CONTENTS

S. No. Name of the Subject and Paper

SYLLABUS
Compulsory Subject (Four)
1. General Hindi
2. General English (Communication Skills in English)
3. Environmental Studies
4. Elementary computer Applications
5. Elementary Hindi
   (in lieu of General Hindi for Non-Hindi speaking students only)

Core Subjects
1. Accountancy and Business Statistics
2. Business Administration
3. Economic Administration and Financial Management
4. Book-Keeping and Accountancy
   (For non-commerce students only)

Additional Subjects
1. Textile Craft
2. Garments Production and Export Management
3. Investigative Biotechnology

Add-on Subjects
1. Computer Applications
2. Tax Procedure and Practice
3. Principles and Practice of Insurance
4. Office Management and Secretarial Practice
5. Advertising Sales Promotion and Sales Management
6. Tourism and Travel Management
7. Foreign Trade : Practices and Procedures
8. Tourism
9. Principles and Practice of Banking and Insurance
10. Foreign Trade Procedure

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1) The number of papers and the maximum marks for each paper together with the minimum marks required for a pass are shown against each subject separately. It will be necessary for a candidate to pass in the theory part as well as practical part of a subject/paper, wherever prescribed, separately; classification of successful candidates shall be as follows:

<table>
<thead>
<tr>
<th>First Division</th>
<th>60%</th>
<th>of the aggregate marks prescribed at (a) Part I Examination, (b) Part II Examination, (c) Part III Examination taken together</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Division</td>
<td>48%</td>
<td></td>
</tr>
</tbody>
</table>

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

2) There will be five questions in all. The candidate will require to attempt all the questions selecting one question from each unit with an internal choice (either/or).
राजस्थान विश्वविद्यालय, जयपुर
सामाजिक हिंदी

पृष्ठक 100
समय 3 दिने
न्यूम्यट उत्सवीर्णक 36

नोट : 36 से कम अंक आने पर छात्रों को उपर्युक्त नहीं किया जाएगा। इस प्रश्न-पत्र में प्राप्त अंकों को श्रेणी विशेषज्ञ हेतु नहीं जाएगा।

अंक विभाजन – प्रश्न पत्र में दो भाग होंगे – 1. साहित्य खण्ड एवं 2. व्याकरण खण्ड। साहित्य खण्ड में दो भाग होंगे— गद्य भाग एवं पद्धत भाग। प्रत्येक भाग के लिए 25 अंक निर्धारित हैं।

क
ख
ग
घ

50 अंक
5 x 2 = 10 अंक
5 x 2 = 10 अंक
7½ x 2 = 15 अंक
7½ x 2 = 15 अंक

व्याकरण / व्याख्यातिक हिंदी खण्ड

i. निकन्ध लेखन – शब्द सीमा 300 शब्द
ii. कायालयीय लेख – शासकीय-आदेशादेशी शब्द, परिपत्र, अधिसूचना, कायालय ज्ञापन, विनिर्देश, कायालय आदेश।
iii. संक्षेपण (विकल्प देना है)
iv. पर्वतवन (विकल्प देना है)
v. शब्द निर्माण की प्रक्रिया – उपसर्ग, प्रत्यय, संधि, समास
g. वाक्य वृद्धि / शब्द वृद्धि
vii. मुहावरे
viii. परिभाषिक शाब्दिकी
ix. व्याकरणिक कोटियां –संज्ञा, सर्वनाम, विशेषण, क्रिया, क्रिया विशेषण

25 अंक
8 अंक
4 x 2 = 8 अंक
5 अंक
4 अंक
5 अंक
5 अंक
5 अंक
5 अंक
5 अंक

साहित्य खण्ड : गद्य-पद्धत की निर्धारित स्थानाती –

गद्य मार्ग – निम्नांकित पद्धत निर्धारित है –

1. कहानी
2. संस्त्रमण
3. रेखाचित्र
4. विज्ञान
5. निकन्ध
6. निकन्ध
7. निकन्ध
8. निकन्ध
9. निकन्ध
10. व्याख्या

पद्धत मार्ग –

1. कबीर–
2. सूरदास

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3
3. तुलसीदास
   1. कब्ज़ूक अंग अवसर पाई
   2. अवलोकन नसनाही अब न नसनाही
   3. मोहित मूढ़ मन कहत वियोग
   4. ऐसी को उदार जग माही
   5. गन पुछिते है अवसर शीते
   संदर्भ: विनय पंत्रिका, गोरता प्रेस गोरखपुर

4. रहीम
   पद
   1. छछि भावन मोहनलल की
   2. कमल दल नैनमा की उनमानि
   दोहा
   1. प्रीतम छछि नैनमा बसी
   2. बसि कुसंग बाहल कुसल
   3. रहीमन असुंआ नैन ढरि
   4. रहीमन आछे नरण सी बैर भली ना प्रीति
   5. रहीमन निज मन की बिधा
   6. काज परे कछ और है
   7. बैर खुब खैसी, खूबी बैर प्रीति नदीमा
   8. दादुर गोर किणान मन लये रहे घन मोहि
   9. पावस देखि रहीम मन कोइल साह वीण
   10. रहीमन बगीरी आदि को बने न बरबे दाम।
   संदर्भ: रहीम प्रत्यावली, विद्यानिवास मिश्र

5. पदमकर कविता
   1. कुलन में केलिन में काशरस में कुजन में
   2. और भूलिक जुजन में गुंजरित भीर भीर
   3. पात बनु कीर्ने ऐसी भूलि गुन बेलिन के
   4. निवें निवें बारों और छाँक छाँक परे त्योहाँ
   सदैवा
   5. या अनुसवा की लखी जहँ...........
   6. फाग के भीर अभीर में गहि गोविन्द ले गई भीर गोरी।

6. मेठलीशरण मुगुर
   साकेत – अविनमस्त से
   केलिनी का अनुताप
   तदनन्तर वैदिक साधि उद्ध के आगे .............
   सी बाद धन्य वह एक लाल की माई।

7. प्रसाद: कामाक्षी, भद्राश्रम – कहा आगानुक वे सन्नेता...विज्ञानी मानवता हो जाय।

8. पंज: 1. प्रथम रंगिन छन्द 1-13
   2. भारत माला

9. निशाला: 1. भारती जय विजय करे
   2. बादल राग –1
   3. दसित जन पर करो करणा
   4. फिर तभ जन घरहरे।

10. समझाई सिंह दिनकर –रामरथी–तुलसी सर्ग –आर्यिक अंश
    सब्ये शुभाम
    सत हे विपत्ति जय आती हे ...... वया कर सकती विनिमय हे।

 handwriting
2. GENERAL ENGLISH

Duration: 3 hrs.  Max. Marks: 100

Minimum Pass Marks: 36

The syllabus aims at achieving the following objectives:

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

The Pattern of the Question Paper will be as follows:

Unit A: Phonetics and Translation (20 marks)
(10 periods)

I Transcription of Phonetic Symbols (05)
II Word Stress (05)
III Translation of 5 sentences from Hindi to English (05)
IV Translation of 10 Words from Hindi to English (05)

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

I Transformation of Sentences (05)
   a. Direct and Indirect Narration
   b. Active and Passive Voice
c. Interchange of Degrees of Comparison

II Modals (05)
III Sequence of Tenses (05)
IV Punctuation of a Short Passage with 10 Punctuation Marks (05)

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

Following Essays and Stories in *Essential Language Skills* revised edition compiled by Macmillan for University of Rajasthan General English B. A. /B. Com./B. Sc.

William Blake
Sujata Bhatt
Ruskin Bond
M.K. Gandhi
J.L. Nehru
A.P.J. Abdul Kalam

The Little Black Boy
Voice of the Unwanted Girl
Night Train for Deoli
The Birth of Khadi
A Tryst with Destiny
Vision for 2020

Five questions to be answered out of eight questions Two marks each based on 6 units of the prescribed texts

Five questions of 3 marks each to be answered from the given passage:
15 marks
1 Vocabulary question from the given passage (at least 10 words) : 5 Marks

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Unit D: Compositional Skills (30 marks)

(15 periods)

I Letters-Formal and Informal (10)
II CVs and Job Applications (10)
III Paragraph Writing (10)

Recommended Reading:

4. Judith Leigh. CVs and Job Applications. OUP. 2004
COMPULSORY PAPER OF ENVIRONMENTAL STUDIES

Compulsory in 1 Year for all streams at undergraduate level

Scheme of examination

<table>
<thead>
<tr>
<th>Time</th>
<th>Min Marks</th>
<th>Max. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 hrs</td>
<td>36</td>
<td>100</td>
</tr>
</tbody>
</table>

This paper will contain 100 multiple choice questions. Each question will carry 1 mark.

Students should be encouraged to visit places of Environmental Importance including Natural and Manmade Habitat.

Note:
1. The marks secured in this paper shall not be counted in awarding the division to a candidate.
2. The candidates will have to clear this compulsory paper in three chances.
3. Non-appearing or absence in the examination of compulsory paper will be counted as a chance.

Unit.1: The Multidisciplinary nature of environmental studies

Definition, scope and importance- Relationship between Environmental Studies and other branches of science and social sciences.

Need for Environmental awareness, Environmental education in present day context.

Unit.2: Natural Resources and Challenges

a. Natural resources and associated problems, Classification of resources: renewable resources, non-renewable resources, classes of earth resources, resources regions: Definition and criteria, resource conservation.

b. Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people.

c. Water resources: Use and over-utilization of surface and groundwater, floods, drought conflicts over water, dams-benefits and problems.

d. Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticides problems, water logging, salinity, case studies.

Energy resources: Growing energy need, renewable and nonrenewable energy sources, use of alternate energy sources. Case studies.

Land resources: Land as a resource, Land degradation man induced Landslides, soil erosion and desertification.

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

Unit 3: Ecosystems, Concepts, Structure, Functions and Types
- Concept of an ecosystem
- Structure and function of an ecosystem
- Producers, consumers and decomposers
- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids
- Introduction, types characteristics features, structure and function of the following ecosystem:
  a. Forest ecosystem, Tropical Temperate and Alpine Ecosystem
  b. Grassland ecosystem and Their Types
  c. Desert ecosystem with emphasis on Thar Desert
  d. Aquatic ecosystems(ponds, streams, lakes, rivers, oceans, estuaries) and Wet Lands

Unit 4: Biodiversity and its conservation
- Introduction -Definition, genetic, species and ecosystem diversity
- Biogeographically classification of India
- Value of biodiversity :consumptive use, productive use, social ethical., aesthetic and option values
- Biodiversity at global, National and local level
- India as a mega-diversity nation
- Hot-sport of biodiversity
- Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts
- Endangered, Threatened and endemic species of India
- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity
- Red Data Book
Unit 5: Environmental Pollution and Control Measures

Definition
- Causes, effects and control measures of:
  a) Air Pollution
  b) Water Pollution
  c) Soil Pollution
d) Marine Pollution
e) Noise Pollution
f) Thermal Pollution
g) Nuclear Hazards
- Solid waste management
- Causes, effects and control measures of urban and industrial wastes
- Role of an individual in prevention of pollution
- Pollution case studies
- Disaster management: floods, earthquake, cyclone and landslides

Unit 6: Social issues, Environment, Laws and Sustainability

- From Unsustainable to Sustainable development
- Urban problems related to energy
- Water conservation, rainwater harvesting, watershed management
- Resettlement and rehabilitation of people; its problems and concerns.
- Case studies
- Environmental ethics: Issues and possible solution.
- Climate change, global warming, acid rain ozone layer depletion, nuclear accidents and holocaust. Case studies
- Wasteland reclamation.
- Consumerism and waste products
- Environmental Protection Act.
- Air (Prevention and Control of Pollution) Act
- Wild life protection Act
- Forest Conservation Act
- Biological Diversity Act
- Issues involved in enforcement of environmental legislation
- Public Awareness.

Unit 7: Human Population and the Environment

- Population growth, variation among nations
- Population explosion-Family Welfare Programme
- Environment and Human health
- Human Rights
- Value Education
- HIV/AIDS
- Women and Child Welfare
- Role of Information Technology in Environment and human health
- Case Studies
Suggested Readings:-

5. Goudie,Andrew.The Human Impact.
Syllabus of Elementary Computer Applications

Work load: Teaching 3 hours per week
Practical 2 hours per week

Max Marks: 100 (Main University Exam: Theory -60 Marks, Practical- 40 Marks)

Each candidate has to pass in Theory and Practical Examinations separately.

Main University Examination: Question pattern for Theory Paper

Max Marks: 60

Part – I (very short answer) consists 10 questions of one marks each with two questions from each unit. Maximum limit for each question is up to 20 words.

Part – II (short answer) consists 5 questions of two marks each with one question from each unit. Maximum limit for each question is up to 40 words.

Part – III (Long answer) consists 5 questions of eight marks each with one question from each unit with internal choice. Maximum limit for each question is up to 400 words.

Unit – I

Introduction to Information Technology, evolution and generation of computers, type of computers, micro, mini, mainframe and super computer. Architecture of a computer system: CPU, ALU, Memory (RAM, ROM families) cache memory, input/output devices, pointing devices.

Concept of Operating system, need types of operating systems, batch, single user, multiprocessing, distributed and timeshared operating systems. Introduction to Unix, Linux, Windows, Windows NT. Programming languages - Low level and high level languages, generation of languages, 3 GL and 4 GL languages, Graphic User Interfaces.

Unit – II

Word Processing Tool - Introduction, Creating, Saving, Copy, Move and Delete, Checking Spelling and Grammar. Page Layout, interface, toolbars, ruler, menus, keyboard shortcut, editing, Text Formatting, insert headers and footers, Bullets and Numbering, Find and Replace etc., Insert Table and Picture, Macro, Mail Merge.

Power Point: Creating and viewing a presentation, managing Slide Shows, navigating through a presentation, using hyperlinks, advanced navigation with action setting and action buttons, organizing formats with Master Slides, applying and modifying designs, adding graphics, multimedia and special effects.

Unit – III

Electronic Spreadsheet - Worksheet basics. Create, save and open a worksheet. Entering data text, numbers and formula in a worksheet. Inserting and deleting cells, cell formatting, inserting rows and columns in a worksheet, formatting worksheets. Using various formulae and inbuilt functions. Update worksheets using special tools like spell check and auto correct. Setup the page

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Unit - IV

The Internet - History and Functions of the Internet, Working with Internet, Web Browsers, World Wide Web, Uniform Resource Locator and Domain Names, Uses of Internet, Search for Information, Email, Chatting, Instant messenger services, News, Group, Teleconferencing, Video-Conferencing, E-Commerce and M-Commerce.

Manage an E-mail Account, E-mail Address, configure E-mail Account, log to an E-mail, Receive E-mail, Sending mails, sending files an attachments and Address Book, Downloading Files, online form filling, E-Services - E-Banking and E-Learning.

Unit - V


Network Security Risk assessment and security measures, Assets and types (data, applications, system and network), Security threats and attacks (passive, active); types and effects (e.g. Identity theft, denial of services, computer virus etc.), Security issues and security measures (Firewalls, encryption/decryption), Prevention.

Question Paper pattern for Main University Practical Examination

Max Marks: 40

Practical

The practical exercises will be designed to help in the understanding of concepts of computer and the utilization in the areas outlined in the theory syllabus. The emphasis should be on practical usage rather than on theoretical concepts only.

The practical examination scheme should be as follows -

- Three Practical Exercise (including Attendance & Record performance) 30 marks
  - Operating system
  - MS Word
  - MS Excel
  - MS Power Point
  - Internet
- Viva-voce 10 marks

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Time: 3 hours.  
Min. Marks: 36  
Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all the questions selecting one question from each unit with an internal choice (either/or).

**Unit-I**

**Unit-II**
Issue and Redemption of Debentures, Underwriting of Shares & Debentures. Acquisition of Business, Pre-and Post Incorporation Profit.

**Unit-III**
Final Accounts of Companies including Managerial Remuneration. Disposal of Profits and Issue of Bonus Shares.

**Unit-IV**

**Unit-V**
Hire Purchase and Installment Sale Transactions. Valuation of Inventory (As-2).

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

**Books Recommended**
1. R.L. Gupta: Advanced Accountancy
2. S.N. Maheshwari: Advanced Accountancy
3. Jain, Khandelwal, Pareek, Dave: Corporate Financial Accounting
4. Sehgal and Sehgal: Advanced Accountancy
5. Agarwal, Sharma: Corporate and Financial Accounting
Business Statistics

Unit-I
Classification and Tabulation of Data: Meaning and Characteristics, Frequency Distribution, Simple and Manifold Tabulation, Presentation of Data: Diagrams / Graphs of Frequency Distribution Ogive and Histograms.

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

Unit-III
Measures of Dispersion: Absolute and Relative Measures of Dispersion; Range, Quartile Deviation, Mean Deviation, Standard Deviation and Co-efficient of Variation. Uses and Interpretation of Measures of dispersion. Skewness: Different measures of Skewness.

Unit-IV
Correlation: Meaning and Significance, Scatter Diagram, Karl Pearson's Coefficient of Correlation between two Variables: Grouped and Ungrouped Data, Coefficient of Correlation by Spearman's Rank Differences Method and Concurrent Deviation Method. Simple Linear Regression.

Unit-V
Index Numbers: Meaning and Uses, Simple and Weighted Price Index Numbers, Methods of Construction, Average of Relatives and Aggregative Methods, Problems in construction of Index Numbers. Fisher's Ideal Index Number, Base shifting, Splicing and Deflating.
Interpolation: Binomial, Newton's Advancing Differences Method and Lagrange's Method.

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

Books Recommended:
2. SP Gupta: Business Statistics.
3. Sharma, Jain, Pareek: Business Statistics. (Hindi & English)
4. K.N. Nagar: Elements of Statistics. (Hindi & English)

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2. B.Com. PART-I EXAMINATION - 2017

Paper I: Business Laws
Paper II: Entrepreneurship and Small Business Management
Unit – I
The Indian Contract Act, 1872: Section 1 to 75.

Unit – II

Unit – III

Unit – IV
The Indian Partnership Act, 1932.

Unit – V
The Limited Liability Partnership Act, 2008
The Consumer Protection Act, 1986

Recommended Books
1. Elements of Mercantile Law : N. D. Kapoor, Sultan Chand & Sons,
   New Delhi.

   New Delhi.


6. **Mercantile Law**: N. M. Sharma, Shivam Book Depot, Jaipur

7. **Business Law**: Sharma, Arya, Gupta, Ajmer Books Company, Jaipur

8. **व्यापारिक सानियम**: जे. पी. सिंघल, अजमेर बुक कंपनी, जयपुर

9. **व्यापारिक सानियम**: आर.एल. नोलखा, आर. वी.डी., जयपुर

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Paper II - Entrepreneurship and Small Business Management

Time: 3 hours.
Min. Marks: 36
Max. Marks: 100

Unit–I

Concept of Entrepreneurship, Role of Entrepreneurship, Types of Entrepreneurship, Entrepreneurship Traits, Entrepreneurship and Manager, Problem of Entrepreneurship.

Unit–II

Entrepreneurship Training and Development, Government Encouragement to Entrepreneurship.

Unit–III

Concept of Small and Medium Enterprises, Role of SMEs, Policies governing small enterprises in India.

Unit–IV

Start up process of small enterprises, organization structure of small scale industries in India, Taxation Benefits and Concessions to small scale industries, problems of small scale industries.

Unit–V

Management of small business enterprises, Role of Financial Institutions and DICS in promoting small business.
Recommended Books

3. Entrepreneurship Development : Bhansali, HPB
5. Fundamentals of Entrepreneurship and Small business management :
   Drevasant Desai, Himalaya Publishing House Pvt. Ltd.
8. A Practical Guide to Industrial Entrepreneurship : S. B. Srivastava,
   Sultan Chand and Sons.
B.Com. Part-III

<table>
<thead>
<tr>
<th>1. Rural Development and Cooperation</th>
<th>Paper-I</th>
<th>3 Hrs.</th>
<th>100</th>
<th>36</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional Paper (any one)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Business Budgeting</td>
<td>Paper-II (1)</td>
<td>3 Hrs.</td>
<td>100</td>
<td>36</td>
</tr>
<tr>
<td>2. Public Economics</td>
<td>Paper-II (2)</td>
<td>3 Hrs.</td>
<td>100</td>
<td>36</td>
</tr>
<tr>
<td>3. International Finance</td>
<td>Paper-II (3)</td>
<td>3 Hrs.</td>
<td>100</td>
<td>36</td>
</tr>
</tbody>
</table>

B.COM PART - I

Paper I: Business Economics

Time : 3 hours.  Min. Marks : 36  Max. Marks : 100


Unit-II Consumer Behaviour: Cardinal Utility Analysis - Critical evaluation of Marshall's cardinal Utility Analysis - Indifference curve approach, Marginal Rate of Substitution Relationship between MRS and Marginal Utility, Budget line and Consumer Equilibrium; Price, Income and Substitution effect; Price-Demand Relationship.

Unit-III Production Function - Types of production functions, laws of returns and returns to scale, law of variable proportions, isoquant curves, expansion path. Revenue and Cost Analysis: Revenue Analysis, total revenue, marginal revenue and average revenue, elasticity and its relationship with revenue curves. Various concepts of cost, short and long run cost curves.

Unit-IV Market Analysis: Price and output determination under perfect competition, Monopoly, Discriminating Monopoly, Imperfect Competition and Oligopoly, Non-Price Competition: Advertising Expenditure.


Books Recommended:

5. B.P. Gupta : Vyavsayik Arthashastra (Hindi), Malik and Company, Jaipur.
7. C.M. Chaudhary : Business Economics
8. M. D. Agarwal and Som Deo: Business Economics, Ramesh Book Depot, Jaipur

**PAPER – II**

**Indian Banking and Financial System**

**Time : 3 hours.**

**Min. Marks : 36**

**Max. Marks : 100**

**Unit-I** Bank-Definition and Functions, commercial banks, a study of commercial banks public and private sector, assets and liabilities management of commercial banks. RBI and NABARD. Monetary policy and credit control by RBI.

**Unit-II** Universal banking, E-banking, mobile banking and innovations in banking sector.
Relation between Banker and customer – General and Special.

**Unit-III** Negotiable Instruments – Cheques, Bills of Exchange and promissory notes.
A study of Banking regulations act 1949.

**Unit-IV** Financial System : Functions, major issues in Indian Financial System, Financial sector reforms in India.


**Books Recommended:**
7. J.K. Tandon And T.N. Mathur – Banking And Finance, Shivam Book House (P) Ltd., Jaipur (Hindi and English Version)

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B.Com. Part I (Pass Course)
(Extra Paper- For Non-Commerce Students only)

Book-Keeping

Time : 3 hours.                                Max. Marks. 100
Min. Marks 36

Note: There will be five questions in all. The candidate will require to attempt all the
questions selecting one question from each unit with an internal choice (either/or).

Unit-I
Introduction: Meaning, Definition, Features, Scope & Objectives, Book-keeping and
Accounting, Basic Terminology of Accounting.

Unit-II

Unit-III
Errors and their rectification, Bank Reconciliation Statement.

Unit-IV
Classification of Capital and Revenue Transactions, Final Accounts: without Adjustment,
with Adjustment and Adjusted Trial Balance.

Unit-V
Depreciation Accounting (including AS-6), Accounts of Non-Profit Organization and
Professional People.

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

Books Recommended
1. Book-keeping and Accountancy : Jain, Khandelwal, Pareek (Hindi & English)
2. Financial Accounting : P.C. Tulsian
3. Elements of Accounts : T.S. Grewal
4. Practical Accounts : Paul

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## ADDITIONAL SUBJECT
### 1. TEXTILE CRAFT

**Scheme:**

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Duration</th>
<th>Max. Marks</th>
<th>Min. Pass Marks</th>
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<tr>
<td>(i) Theory : One Paper</td>
<td>3 hrs.</td>
<td>60</td>
<td>50</td>
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<tr>
<td>(ii) Practical</td>
<td>5 hrs</td>
<td>80</td>
<td>50</td>
</tr>
<tr>
<td>(iii) Submissions</td>
<td></td>
<td>60</td>
<td>50</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>200</td>
<td>150</td>
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**Syllabus (Theory):**

**Part-A**

1. Introduction to Textiles
2. Definition of fibre, Properties of fibre
3. Classification of fibre
4. Natural fibres
5. Yarn manufacture by Takli and Charkha

**Part-B**

1. Warp and Weft, Difference between warp and weft
2. Handloom, Parts of Handloom
3. Warp path on Handloom
4. Motion of Handloom (primary & secondary)
5. Elementary Weaves (Basic weaves): Plain, Twill, Satin & Sateen
Part-C

1. Concept of colours, colour scheme, Achromatic & Monochromatic colour
2. Dyes and Pigments (colourless dyes)
3. Classification of Dyes
4. Fabric finishes- Introduction and Importance
5. Dyeing process of Tie and Dye

Syllabus (Practical):

Samples preparation

(i) Tie and Dye (Ball shape, plated & folded, leharia and bandhej)
(ii) Elementary weaves (plain, twill, satin and sateen) on graph paper
(iii) Primary colour, secondary colour, colour scheme, achromatic & monochromatic colour
(iv) Hand painting
(v) Stencil cutting on paper
### GARMENT PRODUCTION & EXPORT MANAGEMENT

<table>
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<tr>
<th>Part 1</th>
<th>Paper no.</th>
<th>Nomenclature of the paper</th>
<th>Teaching hrs. per week</th>
<th>Max. marks</th>
<th>Min. pass marks</th>
<th>Duration examination (hrs.)</th>
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<tr>
<td>Theory</td>
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<td>Understanding textile</td>
<td>3</td>
<td>60</td>
<td>22</td>
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<td></td>
<td>2</td>
<td>Business and Garment Industries</td>
<td>3</td>
<td>60</td>
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<td>3</td>
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<tr>
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<td>Clothing Construction-1</td>
<td>6</td>
<td>80</td>
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</table>
B.COM./B.A./B.SC. PART -I
PAPER- I : UNDERSTANDING TEXTILE

B.A./B.COM. M.M. 60

HRS. 3

B.SC. M.M. 50

SECTION A: Textile Technology

1. General properties of : Natural Fibers – cotton, wool, silk,
   Regenerated - Rayon, Acetate
   Synthetic Fibers – Nylon, Acrylic

2. Fibers to yarn : The basic processes involved in making
   Yarns including Blending, carding, combing, mechanical and chemical spinning

3. Fabric construction : Weaving: plain, Twill, & satin weave

4. Fabric Finishes : Elementary knowledge of calendaring, mercerization and tentering

SECTION B : Traditional Textile

5. Knowledge of hand woven fabrics : Dacca muslin, jamdani, chanderi, brocade
   baluchari, kashmiri shawls, doria, kanjivaram


7. Printed Fabric : kalamkari, madhubani

8. Traditional embroideries of India :
   (a) kashida of Kashmir
   (b) kasuti of karnataka
   (c) Manipuri
   (d) chamba rumal

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(e) Kantha of Bengal
(f) Phulkari of Punjab
(g) Chikankari of Lucknow

SECTION - C

SELECTION CRITERIA

9. Selection of suitable fabrics for infants, toddlers, pre-school children, school-going children, adolescents, adults and special needs

10. Buying criteria for ready-made garments, definition, origin & evolution of ready-to-wear garments

References:

1. Corbman, Textiles fibre to fabric
2. Phyllis G. Tortora, Understanding Textile.
3. Naik, Traditional Embroideries of India.
4. Bhatnager, Paul, Traditional Indian Costumes and Textiles.

B.Sc./B.A./B.Com. Part - I

PAPER-II

BUSINESS AND GARMENT INDUSTRIES

B.A./B.Com. - M.M. 60
B.Sc. - M.M. 50

HRS.-3

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SECTION A

1. Meaning and scope of business with special reference to garment export trade in India

2. The important factors to be considered at the same time of commencement of business - legal, economical, and social.

3. Different types of business-
   (a) individual organization
   (b) partnership
   (c) co-operative
   (d) public sector
   (e) company

4. Objectives, importance, and utility of bookkeeping.

SECTION B

MERCHANDISING THEORY

5. Introduction to fashion merchandising: merchandising planning, scheduling, buying, and evaluation


7. Careers in Apparel industries.

SECTION C

GARMENT INDUSTRY

8. Project planning for garment production unit.

9. Production and storage space, laundary area of garment industry.

10. Site selection for unit.


References:

[Signature]
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2. Frings Stephens Gim, Fashion from concept to consumer. Prentice Hall, Inc.
3. Jindal, Ritu, Handbook of Fashion

B.A./B.COM./B.SC. PART - I
PRACTICAL - I

BASICS OF SEAMS AND EMBROIDERIES

B.A./B.COM.—M.M. 80
B.SC.—M.M. 50

HRS. 4

1. Decorative samples:
   - Lace edging - (machine)
   - Gathers -(machine), darts
   - Pleats- knife, box, inverted box
   - Frills- one side, two sided
   - Tucks - pin, cross, shell
   - Fasteners - hook, tich button, shirt button, kaaj, loop with button, zip
   - Basic seams - Basting, (even, uneven, bakhiya, blanket)
   - Hems - visible, invisible
   - Plackets - continuous, two piece
   - Pockets - patch, bound, inseam, kurta

   Piping and facings

2. Basic Embroidery stitches:
   - Chain, stem, running, lazy-dazy, satin, herring- bone, buttonhole, bullion, feather
   - patch and apliqué work.

3. Make samples of following traditional embroideries:
   - Kashida, kantha, kasuti, phulkari, chamba rumal, chikankari, embroidery of kutch.

4. Taking body measurements and knowledge of standard measurements from child to adults.

5. Design and prepare an article of embroidery.
3. INVESTIGATIVE BIOTECHNOLOGY

Paper I: Bio-Chemistry and General Bacteriology
Max. Marks 60

3 hrs. duration
Min. Pass Marks 22
Teaching Periods 60

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

1. Introduction and Scope of Bio-Chemistry.
3. pH, Buffers types and their uses.
4. Mole, Molar and normal solutions, concentration units.
5. Classification and metabolism of Carbohydrates, Lipids, Proteins, Nucleic acids and Nucleo proteins.
6. Introduction of Vitamins and Enzymes; Clinically important Enzymes and their estimation.
7. Metabolism of inorganic substances like Iodine, Phosphorous, Copper, Iron and Calcium.
8. Electrolytes in various tissue fluids in health and disease.

Section-B General Bacteriology (Teaching Period 30)

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

Paper II-Elementary Anatomy, Physiology and Halmatology
Max. Marks 60

3 hrs. duration
Min. Pass Marks 22
Teaching Periods 60

Section-A: Elementary Anatomy and Physiology
(Teaching Period 30)

1. Introduction to human body.
3. Musculoskeleton and Respiratory system.
6. Urinary System.

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

**Section-B : Haematology (Teaching Period 30)**
1. Structure of cell and cell division.
2. Blood forming tissues and Bone-marrow.
3. Formation of RBCs, granulocytes, Mononuclear cells, Platelets and their normal counts.
5. Anaemias-classification, diagnosis.

**PRACTICALS**

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

**Unit-I Bio-Chemistry**

1. Glassware used in Bio-chemistry.
2. Cleaning of Glassware, weighing and measuring volumes.
3. Making and testing of distilled water.
4. Importance of calibration of glass apparatus used in estimation.
5. Collection, coding, preservation and disposal of biological specimen material for biochemical analysis.
7. Bio-chemical estimation of-
   (a) Sugar, (b) Urine, (c) Stool, (d) Protein, (e) A.G. ratio.
8. Detection of Organic poisons like opium, oliander and vomice.

**Unit-II General Bacteriology and Hematology**

General Bacteriology:

1. Introduction to microscopy, various types of microscopes and their uses.
2. Wet bacteria mount and hanging drop preparation and dark field examination.
3. Preparation of smears for bacterial examination and Gram's Stain.
4. Preparation of various stains.
5. Staining of Smears- Sputum C.S.F. Body fluids, pus, aspirations.
Hematology:
1. Collection of blood from various sites in adult and children.
2. Cleaning of slides and cover slips and identification of various pipettes and their cleaning.
3. Making of stains used in Hematology.
4. Staining and examination of blood films.
5. Differential RBC and WBC counts.
ADD-ON SUBJECTS

1. COMPUTER APPLICATIONS

Scheme: 

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<tr>
<th>Scheme</th>
<th>Min. Pass Marks</th>
<th>Max. Marks</th>
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<td>Arts/Commerce</td>
<td>72 (Th 47 Pr. 25)</td>
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<tr>
<td>Science</td>
<td>54 (Th. 36 Pr. 18)</td>
<td>150</td>
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Paper-I 3 hrs. duration

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<tr>
<th>Paper-I 3 hrs. duration</th>
<th>Computer Fundamentals and Introduction to IBM PC</th>
<th>Arts/Com. 65</th>
<th>Science 50</th>
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</table>

Paper-II 3 hrs. duration

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<tr>
<th>Paper-II 3 hrs. duration</th>
<th>Operating Systems &amp; Business Data Processing</th>
<th>Arts/Com. 65</th>
<th>Science 50</th>
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</table>

Paper-III Practical

<table>
<thead>
<tr>
<th>Paper-III Practical</th>
<th>Arts/Com. 70</th>
<th>Science 50</th>
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**Paper I: Computer Fundamentals and Introduction to IBM PC**

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

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

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

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

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

Introduction to networking, multiprocessing, time sharing, multitasking and real time computing.
Variety of hardware system and features. Various types of computers available in market. Micro, Mini and Main frames, Super computers.

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

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

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

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

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


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

Use of graphics facilities using Basic.

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

Advance version of IBM and compatibles.

Paper II: Operating Systems and Business Data Processing

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

Various components of operating system with reference to DOS.

Single user operating system. Task loader. Memory management.

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

Practical

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

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

Diagnostics on IBM PC. Controlling PC hardware using BASIC programs.
Model for preparation of outline of courses:

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

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Note: (1) In addition to the above books the new text books should be prepared on the lines of the prescribed syllabus.
(2) Equipment-Computer facilities must be made available in the Business Lab.
(ii) On the Job Training (After 1st year)-
Proper training should be given to students to prepare various returns/forms/documents etc. related to Income-Tax and Sales Tax/Excise duty to enable the students to acquire necessary skills so that they can prepare these documents independently. Students can be attached for the purpose of training with local industrial houses. Excise and Custom departments, Income and Sales tax departments; and practising firms of the Chartered Accountants.
(iii) On the Job Training (After 2nd year)-
Students should be attached for practical training with the organisations as suggested in (ii) Students can prepare the necessary documents/returns/forms, etc. related to direct and indirect taxes.
6. Unit cost for 30 students:
(a) Building as per the norms of the UGC
(b) Rupees one lakh for books, journals and equipments.
7. Modalities of Examination and Evaluation:
(a) Weightage between theory and practicals should be 70% and 30% respectively.
(b) Continuous evaluation-Assignment, surprise test, quiz.

Paper I: Indian Tax System and Income Tax Law
Max. Marks: 100  3 hrs. duration Min. Pass Marks: 36

Section-A
Meaning of Tax-Central and State Powers of Taxation. Distribution of revenues between Central and States. Direct and Indirect Taxes.
Indirect taxes of the Central Government—Central Excise, Customs duty; Central Sales Tax.
Taxes of the State Governments Taxes on sales and purchase of goods; Octroi duty; Tax on profession, trade and business. Tool
Tax; tax on luxuries, entertainment and amusements; Tax on betting and gambling; Tax on electricity; Stamp duty; Agricultural income-tax and Land revenue.

Section-B

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

Section-C


Paper II: Central and State Sales Tax—Procedure & Practice

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

Section—A


Section—B


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

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

When does a sale or purchase of goods take place outside the State? When does the sale or purchase of goods is in the course of import or export?
Registration of dealers procedures thereof—filling and filling of application in Form A for registration; relevant fee payable; security/surety for registration.

Grant of Certificate of Registration in Form

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

Section-C

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

(A) Sales to the registered dealers against Form-C
Purchasers obligations: Procedure for obtaining Form-C from Sales Tax authorities and issuing of Form-C to dealers. Application under prescribed form with requisite fee for obtaining Form-C. Maintenance of records for receipts and issue of Form-C. Form 2.

Sellers obligations: Obtaining Form ‘C’ from purchasers. Maintenance of records of “C” Form collected and submission ‘C’ Form at the time of assessment.

(B) Sales to the Government against D Form.
Form D- Use and custody and maintenance etc. of records of certificates in Form D.

(C) Subsequent sale in the course of Inter-State sale and receipt and issue of Form E-1 and E-2 in connection thereto.
Application for obtaining Form E-1 and E-2 and the relevant fee to be paid therewith, maintenance of records of E-1 and E-2 Forms for receipts.

Branch and Consignment transfer:
Inter State transfer of goods from the office to another or principal agent or agent to principal and issue and receipt of Form F.
Application for obtaining F Form and the relevant fee; maintenance of records of such forms and matters incidentals thereto. Form No. 5.

Determination of turnover, deductions from turn over.
Deposit of Central Sales Tax and Filling and Filing of Challan in the prescribed form.

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3. PRINCIPLES AND PRACTICE OF INSURANCE

Scheme:
Max. Marks : 200  Min Pass Marks : 72
Paper-I  3 hrs. Duration  Marks 100
Paper-II  3 hrs. Duration  Marks 100

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

Section-A

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

Section-B

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

Section-C

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

Section-D

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

Section-E

Rules of agency; Essential qualities of an ideal insurance salesman;
Rules to canvass business from prospective customers; After-sale service to policy holders.

**Suggested Books:**
3. Maclean : *Life Insurance*
4. Gupta, O.S. : *Life Insurance*, (Frank Brothers, New Delhi)

**Paper-II : General Insurance**

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

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

**Section-A**

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

**Section-B**

The structure and operation of the insurance business—
(a) Insurance contract fundamentals.
(b) Insurance marketing.
(c) Insurance loss payment.
(d) Underwriting, rating, reinsurance and other functions.

**Section-C**

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

**Section-D**

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

**Section-E**

Motor Insurance.
Multiple line and All-Lines Insurance-such as Rural Insurance-Hull Insurance etc.
Recommended course of reading:

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

Model for Preparation of outline of courses

Paper-I Shorthand in English/Hindi

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

(B) Shorthand Practice
- Maximum marks: 65 marks
- Speed
  - Hindi shorthand: 50 w.p.m.
  - English shorthand: 60 w.p.m.
  - Duration-Dictation: 5 Minutes
  - Transcription by hand: 1 hrs.

(A) Shorthand (Theory) English & Hindi

Unit-1 Introduction
- Origin of shorthand with particular emphasis on Pitman Shorthand, definition and importance of stenography, qualities of a successful stenographer, writing techniques and materials.

Unit-2 Consonants
- Definition, number, forms, classes, size, thinness, thickness, directions and joining strokes.

Unit-3 Vowels, Diphthongs and Diphones
- Vowels-definition, number sounds, signs, places position of outlines, intervening vowels, introduction of upwards/downwards strokes in Stenography.
- Diphthongs-Definition, names, signs, placed joins diphthongs and triphones.

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Diphones-Definition, signs and application.
Use of Vowels-Diphongs and diphones in plural in Stenography.

**Unit-4 Grammalogues and Phesengraphy:**
Grammalogues: definition of grammalogues and logogram, list of grammalogues, punctuation signs; Phraseography: definition of phrases, how a phrase is written, qualities of a good phraseogram, list of simple phrases.

**Unit-5 Circles, loops and hooks:**
Circle: size and direction, application in Phraseography, attachment with straight and curved strokes, exception to the use of circle.
Loops: Size and Direction.

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

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

(A) **Typewriting Theory**
   
   Maximum marks 35
   Duration 1½ hours
   (Candidates are required to answer five questions out of 8 questions. All questions will carry equal marks)

(B) **Typewriting Practice**

   Maximum marks 65 marks
   (This paper will consist of two parts)
   (i) Speed Text Maximum Marks 25
      Duration 10 Minutes
      Speed rate English 30 w.p.m.
      Speed rate Hindi 25 w.p.m.
(ii) **Typewriting**

*Efficiency test*

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(This paper will consist of two questions)

(a) Letter writing
- 20 marks

(b) Tabulation
- 20 marks

(A) **Typewriting (Theory)** (Hindi English)

**Unit-I**  
**Typewriter and its Maintenance**
- Typewriter-Its use and importance, a standard typewriter.
- Makes and categories of typewriters
- Essential parts of a typewriter and their use
- Care and upkeep of a typewriter
- Ribbon changing and ribbon economy

**Unit-II**  
**Methods of typewriting**
- Touch
- Sight
- Approach of typing
- Horizontal
- Vertical

**Unit-III**  
**Keyboard Operation**
- Need for proper type and size of tables and others for use by typist.
- Sitting postures
- Materials required
- Insection and removal of paper
- Learning the second row (Home row) (guide keys and home keys)
- Learning the third row (Upper row)

**Unit-IV**  
**Keyboard Operation**
- Learning the first row (Bottom row)
- Learning the fourth row (Number row)
- Special signs and symbols in the keyboard and their uses

**Unit-V**  
**Display in typewriting**
- Centering-horizontal, vertical
- Types of headings
- Margin and line spacing
- Use of punctuation marks

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[Signature]

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

(B) Type Writing Practice

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

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

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

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

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

Scheme:
Max. Marks : 200

Paper-I 3 hrs. Duration
Paper-II 3 hrs. Duration
Paper-I : Marketing Communication-I

Min Pass Marks : 72
Marks 100
Marks 100
Max. Marks : 100  3 hrs. duration  Min. Pass : 36

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

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

Paper-II : Advertising-I
Max. Marks : 100  3 hrs. duration  Min. Pass Marks : 36
- Importance of advertising in modern marketing. Role of advertising
  in the national economy.
- Type of advertising : Commercial and non-commercial advertising,
  primary demand and selective demand advertising, classified and
  display advertising: comparative advertising; co-operative
  advertising.
- Setting of advertising objectives
- Setting of advertising budget. Factors affecting the advertising
  expenditure in a company.
- Advertising message. Preparing an effective advertising copy:
  elements of a print copy, Headlines, illustration, bodycopy, slogan,
  logo, seal of approval, Role of Colon, Elements of a broadcast
  copy. Copy for direct mail.

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

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University of Rajasthan
5. Subroto Sen Gupta: Cases in Advertising and Communication Management in India (IIM, Ahmedabad)
6. TOURISM AND TRAVEL MANAGEMENT

Max. Marks 200

Min. Pass Marks 72

Paper I 3 hrs. duration Marks 70

Paper II 3 hrs. duration Marks 70

Internal Assessment Marks 30

20 Marks for Project and 10 Marks for Viva-Voce)

3. Com. Part-I

Paper-I Tourism Business

Paper-II Tourism Product

Paper-I Tourism Business

Max. Marks 200

Min. Pass Marks 72

Paper I 3 hrs. duration Marks 70

Paper II 3 hrs. duration Marks 70

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

Section-A


Section-B

Concept of Domestic and International Tourism, recent trends.

Section-C

Tourism as an industry, visitor, tourist, excursionist.

Section-D

Growth and development of Tourism of India.

Section-E

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

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Suggested Readings:


**Paper-II Tourism Product**

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

**Introduction**

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

**Section-A**

Tourist Resources—Definition and Differentiation.

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

Section-B

Natural Tourist Resource-I
Tourist resource potential in mountain with special reference to Himalaya : Resources and resource use patterns in the past, present and future perspective.
India's main desert areas, their geological structure development as desert tourism-existing trends and facilities available : desert safaris and desert festival.
Coastal areas, Beaches and Islands : Resources and resource pattern.
Resources in Island with special reference to Andaman and Nicobar Islands, Overview on Tourism Development strategies.

Section-C

Social Cultural Resource-I
Architectural Heritage of India : Glimpses of India's architectural styles adopted over the ages. Historical monuments of touristic significance-ancient, medieval and modern-their spatial and regional dimensions. Important historical/archaeological sites. Important historical/archaeological sites, museum, art galleries and libraries-their location, asseate and characteristics.
Popular Religious shrines/centres-Hindu, Buddhist, Jain, Sikh, Muslim, Christian and others. Yoga, mediation and other centres.

Section-D

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

Section-E

Handicrafts of India as a potential tourist resources. Fairs and Festivals-Social, religious and commercial fairs : festivals; promotional (Tourism) fairs, viz : Kite festival, White water festival, Snake best race etc.
Indian folk culture-folk custom and costumes, settlement patterns, religious observations, folk lore and legends. Created tourist destinations; Academic, Scientific and industrial institutions.

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Suggested Readings:

1. Percy Brawn: *Indian Architecture-Hindu and Buddhist period.*
4. Bhartiya Vidya Bhawan: *Classical Age.*
7. FOREIGN TRADE: PRACTICES AND PROCEDURES

Subject Objectives:

1. To familiarise the students with the basic principles of foreign trade and the environment in which foreign trade takes place.

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

3. To familiarise the students with the nature and scope of International marketing and also with the four Ps of international marketing.

4. To familiarise the students with the various methods and procedures of foreign trade financing, foreign exchange rates, costing and pricing for exports and the various institutions involved in export finance.

5. To make the students aware of the shipping and insurance practices and procedures which constitute the essential services for the operation of foreign trade.

6. To familiarise the students with the basic documents involved in foreign trade, processing of an export order, customs clearance of export and import cargo and negotiation of documents.
Jeh's Potential:

1. Self-employment: can start an export business either singly or in partnership with fellow students; can take up export documentation work for others.

2. Can take up employments in exporting firms, banks, insurance companies or with freight forwarders.

3. (i) Permissible combination of subjects:

   (ii) Prerequisites of admission.
   10+2 preferably with Economics or Commerce.

Contents for Non-Semester Courses

Paper-I. Basis of Foreign Trade

Unit-I

<table>
<thead>
<tr>
<th>Topic</th>
<th>Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why trade takes place? Theories of International trade</td>
<td>6</td>
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<tr>
<td>Balance of Trade and Balance of Payments</td>
<td>4</td>
</tr>
</tbody>
</table>

Unit-II

Objectives of Trade policy and role of foreign trade in economic growth.

Instruments of trade Policy-tariffs, quantitative restrictions, exchange control and exchange rate adjustments.

Unit III


Trade Blocks and Regional Economic Cooperation

Paper-II: Indian's Foreign Trade

Objectives:

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

Unit-I

Analysis of India's Foreign Trade, Growth trends, Composition and direction

India's Balance of Payments including invisibles

Assessment of Prospects-Products and markets
Unit-II
India's trade agreements 3
Salient features of India's export-import policy 4
Institutional set-up for export promotion 3

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

Books For:
Paper-I *International Economics* by P.T. Ellsworth
*International Economics* by C.P. Kindelberger

Paper-II *Annual Reports of the Ministry of Commerce Annual Economic Surveys Import and Export Policy 1992-9*

**SUMMARY CHART**

**Academic Programme-Examination Scheme**

**Annual Examination**

<table>
<thead>
<tr>
<th>Year</th>
<th>Papers</th>
<th>Exam Type</th>
<th>Units</th>
<th>Periods</th>
<th>Hours</th>
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<tbody>
<tr>
<td>I Year</td>
<td>2</td>
<td>(i)</td>
<td>Basics of Foreign</td>
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<td>3</td>
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<td></td>
<td></td>
<td>(ii)</td>
<td>India's Foreign</td>
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<td>Trade paper</td>
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<tr>
<td>II Year</td>
<td>2</td>
<td>(i)</td>
<td>Elements of</td>
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<td>3</td>
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<td>Marketing for each</td>
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<td>hours</td>
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<td>examination</td>
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<tr>
<td>III Year</td>
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<td>(i)</td>
<td>Shipping and</td>
<td>30</td>
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<td>Insurance Practices</td>
<td>periods</td>
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<td>&amp; Procedures</td>
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<td>(ii)</td>
<td>Foreign Trade</td>
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<td>Documentation and</td>
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<td>Procedures</td>
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</tbody>
</table>

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

Paper I: Tourism in India

Theory Paper: Max. Marks 70
Project Report: Max. Marks 30

3 hrs. duration for Theory Paper

- Historical evaluation and development of tourism in India. Tourism phenomenon, forms of tourism alternative tourism (i.e. Health & Medical Tourism, Spiritual Tourism, Adventure Tourism, Rural Tourism, Ethnic Tourism). Objectives & importance of tourism in India. Domestic Tourism.

- Tourism Administration in India, Ministry of tourism at centre and state level. India Tourism Development Corporation (ITDC), State tourism development corporations and informal tourism sector.


- Tourism Information: Sources of tourism information: Government Agencies, Travel Agencies, Hotels & Media.

- Historical Monuments in India (Taj Mahal), Museums. Important fairs & festivals. Cultural heritage in India (Khajuraho), Dance, Music, Painting, Handicrafts.

- Geography and Tourism: Hill station in India, wildlife, parks and sanctuaries, Maps & charts, Biodiversity, Land Scape Destination and Ecology.

- Tourism Impact: Economic impact, social impact, political impact and environment impact. Threats & obstacles.

- Recent Tourism Policy in India.

References:

1. Mukherjee, R.K.: The Cultural and Art of India.

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Paper II : Rajasthan Tourism

Theory Paper : Max. Marks 70
Project Report : Max. Marks 30

3 hrs. duration for Theory Paper

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

References:

1. झालोरी, सीताराम : राजस्थान वारिकी।
2. राजस्थान सरकार (सूचक संस्कृति निदेशालय) : राजस्थान सूचक संचय।
9. PRINCIPLES AND PRACTICE OF BANKING AND INSURANCE

Paper I: Bank Lending: Policy and Techniques

Theory Paper: Max. Marks 70
Project Report: Max. Marks 30

3 hrs. duration for Theory Paper

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

References:

Paper II: Fundamentals of Insurance

Theory Paper: Max. Marks 70
Project Report: Max. Marks 30

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

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Procedure for becoming an Agent: Pre-requisite for obtaining a license; Duration of License; Cancellation of license; Revocation or suspension/termination of agent appointment; Code of conduct; Unfair practices.

Functions of the Agent: Proposal form and other forms for grant of cover; Financial and medical underwriting; Material Information; Nomination and assignment; Procedure regarding settlement of policy claims.

Company Profile: Organizational set-up of the company; Promotion strategy; Market share; Important activities; Structure Product; Actuarial profession; Product pricing—actuarial aspects; Distribution channels.

Fundamentals/principles of Life Insurance/Marine/Fire/Medical/General Insurance. Contracts of various kinds; Insurable Interest.

Suggested Readings


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10. FOREIGN TRADE PROCEDURE

Paper-I: Basis of Foreign Trade

Theory Paper: Max. Marks 70
Project Report: Max. Marks 30

3 hrs. duration for Theory Paper

- Concept and Importance of International Trade
- Theories of International trade, Gain from International trade
- Current trends & issues in International Trade
- Balance of Trade and Balance of Payments
- Objectives of Trade policy and role of foreign trade in economic growth.
Instruments of trade Policy – tariffs, quantitative restrictions, exchange control and exchange rate adjustments.

- Multinational Corporation: Nautre, Role Types & Operations.

References:
1. Keshkamat, Finance of Foreign Trade.
2. Lall, G.S., Finance of Foreign Trade.

Paper-II: Indian's Foreign Trade

Theory Paper: Max. Marks 70
Project Report: Max. Marks 30

3 hrs. duration for Theory Paper

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

References:
1. ड्रेज़, जे.के. : अंतर्राष्ट्रीय व्यापार एवं वित्त, मलिक एण्ड कम्पनी जयपुर।
2. आचर्वल एम.डी. सिंह, गोपाल एवं गुप्ता, ऑ.पी. : अंतर्राष्ट्रीय व्यापार एवं वित्त, रमेश बुध दिग्विजय, जयपुर।
5. ड्रेज़, जे.के. : अंतर्राष्ट्रीय व्यापार एवं वित्त, मलिक एण्ड कम्पनी जयपुर।
UNIVERSITY OF RAJASTHAN
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SYLLABUS

B.Com.
Part-I

EXAMINATIONS - 2017
# CONTENTS

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Subject and Paper</th>
</tr>
</thead>
</table>

## SYLLABUS

**Compulsory Subject (Four)**
1. General Hindi
2. General English (Communication Skills in English)
3. Environmental Studies
4. Elementary Computer Applications
5. Elementary Hindi  
   *(in lieu of General Hindi for Non-Hindi speaking students only)*

**Core Subjects**
1. Accountancy and Business Statistics
2. Business Administration
3. Economic Administration and Financial Management
4. Book-Keeping and Accountancy  
   *(For non-commerce students only)*

**Additional Subjects**
1. Textile Craft
2. Garments Production and Export Management
3. Investigative Biotechnology

**Add-on Subjects**
1. Computer Applications
2. Tax Procedure and Practice
3. Principles and Practice of Insurance
4. Office Management and Secretarial Practice
5. Advertising Sales Promotion and Sales Management
6. Tourism and Travel Management
7. Foreign Trade: Practices and Procedures
8. Tourism
9. Practice and Practice of Banking and Insurance
10. Foreign Trade Procedure

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1) The number of papers and the maximum marks for each paper together with the minimum marks required for a pass are shown against each subject separately. It will be necessary for a candidate to pass in the theory part as well as practical part of a subject/paper, wherever prescribed, separately; classification of successful candidates shall be as follows:

<table>
<thead>
<tr>
<th>Division</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Division</td>
<td>60%</td>
</tr>
<tr>
<td>Second Division</td>
<td>48%</td>
</tr>
</tbody>
</table>

of the aggregate marks prescribed at (a) Part I Examination, (b) Part II Examination, (c) Part III Examination taken together

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

2) There will be five questions in all. The candidate will require to attempt all the questions selecting one question from each unit with an internal choice (either/or).