

**DEPARTMENT OF DISTANCE EDUCATION  
PUNJABI UNIVERSITY, PATIALA  
SYLLABUS  
B.COM. PART-III  
(SEMESTER- V & VI  
2020-21 EXAMINATIONS  
SCHEME OF EXAMINATION**

**SEMESTER-V**

<b>Semester-wise Papers</b>		<b>Maximum Marks</b>
BC 501	Punjabi Compulsory	50 Marks
BC 501-A	Punjabi Compulsory (Elementary Knowledge) (Special Paper in lieu of Punjabi)	50 Marks
BC 502	Management Accounting-I	100 Marks
BC 503	Cost Accounting-I	100 Marks
BC 504	Indirect Taxes	100 Marks
BC 505	Auditing	100 Marks\
BC 508	Money and Banking	100 Marks

**SEMESTER-VI**

<b>Semester-wise Papers</b>		<b>Maximum Marks</b>
BC 601	Punjabi Compulsory	50 Marks
BC 601-A	Punjabi Compulsory (Elementary Knowledge) (Special Paper in lieu of Punjabi)	50 Marks
BC 602	Management Accounting-II	100 Marks
BC 603	Cost Accounting-II	100 Marks
BC 604	Business Environment	100 Marks
BC 605	Entrepreneurship and Governance	100 Marks
BC 608	Fundamentals of Insurance	100 Marks

**Criteria for Internal Assessment**

Response Sheets/assignments need to be submitted by students. The question bank can also be downloaded from [www.pupdepartments.ac.in/de](http://www.pupdepartments.ac.in/de)

**(SEMESTER-V)****B.COM. PART-III ( Vth Semester)****BC 501 - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ**

Time allowed : 3 hrs

Max. Marks :50

Pass Marks : 35%

External Assessment :35

Internal Assessment: 15

**ਸਿਲੇਬਸ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ****ਭਾਗ -ੳ**

1. ਨਾਵਲ :ਏਹੁ ਹਮਾਰਾ ਜੀਵਣਾ, ਦਲੀਪ ਕੋਰ ਟਿਵਾਣਾ। 5+03=8 ਅੰਕ

**ਭਾਗ -ਅ**

2. ਲੇਖ ਰਚਨਾ (ਵਿਦਿਅਕ ਅਤੇ ਸਭਿਆਚਾਰਕ ਵਿਸ਼ਿਆਂ ਬਾਰੇ 500 ਸ਼ਬਦਾਂ ਦੀ) 04 ਅੰਕ

**3. ਵਿਆਕਰਨ**

(ੳ) ਨਾਉਂ ਵਾਕੰਸ਼ : ਪਰਿਭਾਸ਼ਾ, ਬਣਤਰ ਅਤੇ ਪ੍ਰਕਾਰ

(ਅ) ਕਿਰਿਆ ਵਾਕੰਸ਼ : ਪਰਿਭਾਸ਼ਾ, ਬਣਤਰ ਅਤੇ ਪ੍ਰਕਾਰ 06 ਅੰਕ

(ੲ) ਵਿਹਾਰਕ ਵਿਆਕਰਨਕ ਵਿਸ਼ਲੇਸ਼ਣ 02 ਅੰਕ

**ਭਾਗ -ੲ**

ਉਪਰੋਕਤ ਸਿਲੇਬਸ ਅਧਾਰਤ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 15 ਪ੍ਰਸ਼ਨ। 15×1=15 ਅੰਕ

**ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਟਰ ਲਈ ਹਦਾਇਤਾਂ**

1. ਨਾਵਲ ਦਾ ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ/ਕਲਾ ਪੱਖ (ਦੇ ਵਿਚੋਂ ਇਕ) 05 ਅੰਕ
2. ਪਾਤਰ ਚਿਤਰਣ (ਦੇ ਵਿਚੋਂ ਇਕ) 03 ਅੰਕ
3. ਲੇਖ : ਤਿੰਨ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਵਿਸ਼ੇ ਉੱਤੇ (ਤਿੰਨ ਵਿਚੋਂ ਇਕ) 04 ਅੰਕ
4. ਨੰਬਰ 3 ਉੱਤੇ ਨਿਰਧਾਰਤ ਵਿਆਕਰਨ ਵਿਚੋਂ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ (ਦੇ ਵਿਚੋਂ ਇਕ) 06 ਅੰਕ
5. ਨਿਰਧਾਰਤ ਪਾਠ ਪੁਸਤਕ ਵਿਚੋਂ ਚਾਰ ਵਾਕਾਂ ਦੀ ਭਾਸ਼ਾ ਦਾ ਵਿਵਹਾਰਕ ਵਿਆਕਰਨਕ ਵਿਸ਼ਲੇਸ਼ਣ।  
(ਇਹ ਪ੍ਰਸ਼ਨ ਨੰਬਰ 3 ਵਿਚ ਨਿਰਧਾਰਿਤ ਵਿਆਕਰਨ ਵਾਲੇ ਪੱਖਾਂ ਉੱਤੇ ਹੀ ਆਧਾਰਤ ਹੋਵੇਗਾ) 02 ਅੰਕ
6. ਨਾਵਲ ਅਤੇ ਵਿਆਕਰਨ ਕਰਨ ਵਾਲੇ ਭਾਗ ਵਿਚੋਂ ਕ੍ਰਮਵਾਰ 08 ਅਤੇ 07 (ਕੁਲ 15)ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਪ੍ਰੀਖਿਆਰਥੀਆਂ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਸੰਖੇਪ ਉੱਤਰ ਦੇਣੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਇੱਕ ਅੰਕ ਹੋਣਗੇ।

15×1=15 ਅੰਕ

**ਸਹਾਇਕ ਪਾਠ-ਸਾਮੱਗਰੀ**

1. ਦੁਨੀ ਚੰਦਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਨ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ, 1964
2. ਡਾ. ਹਰਕੀਰਤ ਸਿੰਘ, ਰੂਪਾਂਤਰੀ ਵਿਆਕਰਣ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀਵਰਸਿਟੀ ਟੈਕਸਟ ਬੁੱਕ ਬੋਰਡ ਚੰਡੀਗੜ੍ਹ।

3. ਪੁਆਰ, ਜੇਗਿੰਦਰ ਸਿੰਘ ਅਤੇ ਹੋਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਨ, ਭਾਗ-III, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ, ਜਲੰਧਰ, 1994
4. ਡਾ. ਹਰਕੀਰਤ ਸਿੰਘ ਤੇ ਗਿਆਨੀ ਲਾਲ ਸਿੰਘ, ਕਾਲਿਜ ਪੰਜਾਬੀ ਵਿਆਕਰਣ ਤੇ ਲੇਖ-ਮਾਲਾ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀਵਰਸਿਟੀ ਟੈਕਸਟ ਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ।
5. ਡਾ. ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿਗਿਆਨ: ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਦਾ ਕੋਸ਼, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਪਟਿਆਲਾ।
6. ਡਾ. ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਪੰਜਾਬੀ ਵਾਕ ਪ੍ਰਬੰਧ: ਬਣਤਰ ਅਤੇ ਕਾਰਜ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
7. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਸਾਹਿਤ : ਭਾਸ਼ਾਈ ਸਰੋਕਾਰ, ਦੀਪਕ ਪਬਲਿਸ਼ਰਜ਼, ਜਲੰਧਰ, 2010
8. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ : ਸ੍ਰੋਤ ਤੇ ਸਰੂਪ, ਵਾਰਿਸਸ਼ਾਹ ਫਾਉਂਡੇਸ਼ਨ, ਅੰਮਿਤਸਰ, 2004.
9. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ, 2008.

**BC 501-A: PUNJABI COMPULSORY (ELEMENTARY KNOWLEDGE)**  
(Special paper in lieu of Punjabi Compulsory)

Time allowed: 3 hrs

Max. Marks: 50

External Assessment: 35

Pass Marks: 35%

Internal Assessment: 15

**ਸਿਲੇਬਸ ਤੇ ਪਾਠ ਪੁਸਤਕਾਂ**

**ਭਾਗ -ੳ**

ਪੰਜਾਬੀ ਮੁੱਢਲਾ ਗਿਆਨ ਭਾਗ-III, ਸੰਪਾ. ਪ੍ਰੋ. ਲਖਵੀਰ ਸਿੰਘ, ਡਾ. ਸੁਰਜੀਤ ਸਿੰਘ, ਪ੍ਰੋ. ਬਲਬੀਰ ਸਿੰਘ  
ਪਬਲੀਕੇਸ਼ਨ ਬਿਓਰੇ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।

ਪੰਜਾਬੀ ਮੁੱਢਲਾ ਗਿਆਨ ਭਾਗ-III ਦੇ ਇੱਕ ਤੋਂ ਪੰਜ ਤੱਕ ਲੇਖ।

2x3=6 ਅੰਕ

**ਭਾਗ -ਅ**

1. ਲੇਖ (400 ਸ਼ਬਦ) ਵਾਤਾਵਰਣ, ਸਮਾਜਕ ਜਾਂ ਸਭਿਆਚਾਰਕ ਵਿਸ਼ੇ ਨਾਲ ਸਬੰਧਤ।

4 ਅੰਕ

II. ਮੁਹਾਵਰੇ (ਉਪਰੋਕਤ ਪਾਠ ਪੁਸਤਕ ਵਿਚ ਦਰਜ)

10x1=10 ਅੰਕ

**ਭਾਗ -ੲ**

ਉਪਰੋਕਤ ਪਾਠ ਪੁਸਤਕ ਵਿਚੋਂ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ।

15x1=15 ਅੰਕ

**ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ**

1. ਸਾਰੇ ਸਿਲੇਬਸ ਵਿੱਚੋਂ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।

2. ਪਾਠ ਪੁਸਤਕ ਵਿੱਚੋਂ ਕਿਸੇ ਲੇਖ ਦਾ ਵਿਸ਼ਾ/ਸੰਖੇਪ ਸਾਰ ਜਾਂ ਲੇਖ ਵਿੱਚੋਂ ਕੋਈ ਹੋਰ ਸਰਲ ਪ੍ਰਸ਼ਨ (ਪੰਜ ਵਿੱਚੋਂ ਦੋ)  
2x3= 6 ਅੰਕ
3. ਲੇਖ (ਵਾਤਾਵਰਣ, ਸਮਾਜਕ ਜਾਂ ਸਭਿਆਚਾਰਕ ਵਿਸ਼ੇ ਤੇ) (ਤਿੰਨ ਵਿੱਚੋਂ ਇੱਕ) 4 ਅੰਕ
4. ਪੰਜਾਬੀ ਮੁਢਲਾ ਗਿਆਨ ਪੁਸਤਕ ਵਿੱਚੋਂ 15 ਮੁਹਾਵਰੇ ਦੇ ਕੇ 10 ਦੇ ਅਰਥ ਦੱਸ ਕੇ ਵਾਕਾਂ ਵਿੱਚ ਵਰਤਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ  
10x1=10 ਅੰਕ
5. ਪਾਠ ਪੁਸਤਕ ਤੇ ਆਧਾਰ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 15 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦੇਣੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 1 ਅੰਕ ਹੋਣਗੇ।  
15x1=15 ਅੰਕ

### BC 502: MANAGEMENT ACCOUNTING-I

Time allowed : 3 hours

Max Marks: 100

Pass Marks : 35%

Internal Assessment: 30

External Assessment: 70

**Note : Simple Calculator(not scientific) is allowed**

#### INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS

The question paper covering the entire course shall be divided into three sections as follows.

#### SECTION-A

It will consist of essay type and numerical questions. Four questions, two theory and two numerical, shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

#### SECTION-B

It will consist of essay type and numerical questions. Four questions, two theory and two numerical, shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

#### SECTION-C

It will consist of 12 very short answer questions (six theory and six numerical) from entire syllabus. Students are required to attempt 10 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 30 marks

#### UNIT – I

Management Accounting : Meaning, Definition, Nature, Objectives, Scope and Functions of Management Accounting, Management Accounting and Financial Accounting, Management and Cost Accounting; Utility of Management Accounting, Role of Management Accounting in decision making; Management Accounting Tools; Advantages and Limitations of Management Accounting.

Financial Statements: Concept, Nature, Objectives of Financial Statements, Types of Financial Statements; Limitations of Financial Statements; Analysis and Interpretation of Financial Statements: Objectives, Types and Methods of Financial Statements Analysis.

Fund Flow Analysis: Concept of Funds, Sources and Uses of Funds, Concept of Flow, Funds Flow Statement, Managerial uses of Funds Flow Analysis, Statement of Changes in working Capital, Funds Flow Statements.

Cash Flow Analysis: Indian Accounting Standard – 3, Cash Flow Statement.

### UNIT – II

Comparative Statements, Common size statements, and Trend analysis.

Ratio analysis : Meaning of Ratios, Classification of Ratios, Profitability ratios, Turnover ratios, Liquidity ratios, Solvency ratios; Calculation and interpretation of the ratios; Advantage of Ratio Analysis; Limitations of Accounting Ratios.

#### **Suggested Readings :**

1. Dr. S.N. Maheshwari : Principles of Management Accounting, Sultan Chand & Sons.
2. Khan M.Y. & Jain P.K. : Management Accounting.
3. I.M. Pandey : Management Accounting, Vikas Publication
4. Debarshi Bhattacharya : Management Accounting, Pearson

### **BC 503: COST ACCOUNTING-I**

Time allowed : 3 hours

Max Marks: 100

Pass Marks : 35%

Internal Assessment: 30

External Assessment: 70

**Note : Simple Calculator(not scientific) is allowed**

#### **INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper covering the entire course shall be divided into three sections as follows.

#### **SECTION-A**

It will consist of essay type and numerical questions. Four questions, two theory and two numerical, shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

#### **SECTION-B**

It will consist of essay type and numerical questions. Four questions, two theory and two numerical, shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION-C**

It will consist of 12 very short answer questions (six theory and six numerical) from entire syllabus. Students are required to attempt 10 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 30 marks

**UNIT – I**

Cost Accounting: Meaning and definition, limitations of financial accounting, Development of Cost Accounting, Functions, Objectives, Advantages and Limitations of Cost Accounting, Importance of Cost Accounting to Business Concern. Relationship between Cost Accounting, Financial Accounting, and Management Accounting; Installing a Cost Accounting System, Essentials of a good Cost Accounting System. Cost concepts and classification; Preparation of cost sheet; Role of Cost Accountant in an organization; Concept of Cost Audit.

Accounting for Material : Concept, objectives and techniques of Material Control, Accounting and Control of Purchase, Storage and Issue of Materials; Methods of pricing material issues: FIFO, LIFO, HIFO, NIFO, simple average, weighted average method, replacement cost method, standard method, base stock method; Treatment of Material Losses.

**UNIT- II**

Accounting for Labour: Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment; Time and piece rates; Essentials of a good wage plan, Incentive schemes: Taylor's differential piece rate system, Halsey plan, Rowan Plan; Fringe benefits.

Accounting for Overheads: Definition, Classification of Overheads: element-wise, Functional and behavioural; Need for classifying into fixed and variable; various types of overheads; Allocation and Apportionment of overheads; Absorption of overheads; Determination of overhead rates; Under and over absorption and its treatment; Treatment of special items of overheads like interest, depreciation, packing expenses, carriage expenses, machinery erection, tools, R&D, advertisement, bad debts etc .

**Suggested Readings:**

1. S.N. Maheshwari : Fundamentals of Costing, sultan chand and sons, New Delhi.
2. Horngren, Foster, Datar, et al., Cost Accounting, - A Managerial Emphasis, Pearson
3. M.N. Arora : Essentials of Cost Accounting, Vikas Publication.
4. Jawahar Lal & Seema Srivastava, Cost Accounting, TMH
5. Nigam Sharma : Cost accounting- principles and problems, sultan chand & Co. New Delhi.

**BC 504: INDIRECT TAXES**

Time allowed: 3 hours  
Pass Marks: 35%  
Periods per week: 6

Max Marks: 100  
Internal Assessment: 30  
External Assessment: 70

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper covering the entire course shall be divided into three sections as follows.

**SECTION-A**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION-B**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION-C**

It will consist of 12 very short answer questions from entire syllabus. Students are required to attempt 10 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 30 marks

**UNIT – I**

Goods and Services Tax: Meaning, Nature & Scope; Taxes of Centre and State subsumed under GST, Comprehensive structure of GST Model: Kelkar Shah Model ; Benefits and Limitations of GST. Registration, Procedure, Amendments and Cancellation. Time Value and place of Supply. Levy & collection of GST; GST Council & Administrative authorities. GST Portal & Network.

**UNIT- II**

Input tax credit, Tax invoices Debit & Credit Notes; Accounts and records, Return Assessment and Payments of tax, Inspection, search and seizure, E-way bills, offences & penalties, Appeal & Revision under GST.

Customs Act: Basic Concept, Types of Custom Duties, valuation of goods, Procedure for import & export, Exemptions from Custom Duty.

**Suggested Readings:**

1. Shailinder Sekhon: GST:Unlocking the complexities of Indirect Taxes 2019 Edition Sumirat Publications.

2. Rakesh Garg and Sandeep Garg: Handbook of GST in India Bloomsbury India Publication
3. Tanmonn's GST Manual
4. Ravi Puliani and Mahesh Puliani: Goods and sources Tax Manual, Bharat Publications.
5. Nitya Tax Associates: Basics of GST, Taxmann's Publication.

### **BC 505: AUDITING**

Time allowed : 3 hours

Max Marks: 100

Pass Marks : 35%

Internal Assessment: 30

Periods per week : 6

External Assessment: 70

#### **Instructions for Paper-Setters/Examiners**

The question paper covering the entire course shall be divided into three sections as follows:

##### **SECTION-A**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

##### **SECTION-B**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

##### **SECTION-C**

It will consist of 12 very short answer questions from entire syllabus. Students are required to attempt 10 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 30 marks

##### **UNIT - I**

Definition and Objectives of Auditing; Major Influences in the field of Auditing; Classes of Audit, Distinction between Audit and Investigation; Statements on Standard Auditing Practices (Brief Introduction only). Audit planning, advantages and limitations of audit. Internal Control, Internal Check and Internal Audit.

##### **UNIT II**

Audit Procedure: Vouching: definition, features , examining vouchers, Vouching of Cash book, Vouching of trading transactions, Verification and



Valuation of Assets & Liabilities: Meaning, definition and objects, Vouching vs. Verification . Verification: Valuation of different asset and liabilities. Audit of Limited Companies: Company Auditor: Qualifications and disqualifications, Appointment, Removal, Remuneration, Rights, Duties and Liabilities. Audit Committee Auditor's Report : Contents and Types . Special Areas of Audit: Tax audit and Management audit, Recent Trends in Auditing

**Suggested Readings:**

1. Auditing: Theory and Practice by Pardeep Kumar
2. Auditing Principles and Problems by T.R. Sharma
3. Auditing in a Computerised Environment by Mohan, Bhatia
4. Fundamental of Practival Audting by Ravinder Kumar, Virander Sharma

**STREAM- III : BANKING AND INSURANCE  
BC 508 : MONEY AND BANKING**

Time allowed : 3 hours

Pass Marks : 35%

Max Marks: 100

Internal Assessment: 30

External Assessment: 70

**Instructions for Paper-Setters/Examiners**

The question paper covering the entire course shall be divided into three sections as follows:

**SECTION-A**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION-B**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION-C**

It will consist of 12 very short answer questions from entire syllabus. Students are required to attempt 10 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 30 marks

**UNIT – I**

Money: Meaning, features, functions and kinds of money; Monetary Standards: Metallic and paper standards, system of note issues in India. Supply of money: mechanics

of money supply, Measures of money supply in India. Demand for Money: Factors determining demand for money. Money and credit; Credit creation; Money Multiplier; Rate of Interest: Meaning and its determination, Factors affecting the level and structure of Interest Rates. An overview of interest rate structure in India.

#### **UNIT – II**

Banking: Introduction, Types and functions of banks, Banking system: Branch Banking, unit banking, chain banking, group banking and mixed banking; Central Banking: Functions and techniques of credit control. Monetary policy: Objectives, and its tools; Reserve Bank of India: Role and Functions. Commercial Banking in India: Structure and functioning.

Banking Sector Reforms: Recommendations of Narasimham Committee, Basel II Norms, Revised NPA norms, Impact of reforms; Innovations in Banking: Important features of Internet Banking, E-Banking, Mobile banking, Universal Banking, Off-shore Banking, Real Time Gross Settlement, National Electronic Funds Transfer, Indian Financial System Code (IFSC).

#### **Suggested Readings:**

1. M.C.Vaish: Money, Banking and International Trade
2. D.M. Mithani: Money and Banking
- 3.M.L. Seth: Money, Banking and International Trade
4. M.Y Khan : Indian Financial System.

**(SEMESTER- VI)****BC 601 - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ**

Time allowed : 3 hrs

Max. Marks :50

External Assessment :35

Pass Marks : 35%

Internal Assessment: 15

**ਪਾਠਕ੍ਰਮ ਅਤੇ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੀ ਰੂਪ- ਰੇਖਾ****ਭਾਗ ਓ**

ਲੇਕਧਾਰਾ ਦੀ ਭੂਮਿਕਾ, ਸੰਪਾਦਕ : ਡਾ. ਭੁਪਿੰਦਰ ਸਿੰਘ ਖਹਿਰਾ ਅਤੇ ਡਾ. ਸੁਰਜੀਤ ਸਿੰਘ।

**ਭਾਗ ਅ**

ਅ- 1 ਸਰਲ ਅੰਗਰੇਜ਼ੀ ਪੈਰ੍ਹੇ ਦਾ ਸਰਲ ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦ

ਅ- 2 ਵਿਆਕਰਣ

- (i) ਵਾਕ : ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਕਿਸਮਾਂ
- (ii) ਕਾਰਕ ਅਤੇ ਕਾਰਕੀ ਸੰਬੰਧ
- (iii) ਵਾਕਵਾਤਮਕ ਜੁਗਤਾਂ : ਮੇਲ ਅਤੇ ਅਧਿਕਾਰ
- (iv) ਵਿਹਾਰਕ ਵਿਆਕਰਨਕ ਵਿਸ਼ਲੇਸ਼ਣ

**ਭਾਗ ਏ**

ਸਮੁੱਚੇ ਪਾਠਕ੍ਰਮ ਵਿੱਚੋਂ ਸੰਖੇਪ ਉਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ

ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈੱਟਰ / ਪ੍ਰੀਖਿਆਰਥੀ ਲਈ ਹਦਾਇਤਾਂ

1. ਭਾਗ ਓ ਵਿੱਚੋਂ ਕਿਸੇ ਇਕ ਲੇਖ ਦਾ ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ (ਦੇ ਵਿੱਚੋਂ ਇਕ)

5 ਅੰਕ

2. ਭਾਗ ਅ- 1 ਸਰਲ ਅੰਗਰੇਜ਼ੀ ਪੈਰ੍ਹੇ ਦਾ ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦ 04 ਅੰਕ

3. ਭਾਗ ਅ- 2 ਵਿੱਚੋਂ ਨਿਰਧਾਰਤ ਵਿਆਕਰਨ ਵਿੱਚੋਂ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ (ਦੇ ਵਿੱਚੋਂ ਇਕ) 5 ਅੰਕ

4. ਭਾਗ ਏ ਵਿਚ ਲੇਕਧਾਰਾ ਦੀ ਭੂਮਿਕਾ ਪੁਸਤਕ ਵਿਚੋਂ ਛੇ ਵਾਕਾਂ ਦੀ ਭਾਸ਼ਾ ਦਾ ਵਿਵਹਾਰਕ ਵਿਆਕਰਨਕ ਵਿਸ਼ਲੇਸ਼ਣ।(ਇਹ ਪ੍ਰਸ਼ਨ ਅ-2ਵਿਚ ਨਿਰਧਾਰਿਤ ਵਿਆਕਰਨ ਵਾਲੇ ਪੱਖਾਂ ਉੱਤੇ ਹੀ ਆਧਾਰਤ ਹੋਵੇਗਾ।

6×1 =6 ਅੰਕ

5. ਭਾਗ-ਏ ਵਿਚ ਪਾਠ ਪੁਸਤਕ ਅਤੇ ਵਿਆਕਰਨ ਵਾਲੇ ਭਾਗ ਵਿਚੋਂ ਸੰਖੇਪ ਉਤਰਾਂ ਵਾਲੇ 15 ਪ੍ਰਸ਼ਨ ਪੁਛੇ ਜਾਣਗੇ। ਪ੍ਰੀਖਿਆਰਥੀ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉਤਰ ਦੇਣੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 1 ਅੰਕ ਹੋਣਗੇ।

15×1 =15 ਅੰਕ

**ਸਹਾਇਕ ਪਾਠ-ਸਾਮੱਗਰੀ**

1. ਦੁਨੀ ਚੰਦਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਨ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ, 1964
2. ਡਾ. ਹਰਕੀਰਤ ਸਿੰਘ, ਰੂਪਾਂਤਰੀ ਵਿਆਕਰਣ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀਵਰਸਿਟੀ ਟੈਕਸਟ ਬੁੱਕ ਬੋਰਡ ਚੰਡੀਗੜ੍ਹ।
3. ਪੁਆਰ, ਜੇਗਿੰਦਰ ਸਿੰਘ ਅਤੇ ਹੋਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਨ ਭਾਗ-III, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ, ਜਲੰਧਰ, 1994
4. ਡਾ. ਹਰਕੀਰਤ ਸਿੰਘ ਤੇ ਗਿਆਨੀ ਲਾਲ ਸਿੰਘ, ਕਾਲਿਜ ਪੰਜਾਬੀ ਵਿਆਕਰਣ ਤੇ ਲੇਖ-ਮਾਲਾ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀਵਰਸਿਟੀ ਟੈਕਸਟ ਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ।
5. ਡਾ. ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿਗਿਆਨ: ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਦਾ ਕੋਸ਼, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਪਟਿਆਲਾ।

**BC 601-A: PUNJABI COMPULSORY (ELEMENTARY KNOWLEDGE)**  
(Special paper in lieu of Punjabi Compulsory)

Time allowed: 3 hrs

Max. Marks :50

External Assessment :35

Pass Marks: 35%

Internal Assessment: 15

**ਸਿਲੇਬਸ ਤੇ ਪਾਠ ਪੁਸਤਕਾਂ****ਭਾਗ -ੳ**

ਪੰਜਾਬੀ ਮੁੱਢਲਾ ਗਿਆਨ ਭਾਗ-III, ਸੰਪਾ. ਪ੍ਰੋ. ਲਖਵੀਰ ਸਿੰਘ, ਡਾ. ਸੁਰਜੀਤ ਸਿੰਘ, ਪ੍ਰੋ. ਬਲਬੀਰ ਸਿੰਘ  
ਪਬਲੀਕੇਸ਼ਨ ਬਿਓਰੇ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।

ਪੰਜਾਬੀ ਮੁੱਢਲਾ ਗਿਆਨ ਭਾਗ-III ਦੇ ਛੇ ਤੋਂ ਦਸ ਤੱਕ ਲੇਖ।

2x

3=6 ਅੰਕ

**ਭਾਗ -ਅ**

I ਚਿੱਠੀ-ਪੱਤਰ (ਨਿੱਜੀ ਜਾਂ ਕਾਰੋਬਾਰੀ)।

04 ਅੰਕ

II ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ।(ਉਪਰੋਕਤ ਪਾਠ ਪੁਸਤਕ ਵਿੱਚੋਂ )

20x ½=10 ਅੰਕ

**ਭਾਗ -ੲ**

ਉਪਰੋਕਤ ਪਾਠ ਪੁਸਤਕ ਵਿਚੋਂ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ।

15x1=15 ਅੰਕ

**ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ/ ਪ੍ਰੀਖਿਆਰਥੀ ਲਈ ਹਦਾਇਤਾਂ**

1. ਸਾਰੇ ਸਿਲੇਬਸ ਵਿੱਚੋਂ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਪਾਠ ਪੁਸਤਕ ਵਿੱਚੋਂ ਕਿਸੇ ਲੇਖ ਦਾ ਵਿਸ਼ਾ/ਸੰਖੇਪ ਸਾਰ ਜਾਂ ਲੇਖ ਵਿੱਚੋਂ ਕੋਈ ਹੋਰ ਸਰਲ ਪ੍ਰਸ਼ਨ (ਪੰਜ ਵਿੱਚੋਂ ਦੋ) 2x 3=6  
ਅੰਕ
3. ਨਿੱਜੀ ਜਾਂ ਕਾਰੋਬਾਰੀ ਚਿੱਠੀ। (ਤਿੰਨ ਵਿੱਚੋਂ ਇੱਕ) 04 ਅੰਕ
4. ਪੰਜਾਬੀ ਮੁਢਲਾ ਗਿਆਨ ਭਾਗ iii ਪੁਸਤਕ ਵਿਚ ਦਰਜ ਬਹੁਤੇ ਸਬਦਾਂ ਦੀ ਥਾਂ ਇਕ ਸਬਦ। (25 ਵਿੱਚੋਂ 20)  
20 x ½ =10 ਅੰਕ
5. ਪੰਜਾਬੀ ਮੁਢਲਾ ਗਿਆਨ ਭਾਗ iii ਪਾਠ ਪੁਸਤਕ ਤੇ ਆਧਾਰ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 15 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀ  
ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦੇਣੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 1 ਅੰਕ ਹੋਣਗੇ। 15x1=15  
ਅੰਕ

### BC 602: MANAGEMENT ACCOUNTING-II

Time allowed : 3 hours

Max Marks: 100

Pass Marks : 35%

Internal Assessment: 30

External Assessment: 70

**Note : Simple Calculator(not scientific) is allowed**

#### INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS

The question paper covering the entire course shall be divided into three sections as follows.

##### SECTION-A

It will consist of essay type and numerical questions. Four questions, two theory and two numerical, shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

##### SECTION-B

It will consist of essay type and numerical questions. Four questions, two theory and two numerical, shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

##### SECTION-C

It will consist of 12 very short answer questions (six theory and six numerical) from entire syllabus. Students are required to attempt 10 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 30 marks

#### UNIT – I

CVP Analysis: Introduction, CVP Assumptions and Uses; Break-Even Analysis: BE Point, Margin of Safety, and maintaining a desired level of profit; Graphical presentation of CVP Relationship; Profit Graph.

Marginal Costing and Management Decisions – Marginal Costing vis-à-vis Absorption Costing; Marginal and differential costing as a tool for decision making; Marginal Costing Techniques; Marginal Cost and Product Pricing; Change of Product Mix; Make or Buy Decisions; exploring new markets; Shut Down Decisions.

### UNIT – II

Budgeting for Profit Planning and Control: Meaning of Budget and Budgetary control; Objectives; Merits and Limitations; Types of Budgets: The budget manual, principal budget factor, preparation and monitoring procedures, preparation of functional budgets (Production, Sales, Materials), cash budget, (idea of master budget); Fixed and flexible budgeting; Control ratios; Zero base budgeting; Performance budgeting; Responsibility accounting.

Standard Costing and Variance Analysis: Meaning of Standard Cost and Standard Costing; Advantages and Application; Variance analysis: Material, Labour and Overhead Variances (two-way analysis).

#### **Suggested Book Readings:**

1. Colin Drury, Management & Cost Accounting, Chapman & Hall
2. S.N. Maheshwari : Principles of Management Accounting, Sultan Chand & Sons.
3. A.P. Rao : Management Accounting – Everest Publishing House.
4. Khan M.Y. & Jain P.K. : Management Accounting.
5. Debarshi Bhattacharya : Management Accounting, Pearson

### **BC 603: COST ACCOUNTING-II**

Time allowed : 3 hours

Pass Marks : 35%

Max Marks: 100

Internal Assessment: 30

External Assessment:70

**Note : Simple Calculator(not scientific) is allowed**

#### **INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper covering the entire course shall be divided into three sections as follows.

#### **SECTION-A**

It will consist of essay type and numerical questions. Four questions, two theory and two numerical, shall be set by the examiner from Unit-I of the syllabus and the candidate shall

be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

### **SECTION-B**

It will consist of essay type and numerical questions. Four questions, two theory and two numerical, shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

### **SECTION-C**

It will consist of 12 very short answer questions (6 theory and 6 numerical) from entire syllabus. Students are required to attempt 10 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 30 marks

#### **UNIT – I**

Cost Ascertainment : Unit Costing; job, batch and contract costing; Operating costing.

Job Costing: Job cost cards and databases, Collecting direct costs of each job, Attributing overhead costs to jobs, Applications of job costing. Batch Costing.

Contract Costing - Progress payments, Retention money, Escalation clause, Contract accounts, Accounting for material, Accounting for plant used in a contract, Contract Profit and Balance sheet entries. Service Costing: meaning, service cost units, service cost analysis, application of service costing, service organisation.

#### **UNIT –II**

Process Costing : Meaning, Features, Process vs Job Costing, Principles of cost ascertainment for Materials, Labour & Overhead; Normal loss, Abnormal loss and gain and preparation of process accounts. Need for Valuation of WIP, Equivalent Production (units) and preparation of process and other relevant accounts valuing WIP under average method and FIFO method (simple cases). Inter-process profits, Accounting for joint, co and by products.

Cost Records: Integral and non-integral system; Reconciliation of Cost and Financial Accounts. Activity based Costing: Problems of traditional Costing, meaning of Activity Based Costing, cost analysis under ABC, advantages & disadvantages, factors influencing application of ABC, installation of ABC; Productivity, Value Analysis.

### **Suggested Book Readings**

1. S.N. Maheshwari : Fundamentals of Costing, sultan chand and sons, New Delhi.
2. Horngren, Foster, Datar, et al., Cost Accounting,- A Managerial Emphasis, Pearson
3. M.Y.Khan & P.K.Jain, Management Accounting, TMH
4. M.N. Arora : Essentials of Cost Accounting, Vikas Publication.
5. Jawahar Lal & Seema Srivastava, Cost Accounting, TMH

**BC 604: BUSINESS ENVIRONMENT**

Time allowed : 3 hours

Pass Marks : 35%

Max Marks: 100

Internal Assessment: 30

External Assessment:70

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper covering the entire course shall be divided into three sections as follows.

**SECTION-A**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION-B**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION-C**

It will consist of 12 very short answer questions from entire syllabus. Students are required to attempt 10 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 30 marks

**UNIT I**

Business Environment: Concept, importance and components, Internal and external environment, Micro and macro variables: Income, Employment, Money Supply, Price Level, Interest rates, Savings and Investments, Trade and balance of payments. Movement and Interrelationship between different variables. Trends in Macro variables in India, Changing dimensions of business environment .

Indian Planning : Basic strategy of Indian planning, Current five year plan : objectives and basic framework, Resource allocation in five year plans; Achievements and failures of Indian planning. NITI Aayog: Role and functions.

**UNIT II**

Economic Environment - Elements of economic environment, Economic Systems: Capitalism, Socialism and Mixed Economy; Role of Government: Growth and performance of public and private sector; Monetary and fiscal policy; New economic policy and its impact on Indian economy. Economic reforms, liberalization and structural adjustment programmes.

International Environment: International trading environment (overview); Trends in India's Foreign trade; Foreign trade and economic growth; International economic groupings.



**Suggested Readings**

1. RudraDutt and Sundhram- Indian Economy.
2. S.K. Misra and V.K. Puri -Indian Economy.
3. Uma Kapila-Understanding the Problems of Indian Economy –
4. M.Y. Khan- Indian financial System
5. Francis Cherunilam - Business Environment

**BC 605: ENTREPRENEURSHIP & GOVERNANCE**

Time allowed : 3 hours

Max Marks: 100

Pass Marks : 35%

Internal Assessment: 30

Periods per week : 6

External Assessment: 70

**Instructions for Paper-Setters/Examiners**

The question paper covering the entire course shall be divided into three sections as follows:

**SECTION-A**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION-B**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION-C**

It will consist of 12 very short answer questions from entire syllabus. Students are required to attempt 10 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 30 marks

**UNIT – I**

Introduction: Meaning, scope, need and significance; role and functions of entrepreneur in economic development; economic, social and psychological need for entrepreneurship; Emergence of Entrepreneurial Class; Financing the Entrepreneurial business : Arrangement of funds; Traditional and modern sources of financing, Venture capital. Promotion of a Venture: Opportunities analysis; External environment analysis, Economic, Social and Technological analysis. Entrepreneurial Development programmes (EDP): role, relevance and achievements; Role of government in organizing EDPs; Critical evaluation. Women Entrepreneurship: Need, Growth and development of women Entrepreneurship, Problems faced by Women Entrepreneurs.

**UNIT – II**

Concept of Business Ethics, Corporate Code of Ethics: Environment, Accountability, Diversity, and Discrimination. Principles and Theories of Business Ethics: Principles of Business Ethics, Characteristics of Ethical Organisation, Theories of Business Ethics.

Corporate Governance: Conceptual framework of Corporate Governance, Initiatives in India including clause 49 of Listing Agreement and Kumar Mangalam Birla Committee on Corporate Governance. Corporate Social Responsibility (CSR): Arguments for and Against; Strategic Planning and Corporate Social Responsibility; CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, Drivers of CSR, ISO 26000. CSR provisions under companies Act. 2013.

**Note: To Provide Practical exposure to the students, colleges are advised to arrange lectures from successful entrepreneurs from industry.**

**Suggested Readings:**

1. Vasant Desai: Dynamics of Entrepreneurial Development and Management
2. SS Khanka: Entrepreneurial Development
3. Bhanu Murthy, K. V. and Usha Krishna: Politics Ethics and Social Responsibilities of Business, Pearson Education, New Delhi.
4. J. P. Sharma: Corporate Governance, Business Ethics & CSR, Ane Books Pvt. Ltd., New Delhi.

**BC 608: FUNDAMENTALS OF INSURANCE**

Time allowed : 3 hours

Max Marks: 100

Pass Marks : 35%

Internal Assessment: 30

External Assessment: 70

**Instructions for Paper-Setters/Examiners**

The question paper covering the entire course shall be divided into three sections as follows:

**SECTION-A**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION-B**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION-C**

It will consist of 12 very short answer questions from entire syllabus. Students are required to attempt 10 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 30 marks

**UNIT - I**

Introduction to Insurance: Purpose and need of Insurance; Insurance as a social security tool; Insurance and economic development, Principles of Insurance, Types of Insurance: Life, Non Life & Reinsurance.

Company Profile : Organizational set-up of the Company (including LIC, ICICI Prudential, HDFC Standard Life, TATA AIG, HDFC ERGO General Insurance Company, ICICI Lombard); Promotion Strategy; Market share; Important activities; Structure; Product; Product Pricing Actuarial aspects; Distribution Channels

**UNIT- II**

Fundamentals of Agency Law: Definition of an Agent; Procedure for becoming an Agent: Pre-requisite for obtaining a license; Duration of license; Cancellation of license; Revocation of suspension/termination of agent's appointment; Code of conduct; Unfair practices.

Functions of the Agent : Proposal form and other forms for grant of cover; Financial and medical underwriting; Material information; Nomination and assignment; Procedure regarding settlement of policy claims.

**Suggested Readings:**

1. M.N. Mishra : Insurance- Principles and practice, S. Chand
2. Bodla and Garg : Insurance Management- Principles and Practices, Deep & Publications
3. Neelam Gulati : Principles of Insurance Management, Excel Books