

FACULTY OF COMMERCE AND BUSINESS MANAGEMENT –			
Courses STRUCTURE OF B.COM (General/CA) DEGREE COURSE UNDER CBCS			
w.e.f. ACADEMIC YEAR 2016 – 17			
S.No	Course Code	CourseType	Title of the Paper
1	BC101	AECC-1	Environmental Science
2	BC102	CC-1A	English
3	BC103	CC-2A	Second Language
4	BC104	DSC-1A	Financial Accounting - I
5	BC105	DSC-2A	Business Economics
6	BC106	DSC-3A	Business Organization
7	BC107	DSC-4A	Information Technology
8	BC201	AECC-2	Gender Sensitization
9	BC202	CC-1B	English
10	BC203	CC-2B	Second Language
11	BC204	DSC-1B	Financial Accounting - II
12	BC205	DSC-2B	Managerial Economics
13	BC206	DSC-3B	Principles of Management
14	BC207	DSC-4B	Foreign Trade
15	BC301	SEC-1	Communication Skills inEnglish
16	BC302	CC-1C	English
17	BC303	CC-2C	Second Language
18	BC304	DSC-1C	Advanced Accounting
19	BC305	DSC-2C	Business Statistics-I
20	BC306	DSC-3C	Income Tax-I
21	BC307	DSC-4C	Entrepreneurial Development& Business Ethics(G)
22		DSC-4C	Programing with C(CA)
23	BC401	SEC-2	Soft Skills
24	BC402	CC-1D	English
25	BC403	CC-2D	Second Language
26	BC404	DSC-1D	Corporate Accounting
27	BC405	DSC-2D	Business Statistics-II
28	BC406	DSC-3D	Income Tax-II
29	BC407	DSC-4D	Auditing
30	BC501	SEC-3	Consumerism
31	BC502	GE-1	Organisational Behaviour
32	BC503	DSC-1E	Cost Accounting
33	BC504	DSC-2E	Business Law
34	BC505	DSC-3E	Banking Theory &Practice
35	BC506	DSC-4E	Computerised Accounting
36	BC507	DSE-5E	Financial Management(G)/
37			E Commerce(CA)

SR & BGNR GOVERNMENT ARTS & SCIENCE COLLEGE(A): KHAMMAM

38	BC508	DSE-6E	Principles of Marketing(G)
39			Object Oriented Programming inC++
40	BC601	SEC-4	Preparation of Tax Returns
41	BC602	GE-2	Advertising
42	BC603	DSC-1F	Managerial Accounting
43	BC604	DSC-2F	Company Law
44	BC605	DSC-3F	Financial Institutions &Markets
45	BC606	DSC-4F	Commerce Lab
46	BC607	DSE-5F	Human Resource Management(G)
47			WebTechnologies(CA)
48	BC608	DSE-6F	Tax Planning and Management(G)
49			RDBMS(CA)

Note: **AECC** - Ability- Enhancement Compulsory Course ; **SEC**- Skill- Enhancement Course; **CC** - Core Course; **DSC** - Discipline Specific Course; **DSE**- Discipline Specific Elective ; **GE** – Generic Elective; **L**-Lecture; **T**-Tutorial; **P**-Practical Marks; **T**-Theory Marks; **R**- Report; **VV**- Viva Voce Examination; **E**- End Examination; **IA**- Internal Assessment Marks.

SYLLABUS

BC 101

U.G. I year Semester-I B.Com) CBCS

Environmental Science

AECC-2 (2 hrs./week)

Credits – 2

(30 hours)

UNIT - I : Ecosystem, Biodiversity & Natural Resources

(15 hrs.)

1. Definition, Scope & Importance of Environmental Studies.
2. Structure of Ecosystem – Abiotic & Biotic components Producers, Consumers, Decomposers, Food chains, Food webs, Ecological pyramids)
3. Function of an Ecosystem :Energy flow in the Ecosystem (Single channel energy flow model)
4. Definition of Biodiversity , Genetic,Species & Ecosystem diversity , Hot-spots of Biodiversity, Threats to Biodiversity , Conservation of Biodiversity (Insitu & Exsitu)
5. Renewable & Non – renewable resources, Brief account of Forest , Mineral & Energy (Solar Energy & Geothermal Energy) resources
6. Water Conservation , Rain water harvesting & Watershed management.

UNIT – II: Environmental Pollution , Global Issues & Legislation

(15 hrs.)

1. Causes, Effects & Control measures of Air Pollution, Water Pollution
2. Solid Waste Management
3. Global Warming & Ozone layer depletion.
4. Ill – effects of Fire- works
5. Disaster management – floods, earthquakes & cyclones
6. Environmental legislation :-
(a) Wild life Protection Act (b) Forest Act (c) Water Act (d) Air Act
7. Human Rights
8. Women and Child welfare
9. Role of Information technology in environment and human health

❖ *Field Study:*

(5 hours)

- Pond Ecosystem
- Forest Ecosystem

REFERENCES:

- Environmental Studies - from crisis to cure – by R. Rajagopalan (Third edition) Oxford University Press.
- Text book of Environmental Studies for undergraduate courses (second edition) by Erach Bharucha
- A text book of Environmental Studies by Dr.D.K.Asthana and Dr. Meera Asthana

Objective: to acquire conceptual knowledge of basics of accounting and preparation of final accounts of sole trader.

UNIT-I: ACCOUNTING PROCESS:

Financial Accounting: Introduction – Definition – Evolution – Functions-Advantages and Limitations –Users of Accounting Information- Branches of Accounting – Accounting Principles: Concepts and Conventions- Accounting Standards– Meaning – Importance – List of Accounting Standards issued by ASB -- Accounting System- Types of Accounts – Accounting Cycle- Journal- Ledger and Trial Balance. (Including problems)

UNIT-II: SUBSIDIARY BOOKS:

Meaning –Types - Purchases Book - Purchases Returns Book - Sales Book - - Sales Returns Book - Bills Receivable Book - Bills Payable Book – Cash Book - Single Column, Two Column, Three Column and Petty Cash Book - Journal Proper.(Including problems)

UNIT-III: BANK RECONCILIATION STATEMENT:

Meaning – Need - Reasons for differences between cash book and pass book balances – Favourable and over draft balances – Ascertainment of correct cash book balance (Amended Cash Book) - Preparation of Bank Reconciliation Statement. (Including problems)

UNIT-IV: RECTIFICATION OF ERRORS AND DEPRECIATION:

Capital and Revenue Expenditure – Capital and Revenue Receipts: Meaning and Differences – Deferred Revenue Expenditure. Errors and their Rectification: Types of Errors - Suspense Account – Effect of Errors on Profit. (Including problems)

Depreciation (AS-6): Meaning – Causes – Difference between Depreciation, Amortization and Depletion - Objectives of providing for depreciation – Factors affecting depreciation – Accounting Treatment – Methods of depreciation: Straight Line Method - Diminishing Balance Method (Including problems)

UNIT-V: FINAL ACCOUNTS:

Final Accounts of Sole Trader: Meaning -Uses -Preparation of Manufacturing, Trading and Profit & Loss Account and Balance Sheet – Adjustments – Closing Entries.(Including problems)

SUGGESTED READINGS:

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Company.
2. Principles & Practice of Accounting: R.L.Gupta & V.K.Gupta, Sultan Chand.
3. Accountancy-I: S.P. Jain & K.L.Narang, Kalyani Publishers.
4. Accountancy-I: Tulasian, Tata McGraw Hill Co.
5. Introduction to Accountancy: T.S.Grewal, S.Chand and Co.
6. Advanced Accountancy-I: S.N.Maheshwari&V.L.Maheswari, Vikas.
7. Fundamentals of Financial Accounting: Deepak Sehgil, Tax Mann Publication.
8. Financial Accounting: Jawahar Lal, Himalaya Publishing House.

Paper : (BC105) : BUSINESS ECONOMICS

Paper: BC105
PPW: 6 Hrs
Credits : 6

Max. Marks: 80E+20IA
Exam Duration: 3Hrs

Objective: to acquire knowledge for application of economic principles and tools in business practices.

UNIT-I: INTRODUCTION:

Business Economics: Meaning - Nature – Characteristics - Importance and Role - Micro & Macro Economics - Scope - Objectives - Law of Diminishing marginal utility - Law of Equi-marginal utility.

UNIT- II: DEMAND ANALYSIS:

Meaning – Function - Factors influencing Demand -Types of Demand -Demand Curve - Law of Demand –Exceptions to the law of demand-Elasticity of Demand: Concept - Types of elasticity of demand-price, income and cross Elasticity of Demand –measurement of elasticity—arc and point methods—Importance of various Elasticity of Demand

UNIT-III: SUPPLY ANALYSIS:

Law of Supply - Factors influencing Supply - Market Equilibrium- Consumer Surplus - Theory of Consumer behavior - Utility and indifference curve analysis.

UNIT-IV: PRODUCTION ANALYSIS:

Concept of Production –production function-Total Production - Marginal Production - Average Production –returns to a factor- Law of Variable Proportions - Law of Returns to Scale - Isocost – Isoquants - Economies and Dis-economies of Scale.

UNIT-V: COST AND REVENUE ANALYSIS:

Theory of Cost - Concepts of Cost - Short run and Long run cost curves - Traditional and Modern Approaches -Revenue Curves–relationship between total marginal and average revenues- --Break Even Analysis—Meaning – Assumptions – Uses and Limitations.

SUGGESTED READINGS:

1. Business Economics: V. G. Mankar, Himalaya Publishing House
2. Managerial Economics: Vanith Agrawal, Pearson Education
3. Business Economics: H. L. Ahuja, S. Chand & Co. Ltd.
4. Business Economics : R. K. Lekhi, Kalyani Publishers
5. Business Economics: D. M. Mithani, Himalaya Publishing House
6. Business Economics: P. N. Chopra, Kalyani Publishers
7. Essential of Business Economics: D. N. Dwivedi, Vikas Publishers
8. Managerial Economics: Varshney and Maheswari, Sultan Chand
9. Business Economics: P. K. Mehta, Tax Mann Publication.

Paper : (BC106) : BUSINESS ORGANISATION

Paper: BC106
PPW: 4 Hrs
Credits : 4

Max.Marks:80E+20IA
Exam Duration : 3Hrs

Objective: To acquaint the students with the basics of Commerce and Business concepts and functions and forms of Business Organization

UNIT-1: FUNDAMENTAL CONCEPTS:

Concepts of Business, Trade, Industry and Commerce - Classification - Relationship between Trade. Industry and Commerce - Nature of Business - Objectives of Business – Functions of Business-Social Responsibility of a business - Steps to Start an Enterprise

UNIT-II: BUSINESS ORGANIZATION:

Forms of Business Organization - Classification - Factors Influencing the Choice of Suitable Form of Organization - Sole Proprietorship – Meaning, Definition - Characteristics - Advantages and Disadvantages - Suitability of Sole Proprietorship - Partnership -Kinds of Partners - - Partnership Deed – Meaning – Contents - Registration of Partnership Advantages and Disadvantages of Partnership - Suitability of Partnership - Limited liability partnership – Hindu Undivided Family - Meaning - Characteristics - Advantages and Disadvantages - Co-Operative Organization – Characteristics -Types of Co-Operative Societies - Limitations of Cooperatives.

UNIT-III: FORMATION OF JOINT STOCK COMPANY:

Joint Stock Company - Meaning - Definition - Characteristics - Advantages and Disadvantages - Kinds of Companies -Promotion - Stages of Promotion - Promoter - Characteristics - Kinds - Preparation of Important Documents - Memorandum of Association - Clauses - Articles of Association - Contents – Prospectus - Contents – Red herring Prospectus- Statement in lieu of Prospectus.

UNIT-IV: SOURCES OF FINANCE:

Industrial Finance - Long Term and Short Term Finance - Fixed and Working Capital Finance - Sources of Corporate Finance (A brief introduction to Shares and Debentures, Retained Earnings, Underwriting, Inter Company Investments and Venture Capital, Angel Investors, lease, hire purchase, franchising) .

UNIT V: STOCK EXCHANGE AND MUTUAL FUNDS:

Stock Exchange, Functions — Working of Stock Exchanges, Mutual Funds –Importance, Functions, Types — Role of SEBI in Regulating Stock Exchanges and Mutual Funds in India

SUGGESTED READINGS:

1. Business Organization & Management: Sharma Shashi K. Gupta, Kalyani Publishers
2. Business Organization: Sharma Shashi K. Gupta, Kalyani publishers.
3. Organization & Management: R. D. Agarwal, McGraw Hill.
4. Modern Business Organization: S.A. Sherlekar, V.S. Sherlekar, Himalaya Publishing House
5. Business Organization & Management: C.R. Basu, Tata McGraw Hill
6. Business Organization & Management: R. N. Gupta, S. Chand,
7. Organizational Behaviour Text & Cases: V.S.P. Rao, Himalaya Publishing House
8. Business Organization & Management: Uma Shekaram, Tata McGraw Hill

Paper : (BC107) : INFORMATION TECHNOLOGY

Paper: BC107
PPW: 4
Credits : 4

Max. Marks: 60E+20I+20L
Time: 3 Hrs.

Objective: to acquire basic knowledge in Information Technology and its applications in the areas of business.

UNIT-I: INTRODUCTION:

Introduction to computers - Generations of computers – An overview of computer system - Types of computers - Input & Output Devices.

Hardware: Basic components of a computer system - Control unit – ALU - Input/output functions - Memory – RAM – ROM – EPROM - PROM and Other types of memory.

UNIT-II: OPERATING SYSTEM (OS):

Meaning - Definition & Functions - Types of OS - Booting process - DOS – Commands (internal & external) - Wild card characters – Virus & Hackers – Cryptography & cryptology

Windows: Using the Start Menu –Control Panel – Using multiple windows – Customizing the Desktop – Windows accessories (Preferably latest version of windows or Linux Ubuntu).

UNIT-III: WORD PROCESSING:

Application of word processing - Menus & Tool Bars - Word processor – Creating – Entering - Saving & printing the document - Editing & Formatting Text - Mail Merge and Macros (Preferably latest version of MS Word or Libre Office Writer).

UNIT-IV: SPREAD SHEET:

Application of work sheet/spread sheet - Menus & Tool bars - Creating a worksheet - Entering and editing of numbers - Cell referencing - Worksheet to analyze data with graphs & Charts.

Advanced tools: Functions – Formulae – Formatting numbers - Macros – Sorting- Filtering - Validation & Consolidation of Data (Preferably latest version of MS Excel or Libre Office Calc)

UNIT-V: POWER POINT PRESENTATION:

Application of Power Point Presentation – Menus & Tool bars – Creating presentations – Adding - Editing and deleting slides - Templates and manually creating presentation– Slide show – Saving - Opening and closing a Presentation –Types of slides - Slide Views - Formatting – Insertion of Objects and Charts in slides - Custom Animation and Transition (Preferably latest version of MS Power Point presentation - Libre Office Impress).

Internet & Browsing: Services available on internet – WWW – ISP – Browsers.

Multimedia: Application of multimedia – Images – Graphics-Audio and Video – IT security.

SUGGESTED READINGS:

1. Introduction to Computers: Peter Norton, McGraw Hill.
2. Fundamentals of Information Technology: Dr. NVN Chary, Kalyani Publishers.
3. Computer Fundamental: AnithaGoel, Pearson.
4. Information Technology Applications for Business: Dr. S. Sudalaimuthu, Himalaya
5. Introduction to Information Technology: ITL ESL, Pearson.
6. Introduction to Information Technology: V. Rajaraman, PHI.
7. Fundamental of Computers: Balaguruswamy, McGraw Hill.
8. PC Software under Windows: Puneet Kumar, Kalyani Publishers.
9. Information Technology and C language: Rajiv Khanna, New Age International.

SYLLABUS

GENDER SENSITISATION

Unit – I (Theory) 1 credit – 1 hour of instruction per week.

1. Gender: Definition, Nature and Evolution, Culture, Tradition, Historicity.
2. Gender Spectrum: Biological, Sociological, Psychological Conditioning.
3. Gender based division of labour – domestic work and use value.
4. Gender, Human Rights and Parity (parallel progress of both genders).

Unit – II (Practical Activity) 1 credit – 2 hours of activity per week.

Group discussion, Presentation, Role play, Survey, Case studies, Group project based on following issues:

- **Respect and Co-Existence.**
- **Social, Biological, Psychological, Political, Economic, Cultural, Health issues.**
- **Domestic Violence, Evc-teasing, Sexual Harassment.**
- **Real Life Experiences of Gender Interaction.**
- **Print and Electronic Media and Gender Inequalities.**
- **Contemporary Challenges.**

Paper : (BC204) : FINANCIAL ACCOUNTING-II

Paper: BC204
PPW: 6Hrs(5L+1T)
Credits : 6

Max. Marks: 80E+20IA
Exam Duration: 3 Hrs

Objective: to acquire accounting knowledge of bills of exchange and other business accounting methods.

UNIT-I: BILLS OF EXCHANGE:

Bills of Exchange - Definition- Distinction between Promissory note and Bills of exchange- Accounting treatment of Trade bills: Books of Drawer and Acceptor- Honour and Dishonour of Bills- Renewal of bills- Retiring of bills under rebate- Accommodation bills.(Including problems)

UNIT-II: CONSIGNMENT ACCOUNTS:

Consignment – Meaning – Features–Proforma invoice - Account sales – Del credere commission- Accounting treatment in the books of the consignor and the consignee - Valuation of consignment stock –Treatment of Normal and abnormal Loss - Invoice of goods at a price higher than the cost price. (Including problems)

UNIT-III: JOINT VENTURE ACCOUNTS:

Joint Venture – Meaning –Features-Difference between Joint Venture and Consignment- Accounting Procedure-Methods of Keeping Records for Joint Venture Accounts-Method of Recording in co-ventures books-Separate Set of Books Method- Joint Bank Account- Memorandum Joint Venture Account (Including problems)

UNIT-IV: ACCOUNTS FROM INCOMPLETE RECORDS:

Single Entry System – Meaning -Features–Difference between Single Entry and Double Entry systems -Defects in Single Entry System - Books and accounts maintained - Ascertainment of Profit - Statement of Affairs and Conversion method (Including problems)

UNIT-V: ACCOUNTING FOR NON-PROFIT ORGANIZATIONS:

Non- Profit Organization – Meaning – Features – Receipts and Payments Account – Income and Expenditure Account – Balance Sheet(Including problems)

SUGGESTED READINGS:

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Co.
2. Principles and Practice of Accounting: R.L. Gupta & V.K. Gupta, Sultan Chand & Sons.
3. Accountancy–I: Tulasian, Tata McGraw Hill Co.
4. Accountancy–I: S.P. Jain & K.L Narang, Kalyani.
5. Advanced Accountancy-I: S.N.Maheshwari&V.L.Maheswari, Vikas.
6. Advanced Accountancy: M Shrinivas& K Sreelatha Reddy, Himalaya Publishers.
7. Financial Accounting: M.N Arora, Tax Mann Publications.

Paper : (BC205) : MANAGERIAL ECONOMICS

Paper: BC205
PPW: 6 Hrs(5L +1T)
Credits : 6

Max. Marks: 80E+20IA
Exam Duration: 3Hrs

Objective: to impart conceptual and practical knowledge of managerial economics.

UNIT-I: NATURE AND SCOPE OF MANAGERIAL ECONOMICS:

Characteristics of managerial economics – Nature and scope of managerial economics - Importance of managerial economics- Basic economic tools in managerial economics- managerial economist role and responsibility

UNIT-II: DEMAND FORECASTING:

Demand estimations for major consumer durables and non-durable products – Demand forecasting techniques: Statistical and Non-Statistical techniques.

UNIT-III: MARKET ANALYSIS:

Definition of market – Market structure (Perfect competition, Imperfect competition) – Price determination -Firms equilibrium in perfect competition, monopoly, monopolistic, oligopoly and duopoly

UNIT-IV: MACRO-ECONOMICS FOR MANAGERS:

National income – Concepts – Methods - Measurement of national income – GDP and GVA— Business cycles- nature –Phases – Causes—Inflation - Causes and control – Deflation and stagflation.

UNIT-V: FISCAL AND MONETARY POLICY

Fiscal Policy- deficits-budgetary deficit-primary deficit-revenue deficit-fiscal deficit-Objectives of FRBM Act - Monetary Policy- Objectives – Repo Rate- Reverse Repo Rate- CRR- SLR- Finance Commission- role and objectives

SUGGESTED READINGS:

1. Managerial Economics: Craig H Peterson and Jain, Pearson education
2. Managerial Economics: Gupta, Tata McGraw Hill
3. Managerial Economics: Maheshwari and Gupta, Sultan Chand & Sons
4. Managerial Economics: Dr. P.C. Thomas, Kalyani Publishers
5. Managerial Economics: H.L. Ahuja, S. Chand and Company
6. Managerial Economics: Mithani, Himalaya Publications
7. Managerial Economics: R.L. Varshney and K.L. M Maheshwari, Sultan Chand
8. Managerial Economics: P. Venkataiah and Surya Prakash, Vaagdevi Publishers
9. Managerial Economics: P.L. Mehta, Tata McGraw Hill
10. Managerial Economics: R.N. Chopra, Kalyani Publishers
11. Managerial Economics: D.N. Dwivedi, Vikas Publishers
12. Managerial Economics: Thomas, Maurice, Sarkar, Tata McGraw Hill
13. Managerial Economics: Yogesh Maheshwari, PHI Learning Pvt. Limited
14. Managerial Economics: P.K. Mehta, Tax Mann Publications.

Paper : (BC206) : PRINCIPLES OF MANAGEMENT

Paper: BC206

Max. Marks: 80E+20IA

PPW: 4Hrs

ExamDuration: 3Hrs

Credits : 4

Objective: To acquaint the students with the Principles, functions and practices of management

UNIT-I: INTRODUCTION

Management - Meaning - Characteristics - Administration Vs Management - Scope of Management - Importance of Management - Functions of Management - Levels of Management - Skills of Management -- Leader Vs. Manager - Scientific Management - Meaning - Definition - Objectives - Criticism – Fayol’s 14 Principles of Management .

UNIT-II: PLANNING

Meaning - Definition - Characteristics - Types of Plans - Advantages and Disadvantages – Approaches to Planning - Management by Objectives (MBO) - Steps in MBO - Benefits - Weaknesses

UNIT-III: ORGANIZING:

Organizing-Meaning, Definition –OrganizationMeaning, Definition - Process of Organizing - Principles of Organization - Types of Organization - Formal and Informal Organizations - Line, Staff Organizations - Line and Staff Conflicts - Functional Organization - - Span of Management - Meaning - Determining Span - Factors influencing the Span of Supervision

UNIT-IV:DELEGATION ANDDECENTRALIZATION:

Authority – Meaning - Delegation - Definition - Characteristics: - Elements - Principles, Types of Delegation - Importance of Delegation:- Factors Influencing Degree of Delegation - Barriers - Guidelines for Making Delegation Effective - Centralization - Meaning – Decentralization- Meaning - Difference between Delegation and Decentralization.

UNIT-V: COORDINATION AND CONTROL:

Meaning - Definition - Principles of Coordination – Importance- Process of Coordination-techniques of Effective Coordination - Control - Meaning - Definition – relationship between planning and control- Steps in Control – Types (post, current and pre-control) - Requirements for effective control.

SUGGESTED READINGS:

1. Principles and Practice of Management: R. S. Gupta, B. D. Sharma, W.S. Bhalla, Kaylani
2. Management: Stephen P. Robbins, Person
3. Principles of Management: T Ramasamy, Himalaya Publication
4. Principles of Management Concept: Rajeshviwanathan, Himalaya Publication
5. Management Theory and Practices: P Subba Rao, Himalaya Publishing House
6. Essential of Management: Harold Kontz, McGraw Education
7. Principles of Management, Chandan JS, Vikas Publishers.
8. Fundamentals of Management, Dr. Pradeep Kumar, S. Chand
9. Principles of Management: Neeru Vasishth, Tax Mann Pulications.

Paper : (BC207) : FOREIGN TRADE

Paper:BC207

PPW: 4 Hrs

Credits : 4

Max. Marks: 80E+20IA

Exam Duration: 3Hrs

Objective: to gain knowledge of India's foreign trade procedures policies, and international institutions.

UNIT-I: INTRODUCTION:

Foreign Trade: Meaning and Definition - Types – Documents used-Commercial Invoice – Bills of Lading / Airway Bill – Marine Insurance Policy and Certificate – Bills of Exchange – Consumer Invoice – Customs Invoice – Certificate of Origin – Inspection Certificate – Packing List.

UNIT-II: BALANCE OF TRADE AND BALANCE OF PAYMENTS:

Introduction – Meaning - Components of BOT & BOP - Concept of Disequilibrium – Causes - Remedies for Correcting Balance of Payments in International Trade.

UNIT-III: INDIAN TRADE POLICY:

Importance and its Implementation – Current Export Policy and Import Policy - Exchange Control – Objectives - Exchange Rate -Adjustments – Devaluation – Revaluation - Depreciation of Currency.

UNIT-IV: FOREIGN TRADE AND TRADE BLOCS:

Growth - Significance of Foreign Trade – Merits - Demerits – Trade Blocs : Types – Preferential Trade Area, Free Trade Area, Customs Unions, Common Markets, Economic Unions, Monetary Unions, Customs and Monetary Unions, and Economic and Monetary Unions.

UNIT-V: INTERNATIONAL ECONOMIC INSTITUTIONS:

IMF: Objectives - Functions - World Bank: Objectives – Functions - Subsidiaries of World Bank – IMF Vs. IBRD; New Development Bank (NDB) – Objective Functions – Features – Membership – Shareholding, Criticism, Asian Infrastructure Investment Bank (AIIB) – Objective Functions – Features – Membership – Shareholding, Criticism; Trans-Pacific Partnership (TPP) - Objective Functions – Features – Membership – Shareholding, Criticism; UNCTAD: Aims – Features; WTO - Aims - Features – Agreements.

SUGGESTED READINGS:

1. International Marketing: Rathore& Jain, Himalaya Publishers.
2. International Marketing: Kushpat S. Jain &RimiMitra, Himalaya Publishers
3. International Economics: SSMDesai&NirmalBhalerao, Himalaya Publishers.
4. International Business Environment & Foreign Exchange Economies: Singh & S. Srivastava,
5. Foreign Trade and Foreign Exchange: O.P.Agarwal &B.K.Chaudri, Himalaya Publishers
6. International Financial Markets & Foreign Exchange: Shashi.K.Gupta&PraneetRangi, Kalyani
7. International Economics: Theory & Practice: Paul R. Krugman, Pearson Publishers.

BC301	SEC-1
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BC 301:COMMUNICATION SKILLS IN ENGLISH

Unit I: Communicative English: Meaning – Significance – Learning English through Listening, Speaking, Reading and Writing (LSRW). Listening skills: Factors influencing – Barriers in listening – Effective listening - Practice of interpersonal listening. Meaning and significance of Oral and Written Communication – Principles of oral communication –Preparing for oral communication – Practice of oral communication with pre-announced topics – Extempore. Tenets of written communication – Practice of written communication with displayed text - Practice of written communication with pre-announced topics and extempore.

Unit II: Business and Corporate Correspondence: Meaning – Significance – Types of Business Letters - Principles of letter writing – Formats – Practice of letter writing in different situations. Corporate correspondence: Types of Meetings -Notice and Agenda – Practice of preparing notice and agenda for different meetings – Writing press releases – advertisements – Circulars – Memos – Enquires – Replies – Writing minutes and resolutions of different meetings. E-mails – Writing e-mails.

Suggested books:

1. Sarma V V S, Muralidhar D and Saritha M, LOTUS: Interactive Communication, Camel Published, 2016.
2. Aruna Koneru, Professional Communication, Tata McGraw Hill, New Delhi, 2008.
3. Sehgal M K and Khetarpal Vandana, Business Communication, Excel Books, New Delhi, 2008.
4. Varinder Kumar and Bodh Raj, Business Communication, Kalyani Publishers, Ludhiyana, 1998.

Paper : (BC304) : ADVANCED ACCOUNTING

Paper:BC304

Max. Marks: 80E+20IA

PPW: 6 Hrs (5L + 1T)

Exam Duration: 3 Hrs

Credits: 6

Objective: to acquire accounting knowledge of partnership firms and joint stock

companies **UNIT-I: PARTNERSHIP ACCOUNTS-I:**

Meaning – Partnership Deed - Capital Accounts (Fixed and Fluctuating) – Admission of a Partner – Retirement and Death of a Partner (Excluding Joint Life Policy)(Including problems)

UNIT-II: PARTNERSHIP ACCOUNTS–II:

Dissolution of Partnership – Insolvency of a Partner (excluding Insolvency of all partners) – Sale to a Company (Including problems)

UNIT-III: ISSUE OF SHARES, DEBENTURES, UNDERWRITING AND BONUS SHARES:

Issue of Shares at par, premium and discount - Prorata allotment – Forfeiture and Re-issue of Shares – Issue of Debentures with Conditions of Redemption – Underwriting: Meaning – Conditions- Bonus Shares: Meaning – SEBI Guidelines for Issue of Bonus Shares – Accounting of Bonus Shares(Including problems)

UNIT-IV: COMPANY FINAL ACCOUNTS AND PROFIT PRIOR TO INCORPORATION:

Companies Act 2013: Structure – General Instructions for preparation of Balance Sheet and Statement of Profit and Loss – Part-I: Form of Balance Sheet – Part-II: Statement of Profit and Loss – Preparation of Final Accounts of Companies - Profits Prior to Incorporation- Accounting treatment. (Including problems)

UNIT-V: VALUATION OF GOODWILL AND SHARES:

Valuation of Goodwill: Need – Methods: Average Profits, Super Profits and Capitalization Methods -Valuation of Shares: Need –Net Assets, Yield and Fair Value Methods. (Including problems)

SUGGESTED READINGS:

1. Principles and Practice of Accounting: R.L. Gupta & V.K. Gupta, Sultan Chand & Sons.
2. Advanced Accountancy: Shukla and Grewal, S.Chand & Co.
3. Advanced Accountancy: R.L.Gupta & Radhaswamy, Sultan Chand & Sons.
4. Advanced Accountancy (Vol-II): S.N.Maheshwari & V.L.Maheshwari, Vikas.
5. Accountancy–III: Tulasian, Tata McGraw Hill Co.
6. Advanced Accountancy: Arulanandam; Himalaya.
7. Accountancy–III: S.P. Jain & K.L Narang, Kalyani Publishers.
8. Guidance Note on the Revised Schedule VI to the Companies Act, 1956, The Institute of Chartered Accounts of India.
9. Advanced Accounting (IPCC): D. G. Sharma, Tax Mann Publications.

Paper: (BC305) : BUSINESS STATISTICS-I

Paper: BC305
PPW: 5Hrs
Credits : 5

Max.Marks:80E+20IA
Exam Duration: 3hrs

Objective: *To inculcate analytical and computational ability among the students.*

UNIT-I: INTRODUCTION:

Origin and Development of Statistics – Definition - Importance and Scope - Limitations of Statistics - Distrust of Statistics.

Statistical Investigation: Planning of statistical investigation - Census and Sampling methods - Collection of primary and secondary data - Statistical errors and approximation - classification and Tabulation of data - Frequency distribution.

UNIT – II: DIAGRAMMATIC AND GRAPHIC PRESENTATION:

Diagrammatic presentation: One Dimensional and Two Dimensional Diagrams – Pictograms – Cartograms Graphic presentation: Technique of Construction of Graphs - Graphs of Frequency Distribution - Graphs of Time Series or Histograms.

UNIT-III: MEASURES OF CENTRAL TENDENCY:

Introduction –Significance -Arithmetic Mean- Geometric Mean - Harmonic Mean - Mode – Median - Quartiles and Percentiles - Simple and Weighted Averages - Uses and Limitations of different Averages.

UNIT-IV: MEASURES OF DISPERSION, SKEWNESS AND KURTOSIS:

Measures of Dispersion: Significance - Characteristics - Absolute and Relative Measures - Range - Quartile Deviation - Mean Deviation- Standard Deviation - Coefficient of Variation.

Measures of Skewness - Karl Pearson's Coefficient of Skewness - Bowley's Coefficient of Skewness - Kelly's Measure of Skewness – Kurtosis: Mesokurtosis, Platy kurtosis and Leptokurtosis.

UNIT-V: CORRELATION:

Meaning -Types - Correlation and Causation – Methods: Scatter Diagram - Karl Person's Coefficient of Correlation - Probable Error and Interpretation of Coefficient of Correlation - Rank Correlation - Concurrent Deviation Method.

SUGGESTED READINGS:

1. Statistics for Management: Levin & Rubin, Pearson
2. Fundamentals of Statistics: Gupta S.C, Himalaya
3. Statistics: E. Narayanan Nadar, PHI Learning
4. Business Statistics: Dr. J. K. Thukral, Taxmann Publications
5. Business Statistics: K. Alagar, Tata McGraw Hill
6. Fundamentals of Statistical: S. P Gupta, Sultan Chand
7. Business Statistics: J. K. Sharma, Vikas Publishers
8. Business Statistics: S. L Aggarwal, S. L. Bhardwaj, Kalyani Publications
9. Statistics-Problems and Solutions: Kapoor V.K, S. Chand
10. Statistics - Theory, Methods and Applications: Sancheti D.C. & Kapoor V.K
11. Business Statistics: S. K. Chakravarty, New Age International Publishers
12. Statistics: Andasn,Sweenly,Williams,Cingage.

Paper: (BC306): INCOME TAX – I

Paper: BC306
PPW: 5 Hrs
Credits: 5

Max. Marks: 80E+20IA
Exam Duration: 3Hrs

Objective: to acquire conceptual and legal knowledge about Income Tax provisions relating to computation of Income from different heads with reference to an Individual Assessee.

UNIT-I: INTRODUCTION:

Direct and Indirect Taxes – Canons of Taxation - Features and History of Income Tax in India – Definitions and Basic Concepts of Income Tax: Assessee – Deemed Assessee – Assessee-in-default – Assessment Year – Previous Year - Income Tax general rule and Exemptions to the Rule– Person – Income – Gross Total Income – Total Income — Incomes Exempt from Tax. Residential Status and Scope of Total Income: Meaning of Residential Status – Conditions applicable to an Individual Assessee – Incidence of Tax – Types of Incomes – Problems on computation of Total Income of an Individual based on Residential Status.

UNIT-II: AGRICULTURAL INCOME:

Introduction – Definition – Tests to determine Agricultural Income – Partly Agricultural and partly Non-Agricultural Income – Integration: conditions – provisions – computation of Tax on Integration process. Heads of income: Gross Total Income – Taxable Income – Income Tax Rates.

UNIT-III: INCOME FROM SALARIES:

Definition of ‘Salary’ – Characteristics of Salary – Computation of Salary Income: Salary u/s 17(1) – Annual Accretion – Allowances – Perquisites – Profits in lieu of Salary – Deductions u/s. 16 – Problems on computation of Income from Salary.

UNIT-IV: INCOME FROM HOUSE PROPERTY:

Definition of ‘House Property’ – Exempted House Property incomes– Annual Value – Determination of Annual Value for Let-out House and Self-occupied House – Deductions u/s.24 – Problems on computation of Income from House Property.

UNIT-V: PROFITS AND GAINS OF BUSINESS OR PROFESSION:

Definition of ‘Business and Profession’ – Procedure for computation of Income from Business – Rules – Revenue and Capital nature of Incomes and Expenses – Allowable Expenses u/s. 30 to 37 – Expenses expressly disallowed – Deemed Profits – Valuation of Stock – Miscellaneous provisions u/s 44.

Depreciation: Meaning – Conditions for charge of depreciation – Assets used for Business – Block of Assets – Rates of Depreciation – Miscellaneous Provisions about depreciation – Computation of Depreciation –problems on computation of Income from Business.

Income from Profession: Rules– procedure – problems on computation of Income from Profession.

SUGGESTED READINGS:

1. Income Tax Law and Practice: V.P. Gaur & D.B Narang, Kalyani Publishers.
2. Direct Taxes Law & Practice: Dr. Vinod K. Singhania& Dr. Kapil Singhania, Taxmann
3. Income Tax: B.B. Lal, Pearson Education.
4. Taxation: R.G. Saha, Himalaya Publishing House Pvt. Ltd.
5. Income Tax: Johar, McGrawHill Education.
6. Taxation Law and Practice: Balachandran &Thothadri, PHI Learning.

B COM GENERAL

Paper : (BC307) ENTREPRENEURIAL DEVELOPMENT & BUSINESS ETHICS

Paper: BC307

PPW: 4 Hrs

Credits: 4

Max. Marks: 80E+20IA

Exam Duration: 3Hrs

Objective: to have exposure to the entrepreneurial culture, development and business ethics to set up and manage small units.

UNIT-I: INTRODUCTION:

Entrepreneur: Evolution-Concept - Functions - Characteristics – Importance of Entrepreneur– Types of Entrepreneurs - Entrepreneurship-Entrepreneurial Competencies-Women Entrepreneurs in India – Opportunities & Challenges-Entrepreneurship today.

UNIT-II: ENTREPRENEURIAL DEVELOPMENT:

Entrepreneurial opportunities in India-Environment Scanning– Idea Generation – Transformation of Ideas into Opportunities - Idea & opportunity assessment – Market assessment – Trend spotting – Creativity & Innovation – Innovative process – Selection of the right opportunity.

UNIT-III: PROJECT AND MSMEs:

Project: Concept -Classification - Identification - Formulation – Design - Planning and Appraisal - Social Cost-Benefit Analysis – Budget and Planning Financial Analysis & Project Financing - MSME – Government Policy and Support.

UNIT-IV: ENTREPRENEURIAL DEVELOPMENT POLICIES AND PROGRAMMES:

Entrepreneurship Development Programmes – Policies of the Government – Institutions for Entrepreneurship Development Training (EDIs) in India: CED, MDI, EDII, IED, NIESBUD, EMC, STEPs, XISS, SIDO, SISIs - Role of Consultancy Organizations: IDCs, TCOs – Role of Financial Institutions and Banks.

UNIT-V: BUSINESS ETHICS:

Concept of Business Ethics-Moral Values-Utilitarianism and Universalism -Business Standards and Values - Concept of Corporate Social Responsibility

SUGGESTED READINGS:

1. Entrepreneurship Development: A.Shankaraiah et al, Kalyani Publishers.
2. Fundamentals of Entrepreneurship: K.K. Patra, Himalaya Publishing House.
3. Entrepreneurship Development: Dr.S.S.Khanka, S.Chand.
4. Entrepreneurship Development: V.Gangadhar et al, Kalyani Publishers.
5. Entrepreneurship Development & Small Business Enterprises: Poornima Charantimath, Pearson.
6. Entrepreneurship: Robert D. Hisrich, McGraw Hill
7. Entrepreneurship: Arya Kumar, Pearson
8. The Dynamics of Entrepreneurial Development & Management: Vasanth Desai, Himalaya
9. Business Ethics: Chandra Kumar Roy, Prabhat Kumar Roy, Vikas Publishing House Ltd.
10. Business Ethics: Sanjeev K. Bansal, Kalyani Publishers.

UNIT-I: INTRODUCTION TO C LANGUAGE, DATA TYPES AND I/O OPERATIONS:

Introduction: Types of Languages – History of C language – Basic Structure – Creating – Compiling - Linking and Executing the C Program - Pre-processors in "C". Types and I/O operations: Keywords & Identifiers – Constants – Variables - Scope and Life of a Variable - Data types - Storage classes - Reading a character or values - Writing a character or value - Formatted Input and Output operations.

UNIT-II: OPERATORS, EXPRESSIONS AND DECISION MAKING:

Operators: Introduction – Arithmetic – Relational – Logical – Assignment - Conditional - Special operators – Expressions: Arithmetic – Evaluation - Type conversions. Decision Making & Looping: Introduction - If statements - If-else statements - Switch statements - Conditional statements - While statements - Do statements - For Statements.

UNIT-III: ARRAYS AND STRINGS:

Arrays: Introduction - Defining an array - Initializing an array - One dimensional array – Two dimensional array - Dynamic array. Strings: Introduction - Declaring and initializing string variables - Reading and Writing strings - String handling functions.

UNIT-IV: BUILT-IN FUNCTIONS AND USER-DEFINED FUNCTIONS:

Built-in functions: Mathematical functions - String functions - Character functions - Date functions. User defined functions: Introduction - Need for user defined functions - Elements of functions - Return values and their types - Function declaration - Function calls - Recursive functions.

UNIT-V: STRUCTURES AND POINTERS:

Structures: Introduction - Declaring structures variables - Accessing structure members - Functions and Structures - Array of structures - Enumerated Data types - Introduction to Unions. Pointers: Fundamentals - Understanding pointers - Address - Declaration of Pointers. LAB: PROGRAMS USING C.

SUGGESTED BOOKS:

1. Programming in ANSCI C: Balaguruswamy, McGraw Hill.
2. Programming in C: Ashok Kamthane, Pearson.
3. C How to Program: P.J. Deitel & H.M. Deitel, Pearson & PHI.
4. Programming in C: K.S. Kahlon, Kalyani Publishers.
5. Fundamental of C: Dr. N. Guruprasad, Himalaya Publishing House.
6. C: Learning and Building Business and System Applications: Susant Rout, PHI.
7. Mastering C: K.R. Venugopal, McGraw Hill.
8. Programming in C: J.B. Dixit, Firewal Media.

B.Com II Year — IV Semester

BC401: Soft Skills

Max. Marks: 40E+10IA

Unit I: Personality Development: Personality Development: Meaning- Characteristics — Determinants — Ingredients of pleasing personality. Learning: Meaning — Characteristics — Significance — Principles of learning. Self esteem: Meaning — Characteristics — Significance - Building self esteem.

Unit II: Self Management: Attitude Development: Meaning — Characteristics — Significance — Building Positive Attitude. Achievement Motivation: Meaning — Characteristics — Significance — Goal setting for achievement — Strategies of achievement motivation. Emotional Intelligence: Meaning — Characteristics — Significance — Strategies of developing emotional intelligence: Fear, Anger and Anxiety.

Suggested Readings:

1. Sarma V S Veluri & Muralidhar D., Personal Empowerment: LOTUS Series - Interactive Learning, CAMEL Limited, 2017.
2. Sarma V S Veluri and Others., Jeevan nipunyalu: LOTUS Series, (Telugu), CAMEL Limited, 2017.
3. K Alex, Soft Skills, S. Chand & Company, 2013
4. Narula, S S., Personality Development & Communication Skills, Taxman Publications Pvt. Ltd. New Delhi.
5. Arora, A., Communication Skills and Personality Development, Kalyani Publishers, Ludhiana, 2015.

Paper: BC404
PPW: 6 Hrs (5L + 1T)
Credits: 6

Max. Marks: 80E+20IA
Exam Duration: 3 Hrs

Objective: to acquire knowledge of AS-14 and preparation of accounts of banking and insurance companies.

UNIT-I: COMPANY LIQUIDATION:

Meaning – Modes - Contributory Preferential Payments – Statements of Affairs - Liquidator's Remuneration - Preparation of Liquidator's Final Statement of Account (Including problems)

UNIT-II: AMALGAMATION (AS-14):

Amalgamation: In the nature of merger and purchase – Calculation of Purchase Consideration – Accounting Treatment in the books of transferor and transferee companies. (Including problems)

UNIT-III: INTERNAL RECONSTRUCTION AND ACQUISITION OF BUSINESS:

Internal Reconstruction: Accounting treatment – Preparation of final statement after reconstruction- Acquisition of business when new set of books are opened- Debtors and Creditors taken over on behalf of vendors- When same set of books are continued(Including problems)

UNIT-IV: ACCOUNTS OF BANKING COMPANIES:

Books and Registers maintained – Slip system of posting – Rebate on Bills Discounted – Non-Performing Assets – Legal Provisions relating to final accounts - Final Accounts. (Including problems)

UNIT-V: ACCOUNTS OF INSURANCE COMPANIES AND INSURANCE CLAIMS:

Introduction – Formats-Revenue Account–Net Revenue Account - Balance Sheet - Valuation Balance Sheet – Net Surplus – General Insurance - Preparation of final accounts with special reference to Fire and Marine Insurance - Insurance claims- Meaning – Loss of Stock and Assets – Average Clause – Treatment of Abnormal Loss - Loss of Profit. (Including problems)

SUGGESTED READINGS:

1. Advanced Accountancy (Vol-II): S.N.Maheshwari&V.L.Maheswari, Vikas.
2. Accountancy–III: Tulasian, Tata McGraw Hill Co.
3. Advanced Accountancy: Arulanandam; Himalaya
4. Accountancy–III: S.P. Jain & K.L Narang, Kalyani Publishers
5. Advanced Accounting (Vol-II): Chandra Bose, PHI
6. Advanced Accountancy: Shukla and Grewal, S.Chand& Co
7. Advanced Accountancy: R.L.Gupta&Radhaswamy, Sultan Chand & Sons
8. Corporate Accounting: Sakshi Vasudeva, Himalaya.

Paper : (BC405) : BUSINESS STATISTICS-II

Paper: BC405
PPW: 5Hrs
Credits: 5

Max.Marks:80E+20IA
Exam Duration: 3hrs

OBJECTIVE: *to inculcate analytical and computational ability among the students.*

UNIT-I: REGRESSION:

Introduction - Linear and Non Linear Regression – Correlation Vs. Regression - Lines of Regression - Derivation of Line of Regression of Y on X - Line of Regression of X on Y - Using Regression Lines for Prediction.

UNIT-II: INDEX NUMBERS:

Introduction - Uses - Types - Problems in the Construction of Index Numbers - Methods of Constructing Index Numbers - Simple and Weighted Index Number (Laspeyre - Paasche, Marshall – Edgeworth) - Tests of Consistency of Index Number: Unit Test - Time Reversal Test - Factor Reversal Test - Circular Test - Base Shifting - Splicing and Deflating of Index Numbers.

UNIT-III: TIME SERIES:

Introduction - Components – Methods-Semi Averages - Moving Averages – Least Square Method -Deseasonalisation of Data – Uses and Limitations of Time Series.

UNIT-IV: PROBABILITY:

Probability – Meaning - Experiment – Event - Mutually Exclusive Events - Collectively Exhaustive Events - Independent Events - Simple and Compound Events - Basics of Set Theory – Permutation – Combination - Approaches to Probability: Classical – Empirical – Subjective - Axiomatic - Theorems of Probability: Addition – Multiplication - Baye’s Theorem.

UNIT-V: THEORITCAL DISTRIBUTIONS:

Binomial Distribution: Importance – Conditions – Constants - Fitting of Binomial Distribution. Poisson Distribution:– Importance – Conditions – Constants - Fitting of Poisson Distribution.Normal Distribution: – Importance - Central Limit Theorem - Characteristics –Fitting a Normal Distribution (Areas Method Only).

SUGGESTED READINGS:

1. Statistics for Management: Levin & Rubin, Pearson,
2. Fundamentals of Statistics: Gupta S.C, Himalaya
3. Business Statistics: Theory & Application, P. N. Jani, PHI Learning
4. Business Statistics: Dr. J. K. Thukral, Taxmann Publications
5. Business Statistics: K. Alagar, Tata Mc Graw Hill
6. Fundamentals of Statistical: S. P Gupta , Sultan Chand
7. Business Statistics: J. K. Sharma,Vikas Publishers
8. Business Statistics: Vora, Tata Mc Graw Hill
9. Statistics-Problems and Solutions: Kapoor V.K, S. Chand
10. Statistics-Teory, Methods and Applications: SanchetiD.C. & Kapoor V.K
11. Business Statistics: S. K. Chakravarty, New Age International Publishers
12. Business Statistics-G.Laxman,Vasudeva Reddy, K.Goud, TaxmannPublications,Hyderabad.

Paper : (BC406) : INCOME TAX – II

Paper: BC406
PPW: 5 Hrs
Credits: 5

Max. Marks: 80E+20IA
Exam Duration: 3Hrs

Objective: to acquire conceptual and legal knowledge about Income Tax provisions relating to computation of Income from different heads with reference to an Individual Assessee.

UNIT-I: CAPITAL GAINS:

Introduction - Meaning – Scope of charge – Basis of charge – Short term and Long term Capital Assets – Transfer of Capital Asset – Deemed Transfer – Transfer not regarded as Transfer – Determination of Cost of Acquisition – Procedure for computation of Long-term and Short-term Capital Gains/Losses – Exemptions in respect of certain Capital Gains u/s. 54 – Problems on computation of capital gains.

UNIT-II: INCOME FROM OTHER SOURCES:

General Incomes u/s. 56(1) – Specific Incomes u/s. 56(2) – Dividends u/s. 2(22) – Interest on Securities – Gifts received by an Individual – Casual Income – Family Pension – Rent received on let out of Furniture- Plant and Machinery with/without Building – Deductions u/s. 57 – Problems on computation on Income from Other Sources.

UNIT-III: CLUBBING AND AGGREGATION OF INCOME:

Income of other persons included in the total income of Assessee – Income from Firm and AOP – Clubbing Provisions – Deemed Incomes – Provisions of set-off and Carry forward of losses – computation of Gross Total Income – Deductions from GTI u/s 80C to 80U – Problems on Computation of Taxable Income

UNIT-IV: ASSESSMENT OF INDIVIDUALS:

Computation of Tax Liability – Applicability of Alternate Minimum Tax on Individual u/s 115JC – Problems on Computation of tax liability

UNIT-V: ASSESSMENT PROCEDURE:

Income tax returns – Types of returns – Filing of e-return – Assessment – Types of assessment – Self assessment – Provisional assessment – Regular assessment – Best judgement assessment – Reassessment – Rectification of mistakes – Notice on demand.

SUGGESTED READINGS:

1. Income Tax Law and Practice: V.P. Gaur & D.B- Narang, Kalyani Publishers.
2. Direct Taxes Law & Practice: Dr. Vinod K. Singhania & Dr. Kapil Singhania, Taxmann
3. Income Tax: B. Lal, Pearson Education.
4. Income Tax: M.Jeevarathinam & C. Vijay Vishnu Kumar, SCITECH Publications.
5. Taxation: R.G. Saha, Himalaya Publishing House Pvt. Ltd.
6. Income Tax: Johar, McGrawHill Education.
7. Taxation Law and Practice: Balachandran & Thothadri, PHI Learning

Paper : (BC407) : AUDITING

Paper: BC506

PPW: 4Hrs

Credits: 4

Max. Marks: 80E+20IA

Exam Duration: 3Hrs

Objective: to understand meaning and elements of auditing and gain knowledge for execution of audit.

UNIT-I: INTRODUCTION:

Auditing: Meaning – Definition – Evolution – Objectives – Importance -Types of Audit – Standards of Auditing – Procedure for issue of standards by AASB.

UNIT-II: AUDITOR AND EXECUTION OF AUDIT:

Appointment – Qualification and Disqualification – Qualities – Remuneration – Removal – Rights – Duties – Civil and Criminal Liabilities of Auditors – Commencement of Audit –Engagement Letter – Audit Program – Audit Note Book – Audit Workbook – Audit Markings.

UNIT-III: INTERNAL CONTROL, INTERNAL CHECK AND INTERNAL AUDIT:

Meaning and Objectives of Internal Control – Internal Check and Internal Audit – Internal Check Vs. Internal Audit – Internal Control vs. Internal Audit.

UNIT-IV: VOUCHING:

Meaning – Objectives – Types of Vouchers – Vouching of Trading Transactions – Vouching Cash Transaction – Auditing in an EDP Environment.

UNIT-V: VERIFICATION AND VALUATION OF ASSETS:

Meaning and Definition – Distinction – Verification and Valuation of various Assets and Liabilities – Audit Committee – Role of Audit Committee – Audit Reports.

SUGGESTED READINGS:

1. Principles and Practice of Auditing: RG Saxena, Himalaya Publishing House.
2. Auditing and Assurance for CA Integrated Professional Competence: SK Basu, Pearson.
3. Auditing: ArunaJha, Taxmann Publications.
4. Auditing Principles, Practices & Problems: Jagdish Prakash, Kalyani Publishers.
5. Auditing and Assurance: Ainapure&Ainapure, PHI Learning.
6. Principles and Practice of Auditing: DinkarPagare, Sultan Chand & Sons.
7. Fundamentals of Auditing: Kamal Gupta andAshok Arora, Tata McGraw-Hill
8. A Hand Book of Practical Auditing: B.N. Tandonetal., S. Chand.

B.Com III Year – V Semester
BC501: Consumerism

Max. Marks: 40E+10IA

UNIT – I: Consumerism- Concept - Need and Scope of Consumerism- Origin of Consumer Movement – Consumer movement in India- Marketization and Consumerism in India - Consumer in India - Consumer of goods and services - Professional services - Medical, legal, educational and welfare services- Rights and Responsibilities of Consumerism- Unfair Trade Practices – Consumer Voluntary Organisations

UNIT – II: Consumer Protection Act, 1986 – Objectives – Definition of Terms – complainant, consumer dispute, defect, deficiency in service, service, unfair trade practices, restrictive trade practices - UN guidelines for Consumer Protection. Emergence of new Consumer Movements: Green Consumerism. Consumer action groups, consumer resistance, consumer boycotts, lobbying, consumer guidance - Nature and Functions- Role and working of Consumer Voluntary Organisations in Grievance Settlement.

Suggested Readings:

1. Paul M.C., Consumer Redressal System and Consumer Protection in India, Kalpaz Publications, 2015.
2. Darmanand Mishra, Consumer Protection, APH Publishing Corporation, 2012.

B.Com III Year – V Semester
BC502: Organizational Behaviour

Max. Marks: 40E+10IA

Unit I: Introduction to Organisation and Behaviour: Organisation, Managers, Managerial Roles and Managerial Skills – Organisational Behaviour: Meaning – Definition - Factors influencing Organisational behaviour – Scope, Significance - Emergence of Organisational Behaviour - Contributing Disciplines.

Unit-II: Individual Behaviour and Group Behaviour: Personality – Definitions – Determinants – Types - Personality Traits Influencing Organisational Behaviour - Group Behaviour: Concept of Group – Types of Groups – Formal and Informal Groups

References

1. Robbins P Stephen, Judge A Timothy and Sanghi Seema, **Organizational Behavior**, Pearson Education, 2009.
2. Subba Rao P, **Organizational Behaviour**, Himalaya Publishing House, Bombay, 2011.
3. Sarma V S Veluri, **Organisational Behaviour - An Interactive Learning Approach -Text and Cases**, Jaico Publishing House, 2009.

B.Com III Year – V Semester
BC503: Cost Accounting

Max. Marks: 80E+20IA

UNIT-I: INTRODUCTION: Cost Accounting: Definition – Features – Objectives – Functions – Scope – Advantages and Limitations - Essentials of a good cost accounting system- Difference between Cost Accounting and Financial Accounting – Cost concepts – Cost Classification –Preparation of cost sheet(including problems)

UNIT-II: MATERIAL: Direct and Indirect Material cost – Inventory Control Techniques – Stock Levels – EOQ – ABC Analysis – JIT-VED-FSND -Issue of Materials to Production – Pricing methods: FIFO-LIFO with Base Stock and Simple and Weighted Average methods. (Including problems)

UNIT-III: LABOUR AND OVERHEADS: Labour: Direct and Indirect Labour Cost – Methods of Payment of Wages (only Incentive Plans): Halsey, Rowan, Taylor Piece Rate and Merrick Multiple Piece Rate Methods. Overheads: Classification - Methods of Allocation - Apportionment and Absorption of overheads. (including problems)

UNIT-IV: UNIT COSTING AND JOB COSTING: Unit Costing: Features - Cost Sheet – Tender and Estimated Cost Sheet. Job Costing: Features - Objectives – Procedure - Preparation of Job Cost Sheet.(including problems)

UNIT-V: CONTRACT AND PROCESS COSTING: Contract Costing: Features - Procedure of Contract Costing – Guidelines to Assess profit on incomplete Contracts – Advantages Process Costing: Meaning – Features – Preparation of Process Account – Normal and Abnormal Losses.(including problems)

SUGGESTED BOOKS:

1. Cost Accounting: Jain and Narang, Kalyani Publications.
2. Cost Accounting: M.N. Arora, Himalaya Publications.
3. Cost and Management Accounting: Prashanta Athma, Himalaya Publications.
4. Cost Accounting: Jawaharlal, Tata Mcgraw Hill Publications.
5. Cost Accounting: Theory and Practice: Banerjee, PHI Publications.
6. Introduction to Cost Accounting: Tulsian, S.Chand Publications.
7. Cost Accounting: Horngren, Pearson Publications.
8. Cost Accounting: Ravi M. Kishore, Tax Mann Publications.

B.Com III Year – V Semester
BC504: Business Law

Max. Marks: 80E+20IA

UNIT-I: INTRODUCTION TO INDIAN CONTRACT ACT 1872:

Development of Business Law - Development of Law in Independent India Contract Act 1872: Agreement and contract - Essentials of a valid contract - Types of contracts - Offer and Acceptance- Essentials of valid offer and acceptance - Communication and revocation of offer and acceptance - Consideration definition - Essentials of valid consideration - Doctrine of “Stranger to a contract”- “No consideration- No contract” - Capacity to a contract - Minors agreements.

UNIT-II: INDIAN CONTRACT ACT 1872:

Legality of Object and Consideration - Agreements Expressly Declared To Be Void - Wagering Agreements - Contingent Contracts.
Discharge of Contract: Modes of Discharge - Performance of Contracts - Breach of Contract - Remedies for Breach.

UNIT-III: SALE OF GOODS ACT 1930:

Contract of Sale: Essentials of Valid Sale - Sale and Agreement to Sell – Definition and Types of Goods - Conditions and Warranties - Caveat Emptor - Exceptions - Transfer or Passing of Property: Time When Property Passes, Rules of Transfer of Property, Transfer of Ownership - Sale by Non-Owners and its Exceptions - Unpaid Seller - Rights of Unpaid Seller.

Consumer Protection Act 1986: Definitions of Consumer – Person – Goods - Service - Consumer Dispute - Unfair Trade Practice - Restrictive Trade Practice – Defect - Deficiency - Consumer Protection Councils - Consumer Dispute Redressal Agencies - District Forum - State Commission and National Commission - Procedure to Lodge a Complaint for Redressal – Appeals.

UNIT-IV: TRADE MARKS, PATENTS, COPY RIGHTS & INTELLECTUAL PROPERTY RIGHTS:

Trade Marks: Definition - Procedure for Registration of Trade Marks - Patents: Definition- Kinds of Patents- Transfer of the Patent Rights- Rights of the Patentee- Copy Rights: Definition- Essential Conditions for Copy Rights to be Protected-Rights of the Copyright Owner-Terms of Copy Right- Copy Rights Infringement - Other Intellectual Property Rights: Trade Secrets - Geographical Indications.

UNIT-V: INFORMATION TECHNOLOGY ACT & ENVIRONMENTAL PROTECTION ACT:

Information Technology Act-2000: Objectives - Digital Signature - Electronic Governance - Penalties and Adjudication.

Environmental Protection Act 1986: Object - Scope and Scheme of the Act – Definitions - General Powers of the Central Government – Prevention - Control and Abatement of Environmental Pollution – Offences and Penalties.

SUGGESTED BOOKS:

- 1) Company Law: Kapoor, Sultan Chand and Co. Publications.
- 2) A Manual of Business Laws: S.N. Maheshwari & S.K. Maheshwari, Himalaya
- 3) Business Laws: KC Garg & RC Chawla, Kalyani Publishers.
- 4) Business Law: PC Tulsian & Bharat Tulsian, McGraw Hill Education
- 5) Business Law: Tejpal Sheth, Pearson.
- 6) Business Law: MC Kuchal & Vivek Kuchal, Vikas Publishing House.

B.Com III Year – V Semester
BC505: Banking Theory & Practice

Max. Marks: 80E+20IA

UNIT-I:INTRODUCTION:

Origin and Growth of Banking in India - Functions of Commercial Banks financial inclusion- public vs. private sector banks- foreign banks-payment banks-universal banking- Emerging Trends in Commercial Banking in India: E-Banking – Mobile Banking - Core Banking – Bank Assurance – OMBUDSMAN—types of deposits-time deposits-current and savings accounts-importance of current and savings accounts—zero balance accounts.

UNIT-II: RESERVE BANK OF INDIA:

RBI -Functions–control of credit–objectives—instruments-repo rate-reverse repo rate-bank rate- statutory liquidity ratio-cash reserve ratio-money market-role of RBI in money market—role of RBI in exchange rate.

UNIT-III: WORKING OF COMMERCIAL BANKS AND TYPES OF BANKS :

Prudential norms-income recognition, asset classification, investments and provisioning-- concepts of base rate and net interest margin-importance of Current and Types of banks- Co-Operative Banks
–Regional Rural Banks -National Bank for Agriculture and Rural Development (NABARD)

UNIT-IV: BANKER AND CUSTOMER RELATIONSHIP:

Definition of Banker and Customer - Relationship Between Banker and Customer - KYC norms- General and Special Features of Relationship –precautions to be taken by a banker in opening of accounts of special Types of Customers Like Minor, Married Women, Partnership Firms, Companies, Clubs and other Non-Trading Institutions.

UNIT-V: NEGOTIABLE INSTRUMENTS:

Descriptions and their Special Features - Duties and Responsibilities of Paying and Collecting Banker - Circumstances under which a Banker can refuse Payment of Cheques – Consequences of Wrongful Dishonors - Precautions to be taken while Advancing Loans Against Securities – Goods - Documents of Title to Goods - Loans against Real Estate - Insurance Policies - Against Collateral Securities – Banking Receipts.
Rule in Clayton’s Case - Garnishee Order – Loans against Equitable Mortgage - Legal Mortgage- Distinction between them - Latest Trends in Deposit Mobilization.

SUGGESTED BOOKS:

1. Banking Theory & Practices: Dr. P. K. Srivatsava, Himalaya Publishers
2. Banking Theory & Practices: K.E. Shekar, Vikas Publications
3. Banking Theory, Law & Practices: R. R Paul, Kalyani Publishers
4. Banking: N.T. Somashekar, New Age International Publishers
5. Fundamentals of International Banking: Rup Narayan Bose, Trinity Publishers
6. Modern Commercial Banking: H.R. Machiraju, New Age International Publishers
7. Banking Theory & Practices: R. Rajesh, Tata McGraw Hill
8. Merchant Banking & Financial Services: S. Guruswamy, Tata McGraw Hill
9. Management of Banking & Financial Services; Padmalatha Suresh, Pearson
10. Modern Banking: D. Muralidharan, PHI.

B.Com III Year – V Semester
BC506: Computerized Accounting

Max. Marks: 80E+20IA

UNIT-I: COMPUTERIZED ACCOUNTING:

Introduction–Importance–Application -Advantages and disadvantages – Difference between Manual Accounting and Computerised Accounting – Features of Accounting packages – Creation of Company–Groups–Ledgers, Pre-defined vouchers - Displaying - Altering – Deleting of vouchers, ledger and company.- Reports: Account Books – Registers - Statement of Accounts - Bank Reconciliation Statement - Day Book – Cash and Bank Books- Final Accounts of Sole Traders: Trail Balance - Profit and Loss Account - Balance Sheet.

UNIT-II: ACCOUNTS WITH INVENTORY:

Creation of Company with inventory and stock – Creation of Groups - Stock categories - Stock items – Godowns - Units of Measure - Inventory Vouchers - Pure Inventory Vouchers - Creating purchase order & Sales order – Invoicing - Display of inventory reports & statements.

UNIT-III: FINAL ACCOUNTS OF BUSINESS ORGANISATIONS:

Preparation of Final Accounts for Nonprofit organizations-Partnership firms - Corporate companies - Bank Accounts.

UNIT-IV: COST AND MANAGEMENT ACCOUNTING:

Preparation of Stores Legers – Job costing - Common size statement - Funds Flow Statement - Cash Flow Statement-Ratio Analysis

UNIT-V: TAX ACCOUNTING:

Tax applications- Introduction to VAT - VAT activation and classification - VAT computation - Composite VAT - Input VAT on capital goods

SUGGESTED BOOKS:

- 1.Computerised Accounting: A.Murali Krishna, Vaagdevi publications
- 2.Aakash Business Tools: Spoken Tutorial Project IIT Bombay
- 3.Mastering Tally: Dinesh Maidasani, Firewall Media
- 4.Implementing Tally ERP 9: A.K Nadhani and K.K Nadhani, BPB Publications
- 5.Computerised Accounting and Business Systems: Kalyani Publications
- 6.Manuals of Respective Accounting Packages
7. Tally ERP 9: J.S. Arora, KalyaniPublications.
- 8.Business accounting using Tally ERP.9 by Tally Education

B.Com III Year – V Semester (General)
BC507: FINANCIAL MANAGEMENT

Max. Marks: 80E+20IA

UNIT-I: INTRODUCTION:

Financial Management: Meaning - Nature and Scope – Importance - Objectives - Profit Maximization vs Wealth Maximization – Traditional Functions of Finance Manager – Changing Role of Finance Manager – Relationship between Financial Management and Other Management Areas (Theory).

UNIT-II: FINANCIAL PLANNING:

Sources of Finance - Financial Planning: Meaning and Definition – Objectives – Characteristics – Process – Factors - Limitations (Theory).

UNIT-III: CAPITALIZATION:

Meaning of Capital and Capitalization – Sources of Capital - Theories of Capitalization – Over Capitalization: Meaning -Causes – Consequences - Remedies - Under Capitalization: Meaning – Causes – Consequences - Remedies - Comparison of Under and Over Capitalization – Watered Stock (Theory).

UNIT-IV: COST OF CAPITAL:

Meaning and Definition – Significance – Classification of Costs – Problems in Determination of Cost of Capital – Cost of Debt - Cost of Perpetual and Redeemable Debt - Cost of Preference Capital - Cost of Equity Capital – Cost of retained earnings-Weighted Average Cost of Capital (Simple Problems).

UNIT-V: CAPITAL STRUCTURE:

Meaning – Importance – Factors – Types – Optimal Capital Structure – Theories of Capital Structure: Net Income Approach - Net Operating Income Approach - Traditional Approach - Modigliani and Miller Approach (Simple Problems).

SUGGESTED READINGS:

1. Financial Management: I M Pandey, Vikas Publishing House Pvt Ltd.
2. Financial Management: M.Y. Khan & P.K. Jain, Tata McGraw-Hill
3. Financial Management: Shashi K. Gupta & R.K. Sharma, Kalyani Publishers,
4. Financial Management: R.M. Srivastava, Himalaya Publishing House, Hyderabad.
5. Financial Management: Prasanna Chandra, McGraw Hill
6. Financial Management: Rustagi, Taxman Publications.
7. Fundamentals of Financial Management: Sharan, Pearson

B.Com III Year – V Semester (General)

BC508: PRINCIPLES OF MARKETING

Max. Marks:
80E+20IA

UNIT-I: INTRODUCTION:

Meaning and Definition of Marketing – Scope – Evolution of Marketing Concept - Production concept - Product concept - Marketing Myopia – Selling Concept - Marketing Concept - Societal Marketing Concept - Objectives - Role of Marketing in Economic Development - Marketing Mix - Direct Marketing - Online Marketing Challenges and Opportunities - Marketing of Services.

UNIT-II: MARKET ENVIRONMENT:

Micro Environment: Company – Suppliers - Marketing Intermediaries – Customers – Competitors - Publics - Macro Environment: Demographic – Economic – Natural – Technological – Political - Legal (Consumer Protection Act 1986) and Regulatory - Cultural - Social - International Marketing GATT & WTO.

UNIT-III: MARKET SEGMENTATION:

Concept of Target Market - Diffused Market - Concentrated Market - Clustered Market - Market Segmentation: Concept – Bases – Benefits - Requirement for Effective Segmentation - Market Segmentation Analysis for Consumer and Services - Product Positioning: Concepts - Bases.

UNIT-IV: CONSUMER BEHAVIOUR:

Consumer Behavior: Nature – Scope – Importance - Factors: Economic – Psychological – Cultural - Social and Personal - Steps in consumer Decision Process - Post Purchase Behavior - Cognitive Dissonance - Organizational Buyer - Industrial Markets - Reseller Market - Government Market - Characteristics of Organizational Buyer - Organizational Buying Process - Organizational Buyer Vs. Consumer Behavior.

UNIT-V: MARKET RESEARCH & ETHICS IN MARKETING:

Market Research: Meaning - Definition - Marketing Research Process: Defining the Objectives of Research – Need - Designing the Research Project - Data Collection Process - Analyzing Data - Presenting Results - Scope of Marketing Ethics - Ethical issues Associated with Marketing Decisions Creating an Ethical climate in work place - Influence of personal Ethics.

SUGGESTED READINGS:

1. Principles of Marketing: Philip Kotler, Pearson.
2. Marketing Management: Philip Kotler, Kevinlane Keller, Abraham Koshy, and Pearson.
3. Marketing: Dhruv Grewal, Michael levy, Tata McGraw Hill.
4. Marketing Management: Dr. K. Karunakaran, Himalaya Publications.
5. Marketing Management: Ramaswamy&Namakumari, Tata Mc GrawHill Publication.
6. Marketing Management: CN Sontakki, Kalyani Publication.

UNIT-I: INTRODUCTION:

E-Commerce: Meaning- Advantages & Limitations - E-Business: Traditional & Contemporary Model, Impact of E-Commerce on Business Models - Classification of E-Commerce: B2B- B2C - C2B - C2C - B2E - Applications of Ecommerce: E-Commerce Organization Applications - E-Marketing - E- Advertising - E-Banking - Mobile Commerce - E-Trading - E-Learning - E-Shopping.

UNIT-II:FRAMEWORK OF E-COMMERCE:

Framework of E-Commerce: Application Services - Interface Layers - Secure Messaging - Middleware Services and Network Infrastructure - Site Security - Firewalls & Network Security - TCP/IP – HTTP - Secured HTTP – SMTP - SSL.

Data Encryption: Cryptography – Encryption – Decryption - Public Key - Private Key - Digital Signatures - Digital Certificates.

UNIT-III:CONSUMER ORIENTED E-COMMERCE APPLICATIONS:

Introduction - Mercantile Process Model: Consumers Perspective and Merchant's Perspective - Electronic Payment Systems: Legal Issues & Digital Currency - E-Cash & E-Cheque - Electronic Fund Transfer (EFT) - Advantages and Risks - Digital Token-Based E-Payment System - Smart Cards.

UNIT-IV:ELECTRONIC DATA INTERCHANGE:

Introduction - EDI Standards - Types of EDI - EDI Applications in Business – Legal - Security and Privacy issues if EDI - EDI and E-Commerce - EDI Software Implementation.

UNIT-V: E-MARKETING TECHNIQUES:

Introduction - New Age of Information - Based Marketing - Influence on Marketing - Search Engines & Directory Services - Charting the On-Line Marketing Process - Chain Letters - Applications of 5P's (Product, Price, Place, Promotion, People) E-Advertisement - Virtual Reality & Consumer Experience - Role of Digital Marketing.

SUGGESTED READINGS:

1. Frontiers of Electronic Commerce: Ravi Kalakota, Andrew B Whinston, Pearson
2. E-Commerce: An Indian Perspective: P.T. Joseph, S.J, PHI
3. Electronic Commerce, Framework Technologies & Applications: Bharat Bhasker, McGraw Hill
4. Introduction To E-Commerce: Jeffrey F Ravnort, Bernard J. Jaworski: Tata McGraw Hill

UNIT-I: INTRODUCTION:

Object Oriented Programming: Concepts – Benefits – Languages-Structured vs. Object Oriented Programming. C++: Genesis - Structure of a program – Tokens - Data Types – Operators - Control Structures - C vs C++ - Functions.

UNIT-II: CLASSES, OBJECTS, CONSTRUCTORS AND DESTRUCTORS:

Encapsulation - Hiding - Abstract data types - Object &Classes – Attributes - Methods - C++ class declaration - State identity and behaviour of an object. Purpose of Constructors - Default Constructor - Parameterized Constructors - Copy Constructor - Instantiation of objects - Default parameter value - Object types - C++ garbage collection - Dynamic memory allocation – Meta class/ Abstract classes.

UNIT-III: OVERLOADING, CONVERSIONS, DERIVED CLASSES AND INHERITANCE:

Function and Operator Overloading - Overloading Unary and Binary Operators - Data and Type Conversions -Derived Classes - Concept of Reusability - Visibility modes - Types of Inheritance - Single and Multiple Inheritance - Multilevel Inheritance.

UNIT-IV: POLYMORPHISM, VIRTUAL FUNCTION, STREAMS AND FILES:

Polymorphism - Virtual - Classes - Pointer to Derived class - Virtual functions - Rules for Virtual function - Pure Virtual functions-Stream Classes - Types of I/O - Formatting Outputs - File Pointers – Buffer -C++ Stream - Unformatted console I/O operations – Functions: get() - put() – formatted console I/O operations - IOS class format functions - Manipulators.

UNIT-V: EXCEPTION HANDLING AND DATA STRUCTURES IN C++:

Exceptions in C++ Programs - Try and Catch Expressions - Exceptions with arguments.
Data Structures: Introduction - Linked list - Stacks - Queues.

SUGGESTED READINGS:

1. Objected Oriented Programming with C++: E.Balagurusamy, McGrawHill.
2. C++ Programming-A Practical Approach:MadhusudanMothe, Pearson.
3. Object Oriented Programming Using C++: Chadha&Chadha, Kalyani.
4. Programming in C++: A.N.Kamthane, Pearson.
5. The Complete Reference C++: H.Schildt, McGrawHill.

B.Com III Year – VI Semester
BC601: Preparation of Tax Returns

Max. Marks: 40E+10IA

UNIT-I: INTRODUCTION

E-filing of Income Tax Returns and E-Payment of Income Tax – Application for PAN – Online Registration of PAN Income Tax Returns of Individuals – Utility Available for Preparation of Return – Viewing of Tax Credit Available in Form 26AS – Filing of Various Returns of Income for an individual i.e., ITR-1 to ITR-4 with Digital Signatures and Without Digital Signatures.

UNIT-II: GST

Overview of GST Act – Concepts – Dealer Registration Procedure – Filing of Return – Tax calculation and issues involved in standardization of taxes.

REFERENCE BOOKS

1. Vinod K Singhania and Dr Kapil Singhania, Direct Taxes Law & Practice, Taxman Publications.
2. Dr Girish Ahuja and Ravi Gupta, Direct Taxes Law & Practice, Bharat Publications.

**B.Com III Year – VI Semester
BC602: Advertising**

Max. Marks: 40E+10I

UNIT- 1 : INTRODUCTION TO ADVERTISING: Advertising – Definition – Significance – Classification of advertisements – Functions of Advertising – Objectives – Media Planning, Media Selection: Media planning Process-Selection of Media - Factors influencing the Choice of Media- Benefits of Advertising.

UNIT- II: ADVERTISING & SALES PROMOTION: Sales Promotion – Definition – Types – Features – Increasing importance – Reasons – Role of Media in Advertising -Types of Media: Print Media, Electronic Media -

Suggested Books:

1. Belch & Belch – Advertising & Promotion – Tata McGraw Hill.
2. Advertising – Sontakki – Himalaya Publishing House.
3. Advertising Planning and Implementation – Sharma and Singh – Prentice Hall
4. Advertising Management – Concepts and cases – Mahendra Mohan – Tata McGraw Hill.
5. Burnelt – Promotion Management Tata McGraw Hill. B.Com (Advertising, Sales Promotion & Sales
6. Chunnawala, S.A., Compendium of Brand Management, Himalaya Publications House, 2004.

**B.Com III Year – VI Semester
BC603: Managerial Accounting**

Max. Marks: 80E+20IA

UNIT-I: INTRODUCTION:

Managerial Accounting: Features – Objectives – Scope – Functions – Advantages and Limitations
– Relationship between Cost, Management and Financial Accounting.

UNIT-II: COST-VOLUME-PROFIT ANALYSIS:

Introduction – Importance – Techniques: Marginal and Break Even Analysis – Break-Even Analysis: Meaning – Assumptions – Importance- Calculation of BEP - Limitations.

UNIT-III: MARGINAL COSTING AND DECISION MAKING:

Marginal Costing: Meaning – Marginal Cost Equation – Difference between Marginal Costing and Absorption Costing – Marginal Costing and Decision Making: Product Decisions – Pricing Decisions - Make or Buy Decisions.

UNIT-IV: BUDGETARY CONTROL:

Budget: Meaning – Objectives — Essentials of Budgets - Budgetary Control - Classification of Budgets-Preparation of Budgets - Advantages and Limitations

UNIT-V: WORKING CAPITAL:

Working Capital: Meaning – Classification – Importance – Objectives – Estimation of Working Capital Requirements- Management of Current Assets.

SUGGESTED BOOKS:

1. Introduction to Management Accounting: Charles T, Horngren et al, Pearson
2. Management Accounting: S.P.Gupta
3. Management Accounting: Manmohan &Goyal
4. Management Accounting: Sharma Shashi K. Gupta, Kalyani Publishers
5. Management Accounting: MN Arora, Himalaya
6. Management Accounting: Khan & Jain, Tata McGraw Hill
7. Accounting for Management: SN Maheshwari, Vikas Publications.

**B.Com III Year – VI Semester
BC604: Company Law**

Max. Marks: 80E+20IA

UNIT-I: INCORPORATION OF COMPANIES:

Company: Meaning and Definition – Characteristics - Classification – Legislation on Companies – Incorporation - Promotion – Registration - Memorandum of Association – Articles of Association – Certificate of Incorporation - Prospectus – Statement in lieu of Prospectus – Commencement of business.

UNIT-II: MANAGEMENT OF COMPANIES:

Director: Qualification - Disqualification - Position - Appointment - Removal – Duties and Liabilities – Loans – Remuneration – Managing Director – Corporate Social Responsibility – Corporate Governance.

UNIT-III: COMPANY SECRETARY:

Company Secretary: Definition – Appointment – Duties – Liabilities – Company Secretary in Practice – Secretarial Audit.

UNIT-IV: COMPANY MEETINGS:

Meeting: Meaning – Requisites - Notice – Proxy - Agenda – Quorum – Resolutions – Minutes – Kinds – Shareholder Meetings - Statutory Meeting - Annual General Body Meeting – Extraordinary General Body Meeting – Board Meetings.

UNIT-V: WINDING UP:

Meaning – Modes of Winding Up –Winding Up by tribunal – Voluntary Winding Up – Compulsory Winding Up – Consequences of Winding Up –Removal of name of the company from Registrar of Companies

SUGGESTED BOOKS:

- 1) Company Law: ND Kapoor, Sultan Chand and Co.
- 2) Company Law and Practice: GK Kapoor & Sanjay Dhamija, Taxmann Publication.
- 3) Company Law: Revised as per Companies Act- 2013: KC Garg et al, Kalyani Publication.
- 4) Corporate Law: PPS Gogna, S Chand.
- 5) Company Law: Bagriyal AK: Vikas Publishing House

**B.Com III Year – VI Semester
BC605: Financial Institutions & Markets**

Max. Marks: 80E+20IA

UNIT-I: INTRODUCTION:

Functions of Financial System – Constituents of Indian Financial System – An Overview of Indian Financial System – Role and Functions of Participants in the Financial Market – Factors.

UNIT-II: FINANCIAL INSTITUTIONS: ALL INDIA DEVELOPMENT BANKS:

Role of Financial Institutions in Economic Development – Types of Financial Institutions. All India Development Banks: Industrial Finance Corporation of India (IFCI) – Industrial Development Bank of India (IDBI) – Industrial Investment Bank of India Limited (IIBIL) – Industrial Reconstruction Bank of India (IRBI) – Small Industries Development Bank of India (SIDBI) – Infrastructure Development Finance Company Limited (IDFC) – ICICI.

UNIT-III: FINANCIAL INSTITUTIONS: STATE LEVEL DEVELOPMENT BANKS:

State Finance Corporations (SFCs): Objectives and Scope - Management – Financial Resources – Functions – Operations – Performance Appraisal and Problems. State Industrial Development Corporations (SIDCs): Functions – Resources – Operations – Financial Assistance.

UNIT-IV: MONEY MARKET:

Money Market: Definition, Features, Objectives, Importance, Compositions. Call Money Market: Operations – Transactions and Participants – Advantages and Drawbacks. Commercial Bills Market: Definition – Types of Bills – Operations in Bill Market– Importance of Bill Market – Discount Market – Acceptance Market – Drawbacks. Treasury - Types of Treasury Bills – Operations and Participants – Money Market Instruments – Structure of Indian Money Market – Recent Development in the Indian Money Market.

UNIT-V: CAPITAL MARKET:

Capital Market: Meaning, Objectives, Importance, Functions – Structure of the Indian Capital Market – New Issue Market – Instruments – Security Buyer – Methods of Issus – Intermediaries– Secondary Market – Characteristics and functions of Stock Exchanges – Listing of Securities – Types of Speculators - Stock Exchanges in India – SEBI – Powers and Functions – Primary and Secondary Market Guidelines .

SUGGESTED BOOKS:

1. Financial Markets and Services: Gordon and Natarajan, Himalaya.
2. Financial Institutions & Markets: Shashi K Gupta, Nisha Aggarwal and Neeti Gupta, Kalyani
3. Management of Indian Financial Institutions: R.M.Srivastava&Divya Nigam, Himalaya.
4. Financial Services and Markets: Dr.Punithavathy Pandian, Vikas Publishing House Pvt. Ltd.
5. Indian Financial System: Dr. S C Bihari, International Book House Pvt. Ltd.
6. Financial Institutions and Markets: L.M. Bhole, Tata McGraw Hill.

**B.Com III Year – VI Semester
BC606: Commerce Lab**

Max. Marks: 60E+20IE+20LAB

UNIT-I: BASIC BUSINESS DOCUMENTS:

Trade license under Shops and Establishments Act - Labor license from Department of labor - Partnership Deed - Pollution, Health licenses – Quotation - Invoice form and preparation - Computation of simple interest, compound interest and EMI - Way bill used during transport - Debit Note and Credit Note - Audit Report.

UNIT-II: FINANCE, BANKING AND INSURANCE DOCUMENTS:

Promissory Note - Bill of exchange – Cheque - Pay in slip - Withdrawal form - Account opening and Nomination form - Deposit form and Deposit Receipts - Loan application form - Insurance Proposal form and Insurance Policy - ATM Card Application form - Credit appraisal report - Insurance agency application procedure - ESI / PF membership form.

UNIT-III: BUSINESS LEGAL DOCUMENTS:

Memorandum of Association - Articles of Association - Certificate of Incorporation – Prospectus - Certificate of Commencement of Business - Annual Report – Chairman’s Speech - Model bye-laws of some society - Society/ Trust registration form - Complaint in a Consumer forum - Complaint under Right to Information Act.

UNIT-IV: DOCUMENTS OF TAXATION:

PAN application under Income Tax Act - TAN application under Income Tax Act - Form:16 to be issued by Employer - TDS and its certificate u/s15 - Income Tax payment challans and Refund Order - Income Tax Returns including TDS Return - Notices under Income Tax Act - Assessment Order - VAT/TOT Dealer-Application and License - Registration under Service Tax.

UNIT-V: BUSINESS CHARTS:

Elements of business - Forms of business organizations - Procedure of incorporation of companies - Classification of partners with salient features of each of them - International, National, State level and Regional entrepreneurs - Hierarchy of Banking business in India - Tax administration in India - Various taxes imposed in India - Export and import procedure - Purpose and powers of authorities like RBI, SEBI, IRDA, ROC.

COMMERCE LAB FACILITIES:

- i) College is required to provide a commerce lab containing all the documents related to commerce and facilities as, computer, printer, etc. with sufficient furniture.
- ii) Teachers should practically explain the documents and help in filling the same in the simulated environment.
- ii) Students are required to do the above personally and gain the knowledge of filling the above documents and the same are to be kept in a portfolio.

COMMERCE LAB – PROCEDURE AND EVALUATION:

- 1) Every student should maintain a record of his experiment/ presentation / demo /field study by participating in the class room at the rate of 3 hours per week under the guidance of the faculty.
- 2) Their internal assessment examination for 20 marks based on his participation and practice in the lab sessions.
- 3) All the lab records shall be sent to the examination branch for evaluation for 80 marks by the external examination during the spot valuation like any other answer paper.

B.Com III Year – VI Semester (General)
BC607: HUMAN RESOURCE MANAGEMENT

Max. Marks: 80E+20IA

UNIT- I: INTRODUCTION:

HRM: Meaning - Importance - Objectives - Evolution - Elton Mayo's Human Relations Theory-

HRM in India: Introduction - Human Relation Movement - Scope of HR in India – Recent trends in HR in India.

UNIT-II: HR PLANNING:

Introduction - Need - Process - System – Responsibilities - Methods.

UNIT-III: RECRUITMENT AND SELECTION:

Introduction - Concept of Recruitment - Factors affecting Recruitment - Sources of Recruitment - Traditional and Modern methods - Recruitment and Selection Policies - Recruitment Practices in India - Private and Public Sector - Concept of Selection – Selection Process.

UNIT-IV:HUMAN RESOURCE DEVELOPMENT:

Training & Development: Introduction - Meaning of training - Importance of training - Training Needs Identification - Types and Techniques of Training - Need and Importance of Management Development - Training Evaluation.

UNIT-V: PERFORMANCE APPRAISAL:

Concept and Need of employee review - Concept of Employee Appraisal - Types of Appraisal Method – Individual Evaluation Methods - Multiple Person Evaluation Methods - 360 Degree Appraisal - MBO.

SUGGESTED READING:

1. Essentials of HRM and Industrial Relations: P. Subba Rao, Himalaya.
2. Human resource Management: Text & Cases: K. Aswathappa, MC-Graw Hill Foundation
3. HRM with Case Study: Shashi K. Gupta, Rosy Joshi, Kalyani Publishers.
4. Personal Management: C. B. Mamoria, Himalaya Publishing House.
5. Human Resource Management: S. S. Khanka, S. Chand

B.Com III Year – VI Semester (General)
BC608: TAX PLANNING & MANAGEMENT

Max. Marks: 80E+20IA

UNIT-I: INTRODUCTION TO TAX PLANNING:

Meaning of Tax Planning – Tax Avoidance – Tax Evasion – Scope of Tax Planning – Methods of Tax Planning – Tax Management: Meaning – Scope of Tax Management: Under the various heads of Salaries - House Property - Profits and Gains of Business or Profession - Capital Gains.

UNIT-II: TAX PLANNING FOR SALARIES & INCOME FROM HOUSE PROPERTY:

Salaries: Advance of Salary – Commutation of Pension – Change of employment before 5 years service under Recognised Provident Fund – Conversion of unrecognised fund into recognised fund – Tax incidence of Perquisite/allowance – Leave travel concession vs. Leave travel allowance – Gratuity – Savings and Investments – D.A. or D.P. be paid as part of salary – Salary earned outside India – Relief under sec.89 – Repayment of interest on educational Loan – Contribution under Pension Scheme – Medical Expenditure. House Property: Concessional treatment with respect to one self-occupied house – Availing self- occupancy concession for more than one house – Acquisition of house out of own capital vs. Borrowed capital – Acquisition of Self-occupied House out of Borrowed Capital – Deduction of Municipal taxes on Payment basis – Purchasing of House Property in the Name of Spouse having no income or negligible income – Choosing the best option where more than one House is under Self-occupancy.

UNIT-III: TAX PLANNING FOR PROFIT AND GAINS OF BUSINESS OR PROFESSION AND CAPITAL GAINS:

Business: Business Premises - Own or Lease – Depreciation – Expenditure on Scientific Research – Amortisation of certain preliminary expenses – Expenditure on Advertisement – Investment in capital assets – Compensation for breach of an agreement relating to the purchase of an asset – Expenses on borrowing – Tax audit – Compulsory maintenance of accounts – Payment exceeding Rs. 20,000 to be made by Account Payee Cheque. Capital Gains: Consideration to be realised before transfer – Transfer of capital asset at a suitable time – Fair Market Value as on 1st April- 1981 to be opted as the cost of acquisition – Concessional Rate of tax – Specific exemption – Forfeiture of exemption – Choice of investment – Sale timings of an asset- held by a minor child – Avoidance of capital gain on the sale of depreciable asset.

UNIT-IV: TAX PLANNING FOR NEW INDUSTRIAL ESTABLISHMENTS AND INVESTMENTS:

Tax planning with reference to New Industrial Establishment – Location - Form - Nature and Capital Structure - Short term loans - Term loans - Public Deposits - Bonus Issues – Dividend.

UNIT-V: TAX PLANNING FOR MANAGERIAL DECISIONS:

Tax considerations arising with regard to specific management decisions: Make/buy - Own/lease - Installment/hire purchase - Retain/replace - Export/local sale - Shut Down/continue Expand/ Contract - Merger and Amalgamations.

SUGGESTED READINGS:

- 1) Corporate Tax Planning and Management: V.P.Gaur, D.B. Narang & Rajeev Puri, Kalyani.
- 2) Corporate Tax Planning & Business Tax Procedures: Vinod K. Singania & Monica Singhania, Taxmann.

Paper : (BCO603) MANAGERIAL ACCOUNTING

Paper: BCO603
PPW: 6 Hrs (5L+1T)
Credits:6

Max. Marks: 80E+20IA
Exam Duration: 3 Hrs

Objective: *to acquire knowledge of Managerial Accounting decision making techniques, preparation of budgets and estimation of working capital.*

UNIT-I: INTRODUCTION:

Managerial Accounting: Features – Objectives – Scope – Functions – Advantages and Limitations – Relationship between Cost, Management and Financial Accounting.

UNIT-II: COST-VOLUME-PROFIT ANALYSIS:

Introduction – Importance – Techniques: Marginal and Break Even Analysis – Break-Even Analysis: Meaning – Assumptions – Importance- Calculation of BEP - Limitations.

UNIT-III: MARGINAL COSTING AND DECISION MAKING:

Marginal Costing: Meaning – Marginal Cost Equation – Difference between Marginal Costing and Absorption Costing – Marginal Costing and Decision Making: Product Decisions – Pricing Decisions - Make or Buy Decisions.

UNIT-IV: BUDGETARY CONTROL:

Budget: Meaning – Objectives — Essentials of Budgets - Budgetary Control - Classification of Budgets-Preparation of Budgets - Advantages and Limitations

UNIT-V: WORKING CAPITAL:

Working Capital: Meaning – Classification – Importance – Objectives –Estimation of Working Capital Requirements- Management of Current Assets.

SUGGESTED READINGS:

1. Introduction to Management Accounting: Charles T, Horngren et al, Pearson
2. Management Accounting: S.P.Gupta
3. Management Accounting: Manmohan &Goyal
4. Management Accounting: Sharma Shashi K. Gupta, Kalyani Publishers
5. Management Accounting: MN Arora, Himalaya
6. Management Accounting: Khan & Jain, Tata McGraw Hill
7. Accounting for Management: SN Maheshwari, Vik

Paper : (BCO604) COMPANY LAW

Paper: BCO604
PPW: 5Hrs
Credits:5

Max. Marks: 80E+20IA
Exam Duration: 3Hrs

Objective: *to understand legal provisions applicable for establishment, management and winding up of companies in India as per Companies Act 2013.*

UNIT-I: INCORPORATION OF COMPANIES:

Company: Meaning and Definition – Characteristics - Classification – Legislation on Companies – Incorporation - Promotion – Registration - Memorandum of Association – Articles of Association – Certificate of Incorporation - Prospectus – Statement in lieu of Prospectus – Commencement of business.

UNIT-II: MANAGEMENT OF COMPANIES:

Director: Qualification - Disqualification - Position - Appointment - Removal – Duties and Liabilities – Loans – Remuneration – Managing Director – Corporate Social Responsibility – Corporate Governance.

UNIT-III: COMPANY SECRETARY:

Company Secretary: Definition – Appointment – Duties – Liabilities – Company Secretary in Practice – Secretarial Audit.

UNIT-IV: COMPANY MEETINGS:

Meeting: Meaning – Requisites - Notice – Proxy - Agenda – Quorum – Resolutions – Minutes – Kinds – Shareholder Meetings - Statutory Meeting - Annual General Body Meeting – Extraordinary General Body Meeting – Board Meetings.

UNIT-V: WINDING UP:

Meaning – Modes of Winding Up –Winding Up by tribunal – Voluntary Winding Up – Compulsory Winding Up – Consequences of Winding Up –Removal of name of the company from Registrar of Companies

SUGGESTED READINGS:

- 1) Company Law: ND Kapoor, Sultan Chand and Co.
- 2) Company Law and Practice: GK Kapoor & Sanjay Dhamija, Taxmann Publication.
- 3) Company Law: Revised as per Companies Act- 2013: KC Garg et al, Kalyani Publication.
- 4) Corporate Law: PPS Gogna, S Chand.
- 5) Company Law: Bagriyal AK: Vikas Publishing House

Paper : (BCO605) FINANCIAL INSTITUTIONS AND MARKETS

Paper: BCO605
PPW: 5Hrs

Max Marks: 80E+20IA
Exam Duration: 3Hrs

Objective: to familiarizewith various Financial Institutions and Markets.

UNIT-I: INTRODUCTION:

Functions of Financial System – Constituents of Indian Financial System – An Overview of Indian Financial System – Role and Functions of Participants in the Financial Market –Factors.

UNIT-II: FINANCIAL INSTITUTIONS: ALL INDIA DEVELOPMENTBANKS:

Role of Financial Institutions in Economic Development – Types of Financial Institutions.

All India Development Banks: Industrial Finance Corporation of India (IFCI) – Industrial Development Bank of India (IDBI) – Industrial Investment Bank of India Limited (IIBIL) – Industrial Reconstruction Bank of India (IRBI) – Small Industries Development Bank of India (SIDBI) – Infrastructure Development Finance Company Limited (IDFC) – ICICI.

UNIT-III: FINANCIAL INSTITUTIONS: STATE LEVEL DEVELOPMENT BANKS:

State Finance Corporations (SFCs): Objectives and Scope - Management – Financial Resources – Functions – Operations – Performance Appraisal and Problems.

State Industrial Development Corporations (SIDCs): Functions – Resources – Operations – Financial Assistance.

UNIT-IV: MONEY MARKET:

Money Market: Definition, Features, Objectives, Importance, Compositions.

Call Money Market: Operations – Transactions and Participants – Advantages and Drawbacks.

Commercial Bills Market: Definition – Types of Bills – Operations in Bill Market– Importance of Bill Market – Discount Market – Acceptance Market – Drawbacks.

Treasury - Types of Treasury Bills – Operations and Participants – Money Market Instruments – Structure of Indian Money Market – Recent Development in the Indian Money Market.

UNIT-V: CAPITAL MARKET:

Capital Market: Meaning, Objectives, Importance, Functions – Structure of the Indian Capital Market – New Issue Market – Instruments – Security Buyer – Methods of Issus – Intermediaries

– Secondary Market – Characteristics and functions of Stock Exchanges – Listing of Securities – Types of Speculators - Stock Exchanges in India – SEBI – Powers and Functions – Primary and Secondary Market Guidelines .

SUGGESTED READINGS:

1. Financial Markets and Services: Gordon and Natarajan, Himalaya.
2. Financial Institutions & Markets: Shashi K Gupta, Nisha Aggarwal and Neeti Gupta, Kalyani
3. Management of Indian Financial Institutions: R.M.Srivastava&Divya Nigam, Himalaya.
4. Financial Services and Markets: Dr.Punithavathy Pandian, Vikas Publishing House Pvt. Ltd.
5. Indian Financial System: Dr. S C Bihari, International Book House Pvt. Ltd.
6. Financial Institutions and Markets: L.M. Bhole, Tata McGraw Hill.
7. Indian Financial Systems: Pathak, Pearson Education.
8. Financial Markets: Clifford Gomez, Institutions and Financial Services, PHI.

Paper : (BCO606) COMMERCE LAB

Paper: BCO606

PPW: 4

Credits:4

Max. Marks: 60E+20L+20IA

Exam Duration: 3 Hrs

Objective: to become familiar with various business documents and acquire practical knowledge, which improve over all skill and talent.

UNIT-I: BASIC BUSINESS DOCUMENTS:

Trade license under Shops and Establishments Act - Labor license from Department of labor - Partnership Deed - Pollution, Health licenses – Quotation - Invoice form and preparation - Computation of simple interest, compound interest and EMI - Way bill used during transport - Debit Note and Credit Note - Audit Report.

UNIT-II: FINANCE, BANKING AND INSURANCE DOCUMENTS:

Promissory Note - Bill of exchange – Cheque - Pay in slip - Withdrawal form - Account opening and Nomination form - Deposit form and Deposit Receipts - Loan application form - Insurance Proposal form and Insurance Policy - ATM Card Application form - Credit appraisal report - Insurance agency application procedure - ESI / PF membership form.

UNIT-III: BUSINESS LEGAL DOCUMENTS:

Memorandum of Association - Articles of Association - Certificate of Incorporation – Prospectus - Certificate of Commencement of Business - Annual Report – Chairman’s Speech - Model bye-laws of some society - Society/ Trust registration form - Complaint in a Consumer forum - Complaint under Right to Information Act.

UNIT-IV: DOCUMENTS OF TAXATION:

PAN application under Income Tax Act - TAN application under Income Tax Act - Form:16 to be issued by Employer - TDS and its certificate u/s15 - Income Tax payment challans and Refund Order - Income Tax Returns including TDS Return - Notices under Income Tax Act - Assessment Order - VAT/TOT Dealer-Application and License - Registration under Service Tax.

UNIT-V: BUSINESS CHARTS:

Elements of business - Forms of business organizations - Procedure of incorporation of companies - Classification of partners with salient features of each of them - International, National, State level and Regional entrepreneurs - Hierarchy of Banking business in India - Tax administration in India - Various taxes imposed in India - Export and import procedure - Purpose and powers of authorities like RBI, SEBI, IRDA, ROC.

COMMERCE LAB FACILITIES:

- i) Provide a commerce lab containing all the documents related to commerce and facilities as, computer, printer, OHP, LCD Projector with sufficient furniture.
- ii) Teachers should practically explain the documents and help in filling the same in the simulated environment.
- iii) Students are required to do the above personally and gain the knowledge of filling the above documents and the same are to be kept in a portfolio.
- iv) At the end of semester, the portfolios would be evaluated by the external examiner by the, from the panel submitted by the Board of Studies in Commerce. The Examiner would evaluate the portfolio for a maximum of 35 marks and conduct viva-voce examination for 20 marks. The award lists duly signed are to be sent to the Controller of Examinations.

Paper: (BCO607) HUMAN RESOURCE MANAGEMENT

Paper: BCO607
PPW: 5 Hrs (4L +1T)
Credits:5

Max. Marks: 80E+20IA
Exam Duration: 3hrs

Objective: *to gain knowledge of basics of Human Resource Management.*

UNIT- I: INTRODUCTION:

HRM: Meaning - Importance - Objectives - Evolution - Elton Mayo's Human Relations Theory- HRM in India: Introduction - Human Relation Movement - Scope of HR in India – Recent trends in HR in India.

UNIT-II: HR PLANNING:

Introduction - Need - Process - System – Responsibilities - Methods.

UNIT-III: RECRUITMENT AND SELECTION:

Introduction - Concept of Recruitment - Factors affecting Recruitment - Sources of Recruitment - Traditional and Modern methods - Recruitment and Selection Policies - Recruitment Practices in India - Private and Public Sector - Concept of Selection – Selection Process.

UNIT-IV:HUMAN RESOURCE DEVELOPMENT:

Training & Development: Introduction - Meaning of training - Importance of training - Training Needs Identification - Types and Techniques of Training - Need and Importance of Management Development - Training Evaluation.

UNIT-V: PERFORMANCE APPRAISAL:

Concept and Need of employee review - Concept of Employee Appraisal - Types of Appraisal Method – Individual Evaluation Methods - Multiple Person Evaluation Methods - 360 Degree Appraisal - MBO.

SUGGESTED READING:

1. Essentials of HRM and Industrial Relations: P. Subba Rao, Himalaya.
2. Human resource Management: Text & Cases: K. Aswathappa, MC-Graw Hill Foundation
3. HRM with Case Study: Shashi K. Gupta, Rosy Joshi, Kalyani Publishers.
4. Personal Management: C. B. Mamoria, Himalaya Publishing House.
5. Human Resource Management: S. S. Khanka, S. Chand
6. Human Resource Management: Seema Sanghil, Vikas Publications
7. Fundamentals of Human Resource Management: Gary Dessler, Biju Varkkey, Pearson
8. Human Recourse Management: Robins P. Stephen, Prentice Hall of India.
9. Personal Management: F. B. Flippo, MacGraw Hill, New Delhi.
10. Human Resource Development: Bhatia &Verma, Deep & Deep Publicat

Paper: (BCO608) TAX PLANNING & MANAGEMENT

Paper: BCO608
PPW: 5 Hrs
Credits: 5

Max. Marks: 80E+20IA
Exam Duration: 3Hrs

Objective: to equip with conceptual and legal knowledge about Tax Planning and Management with reference to various Heads of Income relating to an Individual Assessee.

UNIT-I: INTRODUCTION TO TAX PLANNING:

Meaning of Tax Planning – Tax Avoidance – Tax Evasion – Scope of Tax Planning – Methods of Tax Planning – Tax Management: Meaning – Scope of Tax Management: Under the various heads of Salaries - House Property - Profits and Gains of Business or Profession - Capital Gains.

UNIT-II: TAX PLANNING FOR SALARIES & INCOME FROM HOUSE PROPERTY:

Salaries: Advance of Salary – Commutation of Pension – Change of employment before 5 years service under Recognised Provident Fund – Conversion of unrecognised fund into recognised fund – Tax incidence of Perquisite/allowance – Leave travel concession vs. Leave travel allowance – Gratuity – Savings and Investments – D.A. or D.P. be paid as part of salary – Salary earned outside India – Relief under sec.89 – Repayment of interest on educational Loan – Contribution under Pension Scheme – Medical Expenditure.

House Property: Concessional treatment with respect to one self-occupied house – Availing self-occupancy concession for more than one house – Acquisition of house out of own capital vs. Borrowed capital – Acquisition of Self-occupied House out of Borrowed Capital – Deduction of Municipal taxes on Payment basis – Purchasing of House Property in the Name of Spouse having no income or negligible income – Choosing the best option where more than one House is under Self-occupancy.

UNIT-III: TAX PLANNING FOR PROFIT AND GAINS OF BUSINESS OR PROFESSION AND CAPITAL GAINS:

Business: Business Premises - Own or Lease – Depreciation – Expenditure on Scientific Research – Amortisation of certain preliminary expenses – Expenditure on Advertisement – Investment in capital assets – Compensation for breach of an agreement relating to the purchase of an asset – Expenses on borrowing – Tax audit – Compulsory maintenance of accounts – Payment exceeding Rs. 20,000 to be made by Account Payee Cheque.

Capital Gains: Consideration to be realised before transfer – Transfer of capital asset at a suitable time – Fair Market Value as on 1st April- 1981 to be opted as the cost of acquisition – Concessional Rate of tax – Specific exemption – Forfeiture of exemption – Choice of investment – Sale timings of an asset- held by a minor child – Avoidance of capital gain on the sale of depreciable asset.

UNIT-IV: TAX PLANNING FOR NEW INDUSTRIAL ESTABLISHMENTS AND INVESTMENTS:

Tax planning with reference to New Industrial Establishment – Location - Form - Nature and Capital Structure - Short term loans - Term loans - Public Deposits - Bonus Issues – Dividend.

UNIT-V: TAX PLANNING FOR MANAGERIAL DECISIONS:

Tax considerations arising with regard to specific management decisions: Make/buy - Own/lease - Installment/hire purchase - Retain/replace - Export/local sale - Shut Down/continue Expand/Contract - Merger and Amalgamations.

SUGGESTED READINGS:

- 1) Corporate Tax Planning and Management: V.P.Gaur, D.B. Narang & Rajeev Puri, Kalyani.
- 2) Corporate Tax Planning & Business Tax Procedures: Vinod K. Singania & Monica Singhania, Taxmann.
- 3) Direct Taxes Law & Practice: Vinod K. Singania & Kapil Singania, Taxmann
- 4) Direct Taxes : B.B. Lal, Pearson Publication.

BCO607: WEB TECHNOLOGIES**UNIT-I: INTRODUCTION:**

Art of creating a web site - Markup language (HTML) – Hypertext - Formatting text - Forms & formulating instructions & formulation elements – Commenting code – Anchors - Back grounds – Images - Hyperlinks – Lists –Tables – Frames - Web design principles.

UNIT-II: AN OVER VIEW OF DYNAMIC WEB PAGES & DYNAMIC WEB PAGE:

An over view of dynamic web pages and dynamic web page technologies: Introduction to Dynamic HTML programing -Cascading style sheets(CSS)- Basic syntax and structure -Events handling- Changing Text and Attributes - Dynamically changing style - Text Graphics and placements- Creating multimedia effects with filters and Transactions.

UNIT-III: JAVA SCRIPT:

Introduction - Client side Java script - Server side Java script - Core features - Data types and variables – Operators - Expressions and statements – Functions – Objects – Array - Date and math related objects - Document object model- Event handling.

UNIT-IV:EVENTS AND EVENT HANDLERS:

General information about Events – Event –OnAbort –OnClick - Ondbl click - Ondrag drop – Onerror - Onfocus - Onkey Press – Onkey Up – Onload - Onmouse Down – Onmouse Move - Onmouse Out – Onmouse Over - Onmove - Onrest – Onresize - Onselect - On submit - Onunload.

UNIT-V: EXTENSIBLE MARKUP LANGUAGE (XML):

Introduction- Creating XML Documents- XML style Sheet- Hyperlinksin XML Document Object Model- XML Query Language.

LAB WORK:CREATING A WEBSITE WITH DYNAMIC FUNCTIONALITY USING CLIENT- SIDE AND SERVER SIDE SCRIPTING.

SUGGESTED READINGS:

1. Internet & World Wide Web How to Program: Deitel&Deitel, Pearson.
2. Web programming: Chris Bates.
3. HTML & XML An Introduction NIIT, PHL
4. HTML for the WWW with XHTML & CSS: Wlizabeth Castro, Pearson
5. Internet and Web Technologies: Raj Kamal, McGraw Hill.
6. Web Technology: A Developer's Perspective:Gopalan&Sivaselvan, PHL
7. The Complete Reference PHP: S.Holzner, McGrawHill.
8. Internet Technology and Web Page Design: R.Singh&M.Sonia, Kalyani.
9. Web Programming using PHP and MySQL: A.Babu, K.Meena&Sivakumar, HPH.
10. Web Technology and Design by Xavier, New Age International Pub.

BCO608: RELATIONAL DATABASE MANAGEMENT SYSTEMS

UNIT-I: BASIC CONCEPTS:

Database Management System - File based system - Advantages of DBMS over file based system - Database Approach - Logical DBMS Architecture - Three level architecture of DBMS or logical DBMS architecture - Need for three level architecture - Physical DBMS Architecture - Database Administrator (DBA) Functions & Role - Data files indices and Data Dictionary - Types of Database. Relational and ER Models: Data Models - Relational Model - Domains - Tuple and Relation - Super keys - Candidate keys - Primary keys and foreign key for the Relations - Relational Constraints - Domain Constraint - Key Constraint - Integrity Constraint - Update Operations and Dealing with Constraint Violations - Relational Operations - Entity Relationship (ER) Model - Entities - Attributes - Relationships - More about Entities and Relationships - Defining Relationship for College Database - E-R Diagram - Conversion of E-R Diagram to Relational Database.

UNIT-II: DATABASE INTEGRITY AND NORMALISATION:

Relational Database Integrity - The Keys - Referential Integrity - Entity Integrity - Redundancy and Associated Problems - Single Valued Dependencies - Normalisation - Rules of Data Normalisation - The First Normal Form - The Second Normal Form - The Third Normal Form - Boyce Codd Normal Form - Attribute Preservation - Lossless-join Decomposition - Dependency Preservation. File Organisation :Physical Database Design Issues - Storage of Database on Hard Disks - File Organisation and Its Types - Heap files (Unordered files) - Sequential File Organisation - Indexed (Indexed Sequential) File Organisation - Hashed File Organisation - Types of Indexes - Index and Tree Structure - Multi-key File Organisation - Need for Multiple Access Paths - Multi-list File Organisation - Inverted File Organisation.

UNIT-III: STRUCTURES QUERY LANGUAGE (SQL):

Meaning - SQL commands - Data Definition Language - Data Manipulation Language - Data Control Language - Transaction Control Language - Queries using Order by - Where - Group by - Nested Queries. Joins - Views - Sequences - Indexes and Synonyms - Table Handling.

UNIT-IV : TRANSACTIONS AND CONCURRENCY MANAGEMENT:

Transactions - Concurrent Transactions - Locking Protocol - Serialisable Schedules - Locks Two Phase Locking (2PL) - Deadlock and its Prevention - Optimistic Concurrency Control.

Database Recovery and Security: Database Recovery meaning - Kinds of failures - Failure controlling methods - Database errors - Backup & Recovery Techniques - Security & Integrity - Database Security - Authorization.

UNIT-V: DISTRIBUTED AND CLIENT SERVER DATABASES:

Need for Distributed Database Systems - Structure of Distributed Database - Advantages and Disadvantages of DDBMS - Advantages of Data Distribution - Disadvantages of Data Distribution - Data Replication - Data Fragmentation. Client Server Databases: Emergence of Client Server Architecture - Need for Client Server Computing - Structure of Client Server Systems & its advantages.

Faculty of Commerce & Business Management, Kakatiya University, Warangal.

B.Com.

(Computer Applications)

(CBCS)



FACULTY OF COMMERCE & BUSINESS MANAGEMENT
KAKATIYA UNIVERSITY
Vidyaranyapuri, Warangal

2019-2020

B.COM (Computer Applications)

CBCS COURSE STRUCTURE

Sl.No.	Code	Course Title	HPW	Credits	Exam Hrs	Marks
(1)	(2)	(3)	(5)	(6)	(7)	(8)
I Year I Semester						
1.	ELS1	English (First Language)	4	4		
2.	SLS1	Second Language	4	4		
3.	AECC1	a)Environmental Science/ b)Basic Computer Skills	2	2	1 ½ hrs	40U+10I
4.	DSC101	Financial Accounting-I	5	5	3 hrs	80U+20I
5.	DSC102	Business Organization and Management	5	5	3 hrs	80U+20I
6.	DSC103	Fundamentals of Information Technology	3T+4P	5	1 ½ hrs	50T+35P+15I
Total			27	25		
I Year II Semester						
7.	ELS2	English (First Language)	4	4		
8.	SLS2	Second Language	4	4		
9.	AECC2	a)Basic Computer Skills/ b)Environmental Science	2	2	1 ½ hrs	40U+10I
10.	DSC201	Financial Accounting-II	5	5	3 hrs	80U+20I
11.	DSC202	Business Laws	5	5	3 hrs	80U+20I
12.	DSC203	Programming with C & C++	3T+4P	5	1 ½ hrs	50T+35P+15I
Total			27	25		
II Year I Semester						
13.	ELS3	English (First Language)	3	3		
14.	SLS3	Second Language	3	3		
15.	SEC1	a)Principles of Insurance/ b)Foundation of Digital Marketing/ c)Fundamentals of Business Analytics	2	2	1 ½ hrs	40U+10I
16.	SEC2	a)Practice of Life Insurance/ b)Web Design & Analytics/ c)Application of Business Analytics	2	2	1 ½ hrs	40U+10I
17.	DSC301	Advanced Accounting	5	5	3 hrs	80U+20I
18.	DSC302	Business Statistics-I	5	5	3 hrs	80U+20I
19.	DSC303	Relational Database Management System	3T+4P	5	1 ½ hrs	50T+35P+15I
Total			27	25		

Faculty of Commerce & Business Management, Kakatiya University, Warangal.

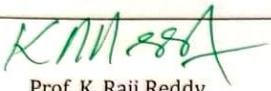
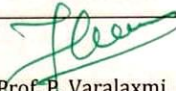
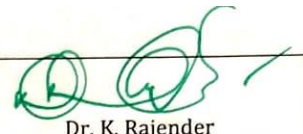
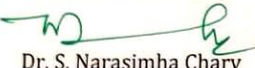


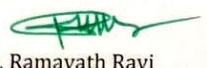
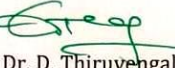

II Year II Semester						
20.	ELS4	English (First Language)	3	3		
21.	SLS4	Second Language	3	3		
22.	SEC3	a)Practice of General Insurance/ b)Social Media Marketing c)Business Intelligence	2	2	1 ½ hrs	40U+10I
23.	SEC4	a)Regulation of Insurance Business/ b)Search Engine Optimization & Online Advertising c)Data Visualisation & Storytelling	2	2	1 ½ hrs	40U+10I
24.	DSC401	Income Tax/Excel Foundation	5	5	3 hrs	80U+20I
25.	DSC402	Business Statistics-II	5	5	3 hrs	80U+20I
26.	DSC403	Web Technologies	3T+4P	5	1 ½ hrs	50T+35P+ 15I
		Total	27	25		
III Year I Semester						
27.	ELS5	English (First Language)	3	3		
28.	SLS5	Second Language	3	3		
29.	GE	a)Business Economics / b) Advanced Aspects of Income Tax	4	4	3 hrs	80U+20I
30.	DSE501	a) Cost Accounting/ b) Financial Planning & Performance/ c) International Financial Reporting-I	5	5	3 hrs	80U+20I
31.	DSE502	a) Computerized Accounting/ b) Financial Decision Making-I/ c) International Tax &Regulation	3T+4P/ 5	5	3 hrs	50T+35P+ 15I/ 80U+20I
32.	DSE503	a) Management Information Systems/ b) Ecommerce/c) Mobile Applications	3T+4P	5	1 ½ hrs	50T+35P+ 15I
		Total	29/27	25		
III Year II Semester						
33.	ELS6	English (First Language)	3	3		
34.	SLS6	Second Language	3	3		
35.	PR	Research Methodology and Project Report	2T+4R	4	1 ½ hrs	40U+10I 35R+15VV
36.	DSE601	a) Cost Control and Management Accounting/ b) Financial control/ c) International Financial Reporting-II	5	5	3 hrs	80U+20I
37.	DSE602	a) Theory and Practice of GST/ b) Financial Decision Making-II / c) International Auditing	3T+4P/ 5	5	3 hrs	50T+35P+ 15I/ 80U+20I
38.	DSE603	a) Multimedia Systems/ b) Cyber Security/c) Data Analytics	3T+4P	5	1 ½ hrs	50T+35P+ 15I
		Total	31/29	25		
		GRAND TOTAL	168/164	150		

ELS: English Language Skill; **SLS:** Second Language Skill; **AEC:** Ability Enhancement Compulsory Course; **SEC:** Skill Enhancement Course; **DSC:** Discipline Specific Course; **DSE:** Discipline Specific Elective; **GE:** Generic Elective; **T:** Theory; **P:** Practical; **I:** Internal Exam **U:** University Exam; **PR:** Project Report; **VV:** Viva- Voce Examination.

Note: If a student should opt for "a" in SEC in III semester, the student has to opt for "a" only in IV semester and so is the case with "b" and "c". In the case of DSE also the rule applies.

SUMMARY OF CREDITS

Sl. No.	Course Category	No. of Courses	Credits Per Course	Credits
1	English Language	6	4/3	20
2	Second Language	6	4/3	20
3	AECC	2	2	4
4	SEC	4	2	8
5	GE	1	4	4
6	Project Report	1	4	4
7	DSC	12	5	60
8	DSE	6	5	30
	TOTAL	40		150
	Commerce	24		106
CREDITS UNDER NON-CGPA		NSS/NCC/Sports/ Extra Curricular	Up to 6 (2 in each year)	
		Summer Internship	Up to 4 (2 in each after I & II years)	

 Prof. K. Raji Reddy	 Prof. P. Varalaxmi	 Dr. K. Rajender
 Dr. S. Narasimha Chary	 Mr. M. Somaiah	 Dr. S. Narayana Swamy
 Dr. Ramavath Ravi	 Dr. D. Thiruvengala Chary	 Dr. G. Shashidhar Rao

Paper DSC 101: FINANCIAL ACCOUNTING – I

Objective: To acquire conceptual knowledge of basics of Accounting and preparation of final accounts of sole trader.

UNIT-I: ACCOUNTING PROCESS:

Financial Accounting: Introduction – Definition – Evolution – Functions - Advantages and Limitations – Users of Accounting Information - Branches of Accounting – Accounting Principles: Concepts and Conventions - Accounting Standards – Meaning – Importance – List of Accounting Standards issued by ASB - Accounting System - Types of Accounts – Accounting Cycle – Journal - Ledger and Trial Balance (Including problems)

UNIT-II: SUBSIDIARY BOOKS:

Meaning –Types: Purchases Book - Purchases Returns Book - Sales Book - Sales Returns Book - Bills Receivable Book - Bills Payable Book – Cash Book: Single Column, Two Column, Three Column and Petty Cash Book - Journal Proper (Including problems)

UNIT-III: BANK RECONCILIATION STATEMENT:

Meaning - Need - Reasons for differences between cash book and pass book balances – Favourable and over draft balances – Ascertainment of correct cash book balance (Amended Cash Book) - Preparation of Bank Reconciliation Statement (Including problems)

UNIT-IV: RECTIFICATION OF ERRORS AND DEPRECIATION:

Capital and Revenue Expenditure – Capital and Revenue Receipts: Meaning and Differences - Differed Revenue Expenditure. Errors and their Rectification: Types of Errors - Suspense Account – Effect of Errors on Profit (Including problems)

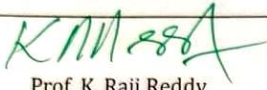
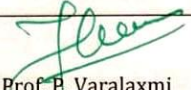
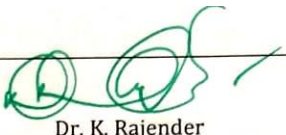



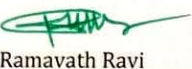
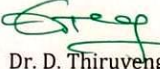
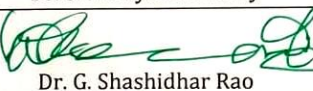
Depreciation (AS-6): Meaning – Causes – Difference between Depreciation, Amortization and Depletion - Objectives of providing for depreciation – Factors affecting depreciation – Accounting Treatment – Methods of depreciation: Straight Line Method - Diminishing Balance Method (Including problems)

UNIT-V: FINAL ACCOUNTS:

Final Accounts of Sole Trader: Meaning - Uses - Preparation of Manufacturing, Trading and Profit & Loss Account and Balance Sheet – Adjustments – Closing Entries (Including problems)

SUGGESTED READINGS:

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Company.
2. Principles & Practice of Accounting: R.L.Gupta&V.K.Gupta, Sultan Chand.
3. Accountancy-I: S.P. Jain & K.L Narang, Kalyani Publishers.
4. Accountancy-I: Tulasian, Tata McGraw Hill Co.
5. Advanced Accountancy-I: S.N.Maheshwari& V.L.Maheswari, Vikas.
6. Financial Accounting: Jawahar Lal, Himalaya Publishing House.

 Prof. K. Raji Reddy	 Prof. P. Varalaxmi	 Dr. K. Rajender
 Dr. S. Narasimha Chary	 Mr. M. Somaiah	 Dr. S. Narayana Swamy
 Dr. Ramavath Ravi	 Dr. D. Thiruvengala Chary	 Dr. G. Shashidhar Rao

Paper DSC 102: BUSINESS ORGANISATION AND MANAGEMENT

Objective: To acquaint the students with the basics of Commerce and Business concepts and functions, forms of Business Organization and functions of Management.

UNIT-I: INTRODUCTION AND FORMS OF BUSINESS ORGANISATIONS:

Concepts of Business, Trade, Industry and Commerce - Objectives and Functions of Business - Social Responsibility of a Business - Forms of Business Organization - Meaning, Characteristics, Advantages and Disadvantages of Sole Proprietorship - Meaning, Characteristics, Advantages and Disadvantages of Partnership - Kinds of Partners - Partnership Deed - Concept of Limited Liability Partnership - Meaning, Characteristics, Advantages and Disadvantages of Hindu Undivided Family - Meaning, Advantages and Disadvantages of Co-Operative Organization

UNIT-II: JOINT STOCK COMPANY:

Joint Stock Company - Meaning - Definition - Characteristics - Advantages and Disadvantages - Kinds of Companies - Promotion - Stages of Promotion - Promoter - Characteristics - Kinds - Preparation of Important Documents - Memorandum of Association - Clauses - Articles of Association - Contents - Prospectus - Contents - Red herring Prospectus- Statement in lieu of Prospectus (As per Companies Act, 2013)

UNIT-III: INTRODUCTION TO FUNCTIONS OF MANAGEMENT:

Management - Meaning - Characteristics - Functions of Management - Levels of Management - Skills of Management- Scientific Management - Meaning - Definition - Objectives - Criticism - Fayol's 14 Principles of Management

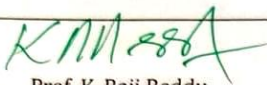
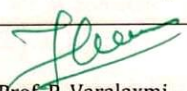

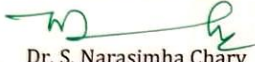



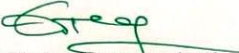
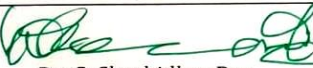
UNIT-IV: PLANNING AND ORGANISING: Meaning - Definition - Characteristics - Types of Plans - Advantages and Disadvantages - Approaches to Planning - Management by Objectives (MBO) - Steps in MBO - Benefits - Weaknesses - Definition of Organizing - Organization - Process of Organizing - Principles of Organization - Formal and Informal Organizations - Line, Staff Organizations - Line and Staff Conflicts - Functional Organization - Span of Management - Meaning - Determining Span - Factors influencing the Span of Supervision

UNIT-V: AUTHORITY, COORDINATION AND CONTROL:

Meaning of Authority, Power, responsibility and accountability - Delegation of Authority - Decentralization of Authority - Definition, importance, process, and principles of Coordination - techniques of Effective Coordination - Control - Meaning - Definition - Relationship between planning and control - Steps in Control - Types (post, current and pre-control) - Requirements for effective control

SUGGESTED READINGS:

1. Business Organization & Management: Sharma Shashi K. Gupta, Kalyani Publishers
2. Business Organisation & Management: Patrick Anthony, Himalaya Publishing House
3. Business Organization & Management: Dr. Manish Gupta, PBP.
4. Modern Business Organization: S.A. Sherlekar, V.S. Sherlekar, Himalaya Publishing House
5. Business Organization & Management: C.R. Basu, Tata McGraw Hill
6. Organizational Behaviour Text & Cases: V.S.P. Rao, Himalaya Publishing House
7. Business Organization & Management: Uma Shekaram, Tata McGraw Hill
8. Business Organization & Management: Niranjan Reddy & Surya Prakash, Vaagdevi publishers
9. Business Organisation and Management, Dr. NeeruVasith, Tax Mann Publications.

 Prof. K. Raji Reddy	 Prof. P. Varalaxmi	 Dr. K. Rajender
 Dr. S. Narasimha Chary	 Mr. M. Somaiah	 Dr. S. Narayana Swamy
 Dr. Ramavath Ravi	 Dr. D. Thiruvengala Chary	 Dr. G. Shashidhar Rao

Paper DSC 103: FUNDAMENTALS OF INFORMATION TECHNOLOGY

Hours Per Week: 6 (4T+2P)

Credits: 5

Exam Hours: 1 ½

Marks: 50U+35P+15I

Objective: To understand the basic concepts and terminology of information technology and to identify issues related to information security.

UNIT-I: INTRODUCTION TO COMPUTERS:

Introduction, Definition, Characteristics of computer, Evolution of Computer, Block Diagram of a computer, Generations of Computer, Classification Of Computers, Applications of Computer, Capabilities and limitations of computer.

Role of I/O devices in a computer system. **Input Units:** Keyboard, Terminals and its types. Pointing Devices, Scanners and its types, Voice Recognition Systems, Vision Input System, Touch Screen, **Output Units:** Monitors and its types. Printers: Impact Printers and its types. Non-Impact Printers and its types, Plotters, types of plotters, Sound cards, Speakers.

UNIT -II: COMPUTER ARITHMETIC & STORAGE FUNDAMENTALS:

Binary, Binary Arithmetic, Number System: Positional & Non Positional, Binary, Octal, Decimal, Hexadecimal, Converting from one number system to another.

Primary Vs Secondary Storage, Data storage & retrieval methods. **Primary Storage:** RAM ROM, PROM, EPROM, EEPROM. **Secondary Storage:** Magnetic Tapes, Magnetic Disks.

Cartridge tape, hard disks, Floppy disks Optical Disks, Compact Disks, Zip Drive, Flash Drives.

UNIT-III: SOFTWARE:

Software and its needs, Types of S/W. **System Software:** Operating System, Utility Programs - Programming Language: Machine Language, Assembly Language, High Level Language their advantages & disadvantages. **Application S/W** and its types: Word Processing, Spread Sheets Presentation, Graphics, DBMS s/w.

UNIT-IV: OPERATING SYSTEM:

Functions, Measuring System Performance, Assemblers, Compilers and Interpreters.

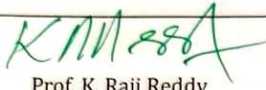
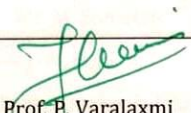
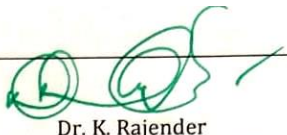



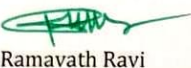
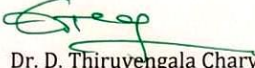
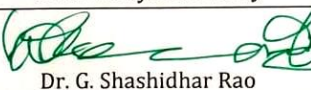
Batch Processing, Multiprogramming, Multi Tasking, Multiprocessing, Time Sharing, DOS, Windows, Unix/Linux.

UNIT-V: DATA COMMUNICATION:

Data, Communication, Basic Networking Devices, Communication Process, Data Transmission speed, Communication Types (modes), Data Transmission Medias, Modem and its working, characteristics, Types of Networks, LAN Topologies, Computer Protocols, Concepts relating to networking.

SUGGESTED READINGS:

Computer Fundamentals : P.K.Sinha

 Prof. K. Raji Reddy	 Prof. P. Varalaxmi	 Dr. K. Rajender
 Dr. S. Narasimha Chary	 Mr. M. Somaiah	 Dr. S. Narayana Swamy
 Dr. Ramavath Ravi	 Dr. D. Thiruvengala Chary	 Dr. G. Shashidhar Rao

DEPARTMENT OF COMMERCE&BUSINESS MANAGEMENT SR&BGNR GASC (A): KHAMMAM

B.Com. (Business Analytics)

Syllabus (CBCS)

(w.e.f. 2020–2021)



**DEPARTMENT OF COMMERCE & BUSINESS MANAGEMENT
SR & BGNR GOVERNMENT ARTS&SCIENCE COLLEGE(A)
KHAMMAM**

2019-2020

B.COM (Business Analytics)
CBCS COURSE
STRUCTURE

<i>Sl.No.</i>	<i>Code</i>	<i>Course Title</i>	<i>HPW</i>	<i>Credits</i>	<i>Exam Hrs</i>	<i>Marks</i>
(1)	(2)	(3)	(5)	(6)	(7)	(8)
SEMESTER – I						
1.	ELS1	English (First Language)	4	4		
2.	SLS1	Second Language	4	4		
3.	AECC1	a) Environmental Science/ b) Basic Computer Skills	2	2		
4.	DSC101	Financial Accounting-I	5	5	3 hrs	80E+20I
5.	DSC102	Business Organization and Management	5	5	3 hrs	80E+20I
6.	DSC103	Data-driven Decision Making	5	5	3 hrs	80E+20I
Total			25	25		
SEMESTER – II						
7.	ELS2	English (First Language)	4	4		
8.	SLS2	Second Language	4	4		
9.	AECC2	a) Basic Computer Skills/ b) Environmental Science	2	2		
10.	DSC201	Financial Accounting-II	5	5	3 hrs	80E+20I
11.	DSC202	Business Laws	5	5	3 hrs	80E+20I
12.	DSC203	Data Analytics Essentials	5	5	3 hrs	80E+20I
Total			25	25		
SEMESTER – III						
13.	ELS3	English (First Language)	3	3		
14.	SLS3	Second Language	3	3		
15.	SEC1	a) Principles of Insurance/ b) Foundation of Digital Marketing/ c) Fundamentals of Business Analytics	2	2	1 ½ hrs	40E+10I
16.	SEC2	a) Practice of Life Insurance/ b) Web Design & Analytics/ c) Application of Business Analytics	2	2	1 ½ hrs	40E+10I
17.	DSC301	Advanced Accounting	5	5	3 hrs	80E+20I
18.	DSC302	Business Statistics-I	5	5	3 hrs	80E+20I
19.	DSC303	Data Analytics Modeling	5	5	3 hrs	80E+20I
Total			25	25		
SEMESTER – IV						
20.	ELS4	English (First Language)	3	3		
21.	SLS4	Second Language	3	3		
22.	SEC3	a) Practice of General Insurance/ b) Social Media Marketing c) Business Intelligence	2	2	1 ½ hrs	40E+10I
23.	SEC4	a)Regulation of Insurance Business/ b)Search Engine Optimization & Online Advertising c)Data Visualisation &Storytelling	2	2	1 ½ hrs	40E+10I
24.	DSC401	Income Tax/Excel Foundation	5	5	3 hrs	80E+20I
25.	DSC402	Business Statistics-II	5	5	3 hrs	80E+20I
26.	DSC403	Forecasting & Predictive Analytics	5	5	3 hrs	80E+20I
Total			25	25		

DEPARTMENT OF COMMERCE&BUSINESS MANAGEMENT SR&BGNR GASC (A): KHAMMAM

SEMESTER – V						
27.	ELS5	English (First Language)	3	3		
28.	SLS5	Second Language	3	3		
29.	GE	a) Business Economics/ b) Advanced Aspects of Income Tax	4	4	3 hrs	80E+20I
30.	DSE501	a) Cost Accounting/ b) Financial Planning & Performance/ c) International Financial Reporting-I	5	5	3 hrs	80E+20I
31.	DSE502	a) Computerized Accounting/ b) Financial Decision Making-I/ c) International Tax & Regulation	3T+4P/5	5	3 hrs	50T+35P + 15I/ 80E+20I
32.	DSE503	a) Advanced Data Visualization/ b) Advanced Corporate Accounting/ c) Financial Management	5	5	3 hrs	80E+20I
		Total	27/25	25		
SEMESTER – VI						
33.	ELS6	English (First Language)	3	3		
34.	SLS6	Second Language	3	3		
35.	PR	Research Methodology and Project Report	2T+4R	4	1 ½ hrs	40E+10I 35R+15VV
36.	DSE601	a) Cost Control and Management Accounting/ b) Financial control/ c) International Financial Reporting-II	5	5	3 hrs	80E+20I
37.	DSE602	a) Theory and Practice of GST/ b) Financial Decision Making-II / c) International Auditing	3T+4P/5	5	3 hrs	50T+35P + 15I/ 80E+20I
38.	DSE603	a) Business Applications of Emerging Technologies/ b) Corporate Governance/ c) Investment management	5	5	3 hrs	80E+20I
		Total	29/27	25		
		GRAND TOTAL	156/152	150		

ELS: English Language Skill; **SLS:** Second Language Skill; **AEC:** Ability Enhancement Compulsory Course; **SEC:** Skill Enhancement Course; **DSC:** Discipline Specific Course; **DSE:** Discipline Specific Elective; **GE:** Generic Elective; **T:** Theory; **P:** Practical; **I:** Internal Exam **E:** External Exam; **PR:** Project Report; **VV:** Viva-Voce Examination.

Note: If a student should opt for “a” in SEC in III semester, the student has to opt for “a” only in IV semester and sSo is the case with “b” and “c”. In the case of DSE also the rule applies.

SUMMARY OF CREDITS

Sl. No.	Course Category	No. of Courses	Credits Per Course	Credits
1	English Language	6	4/3	20
2	Modern Language	6	4/3	20
3	AEC	2	2	4
4	SEC	4	2	8
5	GE	1	4	4
6	Project Report	1	4	4
7	DSC	12	5	60
8	DSE	6	5	30
	TOTAL	38		150
	Commerce	24		106
CREDITS UNDER NON-CGPA		NSS/NCC/Sports/Extra Curricular	Up to 6 (2 in each year)	
		Summer Internship	Up to 4 (2 in each after I & II years)	

Paper DSC 101: FINANCIAL ACCOUNTING - I

Objective: to acquire conceptual knowledge of basics of accounting and preparation of final accounts of sole trader.

UNIT-I: ACCOUNTING PROCESS:

Financial Accounting: Introduction – Definition – Evolution – Functions-Advantages and Limitations –Users of Accounting Information- Branches of Accounting – Accounting Principles: Concepts and Conventions- Accounting Standards– Meaning – Importance – List of Accounting Standards issued by ASB – Accounting System- Types of Accounts – Accounting Cycle- Journal- Ledger and Trial Balance. (Including problems)

UNIT-II: SUBSIDIARY BOOKS:

Meaning –Types - Purchases Book - Purchases Returns Book - Sales Book - - Sales Returns Book - Bills Receivable Book - Bills Payable Book – Cash Book - Single Column, Two Column, Three Column and Petty Cash Book - Journal Proper.(Including problems)

UNIT-III: BANK RECONCILIATION STATEMENT:

Meaning – Need - Reasons for differences between cash book and pass book balances – Favourable and over draft balances – Ascertainment of correct cash book balance (Amended Cash Book) - Preparation of Bank Reconciliation Statement. (Including problems)

UNIT-IV: RECTIFICATION OF ERRORS AND DEPRECIATION:

Capital and Revenue Expenditure – Capital and Revenue Receipts: Meaning and Differences - Differed Revenue Expenditure. Errors and their Rectification: Types of Errors - Suspense Account – Effect of Errors on Profit. (Including problems)

Depreciation (AS-6): Meaning – Causes – Difference between Depreciation, Amortization and Depletion - Objectives of providing for depreciation – Factors affecting depreciation – Accounting Treatment – Methods of depreciation: Straight Line Method - Diminishing Balance Method (Including problems)

UNIT-V: FINAL ACCOUNTS:

Final Accounts of Sole Trader: Meaning -Uses -Preparation of Manufacturing, Trading and Profit & Loss Account and Balance Sheet – Adjustments – Closing Entries.(Including problems)

SUGGESTED READINGS:

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Company.
2. Principles & Practice of Accounting: R.L.Gupta&V.K.Gupta, Sultan Chand.
3. Accountancy-I: S.P. Jain & K.L Narang, Kalyani Publishers.
4. Accountancy–I: Tulasian, Tata McGraw Hill Co.
5. Introduction to Accountancy: T.S.Grewal, S.Chand and Co.
6. Advanced Accountancy-I: S.N.Maheshwari& V.L.Maheswari, Vikas.
7. Fundamentals of Financial Accounting: Deepak Sehgil, Tax Mann Publication.
8. Financial Accounting: Jawahar Lal, Himalaya Publishing House.

Paper DSC 102: BUSINESS ORGANISATION AND MANAGEMENT

Objective: *To acquaint the students with the basics of Commerce and Business concepts and functions, forms of Business Organization and functions of Management.*

UNIT-I: INTRODUCTION AND FORMS OF BUSINESS ORGANISATIONS:

Concepts of Business, Trade, Industry and Commerce - Objectives and functions of Business –Social Responsibility of a business - Forms of Business Organization - Meaning, Characteristics, Advantages and Disadvantages of Sole Proprietorship – Meaning, Characteristics, Advantages and Disadvantages of Partnership - Kinds of Partners - Partnership Deed -Concept of Limited liability partnership – Meaning, Characteristics, Advantages and Disadvantages of Hindu Undivided Family – Meaning, Advantages and Disadvantages of Co-Operative Organization.

UNIT-II: JOINT STOCK COMPANY:

Joint Stock Company - Meaning - Definition - Characteristics - Advantages and Disadvantages - Kinds of Companies - Promotion - Stages of Promotion - Promoter - Characteristics - Kinds - Preparation of Important Documents - Memorandum of Association - Clauses - Articles of Association - Contents – Prospectus - Contents – Red herring Prospectus- Statement in lieu of Prospectus (As per Companies Act. 2013).

UNIT-III: INTRODUCTION TO FUNCTIONS OF MANAGEMENT:

Management - Meaning - Characteristics - Functions of Management - Levels of Management – Skills of Management- Scientific Management - Meaning - Definition - Objectives - Criticism – Fayol’s 14 Principles of Management .

UNIT-IV: PLANNING AND ORGANISING: Meaning - Definition - Characteristics - Types of Plans - Advantages and Disadvantages – Approaches to Planning - Management by Objectives (MBO) - Steps in MBO - Benefits –Weaknesses—Definition of Organizing-Organization-Process of Organizing - Principles of Organization - Formal and Informal Organizations - Line, Staff Organizations - Line and Staff Conflicts - Functional Organization - Span of Management - Meaning - Determining Span - Factors influencing the Span of Supervision.

UNIT-V: AUTHORITY, COORDINATION AND CONTROL:

Meaning of Authority, Power, responsibility and accountability - Delegation of Authority - Decentralization of Authority - Definition, importance, process, and principles of Coordination-techniques of Effective Coordination - Control - Meaning - Definition – Relationship between planning and control -Steps in Control – Types (post, current and pre-control) - Requirements for effective control.

SUGGESTED READINGS:

1. Business Organization & Management: Sharma Shashi K. Gupta, Kalyani Publishers
2. Business Organisation& Management: Patrick Anthony, Himalaya Publishing House
3. Business Organization & Management: Dr. Manish Gupta, PBP.
4. Organization & Management: R. D. Agarwal, McGraw Hill.
5. Modern Business Organization: S.A. Sherlekar, V.S. Sherlekar, Himalaya Publishing House
6. Business Organization & Management: C.R. Basu, Tata McGraw Hill
7. Business Organization & Management: M.C. Shukla S. Chand,
8. Business Organisation and Management: D.S. Vittal, S. Chand
9. Organizational Behaviour Text & Cases: V.S.P. Rao, Himalaya Publishing House
10. Business Organization & Management: Uma Shekaram, Tata McGraw Hill
11. Business Organization & Management: Niranjan Reddy & Surya Prakash, Vaagdevi publishers
12. Business Organisation and Management, Dr. NeeruVasith, Tax Mann Publications.

Paper DSC 103: DATA-DRIVEN DECISION MAKING

Objective: *To make students to learn data-driven decision making.*

UNIT I: DISRUPTION:

Challenges: Identify hurdles to becoming a data-driven organization - Opportunities: Analyze data practices in the organization - Identify how data can benefit the organization - Distinguish how to be a proactive data practitioner

UNIT II: BUSINESS ANALYTICS PRE-REQUISITES:

Business Analysis Principles: Identify the categories of analytical people - Distinguish and define roles and responsibilities of professionals in data analysis - Data Driven Decision Making: Identify cultural barriers - Distinguish solutions to cultural and cross-functional barriers - Identify six steps of the data-driven decision-making model.

UNIT III: BUSINESS ANALYTICS ECOSYSTEM:

Relational Databases: Nature of relational databases - Purpose of the SQL language - Key aspects of ACID - Meaning of ETL - Not Only SQL: Big data and other data storage tools - Interacting with MongoDB - Document stores and graph stores - Big Data: Key functions of big data technologies - Utility of Hadoop - Purpose of MapReduce - Statistical Tool, Machine Learning, and Data Visualization: Tools for statistical analysis - Python and R - Purpose of machine learning - Visualization tools.

UNIT IV: DATA LIFECYCLE MANAGEMENT:

Data Life Cycle: Identify the stages in the data life cycle - Data in the organization: Distinguish between ways that data enters the organization - Identify the forms data takes as it is stored and used within the organization.

UNIT V: REQUIREMENTS GATHERING:

Requirements gathering process: Analyze why requirement gathering process is critical to proper analysis - 3 V's of data: Distinguish between the ways data is consumed (the three V's of data) - Customer journey map: Understand how requirement gathering fits with the development of a customer journey map - Distinguish between the stages of the customer journey map

SUGGESTED READINGS:

1. Data Analysis Fundamentals Certificate; AICPA
2. Fundamentals of Business Analytics, 2nd Edition; R N Prasad, Seema Acharya; Wiley
3. Business Analysis with Microsoft Excel and Power BI, 5th edition; Conrad G. Carlberg; Pearson
4. Monetizing Your Data: A Guide to Turning Data into Profit-Driving Strategies and Solutions; Andrew Roman Wells, Kathy Williams Chiang; Wiley
5. AI and Analytics, Accelerating Business Decisions; Sameer Dhanrajani; Wiley
6. Data Analytics with R; Bharti Motwani; Wiley.

Paper DSC 201: FINANCIAL ACCOUNTING-II

Objective: to acquire accounting knowledge of bills of exchange and other business accounting methods.

UNIT-I: BILLS OF EXCHANGE:

Bills of Exchange - Definition- Distinction between Promissory note and Bills of exchange- Accounting treatment of Trade bills: Books of Drawer and Acceptor- Honour and Dishonour of Bills- Renewal of bills- Retiring of bills under rebate- Accommodation bills.(Including problems)

UNIT-II: CONSIGNMENT ACCOUNTS:

Consignment – Meaning – Features– Proforma invoice - Account sales – Del credere commission-Accounting treatment in the books of the consignor and the consignee - Valuation of consignment stock –Treatment of Normal and abnormal Loss - Invoice of goods at a price higher than the cost price. (Including problems)

UNIT-III: JOINT VENTURE ACCOUNTS:

Joint Venture – Meaning –Features-Difference between Joint Venture and Consignment-Accounting Procedure-Methods of Keeping Records for Joint Venture Accounts-Method of Recording in co-ventures books-Separate Set of Books Method- Joint Bank Account-Memorandum Joint Venture Account (Including problems)

UNIT-IV: ACCOUNTS FROM INCOMPLETE RECORDS:

Single Entry System – Meaning -Features–Difference between Single Entry and Double Entry systems -Defects in Single Entry System - Books and accounts maintained - Ascertainment of Profit - Statement of Affairs and Conversion method (Including problems)

UNIT-V: ACCOUNTING FOR NON-PROFIT ORGANIZATIONS:

Non- Profit Organization – Meaning – Features – Receipts and Payments Account – Income and Expenditure Account – Balance Sheet(Including problems)

SUGGESTED READINGS:

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Co.
2. Principles and Practice of Accounting: R.L. Gupta & V.K. Gupta,Sultan Chand & Sons.
3. Accountancy–I: Tulasian, Tata McGraw Hill Co.
4. Accountancy–I: S.P. Jain & K.L Narang, Kalyani.
5. Advanced Accountancy-I: S.N.Maheshwari&V.L.Maheswari, Vikas.
6. Advanced Accountancy: M Shrinivas& K Sreelatha Reddy, Himalaya Publishers.
7. Financial Accounting: M.N Arora, Tax Mann Publications.

Paper DSC 202: BUSINESS LAWS

Objective: to understand basics of contract act, sales of goods act, IPRs and legal provisions applicable for establishment, management and winding up of companies in India.

UNIT-I: INDIAN CONTRACT ACT:

Agreement and contract - Essentials of a valid contract - Types of contracts - Offer and Acceptance - Essentials of valid offer and acceptance - Communication and revocation of offer and acceptance – Consideration definition - Essentials of valid consideration -Modes of Discharge of a contract - Performance of Contracts - Breach of Contract - Remedies for Breach - Significance of Information Technology Act.

UNIT-II: SALE OF GOODS ACT AND CONSUMER PROTECTION ACT:

Contract of Sale: Essentials of Valid Sale - Sale and Agreement to Sell – Definition and Types of Goods - Conditions and Warranties - Caveat Emptor - Exceptions - Unpaid Seller - Rights of Unpaid Seller. Consumer Protection Act 1986: Definitions of Consumer – Person – Goods - Service -Consumer Dispute - Consumer Protection Councils - Consumer Dispute Redressal Agencies - Appeals.

UNIT-III: INTELLECTUAL PROPERTY RIGHTS:

Trade Marks: Definition - Registration of Trade Marks - Patents: Definition - Kinds of Patents - Transfer of the Patent Rights - Rights of the Patentee - Copy Rights: Definition -- Rights of the Copyright Owner - Terms of Copy Right - Copy Rights Infringement - Other Intellectual Property Rights: Trade Secrets - Geographical Indications.

UNIT-IV: MANAGEMENT OF COMPANIES AND MEETINGS:

Director: Qualification - Disqualification - Position - Appointment - Removal – Duties and Liabilities – Loans – Remuneration – Managing Director – Corporate Social Responsibility – Corporate Governance. Meeting: Meaning – Requisites - Notice – Proxy - Agenda – Quorum – Resolutions – Minutes – Kinds – Shareholder Meetings - Statutory Meeting - Annual General Body Meeting – Extraordinary General Body Meeting – Board Meetings.

UNIT-V: WINDING UP:

Meaning – Modes of Winding Up –Winding Up by tribunal – Voluntary Winding Up – Compulsory Winding Up – Consequences of Winding Up – Removal of name of the company from Registrar of Companies – Insolvency and Bankruptcy code - 2016.

SUGGESTED READINGS:

- 1) Company Law: ND Kapoor, Sultan Chand and Co.
- 2) Company Law: Rajashree. – HPH
- 3) Business Law - Kavitha Krishna, Himalaya Publishing House
- 4) Business Laws – Dr. B. K. Hussain, Nagalakshmi - PBP
- 5) Company Law: Prof. G. Krishna Murthy, G. Kavitha, PBP
- 6) Company Law and Practice: GK Kapoor& Sanjay Dhamija, Taxmann Publication.
- 7) Company Law: Revised as per Companies Act- 2013: KC Garg et al, Kalyani Publication.
- 8) Corporate Law: PPS Gogna, S Chand.
- 9) Business Law: D.S. Vital, S Chand
- 10) Company Law: Bagrial AK, Vikas Publishing House.

Paper DSC 203: DATA ANALYTICS ESSENTIALS

Objective: *To make students to learn Essentials of data Analytics.*

UNIT I: VARIABLES FOR DATA ANALYTICS:

Types of Variables: Determine the nature of variables in data analysis - Differentiate between numerical and categorical. Variables - Distinguish between nominal and ordinal variables - Differentiate between interval and ratio - Distinguish between continuous and discrete

UNIT II: ESSENTIAL STATISTICS DATA ANALYTICS:

Central Tendency of Data: Identify the components of central tendency - Calculate mean/median/mode - Identify the steps in calculating weighted/geometric/harmonic means - Measurement and Variability: Determine core aspects of measurement and variability - Calculate range - Calculate quartiles - Calculate interquartile range - Calculate variance - Calculate standard deviation - Analyze permutation with repetition - Analyze combinations without repetition

UNIT III: PROBABILITY FOR DATA ANALYTICS :

Basic Probability: Uses of probability - Differentiate between sample space, event, independent and dependent - Calculate probability - Probability and Ven Diagramming: Analyze “this” OR “that” diagram - Analyze “this” AND “that” diagram - Analyze exclusive diagram - Joint probability - Conditional probability - Calculating Probability: Calculate P using a contingency table - Calculate P from trees - Calculate Bayes’ theorem - Calculate the mean in terms of probabilities - Calculate the variance and standard deviation in terms of probabilities - Calculate conditional probability

UNIT IV: DISTRIBUTIONS:

Distributions: Analyze distributions - Discrete distributions - Binomial distributions - Poisson distributions - Continuous Distributions: Identify continuous distributions - Calculate continuous distributions - Identify cumulative distributions - Identify normal distributions - Calculate normal distributions - Compare quartiles and normal distributions - Identify skew

UNIT V: CASE STUDIES USING R:

Statistics in R Case Study: Apply Vectors in R - Use Data Frames in R - Use data from an external file in R - Apply mean/median/standard deviation in R - Distributions in R Case Study: Use Normal distribution function in R - Use Poisson distribution function in R - Apply Scatter plot in R - Apply Histogram in R - Apply Box Plot in R - Fraud Detection Case Study: Apply scripts in R - Create reusable, user defined function in R - Use Bayes' Theorem in R - Choose a function flexible to allow for different input parameters

SUGGESTED READING:

1. Application of Data Analysis Essentials Certificate; AICPA
2. Fundamentals of Business Analytics, 2nd Edition; R N Prasad, Seema Acharya; Wiley
3. Business Analysis with Microsoft Excel and Power BI, 5th edition; Conrad G. Carlberg; Pearson
4. Data Analytics with R; Bharti Motwani; Wiley.

Paper SEC1 (a): PRINCIPLES OF INSURANCE

Objective: *To make students to learn Principles of Insurance.*

UNIT I: RISK MANAGEMENT AND INSURANCE & INSURANCE TERMINOLOGY:

Risk Management –Types of Risks – Actual and Consequential Losses – Management of Risks – Different Classes of Insurance – Importance of Insurance – Management of Risk by Individuals and Insurers – Fixing of Premiums – Reinsurance– Role of Insurance in Economic Development and Social Security – Constituents of Insurance Market – Operations of Insurance Companies – Operations of Intermediaries – Specialist Insurance Companies – Role of Regulators – Common and specific terms in Life and Non Life Insurance - Understanding Insurance Customers – Customer Behavior at Purchase Point – Customer Behavior when Claim Occurs – Importance of Ethical Behavior.

UNIT II: INSURANCE CONTRACT AND INSURANCE PRODUCTS:

Insurance Contract Terms – Principles of Insurance: Principle of Insurable Interest, Principle of Indemnity, Principle of Subrogation, Principle of Contribution, Relevant Information Disclosure, Principle of utmost Good Faith, Relevance of Proximate Cause - Life Insurance Products: Risk of Dying Early – Risk of Living too Long – Products offered – Term Plans – Pure Endowment Plans – Combinations of Plans – Traditional Products – Linked Policies – Features of Annuities and Group Policies - General Insurance Products: Risks faced by Owner of Assets – Exposure to Perils – Features of Products Covering Fire and Allied Perils – Products covering Marine and Transit Risks – Products covering Financial Losses due to Accidents – Products covering Financial Losses due to Hospitalization – Products Covering Miscellaneous Risks.

SUGGESTED READINGS:

1. Principles of Insurance : A Publication of the Insurance Institute of India
2. Principles of Insurance : Telugu Academy, Hyderabad
3. Guide to Risk Management : Sagar Sanyal
4. Principles of Insurance : Dr V Padmavathi,Dr V Jayalakshmi - PBP
5. Insurance and Risk Management : P.K. Gupta
6. Insurance Theory and Practice : Tripathi PHI
7. Principles of Insurance Management: Neelam C Gulati, Excel Books
8. Life and Health Insurance : Black, JR KENNETH & Harold Skipper, Pearson
9. Principles of Risk Management and Insurance: George E Rejda (13th Edition)
10. Risk Management and Insurance : Trieschman ,Gustavson and Hoyt . South Western College Publishing, Cincinnati, Ohio

Suggested Websites:

- 1) www.irda.gov.in
- 2) www.polocyholder.gov.in
- 3) www.irdaindia.org.in

Paper SEC1 (b): FOUNDATION OF DIGITAL MARKETING

Objective: *To make students to learn Foundation of Digital Marketing.*

UNIT I: DIGITAL MARKETING FOUNDATIONS:

Digital Marketing Strategy – Exploring Digital Marketing – Starting with the Website – Foundations of Analytics – Search Engine Optimization – Search and Display Marketing – Social Media Marketing – Video Marketing.

UNIT II: OPTIMIZING MARKETING EMAILS, MOBILE MARKETING FOUNDATIONS AND CONTENT MARKETING FOUNDATIONS:

Email marketing tools and setup – Email marketing segmentation, personalization and mobile friendly design – Content marketing foundations – Blogs for content marketing – Content marketing for staying relevant – Newsletters for content marketing – Mobile marketing foundations.

SUGGESTED READINGS:

1. The Art of Digital Marketing: The Definitive Guide to Creating Strategic, Targeted, and Measurable Online Campaigns by Ian Dodson, Wiley
2. Fundamentals of Digital Marketing by Puneet Singh Bhatia, Pearson
3. Foundations of Digital Marketing: Dr. K.V. NAgaraj.K Usha Rani - PBP
4. Digital Marketing by Vandana Ahuja, Oxford
5. Digital Marketing by Seema Gupta, McGraw Hill
6. Digital Marketing For Dummies by Ryan Deiss and Russ Henneberry

Paper SEC1 (c) FUNDAMENTALS OF BUSINESS ANALYTICS

Objective: *To make students to learn Fundamentals of Business Analytics.*

UNIT I: USING DATA TO DRIVE BUSINESS DECISIONS:

Need for data-driven decision making: Solving the business problem using Analytics - Overview of the Business Analytics cycle - Hierarchy of information user -The complete Business Analytics professional: Understanding Business Analyst roles and responsibilities - Identify the Popular Business Analytics Tools.

UNIT II: DATA ANALYTICS USING EXCEL:

Basics of Excel: Organizing data with Excel - Performing simple computations and aggregations using Excel - Working with Summing and other Reporting functions in Excel - Working with pivot tables and charts - Using Excel for Data Analytics: Power Query - Power Pivot - Power view - Power Map - Building tips - Display tips - Keyboard shortcuts - Mouse shortcuts - Standardized layouts - Understanding table based and spreadsheet-based layouts - Best practices - Setting data rules and Cleaning data - Format as table - Data cleansing techniques using External Data - Searching and Combining Data with Power Query: Getting started with Power Query - Know the Environment tabs and toolbars - Access new or existing reports - Importing and combining data from databases, web, files - Splitting and aggregating data - Query data from SQL - Working in the Select Part of an SQL Query - Managing SQL commands - Managing Tables - Discovering and Analyzing Data with Power Pivot: Database concepts - Loading Data into Power Pivot - Using Power Query and Power map add-ins - Designing Pivot Table reports - Filtering data - Creating Custom functions and formulas - Formatting Pivot Tables - Managing Power Pivot Data - Setting Connection properties - Managing Data sources - Configuring Pivot Table Options

SUGGESTED READINGS:

7. Fundamentals of Business Analytics, 2nd Edition; R N Prasad; Wiley
8. Business Analysis with Microsoft Excel and Power BI, 5th edition; Conrad G. Carlberg; Pearson
9. Monetizing Your Data: A Guide to Turning Data into Profit-Driving Strategies and Solutions; Andrew Roman Wells, Kathy Williams Chiang; Wiley
10. Excel Data Analysis: Your visual blueprint for creating and analyzing data, charts and PivotTables, 3rd Edition; Denise Etheridge; Wiley
11. Microsoft Excel 2019 Formulas and Functions (Business Skills), 1st Edition; Paul McFedries; Microsoft
12. Excel Statistics: A Quick Guide, 3rd edition; Neil J. Salkind; Sage Publications
13. Microsoft Excel 2019: For Beginners; J. Davidson
14. Microsoft Excel 2019: Learn Excel Basics with Quick Examples; James Jackson

Paper SEC2 (a): PRACTICE OF LIFE INSURANCE

Objective: *To make students to learn Practice of Life Insurance.*

UNIT-I: INTRODUCTION TO LIFE INSURANCE AND TYPES OF LIFE INSURANCE POLICIES AND PREMIUM CALCULATION: Meaning evolution, growth and principles of Life Insurance –Life Insurance Organizations in India – Competition and Regulation of Life Insurance - Types of Life Insurance Policies – Term, Whole Life, Endowment, Unit Linked and with or without Profit Policies – Customer Evaluation – Policy Evaluation – Group and Pension Insurance Policies – Special features of Group Insurance/Super Annuation Schemes – Group Gratuity Schemes. Computation of Premiums - Meaning of Premium, its calculation- Rebates – Mode of Rebates – Large sum assured Rebates – Premium Loading – Rider Premiums – Computation of Benefits – Surrender value – Paid up value.

UNIT-II: SETTLEMENT OF CLAIMS RISK & UNDERWRITINGS AND FINANCIAL PLANNING & TAX SAVING: Settlement of claims: Intimation Procedure, documents and settlement procedures - Underwriting: The need for underwriting – Guiding principles of Underwriting – Factors affecting Insurability – Methods of Life Classification – Laws affecting Underwriting - Financial Planning and taxation: Savings – Insurance vis-à-vis- Investment in the Units Mutual Funds, Capital Markets – Life Insurance in Individual Financial Planning – Implications in IT treatment.

SUGGESTED READINGS:

1. Practice of Life Insurance: Insurance Institute of India, Mumbai.
2. Insurance and Risk Management: P.K.Gupta, Himalaya Publishing House, Mumbai.
3. Fundamentals of Life Insurance Theories and Applications: Kanika Mishra, Prentice Hall
4. Principles of Life Insurance – Dr. V. Padmavathi, Dr. V. Jayalakshmi - PBP
5. Managing Life Insurance: Kutty, S.K., Prentice Hall of India: New Delhi
6. Life and Health Insurance: Black, Jr. Kenneth and Harold Skipper Jr., Prentice Hall, Inc., England.
7. Life Insurance: Principles and Practice: K.C. Mishra and C.S. Kumar, Cengage Learning, New Delhi.
8. Life Insurance in India: Sadhak, Respose Books, New Delhi.

Paper SEC2 (b): WEB DESIGN AND ANALYTICS

Objective: *To make students to understand the Fundamentals of Web design and Analytics.*

UNIT I: WEB DESIGN AND OPTIMIZING CONVERSION RATES:

Exploring and learning web design – Understanding Conversion rate optimization (CRO) – Setting CRO – Understanding target audience – Optimization champion

UNIT II: GOOGLE ANALYTICS:

Getting started with Google Analytics – Core concepts – Additional interface features – Using reports – Audience reports – Acquisition reports – Social reports – Behavior reports – Track events – Conversion reports – Additional features

SUGGESTED READINGS:

1. The Art of Digital Marketing: The Definitive Guide to Creating Strategic, Targeted, and Measurable Online Campaigns by Ian Dodson, Wiley
2. Fundamentals of Digital Marketing by Puneet Singh Bhatia, Pearson
3. Digital Marketing by Vandana Ahuja, Oxford
4. Digital Marketing by Seema Gupta, McGraw Hill
5. Digital Marketing For Dummies by Ryan Deiss and Russ Henneberry
6. Don't Make Me Think Revisited: A Common Sense Approach to Web Usability By Steve Krug
7. Web Analytics 2.0 – Avinash Kaushik
8. Successful Analytics by Brian Clifton
9. Math and Stats for Web Analytics and Conversion Optimization by Himanshu Sharma

Paper SEC2 (c): APPLICATION OF BUSINESS ANALYTICS

Objective: *To make students to learn application of Business analytics.*

UNIT I: STATISTICS USING EXCEL:

Descriptive statistics using Excel: Describe data using charts and basic statistical measures – Histograms - Pareto charts – Boxplots - Treemap and Sunburst charts - Inferential Statistics using Excel: Correlation and Regression - Probability distribution – Sampling techniques – Hypothesis testing

UNIT II: GETTING STARTED WITH R:

Introduction to R and RStudio components: Read datasets into R - Export data from R - Manipulate and Process Data in R - Use functions and packages in R - Demonstrate with a Case Study to perform basic analytics using R

SUGGESTED READINGS:

5. Microsoft Business Intelligence Tools for Excel Analysis; Michael Alexander, Jared Decker, Bernard Wehbe; Wiley
6. Business Analysis with Microsoft Excel and Power BI, 5th edition; Conrad G. Carlberg; Pearson
7. Excel Data Analysis: Your visual blueprint for creating and analyzing data, charts and PivotTables, 3rd Edition; Denise Etheridge; Wiley
8. Microsoft Excel 2019 Formulas and Functions (Business Skills), 1st Edition; Paul McFedries; Microsoft
9. Microsoft Excel Data Analysis for Dummies, 3rd edition; Stephen L. Nelson, E. C. Nelson; Wiley
10. Data Analytics with R; Bharti Motwani; Wiley

Paper DSC 301: ADVANCED ACCOUNTING

Objective: *to acquire accounting knowledge of partnership firms and joint stock companies*

UNIT-I: PARTNERSHIP ACCOUNTS-I:

Meaning – Partnership Deed - Capital Accounts (Fixed and Fluctuating) – Admission of a Partner – Retirement and Death of a Partner (Excluding Joint Life Policy)(Including problems)

UNIT-II: PARTNERSHIP ACCOUNTS–II:

Dissolution of Partnership – Insolvency of a Partner (excluding Insolvency of all partners) – Sale to a Company (Including problems)

UNIT-III: ISSUE OF SHARES, DEBENTURES, UNDERWRITING AND BONUS SHARES:

Issue of Shares at par, premium and discount - Prorata allotment – Forfeiture and Re-issue of Shares – Issue of Debentures with Conditions of Redemption – Underwriting: Meaning – Conditions- Bonus Shares: Meaning – SEBI Guidelines for Issue of Bonus Shares – Accounting of Bonus Shares(Including problems)

UNIT-IV: COMPANY FINAL ACCOUNTS AND PROFIT PRIOR TO INCORPORATION:

Companies Act 2013: Structure – General Instructions for preparation of Balance Sheet and Statement of Profit and Loss – Part-I: Form of Balance Sheet – Part-II: Statement of Profit and Loss – Preparation of Final Accounts of Companies - Profits Prior to Incorporation- Accounting treatment. (Including problems)

UNIT-V: VALUATION OF GOODWILL AND SHARES:

Valuation of Goodwill: Need – Methods: Average Profits, Super Profits and Capitalization Methods -Valuation of Shares: Need –Net Assets, Yield and Fair Value Methods. (Including problems)

SUGGESTED READINGS:

1. Principles and Practice of Accounting: R.L. Gupta & V.K. Gupta, Sultan Chand & Sons.
2. Advanced Accountancy: Shukla and Grewal, S.Chand & Co.
3. Advanced Accountancy: R.L.Gupta&Radhaswamy, Sultan Chand & Sons.
4. Advanced Accountancy (Vol-II): S.N.Maheshwari&V.L.Maheswari, Vikas.
5. Advanced Accountancy: Dr. G. Yogeshwaran, Julia Allen - PBP
6. Accountancy–III: Tulasian, Tata McGraw Hill Co.
7. Advanced Accountancy: Arulanandam; Himalaya.
8. Accountancy–III: S.P. Jain & K.L Narang, Kalyani Publishers.
9. Guidance Note on the Revised Schedule VI to the Companies Act, 1956, The Institute of Chartered Accounts of India.
10. Advanced Accounting (IPCC): D. G. Sharma, Tax Mann Publications.

Paper DSC 302: BUSINESS STATISTICS -I

Objective: *to inculcate analytical and computational ability among the students.*

UNIT-I: INTRODUCTION:

Origin and Development of Statistics – Definition - Importance and Scope - Limitations of Statistics - Distrust of Statistics.

Statistical Investigation: Planning of statistical investigation - Census and Sampling methods - Collection of primary and secondary data - Statistical errors and approximation - classification and Tabulation of data - Frequency distribution.

UNIT – II: DIAGRAMMATIC AND GRAPHIC PRESENTATION:

Diagrammatic presentation: One Dimensional and Two Dimensional Diagrams – Pictograms – Cartograms Graphic presentation: Technique of Construction of Graphs - Graphs of Frequency Distribution - Graphs of Time Series or Histograms.

UNIT-III: MEASURES OF CENTRAL TENDENCY:

Introduction –Significance -Arithmetic Mean- Geometric Mean - Harmonic Mean - Mode – Median - Quartiles and Percentiles - Simple and Weighted Averages - Uses and Limitations of different Averages.

UNIT-IV: MEASURES OF DISPERSION, SKEWNESS AND KURTOSIS:

Measures of Dispersion: Significance - Characteristics - Absolute and Relative Measures - Range - Quartile Deviation - Mean Deviation- Standard Deviation - Coefficient of Variation.

Measures of Skewness - Karl Pearson's Coefficient of Skewness - Bowley's Coefficient of Skewness - Kelly's Measure of Skewness – Kurtosis: Mesokurtosis, Platy kurtosis and Leptokurtosis.

UNIT-V: CORRELATION:

Meaning -Types - Correlation and Causation – Methods: Scatter Diagram - Karl Person's Coefficient of Correlation - Probable Error and Interpretation of Coefficient of Correlation - Rank Correlation - Concurrent Deviation Method.

SUGGESTED READINGS:

1. Statistics for Management: Levin & Rubin, Pearson
2. Fundamentals of Statistics: Gupta S.C, Himalaya
3. Statistics: E. Narayanan Nadar, PHI Learning
4. Business Statstics –I: Dr. Obul Reddy, Dr. D. Shridevi - PBP
5. Business Statistics: Dr. J. K. Thukral, Taxmann Publications
6. Business Statistics: K. Alagar, Tata McGraw Hill
7. Fundamentals of Statistical: S. P Gupta, Sultan Chand
8. Business Statistics: J. K. Sharma, Vikas Publishers
9. Business Statistics: S. L Aggarwal, S. L. Bhardwaj, Kalyani Publications
10. Statistics-Problems and Solutions: Kapoor V.K, S. Chand
11. Statistics - Theory, Methods and Applications: Sancheti D.C. & Kapoor V.K
12. Business Statistics: S. K. Chakravarty, New Age International Publishers
13. Statistics: Andasn,Sweenly,Williams,Cingage.

Paper DSC 303: DATA ANALYTICS MODELING

Objective: *To make students to learn data Analytics Modeling.*

UNIT I: UNDERSTANDING YOUR BUSINESS:

Identify business value - Determine how business and corporate drivers impact the strategic direction of the business - Analyze different project processes used in working with data - Compare different types of data

UNIT II: DATA PROFILING & CLEANSING:

Data Profiling: Identify core data profiling tasks - Identify outliers - Use tools for data profiling - Data Cleansing: Identify core data cleansing tasks - Use tools for cleansing

UNIT III: ETL (EXTRACT, TRANSFORM, AND LOAD):

Data Quality and MDM: Identify role of data quality in organization - Identify role of MDM in organization - Use tools for data quality and MDM - ETL Tools: Distinguish between ETL processes - Use Talend Data Integration - Use MSSQL SSIS

UNIT IV: DATA WAREHOUSING:

Data Warehousing: Identify purpose of data warehousing - Identify between key components of a data warehouse - Distinguish between data warehouses and data lakes - Determine the role of different warehousing techniques - Data Warehousing Tools: Differentiate between utility of relational DW, cubes, and in-memory scenarios - Compare techniques for data integration with regards to warehousing - Use warehousing tools - Use integration tools for warehousing.

UNIT V: UNDERSTANDING DATA:

Overview: Identify data roles in the organization - Determine how data moves through the data lifecycle - Data Modeling: Identify the role of data modeling in the organization - Analyze data modeling techniques - Use tools for data modeling - Structured Data Tools: Identify core tools for RDBMS's (structured storage) - Use SQL to perform CRUD tasks against a database - Unstructured Data Tools: Identify tools in unstructured stack - Use tools for unstructured data management

SUGGESTED READINGS:

1. Data Analytics Modeling Certificate; AICPA
2. Fundamentals of Business Analytics, 2nd Edition; R N Prasad, Seema Acharya; Wiley
3. Business Analysis with Microsoft Excel and Power BI, 5th edition; Conrad G. Carlberg; Pearson
4. Data Analytics with R; Bharti Motwani; Wiley

Paper SEC3 (a): PRACTICE OF GENERAL INSURANCE

Objective: *to make the student understand general policies and accounting.*

UNIT I: GENERAL INSURANCE POLICIES:

Introduction to General Insurance-Origin of general insurance—Classification of General Insurance Companies—Indian and International Insurance Market—various roles in Insurance industry—Policy Documents and forms—insurance proposals and forms—General Insurance Products-Fire, Marine, Motor, Liability, Personal Accident and Specialty Insurance, Engineering and other insurance.

UNIT II: UNDERWRITING, PREMIUMS, CLAIMS AND INSURANCE RESERVES AND ACCOUNTING:

Concept of Underwriting—Underwriting Process—Risk sharing and its methods—risk management and steps involved in it—Rating and Premiums—concept of soft and hard markets—Concept of Claim-understanding the process of claim management—claims fraud and fraud prevention—Insurance reserves and accounting—different types of reserves of insurance companies—reserving process followed by insurance companies—Insurance accounting.

SUGGESTED READINGS:

1. Practice of General Insurance – Insurance Institute of India.
2. Practice of General Insurance – D.S. Vittal-HPH.
3. Principles & Practice of Insurance- Dr. P. Periasamy – HPH.
4. Risk Management : A Publication of the Insurance Institute of India.,
5. Practice of General Insurance: Dr. V. Padmavathi, Dr. V. Jayalakshmi, PBP.
6. Insurance Theory and Practice: Tripathi PHI
7. Life and Health Insurance: Black, JR KENNETH & Harold Skipper, Pearson
8. Risk Management and Insurance : Trieschman ,Gustavson and Hoyt
9. South Western College Publishing Cincinnati, Ohio.

Paper SEC3 (b): SOCIAL MEDIA MARKETING

Objective: *To make students to understand the Social media marketing.*

UNIT I: SOCIAL MEDIA MARKETING:

Building an online community – Understanding Social Media Marketing – Marketing and building presence on Face book – Marketing and building presence on Twitter – Employer branding on LinkedIn

UNIT II: ONLINE ADVERTISING ON SOCIAL MEDIA:

Face book advertising overview – How Face book ads work – How to create Face book ads – Additional advertising options and best practices for Face book advertising – Marketing and monetizing on YouTube – Customize your YouTube Channel – Video optimization on YouTube – YouTube Analytics

SUGGESTED READINGS:

1. The Art of Digital Marketing: The Definitive Guide to Creating Strategic, Targeted, and Measurable Online Campaigns by Ian Dodson, Wiley
2. Fundamentals of Digital Marketing by Puneet Singh Bhatia, Pearson
3. Digital Marketing by Vandana Ahuja, Oxford
4. Tuten: Social Media Marketing, sage
5. Digital Marketing by Seema Gupta, McGraw Hill
6. Social Media Marketing All-In-One for Dummies By Jan Zimmerman and Deborah Ng
7. Facebook Growth Hacking: How to Correctly Set Up and Maintain Your Facebook Presence and Gain Massive Amounts of Fans (Social Media Marketing) by Jeff Abston
8. Youtube Influencer: How To Become a Youtube Influencer, Why Influencer Marketing Matters, and How To Monetize Your Channel by Jeff Abston

Paper SEC-3 (c): BUSINESS INTELLIGENCE

Objective: *To make students to understand the Business Intelligence.*

UNIT I: BUSINESS INTELLIGENCE USING POWER BI:

Getting data in Power BI: Overview of Power BI Desktop - Connect to data sources in Power BI Desktop - Clean and transform data with the Query Editor - advanced data import and cleaning techniques - Cleaning irregularly formatted data - Modeling the data: Manage data relationships – Create calculated columns – Optimizing data models – Create calculated measures – Create calculated tables – Explore time-based data - Exploring data: Introduction to the Power BI service - Turn business intelligence data into data insights

UNIT II: POWER BI AND EXCEL:

Using Excel data in Power BI: Uploading an Excel workbook with a simple table into Power BI - Upload workbooks created with Excel Power Pivot and Power View - Publishing and sharing: Publish Power BI Desktop reports - Print and export dashboards and reports - Manually republish and refresh data - Power BI Mobile - Create groups in Power BI – Publish to web

SUGGESTED READINGS:

5. Introducing Microsoft Power BI; Alberto Ferrari, Marco Russo; Microsoft Press
6. Introduction to Microsoft Power Bi: Bring Your Data to Life; M.O. Cuddley; Create space Independent Pub
7. Applied Microsoft Power BI: Bring your data to life; Teo Lachev; Prologika Press
8. Business Analysis with Microsoft Excel and Power BI, 5th edition; Conrad G. Carlberg; Pearson

Paper SEC4 (a): REGULATION OF INSURANCE BUSINESS

Objective: to equip the students with the knowledge regarding Insurance Business Regulations

UNIT I: INSURANCE LEGISLATION IN INDIA:

History of life and non-life insurance legislation—nationalization—insurance reforms—insurance business Act, 1972—IRDA and its functions including licensing functions—Web aggregators—regulation for intermediaries—CCS-SPV-PoS-insurance repositories-TPAs—Role and duties of surveyors—Origin and development of micro-insurance—regulation of ULIPs—pension schemes—money laundering—KYC—methods of receipt of premium—Exchange control regulations relating to General and Life Insurance—IRDA Health Insurance Regulations, 2016—Health plus life combo products.

UNIT II: POLICY HOLDERS RIGHTS OF ASSAINGMENT, NOMINATION AND TRANSFER:

Assignment and transfer of insurance policies—provisions related to nomination—repudiation—Fraud—protection of policyholder interest—stages in insurance policy-presale stage-post sale stage-free look period—grievance redressal—claim settlement—key feature document—dispute resolution mechanism—insurance ombudsman—solvency margin and investments—international trends in insurance regulation.

SUGGESTED READINGS:

1. Regulation of Insurance Business – Insurance Institute of India
2. Regulation of Insurance Business – D.S. Vittal, HPH
3. Regulation of Insurance Business: Dr. V. Padmavathi, PBP
4. Risk Management : A Publication of the Insurance Institute of India
5. Insurance Theory and Practice: Tripathi PHI
6. Life and Health Insurance: Black, JR KENNETH & Harold Skipper, Pearson
7. Risk Management and Insurance : Trieschman ,Gustavson and Hoyt
8. South Western College Publishing Cincinnati, Ohio.
9. Insurance Management – S.C. Sahoo & S.C. Das-HPH.

Paper SEC4 (b): SEARCH ENGINE OPTIMIZATION AND ONLINE ADVERTISING

Objective: *To make students to understand the Search engine optimization and online advertising.*

UNIT I: SEO FOUNDATIONS AND SEO KEYWORD STRATEGY:

Understanding SEO – Keyword strategy – Content optimization – Long-term content planning – Link-building strategies – Measuring SEO effectiveness – SEO for Ecommerce – Local search – Mobile SEO

UNIT II: GOOGLE ADWORDS AND REMARKETING:

Pay-Per-Click Advertising – Getting started with Google Adwords – Advertising tracking – Key Google Adwords strategies – Remarketing with Google – Budget and ROI tips – B2B Remarketing Campaigns

SUGGESTED READINGS:

1. The Art of Digital Marketing: The Definitive Guide to Creating Strategic, Targeted, and Measurable Online Campaigns by Ian Dodson, Wiley
2. Fundamentals of Digital Marketing by Puneet Singh Bhatia, Pearson
3. Digital Marketing by Vandana Ahuja, Oxford
4. Digital Marketing by Seema Gupta, McGraw Hill
5. SEO for Dummies, 6th Edition, by John Kent
6. SEO Fitness Workbook: 2018 Edition: The Seven Steps to Search Engine Optimization Success on Google By Jason McDonald
7. The Art of SEO: Mastering Search Engine Optimization By Eric Enge, Stephan Spencer and Jessie Stricchiola
8. Google Adwords for Beginners: A Do-It-Yourself Guide to PPC Advertising By Cory Rabazinsky, 2015

Paper SEC-4 (c) DATA VISUALIZATION & STORYTELLING

Objective: *To make students to understand the Data visualization & Storytelling.*

UNIT I: DATA VISUALIZATION USING POWER BI:

Visuals in Power BI: Bar charts – Pie charts – Treemaps – Combination charts – Slicers – Map visualizations – Matrixes and Tables – Scatter charts – Waterfall and funnel charts - Gauges and single-number cards - Modifying visuals and reports: Modify colors in charts and visuals – Add shapes, text boxes, and images to reports - Page layout and formatting - Other Data Visualization features and options: Group interactions among multiple visualizations on the same report page - Summarization and category options – Z-order - Visual hierarchies and drill-down

UNIT II: TELLING STORIES WITH DATA:

Data Storytelling: Apply storytelling principles to business analytics - Improve business analytics presentations through storytelling - Creating high-impact reports and presentations: Guidelines and best practices

SUGGESTED READINGS:

1. Introducing Microsoft Power BI; Alberto Ferrari, Marco Russo; Microsoft Press
2. Introduction to Microsoft Power Bi: Bring Your Data to Life; M.O. Cuddley; Createspace Independent Pub
3. Applied Microsoft Power BI: Bring your data to life; Teo Lachev; Prologika Press
4. Business Analysis with Microsoft Excel and Power BI, 5th edition; Conrad G. Carlberg; Pearson
5. Microsoft Power BI Dashboards Step by Step, Errin O'Connor, Microsoft Press
6. Storytelling with Data: A Data Visualization Guide for Business Professionals; Cole Nussbaumer Knaflic; Wiley

Paper DSC 401: INCOME TAX

Objective: *To acquire conceptual and legal knowledge about Income Tax provisions relating to computation of Income from different heads with reference to an Individual Assessee.*

UNIT-I: INTRODUCTION:

Direct and Indirect Taxes – Canons of Taxation - Features and History of Income Tax in India – Definitions and Basic Concepts of Income Tax: Assessee – Deemed Assessee – Assessee-in-default – Assessment Year – Previous Year - Person – Agricultural Income – Heads of Income – Gross Total Income – Total Income — Incomes Exempt from Tax. Residential Status and Scope of Total Income: Meaning of Residential Status – Conditions applicable to an Individual Assessee – Incidence of Tax – Types of Incomes. (Theory only)

UNIT-II: INCOME FROM SALARIES:

Definition of ‘Salary’ – Characteristics of Salary – Computation of Salary Income: Salary u/s 17(1) – Annual Accretion – Allowances – Perquisites – Profits in lieu of Salary – Deductions u/s. 16 – Problems on computation of Income from Salary.

UNIT-III: INCOME FROM HOUSE PROPERTY:

Definition of ‘House Property’ – Exempted House Property incomes– Annual Value – Determination of Annual Value for Let-out House and Self-occupied House – Deductions u/s.24 – Problems on computation of Income from House Property.

UNIT-IV: PROFITS AND GAINS OF BUSINESS OR PROFESSION:

Definition of ‘Business and Profession’ – Procedure for computation of Income from Business – Revenue and Capital nature of Incomes and Expenses – Allowable Expenses u/s. 30 to 37 – Expenses expressly disallowed – Deemed Profits – Miscellaneous provisions u/s 44. Depreciation: Meaning – Conditions for charge of depreciation – Problems on computation of Income from Business. Income from Profession: Rules– procedure – problems on computation of Income from Profession.

UNIT-V: CAPITAL GAINS AND INCOME FROM OTHER SOURCES:

Introduction - Meaning – Scope of charge – Basis of charge – Short term and Long term Capital Assets – Transfer of Capital Asset – Deemed Transfer –Determination of Cost of Acquisition – Procedure for computation of Long-term and Short-term Capital Gains/Losses – Exemptions in respect of certain Capital Gains u/s. 54 – Problems on computation of capital gains - General Incomes u/s. 56(1) – Specific Incomes u/s. 56(2) – Dividends u/s. 2(22) – Winnings from lotteries Puzzles, crown world puzzles, Races – Interest on Securities – Gifts received by an Individual – Casual Income – Family Pension – Rent received on let out of Furniture- Plant and Machinery with/without Building – Deductions u/s. 57. (Theory only)

SUGGESTED READINGS:

1. Income Tax Law and Practice: V.P. Gaur & D.B Narang, Kalyani Publishers.
2. Taxation: Dr. M.N. Ravi, PBP.
3. Direct Taxes Law & Practice: Dr. Vinod K. Singhanian & Dr. Kapil Singhanian, Taxmann
4. Income Tax: B.B. Lal, Pearson Education.
5. Taxation: R.G. Saha, Himalaya Publishing House Pvt. Ltd.
6. Income Tax: Johar, McGrawHill Education.
7. Taxation Law and Practice: Balachandran & Thothadri, PHI Learning.
8. Direct Tax Law and Practice : Ahuja Girish

Paper DSC 401: EXCEL FOUNDATION

Objective: *Students will learn how to start working with M S Excel right from basics to Tables, Templates and Printing of their work.*

UNIT-I: INTRODUCTION TO EXCEL:

Workbooks and Worksheets, Moving Around a Worksheet, Ribbon tabs, Types of commands on the Ribbon, Using Shortcut Menus, Working with Dialogue Boxes, Task Panes, Getting started on your worksheet, Creating a chart, Printing your worksheet, Saving your worksheet, Exploring Data Types, Modifying Cell Contents, Deleting, Replacing, Editing of a cell. Some handy data entry techniques, Number Formatting.

UNIT-II: WORKSHEET OPERATIONS:

Moving and resizing windows, Switching among windows, Activating a worksheet, Adding, Deleting a worksheet, Changing a sheet tab color, Rearranging your worksheets, Hiding, un-hiding a worksheet, Worksheet View, Comparing sheets side by side, Selecting ranges, complete rows and columns, noncontiguous ranges, multi-sheet ranges, special types of cells. Copying or Moving Ranges. Paste Special dialogue box, Adding comments to cells.

UNIT-III: TABLES AND FORMATTING:

Creating a Table, Changing the Look of a Table, Navigating in a Table, Selecting parts of a Table, Adding, Deleting new rows or columns, Moving a Table, Working with the Total Row, Removing duplicate rows from a table. Sorting and filtering a table, Converting Table into Range. Formatting tools on the Home tab, Mini Toolbar, Fonts, Text Alignment, Wrapping text to fit a cell, Colors and Shading, Borders and Lines. Naming Styles.

UNIT-IV: EXCEL FILES & TEMPLATES:

Creating a New Workbook, Filtering filenames, Saving and Auto Recovery, Password-Protecting a Workbook, Recovering unsaved work, Protect Workbook options, Checking Compatibility. Creating a Excel Templates, Modifying a template, Custom Excel Templates, Default Templates, Editing your Template, Resetting the default workbook, Saving your Custom Templates, Getting ideas for creating Templates.

UNIT-V: PRINTING YOUR WORK: Normal, Page Layout, Page Break View, Choosing your printer, Specifying what you want to print, Changing Page Orientation, Specifying paper size, Adjusting page margins, Inserting a page break, Removing manual page breaks, Printing Row and Column Titles, Scaling printed output, Header or Footer Options, Preventing certain cells, Objects from being printed, Creating Custom Views of your Worksheet. Creating PDF files. Introducing Excel:

SUGGESTED READINGS:

1. Excel 2013 Bible: John Walkenbach, Wiley.
2. Microsoft Excel 2013: Data Analysis and Business Modeling: Winston, PHI
3. Excel Data Analysis - Modeling and Simulation: Hector Guerrero, Springer.
4. Excel Functions and Formulas: Bernd Held,BPB Publications.
5. Financial Analysis and Modeling using Excel and VBA: Chandan Sengupta, Wiley

Paper DSC 402: BUSINESS STATISTICS - II

Objective: *To inculcate analytical and computational ability among the students.*

UNIT-I: REGRESSION:

Introduction - Linear and Non Linear Regression – Correlation Vs. Regression - Lines of Regression - Derivation of Line of Regression of Y on X - Line of Regression of X on Y - Using Regression Lines for Prediction.

UNIT-II: INDEX NUMBERS:

Introduction - Uses - Types - Problems in the Construction of Index Numbers - Methods of Constructing Index Numbers - Simple and Weighted Index Number (Laspeyre - Paasche, Marshall – Edgeworth) - Tests of Consistency of Index Number: Unit Test - Time Reversal Test - Factor Reversal Test - Circular Test - Base Shifting - Splicing and Deflating of Index Numbers.

UNIT-III: TIME SERIES:

Introduction - Components – Methods-Semi Averages - Moving Averages – Least Square Method - Deseasonalisation of Data – Uses and Limitations of Time Series.

UNIT-IV: PROBABILITY:

Probability – Meaning - Experiment – Event - Mutually Exclusive Events - Collectively Exhaustive Events - Independent Events - Simple and Compound Events - Basics of Set Theory – Permutation – Combination - Approaches to Probability: Classical – Empirical – Subjective - Axiomatic - Theorems of Probability: Addition – Multiplication - Baye’s Theorem.

UNIT-V: THEORITCAL DISTRIBUTIONS:

Binomial Distribution: Importance – Conditions – Constants - Fitting of Binomial Distribution.
Poisson Distribution: – Importance – Conditions – Constants - Fitting of Poisson Distribution.
Normal Distribution: – Importance - Central Limit Theorem - Characteristics – Fitting a Normal Distribution (Areas Method Only).

SUGGESTED READINGS:

1. Statistics for Management: Levin & Rubin, Pearson,
2. Fundamentals of Statistics: Gupta S.C, Himalaya
3. Business Statistics: Theory & Application, P. N. Jani, PHI Learning
4. Business Statics – II: Dr. OBul Reddy, Dr. D. Shridevi - PBP
5. Business Statistics: Dr. J. K. Thukral, Taxmann Publications
6. Business Statistics: K. Alagar, Tata Mc Graw Hill
7. Fundamentals of Statistical: S. P Gupta , Sultan Chand
8. Business Statistics: J. K. Sharma, Vikas Publishers
9. Business Statistics: Vora, Tata Mc Graw Hill
10. Statistics-Problems and Solutions: Kapoor V.K, S. Chand
11. Statistics-Teory, Methods and Applications: SanchetiD.C. & Kapoor V.K
12. Business Statistics: S. K. Chakravarty, New Age International Publishers
13. Business Statistics-G.Laxman, Vasudeva Reddy, K.Goud, TaxmannPublications,Hyderabad.

Paper DSC 403: FORECASTING & PREDICTIVE ANALYTICS

Objective: *To make students to understand the Analytics of Forecasting & Predictive*

UNIT I: REGRESSION, FORECASTING & DISTANCE:

Bivariate regression: Identify linear regression models and their application in data analysis - Calculate linear bivariate regressions in order to model commonly encountered problems - Determine the quality of fit of a linear model, establishing its usefulness for prediction - Multivariate regression: Identify multivariate linear regression models in data analytics - Calculate linear multivariate regressions in order to model commonly encountered problems - Determine the quality of fit of a multivariate linear model, establishing its usefulness for prediction - Other regressions: Identify logistic regression models and apply those models to common business problems - Determine the quality of fit of a multivariate linear model - Forecasting in time: Identify the components of a time forecast in order to predict future values from a model - Differentiate seasonal variations from trends in order to improve prediction of future values from a model - Calculate seasonal indices so that seasonal variations can be qualified in the model - Measuring Distance: Identify the meaning of dimensionality and its implications in analytics - Calculate different types of distances and identify scenarios when each type is applicable.

UNIT II: CLASSIFICATION:

Classification k Nearest Neighbor (KNN): Determine core aspects of classification in order to understand when it's an appropriate technique - Calculate kNN algorithm with fixed or variable number of k and assess the quality of the results - Classification Naïve Bayes: Identify Naïve Bayes classification and when it is applicable - Apply a Naïve Bayes classification to a common business problem - Classification Support Vector Machine: Identify the basics of the support vector machine (SVM) classification algorithm - Identify what a support vector is and its use in the classification algorithm - Calculate a SVM classification to solve common business problems - Classification Decision Trees: Identify the steps to build a decision tree classifier - Apply the steps to create a basic decision tree - Use a decision tree algorithm and appropriate metrics to solve a business problem and assess the quality of the solution

UNIT III: CLUSTERING:

Determine core aspects and types of clustering in order to properly apply the algorithms to business problems - Apply various clustering algorithms to data sets in order to solve common, applicable business problems.

UNIT IV: OPTIMIZATION:

Identify the goals and constraints of a linear optimization - Calculate a linear optimization in order to solve a business problem.

UNIT V: SIMULATION:

Use data analysis performed on historical data and any applicable theory to construct a model - Use a Monte Carlo analysis with the model in order to generate and assess the likelihood of predictions from the model.

SUGGESTED READINGS:

1. Forecasting and Predictive Analytics Certificate; AICPA
2. Fundamentals of Business Analytics, 2nd Edition; R N Prasad, Seema Acharya; Wiley
3. Business Analysis with Microsoft Excel and Power BI, 5th edition; Conrad G. Carlberg; Pearson
Data Analytics with R; Bharti Motwani; Wiley

Paper GE: a) BUSINESS ECONOMICS

Objective: *To acquire knowledge for application of economic principles and tools in business practices.*

UNIT-I: INTRODUCTION:

Business Economics: Meaning - Nature – Characteristics - Importance and Role - Micro & Macro Economics - Scope - Objectives - Law of Diminishing marginal utility - Law of Equi-marginal utility.

UNIT- II: DEMAND ANALYSIS:

Meaning – Function - Factors influencing Demand -Types of Demand -Demand Curve - Law of Demand –Exceptions to the law of demand-Elasticity of Demand: Concept - Types of elasticity of demand-price, income and cross Elasticity of Demand –measurement of elasticity—arc and point methods—Importance of various Elasticity of Demand

UNIT-III: SUPPLY ANALYSIS:

Law of Supply - Factors influencing Supply - Market Equilibrium- Consumer Surplus - Theory of Consumer behavior - Utility and indifference curve analysis.

UNIT-IV: PRODUCTION ANALYSIS:

Concept of Production –production function-Total Production - Marginal Production - Average Production –returns to a factor- Law of Variable Proportions - Law of Returns to Scale – Isocost – Isoquants - Economies and Dis-economies of Scale.

UNIT-V: COST AND REVENUE ANALYSIS:

Theory of Cost - Concepts of Cost - Short run and Long run cost curves - Traditional and Modern Approaches -Revenue Curves–relationship between total marginal and average revenues- --Break Even Analysis—Meaning – Assumptions – Uses and Limitations.

SUGGESTED READINGS:

1. Business Economics: V. G. Mankar, Himalaya Publishing House
2. Managerial Economics: Vanith Agrawal, Pearson Education
3. Business Economics: H. L. Ahuja, S. Chand & Co. Ltd.
4. Business Economics : R. K. Lekhi, Kalyani Publishers
5. Business Economics: D. M. Mithani, Himalaya Publishing House
6. Business Economics: P. N. Chopra, Kalyani Publishers
7. Essential of Business Economics: D. N. Dwivedi, Vikas Publishers
8. Managerial Economics: Varshney and Maheswari, Sultan Chand
9. Business Economics: P. K. Mehta, Tax Mann Publication.

Paper GE: b) ADVANCED ASPECTS OF INCOME TAX

Objective: *To acquire conceptual and legal knowledge about Income Tax provisions relating to computation of Income from certain heads and other provisions relating to clubbing, aggregation of income and assessment procedure.*

UNIT-I: PROFITS AND GAINS OF BUSINESS OR PROFESSION:

Valuation of Stock Depreciation: Meaning – Assets used for Business – Block of Assets – Rates of Depreciation – Miscellaneous Provisions about depreciation – Computation of Depreciation.

UNIT-II: INCOME FROM OTHER SOURCES:

Winnings from lotteries Puzzles, crown world puzzles, Races Problems on computation on Income from Other Sources. Treatment of Agricultural Income. Heads of income: Gross Total Income – Taxable Income – Income Tax Rates. Problems on computation of Total Income of an Individual based on Residential Status.

UNIT-III: CLUBBING AND AGGREGATION OF INCOME:

Income of other persons included in the total income of Assessee – Income from Firm and AOP – Clubbing Provisions – Deemed Incomes – Provisions of set-off and Carry forward of losses – computation of Gross Total Income – Deductions from GTI u/s 80C to 80U – Problems on Computation of Taxable Income.

UNIT-IV: ASSESSMENT OF INDIVIDUALS:

Computation of Tax Liability – Applicability of Alternate Minimum Tax on Individual u/s 115JC – Problems on Computation of tax liability.

UNIT-V: ASSESSMENT PROCEDURE:

Income tax returns – Types of returns – Filing of e-return – Assessment – Types of assessment: Self-assessment – Provisional assessment – Regular assessment – Best judgement assessment – Reassessment – Rectification of mistakes – Notice on demand.

SUGGESTED READINGS:

1. Income Tax Law and Practice: V.P. Gaur & D.B Narang, Kalyani Publishers.
2. Direct Taxes Law & Practice: Dr. Vinod K. Singhania & Dr. Kapil Singhania, Taxmann
3. Income Tax: M. Jeevarathinam & C. Vijay Vishnu Kumar, SCITECH Publications.
4. Taxation: R.G. Saha, Himalaya Publishing House Pvt. Ltd.
5. Income Tax: B. Lal, Pearson Education.
6. Income Tax: Johar, McGrawHill Education.
7. Taxation Law and Practice: Balachandran & Thothadri, PHI Learnin

Paper DSE 501 (a) : COST ACCOUNTING

Objective: *To make the students acquire the knowledge of cost accounting methods.*

UNIT-I: INTRODUCTION:

Cost Accounting: Definition – Features – Objectives – Functions – Scope – Advantages and Limitations - Essentials of a good cost accounting system- Difference between Cost Accounting and Financial Accounting – Cost concepts – Cost Classification.

UNIT-II: MATERIAL:

Direct and Indirect Material cost – Inventory Control Techniques – Stock Levels – EOQ – ABC Analysis – JIT - VED - FSND - Issue of Materials to Production – Pricing methods: FIFO - LIFO with Base Stock and Simple and Weighted Average methods.

UNIT-III: LABOUR AND OVERHEADS:

Labour: Direct and Indirect Labour Cost – Methods of Payment of Wages (only Incentive Plans): Halsey, Rowan, Taylor Piece Rate and Merrick Multiple Piece Rate Methods.

Overheads: Classification - Methods of Allocation - Apportionment and Absorption of overheads.

UNIT-IV: UNIT AND JOB COSTING:

Unit Costing: Features - Cost Sheet – Tender and Estimated Cost Sheet.

Job Costing: Features - Objectives – Procedure - Preparation of Job Cost Sheet.

UNIT-V: CONTRACT AND PROCESS COSTING:

Contract Costing: Features – Advantages - Procedure of Contract Costing – Guidelines to Assess profit on incomplete Contracts.

Process Costing: Meaning – Features – Preparation of Process Account – Normal and Abnormal Losses.

SUGGESTED READINGS:

1. Cost Accounting: Jain and Narang, Kalyani
2. Cost Accounting: Srihari Krishna Rao, Himalaya
3. Cost and Management Accounting: Prashanta Athma, Himalaya
4. Cost Accounting: Dr. G. Yogeshweran, PBP.
4. Cost Accounting: Jawaharlal, Tata Mcgraw Hill
5. Cost Accounting: Theory and Practice: Banerjee, PHI
6. Introduction to Cost Accounting: Tulsian, S.Chand
7. Cost Accounting: Horngren, Pearson
8. Cost Accounting: Ravi M. Kishore, Tax Mann Publications.

Paper DSE 501 (b) : FINANCIAL PLANNING & PERFORMANCE

Objective: *To make students to understand the Financial Planning & Performance.*

UNIT I: STRATEGIC PLANNING:

Strategic planning: Analysis of external and internal factors affecting strategy - Long-term mission and goals - Alignment of tactics with long-term strategic goals - Strategic planning models and analytical techniques - Characteristics of successful strategic planning process - Annual profit plan and supporting schedules: Operational budgets - Financial budgets - Capital budgets - Top-level planning and analysis: Pro forma income - Financial statement projections - Cash flow projections.

UNIT II: BUDGETING AND FORECASTING:

Budgeting Concepts: Operations and performance goals - Characteristics of a successful budget process - Resource allocation - Forecasting techniques: Regression analysis - Learning curve analysis - Expected value - Budgeting Methodologies: Annual business plans (master budgets) - Project budgeting - Activity-based budgeting - Zero-based budgeting - Continuous (rolling) budgets - Flexible budgeting

UNIT III: COST AND VARIANCE ANALYSIS:

Cost and Variance Analysis: Comparison of actual to planned results - Use of flexible budgets to analyze performance - Management by exception - Standard Cost System: Use of standard cost systems - Analysis of variation from standard cost expectations

UNIT IV: PERFORMANCE MEASURES:

Performance Measures: Product profitability analysis - Business unit profitability analysis - Customer profitability analysis - Return on investment - Residual income - Investment base issues - Key performance indicators (KPIs) - Balanced scorecard - Responsibility Centers and Reporting Segments: Types of responsibility centers - Transfer pricing - Reporting of organizational segments

UNIT V: TECHNOLOGY AND ANALYTICS:

Information Systems: Accounting information systems - Enterprise resource planning systems - Enterprise performance management systems - Data Governance: Data policies and procedures - Life cycle of data - Controls against security breaches - Technology-enabled finance transformation: System Development Life Cycle - Process automation - Innovative applications
Data analytics: Business intelligence - Data mining - Analytic tools - Data visualization

SUGGESTED READINGS:

1. Wiley CMAexcel Learning System, Part 1: Planning, Performance & Analytics
2. Strategic Management and Business Policy: Globalization, Innovation and Sustainability, 15th edition; Wheelen, Thomas L., et. al.; Prentice Hall
3. Cost Management: A Strategic Emphasis, 6th edition; Blocher, Edward, J., Stout, David E., Juras, Paul E., and Cokins, Gary; McGraw Hill
4. Horngreen's Cost Accounting: A Managerial Emphasis, 16th edition; Charles T., Datar, Srikant, and Rajan, Madhav; Pearson
5. Quantitative Methods for Business, 13th Edition; Anderson, David, R., Sweeney, Dennis J., Williams, Thomas A., Camm, Jeff, and Martin, R. Kipp; Cengage Learning
6. Management Accounting: An Integrative Approach; McNair-Connolly, C.J., Merchant, Kenneth A.; IMA.

Paper DSE 501 (c) : INTERNATIONAL FINANCIAL REPORTING -I

Objective: *To make students to understand the International Financial Reporting..*

UNIT I: GENERAL PURPOSE OF FINANCIAL ACCOUNTING AND REPORTING AS PER US GAAP AND IFRS:

Conceptual framework: Standard Setting Bodies & Hierarchy - Elements of F/S - Primary objectives of financial reporting - Qualitative Characteristics of F/S - Fundamental Assumptions & Principles - Accounting Cycle & Preparation of F/S - General-purpose financial statements: Balance sheet - Income statement - Statement of comprehensive income - Statement of changes in equity - Statement of changes cash flows - Public company reporting requirements: SEC Reporting Requirements - Interim Financial Reporting - Segment Reporting - Revenue recognition: 5-Step approach to Revenue Recognition - Certain Customer's Rights & Obligations - Specific Arrangements - Long Term Construction Contracts

UNIT II: CURRENT ASSETS AND CURRENT LIABILITIES (AS PER US GAAP AND IFRS):

Monetary Current Assets & Current Liabilities: Cash & Cash Equivalents - Accounts Receivable - Notes Receivable - Transfers & Servicing of Financial Assets - Accounts Payable - Employee-related Expenses Payable - Inventory: Determining Inventory & Cost of Goods Sold - Inventory Valuation - Inventory Estimation Methods

UNIT III: FINANCIAL INVESTMENTS AND FIXED ASSETS (AS PER US GAAP AND IFRS):

Financial Investments: Investments in Equity Securities - Investment in Debt Securities - Financial Instruments - Tangible Fixed Assets: Acquisition of Fixed Assets - Capitalization of Interest - Costs Incurred After Acquisition - Depreciation - Impairment - Asset Retirement Obligation - Disposal & Involuntary Conversions - Intangible Assets: Knowledge-based intangibles (R&D, software) - Legal rights based intangibles (patent, copyright, trademark, franchise, license, leasehold improvements) – Goodwill

UNIT IV: FINANCIAL LIABILITIES (AS PER US GAAP AND IFRS):

Bonds Payable: Types of Bonds - Convertible bonds vs. Bonds with detachable warrants - Bond Retirement - Fair Value Option & Fair Value Election - Debt Restructuring: Settlement - Modification of terms

UNIT V: SELECT TRANSACTIONS (AS PER US GAAP AND IFRS):

Fair value measurements: Valuation techniques - Fair value hierarchy - Fair value concepts -Accounting changes and error correction: Changes in accounting estimate - Changes in accounting principle - Changes in reporting entity - Correction of an error - Contingencies: Possibility of occurrence (remote, reasonably possible or probable) - Disclosure vs. Recognition
Derivatives and Hedge Accounting: Speculation (non-hedge) - Fair value hedge - Cash flow hedge - Non-monetary exchanges: Exchanges with commercial substance - Exchanges without commercial substance - Leases: Operating lease - Finance lease - Sale leaseback

SUGGESTED READINGS:

1. Miles CPA Review Concept Book: Financial Accounting & Reporting, Miles Education
2. Wiley CPA Excel Exam Review Course Study Guide: Financial Accounting and Reporting, Wiley
3. IFRS & US GAAP Best Practices in Accounting World: GAAP Analysis, Rajesh Dhawan
4. Transparency in Financial Reporting: A concise comparison of IFRS and US GAAP 1st Edition, Ruth Ann McEwen, Harriman House Ltd.
5. IFRS and US GAAP: A Comprehensive Comparison, Steven E. Shamrock, Wiley
6. Wiley GAAP: Interpretation and Application of Generally Accepted Principles, Barry J. Epstein and Ralph Nach, Wiley
7. IFRS Simplified with Practical Illustration Part 1 & 2, Mr Rammohan Bhawe and Dr Mrs Anjali Rammohan Bhawe, CNBC TV 18.

Paper DSE 502 (a) : COMPUTERIZED ACCOUNTING

Objective: *To make the students to acquire the knowledge of computer software*

UNIT I: MAINTAINING CHART OF ACCOUNTS IN ERP:

Introduction-Getting Started with ERP - Mouse/Keyboard Conventions-Company Creation-Shut a Company-Select a Company-Alter Company Details-Company Features and Configurations-F11: Company Features-F12: Configuration-Chart of Accounts-Ledger-Group-Ledger Creation-Single Ledger Creation-Multi Ledger Creation-Altering and Displaying Ledgers-Group Creation-Single Group Creation-Multiple Group Creation-Displaying Groups and Ledgers-Displaying Groups-Display of Ledgers-Deletion of Groups and Ledgers – P2P procure to page.

UNIT II: MAINTAINING STOCK KEEPING UNITS (SKU):

Introduction-Inventory Masters in ERP - Creating Inventory Masters-Creation of Stock Group-Creation of Units of Measure-Creation of Stock Item-Creation of Godown-Defining of Stock Opening Balance in ERP Stock Category-Reports.

UNIT III: RECORDING DAY-TO-DAY TRANSACTIONS IN ERP:

Introduction-Business Transactions-Source Document for Voucher-Recording Transactions in ERP - Accounting Vouchers-Receipt Voucher (F6)-Contra Voucher (F4)-Payment Voucher (F5)-Purchase Voucher (F9)-Sales Voucher (F8)-Debit Note Voucher-Credit Note (Ctrl+F8)-Journal Voucher (F7).

UNIT IV: ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT:

Introduction-Accounts Payables and Receivables-Maintaining Bill-wise Details-Activation of Maintain Bill-wise Details Feature-New Reference-Against Reference-Advance-On Account-Stock Category Report-Changing the Financial Year in ERP.

UNIT V: MIS REPORTS:

Introduction-Advantages of Management Information Systems-MIS Reports in ERP - Trial Balance - Balance Sheet-Profit and Loss Account-Cash Flow Statement-Ratio Analysis-Books and Reports - Day Book-Receipts and Payments-Purchase Register-Sales Register-Bills Receivable and Bills Payable.

SUGGESTED READINGS:

1. Computerised Accounting: Garima Agarwal, Himalaya
2. Computerised Accounting: A. Murali Krishna, Vaagdevi publications
3. Computerised Accounting: Dr. G. Yogeshweran, PBP.
4. Aakash Business Tools: Spoken Tutorial Project IIT Bombay
5. Mastering Tally: Dinesh Maidasani, Firewal Media
6. Implementing Tally ERP 9: A.K Nadhani and K.K Nadhani, BPB Publications
7. Computerised Accounting and Business Systems: Kalyani Publications
8. Manuals of Respective Accounting Packages
9. Tally ERP 9: J.S. Arora, Kalyani Publications.

Paper DSE 502 (b): FINANCIAL DECISION MAKING - I

Objective: *To make students to understand the Financial Decision Making.*

UNIT I: FINANCIAL STATEMENT ANALYSIS

Basic Financial Statement Analysis: Common size financial statements - Common base year financial statements - Financial Ratios: Liquidity - Leverage - Activity - Profitability - Market Profitability analysis: Income measurement analysis - Revenue analysis - Cost of sales analysis - Expense analysis - Variation analysis - Special issues: Impact of foreign operations - Effects of changing prices and inflation - Off-balance sheet financing - Impact of changes in accounting treatment - Accounting and economic concepts of value and income - Earnings quality

UNIT II: FINANCIAL MANAGEMENT

Risk & Return: Calculating return - Types of risk - Relationship between risk and return
Long-term Financial Management: Term structure of interest rates - Types of financial instruments - Cost of capital - Valuation of financial instruments

UNIT III: RAISING CAPITAL

Raising Capital: Financial markets and regulation - Market efficiency - Financial institutions - Initial and secondary public offerings - Dividend policy and share repurchases - Lease financing

UNIT IV: WORKING CAPITAL MANAGEMENT

Managing working capital: Cash management - Marketable securities management - Accounts receivable management - Inventory management - Short-term Credit: Types of short-term credit - Short-term credit management

UNIT V: CORPORATE RESTRUCTURING AND INTERNATIONAL FINANCE

Corporate Restructuring: Mergers and acquisitions - Bankruptcy - Other forms of restructuring
International Finance: Fixed, flexible, and floating exchange rates - Managing transaction exposure - Financing international trade - Tax implications of transfer pricing

SUGGESTED READINGS:

1. Wiley CMAexcel Learning System, Part 2: Strategic Financial Management
2. Interpretation and Application of International Financial Reporting Standards; Mackenzie, Bruce, Coetsee, Danie, Njikizana, Tapiwa, Chamboko, Raymond, Colyvas, Blaise, and Hanekom, Brandon; Wiley
3. Financial Reporting & Analysis, 13th edition; Gibson, Charles H.; South-Western Cengage Learning
4. Financial Statement Analysis, 10th edition; Subramanyam, K.R., and Wild, John L.; McGraw Hill
5. Principles of Corporate Finance, 11th edition; Brealey, Richard, A., Myers, Stewart C., and Allen, Franklin; McGraw Hill
6. Fundamentals of Financial Management, 13th edition; Van Horn, James, C., and Wachowicz, John M. Jr.; FT / Prentice Hall

Paper DSE 502 (c) : INTERNATIONAL TAX & REGULATION

Objective: *To make students to understand the International Tax & Regulation.*

UNIT I: TAXATION OF INDIVIDUALS:

Individual Income Tax Return: Filing Status - Cash basis and Accrual basis

Gross Income: Wages, Salaries, Bonus, Commission, Fees & Tips - Interest & Dividend Income - Business Income - Capital Gains & Losses - Passive Income - Farming Income - Deductions: Adjustments - Deductions from AGI - Calculating Tax: Tax Credits - Alternative Minimum Taxes - Other Taxes - Estimated Tax penalty

UNIT II: PROPERTY TRANSACTIONS & DEPRECIATION:

Capital Gains & Losses - Gains & Losses from Sale of Long-term Business Property - Depreciation & Amortization

UNIT III: TAXATION OF CORPORATIONS:

C-Corporations: Formation - Income Tax Return - Income - Deductions - Reconciliation of Taxable Income with books - Calculating Tax - Corporate Earnings & Distributions - Corporate Liquidation & Reorganizations - S-Corporations: Eligibility criteria - Income Tax Return - Shareholder basis - Earnings and Distribution - Termination of Election

UNIT IV: TAXATION OF OTHER ENTITIES:

Partnerships: Formation - Income Tax Return - Partner basis - Partnership Distributions - Sale of Partnership Interest by a Partner - Termination of Partnership - Estate, Trust & Gift Taxation: Estate and Trust Fiduciary Income Tax Return - Estate Tax Return - Gift Tax Return - Generation-skipping transfer Tax - Tax Exempt Organizations: Formation - Income Tax Return

UNIT V: STATUTORY REGULATIONS, ACCOUNTANT RESPONSIBILITIES, BUSINESS STRUCTURES:

Federal Security Regulations: Securities Act of 1933 - Securities Exchange Act of 1934 - Other federal security regulations - Professional & Legal Responsibilities: Accountant Common Law Liabilities - Accountant Statutory Liabilities - Accountant Liabilities for Privileged Information - Accountant Criminal Liabilities - Employment Regulations - Environmental Regulations - Antitrust Regulations - Business Structures: Sole Proprietorships - Partnerships - Corporations

SUGGESTED READINGS:

1. Miles CPA Review Concept Book: Regulation, Miles Education
2. Wiley CPA Excel Exam Review Course Study Guide: Regulation, Wiley
3. Internal Revenue Code: Income, Estate, Gift, Employment and Excise Taxes, CCH Tax Law Editors
4. Federal Income Tax: Code and Regulations--Selected Sections, Martin B. Dickinson, Wolters Kluwer
5. Federal Income Taxation by Katherine Pratt and Thomas D. Griffith, Wolters Kluwer
6. Federal Income Taxation (Concepts and Insights), Marvin Chirelstein and Lawrence Zelenak, Foundation Press

Paper DSE 503 (a) : ADVANCED DATA VISUALIZATION

Objective: *To make students to understand the Advanced data visualization.*

UNIT I: CHART & GRAPH SELECTION:

Differentiate between the following graph and chart types and when to use them: Categorical – Continuous - Time series – Bivariate - Distribution

UNIT II: BUSINESS INTELLIGENCE:

Overview of Business Intelligence (BI): Identify business intelligence (BI) concepts and their common applications - Differentiate between the major enterprise BI platforms and when each is appropriate - Apply BI techniques (online analytical processing [OLAP], drill through, drill down, drill up) - Report Building and Online Analytical Processing (OLAP): Apply techniques for building reports and identify the best uses of the learned techniques - Distinguish the elements of OLAP (online analytical processing) - Business Intelligence in Action: Identify the steps and benefits of scorecard and strategy management and apply the steps in appropriate situations - Distinguish between effective dashboard techniques

UNIT III: MASHUPS:

Identify event streaming techniques and their uses - Differentiate between types of mashups in order to determine the best mashup for a dashboard presentation - Analyze trusted data in order to derive information

UNIT IV: DATA VISUALIZATION BEST PRACTICES:

Identify core data visualization rules in order to ensure quality report development - Identify the goals of data visualization and how data visualization can benefit an entity. Differentiate between the needs of different report users and identify appropriate report styles for each.

UNIT V: REPORTING:

Reporting Options: Differentiate between alerts and trends and the appropriate uses for each - Distinguish the appropriateness of Self-Serve reports and their application in common scenarios - Differentiate between best uses for BI techniques in order to ensure effective reporting - What Makes a Good Report: Compare layout options and identify appropriate presentation choices for maximum effectiveness - Differentiate between good and bad report implementations and the potential impact of poor implementation - Constructing Reports: Distinguish between when to use reporting tools versus analysis tools - Use core tools to build report and dashboard layouts to achieve maximum effectiveness

SUGGESTED READINGS:

1. Data Visualization Certificate; AICPA
2. Introducing Microsoft Power BI; Alberto Ferrari, Marco Russo; Microsoft Press
3. Introduction to Microsoft Power Bi: Bring Your Data to Life; M.O. Cuddley; Createspace Independent Pub
4. Business Analysis with Microsoft Excel and Power BI, 5th edition; Conrad G. Carlberg; Pearson
5. Microsoft Power BI Dashboards Step by Step, Errin O'Connor, Microsoft Press
6. Storytelling with Data: A Data Visualization Guide for Business Professionals; Cole Nussbaumer Knaflic; Wiley.

Paper DSE 503 (b) : ADVANCED CORPORATE ACCOUNTING

Objective: to gain knowledge of AS-19 & 21 and format accounts.

UNIT-I: HOLDING COMPANIES (AS-21):

Nature – Legal requirements – Capital and Revenue Profit/Reserves/Losses – Minority Interest – Cost of Control or Goodwill – Capital Reserve – Inter Company Transactions – Un-realized Profit on Unsold stock - Revaluation of Assets – Interim Dividend by Subsidiary Companies - Debentures in Subsidiary Companies – Consolidated Balance Sheet.

UNIT-II: ELECTRICITY COMPANIES (DOUBLE ACCOUNTING SYSTEM):

Meaning of Double Account System – Final Accounts - Calculation of Reasonable Return and Disposal of Surplus – Replacement of an Asset.

UNIT-III: ACCOUNTING FOR PRICE LEVEL CHANGES:

Introduction – History – Limitations – Profit measurement under different systems of accounting – Methods of Accounting for Price Level Changes: Current Purchasing Power (CPP) – Current Cost Accounting (CCA).

UNIT-IV: LEASE ACCOUNTS (AS-19):

Meaning – Terminology – Advantages and Disadvantages – Types: Financial and Operating Lease – Accounting Treatment in the books of both the parties.

UNIT-V: HUMAN RESOURCE ACCOUNTING & SOCIAL RESPONSIBILITY ACCOUNTING:

Human Resource Accounting: Definition – Objectives – Assumptions – Advantages and Limitations – Approaches - Human resource accounting in India (Theory only).

Social Responsibility Accounting: Meaning – Nature – Need – Objectives – Accounting Concepts – Indicators of Social Performance (Theory only).

SUGGESTED READINGS:

1. Corporate Accounting: R.L.Gupta, M.Radha Swamy, Sultan Chand
2. Advanced Corporate Accounting: Srilatha Reddy, Himalaya
3. Advanced Corporate Accounting: Dr. Thangapandi, PBP
3. Advanced Accounting: Tulsania, TataMcGraw-hill Publishing Company
4. Corporate Accounting: Jain & Narang, Kalyani Publications
5. Advanced Accounting: S.M.Shukla, Sahitya Bhavan
6. Corporate Accounting: Prashanta Athma, Himalaya Publishers.
7. Advanced Accounting (Vol. II): Chandra Bose, PHI

Paper DSE 503 (c) : FINANCIAL MANAGEMENT

Objective: *To understand basics in Financial Management.*

UNIT-I: INTRODUCTION:

Financial Management: Meaning - Nature and Scope – Importance - Objectives - Profit Maximization vs Wealth Maximization – Traditional Functions of Finance Manager – Changing Role of Finance Manager – Relationship between Financial Management and Other Management Areas (Theory).

UNIT-II: FINANCIAL PLANNING:

Sources of Finance - Financial Planning: Meaning and Definition – Objectives – Characteristics – Process – Factors - Limitations (Theory).

UNIT-III: CAPITALIZATION:

Meaning of Capital and Capitalization – Sources of Capital - Theories of Capitalization – Over Capitalization: Meaning - Causes – Consequences - Remedies - Under Capitalization: Meaning – Causes – Consequences - Remedies - Comparison of Under and Over Capitalization – Watered Stock (Theory).

UNIT-IV: COST OF CAPITAL:

Meaning and Definition – Significance – Classification of Costs – Problems in Determination of Cost of Capital – Cost of Debt - Cost of Perpetual and Redeemable Debt - Cost of Preference Capital - Cost of Equity Capital – Cost of retained earnings - Weighted Average Cost of Capital (Simple Problems).

UNIT-V: CAPITAL STRUCTURE:

Meaning – Importance – Factors – Types – Optimal Capital Structure – Theories of Capital Structure: Net Income Approach - Net Operating Income Approach - Traditional Approach - Modigliani and Miller Approach (Simple Problems).

SUGGESTED READINGS:

1. Financial Management: I M Pandey, Vikas Publishing House Pvt Ltd.
2. Financial Management: M.Y. Khan & P.K. Jain, Tata McGraw-Hill
3. Financial Management: Shashi K. Gupta & R.K. Sharma, Kalyani Publishers,
4. Financial Management: R.M. Srivastava, Himalaya Publishing House, Hyderabad.
5. Financial Management: Prasanna Chandra , McGraw Hill
6. Financial Management: Kothari, sage
7. Financial Management: Rustagi, Taxman Publications.
8. Fundamentals of Financial Management: Sharan, Pearson.
9. Financial Management: Tulsian, S. Chand.
10. Financial Management: Satish B Mathur, Trinity Press.
11. Fundamentals of Financial Management: D. Chandra Bose, PHI.

Paper PR : RESEARCH METHODOLOGY & PROJECT REPORT

Objective: *To introduce the basics of conducting research in social sciences.*

UNIT-I: INTRODUCTION, MEASUREMENT AND HYPOTHESIS TESTING:

Meaning of Research-Steps involved- Identification of Problem- Steps involved in the selection of problem-Research Design-Meaning and Types- Measurement Levels/Scales - Scaling Techniques-Hypothesis-Meaning - Types – Testing Procedure.

UNIT-II:PARAMETRIC AND NON PARAMETRIC TESTS AND RESEARCH REPORT:

Introduction - t- Test - F- Test - Chi Square Test - Anova (One Way Anova, Two Way Anova).concepts only Contents of a Research Report.

SUGGESTED READINGS:

1. Research Methodology: Himalaya Publications.
2. Methodology of Research in Social Sciences: Krishna Swamy,
3. Research Methodology: Kothari & Garg, New Age Publication
4. Research Methodology: Paneerselvam R, PHI
5. Research Methodology: Dr Vijay Upagade & Dr Arvind Shende, S. Chand Publications
6. Research Methodology: Ranjit Kumar, Pearson Publication
7. Reading in Research Methodology in Commerce & Business Management: Achalpathi KV,
8. Research Methodology: Sashi.K Gupta, Praneeth Rangi, Kalyani Publishers.

GUIDELINES FOR PROJECT WORK

- 1) Project work is a part of the prescribed curriculum to B. Com students.
- 2) Project work is allotted to a group of 4 students.
- 3) During the IV semester, students are expected to undergo internship at a business firm/ Government Department /Software organization/Voluntary organization as per the guidance of teacher concerned.
- 4) Students should get a certificate from the organization.
- 5) At the end of Semester-VI, the project reports would be evaluated by the external examiner designated by the Controller of Examinations, from the panel submitted by the Board of Studies in Commerce. The Examiner would evaluate the project reports for a maximum of 35 marks and conduct Viva-Voce examination for 15 marks. The award lists duly signed would be sent the Controller of Examinations.
- 6) Examiners will examine the following in the project report: i) Survey/Analysis on the topic chosen; ii) Method of data collection; iii) Presentation: Style, Comprehensiveness, graphs, charts etc.; iv) Analysis and inference and implications of the study; v) Bibliography.
- 7) Students must ensure that they maintain **regular contact with their supervisor** and also that they provide the supervisor with drafts of their work at regular intervals.
- 8) Students are required to submit a project report on a topic related/connected with trade, industry & commerce. Project can be done by taking the information from the select organization focusing on areas like marketing, finance, human resource, operations, general management etc.

- 9) Project should be a practical, in-depth study of a problem, issue, opportunity, technique or procedure or some combination of these aspects of business. The Students are required to define an area of investigation, assemble relevant data, analyse the data, draw conclusions and make recommendations.

ORGANISATION OF PROJECT REPORT

1) Project report should be presented in the following sequence:

i) Title page; ii) Student's declaration; iii) Supervisor's certificate; iv) Internship certificate; v) Abstract; vi) Acknowledgements; vii) Table of contents; viii) List of tables; ix) List of figures; x) List of appendices.

2) Chapter Design should be as follows:

Chapter-I: Introduction: this chapter includes the research problem, need for study/significance of the project, objectives, methodology (hypotheses, statistical tools, data source, scope, sample, chapter design).

Chapter-II: Company Profile: this chapter should contain a brief historical retrospect about the entity of your study.

Chapter-III: Data Analysis and interpretation: this chapter should present the data analysis and inferences.

Chapter-IV: Summary and Conclusions: This Chapter should give an overview of the project, conclusions, implications, recommendations and scope for further research.

Bibliography: lists the books, articles, and websites that are referred and used for research on the topic of the specific project. Follow Harvard style of referencing.

Appendices: the data, used to prepare the tables for analysis, may not be feasible to incorporate as part of chapters, may given as appendices.

TECHNICAL SPECIFICATIONS OF THE PROJECT

1) Project should be typed on **A4 white paper**, and be **1.5 spaced**.

2) All pages should be **numbered**, and numbers should be placed at the centre of the bottom of the page.

3) **All tables, figures and appendices** should be consecutively numbered or lettered, and suitably labeled.

4) **3 bound copies & a soft-copy** should be handed in to the **principal/director of your college/institute** at the time of submission.

5) **bibliography and referencing: Referencing** is necessary to avoid plagiarism, to verify quotations and to enable readers to follow-up and read more fully the cited author's arguments. Reference is given within the text of the project as well as at the end of the project. The basic difference between citation and a reference list (bibliography) is that the latter contains full details of all the in-text citations.

- **Citation** provides brief details of the author and date of publication for referencing the work in the body of the text.
- **Reference list** is given at the end of the text and is a list of all references used with additional details provided to help identify each source.

Proper referencing is as crucial aspect of your project. You are therefore strongly advised to talk to your supervisor about this, in order to make sure that your project report follows the appropriate referencing system.

Paper DSE 601 (a) : COST CONTROL AND MANAGEMENT ACCOUNTING

Objective: To be acquaint with Cost Control techniques, Managerial Accounting decision-making techniques and reporting methods.

UNIT-I: INTRODUCTION TO MANAGEMENT ACCOUNTING &MARGINAL COSTING:

Meaning and Importance of Management Accounting – Marginal Cost Equation – Difference between Marginal Costing and Absorption Costing – Application of Marginal Costing – CVP Analysis – Break Even Analysis: Meaning – Assumptions – Importance - Limitations. Marginal Costing for Decision Making-Make or Buy – Add or Drop Products – Sell or Process Further – Operate or Shut-down – Special Order Pricing – Replace or Retain.

UNIT-II: BUDGETARY CONTROL AND STANDARD COSTING:

Budget: Meaning – Objectives – Advantages and Limitations – Essentials of Budgets - Budgetary Control - Classification of Budgets - Preparation of Fixed and Flexible Budgets. Standard Costing: Meaning – Importance – Standard Costing and Historical Costing - Steps involved in Standard Costing. Variance Analysis: Material variance - Labour variance - Overhead variance .

UNIT-III: TECHNIQUES OF FINANCIAL STATEMENT ANALYSIS:

Meaning – Objectives - Techniques: Comparative Statement, Common Size Statement, Trend Analysis. Ratios- Meaning , Objectives and Classification—Computation of Activity, Liquidity, Solvency and Profitability Ratios.

UNIT-IV: FUNDS FLOW ANALYSIS:

Concept of Funds – Meaning and Importance – Limitations – Statement of Changes in Working Capital – Statement of Sources and Application of Funds.

UNIT-V: CASH FLOW ANALYSIS (AS-3):

Meaning – Importance – Differences between Funds Flow and Cash Flow Statements – Procedure for preparation of Cash Flow Statement.

SUGGESTED READINGS:

1. Management Accounting- Principles & Practice: Sharma RK & Shashi K. Gupta, Kalyani
2. Advanced Managerial Accounting: Srihari Krishna Rao, Himalaya
3. Advanced Managerial Accounting: Dr. Sundaram, PBP
3. Advanced Management Accounting: Robert S. Kaplan & Anthony A. Atkinson, Prentice-Hall
4. Management Accounting: Rustagi R.P, Galgotia
5. Managerial Accounting: Ronald W. Hilton, TMH

Paper DSE 601 (b) : FINANCIAL CONTROL

Objective: To make students to understand the Financial Control.

UNIT I: EXTERNAL FINANCIAL REPORTING DECISIONS (AS PER US GAAP & IFRS):

Financial Statements: Balance sheet - Income statement - Statement of Comprehensive Income - Statement of changes in equity - Statement of cash flows - Integrated reporting

UNIT II: RECOGNITION, MEASUREMENT, VALUATION, AND DISCLOSURE (AS PER US GAAP & IFRS) :

Assets, Liabilities & Equity: Asset valuation - Valuation of liabilities - Equity transactions - Income: Revenue recognition - Income measurement - Major differences between U.S. GAAP and IFRS

UNIT III: COST MANAGEMENT:

Measurement concepts: Cost behavior and cost objects - Actual and normal costs - Standard costs - Absorption (full) costing - Variable (direct) costing - Joint and by-product costing - Costing Systems: Joint and by-product costing - Job order costing - Process costing - Activity-based costing - Life-cycle costing - Overhead costs: Fixed and variable overhead expenses - Plant-wide versus departmental overhead - Determination of allocation base - Allocation of service department costs

UNIT IV: SUPPLY CHAIN MANAGEMENT AND BUSINESS PROCESS IMPROVEMENT:

Supply chain management: Lean resource management techniques - Enterprise resource planning (ERP) - Theory of constraints - Capacity management and analysis - Business Process Improvement: Value chain analysis - Value-added concepts - Process analysis, redesign, and standardization - Activity-based management - Continuous improvement concepts - Best practice analysis - Cost of quality analysis - Efficient accounting processes

UNIT V: INTERNAL CONTROLS:

Governance, Risk & Compliance: Internal control structure and management philosophy - Internal control policies for safeguarding and assurance - Internal control risk - Corporate governance - External audit requirements - System Controls & Security Measures: General accounting system controls - Application and transaction controls - Network controls - Backup controls - Business continuity planning

SUGGESTED READINGS:

1. Wiley CMAexcel Learning System, Part 1: Planning, Performance & Analytics
2. Intermediate Accounting, 17th edition; Kieso, Donald E., Weygandt, Jerry J., and Warfield, Terry D.; Wiley
3. Intermediate Accounting, 11th edition; Nikolai, Loren A., Bazley John D., and Jones, Jefferson P., South-Western Cengage Learning
4. Cost Management: A Strategic Emphasis, 6th edition; Blocher, Edward, J., Stout, David E., Juras, Paul E., and Cokins, Gary; McGraw Hill
5. Horngreen's Cost Accounting: A Managerial Emphasis, 16th edition; Charles T., Datar, Srikant, and Rajan, Madhav; Pearson
6. Management Accounting: An Integrative Approach; McNair-Connolly, C.J., Merchant, Kenneth A.; IMA

Paper DSE 601(c) : INTERNATIONAL FINANCIAL REPORTING - II

Objective: *To make students to understand the International Financial Reporting.*

UNIT I: PENSIONS & POST-EMPLOYMENT BENEFITS (AS PER US GAAP & IFRS):

Defined contribution pension plans - Defined benefit pension plans: Pension obligations - Pension plan assets - Net pension expense - Other Post-retirement benefits

UNIT II: INCOME TAXES (AS PER US GAAP & IFRS):

Income tax expense: Current income tax expense - Deferred income tax expense - Deferred taxes on balance sheet: Deferred tax assets - Deferred tax liabilities - Specific accounting - considerations: Net Operating Losses (NOL) - Investee's undistributed dividends

UNIT III: EQUITY (AS PER US GAAP & IFRS):

Equity accounts: Common Stock - Preferred Stock - Additional Paid-In Capital - Retained Earnings - Accumulated Other Comprehensive Income - Treasury Stock - Specific accounting considerations: Share-based Payments to Employees - Equity Securities Classified as Debt Presentation of Equity: On Balance sheet - On Statement of Changes in Equity - Earnings per Share (EPS): Basic EPS - Diluted EPS

UNIT IV: SELECT TRANSACTIONS (AS PER US GAAP & IFRS):

Business Combinations and Consolidations: Acquisitions - Non-controlling Interest - Intercompany Transactions - Variable Interest Entities (VIE) - Foreign currency: Remeasurement - Translation

UNIT V: NOT-FOR-PROFIT AND GOVERNMENTAL ACCOUNTING AND REPORTING (AS PER US GAAP):

Not-for-Profit (NFP) Entities: NFP Financial Statements - Contribution Revenue - Specific Accounting Considerations - Colleges and Universities - Voluntary Health and Welfare Organizations - Health Care Organizations - Governmental Entities: Fund types (Governmental funds, Proprietary funds, Fiduciary funds) - Modified Accrual Accounting - Inter-fund transactions - Government Financial Reporting

SUGGESTED READINGS:

1. Miles CPA Review Concept Book: Financial Accounting & Reporting, Miles Education
2. Wiley CPA Excel Exam Review Course Study Guide: Financial Accounting and Reporting, Wiley
3. IFRS & US GAAP Best Practices in Accounting World: GAAP Analysis, Rajesh Dhawan
4. Transparency in Financial Reporting: A concise comparison of IFRS and US GAAP 1st Edition, Ruth Ann McEwen, Harriman House Ltd.
5. IFRS and US GAAP: A Comprehensive Comparison, Steven E. Shamrock, Wiley
6. Wiley GAAP: Interpretation and Application of Generally Accepted Principles, Barry J. Epstein and Ralph Nach, Wiley
7. IFRS Simplified with Practical Illustration Part 1 & 2, Mr Rammohan Bhawe and Dr Mrs Anjali Rammohan Bhawe, CNBC TV 18

Paper DSE 602(a) : THEORY AND PRACTICE OF GST

Objective: *To equip the students with the knowledge regarding Theory and Practice of GST.*

UNIT I: INTRODUCTION TO GST:

Introduction – GST - Taxes Subsumed under GST -Determination of Tax - Registration -Process of Registration - Cancellation and renovation of registration - Supply of Goods and Services - Transition to GST - Registered Business -Availed Input Tax Credit -Unavailed CENVAT credit and Input VAT on capital goods-Availing the input credit held in closing stock -Invoicing -Tax Invoice -Bill of Supply - Credit Note, Debit Note and Supplementary Invoice-Transportation of goods without issue of Invoice - Input Credit Mechanism - Input Tax - GST Returns - Payment of Tax.

UNIT II: GETTING STARTED WITH GST:

Introduction - Enabling GST and Defining Tax Details-Transferring Input Tax credit to GST -Intrastate Supply of Goods-Intrastate Inward Supply -Intrastate Outward Supply -Interstate -Interstate Outward Supply - Return of Goods -Purchase Returns -Sales Returns -Supplies Inclusive of Tax -Defining Tax Rates at Master and Transaction Levels - Defining GST Rates at Stock Group Level-Defining GST Rate at Transaction Level -Hierarchy of Applying Tax Rate Details –Reports.

UNIT III: RECORDING ADVANCED ENTRIES, GST ADJUSTMENT AND RETURN FILING:

Introduction -Accounting of GST Transactions -Purchases from Composition Dealer -Purchases from Unregistered Dealers-Exports -Imports -Exempted Goods -SEZ Sales -Advance Receipts and payments - Mixed Supply and Composite Supply under GST -Mixed Supply of Goods -Composite Supply of Goods -GST Reports - Generating GSTR- Report in ERP -Input Tax Credit Set Off -GST Tax Payment -Time line for payment of GST tax -Modes of Payment -Challan Reconciliation -Exporting GSTR- return and uploading in GST portal.

UNIT IV: GETTING STARTED WITH GST (SERVICES):

Introduction -Determination of supply of services -Determining the Place of Supply of Services -Enabling GST and Defining Tax Details-Transferring Input Tax credit to GST -Intrastate Supply of Goods - Intrastate Inward Supply-Intrastate Outward Supply -Interstate Supply -Interstate Outward Supply - Interstate Inward Supply -Interstate Outward Supply of Services -Cancellation of Services -Cancellation of Inward Supplies -Cancellation of Outward Supply of Services -Defining Tax Rates at Master and Transaction Levels.

UNIT V: RECORDING ADVANCED ENTRIES AND MIGRATION TO ERP:

Introduction - Accounting Multiple Services in a Single Supply - Recording Partial Payment to Suppliers -Outward Supplies - Recording Outward Supply with Additional Expenses - Supply of services -Business to consumers - Time of Supply of Services - Place of Supply of Services - Determining place of supply of services - Exempt Supply of Services under GST -Export Supply of Services - Reverse Charge on Services under GST - Advance Receipts from Customers under GST - Advance Receipt and issuing Invoice on same month -Advance Receipt and issuing Invoice on different month - Reversal of GST on account of cancellation of advance receipt - Generating GSTR- Report in ERP - Input Tax Credit Set Off - Migration to ERP - Activate Goods and Services Tax (GST) in ERP - Set up GST rates - Update Masters - Update party GSTIN/UIN - Creation of GST Duty ledgers.

SUGGESTED READINGS:

1. Taxmann's Basics of GST
2. Taxmann's GST: A practical Approach
3. Theory & Practice of GST, Srivathsala, HPH
4. Theory & Practice of GST: Dr. Ravi M.N, PBP.

Paper DSE 602(b) : FINANCIAL DECISION MAKING - II

Objective: *To make students to understand the Financial Decision Making.*

UNIT I: DECISION ANALYSIS:

Cost/volume/profit analysis: Breakeven analysis - Profit performance and alternative operating levels - Analysis of multiple products - Marginal Analysis: Sunk costs, opportunity costs and other related concepts - Marginal costs and marginal revenue - Special orders and pricing - Make versus buy - Sell or process further - Add or drop a segment - Capacity considerations

UNIT II: PRICING:

Pricing decisions: Pricing methodologies - Target costing - Elasticity of demand - Product life cycle considerations - Market structure considerations

UNIT III: RISK MANAGEMENT:

Enterprise Risk: Types of risk - Risk identification and assessment - Risk mitigation strategies - Managing risk

UNIT IV: INVESTMENT DECISIONS:

Capital budgeting process: Stages of capital budgeting - Incremental cash flows - Income tax considerations - Evaluating uncertainty - Capital investment method analysis: Net present value - Internal rate of return - Payback - Comparison of investment analysis methods

UNIT V: PROFESSIONAL ETHICS:

Business ethics: Moral philosophies and values - Ethical decision making - Ethical considerations for management accounting and financial management professionals: IMA's Statement of Ethical Professional Practice - Fraud triangle - Evaluation and resolution of ethical issues - Ethical considerations for the organization: Organizational factors and ethical culture - IMA's Statement on Management Accounting, "Values and Ethics: From Inception to Practice" - Ethical leadership - Legal compliance - Responsibility for ethical conduct - Sustainability and social responsibility.

SUGGESTED READINGS:

1. Wiley CMAexcel Learning System, Part 2: Strategic Financial Management
2. Cost Management: A Strategic Emphasis, 6th edition; Blocher, Edward, J., Stout, David E., Juras, Paul E., and Cokins, Gary; McGraw Hill
3. Horngreen's Cost Accounting: A Managerial Emphasis, 16th edition; Charles T., Datar, Srikant, and Rajan, Madhav; Pearson
4. Principles of Corporate Finance, 11th edition; Brealey, Richard, A., Myers, Stewart C., and Allen, Franklin; McGraw Hill
5. Fundamentals of Financial Management, 13th edition; Van Horn, James, C., and Wachowicz, John M. Jr.; FT / Prentice Hall
6. Enterprise Risk Management - Integrated Framework; COSO, The Committee of Sponsoring Organizations of the Treadway Commission, 2017

Paper DSE 602 (c) : INTERNATIONAL AUDITING

Objective: *To make students to understand the International Auditing.*

UNIT I: ETHICS, PROFESSIONAL RESPONSIBILITIES AND GENERAL AUDITING

PRINCIPLES:

Introduction to Auditing: Generally Accepted Auditing Standards (GAAS) - International Standards of Auditing (ISA) - Ethics, independence and professional conduct: AICPA Code of Professional Conduct - Sarbanes-Oxley Act (SOX), 2002 - Public Company Accounting Oversight Board (PCAOB) - Securities & Exchange Commission (SEC) - International Standards - Engagement Understanding and Acceptance: Pre-Engagement Acceptance Activities - Engagement Letter - Auditor's communication with those charged with governance

Quality Control: Statements on Quality Control Standards (SQCS) - Elements of a System of Quality control

UNIT II: ASSESSING AUDIT RISK AND DEVELOPING A PLANNED RESPONSE:

Audit Risk: Inherent Risk - Control Risk - Detection Risk - Fraud Risk: Fraudulent financial reporting - Misappropriation of assets - Fraud risk factors - Auditor's consideration of fraud

Planning the Audit: Audit Strategy - Audit Plan - Internal Controls: Auditor's Consideration of Internal Control - Operating Cycles - Internal Control Reports and Communications

UNIT III: PERFORMING FURTHER PROCEDURES AND OBTAINING AUDIT EVIDENCE:

Audit Evidence: Management's Assertions - Sufficient & Appropriate Audit Evidence - Audit Evidence determined by Risk of Material Misstatement (RMM) - Substantive Procedures: Revenue cycle - Expenditure cycle - Production cycle - Payroll cycle - Investing cycle - Financing cycle - Opening Balances - Illegal Acts - Related Parties - Contingencies - Estimates & Fair Value Measurements - Subsequent Events - Omitted Procedures & Subsequent Discovery of Facts - Using the Work of Others - Evaluating Audit Findings - Audit Documentation - Management Representation Letter - Audit Sampling: Sampling Risks - Attributes Sampling - Classical Variables Sampling - Probability Proportional to Size (PPS) Sampling

UNIT IV: AUDIT REPORTING:

Audit Reports: Unmodified opinion - Unmodified Opinion with Emphasis-of-matter and/or Other-matter paragraph - Qualified Opinion - Adverse Opinion - Disclaimer of Opinion - Audit Reporting Considerations: Audit of Comparative financial statements - Supplementary Information - Audit of Group financial statements - Audit of Single financial statements & Specific financial statement elements, accounts or items - Audit of Special Purpose financial statements - Audit of financial statements prepared using financial reporting framework of another country

UNIT V: OTHER ENGAGEMENTS:

Accounting & Review Services: Preparation of financial statements - Compilation engagement - Review engagement - Attestation Engagements: Examination - Review - Agreed-upon Procedures - Governmental Auditing: Governmental Auditing Standards - Single Audit Act

SUGGESTED READINGS:

1. Miles CPA Review Concept Book: Auditing and Attestation, Miles Education
2. Wiley CPA Excel Exam Review Course Study Guide: Auditing and Attestation, Wiley
3. Wiley Practitioner's Guide to GAAS: Covering all SAS, SSAE's, SSARS, PCAOB, Auditing Standards, and Interpretations, Joanne M. Flood, Wiley
4. Auditing: A Risk Based-Approach to Conducting a Quality Audit, Karla M Johnstone, Audrey A. Gramling and Larry E. Rittenberg, Cengage Learning
5. Principles of Auditing & Other Assurance Services, Ray Whittington and Kurt Pany, McGraw Hill
6. Auditing & Assurance Services: A Systematic Approach, William F Messier Jr, Steven M. Glover and Douglas F. Prawitt, McGraw Hill.

Paper DSE 603(a) : BUSINESS APPLICATIONS OF EMERGING TECHNOLOGIES

Objective: *To make students to understand the Technologies of Business Applications of Emerging.*

UNIT I: FINANCE TRANSFORMATION:

Future of finance - Disruption in the business environment - The need to be agile in today's business environment - The role of technology as a disruptive force in a business's Finance function - Opportunities to add value, based on new business models, including the finance value chain and the CGMA Competency Framework - New skills and competencies required to enable the finance professional to add value to their organizations

UNIT II: ROBOTIC PROCESS AUTOMATION (RPA):

What RPA is and the business value of RPA - RPA applications and use cases that make the most sense - Decision criteria and steps needed to build a business case - Considerations, risks, and challenges to implementing RPA - Governance and controls considerations for a digital workforce - Accounting, finance, and organizational impact of RPA - Future of RPA and automation trends, with a focus on intelligent process automation (IPA)

UNIT III: ARTIFICIAL INTELLIGENCE (AI):

Differences between AI, Machine Learning (ML) and Deep Learning (DL) - Benefits of Artificial Intelligence - AI applications and capabilities and how it drives a competitive advantage - Industry drivers and real-world examples of AI - Focuses on the importance of a data-driven AI strategy - What is an AI strategy for the enterprise? - Considerations for an AI strategy

UNIT IV: CYBERSECURITY:

Cybersecurity terminology and digital transformation - Attacks and the security mindset - Data breaches and privacy - Cybersecurity frameworks including NIST CSF - Elements of a cybersecurity risk management program - Benefits of investing in cybersecurity - Options for cybersecurity service offerings

UNIT V: BLOCKCHAIN:

History of blockchain and bitcoin - Bitcoin and blockchain characteristics - Push vs pull paradigm - Core components of blockchain technology - Custody, responsibility and control continuum - Permissioned vs permissionless Blockchain -

SUGGESTED READINGS:

1. Finance Transformation – Manage Disruption; AICPA
2. Robotic Process Automation Fundamentals for Finance and Accounting Professionals; Edward Brooks, Steve Palomino, Miklos Vasarhelyi, Andrea Rozario, Abigail Zhang; AICPA
3. Artificial Intelligence for Accounting and Finance Professionals; AICPA
4. AI and Analytics, Accelerating Business Decisions; Sameer Dhanrajani; Wiley
5. Cybersecurity Fundamentals for Finance and Accounting Professionals; Christopher J. Romeo; AICPA
6. Blockchain Fundamentals for Accounting and Finance Professionals; Kirk Phillips; AICPA.

Paper DSE 603(b) : CORPORATE GOVERNANCE

Objective: to acquaint the student with the finer nuances of Corporate Governance.

UNIT - 1:CORPORATE GOVERNANCE: Evolution and Significance: Corporate Governance: Meaning – Definition - Evolution – Historical Perspective of Corporate Governance – Nature and Scope of Corporate Governance – Need for Corporate Governance – Essentials of Corporate Governance – Objectives of Corporate Governance - Benefits and Limitations of Corporate Governance - Structure – Theories.

UNIT – II: CORPORATE GOVERNANCE COMMITTEES AND MODELS:

CG Committees: Cadbury Committee, Greenbury Committee, Hampel Committee, Sarbanes-Oxley Act, 2002, Blue Ribbon Committee, King Committee, Kumara Mangalam Birla Committee, Narayana Murthy Committee, CII Task Force Committee – CG Models : Anglo-American, German, Japanese and Indian Model.

UNIT - III: CORPORATE GOVERNANCE AND SOCIAL RESPONSIBILITY:

Corporate Social Reporting – Meaning – Types of CSR - Role of CSR towards Society – Employees, Government, Stakeholders and Consumers – Nature of CSR – CSR Principles and Strategies - Models – Best Practices of CSR - CSR: Indian Perspective – Sachar Committee Report.

UNIT - IV: ACCOUNTABILITY IN CORPORATE GOVERNANCE:

Definition – Importance - Accounts and Financial Reporting - Stakeholders Influence - Social Responsibility and Accountability - Reflection of Stakeholder’s Accountability in Legislation, Guidance on Stakeholders and Shareholders Interest. Role of Top Management in Corporate Governance. Role of Auditors in Corporate. Role of Shareholders & Other Stakeholders in Corporate Governance.

UNIT – V: ISSUES IN CORPORATE GOVERNANCE :

Role of Promoters - Nominee Directors - Mismanagement –Corporate Frauds - Negligent Role of Auditors – Banks- Supervision and Control of Stock Exchanges – Whistle Blowing Policy - RBI – Ministry of Corporate Affairs – Towards Building Ethical and Sustainable Organization.

SUGGESTED READINGS:

1. Business Ethics and Corporate Governance, (2017) Prof. K. Viyyanna Rao, Dr. G. Nagaraju I.K., International Publishing House Pvt. Ltd,
2. Corporate Governance,(2014), Bholanath Dutta and S.K. Podder - Vision Book house,
3. Business Ethics,(2005)2ND Edition, R.V. Badi N.V. Badi,Vrinda Publication pvt Ltd
4. Business Ethics An Indian Perspective, 2015, A. C. Fernando - Pearson
5. Business Ethics and Corporate Governance, Reprint 2013, C.S.V. Murthy – Himalaya Publication
6. Corporate Governance,(2004) H.R. Machiraju, Himalaya Publication House
7. Business Ethics -Text & Cases 2010, C.S.V. Murthy – Himalaya Publication
8. Business Ethics – Dr. Muninarayanappa, Prof. Manjula, Prof. V. Tamil Selvan, Prof. Raghavendra K.S.- Takur Publishers,2015, Bangalore
9. A Study in Business Ethics, Reprint (2008) Ritu Parna Raj, Himalaya Publishing house
10. Ethics in Business and Management Concepts (Western and Indian) & Cases (National & International), R. P. Banerjee, Himalaya Publishing House.
11. Corporate Governance (with Case Studies), Dayanand Achrekar, Surendra Publications, New Delhi.
12. Corporate Governance, Robert A G Monks, Wiley India Pvt. Ltd.

Paper DSE 603(C) : INVESTMENT MANAGEMENT

Objective: *to familiarize with concepts of risk and return relating to Investment.*

UNIT-I: INTRODUCTION:

Investment Management: Meaning and Definition – Objectives - Scope – Investment Vs Speculation – Investment Vs Gambling - Factors affecting Investment Decisions – Investment Alternatives - Types of Investors (Theory).

UNIT-II: RISK AND RETURN:

Meaning of Risk – Risk Vs Uncertainty – Causes of Risk – Types of Risks – Risk and Return of a Single Asset – Ex-Ante and Ex-Post – Risk-Return Relationship – Risk-Return Trade off (Simple Problems).

UNIT-III: MARKET INDICES:

Concept of Index – Methods of computing stock indices – Leading Stock Price Indices in India – Sensex and Nifty – Uses of Market Index (Simple Problems).

UNIT-IV: TIME VALUE OF MONEY:

Concept - Techniques - Compounding Techniques - Doubling Period - Multiple Compounding Period - Present Value Techniques (Simple Problems).

UNIT-V: PORTFOLIO ANALYSIS:

Traditional Vs Modern - Rationale of Diversification - Markowitz portfolio theory - Effect of combining the securities - Measurement of expected return and risk of portfolio (Simple Problems).

SUGGESTED READINGS:

1. Investment Management (Text and Cases): V.K. Bhalla, S. Chand & Company.
2. Security Analysis and Portfolio Management: Shashi K. Gupta & Rosy Joshi, Kalyani Publishers.
3. Investment Management: Dr. V.A. Avadhani, Himalaya Publishing House.
4. Fundamentals of Investment Management: Preeti Singh, Himalaya Publishing House
5. Security Analysis and Portfolio Management: Kevin, PHI.
6. Investment Analysis and Portfolio Management: Prasanna Chandra, Tata McGraw-Hills
7. Investment Management, Prashanta Athma: Kalyani Publications.
8. Security Analysis and Portfolio Management: Madhumati Ranganathan, Pearson.
9. Investment Management: Masheswari, PHI.
10. Security Analysis and Portfolio Management: Dhanesh Khatri, Trinity Press.

BBA (CBCS)

Syllabus

(2019 – 2020)

**SR & BGNR GOVERNMENT ARTS & SCIENCE
COLLEGE(A) KHAMMAM**

2019

BBA Course Structure and Syllabus
As per CBCS Guidelines
with Effect from 2019 - 2020

1ST YEAR
SEMESTER – I

<i>Course Code</i>	<i>Course Title</i>	<i>HPW</i>	<i>Credits</i>	<i>Exam Hrs.</i>	<i>Marks</i>
ELS 1	English (First Language) - 1	4	4		
MIL 1	MIL – 1	4	4		
AECC 1	Environmental Science	2	2		
DSC 101	Principles of Management	5	5	3 Hrs.	80 E + 20 I
DSC 102	Basics of Marketing	5	5	3 Hrs.	80 E + 20 I
DSC 103	Business Economics	5	5	3 Hrs.	80 E + 20 I
	Total Semester Credits	25	25		

SEMESTER – II

<i>Course Code</i>	<i>Course Title</i>	<i>HPW</i>	<i>Credits</i>	<i>Exam Hrs.</i>	<i>Marks</i>
ELS 2	English (First Language) - 2	4	4		
MIL 2	MIL – 2	4	4		
AECC 2	Basic Computer Skills	2	2		
DSC 201	Organisational Behaviour	5	5	3 Hrs.	80 E + 20 I
DSC 202	Business Statistics	5	5	3 Hrs.	80 E + 20 I
DSC 203	Financial Accounting	5	5	3 Hrs.	80 E + 20 I
	Total Semester Credits	25	25		

2ND YEAR

SEMESTER – III

<i>Course Code</i>	<i>Course Title</i>	<i>HPW</i>	<i>Credits</i>	<i>Exam Hrs.</i>	<i>Marks</i>
ELS 3	English (First Language) - 3	3	3		
MIL 3	MIL – 3	3	3		
SEC 1	a) Personality Development - I b) Advanced Computers	2	2	1 ½ Hrs.	40 E + 10 I
SEC 2	a) Basic Quality Management b) Business Policy and Strategy	2	2	1 ½ Hrs.	40 E + 10 I
DSC 301	Human Resource Management	5	5	3 Hrs.	80 E + 20 I
DSC 302	Information Technology for Business	4 T + 1 P	5	3 Hrs.	60 E + 20 P + 20 I
DSC 303	Financial Management	5	5	3 Hrs.	80 E + 20 I
	Total Semester Credits	24/25	25		

SEMESTER – IV

<i>Course Code</i>	<i>Course Title</i>	<i>HPW</i>	<i>Credits</i>	<i>Exam Hrs.</i>	<i>Marks</i>
ELS 4	English (First Language) - 4	3	3		
MIL 4	MIL – 4	3	3		
SEC 3	a) Business Correspondence and Communication b) Personality Development - II	2	2	1 ½ Hrs.	40 E + 10 I
SEC 4	a) Start Up Management b) Business Intelligence & Data Visualization	2	2	1 ½ Hrs.	40 E + 10 I
DSC 401	Business Law and Ethics	5	5	3 Hrs.	80 E + 20 I
DSC 402	Market Research	5	5	3 Hrs.	80 U + 20 I
DSC 403	Management Science	5	5	3 Hrs.	80 U + 20 I
	Total Semester Credits	25	25		

3RD YEAR

SEMESTER – V

<i>Course Code</i>	<i>Course Title</i>	<i>HPW</i>	<i>Credits</i>	<i>Exam Hrs.</i>	<i>Marks</i>
ELS 5	English (First Language) - 5	3	3		
MIL 5	MIL – 5	3	3		
GE -1	Mobile Commerce	4	4	3 Hrs.	60 E + 20 I
DSE 501	a) Financial Markets and Services (F) b) Brand Management (M) c) Organization Development (HR)	5	5	3 Hrs.	80 E + 20 I
DSE 502	a) Analysis of Investment in Financial Assets (F) b) Retail Management (M) c) Performance Appraisal and Counseling (HR)	5	5	3 Hrs.	80 E + 20 I
DSE 503	a) Insurance Services (F) b) Customer Relationship Management (M) c) Compensation Management (HR)	5	5	3 Hrs.	80 E + 20 I
	Total Semester Credits	24/25	25		

SEMESTER – VI

<i>Course Code</i>	<i>Course Title</i>	<i>HPW</i>	<i>Credits</i>	<i>Exam Hrs.</i>	<i>Marks</i>
ELS 6	English (First Language) – 6	3	3		
MIL 6	MIL – 6	3	3		
GE -2	Business Analytics	4	3	4 Hrs.	60 E + 20 I
DSE 601	a) Banking (F) b) Buyer Behaviour (M) c) Leadership and Change Management (HR)	5	5	3 Hrs.	80 E + 20 I
DSE 602	a) Risk Analysis And Management (F) b) Advertising and Sales Promotion (M) c) Talent and Knowledge Management (HR)	5	5	3 Hrs.	80 E + 20 I
DSE 603	a) International Finance (F) b) Rural Marketing (M) c) Employees Relations (HR)	5	5	3 Hrs.	80 E + 20 I
DSE 604	Project Report & Viva-Voce	4	4	Viva	Grade
	Total Semester Credits	29	29		
	Total All Semester Credits	148/150	150		

ELS: English Language Skill; SLS: Second Language Skill; AECC: Ability Enhancement Compulsory Course; SEC: Skill Enhancement Course; DSC: Discipline Specific Course; DSE: Discipline Specific Elective; GE: Generic Elective; T: Theory; P: Practical; I: Internal Exam; E: End Exam; PR: Project Report; VV: Viva-Voce Examination; F: Finance; M: Marketing; HR: Human Resource Management.

Note: If a student should opt for “a” in SEC in III semester, the student has to opt for “a” only in IV semester and So is the case with “b” and “c”. In the case of DSE also the rule applies.

**PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEMS (CBCS) IN
BBA (GENERAL) PROGRAMME**

SUMMARY OF CREDITS

Sl. No.	Course Category	No. of Courses	Credits Per Course	Credits
1	English Language	6	4 / 3	20
2.	MIL	6	4 / 3	20
3.	AECC	2	2	4
4.	SEC	4	2	8
5.	GE	2	4	8
6.	Project Report & Viva-voce	1	4	4
7.	DSC	12	5	60
8.	DSE	6	5	30
	Total	39		154
	Management	21		102
Credits Under NON – CGPA		NSS/NCC/Sports/Extra Curricular	Up to 6 (2 in each year)	
		Summer Internship	Up to 4 (2 in each after I & II years)	

Note :

- 1) IT lab will be evaluated through a practical exam.
- 2) At the end of third year there will be a comprehensive viva-voce on subjects & project undertaken during six semester and evaluation of project report.
- 3) Grade (A/B/CD) is awarded to both the project viva-voce and project report as per University Norms.

I - SEMESTER

BBA (CBCS) Syllabus 2019 – 2020

COURSE NO. AECC -1

ENVIRONMENTAL SCIENCE

UNIT - I : ECOSYSTEM, BIODIVERSITY & NATURAL RESOURCES : (15 hrs.)

1. Definition, Scope & Importance of Environmental Studies.
2. Structure of Ecosystem – Abiotic & Biotic components Producers, Consumers, Decomposers, Food chains, Food webs, Ecological pyramids)
3. Function of an Ecosystem :Energy flow in the Ecosystem (Single channel energy flow model)
4. Definition of Biodiversity , Genetic, Species & Ecosystem diversity , Hot-spots of Biodiversity, Threats to Biodiversity , Conservation of Biodiversity (Insitu & Exsitu)
5. Renewable & Non – renewable resources, Brief account of Forest , Mineral & Energy (Solar Energy & Geothermal Energy) resources
6. Water Conservation, Rain water harvesting & Watershed management.

UNIT – II : ENVIRONMENTAL POLLUTION , GLOBAL ISSUES & LEGISLATION : (15 hrs.)

1. Causes, Effects & Control measures of Air Pollution, Water Pollution
2. Solid Waste Management
3. Global Warming & Ozone layer depletion.
4. Ill – effects of Fire- works
5. Disaster management – floods, earthquakes & cyclones
6. Environmental legislation :-
(a) Wild life Protection Act (b) Forest Act (c) Water Act (d) Air Act
7. Human Rights
8. Women and Child welfare
9. Role of Information technology in environment and human health

FIELD STUDY: (5 hrs.)

Pond Ecosystem
Forest Ecosystem

SUGGESTED BOOKS :

1. Environmental Studies - from crisis to cure – by R. Rajagopalan (Third edition) Oxford University Press.
2. Text book of Environmental Studies for undergraduate courses (second edition) by Erach Bharucha
3. A text book of Environmental Studies by Dr.D.K.Asthana and Dr. Meera Asthana
4. Environmental Studies (2019), R Venkateswara Rao, HPH

BBA (CBCS) Syllabus 2019 – 2020

COURSE NO. DSC - 101

PRINCIPLES OF MANAGEMENT

OBJECTIVE:

The general objective of this course is to provide a broad and integrative introduction to the theories and practice of management. In particular, the course focuses on the basic areas of the management process and functions from an organizational viewpoint. The course also attempts to enable students to understand the role, challenges, and opportunities of management in contributing to the successful operations and performance of organizations.

UNIT - I : INTRODUCTION TO MANAGEMENT :

Meaning, definition, concept, scope and principles of management; Evolution of management thought - Management theories- classical, behaviour, system, contingency and contemporary perspectives on management. Management art or science and management as profession. Process and levels of Management. Introduction to Functions (POSDCORB) of Management.

UNIT - II : PLANNING – IMPORTANCE :

Planning – Importance, objectives, process, policies and procedures, types of planning, Decision making - Process of decision making, Types of decision, Problems involved in decision making.

UNIT - III : ORGANIZING :

Meaning, importance, principles of organizing, span of management, Patterns of organization – formal and informal organizations, Common organizational structures; departmentalization, Authority- delegation, centralization and decentralization, Responsibility – line and staff relationship;

UNIT - IV : STAFFING :

Sources of recruitment, Selection process, Training, Directing, Controlling – Meaning and importance, Function, span of control, Process and types of Control, Motivation, Co-ordination – Need and types and techniques of co-ordination - Distinction between coordination and co-operation - Requisites for excellent co-ordination - Systems Approaches and co-ordination.

UNIT - V : EMERGING ISSUES IN MANAGEMENT :

Total Quality management, Technology Management, Talent and Knowledge Management, Leadership, Organizational change and Development, Corporate Social responsibility

SUGGESTED BOOKS :

1. Robbins, S. P., & DeCenzo, A. D. Fundamentals of Management. New Delhi: Pearson Education.
2. Harold Koontz & Heinj Weihrich, (2018) Essentials of Management, 10th Edition, Tata McGraw-Hill Education, New Delhi.
3. T.Ramasamy (2018) Principles of Management, Himalaya Publishing House, Mumbai.
4. L.M. Prasad, Principle and Practice of Management, Sultan Chand and Sons, 6th edition.
5. Gupta, Sharma and Bhalla; Principles of Business Management; Kalyani Publications; 1st ed.
6. P.C. Tripathi & P.N. Reddy, (2015) Principles of Management, 5th Edition, Tata McGraw-Hill Education, New Delhi.
7. Singh, “Principles and Practices of Management and Organizational Behaviour, 2016 1st ed, Sage Publication.
8. P Subba Rao, “Principles of Management, (2018), HPH.

BBA (CBCS) Syllabus 2019 – 2020

COURSE NO. DSC - 102

BASICS OF MARKETING

OBJECTIVE :

To provide an exposure to the students pertaining to the nature and Scope of marketing, which they are expected to possess when they enter the industry as practitioners. To give them an understanding of the basic philosophies and tools of marketing management.

UNIT - I : INTRODUCTION OF MARKETING :

Nature, Scope and Importance of Marketing, Evolution of Marketing; Core marketing concepts; Production concept, Product concept, Selling concept, Marketing concept. Marketing Environment: Micro and Macro Environment

UNIT - II : MARKET SEGMENTATION :

Target Market and Product Positioning: Levels of Market Segmentation, Bases for Segmenting Consumer Markets, Bases for Segmenting Industrial Markets. Target Market and Product Positioning Tools.

UNIT - III : NEW PRODUCT DEVELOPMENT :

Introduction, Meaning of a New Product. Need and Limitations for Development of a New Product, Reasons for Failure of a New Product, Stages in New Product Development and Consumer Adoptions Process.

UNIT - IV : PRODUCT & PRICING DECISIONS :

Concept of Product, Product Life Cycle (PLC), PLC marketing strategies, Product Classification, Product Line Decision, Product Mix Decision, Pricing Decisions: Concept of Price, Pricing Methods and Pricing Strategies

UNIT - V : PROMOTION MIX :

Concept of Promotion Mix, Factors determining promotion mix, Promotional Tools –Types of Advertisement, Sales Promotion, Public Relations & Publicity and Personal Selling; Distribution: Designing Marketing Channels Channel functions, Types of Intermediaries.

SUGGESTED BOOKS :

1. Kotler Philip, Garyarmstrong, Prafullay. Agnihotri, EU Haque, “Principles of Marketing”, 2018, 18th Ed, Pearson Education Prentice Hall of Indi..
2. Paul Baines, Chris Fill, Kelly page, “Marketing Management”, 2018, 15 Ed., Oxford University Press.
3. Kotler, P., Armstrong, G., Agnihotri, P. Y., & Ul Haq, E.: Principles of Marketing: A South Asian Perspective, Pearson.
4. Dr. Sreeramulu, “Basics of Marketing, (2019), HPH
5. Ramaswamy, V.S. & Namakumari, S.: Marketing Management: Global Perspective-Indian, 2019 Sage Publishing
6. Context, Macmillan Publishers India Limited.4. Rajan Saxena, “Marketing Management”, 2009, 4th Ed. Tata McGraw H
7. Roger J. best , “Market – Based Management”, 2009, 1st Ed. PHI Learning Pvt. Ltd.

BBA (CBCS) Syllabus 2019 – 2020

COURSE NO. DSC - 103

BUSINESS ECONOMICS

OBJECTIVE:

The Purpose of this course is to apply micro economic concepts and tools for analyzing business problems and making accurate decision pertaining to the business firms. The emphasis is given to tools and techniques of micro economics

UNIT - I : BUSINESS ECONOMICS NATURE AND SCOPE :

Introduction to business economics, characteristics, nature and scope concept of opportunities Cost, Incremental cost. Time perspective, Discounting and equi-marginal principle

UNIT – II : DEMAND CONCEPTS & ELASTICITY OF DEMAND :

Concept of Demand Determinates of demand , law of demand, exception to the law of demand, elasticity of demand, types of demand elasticity, uses of demand elasticity. Concept of Supply, Determinants of Supply, Law of Supply, Elasticity of Supply.

UNIT – III : PRODUCTION AND COST CONCEPTS :

Theory of production, production function, input output combination, short run production laws, law of diminishing marginal returns to scale, ISO-quant curves, ISO-cost curves

UNIT – IV : BUDGET LINE :

Cost concepts, cost classification, short run cost curves and long run cost curves, Experience curve. Economies and diseconomies to the scale, economies of scope.

UNIT – V : MARKET STRUCTURES AND PRICING :

Concept of market, structures, perfect competition market and price determination, monopoly and abnormal profits, monopolistic completion market price determination, price discrimination. Oligopoly, features of oligopoly, syndicating in oligopoly, kinked demand curve, price leadership and market positioning.

SUGGESTED BOOKS :

1. Dominik Salvatore, (2015) Principal of Micro Economics (7th Edn) oxford University Press.
2. Dr. D N Mithani, (2018) Managerial Economics Theory and Appliocation, HPH
3. Varshiney & Maheswari, Managerial Economics, Juptan Publication, New Delhi
4. Lipsey and Crystal (2008) Economics International (15th Edn) Oxford University Press..
5. Kutosynnis (1979) Modern Mircro Economics (5th Edn) Mc millan Publishers
6. Rubin field and Mehathe (Micro Economics (7th Edn) Pearson Publishers.

II - SEMESTER

BBA (CBCS) Syllabus 2019 – 2020

COURSE NO. AECC - 2

BASIC COMPUTER SKILLS

OBJECTIVE:

The objective of this courses to enable student to understand the basic computer concepts related to day to day office environment.

UNIT – I: INTRODUCTION TO COMPUTERS

Introduction to Computation and Computers, components of computer CPU, Types of Memory, Types of computers – Software, Hardware Definition- Input devices (keyboard, MICR, OCR, OMR), Graphic input devices (Mouse, Graphic Tablet, Joystick), output devices (Printers -Impact & non-impact printer)- Introduction to Software, classification of software, Evolution of operating system, functions of operating system, Types of operating system.

UNIT - II: INTRODUCTION TO INFORMATION SYSTEM, WORD PROCESSING AND PRESENTATION:

Data & information, System, types of System, information system, Types system information system – definition, Application of information system, ethical and social issues in information system.

Word Processing -Creating, editing and saving documents, formatting features of word processing, working with tables and graphs, preview & printing documents;

Presentation – Creating, Editing and Saving shade shows, Templates, Animations – Breilitin Customer made – Preparing slideshows.

SUGGESTED BOOKS :

1. Computer fundamentals, 2e, A.K.Sharma, Universiy Press.
2. Introduction to computers , Tata Mc Graw Hill, Alexis Leon & Mathews Leon
3. Introduction to information technology, 2e, John Wiley & sons, Turban, Rainer, Potter
4. Computer fundamentals, Pearson, Anita Goel
5. Fundamentals of computers, Raja Raman, PHI
6. Basics of Computer Skills, Tulasi Ram, 2019, HPH

BBA (CBCS) Syllabus 2019 – 2020

COURSE NO. DSC - 201

ORGANIZATIONAL BEHAVIOUR

OBJECTIVE :

The main objective is to explain the fundamentals of managing business and to understand individual and group behavior at work place so as to improve the effectiveness of an organization.

UNIT - I : ORGANIZATIONAL BEHAVIOR :

Meaning, importance and historical development of organizational behavior, Factors influencing organizational behavior. Perception and Attribution- concept, nature and process, Factors influencing perception. Values and Attitudes. Personality - Stages of personality development, Determinants of personality. Concept and theories of learning.

UNIT – II : MOTIVATION :

Concept, importance and theories of motivation. Leadership - concept, characteristics, theories and styles of leadership, Managerial grid, Leadership continuum and Leadership effectiveness.

UNIT - III : GROUP DYNAMICS :

Meaning of groups and group dynamics, Formation, Characteristics and Types of groups, Theories of group dynamics, Group cohesiveness - Factors influencing group cohesiveness - Group decision making process. Types of teams. Analysis of Interpersonal Relationship: Transactional Analysis, Johari Window.

UNIT – IV : MANAGEMENT OF CHANGE :

Meaning and importance of change, Factors contributing to organizational change, Change agents, Resistance to change – causes of and dealing with resistance to change, Organizational Development - meaning and process.

UNIT - V : ORGANIZATIONAL CULTURE, CONFLICT AND EFFECTIVENESS :

Concept of Organizational Culture, Distinction between organizational culture and organizational climate, Factors influencing organizational culture, Morale- concept and types of morale. Managing conflict, Organizational Effectiveness - Indicators of organizational effectiveness, Achieving organizational effectiveness. Organizational Power and Politics.

SUGGESTED BOOKS :

1. Robbins, P.Stephen - Organizational Behavior-concepts, controversies & Applications - Prentice Hall of India Ltd., New Delhi, 1988.
2. Luthans Fred - Organizational Behavior - McGraw Hill Publishers Co. Ltd., New Delhi, 1988.
3. Rao, VSP and Narayana, P.S. - Organization Theory & Behavior - Konark Publishers Pvt.Ltd., Delhi, 1987.
4. Prasad, L.M - Organizational Theory & Behavior - Sultan Chand & Sons, New Delhi, 1988.
5. Sekaran, Uma - Organizational Behavior-text & cases - Tata McGraw Hill Pub Ltd., New Delhi, 1989.
6. Aswathappa. K. - Organizational Behavior – Himalaya Publishing House, Mumbai, 18th Edition, 2018.
7. Afsaneh Nahavandi - Organizational Behavior – Sage Publications.
8. P Subba Rao – Organizational Behavior (2018), HPH, 18th Edition

COURSE NO. DSC - 202

BUSINESS STATISTICS

OBJECTIVE:

The Objective of this course to provide a student an understanding of basic statistical tools to apply for management problems and analysis. The tools starting from data gathering , tabulation, presentation and analysing using basic statistical techniques like measures of central tendency, dispersion, kurtosis, correlation and regression.

UNIT – I : STATISTICS :

Definitions – Statistical methods – Importance and Scope – Limitations – Need for Data – Principals of Measurement. Tabulation and Presentation:

Classification of Data – Data Array – Frequency Distribution – Methods of data Classification – Types of Frequency Distributions / tabulation of Data – Objectives of Tabulation – Parts and Types of Tables – Graphical Presentation – Functions of Graphs – Advantages and limitations of Graphs.

UNIT – II : MEASURES OF CENTRAL TENDENCY :

Introduction to Averages – Requisites for a Measure of Central Tendency, Mean - Combined mean – Weighted mean, Median – Partition values – Quartiles, Deciles and Percentiles, Relationship between Partition values–Mode– Relationship between Mean, Median and Mode.

Measures of Dispersion:

Introduction – Significance and Requisites of a Measure of dispersion, Range, QD, MD and SD- For Grouped and Ungrouped – Advantages and Disadvantages. Concept of Variation – Coefficient of Variation.

Skewness and Kurtosis (SK):

Introduction, Measures of SK, Relative measures of SK – Advantages and Disadvantages. Moments – concepts –Calculation – Kurtosis.

UNIT – III : INDEX NUMBERS :

Index Numbers - Introduction – Types – Characteristics – Construction weighted and unweighted index numbers – Price and Quantity/Volume index numbers – Tests – time reversal – Factor Reversal and Circular tests – Chain and Fixed base – Changing of base – Combining of two of more overlapping indices consumer price Index – Problems in Construction.

UNIT – I V : PROBABILITY :

Concepts – Random Experiment, Sample space – Definitions of probability, Simple Problems on Probability, Addition and Multiplication theorems, conditional, Joint and Marginal Probability.

Sampling: Sampling – Reasons of Sample survey – bias in Survey, Definitions of Population, Sample, Parameter, Statistic – Principles of Sampling, Statistical Regularity, Inertia of Large Numbers, Optimization, Persistence of small numbers – Validity. Probability and non probability sampling methods – choice of sampling method, sampling distribution and Standard Error (SE).

UNIT – V : CORRELATION ANALYSIS :

Scatter diagram, Positive and negative correlation, limits for coefficient of correlation, Karl Pearson's coefficient of correlation, Spearman's Rank correlation.

Regression Analysis: Concept, least square fit of a linear regression, two lines of regression, properties of regression coefficients(Simple problems only)

Time Series Analysis: Components, Models of Time Series – Additive, Multiplicative and Mixed models; Trend analysis- Free hand curve, Semi averages, moving averages, Least Square methods(Simple problems only).

SUGGESTED BOOKS :

1. Gupta SC: "Fundamental of Statistics" 7th Ed, Himalaya Publishers House, 2019.
2. Sharma JK: "Business Statistics" 2nd Edition Pearson Education, 2007.
3. Arora, PN, Arora, Sumeet and Arora, Amit: "Managerial Statistics", S. Chand, 1st Ed., 2009.
4. Bharadwaj, RS: "Business Statistics" , Excel books, 2nd Ed, 2008.
5. J K Singh, Business Mathematics, 2018, HPH.

COURSE NO. DSC - 203

FINANCIAL ACCOUNTING

OBJECTIVE :

To familiarize students with the mechanics of preparation of financial statements, understanding corporate financial statements, their analysis and interpretation.

UNIT - I : INTRODUCTION TO FINANCIAL ACCOUNTING :

Accounting as an Information System, Importance and Scope, Limitations; Users of accounting information; Accounting Principles, Accounting Concepts, Principles and Conventions – Generally Accepted Accounting Principles (GAAP); Nature of Accounts

UNIT - II : TYPES OF BOOKS (PRIMARY AND SECONDARY) :

The Accounting Equation Rules of Debit and Credit; Recording Transactions in Journal; Preparation of Ledger Accounts; ledger balancing; Opening and Closing Entries, Preparation of Trial Balance.

UNIT - III : PREPARATION OF FINANCIAL STATEMENTS :

Trading Account, Profit & Loss Account and Balance Sheet, Adjustment Entries, Understanding contents of financial statements of a joint stock company as per the Companies Act 2013.

UNIT - IV : FINANCIAL STATEMENT ANALYSIS USING RATIOS :

Objective of financial statement analysis, sources of information, Techniques of financial statement analysis: Horizontal analysis, Vertical analysis and Ratio Analysis; Financial Ratios: Meaning and Usefulness of Financial Ratios. Analysis of ratios- Liquidity Ratios, Solvency Ratios, Profitability Ratios and Turnover Ratios; Limitation of ratio analysis.

UNIT – V : INDIAN ACCOUNTING STANDARDS (IND-AS) :

Concept, benefits, procedure for issuing Ind- AS in India, salient features of Ind-AS issued by ICAI; International Financial Reporting Standards (IFRS): Main features, uses and objectives of IFRS, IFRS issued by IASB.

SUGGESTED BOOKS :

1. Tulsian, P.C., Financial Accounting, Pearson
2. T.S. Grewal, Introduction to Accountancy, Sultan Chand
3. Maheshwari, S.N. & Maheshwari, S.K. , Financial Accounting for B. Com., CA, CS, & ICWA (Foundation) Courses, Vikas Publishing House Pvt. Ltd.
4. Ghosh, T.P., Financial Accounting for Managers, Taxmann Allied Services (P) Ltd.
5. Balwani, Nitin, Accounting and Finance for Managers
6. Jain, S.P. & Narang, K.L., Advanced Accountancy.
7. Santhi Vedula, Financial Accounting, 2019, HPH

III - SEMESTER

COURSE NO. SEC- 1 (a)

PERSONALITY DEVELOPMENT – I

OBJECTIVE:

The objective of the course is to provide a proper perspective towards one's personality development.

UNIT - I: INTRODUCTION TO PERSONALITY

Introduction to Personality- Basic of Personality, Human Growth and Behavior, Theories in Personality, Motivation; Attitudes: Types of Attitudes, Formation – importance of positive attitudes – steps in developing positive attitudes

UNIT - II: COMMUNICATION AND LEADERSHIP SKILL

Communication Skills – Definition, Significance of communication, disasters of non-communication, communication Gap, process of communication, forms of communication; listening skills, active and attentive listening, benefit of listening; Body Language, Right Posture and its importance – effects of right body language, Inter personal communication and relationships, leadership skills, team building and public speaking.

SUGGESTED BOOKS :

1. Personality Development by Rajiv K. Mishra. Rupa & Co.
2. Public Speaking – Collins.
3. Your Personal Pinnacle of Success - D.D. Sharma
4. Self development - Devesh.

COURSE NO. SEC - 1 (b)

ADVANCED COMPUTER SKILLS

OBJECTIVE:

The objective the course is to enhance the computer skills and provide on understating of the computer technology.

UNIT – I: COMPUTER NETWORKS AND INTERNET CONCEPTS:

Introduction to Computer Networks: Data communication, communication channels (duplex, half- duplex, full-duplex), communication channels (twisted pair, coaxial cable, fiber optic cable, microwave transmission, radio transmission, infrared transmission, satellite communication), Network topologies (bus, ring, star, tree topology).

Introduction to Internet and Security: Internet protocol, transmission control protocol, application layer protocol (FTP, TELNET, SMTP, PPP), network connecting devices (repeater, bridge, router, gateway), network security concepts (firewall, cookies, hackers & crackers).

UNIT -II: INTRODUCTION TO PROGRAMMING CONCEPTS AND SPREADSHEETS USING EXCEL

Introduction to Programming Concept: Algorithms, flowchart, low level languages, high level languages, types of high- level languages, generation of programming languages.

Introduction to Excel: Creating, naming & saving a worksheet, formatting feature, types of built-in functions, graph and data management tools.

SUGGESTED BOOKS :

1. Computer fundamentals, 2e, A. K. Sharma, Universiy press.
2. Introduction to computers , Tata Mc Graw Hill, Alexis Leon & Mathews Leon
3. Introduction to information technology, 2e, John Wiley & sons, Turban, Rainer, Potter
4. Computer fundamentals, Pearson, Anita Goel
5. Fundamentals of computers, Raja Raman, PHI

COURSE NO. SEC - 2 (a)

BASIC QUALITY MANAGEMENT

OBJECTIVE :

Quality is the most significant characteristic of product or service in today's world. This course introduces traditional and modern quality perspectives.

UNIT – I: INTRODUCTION:

The concept of Quality. Quality Dimensions. Product and Service Quality. Inspection, Statistical Quality Control, Quality Assurance and Total Quality Management. Conventional Quality Management versus Total Quality Management. Evolution of TQM. Historical perspectives of TQM – Deming, Juran, Crosby and Taguchi's Contributions. Customer and supplier focus in TQM. Benefits and Costs of TQM.

UNIT – II: TOOLS AND TECHNIQUES OF TQM:

Statistical Tools - Check Sheets, Histograms, Scatter Diagrams, Pareto's Chart, Regression Analysis & Control Charts. Cause and Effect Diagrams, The Five Why's, Five S's, Kaizen, JIT, Quality Circles, Gantt Chart and Balanced Score Card. Dimensions of Service Quality. An overview of TQM in Service Organisations.

SUGGESTED BOOKS :

1. Sunil Sharma, "Total Engineering Quality Management", 2003, Macmillan India Ltd.
2. Ron Basu, "Implementing Quality: A Practical Guide to Tools and Techniques", 2016, THOMPSON.
3. Kanishka Bedi, "Quality Management", Oxford University Press.
4. Mujkherjee, PN, "Total Quality Management", 2007, PHI.
5. R. P. Mohanty & R. R. Lakhe, "TQM in the Service Sector", Jaico Books. 2016

COURSE NO. SEC - 2 (b)

BUSINESS POLICY AND STRATEGY

OBJECTIVE:

To acquaint the students with understanding the business environment and design strategies to meet challenges. It focuses on designing plans and policies.

UNIT– I: INTRODUCTION TO BUSINESS POLICY AND STRATEGY:

Strategy, Strategic Management Process, Establishing Corporate directions – Vision, Mission and Objectives. Crafting and Executing Business Policy and Corporate Planning. Strategic Intent, Strategy decision making

Environmental Analysis for Business Policy Formulations-Evaluating a Company’s External and Internal Environmental analysis for creating business policy and strategy, Macro Environmental factors; Demographic elements, Political forces, Economic elements, Socio-cultural factors, Technological Issues.

Strategy Formulation-Strategy Formulation; Business-Level, Functional Level Strategy, Strategy analysis and choices Competitive analysis and advantages: Generic strategies, Choice based strategies, Tailoring Strategy to fit specific industry, Strategy for Leaders, Challengers, weak crisis Businesses.

UNIT -II: ALTERNATIVE STRATEGY DEVELOPMENT AND STRATEGY IMPLEMENTATION AND CORPORATE ETHICS:

Strategy Alternatives-Creating Value through Intensive growth strategies, Integration Strategies, Diversification Strategies, Using Offensive and defensive strategies. Outsourcing Strategies, Growth and Drivers of outsourcing. Market diversification strategies.

Strategy Implementation: Evaluation and Control, Corporate Culture and Promoting S M A R T governance. Re-Designing Organizational Structure and Controls, Crafting Social Responsibility, Social and Ethical responsibilities of Corporate Organizations.

SUGGESTED BOOKS:

1. Arthur A Thompson Jr, Strickland “Strategic Management- Concepts and Cases” TATA McGraw Hill Company Ltd, Second Reprint 2010, New Delhi.
2. P. Subba Rao, “Business Policy and Strategic Management” HPH, 2017.
3. Fred R. David, “Strategic Management” 2008, 12th Edition, PHI Learning Limited, New Delhi.
4. Michael Porter, “Competitive Strategy” 2005 Reprint, Free Press, London.
5. R.M.Srivastava, “Management Policy and Strategic Management- Concepts, Skills and Practices” 2014, Revised edition, H P H , Hyderabad.
6. Dr. Francis Cherunilaym, “Strategic Management”, HPH, 2019.

COURSE NO. DSC - 301

HUMAN RESOURCE MANAGEMENT

OBJECTIVE:

The aim of this course is to introduce to student the basic concepts related to Human Resource Management which can form foundation to understanding advanced concepts in managing human resources in an organization.

UNIT – I : INTRODUCTION TO HUMAN RESOURCE MANAGEMENT AND ENVIRONMENT :

Functions of Human Resource Management. Managerial and operative role of Human Resource Management. Personnel Management vs. Human Resource Management – Strategic Management Approach. The Role of Globalization in HR Policy and Practice.

UNIT – II : ACQUIRING HUMAN RESOURCES :

Human Resource Planning and Alignment – Job Analysis and Design. Job Description, Job Specification and Job Evaluation, Job- Restructuring – Job Rotation, Job Enlargement and Job Enrichment. Recruitment and Selection – Placement – Induction and Orientation. Line and Staff.

UNIT – III : DEVELOPING HUMAN RESOURCES :

Training and Development – Employee Training and Retraining – Assessing Training Needs and Designing Training Programmes. An overview on employee orientation: Career Planning and Development: Role and Significance of Career Planning – Impact of Career Planning on Productivity.

UNIT - IV: LABOUR MANAGEMENT :

Industrial Relations and Industrial Disputes. Principles and guidelines for effective handling of Industrial Disputes and Industrial Relations – Standing Orders – Role and Contents of standing orders – Labour Relations and Collective Bargaining – Employee Health and Safety.

UNIT – V : REWARDING HUMAN RESOURCES :

Performance Appraisal – Methods and needs for Performance Appraisal – Organization Climate and its impact on HRM. Components of Organization Culture. Quality of Work Life – Determinants of quality of work life. Impact of QWL on Organization Climate and Culture.

SUGGESTED BOOKS :

1. Human Resources - Bernandin H. John. TMH
2. Managing Human Resources – Wayne E. Casio. – TMH
3. Human Resources Management – David Lepak and Mary Gowan – Pearson
4. Human Resources Management – Decenzo and Robbins – John Willey
5. Human Resource Management. Texts and Cases. - TMH
6. Human Resource Management, P Subba Rao, HPH, 2009
7. Human Resource Management, Sen Gupta, 2018 1st Edition, Sage Publication

COURSE NO. DSC - 302

INFORMATION TECHNOLOGY FOR BUSINESS

OBJECTIVE:

The Objective of this course is to familiarize management students to basics of IT, its applications and importance to present day management and organization.

UNIT - I : INTRODUCTION TO IT :

Computer Systems- Hardware -I/O devices, Memory devices, Processors-Software - classification of software- systems software, Application software- Operating Systems- Definition- Types of OS- Understanding of GUI- Networks- Definition- Types of Network- LAN, WAN- Network Topologies- Physical Communication Media-TCP/IP, OSI Model.

UNIT – II : INTRODUCTION TO IS :

Definition of Data, Information & Knowledge, IS- MIS, DSS, Expert Systems–Types of IS- Operation, Tactical, Strategic IS- Executives Information Systems (EIS) – Definitions- Data Base, DBMS, Advantages & Disadvantages of DBMS-Ethical and Social Issues in IS.

UNIT - III : MULTIMEDIA CONCEPTS :

Definition of Multimedia - Multimedia devices - Multimedia Formats - Audio formats- Video formats - Compression/ Decompression issues - Business Applications of Multimedia.

UNIT – IV : INTERNET & SECURITY ISSUES :

Internet – History- Internet Addressing and architecture-WWW – Architecture-Browser-Servers- Search engines -Internet Services- Email- Chatting- Messaging- Groups- Social Networking- Internet in Business- definition of e-commerce, m-commerce- types of online business-Security Issues in Internet.

UNIT – V : OFFICE MANAGEMENT APPLICATIONS :

Intranets, Extranets, VPN- Internet Telephony - Group ware- audio and video Conferencing- Wireless Communication - WLANS- Definitions of Blue tooth - Wi Fi- Wi Max – RFID - Use of Spreadsheets for office - spread sheet applications (MS-EXCEL) - Use of Databases for the Office (MS-ACCESS) - Database applications.

SUGGESTED BOOKS :

1. Kenneth C. Laudon & Jane P. Laudon - Management Information Systems - Managing the Digital Firm, Pearson Education, Fourth Edition 2008.
2. Turban, McLean, Wetherbe- Information Technology For Management, Wiley Student Edition- Fourth Edition.
3. Leonard Jessup, Joseph Valacich – Information Systems Today, Why IS matters, Pearson Education –Low Price Edition, Second Edition.
4. Effy Oz- Management Information systems, Thomson Course Technology, Fifth Edition.

COURSE NO. DSC - 302 (PRACTICAL)

INFORMATION TECHNOLOGY - LAB

OBJECTIVE :

The aim of this course is to give a management students practical experience om working in typical office software like MS-OFFICE.

UNIT - I : MS-EXCEL :

Basic features: Creating, Naming Saving, Editing and Printing of Worksheets. Data Entry - Manual and Automatic Formatting cells and Cell referencing. Creating and using formulas and Functions Use of Copy, Move and Paste Options. **Data And Graphical Options:** Filling a Series, Sorting data, querying of data. Working with graphs and charts.

ADVANCED OPTIONS OF MS-EXCEL:

- a) Statistical tools – use statistical functions such as average, Standard Deviation, ANOVA, etc.
- b) Financial Tools – use of Financial Functions such as NPV, IRR etc.
- c) Date Functions
- d) Building Simple Macros.

UNIT – II : MS-ACCESS :

Creating a database and tables by different methods- Entering and Editing data- Sorting, Filtering and Displaying data. Creating & querying using forms. Creating & printing reports and labels. Transfer of data between Excel & Access.

SUGGESTED BOOKS :

1. David Whigham, “Business Data Analysis Using Excel”, Oxford University Press, Indian Edition.
2. Paul Cornell, “Accessing & Analyzing DATA with MS-EXCEL”.
3. R & D, “IT Tools and Applications”, Macmillan India Ltd.
4. Sanjay Saxena, “A First Course in Computers – Based on Windows Office XP”, Second Edition – Vikas Publishing House.

COURSE NO. DSC - 303

FINANCIAL MANAGEMENT

OBJECTIVE:

To acquaint students with the techniques of financial management and their applications for business decision making.

UNIT – I : NATURE OF FINANCIAL MANAGEMENT :

Finance and relation with other disciplines; Scope of Financial Management; Profit Maximization Vs. Wealth Maximization Vs. Value Maximin Traditional and Modern Approach of FM; Functions of finance – Objectives of Financial Management; Investment Decision, Financing Decision, Current Assets Management Decision and Dividend Decision - Organisation of finance function;

UNIT – II : CONCEPT OF TIME VALUE OF MONEY :

Concept of Time Value of Money, compounding, discounting, present value, future value, and annuity; capital budgeting –meaning, features; applications of Discounted Cash Flow (DCF) in capital budgeting, calculation of NPV and IRR

UNIT - III : SOURCES OF LONG TERM FINANCE :

Sources of Long term finance- features of equity shares, preference shares, debentures, long term loans; Capital Structure – meaning, determinants of capital structure; cost of capital – component costs of capital, weighted average cost of capital; Dividend Policy Decision – types of dividend, determinants of dividend policy.

UNIT - IV: WORKING CAPITAL MANAGEMENT :

Gross Vs net working capital, determinants of working capital; Management of Cash - Preparation of Cash Budgets (Receipts and Payment Method only); Cash management technique (Lock box, concentration banking)

UNIT - V: RECEIVABLES MANAGEMENT – OBJECTIVES :

Credit Policy, Cash Discount, Debtors Outstanding and Ageing Analysis; Inventory Management (Very Briefly) - ABC Analysis; Minimum Level; Maximum Level; EOQ (Basic Model); Reorder Level; Safety Stock.

SUGGESTED BOOKS :

1. Eugene.F. Brigham, Fundamentals of Financial Management, The Dryden Press, 6th edition, 1992
2. M.Y. Khan & P.K. Jain , Financial Management, Tata McGraw Hill Publishing Co. Ltd.
3. Prasanna Chandra, Fundamentals of Financial Management, McGraw Hill Education, 6th edition, 2015
4. I.M. Pandey, Financial Management, Vikas Publishing House, 11th edition, 2015
5. J.V. Horne & J.M. Wachowicz, Fundamentals of Financial Management, Prentice Hall of India, 13th edition, 2009.
6. Rustogi, Financial Management, TaxMann, 5th edition, 2011.

IV SEMESTER

COURSE NO. SEC - 3 (a)
BUSINESS CORRESPONDENCE AND COMMUNICATION

OBJECTIVES :

This course is intended to help the students to present themselves properly to the corporate world. It enables them to communicate formally highlighting their strengths.

UNIT - I: INTRODUCTION TO BUSINESS COMMUNICATION

Introduction - Understanding Workplace Communication, Communicating across cultures, Importance of Business Correspondence, Communication and organizational effectiveness, Perception and conception, Formal and informal communication systems.

The role of and process of communication. Barriers to communication Surmounting barriers to communication, Types of communication; Listening process–Elements of good listening–improving listening competence. Importance of feedback – Principles of feedback.

Non -Verbal Communication:

Characteristics of non- verbal communication–Types and functions of non verbal communication–Interpreting non- verbal communication;

UNIT - II: REPORT WRITING, BUSINESS LETTERS, MEETINGS AND AGENDA:

Report Writing - What is a report, Importance of Reports, Types of reports, Characteristic of good report, Structure of Reports.

Business Letters - Structure and Format of Business Letter, Types of Business Letters, Writing Cover letters, Letters for enquiry, Offer, Order, Purchase and Complaint.

Meetings - Types of Meetings; Importance of Business Meetings; Different Types of Business Meetings -Developing agendas and Writing Minutes.

SUGGESTED BOOKS:

1. Penrose, Rasberry and Myers, “Business Communication for Managers”, Cengage Learning.
2. Lesikar, R.V. and M.E. Flatley, “Basic Business Communication”, 2008 11th Ed. New York, McGraw-Hill.
3. CSG Krishnamacharyalu and L.Ramakrishnan, “Business Communications”, 2019, 1st Edition, Himalaya Publishing House.
4. Technical Communication: M.Raman & Sharma, Oxford University Press.
5. Business Communication: From Principles to Practice – Matukutty M.Monippally, UBS Publishers.
6. Business Letters: The Effective Commercial Correspondence- R.Gupta, RPH Editorial Board.
7. Quintanilla, Business and Professional Communication, 1st Edition, 2011, Sage Publication
8. Rai + Rai, Business Communication, 2018, HPH.

COURSE NO. SEC - 3 (b)

PERSONALITY DEVELOPMENT – II

OBJECTIVE:

The objective of this course to enable a student to understand the importance of Goal setting Time Management and Trustworthiness.

UNIT – I : GOAL SETTING AND TIME MANAGEMENT :

Definition, Importance of goal setting, Periodicity of goal setting- Short, Medium and Long term- Methods to achieve set goals – Activity in goal setting – Techniques of time management- Prioritization of activities- Awareness of time wasters and how to avoid them.

UNIT –II : ENHANCING PERSONALITY DEVELOPMENT :

Maintaining Trust- Being Trusting and Trustworthy, Building Interpersonal Trust, Re-establishing trust after it has been broken, Trusting Appropriately, Trust and Friendship. Managing Anger- Nature of anger, Guidelines for managing anger constructively, dealing with an angry person- Managing Anxiety and Fear- Breathing, Progressive muscle relaxation, Building one's self esteem, Avoiding self-blame, Taking risks, Tolerating failure, Celebrating success.

SUGGESTED BOOKS :

1. Rajiv Mishra, Personality Development, Rupa & Co.
2. Elizabeth B. Hurllok, Personality Development, Tata McGraw Hill, New Delhi.
3. McGrath E.H., Basic Management Skills for All, Prentice Hall of India Pvt. Ltd.
4. Barun K. Mitra, Personality Development and Soft Skills, Oxford University Press
5. Sherfield, R.M., Montgomery, R.J., Moody, P.G., Developing Soft Skills, 4th Edition, Pearson, 2010.
6. Robbins, S.P., & Hunsaker, Phillip, L., Training in Interpersonal Skills, Tips for managing people at work, PHI, 5th edition.

COURSE NO. SEC - 4 (a)

STARTUP MANAGEMENT

OBJECTIVE:

It helps the students to acquaint themselves with the special challenges of starting new ventures and introducing new product and service ideas.

UNIT – I: ENTREPRENEUR AND ENTREPRENEURSHIP :

Evolution of the Concept of Entrepreneur. Characteristics of an Entrepreneur. Distinction Between an entrepreneur and a Manager. Functions of an Entrepreneur. Traits/ Qualities of Entrepreneurs: Types of Entrepreneurs. Role of Entrepreneurship in Economic Development. Growth of Entrepreneurship in India. Problems and Development of Rural Entrepreneurship.

UNIT – II: ROLE OF SUPPORT INSTITUTIONS & MANAGEMENT OF SMALL ENTERPRISES:

Entrepreneurship Development Programmes (EDPs) – Phases of EDP's and Evaluation of EDPs. Institutional Finance to Entrepreneurs like Commercial Banks–Other Major Financial Institutions such as IDBI, IFCI, IIBI, LIC, UTI, NABARD, SFCs, SISI, SIDCs, SIDBI, and EXIM Bank and venture capital firms. Role of Small Enterprises in Economic Development. Ownership Structures, MSME act.

SUGGESTED BOOKS :

1. Vasanth Desai, “Dynamics of Entrepreneurial Development and Management”, 2007, HPH, Millenium Edition.
2. S.S. Khanka, “Entrepreneurial Development”, 2007, S. Chand & Co. Ltd.
3. Poornima. M Charantimath, “Entrepreneurial Development and Small Business Enterprises” 2006, Pearson Education.
4. David H. Hott, “Entrepreneurship New Venture Creation”, 2004, PHI.
5. P. Narayana Reddy, “Entrepreneurship – Text and Cases”, 2010, 1st Ed. Cengage Learning.
6. Longencker, Morge, Mitchell, “Managing Small Business”, Sage South Asia Edition.

COURSE NO. SEC- 4 (b)

BUSINESS INTELLIGENCE & DATA VISUALIZATION

OBJECTIVES:

The aim of this course is to provide a basic understanding of Business Intelligence and its appreciation through Data Visualization.

UNIT - I: INTRODUCTION:

Definition – History and Evolution – Elements of Business Intelligence – Benefits and limitations of Business Intelligence – Real time Business Intelligence – Architecture of Business Intelligence.

UNIT - II : DATA VISUALIZATION:

Definition – Importance of Data Visualization – Tools of Data Visualization (Brief discussion on Power BI, Tableau), GIS, GPS, GIS Vs GPS.

SUGGESTED BOOKS :

1. Business Intelligence – A Managerial Approach – by Turban, Sharada, Delen, King - Pearson – Second Edition - 2014
2. Decision Support and Business Intelligence Systems – Turban, Aaronson, Liang, Sharada – Pearson, latest Edition
3. Successful Business Intelligence, Cindi Howson, McGraw Hill Education – Indian Edition.

COURSE NO. DSC - 401

BUSINESS LAW & ETHICS

OBJECTIVES :

It helps the students to understand importance of contracts companies act & ethies.

It focuses on legal aspects of contracts.

UNIT - I : LAW OF CONTRACTS :

Definition of Contract and Agreement – Classification of Contracts, Essential elements of a valid Contract – Offer - Acceptance - Consideration - Capacity to Contract - Free consent, void Contracts– Legality of Object - Performance of Contract – Remedies for breach of Contract - Quasi Contracts.

UNIT – II : LAW RELATING TO SPECIAL CONTRACTS :

Salient features of Contract of Agency, Bailment and Pledge, Indemnity and Guarantee. Sale of Goods Act – Distinction between Sale and agreement to sell - Conditions and Warranties.

UNIT – III : COMPANIES ACT :

Definition of company – Characteristics - Classification of Companies- Formation of Company - Memorandum and Articles of Association – Prospectus - Share holders meetings - Board meetings - Law relating to meetings and proceedings- Company - Management - Qualifications, Appointment, Powers, and legal position of Directors - Board - M.D and Chairman - Their powers.

UNIT - IV: CONSUMER PROTECTION LAW :

Introduction to consumer protection law in India - Consumer councils - Redressal machinery - Rights of consumers - Consumer awareness. Pollution Control Law - Air, water, and environment pollution control.

UNIT - V: BUSINESS ETHICS :

Ethical and Value based Considerations – Need and Justification – Business ethics and efficiency – Social responsibility of business – Fair and just cooperation among owners, managers, workers and customers – Fair Market Wages – Integrity and ethical consideration in business operations – Indian value system and it’s relevance in Management.

SUGGESTED BOOKS :

1. N.D. Kapoor, “Elements of Mercantile Law”, 2015, Sultan Chand & Co.
2. K.R. Bulchandani, “Business Law for Management”, 2018, HPH.
3. PPS Gogna, “A Text Book of Company Law”, 2006, S. Chand
4. Marianne moody Jennings, “The Legal, Ethical and Global Environment of Business”, 2009, South western Cengage learning, New Delhi.
5. Richard Schaffer, Agusti& Earle.
6. V. Ramakrishna Raju, “Business Laws and Economic Legislations”, 2005, HPH.

COURSE NO. DSC - 402

MARKETING RESEARCH

OBJECTIVE:

To provide an exposure to the students pertaining to the nature and Scope of marketing research, which they are expected to possess when they enter the industry as practitioners. To give them an understanding of the basic techniques and tools of marketing research.

UNIT - I : MARKETING RESEARCH :

Nature and Scope of Marketing Research – Role of Marketing Research in Decision Making. The Research process – Steps in the Research Process; Designing the Research Proposal.

UNIT – II : SOURCES OF DATA :

Sources of data, Primary data and Secondary data, Survey method of data collection, Observation method – Types of observation, Interview, Depth interview , Focus group interview, Questionnaire, Method, Steps in design of a questionnaire

UNIT – III : SECONDARY METHOD OF DATA COLLECTION :

Advantages & Disadvantages of Secondary
Data, Criteria for evaluating secondary sources, Secondary sources of data in Indian Context,

UNIT – IV : MEASUREMENT AND SCALING :

Concept of measurement and scaling – Types of Scales – Nominal ,Ordinal, Interval and Ratio Scales - Attitude scales Thurstone, Likert, Semantic differential scales, Reliability and Validity of a scale.

UNIT – V : SAMPLING :

Sampling techniques, Data Analysis: Z test (mean, diff. of mean, diff. of proportion) t test (mean), paired t test, Chi square test. Introduction to theoretical concept of ANOVA,

SUGGESTED BOOKS :

1. Green E. Paul, Tull S.Donald & Albaum, Gerald: “Research for Marketing Decisions”, 2018, PHI.
2. Tull and Hawckins, “Marketing Research”, 2000, 4th Ed. Tata McGraw Hill.
3. Cooper & Schindler: Business Research Methods McGraw-Hill Education.
4. Martin callingam, “Market intelligence”, 2009, Kogan Page Publishers.
5. G.C. Beri, “Marketing Research”, 2008, 8th Ed, Tata McGraw Hill.
6. Malhotra, K. Naresh, “Marketing Research- And applied orientation”, 2014.
7. Kumar, Marketing Research, 2015, Sage Publication.

COURSE NO. DSC - 403

MANAGEMENT SCIENCE

OBJECTIVE :

The objective of this course is to provide the student with adequate knowledge regarding the basic manufacturing facilities & how service activities have attained significance and need managerial skills to address the problems.

UNIT – I : INTRODUCTION TO PRODUCTION & OPERATIONS MANAGEMENT :

Definition of Production and Operations. An overview of Manufacturing processes:
Functions of Production, Planning & Control. Interface of Product Life Cycle & Process Life Cycle.
Process design – Project, Job, Batch, Assembly and Continuous process.

UNIT – II : PLANT MANAGEMENT AND WORK STUDY :

Capacity Planning, factory location, plant layout – types of layout.
Sequencing of Operations: n-Jobs with one, two and three facilities.
Work Study: The concept and various techniques of methods analysis and work measurement.

UNIT – III : PURCHASE AND STORES MANAGEMENT :

Purchase Management: Sources of Supply of Materials, selection, evaluation of Vendors. Methods of vendor rating.
Stores Management: Functions of Stores and Materials control. Classification, Codification, Simplification and Standardization of materials. Economic Order Quantity. Selective Inventory Control Techniques: ABC, VED, FNSD & XYZ.

UNIT – IV : INTRODUCTION TO OR :

Introduction to Operation Research: Introduction, Nature, Managerial applications and limitations of OR. Types of Operation Research Models.
Linear Programming: Mathematical model, Formulation of LPP, assumptions underlying LPP, Solution by Graphical Method.

UNIT – V : TRANSPORTATION, ASSIGNMENT AND QUEUING THEORY :

Transportation Problem (TP) - Mathematical model, IBFS using North West Corner Rule, Least Cost Method (LCM) and Vogel's Approximation Method(VAM).
Assignment Problem (AP): Mathematical model, method of obtaining solution- Hungarian method.
Queuing Theory - Concepts of Queue - General structure of a Queuing system- Operating Characteristics of Queues.

SUGGESTED BOOKS:

1. S.N. Chary, "Production & Operation Management" 5th Edition, Tata-McGraw – Hill Publishing Company Ltd.
2. N.G. Nair, "Production and Operation Management", 2nd Edition, Tata-McGraw – Hill Publishing Company Ltd.
3. Kanishka Bedi, "Production and Operations Management", 2007, 3rd Edition, Oxford University Press.
4. N.D. Vohra, "Quantitative Techniques in Management", 2010, 4th Edition, Tata-McGraw – Hill Publishing Company Ltd.
5. J.K. Sharma, "Operations Research Theory and Applications 2009, 4th Edition, Macmillan.

V SEMESTER

COURSE NO. GE -1
MOBILE COMMERCE

OBJECTIVE:

The objective of the course is to provide the students with the Mobile Commerce concepts, environment and customer value.

UNIT – 1: INTRODUCTION TO MOBILE COMMERCE

Definition, Scope of Mobile Commerce, Benefits & Limitations of M- Commerce, M-Commerce Framework, M-commerce business models, E-commerce Vs M-Commerce. Impact of M-Commerce

UNIT – 2: MOBILE COMMERCE TECHNOLOGY:

Types of Mobile clients (mobile phones, PDAs, laptop computers, vehicle-mounted devices, hybrid devices), Device limitations: considerations for user interface and application design Device location technology: GPS, triangulation. Mobile client software: Mobile device operating systems, Micro browsers, Mobile device communications protocols: WAP, i-Mode, Mobile device page description languages, Mobile device application software.

UNIT – 3: WIRELESS COMMUNICATIONS TECHNOLOGY:

Wireless wide area network (WWAN) technology: cellular systems 2G (CDMA, TDMA, GSM), 2.5G (GPRS, EDGE), 3G (WCDMA/UMTS, CDMA2000), 4G, 5G. Wireless local area network (WLAN) technology (wi-fi), Wireless metropolitan area network (WMAN) technology (WIMAX) Wireless personal area network (WPAN) technology (Bluetooth).

UNIT – 4 : M-COMMERCE APPLICATIONS :

Mobile financial services, Mobile advertising, Mobile Payment, Mobile Ticketing, Mobile product location and shopping, Mobile business services, Mobile auction, Mobile entertainment, Mobile office, Mobile distance education.

SUGGESTED READINGS :

1. Mobile Commerce, Karabi Bandyopadhyay, PHI Learning Pvt. Limited, EEE, 2013.
2. Mobile Commerce: Technology, Theory and Applications, E.Brian Mennecke, J.Troy Strader, Idea Group Inc., IRM press, 2003.
3. The Economics of Electronic Commerce, Choi, S. Y., D. O., Stahl, and A. B. Whinston, Macmillan Technical Pub., 1997.
4. Mobile Commerce: Opportunities, Applications, and Technologies of Wireless Business, Paul May, Cambridge University Press March 2001.
5. M-Commerce Crash Course, P. J. Louis, McGraw- Hill Companies.
6. The Definitive Guide, 5th ed., Musciano, C, and B. Kennedy, HTML & XHTML, O'Reilly Media, 2002.

COURSE NO. DSC - 501 (a)

FINANCIAL MARKETS AND SERVICES (F)

OBJECTIVE :

To explain the structure of Indian Financial System.

To understand leasing, hire purchase and Mutual funds.

UNIT - I : STRUCTURE OF INDIAN FINANCIAL SYSTEM :

Indian Financial System – Structure, Functions, Types of Financial Markets, Securities traded in Financial Markets, Regulatory Institutions and their functions– RBI & SEBI, Global Financial Markets

UNIT - II: PRIMARY AND SECONDARY MARKET :

Primary Market – Introduction, Book Building, Free Pricing, Underwriting, On-Line IPOs, e-Prospectus; Secondary Market – Organisation of Stock Exchanges, NSE, BSE and OTCEI, Listing of Securities, Trading and Settlement, Internet Trading, New financial instruments.

UNIT - III : LEASING AND HIRE PURCHASE :

Asset/ Fund Based Financial Services – Leasing, Concept and classification, Advantages and Limitations, Hire Purchase – Definition, mechanism, Differences between Leasing and Hire Purchase, Venture Capital – Definition, Rationale, stages of financing.

UNIT - IV : NON FUND FINANCIAL SERVICES :

Non- Fund Based Financial Services – Credit Rating, Factoring and Forfaiting, Merchant Banking – Definition, Features, Mechanism, Types.

UNIT - V : MUTUAL FUNDS :

Mutual Funds – History, Definition, Classification, Advantages and Disadvantages, Estimating the Net Asset Value, Mechanics of MF Operations, Functions of AMC, Evaluating Mutual Funds.

SUGGESTED BOOKS :

1. Meir Kohn, 2015, Financial Institutes and Markets, 2nd edition , Oxford University Press, South Asia Edition .
2. Vasant Desai, Financial Markets and Financial Services, Himalaya Publishing House, 2018
3. Madura, Financial Institutions and Markets, Cengage Learning
4. M.Y. Khan, Financial Services, Mc Graw Hill
5. Dr. S.Guruswamy, Financial Services and Markets, Thomson
6. L.M.Bhole and Jitendra Mahakud, Financial Institutions and Markets, Mc Graw Hill

COURSE NO. DSC – 501 (b)

BRAND MANAGEMENT (M)

OBJECTIVE :

To provide an understanding of Different Types of Brand Awareness, Equity.

UNIT - I : INTRODUCTION TO BRAND MANAGEMENT :

Concept of Branding – Definition – Significance of Brand - Brand Types – Difference between Brand and Product – Branding – Brand Building – Brand Launching.

UNIT - II : BRAND AWARENESS :

Branding and Advertisement – Creating Brand Awareness – AIDA Model – Branding Strategies – Brand Communication.

UNIT - III : BRAND EXTENSION :

Brand Line Extension – Horizontal Extension Pros and Cons of Brand Extension – Related Extension – Unrelated Extension – Brand Generic Branding.

UNIT - IV : BRAND PERSONALITY :

Branding – Brand Personality – Brand Positioning – Re Positioning – Brand Positioning Strategies – Brand Positioning Variables.

UNIT - V : BRAND EQUITY :

Concept of Brand Equity – Brand Awareness – Personality – Positioning – Enhancing Brand Equity – Brand Management – Planning – Sources Brand.

SUGGESTED BOOKS :

1. Brand Management - Gulnar sharma, Karan Singh Khundia – Himalaya Publishing House
2. Brand Management: Principles and Practices - Kirti Dutta - Oxford University Press.
3. Brand Management: The Indian Context - YLR Moorthi - Vikas Publishing House

COURSE NO. DSC – 501 (c)

ORGANIZATION DEVELOPMENT (HR)

OBJECTIVE:

This course offers an exploration of the field of OD through its human and social process and address new management and OD paradigms in rapidly changing context of Globalization and Organizational Change.

UNIT – I : INTRODUCTION :

Organization Development- Definition, Characteristics, Evolution, Process, Benefits and Limitations, Values, Assumptions and Beliefs in OD.

UNIT – II : OD MODELS :

Kurt Lewin and Burke – Litwin models of Organizational Change, Systems Theory, Participation and Empowerment, Teams and Team Work.

UNIT – III : OD PROCESS :

The Six Box Model, Third wave consulting, Phases of OD Programs, Change Management Models, The Generic Parallel Learning Structure Intervention Process, Steps to Transforming an Organization.

UNIT – IV : OD INTERVENTIONS :

Factors to Plan and Implement OD, Results of OD Interventions, Classification of OD Interventions. OD Consultation: Process Consultation, Coaching and Counseling Interventions. Team Building: Gestalt Approach to Team Building, Techniques in Team Building.

UNIT – V: APPLICATIONS OF OD :

Socio-Technical Systems, Self-Managed Teams, MBO and Appraisal, Quality Circles, Quality of Work Life, Total Quality Management, Self-Design Systems, High Performance work systems.

SUGGESTED BOOKS:

1. Wendell French, Cicil, H. Bell, Jr. (6e) “Organization Development”, Prentice Hall of India.
2. Wendell French, Cicil, H. Bell, Jr, Veena Vohra, “Organization Development”, 2006, Pearson Education.
3. Thomas G. Cummings, Christopher G Worley, “Organization Development and Change”, 2007, Thomson, 8th Ed.
4. S. Ramanarayan, T.V. Rao, Kuldeep Singh, “Organization Development-Intervention and Strategies”, 2006, Response Books.
5. Kavitha Singh, “Organization Change & Development”, 2005, Excel Books.

COURSE NO. DSC – 502 (a)

ANALYSIS OF INVESTMENT IN FINANCIAL ASSETS (F)

OBJECTIVES:

The objective of the course is to provide the students with a basic view of valuation and investment in financial assets.

To explain the basic concepts of risk and return and various methods of analysis.

To explain the concept of portfolio and the various portfolio theories and evaluation methods.

UNIT – I : INTRODUCTION :

Definition of Investment; Real vs. Financial assets; Investment, Speculation, Hedging and Arbitraging. Par Value, Book Value, Market Value and Intrinsic Value of Financial of Assets. Sources of investment information. Factors to be considered in investment decisions-Liquidity, Return, Risk, Maturity, Safety, Tax and Inflation. The concept of returns – realized return and expected return. Concept and Types of risk. Measurement of Risk -Range, Standard Deviation and Co-Efficient of Variation. Risk-return trade-off. Behavioural aspects of investing. An overview of approaches to security analysis - Fundamental Analysis; Technical Analysis and Efficient Market Hypothesis.

UNIT – II : VALUATION OF FIXED INCOME SECURITIES :

Features and types of fixed income securities. Bond yield measures - Current yield, holding period return, YTM, AYTM and YTC. Bond duration, Valuation of deep discount bonds. Bond price theorems.

UNIT – III :- VALUATION OF COMMON STOCK :

Features of Common Stock. Approaches to valuation of Common Stock. Dividend Discount Model, Earnings Capitalization Models, Price-Earnings Multiplier Approach Systematic and Unsystematic Risk, Capital Asset Pricing Model (CAPM).

UNIT – IV : BASIC PORTFOLIO THEORY :

Concept of portfolio, return and risk. Harry Markowitz's Portfolio Theory – The concept, assumptions, merits and demerits. Risk and return of two assets portfolio. Construction and evaluation of Minimum Risk Portfolio.

UNIT – V : EVALUATION OF PORTFOLIO :

Measures of return – Types of Formula Plans: Constant – Rupee – Value Plan, Constant Ratio Plan, Variable Ratio Plan; Rupee-Cost Averaging; Risk – Adjusted Measures of Performance: Sharpe's Reward – to – Variability Ratio, Treynor's Reward – to – Volatility Ratio, Jensen's Differential Return Measure.

SUGGESTED BOOKS :

1. Francis. J.C. & Taylor, R.W., "Theory and Problems of Investments". Schaum's Outline Series, McGraw Hill.
2. Prasanna Chandra, "Investment Analysis and Portfolio Management", TMH, 3rd Ed.
3. V.K. Bhalla, "Fundamentals of Investment Management", S. Chand & Company Ltd.
4. R.P. Rustagi, "Investment Management", Sultan Chand & Sons.
5. Peter L. Bernstein and Aswath Damodaran, "Investment Management", Wiley Frontiers in Finance.

COURSE NO. DSC - 502 (b)

RETAIL MANAGEMENT (M)

OBJECTIVE :

This course introduces the role of retailing and various formats and theories.

It focuses on distribution management.

UNIT – I : INTRODUCTION TO RETAIL MANAGEMENT :

Retailing: Role, Relevance and Trends - Introduction to retailing - Types of Retailing, Characteristics of Retailing, Functions and activities of Retailing.

Emergence and growth of Retailing in India, FDI in Indian Retailing.

UNIT – II : RETAIL FORMATS AND THEORIES :

Traditional retail formats – cooperatives and Government and Modern Retail formats in India; Emergence of Malls in India; Franchising – Types of Franchising, Advantages and disadvantages of franchising; legal issues in franchising in India.

Theories of Retail Development – Environmental theory, cyclical theory, conflict Theory and Concept of Life cycle in retail

UNIT – III : MERCHANDISE MANAGEMENT :

Meaning of Merchandising, Factors influencing Merchandising, Functions of Merchandising Manager, Merchandise planning, Merchandise buying, Analyzing Merchandise performance

UNIT – IV : RETAIL STORE DESIGN :

Store layout, significance of Store layout, types of store layout, layout selection - Chief Considerations, Need and Importance of Store Environment, Visual Merchandising, Promotions Strategy, Retail Communication Mix and POP Displays.

UNIT – V : DISTRIBUTION MANAGEMENT :

Role and functions of channels of distribution, selecting channel Members – Criteria; Motivating the Channel participants, controlling channel participant, Managing Channel Conflicts, Physical Distribution System.

SUGGESTED BOOKS :

1. Retail Marketing Management - Second Edition – David Gilbert - Pearson Education
2. Retailing Management - Swapna Pradhan – Tata Mcgraw Hill
3. Contours of Retailing Management - S.A. Chunawalla - Himalaya Publishing House
4. Retail Management - Gibson G. Vedamani – Jaico Books
5. The Art of Retailing - A. J Lamba - Tata Mcgraw Hill
6. Sales and Distribution Management - Dr. S. Gupta - Excel Books
7. Sales and Distribution Management - Panda & Sahadev - Oxford University Press

COURSE NO. DSC – 502 (c)

PERFORMANCE APPRAISAL AND COUNSELLING (HR)

OBJECTIVE:

This course offers an understanding of employee performance and measures to improve through HRD.

UNIT – I : INTRODUCTION :

Performance Appraisal – Concept, Definition, Philosophy, Nature, Scope purpose, Uses, Benefits, Components, objectives and systems.

UNIT – II : PLANNING PERFORMANCE :

Performance Appraisal – Employer and Employee perspective, performance appraisal versus performance management and merit rating. Identifying performance dimensions, KPA's and performance planning, Performance Appraisal process. Developing an effective appraisal program. Issues in appraisal design.

UNIT – III : PERFORMANCE MEASUREMENT :

Methods of Performance Appraisal, Pro's and con's of 360 Degree Appraisal. Types of Appraisal Interviews and Conducting Appraisal Interviews.
Barriers to effective appraisal and overcoming barriers to appraisal.

UNIT – IV : IMPROVING PERFORMANCE :

Identifying sources of ineffective performance. Performance Diagnosis, factors that influence performance, legal issues in Performance Appraisal. Strategies to improve performance.

UNIT – V : COUNSELLING :

Employee counselling, characteristics of people with good mental health, need and functions of counselling, manager's role in counselling. Types of counselling.

SUGGESTED BOOKS :

1. David A Decenzo, Stephen P Robbins, "Fundamentals of Human Resource Management", Wiley Publications.
2. Snell / Bohlander, "Human Resource Management", Thomson.
3. Luis R. Gomez Mejia, David B Balkin, Robert L. Cardy, "Managing Human Resources, PHI Pvt. Ltd.
4. John W Newstrom, "Organizational Behaviour", Mc Graw Hill.
5. L.M. Prasad, "Principles and practices of Management", Sultan Chand & Sons.

COURSE NO. DSC – 503 (a)

INSURANCE (F)

OBJECTIVES :

The course helps the students to know about insurance.

It focuses on latest trends in insurance.

UNIT - I : INTRODUCTION TO INSURANCE :

Definition and nature of insurance, Role, importance and functions of insurance.

Meaning of insurance and re-insurance, principles of insurance, types of insurance, globalization of insurance and insurance sector reforms in India.

UNIT - II : LIFE INSURANCE :

Life insurance- procedure for issuing a policy, policy loans revival

The concept of life insurance, life insurance products- traditional and market related, pension plans, group insurance, tax treatment of life insurance, claims settlement.

UNIT - III : GENERAL INSURANCE :

Concept of General Insurance procedure, group imane, Group Insurance Types – Health, Accident, Motor, fire insurance masine insurance, claim settlements.

UNIT – IV : POLICY DOCUMENTS AND ASSIGNMENT, NOMINATION & SURRENDER OF POLICY :

- a) Policy Documents : Life Insurance Policy Application and Process – Proposal Form and Related Documents – Importance of a Policy Document – Format of a Policy Document – Policy Schedule and its Various Components – Conditions and Privileges in a Policy Document – Duplicate Policies.
- b) Assignment, Nomination & Surrender of Policy : Assignment of Life Insurance Policies – Conditional Assignment – Absolute Assignment – Process of Assignment – Nomination – Process of Nomination – Features of Nomination – Assignment Vs. Nomination – Surrender of Policies – Foreclosure of Insurance Policies.

UNIT – V : POLICY CLAIMS :

Types of Policy Claims – Survival Benefits – Death Claims – Maturity Documents required for Processing Early Claims Processing State – Early Claims and Non-early Claims – Documents required for Processing Early Claims – Death due to Un-natural Causes or Accidents – Nomination – Assignment – Waiver of Evidence of Title – Claims Concession Clause and Extended Claims Concession Clause – Presumption of Death – Insurance Riders – Accidental Death Benefit Rider – Permanent Death Benefit Rider – IRDA Regulations for Claim Payments.

SUGGESTED BOOKS:

1. Banking and Insurance, O.P.Agarwal, Himalaya Publishing, 2010.
2. Management of Banking & Financial Services, Padmalatha Suresh & Justin Paul, Pearson, 2nd Edition.
3. Indian Insurance – A Profile, H. Narayanan, Jaico Publishing House, 2008
4. Insurance – Principles and Practice, M.N.Mishra and S.B.Mishra, S.Chand, 16th Edition

COURSE NO. DSC – 503 (b)

CUSTOMER RELATIONSHIP MANAGEMENT (M)

OBJECTIVES :

To know the importance of customer involvement and relations with corporations making the student know and build beneficial relations.

UNIT – 1 : EVOLUTION OF CUSTOMER RELATIONSHIP :

CRM – Definition, Emergence of CRM Practice, Factors responsible for CRM growth, CRM Process, framework of CRM, Benefits of CRM, Types of CRM, Scope of CRM, Customer Profitability.

UNIT – II : CRM CONCEPTS :

Customer Value, Customer Expectation, Customer Satisfaction, Customer Acquisition, Customer Retention, Customer Loyalty, Customer Lifetime Value. Customer Experience Management, Customer Profitability.

UNIT – III : PLANNING FOR CRM :

Steps in Planning – Building Customer Centricity, Setting CRM Objectives, Defining Data Requirements, Planning Desired Outputs, Relevant issues while planning the Outputs, Elements of CRM Plan, CRM Strategy: The Strategy Development Process.

UNIT – IV : CRM AND MARKETING STRATEGY :

CRM Marketing Initiatives, Sales Force Automation, Campaign Management, Call Centers. Practice of CRM. CRM in Consumer Markets, CRM in Services Sector.

UNIT – V : CRM PROBLEMS IN IMPLEMENTATION :

Issues and Problems in Implementing CRM, Information Technology Tools in CRM, Challenges of CRM Implementation. CRM Implementation Roadmap, Road Map (RM).

SUGGESTED BOOKS :

1. Jagdish N. Sheth, Atul Parvatiyar & G Shainesh, “Customer Relationship Management”, Emerging Concepts, Tools and Application”, TMH
2. Francis Buttle, “CRM: Concept and Technologies”, Elsevier, a division of Read Elseview India Pvt. Ltd.
3. Dilip Soman & Sara N – Marandi, “Managing Customer Value” Cambridge.
4. Alok Kumar Rai, “Customer Relationship Management: Concepts and Cases”, PHI.
5. Ken Burnett, the Handbook of Key “Customer Relationship Management”, Pearson Education.
6. Mukesh Chaturvedi, Abinav Chaturvedi, “Customer Relationship Management – An Indian Perspective”, Excel Books
7. K Govind Bhat, “Customer Relationship Management”, (2018), HPH.

COURSE NO. DSC - 503 (c)

COMPENSATION MANAGEMENT (HR)

OBJECTIVE :

To impart techniques and methods for competing employer – employee negotiations for arriving at optimal compensation system.

UNIT – I : INTRODUCTION TO STRATEGIC COMPENSATION MANAGEMENT :

Concept of compensation-Exploring and defining the compensation context–System of compensating–compensation dimensions-concept of reward–Role of compensation in Organization-Non-financial compensation system - New trends in compensation management.

UNIT – II : COMPENSATION AND EMPLOYEE BEHAVIOUR :

Bases For Traditional Pay System and Modern Pay System–Establishing Pay Plans–Aligning Compensation Strategy with HR Strategy and Business Strategy-Seniority and Longevity pay-Linking Merit Pay with Competitive Strategy-Incentive Pay-Person focus to Pay–Team Based Pay.

UNIT – III : DESIGNING COMPENSATION SYSTEM :

Building internally consistent Compensation System-Creating Internal Equity through Job Analysis and Job Valuation-Building Market Competitive Compensation System-Compensation Surveys–Integrating Internal Job Structure with External Market Pay Rates-Building Pay Structures that Recognize Individual Contributions-Constructing a Pay Structure-Designing Pay for Knowledge Program.

UNIT – IV : EMPLOYEE BENEFITS MANAGEMENT :

Components-Legally required Benefits–Benefits Administration–Employee Benefits and Employee Services–Components of Discretionary Core Fringe Compensation-Designing and Planning Benefit Program–Totally Integrated Employee Benefit Program.

UNIT – V : CONTEMPORARY STRATEGIC COMPENSATION CHALLENGES :

International Compensation and Competitive Strategies-Executive Compensation Packages–Compensating Executives-Compensating the Flexible Workforce-Contingent Employees and Flexible Work Schedules–Strategic Issues and Choices in Using Contingent and Flexible Workers.

SUGGESTED READINGS :

1. Handerson, “Compensation Management in a Knowledge Based World”, 2007, Pearson Ed. 9th Ed.
2. Joseph J.Martocchio, “Strategic Compensation”, 2006, Pearson Ed Richard I 3rd Ed.
3. Milkovich & Newman, “Compensation”, 2005, Tata McGraw –Hill, New Delhi.
4. Dr. Kanchan Bhatia, “Compensation Management”, 2009, Himalaya Publishing House.
5. Tapomoy Deb, “Compensation Management”, 2009, Excel Books, New Delhi.
6. Dipak Kumar Bhattacharyya, “Compensation Management”, 2009, Oxford University Press.

VI SEMESTER

COURSE NO. GE -2

BASIC BUSINESS ANALYTICS (GE-II)

OBJECTIVE:

The course aims to provide an understanding of basics concepts related to Business Analytics and practical approach using MS-EXCEL and simple programming concepts in R.

UNIT – I : INTRODUCTION TO BUSINESS ANALYTICS :

Definition, Types of Analytics-Descriptive, Predictive and Prescriptive, Business Analytics Applications in Different Areas (BA in Practice), Big Data.

UNIT – II: DESCRIPTIVE ANALYTICS 1 :

Types of Data- Population and Sample Data, Quantitative and Categorical Data, Cross-Sectional and Time Series Data, Sources of data, Descriptive Statistics- Measures of Location (central Tendency)-Mean, Median and Mode and relationship between them – Problems.

UNIT – III: DESCRIPTIVE ANALYTICS 2 :

Measures of Variability-Range, Variance, Standard deviation, Coefficient of Variation, Percentiles, Quartiles, Analyzing Distributions – Empirical Rule, Identifying Outliers, Box Plots, Measures of Association -Scatter Charts, Covariance, Correlation Coefficient –Problems.

UNIT – IV: PREDICTIVE ANALYTICS :

Trend Analysis, Regression Analysis- Least Square Method, Assessing the Fit of Simple Linear Regression, Coefficient of Determination, Introduction to Data Mining- Definition, Methods of Data Mining, Applications of Data Mining.

SUGGESTED BOOKS :

1. Camm, Cochran, Fry, Ohlmann, Anderson, Sweeney, Williams- Essentials of Business Analytics, Cengage Learning.
2. James Evans, Business Analytics, Pearson, Second Edition, 2017.
3. Albright Winston, Business Analytics- Data Analysis-Data Analysis and Decision Making, Cengage Learning, Reprint 2016.
4. Sahil Raj, Business Analytics, Cengage Learning.

COURSE NO. DSC – 601 (a)

BANKING (F)

OBJECTIVES :

The course helps the students to know about banking and its regulations.

It focuses on latest trends in banking.

UNIT - I : INTRODUCTION TO BANKING :

Evolution of Commercial Banking in India, Definition of Banker, Customer, Functions of Reserve Bank and Commercial Bank. Emerging role of bankers and Role of Banks in Economic development, Reforms in banking sector, Global financial crisis & Indian banking sector.

UNIT - II : RBI AND TYPES OF BANKS :

RBI, Constitution, Organizational sheet Management, Objectives, Functions, monetary Policy. Dist Cooperative Central Bank, RRB, NABARD, IDBI, SIDBI, Development Banks.

UNIT - III : NEGOTIABLE INSTRUMENTS :

Description - their Special features. Duties, Reprioritizes of paying, collecting banker. Circumstances under which banker and refuses payment of cheques. Consequences of wrongful distionous, pre cautions while advancing loans against securities, Good real estate, Insurance polities collateral securities.

UNIT - IV : CUSTOMER RELATIONSHIP IN BANKS :

Banking Customers Relationship, Procedure for opening account difference types of loans, advances, operation of banking cheques crossing, endorsements. Types and rules of wrong principles of sound lending.

UNIT - V : REGULATION AND INNOVATON IN BANKING SYSTEM :

Commercial Bank, credit allocation policies, Types of banks, Branch banking, Unit banking, Group banking, RRB, Co operative banks, micro, NABARD, IDBI.

Latest trends in banking ATM, E-banking, mobile banking, E-payment, credit card, online banking, plastic money, electronic purse, digital cash, EFT, ECS (Electronic Clearing System), Safeguard for Internet Banking, comparison of traditional banking and E-banking. MSME'S, role of foreign banks, advantages & disadvantages of foreign banks.

SUGGESTED BOOKS:

1. Introduction to Banking, Vijayaragavan Iyengar, Excel Books, 2009.
2. Banking and Insurance, O.P.Agarwal, Himalaya Publishing, 2010.
3. Bank Financial Management, IIBF, Macmillan 2010.
4. Management of Banking & Financial Services, Padmalatha Suresh & Justin Paul, Pearson, 2nd Edition.
5. Indian Insurance – A Profile, H. Narayanan, Jaico Publishing House, 2008
6. Insurance – Principles and Practice, M.N.Mishra and S.B.Mishra, S.Chand, 16th Edition

COURSE NO. DSC – 601 (b)

BUYER BEHAVIOUR (M)

OBJECTIVE :

To understand the depth concept & theories of Consumer buying Behaviour

To Focus on Learning theories

To Know the impact of culture on Buyer Behaviour

UNIT – I : INTRODUCTION TO BUYER BEHAVIOUR :

Understanding basics of Buyer Behaviour, Factors effecting Buyer Behaviour, Concept and theories of motivation, Personality and Attitudes. Perception and its implications. Role of behavioural factors in framing Marketing Strategies.

UNIT – II : THEORIES OF BUYER BEHAVIOUR :

Learning principles; Concepts of conditioning, important aspects of information processing theory. Promotional tools as source of information; encoding and Information Retention, Retrieval of information.

UNIT – III : IMPACT OF CULTURE ON BUYER BEHAVIOUR :

Social and Cultural Settings: Social Class, Indian Socio – Cultural frames; Culture, elements of culture, Sub-culture and Cross culture and Cross cultural marketing practices. Family Life Cycle- Changing aspects of family size.

UNIT – IV : BUYER BEHAVIOUR DECISION :

Buyer decision making: Information Search, sources of information, evaluation of alternatives. Steps between evaluation of alternatives and purchase decision. Buyer action and disposal of products.

UNIT – V : MODELS OF BUYER BEHAVIOUR :

Basic Model of Buyer Behaviour: Generic Model of Buyer Behaviour, Howard Sheth Model, Engels Consumer Theory, Consumerism, Buyer rights – Protection of Buyer rights in India.

SUGGESTED BOOKS :

1. Schiffman and Kannik, “Consumer Behavior”, 2018, Pearson Education / PHI.
2. Dinesh Kumar Consumer Behavior Consumer Behaviour, 2014, oxford University Press
3. Gary Lilien, “Marketing Models”, 2018, PHI.
4. Suja R. Nair, “Consumer Behaviour in Indian perspective”, 2010, HPH.
5. Sheth and Mittal, “Consumer Behavior”, 2004, Thomson Learning.
6. Stish Batra, “Consumer Behavior”, 2009, Excel Books New Delhi.

COURSE NO. DSC – 601 (c)

LEADERSHIP AND CHANGE MANAGEMENT (HR)

OBJECTIVE:

This course offers an understanding into Leadership Activities and its influence on the Management of change in the organizations.

UNIT – I : INTRODUCTION :

Leadership: Concept, Characteristics, roles, motives, skills and functions. Leadership Vs Management. Effective leadership behaviours and attitudes. Impact of Leadership on organizational performance.

UNIT – II : LEADERSHIP STYLES AND THEORIES :

Popular Leadership Styles, Entrepreneurial and Super leadership. Transactional Vs Transformational leadership. Triat and Path – Goal theories of leadership.

UNIT – III : ORGANISATIONAL CHANGE :

Types and forces of change, Framework for change management. Proactive change and reactive change. Elements of planned change. Action research model.

Individual and organisational barriers to change management and overcoming the barriers to change management.

UNIT – IV : INFLUENCE OF CHANGE :

Six belief changers that Influence change, organisational change through influencing individual change.

Approaches : Kotter's eight step plan, Greiner's Change process model. Four key drivers of organisational change. Factors contributing to resistance to change. Best practices to overcome resistance to change.

UNIT – V : ORGANISATIONAL CULTURE AND CHANGE MANAGEMENT :

Organisational Culture and Leadership, Types of Cultures, Primary and Secondary ways to influence culture, elements of organisational culture. Diagnosing, creating and managing organisation culture.

SUGGESTED BOOKS :

1. S. Chandan, "Organisational Behaviour", Vikas Publishing House Pvt. Ltd. 3rd Edition
2. Herbert G. Hicks and C.Ray Gullett, "Theory and Behavior", McGrew Hill.
3. Andrew I Dubrin, "Research Findings, Practice and Skills", Houghton Mifflin Company, 3rd Edition.
4. Kavitha Singh, "Organization Change & Development", 2005, Excel Books.
5. Adrain thornhill, Phil Lewis, Mike Millmore, Mark Saunders, "Managing Change – A Human Resource Strategy Approach", Pearson Education, 2006.
6. Nilakant V and Ramnarayan, "Managing Organizational Change", Response Books, 2006.

COURSE NO. DSC – 602 (a)
RISK ANALYSIS AND MANAGEMENT (F)

COURSE OBJECTIVE :

This course enables the students to understand the Risk associated with Financial Institutions and helps to manage risk effectively.

UNIT - I: INTRODUCTION :

Risk Vs Uncertain , Risk Management, objectives and tools of Risk Management. Principles of Risk Management and Risk Management process.

Risks associated with Financial services firm – Types of Risks, Product and Capital Market Risk.

Risk Reporting: Internal and External reporting.

UNIT – II : MEASUREMENT & MANAGEMENT OF FINANCIAL RISK :

Value at risk (VaR): The concept, computation, stresses testing, back testing. Cash flow at risk

(CaR): VaR and CaR to make investment decisions. Managing risk when risk is measured by VaR

or CaR. Non-Insurance methods of Risk Management-Risk Avoidance, Loss Control, Risk

Retention and Risk Transfer. Asset-Liability Management (ALM): evolution & concept, RBI

guidelines. Capital Adequacy. Management of interest rate risk, liquidity risk, credit risk and

exchange rate risk.

UNIT – III : FORWARD AND FUTURES CONTRACTS TO MANAGE RISK :

The concept of Derivatives and types of derivatives. The role and significance of derivative's in

managing risk. Participants in Derivative Markets: Individuals, speculators, Hedgers and

Arbitrageurs.

Forward contracts. Definition features, their utility is risk management. Limitations of Forward

contracts. Futures contracts: Definition, features and their utility in Risk management limitations.

Clearing House initial & Daily Margins and Marking to the market. Differences between Forward

and Futures contracts.

UNIT – IV : SWAPS AND OPTIONS TO MANAGE RISK:

Swaps, Concept of Swap. Types of Swaps: Interest Rate and Currency Swaps. The process of Managing Risk using Swaps.

Options : Definition, terminology, types of options : call, put, American and European options.

Options in the money, out of money and at the money. Black and Scholes option pricing model:

Assumptions and limitations.

UNIT – V : FINANCIAL ENGINEERING :

Concept, scope of financial engineering. Factors contributing to growth of Financial Engineering:

Environment and intra firm factors. Tools of Financial Engineer: New product development and

New Product Strategy.

SUGGESTED BOOKS :

1. Dun and Bradstreet, “Financial Risk Management”, 2007, TMH, Delhi.
2. Ravi Kumar, “Asset Liability Management”, Vision Books Pvt. Ltd.
3. “Theory and Practice of Treasury and Risk Management in Banks”, Indian Institute of Banking and Finance, March 2006, Taxmann
4. Jayanth Rama Varma, “Derivatives and Risk Management”, TMH.
5. John. F. Marshall & Vipul.K.Bansal, “Financial Engineering: A Complete guide innovation”, PHI.

COURSE NO. DSC – 602 (b)

ADVERTISING AND SALES PROMOTION (M)

OBJECTIVE :

It helps the students to understand the important of advertisements for promotion of products.

It focuses on media planning, personal selling and sales promotion.

UNIT – I : INTRODUCTION :

Introduction a promotion mix, Elements of Promotion mix, types of promotion budget, promotion Strategies – Push Strategy and Pull Strategy.

UNIT – II : CREATION OF ADVERTISEMENT :

Model of mortally Communication decision process. Advertisement, Types of Advertisements. Concept of creativity. Creative Approaches and Execution styles. Advertisement Appeals – Emotion and Rational Appeals.

UNIT – III : MEDIA PLANNING :

Media planning, Types of Media, Media Vehicles, Media Concentration V/s Media Disruption. Media scheduling.

UNIT – IV : PERSONAL SELLING :

Introduction to personal selling, Role and Importance of Personal Selling, Theories of Personal Selling. Personal Selling process. Personal Selling in Service Industry.

UNIT – V : SALES PROMOTION :

Sales Promotion – Objectives Types of Sales Promotion – Trade oriented Sales Promotion and Consumer Oriented Sales Promotion. Consumer Sales Promotion Tools : Off – Self Offers, Price Promotions, Premium Promotions.

SUGGESTED BOOKS :

1. David Aaker, “Advertisement Management”, 2018, HPH
2. Belch & Belch, “Advertising and Promotion”, TMH.
3. Aaker, Kumar, “Advertising Management”, PHI.
4. S.A. Chunawalla, “Advertising Management”, HPH.
5. Still Rechard, Sales Management, Latest Edition, 2018, Prentice Hall

COURSE NO. DSC – 602 (c)

TALENT AND KNOWLEDGE MANAGEMENT (HR)

OBJECTIVE :

The main objective of the course is to offer knowledge on various approaches to talent and knowledge management in business organizations. The course also facilitate discussion on a variety of institutional strategies and models for dealing with talent and knowledge management.

UNIT – I : INTRODUCTION TO TALENT MANAGEMENT :

Talent Management – Meaning, Importance, Evolution, Talent Management System, Talent Reservoir – Components . Institutional Strategies for dealing with Talent Management.

UNIT – II : SUCCESSION AND CAREER PLANNING :

Succession Planning, Talent Acquisition, Talent Identification, Talent Development, Training Coaching, Talent management Strategies. Role of leaders in Talent Management.

UNIT – III : KNOWLEDGE MANAGEMENT :

Concepts, Forces driving knowledge management, knowledge systems, knowledge strategies, technologies for knowledge management, factories influencing knowledge management

UNIT – IV : NATURE OF KNOWLEDGE :

Data information knowledge Wisdom, use of knowledge, types of knowledge, knowledge management solutions , mechanism and systems knowledge infrastructure.

UNIT – V : KNOWLEDGE FRAME MANAGEMENT :

Knowledge management frame Handsnon – earl’s sever schools of knowledge management. Alvesson & Karreman’s knowledge management approaches, knowledge management approaches. Knowledge management infrastructure organizational. Impact of knowledge management on people process, products on organizational performance knowledge discovery systems.

SUGGESTED BOOKS :

1. Ed by Lance A. Berger and Dorothy R Berger. “The Talent Management Handbook”, 2004, Tata McGraw Hill edition.
2. Ed by Larry Israelite, “Talent Management”, ASTD Press.
3. Sajjad M Jasmuddin, “Knowledge Management”, 1st ed, 2009, Cambridge.
4. Stuart Barnes, “Knowledge Management Systems”, Ed, Cengage Learning
5. Irma Becerra-Fernandez, Avelino Gonzalez and Rajiv Sabherwal “Knowledge Management”, 2009, Pearson Education Inc.
6. Donald Hislop, “Knowledge management in Organizations”, 2009, Oxford University Press, Second edition.
7. Sudhir Warier, “Knowledge Management”, Vikas Publishing House Pvt. Ltd.
8. Thorne & Pellant, “The Essential Guide to Managing”, Viva Books.
9. Stuart Barnes(Ed) “Knowledge Management Systems”. Cengage Learning.

COURSE NO. DSC – 603 (a)

INTERNATIONAL FINANCE (F)

OBJECTIVE :

The objective of this course to provide inputs on globalisation, exchange Risk Management, Financing of International Trade etc.

UNIT - I : INTRODUCTION :

Globalisation and MNCs Nature and scope of international finance, Globalisation and multinational firm, MNCs: the key participant in international financial functions, Factors leading to Fast strides in International financial functions, International trade, Challenges of international finance, Globalization and emerging trends of trade.

UNIT –II : RISK AND EXPOSURE :

Nature of Exposure of Risk, Defining Exposure and Risk Classification of Foreign Exchange Exposure and risk, Risk Management and Wealth Maximization, Classification of foreign Exchange Exposure and risk, Measuring Exposure and Risk

UNIT – III : BALANCE OF PAYMENTS :

Features of BOP, components of BOP the global economy, balance of payments, economy of a country, exchange rates and BOP exchange of national currencies, basics of foreign exchange markets, Interpretation of exchange rates theories, currency convertibility and the strength of the rupee Financial or speculative, Price risk and exchange rate financial instruments like derivatives

UNIT - IV : FINANCING INTERNATIONAL TRADE AND MONETARY FUND :

Market instruments, Cash-in-advance, Modes of financing in international trade. World Bank: EXIM Bank. Functions and responsibilities of the Bank and its changing role, Primary responsibility of International Monetary Fund, Exchange rates and international payments, Special rights of the IMF, resources, Operations and current challenges, Multilateral institutions, International Bank for Reconstruction and Development, International Finance Corporation and Bank for International Settlements.

UNIT – V: INTERNATIONAL TRADE PRACTICES:

General Agreement on Tariff and Trade (GATT), Consensus on international trade practices, Journey of GATT, WTO: Global Financial Regulations: Global financial crisis in 2007, New global rules and regulations Volcker Rule, Dodd Frank Act, Basel III Accord, Solvency II rules for the insurance sector, Role of international financial institutions and their role in global regulations.

SUGGESTED BOOKS:

1. Eun C.S., Resnick B.G., “International Financial Management”, 2010, Tata McGraw Hill Education Pvt. Ltd., 4th Ed. Special Indian Edition.
2. Levi M., “International Finance”, 2009, 5th Ed. Routledge, Taylor & Francis Group.
3. Shailaja G, “International Finance”, 2011, 2nd Ed. Orient Blackswan.
4. Hendrik Van den Berg, “International Finance and Open Economy Macro Economics”, 2009, 1st Ed. Cambridge.
5. Sharan V., “International Financial Management”, 2009, 5th Ed. PHI, EEE.
6. Madura J., “International Financial Management”, 2010, 4th Ed. Cengage Learning.
7. Apte P.G., “International Finance”, 2008, 2nd Ed. McGraw Hill.
8. “Risk Management, 2006 Indian Institute of Banking & Finance, Macmillan.
9. Madhu Vij, “International Financial Management”, 2010, 3rd Ed. Excel Books.
10. Jain, Peyrard and Yadav “International Financial Management,” Trinity Press, 2010.

COURSE NO. DSC – 603 (b)

RURAL MARKETING (M)

OBJECTIVE :

The objective of the course is to introduce rural market dynamics to the students so that they can learn about rural behavior and factor that differs from urban market.

UNIT – I : RURAL ECONOMY & DEVELOPMENT :

Rural Economy – Rural – Urban disparities – policy interventions required – Rural face to Reforms – The Development in the last few decades.

UNIT – II : RURAL MARKETING & RURAL BUYING DECISION PROCESS :

Rural Marketing – Concept and Scope – Nature of Rural Markets – Attractiveness of Rural Markets – Rural Vs Urban Marketing - Characteristics of Rural Consumers – Buying Decision Process – Potential and Size of the Rural Markets.

UNIT – III : PRODUCT MIX DECISIONS :

Product Strategy – Product Mix Decisions – Decisions Involved in Product, Branding, Packaging, Product Line and Product Mix Decisions. New Product Development, Product Life Cycle, Competitive product strategies for Rural Markets.

UNIT – IV : PRICING & PROMOTION STRATEGY :

Pricing Strategy – Pricing Policies – Innovative pricing methods for Rural Markets – Promotion Strategy – Appropriate Media – Designing Right Promotion Mix – Promotional Campaigns.

UNIT – V : RURAL DISTRIBUTION :

Distribution – Problems encountered – Selection of appropriate channels – New approaches to reach out rural markets – Electronic applications. Rural Marketing Information System.

SUGGESTED BOOKS :

1. Balaam Dogra & Karminder Ghuman, Rural Marketing: Concept & Cases, Tata McGraw Hill Publishing Company, New Delhi.
2. CSG Krishnamachary & Lalitha Ramakrishna, Rural Marketing, Pearson Education, Asia
3. A K Singh & S Pandey, Rural Marketing, Indian Perspective, New Age International Publishers
4. Philip Kotler, Marketing Management, Prentice –Hall India Ltd, New Delhi
5. Ruddar Dust Sundaram, Indian Economy, Tata McGraw Hill Publishers, New Delhi

COURSE NO. DSC – 603 (c)

EMPLOYEE RELATIONS (HR)

OBJECTIVE:

The main aim of this course is to introduce students to the theories and practices of Industrial Relations. The module examines the relationship existing between employer and employee.

UNIT – I : INDUSTRIAL RELATIONS :

Concept, Definition, Objectives, Scope, Approaches, Principles. Factors affecting employee stability. Employee Relations at Workplace, Culture.

UNIT – II : INDUSTRIAL CONFLICT :

Causes of Industrial Disputes, Machinery for settling of disputes – Negotiation, Conciliation, Mediation, Arbitration and Adjudication. Grievance Handling: Causes of grievances – Guidelines for grievance handling – Grievances Redressal procedures. Employee Discipline: Causes of indiscipline – Code of discipline – Disciplinary procedure – Code of conduct. Collective Bargaining.

UNIT – III : EMPLOYEE RELATIONS :

Changing concept of management and labour relations; Laws, development of the idea of social justice, limitation of management prerogatives, increasing labour responsibility in productivity. Joint consultation in India. The employment relationship, Employee relations, Managing employee relations, Employee voice.

UNIT – IV : TRADE UNIONISM AND INDUSTRIAL RELATIONS :

Labour movement: Trade union movement, Functions and problems of trade unions. International Labour Movement: International Confederation of Free Trade Unions (ICFTU), World Federation of Trade Unions (WFTU), International Labor Organization's (ILO). Worker's Participation in Management – Forms.

UNIT – V : WAGE LEGISLATION AND ADMINISTRATION :

Wage Legislation and Administration: The need for wage legislation, payment of wages Act-1936, The minimum wages Act-1948, The payment of Bonus Act- 1965, Equal remuneration Act-1976. Managing the work environment, Health and safety management.

SUGGESTED BOOKS :

1. Mamoria C.B and Sathish Mamoria, “Dynamics of Industrial Relations”, Himalaya Publishing House, New Delhi, 1998.
2. P.N. Singh and Neeraj Kumar, “Employee Relations Management”, 2010, Pearson Education, New Delhi.
3. Pylee. M.V and Simon George, “Industrial Relations and Personnel Management” ,Vikas Publishing House (P) Ltd., New Delhi,1995
4. Michael Armstrong, “Essential Human Resource Management Practice” Kogan Page Limited, 2010
5. Srivastava, “Industrial Relations and Labour Laws”, Vikas, 4TH edition, 2000.

COURSE NO. DSC - 604

PROJECT REPORT AND VIVA-VOCE

Student should choose a topic based on his elective chosen in the final year and make a study and prepare a report which will be evaluated through a viva-voce.

DSC 10: Introductions to Communication & Journalism

Unit-I: Communication: Definition-Nature Scope and Functions. Process and elements of Communication, Communication and its role in society. 7Cs of communication. Types of Communication-Verbal, Non-verbal, Intra-personal, Interpersonal, Group Communication and Mass Communication. Mass communication characteristics functions and Mass Media: Print, Radio, Television and film.

Unit-II: Models of Communication – Laswell , Berlo's SMCR model, Shannon and Weaver, Osgood and Schramm. Dance Helical, NewComb ABX model.

Unit-III: Theories of Communication – Effects theories: Agenda setting theory, Uses and gratifications theory, Cognitive dissonance theory, cultivation theory. Normative media theories: Authoritarian theory Libertarian theory Social responsibility and Soviet Communist theory. Knowledge Gap Hypothesis: Information rich and Information poor.

Unit-IV: Journalism- Definition, scope and nature of Journalism. Role of journalism in a democracy/ society: Creating awareness, Propaganda Publicity, building public opinion- Journalism and social change.

Unit-V: Kinds of Journalism: Print, Broadcast, On-line (Cyber) Journalism, Sports, Science, Education, Development, Community, Paid Journalism and Yellow Journalism.

M. Venkumar

N. J. Reddy

H. Venkatesh

HEAD
Dept. of Journalism & Mass Communication
Osmania University, Hyderabad-500 007.

SEMESTER- III

DSC 301: Reporting & Editing for Print Media

Unit-I: Introduction to News - Definitions – Nature – Scope of News – News Values – Hard News and Soft News. Sources of News – News gathering and its importance. Qualities of a reporter - Fairness, balance, attribution.

Unit-II: News writing – Elements of news story- Inverted pyramid- Leads- types. Reporting – Politics, Crime, Finance, Science, Health and environment, beat reporting.

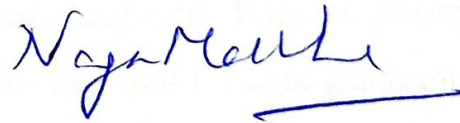
Unit-III: Newspaper organization structure - Organisation of Editorial Department and the News Bureau.- Hierarchy, Different roles Path of a News Copy from event to the reader-

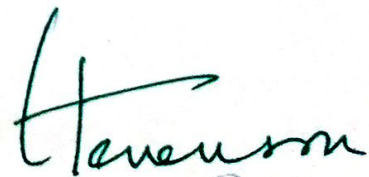
Unit-IV: The Editing Process: Editing – News Selection – Qualities of a sub-editor Integrating Copy – Rewriting; Types of Copy- Agency, Bureau, Wire, Mofussil – Functions of Headlines – Headline Writing – Excerpts – Blurbs – Highlights – Infographics. Photo Essay – Caption writing

Unit-V: Media Ethics and Laws: Freedom of speech and expression, Article 19 (1) (a) , reasonable restrictions, Media Laws and Ethics –Defamation, Libel, slander, , Right to Information, Official secrets Act, Contempt of Court, Copyright Act of 1957, Fairness – Public Interest and privacy, Press Council of India (PCI) – Recommendations and status – Code of Ethics for Journalists.

University Nominee

Members





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Dept. of Journalism & Mass Communication
Osmania University, Hyderabad-500 007.

SEM – III

SEC – II

SPECIALIZED REPORTING (2020-2021)

Objectives: To define specialized reporting and identify the attributes of a typical specialized report • Distinguish between a specialist reporter and a generalist • identify and explain the special qualities of specialized reporter

Duration: 2 Hours per week

MODULE-I:

Introduction to Science Communication: Science communication- characteristics
Media use for science communication, important science publications for popular reading-
Issues like GM crops, big dams and others. Media coverage of science- print- radio- television
and new media. Promotional campaigns of science communication

MODULE -II:

Environment and Media: Role of media in covering environmental issues,
Governmental and non-governmental organizations and environmental campaigns-
Chipko, Appiko, Narmada Bachao Andolan and others. Environmental policy initiatives:
national and international and issues Global warming, Kyoto Protocol, Rio Earth Summit,
Montreal Meet, Copenhagen, Paris declaration. Polavaram, Patancheru, Flourosis.

THIRD YEAR

DSE 501 A. Media and Development (or)

B. Telugu Journalism

Media and Development

Unit-I: Development: Concept, Definition, Process. Millennium Development Goals, Concept of Sustainable Development and Sustainable Development Goals.

Unit-II: Role of Media in Development Communication - Strategies in Development, Communication, Social, Cultural & Economic Barriers to Development Communication.

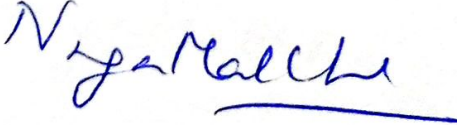
Unit-III: Agricultural Communication, Rural Development: Approaches, Rural Development: Extension.


Unit-IV: Development Support Communication: Population, Family Welfare & Health, Education & Environment, Problems faced in Development Support Communication.

Unit-V: Writing Development Stories for Media: Print, Radio and TV, Issues of AIDS, Trafficking, Human Rights, Dalit & Tribal Movements.


University Examinee

Members


N. Jagannath



HEAD

Dept. of Journalism & Mass Communication

(B): Telugu Journalism

Unit-I: History of Telugu Press - Major Phases in the evolution of Telugu Journalism. Telugu Press in Social Reform movement and freedom struggle, pioneers in the history of Telugu Press. Kandukuri Veeresha Lingam Pantulu, Kashinathuni Nageshwar Rao Pantulu, Mutnuri Krishna Rao, Suravaram Pratapa Reddy. Origin and growth of Press in Telangana, prominent publications and journalists. Role of the Press in Telangana movement.

Unit-II: Contemporary Telugu Press, its growth and contribution. Current trends in Telugu Journalism. Study of Telugu newspapers—news reporting, investigative reporting, columns, columnists, special pages and special supplements. Objectivity and editorial policies.

Unit-III: Language in Telugu Newspapers, use and misuse of English words, dialects. Problems of translation, coining of new words. Writing of News Reports and exercises in translation.


Unit-IV: Telugu Newspapers-Study of news reports, features and articles. Language and style. Writing articles and features, differences in writing articles and features.

Unit-V: News and news-based programmes in the electronic media. Writing news for radio and television. Differences in writing for Print and Electronic media.


University Nominee

Members




HEAD



TSKC

Student Manual

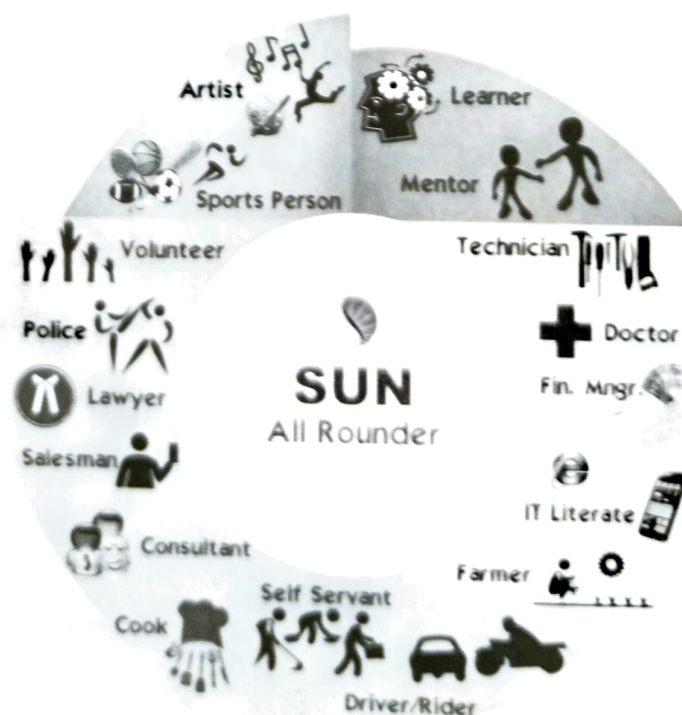
Approved for
Degree 1st 2nd & 3rd Year

SUN - All Rounder

SUN Skills All Rounder resembles a perfect individual who is ready to survive and excel in his both professional and personal life. This inspiration is drawn to prepare a young college passout into a competent grown-up individual.

The image refers to the 17 qualities every individual needs to possess to be successful in life.

- A. Basic – Capabilities- These qualities ensure the basic eligibility for sustenance of an individual. Every individual needs to know cooking, driving / riding and should be able to self service himself.
- | | |
|-----------------|-------------------|
| 1. Cook | 3. Driver / Rider |
| 2. Self Servant | |
- B. Self-Dependant - these qualities ensure persons self sufficiency as an individual and gives a personal comfort. Every individual should should have basic abilities like repairing, should be able to identify any health problems, able to use computer, internet and able to manage his personal finances
- | | |
|-----------------|----------------|
| 4. Technician | 7. IT-Literate |
| 5. Doctor | 8. Farmer |
| 6. Fin. manager | |
- C. Socially active – These qualities are required to socially amicable and get along in the society. A volunteer to participate in society, self defense, lawyer to back-up his stance, a very good Salesman to impress and convince others on his ideas and finally a good and dependable consultant for others.
- | | |
|--------------|----------------|
| 9. Volunteer | 12. Salesman |
| 10. Police | 13. Consultant |
| 11. Lawyer | |
- D. Self Satisfied and Energetic - These qualities bring a completeness to any individual. An art/ music brings a lot of self- satisfaction and emotional ability in a person. A sport makes a person energetic and balanced.
- | | |
|------------|-------------------|
| 14. Artist | 15. Sports Person |
|------------|-------------------|
- E. Continuously Grow in life - Every person should be a self-learner and a life-long learner to grow. A person becomes more clear in his learnings from mentoring/ teaching others.
- | | |
|-------------|------------|
| 16. Learner | 17. Mentor |
|-------------|------------|



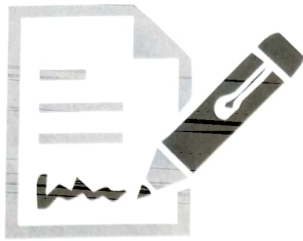


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COMMISSIONERATE OF COLLEGIATE EDUCATION

S.No.	Five Components of TSKC curriculum	
1	Communication skills	Speaking Skills ,Writing skills & Vocabulary building in both English and Mother Tongue, ,
2	Technical Skills/ Computer Knowledge	Basic knowledge of Computers, SBTET Typing certificate, MS office, Internet Browsing, MOOCs, Certificate Courses
3	Analytical Reasoning & Aptitude	Logical reasoning, Problem solving, Creative thinking and Arithmetic
4	Personality Development	Knowing Oneself, Relationships, Right knowledge
5	Career Guidance & Job Preparedness	Career opportunities, Job requirements and Job

ENGLISH

WHY MUST I LEARN ENGLISH?

In order to learn how to form sentences using different words we need to know how to place the words properly, how we should express and many other situations. So it is important to learn English from the basics. To learn basics of English one has to go about step by step to learn. One must know the very basics such as formation of sentences, nouns, verbs, pronouns, adverbs, adjectives, adverbs. Hence now let's see the basics of English.

IMPORTANCE OF ENGLISH

- ✓ At present, it is one of the major languages used for communication in the world.
- ✓ English has its unique importance in our country. It has played a crucial role in building today's modern India.
- ✓ In our country we have people living in different states speaking different languages.
- ✓ But here English plays a vital role of a bridge.
- ✓ It helps different natives of different regional dialects to communicate with each other.
- ✓ English is a language which links us with the outside world.
- ✓ The prospects of employment for a person having knowledge of English are bright in every country.
- ✓ In India, people going from North to South for education or business mostly communicate in English language, and it is one of the reasons that it has become a link language.
- ✓ Keeping this in mind, the Parliament has also recognized English as an official language in addition to Hindi.
- ✓ All the facts of history and developments in present day India underline the continued importance of learning English in addition to vernaculars.
- ✓ We must make the best use of English to develop ourselves culturally and socially so that we can compete with the best in the world of mind and matter.
- ✓ In short English language is our shortcut window to the world.

ENGLISH AS COMMON LANGUAGE

English is the language that connects people by default. This is because we have multi-cultural and multi-linguistic people around us – be it in schools, colleges, supermarkets or workforce in the companies. If I want to speak to someone in Kerala about some work, I won't understand a word of Malayalam. Likewise the other guy won't understand Marathi, if I speak in Marathi. So yes, we somehow need English to overcome the language barrier we have within our boundaries. Whether it is a conference, training session, presentation or a meeting inside or outside the organization – English is the official language of communication. It has increased the expectations from people to read, write and understand the language.

TODAY'S SCENARIO

In today's job market, English has become an essential language for communication. Today English is most commonly used language. So it is very essential to be fluent in English. For that first we need to learn the language and then we need to gain fluency in the language.



Soft Skills & Personality Shapeup Manual

What are Soft Skills?

Definition : Personal attributes that enable someone to interact effectively and harmoniously with other people.

Soft skills are a combination of interpersonal people skills, social skills, communication skills, character traits, attitudes, career attributes and emotional intelligence (EQ) among others that enable people to effectively navigate their environment, work well with others, perform well, and achieve their goals with complementing hard skills.

6 soft skills for every Job aspirant

Job and HR experts experts say there are several soft skills that are required for success in career. Some of them include:

- i. Interpersonal skills
- ii. Team spirit and Leadership skills
- iii. Social skills
- iv. Etiquette
- v. Negotiation skills
- vi. Other Behavioral traits such as attitude, motivation and time management



1 Career Guidance

What is career & Why do we need Career Guidance??

We often use the word "career" as a synonym for occupation, trade, profession, or vocation. This definition refers to what one does to make a living. There are thousands of careers, ranging from those that require extensive education to others for which you need hardly any.

Examples are engineer, carpenter, veterinary, assistant, cashier, teacher, and hairstylist.

Career Guidance:

Career guidance consists of the services that help people successfully manage their career development. Although this aspect of human development occurs on its own as we grow up & mature.

- Career Guidance is a developmental process by which students become aware of the inter-relationship among interests, abilities, school, work, family, and life roles in relation to academic and career planning.
- Career Guidance helps in building a strategy for handling both professional and personal career, where both have their own components.

Since career guidance is intended to support an individual through his or her entire career, it includes the following components:

Career Choice:

- Career guidance often involves assisting students who are trying to choose a career. Choosing a career is the most important task faced by everyone where everyone needs a guidance to help them to learn about their interests, values, skills and personality type.

Skills Improvement: It's not that easy nor isn't impossible to build a career wisely. Every person has their own skills set, like Management, Leadership, technical (subjective & practical knowledge) & communication skills. These skills are required to build your career.

Job Search: Before job search you need to plan, what job you want to do like as based on aspects like skills, qualifications, interests, growth etc. Before going for job search you need some preparations first and foremost important is Resume.

Every job seeker should update his or her profile and begin to envision the job you want. Answer each of these questions for yourself:

- What will my ideal job title and description be?
- How will this ideal job help me grow as a person and a professional?
- What will my ideal job pay?

Ways to do Job Search??

As on technology advanced, finding job search is done easy. There are plenty of ways to do job search, few are listed below

1. Traditional Method: Searching for jobs in news papers classifieds.
2. Online search : We can search for jobs online through various websites like naukri.com, indeed.com, monster.com.

Why we need IT skills?

There is an increasing demand from employers for any potential employee to have up to date or working knowledge of basic computer skills. Technology is taking over the work place. IT skills are becoming a way for businesses to test the flexibility of any successful candidate.

It is the modern way for people to hold jobs with a variety of employers through their careers, so the demand for transferable skills has improved greatly. Even if computers will not be a factor in your prospective job, they may well be in a couple years' time so it is well worth learning some basics such as how to send and receive emails, use the internet effectively, and use word processor and spreadsheet software.

The important thing to remember with IT is that it is constantly moving forward. The latest tool or trick from a year ago is now more than likely to be outdated. Ten years ago knowing basic computer skills would have equated to understanding how to create a PowerPoint presentation, but now there is an expectation on people to know a lot more.

According to experts, one of the most sought-after technical skills is competency with Microsoft Excel, a program which can allow you to enter and format data, calculate totals and create simple reports and charts.

Generally speaking it pays to be savvy with social media as it has become a driving force not just within tech companies but all businesses. Online communities are integral when it comes to sharing and accessing information, and engaging with potential customers.

Businesses have begun to understand the reach of platforms such as Twitter and Facebook and will now post vacancies, graduate programme openings and general news on them.

Involvement with social media sites should be considered integral for any job search strategy as it is excellent for being able to network and get in touch with managers and directors or just to seek advice from someone already employed from within the company.

Different types of IT skills

Here is the list of IT skills

Files : managing files in the computer. Save ,delete ,restore files.

Applications: use applications available in computer efficiently and skillfully

Internet: browse, download, search data over internet , know about search engines , emails , social websites, educational websites , cloud storage , tutorials etc

Ms-office: use different types of Microsoft documents like ms-word ,ms-excel, ms-PowerPoint, efficiently

Hardware and software: have knowledge about monitor , CPU, keyboard, mouse, RAM , speakers and know how to install and uninstall software's in computer

IT skills used in our daily life:

- we can easily do shopping on E-commerce websites.
- We can get any information regarding notifications exams , jobs etc
- We can apply for any job or Exam.
- We can browse and gather information over internet.
- We can easily connect with our friends through social media like facebook, Twitter, Google+
- We can create a soft copy of documents which is in hard copy
- We can create, edit and update documents.
- Usage of computer applications effectively.
- We can navigate using Google maps
- We can do internet banking.

APTITUDE

Choosing a career is one of the most important decisions of our life and it is natural to feel confused or even stressed about it. We are constantly bugged by relatives, parents and friends firing the same question day after day, "What after 10th?" or "What after 12th?" or "What plans after graduation, beta?" or even the famous "Which stream will you be selecting after 10th?"

It is one of those decisions that sticks with us throughout our lives and has a really huge impact on our outlook towards life itself. It helps in shaping up the life that we want to create. Considering the heavy weight age attached to this decision, it becomes rather imperative that deciding on a career option is not something that can be done half heartedly or under the influence of friends and family. It is something that requires thought and planning.

It is important to understand that choosing a career does not simply mean deciding upon the ultimate career profile which will guide you through the gates of success and fame; rather it means that a person should have the potential to grow with that career and achieve success through his/her decision.

WHAT IS APTITUDE AND WHY IT IS SO IMPORTANT THESE DAYS?

An aptitude is a component of a competence to do a certain kind of work at a certain level. Outstanding aptitude can be considered "talent". Organizations are putting more time and money into recruitment process ever before. From the perspective of an organization this has meant the introduction of various tests and exercises to ensure that they learn as much about the individual as possible to ensure the best fit with the role.

What actually does an aptitude Test contain?

Aptitude test is fastest mode of selecting a candidate in a company/firm. This test examines the candidate caliber in short time along with other competitors.

WHY IS APTITUDE IMPORTANT?

It is very important for every student to understand what is embodied within the word "APTITUDE" and why an "APTITUDE TEST" for career selection is important when moving towards your path of success and growth.

Every career option requires a particular test which has a combination that should match with the individual's potential ability to grow with that career.

Aptitude is basically defined as an innate, learned or acquired ability of an individual to perform certain tasks. Aptitude tests inculcate many factors like Numerical reasoning, verbal reasoning, abstract reasoning, speed, accuracy, and other such abilities.

In simple words aptitude test is a test which defines the ability and talent of a person to perform certain tasks. Aptitude test is divided into different factors to know the ability and talent of a person. Those factors are numerical reasoning, verbal reasoning, abstract reasoning, speed, accuracy, etc.

Taking online aptitude test for your personal career assessment will help you to identify your strong and weak points. Aptitude tests help you understand which type of career will be best suited for you according to your potential.

One of the theories to judge an individual's intelligence, known as Multiple Intelligence which is being taken into consideration in the western countries and the European nations was proposed by Howard Gardner, an American Developmental Psychologist and an Honorary Professor at Harvard University.

SKILL

=

Functional Abilities

Cognitive

Affective

+

Knowledge

Concepts

Techniques

+

Application

Experience

+

Practice

SUN Skills

mantra for life long success

**SR BGNR GOVT ARTS & SCIENCE DEGREE
COLLEGE (A), KHAMMAM**



DEPARTMENT OF COMPUTERS

2020 – 2021 SYLLABUS

**SR BGNR GOVT ARTS & SCIENCE DEGREE
COLLEGE (A), KHAMMAM**

1

SR & BGNR GOVT ARTS&SCIENCE DEGREE COLLEGE(A), KHAMMAM
B.Sc I YEAR SEMESTER – II
Ability Enhance Compulsory Course(AECC)
Basic Computer Skills
FUNDAMENTALS OF COMPUTERS

Theory: 2 Hours/Week; Credits: 2 Marks: 50 (Internal: 10; External: 40)

Unit I:

Introduction to Computers: What is computer, characteristics of computers, Generations of Computers, Classification of computers, Basic computer organization, Applications of computers. Input and Output devices: Input Devices, Output Devices, Softcopy Devices, Hard copy devices. Computer Memory and Processors: Introduction, Memory Hierarchy, Processor, Registers, Cache memory, primary memory, secondary storage devices, magnetic tapes, floppy disks, hard disks, optical drives, USB flash drivers, Memory cards, Mass storage devices, Basic processors architecture.

Unit II:

Number system and computer codes: Binary number system, working with binary numbers, octal number system, hexadecimal number system, working with fractions, signed number representation in binary form, BCD code, and other codes. Boolean algebra and logic gates: Boolean Algebra, Venn diagrams, representation of Boolean functions, logic gates, logic diagrams and Boolean expressions using karnaugh map. Computer Software: Introduction to computer software, classification of computer software, system software, application software, firmware, middleware, acquiring computer software, design and implementation of correct, efficient and maintainable programs.

Text: Reema Thareja, Fundamentals of Computers

References

1. V. Rajaraman, 6th Edition Fundamentals of Computers, Neeharika Adabala
2. Anitha Goel, Computer Fundamentals.



2

**SR & BGNR GOVT ARTS&SCIENCE DEGREE COLLEGE(A),
KHAMMAM**

B.Sc. Programme under CBCS
With effect from the A.Y: 2019
Skill Enhancement Course- III
II Year
(Common to all Science Courses)
SEMESTER – IV

Fundamentals of Python

Theory: 2 Hours/Week; Credits: 2 Marks: 50 (Internal: 10; External: 40)

Unit – I

Introduction to Python Programming: How a Program Works, Using Python, Program Development Cycle, Input, Processing, and Output, Displaying Output with the Print Function, Comments, Variables, Reading Input from the Keyboard, Performing Calculations (Operators, Type conversions, Expressions), More about Data Output. Decision Structures and Boolean Logic: if, if-else, if-elif-else Statements, Nested Decision Structures, Comparing Strings, Logical Operators, Boolean Variables. Repetition Structures: Introduction, while loop, for loop, Calculating a Running Total, Input Validation Loops, Nested Loops. Lists and Tuples: Sequences, Introduction to Lists, List slicing, Finding Items in Lists with the in Operator, List Methods and Useful Built-in Functions, Copying Lists, Processing Lists,

Unit – II


Tuples- operations on tuples, Strings: Basic String Operations, String Slicing, Testing, Searching, and Manipulating Strings. Dictionaries and Sets: Dictionaries, Sets- operations on sets and Dictionaries. Functions: Introduction, Defining and Calling a Void Function, Designing a Program to Use Functions, Local Variables, Passing Arguments to Functions, Global Variables and Global Constants, ValueReturning Functions- Generating Random Numbers, Writing Our Own Value-Returning Functions, The math Module, Storing Functions in Modules. File and Exceptions: Introduction to File Input and Output, Using Loops to Process Files, Processing Records, Exceptions.

Text Book:

Tony Gaddis, Starting Out With Python (3e)

References:

1. Kenneth A. Lambert, Fundamentals of Python
2. Clinton W. Brownley, Foundations for Analytics with Python
3. James Payne, Beginning Python using Python 2.6 and Python 3
4. Charles Dierach, Introduction to Computer Science using Python
5. Paul Gries, Practical Programming: An Introduction to Computer Science using Python 3



Paper – I: Fundamentals of Information Technology
[4 HPW:: 4 Credits :: 100 Marks (External:80, Internal:20)]

Objectives:

1. To deal with the basic concepts of computers.
2. To discuss about the computer hardware, its components and basic computer architecture.
3. To understand the basic computer software including the operating system and its concepts.
4. To introduce the software development process
5. To introduce the basic concept of programming

Outcomes:

Students should be able to

1. Identify the components of a computer and their functions.
2. Understand the concept of networking, LAN, Internet, and working of www.
3. Understand the notion of problem solving using computer by programming
4. Understand the notion of Software Project and the Process of software development

Unit-I

Data and Information: Introduction, Types of Data, Simple Model of a Computer, Data Processing Using a Computer, Desktop of Computers, Classification of Computers, Anatomy of a Computer, Structure of a Central Processing Unit, Specifications of a CPU, Interconnection of CPU with Memory and I/O Units, **Input Output Devices:** Introduction, Keyboard, Video Display Devices, Touch Screen Display, E-Ink Display, Printers, Audio Output, Memory Hierarchy, Embedded Processors **Acquisition of Numbers and Textual Data:** Introduction, Input Units, Internal Representation of Numeric Data, Representation of Characters in Computers, Error-Detecting Codes

Unit-II

Computer Networks: Introduction, Local Area Network (LAN), Applications of LAN, Wide Area Network (WAN), Internet, Naming Computers Connected to Internet, Future of Internet Technology **Computer Software:** Introduction, Operating System, Programming Languages, Classification of Programming Languages, Classification of Programming Languages Based on Applications **The Software Problem:** Cost, Schedule, and Quality, Scale and Change **Software Processes:** Process and Project, Component Software Processes, Software Development Process Models **Programming Principles and Guidelines:** Structured Programming, Information Hiding, Some Programming Practices, and Coding Standards

Unit – III

Algorithms: Definitions, Different Ways of Stating Algorithms (Step-form, Pseudo-code, Flowchart), Strategy for Designing Algorithms, Structured Programming Concept. **Basics of C:** Overview of C, Developing Programs in C, Parts of Simple C Program, Structure of a C Program, Comments, Program Statements, C Tokens, Keywords, Identifiers,

Data Types, Variables, Constants, Operators and Expressions, Expression Evaluation- precedence and associativity, Type Conversions. Input-Output: Non-formatted and Formatted Input and Output Functions, Escape Sequences, Control Statements: Selection Statements - if, if-else, nested if, nested if-else, comma operator, conditional operator, switch; Iterative Statements-while, for, do-while; Special Control Statement-goto, break, continue, return, exit.

Unit - IV

Arrays and Strings: One-dimensional Arrays, Character Arrays, Functions from ctype.h, string.h, Multidimensional Arrays. Functions: Concept of Function, Using Functions, Call-by-Value Vs Call-by-reference, Passing Arrays to Functions, Scope of Variables, Storage Classes, and Recursion. Pointers: Introduction, Address of Operator (&), Pointer, Uses of Pointers, Arrays and Pointers, Pointers and Strings, Pointers to Pointers, Structures and Unions.

References

1. V Raja Raman. Introduction to Information Technology, 3rd Edition, PHI Learning Private Limited, 2018
2. Pankaj Jalote. Concise Introduction to Software Engineering, Springer, 2011
3. B. A. Forouzan, R. F. Gilberg, A Structured Programming Approach Using C
4. Fundamentals of Computers, by Rema Tharaja, Oxford University Press India

Paper - II: Problem Solving and Python Programming

[4 HPW:: 4 Credits :: 100 Marks (External:80, Internal:20)]

Objectives

The main objective is to teach Computational thinking using Python.

- To know the basics of Programming
- To convert an algorithm into a Python program
- To construct Python programs with control structures.
- To structure a Python Program as a set of functions
- To use Python data structures-lists, tuples, dictionaries.
- To do input/output with files in Python.
- To construct Python programs as a set of objects.

Outcomes:

On completion of the course, students will be able to:

1. Develop algorithmic solutions to simple computational problems.
2. Develop and execute simple Python programs.
3. Develop simple Python programs for solving problems.
4. Structure a Python program into functions.
5. Represent compound data using Python lists, tuples, and dictionaries.
6. Read and write data from/to files in Python Programs

Unit-I

Introduction to Computing and Problem Solving: Fundamentals of Computing – Computing Devices – Identification of Computational Problems – Pseudo Code and Flowcharts – Instructions – Algorithms – Building Blocks of Algorithms.

Introduction to Python Programming: Python Interpreter and Interactive Mode– Variables and Identifiers – Arithmetic Operators – Values and Types – Statements, Reading Input, Print Output, Type Conversions, The type() Function and Is Operator, Dynamic and Strongly Typed Language.

Control Flow Statements: The if, The if...else, The if...elif...else Decision Control Statements, Nested if Statement, The while Loop, The for Loop, The continue and break Statements.

Unit-II

Functions: Built-In Functions, Commonly Used Modules, Function Definition and Calling the Function, The return Statement and void Function, Scope and Lifetime of Variables, Default Parameters, Keyword Arguments, *args and **kwargs, Command Line Arguments.

Strings: Creating and Storing Strings, Basic String Operations, Accessing Characters in String by Index Number, String Slicing and Joining, String Methods, Formatting Strings.

Unit-III

Lists: list operations, list slices, list methods, list loop, mutability, aliasing, cloning lists, list Parameters;
Tuples: tuple assignment, tuple as return value; **Dictionaries:** operations and methods; advanced list processing - list comprehension; **Illustrative programs:** selection sort, insertion sort, mergesort, histogram
Files and exception: text files, reading and writing files, format operator; command line arguments, errors and exceptions, handling exceptions, modules, packages; **Illustrative programs:** word count, copy file.

Unit-IV

Object-Oriented Programming: Classes and Objects, Creating Classes in Python, Creating Objects in Python, The Constructor Method, Classes with Multiple Objects, Class Attributes versus Data Attributes, Encapsulation, Inheritance The Polymorphism.

Functional Programming: Lambda, Iterators, Generators, List Comprehensions.

References:

1. Introduction to Python Programming, Gowrishankar S, Veena A, CRC Press, Taylor & Francis Group, 2019
2. Allen B. Downey, "Think Python: How to Think Like a Computer Scientist", 2nd edition, Updated for Python 3, Shroff O'Reilly Publishers, 2016 (<http://greenteapress.com/wp/think-python/>)

Suggested Reading:

1. Learning To Program With Python, Richard I. Halterman, Copyright © 2011
2. Python for Everybody, Exploring Data Using Python 3, Dr. Charles R. Severance, 2016

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SR&BGNR Govt.Arts & Science College(A), Khammam
B.Sc. (Computer Science)
CBCS Pattern with Effect from the Academic Year 2019-2020

B.Sc. (Computer Science)
SEMESTER – I

Programming in C

Theory	4 Hours/Week 4 Credit	Internal marks = 20
Practical	3 Hours/Week 1 Credit	External Marks = 80

Unit – I

Computer Fundamentals: Introduction of Computers, Classification of Computers, Anatomy of a Computer, Memory Hierarchy, Introduction to OS, Operational Overview of a CPU.

Program Fundamentals: Generation and Classification of Programming Languages, Compiling, Interpreting, Loading, Linking of a Program, Developing Program, Software Development.

Algorithms: Definitions, Different Ways of Stating Algorithms (Step-form, Pseudo-code, Flowchart), Strategy for Designing Algorithms, Structured Programming Concept.

Basics of C: Overview of C, Developing Programs in C, Parts of Simple C Program, Structure of a C Program, Comments, Program Statements, C Tokens, Keywords, Identifiers, Data Types, Variables, Constants, Operators and Expressions, Expression Evaluation-precedence and associativity, Type Conversions.

Unit – II

Input-Output: Non-formatted and Formatted Input and Output Functions, Escape Sequences,

Control Statements: Selection Statements – if, if-else, nested if, nested if-else, comma operator, conditional operator, switch; Iterative Statements–while, for, do-while; Special Control Statement–goto, break, continue, return, exit.

Arrays and Strings: One-dimensional Arrays, Character Arrays, Functions from ctype.h, string.h, Multidimensional Arrays.

Unit – III

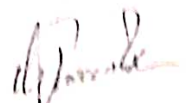
Functions: Concept of Function, Using Functions, Call-by-Value Vs Call-by-reference, Passing Arrays to Functions, Scope of Variables, Storage Classes, Inline Functions, and Recursion.

Pointers: Introduction, Address of Operator (&), Pointer, Uses of Pointers, Arrays and Pointers, Pointers and Strings, Pointers to Pointers, Array of Pointers, Pointer to Array, Dynamic Memory Allocation.

Unit – IV

User-defined Data Types: Declaring a Structure (Union) and its members, Initialization Structure (Union), Accessing members of a Structure (Union), Array of Structures (Union), Structures verses Unions, Enumeration Types.

Textbook: Pradip Dey, Manas Ghosh, Computer Fundamentals and Programming in C (2e)



References:

1. Ivor Horton, Beginning C
2. Ashok Kamthane, Programming in C
3. Herbert Schildt, The Complete Reference C
4. Paul Deitel, Harvey Deitel, C How to Program
5. Byron S. Gottfried, Theory and Problems of Programming with C
6. Brian W. Kernighan, Dennis M. Ritchie, The C Programming Language
7. B. A. Forouzan, R. F. Gilberg, A Structured Programming Approach Using C

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Department of Computer Science

With Effect from the Academic Year 2019-2020



B.Sc. (Computer Science)
SEMESTER – II

Programming in C++

Theory	4 Hours/Week 4 Credit	Internal marks = 20
Practical	3 Hours/Week 1 Credit	External Marks = 80

Unit – I

Introduction to C++: Applications, Example Programs, Tokens, Data Types, Operators, Expressions, Control Structures, Arrays, Strings, Pointers, Searching and Sorting Arrays.

Functions: Introduction, Prototype, Passing Data by Value, Reference Variables, Using Reference Variables as Parameters, Inline Functions, Default Arguments, Overloading Functions, Passing Arrays to Functions.

Object Oriented Programming: Procedural and Object-Oriented Programming, Terminology, Benefits, OOP Languages, and OOP Applications.

Unit – II

Classes: Introduction, Defining an Instance of a Class, Why Have Private Members? Separating Class Specification from Implementation, Inline Member Functions, Constructors, Passing Arguments to Constructors, Destructors, Overloading Constructors, Private Member Functions, Arrays of Objects, Instance and Static Members, Friends of Classes, Member-wise Assignment, Copy Constructors, Operator Overloading, Object Conversion, Aggregation.

Unit – III

Inheritance: Introduction, Protected Members and Class Access, Base Class Access Specification, Constructors and Destructors in Base and Derived Classes, Class Hierarchies, Polymorphism-Function Overloading, Function Overriding and Virtual Member Functions, Abstract Base Classes and Pure Virtual Functions, Multiple Inheritance.

C++ Streams: Stream Classes, Unformatted I/O Operations, Formatted I/O Operations.

Unit – IV

Exceptions: Introduction, Throwing an Exception, Handling an Exception, Object-Oriented Exception Handling with Classes, Multiple Exceptions, Extracting Data from the Exception Class, Re-throwing an Exception.

Textbook: Tony Gaddis, Starting out with C++: from control structures through objects (7e)

References:

1. B. Lippman, C++ Primer
2. Bruce Eckel, Thinking in C++
3. K.R. Venugopal, Mastering C++

4. Herbert Schildt, C++: The Complete Reference
5. Bjarne Stroustrup, The C++ Programming Language
6. Sourav Sahay, Object Oriented Programming with C++ TEXT BOOK:
7. Object Oriented Programming with C++ Sixth edition, E.Balaguruswamy.
8. A Structured Approach Using C++ By B.A.Forouzan & Rf Gilberg (Thomson Business Information India)
9. Herbert Schilbt, C++ - The Complete Reference, TMH 2002
10. J.P. Cohoon and J.W. Davidson, C++ program design – An Introduction To Programming and Object Oriented Design.- MGH 1999.

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Department of Computer Science

With Effect from the Academic Year 2019-2020

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**B.Sc. Computer Science II Year
SEMESTER - III**

DATA STRUCTURES USING C++

Theory:	4 Hours/Week;	Credits: 4	Marks: 100 (Internal: 20; External: 80)
Practical:	3 Hours/Week	Credits: 1	Marks: 25

Unit - I

Basic data Structure: Introduction to Data Structures, Types of Data Structures, and Introduction to Algorithms, Pseudo code, and Relationship among data, data structures, and algorithms, Implementation of data structures, Analysis of Algorithms.

Stacks: Concept of Stacks and Queues, Stacks, Stack Abstract Data Type, Representation of Stacks Using Sequential Organization (Arrays), Multiple Stacks, Applications of Stack, Expression Evaluation and Conversion, Polish notation and expression conversion, Processing of Function Calls, Reversing a String with a Stack, Recursion.

Unit - II

Recursion: Introduction, Recurrence, Use of Stack in Recursion, Variants of Recursion, Recursive Functions, Iteration versus Recursion.

Queues: Concept of Queues, Queue as Abstract Data Type, Realization of Queues Using Arrays, Circular Queue, Multi-queues, Dequeue, Priority Queue, Applications of Queues,

Linked Lists: Introduction, Linked List, Linked List Abstract Data Type, Linked List Variants, Doubly Linked List, Circular Linked List, Representation of Sparse Matrix Using Linked List, Linked Stack, Linked Queue.

Unit - III

Trees: Introduction, Types of Trees, Binary Tree, Binary Tree Abstract Data Type, Realization of a Binary Tree, Insertion of a Node in Binary Tree, Binary Tree Traversal, Other Tree Operations, Binary Search Tree, Threaded Binary Tree, Applications of Binary Trees.

Searching and Sorting: Search Techniques-Linear Search, Binary Search, Sorting Techniques- Selection Sort, Bubble Sort, Insertion Sort, Merge Sort, Quick Sort, Comparison of All Sorting Methods, Search Trees: Symbol Table, Optimal Binary Search Tree, AVL Tree (Height-balanced Tree).

Unit - IV

Graphs: Introduction, Representation of Graphs, Graph Traversal – Depth First Search, Breadth First Search, Spanning Tree, Prim's Algorithm, Kruskal's Algorithm.

Hashing: Introduction, Key Terms and Issues, Hash Functions, Collision Resolution Strategies, Hash Table Overflow, Extendible Hashing

Heaps: Basic Concepts, Implementation of Heap, Heap as Abstract Data Type, Heap Sort, Heap Applications.

Text books:

1. Varsha H. Patil "Data structures using C++" Oxford University press, 2012
2. M.T. Goodrich, R. Tamassia and D. Mount, Data Structures and Algorithms in C++, John Wiley and Sons, Inc., 2011.

References:

1. Adam Drozdek "Data structures and algorithm in C++" Second edition, 2001
2. T.H. Cormen, C.E. Leiserson, R.L. Rivest and C. Stein, Introduction to Algorithms, 2nd Ed., Prentice-Hall of India, 2006.
3. Robert L. Kruse and A.J. Ryba, Data Structures and Program Design in C++, Prentice Hall, Inc., NJ, 1998.
4. B. Stroustrup, The C++ Programming Language, Addison Wesley, 2004
5. D.E. Knuth, Fundamental Algorithms (Vol. I), Addison Wesley, 1997

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SR&BGNR GOVT ARTS & SCIENCE DEGREE COLLEGE(A), KHAMMAM
 Under Graduate Courses (Under CBCS 2020 – 2021 onwards)
B.Sc. Computer Science II Year
SEMESTER – IV

DATA BASE MANAGEMENT SYSTEMS

Theory:	4 Hours/Week;	Credits: 4	Marks: 100 (Internal: 20; External: 80)
Practical:	3 Hours/Week	Credits: 1	Marks: 25

Unit - I

Introduction: Database-System Applications, Purpose of Database Systems, View of Data, Database Languages, Relational Databases, Database Design, Data Storage and Querying, Transaction Management, Database Architecture, Database Users and Administrators.

Introduction to the Relational Model: Structure of Relational Databases, Database Schema, Keys, Schema Diagrams, Relational Query Languages, Relational Operations.

Unit - II

Database Design and the E-R Model: Overview of the Design Process, The Entity- Relationship Model, Constraints, Removing Redundant Attributes in Entity Sets, Entity-Relationship Diagrams, Reduction to Relational Schemas, Entity-Relationship Design Issues, Extended E-R Features, Alternative Notations for Modeling Data, Other Aspects of Database Design.

Relational Database Design: Features of Good Relational Designs, Atomic Domains and First Normal Form, Decomposition Using Functional Dependencies, Functional- Dependency Theory, Decomposition Using Multivalued Dependencies, Normal Forms-2 NF, 3 NF, BCNF, The Database Design Methodology for Relational Databases.

Unit - III

Introduction to SQL: Overview of the SQL Query Language, SQL Data Definition, Basic Structure of SQL Queries, Additional Basic Operations, Set Operations, Null Values, Aggregate Functions, Nested Subqueries, Modification of the Database.

Intermediate SQL: Join Expressions, Views, Transactions, Integrity Constraints, SQL Data Types and Schemas, Authorization.

Advanced SQL: Accessing SQL from a Programming Language, Functions and Procedures, Triggers, Recursive Queries.

Unit - IV

Transaction Management: Transaction Support-Properties of Transactions, Database Architecture, Concurrency Control-The Need for Concurrency Control, Serializability and Recoverability, Locking Methods, Deadlock, Security: Database Security-Threats, Computer-Based Controls-Authorization, Access Controls, Views, Backup and Recovery, Integrity, Encryption, RAID.

Text book:

1. Silberschatz, H. Korth and S. Sudarshan, Database System Concepts, 6th Ed., Tata McGraw Hill, 2011
2. Thomas M. Connolly, Carolyn E. Begg, Database Systems-A Practical Approach to Design, Implementation, and Management (6e)

SR & BGNR GOVT ARTS & SCIENCE DEGREE COLLEGE (A), KHAMMAM

BSC Computer Science III year

From the Academic year 2018-2019

V Semester Syllabus (CBCS)

Paper- : Programming in Java (Core)

Unit I

Introduction: Java Essentials, JVM, Java Features, Creation and Execution of Programs, Data Types, Type Conversion, Casting, Conditional Statements, Loops, Branching Mechanism, Classes, Objects, Class Declaration, Creating Objects, Method Declaration and Invocation, Method Overloading,

Unit II

Constructors – Parameterized Constructors, Constructor Overloading, Cleaning-up unused Objects. **Class Variables & Method-static Keyword**, this Keyword, **One-Dimensional Arrays**, **Two-Dimensional Arrays**, **Command-Line Arguments**, **Inner Class**.

Inheritance: Introduction, Types of Inheritance, extends Keyword, Examples, Method Overriding, super, final Keyword, Abstract classes, Interfaces, Abstract Classes Verses Interfaces.

Packages: Creating and Using Packages, Access Protection, Wrapper Classes, String Class, String Buffer Class.

Unit III

Exception: Introduction, Types, Exception Handling Techniques, User-Defined Exception.

Multithreading: Introduction, Main Thread and Creation of New Threads –By Inheriting the Thread Class or Implementing the Runnable Interface, Thread Lifecycle, Thread Priority and Synchronization.

Input/Output: Introduction, java.io Package, File Class, FileInputStream Class, FileOutputStream Class, Scanner Class, BufferedInputStream Class, BufferedOutputStream Class, RandomAccessFile Class.

Unit IV

Applets: Introduction, Example, Life Cycle, Applet Class, Common Methods Used in Displaying the Output.

Event Handling: Introduction, Types of Events, Example.

AWT: Introduction, Components, Containers, Button, Label, Checkbox, Radio Buttons, Container Class, Layouts. **Swing:** Introduction, Differences between Swing and AWT, JFrame, JApplet, JPanel, Components in Swings, Layout Managers, Jtable, Dialog Box.

Database Handling Using JDBC: Introduction, Types of JDBC Drivers, Load the Driver, Establish Connection, Create Statement, Execute Query, Iterate Resultset, Scrollable Resultset, Developing a JDBC Application.

Elective 1**B. Visual Programming (Elective)****Unit I**

Introduction to VB: Writing windows application with VB, Programming languages -procedural, object oriented, event driven; VB Environment, Writing first VB project, compiling, debugging, and running the programs.

Controls : Introduction to controls textboxes, frames, check boxes, option buttons, images, setting borders and styles, the shape control, the line control, working with multiple controls and their properties, designing the user interface, keyboard access, tab controls, default & cancel property, coding for controls.

Variables, constants, and Calculation: Data types, naming rules and conversion, constants-named and intrinsic, declaring variables, scope of variables, val function, arithmetic operations, formatting data Counting and accumulating Sums.

Unit II

Decisions and Conditions : If statement, Conditions comparing numeric variables and constants, comparing strings, compound conditions (and, or, not), nested if statements, using if statements with option buttons & check boxes, displaying message in message box, input validation. Calling event procedures, debugging VB projects, Debugging Step-by-Step Tutorial.

Modular programming: Menus, using common dialog box, writing general procedure.

Unit III

Forms Handling: Multiple forms, creating, adding, removing forms, hide, show method, load, unload statement, me keyword, referring to objects on a different forms, Variables and constants in Multiple-Forms.

Iteration Handling: Lists Boxes and Combo Boxes, Do/loops, for/next loops, using msgbox function, using string function

Arrays: control Arrays, the case structure, single-dimension arrays, for Each/Next statement, table lookup, using list boxes with array, multi dimensional arrays.

Unit IV

Database Connectivity: VB and database, using the data control, viewing a database file-step-by-step, Navigating the Database in code, using list boxes and comboboxes as data-bound controls, adding a lookup table and navigation-step-by-step, updating a database file, Record sets, working with database fields, creating a new Dynaset.

Advanced topics in VB: ActiveX controls, Dynamic link libraries (DLL), Multiple Document interface (MDI).

Text Book:

1. Programming in Visual Basic 6.0 by Julia Case Bradley, Anita C. Millispangh (Tata Mcgraw Hill Edition 2000 (Fourteenth Reprint 2004)

SR&BGNR GOVT ARTS&SCIENCE DEGREE COLLEGE(A), KHAMMAM
U.G COMPUTER SCIENCE (CBCS)
B.Sc Final Year (DSC) Semester(VI)

Elements of Scripting Languages (Core)

Unit – I

HTML. Browsers and their types, URL's web sites. Domain Names, static and dynamic sites and active web pages, Files Creation, Web Server, Web Client Browser Hyper Text Markup Language, HTML Tags, Paired Tags, Commonly used HTML Commands Titles and Footers, Paragraph Breaks, Line Breaks, Heading Styles, Drawing Lines, Text Styles, Other Text Effects Indenting Text, Lists, Types of Lists.

Unit – II

Using the Border attribute, Using the Width and Height Attribute, Using the Align Attribute, Tables – Header, Data rows, The Caption Tag, Attributes – Width and Border, BGCOLOR, COLSPAN, ROWSPAN. External Document References, Internal Document References, Images in Hyperlinks, Introduction to Frames, tag, <FRAME> tag.

DHTML Introduction, use and its elements, Cascading Style Sheets – Introduction, Using Inline Styles, Sample Examples, Defining Your Own Styles, Properties in Values in Styles. A worked example, Formatting Blocks of Information Layers, Embedded Style Sheets, Linking external Sheets.

Unit III

JavaScript, Advantages, JavaScript Syntax, Data Types and Literal, Type Casting, Variables, Incorporating variables in a Script, Array, Operators and Expressions, Arithmetic Operators, Logical Operators, Comparison Operators, String Operators, Assignment Operators, Conditional Expression, Ternary and Special Operators.

Unit IV

JavaScript Programming Constructs, If – then – else, Immediate If, For Loop, Built – in – Functions. User Defined functions, Declaring functions, Place of Declaration, Passing Parameters, Variable scope, Return Values, Recursive Functions, Placing text in a Browser, Dialog boxes- Alert dialog box, Prompt dialog box, Confirm dialog box.

- Text Books:** 1. Web Programming – Chris Bates – 3rd Edition (Wiley)
2. Internet & World Wide Web – H.M. Deitel, P.J. Deitel,
A.B. Goldberg- 3rd Edition

SR&BGNR GOVT ARTS&SCIENCE DEGREE COLLEGE(A), KHAMMAM
U.G COMPUTER SCIENCE (CBCS)
B.Sc Final Year (DSC) Semester(VI) Elective

Operating Systems (*elective*)

Unit-I

Introduction: Computer – System Architecture, Computing Environments, Operating – System Structures: Operating – System Services, User Interface for Operating – System, System Calls, Types of System Calls, Operating System Structure.

Process Management : Process Concept, Process Scheduling, Operations on Processes, Inter process Communication, Example-Producer – Consumer Problem.

Unit-II

CPU Scheduling : Concepts, Scheduling Criteria, Scheduling Algorithms.

Process Synchronization: Critical –Section Problem, Peterson’s Solution, Synchronization, Semaphores, Monitors.

Unit-III

Deadlocks: System Model, Deadlock Characterization, Methods for Handling Deadlocks, Deadlock Prevention, Deadlock Avoidance, Deadlock Detection, Recovery from Deadlock.

Unit-IV

Main Memory: Introduction, Swapping, Contiguous Memory Allocation, Segmentation, Paging.

Virtual Memory: Introduction, Demand Paging, Page Replacement, Allocation of Frames, Thrashing.

Text book: Abraham Silberschatz, Peter Baer Galvin, Greg Gagne, Operating System Concepts.

Ref: 1. Naresh Chauhan, Principles of Operating Systems

2. Thomas W.Doeppner, Operating Systems in Depth

3. Andrew S. Tanenbaum, Modern Operating Systems

4. William Stallings, Operating Systems – Internals and Design Principles

5. Dhanunjay M.Dhandhere, Operating Systems- A Concept Based Approach

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SR&BGNR GOVT ARTS&SCIENCE DEGREE COLLEGE (AUTONOMOUS), KHAMMAM
B.A. / B.Sc. Life Science I Year Computer Applications

SEMESTER – I

Programming in C

Theory	4 Hours/Week	4 Credit	Internal marks = 20
Practical	3 Hours/Week	1 Credit	External Marks = 80

Unit – I

Computer Fundamentals: Introduction of Computers, Classification of Computers, Anatomy of a Computer, Memory Hierarchy, Introduction to OS, Operational Overview of a CPU.
Program Fundamentals: Generation and Classification of Programming Languages, Compiling, Interpreting, Loading, Linking of a Program, Developing Program, Software Development.
Algorithms: Definitions, Different Ways of Stating Algorithms (Step-form, Pseudo-code, Flowchart), Strategy for Designing Algorithms, Structured Programming Concept.
Basics of C: Overview of C, Developing Programs in C, Parts of Simple C Program, Structure of a C Program, Comments, Program Statements, C Tokens, Keywords, Identifiers, Data Types, Variables, Constants, Operators and Expressions, Expression Evaluation—precedence and associativity, Type Conversions.

Unit – II

Input-Output: Non-formatted and Formatted Input and Output Functions, Escape Sequences,
Control Statements: Selection Statements – if, if-else, nested if, nested if-else, comma operator, conditional operator, switch; Iterative Statements—while, for, do-while; Special Control Statement—goto, break, continue, return, exit.
Arrays and Strings: One-dimensional Arrays, Character Arrays, Functions from ctype.h, string.h,

Unit – III

Functions: Concept of Function, Using Functions, Call-by-Value Vs Call-by-reference, Passing Arrays to Functions, Scope of Variables, Storage Classes, Inline Functions, and Recursion.
Pointers: Introduction, Address of Operator (&), Pointer, Uses of Pointers, Arrays and Pointers, Pointers and Strings, Dynamic Memory Allocation.

Unit – IV

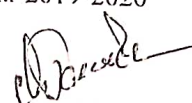
User-defined Data Types: Declaring a Structure (Union) and its members, Initialization Structure (Union), Accessing members of a Structure (Union), Structures verses Unions, Enumeration Types.
Files: Introduction, Using Files in C, Working with Text Files and Binary Files, Other File Management Functions.

Textbook: Pradip Dey, Manas Ghosh, Computer Fundamentals and Programming in C (2e)

References:

1. Ivor Horton, Beginning C
2. Ashok Kamthane, Programming in C
3. Herbert Schildt, The Complete Reference C
4. Paul Deitel, Harvey Deitel, C How to Program
5. Byron S. Gottfried, Theory and Problems of Programming with C
6. Brian W. Kernighan, Dennis M. Ritchie, The C Programming Language
7. B. A. Forouzan, R. F. Gilberg, A Structured Programming Approach Using C

With Effect from the Academic Year 2019-2020



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SR&BGNR Govt.Arts & Science College(A), Khammam
FACULTY OF SCIENCE
B.A./B.Sc. Life Science (Computer Applications)
SEMESTER – II

Programming in C++

	4 Hours/Week	4 Credit	Internal marks = 20
Theory	3 Hours/Week	1 Credit	External Marks = 80
Practical			

Unit – I

Introduction to C++: Applications, Example Programs, Tokens, Data Types, Operators, Expressions, Control Structures, Arrays, Strings, Pointers, Searching and Sorting Arrays.

Functions: Introduction, Prototype, Passing Data by Value, Reference Variables, Using Reference Variables as Parameters, Inline Functions, Default Arguments, Overloading Functions, Passing Arrays to Functions.

Unit – II

Object Oriented Programming: Procedural and Object-Oriented Programming, Terminology, Benefits, OOP Languages, and OOP Applications.

Classes: Introduction, Defining an Instance of a Class, Why Have Private Members? Separating Class Specification from Implementation, Inline Member Functions, Constructors, Passing Arguments to Constructors, Destructors, Overloading Constructors, Private Member Functions, Arrays of Objects, Instance and Static Members, Friends of Classes, Member-wise Assignment, Copy Constructors, Operator Overloading.

Unit – III

Inheritance: Introduction, Protected Members and Class Access, Base Class Access Specification, Constructors and Destructors in Base and Derived Classes, Redefining Base Class Functions, Polymorphism and Virtual Member Functions, Abstract Base Classes and Pure Virtual Functions, Multiple Inheritance.

C++ Streams: Stream Classes, Unformatted I/O Operations, Formatted I/O Operations.

Unit – IV

Exceptions: Introduction, Throwing an Exception, Handling an Exception, Object-Oriented Exception Handling with Classes, Multiple Exceptions, Extracting Data from the Exception Class, Re-throwing an Exception.

Textbook: Tony Gaddis, Starting out with C++: from control structures through objects (7e)

References:

1. B. Lippman, C++ Primer
2. Bruce Eckel, Thinking in C++
3. K.R. Venugopal, Mastering C++
4. Herbert Schildt, C++: The Complete Reference
5. Bjarne Stroustrup, The C++ Programming Language
6. Sourav Sahay, Object Oriented Programming with C++TEXT BOOK:

Dr. Beards

B.A. / B.Sc. Life Science II Year Computer Applications

SEMESTER – III

RELATIONAL DATA BASE MANAGEMENT SYSTEMS

Theory:	4 Hours/Week;	Credits: 4	Marks: 100 (Internal: 20; External: 80)
Practical:	3 Hours/Week	Credits: 1	Marks: 25

Unit-I

Basic Concepts: Database Management System, File based system, Advantages of DBMS over file based system, Database Approach, Logical DBMS Architecture, Three level architecture of DBMS or logical DBMS architecture, Need for three level architecture, Physical DBMS Architecture, Database Administrator (DBA) Functions & Role, Data files indices and Data Dictionary, Types of Database.

Relational and ER Models: Data Models, Relational Model, Domains, Tuple and Relation, Super keys, Candidate keys, Primary keys and foreign key for the Relations, Relational Constraints, Domain Constraint, Key Constraint, Integrity Constraint, Update Operations and Dealing with Constraint Violations, Relational Operations, Entity Relationship (ER) Model, Entities, Attributes, Relationships, More about Entities and Relationships, Defining Relationship for College Database, E-R Diagram, Conversion of E-R Diagram to Relational Database.

Unit-II

Database Integrity And Normalization: Relational Database Integrity, The Keys, Referential Integrity, Entity Integrity, Redundancy and Associated Problems – Single Valued Dependencies – Normalization, Rules of Data Normalization, The First Normal Form, The Second Normal Form, The Third Normal Form, Boyce Codd Normal Form, Attribute Preservation, Lossless, join Decomposition Dependency Preservation.

File Organization: Physical Database Design Issues, Storage of Database on Hard Disks, File Organization and Its Types, Heap files (Unordered files), Sequential File Organization – Indexed (Indexed Sequential) File Organization, Hashed File Organization, Types of Indexes, Index and Tree Structure.

Unit-III

Structures Query Language (SQL): Meaning – SQL commands, Data Definition Language, Data Manipulation Language – Data Control Language, Transaction Control Language Queries using Order by, Where, Group by, Nested Queries. Joins – Views – Sequences, Indexes and Synonyms, Table Handling.

Advanced SQL: Accessing SQL from a Programming Language, Functions and Procedures, Triggers, Recursive Queries.

Unit-IV

Transactions and Concurrency Management: Transactions, Concurrent Transactions, Locking Protocol, Serializable Schedules – Locks Two Phase Locking (2PL), Deadlock and its Prevention, Optimistic Concurrency Control.

Database Recovery and Security: Database Recovery meaning, Kinds of failures – Failure Controlling methods, Database errors, Backup & Recovery Techniques, Security & Integrity.

Text Book: Database Systems: R.Elmasri & S.B. Navathe, Pearson.

References:

1. Introduction to Database Management System: ISRD Group, McGraw Hill.
2. Database Management System: R.Ramakrishnan & J.Gehrke, McGraw Hill.
3. Modern Database Management: J.A.Hoffer, V.Rames & H.Topi, Pearson.

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SR&BGNR GOVT ARTS & SCIENCE DEGREE COLLEGE(A), KHAMMAM

Under Graduate Courses (Under CBCS 2020 – 2021 onwards)

B.A. / B.Sc. Life Science (Computer Applications) II Year

SEMESTER – IV

MULTI MEDIA SYSTEMS

Theory: 4Hours/Week;

Credits: 4

Marks: 100 (Internal: 20; External: 80)

Practical: 3 Hours/Week

Credits: 1

Marks: 25

Unit - I

Multimedia: Introduction, Definitions, Where to Use Multimedia- Multimedia in Business, Schools, Home, Public Places, Virtual Reality; Delivering Multimedia. Text: Meaning, Fonts and Faces, Using Text in Multimedia, Computers and Text. Font Editing and Design Tools, Hypermedia and Hypertext. Images: Before You Start to Create, Making Still Images, Color.

Unit - II

Sound: The Power of Sound, Digital Audio, MIDI Audio, MIDI vs. Digital Audio, Multimedia System Sounds, Audio File Formats, Adding Sound to Your Multimedia Project. Animation: The Power of Motion, Principles of Animation. Animation by Computer, Making Animations. Video: Using Video, How Video Works and Is Displayed, Digital Video Containers, Obtaining Video Clips, Shooting and Editing Video.

Unit - III

Making Multimedia: The Stages of a Multimedia Project, the Intangibles, Hardware, Software, Authoring Systems Designing and producing: designing the structure, designing the user interface, a multimedia design case history, producing.

Unit - IV

The Internet and Multimedia: Internet History, Internetworking, Multimedia on the Web. Designing for the World Wide Web: Developing for the Web, Text for the Web, Images for the Web, Sound for the Web, Animation for the Web, Video for the Web. Delivering: Testing, Preparing for Delivery, Delivering on CD-ROM, DVD and World Wide Web, Wrapping.

Text Book:

1. Tay Vaughan, "Multimedia: Making it work", TMH, Eighth edition.

References:

1. Ralf Steinmetz and KlaraNaharstedt, "Multimedia: Computing, Communications Applications", Pearson.
2. Keyes, "Multimedia Handbook", TMH.
3. K. Andleigh and K. Thakkar, "Multimedia System Design", PHI.
4. Spoken Tutorial on "GIMP" as E-resource for Learning:-<http://spoken-tutorial.org> 5. Spoken Tutorial on "Blender" as E-resource for Learning:-<http://spoken-tutorial.org>

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YELLANDU X ROAD

KHAMMAM-507002

B.A III - V Semester

Core 5: Multimedia Systems and Applications

Unit I

Multimedia: Introduction, Definitions, Where to Use Multimedia- Multimedia in Business, Schools, Home, Public Places, Virtual Reality; Delivering Multimedia.
Text: Meaning, Fonts and Faces, Using Text in Multimedia, Computers and Text, Font Editing and Design Tools, Hypermedia and Hypertext.
Images: Before You Start to Create, Making Still Images, Color.

Unit II

Sound: The Power of Sound, Digital Audio, MIDI Audio, MIDI vs. Digital Audio, Multimedia System Sounds, Audio File Formats. Adding Sound to Your Multimedia Project.
Animation: The Power of Motion, Principles of Animation, Animation by Computer, Making Animations.
Video: Using Video, How Video Works and Is Displayed, Digital Video Containers, Obtaining Video Clips, Shooting and Editing Video.

Unit III

Making Multimedia: The Stages of a Multimedia Project, the Intangibles, Hardware, Software, Authoring Systems
The Internet and Multimedia: Internet History, Internetworking, Multimedia on the Web.
Designing for the World Wide Web: Developing for the Web, Text for the Web, Images for the Web, Sound for the Web, Animation for the Web, Video for the Web.

Text book:

1. Tay Vaughan, "Multimedia: Making it work", TMH, Eighth edition.

Reference books:

1. Ralf Steinmetz and Klara Naharstedt, "Multimedia: Computing, Communications Applications", Pearson.
2. Keyes, "Multimedia Handbook", TMH.
3. K. Andleigh and K. Thakker, "Multimedia System Design", PHI.
4. Spoken Tutorial on "Blender, GIMP, Inkscape", as E-resource for Learning.
<http://spoken-tutorial.org>

SR&BGNR GOVT ARTS AND SCIENCE DEGREE COLLEGE(A)
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B.A III & V Semester

Elective 1.A: Computer Networks

Unit I

Introduction: data communication- components, Networks, Protocols and Standards, Line configuration, topology, transmission mode, categories of networks.

OSI and TCP/IP Models: Layers and their functions, comparison of models.

Multiplexing: Many To One/One To Many, Frequency-Division Multiplexing (FDM), Wave-Division Multiplexing (WDM), Time-Division Multiplexing (TDM),

Unit II

Error Detection and Correction: Types of Errors, Detection, Vertical Redundancy Check (VRC), Longitudinal Redundancy Check (LRC), Cyclic Redundancy Check (CRC), Checksum, Error Correction.

Data Link Control: Line Discipline, Flow Control, Error Control, Asynchronous Protocols, Synchronous Protocols, Character-Oriented Protocols, Bit-Oriented Protocols, Link Access Procedures

Switching: Circuit Switching, Packet Switching, Message Switching.

Unit III

Transport Layer: Duties of the Transport Layer, Connection, the OSI Transport Protocol.

Upper OSI Layers: Session Layer, Presentation Layer, Application Layer.

TCP/IP Protocol Suite: Overview of TCP/IP, Network Layer, Addressing, Subnetting, Other Protocols In The Network Layer, Transport Layer

Text Book:

1. Behrouz A. Forouzan, *Data Communication and Networking*, 2nd Ed., Tata McGraw Hill.

Books Recommended

1. A.S. Tanenbaum, *Computer Networks*, 4th Ed., Pearson Education Asia, 2003.
2. D. E. Comer, *Internetworking with TCP/IP*, Pearson Education Asia, 2001.
3. William Stallings, *Data and Computer Communications*, 7th Ed., Pearson education Asia, 2002.

S.R & B.G.N.R Govt. ARTS & SCIENCE COLLEGE (A) , KHAMMAM
B.A III Year VI Semester (Computer Applications) Visual Programming – CBCS SYLLABUS

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Unit I

Introduction to VB: Writing windows application with VB, Programming languages - procedural, object oriented, event driven; VB Environment, Writing first VB project, compiling, debugging, and running the programs.

Controls : Introduction to controls textboxes, frames, check boxes, option buttons, images, setting borders and styles, the shape control, the line control, working with multiple controls and their properties, designing the user interface, keyboard access, tab controls, default & cancel property, coding for controls.

Variables, constants, and Calculation: Data types, naming rules and conversion, constants-named and intrinsic, declaring variables, scope of variables, val function, arithmetic operations, formatting data Counting and accumulating Sums.

Unit II

Decisions and Conditions : If statement, Conditions-comparing numeric variables and constants, comparing strings, compound conditions (and, or, not), nested if statements, using if statements with option buttons & check boxes, displaying message in message box, input validation. Calling event procedures, debugging VB projects, Debugging Step-by-Step Tutorial.

Modular programming: Menus, using common dialog box, writing general procedure.

Forms Handling : Multiple forms, creating, adding, removing forms, hide, show method, load, unload statement, me keyword, referring to objects on a different forms, Variables and constants in Multiple-Forms.

Iteration Handling: Lists Boxes and Combo Boxes, Do/loops, for/next loops, using msgbox function, using string function

Unit III

Arrays: control Arrays, the case structure, single-dimension arrays, for Each/Next statement, table lookup, using list boxes with array, multidimensional arrays.

Database Connectivity: VB and database, using the data control, viewing a database file-step-by-step, Navigating the Database in code, using list boxes and comboboxes as data-bound controls, adding a lookup table and navigation-step-by-step, updating a database file, Recordsets, working with database fields, creating a new Dynaset.

Advanced topics in VB: ActiveX controls, Dynamic link libraries (DLL), Multiple Document interface (MDI).

Text Book:

1. Programming in Visual Basic 6.0 by Julia Case Bradley, Anita C. Millispangh (Tata Mcgraw Hill Edition 2000 (Fourteenth Reprint 2004))

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Marks: 15 + 60 + 25

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SR&BCNR GOVT ARTS AND SCIENCE DEGREE COLLEGE(A)
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BA IIIrd VI Semester

Elective 2.A: Computer Graphics

Unit I

Computer Graphics: Graphs and Charts, Computer-Aided Design, Virtual-Reality Environments, Data Visualizations, Education and Training, Computer Art, Entertainment, Image Processing, Graphical User Interfaces.

Computer Graphics Hardware: Video Display Devices, Raster-Scan System, Graphics Workstations and Viewing Systems, Input Devices, Hard-Copy Devices, Graphics Networks, Graphics on the Internet.

Computer Graphics Software: Coordinate Representations, Graphics Functions, Software Standards, Other Graphics Packages, Introduction to OpenGL.

Unit II

Graphics Output Primitives: Coordinate Reference Frames, Specifying A Two-Dimensional World-Coordinate Reference Frame in OpenGL, OpenGL Point Functions, OpenGL Line Functions, OpenGL Curve Functions, Fill-Area Primitives, Polygon Fill Areas, OpenGL Polygon Fill-Area Functions, OpenGL Vertex Arrays, Pixel-Array Primitives, OpenGL Pixel-Array Functions, Character Primitives, OpenGL Character Functions, Picture Partitioning, OpenGL Display Lists, OpenGL Display-Window Reshape Function.

Attributes of Graphics Primitives: OpenGL State Variables, Color and Grayscale, OpenGL Color Functions, Point Attributes, OpenGL Point-Attribute Functions, Line Attributes, OpenGL Line-Attribute Functions, Curve Attributes, Fill-Area Attributes, OpenGL Fill-Area Attribute Functions, Character Attributes, OpenGL Character-Attribute Functions, OpenGL Antialiasing Functions, OpenGL Query Functions, OpenGL Attribute Groups.

Algorithms for Graphics Primitives and Attributes: Line-Drawing Algorithms, Circle-Generating Algorithms, Ellipse-Generating Algorithms.

Unit III

Two-Dimensional Geometric Transformations: Basic Two-Dimensional Geometric Transformations, Matrix Representations, Inverse Transformations, Two-Dimensional Composite Transformations, Raster Methods for Geometric Transformations, OpenGL Raster Transformations, Transformations between Two-Dimensional Coordinate Systems, OpenGL Functions for Two-Dimensional Geometric Transformations.

Two-Dimensional Viewing: The Two-Dimensional Viewing Pipeline, The Clipping Window, Normalization and Viewport Transformations, OpenGL Two-Dimensional Viewing Functions, Clipping Algorithms, Two-Dimensional Point Clipping, Two-Dimensional Line Clipping, Polygon Fill-Area Clipping, Curve Clipping, Text Clipping.

Text Book:

1. Donald D. Hearn, M. Pauline Baker, Warren Carithers "Computer Graphics with Open GL" 4th Edition, 2011.

References:

1. J.D. Foley, A van Dam, S.K. Feiner and J.P. Hughes, *Computer Graphics: Principles and Practices*, 2nd Ed., Addison-Wesley, MA, 1990.

SRBGNR GOVT ARTS & SCIENCE DEGREE COLLEGE(A)
KHAMMAM-507002

Elective 1.B: Object Oriented Programming with C++

Unit I

Object-Oriented Paradigm, Data types, Operators and Expressions, ControlFlows

Unit II

Arrays and Strings, Modular Programming with Functions, Pointers and runtime Binding, Structures and Unions.

Unit III

Classes and Objects, inheritance, virtual functions, Exception Handling.

Text Book:

1. K R Venugopal, Rajkumar Buyya, Mastering in C++, McGrawHill, 2nd Edition, 2013.

Reference:

1. Spoken Tutorial on "C++", as E-resource for Learning.
<http://spoken-tutorial.org>

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FUNDAMENTALS OF INFORMATION TECHNOLOGY

Hours Per Week: 6 (4T+2P)

Credits: 5

Marks: 50U+35P+15I

Objective: To understand the basic concepts and terminology of information technology and to identify issues related to information security.

UNIT-I: INTRODUCTION TO COMPUTERS:

Introduction, Definition, Characteristics of computer, Evolution of Computer, Block Diagram of a computer, Generations of Computer, Classification Of Computers, Applications of Computer, Capabilities and limitations of computer.

Role of I/O devices in a computer system. **Input Units:** Keyboard, Terminals and its types. Pointing Devices, Scanners and its types, Voice Recognition Systems, Vision Input System, Touch Screen, **Output Units:** Monitors and its types. Printers: Impact Printers and its types. Non-Impact Printers and its types, Plotters, types of plotters, Sound cards, Speakers.

UNIT -II: COMPUTER ARITHMETIC & STORAGE FUNDAMENTALS:

Binary, Binary Arithmetic, Number System: Positional & Non Positional, Binary, Octal, Decimal, Hexadecimal, Converting from one number system to another.

Primary Vs Secondary Storage, Data storage & retrieval methods. **Primary Storage:** RAM

ROM, PROM, EPROM, EEPROM. **Secondary Storage:** Magnetic Tapes, Magnetic Disks.

Cartridge tape, hard disks, Floppy disks Optical Disks, Compact Disks, Zip Drive, Flash Drives.

UNIT-III: SOFTWARE:

Software and its needs, Types of S/W. **System Software:** Operating System, Utility Programs - Programming Language: Machine Language, Assembly Language, High Level Language their advantages & disadvantages. **Application S/W** and its types: Word Processing, Spread Sheets Presentation, Graphics, DBMS s/w.

UNIT-IV: OPERATING SYSTEM:

Functions, Measuring System Performance, Assemblers, Compilers and Interpreters.

Batch Processing, Multiprogramming, Multi Tasking, Multiprocessing, Time Sharing, DOS, Windows, Unix/Linux.

UNIT-V: DATA COMMUNICATION:

Data, Communication, Basic Networking Devices, Communication Process, Data Transmission speed, Communication Types(modes), Data Transmission Medias, Modem and its working, characteristics, Types of Networks, LAN Topologies, Computer Protocols, Concepts relating to networking.

SUGGESTED READINGS:

Computer Fundamentals : P.K.Sinha

W. R. S.

S.R & R.G.N.R Govt. ARTS & SCIENCE COLLEGE (A), KHAMMAM
I BCOM (COMPUTERS - II SEMESTER) – CBCS SYLLABUS – 2019 – 2020

Programming with C & C++

Hours Per Week: 7 (3T+4P)

Credits: 5

Marks: 50U+35P+15I

Objective: To understand the fundamental concepts of programming in C and Object Oriented Programming using C++.

UNIT-I: Introduction: Computer of Languages— Flow charts-algorithms— History of C language - Basic Structure – Programming Rules - Commonly used library functions - Executing the C Program - Pre-processors in "C"- Keywords & Identifiers – Constants – Variables: Rules for defining variables - Scope and Life of a Variable— Data types - Type Conversion - Formatted Input and Output operations. **Operators:** Introduction – Arithmetic – Relational – Logical – Assignment - Conditional - Special - Bitwise - Increment / Decrement operator.

UNIT-II: Conditional statements: Introduction - If statements - If-else statements – nested if-else – break statement-continue and exit -statement-goto- statement-Switch statements. **Looping statements:** Introduction- While statements – Do-while statements - For Statements-nested loop statements.

UNIT-III: Functions: Definition and declaration of functions- Function proto type-return statement- types of functions- Built in functions.**User defined functions:** Introduction - Need for user defined functions and component of functions **Arrays:** Introduction - Defining an array - Initializing an array –One dimensional array –Multi dimensional array. **Strings:** Introduction - Declaring and initializing string and Handling Strings- String handling functions. **Pointers:** Features of pointers – Declaration of Pointers – advantages of pointers.

UNIT-IV: Structures: Features of Structures - Declaring and initialization of Structures –Structure within Structure- Array of Structures- Enumerated data type-Unions-Definition and advantages of Unions comparison between Structure & Unions. **Object Oriented Programming:** Introduction to Object Oriented Programming - Structure of C++ – Simple program of C++ - Differences between C & C++

UNIT-V:- Classes and Objects: Data Members-Member Functions - Object Oriented -Class-Object- Encapsulation-Abstraction concepts-Polymorphism(Function overloading and Operator Overloading) Inheritance- (Inheritance Forms and Inheritance Types).

SUGGESTED READINGS:

1. Programming with C& C++ :IndrakantiSekhar, V.V.R.Raman&V.N.Battu, Himalaya Publishers.
2. Programming in ANSI C: Balagurusamy, McGraw Hill.
3. Mastering C: K.R. Venugopal, McGraw Hill.
4. C: The Complete Reference: H.Schildt, McGraw Hill.
5. Let Us C: Y.Kanetkar, BPB.
6. Objected Oriented Programming with C++: E. Balagurusamy, McGraw Hill.
7. Mastering C++: KR.Venugopal&R.Buyya, McGraw Hill.
8. Schaum's Outlines: Programming with C++: by John R Hubbard.
9. Let Us C++: Y.Kanetkar

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B.COM COMPUTER APPLICATIONS –III SEMESTER - CBCS SYLLABUS – 2019 – 2020

RELATIONAL DATABASE MANAGEMENT SYSTEMS

Hours Per Week: 7 (3T+4P)

Credits: 5

Marks: 50U+35P+15I

Objective: to acquire basic conceptual background necessary to design and develop simple database system, Relational database mode, ER model and distributed databases, and to write good queries using a standard query language called SQL.

UNIT-I: BASIC CONCEPTS: Database Management System - File based system - Advantages of DBMS over file based system - Database Approach - Logical DBMS Architecture - Three level architecture of DBMS or logical DBMS architecture - Need for three level architecture - Physical DBMS Architecture - Database Administrator (DBA) Functions & Role - Data files indices and Data Dictionary -Types of Database. Relational and ER Models: Data Models - Relational Model – Domains - Tuple and Relation - Super keys - Candidate keys - Primary keys and foreign key for the Relations - Relational Constraints - Domain Constraint - Key Constraint - Integrity Constraint - Update Operations and Dealing with Constraint Violations - Relational Operations - Entity Relationship (ER) Model – Entities – Attributes – Relationships - More about Entities and Relationships - Defining Relationship for College Database - E- R Diagram - Conversion of E-R Diagram to Relational Database.

UNIT-II: DATABASE INTEGRITY AND NORMALISATION: Relational Database Integrity - The Keys - Referential Integrity - Entity Integrity - Redundancy and Associated Problems – Single Valued Dependencies – Normalisation - Rules of Data Normalisation - The First Normal Form -The Second Normal Form - The Third Normal Form - Boyce Codd Normal Form - Attribute Preservation - Lossless- join Decomposition - Dependency Preservation. File Organisation : Physical Database Design Issues - Storage of Database on Hard Disks - File Organisation and Its Types - Heap files (Unordered files) - Sequential File Organisation - Indexed (Indexed Sequential) File Organisation - Hashed File Organisation - Types of Indexes - Index and Tree Structure - Multi-key File Organisation - Need for Multiple Access Paths - Multi-list File Organisation - Inverted File Organisation.

UNIT-III: STRUCTURES QUERY LANGUAGE (SQL): Meaning–SQL commands – Data Definition Language - Data Manipulation Language - Data Control Language - Transaction Control Language - Queries using Order by – Where - Group by - Nested Queries. Joins – Views – Sequences - Indexes and Synonyms - Table Handling.

UNIT-IV: TRANSACTIONS AND CONCURRENCY MANAGEMENT: Transactions – Concurrent Transactions - Locking Protocol - Serialisable Schedules - Locks Two Phase Locking (2PL) - Deadlock and its Prevention - Optimistic Concurrency Control. Database Recovery and Security: Database Recovery meaning - Kinds of failures - Failure controlling methods - Database errors - Backup & Recovery Techniques - Security & Integrity - Database Security - Authorization.

UNIT-V: DISTRIBUTED AND CLIENT SERVER DATABASES: Need for Distributed Database Systems - Structure of Distributed Database - Advantages and Disadvantages of DDBMS - Advantages of Data Distribution - Disadvantages of Data Distribution - Data Replication - Data Fragmentation. Client Server Databases: Emergence of Client Server Architecture - Need for Client Server Computing - Structure of Client Server Systems & its advantages.

LAB: SQL QUERIES BASED ON VARIOUS COMMANDS.

SUGGESTED READINGS: 1) Database Systems: R.Elmasri& S.B. Navathe, Pearson.; 2) Introduction to Database Management System: ISRD Group, McGraw Hill.; 3) Database Management System: R.Ramakrishnan&J.Gehrke, McGrawHill.; 4) Modern Database Management: J.A.Hoffer,V.Rames&H.Topi, Pearson.; 5) Database System Concepts: Silberschatz,Korth&Sudarshan,McGrawHill.6) Simplified Approach to DBMS: Parteek Bhaia, Kalyani Publishers.

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B.COM COMPUTER APPLICATIONS – IV SEMESTER - CBCS SYLLABUS – 2019 – 2020
WEB TECHNOLOGIES

Hours Per Week: 7 (3T+4P)

Credits: 5
Marks: 50U+35P+15I

Objective: To gain skills of usage of Web Technologies to design Web pages.

UNIT-I: INTRODUCTION:

Art of creating a web site - Markup language (HTML) – Hypertext - Formatting text - Forms & formulating instructions & formulation elements – Commenting code – Anchors - Back grounds – Images - Hyperlinks – Lists – Tables – Frames - Web design principles.

UNIT-II: AN OVER VIEW OF DYNAMIC WEB PAGES & DYNAMIC WEB PAGE:

An over view of dynamic web pages and dynamic web page technologies: Introduction to Dynamic HTML programming - Cascading style sheets (CSS) - Basic syntax and structure - Events handling - Changing Text and Attributes - Dynamically changing style - Text Graphics and placements - Creating multimedia effects with filters and Transactions.

UNIT-III: JAVA SCRIPT & EVENTS AND EVENT HANDLERS:

Java Script: Introduction - Client side Java script - Server side Java script - Core features - Data types and variables – Operators - Expressions and statements – Functions – Objects – Array - Date and math related objects - Document object model - Event handling.

Events And Event Handlers: General information about Events – Event – OnAbort – OnClick - Ondbl click - Ondrag drop – Onerror - Onfocus - Onkey Press – Onkey Up – Onload - Onmouse Down – Onmouse Move - Onmouse Out – Onmouse Over - Onmove - Onrest – Onresize - Onselect - On submit - Onunload.

UNIT-IV: HYPER TEXT PRE PROCESSOR (PHP):

Introduction to PHP: Declaring variables, data types, arrays, strings, operators, expressions, control structures, functions, Reading data from web form controls like text boxes, radio buttons, lists etc., Handling File Uploads. Connecting to database (MySQL as reference), executing simple queries, handling results, Handling sessions and cookies.

File Handling in PHP: File operations like opening, closing, reading, writing, appending, deleting etc. on text and binary files, listing directories.

UNIT-V: EXTENSIBLE MARKUP LANGUAGE (XML) & JSP:

Extensible Markup Language (XML): Introduction - Creating XML Documents - XML style Sheet - Hyperlinks in XML Document Object Model - XML Query Language.

JSP: Introduction to JSP: The Anatomy of a JSP Page, JSP Processing, Declarations, Directives, Expressions, Code Snippets, implicit objects, Using Beans in JSP Pages, Using Cookies and session for session tracking, connecting to database in JSP.

LAB WORK: CREATING A WEBSITE WITH DYNAMIC FUNCTIONALITY USING CLIENT-SIDE AND SERVER SIDE SCRIPTING.

SUGGESTED READINGS:

1. Web Technology: Pradeep Kumar, IIPH
2. Internet & World Wide Web How to Program: Deitel&Deitel, Pearson.
3. Web programming: Chris Bates.
4. HTML & XML An Introduction NIIT, PHI.
5. HTML for the WWW with XHTML & CSS: Wlizabeth Castro, Pearson

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III B.COM (V SEMESTER) Object Oriented Programming in C++ – CBCS SYLLABUS

Unit-I

Object Oriented Programming: Concepts - Benefits - Languages - Structured vs. Object Oriented Programming.

C++: Genesis - Structure of a program - Tokens - Data Types - Operators - Control Structures - C vs C++ - Functions.

Unit-II

Encapsulation - Hiding - Abstract data types - Object & Classes - Attributes - Methods - C++ class declaration - State identity and behaviour of an object.

Purpose of Constructors - Default Constructor - Parameterized Constructors - Copy Constructor - Instantiation of objects - Default parameter value - Object types - C++ garbage collection - Dynamic memory allocation - Meta class / Abstract classes.

Unit- III

Function and Operator Overloading - Overloading Unary and Binary Operators - Data and Type Conversions - Derived Classes - Concept of Reusability - Visibility modes - Types of Inheritance - Single and Multiple Inheritance - Multilevel Inheritance.

Unit-IV

Polymorphism - Virtual - Classes - Pointer to Derived class - Virtual functions - Rules for Virtual function - Pure Virtual functions - Stream Classes - Types of I/O - Formatting Outputs - File Pointers - Buffer - C++ Stream - Unformatted console I/O operations - Functions: get() - put() - formatted console I/O operations - IOS class format functions - Manipulators.

Unit- V

Exceptions in C++ Programs - Try and Catch Expressions - Exceptions with arguments. Data Structures: Introduction - Linked list - Stacks - Queues.

SUGGESTED READINGS .

Object Oriented Programming in C++ : E. Balaguruswamy, McGrawHill
C++ programming A Practical Approach : Madhusudan Mothe, Pearson

**S.R & B.G.N.R Govt. ARTS & SCIENCE COLLEGE (A) , KHAMMAM
III B.COM (V SEMESTER) E-COMMERCE – CBCS SYLLABUS**

UNIT-I: INTRODUCTION:

E-Commerce: Meaning-Advantages & Limitations - E-Business: Traditional & Contemporary Model, Impact of E-Commerce on Business Models - Classification of E-Commerce: B2B - B2C - C2B - C2C - B2E - Applications of E-commerce: E-Commerce Organization Applications - E-Marketing - E-Advertising - E-Banking - Mobile Commerce - E-Trading - E- Learning - E-Shopping.

UNIT-II: FRAMEWORK OF E-COMMERCE:

Framework of E-Commerce: Application Services - Interface Layers - Secure Messaging - Middleware Services and Network Infrastructure - Site Security - Firewalls & Network Security - TCP/IP - HTTP - Secured HTTP - SMTP - SSL

Data Encryption; Cryptography - Encryption - Decryption - Public Key - Private Key - Digital Signatures - Digital Certificates.

UNIT-III: CONSUMER ORIENTED E-COMMERCE APPLICATIONS:

Introduction - Mercantile Process Model; Consumers Perspective and Merchant's Perspective - Electronic Payment Systems: Legal Issues & Digital Currency - E-Cash & E-Cheque - Electronic Fund Transfer (EFT) - Advantages and Risks - Digital Token - Based E- Payment System - Smart Cards.

UNIT-IV: ELECTRONIC DATA INTERCHANGE:

Introduction - EDI Standards - Types of EDI - EDI Applications in Business - Legal - Security and Privacy issues of EDI - EDI and E-Commerce - EDI Software Implementation.

UNIT-V: E-MARKETING TECHNIQUES:

Introduction - New Age of Information - Based Marketing - Influence on Marketing - Search Engines & Directory Services - Charting the On-Line Marketing Process - Chain Letters - Applications of 5P's (Product, Price, Place, Promotion, People) E-Advertising - Virtual Reality & Consumer Experience - Role of Digital Marketing.

Lab work: Using Microsoft Front Page Editor and HTML in Designing a Static Webpage/Website.

SUGGESTED READINGS :

Frontiers of Electronic Commerce :Ravi Kalakota ,Andrew B whinstone,pearson

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S.R & B.G.N.R Govt. ARTS & SCIENCE COLLEGE (A) , KHAMMAM
B.Com III Year VI Semester (Computer Applications) – CBCS SYLLABUS
RELATIONAL DATABASE MANAGEMENT SYSTEMS

UNIT-I: BASIC CONCEPTS:

Database Management System - File based system - Advantages of DBMS over file based system - Database Approach - Logical DBMS Architecture - Three level architecture of DBMS or logical DBMS architecture - Need for three level architecture - Physical DBMS Architecture - Database Administrator (DBA) Functions & Role - Data files indices and Data Dictionary - Types of Database. Relational and ER Models : Data Models - Relational Model Domains - Tuple and Relation - Super keys - Candidate keys - Primary keys and foreign key for the Relations - Relational Constraints - Domain Constraint - Key Constraint - Integrity Constraint - Update Operations and Dealing with Constraint Violations - Relational Operations - Entity Relationship (ER) Model Entities Attributes Relationships - More about Entities and Relationships - Defining Relationship for College Database -E-R Diagram -Conversion of E-R Diagram to Relational Database.

UNIT-II: DATABASE INTEGRITY AND NORMALISATION:

Relational Database Integrity - The Keys - Referential Integrity - Entity Integrity - Redundancy and Associated Problems Single Valued Dependencies Normalisation - Rules of Data Normalisation - The First Normal Form -The Second Normal Form - The Third Normal Form - Boyce Codd Normal Form - Attribute Preservation - Lossless-join Decomposition - Dependency Preservation. File Organisation :Physical Database Design Issues - Storage of Database on Hard Disks - File Organisation and Its Types - Heap files (Unordered files) - Sequential File Organisation - Indexed (Indexed Sequential) File Organisation - Hashed File Organisation - Types of Indexes - Index and Tree Structure - Multi-key File Organisation - Need for Multiple Access Paths - Multi-list File Organisation -Inverted File Organisation.

UNIT-III: STRUCTURES QUERY LANGUAGE (SQL):

Meaning SQL commands - Data Definition Language - Data Manipulation Language - Data Control Language - Transaction Control Language - Queries using Order by Where -Group by - Nested Queries. Joins Views Sequences - Indexes and Synonyms - Table Handling.

UNIT-IV : TRANSACTIONS AND CONCURRENCY MANAGEMENT:

Transactions -Concurrent Transactions - Locking Protocol -Serialisable Schedules - Locks Two Phase Locking (2PL) - Deadlock and its Prevention - Optimistic Concurrency Control.

Database Recovery and Security: Database Recovery meaning - Kinds of failures - Failure controlling methods - Database errors - Backup & Recovery Techniques - Security & Integrity-Database Security-Authorization.

UNIT-V: DISTRIBUTED AND CLIENT SERVER DATABASES:

Need for Distributed Database Systems - Structure of Distributed Database - Advantages and Disadvantages of DDBMS - Advantages of Data Distribution - Disadvantages of Data Distribution
-Data Replication - Data Fragmentation. Client Server Databases: Emergence of Client Server Architecture - Need for Client Server Computing - Structure of Client Server Systems & its advantages.

UNIT-I: INTRODUCTION:

Art of creating a web site - Markup language (HTML) Hypertext - Formatting text - Forms & formulating instructions & formulation elements Commenting code Anchors - Back grounds Images -Hyperlinks Lists Tables Frames -Web design principles.

UNIT-II: AN OVER VIEW OF DYNAMIC WEB PAGES & DYNAMIC WEB PAGE:

An over view of dynamic web pages and dynamic web page technologies: Introduction to Dynamic HTML programing -Cascading style sheets(CSS)- Basic syntax and structure -Events handling- Changing Text and Attributes - Dynamically changing style - Text Graphics and placements-Creating multimedia effects with filters and Transactions.

UNIT-III: JAVA SCRIPT:

Introduction - Client side Java script - Server side Java script - Core features - Data types and variables Operators - Expressions and statements Functions Objects Array - Date and math related objects -Document object model-Event handling.

UNIT-IV:EVENTS AND EVENT HANDLERS:

General information about Events Event OnAbort OnClick - Ondbl click - Ondrag drop Onerror - Onfocus - Onkey Press Onkey Up Onload - Onmouse Down Onmouse Move - Onmouse Out Onmouse Over -Onmove- Onrest Onresize-Onselect - On submit -Onunload.

UNIT-V: EXTENSIBLE MARKUP LANGUAGE (XML):

Introduction- Creating XML Documents- XML style Sheet- Hyperlinksin XML Document Object Model-XML Query Language.

LAB WORK: CREATING A WEBSITE WITH DYNAMIC FUNCTIONALITY USING CLIENT-SIDE AND SERVER SIDESCRIPTING.

SUGGESTED READINGS:

- Internet & World Wide Web How to Program: Deitel&Deitel, Pearson.
- Web programming: Chris Bates.
- HTML & XML An Introduction NIIT, PHI.
- HTML for the WWW with XHTML & CSS: Wlizabeth Castro, Pearson
- Internet and Web Technologies: Raj Kamal, McGraw Hill.
- Web Technology: A Developers Perspective:Gopalan&Sivaselvan, PHI.
- The Complete Reference PHP: S.Holzner, McGrawHill.
- Internet Technology and Web Page Design: R.Singh&M.Sonia, Kalyani.
- Web Programming using PHP and MySQL: A.Babu, K.Meena&Sivakumar, HPH.
- Web Technology and Design by Xavier, New Age International Pub.

1.1.3 Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years (10)

1.2.1 Percentage of new courses introduced of the total number of courses across all programmes offered during the last five years (20)

Name of the Course	Course Code	Activities/Content with direct bearing on Employability/ Entrepreneurship/ Skill development	Year of introduction (during the last five years)	Link to the relevant document
Differential Equations	MAT103	Skill Development	2016-2017	Academic Council Meetings
Differential Calculus	MAT203	Skill Development	2016-2017	Academic Council Meetings
Sem I & II (Practical)	MAT203P	Skill Development	2016-2017	Academic Council Meetings
Real Analysis	MAT303	Skill Development	2016-2017	Academic Council Meetings
Algebra	MAT403	Skill Development	2016-2017	Academic Council Meetings
Sem III & IV (Practical)	MAT403P	Skill Development	2016-2017	Academic Council Meetings
Linear Algebra	MAT501C	Skill Development	2015-2016	Academic Council Meetings
Methods of Numerical Analysis-I	MAT502E	Skill Development	2015-2016	Academic Council Meetings
Vector Calculus	MAT601C	Skill Development	2015-2016	Academic Council Meetings
Methods of Numerical Analysis-II	MAT602E	Skill Development	2015-2016	Academic Council Meetings
Sem V & VI CORE(Practicals)	MAT601P	Skill Development	2015-2016	Academic Council Meetings
Sem V & VI ELECTIVE (Practicals)	MAT602P	Skill Development	2015-2016	Academic Council Meetings
Mechanics & Properties of Matter (Theory)	PHY104	Skill Development, Employability	2016-17	Academic Council Meetings
Mechanics Lab (Practicals)	PHY104P	Skill Development, Employability	2016-17	Academic Council Meetings
Waves and Oscillations (Theory)	PHY204	Skill Development, Employability	2016-17	Academic Council Meetings
Waves and Oscillations Lab (Practicals)	PHY204 P	Skill Development, Employability	2016-17	Academic Council Meetings
Thermodynamics and Radiation Lab Physics (Theory)	PHY304	Skill Development, Employability	2016-17	Academic Council Meetings

Thermodynamics and Radiation Physics	PHY304P	Skill Development,	2016-17	Academic Council Meetings
Optics (Theory)	PHY404	Skill Development,	2016-17	Academic Council Meetings
Optics (Practicals)	PHY404 P	Skill Development,	2016-17	Academic Council Meetings
Electricity and Magnetism (Theory)	PHY503 C	Skill Development,	2015-16	Academic Council Meetings
Electricity and Magnetism Practicals	PHY503 C P	Skill Development,	2015-16	Academic Council Meetings
Atomic Physics & Quatum Mechanics	PHY504 E	Skill Development,	2015-16	Academic Council Meetings
Atomic Physics & Quatum Mechanics	PHY504 EP	Skill Development,	2015-16	Academic Council Meetings
Digital & Analog Electronics (Theory)	PHY603 C	Skill Development,	2015-16	Academic Council Meetings
Digital & Analog Electronics (Practicals)	PHY603 P	Skill Development,	2015-16	Academic Council Meetings
Nuclear Physics & Solid State Physics	PHY604 E	Skill Development,	2015-16	Academic Council Meetings
Nuclear Physics & Solid State Physics	PHY604 P	Skill Development,	2015-16	Academic Council Meetings
ELECTRONICS-I	ELE 106	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-II	ELE 206	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-I(PR)	ELE 206P	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-III	ELE306	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-IV	ELE406	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-IV(PR)	ELE406P	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-V(i)	ELE509C	Skill Development,	2015-16	Academic Council Meetings
ELECTRONICS-V(ii)	ELE510E	Skill Development,	2015-16	Academic Council Meetings
ELECTRONICS-VI(i)	ELE609C	Skill Development,	2015-16	Academic Council Meetings
ELECTRONICS-VI(ii)	ELE610E	Skill Development,	2015-16	Academic Council Meetings
ELECTRONICS-VI(i)(PR)	ELE609P	Skill Development,	2015-16	Academic Council Meetings
ELECTRONICS-VI(ii)(PR)	ELE610P	Skill Development,	2015-16	Academic Council Meetings
Chemistry-I	CHE106	Skill Development	2016-17	Academic Council Meetings
Chemistry-II	CHE206	Skill Development	2016-17	Academic Council Meetings
Laboratory Course (Qualitative Analysis-I	CHE206	Skill Development	2016-17	Academic Council Meetings
Chemistry-III	CHE306	Skill Development	2016-17	Academic Council Meetings
Chemistry-IV	CHE406	Skill Development	2016-17	Academic Council Meetings
Laboratory Course (Quantitative Analysis-I	CHE406	Skill Development	2016-17	Academic Council Meetings
Chemistry-IV	5CHT5	Skill Development	2015-16	Academic Council Meetings

Chemistry and Industry-I	5CHT6	Skill Development	2015-16	Academic Council Meetings
Chemistry-VI	6CHT7	Skill Development	2015-16	Academic Council Meetings
V& VI-Sem Core Subjects - Practicals	3CHP3	Skill Development	2015-16	Academic Council Meetings
Chemistry and Industry-II	6CHT8	Skill Development	2015-16	Academic Council Meetings
V& VI-Sem Elective Subjects - Practicals	3CHP4	Skill Development	2015-16	Academic Council Meetings
Descriptive Statistics and probability	STA107	Skill Development,	2016-17	Academic Council Meetings
<i>Descriptive Statistics and probability</i>	<i>STA107P</i>	Skill Development,	2016-17	Academic Council Meetings
Probability distributions	STA207	Skill Development,	2016-17	Academic Council Meetings
<i>Probability distributions</i>	<i>STA207P</i>	Skill Development,	2016-17	Academic Council Meetings
Statistical Methods	STA307	Skill Development,	2016-17	Academic Council Meetings
<i>Statistical Methods</i>	<i>STA307P</i>	Skill Development,	2016-17	Academic Council Meetings
Statistical Inference	STA407	Skill Development,	2016-17	Academic Council Meetings
<i>Statistical Inference</i>	<i>STA407P</i>	Skill Development,	2016-17	Academic Council Meetings
Object Oriented Programming with C++	CSC108	Skill Development,	2016-17	Academic Council Meetings
Data Structures and File Processing	CSC208	Skill Development,	2016-17	Academic Council Meetings
Practicals I & II semesters	CSC208P	Skill Development,	2016-17	Academic Council Meetings
Database Management System	CSC308	Skill Development,	2016-17	Academic Council Meetings
Design and Analysis of Algorithms	CSE408	Skill Development,	2016-17	Academic Council Meetings
Practicals III & IV semesters	CSE408P	Skill Development,	2016-17	Academic Council Meetings
Programming in Java	CSC508C	Skill Development,	2015-16	Academic Council Meetings
Visual Programming	CSC509E	Skill Development,	2015-16	Academic Council Meetings
Elements of Scripting Languages	CSC608C	Skill Development,	2015-16	Academic Council Meetings
Operating Systems	CSC609E	Skill Development,	2015-16	Academic Council Meetings
CORE Practicals	CSC608P	Skill Development,	2015-16	Academic Council Meetings
ELECTIVE Practicals	CSC609P	Skill Development,	2015-16	Academic Council Meetings
ENGLISH-I	ENG 101	Skill Development	2016-17	Academic Council Meetings
TELUGU-I	TEL 102	Skill Development	2016-17	Academic Council Meetings
HINDI-I	HIN 102	Skill Development	2016-17	Academic Council Meetings
ENVIRONMENTAL SCIENCE	EVS 107	Skill Development	2016-17	Academic Council Meetings
EPLOY.SKILLS-I(TSKC)	EMS 108	Skill Development,	2016-17	Academic Council Meetings

ENGLISH-II	ENG 201	Skill Development	2016-17	Academic Council Meetings
TELUGU-II	TEL 202	Skill Development	2016-17	Academic Council Meetings
HINDI-II	HIN 202	Skill Development	2016-17	Academic Council Meetings
GENDER SENSITISATION	GS 207	Skill Development,	2016-17	Academic Council Meetings
EPLOY.SKILLS-II(TSKC)	EMS 208	Skill Development,	2016-17	Academic Council Meetings
ENGLISH-III	ENG 301	Skill Development	2016-17	Academic Council Meetings
TELUGU-III	TEL 302	Skill Development	2016-17	Academic Council Meetings
HINDI-III	HIN 302	Skill Development	2016-17	Academic Council Meetings
COMPUTER BASICS AND	CBA 307	Skill Development,	2016-17	Academic Council Meetings
ENGLISH-IV	ENG 401	Skill Development	2016-17	Academic Council Meetings
TELUGU-IV	TEL 402	Skill Development	2016-17	Academic Council Meetings
HINDI-IV	HIN 402	Skill Development	2016-17	Academic Council Meetings
MULTIMEDIA	MM 407	Skill Development,	2016-17	Academic Council Meetings
VERBAL REASONING FOR APTITUDE	VRA 512	Skill Development,	2015-16	Academic Council Meetings
PUBLIC HEALTH AND HYGIENE	PHH 513	Skill Development,	2015-16	Academic Council Meetings
QUANTITATIVE OPTITUDE TEST	SEC	Skill Development,	2015-16	Academic Council Meetings
WATER RESOURCE MANAGEMENT	WAT-RE	Skill Development,	2015-16	Academic Council Meetings
Paper-I, Microbial Diversity,Cryptogams	BS104	Skill development	2016-2017	Academic Council Meetings
Paper-II, Bryophyta, Pteridophyta,	BS204	Skill development	2016-2017	Academic Council Meetings
Lab for both Sem1&Sem2		Skill development	2016-2017	Academic Council Meetings
Paper – III, Anatomy& Embryology	BS305	Skill development	2016-2017	Academic Council Meetings
Paper- IV, Taxonomy & Medicinal Botany	BS406	Skill development	2016-2017	Academic Council Meetings
Lab for both SEM III and IV		Skill development	2016-2017	Academic Council Meetings
Core Paper – V, Cell Biology and Genetics	BS507	Skill development	2015-2016	Academic Council Meetings
Elective Paper – VI, Ecology and	BS508	Skill development	2015-2016	Academic Council Meetings
Core Paper – VII, Plant Physiology	BS609	Skill development	2015-2016	Academic Council Meetings
Paper –VIII, Tissue Culture, Bio	BS610	Skill development	2015-2016	Academic Council Meetings
Lab for Paper V- and VI		Skill development	2015-2016	Academic Council Meetings
Lab for Paper VII and VIII		Skill development	2015-2016	Academic Council Meetings

Animal Diversity- Invertebrates	BS104	Skill development	2016-17	Academic Council Meetings
Ecology, Zoogeography and Animal	BS204	Skill development	2016-17	Academic Council Meetings
Lab For Both Sem 1 Year		Skill development	2016-17	Academic Council Meetings
Animal Diversity- Vertebrates and	BS304	Skill development	2016-17	Academic Council Meetings
Cell and Molecular Biology, Genetics and	BS404	Skill development	2016-17	Academic Council Meetings
Lab For Both Sem 2 Year		Skill development	2016-17	Academic Council Meetings
III Paper(Core) -Physiology	BS504	Skill development	2015-16	Academic Council Meetings
IV Paper(Elective) -Fisheries and Aqua		Skill development	2015-16	Academic Council Meetings
Physiology, Genetics & Evolution(Core)	BS604	Skill development	2015-16	Academic Council Meetings
V & VI Core Subjects		Skill development	2015-16	Academic Council Meetings
Immunology, Human Parasites, Animal Bio-		Skill development	2015-16	Academic Council Meetings
V & VI Elective Subjects		Skill development	2015-16	Academic Council Meetings
Fundamentals Of Industrial Microbiology	BS104	Skill development	2016-2017	Academic Council Meetings
Bio Statistics & Analytical Microbiology	BS 204	Skill development	2016-2017	Academic Council Meetings
Microbial Physiology and Biochemistry	BS304	Skill development	2016-2017	Academic Council Meetings
Microbial Genetics	BSC 404	Skill development	2016-2017	Academic Council Meetings
Immunology and Medical Microbiology	BS 503	Skill development,	2015-2016	Academic Council Meetings
Instrumentation and Biotechniques	BS 505	Skill development,	2015-2016	Academic Council Meetings
Agricultural Microbiology	BS 603	Skill development,	2015-2016	Academic Council Meetings
Food Microbiology and Fermentation	BS 606	Skill development,	2015-2016	Academic Council Meetings
Practicals Annual (DSC-I E & F)		Skill development,	2015-2016	Academic Council Meetings
Practicals Annual (DSC-1E/B & 1F/A)		Skill development,	2015-2016	Academic Council Meetings
BIO Chemistry-I	BIC112	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-II	BIC212	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-II(PR)	BIC212P	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-III	BIC312	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-IV	BIC412	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-IV(PR)	BIC412P	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-V(i)	BIC506C	Skill Development	2015-16	Academic Council Meetings
BIO Chemistry-VI(i)	BIC507E	Skill Development	2015-16	Academic Council Meetings

BIO Chemistry-V(ii)	BIC606C	Skill Development	2015-16	Academic Council Meetings
BIO Chemistry-VI(ii)	BIC607E	Skill Development	2015-16	Academic Council Meetings
BIO Chemistry-V(PR)	BIC606P	Skill Development	2015-16	Academic Council Meetings
BIO Chemistry-VI(PR)	BIC607P	Skill Development	2015-16	Academic Council Meetings
ENGLISH-I	ENG 101	Skill Development	2016-17	Academic Council Meetings
TELUGU-I	TEL 102	Skill Development	2016-17	Academic Council Meetings
HINDI-I	HIN 102	Skill Development	2016-17	Academic Council Meetings
ENVIRONMENTAL SCIENCE	EVS 107	Skill Development,	2016-17	Academic Council Meetings
EPLOY.SKILLS-I(TSKC)	EMS 108	Skill Development,	2016-17	Academic Council Meetings
ENGLISH-II	ENG 201	Skill Development	2016-17	Academic Council Meetings
TELUGU-II	TEL 202	Skill Development	2016-17	Academic Council Meetings
HINDI-II	HIN 202	Skill Development	2016-17	Academic Council Meetings
GENDER SENSITISATION	GS 207	Skill Development,	2016-17	Academic Council Meetings
EPLOY.SKILLS-II(TSKC)	EMS 208	Skill Development,	2016-17	Academic Council Meetings
ENGLISH-III	ENG 301	Skill Development	2016-17	Academic Council Meetings
TELUGU-III	TEL 302	Skill Development	2016-17	Academic Council Meetings
HINDI-III	HIN 302	Skill Development	2016-17	Academic Council Meetings
COMPUTER BASICS AND	CBA 307	Skill Development,	2016-17	Academic Council Meetings
ENGLISH-IV	ENG 401	Skill Development	2016-17	Academic Council Meetings
TELUGU-IV	TEL 402	Skill Development	2016-17	Academic Council Meetings
HINDI-IV	HIN 402	Skill Development	2016-17	Academic Council Meetings
MULTIMEDIA	MM 407	Skill Development,	2016-17	Academic Council Meetings
VERBAL REASONING FOR APTITUDE	VRA 512	Skill Development,	2015-16	Academic Council Meetings
PUBLIC HEALTH AND HYGIENE	PHH 513	Skill Development,	2015-16	Academic Council Meetings
QUANTITATIVE OPTITUDE TEST	SEC	Skill Development,	2015-16	Academic Council Meetings
WATER RESOURCE MANAGEMENT	WAT-RE	Skill Development,	2015-16	Academic Council Meetings
Environmental Science	EVS 107	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 101	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 102	Skill Development	2016-2017	Academic Council Meetings

Second Language	TEL 102	Skill Development	2016-2017	Academic Council Meetings
Financial Accounting - I	FA 103	Skill Development,	2016-2017	Academic Council Meetings
Business Economics	BES 104	Skill Development,	2016-2017	Academic Council Meetings
Business Organization	BO 105	Skill Development,	2016-2017	Academic Council Meetings
Employability skills - I	EMS 108	Skill Development,	2016-2017	Academic Council Meetings
Gender Sensitization	GS 207	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 201	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 202/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 202	Skill Development	2016-2017	Academic Council Meetings
Financial Accounting - II	FA 203	Skill Development,	2016-2017	Academic Council Meetings
Managerial Economics	MES 204	Skill Development,	2016-2017	Academic Council Meetings
Principles of Management	PM 205	Skill Development,	2016-2017	Academic Council Meetings
Foreign Trade	FT 206	Skill Development,	2016-2017	Academic Council Meetings
Employability skills - II	EMS 208	Skill Development,	2016-2017	Academic Council Meetings
Communication Skills in English	CSE 307	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 301	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 302/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 302	Skill Development	2016-2017	Academic Council Meetings
Advanced Accounting	AEC 303	Skill Development,	2016-2017	Academic Council Meetings
Business Statistics-I	BSS 304	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-I	ITX 305	Skill Development,	2016-2017	Academic Council Meetings
Entrepreneurial Development & Business	EDBE 306	Skill Development,	2016-2017	Academic Council Meetings
Soft Skills	SS	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 401	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 402/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 402	Skill Development	2016-2017	Academic Council Meetings
Corporate Accounting	CAC 403	Skill Development,	2016-2017	Academic Council Meetings
Business Statistics-II	BSS 404	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-II	ITX 405	Skill Development,	2016-2017	Academic Council Meetings
Auditing	ADG 406	Skill Development,	2016-2017	Academic Council Meetings

Banking and Insurance	BI 407	Skill Development,	2016-2017	Academic Council Meetings
CORPORATE ACCOUNTING-I	CRA 502	Skill Development,	2015-16	Academic Council Meetings
AUDITING-I	AUD 503	Skill Development,	2015-16	Academic Council Meetings
COST & MANAGEMENT	CMA 504	Skill Development,	2015-16	Academic Council Meetings
BUSINESS COMMUNICATION	BCN 505	Skill Development,	2015-16	Academic Council Meetings
BUSINESS LAWS – I	BLS 501	Skill Development,	2015-16	Academic Council Meetings
ADVANCE CORPORATE	ACA 506	Skill Development,	2015-16	Academic Council Meetings
ADVANCED MANAGEMENT	AMA 507	Skill Development,	2015-16	Academic Council Meetings
CORPORATE ACCOUNTING-II	CRA 602	Skill Development,	2015-16	Academic Council Meetings
AUDITING-II	AUD 603	Skill Development,	2015-16	Academic Council Meetings
COST & MGT. ACCOUNTING-II	CMA 604	Skill Development,	2015-16	Academic Council Meetings
BUSINESS COMMUNICATION-II	BCN 605	Skill Development,	2015-16	Academic Council Meetings
BUSINESS LAWS-II	BLS 601	Skill Development,	2015-16	Academic Council Meetings
SCIENCE AND CIVILIZATION	SCN	Skill Development,	2015-16	Academic Council Meetings
ADVANCED CORPORATE	ACA 606	Skill Development,	2015-16	Academic Council Meetings
ADVANCED MANAGEMENT	AMA 607	Skill Development,	2015-16	Academic Council Meetings
Environmental Science	EVS 107	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 101	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 102/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 102	Skill Development	2016-2017	Academic Council Meetings
Financial Accounting - I	FA 103	Skill Development,	2016-2017	Academic Council Meetings
Business Economics	BES 104	Skill Development,	2016-2017	Academic Council Meetings
Business Organization	BO 105	Skill Development,	2016-2017	Academic Council Meetings
Employability skills - I	EMS 108	Skill Development,	2016-2017	Academic Council Meetings
Gender Sensitization	GS 207	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 201	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 202/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 202	Skill Development	2016-2017	Academic Council Meetings
Financial Accounting - II	FA 203	Skill Development,	2016-2017	Academic Council Meetings
Managerial Economics	MES 204	Skill Development,	2016-2017	Academic Council Meetings

Principles of Management	PM 205	Skill Development,	2016-2017	Academic Council Meetings
Foreign Trade	FT 206	Skill Development,	2016-2017	Academic Council Meetings
Employability skills - II	EMS 208	Skill Development,	2016-2017	Academic Council Meetings
Communication Skills in English	CSE 307	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 301	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 302/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 302	Skill Development	2016-2017	Academic Council Meetings
Advanced Accounting	AEC 303	Skill Development,	2016-2017	Academic Council Meetings
Business Statistics-I	BSS 304	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-I	ITX 305	Skill Development,	2016-2017	Academic Council Meetings
Entrepreneurial Development & Business	EDBE 306	Skill Development,	2016-2017	Academic Council Meetings
Soft Skills	SS	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 401	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 402/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 402	Skill Development	2016-2017	Academic Council Meetings
Corporate Accounting	CAC 403	Skill Development,	2016-2017	Academic Council Meetings
Business Statistics-II	BSS 404	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-II	ITX 405	Skill Development,	2016-2017	Academic Council Meetings
Auditing	ADG 406	Skill Development,	2016-2017	Academic Council Meetings
Banking and Insurance	BI 407	Skill Development,	2016-2017	Academic Council Meetings
CORPORATE ACCOUNTING-I	CRA 502	Skill Development,	2015-16	Academic Council Meetings
AUDITING-I	AUD 503	Skill Development,	2015-16	Academic Council Meetings
COST & MANAGEMENT	CMA 504	Skill Development,	2015-16	Academic Council Meetings
BUSINESS COMMUNICATION	BCN 505	Skill Development,	2015-16	Academic Council Meetings
BUSINESS LAWS – I	BLS 501	Skill Development,	2015-16	Academic Council Meetings
ADVANCE CORPORATE	ACA 506	Skill Development,	2015-16	Academic Council Meetings
ADVANCED MANAGEMENT	AMA 507	Skill Development,	2015-16	Academic Council Meetings
CORPORATE ACCOUNTING-II	CRA 602	Skill Development,	2015-16	Academic Council Meetings
AUDITING-II	AUD 603	Skill Development,	2015-16	Academic Council Meetings
COST & MGT. ACCOUNTING-II	CMA 604	Skill Development,	2015-16	Academic Council Meetings

BUSINESS COMMUNICATION-II	BCN 605	Skill Development,	2015-16	Academic Council Meetings
BUSINESS LAWS-II	BLS 601	Skill Development,	2015-16	Academic Council Meetings
SCIENCE AND CIVILIZATION	SCN	Skill Development,	2015-16	Academic Council Meetings
ADVANCED CORPORATE	ACA 606	Skill Development,	2015-16	Academic Council Meetings
ADVANCED MANAGEMENT	AMA 607	Skill Development,	2015-16	Academic Council Meetings
Environmental Science	EVS 107	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 101	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN/TEL 102	Skill Development	2016-2017	Academic Council Meetings
Financial Accounting - I	FA 103	Skill Development,	2016-2017	Academic Council Meetings
Business Economics	BES 104	Skill Development,	2016-2017	Academic Council Meetings
Business Organization	BO 105	Skill Development,	2016-2017	Academic Council Meetings
Information Technology	IFT 106	Skill Development,	2016-2017	Academic Council Meetings
Employability skills - I	EMS 108	Skill Development,	2016-2017	Academic Council Meetings
Gender Sensitization	GS 207	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 201	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN/TEL 202	Skill Development	2016-2017	Academic Council Meetings
Financial Accounting - II	FA 203	Skill Development,	2016-2017	Academic Council Meetings
Managerial Economics	MES 204	Skill Development,	2016-2017	Academic Council Meetings
Principles of Management	PM 205	Skill Development,	2016-2017	Academic Council Meetings
Foreign Trade	FT 206	Skill Development,	2016-2017	Academic Council Meetings
Employability skills - II	EMS 208	Skill Development,	2016-2017	Academic Council Meetings
Communication Skills in English	CSE 307	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 301	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN/TEL 302	Skill Development	2016-2017	Academic Council Meetings
Advanced Accounting	AEC 303	Skill Development,	2016-2017	Academic Council Meetings
Business Statistics-I	BSS 304	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-I	ITX 305	Skill Development,	2016-2017	Academic Council Meetings
Programming with C(CA)	PC 308	Skill Development,	2016-2017	Academic Council Meetings
Soft Skills	SS 306	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 401	Skill Development	2016-2017	Academic Council Meetings

Second Language	HIN/TEL 402	Skill Development	2016-2017	Academic Council Meetings
Corporate Accounting	CAC 403	Skill Development,	2016-2017	Academic Council Meetings
Business Statistics-II	BSS 404	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-II	ITX 405	Skill Development,	2016-2017	Academic Council Meetings
Auditing	ADG 406	Skill Development,	2016-2017	Academic Council Meetings
Banking and Insurance	BI 407	Skill Development,	2016-2017	Academic Council Meetings
CORPORATE ACCOUNTING-I	CRA 502	Skill Development,	2015-16	Academic Council Meetings
AUDITING-I	AUD 503	Skill Development,	2015-16	Academic Council Meetings
COST & MANAGEMENT	CMA 504	Skill Development,	2015-16	Academic Council Meetings
BUSINESS COMMUNICATION	BCN 505	Skill Development,	2015-16	Academic Council Meetings
BUSINESS LAWS – I	BLS 501	Skill Development,	2015-16	Academic Council Meetings
WEB DESIGNING –I (CA)	WD 506	Skill Development,	2015-16	Academic Council Meetings
RELATIONAL DATA BASE MGT.	RDBMS 507	Skill Development,	2015-16	Academic Council Meetings
CORPORATE ACCOUNTING-II	CRA 602	Skill Development,	2015-16	Academic Council Meetings
AUDITING-II	AUD 603	Skill Development,	2015-16	Academic Council Meetings
COST & MGT. ACCOUNTING-II	CMA 604	Skill Development,	2015-16	Academic Council Meetings
BUSINESS COMMUNICATION-II	BCN 605	Skill Development,	2015-16	Academic Council Meetings
BUSINESS LAWS-II	BLS 601	Skill Development,	2015-16	Academic Council Meetings
WEB DESIGNING-II (CA)	WD 606	Skill Development,	2015-16	Academic Council Meetings
RELATIONAL DATA BASE	RDBMS 607	Skill Development,	2015-16	Academic Council Meetings
WEB DESIGNING-II (PR) CA	WD 606P	Skill Development,	2015-16	Academic Council Meetings
RELATIONAL DATA BASE	RDBMS 607P	Skill Development,	2015-16	Academic Council Meetings
SCIENCE AND CIVILIZATION	SCN	Skill Development,	2015-16	Academic Council Meetings
ENVIRONMENTAL SCIENCE	EVS 107	Skill Development	2016-17	Academic Council Meetings
ENGLISH	ENG 101	Skill Development	2016-17	Academic Council Meetings
SECOND LANGUAGE	HIN /TEL102	Skill Development	2016-17	Academic Council Meetings
HISTORY	HIS 103	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS	ECO 104	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE	POS 105	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION	PAD 106	Skill Development,	2016-17	Academic Council Meetings

MODERN LANGUAGE TELUGU	MLT 107	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION	CAP 109	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES	RIS 108	Skill Development,	2016-17	Academic Council Meetings
EMPLOYABILITY SKILLS - I	EMS 108	Skill Development,	2016-17	Academic Council Meetings
GENDER SENSITISATION	GS 207	Skill Development	2016-17	Academic Council Meetings
ENGLISH	ENG 201	Skill Development	2016-17	Academic Council Meetings
SECOND LANGUAGE	HIN/TEL202	Skill Development	2016-17	Academic Council Meetings
HISTORY	HIS 203	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS	ECO 204	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE	POS 205	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION	PAD 206	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU	MLT 207	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION	CAP 209	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES	RIS 208	Skill Development,	2016-17	Academic Council Meetings
EMPLOYABILITY SKILLS - II	EM 208	Skill Development	2016-17	Academic Council Meetings
COMMUNICATION SKILLS IN	CSE 307	Skill Development	2016-17	Academic Council Meetings
ENGLISH	ENG 301	Skill Development	2016-17	Academic Council Meetings
SECOND LANGUAGE	HIN /TEL302	Skill Development	2016-17	Academic Council Meetings
HISTORY	HIS 303	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS	ECO 304	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE	POS 305	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION	PAD 306	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU	MLT 307	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION	CAP 309	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES	RIS 308	Skill Development,	2016-17	Academic Council Meetings
ENGLISH	ENG 401	Skill Development	2016-17	Academic Council Meetings
SECOND LANGUAGE	HIN /TEL402	Skill Development	2016-17	Academic Council Meetings
HISTORY	HIS 403	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS	ECO 404	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE	POS 405	Skill Development,	2016-17	Academic Council Meetings

PUBLIC ADMINISTRATION	PAD 406	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU	MLT 407	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION	CAP 409	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES	RIS 408	Skill Development,	2016-17	Academic Council Meetings
BANKING AND INSURANCE	BI 407	Skill Development	2016-17	Academic Council Meetings
HISTORY V(i)	HIS 501	Skill Development,	2015-16	Academic Council Meetings
HISTORY V(ii)	HIS 502	Skill Development,	2015-16	Academic Council Meetings
ECONOMICS V(i)	ECO 502	Skill Development,	2015-16	Academic Council Meetings
ECONOMICS	ECO 503	Skill Development,	2015-16	Academic Council Meetings
RURAL INDUSTRIALISATION V(i)	RI 507	Skill Development,	2015-16	Academic Council Meetings
RURAL INDUSTRIALISATION V(ii)	RI 508	Skill Development,	2015-16	Academic Council Meetings
POLITICAL SCIENCE V(i)	POS 503	Skill Development,	2015-16	Academic Council Meetings
POLITICAL SCIENCE V(ii)	POS 504	Skill Development,	2015-16	Academic Council Meetings
PUBLIC ADMINISTRATION V(i)	PUA 504	Skill Development,	2015-16	Academic Council Meetings
PUBLIC ADMINISTRATION V(ii)	PUA 505	Skill Development,	2015-16	Academic Council Meetings
COMPUTER APPLICATION V(i)	ICP 506	Skill Development,	2015-16	Academic Council Meetings
COMPUTER APPLICATION V(ii)	ICP 507	Skill Development,	2015-16	Academic Council Meetings
MODERN LANGUAGE TELUGU V(i)	MLT 505	Skill Development,	2015-16	Academic Council Meetings
MODERN LANGUAGE TELUGU V(ii)	MLT 505	Skill Development,	2015-16	Academic Council Meetings
HISTORY VI(i)	HIS 601	Skill Development,	2015-16	Academic Council Meetings
HISTORY VI(ii)	HIS 602	Skill Development,	2015-16	Academic Council Meetings
ECONOMICS VI(i)	ECO 602	Skill Development,	2015-16	Academic Council Meetings
ECONOMICS V(ii)	ECO 603	Skill Development,	2015-16	Academic Council Meetings
RURAL INDUSTRIALISATION VI(i)	RI 607	Skill Development,	2015-16	Academic Council Meetings
RURAL INDUSTRIALISATION VI(ii)	RI 608	Skill Development,	2015-16	Academic Council Meetings
POLITICAL SCIENCE VI(i)	POS 603	Skill Development,	2015-16	Academic Council Meetings
POLITICAL SCIENCE VI(ii)	POS 604	Skill Development,	2015-16	Academic Council Meetings
PUBLIC ADMINISTRATION VI(i)	PUA 604	Skill Development,	2015-16	Academic Council Meetings
PUBLIC ADMINISTRATION VI(ii)	PUA 605	Skill Development,	2015-16	Academic Council Meetings
COMPUTER APPLICATION VI(i)	ICP 606	Skill Development,	2015-16	Academic Council Meetings

COMPUTER APPLICATION VI(ii)	ICP 607	Skill Development,	2015-16	Academic Council Meetings
MODERN LANGUAGE TELUGU VI(i)	MLT 605	Skill Development,	2015-16	Academic Council Meetings
MODERN LANGUAGE TELUGU VI(ii)	MLT 605	Skill Development,	2015-16	Academic Council Meetings
SCIENCE AND CIVILISATION	SCN	Skill Development	2015-16	Academic Council Meetings
Differential Equations	MAT103	Skill Development	2016-2017	Academic Council Meetings
Differential Calculus	MAT203	Skill Development	2016-2017	Academic Council Meetings
Sem I & II (Practical)	MAT203P	Skill Development	2016-2017	Academic Council Meetings
Real Analysis	MAT303	Skill Development	2016-2017	Academic Council Meetings
Algebra	MAT403	Skill Development	2016-2017	Academic Council Meetings
Sem III & IV (Practical)	MAT403P	Skill Development	2016-2017	Academic Council Meetings
Linear Algebra	MAT501C	Skill Development	2016-2017	Academic Council Meetings
Solid Geometry	MAT502E	Skill Development	2016-2017	Academic Council Meetings
Numerical Analysis	MAT601C	Skill Development	2016-2017	Academic Council Meetings
Vector Calculus	MAT602E	Skill Development	2016-2017	Academic Council Meetings
Sem V & VI CORE (p)	MAT601P	Skill Development	2016-2017	Academic Council Meetings
V & VI ELECTIVE (Practical)	MAT602P	Skill Development	2016-2017	Academic Council Meetings
Mechanics & Properties of Matter (Theory)	PHY104	Skill Development,	2016-17	Academic Council Meetings
Mechanics Lab (Practicals)	PHY104P	Skill Development,	2016-17	Academic Council Meetings
Waves and Oscillations (Theory)	PHY204	Skill Development,	2016-17	Academic Council Meetings
Waves and Oscillations Lab (Practicals)	PHY204 P	Skill Development,	2016-17	Academic Council Meetings
Thermodynamics and Radiation Lab	PHY304	Skill Development,	2016-17	Academic Council Meetings
Thermodynamics and Radiation Physics	PHY304P	Skill Development,	2016-17	Academic Council Meetings
Optics (Theory)	PHY404	Skill Development,	2016-17	Academic Council Meetings
Optics (Practicals)	PHY404 P	Skill Development,	2016-17	Academic Council Meetings
Electricity and Magnetism (Theory)	PHY503 C	Skill Development,	2016-17	Academic Council Meetings
Electricity and Magnetism Practicals	PHY503 CP	Skill Development,	2016-17	Academic Council Meetings
Atomic Physics & Quatum Mechanics	PHY504 E	Skill Development,	2016-17	Academic Council Meetings
Atomic Physics & Quatum Mechanics	PHY504 EP	Skill Development,	2016-17	Academic Council Meetings
Digital & Analog Electronics (Theory)	PHY603 C	Skill Development,	2016-17	Academic Council Meetings
Digital & Analog Electronics (Practicals)	PHY603 P	Skill Development,	2016-17	Academic Council Meetings

Nuclear Physics & Solid State Physics	PHY604 E	Skill Development,	2016-17	Academic Council Meetings
Nuclear Physics & Solid State Physics	PHY604 P	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-I	ELE 106	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-II	ELE 206	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-I(PR)	ELE 206P	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-III	ELE306	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-IV	ELE406	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-IV(PR)	ELE406P	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-V(i)	ELE509C	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-V(ii)	ELE510E	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-VI(i)	ELE609C	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-VI(ii)	ELE610E	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-VI(i)(PR)	ELE609P	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-VI(ii)(PR)	ELE610P	Skill Development,	2016-17	Academic Council Meetings
Chemistry-I	CHE106	Skill Development	2016-17	Academic Council Meetings
Chemistry-II	CHE206	Skill Development	2016-17	Academic Council Meetings
Laboratory Course (Qualitative Analysis-I)	CHE206	Skill Development	2016-17	Academic Council Meetings
Chemistry-III	CHE306	Skill Development	2016-17	Academic Council Meetings
Chemistry-IV	CHE406	Skill Development	2016-17	Academic Council Meetings
Laboratory Course (Quantitative Analysis-I)	CHE406	Skill Development	2016-17	Academic Council Meetings
Chemistry-V	CHE506	Skill Development	2016-17	Academic Council Meetings
Chemistry-VI (Elective)	CHE506	Skill Development	2016-17	Academic Council Meetings
Chemistry-VII	CHE606	Skill Development	2016-17	Academic Council Meetings
V& VI - Core Subjects-Laboratory Course	CHE606	Skill Development	2016-17	Academic Council Meetings
Chemistry-VIII (Elective)	CHE606	Skill Development	2016-17	Academic Council Meetings
Sem-V - Elective Subjects-Laboratory	CHE606	Skill Development	2016-17	Academic Council Meetings
Descriptive Statistics and probability	STA107	Skill Development,	2016-17	Academic Council Meetings
<i>Descriptive Statistics and probability</i>	<i>STA107P</i>	Skill Development,	2016-17	Academic Council Meetings
Probability distributions	STA207	Skill Development,	2016-17	Academic Council Meetings
<i>Probability distributions</i>	<i>STA207P</i>	Skill Development,	2016-17	Academic Council Meetings

Statistical Methods	STA307	Skill Development,	2016-17	Academic Council Meetings
<i>Statistical Methods</i>	<i>STA307P</i>	Skill Development,	2016-17	Academic Council Meetings
Statistical Inference	STA407	Skill Development,	2016-17	Academic Council Meetings
<i>Statistical Inference</i>	<i>STA407P</i>	Skill Development,	2016-17	Academic Council Meetings
Applied Statistics - 1	STA507	Skill Development,	2016-17	Academic Council Meetings
SQC& LPP	STA508	Skill Development,	2016-17	Academic Council Meetings
<i>Applied Statistics - 1</i>	<i>STA507P</i>	Skill Development,	2016-17	Academic Council Meetings
SQC& LPP MS – Excel	<i>STA508P</i>	Skill Development,	2016-17	Academic Council Meetings
Applied Statistics - 2	STA603	Skill Development,	2016-17	Academic Council Meetings
Operation Research and Reliability	STA604	Skill Development,	2016-17	Academic Council Meetings
<i>Applied Statistics - 2</i>	<i>STA603P</i>	Skill Development,	2016-17	Academic Council Meetings
Operation Research and Reliability using	<i>STA604P</i>	Skill Development,	2016-17	Academic Council Meetings
Object Oriented Programming with C++	CSC108	Skill Development,	2016-17	Academic Council Meetings
Data Structures and File Processing	CSC208	Skill Development,	2016-17	Academic Council Meetings
Practicals I & II semesters	CSC208P	Skill Development,	2016-17	Academic Council Meetings
Database Management System	CSC308	Skill Development,	2016-17	Academic Council Meetings
Design and Analysis of Algorithms	CSE408	Skill Development,	2016-17	Academic Council Meetings
Practicals III & IV semesters	CSE408P	Skill Development,	2016-17	Academic Council Meetings
Programming in Java	CSC508C	Skill Development,	2016-17	Academic Council Meetings
Visual Programming	CSC509E	Skill Development,	2016-17	Academic Council Meetings
Elements of Scripting Languages	CSC608C	Skill Development,	2016-17	Academic Council Meetings
Operating Systems	CSC609E	Skill Development,	2016-17	Academic Council Meetings
CORE Practical	CSC608P	Skill Development,	2016-17	Academic Council Meetings
ELECTIVE Practical	CSC609P	Skill Development,	2016-17	Academic Council Meetings
ENGLISH-I	ENG 101	Skill Development	2016-2017	Academic Council Meetings
TELUGU-I	TEL 102	Skill Development	2016-2017	Academic Council Meetings
HINDI-I	HIN 102	Skill Development	2016-2017	Academic Council Meetings
ENVIRONMENTAL SCIENCE	EVS 107	Skill Development,	2016-2017	Academic Council Meetings
EMPLOY.SKILLS-I(TSKC)	EMS 108	Skill Development,	2016-2017	Academic Council Meetings
ENGLISH-II	ENG 201	Skill Development	2016-2017	Academic Council Meetings

TELUGU-II	TEL 202	Skill Development	2016-2017	Academic Council Meetings
HINDI-II	HIN 202	Skill Development	2016-2017	Academic Council Meetings
GENDER SENSITISATION	GS 207	Skill Development,	2016-2017	Academic Council Meetings
EMPLOY.SKILLS-II(TSKC)	EMS 208	Skill Development,	2016-2017	Academic Council Meetings
ENGLISH-III	ENG 301	Skill Development	2016-2017	Academic Council Meetings
TELUGU-III	TEL 302	Skill Development	2016-2017	Academic Council Meetings
HINDI-III	HIN 302	Skill Development	2016-2017	Academic Council Meetings
COMPUTER BASICS AND	CBA 307	Skill Development,	2016-2017	Academic Council Meetings
ENGLISH-IV	ENG 401	Skill Development	2016-2017	Academic Council Meetings
TELUGU-IV	TEL 402	Skill Development	2016-2017	Academic Council Meetings
HINDI-IV	HIN 402	Skill Development	2016-2017	Academic Council Meetings
MULTIMEDIA	MM 407	Skill Development,	2016-2017	Academic Council Meetings
VERBAL REASONING FOR APTITUDE	VRA 512	Skill Development,	2016-2017	Academic Council Meetings
PUBLIC HEALTH AND HYGIENE	PHH 513	Skill Development,	2016-2017	Academic Council Meetings
QUANTITATIVE OPTITUDE TEST	SEC	Skill Development,	2016-2017	Academic Council Meetings
WATER RESOURCE MANAGEMENT	WAT-RE	Skill Development,	2016-2017	Academic Council Meetings
Paper-I, Microbial Diversity,Cryptogams	BS104	Skill development	2016-2017	Academic Council Meetings
Paper-II, Bryophyta, Pteridophyta,	BS204	Skill development	2016-2017	Academic Council Meetings
Lab for both Sem1&Sem2		Skill development	2016-2017	Academic Council Meetings
Paper – III, Anatomy& Embryology	BS305	Skill development	2016-2017	Academic Council Meetings
Paper- IV, Taxonomy & Medicinal Botany	BS406	Skill development	2016-2017	Academic Council Meetings
Lab for both SEM III and IV		Skill development	2016-2017	Academic Council Meetings
Core Paper – V, Cell Biology and Genetics	BS507	Skill development	2016-2017	Academic Council Meetings
Elective Paper – VI, Ecology and	BS508	Skill development	2016-2017	Academic Council Meetings
Core Paper – VII, Plant Physiology	BS609	Skill development	2016-2017	Academic Council Meetings
Paper –VIII, Tissue Culture, Bio	BS610	Skill development	2016-2017	Academic Council Meetings
Lab for Paper V- and VI		Skill development	2016-2017	Academic Council Meetings
Lab for Paper VII and VIII		Skill development	2016-2017	Academic Council Meetings
		Skill development	2016-2017	Academic Council Meetings
Animal Diversity- Invertebrates	BS104	Skill development	2016-17	Academic Council Meetings

Ecology,Zoogeography and Animal Lab For Both Sem 1 Year	BS204	Skill development	2016-17	Academic Council Meetings
		Skill development	2016-17	Academic Council Meetings
Animal Diversity- Vartebrates and Cell and Molecular Biology,Genetics and Lab For Both Sem 2 Year	BS304	Skill development	2016-17	Academic Council Meetings
	BS404	Skill development	2016-17	Academic Council Meetings
		Skill development	2016-17	Academic Council Meetings
III Paper(Core) -Physiology and IV Paper(Elective) -Applied Zoology.	BS504	Skill development	2016-17	Academic Council Meetings
		Skill development	2016-17	Academic Council Meetings
(Core) Immunology and Animal Bio V& VI Core Subjects	BS604	Skill development	2016-17	Academic Council Meetings
Immunology,Human Parasites,Animal Bio-		Skill development	2016-17	Academic Council Meetings
V& VIElective Subjects		Skill development	2016-17	Academic Council Meetings
		Skill development	2016-17	Academic Council Meetings
Introductory Microbiology	BS 104	Skill development	2016-2017	Academic Council Meetings
Bacteriology	BS 204	Skill development	2016-2017	Academic Council Meetings
Introductory Microbiology & Bacteriology		Skill development	2016-2017	Academic Council Meetings
Microbial Physiology	BS 304	Skill development	2016-2017	Academic Council Meetings
Microbial Genetics	BS 404	Skill development	2016-2017	Academic Council Meetings
Microbial Physiology & Microbial		Skill development	2016-2017	Academic Council Meetings
Basics of Immunology	BS 503	Skill development,	2016-2017	Academic Council Meetings
Instrumentation & Techniques	BS506	Skill development,	2016-2017	Academic Council Meetings
Medical Microbiology	BS603	Skill development,	2016-2017	Academic Council Meetings
Industrial Microbiology	BS606	Skill development,	2016-2017	Academic Council Meetings
Basics of Immunology & Medical		Skill development,	2016-2017	Academic Council Meetings
Instrumentation & Techniques &		Skill development,	2016-2017	Academic Council Meetings
Cell biology and Genetics	BT113	Skill development,	2016-17	Academic Council Meetings
Nucleic acids, biostatistics, bioinformatics	BT213	Skill development,	2016-17	Academic Council Meetings
Lab-1	BT213P	Skill development,	2016-17	Academic Council Meetings
BIO Chemistry-III	BIC312	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-IV	BIC412	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-IV(PR)	BIC412P	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-V(i)	BIC505C	Skill Development	2016-17	Academic Council Meetings

BIO Chemistry-VI(i)	BIC5056E	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-V(ii)	BIC605C	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-VI(ii)	BIC606E	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-V(PR)	BIC605P	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-VI(PR)	BIC606E	Skill Development	2016-17	Academic Council Meetings
ENGLISH-I	ENG 101	Skill Development	2016-2017	Academic Council Meetings
TELUGU-I	TEL 102	Skill Development	2016-2017	Academic Council Meetings
HINDI-I	HIN 102	Skill Development	2016-2017	Academic Council Meetings
ENVIRONMENTAL SCIENCE	EVS 107	Skill Development,	2016-2017	Academic Council Meetings
EPLOY.SKILLS-I(TSKC)	EMS 108	Skill Development,	2016-2017	Academic Council Meetings
ENGLISH-II	ENG 201	Skill Development	2016-2017	Academic Council Meetings
TELUGU-II	TEL 202	Skill Development	2016-2017	Academic Council Meetings
HINDI-II	HIN 202	Skill Development	2016-2017	Academic Council Meetings
GENDER SENSITISATION	GS 207	Skill Development,	2016-2017	Academic Council Meetings
EPLOY.SKILLS-II(TSKC)	EMS 208	Skill Development,	2016-2017	Academic Council Meetings
ENGLISH-III	ENG 301	Skill Development	2016-2017	Academic Council Meetings
TELUGU-III	TEL 302	Skill Development	2016-2017	Academic Council Meetings
HINDI-III	HIN 302	Skill Development	2016-2017	Academic Council Meetings
COMPUTER BASICS AND	CBA 307	Skill Development,	2016-2017	Academic Council Meetings
ENGLISH-IV	ENG 401	Skill Development	2016-2017	Academic Council Meetings
TELUGU-IV	TEL 402	Skill Development	2016-2017	Academic Council Meetings
HINDI-IV	HIN 402	Skill Development	2016-2017	Academic Council Meetings
MULTIMEDIA	MM 407	Skill Development,	2016-2017	Academic Council Meetings
VERBAL REASONING FOR APTITUDE	VRA 512	Skill Development,	2016-2017	Academic Council Meetings
PUBLIC HEALTH AND HYGIENE	PHH 513	Skill Development,	2016-2017	Academic Council Meetings
QUANTITATIVE OPTITUDE TEST	SEC	Skill Development,	2016-2017	Academic Council Meetings
WATER RESOURCE MANAGEMENT	WAT-RE	Skill Development,	2016-2017	Academic Council Meetings
Environmental Science	EVS 107	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 101	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 102/	Skill Development	2016-2017	Academic Council Meetings

Second Language	TEL 102	Skill Development	2016-2017	Academic Council Meetings
Financial Accounting - I	FA 103	Skill Development,	2016-2017	Academic Council Meetings
Business Economics	BES 104	Skill Development,	2016-2017	Academic Council Meetings
Business Organization	BO 105	Skill Development,	2016-2017	Academic Council Meetings
Employability skills - I	EMS 108	Skill Development,	2016-2017	Academic Council Meetings
Gender Sensitization	GS 207	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 201	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 202/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 202	Skill Development	2016-2017	Academic Council Meetings
Financial Accounting - II	FA 203	Skill Development,	2016-2017	Academic Council Meetings
Managerial Economics	MES 204	Skill Development,	2016-2017	Academic Council Meetings
Principles of Management	PM 205	Skill Development,	2016-2017	Academic Council Meetings
Foreign Trade	FT 206	Skill Development,	2016-2017	Academic Council Meetings
Employability skills - II	EMS 208	Skill Development,	2016-2017	Academic Council Meetings
Communication Skills in English	CSE 307	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 301	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 302/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 302	Skill Development	2016-2017	Academic Council Meetings
Advanced Accounting	AEC 303	Skill Development,	2016-2017	Academic Council Meetings
Business Statistics-I	BSS 304	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-I	ITX 305	Skill Development,	2016-2017	Academic Council Meetings
Entrepreneurial Development & Business	EDBE 306	Skill Development,	2016-2017	Academic Council Meetings
Soft Skills	SS	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 401	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 402/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 402	Skill Development	2016-2017	Academic Council Meetings
Corporate Accounting	CAC 403	Skill Development,	2016-2017	Academic Council Meetings
Business Statistics-II	BSS 404	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-II	ITX 405	Skill Development,	2016-2017	Academic Council Meetings
Auditing	ADG 406	Skill Development,	2016-2017	Academic Council Meetings

Banking and Insurance	BI 407	Skill Development,	2016-2017	Academic Council Meetings
Consumerism	CON 501	Skill Development,	2016-2017	Academic Council Meetings
Organisational Behaviour	OB 502	Skill Development,	2016-2017	Academic Council Meetings
Cost Accounting	CAG 503	Skill Development,	2016-2017	Academic Council Meetings
Business Law	BLS 504	Skill Development,	2016-2017	Academic Council Meetings
Banking Theory & Practice	BTP 505	Skill Development,	2016-2017	Academic Council Meetings
Computerised Accounting	COMA 506	Skill Development,	2016-2017	Academic Council Meetings
Financial Management(Gen)	FM 507	Skill Development,	2016-2017	Academic Council Meetings
Principles of Marketing(GEN)	POM 508	Skill Development,	2016-2017	Academic Council Meetings
Preparation of Tax Returns	PTR 601	Skill Development,	2016-2017	Academic Council Meetings
Advertising	ADV 602	Skill Development,	2016-2017	Academic Council Meetings
Managerial Accounting	MAC 603	Skill Development,	2016-2017	Academic Council Meetings
Company Law	CLAW 604	Skill Development,	2016-2017	Academic Council Meetings
Financial Institutions & Markets	FIM 605	Skill Development,	2016-2017	Academic Council Meetings
Commerce Lab	COMLAG 606	Skill Development,	2016-2017	Academic Council Meetings
Human Resource Management (Gen)	HRM 607	Skill Development,	2016-2017	Academic Council Meetings
Tax Planning and Management(Gen)	TAXPLM 608	Skill Development,	2016-2017	Academic Council Meetings
Environmental Science	EVS 107	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 101	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 102/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 102	Skill Development	2016-2017	Academic Council Meetings
Financial Accounting - I	FA 103	Skill Development,	2016-2017	Academic Council Meetings
Business Economics	BES 104	Skill Development,	2016-2017	Academic Council Meetings
Business Organization	BO 105	Skill Development,	2016-2017	Academic Council Meetings
Employability skills - I	EMS 108	Skill Development,	2016-2017	Academic Council Meetings
Gender Sensitization	GS 207	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 201	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 202/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 202	Skill Development	2016-2017	Academic Council Meetings
Financial Accounting - II	FA 203	Skill Development,	2016-2017	Academic Council Meetings

Managerial Economics	MES 204	Skill Development,	2016-2017	Academic Council Meetings
Principles of Management	PM 205	Skill Development,	2016-2017	Academic Council Meetings
Foreign Trade	FT 206	Skill Development,	2016-2017	Academic Council Meetings
Employability skills - II	EMS 208	Skill Development,	2016-2017	Academic Council Meetings
Communication Skills in English	CSE 307	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 301	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 302/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 302	Skill Development	2016-2017	Academic Council Meetings
Advanced Accounting	AEC 303	Skill Development,	2016-2017	Academic Council Meetings
Business Statistics-I	BSS 304	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-I	ITX 305	Skill Development,	2016-2017	Academic Council Meetings
Entrepreneurial Development & Business	EDBE 306	Skill Development,	2016-2017	Academic Council Meetings
Soft Skills	SS	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 401	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 402/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 402	Skill Development	2016-2017	Academic Council Meetings
Corporate Accounting	CAC 403	Skill Development,	2016-2017	Academic Council Meetings
Business Statistics-II	BSS 404	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-II	ITX 405	Skill Development,	2016-2017	Academic Council Meetings
Auditing	ADG 406	Skill Development,	2016-2017	Academic Council Meetings
Banking and Insurance	BI 407	Skill Development,	2016-2017	Academic Council Meetings
Consumerism	CON 501	Skill Development,	2016-2017	Academic Council Meetings
Organisational Behaviour	OB 502	Skill Development,	2016-2017	Academic Council Meetings
Cost Accounting	CAG 503	Skill Development,	2016-2017	Academic Council Meetings
Business Law	BLS 504	Skill Development,	2016-2017	Academic Council Meetings
Banking Theory & Practice	BTP 505	Skill Development,	2016-2017	Academic Council Meetings
Computerised Accounting	COMA 506	Skill Development,	2016-2017	Academic Council Meetings
Financial Management(Gen)	FM 507	Skill Development,	2016-2017	Academic Council Meetings
Principles of Marketing(GEN)	POM 508	Skill Development,	2016-2017	Academic Council Meetings
Preparation of Tax Returns	PTR 601	Skill Development,	2016-2017	Academic Council Meetings

Advertising	ADV 602	Skill Development,	2016-2017	Academic Council Meetings
Managerial Accounting	MAC 603	Skill Development,	2016-2017	Academic Council Meetings
Company Law	CLAW 604	Skill Development,	2016-2017	Academic Council Meetings
Financial Institutions & Markets	FIM 605	Skill Development,	2016-2017	Academic Council Meetings
Commerce Lab	COMLAG 606	Skill Development,	2016-2017	Academic Council Meetings
Human Resource Management (Gen)	HRM 607	Skill Development,	2016-2017	Academic Council Meetings
Tax Planning and Management(Gen)	TAXPLM 608	Skill Development,	2016-2017	Academic Council Meetings
Environmental Science	EVS 107	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 101	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 102/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 102	Skill Development	2016-2017	Academic Council Meetings
Financial Accounting - I	FA 103	Skill Development,	2016-2017	Academic Council Meetings
Business Economics	BES 104	Skill Development,	2016-2017	Academic Council Meetings
Business Organization	BO 105	Skill Development,	2016-2017	Academic Council Meetings
Information Technology	IFT 106	Skill Development,	2016-2017	Academic Council Meetings
Employability skills - I	EMS 108	Skill Development,	2016-2017	Academic Council Meetings
Gender Sensitization	GS 207	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 201	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 202/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 202	Skill Development	2016-2017	Academic Council Meetings
Financial Accounting - II	FA 203	Skill Development,	2016-2017	Academic Council Meetings
Managerial Economics	MES 204	Skill Development,	2016-2017	Academic Council Meetings
Principles of Management	PM 205	Skill Development,	2016-2017	Academic Council Meetings
Foreign Trade	FT 206	Skill Development,	2016-2017	Academic Council Meetings
Employability skills - II	EMS 208	Skill Development,	2016-2017	Academic Council Meetings
Communication Skills in English	CSE 307	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 301	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 302/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 302	Skill Development	2016-2017	Academic Council Meetings
Advanced Accounting	AEC 303	Skill Development,	2016-2017	Academic Council Meetings

Business Statistics-I	BSS 304	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-I	ITX 305	Skill Development,	2016-2017	Academic Council Meetings
Programming with C(CA)	PC 308	Skill Development,	2016-2017	Academic Council Meetings
Soft Skills	SS	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 401	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 402/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 402	Skill Development	2016-2017	Academic Council Meetings
Corporate Accounting	CAC 403	Skill Development,	2016-2017	Academic Council Meetings
Business Statistics-II	BSS 404	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-II	ITX 405	Skill Development,	2016-2017	Academic Council Meetings
Auditing	ADG 406	Skill Development,	2016-2017	Academic Council Meetings
Banking and Insurance	BI 407	Skill Development,	2016-2017	Academic Council Meetings
Consumerism	CON 501	Skill Development,	2016-2017	Academic Council Meetings
Organisational Behaviour	OB 502	Skill Development,	2016-2017	Academic Council Meetings
Cost Accounting	CAG 503	Skill Development,	2016-2017	Academic Council Meetings
Business Law	BLS 504	Skill Development,	2016-2017	Academic Council Meetings
Banking Theory & Practice	BTP 505	Skill Development,	2016-2017	Academic Council Meetings
Computerised Accounting	COMA 506	Skill Development,	2016-2017	Academic Council Meetings
E Commerce(CA)	ECOM 507	Skill Development,	2016-2017	Academic Council Meetings
Object Oriented Programming in C++	OOPC 508	Skill Development,	2016-2017	Academic Council Meetings
Preparation of Tax Returns	PTR 601	Skill Development,	2016-2017	Academic Council Meetings
Advertising	ADV 602	Skill Development,	2016-2017	Academic Council Meetings
Managerial Accounting	MAC 603	Skill Development,	2016-2017	Academic Council Meetings
Company Law	CLAW 604	Skill Development,	2016-2017	Academic Council Meetings
Financial Institutions & Markets	FIM 605	Skill Development,	2016-2017	Academic Council Meetings
Commerce Lab	COMLAG 606	Skill Development,	2016-2017	Academic Council Meetings
Web Technologies(CA)	WEB 607	Skill Development,	2016-2017	Academic Council Meetings
RDBMS(CA)	RDBMS 608	Skill Development,	2016-2017	Academic Council Meetings
English (First Language)	ENG101	Skill Development	2019-20	Academic Council Meetings
Second Language	HIN102/TEL102	Skill Development	2019-20	Academic Council Meetings

a) Environmental Science/	EVS 107	Skill Development,	2019-20	Academic Council Meetings
b) Basic Computer Skills		Skill Development,	2019-20	Academic Council Meetings
Financial Accounting–I	FA 103	Skill Development,	2019-20	Academic Council Meetings
Business Organization and Management	BOM 105	Skill Development,	2019-20	Academic Council Meetings
Fundamentals of Information Technology	FIT 104	Skill Development,	2019-20	Academic Council Meetings
English (First Language)	ENG201	Skill Development	2019-20	Academic Council Meetings
Second Language	HIN102/TEL102	Skill Development	2019-20	Academic Council Meetings
a) Basic Computer Skills/	BCS207	Skill Development,	2019-20	Academic Council Meetings
b) Environmental Science		Skill Development,	2019-20	Academic Council Meetings
Financial Accounting–II	FA 203	Skill Development,	2019-20	Academic Council Meetings
Business Laws	BLS 204	Skill Development,	2019-20	Academic Council Meetings
Programming with C & C++	PC 205	Skill Development,	2019-20	Academic Council Meetings
Communication Skills in English	CSE 307	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 301	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 302/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 302	Skill Development	2016-2017	Academic Council Meetings
Advanced Accounting	AEC 303	Skill Development,	2016-2017	Academic Council Meetings
Business Statistics-I	BSS 304	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-I	ITX 305	Skill Development,	2016-2017	Academic Council Meetings
Programming with C(CA)	PC 308	Skill Development,	2016-2017	Academic Council Meetings
Soft Skills	SS	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 401	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 402/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 402	Skill Development	2016-2017	Academic Council Meetings
Corporate Accounting	CAC 403	Skill Development,	2016-2017	Academic Council Meetings
Business Statistics-II	BSS 404	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-II	ITX 405	Skill Development,	2016-2017	Academic Council Meetings
Auditing	ADG 406	Skill Development,	2016-2017	Academic Council Meetings
Banking and Insurance	BI 407	Skill Development,	2016-2017	Academic Council Meetings
Consumerism	CON 501	Skill Development,	2016-2017	Academic Council Meetings

Organisational Behaviour	OB 502	Skill Development,	2016-2017	Academic Council Meetings
Cost Accounting	CAG 503	Skill Development,	2016-2017	Academic Council Meetings
Business Law	BLS 504	Skill Development,	2016-2017	Academic Council Meetings
Banking Theory & Practice	BTP 505	Skill Development,	2016-2017	Academic Council Meetings
Computerised Accounting	COMA 506	Skill Development,	2016-2017	Academic Council Meetings
E Commerce(CA)	ECOM 507	Skill Development,	2016-2017	Academic Council Meetings
Object Oriented Programming in C++	OOPC 508	Skill Development,	2016-2017	Academic Council Meetings
Preparation of Tax Returns	PTR 601	Skill Development,	2016-2017	Academic Council Meetings
Advertising	ADV 602	Skill Development,	2016-2017	Academic Council Meetings
Managerial Accounting	MAC 603	Skill Development,	2016-2017	Academic Council Meetings
Company Law	CLAW 604	Skill Development,	2016-2017	Academic Council Meetings
Financial Institutions & Markets	FIM 605	Skill Development,	2016-2017	Academic Council Meetings
Commerce Lab	COMLAG 606	Skill Development,	2016-2017	Academic Council Meetings
Web Technologies(CA)	WEB 607	Skill Development,	2016-2017	Academic Council Meetings
RDBMS(CA)	RDBMS 608	Skill Development,	2016-2017	Academic Council Meetings
ENVIRONMENTAL SCIENCE	EVS 107	Skill Development	2016-17	Academic Council Meetings
ENGLISH	ENG 101	Skill Development	2016-17	Academic Council Meetings
SECOND LANGUAGE	HIN /TEL102	Skill Development	2016-17	Academic Council Meetings
HISTORY	HIS 103	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS	ECO 104	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE	POS 105	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION	PAD 106	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU	MLT 107	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION	CAP 109	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES	RIS 108	Skill Development,	2016-17	Academic Council Meetings
EMPLOYABILITY SKILLS - I	EMS 108	Skill Development	2016-17	Academic Council Meetings
GENDER SENSITISATION	GS 207	Skill Development	2016-17	Academic Council Meetings
ENGLISH	ENG 201	Skill Development	2016-17	Academic Council Meetings
SECOND LANGUAGE	HIN /TEL202	Skill Development	2016-17	Academic Council Meetings
HISTORY	HIS 203	Skill Development,	2016-17	Academic Council Meetings

ECONOMICS	ECO 204	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE	POS 205	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION	PAD 206	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU	MLT 207	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION	CAP 209	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES	RIS 208	Skill Development,	2016-17	Academic Council Meetings
EMPLOYABILITY SKILLS - II	EM 208	Skill Development	2016-17	Academic Council Meetings
COMMUNICATION SKILLS IN	CSE 307	Skill Development	2016-17	Academic Council Meetings
ENGLISH	ENG 301	Skill Development	2016-17	Academic Council Meetings
SECOND LANGUAGE	HIN /TEL302	Skill Development	2016-17	Academic Council Meetings
HISTORY	HIS 303	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS	ECO 304	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE	POS 305	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION	PAD 306	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU	MLT 307	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION	CAP 309	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES	RIS 308	Skill Development,	2016-17	Academic Council Meetings
ENGLISH	ENG 401	Skill Development	2016-17	Academic Council Meetings
SECOND LANGUAGE	HIN /TEL402	Skill Development	2016-17	Academic Council Meetings
HISTORY	HIS 403	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS	ECO 404	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE	POS 405	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION	PAD 406	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU	MLT 407	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION	CAP 409	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES	RIS 408	Skill Development,	2016-17	Academic Council Meetings
BANKING AND INSURANCE	BI 407	Skill Development	2016-17	Academic Council Meetings
WATER RESOURCE MANAGEMENT	WRM 509	Skill Development	2016-17	Academic Council Meetings
TELANGANA HERITAGE AND	THC 510	Skill Development	2016-17	Academic Council Meetings
HISTORY V(i)	HIS 501	Skill Development,	2016-17	Academic Council Meetings

HISTORY V(ii)	HIS 502	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS V(i)	ECO 502	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS V(ii)	ECO 503	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE V(i)	POS 503	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE V(ii)	POS 504	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION V(i)	PAD 504	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION V(ii)	PAD 505	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU V(i)	MLT 505	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU V(ii)	MLT 506	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION V(i)	CAP 506	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION V(ii)	CAP 507	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES V(i)	RIS 507	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES V(ii)	RIS 508	Skill Development,	2016-17	Academic Council Meetings
PUBLIC HEALTH HYGIENE	PHH 609	Skill Development	2016-17	Academic Council Meetings
PERSONOLITY DEVELOPEMENT	SEC	Skill Development	2016-17	Academic Council Meetings
HISTORY VI(i)	HIS 503	Skill Development,	2016-17	Academic Council Meetings
HISTORY VI(ii)	HIS 503	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS VI(i)	ECO 504	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS VI(ii)	ECO 504	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE VI(i)	POS 505	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE VI(ii)	POS 505	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION VI(i)	PAD 506	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION VI(ii)	PAD 506	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU VI(i)	MLT 507	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU VI(ii)	MLT 507	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION VI(i)	CAP 509	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION VI(ii)	CAP 509	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES VI(i)	RIS 508	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES VI(ii)	RIS 508	Skill Development,	2016-17	Academic Council Meetings
Differential and Integral Calculus	MAT103	Skill Development	2019-2020	Academic Council Meetings

Differential Equations	MAT203	Skill Development	2019-2020	Academic Council Meetings
Real Analysis	MAT303	Skill Development	2016-2017	Academic Council Meetings
Algebra	MAT403	Skill Development	2016-2017	Academic Council Meetings
Sem III & IV (Practical)	MAT403P	Skill Development	2016-2017	Academic Council Meetings
Linear Algebra	MAT501C	Skill Development	2016-2017	Academic Council Meetings
Solid Geometry	MAT502E	Skill Development	2016-2017	Academic Council Meetings
Numerical Analysis	MAT601C	Skill Development	2016-2017	Academic Council Meetings
Vector Calculus	MAT602E	Skill Development	2016-2017	Academic Council Meetings
Sem V & VI CORE (p)	MAT601P	Skill Development	2016-2017	Academic Council Meetings
V & VI ELECTIVE (Practical)	MAT602P	Skill Development	2016-2017	Academic Council Meetings
Mechanics	PHY104	Skill Development,	2019-20	Academic Council Meetings
Mechanics Lab	PHY104 P	Skill Development,	2019-20	Academic Council Meetings
Thermal Physics	PHY 204	Skill Development,	2019-20	Academic Council Meetings
Thermal Physics Lab	PHY 204P	Skill Development,	2019-20	Academic Council Meetings
Thermodynamics and Radiation Lab	PHY304	Skill Development,	2016-17	Academic Council Meetings
Thermodynamics and Radiation Physics	PHY304P	Skill Development,	2016-17	Academic Council Meetings
Optics (Theory)	PHY404	Skill Development,	2016-17	Academic Council Meetings
Optics (Practicals)	PHY404 P	Skill Development,	2016-17	Academic Council Meetings
Electricity and Magnetism (Theory)	PHY503 C	Skill Development,	2016-17	Academic Council Meetings
Electricity and Magnetism Practicals	PHY503 C P	Skill Development,	2016-17	Academic Council Meetings
Atomic Physics & Quatum Mechanics	PHY504 E	Skill Development,	2016-17	Academic Council Meetings
Atomic Physics & Quatum Mechanics	PHY504 E P	Skill Development,	2016-17	Academic Council Meetings
Digital & Analog Electronics (Theory)	PHY603 C	Skill Development,	2016-17	Academic Council Meetings
Digital & Analog Electronics (Practicals)	PHY603 P	Skill Development,	2016-17	Academic Council Meetings
Nuclear Physics & Solid State Physics	PHY604 E	Skill Development,	2016-17	Academic Council Meetings
Nuclear Physics & Solid State Physics	PHY604 P	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-III	ELE306	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-III	ELE306P	Skill Development,		Academic Council Meetings
ELECTRONICS-IV	ELE406	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-IV(PR)	ELE406P	Skill Development,	2016-17	Academic Council Meetings

ELECTRONICS-V(i)	ELE506	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-V(ii)	ELE506P	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-VI(i)	ELE604	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-VI(ii)	ELE604P	Skill Development,	2016-17	Academic Council Meetings
Chemistry-I	CHE106	Skill Development	2019-20	Academic Council Meetings
Laboratory Course	CHE106	Skill Development	2019-20	Academic Council Meetings
Chemistry-II	CHE206	Skill Development	2019-20	Academic Council Meetings
Laboratory Course	CHE206	Skill Development	2019-20	Academic Council Meetings
Chemistry-III	CHE306	Skill Development	2016-17	Academic Council Meetings
Chemistry-IV	CHE406	Skill Development	2016-17	Academic Council Meetings
Laboratory Course (Quantitative Analysis-I)	CHE406	Skill Development	2016-17	Academic Council Meetings
Chemistry-V	CHE506	Skill Development	2016-17	Academic Council Meetings
Chemistry-VI (Elective)	CHE506	Skill Development	2016-17	Academic Council Meetings
Chemistry-VII	CHE606	Skill Development	2016-17	Academic Council Meetings
V& VI - Core Subjects-Laboratory Course	CHE606	Skill Development	2016-17	Academic Council Meetings
Chemistry-VIII (Elective)	CHE606	Skill Development	2016-17	Academic Council Meetings
Sem-V - Elective Subjects-Laboratory	CHE606	Skill Development	2016-17	Academic Council Meetings
Descriptive Statistics and probability	STA107	Skill Development,	2019-20	Academic Council Meetings
Descriptive Statistics and probability	STA107P	Skill Development,	2019-20	Academic Council Meetings
Probability distributions	STA207	Skill Development,	2019-20	Academic Council Meetings
Probability distributions	STA207P	Skill Development,	2019-20	Academic Council Meetings
Statistical Methods	STA307	Skill Development,	2016-17	Academic Council Meetings
Statistical Methods	STA307P	Skill Development,	2016-17	Academic Council Meetings
Statistical Inference	STA407	Skill Development,	2016-17	Academic Council Meetings
Statistical Inference	STA407P	Skill Development,	2016-17	Academic Council Meetings
Applied Statistics - 1	STA507	Skill Development,	2016-17	Academic Council Meetings
SQC& LPP	STA508	Skill Development,	2016-17	Academic Council Meetings
Applied Statistics - 1	STA507P	Skill Development,	2016-17	Academic Council Meetings
SQC& LPP MS – Excel	STA508P	Skill Development,	2016-17	Academic Council Meetings
Applied Statistics - 2	STA603	Skill Development,	2016-17	Academic Council Meetings

Operation Research and Reliability	STA604	Skill Development,	2016-17	Academic Council Meetings
Applied Statistics - 2	STA603P	Skill Development,	2016-17	Academic Council Meetings
Operation Research and Reliability using	STA604P	Skill Development,	2016-17	Academic Council Meetings
Semester–I Programming in C	CSC108	Skill Development,	2019-20	Academic Council Meetings
Programming in C Practicals	CSC108P	Skill Development,	2019-20	Academic Council Meetings
Semester–II Programming in C++	CSC208	Skill Development,	2019-20	Academic Council Meetings
Programming in C++ Practicals	CSC208P	Skill Development,	2019-20	Academic Council Meetings
Semester–III Data structures Using C++	CSC307	Skill Development,	2016-17	Academic Council Meetings
Data structures Using C++ Practicals	CSC308P	Skill Development,	2016-17	Academic Council Meetings
Semester–IV Database Management	CSC407	Skill Development,	2016-17	Academic Council Meetings
Database Management System Practiclas	CSC408P	Skill Development,	2016-17	Academic Council Meetings
Semester–V Programming in Java	CSC507	Skill Development,	2016-17	Academic Council Meetings
Programming in Java Practicals	CSC508P	Skill Development,	2016-17	Academic Council Meetings
Semester– VI Web Technologies	CSC607	Skill Development,	2016-17	Academic Council Meetings
Web Technologies Practicals	CSC608P	Skill Development,	2016-17	Academic Council Meetings
Fundamentals of Information Technology	DSC108	Skill Development,	2020-21	Academic Council Meetings
Fundamentals of Information Technology	DSC108P	Skill Development,	2020-21	Academic Council Meetings
Problem solving and Python Programming	DSC208	Skill Development,	2020-21	Academic Council Meetings
Problem solving and Python Programming	DSC208P	Skill Development,	2020-21	Academic Council Meetings
Environmental Science	EVS 107	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 101	Skill Developement	2016-2017	Academic Council Meetings
TELUGU	TEL 102	Skill Developement	2016-2017	Academic Council Meetings
HINDI	HIN 102	Skill Developement	2016-2017	Academic Council Meetings
BASIC COMPUTER SKILLS	BCS	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 201	Skill Developement	2016-2017	Academic Council Meetings
TELUGU	TEL 202	Skill Developement	2016-2017	Academic Council Meetings
HINDI	HIN 202	Skill Developement	2016-2017	Academic Council Meetings
ENGLISH-III	ENG 301	Skill Developement	2016-2017	Academic Council Meetings
TELUGU-III	TEL 302	Skill Developement	2016-2017	Academic Council Meetings
HINDI-III	HIN 302	Skill Developement	2016-2017	Academic Council Meetings

COMPUTER BASICS AND	CBA 307	Skill Development,	2016-2017	Academic Council Meetings
ENGLISH-IV	ENG 401	Skill Development	2016-2017	Academic Council Meetings
TELUGU-IV	TEL 402	Skill Development	2016-2017	Academic Council Meetings
HINDI-IV	HIN 402	Skill Development	2016-2017	Academic Council Meetings
MULTIMEDIA	MM 407	Skill Development,	2016-2017	Academic Council Meetings
VERBAL REASONING FOR APTITUDE	VRA 512	Skill Development,	2016-2017	Academic Council Meetings
PUBLIC HEALTH AND HYGIENE	PHH 513	Skill Development,	2016-2017	Academic Council Meetings
QUANTITATIVE OPTITUDE TEST	SEC	Skill Development,	2016-2017	Academic Council Meetings
WATER RESOURCE MANAGEMENT	WAT-RE	Skill Development,	2016-2017	Academic Council Meetings
Optional – I: MICROBIAL DIVERSITY	BS104	Skill development	2019-2020	Academic Council Meetings
Optional – I Lab MICROBIAL		Skill development	2019-2020	Academic Council Meetings
Optional – I: GYMNOSPERMS,	BS204	Skill development	2019-2020	Academic Council Meetings
Optional – I Lab GYMNOSPERMS,		Skill development	2019-2020	Academic Council Meetings
Fundamentals of Nano Technology	BS 301	Skill development	2016-2017	Academic Council Meetings
Bio Statistics	BS 302	Skill development	2016-2017	Academic Council Meetings
Optional – I: PLANT ANATOMY AND	BS 305	Skill development	2016-2017	Academic Council Meetings
Optional – I Lab: PLANT ANATOMY		Skill development	2016-2017	Academic Council Meetings
Optional – I: CELL BIOLOGY AND	BS405	Skill development	2016-2017	Academic Council Meetings
Optional – I Lab		Skill development	2016-2017	Academic Council Meetings
Optional – I: CORE: CELL BIOLOGY	BS 504	Skill development	2016-2017	Academic Council Meetings
Optional – I Lab: CORE: CELL		Skill development	2016-2017	Academic Council Meetings
ELEC: ECOLOGY AND BIODIVERSITY		Skill development	2016-2017	Academic Council Meetings
Optional – I: CORE: PLANT	BS 604	Skill development	2016-2017	Academic Council Meetings
ELEC: TISSUE CULTURE AND		Skill development	2016-2017	Academic Council Meetings
Optional – I Lab:		Skill development	2016-2017	Academic Council Meetings
Animal Diversity- Invertebrates	BS104	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Animal Diversity- Vertebrates	BS204	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Animal Diversity- Vertebrates and	BS304	Skill development	2016-17	Academic Council Meetings

Cell and Molecular Biology,Genetics and Lab For Both Sem 2 Year	BS404	Skill development	2016-17	Academic Council Meetings
III Paper(Core) -Physiology and IV Paper(Elective) -Applied Zoology.		Skill development	2016-17	Academic Council Meetings
(Core) Immunology and Animal Bio	BS504	Skill development	2016-17	Academic Council Meetings
V& VI Core Subjects		Skill development	2016-17	Academic Council Meetings
Immunology,Human Parasites,Animal Bio- Introductory Microbiology	BS604	Skill development	2016-17	Academic Council Meetings
Lab: Introductory Microbiology		Skill development	2016-17	Academic Council Meetings
Microbial physiology & Biochemistry	BS 104	Skill development	2019-2020	Academic Council Meetings
Lab: Microbial physiology &		Skill development	2019-2020	Academic Council Meetings
Medical Microbiology and Basics of Immunology	BS 204	Skill development	2019-2020	Academic Council Meetings
Lab: Medical Microbiology and Basics of Immunology		Skill development	2019-2020	Academic Council Meetings
Molecular biology and Microbial genetics	BS 304	Skill development	2016-2017	Academic Council Meetings
Lab: Molecular biology and Microbial		Skill development	2016-2017	Academic Council Meetings
Industrial and Food Microbiology	BS 404	Skill development,	2016-2017	Academic Council Meetings
Lab: Industrial and Food Microbiology		Skill development,	2016-2017	Academic Council Meetings
Environmental Microbiology	BS 504	Skill development,	2016-2017	Academic Council Meetings
Lab: Environmental Microbiology		Skill development,	2016-2017	Academic Council Meetings
Cell biology and Genetics	BS604	Skill development,	2016-2017	Academic Council Meetings
Lab: Cell biology and Genetics		Skill development,	2016-2017	Academic Council Meetings
Nucleic acids, biostatistics, bioinformatics	BT113	Skill development,	2016-2017	Academic Council Meetings
Lab-1		Skill development,	2016-2017	Academic Council Meetings
Biological chemistry	BT113P	Skill development,	2019-20	Academic Council Meetings
Lab-1		Skill development,	2019-20	Academic Council Meetings
Microbiology and Immunology	BT213	Skill development,	2019-20	Academic Council Meetings
Lab-1		Skill development,	2019-20	Academic Council Meetings
Cell biology and Genetics	BT213P	Skill development,	2019-20	Academic Council Meetings
Lab-1		Skill development,	2019-20	Academic Council Meetings
Biological chemistry	BT307	Skill development,	2016-17	Academic Council Meetings
Microbiology and Immunology	BT407	Skill development,	2016-17	Academic Council Meetings
Lab-1	BT407P	Skill development,	2016-17	Academic Council Meetings

BIO Chemistry-V(i)	BIC505C	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-VI(i)	BIC506E	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-V(ii)	BIC605C	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-VI(ii)	BIC506E	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-V(PR)	BIC605P	Skill Development	2016-17	Academic Council Meetings
BIO Chemistry-VI(PR)	BIC606E	Skill Development	2016-17	Academic Council Meetings
Environmental Science	EVS 107	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 101	Skill Development	2016-2017	Academic Council Meetings
TELUGU	TEL 102	Skill Development	2016-2017	Academic Council Meetings
HINDI	HIN 102	Skill Development	2016-2017	Academic Council Meetings
BASIC COMPUTER SKILLS	BCS	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 201	Skill Development	2016-2017	Academic Council Meetings
TELUGU	TEL 202	Skill Development	2016-2017	Academic Council Meetings
HINDI	HIN 202	Skill Development	2016-2017	Academic Council Meetings
ENGLISH-III	ENG 301	Skill Development	2016-2017	Academic Council Meetings
TELUGU-III	TEL 302	Skill Development	2016-2017	Academic Council Meetings
HINDI-III	HIN 302	Skill Development	2016-2017	Academic Council Meetings
COMPUTER BASICS AND	CBA 307	Skill Development,	2016-2017	Academic Council Meetings
ENGLISH-IV	ENG 401	Skill Development	2016-2017	Academic Council Meetings
TELUGU-IV	TEL 402	Skill Development	2016-2017	Academic Council Meetings
HINDI-IV	HIN 402	Skill Development	2016-2017	Academic Council Meetings
MULTIMEDIA	MM 407	Skill Development,	2016-2017	Academic Council Meetings
VERBAL REASONING FOR APTITUDE	VRA 512	Skill Development,	2016-2017	Academic Council Meetings
PUBLIC HEALTH AND HYGIENE	PHH 513	Skill Development,	2016-2017	Academic Council Meetings
QUANTITATIVE OPTITUDE TEST	SEC	Skill Development,	2016-2017	Academic Council Meetings
WATER RESOURCE MANAGEMENT	WAT-RE	Skill Development,	2016-2017	Academic Council Meetings
Semester-I Programming in C	CAP108	Skill Development,	2019-20	Academic Council Meetings
Programming in C Practicals	CAP108P	Skill Development,	2019-20	Academic Council Meetings
Semester-II Programming in C++	CAP208	Skill Development,	2019-20	Academic Council Meetings
Programming in C++ Practicals	CAP208P	Skill Development,	2019-20	Academic Council Meetings

English (First Language)	ENG101	Skill Development	2019-20	Academic Council Meetings
Second Language	HIN102/TEL102	Skill Development	2019-20	Academic Council Meetings
a) Environmental Science/ b) Basic Computer Skills	EVS 107	Skill Development,	2019-20	Academic Council Meetings
Financial Accounting–I		Skill Development,	2019-20	Academic Council Meetings
Business Organization and Management	BOM 105	Skill Development,	2019-20	Academic Council Meetings
Fundamentals of Information Technology	FIT 104	Skill Development,	2019-20	Academic Council Meetings
English (First Language)	ENG201	Skill Development	2019-20	Academic Council Meetings
Second Language	HIN102/TEL102	Skill Development	2019-20	Academic Council Meetings
a) Basic Computer Skills/ b) Environmental Science	BCS207	Skill Development,	2019-20	Academic Council Meetings
Financial Accounting–II		Skill Development,	2019-20	Academic Council Meetings
Business Laws	BLS 204	Skill Development,	2019-20	Academic Council Meetings
Programming with C & C++	PC 205	Skill Development,	2019-20	Academic Council Meetings
Communication Skills in English	CSE 307	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 301	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 302/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 302	Skill Development	2016-2017	Academic Council Meetings
Advanced Accounting	AEC 303	Skill Development,	2016-2017	Academic Council Meetings
Business Statistics-I	BSS 304	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-I	ITX 305	Skill Development,	2016-2017	Academic Council Meetings
Programming with C(CA)	PC 308	Skill Development,	2016-2017	Academic Council Meetings
Soft Skills	SS	Skill Development,	2016-2017	Academic Council Meetings
English	ENG 401	Skill Development	2016-2017	Academic Council Meetings
Second Language	HIN 402/	Skill Development	2016-2017	Academic Council Meetings
Second Language	TEL 402	Skill Development	2016-2017	Academic Council Meetings
Corporate Accounting	CAC 403	Skill Development,	2016-2017	Academic Council Meetings
Business Statistics-II	BSS 404	Skill Development,	2016-2017	Academic Council Meetings
Income Tax-II	ITX 405	Skill Development,	2016-2017	Academic Council Meetings
Auditing	ADG 406	Skill Development,	2016-2017	Academic Council Meetings

Banking and Insurance	BI 407	Skill Development,	2016-2017	Academic Council Meetings
Consumerism	CON 501	Skill Development,	2016-2017	Academic Council Meetings
Organisational Behaviour	OB 502	Skill Development,	2016-2017	Academic Council Meetings
Cost Accounting	CAG 503	Skill Development,	2016-2017	Academic Council Meetings
Business Law	BLS 504	Skill Development,	2016-2017	Academic Council Meetings
Banking Theory & Practice	BTP 505	Skill Development,	2016-2017	Academic Council Meetings
Computerised Accounting	COMA 506	Skill Development,	2016-2017	Academic Council Meetings
E Commerce(CA)	ECOM 507	Skill Development,	2016-2017	Academic Council Meetings
Object Oriented Programming in C++	OOPC 508	Skill Development,	2016-2017	Academic Council Meetings
Preparation of Tax Returns	PTR 601	Skill Development,	2016-2017	Academic Council Meetings
Advertising	ADV 602	Skill Development,	2016-2017	Academic Council Meetings
Managerial Accounting	MAC 603	Skill Development,	2016-2017	Academic Council Meetings
Company Law	CLAW 604	Skill Development,	2016-2017	Academic Council Meetings
Financial Institutions & Markets	FIM 605	Skill Development,	2016-2017	Academic Council Meetings
Commerce Lab	COMLAG 606	Skill Development,	2016-2017	Academic Council Meetings
Web Technologies(CA)	WEB 607	Skill Development,	2016-2017	Academic Council Meetings
RDBMS(CA)	RDBMS 608	Skill Development,	2016-2017	Academic Council Meetings
English (First Language) - 1	ENG 101	Skill Development	2019-20	Academic Council Meetings
MIL – 1	HIN102/TEL102	Skill Development	2019-20	Academic Council Meetings
Environmental Science	EVS 107	Skill Development	2019-20	Academic Council Meetings
Principles of Management	POM 103	Skill Development,	2019-20	Academic Council Meetings
Basics of Marketing	BOM 106	Skill Development,	2019-20	Academic Council Meetings
Business Economics	BES 104	Skill Development,	2019-20	Academic Council Meetings
English (First Language) - 2	ENG 201	Skill Development	2019-20	Academic Council Meetings
MIL – 2	HIN 202/TEL202	Skill Development	2019-20	Academic Council Meetings
Basic Computer Skills	BCS 207	Skill Development,	2019-20	Academic Council Meetings
Organisational Behaviour	OB 203	Skill Development,	2019-20	Academic Council Meetings
Business Statistics	BST 204	Skill Development,	2019-20	Academic Council Meetings
Financial Accounting	FAC 205	Skill Development,	2019-20	Academic Council Meetings
Basic Computer Skills	B A 101	Skill Development	2019-20	Academic Council Meetings

ENGLISH	B A 102	Skill Development	2019-20	Academic Council Meetings
SECOND LANGUAGE	B A 103	Skill Development	2019-20	Academic Council Meetings
Understanding Political Theory	B A 104	Skill Development,	2019-20	Academic Council Meetings
Micro Economics-I	B A 105	Skill Development,	2019-20	Academic Council Meetings
Basics of Pub.Administration-I	B A 106	Skill Development,	2019-20	Academic Council Meetings
History of India-I (From Earliest Times to	B A 107	Skill Development,	2019-20	Academic Council Meetings
Programming in C	B A 108	Skill Development,	2019-20	Academic Council Meetings
Environmental Studies	B A 201	Skill Development	2019-20	Academic Council Meetings
ENGLISH	B A 202	Skill Development	2019-20	Academic Council Meetings
SECOND LANGUAGE	B A 203	Skill Development	2019-20	Academic Council Meetings
Western Political Thought	B A 204	Skill Development,	2019-20	Academic Council Meetings
Macro Economics-II	B A 205	Skill Development,	2019-20	Academic Council Meetings
Development Dynamics and Emerging	B A 206	Skill Development,	2019-20	Academic Council Meetings
History of India-II (From 700-1526 CE)	B A 207	Skill Development,	2019-20	Academic Council Meetings
Programming in C++	B A 208	Skill Development,	2019-20	Academic Council Meetings
COMMUNICATION SKILLS IN	CSE 307	Skill Development	2016-17	Academic Council Meetings
ENGLISH	ENG 301	Skill Development	2016-17	Academic Council Meetings
SECOND LANGUAGE	HIN /TEL302	Skill Development	2016-17	Academic Council Meetings
HISTORY	HIS 303	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS	ECO 304	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE	POS 305	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION	PAD 306	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU	MLT 307	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION	CAP 309	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES	RIS 308	Skill Development,	2016-17	Academic Council Meetings
ENGLISH	ENG 401	Skill Development	2016-17	Academic Council Meetings
SECOND LANGUAGE	HIN /TEL402	Skill Development	2016-17	Academic Council Meetings
HISTORY	HIS 403	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS	ECO 404	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE	POS 405	Skill Development,	2016-17	Academic Council Meetings

PUBLIC ADMINISTRATION	PAD 406	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU	MLT 407	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION	CAP 409	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES	RIS 408	Skill Development,	2016-17	Academic Council Meetings
BANKING AND INSURANCE	BI 407	Skill Development	2016-17	Academic Council Meetings
WATER RESOURCE MANAGEMENT	WRM 509	Skill Development	2016-17	Academic Council Meetings
TELANGANA HERITAGE AND	THC 510	Skill Development	2016-17	Academic Council Meetings
HISTORY V(i)	HIS 501	Skill Development,	2016-17	Academic Council Meetings
HISTORY V(ii)	HIS 502	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS V(i)	ECO 502	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS V(ii)	ECO 503	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE V(i)	POS 503	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE V(ii)	POS 504	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION V(i)	PAD 504	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION V(ii)	PAD 505	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU V(i)	MLT 505	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU V(ii)	MLT 506	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION V(i)	CAP 506	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION V(ii)	CAP 507	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES V(i)	RIS 507	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES V(ii)	RIS 508	Skill Development,	2016-17	Academic Council Meetings
PUBLIC HEALTH HYGIENE	PHH 609	Skill Development	2016-17	Academic Council Meetings
PERSONOLITY DEVELOPEMENT	SEC	Skill Development	2016-17	Academic Council Meetings
HISTORY VI(i)	HIS 503	Skill Development,	2016-17	Academic Council Meetings
HISTORY VI(ii)	HIS 503	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS VI(i)	ECO 504	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS VI(ii)	ECO 504	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE VI(i)	POS 505	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE VI(ii)	POS 505	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION VI(i)	PAD 506	Skill Development,	2016-17	Academic Council Meetings

PUBLIC ADMINISTRATION VI(ii)	PAD 506	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU VI(i)	MLT 507	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU VI(ii)	MLT 507	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION VI(i)	CAP 509	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION VI(ii)	CAP 509	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES VI(i)	RIS 508	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES VI(ii)	RIS 508	Skill Development,	2016-17	Academic Council Meetings
Differential and Integral Calculus	MAT103	Skill Development	2019-2020	Academic Council Meetings
Differential Equations	MAT203	Skill Development	2019-2020	Academic Council Meetings
Real Analysis	MAT303	Skill Development	2019-2020	Academic Council Meetings
Algebra	MAT403	Skill Development	2019-2020	Academic Council Meetings
Linear Algebra	MAT501C	Skill Development	2016-2017	Academic Council Meetings
Solid Geometry	MAT502E	Skill Development	2016-2017	Academic Council Meetings
Numerical Analysis	MAT601C	Skill Development	2016-2017	Academic Council Meetings
Vector Calculus	MAT602E	Skill Development	2016-2017	Academic Council Meetings
Sem V & VI CORE (p)	MAT601P	Skill Development	2016-2017	Academic Council Meetings
V & VI ELECTIVE (Practical)	MAT602P	Skill Development	2016-2017	Academic Council Meetings
Mechanics	PHY104	Skill Development,	2019-20	Academic Council Meetings
Mechanics Lab	PHY104 P	Skill Development,	2019-20	Academic Council Meetings
Thermal Physics	PHY 204	Skill Development,	2019-20	Academic Council Meetings
Thermal Physics Lab	PHY 204P	Skill Development,	2019-20	Academic Council Meetings
Electromagnetic Theory	PHY304	Skill Development,	2019-20	Academic Council Meetings
Electromagnetic Theory Lab	PHY304 P	Skill Development,	2019-20	Academic Council Meetings
Waves and Optics	PHY 404	Skill Development,	2019-20	Academic Council Meetings
Waves and Optics Lab	PHY 404P	Skill Development,	2019-20	Academic Council Meetings
Electricity and Magnetism (Theory)	PHY503 C	Skill Development,	2016-17	Academic Council Meetings
Electricity and Magnetism Practicals	PHY503 CP	Skill Development,	2016-17	Academic Council Meetings
Atomic Physics & Quatum Mechanics	PHY504 E	Skill Development,	2016-17	Academic Council Meetings
Atomic Physics & Quatum Mechanics	PHY504 EP	Skill Development,	2016-17	Academic Council Meetings
Digital & Analog Electronics (Theory)	PHY603 C	Skill Development,	2016-17	Academic Council Meetings

Digital & Analog Electronics (Practicals)	PHY603 P	Skill Development,	2016-17	Academic Council Meetings
Nuclear Physics & Solid State Physics	PHY604 E	Skill Development,	2016-17	Academic Council Meetings
Nuclear Physics & Solid State Physics	PHY604 P	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-V(i)	ELE509C	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-V(ii)	ELE510E	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-VI(i)	ELE609C	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-VI(ii)	ELR610E	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-VI(i)(PR)	ELE609P	Skill Development,	2016-17	Academic Council Meetings
ELECTRONICS-VI(ii)(PR)	ELE610P	Skill Development,	2016-17	Academic Council Meetings
Chemistry-I	CHE106	Skill Development	2019-20	Academic Council Meetings
Laboratory Course	CHE106	Skill Development	2019-20	Academic Council Meetings
Chemistry-II	CHE206	Skill Development	2019-20	Academic Council Meetings
Laboratory Course	CHE206	Skill Development	2019-20	Academic Council Meetings
Chemistry-III	CHE306	Skill Development	2019-20	Academic Council Meetings
Laboratory Course	CHE306	Skill Development	2019-20	Academic Council Meetings
Chemistry-IV	CHE406	Skill Development	2019-20	Academic Council Meetings
Laboratory Course	CHE406	Skill Development	2019-20	Academic Council Meetings
Remedial Methods of Pollution-Drinking	CHE506	Skill Development	2019-20	Academic Council Meetings
A). Spectroscopy and Chromatography		Skill Development	2019-20	Academic Council Meetings
Laboratory Course		Skill Development	2019-20	Academic Council Meetings
Chemistry-V	CHE506	Skill Development	2016-17	Academic Council Meetings
Chemistry-VI (Elective)	CHE506	Skill Development	2016-17	Academic Council Meetings
Chemistry-VII	CHE606	Skill Development	2016-17	Academic Council Meetings
V& VI - Core Subjects-Laboratory Course	CHE606	Skill Development	2016-17	Academic Council Meetings
Chemistry-VIII (Elective)	CHE606	Skill Development	2016-17	Academic Council Meetings
Sem-V - Elective Subjects-Laboratory	CHE606	Skill Development	2016-17	Academic Council Meetings
Descriptive Statistics and probability	STA107	Skill Development,	2019-20	Academic Council Meetings
Descriptive Statistics and probability	STA107P	Skill Development,	2019-20	Academic Council Meetings
Probability distributions	STA207	Skill Development,	2019-20	Academic Council Meetings
Probability distributions	STA207P	Skill Development,	2019-20	Academic Council Meetings

Statistical Methods	STA306	Skill Development,	2019-20	Academic Council Meetings
Statistical Methods	STA307P	Skill Development,	2019-20	Academic Council Meetings
Statistical Inference	STA406	Skill Development,	2019-20	Academic Council Meetings
Statistical Inference	STA407P	Skill Development,	2019-20	Academic Council Meetings
Applied Statistics - 1	STA507	Skill Development,	2016-17	Academic Council Meetings
SQC& LPP	STA508	Skill Development,	2016-17	Academic Council Meetings
Applied Statistics - 1	STA507P	Skill Development,	2016-17	Academic Council Meetings
SQC& LPP MS – Excel	STA508P	Skill Development,	2016-17	Academic Council Meetings
Applied Statistics - 2	STA603	Skill Development,	2016-17	Academic Council Meetings
Operation Research and Reliability	STA604	Skill Development,	2016-17	Academic Council Meetings
Applied Statistics - 2	STA603P	Skill Development,	2016-17	Academic Council Meetings
Operation Research and Reliability using	STA604P	Skill Development,	2016-17	Academic Council Meetings
Semester–I Programming in C	CSC108	Skill Development,	2019-20	Academic Council Meetings
Programming in C Practicals	CSC108P	Skill Development,	2019-20	Academic Council Meetings
Semester–II Programming in C++	CSC208	Skill Development,	2019-20	Academic Council Meetings
Programming in C++ Practicals	CSC208P	Skill Development,	2019-20	Academic Council Meetings
Semester–III Data structures Using C++	CSC307	Skill Development,	2019-20	Academic Council Meetings
Data structures Using C++ Practicals	CSC308P	Skill Development,	2019-20	Academic Council Meetings
Semester–IV Database Management	CSC407	Skill Development,	2019-20	Academic Council Meetings
Database Management System Practiclas	CSC408P	Skill Development,	2019-20	Academic Council Meetings
Semester–V Programming in Java	CSC507	Skill Development,	2016-17	Academic Council Meetings
Programming in Java Practicals	CSC508P	Skill Development,	2016-17	Academic Council Meetings
Semester– VI Web Technologies	CSC607	Skill Development,	2016-17	Academic Council Meetings
Web Technologies Practicals	CSC608P	Skill Development,	2016-17	Academic Council Meetings
Environmental Science	EVS 107	Skill Development,	2019-20	Academic Council Meetings
English	ENG 101	Skill Developement	2019-20	Academic Council Meetings
TELUGU	TEL 102	Skill Developement	2019-20	Academic Council Meetings
HINDI	HIN 102	Skill Developement	2019-20	Academic Council Meetings
BASIC COMPUTER SKILLS	BCS 207	Skill Development,	2019-20	Academic Council Meetings
English	ENG 201	Skill Developement	2019-20	Academic Council Meetings

TELUGU	TEL 202	Skill Development	2019-20	Academic Council Meetings
HINDI	HIN 202	Skill Development	2019-20	Academic Council Meetings
FUNDAMENTALS OF NANO	FNT 308	Skill Development,	2019-20	Academic Council Meetings
BIO STATISTICS	BS 309	Skill Development,	2019-20	Academic Council Meetings
English	ENG 301	Skill Development	2019-20	Academic Council Meetings
TELUGU	TEL 302	Skill Development	2019-20	Academic Council Meetings
HINDI	HIN 302	Skill Development	2019-20	Academic Council Meetings
FUNDAMENTALS OF PYTHON	FPY 408	Skill Development,	2019-20	Academic Council Meetings
REMIDIAL METHODS OF	RPDW & SF 409	Skill Development,	2019-20	Academic Council Meetings
English	ENG 401	Skill Development	2019-20	Academic Council Meetings
TELUGU	TEL 402	Skill Development	2019-20	Academic Council Meetings
HINDI	HIN 402	Skill Development	2019-20	Academic Council Meetings
VERBAL REASONING FOR APTITUDE	VRA 512	Skill Development,	2016-2017	Academic Council Meetings
PUBLIC HEALTH AND HYGIENE	PHH 513	Skill Development,	2016-2017	Academic Council Meetings
QUANTITATIVE OPTITUDE TEST	SEC	Skill Development,	2016-2017	Academic Council Meetings
WATER RESOURCE MANAGEMENT	WAT-RE	Skill Development,	2016-2017	Academic Council Meetings
Optional – I: MICROBIAL DIVERSITY	BS104	Skill development	2019-2020	Academic Council Meetings
Optional – I Lab MICROBIAL		Skill development	2019-2020	Academic Council Meetings
Optional – I: GYMNOSPERMS,	BS204	Skill development	2019-2020	Academic Council Meetings
Optional – I Lab GYMNOSPERMS,		Skill development	2019-2020	Academic Council Meetings
Fundamentals of Nano Technology	BS 301	Skill development	2019-2020	Academic Council Meetings
Bio Statistics	BS 302	Skill development	2019-2020	Academic Council Meetings
Optional – I CORE: CELL BIOLOGY	BS305	Skill development	2019-2020	Academic Council Meetings
ELEC: ECOLOGY AND BIODIVERSITY		Skill development	2019-2020	Academic Council Meetings
Optional – I Lab CORE: CELL BIOLOGY		Skill development	2019-2020	Academic Council Meetings
ELEC: ECOLOGY AND BIODIVERSITY		Skill development	2019-2020	Academic Council Meetings
Fundamentals of Python (Taught by:	BS401	Skill development	2019-2020	Academic Council Meetings
Remedial Methods of Pollution –Drinking	BS402	Skill development	2019-2020	Academic Council Meetings
Optional - I CORE: PLANT	BS405	Skill development	2019-2020	Academic Council Meetings
ELEC: TISSUE CULTURE AND		Skill development	2019-2020	Academic Council Meetings

Optional – I Lab :CORE: PLANT	BS403	Skill development	2019-2020	Academic Council Meetings
ELEC: TISSUE CULTRUE AND		Skill development	2019-2020	Academic Council Meetings
Water Resource Management (Taught by:	BS 503	Skill development	2016-2017	Academic Council Meetings
Optional – I: CORE: CELL BIOLOGY	BS 504	Skill development	2016-2017	Academic Council Meetings
Optional – I Lab: CORE: CELL		Skill development	2016-2017	Academic Council Meetings
ELEC: ECOLOGY AND BIODIVERSITY		Skill development	2016-2017	Academic Council Meetings
Optional: Public Health & Hygiene	BS 603	Skill development	2016-2017	Academic Council Meetings
Optional – I: CORE: PLANT	BS 604	Skill development	2016-2017	Academic Council Meetings
ELEC: TISSUE CULTRUE AND		Skill development	2016-2017	Academic Council Meetings
Optional – I Lab:		Skill development	2016-2017	Academic Council Meetings
Animal Diversity- Invertebrates	BS104	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Animal Diversity- Vertebrates	BS204	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Animal Physiology & Animal Behavior	BS304	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Cell Biology,Genetics & Developmental	BS404	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
III Paper(Core) -Physiology and	BS504	Skill development	2016-17	Academic Council Meetings
IV Paper(Elective) -Applied Zoology.		Skill development	2016-17	Academic Council Meetings
(Core) Immunology and Animal Bio	BS604	Skill development	2016-17	Academic Council Meetings
V& VI Core Subjects		Skill development	2016-17	Academic Council Meetings
Immunology,Human Parasites,Animal Bio-		Skill development	2016-17	Academic Council Meetings
V& VIElective Subjects		Skill development	2016-17	Academic Council Meetings
Introductory Microbiology	BS 104	Skill development	2019-2020	Academic Council Meetings
Lab: Introductory Microbiology		Skill development	2019-2020	Academic Council Meetings
Microbial physiology & Biochemistry	BS 204	Skill development	2019-2020	Academic Council Meetings
Lab: Microbial physiology &		Skill development	2019-2020	Academic Council Meetings
Medical Microbiology and Basics of	BS 304	Skill development	2019-2020	Academic Council Meetings
Immunology		Skill development	2019-2020	Academic Council Meetings

Lab: Medical Microbiology and Basics of Immunology	BS 404	Skill development	2019-2020	Academic Council Meetings
		Skill development	2019-2020	Academic Council Meetings
Molecular biology and Microbial genetics	BS 504	Skill development,	2016-2017	Academic Council Meetings
Lab: Molecular biology and Microbial		Skill development,	2016-2017	Academic Council Meetings
Industrial and Food Microbiology	BS604	Skill development,	2016-2017	Academic Council Meetings
		Skill development,	2016-2017	Academic Council Meetings
Skill development,		2016-2017	Academic Council Meetings	
Lab: Industrial and Food Microbiology		Skill development,	2016-2017	Academic Council Meetings
Environmental Microbiology		Skill development,	2016-2017	Academic Council Meetings
Lab: Environmental Microbiology		Skill development,	2016-2017	Academic Council Meetings
Cell biology and Genetics	BT113	Skill development,	2019-20	Academic Council Meetings
Lab-1	BT113P	Skill development,	2019-20	Academic Council Meetings
Nucleic acids, biostatistics, bioinformatics	BT213	Skill development,	2019-20	Academic Council Meetings
Lab-1	BT213P	Skill development,	2019-20	Academic Council Meetings
Biological chemistry	BT307	Skill development,	2019-20	Academic Council Meetings
Lab-1	BT307P	Skill development,	2019-20	Academic Council Meetings
Microbiology and Immunology	BT407	Skill development,	2019-20	Academic Council Meetings
Lab-1	BT407P	Skill development,	2019-20	Academic Council Meetings
Molecular biology and rDna technology	BT509C	Skill development,	2016-17	Academic Council Meetings
Core lab	BT509P	Skill development,	2016-17	Academic Council Meetings
Plant biotechnology/medical biotechnology	BT510E	Skill development,	2016-17	Academic Council Meetings
		Skill development,		Academic Council Meetings
Optional- lab	BT510P	Skill development,	2016-17	Academic Council Meetings
Microbial technology	BT609	Skill development,	2016-17	Academic Council Meetings
Core lab	BT609P	Skill development,		Academic Council Meetings
Optional	BT610	Skill development,	2016-17	Academic Council Meetings
Optional- lab	BT610P	Skill development,	2016-17	Academic Council Meetings
Semester-I Programming in C	CSC108	Skill Development,	2020-21	Academic Council Meetings
Programming in C Practicals	CSC108P	Skill Development,	2020-21	Academic Council Meetings
Semester-II Programming in C++	CSC208	Skill Development,	2020-21	Academic Council Meetings

Programming in C++ Practicals	CSC208P	Skill Development,	2020-21	Academic Council Meetings
Semester–I Programming in C	CAP108	Skill Development,	2019-20	Academic Council Meetings
Programming in C Practicals	CAP108P	Skill Development,	2019-20	Academic Council Meetings
Semester–II Programming in C++	CAP208	Skill Development,	2019-20	Academic Council Meetings
Programming in C++ Practicals	CAP208P	Skill Development,	2019-20	Academic Council Meetings
Semester–III Relational Data Base	CAP309	Skill Development,	2019-20	Academic Council Meetings
Relational Data Base Management Systems	CAP308P	Skill Development,	2019-20	Academic Council Meetings
Semester–IV MultiMedia Systems	CAP409	Skill Development,	2019-20	Academic Council Meetings
MultiMedia Systems Practicals	CAP408P	Skill Development,	2019-20	Academic Council Meetings
Environmental Science	EVS 107	Skill Development,	2019-20	Academic Council Meetings
English	ENG 101	Skill Development	2019-20	Academic Council Meetings
TELUGU	TEL 102	Skill Development	2019-20	Academic Council Meetings
HINDI	HIN 102	Skill Development	2019-20	Academic Council Meetings
BASIC COMPUTER SKILLS	BCS 207	Skill Development,	2019-20	Academic Council Meetings
English	ENG 201	Skill Development	2019-20	Academic Council Meetings
TELUGU	TEL 202	Skill Development	2019-20	Academic Council Meetings
HINDI	HIN 202	Skill Development	2019-20	Academic Council Meetings
FUNDAMENTALS OF NANO	FNT 308	Skill Development,	2019-20	Academic Council Meetings
BIO STATISTICS	BS 309	Skill Development,	2019-20	Academic Council Meetings
English	ENG 301	Skill Development	2019-20	Academic Council Meetings
TELUGU	TEL 302	Skill Development	2019-20	Academic Council Meetings
HINDI	HIN 302	Skill Development	2019-20	Academic Council Meetings
FUNDAMENTALS OF PYTHON	FPY 408	Skill Development,	2019-20	Academic Council Meetings
REMIDIAL METHODS OF	RPDW & SF 409	Skill Development,	2019-20	Academic Council Meetings
English	ENG 401	Skill Development	2019-20	Academic Council Meetings
TELUGU	TEL 402	Skill Development	2019-20	Academic Council Meetings
HINDI	HIN 402	Skill Development	2019-20	Academic Council Meetings
VERBAL REASONING FOR APTITUDE	VRA 512	Skill Development,	2016-2017	Academic Council Meetings
PUBLIC HEALTH AND HYGIENE	PHH 513	Skill Development,	2016-2017	Academic Council Meetings
QUANTITATIVE OPTITUDE TEST	SEC	Skill Development,	2016-2017	Academic Council Meetings

WATER RESOURCE MANAGEMENT	WAT-RE	Skill Development,	2016-2017	Academic Council Meetings
English (First Language)	ENG101	Skill Development	2019-20	Academic Council Meetings
Second Language	HIN102/TEL102	Skill Development	2019-20	Academic Council Meetings
a) Environmental Science/	EVS 107	Skill Development,	2019-20	Academic Council Meetings
b) Basic Computer Skills		Skill Development,	2019-20	Academic Council Meetings
Financial Accounting–I	FA 103	Skill Development,	2019-20	Academic Council Meetings
Business Organization and Management	BOM 105	Skill Development,	2019-20	Academic Council Meetings
Fundamentals of Information Technology	FIT 104	Skill Development,	2019-20	Academic Council Meetings
English (First Language)	ENG201	Skill Development	2019-20	Academic Council Meetings
Second Language	HIN102/TEL102	Skill Development	2019-20	Academic Council Meetings
a) Basic Computer Skills/	BCS207	Skill Development,	2019-20	Academic Council Meetings
b) Environmental Science		Skill Development,	2019-20	Academic Council Meetings
Financial Accounting–II	FA 203	Skill Development,	2019-20	Academic Council Meetings
Business Laws	BLS 204	Skill Development,	2019-20	Academic Council Meetings
Programming with C & C++	PC 205	Skill Development,	2019-20	Academic Council Meetings
English (First Language)	ENG 301	Skill Development	2019-20	Academic Council Meetings
Second Language	HIN/TEL 302	Skill Development	2019-20	Academic Council Meetings
a) Principles of Insurance/	POI/FDM/FBA 308	Skill Development,	2019-20	Academic Council Meetings
b) Foundation of Digital Marketing/		Skill Development,	2019-20	Academic Council Meetings
c) Fundamentals of Business Analytics		Skill Development,	2019-20	Academic Council Meetings
a) Practice of Life Insurance/	PLI/WDA/ABA 309	Skill Development,	2019-20	Academic Council Meetings
b) Web Design & Analytics/		Skill Development,	2019-20	Academic Council Meetings
c) Application of Business Analytics		Skill Development,	2019-20	Academic Council Meetings
Advanced Accounting	AAC 303	Skill Development,	2019-20	Academic Council Meetings
Business Statistics-I	BSS 304	Skill Development,	2019-20	Academic Council Meetings
Relational Database Management System	RDBMS 305	Skill Development,	2019-20	Academic Council Meetings
English (First Language)	ENG 401	Skill Development	2019-20	Academic Council Meetings
d) Practice of General Insurance/	PGI/SMM/BI 408	Skill Development,	2019-20	Academic Council Meetings
a) Regulation of Insurance Business/ b)	RIB/SIOO/DVS 409	Skill Development,	2019-20	Academic Council Meetings
Income Tax/Excel Foundation	ITX 403	Skill Development,	2019-20	Academic Council Meetings

Business Statistics-II	BSS 404	Skill Development,	2019-20	Academic Council Meetings
Web Technologies	WEB 405	Skill Development,	2019-20	Academic Council Meetings
Consumerism	CON 501	Skill Development,	2016-2017	Academic Council Meetings
Organisational Behaviour	OB 502	Skill Development,	2016-2017	Academic Council Meetings
Cost Accounting	CAG 503	Skill Development,	2016-2017	Academic Council Meetings
Business Law	BLS 504	Skill Development,	2016-2017	Academic Council Meetings
Banking Theory & Practice	BTP 505	Skill Development,	2016-2017	Academic Council Meetings
Computerised Accounting	COMA 506	Skill Development,	2016-2017	Academic Council Meetings
E Commerce(CA)	ECOM 507	Skill Development,	2016-2017	Academic Council Meetings
Object Oriented Programming in C++	OOPC 508	Skill Development,	2016-2017	Academic Council Meetings
Preparation of Tax Returns	PTR 601	Skill Development,	2016-2017	Academic Council Meetings
Advertising	ADV 602	Skill Development,	2016-2017	Academic Council Meetings
Managerial Accounting	MAC 603	Skill Development,	2016-2017	Academic Council Meetings
Company Law	CLAW 604	Skill Development,	2016-2017	Academic Council Meetings
Financial Institutions & Markets	FIM 605	Skill Development,	2016-2017	Academic Council Meetings
Commerce Lab	COMLAG 606	Skill Development,	2016-2017	Academic Council Meetings
Web Technologies(CA)	WEB 607	Skill Development,	2016-2017	Academic Council Meetings
RDBMS(CA)	RDBMS 608	Skill Development,	2016-2017	Academic Council Meetings
English (First Language) - 1	ENG 101	Skill Development	2019-20	Academic Council Meetings
MIL – 1	HIN102/TEL102	Skill Development	2019-20	Academic Council Meetings
Environmental Science	EVS 107	Skill Development,	2019-20	Academic Council Meetings
Principles of Management	POM 103	Skill Development,	2019-20	Academic Council Meetings
Basics of Marketing	BOM 106	Skill Development,	2019-20	Academic Council Meetings
Business Economics	BES 104	Skill Development,	2019-20	Academic Council Meetings
English (First Language) - 2	ENG 201	Skill Development,	2019-20	Academic Council Meetings
MIL – 2	HIN 202/TEL202	Skill Development,	2019-20	Academic Council Meetings
Basic Computer Skills	BCS 207	Skill Development,	2019-20	Academic Council Meetings
Organisational Behaviour	OB 203	Skill Development,	2019-20	Academic Council Meetings
Business Statistics	BST 204	Skill Development,	2019-20	Academic Council Meetings
Financial Accounting	FAC 205	Skill Development,	2019-20	Academic Council Meetings

English (First Language) - 3	ENG 301	Skill Development	2019-20	Academic Council Meetings
MIL – 3	HIN 302/TEL302	Skill Development	2019-20	Academic Council Meetings
c) Personality Development - I	PD 308	Skill Development,	2019-20	Academic Council Meetings
c) Basic Quality Management	BQM 309	Skill Development,	2019-20	Academic Council Meetings
Human Resource Management	HRM 303	Skill Development,	2019-20	Academic Council Meetings
Information Technology for	ITB 304	Skill Development,	2019-20	Academic Council Meetings
Financial Management	FM 305	Skill Development,	2019-20	Academic Council Meetings
English (First Language) - 4	ENG 401	Skill Development	2019-20	Academic Council Meetings
MIL – 4	HIN 402/	Skill Development	2019-20	Academic Council Meetings
c) Business Correspondence and	BCC 408	Skill Development,	2019-20	Academic Council Meetings
c) Start Up Management	SUM 409	Skill Development,	2019-20	Academic Council Meetings
Business Law and Ethics	BLE 403	Skill Development,	2019-20	Academic Council Meetings
Market Research	MR 404	Skill Development,	2019-20	Academic Council Meetings
Management Science	MS 405	Skill Development,	2019-20	Academic Council Meetings
Basic Computer Skills	B A 101	Skill Development	2019-20	Academic Council Meetings
ENGLISH	B A 102	Skill Development	2019-20	Academic Council Meetings
SECOND LANGUAGE	B A 103	Skill Development	2019-20	Academic Council Meetings
Understanding Political Theory	B A 104	Skill Development,	2019-20	Academic Council Meetings
Micro Economics-I	B A 105	Skill Development,	2019-20	Academic Council Meetings
Basics of Pub.Administration-I	B A 106	Skill Development,	2019-20	Academic Council Meetings
History of India-I (From Earliest Times to	B A 107	Skill Development,	2019-20	Academic Council Meetings
Programming in C	B A 108	Skill Development,	2019-20	Academic Council Meetings
Environmental Studies	B A 201	Skill Development	2019-20	Academic Council Meetings
ENGLISH	B A 202	Skill Development	2019-20	Academic Council Meetings
SECOND LANGUAGE	B A 203	Skill Development	2019-20	Academic Council Meetings
Western Political Thought	B A 204	Skill Development,	2019-20	Academic Council Meetings
Macro Economics-II	B A 205	Skill Development,	2019-20	Academic Council Meetings
Development Dynamics and Emerging	B A 206	Skill Development,	2019-20	Academic Council Meetings
History of India-II (From 700-1526 CE)	B A 207	Skill Development,	2019-20	Academic Council Meetings
Programming in C++	B A 208	Skill Development,	2019-20	Academic Council Meetings

State Administration-IV	BA 407	Skill Development,	2019-20	Academic Council Meetings
History of India-IV (From 1858-1964 CE)	BA 408	Skill Development,	2019-20	Academic Council Meetings
Multimedia Systems	BA 409	Skill Development	2019-20	Academic Council Meetings
Project Planning and Report Writing	BA 301	Skill Development	2019-20	Academic Council Meetings
Entrepreneurship and Development	BA 302	Skill Development	2019-20	Academic Council Meetings
ENGLISH	BA 303	Skill Development	2019-20	Academic Council Meetings
SECOND LANGUAGE	BA 304	Skill Development	2019-20	Academic Council Meetings
Indian Political Thought	BA 305	Skill Development,	2019-20	Academic Council Meetings
Economics statistics-III	BA 306	Skill Development,	2019-20	Academic Council Meetings
Union Administration-III	BA 307	Skill Development,	2019-20	Academic Council Meetings
History of India-III (From 1526-1857 CE)	BA 308	Skill Development,	2019-20	Academic Council Meetings
RDBMS	BA 309	Skill Development,	2019-20	Academic Council Meetings
Forms of Journalistic Writing	BA 401	Skill Development,	2019-20	Academic Council Meetings
Rural Politics and Leadership	BA 402	Skill Development,	2019-20	Academic Council Meetings
ENGLISH	BA 403	Skill Development	2019-20	Academic Council Meetings
SECOND LANGUAGE	BA 404	Skill Development	2019-20	Academic Council Meetings
Constitution an Politics of India	BA 405	Skill Development,	2019-20	Academic Council Meetings
Indian Economic-IV	BA 406	Skill Development,	2019-20	Academic Council Meetings
State Administration-IV	BA 407	Skill Development,	2019-20	Academic Council Meetings
History of India-IV (From 1858-1964 CE)	BA 408	Skill Development,	2019-20	Academic Council Meetings
Multimedia Systems	BA 409	Skill Development,	2019-20	Academic Council Meetings
WATER RESOURCE MANAGEMENT	WRM 509	Skill Development	2016-17	Academic Council Meetings
TELANGANA HERITAGE AND	THC 510	Skill Development	2016-17	Academic Council Meetings
HISTORY V(i)	HIS 501	Skill Development,	2016-17	Academic Council Meetings
HISTORY V(ii)	HIS 502	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS V(i)	ECO 502	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS V(ii)	ECO 503	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE V(i)	POS 503	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE V(ii)	POS 504	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION V(i)	PAD 504	Skill Development,	2016-17	Academic Council Meetings

PUBLIC ADMINISTRATION V(ii)	PAD 505	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU V(i)	MLT 505	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU V(ii)	MLT 506	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION V(i)	CAP 506	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION V(ii)	CAP 507	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES V(i)	RIS 507	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES V(ii)	RIS 508	Skill Development,	2016-17	Academic Council Meetings
PUBLIC HEALTH HYGIENE	PHH 609	Skill Development	2016-17	Academic Council Meetings
PERSONOLITY DEVELOPEMENT	SEC	Skill Development	2016-17	Academic Council Meetings
HISTORY VI(i)	HIS 503	Skill Development,	2016-17	Academic Council Meetings
HISTORY VI(ii)	HIS 503	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS VI(i)	ECO 504	Skill Development,	2016-17	Academic Council Meetings
ECONOMICS VI(ii)	ECO 504	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE VI(i)	POS 505	Skill Development,	2016-17	Academic Council Meetings
POLITICAL SCIENCE VI(ii)	POS 505	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION VI(i)	PAD 506	Skill Development,	2016-17	Academic Council Meetings
PUBLIC ADMINISTRATION VI(ii)	PAD 506	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU VI(i)	MLT 507	Skill Development,	2016-17	Academic Council Meetings
MODERN LANGUAGE TELUGU VI(ii)	MLT 507	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION VI(i)	CAP 509	Skill Development,	2016-17	Academic Council Meetings
COMPUTER APPLICATION VI(ii)	CAP 509	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES VI(i)	RIS 508	Skill Development,	2016-17	Academic Council Meetings
RURAL INDUSTRIES VI(ii)	RIS 508	Skill Development,	2016-17	Academic Council Meetings
Differential and Integral Calculus	MAT103	Skill Development	2019-2020	Academic Council Meetings
Differential Equations	MAT203	Skill Development	2019-2020	Academic Council Meetings
Real Analysis	MAT303	Skill Development	2019-2020	Academic Council Meetings
Algebra	MAT403	Skill Development	2019-2020	Academic Council Meetings
Linear Algebra	MAT501	Skill Development	2019-20	Academic Council Meetings
Numerical Analysis		Skill Development	2019-20	Academic Council Meetings
Mechanics	PHY104	Skill Development,	2019-20	Academic Council Meetings

Mechanics Lab	PHY104 P	Skill Development,	2019-20	Academic Council Meetings
Thermal Physics	PHY 204	Skill Development,	2019-20	Academic Council Meetings
Thermal Physics Lab	PHY 204P	Skill Development,	2019-20	Academic Council Meetings
Electromagnetic Theory	PHY304	Skill Development,	2019-20	Academic Council Meetings
Electromagnetic Theory Lab	PHY304 P	Skill Development,	2019-20	Academic Council Meetings
Waves and Optics	PHY 404	Skill Development,	2019-20	Academic Council Meetings
Waves and Optics Lab	PHY 404P	Skill Development,	2019-20	Academic Council Meetings
Modern Physics	PHY504	Skill Development,	2019-20	Academic Council Meetings
Modern Physics Lab	PHY504 P	Skill Development,	2019-20	Academic Council Meetings
Electronics	PHY604	Skill Development,	2019-20	Academic Council Meetings
Electronics Lab	PHY604 P	Skill Development,	2019-20	Academic Council Meetings
Chemistry-I	CHE106	Skill Development	2019-20	Academic Council Meetings
Laboratory Course	CHE106	Skill Development	2019-20	Academic Council Meetings
Chemistry-II	CHE206	Skill Development	2019-20	Academic Council Meetings
Laboratory Course	CHE206	Skill Development	2019-20	Academic Council Meetings
Chemistry-III	CHE306	Skill Development	2019-20	Academic Council Meetings
Laboratory Course	CHE306	Skill Development	2019-20	Academic Council Meetings
Chemistry-IV	CHE406	Skill Development	2019-20	Academic Council Meetings
Laboratory Course	CHE406	Skill Development	2019-20	Academic Council Meetings
Remedial Methods of Pollution-Drinking	CHE406	Skill Development	2019-20	Academic Council Meetings
A). Spectroscopy and Chromatography	CHE506	Skill Development	2019-20	Academic Council Meetings
Laboratory Course	CHE506	Skill Development	2019-20	Academic Council Meetings
A). Spectroscopy and Chromatography	CHE506	Skill Development	2019-20	Academic Council Meetings
Laboratory Course	CHE506	Skill Development	2019-20	Academic Council Meetings
A). Medicinal Chemistry and Green	CHE606	Skill Development	2019-20	Academic Council Meetings
Laboratory Course	CHE606P	Skill Development	2019-20	Academic Council Meetings
Descriptive Statistics and probability	STA107	Skill Development,	2019-20	Academic Council Meetings
Descriptive Statistics and probability	STA107P	Skill Development,	2019-20	Academic Council Meetings
Probability distributions	STA207	Skill Development,	2019-20	Academic Council Meetings
Probability distributions	STA207P	Skill Development,	2019-20	Academic Council Meetings

Statistical Methods	STA306	Skill Development,	2019-20	Academic Council Meetings
Statistical Methods	STA307P	Skill Development,	2019-20	Academic Council Meetings
Statistical Inference	STA406	Skill Development,	2019-20	Academic Council Meetings
Statistical Inference	STA407P	Skill Development,	2019-20	Academic Council Meetings
Applied Statistics - 1	STA507	Skill Development,	2019-20	Academic Council Meetings
SQC& LPP	STA508	Skill Development,	2019-20	Academic Council Meetings
Applied Statistics - 1	STA507P	Skill Development,	2019-20	Academic Council Meetings
SQC& LPP MS – Excel	STA508P	Skill Development,	2019-20	Academic Council Meetings
Applied Statistics - 2	STA603	Skill Development,	2019-20	Academic Council Meetings
Operation Research and Reliability	STA604	Skill Development,	2019-20	Academic Council Meetings
Applied Statistics - 2	STA603P	Skill Development,	2019-20	Academic Council Meetings
Operation Research and Reliability using	STA604P	Skill Development,	2019-20	Academic Council Meetings
Semester–I Programming in C	CSC108	Skill Development,	2019-20	Academic Council Meetings
Programming in C Practicals	CSC108P	Skill Development,	2019-20	Academic Council Meetings
Semester–II Programming in C++	CSC208	Skill Development,	2019-20	Academic Council Meetings
Programming in C++ Practicals	CSC208P	Skill Development,	2019-20	Academic Council Meetings
Semester–III Data structures Using C++	CSC307	Skill Development,	2019-20	Academic Council Meetings
Data structures Using C++ Practicals	CSC308P	Skill Development,	2019-20	Academic Council Meetings
Semester–IV Database Management	CSC407	Skill Development,	2019-20	Academic Council Meetings
Database Management System Practiclas	CSC408P	Skill Development,	2019-20	Academic Council Meetings
Semester–V Programming in Java	CSC507	Skill Development,	2019-20	Academic Council Meetings
Programming in Java Practicals	CSC508P	Skill Development,	2019-20	Academic Council Meetings
Semester– VI Web Technologies	CSC607	Skill Development,	2019-20	Academic Council Meetings
Web Technologies Practicals	CSC608P	Skill Development,	2019-20	Academic Council Meetings
Fundamentals of Information Technology	DSC108	Skill Development,	2020-21	Academic Council Meetings
Fundamentals of Information Technology	DSC108P	Skill Development,	2020-21	Academic Council Meetings
Problem solving and Python Programming	DSC208	Skill Development,	2020-21	Academic Council Meetings
Problem solving and Python Programming	DSC208P	Skill Development,	2020-21	Academic Council Meetings
Data Engineering with Python	DSC305	Skill Development,	2020-21	Academic Council Meetings
Data Engineering with Python (Lab)	DSC308P	Skill Development,	2020-21	Academic Council Meetings

MachineLearning	DSC405	Skill Development,	2020-21	Academic Council Meetings
MachineLearning (Lab)	DSC405P	Skill Development,	2020-21	Academic Council Meetings
Environmental Science	EVS 107	Skill Development,	2019-20	Academic Council Meetings
English	ENG 101	Skill Development	2019-20	Academic Council Meetings
TELUGU	TEL 102	Skill Development	2019-20	Academic Council Meetings
HINDI	HIN 102	Skill Development	2019-20	Academic Council Meetings
BASIC COMPUTER SKILLS	BCS 207	Skill Development,	2019-20	Academic Council Meetings
English	ENG 201	Skill Development	2019-20	Academic Council Meetings
TELUGU	TEL 202	Skill Development	2019-20	Academic Council Meetings
HINDI	HIN 202	Skill Development	2019-20	Academic Council Meetings
FUNDAMENTALS OF NANO	FNT 308	Skill Development,	2019-20	Academic Council Meetings
BIO STATISTICS	BS 309	Skill Development,	2019-20	Academic Council Meetings
English	ENG 301	Skill Development	2019-20	Academic Council Meetings
TELUGU	TEL 302	Skill Development	2019-20	Academic Council Meetings
HINDI	HIN 302	Skill Development	2019-20	Academic Council Meetings
FUNDAMENTALS OF PYTHON	FPY 408	Skill Development,	2019-20	Academic Council Meetings
REMIDIAL METHODS OF	RPDW & SF 409	Skill Development,	2019-20	Academic Council Meetings
English	ENG 401	Skill Development	2019-20	Academic Council Meetings
TELUGU	TEL 402	Skill Development	2019-20	Academic Council Meetings
HINDI	HIN 402	Skill Development	2019-20	Academic Council Meetings
WATER RESOURCE MANAGEMENT	WRM (GE)	Skill Development,	2019-20	Academic Council Meetings
PUBLIC HEALTH AND HYGIENE	PHH (GE)	Skill Development,	2019-20	Academic Council Meetings
Optional – I: MICROBIAL DIVERSITY	BS104	Skill development	2019-2020	Academic Council Meetings
Optional – I Lab MICROBIAL		Skill development	2019-2020	Academic Council Meetings
Optional – I: GYMNOSPERMS,	BS204	Skill development	2019-2020	Academic Council Meetings
Optional – I Lab GYMNOSPERMS,		Skill development	2019-2020	Academic Council Meetings
Fundamentals of Nano Technology	BS 301	Skill development	2019-2020	Academic Council Meetings
Bio Statistics	BS 302	Skill development	2019-2020	Academic Council Meetings
Optional – I CORE: CELL BIOLOGY	BS305	Skill development	2019-2020	Academic Council Meetings
ELEC: ECOLOGY AND BIODIVERSITY		Skill development	2019-2020	Academic Council Meetings

Optional – I Lab CORE: CELL BIOLOGY	BS303	Skill development	2019-2020	Academic Council Meetings
ELEC: ECOLOGY AND BIODIVERSITY		Skill development	2019-2020	Academic Council Meetings
Fundamentals of Python (Taught by:	BS401	Skill development	2019-2020	Academic Council Meetings
Remedial Methods of Pollution –Drinking	BS402	Skill development	2019-2020	Academic Council Meetings
Optional - I CORE: PLANT	BS405	Skill development	2019-2020	Academic Council Meetings
ELEC: TISSUE CULTURE AND		Skill development	2019-2020	Academic Council Meetings
Optional – I Lab :CORE: PLANT		Skill development	2019-2020	Academic Council Meetings
ELEC: TISSUE CULTURE AND		Skill development	2019-2020	Academic Council Meetings
Water Resource Management (Taught by:	BS 503	Skill development	2019-2020	Academic Council Meetings
Optional – I: CORE: CELL BIOLOGY	BS 504	Skill development	2019-2020	Academic Council Meetings
Optional – I Lab: CORE: CELL		Skill development	2019-2020	Academic Council Meetings
ELEC: ECOLOGY AND BIODIVERSITY		Skill development	2019-2020	Academic Council Meetings
Optional: Public Health & Hygiene	BS 603	Skill development	2019-2020	Academic Council Meetings
Optional – I: CORE: PLANT	BS 604	Skill development	2019-2020	Academic Council Meetings
ELEC: TISSUE CULTURE AND		Skill development	2019-2020	Academic Council Meetings
Optional – I Lab:		Skill development	2019-2020	Academic Council Meetings
Animal Diversity- Invertebrates	BS104	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Animal Diversity- Vertebrates	BS204	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Animal Physiology & Animal Behavior	BS304	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Cell Biology, Genetics & Developmental	BS404	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Immunology and Animal Bio-Technology	BS504	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Ecology, Zoogeography and Evolution.	BS604	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Animal Diversity- Invertebrates	BS104	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings

Animal Diversity- Vartebrates	BS204	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Animal Physiology & Animal Behavior	BS304	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Cell Biology,Genetics & Developmental	BS404	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Immunology and Animal Bio-Technology	BS504	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Ecology,Zoogeography and Evolution.	BS604	Skill development	2019-20	Academic Council Meetings
Lab		Skill development	2019-20	Academic Council Meetings
Introductory Microbiology	BS 104	Skill development	2019-2020	Academic Council Meetings
Lab: Introductory Microbiology		Skill development	2019-2020	Academic Council Meetings
Microbial physiology & Biochemistry	BS 204	Skill development	2019-2020	Academic Council Meetings
Lab: Microbial physiology &		Skill development	2019-2020	Academic Council Meetings
Medical Microbiology and Basics of Immunology	BS 304	Skill development	2019-2020	Academic Council Meetings
		Skill development	2019-2020	Academic Council Meetings
Lab: Medical Microbiology and Basics of Immunology	BS 404	Skill development	2019-2020	Academic Council Meetings
		Skill development	2019-2020	Academic Council Meetings
Molecular biology and Microbial genetics	BS 504	Skill development,	2019-2020	Academic Council Meetings
Lab: Molecular biology and Microbial		Skill development,	2019-2020	Academic Council Meetings
Industrial and Food Microbiology	BS604	Skill development,	2019-2020	Academic Council Meetings
		Skill development,	2019-2020	Academic Council Meetings
Lab: Industrial and Food Microbiology		Skill development,	2019-2020	Academic Council Meetings
		Skill development,	2019-2020	Academic Council Meetings
Environmental Microbiology		Skill development,	2019-2020	Academic Council Meetings
Lab: Environmental Microbiology		Skill development,	2019-2020	Academic Council Meetings
Cell biology and Genetics	BT113	Skill development,	2019-20	Academic Council Meetings
Lab-1	BT113P	Skill development,	2019-20	Academic Council Meetings
Nucleic acids, biostatistics, bioinformatics	BT213	Skill development,	2019-20	Academic Council Meetings
Lab-1	BT213P	Skill development,	2019-20	Academic Council Meetings

Biological chemistry	BT307	Skill development,	2019-20	Academic Council Meetings
Lab-1	BT307P	Skill development,	2019-20	Academic Council Meetings
Microbiology and Immunology	BT407	Skill development,	2019-20	Academic Council Meetings
Lab-1	BT407P	Skill development,	2019-20	Academic Council Meetings
Biostatistics and bioinformatics	BT507	Skill development,	2019-20	Academic Council Meetings
Lab-1	BT513P	Skill development,	2019-20	Academic Council Meetings
Biostatistics and bioinformatics	BT606	Skill development,	2019-20	Academic Council Meetings
Lab-1	BT606P	Skill development,	2019-20	Academic Council Meetings
Semester–I Programming in C	CSC108	Skill Development,	2020-21	Academic Council Meetings
Programming in C Practicals	CSC108P	Skill Development,	2020-21	Academic Council Meetings
Semester–II Programming in C++	CSC208	Skill Development,	2020-21	Academic Council Meetings
Programming in C++ Practicals	CSC208P	Skill Development,	2020-21	Academic Council Meetings
Semester–III Relational Data Base	CSC308	Skill Development,	2020-21	Academic Council Meetings
Relational Data Base Management Systems	CSC308P	Skill Development,	2020-21	Academic Council Meetings
Semester–IV MultiMedia Systems	CSC407	Skill Development,	2020-21	Academic Council Meetings
MultiMedia Systems Practicals	CSC407P	Skill Development,	2020-21	Academic Council Meetings
Semester–I Programming in C	CAP108	Skill Development,	2019-20	Academic Council Meetings
Programming in C Practicals	CAP108P	Skill Development,	2019-20	Academic Council Meetings
Semester–II Programming in C++	CAP208	Skill Development,	2019-20	Academic Council Meetings
Programming in C++ Practicals	CAP208P	Skill Development,	2019-20	Academic Council Meetings
Semester–III Relational Data Base	CAP309	Skill Development,	2019-20	Academic Council Meetings
Relational Data Base Management Systems	CAP308P	Skill Development,	2019-20	Academic Council Meetings
Semester–IV MultiMedia Systems	CAP409	Skill Development,	2019-20	Academic Council Meetings
MultiMedia Systems Practicals	CAP408P	Skill Development,	2019-20	Academic Council Meetings
Semester–V Programming in Java	CAP509	Skill Development,	2019-20	Academic Council Meetings
Programming in Java Practicals	CAP508P	Skill Development,	2019-20	Academic Council Meetings
Semester– VI Web Technologies	CAP609	Skill Development,	2019-20	Academic Council Meetings
Web Technologies Practicals	CAP609P	Skill Development,	2019-20	Academic Council Meetings
Semester–I Programming in C	CSC108	Skill Development,	2020-21	Academic Council Meetings
Programming in C Practicals	CSC108P	Skill Development,	2020-21	Academic Council Meetings

Semester–II Programming in C++	CSC208	Skill Development,	2020-21	Academic Council Meetings
Programming in C++ Practicals	CSC208P	Skill Development,	2020-21	Academic Council Meetings
Semester–III Relational Data Base	CSC308	Skill Development,	2020-21	Academic Council Meetings
Relational Data Base Management Systems	CSC308P	Skill Development,	2020-21	Academic Council Meetings
Semester–IV MultiMedia Systems	CSC407	Skill Development,	2020-21	Academic Council Meetings
MultiMedia Systems Practicals	CSC407P	Skill Development,	2020-21	Academic Council Meetings
Environmental Science	EVS 107	Skill Development,	2019-20	Academic Council Meetings
English	ENG 101	Skill Development	2019-20	Academic Council Meetings
TELUGU	TEL 102	Skill Development	2019-20	Academic Council Meetings
HINDI	HIN 102	Skill Development	2019-20	Academic Council Meetings
BASIC COMPUTER SKILLS	BCS 207	Skill Development,	2019-20	Academic Council Meetings
English	ENG 201	Skill Development	2019-20	Academic Council Meetings
TELUGU	TEL 202	Skill Development	2019-20	Academic Council Meetings
HINDI	HIN 202	Skill Development	2019-20	Academic Council Meetings
FUNDAMENTALS OF NANO	FNT 308	Skill Development,	2019-20	Academic Council Meetings
BIO STATISTICS	BS 309	Skill Development,	2019-20	Academic Council Meetings
English	ENG 301	Skill Development	2019-20	Academic Council Meetings
TELUGU	TEL 302	Skill Development	2019-20	Academic Council Meetings
HINDI	HIN 302	Skill Development	2019-20	Academic Council Meetings
FUNDAMENTALS OF PYTHON	FPY 408	Skill Development,	2019-20	Academic Council Meetings
REMIDIAL METHODS OF	RPDW & SF 409	Skill Development,	2019-20	Academic Council Meetings
English	ENG 401	Skill Development	2019-20	Academic Council Meetings
TELUGU	TEL 402	Skill Development	2019-20	Academic Council Meetings
HINDI	HIN 402	Skill Development	2019-20	Academic Council Meetings
WATER RESOURCE MANAGEMENT	WRM (GE)	Skill Development,	2019-20	Academic Council Meetings
PUBLIC HEALTH AND HYGIENE	PHH (GE)	Skill Development,	2019-20	Academic Council Meetings
English (First Language)	ENG101	Skill Development	2019-20	Academic Council Meetings
Second Language	HIN102/	Skill Development	2019-20	Academic Council Meetings
a) EnvironmentalScience/	EVS 107	Skill Development,	2019-20	Academic Council Meetings
b) Basic ComputerSkills		Skill Development,	2019-20	Academic Council Meetings

Financial Accounting–I	FA 103	Skill Development,	2019-20	Academic Council Meetings
Business Organization and Management	BOM 105	Skill Development,	2019-20	Academic Council Meetings
Fundamentals of Information Technology	FIT 104	Skill Development,	2019-20	Academic Council Meetings
English (First Language)	ENG201	Skill Development	2019-20	Academic Council Meetings
Second Language	HIN102/	Skill Development	2019-20	Academic Council Meetings
a)Basic ComputerSkills/	BCS207	Skill Development,	2019-20	Academic Council Meetings
b)EnvironmentalScience		Skill Development,	2019-20	Academic Council Meetings
Financial Accounting–II	FA 203	Skill Development,	2019-20	Academic Council Meetings
Business Laws	BLS 204	Skill Development,	2019-20	Academic Council Meetings
Programming with C & C++	PC 205	Skill Development,	2019-20	Academic Council Meetings
English (First Language)	ENG 301	Skill Development	2019-20	Academic Council Meetings
Second Language	HIN/	Skill Development	2019-20	Academic Council Meetings
a) Principles of Insurance/	POI/FDM/FBA 308	Skill Development,	2019-20	Academic Council Meetings
b) Foundation of Digital Marketing/		Skill Development,	2019-20	Academic Council Meetings
c) Fundamentals of Business Analytics		Skill Development,	2019-20	Academic Council Meetings
a) Practice of Life Insurance/	PLI/WDA/ABA 309	Skill Development,	2019-20	Academic Council Meetings
b) Web Design & Analytics/		Skill Development,	2019-20	Academic Council Meetings
c) Application of Business Analytics		Skill Development,	2019-20	Academic Council Meetings
Advanced Accounting	AAC 303	Skill Development,	2019-20	Academic Council Meetings
Business Statistics-I	BSS 304	Skill Development,	2019-20	Academic Council Meetings
Relational Database Management System	RDBMS 305	Skill Development,	2019-20	Academic Council Meetings
English (First Language)	ENG 401	Skill Development	2019-20	Academic Council Meetings
d) Practice of General Insurance/	PGI/SMM/BI 408	Skill Development	2019-20	Academic Council Meetings
a)Regulation of Insurance Business/ b)	RI/SIOO/DVS 409	Skill Development,	2019-20	Academic Council Meetings
Income Tax/Excel Foundation	ITX 403	Skill Development,	2019-20	Academic Council Meetings
Business Statistics-II	BSS 404	Skill Development,	2019-20	Academic Council Meetings
Web Technologies	WEB 405	Skill Development,	2019-20	Academic Council Meetings
English (First Language)	ENG 501	Skill Development	2019-20	Academic Council Meetings
Second Language	HIN/TEL502	Skill Development	2019-20	Academic Council Meetings
a) Business Economics /	BE 503	Skill Development,	2019-20	Academic Council Meetings

b) Advanced Aspects of Income Tax	BE 303	Skill Development,	2019-20	Academic Council Meetings
a) Cost Accounting/	CA/FPP/IFR 504	Skill Development,	2019-20	Academic Council Meetings
b) Financial Planning & Performance/		Skill Development,	2019-20	Academic Council Meetings
c) International Financial Reporting-I		Skill Development,	2019-20	Academic Council Meetings
a) Computerized Accounting/		OMA/FDM/ITR 50	Skill Development,	2019-20
b) Financial Decision Making-I/	Skill Development,		2019-20	Academic Council Meetings
c) International Tax & Regulation	Skill Development,		2019-20	Academic Council Meetings
a) Management Information Systems/	COM/MIS/MC 50	Skill Development,	2019-20	Academic Council Meetings
b) Ecommerce/c) Mobile Applications		Skill Development,	2019-20	Academic Council Meetings
English (First Language)	ENG 601	Skill Development	2019-20	Academic Council Meetings
Second Language	HIN602/	Skill Development	2019-20	Academic Council Meetings
Research Methodology and Project Report	RMPR 603	Skill Development,	2019-20	Academic Council Meetings
a) Cost Control and	CCMA 604	Skill Development,	2019-20	Academic Council Meetings
b) Financial control/	FC 604	Skill Development,	2019-20	Academic Council Meetings
c) International Financial Reporting-II	IF 604	Skill Development,	2019-20	Academic Council Meetings
a) Theory and Practice of GST/	TPG/FDM/IA 605	Skill Development,	2019-20	Academic Council Meetings
b) Financial Decision Making-II /		Skill Development,	2019-20	Academic Council Meetings
c) International Auditing		Skill Development,	2019-20	Academic Council Meetings
a) Multimedia Systems/	CS/MS/DA 606	Skill Development,	2019-20	Academic Council Meetings
b) Cyber Security/c) Data Analytics		Skill Development,	2019-20	Academic Council Meetings
English (First Language) - 1	ENG 101	Skill Development	2019-20	Academic Council Meetings
MIL – 1	HIN102/	Skill Development	2019-20	Academic Council Meetings
Environmental Science	EVS 107	Skill Development,	2019-20	Academic Council Meetings
Principles of Management	POM 103	Skill Development,	2019-20	Academic Council Meetings
Basics of Marketing	BOM 106	Skill Development,	2019-20	Academic Council Meetings
Business Economics	BES 104	Skill Development,	2019-20	Academic Council Meetings
English (First Language) - 2	ENG 201	Skill Development,	2019-20	Academic Council Meetings
MIL – 2	HIN 202/TEL202	Skill Development,	2019-20	Academic Council Meetings
Basic Computer Skills	BCS 207	Skill Development,	2019-20	Academic Council Meetings
Organisational Behaviour	OB 203	Skill Development,	2019-20	Academic Council Meetings

Business Statistics	BST 204	Skill Development,	2019-20	Academic Council Meetings
Financial Accounting	FAC 205	Skill Development,	2019-20	Academic Council Meetings
English (First Language) - 3	ENG 301	Skill Development	2019-20	Academic Council Meetings
MIL – 3	HIN 302/	Skill Development	2019-20	Academic Council Meetings
c) Personality Development - I	PD 308	Skill Development,	2019-20	Academic Council Meetings
c) Basic Quality Management	BQM 309	Skill Development,	2019-20	Academic Council Meetings
Human Resource Management	HRM 303	Skill Development,	2019-20	Academic Council Meetings
Information Technology for	ITB 304	Skill Development,	2019-20	Academic Council Meetings
Financial Management	FM 305	Skill Development,	2019-20	Academic Council Meetings
English (First Language) - 4	ENG 401	Skill Development	2019-20	Academic Council Meetings
MIL – 4	HIN 402/	Skill Development	2019-20	Academic Council Meetings
c) Business Correspondence and	BCC 408	Skill Development,	2019-20	Academic Council Meetings
c) Start Up Management	SUM 409	Skill Development,	2019-20	Academic Council Meetings
Business Law and Ethics	BLE 403	Skill Development,	2019-20	Academic Council Meetings
Market Research	MR 404	Skill Development,	2019-20	Academic Council Meetings
Management Science	MS 405	Skill Development,	2019-20	Academic Council Meetings
English (First Language) - 5	ENG 501	Skill Development	2019-20	Academic Council Meetings
MIL – 5	HIN 502/	Skill Development	2019-20	Academic Council Meetings
Mobile Commerce	MC(GE) 503	Skill Development,	2019-20	Academic Council Meetings
d) Financial Markets and Services (F)	BM 504	Skill Development,	2019-20	Academic Council Meetings
d) Analysis of Investment in Financial	RM 505	Skill Development,	2019-20	Academic Council Meetings
d) Insurance Services (F)	CRM 506	Skill Development,	2019-20	Academic Council Meetings
English (First Language) – 6	ENG 601	Skill Development	2019-20	Academic Council Meetings
MIL – 6	HIN 602/	Skill Development	2019-20	Academic Council Meetings
Business Analytics	BA(GE)	Skill Development,	2019-20	Academic Council Meetings
d) Banking (F)	BB 604	Skill Development,	2019-20	Academic Council Meetings
d) Risk Analysis And Management (F)	ASP 605	Skill Development,	2019-20	Academic Council Meetings
d) International Finance (F)	RM 607	Skill Development,	2019-20	Academic Council Meetings
Project Report & Viva-Voce	PRV 607	Skill Development,	2019-20	Academic Council Meetings
English (First Language)	ENG101	Skill Development	2019-20	Academic Council Meetings

Second Language	HIN/TEL102	Skill Development	2019-20	Academic Council Meetings
a) EnvironmentalScience/	EVS 107	Skill Development,	2019-20	Academic Council Meetings
b) Basic ComputerSkills		Skill Development,	2019-20	Academic Council Meetings
Financial Accounting–I	FA 103	Skill Development,	2019-20	Academic Council Meetings
Business Organization and Management	BOM 105	Skill Development,	2019-20	Academic Council Meetings
Data Driven Decision Making	DDM 104	Skill Development,	2019-20	Academic Council Meetings
English (First Language)	ENG201	Skill Development	2019-20	Academic Council Meetings
Second Language	HIN/	Skill Development	2019-20	Academic Council Meetings
a)Basic ComputerSkills/	BCS 207	Skill Development,	2019-20	Academic Council Meetings
b)EnvironmentalScience		Skill Development,	2019-20	Academic Council Meetings
Financial Accounting–II	FA 203	Skill Development,	2019-20	Academic Council Meetings
Business Laws	BLS 204	Skill Development,	2019-20	Academic Council Meetings
Business analytics Essentials	DAE 205	Skill Development,	2019-20	Academic Council Meetings
Basic Computer Skills	B A 101	Skill Development,	2019-20	Academic Council Meetings
ENGLISH	B A 102	Skill Development	2019-20	Academic Council Meetings
SECOND LANGUAGE	B A 103	Skill Development	2019-20	Academic Council Meetings
Understanding Political Theory	B A 104	Skill Development,	2019-20	Academic Council Meetings
Micro Economics-I	B A 105	Skill Development,	2019-20	Academic Council Meetings
Basics of Pub.Administration-I	B A 106	Skill Development,	2019-20	Academic Council Meetings
History of India-I (From Earliest Times to	B A 107	Skill Development,	2019-20	Academic Council Meetings
Programming in C	B A 108	Skill Development,	2019-20	Academic Council Meetings
Environmental Studies	B A 201	Skill Development	2019-20	Academic Council Meetings
ENGLISH	B A 202	Skill Development	2019-20	Academic Council Meetings
SECOND LANGUAGE	B A 203	Skill Development	2019-20	Academic Council Meetings
Western Political Thought	B A 204	Skill Development,	2019-20	Academic Council Meetings
Macro Economics-II	B A 205	Skill Development,	2019-20	Academic Council Meetings
Development Dynamics and Emerging	B A 206	Skill Development,	2019-20	Academic Council Meetings
History of India-II (From 700-1526 CE)	B A 207	Skill Development,	2019-20	Academic Council Meetings
Programming in C++	B A 208	Skill Development,	2019-20	Academic Council Meetings
State Administration-IV	B A 407	Skill Development,	2019-20	Academic Council Meetings

History of India-IV (From 1858-1964 CE)	B A 408	Skill Development,	2019-20	Academic Council Meetings
Multimedia Systems	B A 409	Skill Development,	2019-20	Academic Council Meetings
Project Planning and Report Writing	BA 301	Skill Development,	2019-20	Academic Council Meetings
Entrepreneurship and Development	BA 302	Skill Development,	2019-20	Academic Council Meetings
ENGLISH	BA 303	Skill Development	2019-20	Academic Council Meetings
SECOND LANGUAGE	BA 304	Skill Development	2019-20	Academic Council Meetings
Indian Political Thought	BA 305	Skill Development,	2019-20	Academic Council Meetings
Economics statistics-III	BA 306	Skill Development,	2019-20	Academic Council Meetings
Union Administration-III	BA 307	Skill Development,	2019-20	Academic Council Meetings
History of India-III (From 1526-1857 CE)	BA 308	Skill Development,	2019-20	Academic Council Meetings
RDBMS	BA 309	Skill Development,	2019-20	Academic Council Meetings
Forms of Journalistic Writing	BA 401	Skill Development,	2019-20	Academic Council Meetings
Rural Politics and Leadership	BA 402	Skill Development,	2019-20	Academic Council Meetings
ENGLISH	BA 403	Skill Development	2019-20	Academic Council Meetings
SECOND LANGUAGE	BA 404	Skill Development	2019-20	Academic Council Meetings
Constitution an Politics of India	BA 405	Skill Development,	2019-20	Academic Council Meetings
Indian Economic-IV	BA 406	Skill Development,	2019-20	Academic Council Meetings
State Administration-IV	BA 407	Skill Development,	2019-20	Academic Council Meetings
History of India-IV (From 1858-1964 CE)	BA 408	Skill Development,	2019-20	Academic Council Meetings
Multimedia Systems	BA 409	Skill Development,	2019-20	Academic Council Meetings
ENGLISH	BA 501	Skill Development	2019-20	Academic Council Meetings
SECOND LANGUAGE	BA 502	Skill Development	2019-20	Academic Council Meetings
Good Governance	BA 503	Skill Development,	2019-20	Academic Council Meetings
International Relations	BA 504	Skill Development,	2019-20	Academic Council Meetings
Public Economics-V	BA 505	Skill Development,	2019-20	Academic Council Meetings
Rural Governance-V	BA 506	Skill Development,	2019-20	Academic Council Meetings
History of the Modern world (From 1453	BA 507	Skill Development,	2019-20	Academic Council Meetings
Programming in JAVA	BA 508	Skill Development,	2019-20	Academic Council Meetings
ENGLISH	BA 601	Skill Development	2019-20	Academic Council Meetings
SECOND LANGUAGE	BA 602	Skill Development	2019-20	Academic Council Meetings

Cultural Tourism in India	BA 603	Skill Development,	2019-20	Academic Council Meetings
Global Politics	BA 606	Skill Development,	2019-20	Academic Council Meetings
Inter Union Economics-VI	BA 607	Skill Development,	2019-20	Academic Council Meetings
Urban Governance-VI	BA 608	Skill Development,	2019-20	Academic Council Meetings
History and Cultural Telangana (From	BA 609	Skill Development,	2019-20	Academic Council Meetings
Web technologies	BA 610	Skill Development,	2019-20	Academic Council Meetings