

**DON BOSCO ARTS & SCIENCE COLLEGE**  
**ANGADIKADAVU**

*(Affiliated to Kannur University Approved by Government of Kerala)*

**ANGADIKADAVU P.O., IRITTY, KANNUR – 670706**



**COURSE PLAN**

**B.Com Co-operation**

**(2019 – 22)**

**SEMESTER - V**

**ACADEMIC YEAR - (2021-22)**

## V Semester BCom Co op (2019 - 22)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	<b>5B07 COM BUSINESS RESEARCH METHODOLOGY</b>	<b>DEEPTHY JOSEPH</b>	<b>4</b>
2.	<b>5B08 COM INCOME TAX LAW AND PRACTICE</b>	<b>ALPHONSA MATHEW</b>	<b>5</b>
3.	<b>5B09 COM COST ACCOUNTING</b>	<b>MELBY GEORGE</b>	<b>5</b>
4.	<b>5B10 COM BANKING PRINCIPLES AND OPERATIONS</b>	<b>ANJU K PAULOSE</b>	<b>5</b>
5.	<b>5B11 COM CO-OPERATIVE LAWS</b>	<b>NEETHU A E</b>	<b>4</b>
6.	<b>OPEN COURSE</b>	<b>MEENU MARIA TOMS</b>	<b>2</b>
	<b>MELBY GEORGE</b>		

### TIME TABLE

Day	09.50 Am - 10.45 Am	10.45 Am -11.40 Am	11.55 Am -12.50 Pm	01.40 Pm - 02.35 Pm	02.35 Pm - 03.30 Pm
1	Cost Accounting	Banking Principles and Operations	Income Tax law and Practice	Co-Operative Laws	Business Research Methodology
2	Banking Principles and Operations	Cost Accounting	Open Course	Income Tax law and Practice	Co-Operative Laws
3	Income Tax law and Practice	Banking Principles and Operations	Open Course	Business Research Methodology	Cost Accounting
4	Cost Accounting	Co-Operative Laws	Business Research Methodology	Income Tax law and Practice	Banking Principles and Operations
5	Business Research Methodology	Income Tax law and Practice	Co-Operative Laws	Banking Principles and Operations	Cost Accounting

<b>Subject Code:</b>	<b>5B07COM</b>
<b>Subject Name:</b>	<b>BUSINESS RESEARCH METHODS</b>
<b>No. of Credits:</b>	<b>3</b>
<b>No. of Contact Hours:</b>	<b>72</b>
<b>Hours per Week:</b>	<b>4</b>
<b>Name of the Teacher:</b>	<b>DEEPTHY JOSEPH</b>

### **COURSE OUTCOMES**

#### **Unit I: Introduction to Research**

Meaning and Definition of Research, Purpose, Types of research, Criteria of good research, Scientific method and its basis – Induction and Deduction, Business Research – Meaning, scope, Functions; Steps in Research process (a brief description only)

(15 Hrs)

#### **Unit II: Research Problem**

Meaning and Definition, sources of problem, Formulation of problem, criteria of a good research problem

(10 Hrs)

#### **Unit III: Research Design**

Meaning, Importance, Concepts related to research design, types of research design- Exploratory, Descriptive/ Diagnostic, Experimental/ Hypothesis testing research designs, Contents of research design.

(10 Hrs)

#### **Unit IV: Sampling Design**

Meaning of Sampling, Sample, Sample frame, Sample size; Methods of Sampling- Probability and non-probability sampling techniques, Steps for selecting sample

(13 Hrs)

#### **Unit V: Data Collection**

Meaning and types of data: Primary and Secondary data; Methods of collecting primary data; Secondary data- Meaning, sources, Precautions to be taken before using secondary data.

(12 Hrs)

#### **Unit VI: Report writing**

Meaning, qualities of a good report, types, steps in report writing, Layout of research report- Prefatory items, Main body, Terminal items.

(12 Hrs)

### **References**

1. C.R. Kothari: Research Methodology, New Age International Publishers
2. O.R. Krishnaswamy: Research Methodology, Himalaya Publishing House

3. P. Saravanavel: Research Methodology
4. O.R. Krishnaswamy & M. Ranganatham: Methodology of research in Social Sciences, Himalaya Publishing House
5. Shashi K Gupta & Praneet Rangi: Business Research Methods, Kalyani Publishers
6. L.R. Potti: A text book of Business Research Methods, Yamuna Publications

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	Business Research Introduction –Definition
		2	Features & nature of Business Research
		3	Limitations of Business Research
		4	Importance of Business Research
		5	Role of Business Research
2	19-07-2021 To 24-07-2021	6	Aims of Social Research
		20 July	<b>Bakrid- Holiday</b>
		7	Types of Research –Basic/Pure /Fundamental Research
		8	Applied Research–Diff.Between Applied and Pure Research
		9	Exploratory Research and Techniques
3	26-07-2021 To 31-07-2021	10	Descriptive Research and Techniques
		11	Experimental Research and Techniques
		12	Qualitative Research and Techniques
		13	Quantitative Research Techniques
		14	Diff.betw. Qualitative &Quantitative Research
4	02-08-2021 To 07-08-2021	15	Research Process - 13 Steps
		16	Unit Test- 1
		17	Research problem - Sources of research problem
		18	Research design-meaning & definition -importance
		19	Features of research design -need for research design
5	09-08-2021 To 14-08-2021	20	Steps in developing research design
		21	Sample design concept and terms -characteristics
		22	Steps in sampling design
		23	Types of sample design /methods or techniques of sampling
		24	Types of sample design /methods or techniques of

No of Weeks	Dates	Session	Topic
			sampling
6	16-08-2021 To 21-08-2021	25	Unit test 2
		26	Sampling error and non-sampling error
		27	Data Collection –Primary and Secondary Data
		19 August	<b>Moharam/Onam Vacation</b>
		20 August	<b>Onam Vacation</b>
		21 August	<b>Onam Vacation</b>
7	23-08-2021 To 28-08-2021	23 August	<b>Onam Vacation</b>
		24 August	<b>Onam Vacation</b>
		25 August	<b>Onam Vacation</b>
		26 August	<b>Onam Vacation</b>
		27 August	<b>Onam Vacation</b>
		28 August	<b>Onam Vacation</b>
8	30-08-2021 To 04-09-2021	30 August	<b>Onam Vacation</b>
		28	Primary Data –Tools
		29	Primary data Techniques, Advantage, Limitation
		30	Secondary Data- Tools
9	06-09-2021 To 11-09-2021	31	Secondary Techniques, Advantage, Limitation
		32	Observation -types -features
		33	Types of surveys
		34	Questionnaire –Types and Format
		35	Schedule, Difference between Questionnaire and schedule
10	13-09-2021 To 18-09-2021	36	Interview -types
		37	Precautions to be taken before using secondary data
		38	Unit test 3
		39	Hypothesis –Definition and Meaning
		40	Testing of Hypothesis - Procedure
11	20-09-2021 To 25-09-2021	41	Type 1 and Type 2 Errors- Null Hypothesis and Alternate Hypothesis
		42	Level of Significance and Testing Region
		21 September	<b>Sree Narayana Guru Samadhi</b>
		43	Data Processing –Processing Operations or Stages
12	27-09-2021 To	44	Editing
		45	Coding
		46	Classifications
		47	Tabulation
		48	Importance and Problems of Data Processing

No of Weeks	Dates	Session	Topic
	02-10-2021	49	Graphic Presentation of Data
		2 October	<b>Gandhi Jayanthi</b>
13	04-10-2021 To 09-10-2021	50	Tables – Types (Simple & Complex)
		51	Charts –Types –Line Diagram-Squares
		52	Multiple Bar –Percentage Bar-Simple Bar
		53	Graph –Types –Histograms - Frequency Curve
		54	Frequency Polygon- Ogives -
14	11-10-2021 To 16-10-2021	55	Norms of using Graphs
		56	Characteristics & Importance of Research Report
		14 October	<b>Mahanavami/Study Leave</b>
		15 October	<b>Vijayadashami/ Study Leave</b>
			<b>Study Leave</b>
15	18-10-2021 To 23-10-2021		<b>Study Leave</b>
		19 October	<b>Milad-i-Sherif/ Study Leave</b>
			<b>Study Leave</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
16	25-10-2021 To 30-10-2021		<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
17	01-11-2021 To 06-11-2021		<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
		57	Unit test 4
		4 November	<b>Diwali</b>
18	08-11-2021 To 13-11-2021	58	Qualities Of a Good Report
		59	Types Of Reports
		60	Ingredients Of Report
		61	Preparation Of Research Report- Precautions
		62	Planning Report Writing
19	15-11-2021 To	63	Factors Affecting Report Presentation
		64	Format Of a Research Report
		65	Layout Of Research Report- Prefatory Items, Main Body, Terminal Items.

No of Weeks	Dates	Session	Topic
	19-11-2021	66	Stages Of Report Presentation
		67	Revision
		68	Revision
20	22-11-2021 To 26-11-2021	69	Revision
		70	Old questions discussion
		71	Old question discussion
21	29-11-2021 To 03-12-2021	72	Old question discussion
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
22	06-12-2021 To 10-12-2021		<b>Internal Examination</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
23	13-12-2021 To 17-12-2021		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
24	20-12-2021 To 24-12-2021		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Christmas Vacation</b>
25			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>

<b>Subject Code:</b>	<b>5B08 COM</b>
<b>Subject Name:</b>	<b>INCOME TAX LAW AND PRACTICE</b>
<b>No. of Credits:</b>	<b>4</b>
<b>No. of Contact Hours:</b>	<b>90</b>
<b>Hours per Week:</b>	<b>5</b>
<b>Name of the Teacher:</b>	<b>ALPHONSA MATHEW</b>

## **SYLLABUS**

### **CORE COURSE VIII: INCOME TAX LAW AND PRACTICE**

<b>Semester</b>	<b>Course Code</b>	<b>Hours Per Week</b>	<b>Credit</b>	<b>Exam Hours</b>
<b>V</b>	<b>5B08 COM</b>	<b>5</b>	<b>4</b>	<b>3</b>

### **COURSE OUTCOME**

After studying this course, students shall be able to:

CO 1 Define the basic concepts in Income tax, explain its evolution

CO 2 Determine the residence and incidence of Tax

CO 3 Understand the incomes exempt from tax of an individual

CO 4 Compute income under different heads of income

#### **Unit I :**

Introduction to Income Tax – Evolution of Income Tax – Income Tax Act 1961 - Finance Act – Income Tax Rules 1962 – Basic Concepts – Definition of different terms – Agricultural Income – Capital and Revenue Receipts – Expenditure and Losses . (10 Hours)

#### **Unit II :**

Residence and Incidence of Tax - Determination of Residential Status of different types of assesses – problems – scope of total income – incomes exempt from tax (for individual assesses) – problems – computations – tax holiday. (15 Hours)

#### **Unit III:**

Heads of Income – Incomes included under salary – allowances – perquisites and their valuation – profits in lieu of salary – Provident Fund



– computation of income from salary - Income from house property – basis of charge – annual value in different cases – self occupied – let out – vacancy and unrealized rent – deductions - computation of income from house property (30 Hours)

**Unit IV:**

Profits and gains of business or profession – meaning of business – profession – vocation – basis of charge – general principles – deduction in computing business income – computation of profits from business – deduction in computing professional income – computation of gain from profession – depreciation – block of assets – written down value method- Capital gain – basis of charge – capital asset – short term and long term – transfer – capital gain in special cases – exemption from capital gain – computation of income from capital gain

(25 Hours)

**Unit V:**

Income from other sources – basis of charge – general and specific items of income – interest on securities – deductions allowable – computation of income from other source

(10 Hours)

**References :**

1. Income tax Law and Accounts :Dr.H.C.Mehrotra and S.P.Goyal
2. Income tax Law and Practice :Dr.Bhagavathi Prasad.
3. Income tax Law and Practice :Gaur and Narang
4. Income tax Law and Practice :B.S.Raman.
5. Direct taxes Law and Practice : Dr.Vinod K. Singhania & Dr.Kapil Singhania

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	Introduction to Income Tax-evolution
		2	Income Tax Act 1961
		3	Finance Act-Income Tax Rules 1962
		4	Definition of different terms
		5	Agricultural Income-Capital and revenue receipts
		6	Expenditure and losses
2	19-07-2021 To 24-07-2021	7	Residence and Incidence of tax
		20 July	<b>Bakrid- Holiday</b>
		8	Determination of residential status of different types of assesses
		9	Problems
		10	Scope of TI-incomes exempt from tax
		11	Problems-computation-tax holiday
3	26-07-2021 To 31-07-2021	12	Incomes included under salary
		13	Allowances-perquisites and their valuation
		14	Profits in lieu of salary
		15	PF
		16	Computation of income from salary
		17	Basis of charge of income from house property
4	02-08-2021 To 07-08-2021	18	AV in different cases
		19	Self occupied-let out-vacancy and unrealised rent
		20	deductions
		21	Computation of income from house property
		22	Profits and gains of business or profession- meaning
		23	Profession-vocation
5	09-08-2021 To 14-08-2021	24	basis of charge
		25	general principles
		26	Deduction in computing business income
		27	Computation of profits from business
		28	Deduction in computing professional income
		29	problems
6	16-08-2021 To 21-08-2021	30	problems
		31	Computation of gains from profession
		32	problems
		19 August	<b>Moharam/Onam Vacation</b>

No of Weeks	Dates	Session	Topic
		20 August	Onam Vacation
		21 August	Onam Vacation
7	23-08-2021 To 28-08-2021	23 August	Onam Vacation
		24 August	Onam Vacation
		25 August	Onam Vacation
		26 August	Onam Vacation
		27 August	Onam Vacation
		28 August	Onam Vacation
		8	30-08-2021 To 04-09-2021
33	problems		
34	depreciation		
35	Block of assets		
36	problems		
37	problems		
9	06-09-2021 To 11-09-2021	38	WDV method
		39	problems
		40	problems
		41	Capital gain-basis of charge
		42	problems
		43	problems
10	13-09-2021 To 18-09-2021	44	Capital asset
		45	Short term and long term
		46	transfer
		47	problems
		48	problems
		49	Capital gain in special cases
11	20-09-2021 To 25-09-2021	50	problems
		21 September	Sree Narayana Guru Samadhi
		51	Exemption from capital gains
		52	Computation of income from capital gain
		53	problems
		54	problems
12	27-09-2021 To 02-10-2021	55	problems
		56	problems
		57	problems
		58	problems
		59	problems
		2 October	Gandhi Jayanthi

No of Weeks	Dates	Session	Topic
13	04-10-2021 To 09-10-2021	60	Income from other sources
		61	Basis of charge
		62	General and specific items of income
		63	problems
		64	problems
		65	problems
14	11-10-2021 To 16-10-2021	66	problems
		67	problems
		68	problems
		14 October	<b>Mahanavami/Study Leave</b>
		15 October	<b>Vijayadasami/ Study Leave</b>
			<b>Study Leave</b>
15	18-10-2021 To 23-10-2021		<b>Study Leave</b>
		19 October	<b>Milad-i-Sherif/ Study Leave</b>
			<b>Study Leave</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
16	25-10-2021 To 30-10-2021		<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
17	01-11-2021 To 06-11-2021		<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
		69	problems
		4 November	<b>Diwali</b>
		70	Interest on securities
		71	Deductions allowable
18	08-11-2021 To 13-11-2021	72	problems
		73	problems
		74	problems
		75	problems
		76	problems
		77	Computation of income from other sources
19		78	problems
		79	problems

No of Weeks	Dates	Session	Topic
	15-11-2021 To 19-11-2021	80	problems
		81	problems
		82	problems
		83	Unit Wise test-Unit 1
20	22-11-2021 To 26-11-2021	84	Unit Wise test-Unit 2
		85	Unit Wise test-Unit 3
		86	Unit Wise test-Unit 4
		87	Unit Wise test-Unit 5
		88	Revision
		89	Previous year question paper discussion
21	29-11-2021 To 03-12-2021	90	Final round of revision
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
22	06-12-2021 To 10-12-2021		<b>Internal Examination</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
23	13-12-2021 To 17-12-2021		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
24	20-12-2021 To 24-12-2021		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Christmas Vacation</b>
25			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>

<b>Subject Code:</b>	<b>5B09 COM</b>
<b>Subject Name:</b>	<b>COST ACCOUNTING</b>
<b>No. of Credits:</b>	<b>4</b>
<b>No. of Contact Hours:</b>	<b>90</b>
<b>Hours per Week:</b>	<b>5</b>
<b>Name of the Teacher:</b>	<b>MELBY GEORGE</b>

## SYLLABUS

### CORE COURSE IX: COST ACCOUNTING

<b>Semester</b>	<b>Course Code</b>	<b>Hours Per Week</b>	<b>Credit</b>	<b>Exam Hours</b>
<b>V</b>	<b>5B09</b>	<b>5</b>	<b>4</b>	<b>3</b>

### COURSE OUTCOME

After studying this course, students shall be able to:

CO 1: Explain the nature, scope, objectives and limitations of costing.

CO 2: Identify the elements of cost and describe the methods of their ascertainment and control.

CO 3: Explain the various methods of costing and their suitability for different industries.

CO 4: Ascertain the cost of production of products and jobs

#### **Unit I:**

Introduction to Cost Accounting – concepts, objectives and advantages – Financial Accounting and Cost Accounting –Elements of cost and cost classification – cost centre and cost unit- methods of costing - preparation of cost sheet (10 Hrs)

#### **Unit II:**

Materials :- Concepts- centralized buying - purchase procedure– Store records – Bin card and stores ledger - methods of material issue pricing (FIFO, LIFO, Simple and weighted averages), stock levels, EOQ, ABC

Analysis, VED Analysis – Essentials steps for material control  
(15 Hrs)

**Unit III:**

Labour: - Concepts - Time keeping. Time booking- Wage system -Time rate, Piece rate, Taylor's differential piece rate system - Incentive system of wage payment -Halsey and Rowan Plan – Treatment of idle time - overtime – Labour turnover meaning and causes. (theory only)  
(15 Hrs)

**Unit IV:**

Over heads: - Concepts- classification, Allocation and apportionment - Direct, Simultaneous equation, Step ladder and Repeated distribution method- Absorption of overheads -Labour hour rate method and machine hour rate method – calculation of machine hour - Under and over absorption of overheads (meaning only) (20 Hrs)

**Unit V:**

Methods of Costing –Job costing, batch costing, unit costing, Process costing: features – typical process industries - process accounts- normal loss and scrap- abnormal loss and gain – Explanation on Joint products and by products – Contract costing: Special features- Cost plus contract- Escalation clause- Sub contract- Retention money- Treatment of cost of plant – Profit on incomplete contract. (30 Hrs)

**Books for Reference:**

1. Cost Accounting principles and Practice :Iyengar . S.P
2. Cost Accounting :S.P.Jain& K.L. Narang
3. Management Accounting :Dr.S.P.Gupta
4. Management Accounting :R.K.Sharma&S.K.Gupta
5. Cost Accounting :JawaharLal.
6. Cost Accounting :Dr. A.D. Agarwal
7. Practical Cost Accounting :Dr. A.D. Agarwal

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	Introduction to Cost Accounting
		2	Concepts
		3	Objectives and advantages
		4	Financial Accounting and Cost Accounting
		5	Elements of cost
		6	Elements of cost
2	19-07-2021 To 24-07-2021	7	Cost classification
		20 July	<b>Bakrid- Holiday</b>
		8	Cost classification
		9	Cost centre and cost unit-
		10	Preparation of cost sheet
3	26-07-2021 To 31-07-2021	11	Class Test
		12	Materials - Concepts
		13	Centralized buying
		14	Advantages and disadvantages of centralized buying
		15	Purchase procedure
		16	Store records – Bin card and stores ledger
4	02-08-2021 To 07-08-2021	17	FIFO
		18	FIFO
		19	FIFO
		20	LIFO
		21	LIFO
		22	Simple Average
5	09-08-2021 To 14-08-2021	23	Weighted Average
		24	Weighted Average
		25	Stock levels- EOQ
		26	ABC Analysis, VED Analysis
		27	Essentials steps for material control
		28	Class Test
6	16-08-2021	29	Labour: - Concepts
		30	Time keeping.
		31	Time booking



No of Weeks	Dates	Session	Topic
	To 21-08-2021	32	Wage system -Time rate
		19 August	<b>Moharam/Onam Vacation</b>
		20 August	Onam Vacation
		21 August	Onam Vacation
7	23-08-2021 To 28-08-2021	23 August	Onam Vacation
		24 August	Onam Vacation
		25 August	Onam Vacation
		26 August	Onam Vacation
		27 August	Onam Vacation
		28 August	Onam Vacation
8	30-08-2021 To 04-09-2021	30 August	Onam Vacation
		33	Time Rate
		34	Piece rate
		35	Piece Rate
		36	Taylor's differential piece rate system
9	06-09-2021 To 11-09-2021	37	Halsey Plan
		38	Halsey Plan
		39	Rowan Plan
		40	Rowan Plan
		41	Treatment of idle time - overtime
		42	Labour turnover meaning and causes. (theory only)
10	13-09-2021 To 18-09-2021	43	Class Test
		44	Over heads: - Concepts
		45	Classification, Allocation and apportionment
		46	Direct Method
		47	Simultaneous equation method
		48	Step ladder method
11	20-09-2021 To 25-09-2021	49	Repeated distribution method-
		50	Absorption of overheads -Labour hour rate method
		21 September	<b>Sree Narayana Guru Samadhi</b>
		51	Machine hour rate method
		52	Machine hour rate method
		53	Machine hour rate method

No of Weeks	Dates	Session	Topic
		54	Machine hour rate method
12	27-09-2021 To 02-10-2021	55	Machine hour rate method
		56	Under and over absorption of overheads
		57	Class test
		58	Seminar
		59	Seminar
		2 October	<b>Gandhi Jayanthi</b>
13	04-10-2021 To 09-10-2021	60	Methods of Costing –Job costing
		61	Job Costing
		62	Batch costing
		63	Unit costing
		64	Unit Costing
		65	Process costing: features – typical process industries
14	11-10-2021 To 16-10-2021	66	Process accounts
		67	Process Accounts
		68	Process Accounts
		14 October	<b>Mahanavami/Study Leave</b>
		15 October	<b>Vijayadasami/ Study Leave</b>
			<b>Study Leave</b>
15	18-10-2021 To 23-10-2021		<b>Study Leave</b>
		19 October	<b>Milad-i-Sherif/ Study Leave</b>
			<b>Study Leave</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
16	25-10-2021 To 30-10-2021		<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
17	01-11-2021 To 06-11-2021		<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
		69	Process Accounts
		4 November	<b>Diwali</b>

No of Weeks	Dates	Session	Topic
		70	Process Accounts
		71	Normal loss and scrap
18	08-11-2021 To 13-11-2021	72	Normal loss and Scrap
		73	Normal loss and scrap
		74	Abnormal loss and gain
		75	Abnormal loss and gain
		76	Explanation on Joint products and by products
		77	Contract costing: Special features
19	15-11-2021 To 19-11-2021	78	Cost plus contract
		79	Cost plus contract
		80	Escalation clause
		81	Escalation clause
		82	Sub contract
		83	Retention money
20	22-11-2021 To 26-11-2021	84	Treatment of cost of plant
		85	Profit on incomplete contract.
		86	Profit on incomplete contract.
		87	Revision
		88	Revision
		89	Revision
21	29-11-2021 To 03-12-2021	90	Revision
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
22	06-12-2021 To 10-12-2021		<b>Internal Examination</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
23	13-12-2021 To		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>

No of Weeks	Dates	Session	Topic
	17-12-2021		<b>Study Leave</b>
			<b>Study Leave</b>
24	20-12-2021 To 24-12-2021		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>
25			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>

<b>Subject Code:</b>	<b>5B10 COM</b>
<b>Subject Name:</b>	<b>BANKING PRINCIPLES AND OPERATIONS</b>
<b>No. of Credits:</b>	<b>4</b>
<b>No. of Contact Hours:</b>	<b>90</b>
<b>Hours per Week:</b>	<b>5</b>
<b>Name of the Teacher:</b>	<b>ANJU K PAULOSE</b>

### COURSE OUTCOME

After studying this course, the students shall be able to;

CO 1: Explain banking and describe the different types of banks and the functions of commercial bank

CO 2: Narrate the role of RBI in the credit control, promotion and regulation of monetary system

CO 3: Describe the relationship between banker and customer and the procedure for opening and operating the account

CO 4: Understand the modern trends and technology used in banking

#### **Unit I :**

Introduction to Banking – meaning – features –commercial banks and their functions –Classification of banks in India – List of Nationalised banks in India – Scheduled banks –New generation Private sector banks – Co operative Banks in Kerala – meaning –features – structure and importance – Role of Banks in economic development. ( 20 Hrs)

#### **Unit II :**

Reserve Bank of India – Functions – Credit control measures – quantitative and qualitative methods- Promotional and Regulatory measures – Repo - Reverse Repo. (15 Hour)

#### **Unit III:**

Banker and Customer – General relationship and Special Relationship – Opening and Closing of Bank accounts – KYC norms - Cheques – features – crossing – types endorsement – types – banking ombudsman (20 Hours)

#### **Unit IV:**

Loans and advances – Principles of sound Lending – Loan – Cash credit – Overdraft – Consortium advances – Modes of creating charges – Lien - pledge – Hypothecation – mortgage and guarantee (15 Hrs)

#### **Unit V:**

Recent trends and Technology in Banking – Need and importance – Online/ internet

Banking – Mobile application banking – Core banking – RTGS – NEFT - IMPS - MCLR– IBC – MSME- TReDS -- BASEL NORMS – NPA monitoring and recovery—Digital banking – Payment Gateways – Supply chain finance – Retail lending – Sale of third party products – Sarfaesi —Direct benefit transfer .(a brief outline of all the terminologies )

(20 Hours)

**References:**

1. Bankig theory and practice- K C Shekar
2. A text book of Banking – M Radhaswami and S V Vasudevan
- 3 Banking law and practice – Maheswari
4. Banking and Financial system- Vasant Desai
5. Modern Banking – K P M Sundaram and E N Sundaram

**TEACHING SCHEDULE**

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	Introduction to Banking, meaning
		2	Features
		3	Commercial banks and their functions
		4	Commercial banks and their functions
		5	Commercial banks and their functions
		6	Classification of banks in India
2	19-07-2021 To 24-07-2021	7	Classification of banks in India
		20 July	<b>Bakrid- Holiday</b>
		8	Classification of banks in India
		9	List of Nationalised banks in India
		10	List of Nationalised banks in India
3	26-07-2021 To 31-07-2021	11	List of Nationalised banks in India
		12	List of Nationalised banks in India
		13	Scheduled banks
		14	New generation Private sector banks
		15	New generation Private sector banks
		16	Co operative Banks in Kerala, meaning, features
4	02-08-2021 To 07-08-2021	17	Structure and importance of cooperative banks
		18	Role of Banks in economic development
		19	Revision
		20	Class test
		21	Reserve Bank of India

No of Weeks	Dates	Session	Topic
		22	Functions
		23	Functions
5	09-08-2021 To 14-08-2021	24	Credit control
		25	Credit control measures, quantitative techniques
		26	Quantitative techniques
		27	Qualitative methods of credit control
		28	Promotional and Regulatory measures
		29	SLR
		6	16-08-2021 To 21-08-2021
31	Repo		
32	Reverse Repo		
19 August	<b>Moharam/Onam Vacation</b>		
20 August	Onam Vacation		
21 August	Onam Vacation		
7	23-08-2021 To 28-08-2021	23 August	Onam Vacation
		24 August	Onam Vacation
		25 August	Onam Vacation
		26 August	Onam Vacation
		27 August	Onam Vacation
		28 August	Onam Vacation
8	30-08-2021 To 04-09-2021	30 August	Onam Vacation
		33	Revision
		34	Discussion with previous year questions
		35	Class test
		36	Banker
		37	Customer
9	06-09-2021 To 11-09-2021	38	General relationship between banker and customer
		39	Special Relationship between banker and customer
		40	Special Relationship between banker and customer
		41	Opening bank account
		42	Closing of bank accounts
		43	KYC norms
10	13-09-2021 To 18-09-2021	44	Cheques
		45	Features of cheques
		46	Crossing of cheques
		47	Crossing of cheques
		48	Types
		49	Endorsement

No of Weeks	Dates	Session	Topic
11	20-09-2021 To 25-09-2021	50	Types
		21 September	Sree Narayana Guru Samadhi
		51	Banking ombudsman
		52	Banking ombudsman
		53	Banking ombudsman
12	27-09-2021 To 02-10-2021	54	Revision
		55	Class test
		56	Loans and advances
		57	Principles of sound Lending
		58	Loan
		59	Cash credit
13	04-10-2021 To 09-10-2021	2 October	Gandhi Jayanthi
		60	Overdraft
		61	Consortium advances
		62	Modes of creating charges
		63	Lien
		64	pledge
14	11-10-2021 To 16-10-2021	65	Hypothecation
		66	mortgage
		67	guarantee
		68	guarantee
		14 October	Mahanavami/Study Leave
		15 October	Vijayadasami/ Study Leave
15	18-10-2021 To 23-10-2021		Study Leave
		19 October	Milad-i-Sherif/ Study Leave
			Study Leave
			IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
16	25-10-2021 To 30-10-2021		IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
17	01-11-2021		IV Semester University Examination
			IV Semester University Examination



No of Weeks	Dates	Session	Topic
	To 06-11-2021	69	<b>Revision</b>
		4 November	Diwali
		70	Class test
		71	Recent trends and Technology in Banking
18	08-11-2021 To 13-11-2021	72	Technology in Banking
		73	Need and importance
		74	Online/ internet Banking
		75	IBC
		76	Mobile application banking
		77	Core banking
19	15-11-2021 To 19-11-2021	78	RTGS
		79	NEFT
		80	IMPS
		81	MCLR
		82	MSME
		83	TReDS -- BASEL NORMS
20	22-11-2021 To 26-11-2021	84	NPA monitoring and recovery
		85	Digital banking
		86	Payment Gateways
		87	Supply chain finance
		88	Retail lending
		89	Sale of third party products
21	29-11-2021 To 03-12-2021	90	Direct benefit transfer
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
22	06-12-2021 To 10-12-2021		<b>Internal Examination</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
23	13-12-2021 To 17-12-2021		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>

<b>Subject Code:</b>	<b>5B11 COM</b>
<b>Subject Name:</b>	<b>CO-OPERATIVE LAWS</b>
<b>No. of Credits:</b>	<b>4</b>
<b>No. of Contact Hours:</b>	
<b>Hours per Week:</b>	<b>4</b>
<b>Name of the Teacher:</b>	<b>NEETHU A E</b>

### **COURSE OUTCOME**

After studying the course, the students shall be able to:

CO 1: Understand the historical perspective of cooperative legislation in India and Kerala.

CO2: Understand the provisions of Kerala cooperative Societies Act 1969

CO 3: Describe the procedure for the formation and registration of a cooperative organisation

CO 4: describe the provisions of management and winding up of cooperative societies

#### **Unit I**

**History of co-operative legislation in India** Co-operative Credit Societies Act 1904

–

features-limitations- Co-operative Societies Act 1912- features-difference between 1904

Act and 1912 Act- Multi- State Co-operative Societies Act 2002 –features-(Broad features only)

[15 Hours]

#### **Unit II**

**Kerala Co-operative Societies Act and Rules 1969** – Historical back ground- Definitions –Registration of co-operative societies –Byelaws –contents- Amendment- Amalgamation and division of societies- Membership- Rights, duties and liabilities – Withdrawal and expulsion.

[12 Hours]

#### **Unit III**

**Management of co-operatives** – general body –Managing committee- powers and duties-adhoc committee-disqualification of committee members- Election of committee

members- supersession of committee. Election of president –powers and duties- Secretary-duties and responsibilities--Privileges of societies- State aid to co-operatives.

Appointment of employees - Co-operative Service Examination Board.- Investment of funds-Disposal of net profit.

[15 Hours]

#### **Unit IV**

**Meetings** –Types- Annual general body meeting- special meetings. Requisites of a valid

meeting – agenda - quorum- notice- minutes- duties of secretary .

[10 Hours]

## Unit V

**Inquiry and Winding up of societies** –Inquiry – supervision and inspection-  
surchargewinding

up of societies- liquidator- powers- cancellation of registration .

[20 Hours]

### References:

1. Kerala Co. op. Societies Act and Rules : Pillai
2. Kerala Co.op Societies Act and Rules : T.S Balan
3. Law for the Co.operatives : R.O Bedi
4. Law and Management of Co. operatives : Trivedi. BB
5. Co-operative Act and Rules : N.A Kareem
6. Co-operative Societies Act and Rules :Thankappan
7. Bare Act
8. Cooperative democracy in Action : O.R Krishnswami
9. Legal aspects of co-operation : P.M Natesan,N.JShaji, &V.S Anilkumar.

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	History of co-operative legislation in India Co-operative Credit Societies Act 1904
		2	History of co-operative legislation in India Co-operative Credit Societies Act 1904
		3	Features
		4	Limitations
2	19-07-2021 To 24-07-2021	5	Co-operative Societies Act 1912
		20 July	<b>Bakrid- Holiday</b>
		6	Features
3	26-07-2021 To 31-07-2021	7	Difference between 1904 Act and 1912 Act
		8	Multi unit cooperative society
		9	Multi state cooperative society 1984
		10	Multi state cooperative society Act 2002
4	02-08-2021	11	Features
		12	Seminar
		13	Seminar

No of Weeks	Dates	Session	Topic
	To 07-08-2021	14	Revision
		15	Class test
5	09-08-2021 To 14-08-2021	16	Kerala Co-operative Societies Act and Rules 1969 – Historical back ground
		17	Registration of co-operative societies
		18	Bye laws
		19	Contents
6	16-08-2021 To 21-08-2021	20	Amendment of bye laws
		21	Amalgamation and division of societies
		22	Membership
		19 August	<b>Moharam/Onam Vacation</b>
		20 August	<b>Onam Vacation</b>
		21 August	<b>Onam Vacation</b>
7	23-08-2021 To 28-08-2021	23 August	<b>Onam Vacation</b>
		24 August	<b>Onam Vacation</b>
		25 August	<b>Onam Vacation</b>
		26 August	<b>Onam Vacation</b>
		27 August	<b>Onam Vacation</b>
		28 August	<b>Onam Vacation</b>
8	30-08-2021 To 04-09-2021	30 August	<b>Onam Vacation</b>
		23	Rights
		24	Duties and liabilities
		25	Withdrawal
9	06-09-2021 To 11-09-2021	26	Expulsion
		27	Class test
		28	Management of co-operatives
		29	General body
10	13-09-2021 To 18-09-2021	30	Managing committee
		31	Powers
		32	Duties of managing committee
		33	Adhoc committee
11	20-09-2021 To 25-09-2021	34	Disqualification of committee members
		35	Election of committee Members
		21 September	<b>Sree Narayana Guru Samadhi</b>
		36	Supersession of committee
		37	Election of president
		38	Powers and duties

No of Weeks	Dates	Session	Topic
12	27-09-2021 To 02-10-2021	39	Secretary-duties and responsibilities
		40	Privileges of societies
		41	State aid to co-operatives.
		42	Appointment of employees – Co-operative Service Examination Board.-
		2 October	<b>Gandhi Jayanthi</b>
13	04-10-2021 To 09-10-2021	43	Investment of fund, disposal of net profit.
		44	Class test
		45	Meetings,type
		46	Annual general body meeting
14	11-10-2021 To 16-10-2021	47	Special meetings
		48	Requisites of a valid Meeting
		49	Agenda, quorum
		14 October	<b>Mahanavami/Study Leave</b>
		15 October	<b>Vijayadasami/ Study Leave</b>
15	18-10-2021 To 23-10-2021		<b>Study Leave</b>
		19 October	<b>Milad-i-Sherif/ Study Leave</b>
			<b>Study Leave</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
16	25-10-2021 To 30-10-2021		<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
17	01-11-2021 To 06-11-2021		<b>IV Semester University Examination</b>
			<b>IV Semester University Examination</b>
		50	Notice, minutes book
		4 November	<b>Diwali</b>
		51	Duties of secretary
18	08-11-2021 To 13-11-2021	52	Powers
		53	Revision
		54	Class test
		55	Inquiry
		56	Meaning

No of Weeks	Dates	Session	Topic
19	15-11-2021 To 19-11-2021	57	Inquiry
		58	Supervision
		59	Inspection
		60	Surcharge
20	22-11-2021 To 26-11-2021	61	Cancellation of registration
		62	Powers, Winding up of society
		63	Seminar
		64	Revision
21	29-11-2021 To 03-12-2021	65	Revision
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
22	06-12-2021 To 10-12-2021		<b>Internal Examination</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
23	13-12-2021 To 17-12-2021		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
24	20-12-2021 To 24-12-2021		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Christmas Vacation</b>
25			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>

<b>Subject Code:</b>	<b>5D01COM</b>
<b>Subject Name:</b>	<b>BASIC ACCOUNTING</b>
<b>No. of Credits:</b>	<b>2</b>
<b>No. of Contact Hours:</b>	<b>36</b>
<b>Hours per Week:</b>	<b>2</b>
<b>Name of the Teacher:</b>	<b>MEENU MARIA TOM</b>

## SYLLABUS

### Objectives

To enable the students to acquire knowledge of accounting principles and practice.

### Module :1

Introduction: Basic accounting concepts-kinds of accounts-double entry book keeping- rules of debit and credit

### Module :2

Recording of transactions : Preparation of journal and ledger accounts – simple problems.

### Module :3

Subsidiary books – cash book – types of cash book- problems (single column and double column) Purchase book – sales book- sales return- purchase return- journal proper

### Module :4

Trial balance : meaning and purpose-preparation of trial balance

### Module :5

Financial statements – trading and profit and loss account- balance sheet-simple problems.

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

### Reference Books:

1. Grewal, T.S: Double Entry Book Keeping
2. Jain and Narang: Advanced Accountancy
3. Shukla and Grewal: Advanced Accountancy
4. Gupta and Radhaswamy: Advanced Accountancy
5. Gupta R.L: Advanced Accountancy

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	Introduction: Basic accounting concepts
		2	Kinds of accounts
2	19-07-2021 To 24-07-2021	3	Double entry book keeping
		20 July	<b>Bakrid- Holiday</b>
		4	Basic Accounting principles
3	26-07-2021 To 31-07-2021	5	Rules of debit and credit
		6	<b>Class test</b>
4	02-08-2021 To 07-08-2021	7	Journal – important terms
		8	Preparation of journal
5	09-08-2021 To 14-08-2021	9	Preparation of journal
		10	Problem
6	16-08-2021 To 21-08-2021	11	Ledger
		12	Problem
		19 August	<b>Moharam/Onam Vacation</b>
		20 August	<b>Onam Vacation</b>
7	23-08-2021 To 28-08-2021	21 August	<b>Onam Vacation</b>
		23 August	<b>Onam Vacation</b>
		24 August	<b>Onam Vacation</b>
		25 August	<b>Onam Vacation</b>
		26 August	<b>Onam Vacation</b>
		27 August	<b>Onam Vacation</b>
8	30-08-2021 To 04-09-2021	28 August	<b>Onam Vacation</b>
		30 August	<b>Onam Vacation</b>
		13	<b>Class test</b>
9	06-09-2021 To 11-09-2021	14	Subsidiary books – cash book
		15	Single column cash book
		16	Problem



No of Weeks	Dates	Session	Topic
10	13-09-2021 To 18-09-2021	17	Double column cash book
		18	Problem
11	20-09-2021 To 25-09-2021	19	Sales book
		21 September	Sree Narayana Guru Samadhi
12	27-09-2021 To 02-10-2021	20	Purchase book
		21	Sales return book
		22	Purchase return book
13	04-10-2021 To 09-10-2021	2 October	Gandhi Jayanthi
		23	Class test
14	11-10-2021 To 16-10-2021	24	Trail balance
		25	Problem
		26	Problem
		14 October	Mahanavami/Study Leave
15	18-10-2021 To 23-10-2021	15 October	Vijayadasami/ Study Leave
			Study Leave
			Study Leave
		19 October	Milad-i-Sherif/ Study Leave
			Study Leave
16	25-10-2021 To 30-10-2021		IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
17	01-11-2021 To 06-11-2021		IV Semester University Examination
			IV Semester University Examination
		27	Problem
		4 November	Diwali
18	08-11-2021	28	Class Test
		29	Balance Sheet

No of Weeks	Dates	Session	Topic
	To 13-11-2021	30	Problem
19	15-11-2021 To 19-11-2021	31	Problem
		32	Problem
20	22-11-2021 To 26-11-2021	33	<b>Class Test</b>
		34	Revision
		35	Revision
21	29-11-2021 To 03-12-2021	36	Revision
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
22	06-12-2021 To 10-12-2021		<b>Internal Examination</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
23	13-12-2021 To 17-12-2021		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
24	20-12-2021 To 24-12-2021		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Christmas Vacation</b>
25			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>

<b>Subject Code:</b>	<b>5D03 COM</b>
<b>Subject Name:</b>	<b>PRINCIPLES OF MANAGEMENT</b>
<b>No. of Credits:</b>	<b>2</b>
<b>No. of Contact Hours:</b>	<b>36</b>
<b>Hours per Week:</b>	<b>2</b>
<b>Name of the Teacher:</b>	<b>Meenu Maria Toms</b>

### **SYLLABUS**

CO 1: understand the basic concept of management

CO2: describe the functions of management

Unit 1. Introduction to Management: - Meaning and definition, scope, importance, Management and administration (4 Hrs),

Unit 2- Planning: - Meaning, objectives, types of plans, steps in planning and limitations of planning. (8 Hrs)

Unit 3-Organising: - Concept, significance, types- formal and informal, line and staff and functional, centralisation, decentralisation. (10 Hrs)

Unit 4 –Staffing: - Importance, sources of recruitment and selection, training and development. (conceptual framework only) (8 hrs)

Unit 5 – Directing and Controlling: - Meaning and elements of direction -Controlling- Meaning – steps.. (6 Hrs)

References;

1. Koontz.O. Donnel, Principles of management, Tata Mc grawhill, publishing co, New Delhi.
2. L. M. Prasad, Principles of Management, Sultan Chand & sons, New Delhi.
3. R.C. Bhatia, Business organisation and management, Ane books, P. Ltd. New Delhi.
4. Tripathy Reddy, Principles of Management Tata Mc Graw Hill Publishers, New Delhi.

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	Sylabus Introduction
		2	Meaning and definition – Managemnt
2	19-07-2021 To 24-07-2021	3	Scope and Objectives of Management
		20 July	<b>Bakrid- Holiday</b>
		4	Management and administration
3	26-07-2021 To 31-07-2021	5	Management and administration
		6	Class Test
4	02-08-2021 To 07-08-2021	7	Meaning and Definition Of Planning
		8	Objectives Of Planning
5	09-08-2021 To 14-08-2021	9	Types of Plans
		10	Steps in planing
6	16-08-2021 To 21-08-2021	11	Limitaions of Planning
		12	Class Test
		19 August	<b>Moharam/Onam Vacation</b>
		20 August	<b>Onam Vacation</b>
		21 August	<b>Onam Vacation</b>
7	23-08-2021 To 28-08-2021	23 August	<b>Onam Vacation</b>
		24 August	<b>Onam Vacation</b>
		25 August	<b>Onam Vacation</b>
		26 August	<b>Onam Vacation</b>
		27 August	<b>Onam Vacation</b>
		28 August	<b>Onam Vacation</b>
8	30-08-2021 To 04-09-2021	30 August	<b>Onam Vacation</b>
		13	<b>Meaning and definition of Organizing</b>
		14	Significance Of Organizing
9	06-09-2021 To 11-09-2021	15	Types Of Organizing - Formal And Informal
		16	Types Of Organizing - Line And Staff And Functional

No of Weeks	Dates	Session	Topic
10	13-09-2021 To 18-09-2021	17	Centralisation
		18	Decentralisation
11	20-09-2021 To 25-09-2021	19	Class Test
		21 September	Sree Narayana Guru Samadhi
		20	Meaning and Definition Of Staffing
12	27-09-2021 To 02-10-2021	21	Importance of Staffing
		22	sources of recruitment
		2 October	Gandhi Jayanthi
13	04-10-2021 To 09-10-2021	23	Selection – Menaing and Definition
		24	Imporatnce and Objectives of Selection
14	11-10-2021 To 16-10-2021	25	Selection Proces
		26	Training and development
		14 October	Mahanavami/Study Leave
		15 October	Vijayadasami/ Study Leave
			Study Leave
15	18-10-2021 To 23-10-2021		Study Leave
		19 October	Milad-i-Sherif/ Study Leave
			Study Leave
			IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
16	25-10-2021 To 30-10-2021		IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
17	01-11-2021 To 06-11-2021		IV Semester University Examination
			IV Semester University Examination
		27	Training and Development
		4 November	Diwali
		28	Class Test
18	08-11-2021	29	Meaning and Definition of Directing and Controlling

No of Weeks	Dates	Session	Topic
	To 13-11-2021	30	Elements of direction
19	15-11-2021 To 19-11-2021	31	Meaning and Definition Of Controlling
		32	Steps in Controlling
20	22-11-2021 To 26-11-2021	33	Class Test
		34	Previous Year QP Discission
		35	Revision
21	29-11-2021 To 03-12-2021	36	Revision
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
			<b>Internal Examination</b>
22	06-12-2021 To 10-12-2021		<b>Internal Examination</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
23	13-12-2021 To 17-12-2021		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
24	20-12-2021 To 24-12-2021		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>
25			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>
			<b>Christmas Vacation</b>