

PERIYAR UNIVERSITY, SALEM – 636 011

I or II – Year - ALLIED	
Course	Undergraduate Courses
Effect from	2016 – 2017, 2017 – 2018 and Onwards
Semester	
Allied	Allied Practical Lab : 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 for share transfer forms.

Unit – II

3. Drawing, endorsing and crossing of cheques filling up of pay in slip 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 co-operative societies.
7. Filling up of loan application forms and deposit challan.
8. Filling up of Jewel loan application forms, Procedure for releasing of jewellery in Jewel loans and repayment.

Unit – IV

9. Filling up of an application form for LIC policy, filling up of the premium form, sending premium notice and filling up the challan for remittance of premium, receipt for the premium. The procedure to receive a lapsed policy and procedure for settling account while the insured is alive or dead.

Unit - V

10. Preparation of an advertisement copy, collection of advertisement in dailies and journal, critically evaluating the advertisement copy.
11. Filling up income – tax returns and application for permanent account number.

Note:

Students may be requested 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 = 50 Marks)

Record Note: 25 Marks

Viva-Voce : 25 Marks

Total : 100 Marks