

**KHALSA COLLEGE AMRITSAR**  
**(An Autonomous College)**

**B.A. (Hons.) Social Science**  
**Semester – I**  
**Interdisciplinary Course (Commerce)**

**Time : 3 Hours**

**Max. Marks: 50**  
**Theory: 40**  
**Internal assessment: 10**

**Section A :-** It will consist of 10 multiple choice questions from the entire syllabus. All questions are compulsory. Each question will carry one mark; the total weightage being 10 marks.

**Section B :-** It will consist of 15 short answer questions upto 100 words in length. The students will be required to attempt any 10 questions. Each question will carry 3 marks; the total weightage being 30 marks.

**Unit-I**

**COMMERCE & MANAGEMENT**

**Commerce:** Meaning, Scope, Function and Evolution of Commerce and Industry, Trade and Aids to trade, Forms of business Organisation; E-commerce

**Management :** Meaning, Nature, Scope, Importance of management; Functions of management; Principles of management.

**Unit-II**

**ACCOUNTANCY & TAXATION**

**Accountancy:** Meaning, Features, Branches of accounting, Users of accounting information and their needs, Advantages & limitations of accounting; Accounting Concepts & Conventions; Financial Statements: Meaning, Types of financial statements, Users of financial statements

**Taxation:** Direct & Indirect Taxes-Meaning, Types, Tax Terminology, Concept of Tax Planning, Tax evasion and Tax avoidance, Tax Planning for salaried assesseees

**Unit-III**

**BANKING & INSURANCE**

**Banking:** Commercial Banking in India, Functions of banks, Types of banks in India, Types of bank accounts, Procedure for opening bank account, Recent developments in banking: E-Banking, Mobile Banking, Universal banking, Offshore banking

**Insurance:** Meaning, Nature, Role & importance of insurance; Principles of insurance; Procedure for obtaining insurance policy. Life insurance; General insurance and its types; Concept of re-insurance & Double insurance

**Recommended Books:**

1. Bhusan Y.K “Fundamentals of Business Organization and Management”, 1980, Sultan Chand & Sons, New Delhi.
2. Maheshwari S.N., “Financial Accounting”, 2009, Vikas Publishing House, New Delhi.
3. Kaur Sawraj, Annie, “Principles of Management”, Kalyani Publishers
4. Gupta P.K., “Insurance and Risk Management”, Himalaya Publishers.
5. “Banking-Theory & Practice”, Kalyani Publishers.