

**SYLLABUS**  
**FOR**  
**MODERN OFFICE MANAGEMENT**  
**THREE YEARS COURSE**  
**(1<sup>ST</sup> , 2<sup>ND</sup> , 3<sup>RD</sup> , 4<sup>TH</sup> , 5<sup>TH</sup> & 6<sup>TH</sup> SEMESTER )**

**EFFECTIVE FROM 2009-10 ACADEMIC SESSION**

**STATE COUNCIL FOR**  
**TECHNICAL EDUCATION & VOCATIONAL TRAINING,**  
**ORISSA**  
**BHUBANESWAR.**

The Syllabus of Modern Office Management ( MOM) course has been restructured after incorporating valuable suggestions from the following Educationalists / Experts from Corporate sector for better appreciation of the students in the market.

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- ◆ Sri Sangram Keshari Mishra, Addl. Director, DTE&T, Orissa.
- ◆ Sri D.K. Mallick, Secretary, SCTE & VT, Orissa.
- ◆ Dr. A.C. Patra, Principal, Women's Polytechnic, Dhenkanal
- ◆ Dr. Ranjan Kumar Bal, Professor (Commerce) Utkal University.
  
- ◆ Prof. Dr. R. Srinibasan, NITTTR, Kolkata.
  
- ◆ Prof. Dr. Urmila Kur, NITTTR, Kolkata
  
- ◆ Smt. Sabita Dash, Vice Principal, W.P., BBSR
- ◆ Smt. Kalpana Panigrahi, Sr. Lecturer, I.T., W.P., BBSR
- ◆ Sri B.B. Badhai, Training Supdt., UGIE, Rourkela.
- ◆ Sri M. Sahoo, RP (MOM) , W.P., BBSR
- ◆ Ms. Bandita Satpathy, RP (ENGLISH) , W.P. , BBSR
- ◆ Sri R.K. Choudhury, RP ( MOM) , W.P., BBSR
- ◆ Sri N.R. Patro, Sr. Instructor (MOM) , W.P., BBSR

Dr. Manindra Narayan Nayak,  
Sr. Lect , MOM,  
Women's Polytechnic, Bhubaneswar

**STRUCTURE OF SYLLABUS****1<sup>ST</sup> SEMESTER**

| <b>SL NO</b> | <b>NAME OF THE PAPERS</b>               | <b>MARKS</b> |
|--------------|---|--------------|
| <b>1</b>     | <b>COMMUNICATIVE ENGLISH -I</b>         | <b>50</b>    |
| <b>2</b>     | <b>BUSINESS STUDIES</b>                 | <b>100</b>   |
| <b>3</b>     | <b>FINANCIAL ACCOUNTING - I</b>         | <b>100</b>   |
| <b>4</b>     | <b>MICRO ECONOMICS</b>                  | <b>100</b>   |
| <b>5</b>     | <b>STENOGRAPHY &amp; DATA ENTRY - I</b> | <b>100</b>   |
| <b>6</b>     | <b>SEMINAR &amp; GROUP DISCUSSION</b>   | <b>50</b>    |
| <b>7</b>     | <b>LIBRARY STUDIES</b>                  | <b>---</b>   |
|              | <b>TOTAL</b>                            | <b>500</b>   |

**2<sup>ND</sup> SEMESTER**

| <b>SL NO</b> | <b>NAME OF THE PAPERS</b>                   | <b>MARKS</b> |
|--------------|---|--------------|
| <b>1</b>     | <b>COMMUNICATIVE ENGLISH - II</b>           | <b>50</b>    |
| <b>2</b>     | <b>BUSINESS ENVIRONMENT</b>                 | <b>100</b>   |
| <b>3</b>     | <b>FINANCIAL ACCOUNTING - II</b>            | <b>100</b>   |
| <b>4</b>     | <b>OFFICE ORGANIZATION &amp; MANAGEMENT</b> | <b>100</b>   |
| <b>5</b>     | <b>STENOGRAPHY &amp; DATA ENTRY - II</b>    | <b>100</b>   |
| <b>6</b>     | <b>SEMINAR &amp; GROUP DISCUSSION</b>       | <b>50</b>    |
| <b>7</b>     | <b>LIBRARY STUDIES</b>                      | <b>--</b>    |
|              | <b>TOTAL</b>                                | <b>500</b>   |

**3<sup>RD</sup> SEMESTER**

| <b>SL NO</b> | <b>NAME OF THE PAPERS</b>    | <b>MARKS</b> |
|--------------|------------------------------|--------------|
| 1            | MANAGEMENT COMMUNICATION - I | 50           |
| 2            | BUSINESS LAW                 | 100          |
| 3            | BUSINESS STATISTICS          | 100          |
| 4            | BUSINESS ECONOMICS           | 100          |
| 5            | COMPUTER APPLICATION         | 100          |
| 6            | SEMINAR & GROUP DISCUSSION   | 50           |
| 7            | LIBRARY STUDIES              |              |
|              | <b>TOTAL</b>                 | <b>500</b>   |

**4<sup>TH</sup> SEMESTER**

| <b>SL NO</b> | <b>NAME OF THE PAPERS</b>          | <b>MARKS</b> |
|--------------|------------------------------------|--------------|
| 1            | MANAGEMENT COMMUNICATION - II      | 50           |
| 2            | COMPANY LAW & SECRETARIAL PRACTICE | 100          |
| 3            | COST & MANAGEMENT ACCOUNTING       | 100          |
| 4            | MARKETING MANAGEMENT               | 100          |
| 5            | MIS & E-BUSINESS                   | 100          |
| 6            | SEMINAR & GROUP DISCUSSION         | 50           |
| 7            | LIBRARY STUDIES                    | -            |
|              | <b>TOTAL</b>                       | <b>500</b>   |

**5<sup>TH</sup> SEMESTER**

| <b>SL NO</b> | <b>NAME OF THE PAPERS</b>             | <b>MARKS</b> |
|--------------|---------------------------------------|--------------|
| <b>1</b>     | <b>SOCIETY &amp; CULTURE</b>          | <b>50</b>    |
| <b>2</b>     | <b>ENTREPRENEURSHIP</b>               | <b>100</b>   |
| <b>3</b>     | <b>FINANCIAL MANAGEMENT</b>           | <b>100</b>   |
| <b>4</b>     | <b>ODISHA COMMERCIAL TAXES</b>        | <b>100</b>   |
| <b>5</b>     | <b>COMPUTERISED ACCOUNTING</b>        | <b>100</b>   |
| <b>6</b>     | <b>SEMINAR &amp; GROUP DISCUSSION</b> | <b>50</b>    |
| <b>7</b>     | <b>LIBRARY STUDIES</b>                | <b>-</b>     |
|              | <b>TOTAL</b>                          | <b>500</b>   |

**6<sup>TH</sup> SEMESTER**

| <b>SL NO</b> | <b>NAME OF THE PAPERS</b>                   | <b>MARKS</b> |
|--------------|---|--------------|
| <b>1</b>     | <b>INTER PERSONAL COMMUNICATION</b>         | <b>50</b>    |
| <b>2</b>     | <b>MANAGEMENT PRINCIPLES &amp; PRACTICE</b> | <b>100</b>   |
| <b>3</b>     | <b>AUDITING &amp; TAXATION</b>              | <b>100</b>   |
| <b>4</b>     | <b>PROJECT WORK</b>                         | <b>100</b>   |
| <b>5</b>     | <b>OFFICE EQUIPMENT &amp; DOCUMENTATION</b> | <b>100</b>   |
| <b>6</b>     | <b>SEMINAR &amp; GROUP DISCUSSION</b>       | <b>50</b>    |
| <b>7</b>     | <b>LIBRARY STUDIES</b>                      | <b>-</b>     |
|              | <b>TOTAL</b>                                | <b>500</b>   |

**PERIOD DISTRIBUTION**

|   |                   |
|---|-------------------|
| <b>TOTAL NO OF WEEKS PER SEMESTER</b>             | <b>15</b>         |
| <b>TOTAL NO OF PERIODS PER WEEK</b>               | <b>39</b>         |
| <b>PERIODS IN WEEK DAYS (EXCEPTING SATURDAYS)</b> | <b>7+</b>         |
| <b>PERIODS IN SATURDAY</b>                        | <b>4</b>          |
| <b>DURATION OF A PERIOD</b>                       | <b>55 MINUTES</b> |

**PASS MARKS**

|                                |                         |
|--------------------------------|-------------------------|
| <b>THEORY</b>                  | <b>35 %</b>             |
| <b>PRACTICAL</b>               | <b>50 %</b>             |
| <b>AGGREGATE</b>               | <b>40 %</b>             |
| <b>1<sup>ST</sup> DIVISION</b> | <b>60 % &amp; ABOVE</b> |
| <b>HONOURS</b>                 | <b>70 % &amp; ABOVE</b> |

# SEMESTER - I

**SEMESTER- I**

| SL. NO. | PAPERS                      | PERIODS   |           | EVALUATION SCHEME |           |            |           | TOTAL      |
|---------|-----------------------------|-----------|-----------|-------------------|-----------|------------|-----------|------------|
|         |                             |           |           |                   |           | END EXAM.  |           |            |
|         |                             | THEORY    | PR.       | I.A.              | SESSIONAL | TH.        | PR.       |            |
| 1.      | COMMUNICATIVE ENGLISH- I    | 04        | --        | 10                | --        | 40         | --        | 50         |
| 2.      | BUSINESS STUDIES            | 06        | --        | 20                | --        | 80         | --        | 100        |
| 3.      | FINANCIAL ACCOUNTING- I     | 06        | --        | 20                | --        | 80         | --        | 100        |
| 4.      | MICRO ECONOMICS             | 06        |           | 20                | --        | 80         | --        | 100        |
| 5.      | STENOGRAPHY & DATA ENTRY- I | 06        | 07        | --                | 25        | 50         | 25        | 100        |
| 6.      | SEMINAR & GD                | --        | 02        | --                | 25        | --         | 25        | 50         |
| 7       | LIBRARY STUDY               | 02        | --        | --                | --        | --         | --        | --         |
|         | <b>TOTAL</b>                | <b>30</b> | <b>09</b> | <b>70</b>         | <b>50</b> | <b>330</b> | <b>50</b> | <b>500</b> |

**THEORY- I**  
**COMMUNICATIVE ENGLISH**

**TOTAL PERIODS :60**  
**PERIODS P/W : 04**

**EXAM: 2 HOURS**  
**FULL MARKS:50**  
**END EXAM: 40, I.A-10**

Objective- To develop students' reading and writing skill in English.

|          |   |            |
|----------|---|------------|
| UNIT- I  | GRAMMAR   | 18 PERIODS |
|          | 1.1 ARTICLES , DETERMINER   |            |
|          | 1.2 COUNTABLE & UNCOUNTABLE NOUNS   |            |
|          | 1.3 VERB, AUXILIARY SYSTEM  |            |
|          | 1.4 TENSE   |            |
|          | 1.5 SUBJECT-VERB AGREEMENT  |            |
| UNIT-II  | STUDY SKILLS  | 08 PERIODS |
|          | 2.1 USE OF DICTIONARY,  |            |
|          | 2.2 ABSTRACT,   |            |
|          | 2.3 CONTENT,  |            |
|          | 2.4 BIBLIOGRAPHY & INDEX  |            |
| UNIT-III | READING SKILLS  | 22 PERIODS |
|          | (TO BE ASSESSED THROUGH AN UNKNOWN PASSAGE<br>ON ANY TOPIC IN ABOUT 300 - 350 WORDS.) |            |
|          | 3.1 GENERICS SKILL OF READING   |            |
|          | 3.2 SUB SKILLS OF READING   |            |
|          | 3.3 SKIMMING, SCANNING, INFERENCE & EVALUATION  |            |
| UNIT-IV  | PARAGRAPH WRITING   | 12 PERIODS |
|          | 4.1 METHODS OF PARAGRAPH WRITING  |            |
|          | 4.2 TYPES : GENERAL – SPECIFIC  |            |
|          | PROCESS-DESCRIPTION   |            |

REFERENCE BOOKS :-

1. WREN AND MARTIN HIGH SCHOOL GRAMMAR, S. CHAND PUBLICATIONS
2. BUSINESS COMMUNICATION- RAI & RAI , HIMALAYA PUBLICATIONS.
3. PROFESSIONAL COMMUNICATION SKILLS- AK JAIN, PRAVIN SR BHATIA , AM SHEIKH, S. CHAND PUBLICATIONS

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**THEORY-II  
BUSINESS STUDIES**

**TOTAL PERIODS :90  
PERIOD P/W : 06**

**EXAM: 3 HOURS  
FULL MARKS:100  
END EXAM: 80, I.A-20**

Objective-To acquaint students with different forms and concepts of business organization

|     |  |            |
|-----|--|------------|
| 1.0 | NATURE &SCOPE OF BUSINESS  | 10PERIODS  |
|     | 1.1 CLASSIFICATION OF BUSINESS ACTIVITIES  |            |
|     | 1.2 SOCIAL RESPONSIBILITY OF BUSINESS  |            |
|     | 1.3 ESTABLISHING NEW BUSINESS  |            |
| 2.0 | FORMS OF BUSINESS ORGANISATION   | 30 PERIODS |
|     | 2.1 SOLE TRADING CONCERN   |            |
|     | 2.2 PARTNERSHIP  |            |
|     | 2.3 JOINT STOCK COMPANY  |            |
|     | 2.4 CO-OPERATIVE SOCIETIES   |            |
|     | 2.5 PUBLIC ENTERPRISES   |            |
|     | 2.6 MNC  |            |
|     | (FEATURES, MERITS AND DEMERITS OF EACH ORGANIZATION)   |            |
| 3.0 | COMPANY FORMATION &PROMOTION   | 10 PERIODS |
|     | 3.1 STAGES IN PROMOTION  |            |
|     | 3.2 TYPES OF COMPANIES   |            |
|     | 3.3 DRAFTING OF VARIOUS DOCUMENTS LIKE<br>MEMORANDUM OF ASSOCIATION<br>ARTICLES OF ASSOCIATION<br>PROSPECTUS |            |
| 4.0 | FOREIGN TRADE  | 10 PERIODS |
|     | 4.1 FORMALITIES WITH IMPORT & EXPORT TRADE   |            |
|     | 4.2 DRAFTING OF VARIOUS DOCUMENTS USED IN FOREIGN TRADE  |            |
|     | 4.3 COMPONENTS, OBJECTIVES & ITS ENVIRONMENT   |            |
| 5.0 | STOCK EXCHANGE   | 10 PERIODS |
|     | 5.1 MEANING AND NATURE   |            |
|     | 5.2 ROLE & FUNCTIONS OF STOCK EXCHANGE   |            |
| 6.0 | FINANCIAL INSTITUTIONS   | 10 PERIODS |
|     | 6.1 ROLE & FUNCTIONS   |            |
|     | 6.2 TYPES OF FINANCIAL INSTITUTIONS<br>IDBI, IFCI, ICICI, SFC, LIC, UTI, GIC                                 |            |
| 7.0 | INSURANCE  | 10 PERIODS |
|     | 7.1 MEANING, DEFINITION  |            |
|     | 7.2 PRINCIPLES & NEED OF INSURANCE   |            |

**REFERECNE BOOKS:**

1. BUSINESS ORGANIZATION & MANAGEMENT BY M.C. SHUKLA, S. CHAND & CO.,
2. MODERN BUSINESS ORGANISATON & MANAGEMENT SYSTEMS APPROACH BY SHERLEKAR & SHERLEKAR, HIMALAYA PUBLISHERS.
3. BUSINESS ORGANISATION BY Y.K. BHUSAN, S. CHAND & CO.
4. FUNDAMENTALS OF PUBLIC ENTERPRISES , BY SAHOO & SAHOO , KALYANI PUBLISHERS.

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**THEORY-III**  
**FINANCIAL ACCOUNTING-I**

**TOTAL PERIODS :90**

**EXAM: 3 HOURS**

**PERIOD P/W : 06**

**FULL MARKS:100**

**END EXAM: 80, I.A-20**

Objective- To impart basic accounting knowledge as applicable to business.

|                  |  |            |
|------------------|--|------------|
| <b>UNIT- I</b>   | MEANING & SCOPE OF ACCOUNTING  | 20PERIODS  |
|                  | NEED, DEVELOPMENT , DEFINITION OF ACCOUNTING , BRANCHES , OBJECTIVES OF ACCOUNTING , PERSONS INTERESTED IN ACCOUNTING , ACCOUNTING PRINCIPLES , ACCOUNTING STANDARDS , ACCOUNTING CYCLE , GOLDEN PRINCIPLES OF ACCOUNTING , JOURNAL, LEDGER, TRIAL BALANCE . |            |
| <b>UNIT- II</b>  | FINAL ACCOUNT (WITH ADJUSTMENT)  | 20 PERIODS |
|                  | CAPITAL & REVENUE , CLASSIFICATION OF EXPENDITURE, CLASSIFICATION OF RECEIPTS, FINAL ACCOUNT-MANUFACTURING , TRADING, PROFIT & LOSS ACCOUNT ,BALANCE SHEET .   |            |
| <b>UNIT- III</b> | DEPRECIATION ACCOUNTING  | 10 PERIODS |
|                  | MEANING OF DEPRECIATION, CAUSES OF DEPRECIATION, METHODS OF DEPRECIATION , DEPRECIATION ACCOUNTING .   |            |
| <b>UNIT- IV</b>  | CONSIGNMENT ACCOUNTING   | 20 PERIODS |
|                  | MEANING, DEFINITION OF CONSIGNMENT, ACCOUNT SALES, CONSIGNMENT LOSS , PROFORMA INVOICE, PROFIT DETERMINATION .   |            |
| <b>UNIT- V</b>   | ACCOUNTING OF NON-TRADING CONCERNS   | 20 PERIODS |
|                  | RECEIPT & PAYMENT A/C, INCOME & EXPENDITURE A/C , BALANCE SHEET .  |            |

REFERECNE BOOKS:

1. ADVANCED ACCOUNTS- JAIN & NARANG, KALYANI PUBLISHERS
2. FINANCIAL ACCOUNTING – DR. R.K. BAL, S. CHAND PUBLICATIONS
3. ADVANCED ACCOUNTANCY- ARULANANDAM, HIMALAYA PUBLICATIONS
4. ADVANCED ACCOUNTANCY- R.L. GUPTA, M.S. RADHASWAMY, S.CHAND
5. INTRODUCTION TO ACCOUNTANCY- T.S.GREWAL, S.CHAND PUBLICATIONS

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**THEORY- IV**  
**MICRO ECONOMICS-I**

**TOTAL PERIODS :90****EXAM: 3 HOURS****PERIOD P/W : 06****FULL MARKS:100****END EXAM: 80, I.A-20**

Objective- To acquaint students with the Micro Economic Principles

UNIT- I INTRODUCTION 15 PERIODS

MEANING & DEFINITION OF ECONOMICS, SCOPE & NATURE OF ECONOMICS, NATURE OF ECONOMIC LAWS .

UNIT- II THEORY OF CONSUMPTION 20 PERIODS

UTILITY, CARDINAL & ORDINAL MEASUREMENT OF UTILITY, LAW OF DIMINISHING MARGINAL UTILITY ,LAW OF EQUI-MARGINAL UTILITY , DEMAND-DETERMINANTS OF DEMAND, EXTENSION & CONTRACTION OF DEMAND, DEMAND SCHEDULE, DEMAND CURVE, LAW OF DEMAND , ELASTICITY OF DEMAND- DETERMINANTS OF ELASTICITY OF DEMAND, TYPES OF ELASTICITY OF DEMAND, MEASUREMENT OF ELASTICITY OF DEMAND .

UNIT- III COST ANALYSIS 20 PERIODS

COST- MEANING & DEFINITION, TYPES OF COSTS , TYPES OF COST CURVES, BEHAVIOR OF DIFFERENT COST CURVES IN SHORT RUN & LONG RUN.

UNIT- IV MARKET STRUCTURE 20 PERIODS

MARKET - TYPES OF MARKETS, PRICE DETERMINATION UNDER PERFECT COMPETITION & MONOPOLY .

UNIT- V THEORY OF FIRM &amp; PROFITABILITY ANALYSIS 15 PERIODS

THEORIES OF FIRM, PROFIT- DIFFERENT THEORIES OF PROFIT.

REFERECNE BOOKS:

1. ADVANCED ECONOMIC THEORY - H.L. AHUJA, S.CHAND PUBLISHERS
2. MICRO ECONOMICS- MISHRA &PURI, HIMALAYA PUBLICATIONS
3. MODERN MICRO ECONOMICS- H.L. AHUJA- S.C HAND PUBLISHERS

**STENOGRAPHY & DATA ENTRY - I**

**TOTAL PERIODS :195**

**EXAM: 3 HOURS**

**PERIOD P/W : TH.06+PR.07**

**FULL MARKS:100**

**END EXAM: 50, SESS-25, PR-25**

Objective- To impart knowledge on Stenography and basics of Computer

|                  |   |             |
|------------------|---|-------------|
| <b>UNIT- I</b>   | SHORTHAND   | 30 PERIODS  |
|                  | IMPORTANCE OF SHORTHAND, RELATED SUBJECTS, EMPHASIS ON PHONETIC SYSTEM, VARIOUS TOOLS REQUIRED, HOLDING OF PEN AND NOTEBOOKS AND THEIR QUALITY , EXPLANATION OF CONSONANTS. |             |
| <b>UNIT- II</b>  | VOWELS  | 25 PERIODS  |
|                  | VOWEL SOUNDS, INTERVENING VOWELS AND POSITIONS, GRAMMALOGOUS, PHARASEOGRAPHY & PUNCTUATION MARKS  |             |
| <b>UNIT- III</b> | CIRCLES, HOOKS, LOOPS   | 20 PERIODS  |
|                  | VOWEL INDICATIONS, JOINING OF OUTLINES, INITIAL & FINAL HOOKS, HALVING & DOUBLING PRINCIPLES .  |             |
| <b>UNIT- IV</b>  | DYPHONS, MEDIALS , SEMI-CIRCLES   | 15 PERIODS  |
|                  | COMPOUND WORDS, PREFIXES & SUFFIXES ,GENERAL CONSTRUCTIONS & FIGURES .  |             |
| UNIT - V         | DATA ENTRY  | 105 PERIODS |
|                  | WORD PROCESSING AND FREE HAND IN KEYBOARD PRESSING  |             |

**REFERECNE BOOKS:**

1. PITMAN SHORTHAND- SHORTHAND PUBLICATIONS
2. FUNDAMENTALS OF COMPUTERS- D.P. NAGPAL, S.CHAND PUBLISHERS
3. COMPUTER FUNDAMENTALS- SONI, HIMALAYA PUBLICATIONS

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**SEMINAR & GD**

**TOTAL MARKS-50**

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Objective- To develop skill in presentation of Seminar and participate in G.D.

ONE SEMINAR AND ONE GROUP DISCUSSION WILL BE HELD ALTERNATIVELY AT LEAST ONCE IN EVERY TWO MONTHS. THREE SEMINAR TOPICS WILL BE DECLARED AT THE BEGINNING OF EACH SEMESTER.

FOR EACH TOPIC EACH STUDENT WILL BE ALLOTTED TO A FACULTY FOR NECESSARY GUIDANCE . THE STUDENT CONCERNED WILL COLLECT MATERIALS AND COMPILE PAPERS FOR FINAL PRESENTATION ON THE APPOINTED DAY. THE PAPER WILL BE EVALUATED BY AT LEAST TWO FACULTIES OUT OF 25 AS SESSIONAL MARK .

TOPICS FOR GROUP DISCUSSION WILL BE DECLARED ONE HOUR BEFORE THE SCHEDULE TIME . TOPICS MAY BE SELECTED RELATING TO CAREER BUILDING PROCESSES AND CURRENT AFFAIRS . THE PERFORMANCE WILL BE EVALUATED BY AT LEAST TWO FACULTIES AS SESSIONAL MARK OUT OF 25 .

THE AVERAGE OF THE BEST SEMINAR MARKS AND GD MARKS WILL BE SENT AS FINAL SESSIONAL MARK OUT OF 25 .

**METHOD OF EVALUATION :-**

1. PAPER PRESENTATION AND PARTICIPATION MARKS & GD MARKS - 25MARKS
2. VIVA-VOCE ON SEMINAR -25MARKS  
(THE AVERAGE OF MARKS AS AWARDED BY THE EXTERNAL & INTERNAL EXAMINER)

**REFERECNE BOOKS :-**

1. A-Z OF INTERVIEW- K.C. PADHI- HIMALAYA PUBLICATIONS
2. PERSONALITY DEVELOPMENT & COMMUNICATION SKILL – RANGANATHAN- HIMALAYA PUBLICATIONS.

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LIBRARY STUDY  
PERIODS PER WEEK- 02

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A student is required to refer to various Journals, Newspapers and Periodicals in the Library Periods for preparation of her Seminar Topics. She will update her knowledge in current affairs by utilizing Library periods. She may take the help of department faculties for the said purpose .

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# SEMESTER - II

**STRUCTURE OF SYLLABUS****2<sup>ND</sup> SEMESTER**

| <b>SL NO</b> | <b>NAME OF THE PAPERS</b>                   | <b>MARKS</b> |
|--------------|---|--------------|
| <b>1</b>     | <b>COMMUNICATIVE ENGLISH - II</b>           | <b>50</b>    |
| <b>2</b>     | <b>BUSINESS ENVIRONMENT</b>                 | <b>100</b>   |
| <b>3</b>     | <b>FINANCIAL ACCOUNTING - II</b>            | <b>100</b>   |
| <b>4</b>     | <b>OFFICE ORGANIZATION &amp; MANAGEMENT</b> | <b>100</b>   |
| <b>5</b>     | <b>STENOGRAPHY &amp; DATA ENTRY - II</b>    | <b>100</b>   |
| <b>6</b>     | <b>SEMINAR &amp; GROUP DISCUSSION</b>       | <b>50</b>    |
| <b>7</b>     | <b>LIBRARY STUDIES</b>                      | <b>---</b>   |
|              | <b>TOTAL</b>                                | <b>500</b>   |

**SEMESTER- II**

| SL. NO. | PAPERS                     | PERIODS   |           | EVALUATION SCHEME |           |            |           | TOTAL      |
|---------|----------------------------|-----------|-----------|-------------------|-----------|------------|-----------|------------|
|         |                            |           |           |                   |           | END EXAM.  |           |            |
|         |                            | THEORY    | PR.       | I.A.              | SESSIONAL | TH.        | PR.       |            |
| 1.      | COMMUNICATIVE ENGLISH- II  | 04        | --        | 10                | --        | 40         | --        | 50         |
| 2.      | BUSINESS ENVIORNMENT       | 06        | --        | 20                | --        | 80         | --        | 100        |
| 3.      | FINANCIAL ACCOUNTING- II   | 06        | --        | 20                | ---       | 80         | --        | 100        |
| 4.      | OFFICE ORGANISATION & MGT. | 06        | --        | 20                | -         | 80         | --        | 100        |
| 5.      | STENOGRAPHY & DATA ENTRY   | 06        | 07        | --                | 25        | 50         | 25        | 100        |
| 6.      | SEMINAR & GD               | --        | 02        | --                | 25        | --         | 25        | 50         |
| 7.      | LIBRARY STUDY              | 02        | --        | --                | --        | --         | --        | --         |
|         | <b>TOTAL</b>               | <b>30</b> | <b>09</b> | <b>70</b>         | <b>50</b> | <b>330</b> | <b>50</b> | <b>500</b> |

**THEORY- I**  
**COMMUNICATIVE ENGLISH-II**

**TOTAL PERIODS :60**  
**PERIODS P/W : 04**

**EXAM: 2 HOURS**  
**FULL MARKS:50**  
**END EXAM: 40, I.A-10**

Objective- To develop writing & comprehending skill in English Language

|          |   |            |
|----------|---|------------|
| UNIT- I  | COMMUNICATIVE GRAMMAR   | 15 PERIODS |
|          | 1.1 VOICE CHANGE  |            |
|          | 1.2 NARRATION   |            |
|          | 1.3 0 AND 1 <sup>ST</sup> ORDER CONDITIONALS  |            |
|          | 1.4 PREPOSITIONS AND PREPOSITIONAL PHRASES  |            |
| <br>     |   |            |
| UNIT-II  | READING SKILLS  | 25 PERIODS |
|          | 2.1 SKILLS OF READING IN DOING OUT WRITTEN BUSINESS COMMUNICATIONS                                    |            |
|          | 2.2 VOCABULARY: WORD FORMATION & DERIVATION, SINGLE WORD SUBSTITUTE, SYNONYM, ANTONYM AND HOMOPHONES. |            |
| <br>     |   |            |
| UNIT-III | PRECISION   | 20 PERIODS |
|          | 3.1 PRECIS WRITING  |            |
|          | 3.2 SUMMARY WRITING   |            |
|          | 3.3 NOTE-MAKING AND NOTE-TAKING   |            |

**REFERECNE BOOKS:**

1. WREN AND MARTIN HIGH SCHOOL ENGLISH GRAMMAR  
S.CHAND PUBLICATIONS
2. ENGLISH FOR ENGINEERING AND MANAGEMENT SUTAPA  
BENERJEE , S.CHAND PUBLICATIONS

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**THEORY- II****BUSINESS ENVIRONMENT****TOTAL PERIODS :90****EXAM: 3 HOURS****PERIOD P/W : 06****FULL MARKS:100****END EXAM: 80, I.A-20**

Objective- To acquaint students with present Business environment of the Country .

UNIT-I BUSINESS POLICY 20 PERIODS

MEANING & IMPORTANCE, RELEVANCE, ESSENTIALS OF BUSINESS POLICY, BUSINESS OBJECTIVE AND ITS CHARACTERISTICS, BUSINESS POLICY FORMULATION & IMPLEMENTATION.

UNIT-II BUSINESS ENVIRONMENT 25 PERIODS

INDIAN BUSINESS ENVIRONMENT, CONCEPT, COMPONENTS, IMPORTANCE AND KEY FACTORS

TYPES OF BUSINESS ENVIRONMENT – MICRO-MACRO. POLITICAL, SOCIAL, TECHNOLOGICAL & LEGAL

MNCs & BUSINESS ENVIRONMENT.

UNIT-III INTERNATIONAL BUSINESS ENVIRONMENT 25 PERIODS

GLOBALIZATION AND LIBERALIZATION-NATURE & CHARACTERISTICS OF GLOBALIZATION, LIBERALIZATION - ITS NEED, NEED FOR GLOBAL INTEGRATION, GATT & WTO-ITS IMPACT ON INDIAN INDUSTRIES AND AGRICULTURE.

UNIT-IV PLANNING PREMISES 20 PERIODS

PLANNING IN INDIA: FIVE-YEAR PLANS, MAJOR THRUST AREAS, RESOURCE ALLOCATIONS, NEW ECONOMY

**REFERECNE BOOKS:**

1. DUTTA, R AND SUNDARAM K.P.-INDIAN ECONOMY, S.CHAND.
2. AGARWAL A.N.-INDIAN ECONOMY-VIKASH.
3. MISRA S.K. & PURI V.K.-INDIAN ECONOMY-HIMALAYA.
4. DUTTA RUDDER-ECONOMIC REFORMS IN INDIA-S.CHAND.
5. ECONOMIC ENVIRONMENT OF BUSINESS- H.L. AHUJA- S. CHAND PUBLICATIONS

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**THEORY-IV**

**OFFICE ORGANISATION & MANAGEMENT.**

**TOTAL PERIODS :90**

**EXAM: 3 HOURS**

**PERIOD P/W : 06**

**FULL MARKS:100**

**END EXAM: 80, I.A-20**

Objective- To impart knowledge on the management of Modern Offices.

UNIT- I:INTRODUCTION 20 PERIODS

MEANING & DEFINITION OF OFFICE , NATURE OF OFFICE WORK, IMPORTANCE & FUNCTIONS OF OFFICE ,MEANING & DEFINITION OF OFFICE MANAGEMENT, FUNCTIONS, DUTIES & QUALITIES OF OFFICE MANAGER .

UNIT- II OFFICE SYSTEMS & ROUTINES 20 PERIODS

MEANING & IMPORTANCE OF SYSTEM & ROUTINES,SYSTEM VS. ROUTINES. ORGANIZATION STRUCTURE :- MEANING & DEFINITION OF ORGANIZATION STRUCTURE , IMPORTANCE OF ORGANIZATION STRUCTURE, TYPES OF ORGANIZATION STRUCTURE, ADVANTAGES AND DISADVANTAGES OF DIFFERENT TYPES OF STRUCTURES.

UNIT- III OFFICE ACCOMODATION & WORKING ENVIRONMENT 20 PERIODS

MEANING & IMPORTANCE OF OFFICE ACCOMMODATION , FACTORS INFLUENCING CHOICE OF OFFICE ACCOMMODATION. MEANING AND DEFINITION OF WORKING ENVIRONMENT, FACTORS AFFECTING WORKING ENVIRONMENT.

UNIT- IV RECORD MANAGEMENT 20 PERIODS

MEANING , DEFINITION & SCOPE OF RECORD MANAGEMENT, PRINCIPLES OF RECORD KEEPING , FILING :- MEANING, DEFINITION & DIFFERENT TYPES OF FILING SYSTEM. INDEXING :- MEANING, DEFINITION & DIFFERENT TYPES OF INDEXING .

UNIT- V SAFETY & SECURITY 10 PERIODS

MEANING, IMPORTANCE OF SAFETY & SECURITY. MEASURES TO ENSURE SAFETY AND SECURITY .

**REFERECE BOOKS:**

1. OFFICE MANAGEMENT - CHOPRA & CHOPRA, HIMALAYA PUBLICATIONS
2. OFFICE ORGANISATION & MANAGEMENT- SHARMA & GUPTA- KALYANI PUB.
3. OFFICE MANAGEMENT- KRISHNA MURTY- S. CHAND PUBLICATIONS

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**STENOGRAPHY & DATA ENTRY -II**

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|                                   |                      |
|-----------------------------------|----------------------|
| <b>TOTAL PERIODS :</b>            | <b>EXAM :2 HOURS</b> |
| <b>PERIODS P/W :TH-06 + PR-07</b> | <b>SESSIONAL:25</b>  |
| <b>END EXAM.-50</b>               | <b>PRACTICAL- 25</b> |

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Objective- To impart knowledge on Stenography & Data entry in Computer

**.STENOGRAPHY**

|     |  |            |
|-----|--|------------|
| 1.0 | REVISION OF THEORY   | 20 PERIODS |
| 1.1 | SPECIAL CONTRACTION  |            |
| 2.0 | EXERCISE FROM SPECIAL CONTRACTION                                      | 20 PERIODS |
| 3.0 | ADVANCED PHRASEOGRAPHY<br>AND SPECIALIZED PHRASEOGRAPHY                | 10 PERIODS |
| 4.0 | PRACTICE FROM EXERCISE OF MONTHLY<br>MAGAZINES, DICTATION AND READING. | 20 PERIODS |
| 5.0 | TRANSCRIPTION ON COMPUTER  | 15 PERIODS |

**DATAENTRY**

|     |                                     |            |
|-----|-------------------------------------|------------|
| 1.0 | WORKING WITH WORK SHEETS            | 20 PERIODS |
| 1.1 | ENTERING DATE AND TIME              |            |
| 1.2 | ENTERING DATE IN A SERIES           |            |
| 1.3 | MANIPULATING CELL CONTENTS          |            |
| 1.4 | USING DRAG AND DROP, DELETING DATA. |            |
| 2.0 | FORMATING ROWS AND COLUMNS          | 55 PERIODS |
| 2.1 | INSERTING ROWS AND COLUMNS          |            |
| 2.2 | DELETING ROWS AND COLUMNS           |            |
| 2.3 | MARGIN CELLS                        |            |
| 2.4 | INSERTING AND DELETING CELLS        |            |
| 2.5 | CLEANING CELLS.                     |            |

**REFERECNE BOOKS:**

1. PITMAN SHORTHAND- PITMAN PUBLICATIONS
2. PITMAN SHORTHAND MONTHLY MAGAZINE .
3. FUNDAMENTALS OF COMPUTERS-VISHAL SONI- HIMALAYA PUBLISHERS

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**SEMINAR & GD**

**TOTAL MARKS-50**

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Objective- To develop skill in presentation of Seminar and participate in G.D.

ONE SEMINAR AND ONE GROUP DISCUSSION WILL BE HELD ALTERNATIVELY AT LEAST ONCE IN EVERY TWO MONTHS. THREE SEMINAR TOPICS WILL BE DECLARED AT THE BEGINNING OF EACH SEMESTER.

FOR EACH TOPIC EACH STUDENT WILL BE ALLOTTED TO A FACULTY FOR NECESSARY GUIDANCE . THE STUDENT CONCERNED WILL COLLECT MATERIALS AND COMPILE PAPERS FOR FINAL PRESENTATION ON THE APPOINTED DAY. THE PAPER WILL BE EVALUATED BY AT LEAST TWO FACULTIES OUT OF 25 AS SESSIONAL MARK .

TOPICS FOR GROUP DISCUSSION WILL BE DECLARED ONE HOUR BEFORE THE SCHEDULE TIME . TOPICS MAY BE SELECTED RELATING TO CAREER BUILDING PROCESSES AND CURRENT AFFAIRS . THE PERFORMANCE WILL BE EVALUATED BY AT LEAST TWO FACULTIES AS SESSIONAL MARK OUT OF 25 .

THE AVERAGE OF THE BEST SEMINAR MARKS AND GD MARKS WILL BE SENT AS FINAL SESSIONAL MARK OUT OF 25 .

**METHOD OF EVALUATION :-**

- |    |   |   |
|----|---|---|
| 1. | PAPER PRESENTATION AND PARTICIPATION MARKS & GD MARKS | - |
|    | 25MARKS   |   |
| 2. | VIVA-VOCE ON SEMINAR                                  | - |
|    | 25MARKS   |   |

(THE AVERAGE OF MARKS AS AWARDED BY THE EXTERNAL & INTERNAL EXAMINER)

**REFERECNE BOOKS:**

1. A-Z OF INTERVIEW- K.C. PADHI- HIMALAYA PUBLICATIONS
  2. PERSONALITY DEVELOPMENT & COMMUNICATION SKILL – RANGANATHAN- HIMALAYA PUBLICATIONS.
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LIBRARY STUDY  
PERIODS PER WEEK- 02

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A student is required to refer to various Journals , Newspapers and Periodicals in the Library Periods for preparation of her Seminar Topics . She will update her knowledge in current affairs by utilizing Library periods. She may take the help of department faculties for the said purpose .

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# SEMESTER- III

**STRUCTURE OF SYLLABUS****3<sup>RD</sup> SEMESTER**

| <b>SL NO</b> | <b>NAME OF THE PAPERS</b>             | <b>MARKS</b> |
|--------------|---------------------------------------|--------------|
| <b>1</b>     | <b>MANAGEMNT COMMUNICATION - I</b>    | <b>50</b>    |
| <b>2</b>     | <b>BUSINESS LAW</b>                   | <b>100</b>   |
| <b>3</b>     | <b>BUSINESS STATISTICS</b>            | <b>100</b>   |
| <b>4</b>     | <b>BUSINESS ECONOMICS</b>             | <b>100</b>   |
| <b>5</b>     | <b>COMPUTER APPLICATION</b>           | <b>100</b>   |
| <b>6</b>     | <b>SEMINAR &amp; GROUP DISCUSSION</b> | <b>50</b>    |
| <b>7</b>     | <b>LIBRARY STUDIES</b>                |              |
|              | <b>TOTAL</b>                          | <b>500</b>   |

**SEMESTER- III**

| SL. NO. | PAPERS                         | PERIODS   |           | EVALUATION SCHEME |           |            |           | TOTAL      |
|---------|--------------------------------|-----------|-----------|-------------------|-----------|------------|-----------|------------|
|         |                                |           |           |                   |           | END EXAM.  |           |            |
|         |                                | TH.       | PR.       | I.A.              | SESSIONAL | TH.        | PR.       |            |
| 1.      | MANAGEMENT<br>COMMUNICATION -I | 04        | --        | 10                | --        | 40         | --        | 50         |
| 2.      | BUSINESS LAW                   | 06        | --        | 20                | --        | 80         | --        | 100        |
| 3.      | BUSINESS<br>STATISTICS         | 06        | --        | 20                | --        | 80         | --        | 100        |
| 4.      | BUSINESS<br>ECONOMICS          | 06        |           | 20                | --        | 80         | --        | 100        |
| 5.      | COMPUTER<br>APPLICATION        | 06        | 07        | 10                | 25        | 40         | 25        | 100        |
| 6.      | SEMINAR & GROUP<br>DISCUSSION  | --        | 02        | --                | 25        | --         | 25        | 50         |
| 7       | LIBRARY STUDIES                | 02        | --        | --                | --        | --         | --        | --         |
|         | <b>TOTAL</b>                   | <b>30</b> | <b>09</b> | <b>80</b>         | <b>50</b> | <b>320</b> | <b>50</b> | <b>500</b> |

**THEORY- I**  
**MANAGEMENT COMMUNICATION -I**

**TOTAL PERIODS :60**  
**PERIODS P/W : 04**

**EXAM: 2 HOURS**  
**FULL MARKS:50**  
**END EXAM: 40, I.A-10**

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Objective- To develop the formal written communication skill for effective management.

|            |  |            |
|------------|--|------------|
| UNIT- I.   | THE WRITTEN CHANNEL AND ITS USE IN BUSINESS TRANSACTION  | 12 PERIODS |
|            | 1.1 THE WRITTEN CHANNEL  |            |
|            | 1.2 SPEECH AND WRITING A SPEECH ON PREPARING FOR A SPEECH  |            |
|            | 1.3 GENERIC AND SUBSKILLS OF BUSINESS WRITING  |            |
| UNIT- II.  | LETTER WRITING   | 30 PERIODS |
|            | 2.1 LAYOUT OF A BUSINESS LETTER  |            |
|            | 2.2 BUSINESS CORRESPONDENCES, OFFER, ENQUIRY, QUOTATION, ORDER, EXECUTION, CLAIM, COMPLAINT AND ADJUSTMENT |            |
| UNIT- III. | REPORTS AND PROPOSALS  | 18 PERIODS |
|            | 3.1 CLASSIFICATION   |            |
|            | 3.2 PREPARING TO WRITE A REPORT  |            |
|            | 3.3 FEATURES OF EFFECTIVE REPORT   |            |
|            | 3.4 TYPES OF REPORTS   |            |
|            | 3.5 MODELS   |            |

REFERENCNE BOOKS:

1. SPEAKING AND WRITING FOR EFFECTIVE BUSINESS COMMUNICATION, FRANCIS SUNDERARAJ , MACMILLAN INDIA LTD.
2. BUSINESS COMMUNICATION, BY RAI & RAI, HIMALAYA PUBLISHING HOUSE.

**THEORY - II**  
**BUSINESS LAW**

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**TOTAL PERIODS : 90**

**EXAM : 3 HOURS**

PERIOD P/W : 06

FULL MARKS: 100

**END EXAM. - 80, I.A. – 20**

Objective- To acquaint students with different mercantile law

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|     |   |                   |
|-----|---|-------------------|
| 1.0 | LAW OF CONTRACT                             | 20 <u>PERIODS</u> |
| 1.1 | DEFINITION & ESSENTIAL ELEMENTS OF CONTRACT |                   |
| 1.2 | OFFER & ACCEPTANCE                          |                   |
| 1.3 | CONSIDERATION                               |                   |
| 1.4 | CAPACITY OF PARTIES                         |                   |
| 1.5 | FREE CONSENT                                |                   |
| 1.6 | PERFORMANCE OF CONTRACT                     |                   |
| 1.7 | TERMINATION OF CONTRACT                     |                   |
| 2.0 | INDEMNITY & GUARANTEE                       | 15 <u>PERIODS</u> |
| 3.0 | SALES OF GODDS ACT                          | 15 <u>PERIODS</u> |
| 3.1 | CONDITION & WARRANTEE                       |                   |
| 3.2 | TRANSFER OF OWNERSHIP                       |                   |
| 3.3 | RIGHTS OF AN UNPAID SELLER                  |                   |
| 4.0 | NEGOTIABLE INSTRUMENTS ACT                  | 20 <u>PERIODS</u> |
| 4.1 | DEFINITION, FEATURES                        |                   |
| 4.2 | PROMISSORY NOTE, BILLS OF EXCHANGE, CHEQUE  |                   |
| 4.3 | HOLDER & "HOLDER IN DUE COURSE"             |                   |
| 5.0 | LAW OF AGENCY                               | 20 <u>PERIODS</u> |
| 5.1 | DEFINITION                                  |                   |
| 5.2 | RIGHTS AND DUTIES OF AN AGENT               |                   |
| 5.3 | RIGHTS AND DUTIES OF PRINCIPAL              |                   |

**REFERECNE BOOKS:**

- 1) ELEMENTS OF MERCANTILE LAW BY N.D. KAPOOR-S.CHAND & SONS, NEW DELHI
- 2) COMMERCIAL LAW BY SEN. & MITRA, WORLD PRESS

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**THEORY- III**  
**BUSINESS STATISTICS**

**TOTAL PERIODS :90**  
**PERIOD P/W : 06**

**EXAM: 3 HOURS**  
**FULL MARKS:100**  
**END EXAM: 80, .A-20**

Objective- To acquaint students with different statistical methods applied in Business

|     |   |                   |
|-----|---|-------------------|
| 1.0 | INTRODUCTION TO STATISTICS  | 10 <u>PERIODS</u> |
|     | 1.1 MEANING AND IMPORTANCE  |                   |
|     | 1.2 SCOPE                      1.3 FUNCTIONS                      1.4 LIMITATIONS |                   |
| 2.0 | COLLECTION OF DATA  | 10 <u>PERIODS</u> |
|     | 2.1 PRIMARY AND SECONDARY DATA  |                   |
|     | 2.2 SOURCES OF PRIMARY AND SECONDARY DATA   |                   |
|     | 2.3 EDITING OF PRIMARY DATA   |                   |
| 3.0 | DIAGRAMMATIC AND GRAPHIC REPRESENTATION OF DATA                                   | 10 <u>PERIODS</u> |
|     | 3.1 MEANING AND IMPORTANCE OF REPRESENTATION<br>OF DIAGRAMS AND GRAPHS            |                   |
|     | 3.2 DIFFERENT TYPES OF GRAPHS AND THEIR USES                                      |                   |
| 4.0 | MEASURES OF CENTRAL TENDENCY  | 15 <u>PERIODS</u> |
|     | 4.1 MEAN, GEOMETRIC MEAN, HARMONIC MEAN   |                   |
|     | 4.2 MEDIAN                      4.3 MODE  |                   |
| 5.0 | MEASURES OF DISPERSION  | 15 <u>PERIODS</u> |
|     | 5.1 MEAN DEVIATION                      5.2 STANDARD DEVIATION                    |                   |
| 6.0 | CORRELATION ANALYSIS  | 15 <u>PERIODS</u> |
|     | 6.1 STANDARD ERROR                      6.2 COEFFICIENT OF VARIATION              |                   |

7.0 INDEX NUMBER

15 PERIODS

7.1 TYPES OF INDEX NUMBER

7.2 PROBLEMS & METHODS OF CONSTRUCTION OF INDEX NUMBERS

**REFERECNE BOOKS:**

- 1) FUNDAMENTAL OF STATISTIC- D.N. ELHANCE – KITAB MAHAL
- 2) STATISTICAL METHODS – S.P.GUPTA – SULTAN CHAND & SONS, NEW DELHI

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**THEORY- IV**  
**BUSINESS ECONOMICS**

**TOTAL PERIODS :90**

**PERIOD P/W : 06**

**EXAM: 3 HOURS**

**FULL MARKS:100**  
**END EXAM: 80, I.A-20**

Objective: To impart knowledge in Managerial Economics .

|                  |  |                   |
|------------------|--|-------------------|
| <b>UNIT- I</b>   | <b>INTRODUCTION</b>  | <b>15PERIODS</b>  |
| 1.1              | MEANING AND SCOPE OF MANAGERIAL ECONOMICS                  |                   |
| 1.2              | MANAGERIAL ECONOMICS AND ECONOMIC THEORY                   |                   |
| 1.3              | MANAGERIAL DECISION MAKING PROCESS                         |                   |
| 1.4              | SOCIAL RESPONSIBILITY OF BUSINESS.                         |                   |
| <b>UNIT- II</b>  | <b>DEMAND FORECASTING</b>                                  | <b>20 PERIODS</b> |
| 2.1              | DEMAND FORECASTING: MEANING, NEED AND IMPORTANCE           |                   |
| 2.2              | METHODS OF DEMAND FORECASTING                              |                   |
| <b>UNIT- III</b> | <b>PRICING METHODS</b>                                     | <b>20 PERIODS</b> |
| 3.1              | BASIC PRICE  |                   |
| 3.2              | PRODUCT LINE PRICING                                       |                   |
| 3.3              | PRICING METHODS  |                   |
| <b>UNIT- IV</b>  | <b>PRODUCTION FUNCTION</b>                                 | <b>15PERIODS</b>  |
| 4.1              | IMPORTANCE AND APPLICATIONS OF LAW OF VARIABLE PROPORTIONS |                   |
| <b>UNIT- V</b>   | <b>CAPITAL BUDGETING</b>                                   | <b>20 PERIODS</b> |
| 5.1.             | MEANING AND IMPORTANCE                                     |                   |
| 5.2              | METHODS OF EVALUATING CAPITAL INVESTMENT DECISION          |                   |
| 5.3              | COST OF CAPITAL  |                   |

**REFERECNE BOOKS:**

1. MANAGERIAL ECONOMICS BY JOEL DEAN, PRENTICE HALL PUBLICATIONS, NEW DELHI.
2. MANAGERIAL ECONOMICS, H.L. AHUJA, S. CHAND PUBLICATIONS,  
NEW DELHI
3. MANAGERIAL ECONOMICS , D.M. MITHANI, HIMALAYA PUBLICATIONS.

**THEORY- V  
COMPUTER APPLICATION**

**TOTAL PERIODS :195  
PERIOD P/W : TH.06+PR.07**

**EXAM: 2 HOURS  
FULL MARKS:100  
END EXAM: 40,**

**I.A-10, SESSIONAL-25, PR 25**

Objective- To acquaint students with the operation of Computer

|     |  |            |
|-----|--|------------|
| 1.0 | INTRODUCTION TO COMPUTER   | 30 PERIODS |
|     | 1.1 CHARACTERISTICS OF COMPUTER                                      |            |
|     | 1.2 TECHNOLOGICAL EVOLUTION OF COMPUTER                              |            |
|     | 1.3 COMPUTER GENERATION  |            |
|     | 1.4 CLASSIFICATION OF COMPUTER                                       |            |
|     | 1.5 IMPACT OF COMPUTER IN SOCIETY                                    |            |
|     | 1.6 BASIC COMPUTER ORGANISATION                                      |            |
|     | 1.7 BLOCK DIAGRAM OF A COMPUTER                                      |            |
|     | 1.8 FUNCTION OF VARIOUS COMPONENTS                                   |            |
|     | 1.9 INPUT DEVICE, OUT PUT DEVICE(DIFFERENT TYPES AND THEIR FUNCTION) |            |
| 2.0 | MEMORY   | 20 PERIODS |
|     | 2.1 PRIMARY  |            |
|     | 2.2 SECONDARY  |            |
|     | 2.3CACHE   |            |
| 3.0 | ALU  | 20 PERIODS |
| 4.0 | CONTROL UNIT   | 20 PERIODS |
| 5.0 | CONCEPTS OF OPERATING SYSTEM   | 30 PERIODS |
|     | 5.1 VARIOUS TYPES OF OPERATING SYSTEM                                |            |
|     | 5.2 CONCEPT OF GUI   |            |
|     | 5.3 DOS, WINDOWS (XP, VISTA, UNIX)                                   |            |
|     | 5.4 FUNCTION OF OPERATING SYSTEM                                     |            |

5.5 WORKING WITH WINDOWS

5.6 NUMBER SYSTEM

5.7 DECIMAL, BINARY, OCTAL, HEXADECIMAL SYSTEM

5.8 RADIX CONVERSION

5.9 BINARY ARITHMETIC

## 6.0 MICROSOFT OFFICE

75 PERIODS

- 6.1 MS WORD
  - 6.1.1 BASIC FEATURES
  - 6.1.2 TOOLBAR AND MEANING
  - 6.1.3 CREATING, EDITION, SAVING A WORD DOCUMENT
  - 6.1.4 MAIL MERGING
  
- 6.2 MS EXCEL
  - 6.2.1 ELECTRONIC SPREAD SHEET
  - 6.2.2 CREATE, NAME A SAVE WORD BOOK
  - 6.2.3 EDITING WORK SHEET DATA
  - 6.2.4 WORKING WITH RANGE, ADDING HEADERS, FOOTERS
  - 6.2.5 WORKING WITH FORMULA FUNCTIONS

## Recommended Books :-

1. Computer Organization & Architecture- By Rajaraman & Radha Krishna, Prentice Hall India
2. Computer Fundamentals concepts , Concepts , Systems & Applications- By D.P. Nagpal, S. Chand Publications.
3. Introduction to Computers with MS-Office, By Alex Leon, Mathews Leon, TATA Mc. Graw Hill .
4. Magement Information Systems- By Gordon B. Davis & M.H. Olsin, TATA Mc. Graw Hill .

**SEMINAR & GD****TOTAL MARKS-50**

Objective- To develop skill in presentation of Seminar and participate in G.D.

ONE SEMINAR AND ONE GROUP DISCUSSION WILL BE HELD ALTERNATIVELY AT LEAST ONCE IN EVERY TWO MONTHS. THREE SEMINAR TOPICS WILL BE DECLARED AT THE BEGINNING OF EACH SEMESTER.

FOR EACH TOPIC EACH STUDENT WILL BE ALLOTTED TO A FACULTY FOR NECESSARY GUIDANCE . THE STUDENT CONCERNED WILL COLLECT MATERIALS AND COMPILE PAPERS FOR FINAL PRESENTATION ON THE APPOINTED DAY. THE PAPER WILL BE EVALUATED BY AT LEAST TWO FACULTIES OUT OF 25 AS SESSIONAL MARK .

TOPICS FOR GROUP DISCUSSION WILL BE DECLARED ONE HOUR BEFORE THE SCHEDULE TIME . TOPICS MAY BE SELECTED RELATING TO CAREER BUILDING PROCESSES AND CURRENT AFFAIRS . THE PERFORMANCE WILL BE EVALUATED BY AT LEAST TWO FACULTIES AS SESSIONAL MARK OUT OF 25 .

THE AVERAGE OF THE BEST SEMINAR MARKS AND GD MARKS WILL BE SENT AS FINAL SESSIONAL MARK OUT OF 25 .

**METHOD OF EVALUATION :-**

- |  |   |
|--|---|
| 1. PAPER PRESENTATION AND PARTICIPATION MARKS & GD MARKS | - |
| 25MARKS  |   |
| 2. VIVA-VOCE ON SEMINAR                                  | - |
| 25MARKS  |   |

(THE AVERAGE OF MARKS AS AWARDED BY THE EXTERNAL & INTERNAL EXAMINER)

**REFERECNE BOOKS :-**

\*A-Z OF INTERVIEW- K.C. PADHI- HIMALAYA PUBLICATIONS

\*PERSONALITY DEVELOPMENT & COMMUNICATION SKILL – RANGANATHAN- HIMALAYA PUBLICATIONS.

LIBRARY STUDY  
PERIODS PER WEEK- 02

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A student is required to refer to various Journals , Newspapers and Periodicals in the Library Periods for preparation of her Seminar Topics . She will update her knowledge in current affairs by utilizing Library periods. She may take the help of department faculties for the said purpose .

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# SEMESTER - IV

**STRUCTURE OF SYLLABUS****4<sup>TH</sup> SEMESTER**

| <b>SL NO</b> | <b>NAME OF THE PAPERS</b>                     | <b>MARKS</b> |
|--------------|---|--------------|
| <b>1</b>     | <b>MANAGEMENT COMMUNICATIONS - II</b>         | <b>50</b>    |
| <b>2</b>     | <b>COMPANY LAW &amp; SECRETARIAL PRACTICE</b> | <b>100</b>   |
| <b>3</b>     | <b>COST &amp; MANAGEMENT ACCOUNTING</b>       | <b>100</b>   |
| <b>4</b>     | <b>MARKETING MANAGEMENT</b>                   | <b>100</b>   |
| <b>5</b>     | <b>MIS &amp; E-BUSINESS</b>                   | <b>100</b>   |
| <b>6</b>     | <b>SEMINAR &amp; GROUP DISCUSSION</b>         | <b>50</b>    |
| <b>7</b>     | <b>LIBRARY STUDIES</b>                        | <b>-</b>     |
|              | <b>TOTAL</b>                                  | <b>500</b>   |

**SEMESTER- IV**

| SL. NO. | PAPERS                             | PERIODS    |           | EVALUATION SCHEME |           |            |           | TOTAL      |
|---------|------------------------------------|------------|-----------|-------------------|-----------|------------|-----------|------------|
|         |                                    |            |           |                   |           | END EXAM.  |           |            |
|         |                                    | THEO<br>RY | PR.       | I.A.              | SESSIONAL | TH.        | PR.       |            |
| 1.      | MANAGEMENT COMMUNICATION-II        | 04         | --        | 10                | --        | 40         | --        | 50         |
| 2.      | COMPANY LAW & SECRETARIAL PRACTICE | 06         | --        | 20                | --        | 80         | --        | 100        |
| 3.      | COST & MANAGEMENT ACCOUNTING       | 06         | --        | 20                | --        | 80         | --        | 100        |
| 4.      | MARKETING MANAGEMENT               | 06         |           | 20                | --        | 80         | --        | 100        |
| 5.      | MIS & E-BUSINESS                   | 06         | 07        |                   | 25        | 50         | 25        | 100        |
| 6.      | SEMINAR & GROUP DISCUSSION         | --         | 02        | --                | 25        | --         | 25        | 50         |
| 7       | LIBRARY STUDIES                    | 02         | --        | --                | --        | --         | --        | --         |
|         | <b>TOTAL</b>                       | <b>30</b>  | <b>09</b> | <b>70</b>         | <b>50</b> | <b>330</b> | <b>50</b> | <b>500</b> |



**COMPANY LAW & SECRETARIAL PRACTICE**

**TOTAL PERIODS :90**  
**PERIOD P/W : 06**

**EXAM: 3 HOURS**  
**FULL MARKS:100**  
**END EXAM: 80, I.A-20**

Objective- To impart knowledge on secretarial functions in company management.

- |   |                   |
|---|-------------------|
| <p>1.0 INTRODUCTION<br/>             1.0 SECERTIAL PARCTICE<br/>             1.1 MEANING AND IMPORTANCE<br/>             1.2 TYPES OF SECRETARIES AND THEIR FUNCTIONS.</p>  | <p>15 PERIODS</p> |
| <p>2. O COMPANY SECRETARY<br/>             2.1 APPOINTMENT<br/>             2.2 RIGHTS, DUTIES AND POWERS<br/>             2.3 LIABILITIES</p>  | <p>10 PERIODS</p> |
| <p>3.0 ROLE OF A SECRETARY IN COMPANY FORMATION.</p>  | <p>10 PERIODS</p> |
| <p>4.0 ISSUE OF SHARE AND DEBENTURES<br/>             4.1 SHARE APPLICATION<br/>             4.2 SHARE ALLOTMENT<br/>             4.3 SHARE CALLS<br/>             4.4 FORFEITURE AND REISSUE OF SHARES AND DEBENTURES<br/>             4.5 SHARE CERTIFICATE AND SHARE WARRENTS<br/>             4.6 SHARE TRANSFER AND TRANSMISSION</p> | <p>15 PERIODS</p> |
| <p>5.0 COMPANY MANAGEMENT<br/>             5.1 APPOINTMENT, DUTIES AND POWERS OF A DIRECTOR<br/>             5.2 APPOINTMENT, DUTIES AND POWERS OF A MANAGING DIRECTOR</p>  | <p>10 PERIODS</p> |



6.0 COMPANY MEETING 10 PERIODS

6.1 TYPES OF COMPANY MEETING S

6.2 SECRETARIAL WORK REGARDING CONSTITUENTS OF A MEETING.

7.0 PROCEDURE OF CONDUCTING A MEETING 10 PERIODS

7.1 PREPARATION OF AGENDA

7.2 QUORUM

7.3 VOTING

7.4 POLL

7.5 PROXIES.

8.0 RESOLUTIONS 10 PERIODS

8.1 TYPES OF RESOLUTION

8.2 RECORDING OF MINUTES

8.3 CONFIRMATION

8.4 FORMS OF RESOLUTION

**REFERECNE BOOKS -**

1. SECRETARIAL PRACTICE-B.N.TANDON
2. SECRETARIAL PRACTICE-S.A.SHERLEKR
3. SECRETARIAL PRACTICE-M.C KUCHHAL.

## THEORY-III

**COST AND MANAGEMENT ACCOUNTING**

**TOTAL PERIODS :90**  
**PERIOD P/W : 06**

**EXAM: 3 HOURS**  
**FULL MARKS:100**  
**END EXAM: 80, I.A-20**

Objective- To impart knowledge on accounting for management.

|  |            |
|--|------------|
| NATURE AND SCOPE OF COST ACCOUNTING  | 10 PERIODS |
| 1.1 MEANING, SCOPE OF COST ACCOUNTING  |            |
| 1.2 OBJECTIVES AND IMPORTANCE OF COST ACCOUNTING   |            |
| 1.3 FINANCIAL ACCOUNTING VS. COST ACCOUNTING   |            |
| 1.4 ELEMENTS OF COST , CLASSIFICATION OF COST  |            |
| 1.5 PREPARATION OF COST SHEET  |            |
| 2.0 PROCESS COSTING  | 15 PERIODS |
| PROCESS COSTING – PROCESS LOSSES, NORMAL LOSS AND ABNORMAL LOSS, ABNORMAL GAIN                 |            |
| 3.0 VARIANCE ANALYSIS AND STANDARD COSTING   | 15 PERIODS |
| MATERIAL AND LABOR VARIANCE  |            |
| 4.0 NATURE AND SCOPE OF MANAGEMENT ACCOUNTING  | 15 PERIODS |
| 4.1 MEANING AND DEFINITION OF MANAGEMENT ACCOUNTING  |            |
| 4.2 IMPORTANCE   |            |
| 4.3 FINANCIAL ACCOUNTING VS. COST ACCOUNTING VS. MANAGEMENT ACCOUNTING                         |            |
| 4.4 LIMITATIONS OF MANAGEMENT ACCOUNTING   |            |
| 5.0 ANALYSIS AND INTERPRETATION OF FINANCIAL STATEMENTS  | 10 PERIODS |
| 6.0 COMPUTATION OF FINANCIAL RATIOS – LIQUIDITY, EFFICIENCY , SOLVENCY AND PROFITABILITY RATIO | 10 PERIODS |
| 7.0 MARGINAL COSTING AND BREAK EVEN ANALYSIS   | 15 PERIODS |
| 8.0 FUNDS FLOW STATEMENT   | 10 PERIODS |

**REFERENCNE BOOKS -:**

1. COST & MANAGEMENT ACCOUNTING-JAIN AND NARANG-KALYANI PUBLICERS
2. MANAGEMENT ACCOUNTING – SARMA AND GUPTA- KALYANI PUBLICERS
3. COST ACCOUNTING- JAIN AND NARANG- KALYANI PUBLICERS
4. COSTING PRINCIPLES AND PRACTICE-N.K.PRASAD

**THEORY- IV**  
**MARKETING MANAGEMENT**

TOTAL PERIODS :90  
PERIOD P/W : 06

EXAM: 3 HOURS  
FULL MARKS:100  
END EXAM: 80, I.A-20

Objective- To impart knowledge on marketing management principles & practices.

|     |   |            |
|-----|---|------------|
| 1.0 | MARKETING MANAGEMENT  | 10 PERIODS |
| 1.1 | MEANING, DEFINITION, SCOPE AND IMPORTANCE OF MARKETING  |            |
| 1.2 | MEANING OF MARKET, TYPES OF MARKET  |            |
| 2.0 | MARKET SEGMENTATION   | 10PERIODS  |
| 2.1 | MEANING AND PROCESS OF MARKET SEGMENTATION.   |            |
| 3.0 | MARKET FUNCTIONS  | 10PERIODS  |
| 3.1 | BUYING, SELLING, GRADING, BRANDING, ASSEMBLING FUNCTIONS.   |            |
| 4.0 | PRICING   | 15PERIODS  |
|     | MEANING, IMPORTANCE OF PRICING,<br>FACTORS AFFECTING PRICE CHANGE   |            |
| 4.3 | PRICE DETERMINATION PROCESS.  |            |
| 4.4 | PRICE POLICIES SKIMMING PRICE, PENETRATION PRICE, COST PLUS PRICE,<br>PSYCHOLOGICAL PRICE, CHARGING WHAT THE TRAFFIC WILL BEAR. |            |
| 5.0 | DISTRIBUTION  | 10PERIODS  |
| 5.1 | MEANING, IMPORTANCE OF CHANNELS OF DISTRIBUTION   |            |
| 5.2 | FUNCTION OF CHANNELS OF DISTRIBUTION.   |            |
| 5.3 | FUNCTIONS & TYPES OF MERCHANTILE AGENTS.  |            |
| 6.0 | SALES FORECASTING   | 05 PERIODS |
| 6.1 | MEANING, OBJECT, METHODS OF SALES FORECASTING.  |            |
| 6.2 | DEMAND SURVEY   |            |
| 6.3 | MARKET SURVEY   |            |
| 6.4 | MARKET RESEARCH.  |            |
| 7.0 | SALES PROMOTION   | 10PERIODS  |
| 7.1 | MEANING, OBJECTIVE  |            |
| 7.2 | KINDS OF SALES PROMOTION CONSUMERS SALES PROMOTION AND DEALERS SALES PROMOTION.   |            |
| 8.0 | SALES MANAGEMENT  | 10PERIODS  |
| 8.1 | MEANING, DEFINITION & SCOPE OF SALES MANAGEMENT   |            |
| 8.2 | PROCESS OF SELLING.   |            |
| 8.3 | SELECTION, COMPENSATION, TRAINING, MOTIVATING SALES STAFF.  |            |
| 9.0 | ADVERTISING   | 10PERIODS  |
| 9.1 | MEANING, DEFINITION, ROLE OF ADVERTISING.   |            |
| 9.2 | ADVERTISING MEDIA, MEDIA PLANNING, TYPES OF MEDIA.  |            |
| 9.3 | EFFECTIVENESS OF ADVERTISING  |            |
| 9.4 | SOCIAL, ECONOMIC IMPACTS OF ADVERTISING.  |            |

**REFERECNE BOOKS -**

- MARKETING MANAGEMENT. S.A. SHERLEKAR, HIMALAYA PUBLISHING HOUSE.
- MARKETING MANAGEMENT. RAJAN NAIR.
- PRINCIPLES OF MARKETING P.KOTLER & ARAMSTRONG, PRENTICE HALL, NEW DELHI.
- MARKETING MANAGEMENT KINGS PUBLICATIONS.
- MARKETING J.C. GANDHI TATA MC. M. HILL, NEWDELHI.
- MARKETING MANAGEMENT BY C.N. SANTOKKI, KALYANI PUBLISHERS.

**MIS & E-BUSINESS**

**TOTAL PERIODS :195****EXAM: 2 HOURS****PERIOD P/W : TH.06+PR.07****FULL MARKS:100****END EXAM: 50, SESS-25, PR-25**

Objective- To acquaint students with modern business communication by the help of Computer.

|           |  |           |
|-----------|--|-----------|
| UNIT- I   | INTRODUCTION   | 30PERIODS |
|           | 1.1 CONCEPT OF SYSTEM, SUBSYSTEMS, INTEGRATED SYSTEM, TOTAL SYSTEM MIS . |           |
|           | 1.2 MIS AND DATA PROCESSING OPERATING ELEMENTS                           |           |
|           | 1.3 THE MARKET   |           |
|           | 1.4 WORLDWIDE MARKET   |           |
|           | 1.5 MARKETING VS. SELLING WEB SITES                                      |           |
|           | 1.6 SHOPPING MALLS   |           |
|           | 1.7 BUILDING THE BUSINESS  |           |
| UNIT- II  | HISTORICAL EVOLUTION   | 25PERIODS |
|           | 2.1 HISTORY OF E-BUSINESS  |           |
|           | 2.2 NATIONAL SCENARIO OF E-BUSINESS                                      |           |
|           | 2.3 FUTURE PROSPECTS OF E-BUSINESS                                       |           |
| UNIT- III | MARKETING PROCESS  | 40PERIODS |
|           | 3.1 DIRECT MARKETING   |           |
|           | 3.2 ONE TO ONE MARKETING   |           |
|           | 3.3 ON-LINE CATALOGUE  |           |
|           | 3.4 NAVIGATION   |           |
|           | 3.5 SHOPPING CART  |           |
| UNIT- IV  | PAYMENT GATEWAY  | 50PERIODS |
|           | 4.1 PAYMENT AND ORDER PROCESSING   |           |
|           | 4.2 CREDIT CARD PROCESSING   |           |
|           | 4.3 OTHER PAYMENT METHODS  |           |
| UNIT- V   | FUTURE PROSPECTS   | 50PERIODS |
|           | 5.1 SOCIAL AND ETHICAL ISSUES SURROUNDING E-BUSINESS                     |           |
|           | 5.2 TODAY'S E-BUSINESS –SOME EXAMPLES                                    |           |
|           | 5.3 ISSUES IN IMPLEMENTING E- BUSINESS                                   |           |
|           | 5.4 FUTURE OF E- BUSINESS  |           |

REFERECNE BOOKS :-

1. E-COMMERCE AND E-BUSINESS, C.S. RAIDU, HIMALAYA PUBLICATIONS
2. MANAGEMENT INFORMATION SYSTEM STRATEGY AND ACTION- C.S. PARKER

**SEMINAR & GD**

**TOTAL MARKS-50**

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Objective :- To develop skill in presentation of Seminar and participate in G.D..

ONE SEMINAR AND ONE GROUP DISCUSSION WILL BE HELD ALTERNATIVELY AT LEAST ONCE IN EVERY TWO MONTHS. THREE SEMINAR TOPICS WILL BE DECLARED AT THE BEGINNING OF EACH SEMESTER.

FOR EACH TOPIC EACH STUDENT WILL BE ALLOTTED TO A FACULTY FOR NECESSARY GUIDANCE . THE STUDENT CONCERNED WILL COLLECT MATERIALS AND COMPILE PAPERS FOR FINAL PRESENTATION ON THE APPOINTED DAY. THE PAPER WILL BE EVALUATED BY AT LEAST TWO FACULTIES OUT OF 25 AS SESSIONAL MARK .

TOPICS FOR GROUP DISCUSSION WILL BE DECLARED ONE HOUR BEFORE THE SCHEDULE TIME . TOPICS MAY BE SELECTED RELATING TO CAREER BUILDING PROCESSES AND CURRENT AFFAIRS . THE PERFORMANCE WILL BE EVALUATED BY AT LEAST TWO FACULTIES AS SESSIONAL MARK OUT OF 25 .

THE AVERAGE OF THE BEST SEMINAR MARKS AND GD MARKS WILL BE SENT AS FINAL SESSIONAL MARK OUT OF 25 .

**METHOD OF EVALUATION :-**

PAPER PRESENTATION AND PARTICIPATION MARKS & GD MARKS -25MARKS

VIVA-VOCE ON SEMINAR -25MARKS

(THE AVERAGE OF MARKS AS AWARDED BY THE EXTERNAL & INTERNAL EXAMINER)

**REFERECNE BOOKS :-**

- A-Z OF INTERVIEW- K.C. PADHI- HIMALAYA PUBLICATIONS
- PERSONALITY DEVELOPMENT & COMMUNICATION SKILL – RANGANATHAN- HIMALAYA PUBLICATIONS.

LIBRARY STUDY  
PERIODS PER WEEK- 02

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A student is required to refer to various Journals , Newspapers and Periodicals in the Library Periods for preparation of her Seminar Topics . She will update her knowledge in current affairs by utilizing Library periods. She may take the help of department faculties for the said purpose .

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# SEMESTER - V

**5<sup>TH</sup> SEMESTER**

| <b>SL NO</b> | <b>NAME OF THE PAPERS</b>             | <b>MARKS</b> |
|--------------|---------------------------------------|--------------|
| <b>1</b>     | <b>SOCIETY &amp; CULTURE</b>          | <b>50</b>    |
| <b>2</b>     | <b>ENTREPRENEURSHIP</b>               | <b>100</b>   |
| <b>3</b>     | <b>FINANCIAL MANAGEMENT</b>           | <b>100</b>   |
| <b>4</b>     | <b>ODISHA COMMERCIAL TAX</b>          | <b>100</b>   |
| <b>5</b>     | <b>COMPUTERISED ACCOUNTING</b>        | <b>100</b>   |
| <b>6</b>     | <b>SEMINAR &amp; GROUP DISCUSSION</b> | <b>50</b>    |
| <b>7</b>     | <b>LIBRARY STUDIES</b>                | <b>-</b>     |
|              | <b>TOTAL</b>                          | <b>500</b>   |

**SEMESTER- V**

| SL. NO. | PAPERS                                | PERIODS |     | EVALUATION SCHEME |           |           |     | TOTAL |
|---------|---------------------------------------|---------|-----|-------------------|-----------|-----------|-----|-------|
|         |                                       | TH.     | PR. | I.A.              | SESSIONAL | END EXAM. |     |       |
|         |                                       | TH.     | PR. | I.A.              | SESSIONAL | TH.       | PR. |       |
| 1.      | <b>SOCIETY &amp; CULTURE</b>          | 04      | --  | 10                | --        | 40        | --  | 50    |
| 2.      | <b>ENTREPRENEURSHIP</b>               | 06      | --  | 20                | --        | 80        | --  | 100   |
| 3.      | <b>FINANCIAL MANAGEMENT</b>           | 06      | --  | 20                | --        | 80        | --  | 100   |
| 4.      | <b>ORISSA COMMERCIAL TAXES</b>        | 06      |     | 20                | --        | 80        | --  | 100   |
| 5.      | <b>COMPUTERISED ACCOUNTING</b>        | 06      | 07  |                   | 25        | 50        | 25  | 100   |
| 6.      | <b>SEMINAR &amp; GROUP DISCUSSION</b> | --      | 02  | --                | 25        | --        | 25  | 50    |
| 7       | <b>LIBRARY STUDIES</b>                | 02      | --  | --                | --        | --        | --  | --    |
|         | <b>TOTAL</b>                          | 30      | 09  | 70                | 50        | 330       | 50  | 500   |

**THEORY- I**  
**SOCIETY & CULTURE**

**TOTAL PERIODS :60**  
**PERIODS P/W : 04**

**EXAM: 2 HOURS**  
**FULL MARKS:50**  
**END EXAM: 40, I.A-10**

Objective- To acquaint students with Indian social system.

|     |   |            |
|-----|---|------------|
| 1.0 | BASIC CONCEPT OF CULTURE  | 10PERIODS  |
| 1.1 | CIVILIZATION, INSTITUTION ASSOCIATION ,GROUP COMMUNITY .SOCIAL SOCIAL ORGANIZATION(SUPPORTED BY A BRIEF THEORETICAL DISCUSSION) NATURE AND CHARACTERISTICS OF CULTURE UNIVERSITY. |            |
| 1.2 | UNIQUENESS SYMBOLISM WHOLENESS AND INTEGRATION OF CULTURE, CULTURE CORE AND PERIPHERY.  |            |
| 1.3 | LANGUAGE AS A VEHICLE CULTURE.  |            |
| 2.0 | STRUCTURE CULTURE   | 15PERIODS  |
| 2.1 | CULTURE TRAIT CULTURE COMPLEX, CULTURE PATTERN CULTURE CONFIGURATION CULTURE AREA AND NETWORK AND CENTERS OF INDIA CULTURE.   |            |
| 2.2 | KINDS OF CULTURE: SIMPLE CULTURE COMPLEX CULTURE, INDIGENOUS CULTURE NATIONAL CULTURE AND GLOBAL CULTURE.   |            |
| 2.3 | CULTURE CONCEITS : CULTURE RELATIVISM PLURALISM ETHNOCENTRISM CULTURAL CONFLICT AND CULTURE SHOCK.  |            |
| 3.0 | CULTURAL DYNAMISM   | 15PERIODS  |
| 3.1 | BYOUIUIONISM DIFFUSION AND CULTURAL ON SOCIALIZATION ACCULTURATION.   |            |
| 3.2 | ASSIMILATION RE-INTERPRETATION AND SYNCRETISM.  |            |
| 3.3 | BANNERS AND STIMULANTS TO CULTURE CHANGE.   |            |
| 4.0 | CULTURE PROCESS   | 12 PERIODS |
| 4.1 | GREAT TRADITION LITTLE TRADITION PAROCHIALIZATION UNVERBALIZATION, SANKSRITIZATION, WESTERNIZATION, MODERNIZATION SECULARIZATION INDUSTRIALIZATION.                               |            |
| 4.2 | URBANIZATION INDIGERMISATION CULTURE REVIVALISM AND GLOBALIZATION.  |            |
| 5.0 | PERVASIVENESS OF CULTURE  | 08PERIODS  |
| 5.1 | APPLICATION OF CULTURAL PRINCIPLES IN MANAGERIAL STUDIES.   |            |

**BOOKS REFERECNE:**

- 1.CULTURAL ANTHROPOLOGY - M.J.HERSKOVITS
- 2.SOCITEY - ME.LEVER AND PAGE
- 3.TRADITIONAL INDIA - B.S.COHN
- 4.ANTHROPOLOGICAL THOUGHT AND THEORIES - N.K.BEHURA

**THEORY-II  
ENTREPRENEURSHIP**

**TOTAL PERIODS :90  
PERIOD P/W : 06**

**EXAM: 3 HOURS  
FULL MARKS:100  
END EXAM: 80, I.A-20**

=====  
Objective- To acquaint students with theory and practice of setting of a business venture

- |     |   |           |
|-----|---|-----------|
| 1.0 | ENTREPRENEUR  | 20PERIODS |
|     | 1.1 MEANING, CONCEPT AND IMPORTANCE                                       |           |
|     | 1.2 QUALITIES OF AN ENTREPRENEUR  |           |
| 2.0 | SMALL SCALE INDUSTRIES  | 15PERIODS |
|     | 2.1 MEANING AND IMPORTANCE  |           |
|     | 2.2 CHARACTERISTICS OF SSI  |           |
|     | 2.3 CLASSIFICATION OF SSI   |           |
|     | 2.4 COTTAGE INDUSTRIES AND CONCEPTS                                       |           |
|     | 2.5 ANCILLARY INDUSTRIES AND TINY UNITS                                   |           |
| 3.0 | PROCEDURE OF ESTABLISHING A SMALL ENTERPRISE                              | 20PERIODS |
|     | 3.1 SELECTION OF INDUSTRY   |           |
|     | 3.2 PREPARATION OF SCHEME   |           |
|     | 3.3 APPROVAL OF SCHEME  |           |
|     | 3.4 REGISTRATION AND OTHER LEGAL REQUIREMENTS                             |           |
|     | 3.5 PROJECT APPRAISAL   |           |
| 4.0 | CAPITAL MANAGEMENT  | 10PERIODS |
|     | 4.1 CAPITAL STRUCTURE   |           |
|     | 4.2 EQUITY  |           |
|     | 4.3 TERM LOAN, BLOCK CAPITAL  |           |
|     | 4.4 WORKING CAPITAL AND ITS MANAGEMENT                                    |           |
| 5.0 | INDUSTRIAL POLICY RESOLUTION(IPR)   | 10PERIODS |
|     | 5.1 EXEMPTION AND BENEFITS UNDER IPR (SALES TAX, EXCISES DUTY, ENTRY TAX) |           |

6.0 BUSINESS RISK AND COVERAGE

15PERIODS

- 6.1 DIFFERENT TYPES OF BUSINESS RISKS
- 6.2 CAUSES OF SICKNESS OF AN INDUSTRY
- 6.3 INSURANCE COVERAGE OF RISK
- 6.4 INTRODUCTION TO PRINCIPLES OF INSURANCE
- 6.5 FIRE, LIFE, MARINE AND BURGLARY INSURANCE.

REFERENCE BOOKS:-

1. PROBLEM AND PROSPECTS OF SMALL SCALE INDUSTRY BY BASANT DESAI
2. ENTREPRENEURSHIP FOR ENGINEERS BY B. BADHAI
3. ORGANIZATION AND MANAGEMENT OF SMALL SCALE INDUSTRY BY BASANT DESAI
4. SMALL SCALE SERVICES INSTITUTE MATERIALS.

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**THEORY-III**  
**FINANCIAL MANAGEMENT**

**TOTAL PERIODS :90****EXAM: 3 HOURS****PERIOD P/W : 06****FULL MARKS:100****END EXAM: 80, I.A-20**

Objective- To impart knowledge on financial management of a business enterprise

|           |  |            |
|-----------|--|------------|
| UNIT- I   | INTRODUCTION                                   | 15 PERIODS |
|           | 1.1 IMPORTANCE OF FINANCIAL MANAGEMENT         |            |
|           | 1.2 FINANCE FUNCTIONS                          |            |
|           | 1.3 ROLE OF FINANCIAL MANAGER                  |            |
|           | 1.4 FINANCIAL GOAL                             |            |
|           | 1.5 FINANCIAL MANAGEMENT                       |            |
| UNIT- II  | INVESTMENT DECISION                            | 20 PERIODS |
|           | 2.1 TIME VALUE OF MONEY                        |            |
|           | 2.2 COMPOUND VALUE, PRESENT VALUE              |            |
|           | 2.3 ANNUITY                                    |            |
|           | 2.4 NET PRESENT VALUE                          |            |
|           | 2.5 RATE OF RETURN                             |            |
| UNIT- III | CAPITAL BUDGETING                              | 25 PERIODS |
|           | 3.1 PAY BACK PERIOD METHOD                     |            |
|           | 3.2 ACCOUNTING RATE OF RETURN METHOD.          |            |
|           | 3.2 NET PRESENT VALUE METHOD                   |            |
|           | 3.3 INTERNAL RATE OF RETURN METHOD             |            |
|           | 3.4 PROFITABILITY INDEX METHOD                 |            |
| UNIT- IV  | COST OF CAPITAL                                | 15 PERIODS |
|           | 4.1 CONCEPT OF COST OF CAPITAL                 |            |
|           | 4.2 DETERMINATION OF COMPONENT COST OF CAPITAL |            |
|           | 4.3 WEIGHTED AVERAGE COST OF CAPITAL           |            |
| UNIT- V   | WORKING CAPITAL MANAGEMENT                     | 15 PERIODS |
|           | 5.1 CONCEPT OF WORKING CAPITAL                 |            |
|           | 5.2 DETERMINANTS OF WORKING CAPITAL            |            |
|           | 5.3 LEVEL OF CURRENT ASSETS                    |            |
|           | 5.4 ESTIMATION OF WORKING CAPITAL NEEDS.       |            |

REFERECNE BOOKS :-

1. FINANCIAL MANAGEMENT , S. REDDY, HIMALAYA PUBLICATIONS .
2. FINANCIAL MANAGEMENT, PRASSANNA CHANDRA, TMH PUBLICATIONS
3. FINANCIAL MANAGEMENT, I.M. PANDEY, VIKAS PUBLICATIONS.

**THEORY - IV**  
**ODISHA COMMERCIAL TAXES**

**TOTAL PERIODS :90****EXAM: 3 HOURS****PERIOD P/W : 06****FULL MARKS:100****END EXAM: 80, I.A-20**

Objective- To acquaint students with different commercial taxes of the State .

|   |            |
|---|------------|
| 1.0- INTRODUCTION   | 10PERIODS  |
| DEFINITION - BUSINESS, DEALER EXPORT ORIENTED UNITS, PLACE OF BUSINESS, GOODS VEHICLE, PERSON, , SALES PRICE, SOFTWARE TECHNOLOGY PARK. |            |
| 2.0- ACCOUNTS AND RECORDS   | 15PERIODS  |
| ACCOUNTS AND RECORDS- FOR TRADERS AND DEALER, FOR MANUFACTURE, FOR WORK CONTRACTOR  |            |
| 3.0- REGISTRATION UNDER VAT, RC WITH AMENDMENTS   | 10PERIODS  |
| 4.0- ASSESSMENT   | 20PERIODS  |
| GENERAL FEATURE, SELF ASSESSMENT, PROVINCIAL ASSESSMENT, UNREGISTERED AND CASUAL DEALER ASSESSMENT                                      |            |
| 5.0- MOVEMENT OF GOODS  | 10 PERIODS |
| CHECK GATE AND CHECKING ON ROAD, MOMENTS OF GOODS WITH & WITHOUT DOCUMENTS  |            |
| 6.0- INPUT TAX CREDIT   | 10PERIODS  |
| ELIGIBILITY OF ITC, CONDITION, COMPETITION OF NET PAYABLE FOR TRADER, INPUT TAX CREDIT FOR MANUFACTURE                                  |            |
| 7.0- TAX RATE   | 05 PERIODS |
| EXEMPT GOODS, RATE OF TAXES FOR DIFFERENT GOODS   |            |
| 8.0- TAX RATES  | 10PERIODS  |
| BASIC CONCEPTS OF CST, ENTRY TAX, ENTERTAINMENT TAX, PROFESSIONAL TAX   |            |

**REFERECE BOOKS:-**

- 1- A FUNCTIONAL APPROACH TO THE ODISHA VAT LAW  
BY PABITRA MOHANTY
- 2- BARE ACTS

**PAPER -V**  
**COMPUTERIZED ACCOUNTING**

**TOTAL PERIODS :195**  
**PERIOD P/W : 06Th. + 07 Pr.**

**EXAM: 3 HOURS**  
**FULL MARKS:100**  
**END EXAM: 80, I.A-20**

Objective- To acquaint students with computerized

|       |                                    |            |
|-------|------------------------------------|------------|
| 1.00  | STARTING WITH TALLY 9.0            | 20PERIODS  |
| 2.00  | CREATING ACCOUNTS MASTERS          | 20 PERIODS |
| 3.00  | CREATING INVENTORY MASTERS         | 10 PERIODS |
| 4.00  | ENTERING ACCOUNTS VOUCHERS         | 20 PERIODS |
| 5.00  | ENTERING INVENTORY VOUCHERS        | 15 PERIODS |
| 6.00  | VALUE ADDED TAX(VAT)               | 15PERIODS  |
| 7.00  | TAX DEDUCTED AT SOURCE (TDS)       | 20 PERIODS |
| 8.00  | SERVICE TAX IN TALLY               | 10PERIODS  |
| 9.00  | PAYROLL ACCOUNTING                 | 20 PERIODS |
| 10.00 | MULTILINGUAL FEATURES OF TALLY 9.0 | 10 PERIODS |
| 11.00 | DISPLAY/ REPORTS IN TALLY          | 05 PERIODS |
| 12.00 | FRINGE BENEFIT TAX IN TALLY        | 05 PERIODS |
| 13.00 | THE COLLABORATIVE TALLY            | 10 PERIODS |
| 14.00 | THE ADMINISTRATIVE TALLY           | 10 PERIODS |
| 15.00 | KEYBOARD SHORTCUTS                 | 05 PERIODS |

**REFERENCE BOOKS**

1. ACCOUNTING WITH TALLY 9.0 ,BY- DINESH MAIDASINI ,  
FIREWALL MEDIA

**SEMINAR & GD**

**TOTAL MARKS-50**

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Objective- To develop skill in presentation of Seminar and participate in G.D.

ONE SEMINAR AND ONE GROUP DISCUSSION WILL BE HELD ALTERNATIVELY AT LEAST ONCE IN EVERY TWO MONTHS. THREE SEMINAR TOPICS WILL BE DECLARED AT THE BEGINNING OF EACH SEMESTER.

FOR EACH TOPIC EACH STUDENT WILL BE ALLOTTED TO A FACULTY FOR NECESSARY GUIDANCE . THE STUDENT CONCERNED WILL COLLECT MATERIALS AND COMPILE PAPERS FOR FINAL PRESENTATION ON THE APPOINTED DAY. THE PAPER WILL BE EVALUATED BY AT LEAST TWO FACULTIES OUT OF 25 AS SESSIONAL MARK .

TOPICS FOR GROUP DISCUSSION WILL BE DECLARED ONE HOUR BEFORE THE SCHEDULE TIME . TOPICS MAY BE SELECTED RELATING TO CAREER BUILDING PROCESSES AND CURRENT AFFAIRS . THE PERFORMANCE WILL BE EVALUATED BY AT LEAST TWO FACULTIES AS SESSIONAL MARK OUT OF 25 .

THE AVERAGE OF THE BEST SEMINAR MARKS AND GD MARKS WILL BE SENT AS FINAL SESSIONAL MARK OUT OF 25 .

**METHOD OF EVALUATION :-**

PAPER PRESENTATION AND PARTICIPATION MARKS & GD MARKS -  
25MARKS

VIVA-VOCE ON SEMINAR -25MARKS

(THE AVERAGE OF MARKS AS AWARDED BY THE EXTERNAL & INTERNAL EXAMINER)

**REFERECNE BOOKS :-**

1. A-Z OF INTERVIEW- K.C. PADHI- HIMALAYA PUBLICATIONS
2. PERSONALITY DEVELOPMENT & COMMUNICATION SKILL – RANGANATHAN- HIMALAYA PUBLICATIONS.

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LIBRARY STUDY  
PERIODS PER WEEK- 02

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A student is required to refer to various Journals , Newspapers and Periodicals in the Library Periods for preparation of her Seminar Topics . She will update her knowledge in current affairs by utilizing Library periods. She may take the help of department faculties for the said purpose .

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# SEMESTER- VI

**STRUCTURE OF SYLLABUS****6<sup>TH</sup> SEMESTER**

| <b>SL NO</b> | <b>NAME OF THE PAPERS</b>                   | <b>MARKS</b> |
|--------------|---|--------------|
| <b>1</b>     | <b>INTER-PERSONAL COMMUNICATION</b>         | <b>50</b>    |
| <b>2</b>     | <b>MANAGEMENT PRINCIPLES AND PRACTICES</b>  | <b>100</b>   |
| <b>3</b>     | <b>AUDITING &amp; TAXATION</b>              | <b>100</b>   |
| <b>4</b>     | <b>PROJECT WORK</b>                         | <b>100</b>   |
| <b>5</b>     | <b>OFFICE EQUIPMENT &amp; DOCUMENTATION</b> | <b>100</b>   |
| <b>6</b>     | <b>SEMINAR &amp; GROUP DISCUSSION</b>       | <b>50</b>    |
| <b>7</b>     | <b>LIBRARY STUDIES</b>                      | <b>-</b>     |
|              | <b>TOTAL</b>                                | <b>500</b>   |

**SEMESTER- VI**

| SL. NO. | PAPERS                              | PERIODS   |           | EVALUATION SCHEME |            |            |            | TOTAL      |
|---------|-------------------------------------|-----------|-----------|-------------------|------------|------------|------------|------------|
|         |                                     |           |           |                   |            | END EXAM.  |            |            |
|         |                                     | THEORY    | PR.       | I.A.              | SESSIONAL  | TH.        | PR.        |            |
| 1.      | INTER PERSONAL COMMUNICATION        | 04        | --        | 10                | --         | 40         | --         | 50         |
| 2.      | MANAGEMENT PRINCIPLES AND PRACTICES | 06        | --        | 20                | --         | 80         | --         | 100        |
| 3.      | AUDING AND TAXATION                 | 06        | --        | 20                | --         | 80         | --         | 100        |
| 4.      | PROJECT WORK                        | 06        |           | --                | 50         | --         | 50         | 100        |
| 5.      | OFFICE EQUIPMENT & DOCUMENTATION    | 06        | 07        | --                | 25         | 50         | 25         | 100        |
| 6.      | SEMINAR & GROUP DISCUSSION          | --        | 02        | --                | 25         | --         | 25         | 50         |
| 7       | LIBRARY STUDIES                     | 02        | --        | --                | --         | --         | --         | --         |
|         | <b>TOTAL</b>                        | <b>30</b> | <b>09</b> | <b>50</b>         | <b>100</b> | <b>250</b> | <b>100</b> | <b>500</b> |

**THEORY – I**

**INTER PERSONAL COMMUNICATION**

**TOTAL PERIODS :90**

**EXAM: 3 HOURS**

**PERIOD P/W : 06**

**FULL MARKS:100**

**END EXAM: 80, I.A-20**

Objective- To acquaint students with effective communication in a group.

1.0 INTRODUCTION TO DYNAMIC COMMUNICATION 35PERIODS

- 1.1 DEFINITION & DEVICES COMMUNICATION
- 1.2 ESTABLISHMENT REPORT
- 1.3 EXPLORING THE SUBJECT MATTER OF TRANSACTION
- 1.4 TERMINATING THE ENCOUNTER.

2.0 NON VERBAL COMMUNICATION VISIBLE CODE. 30PERIODS

- 2.1 PERSONAL APPEARANCE
- 2.2 POSTURE SETTING GESTURES, FACIAL EXPRESSIONS, EYE CONNECT.

3.0 ANALYZING THE AUDIENCE & THE OCCASION. 25PERIODS

- 3.1 TARGET GROUP ANALYSIS AND HOW TO MOTIVATE THE GROUP.
- 3.2 THE AUDIENCE SIZE, AGE OCCUPATION

Recommended Books :-

- 1. Communication Skills- Lesiker.
- 2. Communication Today- Ruben
- 3. Hiding Body Language- Lewis.

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## THEORY – II

**MANAGEMENT PRINCIPLES AND PRACTICES****TOTAL PERIODS :90****EXAM: 3 HOURS****PERIOD P/W : 06****FULL MARKS:100****END EXAM: 80, I.A-20**

Objective- To acquaint students with different management principles and practices.

|   |  |            |
|---|--|------------|
| UNIT- I INTRODUCTION                          |  | 10 PERIODS |
| 1.1   | NATURE OF ORGAINSATONAL BEHAVIOUR              |            |
| 1.2   | ORGANISATIONAL EFFECTIVENESS                   |            |
| 1.3   | ROLE OF ORGANISATIONAL BEHAVIOUR               |            |
| 1.4   | FOUNDATIONS OF OB                              |            |
| 1.5   | IMPORTANCE , SHORTCOMINGS , CONTEMPORARY OF OB |            |
| 1.6   | OB MODEL .                                     |            |
| UNIT- II HISTORICAL EVOLUTION                 |  | 10 PERIODS |
| 2.1   | INDUSTRIAL REVOLUTION                          |            |
| 2.2   | SCIENTIFIC MANAGEMENT                          |            |
| 2.3   | HUMAN RELATIONS APPROACH                       |            |
| 2.4   | HAWTHORNE STUDIES                              |            |
| 2.5   | ORGANISATIONAL BEHAVIOUR                       |            |
| UNIT- III GROUP DYNAMICS                      |  | 15PERIODS  |
| 3.1   | NATURE OF GROUPS                               |            |
| 3.2   | TYPES OF GROUPS                                |            |
| 3.3   | GROUP DEVELOPMENT                              |            |
| 3.4   | USEFULNESS OF GROUPS IN ORGANISATIONS          |            |
| 3.5   | PITFALLS OF GROUPS                             |            |
| 3.6   | DETERMINANTS OF GROUP BEHAVIOUR                |            |
| UNIT- IV TEAM DYNAMICS                        |  | 15PERIODS  |
| 4.1   | NATURE OF TEAMS                                |            |
| 4.2   | TYPES OF TEAMS                                 |            |
| 4.3   | EFFECTIVE TEAMWORK.                            |            |
| UNIT- V ORGANISATIONAL CHANGE AND DEVELOPMENT |  | 10PERIODS  |
| 5.1   | NATURE OF CHANGE                               |            |
| 5.2   | LEVELS & TYPES OF CHANGE                       |            |
| 5.3   | RESISTANCE TO CHANGE                           |            |
| 5.4   | THE CHANGE PROCESS                             |            |
| 5.5   | ORGANISATIONAL DEVELOPMENT                     |            |
| 5.6   | OD INTERVENTIONS                               |            |

**REFERECNE BOOKS :-**

1. ORGANISATIONAL BEHAVIOUR, K. ASWATHAPPA, HIMALAYA PUBLICATIONS.
2. ORGANIZATIONAL BEHAVIOUR, PARTHA S. DAS, ALOK PUBLICATIONS

**THEORY-III****AUDITING & TAXATION**

**TOTAL PERIODS :90**  
**PERIOD P/W : 06**

**EXAM: 3 HOURS**  
**FULL MARKS:100**  
**END EXAM: 80, I.A-20**

Objective- To impart knowledge on basics of auditing and income tax.

|       |   |           |
|-------|---|-----------|
| AUDIT |   | 10PERIODS |
| 1.1   | DEFINITION OF AUDIT   |           |
| 1.2   | OBJECTS OF AUDIT  |           |
| 1.3   | QUALIFICATION OF AN AUDITOR   |           |
| 2.0   | TYPES OF AUDIT  | 30PERIODS |
| 2.1   | CONTINUOUS AUDIT  |           |
| 2.2   | PERIODICAL AUDIT  |           |
| 2.3   | INTERIM AUDIT   |           |
| 2.4   | CONCEPTS OF PROPRIETY AUDIT   |           |
| 2.5   | COST AUDIT  |           |
| 2.6   | MANAGEMENT AUDIT  |           |
| 2.7   | PERFORMANCE AUDIT   |           |
| 2.8   | GOVERNMENT AUDIT  |           |
| 3.0   | COMMENCEMENT OF NEW AUDIT   | 10PERIODS |
| 3.1   | AUDIT PROGRAMMES  |           |
| 3.2   | AUDIT WORKING PAPERS  |           |
| 4.0   | INTERNAL CHECK & INTERNAL CONTROL                                   | 10PERIODS |
| 4.1   | MEANING & IMPORTANCE  |           |
| 4.2   | DIFFERENCE BETWEEN INTERNAL CHECK & INTERNAL AUDIT                  |           |
| 4.3   | INTERNAL CHECK AS REGARDS CASH, SALES, PURCHASES & PAYMENT OF WAGES |           |
| 5.0   | VOUCHIG & VERIFICATION  | 10PERIODS |
| 5.1   | TEST CHECKING   |           |
| 5.2   | ROUTINE CHECKING  |           |
| 5.3   | VOUCHING OF CASH, TRADING TRANSACTIONS                              |           |

|     |   |           |
|-----|---|-----------|
| 6.0 | VERIFICATION & VALUATION OF ASSETS & LIABILITIES  | 10PERIODS |
| 6.1 | AUDIT OF JOINT STOCK COMPANY<br>(APPOINTMENT, QUALIFICATIONS, RIGHTS & DUTIES OF AUDITOR) |           |
| 6.2 | LIABILITIES OF AUDITOR  |           |
| 7.0 | INCOME TAX  | 20PERIODS |
| 7.1 | BASIC CONCEPTS OF ASSESSES, ASSESSMENT YEAR   |           |
| 7.2 | DISTINCTION BETWEEN AGRICULTURAL INCOME & NON-AGRICULTURAL INCOME                         |           |
| 7.3 | TAX LIABILITY & RESIDENTIAL STATUS OF ASSESSES  |           |
| 8.0 | SALARY INCOME   | 10PERIODS |

BOOKS REFERECNE:

- 1) AUDITING PRINCIPLES, PRACTICE & PROBLEMS – JAGDISH PRAKASH, KALYANI PUBLISHERS.
- 2) PRACTICAL AUDITING – B.N.TANDON, S. CHAND & SONS
- 3) INCOME TAX LAW & PRACTICE- GAUR & NARANGE, KALYANI PUBLISHERS
- 4) INCOME TAX LAW & PRACTICE – BHAGABATI PRASAD.

**THEORY- IV**  
**PROJECT WORK**

**TOTAL PERIODS :90**

**EXAM: 3 HOURS**

**PERIOD P/W : 06**

**FULL MARKS:100**

EACH CANDIDATE WILL BE REQUIRED TO UNDERTAKE A VISIT TO AN ORGANISATION ASSIGNED TO HER AND SUBMIT A PROJECT REPORT HIGHLIGHTING HER OWN EXPERIENCE AND OBSERVATIONS IN THE STRUCTURE ON AREAS PRESCRIBED . THE DURATION OF THE VISIT SHOULD NOT BE LESS THAN 15 DAYS. THE REPORT IN TYPED SHAPED ALONG WITH A CERTIFICATE FROM THE HEAD OF THE CONCERNED ORGANISATION SPECIFYING THAT SHE HAD VISITED THE ORGANISATION DURING THE PERIOD FOR THE PURPOSE, SHOULD BE SUBMITTED BY THE CANDIDATE WITHIN ONE MONTH FROM THE DATE SHE WAS DEPUTED FOR THE PURPOSE.

THE PROJECT REPORT SHALL CARRY 100 MARKS, OF WHICH 50 MARKS WILL BE FOR THE PROJECT REPORT AND 50 MARKS TO BGE ALLOCATED FOR THE VIVA-VOCE . THE PROJECT REPORT SHALL BE WITHIN 30 TO 40 PAGES . THE CONCERNED INSTITUTION WILL MAKE ARRANGEMENTS TO SEND THE REPORTS SUBMITTED BY THE STUDENTS TO THE STATE COUNCIL FOR TECHNICAL EDUCATION AND TRAINING, ORISSA WELL BEFORE THE COMMENCEMENT OF THE ANNUAL EXAMINATION.

THE EXAMINATION SHALL BE CONDUCTED BY THE STATE COUNCIL FOR TECHNICAL EDUCATION & VOCATIONAL TRAINING, ORISSA BY APPOINTING INTERNAL AND EXTERNAL EXAMINERS (FROM TEACHING FACULTY OF OTHER POLYTECHNICS / EXPERTS FROM PUBLIC OR GOVERNMENT UNDERTAKINGS) AS IN CASE OF OTHER PRACTICAL EXAMINATIONS. THE DISTRIBUTION OF MARKS FOR VALUATION WILL BE 50 MARKS EACH FOR BOTH EXAMINERS . WHILE FIXING THE DATE OF EXAMINATIONS AND APPOINTING THE EXAMINERS, THE STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ORISSA WILL ARRANGE TO SEND A COPY OF THE REPORT EACH TO THE EXTERNAL AND INTERNAL FOR EVALUATION AND THE CONDUCT OF THE VIVA.

THE STRUCTURE OF THE REPORT & PRESCRIBED AREA ARE OUTLINED BELOW:-

1. INTRODUCTION
2. METHODOLOGY
3. NATURE & OBJECTIVES OF STUDY
4. IDEA ABOUT THE ORGANISATION WHERE STUDIES MADE
5. OBSERVATIONS

PRESCRIBED AREAS :-

1. ORGANISATION STRUCTURE
2. DETAILS OF THE OFFICE ESTABLISHMENT
3. PROCEDURE DEALING WITH RECEIPT AND DISPOSAL OF LETTERS
4. SYSTEM OF FILING AND RECORD MANAGEMENT
5. INTERNAL AND EXTERNAL COMMUNICATION SYSTEM
6. OFFICE ENVIRONMENT AND WORKING CONDITION
7. PURCHASE AND ISSUE OF MATERIALS FROM STORE
8. INTERNAL AUDIT SYSTEM
9. OFFICE EQUIPMENT      10. ANY OTHER SPECIAL FEATURE



**THEORY -V****OFFICE EQUIPMENT & DOCUMENTATION****TOTAL PERIODS :180****EXAM: 2 HOURS****PERIOD P/W : TH-06+PR-07****FULL MARKS:100****SESSIONAL – 25****END EXAM-50****PRACTICAL- 25**

- |   |  |            |
|---|--|------------|
| 1 | OFFICE EQUIPMENT AND MACHINES  | 40PERIODS  |
|   | 1.1 INTRODUCTION   |            |
|   | 1.2 BASIC PRINCIPLES OF SELECTING FURNITURE, EQUIPMENTS  |            |
|   | 1.3 OFFICE FURNITURE & ITS TYPES   |            |
|   | 1.5 OFFICE MACHINES AND ITS MERITS & DEMERITS.   |            |
| 2 | OFFICE AUTOMOTAION PRACTICES   | 55PERIODS  |
|   | 2.1 OFFICE MACHINES & THEIR USES COMPUTERS, OVERHEAD PROJECTOR, FAX, MODEM, CELLULARS, LATEST COMMUNICATION SYSTEM |            |
|   | 2.2 ORAL AND WRITTEN COMMUNICATION.  |            |
| 3 | ELECTONIC MAIL SERVICES  | 45 PERIODS |
|   | 3.1 USE OF PASS WORD & USERS NAME  |            |
|   | 3.2 E-MAIL ID CREATIO  |            |
|   | 3.3 RECEIVING & CHECKING OF E-MAILS.   |            |
|   | 3.4 SENDING MAILS THROUGH E-MAIL.  |            |
|   | 3.5 BROWSING & VISITING OF DIFFERENT SITES.  |            |
| 4 | INTERNET   | 55PERIODS  |
|   | 4.1 MEANING & IMPORTANCE OF INTERNET   |            |
|   | 4.2 DOWNLOADING OF DIFFERENT FILES.  |            |

( QUESTIONS WILL BE SET BY THE EXTERNAL EXAMINER IN CONSULTATION WITH INTERNAL EXAMINER AT THE TIME OF PRACTICAL EXAMINATION. )

**SEMINAR & GD**

**TOTAL MARKS-50**

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Objective- To develop skill in presentation of Seminar and participate in G.D.

ONE SEMINAR AND ONE GROUP DISCUSSION WILL BE HELD ALTERNATIVELY AT LEAST ONCE IN EVERY TWO MONTHS. THREE SEMINAR TOPICS WILL BE DECLARED AT THE BEGINNING OF EACH SEMESTER.

FOR EACH TOPIC EACH STUDENT WILL BE ALLOTTED TO A FACULTY FOR NECESSARY GUIDANCE . THE STUDENT CONCERNED WILL COLLECT MATERIALS AND COMPILE PAPERS FOR FINAL PRESENTATION ON THE APPOINTED DAY. THE PAPER WILL BE EVALUATED BY AT LEAST TWO FACULTIES OUT OF 25 AS SESSIONAL MARK .

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THE AVERAGE OF THE BEST SEMINAR MARKS AND GD MARKS WILL BE SENT AS FINAL SESSIONAL MARK OUT OF 25 .

**METHOD OF EVALUATION :-**

- 1.0 PAPER PRESENTATION AND PARTICIPATION MARKS & GD MARKS - 25MARKS
- 2.0 VIVA-VOCE ON SEMINAR -25MARKS

(THE AVERAGE OF MARKS AS AWARDED BY THE EXTERNAL & INTERNAL EXAMINER)

**REFERECNE BOOKS :-**

- \*\* A-Z OF INTERVIEW- K.C. PADHI- HIMALAYA PUBLICATIONS
- \*\* PERSONALITY DEVELOPMENT & COMMUNICATION SKILL – RANGANATHAN- HIMALAYA PUBLICATIONS.

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LIBRARY STUDY  
PERIODS PER WEEK- 02

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