

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



**COURSE PLAN**

**B.Com COMPUTER APPLICATION**

**SEMESTER - 3**

**ACADEMIC YEAR 2016 - 17**

SL No.	Name of Subjects	Name of the Teacher	Duty Hours per week	
	<b>III Sem B.Com Computer Application (2015 - 18)</b>			
1.	3A11 COM - Disaster Management	Centil Abraham K	4	
2.	3A12 COM - Numerical Skills for Business	Jyolsna George	4	
3.	3B05 COM - Advanced Accounting	Simi Antony	5	
4.	3B06 COM - Computer Languages and Software	Hebin Layola	5	
5.	3C03 COM - Basics of Research Methodology	Sr. Daisylet	3	
6.	3C04 COM - Business Regulatory Framework	Sapana John	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	3A12 COM - Numerical Skills for Business	3B05 COM - Advanced Accounting	3C04 COM - Business Regulatory Framework	3B06 COM - Computer Languages and Software (Lab)	3C03 COM - Basics of Research Methodology
2	3C03 COM - Basics of Research Methodology	3A11 COM - Disaster Management	3B06 COM - Computer Languages and Software	3B05 COM - Advanced Accounting	3A12 COM - Numerical Skills for Business
3	3B05 COM - Advanced Accounting	3C04 COM - Business Regulatory Framework	3A11 COM - Disaster Management	3A12 COM - Numerical Skills for Business	3B06 COM - Computer Languages and Software
4	3B06 COM - Computer Languages and Software	3C04 COM - Business Regulatory Framework	3A12 COM - Numerical Skills for Business	3A11 COM - Disaster Management	3B05 COM - Advanced Accounting
5	3C04 COM - Business Regulatory Framework	3B05 COM - Advanced Accounting	3B06 COM - Computer Languages and Software	3C03 COM - Basics of Research Methodology	3A11 COM - Disaster Management

## 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	01-06-2016 To 03-06-2016	01	<b>Environmental Hazards - Disaster - Introduction</b>
		02	Environmental Disasters
		03	Meaning- Different types
2	06-06-2016 To 10-06-2016	04	Classes of environmental hazards and disasters
		05	Environmental Stress
		06	Causes for disaster
		07	Approaches to disaster
3	13-06-2016 To 17-06-2016	08	Approaches to disaster
		09	<b>Class Test</b>
		10	<b>Types of Environmental Hazards &amp; Disasters</b>
		11	Natural Hazards and Disasters- Planetary Hazards/Disasters
4	20-06-2016 To 24-06-2016	12	Endogenous Hazards: Volcanic Eruption – Earthquakes - Landslides
		13	Exogenous Hazards: Infrequent events - Cyclones – Lightning – Hailstorms
		14	Cumulative atmospheric hazards / disasters: Floods – Droughts – Cold waves – Heat waves
		15	Extra Planetary Hazards / disasters
5	27-06-2016 To 01-07-2016	16	Man induced Hazards & Disasters
		17	Physical hazards/ Disasters-Soil Erosion
		18	Chemical hazards/ disasters
		19	Release of toxic chemicals, nuclear explosion
6	04-07-2016 To 08-07-2016	20	Biological hazards/ disasters - Population Explosion.
		21	<b>Class Test</b>
		<b>06-Jul</b>	<b>Ramsan - Holiday</b>
		22	<b>Phases of Disaster Management - Introduction</b>
7	11-07-2016 To 15-07-2016	23	Three Stages: Pre-disaster stage (Preparedness)
		24	Preparing hazard zonation maps, predictability/forecasting and warning
		25	Preparing disaster preparedness plan - Land use zoning
		26	Preparedness through (IEC) Information, education & Communication
8	18-07-2016 To 22-07-2016	27	Pre-disaster stage (mitigation) - Disaster resistant house construction
		28	Population reduction in vulnerable areas - Awareness
		29	Emergency stage-Rescue training for search & operation at national & regional level
		30	Immediate relief – Assessment surveys
9	25-07-2016	31	Post Disaster stage-Rehabilitation
		32	Political, administrative aspect – social aspect

No of Weeks	Dates	Session	Topic
	To 29-07-2016	33	Economic aspect – environmental aspect
		34	<b>Class Test</b>
		35	Seminar
10	01-08-2016 To 05-08-2016	36	Discussion
		<b>02-Aug</b>	<b>Karkidaka Vavu - Holiday</b>
		37	Previous year question paper discussion
		38	Revision Module 1
		39	Revision Module 2
		40	Revision Module 3
		41	Group discussion on recent flood in Chennai
11	08-08-2016 To 12-08-2016	42	Seminar
		43	<b>Class Test</b>
		<b>15-Aug</b>	<b>Independence Day - Holiday</b>
12	15-08-2016 To 19-08-2016	<b>16-Aug</b>	<b>First Internal for UG/PG</b>
			<b>First Internal for UG/PG</b>
			<b>First Internal for UG/PG</b>
			<b>First Internal for UG/PG</b>
13	22-08-2016 To 26-08-2016		<b>First Internal for UG/PG</b>
		<b>23-Aug</b>	<b>First Internal for UG/PG</b>
		<b>24-Aug</b>	<b>Sree Krishna Jayanthi - Holiday</b>
		44	<b>Institutional Frame work- Introduction</b>
14	29-08-2016 To 02-09-2016	45	Provision of immediate relief measures to disaster affected people
		46	Prediction of hazards and disasters
		47	Measures of adjustment to natural hazards
		48	Disaster Mitigation Institutions
15	05-09-2016 To 09-09-2016	49	Meteorological Observatory
		50	Seismological Observatory- Volcano logy Institution
		51	Hydrology Laboratory - .Industrial Safety Inspectorate – Institution of Urban & Regional Planners
		52	Chambers of Architects- Engineering Council
		53	National Standards Committee
16	12-09-2016 To 16-09-2016	<b>09-Sep</b>	<b>Onam Celebration</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
17	19-09-2016 To 23-09-2016	54	Integrated Planning- Contingency management preparedness
		55	Education on disasters
		56	Community involvement

No of Weeks	Dates	Session	Topic
		57	The adjustment of human population to natural hazards & disasters in the context of Kerala
		58	Role of media in disaster management
18	26-09-2016 To 30-09-2016	59	Role of media in disaster management
		60	Seminar
		61	Seminar
		62	Videos of different natural disaster
19	26-09-2016 To 30-09-2016	63	Videos of different man-made disaster
		64	Revision of some important topics - Approaches to disaster
		65	Types of disaster
		66	Disaster management in India
20	03-10-2016 To 07-10-2016	67	Discussion of various disasters occurred in India
		68	Discussion of various disasters occurred in India
		69	Seminar
		70	<b>Class Test</b>
		<b>07-Oct</b>	<b>SLATE FEST</b>
21	10-10-2016 To 14-10-2016	<b>10-Oct</b>	<b>Mahanavami - Holiday</b>
		<b>11-Oct</b>	<b>Vijayadhasami - Holiday</b>
		<b>12-Oct</b>	<b>Muharam - Holiday</b>
		71	Question paper discussion
		<b>14-Oct</b>	<b>Second Internal for UG/PG</b>
22	17-10-2016 To 21-10-2016		<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
23	24-10-2016 To 28-10-2016	72	Revision Module 1
		73	Revision Module 2
		74	Revision Module 3
		75	Revision Module 4
24	31-10-2016 To 04-11-2016	76	Seminar
		77	Seminar
		78	University question paper discussion and class test
		79	Discussion of important topics
25	07-11-2016 To 11-11-2016		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
26	14-11-2016 To 18-11-2016		<b>Study Leave</b>
			<b>Study Leave</b>
		<b>16-Nov</b>	<b>III Semester UG Examination Begins</b>

## **3A12 COM (COMMON XII): NUMERICAL SKILLS FOR BUSINESS**

**No.of Credits: 4**

**No.of Contact hours: 72 Hours per week 4**

### **Objectives:**

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

### **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 a 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]

**(Theory and problems may be in the ratio of 30% and 70% respectively)**

### **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	01-06-2016 To 03-06-2016	01	Arithmetic introduction
		02	Average
		03	Mixtures
2	06-06-2016 To 10-06-2016	04	Problem solving
		05	Problem solving
		06	Ratios and proportions
		07	Problem solving
3	13-06-2016 To 17-06-2016	08	Computation of interest
		09	Problem solving
		10	Simple interest
		11	Problem solving
4	20-06-2016 To 24-06-2016	12	Compound interest
		13	Problem solving
		14	Effective yield
		15	Future value
5	27-06-2016 To 01-07-2016	16	Problem solving
		17	Present value
		18	Amortization
		19	Problem solving
6	04-07-2016 To 08-07-2016	20	Depreciation
		21	Problem solving
		<b>06-Jul</b>	<b>Ramsan - Holiday</b>
		22	Continuous compounding
		23	Problem solving
7	11-07-2016 To 15-07-2016	24	Class Test
		25	Set theory and simple application of Venn diagram
		26	Problem solving
		27	Problem solving
8	18-07-2016 To 22-07-2016	28	Problem solving
		29	Truth table and its applications-Indices and surds
		30	Problem solving
		31	Seminar
9	25-07-2016 To 29-07-2016	32	Problem solving
		33	Problem solving
		34	Class Test
		35	Seminar
10	01-08-2016 To 05-08-2016	36	Problem solving
		<b>02-Aug</b>	<b>Karkidaka Vavu - Holiday</b>
		37	Linear simultaneous equations
		38	Linear simultaneous equations
		39	Linear simultaneous equations



No of Weeks	Dates	Session	Topic
11	08-08-2016 To 12-08-2016	40	Problem solving
		41	Problem solving
		42	Quadratic equations
		43	Problem solving
12	15-08-2016 To 19-08-2016	<b>15-Aug</b>	<b>Independence Day - Holiday</b>
		<b>16-Aug</b>	<b>First Internal for UG/PG</b>
			<b>First Internal for UG/PG</b>
			<b>First Internal for UG/PG</b>
13	22-08-2016 To 26-08-2016		<b>First Internal for UG/PG</b>
		<b>23-Aug</b>	<b>First Internal for UG/PG</b>
		<b>24-Aug</b>	<b>Sree Krishna Jayanthi - Holiday</b>
		44	Problem solving
14	29-08-2016 To 02-09-2016	45	Solution of linear inequalities
		46	Problem solving
		47	Problem solving
		48	Class Test
15	05-09-2016 To 09-09-2016	49	Problem solving
		50	Problem solving
		51	Seminar
		<b>09-Sep</b>	<b>Onam Celebration</b>
16	12-09-2016 To 16-09-2016		<b>Onam Holiday</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
17	19-09-2016 To 23-09-2016	52	Seminar
		53	Seminar
		54	Matrix Algebra Introduction
		55	Definition
18	26-09-2016 To 30-09-2016	56	Problem solving
		57	Types of Matrix
		58	Problem solving
		59	Matrix operations
19	26-09-2016 To 30-09-2016	60	Problem solving
		61	Addition and subtraction
		62	Problem solving
		63	Matrix multiplication
20	03-10-2016 To 07-10-2016	64	Matrix multiplication
		65	Problem solving
		66	Problem solving
		<b>07-Oct</b>	<b>SLATE FEST</b>
21	10-10-2016	<b>10-Oct</b>	<b>Mahanavami - Holiday</b>

No of Weeks	Dates	Session	Topic
	To 14-10-2016	<b>11-Oct</b>	<b>Vijayadhasami - Holiday</b>
		<b>12-Oct</b>	<b>Muharam - Holiday</b>
		67	Transpose of a matrix
		<b>14-Oct</b>	<b>Second Internal for UG/PG</b>
22	17-10-2016 To 21-10-2016		<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
23	24-10-2016 To 28-10-2016	68	Problem solving
		69	Determinants of a square matrix
		70	Problem solving
		71	Determinants of order two and order three
24	31-10-2016 To 04-11-2016	72	Problem solving
		73	Inverse of a matrix
		74	Problem solving
		75	Solving simultaneous linear equations
25	07-11-2016 To 11-11-2016	76	Rank of a matrix
		77	Previous year question paper discussion
			<b>Study Leave</b>
			<b>Study Leave</b>
26	14-11-2016 To 18-11-2016		<b>Study Leave</b>
			<b>Study Leave</b>
		<b>16-Nov</b>	<b>III Semester UG Examination Begins</b>

## **3B05 COM (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 Volume II: 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	01-06-2016 To 03-06-2016	01	Inland branch accounts introduction
		02	Accounts of dependent and independent branches
		03	Debtors system, Stock and Debtors Method (at cost price and invoice price)
2	06-06-2016 To 10-06-2016	04	Incorporation of branch transaction in the books of H.O.
		05	Problem solving
		06	Problem solving
		07	Reconciliation and preparation of consolidated accounts
3	13-06-2016 To 17-06-2016	08	Problem solving
		09	Departmental accounts
		10	Accounting procedure
		11	Analytical day book and ledgers
4	20-06-2016 To 24-06-2016	12	Problem solving
		13	Problem solving
		14	Allocation of expenses
		15	Inter departmental transfers
		16	Problem solving
5	27-06-2016 To 01-07-2016	17	Provision for unrealized profit
		18	Class Test
		19	Problem solving
		20	Problem solving
		21	Self balancing – meaning and object
6	04-07-2016 To 08-07-2016	22	Difference between self balancing and sectional balancing
		23	Problem solving
		24	Problem solving
		25	Control accounts
7	11-07-2016 To 15-07-2016	<b>06-Jul</b>	<b>Ramsan - Holiday</b>
		26	Transfer from one ledger to another
		27	Contra balances – Sectional balancing
		28	Problem solving
		29	Preparation of total Debtors and Total creditors account
8	18-07-2016 To 22-07-2016	30	Problem solving
		31	Problem solving
		32	Problem solving
		33	Accounting from Incomplete Records
		34	Problem solving
		35	Features, Drawbacks

No of Weeks	Dates	Session	Topic
		36	Computation of profit by Net Worth method
		37	Problem solving
9	25-07-2016 To 29-07-2016	38	Final Statement of Affairs
		39	Problem solving
		40	Conversion of single entry to double
		41	Entry – preparation of final accounts
		42	Problem solving
10	01-08-2016 To 05-08-2016	43	Problem solving
		<b>02-Aug</b>	<b>Karkidaka Vavu - Holiday</b>
		44	Problem solving
		45	Seminar
		46	Royalty accounts
11	08-08-2016 To 12-08-2016	47	Problem solving
		48	Problem solving
		49	Problem solving
		50	Types of royalties
		51	Minimum rent – Short workings
12	15-08-2016 To 19-08-2016	<b>15-Aug</b>	<b>Independence Day - Holiday</b>
		<b>16-Aug</b>	<b>First Internal for UG/PG</b>
			<b>First Internal for UG/PG</b>
			<b>First Internal for UG/PG</b>
			<b>First Internal for UG/PG</b>
13	22-08-2016 To 26-08-2016		<b>First Internal for UG/PG</b>
		<b>23-Aug</b>	<b>First Internal for UG/PG</b>
		<b>24-Aug</b>	<b>Sree Krishna Jayanthi - Holiday</b>
		52	Problem solving
		53	Problem solving
14	29-08-2016 To 02-09-2016	54	Problem solving
		55	Recoupment of short workings -
		56	Problem solving
		57	Problem solving
		58	Problem solving
15	05-09-2016 To 09-09-2016	59	Entries in the books of the parties
		60	Seminar
		61	Seminar
		62	Problem solving
		<b>09-Sep</b>	<b>Onam Celebration</b>
16	12-09-2016 To 16-09-2016		<b>Onam Holiday</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
17	19-09-2016	63	Class Test

No of Weeks	Dates	Session	Topic
	To 23-09-2016	64	Problem solving
		65	Problem solving
		66	Problem solving
		67	Problem solving
18	26-09-2016 To 30-09-2016	68	Seminar
		69	Seminar
		70	Problem solving
		71	Problem solving
	26-09-2016 To 30-09-2016	72	Previous year question paper discussion
		73	Important essay question problem solving
		74	Seminar
		75	Seminar
19	26-09-2016 To 30-09-2016	76	Problem solving
		77	Problem solving
		78	Problem solving
		79	Hire purchase introduction
20	03-10-2016 To 07-10-2016	80	Problem solving
		81	Problem solving
		<b>07-Oct</b>	<b>SLATE FEST</b>
		<b>10-Oct</b>	<b>Mahanavami - Holiday</b>
21	10-10-2016 To 14-10-2016	<b>11-Oct</b>	<b>Vijayadhasami - Holiday</b>
		<b>12-Oct</b>	<b>Muharam - Holiday</b>
		82	Problem solving
		<b>14-Oct</b>	<b>Second Internal for UG/PG</b>
22	17-10-2016 To 21-10-2016		<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
23	24-10-2016 To 28-10-2016	83	Installment systems and Lease Accounting
		84	Hire purchase
		85	Interest calculations repossession
		86	Problem solving
		87	Problem solving
24	31-10-2016 To 04-11-2016	88	Installment sale
		89	Concept operating and financial lease
		90	Class Test
		91	Seminar
		92	Seminar
25	07-11-2016 To 11-11-2016	93	Previous year question paper discussion
		94	Previous year question paper discussion
			<b>Study Leave</b>
			<b>Study Leave</b>

No of Weeks	Dates	Session	Topic
			Study Leave
26	14-11-2016 To 18-11-2016		Study Leave
			Study Leave
		<b>16-Nov</b>	<b>III Semester UG Examination Begins</b>

## **3B06 COM - 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.

### **Module-I**

**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	01-06-2016 To 03-06-2016	1	Introduction to the topic
		2	Computer : Meaning, definition, characteristics
		3	Merits and demerits, historical overview
2	06-06-2016 To 10-06-2016	4	Generation of computer
		5	Structure
		6	Lab
		7	Peripherals, Memory, Types of Memory
3	13-06-2016 To 17-06-2016	8	Input Output Devices
		9	Secondary storage devices
		10	Test Paper
		11	Operating System : Introduction, Functions
4	20-06-2016 To 24-06-2016	12	Objectives
		13	Types of Operating System
		14	Lab
		15	Multiprogramming
		16	Batch processing
5	27-06-2016 To 01-07-2016	17	Online-real time processing
		18	Lab
		19	Time sharing
		20	Artificial Intelligence
		21	Virtual reality
6	04-07-2016 To 08-07-2016	22	Lab
		23	Concept of GUI(Graphical User Interface)
		24	Introduction- pp terminology-features
		25	Lab
		<b>06-Jul</b>	<b>Ramsan - Holiday</b>
7	11-07-2016 To 15-07-2016	26	Steps-Creating presentation
		27	Lab
		28	Uses of Power point Presentation,
		29	Lab
		30	Advantages Features
8	18-07-2016 To 22-07-2016	31	demerits, Preparing Master slides
		32	Formatting
		33	Lab
		34	Layouts
9	25-07-2016 To 29-07-2016	35	Insertion, Color scheme
		36	Lab
		37	Adding graphic presentation
		38	Special effects, Running the slide show
		39	Lab
		40	Lab

No of Weeks	Dates	Session	Topic
		41	Test Paper
		42	Low level and high level languages
10	01-08-2016 To 05-08-2016	43	Lab
		<b>02-Aug</b>	<b>Karkidaka Vavu - Holiday</b>
		44	Meaning
		45	Advantages and disadvantages
		46	Features Programming Concepts
11	08-08-2016 To 12-08-2016	47	Lab
		48	Algorithm: Examples
		49	Flowcharts
		50	Flowchart: Symbols
12	15-08-2016 To 19-08-2016	51	Flowchart: Examples
		<b>15-Aug</b>	<b>Independence Day - Holiday</b>
		<b>16-Aug</b>	<b>First Internal for UG/PG</b>
			<b>First Internal for UG/PG</b>
13	22-08-2016 To 26-08-2016		<b>First Internal for UG/PG</b>
		<b>23-Aug</b>	<b>First Internal for UG/PG</b>
		<b>24-Aug</b>	<b>Sree Krishna Jayanthi - Holiday</b>
		52	Characteristics
14	29-08-2016 To 02-09-2016	53	Programming Languages: Introduction
		54	Lab
		55	C: Introduction , Features
		56	C++:Introduction
15	05-09-2016 To 09-09-2016	57	C++: Features
		58	Comparison between C & C++
		59	Lab
		60	Java: Introduction, History ,Features of Java
16	12-09-2016 To 16-09-2016	61	How java differs from C & C++
		62	Example programs: C, C++, java
		<b>09-Sep</b>	<b>Onam Celebration</b>
			<b>Onam Holiday</b>
17	19-09-2016 To 23-09-2016		<b>Onam Holiday</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
18	26-09-2016	63	Test paper
		64	Software: Introduction, Meaning, definition
		65	Software: Types
		66	Concept of blog (+ Lab), Uses
		67	Creation of blog(Lab)
		68	System concepts: Meaning, definition, features

No of Weeks	Dates	Session	Topic		
	To 30-09-2016	69	Types of system		
		70	Control in information system		
		71	System design		
		72	Lab		
19	26-09-2016 To 30-09-2016	73	Test paper		
		74	Module 1: Question paper discussion		
		75	Class Test		
		76	Question paper discussion		
		77	Revision		
		20	03-10-2016 To 07-10-2016	78	Seminar
				79	Module2: Question paper discussion
				80	Seminar
81	Class Test				
21	10-10-2016 To 14-10-2016	<b>07-Oct</b>	<b>SLATE FEST</b>		
		<b>10-Oct</b>	<b>Mahanavami - Holiday</b>		
		<b>11-Oct</b>	<b>Vijayadhasami - Holiday</b>		
		<b>12-Oct</b>	<b>Muharam - Holiday</b>		
		82	Revision		
22	17-10-2016 To 21-10-2016	<b>14-Oct</b>	<b>Second Internal for UG/PG</b>		
			<b>Second Internal for UG/PG</b>		
			<b>Second Internal for UG/PG</b>		
			<b>Second Internal for UG/PG</b>		
			<b>Second Internal for UG/PG</b>		
23	24-10-2016 To 28-10-2016	83	Module 3: Question paper discussion		
		84	Question paper discussion		
		85	Revision		
		86	Class Test		
		87	Revision		
24	31-10-2016 To 04-11-2016	88	Module 4: Question paper discussion		
		89	Class Test		
		90	Revision		
		91	Seminar		
		92	Seminar		
25	07-11-2016 To 11-11-2016	93	Module 5: Question paper discussion		
		94	Class Test		
			<b>Study Leave</b>		
			<b>Study Leave</b>		
26	14-11-2016 To 18-11-2016		<b>Study Leave</b>		
			<b>Study Leave</b>		
		<b>16-Nov</b>	<b>III Semester UG Examination Begins</b>		

## **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 DrM. Ranganatham

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2016 To 03-06-2016	01	Research - Introduction
		02	Meaning – Purpose
		03	Criteria of good research
2	06-06-2016 To 10-06-2016	04	Social science research
		05	Function and uses of social science research
		06	Limitations and steps of social science research
3	13-06-2016 To 17-06-2016	07	Class Test
		08	Research problem- An introduction ,meaning
		09	Research problem- mode of selection
4	20-06-2016 To 24-06-2016	10	Sources of problems
		11	Sources of problems
		12	Formulation of problems
5	27-06-2016 To 01-07-2016	13	Formulation of problems
		14	Formulation of problems- process
		15	Research design- an introduction
6	04-07-2016 To 08-07-2016	16	Research design- meaning
		17	Research design- importance
		<b>06-Jul</b>	<b>Ramsan - Holiday</b>
		18	Class Test
7	11-07-2016 To 15-07-2016	19	Contents of research plan
		20	Data collection- An introduction
		21	Primary data- collection and methods
8	18-07-2016 To 22-07-2016	22	Observation method- interview method
		23	Questionnaire
		24	Schedules
9	25-07-2016 To 29-07-2016	25	Secondary data- meaning
		26	Sources of secondary data
		27	Class Test
10	01-08-2016 To 05-08-2016	28	Sampling techniques- an introduction
		<b>02-Aug</b>	<b>Karkidaka Vavu - Holiday</b>
		29	Sampling techniques continued
		30	Topic discussion
11	08-08-2016 To 12-08-2016	31	Question paper discussion
		32	Revision module I
		33	Revision module II
12	15-08-2016 To 19-08-2016	<b>15-Aug</b>	<b>Independence Day - Holiday</b>
		<b>16-Aug</b>	<b>First Internal for UG/PG</b>
			<b>First Internal for UG/PG</b>
			<b>First Internal for UG/PG</b>
13	22-08-2016		<b>First Internal for UG/PG</b>

No of Weeks	Dates	Session	Topic
	To 26-08-2016	<b>23-Aug</b>	<b>First Internal for UG/PG</b>
		<b>24-Aug</b>	<b>Sree Krishna Jayanthi - Holiday</b>
		34	Seminar
		35	Seminar
14	29-08-2016 To 02-09-2016	36	What is a good sample?
		37	Characteristics of good sampling
		38	Types of sampling
15	05-09-2016 To 09-09-2016	39	Simple random Sampling
		40	Methods of sampling
		41	Random Sampling
		<b>09-Sep</b>	<b>Onam Celebration</b>
16	12-09-2016 To 16-09-2016		<b>Onam Holiday</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
17	19-09-2016 To 23-09-2016	42	Stratified Sampling
		43	Systematic Sampling
		44	Area and cluster sampling
18	26-09-2016 To 30-09-2016	45	Multistage sampling
		46	Non probability sampling
		47	Convenient sampling
19	26-09-2016 To 30-09-2016	48	Convenient sampling
		49	Judgement sampling
		50	Quota sampling
20	03-10-2016 To 07-10-2016	51	Snow ball sampling
		52	Disadvantages and advantages of sampling
		53	Class Test
		<b>07-Oct</b>	<b>SLATE FEST</b>
21	10-10-2016 To 14-10-2016	<b>10-Oct</b>	<b>Mahanavami - Holiday</b>
		<b>11-Oct</b>	<b>Vijayadhasami - Holiday</b>
		<b>12-Oct</b>	<b>Muharam - Holiday</b>
		54	Seminar
		<b>14-Oct</b>	<b>Second Internal for UG/PG</b>
22	17-10-2016 To 21-10-2016		<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
23	24-10-2016 To 28-10-2016	55	Introduction, types of reports
		56	steps in report writing
		57	contents of the research report
24	31-10-2016	58	footnote and bibliography

No of Weeks	Dates	Session	Topic
	To	59	Class Test
	04-11-2016	60	Revision
25	07-11-2016	61	Revision
	To		<b>Study Leave</b>
	11-11-2016		<b>Study Leave</b>
26	14-11-2016		<b>Study Leave</b>
	To		<b>Study Leave</b>
	18-11-2016	<b>16-Nov</b>	<b>III Semester UG Examination Begins</b>

## **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	01-06-2016 To 03-06-2016	01	Nature of Contract
		02	Essential elements with examples
		03	Classifications
2	06-06-2016 To 10-06-2016	04	Offer & acceptance
		05	Legal Rules
		06	Revocation of offer
3	13-06-2016 To 17-06-2016	07	Consideration
		08	Stranger to contract
		09	Exceptions- Stranger to contract
4	20-06-2016 To 24-06-2016	10	Capacity to contract
		11	Capacity of minors
		12	Persons of unsound mind
5	27-06-2016 To 01-07-2016	13	Free consent
		14	Coercion
		15	Undue influence
6	04-07-2016 To 08-07-2016	16	Misrepresentation
		17	Mistake
		18	Fraud
7	11-07-2016 To 15-07-2016	19	Legality of object
		20	Illegal and unlawful agreements
		21	Agreements opposed to public policy
8	18-07-2016 To 22-07-2016	<b>06-Jul</b>	<b>Ramsan - Holiday</b>
		22	Contracts expressly declared to be void
		23	Discharge of contract
9	25-07-2016 To 29-07-2016	24	Discharge of contract
		25	Remedies for breach of contract
		26	Remedies for breach of contract
10	01-08-2016 To 05-08-2016	27	Quasi contracts
		28	Contract of indemnity
		29	Contract of guarantee
11	08-08-2016 To 12-08-2016	30	Contract of guarantee
		31	Nature of surety
		32	Rights and duties
12	15-08-2016 To 19-08-2016	33	Discharge of surety
		34	Contract of agency
		35	Creation of agency
13	22-08-2016 To 26-08-2016	36	Ratification
		<b>02-Aug</b>	<b>Karkidaka Vavu – Holiday</b>
		37	Rights and liabilities of agents
14	29-08-2016 To 02-09-2016	38	Duties of agents
		39	Personal liabilities of agents

No of Weeks	Dates	Session	Topic
11	08-08-2016 To 12-08-2016	40	Seminar
		41	Seminar
		42	Previous year question paper discussion
		43	Previous year question paper discussion
12	15-08-2016 To 19-08-2016	<b>15-Aug</b>	<b>Independence Day - Holiday</b>
		<b>16-Aug</b>	<b>First Internal for UG/PG</b>
			<b>First Internal for UG/PG</b>
			<b>First Internal for UG/PG</b>
13	22-08-2016 To 26-08-2016		<b>First Internal for UG/PG</b>
		<b>23-Aug</b>	<b>First Internal for UG/PG</b>
		<b>24-Aug</b>	<b>Sree Krishna Jayanthi - Holiday</b>
		44	Contract of bailment
14	29-08-2016 To 02-09-2016	45	Features of bailment
		46	Essentials of bailment
		47	Kinds of bailment
		48	Duties of bailor
15	05-09-2016 To 09-09-2016	49	Rights of bailor
		50	Duties of bailee
		51	Rights of bailee
		52	Lien
16	12-09-2016 To 16-09-2016	53	Seminar
		<b>09-Sep</b>	<b>Onam Celebration</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
17	19-09-2016 To 23-09-2016		<b>Onam Holiday</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
			<b>Onam Holiday</b>
18	26-09-2016 To 30-09-2016	54	Sale of goods act
		55	Essentials
		56	Subject matter of contract of sale
		57	Sale and agreement to sell
19	26-09-2016 To 30-09-2016	58	Difference between sale and agreement to sell
		59	Conditions and warranties
		60	Differences between conditions and warranties
		61	Implied conditions
20	03-10-2016 To 07-10-2016	62	Implied warranties
		63	Doctrine of caveat emptor
		64	Exceptions
		65	Seminar
20	03-10-2016 To 07-10-2016	66	Seminar
		67	Seminar
		68	Previous year question paper discussion

No of Weeks	Dates	Session	Topic
		69	Previous year question paper discussion
		<b>07-Oct</b>	<b>SLATE FEST</b>
21	10-10-2016 To 14-10-2016	<b>10-Oct</b>	<b>Mahanavami - Holiday</b>
		<b>11-Oct</b>	<b>Vijayadhasami - Holiday</b>
		<b>12-Oct</b>	<b>Muharam - Holiday</b>
		70	Previous year question paper discussion
		<b>14-Oct</b>	<b>Second Internal for UG/PG</b>
22	17-10-2016 To 21-10-2016		<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
			<b>Second Internal for UG/PG</b>
23	24-10-2016 To 28-10-2016	71	Transfer of property
		72	Rights and duties
		73	Unpaid seller
		74	Auction sale
24	31-10-2016 To 04-11-2016	75	Seminar
		76	Seminar
		77	Previous year question paper discussion
		78	Previous year question paper discussion
25	07-11-2016 To 11-11-2016	79	Previous year question paper discussion
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
26	14-11-2016 To 18-11-2016		<b>Study Leave</b>
			<b>Study Leave</b>
		<b>16-Nov</b>	<b>III Semester UG Examination Begins</b>