

UNIVERSITY OF DELHI

SCHEME OF EXAMINATION
AND
COURSES OF READING
FOR
B. Com. (HONOURS) COURSE

AUTHENTICATED COPY

Assistant Registrar (Gen'l)
University of Delhi



- Part I Examination 1977
Part II Examination 1978
Part III Examination 1979



*Syllabi applicable for students seeking admission to the
B. Com. (Hons.) Course in the academic year 1976-77*

Price :

COMPLIMENTARY COPY

BACHELOR OF COMMERCE (HONOURS) [B.COM. (HONS.)] EXAMINATION

The following shall be schedule of papers for B. Com. (Hons.) Examination :

Part I Examination 1977

<i>Main Subjects</i>	<i>Marks</i>	<i>Duration (Hours)</i>
Paper I—Business Organisation and Management	100	3
Paper II—Scientific Methods/Elementary Mathematics and Statistical Methods (Sec. A)	50	2
III—Mercantile Law (Sec. A)	50	2
Paper IV—Accountancy for Group A (Sec. A.)	50	2
OR		
Accountancy for Groups other than A (Sec. A)	50	2

Part II Examination 1978

Paper V—Value and Distribution	100	3
Paper VI—Indian Economy since Independence	100	3
Paper VII—Scientific Methods/Elementary Mathematics and Statistical Methods (Sec. B.)	50	2
Paper VIII—Mercantile Law (Sec. B.)	50	2
Paper IX—Accountancy for Group A (Sec. B.)	50	2
OR		
Accountancy for Groups other than A (Sec. B.)	50	2

Part III Examination 1979

Paper	X—Money Banking & Exchange	100	3
Paper	XI—World Resources & Trade	100	3
Paper	XII—& XIII—One of the following groups :		
<i>Group 'A'—Advanced Accountancy</i>			
Paper	XII—Cost Accounting	100	3
Paper	XIII—Auditing and Income Tax	100	3
<i>Group 'B'—Trade and Transport</i>			
Paper	XII—Trade	100	3
Paper	XIII—Transport	100	3
<i>Group 'C'—Cooperation</i>			
Paper	XII—Cooperative movement with special reference to India	100	3
Paper	XIII—Cooperative Law and Practice in India	100	3
<i>Group 'D' Banking</i>			
Paper	XII—Comparative Banking	100	3
Paper	XIII—Banking Law and Practice	100	3

**BACHELOR OF COMMERCE (B.COM.) HONOURS
EXAMINATION**

DETAILED COURSES OF READING

Part I—Examination 1977

Paper I— <i>Business Organisation and Management</i>	100 Marks
<i>The Structure of Business.</i>	

Nature of business and its evolution. Size of the firm, Comparative study of the forms of business organisation—single proprietorship, partnership, company and co-operative enterprise.

Business Combinations.

Business Management

Nature of management.

Functions of management.

Planning—nature and variety of plans. Organisation—authority and responsibility. Types of organisation—Line, Line and staff, Functional, Decentralisation of authority. Leadership and motivation. Direction. Control mechanism. Corporate Management. Board of Directors and Chief Executives.

Business Finance :

Financial needs of business.

Capital Structure.

Methods and sources of raising finance.

Securities market.

Special industrial financial institutions.

Production :

Plant location.

Elements of planning and control of production.

Control of quality

Work improvement and work measurement.

Productivity—meaning and factors.

Marketing :

Marketing functions.

Marketing research.

Price Policies.

Choice of channels of distribution.

Advertising and salesmanship.

Personnel :

Recruitment, selection and training.

Promotion policy, job evaluation and merit rating.

Employee remuneration—plans of incentive wage payment.
Industrial relations.

Business Environment :

Business and Government.

Government regulation and control of business—Licensing, regulation of prices, regulation of wages including bonus, regulation of monopoly and restrictive trade practices. Public enterprise—rationale and forms. Business and Society.

Social and Economic Objectives of Business.

Required Readings :

- | | |
|-----------------------------|--|
| E.A.G. Robinson | Monopoly, (1959) Chapter V |
| E.A.G. Robinson | Structure of Competitive Industry (1959), Chapters I to 7. |
| H. Koontz & C. O'Donnell | Principles of Management 3rd ed., Chs. 3, 4, 5, 15, 7, 24, 25, 27, 28. |
| F. W. Paish | Business Finance, (1957). Chapter 2. |
| Pigors, Paul & Myers | Personnel Administration 5th ed., Chs. 16, 18, 22 |
| J. L. Lundy | Effective Industrial Management, (1957), Chs. 10, 14, 21, 22. |
| M. C. Shukla | Business Organisation and Management (1965), relevant portions only. |
| W. W. Haynes & J. L. Massie | Management—Analysis. Concepts and Cases (1964), Chapter 13. |

Other Recommended Books :

- | | |
|----------------------------|--|
| Reserve Bank of India | Report of the Committee on Finance for the private Sector (Shroff Committee Report), Chapters 4, 8, 10. |
| C. Phillips & D. J. Duncan | Marketing Principles and Methods. 5th ed., Chapters 2, 22, 24, 27, 30, 31. |
| Government of India | Second Five Year Plan. Pages 28, 32 ; Third Five Year Plan, Chapters 9, 13, 15, 16, pages 13-16, 125-129, 457-458. |
| I. L. O. | Higher Productivity in Manufacturing Industries (1954), Chapter I. |
| Government of India | Report of the Monopolies Enquiry Commission (1965) |

I. G. Patel	Managing Agency Inquiry Committee Report (1966), relevant portions only.
Government of India	India, A Reference Annual.
S.L.N. Simha	The Capital Market of India (1960) Chs. 5-8.
S. S. Khera	Government in Business (1963), relevant portions only.
E. Davis	National Enterprise (1946), relevant portions only.
P. F. Drucker	The Practice of Management (1955), Chs. 5, 7 and conclusion.

Paper II—Scientific Methods/Elementary Mathematics and Statistical Methods—Section A

Part A 40 Marks

Part B 10 Marks

A. Scientific Methods

Meaning and Nature of Arts, Philosophy and Science. Observation and inference, analysis and synthesis, classification and description, use and misuse of analogy.

Hypothesis—Formulation and testing.

Scientific explanation.

Deductive methods, Inductive methods, Method of agreement, difference, agreement and difference, concomitant variations, residues, deductive—inductive, evolutionary or genetic.

Or

A. Mathematics

Algebra

Numbers—rational and irrational. Solutions of equations Quadratic equations ; simultaneous equations. Logarithms. Permutations and combinations. Binomial expansion for positive integral values. Arithmetic, Geometric and Harmonic progressions. Sums of squares and cubes of natural numbers. Sequence. Limit of a sequence. Convergence of simple series.

Trigonometry

Measurement of angles—Trigonometrical ratios and their inter-relations; Variation of trigonometrical ratios; simple properties of triangles.

Co-ordinate Geometry of two Dimensions

Cartesian co-ordinates. Location of a point on a plane. Distance between two points. Equations to the straight line. Angle between two straight lines. Circle, parabola and rectangular hyperbola—their simple properties. Geometrical meaning of the necessary and sufficient conditions for the solution of the simultaneous equations in two unknowns to exist. Geometrical representation of inequalities in two variables.

B. Statistical Methods.

Nature and scope of statistics. Its limitations. Primary and Secondary data. Sources and methods of collection. Census method and Sampling methods—Purposive and Random—Simple random sampling, stratified and systematic sampling. Meaning of sampling and non-sampling errors.

*Recommended Readings**

A. Scientific Methods

- | | |
|------------------------|---|
| A. Wolf | Essentials of Scientific Method, Chapters 1 to 9. |
| A. Wolf | Text book of Logic, Chapters 1, 15 to 21 and 24. |
| M. R. Cohen & E. Nagel | Introduction to Logic and Scientific Method (1951), Chapters 11-16. |
| L.S Stebbing | A Modern Introduction to Logic (1953), Chapters 10, 14, 16-21. |
| W.I.B. Beveridge | The Art of Scientific Investigation (1957). |
| | <i>Or</i> |

A. Mathematics

- | | |
|--------------------|--|
| H.M. Walker | Mathematics Essentials for Elementary Statistics, (1934), Chapters 10, 11, 12, 13, 16, 18, 19, 21. |
| J.P. Lewis | Introduction to Mathematics, (1958), Chs. 1, 2, 3, 4, 5, 6, 13. |
| Alendoerfer/Oakley | Principles of Mathematics, (1935), Chs. 2, 3, 5, 6, 7, 8, 9, (relevant portions only). |

*For readings on Part B see Paper VII.

- R. G. D. Allen Mathematical Analysis for Economics (1953), Chs. 1, 2, 3.
- P. Abbott Teach Yourself Trigonometry. Chs. 1 to 7.
- Ram Bihari & Shri Ram Intermediate Algebra, Chapters 1, 2, 6, 7, 8, 9, 10, 11; relevant sections only.
- S. L. Loney The Element of Coordinate Geometry, Chapters 1, 2, 3, 4, 8, 9, 12, 13; relevant section only.

Paper III—Mercantile Law—Section A 50 Marks

Law relating to Contracts, Partnership, Sale of Goods, Negotiable Instruments, Fire, Marine and Life Insurance, Insolvency, Carriage of Goods and Arbitration.

Recommended Readings : (These readings are for both Paper III and Paper VIII).

- M. C. Shukla A Manual of Mercantile and Industrial Law (S. Chand & Co., Delhi), 1961.
- D. F. Mulla The Indian Contract Act—Students Edition, (N. M. Tripathi Private Limited, Calcutta).
- S. M. Shah Lectures on Company Law (N. M. Tripathi Private Limited, Bombay, 1966).
- M. C. Shukla Company Law, 1962.
- T. M. Stevens Elements of Mercantile Law: 1966.
- W. R. Anson Principles of English Law of Contract, 1953.
- A. N. Aiyar Companies (Amendment) Act, 1963.

Paper IV—Accountancy for Group 'A'—Section A 50 Marks

Principles of Double Entry and the Accounting structure. Special purpose subsidiary books. Basic accounting conventions. Nature of Financial Statements and the accounting concept of income. Analysis for changes in income. Receipts and Payments and Income and Expenditure Accounts. Single Entry System Sectional Ledgers. Partnership Accounts—Accounting for changes in the constitution of a firm (viz. admission, retirement, amalgamation etc.) conversion and dissolution including piecemeal distribution of cash.

Joint Stock Company Accounts: Share and Loan capital, Acquisition of business. Disposal of Income and preparation of Final Accounts, Recent trends in published statement of Accounts.

(N. B.—For Readings, see Paper IX)

OR

Paper IV—Accountancy for Groups other than 'A-Section—A

50 Marks

Principle of Double Entry and the Accounting Structure. Special Purpose subsidiary books. Basic accounting concepts and conventions.

Nature of Final Accounts and the accounting concept of income, Matching of Costs and Revenues. Analysis of changes in Income and Expenditure and Receipts and Payments Accounts.

Sectional Ledgers. Single Entry System.

Bills of Exchange. Consignment and Joint Ventures.

Depreciation, Reserve and Sinking Funds.

Partnership Accounts—Accounting for changes in constitution of the firm (viz. admission, retirement, amalgamation etc.), conversion and dissolution.

(N.B.—For Readings, see Paper IX).

Part II Examination 1978

Paper V—Value and Distribution.

Introduction : What is an economy? Its central problems. Its social framework, Categories of economic systems. Modes of production. The price mechanism. Nature of economic

Production : Factors of production and their combination. Laws of Returns. Scale of production. Quantity and Quality of labour. Accumulation of Capital, Localisation of Industry. Technical progress.

Exchange : Utility, Indifference curves, Demand schedule. Theory of consumer's equilibrium. Cost curves. Supply schedule. Equilibrium of the firm. Determination of price under perfect competition, monopoly and monopolistic competition.

Distribution : Marginal productivity theory of distribution. Determination of wages, interest, rent and profits. Inequality of incomes.

Taxation: Tax as a source of Government revenue. Direct and indirect taxes. Incidence of commodity taxes. Effects of commodity taxes.

Required Readings:

- | | |
|-------------------|---|
| P. A. Samuelson | Economics : An Introductory Analysis, 6th edition, Part I, Chs. 1 to 4, Part III and Part IV. |
| A. J. Brown | Introduction to the World Economy, 5th edition, Chs. 1, 4, 5, and 6. |
| F. W. Paish | Benham's Economics, 7th edition, Chs. 1, 3, 5, 8, 10, 11, 16, 19, 22, 25 to 29. |
| Richard G. Lipsey | An Introduction to Positive Economics, 1963, pages 1 to 326. |
| J. E. Meade | An Introduction to Economic Analysis and Policy, Part II, Chs 1 to 7, Part III, Chs. 1 to 4 and Part IV, Chs. 1 to 3. |
| H. Dalton | Public Finance, 4th edition, Chs. 4 to 8, 10 to 12. |

Other Recommended Readings:

- | | |
|---------------------|---|
| 1. O. Lange | Political Economy, Vol. 1 Chs. 1-3. |
| 2. L. Robbins | Nature and Significance of Economic Science, Chs. 1 to 4. |
| 3. A. Marshall | Principles of Economics, Books III, IV and V, Chs. 1-7. |
| 4. E. H. Chamberlin | Theory of Monopolistic Competition 8th Edition, Chs. 4, 5 (Section 1, 2, 3). 6 & 7 (Section 1). |

Paper VI--Indian Economy since Independence 100 Marks

Problems of Development : How economics grow. Role of Capital and Technology. Nature and causes of Economic backwardness. Problems of capital formation in underdeveloped countries. Role of the State. Economic Planning.

Natural divisions and physical environment National Income-measurement, trends and sectoral distribution.

Population : Growth and density of population. Socio-demographic factors. Urbanisation. Working force.

Occupational distribution, unemployment and surplus labour in the economy. Per capita income. Population problem and policy. Food problem since 1951.

Agriculture : Area under cultivation. Types of farming. Crop pattern. Irrigation and fertilisers. Size and distribution of holdings. Land tenures. Land reforms. Organisation of credit and marketing. Problems of development.

Mining in India's economy : Production and Trade-Animal Husbandry and Fisheries—production, growth and trade.

Major manufacturing industries and their problems. Foreign capital. Industrial development since 1951. Cottage and small scale industries in India's economic development. Industrial policy. Labour welfare measures.

Structure of foreign trade. Trends in foreign trade and balance of payments. Present condition and problems of available means of transport.

Financial system of the Indian Union. Taxation structure. Taxation and Fiscal Policy. Implications of deficit financing. Trend in public expenditure.

Five Year Plans : Objectives of planning in India. Rate and pattern of investment in the Five Year Plans. The role of the public sector in India's economic development. Mobilisation of resources for the plans. Problems of foreign exchange and foreign aid. Prices and terms of trade policies since 1951. Price movement and terms of trade between the agricultural and industrial sectors of the economy.

Required Readings :

W. B. Reddaway	Development of the Indian Economy, Part I.
P. A. Symuelsen	Economics . An Introductory Analysis, 6th edition, Chs. 10 and Part 6.
P. A. Wadia and K. T. Merchant	Our Economic Problems, 6th edition, Chs. XI to XVI, XXIII, XXX, XXXI.
Alak Ghosh	Indian Economy : Its Nature and Problems (relevant portion only).

Other Recommended Readings :

E. B. Deshmukh	Economic Development in India 1946-56.
----------------	--

- O. H. K. Spate India and Pakistan (1957), Chs. 1, 4, 7, 8, 9, 10, 11 and 12.
- Kuznets, Moore and Spengler (eds.) Economic Growth, Brazil, India, Japan (Articles by Kingsway Davis D. R. Gadgil).
- Daniel Thorner and Alice Thorner Land and Labour in India (1962), Chs. 1, 3, and 4.
- J. P. Lewis Quit Crisis in India (1962), relevant portions only.
- Report of the Foodgrains III and IV. Enquiry Committee, 1957, Chapters
- H. Venkatasubbiah Indian Economy since Independence (1961), Chs. III to IX.
- Nanavati and Anjaria Indian Rural Problem (1965), Chs. I to III, IX, XI and XII.
- R. Nurkse Problems of Capital Formation in Underdeveloped Countries (1958) Chs. 1 to 3.
- Richard T. Gill Economic Development : Past and Present (Prentice Hall Foundation of Modern Economics Series), Chs. 1, 2, 5 and 6.
- J. Bhagwati Economics of Underdeveloped Countries (1966), Part III.

Paper VII—*Scientific Methods Elementary Mathematics and Statistical methods—Section B* 50 Marks

- Presentation of data—Tabular presentation—Construction of frequency tables. Approximation and accuracy. Graphs, Diagrams—bar, rectangle and pie.
- Measures of central tendency—Mean, Median, Mode. Geometric mean and Harmonic mean.
- Measures of dispersion—Range, quartile deviation, mean deviation, standard deviation and co-efficient of variation.
- Pearsonian and Bowley's measures of skewness. Concept of Kurtosis. Simple correlation and linear regression.
- Analysis of time series—Components. Moving average method for estimating trend and seasonal variation. Method of least squares for linear trend.
- Index numbers—Meaning and use. Methods of construction (with special reference to official indices of wholesale prices, consumer prices and industrial production).

Familiarity with the sources of official statistics relating to (a) Industry, (b) Trade, (c) Labour and (d) Agriculture.

Recommended Readings :

Statistical Methods :

- | | |
|------------------------------|--|
| R.H. Wessel and E.R. Willett | Statistics as Applied to Economics and Business (1965). |
| C.B. Gupta | An introduction to Statistical Methods (1966). Chs. 1 to 12, 16 to 18 and 23. |
| A.L. Ilersic | Statistics and their Application to Commerce (1956), Chs. 1-8, 12, 16 and, 18. |
| W.A. Neiswanger | Elementary Statistical Methods, (1957), Chs. 1 to 10, 13, 15, 16 and 19. |
| G. Simpson and F. Kalfa | Basic Statistics (1965), Chs. 1-16, 18, 20, 23 and 24. |
| M.M. Blair | Elementary Statistics, (1952), Chs. 1-16, 18, 19, 23 and 24. |
| H.J. Wheldon | Business Statistics and Statistical Method (1952), Chs. 1-18. |
| R. G. D. Allen | Statistics for Economics (1961), Chs. 1, 3 to 8. |

Paper VIII—*Mercantile Law—Section B*

50 Marks

Company Law; Incorporation of Companies; Prospectus and Allotment; Share Capital and Debentures; Management; Directors, Managing Agents, Secretaries and Treasurers and Managers; Company meetings and resolutions; Prevention of Oppression and Mismanagement; Types of winding up.

Books Recommended :

Books recommended under Paper III : *Mercantile Law Section I.*

Paper IX—*Accountancy for Group 'A' (Section B)*

50 Marks

Company Accounts:

Amalgamation, Absorption and Reconstruction. Valuation of Goodwill and Shares. Liquidation:

Accounts of Banking and Insurance Companies.

Departmental and Branch Accounts. Hire Purchase Accounts.
Manufacturing Accounts. Investment Accounts.

Accounting for Depreciation: Principles and Methods. Reserves
and Sinking Funds.

Funds Flow and Cash Flow Statements.

Financial Statement Analysis: Simple tests of Profitability,
liquidity and solvency.

Recommended Readings:

H.A. Finny and Herbert E. Miller	Principles of Accounting (Interme- diate), 5th Edn., Chs. 1, 3, 4, 8, 21, 23, 24 and 25.
Robert N. Anthony	Management Accounting, 3rd edi- tion, Chs. 2, 3, 10, 11 and 12.
John N. Myer	Financial Statement Analysis, 1950, Chs. 1, 2, 5.
R.K. Yorston, E.B. Smith and S.R. Brown	Advanced Accounting, 1957, Vol. II. Chs. 11 and 12.
William Pickles Spicer and Pegler 1959	Accountancy. Book-keeping and Accountancy.
M.C. Shukla and T.S. Grewal	Advanced Accounts.

OR

Paper IX—Accountancy for Groups other than 'A'—Section B

50 Marks

Joint Stock Companies

- Accounting for share and loan capital.
- Acquisition of business.
- Disposal of profit and Final Accounts.

Internal Check.

Elements of financial statements.

Simple Fund Flow Statement.

Recommended Redings :

Robert Anthony

Management Accounting, 3rd Edi-
tion, Chs. 2, 3, 10, 12.

John H. Myer

Financial Statement Analysis, 1950,
Chapters 1, 2, 5.

H.A. Finny & Herbert E. Miller	Principles of Accounting, 5th edition, Chapters 1, 3, 8 and 23.
William Pickles	Accountancy.
J.N. Vaish	Book-keeping and Accounts, Parts I and II.
M. C. Shukla and T.S. Grewal	Advanced Accounts.
Spicer and Pegler	Book-keeping and Accountancy, 1959.
Spicer and Pegler	Practical Auditing, 1963, relevant portions only.

Part III Examination 1979

Paper X—Money Banking and Exchange

100 Marks

Money and economic activity Economic significance of money. Money and other forms of wealth. The circular flows of money. Saving, consumption and investment. Theory of income determination. Reasons for holding money. Wealth holding and the rate of interest. Structure of interest rates and levels of income. Level of prices. Inflation and deflation.

Commercial banking : Process of creation of money by banks. The discount market and the liquid assets of the banking system. Commercial bank liquidity and lending policy.

Central banking: Evolution and functions of central banks. Credit control and its techniques. Developed and under-developed money markets. Central banking in under-developed money markets.

Foreign exchange: Rates of exchange and their fluctuations. Alternative monetary system—gold standard. flexible and fixed exchange rate standards. Balance of payment and its equilibrium Exchange control. Role of the IMF.

India currency and exchange since the Second World War.

Banking in India : Indigenous bankers. Indian joint stock banks. The State Bank of India. Indian money market. Reserve Bank of India. Regulation of banking.

Required Readings :

P.A. Samuelson

Economics: An Introductory Analysis, 6th edition, Chapters 11, 12, 14, 15, 17, 31.

- A.C.L. Day The Economics of Money, Chapters 1, 6, 7, 10, 11, 12, 14, 15, 16.
- A.C.L. Day An Outline of Monetary Economics, Chapters 1, 2, 8.
- A.J. Brown Introduction to the World Economy Chapter 3.
- R.S. Sayers Modern Banking, 6th edition, Chapters 1, 3, 5, 8, 9.
- S.N. Sen Central Banking in Underdeveloped Money Markets, 3rd edition, Chapters 1, 2, 12.
- S.G. Panandikar Banking in India, 10th edition, Chapters 2, 7, 10, 11, 12, 13.
- R.P. Kent Money and Banking, 4th edition, Chapters 23, 24, 30, 31, 32, 33.
- Alak Ghosh Indian Economy, 10th edition, Chapter 31.

Other Recommended Readings :

- James S. Dusenberry Money and Credit : Impact and Control (Prentice-Hall Foundations of Modern Economic Series), Chapters 1, 2, 6.
- W. Manning Dacey The British Banking Mechanism, 3rd edition. Chapters 1, 4, 8, 12.
- M.H. De Kock Central Banking, 3rd edition, Chapters 1, 8, 9, 11, 13.
- R.S. Sayers Central Banking after Bagehot 1957, Paper 9.
- L.V. Chandler The Economics of Money and Banking, 4th edition, Chapters 1, 25, 26, 27.
- S.K. Basu A Survey of Contemporary Banking Trends, 3rd edition, Chapter 11.
- G.N. Halm Economics of Money and Banking, 1956, Chapter 28 and Parts X and XI.
- R.G. Lipsey Introduction to Positive Economics, Book 11, Part 1, Chapters 22, 30, 31, 35.
- Clare and Crump A.B.C. of Foreign Exchange.

- Brian Tew** International Monetary Cooperation 1960. Relevant portions only.
- P.T. Ellsworth** The International Economy (Macmillan), 3rd edition, Chapters 16 to 21.
- D.A. Snider** International Economics, 1958, Chapters 7 to 10, 12 to 16.
- Peter B. Kenen** International Economics (Prentice Hall Foundations of Modern Economics series), Chapters 4 and 5.

Paper XI—World Resources and Trade

100 Marks

Relationship between economic activities, natural environment and cultural factors.

Distribution of world population.

Natural regions of the world—characteristic features.

Agriculture : Factors in agricultural development. Types of agriculture—subsistence and commercial agriculture.

World pattern of production and trade in the main agricultural products, viz., Rice, Wheat, Tea, Coffee, Tobacco, Sugar, Oil Seeds, Cotton, Jute, Rubber.

Forest : Fishery and Animal Husbandry—Pattern of production and trade.

Energy : Energy consumption and economic development. Sources of energy, viz., Coal, Petroleum and Natural Gas, Water Power, Atomic energy—their World distribution, development prospect and problems.

Minerals : World production, distribution and trade in important minerals, viz, iron ore, non-ferrous metals, zinc, bauxite, tin mica, gold and silver, manganese and copper.

Manufacturing industry : Locational factors. World production and trade in important consumer goods and producer good, viz., textiles, iron and steel, engineering products and chemicals.

Transport : Relation to productive activities, Chief trade carriers and routes. Regional patterns.

Basis of International Trade—Physical and economic. Gains from trade. The principle of comparative advantage. Terms of trade.

Trade policy of important countries. Multilateral and bilateral trade agreements. Concept of common market. Use of tariffs and other forms of trade control.

Required Readings :

- Newis A. Bengtson and William Van Royen Fundamentals of Economic Geography—an introduction to study resources (Prentice-Hall), 1953.
- J. Russell Smith, M. Odgen Philips and Thomas R. Smith Industrial and Commercial Geography (Henry Holt and Co.), Chapters 31-37.
- H. Robinson Geography for Business Studies (Macdonald and Evans), Chapters 18-21.
- A. Das Gupta Economic and Commercial Geography (A. Mukherjee and Co), Chapters I-IX.
- Peter B. Kenen International Economics (Prentice Hall, Foundations of Modern Economics Series), Chapters 1 to 3.
- P.T. Ellsworth The International Economy (Macmillan), 3rd edition, Chapters 4, 5, 9, 12, 13.
- P.A. Samuelson Economics : An Introductory Analysis, 6th edition. Chapters 32 to 34.
- R.G. Lipsey Introduction to Positive Economics 1963, Chapters 34 and 36.

Other Recommended Readings :

- Hans Boesch A Geography of World Economy (Van Nostrand), 1964.
- Michael Chisholm Geography and Economics, Chapter 3, pp. 29 to 65.
- John W. Alexander Economic Geography (Prentice Hall).
- D.A. Snider Introduction to International Economics, 1958 Chapters 5 and 6.
- Gunnar Myrdal International Economy, 1957, Chapter 13.
- J.B. Condliffe Commerce of Nations, 1951, relevant portions only.
- B.N. Ganguli Reconstruction of India's Foreign Trade.

GROUP 'A' ADVANCED ACCOUNTANCY

Paper XII—*Cost Accounting*

Objectives of Cost Accounting. Cost terminology and analysis of total cost.

Materials : Purchasing procedure, Stores routine, Methods of pricing material issues. Material wastes. Stores ledger.

Labour : Personnel department. Time keeping and booking. Methods of remuneration. Pay-roll records and accounts. Idle time. Cost of labour turnover.

Overheads : Classification. Methods of allocating (apportioning and absorbing) overheads.

Cost control accounts : Reconciliation of cost and financial accounts. Integrated accounts.

Accounting for (a) Contract costs, (b) Job order costs, (c) Operating costs, (d) Process costs and (e) Single output costs.

Marginal costing and Break-even charts.

Standard costing : The establishment of Standards. Determination and analysis of variances.

Elements of budgetary control.

Recommended Reading :

John G. Blocker and W. Keith Weltmer	Cost Accounting, 1954, Chapters I to 8.
Walter W. Bigg	Cost Accounts.
H.J. Wheldon	Cost Accounting and Costing Methods, 1959.
J. Batty	Management Accountancy, Chapters 10 and 11.
M.C. Shukla and T.S. Grewal	Cost Accounts.

Paper XIII—*Auditing and Income Tax*

100 Marks

A. Auditing :

Principles of Auditing :

(a) Nature and objects of an audit.

- (b) Various classes of audits and audit procedure.
Conduct of an audit.

System of Internal Control :

- (a) Internal audit, internal control and internal check.
- (b) Fundamentals of an efficient system of internal check.
- (c) Internal check as regards purchases, sales, cash receipts, payments and wages.

Vouching, verification and valuation of assets and liabilities. Company audit :

- (a) Appointment, powers, duties and liabilities of the auditor. Audit reports.
- (b) Statutory audit, Audit of Share capital, share transfers and managerial remuneration.

Divisible profits and dividends.

Investigations relating to :

- (a) Detection of frauds and errors.
- (b) Purchase of a business.

B. Income Tax

1. Basis of charge.
 - (i) Total Income
 - (ii) Residence.
2. Computation of total income under the heads
 - (a) salaries, (b) interest on securities, (c) income from house property, (d) profits and gains from business or profession, (e) capital gains, (f) income from other sources.
3. Aggregation of income and set-off or carry forward of loss, rebates and reliefs. Simple assessment of individual, firm, Hindu Undivided Family and company (excluding tax computations).
4. Income Tax Authorities. A broad outline of the procedures for assessment, collection and recovery of tax, appeals and revisions.

Recommended Readings :

1. Spleet and Pegler
2. De Paula

Practical Auditing, Indian Edition.
Principles of Auditing.

- | | |
|---------------------------------|-------------------------|
| 3. Roy and Ghoshal | Auditing |
| 4. R.R. Gupta and
V.S. Gupta | Elements of Income Tax. |

GROUP 'B' TRADE AND TRANSPORT

Paper XII—Trade

100 Marks

Background of modern trade and commerce. A survey of the development of trade from the beginning of the 19th century to present day.

Reasons for Foreign Trade. Benefits of Foreign Trade.

Problems of International Trade : Trade Barriers. Need for International and Regional arrangements. GATT. UNCTAD, ECM, EFTA. Commonwealth Preferences, International Commodity Agreements.

Foreign trade of India.

Changing pattern of India's foreign trade.

Balance of payments and the problem of financing.

Direction and composition of India's foreign trade—problems and prospects.

Export promotion institutions : Board of Trade, Export Promotion Councils, State Trading Corporation, Metals and Minerals Trading Corporation, Export Credit and Guarantee Corporation, Export Inspection Council, Indian Council of Trade Fairs and Exhibitions, Commodity Board etc.

Government control and administration of foreign trade in India : Import-export control, control of foreign collaboration and capital. Trade missions and delegations abroad.

India's trade and payment agreements.

Internal Trade of India :

Importance of internal trade. Factors influencing internal trade, Organisation of wholesale trade in cotton and oilseeds State control of wholesale trade. Food Corporation of India.

Recommended Readings :

J.B. Condliffe

Commerce of Nations, Chapter 10.

P.T. Ellsworth

International Economy, 3rd edition
Chapters 1, 9, 11.

- Enke and Salera
International Economics, 1957
Chapters 18, 20, 21, 22.
- Peter B. Kenen
International Economics, 1964
Chapter 3.
- Manmohan Singh
India's Export Trends. Chapters 1,
2, 11, 12, 13, 15.
- H.M. Patel
Policy for Foreign Trade, 1964,
- R.K. Singh
Prosperity Through Export, 1965.
- P.G. Salvi
New Directions in India's Trade
Policy.
- Council for Economic
Education, Bombay
The State Trading Corporation, 1961,
Reserve Bank of India
Reports on Currency and Finance.

Books for Reference

- W. Ashworth
A Short History of the International
Economy since 1850, Chapters 1&2.
- M.A. Heilperin
The Trade of Nations, Book II and
Book III, Chapters 7 and 8.
- Ministry of Commerce,
Govt. of India.
Annual Report (Latest).
- P.L. Yates
Forty years of Foreign Trade, 1959,
Chapter 2.
- India's Five Year Plans
Relevant portions only.
- Marketing Reports on oilseeds and cotton.
Rail and Road Transport in India,
1964.
- M.O. Mathew
A Short history of Modern Indian
Shipping, 1965.
- T.S. Sanjeeva Rao
United Nations Conference on
Trade and Development (Final Act
with related documents).
- Ministry of Commerce,
Govt. of India.
A Study of the European Common
Market and its Impact on India's
Foreign Trade. 1964.
- R.S. Nigam
Report of the Study Team on Im-
port and Export Trade Control
Organisation.
- Ministry of Commerce

Govt of India	Report of the Export Promotion Committee, 1957.
-do-	Report of the Import and Export Policy Committee (Mudaliar Committee), 1962.
-do-	Handbook of Export Promotion.
-do-	Import Trade Control Handbook.
-do-	India's Trade Agreements.

Paper XIII—Transport

100 Marks

The Economics of Railway, Road, Shipping and Air Transport with reference to the following :

Economic development, specialisation, organisation, ownership, monopolistic tendency, state aid, nationalisation, rate making, coordination.

Transport in India :

Roads : Development and present position. Financing of roads and transport. Rail-Road competition. Nationalisation of road transport. Road transport in Five Year Plans. Taxation of road transport.

Railway : History and present position. Development of railway traffic. Regrouping of railways. Railways development in Plans. Basis of railway rates and fares. Rate-making in practice. Classification of goods. Regulation of rates and fares. Railway Rates Tribunal. Administration of railways.

Waterways Inland waterways : Potentialities of development of inland water transport system in India. Coastal shipping. Present position of Indian shipping. Shipping under the Five Year Plans. Nationalisation of shipping. Ship building and port-development. Foreign competition. State aid to Indian shipping. Shipping Development Fund. Port ownership and administration.

Airways : Growth of air transport in India. Nationalisation of air transport. Present position of air transport and future prospects. Trends in passenger and cargo services. Financing of air transport business. Administration of air transport. Foreign competition and collaboration.

Recommended Readings :

K. P. Bhatnagar and others

Transport in India, relevant chapter only.

G.L. Wilson

Elements of Transportation Economics, 1950.

M.R. Bonavia

Economics of Transport, 1958.

R.D. Tiwari

Railways in Modern India, 1941.

Planning Commission

Five Year Plans, chapters on transport.

Books for Reference :

Acworth and
Stephen

Elements of Railway Economics.

K.G. Fenelon

Railway Economics.

K.G. Fenelon

Economics of Road Transport.

Haji

Economics of Shipping.

Govt. of India

Report of the Railway Freight Structure Enquiry Committee, 1955-57.

Govt. of India

Report of the Road Transport Reorganisation Committee.

Govt. of India

Final Report of the Committee on Transport Policy and coordination.

Govt. of India,
Ministry of Transport

(i) Report of the Motor Vehicle Taxation Enquiry Committee.

(ii) Report of the Port and Shipping Statistics Committee.

(iii) Report of the Rail-Sea Coordination Committee, 1957.

(iv) Report of the Inland and Water Transport Committee, June 1959.

(v) Annual reports on the Working of the Ministry of Transport.
Basic Road Statistics in India.

Department of Transport,
New Delhi
Govt. of India

Indian Railways.

U.N.

Transport Year Book.

Ministry of Commerce

Foreign Trade of India (Relevant issues).

GROUP 'C' COOPERATION

Paper XII—*Cooperative Movement with Special Reference to India*

100 Marks

Meaning and basic principles of cooperation. Genesis and special features of co-operation in Germany, U.K., Denmark, Sweden, Japan and Israel. International Cooperative Alliance.

Growth of Cooperative Movement in India : Beginnings. Evolution since 1904. Development since Independence. Cooperation in Five Year Plans.

Present position of the Co-operative Movement in India.

A. Objectives, functions, progress and problems of the following types of societies :

- (i) Finance : Credit Societies, co-operative banks, land mortgage banks.
- (ii) Farming Societies.
- (iii) Marketing processing and warehousing societies.
- (iv) Consumer's Co-operatives.
- (v) Others : better living societies, service co-operatives, weavers. Societies, milk supply unions, housing societies, industrial co-operatives, transport co-operatives.

B. Organisational structure from the Primary to the All-India level.

State and Co-operation in India : Governments' role in promoting and regulating the movement. Departments and Ministries at State and Union levels. Cooperative Development and Warehousing Board.

Reserve Bank of India and the State Bank of India *vis-a-vis* the Co-operative Movement. Cooperative Training.

Appraisal of the Movement in India : An overall critical review. Measures to strengthen and vitalise the movement. Future of the Movement.

Co-operative Ideal : Cooperative Commonwealth. Co-operation as a balancing force between public and private sectors. Cooperation and capitalism, socialism and communism. Cooperation and Panchayati Raj.

Recommended Readings:

E.M. Hough

The Co-operative Movement in India.

B.D. Bedi

Theory, History and Practice of Co-operation, excluding Chapters 14, 15, 17, 18, 20, and pages 144-54.

All India Rural Credit Survey.

Vol. I. Part 2, Chapter 20.

R.B.I.

Review of Cooperative movement in India (latest).

Ministry of Community Development and Co-operation.

Cooperation in India.

Sunil Guha

The Co-operative way.

D.R. Gadgil

Towards a cooperative Commonwealth, 1960.

Five Year Plan

(Relevant portions only).

Government of India

Sahakari Samaj, 1962.

Books for Reference :

K.R. Kulkarni

Theory and Practice of cooperation in India and Abroad, Vol. I, II, III, (Relevant portions only).

C.R. Fay

Cooperation at home and Abroad.

H.F. Infield

Cooperative living in Palestine.

I.L.O.

The Cooperative Movement and Present Day Problems.

H.L. Kaji

Cooperation in India.

Jack Bailey

The British Cooperative Movement.

Bombay Provincial Co-operative Institute

Fifty years of Cooperation, 1904-54.

Govt. of India

Report of the Study Team on Co-operative Training, Vol. II.

National Cooperative Union of India

De-officialization of the Cooperative Movement—A Symposium, 1965.

All India Co-operative Union

Report of the All-India Seminar on Cooperative Marketing, Vol. I and Vol. II, 1960.

Govt. of India

Report of the Committee on Co-operation (Mirdha Committee), 1966.

Govt. of India

Report of the Committee of Direction on Cooperative farming, 1965.

-do-

Annual Conference of Registrars of Cooperative Societies and the State Ministers of Cooperation at Bombay Proceedings and Agenda Notes, 1966.

Paper XIII—*Cooperative Law and Practice in India* 100 Marks.

Types of Cooperative Law. Origin and history of cooperative legislation in India. A detailed study of the Cooperative Societies Act, 1912 and the model Bill as prepared by the Committee on Cooperative Law (appointed by the Government of India) with reference to the following :

Formation, registration and organization of different types of co-operative societies

Borrowing of funds

Investment of funds

Profit disposal

Accounting and Account books

Audit and Inspection

Supersession and dissolution of a managing committee.

Concessions to registered societies.

Administrative organisation of the Co-operative Department.

Recommended Readings :

- | | |
|----------------------------|--|
| H. Calvert | Law and Principles of Co-operation, 5th edition by B.B. Mukherjee. |
| T.E. Stephenson | Management in Co-operative societies, 1963. |
| W.K.H. Campbell | Practical co-operation in Asia and Africa, 1951. |
| I.L.O. | Co-operation—A Worker's Manual. |
| -do- | An Introduction to Co-operative Practice, Chapters IV and V. |
| M.D. Vidwans | Co-operative Law. |
| B.J. Surridge and M. Digby | A Manual of Co-operative Law and Practice, Part II, 1953. |
| H.L. Raji | Co-operation in India (for Co-operative Law), pp. 255-93. |

Govt. of India	The Central Co-operative Societies Act, 1912.
-do-	The Model Bill on Cooperative Law.

GROUP 'D' BANKING

Paper XII—*Comperative Banking* 100 Marks

Indian Banking:

History and development. Types of banking institutions. Indigenous bankers. Joint stock banks. The State Bank of India. Cooperative banks. The money market.

Reserve Bank of India: Role and functions. Credit policy and techniques of credit control.

Financing of Industry and trade: Role of Commercial banks Specialised institutions. Investment trusts. Underwriters. Stock exchanges.

The problem of rural finance.

Foreign Banking :

A study of the banking system in the following countries with special reference to industrial, agricultural and commercial banking : United Kingdom, U.S.A., Germany and Japan.

International Institutions : IMF. IBRD, IFC, Asian Development Bank.

Books Recommended :

S.G. Panandikar

S.K. Basu

R.B.I.

R.S. Sayers

B.H. Beckhart

S.K. Muranjan

Banking in India, 1963.

Industrial Finance in India, 1961.

All India Rural Credit Survey Committee Report Vol. II, 1956.

Modern Banking, 1964.

Banking Systems.

Modern Banking in India, 1952.

Books for Reference :

S.L.N. Sinha

R.P. Kent

H.T. Patrick

Capital Market of India, 1960.

Money and Banking, 1961.

Monetary Policy and Central Banking in Contemporary Japan.

COMPLIMENTARY COPY

Annual Reports of the Reserve Bank of India.

S.K. Basu

Survey of Contemporary Banking Trends
1965.

G. Rosen

Some aspects of industrial finance in India.

K. Mackenzie

Banking System of Great Britain, France,
Germany and U.S.A.

Paper XIII—*Banking Law And Practice*

100 Marks

Evolution of Banking Law in India. Main provisions of the Banking Regulations Act, 1949. Familiarity with the salient provisions of Banker's Books Evidence Act. Negotiable Instrument Act and Reserve Bank of India Act.

Banker and customer. Definition of Banker. Legal relationship between banker and customer.

The ordinary practice of bankers with regard to the opening and conduct of bank account and treatment of special classes of customers.

The practices and law relating to the following :

Cheques : Forms, endorsements, crossing of cheques, forgery and alteration, bankers marks on cheques, termination of banker's authority to pay cheques, general principles governing honouring of cheques and statutory protection granted to paying and collecting bankers.

Bills of exchange : Forms, endorsement, acceptance for honour, case of need, noting protest, discharge of bill. Discounting of bill of exchange.

The theory and characteristics of negotiability. Promissory notes, I. O. U.

Bankers's Credit :

Traveller's letters of credit, circular notes, confirmed banker's credit, unconfirmed banker's credit, documentary credit, revolving credit, financing of foreign trade in India.

Employment of Bank's Funds :

Important factors governing cash-reserves, statutory provisions regarding liquid assets, profitable uses of funds-call loans, investment in securities, cash credit overdrafts and loans, Banker's lien, pledge mortgage hypothecation.

Banker's Security for Advances

Advances against marketable securities, goods and documents of title goods, real property, guarantees.

**Bank Balance Sheet
and Accounts :**

life insurance policies, unsecured advances.

Law regarding the preparation of Bank Balance Sheet. Various account books and the accounting system in banking.

Organisation of Banking institutions.*Recommended Readings :*

M.L. Tanna

S.R. Davar

Banking Law and Practice in India.

Law and Practice of Banking.

Schedule indicating the subsidiary subjects which can be offered with any Main Subject for the B.A. (Hons)/B.Com. (Hons) Courses

<i>Main Subject</i>	<i>Subsidiary Subject (To be offered in 1 year) [Exam. to be held in 1977]</i>		<i>Subsidiary Subject (To be offered in 11 year) [Exam. to be held in 1978]</i>	
English	Modern Indian Language	— One Paper	Subsidiary Subject (one of the following) Arabic II, III; Persian II, III; Sanskrit II, III; History II, III; Philosophy II, III; Pol. Science II, III; Economics II, III; (Subject offered in 1 year) Subsidiary Subject (one of the following): History II, III; Philosophy I, II; Econo- mics I, II; Pol. Science I, II.	— Two Papers
	Subsidiary Subject (one of the following) Arabic I, Persian I, Sanskrit I, History I, Philosophy I, Pol. Science I, Economics I,	— One Paper		
Sanskrit, Arabic, Persian, Urdu, Hindi, Bengali, Punjabi (For candidates who passed Hr. Sec. with English as first language)	English	— Two Papers	Subsidiary Subject (one of the following): History II, III; Philosophy I, II; Econo- mics I, II; Pol. Science I, II.	— Two Papers
	Modern Indian Language	— One Paper		
Sanskrit, Arabic, Persian, Urdu, Hindi, Bengali, Punjabi (For candidates who passed Hr. Sec. Exam. with English as II/III Language.)	English	— One Paper	Subsidiary Subject (one of the following): History II, III; Philosophy II, III; Economics II, III; Pol. Science II, III. (Subject offered has to be the same as offered in 1 year).	— Two Papers
	Subsidiary Subject (one of the following) History I, Philosophy I, Economics I, Pol. Science I	— One Paper		
Philosophy	English	— One Paper	Subsidiary Subject (one of the following): History II, III; Mathematics I, II; Pol. Science I, II, Sociology I, II; Economics I, II; Psychology I, II.	— Two Papers
	Modern Indian Language	— One Paper		
Psychology	English	— One Paper	Subsidiary Subject (one of the following) Mathematics I, II; Philosophy I, II; Economics I, II; Pol. Science I, II; Sociology I, II.	— Two Papers
	Modern Indian Language	— One Paper		
Economics	English	— One Paper	Subsidiary Subject (one of the following) Mathematics I, II; History II, III; Philosophy I, II; Pol. Science I, II.	— Two Papers
	Modern Indian Language	— One Paper		
History	English	— One Paper	Subsidiary Subject (one of the following) Economics I, II; Philosophy I, II; Sanskrit I, II, Arabic I, II; Persian I, II; Pol. Science I, II; Geography I, II; Psychology I, II.	— Two Papers
	Modern Indian Language	— One Paper		
Political Science	English	— One Paper	Subsidiary Subject (one of the following) Economics I, II; History II, III; Philo- sophy I, II.	— Two Papers
	Modern Indian Language	— One Paper		
Sociology Geography	English	— One Paper	Subsidiary Subject (one of the following): Economics I, II; Pol. Science I, II; History II, III; Philosophy I, II.	— Two Papers
	Modern Indian Language	— One Paper		
Mathematics	English	— One Paper	Subsidiary Subject (one of the following) Economics I, II; Philosophy I, II; Geography I, II; Psychology I, II	— Two Papers
	Modern Indian Language	— One Paper		
Mathematical Statistics	English	— One Paper	Subsidiary Subject (one of the following) Economics I, II; Philosophy I, II.	— Two Papers
	Modern Indian Language	— One Paper		
B. Com. (Hons)	Modern Indian Language	— One Paper	General English	— One Paper
	Subsidiary Subject (one of the following) Mathematics I, History I, Pol. Science II, Philoso- phy I, English I (Prose), Personnel & Industrial Psychology.	— One Paper		
B.A. (Hons. Music) Hindustani Music/ Karnatak Music	English	— One Paper	Subsidiary Subject (one of the following): Philosophy I, II; Sanskrit I, II; Arabic I, II; Persian I, II; History II, III; Pol. Science I, II; Economics I, II.	— Two Papers
	Modern Indian Language	— One Paper		

For B.A. (Hons.)

Note: Candidates who did not offer Hindi, Urdu, Bengali, Punjabi, Sindhi, Tamil, Telugu, Malayalam, Kannada, Gujarati, Marathi, Assamese or Oriya at the Higher Secondary Examination of the Central Board of Secondary Education, or the Matriculation Examination of an Indian University, or an examination conducted by some public body in India and recognised as equivalent to either of the aforesaid examinations shall be permitted to offer one of the following papers in lieu of the Modern Indian Language to be offered as a Subsidiary subject wherever prescribed—

- Economics Paper I
- Philosophy Paper I
- Political Science Paper II
- History Paper I

The subject offered in lieu of M.I.L. should be either that the one offered as the Main subject and different from the one to be offered as a Subsidiary subject or a paper of three papers, as the case may be.

For B.Com. (Hons.)

Note: Candidates who did not offer Hindi, Urdu, Bengali, Punjabi, Sindhi, Tamil, Telugu, Kannada, Malayalam, Marathi, Gujarati, Assamese or Oriya at the Higher Secondary Examination of the Central Board of Secondary Education, New Delhi, or the Matriculation Examination of an Indian University, or an examination conducted by some public body in India and recognised as equivalent to either of the aforesaid examinations shall be permitted to offer one of the following papers which they have not otherwise offered as a Subsidiary subject—

- History Paper I
- Philosophy Paper I
- Political Science Paper II