

## Bachelor of Commerce (B. Com)

### Semester- IV Examination

Sr. No.	Subjects	Course Scheme			No. of Credits	Examination Scheme						
						Maximum Marks				Minimum Passing Marks		
		L	T	P		ESE	P	IA	Total	ESE+ AI	P	Total
1.	Compulsory English	4	-	--	2	80	-	20	100	35	-	35
2.	Marathi/Hindi/Supplementary English	4	-	--	2	80	-	20	100	35	-	35
3.	Secretarial Practice	5	-	--	3	80	-	20	100	35	-	35
4.	Monetary Economics- Paper II	4	-	--	3	80	-	20	100	35	-	35
5.	Corporate Accounting Paper II	5	-	--	4	80	-	20	100	35	-	35
6.	Management Accounting	5	-	--	3	80	-	20	100	35	-	35
7.	Any One Paper from the following Optional Group		-	--	--	--	--	--	--	---	-	---
	Group A. Marketing Management Sales and Distribution Management	4	-	--	3	80	-	20	100	35	-	35
	Group B. Human Resource Development- Organizational Behaviour- Paper-II	4	-	--	3	80	-	20	100	35	-	35
	Group C. Banking and Insurance- Banking and Insurance Law and Practices Paper- II	4	-	--	3	80	-	20	100	35	-	35
	Group D. Information Technology- Media Management	2	-	4/Batch	3	50	30	20	100	24	11	35

• Note :

1. L- Lecture, T- Tutorial, P- Practical, IA- Internal Assessment, ESE-End Semester Examination, E-External Examiner Marks, I-Internal Examiner Marks

2. Practical Period for the subject Information Technology-04 Periods per week/per batch of 30 students.

**B. Com. Part-II**  
**Compulsory English**  
**Semester IV**  
**PAPER IV**

**Objective:**

1. The Prose Passage serves the purpose of developing Reading Skill and to know about the worldly ways of the World.
2. To make students aware about the basic knowledge of English Grammar, and to develop among them an ability of effective communication in English.
3. To make aware about the basics of Business Communication.

**UNIT I- Prose**

- 1) PRIYA PAUL
- 2) RAHUL BAJAJ
- 3) RATAN TATA
- 4) SABEER BHATIA

**UNIT II- Prose**

- 1) STEVE JOBS
- 2) SUDHA MURTY
- 3) L.M.THAPER
- 4) VIJAY BHATKAR

**UNIT III- Writing Skills**

- 1) DIALOGUE WRITING
- 2) DESCRIPTION AND NARRATION

**UNIT IV- Basic Language Skill & Grammar Usage**

1. DEGREE OF COMPARISON
2. CHANGE THE VOICE
3. AGREEMENT OF VERBS WITH SUBJECT-CONCORD
4. SYNONYM & ANTONYM

**PRESCRIBED BOOK FOR TEXTUAL COMPONENT**

- 1) MODERN TRAILBLAZERS-BOARD OF EDITORS PUBLISHED BY ORIENT BLACK SWAN

**BOOKS RECOMMENDED FOR GRAMMAR EXERCISE**

1. WINGED THOUGHT ORIENT BLACK SWAN
2. Macmillan Foundation English by R.K. Dwivedi & A. Kumar (Macmillan)
3. Contemporary English Grammar & Composition by David Green (Macmillan)
4. Success with Grammar and Composition by K. R. Narayanswami

- (Orient Longman)
5. Macmillan Phrasal Verbs (Macmillan)
  6. Enriching your competence in English by A R Thorat, B S Valke, S B Gokhale  
(Orient Longman)
  7. English Grammar & Composition By WREN & MARTIN (S.CHAND)

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## गोंडवाना वक्वववद्यालयाडकरोल

वीकम द्ववतीय

व्विंदु (व्वनवायत्र)

(व्वतुर्य सत्र)

कु ल उक : ८०+२०

व्वान्यव्वुस्तक

साव्वत्य मिंजरु

### घटकीकरण, प्रश्नपत्र का प्रारूप एवं अंक विभाजन

इकाई एक

पाठ्यपुस्तक के न्ारित गद्य खंड में से चाव्वि स्थिति प्रश्नों के दो समूह होंगे जिनमें से ककसी एक हू समूह के सभी

प्रश्नों के उत्ति देे होंगे प्रत्येक प्रश्न ५ उंककै होंगे कु ल उंक व्वोंगे (२०)

इकाई दो

पाठ्यपुस्तक के न्ारित कविता खंड में से द्दो व्वति प्रश्नों के दो समूह होंगे जिनमें से ककसी एक हू समूह

के सभी प्रश्नों के उत्ति देे होंगे प्रत्येक प्रश्न १० उंककै होंगे कु ल उंक व्वोंगे (२०)

इकाई तीन

व्याहारिक हंद व्वान के उतगत ववज्ञान लेखनसे दो प्रश्न १० उंक के होंगे जिनमें से ककसी एक प्रश्न का उत्ति देे

उनव्विया होगा

कु ल उंक व्वोंगे (१०)

इकाई व्वार

व्याहारिक हंद व्वान के उतगत ववणज्यउद्योग एवि कृ व्विसे सम्बर्त दो न्विर् होंगे जिनमें से ककसी एक पि न्वर्

लखना उनव्विया होगा

कु ल उंक व्वोंगे (१०)

इकाई त व्व

घटकीकरण, प्रव्वत्र का प्रारूप एवि व्विंक ववभाजन

पाठ्यपुस्तकमें नर्ाारित सम्फला पाठ्यक्रम से दस अनत्घति प्रश्न होंगेसभी प्रश्नों का उत्ति अनिया होगाप्रत्येक

प्रश्न २ उंक के होंगे

कु ल उंक ँगे (२०)



सूना

**SYLLABUS : B.Com. Part II**  
**SUPPLEMENTARY ENGLISH**  
**Semester IV**

**Unit I . Prose**

1. A Slip of Tongue by F. E. B. Gray
2. Forgetting by Robert Lynd
3. My Financial Career by S. Leacock
4. Socrates and the Schoolmaster by F. L. Brayne

**Unit II . Poetry**

1. Gods by Walt Whitman
2. When We Two Parted by Lord Byron
3. Goodbye Party for Miss Pushpa T.S. by Nissim Ezekiel
4. The Wind tapped Like a Tired Man by Emily Dickenson

**Unit III Writing Skills**

A) Precis writing

B) Expansion of an idea ( Expand/Explaining the proverb or an idea )

**Unit IV - Grammar and Usage**

1. Simple, compound and complex sentence
2. Tense ( Rewrite the sentences by removing the errors)
3. Transformation of sentences ( Use no sooner---than, remove ‘too’)

**-Prescribed Book for textual contents - Prose and Poetry New**

**Avenues : An Anthology of Prose and Poetry** by Board of Editors

(Orient BlackSwan)

**-Recommended reading for Grammar & Composition -**

1. Macmillan English Grammar and Composition by R. C. Jain (Macmillan India LTD)
2. Macmillan Foundation English by R.K Dwivedi & A. Kumar (Macmillan)
3. Contemporary English Grammar & Composition by David Green (Macmillan)
4. Success with Grammar and Composition by K. R. Narayanswami (Orient Longman)
5. Macmillan Phrasal Verbs (Macmillan)

6.Enriching your competence in English by A R Thorat, B S Valke, S B Gokhale (Orient Longman)

**Semester II : Distribution of Marks**

**Theory Internal Practical**

1. Texts ( Prose and Poetry )	56	20	--
2. Language Skills: Grammar & Usage	24	--	--

**Semester II : Pattern of Question Paper :**

Que : 1. A) One Long Answer Question out of Two to be answered in about 150 words (Based on Prescribed Text-unit I)	<u>08</u>
B) One Long Answer Question out of Two to be answered in about 150 words (Based on Prescribed Text-unit I)	<u>08</u>
Que : 2. A) One Long Answer Question out of Two to be answered in about 150 words (Based on Prescribed Text-unit II)	<u>08</u>
B) One Long Answer Question out of Two to be answered in about 150 words (Based on Prescribed Text-unit II)	<u>08</u>
Que : 3. A) Two Short Answer Questions out of Four to be answered in about 50 words (Based on Prescribed Text-unit I)	<u>08</u>
B) Two Short Answer Questions out of Four to be answered in about 50 words (Based on Prescribed Text-unit II)	<u>06</u>
Que : 4. A) Precis writing	<u>08</u>
B) Expansion of an Idea ( Expanding/explaining the given proverb in about 150 words) (One out of two)	<u>08</u>
Que : 5. A) Six very short Answer Question to be answered in one sentence or not more than three lines each : (Based on Prescribed Text-unit I )	<u>06</u>
B) Two stanzas for identification of the names of poems and poets (Based on Prescribed Text-unit II)	<u>04</u>
C) Simple, Compound and Complex sentence (Three)	<u>03</u>
D) Rewrite the following sentences by removing the errors in Tense (Three)	<u>03</u>
E) Do as directed (Two) ( One on use of No sooner—than, another on Remove ‘too’)	<u>02</u>

# **SYLLABUS**

**B.Com. - II**

**Secretarial Practice**

**Semester - IV**

- **Level of knowledge** : Basic Knowledge
- **Objectives** : To develop conceptual understanding of the fundamentals of secretarial practice and procedure requirements. To impart skills in drafting notices, resolutions, minutes, reports, etc.

## **COURSE INPUTS**

### **Unit- I : 1) Managing and Whole Time Directors**

Managing, Qualification, Disqualified Persons, Appointment, Remuneration, Powers and Duties, Whole time Director Appointment, Remuneration Manager Appointment, Disqualifications Remuneration Power and Duties.

### **2) Company Secretary**

Meaning, Qualification, Appointment, Qualities, Duties, Powers, Liabilities of Company Secretary, Legal Position of a Company Secretary.

### **Unit - II :3) Company Meetings**

Meaning, Kinds of Company Meetings, Objectives of Statutory Meeting, Statutory Report, Annual General Meeting, Objects, Statutory Provisions, Regarding Annual General Meeting, Secretarial Functions Regarding Annual General Meeting, Extra Ordinary General Meeting, Objects, Functions, Class Meeting, Meetings of Directors.

### **Unit-III : 4) Law and Practice of Company Meetings**

Notice of Meeting, Recording and Signing of Minutes, Agenda Meeting, Roll of Chairman, Coram, Motivation & Resolution, Voting of Method of Voting, Qualities, Essential For an Ideal Chairman, Duties and Power of

Chairman, Amendment Proxy, Adjournment of Meeting and Postponement of Meeting.

#### **5) Profit and Dividend**

Ascertaining of divisible Profits, Payment of Dividend, Rules regarding payment of Dividend, Dividend Warrant, Dividend Clearing System, Interim Dividend, Investor Education and Protection Fund.

#### **Unit-IV : 6) Account and Audit**

Statutory Books, Form and Contents of Balance Sheet and Profit and Loss Account, Auditor Power and Duties, Compliance Certificate Disclosure of accounts of subsidiary companies.

#### **7) Report of Company**

Meaning, Characteristics, Types of Report, Statutory Report, Chairmans Speech, Essential Report, Progress Report, Certificate for Commencement of Business, Responsibility of Directors, Directors report, Corporate Governance Statement.

**Note :** Application of secretarial procedure and practices, drafting of notices, resolutions, minutes, reports wherever applicable.

#### **List of recommended books :-**

1. B. N. Tandon. secretarial practice, S. Chand & co.
2. Dr. V. K. Jain, Company law and practice
3. M. C. Kuchal company law & secretarial practice, Vikash publishing house, New Delhi.
4. K. Mujumdar, Dr. D. K. Kapoor, Company law & Practice, (Taxmann's, New Delhi.)
5. Avatar Singh, Company law (Eastern Book Co. Lucknow)
6. P.P.S. Gognd company law S. Chand & Co.
7. प्रमंडळ कायदा व सचिवाची कार्यपध्दती डॉ. अरविंद शेंडे, डॉ. दिपीप वैरागडे डॉ. मोहन जगनाडे, डॉ. सोमानी, अनुराघ प्रकाशन नागपूर

## QUESTION PAPER PATTERN

Total Marks = 80

Q. 1	A)Unit - I	8
	B)Unit - I	8
	OR	
	C)Unit - I	16
Q. 2	A) Unit - II	8
	B) Unit - II	8
	OR	
	C) Unit - II	16
Q. 3	A)Unit - III	8
	B)Unit - III	8
	OR	
	C)Unit - III	16
Q. 4	A)Unit - IV	8
	B)Unit - IV	8
	OR	
	C)Unit - IV	16
Q. 5	A)Unit - I	4
	B)Unit - II	4
	C)Unit - III	4
	D)Unit - IV	4

**Gondwana University**  
**B.Com Part II**  
**Semester IV**  
**Monetary Economics II**  
**(Finance and Modern trade )**

Unit No.	Topic
1	Financial System
	1.1 Role of finance in economy, Type of finance according to time, command, and security national objective. 1.2 Role and importance of Mutual Funds in economic development of India
2	Public Finance
	2.1 Public finance : Definition, Department of Public Revenue & Expenditure , Difference between Individual and Public Revenue and Expenditure , Sources Of Public Revenue , Tax 2.2 Principles of Public Finance . The Principle of Maximum Social Advantage.
3	Modern trade and Commerce
	3.1 Commodity exchanges. History & overview, terms used, working and procedure followed in commodity exchanges, nature of commodity exchanges. 3.2 Stock exchanges, Introduction of Stock exchanges in India , On line trading
4	Capital Market
	4.1 SEBI ( Security & Exchange Board of India ) : Role of SEBI in Primary Capital Market or New Issue Market , Money and Capital Market , functions of SEBI. 4.2 NSE ( National Stock Exchange ) : NSE in Capital Market . Education , Regulation & Protection of Investors , Advantage of the NSE. 4.3 B.S.E. ( Bombay Stock Exchange ) Role and Importance of B.S.E

**Books Recommended**

1. Monetary Economics : Dr. Devender Kawarday , Dini Menon. Payal Prakashan Nagpur.
2. Macro Economics : Errol D'Souza. PEARSON Delhi.
3. [ekSfzdvFkZkkL=%MkW- izHkkdjs"keq \[k fiaiGkiq jsizdk"kuukxi\\_w j](#)
4. [vfkdkkkkfkioYkh; izkkyh%MkWWh- ,u->kejs \] MkW- TjksRLukns"kkMs- fiaiGki\\_wjsvim da- iCykZukxi\\_wj](#)
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**Unit 1**

1. Final Accounts of Banking Companies: Profit & Loss Account, Balance Sheet, Current and Final Statement of Financial Position

**Unit II**

1. Final Accounts of General Insurance Companies in the latest prescribed form:

- Revenue Accounts of fire, Marine and Accident insurance business.
- Profit & Loss Account
- Profit & Loss Appropriation Account
- Balance Sheet

**Unit III**

1. Profit Prior to Incorporation of Joint stock company.

**Unit Iv**

1. Winding up of Companies: Types of winding up, preparation of liquidators final statement of accounts

**Books Recommended**

1. Advanced Accounts- M.C.Shukla, T.S.Grewal; M.P.Gupta; S. Chand & Co.
2. Corporate Accounting - AT. aT-5. cT-h, MTW. vjfoan "ksaMsj izk. rTaTogTa, MTW.lqHkEk tk/ko vuqjk/k izdk"ku ukxiwj
3. Corporate Accounting - Dr. S. M. Shukla, Dr. S. P. Gupta, Sahitya Bhawan Publication.
4. Company Accounts - AT. 7. 7e. T&T-d-T, fo|k izdk"ku, 9T<sup>17</sup>.
5. Corporate Accounting - S. Anil Kumar, V. Rajesh Kumar, B. Mariyappa, Himalaya Publication House.
6. Financial Accounting - MTW. 7e. 7r. "kqDy1 lkfgR; Hkou, aTTxzT.
7. Financial Accounting - S. M. Somani, J. M. Ranade, Sheth Publication.
8. Financial Accounting - S. P. Jain, K. L. Narang, Kalyani Publication.
9. Financial Accounting - N. Vinayakam, B. Charumati, S. Chand and Company.
10. Financial Accounting -2- AT. iznhi okB1 ik;y izdk"ku, 9Txiwj
11. Financial Accounting - Dr. K. B. Moharir, Dr. Pradip Ghorpade, Dr Jaydev Lanjewar, Prof. Kedar, Payal Prakashan Nagpur.



**B.com-Part II**  
**Semester - IV**  
**CORPORATE ACCOUNTING- PAPER II**

**Theory - 80 Marks**  
**Internal Assessment - 20 Marks**

Que.1	On unit I		
	A )	Practical problem	8marks
	B )	Practical problem	8marks
	OR		
	C )	Practical problem	16marks
Que2	On unit II		
	A )	Practical problem	8marks
	B )	Practical problem	8marks
	OR		
	C )	Practical problem	16marks
Que3	On unit III		
	A )	Practical problem	8marks
	B )	Practical problem	8marks
	OR		
	C )	Practical problem	16marks
Que4	On unit IV		
	A )	Practical problem	8marks
	B )	Practical problem	8marks
	OR		
	C )	Practical problem	16marks
Que5	A )	Theory on unit I	4 marks
	B )	Theory on unit II	4marks
	C )	Theory on unit III	4marks
	D )	Theory on unit IV	4marks

**Internal Assessment -20 marks**

**Internal Assessment Marks will based on the following Section A & Section B  
Section A**

**(Assignment on any two units is compulsory)**

**Unit -I**

Collection of Final Accounts of Banking Companies published in news papers & Journals.

**Unit II**

Collection of Final Accounts of Insurance Companies published in news papers & Journals.

**Unit III**

Collection & recording accounting treatment of Profit Prior to Incorporations of Joint-Stock Company at local or any suitable place.

**Unit IV**

Collection & recording accounting treatment of Winding up of Companies at local or any suitable place.

**Section B**

Home Assignment on all four units.

**B.COM.PART TWO**  
**SEMESTER-IV**  
**MANAGEMENT ACCOUNTING**

**Theory: 80 Marks**

**Internal Assessment: 20 Marks**

**Objectives-** To Provide Basic Knowledge and Understanding of important Management Accounting to Business and Industry

**Periods Allotment**

**UNIT I** **15**

Meaning, Object, Nature, Advantages, Limitations of Management Accounting, Tools and Techniques of Management Accounting, Distinguish between Cost, Management and Financial Accounting. **Business Budgeting-** Meaning, Types of Budget, Flexible Budget and Problems related to Flexible Budget, Cash Budget.

**UNIT II** **15**

**Break Even Analysis** Meaning, Need, Importance and Limitation, Computation of Profit-Volume Ratio, Break Even-Point, Fixed Cost, Margin of Safety, Contribution, Estimated Sales for required Profit and Estimated Profit for given Sales, Changes in Sales, Variable Cost and Fixed Cost.

**UNIT III** **15**

**Ratio Analysis-** Meaning, Nature, Significance and Limitation of Ratio Analysis. Preparation of Income and Expenditure Statement, Computation of Ratios relating to Trading and Profit and Loss Account and Balance-Sheet Ratios such as Current Ratio, Liquid Ratio, Stock to Working Capital Ratio, Debtor Turnover Ratio, Creditor Turnover Ratio, Fixed Assets Turnover Ratio.

**UNIT IV** **15**

**Fund Flow Statement-** Meaning, Concepts, Importance and Limitation, Preparation of Schedule of Changes in Working Capital and Fund Flow Statement.

**BOOKS RECOMMENDED**

1. Management Accounting - R. S. N. Pillia and V. Bhagavati, S. Chand and Company, New Delhi
2. Cost and Management Accounting - Dr. Rahul Sawlikar, Dr. K.B. Moharir and Dr. Pradip Ghorpade, Rajani Prakashan, Nagpur ISBN-978-93-82683-00-1
3. Cost and Management Accounting- Y.R.Mahajan, Pimplapure Prakashan, Nagpur

4. Management Accounting- Dr. R.K.Sawlikar and Dr. R.P.Ingole, Das Ganu Prakashan,Nagpur.ISBN-978-93-81660-41-6
5. Cost and Management Accounting(Marathi) Dr.Kishor Moharir,Sunita Moharir,Dr.Pradip Ghorpade,Dr.Vinod Waghale,Das Ganu Prakashan,Nagpur
6. Cost and Management Accounting(Marathi)- Dr.Sudhir Bobhankar,Dr.Megha Kanetkar,Shri.Sainath Prakashan,Nagpur
7. Cost and Management Accounting- Shashi K.Gupta,Kalyani Publisher, New Delhi
8. Management Accounting-Dr.K.L.Gupta,Sahitya Bhawan Publication, Agra
9. Essential of Management Accounting- P.N.Reddy and H.R.Appannaiah,Himalaya Publishing House, New Delhi.

**PAPER-PATTERN OF**  
**B. COM PART TWO**  
**SEMESTER IV**  
**MANAGEMENT ACCOUNTING**

**Time = 3.00 Hours**

**Marks =80**

Que No. 1 on Unit 1<sup>st</sup>

- |             |       |
|-------------|-------|
| a) Theory   | (8M)  |
| b) Problem  | (8M)  |
| <b>(OR)</b> |       |
| c) Problem  | (16M) |

Que No. 2 on Unit 2<sup>nd</sup>

- |             |       |
|-------------|-------|
| a) Problem  | (8M)  |
| b) Problem  | (8M)  |
| <b>(OR)</b> |       |
| c) Problem  | (16M) |

Que No. 3 on Unit 3<sup>rd</sup>

- |             |       |
|-------------|-------|
| a) Problem  | (8M)  |
| b) Problem  | (8M)  |
| <b>(OR)</b> |       |
| c) Problem  | (16M) |

Que No. 4 on Unit 4<sup>th</sup>

- |             |       |
|-------------|-------|
| a) Problem  | (8M)  |
| b) Problem  | (8M)  |
| <b>(OR)</b> |       |
| c) Problem  | (16M) |

Que No. 5 Write Short Answers

- |                                   |      |
|-----------------------------------|------|
| a) Theory on Unit 1 <sup>st</sup> | (4M) |
| b) Theory on Unit 2 <sup>nd</sup> | (4M) |
| c) Theory on Unit 3 <sup>rd</sup> | (4M) |
| d) Theory on Unit 4 <sup>th</sup> | (4M) |

**Gondwana University Gadchiroli**  
**B.com Part Two**  
**Semester IV**  
**Sales and Distribution Management**

Theory : 80 Marks

Internal Assessment : 20 Marks

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**Objective :** To acquaint students with the theory and practice of Sales and Distribution Management

**UNIT I**

**INTRODUCTION AND BASIC CONCEPTS**

The Nature of Personal Selling, Merits and Demerits of Personal Selling, Personal Selling in Marketing Mix, The dimension of Sales Management, Sales Management Environment, Sales Forecasting and Sales Management Planning.

**UNIT II**

**ORGANISING AND EXECUTING THE SALES EFFORT**

The Nature of Sales Management Position, The Sales Organization, Sales Department Relation, Distribution Network Relation, The Selling Process, Sales Personality, Sales Organization- Types. Principles, Aims and Objective.

**UNIT III**

**SALES FORCE MANAGEMENT**

Recruitment and Selection of Sales Personnel, Training, Motivating, Compensating and Controlling Sales Personnel, Controlling the Sales Efforts, Sales Budgets, Sales Quotas, Sales Territories, Sales Control and Cost Analysis, Analysis, Sales Managers/Supervisors – their role authority and responsibility.

**UNIT IV : Market Research & Marketing Research**

Meaning, Definition, Method of market Research Potentialities of buyers, Market Research and Sales Promotions, Advantages of market Research, meaning of Marketing, Research, Objectives, importance, Nature and Scope of marketing Research.

**Reference Books :-**

1. Dynamics of Marketing- Dr.SudhirBodhankar&Prof . V. Aloni
2. Principles of marketing – Dr. Fadake

Theory on Unit No. IV 4 Marks

## **B.Com Part Two**

### **Semester IV**

#### **Sales and Distribution Management**

Theory: 80 Marks

Internal Assessment: 20 Marks

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<b>Ques. No. 1 - Unit I</b>	A. Theory	08Marks
	<b>B. Theory</b>	08 Marks
	<b>OR</b>	
	C. Theory	16Marks
<b>Ques. No. 2 - Unit II</b>	A. Theory	08 Marks
	<b>B. Theory</b>	08Marks
	<b>OR</b>	
		16Marks
<b>Ques. No. 3 - Unit III</b>	C. Theory	
	A. Theory	08 Marks
	B. Theory	08Marks
	<b>OR</b>	
<b>Ques. No. 4 - Unit IV</b>	C. Theory	16Marks
	A. Theory	08 Marks
	<b>B. Theory</b>	08Marks
	<b>OR</b>	
	C. Theory	16Marks
<b>Ques. No. 5</b>	A. Theory on Unit No. I	4 Marks
	B. Theory on Unit No. II	4 Marks
	C. Theory on Unit No. III	4 Marks



**B.Com Part Two**  
**Semester IV**  
**Organisation Behaviour (Paper - II)**

Theory : 80 Marks  
Internal Assessment :20 Marks

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Level of Knowledge : Basic Knowledge

**Objective:** To understand the conceptual framework of organizational behaviour

**UNIT I**

**Group Behaviour and Leadership: Foundation of Group Behaviour :** Causes for creation of Groups in the organization, Process of creation of Group Behaviour in the organization. **Leadership :** Meaning & concept of Leadership, Characteristics, Types and Qualities of Leadership

**UNIT II**

**Power and Politics :** **Power** - Meaning and Basis of Power, **Politics** - Meaning of Politics, Ethics of Power and Politics. **Communication :** Meaning, Role and Importance of Communication, Scope and Types of Communication, Communication media, Essentials of Effective Communication.

**UNIT III**

**Management of Organisational Conflicts :** Meaning and Characteristics of the organizational conflicts. Approaches Regarding Conflicts, Constructive and Destructive Conflicts, Conflicts Management. **Organisational Culture** - Meaning, Concept and Characteristics of Organizational Culture, Types of Organisation Culture, Function of Culture.

**UNIT IV**

**Human Resources - Policies and Practices :** Job Analysis, Job Description, Job specification, Importance of job analysis, **Training and Development :** Meaning, Need, Objectives and Characteristics of Training, Methods of Training and its merits and demerits. **Work Stress** - Meaning, Factors and Consequences of Work Stress, Executive Stress, Measures of Reducing the Stress,

**REFERENCE BOOKS :**

1. K. Aswathappa, Organizational Behaviour, Himalaya Publishing House
2. L.M. Prasad, Organizational Behaviour, Sultan Chand and Sons, New Delhi

Theory on Unit No. IV 4 Marks

3. Shukla, Madhukar, Understand Organizations : Organization Theory and Practice in India, Prentice Hall, New Delhi.
4. S.S. Khanna, Human Resources, S. Chand & Co.
5. A. M. Shaikh, Human Resource Management, S.Chand & Co.

**B.Com Part Two**  
**Semester IV**  
**Organisation Behaviour (Paper - II)**

Theory: 80 Marks  
Internal Assessment: 20 Marks

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<b>Ques. No. 1 - Unit I</b>	A. Theory	08Marks
	B. Theory	08 Marks
	<b>OR</b>	
	C. Theory	16Marks
<b>Ques. No. 2 - Unit II</b>	A. Theory	08 Marks
	B. Theory	08Marks
	<b>OR</b>	
	C. Theory	16Marks
<b>Ques. No. 3 - Unit III</b>	A. Theory	08 Marks
	B. Theory	08Marks
	<b>OR</b>	
	C. Theory	16Marks
<b>Ques. No. 4 - Unit IV</b>	A. Theory	08 Marks
	B. Theory	08Marks
	<b>OR</b>	
	C. Theory	16Marks
<b>Ques. No. 5</b>	A. Theory on Unit No. I	4 Marks
	B. Theory on Unit No. II	4 Marks
	C. Theory on Unit No. III	4 Marks

**B. Com. - Part - II**  
**Semester IV**  
**Banking and Insurance - law and Practices**  
**Paper- II**

**Theory: 80**  
**Internal Assessment: 20**

**Objective**

- 1) The objective of this subject is to provide in depth knowledge on Various aspect of Banking system and Insurance.
- 2) To make the students aware about the careers in the Field of Banking and Insurance.

**Unit I**

**A) Money Market**

Meaning and importance

- Role of Money Market in the economy
- Structure of money market: Instrument and participant

**B) Capital Market**

- Meaning, importance and feature
- Constitutions of primary and secondary market

**Unit II**

**A) Bank - Customer Relationship**

General Relationship

Special Relationship

With reference to Right & allegation.

Theory on Unit No. IV 4 Marks

B) Negotiable instruments- meaning features types

Bill of exchange & promissory notes

### **Unit III**

Life Insurance Product Whole life policy, Endowment policy, Term Assurance Amounts ULIP Concept of fund investment Compression of ULIP With traditional insurance Riders.

### **Unit IV**

#### **Risk & insurance**

1. Definitions & Meaning, Classification
2. Source of Risk, Identification & evaluation
3. Principles of Risk
4. Risk Retention, Risk Transfer & Risk Control

#### **Books Recommended :-**

- 1) Indian Banking system ( Ramesh book depo Jaipur, New Delhi) Trivedi, Choudhary, Kumar
- 2) Banking and Financial Market in India 1947-2007 ( New Century Publication, New Delhi ) Niti Bhasin
- 3) Banking Theory and Practice ( Vikas Publication) K.C. Shekhar and Lakmi Shekhar.
- 4) Banking Theory Law and Practice ( S. Chand) K.P.M. Sundaram, DN.Varshney
- 5) Insurance Principle & Practice ( S. chand and Company New Delhi) M.N. Mishra
- 6) Insurance Principle & Practice ( S. Chand and company New Delhi) Vinayakam N. Radhaswamy & Vasu devan S.V
- 7) Insurance theory & Practice ( Pearls Book Delhi) Bhargava B.D.
- 8) Insurance Management ( Principles and Practices) Deep & Deep Publicaion Pvt. Ltd. ( F-159 Rajouri Garden, New Delhi- 110027) Karmal Pal, B.S. Bodla, M.C. Garg.

## B. Com. - Part II

### Semester IV

## Banking and Insurance law and Practices

### Paper- II

Theory: 80 Marks

Internal Assessment: 20 Marks

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<b>Ques. No. 1 - Unit I</b>	A. Theory	08Marks
	B. Theory	08 Marks
	<b>OR</b>	
<b>Ques. No. 2 - Unit II</b>	C. Theory	16Marks
	A. Theory	08 Marks
	<b>B. Theory</b>	08Marks
	<b>OR</b>	
<b>Ques. No. 3 - Unit III</b>	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	<b>OR</b>	
<b>Ques. No. 4 - Unit IV</b>	C. Theory	16Marks
	A. Theory	08 Marks
	<b>B. Theory</b>	08Marks
	<b>OR</b>	
<b>Ques. No. 5</b>	C. Theory	16Marks
	A. Theory on Unit No. I	4 Marks
	B. Theory on Unit No. II	4 Marks
	C. Theory on Unit No. III	4 Marks
	D. Theory on Unit No. IV	4 Marks

**B.Com. Part - II**  
**SEMESTER -IV**  
**INFORMATION TECHNOLOGY**  
**MEDIA MANAGEMENT**

**Unit- I : Adobe PageMaker**

PageMaker Screen, Entering Text, Viewing the PageMaker Screen, the Keyboard, Tools and Menus. Editing Text, Undoing Changes, Text Blocks, Saving Document on Disk, Printing A Document Existing PageMaker. Preparation of Table Of Contents. Page Formatting (Columns) Story Editor, Highlighting In The Editor, Showing Invisible Character, Formatting, Returning To The Layout, Spelling Check, Selective Editing With FIND And REPLACE Commands. Printing of Documents And Printing To Files

**Unit- II: Basics of CorelDraw**

Introduction-Getting Started-Creating A New File - Title Bar-Menu Bar-Work Area-Printable Page-Property Bar-Page Counter Bar-Color Palette-Toolbox-Status Bar-Drawing Figures-Lines-Ellipse-Circles-Rectangle-Square-Polygon-Saving-Closing-Opening-Views-Normal View-Preview-Wire Frame View-Draft View-Zoom-View Manager-Creating A View. **Toolbox**-Selecting An Object, Resizing An Object, Moving An Object, Changing The Shape, Combining Two Objects. **Text Tool**-Entering Artistic Text, Entering Paragraph Text, Converting Text, Formatting Text (Size, Color).

**Unit -III: Adobe Photoshop**

Introduction To Adobe Photoshop CS3 , Working With Layers , Making Selections, Incorporating Color Techniques , Placing Type In An Image , Using Painting Tools , Working With Special Layer Functions , Creating Special Effects With Filters , Enhancing Specific Selections, Adjusting Colors, Using Clipping Groups, Paths, & Shapes , Transforming Type, Liquefying An Image , Performing Image Surgery , Annotating And Automating An Image

**Unit IV: Macromedia Flash**

Introduction And How Flash Software Works, Steps To Do A Flash Movie, Basic Functions, Opening And Closing Files, Flash Windows, Window Control, Creating Objects, Drawing In Flash, Drawing Toolbar, Line Tool, Oval Tool, Rectangle Tool. Animation: Elements Of Animation, Motion Twinning, Shape Twinning.

**Books:**

- 1) Scott Basham, "PageMaker in Easy Steps", Dream Tech, ISBN: 978-81-7722-0001
- 2) Kogent Learning Solution, "Corel Draw in Easy Steps", Dream Tech ISBN: 978-81-7722-960-8
- 3) "Photoshop in Easy Steps", Kogent Learning Solution, Dream Tech ISBN: 978-93-5004-078-2
- 4) Bonnie Blake, "Flash in Easy Steps", Dream Tech ISBN: 81-7722-451-4



## **B.Com Part Two**

### **Semester III**

#### **INFORMATION TECHNOLOGY - MEDIA MANAGEMENT**

Theory : 50 Marks

Internal Assessment :20 Marks

Practical : 30 Marks

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<b>Ques. No. 1 - Unit I</b>	A. Theory	05Marks
	B. Theory	05Marks
<b>OR</b>	C. Theory	05Marks
	D. Theory	05Marks
<b>Ques. No. 2 - Unit II</b>	A. Theory	05Marks
	B. Theory	05Marks
<b>OR</b>	C. Theory	05Marks
	D. Theory	05Marks
<b>Ques. No. 3 - Unit III</b>	A. Theory	05Marks
	B. Theory	05Marks
<b>OR</b>	C. Theory	05Marks
	D. Theory	05Marks
<b>Ques. No. 4 - Unit IV</b>	A. Theory	05Marks
	B. Theory	05Marks
<b>OR</b>	C. Theory	05Marks
	D. Theory	05Marks
<b>Ques. No. 5</b>	A. Theory on Unit No. I	2.5 Marks
	B. Theory on Unit No. II	2.5 Marks
	C. Theory on Unit No. III	2.5 Marks
	D. Theory on Unit No. IV	2.5 Marks