DON BOSCO ARTS & SCIENCE COLLEGE
ANGADIKADAVU
(Affiliated to Kannur University Approved by Government of Kerala)
ANGADIKADAVU P.O., IRITTY, KANNUR – 670706

COURSE PLAN

B.COM COMPUTER APPLICATION

(2018 - 21)

SEMESTER - IV

ACADEMIC YEAR - (2019-20)

SL. No.	IV Semester B Com Computer Application (2018 - 21)		
	Name of Subjects with Code	**Name of the Teacher**	**Duty Hours per week**
1.	4A13 COM Entrepreneurship	Deepthy Joseph	4
2.	4A14 COM Environment Studies	Centil Abraham K.	4
3.	4B07 COM Income Tax Law & Practice I	Roshini P. K.	5
4.	4B08 COM Informatics Skills (T+P)	Fincy Cyriac and Sojimol P.J.	4
5.	4B09 COM Electronic Data Processing & Computer Application	Hebin Layola	4
6.	4C05 COM Corporate Law & Business Regulations	Sapna John	4
	Name of Class Incharge	Centil Abraham K.	

TIME TABLE

Day	09.50 Am - 10.45 Am	10.45 Am -11.40 Am	11.55 Am -12.50 Pm	01.40 Pm - 02.35 Pm	02.35 Pm - 03.30 Pm
1	4A14 COM Environment Studies	4A13 COM Entrepreneurship	4B09 COM Electronic Data Processing & Computer Application	4B07 COM Income Tax Law & Practice I	4B08 COM Informatics Skills (T+P)
2	4B07 COM Income Tax Law & Practice I	4C05 COM Corporate Law & Business Regulations	4B08 COM Informatics Skills (T+P) (Lab)	4A14 COM Environment Studies	4A13 COM Entrepreneurship
3	4A13 COM Entrepreneurship	4A14 COM Environment Studies	4B07 COM Income Tax Law & Practice I	4B09 COM Electronic Data Processing & Computer Application (Lab)	4C05 COM Corporate Law & Business Regulations
4	4C05 COM Corporate Law & Business Regulations	4B08 COM Informatics Skills (T+P)	4B09 COM Electronic Data Processing & Computer Application	4A13 COM Entrepreneurship	4B07 COM Income Tax Law & Practice I
5	4B09 COM Electronic Data Processing & Computer Application (Lab)	4B08 COM Informatics Skills (T+P) (Lab)	4B07 COM Income Tax Law & Practice I	4C05 COM Corporate Law & Business Regulations	4A14 COM Environment Studies

Subject Code:	4A13 COM
Subject Name:	Entrepreneurship
No. of Credits:	4
No. of Contact Hours:	72
Hours per Week:	4
Name of the Teacher:	Deepthy Joseph

Objective: -
To help the students understand the concepts of entrepreneurship and to develop the Entrepreneurial skills among them.

Module –I:
Concept of Entrepreneurship- meaning- definition- importance – Definition of an entrepreneur- Functions- Distinction between entrepreneur and a manager – types of entrepreneurs- Intrapreneur- Theories of entrepreneurship-Practices to entrepreneurship development –Concept of women entrepreneurship- problems of women entrepreneurs (15 hours)

Module – II:
Factors affecting Entrepreneurial Growth-Rural entrepreneurship-role of entrepreneur in Economic development (4 hours)

Module – III:
Entrepreneurial motivation – Motivating factors – Achievement Motivation – Entrepreneurial competencies –Developing competencies – Institutional efforts and role of Government in developing entrepreneurship- Entrepreneurship Development Programme (EDP) - Need- Objectives-Course content and curriculum of EDP – Phases of EDPs (15 hours)

Module – IV:
Micro, Small & Medium Enterprises- MSMED Act 2006 - Characteristics- Objectives- Importance – MSMEs as a seed bed of entrepreneurship – Entrepreneurship incubators - Problems and prospects of MSMEs- Incentives and subsidies- Taxation benefits to MSMEs – Institutional finance to entrepreneurs – Preparation of Project Report for a Micro enterprise (General engineering unit/Bakery unit/Soda making unit/Mineral water unit/Garment unit/Pappad unit or the like) (20hours)

Module – V:
Institutional Support to Small Entrepreneurs- National Small Industries Corporation Ltd- Small Scale Industries Board- State Small Industries Development Corporations- MSME Institute-DICs- Industrial Estates- Specialized institutions- Technical Consultancy Organisations (18 hours)

Books for Reference

1. Entrepreneurial Development : P. Saravanavel
2. Entrepreneurial Development :C. B Gupta and N.P Sreenivasan
3. A complete Guide to Successful Entrepreneurship; G.N. Pandey
4. Business and Society Davis Keith and Williams C. Fredarick
5. Entrepreneurship : R.V. Badi& N V Badi
6. Entrepreneurship Development : S.S. Khanka
7. Entrepreneurship : Robert D Hisrich and Michael P Peters
8. Project Evaluation and Management :Singh and Mahadev
9. MS MED Act 2006

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	29-10-2019 To 01-11-2019	1	Concept of Entrepreneurship- meaning- definition
		2	Entrepreneurship importance
		3	Definition of an entrepreneur
		4	Functions
		5	Distinction between entrepreneur and a manager
2	04-11-2019 To 08-11-2019	6	Types of entrepreneurs
		7	Types of entrepreneurs
		8	Intrapreneur
		9	Theories of entrepreneurship
		10	Theories of entrepreneurship
		11	Practices to entrepreneurship development
3	11-11-2019 To 15-11-2019	12	Practices to entrepreneurship development
		13	Concept of women entrepreneurship
		14	Problems of women entrepreneurs
		15	Class test
		16	Factors affecting Entrepreneurial Growth
		17	Rural entrepreneurship
4	18-11-2019 To 23-11-2019	18	Role of entrepreneur in Economic development
		19 Nov	Union Inauguration
		19	Role of entrepreneur in Economic development
		20	Entrepreneurial motivation
		21	Motivating factors
		23 Nov	Sports Day
5	25-11-2019 To 29-11-2019		Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
6	01-12-2019 To		Semester Break
			Semester Break
			Semester Break

No of Weeks	Dates	Session	Topic
	05-12-2019		Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
7	09-12-2019 To 13-12-2019	22	Achievement Motivation
		23	Entrepreneurial competencies
		24	Developing competencies
		25	Institutional efforts and role of Government in developing entrepreneurship
		26	Institutional efforts and role of Government in developing entrepreneurship
		12 Dec	Arts Day
		13 Dec	Arts Day
8	16-12-2019 To 20-12-2019	27	Entrepreneurship Development Programme (EDP)
		28	Entrepreneurship Development Programme (EDP)
		29	Need- Objectives
		30	Need- Objectives
		31	Course content and curriculum of EDP
		20 Dec	Christmas Celebration
9	23-12-2019 To 28-12-2019		Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
10	30-12-2019 To 03-01-2020	32	Phases of EDPs
		33	Phases of EDPs
		34	Class test
		02 Jan	Mannam Jayanthi – Holiday
		35	Micro, Small & Medium Enterprises
11	06-01-2020 To 10-01-2020	06 Jan	First Internal IV Semester UG
			First Internal IV Semester UG
		08 Jan	First Internal IV Semester UG
		36	MSMED Act 2006
		37	Characteristics- Objectives- Importance
		38	Characteristics- Objectives- Importance

No of Weeks	Dates	Session	Topic
12	13-01-2020 To 17-01-2020	39	MSMEs as a seed bed of entrepreneurship
		40	Entrepreneurship incubators
		41	Problems and prospects of MSMEs
		42	Problems and prospects of MSMEs
		43	Incentives and subsidies
		44	Incentives and subsidies
13	20-01-2020 To 24-01-2020	45	Taxation benefits to MSMEs
		46	Institutional finance to entrepreneurs
		47	Institutional finance to entrepreneurs
		48	Preparation of Project Report for a Micro enterprise
		49	Preparation of Project Report for a Micro enterprise
14	27-01-2020 To 31-01-2020	50	Preparation of Project Report for a Micro enterprise
		51	General engineering unit/Bakery unit/Soda making unit/
		52	Mineral water unit/Garment unit/Pappad unit
		53	Revision
		54	Class test
15	03-02-2020 To 07-02-2020	55	Institutional Support to Small Entrepreneurs
		56	National Small Industries Corporation Ltd
		57	Small Scale Industries Board
		58	State Small Industries Development Corporations
		59	State Small Industries Development Corporations
16	10-02-2020 To 14-02-2020	60	MSME Institute
		61	DICs
		62	DICs
		63	Industrial Estates
		64	Specialized institutions
17	17-02-2020 To 22-02-2020	65	Specialized institutions
		66	Technical Consultancy Organisations
		67	Technical Consultancy Organisations
		21 Feb	Mahasivaratri – Holiday
		68	Class test
18	24-02-2020 To 28-02-2020	24 Feb	College Day
		69	Revision
		70	Revision
		71	Revision
		72	Revision
19	02-03-2020	02 Mar	Second Internal IV Semester UG
			Second Internal IV Semester UG

No of Weeks	Dates	Session	Topic
	To 07-03-2020		Second Internal IV Semester UG
			Second Internal IV Semester UG
			Second Internal IV Semester UG
		07 Mar	Second Internal IV Semester UG
20	09-03-2020 To 13-03-2020		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
21	16-03-2020 To 20-03-2020	16 mar	University Exam IV Semester UG Begin

Subject Code:	4A14 COM
Subject Name:	Environment Studies
No. of Credits:	4
No. of Contact Hours:	72
Hours per Week:	4
Name of the Teacher:	Centil Abraham K.

Objective: -
The objective of the course is to give a general awareness to the students about the environment and sociology, and environmental pollutions.

Module –I:
Brief discussion on the components of the environment, Effect of environmental degradation with example and effect on population. Brief outline of the Environment (Protection) Act 1986 should be discussed including effect on companies, contravention, penalties and return requirement. Relevance of environment legislation to Business Enterprise- Legislation vs. Social obligation of business.- Role of NGOs like green peace in Environmental protection. [20Hours]

Module – II:
Ecology : Brief outline on Elements of Ecology; Brief discussion on Ecological balance and consequences of change, principles of environmental impact assessment. Environmental Impact Assessment report (EIA) and requirement of EIA for startup manufacturing enterprise. [10 Hours]

Module – III:
Air Pollution and Control : Brief Outline of Atmospheric composition, Brief understanding of energy balance, climate, weather, dispersion. Sources and effects of pollutants in the industrial context- primary and secondary pollutants- acid rain, green house effect, depletion of ozone layer, global warming, standards and control measures required by industry in compliance to The Air (Prevention and Control of Pollution) Act 1989. [15Hours]

Module – IV:
Water Pollution and Control: Brief Discussion on Hydrosphere, natural water, pollutants: their origin and effects, river/lake/ ground water pollution, The financial implication of water pollution control and steps required to be taken by industry e.g. Sewerage treatment plant- water treatment plant- Standards and control in relation to the effect of legislation by Central and State Boards for prevention and control of Water Pollution. [15Hours]

Module – V:
Land Pollution: Brief understanding of lithosphere, Pollutants (municipal, industrial. commercial, agricultural, hazardous solid waste); their original effects, collection and disposal of solid waste, recovery & conversion methods in relation to an industrial

enterprise with discussion about the financial implication in a business enterprise. [12Hours]

Books for Reference
1. Environmental Science :Cunnigham, TMH
2. Environmental Studies :A.K.De&A.K.De, New Age International
3. Environmental Pollution Control Engineering :C.S.Rao, New Age International
4. Environmental Management : N.K. Oberoi, EXCEL BOOKS
5. Ecosystem Principles & Sustainable Agriculture :Sithamparanathan, Scitech

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	29-10-2019 To 01-11-2019	1	**Module I:** Brief discussion on the components of the environment
		2	Effect of environmental degradation
		3	Effect of environmental degradation
		4	Effect of environmental degradation on population
		5	Brief outline of the Environment (Protection) Act 1986
2	04-11-2019 To 08-11-2019	6	Brief outline of the Environment (Protection) Act 1986
		7	Effect of Environment (Protection) Act 1986 on companies
		8	Effect of Environment (Protection) Act 1986 on companies
		9	Contravention of Environment (Protection) Act 1986
		10	Contravention of Environment (Protection) Act 1986
		11	Penalties under Environment (Protection) Act 1986
3	11-11-2019 To 15-11-2019	12	Return requirement under Environment (Protection) Act 1986
		13	Relevance of environment legislation to Business Enterprise
		14	Relevance of environment legislation to Business Enterprise
		15	Legislation vs. Social obligation of business
		16	Legislation vs. Social obligation of business
		17	Role of NGOs in environmental protection
4	18-11-2019 To 23-11-2019	18	Role of NGOs like green peace in environmental protection
		19 Nov	**Union Inauguration**
		19	Revision of Module I
		20	**Class Test**
		21	Previous year question paper discussion
		23 Nov	**Sports Day**
5	25-11-2019 To 29-11-2019		**Semester Break**
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break

No of Weeks	Dates	Session	Topic
			Semester Break
			Semester Break
			Semester Break
6	01-12-2019 To 05-12-2019		Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
7	09-12-2019 To 13-12-2019	22	**Module II:** **Ecology:** Brief outline on elements of ecology
		23	Brief discussion on ecological balance
		24	Brief discussion on ecological balance
		25	Consequences of change in ecological balance
		26	Environmental Impact Assessment
		12 Dec	**Arts Day**
		13 Dec	**Arts Day**
8	16-12-2019 To 20-12-2019	27	Principles of environmental impact assessment
		28	Environmental Impact Assessment report (EIA)
		29	Requirement of EIA for startup manufacturing enterprise
		30	Revision of Module II
		31	**Class Test**
		20 Dec	**Christmas Celebration**
9	23-12-2019 To 28-12-2019		**Christmas – Holiday**
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
10	30-12-2019 To 03-01-2020	32	**Module III:** **Air Pollution and Control:** Brief Outline of Atmospheric composition
		33	Brief understanding of energy balance
		34	Climate, weather, dispersion
		02 Jan	**Mannam Jayanthi – Holiday**
		35	Sources and effects of pollutants in the industrial context

No of Weeks	Dates	Session	Topic
11	06-01-2020 To 10-01-2020	**06 Jan**	**First Internal IV Semester UG**
			First Internal IV Semester UG
		08 Jan	**First Internal IV Semester UG**
		36	Sources and effects of pollutants in the industrial context
		37	Primary and secondary pollutants
		38	Acid rain
12	13-01-2020 To 17-01-2020	39	Green house effect
		40	Depletion of ozone layer
		41	Effects of depletion of ozone layer
		42	Global warming
		43	Effects of global warming
		44	Standards and control measures required by industry in compliance to the Air (Prevention and Control of Pollution) Act 1989
13	20-01-2020 To 24-01-2020	45	Revision of Module III
		46	**Class Test**
		47	**Module IV:** **Water Pollution and Control**: Brief discussion on hydrosphere
		48	Discussion on hydrosphere and natural water
		49	Pollutants: Origin of pollutants
14	27-01-2020 To 31-01-2020	50	Effects of pollutants
		51	River/lake/ground water pollution
		52	River/lake/ground water pollution
		53	The financial implication of water pollution control
		54	Steps required to be taken by industry for preventing water pollution
15	03-02-2020 To 07-02-2020	55	Steps required to be taken by industry for preventing water pollution
		56	Sewerage treatment plants
		57	Water treatment plants
		58	Standards and control in relation to the effect of legislation for control of water pollution
		59	Standards and control in relation to the effect of legislation by Central and State Boards for prevention and control of Water Pollution
16	10-02-2020 To	60	Revision of Module IV
		61	**Class Test**
		62	**Module V:**

No of Weeks	Dates	Session	Topic
	14-02-2020		**Land Pollution**: Brief understanding of lithosphere
		63	Pollutants and their original effects (municipal, industrial, commercial, agricultural, hazardous solid waste)
		64	Pollutants and their original effects (municipal, industrial, commercial, agricultural, hazardous solid waste)
17	17-02-2020 To 22-02-2020	65	Pollutants and their original effects (municipal, industrial, commercial, agricultural, hazardous solid waste)
		66	Collection and disposal of solid waste
		67	Recovery & conversion methods in relation to an industrial enterprise
		21 Feb	**Mahasivaratri – Holiday**
		68	Conversion methods in relation to an industrial enterprise with discussion about the financial implication in a business enterprise
18	24-02-2020 To 28-02-2020	24 Feb	**College Day**
		69	Revision of Module V
		70	**Class Test**
		71	Previous year question paper discussion
		72	Previous year question paper discussion
19	02-03-2020 To 07-03-2020	02 Mar	**Second Internal IV Semester UG**
			Second Internal IV Semester UG
			Second Internal IV Semester UG
			Second Internal IV Semester UG
			Second Internal IV Semester UG
		07 Mar	**Second Internal IV Semester UG**
20	09-03-2020 To 13-03-2020		**Study Leave**
			Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
21	16-03-2020 To 20-03-2020	16 mar	**University Exam IV Semester UG Begin**

Subject Code:	4B07 COM
Subject Name:	Income Tax Law & Practice I
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Roshini P.K.

Objective: -
To give the students the basic idea about the theoretical aspects of income tax in India, and to give an idea about the computation of income under different heads.

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

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

Module – III:
Heads of Income – Incomes included under salary – allowances – perquisites and their valuation – profits in lieu of salary – Provident Fund – computation of income from salary - Income from house property – basis of charge – annual value in different cases – self occupied – let out – vacancy and unrealized rent – deductions - computation of income from house property (30 Hours)

Module – IV:
Profits and gains of business or profession – meaning of business – profession – vocation – basis of charge – general principles – deduction in computing business income – computation of profits from business – deduction in computing professional income – computation of gain from profession – depreciation – block of assets – written down value method- Capital gain – basis of charge – capital asset – short term and long term – transfer – capital gain in special cases – exemption from capital gain – computation of income from capital gain (25 Hours)

Module – V:
Income from other sources – basis of charge – general and specific items of income – interest on securities – deductions allowable – computation of income from other source. (10 Hours)

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

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	29-10-2019 To 01-11-2019	1	Introduction to Income Tax
		2	Evolution of Income Tax
		3	Income Tax Act 1961
		4	Finance Act
		5	Income Tax Rules 1962
		6	Income Tax Rules 1962– Basic Concepts
2	04-11-2019 To 08-11-2019	7	Definition of different terms
		8	Agricultural Income
		9	Capital and Revenue Receipts
		10	Expenditure and Losses
		11	Residence and Incidence of Tax
		12	Seminar
3	11-11-2019 To 15-11-2019	13	Determination of Residential Status of different types of assesses -problems
		14	Determination of Residential Status of different types of assesses- problems
		15	Determination of Residential Status of different types of assesses- problems
		16	Determination of Residential Status of different types of assesses
		17	Determination of Residential Status of different types of assesses
		18	Determination of Residential Status of different types of assesses
4	18-11-2019 To 23-11-2019	19	Scope of total income
		19 Nov	Union Inauguration
		20	Scope of total income
		21	Incomes exempt from tax (for individual assesses) – problems
		22	Incomes exempt from tax (for individual assesses) – problems
		23 Nov	Sports Day
5	25-11-2019		Semester Break
			Semester Break

No of Weeks	Dates	Session	Topic
	To 29-11-2019		Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
6	01-12-2019 To 05-12-2019		Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
7	09-12-2019 To 13-12-2019	23	Incomes exempt from tax (for individual assesses) - computations
		24	Tax holiday
		25	Tax holiday
		26	Class test
		27	Heads of Income
		28	Incomes included under salary
		12 Dec	Arts Day
		13 Dec	Arts Day
8	16-12-2019 To 20-12-2019	29	Incomes included under salary
		30	Allowances
		31	Allowances
		32	Perquisites and their valuation
		33	Perquisites and their valuation
		20 Dec	Christmas Celebration
9	23-12-2019 To 28-12-2019		Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday

No of Weeks	Dates	Session	Topic
			Christmas – Holiday
10	**30-12-2019 To 03-01-2020**	34	Profits in lieu of salary
		35	Profits in lieu of salary
		36	Provident Fund
		02 Jan	**Mannam Jayanthi – Holiday**
		37	**Seminar**
11	**06-01-2020 To 10-01-2020**	**06 Jan**	**First Internal IV Semester UG**
			First Internal IV Semester UG
		08 Jan	**First Internal IV Semester UG**
		38	Provident Fund
		39	Computation of income from salary
		40	Computation of income from salary
		41	Income from house property
12	**13-01-2020 To 17-01-2020**	42	Income from house property
		43	Basis of charge
		44	Basis of charge
		45	Annual value in different cases self occupied
		46	Annual value in different cases - self occupied
		47	Annual value in different cases – let out
		48	Annual value in different cases – let out
13	**20-01-2020 To 24-01-2020**	49	Annual value in different cases - vacancy
		50	Annual value in different cases - vacancy
		51	Annual value in different cases -unrealized rent
		52	Annual value in different cases -unrealized rent
		53	Deductions
		54	Deductions
		55	Computation of income from house property

No of Weeks	Dates	Session	Topic
		56	Class test
		57	Profits and gains of business or profession
14	27-01-2020 To 31-01-2020	58	Meaning of business
		59	Meaning of profession
		60	Vocation
		61	Basis of charge
		62	General principles
		63	Deduction in computing business income
		64	Computation of profits from business
		65	Computation of profits from business
15	03-02-2020 To 07-02-2020	66	**Seminar**
		67	Deduction in computing professional income
		68	Deduction in computing professional income
		69	Computation of gain from profession
		70	Depreciation –
		71	Block of assets
		72	Written down value method
		73	Capital gain
16	10-02-2020 To 14-02-2020	74	Basis of charge
		75	Capital asset – short term and long term
		76	Capital asset -transfer
		77	Capital gain in special cases
		78	Exemption from capital gain
		79	Computation of income from capital gain
		80	**Class test**
17	17-02-2020 To 22-02-2020	81	Income from other sources
		82	Basis of charge
		83	General items of income
		84	Specific items of income
		21 Feb	**Mahasivaratri – Holiday**
		85	Interest on securities
18	24-02-2020 To	24 Feb	**College Day**
		86	Deductions allowable
		87	Deductions allowable

No of Weeks	Dates	Session	Topic
	28-02-2020	88	Seminar
		89	Computation of income from other source
		90	Class test
19	02-03-2020 To 07-03-2020	02 Mar	Second Internal IV Semester UG
			Second Internal IV Semester UG
			Second Internal IV Semester UG
			Second Internal IV Semester UG
			Second Internal IV Semester UG
		07 Mar	Second Internal IV Semester UG
20	09-03-2020 To 13-03-2020		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
21	16-03-2020 To 20-03-2020	16 mar	University Exam IV Semester UG Begin

Subject Code:	4B08 COM
Subject Name:	Informatics Skills (T+P)
No. of Credits:	3
No. of Contact Hours:	72
Hours per Week:	4
Name of the Teacher:	Fincy Cyriac and Sojimol P.J.

Objective: -
To Know the Fundamentals of Computers and to Understand how to use Computer applications in day to Day Applications. Also to update and expand basic informatics skills and attitudes relevant to the emerging knowledge society and also to equip the students to effectively utilize the digital knowledge resources for their chosen courses of study.

Module –I:
Overview of information Technology. Features of Modern Personal Computer and Peripherals – Computer Networks – Types of Networks – Components of Networks – Topology – Internet – Uses of Internet. [8 Hours]

Module – II:
Social Informatics: IT and society – issues and concerns -Digital divide – Cyber ethics – Cybercrimes – Cyber Laws – Cyber addictions- Information over Load – Health Issues – Guide lines for Proper Usage of computers and internet. E Waste. [8 Hours]

Module – III:
IT Applications : E Governance– overview of IT Application in Medicine, Health care, Business and Commerce.– Industry. [4 Hours]

Module – IV:
Programmes for Office Management: MS word – window concepts – Menus, tiles, Edit, View, tools, tables, Mail Merge. MS Excel – Spread sheet – operators - Arithmetic – Relation Functions –Formulae – Payroll Preparation. [8 Hours]

Module – V:
Computerized Accounting (Using Accounting Software) Meaning, features and advantages of computerised Accounting – Company Creation- Accounts Information- Ledger – Groups– Cost Centres – Accounts with inventory- stock item and stock Group creation – voucher – types - entry – P/L A/c, B/S, Bank Reconciliation. [8 Hours]

Books for Reference

1. V. Rajaraman : Introduction to Information Technology. Prentice Hall
2. Technology in Action : Pearson.
3. Alexis Leon & Mathews Leon : Computer Today, Leon Vikas.
4. A.K. Nandani& K.K Nandani : Tally 6.3
5. V.K.Jain : Computer Fundamentals
6. Vijay Kumar Khurana : Management of Information Technology - B.Jolly&K.S.Jolly; SunithaPrakasan.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	29-10-2019 To 01-11-2019	1	Overview of information Technology
		2	Features of Modern Personal
		3	Computer Peripherals
		4	Computer Networks – Types of Networks
		5	Components of Networks
2	04-11-2019 To 08-11-2019	6	Topology
		7	Internet
		8	Uses of Internet
		9	IT and society , issues and concerns
		10	Digital divide
		11	Cyber ethics , Cybercrimes
3	11-11-2019 To 15-11-2019	12	Module 1 class test
		13	Cyber Laws
		14	Cyber addictions
		15	Information over Load
		16	Health Issues
		17	Guide lines for Proper Usage of computers and internet
4	18-11-2019 To 23-11-2019	18	E Waste
		19 Nov	Union Inauguration
		19	Module 2 class test
		20	E Governance
		21	Overview of IT Application in Medicine, Health care
		23 Nov	Sports Day
5	25-11-2019 To 29-11-2019		Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
6	01-12-2019 To		Semester Break
			Semester Break
			Semester Break

No of Weeks	Dates	Session	Topic
	05-12-2019		**Semester Break**
			Semester Break
			Semester Break
			Semester Break
			Semester Break
7	**09-12-2019 To 13-12-2019**	22	Overview of IT Application in Business and Commerce
		23	Overview of IT Application in Industry
		24	Module 3 class test
		25	MS word – window concepts
		26	Lab
		12 Dec	**Arts Day**
		13 Dec	**Arts Day**
8	**16-12-2019 To 20-12-2019**	27	MS word- Menus, tiles, Edit, View, tools
		28	Lab
		29	MS word -tables
		30	Lab
		31	Mail Merge
		20 Dec	**Christmas Celebration**
9	**23-12-2019 To 28-12-2019**		**Christmas – Holiday**
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
10	**30-12-2019 To 03-01-2020**	32	Lab
		33	Lab
		34	MS Excel, Spread sheet
		02 Jan	**Mannam Jayanthi – Holiday**
		35	Lab
11	**06-01-2020 To 10-01-2020**	**06 Jan**	**First Internal IV Semester UG**
			First Internal IV Semester UG
		08 Jan	**First Internal IV Semester UG**
		36	Lab
		37	Operators - Arithmetic , Relational
		38	Lab
12	**13-01-2020**	39	Functions
		40	Lab

No of Weeks	Dates	Session	Topic
	To 17-01-2020	41	Formulae
		42	Lab
		43	Payroll Preparation
		44	Lab
13	20-01-2020 To 24-01-2020	45	Module 4 class test
		46	Computerized Accounting (Using Accounting Software) - Meaning,
		47	features and advantages of computerised Accounting
		48	Company Creation
		49	Lab
14	27-01-2020 To 31-01-2020	50	Accounts Information
		51	Ledger
		52	Lab
		53	Lab
		54	Groups
15	03-02-2020 To 07-02-2020	55	Lab
		56	Cost Centres
		57	Lab
		58	Accounts with inventory
		59	Stock item and stock Group creation
16	10-02-2020 To 14-02-2020	60	Lab
		61	Lab
		62	voucher – types, entry
		63	Lab
		64	Lab
17	17-02-2020 To 22-02-2020	65	Profit and loss account
		66	Lab
		67	Balance sheet
		21 Feb	Mahasivaratri – Holiday
		68	Lab
18	24-02-2020 To 28-02-2020	24 Feb	College Day
		69	Bank Reconciliation
		70	Module 5 class test
		71	Lab
		72	Lab model exam
19	02-03-2020 To	02 Mar	Second Internal IV Semester UG
			Second Internal IV Semester UG
			Second Internal IV Semester UG

No of Weeks	Dates	Session	Topic
	07-03-2020		Second Internal IV Semester UG
			Second Internal IV Semester UG
		07 Mar	Second Internal IV Semester UG
20	09-03-2020 To 13-03-2020		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
21	16-03-2020 To 20-03-2020	16 mar	University Exam IV Semester UG Begin

Subject Code:	**4B09 COM**
Subject Name:	**Electronic Data Processing & Computer Application**
No. of Credits:	**3**
No. of Contact Hours:	**72**
Hours per Week:	**4**
Name of the Teacher:	**Hebin Layola**

Objective: -
To update and expand skills in electronic data processing and computer application in business operation

Module –I:
Data processing and numbering system – data-information –Types of dta processing – manual – mechanical – electronic – data processing cycles – advantages of EDP – Logical Gates – AND, OR, NOT, NOR, Truth Tables – Number System – binary – octal – hexadecimal [15 Hours]

Module – II:
Operating System – Introduction of DOS – Internal Commands – External Commands – Introduction to Windows – Elements of Windows – Cascading & tiling of windows – my computer – windows explorer – Searching of files & Folders – Creating, deleting, renaming, copying and merging folders – Free software – Linux an overview [15 Hours]

Module – III:
E Commerce – E Governance – B2B- B2C, C2C, C2B – Busiess application of E commerce- E Governance – Online financial service- Stock Trading – E Broking – E Filing - Page maker-use – characteristics- Creating & opening publications –working in Page maker window – setting defaults and preferences – viewing pages – using tool box – working with text & Graphics – moving between pages – adding & deleting pages – naming & saving a publication- closing a publication [20 Hours]

Module – IV:
 Hyper text Markup Language-structure of HTML document–Tags & attributes–Syntax of Tag–starting and ending Tag–tag without ends –document content–document element-<html> tag–dir and lang–attributes; <title> tag; documents body-<body> tag; text basics, division & paragraphs, heading, physical styles tags, action attributes, <input> tags–Controls, check boxes, radio buttons, submission buttons, hidden fields, labeling & grouping (16 Hours)

Theory: 2 Hours/week
Practical: 2 Hours/week–Page maker & HTML(Keep Practical records)

References:

Rajaraman. V - Essentials of E-Commerce technology.
Kalakota, Ravi - Frontiers of Electronic Commerce.
Tata McGraw & Hill - HTML and XHTML - The complete reference
Edward Farar and Norman E Smith - The HTML example book.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	29-10-2019 To 01-11-2019	1	Data processing and numbering system
		2	Data-information
		3	Types of data processing
		4	Manual – mechanical – electronic
		5	Data processing cycles
2	04-11-2019 To 08-11-2019	6	Advantages of EDP, Logical Gates
		7	Lab
		8	AND, OR, NOT, NOR
		9	Truth Tables, Number System
		10	Lab
		11	Binary – octal – hexadecimal
3	11-11-2019 To 15-11-2019	12	Revision –Module I
		13	Class Test –Module I
		14	Operating System , Introduction of DOS
		15	Lab
		16	Internal Commands
		17	External Commands
4	18-11-2019 To 23-11-2019	18	Introduction to Windows, Elements of Windows
		19 Nov	Union Inauguration
		19	Lab
		20	Cascading & tiling of windows
		21	My computer
		23 Nov	Sports Day
5	25-11-2019 To 29-11-2019		Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
6	01-12-2019 To		Semester Break
			Semester Break
			Semester Break

No of Weeks	Dates	Session	Topic
	05-12-2019		Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
7	09-12-2019 To 13-12-2019	22	Windows explorer
		23	Searching of files & Folders
		24	Creating, deleting, renaming folders, Free software
		25	Lab
		26	Copying and merging
		12 Dec	Arts Day
		13 Dec	Arts Day
8	16-12-2019 To 20-12-2019	27	Linux an overview
		28	Revision-Module II
		29	Class Test Module II
		30	E Commerce, E Governance
		31	Lab
		20 Dec	Christmas Celebration
9	23-12-2019 To 28-12-2019		Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
10	30-12-2019 To 03-01-2020	32	B2B- B2C, C2C, C2B
		33	Business application of E commerce
		34	Lab
		02 Jan	Mannam Jayanthi – Holiday
		35	Online financial service
11	06-01-2020 To 10-01-2020	06 Jan	First Internal IV Semester UG
			First Internal IV Semester UG
		08 Jan	First Internal IV Semester UG
		36	Stock Trading, E Broking
		37	Lab
		38	E Filing
12	13-01-2020	39	Page maker-use, Characteristics
		40	Lab

No of Weeks	Dates	Session	Topic
	To 17-01-2020	41	Creating & opening publications, Working in Page maker window
		42	Lab
		43	Setting defaults and preferences
		44	Viewing pages, Using tool box
13	20-01-2020 To 24-01-2020	45	Lab
		46	Working with text & Graphics, Moving between pages
		47	Lab
		48	Adding & deleting pages
		49	Naming & saving a publication, Closing a publication
14	27-01-2020 To 31-01-2020	50	Lab
		51	Revision Module III
		52	Class Test-Module III
		53	Hyper text Markup Language
		54	structure of HTML document, Tags &attributes
15	03-02-2020 To 07-02-2020	55	Lab
		56	Syntax of Tag–starting and ending Tag, tag without ends
		57	Lab
		58	Document content–document element-<html> tag–dir and lang–attributes;
		59	<title> tag; documents body-<body> tag;
16	10-02-2020 To 14-02-2020	60	Action attributes, <input> tags–Controls,
		61	Lab
		62	Lab
		63	Lab
		64	Text basics, division & paragraphs, heading, physical styles tags
17	17-02-2020 To 22-02-2020	65	Check boxes, radio buttons, submission buttons, hidden fields, labeling & grouping
		66	University Question Paper Discussion
		67	University Question Paper Discussion
		21 Feb	Mahasivaratri – Holiday
		68	Revision –Module 1-Class Test
18	24-02-2020 To 28-02-2020	24 Feb	College Day
		69	Revision –Module II-Class Test
		70	Revision –Module III-Class Test
		71	Revision –Module IV-Class Test
		72	Model Exam-LAB

No of Weeks	Dates	Session	Topic
19	02-03-2020 To 07-03-2020	02 Mar	Second Internal IV Semester UG
			Second Internal IV Semester UG
			Second Internal IV Semester UG
			Second Internal IV Semester UG
			Second Internal IV Semester UG
		07 Mar	Second Internal IV Semester UG
20	09-03-2020 To 13-03-2020		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
21	16-03-2020 To 20-03-2020	16 mar	University Exam IV Semester UG Begin

Subject Code:	4C05 COM
Subject Name:	Corporate Law & Business Regulations
No. of Credits:	3
No. of Contact Hours:	72
Hours per Week:	4
Name of the Teacher:	Sapna John

Module –I:

Companies Act 2013- Definition- Features- Classification- Authorities of Company Law- Central Govt- Company Law Board- SEBI- Liquidity- Court- Registration (15 Hours)

Module – II:

Formation of Company- Promotion- Registration & Incorporation- Commencement of Business- Minimum Duties & Liabilities- Lifting Corporate Veil (15 Hours)

Module – III:

Memorandum of Association- Contents- Articles of Association- Contents- Difference- Table Alterations- Doctrine of Ultravires- Constructive notice & indoor management- Prospectus- Contents- Statement I Lieu of Prospectus- Misstatement in prospectus (15 Hours)

Module – IV:

Members of Company- Acquiring membership-Termination of membership-Rights- Duties- Obligations- Directors- Appointment-Qualifications & Disqualifications- Retirement & Removal of Directors (15 Hours)

Module – V:

Company meeting- General Meeting- Board Meeting- Class Meeting- Essential valid Meetings- Motion- Resolution- Methods of voting (6 Hours)

Module – VI:

Winding up- Modes of Winding Up- Compulsory- Cultivator- Liquidator- Rights & Duties of Liquidator (6 Hours)

Books for Reference

1. Mercantile Law, M C Shukla
2. Business Law, R S N Pillai, Bhagavathi
3. Company Law P PScogna
4. Business & Corporate Law, L R Potti

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	29-10-2019 To 01-11-2019	1	Companies Act 2013
		2	Definition
		3	Features
		4	Classification
		5	Authorities of Company Law
2	04-11-2019 To 08-11-2019	6	Central Govt
		7	Company Law Board
		8	SEBI
		9	Liquidity
		10	Court
		11	Registration
3	11-11-2019 To 15-11-2019	12	Class test
		13	Formation of Company
		14	Promotion
		15	Registration
		16	Incorporation
		17	Commencement of Business
4	18-11-2019 To 23-11-2019	18	Minimum Duties
		19 Nov	Union Inauguration
		19	Minimum Liabilities
		20	Lifting Corporate Veil
		21	Class test
		23 Nov	Sports Day
5	25-11-2019 To 29-11-2019		Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
6	01-12-2019 To		Semester Break
			Semester Break
			Semester Break

No of Weeks	Dates	Session	Topic
	05-12-2019		Semester Break
			Semester Break
			Semester Break
			Semester Break
			Semester Break
7	09-12-2019 To 13-12-2019	22	Memorandum of Association
		23	Contents
		24	Articles of Association
		25	Contents
		26	Difference
		12 Dec	Arts Day
		13 Dec	Arts Day
8	16-12-2019 To 20-12-2019	27	Table Alterations
		28	Doctrine of Ultravires
		29	Constructive notice
		30	Indoor management
		31	features
		20 Dec	Christmas Celebration
9	23-12-2019 To 28-12-2019		Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
			Christmas – Holiday
10	30-12-2019 To 03-01-2020	32	Members of Company
		33	Acquiring membership
		34	Termination of membership
		02 Jan	Mannam Jayanthi – Holiday
		35	Rights
11	06-01-2020 To 10-01-2020	06 Jan	First Internal IV Semester UG
			First Internal IV Semester UG
		08 Jan	First Internal IV Semester UG
		36	Duties
		37	Obligations
		38	Directors
12	13-01-2020	39	Appointment
		40	Qualifications

No of Weeks	Dates	Session	Topic
	To 17-01-2020	41	Disqualifications
		42	Retirement
		43	Removal of Directors
		44	Seminar
13	20-01-2020 To 24-01-2020	45	Seminar
		46	Seminar
		47	Seminar
		48	Seminar
		49	Company meeting
14	27-01-2020 To 31-01-2020	50	General Meeting
		51	Board Meeting
		52	Class Meeting
		53	Essential valid Meetings
		54	Motion
15	03-02-2020 To 07-02-2020	55	Resolution
		56	Methods of voting
		57	**Class test**
		58	seminar
		59	seminar
16	10-02-2020 To 14-02-2020	60	seminar
		61	seminar
		62	Winding up
		63	features
		64	seminar
17	17-02-2020 To 22-02-2020	65	seminar
		66	Modes of Winding Up
		67	Compulsory
		21 Feb	**Mahasivaratri – Holiday**
		68	Class test
18	24-02-2020 To 28-02-2020	24 Feb	**College Day**
		69	Cultivator
		70	Liquidator
		71	Rights & Duties of Liquidator
		72	Revision
19	02-03-2020 To 07-03-2020	02 Mar	**Second Internal IV Semester UG**
			Second Internal IV Semester UG
			Second Internal IV Semester UG
			Second Internal IV Semester UG

No of Weeks	Dates	Session	Topic
			Second Internal IV Semester UG
		07 Mar	Second Internal IV Semester UG
20	09-03-2020 To 13-03-2020		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
21	16-03-2020 To 20-03-2020	16 mar	University Exam IV Semester UG Begin