DEGREE OF BACHELOR OF COMMERCE

CHOICE BASED CREDIT SYSTEM

Syllabus for

B. COM. (COMPUTER APPLICATION)

( SEMESTER PATTERN )

( For Candidates admitted in the Colleges affiliated to Periyar University from 2017 - 2018 onwards )
REGULATIONS

Definitions:

Programme: “Programme” means a course of study leading to the award of a degree in a discipline.

Course: “Course” refers to a subject offered under the degree programme.

Part I: Tamil / Other languages: means “Tamil/other languages” offered under Part I of the programme.

Part II: English: means “English” language offered under Part II of the programme.

Part III: means “the core courses” related to the programme concerned including (Core Courses) practicals offered under Part III of the programme.

Part III: Means “Allied courses” offered under part-III of the programme, which is (Allied Courses) in nature but related to the programme concerned.

Part III: means “Elective courses” related to the core courses of the programme concerned. (Elective Courses) offered under Part III of the programme.

Part IV: Means basic orientation in Tamil language offered under Part IV (i) of the

i) Tamil: programme (as name of the course) for those students who have not studied Tamil upto 12th standard.

ii) Advanced Tamil: Means, Advanced level Tamil offered under Part IV of the programme to students who have studied Tamil language upto 12th standard and chosen other languages under part I of the programme but would like to advance their Tamil language skills.

iii) Non-Major Electives: Means elective subjects offered under Part IV (iii) option is being given not concerned with major but are to be selected by students who have not opted for (either) Advance Tamil or Tamil (as mandated).

iv) Skill based Courses - means the courses offered as skill based courses under Part IV (iv) of the programme aimed at imparting Advanced Skill.

v) Foundation Course: means courses such as

1) Value Education (1st year I Semester)
2) Environmental Studies (1st year II Semester)

Part V

“Extension Activities” : means all those activities under NSS/NCC/Sports/YRC programme and other co and extra curricular activities offered under part V of the
programme.

A detailed explanation of the above with relevant credits are given under “Scheme of Examination along with Distribution of Marks and Credits”

**Duration**: Means the stipulated years of study to complete a programme as prescribed by the University from time to time. Currently for the undergraduate programme the duration of study is THREE years. These regulations shall apply to the regular course of study in approved institutions of the University.

**Credits**: Means the weightage given to each course of study (subject) by the experts of the Board of Studies concerned.

**Credit System**: Means, the course of study under this regulations, where weightage of credits are spread over to different semesters during the period of study and the Cumulative Grade Point Average shall be awarded based on the credits earned by the students. A total of 140 credits are prescribed for the Undergraduate Programme (Three years).

**Choice Based Credit System**: All Undergraduate Programmes offered by the University shall be under Choice Based Credit System (CBCS). This is to enhance the quality and mobility of the students within and between the Universities in the country and abroad.

1. **Eligibility for Admission to the Course**

Candidate for admission to the first year of the UG degree programme shall be required to **have passed the higher secondary examination** (Academic or Vocational) conducted by the Govt. of Tamil Nadu in the relevant subjects or other examinations accepted as equivalent thereto by the Syndicate, subject to such other conditions as may be prescribed therefor.

2. **Duration of the Course**

The course shall extend over a period of **three years comprising** of six semesters with two semesters in one academic year. There shall not be less than 90 working days for each semester. Examination shall be conducted at the end of every semester for the respective subjects.

Each semester have 90 working days consists of 5 teaching hours per working day. Thus, each semester has 450 teaching hours and the whole programme has 2600 teaching hours.

3. **Course of Study**

The course of study for the UG degree courses of all branches shall consist of the following:
Part - I: Tamil

Tamil or any one of the following modern/classical languages i.e. Telugu, Kannada, Malayalam, Hindi, Sanskrit, French, German, Arabic & Urdu.

The subject shall be offered during the first two semesters with one examination at the end of each semester (2 courses – 6 credits).

Part – II: English

The subject shall be offered during the first two semesters with one examination at the end of each semester (2 courses – 6 credits).

Part – III:

Core subject

As prescribed in the scheme of examination. Examination shall be conducted in the core subjects at the end of every semester. For the programmes with 2 semester languages, 18 core courses with 81 credits are to be offered.

Allied Subjects

As prescribed in the scheme of Examination, four subjects, one each in I, II, III and IV semester for a total of 16 credits are to be offered.

Electives courses

Two elective courses with 10 credits are to be offered one in the V semester and one in the VI Semester. Elective subjects are to be selected from the list of electives prescribed by the Board of Studies concerned. Any one group can be selected.

Part – IV

(a) Those who have not studied Tamil upto X std / XII std and taken a non-Tamil language under Part-I shall take Tamil comprising of two courses with 2 credits each (4 credits). The course content of which shall be equivalent to that prescribed for the 6th standard by the Board of Secondary Education and they shall be offered in the third and fourth semesters.

There shall be no external (University) examinations and the students shall be assured as per the scheme of continuous internal assessment (CIA) for the total marks prescribed.

(OR)

(b) Those who have studied Tamil upto XII std and taken a non-Tamil language under Part-I shall take Advanced Tamil comprising of two courses with 2 credits each (4 credits) in the third and fourth semesters.

(OR)

(c) Others who do not come under the above a+b categories can choose the following non-major
electives comprising of two courses with 2 credits each (4 credits) in the third and fourth semesters.

2. **Skill Based Subjects:**

   All the UG programmes shall offer four courses of skill based subjects two each in III, & IV semesters with 3 credits each (12 credits) for which examination shall be conducted at the end of the respective semesters.

3. **Environmental Studies:**

   All the UG programmes shall offer a course in Environmental Studies subjects and it shall be offered in the second semester. Examination shall be conducted at the end of the semester (one course with 2 credits).

4. **Value Education:**

   All the UG programmes shall offer a course in “Value Education – Human Rights” subjects and it shall be offered in the first semester. Examination shall be conducted at the end of the semester (one course with 2 credits).

**Part V: Extension Activities (One Credit)**

Every student shall participate compulsorily for period of not less than two years (4 semesters) in any one of the following programmes.

- NSS
- NCC
- Sports
- YRC
- Other Extra curricular activities.

The student’s performance shall be examined by the staff in-charge of extension activities along with the Head of the respective department and a senior member of the Department on the following parameters. The marks shall be sent to the Controller of Examinations before the commencement of the final semester examinations.

20% of marks for Regularity of attendance.

60% of marks for Active Participation in classes/camps/games/special Camps/programmes in the college/District/State/University activities.

10% of marks for Exemplary awards/Certificates/Prizes.

10% of marks for Other Social components such as Blood Donations, Fine Arts, etc.

The above activities shall be conducted outside the regular working hours of the college. The mark
sheet shall carry the gradation relevant to the marks awarded to the candidates.

A    -    Exemplary    -    80 and above
B    -    Very good    -    70 - 79
C    -    Good    -    60 - 69
D    -    Fair    -    50 - 59
E    -    Satisfactory    -    40 - 49

This grading shall be incorporated in the mark sheet to be issued at the end of the semester. (Handicapped students who are unable to participate in any of the above activities shall be required to take a test in the theoretical aspects of any one of the above fields and be graded and certified accordingly).

4. Requirement to appear for the examinations

a) A Candidate shall be permitted to appear for the university examinations for any semester (practical/theory) if he/she secures not less than 75% of attendance in the number of working days during the semester.

b) A candidate who has secured less than 75% but 65% and above attendance in any semester has to pay fine of Rs.500/- and a candidate shall be permitted to appear for the university examination in that semester itself.

c) A candidate who has secured less than 65% but 50% and above attendance in any semester has to pay fine of Rs.500/- and can appear for both semester papers together at the end of the later semester.

d) A candidate who has secured less than 50% of attendance in any semester shall not be permitted to appear for the regular examinations and to continue the study in the subsequent semester. He/she has to rejoin the semester in which the attendance is less than 50%.

5. Scheme of examination

As given in the annexure.

6. Restrictions to appear for the examinations

a) Any candidate having arrear paper(s) shall have the option to appear in any arrear paper along with the regular semester papers.

b) Candidates who fail in any of the course of Part I, II, III, IV & V of UG degree examinations shall complete the course concerned within 5 years from the date of admission to the said programme, and should they fail to do so, they shall take the examination in the texts/revised syllabus prescribed for the immediate next batch of candidates. If there is no change in the texts/syllabus they shall appear for the examination in that course with the syllabus in vogue until there is a change in the texts.
or syllabus. In the event of removal of that course consequent to change of regulation and / or curriculum after 5 year period, the candidates shall have to take up an equivalent course in the revised syllabus as suggested by the Chairman and fulfill the requirements as per the regulation curriculum for the award of the degree.

7. **Medium of Instruction and examinations**

The medium of instruction and examinations for the courses of Part I, II & IV shall be the language concerned. For part III courses other than modern languages, the medium of instruction shall be either Tamil or English and the medium of examinations is English/Tamil irrespective of the medium of instructions. For modern languages, the medium of instruction and examination shall be the language concerned.

8. **Submission of Record Note Books for practical examinations**

Candidates appearing for practical examinations should submit bonafide Record Note Books prescribed for practical examinations, otherwise the candidates shall not be permitted to appear for the practical examinations.

9. **Passing Minimum**

a) A candidate who secures **not less than 40% in the University (external)** Examination and 40% marks in the external examination and continuous internal assessment put together in any course of Part I, II, III & IV shall be declared to have passed the examination in the subject (theory or Practical).

b) A candidate who secures not less than 40% of the total marks prescribed for the subject under part IV degree programme irrespective of whether the performance is assessed at the end semester examination or by continuous internal assessment shall be declared to have passed in that subject.

c) A candidate who passes the examination in all the courses of Part I, II, III, IV & V shall be declared to have passed, the whole examination.

10. **Distribution**

Table – 1(A): The following are the distribution of marks for external and internal for University (external) examination and continuous internal assessment and passing minimum marks for **theory papers of UG programmes**.
Table – 1 (A)

<table>
<thead>
<tr>
<th>TOTAL MARKS</th>
<th>EXTERNAL</th>
<th>INTERNAL</th>
<th>Overall Passing Minimum for total marks (Internal + External)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Max.marks</td>
<td>Max.marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Passing Minimum for external alone</td>
<td>Passing Minimum for internal alone</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>75</td>
<td>25</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

Table – 1(B): The following are the Distribution of marks for the continuous Internal assessment in the theory papers of UG programmes:

Table – 1 (B)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>For Theory - UG Courses</th>
<th>Distribution of Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tests</td>
<td>15</td>
</tr>
<tr>
<td>2.</td>
<td>Assignment (2 Nos.)</td>
<td>5</td>
</tr>
<tr>
<td>3.</td>
<td>Attendance</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Total Marks</td>
<td>25</td>
</tr>
</tbody>
</table>

Table – 2(A): The following are the distribution of marks for University (external) examinations and continuous internal assessments and passing minimum marks for the practical courses of UG programmes.

Table – 2 (A)

<table>
<thead>
<tr>
<th>TOTAL MARKS</th>
<th>EXTERNAL</th>
<th>INTERNAL</th>
<th>Overall Passing Minimum for total marks (Internal + External)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Max.marks</td>
<td>Max.marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Passing Minimum for external alone</td>
<td>Passing Minimum for internal alone</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>75</td>
<td>25</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
B Com (CA)

Table – 2(B): The following are the distribution of marks for the continuous Internal assessment in UG practical courses:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>For Theory - UG Courses</th>
<th>Distribution of Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tests</td>
<td>15</td>
</tr>
<tr>
<td>2.</td>
<td>Assignment (2 Nos.)</td>
<td>5</td>
</tr>
<tr>
<td>3.</td>
<td>Attendance</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Total Marks</td>
<td>25</td>
</tr>
</tbody>
</table>

The following courses shall have end semester examinations and Continuous Internal Assessment:

Table – 3

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Subject</th>
<th>Internal</th>
<th>External</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Value Education</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>2.</td>
<td>Environmental Studies</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>3.</td>
<td>Non – Major Electives – 3rd semester</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>4.</td>
<td>Non – Major Electives – 4th semester</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
</tbody>
</table>

However, for those students who select “Tamil” under Part IV, the examinations shall be only on a Continuous Internal Assessment (CIA) as furnished in the syllabus. The marks shall be furnished to the COE by the respective colleges.

11. Grading

Once the marks of the CIA and end-semester examinations for each of the course are available, they shall be added. The mark thus obtained shall then be converted to the relevant letter grade, grade point as per the details given below:
Table – 4
Conversion of Marks to Grade Points and Letter Grade (Performance in a Course / Paper)

<table>
<thead>
<tr>
<th>RANGE OF MARKS</th>
<th>GRADE POINTS</th>
<th>LETTER GRADE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>9.0-10.0</td>
<td>O</td>
<td>Outstanding</td>
</tr>
<tr>
<td>80-89</td>
<td>8.0-8.9</td>
<td>D+</td>
<td>Excellent</td>
</tr>
<tr>
<td>75-79</td>
<td>7.5-7.9</td>
<td>D</td>
<td>Distinction</td>
</tr>
<tr>
<td>70-74</td>
<td>7.0-7.4</td>
<td>A+</td>
<td>Very Good</td>
</tr>
<tr>
<td>60-69</td>
<td>6.0-6.9</td>
<td>A</td>
<td>Good</td>
</tr>
<tr>
<td>50-59</td>
<td>5.0-5.9</td>
<td>B</td>
<td>Average</td>
</tr>
<tr>
<td>40-49</td>
<td>4.0-4.9</td>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>00-39</td>
<td>0.0</td>
<td>U</td>
<td>Re-appear</td>
</tr>
<tr>
<td>ABSENT</td>
<td>0.0</td>
<td>AAA</td>
<td>ABSENT</td>
</tr>
</tbody>
</table>

i = Credits earned for course i in any semester.
Gi = Grade Point obtained for course i in any semester.
n = refers to the semester in which such course were credited.

Grade point average (for a Semester):

Calculation of grade point average semester-wise and part-wise is as follows:

GRADE POINT AVERAGE [GPA] = Σi Ci Gi / Σi Ci

Sum of the multiplication of grade points by the credits of the courses offered under each part
GPA = --------------------------------------------------------------

Sum of the credits of the courses under each part in a semester

Calculation of Grade Point Average (CGPA) (for the entire programme):

A candidate who has passed all the examinations under different parts (Part-I to V) is eligible for
the following part-wise computed final grades based on the range of CGPA:

CUMULATIVE GRADE POINT AVERAGE [CGPA] = ΣnΣi Cni Gni / Σn Σi Cni

Sum of the multiplication of grade points by the credits of the entire programme under each part
CGPA = --------------------------------------------------------------

Sum of the credits of the courses of the entire programme under each part
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Table – 5

<table>
<thead>
<tr>
<th>CGPA</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.5 – 10.0</td>
<td>O+</td>
</tr>
<tr>
<td>9.0 and above but below 9.5</td>
<td>O</td>
</tr>
<tr>
<td>8.5 and above but below 9.0</td>
<td>D++</td>
</tr>
<tr>
<td>8.0 and above but below 8.5</td>
<td>D+</td>
</tr>
<tr>
<td>7.5 and above but below 8.0</td>
<td>D</td>
</tr>
<tr>
<td>7.0 and above but below 7.5</td>
<td>A++</td>
</tr>
<tr>
<td>6.5 and above but below 7.0</td>
<td>A+</td>
</tr>
<tr>
<td>6.0 and above but below 6.5</td>
<td>A</td>
</tr>
<tr>
<td>5.5 and above but below 6.0</td>
<td>B+</td>
</tr>
<tr>
<td>5.0 and above but below 5.5</td>
<td>B</td>
</tr>
<tr>
<td>4.5 and above but below 5.0</td>
<td>C+</td>
</tr>
<tr>
<td>4.0 and above but below 4.5</td>
<td>C</td>
</tr>
<tr>
<td>0.0 and above but below 4.0</td>
<td>U</td>
</tr>
</tbody>
</table>

12. Improvement of Marks in the subjects already passed

Candidates desirous of improving the marks awarded in a passed subject in their first attempt shall reappear once within a period of subsequent two semesters. The improved marks shall be considered for classification but not for ranking. When there is no improvement, there shall not be any change in the original marks already awarded.

13. Classification of Successful candidates

A candidate who passes all the examinations in Part I to Part V securing following CGPA and Grades shall be declared as follows for Part I or Part II or Part III:

Table – 6

<table>
<thead>
<tr>
<th>CGPA</th>
<th>GRADE</th>
<th>CLASSIFICATION OF FINAL RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.5 – 10.0</td>
<td>O+</td>
<td>First Class – Exemplary *</td>
</tr>
<tr>
<td>9.0 and above but below 9.5</td>
<td>O</td>
<td>First Class with Distinction*</td>
</tr>
<tr>
<td>8.5 and above but below 9.0</td>
<td>D++</td>
<td></td>
</tr>
<tr>
<td>First Class 8.0 and above but below 8.5</td>
<td>D+</td>
<td></td>
</tr>
<tr>
<td>7.5 and above but below 8.0</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>7.0 and above but below 7.5</td>
<td>A++</td>
<td></td>
</tr>
<tr>
<td>6.5 and above but below 7.0</td>
<td>A+</td>
<td></td>
</tr>
<tr>
<td>6.0 and above but below 6.5</td>
<td>A</td>
<td>First Class</td>
</tr>
<tr>
<td>CGPA</td>
<td>GRADE</td>
<td>CLASSIFICATION OF FINAL RESULT</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>5.5 and above but below 6.0</td>
<td>B+</td>
<td>Second Class</td>
</tr>
<tr>
<td>5.0 and above but below 5.5</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>4.5 and above but below 5.0</td>
<td>C+</td>
<td>Third Class</td>
</tr>
<tr>
<td>4.0 and above but below 4.5</td>
<td>C</td>
<td></td>
</tr>
</tbody>
</table>

a. A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the UG programmes and secured a CGPA of 9 to 10 and equivalent grades “O” or “O+” in part III comprising Core, Electives and Allied subjects shall be placed in the category of “First Class – Exemplary”.

b. A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the UG programmes and secured a CGPA of 7.5 to 9 and equivalent grades “D” or “D+” or “D++” in part III comprising Core, Electives and Allied subjects shall be placed in the category of “First Class with Distinction”.

c. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 6 to 7.5 and equivalent grades “A” or “A+” or “A++” shall be declared to have passed that parts in “First Class”.

d. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 5.5 to 6 and equivalent grades “B” or “B+” shall be declared to have passed that parts in “Second Class”.

e. A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 4.5 to 5 and equivalent grades “C” or “C+” shall be declared to have passed that parts in “Third Class”.

f. There shall be no classifications of final results, therefore, award of class for Part IV and Part V, however, those parts shall be awarded with final grades in the end semester statements of marks and in the consolidated statement of marks.

14. Conferment of the Degree:

No candidate shall be eligible for conferment of the Degree unless he / she

i. has undergone the prescribed course of study for a period of not less than six semesters in an institution approved by/affiliated to the University or has been exempted from in the manner prescribed and has passed the examinations as have been prescribed thereof.
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ii. Has completed all the components prescribed under Parts I to Part V in the CBCS pattern to earn 140 credits.

iii. Has successfully completed the prescribed Field Work/ Institutional Training as evidenced by certificate issued by the Principal of the College.

15. Ranking

A candidate who qualifies for the UG degree course passing all the examinations in the first attempt, within the minimum period prescribed for the course of study from the date of admission to the course and secures I class shall be eligible for ranking and such ranking shall be confined to 10% of the total number of candidates qualified in that particular branch of study, subject to a maximum of 10 ranks. The improved marks shall not be taken into consideration for ranking.

16. Additional Degree

a) The following is the norms prescribed for students admitted from 2010-11 onwards.

Any candidate who wishes to obtain an additional UG degree not involving any practical shall be permitted to do so and such a candidate shall join a college in the III year of the course and he/she shall be permitted to appear for part III alone by granting exemption from appearing Part I, Part II, Part IV and Part V and common allied subjects (if any), already passed by the candidate. And a candidate desirous to obtain an additional UG degree involving practical shall be permitted to do so and such candidate shall join a college in the II year of the course and he/she be permitted to appear for Part III alone by granting exemption from appearing for Part I, Part II, Part IV and Part V and the common allied subjects. If any, already passed. Such candidates should obtain exemption from the university by paying a fee of Rs.500/-.

b) The following is for students admitted prior to 2008-09:

Any candidate who wishes to obtain an additional UG degree not involving any practical shall be permitted to do so and such a candidate shall join a college in the III year of the course and he/she shall be permitted to appear for part III alone by granting exemption from appearing Part I, Part II, Part IV and Part V and common allied subjects (if any), already passed by the candidate. And a candidate desirous to obtain an additional UG degree involving practical shall be permitted to do so and such candidate shall join a college in the II year of the course and he/she be permitted to appear for Part III alone by granting exemption from appearing for Part I, Part II, Part IV and Part V and the common allied subjects. If any, already passed. Such candidates should obtain exemption from the university by paying a fee of Rs.500/-.

17. Evening College

The above regulations shall be applicable for candidates undergoing the respective courses in Evening Colleges also.
Summary:

<table>
<thead>
<tr>
<th>Part</th>
<th>Subject</th>
<th>Papers</th>
<th>Credit</th>
<th>Total Credits</th>
<th>Papers</th>
<th>Marks</th>
<th>Total Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I</td>
<td>Languages</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td>2</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>Part II</td>
<td>English</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td>2</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>Part III</td>
<td>Core</td>
<td>9</td>
<td>4</td>
<td>36</td>
<td>10</td>
<td>100</td>
<td>1000</td>
</tr>
<tr>
<td></td>
<td>Core</td>
<td>9</td>
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@ No University Examinations. Only credit is given.
B Com (CA)

List of Elective Papers (Colleges can choose any one group)

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List of Common Papers for

1. B.Com
2. B.Com (CA)
3. B.Com (Accounting and Finance)
4. B.Com (Banking and Insurance)

**SEMESTER I:**

1. Tamil – I
2. English – I
3. Principles of Accountancy
4. Value Education

**SEMESTER II:**

5. Tamil – II
6. English – II
7. Financial Accounting
8. Environmental Studies

**SEMESTER III:**

9. Business Law
10. Corporate Accounting – I
11. Business Statistical Methods
12. Capital Market
SEMESTER IV:
13. Corporate Accounting – II
14. Business Statistical Decision Techniques
15. Project Methodology

SEMESTER V:
16. Cost Accounting
17. Income Tax Law and Practice – I

SEMESTER VI:
18. Management Accounting
19. Income Tax Law and Practice – II
20. Commerce Practicals

Apart from the above papers other common papers in various semesters are:-

21. Banking Theory
22. Banking Law and Practice
23. Fundamentals of Insurance
24. Principles of Marketing
25. Office Organisation
26. Secretarial Practice
27. Entrepreneurial Development
28. Campus to Corporate
29. Customer Relationship Management
30. Project Work
B.COM. (COMPUTER APPLICATION)

SEMESTER –I

CORE I - PRINCIPLES OF ACCOUNTANCY

Objectives:

- To enable the students to acquire basic knowledge of accounting principles, concepts and conventions.
- To make the students to acquire the skill to prepare the trial balance and final accounts.

UNIT - I


UNIT - II

Final accounts of a sole trading concern- Trading, Profit & Loss a/c and Balance sheet with adjustments, Difference between Trading a/c- P&L a/c and Balance sheet- Adjustment entries.

UNIT-III

Final accounts of Non- trading concerns- Receipts and payments account- Income and expenditure account and Balance Sheet-Difference between Receipts and payments account& Income and expenditure account.

UNIT - IV

Bank Reconciliation statement- Causes for difference- Preparation of Bank Reconciliation statement.

Royalties – Dead rent and short working – Recoupment of short working – Accounting entries in the books of lessee and landlord (excluding sub-lease)

UNIT – V


Note: Distribution of marks - Problems 80% and Theory 20%.
TEXT BOOKS:


REFERENCE BOOKS:

4. Advanced Accounting I - Dr. Chandra Bose PHI Learning (P) Ltd., Delhi.
5. Advanced Accounting I - Dr. S Peer Mohamed, Dr. S.A.N. Shezuii Ibrahim Pass Publication,Madurai.
B.COM. (COMPUTER APPLICATION)

SEMESTER – I

CORE II - BUSINESS COMMUNICATION

Objectives:

- To develop better written and oral business communication skills among the students and enable them to know the effective media of communication.
- To enhance their writing skills in various forms of business letters and reports.

UNIT - I


UNIT - II


UNIT - III

Banking Correspondence - Introduction - correspondence with customer, Head office - Insurance Correspondence –Life insurance- Fire insurance - Marine insurance - Agency Correspondence.

UNIT - IV


UNIT - V

Application for Jobs: Preparation of resume- Interviews- Meaning- types of Interview- Candidates preparing for an interview- guidelines to be observed during an interview- Business Report Presentations. E-mail Slide or Visual Presentation - Internet - Video conferencing - Group Discussion.

TEXT BOOKS:


REFERENCE BOOKS:


2. Commercial Correspondence R.S.N. Pillai and Bhagavathi S. Chand Publications, New Delhi.


4. Communication conquer: A Handbook of group discussion and Job Interview. - Pushpalatha & Kumar, PHI Learning Publisher.
B.COM. (COMPUTER APPLICATION)

SEMESTER – I

ALLIED - I - BUSINESS APPLICATION SOFTWARE

UNIT - I


UNIT II


UNIT III


UNIT IV


UNIT-V


TEXTBOOKS:

B.COM. (COMPUTER APPLICATION)
SEMESTER - II
CORE III - FINANCIAL ACCOUNTING

Objectives:
· To enable the students to learn the basic concepts of Partnership Accounting and allied aspects of accounting.
· At the end of the course students shall understand partnership accounts, branch and departmental accounts and apply the same in the real business world.

UNIT - I
Branch Accounts- Meaning, definition. Dependent branches- Stock and debtor system- Independent branches (foreign branches excluded)

UNIT - II
Departmental Accounts— Meaning, definitions, features, basis for allocation of expenses- Inter departmental transfer at cost or selling price.

UNIT - III

UNIT-IV
Partnership - Admission of a Partner - Retirement of a Partner - Death of a Partner.

UNIT - V
Dissolution of a Partner- Insolvency of a Partner gradual realization of - Garner Vs Murray — Piece Meal Distribution.

Note: - Distribution of Marks: Problems 80% and Theory- 20%

TEXT BOOKS:

REFERENCE BOOKS:
B.COM. (COMPUTER APPLICATION)

SEMESTER – II

CORE IV - COMPUTER PRACTICAL – I - MS-OFFICE

MS-WORD:

1. a. Starting MS-WORD, Creating, Saving, Printing (with options), Closing and Exiting.
   b. Study of Word – Menu / toolbars.

2. a. Create a document, save it and edit the document as follows:
   i) Find and Replace options.
   ii) Cut, Copy, Paste options.
   iii) Undo and Redo options.
   b. Format the document:
   i) Using Bold, Underline and Italic.
   ii) Change Character size sing the font dialog box.
   iii) Formatting paragraph: Center, Left aligns & Right align
   iv) Changing paragraph and line spacing, Using Bullets and Numbering in Paragraphs.
   v) Creating Hanging Paragraphs.


4. Creating Tables in a document, Selecting Rows & Column sort the record by using tables format painter and Auto Format.

5. Drawing flow chart using (creating main document, data source, inserting merge fields and viewing merge data, viewing and printing merged letter, using mail merge to print envelope creating mailing labels).

MS-EXCEL:

1. a. Create a worksheet, moving/ copying/ inserting/ deleting rows and columns (usage of cut, paste, commands, copying a single cell, copying a range of data, filling up a cell. Undo command, inserting a row, column, deleting rows and columns).
   b. Formatting work sheets.
   1. Bold style.
   2. Italic style.
3. Font size changing.
5. Specifying percentage (%) Scientific notations.
6. Drawing border around cells.
7. Printing a work sheet (Print preview, Margin Setting, Header, Footer).

2. a. Database Concept: database, record field and filed name – creating and sorting a data base and maintaining a database (data form).
   b. Using auto filter, advanced filter
   c. Creating subtotals and grad totals - using database functions.

3. Creating charts
   i) Using chart wizard (five steps)
   ii) Changing the chart type (Pie, Bar, Line)
   iii) Inserting titles for the axes X, Y
   iv) Changing colours.
   v) Printing charts.

4. a. Using date, time, maths functions:
   i) entering current data.
   ii) Using date arithmetic (adding and subtracting dates)
   iii) Date functions (day, month, second)
   b. Math Functions
      i) SUM, COUNT, AVERAGE
      ii) MAX, MIN
      iii) STDDEV, VAR
      iv) ABS, EXP, INT
      v) LOG10 AND LOG
      vi) MOD, ROUND, SORT
      vii) Using auto sum
   c. Logical and Financial Functions
i) Logical (IP/AND/OR/NOT)
ii) Financial (PMD, FV, NPER, RATE)

5. i) Creating and running a macro.
   ii) Assigning button to a defined macro.
   iii) Editing a macro.

**MS-POWER POINT:**

1. Creating a presentation using auto content wizard.
2. Different views in power point presentation.
3. Setting animation effects / grouping / ungrouping / cropping power point objects.
4. Printing a presentation / Importing – Exporting files
5. Creating an organisation chart in Power Point.

**MS-ACCESS**

1. Prepare a payroll for employee database of an organization with the following details: Employee id, Employee name, Date of Birth, Department and Designation, Date of appointment, Basic Pay, Dearness Allowance, House Rent Allowance and other deductions if any. Perform queries for different categories.

2. Create mailing labels for student database which include atleast three tables must have atleast two fields with the following details: Roll Number, Name, Course, Year College Name, University Address, Phone Number.

3. Create a forms for the Student database.

4. Create a report for the employee database.
UNIT –I:


UNIT –II:

Relational Database: Structure of Relational Databases – Database Schemas – Keys – Schema Diagrams - Relational Query Language. SQL: Overview of the SQL Query Language - SQL Data Definition – Basic Structure of SQL Queries - Set operations – Null Values – Aggregate Functions – Nested Sub queries – Modification of the Database.

UNIT –III:


UNIT –IV:


UNIT-V:


TEXTBOOK:

B.COM. (COMPUTER APPLICATION)

SEMESTER-III

CORE V - BUSINESS LAW

Objectives:

- To provide comprehensive understanding of rights, duties and responsibilities of the parties entering into business dealings

UNIT-I


UNIT-II


UNIT-III


UNIT -IV

Agency - creation of Agency - Kinds of Agent - Rights and Duties of Principal and Agent -Relation of Principal and third parties - Termination of Agency.

UNIT-V

TEXT BOOKS:

REFERENCE BOOKS:
B.COM. (COMPUTER APPLICATION)

SEMESTER-III

CORE VI - CORPORATE ACCOUNTING-I

Objectives:

1. To enlighten the students on the accounting procedures followed by the company.
2. To enable the students to be aware on the Corporate Accounting in conformity with the provisions of the Companies Act.

UNIT – I

Equity Shares: Meaning-definition- Features- Issue at Par, at Premium and at Discount -Under Subscription, Over Subscription- call in arrears, call in advance-Forfeiture and Re-issue.

UNIT-II

Preference shares: Issue of preference shares - kinds of preference shares- advantages & disadvantages of preference shares, provisions relating to redemption of preference shares, capital profits and revenue profits. Redemption out of Revenue Reserves and Fresh issue of Bonus shares.

UNIT - III

Debentures: Meaning- definition-classification- difference between shares and Debentures- Factors to be considered in relation to redemption of debentures- Various Methods of Redemption, Writing off discount on Redemption of debentures.

UNIT - IV

Underwriting of Shares: Marked, Unmarked & Firm underwriting, Complete underwriting, partial underwriting.


UNIT - V

Profits prior to Incorporation: Apportionment of expenses-various types-Pre -incorporation, Post-incorporation - Preparation of Final accounts of companies. Company Balance Sheet - Computation of Managerial Remuneration.

Note: Distribution of marks: Problems 80% and Theory 20%
TEXT BOOK:


REFERENFCE BOOKS:

B.COM. (COMPUTER APPLICATION)

SEMESTER – III

CORE VII - FUNDAMENTALS OF COMPUTER AND TALLY

UNIT–I


UNIT-II


UNIT-III


UNIT-IV


UNIT-V


TEXTBOOKS:

2. Tally 9.0 – A complete Reference – Tally Solutions (P) Limited
B.COM. (COMPUTER APPLICATION)

SEMESTER III

ALLIED III - BUSINESS STATISTICAL METHODS

Objectives:

- To promote the skill of applying statistical techniques in business.
- To enable the students to apply the statistical tools in analysis and interpretation of data.

UNIT – I

Introduction – Collection and Tabulation of Statistical data – Frequency Distribution – Measure of Central Tendency – Mean, Median, Mode, Harmonic Mean and Geometric Mean, Combined Mean.

UNIT- II


UNIT – III


UNIT – IV

Index Number, Definition of Index Numbers, Uses – Problems in the construction of index numbers, Simple and Weighted index numbers. Chain and Fixed base index – Cost of living index numbers.

UNIT – V

Analysis of Time Series – Definition – Components of Time Series, Uses, Measures of Secular Trend, Measure of Seasonal Variation. Method of simple average only.

Note: Distribution of marks – Problem 80% and Theory 20%.

TEXTBOOKS:


REFERENCE BOOKS:

B.COM. (COMPUTER APPLICATION)

SEMESTER – IV

CORE VIII - E-COMMERCE

Objectives:

- To enable the students to understand the technology of e-Commerce for business application.
- After the successful completion of the course the student must be aware of techniques in the application of e-Commerce.

UNIT – I


UNIT- II

Electronic Data Interchange- Benefits- EDI Legal, Security and Privacy issues- EDI software implementation- Value Added Network- Internal Information Systems- Work flow automization and Coordination- Customization and internal commerce.

UNIT – III


UNIT – IV


UNIT – V

Electronic Payment Systems- Types- Digital Token Based Electronic Payment System- Smart Card & Credit Card Electronic Payment Systems- Risk- Designing Electronic Payment System.

REFERENCE BOOKS:

4. E-Commerce & E-Business - Dr.C.S.Rayudu, Himalaya Publishing House, New Delhi
5. E-Commerce – The Cutting Edge of Business- Kamalesh K Bajaj, Debjani Nag TMH, New Delhi
Objectives:

- To equip the students with accounting methods formatted from inception to liquidation and to have knowledge about Amalgamation, Absorption and Reconstruction.
- To lay down a foundation for drafting accounts for special corporate bodies such as banking companies and holding companies.

UNIT - I

Amalgamation as per AS-14, absorption and external reconstruction, Types of amalgamation, Methods of accounting for amalgamation. Computation of purchase consideration.

UNIT-II

Alteration of share capital- meaning. Different ways of alteration of share capital. Internal reconstruction- meaning, Procedure for reducing share capital. Liquidator's final statement of accounts. - Meaning, amount realized and payment of various liabilities. Calculation of liquidator's remuneration.

UNIT-III


UNIT-IV

Accounts of Insurance Companies Life, Fire and Marine- (New format).

UNIT-V

Accounts of Holding Companies - Meaning, definition, capital profit, minority interest. Revenue profit, capital reserve. Goodwill, Unrealised profit. (Excluding inter company holdings)

Note: Distribution of marks: Problems 80% Theory 20%

TEXT BOOKS:

REFERENCE BOOKS:
B. COM. (COMPUTER APPLICATION)
SEMESTER – IV
CORE X - COMPUTER PRACTICAL – II - TALLY

Objectives:
On completion of the course the students shall have knowledge on

1. Tally Package and its concepts
2. Enable to use package for wide range of Business Applications

1. Company Information
   a. Company creation
   b. Select Company
   c. Shut Company
   d. Alter Company
   e. Split Company Data
   f. Backup and Restore

2. Gateway of Tally
   2.1. Accounts info
       i) Groups
       ii) Ledgers
       iii) Voucher Types
   2.2. Inventory info
       i) Stock Group
       ii) Stock Category
       iii) Stock item
       iv) Unit of Measures
       v) Godown
2.3. Accounting Vouchers
2.4. Inventory Vouchers

3. Display
   a. Trial Balance
   b. Day Book
   c. Accounts Book
   d. Statement of Accounts
   e. Inventory Books
   f. Statement of Inventory
   g. Statutory Info
   h. Statutory Reports
   i. Preparation of Final Accounts
      a) Trading Account
      b) Profit and Loss account
      c) Balance Sheet

   With Minimum Five Adjustments
B.COM. (COMPUTER APPLICATION)

SEMESTER-IV

ALLIED IV - BUSINESS STATISTICAL DECISION TECHNIQUES

Objectives:
- To expose the students on the application of mathematical techniques in business.
- To enable the students to apply the techniques of operations research in solving complex business problems

UNIT – I

UNIT – II
Sequence and Series – Arithmetic Progression and Geometric Progression (Simple problems only).

UNIT – III
Probability: Definition – Addition and Multiplication Theorems – Conditional Probability (Simple problems only).

UNIT – IV

UNIT - V
Assignment Problem – Balanced Hungarian Assignment Method.

Note: Distribution of marks – Problem 80% and Theory 20%.

TEXTBOOKS:

REFERENCE BOOKS:
1. Business Statistics and - S.P.Gupta and Dr.P.A.Gupta Operation Research
B.COM. (COMPUTER APPLICATION)
SEMESTER - V
CORE XI - COST ACCOUNTING

Objectives:
· To provide an in-depth knowledge on cost ascertainment.
· To enable the students to appreciate the utility of costing in industries.

UNIT - I

UNIT - II
Material Management- Purchase procedure – Various Stock Levels - Economic order quantity – Bin card and stores ledger- Pricing of issues - FIFO, LIFO, HIFO, Base stock, Standard price- Simple average and weighted average methods.

UNIT - III

UNIT - IV
Overheads- Classification- Apportionment of overheads- Redistribution of overheads- Absorption of overheads- Calculation of machine hour rate.

UNIT-V
Process costing- Normal loss- Abnormal loss and abnormal gain (excluding interprocess profit and equivalent production)- Joint product and by products

Note: Distribution of marks: Problems 80% and Theory 20%

TEXT BOOKS:

REFERENCE BOOKS:
B.COM. (COMPUTER APPLICATION)

SEMESTER – V

CORE XII - AUDITING

Objectives:

· To gain a fair working knowledge of the importance of vouching and internal check in practice in various organizations.
· To create interest in the minds of students towards auditing profession.

UNIT – I

Auditing – meaning and objectives of audit – difference between auditing and accountancy – kinds of audit – advantages and limitations of audit – audit programmes and working papers.

UNIT - II

Internal control – Meaning and object – Internal check – Meaning and object – Internal control regarding cash purchases, sales, payment of wages.

UNIT - III


UNIT - IV

Auditor – Qualification, Appointment, Disqualification, Removal, Duties, Power, Liabilities and Remuneration- Share capital and share transfer audit- Audit report- Contents and types.

UNIT - V

Specialized audits - Charitable Institutions, Club, Cinema Theatre, Educational Institutions, Hospital, Hotel- Electronic Data Processing Audit(EDP).

TEXT BOOKS:


REFERENCE BOOKS:

B.COM. (COMPUTER APPLICATION)

SEMESTER – V

CORE XIII - INCOME TAX LAW AND PRACTICE - I

Objectives:

- To gain basic knowledge of the provisions of Income Tax Act under different heads of income.
- To acquire the ability to apply the knowledge of the provisions of laws to various situations in actual practice

UNIT – I


UNIT- II

Basis of charge – Scope of total income – Residence and tax liability – Incomes which do not form part of total income.

UNIT- III


UNIT- IV


UNIT -V


Note: Distribution of marks: Problems 80% and Theory 20%

TEXT BOOKS:

1. Income tax law and Practice - V.P.Gaur & Narang, Kalyani Publisher, New Delhi.

REFERENCE BOOKS:

B.COM. (COMPUTER APPLICATION)

SEMESTER – V

CORE XIV - SOFTWARE DEVELOPMENT WITH VISUAL PROGRAMMING

UNIT – I


UNIT – II:


UNIT- III:


UNIT - IV:


UNIT – V:

Introduction to Database - Working with Data Control: The Data Control - The Bound Control – Coding – Data Access Object: Functions of the Jet Database Engine – The DAO Object Model - Crystal and Data Reports: Crystal Report - Data Report – Creating Multiple Reports

TEXTBOOKS:

1. “Visual Basic 7 From the Group UP”, Gray Cornell, Tata McGraw Hill Edition (Unit-1 to Unit –IV)

B.COM. (COMPUTER APPLICATION)
SEMESTER – VI
CORE XV - MANAGEMENT ACCOUNTING

Objectives:
- To develop an understanding of the conceptual framework of management accounting.
- To acquaint the students, the Management Accounting Techniques that facilitates managerial decision making.

UNIT – I

UNIT - II
Ratio Analysis- Uses and Limitations of Ratio Analysis- Classification of ratios- Analysis of Liquidity- Solvency and Profitability.

UNIT - III
Fund flow analysis: Uses, Significance and Importance of fund flow statement- Cash flow analysis (new format) - Comparison between Fund Flow analysis and Cash Flow analysis.

UNIT - IV
Budgets and Budgetary control- Definition- Importance- Essentials- Classification of Budgets- Master budget - Preparation of production budget, Purchase budget, Sales budget, Cash budget, Material budget and Flexible budget.

UNIT - V
Marginal costing- Significance and limitations of marginal costing- Absorption costing- P/V ratio- BEP and Margin of Safety- Practical application of marginal costing technique to different situations.

Note: Distribution of marks: Problems 80% and Theory 20%

TEXT BOOKS:
1. Management Accounting - Dr.Ramachandran and Dr.R.Srinivasan, Sri Ram Publication, Tiruchy.

REFERENCE BOOKS:
Objectives:
- To enable the students to learn the concept of Entrepreneurship.
- To instil ideas on identification, selection and preparation of projects and to have awareness on the institutions promoting entrepreneurship

UNIT – I

UNIT – II

UNIT – III

UNIT – IV
MSME- Meaning- Features- Role- Problems- Rural entrepreneurship- Meaning- Need and Problems- Small scale sector in India- Rationale and Objective of SSI- Problems of SSI.

UNIT – V
Financial assistance and services; DIC – SIPCOT – SIDBI – TIIC – NSIC- SIDO- SIDC- KVIC- SIDBI- EDII.

TEXT BOOKS:

REFERENCE BOOKS:
B.COM. (COMPUTER APPLICATION)

SEMESTER-VI

CORE XVII - INCOME TAX LAW AND PRACTICE - II

Objectives:

- To provide an in depth knowledge of the provisions of Income Tax Act.
- To enable the students to access the financial status of the organization and individual and filing of returns.

UNIT - I


UNIT-II

Income from other sources - General income - Specific income - Deductions in computing income from other sources - Computation of income from other sources.

UNIT - III

Aggregation of income - Deemed incomes - Deduction from gross total income - Set off and carry forward of losses.

UNIT- IV


UNIT- V


Note: Distribution of marks: Problems 80% and Theory 20%.

TEXT BOOKS:


REFERENCE BOOKS:

3. Income Tax law and practice – Dr. A. Jayakumar and Dr. C. Dhanapal, Learn Tech Press.
B.COM. (COMPUTER APPLICATION)

SEMESTER – VI

CORE - XVIII - COMMERCE PRACTICALS

Objectives:

- To provide practical knowledge to fill forms like insurance, bank, loan application, membership form, income tax return forms etc.

LIST OF EXERCISES FOR COMMERCE PRACTICAL

UNIT I
1. Preparation of invoice, receipts, vouchers, delivery challan, entry pass, gate pass-debit and credit notes.
2. Preparation of Application for shares and allotment - letter of shares Allotment - transfer forms.

UNIT II
3. Drawing, endorsing and crossing of cheques- filling up of pay in slips demand draft application and preparation of demand drafts
4. Making entries in the passbook and filling up of account opening forms for SB account, current account and FDR's.
5. Drawing and endorsing of bills of exchange and promissory notes.

UNIT III
6. Filling up of application forms for admission in cooperative societies.
7. Filling up of loan application forms and deposit challan.

UNIT IV
9. 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)
10. Using Bin card and inventories.
UNIT-V

12. Filling up of an application form for LIC policy, filling up of the premium form- filling up the challan for remittance of premium.

13. Preparation of an advertisement copy, collection of advertisement in dailies and journals, critically evaluating the advertisement copy.

14. Filling up income-tax returns and application for permanent account number.

Note:

Students may be asked to collect original or Xerox copies of the documents and affix then 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 = 50 Marks)
- Record Note : 25 Marks
- Viva-Voce : 25 Marks
- Total : 100 Marks.
B.COM. (COMPUTER APPLICATION)

ELECTIVE PAPERS

GROUP – A  PAPER (I)

PROJECT WORK

Organisation 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 V semester. This component will be included in the V semester itself.

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:
| IReview | 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 |
| | Total | 25 marks |

End Semester Examination
Evaluation of the project | 50 marks | (Jointly given by the external & internal examiner)
Viva-voce | 25 marks |
| | Total | 75 marks |

Evaluation Process:
Viva-voce will be conducted by a panel of external and internal examiners including the HOD and staff co-ordinator guiding the project.
Objectives:

- To impart theoretical base on fundamental principles of insurance business

UNIT - I

**Introduction to Insurance**—Meaning, Definition of insurance—General principles of insurance—Types of insurance life, fire and marine—Difference between life and other types of insurance, Growth & Development of Indian insurance industry—Regulations of insurance business and the emerging scenario.

UNIT-II

**Life Insurance**—Introduction to life insurance. Features of life insurance—Essentials of life insurance, Different types of life policies—Annuities, Formation of life insurance contracts—Assignment and nominations—Lapses and revivals of policies. Surrender value, paid up value, Loans—Claims—Procedure for claims—Settlement of claims—Death and Maturity.

UNIT-III

**Fire Insurance**—Fire insurance contracts—Fire insurance coverage—Policies for stocks—Rate fixation in fire insurance—Settlement of claims.

**Marine Insurance**—Functions—Marine perils—Types of marine policies—Clauses in general use—Warranties and conditions—proximate cause—subrogation and conciliation—Re-insurance—Doubt insurance—Types of marine losses.

UNIT-IV

**Miscellaneous Insurance**—Motor insurance—Employer's liability insurance—Personal accident and sickness insurance—Aviation insurance—Burglary insurance—Fidelity guarantee insurance—Engineering insurance—cattle insurance—Crop insurance.

UNIT-V

Procedure for becoming an Agent—Pre-requisite for obtaining a license—Duration of license—Cancellation of license—Termination of agency. Code of Conduct—Functions of the Agent.

**TEXT BOOKS:**

3. Fundamentals of insurance—Dr. P.K. Guptha, Margham publications, Chennai

**REFERENCE BOOKS:**

1. Insurance principles and practice—Periasamy.P, Margham publications, Chennai
B.COM. (COMPUTER APPLICATION)  
ELECTIVE PAPER  
GROUP – B - PAPER – (I)  
OFFICE ORGANISATION

Objectives:
- To enable the students to learn the office organization, types, office furniture and machines.

UNIT – I

UNIT – II

UNIT – III

UNIT – IV

UNIT – V

TEXTBOOKS:

REFERENCE BOOKS:
B.COM. (COMPUTER APPLICATION)

ELECTIVE PAPER

GROUP- B - PAPER – (II)

SECRETARIAL PRACTICE

Objectives:

- To enlighten the students the duties of company secretary.
- On successful completion of this course the students shall learn the secretarial work.

UNIT – I

Company Secretary – Appointment – Qualifications for appointment as Secretary – General Legal Position – Duties – Rights – Liabilities.

UNIT – II

Office Organisation and the company secretary – Maintenance of records – Communication and Correspondence – Internal and External – Management and Staff.

UNIT – III


UNIT – IV

Role of Company Secretary in conducting the Board Meetings – Frequency of Board Meetings – Notice for Agenda – Quorum – Resolution by circulation – Procedure at Board Meetings – Minutes of the Board Meeting.

UNIT – V

Statutory meetings- Procedure- Secretarial duties relating to statutory meeting – Annual general meeting and Extra ordinary General Meeting – Drafting of Notices, Agenda and Minutes of a company meetings.

TEXT BOOKS:

REFERENCE BOOKS:
B.COM. (COMPUTER APPLICATION)  
ELECTIVE PAPER  
GROUP – C - PAPER – (I)  
BANKING THEORY

Objectives:
· To develop the knowledge in the field of banking.
· To make the students to understand the functions of various banks.

UNIT – I
Banking - Definition- Classification - Progress of Banking in India- Presidency Banks- Joint Stock Banks- State Bank of India and its subsidiaries- Nationalisation of commercial banks- Functions- its role in economic development- The lead bank scheme, village adoption scheme, service area approach- IRDP- Differential Interest Rate(DIR)- Priority sector advances.

UNIT - II
Nature of central Bank- Functions- Methods of credit control- Quantitative and Qualitative credit control weapons.

UNIT - III
Banking Regulation Act 1949- Main provisions- Definition of banking- Paid up Capital- Reserves of scheduled banks- Control over advances- Liquid assets- Licensing of banks- Opening of new branches- winding up and amalgamation of banking companies.

UNIT - IV
The Reserve Bank of India- constitution- Functions of RBI and Agricultural credit- Industrial finance- Bill market scheme- Control of credit by RBI- Bank rate- Open market operations- Variable Reserve Ratio- Selective credit controls- Direct action- Moral Persuasion- System of currency management.

UNIT - V
Non-Banking financial institutions- Equipment leasing company- Hire Purchase finance company- Housing finance companies- Mutual benefit finance companies- Functions of non-banking companies-commercial banks vs. non-banking finance companies- RBI directions over NBFC.

TEXTBOOK:

REFERENCE BOOKS:
B.COM. (COMPUTER APPLICATION)  
ELECTIVE PAPER  
GROUP – C - PAPER – (II)  
BANKING LAW AND PRACTICE

Objectives:

**B.COM. (COMPUTER APPLICATION)**

**ELECTIVE PAPER** To provide knowledge relating to the procedure for opening bank accounts, features of cheque and lending principles of bank

- To provide exposure to the students with the latest development in the banking field such as ECS, EFT, CBS, SWIFT, KYC.

**UNIT - I**
Definition of banker and customer- General relationship- Special relationship- Right of set off- Banker’s lien- Duty to maintain secrecy of customers account- Special types of customers.

**UNIT - II**
Different types of accounts- General precautions for opening of various types of accounts- Legal position relating to FDR- Negotiable instruments- Cheque- Salient features – Crossing- Material Alteration- Endorsement.

**UNIT - III**
Paying banker- Precautions before honouring a cheque- Payment in due course- Holder in due course- Collecting banker- as a holder for value- as an agent- Statutory protection- Conversion- Duties.

**UNIT - IV**
Sound lending- Principles- Secured and unsecured advances- Loans- Cash credit overdraft – Bills discounted – various securities for advances- Precautions before lending against securities.

**UNIT – V**

**TEXT BOOK:**

**REFERENCE BOOKS:**
B.COM. (COMPUTER APPLICATION)
ELECTIVE PAPER
GROUP – D - PAPER (I)
CAMPUS TO CORPORATE

Objective:

To familiarize students with various communication methods that exists in business and to train them for smooth transition from campus to corporate.

UNIT – I


UNIT – II


UNIT – III

Reports: Types, preparation, structure and organization of reports – Reports by individuals and committees – Meetings – kinds of meetings – Preparing Agenda & Minutes.

UNIT – IV


UNIT – V

Corporate etiquette – Dressing and grooming skills – Workplace etiquette – Business etiquette – Email etiquette – Telephone and meeting etiquette – Presentation skills

Professional competencies: analytical thinking – listening skills – time management – team skills – stress management – Assertiveness – Facing group discussion and interview.
TEXT BOOKS:

REFERENCE BOOKS:
4. Communication conquer: A Handbook of group discussion and Job Interview. - Pushpalatha & Kumar, PHI Learning Publisher.
Objective:
To provide a thorough understanding of customer – retailer relationship and the ways to manage it.

UNIT – I

UNIT- II
CRM – Evolution, Meaning, Definition, Objectives, and Benefits – Relationship between CRM & Technology – Creating a CRM culture – Building blocks of CRM – CRM Strategies – Types of CRM.

UNIT – III

UNIT – IV
Sales Force Automation (SFA) – Overview, Strategic Advantages, Disadvantages, SFA at Inception and Today – Call centre – Objectives, Classification, Functionality, Developments, CRM & Data Warehousing – Steps, Information Processing – Data Mining Technology and Process.

UNIT – V

TEXTBOOK:

REFERENCE BOOKS:
B.COM. (COMPUTER APPLICATION)  
SEMESTER - III  
SKILL BASED ELECTIVE COURSE – I  
CAPITAL MARKET

Objectives:

- To enlighten the students the role of capital markets in India.
- To create awareness about the stock market among the students.

UNIT – I

Introduction: Indian capital market and its functions- International Market- Financial innovations in Indian and International Market.

UNIT - II

Investors protection- The role of SEBI- Investors investment attitude.

UNIT - III

Rating agencies- Indian and Global- CRISIL, ICRA, CARE, ONICRA, FITCH & SMERA. Moody’s Investors Service and Standard & Poor’s (S&P), Fitch ratings, Egan Jones, DBRS.

UNIT - IV

Indian Capital market trade practices- BSE, NSE, Sensex, Nifty, fundamental and technical analysis- Demat Trading and Role of Depositories.

UNIT - V

Stock price movement and Indian economy system- Inflation and GDP.

BOOKS FOR REFERENCE:

B.COM. (COMPUTER APPLICATION)
SEMESTER - III
SKILL BASED ELECTIVE COURSE – II
MARKETING

UNIT - I
Definition and Meaning of Marketing-Modern Concept of Marketing.

UNIT-II
Marketing Functions - Buying – Selling-Assembling-Transportation – Warehousing.

UNIT-III:
Marketing Functions – Financing-Risk bearing- Standardisation – GradingMIS–(Marketing Information system).

UNIT-IV

UNIT-V
Global Marketing- E-Marketing- Tele Marketing- Green Marketing- Online Marketing- Neuro Marketing

TEXTBOOKS

REFERENCE BOOKS
B.COM. (COMPUTER APPLICATION)
SEMESTER - IV
SKILL BASED ELECTIVE PAPER – III
PROJECT METHODOLOGY

Objectives:
- To provide basic knowledge about the project methodology.
- After the successful completion of the course the student will come to know how to carry out the project work

UNIT – I

UNIT - II
Identification of project problems- Problems related to Finance, Marketing, HRM, EDP, Banking

UNIT - III
Review of Literature - Sampling- Selection of sample- Collection of data.

UNIT - IV
Data analysis- Percentage and trend analysis- Numerical evaluation- Justification and interpretation.

UNIT - V
Project Report Writing.

TEXT BOOKS:

REFERENCE BOOKS:
B.COM. (COMPUTER APPLICATION)
SEMESTER - IV
SKILL BASED ELECTIVE PAPER – IV
HUMAN RESOURCE MANAGEMENT

UNIT – I
HRM & HRD– Meaning, Definition.

UNIT - II
Scope and Importance of HRM& HRD

UNIT-III
Recruitment – Sources

UNIT - IV
Selection Process – Types of Interviews

UNIT - V
Employees Training.

REFERENCE BOOKS:
B.COM. (COMPUTER APPLICATION)  
SEMESTER – III  
NON MAJOR ELECTIVE COURSE  
PAPER – I  
MARKETING  

UNIT-I  
Definition and Meaning of Marketing-Modern Concept of Marketing.  

UNIT-II  
Marketing Functions – Buying –Selling-Assembling- Transportation – Warehousing  

UNIT-III  
Marketing Functions – Financing-Risk bearing-Standardisation – Grading – MIS.  

UNIT-IV  

UNIT-V  
Product Life Cycle – Product Diversification  

TEXT BOOK:  

REFERENCE BOOKS:  
SEMESTER – IV NON
MAJOR ELECTIVE
PAPER – II
HUMAN RESOURCE MANAGEMENT

UNIT-I
HRM and HRD Meaning, Definition.

UNIT-II
Scope and Importance of HRM & HRD.

UNIT-III
Recruitment – Sources.

UNIT-IV
Selection Process – Types of Interviews.

UNIT-V
Employees Training.

REFERENCE BOOKS:-
QUESTION PAPER PATTERN
QUESTION PAPER PATTERN FOR
THEORY SUBJECTS
(Including skill based and non-major elective papers)

Time: 3 Hours. Max. Marks: 75

PART – A (10 x 2 = 20 Marks)
Answer All Questions
(Two questions from each unit)

PART – B (5 x 5 = 25 Marks)
Answer All Questions
(One question from each unit with internal choice)

PART – C (3 x 10 = 30 Marks)
Answer any Three Questions
(One question from each unit)
QUESTION PAPER PATTERN FOR
ACCOUNTANCY SUBJECTS

Time: 3 Hours. Max. Marks: 75

PART – A (10 x 2 = 20 Marks)
Answer All Questions
(Two questions from each unit)

Out of 10 Questions – 6 Theory and 4 Problems

PART – B (5 x 5 = 25 Marks)
Answer All Questions
(One question from each unit with internal choice)

Out of 5 Questions – 1 Theory and 4 Problems

PART – C (3 x 10 = 30 Marks)
Answer any Three Questions
(One question from each unit)

Out of 5 Questions – 1 Theory and 4 Problems
QUESTION PAPER PATTERN FOR
INCOME TAX LAW AND PRACTICE

Time: 3 Hours. Max. Marks: 75

PART – A (10 x 2 = 20 Marks)
Answer All Questions
(Two questions from each unit)

All Theory Questions

PART – B (5 x 5 = 25 Marks)
Answer All Questions
(One question from each unit with internal choice)

Each Question contains one Theory and one Problem

PART – C (3 x 10 = 30 Marks)
Answer any Three Questions
(One question from each unit)

Out of 5 Questions – 1 Theory and 4 Problems
QUESTION PAPER PATTERN FOR
STATISTICS

Time: 3 Hours.  
Max. Marks: 75

PART – A (10 x 2 = 20 Marks)
Answer All Questions
(Two questions from each unit)
Out of 10 Questions – 6 Theory and 4 Problems

PART – B (5 x 5 = 25 Marks)
Answer All Questions
(One question from each unit with internal choice)
Out of 5 Questions – 1 Theory and 4 Problems

PART – C (3 x 10 = 30 Marks)
Answer any Three Questions
(One question from each unit)
Out of 5 Questions – 1 Theory and 4 Problems