

K. S. Rangasamy College of Arts and Science (Autonomous),  
Tiruchengode - 637 215

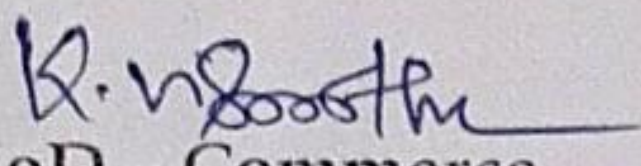
Department of Commerce

List of New Courses Introduced

- Business Organization and Management
- Economics
- Financial Market and Operations
- Indirect Taxation
- Business Research Methods
- Commerce Practical
- Project and Viva- Voce
- Business Environment
- Labour Laws

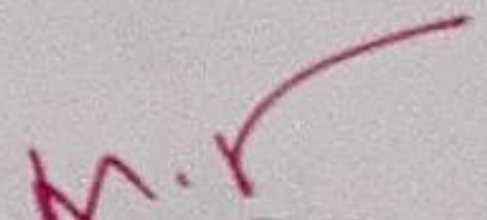
Encls:

1. Copy of Scheme of Examination
2. Syllabus copy of new courses
3. Mapping of new courses

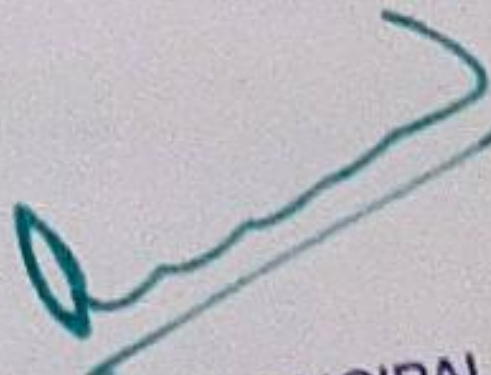
  
HoD - Commerce  
HEAD

DEPARTMENT OF COMMERCE  
K. S. Rangasamy College of Arts & Science  
TIRUCHENGODE - 637 209.



  
CoE

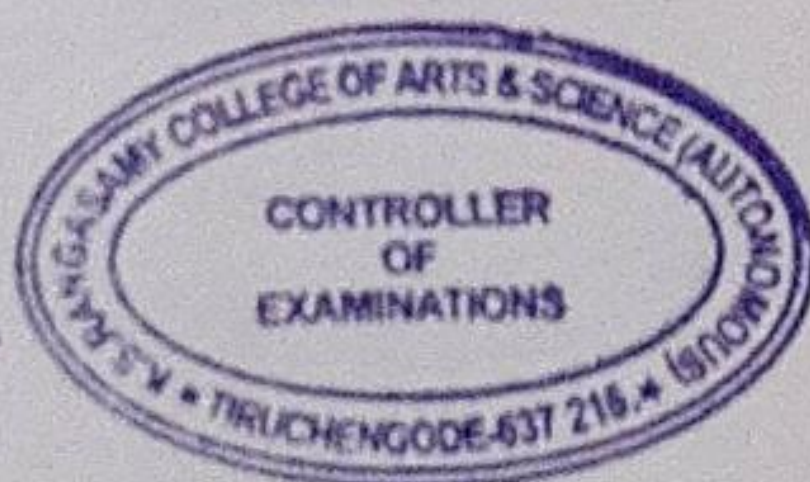
Mr. M. PRASAD, M.Sc., MBA, M.Phil.  
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TIRUCHENGODE - 637 215  
M. Makkal-Di, Tamil Nadu, INDIA

## SCHEME OF EXAMINATION

Subject Code	Subject	Hrs.	Exam Dur. (Hrs.)	Maximum Marks			Credit Points
				CA	CE	Total	
<b>First Semester</b>							
<b>Part I</b>							
18UTALB101 / 18UHILB101/ 18UFRLB101	Tamil I / Hindi I / French I	5	3	25	75	100	3
<b>Part II</b>							
18UENLB101	General English I	5	3	25	75	100	3
<b>Part III</b>							
18UCOM101	Core I: Principles of Accountancy	6	3	25	75	100	5
18UCOM102	Core II: Business Organization and Management	6	3	25	75	100	4
18UCOA101	Allied I: Economics	6	3	25	75	100	4
<b>Part IV</b>							
18UVE101	Value Education I: Yoga	2	3	25	75	100	2
	<b>Total</b>	<b>30</b>				<b>600</b>	<b>21</b>
<b>Second Semester</b>							
<b>Part I</b>							
18UTALB201 / 18UHILB201/ 18UFRLB201	Tamil II / Hindi II / French II	5	3	25	75	100	3
<b>Part II</b>							
18UENLB201	General English II	5	3	25	75	100	3
<b>Part III</b>							
18UCOM201	Core III: Financial Accounting	6	3	25	75	100	5
18UCOM202	Core IV: Executive Business Communication	6	3	25	75	100	4
18UCSCOA201	Allied II: Office Automation for Business	4	3	25	75	100	2
18UCSCOAP201	Allied Practical I: Office Automation for Business	2	3	40	60	100	2
<b>Part IV</b>							
18UVE201	Value Education II: EVS	2	3	25	75	100	2
	<b>Total</b>	<b>30</b>				<b>700</b>	<b>21</b>

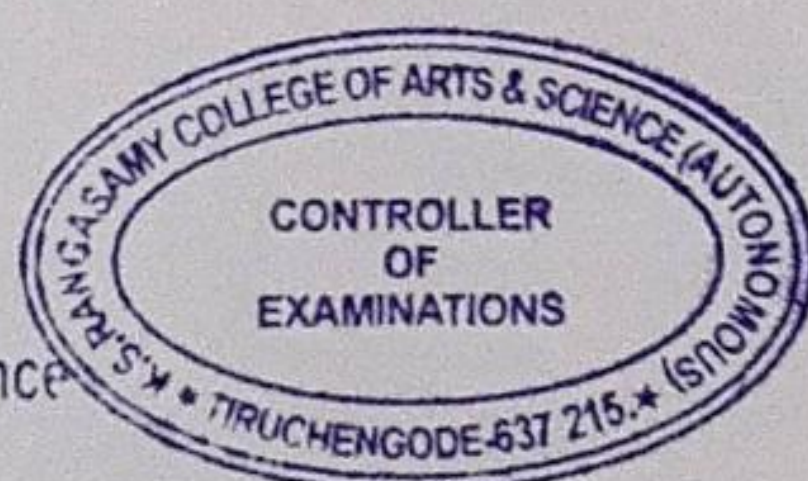
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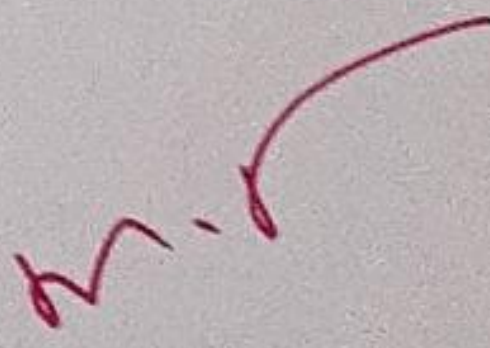


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Third Semester							
Part III							
18UCOM301	Core V: Corporate Accounting	6	3	25	75	100	5
18UCOM302	Core VI: Business Law	5	3	25	75	100	4
18UCOM303	Core VII: Indian Banking	4	3	25	75	100	3
18UCOM304	Core VIII: Principles of Auditing	4	3	25	75	100	4
18UMACOA301	Allied III: Business Mathematics and Operations Research	4	3	25	75	100	4
Part IV							
18UCOSB301	SBC I: Financial Services	2	3	25	75	100	2
	NMEC I	2	3	25	75	100	2
Non Credit							
18ULS301	Career Competency Skills I	1	-	-	-	-	-
	Add - on Course	2	3	-	-	-	-
	<b>Total</b>	<b>30</b>				<b>700</b>	<b>24</b>
Fourth Semester							
Part III							
18UCOM401	Core IX: Advanced Corporate Accounting	6	3	25	75	100	5
18UCOM402	Core X: Company Law	5	3	25	75	100	4
18UCOM403	Core XI: Banking Law and Practice	4	3	25	75	100	3
18UCOM404	Core XII: Financial Market and Operations	4	3	25	75	100	4
18UMACOA401	Allied IV: Business Statistics	4	3	25	75	100	4
Part IV							
18UCOSB401	SBC II: Principles of Marketing	2	3	25	75	100	2
	NMEC II	2	3	25	75	100	2
Non Credit							
18ULS401	Career Competency Skills II	1	-	-	-	-	-
	Add - on Course	2	3	-	-	-	-
	<b>Total</b>	<b>30</b>				<b>700</b>	<b>24</b>

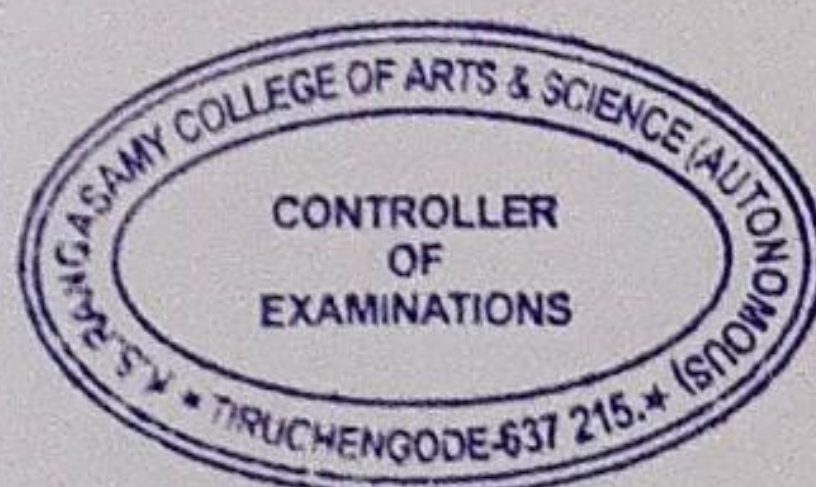
  
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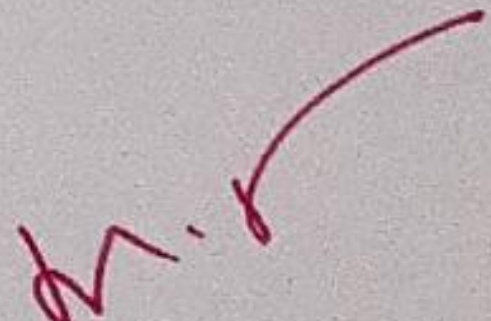


  
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Fifth Semester							
<b>Part III</b>							
18UCOM501	Core XIII: Cost Accounting	6	3	25	75	100	5
18UCOM502	Core XIV: Indirect Taxation	5	3	25	75	100	4
18UCOM503	Core XV: Income Tax I	5	3	25	75	100	4
18UCOM504	Core XVI: Accounting Package for Commerce	3	3	25	75	100	3
18UCOMP501	Core Practical I: Accounting Package for Commerce	2	3	40	60	100	2
	Elective I	5	3	25	75	100	4
<b>Part IV</b>							
18UCOSB501	SBC III: Business Research Methods	3	3	25	75	100	2
<b>Part V</b>							
18UCOE501	Extension Activity	-	-	-	-	-	2
<b>Non Credit</b>							
18ULS501	Career Competency Skills III	1	-	-	-	-	-
	<b>Total</b>	<b>30</b>				<b>700</b>	<b>26</b>
Sixth Semester							
<b>Part III</b>							
18UCOM601	Core XVII: Management Accounting	5	3	25	75	100	5
18UCOM602	Core XVIII: Financial Management	5	3	25	75	100	4
18UCOM603	Core XIX: Income Tax II	5	3	25	75	100	4
18UCOMP601	Core Practical II: Commerce Practical	3	3	40	60	100	2
18UCOMPR601	Project and Viva- Voce	3	3	40	60	100	3
	Elective II	5	3	25	75	100	4
<b>Part IV</b>							
18UCOSB601	SBC IV: Labour Laws	3	3	25	75	100	2
<b>Non Credit</b>							
18ULS601	Career Competency Skills IV	1	-	-	-	-	-
	<b>Total</b>	<b>30</b>				<b>700</b>	<b>24</b>
<b>Grand Total</b>						<b>4100</b>	<b>140</b>

  
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### ELECTIVE I

Student shall select any one of the following subject as Elective in fifth semester

S.No	Course Code	Semester	Course
1.	18UCOEL501	V	Entrepreneurial Development
2.	18UCOEL502	V	Human Resource Management

### ELECTIVE II

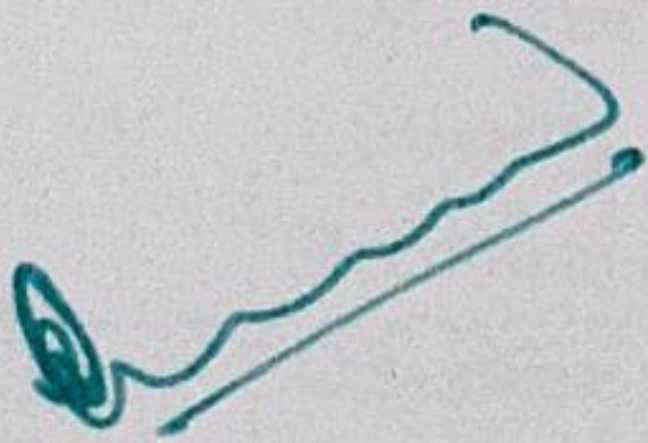
Student shall select any one of the following subject as Elective in Sixth semester

S.No	Course Code	Semester	Course
1.	18UCOEL601	VI	Business Environment
2.	18UCOEL602	VI	Business Ethics

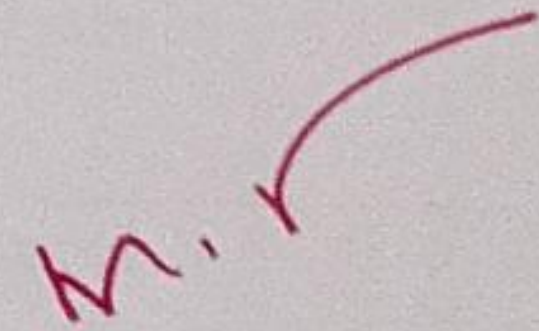
### Advanced Learners Course (ALC)

Students with no history of arrears still third/fourth semester and securing first class mark are eligible to do the below mentioned subjects as Advance Learner Course in fourth and fifth semester respectively.

S.No	Sem	Course Code	Name of the Subject	Credits
1.	V	18UCOAL501	Business Finance	2
2.	V	18UCOAL502	Marketing Research	2
3.	V		NPTEL, NSE, MOOC, SWAYAM	2

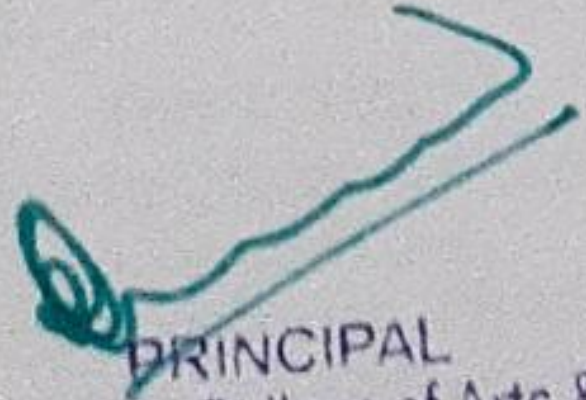


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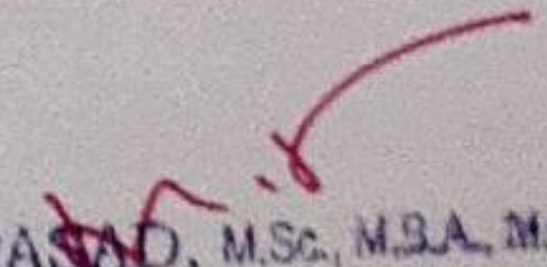


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18UCOM102	<b>CORE II: BUSINESS ORGANISATION AND MANAGEMENT</b>	<b>SEMESTER - I</b>	
<b>Course Objectives</b>			
The course aims			
<ul style="list-style-type: none"> <li>To use behavioural science theory to diagnose and solve individual, group and issues on organizational level.</li> <li>To make aware on planning, decision making, leadership, motivation and co-ordination of business management.</li> </ul>			
<b>Credits: 4</b>			
			<b>Total Hours: 50</b>
<b>UNIT</b>	<b>CONTENTS</b>	<b>Hrs</b>	<b>CO</b>
I	<b>Introduction to Business</b> - Nature - Branches of Business - Objectives of Modern Business - Inter Relation between Trade, Commerce and Industry - Distinction between Business, Profession and Employment - Essentials of Successful Business - Qualities of Successful Business.	10	CO1
II	<b>Forms of Business Organisation</b> - Sole Proprietorship - Features - Advantages - Limitations - Partnership Firms - Types - Features - Advantages - Limitations - Rights and Duties of Partners - Joint Stock Companies - Features - Merits - Demerits - Distinctions between Partnership firms and Joint Stock Companies - Difference between Public Limited Company and Private Limited Company.	10	CO2
III	<b>Introduction to Management</b> - Nature - Scope - Functions of Management - Principles of F.W.Taylor - Henry Fayol. <b>Planning</b> - Importance - Features - Steps - Kinds - Elements - <b>Decision Making</b> - Steps - Types - <b>Leadership</b> - Styles - Kinds.	10	CO3
IV	<b>Organization</b> - Types - Principles - Span of Control - Authority and Responsibilities - Delegation and Decentralization.	10	CO4
V	<b>Direction</b> - Principles - Essentials - <b>Motivation</b> - Importance - Theories of Motivation - Maslow's Theory and McGregor Theory. <b>Co-ordination</b> - Need - Types - Principle - <b>Control</b> - Characteristics - Need - Process.	10	CO5

  
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Text Books	
1	Gupta, C.B. 2014. <b>Business Organisation and Management</b> . [Third Edition]. Sultan Chand & Sons, New Delhi. (Unit I & II)
2	Dinkar Pagare. 2013. <b>Principles of Management</b> . [Second Edition]. Sultan Chand & Sons, New Delhi. (Unit III to V)
Reference Books	
1	Dinkar Pagare. 2004. <b>Business Organisation and Management</b> . [First Edition]. Sultan Chand & Sons, New Delhi.
2	Bhushan, Y.K. 2009. <b>Business Organisation and Management</b> . [Fourth Edition]. Sultan Chand & Sons, New Delhi.
3	Prasad, L.M. 2014. <b>Principles and Practice of Management</b> . [Eight Edition]. Sultan Chand & Sons, New Delhi.

### COURSE OUTCOMES (CO)


After completion of the course, the students will be able to

CO1	Demonstrate the business functional areas and how these functions are leveraged in organizations
CO2	Understand the nature and purpose of different types of organisations (commercial, voluntary, public sector and so on)
CO3	Explain how managers align the planning and decision making process with company mission, vision, and values
CO4	Understand basic concepts of organisational structure and describe the main functions of a business organisation
CO5	Recognize the importance of employee motivation and how to promote it

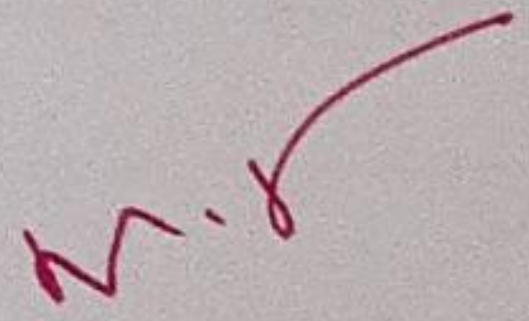
### MAPPING

PSO \ CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	L	M	L	H	L
CO2	L	H	L	M	L
CO3	L	H	M	H	M
CO4	M	M	M	H	L
CO5	L	H	M	M	M

H-High; M-Medium; L-Low

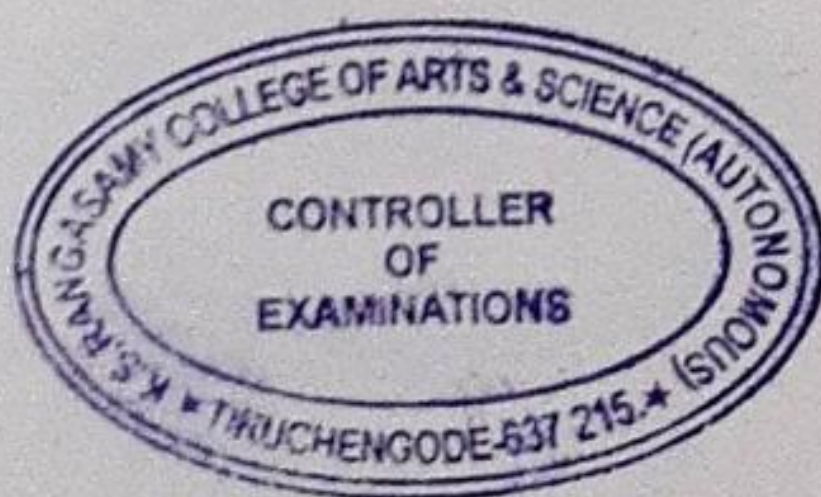
  
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18UCOA101	ALLIED I: ECONOMICS	SEMESTER - I	
<b>Course Objectives</b>			
The course aims			
<ul style="list-style-type: none"> <li>To know the significance and application of economic concepts to business decisions.</li> <li>To learn the market structure for decision making.</li> </ul>			
Credits: 4			
			Total Hours: 50
UNIT	CONTENTS	Hrs	CO
I	<b>Economics</b> - Definition - Economic Analysis - Micro and Macro Economics - Methods - Business Economics - Definition - Scope of Business Economics - Application of Economic Concepts in Business - Distinction between Economic Growth and Economic Development - Role of Economics in Business Decisions.	10	CO1
II	<b>Demand</b> - Law of Demand - Determinants of Demand - Types of Demand - Demand Curve - Supply - Supply Schedule - Determinants of Supply.	10	CO2
III	<b>Market</b> - Perfect and Imperfect Competition - Features of Monopoly - Duopoly - Oligopoly - <b>Pricing Policy and Practices:</b> Pricing Objectives - Pricing Methods.	10	CO3
IV	<b>National Income</b> - Definition - Methods and Difficulties in Calculation of National Income - Per Capita Income - GDP - <b>Inflation:</b> Characteristics - Causes - Effects - Control of Inflation.	10	CO4
V	<b>Foreign Trade and Economic Development</b> - Liberalization - Privatization - Globalization - <b>WTO:</b> Introduction - Objectives - Principles - Functions - Impact of WTO, GATT on Indian Economy.	10	CO5
<b>Text Books</b>			
1	<i>Sankaran, S.</i> 2014. <b>Business Economics</b> . [Fourth Edition]. Margham Publications, Chennai.		
2	<i>Sankaran, S.</i> 2014. <b>Indian Economy</b> [Thirteenth Edition]. Margham Publications, Chennai.		

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### Reference Books

1	Sundaram, K.P.M. and Sundaram, E.N. 2010. <b>Business Economics</b> . [Fifth Edition]. Sultan Chand & Sons, New Delhi.
2	Varshney, R.L and Maheswari, K.L. 2007. <b>Managerial Economics</b> . [Third Edition]. Sultan Chand & Sons, New Delhi.
3	Raddardutt and Sundaram, K.P.M. 2010. <b>Indian Economy</b> [Ninth Edition]. S.Chand & Co. Ltd., New Delhi.
4	Dhingra, I.C. 2010. <b>Indian Economy</b> . [Twenty Fifth Edition]. S.Chand & Sons, New Delhi.

### COURSE OUTCOMES (CO)

After completion of the course, the students will be able to

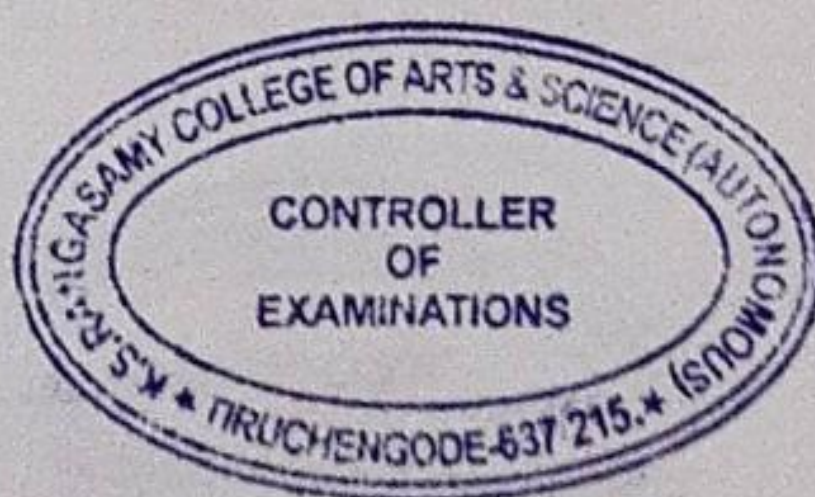
CO1	Learn economics in terms of business and describe the nature of economics in dealing with the business issues
CO2	Perform supply and demand analysis to know the impact of economic events on markets
CO3	Analyze the performance of firms under different market structures and use economic analysis to fixing the price of the product
CO4	Evaluate the macro economic issues like economic growth, national income and inflation
CO5	Aware about the international economic institutions and their objectives, functions, features and Indian trade policy

### MAPPING

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	L	H	L	H	L
CO2	L	H	L	M	L
CO3	L	H	L	M	L
CO4	M	H	M	H	M
CO5	L	H	M	H	M

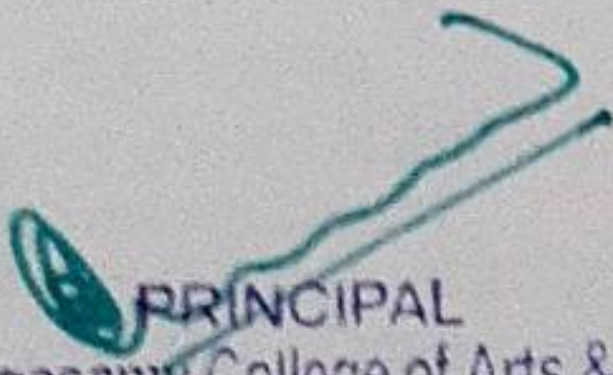
H-High; M-Medium; L-Low

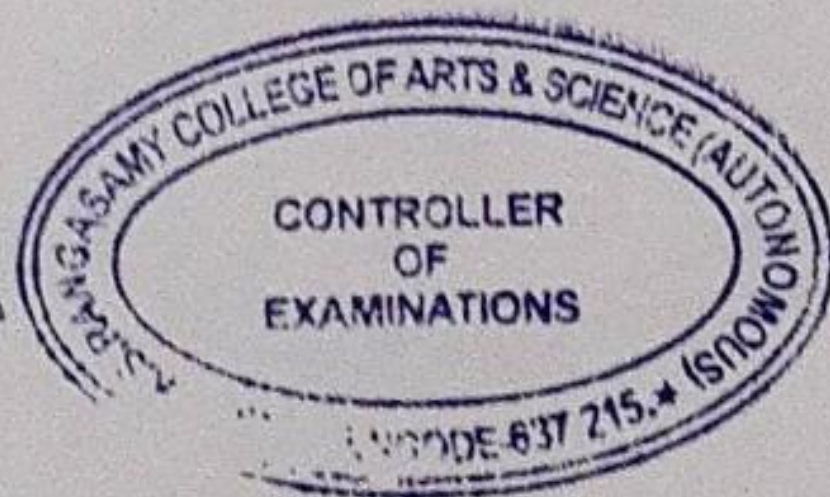
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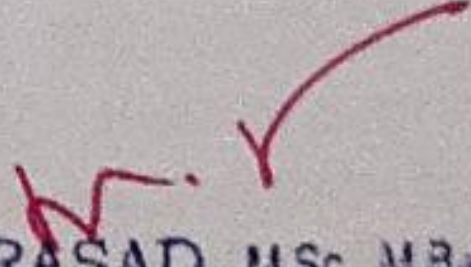


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18UCOM404	CORE XII: FINANCIAL MARKET AND OPERATIONS	SEMESTER - IV	
<b>Course Objectives</b> The course aims <ul style="list-style-type: none"> <li>To understand the different types of financial markets in practice</li> <li>To be familiar with the role of regulator of financial markets</li> </ul>			
Credits: 4			
UNIT		Total Hours: 45	
	CONTENTS	Hrs	CO
I	The Financial System in India - Functions - Financial Concepts - Financial Assets - Financial Intermediaries - Financial Markets - Classification - Innovative Financial Instruments - Development of Financial System in India - Financial System and Economic Development - Weakness of Indian Financial System	9	CO1
II	New Issue Market - Meaning - Functions - Methods of Floating New Issues - General Guidelines for New Issue - Steps for Public and Private Issue - SEBI Guidelines for IPOs - Instruments of Issue - Players in the New Issue Market - Major Reforms in the Primary Market - Advantages and Disadvantages of Primary Market	9	CO2
III	Secondary Market - Services of Stock Exchange - Organisation of Stock Exchange in India - Listing of Securities - Listing Procedure - Stock Brokers - Functions - Types - Method of Trading in Stock Exchange - Current Settlement Procedure of Trading Transactions - Online Trading - Merits - Defects of Indian Capital Market - Recent Developments	9	CO3
IV	Money Market - Money Market Vs. Capital Market - Features - Importance - Structure of Indian Money Market - Recent Developments - Composition of Money Market - Call Money Market - Merits - Demerits - Commercial Bills Market - Types of Bills - Operations in Bill Market - Importance - Drawbacks	9	CO4
V	Treasury Bills Market - Features - Types - Operations and Participants - Merits - Defects - Money Market Instruments - Commercial Papers - Features - Advantages - RBI Guidelines on Commercial Paper Issue - Procedure and Time Frame for Issue of Commercial Paper - Certificate of Deposit - Features - RBI Guidelines - Advantages - Obstacles	9	CO5

  
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Text Book	
1	Gordon, E and Natarajan, K. 2014. <b>Financial Markets and Services</b> . [Ninth Revised Edition]. Himalaya Publishing House, Mumbai.
Reference Books	
1	Vasantha Desai. 2006. <b>Indian Financial System</b> . [Third Edition]. Himalaya Publishing House, New Delhi.
2	Varsney, P.N and Mittal, D.K. 2000. <b>Indian Financial System</b> [Second Edition]. Sultan Chand & Sons, New Delhi.
3	Khan, M Y. 2007. <b>Indian Financial System</b> . [First Edition]. Tata McGraw Hill Publishing Company Ltd., New Delhi.

**COURSE OUTCOMES (CO)**

After completion of the course, the students will be able to

CO1	Know the broad concepts and functioning of Indian financial system
CO2	Comprehend the concept of new issue market and the role of SEBI plays in issue of securities to public
CO3	Integrate relevant regulatory framework into stock exchange and practices to address the current settlement procedure of trading transactions
CO4	Describe money market efficiency in terms of operations, information and allocation
CO5	Understand the characteristics of different treasury bills such as commercial paper and certificate of deposit, and how to buy and sell these in financial market

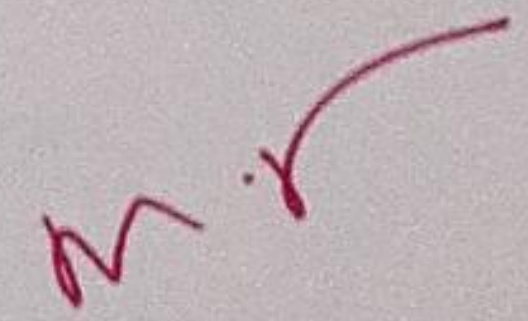
**MAPPING**

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	L	L	L	L	H
CO2	L	M	M	M	H
CO3	L	M	M	M	H
CO4	L	M	L	M	H
CO5	L	L	L	L	H


H-High; M-Medium; L-Low

  
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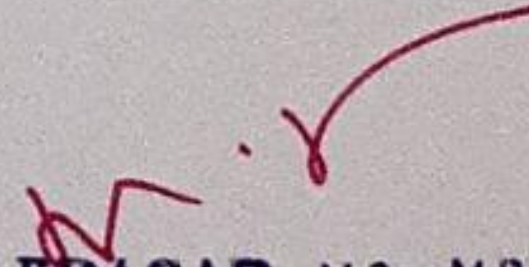


  
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18UCOM502	CORE XIV: INDIRECT TAXATION		SEMESTER - V
<b>Course Objectives</b>			
The course aims			
<ul style="list-style-type: none"> <li>To import basic knowledge about concept of indirect taxes in India</li> <li>To apply theoretical background of GST in practical applications</li> </ul>			
Note: Question paper shall cover 100% theory			
Credits: 4			
UNIT		Total Hours: 50	
		CONTENTS	
		Hrs	CO
I	Indirect Tax in India - Introduction - Types of Taxes - Indirect Tax - Meaning - Features - Difference between Direct Tax and Indirect Tax - Introduction to GST - Evolution of GST in India - Features of GST - Benefits of GST - Drawbacks of GST - Structure of GST	10	CO1
II	Goods and Service Tax Council - Functions of GST Council - Goods and Service Tax Network - Functions - Services Rendered by GSTN - Levy and Collection of CGST/ IGST/ SGST/ UTGST - Composition Scheme under GST - Merits and Demerits - GST Rate Schedule for Selected Goods and Services	10	CO2
III	Concept of Supply - Meaning and Scope of Supply - Salient Features of Supply -Types of Supply - Inter- State Supply Vs. Intra- State Supply - Composite and Mixed Supply - Place of Supply - Time and Value of Supply	10	CO3
IV	Registration - Need - Nature and Procedure of Registration - GST Forms for Registration and Cancellation - Assessment - Types of Assessment -Returns - Types of Returns	10	CO4
V	Customs Act, 1962 - Overview of Customs Law - Definitions - Functions of Customs Department - Types of Customs Duty - Types of goods in Customs - Import and Export Procedures - Prohibited and Restricted Goods - Exemptions from Custom Duty	10	CO5

  
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Text Book	
1	Dr.Nitit Bhasin and Dr. Sameer Lama, 2018 GST and Customs Law, Taxman Publications (P) Ltd., New Delhi
Reference Books	
1	CA (Dr.) K.M. Bansal, 2018. GST and Customs Law, Taxman Publication (P) Ltd., New Delhi
2	Mohd. Rafi, 2017. Indirect Tax Management & Practice, 18 <sup>th</sup> Edition, Bharat Law House Pvt. Ltd.
3	FCA. Vineet Gupta & Dr. N.K. Gupta, 2018. Goods & Services Tax Law, Practice & Procedures, 2 <sup>nd</sup> Edition, Bharat Law House Pvt. Ltd.

### COURSE OUTCOMES (CO)


After completion of the course, the students will be able to

CO1	Understand the basic concepts of indirect tax system in India
CO2	Know the basics of GST, CGST ,IGST
CO3	Recognize the provisions of supply in GST
CO4	Identify the procedure for registration and assessment under GST
CO5	Analyze the customs act and its procedures

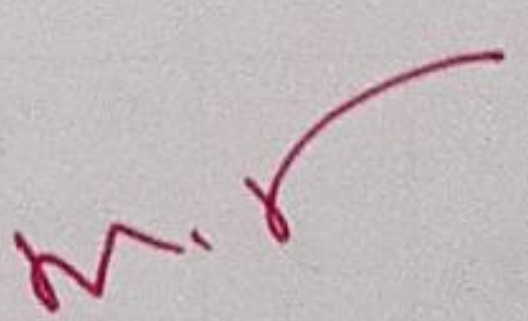
### MAPPING

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	M	M	M	MH
CO2	H	H	H	M	M
CO3	M	M	M	M	H
CO4	M	H	H	H	M
CO5	M	M	M	M	M

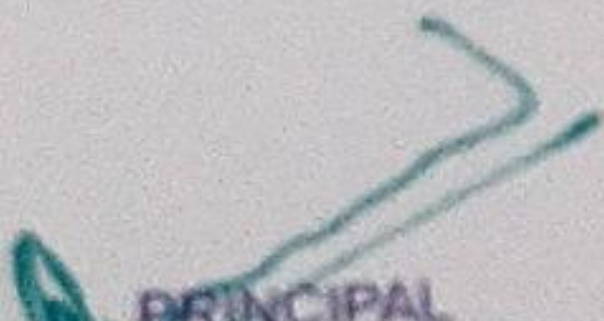
H-High; M-Medium; L-Low

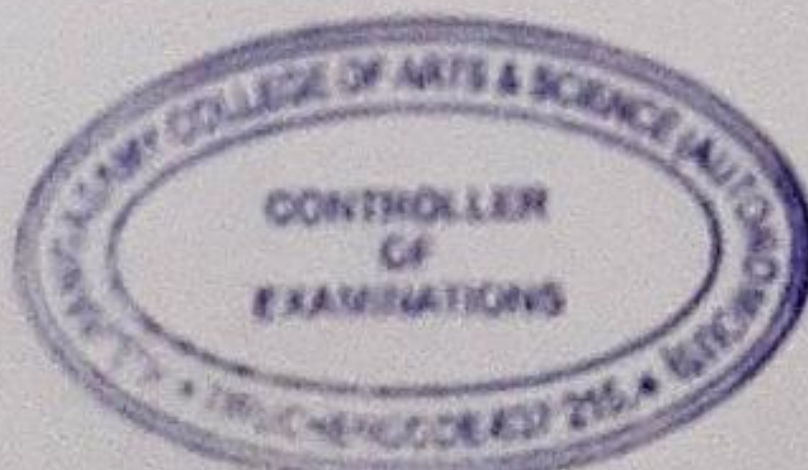
  
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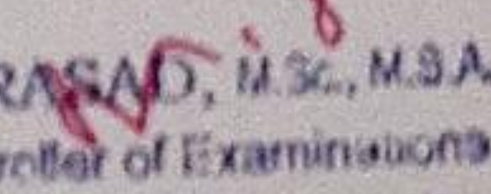


  
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UNUCOS/001	SBC III: BUSINESS RESEARCH METHODS	SEMESTER - V	
<b>Course Objectives</b>			
The course aims			
<ul style="list-style-type: none"> <li>To understand the concept and process of research in business environment</li> <li>To apply research applications in various spheres of business research</li> </ul>			
Note: Question paper shall cover 100% theory			
Credits: 2		Total Hours: 30	
UNIT	CONTENTS	Hrs	CO
I	<b>Business Research:</b> Meaning - Objectives of Research - Types of Research - Descriptive, Exploratory, Empirical, Historical and Case Study - Research Design - Components of the Research Design - Need - Features of a Good Design.	6	CO1
II	<b>Research Problem:</b> Selecting the Problem - Necessity of Defining the Problem - Technique Involved in Defining a Problem - <b>Sampling Design:</b> Steps - Criteria of Selecting Sampling Procedure - Characteristics of a Good Sample Design - Different types of Sample Designs.	6	CO2
III	<b>Collection of Data:</b> Primary and Secondary Data - Tools of Collection of Data - Questionnaire - Interview Schedule - Difference between Questionnaires and Schedules - Guidelines for Constructing Questionnaire/Schedule - Guidelines for Successful Interviewing.	6	CO3
IV	<b>Processing of Data:</b> Editing - Types - Guidelines for Editing - Coding - Classification - Types - Tabulation - Essential - Principles of Tabulation - Interpretation of Data - Need - Technique of Interpretation - Precautions in Interpretation	6	CO4
V	<b>Research Report:</b> Significance of Report Writing - Steps in Drafting a Research Report - Layout of the Research Report - Types of Reports - Mechanics of Writing a Research Report - Precautions for Writing Research.	6	CO5
<b>Text Book</b>			
1	<i>Kothari, C.R., 2012. Research Methodology: Methods and Techniques. New Age International (P) Limited, Publishers, New Delhi</i>		

  
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### Reference Books

1	Pillai R.S.N & Bagavathi. V 2013. <b>Statistics: Theory and Practice</b> . S.Chand & Company Ltd, New Delhi.
2	Gupta, S.P. 2017. <b>Statistical Methods</b> . [46th Revised Edition]. Sultan Chand and Sons, New Delhi.
3	Gupta, S.C. and Kapoor, V.K. 2009. <b>Fundamentals of Mathematical Statistics</b> [Eleventh Edition]. S.Chand and Sons, New Delhi.

### COURSE OUTCOMES (CO)

After completion of the course, the students will be able to

CO1	Recognize and distinguish between the different kinds of research.
CO2	Understand research problem and selection of sampling
CO3	Know the methods of data collection.
CO4	Identify the steps involved in data preparation.
CO5	Aware of various types of research report, the steps in report writing and the factors in organizing a research report.

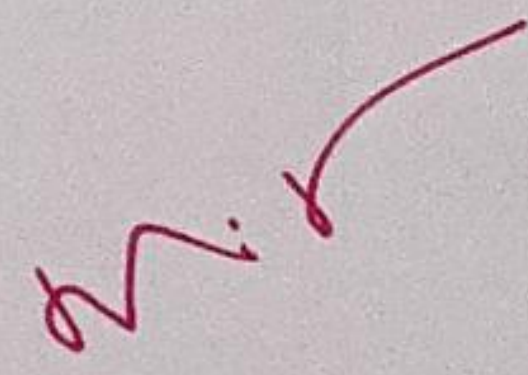
### MAPPING

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	L	M	M	M	M
CO2	L	L	M	H	H
CO3	M	M	H	M	H
CO4	L	M	H	H	M
CO5	L	M	M	M	M

H-High; M-Medium; L-Low

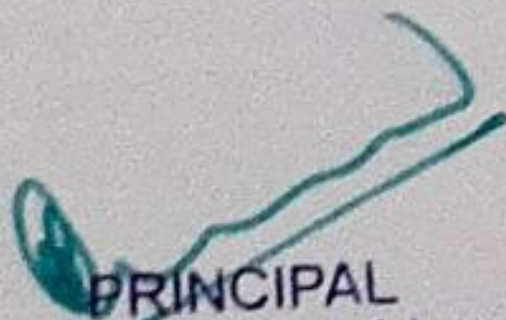


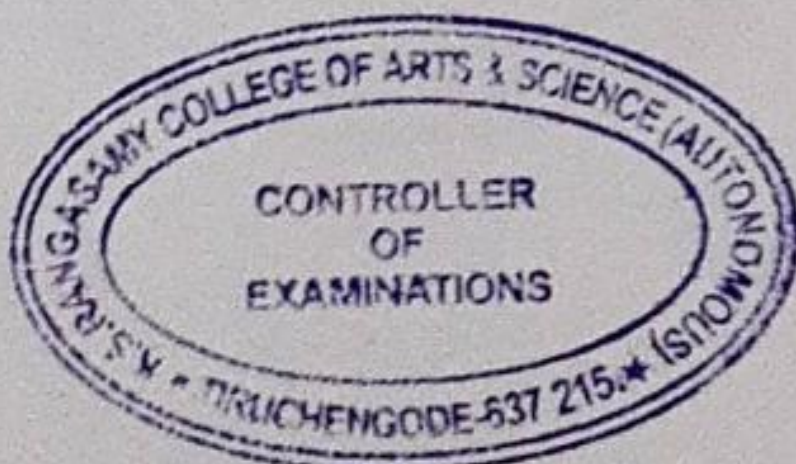
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18UCOMP601	Core Practical II: COMMERCE PRACTICAL	SEMESTER - VI	
<b>Course Objectives</b> The course aims <ul style="list-style-type: none"> <li>To learn how to prepare invoice, vouchers, endorsing and crossing of cheques</li> <li>To provide practical knowledge to fill up forms like insurance, bank, loan application, membership form, income tax return forms etc</li> </ul>			
Credits: 2		Total Hours: 30	
UNIT	CONTENTS	Hrs	CO
I	Preparation of Invoice, Receipts, Vouchers, Delivery Challan, Entry Pass, Gate Pass-Debit and Credit Notes. Preparation of Bin Card, Inventories and Cost Sheets.	6	CO1
II	Drawing, Endorsing and Crossing of Cheques, filling up of Pay in Slips, Demand Draft application and preparation of Demand Drafts, Making entries in the Passbook and filling up of Account Opening forms for SB Account, Current Account and FDR's. Drawing and Endorsing of Bills of Exchange and Promissory Notes.	6	CO2
III	Filling up of application forms for Admission in Cooperative Societies. Filling up of Loan Application Forms and Deposit Challan. Filling up of Jewel Loan Application Form, Procedure for releasing of Jewellery in Jewel Loans and Repayment.	6	CO3
IV	Preparation of Agenda and Minutes of Meetings - both General Body and Board of Directors. (students are asked to write agenda and minutes of their own and should not use printed format)	6	CO4
V	Filling up of an application form for LIC Policy, filling up of the Premium form, filling up the Challan for remittance of Premium. Preparation of an Advertisement Copy, Collection of Advertisement in dailies and Journals. Filling up Income -Tax Returns and application for Permanent Account Number.	6	CO5

  
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**Note :**

Students may be asked to collect Original or Xerox copies of the documents and affix them on the record note book after having filled up. Drawing of the documents should not be insisted.

Distribution of marks for Practical is as follows :

Practical:	50 Marks (5 questions x 10 Marks)
Viva-Voce:	10 Marks
Record Note :	40 Marks (Internal)
<b>Total :</b>	<b>100 Marks</b>

**COURSE OUTCOMES (CO)**

After completion of the course, the students will be able to

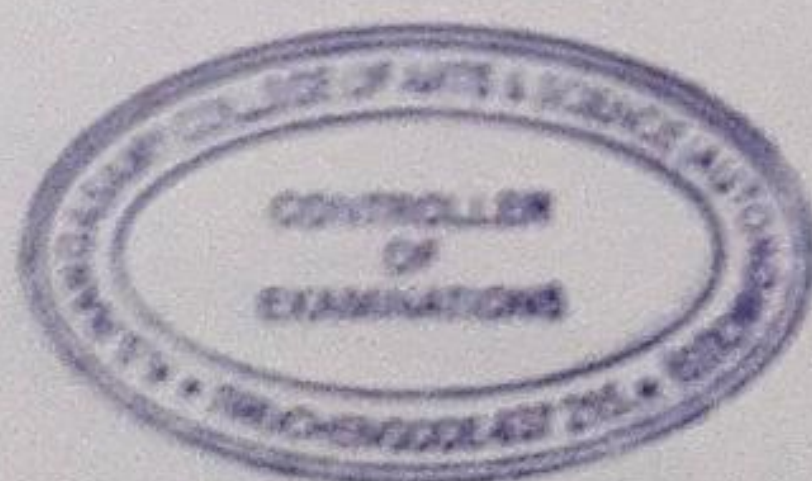
CO1	Know how to prepare the invoice, receipts and other documents
CO2	Understand the drawing, endorsing and crossing of cheques
CO3	Learn the procedure for filling up of various application forms
CO4	Prepare the agenda and minutes of company meetings
CO5	Identify the procedure for filling up income -tax returns and application for permanent account number

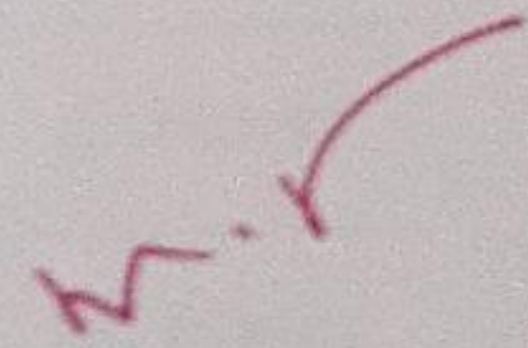
**MAPPING**

PSO \ CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	M	M	M	M
CO2	M	M	H	H	M
CO3	L	H	M	M	M
CO4	L	M	H	H	H
CO5	M	H	H	M	M

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## GUIDELINES

### PROJECT & VIVO-VOCE (18UCOMPR601) SEMESTER - VI

#### Organization of the Project:

The students have to take up a group project work (5 to 7 students in a group) for 100 marks.

#### Project Timeframe:

The students should choose a topic for the project in the beginning of the V semester and submit the report by the end of the VI semester. This component will be included in the VI semester.

#### Areas of the Project:

Commerce and its related applications

#### Work Diary:

Student should maintain a work diary wherein weekly work carried out has to be written. Guide should review the work every week.

#### Monitoring of the Project:

The project work undertaken will be assessed in a phased manner on a regular basis.

#### Scheme of Evaluation:

##### Internal Evaluation:

##### CIA Mark Distribution:

I Review - Selection of the field of study, Topic & Research Design:	10 Marks
II Review - Literature, Data collection and Analysis:	10 Marks
III Review - Work Diary:	5 Marks
Record Note:	15 Marks

**Total CIA Marks** 40 Marks

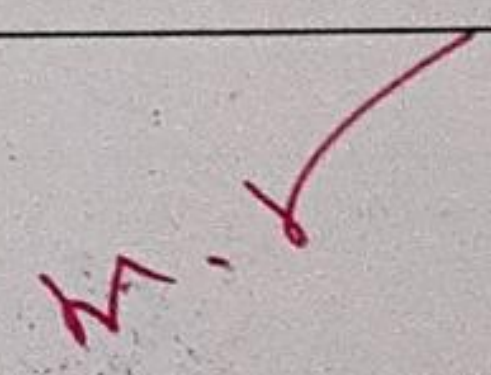
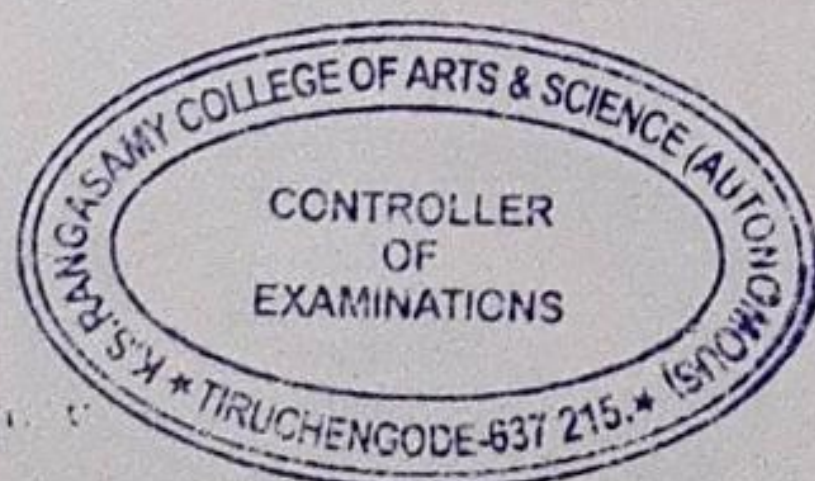
##### External Evaluation: Viva-Voce:

60 Marks

**Total External Marks** 60 Marks



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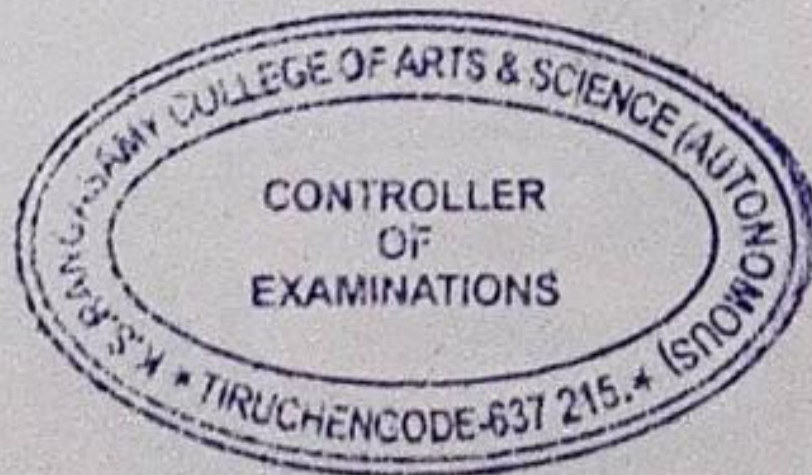


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18UCOEL601	Elective II: BUSINESS ENVIRONMENT	SEMESTER - VI	
<b>Course Objectives</b>			
The course aims			
<ul style="list-style-type: none"> <li>To make the student understand about the influence of environment on the function of business</li> <li>To know about legal and ethnological aspects of business environment</li> </ul>			
<b>Credits: 4</b>		<b>Total Hours: 50</b>	
UNIT	CONTENTS	Hrs	CO
I	<b>Business:</b> Meaning - Changing Concepts of Business - Objectives - <b>Business Environment</b> - Meaning - Nature - Significance - Types - Environmental Analysis - Process - Importance - Limitations - Techniques - Approaches.	10	CO1
II	<b>Political Environment:</b> Constitutional Environment - Characteristics - Federal System of the Government - Fundamental Rights and Duties - Economic Role of the Government - Government Business Relationship in India. <b>Culture and Business:</b> Characteristics - Elements - Cultural Heritage - Cultural Adaptation - Cultural Transmission - Impact of Culture on Business	10	CO2
III	<b>Economic Environment:</b> Economic System - Meaning - Basic Units - Characteristics - Functions - Types - <b>Natural Environment</b> - Meaning - Impact - Guidelines for Development of Natural Resources - <b>Technological Environment</b> - Meaning - Factors Governing Technological Environment - Impact - Technological Environment in India.	10	CO3
IV	<b>Global and International Environment:</b> Meaning - Nature - Essential Conditions - Indicators - Strategies for Globalization - Advantages - Disadvantages - Factors Favouring Globalization - Impact of Globalization on India - FDI - Concepts - Advantages - Disadvantages - Determinants - India's Policy towards FDI.	10	CO4
V	<b>Industrial Environment:</b> Meaning of Public Enterprises - Rationale of Public Sector - Role of Public Sector in Indian Economy - Performance and Problems of Public Sector -	10	CO5


Principal

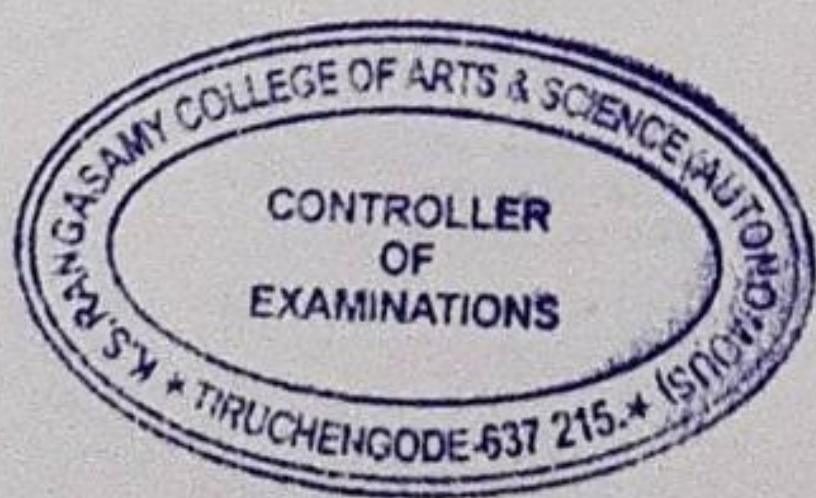
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18UCOSB601	SBC IV: LABOUR LAWS	SEMESTER - VI	
<b>Course Objectives</b>			
The course aims			
<ul style="list-style-type: none"> <li>To this course develops students' knowledge and understanding of labour laws governing terms and conditions of employment</li> <li>To this course explores the role of law in ordering industrial relations</li> </ul>			
<b>Credits: 2</b>		<b>Total Hours: 30</b>	
UNIT	CONTENTS	Hrs	CO
I	<b>The Factories Act, 1948</b> - Definitions - Objective and Applicability - Health, Safety and Welfare Measures - Working Hours, Holidays and Annual Leave - Special Provisions regarding Employment of Women, Young Persons and Dangerous Operations	6	CO1
II	<b>Industrial Disputes Act, 1947</b> - Definitions - Objectives of the Act - Procedure regarding Settlement, Adjudication and Arbitration - Forum under the Industrial Disputes Act - Works Committee, Conciliation Officers, Board of Conciliation, Court of Inquiry, Labour Court, Industrial Tribunal and National Tribunal - Lay Off, Retrenchment and Closure - Strike and Lock Out	6	CO2
III	<b>Trade Union Act 1926</b> - Definitions - Objectives - Functions - Features of Trade Union Act - Registration of Trade Union - Cancellation of Registration - Duties and Liabilities of Trade Union - Rights and Privileges of Registered Trade Union - Penalties and Procedure	6	CO3
IV	<b>Workmen's Compensation Act, 1923</b> - Definitions - Objectives - Applicability - Disablement under Workmen's Compensation Act - Accidents out of Employment and Course of Employment - Quantum of Compensation - Disbursement of Compensation - Commissioners - Duties and Powers of Commissioners	6	CO4
V	<b>The Payment of Wages Act, 1936</b> - Definitions - Objectives and Scope - Procedure regarding Payment of Wages - Deductions from Wages - Kinds of Deductions - Maintenance of Register and Records - Inspectors - Appeal - Penalties	6	CO5

  
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	<b>Minimum Wages Act, 1948</b> - Definition - Objectives - Norms to be followed for Fixing Minimum Wages - Contents of Minimum Wages - Procedure for Fixing and Revising Minimum Wages - Powers of Inspectors		
<b>Text Book</b>			
1	N.D. Kapoor, 2013. <b>Elements of Industrial Law</b> . Sultan Chand & Sons, New Delhi.		
<b>Reference Books</b>			
1	Dr. R.K. Bangia, 2017. <b>Principles of Mercantile Law</b> . Allahabad Law Agency		
2	S.N. Mishra, 2013. <b>Labour &amp; Industrial Law</b> . [28 <sup>th</sup> edition] Central Law Publication, Allahabad.		
3	S.C. Srivastava, 2019. <b>Industrial Relations and Labour Laws</b> . [7 <sup>th</sup> edition]. S. Chand & Co., New Delhi.		

### COURSE OUTCOMES (CO)

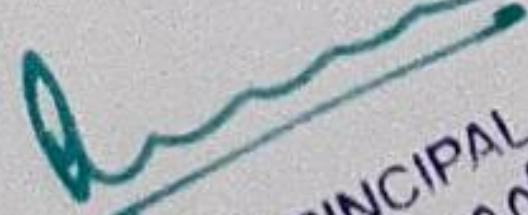
After completion of the course, the students will be able to

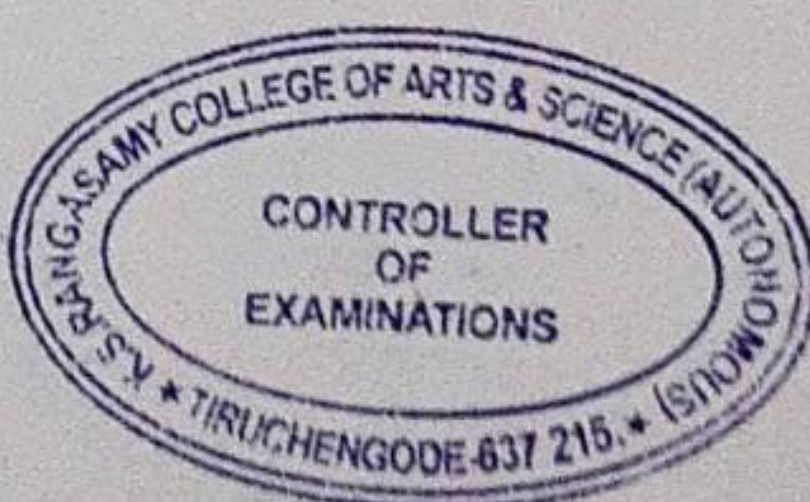
CO1	Know the objectives and provisions of factories act
CO2	Understand the procedure for settlement of disputes among workers
CO3	Know the importance of trade unions and its functions
CO4	Understand the procedure for compensation to workers
CO5	Understand the basic concept of payment of wages act and minimum wages act

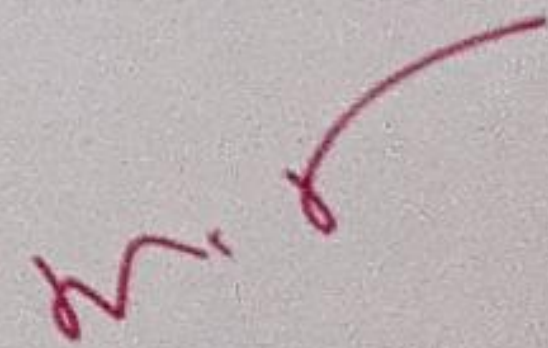
### MAPPING

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	H	H	M	M
CO2	H	H	M	H	M
CO3	L	M	M	M	L
CO4	M	L	L	M	H
CO5	M	M	H	L	H

H-High; M-Medium; L-Low

  
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