

B.COM CORPORATE SECRETARYSHIP WITH COMPUTER APPLICATIONS REGULATIONS

ELIGIBILITY

A candidate who has passed in Higher Secondary Examination with any Academic stream or Vocational stream as one of the subject under Higher Secondary Board of Examination and as per the norms set by the Government of Tamil Nadu or an Examination accepted as equivalent thereto by the Academic Council, subject to such conditions as may be prescribed thereto are permitted to appear and qualify for the **Bachelor of Corporate Secretaryship with Computer Applications Degree Examination** of this College after a course of study of three academic years. The syllabus comprises 75% on Corporate Secretaryship domain and 25% on Computer Application respectively.

OBJECTIVE OF THE COURSE

The Curriculum is designed to attain the following learning goals which students shall accomplish by the time of their graduation:

1. To produce Competent Company Secretaries through appropriate teaching programmes.
2. To provide right skills, attitudes and values among the students by imparting training in reputed companies /corporate.
3. To make students competent in taking up wide range of responsible position in the Secretarial, Legal, Finance, Accounts, Personnel and Administrative department.
4. To impart the most current knowledge and skills for the individuals to get them placed at middle level professionals in the corporate sector.
5. To make the students to prepare for the Corporate Secretaryship course.

SCHEME OF EXAMINATIONS

Course Code	Subject	Hrs	Duration (Hrs)	Max Marks			Credit
				CA	CE	Total	
First Semester							
Part - I							
16UTL11T 15UHL11H 15UML11M 15UFL11F	Tamil-I Hindi-I Malayalam-I French - I	6	3	25	75	100	4
Part - II							
16UEG12E	English - I	6	3	25	75	100	4
Part - III							
15UCR13A	Core- I: Financial Accounting - I	6	3	25	75	100	4
15UCR13B	Core- II: Business Management	5	3	25	75	100	4
15UCR13C	Core- III: Secretarial Communication	5	3	25	75	100	4
Part - IV							
15UFC1FA	Value Education : Environmental Studies	2	3	-	50	50	2
						550	22
Second Semester							
Part - I							
16UTL21T 15UHL21H 15UML21M 15UFL21F	Tamil-II Hindi-II Malayalam-II French - II	6	3	25	75	100	4
Part - II							
16UEG22E	English - II	6	3	25	75	100	4
Part - III							
15UCR23A	Core-IV: Financial Accounting - II	5	3	25	75	100	4
15UCR2AA	Allied- I: Computer Application in Corporate Office	5	3	20	55	75	3

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B.Com -CSCA(Students admitted from 2016 – 2017 and onwards)

15UCR2AP	Allied Lab- I: Computer Lab – I (MS.OFFICE)	6	3	40	60	100	4
Part – IV							
15UFC2FA	Value Education: Human Rights	2	3	-	50	50	2
						525	21
Third Semester							
Part – III							
15UCR33A	Core -V: Corporate Accounting - I	6	3	25	75	100	4
16UCR33B	Core -VI: Company Law and Secretarial Practice –I	6	3	25	75	100	4
15UCR33C	Core -VII: Data Base Management System	6	3	25	75	100	4
16UMA3AE	Allied -II: Business Mathematics	5	3	25	75	100	4
Part - IV							
	NMEC-I	2	3	-	50	50	2
15UCR3SA	Skill Based Subject-I: Practical Banking	3	3	20	55	75	3
15UFC3FA/ 15UFC3FB/ 15UFC3FC/ 15UFC3FD/ 15UFC3FE	Tamil/ Advance Tamil (OR) Yoga For Human Excellence/ Women's Rights/ Constitution of India	2	3	-	50	50	2
						575	23
Fourth Semester							
Part – III							
15UCR43A	Core -VIII: Corporate Accounting – II	5	3	25	75	100	4

B.Com -CSCA(Students admitted from 2016 – 2017 and onwards)

15UCR43B	Core- IX: Company Law and Secretarial Practice –II	4	3	25	75	100	4
15UCR43C	Core- X: Programming in C	5	3	20	55	75	3
15UCR43P	Core- XI: Computer Lab-II (C Programming & Tally)	4	3	40	60	100	4
16UMA4AE	Allied III: Business Statistics	5	3	25	75	100	4
Part – IV							
	NMEC-II:	2	3	-	50	50	2
15UCR4SA	Skill Based Subject-II: Financial Markets	3	3	20	55	75	3
15UFC4FA/ 15UFC4FB/ 15UFC4FC	Tamil / Advanced Tamil (OR) General Awareness	2	3	-	50	50	2
						650	26
Fifth Semester							
Part – III							
15UCR53A	Core- XII: Cost Accounting	6	3	25	75	100	4
15UCR53B	Core- XIII : Business Law	6	3	25	75	100	4
15UCR53C	Core- XIV: Industrial Law	5	3	25	75	100	4
15UCR53D	Core- XV: Taxation – I	6	3	25	75	100	4
	Elective I:	4	3	25	75	100	4
Part – IV							
15UCR5SA	Skill Based Subject-III: Mutual Funds	3	3	20	55	75	3
16UCR53T	Industrial Training	Grade A to C					
						575	23

B.Com –CSCA(Students admitted from 2016 – 2017 and onwards)

Sixth Semester							
Part - III							
15UCR63A	Core- XVI: Economic and Other Legislations	5	3	25	75	100	4
15UCR63B	Core- XVII: Management Accounting	6	3	25	75	100	4
15UCR63C	Core- XVIII: Taxation -II (Indirect Taxes)	5	3	25	75	100	4
	Elective- II :	5	3	25	75	100	4
	Elective -III :	5	3	40	60	100	4
Part-IV							
15UCR6SA	Skill Based Subject-IV: Online Trading	4	3	20	55	75	3
Part-V							
15UEX6SA	Extension Activity	-	-	-	-	50	2
						625	25
Grand Total						3500	140

ELECTIVE - I

(Student shall select any one of the following subject as Elective-I in fifth semester)

S.No	Subject Code	Name of the Subject
1.	16UCR5EA	Corporate Governance
2.	15UCR5EB	Management Information System.
3.	15UCR5EC	Software Engineering

ELECTIVE - II

(Student shall select any one of the following subject as Elective-II in sixth semester)

S.No	Subject Code	Name of the Subject
1.	15UCR6EA	Internet and E- Commerce
2.	15UCR6EB	Visual Basic (Theory)
3.	15UCR6EC	Oracle (RDBMS)

ELECTIVE - III

(Student shall select any one of the following subject as Elective-III in sixth semester)

S.No	Subject Code	Name of the Subject
1.	15UCR6EP	Visual Basic (Practical)
2.	15UCR6EQ	HTML – Java Script(Practical)
3.	15UCR6ER	Web Technology(Practical)

NON MAJOR ELECTIVE COURSE

- The Department offers the following two papers as Non Major Elective Course for other than the Corporate Secretaryship students.
- Student shall select the following subject as Non Major Elective Course during their third and fourth semester

B.Com -CSCA(Students admitted from 2016 – 2017 and onwards)

S.No	Subject Code	Name of the Subject
1	16UNM34S	Legal Aspects of Business
2	16UNM44S	Corporate Governance

Total Credit Distribution

Subjects	Credits	Total		Credits	Cumulative Total
Part I:	4	2 x 100 =	200	08	16
Part II: English - I	4	2 x 100 =	200	08	
Part III:					
Core	4	17 x 100 =	1700	68	98
Core	4	1 x 75 =	75	04	
Allied Theory	4	2 x 100 =	200	08	
Allied Theory	3	1 x 75 =	75	03	
Allied Practical	3	1 x 100 =	100	03	
Elective	4	3 x 100 =	300	12	
Part IV:					
NMEC	2	2 x 50 =	100	04	24
Skill Based Subject	3	4 x 75 =	300	12	
Value Education	2	4 x 50 =	200	08	
Part V:					
Extension Activity	2	1 x 50 =	50	02	02
Total			3500	140	140

FOR COURSE COMPLETION

Students has to complete the following subject:

- Language papers (Tamil/Malayalam/French/Hindi, English) in I and II semester.
- One Value Education and Environmental Studies in I and II semester respectively.
- Allied papers in II, III and IV semesters.
- Two **Non** Major Elective Course in the third and fourth semester.
- Extension activity in V semester.
- Elective papers in the fifth and sixth semesters.
- Students has to complete the following –Industrial training:
Subject code: 16UCR53T.

Students must undergo Industrial training for 15 – 30 days during IV Semester Summer Vacation. Evaluation of the Report done by the Internal and external Examiner in the V Semester. Based on their performance Grade will be awarded as A to C.

A- 75marks and above

B- 60-74 marks

C- 40-59 marks

Below 40 marks - (Re appear)

Earning Extra credits is not mandatory for course completion

Extra credits

Subject	Credit	Total credits
BEC/ Self study courses	1	1
Hindi / French/ Other foreign Language approved by certified Institutions	1	1
Type Writing / Short Hand Course	1	1
Diploma/certificate/CPT/ ACS Inter/ NPTEL Course	1	1
Representation – Academic/Sports /Social Activities/ Extra Curricular / Co-Curricular activities at University/ District/ State/ National/ International	1	1
		5

Rules:

The students can earn extra credits only if they complete the above during the course period (I to V sem) and based on the following criteria. Proof of Completion must be submitted in the office of the Controller of Examinations before the commencement of the VI Semester. (Earning Extra credits are not mandatory for Course completion)

1. Student can opt BEC course/ Self study course to earn one credit. They have to Enroll and complete any one of the course during their course period before fifth semester (I sem to V sem).

Self study paper offered by Corporate Secretaryship Department

S .No.	Semester	Course Code	Course Title
1.	Semester I to V	16UCRSS1	Cyber Law
2.		16UCRSS2	Soft Skills (Practical)

2. Student can opt Hindi/ French/ Other foreign Language approved by certified Institutions to earn one credit. The certificate(Hindi) must be obtained from **Dakshina Bharat Hindi Prachar Sabha** and He/ she has to enroll and complete during their course period (**first to fifth semester**)
3. Student can opt for Type writing /short hand course to earn one extra credit. He/she has to enroll and complete the course during their course period to obtain certificate through **Tamil Nadu Board of Technical Education**
4. Student can opt for Diploma/certificate/CPT/ACS Inter/ NPTEL Course to earn one extra credit. Student who opt for Diploma/ Certificate course have to enroll any diploma/certificate course offered by Bharathiar University through our Institution. Student who opt for CPT/ ACS/CMA have to enroll and complete the foundation level during the course period. Students who opt for NPTEL course should complete the course certificate through NPTEL.
5. Award Winners in Academic/ Representation in Sports /Social Activities/ Extra Curricular/ Co-Curricular Activities at University/ District/ State/ National/ International level can earn one extra credit.

15UCR13A	CORE-I : FINANCIAL ACCOUNTING - I	SEMESTER - I
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Total Credits: 4

Hours Per Week: 6

Note: Distribution of Marks between problems and theory shall be 80% and 20%.

OBJECTIVES:

The Subject aims to build the Concepts regarding:

1. To know the basic financial terms and preparation of financial statements
2. To impart basic accounting knowledge as applicable to business
3. To enable the students to understand the need for making adjustments while preparing final accounts.

CONTENTS

UNIT -I

Introduction – Accounting principles, Concepts and Conventions – Recording – Classification of accounting principles – Basic assumptions i.e. concepts – Basic accounting principles – Modifying accounting principles – Subsidiary books – Advantages – Types of Subsidiary books.

UNIT - II

Preparation of trial balance – Rectification of errors – Introduction – Types of errors – Clerical errors – Errors of principles – Compensating errors – Errors of duplication – Bank reconciliation statement – Introduction – Importance of reconciliation – Need for Bank reconciliation statement – Causes of difference – Effect of debit or credit in the cash book.

UNIT - III

Final Accounts of sole traders: Introduction – Manufacturing account – Trading account – Preparation of trading accounts – Format of trading account – Distinction between manufacturing account and trading account – Preparation of profit and loss account – Balance sheet – Need and importance of Balance sheet – Preparation of Balance sheet.

UNIT – IV

Bill of Exchange: Introduction – Parties to a Bill of Exchange – Specimen of Bill of Exchange – Characteristics – Types – Advantages – Bills Receivable and Bills Payable – Accounting treatment of Bill of Exchange. (Excluding accommodation Bill)

UNIT – V

Account Current: Introduction – Procedure for calculating days of interest – Methods of computing the periods – Product method – Red ink interest – Interest Number method – Backward method – Daily balance method.

Average Due Date: Introduction – Practical uses of Average Due Date – Calculation of Average Due date.

TEXT BOOKS:

1. *Reddy, T.S. and Murthy, 1998. Financial Accounting.* [Reprint 2014]. Margham Publications, Chennai.
2. *Gupta, R.L and Gupta, V.K. 1992. Financial Accounting* [Reprint 2009] Sultan Chand & Sons, New Delhi.

REFERENCE BOOKS:

1. *Jain, S.P. and Narang, K.L, 2010. Financial Accounting* [First Edition] Kalyani Publishers. Chennai.
2. *Radha, Financial Accounting* [First Edition] Prasanna Publishers & Distributers Chennai.

15UCR13B	CORE- II: BUSINESS MANAGEMENT	SEMESTER - I
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Total Credits: 4
Hours Per Week: 5

OBJECTIVES:

The Subject aims to build the concepts regarding:

1. To acquire knowledge and understanding the concepts of business management.
2. To orient the students on the management principles and techniques that could achieve business success.
3. To provide opportunities to apply the general functions of management in day-to-day managerial practice.

CONTENTS

UNIT -I

Management - Introduction - Meaning - Definition - Difference between Management and Administration - Management is an art / science - levels and functions of Management - Co-ordination - Features / Characteristics of Management.

UNIT -II

Planning – Introduction - Meaning, Definition, Characteristics of planning, objectives of planning, forecasting, Importance of planning, advantages of planning, steps in planning process, Methods of planning, limitations of planning, essentials of a good planning- policies and procedures - Decision Making.

UNIT -III

Organizing – Structure principles – Theories of Organization – Span of Management – Centralization and Decentralization – Line and staff functions – Delegation – Functional Organization – Formal and Informal organization – Classification of formal organization – Advantages and Disadvantages of formal organization.

UNIT-IV

Direction – Definition – Principles of Direction – Communication – Importance of communication – Barriers of communication – objectives of communication – elements of communication – Motivation – Nature of motivation – Importance of motivation – Morale – Leadership – Internal and External leadership co-ordination – Committees in Management.(excluding motivational theories)

UNIT-V

Control process – Areas or Scope of control – Steps in control process – Techniques of control – Social Responsibilities of Business Ethics – Need for Business Ethics – Principles and Regulations – Business Ethics in India.

TEXT BOOKS:

1. *Ramasamy, T.* 2011. **Principles of Management** [Latest Edition] Himalaya Publishing House, New Delhi.
2. *Prasad, L.M.* **Principles and Practice of Management** [Eight Edition Reprint 2014] Sultan Chand & Sons, New Delhi.

REFERENCE BOOKS:

1. *Dinkar Pagare,* 2011. **Principles of Management** [Fifth Edition]. Sultan Chand & Sons, New Delhi.
2. *Gupta, C.B.* 2013.**Management and Organization** [Latest Edition]. Sultan Chand & Sons, New Delhi.

15UCR13C	CORE -III : SECRETARIAL COMMUNICATION	SEMESTER - I
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Total Credits: 4
Hours Per Week: 5

OBJECTIVES:

1. To make the students acquaint knowledge on secretarial communication and communicate clearly in the day-to-day business world.
2. To develop the written and oral business communication skills.

CONTENTS

UNIT - I

Business Communication: Meaning – Importance of effective business communication - Modern communication methods - Business letters: Need – Functions - Kinds - Essentials of effective business letters - layout.

UNIT - II

Trade enquiries - Orders and their execution - Credit and status enquiries - Complaints and Adjustments - Collection letters - Sales letters - Circular letters.

UNIT - III

Banking correspondence - Insurance correspondence - Agency correspondence.

UNIT - IV

Company secretarial correspondence (includes Agenda, Minutes and Report Writing)

UNIT - V

Application letters - Preparation of resume - Interview : Meaning - Objectives and Techniques of various types of interviews - Public speech - Characteristics of a good speech - Business report presentations.

TEXT BOOKS:

1. *Rajendra Pal and Korlahalli J.S.* 2002. **Essentials of Business Communication** [Second Edition] Sultan Chand & Sons, New Delhi.
2. *Ramesh, M.S. and Pattanshetti, C. C.* **Business Communication** [Latest Edition] R. Chand & Company, New Delhi

REFERENCE BOOKS:

1. *Rodriquez, M.V.* **Effective Business Communication Concept** [Latest Edition] Vikas Publishing Company.
2. **Executive Business Communication-** ICSI Study material.

15UCR23A	CORE-IV: FINANCIAL ACCOUNTING - II	SEMESTER - II
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Total Credits: 4

Hours Per Week: 5

Note: Distribution of Marks between problems and theory shall be 80% and 20%.

OBJECTIVES:

The Subject aims to build the Concepts regarding:

1. To acquire knowledge and understanding the concepts of accountancy.
2. To know the basic financial terms and preparation of financial statements.
3. To impart basic accounting knowledge as applicable to business.

CONTENTS

UNIT - I

Self - Balancing Ledgers: Introduction - Classification of ledgers - Advantage of Self - Balancing ledgers - Journal entries for self-balancing - Items not recorded in total debtors and total creditors accounts - Difference between self - balancing and sectional balancing systems.

UNIT - II

Consignment Account: Introduction - Features of consignment - Distinction between sale and consignment - Difference between Del-credere commission and over - riding commission - Difference between proforma invoice and account sales - Accounting records for consignment transactions - entries in the books of consignor - entries in the books of consignee - Cost price method - Valuation of unsold stock - Invoice price method - Loss of stock.

UNIT -III

Joint Venture Accounts: Introduction – Features of Joint Venture – Benefits of a Joint Venture – Difference between Joint Venture and Partnership – Accounting treatment – Recording of transactions in separate set of books – Recording of transactions when no separate set of books is maintained.

UNIT - IV

Accounting of Non - Trading Concerns: Introduction – Components of Final Accounts of Non- Trading Concerns – Receipts and Payments Account – Income and Expenditure Account – Balance Sheet – Items peculiar to various Non – Trading Organizations - Difference between Income and Expenditure Account & Receipts and Payments Account

UNIT - V

Single Entry System: Introduction – Characteristics of Single Entry System – Preparation of accounts from incomplete records – Statement of affairs method – Format of statement of affairs – Format of statement showing profit or loss - Distinction between statement of affairs and balance Sheet.

TEXT BOOKS:

1. Reddy, T.S. and Murthy. 1998. **Financial Accounting** [Reprint 2014] Margham Publications, Chennai.
2. Gupta, R.L and Gupta, V.K. 1992. **Financial Accounti**[Reprint2009].Sultan Chand & Sons, New Delhi.

REFERENCE BOOKS:

1. Jain, S.P. and Narang, K.L. 2002. **Financial Accounting** [Second Edition]. Kalyani Publishers, New Delhi.
2. Radha, 2010. **Financial Accounting** [First Edition]. Prasanna Publishers & distributors, Chennai.

15UCR2AA	ALLIED -I : COMPUTER APPLICATION IN CORPORATE OFFICE	SEMESTER -II
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Total Credits: 3
Hours Per Week: 5

OBJECTIVES:

The Subject aims to build the Concepts regarding:

1. To acquire knowledge and to understand the concepts of basic computer skills required for corporate office.

CONTENTS

UNIT - I

Introduction to computer – Classification of computers – Characteristics of computers – Hardware and Software. Introduction to windows 7 – working within a windows platform - working with drives folders & files.

UNIT - II

MS -Word – Creating a new document – Editing – Working with margins, pages and line spaces, - Adding Headers, Footers and page numbering – Printing documents – Faxing & E-mailing documents – Adding graphics to documents – Mail merge – Application of shortcut keys

UNIT - III

MS-Excel – Creating a new work book – Entering data into the worksheets – Editing worksheets – Adding cell borders and shading working with ranges – Managing and printing workbook – Simple calculations – Copying formulas – Creating charts - Application of shortcut keys

UNIT - IV

MS Access – Creating a new Database creating and editing table – Entering & editing data in table – Creating relationships between tables – Creating & modifying a form – sorting, filtering & indexing data – Creating a query – Creating a customized Report.

UNIT - V

PowerPoint – Creating a new presentation – Working with slides in different templates – Printing presentations - Inserting, Deleting & copying slides – Rearranging slides – Adding and modifying slide text – Adding graphics and animation to slide.

TEXT BOOKS:

1. *Nellaikannan C*, 2008. **Ms Office Ms Word Ms Excel Ms Power Point Ms Access Ms Outlook** Nels Publications.
2. *Joyce Cox, Polly urban*, 1996. **Quick Course in Microsoft Office**. Galgotia Publications Pvt. Ltd.

REFERENCE BOOKS:

1. *Taxali R. K*. 1998. **PC Software for Windows made Simple** Tata McGraw-Hill Publications Pvt. Ltd.,
2. *Pierce*, 2007 **Microsoft Office System Inside Out Paperback – 2007** Microsoft Press (2007).

15UCR2AP	ALLIED LAB-I: COMPUTER LAB-I (MS OFFICE)	SEMESTER – II
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Total Credits: 3
Hours Per Week: 6

I MS WORD

1. Chairman's Speech/Auditor's Report/ Minutes/ Agenda and the following operations using short cut keys : Bold, Underline, Font Size, Style, Background color, Line spacing, Spell-check, Alignment, Header & Footer, Inserting pages and Page numbers, Find and Replace.
2. An invitation for the college function using text boxes and clip arts.
3. An invoice and account sales by using drawing tool bar, clip art, word art symbols, borders and shading.
4. A class time table including the following operations:
Inserting the table, data entry, alignment of rows and columns, inserting and deleting the rows and columns and change of table format.
5. Notice for shareholders' meeting to 10 members using mail merge operation.
6. Bio-data by using wizard/templates.

II MS EXCEL

1. Mark list of your class (minimum of 5 subjects) and including the following operations: Data entry, total, average, result and ranking by using arithmetic and logical functions and sorting.
2. Final accounts (trading, profit & loss account and balance sheet) by using formula.
3. Different types of charts (line, pie, and bar) to illustrate year wise performance of sales, purchase, and profit of a company by using chart wizard.
4. Statement of a bank customer's account showing simple and compound interest calculations for 10 different customers using mathematical & logical functions.
5. Product life cycle which should contain the following stages: introduction, growth, maturity, saturation, and decline.

III MS POWERPOINT

1. Presentation slides for a launching a product of your choice. The slides must include name, brand name, type of product, characteristics, special features, price, special offer etc. add voice if possible to explain the features of the product. The presentation should work in manual mode.
2. Presentation slides for organization details for 5 levels of hierarchy of a company by using organizational chart.
3. Slides for the headline news of a popular TV channel. The presentation should contain the following transactions: top down, bottom up, zoom in and zoom out.-the presentation should work in custom mode.
4. Presentation slides about an organization and perform frame movement by inserting clip arts to illustrate the running of an image automatically.
5. Presentation slides for the seminar / lecture presentation using animation effects and perform the following operations: creation of different slides, changing background color, font color using Word Art.

IV MS ACCESS

1. Payroll for Employee data base of an organization with the following details: employee id, employee name, date of birth, department and designation, date of appointment, basic pay, dearness allowance, house rent allowance, and other deductions if any. Perform queries for different categories.
2. Mailing labels for student database which should include at least three tables must have at least two fields with the following details: roll number, name, course, year, college name, university, address, phone number.
3. Gather price, quantity and other descriptions for five products and enter in the access table and create an invoice in form design view.
4. Forms for the simple table ASSETS.
5. Report for the PRODUCT Database.

15UCR33A	CORE -V : CORPORATE ACCOUNTING-I	SEMESTER - III
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Total Credits: 4

Hours Per Week: 6

Note: Distribution of Marks between problems and theory shall be 80% and 20%.

OBJECTIVES:

The Subject aims to build the Concepts regarding:

1. To familiarize students with the accounting treatment adopted for raising fund and redeeming them.
2. To enable students to prepare final accounts of joint stock companies.

CONTENTS

UNIT- I

Issue of shares - Under subscription and over Subscription - Calls-in-arrears and Calls-in-advance - Forfeiture and Re-issue of shares - Redemption of Preference shares.

UNIT- II

Issue of debentures - consideration for issue of debentures - Creation of redemption reserve account - Different methods of redemption of debentures - Cum-interest and Ex-interest - Sinking fund method.

UNIT- III

Profit Prior to Incorporation - Final accounts of companies (Trading account, profit and loss A/c, profit & loss appropriation A/c) and Balance sheet.

UNIT- IV

Amalgamation and Absorption

Accounting problems relating to Amalgamation and Absorption - Purchase consideration - Computation of purchase consideration - Methods of accounting for Amalgamation.

UNIT- V

Internal and External Reconstruction

Internal Reconstruction -- Reduction of share capital – Procedure for reducing share capital – External Reconstruction – Purchase consideration – Computation of purchase consideration – Methods of accounting for External Reconstruction.

TEXT BOOKS:

1. *Joseph.T*, 2009.**Corporate Accounting**. [Vol.-I].Tata McGraw Hill, New Delhi.
2. *Pillai, R.S.N, Bhagawathi, and Uma, S*, 2007. **Fundamentals of Advance Accounting** [Vol- II]. S.Chand Publications, New Delhi.

REFERENCE BOOKS:

1. *Gupta, R.L and Radhasamy*, 2008. **Corporate Accounting**. Sultan Chand Publications, NewDelhi.
2. *Sukla.M.C and Grewal.T.S*, **Corporate Accounting**. S.Chand& Co., Publications, New Delhi.
3. *Reddy and Murthy*, 2008. **Corporate Accounting**. Margham Publications, Chennai.

16UCR33B	CORE- VI: COMPANY LAW AND SECRETARIAL PRACTICE-I	SEMESTER - III
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Total Credits: 4
Hours Per Week: 6

OBJECTIVES:

The Subject aims to build the Concepts regarding:

1. To make the students understand the significant provisions of the Companies Act,
2. To train them in Secretarial aspects relating to drafting and other procedures of the Company Law.

CONTENTS

UNIT - I

Company - Definition - Characteristics - Incorporation of a company - Kinds of companies - Doctrine of lifting the corporate veil - Promotion of a company - Company Secretary - Appointment , Legal position - Qualification - Duties and liabilities of a secretary - MCA-21.

UNIT - II

Memorandum of Association- Forms - Contents - Procedures for alteration-Secretarial duties - Articles of Association - Forms and Contents - Procedures for alteration - Doctrine of Indoor Management - Difference between Memorandum and Articles.

UNIT - III

Prospectus - Contents - Statement in Lieu of Prospectus - Legal formalities - Secretarial duties with regard to prospectus - Investments, Loans and Deposits.

UNIT - IV

Share Capital - Kinds of capital - Alteration of share capital - Procedures - Issue and Allotment of shares- Book building scheme- Share certificate - Transfer and transmission of shares - E - Forms - Secretarial Duties.

UNIT - V

Borrowing Powers – Registration of charges - Producer Companies – E
Governance under companies Act.

TEXT BOOKS:

1. *Dr.V.Balachandran, Company Law and Practice, 2013*

REFERENCE BOOKS:

1. *Kathiresan and Radha, Company Law, 2013.*
2. *Pratapsinh Chauhan, Company Law(2013)*

15UCR33C	CORE- VII: DATABASE MANAGEMENT SYSTEM	SEMESTER - III
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Total Credits: 4
Hours Per Week: 6

OBJECTIVES:

The Subject aims to build the concepts regarding:

1. To enable the students to acquire knowledge in database through Database Management System.

CONTENTS

UNIT- I

DBMS: Basic Concepts – Entities and their Attributes – Relationship – Components of DBMS – Classification – Structure – Advantages and Disadvantages of DBMS.

UNIT- II

Data Models: Data Association – Data models classification – ER Model.

File Organization: Introduction – Serial files – Sequential files – Index sequential files.

UNIT- III

Normal Form: Normalization – First normal forms – Second normal forms – Third Normal forms – Boyce code normal forms – Network Model – Data description in the network model – Database manipulation.

UNIT- IV

Database Security, Integrity and Control: Introduction security and integrity threats –Defense mechanism – Database Design – Distributed Databases.

UNIT- V

Current Topics in Database: Knowledge Base System – Knowledge and its representation – Deductive database – Expert system.

TEXT BOOKS:

1. *Bipin. C. Desai*, 1990. **An Introduction to Database System** [Revised edition] Galgotia Publications, New Delhi.
2. *Date C.J.* 2000 **An Introduction to Database Systems** [Seventh Edition] Wesley Publications.
3. *Priyadharshini R, Shalini, A.C.* (2000) **Database Management Systems** SciTech Publications Pvt. Ltd.,

REFERENCE BOOKS:

1. *Henry F. Korth*, **Database System Concepts**. Mc Graw -hill Publications.
2. *Raghu Ramakrishnan, Johannes Gehrke*, **“Database Management Systems”**, Third Edition, McGraw-Hill Higher Education.
3. *Silberschatry, Korth, Sundarshan*, **“Database system Concepts”**, Fourth Edition, Mc Graw- Hill Higher Education.

16UMA3AE	ALLIED-II: MATHEMATICS FOR BUSINESS	SEMESTER - III
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Credit Points: 4
Hours Per Week:5

OBJECTIVES:

1. On successful completion of this course, the student should have understood the basic concepts
2. To know about how to use Mathematical Techniques to solve the modern business problems.

UNIT-I

Set Theory - Definition - Notations - Description of sets- Types of sets - Venn Diagrams - Set operations - Laws and properties of sets - Number of elements (Sums involved in two sets only)

UNIT-II

Sequence and series - Arithmetic progression - Geometric progression - Simple interest Problems- Compound interest Problems.

UNIT -III

Matrix: Basic Concepts - Types of Matrices - Addition and Multiplication of Matrices - Determinants - Crammer's Rule - Inverse of a Matrix - Matrix Method - Rank of Matrix.

UNIT-IV

Effective rate of Interest -Sinking Fund - Annuity - Present Value - Discounting of Bills - True Discount - Banker's Gain.

UNIT-V

Interpolation: Binomial - Newton's and Lagrange methods. (simple problems only).

TEXT BOOK:

1. *Navnitham, P.A.* 2013. **Business Mathematics & Statistics.** Jai Publishers,Trichy

REFERENCE BOOKS:

1. *Sundaresan and Jayaseelan.* 2008. **Introduction to Business Mathematics.** Sultan Chand Co&Ltd,Newdelhi.
2. *Ranganath,G.K, Sampamgiram,C.S and Rajan,Y.* 2006. **A Text book Business Mathematics.** Himalaya Publishing House.

16UNM34S	NMEC- I: LEGAL ASPECTS OF BUSINESS	SEMESTER - III
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Total Credits: 2
Hours Per Week: 2

OBJECTIVE:

1. To create the knowledge of legal perspective and its practices to improvise the business.

CONTENTS

UNIT- I

The Indian Contract Act, 1872

Definition of contract - Essentials elements and types of a contract - Formation of a contract - Performance of contracts - Breach of contract and its remedies - Quasi contracts

UNIT -II

The Sale of Goods Act, 1930

Nature of Sales contract - Documents of title - Risk of loss - Guarantees and Warranties - Performance of sales contracts - Conditional sales - Rights of an unpaid seller.

UNIT -III

Negotiable Instruments Act, 1881

Nature and requisites of negotiable instruments - Types of negotiable instruments -Liability of parties - Holder in due course - Special rules for Cheque and drafts - Discharge of negotiable instruments.

UNIT -VI

Companies Act, 2013

Major principles – Nature and types of companies – Formation - Memorandum and Articles of Association – Prospectus - Power, duties and liabilities of Directors - Winding up of companies.

UNIT -V

Consumer Protection Act, 1986

Consumer Protection Act – Consumer rights - Procedures for Consumer grievances redressal - Types of consumer redressal machineries' and forums

TEXT BOOKS:

1. *Kapoor.N.D*, **Elements of mercantile Law**, Sultan Chand and Company, India, 2006.
2. *Goel.P.K.*, **Business Law for Managers**, Biztantatara Publishers, India, 2008.
3. *Balachandran.V.*, **Legal Aspects of Business**, Tata McGraw Hill, 2012

REFERENCE BOOKS:

1. *Gogna.P.P.S*, **Mercantile Law**, S. Chand & Co. Ltd., India, Fourth Edition, 2008.
2. *Daniel Albuquerque*, **Legal Aspect of Business**, Oxford, 2012
3. *Ravinder Kumar*, **Legal Aspect of Business**, Cengage Learning, 2nd Edition-2011

15UCR3SA	SKILL BASED SUBJECT-I: PRACTICAL BANKING	SEMESTER - III
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Total Credits: 3
Hours Per Week: 3

OBJECTIVE:

The subject aims to build the concepts regarding:

1. To enable the students to acquire basic banking knowledge through Practical banking subject.

CONTENTS

UNIT- I

Meaning and Definition of Banking, Banker and customer - Features of Banking – Classification of banks.

UNIT- II

Functions of Commercial banks, customers account with the Banker – Types of customers.

UNIT- III

Definition of Cheque - Essentials and types of Cheque – Crossing and types of crossing – Endorsements and its effects - Essentials of endorsement – Types of endorsement.

UNIT- IV

Credit card – Meaning and Definition – Operation of Credit card , Advantages and Disadvantages of Credit card.

UNIT- V

Factoring, Functions of Factoring, ATM, Phone banking, Internet banking.

TEXT BOOKS:

1. *Pararameswaran.R* *Natarajan.S*, *Kandasami.K.P*, **Banking Theory, Law & Practice, [Fourth edition]** S.Chand Publications, Delhi.
2. *Premavathy .N*, **Banking Theory, Law & Practice**, Sri Vishnu Publications, Chennai.

REFERENCE BOOKS:

1. *Varshney . P.N*, *Sundaresan M*, **Banking Theory, Law & Practice**, S.Chand Publications, Delhi.
2. *Maheswari .S. N*. and *Maheswari S. K.*, 2009, **Banking Law and Practice**, Kalyani Publications, Delhi.

15UCR43A	CORE- VIII: CORPORATE ACCOUNTING-II	SEMESTER - IV
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Total Credits: 4

Hours Per Week: 5

Note: Distribution of Marks between problems and theory shall be 80% and 20%.

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To understand the procedure for valuing the goodwill and shares of companies to acquire a business.
2. To enable students to prepare the financial statements banking and insurance companies.

CONTENTS

UNIT -I

Valuation of Shares and Goodwill

Definition of Goodwill – Need for valuing Goodwill – Methods of valuation of Goodwill – Introduction to valuation of shares – Need for valuation of shares – Methods of valuation of shares.

UNIT - II

Holding and Subsidiary Companies

Meaning and Definition of Holding company and Subsidiary company – Legal requirements relating to presentation of accounts – Consolidated financial statements – Preparation of Consolidated Balance sheet.

UNIT -III

Liquidation of Companies

Meaning of Liquidation–Modes of Winding – up – Order of payment – Computation of Liquidator' remuneration – Liquidator's final statements of accounts

UNIT – IV

Banking Company Accounts (New format)

Introduction – Business of Banking Companies – Preparation of profit and loss Account – Guidelines of RBI for profit and loss Account – Balance Sheet – Guidelines of RBI for Balance Sheet – Preparation of final accounts.

UNIT – V

Insurance Company Accounts (New Format)

Preparation of Final Accounts of insurance companies – Accounts of life insurance Business – Preparation of Final Accounts – Revenue account – Profit and Loss Account – Balance Sheet.

TEXT BOOKS:

1. *Joseph, T. , 2009. Corporate Accounting [Vol.1] Tata McGraw Hill, New Delhi.*
2. *Reddy and Murthy, 2008. Corporate Accounting, Margham Publications, Chennai.*

REFERENCE BOOKS:

1. *Gupta, R.L. and Radhasamy. 2008. Corporate Accounting. Sultan Chand & Sons Publications, New Delhi.*
2. *Sukla, M.C.and Grewal T.S. 2008. Corporate Accounting. Chand & Co., Publications, New Delhi.*
3. *Pillai, R.S.N. Bhagawathi, and S. Uma, 2007. Fundamentals of Advance Accounting. [Vol.-II] S.Chand, New Delhi.*

15UCR43B	CORE- IX: COMPANY LAW AND SECRETARIAL PRACTICE-II	SEMESTER - IV
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Total Credits: 4
Hours Per Week: 4

OBJECTIVES:

The Subject aims to build the Concepts regarding:

1. To make the students understand the significant provisions of the companies act.
2. To train them in secretarial aspects relating to drafting and other procedures of the company law.

CONTENTS

UNIT - I

Company Meeting – Kinds of Meetings – Requisites of a valid meeting – Agenda – Minutes – Quorum – Proxy – Voting – Poll – Motion and Resolution – Secretarial duties in connection with meetings.

UNIT - II

Directors – Appointment – Qualification – Removal – Casual vacancy – Powers, Duties, Liabilities – Managing Director – Appointment – Rights and Duties – Secretarial duties.

UNIT - III

Books of Accounts and Registers – Inspections – Annual returns – Circulation and filing – Directors report – Chairman's speech – Appointment of Auditors – Qualification of Auditors – Auditor's Report – Removal of Auditors – Secretarial duties.

UNIT - IV

Dividend – Definition – Statutory provision – Power of Board of Directors regarding dividend – Interim dividend – Unclaimed dividend – Dividend warrant –Secretarial duties in connection with dividend.

UNIT - V

Winding up – Meaning – Modes of winding up – Petitions for winding up – Consequences of winding Up – Appointment of official liquidator – Duties of Secretary in respect of each winding Up – National company law tribunal – Appellate tribunal.

TEXT BOOKS:

1. *Dr.V.Balachandran, Company Law and Practice, 2013.*

REFERENCE BOOKS:

1. *Kathiresan and Radha, Company Law,2013.*
2. *Pratapsinh Chauhan, Company Law(2013)*

15UCR43C	CORE- X: PROGRAMMING IN C	SEMESTER - IV
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Total Credits: 4
Hours Per Week: 5

OBJECTIVES:

The Subject aims to build the Concepts regarding:

1. To Enable the Students to acquire the basic Programming Knowledge through Programming in C.

CONTENTS

UNIT - I

History of C - Importance of C - Programming style - Declaration, Assignments and Variables - Expressions - Data types - Operators.

UNIT - II

Input - Output statements - Control structures - IF, IF-Else statements, Switch - Goto - Break and Continue - While- Do-While statements - For loop.

UNIT - III

Arrays - One and two dimensional arrays - Character arrays - Strings - Standard string function.

UNIT - IV

Functions - User defined functions - Function calls - Function storage classes - structures.

UNIT - V

Header file - Input output operations on files - Files - fgetc(), fputc()
fprintf(), fscanf() - Preprocessor - File management in C: the preprocessor.

TEXT BOOKS:

1. *Balagurusamy, E. Programming in ANSI C.* Tata Mcgraw Hill, New Delhi.
2. *Ashok, N. Kamthane. Programming with ANSI and Turbo C.* Pearson Education, New Delhi.

REFERENCE BOOKS:

1. *Balagurusamy, E. Computer Fundamentals and C – Programming.* Tata Mcgraw Hill, New Delhi.
2. *King.K.N, C Programming A Modern Approach 2nd Edition,* W.W.Norton, New York.

15UCR43P	CORE- XI : COMPUTER LAB-II (C-PROGRAMMING & TALLY)	SEMESTER - IV
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Total Credits: 4

Hours Per Week: 4

Any eight problems. Problems should be in the type of ledger creation, voucher entry, preparation of trial balance, profit and loss account, balance sheet, cash book, day book.

C - PROGRAMMING

- 1) Program to find a quadratic equation for all type of roots.
- 2) Program to print the prime numbers up to 100.
- 3) Program to print or arrange the given strings into alphabetical order.
- 4) Program to find the given string is Palindrome or Not.
- 5) Program to print the Fibonacci series.
- 6) Program to print the given string in the reverse order.
- 7) Program to convert the given integer into equivalent words.
- 8) Program to print the Armstrong numbers up to 500.
- 9) Program to find the number of days between two dates.
- 10) Program to print the calendar for a given month of a year.

COMPUTER LAB- II (TALLY)

Answer all Questions

- 1) The following Trial balance was extracted from the books of Mr. Arun on 30.06.2007.

Particulars	Debit	Credit
Capital		49,000
Drawings	4,000	
General expenses	5,680	
Buildings	32,000	
Opening Stock	32,400	
Coal	4,480	
Wages	14,400	
Tax and insurance premium	2,630	
Debtors	12,560	
Creditors		5,760
Discount	1,100	
Loan @ 6%		15,000
Moped	7,500	
Rent	500	
Apprentice premium		1,800
Commission received		2,640
Electricity charges	2,810	
Bills payable		7,700
Cash	160	
Bank over draft		6,600
Indian bank shares	5,000	
Sales		1,30,720
Purchases	93,550	
Interest on loans	450	
TOTAL	2,19,220	2,19,220

Prepare Trading and Profit and Loss a/c for the year-ended 30.06.2007 and Balance sheet as on that date giving effect to the following adjustments.

- (1) Closing stock Rs. 47,000 as on 30.06.2007.
- (2) Six month interest due on loan Rs.450
- (3) Insurance premium prepaid Rs.230

- (4) Premium accrued but not yet received Rs. 200
- (5) Commission received in advance Rs.340.
- (6) Write a program to convert the given integer into equivalent words.

16UMA4AE	ALLIED-III: STATISTICS FOR BUSINESS	SEMESTER - IV
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Credit Points: 4

Hours PerWeek:5

OBJECTIVES:

1. On successful completion of this course the students shall enrich to solve the Statistical problems in commerce.

2. To know about Mathematics of Finance Statistical tools and their applications

UNIT-I

Meaning and Definition of Statistics - Collection of data - Primary and Secondary Data- Classification and Tabulation - Diagrammatic and Graphical presentation.

UNIT-II

Measures of Central tendency - Mean, Median, Mode, Geometric Mean and Harmonic Mean - Measures of Dispersion - Range - Quartile Deviation - Standard Deviation and Co-efficient of Variation (Simple Problems).

UNIT-III

Correlation -Meaning and Definition -Types of Correlation-Scatter diagram, Karl Pearson's co-efficient of Correlation - Spearman's Rank Correlation - Co-efficient of Concurrent deviation.

UNIT-IV

Regression Analysis - Meaning and definition - Method of forming regression equations -Uses of regression equations - Simple Problems.

UNIT-V

Time Series - Meaning, Uses, Components and Models - Secular Trend - Methods of estimating trend - Graphic, Semi-average, Moving average and Method of Least squares - Seasonal Variation - Method of Simple average.

TEXT BOOK:

1. *Navnitham, P.A* , 2013. **Business Mathematics & Statistics**. 2013. Jai Publishers.Trichy.

REFERENCE BOOKS :

1. *Gupta,S.P*. **Statistical Methods**. 2004. Sultan Chand and Sons.
2. *Vittal,P.R* . 2001. **Business Mathematics and Statistics**. Margham Publishers, Chennai.

16UNM44S	NMEC-II: CORPORATE GOVERNANCE	SEMESTER - IV
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Total Credits: 2

Hours Per Week: 2

OBJECTIVE:

1. To enable the students to understand the basic concepts of taxation.

CONTENTS

UNIT- I

Corporate governance – An overview – Macro issues – Micro issues Board of governance.

UNIT- II

Corporate social responsibility - Business ethics.

UNIT- III

Corporate governance and Disclosure in Board's Report – Corporate governance System worldwide.

UNIT IV

Company audit – Auditor's independence - Auditor's Rotation – Audit committees – Audit committees and corporate governance.

UNIT V

Corporate disclosures – Disclosures norms and investors interest - E- Governance.

TEXT BOOKS:

1. **Ethics Governance and Sustainability.** Institute of Company Secretaries of India
2. *Gopal samy, N. Corporate Governance.* The New Paradigm Wheeler Publishing.

REFERENCE BOOKS:

1. *Fred Weston, J. Mark L. Mitchell, and Harold Maltherin. J. **Takover, Restructuring, and Corporate Governance.*** Pearson Education, Singapore.
2. *Singh, S. **Corporate Governance.*** Excel Books.

15UCR4SA	SKILL BASED SUBJECT-II : FINANCIAL MARKETS	SEMESTER - IV
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Total Credits: 3

Hours Per Week: 3

OBJECTIVE:

The subject aims to build the Concepts regarding:

1. To help the Students acquire the Knowledge regarding Various Financial Instruments.

CONTENTS

UNIT- I

Financial Market

Investment – Meaning, options for investment – Types of investment.-
Options Types of financial markets: Equity, Debt, Derivatives, Commodities.

UNIT- II

Securities Markets

Securities – Functions – Role and functions of SEBI – Participants involved.

UNIT- III

Primary Market

Role of Primary market – Issue of shares - Different kinds of issue – Price of issue – Registrar – Prospectus – Listing agreement

UNIT- IV

Secondary Market

Role of Secondary market – Meaning of Stock exchange – Stock trading – NEAT – Contract note – Precautions before investing in stock markets – Bombay Online Trading System (BOLT).

UNIT -V

Depositories

Meaning – Benefits – Depository participants - Dematerialization of Shares – Process involved.

TEXT BOOKS:

1. *Radha.V, Oomen P.T*, 2005. **Capital Market & Financial Services**, Prasanna & Co, Chennai.
2. *Santhanam.B*, **Financial Services**, Margham Publication, Chennai,2003.

REFERENCE BOOKS :

1. *Gangadhar, V.and Ramesh Babu, G*, 2003. **Investment Management** [1st Edition] Anmol Publications Pvt., Ltd., New Delhi.
2. *Joseph Anbarasu, D. Boominathan, V.K. and Manoharan, P.* 2004. **Financial Services** [2nd Edition] Sultan Chand & Sons, New Delhi.

15UCR53A	CORE- XII: COST ACCOUNTING	SEMESTER - V
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Total Credits: 4

Hours Per Week: 6

Note: Distribution of Marks between problems and theory shall be 60% and 40%.

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To enlight the students on the importance of cost ascertainment reduction and control.
2. To teach the students to calculate the element-wise and the total cost of product and services.
3. To understand the methods of costing adopted by different types of industries.

CONTENTS

UNIT- I

Cost Accounting - Meaning and objectives - Elements of cost - Preparation of cost sheets – Cost accounting standards.

UNIT- II

Material control treatment of issue of material - Labour - Methods of wage payment - Overheads - Classification, Apportionment and Absorption.

UNIT- III

Reconciliation of Cost accounting and Financial accounting.

UNIT- IV

Methods of costing - Contract costing and Process costing

UNIT- V

Material costing - Break Even Analysis - Standard costing (Material and Labour simple variances only).

TEXT BOOKS:

1. *Reddy and Murthy*. 2004. **Cost Accounting**. Margham Publications, Chennai,
2. *Arora.M.N*, **Cost Accounting**, Vikas Publishing House Pvt. 2005.

REFERENCE BOOKS:

1. *Mahezwari, S.N*. 2002. **Cost Accounting**. Sultan Chand Publications, New Delhi.
2. *Jain S.P and Narang. K.L* .2002. **Cost Accounting**. Kalyani Publications, New Delhi.

15UCR53B	CORE-XIII: BUSINESS LAW	SEMESTER - V
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Total Credits: 4

Hours Per Week: 6

OBJECTIVES:

The Subject aims to build the concepts regarding:

1. To assist the students to learn the elements of general contract.
2. To enable the students to understand and deal with various contracts in day-to-day life, be it for his business or profession.
3. To enable the students to learn and understand the special contracts.

CONTENTS

UNIT -I

Indian Contract Act, 1872

Meaning of Law - Indian Contract Act, 1872 - Contract meaning - Essential elements of a contract - Offer and Acceptance - Consideration - Capacity to contract - Free consent - Legality of object - Performance of contract - Discharge of contract - Remedies for breach of contract.

UNIT -II

Contract of indemnity and guarantee

Contract of Indemnity and Guarantee - Bailment and pledge - Law of agency

UNIT -III

Law Relating To Sale of Goods Act, 1930

The Sale of Goods Act, 1930 - Essentials of contract of sale - Sale distinguished from agreement to sell - Doctrine of Caveat emptor - Unpaid seller rights against Goods and the buyer.

UNIT -IV

Law relating to Indian Partnership Act, 1932

Indian Partnership Act, 1932 - Nature of partnership - Partnership deed - Rights and liabilities of partners - Implied authorities of partners and its scope - Registration of firms.

UNIT- V

Information Technology Act, 2000

Definitions - Digital signatures - Electronic governance - Attributions, acknowledgement and Dispatch of electronic records secure electronic reports and secure digital signature - Certifying Authorities - Digital signature certificate - Duties of subscribers.

TEXT BOOKS:

1. *Kapoor, N.D.* 2012. **Elements of Mercantile Law**. Sultan Chand & Sons, New Delhi.
2. *Kuchcal*, 2003. **Mercantile Law**, Vikas Publishing house, New Delhi,

REFERENCE BOOKS:

1. *Pillai, R.S.N and Bhagawathi.* 2010. **Business Law**, Sultan Chand & Co., New Delhi.
2. *Shukla M.C*, 2010. **Mercantile Law**. S.Chand & Co., New Delhi.

15UCR53C	CORE- XIV: INDUSTRIAL LAW	SEMESTER - V
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Total Credits: 4

Hours Per Week: 5

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To familiarize the students with various labour legislations
2. To expose the students to legislation's relating to welfare of workers.

CONTENTS

UNIT- I

Factories Act, 1948 – Provisions relating to health safety and welfare – Employment of child, Young person – Adult workers – Women workers.

UNIT- II

Industrial Disputes Act, 1947 – Provisions relating to Strike – Lockout – Retrenchment – Layoff – Closure – Machinery to solve dispute.

UNIT- III

Trade Unions Act, 1926 – Definitions – Registration – Rights and privileges – Cancellations of registration – Political fund – Payment of Wages Act, 1926 – Permissible deductions – Time and mode of payment.

UNIT- IV

Payment of Bonus Act, 1965 – Meaning of gross profit- Computation of available and allocable Surplus – Eligibility for bonus – Minimum and maximum bonus – Exemption – Applicability of the Act – Employees State Insurance Act, 1948 – Definition – Medical board – Purpose for which funds can be spent – Benefits.

UNIT - V

The Minimum Wages Act, 1948 – Employee's Compensation Act, 1923 – Employers liability – Partial – Permanent – Total disablement – Occupational diseases.

TEXT BOOKS:

1. *Kapoor, N.D.* 2005. **A Handbook on Industrial Laws** Sultan Chand & Son New Delhi.
2. *H.Samuel*, **Industrial Law**, Vikhas Publications New Delhi, 2002.

REFERENCE BOOKS:

1. *Sumeet Malik*, 2008. **Industrial Laws** Eastern Book Company, Lucknow.
2. *Sinha, P.R.N. SinhaInduBala and Shekhar Seema Priyadarshini.* 2012. **Industrial Relations, Trade Unions and Labour Legislation**, PHI Learning Pvt.ltd. New Delhi.

15UCR53D	CORE -XV: TAXATION-I	SEMESTER - V
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Total Credits: 4

Hours Per Week: 6

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To introduce the students to the concepts of Income Tax.
2. To give an insight into the different heads of Income and the Authorities under the Act.
3. To help students to apply the computation of Income Tax

CONTENTS

UNIT- I

Income Tax Act, 1961 – Important definitions – Classes of Assessee – Residential status – Incidence of taxations – Exempted income [Income not included in total income].

UNIT- II

Computation of income under various heads: Income from salaries – Income from house property.

UNIT-III

Computation of income under various heads: Business or Profession – Capital gains.

UNIT- IV

Income from other sources – Set off and Carry forward and Set-off Losses – Deduction in total income.

UNIT- V

Income Tax authorities and their powers – Filing of returns – Procedure for assessment.

TEXT BOOKS:

1. *Gaur and Narang*, 2015.**Income Tax**, Kalyani Publishers, New Delhi.
2. *Singhania Vinod k.* 2015 **Students Guide to Income Tax**, Taxman Publications, Chennai.

REFERENCE BOOKS:

1. *Reddy and Hari Prasad Reddy.* **Income Tax Law and Practice**, Margham Publication, Chennai.
2. *Hariharan,* **Income Law and Practice**, Vijay Nicole Publication, Chennai.

15UCR5SA	SKILL BASED SUBJECT-III: MUTUAL FUNDS	SEMESTER - V
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Total Credits: 3
Hours Per Week: 3

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To help the students to acquire knowledge regarding mutual funds.

CONTENTS

UNIT- I

Mutual Funds: Introduction – Structure in India –Benefits – SEBI (Mutual Funds Regulations) – NAV – Risk involved in mutual fund, Rights of mutual fund holder.

UNIT- II

Mutual fund products and features: Equity fund – Open ended and Close ended funds - Index funds - Diversified large cap fund – Mid cap fund – Sectoral funds - Other equity schemes.

UNIT- III

Gold ETFs: Introduction to Exchange traded funds – Salient features – Advantages – Application of Exchange traded funds – Comparison of exchange traded funds with other mutual funds.

UNIT- IV

Debt funds: Salient features – Risk involved in debt funds – Listing – Settlement – Debt mutual fund schemes.

UNIT- V

Liquid fund: Salient features – Floating rate scheme- Portfolio churning in liquid funds.

TEXT BOOKS:

1. *Radha, V. and Oomen P.T*, 2005. **Capital Market & Financial Services** Prasanna & Co, Chennai,
2. *Sundar Sankaran*, **Indian Mutual Funds Handbook**, Vision Books Publications.

REFERENCE BOOKS:

1. *Gangadhar, V. and Ramesh babu, G.* 2003. **Investment Management** [1st Edition] , Anmol publications Pvt., Ltd., New Delhi.
2. *Joseph Anbarasu, D. Boominathan.v.k, and Manoharan.P.* 2004. **Financial Services** [2nd Edition] Sultan Chand & Sons, New Delhi.

15UCR63A	CORE -XVI: ECONOMIC AND OTHER LEGISLATIONS	SEMESTER - VI
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Total Credits: 4

Hours Per Week: 5

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To introduce the students to the various Laws relating to corporate.
2. To focus on the Consumer Protection Laws and its application.
3. To enlight the students on the Depositories and SEBI Act.

CONTENTS

UNIT- I

Competition Act, 2002 - Objectives – Definitions - Competition Commission of India – Anti-competitive agreements – Abuse of dominant position – Regulation of combinations – Penalties.

UNIT- II

Environment Laws

- a) Water (Prevention and Control of Pollution) Act – Various Boards functions and powers
- b) Air (prevention and control of pollution) Act, 1981 – Various Boards functions and powers.
- c) Environmental protection Act, 1986. Legal and Regulatory Frame Work Procedures for obtaining various environmental clearances – Role and function of environmental tribunal / Authority – National Green Tribunal – Appearance before environment Tribunal / Authority, Environment audit.

UNIT- III

Foreign Exchange Management Act, 1999 – Objectives and definitions under FEMA – Dealings in foreign exchange – Holding for foreign exchange etc - Current account transactions, Capital; Account Transactions – Export of goods and reviewed realization and repatriation of Foreign exchange – Exemptions - Authorized Person – Penalties and enforcement – Appellate tribunal etc. – RBI master circle.

UNIT- IV

Intellectual Property laws: Patent laws – Trademarks – Copyright.

UNIT- V

Consumer Protection Act, 1986 – Definitions – Consumer protection councils – Consumer dispute redressal agencies – Consumer rights.

TEXT BOOKS:

1. *Gulshan and Kapoor*. 2003. **Business and Economic Laws**. Sultan Chand and Sons, New Delhi.
2. *Munish Bhandari* **A Handbook on Corporate and Allied Laws**, Bestword Publications Pvt Ltd. 16th Edition February 2015

REFERENCE BOOKS:

1. *Bare Act*, 2004. **Corporate Laws**, Sultan Chand and Sons, New Delhi.
2. *Tejpal Sheth.* , 2014 **Corporate and Allied Laws**, Taxmann Publication.

15UCR63B	CORE -XVII: MANAGEMENT ACCOUNTING	SEMESTER - VI
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Total Credits: 4

Hours Per Week: 6

Note: Distribution of Marks between problems and theory shall be 80% and 20%.

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To enable the students to understand the concept of management accounting.
2. To help the students to learn the various tools of management accounting.
3. To familiarize the students on its application in the managerial decision process.

CONTENTS

UNIT- I

Management Accounting – Meaning – Definitions – Scope and Objectives – Advantages – Distinctions between management and financial accounting, Management accounting Vs Cost accounting.

UNIT- II

Analysis and interpretation of financial statements – Analysis for liquidity, profitability and solvency – Accounting ratios, their significance, utility and limitations.

UNIT- III

Fund flow analysis – Cash flow analysis.

UNIT- IV

Budgets and Budgetary control – Objectives, Advantages – Limitations – Preparation of different type of budgets.

UNIT- V

Concept of capital budgeting – Importance of capital budgeting – Kinds of capital investment proposals – Capital investments decisions – capital budgeting methods.

TEXT BOOKS:

1. Reddy, T.S. and Hari Prasad Reddy.Y. 2010. **Management Accounting**, Margham Publications, Chennai,
2. Reddy & Murthy, **Accounting for Managers**, 2010, Margham Publishers, Chennai, 2013.

REFERENCE BOOKS:

1. Maheswari, S.N. 2010. **Principles of Management Accounting**, Sultan Chand Publications, New Delhi.
2. Jain & Narang, **Management Accounting**, Kalyani Publishers, Patiala, 2004

15UCR63C	CORE- XVIII : TAXATION-II (INDIRECT TAXES)	SEMESTER - VI
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Total Credits: 4
Hours Per Week: 5

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To enable the students to acquire knowledge on the various Indirect Taxes.

CONTENTS

UNIT- I

VAT (Value Added Tax) Meaning, Applicability, Coverage of goods under VAT, - Tax Payers Identification Number (TIN) - Modes of charging sales tax - Levy of purchase tax.

UNIT- II

Central Sales Tax Act - Definitions of dealer, Registered dealer, Turnover, Business, - Interstate sales - Determination of taxable turnover - Registration of dealer under the CST Act.

UNIT III

Central Excise Act, 1944 - Levy and collection - Purpose of charging excise duty - Excisable goods - Concepts of manufacturer - Exemption from excise duty - Valuation of excisable goods - Licensing provisions - CENVAT

UNIT IV

Customs Act, 1962- Definitions, - Types of duty - Prohibition on importation and exportation of goods - Dutiable goods U/S 26, Power of grant exemption from duty U/S 25, Restrictions on custody and removed in imported goods U/S45-Duty draw back.

UNIT V

Service Tax - Road map to Good and Service Tax (GST)

TEXT BOOKS:

1. *Balachandran, V.* 2014. **Indirect Tax**. Sultan Chand & Sons, New Delhi.
2. *.Rafi.M,* **Indirect Taxes**, Bharat Law House Pvt. Ltd.

REFERENCE BOOKS:

1. *Dinker Pagare. Tax Law.* Sultan Chand & Sons, New Delhi.
2. *Dhanabhakyaam.M, Indirect Taxation,* Serial Publications.

15UCR6SA	SKILL BASED SUBJECT-IV: ONLINE TRADING	SEMESTER - VI
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Total Credits: 3
Hours Per Week: 4

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To help the students to acquire knowledge in stock market.

CONTENTS

UNIT- I

Online Trading: Meaning – Types of online trading – Advantages and disadvantages –Online stock trading, Working of on-line stock trading.

UNIT- II

Stock Option Online Trading: Features – FOREX online trading – Essentials – Currency online trading – Definitions - Forward transactions.

UNIT- III

Online Trading Software: How the process is arranged – Online trading platform -Basic tips for successful online trading.

UNIT- IV

Major Indian Players: Major Indian players in online stock trading - Advantages of opening a DEMAT account - How to transact - Pledging of dematerialized securities.

UNIT- V

Practical Training (10 days)

TEXT BOOKS:

1. *Alephs Patel*, 2009. **Trading On-line**. Tata McGraw Hill, Newyork.
2. *Gupta.O.P*, 2010. **Indian Securities Market**. Tata McGraw Hill, Newyork.

REFERENCE BOOKS:

1. *Manikandan Ramalingam, Indian Online Trading System* [2nd Edition]
Tata McGraw Hill, Newyork.
2. *Jitendra Gala, Guide to Indian Stock Market*, Buzzing Stock Publishing
Hourse,Dec.2007 Mumbai

WEBSITE REFERENCES:

1. www.arbtrading.com
2. www.5paisa.com
3. www.buzzle.com
4. www.free-uk-shares.co.uk

16UCR5EA	ELECTIVE- I: CORPORATE GOVERNANCE	SEMESTER - V
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Total Credits: 4
Hours Per Week: 4

OBJECTIVE:

The subject aims to build the concepts regarding:

1. To enable the students to understand the basic concepts of corporate governance

CONTENTS

UNIT- I

Corporate governance – An overview – Macro issues – Micro issues – Board of governance – Corporate social responsibility – Business ethics – Corporate social reporting – Desirable corporate governance in India – CII report 1998 – Committees on Corporate governance and Role of SEBI.

UNIT- II

Corporate governance and Disclosure in Board's Report– Corporate governance System worldwide – The Board, CEO and the Chairman – Independent directors – Legal position and liabilities of directors.

UNIT- III

Company audit – Auditor's independence – Auditor's Rotation – Audit committees – Audit committees and corporate governance – Management audit – Tool for value addition – (Economic value addition).

UNIT IV

Corporate disclosures – Disclosures norms and investors interest – Corporate governance report – Environmental reporting – Corporate governance rating – Models of rating – Committees of board.

UNIT- V

E – Governance – Trends in e-governance – Ethical imperatives in corporate governance – Case Study Analysis (Board Report, Annual Report).

TEXT BOOKS:

1. **Ethics Governance and Sustainability.** Institute of Company Secretaries of India
2. *Gopal samy, N.* **Corporate Governance.** The New Paradigm Wheeler Publishing.

REFERENCE BOOKS:

- 1.*Fred Weston, J. Mark L. Mitchell, and Harold Maltherin. J.* **Takover, Restructuring, and Corporate Governance.** Pearson Education, Singapore.
- 2.*Singh, S.* **Corporate Governance.** Excel Books.

15UCR5EB	ELECTIVE- I: MANAGEMENT INFORMATION SYSTEM	SEMESTER - V
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Total Credits: 4

Hours Per Week: 4

OBJECTIVE:

The Subject aims to build the concepts regarding:

1. To enable the students to acquire basic knowledge regarding Management Information System.

CONTENTS

UNIT- I

Foundations of information systems: A framework for business users – Roles of information systems – System concepts – Organization as a system – Components of information systems – IS activities – Types of IS.

UNIT- II

Is for operations and decision making: Marketing IS, Manufacturing IS, Manufacturing, IS Human Resource IS, Accounting Is and Financial Is – Transaction Processing Systems – Information Reporting system – Information for Strategic Advantage.

UNIT- III

DSS and AI : DSS models and software : The decision making process : Structured, semi structured and unstructured problems: What if analysis, Sensitivity analysis, Goal -seeking analysis and optimizing Analysis, Overview of AI, Neural networks, Fuzzy logic Systems, Genetic algorithms – Expert systems.

UNIT- IV

Managing information technology: Managing information resources and technologies IS Architecture and Management – Centralized, Decentralized and distributed – EDI, Supply chain management and Global information technology management.

UNIT V

Security and ethical challenges: IS controls – Facility control and procedural control – Risks to online operations – Daniel of service, Specifying – Ethics for IS professional – Social network.

TEXT BOOKS:

1. *Sadagopan. S*, 1999. **Management Information System**, PHI Learning Pvt. Ltd., New Delhi.
2. *Laudon and Laudon*, 2003. **Management Information System**. [Eight Edition]. Pearson Education, New Delhi.

REFERENCE BOOKS:

1. *James A O'Brien*, **Management Information Systems**. [Fourth Edition]. Tata McGraw Hill, New Delhi.
2. *Effy Oz*, **Management Information Systems**. [Third Edition]. Vikas Publishing House, Chennai.

15UCR5EC	ELECTIVE-I: SOFTWARE ENGINEERING	SEMESTER - V
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Total Credits: 4
Hours Per Week: 4

OBJECTIVE:

The subject aims to build the concepts regarding:

1. To enable the students to acquire basic knowledge regarding Software through Software Engineering.

CONTENTS

UNIT- I

Introduction to Software Engineering: Introduction – Definition – Size factors- Quality and productivity factors - Planning a software project: Defining the problem-Developing a solution strategy - Planning the development process.

UNIT- II

Software cost estimation: Software cost factors - Software cost estimation techniques - Estimating software maintenance costs.

UNIT- III

Software design: fundamental design concepts - Coupling and cohesion - Design notations- Structured design - Integrated top down development- Design guidelines.

UNIT- IV

Implementation issues - Verification and Validation techniques: Quality assurance - Static analysis - Symbolic execution- Unit testing and Debugging - System testing.

UNIT- V

Software Maintenance: Enhancing maintainability during development - Managerial aspects of software maintenance - Configuration management - Source code metrics.

TEXT BOOKS:

1. *Rajib Mall*, 2013. **Fundamentals of Software Engineering** [3rd Edition]
PHI Learning Pvt., Ltd., New Delhi.
2. *Ivan Marsic*, **Software Engineering**, September 10, 2012, Tata McGraw
Hill Publications, Company Ltd., New Delhi.

REFERENCE BOOKS:

1. *Richard E. Fairley*. **Software Engineering Concept**. Tata McGraw
Hill Publications, Company Ltd., New Delhi.
2. *Roger Pressman*. **Software Engineering**. Tata McGraw Hill Pub,
Company Ltd., New Delhi.

15UCR6EA	ELECTIVE- II: INTERNET AND E-COMMERCE	SEMESTER - VI
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Total Credits: 4
Hours Per Week: 5

OBJECTIVE:

The subject aims to build the concepts regarding:

1. To enable the students to acquire basic knowledge in Internet and E-Commerce.

CONTENTS

UNIT- I

Internet - Introduction – Facilities - Internet softwares– understanding internet - Clients and Server – Hosts and terminals – Tour of the internet – Hardware requirements - Software requirements. – Intranet - Extranet.

UNIT- II

Internet addressing – Standard internet address – Domain name – Standard internet address Format- DNS – URL – SMTP – E-Mail: advantages – Mail headers – Mail address sending mail – Sending copies of message – Reading mail – Replying to a message – Forwarding and bouncing mail - Features of an E-mail: Package – Communication parameters.

UNIT- III

E-Commerce-Definition – Impact of Electronic Commerce – Benefits of Electronic Commerce – Classification and Application of Electronic Commerce technologies.

UNIT- IV

EDI – Definition - Building blocks of EDI systems: Layered architecture - Value added networks – Benefits of EDI – Applications of EDI. Electronic payment systems – Introduction – basic characteristics of online payment systems - Prepaid and Post-Paid electronic payment systems.

UNIT- V

System analysis and design – System study – System analysis – System design – System development and implementation – System maintenance – System evaluation – User involvement – Qualifications of a system analyst.

TEXT BOOKS:

1. *Henry Chand Raymond*, 2011. **Specifications of E-Commerce, Fundamentals and Applications** [1st Edition], Wiley India Pvt. Ltd, New Delhi.
2. *Kirthi Kalyanam, Ward Hanson*, **Internet Marketing and E-Commerce**, South-Western; 2nd Revised Edition (1 September 2004).

REFERENCE BOOKS:

1. *Harley Hahn*. **The Internet** Tata McGraw – Hill Publishing Company Limited, New Delhi.
2. *Joseph, P.T.* 2012. **E-Commerce an Indian Perspective** [4th Edition] PHI Learning Pvt., Ltd., New Delhi.

15UCR6EB	ELECTIVE -II: VISUAL BASIC (THEORY)	SEMESTER - VI
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Total Credits: 4

Hours Per Week: 5

OBJECTIVE:

1. To enable the students to acquire knowledge in Visual Basic

CONTENTS

UNIT- I

Visual Basic – Introduction – Features – Versions – Event and Event procedures – Application types – Application components – Visual Basic environment – Opening, saving and running a VB project.

UNIT- II

Visual Basic Fundamentals

Data types – Variables – Constants – Variable storage – Visual Basic's operators –Analyzing the order of operators – Message box function – Input box function.

UNIT- III

Controlling Programs – Conditional Operators, Data combining conditional operators with Logical operators. IF Statement – IF with ELSE – An early Exit – Nesting IF.... ELSE statements – Selecting with select case – Repeat code with loops – User input and conditional logic.

UNIT- IV

Managing controls – Label control – Text box control – Controls in Toolbox – Resizing and Moving controls – Command buttons – Option buttons – Frames- Check boxes – Picture controls – Image control – Creating menus.

UNIT- V

Built in VB functions – String functions – Data functions – Conversion functions – The nature if VB programs – Mastering program structure – Calling general procedures – Internal functions.

TEXT BOOKS:

1. *Byron S. Gottfried*, 2010. **Visual Basic** [18th Edition]. Tata McGraw Hill, New Delhi.
2. *Anne Boehm, Murch's Visual Basic* 2012, Murch Publications.

REFERENCE BOOKS:

1. *Sabarigirivasan, J.* **Visual Basic 6.0 An Interactive Approach**. HSI Publications, Mumbai.
2. *Michael Halvorson*, **Microsoft Visual Basic 2010**, Microsoft Press Publications.

15UCR6EC	ELECTIVE- II: ORACLE (RDBMS)	SEMESTER - VI
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Total Credits: 4
Hours Per Week: 5

OBJECTIVE:

The subject aims to build the concepts regarding:

1. To enable the students to understand the basic concepts of RDBMS

CONTENTS

UNIT- I

Basic concepts of DBMS – Entities and their Attribute Keys –Relationship – Records and files, Data independence, views – Types of views, Components of a DBMS, DDL, DML, DQL. Advantages and disadvantages of DBMS RDBMS –Relational database – Relations and their schemes – Relation representation – Integrity rules.

UNIT- II

Integrative SQL –Invoking SQL plus, Data manipulation in DBMS ,The ORACLE data types, Two dimension Matrix creation, Intersection of data into tables, data constrains, Computation in expression Lists used to select data, Logical operation, Range searching, pattern matching, Oracle function, Grouping data from tables in SQL , Manipulating dates on SQL, Sub - Queries.

UNIT- III

PL/SQL - Introduction, The PL / SQL Execution environment, the PL / SQL syntax, understanding the PL/SQL Block structure, Database triggers.

UNIT- IV

Working with forms, Basic concepts, Application development in forms, Form module, Blocks items, Canvas view windows, creating a form generating and running a form, Using The Layout editor, Master form, triggers, Data navigation via an Oracle form, Master Detail form, creating a master detail form, Master detail data entry screen.

UNIT- V

Working with Reports, Defining a data model for report, Specific the layout of a report, use the Oracle reports interface, Creating a default tabular report, Creating computed columns, Creating user parameter, Arranging the layout, Creating a master / Detail report, Creating a matrix report.

TEXT BOOKS:

1. *Alex Leen and Mathews Leon*, 1999. **Database Management Systems**. [Fourth Impression]. Pearson education, New Delhi.
2. *Elmarsi Navathe*, 2001. **Fundamentals of Database Systems**. [Edition 3]. Pearson Education, New Delhi.

REFERENCE BOOKS:

1. *Gokman, Jhonathan Ingra*, 1998. **Oracle 8 & PL/SQL Black Book Mark**. Comdex Computer Publication, New Delhi.
2. *George Koch, Kevin Loney*. **Oracle 8 The Complete Reference**. Tata McGraw Hill Publications Ltd, New Delhi.

15UCR6EP	ELECTIVE- III: VISUAL BASIC (PRACTICAL)	SEMESTER - VI
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Total Credits: 4

Hours Per Week: 5

OBJECTIVE:

The subject aims to build the concepts regarding:

1. To enable the students to acquire the practical knowledge in Visual Basic.

CONTENTS

1. A VB program to find factorial of a number.
2. A VB program to get name and marks details of a student. Then find out the total marks and percentage of the marks.
3. A VB program to calculate the amount of interest earned to any investment using the formula $\text{interest earned} = (\text{amount} * \text{years} * \text{interest}) / 100$.
4. A VB Program to get the total value of a sales person and to calculate his sales bonus.
5. A VB program to build an arithmetical calculator.
6. A VB Program to get the pay details of an employee and to calculate the net pay and taxable amount.
7. A VB program to allow the user to enter the names of country in a text box. Create command buttons to display all the names in alphabetical order in the list box and to delete the countries from the list box.
8. A VB program to find the straight –line depreciation for an asset using financial functions.
9. A VB program to calculate the number of days the user alive by asking the user to enter the date of birth.
10. A VB program to display a form, which has 3 menu items called line, circle and box. When clicking on each, display the appropriate output.
11. A VB program to reverse the text using string functions.
12. A VB program to store and retrieve the records from the database by using Data control.

15UCR6EQ	ELECTIVE- III: HTML (JAVA SCRIPT)	SEMESTER - VI
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Total Credits: 4

Hours Per Week: 5

OBJECTIVE:

The subject aims to build the concepts regarding:

1. To enable the Students to understand the concept of HTML

CONTENTS

- 1) Design simple web pages using standard HTML tags like, HEAD,TITLE, BODY
- 2) Design HTML web pages, which make use of INPUT, META, SCRIPT, FORM, APPLET, BGSOUND, MAP
- 3) Working with various attributes of standard HTML elements.
- 4) Write Code which does the form validation in various INPUT elements like Text filed, Text area, Password, Selection list etc.
- 5) Create a resume using HTML tags.
- 6) Create a frame to display a multiform document.
- 7) Create a HTML for a store. Input the unit price of an item and the number of items ordered. When the user clicks the OK button, Display the total amount.
- 8) Create a website for your favorite personality. Use possible visual effects on it.
- 9) Using Java Script's Window and Document Objects and their Properties and Various Methods like alert (), eval () & etc. Methods to give the Dynamic Functionality to HTML Web Pages.
- 10)Writing Java Script Snippet which makes use of Java Script's in built as well as user Defined Objects like Navigator, Date Array, Event, Number etc.

15UCR6ER	ELECTIVE- III: WEB TECHNOLOGY (PRACTICAL)	SEMESTER - VI
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Total Credits: 4

Hours Per Week: 5

OBJECTIVE:

The subject aims to build the concepts regarding:

1. To enable the students to understand the basic concept in Web Technology

CONTENTS

- 1) An email to your friend with your resume in the word format as an attachment.
- 2) Using Google search engine and do advanced searching to collect information about books written by N.D. Kapoor.
- 3) Creating a Program using HTML to display the ordered list and unordered list of a departmental store.
- 4) Program to display image and text using HTML tag for an advertisement of a company product.
- 5) Creating a table to display list of products using HTML tag.
- 6) Creating a document using formatting and alignment to display sales letter.
- 7) Creating a document using form to support local processing of order form.
- 8) Creating a form of the customer survey for the user to enter general name and address information.
- 9) Creating web pages for a business organization Using HTML frames.
- 10) Creating a website of your department with minimum five links using HTML.

16UCRSS1	SELF STUDY PAPER-I: CYBER LAW	SEMESTER- I To V
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Total Credit: 1

OBJECTIVE:

The subject aims to build the Concepts regarding:

1.To help the Students acquire the Knowledge regarding issues in cyber crime and information technology

UNIT-I

Cyber Crimes: Meaning Nature & Classification, kinds of Cyber Crimes.

UNIT-II

Jurisdictional Issues: Definition: Jurisdiction to prescribe/Legislative Jurisdiction; Jurisdiction to adjudicate to enforce; Cyber Jurisdiction in Civil, Criminal & International Cases.

UNIT-III

Information Technology Act, 2000: Aims and Objects – Overview of the Act – Jurisdiction -Electronic Governance – Legal Recognition of Electronic Records and Electronic Evidence -Digital Signature Certificates - Securing Electronic records and secure digital signatures.

UNIT-IV

Cyber Slacker: Ethics and Etiquette in Cyber World Potential Liability of Intermediaries, Service Providers and Network Users, Cyber Stalking.

UNIT-V

Intellectual Property: Piracy, Insider Threat, Corporate Espionage, Monitoring – Eavesdropping, Traffic Analysis, Surveillance. Defensive Information Warfare Telecommunication Security; Computer Network Security, Computer Break-Ins, Cryptographic Techniques, Stenography.

REFERENCE BOOKS:

1. Vakul Sharma, Hand book of Cyber Laws, Macmillan India Ltd, New Delhi
2. S.V.Joga Rao, Computer Contract & IT Laws (in 2 Volumes), 2005 Prolific Law Publications, New Delhi
3. T.Ramappa, Legal Issues in Electronic Commerce, Macmillan India Ltd, New Delhi
4. Farouq Ahmed, Cyber Law in India
5. S.V.Joga Rao, Law of Cyber Crimes and Information Technology Law, 200 Wadhwa & Co, Nagpur
- 6.D.P. Mittal , Law of Information Technology (Cyber Law) with Information Technology (Certifying Authorities) Rules, 2000, Taxmann Publications Pvt. Ltd.
- 7.Information technology and systems audit, Institute of Company Secretaries of India
- 8.Harish Chander, cyber laws and IT protection, PHI Learning Pvt Ltd 2011.

16UCRSS2	SELF STUDY PAPER-II: SOFT SKILLS (Practical)	SEMESTER- I To V
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Total Credit: 1

The subject aims to build the Concepts regarding:

1. To help the Students acquire the Knowledge regarding in soft skills

UNIT-I

Self Development and Assessment: Self-Assessment, Self-Awareness, Perceptions and Attitudes, Values and Belief Systems, Personal Goal Setting, Career Planning, Self-Esteem, Building of Self Confidence – Self Introduction.

UNIT-II

Verbal and Nonverbal Spoken Communications: Includes planning, preparation, delivery and feedback and assessment of activities like: Public speaking, Group Discussions, Oral Presentation skills, Perfect interview, Listening and observation skills, Body Language, Use of presentation graphics, Use of presentation aids, study Communication Barriers

UNIT-III

Written Communications: Technical Writing – Resume Writing, Technical reports, Project Proposals, Brochures, Newsletters, Technical Articles, Technical Manuals, Official / Business Correspondence: Business Letters, Memos, Progress Reports, Minutes of Meeting, Event Reporting, Use of Style, Grammar and Vocabulary for effective Technical writing, Use of Tools, Guidelines for technical Writing, Publishing

UNIT-IV

Ethics and Etiquettes: Business Ethics, Etiquettes in social as well as office settings, E-mail etiquettes, Telephone Etiquettes, Engineering ethics, and ethics as an IT Professional, Civic Sense

UNIT-V

Leadership and Interpersonal Communications: Leaders – their skills, roles, and responsibilities, Vision, Empowering, delegation, motivating others, organizational skills, Problem Solving and conflict management, team building, interpersonal skills. Organizing and conducting meetings, decision making, giving support Other Skills – Managing Time, Meditation, Understanding roles of Engineer's and their responsibilities, Exposure to

work environment and culture in today's job places, improving personal memory, Study skills that include Rapid Reading, Notes Taking, Complex problem solving and creativity.

REFERENCE BOOKS:

1. Shiv Khera, "You Can Win" – Macmillan Books – 2003 Revised Edition.
2. Stephen Covey, "7 Habits of Highly Effective People"
3. John Collin, "Perfect Presentation", Video Arts MARSHAL.
4. Jenny Rogers, "Effective Interviews", Video Arts MARSHAL.
5. Raman, Sharma, "Technical Communications", OXFORD. Sharon Gerson, Steven Gerson, "Technical Writing Process and Product", Pearson Education Asia, LPE Third Edition.
6. R Sharma, K. Mohan, "Business Correspondence and Report Writing", Tata McGrawHill,

QUESTION PAPER PATTERN

I. Question paper for 75 marks

SECTION A

Answer all questions (10 x 1 = 10)

1 to 10 - each question carries ONE mark (Multiple Choice)

SECTION B

Answer all questions (05 x 5 = 25)

11 to 15 - each question carries FIVE mark (Either or Choice)

(Question must be identified as (e.g. 11. a or b)

SECTION C

Answer all questions (05 x 8 = 40)

16 to 20 - each question carries EIGHT mark (Either or Choice)

(Question must be identified as (e.g. 16. a or b)

II. Question paper for 55 marks

SECTION A

Answer all questions (10 x 1 = 10)

1 to 10 - each question carries ONE mark (Multiple Choice)

SECTION B

Answer all questions (05 x 3 = 15)

11 to 15 - each question carries THREE mark (Either or Choice)

(Question must be identified as (e.g. 11. a or b)

SECTION C

Answer all questions

(05 x 6 = 30)

16 to 20 - each question carries SIX mark (Either or Choice)

(Question must be identified as (e.g. 16. a or b)

III. Question paper for 50 marks (Non Major Elective Course)

SECTION A

Answer all questions

(10 x 1 = 10)

1 to 10 - each question carries ONE mark (Multiple Choice)

SECTION B

Answer all questions

(05 x 3 = 15)

11 to 15 - each question carries THREE mark (Either or Choice)

(Question must be identified as (e.g. 11. a or b)

SECTION C

Answer all questions

(05 x 5 = 25)

16 to 20 - each question carries FIVE mark (Either or Choice)

(Question must be identified as (e.g. 16. a or b)

IV. Question paper for 50 marks (Self Study Course)


SECTION A

Answer any FIVE out of TEN questions

(5 x 10 = 50)

(Open Choice)


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