

**SCHEME OF EXAMINATION  
AND  
COURSE CURRICULUM  
FOR  
BACHELOR OF COMMERCE**

**THREE YEAR DEGREE COURSE**  
(1<sup>st</sup> and 2<sup>nd</sup> Semesters w.e.f. 2013-2014)

**(APPROVED BY UGBOS ON 01.08.2013)**

**DEPARTMENT OF COMMERCE**

**Chaudhary Devi Lal University, Sirsa-125055**

**Haryana (INDIA)**

**Syllabus for Bachelor of Commerce  
w.e.f. 2013-2014**

**B.Com. (General):**

A student pursuing B.Com. (General) has to study all papers in 1<sup>st</sup> and 2<sup>nd</sup> semesters and six papers in 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> semester. The student has to obtain atleast 35% marks in theory and practical separately excluding internal assessment.

**B.Com. (Hons.):**

A student pursuing B.Com. (Hons.) has to study all papers in 1<sup>st</sup> and 2<sup>nd</sup> semesters and seven papers in 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> semester. The student has to obtain 45% marks in theory and practical separately in individual paper and 50% in aggregate excluding internal assessment.

**SCHEME OF EXAMINATION**

**B.Com. 1<sup>st</sup> Semester**

Course Code	Course Title	External	Internal	Total Marks
BC 101	Financial Accounting	80	20	100
BC 102	Business Communication Skills	80	20	100
BC 103	Micro Economics	80	20	100
BC 104	Principles of Management	80	20	100
BC 105	Business Mathematics-I	80	20	100
BC 106	Introduction to Computer Applications (Theory: 50 and Practical: 50)	100	--	100

**B.Com. IInd Semester**

Course Code	Course Title	External	Internal	Total Marks
BC 201	Advanced Financial Accounting	80	20	100
BC 202	Macro Economics	80	20	100
BC 203	Business Environment	80	20	100
BC 204	Organisational Behaviour	80	20	100
BC 205	Business Mathematics-II	80	20	100
BC 206	Information Technology and E-Commerce (Theory: 50 and Practical: 50)	100	--	100
BC 207	Environmental Studies (Qualifying Paper)			100

BC-101  
FINANCIAL ACCOUNTING

External Marks: 80

Internal Marks: 20

Time: 3 Hours

**Note: Paper setter will set nine questions in all. Question No. 1 comprising of eight short types questions carrying two (2) marks each is compulsory. It covers the entire syllabus. Candidate is required to attempt four questions from the remaining eight questions carrying 16 marks each.**

Financial accounting: meaning, need, objectives & scope; book-keeping and accounting; branches of accounting; accounting principles- basic concepts and conventions; Accounting standards: concept, benefits and procedure of issuing accounting standards in India. Accounting cycle and accounting equation; journal; rules of journalizing; ledger & trial balance; Rectification of Errors: classification of errors; location of errors; rectification of errors; suspense account; effect on profit.

Capital and Revenue: classification of income and expenditure; classification of receipts; accounting concept of income: income measurement; expired cost and income measurement.

Depreciation provisions and reserves: concept and classification; depreciation accounting; depreciation policy as per accounting standard.

Final Accounts: manufacturing, trading and profit and loss account; Balance sheet; adjustment entries; accounts of non-profit organizations; accounts for insurance claims.

Consignment Accounts: accounting records; Valuation of unsold stock; Conversion of consignment into branch.

Joint Venture Accounts: concept, joint venture & partnership; accounting treatment.

**REFERENCES**

Anthony, R.N. and Reece, J.S. : *Accounting Principle*: Richard Irwin Inc.

Compendium of Statement of Standards of Accounting: *The Institute of Chartered Accountants of India*, New Delhi.

Gupta RK. and Radhaswamy, M. : *Financial Accounting*; Sultan Chand and Sons, New Delhi.

Monga J.R, Ahuja Girish, and Sehgal Ashok: *Financial Accounting*; Mayur Paper Back, Noida.

Shukla, M.C. Grewal T.S. and Gupta, S.C. : *Advanced Accounts*; S. Chand & Co., (New Delhi).

BC-102  
BUSINESS COMMUNICATION SKILLS

External Marks: 80  
Internal Marks: 20  
Time: 3 Hours

**Note: Paper setter will set nine questions in all. Question No. 1 comprising of eight short types questions carrying two (2) marks each is compulsory. It covers the entire syllabus. Candidate is required to attempt four questions from the remaining eight questions carrying 16 marks each.**

Business Communication: meaning; basic forms of communicating; communication models and processes; theories of communication; Audience analysis.

Corporate Communication: formal and informal communication network; communication barriers; improving communication; effective presentation skills – individual and group presentation; practices in business communication – group discussion, mock-interview and seminars; report writing; principles and contents.

Self development and communication: development of personal positive attitude; SWOT analysis; body language – kinesics, proxemics, para language; Principles of effective listening: oral, written and video session; Interviewing skills: appearing and conducting; writing resume.

International Communication: cultural sensitiveness and cultural context; writing and presenting in intercultural situations; intercultural factors in interactions; adapting to global business.

**REFERENCES**

- Balasubramanyam : *Business Communications*; Vikas Publishing House, Delhi.  
Bovee and Thill : *Business Communication Today*, Tata McGraw Hill, New Delhi.  
Kaul : *Business Communication*; Prentice Hall, New Delhi.  
Kaul : *Effective Business Communication* :Prentice Hall, New Delhi.  
Patri V.R. : *Essentials of Communication*; Greenspan Publications, New Delhi.  
Randall E. Magors :*Business Communication*; Harper and Row, New York.  
Robinson, Netrakanti and Shintre: *Communicative Competence in Business English*; Orient Longman, Hyderabad.  
Ronald E. Dulek and John S. Fielder,: *Principles of Business Communication*; Macmillan Publishing Company, London.  
Senguin J : *Business Communication*; The Real World and Your Career, Allied Publishers, New Delhi.  
*Webster's Guide to Effective Letter Writing*, Harper and Row, New York.

BC-103  
MICRO ECONOMICS

External Marks: 80

Internal Marks: 20

Time: 3 Hours

**Note: Paper setter will set nine questions in all. Question No. 1 comprising of eight short types questions carrying two (2) marks each is compulsory. It covers the entire syllabus. Candidate is required to attempt four questions from the remaining eight questions carrying 16 marks each.**

Meaning, nature and scope of economics; micro and macro economics; Theories of demand: cardinal utility approach; Indifference curve approach - assumption, properties, consumer equilibrium, price, income and substitution effects, limitations; Nature of demand function: law of demand; elasticity of demand - price, income and cross; measurement methods of price elasticity of demand; concepts of revenue (marginal and average) and relationship with elasticity of demand.

Production function: meaning and concepts, law of variable proportions; Isoquants - meaning, properties and producer's equilibrium; economies and diseconomies of scale; law of returns to scale; Cost concepts; theory of costs - traditional and modern; law of supply and elasticity of supply.

Equilibrium the firm and industry under perfect competition; price and output determination under monopoly, price discrimination; price determination under monopolistic competition - Chamberlin's approach, monopolistic competition vs monopoly.

**REFERENCES**

Ahuja H.L. : *Business Economics*; S. Chand & Co., New Delhi.

Browning Edger K. and Browning Jacquenlence M: *Microeconomic Theory and Applications*, Kalyani, New Delhi.

Ferguson P.R. and Rothschild R. and Ferguson G.J.: *Business Economics*; Macmillan, Hampshire.

John P. Gould. Jr. and Edward P. Lazear: *Macroeconomic Theory*, All India Traveller, Delhi.

Koutsoyianni A. : *Modern Microeconomics*; Macmillan New Delhi.

Nellis & Parker: *The Essence of Business Economics*; Prentice Hall, New Delhi.

Richard G. Lipsey: *An Introduction to Positive Economics*; ELBS, Oxford.

Singler G. : *The Theory of Price*; Prentice Hall of India.

Watson Donalds and Getz Moloclm : *Price Theory an Its user*; Khasla Publishing House, New Delhi.

**BC-104**  
**PRINCIPLES OF MANAGEMENT**

**External Marks: 80**

**Internal Marks: 20**

**Time: 3 Hours**

**Note: Paper setter will set nine questions in all. Question No. 1 comprising of eight short types questions carrying two (2) marks each is compulsory. It covers the entire syllabus. Candidate is required to attempt four questions from the remaining eight questions carrying 16 marks each.**

Introduction to Management: History of Management, Definition of Management, Process of Management, Significance of Management; Functions of Management: Planning, Organizing, Staffing, Directing, Control, Coordination; Characteristics of Management: Management - As a Science, as an Art and as a profession; Different Approaches to Management: The behavioural school, The management science school: The system approach, The contingency approach, Classical Management School; Managerial Skills and Competencies: Skills Inventories, Multi-Skilling, Competencies.

Planning: Introduction, Concept of Planning, Types of planning, Importance of Planning, Limitations of Planning; Components of Planning: Policy, Programme, Strategy, Vision, Mission, Goals, Objectives; Strategic Control: Establishing Strategic Control, Types of Strategic Control; Operational Control: Functional and Grand Strategies, Operational Strategy Factors, Budgeting; Forecasting: Steps in Forecasting, Types of Forecasting; Decision Making: Decision Trees, Management Information Systems and Decision Support Systems.

Organizing: Organization: Meaning of organization, Principles of Organization, Benefits of Organizations; Organizational structure: Departmentation, Functional, Line & Staff, matrix and the formal and informal organizational structure; Systems View of Organizations: Organizational Structure and Systems, Organization Structure, Types of Organization Structures, Organizational Effectiveness, Developing an Organization Structure or Design; Organizational Design: The classical approach, the task technology approach, the environmental approach; Delegation: Meaning, the advantages of delegation, barriers to delegation, guidelines for effective delegation; Decentralization and Centralization: Advantages and disadvantages, challenges of decentralization, factors influencing decentralization; Organization Structure in a Globalized World; Virtual or Networked Organizations.

Directing Through Motivation: Introduction; Motivation in Organizations: Process of Motivation, Objectives of Motivation, Theories of Motivation, Significance of Motivation in Organizations.

Leadership: Meaning, Functions of Leadership, Formal and Informal Leadership, Significance of Leadership, Principles of Leadership, Factors of Leadership; Leadership and Power: Leadership Styles, Leadership Attitudes, Leadership Skill.

Controlling: Meaning, Characteristics of Control Prerequisites of a Good Control System, Essential Features of a Good Control System, Usage of central, shortcomings of central; Process of Control: Establish standards & methods for measuring performance, measure the performance, determine whether performance the standards, and take corrective action.

Globalization and Management: Globalization: Meaning, proximity, location, attitude; Globalization and competitiveness: Relative standing today, looking forward, relative standing today from the past to today; How Governments Influence Competitiveness: The building of public and private spheres of influence, The changing internal science: The coming of European community, economic experiments in people's Republic of China, The North America Free Trade Agreement.

**REFERENCES**

Bhattacharya Kumar Deepak, *Principles of Management*, Pearson, New Delhi.

Drucker F. Peter, *The Practice of Management*, Allied Publishers, Bombay.

Gilbert, R. Danil, Freeman, E.R. & Stoner, F.J.A., *Management*, Prentice Hall, New Delhi.

O'Donnel Cyril & Koontz Harold, *Management*, McGraw Hill, New Delhi.

BC-105  
BUSINESS MATHEMATICS-I

External Marks: 80

Internal Marks: 20

Time: 3 Hours

**Note: Paper setter will set nine questions in all. Question No. 1 comprising of eight short types questions carrying two (2) marks each is compulsory. It covers the entire syllabus. Candidate is required to attempt four questions from the remaining eight questions carrying 16 marks each.**

Calculus (Problem and theorems involving trigonometrical ratios are not to be done).

Differentiation: partial derivatives up to second order, homogeneity of functions and Euler's theorem; Total differentials; differentiation of implicit function with the help of total differentials.

Integration: Integration as anti-derivative process; standard forms; methods of integration-by substitution, by parts, and by use of partial fractions; Definite integration; application of integration.

Matrices and Determinants: definition of a matrix; types of matrices; algebra of matrices; properties of determinants; calculation of values of determinants upto third order, adjoint of a matrix, elementary row or column operations; Finding inverse of a matrix through adjoint and elementary row or column operations; solution of a system of linear equations having unique solution and involving not more than three variables.

**REFERENCES**

Allen R.G.D. : *Basic Mathematics*; Macmillan, New Delhi.

Dowling E.T.: *Mathematics for Economics*; Sihaum Series, McGraw Hill, London.

Holden: *Mathematics for Business and Economics*; Macmillan India, New Delhi.

Kapoor, V.K. : *Business Mathematics*; Sultan Chand & Sons, Delhi.

Loomba Paul: *Linear Programming*; Tata McGraw Hill, New Delhi.

Soni, R.S. : *Business Mathematics*; Pitamber Publishing House.

Vohra, N.D. : *Quantitative Techniques in Management*; Tata McGraw Hill, New Delhi.



BC-106  
INTRODUCTION TO COMPUTER APPLICATIONS

Theory (External): 50  
Practical (External): 50  
Time: 3 Hours

**Note:** Paper setter will set nine questions in all. Question No. 1 comprising of five short types questions carrying two (2) marks each is compulsory. It covers the entire syllabus. Answer to each question should not be more than one page. Candidate is required to attempt four questions from the remaining eight questions carrying 10 marks each.

Introduction to Computers: definition of computer; components of computer; characteristics of computers; history evolution of computers; input and output devices; memory and mass storage devices, introduction to modern CPU and processors.

Computer Software - introduction; types of software - system, application and utility software; Programming languages, introduction to operating system, types of operating systems, function of operating system. Realtime applications, Ajax- introduction only. Operating systems for Tabs, mobile phones- Android, Open source, etc.

Software: Definitions and history, principles, success, methodologies. Introduction to Google Applications. Spreadsheets, Word Processors, Database Management software. Networks basic, types of networks, topologies, media, hardware and software required for networking.

Concept and evolution of Internet; World Wide Web; Multimedia technologies; Video conferencing; Broadband networks. Introduction to html, http, shttp, XML, FBML, etc. Internet Services - search engines, social networking, email, SMS, etc. Introduction to grid computing, cloud computing.

**Practicals:** A student must be able to work on Windows and be proficient in the use of MS Word, MS Excel, and Powerpoint.

**REFERENCES**

Leon, Alexis: *Fundamental of Information Technology*, Vikas Publication House (P) Ltd., New Delhi  
Mansfield, Ron: *The Compact Guide to Microsoft Office*, BPB Publication, Delhi.  
Minoli, Daniel, *Internet and Intranet Engineering*, Tata McGraw-Hill Publishing Co Ltd., New Delhi.  
Saxena, Sanjay: *A First Course in Computer*, Vikas Publication House (P) Ltd., New Delhi.

BC-201  
ADVANCED FINANCIAL ACCOUNTING

External Marks: 80

Internal Marks: 20

Time: 3 Hours

**Note: Paper setter will set nine questions in all. Question No. 1 comprising of eight short types questions carrying two (2) marks each is compulsory. It covers the entire syllabus. Candidate is required to attempt four questions from the remaining eight questions carrying 16 marks each.**

Branch Accounts: dependent branch, debtors system, stock and debtor system; final accounts; wholesale branch, independent branch; foreign branch. Hire purchase and installment purchase system: concept and legal provisions regarding hire-purchase contract; accounting records for goods of substantial sale values and accounting records for goods of small values; installment purchase system; After sales service.

Partnership account: essential characteristics of partnership; partnership deed; final accounts; adjustment after closing the accounts; fixed and fluctuating capital; goodwill; joint life policy; change in profit sharing ratio.

Reconstitution of a partnership firm: admission and retirement of a partner; death of a partner; amalgamation of partnership firms; dissolution of a partnership firm: modes of dissolution of a firm; accounting entries; insolvency of partners; sale of firm to a company; gradual realization of assets and piecemeal distribution.

**REFERENCES**

Anthony, R.N. and Reece, J.S. : Accounting Principle: Richard Irwin Inc.

Compendium of Statement of Standards of Accounting: The Institute of Chartered Accountants of India, New Delhi.

Gupta RK. and Radhaswamy, M. : Financial Accounting; Sultan Chand and Sons, New Delhi.

Monga J.R, Ahuja Girish, and Sehgal Ashok: Financial Accounting; Mayur Paper Back, Noida.

Shukla, M.C. Grewal T.S. and Gupta, S.C. : Advanced Accounts; S. Chand & Co., (New Delhi).

BC-202  
MACRO ECONOMICS

External Marks: 80

Internal Marks: 20

Time: 3 Hours

**Note: Paper setter will set nine questions in all. Question No. 1 comprising of eight short types questions carrying two (2) marks each is compulsory. It covers the entire syllabus. Candidate is required to attempt four questions from the remaining eight questions carrying 16 marks each.**

Macro Economics: nature, scope, concepts and variables; National income: concepts and measurement; circular flow of income (four sector); consumption function; investment function; multiplier: concepts and importance; principle of acceleration.

Keynesian theory of income, output and employment; income determination in closed economy. Equilibrium of product and money market using IS-LM approach; Inflation: meaning, types, causes, effects and remedial measures. Business cycle: meaning, and phases; instruments of monetary policy and fiscal policy and their effectiveness.

**REFERENCES**

- Branson, William H. *Macroeconomic Theory and Policy*. A.I.T.B.S. Publishers & Distributors, Delhi.  
Burda, Michael, and Wyplosz. *Macroeconomics A European Text*. Oxford University Press, Oxford.  
Dornbusch, Rudiger, and Stanley. Fischer. *Macroeconomics*. McGraw-Hill.  
Jhinghan M.L.: *Advanced Economic Theory*. Vrinda Publications, New Delhi.  
John P. Gould. Jr. and Edward P. Lazear: *Macroeconomic Theory*, All India Traveller, Delhi.  
Salvatore, Dominick. *International Economics*, John Wiley & Sons Singapore.

BC-203  
BUSINESS ENVIRONMENT

External Marks: 80

Internal Marks: 20

Time: 3 Hours

**Note: Paper setter will set nine questions in all. Question No. 1 comprising of eight short types questions carrying two (2) marks each is compulsory. It covers the entire syllabus. Candidate is required to attempt four questions from the remaining eight questions carrying 16 marks each.**

Business Environment: Concept, components and importance; Environmental scanning techniques. Economics Systems, Economic Planning – Concept, types of plans; Five year plans and planning machinery in India. Liberalization, Privatization, Globalization; Regional Economic Groupings.

Role of Government in Indian Economy; Monetary policy; fiscal policy; Industrial policy; Industrial Licensing. Export-Import Policy; Foreign Investment and Collaborations; Multinational Corporations. International Economic Institutions –WTO, UNCTAD, World Bank, IMF.

**REFERENCES**

Aswathappa, K: *Essentials of Business Environment*, Himalaya Publishing House, New Delhi.

Cherunilam Francis: *Business Environment*, Himalaya Publishing House, New Delhi.

Dutt R. and Sundharam K.P.M.: *Indian Economy*, S. Chand, Delhi.

Dutt Ruddar: *Economic Reforms in India-A Critique*; S. Chand, New Delhi.

Justin Paul: *Business Environment*, Tata McGraw Hill, New Delhi.

Misra S.K. and Puri V.K.: *Indian Economy*, Himalaya Publishing House, New Delhi.

Saleem Saikh: *Business Environment*, Himalaya Publishing House, New Delhi.

BC-204  
ORGANIZATIONAL BEHAVIOUR

External Marks: 80

Internal Marks: 20

Time: 3 Hours

**Note: Paper setter will set nine questions in all. Question No. 1 comprising of eight short types questions carrying two (2) marks each is compulsory. It covers the entire syllabus. Candidate is required to attempt four questions from the remaining eight questions carrying 16 marks each.**

Organization Behaviour: Concepts and Significance, Human Relations and Organizational Behaviour. Introduction; Historical Development of Organizational Behaviour; Industrial Revolution; Scientific Management, The Human Relations Movements, Hawthorne Studies; Meaning and Definitions of Organizational Behaviour; Features of OB; Basic Assumptions; Contributing Disciplines to OB; Emergence of HR and OB, Approaches to Organization Behaviour; Classical Approach; Neo-Classical; Modern approach; Scope of OB; Nature/Fundamental concepts of OB; Nature of People; Nature of Organizations; Determinants of Organization Behaviour; Significance of OB; Criticism.

Personality: Learning Objectives; Introduction; Concept and Definitions of Personality; The Development of Personality; Stages of Personality Development; Freudian Stages; Assessment of Freud's Stages, Erikson Stages (Neo Freudian Stages); Assessment of Psycho-Social Stages; Adult Life Stages; Chris Argyris' Immaturity- Maturity Theory; Major Determinants of Personality; Biological Contribution; Socialization; Culture; Situational Factors; Major Personality Attributes Influencing Organizational Behaviour; Theories of Personality; Psychoanalytic Theory (Freud's Theory); New Freudian Theories; Trait Theories; Social Learning Theory; The Self Theory; Need Theories; Holistic Theories; Personality and Organizational Behaviour.

Perception: Learning Objectives; Introduction; Nature and Importance of Perception, Meaning of Perception; Definitions; Perception Process; Perceptual Selectivity; Internal Factors; External Factors; Distortion in Perception; Attribution; Distortions in Attribution; Managerial Implications of Perception; Managing the Perception Process.

Learning: Learning Objectives; Introduction; Definitions; Theories of Learning; Classical Conditioning Theory; Operant or Instrument Conditioning Theory; Cognitive Learning Theory, Social Learning Theory; Modeling; Shaping Behaviour; Strategies of Reinforcement; Schedule of Reinforcement; Use of Reinforcement Theory in Behaviour Modification; Learning and Organizational Behaviour or Significance of Learning.

Stress Management: Learning Objectives; Introduction; Definitions; Different Types of Stress; Symptoms of Stress or Stress Responses; Physiological, Behavioural; Nature of Stress and Job Performance, Causes of Stress; Individual Stressors; Group Stressors; Organizational Stressors; Extra-Organizational Stressors, Overcoming Stress; Individual Strategies; Organizational Strategies; Job Related Causes of Stress.

Group Dynamics: Learning Objectives; Introduction; Meaning; Components of Group Dynamics; Group Norms; Group Role; Group Status; Group Size; Group Leadership; Group Composition; Proxemics and Group Dynamics; Group Cohesiveness; Determinants of Cohesiveness; Consequences of Group Cohesiveness; Relationship between Group Cohesiveness and Productivity.

Transactional Analysis: Learning Objectives; Introduction; Concept of TA; Scope of Transactional Analysis; Analysis of Self-Awareness; Analysis of Ego States; Analysis of Life Positions; Analysis of Games; Analysis of Stroking, Benefits of Transactional Analysis. Organizational Culture and Climate: Learning Objectives; Introduction; Institutionalization: A Forerunner of Culture; Definitions;

Characteristics of Organizational Culture; Culture's Functions and Roles of Organization; Types of Culture; How Employees Learn Culture; The Process of Creation of Organizational Culture; Symptoms of a Weak Organizational Culture; Sustaining or Keeping a Culture Alive; Socialization; Organizational Climate; Definitions; Characteristics of Organizational Climate; Improving Organizational Climate; Organizational Health.

**REFERENCES**

Luthans Fred, *Organizational Behaviour*, McGraw Hill Book Company, Singapore.

Robbins, S.P. & Judge, T.A., *Organizational Behaviour*, Prentice Hall of India, New Delhi.

Sudesh & Singh Hawa, *Organizational Behaviour*, V.K. Global Publications, New Delhi.

BC-205  
BUSINESS MATHEMATICS-II

External Marks: 80

Internal Marks: 20

Time: 3 Hours

**Note: Paper setter will set nine questions in all. Question No. 1 comprising of eight short types questions carrying two (2) marks each is compulsory. It covers the entire syllabus. Candidate is required to attempt four questions from the remaining eight questions carrying 16 marks each.**

Maxima and Minima; cases of one variable involving second or higher order derivatives; cases of two variables involving not more than one constraint; application of integration.

Linear Programming-formulation of LPP: Graphical method of solution; problems relating to two variables including the case of mixed constraints; cases having no solution, multiple solutions; unbounded solution and redundant constraints; simplex method - solution of problems up to three variables, including cases of mixed constraints, duality; Transportation Problem.

Compound Interest and Annuities: certain different types of interest rates, concept of present value and amount of a sum; types of annuities; present value and amount of an annuity, including the case of continuous compounding; valuation of simple loans and debentures; problems relating to sinking funds.

**REFERENCES**

Allen RG,D. : *Basic Mathematics*; Macmillan, New Delhi.

Dowling E.T.: *Mathematics for Economics*; Sihaum Series, McGraw Hill, London.

Holder: *Mathematics for Business and Economics*; Macmillan India, New Delhi.

Kapoor, V.K. : *Business Mathematics*; Sultan Chand & Sons, Delhi.

Loomba Paul: *Linear Programming*; Tata McGraw Hill, New Delhi.

Soni, R.S. : *Business Mathematics*; Pitamber Publishing House.

Vohra, N.D. : *Quantitative Techniques in Management*; Tata McGraw Hill, New Delhi.

BC-206  
INFORMATION TECHNOLOGY & E-COMMERCE

Theory (External): 50  
Practical (External): 50  
Time: 3 Hours

**Note:** Paper setter will set nine questions in all. Question No. 1 comprising of five short types questions carrying two (2) marks each is compulsory. It covers the entire syllabus. Answer to each question should not be more than one page. Candidate is required to attempt four questions from the remaining eight questions carrying 10 marks each.

Information Technology and Business – An overview, concepts of data, information and computer based information system. Impact of information technology on business -business data processing, intra-organisational and inter-organisational communication by using network technology, business process and knowledge process outsourcing. Types of Information System-Transaction Processing System (TPS), Management Information System (MIS). Introduction to Internet, application of Internet, uses of Internet, Internet services, Effects of IT on business.

Introduction to E-commerce, E-Commerce framework, architecture and anatomy. E-Commerce and WWW. E-commerce application services. E-Commerce Models – B2B, B2C, C2C. Electronic Commerce and Electronic Data Interchange, Benefits of EDI, Components of EDI, EDI Implementation. Electronic Payment systems, types of electronic payment systems, Security Issues in E-commerce, security solutions. Internet Security. Mobile Commerce-an overview. E-governance – an overview.

**Practical :** The students should be able to work on Internet - search engines, communication through Internet. Research using online sources – surveys, research on social networking sites. Be familiar with electronic payment systems, credit cards, Internet banking, M-commerce, etc. The student should be able to develop a basic website using html.

**REFERENCES**

- Agarwala, K. N. and Deeksha Agarwala, *Business on the Net: Bridge to the Online Storefront*, Macmillan India Ltd., New Delhi
- Bajaj, Kamlesh K and Debjani Nag, *E-commerce – The Cutting Edge of Business*, Tata McGraw Hill (P) Ltd., New Delhi.
- Greenstein, Marilyn, and Todd M. Feinman, *Electronic Commerce*, Tata McGraw Hill, New Delhi.
- Leon, Alexis: *Fundamental of Information Technology*, Vikas Publication House (P) Ltd., New Delhi
- Minoli, Daniel, *Internet and Intranet Engineering*, Tata McGraw-Hill Publishing Co Ltd., New Delhi.
- Whitley, David, *E-Commerce : Strategy, Technology and Applications*, Tata McGraw-Hill Publishing Co Ltd., New Delhi.



BC-207  
ENVIRONMENTAL STUDIES (QUALIFYING PAPER)

Total Marks: 100

Time : 3 Hours

The Subject of Environmental Studies is included as a qualifying paper in all UG Courses (including professional courses also) from the session 2004-2005 and the students will be required to qualify the same otherwise the final result will not be declared and degree will not be awarded.

**Annual System:** The duration of the course will be 50 lectures. The examination will be conducted by the college at its own level earlier than the examination alongwith the Annual Examination.

**Semester System:** The Environment Course of 50 lectures will be conducted in the second semester and the examinations shall be conducted at the end of second semester:

**Credit System:** The core course will be awarded 4 credits.

**Exam. Pattern:** In case of awarding the marks, the question paper should carry 100 marks. The structure of the question paper being:

**PART-A: Short Answer Pattern 25 Marks**

**PART-B: Essay type with inbuilt choice 50 Marks**

**PART-C: Field work 25 Marks**

#### INSTRUCTIONS FOR THE EXAMINERS

Part-A: Questions 1 is compulsory and will contain ten short answer type question of 2.5 marks each covering the entire syllabus.

Part-B : Eight essay type questions (With inbuilt choice) will be set from the entire syllabus and the candidates will be required to answer any four of them. Each essay type question will be of 12.5 marks.

The examination will be conducted by the college concerned at its own level earlier than he annual examination and each student will be required to score minimum of 35% marks each in Theory and Practical. The marks obtained in this qualifying paper will not be including in determining the percentage of marks for the award of degree.

However, these will be shown in the detailed marks certificate of the student.

#### Syllabus and Course of reading

The multidisciplinary nature of environmental studies: Definition, Scope and importance need for public awareness. (2 Lectures)

Natural Resources: Renewable and non-renewable resources:

Natural resources and associated problems.

a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.

b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems. .

c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

e) Energy resources; Growing energy needs, renewable and non-renewable energy sources, case studies.

f) Land resources: Land as a resources, land degradation man induced landslides, soil erosion and desertification.

- Role of an individual in conservation of natural resources.

- Equitable use of resources for sustainable lifestyles.

(8 Lectures)

Ecosystems

- Concept of an ecosystem

-Structure and function of an ecosystem.

- Producers, Consumers and decomposers.

-Energetical flow in the ecosystem

-Ecological succession

--Food chains, food webs and ecological pyramids.

-Introduction, types, Characteristic features, structure and function of the following of the ecosystem.

a. Forest ecosystem

b. Grassland ecosystem

c. desert ecosystem

d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).

(6 lectures).

Biodiversity and its conservation

--Introduction-Definition: genetic, species and ecosystem diversity.

--Bio-geographical classification of India. "

--Value of biodiversity : consumptive use, productive use, social, ethical; aesthetic and option values.

--Biodiversity at global, National and local levels.

--India as a mega-diversity nation.

Hot-spots of biodiversity.

--Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts. 1

--Endangered and endemics.

--Conservation of biodiversity: In-situ and Ex-situ, Conservation of biodiversity.

(8 Lectures)

Environmental Pollution

Definition

--Causes, effects and control measures of :-

a. Air pollution

b. Water pollution

c. Soil pollution

d. Marine pollution

e. Noise pollution

f. Thermal pollution

g. Nuclear hazards

- Solid waste Management: Causes, effects and control measures of urban and industrial wastes.

--Role of an individual in prevention of pollution.

--Pollution case studies. .

--Disaster Management: floods, earthquake, cyclone and landslides.

(8 lectures)

Social Issues and the environment

--From Unsustainable to Sustainable development.

--Urban problems related to energy. .

--Water conservation, rain water harvesting, watershed management. .

--Resettlement and rehabilitation of people; its problems and concerns. Case studies.

--Environmental ethics: Issues and possible solutions.

--Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.

- Wasteland reclamation.
  - Consumerism and waste products.
  - Air (prevention and Control of Pollution) Act.
  - Water (prevention and control of pollution) Act.
  - Wildlife Protection Act.
  - Forest Conservation Act.
  - Issues involved in enforcement of environmental legislation.
  - Public awareness.
- (7 lectures)

#### Human Population and the Environment

- Population growth, variation among nations.
- Population explosion- family Welfare Programme.
- Environment and human health.
- Human Rights.
- Value Education.
- HIV/AIDS.
- women and child welfare
- role of information technology in environment and human health
- Case Studies. (6 lectures)

#### Field work

- Visit to a local area to document environmental assets: river/forest grass land/ hill/mountain.
  - Visit to a local polluted site-Urban/Rural/Industrial/ Agricultural.
  - Study of common plants, insects, birds.
  - Study of simple ecosystems pond, river, hill slopes, etc.
- (Field work Equal to 5 lecture/hours).

### **SIX MONTHS COMPULSORY CORE MODULE COURSE IN ENVIRONMENTAL STUDIES: FOR UNDERGRADUATES**

#### Teaching Methodologies

The Core Module Syllabus for Environmental Studies includes class room teaching and Field Work. The syllabus divided into eight units covering 50 lectures. The first seven unit will cover 45 lectures which are class room based to enhance knowledge skills mid attitude to environment. Unit eight is based on field activities which will be covered in five lecture hours and would provide students first hand knowledge on various local would environmental aspects. Field experience is one of the most effective learning to for environmental concerns. This moves out of the scope of text book mode of teaching into realm of real learning in the field where the teacher morally acts as a catalyst to interpret what student observes or discovers in his/her environment.

Fields are as essential as class work and form an irreplaceable synergistic tool in the entire learning process. Course material provided by UGC for class room teaching and field activities be utilized.

The universities/Colleges can also draw upon expertise of outside resource persons for teaching purposes. Environmental Core module shall be integrated into the teaching programmes of all undergraduate courses.

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- Magazine
- (R) Reference
- (TB) Textbook

