

UNIVERSITY OF DELHI

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

AUTHENTICATED COPY

Assistant Registrar (Genl)
University of Delhi

29/9 29/9

B.Com. (HONOURS) COURSE

- Part I Examination 1979
Part II Examination 1980
Part III Examination 1981



COMPLIMENTARY COPY

Syllabi applicable for students seeking admission to the
B.Com. (Hons.) Course in the academic year 1978-79

Rs 1 - 50 P

Price

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

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

Part I — Examination 1979

| <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. I) | 50 | 2 |
| Paper III—Mercantile Law (Sec. I) | 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 1980

| | | |
|--|-----|---|
| 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. II.) | 50 | 2 |
| Paper VIII—Mercantile Law (Sec. II.) | 50 | 2 |
| Paper IX—Accountancy for Group A (Sec. II.) | 50 | 2 |
| OR | | |
| Accountancy for Groups other than A (Sec. II.) | 50 | 2 |

Part III – Examination 1981

| | | | |
|-------|--|-----|---|
| Paper | X—Money Banking & Exchange | 100 | 3 |
| Paper | XI—World Resources & Trade | 100 | 3 |
| Paper | XII—& XIII—One of the following groups : | | |

Group 'A'—Advanced Accountancy

| | | | |
|-------|------------------------------|-----|---|
| Paper | XII—Cost Accounting | 100 | 3 |
| Paper | XIII—Auditing and Income Tax | 100 | 3 |

Group 'B'—Trade and Transport

| | | | |
|-------|----------------|-----|---|
| Paper | XII—Trade | 100 | 3 |
| Paper | XIII—Transport | 100 | 3 |

Group 'C'—Cooperation

| | | | |
|-------|--|-----|---|
| Paper | XII—Cooperative movement with special reference to India | 100 | 3 |
| Paper | XIII—Cooperative Law and Practice in India | 100 | 3 |

Group 'D'—Banking

| | | | |
|-------|-------------------------------|-----|---|
| Paper | XII—Cooperative Banking | 100 | 3 |
| Paper | XIII—Banking Law and Practice | 100 | 3 |

Note : For Subsidiary Subjects see the Schedule attached to the Book.

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

DETAILED COURSES OF READING

Part I—Examination 1979

| | |
|---|-----------|
| Paper I—Business Organisation and Management: The Structure of Business. | 100 Marks |
|---|-----------|

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 financing 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 evolution 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 Objective 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 | Personal 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. Dunnean | Marketing Principles and Methods, 5th ed., Chapters 2, 22, 24, 27, 30, 31. |

- Government of India Second Five Year Plan. Pages 28 to 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).
- L. 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 I*

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 method, Inductive method, 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 equation. 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 two 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 methods 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 13, 14, 16—21. |

*For readings on Part B see Paper VII.

W.I.B. Beveridge **The Art of Scientific Investigation (1957).**
Or

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, (1955), Chs. 2, 3, 5, 6, 7, 8, 9. (relevant portions only).**
- 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 sections only.**

Paper III—Mercantile Law—Section I

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 I

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 piece-meal 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—I*

50 Marks

Principal 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—1980

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 Generalisations.

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 :

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|-------------------|--|
| P. A. Samuelson | Economics : An Introductory Analysis, 6th edition, Part I, Chs. I 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. Pash | 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 :

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|---------------------|---|
| 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 economies 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 Price Policy since 1951. Price movement and terms of trade between the agricultural and industrial sectors of the economy.

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 :

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|-------------------------------|---|
| R. H. Wessel and E.R. Willett | Statistics as Applied to Economics and Business (1965) |
| C.B. Gupta | An introduction to Statistical Methods (1966). 1 to 12, 16 to 18 and 23. |
| A.L. Ilersic | Statistics and their Application to Commerce (1956), Chs. 1-8, 12, 16 and 19. |
| W.A. Neiswanger | Elementary Statistical Methods, (1957), Chs. 1 to 10, 13, 15, 16 and 1. |
| 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 II

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 II)

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. Investments 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 (Intermediate), 5th Edn., Chs. 1, 3, 4, 8, 21, 23, 24 and 25.

Robert N. Anthony

Management Accounting, 3rd edition, Chs. 2, 3, 10, 11 and 12.

John N. Myer

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

R.K. Yorston, E.B.

Advanced Accounting, 1957, Vol. II.

Smith and S.R. Brown

Chs. 11 and 12.

William Pickles

Accountancy.

Speer and Pegler

Book-keeping and Accountancy, 1959.

M.C. Shukla and

T.S. Oswal

Advanced Accounts.

OR

Paper IX—Accountancy for Groups other than 'A'—Section II 50 Marks

Joint Stock Companies :

- (a) Accounting for share and loan capital.
- (b) Acquisition of business.
- (c) Disposal of profit and Final Accounts.

Internal Check.

Elements of analysis of financial statements.

Simple Fund Flow Statement.

Recommended Readings :

Robert N. Anthony

Management Accounting, 3rd Edition,
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
J.N. Vaish

Accountancy.
Book-keeping and Accounts, Parts I
and II.

M.C. Shukla and
T.S. Grewal

Advanced Accounts,

Spicer and Pegler
Spicer and Pegler

Book-keeping and Accountancy, 1959.
Practical Auditing, 1963, relevant por-
tions only.

Part III—Examination 1981

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 the 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 underdeveloped money markets. Central banking in underdeveloped 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 ;

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|-----------------|--|
| 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, 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:

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|---------------------|---|
| 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. DeKock 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. Haim 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.
- Paper 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, 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 ore, 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 :

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|---|---|
| Newis A. Bengtson and William Van Royen | Fundamentals of Economic Geography—an introduction to study resources (Prentice-Hall), 1953. |
| J. Russell Smith, M. Odgen Phillips 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*

100 Marks

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 Readings

John G. Blocker and
W. Keith Weltmer

Cost Accounting, 1954, Chapters 1
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.

Part : **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 business.

B. Income Tax:

- I. 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 :

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|---------------------------------|-------------------------------------|
| 1. Spicer and Pegler | Practical Auditing, Indian Edition. |
| 2. De Paula | 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 :

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|---|---|
| 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 Chap- ters 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:

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| W. Ashworth | A Short History of the International Economy since 1850, Chapters 1&2. |
| M.A. Hellperin | 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. |

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| | Marketing Reports on oilseeds and cotton. |
| M.O. Mathew | Rail and Road Transport in India, 1964. |
| T.S. Sanjeeva Rao | A Short history of Modern Indian Shipping, 1965. |
| Ministry of Commerce, Govt. of India. | United Nations Conference on Trade and Development (Final Act with related documents). |
| R.S.Nigam | A Study of the European Common Market and its Impact on India's Foreign Trade. 1964. |
| Ministry of Commerce | Report of the Study Team on Import and export Trade Control Organisation. |
| 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 marking 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 :

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| K. P. Bhatnagar and others | Transport in India, relevant chapters 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 :

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| 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.

Department of Transport. New Delhi

Goyt. of India

U.N.

Ministry of Commerce

Basic Road Statistics in India.

Indian Railways.

Transport Year Book.

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.

(iv) 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 : Co-operative Commonwealth. Co-operation as a balancing force between public and private sectors. Co-operation and capitalism, socialism and communism. Co-operation and Panchayati Raj.

Recommended Readings:

E.M. Houge **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 Co-operative movement in India (latest).**

Ministry of community Development and Co-operation. **Co-operation in India.**
Sunil Guha **The Co-operative way.**
D.R. Gadgil **Towards a co-operative Commonwealth, 1960.**

Five Year Plan **(Relevant portions only).**
Government of India **Sahakari Samaj, 1962.**

Books for Reference :

K.R. Kulkarni **Theory and Practice of co-operation in India and Abroad, Vol. I, II, III, (Relevant portions only).**

C.R. Fay **Co-operation at home and Abroad.**

H.F. Infield **Co-operative living in Palestine.**

I.L.O. **The Co-operative Movement and Present Day Problems.**

H.L. Kaji **Co-operation in India**

Jack Bailey **The British Co-operative Movement.**

Bombay Provincial Co-operative Institute
Govt. of India

National Cooperative Union of India
All India Co-operative Union

Govt. of India

Govt. of India

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Fifty years of Cooperation, 1904-54
Report of the Study Team on Co-operative Training, Vol. II.

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

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

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

Report of the Committee of Direction on Co-operative farming, 1965.

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.

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| 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.Kaji | 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 Co-operative Law |

GROUP 'D' BANKING

Paper XII—*Cooperative 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 **Banking in India, 1963.**
 S.K. Basu **Industrial Finance in India, 1961.**
 R.B.I. **All India Rural Credit Survey Committee Report Vol. II, 1956.**
 R.S. Sayers **Modern Banking, 1964.**
 B.H. Beckhart **Banking Systems.**
 S.K. Muranjan **Modern Banking in India, 1952.**

Books for Reference

- S.L.N. Simha **Capital Market of India, 1950.**
 R.P. Kent **Money and Banking. 1961.**
 H.T. Patrick **Monetary Policy and Central Banking in Contemporary Japan.**
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. Mackehzie **Banking System of Great Britain, France, Germany any 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.

Banker'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, life insurance policies, unsecured advances.

Bank Balance Sheet and Accounts :

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

Organisation of Banking Institutions.

Recommended Reading :

M.L. Tannan

Banking law and Practice in India.

S.D. Davar

Law and Practice of Banking.