

1977-78

24

B.Com. (PASS) EXAMINATION
(for students admitted to the B.Com. (Pass) in 1977-78)

CONTENTS

Schemes of Examination and Informations
Detailed Courses of Reading

Part I—1978		Max. Marks	Duration
Paper I	—Humanities Group—one of the Modern Indian languages	100	3
Paper II	—Business Organisation Group : Business Organisation	100	3
Paper III	—Business Organisation Group : Secretarial Practice and Office Management	100	3
Part II—1979			
Paper IV	—Economics Group : Economic Organisation	100	3
Paper V	—Business Organisation Group : Business Law	100	3
Paper VI	—Accountancy Group : Accountancy and Auditing	100	3
Paper VII	—English Based on the syllabus Humanities Group of B.A. (Pass) I (1 yr.) Exam. 1979	100	3
Part III—1980			
Paper VIII	—Economics Group : Economic Theory and Tax Practice	100	3
Paper IX	—Economics Group : Indian Economic Development	100	3
Paper X	—Accountancy Group : Elements of Cost Accounting and Statistics	100	3
Paper XI	—Elective Paper : Humanities Group	100	3

Any one of the following :—

(i) English, (ii) Hindi, (iii) Political Science, (iv) History

BACHELOR OF COMMERCE (PASS)
B.COM. (PASS) EXAMINATION

Part I—1978
Part II—1979
Part III—1980

SCHEME OF EXAMINATION

Part I—1978

100 Marks 3 hrs.

Paper I—*Humanities Group*—One of the Modern Indian Languages,
viz.

Hindi —Special paper prescribed for B.Com.
(Pass) Students.

Urdu	—Paper I	} Syllabus same as for B.A. (Pass) Course, Part I, 1978 Examination.
Bengali	—Paper I	
Sindhi	—Paper I	
Tamil	—Paper I	
Gujrati	—Paper I	
Telugu	—Paper I	
Marathi	—Paper I	
Kannada	—Paper I	
Malayalam	—Paper I	
Punjabi	—Paper I	

Candidates who did not offer Hindi, Urdu, Bengali, Punjabi, Sindhi, Tamil, Telugu, Kannada, Marathi, Gujrati or Malayalam for the Higher Secondary Examination of the Board of Higher Secondary Education, Delhi or the Matriculation Examination of an Indian University or an examination conducted by some public body in India and recognised as equivalent to either of the aforesaid examination shall be permitted to offer any one of the following subjects.

Paper I—History —History of India—from the earliest times to 1000 A.D. or History of India from 1000 A.D. to 1707. same syllabus as for B.A. (Pass) Part I Exam. 1978.
Political Theory

Political Science Syllabus same as prescribed for the paper under B.A. (Pass) Part II Examination 1978.

		Marks	Duration hours
Philosophy	(Paper I of B.A. (Pass) Part I Examination 1978		
Paper II	<i>Business Organisation Group—Business Organisation.</i>	100	3
Paper III	<i>Business Organisation Group—Secretarial Practice and Office Management.</i>	100	3
	Part II—1979		
Paper IV	<i>Economic Group—Economic Organisation.</i>	100	3
Paper V	<i>Business Organisation Group—Business Law.</i>	100	3
	Part I—Mercantile Law		
	Part II—Banking Law and Practice or Industrial Law		
Paper VI	<i>Accountancy Group—Accountancy & Auditing</i>	100	3
Paper VII	English*(i) English**(ii)	100	3
	Part III—1980		
Paper VIII	<i>Economics Group—Economic Theory & Tax Practice</i>	100	3
	Part I—Economic Theory		
	Part II—(i) Income Tax (ii) Sales Tax		
Paper IX	<i>Economics Group—Indian Economic Development</i>	100	3
Paper X	<i>Accountancy Group—Elements of Cost Accounting and Statistics</i>	100	3
Paper XI	<i>Humanities Group English—Any one of the following :—</i>	100	3
	(i) <i>English—Paper II of B.A. (Pass) 1979 Examination</i>		

Grammar,
Composition, Precis Prose

(ii) *Hindi—Papers II B.A. (Pass) 1979 Examination*

Poetry

Essays

History of Literature and Objective Questions

(iii) *Political Science—Paper I of B.A. (Pass) 1978 Examination.*

Indian Governments & Politics.

(iv) *History—Paper II of B.A. (Pass) 1979 Examination*
History of Modern India, 1707-1950.

*Meant for those who passed in English as first language at the Hr. Sec. Exam.

*Meant for those who passed English as Second/Third language at the Hr. Sec. Exam.

PART I—1978 EXAMINATION

Paper I—*Modern Indian Language—Hindi*

M.M. 100

Courses of Reading

1. Rashmirathi (Abridged Edition)—Rāmdhari Singh Dinkar

Explanation : 10 Marks

General question : 15 Marks

2. Chitralekha—Bhagwati Charan Verma

Explanation : 10 Marks

General question : 15 Marks

3. Ashadh Ka Ek Din—Mohan Rakesh

Explanation : 10 Marks

General question : 15 Marks

4. Essay : 25 Marks

Paper II—*Business Organisation Group—*

Business Organisation

100 Marks

Introduction : The nature and purpose of Business.

Forms of Organisation : Proprietary : Partnership : Co-operative ;
Company ; Public Corporations. Business Combination,

Setting up a business : Legal and procedural aspects.

Financing of a business enterprise : The firms need for finance. Fluctuating character of the need. Types of finance. Sources of finance. Types of securities and methods of issue. Capital gearing. Functions and terminology of the Stock Exchange. Speculation.

Internal management : Nature and Functions of Management. Types of organisation, Delegation of authority. Industrial relations.

Forms of Trade. Retail distribution. Wholesale distribution. Selection of channels of distribution. Financing of domestic trade. Personal selling and advertising. Credit and collection.

Foreign Trade : Characteristics, Organisation, procedure and financing of import and export trade. State regulation of foreign trade.

Transportation and storage service : Forms of transportation. Selection of mode of transportation. Types of storage service. Characteristics of adequate storage facilities.

Insurance : Principles of insurance. Fire and Marine Policies.

Futures Trading : Functions of commodity exchange. The mechanics and purpose of future trading :

Work-book Items

1. Export Invoice ; Account Sales
2. Indent for Imports
3. Import Bill of Entry
4. Bill of Lading
5. Bought Note of a Stock Broker
6. Application for insurance claims
7. Forwarding Consignment Note for despatch of goods by rail.
8. Railway Receipt
9. Warehouse Warrant
10. Application for obtaining an industrial licence.

Books Recommended

1. Davar, S.R. & Davar, R.S. Business Organisation and Industrial Management, Chs. 4-6, 9-15, 16, 17, 20-23, 42, 45, 46, 48 (1966 Edition).

2. Chatterjee, S.S. Modern Business—Its Organisation and Management (relevant chs.)
3. Bhushan, Y.K. Fundamentals of Business Organisation and Management (relevant chs.)
4. Stephenson, J. Principles and Practice of Commerce (5th Edition by Beechano, H. O.) Chs. 18-33 47-58.

Reference Books :

1. Spriegel, W.B. Elements of Business Organisation and Operation.
2. Thomas, S.E. Commerce—Its Theory and Practice (1951), Chs. 28-31, 34, 35, 46.
3. Shukla, M.C. Business Organisation and Management.

Part III—Business Organisation Group—

Secretarial Practice and Office Management 100 Marks.
Part I—*Secretarial Practice* (50 marks)

Nature of secretarial function. Rights, duties and liabilities of a company secretary.

Incorporation of company : Preparation of preliminary and underwriting contracts. Framing of Prospectus ; Memorandum and Articles of Association.

Issue of shares and debentures : Application and allotment. Share certificates. Calls and Forfeiture. Bonus shares.

Transfer and transmission of shares.

Company Meetings : Notice of meetings. Agenda. Proxies. Polls.

Resolutions : Types of resolutions—Drafting resolutions. Minutes and Reports.

Part II *Office Management* 50 Marks

Importance and functions of a modern office. Relationship of office with other departments, e.g. Purchasing, Sales, Accounting office systems and Routines. Centralisation vs. Decentralisation.

Office accommodation and layout. Objectives and principles of office layout, Working environment—lighting, ventilation, furnishings etc.

Clerical operations. Handling inward and outward mail. Communication. Forms design and use. Forms and stationery control. Typing and duplication of records.

Filing and Indexing : Records Management and filing operations. Use of filing equipments.

Office machines and equipment : Advantages and disadvantages of mechanical devices. Uses of modern office machines—duplication, accounting and calculating machines.

Methods of obtaining data and recording procedure. Collection of information by interview and observation, Office Reports.

Work Book Items

1. Application for registration of a company
2. Application for shares/debentures
3. Share Application and Allotment Book
4. Letters of Allotment, Regret and Call
5. Return of Allotment
6. Share Certificate/Debenture Bond
7. Share Warrant
8. Register of Members
9. Notice of Forfeiture
10. Share Transfer Deed
11. Share Transfer Register
13. Notice, Agenda and Minutes of a Board Meeting
13. Notice, Agenda and Minutes of the Annual General Meeting of the shareholders.
14. Form of proxy
15. Dividend Warrant
16. Punch Card.

Prescribed Books

1. Bahl, J.C. Secretarial Practice in India.
2. Sherlekar, S.A. Secretarial Practice.
3. Cousins, Donald. Office Organisation and Management.

Reference Books

1. Head and Fausett. Manual of Secretarial Practice.
2. Ghosh and Ghosh. Handbook of Secretarial Practice.
3. Leffingwell, H. and Robinson. E.M.A. Text Book of Office Management.

Part II—1978 Examination

Paper IV—Economics Group—Economic Organization 100 Marks

What is an economy. Central Problems of every economic society. Alternative economic systems. Functioning of a mixed capitalistic enterprise system.

The Productive process. Factors of production. Capital and labour. Division of Labour. Scale of Production. Money.

National Product and Income. The Flows of money. Inequality of incomes. Causes of differences in productivity and standards of living. Economic growth and stability.

Occupational structure. Specialisation. Pattern of International trade. Balance of Payments. Foreign Exchange.

Economic role of government. Money and Prices.

Prescribed Books

1. Samuelson, P.A. Economics : An Introductory Analysis (6th Edn), Chapters 1–3, 6, 8 (p. (pp. 151 to 161), 9 (pp, 162 to 165 and 176 to 178). 10, 14, 13, 36, 38.
2. Brown, A.J. Introduction to the World Economy.
3. Benham, F. Economics (7th Edition) Part II : Part VI. Chapters 30 and 33 ; Part VII, Chapter 36.

Paper V—Business Organization Group—Business Law 100 Marks

Part I (Compulsory) Mercantile Law (50 marks)

Law relating to Contract, Sale of Goods and Partnership.

Part II (i) Banking Law and Practice (50 marks.)

Banker and customer ; Definition of banker. Legal relationship between banker and customer. Opening and operation of bank accounts ; treatment of special cases of customers.

Practice and Law relating to cheques, bills of exchange, promissory notes and hundis.

Loans and Advances : Cash credits and overdrafts. Type of securities. Banker's lien, pledge, mortgage and hypothecation.

Or

Part II (ii) Industrial Law (50 marks.)

Law relating to wages, hours of work, safety, health, welfare, workmen's compensation.

Work Book Items

Part II (i)

1. Account opening forms for individuals and firms
2. Bank Pass Book
3. Pay-in-Slips
4. Forms of cheque ; Traveller's cheque ; Bills of Exchange ; Promissory Notes and Hundis.
5. Loan application form
6. Letter of Credit
7. Letter of Hypothecation
8. Mortgage Deed
9. Loan and Cash credit agreement

Part II (ii)

Returns to be submitted to the Inspector of Factories

1. Annual Return—vide form No. 21 of Delhi Factory Rules.
2. Half-yearly Return—form No. 22 (prescribed under sub-rule (3) of Rule 100 of Delhi Factory Rules).
3. Annual Return of Holidays—Form II (Prescribed under Rule 21 (4A) of the Delhi Factory Rules).
4. Application for Registration and grant of renewal of Licence : Form No. 2 (Specified in Sec. 6 and 7).
5. Wages and deductions from Wages : Form No. IV.
6. Notice of Accident or Dangerous occurrence : Form No. 18 (prescribed under Rule 96).
7. Maternity Benefit : Schedule II (Prescribed under Rule 7).
8. Return of Workmen's Compensation
Delhi Shops and Establishment Act, 1954,
9. Form A : Statement under Sec. 5 (i)
10. Form E : Notice of closed day or a change in closed day.
11. Form K : Notice under Sec. 33 to be exhibited conspicuously at the premises of the Establishment.

Recommended Book (Part I)

1. Sen, A.K. Handbook of Commercial Law
2. Ghosh, P.C. Introduction to Banking Principles and Law
3. Kapur, N.D. Elements of Mercantile Law

Reference books [Part II (i)]

1. Tannan. M.L. Banking Law and Practice in India

(Part II)

1. The Factories Act, 1948
2. The Payment of Wages Act, 1936
3. The Workmen's Compensation Act, 1943
4. The Minimum Wages Act, 1948
5. The Shops and Commercial Establishment Act, Delhi 1954.

Paper VI—Accountancy Group—Accountancy & Auditing 100 Marks

Part I—Accountancy

80 Marks

Principle of Double Entry and the Accounting Structure. Special purpose subsidiary Books. Basic Accounting Concept and Conventions. Nature of Final Accounts and the Accounting Concept of Income. Matching of Costs and Revenues. Analysis of Changes in Income. Income and Expenditure and Receipts and Payment Accounts. Sectional Ledgers : Single Entry System. Bills of Exchange, Consignment and Joint Venture. Depreciation, Reserves and Sinking Funds. Hire-Purchase Accounts.

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

Joint Stock Companies.

- (a) Accounting for Share and Loan Capital
- (b) Acquisition of business
- (c) Disposal of Profits and Final Accounts..

Part II—Auditing

20 Marks

Auditing—Nature and Principles, Internal Check. Vouching and Verification.

Books Recommended

1. Finney, H.A. & Miller Herbert E. Principles of Accounting, 5th Ed. Chs. 1, 3, 8 and 23.
2. Spicer and Pegler Practical Auditing (Relevant Portions)
3. Batliboi Advanced Accounts.

Reference Books

1. Pickles, William Accountancy
2. Shukla, M.C. & Grewal, T.S. Advanced Accounts
3. Gupta R.R. & Gupta, V.S. Advanced Accountancy.

Scheme of Examination and Courses of Reading for B. Com. (Pass) Examination to be held at the end of year.

Paper VII—English

100 Marks

(For candidates who have offered English as 1st language in Hr. Sec. (Exam.).

Paper VII Grammar, Comprehension, Vocabulary & Composition:
100 Marks

Detailed Courses of Reading

1. Grammar

(50 marks) Students will be expected to use the following grammatical features correctly in context :

Verbs : The following forms : simple present, simple past, simple future, present continuous, past Continuous, future continuous, present perfect, present perfect continuous, past perfect, future perfect.

Adverbs : Their formation, the position of certain types.

Prepositions : The more common uses of simple prepositions, selected verb-preposition (or verb-adverbial particles) combinations.

Articles

Conjunctions

Subject-verb agreement

Direct and reported speech

Transformation of sentences

(including Active & Passive voice)

Recommended Books

'Strengthen your English' by Bhaskaran & Horsburgh... Oxford University Press, 1973 ;

"Intermediate English Practice Book" by S. Pit Corder; ... Longmans.

"Living English structure" by standard Allen... Longman 1947.

"A Remedial English Grammar for Foreign Students" by F. T. Wood ... Macmillan, 1965.

2. Comprehension (25 marks)

Students will be expected to answer questions on the language and content of a selection of stories, plays and essays. Examination questions will be closely related to the text and will *not* include general story outlines, character sketches or the reproduction of Philosophical statements.

Prescribed Book

'Twenty Short Stories' edited by Aban T. Bhatia and P. S. Mathur (Published by Oxford University Press for the Department of English, University of Delhi. (Sections A & B only)

3. Vocabulary (10 marks)

Students will be expected to expand their vocabulary through general reading.

Recommended Book :

"Activating Vocabulary" by G. A. Pitman

4. Composition (15 marks)

Students will be expected to produce guided compositions, totalling about 200 words, on a variety of subjects within their experience.

(ii) The syllabus for students who are admitted to the 1st year of the B.Com. (Pass) Course and who had offered English as a Third Language at the Higher Secondary Examination of the Central Board of Secondary Education or those who had offered English as a second Language at the Higher Secondary Examination and wish not to offer English as part of the B.Com. (Pass) Course and have to qualify in it before they obtain their degree at the University.

Scheme of Examination

The Examination will be held at the end of the 2nd year.

The syllabus for the English (Qualifying) Paper will be as follows:

Text, Grammar and Composition	: 100 Marks
Text	50 Marks
Grammar	30 Marks
Composition	20 Marks

Detailed Courses of Reading

- I Prescribed texts :
- (i) An English Course for Secondary Schools (Prepared by the C. I. E. Hyderabad) 20 marks—Prose section only
 - (ii) David Copperfield by Charles Dickens 10 marks (simplified by Michael W. Longman)
 - (iii) 'Twenty Short Stories' edited by Abanindranath Tagore, T. Bhatia and P. S. Mathur (published by Oxford University Press for the Department of English, University of Delhi).

Note:—1. In the examination students will be expected to answer questions on the language and content of the prescribed texts.

2. (a) The Prose section of text (i) and the novel under (ii) to be taught in the 1st year.
- (b) Text (iii) will be taught in the 2nd year.

II. Grammar : 30 marks—Students will be expected to use following grammatical features correctly in context :

Verbs : The following forms : Simple present, simple past, Simple future, present continuous, past continuous, future continuous, present perfect, present perfect continuous, past perfect, future perfect.

Adverbs : Their formation : The position of certain types.
Prepositions : The more common uses of simple prepositions, selected verb-preposition (for verb-adverb particle) combinations.

Articles
Conjunction
Subject-verb agreement
Directed and reported speech
Transformation of Sentences (including Active and Passive voice).

III: Composition : 20 marks	
Essay	12 Marks
Letter of application	8 Marks

Note :—Students will be expected to produce guided Compositions, totalling about 200 words on a variety of subjects within their experience.

Part III—1980 Examination

Paper VIII—*Economics Group—Economic Theory and Tax Practice* 100 Marks

Part I—*Economic Theory* (50 Marks)

Determination of price, Theory of demand and utility. Cost and Supply. Equilibrium of the firm. Pricing of Industrial and agricultural product.

Distribution. Rent. Wages. Collective Bargaining. Structure of interest rates. Profits.

Theory of Income Determination. Taxation and Public expenditure.

Part II (i) *Income Tax* (30 marks)

Basis of Charges : Taxable person, Residence, Previous year, Taxable Incomes, Exclusion.

Head of Incomes : Salaries, Interest on securities. Income from House property. Business and profession, other sources, Capital gains.

Computation of total income, Rebates and reliefs, set off and carry forward of losses (excluding tax computation submission of return, payment of tax. Deduction of the tax at source and advance payment of tax.

Part II—(ii) Sales Tax

(20 marks)

Delhi Sales Tax Act, 1975 (43 of 1975) :

Elements of Sales Tax law in Delhi, Definitions, Incidence and Levy of Tax : Registration of dealers and amendment and cancellation of Certificate of Registration ; Returns ; assesment, recovery and refund of tax : liability in special cases : liability to produce accounts and supply of information.

Central Sales Tax Act, 1956.

Sale and purchase in the course of inter-state trade : Liability of tax ; Registration of dealers. Levy and collection of tax.

Readings : Delhi Sales Tax Act, 1975 ; sections 1 to -8 and 1 to 42, 60, 65 and 66 and Rules made thereunder.

Central Sales Tax Act 1956 upto Sec. 9A and Rules made thereunder.

Prescribed Books (Part I)

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|-----------------|---|
| Samuelson, P.A. | Economics—An Introductory Analysis. Chapters 9 (relevant portion), 11, 12, 18 (relevant portion), 19 to 21 (omitting Appendix), 23, 25 to 27, 29 (omitting Appendix), 29. |
| Benham, F. | Economics (7th Edition), Parts Chapters 26 to 29. |

Reference Books : (Part II)

Income Tax for layman (Chapts. I to VI)

Paper IX—Economics Group—Indian Economic Development

100 Marks

Problems of Development : Nature and cause of economic backwardness. Economic Planning. India's Five Year Plans.

Physical setting and Geographic Division. Land as a Resource Base. Prominent Land uses.

National Income : Its growth and composition. Per capita income. Population problem and policy.

Agriculture : Problems of development. Food problem.

Animal Husbandry, Fisheries and Forestry : Production, Growth and Trade.

Power and Transport Development.

Mining and Industrial Development. Small Scale Industries.

Structure of foreign trade. Trends in foreign trade and balance of payments.

Social Services : Price and policy.

Prescribed Books

1. Vankatasubbiah, H. Indian Economy since Independence, Chs, 6, 9, 7 and 9.
2. Dubey, R.N. Economic Geography of the Indian Republic (Relevant portions only).
3. Ghosh, Alak Indian Economy, 10th Edn., Chs. 4-6, 11-17, 21.
4. Dâs Gupta, A. Economic and Commercial Geography of India and Pakistan (Relevant portions only).
5. Wadia, P.A. & Merchant, K.T, Our Economic Problems (6th Edn). Chs. 9-16, 19-20, 22 & 28.
6. Fourth Five Year Plan.

Reference Books

1. Reddaway, W.B. Development of the Indian Economy, Part I, Chs. 1-4. 6.
2. Roven, G. Industrial Change in India (Relevant Portions only).
3. Nanavati, N.B. The Indian Rural Problems (6th Edn.) Chs. 2, 3, 4, 8, 9, 11 & 14.
4. Report of the Foodgrains Enquiry Committee, 1954 Chs. 4-7.
5. Final Report of the National Income Committee, 1954, pp. 4-5. 105-109.
6. Deshmukh, C.D. Economic Development in India, 1946-53. India and Pakistan, Chs. 1, 4, 7-12.
7. Spate, O.H.K. Quiet Crisis in India (Relevant portions only).
8. Lewis, J.P. Economics of Underdeveloped Countries. Part III.

Paper X—Accountancy Group—Elements of Cost Accounting and Statistics.

100 Marks

Part I—Elements of Cost Accounting

(40 Marks)

Elements of costs. Direct, Indirect : Variable and Fixed. Account for stores : Purchase procedure. Organisation of Stores—stores record, stores controls.

Methods of pricing material issues.

Labour : Time-keeping methods, Preparation of Wages Sheets.

Overheads : Absorption.

Part II—Statistical Methods.

(60 Marks)

Nature and scope of statistics. Its limitations.

Primary and secondary data : Sources and methods of collection.
Census methods.

Presentation of Data : Tabular Presentation. Construction of frequency tables. Approximation and accuracy, Graphs, Diagrams—bar, rectangle and pie.

Measures of central tendency : Mean, Median and Mode.

Measures of dispersion : Range, quartile deviation, Mean deviation, standard deviation and co-efficient of variation.

Pearsonian and Bowley's measure of skewness.

Scatter and Pearsonian measures of correlation.

Index Numbers.

Time Series. Moving averages.

Books Recommended

(Part I)—Cost Accounting.

Bigg. W.W.—Cost Accounts.

(Part II)—Statistical Methods :

Simpson and Kafka

Basic Statistics.

Gupta, C.B.

An Introduction to Statistical Methods.

Reference Books

Wheldon, H.J.—Cost Accounting and Costing Methods.

Neiswanger, W.A.—Elementary Statistical Methods.

Paper XI— Elective Paper

100 Marks

Humanities Group : Any one of the following

(i) *English*—Paper Corresponding to paper II of B.A (Pass)—1978 Examination.

English—Paper II—Grammar, Composition.

Precis and Prose

100 Marks

1. Grammar (25 marks) Students will be expected to use the following grammatical features correctly in context :
Reported Speech.