

SCOPE

Bangalore

In collaboration with

Karnataka State Open University

Mysore, Karnataka – 570006

Course Structure & Syllabus

For

Bachelor of Commerce

(B.Com.)

COURSE STRUCTURE

First Year:

Code	COURSE TITLE	Credits
ENG-L 112	Poetry, Prose, Fiction, Language Component.	4
HIN-L 113	Poetry, Prose, Fiction, Language, Component.	4
ICHRES 122	Indian Constitution, Human rights and Environmental Studies.	8
C-111	Financial Accounting -I	4
C-112	Business Organization and Office Measurement	4
C-113	Company Law and Secretarial Practice.	4

Second Year:

Code	COURSE TITLE	Credits
ENG-L 212	Prose, Drama, English for Commercial Purposes	4
HIN-L 213	Prose, Fiction, Precise, Letter Writing, Language component.	4
FCA B-55	Fundamentals of Computer Application	10
C-211	Financial Accounting-II	4
C-212	Human Resource Management	4
C-213	Banking-theory and Practice	4

Third Year:

Code	COURSE TITLE	Credits
C-311	Financial Accounting-III	4
C-312	Income Tax Law and Practice	4
C-313	Cost Accounting	4
C-314	Law and Practice of Auditing	4
C-315	Management Accounting	4
C-316	Business Static's	4
C-317	Business Law	4
C-318	Marketing Management	4
C-319	Introduction to Computer	4

FIRST YEAR

ENG-L 112: Poetry, Prose, Novel, Language Component

BLOCK 1:

Unit 1: Chaucer: The Wife of Bath

- Objectives
- Introduction
- Text and Analysis of the poem
- Self assessment questions
- Critical Comments
- Self-check exercises
- Glossary
- Some sample answers to the SAQ
- Advanced Organiser

Unit 2: Shakespeare: Full Many a Glorious Morning Shakespeare

- Objectives
- Introduction
 - ◆ Shakespeare – A Poetic genius
 - ◆ The Sonnet as an important form of poetry
 - ◆ The Sonnets of Shakespeare
 - ◆ Relationship between the poet and his friend
- Text and analysis of “Full Many a glorious morning”
- Critical Comments
- Summing up
- Self-check exercise
- Glossary
- Annotations
- Suggested Reading
- Answer to self- check exercise
 - ◆ Answer to Annotations

Unit 3: John Milton: How Soon Hath Time

- Objectives
- Introduction
 - ◆ Life and achievement of Milton
 - ◆ Sonnet and Milton as a Sonneteer
- Background to “How Soon Hath Time”
 - ◆ The Text
 - ◆ Suggestions
 - ◆ Primary Glossary
- An Analysis of the Poem lines 1-2
 - ◆ Lines 3-4
 - ◆ Lines 5-8
 - ◆ Lines 9-14
- Summing Up
- Answers to Self Check Exercise
- Question For Self Study

Unit 4: Alexander Pope: Belinda’s Dressing Table From The Rape of the Lock

- Objectives
- Introduction
- Text and Analysis
 - ◆ Critical Analysis
- Summing Up
- Self check exercise
- Suggested Reading
- Glossary
- Answer to Self Check exercise

Unit 5: Tomas Gray: Selected Stanzas from Elegy Written in a Country Churchyard

- Objectives
- Introduction
- Text and Analysis of the Poem
 - ◆ Self assessment questions – 1&2

- Critical comments
- Self-Check exercise
- Glossary
- To Sum Up
- Some Simple Answers to SAQ
- Advanced Organiser

Unit 6: Three years she Grew – William Wordsworth

- Objectives
- Introduction
- Wordsworth – Some biographical details
 - ◆ Wordsworth and the Romantic movement
 - ◆ Wordsworth as a poet of Nature
 - ◆ Influence of Dorothy Wordsworth
 - ◆ Wordsworth’s association with Coleridge
- Lucy Poem
- Identity of Lucy
- Text and Analysis of the Poem
- Critical Comments
- To Sum up
- Annotations
- Self-Check exercise
- Glossary
- Suggested Reading
- Answers to annotations
- Answers to Self-Check exercise

Unit 7: Tennyson – Ulysses

- Objectives
- Introduction
 - ◆ Life and achievement of Tennyson
- Background to “Ulysses”
 - ◆ The Text
 - ◆ Suggestions

- ◆ Primary Glossary
- An Analysis of the Poem (Lines 1-5)
 - ◆ Lines 6-32
 - ◆ Lines 33-43
 - ◆ Lines 44-61
 - ◆ Lines 62-70
- Summing Up
- Answers to Self Check Exercise
- Questions for Self – Study

Unit 8: Matthew Arnold: Dover Beach

- Objectives
- Introduction
- The Text
- Glossary
- Critical Analysis
- Summing up
- Self-check exercise
- Passages for annotation
- Answers to Self-check exercise

BLOCK 2:

Unit 9: Of Studies

- Objectives
- Introduction
- Analysis of the Essay - 1
- Self – Check exercises – 1
- Analysis of the Essay – 2
- Self – Check exercises – 2
- Critical Comments
- Summing Up
- Key Words
- Questions

- Answers to Self – Check exercises & Questions

Unit 10: Gulliver in the Land of Houyhnmns – Jonathan Swift

- Objectives
- Introduction
- Summary of the Passage
- Self – Check exercises
- Critical Comments
- Let Us Sum Up
- Key Words
- Questions
- Answers to Questions
- Suggested Reading

Unit 11: The Widow and her Son – Washington Irving

- Objectives
- Introduction
- Analysis of the moment
 - ◆ Critical Analysis
- Summing Up
- Self Check Exercises
- Suggested Reading
- Glossary
- Answers to Self – Check exercises

Unit 12: “Dr. Heidegger’s Experiment”

- Objectives
- Introduction
- Analysis of “Dr. Heidegger’s experiment”
 - ◆ Critical Analysis
- Let us Summing Up
- Self-check exercise
- Suggested reading Glossary
- Answer to self check exercises.

Unit 13: Definition of A Horse

- Objectives
- Introduction
- The text: Definition of a Horse
- Glossary
- Analysis
- Summing up
- Self-check exercise
- Answer to self check exercises

Unit 14: The Necklace: Guy de Maupassant

- Objectives
- Introduction
- About the writer
- What is a short Story?
- Summary of the “Necklace”
- Critical Comments
- Self-check Exercise
- Glossary
- Questions
 - ◆ Answers to questions
- Suggested Reading

BLOCK 3:

Unit 15: George Orwell: Animal Farm

- Aims and Objectives of this unit
- In production (an imaginary dialogue introducing the novel)
- Introduction to George Orwell, the Man
- Orwell the Novelist and his works. Check your Progress.
- How to Approach a novel like ANIMAL FARM. Check your Progress.
- Let us Sum up. Model Answers to Self-Check Exercise.

Unit 16: George Orwell: Animal Farm

- Objectives

- Chapter I Check our progress
- Chapter II Check your progress
- Chapter III Check your progress
- Answers to check your progress question I, II & III.

Unit 17: George Orwell: Animal Farm

- Objectives
- Chapter IV Check our progress
- Chapter V Check our progress
- Chapter VI Check our progress
- Answers to self check exercises

Unit 18: George Orwell: Animal Farm

- Objectives
- Chapter VII Check our progress
- Chapter VIII Check our progress
- Answers to self check exercises

Unit 19: Animal Farm: Analysis (Control)

- Objectives: At the end of this unit you should be able to analyse how all the commandments are flouted by pigs and animal farm again becomes “MANOR FARM” as a result of
- Reduction in Rations to animals: Pigs/Dogs exempted
- Strategy to discredit snowball
- Boxer sent to the slaughter house
- Squalor’s propaganda
- Chapter x
- Chapter check your Progress
- Answers to self check exercise.

Unit 20: Summing Up

- Objectives
- Major events of the novel

Unit 21: Structure and Plot

- Aims and Objectives
- An Analysis of the Structure

- A Study of characterization
- An examination of the theme
- Let us sum up
- Model Answers to self check exercises.

Unit 22: Allegorical Significance and Review of Criticism

- Aims and objectives
- Is Animal Farm a political allegory.
- A Study of style
- A review of criticism.
- Let us sum up
- Model Answers to self check questions.

Unit 23: A Note on the Audio- Visual Component on Animal Farm

- Objective
- Note

Unit 24: Glossary and Bibliography

- Objectives
- Glossary
- Bibliography
- Check your progress
- Answer to Questions
- Topics to write upon

BLOCK 4:

Unit 25: Expansion of An Idea

- Objectives
- Introduction
- Features
- Method
- Self-check exercise I
- Structure
- Strategies
- Language

- Self – check Exercises II
- Topics
- Answers to self check Exercises
- Suggested Reading

Unit 26: Summarizing & Working through Comprehension

- Objectives
- Introduction
- Different kinds of Summary
- The Practice and technique of Summarising
- Sample Exercises – I & II
- The Art of Comprehension
 - ◆ How to answer questions on a Comprehension Passage
- Sample Exercises – I & II
- Conclusion: Let us sum up

Unit 27: Use of Idioms

- Objectives
- Introduction
 - ◆ Idioms and Proverbs
- Idiomatic pairs of words
 - ◆ Idiomatic pairs of Nouns
 - ◆ Idiomatic pairs of adjectives
- Miscellaneous Idiomatic Expressions
- Introduction to a dictionary of English Idioms
- Let us Sum up

Unit 28: Active and Passive Voice

- Objective
- Introduction
- Difference between Active and Passive Form
- Points to Remember
- Self- check exercises
- Let us sum up
- Suggested Reading

- Answers to self-check exercises.

Unit 29: Antonyms and Synonyms

- Objectives
- Introduction
- Antonyms and Synonyms: some examples
- Exercises: Self check exercises
- A model for the learner
- Appendix: Antonyms and synonyms from the texts
- Self check exercises
- Answers to self check exercises
- To sum up

Unit 30: One – Word Substitute

- Objectives
- Introduction
- Ways of substituting One word for many words
- One word substitute
 - ◆ Examples of One word Substitute (Textual)
 - ◆ Examples of One word Substitute (General)
- Self check Exercises
- Let us sum up
- Suggested reading
- Answer to self check exercises

HIN-L 113: काव्य: काव्य सरिता गद्य: गद्यमंजरी कहानी: सात श्रेष्ठ कहानियाँ

ब्लॉक 1: 'काव्य सरिता'

इकाई 1: प्राचीन काव्य – 'कबीर-वाणी' – कबीर दास

1.0 उद्देश्य

1.1 प्रस्तावना

1.2 कवि परिचय

1.2.1 जीवन

1.2.2 कवि का व्यक्तित्व एवं कृतित्व

- 1.3 संरचना शिल्प
- 1.4 सारांश
- 1.5 शब्दावली
- 1.6 संदर्भ सहित व्याख्या
- 1.7 बोध प्रश्न
- 1.8 अभ्यास के उत्तर
- 1.9 सहायक पुस्तकें

इकाई 2: प्राचीन काव्य – सूरदास के पद

- 2.0 उद्देश्य
- 2.1 प्रस्तावना
- 2.2 कवि परिचय
- 2.3 संरचना शिल्प
- 2.4 सारांश
- 2.5 शब्दार्थ
- 2.6 संदर्भ सहित व्याख्या
- 2.7 बोध प्रश्न
- 2.8 अभ्यास के उत्तर
- 2.9 सहायक पुस्तकें

इकाई 3: प्राचीन काव्य “तुलसीदास” – केवट भक्ति

- 3.0 उद्देश्य
- 3.1 प्रस्तावना
- 3.2 कवि परिचय
- 3.3 संरचना शिल्प
- 3.4 सारांश
- 3.5 शब्दार्थ
- 3.6 संदर्भ सहित व्याख्या

- 3.7 बोध प्रश्न
- 3.8 अभ्यास के उत्तर
- 3.9 सहायक पुस्तकें

इकाई 3B: बिहारीलाल – “बिहारी के दोहे”

- 3.10 उद्देश्य
- 3.11 प्रस्तावना
- 3.12 कवि परिचय
- 3.13 संरचना शिल्प
- 3.14 सारांश
- 3.15 शब्दार्थ
- 3.16 संदर्भ सहित व्याख्या
- 3.17 बोध प्रश्न
- 3.18 अभ्यास के उत्तर
- 3.19 सहायक पुस्तकें

इकाई 4: प्राचीन काव्य : मीराबाई – “मीराबाई के भजन”

- 4.0 उद्देश्य
- 4.1 प्रस्तावना
- 4.2 कवि परिचय
- 4.3 संरचना शिल्प
- 4.4 सारांश
- 4.5 शब्दार्थ
- 4.6 संदर्भ सहित व्याख्या
- 4.7 बोध प्रश्न
- 4.8 अभ्यास के उत्तर
- 4.9 सहायक पुस्तकें

इकाई 4B: प्राचीन काव्य : रहिम – रहिम के दोहे

- 4.10 उद्देश्य

- 4.11 प्रस्तावना
- 4.12 कवि परिचय
- 4.13 संरचना शिल्प
- 4.14 सारांश
- 4.15 शब्दार्थ
- 4.16 संदर्भ सहित व्याख्या
- 4.17 बोध प्रश्न
- 4.18 अभ्यास के उत्तर
- 4.19 सहायक पुस्तकें

इकाई 5: आधुनिक काव्य – अयोध्यासिंह उपाध्याय हरिऔध

- 5.0 उद्देश्य
- 5.1 प्रस्तावना
- 5.2 कवि परिचय
- 5.3 संरचना शिल्प
- 5.4 सारांश
- 5.5 शब्दार्थ
- 5.6 संदर्भ सहित व्याख्या
- 5.7 बोध प्रश्न
- 5.8 अभ्यास के उत्तर
- 5.9 सहायक पुस्तकें

इकाई 6: आधुनिक काव्य – जयशंकर प्रसाद : चिंता

- 6.0 उद्देश्य
- 6.1 प्रस्तावना
- 6.2 कवि परिचय
- 6.3 संरचना शिल्प
- 6.4 सारांश
- 6.5 शब्दार्थ

- 6.6 संदर्भ सहित व्याख्या
- 6.7 बोध प्रश्न
- 6.8 अभ्यास के उत्तर
- 6.9 सहायक पुस्तकें

इकाई 6B: आधुनिक काव्य – सूर्यकान्त त्रिपाठी निराला

- 6.10 उद्देश्य
- 6.11 प्रस्तावना
- 6.12 कवि परिचय
- 6.13 संरचना शिल्प
- 6.14 सारांश
 - 6.14.1 तोडती पत्थर
 - 6.14.2 जागो फिर एक बार
 - 6.14.3 प्रियतम
- 6.15 शब्दार्थ
- 6.16 संदर्भ सहित व्याख्या
- 6.17 बोध प्रश्न
- 6.18 अभ्यास के उत्तर
- 6.19 सहायक पुस्तकें

इकाई 7: आधुनिक हिन्दी काव्य : भाग 1 : महादेवी वर्मा :

- 7.0 उद्देश्य
- 7.1 प्रस्तावना
- 7.2 कवि परिचय
- 7.3 संरचना शिल्प
- 7.4 सारांश
 - 7.4.1 मेरे दीपक
 - 7.4.2 फूल
 - 7.4.3 नर्तन

- 7.5 शब्दार्थ
 - 7.5.1 मेरे दीपक
 - 7.5.2 फूल
 - 7.5.3 नर्तन
- 7.6 संदर्भ सहित व्याख्या
- 7.7 बोध प्रश्न
- 7.8 अभ्यास के उत्तर
- 7.9 सहायक पुस्तकें

इकाई 7B: आधुनिक हिन्दी काव्य : भाग 2 : भारत भूषण अग्रवाल

- 7.10 उद्देश्य
- 7.11 प्रस्तावना
- 7.12 कवि परिचय
- 7.13 सारांश
 - 7.13.1 जहां मैं हूँ।
 - 7.13.2 नाग—यज्ञ
- 7.14 शब्दार्थ
 - 7.14.1 जहां मैं हूँ।
 - 7.14.2 नाग यज्ञ
- 7.15 संदर्भ सहित व्याख्या
- 7.16 बोध प्रश्न
- 7.17 अभ्यास के उत्तर
- 7.18 सहायक पुस्तकें

इकाई 8: आधुनिक काव्य – मैथिली शरण गुण – कैकेयी का पश्चाताप

- 8.0 उद्देश्य
- 8.1 प्रस्तावना
- 8.2 कवि परिचय
- 8.3 संरचना शिल्प

- 8.4 सारांश
- 8.5 शब्दार्थ
- 8.6 संदर्भ सहित व्याख्या
- 8.7 बोध प्रश्न
- 8.8 अभ्यास के उत्तर
- 8.9 सहायक पुस्तकें

ब्लॉक 2: गद्यमंजरी

इकाई 9: कहानी तावान : लेखक प्रेमचन्द

- 9.0 उद्देश्य
- 9.1 प्रस्तावना
- 9.2 कहानी का संक्षिप्त परिचय
- 9.3 कहानी का सार
- 9.4 संदर्भ सहित व्याख्या
- 9.5 चरित्र चित्रण
- 9.6 कहानी कला के आधार पर तावान कहानी का विवेचन
- 9.7 शब्दार्थ
- 9.8 बोध प्रश्न

इकाई 10: कहानी टूटी हुई जिन्दगी

- 10.0 उद्देश्य
- 10.1 प्रस्तावना
- 10.2 कहानी का संक्षिप्त परिचय
- 10.3 कहानी का सार
- 10.4 संदर्भ सहित व्याख्या
- 10.5 चरित्र चित्रण
- 10.6 कहानी कला के आधार पर टूटी हुई जिन्दगी एक विवेचन
- 10.7 शब्दार्थ
- 10.8 बोध प्रश्न

इकाई 11: कहानी – संवदिया कहानीकार: फणीस्वरनाथ रेणु

- 11.0 उद्देश्य
- 11.1 प्रस्तावना
- 11.2 कहानी का सारांश
- 11.3 संदर्भ सहित व्याख्या
- 11.4 चरित्र चित्रण
- 11.5 कहानी कला के आधार पर संवदिया एक विवेचन
- 11.6 बोध प्रश्न
- 11.7 कठिण शब्दार्थ

इकाई 12: कहानी – दो कलाकार – श्रीमती मन्नू भण्डारी

- 12.0 उद्देश्य
- 12.1 प्रस्तावना
- 12.2 कहानी का संक्षिप्त परिचय
- 12.3 कहानी का सार
- 12.4 संदर्भ सहित व्याख्या
- 12.5 चरित्र चित्रण
- 12.6 कहानी कला के आधार पर दो कलाकार एक विवेचन
- 12.7 बोध प्रश्न
- 12.8 कठिण शब्दार्थ

इकाई 13: कहानी – सबिया – श्रीमती महादेवी वर्मा

- 13.0 उद्देश्य
- 13.1 प्रस्तावना
- 13.2 कहानी का संक्षिप्त परिचय
- 13.3 कहानी का सार
- 13.4 संदर्भ सहित व्याख्या
- 13.5 चरित्र चित्रण
- 13.6 कहानी कला के आधार पर सबिया एक विवेचन

13.7 बोध प्रश्न

13.8 कठिण शब्दार्थ

इकाई 14: कहानी - खच्चर और आदमी - श्री यशपाल

14.0 उद्देश्य

14.1 प्रस्तावना

14.2 कहानी का संक्षिप्त परिचय

14.3 कहानी का सार

14.4 संदर्भ सहित व्याख्या

14.5 चरित्र-चित्रण

14.6 कहानी कला के आधार पर खच्चर और आदमी एक विवेचन

14.7 बोध प्रश्न

14.8 कठिण शब्दार्थ

इकाई 15: कहानी - बरस बीत गया - श्रीहिमांशु जोशी

15.0 उद्देश्य

15.1 प्रस्तावना

15.2 कहानी का संक्षिप्त परिचय

15.3 कहानी का सार

15.4 संदर्भ सहित व्याख्या

15.5 चरित्र-चित्रण

15.6 कहानी कला के आधार पर बरस बीत गया - एक विवेचन

15.7 बोध प्रश्न

15.8 कठिण शब्दार्थ

इकाई 16: एकांकी - आवाज का नीलाम- श्री धर्मवीर भारती

16.0 उद्देश्य

16.1 प्रस्तावना

16.2 कहानी का संक्षिप्त परिचय

16.3 कहानी का सार

- 16.4 संदर्भ सहित व्याख्या
- 16.5 चरित्र-चित्रण
- 16.6 कहानी कला के आधार पर आवाज का नीलाम एक विवेचन
- 16.7 बोध प्रश्न
- 16.8 कठिण शब्दार्थ

ब्लॉक 3: गद्य

इकाई 17: बड़े भाई साहब-मुंशी प्रेमचंद

- 17.0 उद्देश्य
- 17.1 प्रस्तावना
- 17.2 कहानी: बड़े भाई साहब
- 17.3 कहानी का सार
- 17.4 कथावस्तु
- 17.5 चरित्र-चित्रण
- 17.6 संरचना शिल्प
- 17.7 प्रतिपाद्य
- 17.8 सारांश
- 17.9 उपयोगी पुस्तकें
- 17.10 बोध प्रश्न /अभ्यासों के इत्तर

इकाई 18: कहानी - आकाश दीप (जयशंकर प्रसाद)

- 18.0 उद्देश्य
- 18.1 प्रस्तावना
- 18.2 कहानी: आकाशदीप
- 18.3 कहानी का सार
- 18.4 कथावस्तु
- 18.5 चरित्र-चित्रण
- 18.6 परिवेश
- 18.7 संरचना शिल्प

- 18.8 प्रतिपाद्य
- 18.9 सारांश
- 18.10 बोध प्रश्न /अभ्यासों के उत्तर

इकाई 19: कहानी चीफ की दावत (भीष्म साहनी)

- 19.0 उद्देश्य
- 19.1 प्रस्तावना
- 19.2 कहानी: चीफ की दावत
 - 19.2.1 कठिण शब्दार्थ
- 19.3 कहानी का सार
- 19.4 कहानी कला के तत्वों के आधार पर समीक्षा
 - 19.4.1 कथावस्तु
 - 19.4.2 चरित्र-चित्रण
 - 19.4.3 परिवेश
 - 19.4.4 संरचना शिल्प
 - 19.4.5 प्रतिपाद्य
- 19.5 सारांश
- 19.6 बोध प्रश्न /अभ्यासों के उत्तर

इकाई 20: सदाचार का ताबीज़ (हरिशंकर परसाई)

- 20.0 उद्देश्य
- 20.1 प्रस्तावना
- 20.2 कहानी: सदाचार का ताबीज़
 - 20.2.1 कठिण शब्दार्थ /मुहावरे
- 20.3 कहानी का सार
- 20.4 कहानी कला के तत्वों के आधार पर आलोचना
 - 20.4.1 कथावस्तु
 - 20.4.2 चरित्र-चित्रण
 - 20.4.3 परिवेश

20.4.4 संरचना शिल्प

20.4.5 प्रतिपाद्य

20.5 सारांश

20.6 बोध प्रश्न /अभ्यासों के उत्तर

इकाई 21: जलते हुए डेने - हिमांशु जोशी

21.0 उद्देश्य

21.1 प्रस्तावना

21.2 कहानी: जलते हुए डेने

21.2.1 कठिण शब्दार्थ /मुहावरे

21.3 कहानी का सार

21.4 कहानी कला के तत्वों के आधार पर समीक्षा

21.4.1 कथावस्तु

21.4.2 चरित्र-चित्रण

21.4.3 परिवेश

21.4.4 संरचना शिल्प

21.4.5 प्रतिपाद्य

21.5 सारांश

21.6 बोध प्रश्न /अभ्यासों के उत्तर

इकाई 22: फेंस के इधर और उधर - ज्ञानरंजन

22.0 उद्देश्य

22.1 प्रस्तावना

22.2 कहानी: फेंस के इधर और उधर

22.2.1 कठिण शब्दार्थ /मुहावरे

22.3 कहानी का सार

22.4 कहानी कला के तत्वों के आधार पर समीक्षा

22.4.1 कथावस्तु

22.4.2 चरित्र-चित्रण

- 22.4.3 परिवेश
- 22.4.4 संरचना शिल्प
- 22.4.5 प्रतिपाद्य
- 22.5 सारांश
- 22.6 बोध प्रश्नों /अभ्यासों के उत्तर

इकाई 23: ज़हर - श्रीमती दिप्ती खंडेलवाल

- 23.0 उद्देश्य
- 23.1 प्रस्तावना
- 23.2 कहानी: ज़हर
- 23.3 कहानी का सार
- 23.4 कहानी कला के तत्वों के आधार पर समीक्षा
 - 23.4.1 कथावस्तु
 - 23.4.2 चरित्र-चित्रण
 - 23.4.3 परिवेश
 - 23.4.4 संरचना शिल्प
 - 23.4.5 प्रतिपाद्य
- 23.5 सारांश
- 23.6 बोध प्रश्नों /अभ्यासों के उत्तर

इकाई 24: हिन्दी कहानी का विकास

- 24.0 प्रस्तावना
- 24.1 कहानी की परिभाषा
- 24.2 कहानी के तत्व
 - 24.2.1 कथावस्तु
 - 24.2.2 चरित्र-चित्रण
 - 24.2.3 संरचना शिल्प - भाषा - शैली, संवाद
 - 24.2.4 परिवेश या वातावरण
 - 24.2.5 प्रतिपाद्य या उद्देश्य, शीर्षक

- 24.3 हिन्दी कहानी का प्रारंभ
- 24.4 प्रसाद – प्रेमचन्द युग
- 24.5 प्रेमचन्दोत्तर युग अथवा विवेच्यकाल
 - 24.5.1 श्री जैनेन्द्रकुमार
 - 24.5.2 श्री अज्ञेय
 - 24.5.3 श्री यशपाल
- 24.6 नई कहानी
- 24.7 स्त्री लेखिकाए

ब्लॉक 4: व्याकरण और अनुवाद

इकाई 25: हिन्दी उच्चारण

- 25.0 उद्देश्य
- 25.1 पाठ-परिचय
- 25.2 मूलपाठ हिन्दी उच्चारण और संधि
 - 25.2.1 वर्णमाला
 - 25.2.1.1 स्वर
 - 25.2.1.1.1 स्वरों का वर्गीकरण
 - 25.2.1.1.2 अनुस्वर और विसर्ग
 - 25.2.1.1.3 स्वरों का उच्चारण
 - 25.2.1.2 व्यंजनों का वर्गीकरण
 - 25.2.1.2.1 संयुक्त व्यंजन
 - 25.2.1.2.2 बारहखड़ी
 - 25.2.2 हिन्दी वर्तनी
- 25.3 सारांश
- 25.4 परीक्षार्थी के प्रश्नों के नमूने
- 25.5 नमूने के प्रश्नोंत्तर
- 25.6 कुछ उपयोगी पुस्तकें

इकाई 26: संधि और शब्द - भेद

26.0 उद्देश्य

26.1 पाठ-परिचय

26.2 मूलपाठ: संधि और शब्द - भेद

26.2.1 संधि

26.2.1.1 स्वरसंधि

26.2.1.1.1 दीर्घ संधि

26.2.1.1.2 गुण संधि

26.2.1.1.3 वृद्धि संधि

26.2.1.1.4 यण् संधि

26.2.1.1.5 अयादि संधि

26.2.1.2 व्यंजन संधि

26.2.1.3 विसर्ग संधि

26.2.2 शब्द - भेद

26.2.2.1 व्युत्पत्ति या इतिहास के आधार पर शब्द - भेद

26.2.2.1.1 तत्सम शब्द

26.2.2.1.2 तद्भव शब्द

26.2.2.1.3 देशी शब्द

26.2.2.1.4 विदेशी शब्द

26.2.2.2 अर्थ के आधार पर शब्द - भेद

26.2.2.2.1 एकार्थी शब्द

26.2.2.2.2 अनेकार्थी शब्द

26.2.2.2.3 समानार्थी या पर्यायवाची शब्द

26.2.2.2.4 विलोमार्थी या विपरीतार्थक शब्द

26.2.2.2.5 समूहवाची शब्द

26.2.2.2.6 ध्वनिबोधक शब्द

26.2.2.2.7 युग्म शब्द

26.2.2.3 रचना या बनावट के आधार पर शब्द - भेद

- 26.2.2.3.1 रूढ़
- 26.2.2.3.2 यौगिक
- 26.2.2.3.3 योगरूढ़
- 26.2.2.4 विकार या रूपांतर के आधार पर शब्द - भेद
 - 26.2.2.4.1 विकार
 - 26.2.2.4.2 अविकारी
- 26.2.2.5 वाक्य में प्रयोग के आधार पर शब्द - भेद
 - 26.2.2.5.1 संज्ञा
 - 26.2.2.5.2 सर्वनाम
 - 26.2.2.5.3 विशेषण
 - 26.2.2.5.4 क्रिया
 - 26.2.2.5.5 क्रियाविशेषण
 - 26.2.2.5.6 संबंधबोधक
 - 26.2.2.5.7 समुच्चयबोधक
 - 26.2.2.5.8 विस्मयादिबोधक

26.3 सारांश

26.4 परीक्षार्थी के प्रश्नों के नमूने

26.5 नमूने के प्रश्नोंत्तर

26.6 कुछ उपयोगी पुस्तकें

इकाई 27: संज्ञा, वचन और लिंग

27.0 उद्देश्य

27.1 पाठ-परिचय

27.2 मूलपाठ संज्ञा, वचन और लिंग

27.2.1 संज्ञा

27.2.1.1 व्यक्तिवाचक संज्ञा

27.2.1.2 जातिवाचक संज्ञा

27.2.1.3 भाववाचक संज्ञा

- 27.2.1.4 द्रव्यवाचक संज्ञा
- 27.2.1.5 समूहवाचक संज्ञा
- 27.2.2 वचन
 - 27.2.2.1 एक वचन
 - 27.2.2.2 बहुवचन
 - 27.2.2.3 वचन – परिवर्तन
- 27.2.3 लिंग
 - 27.2.3.1 पुल्लिंग
 - 27.2.3.2 स्त्रीलिंग
 - 27.2.3.3 लिंगनिर्णय
 - 27.2.3.4 स्त्रीप्रत्यय
- 27.3 सारांश
- 27.4 परीक्षार्थी के प्रश्नों के नमूने
- 27.5 नमूने के प्रश्नोंत्तर
- 27.6 कुछ उपयोगी पुस्तकें
- इकाई 28: कारक और सर्वनाम**
- 28.0 उद्देश्य
- 28.1 पाठ-परिचय
- 28.2 मूलपाठ कारक और सर्वनाम
 - 28.2.1 कारक
 - 28.2.1.1 कारक और विभक्ति
 - 28.2.1.2 परसर्ग
 - 28.2.1.3 कारकों के प्रकार
 - 28.2.1.3.1 कर्ता कारक
 - 28.2.1.3.2 कर्म कारक
 - 28.2.1.3.3 करण कारक
 - 28.2.1.3.4 संप्रदान कारक

- 28.2.1.3.5 अपादान कारक
- 28.2.1.3.6 संबंध कारक
- 28.2.1.3.7 अधिकरण कारक
- 28.2.1.3.8 संबोधन कारक

28.2.2 सर्वनाम

- 28.2.1.1 पुरुषवाचक सर्वनाम
- 28.2.1.2 निश्चयवाचक सर्वनाम
- 28.2.1.3 निजवाचक सर्वनाम
- 28.2.1.4 संबंधवाचक सर्वनाम
- 28.2.1.5 प्रश्नवाचक सर्वनाम
- 28.2.1.6 अनिश्चवाचक सर्वनाम

28.3 सारांश

- 28.4 परीक्षार्थी के प्रश्नों के नमूने
- 28.5 नमूने के प्रश्नोंत्तर
- 28.6 कुछ उपयोगी पुस्तकें

इकाई 29: विशेषण और क्रिया

- 29.0 उद्देश्य
- 29.1 पाठ-परिचय
- 29.2 मूलपाठ – विशेषण और क्रिया
 - 29.2.1 विशेषण
 - 29.2.1.2 विशेषण के प्रकार
 - 29.2.1.2.1 सार्वनामिक विशेषण
 - 29.2.1.2.1 गुणवाचक विशेषण
 - 29.2.1.2.1 संख्यावाचक विशेषण
 - 29.2.1.2.3.1 निश्चित संख्यावाचक
 - 29.2.1.2.3.2 अनिश्चित संख्यावाचक
 - 29.2.1.2.3.3 परिमाण बोधक

29.2.1.3 विशेषण शब्दों की रचना

29.2.1.4 विशेषण बनानेवाले कुछ उपसर्ग

29.2.2 क्रिया

29.2.2.1 धातु

29.2.2.1.2 धातु के प्रकार

29.2.2.1.2.1 मूल धातु

29.2.2.1.2.2 यौगिक धातु

29.2.2.1.2.2.1 मूल धातु से उत्पन्न

29.2.2.1.2.2.2 दो या अधिक धातुओं से उत्पन्न

29.2.2.1.2.2.3 कियेतर शब्द से बना धातु (नामधातु)

29.2.2.1.2.2.4 अनुकरण मूलक धातु

29.2.2.3 क्रिया के प्रकार

29.2.2.3.1 अकर्मक क्रिया

29.2.2.3.2 सकर्मक क्रिया

29.2.2.3.3 प्रेरणात्मक क्रिया

29.2.2.3.3.1 प्रेरणात्मक क्रियाओं के बनाने का नियम

29.2.2.4 वाच्य और प्रयोग

29.2.2.4.1 वाच्य

29.2.2.4.1.1 कर्तृवाच्य

29.2.2.4.1.2 कर्मवाच्य

29.2.2.4.1.3 भाव वाच्य

29.2.2.4.2 प्रयोग

29.2.2.4.3 वाच्य परिवर्तन

29.2.2.5 कृदन्त

29.2.2.5.1 कृदन्त के प्रकार

29.2.2.5.1.1 विकारी कृदन्त

29.2.2.5.1.2 अविकारी कृदन्त

29.2.2.6 काल

29.2.2.6.1 काल के प्रकार

29.2.2.6.2 काल के उपभेद

29.2.2.6.2.1 वर्तमानकाल के भेद

29.2.2.6.2.2 भूतकाल के भेद

29.2.2.6.2.3 भविष्यत् काल के भेद

29.2.2.7 अर्थ

29.3 सारांश

29.4 परीक्षार्थी के प्रश्नों के नमूने

29.5 नमूने के प्रश्नोंत्तर

29.6 कुछ उपयोगी पुस्तकें

इकाई 30: अनुवाद

30.0 उद्देश्य

30.1 संक्षिप्त परिचय

30.2 अनुवाद

30.2.1 अनुवाद की परिभाषाएँ

30.2.2 अनुवाद क्या है ? शिल्प, कला, विधान

30.2.3 अनुवाद के गुण

30.2.4 अनुवाद के प्रकार

30.3 अनुवाद के नमूने

30.4 सारांश

30.5 परीक्षार्थी के प्रश्नों के नमूने

30.6 नमूने के उत्तर

ICHRES 122: Indian Constitution, Human Rights And Environmental Studies

BLOCK 1:

Unit 1: Meaning of the term Constitution, its importance, the development of the Indian Constitution.

- Objectives
- Introduction
- Meaning Of the term constitution
- Importance of the Constitution
- Development of the Constitution
- Let us Sum Up
- Key Words
- Some Useful Books
- Answers to Check Your Progress Exercises

Unit 2: Reorganisation of States and National Integration

- Objectives
- Introduction
- Demand for Re-organization of States
- The States Reorganization Commission
- Arguments in Favor and against linguistic States
- National Integration
 - ◆ Meaning
 - ◆ Problems
 - ◆ Solutions
- Let us Sum Up
- Key Words
- Some Useful Books
- Answer to Check Your Progress Exercises

Unit 3: Framing of the Indian Constitution and Preamble

- Objectives
- Introduction
- Background

- Composition of the Constituent Assembly
- Election to the Constituent Assembly
- Status of the Assembly
- Committees of the Assembly
- Making of the Constitution
- Criticism of the Congress Party's role in making the constitution
- Appreciation of the Congress Party's role
- Preamble
- Ideals of the Preamble
- Significance of the Preamble
- Let us Sum Up
- Key words
- Some Useful Books
- Answers to Check Your Progress Exercises

Unit 4: Salient features of Indian Constitution, Procedures of amending the Constitution and its limitations.

- Objectives
- Introduction
- Sources of the Constitution
- Salient Features
 - ◆ Written Constitution
 - ◆ Flexible Document
 - ◆ Sovereign Democratic Republic
 - ◆ A Welfare State
 - ◆ Federal System
 - ◆ Parliamentary System
 - ◆ Fundamental Rights
 - ◆ Directive Principles
 - ◆ Fundamental Duties
 - ◆ Independent Judiciary
 - ◆ Single Citizenship
 - ◆ Universal Adult Franchise

- ◆ Secular State
- ◆ Emergency Provisions
- Federal Features
- Unitary Features
- Procedures of amending the Constitution and its limitations
 - ◆ By Simple Majority
 - ◆ By Special Majority
 - ◆ By Special Majority with the Sanctification of the States
- Let us Sum Up
- Key Words
- Some Useful Books
- Answers to Check Your Progress Exercises

Unit 5: Fundamental Rights and Duties, Special Privileges for SC/STs, Backward classes, Women, Children and religious and linguistic minorities

- Objectives
- Introduction
- Historical Perspective
- Meaning of Fundamental Rights
- Nature of Fundamental Rights
- Fundamental Rights
 - ◆ Right to Equity
 - ◆ Right to Freedom
 - ◆ Right against Exploitation
 - ◆ Right to Religion
 - ◆ Cultural and Educational Rights
 - ◆ Right to Constitutional Remedies
- Fundamental Duties
- Special Privileges for S.C/S.T's Backward Classes, Women, Children and Religious and linguistic Minorities
- Evaluation
- Let us Sum Up
- Key Words

- Some Useful Books
- Answers to Check Your progress Exercises

Unit 6: Directive Principles of State Policy, Values and Limitations, Differences between Fundamental Rights and Directive Principles of State Policy

- Objectives
- Introduction
- Historical Background
- Nature
- Classification of Directives
 - ◆ Directives, Aiming at the establishment
 - ◆ Directives relating to economic matters and gandhian Principles
 - ◆ Other Directives
- Sanctions to the Directives
 - ◆ Values and Limitations
- Differences between Fundamental Rights and Directive Principles of State Policy.
- Implementation
- Changing Scope of the Directive Principles of State policy.
- Let us Sum Up
- Key Words
- Some Useful Books
- Answers to Check Your Progress Exercises.

BLOCK 2:

Unit 7: Union Parliament – Lok Sabha and Rajya Sabha

- Objectives
- Introduction
- Rajya Sabha
 - ◆ Composition of Rajyasabha
 - ◆ Qualification and Disqualifications
 - ◆ Term of Rajya Sabha
- Powers and Functions of the Rajya Sabha
 - ◆ Legislative Powers
 - ◆ Executive Powers

- ◆ Powers equal with Lok Sabha
- ◆ Special Powers
- Lok Sabha
 - ◆ Composition
 - ◆ Term
 - ◆ Qualification
- Powers and Functions
 - ◆ Legislative Powers
 - ◆ Financial Powers
 - ◆ Executive Powers
 - ◆ Miscellaneous Powers
- Let us Sum Up
- Key Words
- Some Useful Books
- Answers to Check your Progress exercises.

Unit 8: President, Prime Minister and Council of Ministers

- Objectives
- Introduction
- Qualification, Election and term of office of the President
- Powers and Functions
- Prime Minister
 - ◆ Appointment
 - ◆ Power and Functions
- Council of Ministers
 - ◆ Features of Council Minister
 - ◆ Functions of Council of Ministers
- Let us Sum Up
- Key Words
- Some Useful Books
- Answers to Check your Progress exercises.

Unit 9: Supreme Court and High Court

- Objectives

- Introduction
- Composition of Supreme Court
- Powers and Functions of Supreme Court
 - ◆ Original Jurisdiction
 - ◆ Appellate Jurisdiction
 - ◆ Appeal by special leave
 - ◆ Advisory jurisdiction
- Composition of High Court
- Powers and Functions of High Court
- Let us Sum Up
- Key Words
- Some Useful Books
- Answers to Check your Progress exercises.

Unit 10: State Government – Legislature, Governor, Chief Minister and Council of Ministers

- Objectives
- Introduction
- Composition of the Legislature
- Powers and Functions of Legislature
- Governor – Appointment
- Powers and Functions
- The Council of Ministers and the Chief Minister
 - ◆ Composition of Council of Minister
 - ◆ Powers and Functions of the Council of ministers
- The Chief Minister
 - ◆ Appointment
 - ◆ Powers and Functions
- Let us Sum Up
- Key Words
- Some Useful Books
- Answers to Check your Progress exercises.

Unit 11: Indian Federalism and Political Parties

- Objectives
- Introduction
- Nature of Indian Federal System
- Indian Federal system – Constitutional determinants
- Unitary trends in Indian Federation – A Strong Central Government
- Meaning and Nature of Political parties
- National Political Parties
- Regional Political Parties
- Let us Sum Up
- Key Words
- Some Useful Books
- Answers to Check your Progress exercises.

Unit 12: Centre State Relations – Legislative, Administrative and Financial, Adult Franchise and Election Commission

- Objectives
- Introduction
 - ◆ Legislative Relations between the union and the states
 - ◆ Administrative Relations between the union and the states
 - ◆ Financial Relations between the union and the states
- Adult Franchise
 - ◆ Merits
 - ◆ Demerits
- Election Commission
 - ◆ Compositions
 - ◆ Powers and Functions
- Let us Sum Up
- Key Words
- Some Useful Books
- Answers to Check your Progress exercises.

BLOCK 3:

Unit 13: Explains Meaning and Importance of human rights. Together it also deals with Universal declaration of Human Rights.

- Objectives
- Introduction
- Meaning and Importance of Human Rights
- Universal Declaration of Human Rights
- Let us Sum Up
- Key Words
- Some Useful Books
- Answers to Check your Progress exercises.

Unit 14: Development of human rights and fundamental rights. It also explains International Law and Position of India in the International Field.

- Objectives
- Introduction
- Development of Human Rights
- Fundamental Rights
- International Law and Position of India
- Let us Sum Up
- Key Words
- Some Useful Books
- Answers to Check your Progress exercises.

Unit 15: Social and gender discrimination, torcher and genocides and about two human rights covenants.

- Objectives
- Introduction
- Social and gender discrimination in brief
- Torture as a Covenant
- Genocide as a convent
- Let us Sum Up
- Key Words
- Some Useful Books
- Answers to Check your Progress exercises.

Unit 16: European charter of Human Rights – Amnesty international.

- Objectives
- Introduction
- Amnesty International
- Let us sum up
- Key words
- Some useful books
- Answer to check your progress Exercises

Unit 17: People’s Union for Civil Liberty (PUCL) – People’s Union for Democratic Rights (PUDR).

- Objectives
- Introduction
- PUCL and PUDR Today
- Organizational Structure of PUCL and PUDR
- Issues and Concerns
- Let us sum up
- Key words
- Some useful Books
- Answer or check your Progress exercises.

Unit 18: Human Rights Commission – Minorities Commission and remedies against violations of human rights.

- Objectives
- Introduction
- Human Rights Commission: an overview
- Minorities Commission: an overview
- Remedies against violation of Human Rights
- Let us sum up
- Key Words
- Some Useful books
- Answers to check your Progress Exercises

BLOCK 4:

Unit 19: Meaning, Scope and Importance of Environmental studies – Components, physical or natural and cultural or man made

- Objectives
- Introduction
- Meaning
- Scope and Importance
- Components of environment
 - ◆ Physical Components
 - ◆ Cultural Components
- Let us sum up
- Key Words
- Some useful books
- Answers to check your progress exercises.

Unit 20: Concept of Ecology – Structure and functions of Eco system

- Objectives
- Introduction
- Concept of Ecology
- Structure of Ecosystem
- Functions of Ecosystem
- Let us sum up
- Key Words
- Some Useful Books
- Answers to Check your Progress Exercise

Unit 21: Biotic and abiotic factors- Environmental interactions

- Objectives
- Introduction
- Biotic Factors
- Abiotic factors
- Environmental Interactions
- Let us Sum up
- Key Words

- Some Useful Books
- Answers to check your Progress Exercises

Unit 22: Biological Resources – Plants, animals and micro-organism

- Objectives
- Introduction
- Biological Resources
 - ◆ Plants
 - ◆ Animals
 - ◆ Micro Organisms
- Let us sum up
- Key words
- Some Useful books
- Answers to check your Progress Exercises

Unit 23: Social issues – Human population and environment

- Objectives
- Introduction
- Social Issues
 - ◆ Human Population and environment
- Let us sum up
- Key Words
- Some Useful books
- Answers to check your Progress Exercises

Unit 24: Environmental Pollution – air, water, soil sound – conservation and preservation of environment.

- Objectives
- Introduction
- Environmental Pollution – Definition and Meaning
- Types of Pollution
- Conservation and Preservation of Environment
- Let us sum up
- Key Words
- Some Useful books

- Answers to check your Progress Exercises

C-111: Financial Accounting

BLOCK 1:

Unit 1: Accounting Principles: Concepts and Conventions

- Objectives
- Introduction to Accounting
- Need for Accounting
- Definition of Accounting
- Book – Keeping and Accounting
- Branches of Accounting
- Systems of Book Keeping
- Accounting Principles – Concepts and Conventions
- Let us sum up
- Glossary
- Answers to check your progress
- Model Questions
- Books for further reference

Unit 2: Journal

- Objectives
- Introduction
- Features
- Form of Journal
- Illustrations
- Let us sum up
- Glossary
- Answers to check your progress
- Model Questions
- Books for further reference

Unit 3: Ledger

- Objectives
- Introduction

- Meaning and Features of Ledger
- Need for ledger
- Form of a Ledger Account
- Balancing of Ledger Accounts
- Illustrations
- Let us sum up
- Glossary
- Answers to check your progress
- Model Questions
- Books for further reference

Unit 4: Subsidiary Books

- Objectives
- Subsidiary books
- Usual Subsidiary books
- Cash book
- Simple Cash books
- Form of a simple cash book
- Illustration
- Two column cash book
- Form of two column cash book
- Illustration
- Three Column cash book
- Form of three column cash book
- Illustration
- Purchase Book
- Sale book
- Purchase Return book
- Sale Return book
- Illustration
- Bills Receivable book
- Bills Payable book
- Journal Proper

- Posting to ledger Accounts
- Let us sum up
- Glossary
- Answers to check your progress
- Books for further reference
- Exercises

Unit 5: Trial Balance

- Objectives
- Trial Balance – Meaning
- Objectives of Trial Balance
- Preparation and form of trial balance
- Illustration
- Let us sum up
- Glossary
- Answers to check your progress
- Model Questions
- Books for further reference

BLOCK 2: Bills Transactions, Rectification Of Errors & Financial Accounts

Unit 1: Bills Transaction I

- Objectives
- Meaning and definition of a Bill of Exchange
- Form of a Bill of exchange
- Parties to a bill of Exchange
- Important terms in bills of exchange
- Recording the Bills of Exchange
- Journal Entries in respect of bills of exchange
 - ◆ Discharge or Payment of a Bill
 - ◆ Discounting of a bill
 - ◆ Endorsement of a bill
 - ◆ Sending the bill to the bank for Collection
 - ◆ Retiring a bill under rebate
 - ◆ Dishonor of a bill

- Renewal of a bill
- Illustrations Continued
- Let us sum up
- Glossary
- Answers to check your progress
- Books for further reference
- Exercises

Unit 2: Bills Transaction II

- Objectives
- Accommodation bills
- Working of the accommodation bills
- Illustrations
- Let us sum up
- Glossary
- Answers to check your progress
- Books for further reference
- Exercises

Unit 3: Rectification of Errors I

- Objectives
- Rectification of Errors
- Classification of Errors
- Errors disclosed by trial balance
- Errors not disclosed by trial balance
- Suspense Account
- Rectification of one sided errors
- Rectification of two sided errors
- Ascertainment of difference in the trial balance
- Illustrations Continued
- Let us sum up
- Glossary
- Answers to check your progress

- Books for further reference
- Exercises

Unit 4: Rectification of Errors II

- Objectives
- Effects of adjustments on final Accounts
- Rectification of errors, committed in one accounting year, in the next accounting year.
- Illustration Continued
- Let us sum up
- Glossary
- Answers to check your progress
- Books for further reference
- Exercises

Unit 5: Introduction to Final Accounts

- Objectives
- Meaning of final accounts
- Adjustment in final accounts
- Illustration
- Let us sum up
- Glossary
- Answers to check your progress
- Books for further reference
- Exercises

Unit 6: Manufacturing Accounts

- Objectives
- Manufacturing Account
- Form o manufacturing account
- Illustration
- Let us sum up
- Glossary
- Answers to check your progress
- Books for further reference

- Exercises

Unit 7: Trading Accounts

- Objectives
- Trading Account – Meaning and Form
- Illustrations
- Let us sum up
- Glossary
- Answers to check your progress
- Books for further reference
- Exercises

Unit 8: Profit and Loss Accounts

- Objectives
- Meaning and form of Profit and loss Account
- Illustrations
- Let us sum up
- Glossary
- Answers to check your progress
- Books for further reference
- Exercises

Unit 9: Balance Sheet

- Objectives
- Meaning and form of Balance Sheet
- Illustrations
- Let us sum up
- Glossary
- Answers to check your progress
- Books for further reference
- Exercises

Unit 10: Problems and Solution

- Objectives
- Illustrations

- Let us sum up
- Glossary
- Answers to check your progress
- Books for further reference
- Exercises

BLOCK 3: Accounts Of Single Entry And Non – Trading Concerns

Unit 1: Accounts of Incomplete Records I

- Objectives
- Introduction
- Meaning of Single entry system
- Merits and Demerits of Single Entry System
- Methods of Ascertaining Profits or Losses
- Net Worth Method
 - ◆ Computation of Net worth
 - ◆ Computation of Profit
- Let us sum up
- Glossary
- Answers to check your progress
- Books for further reference
- Exercises

Unit 2: Accounts of Incomplete Records II

- Objectives
- Introduction
- Conversion method – Ascertainment of missing terms
- Let us sum up
- Books for further reference
- Answers to check your progress
- Exercises

Unit 3: Accounts of Incomplete Records III

- Objectives
- Introduction

- Conversion Method – Preparation of final accounts
- Let us Sum up
- Exercises
- Books for further Reference

Unit 4: Accounts of non – Trading Concerns I

- Objectives
- Introduction
- Meaning of Non trading concerns
- Receipts and payment accounts
- Income and Expenditure Accounts
- Differences Between receipts and payments account and Income and expenditure accounts
- Balance Sheet
- Capital and Revenue items
- Deferred revenue expenditure
- Capital fund and special fund
- Treatment of some items
- Let us sum up
- Glossary
- Books for further reference
- Answers to check your progress
- Exercises

Unit 5: Accounts of non – Trading Concerns II

- Objectives
- Introduction
- Preparation of income and expenditure A/c and balance sheet from receipts and Payment A/c and opening balance sheet.
- Preparation of income and expenditure A/c and closing balance sheet from receipts and Payment A/c and other relevant information
- Preparation of receipts and payments A/c and balance sheet from income and expenditure A/c and other information.
- Preparation of opening and closing balance sheets from receipts and payments A/c and Income and Expenditure A/c
- Let us sum up

- Glossary
- Books for further reference
- Answers to check your progress
- Exercises

BLOCK 4: Accounts Of Consignment, Joint Venture And Depreciation & Reserve

Unit 1: Introduction to Consignments Accounts

- Objectives
- Introduction
- Definition
- Some Principal terms
 - ◆ Performa invoice
 - ◆ Advance
 - ◆ Account Sales
 - ◆ Commission
 - ◆ General or ordinary Commission
 - ◆ Delcredere Commission
 - ◆ Over riding commission
 - ◆ Loss of goods on consignment
 - ◆ Normal loss
 - ◆ Abnormal loss
 - ◆ Consignment Stock
 - ◆ Non-recurring/Direct Expenses
- Differences between Consignment and sale
- Accounting Procedure
 - ◆ In the Books of the s Consignee
 - ◆ In the Books of the Consignor
- Simple Problems on Account sales
- Let us sum up
- Glossary
- Books for further reference
- Answers to check your progress

- Exercises

Unit 2: Consignments Accounts

- Objectives
- Introduction
- Practical Problems when goods are sent on Consignment at cost Price.
- Let us sum up
- Glossary
- Books for further reference
- Answers to check your progress
- Exercises

Unit 3: Advanced Problems on Consignments Accounts

- Objectives
- Introduction
- Practical Problems
- Let us sum up
- Glossary
- Books for further reference
- Answers to check your progress
- Exercises

Unit 4: Introduction to joint Venture

- Introduction
- Characteristics of Joint Venture
- Difference between Joint Venture and Partnership
- Joint Venture and Consignment
- Accounting Procedure
- Practical problems
- Let us sum up
- Glossary
- Books for further reference
- Answers to check your progress
- Exercises

Unit 5: Advanced Problems on joint Venture

- Objectives
- Introduction
- Accounting of Procedure:
Recording of Joint venture transactions in separate set of books
- Practical Problems
- Let us sum up
- Key Words
- Books for further reference
- Answers to check your progress
- Exercises

Unit 6: Introduction to joint Venture

- Objectives
- Introduction
- Meaning and Definition
- Causes of depreciation
- Reason for charging depreciation
- Depreciation and Fluctuation
- Depreciation and amortization
- Factors affecting the calculation o depreciation
- Check your Progress-I
- Fundamental ways of recording depreciation
- Different methods of charging depreciation
- Check your Progress – II
- Let us sum up
- Glossary
- Books for further reference
- Check your progress
- Exercises

Unit 7: Methods of Charging Depreciation I

- Objectives
- Introduction

- Straight line method: Meaning
- Merits and Demerits
- Journal Entries
- Hints for Solving Problems
- Problems and Solutions
- Diminishing Balance Method: Meaning
- Advantages and Disadvantages
- Journal Entries
- Problems with Solutions
- Let us sum up
- Answers to check your progress
- Exercises
- Glossary
- Books for further reference

Unit 8: Methods of Charging Depreciation II

- Objectives
- Introduction
- Annuity Method: meaning
- Annuity Method: advantages and disadvantages, suitability
- Steps to be followed solve the problems
- Problems and solutions
- Let us sum up
- Answers to check your progress
- Exercises
- Glossary
- Books for further reference

Unit 9: Methods of Charging Depreciation III

- Objectives
- Introduction
 - ◆ Insurance Policy method:
- Meaning, advantages & disadvantages
- Differences between Depreciation fund method and Insurance policy method

- Insurance Policy method: Journal Entries
- Problems and Solutions
- Revaluation Method: Meaning, advantages & disadvantages
- Journal Entries
- Problems and solutions
- Replacement Cost method: meaning
- Practical difficulties
- Machine hour rate method: Meaning with example
- Let us sum up
- Answers to check your progress
- Exercises
- Glossary
- Books for further reference

Unit 10: Reserves

- Objectives
- Introduction
- Meaning and Definition
- Differences between “Reserve and Reserve fund”
- Kinds of Reserves
- Note on important specific funds
- Let us sum up
- Answers to check your progress
- Exercises
- Glossary
- Books for further reference

C-112: Business Organisation And Office Management

BLOCK 1:

Unit 1: Business Organisation – Introduction

- Objectives
- Introduction
- Meaning of Business and Organisation
- Nature and scope of Business Organisation

- Objectives of Business
- Requisites of a successful Business
- Qualities of a good businessman
- Social Responsibilities of a business
- Let us sum up
- Key Words
- Some useful books
- Answers to check your progress
- Self Assessment Questions

Unit 2: Forms of Business Organisation

- Objectives
- Introduction to Forms of Business Organisation
- Sole Trading
 - ◆ Meaning and Characteristics features
 - ◆ Advantages and disadvantages of sole trading
- Let us sum up
- Key Words
- Some useful books
- Answers to check your progress
- Self Assessment Questions

Unit 3: Partnership Firm-I

- Objectives
- Introduction
- Definition and characteristics of partnership firm
- Registration of partnership firm under the partnership Act
- Kinds of Partners
- Partnership Deed or Agreement
- Rights and obligations of partners
- Let us sum up
- Key Words
- Answers to check your progress

- Self Assessment Questions

Unit 4: Partnership Firm- II

- Objectives
- Power of partner to bind the firm
- Liability to third Parties
- Dissolution of Partnership firms
- Ideal Partnership firm
- Advantages and disadvantages of partnership firms
- Let us sum up
- Key Words
- Answers to check your progress
- Self Assessment Questions
- Some useful books

BLOCK 2:

Unit 1: Joint Hindu Family

- Objectives
- Meaning and definition of joint Hindu Family
- Advantages and disadvantages of JHF
- Let us sum up
- Key Words
- Answers to check your progress
- Self Assessment Questions

Unit 2: Joint Stock Company-1

- Objectives
- Introduction
- Definition
- Characteristics features of JSC
- Advantages and disadvantages of JSC
- Classifications of Computers
- Let us sum up
- Key Words

- Answers to check your progress
- Self Assessment Questions

Unit 3: Joint Stock Company-2

- Objectives
- Formation of a company
- Certificate of Incorporation
- Memorandum of Association
- Articles of association
- Differences between Memorandum of Association and Articles of Association
- Prospectus
- Subscription and Allotment of shares
- Let us sum up
- Key Words
- Answers to check your progress
- Self Assessment Questions

Unit 4: Co-operative Societies

- Objectives
- Introduction
- Definition and characteristics features of co-operative societies
- Formation of co-operative societies
- Advantages and disadvantages of co-operatives
- Let us sum up
- Key Words
- Answers to check your progress
- Self Assessment Questions
- Books for further references.

BLOCK 3:

Unit 1: Public Utilities

- Objectives
- Introduction
- Meaning and definition

- Characteristic features
- Importance

Unit 2: Public Enterprises-I

- Objectives
- Let us sum up
- Answers to check your progress
- Key Words
- Terminal Questions
- Meaning and features of Public enterprises
- Forms of Public Enterprises
- Departmental Undertaking
- Public Corporation
- Government Company
- Let us sum up
- Answers to check your progress
- Key Words
- Terminal Questions

Unit 3: Public Enterprises-II

- Objectives
- Introduction
- Problems of Public Enterprises
- Suggestion or remedies to overcome the problems
- Let us sum up
- Answers to check your progress
- Key Words
- Terminal Questions

Unit 4: Privatisation

- Objectives
- Introduction
- Meaning and definition
- Rationale behind privatization
- Merits and Demerits of privatization

- Suggestions to overcome the adverse consequences of Privatisation
- Let us sum up
- Answers to check your progress
- Key Words
- Terminal Questions

Unit 5: Business Combinations-I

- Objectives
- Introduction
- Meaning of Business Combinations
- Causes of Business Combination
- Consequences of Business Combinations
 - ◆ Advantages of Business Combinations
 - ◆ Limitations of Business Combinations
- Let us sum up
- Answers to check your progress
- Key Words
- Self - Assessment Questions

Unit 6: Business Combinations-II

- Objectives
- Introduction
- Types of Business Combinations
 - ◆ Horizontal Combinations
 - ◆ Vertical Combinations
 - ◆ Lateral Combinations
 - ◆ Diagonal Combinations
 - ◆ Circular Combinations
- Summing up
- Key Words
- Answers to check your progress
- Self Assessment Questions

Unit 7: Business Combinations-III

- Objectives
- Introduction
- Forms of Business Combinations
- Simple Association
 - ◆ Trade Association
 - ◆ Informal Agreement
 - ◆ Chambers of Commerce
 - ◆ Trade Unions
- Federations
 - ◆ Pools
 - ◆ Cartels or Syndicate
- Let us Sum up
- Key Words
- Answers to check your progress
- Terminal Questions

Unit 8: Business Combinations-IV

- Objectives
- Introduction
- Different types of consolidation: a) Partial b) Complete
- Different types of Partial Consolidation: a) Trust b) Holding co. c) Community of interest
- Different types of complete consolidation: a) Amalgamation b) Absorption
- Advantages or disadvantages of complete consolidation
- Let us sum up
- Key words
- Answers to check your progress
- Terminal Questions

Unit 9: Business Combinations-V

- Objectives
- Introduction
- Advantages o business Combination

- Disadvantages of Business Combination
- Business Combination movement in India
- Let us sum up
- Key words
- Answers to check your progress
- Self Assessment Question

BLOCK 4: Nature And Importance Of Office Management

Unit 1: Nature and Importance of Stock Exchange

- Objectives
- Introduction
- Definition and meaning of stock exchange
- Importance of stock Exchange
- Characteristics features of Stock Exchange
- Economic Functions of stock exchange
- Benefits of Stock Exchange
 - ◆ Benefits to the Community
 - ◆ Benefits to the Investor
 - ◆ Benefits to the Company
- Organisation and management o stock Exchange
- Methods of Trading
- Let us sum up
- Key words
- Answers to check your progress
- Terminal Questions

Unit 2: Speculation on the Stock Exchange

- Objectives
- Introduction
- Speculation on the stock exchange
- Types of Speculators
- Listing of Securities
 - ◆ Advantages OF Listing
 - ◆ Listing Requirements and obligation of listed companies

- Causes for fluctuation in prices of Securities
- London and Bombay stock Exchange
- Directorate of stock Exchanges
- Let us sum up
- Key words
- Answers to check your progress
- Terminal Questions

Unit 3: SEBI, OTCEI, and NSEI Concept

- Objectives
- Introduction
- Setting up of SEBI
- Objectives and functions of SEBI
- OTCEI
- Benefits of OTCEI
- National stock exchange of India (NSEI)
- Steps to improve efficiency of stock exchange
- Let us sum up
- Key words
- Answers to check your progress
- Terminal Questions

Unit 4: Principles of Management

- Objectives
- Introduction
- Meaning, Definition, Nature and scope of Management
- Objectives of management
- Significance / Importance of management
- Functions of Management
- Let us sum up
- Key words
- Answers to check your progress
- Terminal Questions

Unit 5: Office – Meaning Importance and Functions

- Objectives
- Introduction
- Meaning of an office
- Importance of office
- Functions of an office
 - ◆ Basic functions
 - ◆ Auxiliary functions
- Let us sum up
- Key words
- Answers to check your progress
- Terminal Questions

Unit 6: Office Location and Layout

- Objectives
- Introduction
- Office location
 - ◆ Urban Location
 - ◆ Suburban Location
- Factors affecting location
 - ◆ Proximity to related trade
 - ◆ Proximity to other departments
 - ◆ Nearness to service facilities
 - ◆ Nearness to transport facilities
 - ◆ Pollution
 - ◆ Accessibility to factory & Warehouse
 - ◆ Availability of Labor
 - ◆ Building restrictions
- Office Layout
- Requirements of efficient layout
 - ◆ Location of the departments
 - ◆ Flow of work
 - ◆ Space requirements for staff & equipments

- ◆ Number of private offices
- ◆ Use of partitions
- ◆ Special purpose rooms
- ◆ Safety
- ◆ Provision for amenities
- ◆ Flexibility & Expansion
- Let us sum up
- Key words
- Answers to check your progress
- Terminal Questions

Unit 7: Office Environment

- Objectives
- Introduction
- Meaning of office environment
 - ◆ Office lighting
 - ◆ Ventilation and temperature control
 - ◆ Decoration
 - ◆ Freedom from noise and dust
 - ◆ Sanitary requirements
 - ◆ Physical hazards
 - ◆ Security
 - ◆ Secrecy
- Let us sum up
- Key words
- Answers to check your progress
- Terminal Questions

Unit 8: Modern Office Appliances

- Objectives
- Introduction
- Objectives of Mechanisation, Advantages & Limitations
- Factors influencing the selection of modern office appliances
- Typewriter, types of typewriter

- ◆ Standard Typewriter
- ◆ Portable typewriter
- ◆ Electronic typewriter
- Machines for Duplicating
 - ◆ Stencil duplicator
 - ◆ Electronic Stencil duplicator
 - ◆ Selecting the method of duplication
 - ◆ Photocopies
 - ◆ Microfilming
- Accounting Machines
- Calculating machines
 - ◆ Calculators and their types
 - ◆ Printing calculators
 - ◆ Automatic calculators
 - ◆ Electronic calculators
- Computers
 - ◆ Functions of computers
 - ◆ Computer language
 - ◆ Components of computers
 - ◆ Utility
- Filing, Methods Advantages & Limitations
 - ◆ Various Advantages & limitations
 - ◆ Horizontal filing
 - ◆ Vertical filing
- Let us sum up
- Key words
- Answers to check your progress
- Self Assessment Question
- Books for further references

C-113: Company Law & Secretarial Practice

BLOCK 1:

Unit 1: Company Secretary-1

- Objectives
- Introduction
- Meaning and definition of the company secretary
- Qualifications and Qualities of a company secretary
 - ◆ Statutory Qualifications
 - ◆ General or other Qualifications
 - ◆ Personal Qualities
- Appointments of a company secretary
- Position of a company Secretary
- Let us sum up
- Key words
- Answers to check your progress
- Terminal Questions
- Books for further references

Unit 2: Company Secretary- 2

- Objectives
- Introduction
- Duties of the Company Secretary
 - ◆ Statutory Duties
 - ◆ Duties in Relation to Directors
 - ◆ Duties in relation to shareholders and the public
 - ◆ Duties in relation to office and the staff
- Powers and Rights
- Liabilities of the Secretary
 - ◆ Statutory Liabilities
 - ◆ Contractual liabilities
- Dismissal of a Secretary
- Let us Sum Up

- Answers to Check Your Progress
- Key Words
- Terminal Questions
- Books for Further Reference

Unit 3: Joint Stock Company – 1

- Objectives
- Introduction
- Meaning and Definition
- Characteristics features
- Kinds of companies
 - ◆ Classification from the point of view of Registration
 - a) Chartered companies
 - b) Statutory companies
 - c) Registered companies
 - ◆ Classification from the point of view of liability
 - a) Company limited by shares
 - b) Company limited by Guarantee
 - c) Unlimited companies
- Differences between company limited by Shares and Company Limited by Guarantee
- Differences between limited and Unlimited Companies
- Let us sum up
- Answers to check your Progress
- Key Words
- Terminal Questions
- Books for further References

Unit 4: Joint Stock Company – 2

- Objectives
- Introduction
- Classification of companies from the point of view of number of members
 - ◆ Private limited Company
 - ◆ Public limited Company

- Differences between Private and Public Company
- Other kinds of Companies
 - Government Company
 - ◆ Foreign company
 - ◆ Holding and Subsidiary Company
 - ◆ Deemed Public Companies u/s 43A
 - ◆ One man or family companies
- Conversion of Private Limited Company into Private limited Company
- Conversion of Public Company into Private Company
- Duties of the Company Secretary at the time of conversion
- Let us sum up
- Answers to check your Progress
- Key Words
- Terminal Questions
- Books for further References

BLOCK 2:

Unit 1: Promotion of a Company

- Objectives
- Introduction
- Meaning of Promotion of a company
- Stages in Promotion
- Promoters
- Functions of Promoters
- Legal Position of Promoters
- Duties of Company Promoters
- Liabilities of Company Promoters
- Civil and Criminal Liabilities
- Let us sum up
- Answers to check your Progress
- Key Words
- Terminal Questions

Unit 2: Incorporation Stage

- Objectives
- Introduction
- Preparatory steps for Incorporation
- Formalities for registration
- Memorandum of Association
 - ◆ Definition
 - ◆ Importance
 - ◆ Contents
- Alteration of memorandum of Associations
 - ◆ Alteration of name clause
 - ◆ Alteration of domicile clause
 - ◆ Alteration of Capital clause
 - ◆ Alteration of Liability clause
- Articles of Association
 - ◆ Definition
 - ◆ Meaning
 - ◆ Importance
 - ◆ Preparation and filing
 - ◆ Contents
- Alteration of Articles of Association
- Duties of the company secretary at the promotion stages
- Duties of the company secretary at the incorporation stage
- Let us sum up
- Answers to check your Progress
- Key Words
- Terminal Questions

Unit 3: Capital subscription stage

- Objectives
- Introduction
- Steps involved in the capital subscription stage
- Prospectus – Meaning and Definition

- ◆ Conditions for the issue of prospectus
- ◆ Contents of prospectus
- Mis-statements in prospectus
- Civil liability
- Criminal liability
- Statement in lieu of Prospectus
- Let us sum up
- Answers to check your Progress
- Key Words
- Terminal Questions

Unit 4: Commencement of Business

- Objectives
- Introduction
- Documents to be filed to obtain certificate to Commencement of business
- Minimum subscription
- Duties of the company secretary at the capital subscription stage
- Duties of the company secretary at the business commencement stage
- Let us sum up
- Answers to check your Progress
- Key Words
- Terminal Questions

Unit 5: Share Capital and related aspects

- Objectives
- Introduction
- Meaning of share and share capital
- Kinds of shares
- Differences between “Equity shares” and “Preference Shares”
- Voting rights of Equity Share holder
- Stock
- Differences between Share and Stock
- Check your Progress – 1
- Issue of shares

- Methods of Issue
- Rights shares
- Duties of the Secretary regarding Rights Issue
- Bonus Shares
- Differences between Bonus Shares and Rights Issue
- Let us sum up
- Key Words
- Check your Progress - II
- Answers to check your Progress
- Terminal Questions
- Books for further Reference

Unit 6: Application and allotment of shares-calls on shares and forfeiture of shares

- Objectives
- Introduction
- Application stage
- Allotment of shares – provisions and procedure
- Duties of the secretary
- Note on Renunciation and Splitting of Allotment
- Calls on shares
- Procedure for making calls
- Duties of the secretary
- Calls in advance and calls in arrears
- Forfeiture of shares
- Re-issue of forfeited shares, surrender of shares
- Let us sum up
- Key Words
- Check your Progress
- Answers to check your Progress
- Terminal Questions
- Books for further Reference

Unit 7: Share Certificate and Share Warrant

- Objectives
- Introduction
- Meaning and Contents of Share Certificate
- Duties of the Secretary
- Specimen of Share Certificate
- Meaning of share Warrant
- Statutory conditions
- Procedure for the issue of share warrant
- Duties of the Secretary
- Distinction between Share Certificate and Share warrant
- Specimen of Share Warrant
- Check your Progress
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions
- Useful books

Unit 8: Deals with Transfer of shares etc.

- Objectives
- Introduction
- Meaning and provisions relating to transfer of shares
- Procedure for transfer of shares
- Blank Transfer
- Forged Transfer
- Duties of the secretary
- Meaning of transmission of shares
- Distinction between Transfer and Transmission
- Provisions relating to transmission of shares
- Transmission procedure
- Secretary duties
- Check your progress

- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions
- Books for further Reference

BLOCK 3:

Unit 1: Membership

- Objectives
- Introduction – Meaning
- Definition
- Methods of accruing membership
- Termination of membership.
- Rights of members
- Liabilities of members
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions
- Books for further Reference

Unit 2: Borrowing Powers of the Company

- Objectives
- Introduction
- Statutory powers to borrow
- Restrictions on borrowings by a company
- Methods of borrowing
- Short term loan
 - a) Cash credit
 - b) Bank overdraft
 - c) Loans against pledge, hypothecation or mortgage
 - d) Discounting of bills of exchange
 - e) Public Deposits
- Medium and long term loan

- a) Loan against mortgage
- b) Loan from financial institutions
- c) Loan from government
- e) Issue of debentures
- Floating Charge and Fixed Charge
- Let us sum up
- Key Word
- Check your Progress
- Answers to check your Progress
- Terminal Questions

Unit 3: Debentures and Redemption

- Objectives
- Introduction
- Meaning of debenture
 - ◆ Types of debentures
 - ◆ Distinction between debenture holders and shareholders
 - ◆ Distinction between debenture and debenture stock
 - ◆ Transfer of debentures
 - ◆ Transmissions of debentures
- Redemption of debentures
- Duties of secretary relating to issue of debentures
- Let us sum up
- Key Words
- Check your Answer
- Answers to check your Progress
- Terminal Questions

Unit 4: Payment of Dividend

- Objectives
- Introduction
- Meaning of dividend
- Statutory provisions for payment of dividend
 - a) Interim dividend

- b) Dividend warrant
- c) Dividend mandate
- d) Unclaimed dividend
- Secretarial work relating to payment of dividend
- Let us sum up
- Key Words
- Check your Progress
- Answers to check your Progress
- Terminal Questions

Unit 5: Payment of Interest

- Objectives
- Introduction
- Meaning of interest
- Procedure for payment of interest
 - ◆ Distinction between dividend and interest
 - ◆ Payment of interest out of capital
 - ◆ Duties of the secretary in relation to payment of interest
- Let us sum up
- Key Words
- Check your Progress
- Answers to check your Progress
- Terminal Questions

BLOCK 4:

Unit 1: Kinds of Meeting

- Objectives
- Introduction
- Meaning and definition
- Importance of meeting
- Kinds of meetings
 - ◆ Shareholders meetings
 - ◆ Directors meetings

- ◆ Creditors meetings
- ◆ Check your progress
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions
- Some useful books

Unit 2: Requisites of Valid Meeting

- Objectives
- Introduction
- Requisites of a valid meeting
 - ◆ Proper authority
 - ◆ Notice of meeting
 - ◆ Quorum for meeting
 - ◆ Chairman of meeting
 - ◆ Agenda of meeting
 - ◆ Proxies
 - ◆ Sense o meeting
 - ◆ Resolutions
 - ◆ Minutes
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions

Unit 3: Requisites of valid meeting 2

- Objectives
- Introduction
- Quorum
- Chairman
- Agenda
- Proxy
- Let us sum up

- Key Words
- Check your Progress
- Answers to check your Progress
- Terminal Questions
- Books for further Reference

Unit 4: Requisites of valid meeting 3

- Objectives
- Introduction
- Motions
- Kinds of Resolutions
 - ◆ Ordinary Resolution
 - ◆ Special Resolution
 - ◆ Resolution requiring special notice
- Minutes
- Contents of minutes
- Maintenance of minutes book
- Secretarial duties with regard to resolutions
- Secretarial duties with regard to minutes
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions

Unit 5: Statutory and Annual General Meetings

- Objectives
- Introduction
- Statutory meeting when to be held
- Object of holding the statutory meeting
- Statutory report & its contents
- Secretarial duties relating to statutory meeting
- Annual general meeting provisions & business transacted
- The Director's report

- Chairman's speech
- Notice of the meeting
- Procedure at the Annual General Meeting
- Secretaries duties relating to Annual General Meeting
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions

Unit 6: Extra-ordinary Meetings

- Objectives
- Introduction
- Extraordinary general meeting – who can convene?
- Business to be transacted at the extraordinary general meeting
- Notice of the meeting
- Explanatory statement
- Agenda
- Procedure of holding an extra ordinary general meeting
- Secretarial work relating to extraordinary general meeting
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions

Unit 7: Winding up of Companies

- Objectives
- Introduction
- Meaning of winding up and reasons for winding up
- Modes of winding up
- Winding up by the court
- Voluntary winding up
 - ◆ Members voluntary Winding up
 - ◆ Creditors voluntary Winding up
- Winding up subject to the supervision of the court

- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions

Unit 8: Appointment Official Liquidator

- Objectives
- Introduction
- Official liquidator
- Powers of the official liquidator
- Duties of the official liquidator
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions

SECOND YEAR

ENG-L 212: Prose, Drama, English For Commercial Purposes

BLOCK 1:

Unit 1: Face to Face Interaction – Spoken English

- Objectives
- Introduction
Check your progress I
- Slang, Jargon, Acceptability
Check your progress II
- Formality and informality
Check your progress III
- Politeness, Courtesy and Curtness
Check your progress IV
- Let us sum up
- Glossary
- Answer to CYP exercises
- Activity-Self reading exercises/assignment
- For further reading

Unit 2: Distance Communication: Written English

- Objectives
- Introduction
- Sincerity, Pretentiousness
- Simplicity Abstractness
- Clarity, vagueness
- Brevity, Superfluity
- Let us sum up
- Glossary
- Answer to CYP exercises
- Activity-Self reading exercises/assignment
- For further reading

Unit 3: Commercial Correspondence

- Objectives
- Introduction
- The form of a business letter
- Details of a business letter
- Self assessment questions
- Answers to S A Q
- Purchase & Sale Letters
- Sample letters
- Let us Sum up
- Some Tasks for writing

Unit 4: Complaints, Claims and Cancellations

- Objectives
- Introduction
- Causes for complaints
- Hints on drafting letters of Complaint or Claim
- Hints on drafting replies to letters of Complaint or Claim
- Self-check Exercise
- Models or letters of Complaint or Claim
- Model no.1
- Model no.2
- Model no.3
- Model no.4
- Model no.5
- Model no.6
- Model no.7
- Model no.8
- Model no.9
- Glossary
- Let us sum up
- Answers to self check Exercise
- Question for self study

Unit 5: Bank Correspondence

- Objectives
- Introduction
- Classification of Bank Correspondence
- Correspondence with Customers
- Form letters
- Kinds of Bank Account
- Opening of a bank Account
- Advice on investment
- Credit and debit advice
- Standing instructions to a bank
- Instructions to stop payment of cheque
- Limitation of overdrawn account
- Dishonor of cheques
- Closing a customer's account
- To sum up
- Self – check exercise
- Suggested readings
- Answers to self check exercises

Unit 6: Bank Correspondence

- Objectives
- Introduction
- Overdraft facilities
- Letters pertaining to overdrafts (Requisition and Reply)
- Withdrawal of overdraft Facility
- Granting of loans
- Letters between head office and Branches
- Letters from one bank to another's
- Summing up
- Self – check Exercises
- Sources/Suggested Readings
- Answers to self check exercises

BLOCK 2: PROSE

Unit 7: Rabindranath Tagore – The Cabuliwallah Issac Asimov –Someday

- Objectives
- Introduction
- What is a Short Story
- About Rabinderanath Tagore
- The Cabuliwallah – A Summary
- Self – check Exercise
- Critical Comments
- Key words
- Questions
- Answers to Questions
- What is Science – Fiction?
- About Issac Asimov
- Someday – A Summary
- Self- Check Exercise
- Critical Comments
- Key Words
- Questions
- Answer to Questions

Unit 8: C. V. Raman – Physics of the Countryside Water Herman Wour – A Talk on Advertising

- Objectives
- Physics of the countryside water- An Introduction
- Summary
- Self-check Exercise
- Critical comments
- Key Words
- Questions
- Answer to Questions
- A talk on Advertising- An Introduction
- Summary

- Self Check Exercise
- Critical Comments
- Key Words
- Questions
- Answers to Questions

Unit 9: Khushwant Singh – Mother Teresa S. Radhakrishnan-Science Humanities and Religion

- Objectives
- Introduction – Mother Teresa
- A Brief Sketch of Khushwant Singh
- Background to the text – Mother Teresa
- An Analysis of the text – Mother Teresa
- Self check exercise
- Glossary
- An analysis of the text – Mother Teresa
- Self Check Exercise
- Glossary
- Let us sum up
- Answers to Self Check Exercises
- Questions for self study
- Introduction – “Science, Humanities and Religion”
- A Brief Sketch of Dr. Radhakrishnan
- Background to the text- “Science, Humanities and Religion”
- An Analysis of the text - “Science, Humanities and Religion”
- Self Check Exercise
- Glossary
- Let us sum up
- Answers to Self check exercises
- Questions for Self Study
- Suggested Reading

Unit 10: C. P. Snow – Ramanujam O. Henry – Witches’ Loaves.

- Objectives

- Introduction
- A Brief Sketch of C P Snow
- Background to the text – “Ramanujam”
- An Analysis of the text – “Ramanujam”
Self Check Exercise
- Glossary
- Let us sum up
- Answers to the self check exercises
- Questions for self study
- Introduction – “Witches Loaves”
- A Brief Sketch of O. Henry
- Background to the text-“ Witches Loaves”
- An Analysis of the text - “ Witches Loaves”
Self check Exercise
- Glossary
- Let us sum up
- Answers to self check Excise
- Questions for self study
- Suggested Reading

BLOCK 3: DRAMA

Unit 11: Shakespeare: Julius Caesar

- Objectives
- Introduction
- Background to the age of Shakespeare
- The Source of the play and its Historical background
- Synopsis of the Play
- Analysis of the Play (Acts I & II)
- Check Your Progress – I
- Points for elaboration

Unit 12: Shakespeare: Julius Caesar

- Objectives
- Analysis (continued) – Acts III & IV

- Check your progress – II
- Points for elaboration

Unit 13: Shakespeare: Julius Caesar

- Objectives
- Analysis – ACT- V
- Let us sum up
- Topics for Study
- Extra Reading Material
- (b) objectives of the unit
- How to attempt a critical appreciation.....check your progress
- The plot (Structure).....Check your Progress 2
- The opening scene.....Check your Progress 3
- The Assassination Scene.....Check your Progress 4
- The Quarrel Scene.....Check your Progress 5
- Answers to check your Progress
- Summing up
- Glossary
- For further Reading

Unit 14: Shakespeare: Julius Caesar

- Objectives of the unit (on characterisation)
- Julius Caesar.....Check your Progress 1
- The Spirit of CaesarismCheck your Progress 2
- BrutusCheck your Progress 3
- Antony.Check your Progress 4
- Cassius.Check your Progress 5
- Casca.....Check your Progress 6
- Octavius Caesar Ligarius and Lepidus.....Check your Progress 7
- Summing up
- Glossary
- Answers to Self check Exercise
- For Further Study.

Unit 15: Shakespeare: Julius Caesar

- Objectives of the unit
- Women in the play.....Check your Progress 1
- Roman mob and the ides of March.....Check your Progress 2
- Ceasar’s “will” and Ceasar’s Ghost.....Check your Progress 3
- Summing up
- Glossary
- Answers to check your Progress exercises
- Annotations (listed according to importance)
- Topics to Write upon
- For further Study

BLOCK 4:

Unit 16: Employment Letters

- Objectives
- Introduction
- Structure of an Application Letter
- A model of form Application Letter
- Important points to remember while writing an application letter.
- Self Check Exercise
- A model application letter with Bio-data sheet
- Interview letter and a model interview call letter sent to the candidate
- An Applicant’s Request letter to a Proposed Referee with a Model
- Reply from the Referee to the applicant’s Request
- Letters written by the employer to a Referee
- Self Check Exercise- II
- The reply from a Referee to the prospective employer and a Model of the Reply
- Testimonial or Letter of Recommendation
- Appointment letter
- Regret letters to rejected candidate
- Letter of Termination of Services
- Self Check Exercises –III
- Answers to self check Exercises I, II & III

- Summary

Unit 17: Business Circulars

- Objectives
- Introduction
- Precautions to be taken while Drafting Circulars
- Different forms of Business Circulars
- Circular Announcing Entry of a new Partner - A Draft
- Circular Announcing the Retirement of An Old Partner – A Draft
- Circular Regarding The Opening and Closing of Branches – A Draft
- Self Check Exercise
- Let us sum up
- Answers to Self Check Exercises
- Reference Books

Unit 18: Reports

- Objectives
- Introduction
- Main Characteristics of A Good Report
- Types of Reports
- Report From A Sales Personnel To A sales Manager – A Draft
- Report of a Mishap By a Factory manager to the Head Office – A draft
- Report of an Investigation – A Draft
- Self Check Exercise
- Let us sum up
- Answers to Self Check Exercises
- Reference Books

Unit 19: Essay

- Objectives
- Introduction
- Planning an Essay
- Arrangement of ideas in an Essay
- Expansion of Outline Essays

- Sample of an Essay Outline
- Second Sample
- Third Sample
- Model Essay (Advertisement)
- Self Check Questions
- Summing up
- Answers to Self Check Questions
- Topics for Self Study

Unit 20: Precis writing

- Objectives
- Introduction
- What is a précis?
- What makes a good précis?
- How to write a good Precis?
- Précis writing of Commercial Maater
- Points to ponder
- Examples of précis writing
- To sum up
- Self Check Exercises
- Suggested Readings
- Answers to Self Check Exercises

HIN-L 213: आधुनिक गद्य एवं पद्य संग्रह, कथाश्री, वाणिज्य पत्र व्यवहार, निबंध, संक्षिप्तीकरण तथा अनुवाद, व्याकरण तथा अनुवाद

ब्लाक 1:

इकाई 1: कहानी – मोटेराम जी शास्त्री – प्रेमचंद

- 1.0 भूमिका एवं उद्देश्य
- 1.1 प्रस्तावना
- 1.2 कहानीकार का परिचय
- 1.3 कहानी का संक्षिप्त परिचय

- 1.4 कहानी का सार
- 1.5 संदर्भ सहित व्याख्या
- 1.6 चरित्र – चित्रण
- 1.7 कहानी के तत्वों के आधार पर विश्लेषण
- 1.8 कठिन शब्दार्थ
- 1.9 लोकोक्तियाँ
- 1.10 बोध प्रश्न
- 1.11 सहायक ग्रंथ

इकाई 2: निबंध बापु का स्वर्ग में स्वागत – हरिशंकर शर्मा

- 2.0 उद्देश्य
- 2.1 प्रस्तावना
- 2.2 निबंधकार का परिचय
- 2.3 निबंध का संक्षिप्त परिचय
- 2.4 निबंध का सार
- 2.5 संदर्भ सहित व्याख्या
- 2.6 निबंध कला के आधार पर विश्लेषण
- 2.7 बोध –प्रश्न
- 2.8 कठिन शब्दार्थ

इकाई 3: रेखाचित्र : 'रामा' महादेवी वर्मा

- 3.0 उद्देश्य
- 3.1 प्रस्तावना
- 3.2 लेखिका का परिचय
- 3.3 रेखाचित्र संक्षिप्त परिचय
- 3.4 रेखाचित्र का सारांश
- 3.5 संदर्भ सहित व्याख्या
- 3.6 रेखाचित्र : 'रामा' का विश्लेषण
- 3.7 'रामा' का चरित्र – चित्रण

- 3.8 कठिन शब्दार्थ
- 3.9 बोध-प्रश्न
- 3.10 सहायक पुस्तकें

इकाई 4: निबंध मजदुरी और प्रेम – सरदार पुर्णसिंह

- 4.0 उद्देश्य
- 4.1 प्रस्तावना
- 4.2 निबंधकार का परिचय
- 4.3 निबंध का संक्षिप्त परिचय
- 4.4 निबंध का सार
- 4.5 संदर्भ सहित स्पष्टीकरण
- 4.6 निबंध कला के आधार पर विश्लेषण
- 4.7 बोध प्रश्न
- 4.8 कठिन शब्दार्थ

इकाई 5: एकांकी : तौलिये – उपेन्द्रनाथ अशक

- 5.0 उद्देश्य
- 5.1 प्रस्तावना
- 5.2 एकांकीकार का परिचय
- 5.3 एकांकी की कथावस्तु का संक्षिप्त परिचय
- 5.4 एकांकी का कथानक
- 5.5 संदर्भ सहित स्पष्टीकरण
- 5.6 चरित्र – चित्रण
- 5.7 एकांकी के तत्वों के आधार पर विश्लेषण
- 5.8 बोध प्रश्न
- 5.9 कठिन शब्दार्थ
- 5.10 सहायक पुस्तकें

इकाई 6: व्यंग्य – एक पुलिस थाना सत्युग में – लतीफ़ घोंघी

- 6.0 उद्देश्य

- 6.1 प्रस्तावना
- 6.2 निबंधकार का परिचय
- 6.3 व्यंग्य – निबंध का संक्षिप्त परिचय
- 6.4 व्यंग्य – निबंध का सारांश
- 6.5 संदर्भ सहित स्पष्टीकरण
- 6.6 व्यंग्य – निबंध कला के आधार पर विश्लेषण
- 6.7 बोध-प्रश्न
- 6.8 कठिन शब्दार्थ
- 6.9 सहायक पुस्तकें

इकाई 7: निबंध – "पुरे जीवन की भुमिका – घर" – रामेश्वरदयाल दुबे

- 7.0 उद्देश्य
- 7.1 प्रस्तावना
- 7.2 निबंधकार का परिचय
- 7.3 निबंध का संक्षिप्त परिचय
- 7.4 निबंध का सारांश
- 7.5 संदर्भ सहित स्पष्टीकरण
- 7.6 निबंध – कला के आधार पर विश्लेषण
- 7.7 बोध प्रश्न
- 7.8 कठिन शब्दार्थ
- 7.9 सहायक पुस्तकें

इकाई 8: यात्रा – वृत्तान्त ध्रुव प्रदेश की ओर – हिमांशु जोशी

- 8.0 उद्देश्य
- 8.1 प्रस्तावना
- 8.2 लेखक का परिचय
- 8.3 यात्रा – वृत्तान्त का संक्षिप्त परिचय
- 8.4 यात्रा – वृत्तान्त का सारांश
- 8.5 संदर्भ सहित व्याख्या

- 8.6 यात्रा – वृत्तान्त का विश्लेषण
- 8.7 बोध प्रश्न
- 8.8 कठिन शब्दार्थ
- 8.9 सहायक पुस्तकें

ब्लॉक 2: कथाश्री

इकाई 9: हिन्दी कहानी – स्वरूप एवं तत्व

- 9.0 प्रस्तावना।
- 9.1 उद्देश्य।
- 9.2 कहानी की परिभाषा एवं स्वरूप।
- 9.3 कहानी और उपन्यास।
- 9.4 कहानी के भेद।
- 9.5 कहानी के प्रधान तत्व।
 - 9.5.1 कथावस्तु।
 - 9.5.2 पात्र व चरित्र–चित्रण।
 - 9.5.3 कथोपकथन।
 - 9.5.4 वातावरण।
 - 9.5.5 भाषा–शैली।
- 9.6 उद्देश्य।
- 9.7 अभ्यास के उत्तर।
- 9.8 सहायक पुस्तकें।

इकाई 10: (Part-A) 'उसने कहा था' :-चन्द्रधर शर्मा 'गुलेरी'

- 10.0 प्रस्तावना।
- 10.1 उद्देश्य।
- 10.2 कहानीकार का परिचय।
- 10.3 'उसने कहा था' कहानी की कथावस्तु।
- 10.4 पात्र व चरित्र–चित्रण।
- 10.5 अन्य तत्व:—

10.5.1 कथोपकथन ।

10.5.2 वातावरण ।

10.5.3 भाषा—शैली ।

10.5.4 उद्देश्य ।

10.6 शीर्षक ।

10.7 बोध प्रश्न ।

10.8 अभ्यास के उत्तर ।

10.9 सहायक पुस्तकें ।

इकाई 10: (Part-B) पुरस्कार – श्री जयशंकर प्रसाद ।

10.10 प्रस्तावना ।

10.11 उद्देश्य ।

10.12 कहानीकार का परिचय ।

10.13 'पुरस्कार' कहानी की कथावस्तु ।

10.14 पात्र व चरित्र—चित्रण ।

10.15 अन्यतत्व

10.15.1 कथोपकथन ।

10.15.2 वातावरण ।

10.15.3 भाषा—शैली ।

10.15.4 उद्देश्य ।

10.6 शीर्षक ।

10.7 बोध प्रश्न ।

10.8 अभ्यास के उत्तर ।

10.9 सहायक पुस्तकें ।

इकाई 11: कथाश्री :-'कफन' – प्रेमचन्द

11.0 प्रस्तावना ।

11.1 उद्देश्य ।

11.2 कहानीकार का परिचय ।

- 11.3 कथानक ।
- 11.4 चरित्र–चित्रण ।
- 11.5 अन्य तत्व
 - 11.5.1 कथोपकथन ।
 - 11.5.2 वातावरण ।
 - 11.5.3 भाषा–शैली ।
 - 11.5.4 उद्देश्य ।
- 11.6 शीर्षक ।
- 11.7 बोध प्रश्न ।
- 11.8 अभ्यास के उत्तर ।
- 11.9 सहायक पुस्तकें ।

इकाई 12: कथाश्री :-‘ताई’ – श्री विश्वम्भरनाथ ‘कौशिक’

- 12.0 प्रस्तावना ।
- 12.1 उद्देश्य ।
- 12.2 कहानीकार का परिचय ।
- 12.3 कथानक ।
- 12.4 चरित्र–चित्रण ।
- 12.5 अन्य तत्व
 - 12.5.1 कथोपकथन ।
 - 12.5.2 वातावरण ।
 - 12.5.3 भाषा–शैली ।
 - 12.5.4 उद्देश्य ।
- 12.6 शीर्षक ।
- 12.7 बोध प्रश्न ।
- 12.8 अभ्यास के उत्तर ।
- 12.9 सहायक पुस्तकें ।

इकाई 13: (Part-A) कथाश्री :-‘हार की जीत’ – सुदर्शन

- 13.0 प्रस्तावना ।
- 13.1 उद्देश्य ।
- 13.2 कहानीकार का परिचय ।
- 13.3 कथानक ।
- 13.4 चरित्र–चित्रण ।
- 13.5 अन्य तत्व
 - 13.5.1 कथोपकथन ।
 - 13.5.2 वातावरण ।
 - 13.5.3 भाषा–शैली ।
 - 13.5.4 उद्देश्य ।
- 13.6 शीर्षक ।
- 13.7 बोध प्रश्न ।
- 13.8 अभ्यास के उत्तर ।
- 13.9 सहायक पुस्तकें ।

इकाई 13: (Part-B) कथाश्री :-‘निरापद’ – यशपाल

- 13.10 प्रस्तावना ।
- 13.11 उद्देश्य ।
- 13.12 कहानीकार का परिचय ।
- 13.13 कथानक ।
- 13.14 चरित्र–चित्रण ।
- 13.15 अन्य तत्व
 - 13.15.1 कथोपकथन ।
 - 13.15.2 वातावरण ।
 - 13.15.3 भाषा–शैली ।
 - 13.15.4 उद्देश्य ।
- 13.16 शीर्षक ।

13.17 बोध प्रश्न ।

13.18 अभ्यास के उत्तर ।

13.19 सहायक पुस्तकें ।

इकाई 14: (Part-A) कथाश्री :-‘वापसी’ – उषा प्रियंवदा

14.0 प्रस्तावना ।

14.1 उद्देश्य ।

14.2 कहानीकार का परिचय ।

14.3 कथानक ।

14.4 चरित्र–चित्रण ।

14.5 अन्य तत्व

14.5.1 कथोपकथन ।

14.5.2 वातावरण ।

14.5.3 भाषा–शैली ।

14.5.4 उद्देश्य ।

14.6 शीर्षक ।

14.7 बोध प्रश्न ।

14.8 अभ्यास के उत्तर ।

14.9 सहायक पुस्तकें ।

इकाई 14: (Part-B) कथाश्री :-‘अकेली’ – मन्नु भंडारी

14.10 प्रस्तावना ।

14.11 उद्देश्य ।

14.12 कहानी लेखिका का परिचय ।

14.13 कथानक ।

14.14 चरित्र–चित्रण ।

14.15 अन्य तत्व

14.15.1 कथोपकथन ।

14.15.2 वातावरण ।

14.15.3 भाषा-शैली ।

14.15.4 उद्देश्य ।

14.16 शीर्षक ।

14.17 बोध प्रश्न ।

14.18 अभ्यास के उत्तर ।

14.19 सहायक पुस्तकें ।

ब्लॉक 3:

इकाई 15: पत्र लेखन

15.0 उद्देश्य

15.1 प्रस्तावना

15.2 वाणिज्य पत्र के स्वरूप और विशेषता

15.3 व्यापारिक पत्रों के प्रकार

15.4 पूछ – ताछ संबंधी पत्र

15.5 मूल्य सूची तथा क्रयादेश संबंधी पत्र

15.6 एजेंसी पत्र

15.7 सारांश

15.8 उपयोगी पुस्तकें

15.9 बोध प्रश्न तथा अभ्यास

इकाई 16: शिकायती पत्र (Letter of Complaints)

16.0 उद्देश्य

16.1 प्रस्तावना

16.2 शिकायती पत्र

16.2.1 व्यापारी या प्रतिष्ठान को शिकायती पत्र

16.2.2 रेल विभाग को शिकायती पत्र

16.2.3 डाक विभाग को शिकायती पत्र

16.3 परि पत्र अथवा गश्ती पत्र

16.4 बैंक संबंधी पत्र

- 16.5 बीमा संबंधी पत्र
- 16.6 नौकरी संबंधी पत्र
- 16.7 विविध पत्र
- 16.8 सारांश
- 16.9 बोध प्रश्न तथा अभ्यास

इकाई 17: सरकारी पत्र (Office Letter)

- 17.0 उद्देश्य
- 17.1 टिप्पण (Noting)
- 17.2 सरकारी पत्र के स्वरूप
- 17.3 कार्यालय ज्ञापन (Memorandum)
- 17.4 कार्यालय आदेश (Office Orders)
- 17.5 सारांश
- 17.6 बोध प्रश्न तथा अभ्यास

इकाई 18: सरकारी पत्र – II

- 18.0 उद्देश्य
- 18.1 अनुस्मारक (Reminder)
- 18.2 अर्धसरकारी पत्र (Demi-Official Letters)
- 18.3 पृष्ठांकन (Endorsment)
- 18.4 अधिसूचना
- 18.5 प्रेस नोट
- 18.6 सारांश
- 18.7 बोध प्रश्न तथा अभ्यास

इकाई 19: वाणिज्य निबंध

- 19.0 उद्देश्य
- 19.1 बैंक (Bank)
- 19.2 बीमा (Insurance)

- 19.3 कर (Tax)
- 19.4 भारत का औद्योगीकरण (Industrialisation)
- 19.5 पूंजी तथा श्रम (Capital and labour)
- 19.6 सारांश
- 19.7 बोध प्रश्न तथा अभ्यास

इकाई 20: वाणिज्य निबंध – II

- 20.0 उद्देश्य
- 20.1 भारत की कृषि
- 20.2 दशांशिक मुद्रा और भार – माप प्रणाली
- 20.3 मृद्रण कला
- 20.4 भारत का विदेशी व्यापार
- 20.5 सामुदायिक विकास योजना
- 20.6 हमारी पंचवर्षीय योजना
- 20.7 सारांश
- 20.8 बोध प्रश्न तथा अभ्यास

इकाई 21: नशाबन्दी

- 21.0 उद्देश्य
- 21.1 प्रस्तावना
- 21.2 निबन्ध का सार
- 21.3 नशाबन्दी की आवश्यकता
- 21.4 नशाबन्दी और उसका प्रभाव
- 21.5 उपसंहार
- 21.6 बोध प्रश्न

इकाई 21.1: निबन्ध: बेकारी की समस्या

- 21.1.0 उद्देश्य
- 21.1.1 प्रस्तावना
- 21.1.2 निबन्ध का सार

21.1.3 बोध प्रश्न

इकाई 21.2: भ्रष्टाचार उन्मूलन

21.2.0 उद्देश्य

21.2.1 प्रस्तावना

21.2.2 निबन्ध का सार

21.2.4 बोध प्रश्न

इकाई 21.3: वनों का महत्व

21.3.0 उद्देश्य

21.3.1 प्रस्तावना

21.3.2 निबन्ध का सार

21.3.3 वनों की विभिन्न उपयोगिता और वनों से मानव को लाभ

21.3.4 उपसंहार

21.3.5 बोध प्रश्न

इकाई 21.4: राष्ट्रीय त्योहार

21.4.0 उद्देश्य

21.4.1 प्रस्तावना

21.4.2 निबन्ध का सार

21.4.3 किसी एक पर्व का विश्लेषण

21.4.4 उपसंहार

21.4.5 बोध प्रश्न

इकाई 21.5: समय का सदुपयोग

21.5.0 उद्देश्य

21.5.1 प्रस्तावना

21.5.2 निबन्ध का सार

21.5.3 समय का सदुपयोग से लाभ और प्रभाव

21.5.4 समय का सदुपयोग न करने की हानियाँ

21.5.5 उपसंहार

21.5.6 बोध प्रश्न

इकाई 22: संक्षिप्तीकरण की आवश्यकता

22.0 उद्देश्य

22.1 प्रस्तावना

22.2 संक्षिप्तीकरण की आवश्यकता

22.3 संक्षिप्तीकरण का महत्व

22.4 बोध प्रश्न

इकाई 23: संक्षिप्तीकरण के प्रधान गुण

23.0 उद्देश्य

23.1 प्रस्तावना

23.2 संक्षिप्तीकरण के प्रधान गुण

23.3 बोध प्रश्न

इकाई 24: संक्षिप्तीकरण के नमूने

24.0 उद्देश्य

24.1 प्रस्तावना

24.2 संक्षिप्तीकरण के नमूने

24.3 बोध प्रश्न

इकाई 25: संक्षिप्तीकरण का अवतरण और अनुवाद अभ्यास

25.0 उद्देश्य

25.1 प्रस्तावना

25.2 संक्षिप्तीकरण के अवतरण अभ्यास के लिए

25.3 बोध प्रश्न

ब्लाक 4: “व्याकरण तथा अनुवाद”

इकाई 26: धातु – सकर्मक और अकर्मक

26.0 उद्देश्य

26.1 पाठ परिचय

- 26.2 मूलपाठ: धातु
- 26.3 सकर्मक और अकर्मक
- 26.4 बोध प्रश्न

इकाई 27: स्वर प्रयोग

- 27.0 उद्देश्य
- 27.1 पाठ परिचय
- 27.2 मूलपाठ: स्वर प्रयोग
- 27.3 उच्चारण स्थान के आधार पर स्वरों का वर्गीकरण
- 27.4 स्वर के भेद
- 27.5 स्वरों के प्रतिनिधि चिन्ह
- 27.6 बोध प्रश्न
- 27.7 उपयोगी पुस्तकें

इकाई 28: काल तथा अर्थ

- 28.0 उद्देश्य
- 28.1 पाठ परिचय
- 28.2 मूलपाठ: काल
- 28.3 काल के भेद
- 28.4 भूतकाल
 - 28.4.1 सामान्य भूत
 - 28.4.2 असामान्य भूत
 - 28.4.3 पूर्ण भूत
 - 28.4.4 अपूर्ण भूत
 - 28.4.5 संदिग्ध भूत
 - 28.4.6 संभाव्य भूत
 - 28.4.7 हेतुहेतुमद्भूत
- 28.5 वर्तमानकाल
 - 28.5.1 सामान्य वर्तमानकाल

- 28.5.2 संदिग्ध वर्तमानकाल
- 28.5.3 संभाव्य वर्तमानकाल
- 28.5.4 अपूर्ण वर्तमानकाल
- 28.5.5 हेतुहेतुमद्भूत वर्तमानकाल
- 28.6 भविष्यकाल
 - 28.6.1 सामान्य भविष्यकाल
 - 28.6.2 संभाव्य भविष्यकाल
 - 28.6.3 हेतुहेतुमद्भूत भविष्यकाल
- 28.7 अर्थ
- 28.8 बोध प्रश्न
- 28.9 उपयोगी पुस्तकें

इकाई 29: कृदन्त और तद्धित

- 29.0 उद्देश्य
- 29.1 पाठ परिचय
- 29.2 मूलपाठ: कृदन्त
 - 29.2.1 कर्तृवाचक संज्ञा कृत्प्रत्यय
 - 29.2.2 कर्तृवाचक विशेषण कृत्प्रत्यय
 - 29.2.3 कर्मवाचक कृत्प्रत्यय
 - 29.2.4 करणवाचक कृत्प्रत्यय
 - 29.2.5 भाववाचक कृत्प्रत्यय
 - 29.2.6 वर्तमानकालिक कृत्प्रत्यय
 - 29.2.7 भूतकालिक कृत्प्रत्यय
- 29.3 मूलपाठ: तद्धित
 - 29.3.1 अपत्यवाचक तद्धित प्रत्यय
 - 29.3.2 कर्तृवाचक तद्धित प्रत्यय
 - 29.3.3 भाववाचक तद्धित प्रत्यय
 - 29.3.4 गुणवाचक तद्धित प्रत्यय

29.3.5 ऊनवाचक तद्धित प्रत्यय

29.3.6 स्त्रीवाचक तद्धित प्रत्यय

29.3.7 संबधवाचक तद्धित प्रत्यय

29.4 बोध प्रश्न

इकाई 30: समास

30.0 उद्देश्य

30.1 पाठ परिचय

30.2 मूलपाठ: समास

30.3 समास के भेद

30.3.1 अव्ययीभाव समास

30.3.2 तत्पुरुष समास

30.3.2.1 व्यधिकरण तत्पुरुष

30.3.2.2 समानाधिकरण तत्पुरुष

30.3.2.2.1 साधारण कर्मधारय

30.3.2.2.2 मध्यमपदलोपी कर्मधारय

30.3.2.2.3 द्विगु कर्मधारय

30.3.3 द्वंद्व समास

30.3.2.1 इतरेतर द्वंद्व

30.3.2.2 समाहार द्वंद्व

30.3.2.3 वैकल्पिक द्वंद्व

30.3.4 बहुब्रीहि समास

30.4 बोध प्रश्न

इकाई 31: समुच्चयबोधक और विस्मयादि बोधक

31.0 उद्देश्य

31.1 पाठ परिचय

31.2 मूलपाठ: समुच्चय बोधक

31.3 समुच्चय बोधक के भेद

- 31.3.1 संयोजक अव्यय
- 31.3.2 वियोजक अव्यय
 - 31.3.2.1 विरोधबोधक
 - 31.3.2.1 परिमाणबोधक
 - 31.3.2.1 संकेतबोधक
 - 31.3.2.1 स्वरूपबोधक
 - 31.3.2.1 विकल्पबोधक
- 31.4 मूलपाठः विस्मयादिबोधक
- 31.5 विस्मयादिबोधक के भेद
 - 31.5.1 विस्मयबोधक
 - 31.5.2 हर्षबोधक
 - 31.5.3 तिरस्कारबोधक
 - 31.5.4 शोकबोधक
 - 31.5.5 पीडाबोधक
 - 31.5.6 स्वीकृतिबोधक
 - 31.5.7 आशीर्वादबोधक
 - 31.5.8 संबोधनबोधक
- 31.6 बोध प्रश्न

इकाई 31.1: पद-परिचय (**parsing**)

- 31.1.0 उद्देश्य
- 31.1.1 पाठ परिचय
- 31.1.2 मूलपाठः पद-परिचय
- 31.1.3 बोध प्रश्न

इकाई 32: अनुवाद

- 32.0 उद्देश्य
- 32.1 संक्षिप्त परिचय
- 32.2 अनुवाद

- 32.2.1 अनुवाद की परिभाषाएँ
- 32.2.2 अनुवाद क्या है? शिल्प, कला, विज्ञान
- 32.2.3 अनुवाद के गुण
- 32.2.4 अनुवाद के प्रकार
- 32.3 अनुवाद के नमूने
- 32.4 सारांश
- 32.5 परीक्षार्थ उपयोगी प्रश्न
- 32.6 नमूने के उत्तर

FCA B-55: Fundamentals Of Computer Applications

BLOCK 1:

Unit 1: The age of Computers

- Objective
- Introduction
- Generations of computers
 - ◆ First Generation (1940- 1952)
 - ◆ Second Generation (1959-1965)
 - ◆ Third Generation (1965-1971)
 - ◆ Fourth Generation (1971- Present)
- Types of Computers
 - ◆ Minicomputers
 - ◆ Mainframe Computers
 - ◆ Supercomputers
- Numbers or Numerals
- Characters

Unit 2: The Working of a Computer

- Introduction
- Number System
- Organization of a Computer
 - ◆ Central Processing Unit
 - ◆ Motherboard

- ◆ Disk Drives
- ◆ System Bus
- ◆ Input Devices
- ◆ Output Devices

Unit 3: The Computer Basics

- Hardware
- Computer Languages
 - ◆ Machine Language
 - ◆ Code Writing
 - ◆ Assembly Language
 - ◆ High Level Languages
 - ◆ Fourth-Generation Languages (4GLs)
- Operating Systems And Their Applications
 - ◆ DOS (Disk Operating System)
 - ◆ Unix Operating System
 - ◆ Windows Operating System

Unit 4: I.T. in everyday Life

- Introduction

BLOCK 2:

Unit 5: Computer Software

- Objectives
- Introduction
- Software – Concept
- Software – Classification
 - ◆ System Software
 - ◆ Application Software
- Programming Languages
 - ◆ Machine Language
 - ◆ Assembly Language
 - ◆ High Level Languages

- Exercise

Unit 6: Operating System – Concepts

- Introduction
 - ◆ Objectives
 - ◆ What is operating system
 - ◆ History of operating system
 - ◆ Operating system concepts

Unit 7: Disc Operating System – MS – Dos

- Introduction
- Disk Drives and Directories
- Basic Dos Commands

Unit 8: Operating System – Windows 98

- Introduction
- What is new in Windows 98
- Navigating Windows'98
 - ◆ Working with windows and using Menus
 - ◆ Working with files, folders and Disks
 - ◆ Customizing and maintaining windows applications
- Summary
- Model Answers

BLOCK 3:

Unit 9: Meaning and Working of Network

- Introduction
- Objectives
- General introduction to network
- Meaning of network
 - ◆ Definition of network
 - ◆ LAN, WAN, VLAN, SONET
- Types of network
 - ◆ Common types of network
 - ◆ Categories of networks

- Topology in Network
 - ◆ BUS
 - ◆ STAR
 - ◆ RING
 - ◆ TREE
 - ◆ MESH
- Unit summary and Exercise

Unit 10: Growth of Internet

- The beginnings of internet
- ARPA – Net
- Characteristics of the internet
- Internet protocol (ip) Address
- Structure of an IP Address
 - ◆ Allocation of IP Address
 - ◆ Domain name Service
- The Architecture of internet
- Unit Summary and Exercise

Unit 11: Internet Applications and WWW (Word Wide Web)

- Introduction
- Objectives
- Accessing the internet
 - ◆ Internet Access – using Dial up connector
 - ◆ Getting an internet account
 - ◆ Terminal Dial up or shell account
 - ◆ The TCP/IP account
 - ◆ System Requirements
 - ◆ Buying a modem
 - ◆ Software
 - ◆ Cost of internet connectivity
- Getting connected to internet
 - ◆ Internet account details from VSNL
 - ◆ Configuring the machine for TCP/IP account

- Dedicated internet Line
- World Wide Web
 - ◆ What is World Wide Web
 - ◆ Web Page
 - ◆ Net Surfing
- Summary
- Model Questions answers

BLOCK 4:

Unit 12: Browser History

- Introduction
- Browser History
 - ◆ What is GUI
 - ◆ Operating Systems and GUI
- Web Servers
- How the Web works
- HTTP (Hyper Text Transfer Protocol)
- Modern HTTP
- What is Text ?
- Some Popular Browsers
- Unit Exercises

Unit 13: Electronic Mail (email)

- Beginnings of electronic mail-Email
- Beginnings of Email
- Email Settings
- Sending email
- Composition of Email
- Bookmaking Searches
- Running Multiple Windows
- File Transfer Protocol
- Unit Exercises

Unit 14: Cyber law

- Introduction
- The meaning of computer Hacker
- Cyber Crime and Laws
- Information Classification
- Digital Signature

Unit 15: IT Policy of India

- Introduction
- Policy for growth of IT industry in India
 - ◆ IT-enabled Services
- IT Human Resource Development
 - ◆ Role of IT Companies in IT HRD
 - ◆ HRD Entrepreneurship
 - ◆ Academic Policy
 - ◆ National Infrastructure for IT HRD
 - ◆ Role of Women in IT Sector
- References

BLOCK 5:

Unit 16: Office Automations – Concepts & Components

- Introduction, Word processing Basics.
- Understanding Main Menu
- Saving a Document
- Main Menu
- Closing Main Menu

Unit 17: Introduction to the Features of MS-Word and their usage

- Objectives
- Ways to create a document
- Creating multiple new documents
- Opening an existing document
 - ◆ Open a document on your hard disk or a network
 - ◆ Open a document as a copy
 - ◆ Open earlier versions of a document

- ◆ Open a document as read only
- ◆ Open a document to view in your browser
- ◆ Opening multiple document
- Saving a document
 - ◆ Save a new unnamed document
 - ◆ Saving a copy of document
 - ◆ Save a word document as a Web page
- Finding a file or Document
- Exercise

Unit 18: Working with MS-Word

- Creating and Handling documents
 - ◆ Ways to create a document
 - ◆ Creating multiple new documents
 - ◆ Opening a Document
 - ◆ Finding a file or Document
- Navigating WORD Documents
 - ◆ Entering Text
 - ◆ Editing Text
 - ◆ Deleting character, word, line or paragraph
 - ◆ Navigating through Documents
- Character Formatting
 - ◆ Change font size , font Style
 - ◆ Underline Bold face and italisize
 - ◆ Change the colour of Text or numbers
 - ◆ Change the spacing between the characters
 - ◆ Hide Text
 - ◆ Superscripts and Subscripts
- Paragraph Formatting
 - ◆ Delete or cut Paragraph
 - ◆ Copy Paragraph
 - ◆ Paragraph alignment
 - ◆ Paragraph positioning

- ◆ Spacing
- ◆ Restore paragraph's original formatting
- ◆ Formatting text by using Styles
- Page Formatting
 - ◆ Page margins
 - ◆ News Paper format
- Tables
 - ◆ Creating new tables
 - ◆ Creating Tables inside other tables
 - ◆ Entering text & formatting
 - ◆ Formatting
 - ◆ Add Rows and Columns
 - ◆ Delete Cells Rows & Columns
 - ◆ Delete a Table & it's contents
 - ◆ Converting existing text to table
 - ◆ Inserting information from a database or other data source
- Mail merge
 - ◆ Mail Merge
 - ◆ What is Data Source
 - ◆ Steps involved in Mail Merge

Unit 19: Spreadsheet Basics – MS-Excel

- Introduction to MS- Excel
 - ◆ Introduction
 - ◆ Application of Electronic Spreadsheets
 - ◆ Basic Features
 - ◆ How to Start Ms-Excel
 - ◆ Understanding the contents of Excel Workbook
 - ◆ Working with Worksheets
 - ◆ Creating, Saving and Closing the Workbook

Unit 20: Working With MS-Excel

- Features of MS-EXCEL and their usage

- ◆ Entering, Editing and Formatting Data
- ◆ Introduction
- ◆ Entering data
- ◆ Working with ranges
- ◆ Modifying worksheet layout
- ◆ Exercise
- Working with Functions and Formulae
 - ◆ Introduction
 - ◆ Working with Formulae
 - ◆ Working with Functions
 - ◆ Formula Error messages and Auditing
 - ◆ Absolute & Relative Referencing
 - ◆ Exercise
- Working with Charts
 - ◆ Introduction
 - ◆ Components of Chart
 - ◆ Different types of Chart
 - ◆ Creation of Charts through Wizard
 - ◆ Formatting Charts
 - ◆ Editing Charts
 - ◆ Exercise
- List database and Printing in MS-EXCEL
 - ◆ Lists
 - ◆ Databases
 - ◆ Filtering Data
 - ◆ Sorting
 - ◆ Sub-totaling data
 - ◆ Printing in MS-EXCEL
 - ◆ Summary
- Appendix-a: Hands on Session
- Appendix-b: Answers to exercises

C-211: Financial Accounting - II

BLOCK 1:

Unit 1: Capital Structure of a Joint Stock Company

- Objectives
- Introduction
- Need for issue of shares
- Kinds of shares
- Sub division of Share Capital
- Terms of issue of shares
- Let us sum up
- Glossary
- Answers to Check your Progress
- Terminal Questions
- Books for Further references

Unit 2: Accounting for Issue of Shares

- Objective
- Introduction
- Need for Accounting
- Issue of shares at Par – different stages of collection of money
- Issue of shares at premium
- Issue of shares at discount
- Illustrations
- Let us sum up
- Glossary
- Answers to Check your Progress
- Model Questions
- Books for Further references

Unit 3: Forfeiture and Re-issue of Shares

- Objectives
- Introduction
- Need for Forfeiture and Re-issue

- Procedure for Forfeiture and Re-issue
- Accounting Entries for Forfeiture of Shares
- Accounting Entries for Re-issue
- Illustrations
- Let us sum up
- Glossary
- Answers to Check your Progress
- Model Questions
- Books for Further references

Unit 4: Issue of Debentures

- Objectives
- Introduction
- Need for Issue of Debentures
- Kinds of Debentures
- Procedure for Issue of Debentures
- Terms of Issue of Debentures
- Let us sum up
- Glossary
- Answers to Check your Progress
- Terminal Questions
- Books for Further references

Unit 5: Accounting for Issue of Debentures

- Objectives
- Introduction
- Need for Accounting
- Stages of Collection of Money
- Accounting for issue of debentures at par
- Issue of Debentures at premium
- Issue of debentures at Discount
- Illustrations
- Let us sum up
- Glossary

- Answers to Check your Progress
- Model Questions
- Books for Further references

BLOCK 2:

Unit 1: Redemption of Preference Shares

- Objectives
- Introduction
- Different kinds of Preference Shares
- Need for Redemption of Preference Shares
- Conditions for Redemption of Preference Shares
- Accounting Aspects Redemption of Shares
- Illustrations
- Let us sum up
- Glossary
- Answers to Check Your Progress
- Terminal Questions
- Books for Further References

Unit 2: Bonus Shares

- Objectives
- Introduction
- Need for Issue of Bonus Shares
- Accounting Aspects
- Illustrations
- Let us sum up
- Glossary
- Answers to Check Your Progress
- Model Questions
- Books for Further References

Unit 3: Underwriting of Shares and Debentures

- Objectives
- Introduction

- Need for Underwriting
- What is Underwriting
- Types of Underwriting
- Accounting Aspects
- Illustrations
- Let us sum up
- Glossary
- Answers to Check Your Progress
- Model Questions
- Books for Further References

Unit 4: Redemption of Debentures

- Objectives
- Introduction
- Need for Redemption of Debentures
- Time of Redemption
- Amount to be paid on Redemption
- Funds For the Redemptions of Debentures
- Methods of Redemption
- Accounting under Different Conditions for Issue of Debentures
- Accounting for Redemption
- Illustrations
- Let us sum up
- Glossary
- Answers to Check Your Progress
- Terminal Questions
- Books for Further References

Unit 5: Final Accounts of Joint Stock Companies

- Objectives
- Introduction
- Need for Preparation of Final account
- Requirements of law Regarding the Preparation of Final Accounts
- Main Points Regarding Profit and Loss Account

- Difference between Profit and Loss Account and Profit and Loss Appropriation Account
- Treatment of Some Items while preparing Final Accounts of Companies
- Illustrations
- Let us sum up
- Glossary
- Answers to Check Your Progress
- Terminal Questions
- Books for Further References

Unit 6: Final Accounts of Companies

- Objectives
- Introduction
- Need for preparation of final Accounts
- Form of Trading and Profit and Loss Appropriation Account
- Form of Balance Sheet
- Illustrations
- Let us sum up
- Glossary
- Answers to Check Your Progress
- Terminal Questions
- Books for Further References

BLOCK 3:

Unit 1: Amalgamation

- Objectives
- Introduction
- Meaning
- Vendor and Purchasing Company
- Accounting Entries
- Illustrations
- Let us sum up
- Glossary
- Answers to Check Your Progress

- Terminal Questions
- Reference Books

Unit 2: Absorption

- Objectives
- Introduction
- Meaning
- Accounting Entries
- Purchase Consideration
- Illustrations
- Let us sum up
- Glossary
- Answers to Check Your Progress
- Terminal Questions
- Reference Books

Unit 3: Internal Reconstruction

- Objectives
- Introduction and Meaning
- Accounting Entries
- Illustrations
- Let us sum up
- Answers to Check Your Progress
- Terminal Questions
- Books for References

Unit 4: External Reconstruction

- Objectives
- Introduction
- Meaning
- Accounting Entries
- Let us sum up
- Answers to Check Your Progress
- Terminal Questions

- Books for References

Unit 5: Company Liquidation Accounts

- Objectives
- Introduction
- Meaning
- Method of winding up
- Consequences of Winding up
- Secured Creditors
- Liquidation Expenses and Remuneration
- Preferential Creditors
- Debentures and interest due on them
- Unsecured Creditors
- Repayment of Capital
- Proforma of Liquidators Final Statement of Accounts
- Illustrations
- Let us Sum Up
- Answers to Check Your Progress
- Key Words
- Questions for Self Study
- Books For Reference

BLOCK 4:

Unit 1: Valuation of Goodwill and Shares

- Objectives
- Introduction
- Meaning and Accounting Definition
- Legal definition of Goodwill
- Objectives of Valuation of Goodwill
- Components of Goodwill
- Factors Affecting the Valuation of Goodwill
- Methods of Valuation of Goodwill
- Illustrations
- Summary

- Key words
- Answers to Check your Progress
- Self Assessment Questions
- Some useful Books

Unit 2: Valuation of Shares

- Objectives
- Introduction
- Meaning of face Value, Market Value and Intrinsic value of Shares
- Objectives of Valuation of Shares
- Factors affecting the Valuation of Shares
- Net Asset Method
- Yield Method
- Fair Value of Shares
- Summary
- Key Words
- Answers to Check Your Progress
- Self – assessment Questions
- Some Useful Books

Unit 3: Accounts of Holding Company

- Objectives
- Introduction
- Meaning and Definition
- Legal Definition
- Objectives of the Holding Company
- Types of Holding Companies
- Merits of Holding Companies
- Limitations of Holding Companies
- Presentation of Accounts
- Consolidated Balance Sheet
- Consolidated Profit and Loss Account and balance Sheet
- Accounting Adjustment

- Illustrations
- Summary
- Key Words
- Answers to Check Your Progress
- Self – assessment Questions
- Some Useful Books

C-212: Human Resource Management

BLOCK 1:

Unit 1: Personnel Management

- Objectives
- Introduction
- Meaning & Definition
- Scope of Personnel Management
- Differences between Personnel Management and Human Resource Management
- Let us sum up
- Key Words
- Some useful Books
- Answers to check your Progress
- Terminal Questions

Unit 2: Role of HR/Personnel Office

- Objectives
- Introduction
- Objectives of HR/Personnel Department
- Qualities of a HR/Personnel Manager
- Personal Policies
 - ◆ Aims and objectives of Personnel Policies
 - ◆ Specific Personnel Policies
- Organization of HR / Personnel Department
- Let us sum up
- Key Words
- Some useful Books

- Answers to check your Progress
- Terminal Questions

Unit 3: Functions of Personnel Management

- Objectives
- Introduction
- Classification of Functions
 - ◆ The general and Specific Functions
 - ◆ Personnel Administration & Industrial Relation Functions
 - ◆ Functions Classified of the basis of Capacities
 - ◆ Functions according to the Degree of Authority
- Functions of HR/Personnel Management
 - ◆ Organizational Planning and Development
 - ◆ Staffing and Employment
 - ◆ Training and Development
 - ◆ Compensation, Wage and Salary Administration
 - ◆ Motivation and Incentives
 - ◆ Employee Services and Benefits
 - ◆ Employee Records
 - ◆ Labour and Industrial Relations
 - ◆ Personnel Research and Personnel Audit
- Let us sum up
- Key Words
- Some useful Books
- Answers to check your Progress
- Terminal Questions

Unit 4: Human Resources Planning

- Objectives
- Introduction
- Meaning and Definition
- Need for Human Resource Planning
- Process of Human Resource Planning
- Objectives of Human Resource Planning

- Let us sum up
- Key Words
- Some useful Books
- Answers to check your Progress
- Terminal Questions

Unit 5: Job Analysis

- Objectives
- Introduction
- Meaning and Definition
- Purpose and using – Job Analysis
- Contents of Job Analysis
- Techniques of Job Analysis data
- Let us sum up
- Key Words
- Some useful Books
- Answers to check your Progress
- Terminal Questions

Unit 6: Job Description and Job Specification

- Objectives
- Introduction
- Meaning and Definition of Job Description
- Use of Job Description
- Components/Contents of Job Specification
- Chart of Job Description and Job Specification
- Let us sum up
- Key Words
- Some useful Books
- Answers to check your Progress
- Terminal Questions

BLOCK 2:

Unit 1: Recruitment

- Objectives
- Meaning and Objectives
- Recruitment policy
- Sources of Recruitment
 1. Internal sources of Recruitment
 2. External Sources of Recruitment

Unit 2: Selection

- Objectives
- Introduction
- Meaning and Aims
- Selection policy
- Procedures of Selection
- Psychological Testing
- Guide to testing
- Let us sum up
- Answer to check your progress
- Terminal Questions
- Glossary
- References

Unit 3: Interview

- Objectives
- Introduction
- Meaning and Deinition of Interview
- Objectives of interview
- Kinds of Interview
- Guidelines for the Effective Conduct of Interview
- Characteristics of Good Interview
- Typical Sequences of Interview
- Let us sum up
- Answer to check your progress

- Terminal Questions
- Glossary
- References

Unit 4: Induction and Human Resource Development

- Objectives
- Introduction
- Induction
- Induction Programme
- Human Resource Development
- Meaning and Definition
- Pre-requisites for a successful HRD Programme
- Scope of HRD
- Let us sum up
- Key words
- Answer to check your progress
- Terminal Questions
- References

Unit 5: Training and Development

- Objectives
- Introduction
- Meaning and Definition
- Differences between Training and Development
- Objectives of training
- Organisation of Training Programme
- Let us sum up
- Answer to check your progress
- Terminal Questions
- Glossary
- References

Unit 6: Methods of Training

- Objectives

- Introduction
- On the Job Training
 1. On Specific Job
 2. Job Rotation
 3. Apprenticeship
 4. Vestibule training
- Off the job Training
 1. Lecture or Class Room Instruction
 2. Conference Method
 3. Case Studies
 4. Group Discussion
 5. Role playing
 6. In basket Training
 7. Sensitivity Training
 8. Transactional Analysis
- Evaluation of Training Programme
- HRD Movement in India
- Let us sum up
- Answer to check your progress
- Terminal Questions
- Glossary
- References

BLOCK 3:

Unit 1: Methods of Compensation

- Objectives
- Introduction
- Meaning and Definition of Compensation
- Factors Influencing Employee Compensation
- Methods of Compensation
- Executive Compensation Plans
- Let us sum up
- Key Words

- Answer to check your progress
- Terminal Questions

Unit 2: Compensation Policy

- Objectives
- Introduction
- Objectives of Compensation Policy
- Principle of Compensation or wage Policy
- Compensation Policy
- Concepts of Wages or Compensation
- Let us sum up
- Key Words
- Answer to check your progress
- Terminal Questions

Unit 3: Incentive Schemes

- Objectives
- Introduction
- Meaning and Definition
- Scope of Incentive Schemes
- Importance of Incentive Schemes
- Types of Incentive Schemes
- Let us sum up
- Key Words
- Answer to check your progress
- Terminal Questions

Unit 4: Promotion

- Objectives
- Introduction
- Meaning and Definition
- Importance of Promotion
- System of Promotion
- Let us sum up
- Key Words

- Answer to check your progress
- Terminal Questions
- Books for Reference

Unit 5: Transfer

- Objectives
- Introduction
- Meaning and Definition of Transfer
- Purpose of Transfer
- Conditions leading to Transfer
- Types o Transfer
- Reasons for Transfer
- Benefits of Transfer
- Problems of Transfer
- Transfer policy
- Resistance to Transfer
- Let us sum up
- Key Words
- Answer to check your progress
- Terminal Questions
- Books for Reference

BLOCK 4:

Unit 1: Welfare Measures

- Objectives
- Introduction
- Meaning and Definition
- Need for Welfare Measures
- Types of Welfare Measures
- Statutory Welfare Measures
- Non-statutory welfare System
- Setting up of Labour Welfare Programme
- Effect of Welfare Measures

- Labour Welfare in India
- Let us sum up
- Key Words
- Answer to check your progress
- Terminal Questions
- Books for Reference

Unit 2: Absenteeism

- Objectives
- Introduction
- Meaning and Definition
- Rate of Absenteeism
- Reasons for Absenteeism
- Effects of Absenteeism
- Measures for control of Absenteeism
- Let us sum up
- Key Words
- Answer to check your progress
- Terminal Questions
- Books for Reference

Unit 3: Labour Turnover

- Objectives
- Introduction
- Meaning and Definition
- Rate of Labour Turnover
- Causes of Labour Turnover
 - ◆ Natural or Unavoidable Causes
 - ◆ Avoidable Causes
- Effects of Labour Turnover
- Measures to Control Labour Turnover
- Let us sum up
- Key Words
- Answer to check your progress

- Model Questions
- Books for Reference

Unit 4: Workers Participation in Management

- Objectives
- Introduction
- Meaning and Definition
- Growth of the Concept of Participation
- Need for Workers Participation
- Objectives of worker participation
- Levels of Participation
- Forms of Participation
 - ◆ Works Committee
 - ◆ Joint Management Council
 - ◆ Workers Representation on Board of Management
 - ◆ Shop Councils
 - ◆ Joint Councils
 - ◆ Unit Councils
 - ◆ Other Forms of Participation
- Benefits and Limitations of Workers Participation
 - ◆ Benefits
 - ◆ Limitations
- Suggestion to make the Workers Participation successful
- Let us sum up
- Key Words
- Answer to check your progress
- Terminal Questions
- Books for Reference

Unit 5: Trade Unions

- Objectives
- Introduction
- Birth of Trade Union Movement

- Meaning and Definition
- Why do Workers join Trade Union?
- Objectives of a Trade Union
- Methods of achieving the objectives
- Functions of labour Union in Modern Industrial Economy
- Benefits of Trade Union
- Weakness of Trade Union
- Origin and Development o Trade Union in India
Industrial and Social Changes
- Classification of Unions
- Obstacles to Trade Union Movement in India
- Essentials of a successful Trade Union
- Let us sum up
- Key Words
- Answer to check your progress
- Model Questions
- Books for Reference

C-213: Banking Theory And Practice

BLOCK 1:

Unit 1: Meaning, Definitions and Types of Banks

- Objectives
- Introduction
- Meaning of 'Bank' 'Banker' and 'Banking'
 - ◆ Origin
 - ◆ Meaning
- Definition of Banking
 - ◆ Dr.H.I.Hart's definition
 - ◆ Sir John Paget's definition
 - ◆ Geoffery Crowther's definition
 - ◆ Kinlay's definition
 - ◆ Definition given under Indian Banking Regulation Act,1949

- Types of Banks
 - ◆ Deposit Banking / Commercial Banking
 - ◆ Investment Banking / Industrial Banking
 - ◆ Agricultural Banking
 - ◆ Central Banking
 - ◆ Exchange Banks
 - ◆ Co-operative Banks
- Let us Sum Up
- Key Words
- Answers to Check your Progress
- Terminal Questions
- Books for Reference

Unit 2: Role of Banks in Modern Economy

- Objectives
- Introduction
- Characteristics of Modern Economy
- Role of Banks – Primary Role
 - ◆ Banks as Catalysts in Capital Formation
 - ◆ Provision of Short term and Medium term Credit
 - ◆ Provision of Long term Credit
- Role of Banks – Secondary Role
 - ◆ Rendering agency services to lubricate economic activities
 - ◆ Discharge of Social Responsibilities
- Role of Banks - Rregulatory Role
- Role of Banks other Roles
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions
- Some useful Books

Unit 3: Commercial Banks – Primary Functions

- Objectives

- Introduction
- Primary Functions – Receiving Deposits
 - ◆ Current Accounts
 - ◆ Saving Bank Accounts
 - ◆ Fixed Deposit
 - ◆ Recurring Deposits
- Primary Functions – Lending Loans
 - ◆ Loans
 - ◆ Overdrafts
 - ◆ Cash Credits
 - ◆ Discounting Bills
- Investment of funds
- Creation of Credit
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions
- Books for Reference
- Unit 4: Commercial Banks – Other Functions**

- Objectives
- Introduction
- Agency Services of Banks
 - ◆ Collection agent
 - ◆ Paying Agent
 - ◆ Buying and Selling Agent
 - ◆ Remitting Agent
- Acting as Trustee, Executor, Administrator or Attorney
- Servicing as Correspondents & Representations
- Merchant Banking Services
- General Utility Services
 - ◆ Safe Custody Deposits
 - ◆ Foreign Exchange Dealings

- ◆ Acting As Referees
- ◆ Collecting and Disseminating Business Data
- ◆ Underwriting of Shares & Debentures
- ◆ Factoring Services
- ◆ Lease Financing
- ◆ Housing Finance
- ◆ Introducing of Teller System
- ◆ Issue of Gift Cheques
- ◆ Issue of Gold Cheques
- ◆ Issue of Credit Cards
- ◆ Introduction of Automatic Teller Machine
- ◆ Provision of Consultancy Services
- ◆ Setting up of Mutual Funds
- ◆ Issuance of Travelers Cheque & Circular Notes
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions
- Books for Reference

BLOCK 2:

Unit 1: Credit Control

- Objectives
- Introduction
- Meaning of Credit Control
- Need for Credit Control
- Scope of Credit control
- Objectives of Credit Control
- Methods of Credit Control
- Quantitative methods of Credit Control
 - ◆ Bank Rate Policy
 - ◆ Limitations of Bank Rate Policy
 - ◆ Open Market Operations

- ◆ Variable Cash Reserve Ratio
- Qualitative Credit Control
 - ◆ Secondary Reserve Requirements
 - ◆ Changes in Margin Requirements
 - ◆ Rationing of Credits
 - ◆ Regulation of Consumer Credit
 - ◆ Direct Action
 - ◆ Moral Suasion
 - ◆ Publicity
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions
- Books for Reference

Unit 2: Monetary Policy of RBI

- Objectives
- Introduction
- Meaning of Monetary Policy
- Monetary Policy of the Reserve bank of India
- Methods of Credit Control adopted by the RBI
 - ◆ Open Market Operations
 - ◆ Bank Rate
 - ◆ Variable Reserve Ratios
 - ◆ Statutory Liquidity Ratios
 - ◆ Selective Credit Control
 - ◆ Direct Action
 - ◆ Moral Suasion
- Critical Appraisal of RBI's Monetary Policy
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions

- Books for Reference

Unit 3: Regional Rural Banks

- Objectives
- Introduction
- Functions of Rural Banks
- Objectives of RRB
- Structure of RRB
- Functions of RRB
- Differences between RRB and Commercial Banks
- Progress of the RRB's
- Operations of RRB's
- Problems faced by RRB's
 - ◆ Problems in relation to Branch Expansion
 - ◆ Difficulties in Deposit Mobilization
 - ◆ Faculty Credit Policy
 - ◆ Urban Orientation of staff
 - ◆ Procedural Rigidities
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions
- Books for Reference

Unit 4: NABARD

- Objectives
- Introduction
- Objectives of NABARD
- Functions of NABARD
- Distribution of Credit
 - ◆ Short term Credit
 - ◆ Medium term Credit
 - ◆ Long term Credit

- ◆ Facilities for Rearrangement
- Development Functions
- Regulatory Functions
- Organisation and Structure of NABARD
- Working of NABARD
- Weaknesses of NABARD
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions
- Books for Reference

Unit 5: Co-operative Banks

- Objectives
- Introduction
- Meaning of Co-operative Banking
- History of Co-operative Banks
- Differences between Commercial Banks and Co-operative Banks
- Structure of Co-operative banking in india
- Primary Agricultural Credit Societies
 - ◆ Organization of PAC's
 - ◆ Objectives of PAC's
 - ◆ Working Capital of PAC's
 - ◆ Loans
 - ◆ Management
 - ◆ Progress
 - ◆ Shortfalls
 - ◆ Reorganisation of PAC's
- Central Co-operative Banks
 - ◆ Functions of CCB's
 - ◆ Working Capital of CCB's
 - ◆ Progress of CCB's
 - ◆ Defects of CCB's

- State Co-operative Banks
 - ◆ Functions of SCB's
 - ◆ Defects of SCB's
- Urban Co-operative Banks
- Land Development Banks
 - ◆ Organisation and Structure of LDB's
 - ◆ Defects of LDB's
- National Co-operative Development Corporations
- Scheduled Co-operative Banks
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions
- Books for Reference

BLOCK 3:

Unit 1: General and Special features of Relationship

- Objectives
- Introduction
- Meaning and Definition
- General Relationship
- Special Features of Relationship
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions
- Books for Reference

Unit 2: Different types of Accounts

- Objectives
- Meaning and Introduction
- Different types of Accounts
 - ◆ Demand Deposits
 - ◆ Time Deposits

- Different types of Demand Accounts
 - ◆ Current Accounts
 - ◆ Savings Accounts
- Different types of Time accounts
 - ◆ Fixed Deposit Account
 - ◆ Recurring Deposit Account
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions
- Books for Reference

Unit 3: Special Customer

- Objectives
- Introduction
- Types of Customers
- Let us sum up
- Key Words
- Answers to check your Progress
- Self Assessment Questions
- Books for Reference

Unit 4: Cheques

- Objectives
- Introduction
- Definition
- Essentials of a Cheque
- Parties to a Cheque
- Kinds of Cheques
- Crossing of Cheques
- Material Alteration
- Endorsement of Cheques
- Let us sum up

- Glossary
- Answers to check your Progress
- Terminal Questions
- Books for Reference

Unit 5: Paying Banker

- Objectives
- Meaning and Introduction
- Mandatory Functions of a Paying Banker
- Statutory Protections
- Circumstances in which Cheques must be Dishonoured
- Circumstances in which Cheques may be Dishonoured
- Let us sum up
- Key Words
- Answers to check your Progress
- Terminal Questions
- Books for Reference

Unit 6:Collecting Banker

- Objectives
- Meaning and Introduction
- Capacities in which a collecting Banker collects cheques
 - ◆ as a holder for value
 - ◆ as an agent of his customer for collection
- General duties of Collecting Banker
- Protection to Collecting Banker
- Let us sum up
- Answers to check your Progress
- Self – Assessment Questions
- Books for Reference

BLOCK 4:

Unit 1:Banking Regulation Act 1949

- Objectives

- Introduction
- Applicability
- Objects of Banking Regulation Act, 1949
- Definitions
 - ◆ Banking defined u/s 5(b)
 - ◆ Banking company Defined u/s 5(c)
 - ◆ Essentials of Banking
- Business that a Bank can do (under section 6)
- Business that a Bank cannot do [u/s 8, 9, 19(1) and 19(2)]
- Let us sum up
- Glossary of Words
- Answers to check your Progress
- Model Questions
- Books for Reference

Unit 2: Licensin

- Objectives
- Introduction
- Need for licensing
- General Condition to Issue License
- Licensing of an Indian Banking Company
- Licensing of a Foreign Banking Company
- Cancellation of License
- Public Sector Banks exempted from obtaining License
- Let us sum up
- Glossary of Words
- Answers to check your Progress
- Model Questions
- Books for Reference

Unit 3: Branch Expansion, Capital and Reserves

- Objectives
- Introduction
- Branch Expansion

- Capital – Types of Shares, a bank can Issue
- Capital – Amount of Subscribed Capital and Paid Up Capital
- Voting Rights of Share Holders
- Statutory Reserve u/s 17(1)
- Aggregate value of Capital and Reserves
 - ◆ Restriction on payment of dividend
 - ◆ Let us sum up
 - ◆ Glossary of Words
 - ◆ Answers to check your Progress
 - ◆ Model Questions
 - ◆ Books for Reference

Unit 4: Bank Frauds and Vigilance

- Objectives
- Introduction
- Meaning of ‘Bank Fraud’
- Reasons for Fraud
- Detection of Fraud
- Fraudulent acts of Staff
- Some Important Frauds
- RBI guidelines to Prevent Frauds
- Additional measures to curb Frauds
- Let us sum up
- Glossary of Words
- Answers to check your Progress
- Books for Reference

THIRD YEAR

C-311: Financial Accounting - III

BLOCK 1:

Unit 1: Final Accounts of Banking Companies

- Objectives
- Introduction
- Important Legal Requirements
- Format of Profit and Loss Account
- Schedules to be Annexed to the Profit and Loss Account
- Preparation of Balance Sheet
- Scheduled to be Annexed to the Balance Sheet
- Illustrations
- Terminal Questions
- Books For Further Reference

Unit 2: Final Accounts of Lift Insurance Companies

- Objectives
- Introduction: life Insurance
- Final Accounts
- Formats of Revenue Account and Balance Sheet
- Illustrations
- Terminal Questions
- Key Words
- Books for References

Unit 3: Annual Accounts and Distribution of Surplus

- Objectives
- Introduction
- Ascertainment of Profit
- Treatment of Profit
- Valuation Balance Sheet: illustrations
- Terminal Questions
- Books for References

BLOCK 2:

Unit 1: Annual Accounts of General Insurance

- Objectives
- General Insurance: Introduction
- Some important Concepts
 - ◆ Revenue Account
 - ◆ Life Assurance Fund
 - ◆ Reserve for Unexpired Risk
 - ◆ Annuity
 - ◆ Claims
 - ◆ Reinsurance
 - ◆ Commission on Reinsurance Accepted
 - ◆ Commission on Reinsurance Ceded
 - ◆ Premiums
 - ◆ Bonus
 - ◆ Surrenders
 - ◆ Interest, Dividend and Rates
- General Insurance: Important Points
- Form of Revenue Account
- Form of Profit and Loss Account
- Form of Profit and Loss Appropriation Account
- Illustration
- Check your Progress
- Books for References

Unit 2: Fire, Marine and Burglary Insurance

- Objectives
- Introduction
- Illustrations
- Check your Progress
- Books for References

Unit 3: Fire Claims

- Objectives

- Introduction
- Computation of Loss of Stock
- Rate of Gross Profit
- Average Clause
- Illustrations
- Terminal Questions
- Books For References

BLOCK 3:

Unit 1: Branch Accounts - I

- Objectives
- Introduction
- Need for Branch Accounting
- Types of Branches
- Accounting for Dependent Branches
 - ◆ Salient features of Debtors System of Accounting
 - ◆ Accounting on Cost Price Basis
 - ◆ Accounting on Invoice Price Basis
- Let us Sum up
- Glossary
- Answers to check your Progress
- Terminal Questions/ Exercises
- Books for Further Reference

Unit 2: Branch Accounts – II

- Objectives
- Introduction
- Accounting for Independent Branches
- Salient Features of Independent Branch Accounting
 - ◆ Goods in Transit
 - ◆ Cash in Transit
 - ◆ Expenses Chargeable to Branch
 - ◆ Depreciation on Fixed Assets

◆ Inter – Branch Transactors

- Incorporation of Branch Trial Balance in the Books of H O
- Closing entries in the Books of Branch
- Illustrations
- Let us Sum up
- Glossary
- Answers to check your Progress
- Terminal Questions/ Exercises
- Books for Further Reference

Unit 3: Departmental Accounts

- Objectives
- Introduction
- Meaning and Purpose of Departmental Accounts
- Recording of Transactions
- Allocation of Expenses
- Inter- departmental Transfers
- Let us Sum up
- Glossary
- Answers to check your Progress
- Terminal Questions/ Exercises
- Books for Further Reference

BLOCK 4:

Unit 1: Royalty Accounts

- Objectives
- Introduction
- Meaning and Nature
- Important Terms
- Accounting Treatment
- Sub – Lease
- Let us Sum up
- Glossary
- Answers to check your Progress

- Terminal Questions/ Exercises
- Books for Further Reference

Unit 2: Hire Purchaser System

- Objectives
- Introduction
- Meaning and Nature
- Legal Position
- Calculation of Interest
- Accounting Treatment
- Default and Repossession
- Illustrations
- Let us Sum up
- Glossary
- Answers to check your Progress
- Terminal Questions/ Exercises
- Books for Further Reference

Unit 3: Installment Purchase System

- Objectives
- Introduction
- Meaning and Nature
- Difference between Hire Purchase and Installment System
- Calculation of Interest
- Accounting Treatment
- Illustrations
- Let us Sum up
- Glossary
- Answers to check your Progress
- Terminal Questions/ Exercises
- Books for Further Reference

C-312: Income Tax Law And Practice

BLOCK 1:

Unit 1: Basic Concepts

- Objectives
- Introduction
- Basis of Charge
- Rates o Tax
- Important Definitions
- Concepts of Income
- Agricultural Income
- Let us Sum up
- Key Words
- Terminal Questions
- References

Unit 2: Residence and Liability

- Objectives
- Introduction
- Different types of Residents
- Individuals
- H U F, Firm or Association of persons
- Companies
- Tax Incidence in Brief
- Illustrative Problems
- Let us Sum up
- Key Words
- Terminal Questions
- References

Unit 3: Distinction B/W Capital and Revenue

- Objectives
- Introduction
- Receipts

- Expenditure
- Losses
- Let us Sum up
- Terminal Questions
- References

Unit 4: Exempted Incomes (Non Taxable Income U/S – 10)

- Objectives
- Fully Exempted Income
- Partially Exempted Income
- Let us Sum up
- Terminal Questions
- References

BLOCK 2:

Unit 1: Income from Salaries

- Objectives
- Meaning and Definition
- Different Forms of Salaries
- Allowances
- Perquisites
- Medical Benefits
- Profit in Lieu of Salary
- Provident Fund
- Illustrative Problems
- Let us Sum up
- Key Words
- Terminal Questions
- References

Unit 2: Income From House Property

- Objectives
- Basis of Charge
- Exemptions from House Property

- Annual Value
- Computation of Annual Value of a House under Different Situations
- Deductions from Annual Value
- Illustrative Problems
- Let us Sum up
- Key Words
- Terminal Questions
- References

BLOCK 3:

Unit 1: Profit and Gains of Business or Profession

- Meaning of Business
- Meaning of Profession
- Items included in Profit and gains of business or profession
- Computation of Profits
- Deductions expressly allowed
- Deductions expressly disallowed
- Expenses not deductible in certain circumstances
- Deductions allowable on actual payment

Unit 2: Income From Capital Gain

- Objectives
- Basis of charge
- Capital Assets
- Transfer of capital Assets
- Transactions not regarded as transfer
- Computation of capital gain
- Capital gain exempt from tax
- Practical Problems
- Let us Sum up
- Key Words
- Terminal Questions
- References

Unit 3: Income From Other Sources

- Meaning
- Income Chargeable to tax under this head
- Kinds of Securities
- Bond Washing transaction
- Exempted interest
- Gross up Rule
- Practical problems
- Let us Sum up
- Key Words
- Terminal Questions
- References

Unit 4: General Deductions

- Objectives
- General Principles for deductions from income
- Persons entitled to deduction
- Deduction in respect of certain payments
- Sum up
- Terminal Questions
- References

BLOCK 3:

Unit 5: Set off and Carry Forward of Losses

- Objectives
- Introduction
- Set – off losses
- Set – off of losses against income liable to tax and not against exempted Income
- Carry Forward and setoff of Losses
- Treatment of carried forward losses of certain Assesses
- Filing of return of loss
- Order of set-off
- Practical Problems
- Summary

- Key words
- Terminal questions
- References

BLOCK 4:

Unit 1: Assessment of Individuals

- Objectives
- Types o Assessed
- Individuals
- Procedure for computing total Income
- Let us sum up
- Key terms
- Terminal Question
- References

Unit 2: Assessment of Partnership

- Objectives
- Meaning
- Who can be a partner?
- Assessment of Firm
- Assessment when section 184 not complied with
- Computation of firms Income
- Treatment of firms losses
- Computation of Book Profit
- Proforma of computation of total income of the firm
- Illustrative Problems
- Summary
- Key Words
- Terminal questions
- References

Unit 3: Tax Procedure

- Procedure of filling of Return
- Prescribed Forms of Return

- Electronic filling of Return
- Permanent Account Number (PAN)
- Assessment – Types

Unit 4: Income Tax Authorities and Their Powers

- Income Tax Authorities
- Appointment of Income Tax Authorities
- Powers of Income Tax Authorities

C-313: Cost Accounting

BLOCK 1:

Unit 1: Definition and Meaning of Cost, Costing Cost Accounting, Differences between Cost and Financial Accounting

- Objectives
- Introduction
- Need for Study
- Definition and Meaning
- Branches of Accounting
- Evolution of Cost Accounting
- Aims or functions of Cost Accounting
- Utilities of cost Accounting
- Installation of Costing Systems
- Criticisms on Cost Accounting
- Differences between Cost and Financial Accounting
- Let us Sum up
- Check Your Progress
- Glossary
- Books for further Reference

Unit 2: Elements of Cost

- Objectives
- Introduction
- Cost Analysis
- Direct Cost and Indirect Cost
- Total Cost Buildup

- Cost Sheet
- Illustration on Cost sheet
- Let us Sum up
- Check Your Progress
- Glossary
- Books for further Reference

BLOCK 2:

Unit 1: Material

- Objectives
- Introduction
- Definition and Meaning of Materials
- Need for Material Cost Control
- Pre-requisites of Material Cost Control
- Advantages of Material Cost Control
- Organisation of Material Cost Control
- Purchase department
- Purchase Procedure
- Purchase Functions
- Let us Sum up
- Check Your Progress
- Glossary
- Terminal Questions
- Books for further Reference

Unit 2: Inventory control and Pricing of Material issues.

- Objectives
- Introduction
- Stores Department
- Functions of Stores Department
- Types of Stores Department
- Location and layout of stores Department
- Objectives of Inventory control

- Techniques of Inventory Control
- Material Record
- Pricing of Material Issues
- Problems on Stores Ledger Accounts
- Let us Sum up
- Answers to Check Your Progress
- Glossary
- Terminal question
- Books for further Reference

Unit 3: Labour Cost Control

- Objectives
- Introduction
- Importance of Assessment of labour
- Definition and Classification of Labour
- Organization for Accounting and Control of Labour Cost
- Personnel Department and Labour Turn over
- Time Keeping and Time Booking Department
- Engineering and work Study Department
- Pay Role Department
- Let us Sum Up
- Glossary
- Some important Labour Records
- Answers to Check your Progress
- Terminal Questions
- Books For Reference

Unit 4: Wage Systems

- Objectives
- Introduction
- Calculation o Wages to Workers
- Principle factors in determination of Wage system
- Methods of Wages System
- Time Rate systems

- Piece Rate Systems and differential piece Rate System
- Incentive Plans/Schemes and their Features
- Profit Sharing, Co-partnership and Non-monitory incentives
- Illustrations on calculation of Earnings under important Systems
- Let us sum up
- Glossary
- Answers to check your Progress
- Terminal Questions
- Books for Reference

BLOCK 3:

Unit 1: Expenses

- Objectives
- Introduction
- Meaning of Direct and Indirect Expense
- Characteristics of Direct Expenses
- Items of Direct Expenses
- Distinction between Chargeable Expenses and Overhead Expenses
- Let Us Sum up
- Terminal Questions
- Some Useful Books

Unit 2: Overhead

- Objectives
- Meaning and Definition
- Classification of Overheads
- Codification of Overheads
- Allocation and Apportionment of Overhead
- Department Distribution Summary
- Reapportionment of Service Department cost to Production Departments
- Methods of Reapportionment
- Absorption of Overheads
- Illustrations

- Let us Sum up
- Answer to Check your Progress
- Terminal Questions
- Books For Reference

Unit 3: Single Output Costing

- Object of Unit or Output Costing
- Introduction
- Meaning and Features of Unit Costing
- Costing Procedure
- Cost Sheet and its Advantages
- Statement of Cost or Specimen of Cost Sheet
- Illustrations and Solutions
- Production Account
- Tender or Quotation or Estimate Costing
- Let us Sum up
- Answer to Check your Progress
- Exercise
- Books For Reference

Unit 4: Job Costing

- Objectives
- Introduction
- Meaning and Features
- Advantages and Disadvantages
- Preparation of Job Cost Sheet
- Illustrations
- Let us Sum up
- Answers to check your Progress
- Books For Further Reference
- Model Questions

BLOCK 4:

Unit 1: Contract Costing

- Objectives
- Introduction
- Meaning and Feature of Contract Costing
- Distinction between Job and Contract Costing
- Procedure
- The Pro-forma of a Contract Account
- Illustrations
- Let us sum up
- Answers to check your Progress
- Model Questions
- Books for further Reference

Unit 2: Process Costing

- Objectives
- Introduction
- Meaning and Features of Process Costing
- Advantages and disadvantages of Process Costing
- Difference between Job Costing and Process Costing
- Procedure of maintaining Process Cost Account
- Treatment of Process Losses
- Illustrations
- Joint Products and by-Products
- Illustrations
- Let us sum up
- Answer to check your Progress
- Model Questions/Exercises
- Books or further Reference

Unit 3: Standard Costing and Budgetary Control

- Objectives
- Introduction
- Historical Costing

- Meaning and definition of Standard Cost and Standard Costing
- Applicability of Standard Costing
- Steps involved in Standard Costing
- Difference between Historical Costing and Standard Costing
- Difference between Standard Costing and Estimated Cost
- Difference between Standard Costing and Budgetary Control
- Advantages and disadvantages of Standard Costing
- Let us Sum up
- Model questions
- Books for Further Reference

Unit 4: Reconciliation between Financial and Costing Records

- Objectives
- Introduction
- Meaning of Reconciliation
- Reasons for disagreement
- Procedure for Reconciliation
- Proforma of a Reconciliation Statement
- Steps to be taken to work out the Problems
- Illustrations
- let us sum up
- Answers to check your Progress
- Model questions and Exercise
- Books for further Reference

C-314: Law And Practice Of Auditing

BLOCK 1:

Unit 1: Definition, Objectives Etc.

- Objectives
- Introduction
- The origin of Auditing
- Meaning and definition of Auditing
- Scope of Auditing

- Differences between Accountancy and Auditing
- Objects of Auditing, advantages of Audit
- Auditor: his Qualification and Qualities
- Let us Sum up
- Answers to check your Progress
- Key Words
- Terminal Questions
- Suggested Readings

Unit 2: Types of Auditing

- Objectives
- Introduction
- Classification on the basis of organizational Structure
 - ◆ Statutory Audit
 - ◆ Private audit
 - ◆ Government audit
 - ◆ Internal audit
- Classification of audit from the practical point of view
 - ◆ Continuous Audit
 - ◆ Periodical Audit
 - ◆ Interim Audit
 - ◆ Occasional Audit
 - ◆ Partial Audit
 - ◆ Standard Audit
 - ◆ Balance Sheet Audit
 - ◆ Cash Audit
 - ◆ Management audit
 - ◆ Cost Audit
- Let us sum up
- Answers to self check exercise
- key Words
- Terminal Questions
- Books for References

Unit 3: Audit Programme and Working Papers

- Objectives
- Introduction
- Audit Planning
- Audit Programme
- Advantages of Audit Programme
- Disadvantages of Audit Programme
- Considerations at the commencement of New Audit
- Audit Note Book – its contents
- Audit working Papers
 - ◆ Importance of Good Working Paper
 - ◆ ownership of Working papers
- Let us Sum up
- Answers to check your Progress
- Key Words
- Terminal Questions
- Books for Reference

Unit 4: Internal Check

- Objectives
- Introduction
- Meaning and Definition of internal check
- Objectives of internal check
- Principles of internal Check
- Advantages of Internal Check
- Limitations of internal check
- Duties of an Auditor regarding Internal Check
- Internal Control
- Internal Audit
- Objects of Internal audit
- Internal Check and Internal Audit
- Internal check as regards Cash Transactions
- Internal check as regards cash Sales

- Internal Check as regards Purchases and Sales
- Internal Check as regards Stores
- Internal Check as regards Payment of Wages
- Test Checking
- Let us Sum up
- Answers to check your Progress
- Key Words
- Terminal Questions
- Books for Reference

BLOCK 2:

Unit 1: Vouching

- Objectives
- Introduction
- Meaning of Vouching
- Definitions
- Importance of Vouching
- Objectives of Vouching
- Routine Checking and Vouching
- Voucher
- Vouching of cash Transaction
- Vouching of Receipts Side of Cash Book – some important items
 1. Opening Balance
 2. Receipts from Debtors
 3. Cash Sales
 4. Rent
 5. Bills Receivables
 6. Commission, interest etc.
 7. Sale of Investment
 8. Sale of Fixed Assets
 9. Other Receipts
- Vouching of Credit Side of Cash Book some important items
 1. Capital Expenditure

2. Wages
 3. Traveling Expenses
 4. Salaries
 5. Payment to Creditors
 6. Petty Cash Payment
 7. Preliminary Expenses
 8. Underwriting Commission
- Let us Sum up
 - Answer to check your Progress
 - Key Words
 - Terminal Questions
 - Books for Reference

Unit 2: Verification and Valuation of Assets and Liabilities

- Objectives
- Introduction
- Meaning
- Definition
- Classification of Assets
- Valuation and verification of various Assets
- Verification of Liabilities
- Let Us Sum Up
- Answers to check your progress
- Keywords
- Terminal questions
- Books for Reference

BLOCK 3:

Unit 1: Appointment of Auditor

- Objectives
- Introduction
- Appointment of first Auditor
- Subsequent Appointment
- Appointment of Auditor of Government Companies

- Appointment of Auditor by Special Resolution
- Appointment of Auditor to fill Casual Vacancies
- Removal of Auditor
- Remuneration of Auditor
- Different classes of Auditors
 1. Joint Auditors
 2. Branch Auditors
- Rights and Duties of a Company Auditor
 1. Rights and Powers of a Auditor
 2. Duties of a Company Auditor
- Let us Sum up
- Key words
- Answers to check Your Progress
- Terminal Questions
- Books for Reference

Unit 2: Audit of Annual Accounts and Auditors Report

- Objectives
- Introduction
- Preliminaries to the Audit of limited Companies
- Audit of Balance Sheet of a Company
 1. Liabilities
 2. Assets
- Audit of Profit and loss Account
 1. Expenses
 2. Income
- Requirement as to Profits and Loss Account
 1. General requirements in regard to the profit and loss Account
 2. Particular Requirements in regard to the Profit and loss Account
- Auditors Report
 1. Contents of the Report
 2. Auditors Duties relating to report
- Types of Auditors Report

1. Clean or unqualified Report
 2. Qualified Report
- Specimen of a Auditors Report
 - Let us Sum up
 - Key words
 - Answers to Check your Progress
 - Terminal Questions
 - Books for Reference

Unit 3: Kinds of Reserves

- Objectives
- Introduction
- Definitions
- Kinds of Reserves
- Capital Reserves
- Revenue Reserves
- Auditors Duties in Regard to Revenue Reserve
- General Reserve
- Specific Reserve
 1. Some Specific Reserves
 2. Auditors Duties in Regard to Revenue Reserve
- Sinking Fund
 1. How is Sinking Fund Created
 2. Difference between sinking fund for
 - a. Redemption of liability and
 - b. Replacement of Asset
- Reserve Fund
- Secret Reserves
 1. How secret Reserve is Created
 2. Objectives and Merits of creating Secret Reserves
 3. Dangers or demerits of creating secret reserves
 4. Duty of an Auditor in connection with secret Reserves
- Let us Sum up

- Key words
- Answers to Check your Progress
- Terminal Questions
- Books for Reference

Unit 4: Reserves and Provision for Payment of Divisions

- Objectives
- Introduction
- Meaning of profit and Divisible Profits
 - ◆ Differences between Profits and Divisible Profits
 - ◆ Determination of Divisible Profit
- Provisions regarding Divisible Profits
- Duties of an auditor as regard Divisible profits
- Meaning of Dividends
- Declaration and Payment of Dividends
- Declaration of dividends
- Restrictions of Dividends
- Auditor duty in relation to declaration and Payment of Dividend
- Case Laws
 - ◆ *Faster vs The New Trinidadlake Asphalte Company Ltd.* 1901
 - ◆ *Lubbock vs The British Bank of South America*
 - ◆ *Crabtree Thomas vs Crabtree* (1912)
 - ◆ *Wilmar vs Mc.Namara and Company Ltd.* (1895)
- Let us Sum up
- Key words
- Answers to Check your Progress
- Terminal Questions
- Books for Reference

BLOCK 4:

Unit 1: Different Types of Investigation

- Objectives
- Introduction
- Meaning and Definition of an Investigation

- Pre-requisition of an investigation
- Difference between Investigation and Auditing
- Investigation when a person intends to Purchase a Business Firm
- Investigation when New Company wishes to Purchase a Running Business or Firm
- Investigation when a person desires to enter into a partnership Firm as A new Partner
- Investigation when a Person wishes or lend money to a Business
- Investigation when a Person Seeks avenues of Investments
- Investigation when a person wishes to make a valuation of shares of a Limited company
- Investigation when the Proprietor of a Business Suspects Fraud
- Investigation when it is suspected that the affairs of the company are not being properly managed
- Let us Sum up
- Key words
- Answers to Check your Progress
- Terminal Questions
- Books for Reference

Unit 2: Special Audits

- Objectives
- Introduction
- Meaning
- Audit of Partnership Firms
- Audit of Co-operative societies
- Audit of Banking Companies
- Audit of Insurance Companies
- Audit of Railways companies
- Audit of Educational Institutions (Schools. Colleges. Universities etc.)
- Audit of Clubs
- Audit of Hospitals
- Audit of Publishing houses
- Audit of Charitable Institutions

- Let us Sum up
- Key words
- Answers to Check your Progress
- Terminal Questions
- Books for Reference

C-315: Management Accounting

BLOCK 1:

Unit 1: Introduction to Management Accounting:

- Objectives
- Introduction to Management Accounting
- Meaning and Definition
- Nature or characteristics of Management Accounting
- Objectives of Management Accounting
- Summary
- Answers to Check Your Progress
- Terminal Questions
- Books For References

Unit 2: Functions and Scope of Management Accounting

- Objectives
- Introduction
- Functions of Management Accounting
- Scope of Management Accounting
- Summary
- Terminal Questions
- Books for Reference

Unit 3: Utility and Limitation of Management of Accounting

- Objectives
- Introduction
- Utility of Management Accounting
- Limitations of Management Accounting
- Summary

- Terminal Questions
- Books For Reference

Unit 4: Differences between Financial Accounting, Management Accounting and Cost Accounting:

- Objectives
- Introduction
- Differences between Financial Accounting and Cost Accounting
- Summary
- Terminal Questions
- Books for Reference

BLOCK 2:

Unit 1: Financial Statements Analysis and Interpretation:

- Objectives
- Meaning of Financial Statements
- Nature of Financial Statements
- Various Financial Statements
- Format of Financial statements
- Importance of Financial statements
- Limitations of Financial Statements
- Conclusions
- Answers to Check Your Progress
- Books For Reference

Unit 2: Financial Statements Analysis:

- Objectives
- Meaning and Definition of Financial Statement Analysis
- Procedure of Analysis and Interpretation
- Tools of Financial Analysis
- Comparative Statement Analysis
 - ◆ Comparative Balance Sheet
 - ◆ Specimen of a Comparative Balance Sheet
 - ◆ Guidelines for interpretation of a comparative balance Sheet
 - ◆ Illustration

- ◆ Comparative Profit and Loss Account
- ◆ Guidelines for interpretation of comparative income Statement
- ◆ Illustration
- Common size Statement Analysis
 - ◆ Common size Balance sheet
 - ◆ Illustration
 - ◆ Common size Profit and Loss Account
 - ◆ Illustrations
- Trend Analysis
 - ◆ Procedure for Calculating Trends
 - ◆ Illustrations
- Fund Analysis
- Ratio Analysis
- Let us Sum up
- Answers to Check Your Progress
- Books for Reference

Unit 3: Ratio Analysis:

- Objectives
- Meaning and Definition of Ratio Analysis
- Nature of Ratio Analysis
- Interpretation of Ratios
- Use and Significance of Ratio Analysis
- Limitations of Ratio Analysis
- Let us Sum up
- Answers to Check your Progress
- Books for Reference

Unit 4: Classification of Ratios:

- Objectives
- Classification of Ratios
- Analysis of short- term Solvency
- Liquidity Ratios

- ◆ Current Ratio
- ◆ Liquid Ratio
- ◆ Absolute liquid Ratio
- Illustration
- Current Assets Movement or Efficiency or Activity Ratio
 - ◆ Inventory Turnover Ratio and Inventory Conversion Period
 - ◆ Debtors Turnover Ratio and Average Collection Period
 - ◆ Creditors Turnover Ratio and Average Payment Period
 - ◆ Working Capital Turnover ratio
- Illustration
- Tests of Solvency Analysis of Long term Solvency
- Selected Ratios to test the long term solvency
- Debt-Equity Ratio and funded debt to total capitalization Ratio
- Propriety Ratio and Solvency Ratio
- Fixed Assets to net worth Ratio and Fixed Assets Ratio
- Ratio of current assets to Proprietors Funds
- Debt-Service or interest coverage Ratio
- Illustration
- Let us Sum up
- Answers to Check your Progress
- Books for Reference

Unit 5: Profitability Ratio:

- Objectives
- Profitability Ratios
- General Profitability Ratios
- Calculation of Shares
- Illustrations
- Overall Profitability Ratios
- Calculation of shares
- Illustrations
- Roi
- Illustrations

- Du pont Control Chart
- Miscellaneous illustrations
- Let us Sum up
- Answers to Check your Progress
- Books For Reference

BLOCK 3:

Unit 1: Fund Flow Statement:

- Objectives
- Introduction
- Definition and Meaning of Fund Flow Statement
- Meaning of Some Important Concepts
- Rules to identify the Flow of Funds
- Steps involved in the preparation of Fund Flow Statement
- Treatment of Taxation Provision and Proposed Dividend
- Depreciation –is it a Source of fund?
- Utility and Limitations of Fund low Statement
- Differences between Fund Flow Statement and Income Statement
- Differences between Fund Flow Statement and Balance Sheet
- Illustrations
- Let us Sum Up
- Glossary
- Answers to Check Your Progress
- Practical Questions
- Some Useful Books

Unit 2: Cash Flow Statement

- Objectives
- Introduction
- Meaning of Cash Flow Statement
- Types of Cash Flow
- Rules to identify the flow of Cash
- Steps involved in the preparation of Cash Flow Statement
- Differences between Cash Flow statement and Fund Flow Statement

- Utility and Limitations of Cash Flow Statement
- Simple illustrations on Cash Flow statement
- Let us Sum Up
- Glossary
- Answers to check your Progress
- Practical Questions
- Some Useful Books

Unit 3: Management Reporting System

- Objectives
- Introduction
- Meaning of Management Reporting System
- Need for and importance of M.R.S.(M.I.S.)
- Essentials of a Good Management Reporting System
- “Report”- Meaning and Requisites of a good Receipt
- Steps for Effective Reporting
- Kinds of Reports
- Let us Sum Up
- Glossary
- Answers to check your Progress
- Test Questions
- Some Useful Books

BLOCK 4:

Unit 1: Marginal Costing

- Objectives
- Introduction
- Meaning of Marginal Cost and Marginal Costing
- Assumptions of Marginal Costing
- Absorption Costing and Marginal Costing
- C. V. P. Analysis
- Some important Concepts
- Application of Marginal Costing

- Utility of Marginal Costing
- Limitations of Marginal Costing
- Illustrations
- Let us Sum Up
- Glossary
- Answers to Check your Progress
- Review Questions and Exercises
- Books for Reference

Unit 2: Budgetary Control

- Objectives
- Introduction
- Meaning of Budget, Budgeting and Budgetary Control
- Steps involved in Budgetary Control
- Administration of Budgetary Control
- Objectives of Budgetary Control
- Advantages of Budgetary Control
- Limitations of Budgetary Control
- Let Us Sum up
- Glossary
- Answers to check Your Progress
- Books For Reference

Unit 3: Types of Budgets

- Objectives
- Introduction
- Classification of Budgets:
 - On the basis of Time
 - On the basis of Functions
 - On the basis of Flexibility
- Zero based budgeting
- Performance Budgeting
- Preparation of Budgets
- Illustrations:

Sales Budget

Production Budget

Cash Budget

Flexible Budget

- Let us Sum Up
- Glossary
- Answers to check Your Progress
- Review Questions and Exercises
- Books For Reference

Unit 4: Standard Costing

- Objectives
- Introduction
- Meaning of Standard Cost and standard Costing
- Objectives of Standard Costing
- Differences between historical Costing and standard Costing
- Difference between Estimated Cost and Standard Cost
- A Comparative Study of Budgetary Control and Standard Costing
- Suitability of Standard Costing
- Installation of standard Costing system
- Establishment of Standards and Standard Cost
- Utility of Standard Costing
- Limitations of Standard Costing
- Let us Sum up
- Glossary
- Answers to check Your Progress
- Test Questions
- Books for Reference

Unit 5: Variance Analysis

- Objectives
- Introduction
- Meaning of Variance and Variance Analysis
- Classification of Variances

- Computation of Variances
 - i. Direct Material Cost Variance
 - ii. Direct labour Cost Variance
 - iii. Overhead Cost Variance
 - iv. Sales Variance
- Let us Sum up
- Glossary
- Answers to check Your Progress
- Review Questions
- Books for Reference

C-316: Business Statistic

BLOCK 1:

Unit 1: Introduction to Statistics:

- Objectives
- Introduction
- Meaning of Statistics and Definition
 - As data
 - As a Method
- Historical Review in Brief
- Characteristics of Statistics
- Scope of Statistics
- Functions of Statistics
- Limitations of Statistics
- Let us Sum up
- Glossary
- Answers to check Your Progress
- Terminal Questions
- Books for Reference

Unit 2: Survey Planning and Execution:

- Objectives
- Meaning of Statistical Inquiry

- Stages of Scientific Inquiry
 - ◆ Observation
 - ◆ Laying down of Hypothesis
 - ◆ Prediction
 - ◆ Verification
- Planning and Designing of a Statistical Enquiry
 - ◆ Purpose of Enquiry
 - ◆ Scope of Enquiry
 - ◆ Unit of Collection
 - ◆ Methods of Collection
 - ◆ Choice or Construction of Frame
 - ◆ Degree of Accuracy Expected
 - ◆ Cost o the Plan
- Collection of Primary Data
 - ◆ Personal investigation
 - ◆ Sending Enumerators
 - ◆ Posting Bank Forms or Mail Card Method
 - ◆ Local Correspondents
- Collection of Secondary Data
 - ◆ Questionnaires
 - ◆ Blank Forms
- Drafting a schedule or a Questionnaire
- Precautions required in the use of a Questionnaire

Unit 3: Classification and Tabulation:

- Objectives
- Introduction
- Meaning and Definition of Classification
- Objectives of Classification
- Rules of Classification
- Modes of Classification
 - ◆ Geographical Classification
 - ◆ Chronological Classification

- ◆ Qualitative Classification
- ◆ Quantitative Classification
- Variable
- Statistical series
- Types of Series
 - ◆ Array
 - ◆ Frequency Distribution
- Basic Components of Frequency Distribution
- Construction of Frequency distribution
- Cumulative Frequency Distribution
- Relative Frequency Distribution
- Tabulation
- Objectives of Tabulation
- Essentials of a Table
- Requisites of a good Statistical Table
- Types of Tables
 - ◆ Simple and Complex
 - ◆ General and Specific purpose
 - ◆ Original and Derivative
 - ◆ Process and Result Tables
- Methods of Tabulation
- Let us Sum up
- Glossary
- Answers to check Your Progress
- Test Questions
- Books for Reference

BLOCK 2:

Unit 1: Measure of Central Tendency – 1 : Mathematical Averages

- Objectives
- Introduction
- Meaning of ‘Measures of Central Tendency’
- Functions of an Average

- Requisites of a Good Average
- Use of Logarithms
- Calculation of Arithmetic Mean
 - ◆ Calculation in case of Ungrouped Data
 - ◆ Calculation in case of Grouped Data
- Merits of Arithmetic mean
- Demerits of Arithmetic Mean
- Geometric Mean
- Merits of Geometric Mean
- Demerits of Geometric Mean
- Harmonic Mean
- Merits and Demerits of Harmonic Mean
- Let us Sum up
- Keywords
- Answers to check Your Progress
- Terminal Questions
- Books for Reference

Unit 2: Measure of Central Tendency–2: Positional Average

- Objectives
- Introduction
- Meaning of Median
- Computation of Median in case of Ungrouped data
- Computation of Median in case of Grouped data
- Computation of Median By Graphic Method
- Merits and Demerits of Median
- Mode
- Computation of Mode in Case of Grouped data
- Computation of Mode in case of Continuous Series
- Graphic Location of Mode
- Merits and Demerits of Mode
- Relationship between Averages
- Let us Sum up

- Keywords
- Answers to check Your Progress
- Terminal Questions
- Books for Reference

Unit 3: Measures of Dispersion–1: Quartile Deviation and Mean Deviation

- Objectives
- Introduction
- Meaning of Measures of Dispersion
- Objectives of measures of Dispersion
- Requisites of a good measure of Dispersion
- Range
- Merits and Demerits of Range
- Quartile Deviation
- Merits and Demerits of Quartile Deviation
- Mean Deviation
- Merits and Demerits of Mean Deviation
- Let us Sum up
- Keywords
- Answers to check Your Progress
- Terminal Questions
- Books for Reference

Unit 4: Measures of Dispersion–2: Standard Deviation

- Objectives
- Introduction
- Meaning and Definition
- Calculation of Standard Deviation
- Features of Standard Deviation
- Distinction between standard Deviation and Mean Deviation
- Methods of Computation of standard Deviation with Examples
- Coefficient of Variation
- Combined Standard Deviation
- Features of coefficient of Variation

- Merits and Demerits of Standard Deviation
- Let us Sum up
- Keywords
- Answers to check Your Progress
- Terminal Questions
- Books for Reference

Unit 5: Skewness

- Objectives
- Introduction
- Meaning of Skewness
 - ◆ Symmetrical Distribution
 - ◆ Positively skewed Distribution
 - ◆ Negatively Skewed Distribution
- Definition
- Test of Skewness
- Objectives of Skewness
- Distinction between Dispersion and Skewness
- Measures of Skewness
 - ◆ Karl Pearson's Measures
 - ◆ Bowley's Measures
 - ◆ Kelly's Measures
 - ◆ Moments Measures
- Let us Sum up
- Keywords
- Answers to check Your Progress
- Terminal Questions
- Books for Reference

BLOCK 3:

Unit 1: Correlation

- Objectives
- Introduction

- Meaning
- Cause and Effect
- Types of correlation
- Probable Error
- Methods of studying Correlation
- Interpretation of Co-efficient of Correlation
- Illustrations
- Rank Correlation
- Illustrations
- Let us Sum Up
- Glossary
- Terminal Questions
- Books for Reference

Unit 2: Regression Analysis

- Objectives
- Introduction
- Meaning
- Utility of Regression Analysis
- Comparison of Correlation and Regression
- Regression Co-efficient
- Regression Equations
- Estimation
- Finding 'r' using regression Co-efficient
- Illustrations
- Let us Sum Up
- Glossary
- Terminal Questions
- Books for Reference

Unit 3: Association of Attributes

- Objectives
- Introduction
- Meaning

- Comparison of Correlation with Association
- Notation and Terminology
- Combination of Attributes
- Preparation of Nine Square Table
- Consistency of Data
- Measurement of Association with the help of value's Method
- Interpretation of 'Q'
- Illustrations
- Let us Sum Up
- Glossary
- Terminal Questions
- Books for Reference

BLOCK 4:

Unit 1: Analysis of Time Series

- Objectives
- Introduction
- Meaning
- Components of Time Series
- Use of Time Series and its Application
- Methods of Measuring Trend
- Illustration
- Let us Sum Up
- Glossary
- Exercise with Answers
- Books for Reference

Unit 2: Interpolation and Extrapolation

- Objectives
- Introduction
- Meaning
- Assumptions
- Utility

- Algebraic Methods
- Illustrations
- Let us Sum Up
- Glossary
- Terminal Questions
- Books For Reference

Unit 3: Index Numbers

- Objectives
- Introduction
- Meaning
- Features
- Uses
- General Principles
- Construction of Weighted Index Number
- Illustrations on Weighted Index Number
- Cost of living Index Number
- Illustrations on cost of living Index Number
- Let us sum up
- Glossary
- Exercises
- Books for Reference

C-317: Business Law

BLOCK 1:

Unit 1: Indian Contract Act – General Principles

- Objectives
- Construction
- Contents
 - ◆ Contract – Definitions – Types – Rules of a Valid Contract
 - ◆ Offer
 - ◆ Acceptance
 - ◆ Contractual Capacity

- ◆ Consideration
- ◆ Free consent
- ◆ Legal and lawful Consideration and Purpose
- ◆ Void Agreements
- ◆ Performance of Contract
- ◆ Discharge of Contract
- ◆ Remedies for Breach of Contract
- ◆ Quasi contracts
- Let us Sum Up
- Answers to check Your Progress
- Key Words
- Books for Reference

Unit 2: Sale of Goods Act

- Objectives
- Introduction
- Contract of Sale
 - ◆ Essential of contract of sale
 - ◆ Differences between sale and agreement to sell
 - ◆ Differences between sale and other agreements
 - ◆ Subject matter of contract of sale Goods – Classification goods/Documents of title to goods Price
- Conditions and Warranties
 - ◆ Treatment of condition as a warranty
 - ◆ Implied Conditions
 - ◆ Implied Warranties
 - ◆ Caveat Emptor
- Transfer of Property in Goods
 - ◆ Property, possession and risk
 - ◆ Passing of Property
 - ◆ Sale of non-owners
- Performance of Contract
 - ◆ Delivery of Goods

- ◆ Rights and Duties of the buyer
- Rights of an Unpaid Seller
 - ◆ Who is an unpaid seller
 - ◆ Rights of an Unpaid Seller
- Let us Sum Up
- Answer to check your Progress
- Keywords
- Let us Sum Up
- Books for Reference

Unit 3: Laws of Agency

- Objectives
- Introduction
- Definition of ‘Agent ‘and ‘Principal’
 - ◆ Essentials of Relationship of Agency
 - ◆ Who can be an Agent?
 - ◆ Who can employ an Agent?
 - ◆ Difference between an Agent and Servant
- Creation of an Agency
 - ◆ Express Agency
 - ◆ Implied Agency
 1. Agency by Estoppel
 2. Agency by Holding Out
 3. Agency by Necessity
 4. Agency by Satisfaction
 - ◆ Agency by Ratification
 - ◆ Agency by Operation of Law
- Classification of Agent
- Rights and Duties of an Agent
- Rights and Duties of Principal
 - ◆ Rights of Principal
 - ◆ Duties of Principal
- Delegation of Authority

- ◆ Relationship between Principal and Subagent
- ◆ Difference between Sub Agent and Substituted Agent
- Agent's Authority
- Liability of the principal towards third Party
- Personal liability of Agent
- Termination of Agency
- Irrevocable Agency
- Let us Sum Up
- Answers to Check Your Progress
- Key Words
- Books for Reference

BLOCK 2:

Unit 1: Bailment and Pledge

- Objectives
- Introduction
- Definition of Bailment
- Classification of Bailment
- Duties and Rights of Bailor and Bailee
 - ◆ Duties of Bailor
 - ◆ Rights of Bailor
 - ◆ Duties of Bailee
 - ◆ Rights of Bailee
- Law relating to lien
- Finder of Goods
- Termination of Bailment
- Pledge
- Difference between Pledge and Bailment
- Rights and Duties of Pawnor and Pawnee
 - ◆ Rights of Pawnee
 - ◆ Rights of Pawner
- Pledge by Non-owners
- Let us Sum up

- Answer to check Your Progress
- Important Books

Unit 2: Contract of Indemnity and Guarantee

- Objectives
- Introduction
- Contract of Indemnity – Definition
- Essentials of Contract of Indemnity
- Rights of an Indemnity Holder
- Rights of indemnifier
- Time of Commencement of indemnifier's Liability
- Contract of Guarantee
- Essentials of Contract of Guarantee
- Rights of an Indemnity Holder
- Rights of indemnifier
- Time of Commencement of Indemnifier's Liability
- Contract of Guarantee
- Essentials of Contract of Guarantee
- Distinction between Indemnity and Guarantee
- Surety's Liability
- Kinds of Guarantee
- Continuing Guarantee
- Rights of Surety
- Discharge of Surety
- Let us Sum Up
- Answer to Check your Progress
- Important Books

BLOCK 3:

Unit 1: The Indian Partnership Act

- Objectives
- Introduction
- Few important Definitions

Partnership

‘Partners’ ‘Firm’, ‘Firm Name’

Number of Partners

- Partnership Distinguished with other Institution
 - ◆ Partnership and Co-ownership
 - ◆ Partnership and Joint Stock Company
 - ◆ Partnership and Joint Hindu Family
- Formation and Registration of Partnership
- Contents of Partnership Deed
- Registration
- Kinds of Partnership
- Kinds of Partners
- Incoming and Outgoing Partners
- Expulsion of Partners
- Insolvency of a Partner
- Consequences of a Partner
- Rights of Partners
- Duties and liabilities of Partners
- Dissolution of firm
- Mode of Dissolution
- Rights and liabilities of Partners after Dissolution
- Goodwill
- Let us sum up
- Answers to check your Progress
- Terminal Questions
- Books for Reference

Unit 2: The Carriage of Goods Act

- Objectives
- Introduction
- Carriage by land
- Who is a Carrier
- Rights of the Common Carrier

- Liabilities of Common Carrier
- Measure of Damages
- Carriage of Goods by Railways
- Consignment of goods and Animals
- Liabilities of Railways on Carriage
- When liability is Exempted
- Compensation for Personal Injury
- The Carriage by Sea
- The Bill of lading
- Charter Party
- Duties of Carrier by sea
- Lien
- Let us sum up
- Answers to check your progress
- Terminal questions
- Books for Reference

Unit 3: The Carriage by Air

- Objectives
- Introduction
- Documents Required for Air carriage
- Liability of Carrier
- Who can Claim Damages
- Quantity of Damages
- Let us Sum up
- Answer to check your progress
- Terminal Questions
- Books for Reference

BLOCK 4:

Unit 1: Consumer Protection Act

- Objectives
- Background of Consumer Law
- Statutory Spread of Consumer Law

- Why a separate Consumer Protection Act
- Salient Features of Consumer Protection Act
- Few important Definitions
- Complaint
- Consumer Rights
- Consumer Protection Council
- Consumer Dispute Redressal Agencies
- District forum
- State Commission
- National Commission
- Finality of Orders
- Let us Sum up
- Key words
- Answers to Check Your Progress
- Terminal Questions
- Books for Reference

Unit 2: The Laws Relating to Economic Offences

- Objectives
- Introduction
- What this Act deals with
- A Note on Fema
- Offences under this Act
- Definition of Foreign Exchange
- Restrictions on dealings in Foreign Exchange
- Offences, Prosecutions and Penalties
- Contraventions that would attract Penalty
- Directorate of Enforcement
- Powers of Director of Enforcement
- Adjudication and Appeal
- Procedure and Powers of Appellate Tribunal and Special Director
- Let us sum up
- Keywords

- Answers to check your progress
- Self Assessment Questions
- Books For Reference

Unit 3: The Essential Commodities Act 1955

- Objectives
- Prelude
- What is Essential Commodity?
- Powers to Control, Production, Supply, Distribution
- Confiscation
- Penalties
- Constitution of Special Courts
- Delegation of Powers
- Let us Sum Up
- Keywords
- Terminal Questions
- Books for Reference

C-318: Marketing Management

BLOCK 1:

Unit 1: Marketing Management

- Objectives
- Introduction
- Meaning of Market, Marketing and Marketing Management
- Marketing Concept
 - ◆ Production Concept
 - ◆ Product Concept
 - ◆ Selling Concept
 - ◆ Marketing Concept
 - ◆ Societal Concept
- Let us Sum up
- Answers to check your Progress
- Key Words

- Terminal Questions
- Books For Reference

Unit 2: Product Policy

- Objectives
- Introduction
- Meaning of Product
- Types of Products
- Product Policy
- New Product Development
- Product Life Style
- Product Item, Product line and Product Mix
- Factors influencing on Product Mix
- Let Us Sum Up
- Answers to Check Your Progress
- Key Words
- Terminal Questions
- Books for Reference

Unit 3: Sales Promotion

- Objectives
- Introduction
- Meaning and Definition
- Objects of Sales Promotion
- Advantages of Sales Promotion
- Limitations
- Methods of Sales Promotion
- Scheme Selection
- Let Us Sum Up
- Answers to Check Your Progress
- Key words
- Terminal Questions
- Books For Reference

BLOCK 2:

Unit 1: Marketing Finance

- Objectives
- Introduction
- Meaning o Marketing Finance
- Different Concepts
- Kinds of Working Capital
 - ◆ Regular or Permanent Working Capital
 - ◆ Variable Working Capital
- Sources of Working Capital
 - ◆ Internal Sources
 - ◆ External Sources
- Let us Sum Up
- Answers to Check your Progress
- Terminal Questions
- Suggested Readings

Unit 2: Sales Management

- Objectives
- Introduction
- Meaning and Definition
- Functions of Sales Management
 - ◆ Sales Planning
 - ◆ Sales Policy
- Sales organization
 - ◆ Functions
 - ◆ Types of Sales Organisation
- Differences between Sales Management and Marketing Management
- Let us Sum Up
- Answers to check your progress
- Key Words
- Terminal Questions
- Suggested Readings

Unit 3: Sales Management - II

- Objectives
- Introduction
- Meaning and Objectives of Training
- Advantages of Training
- Areas of Training
- Methods of Training
 - ◆ Individual Method
 - ◆ 3.5.2 Group Method
 - ◆ On the Job
 - ◆ Off the Job
 - ◆ Follow-up Training
- Work Scheduling
- Let us Sum Up
- Answers to check your Progress
- Key Words
- Terminal Questions
- Suggested: Readings

Unit 4: Advertising

- Objectives
- Introduction
- Meaning and Definition
- Characteristic Features
- Objectives
- Importance
- Media Planning
 - ◆ Factors affecting Media Selection
 - ◆ Types of Media
 - ◆ Media Selection Models
- Advertising Budget
- Let us Sum Up
- Answers to check your Progress

- Keywords
- Terminal Questions
- Suggested Readings

BLOCK 3:

Unit 1: Marketing Information and Research

- Objectives
- Introduction
- Meaning and Scope of Marketing Research
- Objectives of Marketing Research
- Elements of Marketing Research
- Market Segmentation
 - ◆ Meaning
 - ◆ Types of Market Segmentation
- Consumer Behaviour
- Factors Affecting Consumer Behaviour
- Let us Sum Up
- Keywords
- Terminal Questions
- Further Readings

Unit 2: Marketing of Consumer Goods

- Objectives
- Introduction
- Meaning of Consumer Goods
- Characteristics of Consumer Market
- Product Differentiation
- Classification of Consumer Goods
 - ◆ Convenience Goods
 - ◆ Shopping Goods
 - ◆ Specialty Goods
- Let us Sum Up
- Keywords

- Terminal Questions
- Further Readings

Unit 3: Marketing of Industrial Goods

- Objectives
- Introduction
- Meaning of Industrial Goods
- Characteristics of Industrial Market
- Types of Industrial Market
- Classification of Industrial Goods
 - ◆ Fabricating Materials and Parts
 - ◆ Equipment
 - ◆ Operating Supplies
 - ◆ Raw Materials
- Characteristics of Industrial Buying
- Let us Sum Up
- Keywords
- Terminal Questions
- Further Readings

BLOCK 4:

Unit 1: Rural Marketing

- Objectives
- Introduction
- Meaning and Importance of Rural Marketing
- Agricultural Inputs and Consumer Goods
- Characteristics of Agricultural Goods
- Let us Sum Up
- Keywords
- Answers to check your Progress
- Terminal Questions
- Books for Reference

Unit 2: Co-operative Marketing

- Objectives
- Introduction
- Meaning and Definition of Co-operative Marketing.
- Objectives of Co-operative Marketing Society
- Principles of Co-operative Marketing Society
- Functions of Co-operative Marketing Society
- Formation of Co-operative Marketing Society
- Strengths and Weakness of Co-operative Marketing Society
- Suggestions for Improvement of Co-operative Marketing Societies
- Let us Sum Up
- Keywords
- Answers to check your Progress
- Terminal Questions
- Books for Reference

Unit 3: Consumer and Government in India

- Objectives
- Introduction
- Introduction of MRTP Act
- Objectives of MRTP Act
- Restrictive Trade Practices
- Control of Restrictive Trade Practices
- Unfair Trade Practices
- Control of Unfair Trade Practices
- Let us Sum Up
- Answers to check your Progress
- Terminal Questions
- Books for Reference

C-319: Introduction To Computers

BLOCK 1:

Unit 1: History of Computers, Types of Computers and its Applications

- Objectives
- Introduction
- History of Computers
- Types of Computers
 - ◆ Operating Principles
 1. Digital Computers
 2. Analog Computers
 3. Hybrid Computers
 - ◆ Computers on its Size and Capability
 1. Microcomputers
 2. Personal Computers
 3. Work Stations
 4. Mini Computers
 5. Main Frames
 6. Super Computers
 7. Parallel Computers
- Applications of Computers
 - ◆ Computers in Business
 - ◆ Computers in Industry
 - ◆ Computers in Government
 - ◆ Computers in Science
- Overview of Computer Components
- Let us Sum Up
- Keywords
- Answers to check your Progress
- Terminal Questions
- Books for Reference

Unit 2: Computer Hardware

- Objectives

- Introduction
- Computer Hardware
 - ◆ Input devices
 1. Keyboard
 2. Mouse
 3. Track Ball
 4. Light Pen
 5. Digital Camera
 6. Bar Code Reader
 7. Voice Recognizer
 - ◆ Output Devices
 1. Display Screen
 2. Printers
 3. Graphic Plotters
 - ◆ Storage Devices
 1. Magnetic Tapes
 - a. Reel to Reel Tapes
 - b. Cassettes and Cartridge Tape
 2. Magnetic Disks
 - a. Floppy Disk
 - b. Winchester Disk
 - c. Removable Disk Pack
 - d. Disk Cartridge
 3. Optical Disks
 - a. CD-ROM Disk
 - b. CD-R Disk
 - c. Magneto-Optical Disk
 - d. WORM
- Let us Sum Up
- Keywords
- Answers to check your Progress
- Terminal Questions
- Books to Reference

Unit 3: Computer Memory and Computer Architecture

- Objectives
- Introduction
- Computer Memory
 - ◆ RAM
 - ◆ ROM
 - ◆ PROM
 - ◆ EPROM
 - ◆ Bits
 - ◆ Byte
 - ◆ Word
- Numbering Systems
- Binary Arithmetic
 - ◆ Binary Addition
 - ◆ Binary Multiplication
 - ◆ Binary Subtraction
 - ◆ Binary Division
 - ◆ One's Complement
 - ◆ Two's Complement
- Computer Architecture
 - ◆ Registers
 - ◆ Diagram and Explanation
 - ◆ Let us Sum Up
- Answer to check your Progress
- Terminal Questions
- Books to Reference

BLOCK 2:

Unit 1: Computer Software

- Objectives
- Introduction
- Computer Software
 - ◆ System Software

- ◆ Utility Software
- ◆ Application Software
- ◆ Compilers
- ◆ Interpreters,
- ◆ Translators
- Operating System
- Let us Sum Up
- Keywords
- Answer to check your Progress
- Terminal Questions
- Books for Reference

Unit 2: Operating System

- Objectives
- Introduction
- DOS
 - ◆ Features of DOS
 - ◆ DOS Commands
 1. Internal Commands
 2. External Commands
 - ◆ Managing Files
 - ◆ Wild Cards
- Windows
 - ◆ About Windows 95
 - ◆ Features of Windows 95
- UNIX
 - ◆ Structure of the UNIX System
 1. Kernel
 2. FILE
 - ◆ Benefits of UNIX
- Operating system for Networks
- Latest trends for Client and Server Market
- Let us sum up

- Keywords
- Answer to check your Progress
- Terminal Questions
- Books for Reference

Unit 3: Application Software

- Objectives
- Introduction
- Word Processor
- Data Base Software
- Spreadsheet
- High Level Languages
- GUI
- Let us Sum Up
- Keywords
- Answer to check your Progress
- Terminal Questions
- Books for Reference

Unit 4: Data Information

- Objectives
- Introduction
- MIS
- Data Processing
 - ◆ Batch Processing
 - ◆ Real Time Processing
 - ◆ Multiprocessing
- Multi Programming
- Let us Sum Up
- Answer to check your Progress
- Terminal Questions
- Books for Reference

BLOCK 3:

Unit 1: Computer Programming

- Objectives
- Introduction
- A Programming Illustrations
- Programming Vocabulary
- Expressions
- Loop Structure
- Sub Programmes
- Miscellaneous Topics
- Let us Sum Up
- Keywords
- Terminal Questions
- Books for Reference

Unit 2: Flow Chart

- Objective
- Introduction
- Meaning of Flow Chart
- Symbols used in Flow Charts
- Illustrations
 - ◆ To find the Area of a Square
 - ◆ To find the largest of two numbers
 - ◆ To Reverse a Given Number
 - ◆ To generate prime numbers between I and N
 - ◆ To find the largest and smallest of three numbers
 - ◆ To add the integers from 1 to 100
- Let us Sump Up
- Keywords
- Terminal Questions
- Books for References

Unit 3: System Level and Programme Level

- Objectives
- Introduction
- Computer Software
 - ◆ System Programming Languages
 - ◆ Application Programming Languages
 - ◆ Categories of Language
 - ◆ Machine Language
 - ◆ Assembly Language
 - ◆ High level Language
 - ◆ Fourth Generation Language
- Let us Sum Up
- Keywords
- Terminal Questions
- Books for References

Unit 4: Computer Networks / Networking Technologies

- Objectives
- Introduction
- Network Concept and Classification
- Local Area Network (LAN)
 - ◆ LAN Topology
 - ◆ LAN Access Method
 - ◆ Communication Architecture
 - ◆ LAN Software and Hardware
 - ◆ LAN operating Software System
- Wide Area Network (WAN)
 - ◆ Communication Switching Techniques
 - ◆ WAN Devices/Hardware
 - ◆ Types of Wide Area Networks
- Let us Sum Up
- Keywords
- Terminal Questions

- Books for References

Unit 5: Emerging Trends in Networking

- Objectives
- Introduction
- Emerging Trends
 - ◆ E-mail
 - ◆ Electronic Data Interchange (EDI)
- Networking Scenario
 - ◆ Internet
 - ◆ Bit Net
 - ◆ Computer Server
 - ◆ ISDN
 - ◆ NICNET
 - ◆ Net
- Let us Sum Up
- Keywords
- Terminal Questions
- Books for References

Unit 6: Computer Virus

- Objectives
- Introduction
- The Evolution of Virus
- The Menace
- The Process of Infection
- Classification of Viruses
 - ◆ Boot Infectors
 - ◆ System Infectors
 - ◆ General.com or .EXE infectors
- Types of Virus
- Prevention
- The Cure
- Let us Sum Up

- Keywords
- Terminal Questions
- Books for Reference

Unit 7: Computer Security

- Objectives
- Introduction
- Definitions
- Security Status on PC
- Breaches of Security
- Security Measures
 - ◆ Physical Security
 - ◆ Software Security
 - ◆ Network Security
 - ◆ Password Security
- Let us Sum Up
- Keywords
- Terminal Questions
- Books for Reference

BLOCK 4:

Unit 1: Latest trends in Electronic Payment Systems – Accounting Packages – Their Functionalities

- Objectives
- Introduction
- Need for Computerisation
- Operational Areas for Mechanisation
 - ◆ Computerisation in Clearing Houses
 - ◆ Electronic Funds Transfer System
 - ◆ Automatic Teller Machine (ATM)
 - ◆ Point of Sale Terminal
 - ◆ Services of Electronic Funds Transfer
- Other Areas for Computersiation
 - ◆ Teller System

- ◆ Signature Storage/Retrieval System
- ◆ Customer Authentication
- ◆ Credit Cards
- ◆ Office Automation
- Accounting Packages
- Let us Sum Up
- Keywords
- Terminal Questions
- Books for References

Unit 2:Place of Information Systems Department in an Organisation

- Objectives
- Introduction
- Need of Information Handling
- Levels of Information Handling
- Advantages of Computerisation
- Approaches to Computerisation
- Strategic issues of Computer - Aided Decision - Making
- Let us Sum Up
- Keywords
- Terminal Questions
- Books for References

Unit 3:Process of Purchase of a Computer

- Objectives
- Introduction
- Purchase of a Computer
- Factors considered to buy a PC
- Maintenance of a Computer
- Trends in Computer Training
- Let us Sum Up
- Keywords
- Terminal Questions

- Books for Reference

Unit 4: Introduction to Operating Systems

- Objectives
- Introduction
- Operating System - Meaning
- Operating System - Nature
- About Windows
 - ◆ Windows ME/98 requirements
 - ◆ Mouse Basics
 - ◆ Mouse Utility
 - ◆ Desktop
- Networking
- Let us Sum Up
- Keywords
- Terminal Questions
- Books for References