

B.A./B.Sc./B.Com./B.H.Sc. Part-I
FOUNDATION COURSE
PAPER-II
ENGLISH LANGUAGE

M.M. 75

- UNIT-I Basic language skills: Grammar and Usage.**
Grammar and Vocabulary based on the prescribed text.
To be assessed by objective/multiple choice tests.
(Grammar - 20 marks)
Vocabulary - 15 Marks)
- UNINT-II Comprehension of an unseen passage.** **05 Marks**
This should imply not only (a) an understanding of the passage in question, but also (b) a grasp of general language skills and issues with reference to words and usage within the passage and (c) the Power of short independent. Composition based on themes and issues raised in the passage.
To be assessed by both objective multiple choice and short answer type tests.
- UNIT-III Composition: Paragraph writing** **10 Marks**
- UNIT-IV Letter writing (The formal and one Informal)** **10 Marks**
Two letters to be attempted of 5 marks each. One formal and one informal.
- UNIT-V Texts:** **15 Marks**
Short prose pieces (Fiction and not fiction) short poems, the pieces should cover a range of authors, subjects and contexts. With poetry if may sometimes be advisable to include pieces from earlier periods, which are often simpler than modern examples. In all cases, the language should be accessible (with a minimum of explanation and reference to standard dictionaries) to the general body of students schooled in the medium of and Indian language.
Students should be able to grasp the contents of each piece; explain specific words, phrases and allusions; and comment on general points of narrative or argument. Formal Principles of Literary criticism should not be taken up at this stage.
To be assessed by five short answers of three marks each.

BOOK PRESCRIBED-

English Language and Indian Culture - Published by M.P. Hindi Granth Academy
Bhopal.

संशोधित पाठ्यक्रम
बी.ए./बी.एस-सी./बी.कॉम./बी.एच.एस.-सी.
भाग - एक (आधार पाठ्यक्रम)
प्रश्न पत्र- प्रथम (हिन्दी भाषा)
(पेपर कोड -0101)

पूर्णांक- 75

नोट :-

1. प्रश्न पत्र 75 अंक का होगा।
2. प्रश्न पत्र अनिवार्य होगा।
3. इसके अंक श्रेणी निर्धारण के लिए जोड़े जायेंगे।
4. प्रत्येक इकाई के अंक समान होंगे।

पाठ्य विषय :-

इकाई-1

- क. पल्लवन, पत्राचार, अनुवाद, पारिभाषिक शब्दावली एवं हिंदी में पदनाम
- ख. ईदगाह (कहानी) - मुंशी प्रेमचंद

इकाई-2

- क. शब्द शुद्धि, वाक्य शुद्धि, शब्द ज्ञान-पर्यायवाची शब्द, विलोम शब्द, अनेकार्थी शब्द, समश्रुत शब्द, अनेक शब्दों के लिए एक शब्द एवं मुहावरे-लोकोक्तियाँ
- ख. भारत वंदना (कविता)- सूर्यकान्त त्रिपाठी निराला

इकाई-3

- क. देवनागरी लिपि - नामकरण, स्वरूप एवं देवनागरी लिपि की विशेषताएँ, हिंदी अपठित गद्यांश, संक्षेपण, हिंदी में संक्षिप्तीकरण
- ख. भोलाराम का जीव (व्यंग्य) - हरिशंकर परसाई

इकाई-4

- क. कम्प्यूटर का परिचय एवं कम्प्यूटर में हिंदी का अनुप्रयोग
- ख. शिकागो से स्वामी विवेकानंद का पत्र

इकाई-5

- क. मानक हिन्दी भाषा का अर्थ, स्वरूप, विशेषताएँ, मानक, उपमानक, अमानक भाषा
- ख. सामाजिक गतिशीलता - प्राचीन काल, मध्यकाल, आधुनिक काल

**SYLLABUS
B.COM. PART-I**

GROUPING OF SUBJECTS AND SCHEME OF EXAMINATION

Subject			Max.	Min.
i)	Environmental Studies	75		
	Field Work	25	100	33
A.	Foundation Course			
	I. Hindi Language		75	26
	II. English Language		75	26
B.	Three Compulsory Groups			
	Group-I			
	I. Financial Accounting	75	150	50
	II. Business Communication	75		
	Group-II			
	I. Business Mathematics	75	150	50
	II. Business Reg. Framework	75		
	Group-III			
	I. Business Environment	75	150	50
	II. Business Economics	75		

B.Com Part- I
Compulsory
Group – I Paper – I - Financial Accounting

OBJECTIVE – To Impart basic accounting knowledge as applicable to business.

Proposed Syllabus

UNIT –I

Accounting :An Introduction: Development, Definition, Needs, objectives; Branches of accounting; Basic Accounting Principles, Concepts & Conventions.
Accounting Standard : International Accounting Standard only outlines, Accounting Standard in India..
Accounting Transaction : Concept of Double Entry System, Concept of Capital & Revenue , Book of original records : Journal; Ledger; Sub-Division of Journal : Cashbook.

UNIT –II

Final Accounts; Trial balance; Manufacturing account; Trading account; Profit & loss account; Balance sheet; Adjustment entries.
Rectification of errors; Classification of errors; Location of errors; Rectification of errors; Suspense account; Effect on profit.

UNIT –III

Depreciation, Provisions, and Reserves; Concept of depreciation; Causes of deprecation; Depreciation, depletion amortization, Depreciation accounting; Methods of recording depreciation; Methods for providing depreciation; Depreciation of different assets; Depreciation of Replacement cost; Depreciation policy; as per Indian accounting Standard : provisions and Reserves. Accounts of Non-Trading Institutions.

UNIT –IV

Special Accounting Areas :
Hire-purchase and installment purchase system : Meaning of hire-purchase contract, Legal provision regarding hire-purchase contract; Accounting for goods of substantial sale values, and accounting records for goods for small values ; Installment purchase system ; After sales Service.

UNIT –V

Partnership Account : Dissolution of a Partnership Firm, Amalgamation of Partnership Firms, Conversion of Partnership Firm into Joint Stock Company.

B.Com Part- I

Compulsory

Group – II

Paper – I - Business Mathematics

OBJECTIVE – To enable the students to have such minimum knowledge of mathematics as is applicable to business and economic situations.

Proposed Syllabus

UNIT –I

Simultaneous Equations– Meaning, Characteristics, Methods of Solving Equations in Two Variables– Graphical, Substitution, Elimination and Cross Multiplication.
Linear Programming –Formulation of LLP : Graphical method of solution ; Problems relating to two variables including the case of mixed constraints .

UNIT –II

Matrices and Determinants : Definition of a matrix ; Type of a matrices ; Algebra of matrices ; Properties of determinants ; Calculation of values of determinants upto third order ;
Logarithm's & Antilogarithm's.

UNIT –III

Simple interest and Compound Interest .
Annuities : Types of annuities ; Present value and amount of an annuity, including the case of continuous compounding ; Valuation of simple loans and debentures;
Problems relating to sinking funds.

UNIT –IV

Ratio & Proportion.
Average, Percentage.

UNIT –V

Commission, Brokerage, Discount, Profit and loss.

B.Com Part- I

Compulsory

Group – I Paper – II - BUSINESS COMMUNICATION

OBJECTIVE – To develop effective business communication skills among the students.

Proposed Syllabus

UNIT –I

Introducing Business Communication : Definitions, concept and Significance of communication, Basic forms of communicating ; Communication models and process; principles of effective communication; Theories of communication;
Self-Development and Communication ; Development of positive personal attitudes, SWOT analysis;

UNIT –II

Corporate Communication : Formal and Informal communication networks; Grapevine; Miscommunication (Barriers) ; improving communication. Practices in business communication ; Group discussions ; Seminars; Effective Listening : Principles of effective listening; Factor affective listening exercises; Oral, Written, and video session, Audience analysis and feedback.

UNIT –III

Writing skill : Business letters – Definition, concepts ,structure, advantages disadvantage, need and kinds of business letter ,Essentials of effective business letter. Good news and bad new letters; Office memorandum. Writing Resume and Letter of Job Application.

UNIT –IV

Report Writing : Introduction to a proposal, Short report and formal report , report preparation.
Oral Presentation : Principles of oral presentation, factor affecting presentation, sales presentation, training presentation, conducting surveys, speeches to motivate, presentation skill.

UNIT –V

Non-Verbal Aspects of Communicating. Body Language : Kinesics, Proxemics, Para Language.
Interviewing skills : Appearing in interviews; Conducting interviews; mock interview.
Modern Forms of Communicating : Fax; E-Mail; video conferencing; etc.
International Communication for global business.

B.Com Part- I
Compulsory
Group – II Paper – II – BUSINESS REGULATORY FRAMEWORK

OBJECTIVE – To provide a brief idea about the framework of Indian business laws.

Proposed Syllabus

UNIT –I

Law of Contract (1872) –I : Nature of contract ; Classification ; Offer and acceptance; Capacity of parties to contract, free consent, Considerations, Legality of object; Agreement declared void.

UNIT –II

Law of Contract (1872) - II : Performance of contract, Discharge of contract; Remedies for breach of contract.
Special contracts; Indemnity ; Guarantee; Bailment and pledge; Agency.

UNIT –III

Sale of Goods Act (1930) ;Formation of contracts of sale ;Goods and their classification, price, Conditions and warranties; Transfer of property in goods; Performance of the contract of sales; Unpaid seller and his rights; sale by auction; Hire purchase agreement.

UNIT –IV

Negotiable Instrument Act (1881) : Definition of negotiable instrument; Feature; Promissory note; Bill of exchange & cheque; Holder and holder in the due course; Crossing of a cheque, types of crossing; Negotiation; Dishonor and discharge of negotiable instrument.

UNIT –V

The Consumer Protection Act 1986 : Main Provision, Definition of consumer ,Consumer Disputes , Grievance redressal machinery ; Indian Partnership Act 1932.
Limited Liabilities Partnership Act 2008.
Introduction of Intellectual Property Right Act – Copyright, Patent & Trademark.

B.Com Part- I

Compulsory

Group – III Paper – I– BUSINESS ENVIRONMENT

OBJECTIVE – To acquainting the students with the emerging issues in business at the national and international level in the light of the policies of liberalization and globalization.

Proposed Syllabus

UNIT –I

Business Environment : Concept, Components and Importance ,Economic Trends (overview) : Income : Saving and investment ; Trade and balance of payment, Money and Finance .

UNIT –II

Problems of Growth : Unemployment ; Poverty ; Regional imbalances ; Social Injustice; Inflation ; Parallel economy ; Industrial sickness.

UNIT –III

Role of Government ; Monetary and fiscal policy ; Industrial policy ; Industrial licensing. Privatization ; Liberalisation, Globalisation Devaluation; Demonitisation; Export-Import policy.

UNIT –IV

Economic Planning in India : Need, objectives, Strategy; Review of Previous Plans, Planning Commission.
Foreign Exchange Management Act 2000 : Basic Concept and Main Provisions.

UNIT –V

International Environment ; Trends in World trade and the problems of developing countries; Foreign trade and economic growth; International economic groupings – GATT. ,WTO ,UNCTAD, World Bank, IMF; FDI.

B.Com Part- I

Compulsory

Group – III – Business Economics

Paper – II– BUSINESS ECONOMICS

OBJECTIVE – To acquaint the students with the principles of Business Economics as are applicable in business.

Proposed Syllabus

UNIT –I

Introduction : Definition ,Nature and Scope of Economics, Difference Between Micro and Macro Economics, Method of Economic Study : Inductive and Deductive Methods.

Basic problem of Economy, Working of Price Mechanism.

Utility Analysis: Measurements of Utility, Law of Diminishing Marginal Utility, Law of Equi-Marginal Utility.

UNIT-II

Law of demand: Meaning and Definitions, Effecting Factors, Types ; Exception of Law of demand.

Elasticity of Demand : Concept, Definitions, Importance, Types and Measurement of Elasticity of Demand, Factors affecting the Elasticity of Demand.

UNIT –III

Production : Factors of Production ,their characteristics and importance.

Production Functions : Law of Variable Proportions, Return to scale and Equal Product Curve Analysis. Internal and external economies and diseconomies.

UNIT –IV

Market Structure – Concept , Characteristics, Classification. Determination of Price under condition of Perfect Competition, Imperfect Competition and Monopoly, Monopolistic Competition, Oligopoly and Duopoly.

UNIT –V

Theories of distribution, Marginal Productivity theory of distribution, Concept and theories of Wages, Rent, Interest & Profit.