

# **GURU NANAK COLLEGE (AUTONOMOUS)**

Guru Nanak Salai, Velachery, Chennai – 600 042

Re-Accredited at 'A – Grade' by NAAC  
(Affiliated to the University of Madras)



## **BACHELOR OF COMMERCE B.COM (GENERAL)**

**(SEMESTER PATTERN WITH CHOICE BASED CREDIT SYSTEM)**

**(For the Candidates admitted in 2020 –21)**

## **VISION**

- To act as a spur to innovative teaching aids with adherence in the curriculum of commerce, management and related fields by invigorating students to be resourceful & creative.

## **MISSION**

- To develop globally competent and socially responsible leaders by creating an urge for continuous learning and a vigor to deal with competitive environment.
- To enlighten students by creating multifarious opportunities to reveal their potential and emboldening them to follow their passion.

## **PROGRAMME OUTCOMES**

**PO1:** Outline the fundamentals of commerce viz., business studies, finance, Accounting and Management.

**PO2:** Recognize various managerial and accounting skills needed for better professional opportunities

**PO3:** Examine the capabilities in varied areas developing communication skills with an aim towards holistic development of learners.

**PO4:** Develop the capability of decision making at personal and professional levels and inculcate entrepreneurial skills.

**PO5:** Synthesis the knowledge to face the challenges in competitive global environment.

## **PROGRAMME SPECIFIC OUTCOMES**

**PSO1:** Apply Management accounting concepts in determining and managing Costs, Revenue, Pricing and budgetary techniques.

**PSO2:** Generate proactive decisions pertaining to business solutions with regard to application of economic principles and techniques at micro and macro level.

## BACHELOR OF COMMERCE (GENERAL) COURSE STRUCTURE 2020-2021 BATCH

Semester	Part	Course	Title	Subject Code	Hours	Credits	Marks		TOTAL
							Internal	External	
I	I	Language - I	Language - I	19UTAM121	6	3	50	50	100
	II	English-I	English-I	19UENG221	4	3	50	50	100
	III	Core I	Financial Accounting	20UCOM301	6	4	50	50	100
		Core II	Principles of Management	20UCOM302	5	4	50	50	100
		Allied 1	Economics for Business Decision	19UCOM303	5	5	50	50	100
	IV	NME I	Analytical & Logical Reasoning	19UNME401 K	2	2	50	50	100
		Skill Based Subjects- I	Introduction To Study Skills	19UGSL401	2	3	-	100	100
<b>TOTAL CREDIT – 24 / TOTAL HOURS PER WEEK -30</b>									
II	I	Language – II	Language – II	19UTAM122	6	3	50	50	100
	II	English – II	English – II	19UENG222	4	3	50	50	100
	III	Core III	Advanced Financial Accounting	20UCOM304	6	4	50	50	100
		Core IV	Marketing Management	20UCOM305	5	4	50	50	100
		Allied II	Indian Economic Development	19UCOM306	5	5	50	50	100
	IV	NME II	Importance of Emotional Intelligence	19UNME402 K	2	2	-	100	100
		Skill Based Subjects – II	Life Skills	19UGSL402	2	3	-	100	100
<b>TOTAL CREDIT – 24 / TOTAL HOURS PER WEEK -30</b>									
III	III	Core V	Corporate Accounting	20UCOM307	6	4	50	50	100
		Core VI	Management Accounting	20UCOM308	6	4	50	50	100
		Core VII	Business Communication	20UCOM309	5	4	50	50	100
		Core VIII	Business and Corporate Laws	20UCOM310	5	4	50	50	100
		Allied III	Business Statistics I	20UCOM311	6	5	50	50	100
	IV	Skill Based Subjects - III	Job-Oriented Skills	19UGSL403	2	3	-	100	100
<b>TOTAL CREDIT – 24 / TOTAL HOURS PER WEEK -30</b>									
IV	III	Core IX	Advanced Corporate Accounting	20UCOM312	6	4	50	50	100
		Core X	Financial Management	20UCOM313	5	4	50	50	100
		Core XI	Goods & Service Tax and Laws	20UCOM314	5	4	50	50	100
		Core XII	Banking And Financial Services	20UCOM315	5	4	50	50	100
		Allied IV	Business Statistics II	20UCOM316	5	5	50	50	100
	IV	Skill Based Subjects -IV	Environmental Studies	19UEVS401	2	2	-	100	100
		Computing Skills	Computing Skills	19UGSL404	2	3	-	100	100
<b>TOTAL CREDIT – 26 / TOTAL HOURS PER WEEK -30</b>									
V	III	Core XIII	Cost Accounting	20UCOM317	6	4	50	50	100
		Core XIV	Entrepreneurial Development	20UCOM318	6	4	50	50	100
		Core XV	Income Tax Law & Practice-I	20UCOM319	5	4	50	50	100
		Core XVI	Practical Auditing	20UCOM320	6	4	50	50	100

		IDE	Elements of Income Tax	20UIDE317	6	5	50	50	100
		Value Education	Value Education	19UVED401	1	2	-	100	100
			Internship	20UINT401	-	2	-	100	100
<b>TOTAL CREDIT – 25 / TOTAL HOURS PER WEEK -30</b>									
VI	III	Core XVII	Advanced Cost Accounting	19UCOM321	6	4	50	50	100
		Core XVIII	Income Tax Law & Practice - II	20UCOM322	6	4	50	50	100
		Core XIX	Business Environment	19UCOM324	6	4	50	50	100
		Elective II	Human Resources Management	20UCOM323	6	5	50	50	100
		Elective III	Project	20UCOM325	6	5	50	50	100
	V		Community Service	20UEXT501	-	1	-	100	100
<b>TOTAL CREDIT – 23 / TOTAL HOURS PER WEEK -30</b>									
<b>GRAND TOTAL CREDIT – 146 / TOTAL HOURS PER WEEK - 180</b>									

# **SEMESTER I**

**CORE - I**  
**FINANCIAL ACCOUNTING**

<b>SUBJECT CODE: 19UTAM121</b>	<b>THEORY&amp;PROBLEMS</b>	<b>MARKS:100</b>
<b>SEMESTER: I</b>	<b>CREDITS:4</b>	<b>TOTAL HOURS: 90</b>

(Common to B.Com (GEN), B.Com (CS), B.Com (AF), B.Com (BM), B.Com (MM), B.Com (ISM),BBA)

**COURSE OBJECTIVES**

1. To study the basic concepts and Accounting Standards.
2. To understand the procedures of Accounting under Single entry system.
3. To foster knowledge on Depreciation Accounting.
4. To get exposure to insurance claims and Bank reconciliation statement.
5. To acquire knowledge and applicability of Departmental accounts.

**UNIT I**

**(20 Hours)**

Meaning and Scope of Accounting - Branches of Accounting – Objectives of Accounting - Brief outline on Indian Accounting Standards - Preparation of Final Accounts – Trading Account-Profit & Loss Account - Balance Sheet – Adjusting Entries – Closing Stock, Outstanding Expenses, Prepaid Expenses, Depreciation, Accrued Income, Income received in Advance, Bad Debts, Provision for Bad and doubtful debts, Interest on Capital and Interest on Drawings.

**UNIT II**

**(20 Hours)**

Accounts from incomplete records (Single Entry System) – Meaning, Features, Defects, Differences between Single entry and Double entry system - Net worth method – Conversion method.

**UNIT III**

**(18 Hours)**

Depreciation-Meaning–Causes–Difference among Depreciation, Amortization and Depletion - Concept of Depreciation – Different Methods of Depreciation-providing Depreciation as per Indian Accounting Standard– Straight Line Method and Written Down Value Method (Change in method excluded)

**UNIT IV**

**(17 Hours)**

Bank Reconciliation statement- Insurance claims, claim for loss of stock destroyed including Average Clause

**UNIT V**

**(15 Hours)**

Departmental Accounting need, features, Basis of Apportionment of Expenses, treatment of Inter-Departmental Transfers at cost or Selling Price - Treatment of Expenses that cannot be apportioned– Preparation of Departmental profit and loss account.

**THEORY: 20%PROBLEMS: 80%**

## RECOMMENDED TEXT BOOKS

1. Gupta. R.L &Gupta V.K,2005, Financial Accounting, Sultan Chand &Sons, NewDelhi,6thedition.
2. Reddy T.S &Murthy.A, 2007, Financial Accounting, Margham Publications, Chennai,5<sup>th</sup>edition.
3. Dr.S.Manikandan,FinancialAccounting,ScitechPublications,Chennai.

## REFERENCE BOOKS

1. Goel.D.KandShellyGoel,2018,Financial Accounting,AryaPublications,2ndedition.
2. Jain. S.P &Narang. K, 1999, Financial Accounting, Kalyani Publishers, Ludhiana,4thedition.
3. RakeshShankar.R &Manikandan.S, Financial Accounting, SCITECH,3rdedition.
4. Shukla&Grewal,2002, Advanced Accounting, Sultan Chand& Sons, New Delhi,15thedition.
5. TulsianP.C.,2006, Financial Accounting, Pearson Education.

## E-LEARNING RESOURCES

1. <https://www.accountingtools.com/articles/2017/5/15/basic-accounting-principles>
2. [https://en.wikipedia.org/wiki/Single-entry\\_bookkeeping\\_system](https://en.wikipedia.org/wiki/Single-entry_bookkeeping_system)
3. <https://www.profitbooks.net/what-is-depreciation/>
4. <https://books.google.co.in/books?isbn=8126909935>
5. <https://books.google.co.in/books?isbn=9966254455>
6. <https://books.google.co.in/books?isbn=0470635290>

## GUIDELINES TO THE QUESTION PAPER SETTERS

### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 7 questions (each in 300 words)	13-19	6	30
C	Answer any 2 out of 4 questions (each in 1200 words)	20-23	20	40
<b>TOTAL MARKS</b>				<b>100</b>

### Break up of questions for theory and problem

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	2	1	1	1	-	1
II	1	1	-	1	-	1
III	1	1	-	1	-	1
IV	2	1	1	1	-	-
V	1	1	-	1	-	1
TOTAL	7	5	2	5	-	4
<b>SECTION A -12</b>			<b>SECTION B -7</b>		<b>SECTION C -4</b>	

## CORE - II

### PRINCIPLES OF MANAGEMENT

<b>SUBJECT CODE: 20UCOM302</b>	<b>THEORY</b>	<b>MARKS:100</b>
<b>SEMESTER: I</b>	<b>CREDITS:4</b>	<b>TOTAL HOURS : 75</b>

(Common to B.Com(GEN), B.Com(CS), B.Com(AF), B.Com(BM), B.Com(MM), B.Com(ISM), BBA)

#### **COURSE OBJECTIVES**

1. To enable the students to acquire knowledge on principles of management
2. To know the concepts and functions of management
3. To learn the importance, types, process and techniques of decision making
4. To understand the Organization structure and its importance
5. To develop the knowledge in coordination and controlling techniques

#### **UNIT I**

**(20 Hours)**

Management-Definition-Importance-Is Management art or science-Functions of Management: POLC framework – Role and Functions of a Manager – Managerial skills – Levels of Management-Application of management in various functional areas-Production, Accounting and Finance, Marketing and Personnel Management.

#### **UNIT II**

**(15 Hours)**

Evolution of Management; Administrative Management: Henry Fayol, Scientific Management: F.W.Taylor, Bureaucratic management: Max Weber, Human relations management: Elton Mayo, Modern Management: Peter Drucker-Approaches to Management: Systems approach & contingency approach, Kaizen's approach.

#### **UNIT III**

**(15 Hours)**

Planning- Meaning – Objectives of planning – Importance of planning – Types of planning. Decision making: Nature and significance – Process of Decision making – Types of Decision making- Styles of decision making – analytical decision making, behavioral decision making, conceptual decision making.

#### **UNIT IV**

**(15 Hours)**

Organizing- Meaning and definition of Organizing, Importance of Organizing, and Principles of Organizing: Work specialization, Authority, Chain of Command, Delegation and Span of Control. Types of Organizational Structure-Line Organizational Structure, Staff organizational structure, Divisional Organization structure, Product/ Project organizational structure, Matrix Organizational Structure and Hybrid Organizational Structure.

#### **UNIT V**

**(10 Hours)**

Introduction to co-ordination – Need for co-ordination, Types of co-ordination and essential requisites for excellent co-ordination. Controlling: Meaning and Importance – Functions of controlling, process of controlling and types of Control -Introduction to Management Information System (MIS)



### RECOMMENDED TEXT BOOKS

1. C.B. Gupta, Management Theory & Practice-Sultan Chand & Sons-New Delhi, 16<sup>th</sup> Edition.
2. L.M. Prasad, Principles & Practice of Management – Sultan Chand & Sons – New Delhi, 8<sup>th</sup> Edition.

### REFERENCE BOOKS

1. P.C. Tripathi & P.N. Reddy, Principles of Management – Tata Mc. Graw Hill – New Delhi, 5<sup>th</sup> Edition
2. Wehri chand Koontz, Management – A Global Perspective, 8<sup>th</sup> Edition.
3. N.Premavathy, Principles of Management – Sri Vishnu Publication – Chennai 8<sup>th</sup> Edition
4. J.Jayashankar, Business Management- Margham Publications-Chennai

### E-LEARNING RESOURCES

1. <http://www.12manage.com>
2. <http://www.businessballs.com>
3. [http://www.tutotrialspoint.com/management\\_principles/management\\_principlestutorial.pdf](http://www.tutotrialspoint.com/management_principles/management_principlestutorial.pdf)

### GUIDELINES TO THE QUESTION PAPER SETTERS

#### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 8 questions (each in 300 words)	13-20	6	30
C	Answer any 4 out of 6 questions (each in 1200 words)	21-26	10	40
<b>TOTAL MARKS</b>				<b>100</b>

#### Breakup of questions for Theory

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	2	-	2	-	1	-
II	2	-	2	-	1	-
III	3	-	1	-	2	-
IV	2	-	2	-	1	-
V	3	-	1	-	1	-
TOTAL	12	-	8	-	6	-
<b>SECTION A 12</b>			<b>SECTION B 8</b>		<b>SECTION C 6</b>	

**ALLIED-1**

**ECONOMICS FOR BUSINESS DECISION**

<b>SUBJECT CODE:19UCOM303</b>	<b>THEORY</b>	<b>MARKS: 100</b>
<b>SEMESTER: I</b>	<b>CREDITS: 5</b>	<b>TOTAL HOURS: 75</b>

**COURSE OBJECTIVES**

1. To acquire knowledge about definition and importance of business economics
2. To explain the consumer behavior theory like Demand and elasticity of demand.
3. To outline the concept of consumer behaviour theories
4. To understand the concepts of cost, nature of production and its relationship to Business operations.
5. To analyze the causes and consequences of different market conditions.

**UNIT I**

**(15 Hours)**

Definition – Nature, Scope and Importance of Business Economics- Role of Business Economist-Positive and Normative Economics.

**UNIT II**

**(15 Hours)**

Meaning of Demand –Distinctions of demand – Law of Demand – Elasticity of Demand – Supply concepts.

**UNIT III**

**(16 Hours)**

Consumer Behaviour Theories- Law of Diminishing Marginal utility – Equi-Marginal Utility–Indifference Curve –Properties.

**UNIT IV**

**(16 Hours)**

Production- Factors of Production- Production Theories-Law of Variable Proportion – Laws of Returns to Scale–ISO Quants.

**UNIT V**

**(13 Hours)**

Pricing-Objectives-Factors influencing pricing- Classification of pricing-Break Even Analysis.

## RECOMMENDED TEXT BOOKS

1. P.L. Mehta, Managerial Economics –Analysis, Problems & Cases -Sultan Chand & Sons-New Delhi– 02.
2. S. Shankaran, Business Economics – Margham Publications - Ch-17

## REFERENCE BOOKS

1. Francis Cherunilam, Business Environment – Himalaya Publishing House -Mumbai–04.
2. Peter Mitchelson and Andrew Mann, Economics for Business-Thomas Nelson Australia -Can-004603454.

## E-LEARNING RESOURCES

1. <https://books.google.co.in/books?isbn=0470021128>
2. <https://books.google.co.in/books?isbn=1451602391>
3. <https://books.google.co.in/books?isbn=0333961110>

## GUIDELINES TO THE QUESTION PAPERS ETTERS

### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 8 questions (each in 300 words)	13-20	6	30
C	Answer any 4 out of 6 questions (each in 1200 words)	21-26	10	40
<b>TOTAL MARKS</b>				<b>100</b>

### Break up of questions for Theory

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	2	-	2	-	1	-
II	2	-	2	-	1	-
III	3	-	1	-	2	-
IV	2	-	2	-	1	-
V	3	-	1	-	1	-
TOTAL	12	-	8	-	6	-
<b>SECTION A 12</b>			<b>SECTION B 8</b>		<b>SECTION C 6</b>	

**NON MAJOR ELECTIVE– I**  
**ANALYTICAL AND LOGICAL REASONING**

<b>SUBJECT CODE: 19UNME401K</b>	<b>PROBLEMS</b>	<b>MARKS: 100</b>
<b>SEMESTER: I</b>	<b>CREDITS: 2</b>	<b>TOTAL HOURS: 30</b>

(Common to B.Com (Gen), B.Com (A&F), B.Com (BM), B.Com (MM), B.Com (ISM), B.Com (Hons) & BBA)

**COURSE OBJECTIVES**

1. To enable students to learn to describe the problem – solving process
2. To make the students identify various problem – solving techniques and apply these in solving business problems
3. To understand thinking model sand practice exercises to help in thinking outside-the-box and generate a larger solutions pace
4. To understand creativity and blocks to creativity
5. To arrive at objective, well-reasoned decisions in a reasonable time.

**UNIT I** **(6 Hours)**

Logical reasoning Introduction – Number Series

**UNIT II** **(6 Hours)**

Statement and assumptions – Statement and conclusion

**UNIT III** **(6 Hours)**

Verbal reasoning – Coding and Decoding (with alpha numeric characters) -  
Reasoning Blood Relationship

**UNIT IV** **(6 Hours)**

Direction Sense Test–Data Interpretation from bar chart, pie chart.

**UNIT V** **(6 Hours)**

Venn Diagrams– Image Series

### RECOMMENDED TEXT BOOKS

1. Logical and Analytical Reasoning –A.K. Gupta–Ramesh publishing house 2016 Paper Back edition

### REFERENCE BOOKS

1. A Modern Approach to verbal and non-verbal reasoning – Revised edition by R.S. Agarwal – Publisher–S. Chandand Company Pvt. Ltd.

### E-LEARNING RESOURCES

1. <http://www.careerguide.co.in/search/label/Reasoning>
2. <http://www.indiabix.com/logical-reasoning>

### GUIDELINES TO THE QUESTION PAPERS ETTERS

#### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Multiple Choice Questions	1-50	1	50

#### Break up of questions for Problems

Sections	Units	No. of
		Problems
Section A	Unit– 1	10
	Unit– 2	10
	Unit– 3	10
	Unit– 4	10
	Unit– 5	10

# **SEMESTER II**

## CORE - III

### ADVANCED FINANCIAL ACCOUNTING

<b>SUBJECT CODE: 20UCOM304</b>	<b>THEORY &amp; PROBLEMS</b>	<b>MARKS: 100</b>
<b>SEMESTER: II</b>	<b>CREDITS: 4</b>	<b>TOTAL HOURS: 90</b>

(Common to B.Com (GEN), B.Com (CS), B.Com (AF), B.Com (BM))

#### **COURSE OBJECTIVES**

1. To demonstrate the accounting procedure for Branch Accounts under debtors system and stock & debtors system.
2. To explain the concept of Hire purchase transactions, calculation of interests and various accounting treatments of Hire purchase & Installments system.
3. To compile the accounting procedure for admission and treatment of goodwill.
4. To analyze the accounting treatment of retirement of partnership and death of a Partner, executors account.
5. To discuss the various procedures for accounting treatment of Dissolution, Garner Vs Murray, and piece meal distribution.

#### **UNIT I (15 Hours)**

Branch Accounts – Dependent Branches – Debtors System - Goods invoiced at cost and Invoice price - Stock & Debtors System – Goods invoiced at cost and Invoice price. (Simple problems only)

#### **UNIT II (15 Hours)**

Hire-purchase and Installment System – Default and repossession – Installment Purchase System. (Excluding “Hire Purchase Trading A/c”)(Simple problems only)

#### **UNIT III (20 Hours)**

Partnership Accounts – Admission of a Partner- Adjustment in the profit sharing ratio – Adjustment for Goodwill – Application of Accounting Standard (AS)10 –Revaluation of assets & Liabilities– Adjustment of capitals.

#### **UNIT IV (20 Hours)**

Retirement of a Partner – Profit sharing ratio –Treatment of good will on retirement / death of a partner - Death of a Partner – mode of payment, Joint Life Policy.

#### **UNIT V (20Hours)**

Dissolution of partnership – Insolvency of a partner (application of Indian Partnership Act, 1932) –Insolvency of all partners – gradual realization of asset and piece meal distribution. (Simple problems only)

**THEORY: 20% PROBLEMS: 80%**

### RECOMMENDED TEXT BOOKS

1. Financial Accounting - R.L. Gupta & M. Radhaswamy – Sultan Chand & sons.
2. Financial Accounting - T.S. Reddy & A. Murthy – Margham Publications

### REFERENCE BOOKS:

1. Principles and practice of Accounting - R.L. Gupta & V.K. Gupta– sultan chand & sons.
2. Financial Accounting–S.P. Jain & K.L. Narang – Kalyani Publishers.

### E-LEARNING RESOURCES

1. <https://books.google.co.in/books?isbn=8126909935>
2. <https://books.google.co.in/books?isbn=9966254455>
3. <https://books.google.co.in/books?isbn=0470635290>

### GUIDELINES TO THE QUESTION PAPERS ETTERS

#### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions(each in 50 words)	1-12	3	30
B	Answer any 5 out of 7 questions (each in 300words)	13-19	6	30
C	Answer any 2 out of 4 questions (each in 1200words)	20-23	20	40
<b>TOTAL MARKS</b>				<b>100</b>

#### Break up of questions for theory and problem

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	1	1	-	1	-	1
II	1	1	1	1	-	-
III	2	1	1	1	-	1
IV	2	1	-	1	-	1
V	1	1	-	1	-	1
TOTAL	7	5	2	5	-	4
<b>SECTION A -12</b>			<b>SECTION B -7</b>		<b>SECTION C -4</b>	



## CORE - IV

### MARKETING MANAGEMENT

<b>SUBJECT CODE: 20UCOM305</b>	<b>THEORY</b>	<b>MARKS: 100</b>
<b>SEMESTER: II</b>	<b>CREDITS: 4</b>	<b>TOTAL HOURS:75</b>

(Common to B.Com (GEN), B.Com (CS), B.Com (AF), B.Com (BM), B.Com (MM), B.Com (ISM),BBA)

### COURSE OBJECTIVES

1. To develop an understanding about the basic concepts of marketing.
2. To determine the various methods of promotion in marketing.
3. To provide an insight on the various marketing channel along with modern technology.
4. To understand the consumer behavior process & marketing ethics.
5. To demonstrate the concept of product life cycle and pricing.

#### UNIT I

(14 Hours)

Fundamentals of Marketing – Role of Marketing – Relationship of Marketing with other functional areas – concept of marketing mix-marketing approaches – various Environmental factors affecting the marketing functions.

#### UNIT II

(14 Hours)

Consumer – Customer – Buying Process – Introduction to Buyer Behavior –Factors influencing buyer Behaviour, Market segmentation– Need and basis of Segmentation – Targeting– Positioning – CRM and Customer Satisfaction.

#### UNIT III

(17 Hours)

The Product – Goods - Services – Ideas – Characteristics – benefits – Classifications – Consumer goods – Industrial goods -Difference between Consumer goods and Industrial goods New Product Development process – Product life Cycle – Introduction, Growth, Maturity, Decline. Branding – Packaging & Labeling – Pricing – Meaning, Objectives and Types of Pricing.

#### UNIT IV

(16 Hours)

Physical Distribution: Importance – Channels of Distribution of consumer goods, Distribution of industrial goods and Distribution of Agricultural goods –Levels of channels : Zero level, one level, two levels and three level channel – Distribution issues – online Marketing -Green Marketing.

#### UNIT V

(14 Hours)

Promotion – Meaning, Objective, Types – A brief overview of Advertising – Different types of Advertising - Publicity – Public Relations – personal selling – Direct selling and Sales promotion - Dealer Promotion – Customer Promotion

## RECOMMENDED TEXT BOOKS

1. Kotler, P. (2007). Marketing Management –The Millennium Edition Prentice Hall of India Private Limited. *New Delhi*, 35-8.
2. Pillai & Bagavathi, R. S. N. (1999). Marketing Management. *S. chand &Co. Ltd.*

## REFERENCE BOOKS

1. Joshi, G. (2009). *Information Technology for retail*. Oxford University Press, Inc..
2. Mullins, J., Walker, O.C., & Boyd Jr, H.W. (2012). *Marketing management A strategic decision – making approach*. McGraw-Hill Higher Education.
3. Pradhan, S. (2011). *Retailing management : Text and cases*. Tata McGraw – Hill Education.
4. Ramaswamy, V.S., & Namakumari,S. (2009). *Marketing management: Global perspective, Indian context*. Macmillan.
5. Withey,F. (2006). *Marketing Fundamentals. The Official CIM Coursebook 06/07*. Taylor & Francis.

## E-LEARNINGRE SOURCES

1. <https://iedunote.com/marketing-definition-functions-importance-process>
2. <http://www.yourarticlelibrary.com/marketing/top-10-advantages-of-marketing/53152>
3. <http://www.notesdesk.com/notes/marketing/the-marketing-mix-4-ps-of-marketing/>
4. <https://www.enotesmba.com/2013/03/marketing-notes-marketing-mix.html>
5. <https://www.marketingtutor.net/consumer-decision-making-process-stages/>
6. <https://courses.lumenlearning.com/boundless-marketing/chapter/ethics-in-marketing/>
7. <https://www.youtube.com/watch?v=Mco8vBAwOmA>

## GUIDELINES TO THE QUESTION PAPERS ETTERS

### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 8 questions (each in 300 words)	13-20	6	30
C	Answer any 4 out of 6 questions (each in 1200 words)	21-26	10	40
<b>TOTALMARKS</b>				<b>100</b>

### Break up of questions for Theory

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	3	-	2	-	1	-
II	2	-	1	-	1	-
III	2	-	2	-	2	-
IV	2	-	2	-	1	-
V	3	-	1	-	1	-
TOTAL	12	-	8	-	6	-
<b>SECTION A 12</b>			<b>SECTION B 8</b>		<b>SECTION C 6</b>	

## ALLIED - II

### INDIAN ECONOMIC DEVELOPMENT

<b>SUBJECT CODE:19UCOM306</b>	<b>THEORY</b>	<b>MARKS: 100</b>
<b>SEMESTER: II</b>	<b>CREDITS: 5</b>	<b>TOTAL HOURS: 75</b>

#### COURSE OBJECTIVES

1. To know about the concepts of Economic development and Economic Growth.
2. To acquire knowledge about calculating the National Income.
3. To know about poverty, Unemployment, Inequalities and population
4. To learn about Role of LSI and SSI.
5. To enhance the knowledge of the students to learn about the economic planning.

#### UNIT I

(15 Hours)

Economic growth and economic Development - Features of economic development- Indicators of economic development-National Income - Basic concepts and computation of National Income

#### UNIT II

(15 Hours)

Major problems of Indian Economy - Poverty- Inequalities - Unemployment – Population - Causes, Consequences and Remedial measures to solve the problems.

#### UNIT III

(15 Hours)

Agriculture – Contribution to economic development - Green Revolution and its Importance – Objectives of land reform measures- Food Policy and Public Distribution System

#### UNIT IV

(15 Hours)

Industry -Types of Industries - Role of industries in economic development - Importance of Large Scale Industries - Small scale Industries - Problems and Remedies.

#### UNIT V

(15 Hours)

Economic planning - Five Year plans in India - Achievements and failures – Economic development under Five Year Plans.

### RECOMMENDED TEXT BOOKS

1. I.C. Dingra, Indian Economy
2. Ruddar Datt & K.P.M. Sundharam, Indian Economy - S.Chand & Sons -New Delhi.

### REFERENCE BOOKS

1. K.N. Agarwal, Indian Economy – Problem of Development of Planning -  
Wishwa Prakasan -New Age of International Ltd.
2. S.K. Misra & V.K.Puri, Indian Economy – Its Development – Himalaya Publishing House  
- Mumbai.

### E-LEARNING RESOURCES

- 1.<https://books.google.co.in/books?isbn=047002128>
- 2.<https://books.google.co.in/books?isbn=145162391>
- 3.<https://books.google.com/books?isbn=0333961110>

### GUIDELINES TO THE QUESTION PAPER SETTERS

#### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 8 questions (each in 300words)	13-20	6	30
C	Answer any 4 out of 6 questions (each in 1200 words)	21-26	10	40
<b>TOTALMARKS</b>				<b>100</b>

#### Break up of questions for Theory

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	2	-	2	-	1	-
II	2	-	2	-	1	-
III	3	-	1	-	2	-
IV	2	-	2	-	1	-
V	3	-	1	-	1	-
TOTAL	12	-	8	-	6	-
<b>SECTION A 12</b>			<b>SECTION B 8</b>		<b>SECTION C 6</b>	

## NON MAJOR ELECTIVE – II

### IMPORTANCE OF EMOTIONAL INTELLIGENCE

<b>SUBJECT CODE : 19UNME402K</b>	<b>THEORY</b>	<b>MARKS:100</b>
<b>SEMESTER: II</b>	<b>CREDITS : 2</b>	<b>TOTAL HOURS: 30</b>

(Common to B.Com(Gen), B.Com(CS), B.Com(AF), B.Com(MM), B.Com(ISM), B.Com(BM)  
And BBA)

#### COURSE OBJECTIVES

1. To evoke knowledge among students on Emotional Intelligence.
2. To make students understand the importance of self-awareness and self-development.
3. To outline the Students about Positive and Negative traits.
4. To demonstrate about self-Analysis.

#### UNIT I

(6 Hours)

**Introduction** -Emotional Intelligence –Meaning, Benefits, Importance of emotions -  
Self-awareness and Competencies Psychological Needs EQ vs IQ.

#### UNIT II

(6 Hours)

**Personality Analysis** -Distinct Personality Type-Hand writing Analysis, Colour  
preference, listening, Profile, Self Esteem, Will power, Confidence

#### UNIT III

(6 Hours)

**Negative Traits** - Anger Management -Negative Syndrome and Attitude-Negative  
thinking- Guilt Quotient Stress and Emotion, Adapting to Loneliness

#### UNIT IV

(6 Hours)

**Positive Traits**-Humor and Happiness- Empathetic ability- Sensitivity  
profile- Empowered personality, Self-Empowerment

#### UNIT V

(6 Hours)

**Self-analysis:** Psychological growth and adjustment- Personal Development plan-  
Successful negotiator Personal SWOT Analysis, Celebrating Life.

## RECOMMENDED TEXTBOOKS

1. What's Your Emotional IQ, Dr.Aparna Chattopadhyay,PustakMahal,May2004.
2. Emotional Intelligence In A Week, JillDann, Hodder& Stoughton,10Edition,2007.

## REFERENCE BOOK

1. Emotional Intelligence: Why It Can Matter More Than IQ Paperback – September 27,2005byDaniel Goleman

## E-LEARNING RESOURCES

1. [www.psychology.ccsu.edu/engwall/Emotional%20Intelligence.ppt](http://www.psychology.ccsu.edu/engwall/Emotional%20Intelligence.ppt)
2. [www.personality\\_project.org](http://www.personality_project.org)
3. [www.donblake.com/module5/resources/emotionalintelligence.doc](http://www.donblake.com/module5/resources/emotionalintelligence.doc)

## GUIDELINES TO THE QUESTION PAPER SETTERS

### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Descriptive Questions Answer any 5 out of 8	1-8	10	50
<b>TOTAL MARKS</b>				<b>50</b>

### Breakup of questions for Theory

Sections	Units	No. of
		Theory
Section A	Unit– 1	1
	Unit– 2	2
	Unit– 3	2
	Unit– 4	2
	Unit– 5	1

# **SEMESTER III**

**CORE - V**

**CORPORATE ACCOUNTING**

<b>SUBJECT CODE: 20UCOM307</b>	<b>THEORY &amp; PROBLEMS</b>	<b>MARKS: 100</b>
<b>SEMESTER: III</b>	<b>CREDITS: 4</b>	<b>TOTAL HOURS: 90</b>

(Common to B.Com(GEN), B.Com(CS), B.Com(AF), B.Com(BM), B.Com(MM))

**COURSE OBJECTIVES**

1. To prepare the journal entries of issue of shares and compute underwriter's liabilities.
2. To demonstrate thorough knowledge of relevant accounting treatment of redemption of preference shares and the ability to find the profit prior to incorporation of companies.
3. To demonstrate thorough knowledge in preparation of financial statements of companies as per the provisions of companies Act 2013.
4. To select the appropriate methods of valuation of shares and goodwill and perform the accounting treatment of the company.
5. To learn about the concepts of various procedures for alteration of share capital and accounting treatment in respect of internal reconstruction of a company

**UNIT I**

**(22 Hours)**

Meaning of shares – Kinds of Shares – Issue of shares- Forfeiture and Reissue- Underwriting of shares- Determination of the liability of underwriters- Complete underwriting- partial underwriting- Firm underwriting.

**UNIT II**

**(17 Hours)**

Redemption of preference shares- Revenue profit and capital profit – Minimum fresh issue of shares. Profit prior to incorporation, Treatment of Profit or Loss Prior to Incorporation in Financial Statement as per revised format of Companies Act 2013 – Basis of Apportionment of expenses (Simple problems only).

**UNIT III**

**(20 Hours)**

Company final accounts- Preparation of statement of profit & loss and company balance sheet as per Revised format (Schedule VI) of companies Act.- Computation of Managerial Remuneration.

**UNIT IV**

**(16 Hours)**

Valuation of Goodwill- Meaning– Nature– Factors affecting goodwill– Methods of valuation of goodwill- Valuation of Shares – Need – Methods of valuation of shares.

**UNIT V**

**(15 Hours)**

Alteration of Share Capital– Different kinds of Alteration of Share Capital- Internal Reconstruction and Reduction of Share Capital (Simple Problems only)

**THEORY: 20% PROBLEMS: 80%**



## RECOMMENDED TEXTBOOKS

1. Corporate Accounting: Gupta R.L and Radhaswamy M., Sultan Chand & Sons, New Delhi.(2013)
2. Corporate Accounting: Reddy T.S&. Murthy A,Volume 1 & 2, Sixth Edition ,Margham Publications, Chennai.(2014)

## REFERENCE BOOKS

1. Corporate Accounting: Arulanandam M.A .and RamanK.S-Himalaya Publishing House.
2. Corporate Accounting-I :Jain S.P, Narang K.L, Agrawal Simmi & Sehgal Monika Ninth Edition, Kalyani Publishers Ludhiana (2018).
3. Advanced Accountancy: Maheswari S.N; Volume1,10<sup>th</sup> Edition; Vikas Publishing.
4. Shukla M.C, Grewal T.S. and. Gupta S.C; Corporate Accounting; SChand & Sons, New Delhi.;

## E-LEARNINGRESOURCES

1. [https://www.youtube.com/channel/UCaXP40Q7n9vACnOZ-zT\\_GUQ](https://www.youtube.com/channel/UCaXP40Q7n9vACnOZ-zT_GUQ)
2. <https://commerceease.com/terms-of-issue-of-shares/>
3. <https://edurev.in/studytube/ICAI-Notes-of-Ch-9-3-Redemption-of-Preference-Shares/>
4. <https://blog.ipleaders.in/rules-share-capital-alteration/>
5. <https://books.google.co.in/books?isbn=8131754510>
6. <https://books.google.co.in/books?isbn=8120346270>
7. <https://books.google.co.in/books?isbn=8126908394>

## GUIDELINES TO THE QUESTION PAPER SETTERS

### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 7 questions (each in 300 words)	13-19	6	30
C	Answer any 2 out of 4 questions (each in 1200 words)	20-23	20	40
<b>TOTALMARKS</b>				<b>100</b>

### Breakup of questions for theory and problem

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	2	1	1	1	-	1
II	1	1	-	1	-	-
III	1	1	-	1	-	1
IV	2	1	1	1	-	1
V	1	1	-	1	-	1
TOTAL	7	5	2	5	-	4
<b>SECTION A -12</b>			<b>SECTION B -7</b>		<b>SECTION C -4</b>	

**CORE-VI**  
**MANAGEMENT ACCOUNTING**

<b>SUBJECT CODE: 20UCOM308</b>	<b>THEORY &amp; PROBLEMS</b>	<b>MARKS: 100</b>
<b>SEMESTER: III</b>	<b>CREDITS: 4</b>	<b>TOTAL HOURS: 90</b>

(Common to B.Com(GEN), B.Com(CS), B.Com(AF), B.Com(BM), B.Com(MM), B.Com(ISM), BBA)

**COURSE OBJECTIVES**

1. To enable the students to acquire sound knowledge of concepts, methods and techniques of management accounting.
2. To apply the analytical skills associated with the interpretation of accounting reports.
3. To evaluate the results of profitability, liquidity, solvency and efficiency levels in the business.
4. To communicate the knowledge about fund flow and cash flow statements under (AS-3) and also the concept of budgetary control.
5. To evaluate the classification of budgets.

**UNIT I (15 Hours)**

Management Accounting: Meaning- nature, scope and functions of management accounting- role of management accounting in decision making; management accounting vs. financial accounting- tools and techniques of management accounting. Financial statements- meaning and types of financial statements - objectives and methods of financial statements analysis comparative, common size statements and Trend analysis.

**UNIT II (20 Hours)**

Ratio Analysis – Interpretation, benefits and limitations - Classification of ratios – Liquidity, Profitability and turn over ratios.

**UNIT III (20 Hours)**

Funds flow statement-objectives- uses and limitations- preparation of funds flow statement - Schedule of changes in working capital–non fund items – adjusted profit and loss account.

**UNIT IV (20 Hours)**

Cash flow statement– significance- preparation of cash flow statement as per IND AS3-Cash from Operating, Investing and Financing activities.

**UNIT V (15 Hours)**

Budgets and Budgetary Control- Meaning-objectives-advantages-Limitations-Installations of Budgetary control system- Classifications of Budgets based on Time, Functions and Flexibility. Preparation of Budgets (Sales, Production, Flexible, Cash, Master Budget and Raw Material Purchase Budget)

**THEORY: 20% PROBLEMS: 80%**

## RECOMMENDED TEXT BOOKS

1. Maheswari,D.S,“PrinciplesofManagementAccounting”SultanChand&Sons.Delhi-53,17th Edition
2. Reddy,T.S.,& Murthy,A, Financial accounting. Margham Publication, 15thEdition.

## REFERENCE BOOKS

1. Gupta ,S.K.,& Sharma,R.K., Management Accounting: Principles and Practice.
2. Hingorani,R.(2005). Grewal. Management Accounting.
3. Khan, M.Y., &Jain ,P.K.(2017). Management Accounting and Financial Analysis.
4. Murthy,A.&Gurusamy,S.Management AccountingTheoryand Practice, VijayNicole
5. Srinivasan,N.P.,&Murugan,M.S, Accounting for management .S. Chand.

## E-LEARNING RESOURCES

1. <https://www.wallstreetmojo.com/ratio-analysis/>
2. <https://books.google.co.in/books?isbn=0070620237>
3. <https://books.google.co.in/books?isbn=1853963836>
4. <https://books.google.co.in/books?isbn=8131731782>

## GUIDELINES TO THE QUESTION PAPER SETTERS

### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 7 questions (each in 300 words)	13-19	6	30
C	Answer any 2 out of 4 questions (each in 1200 words)	20-23	20	40
<b>TOTALMARKS</b>				<b>100</b>

### Breakup of questions for theory and problem

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	2	1	1	1	-	-
II	1	2	-	1	-	1
III	1	1	-	1	-	1
IV	1	1	-	1	-	1
V	1	1	1	1	-	1
TOTAL	6	6	2	5	-	4
<b>SECTION A -12</b>			<b>SECTION B-7</b>		<b>SECTION C -4</b>	

## CORE -VII

### BUSINESS COMMUNICATION

<b>SUBJECT CODE: 20UCOM309</b>	<b>THEORY</b>	<b>MARKS:100</b>
<b>SEMESTER: III</b>	<b>CREDITS:4</b>	<b>TOTAL HOURS:75</b>

(Common to B.Com(GEN), B.Com(CS), B.Com(AF),B.Com(BM),B.Com(MM),B.Com(ISM), BBA)

#### **COURSE OBJECTIVES**

1. To discuss the importance and essentials of communication in business activities.
2. To draft the various types of business letter and to practice the same.
3. To demonstrate the various types of business enquiries.
4. To compile the different types of correspondence relating to the company and secretarial practice.
5. To utilize the knowledge about the vital role played by computer in business entities.

#### **UNIT I**

**(15 Hours)**

Meaning and Definition of Business Communication – Process – need – Methods: oral or verbal, non-verbal – written Communication – Audio – Video Communication - channels of communication: formal, in-formal–dimensions of communication: upward, downward, horizontal, diagonal–Principles of Effective Communication–Barriers to Communication.

#### **UNIT II**

**(15 Hours)**

Understanding the purpose of writing a Business Letter– 4C’s of Good Communication: correctness– Clarity – Conciseness – Courtesy – Characteristics of a Good Business Letter - Stages of writing Business Letters– Layout-Kinds of Business Letters.

#### **UNIT III**

**(15 Hours)**

Persuasive Letters – Enquiries – Replies – Orders – Sales Letters – Circulars – Complaints- BankCorrespondence–InsuranceCorrespondence–Correspondencewithshareholders, Directors.

#### **UNIT IV**

**(15 Hours)**

Patterns of Business Presentation–Chronological–Categorical–Cause and Effect– Problem Solution – Elements of presentation- Rules of making effective Power Point presentations- Effective Sales Presentation.

#### **UNIT V**

**(15 Hours)**

Importance of Report Writing- Kinds of reports- Business Meetings- Agenda– Minutes of the Meeting – Modern forms of Communication. –Social Media –Email Etiquettes –Video Conferencing

## RECOMMENDED TEXT BOOKS

1. Rajendra Pal and Korlahalli, Essentials of Business Communication-Sultan Chand& Sons, New Delhi.
2. N.S.Raghunathan., R.Santhanam, Business Communication-Margham Publications

## REFERENCE BOOKS

1. Rajendra Pal and Korlahalli, Essentials of Business Communication-Sultan Chand& Sons, New Delhi.
2. Shirley Taylor, Communication of Business- Pearson Publication- New Delhi
3. K.Sundar,A.Kumararaj ,Business Communication, Vijay Nichole Imprints Pvt. Ltd.

## E-LEARNING RESOURCES

- 1.<https://books.google.co.in/books?isbn=130556023X>
- 2.<https://books.google.co.in/books?isbn=0618990488>
3. <https://books.google.co.in/books?isbn=0538466251>

## GUIDELINES TO THE QUESTION PAPER SETTERS

### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 8 questions (each in 300 words)	13-20	6	30
C	Answer any 4 out of 6 questions (each in 1200 words)	21-26	10	40
<b>TOTAL MARKS</b>				<b>100</b>

### Breakup of questions for theory and Letter writing

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	LETTER WRITING	THEORY	LETTER WRITING	THEORY	LETTER WRITING
I	2	-	1	-	2	-
II	2	-	1	1	-	1
III	3	-	1	1	-	1
IV	3	-	1	1	-	1
V	2	-	1	-	1	-
TOTAL	12	-	5	3	3	3
<b>SECTION A -12</b>			<b>SECTION B-8</b>		<b>SECTION C -6</b>	

## CORE -VIII

### BUSINESS AND CORPORATE LAWS

<b>SUBJECT CODE: 20UCOM310</b>	<b>THEORY</b>	<b>MARKS:100</b>
<b>SEMESTER: III</b>	<b>CREDITS:4</b>	<b>TOTAL HOURS: 75</b>

(Common to B.Com (GEN),B.Com(A&F),B.Com(MM),B.Com(BM),B.B.A)

#### COURSE OBJECTIVES

1. To inherit the knowledge on the legal aspects involved in business.
2. To impart the performance of contract as per Indian Contract Act, 1872.
3. To create and demonstrate the knowledge about sale of goods Act 1930.
4. To demonstrate Memorandum and Articles of Association.
5. To make the students to understand Meetings of the company.

#### UNIT I

(12 Hours)

Law of Contract – Essential elements of a valid contract- Classification of Contracts-Offer and Acceptance – Capacity of parties to Contract – Free Consent – Consideration – Legality of Object– Agreements Declared Void – Contingent Contracts.

#### UNIT II

(21 Hours)

Performance of Contract – Discharge of Contract – Remedies for breach of contract – Quasi Contracts (General Contract–Sections 1 to 75)- Contract of Indemnity & Guarantee-Bailment: Meaning, Essential features of Bailment- Duties and Rights of bailor and bailee-Termination of bailment- Pledge- Meaning, Essentials of a valid pledge -Rights and Duties of pawnor and pawnee.

#### UNIT III

(18 Hours)

Contract of Agency - Definition of Agent and Principal - Essentials and legal rules of a valid agency - Creation of Agency - Termination of Agency. Sale of Goods Act - Definition of Sale and Agreement to Sell – Distinction between Sale and Agreement to Sell, Condition and Warranties - Distinction between Conditions and Warranties - Rights and Duties of an unpaid seller.

#### UNIT IV

(12 Hours)

Company – Meaning-Characteristics - Kinds of Companies - Memorandum of Association – Contents-Articles of Association-Contents–Distinction between Memorandum and Articles – Prospectus – Meaning - Contents-Statement of lieu in prospectus - Types-Misstatements in prospectus.

#### UNIT V

(12 Hours)

SEBI-Introduction and guidelines– Meetings-Annual General Meeting-Meaning-Extraordinary General Meeting- Meaning- Board Meeting- Meaning-Procedure for the conduct of the meetings (Meaning of Notice, Agenda, Quorum, Voting, Proxy). Minutes-Resolution-Meaning and Types

## RECOMMENDED TEXT BOOKS

1. Business Laws –N.D.Kapoor, SultanChandPublications,15thEdition
2. Legal Systems in Business– P.Saravanavel ,S.Sumathi,HimalayaPublishingHouse,2011.

## REFERENCE BOOKS

1. P.C.Tulsian,BusinessLaws,TataMcGrawHill,2ndEdition.
2. M.R.Sreenivasan, Business Laws –Margham Publications, Chennai
3. S.S. Gulshan and G.K. Kapoor, Business Law including Company Law, 12thEdition,New Age International(P)Ltd. Publishers.

## E-LEARNING RESOURCES

1. <https://books.google.co.in/books?isbn=0764142402>
2. <https://books.google.co.in/books?isbn=0748766472>
3. <https://books.google.co.in/books?isbn=0748766774>
4. <https://books.google.co.in/books?isbn=0582894182>
5. <https://books.google.co.in/books?isbn=8171567312>

## GUIDELINES TO THE QUESTION PAPER SETTERS

### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 8 questions (each in 300 words)	13-20	6	30
C	Answer any 4 out of 6 questions (each in 1200 words)	21-26	10	40
<b>TOTAL MARKS</b>				<b>100</b>

### Breakup of questions for Theory

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	2	-	2	-	1	-
II	2	-	2	-	1	-
III	3	-	1	-	2	-
IV	2	-	2	-	1	-
V	3	-	1	-	1	-
TOTAL	12	-	8	-	6	-
<b>SECTION A 12</b>			<b>SECTION B 8</b>		<b>SECTION C 6</b>	

**ALLIED – III  
BUSINESS STATISTICS- I**

<b>SUBJECTCODE: 20UCOM311</b>	<b>THEORY&amp;PROBLEMS</b>	<b>MARKS:100</b>
<b>SEMESTER: III</b>	<b>CREDITS:5</b>	<b>TOTAL HOURS: 90</b>

(Common to B.Com(GEN),B.Com(CS), B.Com(AF),B.Com(BM),B.Com(MM),B.Com(ISM),BBA)

**COURSE OBJECTIVES**

1. To communicate the origin and basics about the statistics.
2. To demonstrate the classifications, tabulation of data including diagrammatic and graphical methods.
3. To analyze the knowledge of measures of central tendency – Mean, Median, Mode, Geometric Mean and Harmonic Mean.
4. To explain the characteristics of the range, Quartile deviation, mean deviation, variance and the standard deviation.
5. To evaluate the measures of skewness – Karl Pearson’s coefficient of skewness and Bowley’s Coefficient of Skewness.

**UNIT I**

**(18 Hours)**

Origin Meaning, Definition and Characteristics of Statistics– Uses and Limitations–Sources of Statistical data – Primary and Secondary – Collection of Primary Data – Direct Personal, Indirect Oral, Mailed Questionnaire and Schedule Methods – Editing of Secondary Data– Scatter diagram.

**UNIT II**

**(18 Hours)**

Measures of Central Tendency/Averages–Arithmetic Mean, Median, Quartiles, Deciles and Percentiles, Mode, Geometric Mean, Harmonic Mean, Combined Mean and Weighted Mean.

**UNIT III**

**(18 Hours)**

Measures of Dispersion – Range, Quartile Deviation, Mean Deviation and Standard Deviation– Co-efficient of Variation.

**UNIT IV**

**(18 Hours)**

Measures of Skewness – Meaning, Definition and Types – Karl Pearson’s coefficient of Skewness and Bowley’s Coefficient of Skewness.

**UNIT V**

**(18 Hours)**

Probability – Addition and Multiplication Theorem – Conditional probability – Bayer’s Theorem (without proof)– Simple problems.

**THEORY:20%PROBLEMS:80%**



## RECOMMENDED TEXT BOOKS

1. S.P.Gupta, Statistical Methods, Sultan Chand & Sons, 2011
2. P.R.Vital, Business Statistics, Margham Publications.

## REFERENCE BOOKS

1. E.L.Lehmann, Elements of Statistical Hypothesis, John Wiley & Sons.
2. R.S.N.Pillai & B.Bhagavathi, Practical Statistics, S. Chand & Company.

## E-LEARNING RESOURCES

<https://books.google.co.in/books?isbn=0764142399>

<https://books.google.co.in/books?isbn=8122400116>

<https://books.google.co.in/books?isbn=8131726029>

## GUIDELINES TO THE QUESTION PAPER SETTERS

### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 7 questions (each in 300 words)	13-19	6	30
C	Answer any 2 out of 4 questions (each in 1200 words)	20-23	20	40
<b>TOTAL MARKS</b>				<b>100</b>

### Breakup of questions for theory and problem

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	2	-	2	-	-	-
II	2	-	-	1	-	1
III	1	3	-	2	-	1
IV	1	1	-	1	-	1
V	1	1	-	1	-	1
TOTAL	7	5	2	5	-	4
<b>SECTION A -12</b>			<b>SECTION B-7</b>		<b>SECTION C -4</b>	

# **SEMESTER IV**

**CORE - IX  
ADVANCED CORPORATE ACCOUNTING**

<b>SUBJECTCODE:20UCOM312</b>	<b>THEORY&amp;PROBLEMS</b>	<b>MARKS:100</b>
<b>SEMESTER: IV</b>	<b>CREDITS:4</b>	<b>TOTAL HOURS: 90</b>

(Common to B.Com(GEN),B.Com(CS),B.Com(AF),B.Com(BM))

**COURSE OBJECTIVES**

1. To understand the accounting concepts and policies related to accounting standards and to identify the relationship for financial reporting purposes.
2. To demonstrate a thorough knowledge of relating accounting treatment and the ability to apply them to solve banking company's financial statement based on Indian Accounting Standard.
3. To demonstrate a thorough knowledge of relating accounting treatment and the ability to apply them to solve General insurance company's financial statement based on Indian Accounting Standard.
4. To analyze the accounting procedure of amalgamation of companies, absorption & external reconstruction of companies
5. To understand thorough knowledge about the procedure of preparing liquidator's final statement of accounts at the time of winding up of the companies.

**UNIT I (15 Hours)**

Indian Accounting Standards – Meaning – Objectives – Significance - Financial Reporting Practices- Meaning and Scope –Objectives of Financial Reporting- (Theory only)

**UNIT II (20 Hours)**

Bank Accounts– Non-Performing Assets (NPA) provision for doubtful debts–Rebate on Bills Discounted - Preparation of Profit and Loss account – Preparation of Balance sheet (as per revised new format) (Simple problems only)

**UNIT III (20 Hours)**

Insurance company accounts – Accounting of General Insurance Companies – Fire & Marine Insurance only - Preparation of financial accounts of insurance companies as per revised new format (Life Insurance Companies – Excluded) (Simple problems only)

**UNIT IV (20 Hours)**

Amalgamation- Meaning– Types- Calculation of Purchase Consideration–Amalgamation In the Nature of Purchase (Excluding Nature of Merger)-Absorption and External Reconstruction of a company- (Intercompany Investments Excluded) (Simple problems only)

**UNIT V (15 Hours)**

Liquidation – Meaning – Order of Payment – Liquidator's Remuneration - Liquidator's Final Statement of Receipts and Payments (Statement of Affairs- Excluded) (Simple problem only).

**THEORY:20%PROBLEMS:80%**

### RECOMMENDED TEXT BOOKS

1. Corporate Accounting - R.L. Gupta & Radhasamy – Sulthan Chand.
2. Corporate Accounting- T.S. Reddy& A. Murthy– Margham Publication.

### REFERENCE BOOKS

1. Company Accounts-Jain &Narang–Kalyani Publishers.
2. Company Accounts –S.N.Maheshwari &S.K.Maheshwari– Vikas Publication.

### E-LEARNING RESOURCES

1. [https://www.youtube.com/channel/UCaXP40Q7n9vACnOZ-zT\\_GUQ](https://www.youtube.com/channel/UCaXP40Q7n9vACnOZ-zT_GUQ)
2. <http://www.accounting.pl/en/liquidations>
3. <https://books.google.co.in/books?isbn=8131754510>
4. <https://books.google.co.in/books?isbn=8120346270>
5. <https://books.google.co.in/books?isbn=8126908394>

### GUIDELINES TO THE QUESTION PAPER SETTERS

#### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 7 questions (each in 300 words)	13-19	6	30
C	Answer any 2 out of 4 questions (each in 1200 words)	20-23	20	40
<b>TOTAL MARKS</b>				<b>100</b>

#### Breakup of questions for theory and problem

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	3	-	2	-	-	-
II	1	1	-	2	-	1
III	1	2	-	1	-	1
IV	1	1	-	1	-	1
V	1	1	-	1	-	1
TOTAL	7	5	2	5		4
<b>SECTION A -12</b>			<b>SECTION B-7</b>		<b>SECTION C -4</b>	

**CORE -X**  
**FINANCIAL MANAGEMENT**

<b>SUBJECTCODE:20UCOM313</b>	<b>THEORY&amp;PROBLEMS</b>	<b>MARKS:100</b>
<b>SEMESTER: IV</b>	<b>CREDITS:4</b>	<b>TOTAL HOURS: 75</b>

(Common to B.Com(GEN),B.Com(CS), B.Com(AF), B.Com(BM),B.Com(MM),B.Com(ISM), BBA)

**COURSE OBJECTIVES**

1. To understand how crucial financial decisions are taken in a firm and gain insight in to wealth maximization and profit maximization.
2. To understand the cost of capital, importance of leverage and capitalization.
3. To Demonstrate the Theories of capital structure.
4. To formulate dividend decisions in a firm.
5. To select and apply techniques for short term financial needs of the firm using working capital management concepts.

**UNIT I** **(12 Hours)**

Financial Management – Introduction – Scope – Finance and other related disciplines –Function of Finance – Functions of Finance Manager in 21<sup>st</sup> Century. Financial Goals: Profit Maximization Vs Wealth Maximization–Time value of money–perpetuity–CMI Amortization.

**UNIT II** **(17 Hours)**

Cost of Capital – Significance of the cost of Capital – Determining Component costs of Capital – Cost of Equity - Cost of Preference share capital – Cost of Debt - Cost of Retained Earnings – Weighted Average cost of capital.

**UNIT III** **(17 Hours)**

Capital structure – Importance – Factors affecting Capital structure - Determining Debt – Equity proportion – Theories of capital structure –Net Income Approach – Net Operating Income Approach – M.M Approach & Traditional Approach - Leverage concept –Operating Leverage – Financial Leverage and Combined Leverage.

**UNIT IV** **(12 Hours)**

Dividend policy – Objective of Dividend Policies - Types of Dividend Policies - Factors Affecting Dividend Policy – Dividend Theories: Walter’s - Gordons’s – M.M Hypothesis – Forms of Dividend

**UNIT V** **(17 Hours)**

Working Capital – Components of working Capital – Operating Cycle – Factors influencing working capital–Determining working capital requirements. Capital Expenditure Capital Budgeting Techniques: Discounted Cash flow technique: Net Present Value- Internal Rate of Return-Profitability Index, Non–Discounted Cash flow Techniques: Payback methods–Accounting Rate of Return

**THEORY:20%PROBLEMS:80%**

## RECOMMENDED TEXT BOOKS

1. M.Y. Khan and P.K. Jain Basic Financial Management, Tata McGraw-Hill Education
2. Dr.A. Murthy, Financial Management, Margham Publications

## REFERENCE BOOKS

1. Pandey I.M.: Financial Management, Vikas Publishing House Pvt Ltd
2. Maheswari.S.M.: Financial Management, Sultan Chand& Sons
3. Prasanna Chandhra : Financial management theory and practice, McGraw-Hill Education
4. Dr.Rustagi P R, Fundamentals of Financial management, Taxman's publication, 14th edition
5. Paramasivan C & Subramanian T, Financial Management, New Age International Publishers

## E-LEARNING RESOURCES

1. <https://www.managementstudyguide.com/financial-management.htm>
2. <https://corporatefinanceinstitute.com/resources/knowledge/finance/cost-of-capital/>
3. <https://www.investopedia.com/terms/c/capitalbudgeting.asp>
4. <https://efinancemanagement.com/dividend-decisions>
5. <https://cleartax.in/s/working-capital-management-formula-ratio>
6. <https://books.google.co.in/books?isbn=812591658X>
7. <https://books.google.co.in/books?isbn=8174465863>

## GUIDELINES TO THE QUESTION PAPER SETTERS

### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 7 questions (each in 300 words)	13-19	6	30
C	Answer any 2 out of 4 questions (each in 1200 words)	20-23	20	40
<b>TOTAL MARKS</b>				<b>100</b>

### Breakup of questions for theory and problem

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	2	1	1	-	-	-
II	2	1	-	1	-	1
III	1	1	1	1	-	1
IV	1	1	-	1	-	1
V	1	1	-	2	-	1
TOTAL	7	5	2	5	-	4
<b>SECTION A 12</b>			<b>SECTION B 7</b>		<b>SECTION C 4</b>	

**CORE - XI**  
**GOODS & SERVICE TAX AND CUSTOMS LAWS**

<b>SUBJECTCODE:20UCOM314</b>	<b>THEORY</b>	<b>MARKS:100</b>
<b>SEMESTER: IV</b>	<b>CREDITS:4</b>	<b>TOTAL HOURS: 75</b>

(Common to B.Com(GEN),B.Com(CS), B.Com(AF), B.Com(BM),BBA)

**COURSE OBJECTIVES**

1. To discuss the classification and methods, tax system in India, Objectives of taxation and Cannons of taxation
2. To outline the Concepts, Definitions and Types of Custom duties.
3. To explain the Various assessment procedures and valuation of goods, Clearance of goods
4. To understand the Prohibition of Importation and exportation of goods under Customs Act, powers of various customs officers.
5. To demonstrate the applicability and non-applicability of GST, Exemptions, role of GST Council
6. To discuss the provisions and rules relating to Supply, Types of goods and Input Tax credit under GST.
7. To compile the various provisions and Importance for Registration, Cancellation.

**UNIT I** **(10 Hours)**

History of Taxation – Elements of Tax – Objectives of Taxation – Cannons of Taxation – Tax System in India – Classification of Taxes.

**UNIT II** **(20 Hours)**

Customs Act 1962– Definition, Concepts and Scope– Levy and Collection of Customs Duty – Classification of Goods–Assessment of Duty–Valuation of Goods under Customs Act– Prohibition on Importation & Exportation of Goods– Demand and Recovery of Customs Duty – Clearance of Goods–Baggage.

**UNIT III** **(20 Hours)**

Introduction to GST - Meaning – Need – Benefit – Types – GST Council – Applicability – Exclusions. Good exempted from GST – Services exempted from GST – Powers to grant Exemption from tax

**UNIT IV** **(10 Hours)**

Introduction to taxable events under GST– Concepts of Supply– Types of Supply–Composite Supply– Mixed Supply – Composite Levy - Introduction to value and time of supply – Time of Supply of Goods – Time of Supply of Service– Value of Supply and its Provisions

**UNIT V** **(15 Hours)**

Introduction to registration under GST– Time limit– Persons liable for Registration–Persons not liable for Registration– Compulsory Registration– Procedure– Cancellation and Revocation GST Returns – Returns under GST- Assessment and Tax Payment under GST - GST Audit.

## RECOMMENDED BOOKS

1. T.S. Reddy & Y. Hariprasad Reddy, Business Taxation, Margham Publications, 2018.
2. ICAI–Indirect Tax Study Material, 2018.

## REFERENCE BOOKS

1. Dr. Vinod K Singhania, Monica Singhania, Students Guide to Income Tax, Taxmann Publications Pvt Ltd., New Delhi.
2. Girish Ahiya, Dr. Ravi Gupta, Systematic Approach to Income Tax and CST, Bharat Law House Pvt. Ltd. New Delhi.
3. Dr. Sanjeev Kumar, Systematic Approach to Indirect Taxes with Practical problems and solutions, Bharat Law House Pvt. Ltd., New Delhi.

## E-LEARNING RESOURCES

1. <http://www.idtc.icai.org/gst.html>
2. <http://idtc.icai.org/gst-topic-wise-study-material-list.html>

## GUIDELINES TO THE QUESTION PAPER SETTERS

### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 8 questions (each in 300 words)	13-20	6	30
C	Answer any 4 out of 6 questions (each in 1200 words)	21-26	10	40
<b>TOTAL MARKS</b>				<b>100</b>

### Breakup of questions for Theory

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	3	-	2	-	1	-
II	3	-	1	-	2	-
III	2	-	2	-	1	-
IV	2	-	1	-	1	-
V	2	-	2	-	1	-
TOTAL	12	-	8	-	6	-
	<b>Section-A 12</b>		<b>Section-B 8</b>		<b>Section –C 6</b>	



**CORE - XII**  
**BANKING AND FINANCIAL SERVICES**

<b>SUBJECTCODE:20UCOM315</b>	<b>THEORY</b>	<b>MARKS:100</b>
<b>SEMESTER: III</b>	<b>CREDITS:4</b>	<b>TOTAL HOURS:75</b>

**COURSE OBJECTIVES**

1. To comprehend the Indian Financial system through banking and financial services.
2. To enlighten the students about the financial services available to develop our economy.
3. To create awareness on E-Banking Services.
4. To know about the Banking Ombudsman and Redressal Committees.
5. To inculcate the types of financial services available in the financial markets.
6. To enhance the knowledge on mutual funds' investments, venture capital and credit rating.

**UNIT I** **(15 Hours)**

Banking Meaning- Structure of Banks in India-Different types of Banks in India-Nationalization of Banks for Implementing Govt. Policies - Reserve Bank of India (Central Bank)- Its Functions Commercial Bank- Its Functions- Clearing Houses-Creation of Credit - New Banking initiatives taken by Govt. for Universal Banking – Merchant Banking-Meaning and functions.

**UNIT II** **(20 Hours)**

Communication Networks in Banking system - Automated Clearing Systems -Clearing House Inter – bank Payment System (CHIPS) -Electronic Fund Management, Electronic Clearing System (ECS) – Important aspects / features, Real Time Gross Settlement (RTGS) -National Electronic Funds Transfer (NEFT) - Indian Financial System Code (IFSC) - Automated Teller Machines (ATMs)-Internet Banking – Core Banking Solutions (CBS) -Computerization of Clearing of Cheques – Cheque - Truncation System (CTS). E-Banking - mobile Banking – smart Cards - types –Financial Applications of Smart Cards.

**UNIT III** **(12 Hours)**

Opening of an Account, Types of Deposit Account - Types of Customers (Individuals, Firms, Trustand Companies) – Customer Grievances, Customer Redressal - Ombudsman.

**UNIT IV** **(16 Hours)**

Meaning - Characteristics - Functions - Fee Based Services - Fund Based Services – Merchant Banking - Functions - SEBI Guidelines For Merchant Bankers - Public Issue Management - Functions - Mechanics Of Public Issue. Leasing – Definition, Characteristics, Types of Lease, Myths about Leasing, Participants, Leasing Process, Advantages and Limitations of Lease Financing. Hire Purchase- Definition, Rate of interest, Rights of Hirer. Lease Financing vs. Hire Purchase Financing.

**UNIT V** **(12 Hours)**

Mutual Funds - Definition, Schemes, Mechanics of Mutual Fund Operations, Functions of AMC, SEBI requirements for AMC, Tracking Performance. Credit Rating- Definition, Origin, Features, Advantages, Methodology. Venture Capital – Meaning, Features, Origin and Growth, Stages of Venture Capital Financing, Criteria for Analyzing Proposals, Nurturing Methods, Compensation, Methods of Exit.

## RECOMMENDED TEXT BOOKS

1. M.L. Tannan, (2010), Banking Law and Practice in India – India Book House, New Delhi.
2. Financial Services, B.Santhanam, Margham Publications.
3. S. Gurusamy., “Financial Services”, Vijay Nicole Imprints Private Limited, Chennai, 2013.
4. Banking Theory, Law and Practice B.Santhanam, Margham Publications.

## REFERENCE BOOKS

1. Sundaram., K.P.M. & Varshney P.N., (2014), Banking Theory Law & Practice, Sultan Chand & Sons, New Delhi.
2. Gordon E. Natarajan K. , (2016), Banking Theory Law & Practice, Himalaya Publishing House, Mumbai.
3. M.Y. Khan., “Financial Services”, Tata MCGraw – Hill Publishing Company Limited, New Delhi, 2013.
4. Gordon and Natarajan., “Financial Markets and Institutions”, Himalaya Publishing House, New Delhi, 2013.
5. Bhole., “Indian Financial System”, Himalaya Publishing House, New Delhi, 2013.

## E-LEARNING RESOURCES

1. <https://www.edupristine.com/blog/venture-capital>
2. <https://books.google.co.in/books?isbn=0471292192>
3. <https://books.google.co.in/books?isbn=1904727891>
4. <https://books.google.co.in/books?isbn=8131752666>
5. <https://books.google.com/books?isbn=8131731596>

## GUIDELINES TO THE QUESTION PAPER SETTERS

### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 8 questions (each in 300 words)	13-20	6	30
C	Answer any 4 out of 6 questions (each in 1200 words)	21-26	10	40
<b>TOTAL MARKS</b>				<b>100</b>

### Break up of questions for Theory

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	3	-	2	-	1	-
II	3	-	1	-	1	-
III	2	-	1	-	1	-
IV	2	-	2	-	2	-
V	2	-	2	-	1	-
TOTAL	12	-	8	-	6	-
<b>Section A-12</b>			<b>Section B-8</b>		<b>Section C-6</b>	

**ALLIED – IV**  
**BUSINESS STATISTICS – II**

<b>SUBJECTCODE: 20UCOM316</b>	<b>THEORY &amp; PROBLEMS</b>	<b>MARKS: 100</b>
<b>SEMESTER: IV</b>	<b>CREDITS: 5</b>	<b>TOTAL HOURS:75</b>

(Common to B.Com (GEN), B.Com (CS), B.Com (AF), B.Com(BM), B.Com(MM), B.Com(ISM), BBA)

**COURSE OBJECTIVES**

1. To discuss the scope of correlation and use of regression analysis to estimate the relationship between two variables and its applications
2. To analyze the use of time series models for forecasting and the limitations of the methods
3. To utilize the necessary set of skills in using statistical tool and technique of index number for price level changes.
4. To communicate the methods of interpolation & extrapolation.
5. To compile the various methods of statistical tools of quality monitoring including control charts

**UNIT I**

**(15 Hours)**

Correlation Analysis – Meaning, Definition, Significance and Types of Correlation, Karl Pearson’s Coefficient of Correlation– spearman’s Rank Correlation.

**UNIT II**

**(15 Hours)**

Regression Analysis - Meaning and Importance – Regression Lines and Regression equations - X on Y, Y on X, and Properties of Regression Coefficients – Uses of Regression – Difference between Correlation & Regression.

**UNIT III**

**(15 Hours)**

Time Series Analysis – Meaning, Need and Components of Time Series – Different Methods – Simple Average Method- Free Hand, Semi Average, Moving Average and Least Square Method – Seasonal Indices.

**UNIT IV**

**(15 Hours)**

Index Numbers – Definition Usage, Methods of Construction of Index Numbers – Types – Unweighted and weighted Index Numbers Simple, Aggregate, Price Relative Methods - Laspeyres, Paasche’s, Bowley’s and Fisher’s Index Numbers – Time and Factor Reversal Tests-Cost of Living Index.

**UNIT V**

**(15 Hours)**

Meaning of Sampling - Probability sampling Methods: Simple Random Sampling -Stratified sampling - Systematic sampling - Cluster Sampling - Multistage Sampling, Non-probability sampling methods: Convenience Sampling - Judgmental Sampling - Quota Sampling -Snow ball Sampling - Sampling error and standard error - relationship between sample size and standard error.

**THEORY: 20% PROBLEMS: 80%**

**RECOMMENDED TEXT BOOKS**

1. Statistical Methods - S. Gupta – Sultan Chand & Sons
2. Statistics – P.R. Vital – Margham Publications.

**REFERENCE BOOKS**

1. Elements of Statistical Hypothesis – E.L. Lehmann – Johu Wiley & Sons.
2. Practical Statistics – R.S.N. Pillai & B. Bhagavathi – S. Chand & Company.

**E-LEARNING RESOURCES**

1. <https://books.google.co.in/books?isbn=8122415229>
2. <https://books.google.co.in/books?isbn=8131301362>
3. <https://books.google.co.in/books?isbn=8122415229>

**GUIDELINES TO THE QUESTION PAPER SETTERS****Question Paper Pattern**

Section	Question Component	Numbers	Marks	Total
<b>A</b>	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	<b>30</b>
<b>B</b>	Answer any 5 out of 7 questions (each in 300 words)	13-19	6	<b>30</b>
<b>C</b>	Answer any 2 out of 4 questions (each in 1200 words)	20-23	20	<b>40</b>
<b>TOTAL MARKS</b>				<b>100</b>

**Break up of questions for theory and problem**

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	2	1	1	1	-	1
II	1	1	-	1	-	1
III	1	1	-	2	-	1
IV	1	1	-	1	-	1
V	2	1	1	-	-	-
<b>TOTAL</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>5</b>	<b>-</b>	<b>4</b>
<b>SECTION A 12</b>			<b>SECTION B 7</b>		<b>SECTION C 4</b>	

## ENVIRONMENTAL STUDIES

<b>SUBJECTCODE:19UEVS401</b>	<b>THEORY</b>	<b>MARKS: 100</b>
<b>SEMESTER: IV</b>	<b>CREDITS: 2</b>	<b>TOTAL HOURS: 30</b>

### COURSE OBJECTIVES

1. To create awareness among the Students community about the Environmental Issues, Causes and Remedies.

### UNIT I

(3 Hours)

#### MULTI DISCIPLINARY NATURE OF ENVIRONMENTAL STUDIES

Definition, scope and importance – Need for public awareness.

### UNIT II

(5 Hours)

#### NATURAL RESOURCES

##### **Renewable and non-renewable resources: Natural resources and associated problems.**

- a) **Forest resources:** Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people.
- b) **Water resources:** Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
- c) **Mineral resources:** Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
- d) **Food resources:** World food problems, changes caused by agriculture and over grazing, effects of modern agriculture, fertilizer - pesticide problems, water logging, salinity, case studies.
- e) **Energy resources:** Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources. Case studies.
- f) **Land resources:** Land as a re source, land degradation, man induced landslides, soil erosion and desertification. Role of an individual in conservation of natural resources. Equitable use of resources for sustainable life styles.

### UNIT III

(3 Hours)

#### ECO SYSTEMS:

Concept of an eco-system.

- Structure and function of an eco-system.
- Producers, consumers and decomposers.
- Energy flow in the eco system.
- Ecological succession.
- Food chains, food webs and ecological pyramids.
- Introduction, types, characteristic features, structure and function of the following eco-system: -
  - a. Forest eco system
  - b. Grassland eco system
  - c. Desert eco system
  - d. Aquatic eco systems (ponds, streams, lakes, rivers, oceans, estuaries)

#### UNIT IV

(4 Hours)

##### **BIO DIVERSITY AND ITS CONSERVATION:**

- Introduction – Definition: genetic, species and eco system diversity.
- Biogeographically classification of India
- Value of bio diversity: consumptive use, productive use, social, ethical, aesthetic and option values
- Bio diversity at global, National and local levels.
- India as a mega – diversity nation, Hot-spots of bio diversity.
- Threats to bio diversity: habitat loss, poaching of wild life, man-wild life conflicts.
- Endangered and endemic species of India
- Conservation of bio diversity: In-situ and Ex-situ conservation of bio diversity.

#### UNIT V

(4 Hours)

##### **ENVIRONMENTAL POLLUTION:**

**Definition:** Cause, effects and control measures of:-

- Air pollution
- Water pollution
- Soil pollution
- Marine pollution
- Noise pollution
- Thermal pollution
- Nuclear hazards
- Solid waste Management: Causes, effects and control measures of urban and Industrial wastes.
- Role of an individual in prevention of pollution.
- Pollution case studies.
- **Disaster management: floods, earthquake, cyclone and landslides.**

#### UNIT VI

(5 Hours)

##### **: SOCIAL ISSUES AND THE ENVIRONMENT:**

- From Unsustainable to Sustainable development
- Urban problems related to energy
- Water conservation, rain water harvesting, water shed management
- Resettlement and rehabilitation of people; its problems and concerns. Case Studies
- Environmental ethics: Issues and possible solutions.
- Climate change, global warming, acidrain, ozone layer depletion, nuclear Accidents and holocaust. Case Studies.
- Wasteland reclamation.
- Consumerism and waste products.
- Environment Protection Act.
- Air (Prevention and Control of Pollution) Act.
- Water (Prevention and control of Pollution) Act
- Wild life Protection Act
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation.
- Public awareness.

**UNIT VII****(3 Hours)****HUMAN POPULATION AND THE ENVIRONMENT**

- Population growth, variation among nations.
- **Population explosion – Family Welfare Programme. Environment and human health.**
- Human Rights.
- Value Education.
- **HIV/AIDS.**
- Women and Child Welfare.
- Role of Information Technology in Environment and human health.
- Case Studies

**UNIT VIII****(3 Hours)****FIELD WORK**

- Visit to a local area to document environmental assets - river/forest/grassland/hill/mountain
- Visit to a local polluted site-Urban/Rural/Industrial/Agricultural
- Study of common plants, insects, birds.
- Study of simple ecosystems - pond, river, hill slopes, etc.

**PRESCRIBED BOOKS:**

1. Environmental studies – St Joseph College Edition
2. Environmental studies - Dr.D.D.Mishra S.Chand

**REFERENCE BOOKS:**

1. Environmental studies – Dr. J.P. Sharma – University Science Press.
2. Introduction to Environmental Studies – Dr. Mahainta K. Kalita – Asiau Books.

**GUIDELINES TO THE QUESTION PAPER SETTERS****Question Paper Pattern**

Section	Question Component	Numbers	Marks	Total
<b>A</b>	Answer any 10 out of 12 questions (each in 50 words)	1-12	2	<b>20</b>
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<b>C</b>	Answer any 2 out of 4 questions (each in 1200 words)	21-24	20	<b>40</b>
<b>TOTAL MARKS</b>				<b>100</b>

**Breakup of questions for Theory**

## COMPUTING SKILLS – LEVEL – I

<b>SUBJECT CODE:19UGSL404</b>	<b>THEORY</b>	<b>MARKS: 100</b>
<b>SEMESTER: IV</b>	<b>CREDITS: 3</b>	<b>TOTAL HOURS: 30</b>

### **UNIT I (6 Hours)**

Introduction to computers – classification of computers; Computers inside –Hardware (processing, memory i/o, storage etc), Software (Systems, application); Operating Systems – DOS, LINUX, UNIX, Windows; Programming – Overview, need and skills; Networking Basics; Virus; Hacking

### **UNIT II (6 Hours)**

Word processing – Operating of word documents like open, close, save, print; Editing Text – tools, formatting, bullets, layout; Navigating word – Keyword, mouse, document formatting; paragraph alignment - indentation, headers, footers, numbering; printing – preview, options

### **UNIT III (6 Hours)**

File Management – Importance of file management, backing of files, files and folders - editing, deleting, retrieving, renaming, subfolders; Manipulating windows – minimize, maximize; powerpoint basics – terminology - templates, viewing 20

### **UNIT IV (6 Hours)**

Spread sheets – MS Excel – opening, entering text and data, formatting, navigating; Formulas - entering, handling and copying; charts - creating, formatting and printing, header and footer, centering of data; printing

### **UNIT V (6 Hours)**

Networking - Internet explorer; www – working, browsing, searching, saving; bookmark – features, favorite, create, delete; printing webpage; email – creating, receiving, reading and sending messages



# **SEMESTER V**

**CORE -XIII**  
**COST ACCOUNTING**

<b>SUBJECT CODE: 20UCOM317</b>	<b>THEORY &amp; PROBLEMS</b>	<b>MARKS: 100</b>
<b>SEMESTER: V</b>	<b>CREDITS: 4</b>	<b>TOTAL HOURS: 90</b>

(Common to B.Com (GEN), B.Com (CS), B.Com (AF), B.Com (BM),  
B.Com(MM))

**COURSE OBJECTIVES**

1. To compile the basic concepts used in cost accounting.
2. To compute selling price through cost sheets.
3. To outline the basic principles of materials control and the latest techniques in inventory control.
4. To evaluate the various methods of labor cost control and calculation of remuneration and wages.
5. To explain the classification of the over heads, and distribution of overheads through primary and secondary distribution.

**UNIT I** **(15 Hours)**

Definition, Nature and scope of Cost Accounting, Cost analysis, concepts and Classifications. Installation of costing systems, cost centres and profit centers.

**UNIT II** **(19 Hours)**

Simple Cost sheets- cost sheet with details of overheads- Stock of work in progress and finished goods, sales price computation-tenders and quotations.

**UNIT III** **(19 Hours)**

Material purchase control - Stock Levels, aspects, need and essentials of material control. Stores control Stores Department, EOQ, Stores records, ABC analysis, VED analysis. Material costing Issue of materials–FIFO, LIFO, HIFO, SAM, WAM, Market price, Base stock method, standard price method and Retail Price Method and Retail Price Method.

**UNIT IV** **(18 Hours)**

Labor cost – Computation and control. Time keeping, Methods of wage payment–Time rate and piece rate system. Payroll procedures. Idle time and over time. Labor turn over.

**UNIT V** **(19 Hours)**

Overheads – Classification, Allocation, Apportionment and control of overheads– Manufacturing, Administration, Selling and Distribution (Primary and Secondary Distribution) Computation of Machine Hour Rate.

**THEORY: 20% PROBLEMS: 80%**

## RECOMMENDED TEXT BOOKS

1. Jain S.P. and Narang K.L., Cost Accounting, Kalyani Publishers, Ludhiana, Eighth Edition
2. Reddy T.S. and Hari Prasad Reddy Y., Cost Accounting, Margham Publications, Chennai, Fourth Edition

## REFERENCE BOOKS

1. Dr. Maheswari S.N, Principles of Cost Accounting, Sultan Chand & Sons, New Delhi
2. Pillai R.S.N. and Bagavathi V., Cost Accounting, S.Chand, New Delhi
3. Saxena V.K. and Vashist C.D, Cost Accounting, Sultan Chand & Sons, New Delhi
4. Shukla M.C., Grewal T.S. and Dr. Gupta M.P., Cost Accounting, S.Chand, New Delhi

## E-LEARNING RESOURCES

1. <http://www.yourarticlelibrary.com/cost-accounting/cost-accounting-meaning>
2. <http://www.accountingnotes.net/cost-accounting/cost-sheet/cost-sheet-meaning-advantages-andpreparation/7505>
3. [http://www.accountingexplanation.com/materials\\_and\\_inventory\\_cost\\_control.htm](http://www.accountingexplanation.com/materials_and_inventory_cost_control.htm)
4. <https://www.tutorsonnet.com/introduction-to-labour-remuneration-homework-help.php>

## GUIDELINES TO THE QUESTION PAPER SETTERS

### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 7 questions (each in 300 words)	13-19	6	30
C	Answer any 2 out of 4 questions (each in 1200 words)	20-23	20	40
<b>TOTAL MARKS</b>				<b>100</b>

### Break up of questions for theory and problem

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	2	-	1	-	-	-
II	1	1	1	1		1
III	1	1		2		1
IV	1	2		1		1
V	2	1		1		1
TOTAL	7	5	2	5		4
<b>SECTION A 12</b>			<b>SECTION B 7</b>		<b>SECTION C 4</b>	

**CORE - XIV**  
**ENTREPRENEURIAL DEVELOPMENT**

<b>SUBJECTCODE:20UCOM318</b>	<b>THEORY</b>	<b>MARKS:100</b>
<b>SEMESTER: V</b>	<b>CREDITS:4</b>	<b>TOTAL HOURS: 75</b>

Common to B.Com (GEN), B.Com (CS), B.Com (AF), B.Com(BM),B.Com(MM), B.Com(ISM), BBA)

**COURSE OBJECTIVES**

1. To discuss the concept of entrepreneurship and its importance.
2. To analyze the scope of various financial institutions for the enhancement of small entrepreneurs.
3. To utilize the various technical tools for the business premises and encounter business ventures.
4. To communicate the important values of EDPs and the Government role played in ED.
5. To design the valuable approaches in the changing economic scenario and to apply the same for the improvement of small -scale entrepreneurs.

**UNIT I (13 Hours)**

Entrepreneurship – Meaning – Types– Qualities of an Entrepreneur– Classification of Entrepreneurs–Factors influencing Entrepreneurship–Functions of Entrepreneurs.

**UNIT II (20 Hours)**

Entrepreneurial Development Agencies - Commercial Banks – District Industries Centre – National Small Industries Corporation–Small Industries Development Organization–Ministry of Micro, Small & Medium Enterprises (MSME)- Prime Minister Employment Generation Programme - Pradhan Mantri Yuva Yojana - All India Financial Institutions – IDBI – IFCI – ICICI–IRDBI.

**UNIT III (15 Hours)**

Project Management: Business idea generation techniques– Identification of Business opportunities – Feasibility study – Marketing, Finance, Technology & Legal Formalities - Preparation of Project Report– Tools of Appraisal.

**UNIT IV (12 Hours)**

Entrepreneurial Development Programmes (EDP)–Role, relevance and achievements– Entrepreneurship Development Institute of India (EDII), Role of Government inorganizing EDPs– Critical evaluation.

**UNIT V (15 Hours)**

Economic development and entrepreneurial growth– Role of entrepreneur in economic growth- Strategic approaches in the changing economic scenario for small scale entrepreneurs- Networking, Niche play, Geographic concentration, Franchising / Dealership – Development of Women entrepreneurship - problems – steps taken by Government- Women and Self- Help Groups (SHGs)

### RECOMMENDED TEXT BOOKS

1. Gupta,D.C.,&Srinivasan,D.N.EntrepreneurshipDevelopmentinIndiaSultanaChand &Sons,(2001).
2. Khanka,S.S. Entrepreneurial development .S. Chand publishing,(2006).

### REFERENCE BOOKS

1. DesinguSetty,E.,&Krishna Moorthy,P.Strategies for developing women entrepreneurship. Akansha Pub. House,(2010).
2. Drucker, P. F. Innovation and Entrepreneurship: Practice and Principles. Harper &Row, (1986).
3. Gupta ,M. Entrepreneurial Development Raj Publishing House,(2006).
4. Shankar ,R. Entrepreneurship Theory & Practice Vijay Nicole Imprints Private Ltd
5. Suresh, J. Entrepreneurial Development, Margham Publications, (2002).

### E-LEARNING RESOURCES

1. <https://landor.com/thinking/eight-principles-of-innovation>
2. <http://www.simply-strategic-planning.com/innovation-and-entrepreneurship.html>
3. <https://www.slideshare.net/sahilkamdar1/institutional-support-in-entrepreneurship>
4. <https://www.entrepreneur.com/article/323660>
5. <https://www.entrepreneur.com/article/314723>

### GUIDELINES TO THE QUESTION PAPER SETTERS

#### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 8 questions (each in 300 words)	13-20	6	30
C	Answer any 4 out of 6 questions (each in 1200 words)	21-26	10	40
<b>TOTAL MARKS</b>				<b>100</b>

#### Breakup of questions for Theory

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	3	-	2	-	1	-
II	3	-	2	-	2	-
III	2	-	1	-	1	-
IV	2	-	2	-	1	-
V	2	-	1	-	1	-
TOTAL	12	-	8	-	6	-
<b>SECTION A 12</b>			<b>SECTION B 8</b>		<b>SECTION C 6</b>	

**CORE - 15**  
**INCOME TAX THEORY, LAW AND PRACTICE– I**

<b>SUBJECTCODE: 20UCOM319</b>	<b>THEORY&amp;PROBLEMS</b>	<b>MARKS:100</b>
<b>SEMESTER: V</b>	<b>CREDITS:4</b>	<b>TOTAL HOURS: 90</b>

(Common to B.Com(GEN), B.Com(CS), B.Com(AF), B.Com(BM))

**COURSE OBJECTIVES**

1. To understand the basic concepts & definitions under the Income Tax Act, 1961.
2. To ascertain the residential status of an assessee and its incidence of tax.
3. To compute salary income under the head salaries.
4. To learn the concepts of Annual value associated deductions & the calculation of income from House property.
5. To compute the income from Business & Profession.

**UNIT- I**

**(20 Hours)**

Basic Concepts - Income Tax Act 1961 & relevance of Finance Act – Definition of important terms – Income, Person, Assessee, Assessment Year and Previous Year – Broad features of Income

Residential status, incidence of tax & basis of charge - Taxable entities – Classification of Residential Status of taxable entities - Residential Status – Individual, firm, AOP, HUF and Companies–Incidence of Tax. Exempted Incomes - Classification of exempted incomes – Incomes excluded from total income - Income forming part of total income but exempted from Tax.

**UNIT-II**

**(20 Hours)**

Income from Salaries- Different forms of salary–Provident Funds–Allowances–Perquisites – Other items included in Salary–Qualifying amount for deduction u/s 80(C).

**UNIT-III**

**(20 Hours)**

Income from house property- Computation of Income from House Property–Let-outhouse – Self occupied house – Deduction allowed from house property – Unrealized rent – Loss under the head house property.

**UNIT-IV**

**(20 Hours)**

Profits and Gains of Business and Profession - Introduction – Computation of profits and gains of business and profession – Admissible deductions – Specific Disallowances – Depreciation–Loss under the head business and profession.

**UNIT- V**

**(10 Hours)**

Administration of Income Tax Act -Income tax authorities – procedure for assessment – PAN (Permanent Account Number) – Types of assessment.

**THEORY:20%PROBLEMS:80%**

### RECOMMENDED TEXT BOOKS

1. Singhanian, V.K., (2018) Students Guide to Income Tax, Taxman. Publication, New Delhi.
2. Reddy T.S., Hari Prasad Y Reddy, Income Tax Theory Law and Practice, Margham Publication, Chennai.

### REFERENCE BOOKS

1. Manoharan T.N & Hari .G.R., (2018) Students 'Hand Book on Taxation , Snow White Publications Pvt .Ltd.
2. Gaur V.P., Narang D.B, Income Tax Law and Practice, Kalyani Publications.
3. Murthy A, Income Tax Law And Practice, Vijay Nicole Publishers
4. Lal B.B., Direct Taxes, Konark Publishers Pvt. Ltd, New Delhi.
5. Vinod K. Singhanian, Monica Singhanian, Direct Taxes, Taxmann publications Pvt .Ltd .New Delhi.
6. Mehrotra H.C., Goyal.S.P, Income Tax Law And Practice, Sahitya Bhawan Publications, Agra.

### E-LEARNING RESOURCES

- 1) <https://lawtimesjournal.in/introduction-and-basic-concept-of-income-tax/>
- 2) <https://sol.du.ac.in/mod/book/view.php?id=1259&chapterid=924>
- 3) <http://incometaxmanagement.com/Pages/Gross-Total-Income/Salaries/SalariesContents.html>
- 4) <https://www.hrblock.in/guides/house-property-deductions>
- 5) <https://books.google.com/books?isbn=1584773855>
- 6) <https://books.google.com/books?id=iiQKAAAAMAAJ>
- 7) <https://books.google.com/books?isbn=813172191>

### GUIDELINES TO THE QUESTION PAPER SETTERS

#### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 7 questions (each in 300 words)	13-19	6	40
C	Answer any 2 out of 4 questions (each in 1200 words)	20-23	20	40
<b>TOTAL MARKS</b>				<b>100</b>

#### Breakup of questions for theory and problem

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	2	1	1	1	-	1
II	1	2	-	2	-	1
III	1	1	-	1	-	1
IV	1	1	-	1	-	1
V	2	-	1	-	-	-
TOTAL	7	5	2	5	-	4
<b>SECTION A 12</b>			<b>SECTION B 7</b>		<b>SECTION C 4</b>	

**CORE - 16**  
**PRACTICALAUDITING**

<b>SUBJECTCODE:20UCOM320</b>	<b>THEORY</b>	<b>MARKS:100</b>
<b>SEMESTER: V</b>	<b>CREDITS:4</b>	<b>TOTAL HOURS: 75</b>

(Common to B.Com (GEN), B.Com (CS), B.Com (AF), B.Com (BM) &B.Com(MM))

**COURSE OBJECTIVES**

1. To brief about concepts of auditing and its usage in various fields.
2. To demonstrate the scope, features of vouching and verification of Assets and Liabilities.
3. To learn about the depreciation, reserves and provisions and auditors duty.
4. To study the appointment of auditor, their responsibilities and presentation of audit report.
5. To know the audit procedure in service sector.

**UNIT I**

**(18 Hours)**

Meaning and definition of auditing– Distinction between auditing and accounting–objectives – Advantages and limitations of audit – scope of audit – classification of audits – Audit planning, meaning – Audit Programme, meaning, objectives and contents – audit note book, contents, usefulness of audit note book – Audit working papers, meaning. Ownership and custody–Test checking and Routine checking, meaning- Internal control- meaning, definition, objectives.

**UNIT II**

**(18 Hours)**

Vouching, meaning and definitions, objectives– Trading transactions– audit of ledger-Scrutinizing of ledgers - vouching of cash receipts and payments. Vouching of outstanding assets and liability – verification, meaning objectives and process – valuation of assets and liabilities-Distinction between verification and valuation.

**UNIT III**

**(10 Hours)**

Depreciation and reserves – meaning – Auditor’s duty with regard to depreciation – Reserves and provisions- Difference between reserves and provision– Depreciation of wasting Assets.

**UNIT IV**

**(18 Hours)**

Appointment of auditors– appointment of first auditor– appointment by central government – filling of casual vacancy–Appointment by special resolution– Re-appointment and compulsory re-appointment – ceiling on the number of Auditorship - Removal of auditor – Remuneration – auditor’s lien – qualification and disqualification – Duties of the company auditor – Rights and powers of auditors – different classes of auditors – Audit Report – Preparation and Presentation.

**UNIT V**

**(11 Hours)**

EDP audit – meaning - procedure of audit under EDP system – specialized Audits – points to be considered while auditing Educational Institutions– Hotels – Banking and Insurance companies.



**RECOMMENDED TEXT BOOKS**

1. Practical Auditing–B.N. Tandon Sultan Chand and Co.,
2. Contemporary Auditing, Kamal Gupta Tata MC Graw Hill.

**REFERENCE BOOKS**

1. Auditing–D.P. Jain Konark Publishers Pvt. Ltd.
2. Auditing, Principles and practice – Ravinder Kumar and virender Sharma, Eastern economy edition.
3. Practical Auditing–B.N. Tandon Sultan Chand and Co.,
4. Contemporary Auditing, Kamal Gupta Tata MC Graw Hill.

**E-LEARNINGRESOURCES**

1. <https://books.google.co.in/books?isbn=8121920418>
2. <https://books.google.co.in/books?isbn=5877373412>
3. <https://books.google.co.in/books?isbn=8170231868>

**GUIDELINES TO THE QUESTION PAPER SETTERS****Question Paper Pattern**

Section	Question Component	Numbers	Marks	Total
<b>A</b>	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	<b>30</b>
<b>B</b>	Answer any 5 out of 8 questions (each in 300 words)	13-20	6	<b>30</b>
<b>C</b>	Answer any 4 out of 6 questions (each in 1200 words)	21-26	10	<b>40</b>
<b>TOTAL MARKS</b>				<b>100</b>

**Breakup of questions for Theory**

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	2	-	2	-	2	-
II	3	-	2	-	1	-
III	2	-	1	-	-	-
IV	3	-	2	-	2	-
V	2	-	1	-	1	-
<b>TOTAL</b>	<b>12</b>	<b>-</b>	<b>8</b>	<b>-</b>	<b>6</b>	<b>-</b>
<b>SECTION A 12</b>			<b>SECTION B 8</b>		<b>SECTION C 6</b>	

**ELECTIVE I (IDE SUBJECTS)**  
**ELEMENTS OF INCOME TAX**

<b>SUBJECT CODE: 20UIDE317</b>	<b>THEORY &amp; PROBLEM</b>	<b>MARKS: 100</b>
<b>SEMESTER: V</b>	<b>CREDITS: 5</b>	<b>TOTAL HOURS: 90</b>

(Common to B.Com(GEN), B.Com(CS))

**COURSE OBJECTIVES**

1. To understand the basic concepts & definitions under the Income Tax Act, 1961.
2. To ascertain the residential status of an assessee and its incidence of tax.
3. To compute salary income under the head salaries.
4. To learn the concepts of Annual value associated deductions & the calculation of income from House property.
5. To compute the income from other sources

**UNIT- I** **(20 Hours)**

Basic Concepts - Income Tax Act 1961 & relevance of Finance Act – Definition of important terms – Income, Person, Assessee, Assessment Year and Previous Year – Broad features of income

Residential Status - Incidence of Tax & basis of charge – Classification - Individual, firm, AOP, HUF and Companies – Incidence of Tax- Exempted incomes

**UNIT-II** **(20 Hours)**

Income from Salaries- Definition – Provident Funds – Allowances – Fully taxable allowances- partially taxable allowances – Exempted allowances – Perquisites – Taxable for all – exempted for all- Taxable for specified cases – Profits in lieu of Salaries – Qualifying amount for deduction u/s 80(C).

**UNIT-III** **(20 Hours)**

Income from house property - Computation of Income from House Property – computation of Gross Annual value – computation of Net Annual value - Let-outhouse – Self occupied house – Deduction allowed from house property.

**UNIT-IV** **(20 Hours)**

Income from other sources - Income chargeable to tax under the head Income from Other Sources – Dividends – Interest on Securities – Casual Income – Other Incomes – Deduction from Income from Other Sources – Loss under the head Other Sources

**UNIT- V** **(10 Hours)**

Administration of Income Tax Act- Income tax authorities – procedure for assessment – PAN (Permanent Account Number) – Types of assessment- E-Filing of returns- voluntary filing of return- due dates of filing return- Belated return- Revised return- defective return.

**THEORY: 20% PROBLEMS: 80%**

**RECOMMENDED TEXT BOOKS:**

1. Singhania ,V.K.,(2018) Students Guide to Income Tax, Taxman. Publication, New Delhi.
2. Reddy T.S.,Hari Prasad Y Reddy, Income Tax Theory Law and Practice, Margham Publication, Chennai.

**REFERENCE BOOKS:**

1. Gaur V.P., Narang D.B, Income Tax Law and Practice, Kalyani Publications.
2. Murthy A, Income Tax Law And Practice, Vijay Nicole Publishers
3. Lal B.B., Direct Taxes , Konark Publishers Pvt . Ltd, New Delhi.
4. Vinod K.Singhania, Monica Singhania , Direct Taxes, Taxmann publications Pvt .Ltd .New Delhi.
5. Mehrotra H.C.,Goyal.S.P, Income Tax Law And Practice , Sahitya Bhawan Publications ,Agra.

**E-LEARNING RESOURCES**

- 1) <https://lawtimesjournal.in/introduction-and-basic-concept-of-income-tax/>
- 2) <https://sol.du.ac.in/mod/book/view.php?id=1259&chapterid=924>
- 3) <http://incometaxmanagement.com/Pages/Gross-Total-Income/Salaries/SalariesContents.html>
- 4) <https://www.hrblock.in/guides/house-property-deductions>
- 5) <https://books.google.com/books?isbn=1584773855>
- 6) <https://books.google.com/books?id=iiQKAAAAMAAJ>
- 7) <https://books.google.com/books?isbn=813172191>

**GUIDELINES TO THE QUESTION PAPER SETTERS****Question Paper Pattern**

Section	Question Component	Numbers	Marks	Total
<b>A</b>	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	<b>30</b>
<b>B</b>	Answer any 5 out of 7 questions (each in 300 words)	13-19	6	<b>30</b>
<b>C</b>	Answer any 2 out of 4 questions (each in 1200 words)	20-23	20	<b>40</b>
<b>TOTAL MARKS</b>				<b>100</b>

**Breakup of questions for theory and problem**

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	2	2	1	1	-	-
II	1	1	-	1	-	1
III	1	1	-	1	-	1
IV	1	1	-	1	-	1
V	2	-	1	1	-	1
<b>TOTAL</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>5</b>	<b>-</b>	<b>4</b>
<b>SECTION A 12</b>			<b>SECTION B 7</b>		<b>SECTION C 4</b>	

## VALUE EDUCATION

<b>SUBJECT CODE:19UVED401</b>	<b>THEORY</b>	<b>MARKS:100</b>
<b>SEMESTER: V</b>	<b>CREDITS:2</b>	<b>TOTAL HOURS: 15</b>

### **UNIT I** **(3 Hours)**

Definition, Concept, Classification, Theory, Criteria and Sources of values Aims and objectives of value education

Role and Need for value education in the contemporary society, Role of education in transformation of values in society

Role of parents, teachers, society, peer group and mass media in fostering values

### **UNIT II** **(3 Hours)**

Human Values: Truthfulness, Sacrifice, Sincerity, Self-Control, Altruism, Scientific Vision, relevancy of human values to good life.

Character Formation towards Positive Personality

Modern challenges of adolescents: emotions and behavior

Self-analysis and introspection: sensitization towards gender equality, differently abled,

Respect for- age, experience, maturity, family members, neighbors, strangers, etc.

### **UNIT III** **(3 Hours)**

Concept of Human Rights–Principles of human rights–human rights and Indian constitution

– Rights of Women and children–violence against women–Rights of marginalized People

– Like women, children, minorities, trans gender, differently abled etc.,

Social Issues and Communal Harmony Social issues – causes and magnitude - alcoholism, drug addiction, poverty, unemployment – communal harmony –concept –religion and its place in public domain–secular civil society

### **UNIT IV** **(3 Hours)**

Constitutional Values:(Sovereign, Democracy, Socialism, Secularism, Equality, Justice, Liberty, Freedom, Fraternity)

Social Values: (Pity and Probity, Self-Control, Universal Brotherhood).

Professional Values:(Knowledge Thirst, Sincerity in Profession, Regularity, Punctuality, Faith).

Religious and Moral Values: (Tolerance, Wisdom, character)

Aesthetic Values: (Love and Appreciation of literature, fine arts)

Environmental Ethical Values

National Integration and international understanding.

Need of Humanistic value for espousing peace in society. Conflict of cross-cultural influences, cross-border education.

## **UNIT V**

**(3 Hours)**

Guru Nanak Devji's Teachings

Relevance of Guru Nanak Devji's teachings' relevance to Modern Society

The Guru Granth sahib

The five Ks

Values and beliefs

Rights and freedom (Right of equality, Right to Education, Right to Justice, Rights of women, Freedom of religion, Freedom of culture, Freedom of assembly, Freedom of speech)

Empowerment of women

Concept of Langar

Eminent Sikh personalities

## **REFERENCES**

1. Dr. Abdul Kalam. My Journey-Transforming Dreams in to Actions. RupaPublications,2013.
2. Steven R Covey, 8<sup>th</sup> Habit of Effective People (From Effectiveness to Greatness), Free Press, NewYork,2005.
3. Prem Singh, G.J. (2004). 'Towards Value Based Education', University News. Vol. 42 (45): P.11-12.
4. V.R. Krishna Iyer. Dialectics & Dynamics of Human Rights in India (Tagore Law Lectures) The Yesterday, Today and Tomorrow, Eastern Law House (1999, Reprint2018)
5. <http://www.ncert.nic.in/rightside/links/pdf/framework/english/nf2005.pdf>

# **SEMESTER VI**

**CORE -XVII**  
**ADVANCED COST ACCOUNTING**

<b>SUBJECT CODE:19UCOM321</b>	<b>THEORY&amp;PROBLEMS</b>	<b>MARKS:100</b>
<b>SEMESTER: VI</b>	<b>CREDITS:4</b>	<b>TOTAL HOURS: 90</b>

**COURSE OBJECTIVES**

1. To enable students to acquire the versatile knowledge in costing for various service industries.
2. To make them to understand the techniques of cost control and decision making.
3. To enable the students to prepare operating cost sheet for services sector.
4. To know the marginal costing techniques and decisions making.
5. To learn concept of process costing and uses.

**Unit I** **(17 Hours)**

Methods of Costing: Unit Costing – Tenders or Quotations – Job Costing – Definition, importance and preparation of job cost sheets- Batch Costing- Determination of Economic Batch Quantity-preparation of Batch cost sheets

**Unit II** **(18 Hours)**

Contract Costing – Preparation of Contract Account – Simple financial contracts- transfer of profit to P&L a/c, Treatment of plant in contract a/c- Contractee Account – Preparation of Balance Sheet.

**Unit III** **(19 Hours)**

Process Costing –Features of Process Costing – Simple Process Accounts, Treatment of opening and closing stock in process a/c-Abnormal Loss and Gains.

**Unit IV** **(17 Hours)**

Operating Costing– Transport- Computation of passenger transport cost, Power house costing-costing for Cinema Theater.

**Unit V** **(19 Hours)**

Marginal Costing as a Technique– Marginal Costing– BEP Analysis– Profit Planning- Contribution–Key Factor–Margin of Safety, Marginal Costing– Decision-making- Sales – Mix Exploring New Markets–Make or Buy Decisions –Shut down or Continue.

**THEORY:20%PROBLEMS:80%**

### RECOMMENDED TEXT BOOKS

1. Jain S.P. and Narang K.L. – Cost Accounting.
2. T.S. Reddy and Y. Hari Prasad Reddy – Cost Accounting

### REFERENCE BOOKS

1. Khanna B.S., Pandey I.M. Ahuja G.K. and Arora M.N. – Practical costing.
2. N.K. Prasad and V.K. Prasad – Cost Accounting.
3. Saxena and Vashist – Cost Accounting.
4. Hansen/ Mowen – Cost Management Accounting and Control.

### E-LEARNING RESOURCES

1. <https://books.google.co.in/books?isbn=0070402248>
2. <https://books.google.co.in/books?isbn=8189781502>
3. <https://books.google.co.in/books?isbn=9380901666>

## GUIDELINES TO THE QUESTION PAPER SETTERS

### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 7 questions (each in 300 words)	13-19	6	30
C	Answer any 2 out of 4 questions (each in 1200 words)	20-23	20	40
<b>TOTAL MARKS</b>				<b>100</b>

### Breakup of questions for theory and problem

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	2	1	1	1	-	1
II	1	1	-	1	-	1
III	1	1	-	1	-	1
IV	1	1	1	1	-	1
V	1	1	-	1	-	
TOTAL	7	5	2	5	-	4
<b>SECTION A 12</b>			<b>SECTION B 7</b>		<b>SECTION C 4</b>	



**CORE - XVIII**  
**INCOME TAX LAW & PRACTICE-II**

<b>SUBJECT CODE:20UCOM322</b>	<b>THEORY&amp;PROBLEMS</b>	<b>MARKS:100</b>
<b>SEMESTER:VI</b>	<b>CREDITS:4</b>	<b>TOTAL HOURS: 90</b>

(Common to B.Com(GEN), B.Com(CS), B.Com(AF), B.Com(BM))

**COURSE OBJECTIVES:**

1. To compute Income from “Capital Gain” under section 45 to 55, and to analyze the various exemptions under the capital gains
2. To analyze the various provisions contained under section 56 to 59 of the Income tax Act, 1961 under the heads “Income from Other Sources”
3. To outline the various provisions relating to “Aggregation of income” and “Set-Off and Carry Forward of Losses”
4. To prepare gross total income and to analyze the provisions under section 80 C to 80U relating to individuals
5. To Compile the procedure for computation of tax on income for assessment of individual for the current assessment year under the Income Tax Act., 1961

**UNIT- I** **(20 Hours)**

Capital Gains – Capital Assets – Meaning and Kinds– Procedure for computing Capital Gains – Cost of Acquisition–Exemption of Capital Gains –Loss under head Capital Gains.

**UNIT-II** **(15 Hours)**

Income from other sources - Income chargeable to tax under the head Income from Other Sources – Dividends – Interest on Securities – Casual Income – Other Incomes – Deduction from Income from Other Sources–Loss under the head Other Sources.

**UNIT-III** **(20 Hours)**

Aggregation of income - Provisions relating to income of other persons to be clubbed in Assessee's Total Income–Income of minor Child –Deemed Incomes.  
Provisions relating to Set-off & Carryforward and Set-off of Losses.

**UNIT-IV** **(20 Hours)**

Agricultural Income – Definition and kinds – Tax treatment of Agricultural Income – Integration of Agricultural Income. (Theory only)  
Deductions from Gross total income: Deductions in respect of certain payments – Deduction in respect of income (Deductions applicable to Individuals only) (Simple problems)

**UNIT- V** **(15 Hours)**

Assessment of Individuals – Tax rates – Computation of Tax liability of Individual (Simple problems)

**THEORY:20%PROBLEMS:80%**

### RECOMMENDED TEXT BOOKS

1. Income Tax Theory, law and practice - T.S. Reddy & Dr. Y. Hari Prasad Reddy – Margham publications.
2. Income Tax law and practice. –V.P. Gaur &D.B. Narang.

### REFERENC EBOOKS

1. Students Guide to Income tax –Dr. Vinod K. Sighania &Dr. Monica Sighania– Taxmann.
2. Income tax service tax &VAT–Dr. Girish Ahuja &Dr. Ravi Gupta –Bharat law house.

### E-LEARNING RESOURCES

1. <https://books.google.com/books?isbn=1584773855>
2. <https://books.google.com/books?isbn=8131721914>
3. <https://books.google.com/books?id=iiQKAAAAMAAJ>

### GUIDELINES TO THE QUESTION PAPER SETTERS

#### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 7 questions (each in 300 words)	13-19	6	30
C	Answer any 2 out of 4 questions (each in 1200 words)	20-23	20	40
<b>TOTAL MARKS</b>				<b>100</b>

#### Breakup of questions for theory and problem

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	1	1	-	1	-	1
II	2	1	-	1	-	1
III	2	1	1	1	-	1
IV	1	1	-	1	-	1
V	1	1	1	1	-	-
TOTAL	7	5	2	5	-	4
<b>SECTION A 12</b>			<b>SECTION B 7</b>		<b>SECTION C 4</b>	

**CORE - XIX  
BUSINESS ENVIRONMENT**

<b>SUBJECT CODE:19UCOM324</b>	<b>THEORY</b>	<b>MARKS:100</b>
<b>SEMESTER: V</b>	<b>CREDITS:4</b>	<b>TOTAL HOURS: 90</b>

**COURSE OBJECTIVE**

1. To enable the students to scan the business environment and appraise various factors which influence on business performance
2. To know the political environment and government intervention in the Business industry.
3. To find out the Social and cultural factors in the Business environment.
4. To value the economic factors indicators of Business growth.
5. To find the technological advancement of Business environment.

**UNIT I (18 Hours)**

The concept of Business Environment- its nature and significance– Brief overview of political – Cultural–legal–economic and social environments and their impact on business and strategic decisions.

**UNIT II (18 Hours)**

Political Environment–Government and Business relationship in India–Provisions of Indian constitution pertaining to business.

**UNIT III (18 Hours)**

Social and Cultural Environment – Impact of foreign culture – Castes and Communities – Linguistic and Religious groups – Types of Social organization – Social responsibilities of business.

**UNIT IV (18 Hours)**

Economic Environment – Economic systems and their impact of business – Macro Economic parameters like GDP- growth rate population– Urbanization- Fiscal deficit–Plan investment – Per Capita Income and their impact on business decisions.

**UNIT V (18 Hours)**

Technological Environment – Meaning- Features OF Technology-Sources of Technology Dynamics- Transfer of technology- Impact of Technology on Globalization- Status of Technology in India-Determinants of Technology Environment.

### RECOMMENDED TEXT BOOKS

1. Aswathappa– Business Environment
2. Daasgupta &Sengupta– Government and Business in India.

### REFERENCE BOOKS

1. Sankaran. S.–Business Environment
2. Francis Cherunilam –Business Environment
3. Srinivasan. K.– Productivity and social Environment.

### E-LEARNING RESOURCES

1. <https://books.google.com/books?isbn=1292074604>
2. <https://books.google.com/books?isbn=0080557449>
3. <https://books.google.com/books?isbn=933255912>

### GUIDELINES TO THE QUESTION PAPER SETTERS

#### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 8 questions (each in 300 words)	13-20	6	30
C	Answer any 4 out of 6 questions (each in 1200 words)	21-26	10	40
<b>TOTAL MARKS</b>				<b>100</b>

#### Break up of questions for Theory

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	3	-	2	-	2	-
II	3	-	2	-	1	-
III	2	-	2	-	1	-
IV	2	-	1	-	1	-
V	2	-	1	-	1	-
TOTAL	12	-	8	-	6	-
<b>SECTION A -12</b>			<b>SECTION B-8</b>		<b>SECTION C -6</b>	

**ELECTIVE - II**  
**HUMAN RESOURCE MANAGEMENT**

<b>SUBJECT CODE : 20UCOM323</b>	<b>THEORY</b>	<b>MARKS:100</b>
<b>SEMESTER:VI</b>	<b>CREDITS : 5</b>	<b>TOTAL HOURS:90</b>

(Common to B.Com(GEN), B.Com(CS), B.Com(AF), B.Com(BM), B.Com(MM), B.Com(ISM), BBA)

**COURSE OBJECTIVES**

1. To explain the importance of Human Resource Management and its Processes concerned with various management activities and to run an effective organization.
2. To outline different methods and techniques of Training and Performance Appraisal that are used in an organization
3. To assess the different methods and techniques relating to administration and to retain the human resources.
4. To discuss the various mechanisms in HR environment that are capable of applying the principles and techniques as professionals for developing human resources in an organization.
5. To predict the different faces of executives and preparing policies and practices based on it and Human Resource audit

**UNIT I (16 Hours)**

HRM Concepts and Functions, Role, Status and competencies of HR Manager- HR Policies– Emerging Challenges of Human Resource Management – Work force diversity; Empowerment - Differences between personnel management and HRM

**UNIT II (20 Hours)**

Human Resource Planning – Job Analysis – Job Description, Job Specification and Job Evaluation – Recruitment and Selection – meaning - Process of Recruitment – Sources of Recruitment – Internal Sources – External Sources - Meaning and Process of Selection – Selection Tests And Interviews–Placement

**UNIT III (18 Hours)**

Induction – Mentoring – Concepts and Importance of Training and Development Needs- Training and Development Methods - on the Job Training – off the Job Training – Evaluating Training Effectiveness– Career Development.

**UNIT IV (20 Hours)**

Objectives and importance of Performance Appraisal-Methods and techniques of Performance Appraisal – Potential Appraisal, Type of transfers and promotions – Problems in Performance Appraisal– Essentials of Effective Appraisal System–Termination of Services.

**UNIT V (16 Hours)**

Compensation – Concept and Policies - Wage and Salary Administration – Methods of Wage Payments and Incentive Plans- Fringe Benefits– Performance linked compensation–Monetary and Non- Monetary benefits.

### RECOMMENDED TEXT BOOKS

1. Aswathappa ,K. (2013).*Human resource management: Text and cases*. Tata McGraw-Hill Education.
2. Gupta, C. B. (2011). Human Resource Management: New Delhi. *Sultan Chand & sons Educational publishers*.

### REFERENCE BOOKS

1. DeCenzo, D.A., Robbins,S.P.,& Verhulst ,S.L.(2016).*Fundamentals of Human Resource Management*, John Wiley & Sons.
2. Dessler ,G., & Varrkey ,B. (2005).*Human Resource Management, 15e*. Pearson Education India.
3. Durai,P.(2009).Human Resource Management (Publisher: Dorling Kindersley(India) Pvt. Limited).
4. Prasad ,L.M. (2006).Human Resource Management (Sultan Chand & Sons).
5. Rao,P.S.(2009).*Personnel and human resource management* (pp.236-345). Himalaya Publishing House.

### E-LEARNING RESOURCES

1. <https://bohatala.com/impact-of-internal-and-external-environment-on-human-resource-management>
2. <https://studiousguy.com/human-resource-planning/>
3. <https://corehr.wordpress.com/2013/12/04/transfer-and-promotion/>
4. <https://hrmpractice.com/employee-welfare/>
5. <https://www.mbaskool.com/business-concepts/human-resources-hr-terms/2390-quality-of-work-life-qwl.html>

### GUIDELINES TO THE QUESTION PAPER SETTERS

#### Question Paper Pattern

Section	Question Component	Numbers	Marks	Total
A	Answer any 10 out of 12 questions (each in 50 words)	1-12	3	30
B	Answer any 5 out of 8 questions (each in 300 words)	13-20	6	30
C	Answer any 4 out of 6 questions (each in 1200 words)	21-26	10	40
<b>TOTAL MARKS</b>				<b>100</b>

#### Breakup of questions for Theory

UNITS	SECTION A		SECTION B		SECTION C	
	THEORY	PROBLEM	THEORY	PROBLEM	THEORY	PROBLEM
I	3	-	1	-	1	-
II	3	-	2	-	2	-
III	2	-	2	-	1	-
IV	2	-	2	-	1	-
V	2	-	1	-	1	-
TOTAL	12	-	8	-	6	-
<b>SECTION A 12</b>			<b>SECTION B 8</b>		<b>SECTION C 6</b>	

**ELECTIVE - III  
PROJECT**

<b>SUBJECT CODE: 20UCOM325</b>	<b>PROJECT</b>	<b>MARKS:100</b>
<b>SEMESTER:VI</b>	<b>CREDITS : 5</b>	<b>TOTAL HOURS:90</b>

**GUIDELINES FOR INTERNAL ASSESSMENT–PROJECT WORK**

Work load for project work is 6 hours per week. Internal assessment for project work is to be carried out by the Department Committee with HOD as the Chair Person and all project Guides as members. They should assess each candidate based on two presentations. Each candidate should present two seminars. The first seminar after one month of commencement of the Project work/VI semester, where in the proposal for the project work, review of literature should be presented. The second seminar should be presented before submission of the project work. The second presentation should cover results of the project work. For each presentation 25 marks should be allotted. The students shall be asked to undergo Internship for 4 weeks during summer vacation at the end of second year/IV Semester. If such arrangement is made, the candidate should be asked to make a presentation in the first week of V semester. 2credits shall be allotted for Internship.

The Report shall be around 50-60 typed pages, excluding tables, figures, bibliographies and appendices. The External Examiner appointed by the College, in consultation with the Internal Examiner, shall conduct the Viva-Voce Examination and Evaluate the Project Report while awarding the Marks. The marks shall be awarded for Project Report (Max.75) and Viva Voce Exam (Max25) jointly by both the examiners.

(A candidate failing to secure the minimum for a pass (40%) shall be required to resubmit the report to the Department and reappear for Viva Voce Exam for evaluation)

# **SOFTSKILLS-UG**



Syllabus for Under Graduates

**DEPARTMENT OF ENGLISH**  
**UG Part IV SOFT SKILLS**  
**2019 Batch onwards**

**2020-21**

**FIRST YEAR**

**FIRST SEMESTER: Introduction to Study Skills**

**CREDITS:**

**2.30hrs.**

**Objectives**

- to help, develop and improve the vocabulary of the learners
- to help the learners develop the skill of inference
- to help the learners to acquire writing skills in English

Use of Dictionary and Dictation  
Speech Sounds in English & Right Pronunciation  
Stress & Intonation  
Vocabulary Building Exercises  
Listening and Reading Comprehension  
Paragraph and Essay Writing

**Books for Reference:**

1. Hewings, Martin. 1999. Advanced English Grammar: A Self- study Reference and Practice Book for South Asian Students. Reprint 2003. Cambridge University Press. New Delhi.
2. Lewis Norman. 1991. Word Power Made Easy.
3. Mohan, Krishna & Meenakshi Raman. 2000. Effective English Communication. Tata Mc Graw Hill Publishing Company Ltd.
4. Mohan, Krishna & Meera Banerji. 2001. Developing Communication Skills. Macmillan.
5. Syamala. 2002. Effective English Communication for You. Emerald Publishers, Chennai.
6. Hari Shankar, Bharathi. Ed. Essentials of Language and Communication. University of Madras.
7. Swan, Michael and Catherine Walter. 1990. The Cambridge English Course-2. Cambridge University Press.

**Syllabus for Under Graduates**

**DEPARTMENT OF ENGLISH  
UG Part IVSOFT SKILLS  
2019 Batch onwards**

**2020-21**

**FIRST YEAR**

**SECOND SEMESTER: Life Skills**

**CREDITS:2**

**30hrs.**

**Objectives**

- To build the confidence of learners to face the challenges of a globalized society
- To sensitize learners' ethical, moral and social values in their work environment
- To help them understand how to overcome stress- related problems
- To train the learners to use their time effectively

SWOC Analysis

Etiquette

Stress Management

Time Management

Discussion of Success Stories

- i. Auto-suggestions
- ii. Problem solving
- iii. Decision Making
- iv. Presentation Skills-Oral/PPT

**Books for Reference:**

1. Pease, Allen. 1998. Body Language: How to read other's thoughts by their gestures. Sudha Publications. New Delhi.
2. Powell. In Company. MacMillan
3. <http://www.essentiallifefskills.net//>

Syllabus for Under Graduates

**DEPARTMENT OF ENGLISH  
UG Part IV SOFT SKILLS  
2019 Batch onwards**

**2020-21**

**SECOND YEAR**

**THIRD SEMESTER: Job-oriented Skills**

**CREDITS:2**

**30hrs.**

**Objectives:**

- To prepare the students to be job-ready.
- To help learners use English Language appropriately to the role or situation.
- To develop confidence in them to face Interviews.
- To train them to prepare their own CV/Resume

Different kinds of Interviews

Letter of Application and CV

Technical Writing - Circulars, Memos, Agenda and Minutes

Group Discussion

Review

- i. Books
- ii. Films

**Books for Reference:**

1. Harishankar, Bharathi. ed. Essentials of Spoken and Presentation Skills. University of Madras.
2. John, Seely. 1998. The Oxford Guide to writing and speaking. OxfordUP, 1998, Delhi.
3. The Princeton Language Institute and Lanny Laskowski. 2001. 10 days to more confident Public Speaking. Warner Books.
4. <http://jobsearch.about.com/cs/curriculumvitae.html//>
5. <http://www.cvtips.com//>

**QUESTION PAPER PATTERN**

**UG- SOFT SKILLS**

**TIME– 3 HRS**

**MAXIMUM MARKS–50**

**PART–A(5X2=10)**

Answer any FIVE from the questions given below from Q.No.1to Q.No.7(5 out of 7)

**PART–B (4X5=20)**

Answer any FOUR from the questions given below fromQ.No.8 toQ.No.13(4outof 6)

**PART–C(2X10=20)**

Answer TWO questions only choosing one each fromQ.No.14&Q.No.15(Internal Choice)

**DEPARTMENT OF COMPUTING SKILLS**

**COURSE COMPONENT: Soft Skill – Computing Skills**

<b>SUBJECTCODE: 19UGSL404</b>	<b>PRACTICAL</b>	<b>MARKS :100</b>
<b>SEMESTER: IV</b>	<b>CREDIT:2</b>	<b>TOTAL HOURS:30</b>

**(For the following UG Departments)**

**SHIFT-I:**

B.A. (Economics), B.A. (Defence and Strategic Studies), B.Sc. Mathematics, B.Sc. Physics, B.Sc. Chemistry, B.Sc. Zoology, B.Sc. Plant Biology and Plant Biotechnology, B.Com (General), B.Com (Corporate Secretaryship)

**SHIFT-II:**

BBA, B.Sc. Visual Communication, B.Com (General), B.Com (Accounting & Finance), B.Com(Corporate Secretaryship),B.Com(Information System Management),B.Com(Banking Management) and B.Com (Marketing Management)

**COURSE OBJECTIVES**

- The major objective in introducing the Computer Skills course is to impart training for students in Microsoft Office which has different components like Ms word, MS Excel, Ms Access, Power point etc., at two levels based on their knowledge and exposure.
- It provides essential skills for the user to get adapted to any work environment, as most of the systems in any workplace have Ms Office installed for their day today activities. The course is highly practice oriented rather than regular class room teaching

**UNIT I:**

*Word Processing*– Open, Save and close word document; Editing text-tools, formatting, bullets; Spell Checker; Navigating in word– key word, Mouse; document formatting-paragraph alignment, indentation, headers and footers, numbering; printing-preview, options

**UNIT II:**

*Spread sheets* – MS Excel – opening, entering text and data, formatting, navigating; Formulas– entering, handling and copying; Charts –creating, formatting and printing, header and footer, centering data, printing.

**UNIT III:**

*Presentations* – Power point – exploring, creating and editing slides, inserting tables and charts – Special effects – Clip Art, creating and drawing shapes, inserting multimedia

content– Presentations–planning, animation, handouts, slideshow.

**UNIT VI : Networks** – Internet Explorer- components; www – working, browsing, searching, saving – Bookmark – favorite, create, delete – Printing a web page; email- creating, receiving, reading and sending messages

**UNITV: HTML**–Defining HTML paragraph and spacing–HTML styles, that include Back ground color – Text color - Text Fonts – Text that includes Bold, Italic, Underline, Super script and Subscript.

**Note:** *Unit II to Unit V needs exposure thru Practicals*

**References:**

1. Introduction to Computers –Peter Norton,Tata Mc Graw Hill  
Microsoft2003– Jennifer Ackerman Kettell, Guy Hat- Davis, Curt Simmons, Tata Mc Graw Hill