकतम अंक, 200 न्यूनतम, उत्तीर्णांक 72

प्रथम प्रश्न पत्र समय 3 घंटे अधिकतम अंक 100

द्वितीय प्रश्न पत्र समय 3 घंटे अधिकतम अंक 100

i zU i =& i fke % 0: kol kf: d ctV oa ctVu

bdkA &1

0; kol kf; d ctV, oactVu % अर्थ, प्रकृति, उद्देश्य, बजट एवं बजटन के लाभ

व सीमाएं। बजट शब्दावली, बजट निर्माण, बजट समन्वय, प्रभावशाली बजट के

आवश्यक तत्व।

भारत सरकार के चालू बजट का विश्लेषण। राजस्थान सरकार के चालू बजट का

विश्लेषण।

bdkA &2

ctV ds i dkj % स्थायी एवं परिवर्तनशील बजट, मास्टर बजट, विक्रय बजट,

उत्पादन लागत बजट, प्रत्यक्ष सामग्री बजट, प्रत्यक्ष श्रम बजट एवं उपरिव्यय बजट।

bdkA &3

jk dM+ctVu % अर्थ महत्व, रोकड़ बजट के प्रकार, रोकड़ बजट का निर्माण, रोकड़

बजट की विधियां एवं पूर्वानुमान।

0; kol kf; d i okUeU % अर्थ, सिद्धान्त, पूर्वानुमान का महत्व एवं सीमाएं। व्यावसायिक

पूर्वानुमान की तकनीकें एवं उपकरण, व्यावसायिक पूर्वानुमान के आवश्यक तत्व।

bdkA &4

ctVjh fu; a: k % अर्थ, विशेषताएं, बजटरी नियंत्रण के उद्देश्य एवं लाभ। भारत के

विशेष संदर्भ में शून्य आधारित बजटन, इसके सिद्धान्त व व्यवहार।

fu"i knu ctVu % अर्थ, प्रकृति निष्पादन बजटन का विशेषकर भारतीय संदर्भ में

महत्व, निष्पादन बजटन निर्माण के चरण। प्रबन्धकीय प्रतिवेदन एवं सूचना प्रणाली।

bdkA &5

i eki ykx r yskk d au % अवधारणाएं महत्व एवं सीमाएं विचरणों का विश्लेषण,

सामग्री, श्रम, उपरिव्यय एवं बिक्री।

i m ch ctVu ea tkf [ke fo' ysk. k % जोखिम की परिभाषा व अवधारणाएं, जोखिम

मूल्यांकन दृष्टिकोण सामान्य तकनीकें तथा परिमाणात्मक तकनीकें

Reporting to Management and Information system.

Unit-V

Standard Costing : Concepts, Significance and Limitation, Analysis of Variance (Material, Labour, overhead and sales).

Risk Analysis in Capital Budgeting: Risk, Definition and Concepts, Risk Evaluation Approaches- General Techniques and Quantitative Techniques.

Books Recommended :

1. Archar: Business Finance, Theory & Management.
2. Batty: Corporate Planning & Budgetary Control.
3. Buranek William: Analysis for Financial Decision.
4. Dykeman-F.X.: Financial Reporting system and Techniques.
5. Harold & Seymour: The capital Budgeting Decision.
6. Hartely: W.C.F. Cash Planning, forecasting & Control.
7. Bill R.W. Cash Management Techniques.
8. Mac Alpaing T.S.: The Basic Arts of Budgeting.
9. अग्रवाल, ए. विजय, सुरीलिया: व्यावसायिक बजटन (रमेश बुक डिपो, जयपुर)

PAPER - II : INTERNATIONAL TRADE

Unit-I

International Trade: Meaning, Need and Importance, International Trade v/s Inter-Regional Trade, Problems of International Trade. Documentary Credit and its procedure, Instruments of International Payments.

Unit-II

World Trade Organisation: GATT, Uruguay Round, World Trade Organization and its Objectives, Functions, Organisational Structure, Advantages and Disadvantages. GATS, TRIPs, TRIMs and Patents, WTO and India.

Unit-III

Balance of Payments: Concept, Importance, Causes of Disequilibrium and Measures for Correction, Balance of Trade and Balance of Payments, UNCTAD, EXIM Bank of India, ECGC of India.

Unit-IV

Regulation of International Trade: Gains from International Trade, Terms of Trade, Free Trade v/s Protection, Foreign Aid to India, Future Prospective of India's Foreign Aid.

Unit-V

Foreign Exchange: Meaning, Types, Importance and Determination of Foreign-Exchange Rate, **Exchange Control:** Meaning, Objectives and Methods, Exchange Control in India, Role of FEMA and RBI in Foreign Exchange System.

Books Recommended:

1. Barla, Agarwal - International Economics.
2. Ray, Kundu: International Economics.
3. Mathur S.K.: International Trade & Finance
4. Bare Act - The FEMA Act. 1999

Use and exploitation.

Environmental effects of extracting and using mineral resources

Food resources:

World food problems.

Changes caused by agriculture and overgrazing

Effects of modern agriculture.

Fertilizer, pesticide problems.

Water logging.

Salinity

Energy resources :

Growing energy needs.

Renewable and non-renewable energy resources.

Use of alternate energy resources.

Land resources :

Land as a resource.

Land degradation.

Man induced land slides.

Soil erosion & desertification.

Role of an individual in conservation of natural resources. Equitable use of natural resources for sustainable system.

Unit-3 : Ecosystem:

Concept of an ecosystem.

Structure and function of an ecosystem.

Producers, consumers and decomposers.

Energy flow in the ecosystem.

Ecological succession.

Food chains, food webs and ecological pyramids.

Introduction types, characteristic features, structure and function of the following ecosystems:

- Forest ecosystem.

- Grassland ecosystem

- Desert ecosystem.

- Aquatic ecosystems (ponds, streams, lakes, rivers, oceans estuaries)

Unit 4 : Biodiversity and its conservation:

Introduction, definition and diversity at genetic, species and ecosystem level.

Biogeographically classification of India.

- Value of biodiversity, consumptive use productive use, social, ethical, aesthetic and option values.

Biodiversity at global, national & local levels.

India as a mega-diversity nation.

Hot-spots of biodiversity.

Threats to biodiversity - habitat loss poaching of wild life, man-wild life conflicts.

Endangered and endemic species of India.

Conservation of biodiversity – In situ and Ex-situ conservation of biodiversity.

Unit-5 : Environmental Pollution :

Definition, causes, effect and control measures of

Air pollution.

Water pollution

Soil pollution.

Marine pollution

Noise pollution

Thermal pollution

Nuclear hazards.

Solid waste management : Causes, effects and control measures of urban industrial wastes.

Role of an individual in prevention of pollution.

Disaster management : Flood, earthquake, cyclone and land slides.

Unit-6 : Social issues and the environment :

From unsustainable to sustainable development

Urban problems related to energy.

Water conservation, rain water harvesting, water shed management.

Settlement and rehabilitation of people, its problem of concerns.

Environmental ethics-issues and possible solutions. Ozone layer depletion, nuclear accidents.

Wasteland reclamation.

Consumerism and waste products.

Environmental protection Act. 1986.

i. Air (prevention and control pollution) Act. 1981

ii. Water (Prevention and Control of Pollution) Act., 1974.

iii. Wild life protection Act. 1972

iv. Forest conservation Act. 1980

Issues involved in enforcement of environmental legislation.

Public awareness.

Unit-7 : Human Population and the Environment :

Population growth, variation among nations

Population explosion-Family welfare programme.

Environment and Human health.

Human rights.

Value education.

HIV/AIDS

Women & child welfare.

Role of information technology in environment and human health.

प्रेच्यटी भुगतान अधिनियम

3 ECONOMIC ADMINISTRATION AND FINANCIAL MANAGEMENT

Scheme	Duration	Max. Marks	Min. Pass Marks
Two Papers		200	72
Paper I	3 hrs	100	
Paper II	3 hrs	100	

There shall be three (03) Sections in the Question paper.

Section A shall consist of ten questions (02 questions from each Unit), of 02 marks each, all compulsory to be answered in around 50 words.

Section B shall consist of seven questions (at least 01 question from each Unit) of 08 marks each, to be answered in around 200 words. Five questions must be answered out of given seven.

Section C shall consist of four questions (at least 01 question from each Unit) of 20 marks each, to be answered in around 500 words. Any two questions must be answered out of given four.

PAPER – I BUSINESS BUDGETING

Unit-I

Business Budgets and Budgeting: Meaning, Nature, Objectives, advantages and limitations of budgets and budgeting, Budget terminology, Preparation of budgets, budget co-ordination. Essentials of an effective Budgeting.

Analysis of the current budget of the Govt. of India. Analysis of the current budget of the Govt. of Rajasthan.

Unit-II

Types of Budgets: Fixed and Flexible Budget, Master Budget, Sales Budget, Production Budget, Cost of Production Budget, Direct Material Budget, Direct Labour Budget and Overhead Budget.

Unit-III

Cash Budgeting: Meaning, Importance and Forms of Cash Budget, Preparation of Cash Budget, Methods of Cash Budget, Forecasting

Business Forecasting: Meaning, Theories, Importance and limitation of business forecasting. Techniques and tools of business forecasting. Essentials of Business Forecasting.

Unit-IV

Budgetary Control: Meaning, Characteristics, Objects and benefits of budgetary control.

Zero-Base Budgeting: Its theory and practice with special reference to India.

Performance Budgeting: Meaning, Nature, Importance of Performance budgeting with special reference to India, Steps in the preparation of Performance Budgets.

जोखिम का वर्गीकरण, पुनर्बीमा एवं दोहरा बीमा।
bdkbl & 2
 जीवन बीमा के मूल तत्व, जीवन बीमा अनुबन्ध, जीवन बीमा कराने की विधि (प्रस्ताव से बीमा पत्र तक) जीवन बीमापत्र की शर्तें (नवीनीकरण, ऋण समर्पण नामांकन एवं हस्तांतरण इत्यादि) जीवन बीमा प्रब्याजि की गणना एवं मृत्यु सख्यक तालिका।
bdkbl & 3

(अ) जीवन बीमा की कुछ महत्वपूर्ण योजनाएं – बन्दोबस्ती बीमा, आजीवन बीमा, बिना स्वास्थ्य-परीक्षा बीमा, समूह बीमा एवं वेतन बचत योजना।
 जीवन बीमा के अन्तर्गत दावों का निपटारा।
bdkbl & 4
 साधारण बीमा के प्रकार :
 1. अग्नि बीमा – क्षेत्र- पत्रों के प्रकार प्रब्याजि निर्धारण, अग्नि बीमा पत्र के मानदण्ड; दावों के निपटारे की विधि।
 2. सामुद्रिक बीमा – क्षेत्र बीमा – पत्रों के प्रकार गर्भित आश्वासन सामुद्रिक बीमा पत्र के मानदण्ड, दावों के निपटारों की विधि।
 3. बीमा के अन्य प्रकार – चोरी, दुर्घटना, फसल एवं पशु बीमा। केवल प्रारम्भिक जानकारी अपेक्षित।

bdkbl & 5
 जीवन बीमा निगम की संगठनात्मक संरचना, जीवन बीमा निगम के अधिकर्ता भारतीय जीवन बीमा का निजीकरण।
bdkbl & 1
 भारतीय कारखाना अधिनियम, 1948
bdkbl & 2
 औद्योगिक विवाद अधिनियम 1947
 मजदूरी भुगतान अधिनियम 1936
bdkbl & 3
 कर्मचारी राज्य बीमा अधिनियम 1948
 बोनस भुगतान अधिनियम
 कर्मचारी प्रोविडेंट फण्ड
bdkbl & 4
 श्रमिक क्षतिपूर्ति अधिनियम 1923
 न्यूनतम मजदूरी अधिनियम 1948
 परिवार पेंशन फण्ड अधिनियम
bdkbl & 5
 श्रम संघ अधिनियम 1926

Field Work
 Visit to a local area to document environmental assets-river/forest/grassland/ hill/ mountain.
 Visit to local polluted site- Urban/rural/industrial/agricultural.
 Study of common plants, insects, Birds.
 Study of simple ecosystem-Pond, river, hill slope etc.

Suggested Books :
 1 पर्यावरण अध्ययन – वर्मा, गैना, खण्डेलवाल, रावत
 2 पर्यावरण विज्ञान – पी.सी. त्रिवेदी, गरिमा गुप्ता
 3 पर्यावरण अध्ययन – सुरेश आमेता, शिप्रा भारद्वाज
 4 Environmental studies – Pratap Singh, N.S. Rathore, A.N. Mathur
 5 पर्यावरण अध्ययन – बाकर, बाकर वाधवा
 6 पर्यावरण अध्ययन – सन्तोष यादव, अनूपमा यादव

4 BUSINESS STUDIES & BANKING (FOR NON COMMERCE STUDENTS ONLY)

Scheme
 Min. Pass Marks : 18 Duration : 3 Hrs. Max. Marks : 50

Unit – 1

Business- Meaning, Characteristics and importance, Forms of business organization; Sole trader, Partnerships, Joint stock company, Co-operative, Autonomous corporation (Functions, Importance and Limitations).

Unit – II

Office departments and activities indexing and filling. Use of mode equipments in office work. Office communication system.

Unit- III

Introduction to business finance " Meaning, Functions and Scope, Goals and objectives; evolution of corp. Finance objectives and importance.

Unit – IV

Meaning of Bank , Types, Importance and , Functions of Commercial Banks

Unit – V

Central Bank- RBI, Organization, Functions. SBI- History and Functions, Importance of SBI in presents Indian Banking.

4- 0; kol kf; d v/; ; u , oa vf/kdk'k.k
 अधिकतम अंक : 50 न्यूनतम उत्तीर्ण : 18 समय : 3 घंटे
bdkbl & 1 0; ol k; vFk fo'k'krk , a , oa egRo

व्यवसायिक संगठन के रूप एंकाकी व्यापारी, साझेदारी, संयुक्त स्कन्ध प्रमण्डल, सहकारी, स्वायत्तशाषी निगम, कार्य और महत्व।

Unit-I
कार्यालय विभाग एवं क्रियाएं, अनुक्रमणीकरण एवं नत्थीकरण। कार्यालय कार्य में आधुनिक उपकरण, कार्यालय संदेशवाहक प्रणाली।

Paper-II Industrial Law

Unit-I

The Factories Act, 1948

Unit-II

The Industrial Disputes Act, 1947

The Payment of Wages Act, 1936

Unit-III

Employees state Insurance Act, 1926

The Payment of Bonus Act

The Employees provident funds and

Unit-IV

The workmen's compensation Act, 1923

The minimum wages Act

Family pension fund Act.

Unit-V

The Indian Trade Union Act, 1926

Payment of gratuity Act, 1972

Books Recommended:

Labour and Industrial Laws, by Padhi, Publisher-Prentice-Hall of India, New Delhi, ISBN-978-81-203-2985-0

Industrial Law - Chawala R.C. Garge K.C.

Elements of Industrial Law - Kapoor N.D.

Industrial Relation and Labour Laws - Srivastava S.C.

Labour Administration in India - Sarina A.M.

Labour Laws – Inderjeet

Industrial Laws and Labour Laws - O.P. Gupta

Industrial Law - Vyas, Sowani & Mishra, RBD

औद्योगिक सन्नियम – नौलखा, आर.बी.डी.

औद्योगिक विधि – शर्मा, अजमेरा बुक कंपनी, जयपुर

2-0: koI kf; d i cU/k

योजना

दो प्रश्न पत्र

प्रथम प्रश्न पत्र

द्वितीय प्रश्न पत्र

न्यूनतम उत्तीर्णांक 72

समय 3 घण्टे

समय 3 घण्टे

अधिकतम अंक 200

अधिकतम अंक 100

अधिकतम अंक 100

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bdkb/ & 1

बीमा का अर्थ, कार्य, प्रकार प्रादुर्भाव एवं विकास। भारतीय अर्थव्यवस्था में बीमा की भूमिका। बीमा के आधारभूत सिद्धांत। बीमा एक जोखिम नियन्त्रण युक्ति के रूप में एवं

bdkb/ & 2 dk; k/; | xBu ,oa i cU/k

bdkb/ & 3 0; koI kf; d foUk dk i fjp;

अर्थ, कार्य एवं क्षेत्र, लक्ष्य एवं उद्देश्य, निगम का विकास, वित्त उद्देश्य एवं महत्व।

bdkb/ & 4

बैंक का अर्थ, प्रकार महत्त्व एवं वाणिज्य बैंकों के कार्य

bdkb/ & 5 dUnh; cU

रिजर्व बैंक ऑफ इण्डिया— संगठन एवं कार्य। भारतीय स्टेट बैंक, इतिहास, कार्य, वर्तमान

भारतीय अर्थव्यवस्था में इसका महत्व।

5. BOOK KEEPING

(For Non commerce Students Only)

Unit - I

Accounting as a Measurement Discipline. Income Measurement and related accounting concepts, other Accounting concepts. Relationship of Accounting with Economics and Statistics. Role of an Accountant in Society.

Unit - II

Accounting process leading to preparation of Trial Balance including rectification of errors and preparation of Final Accounts (for non corporate entities) Bank Reconciliation Statement. Depreciation Accounting including methods thereof. Inventory valuation.

Unit - III

Accounting for special transactions :
(a) Consignment Accounts
(b) Joint ventures Accounts
(c) Average due date and Account Current.
(d) Bills of exchange and promissory notes.

Unit - IV

Partnership Accounts. Admission Retirement and Death of partner and Dissolution of firm.

Unit - V

Receipts and Payments account and Income and expenditure and Balance Sheet including Accounts of Professional concerns.

Suggested Books

1. Shukla M.C. And Grewal T.S. Advanced Accounts (S. Chand & co.)

2. Gupta R.L. and Radhaswamy M. Advanced Accountancy (Sultan Chand & Sons)

3. Gupata B.D. Financial Accounting

	4. Grewal T.S. Elements of Accounts (S. Chand & co.)
	5. Jain, Khandelwal, Pareek – Book Keeping
	6. Sharma, Bhardwaj, Biyani- Book keeping & Accountancy (Ramesh Book Depot)
	7. P.C. Tulsian : Financial Accounting (Tata Mc Graw Hill Publi.co.)
Paper-I Insurance	
Unit-I	
Meaning, function types, origin and development of Insurance; Role of Insurance in the Indian Economy. Basic principles of Insurance. Insurance as a risk control device and risks classification; re-insurance and double Insurance.	
Unit-II	
Basic elements of Life Insurance: Life Insurance contract. Procedure of Life Insurance (from proposal to policy, life policy conditions, renewals, loans, surrendering, nomination and transfer etc.). Life Insurance premium calculation and mortality tables.	
Unit-III	
Some important plans of assurance – Endowment, whole Life non-medical policies, group insurance and salary saving scheme. Settlement of claims under assurance.	
Unit-IV	
Type of general Insurance:	
(i) Fire Insurance: Scope, types of policies, Premium fixation, standard fire insurance policy, claims settlement procedure.	
(ii) Marine Insurance-Scope, Types of policies implied warranties, Standard Marine Policy, Claim Settlement Procedure.	
(iii) Other kinds of Insurance; Burglary, accident Crop & live stock insurance. (only elementary knowledge is required)	
Unit-V	
Organisational structure of L.I.C., L.I.C. Agents.	
Privatisation of Life insurance in india.	
Books Recommended:	
A.N. Agrawala – Insurance in India.	
W.A. Dinsdal & D.C. MC Muride - Elements of Insurance	
Anil Kothari & Joshi Jain: Fundamental of Insurance	
R.S. Sharma – Insurance - Principle of Practice.	
आर.सी. अग्रवाल एवं एन.एस. कोठारी – बीमा	
महानायण मिश्रा – बीमा सिद्धान्त एवं व्यवहार	
बी.एल. पोरवाल – बीमा	
डॉ. आर. के. बजाज – बीमा के तत्व	
डॉ. आर. एल. नौलखा – बीमा के तत्व	
प्रो. जी. एस. सुधा – बीमा	
जे.पी. सिंघल – बीमा	
	बहीखाता
	इकाई-1
	लेखांकन : एक मापन अनुशासन, आयमापन और उससे सम्बन्धित लेखांकन अवधारणाएं
	अन्य लेखांकन अवधारणाएं, लेखांकन का अर्थशास्त्र व सांख्यिकी से सम्बन्ध। समाज में एक लेखापाल की भूमिका।
	इकाई-2
	तलपट को बनाने तक की लेखांकन प्रविधि, अशुद्धियों के सुधार, अन्तिम खातों के निर्माण (गैर कम्पनी संस्थाओं के लिए), बैंक समाधान विवरण। ह्रास लेखांकन व उसकी विधियाँ। स्कन्ध मूल्यांकन।
	इकाई-3
	विशिष्ट लेन-देनों का लेखांकन
	(अ) प्रेषण (ब) संयुक्त साहस (स) औसत भुगतान तिथि और चालू खाता (द) विनियम विपत्र व प्रतिज्ञा पत्र
	इकाई-4
	साझेदारी खाते—साझेदार का प्रवेश, सेवानिवृत्ति एवं मृत्यु, साझेदारी का विघटन।
	इकाई-5
	प्राप्ति एवं भुगतान खाता, आय व्यय खाता और चिट्ठा, पेशेवर संस्थाओं के खातों सहित।
	6. ACCOUNTANCY & BUSINESS STATISTICS
	There shall be three (03) Sections in the Question paper.
	Section A shall consist of ten questions (02 questions from each Unit), of 02 marks each, all compulsory to be answered in around 50 words.
	Section B shall consist of seven questions (at least 01 question from each Unit) of 08 marks each, to be answered in around 200 words. Five questions must be answered out of given seven.
	Section C shall consist of four questions (at least 01 question from each Unit) of 20 marks each, to be answered in around 500 words. Any two questions must be answered out of given four.
	PAPER - I: FINANCIAL ACCOUNTING
	Unit - I
	History and development of Accounting in India since Kautilya. Generally Accepted Accounting Principles, Conventions and Concepts. General

introduction of Accounting Standards, Insurance Claims, Voyage Accounts

Unit - II

Issue of Shares, forfeiture and re-issue of forfeited shares. Buyback of shares, D-mat of Shares, Employees Stock Option Scheme and Guide Lines of SEBI, issue of debentures and their redemption.

Unit - III

Insolvency Accounts, Royalty Accounts

Unit - IV

Sectional balancing and Self balancing ledgers, Accounting for investments and excluding stock market transactions,

Unit - V

Departmental accounts and Branch accounts (including foreign branches), Introduction of Tally ERP.9.

Suggested Books :

1. Jangid, Suthar, Agrawal, Mathur, Saxena, Khatri, Mujral- Financial Accounting (वित्तीय लेखांकन) (Remesh Book Depot- Jaipur)
2. Jain, Khendelwal, Pareek, S.S. Maheshwari, Modi, Dave : Financial Accounting (Ajmera Book Co.)
3. Shukla M.C. And Grewal T.S. Advanced Accounts (S. CHand & co.)
4. Agarwal B.D. Company Accounts (Pitamber Publishing House, Delhi)
5. राव एन.एस., हेड़ा एम.डी., गुप्ता एस.एल.—वित्तीय लेखांकन (अल्कापब्लिकेशन)
6. Chakraborty, H. Advanced Accountancy (Oxford University Press, New Delhi)
7. Jain & Narang – Advanced Accounting (Kalyani Publication, Delhi)
8. Sehgal & Sehgal – Advanced Accounting (Taxman)
9. P.C. Tulsian : Financial Accounting (Tata McGraw Hill Publishing co.)

Paper – II : BUSINESS STATISTICS

Unit - I

Meaning and definition of Statistics. Functions, importance. Limitations and Distrust of Statistics. Statistical investigation- Meaning, types and various stages of statistical investigation. Objectives & Methods of sampling Essentials of Sampling, Sampling and Non sampling error. Size of sample. Collection, editing, classification and tabulation of data. Methods of collection of primary and secondary data. Schedule & questionnaire. Editing of data. Meaning & definitions of classification, characteristics of classification, objectives and types of classification, statistical series.

4. Chouhan, Shaktweepee : Taxation and Auditing, Himanshu Publication, New Delhi & Udaipur
5. Patel, Choudhary : Goods & Service Tax and Auditing, PC Publications, Jaipur

यसके अर्थ में, पाँच प्रश्नों में से प्रत्येक से दो-दो छात्र को प्रत्येक इकाई में से एक प्रश्न का चयन करते हुए कुल पाँच प्रश्नों के उत्तर देने होंगे।

आन्तरिक पुनर्निर्माण के लिए लेखांकन, भारतीय लेखांकन मानक 14 के अनुसार कम्पनियों का एकीकरण, (कम्पनियों द्वारा आपसी अंश रखना सहित)

ख्याति का मूल्यांकन एवं अंशों का मूल्यांकन

कम्पनी के अंतिम खाते (प्रबन्धकीय पारिश्रमिक गणना को शामिल करते हुए) लाभों का बंटवारा (लाभों के पूजीकरण को शामिल करते हुए), अंशों व ऋणपत्रों का अभिगोपन।

व्यापार क्रय, समामेलन से पूर्व तथा पश्चात् के लाभ सहित, कम्पनियों का समापन।

भारत में सुत्रधारी व, सहायक कम्पनी के खाते। एकीकृत चिट्ठा व लाभ-हानि खाता। दिखाता पद्धति (बिजली आपूर्ति कम्पनियों के खातों को छोड़कर)

2. BUSINESS MANAGEMENT

Scheme of Examination

Min. Pass Marks - 72 Duration - 3 Hrs. Max. Marks - 200

Paper – I and Paper - II (100 + 100 = 200)

There shall be three (03) Sections in the Question paper.

Section A shall consist of ten questions (02 questions from each Unit), of 02 marks each, all compulsory to be answered in around 50 words.

Section B shall consist of seven questions (at least 01 question from each Unit) of 08 marks each, to be answered in around 200 words. Five questions must be answered out of given seven.

Section C shall consist of four questions (at least 01 question from each Unit) of 20 marks each, to be answered in around 500 words. Any two questions must be answered out of given four.

1. नैगम लेखांकन—जांगिड, अग्रवाल, सुथार, माथुर, सक्सैना, मुजराल (रमेश बुकडिपो, जयपुर)
2. नैगम लेखांकन—जैन, खण्डेलवाल, पारीक, बंसल (अजमेरा बुक कम्पनी, जयपुर)
3. Advanced Accountancy – R.L. Gupta
4. Advanced Accountancy – S.N. Maheshwari
5. Advanced Accountancy – Shukla Grewal
6. Advanced Accountancy – S.K. Chakraborty
7. Advanced Accountancy – P.V. Ratnam
8. Advanced Accountancy – Jain, Narang.
9. Advanced Accountancy – Tulsian P.C. (Tata MC Graw Hill Pub.Co.)

Unit - II

Meaning and definition of Tabulation- objectives, importance & limitations of tabulation, difference between classification & tabulation, essentials of a good table. Kinds of table. Measures of central tendency, meaning and definition of central tendency, utility & importance, determination of statistical averages, essential properties of an ideal average. Types of statistical averages. Arithmetic Mean (Simple and Weighted), Median (including Quartiles, Deciles and Percentiles), Mode, Geometric Mean, Harmonic Mean (Simple & Weighted), Death Rates. Choice of suitable average, limitations of averages.

Unit - III

Measures of Dispersion & Skewness : Meaning & definition of Dispersion- Objectives and importance of measuring dispersion, absolute & relative measures of dispersion, essential characteristics of a good measure of dispersion, inter-relationship between different measures of dispersion, Lorenz curve, Selection of an appropriate measure of dispersion. Skewness, Meaning, Test of Skewness, Measures of Skewness, Methods of measuring Skewness, difference between dispersion and Skewness.

Unit - IV

Correlation and Regression : Meaning & definition of Correlation- types of correlation, methods of determining correlation, measurement of correlation in time series, lag and lead in correlation. Regression analysis : concept, meaning, Utility, types, difference between correlation & regression, linear correlation & regression analysis, standard error of estimates, methods of computing regression lines, conceptual framework & their application in business.

Unit - V

Index Number: concept, utility, methods, simple and weighted average of relatives and aggregate index numbers. Analysis of Time Series: theories of time series, decomposition of time series, analysis of trend (excluding seasonal variations), application of time series in business.

Suggested Books :**PAPER – II : TAXATION AND AUDITING**

Note : In this question paper 10 questions will be set. 2 questions from each unit. Candidates are required to attempt five questions in all selecting one question from each unit.

Unit - I

CGST/SGST: Important term and definitions under central goods and service Tax Act, 2017 and state goods and service Tax Act, 2017. Basic of GST, meaning and scope of supply, levy and collection of tax.

Unit - II

CGST/SGST: Time and value of supply of goods and /or service. Input Tax credit, transitional provisions. Registration under CGST/SGST Act, filling of returns and assessment, payment of tax including payment of tax on reverse charge basis. Refund under the Act.

Unit - III

CGST/SGST: Maintenance of Account and Records. Composition Scheme, Job work and its procedure, Various Exemptions under GST, Demand and recovery under GST, Miscellaneous provisions under GST.

Unit - IV

IGST: Scope of integrated goods and service tax (IGST), important term and definitions under IGST Act, 2017, levy and collection of IGST, principles for determining the place of supply of goods and services zero rated supply.

Unit - V

Auditing : Meaning and objectives of auditing, importance and limitations of auditing. Internal control, vouching, verification of assets and liabilities, company audit.

Suggested Books:

1. Datey V. S. : GST Ready Reckoner, Taxman Publication, New Delhi.
2. Goel Pankaj : GST Ready Reckoner, Reference (2017) Commercial Law Publisher (India) Pvt. Ltd
3. Shah, Mangal, Jain, Khandelwal, Pareek : Goods and Service Tax (Including Auditing) , RBD Publishing House, Jaipur

1. ओसवाल, जांगिड, अग्रवाल, सुथार, गर्ग—व्यावसायिक सांख्यिकी रमेश बुक डिपो, जयपुर।
2. Gupta S.R. – Statistical methods (Sultan Chand & Sons, New Delhi)
3. Gupta S.N. Statistical methods (Sahitya Bhawan, Agra)
4. Gupta S.C. – Statistical Methods
5. नागर के एन. : सांख्यिकी के मूल तत्व (मीनाक्षी प्रकाशन, मेरठ)
6. गोयल के सी., रंगा आर.के., गुप्ता बी.एल., गोयल आर.के. —सांख्यिकीय विधियाँ अजमेरा बुक कम्पनी, जयपुर।

Note : One of the additional subject may be offered in under graduate, Commerce Class in addition to compulsory paper of Hindi/English and the three core subject of commerce faculty. The marks of the additional optional subject and combined paper shall not be counted towards awarding of division.

(ii) If the candidate passes in the particular addl. subject same shall be mentioned in marks-sheet and degree.

(iii) The candidate have to clear the combined paper in the three chance.

(iv) Non-appearance or absence in the examination of combined paper will be counted as a chance.

भारत में लेखांकन का इतिहास एवं विकास—कोटिल्य से। सर्वमान्य स्वीकृत लेखांकन सिद्धान्त परम्परा व अवधारणाएं। लेखांकन मानकों का सामान्य परिचय, बीमादावा सम्बन्धी खाते, जहाजी यात्रा लेखे।

अंशो का निर्गमन, अंशों को जब्त करना एवं जब्त अंशों का पुनर्निर्गमन, अंशों की पुनः खरीद, अंशों का डी-मैट, कर्मचारी स्कन्ध विकल्प योजना, सेबीकेदिशा निर्देश, ऋण पत्रों का निर्गमन एवं शोधन।

दिवालिया सम्बन्धी खाते, अधिकार—शुल्क खाते।

वर्गीय संतुलन एवं स्वकीय संतुलन खाताबहियां, विनियोग खाते(स्टॉक एक्सचेंज लेन देन को छोड़कर)

विभागीय खाते व पाखा खाते (विदेशी शाखासहित) परिचय टेली ईआरपी.9।

सांख्यिकी का अर्थ एवं परिभाषा, कार्य, महत्व एवं सीमाएं तथा सांख्यिकी के प्रति अविश्वास सांख्यिकीय अनुसंधान—अर्थ, सांख्यिकीय अनुसंधान के प्रकार व विभिन्न चरण, प्रति चयन के उद्देश्य तथा रीतियां, प्रतिचयन के आवश्यक तत्व, प्रतिचयन व अप्रतिचयन विभ्रम, न्यादर्श का आकार। संमकों के संग्रहण, सम्पादन, वर्गीकरण व सारणीयन, प्राथमिक व द्वितीय समकों के संग्रहण की रीतियां, अनुसूची व प्रश्नावली, समकों का सम्पादन, वर्गीकरण का अर्थ एवं परिभाषा, वर्गीकरण की विशेषताएं, वर्गीकरण के उद्देश्य व प्रकार, सांख्यिकीय श्रेणियां।

सारणीयन का अर्थ एवं परिभाषा, उद्देश्य, सारणीयन का महत्व एवं सीमाएं। वर्गीकरण व सारणीयन में अन्तर। आदर्श सारणी के आवश्यक तत्व, सारणी के प्रकार।

केन्द्रीय प्रवृत्ति का माप—केन्द्रीय प्रवृत्ति का अर्थ एवं परिभाषा, उपयोगिता एवं महत्व सांख्यिकीय माध्यों की गणना, एवं आदर्श माध्य की आवश्यक विशेषताएं। सांख्यिकी माध्यों के प्रकार—समान्तर माध्य (सरल एवं भारित), माध्य (चतुर्थक, दशमक व शतमक सहित) बहुलक, गुणोत्तरमाध्य, हरात्मकमाध्य (सरल एवं भारित) मध्य्यु दरें, उपयुक्त माध्य का चुनाव, सांख्यिकीय माध्यों की सीमाएं।

बहुलक, गुणोत्तरमाध्य, हरात्मकमाध्य (सरल एवं भारित) मध्य्यु दरें, उपयुक्त माध्य का चुनाव, सांख्यिकीय माध्यों की सीमाएं।

बहुलक, गुणोत्तरमाध्य, हरात्मकमाध्य (सरल एवं भारित) मध्य्यु दरें, उपयुक्त माध्य का चुनाव, सांख्यिकीय माध्यों की सीमाएं।

बहुलक, गुणोत्तरमाध्य, हरात्मकमाध्य (सरल एवं भारित) मध्य्यु दरें, उपयुक्त माध्य का चुनाव, सांख्यिकीय माध्यों की सीमाएं।

बहुलक, गुणोत्तरमाध्य, हरात्मकमाध्य (सरल एवं भारित) मध्य्यु दरें, उपयुक्त माध्य का चुनाव, सांख्यिकीय माध्यों की सीमाएं।

1. ACCOUNTANCY AND BUSINESS STATISTICS

There shall be three (03) Sections in the Question paper.

Section A shall consist of ten questions (02 questions from each Unit), of 02 marks each, all compulsory to be answered in around 50 words.

Section B shall consist of seven questions (at least 01 question from each Unit) of 08 marks each, to be answered in around 200 words. Five questions must be answered out of given seven.

Section C shall consist of four questions (at least 01 question from each Unit) of 20 marks each, to be answered in around 500 words. Any two questions must be answered out of given four.

PAPER - I : CORPORATE ACCOUNTING

Note : In this question paper 10 questions will be set. 2 questions from each unit. Candidates are required to attempt five questions in all selecting one question from each unit.

Unit - I

Accounting for internal Reconstruction. Accounting for Amalgamation of Companies as per Indian Accounting Standard 14 (including inter-company holding).

Unit - II

Valuation of Goodwill. Valuation of Shares.

Unit - III

Final Accounts of companies (including computation of Managerial Remuneration). Disposal of Profits (including Capitalization of Profit). Underwriting of shares and debentures.

Unit - IV

Acquisition of business including profit prior to incorporation and post incorporation. Liquidation of companies.

Unit - V

Accounting of Holding and Subsidiary Companies in India. Consolidated Balance Sheet and Profit & Loss Account. Double Account System (Excluding Accounts of Electricity Supply Companies.)

Suggested Books:

B.Com. Part - III Examination-2022

bdkb&3

SCHEME OF EXAMINATION

There shall be three (03) Sections in the Question paper.

Section A shall consist of ten questions (02 questions from each Unit),

of 02 marks each, all compulsory to be answered in around 50 words.

Section B shall consist of seven questions (at least 01 question from each Unit) of 08 marks each, to be answered in around 200 words. Five questions must be answered out of given seven.

Section C shall consist of four questions (at least 01 question from each Unit) of 20 marks each, to be answered in around 500 words. Any two questions must be answered out of given four.

DISTRIBUTION OF MARKS

S.N.	Name of the Subject/Papers	Papers	Duration	Max. Marks	Min. Pass Marks
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Core Subjects :

1. Accountancy and business statistics

Paper I	3hrs.	100	} 200, 72
Paper II	3hrs.	100	

2. Business Management

Paper I	3hrs.	100	} 200, 72
Paper II	3hrs.	100	

3. Banking & Financial Management

Paper I	3hrs.	100	} 200, 72
Paper II	3hrs.	100	

Additional Optional Subject :-

4. Garment Production and export Management

Paper-I	3hrs.	60	} 120, 44
Paper-II	3hrs.	60	
Practical 2	4hrs. each	80	28

Vocational Subjects :

5. Computer Applications

Paper-I	3hrs.	65	} 130, 46
Paper-II	3hrs.	65	
Practical	3hrs.	70	26

6. Tourism & Travel Management

Internal		15	} 200, 72
Paper-II	3 hrs.	60	
Internal		15	
Project Report & Viva-Voice		50	

अपकरण तथा विषमता का माप—अपकरण का अर्थ व परिभाषा, अपकरण मापन का

उद्देश्य, महत्व। अपकरण के निरपेक्ष व सापेक्ष माप। एक अच्छे अपकरण माप की मुख्य

विशेषताएं; अपकरण के विभिन्न मापों में अन्तर्सम्बन्ध, लारेन्ज वक्र उचित अपकरणमाप

का चुनाव। विषमता—अर्थ, विषमता का परीक्षण, विषमता का माप, विषमता मापन के

तरीके, अपकरण व विषमता में अन्तर।

bdkb&4

सह सम्बन्ध व प्रतीपगमन—सहसम्बन्ध का अर्थ व परिभाषा, सहसम्बन्ध के प्रकार

सहसम्बन्ध निर्धारण के तरीके, काल श्रेणी में सहसम्बन्ध का मापन, सहसम्बन्ध में

विलम्बना व अग्रगमन। प्रतीपगमन विश्लेषण: अवधारणा, अर्थ, उपयोगिता तथा प्रकार,

प्रतीपगमन व सहसम्बन्ध में अन्तर, रेखीय सहसम्बन्ध तथा प्रतीपगमन विश्लेषण, अनुमान

की प्रमाप त्रुटि, प्रतीपगमन रेखाओं के परिकलन की विधियां, संकल्पनात्मक रूपरेखा और

व्यवसाय में उसका उपयोग।

bdkb&5

सूचकांक—अवधारणा, उपयोगिता, रीतियां। मूल्यांकन व समूही सूचकांको का सरल व

भारितमाध्य। कालश्रेणी का विश्लेषण—कालश्रेणी के सिद्धान्त, कालश्रेणी के संघटक,

प्रवृत्ति का विश्लेषण (मौसमी विचरणों को छोड़कर) कालश्रेणी का व्यवसाय में उपयोग।

7. BUSINESS MANAGEMENT

Scheme of Examination

Min. Pass Marks 72 Duration 3 Hrs. Max. Marks 200

Paper – I and Paper - II (100 + 100 = 200)

There shall be three (03) Sections in the Question paper.

Section A shall consist of ten questions (02 questions from each Unit),

of 02 marks each, all compulsory to be answered in around 50 words.

Section B shall consist of seven questions (at least 01 question from each Unit) of 08 marks each, to be answered in around 200 words. Five questions must be answered out of given seven.

Section C shall consist of four questions (at least 01 question from each Unit) of 20 marks each, to be answered in around 500 words. Any two questions must be answered out of given four.

Paper - I Principles of Business Management

Unit - I

Introduction: Meaning, Nature, Principles & Importance of Management, Schools of Management Thought.

Unit - II

Coordination: Meaning, Need and Techniques.

Planning: Meaning, Importance, Types and Process. Decision and decision making process.

Unit - III

Organization: Meaning, Importance, Types, structure of organization. Forms of organization and span of control. Elementary knowledge of organizational behaviour. Decentralization and Delegation of Authority.

Unit - IV

Directing: Meaning, Importance and Techniques with special emphasis on communication, Controlling. Meaning, Importance Techniques and process.

Unit - V

Leadership - Meaning, Kind, Style, Merits of a successful leader.

Motivation - Meaning, Importance, Approaches.

Management by Change.

Elementary Knowledge of Stress and Stress Management.

Books Recommended:

सेन, जैन, गुप्ता — व्यावसायिक संगठन

Mathur, B. S. : Principles of Management

Agarwal R. D. : Organisation and Management

Tripathi & Reddy : Management

राजपुरोहित, गुप्ता, प्रबंध, अजमेरा बुक कम्पनी, जयपुर

Chatterji S. S. : Management

Newman and Summer : Process of Management

Rajpurohit, Gupta : Management

Koont'z and O'Donnell : Management

डॉ आर. एल. नौलखा—प्रबंध के सिद्धान्त

जी. एस. सुधा — प्रबंध

अग्रवाल आर. सी. साहित्य भवन, आगरा — व्यवसाय प्रबंध के सिद्धान्त

PAPER - II: BUSINESS LAWS

Unit - I

Law of Contract (1872): Nature of Contract, Classification, Offer and Acceptance, Capacity of Parties to Contract, Free Consent, Consideration, Legality of Object.

Unit - II

Performance of contract, Discharge of contract, Remedies for breach of contract. Agreement Declared Void.

Unit - III

Special Contracts: Indemnity, Guarantee, Bailment and Pledge, Agency

Unit - IV

LLP Act, 2008 and Sale of Goods Act, 1930

Unit - V

Unit III

Travel agent: Role and function in tourism industry.

Tour operator : Kinds and role

Guide and Escord : Duties and responsibilities, training package tours.

Unit IV

Fares : Definition, type, details

Iata Air Ticketing (Old style manually issued ticket)

Unit V

ABC-Introduction and handling

Some important circuits

Suggested Books :

Jugmohan Negi : Travel Agency and Tour Operation.

P.C. Sinha : Tourism Transport and Travel Management

Valenu L. Smith : Hosts and Guest, Philadelphia, 1990

Bani Kant Kakati : The Mother Goddess Knamakhya Guwahati

Paper II : HOSPITALITY MANAGEMENT

Unit I

Principles of Grading Hotel-Star, categorization-Function of classification committee.

Rule and Regulation.

Laying of House keeping department, duties of principal staff.

Unit II

Rules of guest floor-Majds Cart-Bed making room maintenance procedure.

Procedure for requesting fresh linen-Guest supplies

Records kept in floor linen room.

Par stock lost and fund procedure, cleaning methods, agents

Wake call procedure seanty baggage procedure.

Unit III

Left luggage procedure.

Keys and keys control types of keys

Room maintenance, lobby and lounge maintenance.

Inspection of checked out rooms.

Unit IV

Case study, guest fall ill, death in hotel, fire in hotel,

Unit V

vandalism, cuisines: type of cuisine, catering - meaning, classification

services types of services layout of table cover, menu, types, planning,

control systems in catering, area methods of cooking, organization of

restaurant, duties and responsibilities of principal staff of catering.

Recommended Books :

Hotel and Restaurant Guide India, New Delhi, 1997

F & B Service, Sudhir Andrews, TmW,

internet terms (Client, Server, MODEM, Web page, Web site, Home page, Browser, URL, ISP, Web server, Download & Upload, Online & Offline etc), Internet applications (Remote login, VoIP, Video Conferencing, Audio-Video streaming, Chatting etc). Identify and solve basic problems related to connecting to networks and the Internet. E-Mail, Advantages, How it's Works? Anatomy of an e-mail Message, basic of sending and receiving, E-mail Protocol.

Unit III

Introduction to World Wide Web: History, Working of Web Browsers, Its functions, Search engine category, Concept of Hyper Text Transfer Protocol (HTTP), Web Servers, Internet Explorer, Web publishing Document Interchange Standard, Component of Web Publishing, Site and Domain Name, Overview of Intranet and its applications.

Unit IV

HTML, Designed Tools, HTML Editors, Issue in Web Site Creations and Maintenance, FTP S/W for Upload Website, Elements of HTML & Syntax, Building HTML Documents, Use of Font Size and Attributes, Backgrounds, Formatting tags, Images, Hyperlinks, div tag, List Type and its Tags, Table Layout, , Use of Frames and Forms in Web Pages. Working with Style sheet: Elements and different Type of style sheet; Introduction to Java Script: Identifier & operator, control structure, functions. Pre-defined functions, numbers & string functions, Array in Java scripts.

Unit V

Basic of Cyber Security and Cyber Crime: Computer Ethics and Application Programs, Cyber Law, Introduction to IT laws & Cyber Crimes – Internet, Hacking, Cracking, Viruses, Virus Attacks, Software Piracy, Intellectual property, Legal System of Information Technology, Social Engineering, Mail Bombs, Bug Exploits

Suggested Readings

1. Internet and Web Page Designing By V.K Jain (BPB)
2. Internet & Web Design By A. Mansoor, Pragya Publications.
3. Web Enabled Commercial Application Development Using HTML, DHTML, java script, Perl CGI By Ivan Bayross (BPB)
4. Cyber Security by Nina Godbole & Sunit Belapure
5. Computer Forensics by Marie- Helen Maras

6. TOURISM AND TRAVEL MANAGEMENT PAPER – I TRAVEL AGENCY MANAGEMENT

Unit I

Travel Agency and Introduction

Travel Agency : Brief history and present scenario

Unit II

Functions of travel agency, Department of Travel agency

Working of a travel agency

Travel terminology

Consumer Protection Act 1986, Information Technology Act, 2000

Books Recommended:

Shukla & Narayan : Vyaparik Sanniyam

Mathur & Saxena : Vyaparik Sanniyam

Sudha G. S. : Vyaparik Sanniyam

Shukla M. C. : Mercantile Law

N. D. Kapoor : Mercantile Law

डॉ. आर. एल. नोलखा : व्यापारिक सन्नियम

आर्य, शर्मा : व्यापारिक विधि, अजमेर बुक कम्पनी, जयपुर

अग्रवाल, कौठारी : व्यापारिक सन्नियम

O.P. Gupta : Business Regulatory Framework, Sahitya Bhawan,

Agra

Arya, Gupta: Business Law, Ajmera Book Company, Jaipur

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योजना : दो प्रश्न पत्र न्यूनतम उत्तीर्णांक 72 अधिकतम अंक 200

प्रथम प्रश्न पत्र समय 3 घंटे अधिकतम अंक 100

द्वितीय प्रश्न पत्र समय 3 घंटे अधिकतम अंक 100

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परिचय प्रबन्ध का अर्थ, प्रकृति, सिद्धान्त एवं महत्त्व ।

प्रबन्ध प्रबन्ध चिन्तनपीठ विद्यालय

समन्वय अर्थ, आवश्यकता एवं तकनीक ।

नियोजन अर्थ, महत्त्व, प्रकार, प्रक्रिया, निर्णय एवं निर्णयन-प्रक्रिया ।

संगठन संगठन का अर्थ, महत्त्व, प्रकार, संरचना ।

संगठन के प्रारूप एवं नियन्त्रण का विस्तार ।

विकेन्द्रीकरण एवं अधिकार सत्ता का प्रत्यायोजन ।

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निर्देशन अर्थ, महत्त्व एवं तकनीक, सम्प्रेषण पर विशेष ध्यान, सहित ।

नियन्त्रण अर्थ, महत्त्व, तकनीक एवं प्रक्रिया ।

नेतृत्व अर्थ, प्रकार, शैली एवं सफल नेता के गुण ।

अभिप्रेरण अर्थ, महत्त्व एवं विचारधारारं । परिवर्तन द्वारा प्रबन्ध ।

प्रतिबल और उसका प्रबंध ।

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अनुबन्ध अधिनियम (1872) : अनुबन्ध की प्रकृति, वर्गीकरण, प्रस्ताव एवं स्वीकृति, पक्षकारों की अनुबन्ध करने की क्षमता, स्वतंत्र सहमति, प्रतिफल, उद्देश्य एवं प्रतिफल की वेद्यता।

bdkbl & 2

अनुबन्धों का निष्पादन तथा भुगतानों का विनियोजन, अनुबन्धों की समाप्ति, अर्द्ध तथा गर्भित अनुबन्ध, अनुबन्ध-खण्डन तथा उपचार, व्यर्थ ठहराव।

bdkbl & 3

विशिष्ट अनुबन्ध हानि रक्षा तथा गारण्टी, निक्षेप तथा गिरवी अनुबन्ध, एजेन्सी

bdkbl & 4

सीमित दायित्व साझीदारी अधिनियम, 2008, विक्रय वस्तु अधिनियम 1930

bdkbl & 5

उपभोक्ता संरक्षण अधिनियम 1986, सूचना तकनीक अधिनियम 2000

8. ECONOMIC ADMINISTRATION AND FINANCIAL MANAGEMENT

Scheme	Duration	Max. Marks	Min.Pass Marks
Two Papers	200	72	
Paper I	3 hrs	100	
Paper II	3 hrs	100	

There shall be three (03) Sections in the Question paper.

Section A shall consist of ten questions (02 questions from each Unit), of 02 marks each, all compulsorily to be answered in around 50 words.

Section B shall consist of seven questions (at least 01 question from each Unit) of 08 marks each, to be answered in around 200 words. Five questions must be answered out of given seven.

Section C shall consist of four questions (at least 01 question from each Unit) of 20 marks each, to be answered in around 500 words. Any two questions must be answered out of given four.

PAPER-I: BUSINESS ECONOMICS

Unit-I

Introduction- Meaning and Definition of Business Economics. Its Role in Business Decisions. Business Forecasting : Meaning, Importance and Methods. Static and Dynamic Economics, Micro and Macro Economics, The Economic Problem and Functions of Economic System.

Unit-II

Consumption- Traditional Theory of Consumer's Equilibrium. Demand and Law of Demand. Elasticity of Demand: Its Measurement and Uses of the Concept of Elasticity of Demand. Indifference Curve: Meaning, Characteristics, Consumer's Equilibrium, Income Effect, Price Effect, Substitution Effect, Derivation of Demand Curve from Indifference Curve.

Unit -III

Production- Production Function: Laws of Returns, ISO- Product Curve, Least Cost Combination of Factors, Returns to Scale, Cost Concepts

Structure of C Program; Character Set, Tokens, Variable, Constant; Data Types; Operator, Expressions, Type Conversions; Console Input-Output functions; Control Flow Statements and Blocks, Branching statements and Labels.

Unit-III

Loop Structure: While, Do while, For, Modular programming: Basic types of function, Declaration and definition, Function call, Parameter passing, Recursion, Scope of variables, Storage classes.

Unit-IV

Arrays: Declaration and use of Array, Array manipulation; Searching, Insertion, Deletion of an element, Strings as array of characters, Standard library string functions. Pointer: Declaring & Initializing pointers, Accessing a variable and address of a variable, Pointer expressions, Pointers and Function Arguments, Pointers and Arrays.

Unit-V

Structure, Union: Declaration and use. Programs to show the use of structure, union; Concept of Files, Basic Functions for File Handling, Basic Input/Output operations on files.

Suggested Readings

1. Programming In C By Gottfried (Tata McGraw Hill)
2. C Programming Language By Kernighan (Prentice Hall Of India)
3. C Programming By R.B. Patel, Khanna Publication.
4. Let Us C By Yashwant Kanetkar (BPB Publication)

Paper-II : Internet and Web Programming

Scheme of Examination

Maximum Marks: 75

Duration: 3 Hours

Minimum Passing Marks: 27

The question paper contains 3 sections. Section-A consists of 10 questions (2 questions from each unit of syllabus). Section-B consists of 10 questions (2 questions from each unit of syllabus). Section-C consists of 5 questions (1 question from each unit of syllabus).

The word limit of part A, B and C are 50, 200 and 500 respectively.

Unit I

Data communication, Transmission Media- Coaxial, UTP, Optical-Fiber, Wireless, Components of Computer Networks, Transmission Mode- Simplex, Half Duplex, Full Duplex, LAN, MAN, WAN, the OSI Model, TCP/IP and others main protocols used on the Web; Types of wireless communication (Mobile, WiFi, WiMAX, Bluetooth, Infrared – concept and definition only). Software Piracy, Firewall, Threats, Hacking and Cracking (basic concepts only for these topics).

Unit II

Evolution of Internet, Introduction to the terms LAN, WAN, MAN, Basic

4. Doongaji, S. and Deshpande R. :- 'Basic Process of Clothing Construction',
 5. G.J.Sumanthi. 'Elements of fashion and Apparel design'.
 6. Agarwal, Kothari: 'vipnan-prabandh'.
 7. Kindley, Burger : 'International Economics'.
 8. Davar, R.S. : 'Salesmanship and Publicity'.
 9. Srivastava & Agarwal: 'Vipnan –prabandh'.
 10. Manaria, Joshi: 'Salesmanship and Practice of marketing in India'.

5. COMPUTER APPLICATION

Scheme of Examination

Maximum Marks: 65

Duration: 3 Hours

Minimum Passing Marks: 23

Examination Scheme

Paper code	Paper Name (Theory)	Lec/ week	Totu/ week	Exam Hrs.	Max. Marka	Mini Pass Marks (36%)
Paper I	Programming with C	3	1	3	75	27
Paper II	Internet & Web Programming	3	1	3	75	27

Theory Papers

Paper I

Programming with C

3

1

3

75

27

Paper II

Internet & Web Programming

3

1

3

75

27

Total of Theory Papers

(PAPER I 65 + PAPER II 65)

150

54

Practical Papers

Practical

3

3

50

18

Total of Practical Papers

50

18

Grand Total

200

72

The question paper contains 3 sections. Section-A consists of 10 questions (2 questions from each unit of syllabus). Section-B consists of 10 questions (2 questions from each unit of syllabus). Section-C consists of 5 questions (1 question from each unit of syllabus).

The word limit of part A, B and C are 50, 200 and 500 respectively.

Paper-I : Programming with C

Unit-I

Basic concepts of programming: Characteristic & Implementation of Algorithm, Flow Chart Symbols, Benefit and Limitations; Decision Table, Pseudo Code. Programming Techniques: Top down, Bottom up, Modular, Structured, Features, Merits, Demerits and their Comparative study.

Unit-II

and Classification, Importance of Costs in Decision making, Cost Function in Short Run and Long Run, Law of Supply and Elasticity of Supply, Capital Formation and Theories of Population.

Unit-IV

Exchange- General Theory of Value, Changes in the Demand and Supply and their Effects on Equilibrium Price. Time Element in Price Determination. Market: Meaning, Definition and Classification. Revenue Analysis, Price and output Determination under Perfect Competition, Imperfect Competition (Monopolistic Competition), Monopoly, Discriminating Monopoly and Oligopoly.

Unit-V

Distribution- Marginal Productivity Theory of Distribution, Theories of Rent, Wages, Interest and Profit, National Income: Basic Concepts, Measurement, National Income and Economic Welfare.

Books Recommended :

1. Agarwal M.D. & Som Deo- Business Economics (Ramesh Book Depot, Jaipur)
2. Mithani D.M – Fundamentals of Business and Managerial Economics. (Himalaya , Publishing House, Bombay)
3. Paul A . Samuelson – Economics(Mcgraw Hill , New York)
4. Seth M.L – Principles of Economics.
5. Stonier and Hauue- A text Book of Economic Theory
6. Saraswat , Lodha, Sharma, Godha- Business Economics (Ajmera Book Co. Jaipur)
7. साख्खत, लोढा, शर्मा, गोधा—व्यावसायिक अर्थशास्त्र (अजमेरा बुक कम्पनी, जयपुर)
8. व्यावसायिक अर्थशास्त्र : माथुर, गुप्ता (शिवम् बुक हाउस, जयपुर)

PAPER- II: ECONOMIC ENVIRONMENT IN INDIA

Unit- I

Economic Environment - Meaning, Factors Affecting Economic Environment, Basic Features of Indian Economy, Impact of Economic Reforms on Indian Economy, Economic Planning – Meaning, Importance and Objectives. Main Features of Indian Planning with Special Reference to 10th, 11th and 12th Five Year Plans.

Unit-II

Population - Characteristics, Causes of Growth, New Population Policy, Major Problems of Indian Economy: Unemployment, Poverty and Disparity of Income and Wealth. Economic Growth and Development: Meaning, Measurement and Determinants.

Unit -III

Agriculture & Small Scale Industries - Role of Agriculture in Indian Economy, Land Reforms, New Agricultural Strategy and Green Revolution, Agricultural Credit, Agricultural Productivity in India, World Trade

Organization and Indian Agriculture.

Small Scale Industries - Meaning, Importance, Problems and Remedial Measures. Industrial Policy and Recent Changes. Entrepreneurship & Entrepreneur: Meaning, Definition, Features, Functions and Types.

Unit-IV

Foreign Trade of India – Volume, Composition and Direction, Export Promotion, Investment of Foreign Capital in India. Role of Multinational Corporations in Indian Economy. Role of Public Sector in India and its Problems.

Unit-V

Economy of Rajasthan – Basic characteristics of Economy of Rajasthan, Development and Prospects of Agriculture, Small Scale Industries and Handicrafts, Dairy Development Programme and Tourism Development in Rajasthan. Constraints in Economic Development of Rajasthan and Remedies.

Books Recommended :

1. Agarwal A.N : Indian Economy.
2. Mishra and Puri: Indian Economy
3. Dewet K.K : Indian Economy .
4. Rudradutta and Sundram : Indian Economy .
5. Planning Commission: Various Plans and Reports ,
6. Swami and Gupta- Economic Environment in India (Ramesh Book Depot Jaipur)
7. Vashistha , Bhinda, Sharma, Lodha , Sharma- Economic Environment in India (Ajmera Book Co. Jaipur)
8. N.D Mathur- Economic Environment in India (Shivam Book House Jaipur)
9. Directorate of Economics & Statistics : Economic Review of Rajasthan
10. Directorate of Economics & Statistics : Basics Statistics of Rajasthan
11. अग्रवाल एवं गुप्ता – भारत में आर्थिक पर्यावरण (रमेश बुक डिपो)
12. वशिष्ठ, भिण्डा, शर्मा लोढा, शर्मा – भारत में आर्थिक पर्यावरण (अजमेरा बुक क)

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योजना: अधिकतम अंक 200 न्यूनतम उत्तीर्णांक 72
 दो प्रश्न पत्र समय 3 घंटे अधिकतम अंक 100
 प्रथम प्रश्न पत्र समय 3 घंटे अधिकतम अंक 100
 द्वितीय प्रश्न पत्र समय 3 घंटे अधिकतम अंक 100

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Medium and Long Term Credit and Finance Methods. A brief study of ECGC (Export Credit and Guarantee Corporation)

Unit-3

Documentation in Foreign Trade: Commercial Invoice, GR Form, Letter of Credit, Bill of Exchange, Shipping Bill, Marine Insurance Policy.

Unit-4

Brief study of EIC (Export Inspection Council), EPB (Export Promotion Board), FEMA, FERA

Unit-5

Procedure of Exports-import: study of latest Export-Import Policy of India, Export Licence, Export House. Export Promotion schemes and measures in India.

[Practical- Pattern Making & Dress- Designing]

Duration: 4 hrs

Max. Marks: 80

[Sessional- 40+40- Final Practical]

1. Introduction of eight head theory of stick figure- 9"-10"
2. Drawing of different Poses.
3. Samples of construction process-
 - I. Basic hand stitches.
 - II. Seam and seam finishers.
 - III. Darts, Pleats, Tucks, gathers.
 - IV. Plackets & Fasteners.
 - V. Piping and Facing.
 - VI. Collars variation- Flat Peter Pan collar, Raised Peter Pan collar, Convertible collar.
 - VII. Sleeves Variations-
 - Slash and Spread method, Puff and Bishop Sleeve.
 - Sleeve Bodice combination- Magyar, Raglan sleeve.
 - VIII. - Childern garments any six with the use of above methods.

4. Assignment- Sample collection:-

- a) Pattern of fabric & dress for children
 - b) Types of fabric texture.
5. Project- Designing and preparing party wear dress for Child (age of 6-11 yrs.) with accessories.

Suggested Readings

1. Erwin, Kinchen 'clothing for moderns'-Macmillan Publishing, NEW York.
2. Latze, Alpha & Heicn, 'The wide work of clothing' The Ronald Press Company, New York.
3. Mathews Mary 'Practical Clothing Construction' 1&2. Cosmic Press Madras.

influencing fashion.

Fashion cycle and forecasting.

Indian and International fashion designer's.

Readymade garments- Importance, scope and Quality problems in

readymade garments.

Unit-2

Principles and advantages of eight head theory.

Ideal proportions at different ages from one year child to an adult.

Types of human Figures\Postures.

Taking body measurements.

Techniques in pattern making :

a. Drafting b. Draping c. Flat Pattern

Unit-3

Fitting- Principles of fitting, Factors to be considered while Fitting, Com-

mon fitting problems, remedying fitting defects of bodice, Sleeve & Skirt.

Grading- Definition, Principles of grading

Unit-4

Elements and principle of design.

Layout of fabric such as Print, Stripes, Plaids and checks.

Color- Definition, Importance, Role of color in dress designing.

Unit-5

Clothing- Origin, Functions and scope.

Sociological, Psychological significance of clothing.

Buying criteria for redimade garment.

Costume designing for different occasions including accessories.

Paper – II (Export policies & documentation)

Duration: 3 Hrs Max.Marks: 60

Note: The question paper shall contain three section. Section A contain 5 questions two from each unit of 2 marks each. The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each questions shall be of 4 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 question of 10 marks each, one from each unit. The candidate is required to answer 3 questions. The answer shall not exceed 400 words.

Unit-1

Selection of Export Market, Product Planning of Export Market, Selection of Trade(Export), Price Method.

Unit-2

Finance: Export Credit and Finance, Short Term Credit-sources, Me-

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i fjp; % व्यावसायिक अर्थशास्त्र का अर्थ एवं परिभाषा, व्यावसायिक निर्णयों में इसकी भूमिका। व्यावसायिक पूर्वानुमान, अर्थ, महत्व, एवं प्रविधियाँ, स्थैतिक एवं प्रावैगिक अर्थशास्त्र, व्यष्टि एवं समष्टि अर्थशास्त्र, आर्थिक समस्या तथा आर्थिक प्रणाली के कार्य।

bdkĀ & 2

mi Hkksx % उपभोक्ता साम्य का परम्परागत सिद्धान्त, मांग व मांग का नियम, मांग की लोच, इसकी माप और मांग की लोच की अवधारणा के उपयोग। तटस्थता वक्र : अर्थ, विशेषताएँ, उपभोक्ता का संतुलन, आय-प्रभाव, कीमत-प्रभाव, प्रतिस्थापन-प्रभाव, उदासीनता वक्र से मांग वक्र की व्युत्पत्ति।

bdkĀ & 3

mRiknu % उत्पादन फलन : उत्पत्ति के नियम, समोत्पत्ति वक्र, साधनों का न्यूनतम लागत संयोग, पैमाने के प्रतिफल, लागत संकल्पना एवं वर्गीकरण, लागत का निर्णयन में महत्व, अल्पकाल व दीर्घकाल में लागत फलन, पूर्ति का नियम एवं पूर्ति की लोच, पूंजी निर्माण और जनसंख्या के सिद्धान्त।

bdkĀ & 4

fofue; % मूल्य निर्धारण का सामान्य सिद्धान्त। मांग एवं पूर्ति में परिवर्तन तथा साम्य मूल्य पर इनका प्रभाव। मूल्य निर्धारण में समय तत्व। बाजार : अर्थ, परिभाषा एवं वर्गीकरण, आगम विश्लेषण, पूर्ण प्रतियोगिता, अपूर्ण प्रतियोगिता, (एकाधिकारात्मक प्रतियोगिता) एकाधिकार, विभेदात्मक एकाधिकार एवं अल्पाधिकार में कीमत एवं उत्पादन निर्धारण।

bdkĀ & 5

forj.k % वितरण का सीमान्त उत्पादकता सिद्धान्त, लगान, मजदूरी, ब्याज एवं लाभ के सिद्धान्त, राष्ट्रीय आय : आधारभूत अवधारणाएँ, माप, राष्ट्रीय आय तथा आर्थिक कल्याण।

bdkĀ & 1

vkfFKd i ; kbj .k % अर्थ, आर्थिक पर्यावरण को प्रभावित करने वाले घटक। भारतीय अर्थव्यवस्था की मूलभूत विशेषताएँ। आर्थिक सुधारों का भारतीय अर्थव्यवस्था पर प्रभाव। आर्थिक नियोजन : अर्थ, महत्व, एवं उद्देश्य, भारत की पंचवर्षीय योजनाओं की मुख्य विशेषताएँ – दसवीं, ग्यारहवीं व बारहवीं योजना के विशेष संदर्भ में।

bdkĀ & 2

tul d ; k % विशेषताएँ, वृद्धि के कारण, नयी जनसंख्या नीति, भारतीय अर्थव्यवस्था की मुख्य समस्याएँ – बेरोजगारी, गरीबी तथा आय व धन की विषमताएँ। आर्थिक वृद्धि व विकास : अर्थ, माप एवं निर्धारक तत्व।

bdkĀ & 3

भारतीय अर्थव्यवस्था में कृषि की भूमिका, भूमि सुधार, कृषि की नवीन व्यूहरेचना व हरित क्रान्ति, कृषिगत साख, भारत में कृषि उत्पादकता, विश्व व्यापार संगठन और भारतीय कृषि।

अर्थ, महत्व, समस्याएँ और सुधारात्मक उपाय। औद्योगिक नीति और नवीनतम परिवर्तन। उद्यमिता एवं उद्यमी : अर्थ, परिभाषा, विशेषताएँ, कार्य एवं प्रकार।

bdkA& 4

मात्रा संरचना एवं दिशा निर्यात संवर्द्धन भारत में विदेशी पूंजी का विनियोग, भारतीय अर्थव्यवस्था में बहुराष्ट्रीय निगमों की भूमिका। भारत में सार्वजनिक क्षेत्र की भूमिका व इसकी समस्याएँ।

bdkA & 5

राजस्थान की अर्थव्यवस्था की आधारभूत विशेषताएँ। कृषि, लघु उद्योग एवं हस्तकलाओं का विकास व भावी सम्भावनाएँ। राजस्थान में डेयरी विकास कार्यक्रम तथा पर्यटन विकास। राजस्थान के आर्थिक विकास में बाधाएँ एवं उपाय।

9. Garment Production and Export Mangement

(To be offered to the women candidates in Girls College only)

Scheme	Duration	Max. Marks	Min. Pass Marks	Period Per Week
Theory Paper I	3 Hrs.	60	22	3
Theory Paper II	3 Hrs.	60	22	3
Practical	4 Hrs.	80	29	4

PAPER-1 (Textile)

Duration: 3 Hrs Max.Marks: 60

Note: The question paper shall contain three section. Section A contain 5 questions two from each unit of 2 marks each. The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each questions shall be of 4 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 question of 10 marks each, one from each unit. The candidate is required to answer 3 questions. The answer shall not exceed 400 words.

Unit-1

Textile Fiber :- Definition and Classification.
General Properties of Textiles Fibers.
Natural Fibers: Manufactures, Properties and uses of Cotton, Silk, Wool.
Man made fibers: Manufactures, Properties and uses of Rayon, Nylon, Polyeter.

Unit-1

Fashion- Meaning, Terminology of fashion, sources of fashion, factors

Unit – 2
Yarn Construction - Different types of Yarns.
Fabric Construction - Weaving Loom and It's Part.
 Different types of weaves – Plain, Twill, Basket, Pile, Sateen and Jacquard.

Meaning of selvedge, warp, weft, count of cloth, balance of cloth and thread.

Unit – 3

Fabric finishes – Meaning classification and importance to consumer.

Study of various fabric finishes- Bleaching, Calendering, Wash and Wear, Crease Resistant, Mercerization, Mildew and Moth Resistant, Fire Proofing.

Unit – 4

Dyes – Classification of dyes.

Natural Dyes, Synthetic Dyes – Acid, Basic, Sulphar, Vat, Reactive, Direct Dyes.

Identifying dyeing defects.

Unit – 5

Printing – Introduction and importance, styles of printing – direct, discharge, resist like block printing, stencil printing and screen printing.

Paper-2 (Business and Garment Industries)

Duration: 3 Hrs Max.Marks: 60

Note: The question paper shall contain three section. Section A contain 5 questions two from each unit of 2 marks each. The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each questions shall be of 4 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 question of 10 marks each, one from each unit. The candidate is required to answer 3 questions. The answer shall not exceed 400 words.

Unit-1

Meaning and scope of business with special reference to Garment Export trade in India.

Forms of ownership –

(1) Sole Trader (2) Partnership (3) Cooperative

(4) Joint Stock Company (5) Pabic Sector

(Meaning, Characteristics, Advantages and disadvantages)

Unit-2

Objects, importance and utility of book-keeping. Principles & concepts

Unit-3

Meaning and scope of book-keeping. Principles & concepts

Unit-4

Meaning and scope of book-keeping. Principles & concepts

Unit-5

Meaning and scope of book-keeping. Principles & concepts

Unit-6

Meaning and scope of book-keeping. Principles & concepts

Unit-7

Meaning and scope of book-keeping. Principles & concepts

Unit-8

Meaning and scope of book-keeping. Principles & concepts

Unit-9

Meaning and scope of book-keeping. Principles & concepts

Unit-10

Meaning and scope of book-keeping. Principles & concepts

Unit-11

Meaning and scope of book-keeping. Principles & concepts

Unit-12

Meaning and scope of book-keeping. Principles & concepts

of double entry system. Books of primary entry including subsidiary books.

Unit-3

Introduction of fashion merchandising: merchandising planning, scheduling, buying and evaluation.

Visual merchandising.

Carrees in apparel industries.

Unit-4

Cost, Costing, Element of cost regarding garment production unit.

Consumer Protection- Problems & Redressal.

Unit-5

Budgeting- Production and Sales Budget, practical aspects of budgeting for Garment Production Unit.

Project Planning for Garment Production Unit

Selection of site for unit, size of unit.

Production and Storage space, Laundry area.

[Practical- Textile]

Time: 4 hrs

Max. Marks: 80

[Sessional- 40 +40- Final practical]

1. Fiber identification

2. Fabric study- Balance of cloth, Types of weaves.

3. Dyeing - Tie & dye.

Printing- Block, Screen, Stencil Printing.

4. Color- wheel, schemes, visual effect with hard Pencil , wax crayons, oil Pastels, marker Pen & water color.

5. Developing design for decorating fabric and paper articles for various end uses.

6. Assignment-

a) Collection of fiber, yarn and fabric samples.

b) Collection of Labels and Tags.

Suggested Reading

1. Dantylgi, Sushila: Fundamentals of Textiles and their care, Orient Longman, Mumbai.

2. Wingate, Isabel B: Textile fibers and their selection. Practice Hall Inc. Englewood Cliffs, New Jersey.

3. Deulkar, Durga: A guide to household textile and laundry work, Atma Ram and Sons, New Delhi.

4. Hess, Katherine: Textile fibers and their uses. Oxford and IBH PUBLISHING House, New Delhi.

5. Joseph, Marjory L: Introductory Textile Science CBS college Publishing, New York.

6. Josph, Marjor L: Essentials of Textiles, CBS College Publishing,

challenges in Present Indian Economy.

Electronic Data interchange (EDI): Introduction, Basics, Standards, Advantages, Future, Financial EDI.

Unit-V

Institutional Credit: Problems and Policies of Allocation of Institutional Credit, Problems Between the Government and the Commercial Sector, Inter-Sectoral and Inter-Regional Problems, Problems Between Large and Small Borrowers.

Banking Reforms: Operation of Conflicting Pressure Before and After Bank Nationalization in 1969. Banking and Financial System Reforms, RBI Functions, Credit Policy in Present Setting and its Limitations.

Books Recommended:

1. Bhole L.M.: Financial Markets and Institutions; Tata McGraw-Hill Publishing Company, New Delhi.

2. Kapila Raj and Kapila Uma: Banking and Financial Sector Reforms in India, Vol I, II, III and IV, Academic Foundations, Delhi.

3. Khan M.Y.: Indian Financial System : Theory and Practice; Vikas Publishing House, New Delhi.

4. Madura Jeff: Financial Markets and Institutions: West Publishing Co., New York.

5. Saunders Anthony: Financial Institutions Management a Modern Perspective; Irwin Publication, McGraw Hill Co., New York.

6. Srivastava.R.M.Management of Indian Financial Institutions;Himalaya Pub. House, Mumbai.

7. Saraswat.Sharma,Gupta,Godha;Banking and Financial System, Ramesh Book Depot, Jaipur.

8. Uppal R.K.: Indian Banking Industry and Information Technology (New Century Publications, New Delhi).

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: kst uk %

दो प्रश्न पत्र अधिकतम अंक : 200 च्यूनतम उत्तीर्णाक : 72

प्रथम प्रश्न पत्र

समय 3 घंटे

अधिकतम अंक 100

द्वितीय प्रश्न पत्र

समय 3 घंटे

अधिकतम अंक 100

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foUkh; i cu/k & अर्थ, क्षेत्र, महत्व और सीमाएँ। मुख्य वित्त अधिकारी के कार्य। वित्तीय

विश्लेषण :- वित्तीय विवरण, आय विवरण और चिटठा, वित्तीय विश्लेषण की तकनीक।

अनुपात विश्लेषण: लाभ, महत्व एवं सीमाएँ। तरलता अनुपात, क्रियाशीलता अनुपात और

लाभदायक अनुपात।

dend Models and Their Relevance.

Books Recommended:

1. Agarwal M.D. & Agarwal NP - Vitiya Prabhandha ke tatva (Ramesh Book Depot, Jaipur)
2. Khan & Jain - Financial Management
3. Kuchhal S.C. - Corporate Financial Management
4. Pandey I.M. - Financial Management
5. Chandra Prasanna: Financial Management Theory and Practice; Tata McGraw Hill, New Delhi.
6. Ravi M. Kishore - Financial Management
7. Saxena V.K. & Vashistha C.D. - Financial Management
8. कूलश्रेष्ठ आर.एस निगमों का वित्तीय प्रबन्ध।
9. एम.आर. अग्रवाल – वित्तीय प्रबन्ध, गरिमा पब्लिकेशंस, जयपुर।

New York:

7. Shukla M.C. AND Grewal T.S. Advanced Accounts (S. Chand & Co.)
8. Gupta R.L. AND Radhaswamy M.- Advanced Accountry (Sul chand & Sons)
9. Gupta B.D- Financial Accounting.
10. Chakraborty H. - Advanced Accounting.
11. Grewal T.S. – Elements of Accounts (S. Chand & CO.)
12. Oswal- Maheshwari- Cost Accountancy (Ramesh Book Depot.).
10. M.D AGRAWAL- N.P. Agrawal- Financial Management.
11. Oswal, Brdwat- Bahikhata- (Ramesh Book Depo.).

10. COMPUTER APPLICATION

PAPER -II: BANKING & FINANCIAL SYSTEM

Unit-I

Money: Meaning, Functions, Role, Type of Money, Monetary Standard, Methods of note issue, Alternative Measures to Money Supply in India. Value of Money, Quantity Theory of Money, Fisher, Cambridge & Keynes Approach.

Money Market in India: Meaning and Importance of Money Market, Structure, Constituents, Instruments, Characteristics, Defects and Recent Trends in Indian Money Market. Devaluation of Money, Inflation and Deflation.

Unit-II

Financial System and Intermediaries: Meaning, Importance and Main Components of Financial System. Types, Working Process and Functions of Financial Intermediary Institutions in India.

Capital Market in India: Meaning and Significance of Capital Market, Structure, Functions, Main Instruments and Recent Trends in Indian Capital Market.

Unit -III

Credit Creation by Bank: Credit Creation Process, Determination of Money Supply and Total Bank Credit, Monetary Policy and Techniques of Credit Control, Fiscal Policy.

Interest Rates: Various Rates in India (viz. Bond Rate, Bill Rate, Deposit Rates, etc.), Administered Rates and Market Determined Rates, Sources of Difference in Rates of Interest.

Unit-IV

E-Banking: Meaning of core & Internet Banking, Scope, Operations, Importance, Methods, Risk & Precautions in internet Banking, Mobile Banking, Retail Banking.

E-Payment: ATM, Online Shopping, NEFT, RTGS, Electronic Clearing System, Cash less Economy – Meaning, Need, Scope, Importance and

Scheme of Examination

1. PASS CRITERIA

For a pass in the examination, a candidate is required to obtain at least 36% in each paper (Theory, Practical and Project) and 36% marks of total aggregate marks of theory and practical papers separately.

1. CLASSIFICATION OF SUCCESSFUL CANDIDATE

Division

Total Marks

First Division

60% and above

Second Division

Above 48% and below 60%

Pass

Above 36% and below 48%

Fail

Below 36%

3. INSTRUCTIONS TO PAPER SETTER

The question paper contains 3 sections. **Section-A** consists of 10 questions (2 questions from each unit of syllabus). **Section-B** consists of 10 questions (2 questions from each unit of syllabus). **Section-C** consists of 5 questions (1 question from each unit of syllabus).

The word limit of part A, B and C are 50, 200 and 500 respectively

4. BACKLOG

As per University Norms

5. WORKLOAD

At least 3 classes for theory class and 3 classes for practical lab should be assigned per week for each paper.

6. INSTRUCTIONS FOR PRACTICAL EXAMINATION

Each practical exam is to be conducted by two examiners one External and one Internal Examiner. External examiner should be senior lecturer from jurisdiction of other universities. Question paper of Practical Examination will be prepared by External Examiner. Students have to perform exercise on computer. Exercise must be written in answer books in proper document.

tation. Marks distribution for Practical of 70 marks is as under

- a) Four Exercise of 10 marks each (Logic 04, Execution 03, Documentation 03) 40 Marks
- b) Viva-Voce 20 Marks
- c) Laboratory Exercise File 10 marks

Examination Scheme 2019

Paper code	Paper Name (Theory)	Lec/ week	Totu week	Exam Hrs.	Max. Marka	Mini. Pass Marks (36%)
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Theory Papers

Paper I	Computer Fundamentals & PC Software	3	1	3	75	27
Paper II	Database Management System	3	1	3	75	27

Total of Theory Papers (PAPER I 65 + PAPER II 65) 140 54

Practical Papers

Practical		3		3	50	18
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Total of Practical Papers 50 18

Grand Total 200 72

PAPER - I - COMPUTER FUNDAMENTALS & PC SOFTWARE

Scheme of Examination

Maximum Marks: 75 **Duration: 3 Hours**

Minimum Passing Marks: 27

The question paper contains 3 sections. Section-A consists of 10 questions (2 questions from each unit of syllabus). Section-B consists of 10 questions (2 questions from each unit of syllabus). Section-C consists of 5 questions (1 question from each unit of syllabus).

The word limit of part A, B and C are 50, 200 and 500 respectively.

Unit – I

Historical Evolution of Computers, Characteristics of computer, Classification of Computer, Modern Computer & its Application; Block diagram and Components of Computer System, Central Processing Unit, Memory Unit, Microprocessor; Interconnecting the Units of a Computer, Inside a Computer Cabinet; Functions and Characteristics of Various commonly used Input/Output Devices; Start-up Process (Booting), Specification of a Desktop and Laptop currently available in the market (Processor, motherboard, memory, interface & capacity of HDD & DVD drives, I/O

Section B shall consist of seven questions (at least 01 question from each Unit) of 08 marks each, to be answered in around 200 words. Five questions must be answered out of given seven.

Section C shall consist of four questions (at least 01 question from each Unit) of 20 marks each, to be answered in around 500 words. Any two questions must be answered out of given four.

PAPER-I : FINANCIAL MANAGEMENT

Unit-I

Financial Management: Meaning, Scope, Importance and Limitations. Functions of Chief Financial Officer (CFO).

Financial Analysis: Financial Statements, Income Statement and Balance Sheet. Techniques of Financial Analysis.

Ratio Analysis: Advantages, Significance and Limitations, Liquidity Ratios, Activity Ratios and Profitability Ratios.

Unit – II

Fund Flow Analysis: A Theoretical Aspect of Sources and uses of Funds. Preparation of Statement of Changes in Working Capital and Statement of Sources and Uses of Funds.

Cash Flow Analysis: Preparation of Cash Flow Statement. Difference between Fund Flow Statement and Cash Flow Statement.

Unit-III

Financial Planning and Forecasting: Meaning, Characteristics, Types, Importance, Limitations and Factors affecting Financial Planning. Advantages and Tools of Financial Forecasting.

Working Capital Management- Concept, Types, Sources, Determinants and Estimation of Working Capital.

Cost-Volume-Profit Analysis:

Unit –IV

Receivables Management: Meaning, Objectives, Importance and Functions.

Inventory Management: Meaning, Objectives, Importance, Factors affecting Inventory Level and Techniques of Inventory Control.

Cost of Capital: Meaning and Significance of the Concept of the Cost of Capital, Cost of Capital for Various Sources of Finance: Cost of Debt Capital, Cost of Preference Share Capital, Cost of Equity Share Capital, Cost of Retained Earnings, Weighted Average Cost of capital.

Unit-V

Capital Budgeting: Meaning, Definitions, Process and Factors affecting Capital Budgeting. Capital Budgeting Evaluation Techniques Under Certainty and Uncertainty.

Dividend Policy: Meaning, Forms of Dividend and Dividend Policy, Essentials of Sound Dividend Policy. Factors affecting Dividend Policy, Divi-

संचालक, प्रबन्धक, संचालक तथा पूर्णकालिक संचालक। अन्याय एवं कुप्रबन्ध की रोकथाम। कम्पनी का समापन प्रकार एवं तरीका।

bdkb/4

कम्पनी सचिव: परिभाषा, महत्व, स्थिति, योग्यता, नियुक्ति, पद से हटाना, शक्तियां, कर्तव्य, दायित्व एवं सचिव की भूमिका; सचिवीय व्यवहार, व्यवहार के क्षेत्र एवं व्यवहार का प्रमाण पत्र।

bdkb/5

कम्पनी सभाएं— प्रकार, पूरक संख्या, मतदान, प्रस्ताव सूक्ष्म, बहुमत की शक्तियां, अल्पमत के अधिकार, कम्पनी का सामाजिक उत्तरदायित्व।

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प्रस्तावना— विपणन की प्रकृति, क्षेत्र एवं महत्व। विपणन अवधारणा—परम्परागत एवं आधुनिक, विक्रयण बनाम विपणन, विपणन अन्तर्लय।

bdkb/ 2

विपणन पर्यावरण, उपभोक्ता व्यवहार एवं बाजार विभक्तिकरण—आशय एवं महत्व प्रकृति बाजार विभक्तिकरण के आकार।

bdkb/ 3

उत्पाद—उत्पाद अवधारणा, उपभोक्ता एवं औद्योगिक उत्पाद। उत्पाद नियोजन एवं विकास। पैकेजिंग—भूमिका एवं कार्य, ब्राण्ड एवं ट्रेडमार्क, उत्पाद जीवन चक्र।

bdkb/ 4

कीमत: विपणन अन्तर्लय में कीमत का महत्व। कीमत को प्रभावित करने वाले घटक। बट्टा तथा छूट। वितरण वाहिकाएं एवं भौतिक वितरण— वितरण वाहिकाएं—अवधारणा, भूमिका, वितरण वाहिकाओं का प्रकार, वितरण वाहिकाओं के चयन को प्रभावित करने वाले घटक, फुटकर एवं थोक विक्रेता। उत्पाद का भौतिक वितरण—परिवहन, भण्डारण, सामग्री तालिका नियंत्रण एवं आदेश प्रक्रियण।

bdkb/ 5

संवर्द्धन: संवर्द्धन विधियां, संवर्द्धन अन्तर्लय। विज्ञापन—इसके लाभ एवं सीमाएं। प्रभावी विज्ञापन की विशेषताएं। वैयक्तिक विक्रय: विक्रय एक रोजगार के अवसर के रूप में। सफल विक्रेता के गुण, विक्रेता के कार्य।

3. ECONOMIC ADMINISTRATION AND FINANCIAL MANAGEMENT

Scheme

Duration Max. Marks Min. Pass Marks

Two Papers 200 72

Paper I 3 hrs. 100

Paper II 3 hrs. 100

There shall be three (03) Sections in the Question paper.

Section A shall consist of ten questions (02 questions from each Unit), of 02 marks each, all compulsory to be answered in around 50 words.

Unit – II

Need & Types of Software: System & Application software; Programming Languages: Machine, Assembly, High Level, 4GLs, Assemblers, Compilers and Interpreter; Objectives of Operating System, Concept of GUI & GUI; Installation of Windows Operating System, Installation of Printer and Other Software Packages such as Ms Office etc; Backup and Restore Operations. Features of Windows: Various versions of Windows, Desktop, Explorer, Searching, Recycle Bin, Setting common devices using Control Panel, System Tools, Disk cleanup, defragmentation, scanning for virus, Windows Accessories.

Unit – III

Features of Word Processor: Create, edit, store, print documents, Navigation of documents, cut, copy & paste, Find & replace, Different Page Views and layouts, Alignment, formatting features, Tabs & Indents, Inserting tables, pictures, hyperlinks, Spell checking, Macros, Mail merge, Template, Wizards, Overview of Index and Tables. Importing and exporting to and from various formats.

Unit – IV

Features of Spreadsheet: Creating, saving, editing, moving around a worksheet, workbook; Inserting, deleting navigation in worksheets, Working with Formula, Cell reference, Functions (Financial, Database, Maths, Trigonometric, Statistical etc); Creating, editing, selecting and naming range. Format Feature, Changing alignment, Character styles, Date Format, Border & Colors etc. Previewing & Printing a worksheet, Goal Seeks, Pivot Table, Creating Charts & Graphs. Database in worksheet, Data organization- what-if analysis, Macro, Linking and embedding.

Unit – V

Power Point Presentation Package: Creating Presentation, Different presentation templates, Setting backgrounds, layouts, Customizing, Formatting a presentation, Adding Graphics and effects to the presentation, Printing Handouts, Generating standalone presentation viewer.

Suggested Readings

1. Computer Fundamental By P.K. Sinha (BPB Publications)
2. Upgrading and Repairing PCs By Scott and Mueller, Techmedia, New Delhi
3. Rapidex MS Office By Vikas Gupta (Pustak Mahal)
4. Absolute Beginners Guide to Computer Basics By Miller M, Pearson Education,
5. Fundamentals of Computers By Balagurusamy E, Tata McGraw-Hill By Wiley INDIA

Scheme of Examination

Maximum Marks: 75 **Duration: 3 Hours**

Minimum Passing Marks: 27

The question paper contains 3 sections. Section-A consists of 10 ques-

tions (2 questions from each unit of syllabus). Section-B consists of 10 questions (2 questions from each unit of syllabus). Section-C consists of 5 questions (1 question from each unit of syllabus). The word limit of part A, B and C are 50, 200 and 500 respectively.

Unit I

Data, Data Processing, Merits and demerits of file organisation. Database Overview, Purpose of the Database system, File systems Vs. Database Systems, View of Data: Data Abstraction, Instances, Schema, Data Models: Overview of Network, Hierarchical, and Relational Model, Database Architecture and Administrators, Codd's Rules.

Unit II

ER Model: Basic Terminology, Entity, Entity sets, attributes and keys, Relation and Relationship sets, Entity-Relationship Diagram, Weak and Strong entity types, Features of E-R Model, Specialization, Generalization Aggregation, Creating table from ER diagram. Basic Concept of Normalization up to BCNF.

Unit III

Implement Database concepts using Access, Creating Tables, Data Types, Entering Data, Table Design, Indexing, Importing Data, Operators and expressions, expression builder, various functions of Access, Import and Export Table, Creating Queries, Setting Relationship between Tables, Creating Forms, Controls and components of form, Master table and transaction table. Join property, various join options available in access, Creating & Printing Reports.

Unit IV

Query Languages: DDL, DML, DCL, Introduction to SQL, Data Types, Basic SQL commands like Create, Alter, Drop, Truncate, Insert, Update, Delete etc, Basic SQL Queries, Union, Intersect and Except, Nested Queries.

Unit V

Transaction management and Concurrency control, Transaction management: ACID properties, serializability and concurrency control, Lock based concurrency control (2PL, Deadlocks), Time stamping methods, optimistic methods, database recovery management.

Suggested Readings

1. Database Management System By A. Silberschatz, Henry F.Korth, S. Sudershan (McGraw-Hill)
2. An Introduction to Database System By C.J. Date (Addison Wesley)
3. Fundamentals of DBMS By Gupta, Dhillon, Magho, Sharma (Lakhanpal Publishers)
4. Teach yourself Access: Sieglel, BPB
5. Introduction to Computer Data Processing and System Analysis By V K Kapoor (Sultan Chand and Sons)

Product : Concept of product, consumer and industrial goods; product planning and development; packaging-role and functions, brand and trade mark; product life cycle concept.

Unit IV

Price : Importance of price in the marketing mix; factors affecting price of a product/service; discounts and rebates. Distribution channels and physical distributions; Distribution channel : concept and role; types of distribution channels; factors affecting choice of a distribution channel; Retailer and wholesaler; physical distribution of goods; transportation, warehousing; inventory control; order processing.

Unit V

Promotion: methods of promotion; optimum promotion mix; advertising media: their relative merits and limitations; characteristics of an effective advertisement; personnel selling; selling as a career; qualities of a successful sales person; functions of salesman.

Book Recommended

- | | |
|------------------------|---------------------------|
| अग्रवाल कोठारी | विपणन के सिद्धान्त |
| Philip Kotler | Marketing Management |
| Stanton W.J. | Fundamentals of Marketing |
| राजपुरोहित | विपणन के सिद्धान्त |
| Bushkirk | Principles of Marketing |
| श्री वास्तव प्रेमकुमार | विपणन प्रबन्ध |
| Dr. R.L. Nolkha | Principles of Marketing |
| Rajpurohit | Principles of Marketing |
| Mathur, Gupta | Marketing Management |

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| दो प्रश्न पत्र | न्यूनतम उत्तीर्णांक 72 | अधिकतम अंक 200 |
| प्रथम प्रश्न पत्र | समय 3 घण्टे | अधिकतम अंक 100 |
| द्वितीय प्रश्न पत्र | समय 3 घण्टे | अधिकतम अंक 100 |

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निगमिय व्यक्तित्व; कम्पनियों का वर्गीकरण। कम्पनी का प्रवर्तन एवं समामेलन। पार्षद सीमानियम, पार्षद अन्तनियम

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प्रविवरण; अंश, अंशपूजी, सदस्य, अंशों का हस्तान्तरण एवं हस्तांकन, पूजी प्रबन्ध; ऋण लेने के अधिकार; बन्धक; प्रभार एवं ऋण पत्र।

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Section A shall consist of ten questions (02 questions from each Unit), of 02 marks each, all compulsory to be answered in around 50 words.

Section B shall consist of seven questions (at least 01 question from each Unit) of 08 marks each, to be answered in around 200 words. Five questions must be answered out of given seven.

Section C shall consist of four questions (at least 01 question from each Unit) of 20 marks each, to be answered in around 500 words. Any two questions must be answered out of given four.

PAPER I : COMPANY LAW

Unit I

Corporate personality; Kinds of companies, Promotion and incorporation of companies. Memorandum of association; Articles of association.

Unit II

Prospectus, Shares, Share capital; Members; Share transfer and transmission, Capital management: borrowing powers, mortgages and charges, debentures

Unit III

Directors: Managing director, Whole time director, prevention of operation and mismanagement. Winding up: Kinds and conduct.

Unit IV

Company Secretary: Definition, Importance, Position, Qualifications, Appointment, Removal, Powers, Duties, Liabilities and Role. Company Secretary in Practice, Areas of practice and certificate of Practice (CoP)

Unit V

Company meetings: Kind, quorum, voting, resolutions, minutes; Majority powers and minority rights. Corporate Social Responsibility.

Books Recommended

अग्रवाल कोठारी कम्पनी अधिनियम एवं सचिवीय पद्धति

जोशी, खींचा, गोयल कम्पनी अधिनियम

साथुर, नौलखा कम्पनी अधिनियम एवं सचिवीय पद्धति

Avtar Singh Company Law

N.D. Kapoor Company Law

Paper II: Principles of Marketing

Unit I

Introduction : Nature and scope of marketing; importance of marketing; Marketing concepts— traditional and modern; selling vs marketing; marketing mix.

Unit II

Marketing environment; Consumer behaviour and market segmentation: Nature, scope and significance of consumer behaviour; Market segmentation concept and importance; bases for market segmentation.

Unit III

11. TOURISM AND TRAVEL MANAGEMENT

PAPER - I : TOURISM MANAGEMENT

Unit - I

Introduction to Tourism and Tourism Industry.

Definitions : Tourism, Tourist, Traveller, Excursion, Tourist Definition.

Tourism Products and their Features, Types of Tourist.

Unit - II

Brief History & Development of Tourism in India & Abroad.

Reasons for Growth of Tourism

Tourism Terminology

Unit - III

Frontier Travel Formalities; Passport, VISA, Custom Clearance, Currency Regulation, Health Regulation, etc.

Issuing of Passport, VISA & its Types

Hurdles in Tourism Industry

Unit - IV

Tourism Organizations: Introduction & Functions

International Organization like W.T.O., P.A.T.A., I.A.T.A., I.C.A.O

Domestic Tourism Organization like I.T.D.C., T.A.A.I, I.A.T.O, etc.

Unit - V

Tourism Measurement: Meaning, Need & Importance.

Methods of Measurement in International Tourism, Problems in measurement & their solutions.

Important Tourism Abbreviations used in Tourism Literature like Apt., Svc, Hlth., etc. Airport codes and city codes.

Suggested Books :

1. Dr. Ashok Sharma : Tourism Development, RBSA Publishers,

Choura Rasta, Jaipur

2. J.M.S. Negi : Passport and Principles of Tourism, Gitanjali Pbl

3. David W. Howell : Passport : An Introduction to the Travel and

Tourism Ohio, 1989

4. Shuita Chopra : Tourism Development in India, New Delhi, 1992

5. Robbert Chritie Mill : Tourism System New Jersey, 1992

6. Virendra Kaul : Tourism and the Economy, New Delhi 1994

7. IITTM : Tourism as an Industry, Monograph, IITTM, New Delhi

PAPER - II : HOSPITALITY MANAGEMENT - I

Unit - I

Hospitality Management - Meaning and Types.

Profit Oriented & Non Profit Oriented Welfare Services.

Hotel - Meaning & Classifications

Hotel Terminology.

Unit - II
Plans - Definitions, Types and Their Applicability.

Clientele - Definitions & Types.

Type of Accommodation.

Telephone Courtesy. Telephone System (PBX, EAPBX etc.)

Unit - III

Tariff Card - Definition, Planning of Tariff Card.

Room Rates - Types, Fixing of Room Rates, Hubbart Formula.

Check - in & Check - out Procedure.

Front Office Dept. - Introduction and Functions.

Unit - IV

Mails in Hotel - Types and Handling.

Messages - Sources, Handling and Delivering.

Paging System - Meaning and Procedure.

Transcript Report - Introduction and Preparation.

Unit - V

Reservations - Modes, Sources, Charting and Cancellation.

Billing System - Types, Methods of Billing, Procedure.

Duties and Responsibilities of Front Office Staff.

Handling Foreign Currency & Credit Card in Hotels.

Suggested Book :
A Manual of Hotel Reception JKS Beavis van S. Medlik (Hejneman) Ho-
tel Reception, H. Backley and Whit (Edward Anali)
Hotez Front Office Training Manual, Sudhir Andrews (TMH).

प्रत्यक्ष श्रम : प्रत्यक्ष श्रम लागत एवं इसका नियन्त्रण। समय निर्धारण एवं समय का
लेखा। मजूदूरी भुगतान की रीतियाँ। व्यक्तिगत एवं सामूहिक बोनस योजना।

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उपरिव्यय : उपरिव्ययों का अर्थ, उपरिव्ययों का अनुभाजन एवं अवशोषण। अल्प एवं
अधि वसूली का व्यवहार एवं निपटारा। प्रशासनिक, विक्रय एवं वितरण उपरिव्ययों पर
नियन्त्रण। इकाई लागत निर्धारण।

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ढेका लागत निर्धारण। प्रक्रिया लागत निर्धारण (चालू कार्य के मूल्यांकन को छोड़कर)

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प्रमाप लागत लेखांकन : अवधारणाएं, महत्व एवं सीमाएं, विचरणों का विश्लेषण

(केवल सामग्री एवं श्रम विचरण)। लागत व वित्तीय लेखों का मिलान।

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सीमान्त लागत लेखांकन एवं समाविच्छेद विप्लेशण (प्रबन्धकीय निर्णयों को छोड़कर)

परिचालन लागत लेखांकन। Rules of guest floor-Majds Cart-Bed making

room maintenance procedure.

Procedure for requesting fresh linen-Guest supplies

Records kept in floor linen room.

Par stock lost and fund procedure, cleaning methods, agents

Wake call procedure seanty baggage procedure.

Unit III

Left luggage procedure.

Keys and keys control types of keys

Room maintenance, lobby and lounge maintenance.

Inspection of checked out rooms.

Unit IV

Case study, guest fall ill, death in hotel, fire in hotel.

Unit V

vandalism, cuisines: type of cuisine, catering - meaning, classification
services types of services layout of table cover, menu, types, planning,
control systems in catering, area methods of cooking, organization of
restaurant, duties and responsibilities of principal staff of catering.

Recommended Books :

Hotel and Restaurant Guide India, New Delhi, 1997

F & B Service, Sudhir Andrews, TmW.

2. BUSINESS MANAGEMENT**Scheme of Examination**

Min. Pass Marks - 72 Duration - 3 Hrs. Max. Marks - 200

Paper – I and Paper - II (100 + 100 = 200)

There shall be three (03) Sections in the Question paper.

1. Oswal, Aggarwal, Garg, Saxena, Khatri, Munjral- Cost Accounting (Ramesh Book Depot, Jaipur)

2. Banerjee B.- Cost Accounting (World press Calcutta)

3. Jawahar Lal- Cost Accounting (Tata Mc graw Hill, Delhi)

4. Meheshwari & Mittal – LagatLekhnikan (MahaveerPrakashan, Delhi)

5. Jain & Narang- Cost Accounting (Kalyani Publication, Delhi)

6. Jain, Khendelwal & Pareek – Cost Accounting (Ajmera Book Co.)

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परिचय एवं परिभाषाएं, करदाता की निवास स्थिति एवं करदायित्व, वेतन शीर्षक के

अन्तर्गत कर योग्य आय की गणना।

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सकान सम्पत्ति से आय, व्यापार अथवा पेशे से आय शीर्षको के अन्तर्गत कर योग्य

आय की गणना।

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पूजीलाभ, अन्य साधनों से आय की गणना, आय का योग तथा मिलाना, हानियों की

पूति करना एवं आगे लेजाना, कर मुक्त आयें।

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सकल कुल आय में से कटौतियाँ व्यष्टियों की कुल आय एवं करदायित्व की गणना,

हिन्दू अविभाजित परिवार की कुल आय एवं करदायित्व की गणना।

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साझेदारी फर्मों का फर्मों की तरह एवं व्यक्तियों के समुदाय की तरहकर निर्धारण

हेतु कुल आय एवं करदायित्व की गणना, उदगम स्थान पर कर की कटौती एवं

आयकर के अग्रिम भुगतान के सम्बन्ध में प्रावधान। कर निर्धारण प्रक्रिया।

नोट : शैक्षणिक सत्र प्रारम्भ होने की तारीख से ठीक पूर्व की 1 अप्रैल से प्रारम्भ कर

निर्धारण वर्ष से सम्बन्धित विधान एवं नियमों का अध्ययन करना है।

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परिचय : लागत लेखांकन की प्रकृति, उद्देश्य एवं महत्त्व, विभिन्न लागत अवधारणायें

लागत निर्धारण एवं नियंत्रण। लागत, वित्तीय एवं प्रबंध लेखांकन में अन्तर। लागत

निर्धारण पद्धति की स्थापना। लागत के तत्त्व, लागत निर्धारण की प्रविधियाँ एवं

रीतियाँ।

प्रत्यक्ष सामग्री : सामग्री का क्रय एवं सामग्री का निर्गमन, आर्थिक आदेश मात्रा तथा

विभिन्न स्तरों का निर्धारण। सामग्री निर्गमन के मूल्यांकन की रीतियाँ। सामग्री

नियंत्रण की चुनिन्दा तकनीके-अ.ब.स विश्लेषण।

B.Com. Part - II Examination-2021

SCHEME OF EXAMINATION

There shall be three (03) Sections in the Question paper.

Section A shall consist of ten questions (02 questions from each Unit), of 02 marks each, all compulsory to be answered in around 50 words.

Section B shall consist of seven questions (at least 01 question from each Unit) of 08 marks each, to be answered in around 200 words. Five questions must be answered out of given seven.

Section C shall consist of four questions (at least 01 question from each Unit) of 20 marks each, to be answered in around 500 words. Any two questions must be answered out of given four.

DISTRIBUTION OF MARKS

S.N.	Name of the Subject/Papers	Papers	Duration	Max. Marks	Min. Pass Marks
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Core Subjects :

1. Accountancy & business Statistics

Paper I	3hrs.	100	200	72
Paper II	3hrs.	100		

2. Business Management

Paper I	3hrs.	100	200	72
Paper II	3hrs.	100		

3. Economic Administration & Financial Management

Paper I	3hrs.	100	200	72
Paper II	3hrs.	100		

Additional Optional Subject :

4. Garment Production and export Management

Paper-I	3hrs.	60	120	44
Paper-II	3hrs.	60		
Practical 2	4hrs. each	80		28

Vocational Subjects :

5. Computer Applications

Paper-I	3hrs.	65	130	46
Paper-II	3hrs.	65		
Practical 3hrs		70		26

6. Tourism & Travel Management	Paper-I 3 hrs. 60	} 200 72	Computation of total income and tax liability of partnership firms assessed as such and assessed as Association of Persons. Provisions regarding deduction of tax at source and Advance payment of tax. Assessment procedure.
Internal Paper-II 3 hrs. 60	15		
Internal Project report & Viva-Voice 50	15		

Note : One of the additional subject may be offered in under graduate, Commerce Class in addition to compulsory paper of Hindi/English and the three core subject of commerce faculty. The marks of the additional optional subject and combined paper shall not be counted towards awarding of division.

- (i) One of the additional subject may be offered in under graduate, Commerce Class in addition to compulsory paper of Hindi/English and the three core subject of commerce faculty. The marks of the additional optional subject and combined paper shall not be counted towards awarding of division.
- (ii) If the candidate passes in the particular addl., subject same shall be mentioned in marks-sheet and degree.
- (iii) The candidate have to clear the combined paper in the three chance.
- (iv) Non-appearance or absence in the examination of combined paper will be counted as a chance.

1. ACCOUNTANCY AND BUSINESS STATISTICS

There shall be three (03) Sections in the Question paper.

Section A shall consist of ten questions (02 questions from each Unit), of 02 marks each, all compulsory to be answered in around 50 words.

Section B shall consist of seven questions (at least 01 question from each Unit) of 08 marks each, to be answered in around 200 words. Five questions must be answered out of given seven.

Section C shall consist of four questions (at least 01 question from each Unit) of 20 marks each, to be answered in around 500 words. Any two questions must be answered out of given four.

PAPER – I : TAXATION-INCOME TAX LAW & ACCOUNTS

Unit - I

Introduction and definitions, Residential Status and incidence of tax, computation of taxable income under the head salary.

Unit - II

Computation of taxable income under the heads : income from house property, income from business or profession.

Unit - III

Computation of income from capital gains, Income from other sources, Aggregation and clubbing of income, set off and carry forward of losses, Exempted incomes.

Unit - IV

Deductions from Gross Total income, Computation of total income and tax liability of individuals, Computation of total income and tax liability of Hindu Undivided family.

Unit - V

Marginal costing and BEP Analysis (Excluding Managerial Decisions). Operating Costing.

Suggested Books :

1. आयकर विधान एवं लेखा-सुधार, मोदी, सक्सेना, मंगल, खत्री, मुजरा (रमेश बुक डिपो)
2. आयकर-चौधरी, जांगिड़, सिंह, (चौधरी प्रकाशन, जयपुर)
3. Singhania V.K. – Students Guide to income tax
4. Prasad Bhagwati – income tax
5. मेहरोत्रा एच.सी.-आयकर विधान एवं लेखे (साहित्य भवन, आगरा)
6. Meharotra H.C. – Income Tax Law & Accounts.

PAPER – II : COST ACCOUNTING

Unit - I

Introduction : Nature, objectives and significance of Cost Accounting. Various cost concepts. Ascertainment and control of cost. Difference between Cost, Financial and Management Accounting. Installation of costing system. Elements of cost. Techniques and methods of cost. Direct Material : Purchase & issue of materials, Economic order Quantity and determination of various levels of inventory. Methods of pricing the issuing of material. Selective inventory control techniques - A.B.C. Analysis.

Direct Labour : Direct labour cost and its control. Time keeping and time booking. Methods of wage payment. Individual & group bonus plans.

Unit - II

Overhead – Meaning of overhead. Apportionment and absorption of overhead. Treatment and dispositions of Under and over recovery. Control of administration, selling & Distribution Overheads. Unit costing.

Unit - III

Contract Costing. Process Costing (Excluding valuation of works-in-progress)

Unit - IV

Standard Costing : Concepts, Significance and limitations. Analysis of variances (Material and labour variances only) Reconciliation of cost and financial accounting.

Unit - V

Marginal costing and BEP Analysis (Excluding Managerial Decisions). Operating Costing.