



**MODIFIED CBCS CURRICULUM OF
COMMERCE HONOURS PROGRAMME**

SUBJECT CODE = 81

FOR UNDER GRADUATE COURSES UNDER RANCHI UNIVERSITY



Implemented from
Academic Session 2017-2020

Members of Board of Studies of CBCS Under- Graduate Syllabus as per Guidelines of the Ranchi University, Ranchi.

1. Chairman –

Dr. G.K. Srivastava
Associate Professor, Head & Dean
University Department of Commerce & Business Management,
Ranchi University, Ranchi

G.K. Srivastava
09/04/18

2. Internal Members-

i. **Dr. S.N.L. Das**
Professor,
University Department of Commerce & Business Management,
Ranchi University, Ranchi

S.N.L. Das
09.04.2018

ii. **Dr. B.P. Bhagat**
Associate Professor,
University Department of Commerce & Business Management,
Ranchi University, Ranchi

B.P. Bhagat
09/4/18

iii. **Dr. V.B. Singh**
Associate Professor,
University Department of Commerce & Business Management,
Ranchi University, Ranchi

V.B. Singh
9.4.18

iv. **Dr. A.K. Chattoraj**
Associate Professor,
University Department of Commerce & Business Management,
Ranchi University, Ranchi

A.K. Chattoraj
09.4.18

v. **Dr. M.C. Mehta**
Assistant Professor,
University Department of Commerce & Business Management,
Ranchi University, Ranchi

M.C. Mehta
09.04.2018

vi. **Dr. M.N. Zubairi**
Assistant Professor,
University Department of Commerce & Business Management,
Ranchi University, Ranchi

M.N. Zubairi
09/04/18

3. External Members :-

i. **Dr. G.P. Trivedi**
Associate Professor, Dean – Faculty of Commerce
Marwari College, Ranchi

G.P. Trivedi
09/04/18

ii. **Dr. B.B. Lal**
Associate Professor, Head – Dept. of Commerce,
Marwari College, Ranchi

B.B. Lal
09/04/18

iii. **Dr. R.R. Das**
Associate Professor,
Dept. of Commerce, Marwari College, Ranchi

R.R. Das
09.04.18

Submitted for publication at R.U. website.

G.K. Srivastava
09/04/18
Head & Dean
Faculty of Commerce
Ranchi University, Ranchi

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COURSE STRUCTURE FOR UNDERGRADUATE '**HONOURS**' PROGRAMME**Table AI-1: Distribution of 140 Credits** [*wherever there is a practical there will be no tutorial and vice –versa.]

Course	Papers	Credits	
		Theory + Practical	Theory + Tutorial
I. Core Course	(CC 1 to 14)		
Theory	14 Papers	14X4=56	14X5=70
Practical/Tutorial*	14 Papers	14X2=28	14X1=14
II. Elective Course (EC)			
A. Discipline Specific Elective	(DSE 1 to 4)		
Theory	4 Papers	4X4=16	4X5=20
Practical/ Tutorial*	4 Papers	4X2=8	4X1=4
B. Generic Elective/ Interdisciplinary	(GE 1 to 4)		
Theory	4 Papers	4X4=16	4X5=20
Practical/ Tutorial*	4 papers	4X2=8	4X1=4
III. Ability Enhancement Compulsory Courses (AECC)			
1. English/ Hindi Communication/ NH+MB/ Business Communication for Commerce	1 Paper	1X2=2	1X2=2
2. Environmental Science	1 Paper	1x2=2	1x2=2
3. Skill Enhancement Course of the Core Course opted	(SEC 1 & 2) 2 Papers	2X2=4	2X2=4
Total Credit = 140			= 140

Table AI-1.1: Course structure for B.Sc./ B.A./ B.Com.(Hons. Programme)

Semester	Honours (Core Courses) 14 Papers	Allied (Elective Courses) 8 Papers	Ability Enhancement (Compulsory Courses) 4 Papers	Total Credits
Sem-I	C-1, C-2 (6+6=12 Credits)	GE-1 (06 Credits)	Eng Comm./ MIL/ MIL+NH (02 Credits)	20 Credits
Sem-II	C-3, C-4 (6+6=12 Credits)	GE-2 (06 Credits)	EVS (02 Credits)	20 Credits
Sem-III	C-5, C-6, C-7 (6+6+6=18 Credits)	GE-3 (06 Credits)	SEC-1 (02 Credits)	26 Credits
Sem-IV	C-8, C-9, C-10 (6+6+6=18 Credits)	GE-4 (06 Credits)	SEC-2 (02 Credits)	26 Credits
Sem-V	C-11, C-12 (6+6=12 Credits)	DSE-1, DSE-2 (6+6=12 Credits)		24 Credits
Sem-VI	C-13, C-14 (6+6=12 Credits)	DSE-3, DSE-4 (6+6=12 Credits)		24 Credits

Total = 140 Credits

COURSES OF STUDY FOR UNDERGRADUATE 'B. Com. Hons' PROGRAMME

Table AI-2 Subject Combinations allowed for B. Com. Hons. Programme (140 Credits)

Honours/Core Subject CC 14 Papers	Discipline Specific Elective Subject DSES 4 Papers	Skill Enhancement Course SEC 2 Papers	Compulsory Course AECC 1+1=2 Papers
Commerce	Commerce Specific	SEC in Commerce	Language Communication + EVS

Table AI-2.1 Semester wise Examination Structure for Mid Sem & End Sem Examinations:

Sem	Core Honours, Allied DSE, Compulsory AECC Courses		Examination Structure		
	Code	Papers	Mid Semester Theory (F.M.)	End Semester Theory (F.M.)	End Semester Practical/ Viva (F.M.)
I	C1	Financial Accounting +T	25	75	
	C2	Business Law +T	25	75	
	GE1	Micro Economics +T		100	
	AECC	Language Communication		100	
II	C3	Management Principles and Applications +T	25	75	
	C4	Corporate Laws +T	25	75	
	GE2	Business Statistics +T		100	
	AECC	EVS		100	
III	C5	Business Mathematics +T	25	75	
	C6	Income-Tax Law and Practice +T	25	75	
	C7	Human Resource Management +T	25	75	
	GE3	Macro Economics +T		100	
	SEC 1	Elementary Computer Application Software +Lab		100	
IV	C8	Indirect Tax and GST +T	25	75	
	C9	Corporate Accounting +T	25	75	
	C10	Computer Applications in Business +Lab			75 + 25
	GE4	Indian Economy - Performance and Policies +T		100	
	SEC 2	Entrepreneurship +T		100	
V	C11	Cost and Management Accounting +T	25	75	
	C12	Principles of Marketing +T	25	75	
	DSE 1	International Business +T	25	75	
	DSE 2	Financial Markets, Institutions and Financial Services +T	25	75	
VI	C13	Auditing and Corporate Governance +T	25	75	
	C14	Financial Management +T	25	75	
	DSE 3	Project Work +Viva			75 + 25
	DSE 4	Fundamentals of Investment +T	25	75	

SEMESTER I

4 Papers**Total 100 x 4 = 400 Marks****I. ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)**

(Credits: Theory-02)

Any One Compulsory Language Communication Prescribed by Ranchi University:

English Communication/ Hindi Communication / NH + MB Communication

(Refer AECC Curriculum of Ranchi University)**II. GENERIC ELECTIVE (GE 1)**

(Credits: Theory-05, Tutorial-01)

Marks : 100 (ESE 3Hrs) =100**Pass Marks Th ESE = 40***Instruction to Question Setter for**End Semester Examination (ESE):*

There will be two group of questions. Group A is compulsory and will contain three questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of 20 marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

MICRO ECONOMICS**Theory: 75 Lectures; Tutorial: 15 Lectures**

Objective: *The objective of the course is to acquaint the students with the concepts of microeconomics dealing with customer behavior. The course also make the student understand the supply side of the market through the production and cost behavior of firms.*

Learning Outcomes : *The student would be able to apply tools of customer behavior and firm theory to business situations.*

Unit I : Demand and Customer Behavior

Concepts of revenue: marginal and Average Revenue under conditions of Perfect and imperfect competition, Elasticity of demand: price, income and cross. Consumer's Behavior: Indifference curve analysis of consumer behavior; Consumer's equilibrium (necessary and sufficient conditions). Price elasticity and price consumption curve, income consumption curve and Engel curve, price change and income and substitution effects.

Lectures: 15**Unit II : Production and Cost**

Production isoquants, marginal rate of technical substitution, economic region of production, optimal combination of resources, the expansion path, isoclines, return to scale using isoquants. Cost of production: Social and Private cost of production, long run and short run costs of production. Economies and diseconomies of scale and the shape to the long run average cost. Learning curve and economies of scope.

Lecture: 15

Unit III : Perfect Competition

Perfect Competition: Assumptions. Equilibrium of the firm and the industry in the short and long runs, including industry's long run supply curve. Measuring producer surplus under perfect competition.

Lectures :15**Unit IV: Monopoly**

Monopoly: Monopoly short run and long run equilibrium. Shifts in demand curve and the absence of supply curve. Measurement of monopoly power.

Lectures: 15**Unit V: Imperfect Competition**

Monopolistic Competition and Oligopoly: Monopolistic competition price and output decision-equilibrium. Monopolistic Competition and economic efficiency, Oligopoly and Interdependence. Kinked demand Curve model.

Lectures:15**Suggested Readings:**

- Pindyck, R.S. , D.L. Rubinfeld and P.L. Mehta; Microeconomics, Pearson Education.
 - N. Gregory Mankiw, Principles of Micro Economics, Cengage Learning
 - Browning E.K. and J.M. Browning: Microeconomics Theory and Applications, Kalyani Publishers, New Delhi.
 - Gould, J.P and E.P. Lazear: Microeconomics Theory, All India Traveller Bookseller New Delhi
 - Lipsey R.G. and K.A. Chrystal; Economics Oxford University Press.
 - Maddala G.S. and E. Miller, Microeconomics: Theory and Application, McGraw-Hill, International Edition.
 - Salvatore. D. Schaum's Outline of Theory and Problems of microeconomic Theory McGraw-Hill, International Edition.
 - Bilas, Richard A. Microeconomic Theory: A Graphical Analysis, McGraw-Hill Book Co. Kogakusha Co. Ltd.
 - Amit Sachdeva, Micro Economics Kusum Lata publishers.
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III. CORE COURSE –C 1:

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100

Pass Marks (MSE + ESE) =40

***Instruction to Question Setter for
Mid Semester Examination (MSE):***

There will be **two** group of questions. **Group A is compulsory** and will contain five questions of **very short answer type** consisting of 1 mark each. **Group B will contain descriptive type** six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be **two** group of questions. **Group A is compulsory** and will contain two questions. **Question No.1 will be very short answer type** consisting of ten questions of 1 mark each. **Question No.2 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

FINANCIAL ACCOUNTING**Theory: 75 Lectures; Tutorial:15 Lectures**

Objective: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kind of business transaction.

Unit 1: Theoretical Frame work

- i. Accounting as an information system, the user of financial accounting information and their needs. Qualitative characteristics of accounting information. Functions, advantages and limitations of accounting. Branches of accounting, Bases of accounting, cash basis and accrual basis.
- ii. The nature of financial accounting principles- Concept, benefits, accounting standard in India, Salient features of Accounting Standard.

Lecture 15**Unit II: Business Income**

- i. Accounting for Non Profit Organization. Preparation of Income and Expenditure A/C & Balance Sheet.
- ii. The nature of depreciation. The accounting concept of depreciation. Factors in the measurement of Depreciation, Methods of computing Depreciation: Straight line method and diminishing balance method.
- iii. Royalty Accounting

Lecture 15**Unit III: Accounting for Hire Purchase and Installment system.****Lecture 15****Unit IV: Accounting for Inland Branches**

Concept of dependent Branches, Accounting aspects, cash and debtors system, stock and debtor system, Branch Final account System and Wholesale base system, independent branches: Concept, accounting treatment, incorporation of Branch Trial Balance.

Lecture 15**Unit V: Accounting of Dissolution of Partnership firm**

Accounting of Dissolution of Partnership firm including insolvency of partners, sale to a Ltd company.

Lecture 15

Suggested Readings:

- Financial Accounting, Arun Sinha, Publisher:- New Central Book Agency (P) Ltd, Kolkata
- Financial Accounting in Tally.erp9(Applied):- Srinath Koley
- Monga, J.R> Financial Accounting: Concepts and Application Mayoor Paper Backs, New Delhi.
- Shukla M.C, T.S. Grewal and S.C. Gupta. Advanced Accounts. Vol-5, S. Chand & Co.
- Maheshwari S.N and S.K. Maheshwari Financial Accounting Vikas Publishing House, New Delhi
- Sehgal Ashok and Deepak Sehgal, Advanced Accounting. Part-1 Taxmann Applied Services New Delhi
- Bhushan Kumar Goyaland ,HN Tiwari, Financial Accounting International Book House
- Goldwin Alderman and Sanyal Financial Accounting, Cengage Learning.
- Tulsian P.C. Financial Accounting Pearson Education.
- Jain S.P. and K.L. Narang Financial Accounting Kalyani Publishers New Delhi
- Gupta Nirmal Financial Accounting Sahitya Bhawan Agra.
- Compendium of Statements and Standards of Accounting. The institute of Chartered Accountants of India, New Delhi.

IV. CORE COURSE- C 2:

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100**Pass Marks (MSE + ESE) =40*****Instruction to Question Setter for******Mid Semester Examination (MSE):***

There will be two group of questions. Group A is compulsory and will contain five questions of very short answer type consisting of 1 mark each. Group B will contain descriptive type six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be two group of questions. Group A is compulsory and will contain two questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

BUSINESS LAW**Theory: 75 Lectures; Tutorial:15 Lectures****Course Objective:**

The objective of the course is to impart the basic knowledge of the important business laws along with relevant case law.

Unit I: The Indian Contract Act. 1872 : General Principals of Law Contract

Contract – meaning, characteristics and kinds

- a) Essentials of valid contract- Offer and acceptance , consideration, contractual capacity, free consent, legality of objects.
- b) Void agreements
- c) Discharge of contract – modes of discharge including breach and its remedies.
- d) Contingent contracts
- e) Quasi – contracts

Lectures: 15

Unit II: The Indian Contract Act, 1872: Specific Contract

- a) Contract of Indemnity and Guarantee
- b) Contract of Bailment
- c) Contract of Agency

Lectures: 15**Unit III: The Sale Of Good Act. 1930**

- a) Contract of Sale, meaning and difference between sale and agreement to sell.
- b) Conditions and Warranties
- c) Transfer of ownership in goods including sale by non- owners
- d) Performance of contract of sale
- e) Unpaid seller- meaning and rights of an unpaid seller against the good and buyer.

Lectures: 15**Unit IV: Partnership Laws****The Partnership Act, 1932**

- a) Nature and Characteristics of Partnership
- b) Registration of Firms
- c) Types of Partners
- d) Rights and Duties of Partners
- e) Implied authority of a Partner
- f) Incoming and Outgoing Partners
- g) Mode of Dissolution of Partnership

Lectures: 15**Unit V: The Negotiable Instruments Act 1881**

- a) Meaning and Characteristics of Negotiable Instruments : Promissory Note, Bill of Exchange, Cheque
- b) Holder and Holder in Due Course, Privileges of Holder in Due Course
- c) Negotiation: Types and Endorsements
- d) Crossing of Cheque
- e) Bouncing of Cheques

Lectures: 15**Suggested Readings:**

- Kuchhal M.C. and Vivek Kuchhal , Business Law, Vikash Publishing House, New Delhi
 - Singh, Avtar Business Law, Eastern Book Company, Lucknow.
 - Maheshwari & Maheshwari, Business Law, National Publishing House, New Delhi
 - Chadha, P.R., Business Law Galgotia Publishing House, New Delhi
 - Aggarwal S.K, Business Law Publishing House, New Delhi
 - Goyal Bhushan Kumar and Jain Kinneri, Business Laws, International Book House
 - Ravindra Kumar, Legal Aspects of Business, Cengage Learning
-

SEMESTER II

4 Papers**Total 100 x 4 = 400 Marks****I. ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)**

(Credits: Theory-02)

Marks : 100 (ESE: 3Hrs) =100	Pass Marks Th ESE = 40
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*Instruction to Question Setter for**End Semester Examination (ESE):**There will be **objective type test** consisting of hundred questions of 1 mark each. Examinees are required to mark their answer on **OMR Sheet** provided by the University.***AECC – ENVIRONMENT STUDIES****Theory: 30 Lectures****Unit 1 : Introduction to environmental studies**

Multidisciplinary nature of environmental studies;

Scope and importance; Concept of sustainability and sustainable development.

(2 lectures)**Unit 2 : Ecosystems**

What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs and ecological succession. Case studies of the following ecosystems :

Forest ecosystem

Grassland ecosystem

Desert ecosystem

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

(2 lectures)**Unit 3 : Natural Resources : Renewable and Non--renewable Resources**

Land resources and landuse change; Land degradation, soil erosion and desertification.

Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations.

Water : Use and over--exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter--state).

Energy resources : Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

(5 lectures)**Unit 4 : Biodiversity and Conservation**

Levels of biological diversity : genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns and global biodiversity hot spots

India as a mega--biodiversity nation; Endangered and endemic species of India

Threats to biodiversity : Habitat loss, poaching of wildlife, man--wildlife conflicts, biological invasions; Conservation of biodiversity : In--situ and Ex--situ conservation of biodiversity.

Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.

(5 lectures)

Unit 5 : Environmental Pollution

Environmental pollution : types, causes, effects and controls; Air, water, soil and noise pollution

Nuclear hazards and human health risks

Solid waste management : Control measures of urban and industrial waste.

Pollution case studies.

(5 lectures)

Unit 6 : Environmental Policies & Practices

Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture

Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest

Conservation Act. International agreements: Montreal and Kyoto protocols and Convention

on Biological Diversity (CBD).

Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian context.

(4 lectures)

Unit 7 : Human Communities and the Environment

Human population growth: Impacts on environment, human health and welfare.

Resettlement and rehabilitation of project affected persons; case studies.

Disaster management : floods, earthquake, cyclones and landslides.

Environmental movements : Chipko, Silent valley, Bishnois of Rajasthan.

Environmental ethics: Role of Indian and other religions and cultures in environmental conservation.

Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi).

(3 lectures)

Unit 8 : Field work

Visit to an area to document environmental assets: river/ forest/ flora/fauna, etc.

Visit to a local polluted site--Urban/Rural/Industrial/Agricultural.

Study of common plants, insects, birds and basic principles of identification.

Study of simple ecosystems--pond, river, Delhi Ridge, etc.

(Equal to 4 lectures)

Suggested Readings:

- Raziuddin, M., Mishra P.K. 2014, *A Handbook of Environmental Studies*, Akanaksha Publications, Ranchi.
 - Mukherjee, B. 2011: *Fundamentals of Environmental Biology*. Silverline Publications, Allahabad.
 - Carson, R. 2002. *Silent Spring*. Houghton Mifflin Harcourt.
 - Gadgil, M., & Guha, R. 1993. *This Fissured Land: An Ecological History of India*. Univ. of California Press.
 - Gleeson, B. and Low, N. (eds.) 1999. *Global Ethics and Environment*, London, Routledge.
 - Gleick, P. H. 1993. *Water in Crisis*. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press.
 - Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. *Principles of Conservation Biology*. Sunderland: Sinauer Associates, 2006.
 - Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. *Science*, 339: 36---37.
 - McCully, P. 1996. *Rivers no more: the environmental effects of dams*(pp. 29---64). Zed Books.
 - McNeill, John R. 2000. *Something New Under the Sun: An Environmental History of the Twentieth Century*.
 - Odum, E.P., Odum, H.T. & Andrews, J. 1971. *Fundamentals of Ecology*. Philadelphia: Saunders.
 - Pepper, I.L., Gerba, C.P. & Brusseau, M.L. 2011. *Environmental and Pollution Science*. Academic Press.
 - Rao, M.N. & Datta, A.K. 1987. *Waste Water Treatment*. Oxford and IBH Publishing Co. Pvt. Ltd.
 - Raven, P.H., Hassenzahl, D.M. & Berg, L.R. 2012. *Environment*. 8th edition. John Wiley & Sons.
 - Rosencranz, A., Divan, S., & Noble, M. L. 2001. *Environmental law and policy in India*. Tripathi 1992.
 - Sengupta, R. 2003. *Ecology and economics: An approach to sustainable development*. OUP.
 - Singh, J.S., Singh, S.P. and Gupta, S.R. 2014. *Ecology, Environmental Science and Conservation*. S. Chand Publishing, New Delhi.
 - Sodhi, N.S., Gibson, L. & Raven, P.H. (eds). 2013. *Conservation Biology: Voices from the Tropics*. John Wiley & Sons.
 - Thapar, V. 1998. *Land of the Tiger: A Natural History of the Indian Subcontinent*.
 - Warren, C. E. 1971. *Biology and Water Pollution Control*. WB Saunders.
 - Wilson, E. O. 2006. *The Creation: An appeal to save life on earth*. New York: Norton.
 - World Commission on Environment and Development. 1987. *Our Common Future*. Oxford University
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II. GENERIC ELECTIVE (GE 2):

(Credits: Theory-05, Tutorial-01)

Marks : 100 (ESE 3Hrs) =100**Pass Marks Th ESE = 40*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be two group of questions. Group A is compulsory and will contain three questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of 20 marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

BUSINESS STATISTICS**Theory: 75 Lectures; Tutorial: 15 Lectures**

Objective: *The objective of the course is to familiarize students with the basic statistical tools used to summarized and analyze quantitative information for decision making.*

Expected learning outcomes: *The student is expected to be equipped with the tools of processing and description of statistical data. In addition , the student would develop competence to use computer for statistical calculation especially for comparatively large size problems.*

Unit I: Statistical data and descriptive statistics:**1.1 Measurement of central tendency**

- a) Mathematical average including arithmetic mean, Geometric mean and Harmonic mean. Properties and applications.
- b) Positional average
Mode and Median (and other partition values including quartiles, deciles and percentiles including graphic determination).

1.2 Measures of variation: Absolute and relative.

Range, Quartile Deviation, Mean Deviation, Standard Deviation and their coefficient, properties of standard deviation/variation.

1.3 Skewness: Meaning , measurement using Karl Pearson and Bowley's measure.**Lectures: 25****Unit II: Probability:****2.1 Theory of probability, Approaches to the calculation of probability.**

2.2 Calculation of event probabilities, Addition and multiplication laws of probability(proof not required).

2.3 Conditional probability and Bayes theorem (proof not required)**Lectures: 15****Unit III: Simple correlation and regression analysis:**

3.1 Correlation analysis- Meaning of correlation: Simple, Multiple and partial, Linear and non linear, correlation and causation, Scatter diagram, Pearson's co-efficient of correlation, calculation and properties(proof not required). Correlation and probable error, Rank correlation

3.2 Regression analysis. Principles of least square and regression lines, Regression equation and estimation, properties of regression co-efficient, relationship between correlation regression coefficient, Standard error of Estimate

Lectures: 12

Unit IV: Index Numbers:

4.1 Meaning and use of Index Numbers. Constructions of Index Numbers: Fixed and chain base: Aggregative and average of relatives/simple and weighted.

4.2 Tests of adequacy of Index numbers, Base shifting, splicing and deflating, Problems in the constructions of Index numbers.

4.3 Constructions of consumer price indices. Important share price indices, including BSE SENSEX and NSE NIFTY.

Lectures: 12

Unit V: Time series analysis:

5.1 Component of time series. Additive and multiplicative models.

5.2 Trend analysis. Fitting of trend line using principle of least square- linear, second degree parabola and exponential. Conversion of annual linear trend equation to quarterly/monthly basis and vice – versa, Moving averages

5.3 Seasonal variation. Calculation of seasonal indices using simple averages, ratio to trend, and ratio to moving averages methods. Using of seasonal indices.

The student will be familiarized with software and the statistical and other functions contained therein related to formation of frequency distributions and calculation of averages , measures of variation, correlation and regression coefficient.

Lectures: 11

Suggested Readings:

- Levin, Richard, David S. Rubin, Rastogi and Siddiqui. Statistics for Management 7th Edition Pearson Education
 - Berenson and Levine. Basic Business Statistics: Concepts and Applications. Pearson Education.
 - Siegel Andrew F. Practical Business Statistics McGraw Hill.
 - Vohra N.D. Business Statistics McGraw Hill.
 - Spiegel M.D. Theory and Problems of Statistics. Schaum's Outlines Series. McGraw Hill Publishing
 - Gupta S.P. and Archana Gupta Statistics Methods. Sultan Chand and Sons, New Delhi.
 - Gupta S.C. Fundamentals of Statistics. Himalaya Publishing House.
 - Anderson Sweeney and William, Statistics for Student of Economics and Business, Cengage Learning.
 - Thakural J.K. Business Statistics.
-

III. CORE COURSE -C 3:

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100**Pass Marks (MSE + ESE) =40*****Instruction to Question Setter for******Mid Semester Examination (MSE):***

There will be two group of questions. Group A is compulsory and will contain five questions of very short answer type consisting of 1 mark each. Group B will contain descriptive type six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be two group of questions. Group A is compulsory and will contain two questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

MANAGEMENT PRINCIPLES AND APPLICATIONS**Theory: 75 Lectures; Tutorial:15 Lectures**

Objective: *The objective of the course is to provide the students with an understanding of basic management concepts, principles and practices.*

Unit I : Introduction

Concept: Need for study, Managerial Functions – An overview; Coordination – Essence of Managership

1.1 Evolution of Management Thought, Classical Approach- Taylor, Fayol, Neo-Classical and Human Relations Approach- Mayo, Hawthorne Experiments, Behavioural Approach, Systems Approach, Contingency Approach

Lectures: 15**Unit II: Planning**

2.1 Types of Plan – Meaning, objectives, Significance of Planning. An overview to highlight the differences

2.2 Strategic planning – Concepts ,process , Importance and Limitations

2.3 Decision –making – concept , importance; Committee and Group Decision-making, Process , perfect rationality and bounded rationality, techniques (qualitative and quantitative, MIS, DSS)

Lectures: 15**Unit III: Organizing**

3.1 Concept

3.2 Process of organizing – An overview, Span of Management, Different types of authority (line and staff and functional), Decentralization , Delegation

3.3 Formal and Informal Structure

3.4 Principles of Organizing

Lectures: 15

Unit IV: Staffing and Leadership

4.1 Concept of Staffing, An overview of Staffing

4.2 Motivation – Concept , Importance, extrinsic and intrinsic motivation; Major Motivation Theories – Maslow’s need Hierarchy theory; Herzberg’s Two – factors theory , Vroom’s Expectation Theory.

4.3 Leadership – Concept, Importance, Theories of Leadership

4.4 Communication- Concept purpose, process, Oral and written communication, Formal and informal communication networks, Barriers to communication, Overcoming barriers to communication

Lectures: 15

Unit V: Control

5.1 Concept, Process, Limitations, Principles of Effective Control, Major Techniques of Control – Ratio Analysis (ROI), Budgetary Control.

5.2 Emerging issues in Management

Lectures: 15

Suggested Readings:

- Harold koontz and Heinz Wehrich, Essentials of Management, Pearson Education.
- Stephen Robbins and M. Coulter, Management, Pearson Education
- Stephen P Robbins, David A Decenzo, Sanghmitra Bhattacharya and Madhushree Manda Agarwal, Fundamentals of Management, Essentials, Concepts and Applications, Pearson Education
- Drucker Peter F, Practice of Management, Mercury Book , Landon
- George Terry Principle of Management, Richard D Irwin
- Newman summer and Gilbert, Management, PHI
- James H Donnelly, Fundamental of Management, Pearson Education
- Chhabra, T.N. Essential of Management. Sun india
- Griffin Management Principles and Application, Cengage Learning
- Robert Kreitner, Management Theory and Application, Cengage Learning

Note: Latest edition of books may be used

IV. CORE COURSE -C 4:

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100**Pass Marks (MSE + ESE) =40*****Instruction to Question Setter for******Mid Semester Examination (MSE):***

There will be two group of questions. Group A is compulsory and will contain five questions of very short answer type consisting of 1 mark each. Group B will contain descriptive type six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be two group of questions. Group A is compulsory and will contain two questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

CORPORATE LAWS**Theory: 75 Lectures; Tutorial:15 Lectures**

Objective: The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013 and the Depositories Act 1996, Case studies involving issues in corporate laws are required to be discussed.

Unit I:

Introduction : Administration of Company Law [including National Company Law Tribunal(NCLT), National Company Law Appellate Tribunal(NCLAT). Special Court]; Characteristics of a company; lifting of corporate veil; types of companies including one person company, small company, dormant company and producer company

Lectures :15**Unit II:**

Documents – Memorandum of association, articles of association, doctrine of constructive notice and indoor management, prospectus - shelf and red herring prospectus, misstatement in prospectus.

Lectures :15**Unit III:**

Management – Classification of directors, women directors, independent director, small shareholder's director; disqualifications, director identification number(DIN); appointment; Legal Positions, powers and duties; removal of directors; meeting of shareholders and board; types of meeting, convening and conduct of meetings, postal ballot, meeting through video conferencing, e-voting, Corporate Social Responsibility Committee.

Lectures :15**Unit IV:**

Dividends, Accounts Audit – Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditor's Appointment, Winding Up – Concept and modes of Winding Up, Insider Trading, Whistle Blowing – Insider Trading: meaning & legal provisions;

Lectures :15**Unit V:**

Depositories Law: The Depositories Act 1996 – Definitions; rights and obligations of depositories; participants issuers and beneficial owners; inquiry and inspections , penalty.

Lectures :15

Suggested Readings::

- MC Kuchhal Corporate Laws, Shri Mahaveer Book Depot.(Publishers)
 - GK Kapoor & Sanjay Dhamija, Company Law, Bharat Law House.
 - Reena Chadha and Sumant chadha. Corprate Laws. Scholar Tech Press.
 - Gowar , LCB, Principles of Modern Company Law, Stevens & sons, London.
 - Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Buttersworth
 - A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications.
 - Avtar Singh, Introduction to company law, Eastern Book Company
-

SEMESTER III

5 Papers**Total 100 x 5 = 500 Marks****I. SKILL ENHANCEMENT COURSE SEC 1:**

(Credits: Theory-02)

Marks : 100 (ESE: 3Hrs) =100**Pass Marks Th ESE = 40***Instruction to Question Setter for**End Semester Examination (ESE):**There will be **objective type test** consisting of hundred questions of 1 mark each. Students are required to mark their answer on **OMR Sheet** provided by the University.***ELEMENTARY COMPUTER APPLICATION SOFTWARES:**

A Common Syllabus Prescribed by Ranchi University

Theory: 30 Lectures**Objective of the Course***The objective of the course is to generate qualified manpower in the area of Information Technology (IT) and Graphic designing which will enable such person to work seamlessly at any Offices, whether Govt. or Private or for future entrepreneurs in the field of IT.***A. INTRODUCTION TO COMPUTER SYSTEM****Basic Computer Concept**Computer Appreciation - Characteristics of Computers, Input, Output, Storage units, CPU, Computer System. **(1 Lecture)****Input and Output Devices**

Input Devices - Keyboard, Mouse, joystick, Scanner, web cam,

Output Devices- Soft copy devices, monitors, projectors, speakers, Hard copy devices, Printers – Dot matrix, inkjet, laser, Plotters. **(4 lectures)****Computer Memory and Processors**Memory hierarchy, Processor registers, Cache memory, Primary memory- RAM, ROM, Secondary storage devices, Magnetic tapes, Floppy disks, hard disks, Optical Drives- CD-ROM, DVD-ROM, CD-R, CD-RW, USB Flash drive, Mass storage devices: USB thumb drive. Managing disk Partitions, File System. Basic Processor Architecture, Processor speed, Types of processor. **(5 lectures)****Numbers Systems and Logic Gates**Decimal number system, Binary number system, Octal number system, Hexadecimal number system, Inter-conversion between the number systems. Basic Logic gates-AND, OR, NOT, Universal logic gates- NAND, NOR **(3 lectures)****Computer Software**Computer Software- Relationship between Hardware and Software, System Software, Application Software, Compiler, Names of some high level languages, Free domain software. **(2 Lectures)**

Internet & its uses

History of Internet, WWW and Web Browsers: Web Browsing software, Surfing the Internet, Chatting on Internet, Basic of electronic mail, Using Emails, Document handling, Network definition, Common terminologies: LAN, WAN, MAN, Node, Host, Workstation, Bandwidth, Network Components: Servers, Clients, Communication Media. Wireless network

(3 Lectures)**Operating system-Windows**

Operating system and basics of Windows, The User Interface, Using Mouse and Moving Icons on the screen, The My Computer Icon, The Recycle Bin, Status Bar, Start and Menu & Menu-selection, Running an Application, Windows Explorer Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows, Windows Setting, Control Panels, Wall paper and Screen Savers, Setting the date and Sound, Concept of menu Using Help, Advanced Windows, Using right Button of the Mouse, Creating Short cuts, Basics of Window Setup, Notepad, Window Accessories

(2 Lectures)**B. MICROSOFT OFFICE 2007 AND LATEST VERSIONS****Word Processing**

Word processing concepts: saving, closing, Opening an existing document, Selecting text, Editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design and Layout. Editing and Checking. Correcting spellings. Handling Graphics, Creating Tables and Charts, Document Templates and Wizards, Mail merge and Macros.

(3 Lectures)**Microsoft Excel (Spreadsheet)**

Spreadsheet Concepts, Creating, Saving and Editing a Workbook, Inserting, Deleting Work Sheets, entering data in a cell / formula Copying and Moving from selected cells, handling operators in Formulae, Functions: Mathematical, Logical, statistical, text, financial, Date and Time functions, Using Function Wizard. Formatting a Worksheet: Formatting Cells changing data alignment, changing date, number, character or currency format, changing font, adding borders and colors, Printing worksheets, Charts and Graphs – Creating, Previewing, Modifying Charts. Integrating word processor, spread sheets, web pages. Pivot table, goal seek, Data filter and scenario manager

(4 Lectures)**Microsoft Power Point (Presentation Package)**

Creating, Opening and Saving Presentations, Creating the Look of Your Presentation, Working in Different Views, Working with Slides, Adding and Formatting Text, Formatting Paragraphs, Drawing and Working with Objects, Adding Clip Art and other pictures, Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations. Creating photo album, Rehearse timing and record narration. Master slides.

(3 Lectures)**Reference Books**

- Nishit Mathur, Fundamentals of Computer , Aph publishing corporation(2010)
- Misty E. Vermaat, Microsoft word 2013 1st Edition (2013).
- Satish Jain, M.Geeta, MS- Office 2010 Training Guide, BPB publication (2010)
- Joan Preppernau, Microsoft PowerPoint 2016 step by step, Microsoft press(2015)
- Douglas E Corner, The Internet Book 4th Edition, prentice –Hall(2009)
- Faithe wempen, word 2016 in depth 1st edition, que publishing(2015)
- Steven welkler, Office 2016 for beginners, Create Space Independent publishing Plateform (2016)

SKILL ENHANCEMENT LAB- SEC 1 LAB**30 Lectures****A. MS-WORD LAB ASSIGNMENT**

1. Write down the following Paragraph OR any one provided by your teacher;

Without a doubt, the Internet is one of the most important inventions of modern times. The Internet is a global interconnected computer networks which allow each connected computer to share and exchange information with each other. The origins of the Internet can be traced to the creation of Advanced Research Projects Agency Network (ARPANET) as a network of computers under the auspices of the U.S. Department of Defense in 1969.

Apply following effects on The paragraph:

- i. Paragraph **font-size** and **font-type** must be 12 Verdana.
- ii. Paragraph **alignment** must be justified and double line spacing.
- iii. **Highlight** the “(ARPANET)” with green color.
- iv. Make the “Internet” keywords **Bold and Italic**.
- v. Insert any “**WordArt**” and a **symbol** to your document.
- vi. Insert a **clipart** to your document.
- vii. Add following lines to your document:
Internet, Intranet, Extranet, URL, WWW, Networking, Protocols, HTTP, TCP/IP

2. Create a Table of following fields:

Name, Surname, Age, Gender, Job and apply the following effects

- i. Insert 10 records
- ii. Font size should be 12
- iii. Title size should be 14
- iv. Font type should be Times new Roman
- v. Title color should be blue
- vi. Text color should be black
- vii. Table border should be 2

3. Write a letter on ‘Road Safety’ and send to ‘Multiple Recipients’ using mail merge.

4. Type the paragraph given below:

Today, the Internet is a public, cooperative and self-sustaining facility accessible to hundreds of millions of people worldwide. Physically, the Internet uses a portion of the total resources of the currently existing public telecommunication networks. Technically, what distinguishes the Internet is its use of a set of protocols called TCP/IP (for Transmission Control Protocol/Internet Protocol). Two recent adaptations of Internet technology, the intranet and the extranet, also make use of the TCP/IP protocol. Today, the Internet is a public, cooperative and self-sustaining facility accessible to hundreds of millions of people worldwide. Physically, the Internet uses a portion of the total resources of the currently existing public telecommunication networks. Technically, what distinguishes the Internet is its use of a set of protocols called TCP/IP (for Transmission Control Protocol/ Internet Protocol). Two recent adaptations of Internet technology, the intranet and the extranet, also make use of the TCP/IP protocol.

Apply the following:

- i. Change Internet into Internets at a time
- ii. Heilight TCP/IP in red color
- iii. Replace protocol into protocols
- iv. Find the word "Public"

B. MICROSOFT EXCEL LAB ASSIGNMENT

Basic Formatting and Spreadsheet Manipulation

1. Add rows and columns to an existing spreadsheet
2. Reformat data (center, comma and currency styles, bold, text color)
3. Work with a simple formula (product) and function (sum)

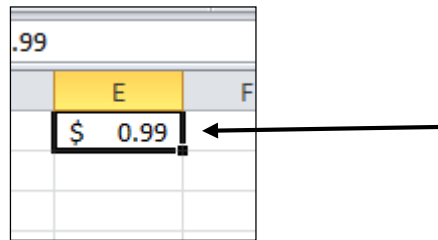
Assignment

1. Create a workbook as shown below.
2. To enter new rows or columns, simply click on the row or column header to select the whole row or column. Then right click with the mouse and choose insert.
3. Add the new row for S Spade with the data that's shown below (between the original rows 7 and 8).
4. Add a column for gender and the data as shown below (between the original columns A and B). Enter the appropriate gender for yourself in the last row.

A	B	C	D
Name	Male/Female	Genre	Number of Songs
J Smith	F	Blues	50
B Doe	M	Country	110
S Spade	F	Country	200
F Zappa	M	Blues	1400
F Zappa	M	Alternative	2300
J Smith	F	Alternative	150
S Spade	F	Blues	1000
B Doe	M	Blues	75
yourname	M	Blues	800

5. Center the data in columns B and C. Do this by selecting the whole column and click the center icon on the ribbon.
6. Bold the data in row 1, the column headings (ensure that the data all remains visible within the column boundaries).
7. Change the font color for row 1 to Blue.
8. Change the format of the data in column D to comma style (no decimal places showing). There is an icon on the home tab that sets it to comma style easily.
9. Add two new column labels to the right of the current columns; **Unit Price** and **Total Cost**. (They will be in columns E and F.) These two columns of data should be currency type so that the dollar sign is shown. There is an icon to quickly format the selected column as currency type.
10. All tunes are \$.99, so enter that value for all rows in Column E. You can copy quickly by using the **Auto Fill** handle and drag that amount down. When you over your mouse over the tiny square in

the bottom right hand corner of the active cell, your mouse shape will become a skinny plus sign, and you can click and drag that cell to make a copy.



11. Calculate Total Cost (column F) as *column D times Column E*. You will type in a formula like this into cell F2: **=D2*E2** (Be sure to begin the formula with an equal sign)
12. Use the AutoFill (skinny plus sign) again to copy the formula down column F; down to F10. Double check the picture below to make sure yours has the correct values
13. Add a border to all of the cells (A1-f10) using the Borders tool in the Fonts group on the Home Tab.
14. Change the page layout to landscape. Do this by clicking the Page Layout tab on the ribbon and then to Orientation to Landscape.
15. Save the file.
16. Click in cell F11 and Use the sum function or the shortcut icon that looks like Σ to get the total of the Total Cost column.
17. Ensure that the data is all visible within the column boundaries. Make the columns wider if needed.
18. Save the workbook. Your final spreadsheet should look like the following when printed.

Name	Male/Female	Genre	Number of Songs	Unit Price	Total Cost
J Smith	F	Blues	50	\$ 0.99	\$ 49.50
B Doe	M	Country	110	\$ 0.99	\$ 108.90
S Spade	F	Country	200	\$ 0.99	\$ 198.00
F Zappa	M	Blues	1,400	\$ 0.99	\$ 1,386.00
F Zappa	M	Alternative	2,300	\$ 0.99	\$ 2,277.00
S Spade	F	Blues	1,000	\$ 0.99	\$ 990.00
J Smith	F	Alternative	150	\$ 0.99	\$ 148.50
B Doe	M	Blues	75	\$ 0.99	\$ 74.25
yourname	M	Blues	800	\$ 0.99	\$ 792.00

\$ 6,024.15

Create a sample table given below in Excel

- Using formula find Total
- Find the maximum value using MAX function from the **Units** column
- Find minimum value from **Total** column

Order Date	Region	Rep	Item	Units	Unit Cost	Total
1/6/2016	East	Jones	Pencil	95	1.99	189.05
1/23/2016	Central	Kivell	Binder	50	19.99	999.50
2/9/2016	Central	Jardine	Pencil	36	4.99	179.64
2/26/2016	Central	Gill	Pen	27	19.99	539.73
3/15/2016	West	Sorvino	Pencil	56	2.99	167.44
4/1/2016	East	Jones	Binder	60	4.99	299.40
4/18/2016	Central	Andrews	Pencil	75	1.99	149.25
5/5/2016	Central	Jardine	Pencil	90	4.99	449.10
5/22/2016	West	Thompson	Pencil	32	1.99	63.68
6/8/2016	East	Jones	Binder	60	8.99	539.40
6/25/2016	Central	Morgan	Pencil	90	4.99	449.10
7/12/2016	East	Howard	Binder	29	1.99	57.71
7/29/2016	East	Parent	Binder	81	19.99	1,619.19
8/15/2016	East	Jones	Pencil	35	4.99	174.65
9/1/2016	Central	Smith	Desk	2	125.00	250.00
9/18/2016	East	Jones	Pen Set	16	15.99	255.84
10/5/2016	Central	Morgan	Binder	28	8.99	251.72
10/22/2016	East	Jones	Pen	64	8.99	575.36
11/8/2016	East	Parent	Pen	15	19.99	299.85
11/25/2016	Central	Kivell	Pen Set	96	4.99	479.04
12/12/2016	Central	Smith	Pencil	67	1.29	86.43
12/29/2016	East	Parent	Pen Set	74	15.99	1,183.26

C. MS-POWERPOINT LAB ASSIGNMENT

Activity 1 : Using Text & Background/Themes

- i. Create one new slide and insert any text.
- ii. To make your slide more attractive, use the themes or background.
- iii. Make sure it apply for every slide not only one slide.

Activity 2 : Apply Custom Animation On Text

- i. Use the custom animation to add effects on your text. Set the text move after you click the mouse.
- ii. If you have more than one text, add effects for each of text.

Activity 3 : Insert Image & WordArt

- i. Insert one new blank slide.
- ii. Choose one pictures or clip art from any source and insert in your new slide.
- iii. Using the WordArt, make a note or title on your picture.
- iv. Use the custom animation again to add effects on your picture and WordArt.

Activity 4 : Insert Text Box

- i. Insert one new blank slide.
- ii. Use the text box to insert one paragraph of text and adjust your text.

Activity 5 : Insert Smart Art

- i. Insert one new blank slide.
- ii. Insert the Smart Art and put your text on the Smart Art.

Activity 6 : Insert Audio

- i. Back to your first slide and insert one audio on that slide. The audio must play automatically when you show your slide.
- ii. Make sure the speaker also not appear when you show your slide. (the icon).
- iii. The audio must play when you show alls your slide, not only one slide.

Activity 7 : inserting Video

- i. Insert one new slide and insert one short video

Activity 8 : Save File

- i. Save your file

Activity 9 : Create Photo Album & Hyperlink

- i. Insert one new slide and put a text ex: “My Photo Album”
- ii. Create one photo album and adjust your text and your photos
- iii. Save your photo album with a new file
- iv. Make a hyperlink to your photo using the text “My Photo Album”

Reference Books:

- Faithe wempen, word 2016 in depth 1st edition, que publishing(2015)
 - steven welkler, Office 2016 for bignners, Create Space Independent publishing plateform(2016)
 - Elaine Marmel, office 2016 simplified, 1st Edition, John wiley and sons Inc(2016)
 - Patrice-Anne Rutledge, Easy office 2016 1st edition, Que publishing(2016)
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II. GENERIC ELECTIVE (GE 3)

(Credits: Theory-05, Tutorial-01)

Marks : 100 (ESE 3Hrs) =100**Pass Marks Th ESE = 40*****Instruction to Question Setter for
End Semester Examination (ESE):***

There will be two group of questions. Group A is compulsory and will contain three questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks.

Group B will contain descriptive type six questions of 20 marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

MACRO ECONOMICS**Theory: 75 Lectures; Tutorial: 15 Lectures**

Objectives: *The course aims with providing the students with knowledge of basic concepts of The macro economics. The modern tools of macro - economic analysis are discussed and the policy framework is elaborated, including the open economy.*

Unit I :

Introduction – concepts and variables of macroeconomics, income, expenditure and the circular flow, components of expenditure. Static macroeconomic analysis short and the long run – determination of supply, determination of demand, and conditions of equilibrium.

Lectures: 5**Unit II :**

Economy in the short run – IS- LM framework, fiscal and monetary policy, determination of aggregate demand, shifts in aggregate demand, aggregate supply in the short and long run, and aggregate demand, aggregate supply analysis.

Lectures: 20**Unit III :**

Inflation, causes of rising and falling inflation, inflation and interest rates, social costs of inflation. Unemployment – natural rate of unemployment, frictional and wait unemployment.

Lectures: 20**Unit IV :**

Labour market and its interaction with production system, Phillips Curve, the trade-off between inflation and unemployment, sacrifice ratio, role of expectations, adaptive and rational.

Lectures: 10**Unit V :**

Behavioural Foundations – Investment – determinants of business fixed investment, effect of tax, determinants of residential investment and inventory investment. Demand for Money – Portfolio and transaction theories of demand for real balances, interest and income elasticity of demand for real balances. Supply of money.

Lectures: 20**Suggested Readings:**

- Mankiw, N.Gregory. Principle Macroeconomics. Cengage Learning
- Dornbusch, Rudiger, and Stanley. Fischer, Macroeconomics. McGraw-Hill.
- Dornbusch, Rudiger., Stanley. Fischer and Richard Startz, Macroeconomics.Irwin/McGraw Hill.
- Deepashree, Macroeconomics, Scholar Tech. New Delhi
- Barro, Robert.J. Macroeconomics, MIT Press, Cambridge MA.
- Burda Michael, Wyplosz. Macroeconomics A European Text. Oxford University Press, Oxford.
- Salvatore, Dominick. International Economics. John Wiley & Singapore.
- Branson, William. H Macroeconomic Theory and Policy. Harper Collins India Pvt. Ltd.

Note: Latest edition of text books may be used.

III. CORE COURSE -C 5:

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100**Pass Marks (MSE + ESE) =40*****Instruction to Question Setter for******Mid Semester Examination (MSE):***

There will be two group of questions. Group A is compulsory and will contain five questions of very short answer type consisting of 1 mark each. Group B will contain descriptive type six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be two group of questions. Group A is compulsory and will contain two questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

BUSINESS MATHEMATICS**Theory: 75 Lectures; Tutorial:15 Lectures**

Objective: *The objective of this course is to familiarize the students with the basic mathematical tools with emphasis on applications to business and economic situation.*

Unit 1 : Matrices and Determinants:

Meaning of Matrix, types, addition of matrices, product of matrices, inverse of matrix and solution of Simultaneous linear equation using matrix method.

Determinants: Concept of determinants, basic properties of determinants

(11 Lectures)**Unit 2 : Progression:**

Arithmetic Progression – Basic concept of A.P, finding n^{th} term, sum up of n terms, Arithmetic mean, word problem based on A.P.

Geometric Progression – Basic concept, finding n^{th} term and sum up of n terms, Geometric mean, Word problem based on G.P.

Harmonic Progression – Basic concept of H.P, problem based on the relation of AM, GM and HM.

(17 Lectures)**Unit 3: Permutation and Combination:****(10 Lectures)**

Basic concept of permutation and combination and simple problems based on permutation and combination.

(10 Lectures)**Unit 4: Basic Mathematics of Finance:**

Ratio and Proportion, Simple interest, Compound interest, annuities, discount- Banker's discount, Trade discount.

(9 Lectures)**Unit 5: Differentiation and Integration:**

Differentiation and Integration of a function, Application in Business and commerce.

(9 Lectures)**Unit 6: Linear Programming Problem:**

Formulation of Linear Programming Problem (LPP), Graphical Solution to LPP.

In addition the students will work on a software package for solving linear programming problems analyze the results obtained there from. This will be done through internal assessment.

(9 Lectures)

Suggested Readings:

- Anthony, M. and N. Biggs. Mathematics for Economics And Finance. Cambridge University Press.
- Ayres, Frank Jr. Theory and Problems of Mathematics of Finance. Schaum's Outlines Series. McGraw Hill Publishing Co.
- Budnick, P. Applied Mathematics . McGraw Hill Publishing Co.
- Dowling, E.T. Mathematics for Economics, Schaum's Outline Series. McGraw Hill Publishing Co.
- Mizrahi and John Sullivan. Mathematics for Business and Social Sciences. Wiley and Sons.
- Sharma, R.R., Mrityunjay Kumar, Business Statistics, Shiksha Sagar Publishers and Distributors, Agra , U.P.
- Prasad, Bindra and P.K Mittal. Fundamentals of Business Mathematics. Har –Anand Publications.
- Thukral, J.K. Mathematics for Business Studies. Mayur Publications.
- Vohra , N.D. Quantitative Techniques in Management. Tata McGraw Hill Publishing Company.
- Soni, R.S. Business Mathematics. Pitamber Publishing House .
- Singh J.K. Business Mathematics. Himalaya Publishing House.

Note: Latest edition of text books may be used

IV. CORE COURSE -C 6:

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100**Pass Marks (MSE + ESE) =40*****Instruction to Question Setter for******Mid Semester Examination (MSE):***

There will be two group of questions. Group A is compulsory and will contain five questions of very short answer type consisting of 1 mark each. Group B will contain descriptive type six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be two group of questions. Group A is compulsory and will contain two questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

INCOME-TAX LAW AND PRACTICE**Theory: 75 Lectures; Tutorial:15 Lectures**

Objective : *To provide basic knowledge and equip students with application of principles and provisions of Income Tax Act, 1961.*

Unit 1 :

Basic concept: Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, maximum marginal rate of tax. Permanent Account Number(PAN), Residential status: Scope of total income on the basis of residential status, Exempted income under section 10.

Lectures: 10**Unit 2 :**

Computation of income under different heads – Salaries, Income from house Property

Lectures: 20**Unit 3:**

Computation of income under different heads - Profits or gains of business or profession, Capital gains, Income from other sources

Lectures: 25**Unit 4:**

Total income and Tax computation - Income of other persons included in assessee's total income. Aggregation of income and set-off and carry forward of losses, Deductions from gross total income, Rebates and reliefs

Lectures: 10**Unit 5:**

Computation of total income of individuals,. Tax liability of an individual

Lectures: 10**Suggested Readings:**

1. Singhanian, Vinod K. and Monika Singhanian Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt.Ltd.
2. Ahuja , Girish and Ravi Gupta, Systematic Approach to Income Tax. Bharat Law House Delhi.
3. Pagare, Dinkar. Law and Practice of Income Tax. Sultan Chand and Sons, New Delhi.
4. Lal, B.B. Income Tax Law And Practice. Konark Publications, New Delhi.

Journals:

1. Income Tax Reports. Company Law Institute of India Pvt. Ltd.
2. Taxman. Taxman Allied Services Pvt. Ltd., New Delhi.
3. Current Tax Reporter. Current Tax Reporter, Jodhpur.

Software:

1. Dr. Vinod Kumar Singhania, e-filling of Income Tax Returns and Computation of Tax, Taxman Publications Pvt.Ltd., New Delhi.
2. Excel Utility available at incometaxindiaefilling.gov.in

Note: Latest edition of text books and Software may be used.

V. CORE COURSE -C 7:

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100	Pass Marks (MSE + ESE) =40
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Instruction to Question Setter for***Mid Semester Examination (MSE):***

There will be **two** group of questions. **Group A is compulsory** and will contain five questions of **very short answer type** consisting of 1 mark each. **Group B will contain descriptive type** six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be **two** group of questions. **Group A is compulsory** and will contain two questions. **Question No.1 will be very short answer type** consisting of ten questions of 1 mark each. **Question No.2 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

HUMAN RESOURCE MANAGEMENT Theory: 75 Lectures; Tutorial: 15 Lectures**Unit I :**

Human Resources Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, Emerging Challenges of Human Resource Management, workforce diversity, empowerment, Downsizing, VRS, Human Resource Information System.

Lectures: 15**Unit II :**

Acquisition of Human Resource: Human Resource Planning – Quantitative and Qualitative dimensions, job analysis – job description and job specification, Recruitment – concept and sources, Selection – Concept and process, test and interview, placement induction.

Lectures: 15**Unit III:**

Training and Development, Concept and Importance, Identifying training and Development Needs, Designing Training Programs, Role Specification and Competency Based Training, Evaluating Training Effectiveness, Training Process Outsourcing, Management development: Career Development.

Lectures: 15

Unit IV:

Performance appraisal, nature and objectives, Modern Techniques of performance appraisal, potential appraisal and employee counselling, job changes – transfers and promotions. Compensation: concept and policies, job evaluation, methods of wage payments and incentive plans, fringe benefits, performance linked compensation.

Lectures: 15**Unit V:**

Maintenance: employee health and safety, employee welfare, society security, Employer-Employee relations- an overview. Grievance handling and redressal Industrial Disputes causes and settlement machinery.

Lectures: 15**Suggested Readings:**

- Gary Dessler. A Framework for Human Resource Management. Pearson
- DeCenzo, D.A. and S.P. Robbins, “Personnel/Human Resource Management”, Prentice Hall of India, New Delhi.
- Bohlander and Snell, Principals of Human Resource Management, Cengage Learning.
- Chhabra, T.N. Essentials of Human Resource Management. Sun India Publication , New Delhi.
- Inancevich, John M. Human Resource Management. McGraw Hill.
- Wreather and Davis Human Resource Management. Pearson Education.
- Robert L. Mathis and John H. Jackson. Human Resource Management. Cengage Learning.

Note: Latest edition of text books may be used

SEMESTER IV

5 Papers**Total 100 x 5 = 500 Marks****I. SKILL ENHANCEMENT COURSE SEC 2:**

(Credits: Theory-02)

Marks : 75 (Project) + 25 (Viva) =100**Pass Marks ESE = 40*****Guidelines to Examiners for******End Semester Examination (ESE):****Evaluation of project dissertation work may be as per the following guidelines:**Project model (if any) and the Project record notebook = 75 marks**Project presentation and viva-voce = 25 marks**Overall project dissertation may be evaluated under the following heads:*

- *Motivation for the choice of topic*
- *Project dissertation design*
- *Methodology and Content depth*
- *Results and Discussion*
- *Future Scope & References*
- *Presentation style*
- *Viva-voce*

ENTREPRENEURSHIP**Theory: 30 Lectures****Objective:** *The purpose of the paper is to orient the learner towards entrepreneurship as a career option and creative thinking and behaviour for effectiveness at work and in life.***Unit I**

Meaning, elements, determinants and importance of entrepreneurship and creative Behaviour. Entrepreneurship and creative response to the society problems and at work. Dimensions of entrepreneurship :intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, entrepreneurship, ecopreneurship, and social entrepreneurship.

Lectures: 6**Unit II**

Entrepreneurship and Micro, Small and Medium Enterprises. Concept of business Groups and role of business houses and family business in India. The contemporary role Models in Indian business: their values, business philosophy and behavioural orientations. Conflict in family business and its resolution.

Lectures: 6**Unit III**

Public and private system of simulation, support and sustainability of entrepreneurship. Requirement, availability and access of finance, marketing assistance, technology, and industrial accommodation, Role of industries/entrepreneurship's associations and self-help groups. The concept, role and functions of business incubators, angle investors, venture capital and private equity fund.

Lectures: 6

Unit IV

Sources of business ideas and test of feasibility. Significance of writing the Business plan/ project proposal. Contents of business plan/ project proposal. Designing Business processes, location, layout, operation, planning and control; preparation of project report (various aspects of the project report such as size of investment, nature of product, market potential may be covered). Project submission/ presentation and appraisal thereof by external agencies, such as financial/non-financial institutions.

Lectures: 6**Unit V**

Mobilising resources for start-up. Accommodation and utilities. Preliminary Contracts with the vendors, suppliers, bankers, principal customers; Contract management: Basic start-up problems

Lectures: 6**Suggested Readings::**

- 1. Kuratko and Rao, entrepreneurship: A South Asian Perspective, Cengage Learning.
 - Desai, Vasant. Dynamic of Entrepreneurial Development of Management. Mumbai, Himalaya Publishing House.
 - Dollinger, Mare J. Entrepreneurship: Strategies and Resources. Illinious, Irwin.
 - Holt, David H. Entrepreneurship: New Venture Creation. Prentice-Hall India, New Delhi.
 - 5. Jain, Arun Kumar. Competitive Excellence: Critical Success Factors. New Delhi: Viva Books Limited. ISBN-81-7649-272-8.
 - Panda Shiba Charan. Entrepreneurship Development. New Delhi, Anmol Publication. (Latest Editions)
 - Plsek Paul. E , Creativity, Innovation and Quality. (Eastern Economic Edition), New Delhi: Prentice-Hall of India. ISBN-81-203-1690-8.
 - SIDBI Reports on Small Industries Sector.
 - Singh, Nagendra P. Emerging Trends in Entrepreneurship Development. New Delhi: ASEED
 - SS. Khanka, Entrepreneurial Development, S. Chand & Co. Delhi.
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II. GENERIC ELECTIVE (GE 4)

(Credits: Theory-05, Tutorial-01)

Marks : 100 (ESE 3Hrs) =100**Pass Marks Th ESE = 40*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be two group of questions. Group A is compulsory and will contain three questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of 20 marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

INDIAN ECONOMY - PERFORMANCE AND POLICIES**Theory: 75 Lectures; Tutorial: 15 Lectures****Unit I:**

Basic Issues In Economic Development: Concept and Measures of Development and Underdevelopment, Human Development.

(Lecture 15)**Unit II:**

Basic Features of the Indian Economy at Independence: Composition of national income and occupational structure, the agrarian scene and industrial structure.

(Lecture 15)**Unit III: Policy Regimes:**

- a) The evolution and planning and import substituting industrialization.
- b) Economic reform and liberalization.

(Lecture 10)**Unit IV: Growth, Development and Structural Change**

- a) The experience of Growth Development and Structural Change in different Phases of growth and policy regimes across sectors and regions.
- b) The Institutional Framework: Patterns of assets ownership in agriculture and Industry, Policies for restructuring agrarian relations and for regulating concentration of economic power.
- c) Changes in the policy perspectives on the role of institutional framework after 1991.
- d) Growth and Distribution, Unemployment and Poverty, Human Development, Environmental concerns.
- e) Demographic Constraints: Interaction between population change and economic development.

(Lecture 15)**Unit V: Sectoral Trends and Issues:**

- a) Agriculture: Agrarian growth and performance indifferent phases of policy regimes i.e., pre green revolution and the two phases of green revolution, Factors influencing productivity and growth, the role of technology and Institutions, price policy, the public distribution system and food security.
- b) Industry and Services: Phases of Industrialization – the rate and pattern of Industrial growth across alternative policy regimes, Public sector – its role, Performance and reforms, The small scale sector, Role of Foreign Capital.

The Financial Sector: Structure, Performance and reforms. Foreign Trade and balance of Payments: Structural changes and performance of India's Foreign Trade and Balance of Payments, Trade Policy Debate, Export Policies and performance, Macro Economic Stabilisation and Structural Adjustment, India and the WTO.

(Lecture 20)

Suggested Readings:

- Mishra and Puri, Indian Economics, Himalaya Publishing House
 - Gaurav Dutt and KPM Sundarum, Indian Economy, S. Chand & Company.
 - Deepashree, “Indian Economy, Performance and Policies”, Scholar Tech. New Delhi
 - Bettelheim. Charles India Independent. Chapters 1, 2 and 3.
 - Bhagwati.J and Desai, P. India: Planning for Industrialization, OUP. Ch.2
 - Patnaik, Prabhat. Some Indian Debates on Planning. T.J. Byres (ed.). The Indian Economy: Major Debates since Independence, OUP.
 - Ahluwalia, Montek S. State-Level Performance under Economic Reforms in India in A.O. Krueger. (ed.). Economic Policy Reforms and the Indian Economy, The University of Chicago Press.
 - Nagaraj, R. Indian Economy since 1980: Vitrious Growth of Polarisation?
 - Ray, S.K. Land Systems and its Reforms in India. Sections II & III, Indian Journal Of Agricultural Economics. Vol. 6. No. 3.
 - Visaria, Pravin. Demographic Aspects of Development: The Indian Experience. Indian Journal of Social Sciences. Vol. 6. No.3.
 - Dreze, Jean and Amartya Sen. Economic Development and Social Opportunity. Ch. 2. OUP.
 - Vaidyanathan, A. India’s Agriculture Development Policy. Economic and Political Weekly.
 - Sawant, S.D. and C. V. Achuthan. Agricultural Growth Across Crops and Regions: Emerging Trends and Patterns. Economic and Political Weekly. Vol. 30 A2-A13.
 - Krishnaji, N. Agricultural Price Policy: A Survey with Reference to Indian Food grain Economy. Economic and Political Weekly. Vol. 25. No. 26.
 - Chaudhari Sudip , Debates On Industrialisation in T. J. Byres (ed.). The Indian Economy: Major Debates since Independence, OUP.
 - Chandra Nirmal. K , Growth of Foreign Capital and its Importance in Indian Manufacturing. Economic and Political Weekly. Vol. 26. No. 11.
 - Khanna Sushil, Financial Reforms and Industrial Sector in India. Economic and Political Weekly. Vol. 34. No. 45.
 - Vaidyanathan. A, Poverty and Development Policy. Economic and Political Weekly.
 - Deaton. A and Jean Dreze. Poverty And Inequality In India. Economic and Political Weekly.
 - Planning Commission. Task Force on Employment Opportunities. Ch 1 and 2
 - Uma Kapila (ed.), “Indian Economy since Independence”, Relevant Articles.
 - Rangarajan, C. and N. Jadhav. Issues in Financial Sector Reform, Bimal Jalan. (ed.) The Indian Economy. Oxford University Press, New Delhi.
 - Chakravarty, Sukhmoy. Development Planning – The Indian Experience. Oxford University Press, Delhi
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III. CORE COURSE -C 8:

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100**Pass Marks (MSE + ESE) =40*****Instruction to Question Setter for******Mid Semester Examination (MSE):***

There will be two group of questions. Group A is compulsory and will contain five questions of very short answer type consisting of 1 mark each. Group B will contain descriptive type six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be two group of questions. Group A is compulsory and will contain two questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

INDIRECT TAX AND GST**Theory: 75 Lectures; Tutorial:15 Lectures**

Objective: *To provide basic knowledge and equip students with application of Principles and provisions of GST (Goods and Service Tax)*

Unit I: Overview of GST

Introduction, Challenges of Previous Tax Structure, Taxes under GST (Central Goods and Service Tax, State Goods and Service Tax Union Territory Goods and Service Tax, Integrated Goods and Service Tax & Cess), Difference between VAT, Service Tax & Excise Duty with GST.

Lectures: 10**Unit II: Registration**

Introduction, Threshold for Registration, Regular Tax Payer, Composition Tax Payer, Casual Taxable Person, Non-Resident Taxable Person, Unique Identification Number, Registration Number Format, Important Points, Special Persons & Amendments / Cancellation.

Lectures: 10**Unit III: Determination of Value of Supply / Time of Supply**

Taxable Supply, Supply of Goods and Supply of Services, Course or Furtherance of Business, Special Transactions, Time of Supply – Goods, Time of Supply – Services & Other Points.

Lectures: 9**Unit IV: Place of Supply**

Concept of Place of Supply (Interstate Supply, Intrastate Supply, Export of Service & Export of Goods, Import of Service & Import of Goods), Where there is movement of Goods, Where there is no movement of Goods, Where Goods are installed and Assembled, Goods are shipped on board.

Lectures: 9**Unit V: Levy of and Exemption from Tax**

Levy of GST – Introduction, Composition Scheme, Remission of Tax / Duty

Lectures: 7

Unit VI : Input Tax Credit

Introduction, Input tax credit process, Negative list of input tax credit, Input tax credit utilization, Input tax credit reversal, Job worker, Case Studies, Returns, GSTR – 2, Other Taxable persons, Annual Return & GST Council.

Lectures: 8**Unit VII : TDS on GST, TCS on GST****Lectures: 7****Unit VIII : Payment of Tax**

Electronic Liability Register, Electronic Credit Ledger, Electronic Cash Ledger, Unique Identification Number.

Lectures: 7**Unit IX : Returns, Refund, Audit and Assessment****Lectures: 8****Suggested Readings:**

- Taxman – GST
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IV. CORE COURSE -C 9:

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100**Pass Marks (MSE + ESE) =40*****Instruction to Question Setter for******Mid Semester Examination (MSE):***

There will be two group of questions. Group A is compulsory and will contain five questions of very short answer type consisting of 1 mark each. Group B will contain descriptive type six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be two group of questions. Group A is compulsory and will contain two questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

CORPORATE ACCOUNTING**Theory: 75 Lectures; Tutorial:15 Lectures****Course Objective:**

To help the students to acquire the conceptual knowledge of the corporate accounting and to learn the techniques of preparing the financial statements

Unit 1: Accounting for Share Capital and Debentures

Issue, forfeiture and reissue of forfeited shares – concepts & process of book building. Issue of rights and bonus shares. Buy back of shares. Redemption of preference shares. Issue and Redemption of Debentures.

Lectures: 15**Unit 2: Final Accounts**

Preparation of Profit and loss account and balance sheet of corporate entities.

Lectures: 8**Unit 3: Valuation of Goodwill and Valuation of Shares**

Concept of calculation – Simple Problem Only.

Lectures: 12**Unit 4: Amalgamation of Companies**

Concepts and Accounting treatment as per Accounting Standard: 14 (ICAI), Amalgamation in the nature of Merger and Purchase, Internal Reconstruction

Lectures: 13**Unit 5: Accounts of Holding Companies/Parent Companies**

Preparation of consolidated balance sheet with one subsidiary company (excluding gross holding). Relevant provisions of Accounting Standard: 21(ICAI).

Lectures: 13**Unit 6: Cash Flow Statement**

Concepts of Funds. Preparation of cash flow statement as per Accounting Standard (AS): 3(Revised)(ICAI): Indirect method only.

Lectures: 10

Suggested Readings:

- Monga, J.R. Fundamentals of Corporate Accounting. Mayur Paper Backs, New Delhi.
- Shukla, M.C., T.S. Grewal, and S.C. Gupta. Advanced Accounts. Vol. – II. S. Chand & Co. New Delhi.
- Maheshwari, S.N. and S.K. Maheshwari. Corporate Accounting. Vikas Publishing House, New Delhi.
- Sehgal, Ashok and Deepak Sehgal. Corporate Accounting. Taxman Publications, New Delhi.
- Gupta, Nirmal. Corporate accounting. Sahitya Bhawan, Agra.
- Jain, S.P. and K.L. Narang. Corporate Accounting. Kalyani Publishers, New Delhi Copenidium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.
- Bhushan Kumar Goyal, Fundamentals of Corporate Accounting. International Book House.

Note: Latest edition of text book may be used

V. CORE COURSE -C 10:

(Credits: Practical-06)

Marks : 75 Practical + 15 Record + 10 Viva (ESE: 3Hrs) =100**Pass Marks (ESE) =40*****Instruction to Question Setter for******End Semester Examination (ESE):***

1. There will be a **Practical Examination of 100 Marks** (Practical- 75 Marks, Viva- 10 Marks and Work Book– 15 Marks).
2. Examinee need to run the Programme on Computer and/ or submit printout of the end result of given instruction for evaluation.
3. There will be **five** questions of twenty five marks each, covering all the five units, out of which any three are to answer.

Note: There may be subdivisions in each question asked in Examination.**COMPUTER APPLICATIONS IN BUSINESS****Theory: 75 Lectures; Practicals: 30 Lectures****Course Objective:**

To provide computer skills and knowledge for commerce students and to enhance the student's understanding of usefulness of information of business technology tools for business operations.

Unit 1: Word Processing:

Introduction to Word processing, Word Processing concepts, Use of Templates ,Working with Word Document: (Opening a existing document/creating a new document, Saving, Selecting Text, Editing text, Finding and Replacing text, Closing, Formatting, Checking and correcting spellings). Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Mail merge including linking WITH Access Database, Tables: Formatting the table, Inserting, filling and formatting the table. Creating Documents in the areas: Mail merge including linking Access Database, Handling Tables, Inserting pictures and videos.

Lectures: 7**Unit 2 : Preparing Presentations :**

Basics of presentations: Slides, Fonts, Drawing, Editing, Inserting: Tables, Images, Texts, Symbols, Media, Design; Transition, Animation, And Slideshow.

Lectures: 7**Unit 3 : Spreadsheets and its Business Applications:**

Spreadsheets concepts, Creating a workbook, Saving a workbook, Editing a work Book, Inserting, Deleting work sheets, Entering data in a cell, Formula Copying, Moving data from selected cells, Handling operators in formula, Rearranging Worksheet, Project involving multiple spreadsheets, Organizing Charts and graphs, Printing worksheet. Generally used Spread sheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Text functions.

Lectures: 16**Unit 4 : Creating spreadsheet in the following areas:**

- Loan & Lease Statement
- Ratio Analysis
- Payroll Statements

- Capital Budgeting
- Depreciation Accounting
- Graphical representation of data
- Frequency distribution and its statistical parameters
- Correlation and Regression

Lectures: 20

Unit 5: Database Management System :

Creating Data Tables, Editing a Database using Forms, Performing queries, Generating Reports, Creating DBMS in the area of Accounting, Employees, Suppliers and Customers

Lectures: 25

Note :

1. The General Purpose Software referred in this course will be notified by the University Departments in every three years. If the specific features referred in the detailed course above, is not available in that software, to that extent it will be deemed to have been modified.
2. There shall be a **Practical Examination of 100 Marks** (Practical- 75 Marks, Viva- 10 Marks and Work Book– 15 Marks) and duration of Examination shall be 3 hrs.

Suggested Readings:

- MS- OFFICE & Indirect Taxation in Tally.erp9:- Srinath Koley
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SEMESTER V

4 Papers**Total 100 x 4 = 400 Marks****I. COMMERCE SPECIFIC (DSE 1):**

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100**Pass Marks (MSE + ESE) =40*****Instruction to Question Setter for******Mid Semester Examination (MSE):***

There will be two group of questions. Group A is compulsory and will contain five questions of very short answer type consisting of 1 mark each. Group B will contain descriptive type six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be two group of questions. Group A is compulsory and will contain two questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

INTERNATIONAL BUSINESS**Theory: 75 Lectures; Tutorial:15 Lectures**

Objective: The objective of course is to expose students to the concept ,importance dynamics of international business and India's involvement with global business operations. The course also discusses theoretical foundations of international business to the extent these are relevant to understand the mechanics of global business operations and development.

Unit I:

1. Introduction to International Business: Globalization and its growing importance in world economy; Impact of globalization; International business contrasted with domestic business – complexities of international business; Modes of entry into international business.

Lectures: 6

2. International Business Environment: National and foreign environments and their components – economic , cultural and political-legal environments; Global trading environment – recent trends in world trends in world trade in goods and services; Trends in India's foreign trade.

Lectures: 8**Unit II:**

1. Theories of International Trade – an overview; Commercial Policy Instructions – tariff and non-tariff and non-tariff measures; Balance of payment account and its components.

Lectures: 7

2. International Organizations and Arrangements: WTO – Its objectives, principles, organizational structure and functioning; An overview of other organizations – UNCTAD, World Bank and IMF; Commodity and other trading agreements.

Lectures: 8

Unit III:

1. Regional Economic Co-operation; Forms of regional groupings. **Lectures: 7**
2. International Financial Environment: International financial system and institutions; Foreign exchange markets and risk management; Foreign investments – types and flows; Foreign investment in Indian perspective. **Lectures: 9**

Unit IV:

1. Organizational structure for international business operations; Key issues involved in making International production , finance marketing and human resource decisions; **Lectures: 9**
2. Developments and Issues in International Business; Outsourcing and its potentials for India; Strategic alliances, mergers and acquisitions; Role of IT in international business; International business and ecological considerations. **Lectures: 7**

Unit V:

1. Foreign Trade promotion measures and organizations in India; Special Economic Zones (SEZs) and 100% export oriented units (EOUs); Measures for promoting foreign investments in India. **Lectures: 8**
2. Financing of foreign trade and payments terms. **Lectures: 6**

Suggested Readings:

- Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: Tata McGraw-Hill.
 - Johnson, Derbe, and Colin Turner International Business: Themes & issues in the Modern Global Economy. London Roulledge.
 - Cherunilam Francis International Business: Text and Cases. Prentice Hall of India Pvt. Ltd.
 - Daniels John D. Lee H Radenbaugh and David P. Sullivan. International Business Pearson Education
 - Justin Paul International Business. Prentice Hall of India Ltd.
 - Michel R. Czinkota. Et al. International Business Fortforth: The Dryden Press.
 - Bennett, Roger, International Business. Delhi. Pearson
 - Sumati Verma International Business Pearson Education.
 - V Sharan, International Business Pearson Education.
 - Peng and Srivastav Global Business, Cengage learning.
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II. COMMERCE SPECIFIC (DSE 2):

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100**Pass Marks (MSE + ESE) =40*****Instruction to Question Setter for
Mid Semester Examination (MSE):***

There will be **two** group of questions. **Group A is compulsory** and will contain five questions of **very short answer type** consisting of 1 mark each. **Group B will contain descriptive type** six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be **two** group of questions. **Group A is compulsory** and will contain two questions. **Question No.1 will be very short answer type** consisting of ten questions of 1 mark each. **Question No.2 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

FINANCIAL MARKETS, INSTITUTIONS AND FINANCIAL SERVICES**Theory: 75 Lectures; Tutorial:15 Lectures****Objectives:**

To provide the student a basic knowledge of financial Markets and institutions and to familiarize them with major financial services in India.

Unit I:

An Introduction to Financial System, its Components, Financial Markets and Institutions, Financial intermediation, Flow of funds matrix, Financial System and Economic Development, An overview of Indian Financial System.

Lecture: 10**Unit II:**

Financial Markets : Money Markets- Functions, Organizations and Instruments, Role of Central Bank in Money Market, Indian Money Market – An Overview

Capital Market : Functions, Organizations and Instruments, Indian Debt Market, Indian Equity Market – Primary and Secondary Market, Role of Stock Exchanges in India

Lecture: 20**Unit III:**

Financial Institutions: Commercial Banking – introduction, its role in project finance and working capital finance, Development Financial Institutions(DFIs)- An overview and its role in Indian Economy, Life and Non-life Insurance Companies in India, Mutual Funds- Introduction and their role in Capital Market Development, NBFCs.

Lecture: 20**Unit IV**

Overview of financial services industry, Merchant Banking- pre and post issue management, underwriting, Regulatory framework relating to merchant banking in India.

Lecture: 10**Unit V**

Leasing and Hire Purchase, Consumer and Housing Finance, Venture Capital Finance, Bank Guarantee and Letter of Credit , Factoring Services, Credit Rating and Financial Counseling.

Lecture: 15

Suggested Readings:

- Bhole, L.M., Financial Markets and Institutions, Tata McGraw Hill Publishing Co.
- Khan, M.Y., Indian Financial System, Theory and Practice, Vikas Publishing House.
- Dhanekar, Pricing and Securities, Bharat Publishing House, New Delhi
- Prasanna, Chandra, Financial Management- Theory and Practice Tata McGraw Hill Publishing Co.,
- Sinha, S.L.N. Development Banking In India, Madras ; Institute Of Financial Management And Research.
- Khan And Jain. Financial Services. 2nd Edition. Tata McGraw Hill.
- Singh ,J.K Venture Capital Financing In India .Dhanpat Rai And Company, New Delhi.
- Annual Reports Of Major Financial Institutions Of India.

NOTE: latest edition of text books may be used.

III. CORE COURSE -C 11:

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100**Pass Marks (MSE + ESE) =40*****Instruction to Question Setter for******Mid Semester Examination (MSE):***

There will be two group of questions. Group A is compulsory and will contain five questions of very short answer type consisting of 1 mark each. Group B will contain descriptive type six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be two group of questions. Group A is compulsory and will contain two questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

COST AND MANAGEMENT ACCOUNTING**Theory: 75 Lectures; Tutorial:15 Lectures****Objectives:**

To acquaint the students with the basic concepts used in cost and management accounting and various methods involved in cost ascertainment systems

Unit I:

Introduction: Meaning, Objectives and Advantages of Cost Accounting, Difference between financial, cost and management accounting, Cost concepts and classifications, Role of cost accountant in an organization.

Lectures: 6**Unit II:**

Elements of Cost:

- a. Materials: Material/Inventory control – concept and techniques, Accounting and control of purchases, storages and issues of materials, Methods of pricing of material issues – FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard treatment of material losses.
- b. Overhead: Classification, Allocation, Apportionment and Absorption of overhead.

Lectures: 14**Unit III:**

Method of Costing: Unit Costing- Preparation of statement of Cost, Cost Sheet and quotations, Contract Costing, Process Costing- Process losses, Joint and by-products, Reconciliation of cost and financial accounts.

Lectures: 15**Unit IV:**

Budgeting and Budgetary Control: Concept of Budget and budgetary control, objectives, merits and limitations, Types of Budget – Sales Budget, Production Budget, Material Budget and Cash Budget, Fixed and Flexible Budget.

Lectures: 15

Unit V:

Standard Costing

and Variance Analysis: Meaning of standard cost and standard costing , advantages, limitations and applications, Variance analysis – material and labour.

Lectures: 10**Unit VI:**

Absorption versus Variable Costing: Distinctive features and income determination, Cost-Volume – Profit analysis: Break-even analysis, contribution/ sales ratio, Margin of safety, Angle of Incidence. Decision making – Shut down or open, Import or Production, Price determination, Key Factor – Material, Make or Buy.

Lectures: 15**Suggested Readings:**

- Horngreen, Charles t. George Foster and Srikant M. Dattar, Cost Accounting : A Managerial Emphasis, Prentice Hall of India Ltd., New Delhi
 - Horngreen, Charles T., Gary L. Sandem, Introduction to Management Accounting, Prentice Hall.
 - Jain, S.P. and K.L. Narang, Cost Accounting : Principles and Methods, Kalyani Publishers, Jalandhar.
 - Lal, Jawahar, Cost Accounting : Tata McGraw Hill Publishing Co., New Delhi.
 - Nigam, B.M. Lall and I.C. Jain, Cost Accounting : Principles and Practice, Prentice Hall of India Ltd., New Delhi
 - Arora, M.N., Cost Accounting – Principles and Practice, Vikas Publishing House, New Delhi.
 - Maheshwari, S.N. and S.N. Mittal, Cost Accounting : Theory and Problems, Shri Mahabir Book Depot, New Delhi
 - Singh, S.K. and Gupta Lovleen, Management Accounting: Theory and Practice, Pinnacle Publishing House
 - Usry, Milton E. And Lawrence H. Hammer, Cost Accounting: Planning and Control, South Western Publishing House
 - Lucey, T. ,Costing, ELST London
 - Garrison H. Ray and Eric W. Noreen , Managerial Accounting, McGraw Hill
 - Drury, Colin, Management and Cost Accounting, Cengage Learning
 - Lal, Jawahar, Advanced Management Accounting- Text and Cases, S. Chand & Co., New Delhi
 - Khan, M.Y. and P.K. Jain, Management Accounting, Tata McGraw Hill, New Delhi
 - Hansen, Managerial Accounting, Cengage Learning
-

IV. CORE COURSE -C 12:

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100**Pass Marks (MSE + ESE) =40*****Instruction to Question Setter for******Mid Semester Examination (MSE):***

There will be two group of questions. Group A is compulsory and will contain five questions of very short answer type consisting of 1 mark each. Group B will contain descriptive type six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be two group of questions. Group A is compulsory and will contain two questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

PRINCIPLES OF MARKETING**Theory: 75 Lectures; Tutorial:15 Lectures****Objectives:**

The objective of this course is to provide basic knowledge of concepts, principles, tools, and techniques of marketing.

Unit I:

1. Introduction: Nature, Scope and Importance of marketing, Evolution of marketing concepts, Marketing mix, Marketing environment . **Lectures: 6**
2. Consumer Behaviour- An overview: Consumer buying process, factor influencing consumer buying decision. **Lectures: 5**

Unit II:

1. Market selection : Market Segmentation- concepts, importance and bases; Target market selection ;Positioning concept, importance and bases; Product differentiation vs. Market segmentation. **Lectures: 6**
2. Product : Meaning and importance, Product classifications; concept of product mix., Branding, packaging and labeling; Product-support; Product life cycle, New Product Development. **Lectures: 10**

Unit III:

1. Pricing: significance. Factor affecting price of a product, pricing policies and strategies. **Lectures: 8**
2. Promotion: nature and importance of promotion, communication process; types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics; promotion mix and factors affecting promotion mix decisions. **Lectures: 8**

Unit IV:

1. Distribution : channels of distribution-meaning and importance types of distribution channels; wholesaling and retailing; factors affecting choice of distribution channel ;physical distribution.

Lectures: 8

2. Retailing: types of retailing-store based and non store based retailing ,chain stores, specialty stores, supermarkets, retail vending machines, mail order houses, retail cooperatives; management of retailing operations: an overview; retailing in India: changing scenario.

Lectures: 8

Unit V:

1. Rural Marketing: Growing importance; Distinguishing characteristics of rural markets; understanding rural consumers and rural markets; Marketing mix planning for rural markets.

Lectures: 8

2. Recent developments in marketing: Social Marketing , online marketing, direct marketing, services marketing, green marketing.

Lectures: 8

Suggested Readings:

- Kotler, Philip, Gray Armstrong , Prafulla Agnihotri And Ahsan UI Haque, Principles Of Marketing. 13th Edition Pearson Education.
- Michel , J.Etzel, Bruce J. Walker, Williamj Staton And Ajay Pandit Marketing Concepts And Cases.(Special Indian Edition).
- McCarthy ,E. Jerome and William D. Perreault,Basic Marketing,Richard D. Irwin.
- 4. Lamb,Charles W,Joseph F Hair,Dheeraj Sharmaand Carl Mc Daniel, Marketing A South Asian Perspective ,Cengage Learningf.
- 5.Pride William M,And D.C Ferel,Marketing Planning,Implementation And Planning,Cengage Learning.
- Majaro,Simon. The Essence Of Marketing ,Prentice Hall, New Dellhi.
- Zikmund William G. and Michel D'Amico.Marketing :Creating And Keeping Customers In An E-Commerce World.Thomson Learning.
- Chhabra,T.N, and S.K Grover .Marketing Management.4th Edition.Dhanpat Rai & Company.
- The Consumer Protectionact 1986.
- Lacobucci And Kapoor ,Marketing Management: A South Asian Perspective.Cengege Learning.

NOTE : Latest Edition Of Books May Be Used.

SEMESTER VI

4 Papers**Total 100 x 4 = 400 Marks****I. COMMERCE SPECIFIC (DSE 3):**

(Credits: -06)

Marks : 75 (Project) + 25 (Viva) =100**Pass Marks ESE = 40*****Guidelines to Examiners for******End Semester Examination (ESE):****Evaluation of project dissertation work may be as per the following guidelines:**Project model (if any) and the Project record notebook = 75 marks**Project presentation and viva-voce = 25 marks**Overall project dissertation may be evaluated under the following heads:*

- *Motivation for the choice of topic*
- *Project dissertation design*
- *Methodology and Content depth*
- *Results and Discussion*
- *Future Scope & References*
- *Presentation style*
- *Viva-voce*

PROJECT WORK

Student alone or in a group of not more than five, shall undertake one Project Dissertation approved by the Subject Teacher/H.O.D. of the Department/College concerned. The progress of the Project Dissertation shall be monitored by the faculty members at regular intervals.

II. COMMERCE SPECIFIC (DSE 4):

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100**Pass Marks (MSE + ESE) =40*****Instruction to Question Setter for
Mid Semester Examination (MSE):***

There will be two group of questions. Group A is compulsory and will contain five questions of very short answer type consisting of 1 mark each. Group B will contain descriptive type six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be two group of questions. Group A is compulsory and will contain two questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

FUNDAMENTALS OF INVESTMENT**Theory: 75 Lectures; Tutorial:15 Lectures****Objective:**

To familiarize the students with different investment alternatives, introduce them to the framework of their analysis and valuation and highlight the role of investor production.

Unit-I:

The Investment Environment – The investment decision process. Types of Investments – Commodities, Real Estate and Financial Assets, The Indian securities market, the market participants and trading of securities, security market indices, sources of financial information, Concept of return and risk, Impact of Taxes and Inflation on return.

Lectures: 15**Unit- II:**

Fixed Income Securities – Bond features, types of bonds, estimating bond yields, Bond Valuation, types of bond risks, default risk and credit rating.

Lectures: 15**Unit- III:**

Approaches to Equity Analysis: Introduction to Fundamental Analysis, Technical Analysis.

Lectures: 15**Unit- IV:**

Portfolio Analysis and Financial Derivatives: (a) Portfolio and Diversification, Portfolio Risk and Return. (b) Mutual Funds. (c) Introduction to Financial Derivatives, Financial Derivatives Markets in India.

Lectures: 15**Unit- V:**

Investor Protection – Role of SEBI and stock exchanges in investors protection; Investor Grievances and their redressal system, insider trading, investors, awareness and activism.

Lectures: 15**Suggested Readings:**

- Jones, C.P., "Investment Analysis and Management", Wiley, 8th ed.
- Prasanna, Chandra, "Investment Analysis and Portfolio Management", Tata McGraw Hill.
- Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi.
- Vohra, N.D., and B.R. Bagri, "Futures and Options", McGraw Hill Publisher.
- Mayo, An Introduction to Investment, Cengage Learning.

III. CORE COURSE -C 13:

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100**Pass Marks (MSE + ESE) =40*****Instruction to Question Setter for
Mid Semester Examination (MSE):***

There will be two group of questions. Group A is compulsory and will contain five questions of very short answer type consisting of 1 mark each. Group B will contain descriptive type six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be two group of questions. Group A is compulsory and will contain two questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

AUDITING AND CORPORATE GOVERNANCE**Theory: 75 Lectures; Tutorial:15 Lectures**

Objective: To provide knowledge of auditing principles, procedures and Techniques in accordance with current legal requirements and professional standards.

Unit I:

Auditing: Introduction, Meaning, Objects, Basic Principles and Techniques, Classification of Audit, Audit Planning, Internal Control- Internal Check and Internal Audit, Audit Procedure- Vouching and verification of assets.

Lectures: 15**Unit II:**

Audit of Ltd. Companies: Company Auditor- Qualification and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties, Auditor's Report- Contents and Types, Liabilities of Statutory Auditors under the Companies Act, 2013.

Lectures: 15**Unit III:**

Special areas of Audit- Special features of Cost Audit, Tax audit and Management audit, Recent trends in auditing, Basic considerations of audit in EDP Environment.

Lectures: 15**Unit IV:**

Corporate Governance: Conceptual framework of corporate governance, Corporate Governance Reforms, Major Corporate Scandals in India and abroad; Common Governance Problems noticed in various corporate failures.

Lectures: 15**Unit V:**

Corporate Social Responsibility(CSR): Strategic Planning and CSR, Corporate Philanthropy, Meaning of CSR, CSR and CR, CSR and Corporate Sustainability, CSR and Business Ethics, CSR and Corporate Governance, Environmental aspect of CSR, CSR provision under the Companies Act, 2013, CSR Committees.

Lectures: 15

Suggested Readings:

- Gupta, Kamal and Ashok Arora, Fundamentals of Auditing, Tata McGraw Hill Publishing Co., New Delhi
- Jha, Aruna, Auditing, Taxman
- Tandon, B.N., S. Sudarshanam and S. Sudharabahu, a Handbook of Practical Auditing, S.Chand Co. Ltd., New Delhi
- Ghatalia, S.V., Practical Auditing Aliied Publishres Pvt. Ltd, New Delhi
- Singh, A.K., AND Gupta Lovleen, Auditing Theory and Practice, Galgotia Publishing Co.
- Alvin Arens and James Loebbecke, Auditing: An Integrated Approach
- Ravinder Kumar And Virender Sharma , Auditing Principles And Practice , PHI Learning Christine A Mallin , Corporate Governance (London Edition). Oxford University Press, New Dellhi.
- Bob Tricker, Corporate Governance Principles.Policies And Practice. (London Edition). Oxford University Press, New Dellhi.
- The Companies Act, 2013 (Relevant Sections).
- MC Kuchhal, Corporate Laws, Shri Mahaveer Book Depot, (Publishers), (Relevant Chapters).
- Relevant Publications Of ICAI On Auditing (CARO).

NOTE : Latest Edition of books may be used.

IV. CORE COURSE -C 14:

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100**Pass Marks (MSE + ESE) =40*****Instruction to Question Setter for******Mid Semester Examination (MSE):***

There will be two group of questions. Group A is compulsory and will contain five questions of very short answer type consisting of 1 mark each. Group B will contain descriptive type six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be two group of questions. Group A is compulsory and will contain two questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

FINANCIAL MANAGEMENT**Theory: 75 Lectures; Tutorial:15 Lectures**

Objective: To familiarize the students with the principles and practices of financial management.

Contents:

Unit I:

Financial Management : Nature, Scope and Objective, Profit Maximisation Vs. Wealth Maximisation, Time Value of Money- Compounding and Discounting concept, Risk and Return

Lectures: 15**Unit II:**

Capital Budgeting Process, Cash Flow Estimation, Payback Period Method, Accounting Rate of Return Method, Net Present Value (NPV), Internal Rate of Return (IRR).

Lectures: 15**Unit III:**

Cost of Capital and Financing Decisions: Sources of Long term Financing Estimation of Components, Components of Cost of Capital, Methods of calculating cost of equity capital, Cost of Retained Earnings, Cost of Debt and Cost of Preference Capital

Capital Structure: Determinants, Theories of Capital Structure (Net Income, Net Operating, MM Hypothesis, Traditional Approach), Determinants of Capital Structure.

Lectures: 15**Unit IV:**

Dividend Decision: Theories for Relevance and Irrelevance of Dividend Decision for corporate valuation, Cash and Stock Dividends, Dividend policies in practice.

Lectures: 15**Unit V:**

Working Capital Decisions: Concept of working capital, Factoring affecting Working Capital, Sources of short term finance, working capital estimation, Brief Introduction of Cash management, Receivables Management, Inventory Management and payables management.

Lectures: 15

Suggested Readings:

- Horne, J.C Van And Wackowich. Fundamentals Of Financial Management.9th Edition New Dellhi Prentice Hall Of India.
- Levy H and M. Sarnat, Principles Of Financial Management. Engelwood Ciiffs,Prentice Hall.
- Johnson,R.W Financial Management .Boston Allyn And Bacon.
- Joy ,O.M . Introduction to Financial Management.Homewood:Irwin.
- Khan And Jain. Financial Management Text Problems . 2nd Edition, Tata Mc Graw Hill New Dellhi.
- Pandey ,I M , Financial Management .Vikas Publications.
- Chandra , P Financial Management-Theory And Practice (Tata Mc Graw Hill).
- Rustagi, R.P. Fundamentals of Financial Management.Taxmann Publication Pvt.Ltd.
- Singh J.K, Financial Management-Text And Problems.2nd Edition Dhanpat Rai And Company,Dellhi.
- Singh,Surender And Kaur, Rajeev,Fundamentals Of Financial Managements,Book Bank International.

NOTE : Latest Edition of F books may be used.

COURSES OF STUDY FOR ABILITY ENHANCEMENT COMPULSORY COURSE IN
“COMMERCE”

SEMESTER I

1 Paper

Total 100 x 1 = 100 Marks OR Total 50 x 2 = 100 Marks

ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)

(Credits: Theory-02)

योग्यता संवर्धन अनिवार्य पाठ्यक्रम :

(क्रेडिट: थ्योरी -02)

Any One Compulsory Language Communication Prescribed by Ranchi University:

Business Communication (Only for Commerce)/ English Communication/ Hindi Communication /

NH + MB (Non Hindi + Matri Bhasha) Communication

(Refer Syllabus of any One Subject of AECC Curriculum of Ranchi University from List of Syllabus as Prescribed below)

I. BUSINESS COMMUNICATION

(Only for Commerce Steam)

Theory: 30 Lectures

Marks : 100 (ESE 3Hrs) =100	Pass Marks Th ESE = 40
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Instruction to Question Setter for

End Semester Examination (ESE):

There will be two group of questions. Group A is compulsory and will contain three questions. Question No.1 will be very short answer type consisting of ten questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of 20 marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

OBJECTIVE: To equip students effectively to acquire skills in reading, writing, comprehension and communication, as also to use electronic media for business communication.

CONTENTS:

Unit I: Introduction

6 Lectures

Nature, Process and Importance of Communication, Types of Communication (verbal and Non Verbal), Different forms of Communication. Barriers to Communication

Unit II: Business Correspondence

8 Lectures

Letter Writing, presentation, living quotations, Sending quotations, Placing orders, inviting tenders, Sales Letters, claim & adjustment letters and social correspondence.

Unit III: Report Writing

8 Lectures

Identify the types of reports, define the basic format of a report, identify the steps of report writing, determine the process of writing a report, Apply citation rules in reports.

Unit IV: Business language and presentation

4 Lectures

Importance of business language, Common Errors in English, Oral Presentation Importance, Characteristics, Presentation Plan.

Unit V: Technology and Business Communication

4 Lectures

Role, effects and advantages of technology in Business Communication like email, text messaging, instant messaging and modern techniques like video conferencing, social networking, Strategic importance of e- communication.

Suggested Readings:

- Lesikar, R.V. & Flatley, M.E.; Basic Communication Skills for Empowering the Internet Generation, Tata McGraw Hill Publishing Company Ltd. New Delhi.
- Bovee, and Thrill, Business Communication Today, Pearson Education
- Shirley Taylor, Communication for Business, Pearson Education
- Locker and Kaczmarek, Business Communication: Building Critical Skills, TMH

Note: Latest edition of text books may be used.

OR [Refer Syllabus of AECC of Ranchi University for contents in detail]

II. ENGLISH COMMUNICATION OR (Credits: Theory-02)

III. HINDI COMMUNICATION OR (Credits: Theory-02)

IV. NH + MB COMMUNICATION (Credits: Theory-01 + 01 = 2)

(NON-HINDI + MATRI BHASHA COMMUNICATION)

अहिन्दी + मातृभाषा संप्रेषण (संचार) (क्रेडिट: थ्योरी 01 + 01 = 02)

IV. [A] NON-HINDI COMMUNICATION Marks: 50 (ESE 1.5 Hrs) = 50; Theory: 15 Lectures

अहिन्दी संप्रेषण (संचार) (क्रेडिट: सैद्धान्तिक - 01)

IV. [B] MATRI BHASHA COMMUNICATION

मातृभाषा संप्रेषण (संचार) Marks : 50 (ESE 1.5 Hrs) = 50

Theory: 15 Lectures

(क्रेडिट: सैद्धान्तिक - 01)

[B 1] ALTERNATE ENGLISH OR

[B 2] BENGALI COMMUNICATION OR

[B 3] SANSKRIT COMMUNICATION OR

[B 4] URDU COMMUNICATION OR

[B 5] T.R.L. COMMUNICATION

**SAMPLE CALCULATION FOR SGPA & CGPA FOR UNDERGRADUATE 'B.Sc./B.A./B.Com
Honours & General' PROGRAMME**

Distribution of Credits Semester wise for Undergraduate Honours Courses

Table B-1: UG (B.A./ B.Sc./B.Com. Hons. Programme)

Semester wise distribution of 140 Credits

	C.C	AECC	GE	SEC	DSE	Total credits
Semester I	12	02	06			20
Semester II	12	02	06			20
Semester III	18		06	02		26
Semester IV	18		06	02		26
Semester V	12				12	24
Semester VI	12				12	24
	84	04	24	04	24	140

CC=Core Course; AECC=Ability Enhancement Compulsory Course; GE=Generic Elective; SEC=Skill Enhancement Course; DSE=Discipline Specific Elective

Table B-2: UG (B.A./ B.Sc./B.Com. Programme)

Semester wise distribution of 120 Credits

	C.C	AECC	GE	SEC	DSE	Total credits
Semester I	18	02				20
Semester II	18	02				20
Semester III	18			02		20
Semester IV	18			02		20
Semester V				02	18	20
Semester VI				02	18	20
	72	04		08	36	120

CC=Core Course; AECC=Ability Enhancement Compulsory Course; GE=Generic Elective; SEC=Skill Enhancement Course; DSE=Discipline Specific Elective

Table B-3: Sample calculation for SGPA for B.Sc./B.A./B.Com Honours Programme

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA (Credit Point/Credit)
Semester I					
C-1	06	A	8	48	
C-2	06	B+	7	42	
AECC-1	02	B	6	12	
GE-1	06	B	6	36	
Total	20			138	6.9 (138/20)
Semester II					
C-3	06	B	6	36	
C-4	06	C	5	30	
AECC-2	02	B+	7	14	
GE-2	06	A+	9	54	
Total	20			134	6.7 (134/20)
Semester III					
C-5	06	A+	9	54	
C-6	06	O	10	60	
C-7	06	A	8	48	
SEC-1	02	A	8	16	
GE-3	06	O	10	60	
Total	26			238	9.15 (238/26)
Semester IV					
C-8	06	B	6	36	
C-9	06	A+	9	54	
C-10	06	B	6	36	
SEC-2	02	A+	9	18	
GE-4	06	A	8	48	
Total	26			192	7.38 (192/26)
Semester V					
C-11	06	B	6	36	
C-12	06	B+	7	42	
DSE-1	06	O	10	60	
DSE-2	06	A	8	48	
Total	24			186	7.75 (186/24)
Semester VI					
C-13	06	A+	9	54	
C-14	06	A	8	48	
DSE-3	06	B+	7	42	
DSE-4	06	A	8	48	
Total	24			192	8.0 (192/24)
CGPA					
Grand Total	140			1080	7.71 (1080/140)

Table B-4: Sample calculation for CGPA for B.Sc./B.A./B.Com Honours Programme

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit:20; SGPA:6.9	Credit:20; SGPA: 6.7	Credit:26; SGPA: 9.15	Credit:26; SGPA: 7.38	Credit:24; SGPA: 7.75	Credit:24; SGPA: 8.0

Thus CGPA= (20x6.9+20x6.7+26x9.15+26x7.38+24x7.75+24x8.0)/140=7.71

Table B-5: Sample calculation for SGPA for B.A./B.Sc./B.Com. Program

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA (Credit Point/Credit)
Semester I					
DSC - 1A	06	B	6	36	
DSC - 2A	06	B+	7	42	
DSC - 3A	06	C	5	30	
AECC – 1	02	B	6	12	
Total	20			120	6.0 (120/20)
Semester II					
DSC - 1B	06	B	6	36	
DSC - 2B	06	B	6	36	
DSC - 3B	06	C	5	30	
AECC – 2	02	A+	9	18	
Total	20			120	6.0 (120/20)
Semester III					
DSC - 1C	06	A	8	48	
DSC - 2C	06	A+	9	54	
DSC - 3C	06	A	8	48	
SEC – 1	02	A	8	16	
Total	20			166	8.3 (166/20)
Semester IV					
DSC - 1D	06	C	5	30	
DSC - 2D	06	B	6	36	
DSC - 3D	06	B+	7	42	
SEC - 2	02	A+	9	18	
Total	20			126	6.3 (126/20)
Semester V					
DSE - 1A	06	B	6	36	
DSE - 2A	06	A+	9	54	
DSE - 3A	06	A	8	48	
SEC – 3	02	B	6	12	
Total	20			150	7.5 (150/20)
Semester VI					
DSE - 1B	06	B+	7	42	
DSE - 1B	06	B	6	36	
DSE - 1B	06	C	5	30	
SEC - 4	02	C	5	10	
Total	20			118	5.9 (118/20)
CGPA					
Grand Total	120			800	6.67 (800/120)

Table B- 6: Sample calculation for CGPA for B.A./B.Sc./B.Com. Program

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit:20; SGPA: 6.0	Credit:20; SGPA: 6.0	Credit:20; SGPA: 8.3	Credit:20; SGPA: 6.3	Credit:20; SGPA: 7.5	Credit:20; SGPA: 5.9

Thus CGPA= (20x6.0+20x6.0+20x8.3+20x6.3+20x7.5+20x5.9)/120=6.67

MARKS DISTRIBUTION FOR EXAMINATIONS AND FORMAT OF QUESTION PAPERS

Marks Distribution of Mid Semester Theory Examinations:**Table No. 15:** Marks distribution of Theory Examinations of Mid Semester

Topic	Code	Full Marks	Pass Marks	Time	Group-A (Very short answer type Compulsory Questions) No. of Questions x Marks = F.M.	Group-B (Descriptive Questions with Choices) No. of Questions x Marks = F.M.	Total No. of Questions to Set	
							Group A	Group B
Mid Sem*	T15	15	6	1 Hr	5 x 1 =5	2 (out of 3) x 5 =10	5	3
	T25	25	10	1 Hr	5 x 1 =5	4 (out of 6) x 5 =20	5	6

Marks Distribution of End Semester Theory Examinations:**Table No. 16:** Marks distribution of Theory Examinations of End Semester

Topic	Code	Full Marks	Pass Marks	Time	Group-A# (Very short answer type Compulsory Questions) No. of Questions x Marks = F.M.	Group-B (Descriptive Questions with Choices) No. of Questions x Marks = F.M.	Total No. of Questions to Set	
							Group A#	Group B
End Sem	T60	60	24	3 Hrs	Q.No.1 (10x1) + 1x5 =15	3 (out of 5) x 15 =45	2	5
	T75	75	30	3 Hrs	Q.No.1 (10x1) + 1x5 =15	4 (out of 6) x 15 =60	2	6
	T100	100	40	3 Hrs	Q.No.1 (10x1) + 2x5 =20	4 (out of 6) x 20 =80	3	6
	T50 +T50	50X2=100	20	3 Hrs	2 x 5 =10	2 (out of 3) x 20 =40	2	3

Question No.1 in Group-A carries 10 very short answer type 1 Mark Questions.

Marks Distribution of Mid/End Semester Practical Examinations:**Table No. 17:** Marks distribution of Practical Examinations of End Semester

Topic	Code	Full Marks	Pass Marks	Time	Distribution of Marks			Total No. of Questions to Set
					Experiment	Record	Viva	
End Sem	P25	25	10	3 Hrs	15	5	5	
	P50	50	20	3 Hrs	30	10	10	Pr. with components of both papers
	P75	75	30	3 Hrs	45	15	15	Pr. with components of all three papers
	P100	100	40	3 Hrs	60	20	20	Pr. with components of all four papers

Abbreviations : T= Theory Examination, P= Practical Examination.

Mid Sem* : There will be 15 Marks Theory Examination in Practical Subjects and 25 Marks Theory Examination in Non-Practical Subjects/ Papers. 25 Marks Theory Examination may include 10 Marks questions from Assignment/ Project/ Tutorial where ever applicable.

Note : There may be subdivisions in each question asked in Theory Examinations.

FORMAT OF QUESTION PAPER FOR MID SEM EXAMINATION

OF

SUBJECTS WITH PRACTICAL



Ranchi University, Ranchi

Mid Sem No.Exam Year

Subject/ Code

F.M. =15**Time**=1Hr.

General Instructions:

समान्य निर्देश :

- i. **Group A** carries very short answer type compulsory questions.
(खंड 'A' में अत्यंत लघु उत्तरीय अनिवार्य प्रश्न हैं।)
- ii. **Answer 2 out of 3** subjective/ descriptive questions given in **Group B**.
(खंड 'B' के तीन में से किन्हीं दो विषयनिष्ठ/ वर्णनात्मक प्रश्नों के उत्तर दें।)
- iii. Answer in your own words as far as practicable.
(यथासंभव अपने शब्दों में उत्तर दें।)
- iv. Answer all sub parts of a question at one place.
(एक प्रश्न के सभी भागों के उत्तर एक साथ लिखें।)
- v. Numbers in right indicate full marks of the question.
(पूर्णांक दायीं ओर लिखे गये हैं।)

Group A

- | | |
|---------|---------|
| 1. | [5x1=5] |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

Group B

- | | |
|---------|-----|
| 6. | [5] |
| 7. | [5] |
| 8. | [5] |

Note: There may be subdivisions in each question asked in Theory Examination.

FORMAT OF QUESTION PAPER FOR MID SEM EXAMINATION

OF

SUBJECTS WITHOUT PRACTICAL



Ranchi University, Ranchi

Mid Sem No.Exam Year

Subject/ Code

F.M. =25**Time**=1Hr.

General Instructions:

समान्य निर्देश :

- i. **Group A** carries very short answer type compulsory questions.
(खंड 'A' में अत्यंत लघु उत्तरीय अनिवार्य प्रश्न हैं।)
- ii. **Answer 4 out of 6** subjective/ descriptive questions given in **Group B**.
(खंड 'B' के छः में से किन्हीं चार विषयनिष्ठ/ वर्णनात्मक प्रश्नों के उत्तर दें।)
- iii. Answer in your own words as far as practicable.
(यथासंभव अपने शब्दों में उत्तर दें।)
- iv. Answer all sub parts of a question at one place.
(एक प्रश्न के सभी भागों के उत्तर एक साथ लिखें।)
- v. Numbers in right indicate full marks of the question.
(पूर्णांक दायीं ओर लिखे गये हैं।)

Group A

- | | |
|---------|---------|
| 1. | [5x1=5] |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

Group B

- | | |
|----------|-----|
| 6. | [5] |
| 7. | [5] |
| 8. | [5] |
| 9. | [5] |
| 10. | [5] |
| 11. | [5] |

Note: There may be subdivisions in each question asked in Theory Examination.

FORMAT OF QUESTION PAPER FOR END SEM EXAMINATION

OF

AECC NH + MB COMMUNICATION



Ranchi University, Ranchi

End Sem No.Exam Year

Subject/ Code

F.M. =50**P.M.**=20**Time**=1.5Hrs.

General Instructions:

- i. **Group A** carries short answer type **compulsory** questions.
(खंड 'A' में लघु उत्तरीय अनिवार्य प्रश्न हैं।)
- ii. **Answer 2 out of 3** subjective/ descriptive questions given in **Group B**.
(खंड 'B' के तीन में से किन्हीं दो विषयनिष्ठ/ वर्णनात्मक प्रश्नों के उत्तर दें।)
- iii. Answer in your own words as far as practicable.
(यथासंभव अपने शब्दों में उत्तर दें।)
- iv. Answer all sub parts of a question at one place.
(एक प्रश्न के सभी भागों के उत्तर एक साथ लिखें।)
- v. Numbers in right indicate full marks of the question.
(पूर्णांक दायीं ओर लिखे गये हैं।)

Group A

1. [5]
2. [5]

Group B

3. [20]
4. [20]
5. [20]

Note: There may be subdivisions in each question asked in Theory Examination.

FORMAT OF QUESTION PAPER FOR END SEM EXAMINATION

OF

SUBJECTS WITH PRACTICAL



Ranchi University, Ranchi

End Sem No.Exam Year

Subject/ Code

F.M. =60**P.M.**=30 (Including Mid Sem)**Time**=3Hrs.

General Instructions:

- i. **Group A** carries very short answer type **compulsory** questions.
- ii. **Answer 3 out of 5** subjective/ descriptive questions given in **Group B**.
(खंड 'B' के पाँच में से किन्हीं तीन विषयनिष्ठ/ वर्णनात्मक प्रश्नों के उत्तर दें।)
- iii. Answer in your own words as far as practicable.
(यथासंभव अपने शब्दों में उत्तर दें।)
- iv. Answer all sub parts of a question at one place.
(एक प्रश्न के सभी भागों के उत्तर एक साथ लिखें।)
- v. Numbers in right indicate full marks of the question.
(पूर्णांक दायीं ओर लिखे गये हैं।)

Group A

- | | | |
|----|------------|-----------|
| 1. | | [10x1=10] |
| | i. | [10x1=10] |
| | ii. | |
| | iii. | |
| | iv. | |
| | v. | |
| | vi. | |
| | vii. | |
| | viii. | |
| | ix. | |
| | x. | |
| 2. | | [5] |

Group B

- | | | |
|----|-------|------|
| 3. | | [15] |
| 4. | | [15] |
| 5. | | [15] |
| 6. | | [15] |
| 7. | | [15] |

Note: There may be subdivisions in each question asked in Theory Examination.

FORMAT OF QUESTION PAPER FOR END SEM EXAMINATION

OF

SUBJECTS WITHOUT PRACTICAL



Ranchi University, Ranchi

End Sem No.Exam Year

Subject/ Code

F.M. =75**P.M.**=40 (Including Mid Sem)**Time**=3Hrs.

General Instructions:

- i. **Group A** carries very short answer type **compulsory** questions.
- ii. **Answer 4 out of 6** subjective/ descriptive questions given in **Group B**.
(खंड 'B' के छः में से किन्हीं चार विषयनिष्ठ/ वर्णनात्मक प्रश्नों के उत्तर दें।)
- iii. Answer in your own words as far as practicable.
(यथासंभव अपने शब्दों में उत्तर दें।)
- iv. Answer all sub parts of a question at one place.
(एक प्रश्न के सभी भागों के उत्तर एक साथ लिखें।)
- v. Numbers in right indicate full marks of the question.
(पूर्णांक दायीं ओर लिखे गये हैं।)

Group A

- | | | |
|----|------------|-----------|
| 1. | | [10x1=10] |
| | i. | |
| | ii. | |
| | iii. | |
| | iv. | |
| | v. | |
| | vi. | |
| | vii. | |
| | viii. | |
| | ix. | |
| | x. | |

- | | | |
|----|-------|-----|
| 2. | | [5] |
|----|-------|-----|

Group B

- | | | |
|----|-------|------|
| 3. | | [15] |
| 4. | | [15] |
| 5. | | [15] |
| 6. | | [15] |
| 7. | | [15] |
| 8. | | [15] |

Note: There may be subdivisions in each question asked in Theory Examination.

FORMAT OF QUESTION PAPER FOR END SEM EXAMINATION

OF

GE, SEC, GENERAL & AECC HINDI/ ENGLISH COMMUNICATION



Ranchi University, Ranchi

End Sem No.Exam Year

Subject/ Code

F.M. =100

P.M.=40

Time=3Hrs.

General Instructions:

- i. **Group A** carries very short answer type **compulsory** questions.
- ii. **Answer 4 out of 6** subjective/ descriptive questions given in **Group B**.
(खंड 'B' के छः में से किन्हीं चार विषयनिष्ठ/ वर्णनात्मक प्रश्नों के उत्तर दें।)
- iii. Answer in your own words as far as practicable.
(यथासंभव अपने शब्दों में उत्तर दें।)
- iv. Answer all sub parts of a question at one place.
(एक प्रश्न के सभी भागों के उत्तर एक साथ लिखें।)
- v. Numbers in right indicate full marks of the question.
(पूर्णांक दायीं ओर लिखे गये हैं।)

Group A

- | | | |
|----|------------|-----------|
| 1. | | [10x1=10] |
| | i. | |
| | ii. | |
| | iii. | |
| | iv. | |
| | v. | |
| | vi. | |
| | vii. | |
| | viii. | |
| | ix. | |
| | x. | |
| 2. | | [5] |
| 3. | | [5] |

Group B

- | | | |
|----|-------|------|
| 4. | | [20] |
| 5. | | [20] |
| 6. | | [20] |
| 7. | | [20] |
| 8. | | [20] |
| 9. | | [20] |

Note: There may be subdivisions in each question asked in Theory Examination.