

B.Com. I SEMESTER

Code No's

Subjects

BASIC SUBJECTS

BCOM 102

Basic English

M. I. L.

BCOM 101

Kannada

BCOM 103

Hindi

BCOM 104

Urdu

BCOM 105

Additional English

OPTIONAL SUBJECTS

BCOM 120

Financial Accounting - I

BCOM 121

Secretarial Practice

BCOM 122

Principles of Marketing

BCOM 123

Business Mathematics-I

BCOM 124

Managerial Economics - I

COMPULSORY PAPER

IC 100

Indian Constitution

FOR NON-COMMERCE STUDENTS

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Special Commerce - I

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Special Accountancy - I

DEPARTMENT OF ENGLISH

BCOM 102 : Communicative English (Basic)

OBJECTIVE :

1. Developing Skills in Dialogue and conversation.
2. Drafting official letters.
3. Familiarizing with various parts of speech and converting different words into different parts of speech.

Teaching hours per week – 5

Maximum :100 Marks
Semester End Examination : 70 Marks
(3 Hours Duration)
Internal Assessment : 30 Marks

SYLLABUS

Unit	Core Reading Material	40 Hours
1)	Know Yourself	
	1.1 The Shaping of My Character – Dr S. Radhakrishnan	
	1.2 What I Cherish Most – Rt. Hon. V. S. Srinivas Shastri	
2)	The World of Sports	
	2.1 Yet Another Piece of Magic – The Sports Star, 11.12.93	
3)	On Mind and Matter	
	3.1 Eating for Health – Rajkumari Amrit Kaur	
	3.2 Computer Virus – Manorama Year Book 1994	
4)	The Indian Panorama	
	4.1 Indian Crowds – Nirad C. Choudhari	
	4.2 American girl in an Indian Home – S K Rana	
5)	The Old and The New	
	5.1 Kamaladevi Chattopadhyay – Bhavana Journals Extract vol 51 no 1 Aug 2004	
	5.2 Lal Bahadur Shastri - Bhavana Journals Extract vol 51 no1 Aug 2004	
	5.3 Dr. J. R. D Tata – Bhavana Journals Extract vol 51 no 1 Aug 2004	

Unit	Grammar and Composition	No. of Hours
1)	Usage of Noun, Pronoun, Adjectives, Articles and Prepositions	10 hours
2)	Conversion of words into different parts of speech	5 hours
3)	A) Dialogue Writing B) Letter of Application	15 Hours

References

- 1) Macmillan Grammar: A Handbook – A. E. Augustine and K.V. Joseph
- 2) Remedial English Grammar Grammar – F.T.Wood
- 3) A Practical English Grammar – A.J.Thomas and A.V. Martinet
- 4) A Book of Grammar Usage and Composition – N/ Krishnaswamy

QUESTION PAPER PATTERN

Teaching hours per week – 5 Maximum :100 Marks
Semester End Examination : 70 Marks
(3 Hours Duration)
Internal Assessment : 30 Marks

Unit	Core Reading Material	No. of Marks
1)	Objective type questions (text passages)	10 marks
2)	Comprehension (any four out of six from unseen passages)	4x5 = 20 marks
3)	Short notes (any two out of four from text passages)	10 marks
4)	Usage of Noun, Pronoun, Adjectives, Articles and Prepositions	10 marks
5)	Conversion of words into different parts of speech	10 marks
6)	A) Dialogue Writing B) Letter of Application	5x2 = 10 marks

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ಶಿಕ್ಷಣ - 3

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1) ಕೆ. ಎ. ಪಿ. ಶಿಕ್ಷಣ

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ಶಿಕ್ಷಣದ ಅಗತ್ಯತೆ ಮತ್ತು ಉದ್ದೇಶ

ವಿಷಯ	10 ಅಂಕ	5 ಅಂಕ	1 ಅಂಕ	ಒಟ್ಟು ಅಂಕ
ಶಿಕ್ಷಣದ ಅಗತ್ಯತೆ	1	3	6	31
ಶಿಕ್ಷಣದ ವಿಧ	1	2	3	23
ಶಿಕ್ಷಣದ ಉದ್ದೇಶ	1	1	1	15
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DEPARTMENT OF HINDI
BCOM 103 : Hindi (MIL)

OBJECTIVS (CÔoî)

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SYLLABUS

Teaching hours per week – 5

Maximum :100 Marks

Semester End Examination : 70 Marks

(3 Hours Duration)

Internal Assessment : 30 Marks

Unit	Contents	No. of Hours
1)	Collection of prose	32 Hours
2)	Grammar: Vanijya Patra and Translation	12 Hours
3)	Seminar, Project work Etc	11 Hours
4)	Text Book – Gaddya Vividha	

Paper – I

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4) **Reference Books.**

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ÍÉÐ ÌSssÍ – 02.

QUESTION PAPER PATTERN

Paper I 1. Collection of modern Hindi Essays
2. Vanijya PAtra and Sanyojana Karya

Unit	Distribution of Marks	Marks
A)	Objective type questions (10 out of 15)	10 Marks
B)	Annotations (2 out of 4)	10 Marks
C)	Essay type questions (2 out of 4)	20 Marks
D)	Vanijya Patra (2 out of 4)	20 Marks
E)	Sanyojan Karya	10 Marks
F)	Internal Marks	30 Marks

Total Marks : 100

Internal Assessment Marks :

The marks will be allotted based on the performance of students in Internal Tests, Home Assignments, Seminars, Group Discussion and participation in Field Visits.

Total Marks : 100

DEPARTMENT OF URDU

BCOM 104 : Urdu (MIL)

OBJECTIVES :

A collection of out standing short stories by the leading Urdu short story writers are included in this text book from Munasi Premchand to present short story writers like English this form is very popular in Urdu literature. The students are found of short stories which touches their heart and open the window of wisdom and knowledge of the social cultural and economic life of human societies.

The students are taught business correspondence in Urdu wherein they can take a career and job in Urdu journalism and business advertisement and commercial correspondence of the day requirements.

SYLLABUS

Scheme of Teaching Duration
14 Weeks 2 weeks for
Examination Teaching hours per
week – 5 Total : 16 Weeks

Maximum : 100 Marks
Semester End Examination : 70 Marks
(3 Hours Duration)
Internal Assessment : 30 Marks

URDU SHORT STORY, BUSINESS URDU CORRESPONDENCE

I. PRESCRIBED TEXT

1. Numainda Mukhtasar Afsana: Ed by Mohammed Tahir Farooqui
Pub by Educational Book House
Aligarh
1. **Interduction and brief History of short stories**
2. Namak ka Droga : Prem Chand
3. I.C.S. : Ali Abbas Hussaini
4. Jeene ke Liye : Suhail Azeem Aabadi
5. Kale Saheb : Akhtar Auryanavi

NON DETAILED TEXT

II. Business Urdu Correspondence
Karobare Khat-o-kitabat Part I

QUESTION PAPER PATTERN

Paper – I Short Stories, Business Urdu and Correspondence

Unit Distribution of Marks

	Marks
A) Objective Type questions from short stories and Business Urdu Correspondence(10 out of 10)	10 Marks
B) Essay Type questions from short stories(1 out of 2)	10 Marks
C) Critical appreciation of short story(1 out of 2)	10 Marks
D) References to the context(3 out of 5)	12 Marks
E) Short Notes of characteristics from short stories (2 out of 4)	10 Marks
F) Business Correspondence in Urdu(1 out of 2)	10 Marks
G) Business letters in Urdu(1 out of 2)	08 Marks
	70 Marks

Internal Assessment :

- 1) The Internal Assessment of the student (candidate) shall be done by evaluation of Two(2) Internal Test of each carries 10 Marks (10+10) i.e. 20 Marks.
- 2) 10 Marks are awarded for class participation, Tutorials, Project in academic activities:

Total Marks : 20+10=30 Marks
Grand Total : 100 Marks

DEPARTMENT OF ENGLISH

BCOM 105 : Additional English (MIL)

OBJECTIVES :

1. Cultivating precision in writing
2. Comprehension and summing up

Teaching hours per week – 5

Maximum : 100 Marks
Semester End Examination : 70 Marks
(3 Hours Duration)
Internal Assessment : 30 Marks

SYLLABUS

Unit	Contents	No. of Hours
I.	Selected Essays and Stories (any six)	40 hours
	1. Dusk – Saki	
	2. The Eyes are not here – Ruskin Bond	
	3. Just lather, That's All – Hernando Tellez	
	4. The Future of India – Swami Vivekanand	
	5. The Variety and Unity of India – J. Nehru The Ailing Planet : The Green Movement's Role – Nani Palkhiwala	
	6. Wealth and the spiritual life – Sri. Aurobindo	
	7. Communication in the Modern Age Micheal M. A. Mirabito	
II.	Grammar and Composition	
	1) Comprehension questions on unseen prose pieces	10 hours
	2) Preparations of headlines, slogans and note-making	10 hours
	3) Resume writing	10 hours

References

- 1) Modern English – N Krishnaswamy
- 2) The Groundwork of English Writing – F T wood

QUESTION PAPER PATTERN

Unit	Core Reading Material	No. of Marks
1)	Objective type questions on text	10 marks
2)	Comprehension questions on text (two out of four)	5x2 = 10 marks
3)	Comprehension questions on unseen prose pieces (two out of four)	5x2 = 10 marks
4)	Short notes on text (two out of four)	5x2 = 10 marks
5)	Comprehension questions on unseen prose pieces(two out of four)	5x2 = 10 marks
6)	Preparations of headlines, slogans and note-making	10 marks
7)	Resume writing	10 marks

DEPARTMENT OF COMMERCE

BCOM 120: Financial Accounting – Paper - I

OBJECTIVES:

1. To study all the financial aspects of commercial transactions leading to their finalization and recording.
2. To study legal provisions of accounting standards.
3. To prepare the students for higher aspects of accounts in partnership, royalty accounts and hire purchase accounts etc.
4. To study and prepare professional accounts like Doctors, Engineers, Advocates and Chartered Accountants etc.

SYLLABUS:

Unit	Contents	No. of Hours
1. Partnership Accounting -I	Dissolution of partnership firm – Distinctions between dissolution of partnership and partnership firm; modes of dissolution. Accounting entries relating to dissolution. Insolvency of partners – Single partner and all partners- Garner v/s Murray Rule.	12 Hours
2. Partnership Accounting -IIa	Sale of firm to a company -Problems relating thereto; Amalgamation of partnership firms – Meaning and accounting entries in the books of old firms and new firms and problems relating thereto.	10 Hours
3. Conversion of single entry system into double entry system.	Need for conversion and steps involved in conversion, exercises relating thereto	10 Hours
4. Royalty accounts:	Meaning and importance –Minimum rent, short workings, recoupment of short workings; Entries and accounts in the books of lessee and lesser (excluding sub lease)	08 Hours
5. Accounts relating to joint ventures:	Meaning of joint ventures, Joint Ventures vs. Partnership, Journal Entries and problems relating thereto; when separate sets of books are maintained, when only one venturer keeps accounts and when all venturers keep accounts.	10 Hours
	Tests, Seminars, Group Discussions, Case Analysis,	14 Hours

TEXT BOOKS:

1. Jain and Narang, Advanced Accounting (Sultan Chand & Sons, New Delhi)
2. Patil and Korahalli, Financial Accounting. (R Chand & Sons, New Delhi)

REFERENCE BOOKS:

1. Shukla and Greywall, Advanced Accountancy Vol-I - (Sultan Chand & Sons, New Delhi)
2. Tulsian, Financial Accounting - (Pearson Education, New Delhi)
3. Ashok Sehgal & Deepak Sehgal, Financial Accounting Vol-I. - (Taxmann Publications, New Delhi)
4. Mukarjee and Haneef, Financial Accounting - (TMH New Delhi)
5. Bhattacharya, Financial Accounting for Management - (PHI, New Delhi)
6. Larsen. E. J. Modern Advanced Accounting(TMHH New Delhi)
7. James Boatmen, Advanced Accountancy.(TMH New Delhi)
8. Deniel. L. Jensen, Advanced Accountancy. (TMH New Delhi)
9. Gupta and Ramswamy, Advanced Accountancy (Sultan Chand & Sons, New Delhi)

DEPARTMENT OF COMMERCE

BCOM : 121 Company Law and Secretarial Practice

OBJECTIVES :

Secretary is an important person in the corporate section. Secretary profession is most dignified profession. It requires the thorough knowledge regarding companies' affairs, drafting, maintaining public relation etc.

The study of this subject enables the students to acquire knowledge regarding formation of companies, management, important documents, convening meeting etc. This subject is an important subject for company secretary course. The students can choose the company secretary course and they can take up career of company secretaries, even if they start an enterprise of a group under company form they gain practical knowledge regarding formation and drafting the documents etc.

SYLLABUS

Unit	Contents	No. of Hours
1. Promotion of companies and secretarial Duties:		08 Hours
	Meaning of Joint Stock Company, Definition of Joint stock Company, Characteristics of Joint Stock Companies. Kinds of Companies. Stages involved in formation of different types of Companies. Secretarial Duties during formation of Companies.	
2. Company secretary:		08 Hours
	Meaning of Company Secretary, Definition of Company Secretary, Qualifications for appointment, Dismissal of a secretary. Role of a Company Secretary. Qualities of a Good Company Secretary. Rights, Duties and Liabilities of Company Secretary	
3. Important documents of companies and Secretarial duties:		14 Hours
	Memorandum of Association for different types of companies –Meaning and definition of Memorandum of Association, Clauses of Memorandum of Association, Provisions and Procedure for alteration of Memorandum of Association. Articles of Association for Different types of Companies-Meaning and Definition of Articles of Association,, Contents, Provisions and Procedure for alteration of Articles of Association. Prospectus-Meaning, Definition, Contents, and Effects of Misleading prospectus	
4. Company meetings and secretarial duties:		12 Hours
	Meaning of Company meeting, Kinds of company meetings. Provisions and Procedure relating to Convening Different kinds of Meetings. Secretarial duties relating to the convening and conducting of Company Meetings	
5. Drafting of important documents and documents relating to meetings :		08 Hours
	Drafting of Memorandum of Association, Articles of Association, Prospectus. Notice of company meetings, Agenda, Proxy form, Resolution copy and Minutes book	
Tests, Seminars, Group Discussions, Case Analysis, Field Work		14 Hours
		Total 64 Hours

TEXT BOOKS:

1. S.A. Sherlekar Company Law & Secretarial Practice (Himalaya Publishing House, Mumbai.)
2. N. D. Kapoor - Company Secretarial Practice (Himalaya Publishing House, Mumbai.)
3. Kutchal. M. C. Secretarial Practice Vikas New Delhi)
4. D.C. Mudabasappagol & Others – Secretarial Practice

REFERENCE BOOKS:

1. Muzumdar and Kapoor –Company Law & Practice-(Taxman, New Delhi)
2. Gulshan and Kapoor - Company Law & Practice-(New Age International, New Delhi)
3. Bagrial Ashok Company Laws (Vikas Publications, New Delhi)
4. Arunkumar and Rachana Sharma - Secretarial Practice and Company law Atlantic Publishers New Delhi)
5. Chakraborty. Secretarial Practice Kalyani Publications , New Delhi
6. Garg. Secretarial Practice Kalyani Publications , New Delhi

DEPARTMENT OF COMMERCE

BCOM 122 : PRICIPLES OF MARKETING

OBJECTIVES :

1. To understand marketing & marketing management concepts and significance.
2. To know the marketing environment and its components, controllable and uncontrollable factors.
3. To underst and developing elements of marketing mix and strategies.
4. To know the recent and advanced marketing developments in the digital age like E-Commerce etc.

SYLLABUS

Unit	Contents	No. of Hours
1.	Marketing and core concepts: Meaning, definition and significance of marketing; core marketing concepts: needs, wants and demands, marketing offers, value and satisfaction, exchange, transactions and relationships-marketing management and its orientations- marketing process	08 Hours
2.	Marketing environment: Micro environment and its components-company, suppliers, intermediaries, customers, competitors and public. Macro environment and its components- economic, demographic, natural, technological, political, and cultural.	10 Hours
3.	Product planning and development and product pricing: Stages involved therein, product life cycle strategies- Pricing considerations, approaches and strategies. - New product, product mix, pricing strategies, price adjustment strategies.	14 Hours
4.	Sales promotion and advertising: Meaning and objectives, sales promotion tools, developing sales promotion programmes. Advertising: Considerations and setting the advertisement budget. Developing advertising strategies – Evaluating advertising options.	12 Hours
5.	Direct marketing: Growth and benefits, integrated direct marketing, channels for direct marketing – Face to face, direct mail, catalog, tele, e- marketing, kiosk marketing, big bazaars , mauls, online marketing –meaning and importance.	06 Hours
	Tests, Seminars, Group Discussions, Case Analysis, Field Work	14 Hours
		Total 64 Hours

TEXT BOOKS:

1. Mulla and Memoria- Principles of Marketing, Kitab Mahal, Allahabad.
2. Sherlekar and Others – Modern Marketing.
3. C. N. Sontakki - Principles of Marketing Kalyani Publishers. New Delhi.
4. D. C. Mudabasappagol and Others - Principles of Marketing

REFERENCE BOOKS:

1. Kotler and Armstrong - Principles of Marketing & Salesmanship-(Pierson Publications, New Delhi)
2. Kotler – Marketing Management n Millennium.
3. Stanton - Fundamentals of Marketing. (TMH, New Delhi)
4. Jha & Singh –Marketing Management –(Himalaya Publishing House, New Delhi)
5. Rajan NairN – Marketing (Sultan Chand & Sons, New Delhi)
6. Chunawala- S.A., Marketing Principles - (Himalaya Publishing House, New Delhi)
7. Ramaswamy and Namkumary - Marketing Management, Macmillan India Ltd., New Delhi.
8. Pride Ferrell. – Marketing: Concepts Strategies, Wiley Dremtec India Private Ltd., New Delhi.

DEPARTMENT OF STATISTICS

BCOM 123 : Business Mathematics –I (Opt.)

OBJECTIVES :

1. Update the students with emerging **trends and techniques** to compute globally.
2. To develop consistency in **logical reasoning and ability of decision making** in students.
3. Prepare the students to have career as **quantitative technicians** which has a remarkable weightage across the world.
4. Develop graduates with **numerical skills** needed in the field of **research** in Higher Education.
5. Mentally prepare the students to perform well to crack **competitive examinations**.
6. Educate students to gear up to face the challenges of **liberalization, privatization and globalization**.

SYLLABUS

Unit	Contents	No. of Hours
I.	Numbers & their classification. H.C.F. & L.C.M. Indices	10 Hours
II.	Theory of Equations. Linear & Quadratic. Applications	10 Hours
III.	Set Theory. Roaster & Rule Method. Operations of sets. De-Morgan's Law. Venn diagram. Applications in Business.	10 Hours
IV.	Progression. Arithmetic Progression. Geometric Progression. Applications.	10 Hours
V.	Mensuration: Surface area & Volume of solid figures.	10 Hours

Tests, Seminars ,Group Discussion, Home Assignments & Projects case study.

Internal Assessment

1.	Ist Test	:	10 Marks
2.	IInd Test	:	10 Marks
3.	Home Assignment	:	05 Marks
4.	Project	:	05 Marks
	Total	:	30 Marks

Topics

- a. Application of progression in Business
- b. Application of set theory in Marketing
- c. Application of mensuration

TEXT- BOOKS:

1. Sancheti & Kapoor – Business Mathematics, Sultan Chand & Sons, New Delhi.
2. N.K.Nag –Business Mathematics, Kalyani Publishers, New Delhi.
3. Dr. S. M. Shukla – Business Mathematics, Sahitya Bhavan, Agra.
4. Mittal & Aggrawal- – Business Mathematics, Sultan Chand & Sons, New Delhi.

DEPARTMENT OF ECONOMICS

BCOM 124 : Managerial Economics – I

OBJECTIVES :

1. To make students thorough in fundamental concepts of Managerial Economics.
2. To help them to analyse the behavior of consumers in every day life.
3. To acquaint students with application of Economic concepts to practical life.

SYLLABUS

Unit	Contents	No. of Hours
Unit 1.	Introduction to Managerial Economics – Nature and Scope – Objectives of Business Firm - Role and Responsibilities of Managerial Economist – fundamental concepts	5 hrs
Unit 2.	Theory of Demand - Determinants of Demand – Types of Demand -Changes in Demand-Law of Demand –Elasticity of demand - Price Elasticity - Degrees of Elasticity of Demand – Measurement of Elasticity – Proportionate Method - Total Outlay Method-Income Elasticity of Demand – Cross Elasticity of Demand - Elasticity of Advertisement	14 hrs
Unit 3.	Demand Forecasting-Objectives - Methods – Survey Method –Trend Projection Method – Demand Forecasting of a New Product – Product Life Cycle	10 hrs
Unit 4.	Theory of Production – Production Function – Law of Variable Proportions – Isoquants – Isocost Line Approach - Returns to Scale – Supply - Elasticity of Supply –Economies and Diseconomies of Scale – Division of Labour	8 hrs
Unit 5.	Cost Concepts- Actual Cost – Opportunity Cost- Incremental – Sunk Cost – Traceable – Common Costs – Cost and Output Relation – Short Run and Long Run Costs – Fixed And Variable Cost – Average Fixed Cost, Average Variable Cost- Average Cost – Marginal Cost – Long Run Cost Curves – L Shaped Cost Curve - Revenue Curves – Average, Marginal and Total Revenue	13 hrs
	Tests, Seminars, Group Discussions, Case analysis, Field Visits	14 hrs
		Total 64 hrs

SUGGESTED READING:

1. Varshney R L & Maheshwari – Managerial Economics, Sultan Chand and Sons, New Delhi, 2005.
2. Mithani D M - Managerial Economics, Himalaya Publishing House, Mumbai, 2003.
3. Chopra P N - Managerial Economics, Kalyani Publishers, New Delhi, 2002.
4. D.N. Dwivedi - Managerial Economics, Vikas Publications, New Delhi, 2002.
5. A.B.N. Kulkarni and A.B. Kalkundrikar,- Managerial Economics – I, R. Chand & Co. New Delhi, 2006.
6. Dean Joel – Managerial Economics – PHI, New Delhi, 2003.
7. Petersen and Lewis: Managerial Economics, PHI, New Delhi, 2002.
8. Mehta P.L – Managerial Economics – Text and Cases, S. Chand, New Delhi, 2005

Website for reference:

<http://www.google.com/social science/economics/> Infoseek-economics; www.wikipedia.org; and www.rfe.org

DEPARTMENT OF POLITICAL SCIENCE

IC 100 : INDIAN CONSTITUTION

COMPULSORY PAPER FOR ALL DEGREE COURSES

COURSE RATIONALE:

It is essential for every citizen of the country to be aware of the Constitution. The objective of this course is to familiarize the students of various degree courses with the Indian Constitution and its values. The Constitution of India is a law that all Indians have collectively given to themselves and one expected to regulate and orient their public life on that basis. It is a text that engages with India's profound diversity and complexity but at the same time lays down an authorities framework for a life live in common. It upholds the rights and reasonable claims of citizens, particularly those endowed with higher education in India, need to be acquainted with its structure and important provisions.

Teaching hours per week - 5

Semester End Examination : 70 Marks

Internal Assessment : 30 Marks

Maximum:100 Marks

(3 Hours Duration)

Unit	Contents	No. of Hours
I. Significance of the Constitution:		10 Hours
	1. Importance of Constituent Assembly	
	2. Philosophy of the Constitution	
	3. Nature of the Constitution	
	4. Silent features of the Constitution	
II. Fundamental Rights and Duties:		10 Hours
	1. Right to Equality, Right to Freedom, Right against Exploitation, Right to Freedom of Religion, Cultural and Educational Rights, Right to Constitutional Remedies.	
	2. Fundamental Duties	
3. Directive Principles of State Policy		08 Hours
	1. Nature of the Directive Principles of State Policy	
	2. Differences between of Fundamental Rights and Directive Principles of State Policy.	
4. Union Government		12 Hours
	1. Structure, Powers and Functions.	
	2. State Government: Structure, Powers and Functions	
5. Judiciary		10 Hours
	1. Structure and Powers	
	2. Local Governments – Structure and Functions	
	3. Centre State Relations	

Text Books

1. Durga Das Basu, introduction to the constitution of India, New Delhi Prentice Hall of India, 2001.
2. H M Rajashekhar, Understanding the Indian Constitution, Mysore, Prabodha, 2005.
3. M.V. Pylee, An Introduction to the Constitution of India, New Delhi, Vikas, 2005.
4. V D Mahajan, Constitutional Development and National Movement in India, New Delhi, S Chand and Co., latest edition.
5. V.N. Khanna, Indian Constitution- New Delhi, R Chand and Co., 2006.

Books for Reference

1. A.P. Avasthi, Indian Government and Politics, Agra, Naveen Agarwal, 2004.
2. Brij Kishore Sharma, Introduction to the Constitution of India (Second Edition), New Delhi, Prentice –Hall of India, 2004.
3. Constituent Assembly Debates, New Delhi, Lok Sabha Secretariat, 1989.
4. D.C. Gupta, Indian Government of Politics, VIII Edition, New Delhi, Vikas, 1994.
5. Granville Austin, Working of a Democratic Constitution : The Indian Experience, New Delhi, Oxford University Press, 1999.
6. J.C. Johari, Indian Government and Politics, Delhi, Sterling Publishers, 2004
7. J.N. Pandey, Constitutional Law of India, Allahabad : Central Law Agency, 2004.
8. S A Palekar, Indian Constitution, New Delhi, Serials Publication 2003.
9. Subhash C Kashyap, Our constitution : An introduction to India's Constitution and Constitutional Law, New Delhi, National Book Trust, 2000.

DEPARTMENT OF COMMERCE

**Paper : Special Commerce - I
(For Non - Commerce Students)**

SYLLABUS

UNITS:

1. Business - Meaning, Definition, Nature, Scope, Evolution and Objectives of Business.
2. Forms of Business organization - Sole trading, Partnership - Joint Stock Companies - Co-operatives
3. Shares and Debentures - Definitions, Types of shares and Debentures.
4. Negotiable Instruments - Meaning, Cheques, Bills of Exchange and Promissory Notes - Definition, Features and Types.
5. Trade - Definition and Types - Wholesaler and Retailer functions.

BOOKS FOR REFERENCE :

1. Principle and Practice of Commerce - J. Step[hension
2. Essentials of Commerce - C. R. Krishnaswamy.
3. Modern Commerce - Bhasham Y. M.
4. Text Book of Commerce - Sinha and Mugali.

DEPARTMENT OF COMMERCE

**Paper : Special Accountancy - I
(For Non - Commerce Students)**

SYLLABUS

UNITS:

1. Book-keeping Meaning and Objects and Commercial terms - Double Entry system - Types of Accounts.
2. Journal - Meaning, Features, Journalizing and Rules for Journalizing.
3. Ledger - Meaning, Features and Preparation of accounts.
4. Sub - division of Journal (Subsidiary Records) - Purchases book, Sales book, Purchases returns book, Sales returns book, and Bills receivable book and Bills payable book, Posting into ledger.
5. The Cash and Banking Transaction - Cash book with Cash and discount columns, Cash book with discount, cash and bank columns, Cash book with discount and bank columns only, Petty cash book, Bank reconciliation statement.

BOOKS FOR REFERENCE :

1. Introduction to Accountancy - T. S. Grewal.
2. Principles and Practice of Book keeping. V. A. Patil and Koralhalli.
3. Advanced Learners Accountancy, S. P. Lyenger
4. S. P. Jain and K. L. Narang - Basic Financial Accounting