

DON BOSCO ARTS & SCIENCE COLLEGE
(Affiliated to Kannur University)
ANGADIKADAVU, IRITTY, KANNUR



COURSE PLAN

B.Com Computer Applications

SEMESTER - 3

ACADEMIC YEAR 2015 - 16

SL No.	Name of Subjects	Name of the Teacher	Hours per Week	Credits
	III Sem B.Com Computer (2014 - 17)			
1.	3A11 COM Disaster Management	Sr. Daisylet T	4	
2.	3A12 COM Numerical Skills for Business	Neenu P Sunny	4	
3.	3B05 COM Advanced Accounting	Priya K M	5	
4.	3B06 COM Optional 1 Computer Applications-1 Computer Languages and Software	Nimisha V.O	5	
5.	3C03 COM Basics of Research Methodology	Arun Krishnan P	3	
6.	3C04 COM Business Regulatory Framework	Thresia R Nevis	4	

TIME TABLE

Day	9.50am– 10.45am	10.45am– 11.40am	11.55am– 12.50am	1.40am– 2.35am	2.35am – 3.30am
1	3A11 COM Disaster Management	3C04 COM Business Regulatory Framework	3B06 COM Computer Languages and Software	3A12 COM Numerical Skills for Business	3B05 COM Advanced Accounting
2	3C03 COM Basics of Research Methodology	3B05 COM Advanced Accounting	3B06 COM Computer Languages and Software	3A11 COM Disaster Management	3C04 COM Business Regulatory Framework
3	3A11 COM Disaster Management	3C03 COM Basics of Research Methodology	3A12 COM Numerical Skills for Business	3B06 COM Computer Languages and Software	3B05 COM Advanced Accounting
4	3B06 COM Computer Languages and Software	3B05 COM Advanced Accounting	3A12 COM Numerical Skills for Business	3C03 COM Basics of Research Methodology	3C04 COM Business Regulatory Framework
5	3A11 COM Disaster Management	3A12 COM Numerical Skills for Business	3B05 COM Advanced Accounting	3C04 COM Business Regulatory Framework	3B06 COM Computer Languages and Software

3A11 COM (COMMON XI): DISASTER MANAGEMENT

No. of Credits: 4

No. of Contact hours: 4 Hrs per week / 72 Hrs

Course Objective:

The main objective of the course is to study the emerging approaches in disaster reduction & management.

Module-I

Environmental Hazards, Environmental Disasters and Environmental Stress Meaning- Different types and classes of environmental hazards and disasters. (10 Hours)

Module-II

Types of Environmental Hazards & Disasters

Natural Hazards and Disasters- Planetary Hazards/Disasters: (a) Endogenous Hazards: Volcanic Eruption–Earthquakes- Landslides. (b) Exogenous Hazards: Infrequent events - Cyclones – Lightning – Hailstorms Cumulative atmospheric hazards / disasters: Floods – Droughts – Cold waves – Heat waves. Extra Planetary Hazards / disasters. Man induced Hazards & Disasters: Physical hazards/ Disasters-Soil Erosion – Chemical hazards/ disasters: -Release of toxic chemicals, nuclear explosion-Biological hazards/ disasters - Population Explosion. (22 Hours)

Module III

Phases of Disaster Management-

Three Stages: 1)Pre-disaster stage (Preparedness) – Preparing hazard zonation maps , predictability/forecasting and warning- Preparing disaster preparedness plan - Land use zoning - Preparedness through (IEC) Information, education & Communication Pre-disaster stage (mitigation) - Disaster resistant house construction -Population reduction in vulnerable areas - Awareness. 2) Emergency stage-Rescue training for search & operation at national & regional level – Immediate relief – Assessment surveys.3) Post Disaster stage-Rehabilitation: Political, administrative aspect – social aspect – economic aspect – environmental aspect (20Hours)

Module-IV

Institutional Frame work- Provision of immediate relief measures to disaster affected people – Prediction of hazards and disasters-measures of adjustment to natural hazards. Disaster Mitigation Institutions - Meteorological Observatory – Seismological Observatory- Volcano logy Institution- Hydrology Laboratory -.Industrial Safety Inspectorate – Institution of Urban & Regional Planners- Chambers of Architects- Engineering Council- National Standards Committee. Integrated Planning- Contingency management preparedness – Education on disasters – Community involvement – The adjustment of human population to natural hazards& disasters in the context of Kerala. Role of Media (20 Hours)

References:

1. R.B Singh(Ed): Disaster Management, Rawat Publications, New Delhi
2. H.K Gupta(Ed): Disaster Management, Universities Press, India:
3. R.B Singh: Space Technology for Disaster Mitigation in India (INCED), University of Tokyo
4. Dr. Satender: Disaster Management in Hills, Concept Publishing Co., New Delhi
5. M.C Gupta: Manuals on Natural Disaster Management in India, National Centre for Disaster Management, IIPA, New Delhi.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2015 To 05-06-2015	01	Disaster management- Introduction
		02	Disaster management - meaning
		03	Environmental Hazards
		04	Environmental Stress Meaning
2	08-06-2015 To 12-06-2015	08 - June	Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
3	15-06-2015 To 19-06-2015	05	Types of environmental stress
		06	Seminar
		07	Seminar
		08	Different types and classes of environmental hazards and disasters
4	22-06-2015 To 26-06-2015	09	Different types and classes of environmental hazards and disasters
		10	Types of Environmental Hazards & Disasters –an introduction
		11	Natural Hazards and Disasters
		12	Planetary Hazards/Disasters
5	29-06-2015 To 03-07-2015	13	Endogenous Hazards: Volcanic Eruption
		14	Earthquakes
		15	Landslides
		16	Exogenous Hazards: Introduction
6	06-07-2015 To 10-07-2015	17	Exogenous Hazards: Infrequent events
		18	Cyclones
		19	Lightning
		20	Hailstorms Cumulative atmospheric hazards/ disasters
7	13-07-2015 To 17-07-2015	21	Floods – Droughts
		22	Seminar
		23	Preparing disaster preparedness plan - Land use zoning
		24	Cold waves / Heat waves
			Ramsan - Holiday
8	20-07-2015 To 24-07-2015	25	Extra Planetary Hazards/ disasters
		26	Man induced Hazards & Disasters:
		27	Physical hazards/ Disasters-Soil Erosion
		28	Chemical hazards/ disasters
9	27-07-2015 To 31-07-2015	29	Library
		30	Release of toxic chemicals, nuclear explosion
		31	Biological hazards/ disasters - Population Explosion
		32	Three Stages of Disaster management
10	03-08-2015	33	Pre-disaster stage (Preparedness) – Preparing hazard

No of Weeks	Dates	Session	Topic
	To 07-08-2015		zonation maps
		34	Pre-disaster stage (mitigation) - Disaster resistant house construction
		35	predictability/forecasting and warning
		36	Preparedness through (IEC) Information, education & Communication
11	10-08-2015 To 14-08-2015	37	Revision
		38	Revision
		12 - Aug	First internal for UG/PG
		13 - Aug	First internal for UG/PG
		14 - Aug	Karkkida Vavu -Holiday
12	17-08-2015 To 21-08-2015	17 - Aug	First internal for UG/PG
		18 - Aug	First internal for UG/PG
		19 - Aug	First internal for UG/PG
		20 - Aug	First internal for UG/PG
		21 - Aug	Onam Celebration
13	24-08-2015 To 28-08-2015		Holiday
			Holiday
			Holiday
			Holiday
			Holiday
14	31-08-2015 To 04-09-2015	39	Answer sheet distribution
		40	Population reduction in vulnerable areas - Awareness.
		41	Population reduction in vulnerable areas – Awareness- Continued.
		42	Emergency stage-Rescue training for search
15	07-09-2015 To 11-09-2015	43	operation at national & regional level
		44	Immediate relief – Assessment surveys
		45	Debate
		46	Post Disaster stage
16	14-09-2015 To 18-09-2015	47	Rehabilitation: Political, administrative aspect
		48	Social aspect – economic aspect
		49	Environmental aspect-Continued
			Annual Retreat
			Annual Retreat
			Annual Retreat
17	21-09-2015 To 25-09-2015		Sree Narayana Guru Samadhi - Holiday
		50	Institutional Frame work: Introduction
		51	Provision of immediate relief measures to disaster affected people
			Bakrid - Holiday
			COMET
18	28-09-2015 To 02-10-2015	52	Demonstration
		53	Seminar
		54	Prediction of hazards and disasters measures of

No of Weeks	Dates	Session	Topic
			adjustment to natural hazards
		55	Disaster Mitigation Institutions
19	05-10-2015 To 09-10-2015	05 - Oct	Second Internal for UG/PG
		06 - Oct	Second Internal for UG/PG
		07 - Oct	Second Internal for UG/PG
		08 - Oct	Second Internal for UG/PG
		09 - Oct	Second Internal for UG/PG
		10 - Oct	Second Internal for UG/PG
20	12-10-2015 To 16-10-2015	56	Seismological Observatory and Meteorological Observatory
		57	Volcano logy Institution- Hydrology Laboratory
		58	Industrial Safety Inspectorate
		59	Institution of Urban & Regional Planners
21	19-10-2015 To 23-10-2015	60	Chambers of Architects- Engineering Council
		61	National Standards Committee
		62	Integrated Planning
			Mahanavami - Holiday
			Vijayadasami - Holiday
22	26-10-2015 To 30-10-2015	63	Contingency management preparedness
		64	Group discussion on Education on disasters
		65	Education on disasters
		66	Community involvement
23	02-11-2015 To 06-11-2015	67	The adjustment of human population to natural hazards& disasters in the context of Kerala.
		68	Role of Media
		69	Role of Media- continued
24	09-11-2015 To 13-11-2015		Deepavali - Holiday
		70	Revision
		71	Previous year question paper discussion
			Study Leave
			Study Leave
25	16-11-2015 To 20-11-2015		Study Leave
			Study Leave
			Study Leave
		18 - Nov	III Sem UG University Exam Begins

3A12 COM : NUMERICAL SKILLS FOR BUSINESS

No of Credits: 4

No of contact hours: 72

Objectives:

1. To understand basic concepts in mathematics which are applied in the managerial decision making.
2. To develop an understanding of numeric problems in business and social sciences, and techniques used to model such problems.
3. To develop mathematical skills needed to analyze numeric data used in business and social sciences.

SYLLABUS

Module – I

Arithmetic - Average, mixtures - Ratios and proportions - Computation of interest - Simple interest, compound interest, effective yield - Future value, present value - Amortization, depreciation - Continuous compounding. [15 Hours]

Module – II

Set theory and simple application of Venn diagram - Truth table and its applications - Indices and surds [13 Hours]

Module – III

Linear simultaneous equations (upto3 variables only) - Quadratic equations - Solution of linear inequalities (by geometric method only) [20Hours]

Module – IV

Matrix Algebra: Introduction – Definition – Types of Matrix-Matrix operations - Addition and subtraction - Matrix multiplication - Transpose of matrix - Determinants of a square matrix - determinants of order two and order three - Inverse of a matrix - Solving simultaneous linear equations - Rank of a matrix [24 Hours]

References:

1. Raymond Barnett, Michael Ziegler - Essentials of College Mathematics for Business, Economics, Life Sciences and Social Sciences
2. Sancheti and V.K.Kapoor -Business Mathematics
3. M.Raghavachari -Mathematics for Management
4. Dr. P.R. Vittal - Business Maths& Statistics
5. Chandran&Agarwal - Business Mathematics -
6. Raghavachari - Mathematics for Management,

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2015 To 05-06-2015	01	Introduction to the subject
		02	Average
		03	Average
		04	Simple interest
2	08-06-2015 To 12-06-2015		Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
3	15-06-2015 To 19-06-2015	05	Compound interest
		06	Compound interest
		07	Effective yield
		08	Effective yield
4	22-06-2015 To 26-06-2015	09	Depreciation
		10	Future value
		11	Present value
		12	Continuous compounding
5	29-06-2015 To 03-07-2015	13	Continuous compounding for annuities
		14	Amortization
		15	Revision
		16	Test paper
6	06-07-2015 To 10-07-2015	17	Ratio
		18	Ratio
		19	Proportion
		20	Proportion
7	13-07-2015 To 17-07-2015	21	Set
		22	Different types of sets
		23	Set operations
			Ramsan - Holiday
8	20-07-2015 To 24-07-2015	24	Problems based on set operations
		25	Problems based on set operations
		26	Venn diagrams
		27	Application of Venn diagrams
9	27-07-2015 To 31-07-2015	28	Test paper
		29	Logic
		30	Truth tables
		31	Application of truth tables
10	03-08-2015 To 07-08-2015	32	Laws of indices
		33	Radicals
		34	Problems
		35	Problems
11	10-08-2015 To 14-08-2015	36	Revision
		37	Revision
		12 - Aug	First internal for UG/PG

No of Weeks	Dates	Session	Topic
		13 - Aug	First internal for UG/PG
		14 - Aug	Karkkida Vavu -Holiday
12	17-08-2015 To 21-08-2015	17 - Aug	First internal for UG/PG
		18 - Aug	First internal for UG/PG
		19 - Aug	First internal for UG/PG
		20 - Aug	First internal for UG/PG
		21 - Aug	Onam Celebration
13	24-08-2015 To 28-08-2015		Holiday
			Holiday
			Holiday
			Holiday
			Holiday
14	31-08-2015 To 04-09-2015	38	Equations
		39	Types of equations
		40	Problems
		41	Problems
15	07-09-2015 To 11-09-2015	42	Equations containing three unknowns
		43	Quadratic equations
		44	Quadratic equations
		45	Solution of linear inequalities
16	14-09-2015 To 18-09-2015	46	Solution of linear inequalities
		47	Revision
		48	Test paper
			Annual Retreat
			Annual Retreat
			Annual Retreat
17	21-09-2015 To 25-09-2015		Sree Narayana Guru Samadhi - Holiday
		49	Matrix
		50	Matrix operations – addition and subtraction
			Bakrid - Holiday
			COMET
18	28-09-2015 To 02-10-2015	51	Matrix operations – addition and subtraction
		52	Matrix multiplication
		53	Matrix multiplication
19	05-10-2015 To 09-10-2015	05 - Oct	Second Internal for UG/PG
		06 - Oct	Second Internal for UG/PG
		07 - Oct	Second Internal for UG/PG
		08 - Oct	Second Internal for UG/PG
		09 - Oct	Second Internal for UG/PG
		10 - Oct	Second Internal for UG/PG
20	12-10-2015 To 16-10-2015	54	Determinants of a square matrix of order two
		55	Determinants of a square matrix of order three
		56	Determinants of a square matrix of order three
		57	Inverse of a matrix
21	19-10-2015 To	58	Inverse of a matrix
		59	Rank of a matrix

No of Weeks	Dates	Session	Topic
	23-10-2015	60	Rank of a matrix
			Mahanavami - Holiday
			Vijayadasami - Holiday
22	26-10-2015 To 30-10-2015	61	Mixtures
		62	Mixtures
		63	Revision
		64	Revision
23	02-11-2015 To 06-11-2015	65	Previous year question paper discussion
		66	Previous year question paper discussion
		67	Previous year question paper discussion
		68	Previous year question paper discussion
24	09-11-2015 To 13-11-2015		Deepavali - Holiday
		69	Previous year question paper discussion
		70	Previous year question paper discussion
			Study Leave
			Study Leave
25	16-11-2015 To 20-11-2015		Study Leave
			Study Leave
			Study Leave
		18 - Nov	III Sem UG University Exam Begins

3B05COM (CORE – V): ADVANCED ACCOUNTING

No of credits: 4

Contact hours: 90 Hours per week 5

Objectives of the Course:

To help the students to acquire the conceptual knowledge of accounting for special transactions and to help them to learn the techniques of preparing the accounts and financial statements

Module I

Inland Branch Accounts: Accounts of dependent and independent branches – Debtors system, Stock and Debtors Method (at cost price and invoice price) – Incorporation of branch transaction in the books of H.O. Reconciliation and preparation of consolidated accounts – Departmental accounts – Accounting procedure- Analytical day book and ledgers- Allocation of expenses – Inter departmental transfers- Provision for unrealized profit.

(30 hours)

Module II

Self balancing – meaning and object- Difference between self balancing and sectional balancing – Control accounts- Transfer from one ledger to another – contra balances – Sectional balancing – preparation of total Debtors and Total creditors account.

(15 hours)

Module III

Accounting from Incomplete Records- Features, Drawbacks-Computation of profit by Net Worth method-Final Statement of Affairs – Conversion of single entry to double entry – preparation of final accounts

(20 hours)

Module IV

Royalty accounts – Types of royalties – Minimum rent – Short workings – Recoupment of short workings - Entries in the books of the parties.

(10 hours)

Module V

Hire Purchase, Installment systems and Lease Accounting: Hire purchase – interest calculations repossession – installment sale - concept operating and financial lease (theory only).

(15 hours)

References:

1. Advanced Accounts VolumeII: Shukla: M.C., T.S.Grewal and S.C.Guptha (S.Chand&Co.,New Delhi)
2. Advanced Accountancy, Volume II: Guptha R.L. and M.Radhaswami (Sulthan Chand & Co. New Delhi)
3. Corporate Accounting: Maheshwari. S.N. and S.K.Maheshwari, (Vikas publishing House, New Delhi)
4. Corporate Accounting: Ashok Sehgal and Deepak Sehgal,(Taxman Publication, New Delhi)
5. Corporate Accounting: S.P. Jain and K.L.Narang (Kalyani Publishers, New Delhi)
6. Fundamentals of Corporate:Monga, J.R (Mayur Paper backs, New Accounting Delhi)
7. Financial Accounting: B.K.Banerjee (PHI Pvt.Ltd.New Delhi)

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2015 To 05-06-2015	01	Royalty Accounts - Meaning And Types Of Royalty, Minimum Rent
		02	Meaning of short workings, Recoupment of short workings
		03	Recoupment of short workings
		04	Journal Entries in the books of Lessee
		05	Journal Entries in the books of Lessee
2	08-06-2015 To 12-06-2015		Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
3	15-06-2015 To 19-06-2015	06	Preparation of ledger accounts in the books of lessee
		07	Preparation of ledger accounts in the books of lessee
			Problem Solving
			Problem Solving
		08	Journal entries in the books of lessor
4	22-06-2015 To 26-06-2015	09	Journal entries in the books of lessor
		10	Journal entries in the books of lessor
		11	HIRE PURCHASE – Meaning Difference between hire purchase & sale
		12	Journal entries in the books of hire vendor
		13	Journal entries in the books of hire purchaser
5	29-06-2015 To 03-07-2015	14	Journal entries in the books of hire purchaser
		15	Calculation of interest
		16	Calculation of interest
		17	Calculation of interest
		18	Repossession
6	06-07-2015 To 10-07-2015	19	Repossession
		20	Installment sale
		21	Installment sale
		22	Concept operating and financial lease
		23	Concept operating and financial lease
7	13-07-2015 To 17-07-2015	24	Revision
		25	Class test
		26	SELF BALANCING – Meaning and objectives Differences between self balancing and sectional balancing
		27	Transfer from one ledger to another
		28	Transfer from one ledger to another
8	20-07-2015 To 24-07-2015		Ramsan - Holiday
		29	Transfer from one ledger to another
		30	Transfer from one ledger to another
		31	Contra balances

No of Weeks	Dates	Session	Topic
		32	Contra balances
		33	Sectional balancing
9	27-07-2015 To 31-07-2015	34	Preparation of total debtors account
		35	Preparation of total debtors account
		36	Preparation of total debtors account
		38	Preparation of total creditors account
10	03-08-2015 To 07-08-2015	39	Preparation of total creditors account
		40	ACCOUNTING FROM INCOMPLETE RECORDS –Features and drawbacks
		41	Computation of profit by Net Worth method
		42	Computation of profit by Net Worth method
		43	Computation of profit by Net Worth method
11	10-08-2015 To 14-08-2015	44	Final statement of affairs
		45	Final statement of affairs
		12 - Aug	First internal for UG/PG
		13 - Aug	First internal for UG/PG
		14 - Aug	Karkkida Vavu -Holiday
12	17-08-2015 To 21-08-2015	17 - Aug	First internal for UG/PG
		18 - Aug	First internal for UG/PG
		19 - Aug	First internal for UG/PG
		20 - Aug	First internal for UG/PG
		21 - Aug	Onam Celebration
13	24-08-2015 To 28-08-2015		Holiday
			Holiday
			Holiday
			Holiday
			Holiday
14	31-08-2015 To 04-09-2015	46	Final statement of affairs
		47	Conversion of single entry to double entry
		48	Conversion of single entry to double entry
		49	Preparation of final accounts
		50	Preparation of final accounts
15	07-09-2015 To 11-09-2015	51	Revision
		52	BRANCH ACCOUNTS –Accounts of dependent and independent branches
		53	Accounts of dependent and independent branches
		54	Debtors system method
		55	Stock and Debtors system method
16	14-09-2015 To 18-09-2015	56	Stock and Debtors system method
		58	Incorporation of branch transactions in the books of H.O.
		60	Incorporation of branch transactions in the books of H.O.
			Annual Retreat
			Annual Retreat
	Annual Retreat		

No of Weeks	Dates	Session	Topic
17	21-09-2015 To 25-09-2015		Sree Narayana Guru Samadhi - Holiday
		61	Incorporation of branch transactions in the books of H.O.
		62	Incorporation of branch transactions in the books of H.O.
			Bakrid - Holiday
			COMET
18	28-09-2015 To 02-10-2015	63	Reconciliation and preparation of consolidated accounts
		64	Reconciliation and preparation of consolidated accounts
		65	Reconciliation and preparation of consolidated accounts
		66	Departmental accounts - accounting procedure
19	05-10-2015 To 09-10-2015	05 - Oct	Second Internal for UG/PG
		06 - Oct	Second Internal for UG/PG
		07 - Oct	Second Internal for UG/PG
		08 - Oct	Second Internal for UG/PG
		09 - Oct	Second Internal for UG/PG
		10 - Oct	Second Internal for UG/PG
20	12-10-2015 To 16-10-2015	67	Departmental accounts- accounting procedure
		68	Analytical day book and ledgers
		69	Analytical day book and ledgers
		70	Allocation of expenses
		71	Allocation of expenses
21	19-10-2015 To 23-10-2015	72	Inter departmental transfers
		73	Inter departmental transfers
		76	Provision for unrealized profit
			Mahanavami - Holiday
	Vijayadasami - Holiday		
22	26-10-2015 To 30-10-2015	77	Question Paper Discussion
		78	Question Paper Discussion
		79	Question Paper Discussion
		80	Question Paper Discussion
		81	Question Paper Discussion
23	02-11-2015 To 06-11-2015	82	Revision
		83	Revision
		84	Revision
		85	Revision
24	09-11-2015 To 13-11-2015		Deepavali - Holiday
			Previous year question paper discussion
			Previous year question paper discussion
			Study Leave
	Study Leave		
25	16-11-2015		Study Leave

No of Weeks	Dates	Session	Topic
	To		Study Leave
	20-11-2015		Study Leave
		18 - Nov	III Sem UG University Exam Begins

3B06COM COMPUTER LANGUAGES AND SOFTWARES

No of Credits: 3

No of contact hours: 90 (Theory: 54 hours; Practical: 36 hours)

Hours per week: 5

Objectives: To acquire knowledge about programming languages and to develop skill in creating power point and blog.

SYLLABUS

Module 1

Computer –meaning – definition-characteristics-merits- demerits- historical overview-generation of computer-structure-peripherals-memory-types of memory-input output devices-secondary storage devices latest invention

Module II

System concepts- meaning –definition-features-types of system -control in information system-system design-Operating system –introduction-functions-objectives-types of operating system-multiprogramming-batch processing -online, real-time processing system-time sharing-Concept of GUI Artificial Intelligence-Virtual Reality-application of both

Module III

Computer language –low level and high level language-meaning-features-advantages and disadvantages- Programming concepts – Algorithms – Flow charts –symbols used - Characteristics –programming languages –C ,C++ ,java uses and importance

Module IV

Software-meaning definition, types –concept of blog – creation of blog-uses

Module V

Application software Power point – Introduction- pp terminology-features-steps-creating Presentation-uses of PowerPoint presentation –advantages –demerits-preparing master slides-Formatting-layouts-insertions -color scheme-adding graphic presentation-special effects-running the slide show

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2015 To 05-06-2015	1	Computer : Meaning, definition, characteristics
		2	Merits and demerits, historical overview
		3	Generation of computer
		4	Structure
		5	Lab
2	08-06-2015 To 12-06-2015		Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
3	15-06-2015 To 19-06-2015	6	Peripherals, Memory, Types of Memory
		7	Input Output Devices
		8	Secondary storage devices
		9	Operating System : Introduction, Functions
		10	Objectives
4	22-06-2015 To 26-06-2015	11	Types of Operating System
		12	Multiprogramming
		13	Batch processing
		14	Online-real time processing
		15	Time sharing
5	29-06-2015 To 03-07-2015	16	Artificial Intelligence
		17	Virtual reality
		18	Concept of GUI(Graphical User Interface)
		19	Introduction- pp terminology-features
		20	Steps-Creating presentation
6	06-07-2015 To 10-07-2015	21	Lab
		22	Lab
		23	Uses of Power point Presentation,
		24	Advantages Features
		25	demerits, Preparing Master slides
7	13-07-2015 To 17-07-2015	26	Lab
		27	Formatting
		28	Layouts
		29	Insertion, Color scheme
		30	Adding graphic presentation
8	20-07-2015 To 24-07-2015	31	Special effects, Running the slide show
		32	Lab
		33	Lab
		34	Lab
		35	Test Paper
9	27-07-2015 To 31-07-2015	36	Low level and high level languages
		37	Lab
		38	Meaning
		39	Advantages and disadvantages
		40	Features Programming Concepts
10	03-08-2015 To 07-08-2015	41	Lab
		42	Algorithm: Examples
		43	Flowcharts
		44	Flowchart: Symbols
		45	Flowchart: Examples

No of Weeks	Dates	Session	Topic
11	10-08-2015 To 14-08-2015	46	Characteristics
		47	Programming Languages: Introduction
			First internal for UG/PG
			First internal for UG/PG
12	17-08-2015 To 21-08-2015		Karkkida Vavu -Holiday
			First internal for UG/PG
			First internal for UG/PG
			First internal for UG/PG
13	24-08-2015 To 28-08-2015		Onam Celebration
			Holiday
			Holiday
			Holiday
14	31-08-2015 To 04-09-2015		Holiday
		48	Lab
		49	C: Introduction , Features
		50	C++:Introduction
		51	C++: Features
15	07-09-2015 To 11-09-2015	52	Comparison between C & C++
		53	Lab
		54	Java: Introduction, History ,Features of Java
		55	How java differs from C & C++
		56	Example programs: C, C++, java
16	14-09-2015 To 18-09-2015	57	Test paper
		58	Software: Introduction, Meaning, definition
		59	Software: Types
			Annual Retreat
17	21-09-2015 To 25-09-2015		Annual Retreat
			Annual Retreat
			Annual Retreat
			Sree Narayana Guru Samadhi - Holiday
		60	Concept of blog (+ Lab), Uses
18	28-09-2015 To 02-10-2015	61	Creation of blog(Lab)
		62	System concepts: Meaning, definition,features
			Bakrid - Holiday
			COMET3
		63	Types of system
19	05-10-2015 To 09-10-2015	64	Control in information system
		65	System design
		66	Lab
		67	Test paper
			Second internal for UG/PG
20	12-10-2015 To 16-10-2015		Second internal for UG/PG
			Second internal for UG/PG
			Second internal for UG/PG
			Second internal for UG/PG
		68	Module 1: Question paper discussion
		69	Class Test
		70	Question paper discussion
		71	Revision

No of Weeks	Dates	Session	Topic
		72	Seminar
21	19-10-2015 To 23-10-2015	73	Module2: Question paper discussion
		74	Seminar
		75	Class Test
		76	Revision
			Mahanavami - Holiday
22	26-10-2015 To 30-10-2015	77	Module 3: Question paper discussion
		78	Question paper discussion
		79	Revision
		80	Class Test
		81	Revision
23	02-11-2015 To 06-11-2015	82	Module 4: Question paper discussion
		83	Class Test
		84	Revision
		85	Seminar
		86	Seminar
24	09-11-2015 To 13-11-2015	87	Module 5: Question paper discussion
		88	Class Test
			Study Leave
			Study Leave
			Study Leave
25	16-11-2015 To 20-11-2015		Study Leave
			Study Leave
			Study Leave
			Study Leave
		18 - Nov	III Sem UG University Exam Begins

3C03 COM (COMPL - III): BASICS OF RESEARCH METHODOLOGY

No of Credits: 3

No of contact hours: 54

Hours per week: 3

Objectives: To help the degree students to understand how to do research in the area of Commerce and Management

SYLLABUS

MODULE I: Introduction to Research

Meaning – Purpose – Criteria of good research – Social Science Research – Functions or uses of social science research – limitations of social science research - steps in Research Process (a brief account only) (10 Hours)

MODULE II: Research Problem

Meaning of research problem – mode of selection – sources of problems - formulation of problem – formulation process (7 Hours)

MODULE III: Research Design or Plan

Meaning – importance – contents of a research plan (5 Hours)

MODULE IV: Data Collection

Primary data – primary data collection methods - observation, interview, questionnaires, schedules. Secondary Data – meaning – sources of secondary data. (7 Hours)

MODULE V: Sampling Techniques

Characteristics of good sampling – method of sampling: random sampling methods – simple, stratified, systematic, cluster, area, multi-stage. Non probability sampling: - Convenient sampling, judgment sampling, quota sampling, snow ball sampling. Advantages and Disadvantages of sampling. (10 Hours)

MODULE VI: Report Writing

Introduction, types of reports, steps in report writing, contents of the research report, footnote and bibliography (15 Hours)

Reference

1. Research Methodology by O. R. Krishnaswamy
2. Research Methodology by P. Saravnavel
3. Research Methodology by C. R. Kothari
4. Research Methodology by D. K. Bhattacharya
5. Methodology of Research in Social Sciences by Dr. O. R. Krishnaswamy and Dr. M. Ranganatham

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2015 To 05-06-2015	01	Introduction to research
		02	Definitions of research
		03	Meaning – Purpose
2	08-06-2015 To 12-06-2015	08 - June	Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
3	15-06-2015 To 19-06-2015	04	Criteria of good research
		05	Seminar
		06	Criteria of good research
4	22-06-2015 To 26-06-2015	07	Social science research
		08	Function and uses of social science research
		09	Limitations and steps of social science research
5	29-06-2015 To 03-07-2015	10	Research problem- an introduction
		11	Research problem- meaning
		12	Research problem- mode of selection
6	06-07-2015 To 10-07-2015	13	Sources of problems
		14	Sources of problems
		15	Formulation of problems
7	13-07-2015 To 17-07-2015	16	Formulation of problems
		17	Formulation of problems- process
		18	Seminar
			Ramsan - Holiday
8	20-07-2015 To 24-07-2015	19	Research design- an introduction
		20	Research design- meaning
		21	Research design- importance.
9	27-07-2015 To 31-07-2015	22	Contents of research plan.
		23	Data collection- An introduction
		24	Primary data
10	03-08-2015 To 07-08-2015	25	Primary data- collection and methods
		26	Observation method- interview method
		27	Questionnaire
11	10-08-2015 To 14-08-2015	28	Revision module I
		29	Revision module II
			First internal for UG/PG
			First internal for UG/PG
			Karkkida Vavu -Holiday
12	17-08-2015 To 21-08-2015		First internal for UG/PG
			First internal for UG/PG
			First internal for UG/PG
			First internal for UG/PG
		21 - Aug	Onam Celebration
13	24-08-2015		Holiday

No of Weeks	Dates	Session	Topic
	To 28-08-2015		Holiday
			Holiday
			Holiday
			Holiday
14	31-08-2015 To 04-09-2015	30	Schedules
		31	Schedules
		32	Secondary data- meaning
15	07-09-2015 To 11-09-2015	33	Sources of secondary data
		34	Sampling techniques- an introduction
		35	Sampling techniques continued
16	14-09-2015 To 18-09-2015	36	What is a good sample?
		37	Characteristics of good sampling
		38	Types of sampling
			Annual Retreat
			Annual Retreat
			Annual Retreat
17	21-09-2015 To 25-09-2015	21 - Sep	Sree Narayana Guru Samadhi - Holiday
		39	Methods of sampling
		40	Random Sampling
			Bakrid - Holiday
			COMET
18	28-09-2015 To 02-10-2015	41	Simple random Sampling
		42	Stratified Sampling
		43	Systematic Sampling
		02 - Oct	Gandhi Jayanthi - Holiday
19	05-10-2015 To 09-10-2015	05 - Oct	Second internal for UG/PG
		06 - Oct	Second internal for UG/PG
		07 - Oct	Second internal for UG/PG
		08 - Oct	Second internal for UG/PG
		09 - Oct	Second internal for UG/PG
		10 - Oct	Second internal for UG/PG
20	12-10-2015 To 16-10-2015	44	Area and cluster sampling
		45	Multistage sampling
		46	Non probability sampling
21	19-10-2015 To 23-10-2015	47	Convenient sampling
		48	Convenient sampling- demo
		49	Judgement sampling
		22 - Oct	Mahanavami - Holiday
		23 - Oct	Vijayadasami - Holiday
22	26-10-2015 To 30-10-2015	50	Quota sampling
		51	Snow ball sampling
		52	Disadvantages and advantages of sampling
23	02-11-2015 To 06-11-2015	53	Discussion on Previous question papers
		54	Discussion on Previous question papers
		55	Revision
24	09-11-2015		Deepavali - Holiday

No of Weeks	Dates	Session	Topic
	To 13-11-2015	56	Previous year question paper discussion
		57	Previous year question paper discussion
			Study Leave
			Study Leave
25	16-11-2015 To 20-11-2015		Study Leave
			Study Leave
			Study Leave
		18 - Nov	III Sem UG University Exam Begins

3C04 COM (COMPL - IV): BUSINESS REGULATORY FRAMEWORK

No. of Credit: 3

No of Contact Hours: 4 Hrs per week / 72Hrs

Module I

ICA 1872 - Nature of Contract- Essential elements with examples - classifications- Offer & acceptance - Legal Rules- Kinds of Offer- Revocation- Consideration- Stranger to contract without consultant void- Exceptions- Stranger to contract- Capacity to contract- Free consent- Coercion- difference—Mistake- Misrepresentation- Fraud- Legality of object- Illegal and Unlawful agent- Opposed to public policy- Contract expressly declared to be void.

(22 Hours)

Module II

Discharge of contract- Remedies for Breach of contract- Quasi Contract.

(8 Hours)

Module III

Special contract- Identity- Guarantee- Distinctions- Kinds of Guarantee- Nature of Surety- Rights & Duties- Discharge of surety- Contract of Agency- Creation of Agency Termination- Rights & Liabilities of Agents- Personal Liability of Agents.

(14 Hours)

Module IV

Bailment & Pledge- Definition- Essentials- Difference- Kinds of Bailment- Duties of Bailor & Bailee-Lien.

(8 Hours)

Module V

Sale of Goods Act 1930- Essentials- Difference between Sale & Agreement to sell- Conditions & Warranties - Distinctions implied – Conditions & Warranty- Doctrine of Caveat Emptor- Exceptions-Transfer of Property- Rights & Duties- Unpaid seller- Auction Sale.

(20 Hours)

Books for Reference:

1. Mercantile Law, Chowla&Garg
2. Mercantile Law, N D Kapoor
3. Business & Corporate Law, L R Potti
4. Mercantile Law, M C Shukla

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2015 To 05-06-2015	01	The Indian Contract Act: Introduction
		02	ICA 1872 Introduction
		03	Nature of Contract
		04	Essential Elements with Examples
2	08-06-2015 To 12-06-2015	08 - June	Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
3	15-06-2015 To 19-06-2015	05	Classifications of Contract.
		06	Offer & Acceptance Legal Rules
		07	Kinds of offer, Revocation
		08	Consideration – Stranger to contract without consideration is void.
4	22-06-2015 To 26-06-2015	09	Exceptions – to Stranger to contract.
		10	Capacity to contract – Free consent, Coercion
		11	Difference between Mistake, Misrepresentation, Fraud
		12	Difference between Mistake, Misrepresentation, Fraud
5	29-06-2015 To 03-07-2015	13	Legality of Object, Illegal & unlawful object opposed to Public policy.
		14	Contract expressly declared to be void.
		15	Discharge of contract, Remedies for breach of contract.
		16	Remedies for breach of contract
6	06-07-2015 To 10-07-2015	17	Sale of Goods Act 1930 Essentials.
		18	Difference between Sale and Agreement to sell
		19	Implied condition
		20	Warrantees
7	13-07-2015 To 17-07-2015	21	Rights & Duties of Unpaid seller
		22	Rights & Duties of Unpaid seller
		23	Auction sale
		24	Sale of goods
			Ramsan - Holiday
8	20-07-2015 To 24-07-2015	25	Sale of goods
		26	Transfer of property in goods
		27	Sale of goods
		28	Implied conditions & warranties
9	27-07-2015 To 31-07-2015	29	Unpaid seller
		30	Who is an unpaid seller
		31	Rights & duties of an unpaid seller
		32	Sale and agreement to sell, differences
10	03-08-2015	33	Differences between sale & agreement to sell

No of Weeks	Dates	Session	Topic
	To 07-08-2015	34	Caveat Emptor
		35	Essentials of sale of goods
		36	Exemption to caveat emptor
11	10-08-2015 To 14-08-2015	37	Buyer beware
		38	Revision of implied conditions & warranties
			First internal for UG/PG
			First internal for UG/PG
12	17-08-2015 To 21-08-2015		Karkkida Vavu -Holiday
			First internal for UG/PG
			First internal for UG/PG
			First internal for UG/PG
		21 - Aug	Onam Celebration
13	24-08-2015 To 28-08-2015		Holiday
			Holiday
			Holiday
			Holiday
			Holiday
14	31-08-2015 To 04-09-2015	39	Introduction to special contracts
		40	Special Contracts
		41	Contracts of Indemnity & Guarantee
		42	Distinction between Indemnity & Guarantee
15	07-09-2015 To 11-09-2015	43	Kinds of guarantee
		44	Nature of Surety
		45	Rights & duties of surety
		46	Discharge of surety
16	14-09-2015 To 18-09-2015	47	Discharge of liability of surety
		48	Liability of surety
			Annual Retreat
			Annual Retreat
17	21-09-2015 To 25-09-2015	21 - Sep	Sree Narayana Guru Samadhi - Holiday
		49	Creation of Agency
		50	Termination of agency
			Bakrid - Holiday
			COMET
18	28-09-2015 To 02-10-2015	51	Rights & liabilities of agents
		52	Contract of bailment
		53	Bailment & Pledge
		02 - Oct	Gandhi Jayanthi - Holiday
19	05-10-2015 To 09-10-2015	05 - Oct	Second internal for UG/PG
		06 - Oct	Second internal for UG/PG
		07 - Oct	Second internal for UG/PG
		08 - Oct	Second internal for UG/PG
		09 - Oct	Second internal for UG/PG
		10 - Oct	Second internal for UG/PG

No of Weeks	Dates	Session	Topic
20	12-10-2015 To 16-10-2015	54	Definition of Bailment
		55	Essentials of bailment & Pledge
		56	Difference between Bailment & Pledge
		57	Kinds of bailment, duties of bailer & bailee, Lien.
21	19-10-2015 To 23-10-2015	58	Duties of Bailer
		59	Duties of Bailer
		60	Rights & Liabilities of Bailer & bailee
		22 - Oct	Mahanavami - Holiday
	23 - Oct	Vijayadasami - Holiday	
22	26-10-2015 To 30-10-2015	61	Rights & Liabilities of Bailer & bailee
		62	Rights & Liabilities of Bailer & bailee
		63	Revision
		64	Contract of agency
23	02-11-2015 To 06-11-2015	65	Creation of Agency
		66	Termination of agency
		67	Rights & Liabilities of agents
		68	Personal liability of agents
24	09-11-2015 To 13-11-2015		Deepavali - Holiday
		69	Previous year question paper discussion
		70	Previous year question paper discussion
			Study Leave
25	16-11-2015 To 20-11-2015		Study Leave
			Study Leave
			Study Leave
		18 - Nov	III Sem UG University Exam Begins