

Economics

June : SECTION A (MICRO ECONOMICS)

I : Introduction to Micro Economics :

Meaning, Definition, Scope, Subject Matter, Features, Importance, and Usefulness

II: Consumers behaviour:

Introduction, Features Of Utility, Types and Concepts, Law of Diminishing Marginal Utility, (Based on the relationship b/w TU and MU). Law of Equi- Marginal Utility

July:

III(A) Demand Analysis:

Introduction, Concept of demand, Individual demand and Market demand, Factors, Types, Law of Demand, Variation and changes in demand.

(B) Elasticity of Demand:

Introduction, concept , types of elasticity of demand, types of price elasticity of demand, Measurement and Factors affecting elasticity of demand, significance of price elasticity of demand.

August:

IV: Producers Behaviour:

Introduction, Distinction b/w stock and supply, supply schedule, Determinants of Market Supply, Law of supply, Variation, Concept, Types, Measurements, Determinants of

Elasticity of supply, Concepts of Cost: TC, AC and MC. Concept of Revenue : TR, AR and MR.

V: Forms of Markets and Price Determination Under Perfect Competition_ Introduction, Definition, Types, Perfect Competition-Features, Pure Competition, Price Determination under Perfect Competition, Monopoly-Features, Types, Monopolistic Competition-Definition, Feature.

VI: Factors of Production :

Land-Meaning and features, Labour-Meaning and Features, Capital-Meaning and Features Capital-Meaning, Features, Types, Entrepreneur-Meaning, Qualities, and Functions.

OCTOBER: SECTION B (MACRO ECONOMICS).

VII: Introduction to Macro Economics :

Introduction, Meaning, Definitions, Scope, Subject Matter, Features of Micro Economics, Comparison b/w Micro and Macro Economics.

VIII: National Income:

Introduction, Meaning, Definition, Features, Circular Flow of National Income, Different concepts, Methods of Measuring, Difficulties in measurement of National Income.

IX: Determinants of Aggregates:

Aggregate Demand, Aggregate Supply, Equilibrium, Keynesians Psychological Law of consumptions, Propensity to consume, Determinants of Consumption Function, Savings Function.

X: Money:

Difficulties in Barter Exchange, Definition of money, Evolution, Types of Money. Functions of Money-Primary, Secondary, Contingent, Qualities of Good Money.

NOVEMBER:

XI: Commercial Banks:

Introduction, Definitions, Functions of commercial Banks, Measures of Credit creation.

DECEMBER:

XII: Central Banking :

Introduction, definition, functions, of central bank. Measures of credit control by central bank

XIII : public economics

Introduction, meaning of govt. Budget balanced, surplus, deficit, budget, components of budget

1st Unit Test

Chapter number

I, II, III, (A&B)

1st Semester

Chapter number

I, II, III (A&B), IV, V, VI, VII, VIII, IX

Preliminary

Entire Portion

SECRETIAL PRACTICE

JUNE

1] Business Finance

a) Meaning of Financial Management

Role of Financial Management

b) Function of Finance Management

c) Objectives of Financial Management

d) Financial Planning

e) Capital Structure

f) Factors influencing capital structure

g) Sound or Appropriate capital structure

h) Fixed Capital

i) Working Capital

JULY

a) Nature and significance of Finance

b) Financial requirement and sources

c) Methods of Raising Finance

- d) Equity Share
- e) Preference shares
- f) Debenture
- g) Bonds
- h) Retained Profits
- i) Public Deposits
- j) Loans from commercial banks
- k) Loans from financial institutions
- l) Trade credit
- m) Discounting of bills of exchange
- n) Global depository Receipt and American depository Receipts

JULY/AUGUST

3 Role of a Secretary in capital Formation

- a) Terms relating to Issues of shares
- b) Initial Public offer (I.P.O)
- c) Bonus Shares
- d) Right Issues
- e) Employee stock option scheme (ESOS)
- f) Private Placement of Shares
- g) Procedure of issue of shares
- h) Allotment of shares
- i) Procedure of Allotment of shares
- j) Share Certificate
- k) Share Warrants
- l) Transfers of shares

m) Transmission of shares

AUGUST

4 Issue of Debentures

- a) Meaning and Definitions
- b) Legal Provisions
- c) Conditions for valid Issue of Debentures
- d) Procedures for Issue of Debentures
- e) Conversions of debentures into shares
- f) Redemption of Debentures

5 Deposits

- a) Meaning and Definitions
- b) Invitations of deposits
- c) Acceptance of deposits
- d) Renewal of deposits
- e) Repayment of deposits
- f) Default and Remedies

SEPTEMBER

6 Depository and Dematerialisation

- a) Concepts and Constituents in Depository Systems
- b) Needs and Importance of Depository system

- c) Procedure of Dematerialisation of Securities
- d) Secretarial Duties in issuing securities in dematerialised form

7 DECLARATION AND PAYMENT OF DIVIDEND

- a) Dividend
- b) Legal Provisions Regarding Ascertainment of Dividend
- c) Procedure of Payments of Dividend
- d) Provisions Regarding Unpaid/Unclaimed Dividend
- e) Final Dividend and interim dividend

8 Correspondence with members

- a) Role of members in a joint stock company
- b) Circumstances requiring secretarial correspondence with members
- c) Points to be considered while entering into correspondence with members
- d) Specimen letters

OCTOBER

9 Correspondence with Debenture holders

- a) Meaning of Debentures
- b) Status of Debentures Holders
- c) Circumstances for secretarial correspondence with the debenture holders
- d) Points to be considered in correspondence with the debentures holders
- e) Specimen letters

OCTOBER

10 Correspondence with depositors

- a) Position of depositor in a joint stock company
- b) Circumstances requiring correspondence with depositors
- c) Points to be Borne in mind while writing letters to deposit holders
- d) Specimen letters

II TERM

DECEMBER

11 Financial markets

- a) Financial markets
- b) Role of the financial market
- c) Money Market
- d) Capital Market

12 Stock Exchange

- a) Meaning and Definition of stock exchange
- b) Management and Organisation of stock exchange
- c) Role of Stock Exchanges in capital Market
- d) Functions of stock exchange in capital market
- e) Bombay Stock Exchange (BSE)
- f) National Stock Exchange of India (NSEI)
- g) Trading Procedure for an investor

- h) Securities exchange board of India (SEBI)
- i) Terms Relating to Stock Exchange

VI UNIT TEST

- a) Business Finance
- b) Source of Business Finance

I SEMESTER

- a) Business Finance
- b) Sources of business finance
- c) Role of Secretary in capital Formation
- d) Issue of Debentures
- e) Deposits
- f) Depository and Dematerialisation
- g) Declaration and payment of Dividend
- h) Correspondence with members
- i) Correspondence with Debenture holders
- j) Correspondence with depositors

PRELIMINARY

ALL THE ABOVE CHAPTER PLUS

- a) Financial Market
- b) Stock Exchange

MATHEMATICS I&II

PAPER I

MONTH	CHAPTER	SUB-UNITS
June	Mathematical Logic	<ol style="list-style-type: none">1. Statement or Proposition in logic , truth value2. Logical commodities, compound statements and truth tables. Quantifiers and Quantified statements.3. Statement pattern and Logical equivalence4. Use of venn diagram in logic
JULY	(1)Matrices	<ol style="list-style-type: none">1. Definition- Matrices (1)Types of matrices2. Algebra of Matrices3. Elementary Transformation and inverse of a Square Matrices (1) Elementary Row and Column transformation (2) Inverse of a Matrix (3) Inverse by adjoint method4. Solution of System of linear equations using Matrices (1) Methods of Inversion (2) Methods of Reduction
	(2)Continuity	<ol style="list-style-type: none">1.Continuity of a function at a point2.Algebra of Continous Functions3.Types of Continuity
AUGUST	Differentiation	<ol style="list-style-type: none">1. Derivative of an inverse function2. Logarithm differentiation

		<ul style="list-style-type: none"> 3. Derivative of implicit function 4. Derivatives of a parametric function
SEPTEMBER	(1) Application of Derivatives	<ul style="list-style-type: none"> 1. Increasing and Decreasing function <ul style="list-style-type: none"> (1) Application of Derivatives in economics <ul style="list-style-type: none"> (a) Elasticity of demand (b) Marginal propensity 2. Maxima and Minima
	2. Integration	<ul style="list-style-type: none"> 1. Definition of an Integral 2. Integral and standard deviation 3. Rules of Integration 4. Methods of integration <ul style="list-style-type: none"> (1) Integration by substitution (2) Some special integrals (3) Integrals of the type \int (4) Integrals reducible to the form \int (5) Integrals of the type \int (6) Integrals reducible to the form \int (7) Integrals to the form \int (8) Integrals to the form \int
OCTOBER	Integration(con)	<ul style="list-style-type: none"> 1. Integration by parts <ul style="list-style-type: none"> (1) Integration to the form \int (2) Some important Integrals 2. Integration by partial fractions
	Definite Integrals	<ul style="list-style-type: none"> 1. Definite Integrals 2. Properties of Definite Integrals
DECEMBER	Definite Integrals	<ul style="list-style-type: none"> 1. Applications: Area and Volume

PAPER II

JUNE	Commission, Brokerage and Discount	<ol style="list-style-type: none"> 1. Omission and Brokerage 2. Discount
JULY	<ol style="list-style-type: none"> 1. Ratio, Propotion and Partnership 	<ol style="list-style-type: none"> 1. Ratio 2. Proportion 3. Partner ship
	<ol style="list-style-type: none"> 2. Insurance and Annuity 	<ol style="list-style-type: none"> 1. Fire, Marine Accident Insurance 2. Annuity <ol style="list-style-type: none"> (1) Various Terminologies of annuity (2) Annuity due (3) Sinking fund
AUGUST	<ol style="list-style-type: none"> 1. Demography 	<ol style="list-style-type: none"> 1. Meaning of Demography 2. Vital Statistics <ol style="list-style-type: none"> (1) Importance and uses of Vital Statistics 3. Measurements of morality <ol style="list-style-type: none"> (1) Crude Death Rate (CDR) (2) Age Specific Death Rate (Age-SDR) 4. Life Tables <ol style="list-style-type: none"> (1) Notation and Terminologies (2) Expectations of life (3) Stationary Population (4) Stable Population (5) Central Morality Rate (6) Force of Morality (7) Assumptions, descriptions AND Construction of Life Table

		(8) Uses of Life Table
	2. Bivariate frequency distribution and correlation	<ol style="list-style-type: none"> 1. Correlation 2. Methods of studying correlation 3. Scatter Diagrams 4. Covariance 5. Karl Pearson's co-efficient of correlation 6. Tabulation of bivariate data 7. Rank Correlation
SEPTEMBER	1. Regression Analysis	<ol style="list-style-type: none"> 1. Meaning and types of regression 2. Linear Regression 3. Regression co-efficient and properties
	2. Random Variable and Probability Distribution	<ol style="list-style-type: none"> 1. Random Variable 2. Types of random Variable <ol style="list-style-type: none"> (1) Discrete random Variable (2) Continuous random Variable 3. Probability Mass function <ol style="list-style-type: none"> (1) Definition of Probability mass function (2) Probability distribution (3) Cumulative distribution function 4. Expected value, variance and standard deviation of a discrete random variable <ol style="list-style-type: none"> (1) Expected Value (2) Variance and Standard deviation 5. Probability density function of a continuous random variable <ol style="list-style-type: none"> (1) Definition

		<ul style="list-style-type: none"> (2) Distribution function 6. Expected Value, Variance and standard deviation of a cont.r.v. 7. Binomial theorem 8. Binomial Distribution <ul style="list-style-type: none"> (1) Bermoulli trail (2) Conditions of Binomial distribution 9. Pouson Distribution 10. Normal Distribution
OCTOBER	Linear Inequation and Linear Programming	<ul style="list-style-type: none"> 1. Linear Inequations <ul style="list-style-type: none"> (1) Definitions of Linear Inequations (2) Properties of Inequation (3) Linear inequation in one variable (4) Solution for L.I in one variable (5) Graphical representation of inequations of one variable (6) R.I in two variables (7) Solution for R.I in two Variables (8) Graphical representation of L.I in two Variables (9) Common Region 2. Linear Programming Problem (L.P.P) <ul style="list-style-type: none"> (1) Meaning of L.P.P (2) Mathematical Formulation of L.P.P (3) Solution of L.P.P by

		graphical method
DECEMBER	Assignment problem and sequencing	<ol style="list-style-type: none"> 1. Definition of Assignment Model <ol style="list-style-type: none"> (1) Mathematical formulation of A.M (2) Hungarian method for solution of assignment Problem (3) Special cases in A.problem 2. General Description of sequencing Problem <ol style="list-style-type: none"> (1) Processing in jobs through two machines (2) Processing in jobs through three machines

ENGLISH

	PROSE AND POEM	RAPID READING	GRAMMER	WRITING SKILL
1 UNIT	1.1 The Person I Am Looking For 1.2 A Two Billion Dollar Dream 1.3 The Turning Point of My Life 1.4 To Be Something Remain A Nobody	1The Daisy	Articles ,Prepostion, Tenses, Modal Auxilary, Direct-Indirect Speech transformatio n of Sentences	Letter Writing, Interview Questions
	2.1 I Ran Into A Stranger 2.2 A Buy With A Mission 2.3 One Full , One Half 2.4 Who Was The Happiest of Them All ?			
2 UNIT	3.1 Sububs 3.2 Where Have All Birds	2 The Girl With An Apple 3 Skeleton In The	Voice, Use Of TOO And	Note Making,

	Gone 3.3 A Tale For All Cities 3.4Aamchi Mumbai And 'I'	Cupboard	ENOUGH , Infinitive, And Gerunds, IF- Unless, Simple, Compound, complex Sentenses	Speech Writing, View- Counter view, Tourist Leaflet, Summary Writing, Appeal, News item, And Dialogue
	4.1 Old Women 4.2 16 Killed In Haridwar Stampede 4.3 A Kawning Divide			
	5.1 The Felling Of The Banyan 5.2 Toward Ideal Villagers 5.3 Under The Yoke 5.4 Realization Of A Dream			
	6.1 A Nation's Strength 6.2 Audience With Anantpai 6.3 Indian's Underclass Gete Upwardly Mobile			
3 UNIT	7.1 Peace Is A Woman And A Mother 7.2What Would it Be Like 7.3 The Animal School A Fable	4 As You Like It 5 No Fear	Degree	Information Transfer, Dialog Writing.
	8.1 Concrele Jungle 8.2 Ecowatch "R" you Read? 8.3 World Population :View- Counterinterview 8.4 Humans ,Be Humane			

Information technology

	Chapters	Topic covered
June& july	Chap 1 web Publishing	<ul style="list-style-type: none"> • HTML page framing • Image mapping • Forms and forms objects • Inserting sound and video • Use of Unicode and Indian language fonts • Cross browser testing • Introduction to CSS • Web server
Aug	Chap2 Cyber law and ethics	<ul style="list-style-type: none"> • Moral ethics and law • Ethics culture and ethics for computer users, professionals and business • Information services • Code and guidelines of ethics • Introduction to cyber law and IT act of India 2000
Aug	Chap 3 e-commerce	<ul style="list-style-type: none"> • Electronic commerce scope, definition • Trade cycle • Electronic markets –usage, advantages and disadvantages, future • Electronic data interchanges: definition, benefits • Internet commerce, e-commerce in perspective • EDI security
Aug & sept	Chap 5 Data management	<ul style="list-style-type: none"> • Microsoft access and its main features, database concepts • Opening existing database • Working with tables • Introduction to forms and working with forms • Tables relationship queries, queries types,

		<p>creation of query manually as well as using wizard, calculations using queries</p> <ul style="list-style-type: none"> • Introduction to reports and working with reports
September	Chap 4 Introduction to networking	<ul style="list-style-type: none"> • Communication and networking technologies • Internet, network communication and protocols • Transmission media communication over wires, and cables, wireless communication and standards • Network architecture, relationship and features • Cable to pologies • Network hardware
October & December	Chap 6 Tally	<ul style="list-style-type: none"> • Creating and configuration company menus related to accounts • Working with groups and ledgers • Study of cost centers and vouchers • Printing purchase orders, sales orders and invoice • Study of trial balance and profit and loss accounts

First unit test chapters

1)chap 1 web publishing

First semester chapters

Chapter 1 web publishing

Chapter 2 cyber law and ethics

Chapter 3 e-commerce

Chapter 4 introduction to networking

Chapter 5 data management using access

preliminary Exam chapters

Chapter 1 web publishing

Chapter 2 cyber law and ethics

Chapter 3 e-commerce

Chapter 4 introduction to networking

Chapter 5 data management using access

Chapter 6 Tally

Organization of commerce and management

June- 1 forms of business organization

- sole trading concern

- partnership firm

- joint hindu family firm

July -joint stock company

- co-operative organization

2-principles of management

- Meaning& definition nature of management principles
- importance of principles of management
- henry fayol's principles
- f. w. taylor scientific management
- principles of scientific management
- techniques of scientific management

Aug -3 functions of management

- planning, organization, staffing, directing,
Co-ordinating, controlling.

Sept-4 consumer protection

- meaning of consumer
- importance of consumer protection
- rights of the consumers
- consumer responsibilities
- problems of consumers
- role of consumer organization& NGO's

5- emerging modes of business

- benefits of E-commerce
- resources required for E-commerce

-types of E-business transactions

-advantages &disadvantages of E-business

-online transactions

-outsourcing

-payment mechanism & safety & security of business transaction

Oct-6-social responsibilities of business & business ethics

-concept of social responsibilities

-need for social responsibilities

-cases of social responsibilities

-social responsibilities towards different groups

-business ethics

-business & environment protection

Dec- 7 business services

-nature of business services

- banks- types, features, E-banking

-insurance-types

-warehousing –types, function

-transport-types

-communication

8- entrepreneurship development

- definition, function& needs of entrepreneur
- characteristics of entrepreneur
- competencies of a successful entrepreneur
- entrepreneur development, values, attitude
- role of an entrepreneur in economic development

Portion for examination

I unit – lesson I

I semester – lesson 1, 2, 3, 4, 5, 6

Preliminary exam –lesson 1, 2, 3, 4, 5, 6, 7, 8

Book-keeping &accountancy

Month	Name of chapter /topic
June	-introduction to partnership -partnership final accounts
July	-bill of exchange -account of 'not for profit' concern
august	-account of 'not for profit' concern -single entry system -allotment of project work
September	-reconstitution of partnership (a)admission of partner (b)retirement of partnership
October	-(b)retirement of partnership -(c)death of partnership
November	-dissolution of partnership firm -company account part-I (accounting for shares)
December	-company account part –I (accounting for shares) -company accounts part-II (accounting for debentures) Analysis of financial statements

