

Syllabus_Foundation Courses B.COM. Sem I

Time Management

Unit I	Effective Use of Time
Unit II	Methods of Time Utilization
Unit III	Graphics, Charts and Electronic Media and Time Saving Techniques
Unit IV	Communication Methods and Time Management

Major readings:

Reuben Ray, Time Management: Himalaya Publication, 2008

GROWTH OF INDIAN INDUSTRIES

Objective

The main objective of this paper is to introduce the students of commerce to some important industries of the Indian Economy and their problems.

Outcome

After studying this paper, students will be able understand and appreciate the problems faced by these industries and the role of Government in the industrial development of the country.

UNIT-1-DIAMOND INDUSTRIES IN INDIA

- Growth and development-specially after economic reforms
- Major achievements
- The problems faced by these industries
- Role of government and support provided by it

UNIT-2-TEXTILE INDUSTRIES IN INDIA

- Growth and development-specially after economic reforms
- Major achievements
- The problems faced by these industries
- Role of government and support provided by it

UNIT-3-PHARMA INDUSTRIES IN INDIA

- Growth and development-specially after economic reforms
- Major achievements
- The problems faced by these industries
- Role of government and support provided by it

UNIT-4-IT INDUSTRIES IN INDIA

- Growth and development-specially after economic reforms
- Major achievements
- The problems faced by these industries
- Role of government and support provided by it

References: For the study material for this paper, the students will have to mainly depend on the following web-sites:

- 1) Ministry of Industries
- 2) IGIDR
- 3) CMIE
- 4) CII

Human Rights

Unit I	Distinction between Fundamental Rights and Human Rights
Unit II	Right to Freedom, Freedom of Speech and Expression/Information
Unit III	Role and Functions of NHRC
Unit IV	Human Rights of Women and Children

Major readings:

Ujjawal K. Singh Human rights and peace: ideas, laws institutions and
New Delhi: Sage, 2009

Tally Accounting 9.0 ERP

Yoga and Meditation

Unit I	Yoga poses / Asana / Yoga positions - About 90 different yoga poses starting with poses for beginners and intermediate level, Breathing Exercise.
Unit II	<i>Pranayama</i> – Anatomy of Respiratory System, Deep Breathing, Fast Breathing, Alternate Nostril Breathing (<i>Anuloma Viloma</i>), <i>Surya Bhedan</i> (Right nostril breathing), <i>Bhastrika</i> (Bellow's breath), <i>Bhramari</i> (Humming bee <i>pranayama</i>), <i>Ujjayi</i> (Psychic breath), <i>Shitali</i> , <i>Sitkari</i> (Cooling <i>pranayama</i>).
Unit III	Meditation - including Chakra Meditation, <i>Prana</i> Meditation, <i>So Ham</i> Meditation and Revitalizing Meditation.
Unit IV	<i>Surya Namaskar</i> - Sun Salutations. A dynamic series of Yoga poses to revitalize the body and mind.

Major readings:

Light on Yoga BY B. K. S. IYENGAR. PUB: GOVINDRAM HASANAND

LIFE INSURANCE SERVICES

- Definitions and Nature of Insurance
- Evolution of Insurance
- Role and Importance of Insurance
- Nature of Life Insurance Agreement
- Types of Policies
- Risk-Factors Influence Risk
- Computation of Premium
- Concept of Reserve
- Investment of Funds
- Surrender Value
- Growth of LIC

Ref: Insurance Principles and Practice: M. N. Mishra & S. B. Mishra. S Chand & Co.
Delhi