

As recommended by Central Board of Studies and approved by the Governor of M.P.

## **BC-201: BUSINESS MATHEMATICS**

### **व्यावसायिक गणित**

**Course Objective:** The objective of this course is to familiarize the students with basic concepts of Business Mathematics.

#### **Scheme of Examination:**

**Total Marks - 100**

**Internal marks- 15**

**External marks- 85**

**There should be three sections in the question paper. All questions will be compulsory.**

**Section A (15 Marks):** Will contain 15 objective questions each having 1 mark from all units

**Section B (20Marks):** Will contain 5 short answer type questions (each having internal Choice) one from each unit, each having 4 marks

**Section C (50 Marks):** Will contain 5 long answer type questions (each having internal choice) one from each unit, each having 10 marks.

#### **Course Contents:**

##### **UNIT I:**

Ratio-Gaining, Sacrificing Ratio, Proportion, Percentage, Commission

अनुपात— प्राप्ति व त्याग अनुपात, समानुपात, प्रतिशत, कमीशन

##### **UNIT II:**

Simultaneous Equations – Meaning, Characteristic Types and Calculations, Preparation of Invoice

युगपद समीकरण—अर्थ विशेषताएँ प्रकार एवं गणनायें, बीजक का निर्माण ।

##### **UNIT III:**

Elementary Matrices-Definition and Calculations, Types of Matrices

प्रारंभिक आव्यूह – परिभाषा एवं गणनाये, आव्यूह के प्रकार ।

##### **UNIT IV:**

Logarithms and anti Logarithms-Principles and calculations, Introduction of calculus, Methods of Differentiation, Partial Derivative.

लघुगणक एवं प्रति लघुगणक—सिद्धांत एवं गणनाएं । कलन का परिचय, अवकलन की विधियाँ आंशिक अवकलन ।

##### **UNIT V:**

Simple and Compound Interest, Profit and Loss, Linear Programming- Introduction.

साधारण व चक्रवृद्धि ब्याज, लाभ एवं हानि । रेखीय प्रकमन—परिचय ।

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Recommended Books-

- 1- Allen R.G.D.:Basic Mathematics : Macmillan,New Delhi
- 2- Dowling,E.T.:Mathematics for Economics;Schaum Series,Mc Graw Hill London.
- 3- Loomba,Paul : Linear Programming;Tata Mc Graw Hill,New Delhi
- 4- Vohra,N.D.; Quantitative Techniques in Management;Tata Mc Graw Hill,
- 5- Soni,R.S.;Business Mathematics;Pitamber Publishing House.
- 6- Kapoor,V.K. ;Business Mathematics;Sultan Chand & Sons,Delhi
- 7- Holden : Mathematics for Business and Economics,macmillan India,New Delhi.
- 8- Dr.V.K.Shukla : Business Math,Madhya Pradesh Hindi Granth Academy,Bhopal
- 9- Dr.C.K.Buttan : Business Mathematics.
- 10-Dr.Anil Rajput : व्यवसायिक गणित

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## **BC-202: BUSINESS ORGANISATION & COMMUNICATION**

### **व्यावसायिक संगठन एवं संप्रेषण**

**Course Objective:** The objective of this course is to familiarize the students with basic concepts of Business Organization & Communication.

#### **Scheme of Examination:**

**Total Marks - 100**

**Internal marks- 15**

**External marks- 85**

**There should be three sections in the question paper. All questions will be compulsory.**

- Section A (15 Marks):** Will contain 15 objective questions each having 1 mark from all units  
**Section B (20Marks):** Will contain 5 short answer type questions (each having internal choice) one from each unit, each having 4 marks  
**Section C (50 Marks):** Will contain 5 long answer type questions (each having internal choice) one from each unit, each having 10 marks

#### **Course Contents:**

##### **UNIT I:**

Business Organization: Definition, Concept, Characteristics, Objectives, Significance, Components, Functions. Social Responsibilities of Business, Promotion of Business: Meaning, Functions, Stages of Promotion, Forms of Business Organization: Detailed Study of Sole Proprietorship and Partnership.

व्यावसायिक संगठन : परिभाषा, अवधारणा, लक्षण, उद्देश्य, महत्व, घटक एवं कार्य, व्यवसाय का सामाजिक उत्तरदायित्व व्यवसाय का प्रवर्तन: अर्थ, कार्य, प्रवर्तन की अवस्थाएं । व्यवसाय संगठन प्रकार: एकाकी एवं साझेदारी स्वामित्व का विस्तृत अध्ययन ।

##### **UNIT II:**

Company Organization: Meaning, Definition, Formation of Private and Public Company, Merits, Demerits and Types of Companies Cooperative Organisation Need, Meaning, Significance and its Merits-Demerits. Public Enterprises-Concept, Meaning, Characteristic, Objectives and Significance, Business- Size and Location, Plant layout and Business Combination.

कंपनी का संगठन : अर्थ, परिभाषा, निजी एवं सार्वजनिक कंपनी का निर्माण, लाभ, दोष एवं कंपनी के प्रकार । सहकारी संगठन— आवश्यकता, अर्थ, महत्व एवं इसके गुण दोष । सार्वजनिक उपक्रम—अवधारणा, अर्थ, विशेषताएं, उद्देश्य एवं महत्व । व्यवसाय —आकार एवं स्थानीयकरण, संयंत्र अभिन्यास (प्लांट लेआउट) तथा व्यावसायिक संयोजन ।

##### **UNIT III:**

Introduction- Definition, Nature, Objects, Importance of Communication to Managers, Elements of Communication, Feedback, Dimension and Directions of Communication, Means of Communication- Verbal Communication, SWOT Analysis.

परिचय—परिभाषा, प्रकृति, उद्देश्य, प्रबंधकों के लिए संप्रेषण का महत्व, संप्रेषण के तत्व, प्रतिपुष्टि । संप्रेषण के आयाम और दिशाएँ, संप्रेषण माध्यम — शाब्दिक संप्रेषण स्वीट विश्लेषण ।

#### **UNIT IV:**

Non-Verbal Communication, Body Language, Parlanguage, Sign Language, Visual and Audio Communication, Channel of Communication, Barriers in Communication. Written Business Communication-Concept, Advantages, Disadvantages, Importance, Need of Business Letter and Kinds of Business Letter, Essentials of an Effective Business Letter.

अशाब्दिक संप्रेषण, दैहिक भाषा, पार्श्व भाषा, संकेत भाषा, संप्रेषण श्रृंखलाएँ, गलत संचार(बाधाएँ) लिखित व्यावसायिक संप्रेषण—अवधारणा, लाभ, हानियाँ, महत्व । व्यावसायिक पत्रों की आवश्यकता एवं प्रकार, प्रभावी व्यावसायिक पत्र की विशेषताएँ ।

#### **UNIT V:**

Modern Forms of Communication- Fax, E-mail, Video Conferencing, International Communication for Global Business.

आधुनिक संप्रेषण के रूप— फ़ैक्स, ई-मेल, दृश्य परिचर्चा । भूमण्डलीय व्यवसाय के लिए अन्तर्राष्ट्रीय संप्रेषण ।

#### **Recommended Books-**

1. Dr. Ramesh Mangal : Business Communications, Universal Pub. Agra
2. डॉ. विनोद कुमार मिश्रा : व्यावसायिक संप्रेषण, साहित्य भवन आगरा
3. डॉ. सुरेश चन्द्र जैन : व्यावसायिक संगठन
4. डॉ. अभय पाठक, डॉ. मेहता : व्यावसायिक संगठन

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## **BC-203E: MACRO ECONOMICS**

### **समष्टि अर्थशास्त्र**

**Course Objective:** The objective of this course is to familiarize the students with basic concepts of Macro Economics.

#### **Scheme of Examination:**

**Total Marks - 100**

**Internal marks- 15**

**External marks- 85**

**There should be three sections in the question paper. All questions will be compulsory.**

- Section A (15 Marks):** Will contain 15 objective questions each having 1 mark from all units  
**Section B (20Marks):** Will contain 5 short answer type questions (each having internal choice) one from each unit, each having 4 marks  
**Section C (50 Marks):** Will contain 5 long answer type questions (each having internal choice) one from each unit, each having 10 marks.

#### **Course Contents:**

##### **UNIT I:**

Macro economics-concept Nature, Importance, limitations, difference between micro and macro economics

समष्टि अर्थशास्त्र-अवधारणा, प्रकृति महत्व, सीमाएं, व्यक्ति एवं समष्टि अर्थशास्त्र में अंतर ।

##### **UNIT II:**

National Income- meaning, Definition, Concept of National Income, Method for measuring national income, Problem of calculating national income in India.

राष्ट्रीय आय-अर्थ,परिभाषा,अवधारणा, भारत में राष्ट्रीय आय,गणना की समस्याएं ।

##### **UNIT III:**

Theories of Wages, Interest and employment.

मजदूरी,ब्याज एवं रोजगार के सिद्धांत ।

##### **UNIT IV:**

Monitory Theories- supply and demand of theory of money,Price theory of money,liquidity of theory Money.

मौद्रिक सिद्धांत – मुद्रा की मांग एवं पूर्ति का सिद्धांत । मुद्रा के मुल्य का सिद्धांत । मुद्रा की तरलता का सिद्धांत ।

## **UNIT V:**

Banking and credit Management-commercial banking and credit control, central banking system, inflation and deflation of money.

बैंकिंग एवं साख प्रबंध – वाणिज्य बैंकिंग साख एवं साख नियंत्रण । केन्द्रीय बैंकिंग प्रणाली । मुद्रा की स्फिती एवं विस्फिती ।

Suggested Readings :

1. Macro economics Dr.V.C.Sinha
2. Macro Economics Dr. M.L. Seth

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## **BC-203T: M.P.VAT AND CENTRAL SALES TAX**

### **मध्यप्रदेश वेट एवं केन्द्रीय विक्रय कर**

**Course Objective:** The objective of this course is to familiarize the students with basic concepts of M.P.VAT & CST.

#### **Scheme of Examination:**

**Total Marks - 100**

**Internal marks- 15**

**External marks- 85**

**There should be three sections in the question paper. All questions will be compulsory.**

- Section A (15 Marks):** Will contain 15 objective questions each having 1 mark from all units  
**Section B (20Marks):** Will contain 5 short answer type questions (each having internal choice) one from each unit, each having 4 marks  
**Section C (50 Marks):** Will contain 5 long answer type questions (each having internal choice) one from each unit, each having 10 marks.

#### **Course Contents:**

##### **UNIT I:**

Taxation on sales of goods : Concept of Value Added Tax, Features, Merits-demerits and Imposition of VAT Introduction and main features of M.P.Value Added Tax. Important Terms: Goods, Dealers, Sales, turnover.

वस्तुओं की बिक्री पर करारोपण:मूल्यवर्द्धित कर की अवधारणा, मूल्यवर्द्धित की विशेषताएँ,गुण-दोष एवं आरोपण की विधियाँ । मध्यप्रदेश मूल्यवर्द्धित कर का परिचय एवं मुख्य विशेषताएँ, मुख्य शब्दावली : माल,व्यापारी,विक्रय, करयोग्य आवर्त ।

##### **UNIT II:**

Registration under M.P.VAT Compulsion for registration, Procedure, Amendment and cancellation of Registration, Tax free Goods. Tax rates applicable on taxable goods. Computation of Taxable Turnover.

मध्यप्रदेश वेट के अंतर्गत पंजीयन- पंजीयन की अनिवार्यता,पंजीयन की विधि,संशोधन एवं निरस्तीकरण । करमुक्त माल,कर योग्य माल पर लागू वेट की दरें । करयोग्य आवर्त की गणना ।

##### **UNIT III:**

Calculation of VAT payable on taxable Turnover,Input Tax Rebate,composition declares. Furnishing of Return,Payments of Tax,Assessment Procedure,VAT authorities and their power.

करयोग्य आवर्त पर देय वेट की गणना,आगत कर छूट, एक मुश्त कर भुगतान के पात्र व्यापारी, विक्रय विवरणी की प्रस्तुति, कर का भुगतान , कर निर्धारण प्रक्रिया, वेट से संबंधित पदाधिकारी एवं उनकी शक्तियाँ ।

#### **UNIT IV:**

General Introduction of Central Sales Tax, Declared goods, Inter State Sales determination, Impact of sales on declaration, Rules Regarding Form 'C'. Tax Rates of Central Sales Tax and Calculation Tax.

केन्द्रीय विक्रयकर अधिनियम का सामान्य परिचय, घोषितमाल, अंतर्राज्यीय विक्रय का निर्धारण, घोषणापत्रों पर विक्रय का प्रभाव, फार्म सी की प्रस्तुति संबंधी नियम । केन्द्रीय विक्रयकर की दरें एवं कर की गणना ।

#### **UNIT V:**

Computation of Gross Sales, Net Interstate sales and Taxable Turnover under Central Sales Tax. Central Procedure Registration Under CST. Furnishing of Return and Assessment Procedure under CST.

केन्द्रीय विक्रय कर के अंतर्गत सकल विक्रय, शुद्ध अंतर्राज्यीय विक्रय एवं करयोग्य आवर्त की गणना । केन्द्रीय विक्रय के अंतर्गत पंजीयन की प्रक्रिया, केन्द्रीय विक्रय कर संबंधी विवरणी की प्रस्तुति एवं कर निर्धारण ।

#### **Recommended Books-**

1. मध्यप्रदेश मूल्यवर्द्धित कर एवं केन्द्रीय विक्रय कर: श्रीपाल सकलेचा एवं अनित सकलेचा  
M.P. Value Added Tax and Central Sales Tax: Shripal Saklecha & Anil Saklecha
2. अप्रत्यक्ष कर : महरोत्रा एवं गोयल  
M.P. Value Added Tax and Central Sales Tax.

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**BC-204(A): FOUNDATION COURSE-  
ENGLISH LANGUAGE & INDIAN CULTURE**

**Course Objective:** The objective of this course is to familiarize the students with basic concepts of English Language & Indian Culture

**Scheme of Examination:**

**Total Marks - 100**

**Internal marks- 15**

**External marks- 85**

**There should be three sections in the question paper. All questions will be compulsory.**

**Section A (15 Marks):** Will contain 15 objective questions each having 1 mark from all units

**Section B (20Marks):** Will contain 5 short answer type questions (each having internal choice) one from each unit, each having 4 marks

**Section C (50 Marks):** Will contain 5 long answer type questions (each having internal choice) one from each unit, each having 10 marks

**Course Contents:**

**UNIT-I**

1. Amalkanti : Nirendranath Chakrabarti
2. Sita : Toru Dutt
3. Tryst with Destiny : Jawaharlal Nehru
4. Delhi in 1857 : Mirza Ghalib
5. Preface to the Mahabharata : C.Rajagopalachari
6. Where the Mind is Without Fear : Rabindranath Tagore
7. A Song of Kabir : Translated by Tagore
8. Satyagraha : M.K. Gandhi
9. Toasted English : R.K.Narayan
10. The Portrait of a Lady : Khushwant Singh
11. Discovering Babasaheb : Ashok Mahadevan

**UNIT-II :** Comprehension.

**UNIT-III:** Composition and Paragraph Writing(Based on expansion of an idea ).

**UNIT-IV:** Basic Language Skills: Vocabulary – Synonyms, Antonyms, Word Formation, Prefixes and suffixes, Words likely to be confused and Misused, Words similar in Meaning or Form, Distinction between Similar Expressions, Speech Skills.

**UNIT-V:** Basic Language Skills : Grammar and usage – The Tense Forms, Propositions, Determiners and Countable/Uncountable Nouns, Verb, Articles, Adverbs.

Prescribed Books : English Language and Indian Culture, published by M.P.Hindi Granth Academy.

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## **BC-204(B): FOUNDATION COURSE-**

### **DEVELOPMENT OF ENTREPRENEURSHIP**

**Course Objective:** The objective of this course is to familiarize the students with basic concepts of Development of Entrepreneurship.

#### **Scheme of Examination:**

**Total Marks - 50**

**Internal marks- 08**

**External marks- 42**

**There should be three sections in the question paper. All questions will be compulsory.**

**Section A (7 Marks):** Will contain 7 objective questions each having 1 mark from all units

**Section B (10Marks) :** Will contain 5 short answer type questions (each having internal choice) one from each unit, each having 2marks

**Section C (25Marks) :** Will contain 5 long answer type questions (each having internal choice) one from each unit, each having 5 marks

#### **Course Contents:**

##### **UNIT I :**

**Entrepreneurship-** Meaning, Concept, Characteristics of entrepreneur.

##### **UNIT II :**

Types of entrepreneurship, importance and views of various thinkers (Scholars).

- Formation of goals, How to achieve goals
- Problems in achieving targets and solution
- Self motivation, elements of self motivation and development.
- Views of various scholars, evaluation, solutions.
- Leadership capacity : Its development and results.

##### **UNIT III :**

Projects and various organizations (Govt., Non-Govt.), Govt. Projects, Non-Govt. projects. Contribution of Banks, their limitations, scope.

##### **UNIT IV :**

Functions, qualities, management of a good entrepreneur.

Qualities of the entrepreneur. (Modern and traditional )

Management skills of the entrepreneur.

Motive factors of the entrepreneur.

## **UNIT V :**

Problems and scope of the entrepreneur.

- Problem of Capital
- Problem of Power
- Problem of registration
- Administrative Problems
- Problems of Ownership.

## **BC-203C: INTRODUCTION TO INFORMATION TECHNOLOGY**

**Course Objective:** The objective of this course is to familiarize the students with concepts of Information Technology.

### **Scheme of Examination:**

**Total Marks - 100**

**Internal marks- 15**

**External marks- 85**

**There should be three sections in the question paper. All questions will be compulsory.**

**Section A (15 Marks):** Will contain 15 objective questions each having 1 mark from all units

**Section B (20Marks):** Will contain 5 short answer type questions (each having internal choice) one from each unit, each having 4 marks.

**Section C (50 Marks):** Will contain 5 long answer type questions (each having internal choice) one from each unit, each having 10 marks.

### **Course Contents:**

#### **UNIT I:**

Define Information Technology, Differentiate Computer Science and Information Technology, Define Information System, Define Data and Information.

Algorithm for Problem Solving: An Introduction, Properties of an Algorithm, Classification, Algorithm Logic, Types of Programming Languages, Assembler, Compiler, Interpreter, Linker, Loader.

#### **UNIT II:**

Define Information System, Basic Concept of Information System, Component of Information System, Organization Structure and IT support, Different organizational levels managing IT in organization, Software and its need.

Types of Software- System Software, Application Software, System Software:-Operating System, Utility Program. Flow Charts- Symbols, Rules for making Flow Chart, Programming Languages, Assemblers, Compilers and Interpreter, Computer Applications in Business.

#### **UNIT III:**

MS-Excel: Worksheet basics, Creating Worksheet, Entering Data into Worksheet, Heading Information, Data, Text, Dates, Alphanumeric, Values, Saving and quitting Worksheet, Opening and moving in an worksheet, toolbar and menus, working with formulas and cell referencing, Autosum, Absolute and relative addressing, working with graph, Functions, Pivot table, Data sort, Data filter.

#### **UNIT IV:**

Define Internet, Internet Browsers, Introduction to ISPs, Domain naming system, WWW, URL, Working with FTP, Introduction to Firewalls, Popup Blockers, Virus and Antivirus Programs.

Email Basics: Working Principle of Email System, Types of Email, Mailbox and addresses, Carbon copies, SMTP, POP3.

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## **UNIT V:**

Introduction to E-Commerce, Types of E-Commerce, E-Commerce Applications, Electronic Payment System, Technologically Infrastructure of E-Commerce, Trends of E-Commerce, Strategy for successive E-Commerce, Computer Waste and Mistakes, Computer Crimes.

### **Suggested Reading:**

1. Alexis Leon, Fundamentals of Information Technology, Leon Techword and Vikash Publishing House.
2. Turban, Rainer, Potter, Introduction to Information Technology, Wiley India Edition.
3. Comer, Computer Networks And Internets, Pearson Education Asia.
4. Ralph Stair, Principle of Information System, Thomson Course Technology.
5. Ron Mansfield, Microsoft office, BPB Publication.