

UNIVERSITY OF RAJASTHAN,  
JAIPUR

**B.COM.PART-I**  
**2013-14**

Prepared by Pushk

Checked by   
719

**COMPULSORY SUBJECTS****(FOUR)****सामान्य हिन्दी**

पूर्णांक 100

समय 3 घण्टे

न्यूनतम उत्तीर्णांक 36

नोट : 36 से कम अंक आने पर छात्रों को उत्तीर्ण नहीं किया जायेगा। इस प्रश्न-पत्र में प्राप्त अंकों को श्रेणी निर्धारण हेतु नहीं जोड़ा जायेगा।

अंक विभाजन—प्रश्न-पत्र में दो भाग होंगे—1. साहित्य खण्ड एवं 2. व्याकरण खण्ड। साहित्य खण्ड में दो भाग होंगे—गद्य भाग एवं पद्य भाग। प्रत्येक भाग के लिए 26 अंक निर्धारित हैं। इस प्रकार साहित्य खण्ड कुल 52 अंकों का होगा जिसमें अंकों का विभाजन निम्न प्रकार का होगा—

(क) गद्य भाग से दो व्याख्याएं, प्रत्येक 6 अंक	—	12 अंक
(ख) गद्य भाग पर दो प्रश्न, प्रत्येक 7 अंक	—	14 अंक
(ग) पद्य भाग से दो व्याख्याएं प्रत्येक 6 अंक	—	12 अंक
(घ) पद्य भाग पर दो प्रश्न, प्रत्येक 7 अंक	—	14 अंक
व्याकरण खण्ड कुल 48 अंकों का होगा जिसमें अंकों का विभाजन निम्न प्रकार होगा—		
(i) निबन्ध	—	12 अंक
(ii) संक्षेपण	—	4 अंक
(iii) लोकोक्ति, मुहावरे राजस्थानी की एक कहावत	—	4 अंक
अवश्य पूछी जायेगी।		
(iv) शुद्धीकरण	—	8 अंक
(शब्द शुद्धीकरण 4 अंक)		
(वाक्य शुद्धीकरण 4 अंक)		
(v) पारिभाषिक शब्द	—	4 अंक
(vi) पल्लवन	—	4 अंक
(vii) पत्र	—	4 अंक
(viii) शेष व्याकरण	—	8 अंक

1. साहित्य खण्ड—गद्य-पद्य की निर्धारित रचनाएं।

(i) गद्य भाग—निम्नांकित पाठ निर्धारित हैं—

1. एक दुराशा—बाल मुकुन्द गुप्त—निबन्ध (व्यंग्य विनोद)
2. शिरीष के फूल—हजारी प्रसाद द्विवेदी—ललित निबन्ध
3. हरी हरी दूब और लाचार क्रोध—कु.ना. राय—ललित निबन्ध
4. सिस्तर का वास्ते—महादेवी वर्मा—रेखाचित्र
5. महाराजपुर से ग्वारी घाट—अमृतलाल वेगड़—यात्रा वृत्तांत
6. इंस्पेक्टर मातादीन चांद पर—हरिशंकर परसाई—व्यंग्य
7. उजाले के मुसाहिब—विजयदान देथा—कहानी
8. मैं और मैं—कन्हैया लाल मिश्र प्रभाकर—रिपोर्ताज
9. ब्रह्माण्ड को टटोलता हुआ सुपर जीनियस—दिनेश रावत—वैज्ञानिक निबन्ध
10. बलवान से भिड़न्त—गांधी जी की आत्मकथा से।

(ii) पद्य भाग—निम्नांकित कविताएं निर्धारित हैं—

1. मैथिलीशरण गुप्त—भूलोक का गौरव .... अमल आभास में (भारत-भारती से)
2. मुमित्रानंदन पंत—बापू तथा प्रथम रश्मि
3. सूर्यकांत त्रिपाठी निराला—जागो फिर एक बार तथा तोड़ती पत्थर
4. रामधारी सिंह दिनकर—हिमालय के प्रति तथा बोधिसत्व

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5. हरिवंश राय बच्चन-पथ की पहचान तथा लहरों में निमंत्रण
  6. केदारनाथ अग्रवाल-जब जब मैंने उरफो देखा तथा यह धरती उस किसान की
  7. मुभद्रा कुमारी चौहान-झाँसी की रानी तथा प्रभु तुम मेरे मन की जानो
  8. भवानी प्रसाद मिश्र-गीतफरोश तथा सतपुड़ा के घने जंगल
  9. नागार्जुन-कालिदान के प्रति तथा प्रेत का बयान
  10. ताराप्रकाश त्रिपाठी-आ रे आ बादल तथा प्राणों में यदि पाहुन होते
2. व्याकरण खण्ड-निबन्ध, संक्षेपण, पल्लवन, पारिभाषिक शब्दावली, (मानविकी, विज्ञान और वाणिज्य से सम्बन्धित), लोकोक्ति, मुहावरे, शुद्धीकरण, पत्र-लेखन, प्रतिवेदन, उपसर्ग, प्रत्यय, पर्याय, विलाप, अनेकार्थी शब्द, समश्रुत और अनेक शब्दों के लिए एक शब्द।

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**GENERAL ENGLISH**  
**ESSENTIAL LANGUAGE SKILLS**

**Max. Marks 100      Duration 3 hrs.      Min. Pass Marks 36**

The syllabus aims at achieving the following objectives:

1. Introducing students to phonetics and enabling them to consult dictionaries for correct pronunciation (sounds and word stress)
2. Reinforcing selected components of grammar and usage
3. Strengthening comprehension of poetry, prose and short-stories
4. Strengthening compositional skills in English for paragraph writing, CVs and job applications.

**The Pattern of the Question Paper will be as follows :**

All questions will be compulsory. Questions will be set covering all the sections of the units with scope for internal choice.

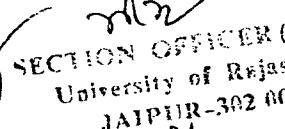

**Unit A : Phonetics and Vocabulary (20 marks) (10 periods)**

- I Transcription of Phonetic Symbols (05)
- II Word Stress (05)
- III Synonyms and Antonyms (05)
- IV Word formation-Prefix, Suffix (05)

**Unit B : Grammar and Usage (20 marks) (10 periods)**

- I Transformation of Sentences (05)
  1. Direct and Indirect Narration
  2. Active and Passive Voice
  3. Interchange of Degrees of Comparison

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- II. Modals (05)  
III. Sequence of Tenses (05)  
IV. Elements of a Clause (05)  
(as discussed in Quirk and Greenbaum)

**Unit C : Comprehension (30 marks) (25 periods)**

Following texts to be compiled by Macmillan in the form of a book for the University of Rajasthan.

William Blake	The Little Black Boy
Sujata Bhatt	Voice of the Unwanted Girl
Lewis Carroll	A Mad Tea Party
Ruskin Bond	Night Train for Deoli
M.K. Gandhi	The Birth of Khadi
J.L. Nehru	A Tryst with Destiny
Martin L. King Jr.	I have a Dream
A.P.J. Abdul Kalam	Vision for 2020

The No. of questions must not exceed ten

In Unit C : Comprehension, there will be internal choice, one out of two passages. Five questions to be answered out of eight short answer question of 2 Marks each based on any one of the two passages from the prescribed text.

**Unit D : Compositional Skills (30 marks) (15 periods)**

- I. Letters- Formal and Informal (10)  
II. CV's and Job Applications (10)  
III. Paragraph Writing (10)

**Recommended Reading**

1. Sasikumar, V., Dutta and Rajeevan, A Course in Listening and Speaking-I Foundation Books. 2005.
2. Sawhney, Panja and Verma eds. English At the Workplace. Macmillan 2003.
3. Singh, R.P. Professional Communication. OUP. 2004
4. Judith Leigh. CVs and Job Applications. OUP. 2004.
5. Arthur Waldhorn and Arthur Zeiger, English Made Simple. Rupa and Co.
6. Gunashekar ed. A Foundation English Course for Undergraduates. Book I, CIEFL. Hyderabad.
7. Quirk and Greenbaum : A University Grammar of English. Longman, 1973

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### 3. ENVIRONMENTAL STUDIES

Max. Marks 100      2 Hrs. Duration      Min. Pass Marks 36  
Paper will have only 100 multiple choice questions to be evaluated on O.M.R. Sheet. These O.M.R. Sheets will be evaluated by authorised Computer firm of the University.

#### Unit-I : The Multidisciplinary nature of environmental studies

Definition, scope and importance (2 hours)

- Need for public awareness.

#### Unit 2 : Natural Resources

Renewable and non-renewable resources :

Natural resources and associated problems.

- (a) Forest resources : Use and over-exploitation, deforestation case studies. Timber extraction, mining, dams and their effects on forest and tribal people.
  - (b) Water resources : Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
  - (c) Mineral resources : Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
  - (d) Food resources : World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer pesticide problems, water logging, salinity, case studies.
  - (e) Energy resources : Growing energy need, renewable and non renewable energy sources, use of alternate energy sources, Case studies.
  - (f) Land resources : Land as a resource, land degradation, man indeed landslides, soil erosion and desertification.
- Role of an individual in conservation of natural resources.
  - Equitable use of resources for sustainable lifestyles. (12 hours)

#### Unit- 3 : Ecosystems

- Concept of an ecosystem.
  - Structure and function of an ecosystem.
  - Producers, consumers and decomposers.
  - Energy flow in the ecosystem.
  - Food chains, food webs and ecological pyramids.
  - Introduction, types, characteristic features, structure and function of the following ecosystem :
- (1) Forest ecosystem

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- (2) Grassland ecosystem
- (3) Desert ecosystem
- (4) Aquatic ecosystem (ponds, streams, lakes, rivers, oceans, estuaries) (8 hours)

**Unit-4 : Biodiversity and its conservation**

- Introduction : Definition : genetic, species and ecosystem diversity.
- Biogeographically classification of India.
- Value of biodiversity : consumptive use, productive use, social, ethical, esthetic and option values.
- Biodiversity at global, National and local level.
- India as a mega-diversity nation.
- Hot-spot of biodiversity.
- Threats to biodiversity : habitat loss, poaching of wildlife, man wildlife conflicts.
- Endangered and endemic species of India.
- Conservation of biodiversity : In-situ and Ex-situ conservation of biodiversity. (10 hours)

**Unit-5 Environmental Pollution**

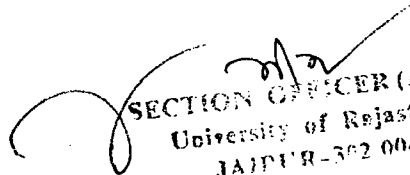
Definition

- Causes, effects and control measures of :
  - (a) Air pollution
  - (b) Water pollution
  - (c) Soil pollution
  - (d) Marine pollution
  - (e) Noise pollution
  - (f) Thermal pollution
  - (g) Nuclear hazards
- Solid waste Management : Causes, effects and control measures of urban and industrial wastes.
- Disaster management : floods, earthquake, cyclone and land slides. (10 hours)

**Unit 6 : Social Issues and the Environment**

- From Unsustainable to Sustainable development
- Urban problems related to energy
- Water conservation, rain water harvesting, watershed management.
- Resettlement and rehabilitation of people; its problems and concerns. Case studies.
- Environmental ethics : Issues and possible solutions.
- Climate change, global warming, acid rain, ozone layer depletion nuclear accidents and holocaust. Case studies.
- Wasteland reclamation.

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- Consumerism and waste product.
- Environmental Protection laws in India.
- Population growth, variation among nations.
- Population explosion-Family Welfare Programme.
- Environment and human health. (8 hours)

~~Examination Pattern : The question paper booklet will contain 100 multiple choice type questions in English and Hindi.~~

~~Answers are to be given by the candidate in OMR Sheet which will be provided to the candidate. Each question will carry one mark. The questions will be asked from the entire syllabus.~~

**References :**

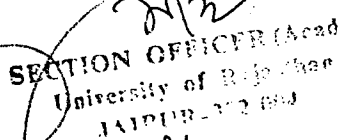

1. Agarwal K.C. 2001 Environmental Biology. Nidi Publ. Ltd. Bikaner.
2. Bharucha Erach, The Biodiversity of India, Map in Publishing Pvt. Ltd. Ahmedabad-380013, India, Email : Mapincenet, net (R)
3. Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
4. Clark R.S. Marine Pollution, Clarendon Press Oxford (TB)
5. Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001, Environmental & Encyclopedia, Jaico Publ. House, Mumbai, 1196p
6. De A.K. Environmental Chemistry, Wiley Eastern Ltd.
7. Down to earth, Centre for Science and Environment (R)
8. Gleick, H.P. 1993, Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute. Oxford Univ. Press, 473 p.
9. Hawkins R.E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay (R)
10. Heywood, V.H. & Watson, R.T. 1995. Global Biodiversity Assessment. Cambridge Univ. Press 1140 p.
11. Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p.
12. Mckinney, M.L. & Schoeb, R.M. 1996. Environmental Science systems & Solutions, Web enhanced edition. 639 p.
13. Mhaskar A.K. Matter Hazardous, Techno-Science Publication (TB)
14. Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co. (TB)
15. Odium, E.P. 1971. Fundamental of Ecology, W.B. Saunders Co. USA 574 p.

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16. Rao M.N. & Datta, A.K. 1987. Waste Water treatment Oxford & IBH Publ. Co. Pvt. Ltd. 345p.
17. Sharma B.K., 2001 Environmental chemistry. Goel Publ. House, Meerut.
18. Survey of the Environment. The Hindu (M)
19. Townsend C., Harper, J, and Michael Begon, Essentials of Ecology, Blackwell Science (TB).
20. Trivedi R.K. Handbook of Environmental Laws, Rules, Guide lines, Compliances and Standard, Vol I and II, Enviro Media (R)
21. Trivedi R.K. and P.K. Goel, Introduction to air pollution Techno-Science Publication (TB).
22. Wagner K.D. 1998. Environmental Management. W.B. Saunders Co. Philadelphia, USA 499 p;  
(M) Magazine  
(R) Reference  
(TB) Textbook

  
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## 4. ELEMENTARY COMPUTER APPLICATIONS

**Theory : Max. Marks 60**

**Practical : Max. Marks 40**

**Workload : Four Periods/Three hours per week**

Question paper for Elementary Computer Applications, Compulsory Paper (common for B.A./B.Sc./B.Com. Part I) be so set that it has 120 multiple choice questions (bilingual) of  $\frac{1}{2}$  mark each. The question paper will be of the duration of 2 hours. The examinees will have to give their answers on OMR Sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology. Further the practical examination for this paper will be of 40 marks and its duration will be of two hours.

The workload for this paper will now be as follows :

Theory Paper : Four Periods/Three Hours per week.

Practical : Three Periods/Two Hours per week.

### Unit-1 : Introduction to Computers and Related Terminology (Basic information only).

- (a) **Hardware** : CPU (Matherboard, Microprocessor, The Intel Pentium III, AMD and Cyrix), MMX Technology, System Clock Address Bus, Data Bus (PCI and EISA) Cache Memory, Processing Speed, Expansion Slots (Video Controller, Sound Cards, SCSI, Network Card), Memory-(Unit, RAM, ROM, EDO RAM, SD RAM), Input and Output Devices (Keyboard, The Standard keyboard Layout), Mouse, Printers (Dot matrix, Ink-Jet, Laser-Jet), Microphone, Speakers, Modem, Scanner, Density, Formatting, Boot Record, FAT, Folder Directory), Hard Disk Drive. CD ROM Drive (CD ROM Speeds). CD-R Drive, DVD Rom Drive, Tape Drive).

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- (b) **Software** : Introduction to Programming, Languages, System Software (Operating systems and Utilities), Application Software (Word Processors, DBMS, Presentation Graphics, Browsers, Personal Information Managers) Introduction to Multilingual Word-processors.
- (c) **Communications and Connectivity** : Data Communication systems, Data Transmission (Serial, Parallel, bandwidth, Protocols), E-mail, FAX, Voice and Video massaging, Video Conferencing. Online Services, user connection (types), Networking of Computers (Node, Client, Serve, LAN, WAN), Using the network, The internet and the Web.

**Unit-2 : Operating System**

(Working knowledge at Common Users Level Only)

1. Overview of important DOS commands. Windows 98 : Installation, Scandisk, Control Panel, Taskbar, Toolbars, Display, Settings (Background, Wallpaper, Screensaver, Desktop Themes). Files and Folder management, Window Explorer, Finding Files and Folders, Formatting Disks and Copying files, Printer Settings, Modem Installation, Mouse Installation, Adding and Removing Programs, Active Desktop Concepts, Winzip and its applications, Norton Antivirus and its use, Use of Calculator, Paintbrush, sinamp, MPEG Player and Windows Help.

**Unit-3 : Application Software**

(Working knowledge at Common Users Level only)

- (a) Word Processing, Software MS Word, Entering, Editing and Formatting Text, Document Formats, (Page Size and Orientation, Headers and Footers, Columns and Sections, Page layout), Spelling and Grammar Checkers, Thesaurus, Find the Replace, Cut and Paste, Tables and Formatting tables, Mail Merge, Styles and Templates.
- (b) Spreadsheet Program-MS Excel  
Entering data, Labels, Values, Dates, Formulas, Cell references, Formats, Functions, Templates, Charts and Maps, Analyzing data in a spreadsheet.
- (c) DBMS-Microsoft Access  
Database, Entering data into the database. Creating Database tables, editing data. Viewing Records, Sorting records. Querying a database, generating reports.

**Unit-4 : The Internet and Online Resources**

(Working knowledge at Common Users Level Only)

1. How the Internet work, Introduction to TCP/IP, IP and DNS address. Features of the Internet (E-mail, News, Telnet, FTP, Chart, Channel, WWW, Online Services Bulletin Board Serv-

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necting to a PC to the Internet (Setting Dial up and Internet connection Wizard), Overviews o Internet Explorer 5 and features therein, use of search engines, surfing, creating and Use of E-mail, Awareness about e-commerce and its advantages.

**Practical**

**Max. Marks 40.**

Workload : Four Period// Three hours per week.

Course : Practical Training of Course content of Unit 2,3 and 4 of Theory syllabus.

The Practical examination will be of two hour duration. It will consist of four small exercises testing the working knowledge of followings each carrying a weight as given below :

- |  |               |
|--|---------------|
| (1) Course content in Unit 2 of Theory     | Max. Marks 10 |
| (2) Course content in Unit 3 (a) of Theory | Max. Marks 10 |
| (3) Course content in Unit 3 (b) of Theory | Max. Marks 10 |
| (4) Course content in Unit 3 (c) of Theory | Max. Marks 10 |
| (5) Viva-Voce Examination.                 | Max. Marks 10 |

Condidectes are registerd to attempt any three exercises on of above maintend four exercises.

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## 5. प्राराभक इहन्दा

(in lieu of Compulsory subject of General Hindi for foreign nationals and the students belonging to Non-Hindi speaking areas).

पूर्णांक : 100

समय 3 घण्टे

न्यूनतम उत्तीर्णांक : 36

### अंकों का विभाजन

- |                                |        |
|--------------------------------|--------|
| 1. पुस्तकों पर आधारित प्रश्न   | 50 अंक |
| 2. व्याकरण से सम्बन्धित प्रश्न | 24 अंक |
| 3. रचना से संबंधित प्रश्न      | 26 अंक |
| (क) लोकोक्तियाँ मुहावरे        |        |
| (ख) पत्र लेखन अथवा निबन्ध      |        |

### पाठ्यक्रम

1. गद्य संग्रह
2. व्याकरण : शब्द विचार, वाक्य विन्यास, वाक्य खण्ड, पद क्रम का ज्ञान तथा इनमें होने वाली सामान्य त्रुटियों का ज्ञान।
3. (क) मुहावरों एवं लोकोक्तियों का प्रयोग, वाक्यों में रिक्त स्थानों की पूर्ति, समान दिखने वाले शब्दों का अर्थ भेद अथवा वाक्यों में प्रयोग।  
(ख) पत्र लेखन अथवा निबन्ध।

### पाठ्य पुस्तकें

1. गद्य-संग्रह-राष्ट्रीय गौरव के चिन्ह-डॉ. हरिकृष्ण देवसरे  
प्रकाशक-नेशनल पब्लिशिंग हाउस, नई दिल्ली-2

### व्याकरण एवं रचना

1. आधुनिक हिन्दी व्याकरण तथा रचना-लेखक-कृष्ण विक

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## B. COM. (PASS) COURSE

### Scheme of Examination

The number of papers and the maximum marks for each paper together 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 well as practical part of a subject/paper, wherever prescribed, separately, 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 III Examination taken together.
Second Division	48%	

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

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## CORE SUBJECTS

### 1. ACCOUNTANCY & BUSINESS STATISTICS

Scheme :

Max. Marks : 200

Min Pass Marks : 72

Paper-I

Duration 3 hrs.

Marks 100

Paper-II

Duration 3 hrs.

Marks 100

Note : The question paper will be divided into two parts as detailed below :

Part-I will comprise 2 questions of 20 marks each. Question No. 1 will consist of 10 short answer questions of 2 marks. Each question will be answered in a maximum of 20 words. Question No. 2 will consist of 5 short answer questions of 4 marks each. Each question will be answered in a maximum of 50 words.

Part I of the question paper will be answered in a separate booklet containing the questions and appropriate blank spaces for answers below the questions in the booklet itself. Time allowed for part I would be 1 hour.

Part-II will comprise of 3 descriptive/problem solving/essay type questions of 20 marks each taken from all the three sections. Each question will have an internal choice in the form of either/or. The candidate will be required to attempt all the 3 questions. Part II of the question paper will be answered in a separate usual answer book. Time allowed for Part II will be 2 hours.

#### Paper-I : Corporate Accounting

#### Section A

1. Accounting Principles, Conventions and Concepts.
2. Accounting Standards: Procedure of framing accounting standards and their relevance in accounting, AS-1, AS-9, AS-14 and AS-20.
3. Issue of shares and debentures. Forfeiture of shares, Reissue of forfeited shares, Right shares and Buy back of shares.

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Section B

4. Redemption of Preference Shares and Debentures.
5. Business Purchase and Underwriting, Profit prior and post incorporation.
6. Final accounts of companies including managerial remuneration, Disposal of profits, and Issue of bonus Shares.

Section C

7. Internal reconstruction ( with out scheme ).
8. Amalgamation of companies ( excluding inter company holding ).
9. Liquidation of companies.

Note : The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless


Books Recommended

1. R.L. Gupta : Advanced Accountancy
2. S.N. Maheshwari : Advanced Accountancy, Vol. I & II
3. Shukla & Grewal : Advanced Accounts.
4. Shukla S.M. : Advanced Accountancy
5. Monga, Sehgal, Ahuja : Advanced Accounts Vol. I & II
6. Jain, Khandelwal, Pareek : Corporate Accounting (Hindi & English)  
(Ajmera Book Company, Jaipur)

Paper I Statistics  
Section : A

1. Introduction of Statistics : Growth of Statistics, Definition, Scope, Uses, Misuses and Limitations of Statistics, Collection of Primary & Secondary Data, Approximation and Accuracy, Statistical Errors.
2. Classification and Tabulation of Data : Meaning and Characteristics, Frequency Distribution, Simple and Manifold Tabulation, Presentation of Data: Diagrams/Graphs of Frequency Distribution and Histograms etc.

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3. Measures of Central Tendency : Arithmetic Mean (Simple and Weighted), Median (including quartiles, deciles and percentiles), Mode, Geometric and Harmonic Mean-simple and Weighted, Uses and Limitations of Measures of Central Tendency,

**Section B :**

4. Measures of Dispersion : Absolute and Relative Measures of Dispersion; Range, Quartile Deviation, Mean Deviation, Standard Deviation and their Co-efficient; Uses and Interpretation of Measures of dispersion. Skewness : Measures of Skewness.
5. Index Numbers : Meaning and Uses, Simple and Weighted Price Index Numbers, Methods of Construction, Average of Relatives and Aggregative Methods, Problems in construction of Index Numbers. Fishers Ideal Index Number, Base shifting, Splicing and Deflating.
6. Correlation : Meaning and Significance, Scatter Diagram, Karl Pearson's Coefficient of Correlation between two Variables : Grouped and Ungrouped Data, Coefficient of Correlation by Spearman's, Rank Differences Method and Concurrent Deviation Method.

**Section C**

7. Linear Regression.
8. Interpolation : Binomial, Newtons Advancing Differences Method, Lagrange Method.
9. Permutations and Combinations.

Note : The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless.

**Books Recommended :**

1. कैलाश नाथ नागर : सांख्यिकी के मूल तत्त्व।
2. गोयल, रंगा, गुप्ता, गोयल : सांख्यिकी, अजमेरा बुक कम्पनी।
3. बी.एन. गुप्ता : सांख्यिकी।
4. शुक्ला एवं सहाय : सांख्यिकी।
5. एस.पी. गुप्ता : सांख्यिकी।
6. खण्डेलवाल, गुप्ता, गुप्ता : सांख्यिकी विधियाँ।
7. Gupta S.P. : *Statistical Methods*.

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## Books Recommended

1. Gupta S.P. : Statistical Methods
2. Sancheti and Kapoor : Statistics : Theory and Practice
3. ... : Elements of Statistics (Hindi)
4. ... , Gupta : Statistics, Ajmera Book Company, Jaipur
5. ... : Applied General Statistics
6. ... : Elements of Statistical Methods
7. ... Morrel : Statistics : Theory and Practice
8. Sharma, Jain, Pareek : Business Statistics

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## 2. BUSINESS ADMINISTRATION

Scheme :

Max. Marks : 200

Min Pass Marks : 72

Paper I

3 hrs. duration

Marks 100

Paper II

3 hrs. duration

Marks 100

Note : Each question paper will be divided into two parts as detailed below :

**Part-I** will comprise 2 questions of 20 marks each. Question No. 1 will consist of 10 short answer questions each of 2 marks. Each question will be answered in a maximum of 20 words. Question No. 2 will consist of 5 short answer questions of 4 marks each. Each question will be answered in a maximum of 50 words.

Part-I of the question paper will be answered in a separate booklet containing the questions and appropriate blank spaces for answers below the questions in the booklet itself. Time allowed for Part-I would be 1 hour.

**Part II** will comprise of 3 descriptive/problem solving/essay type questions of 20 marks each taken from all the three sections. Each question will have an internal choice in the form of either/or. The candidates will be required to attempt all the 3 questions. Part-II of the questions paper will be answered in a separate usual answer book. Time allowed for Part-II will be 2 hours.

**Paper I : Commercial Law**

**Section-A**

The Indian Contract Act. 1872 Sections 1 to 75.

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**Section-B**

Special contracts under the Indian Contract Act, viz, Indemnity, Guarantee, Bailment, Pledge and Agency, Consumer Protection Act, 1986.

**Section-C**

The Indian Partnership Act, 1932, Sale of Goods Act, 1930.

Books Recommended :

1. M.C. Shukla : *Mercantile Law*.
2. N.D. Kapoor : *Elements of Mercantile Law*.
3. Davar : *Mercantile Law*
4. S.N. Kapoor : *Elements of Mercantile Law*.
5. आर.सी. अग्रवाल : व्यापारिक सन्निधयम (कॉलेज बुक हाउस, जयपुर)
6. आर.एल. नौलखा : व्यापारिक सन्निधयम (रमेश बुक डिपो, जयपुर)
7. जे.पी. सिंघल : व्यापारिक एवं औद्योगिक विधि (अजमेरा बुक कम्पनी, जयपुर)
8. शर्मा, गर्ग, कोठारी : व्यापारिक एवं औद्योगिक सन्निधयम (जयपुर पब्लिशिंग हाउस, जयपुर)
9. Pitaliya, Sharma : *Mercantile Law* (Shell Write Well (P) Ltd. Jaipur)
10. Dr. R.L. Nolakha : *Business Law* (Ramesh Book Depot, Jaipur)
11. माथुर, सक्सेना, विन्नानी : व्यापारिक सन्निधयम (हिन्दी) रमेश बुक डिपो, जयपुर
12. व्यापारिक विधि : शर्मा, आर्ष, एन. (अजमेरा बुक कम्पनी)

**Paper-II Business Organisation**

**Section-A**

1. Origin and development of entrepreneurship in India : Problems and suggestions. Role of RIICO and District Industrial Centres.
2. Significance and establishment of business organisation (Consideration and steps only). Business Environment. Business Ethics.
3. Need and importance of Finance. Sources of Finance. A brief study of Rajasthan Finance Corporation.

**Section-B**

4. Origin, development and activities of stock exchanges in India. A brief study of SEBI, OTCE and NSE.
5. Concept, objectives, forms and kinds of Business combination, Combination movement in India.
6. Modern methods of Advertisement and Publicity, Significance and evils of advertisement.

**Section-C**

7. Economic liberalisation Policy and implications. Implications of globalisation Policy on Business.

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8. Concept of Welfare State, Government assistance to Industries.
9. Industrial Policy. Industrial Democracy.

**Books Recommended :**

1. सुधा जी.एस. : *व्यावसायिक संगठन* (रमेश बुक डिपो, जयपुर)
2. नौलखा आर.एल. : *व्यावसायिक संगठन* (रमेश बुक डिपो, जयपुर)
3. Y.K. Bhushan : *Business Organisation*.
4. S.C. Saxena : *Business Administration* (Sahitya Bhawan, Agra)
5. C.B. Gupta : *Business Organisation* (National Publishing House, New Delhi)
6. सुधा शर्मा, चौधरी : *व्यावसायिक संगठन* (शील राइट वेल प्रा.लि., जयपुर)
7. Mathew, Sharma, Mehta : *Business Organisation* (Sheel Write Well (P) Ltd. Jaipur)

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### 3. ECONOMIC ADMINISTRATION AND FINANCIAL MANAGEMENT

**Scheme :**

**Min. Pass Marks 72**

**Max. Marks 200**

**Paper I**

**3 hrs. duration**

**Marks 100**

**Paper II**

**3 hrs. duration**

**Marks 100**

**Note :** Each question paper will be divided into two parts as detailed below :

**Part-I** will comprise 2 questions of 20 marks each. Question No. 1 will consist of 10 short answer questions each of 2 marks. Each question will be answered in a maximum of 20 words. Question No. 2 will consist of 5 short answer questions of 4 marks each. Each question will be answered in a maximum of 50 words.

Part-I of the questions paper will be answered in a separate booklet containing the questions and appropriate blank spaces for answers below the questions in the booklet itself. Time allowed for Part-I would be 1 hour.

**Part-II** will comprise of 3 descriptive/problem solving/essay type question of 20 marks each taken from all the three sections. Each question will have an internal choice in the form of either/or. The candidates will be required to attempt all the 3 questions. Part-II of the questions paper will be answered in a separate usual answer book. Time allowed for Part-II will be 2 hours.

#### **Paper I : Business Economics**

##### ***Section-A***

1. An Introduction to Kautilya's Arthshastra. Meaning and Scope

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PM

- of Economics, Difference between Economics & Business Economics. Concept and scope of business economics. Role of business economics in formulation of business policies. Significance of Micro & Macro economics in business decisions.
2. Demand Analysis, utility and indifference curve approaches (elementary approach) and law of demand, Elasticity of demand and its measurement. Consumer's surplus and demand forecasting.

**Section-B**

3. Meaning of production, Factors of production, Scale of production, Law of Returns, producers equilibrium, entrepreneur's problems, entrepreneur's objectives and constraints. Major components of costs. Supply and Law of supply, elasticity of Supply, revenue analysis.
4. Price determination under different market structures-Perfect competition, monopoly and imperfect competition.

**Section-C**

5. Factor Pricing—Determination of Rent, Wages, Interest and profit Marginal productivity theory of distribution.
6. National Income Analysis—Meaning and significance of National Income. Various concepts relating to National Income and their computation, methods of estimating national income including social Accounting Techniques, National Income and Economic Welfare.

**Books Recommended :**

1. Mote & Paul : *Managerial Economics*, Tata McGraw Hill, New Delhi.
2. D.M. Mithani : *Fundamentals of Business and Managerial Economics*, Himalaya Publishing House.
3. Paul A. Samuelson : *Economics*, Tata McGraw Hills, New Delhi.
4. वाष्णेय एवं माहेश्वरी : *व्यावसायिक अर्थशास्त्र*
5. एम.एल. सेठ : *अर्थशास्त्र के सिद्धांत*
6. अग्रवाल एवं अग्रवाल : *व्यावसायिक अर्थशास्त्र* (रमेश बुक डिपो, जयपुर)
7. बी.पी. गुप्ता : *व्यावसायिक अर्थशास्त्र* (मलिक एण्ड कम्पनी, जयपुर)
8. T.R. Jain, O.P. Khanna and Sharda Tiwari : *Business Economics*
9. C.M. Chaudhary : *Business Economics*
10. N.D. Mathur : *Business Economics*

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**Paper-II : Banking and Finance**

**Section-A**

1. Bank-Definition and functions, methods of credit creation, A brief study of Regional Rural Banks, Investment Banks and Development Banks, A study of R.B.I., & NABARD. Recent trends in Indian Banking (E-banking, innovative banking).

**Section-B**

2. Relationship between Banker and customer, Negotiable instruments. Cheques, Bills of exchange and Promissory notes. Endorsement and crossing, Presentation, collection and payment of Negotiable instruments, Dishonour of Cheques and its legal provisions, Salient features of the Banking Regulation Act.

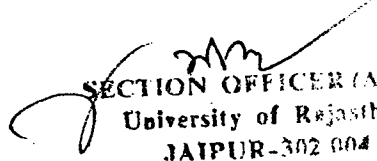
**Section-C**

3. Nature and Scope of Public finance. Principle of maximum social advantage. Public expenditure, Cansons and effect, Major trends of Public expenditure in India. Cannon of taxation, public debt in India, Centre & state finance relations, Deficit financing with special reference to India.

**Books Recommended :**

1. R.S. Daver : *Law and Practice of Banking*
2. B.M.L. Nigam : *Banking Law & Practice*
3. Basant Desai : *Indian Banking (Nature & Problems)*
4. एम.सी. वैश्य : *मुद्रा एवं बैंकिंग*
5. एम.एल. सेठ : *मुद्रा एवं बैंकिंग*
6. टी.टी. सेठी : *मौद्रिक अर्थशास्त्र*
7. एच.सी. शर्मा : *मुद्रा बैंकिंग एवं राजस्व*
8. मालीराम एवं जी.एन. शर्मा : *बैंकिंग विधि एवं व्यवहार*
9. बी.एल. ओझा : *मुद्रा एवं बैंकिंग।*

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#### 4. BOOK KEEPING AND ACCOUNTANCY

**Scheme :**

**Max. Marks 100**

**Paper I**

**3 hrs. duration**

**Min. Pass Marks 36**

**Note :** The questions paper will be divided into two parts as detailed below :

**Part-I** will comprise 2 questions of 20 marks each. Question No. 1 will consist of 10 short answer questions each of 2 marks. Each question will be answered in a maximum of 20 words. Question No. 2 will consist of 5 short answer questions of 4 marks each. Each question will be answered in a maximum of 50 words.

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Part-I of the questions paper will be answered in a separate booklet containing the questions and appropriate blank spaces for answers below the questions in the booklet itself. Time allowed for Part-I would be 1 hour.

Part-II will comprise of 3 descriptive/problem solving/essay type questions of 20 marks each taken from all the three sections. Each question will have an internal choice in the form of either/or. The candidates will be required to attempt all the 3 questions. Part-II of the question paper will be answered in a separate usual answer book. Time allowed for Part-II will be 2 hours.

**Section-A**

1. Nature and Methodology of Accounting : Nature, Postulates, Dual aspect, Assumptions, Conventions and Working Rules.
2. Books of Original Record Subsidiary Books, Columnar Books Ledger. Trial Balance.
3. Cheques and Bills of Exchange, Promisory Notes etc.
4. Matching of Cost and Revenue-Expired Cost and Unexpired Cost.
5. Provisions and Reserves, Promisory Notes.
6. Preparation of Balance Sheet and Income Statement (Profit and Loss Account) for Manufacturing Trading and Service concerns with adjustments.
7. Rectification of Errors.

**Section-B**

8. Accounts of Non-Commercial Organisation-Receipt and Payment Accounts, Income and Expenditure Accounts and Balance Sheet.
9. Account Current and Average Due Date.
10. Consignment and Joint-venture.
11. System of Accounting : Preparation of Accounts from Incomplete Records Sectional and Self-balancing Ledgers.
12. Partnership Accounts including Admission, Retirement or Death and dissolution.

Note : The candidate shall be permitted to use battery operated pocket Calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless.

**Books Recommended :**

1. Jai Narain Vaish : *Book Keeping and Accounts* Part I and II latest edition.
2. R.R. Gupta : *Book Keeping and Accountancy*.

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3. Gupta, Jain, Gupta : *Book Keeping* (Ramesh Book Depot, Jaipur)
4. बिदावत, शर्मा, भारद्वाज : *बहीख्यता एवं लेखा* (रमेश बुक डिपो, जयपुर)
5. जैन, खण्डेलवाल, पारीक, शर्मा : *बहीखाता एवं लेखाशास्त्र* (अजमेरा बुक कम्पनी, जयपुर)
6. Sharma, Bhardwaj, Jain : *Book Keeping and Accountancy* (Ramesh Book Co.)

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## ADDITIONAL SUBJECT

### 1. TEXTILE CRAFT

#### Scheme :

	Dura- tion	Max. Marks Arts/Com.	Min. Pass Marks Sc.	Arts/Com.	Sc.
(i) Theory : One Paper	3 hrs.	60	50	22	18
(ii) Practical	5 hrs	80	50	28	18
(iii) Submission		60	50	22	18
<b>Total</b>		<b>200</b>	<b>150</b>	<b>72</b>	<b>54</b>

#### Syllabus :

##### Paper I : Theory

Max. Marks 60                      3 hrs. duration                      Min. Pass. Marks 22

(i) Weaving Theory : Fibre-Yarn manufacture, fabric manufacture, elementary (basic) weaves.

(ii) Dyeing Theory : Types of dyes, Dyeing Process (hand dyeing and piece dyeing)

##### Paper II : Practical

Max. Marks 80                      5 hrs. duration                      Min. Pass. Marks. 28

(i) Tie & Dye, (ii) Batik, (iii) Elementary Wears, (iv) Hand Painting (v) Natural Study, (vi) Spray Painting (Stencil Method), (7) Designs for Practical, (8) Basic Desgins.

#### Developing Desings for Practicals :

1. Table cloth, Napkin, Wall hanging
2. Concept of Colours and Colour Scheme.

**Submission : Maximum Marks 60**

**Min. Pass. Marks 22**

## 2. GARMENT PRODUCTION & EXPORT MANAGEMENT

### BA/BSc./B.Com. : GPEM Part I

B.A/B.Com. part-I	Paper no.	Nomenclature of the paper	Teaching hrs. per week	Max. marks	Min.Pass marks	Duration of examination
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Theory	1	Understanding textile	3	60	22	3
	2	Business and accounting	3	60	22	3
Practical	1	Clothing construction-I	6	80	28	4

## PAPER I UNDERSTANDING TEXTILE

### Section - A: Textile Technology

1. Origin and Properties : Natural fibres-cotton, wool, silk  
Regenerated - Rayon, Acetate  
Synthetic fibre - Nylon, Acrylic
2. Fibres to yarns : The basic processes involved in making fibre into yarns including
  - (a) Blending
  - (b) Carding
  - (c) Combing
  - (d) Spinning
3. Fabric construction : Weaving - Plain, twill and satin weave. Knitting - Warp & Weft knitting. Elementary knowledge of braiding, knotting and felting.
4. Fabric finishes -
  - (1) Brief knowledge of fabric finishes
  - (2) Preliminary steps to finishing.
  - (3) Elementary knowledge of calendaring, mercerization and tentering.

### Section - B: Traditional Textile

5. Knowledge of Hand woven fabrics:  
Hand woven - Dacca muslin, Jamdani, Chanderi, Brocade, Baluchari, Kashmiri, shawls, Doria, Kanjivaram.
6. Dyed fabrics-Bandhani, Ikat, Patoia
7. Printed fabrics-Kalamkari.
8. Block printed fabric Madhubani.

### Section - C: Design

9. (a) Creating elements & principles of design.  
(b) Classification of Design - Structural and Decorative.  
(c) Layout of Design - Repeat, Drop Devices & Bases.
10. Application of Design

- (a) Printing:  
(a) Methods of Printing - Block, Screen, Stencil, Roller, Rotary  
(b) Styles in Printing - Direct, Discharge & Resist  
(b) Dyeing: Introduction to Natural and Synthetic Dyes.

Reference:

1. Corbman, *Textiles Fibre to Fabric*.
2. Phyllis G, Tortora, *Understanding Textile*.
3. Naik, *Traditional Embroideries of India*.
4. Bhatnagar, Paul, *Traditional Indian Costumes and Textiles*.

Paper-II

Business & Accounting

B.Com. MM 60

M.M. Pass Marks. 22

*Section - A*

1. Meaning and scope of business with special reference to Garment export trade in India.
2. The important factors to be considered at the time of the commencement of the business (legal, economical and social).  
(a) Individual organisation (Sole).  
(b) Partnership.  
(c) Co-operative.  
(d) Company-(Private and Public)  
(e) Public sector.
3. Objects, importance and utility of Book-keeping.
4. Principles of double entry, Book-keeping & working practical knowledge.
5. Classification of Accounts.

*Section - B*

6. Posting to Ledgers and balance of Ledgers.
7. Writing of subsidiary Books-Purchase Book, journal and posting to Ledger.
8. An introductory knowledge of Final accounts (without Adjustments).

*Section - C*

9. Project Planning for Garment Production Unit:-  
(a) The size of the unit, (Production & storage space, Laundry area).

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- (b) Site selection for the unit.
- (c) Procurement of fixed assets:—
  - (1) Sewing machines
  - (2) Furniture and Fixtures (3) Land and Building
- 10. Procurement of fixed capital procedure, raw material reduction operating cycle.
- 11. Procurement of working capital procedure, raw material reduction operating cycle.
- 12. Procurement of fixed capital-
  - Owner Security (Types of capital)
  - Long and medium-term loans from banks.
- 13. Budgeting - Practical aspects of budgeting for garment production unit. (For size of 5, 10 & 20 machines)

**Reference:**

1. Kaplan S. Robert, Anthony A. Alkinson, *Advance Management Accounting.*
2. Prof. N.P. Agarwal, Sugan L Jain, Dr. M.L. Sharma, Dr. S.K. Mangal, *Cost Accounting.*
3. Dr. S.N. Maheshwari, *Management Accounting and Financial Control.*

**Practical - I**

**Clothing Construction - I**

**4 Duration- 4 hrs.**

**Max.Marks—80**

**Min. Pass. Mark—28**

1. Pattern Making
  - (a) Adults Basic Bodice and sleeve block (Block Method)
  - (b) Sleeve Variations: Slash and spread method - Puff & bell Sleeve. Bodice Combination - Magyar, Raglan sleeve.
  - (c) Collar Variation: Flat Pan Collar, Reter pan collar Convertible Collar.
2. Samples :—
  - (a) Basic seams
  - (b) Hems - Simple Hem, Invisible Hem.
  - (c) Placket - Continuous wrap placket, Two-piece placket.
3. Basic Embroidery Stitches:  
Chain, Stem, Running, Lazy Dazy, Satin, Herringbone Button-

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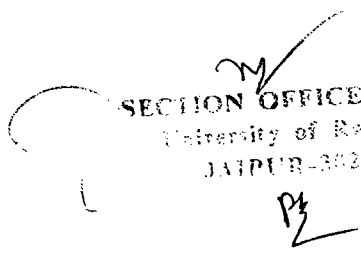
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hole, Bullion knot, French knot, Feather.

4. Taking body measurement and knowledge of standard measurement from child to adults.
5. Drafting, cutting & stitching of following garments with appropriate techniques:
  - (a) Petticoat
  - (b) Salwar Kameez / Churidar Pajama
  - (c) Blouse
  - (d) Nightie / Night Suit

**Reference:**

1. Jindal, Ritu, *Handbook of Fashion Designing*.
2. Kallal, Mary Jo, *Construction*.
3. Mitchell Beazley, *The Sewing Book a complete practical guide*.

  
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### 3. INVESTIGATIVE BIOTECHNOLOGY

Paper I : Bio-Chemistry and General Bacteriology

Max. Marks 60

3 hrs. duration

Min. Pass Marks 22

Teaching Periods 60

#### Section-A : Bio-Chemistry (Teaching Period 30)

1. Introduction and Scope of Bio-Chemistry.
2. Simple Analytical techniques : Weighing of solids and liquids; Preparation of solutions : Simple acid-base titration.
3. pH, Buffers types and their uses.
4. Mole, Molar and normal solutions, concentration units.
5. Classification and metabolism of Carbohydrates, Lipids, Proteins, Nucleic acids and Nucleo proteins.
6. Introduction of Vitamins and Enzymes; Clinically important Enzymes and their estimation.
7. Metabolism of inorganic substances like Iodine, Phosphorous, Copper, Iron and Calcium.
8. Electrolytes in various tissue fluids in health and disease.
9. Gastric Analysis-Functional test of Liver, Kidney Pancreas and alkalosis, acidosis.

#### Section-B General Bacteriology (Teaching Period 30)

1. Microbial World.
2. Structure of bacterial cell; functions of cell organelles.
3. Sterilization and disinfection.
4. Culture media.
5. Cultivation of Bacteria.
6. Identification methods in bacteriology.

Paper II-Elementary Anatomy, Physiology and Halmatology

Max. Marks 60

3 hrs. duration.

Min. Pass Marks 22

Teaching Periods 60

#### Section-A : Elementary Anatomy and Physiology

(Teaching Period 30)

1. Introduction to human body.
2. Important landmarks in surface anatomy for L.M. and I.V. injection in adults, children and infants
3. Musculo-Skeleton and Respiratory system.
4. C.V.S. (Cardio Vascular System) circulation.
5. G.I.I.T (Gastro Intestine Tract), Liver, Gallbladder & Pancreas.
6. Urinary System.

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7. C.N.S. (Central Nervous System) and A.N.S. (Autonomic Nervous System)
8. Endocrines and Reproductive system.
9. Skin and temperature regulation.

**Section-B : Haematology (Teaching Period 30)**

1. Structure of cell and cell division.
2. Blood forming tissues and Bone-marrow.
3. Formation of RBCs. granulocytes, Mononuclear cells, Platelets and their normal counts.
4. Blood coagulation.
5. Anaemias-classification, diagnosis.

**PRACTICALS**

Max. Marks 80 (52×3 periods) Min. Pass marks 28

**Unit-I Bio-Chemistry**

1. Glassware used in Bio-chemistry.
2. Cleaning of Glassware, weighing and measuring volumes.
3. Making and testing of distilled water.
4. Importance of calibration of glass apparatus used in estimation.
5. Collection, coding, preservation and disposal of biological specimen material for biochemical analysis.
6. Principles of Colorimetry and verification of Lambert-Bear's Law.
7. Bio-chemical estimation of-  
(a) Sugar, (b) Urine, (c) Stool, (d) Protein, (e) A.G. ratio.
8. Detection of Organic poisons like opium, oliander and vomice.
9. Detection of Inorganic poisons like copper, arsenic, antimony, tin, murcery, lead, barium and zinc phosphate, cyanides & insecticides.

**Unit-II General Bacteriology and Hematology**

**General Bacteriology :**

1. Introduction to microscopy, various types of microscopes and their uses.
2. Wet bacterias mount and hanging drop preparation and dark field examination.
3. Preparation of smears for bacterial examination and Gram's Stain.
4. Preparation of various stains.
5. Staining of Smears- Sputum C.S.F. Body fluids, pus, aspirations.

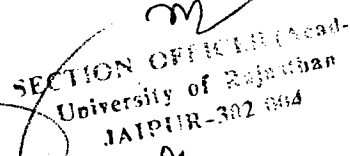

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**Hematology :**

1. Collection of blood from various sites in adult and children.
2. Cleaning of slides and cover slips and identification of various pipettes and their cleaning.
3. Making of stains used in Hematology.
4. Staining and examination of blood films.
5. Differential RBC and WBC counts.
6. Estimation of Haemoglobin by comparator and calorimeter.

  
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## ADD-ON SUBJECTS

### 1. COMPUTER APPLICATIONS

Scheme :	Min. Pass Marks	Max. Marks
Arts/Commerce	72 (Th 47 Pr. 25)	200
Science	54 (Th. 36 Pr. 18)	150
Paper-I 3 hrs. duration	Computer Fundamentals and Introduction to IBM PC	Arts/Com. 65 Science 50
Paper-II 3 hrs. duration	Operating Systems & Business Data Processing	Arts/Com. 65 Science 50
Paper-III Practical		Arts/Com. 70 Science 50

#### Paper I : Computer Fundamentals and Introduction to IBM PC

What is Computer? An introduction. Uses of computers in modern society e.g. weather forecasting, census, oil exploration, speech recognition, banking publishing, accounting, research etc.

Information concepts and processing-hardware, software-computer capabilities and limitations. Concept of files and directories.

Computer arithmetic and number system. ASCII & EBCDIC character sets.

Elements of a computer processing system-hardware, software computer capabilities and limitations. Concept of files and directories.

Hardware features and use-CUP, I/O devices. Storage devices and media.

Introduction to networking, multiprocessing, time sharing, multitasking and real time computing.

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Variety of hardware system and features. Various types of computers available in market. Micro, Mini and Main frames, Super computers.

Evolution of personal computers. Commodore, Atari, Apple, IBM, PC. Basic block diagram of computer. Difference between personal and main frames-Simple operating system, Easy to use, Less Memory, Dedicated, Normally single user.

Introduction to microprocessors and associated computers. Timers, display controllers, DMA controllers.

Block diagram of IBM PC. Introduction to 8086 and 8088. Functional description of various modules and cards.

Boot process in IBM PC. System files. Self test.

Various types of displays and other peripherals used in IBM PCs.

Disk Operating System-Introduction. Batch files.

Configuration files. COM, EXE, SYS, BIN and TXT files. Introduction to programming in BASIC. Development of programs in Q BASIC.

Use of graphics facilities using Basic.

Diagnostics for IBM PC. Use of Norton Utilities and other packages for undeleting files and other system maintenance jobs.

Advance version of IBM and compatibles.

### **Paper II : Operating Systems and Business Data Processing**

Introduction to various categories of softwares. Operating system and its functions. Interaction of operating system with hardware and user programs.

Various components of operating system with reference to DOS.

Single user operating system. Task loader. Memory management.

File management, Directory structure in DOS. Moving, renaming, copying, deleting and undeleting files under DOS.

### **Practical**

Visit to computer Lab. Introduction to various components of a computer. A simple documentation preparation and printing. Usage of printer and other components.

Physical inspection of IBM PC and internal cards. Introduction to nomenclature (COM1, COM2, etc.) Writing batch files for various purposes. Modifying config-sys files. Creating RAM disk. Diagnostics on IBM PC. Controlling PC hardware using BASIC programs.

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## 2. TAX PROCEDURE AND PRACTICE

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**Model for preparation of outline of courses :**

1. Subject Title : Tax Procedure and Practice 15 weeks
2. Subject Objectives : General Objectives
  - (a) To familiarise the students with the Indian Tax system.
  - (b) To acquaint the students with the procedure and practice of direct and indirect taxes.
3. Job Potential :
  - (i) Self Employment : Prepare returns and relevant documents for small traders, small industries and people engaged in small and medium business, necessary under direct and indirect tax law.
  - (ii) Wage Employment : Junior level positions in the various organisations such as :
    - (a) Practising chartered Accountant Firms
    - (b) Business Houses.
    - (c) Industrial undertakings & establishments
    - (d) Sales Tax and Income Tax departments
    - (e) Custom and Excise departments
    - (f) Accounts department of various Central, State, Local and Government Societies etc.
4.
  - (i) This can not go with Science Subjects.
  - (ii) It can go with commerce (B. Com. Pass).
  - (iii) It can go with B.A. provided a student has done 10+2 with Accounting and Business Studies of Commerce.
5. (i) Contents :
  - (a) Syllabus (Theory & Practicals)
  - (b) Business Lab should be equipped with the following :
    - (i) All Bare Acts related to direct and indirect taxes and various tax forms/returns/documents.
    - (ii) Reference Books :
      - (1) Palkiwala-Income Tax. (2) Chaturvedi & Pathisana
    - (iii) Text Books :
      - (1) Singhania-Direct Taxes
      - (2) H.C. Mehrotra-Income Tax Law & Practice.
    - (iv) Journals :
      - (1) The Institute of Chartered Accountants of India.
      - (2) Central Excise Law System, (3) Taxman.



Note : (1) In addition to the above books the new text books should be prepared on the lines of the prescribed syllabus.

(2) Equipment-Computer facilities must be made available in the Business Lab.

(ii) On the Job Training (After 1st year)-

Proper training should be given to students to prepare various returns/forms/documents etc. related to Income-Tax and Sales Tax/Excise duty to enable the students to acquire necessary skills so that they can prepare these documents independently. Students can be attached for the purpose of training with local industrial houses, Excise and Custom departments, Income and Sales tax departments: and practising firms of the Chartered Accountants.

(iii) On the Job Training (After 2nd year)-

Students should be attached for practical training with the organisations as suggested in (ii) Students can prepare the necessary documents/returns/forms, etc. related to direct and indirect taxes.

6. Unit cost for 30 students :

(a) Building as per the norms of the UGC

(b) Rupees one lakh for books, journals and equipments.

7. Modalities of Examination and Evaluation :

(a) Weightage between theory and practicals should be 70% and 30% respectively.

(b) Continuous evaluation-Assignment, surprise test, quiz.

**Paper I : Indian Tax System and Income Tax Law**

**Max. Marks : 100    3 hrs. duration Min. Pass Marks : 36**

**Section-A**

Meaning of Tax-Central and State Powers of Taxation. Distribution of revenues between Central and States. Direct and Indirect Taxes.

Direct Taxes of the Central Government—Income Tax, Wealth Tax, Interest Tax Act, 1974 with effect from 1.4.93; Expenditure Tax Act, 1987.

Indirect taxes of the Central Government—Central Excise, Customs duty; Central Sales Tax.

Taxes of the State Governments Taxes on sales and purchase of goods; Octroi duty; Tax on profession, trade and business; Tool

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Tax; tax on luxuries, entertainment and amusements; Tax on betting and gambling; Tax on electricity; Stamp duty; Agricultural income-tax and Land revenue.

**Section-B**

Income Tax Law : Extent and application, Definitions, Previous Year, Residential Status, Incomes which do not form part of Total Income, Computation of Total Income; Heads of Income; Salaries; Income from House Property; Profit and Gain from business and profession.

**Section-C**

Capital gains, Income from other sources, Income. Aggregation of income and set off and earn, Forward of losses. Deduction from Gross Total Income-under Chapter VI A. Rebate of Income Tax under Section 88.

**Paper II : Central and State Sales Tax-Procedure & Practice**

Max. Marks : 100      3 hrs. duration Min. Pass Marks : 36

**Section—A**

**Rajasthan Value Added Tax Act, 2003.**

Introduction—Definitions, Extent and Commencement. Incidence and Levy of Tax. Registration of Dealers. payment of Tax. Filing of returns and assessment. Tax liability, Recovery and Refund. Interest, Penalties, Composition and Prosecution.

**Section—B**

Regularity frame work—An overview of Central Sale Tax, 1956; an overview of Central Sale Tax (Registration and Turnover) Rules, 1957.

Import out terms and definitions.

Dealer, declared goods, goods, place of business. sale, sale price, turnover, Inter-State sale.

Principles for determining—When Central Sales Tax is leviable; the concept of sale and purchase of goods in the course of inter-State trade or Commerce.

When does a sale or purchase of goods take place outside the State?

When does the sale or purchase of goods is in the course of import or export ?

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Registration of dealers procedures thereof-filling and filling of application in Form A for registration; relevant fee payable; security/surety for registration.

Grant of Certificate of Registration in Form

3.Procedure for amendment, cancellation and obtaining duplicate certificate of registration.

### Section-C

#### Rates of Tax :

Concessional rate when an available, kind of forms for availing the concessional rates and maintenance of records related thereto.

(A) Sales to the registered dealers against Form-C

Purchasers obligations : Procedure for obtaining Form-C from Sales Tax authorities and issuing of Form-C to dealers. Application under prescribed form with requisite fee for obtaining Form-C. Maintenance of records for receipts and issue of Form-C. Form 2.Sellers obligations : Obtaining Form 'C' from purchasers. Maintenance of records of "C' Form collected and submission 'C' Form at the time of assessment.

(B) Sales to the Government against D Form.

Form D- Use and custody and maintenance etc. of records of certificates in Form D.

(C) Subsequent sale in the course of Inter-State sale and receipt and issue of Form E-1 and E-2 in connection thereto.

Application for obtaining Form E-1 and E-2 and the relevant fee to be paid therewith, maintenance of records of E-1 and E-2 Forms for receipts.

#### Branch and Consignment transfer :

Inter State transfer of goods from the office to another or principal agent or agent to principal and issue and receipt of Form F.

Application for obtaining F Form and the relevant fee; maintenance of records of such forms and matters incidentals thereto. Form No. 5.

Determination of turnover, deductions from turn over.

Return of Sales Tax payable under the Central Sales Tax Act, 1956.

Form No. 1 : Filling and Filing of Form No. 1.

Deposit of Central Sales Tax and Filling and Filing of Challan in the prescribed form.

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### 3. PRINCIPLES AND PRACTICE OF INSURANCE

Scheme :

Max. Marks : 200

Min Pass Marks : 72

Paper-I

3 hrs. Duration

Marks 100

Paper-II

3 hrs. Duration

Marks 100

Paper-I : Life Insurance

Max. Marks : 100 3 hrs. duration Min. Pass Marks : 36

Note : Candidates to attempt at least one question each section and five questions in all.

#### Section-A

Need for security against economic difficulties; Risk and uncertainty; Individual value system; Individual Life Insurance. Nature and uses of Life Insurance; Life Insurance as a collateral, as a measure of financing business continuation, as a protection to property, as a measure of investment.

#### Section-B

Distinguishing characteristics, Utmost Good Faith, Insurable Interest, Caveat Emptor, unilateral and alleatory nature of contract. Proposal and application form, warranties, medical examination, policy contraction and delivery, policy provision, lapse revival, surrender value, paid-up policies, maturity, nomination and assignment. Suicide and payment of insured amount; Loan to policy holders.

#### Section-C

Factors governing sum assured; Methods of calculating economic risk in life insurance proposal. Measurement of risk and mortality table; Calculation of premium; Treatment of sub-standard risks. Life Insurance Fund, Valuation and investment of surplus; Payment of bonus.

#### Section-D

Types and their applicability to different situations, Important Life Insurance Policies issued by the Life Insurance Corporation of India. Life Insurance annuities, Important legal provisions and judicial pronouncements in India.

#### Section-E

Rules of agency; Essential qualities of an ideal insurance salesman;

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Rules to canvass business from prospective customers; After-sale service to policy holders.

**Suggested Books :**

1. Hwebner S.S. and Kenneth Black Jr. : *Life Insurance*-(Prentice Hall Inc.; Eaglewood Cliffs, New Jersey)
2. Meher Robert L. : *Life Insurance : Theory and Practice* (Business Publication, Teaxas)
3. Maclean : *Life Insurance*
4. Gupta, O.S. : *Life Insurance*, (Frank Brothers, New Delhi)
5. Mishra, M.N. : *Insurance Principles and Practice*, (Delhi, Vikas Publishing House).

**Paper-II : General Insurance**

Max. Marks : 100      3 hrs. duration      Min. Pass Marks : 36

**Note :** Candidates to attempt at least one question from each section and five questions in all.

**Section-A**

Introduction to risk and insurance-(a) Risk (b) The treatment of risk

**Section-B**

The structure and operation of the insurance business—

- (a) Insurance contract fundamentals.
- (b) Insurance marketing.
- (c) Insurance loss payment.
- (d) Underwriting, rating, reinsurance and other functions.

**Section-C**

General Insurance Corporation and other Insurance Institutions-Working of GIC in India; Types of risks assumed and specific policies issued by ECGC.

**Section-D**

Health Insurance-



- (a) Individual health insurance.
- (b) Group health insurance.

**Section-E**

Motor Insurance.

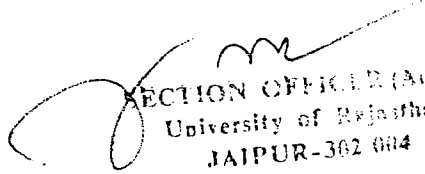

Multiple line and All-Lines Insurance-such as Rural Insurance-Hull Insurance etc.

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**Recommended course of reading :**

*General Insurance* by Bickelhaupt and Magre, Eighth Edition published by Richard D. Irwin, Inc., Homewood, Illinois, Irwin-Dorsey Limited, Georgetown, Ontario, Chapters : 1 to 7, 13, 21, 27 and 28.

  
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## 4.OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

### Model for Preparation of outline of courses

#### Paper-I Shorthand in English/Hindi

##### (A) Shorthand theory

Maximum marks	35
Duration	1½ hours
(i) Two questions related with rules	10 marks
(ii) One questions related with grammalogues and phrases.	10 marks
(iii) One passage containing 100 words to be written in shorthand.	15 marks

##### (B) Shorthand Practice

Maximum marks	65 marks
Speed	
Hindi shorthand	50 w.p.m.
English shorthand	60 w.p.m.
Duration-Dictation	5 Minutes
Transcription by hand	1 hrs.

#### (A) Shorthand (Theory) English & Hindi

##### Unit-1 Introduction

Origin of shorthand with particular emphasis on Pitman Shorthand, definition and importance of stenography, qualities of a successful stenographer, writing techniques and materials.

##### Unit-2 Consonants

Definition, number, forms, classes, size, thinness, thickness, directions and joining strokes.

##### Unit-3 Vowels, Diphthongs and Diphones

Vowels-definition, number sounds, signs, places position of outlines, intervening vowels, Introduction of upwards/downwards strokes in Stenography.

Diphthongs-Definition, names, signs, placed joins diphthongs and triphones.

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Diphones-Definition, signs and application.

Use of Vowels-Diphthongs and diphones in plural in Stenography.

**Unit-4 Grammalogues and Phesengraphy :**

Grammalogues : definition of grammalogues and logogram, list of grammalogues, punctuation signs; Phraseography : definition of phrases, how a phrase is written, qualities of a good phraseogram. list of simple phrases.

**Unit-5 Circles, loops and hooks :**

Circle : size and direction, application in Phraseography, attachment with straight and curved strokes, exception to the use of circle.

Loops : Size and Direction.

**(B) Shorthand (Practicals)**

1. Repeated Practice of Consonants, writing each consonant from the text material with particular attention to their formation, length, angle, size and direction.
2. Repeated practice of vowels, diphthongs, diphones and triphones by copying the text materials and other printed shorthand book and reading book the same.
3. Repeated practice of grammalogues and phrases.
4. Repeated practice on the use of circles, loops and hooks.
5. Transcription from Shorthand into longhand.
6. Dictation from unseen passage.
7. Variety of drills : reading shorthand from black-board, copying shorthand from black-board, could not reading, delayed writing, students dictate to the class from shorthand books ,two minutes speeches by students, reading printed shorthand matter.

**Paper-II Typewriting in English and Hindi**

**(A) Typewriting Theory**

Maximum marks

35

Duration

1½ hours

(Candidates are required to answer five questions out of 8 questions. All questions will carry equal marks)

**(B) Typewriting Practice**

Maximum marks

65 marks

(This paper will consist of two parts)

(i) Speed Text Maximum Marks

25

Duration

10 Minutes

Speed rate English

30 w.p.m.

Speed rate Hindi

25 w.p.m.

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- (ii) Type writing  
(Efficiency test)
- |               |            |
|---------------|------------|
| Maximum marks | 40         |
| Duration      | 30 Minutes |
- (This paper will consist of two questions)
- |                    |          |
|--------------------|----------|
| (a) Letter writing | 20 marks |
| (b) Tabulation     | 20 marks |

(A) Type Writing (Theory) (Hindi English)

- Unit-1 Typewriter and its Maintenance
- Typewriter-Its use and importance, a standard typewriter.
  - Makes and categories of typewriters
  - Essential parts of a typewriter and their use
  - Care and upkeep of a typewriter
  - Ribbon changing and ribbon economy
- Unit-2 Methods of typewriting
- Touch
  - Sight
  - Approach of typing
  - Horizontal
  - Vertical
- Unit-3 Keyboard Operation
- Need for proper type and size of tables and others for use by typist.
  - Sitting postures
  - Materials required
  - Insection and removal of paper
  - Learning the second row (Home row) (guide keys and home keys)
  - Learning the third row (Upper row)
- Unit-4 Keyboard Operation
- Learning the first row (Bottom row)
  - Learning the fourth row (Number row)
  - Special signs and symbols in the keyboard and their uses
- Unit-5 Display in typewriting :
- Centering-horizontal, vertical.
  - Types of headings
  - Margin and line spacing
  - Use of punctuation marks

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- Figures-Arabic and Roman
- Paragraphs-type and styles, numbering, pagination.
- Styles of typing different kinds of letters.
- Arrangements of tabular statements.
- Syllabification
- Foot-notes

### (B) Type Writing Practice

#### Key Board Operations

1. Practising second row, third row, first row and fourth row.
2. Practicing words, sentences, paragraphs and passages.
3. Use of shift keys and other non-character keys.
4. Type writing of special symbols of the key board and Punctuation marks.

#### Speed Building

1. Different kinds of drills for typing.
2. Graded Speed test leading to accurate speed of about 30 w.p.m.
3. Typing of passages each containing 300 words in ten minutes.

#### Teaching Guidelines

Attractive hand words, balanced handwords, same letters in different words, drills of common words, drills of alphabetical sentences and words division drills.

#### Display Techniques

1. Centring-Horizontal and Vertical
2. Ensuring proper margins; line spacing
3. Typing different types of Headings including speed heading.

#### Letter Typing

1. Typing exercise of personal, official and business letters in different styles with proper display.
2. Typing of application for jobs.
3. Addressing the envelopes.
4. Using Carbon papers for taking out Multiple copies.

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**5. ADVERTISING, SALES PROMOTION AND  
SALES MANAGEMENT**

**Scheme :**

**Max. Marks : 200**

**Min Pass Marks : 72**

**Paper-I 3 hrs. Duration**


**Marks 100**

**Paper-II 3 hrs. Duration**

**Marks 100**

**Paper-I : Marketing Communication-I**

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**Max. Marks : 100    3 hrs. duration    Min. Pass : 36**

- Nature and Importance of Communication
- Communication process, Elements of the Communication process.  
Application of Communication process in marketing. Steps in developing effective marketing communication?
- Methods of Marketing Communication.
- Advertising, personal selling, public relations, sales promotion, their meaning and distinctive characteristics.
- Setting up of Targets-Policies, strategies and methods of achievements.
- Integrated Communication in Marketing.

**Suggested Readings :**

1. Philip Kotler *Marketing Management* 7th Edition (Prentice-Hall of India, New Delhi-1991)
2. William J. Stanton Charles & Futrell *Fundamentals of Marketing*. 8th Edition (McGraw Hill Chap. 18)
3. Subroto Sengupta : *Case in Advertising and Communication Management in India* (IIM, Ahmedabad)

**Paper-II : Advertising-I**

**Max. Marks : 100    3 hrs. duration    Min. Pass Marks : 36**

- Importance of advertising in modern marketing. Role of advertising in the national economy.
- Type of advertising : Commercial and non-commercial advertising, primary demand and selective demand advertising, classified and display advertising; comparative advertising; co-operative advertising.
- Setting of advertising objectives
- Setting of advertising budget. Factors affecting the advertising expenditure in a company.
- Advertising message. Preparing an effective advertising copy; elements of a print copy, Headlines, illustration, bodycopy, slogan, logo, seal of approval, Role of Colon, Elements of a broadcast copy. Copy for direct mail.

**Suggested Readings :**

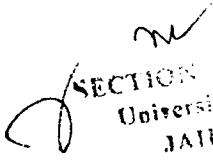

1. Wright, Winters and Zeiglas : *Advertising Management* (McGraw Hill Relevant Chapters)
2. Duna and Darban : *Advertising : Its role in modern marketing* (the Drydon Press) relevant chapters)

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3. Mahendra Mohan : *Advertising* (Tata McGraw Hill) (relevant chapters)
4. Philip kotler : *Marketing Management* 8th Ed. (Prentice Hall of India) Chap-22
5. Subroto Sen Gupta : *Cases in Advertising and Communication Management in India* (IIM, Ahmedabad)

  
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## 6. TOURISM AND TRAVEL MANAGEMENT

Scheme :

Max. Marks 200		Min. Pass Marks 72
Paper I	3 hrs. duration	Marks 70
Paper II	3 hrs. duration	Marks 70
Internal Assesement		Marks 30
(20 Marks for Project and 10 Marks for Viva-Voce)		
B.Com. Part-I		
Paper-I	Tourism Business	
Paper-II	Tourism Product	

Paper-I Tourism Business

Scheme

Max. Marks 200		Min. Pass Marks 72
Paper I	3 hrs. duration	Marks 70
Paper II	3 hrs. duration	Marks 70
Max. Marks : 70	3 hrs. duration	Min. Pass Marks : 36

### *Section-A*

Definition, Nature, Importance, Components and Topology of Tourism.

### *Section-B*

Concept of Domestic and International Tourism, recent trends.

### *Section-C*

Tourism as an industry, visitor, tourist, excursionist.

### *Section-D*

Growth and development of Tourism of India.

### *Section-E*

Impacts of Tourism—Economic, Social, Physical and Environmental.

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**Suggested Readings :**

1. Christopher J. Holloway : *The Business of Tourism* : Macdonald and Evans, 1983.
2. A.K. Bhatia : *Tourism Development, Principles and Practices* : Sterling Publishers (p) Ltd. New Delhi.
3. Anand, M.M. : *Tourism and Hotel Industry in India* : Sterling Publishers (P) Ltd. New Delhi.
4. Kaul, R.H. : *Dynamics of Tourism : A Terilogy* Sterling Publishers (P) Ltd. New Delhi.
5. IITTM : *Growth of Modern Tourism Monograph* : IITTM, New Delhi 1989.
6. IITTM : *Tourism as an Industry-Monograph* : IITTM, New Delhi, 1989
7. Burhat & Madlik : *Tourism-Past, Present and Future*, Heinemann, London.
8. Wahab, S.E. : *Tourism Management* : Tourism International Press, London, 1984.
9. Brymer, Robert A : *Introduction to Hotel and Restaurant, Management*, Hub Publication Co. Lova, 1984.
10. Riccline J.R. Brent : *Travel and Tourism Hospitality Research*, London, 1982.
11. Surinder Aggarwal : *Travel agency Management* : Communication India, 1983.

**Paper-II Tourism Product**

Max. Marks : 70      3 hrs duration      Min. Pass Marks : 36

**Introduction**

This paper is for the study of the product of India covering the resources both natural and man-made. Historical and Geographical background. The people, the heritage, Ancillary activities like arts, crafts, flora fauna environmental ecology and a study of the suitable development of Tourism connected with planning and development.

**Section-A**

**Tourist Resources-Definition and Differentiation.**

Tourist Resources of India-types and topologies, cultural resource-Arts and Architecture, Historical moments, religious and spiritual centres, fairs and festivals, craftsmanship, folk customs, costumes and lereses, museum monument and art galleries etc. Natural

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tourist Resources-Rich diversity in Land form and landscape. Outstanding geographic features, climate waterbodies and flora and fauna.

*Section-B*

**Natural Tourist Resource-I**

Tourist resource potential in mountain with special reference to Himalaya : Resources and resource use patterns in the past, present and future perspective.

India's main desert areas, their geological structure development as desert tourism-existing trends and facilities available : desert safaris and desert festival.

Coastal areas, Beaches and Islands : Resources and resource pattern. Resources in Island with special reference to Andaman and Nicobar Islands, Overview on Tourism Development strategies.

*Section-C*

**Social Cultural Resource-I**

Architectural Heritage of India : Glimpses of India's architectural styles adopted over the ages. Historical monuments of touristic significance-ancient, medieval and modern-their spatial and regional dimensions. Important historical/archaeological sites. Important historical/archaeological sites, museum, art galleries and libraries-their location, asseate and characteristics.

Popular Religious shrines/centres-Hindu, Buddhist, Jain, Sikh, Muslim, Christian and others. Yoga, mediation and other centres.

*Section-D*

**Social Cultural Resources-II**

Performing art of India, Classical Dances and Dance Styles : Centre of learning and performances. Indian folk dances. Music and musical instruments : different schools of Indian music; status of vocal and instrumental music; New experiment.

*Section-E*

Handicrafts of India as a potential tourist resources. Fairs and Festivals-Social, religious and commercial fairs : festivals; promotional (Tourism) fairs, viz : Kite festival, White water festival, Snake best race etc.

Indian folk culture-folk custom and costumes, settlement patterns, religious observations, folk lere and legends. Created tourist destinations; Academic, Scientific and industrial institutions.

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**Suggested Readings :**

1. Percy Brawn : *Indian Architecture-Hindu and Buddhist period.*
2. Harle J.C. : *The Art and Architecture of Indian Sub Continent.*
3. Bhartiya Vidya Bhawan : *Imperial Unity.*
4. Bhartiya Vidya Bhawan : *Classical Age.*
5. Acharya Ram : *Tourism & Cultural Heritage of India* : RBSA Publication (Jaipur, 1986)
6. Bachan A.L. : *The Wonder that was India*, Rupa and Co.), Delhi-1988
7. Becham A.L. : *The Gazette of India : History and Culture*, Vol. 2, Publication Division, Ministry of Information and Broadcasting, Government of India 1988.
8. Hussain, A.A. : *The National Culture of India*, National Book Trust, (New Delhi-1987)
9. Mukerjee R.K. : *The Culture and Art of India* : George Allen Urwin Ltd., London, 1959.
10. *The Treasure of Indian Museums* : Marg Publication, Bombay.

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## 7. FOREIGN TRADE : PRACTICES AND PROCEDURES

### Subject Objectives :

1. To familiarise the students with the basic principles of foreign trade and the environment in which foreign trade takes place.
2. To familiarise the students with the position of India's foreign trade, import and export policies and various export promotion measures adopted by the Government.
3. To familiarise the students with the nature and scope of International marketing and also with the four Ps of international marketing.
4. To familiarise the students with the various methods and procedures of foreign trade financing, foreign exchange rates, costing and pricing for exports and the various institutions involved in export finance.
5. To make the students aware of the shipping and insurance practices and procedures which constitute the essential services for the operation of foreign trade.
6. To familiarise the students with the basic documents involved in foreign trade, processing of an export order, customs clearance of export and import cargo and negotiation of documents.

**Job Potential :**

1. Self-employment: can start an export business either singly or in partnership with fellow students; can take up export documentation work for others.
2. Can take up employments in exporting firms, banks, insurance companies or with freight forwarders.
3. (i) Permissible combination of subjects :  
 B.A.—Any subject preferably with Economics, Psychology, Social Work, Foreign Languages.
- (ii) Prerequisites of admission.  
 10+2 preferably with Economics or Commerce.

**Contents for Non-Semester Courses**

**Paper-1. Basis of Foreign Trade**

<b>Unit-I</b>	<b>Periods</b>
Why trade takes place ? Theories of International trade	6
Balance of Trade and Balance of Payments	4
<b>Unit-II</b>	
Objectives of Trade policy and role of foreign trade in economic growth.	2
Instruments of trade Policy-tariffs, quantitative restrictions, exchange control and exchange rate adjustments.	9
<b>Unit III</b>	
International Economic Institutions-GATT, W.T.O. UNCTAD. IMF and World Bank.	6
Trade Blocks and Regional Economic Cooperation	3

**Paper-II : Indian's Foreign Trade**

**Objectives :**

To familiarise the students with the position of India's foreign trade, import and export policies and various promotion measures adopted by the Government.

**Unit-I**

Analysis of India's Foreign Trade, Growth trends, Composition and direction	4
India's Balance of Payments including invisibles	4
Assessment of Prospects-Products and markets	4

<b>Unit-II</b>	
India's trade agreements	3
Salient features of India's export-import policy	4
Institutional set-up for export promotion	3

<b>Unit-III</b>	
Export Assistance measures, free trade zones and 100% EOUs State trading in India	2
Sources and analysis of foreign trade statistics	2
Sources and analysis of foreign trade statistics	2

**Books For :**

- Paper-I *International Economics* by P.T. Ellsworth  
*International Economics* by C.P. Kindelberger
- Paper-II *Annual Reports of the Ministry of Commerce*  
*Annual Economic Surveys*  
*Import and Export Policy 1992-97*

**SUMMARY CHART**

**Academic Programme-Examination Scheme**

**Annual Examination**

I Year (2 papers) hours Trade	(i) Basics of Foreign Trade	30 Periods	3
	(ii) India's Foreign Trade for each examination paper		
II Year (2 papers)	(i) Elements of Marketing	30 periods	3 hours
	(ii) Export Finance & Procedures	paper	
III Year (2 papers)	(i) Shipping and Insurance Practices & Procedures	30 periods	3 hours
	(ii) Foreign Trade Documentation and Procedures	for each examination paper	

Practical Training-3 to 4 weeks each at the end of I & II years 100 marks each. The candidates are required to submit a small mono graph of 4,000 words in Triplicate within two months from the last date of examination.

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## 8. TOURISM

### Paper I : Tourism in India

Theory Paper : Max. Marks 70  
Project Report : Max. Marks 30  
3 hrs. duration for Theory Paper

- Historical evaluation and development of tourism in India. Tourism phenomenon, forms of tourism alternative tourism (i.e. Health & Medical Tourism, Spiritual Tourism, Adventure Tourism, Rural Tourism, Ethnic Tourism). Objectives & importance of tourism in India. Domestic Tourism.
- Tourism Administration in India. Ministry of tourism at centre and state level. India Tourism Development Corporation (ITDC), State tourism development corporations and informal tourism sector.
- Tourism Regulations in India : Passport & Visa Requirements, Special Permits, Health Regulations, Law & order Regulation, Accommodation & Catering Regulation and Environment Regulations.
- Tourism Information : Source of tourism information : Government Agencies, Travel Agencies, Hotels & Media.
- Historical Monuments in India (Taj Mahal), Museums. Important fairs & festivals. Cultural heritage in India (Khajuraho), Dance, Music, Painting, Handicrafts.
- Geography and Tourism : Hill station in India, wildlife, parks and sanctuaries, Maps & charts, Biodiversity, Land Landscape Destination and Ecology.
- Tourism Impact : Economic impact, social impact, political impact and environment impact. Threats & obstacles.
- Recent Tourism Policy in India.

#### References :

1. Mukherjee, R.K. : The Cultural and Art of India.
2. Bhatia, A.K. : Tourism Development, Principles & Practices.
3. Kaul, R.H. : Dynamics of Tourism.

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**Paper II : Rajasthan Tourism**

Theory Paper : Max. Marks 70

Project Report : Max. Marks 30

3 hrs. duration for Theory Paper

- History, Geography and Topology of Rajasthan.
- Historical Monuments, Forts, Palaces and Havelies in Rajasthan.
- Cultural heritage in Rajasthan.
- Living style of Peoples, Religions, Cuisine & Customs of the people.
- Fairs & Festivals in Rajasthan : Puskar, Nagaur, Kaila Devi Ramdewara, Uras.
- Dances of Rajasthan : 'Ghoomer', 'Kalbelia Dance', 'Tehra Tali'.
- Wild Life and Sanctuaries in the State : Ranthambore, Sariska, Talchhaper, Dara, Kovaladev.
- Architecture & Painting in Rajasthan (Bundi and Kishangarh).
- Important Tourist Destinations :
  - Hill Resort - Mount Abu
  - Desert Resort - Jaisalmer
  - Pink City - Jaipur
  - Venis of Rajasthan - Udaipur
  - Sun City - Jodhpur

References :

1. झालाणी, सीताराम : राजस्थान वार्षिकी ।
2. राजस्थान सरकार (सूचना एवं जनसम्पर्क निदेशालय) : राजस्थान सुजस संचय ।

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## 9. PRINCIPLES AND PRACTICE OF BANKING AND INSURANCE

### Paper I : Bank Lending : Policy and Techniques

Theory Paper : Max. Marks 70

Project Report : Max. Marks 30

3 hrs. duration for Theory Paper

- Establishing bank ~~lending~~ policies under changing socio-economic and legal environment.
- Types analysis techniques for bank lending.

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- Financial analysis techniques for bank lending.
- Assessment of credit needs for term assets.
- Assessment of credit needs for working capital.
- Credit Disbursement : Terms and conditions; Documentation; Scheduling.
- Monitoring of advances.
- Renewal and recovery of advances.
- Nursing of problem accounts, including non-performing assets.
- Present credit policy and various schemes of bank lending to industry, commerce and trade and agriculture in India.
- Refinance and credit guarantee facilities for banks in India.
- Current issues and problems of bank lending in India.

**References :**

1. Jha, S.M. : Bank Marketing, Himalaya Publishing House, Delhi.
2. Mithani and Gordon : Banking theory and Practice, Himalaya Publishing House, Delhi.
3. Suneja, S.R. : Management of Bank Credit, Himalaya Publishing House, Delhi.
4. Varshency, P.N. : Banking Law and Practice, Sultan Chand & Sons, New Delhi.
5. Parameswaran, R. and Natarajan, S. : Indian Banking, S. Chand & Sons, New Delhi.
6. Seth : Marketing of Banking Services, Macmillan India Ltd., New Delhi.
7. Nanda, K.C. : Credit and Banking, Response Books (A division of Sage Publications), New Delhi.

**Paper II : Fundamentals of Insurance**

**Theory Paper : Max. Marks 70**

**Project Report : Max. Marks 30**

**3 hrs. duration for Theory Paper**

- Introduction to Insurance : Purpose and need of insurance; Insurance as a social security tool; Insurance and economic development.
- Fundamentals of Agency Law Definition of an agent; Agents regulations; Insurance intermediaries; Agents' compensation.

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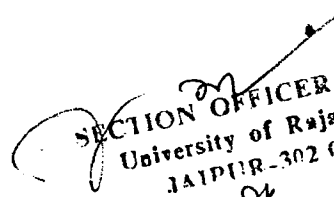


- Procedure for becoming an Agent : Pre-requisite for obtaining a license; Duration of License; Cancellation of license; Revocation or suspension/termination of agent appointment; Code of conduct; Unfair practices.
- Functions of the Agent : Proposal form and other forms for grant of cover; Financial and medical underwriting; Material Information; Nomination and assignment; Procedure regarding settlement of policy claims.
- Company Profile : Organizational set-up of the company; Promotion strategy; Market share; Important activities; Structure Product; Actuarial profession; Product pricing-actuarial aspects; Distribution channels.
- Fundamentals/principles of Life Insurance/Marine/Fire/Medical/General Insurance. Contracts of various kinds; Insurable Interest.

#### Suggested Readings

1. Mishra M.N. : Insurance Principles and Practice; S. Chand and Co., New Delhi.
2. Insurance Regulatory Development Act, 1999.
3. Life Insurance Corporation Act, 1956.
4. Gupta OS : Life Insurance; Frank Brothers, New Delhi.
5. Vinayakam N., Radhaswamy and Vasudevan SV; Insurance – Principles and Practice, S. Chand and Co., New Delhi.
6. Mishra MN : Life Insurance Corporation of India, Vols I, II & III; Raj Books, Jaipur.

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## 10. FOREIGN TRADE PROCEDURE

### Paper-I : Basis of Foreign Trade

Theory Paper : Max. Marks 70

Project Report : Max. Marks 30

3 hrs. duration for Theory Paper

- Concept and Importance of International Trade Theories of International trade, Gain from International trade.
- Current trends & issues in International Trade
- Balance of Trade and Balance of Payments.
- Objectives of Trade policy and role of foreign trade in economic growth.

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- Instruments of trade Policy – tariffs, quantitative restrictions, exchange control and exchange rate adjustments.
- International economic institutions – WTO, IMF, Asian Development Bank and World Bank.
- Multinational Corporation : Nature, Role Types & Operations.

**References :**

1. Keshkamat, Finance of Foreign Trade.
2. Lall, G.S., Finance of Foreign Trade.
3. Ellsworth, P.T., International Economics.

**Paper-II : Indian's Foreign Trade**

Theory Paper : Max. Marks 70

Project Report : Max. Marks 30

3 hrs. duration for Theory Paper

- Analysis of India's Foreign-Trade, Growth trends, composition and direction
- India's Foreign Trades in Global Context.
- India's Balance of Payments including invisibles.
- Assessment of Prospects – Products and markets
- India's trade agreements
- Salient features of India's export-import policy
- Institutional set-up for export promotion.
- Export Assistance Measures, Free trade zones and 100% EOUs.
- State trading in India.
- Sources and analysis of foreign trade statistics.
- Foreign Investment Policy : Indian Joint Venture in abroad, Multilateralism and Bilateralism in India's foreign trade.

**References :**

1. टंडन, जे.के. : अन्तर्राष्ट्रीय व्यापार एवं वित्त, मलिक एण्ड कम्पनी जयपुर।
2. अग्रवाल एम.डी. सिंह, गोपाल एवं गुप्ता, ओ.पी. : अन्तर्राष्ट्रीय व्यापार एवं वित्त, रमेश बुक डिपो, जयपुर।
3. Government of India, Import Export Policy (Latest).
4. Government of India, Annual Reports of Ministry of Commerce.
5. टंडन, जे.के. : अन्तर्राष्ट्रीय व्यापार एवं वित्त, मलिक एण्ड कम्पनी जयपुर।

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