

# **BANGALORE UNIVERSITY**

## **THREE YEAR UNDERGRADUATE PROGRAMME**

**(Courses effective from Academic Year 2014-15)**



## **SYLLABUS OF COURSES TO BE OFFERED**

Foundation Course: **Environment and Public Health**



## Overview

The physical environment in which people live is an important determinant of health. At certain levels of exposure, contaminants in our air, water, food and soil can cause a variety of adverse health effects. Environmental health is a component of the public health system and is committed to protecting the health of the public and enhancing quality of life by assessing, correcting, controlling, and preventing those factors in the environment that can adversely affect human health. The prevention of injury, disease and death that may result from interactions of people with their environment is the goal of the environmental health program. Responsible citizens owe it to our government to keep the environment pristine as much as possible. Our per capita energy consumption also has to match the energy demands for sustainable development. The curriculum aims at providing solutions to some of the grand challenges facing the nation.

## Objectives and Expected outcome

- Awareness of public health hazards posed by our environment, including physical features such as global warming, chemical features such as automobile emissions, contaminants in drinking water, and biological features such as putrefying organic matter.
- Impact of governmental policies and urbanization on degradation of the environment.
- Education, public- private partnership, corporate social responsibility (CSR) and change in management as way forward towards improving the Public Health thresholds.
- Educating the students on environmental policies with respect to water, air, forest and wildlife of the country.

**Every Semester, teaching will be spread over 16 weeks including two weeks for review.**



**BANGALORE UNIVERSITY**  
**FOUNDATION COURSE CBSS SYLLABUS FOR ALL UNDER GRADUATE**  
**PROGRAMME**

**EPH: ENVIRONMENT AND PUBLIC HEALTH**

General Course: UG

Course Structure: CBSS

Course: Foundation Course

Code Course Title: EPH : **Environment and Public health**

**Scheme of Examination and Credits**  
**Foundation Course (I.II.III and IV Sem)**

Paper No	Title of the paper	Type of paper	Hour/ week	Duration of exam in hrs	Exam Marks	IA Marks	Total Marks	Credits
EPH	<b>Environment and Public health</b>	T	3	3	70	30	100	1
<b>Total marks and credits for I Sem</b>							100	1

**Scheme of Internal Assessment**

<b>Marks assigned</b>	30
Tests	10
Assignments/Field work	15
Attendance	05

**The internal assessment marks shall be based on tests, assignments/field work and attendance**



# CBSS SYLLABUS FOR ENVIRONMENT AND PUBLIC HEALTH

1 Credits/Week= 3hrs/Week, 40hrs/semester

70 Marks

## Unit I - Linkages between Environment and Health

Hours

Understanding linkages between Environment and Public Health: Effect of quality of air, water and soil on health. Perspective on Individual health: Nutritional, socio-cultural and developmental aspects, Dietary diversity for good health; Human developmental indices for public health.

06

## Unit II - Climate Change and Implications on Public Health

Global warming - Agricultural practices (chemical agriculture) and Industrial technologies (use of non-biodegradable materials like plastics, aerosols, refrigerants, pesticides); Manifestations of Climate change on Public Health- Burning of Fossil fuels , automobile emissions and Acid rain.

08

## Unit III – Diseases in Contemporary Society

Definition- need for good health- factors affecting health. Types of diseases - deficiency, infection, pollution diseases- allergies , respiratory, cardiovascular, and cancer Personal hygiene- food - balanced diet. Food habits and cleanliness, food adulterants, avoiding smoking, drugs and alcohol.

Communicable diseases: Mode of transmission -epidemic and endemic diseases. Management of hygiene in public places - Railway stations, Bus stands and other public places. Infectious diseases: Role of sanitation and poverty case studies on TB, diarrhea, malaria, viral diseases .Non-communicable diseases: Role of Lifestyle and built environment. Diabetes and Hypertension.

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## **Unit IV - Perspectives and Interventions in Public Health**

Epidemiological perspectives — Disease burden and surveillance; Alternative systems of medicine - Ayurveda, Yoga, Unani, Siddha and Homeopathy (AYUSH); Universal Immunization Programme (UIP); Reproductive health-Youth Unite for Victory on AIDS (YUVA) programme of Government of India. Occupational health hazards-physical-chemical and biological. Occupational diseases- prevention and control.

**08**

## **Unit V - Environmental Management Policies and Practices**

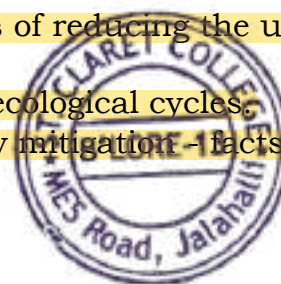
Municipal solid waste management: Definition, sources, characterization collection and transportation and disposal methods. Solid waste management system in urban and rural areas. Municipal Solid waste rules.

Policies and practices with respect to Environmental Protection Act, Forest Conservation Act, Wild life protection Act, Water and Air Act, Industrial, Biomedical and E waste disposal rules.

**08**

## **Assignment / Field Work**

- Examining local cuisines for dietary diversity.
- Examining National Health Survey data e.g. National Family Health Survey, Annual Health surveys.
- Survey of Immunization coverage in a particular area.
- To establish if there is a relation between GDP and life expectancies/Health parameters.
- Survey of Respiratory allergies.
- Examining household/institutional/market/neighborhood wastes and their disposal mechanism.
- Survey of households along the Arkavathi and Cauvery River for life expectancy and common ailments and diseases.
- Determine the extent of use of paper and suggest means of reducing the use of paper and paper products.
- Documentation of festival/fasting and mapping of agro-ecological cycles.
- Definitions of poverty - Governmental policies on poverty mitigation - facts and fiction.
- Health indicators vis- a-vis income groups.
- Deforestation and flooding - myth or fact?
- Smoking and Lung Cancer
- Estimation of water-demands of a city/town.
- Adapting water-harvesting technology - survey, sustainability.



- Quantitative relation between bio-resource and consumer products - bathing soap, paper, furniture & construction as related to trees.
- Differential access to water - demand and actual access.
- Transport losses in water supply.
- Storage losses in food grain.
- Study of sewage treatment plants.
- Social perspective - child-health and small scale industries.
- Document infant immunization.
- Studying effective programme implementation - Reproductive health.
- Opportunities of physical activities in neighborhood - Study of built environment - Land-use pattern in Urban Settlements.
- Air quality in Delhi.
- Changing transport means in Delhi - CNG.
- Rituals and environmental pollution e.g. water, noise, air.
- Dialogue with doctors and paramedics.
- Methods of consultation of doctors.
- Population pressure/growth and resource degradation.
- Nutritional disorders/deficiencies in different populations groups-surveys.
- Compose and enact street plays. Create posters/ audio-video materials/ greeting cards highlighting environmental issues.
- Collecting information on medicinal plants.
- Collecting information from elders and other prominent persons.
- Occupational hazards and health issues.
- Water-borne diseases - exacerbation by irrigation projects.
- Alternate medicines - use of therapies for different diseases categories.
- Lifestyle diseases.
- Pollutants in air/water/soil and their effect on health.
- FDI in specific manufacturing Industries and local health problems.
- Differential pricing policy of petroleum products and environmental pollution - case studies.
- Wildlife Protection Act - case studies.
- Bhopal Gas Tragedy- Science, Laws and Public Health
- Changing Human Development Indices over time - in India/other countries.
- Supply, demand and gap filling -role of ground water



## References

1. Indian Academy of Paediatrics. (2011). *Guidebook on Immunization*. mfc bulletin, 45-50.
2. Nandini N, Sunitha N. and Sucharita Tandon, (2007), Environmental Studies, Sapna Book House, Bangalore
3. Michel, Mckinney, Robert and Logan (2007). Environmental Science – Systems & Solutions. Jones & Barlett Publishers, Canada.
4. Minkoff, E., & Baker, P. (2003). *Biology Today: An Issues Approach* (3 ed.).
5. Park, K. (2011). *Preventive and Social Medicine*. Benarsi Das Publications, (pp. 16- 19,24-27).
6. Public Health Nutrition in Developing Countries Part-2). Wood head Publishing India.
7. Sadgopal, M., & Sagar, A. (2007, July-September). Can Public Health open up to the AYUSH Systems and give space for People’s views of health and disease?.
8. Sekhsaria, **P.** (2007). Conservation in India and the Need to Think Beyond 'Tiger vs. Tribal'. *Biotropica*, 39(5), 575-577.
9. Tyler Miller and Scott E. Spoolman 'Environmental Science' (2012) 13<sup>th</sup> edition First Indian Reprint Chapters 14-17 (total pages 108) Cengage Learning, New Delhi. [www.cengage.co](http://www.cengage.co).
10. UNDP. (2013). The Human Development Report, The Rise of the South: HumanProgress in Diverse World. New York: UNDP, (also available in Hindi),
11. Wani, M., & Kothari, A. (2007, July 15 ). Protected areas and human rights India: the impact of the official conservation model on local communities. *Policy Matters*, 100-114.

## E-resources:

1. [www.traditionalmedicine.nic.in](http://www.traditionalmedicine.nic.in)
2. [www.moef.nic.in](http://www.moef.nic.in)
3. [www.iucn.org/india/](http://www.iucn.org/india/)
4. [www.who.int](http://www.who.int)
5. [www.wwfindia.org](http://www.wwfindia.org)
6. [www.unep.org](http://www.unep.org)



# **BANGALORE UNIVERSITY**

## ***REGULATIONS, SCHEME AND SYLLABUS***

*For the course*

I to VI Semesters

## ***BACHELOR OF COMPUTER APPLICATIONS***

***(BCA)***

**(Choice Based Credit System (Semester Scheme) –Y2K14 Scheme)**

**Revised w.e.f.**

**Academic Year 2014-2015 and onwards**



**Regulations, Scheme of study and Examination for BCA Degree Course  
Under Choice Based Credit System - Semester System (Y2K14 SCHEME)  
(Revised w.e.f. 2014 -2015)**

- R 1.**
- a) Title of the course: **Bachelor of Computer Applications**
  - b) Duration of the Course: Durations of the undergraduate programmes shall extend over FOUR semesters (TWO academic years) for the Associate Degree(Advance Diploma), SIX semesters (Three academic years) for the regular Bachelor Degree.
  - c). Scheme of study:
    - i) There shall be five theory papers and two practical from first semester to fourth semester.
    - ii) There will be five theory, two practical and one project in fifth semester. There will be four theory, one practical and one project in sixth semester.
    - iii) The project work shall be carried out either independently or jointly (maximum of three students)
    - iv) Medium of Instruction: The medium of instruction shall be English.
  - d) Scheme of Examination:

At the end of each semester there be University Examination of three hours duration in each of the theory paper/practical.
- R. 2. Each semester shall be of 4 months duration
- R. 3. Attendance: As per Bangalore University regulations In force for science degree courses.
- R. 4. A Candidate is allowed to carry over all the previous uncleared (failed) theory papers/Practical to subsequent semesters as per Bangalore University regulations in force for science degree courses.
- R. 5. The maximum period for completion of the course shall be six years form the date of admission.
- R. 6. Eligibility for admission:
- a) A candidate who has passed the two years Pre-University Examination conducted by the Pre-University Education Board in Karnataka

b) A candidate who has passed JODC / Three years Diploma in Engineering of Government of Karnataka or any other examination considered as equivalent thereto shall be eligible for admission.

a) Any student who has passed PUC –II Science, Arts or Commerce securing a minimum of 35% OF MARKS

OR

b) Any student who has passed JODC or Diploma in Engg. (of three year duration of Govt. of Karnataka) with minimum of 35% of marks in aggregate in all the semester /years.

R. 7. Admission Procedure:

- a) Through Counseling in respective colleges
- b) 50% weight age for entrance test in respective colleges
- c) 50% weight age for performance at qualifying examination.
- d) Merit list shall be prepared based on item No, 7(b) and 7(c)
- e) Reservation: As per the notification /Govt. orders form the University /Govt. from time to time.
- f) Tuition and other fees: As fixed by the University from time to time

R8. The total number of students to be admitted to the course shall be decided by the University.

R9. Results: Results of candidate shall be declared and the classes awarded as per the procedure followed by the University for B.Sc. Courses.

R10. POWER TO REMOVE DIFFICULTIES

1) If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may be order make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary to expedient to remove the difficulty.

2) Every order made under this shall be subject to rectification by the appropriate University Authorities.

**Title of Papers and Scheme of Study & Examination for BCA (Bachelor of Computer Applications) Under Choice Based Credit System - Semester System  
(Revised w.e.f. 2014-2015)**

Semester	Part	Paper Code	Title of the paper	Hours / Week	Marks			Credits	
					IA	Exam	Total	Subject	Semester
I	Part - 1	BCA101T	Indian Language	4	20	80	100	2	16
		BCA102T	English	4	20	80	100	2	
	Part - 2	BCA103T	Problem Solving Techniques using C	4	30	70	100	2	
		BCA104T	Digital Electronics	4	30	70	100	2	
		BCA105T	Discrete Mathematics	5	50	100	150	3	
		BCA103P	C Programming Lab	3	15	35	50	1	
	Part - 3	BCA104P	Digital Electronics Lab	3	15	35	50	1	
		-	Foundation Course	3	30	70	100	2	
-	CC & EC	-	50	-	50	1			
II	Part - 1	BCA201T	Indian Language	4	20	80	100	2	16
		BCA202T	English	4	20	80	100	2	
	Part - 2	BCA203T	Data structures	4	30	70	100	2	
		BCA204T	Database Management System	4	30	70	100	2	
		BCA205T	Numerical and Statistical Methods	5	50	100	150	3	
		BCA203P	Data Structures Lab	3	15	35	50	1	
	Part - 3	BCA204T	DBMS Lab	3	15	35	50	1	
		-	Foundation Course	3	30	70	100	2	
-	CC & EC	-	50	-	50	1			
III	Part - 1	BCA301T	Indian Language	4	20	80	100	2	16
		BCA302T	English	4	20	80	100	2	
	Part - 2	BCA303T	Object Oriented Programming using C++	4	30	70	100	2	
		BCA304T	Financial Accounting and Management	4	30	70	100	2	
		BCA305T	Operating System	5	50	100	150	3	
		BCA303P	C++ Lab	3	15	35	50	1	
	Part - 3	BCA304T	Accounting Package Lab	3	15	35	50	1	
		-	Foundation Course	3	30	70	100	2	
-	CC & EC	-	50	-	50	1			
IV	Part - 1	BCA401T	Indian Language	4	20	80	100	2	16
		BCA402T	English	4	20	80	100	2	
	Part - 2	BCA403T	Visual Programming	4	30	70	100	2	
		BCA404T	Unix Shell programming	4	30	70	100	2	
		BCA405T	Operation Research	5	50	100	150	3	
		BCA403P	Visual Programming Lab	3	15	35	50	1	
	Part - 3	BCA404T	UNIX Lab	3	15	35	50	1	
		-	Skill Development Course	3	30	70	100	2	
-	CC & EC	-	50	-	50	1			

Semester	Part	Paper Code	Title of the paper	Hours / Week	Marks			Credits	
					IA	Exam	Total	Subject	Semester
V	Part - 2	BCA501T	Data Communication and Networks	4	50	100	150	3	20
		BCA502T	Software Engineering	4	50	100	150	3	
		BCA503T	Computer Architecture	4	50	100	150	3	
		BCA504T	Java Programming	4	30	70	100	2	
		BCA505T	Microprocessor and Assembly Language	4	30	70	100	2	
		BCA504P	Java Programming Lab	3	15	35	50	1	
		BCA505P	Assembly Language Programming Lab	3	15	35	50	1	
	BCA506P	Project	8	50	100	150	3		
	Part - 3	-	Skill Development Course	3	30	70	100	2	
VI	Part-2	BCA601T	Theory of Computation	4	50	100	150	3	20
		BCA602T	System Programming	4	50	100	150	3	
		BCA603T	Cryptography and Network Security	4	50	100	150	3	
		BCA604T	Web Programming	4	30	70	100	2	
		BCA604P	Web Programming Lab	3	15	35	50	1	
		BCA605P	Project Work	16	100	200	300	6	
		Part - 3	-	Skill Development Course	3	30	70	100	

## **FIRST SEMESTER BCA**

### **BCA101T : INDIAN LANGUAGE**

**Syllabus** as per the one prescribed for science courses of Bangalore University.

### **BCA102T : ENGLISH**

**Syllabus** as per the one prescribed for science courses of Bangalore University.

### **BCA103T : PROBLEM SOLVING TECHNIQUES USING C**

Total Teaching Hours : 60

No of Hours / Week : 04

#### **Unit - I**

Introduction to Programming Concepts: Software, Classification of Software, Modular Programming, Structured Programming, Algorithms and Flowcharts with examples. Overview of C Language: History of C, Character set, C tokens, Identifiers, Keywords, Data types, Variables, Constants, Symbolic Constants, Operators in C, Hierarchy of Operators, Expressions, Type Conversions and Library Functions.

[12 Hours ]

#### **Unit - II**

Managing Input and Output Operation: Formatted and Unformatted I/O Functions, Decision making, branching and looping: Decision Making Statements - if Statement, if-else statement, nesting of if-else statements, else-if ladder, switch statement,?: operator, Looping - while, do-while, for loop, Nested loop, break, continue, and goto statements. Functions: Function Definition, prototyping, types of functions, passing arguments to functions, Nested Functions, Recursive functions.

[12 Hours ]

#### **Unit - III**

Arrays: Declaring and Initializing, One Dimensional Arrays, Two Dimensional Arrays, Multi Dimensional Arrays - Passing arrays to functions. Strings: Declaring and Initializing strings, Operations on strings, Arrays of strings, passing strings to functions. Storage Classes - Automatic, External, Static and Register Variables.

[12 Hours ]

#### **Unit-IV**

Structures-Declaring and Initializing, Nested structure, Array of Structure, Passing Structures to functions, Unions, typedef, enum, Bit fields. Pointers – Declarations, Pointer arithmetic, Pointers and functions, Call by value, Call by reference, Pointers and Arrays, Arrays of Pointers, Pointers and Structures. Meaning of static and dynamic memory allocation, Memory allocation functions.

[ 12 Hours ]

#### **Unit-V**

Files - File modes, File functions, and File operations, Text and Binary files, Command Line arguments. C Preprocessor directives, Macros – Definition, types of Macros, Creating and implementing user defined header files.

[ 12 Hours ]

#### **TEXT BOOKS**

1. E. Balaguruswamy, "Programming In ANSI C", 4th edition, TMH Publications, 2007
2. Ashok N. Kamthane, "Programming with ANSI and Turbo C", Pearson Education, 2006

#### **REFERENCES BOOKS**

1. Ashok N. Kamthane et. al., “Computer Programming and IT”, Pearson Education, 2011
2. Mahapatra, “ Thinking In C ”, PHI Publications, 1998.
3. Yashwant Kanetkar, “Let Us C”, 13<sup>th</sup> Edition, PHP, 2013.

### **BCA104T: DIGITAL ELECTRONICS**

Total Teaching Hours : 60

No of Hours / Week : 04

#### **Unit - I**

Introduction to network theorems and AC fundamentals: Ohm’s law: Statement, explanation. Kirchhoff’s law: Statement & explanation of KCL and KVL. Mesh/loop analysis (up to 2 loops) and node voltage method, Numerical problems. Delta/star and star/Delta transformation: No derivation for Interco version equations, introduction of network, port of network (one port network, two port network), unilateral network, bilateral network, linear network. Need for application of network theorems. (DC Circuits only). Superposition theorem: statement, (only with TWO voltage sources) steps to apply the theorem explanation by considering a simple resistive network and problems. Thevenin’s theorem: Statement, (Only with ONE voltage source) Steps to apply the theorem, explanation by considering a simple resistive networking and problems. Norton’s theorem: Statement, (Only with ONE voltage source) steps to apply the theorem, explanation by considering a simple resistive network and problems. Maximum power transfer theorem: Statement, explanation of theorem by considering a simple resisting network, expression for maximum power deliver ( $P_L(\max) = V_{th}^2/4R_{th}$ ) (no derivation), graph of  $V_s$  vs  $P_L$ , numerical problems and applications. Reciprocity theorem, Statement, explanation using resistive network with dc source and numerical problems. AC Fundamentals: Representation of ac sine wave, instantaneous value, peak value, peak to peak value, average value, r.m.s value cycle, time period, frequency. (No derivations, only mention the expressions) Representation of non sinusoidal waves.

[ 12 Hours ]

#### **Unit - II**

Semiconductor Devices: Introduction, atomic structure, energy level, energy band diagram in solids, classification of conductors, insulators and semiconductors. Semiconductor, properties, crystal structure of semiconductor, types – intrinsic and extrinsic semiconductor. Intrinsic semiconductor: Crystal structure (Ge & Si), thermal generated charges (electron and holes) carriers the effect temp on their motion. Extrinsic semiconductor: Doping, donor acceptor impurities, n-type, p-type semiconductor, majority and minority carriers, their currents, concept of immobile ions. Semiconductor devices : PN junction diode, formation of pn junction layer, potential barrier, energy level diagram of pn junction, Biasing of pn junction, behaviour of pn junction under forward and reverse biasing, break down in pn junction, avalanche and zener break down. Diode characteristics; V-I characteristic, forward and reverse bias, diode parameters, bulk resistance, knee voltage, static and dynamic resistance, PIV. Application of diode; As a rectifier, as logic gate, as a switch, etc. Rectifier, types, Half wave Full wave. Half wave rectifier: Circuit, working, wave forms and expression for ripple factor and efficiency (no derivation), advantages & disadvantages. Bridge wave rectifier: Circuit, working, wave forms and expressions for ripple factor and efficiently (no derivation), advantages & disadvantages. Logic families: Scale of integration, Digital IC’s, classifications, DTL, TTL, ECL, MOS, CMOS, Mention of features: speed of operation, power dissipation, propagation delay, fan-in, fan-out.

[ 12 Hours ]

### **Unit – III**

Number Systems: Introduction to number systems – positional and non-positional, Base /Radix. Decimal number system-Definition, digits, radix/base, Binary number system – Bit Byte, Conversions: Binary to Decimal and Decimal to Binary. Octal number system-Conversion from Octal to Decimal to Octal, Octal to Binary and binary to Octal. Hexadecimal number system –Conversion : Decimal to Hex, Hex to decimal, Hex to Binary, Binary to Hex, Octal to Hex, Hex to Octal, Binary, arithmetic –binary addition, subtraction, multiplication and division (only Integer part). 1's and 2's compliment: 2's complement subtraction. Binary code: BCD numbers, 8421 code, 2421 code- examples and applications. Gray code –Conversions-Gray to binary and Binary to Gray, application of gray code (Mention only). Excess-3 code – self complimenting property and applications. Definition and nature of ASCII code. Introduction to error detection and correction code, parity check. Boolean algebra:-Laws and theorems. AND, OR, NOT Laws, Commutative law, associative law, distributive law, Duality theorem. Demorgan's theorems-Statements, proof using truth tables; Simplification of Boolean expressions using Boolean laws. Definition of product term, sum term, minterm, maxterm, SOP, standard POS and Standard POS. Conversion of Boolean expression to Standard SOP and Standard POS forms. Karnaugh maps-Definition of Karnaugh map, K- map for 2, 3 and 4 variables. Conversion of truth tables into k-map grouping of cells, redundant groups and don't care conditions Karnaugh map technique to solve 3 variable and 4 variable expressions. Simplification of 3 and 4 variable Boolean expression using K-maps (SOP only)

[ 12 Hours ]

### **Unit - IV**

Logic Gates: AND Gate: Definition, symbol truth table, timing diagram, Pin diagram of IC 7408. OR Gate: Definition, symbol, truth table, timing diagram of IC 7432. NOT Gate: Definition symbol, truth table, timing diagram, Pin diagram of IC 7404. NAND Gate: Definition, symbol, truth table, Pin diagram of IC 7400, NOR Gate: Definition, symbol, truth table, timing diagram, Pin diagram of IC 7402. Exclusive OR Gate: Definition, symbol, truth table, timing diagram. Combinational logic circuits: Definition, applications. Half Adder: Symbol, Logic circuits using XOR and basic gates, Truth table, Full Adder: Symbol, Logic circuits using XOR and basic gates, Truth table, Half Subtractor: Symbol, Logic circuits using XOR and basic gates, Truth table. Full Subtractor: Symbol, Logic circuits using XOR and basic gates, Truth table. Adder – Subtractor; Logic circuit, Pin diagram IC 7483, IC 7486. Parallel Adder: 4 –bit parallel binary adder, BCD adder, IC 7483 NAND –NOR implementation of Adders.

[ 12 Hours ]

### **Unit - V**

Sequential Circuits: Importance of clock in digital circuit and introduction to flip flop. Flip –flop-difference between latch and flip-flop. Qualitative study of level and edge triggering. RS latch /unlocked, symbol and truth table. RS flip-flop using NAND gate, symbol, truth table and timing diagram. D flip –flop – Symbol, truth table, Realization of JK flip –flop using NAND gates, working, and timing diagram. Race around condition, present and clear inputs, pin diagram of IC 74112. T flip flop-Logic symbol, JK flip flop as a T flip –flop truth table and timing diagram. Master slave flip flop; Logic circuit, truth table and timing diagram, advantage of M/S flip-flop, pin diagram of IC 7473 IC 7476. Registers: Definition, types of registers-Serial in serial out, serial in parallel out, Parallel in serial out, Parallel in parallel our shift register (Block diagram representation for each), truth table, timing diagram and speed comparison.

[ 12 Hours ]

**Text Books:**

- 1) Thomas L.Floyd ,''Digital Fundamentals'', Peason Education Inc, New Delhi, 2003

**Reference Books:**

- 1) Morris Mano, "Digital Design", 5<sup>th</sup> Edition, Prentice Hall, 2013
- 2) R.P.Jain, "Modern Digital Electronics", 3<sup>rd</sup> Edition, Tata Mc Graw Hill, 2003.
- 3) Bignell and Donovan, "Digital Electronics", 5<sup>th</sup> Edition, Thomson Publication, 2007.

**BCA105T: DISCRETE MATHEMATICS**

Total Teaching Hours: 65

No of Hours / Week: 05

**Unit – I**

Sets, Relations and Functions: Sets, Subsets, Equal Sets, Universal Sets, Finite and Infinite Sets, Operation on Sets, Union, Intersection and Complements of Sets, Cartesian Product, Cardinality of Set, De-mogan's law, Simple Applications. Relations, Properties of Relations, Equivalence Relation, Function: Domain and Range, Onto, Into, One to One, one to many Functions, Composite and Inverse Functions. Mathematical Logic: Proposition and truth values, Logical Connectives and their truth tables, Converse, Inverse and Contrapositive, Tautology and Contradiction, Logical Equivalence – Standard Theorems, Switching Circuits.

[ 13 Hours ]

**Unit - II**

Matrices: Review of fundamentals: Definition of matrix, order, Types of matrices: zero, row, column, square, diagonal, scalar, unit, symmetric, skew-symmetric. Determinant: Value of determinant of order 2x2, 3x3, minors, cofactors, adjoint, inverse of a matrix. Solutions of linear equations: Cramers rule and matrix method involving two and three variables. Eigen values and Eigenvectors: Characteristic equation, characteristic roots, characteristic vectors (without any theorems) only 2x2 order. Cayley Hamilton theorem. (Only statement), verification of Cayley Hamilton theorem (only 2x2 matrices), using the same finding the powers of A ( $A^4$ ,  $A^5$ ,  $A^{-1}$ ,  $A^{-2}$ ), Inverse of a Matrix using Cayley-Hamilton theorem.

[ 13 Hours ]

**Unit - III**

Logarithms: Definition of Logarithm, Indices leading to Logarithms and vice versa, Laws of Logarithms with proofs, Problems, Common Logarithm: Characteristic and Mantissa, Use of Logarithmic Tables, Problems. Permutation and Combination: Fundamental Principle of Counting, Factorial n, Permutations: Definition, Examples, Derivation of Formula  ${}^n P_r$ , Permutation when all the objects are not distinct, Problems, Combinations: Definition, examples, Proving  ${}^n C_r = \frac{{}^n P_r}{r!}$ ,  ${}^n C_r = \frac{{}^n P_r}{r!}$ ,  ${}^n C_r + {}^n C_{r-1} = {}^{n+1} C_r$ , Problems based on above formulae.

[ 13 Hours ]

**Unit - IV**

Groups: Binary operation, Define of group, properties (only statement), problems (both finite and infinite groups), subgroup, theorems (no proof), problems. Vectors: Definition of vector and scalar, vector addition, dot and cross product, projection of a vector on the other (no geometrical meaning), area of parallelogram, area of a triangle, scalar triple product, volume of parallelepiped, co planarity of three vectors, vector triple product.

[ 13 Hours ]

## Unit - V

Analytical Geometry in Two Dimensions: Coordinates, Distance formula, Section Formula, Area of the Triangle formula (no derivation), Locus of point. Straight Line: Slope of a line and angle between two lines, Various forms of equations of lines – Derivation and Problems. Equation of family of lines passing through the point of intersection of two lines, Distance of a point from line (only problems).

[ 13 Hours ]

### Text Books

1. Grewal, B.S. Higher engineering Mathematics, 36<sup>th</sup> Edition

### Reference Books

1. Satyrs S.S, Engineering Mathematics.
2. Peter V.O'Neil. Advanced Engineering Mathematics, 5<sup>th</sup> Edition.

## BCA103P: C PROGRAMMING LAB

### PART – A

- 1) Write a C Program to find the roots of the given quadratic equation using if-else if statement.
- 2) Write a menu driven C program using switch-case to find: (a) Sum of the digits of number (b) Factorial of N.
- 3) Write a C program to find  $\cos(x)$  using series  $\cos(x) = 1 - x^2/2! + x^4/4! - \dots x^n/n!$
- 4) Write a Program to find whether a given number is prime number or not
- 5) Write a C program to arrange the given set of numbers in ascending and descending order.
- 6) Write a C program to find product of two  $N \times M$  matrices.
- 7) Write a C program to calculate  $NCR = N! / R! * (N-R)!$  Using function.
- 8) Write a C program to display Fibonacci series using recursive function.
- 9) Write a C program to concatenate two strings using pointers.
- 10) Write a C program to copy content of one file to another file.

### PART – B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

- a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>

## BCA104P: DIGITAL ELECTRONICS LAB

1. Study of Logic Gates–AND, OR, NOT, NAND, NOR XOR  
(Using respective ICs)
2. Realization of AND, OR and NOT gates using Universal Gates.

3. Design and Realization of Half Adder/Subtracted using NAND Gates.
4. Design and Realization of Full Adder using Logic Gates.
5. Design and Realization of 4 bit Adder/Subtractor using IC 7483.
6. Design and Realization of BCD Adder using IC 7483.
7. Realization of J-K flip flop using IC 7400 and 7410.
8. Realization of T and D flip flop using IC 7476.
9. Implementation of PIPO Shift Registers using flip flops. (IC 7476).
10. Design and implementation of odd and even parity checker Generator using IC 74180.

### **PART – B**

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

- a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>

## **SECOND SEMESTER BCA**

### **BCA201T: INDIAN LANGUAGE**

**Syllabus** as per the one prescribed for science courses of Bangalore University.

### **BCA202T: ENGLISH**

**Syllabus** as per the one prescribed for science courses of Bangalore University.

### **BCA203T: DATA STRUCTURES**

Total Teaching Hours : 60

No of Hours / Week : 04

#### **Unit-I**

Introduction and Overview: Definition, Elementary data organization, Data Structures, data structures operations, Abstract data types, algorithms complexity, time-space tradeoff. Preliminaries: Mathematical notations and functions, Algorithmic notations, control structures, Complexity of algorithms, asymptotic notations for complexity of algorithms. String Processing: Definition, Storing Strings, String as ADT, String operations, word/text processing, Pattern Matching algorithms.

[ 12 Hours ]

#### **Unit-II**

Arrays: Definition, Linear arrays, arrays as ADT, Representation of Linear Arrays in Memory, Traversing Linear arrays, Inserting and deleting, Sorting: Bubble sort, Insertion sort, Selection sort, Searching: Linear Search, Binary search, Multidimensional arrays,

Matrices and Sparse matrices.

[ 12 Hours ]

### **Unit-III**

Linked list: Definition, Representation of Singly linked list in memory, Traversing a Singly linked list, Searching a Singly linked list, Memory allocation, Garbage collection, Insertion into a singly linked list, Deletion from a singly linked list; Doubly linked list, Header linked list, Circular linked list.

[ 12 Hours ]

### **Unit-IV**

Stacks – Definition, Array representation of stacks, Linked representation of stacks, Stack as ADT, Arithmetic Expressions: Polish Notation, Application of Stacks, Recursion, Towers of Hanoi, Implementation of recursive procedures by stack. Queues – Definition, Array representation of queue, Linked list representation of queues Types of queue: Simple queue, Circular queue, Double ended queue, Priority queue, Operations on Queues, Applications of queues.

[ 12 Hours ]

### **Unit-V**

Graphs: Graph theory terminology, Sequential representation of Graphs: Adjacency matrix, traversing a Graph. Tree – Definitions, Binary trees, Representing binary trees in memory, Traversing Binary Trees, Binary Search Trees, Searching, Inserting and Deleting in a Binary Search Tree.

[ 12 Hours ]

### **TEXT BOOKS**

1. Seymour Lipschutz, “Data Structures with C”, Schaum’s outLines, Tata McGraw-Hill, 2011.

### **REFERENCES BOOKS**

1. Mark Allen Weiss, “Data Structures and Algorithm Analysis in C”, Second Edition, Pearson Education, 2013.
2. Robert Kruse, C.L.Tondo, Bruce Leung, Shashi Mogalla, “Data Structures and Program Design using C”, Pearson Education, 2009.
3. Forouzan, “A Structured Programming Approach using C”, 2<sup>nd</sup> Edition, Cengage Learning India, 2008.

## **BCA204T : DATA BASE MANAGEMENT SYSTEMS**

Total Teaching Hours : 60

No of Hours / Week : 04

### **Unit - I**

Introduction: Database and Database Users, Characteristics of the Database Approach, Different people behind DBMS, Implications of Database Approach, Advantages of using DBMS, When not to use a DBMS. Database System Concepts and architecture: Data Models, Schemas, and Instances. DBMS Architecture and Data Independence., Database languages and interfaces. The database system Environment, Classification of DBMS.

[ 12 Hours ]

### **Unit - II**

Data Modelling Using the Entity-Relationship Model: High level conceptual Data Models for Database Design with and example., Entity types, Entity sets, attributes, and Keys, ER Model Concepts, Notation for ER Diagrams, Proper naming of Schema Constructs, Relationship types of degree higher than two. Record Storage and Primary File Organization: Secondary Storage Devices. Buffering of Blocks. Placing file Records on Disk. Operations on Files, File of unordered Records (Heap files), Files of Ordered

Records (Sorted files), Hashing Techniques, and Other Primary file Organization.

[ 12 Hours ]

### **Unit - III**

Functional Dependencies and Normalization for Relational Database: Informal Design Guidelines for Relational schemas, Functional Dependencies, Normal Forms Based on Primary Keys., General Definitions of Second and Third Normal Forms Based on Primary Keys., General Definitions of Second and Third Normal Forms, Boyce-Codd Normal Form. Relational Data Model and Relational Algebra: Relational Model Concepts., relational Model Constraints and relational Database Schema, defining Relations, Update Operations on Relations., Basic Relational Algebra Operations, Additional Relational Operations., Examples of queries in the Relational Algebra., Relational Database design Using ER-to-Relational Mapping.

[ 12 Hours ]

### **Unit – IV**

Relational Database Language: Data definition in SQL, Queries in SQL, Insert, Delete and Update Statements in SQL, Views in SQL, Specifying General Constraints as Assertions, specifying indexes, Embedded SQL. PL /SQL: Introduction.

[ 12 Hours ]

### **Unit - V**

Transaction Processing Concepts: Introduction, Transaction and System Concepts, Desirable properties of transaction, Schedules and Recoverability, Serializability of Schedules, Transaction Support in SQL, Locking Techniques for Concurrency Control, Concurrency Control based on time stamp ordering.

[ 12 Hours ]

### **Text book:**

1. Ramez Elmasri and Shamkant B. Navathe, “Fundamentals of Database Systems”, 5<sup>th</sup> Edition, Pearson Education, 2007.

### **References:**

1. Abrahamsi. Silberschatz, Henry. F. Korth, S. Sudarshan, “Database System Concepts” 6<sup>th</sup> Edition, McGraw Hill, 2012.
2. C.J.Date, “Introduction to database systems”, Eight Edition, Addison Wesley, 2003.

## **BCA205: NUMERICAL AND STATISCAL METHODS**

Total Teaching Hours: 65

No of Hours / Week : 05

### **Unit - I**

Floating-point representation and errors-Normalized floating-point forms, Errors in representing numbers, Floating point machine number and machine epsilon, Loss of significance and its avoidance. Roots of equations-locating roots of  $f(x)=0$  Bisection method, Newton’s method, Secant method.

[ 13 Hours ]

### **Unit - II**

Interpolation and numerical differentiation-polynomial interpolation, Lagrange and Newton form of interpolating Polynomial, Divided difference and recursive property, Inverse interpolation, First and Second derivative formulae via interpolation Polynomials. Numerical integration-Trapezoidal, Simpson’s and adaptive Simpson rules.

[ 13 Hours ]

### **Unit - III**

System of linear equations-Gaussian elimination and back substitution-partial and complete pivoting, Doolittle, Cholesky and Crout LU decomposition methods, Jacobi and

Gauss – Seidel iterative methods. Power (and inverse power) method of obtaining largest (smallest) eigenvalue and corresponding eigenvector. Ordinary differential equations-initial value problem, Picard's, Taylor series, Runge-Kutta first, second and fourth order methods.

[ 13 Hours ]

#### **Unit – IV**

Basics concepts and definition of statistics. Mean, Standard deviation, coefficient of Variation, skewness & kurtosis, Carl Pearson Correlation, Rank correlation and illustrated examples. Probability: Basic concept and definition of probability, probability axioms, Laws of Probability, Conditional probability, Bayes theorem , Problems and application.

[ 13 Hours ]

#### **Unit - V**

Random variable and Expectation: Discrete and continuous random variables, expectation of random variables, theorems on expectation, illustrative examples. Probability Distribution: Probability function, Probability mass/density function, Discrete Distribution – Bernoulli, Binomial Distribution, Continuous distribution – Normal Distribution, applications and problems.

[ 13 Hours ]

#### **Text Books:**

1. M.K.Jain, SRK Iyengar and R.K. Jain Numerical methods for Scientific and Engineering Computation: Wiley Eastern.
2. Ronald E Walpole & Raymond H Meyers : Probability & Statistics for Engineers and Scientists (Second Edition).

#### **References**

1. J.Medhi : Statistical Methods New Age Publications.
2. S.C.Gupta and V.K.Kapoor – Elements of Mathematics, Statistics, Sultan Chand and Sons.

### **BCA203P : DATA STRUCTURES USING C LAB**

#### **PART - A**

1. Write a menu driven C program to perform the following string operations without using string functions: (i) String Length (ii) String Concatenation (ii) String Reverse
2. Write a C program to search for an element in an array using Binary search
3. Write a C program to sort a list of N elements using Selection Sort Algorithm.
4. Write a C program to construct a singly linked list and perform insertion, deletion and Display operations.
5. Write a C program to demonstrate the working of stack using linked list.
6. Write a C program for Towers of Hanoi problem.
7. Write a C program to find GCD of two numbers using recursion
8. Write a C program to convert infix arithmetic expression to post fix expression.
9. Write a C program to simulate the working of Circular Queue using an array.
10. Write a C program to create and traverse a binary search tree.

#### **PART – B**

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

- a) The candidate has to write two the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:
 

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>

**BCA304P: DATABASE MANAGEMENT SYSTEM LAB**  
**PART - A**

1. The STUDENT detail databases has a table with the following attributes. The primary keys are underlined. STUDENT(regno: int, name: string, dob: date, marks: int)

- i) Create the above table.
- ii) Remove the existing attributes from the table.
- iii) Change the date type of regno from integer to string.
- iv) Add a new attribute phoneno to the existing table.
- v) Enter five tuples into the table.
- vi) Display all the tuples in student table.

2. A LIBRARY database has a table with the following attributes.

LIBRARY(bookid:int, title:string, author:string, publication:string, yearpub:int, price:real)

- i) Create the above table.
- ii) Enter the five tuples into the table
- iii) Display all the tuples in student table.
- iv) Display the different publishers from the list.
- v) Arrange the tuples in the alphabetical order of the book titles.
- vi) List the details of all the books whose price ranges between Rs. 100 and Rs. 300

3. The SALARY database of an organization has a table with the following attributes.

EMPSALARY(empcod:int, empnamee:string, dob:date, department:string, salary:real)

- i) Create the above table.
- ii) Enter the five tuples into the table
- iii) Display all the number of employees working in each dapartment.
- iv) Find the sum of the salaries of all employees.
- v) Find the sum and average of the salaries of employees of a particular department.
- vi) Find the least and highest salaries that an employee draws.

4. Consider the insurance database given below. The primary keys are underlined and the data types are specified.

PERSON(driver-id-no: string, name: string, address: string)

CAR(regno: string, model: string, year: int)

ACCIDENT(report-no: int, date: date, location: String)

OWNS(driver-id-no: string, regno: string)

PARTICIPATED(driver-id-no: string, regno: string, report-no: int, damage-amount: int)

- i) Create the above tables by properly specifying the primary keys and the foreign keys
- ii) Enter atleast five tuples for each relation.
- iii) Demonstrate how you
  - a) Update the damage amount for the car with a specific regno in the accident with report no 12 to 25000.
  - b) Add a new accident to the database.
- iv) Find total number of people who owned cars that were involved in accidents in 2002
- v) Find the number of accidents in which cars belonging to a specific model were involved

5. Consider the following database of students enrollment in courses and books adopted for each course.

STUDENT(regno: string, name: string, major: string, bdate: date)

COURSE(course-no: int, cname: string, dept: string)

ENROLL(reg-no: string, course-no: int, sem: int, marks: int)

BOOK-ADOPTION(course-no: int, sem: int, book-isbn: int)

TEXT(book-isbn: int, book-title: string, publisher: string, author: string)

- i) Create the above tables by properly specifying the primary keys and the foreign keys
- ii) Enter atleast five tuples for each relation.
- iii) Demonstrate how you add a new text book to the database and make this book be adopted by some department.
- iv) Produce a list of text books (include Course-no, book-isbn, book-title) in the alphabetical order for courses offered by the 'Compute Science' department that use more than two books.
- v) List any department that has all its adopted books published by a specific publisher.

6. The following tables are maintained by a book dealer

AUTHOR(author-id: int, name: string, city: string, country: string)

PUBLISHER(publisher-id: int, name: string, city: string, country: string)

CATALOG(book-id: int, title : string, author-id: int, publisher-id: int, category: int, year: int, price: int)

CATEGORY(category-id: int, description: string)

ORDER-DETAILS(order-no: int, book-id: int, quantity: int)

- i) Create above tables by properly specifying the primary keys and the foreign keys.
- ii) Enter atleast five tuples for each relation.
- iii) Give the details of the authors who have 2 or more books in the catalog and the price of the books is greater than the average price of the books in the catalog and the year of publication is after 2010.
- iv) Find the author of the book which has maximum sales.
- v) Demonstrate how to increase price of books published by specific publisher by 10%

7. Consider the following database for BANK.

BRANCH(branch-name: string, branch-city: string, assets: real)

ACCOUNT(accno: int, banch-name: string, balance: real)

DEPOSITOR(customer-name: string, accno: int)

CUSTOMER(customer-name: string, customer-street: string, customer-city: string)

LOAN(loan-no: int, branch-name: string, amount: real)

ORROWER(customer-name: string, loan-no: int)

- i) Create the above tables by properly specifying the primary keys and foreign keys.
- ii) Enter atleast five tuples for each relation.
- iii) Find all the customers who have atleast two accounts at the main branch.
- iv) Find all customer who have an account at all the branches located in a specific city.
- v) Demonstrate how to delete all account tuples at every branch located in specific city.

8. Consider the following database for ORDER PROCEEESING.

CUSTOMER(cust-no: int, cname: string, city: string)

ORDER(orderno: int, odate: date, ord-amt: real)

ORDER\_ITEM(orderno: int, itemno:int, qty: int)

ITEM(itemno: int, unitprice: real)

SHIPMENT(orderno: int, warehouseno: int, ship-date: date)

WAREHOUSE(warehouseno: int, city: string)

- i) Create the above tables by properly specifying the primary keys and the foreign keys
- ii) Enter atleast five tuples for each relation.
- iii) List the order number and ship date for all orders shipped from particular warehouse.

- iv) Produce a listing: customer name, no of orders, average order amount
- v) List the orders that were not shipped within 30 days of ordering

### **PART – B**

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 8 Programs has to be prepared).

Note :

- a) The candidate has to write two the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 8 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>

## **THIRD SEMESTER BCA**

### **BCA301T: INDIAN LANGUAGE**

**Syllabus** as per the one prescribed for science courses of Bangalore University.

### **BCA302T: ENGLISH**

**Syllabus** as per the one prescribed for science courses of Bangalore University.

### **BCA303T: OBJECT ORIENTED PROGRAMMING USING C++**

Total Teaching Hours : 60

No of Hours / Week : 04

#### **Unit - I**

Introduction :Procedure Languages, definition of OOP, Basic concept of OOP, Object Class, Data Abstraction, Data Encapsulation, Data Hiding member functions , Reusability, Inheritance, Creating new Data Types, Polymorphism, Overloading , Dynamic binding and Message passing. C++ Features: The iostream class, C++ Comments, C++ Keywords, Variable declaration, The Const Qualifier. The Endl, Set Waste precision, Manipulators, The scope resolution operator, The new & delete Operations. Functions: Simple Functions, Function declaration, calling the function, function definition, Passing argument to, returning value from function, passing constants, Variables, pass by value , passing structure variables, pass by reference, Default arguments, return statements, return by reference, overloaded functions; Different number of arguments, Different Kinds of argument, inline function.

[ 12 Hours ]

#### **Unit - II**

Objects & Classes: Classes & Objects, Class Declaration, Class member; Data Constructions, Destructors, Member functions, Class member visibility, private, public, protected . The scope of the class objects constructions, Default Constructor. Constructor with argument, constructor with default arguments, Dynamic constructor, copy constructor, Overloaded constructor, Objects as arguments returning objects from

functions, class conversion, manipulation private Data members, Destructors classes, object & memory, arrays as class member data: Array of objects, string as class member.  
[ 12 hours ]

### **Unit - III**

Operator Overloading : Overloading unary operator: Operator Keyword, Operator arguments, Operator return value, Nameless temporary objects, limitations of increment operator, overloading binary operator, arithmetic operators, comparison operator, arithmetic assignment operator, data conversion; conversion between objects of different classes. Inheritance : Derived Class & Base Class: Specifying the Derived class accessing Base class members, the protected access specifier, Derived class constructor, Overriding member functions, public and private inheritance; Access Combinations, Classes & Structures, Access Specifiers, Level of inheritance; Multilevel inheritance, Hybrid inheritance, Multiple inheritance; member functions in multiple inheritance , constructors in multiple inheritance, Containership; Classes, within classes, Inheritance & Program development.

[ 12 Hours ]

### **Unit - IV**

Virtual functions: Normal member function accessed with pointers, Virtual member functions accessed with pointers, Dynamic binding, pure virtual functions, Friend function; Friends for functional notation, friend classes, the pointer; Accessing Member Data with this, using this for returning values. Templates & Exception Handling: Introduction, Templates, Class Templates, function templates, Member function templates, Template arguments, Exception Handling.

[ 12 Hours ]

### **Unit V**

Streams: The Stream class Hierarchy, Stream classes Header file, string I/O: Writing strings, reading strings, character I/O, Detecting End – of – file. Object I/O; writing an object to disk, reading an object from disk, I/O with multiple objects; the fstream class, The open function, File Pointers; Specifying the position, Specifying the offset. The tellg Function, Disk I/O with Memory Functions; Closing Files, Error Handling, Command Line Arguments.

[ 12 Hours ]

### **Text books:**

1. Lafore Robert, “Object Oriented Programming in Turbo C++”, Galgotia Publications, 2012.

### **Reference:**

1. Lippman, “C++ Primer”, 3<sup>rd</sup> Edition, Pearson Education, 2010.
2. E. Balaguruswamy: Object Oriented Programming with C++, Tata McGraw Hill Publications, 2011.
3. Farrell, “Object Oriented Programming Using C++”, 1<sup>st</sup> Edition 2008, Cengage Learning India

## **BCA304T: ACCOUNTING AND FINANCIAL MANAGEMENT**

Total Teaching Hours : 60

No of Hours / Week : 04

### **Unit - I**

Introduction: History and Development of Accounting –Meaning Objectives and functions of Accounting-Book-keeping V/s Accounting –Users of accounting data – systems of book-keeping and accounting – branches of accounting –advantages and limitations of accounting. Accounting Concepts and conventions: Meaning need and classification, Accounting standards –meaning, need and classification of Indian

accounting standards. Accounting principles V/s Accounting standards.

[ 12 Hours ]

### **Unit - II**

Financial Accounting Process: Classification of accounting transaction and accounts, rules of debit and credit as per Double Entry System. Journalisation and Ledger position Preparation of different subsidiary books: Purchase Day Book Sales Day Book, Purchase Returns Day Books, Sales Returns Day Book, Cash Book. Bank Reconciliation Statement: Meaning, Need, Definition, preparation of BRS.

[ 12 Hours ]

### **Unit - III**

Accounting for bill of exchange: Meaning, Need, Definition, Partice to Bill of Exchange, Types of Bills. Accounts Procedure: Honour of the Bill, Dishonour of the Bill, Endorsement, Discounting, Renewal, Bills for collection, Retirement of the Bill, Accommodation Bills, Bill Receivable Book and Payable Book. Preparation of Trial Balance: Rectification of errors and journal Proper.

[ 12 Hours ]

### **Unit - IV**

Preparation of Final accounts: Meaning, need and classification, Preparation of Manufacturing, Trading, Profit and loss account and Balance-Sheet of sale –traders and partnership firms.

[ 12 Hours ]

### **Unit V**

Accounting Package like Tally

[ 12 Hours ]

### **Text Book**

1. S.Ramesh, B.S.Chandrashekar, a Text Book of Accountancy.

### **References**

1. V.A.Patil and J.S.Korihalli, Book–Keeping and Accounting, (R. Chand and Co. Delhi).
2. R.S.Singhal, Principles of Accountancy, Nageen Prakash pvt.Ltd, Meerut.
3. B.S.Raman, Accountancy, (United Publishers, Mangalore)

## **BCA305T: OPERATING SYSTEMS**

Total Teaching Hours : 65

No of Hours / Week : 05

### **Unit - I**

Introduction: Batch Systems, Concepts of Multiprogramming and Time Sharing, Parallel, Distributed and real time Systems, Operating System Structures, Components & Services, System calls, System programs, Virtual machines. Process Management: Process Concept, Process Scheduling, Co – Operating process, Threads, Inter process communication, CPU Scheduling Criteria, Scheduling algorithm, Multiple Processor Scheduling, Real time Scheduling, Algorithm evolution.

[ 13 Hours ]

### **Unit - II**

Process Synchronization and deadlocks: The Critical Section Problem, Synchronization hardware, Semaphores, Classical problems of synchronization, Critical regions, monitors, Dead locks – system model, Characterization, Dead lock prevention, avoidance and detection, Recovery from dead lock, Combined approach to deadlock handling.

[ 13 Hours ]

### **Unit - III**

Memory Management: Logical and Physical address space, Swapping, Contiguous allocation, Paging, Segmentation, Segmentation with paging in Mastics and Intel 386, Virtual memory-Demand paging and it's performance, Page replacement algorithms, Allocation of frames, thrashing, page size and other considerations. Demand Segmentation.

[ 13 Hours ]

### **Unit - IV**

File management (Systems, Secondary Storage Structure): File Concepts, Access methods, Directory Structure, Protection and consistency, File system structure, Allocation methods, Free space management, Directory Implementation, Efficiency and Performance, Recovery. Disk Management (Structure, Disk Scheduling Methods): Disk Structure & Scheduling methods, Disk management, Swap – Space management.

[ 13 Hours ]

### **Unit - V**

Protection and Security: Goals of protection, Domain Protection, Access matrix, Security Problem, Authentication, One time password, program threats, System threads.

Case Study of Windows and Linux Operating System

[ 13 Hours ]

### **Text Books:**

1. Abraham Silberschatz and Peter Baer Galvin, "Operating System Concepts", 7<sup>th</sup> Edition, Pearson Education, 2002.

### **Reference Books:**

1. H.M.Deitel, "Operating Systems", Pearson Learning Solutions, 3<sup>rd</sup> Edition, 2003.
2. William Stallings, "Operating Systems", 6<sup>th</sup> Edition, Pearson Education, 2010.
3. Stuart, "Operating systems: Principles, Design and Implementation", 1<sup>st</sup> Edition 2008, Cengage Learning India

## **BCA303P : C++ PROGRAMMING LAB**

### **PART-A**

1. Write a program to prepare a shopping lists
2. Write a program to perform bank transactions.
3. Write a program to swap numbers using friend function.
4. Write a program to calculate area and circumference of circle using inline function
5. Write a program to perform multiplication of two matrices using operator overloading.
6. Write a program to implement operation on queue.
7. Write a program to create a student report using inheritance technique.
8. Write a Program to find the area and volume of respective figures using function overloading.
9. Write a program to show returning current object, accessing member data of current object and returning values of object using this pointer
10. Write a program to sort elements using template.

### **PART - B**

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 8 Programs has to be prepared).

Note :

- a) The candidate has to write two the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:
- |                          |                   |
|--------------------------|-------------------|
| Writing two programs     | - 10 Marks        |
| Execution of one program | - 10 Marks        |
| Formatting the Output    | - 05 Marks        |
| Viva                     | - 05 Marks        |
| Record                   | - 05 Marks        |
| <b>Total</b>             | <b>- 35 Marks</b> |

## **BCA304P: ACCOUNTING PACKAGE LAB**

### **FOURTH SEMESTER BCA**

#### **BCA401T: INDIAN LANGUAGE**

**Syllabus** as per the one prescribed for science courses of Bangalore University.

#### **BCA402T: ENGLISH**

**Syllabus** as per the one prescribed for science courses of Bangalore University.

#### **BCA403T: VISUAL PROGRAMMING**

Total Teaching Hours : 60

No of Hours / Week : 04

##### **Unit - I**

Introduction to Visual Programming: The intergrated Development Environment – menu bar, tool bar, form designer, project explorer , properties window , form layout window , The Visual Programming editor. The form object: Properties , events and methods pf forms ; Properties – Name , Caption , Backcolor, Borderstyle , controlbox , maxbutton , minbutton, moveable, startup position , height, width , left, top, scalemode, window, state ; Events –load ,unload , Clerk, Activate , Deactivate , Resize, methods – Show , hide , cls , Unload ,print , Controls –Properties and events of different controls such as command buttons , labels , textboxes image controls , timer, horizontal and vertical scroll bars , option buttons , check boxes , frames lists and combo boxes. Predefined Dialog Boxes – MsgBox and InputBO

[ 12 Hours ]

##### **Unit - II**

Programming: Data types, variables; declaration and scope arithmetic operations, Study of form and code modules, private and public procedures , Main o procedure , Suba and Functions. Mathematical and string Functions; Branching and Looping Statement ; If – Then , if –Then –Else and Nested If Statements; Select Case –different forms; For – Next , While – Wend and Do – Loops statements ; Arrays- declaration . Static and dynamic arrays. Array and Function, menus and toolbars-Creating menus and toolbars, Working with the menu editor , Designing Multiple Document interface forms. Microsoft common controls.

[ 12 Hours ]

### **Unit - III**

OOP methods and properties of an object, class Modules , Encapsulation and Inheritance characteristics Dynamic Link Libraries (DLLs) and Windows API ; Designing Help files ; File handling – Sequential ,Random access and Binary files, Database connectivity – DAO and ADO Tables and Queries, ActiveX Data objects.

[ 12 Hours ]

### **Unit – IV**

Visual C++ Programming: Objects-Classes-VC++Components – Resources-Event Handling – Menus – Dialog Boxes – Importing VBX Controls – Files – MFC File Handling – Document View Architecture – Serialization.

[ 12 Hours ]

### **Unit – V**

Interfacing Other Applications – Multiple Document Interface (MDI) – Splitter Windows – Exception Handling – Debugging – Object Linking and Embedding (OLE) – Database Application – DLL- ODBC.

[ 12 Hours ]

### **Text Books:**

1. Gurumit Singh, “Visual Basic 6”, First Edition, Firewall Media, 2007.

### **Reference Books:**

1. Charles Petzold, “Windows Programming”, 5<sup>th</sup> Edition, Microsoft Press, 1999.
2. Steve Holzner, “Visual C++ Programming”, Second Edition, PHI, 1994.
3. Go ttfried, “Programming with Visual Basic 6”, PHI, 2000.

## **BCA404T : UNIX PROGRAMMING**

Total Teaching Hours : 60

No of Hours / Week : 04

### **Unit - I**

Introduction: History, salient features, Unix system architecture, Unix command format, Unix internal and external commands, Directory commands, File related commands, Disk related commands, general utilities. Unix File System: Boot inode, super and data block, in-core structure, Directories, conversion of pathname to inode, inode to a new file, Disk block allocation. Process Management: Process state and data structures of a Process, User vs, kernel node, context of a Process, background processes, Process scheduling commands, Process terminating and examining commands.

[ 12 Hours ]

### **Unit - II**

Secondary Storage Management: Formatting, making file system, checking disk space, mountable file system, disk partitioning, file compression. Special Tools and Utilities: Filters, Stream editor SED and AWK, Unix system calls and library functions, Processes, signals and Interrupts, storage and compression facilities.

[ 12 Hours ]

### **Unix - III**

Shell Programming: Vi editor, shell types, shell command line processing, shell script features, executing a shell script, system and user-defined variables, expr command, shell screen interface, read and echo statement, command substitution, escape sequence characters, shell script arguments, positional parameters, test command, file test, string test, numeric test.

[ 12 Hours ]

### **Unit – IV**

Conditional Control Structures-if statement, case statement Looping Control Structure-while, until, for, statements. Jumping Control Structures – break, continue, exit. Shell Programs covering the above concepts.

[ 12 Hours ]

### **Unit – V**

Unix System Communication: Introduction, write, read, wall commands, sending and handling mails. System Administration: Roles of a System Administrator, File System Maintenance, System Startup and Shutdown, User Management, Backup and Restore, Doemons, Domain Name System DNS, Distributed File System.

[ 12 Hours ]

#### **Text Books:**

1. M.G.Venkateshmurthy, “Introduction to UNIX & SHELL Programming”, First Edition, Pearson Education, 2004.

#### **Reference Books:**

1. Forouzan, “Unix and Shell Programming”, 1<sup>st</sup> Edition, 2008 Cengage Learning India
2. UNIX and Shell Programming, Archana Verma, Firewall Media.

### **BCA405T: OPERATIONS RESEARCH**

Total Teaching Hours : 65

No of Hours / Week : 05

#### **Unit - I**

Linear Programming Problems: Origin and development of operations research, Linear Programming Problem –formulation of Linear Programming problem, Graphical solution. Theory of simplex method. Use of artificial variables and their solution.

[ 13 Hours ]

#### **Unit - II**

Transportation Problem: Mathematical formulation of transportation problem, Initial basic Feasible solution, North West corner rule, Matrix minima method, Vogel’s approximation method, MODI method to find optimal solution.

[ 13 Hours ]

#### **Unit - III**

Assignment Problem: Mathematical formulation of an Assignment problem, Assignment algorithm, Hungarian Method to solve Assignment Problem.

[ 13 Hours ]

#### **Unit - IV**

Network Analysis: Basic components of Network, Rules for drawing Network diagram Time calculation in Networks. Critical Path Method and PROJECT Evaluation and Review Techniques. Algorithm and flow chart for CPM and PERT.

[ 13 Hours ]

#### **Unit - V**

Theory of Games: Two –person Zero –sum Games, the maximin and Minimax principle, Saddle point and value of the Game. Game without saddle points, mixed strategies, solution for 2X2 games, Graphical method Dominance property.

[ 13 Hours ]

#### **Text books:**

1. Taha, “Operations Research”, 7<sup>th</sup> edition, Pearson Education, 2007.

#### **References Book:**

1. Billey E. Gillett, “Introduction to Operations Research” , Himalaya Publishing House, Delhi, 1979.
2. Hamady A.Taha “Operations Research” , Collin Mac Millan, 1982.

## FIFTH SEMESTER BCA

### BCA501T: DATA COMMUNICATIONS AND NETWORKS

Total Teaching Hours : 60

No of Hours / Week : 04

#### Unit – I

Introduction: Communication Network and services, Approaches to Network Design, Network Functions and Network Topology, Message ,packet and circuit Switching , Internet, Packet Switching ; Key factors in Communication Network Evolution ; Layered Architecture and Applications – Examples of Layering , OSI Reference Model, TCP/IP Model Telnet FTP and IP Utilities. Digital Transmission: Digital Representation of Information: Properties of digital transmission: Characterization of Communication Channels Frequency Domain and Time Domain : Fundamental limits in Digital Communication – The Nyquist Signalling rate, The Shannon channel capacity : Line coding , Modems & digital Modulations

[ 12 Hours ]

#### Unit - II

Transmission Systems: properties of media and digital transmission Systems – Twisted Pair , Coaxial Cable, Optical Fibre, Radio Transmission Infrared Light Error detection and correction – Error detection , Two – dimensional parity checks , Internet checksum , Polynomial code; standardized Polynomial codes , Error detecting capability of a polynomial code, Multiplexing – frequency – Division , Time – Division , SONET; Wavelength Division Multiplexing Circuit switches; Telephone network , signalling Traffic and Overload control in Telephone networks – Concentration, Routing Control, Overload controls Cellular Telephone Networks, Satellite Cellular networks.

[ 12 Hours ]

#### Unit – III

Peer –to-Peer Protocols:- Peer-to peer Protocols and service models ARQ Protocols stop and wait , Go –back-N Selective Repeat , Transmission efficiency of ARQ Protocols, Other adaptation functions , - Sliding window flow control Timing Recovery in Synchronous Services Reliable Stream Service, Data Link Control, HDLC, PPP ; Statistical Multiplexing.

[ 12 Hours ]

#### Unit - IV

Local Area Networks and Medium access Control Protocols:- Multiple access communications; Local Area network – LAN Structure, MAC Sublayer, Logical link control layer, Random Access protocols ALOHA , Slotted ALOHA, CSMA, CSMA/CD, Scheduling approaches to medium access control – Reservation Systems, polling , Token passing rings, comparison of Random access & Scheduling access control Comparison of Radom access & SHEDULING MEDIUM access controls; Channelization – FDMA, TDMA, CDMA;

[ 12 Hours ]

#### Unit - V

LAN Standard –Ethernet and IEF, 802.3 LAN Standard ; Token Ring and IEEE 8025 LAN standard , FDDI, Wireless LAN's and IEEE 802.11 Standards; LAN Bridges – Transparent Bridges , Source Routing Bridges , Mixed – media Bridges. Packet Switching Networks :- Network services & Internal Network Operation; Packet Network Topology; Datagrams & VIRTUAL circuits ; structure of switch/ Router, Connectionless packet switching ; Virtual – Circuit packet switching ; Overview of Routing and congestion in packet networks – Routing algorithms classification , Routing tables,

shortest path routing algorithms, Flooding , Hierarchical routing , Distance vector routing  
Link state routing , congestion control algorithms. [ 12 Hours ]

**Text Books:**

1. Stallings, “Data and Computer Communications”, 7<sup>th</sup> Edition, Pearson Education, 2012

**Reference Books:**

1. Andrew S Tanenbaim, “Computer Networks”, 4<sup>th</sup> Edition, Pearson Education.
2. Behrouz Ferouzan, Introduction to Data Communication & Networking TMH, 1999.
3. Larry & Peterson & Bruce S Davis; Computer networks Second Edition , Morgan Kaufman, 2000.

**BCA502T : SOFTWARE ENGINEERING**

Total Teaching Hours : 60

No of Hours / Week : 04

**Unit - I**

Introduction: Software Products and Software process, Process models: Waterfall modal, Evolutionary Development, Bohemia’s Spiral model, Overview of risk management, Process Visibility, Professional responsibility. Computer based System Engineering: Systems and their environment, System Procurement, System Engineering Process, System architecture modelling. Human Factors, System reliability Engineering. Requirements and Specification: The requirement Engineering Process, The Software requirement document, Validation of Evolution of requirements, Viewpoint – oriented & method based analysis , system contexts , Social 7 organizational factors . Data flow , Semantic, Objects, models , Requirement Specification, Non functional requirement.

[ 12 Hours ]

**Unit - II**

Software Prototyping: Prototyping in software process, Prototyping techniques, User interface prototyping. Software Design: Design Process, Design Strategies, Design Quality , System Structuring control models, Modular decomposition , Domain Specific architecture.

[ 12 Hours ]

**Unit - III**

Object Oriented& function oriented design: Objects, object Classes and inheritance Object identification, An object oriented design example, Concurrent Objects, Data flow design Structural decomposition, Detailed Design, A Comparison of design Strategies. User interface design: Design Principles, User System interaction, Information Presentation, User Guidance, Interface Evaluation.

[ 12 Hours ]

**Unit - IV**

Software Reliability and reusability : Software reliability metrics , Software reliability Specification , Statistical testing ,Reliability Growth modeling, Fault avoidance & tolerance, Exception handling & defensive programming , Software development with reuse, Software’ development for reuse , Generator based reuse, Application System Portability.

[ 12 Hours ]

**Unit - V**

Software Verification and Validation : The testing Process , Test Planning & Strategies, Black Box , Structural, interface testing , Program inspections , Mathematically based verification, Static analysis tools, Clean room software development. Management Issues: Project management, Quality management, Software cost estimation, Software maintenance.

[ 12 Hours ]

### **Text book**

1. Ian Sommerville – Software Engineering, 9<sup>th</sup> Edition, Pearson Education Ltd, 2010.

### **Reference Books**

1. Roger S. Pressman – Software Engineering, A Practitioner’s approach, 7<sup>th</sup> Edition, McGRAW-HILL Publication, 2010.
2. Pankaj Jalote, “An integrated approach to Software Engineering”, 3<sup>rd</sup> Edition, Narosa Publishing House, 2013.

## **BCA503T: COMPUTER ARCHITECTURE**

Total Teaching Hours : 60

No of Hours / Week : 04

### **Unit - I**

**DIGITAL LOGIC CIRCUITS:** Logic gates Boolean algebra, map simplification, combinational circuits, flip-flop, sequential circuits. **INTEGRATED CIRCUITS AND DIGITAL FUNCTIONS:** Digital integrated circuits, IC flip –flops and registers, decoders and multiplexers, binary counters, shift registers, random –access memories (RAM) read –only memories (ROM).

[ 12 Hours ]

### **Unit - II**

**DATA REPRESENTATION:** Data types, fixed-point representation, floating – point representation, other binary codes, error detection codes.

**DATA TRANSFER OPERATIONS:** Register Transfer, Memory Transfer and I/O Transfer.

[ 12 Hours ]

### **Unit – III**

**BASIC COMPUTER ORGANISATION AND DESIGN:** Instruction codes, computer instruction, timing and control, execution and instruction, input-output and interrupt, design of computer.

[ 12 Hours ]

### **Unit - IV**

**CENTRAL PROCESSOR ORGANIZATION :** Processor bus organization, arithmetic logic unit (ALU) instruction formats, addressing modes, data transfer and manipulation , program control, microprocessor organization.

[ 12 Hours ]

### **Unit – V**

**INPUT-OUTPUT ORGANISATION:** Peripheral devices . asynchronous data transfer , direct memory access (DMA) ,priority interrupt, input –output processor (IOP).

**MEMORY ORGANIZATION :** Auxiliary memory, microcomputer memory hierarchy , associative memory , virtual memory, cache memory.

[ 12 Hours ]

### **Text Books**

1. M.Moris Mano , Computer System, Architecture, 2<sup>nd</sup> Edition Prentice Hall of India.

### **References**

1. Heuring and Jordan, Computer systems design and Architecture , Peason Edition
2. William Stallings , Computer Organisation and Archotecture, Peason Education
3. Floyed , Digital Fundamentals,8<sup>th</sup> Edition , Peason Education.
4. Andrew S. Temenbauam, Structured Computer Organization , 3<sup>rd</sup> Edition ; Prentice Hall of India.
5. David Patterson & Hennessy , Computer Organization & Design , Elsevier.

## **BCA504T: OBJECT ORIENTED PROGRAMMING USING JAVA**

Total Teaching Hours : 60

No of Hours / Week : 04

### **Unit - I**

Introduction to JAVA: JAVA Evolution: Java History, Java Features, How Java Differs from C and C++, Java and Internet, Java and World Wide Web, Web Browsers, Hardware and Software Requirements, Java Support Systems, Java Environment. Overview of JAVA Language: Introduction, Simple Java program, More of Java Statements, Implementing a Java Program, Java Virtual Machine, Command Line Arguments, Programming Style. Constants, Variables, and Data Types: Introduction, Constants, Variables, Data Types, Declaration of Variables, Giving Values to Variables, Scope of Variables, Symbolic Constants, Type Casting, Getting Values of Variables, Standard Default Values, Operators and Expressions: Introduction, Arithmetic Operators, Relational Operators Logical Operators, Assignment Operators, Increment and Decrement Operators, Conditional Operators, Bitwise Operators, Special Operators, Arithmetic Expressions, Evaluation of Expressions, Precedence of Arithmetic Operators, Type Conversion and Associativity, Mathematical Functions. Decision Making and Branching: Introduction, Decision Making with if Statement, Simple if Statement, The if.....else Statement, Nesting of if.....Else Statements, The else if Ladder, The Switch Statement, The ?: Operator. Decision Making and Looping: Introduction. The while Statement, The do Statement, The for Statement, Jumps in Loops Labeled Loops.

[ 12 hours]

### **Unit -II**

Classes, Arrays, Strings and Vectors: Classes, Objects and Methods: Introduction, Defining a Class, Adding Variables, Adding Methods, Creating Objects, Accessing Class Members, Constructors, Methods Overloading, Static Members, Nesting of Methods, Inheritance: Extending a Class Overriding Methods, Final Variables and Methods, Finalizer methods, Abstract Methods and Classes, Visibility Control. Arrays, Strings and Vectors: Arrays, One-dimensional Arrays, Creating an Array, Two -Dimensional Arrays, Creating an Array, Two – dimensional Arrays, Strings, Vectors, Wrapper Classes.

[ 12 Hours ]

### **Unit - III**

Interfaces, Packages, and Multithreaded Programming: Interfaces: Multiple Inheritance: Introduction, Defining Interfaces, Extending Interfaces, Implementing Interfaces, Accessing Interface Variables. Packages: Putting Classes together: Introduction, Java API Packages, Using System Packages, Naming Conventions, Creating Packages, Accessing a Package, Using a Package, Adding a Class to a Package, Hiding Classes. Multithreaded Programming: Introduction, Creating Threads, Extending the Thread Class, Stopping and Blocking a thread, Life Cycle of a thread, Using Thread Methods, Thread Exceptions, Thread Priority, Synchronization, Implementing the 'Runnable' Interface.

[ 12 Hours ]

### **Unit - IV**

Managing Exceptions, Applet Programming: Managing Errors and Exception: Introduction, Types of Exception Handling Code, Multiple Catch Statements, Using Finally Statement, Throwing Our Own Exceptions, Using Exceptions for Debugging. Applet Programming: Introduction, How Applets Differ from Applications, Preparing to Write Applets, Building Applet Code, Applet Life Cycle, Creating an Executable applet, Designing a Web Page, Applet Tag, Adding Applet to HTML File, running the Applet, More About HTML Tags, Displaying Numerical Values, Getting Input from the User.

[ 12 Hours ]

## **Unit - V**

Graphics Programming, Input/Output: Graphics programming: Introduction, The Graphics Class, Lines and rectangles, circles, and Ellipses, Drawing Arcs, Drawing Polygons, Lines Graphs, Using Control Loops in Applets, Drawing Bar Charts. Managing Input/Output Files in JAVA: Introduction, Concept of Streams, Stream Classes, Byte Stream Classes, Character Stream Classes, Using Streams, Other Useful I/O Classes, Using the File Class, Input / Output Exceptions, Creation of Files, Reading / Writing Characters, Reading / Writing Bytes, Handling Primitive Data Types, Concatenating and Buffering Files, Interactive Input and output, Other Stream Classes.

[ 12 Hours ]

### **Text Books:**

1. A.Balaguruswamy, "Programming with JAVA", A Primer, TMH, 1999.

### **Reference Books:**

1. Thomas Boutel, "CGI programming in C and Perl", Addison – Wesley, 1996.
2. Jefry Dwight et al, Using CGI, Second Edition, Prentice Hall, India, 1997.
3. Patrick Naughton & Herbert Schildt, JAVA 2: The Complete Reference, THM, 1999.
4. Schildt, "JAVA The Complete Reference", 7<sup>th</sup> Edition.

## **BCA505T : MICROPROCESSOR AND ASSEMBLY LANGUAGE**

Total Teaching Hours : 60

No of Hours / Week : 04

### **Unit - I**

Architecture and Operation: Introduction to 8085, Microprocessor organization/ architecture & its operation Microprocessor based system, memory interfacing , basic interfacing concepts ,interfacing I/O devices

[ 12 Hours ]

### **Unit - II**

Programming the 8085: Programming model, instruction classification , Instruction format, addressing modes, writing assembly level programs-overview of instruction set, timing diagrams data transfer, Arithmetic, Logic branch operations.

[ 12 Hours ]

### **Unit - III**

Programming techniques- Looping Counting and Indexing , 16 bit arithmetic operations , logic operations Compare and rotate operations . Counters and Time delays , Generation of pulse waveforms. Stacks and subroutines- conditional CALL and RETURN instructions. Advanced subroutine concepts. BCD to Binary and Binary to BCD conversions, BCD to 7 segment conversion , Binary to ASCII and ASCII to Binary code conversion, BCD addition and subtraction , multiplication and division.

[ 12 Hours ]

### **Unit – IV**

Memory Interface: Memory and I/O mapping and interfacing concepts. Interrupts : 8085 vectored interrupts , Restart as Software instructions, additional I/O concepts and processes.

[ 12 Hours ]

### **Unit – V**

Interfacing of peripherals (I/Os) and applications: Interfacing Keyboard (linear and matrix) and 7 segment display including multiplexes, 8279 programmable keyboard /display interface, 8255 PPI , 8259 PIC , DMA and 8257 DMA controller , Serial communication using 8251, D to A converters and interfacing, RS323 serial

communication standards.

[ 12 Hours ]

### **Text books**

1. R.S.Gaonkar – Microprocessor Architectre , Programming and Application with 8085. Penram Int. 3<sup>rd</sup> Edn.

### **References**

1. Douglas V.Hall- Microprocessors and digital systems, MH.
2. Kenneth L.Short - Microprocessor and Programmed Logic ‘’, PHI , 2<sup>nd</sup> Edn.
3. Aditya P. Mathur- Introduction to Microprocessors, 3<sup>RD</sup> Edn. TMH
4. Antonakos: Introduction to Intel family of Microprocessors Pearson Education
5. Hoffer: Modern Systems Analysis and Design Pearson Education Kendall, System Analysis and Design

## **BCA504P : JAVA PROGRAMMING LAB**

### **PART - A**

1. Write a program to find factorial of list of number reading input as command line argument.
2. Write a program to display all prime numbers between two limits.
3. Write a program to sort list of elements in ascending and descending order and show the exception handling.
4. Write a program to implement all string operations.
5. Write a program to find area of geometrical figures using method.
6. Write a program to implement constructor overloading by passing different number of parameter of different types.
7. Write a program to create student report using applet, read the input using text boxes and display the o/p using buttons.
8. Write a program to calculate bonus for different departments using method overriding.
9. Write a program to implement thread, applets and graphics by implementing animation of ball moving.
10. Write a program to implement mouse events and keyboard events.

### **PART – B**

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

- a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>

## BCA505P: ASSEMBLY LANGUAGE PROGRAMMING LAB

### PART - A

1. Exchange of two 16-bit numbers.
2. Addition & Subtraction of two 8 –bit HEX numbers.
3. Subtraction of two 16 –bit numbers.
4. Two n-byte Number addition.
5. Block Transfer.
6. ‘N’ Decimal Number addition.
7. 4-Digit BCD addition.
8. Subtraction of 16 –bit number.
9. Sorting of array in ascending order.
10. Multiplication of 2 digit BCD

### PART – B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

- a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>

### BCA506P : PROJECT

Students can develop a project in team (maximum three members). They should implement their project in college in any RDBMS package or any language available in the college. The students have to collect data outside practical hours. Project may be taken outside but must be implemented in the college. Internal marks can be awarded by the guide by evaluating the performance of the students during the course of project work. In viva-voce the questions must be directed only on the project work to access the involvement and understanding of the problem by the students.

The project carries 100 marks is distributed as follows:

Demonstration and Presentation	65 Marks
Viva-voce	25 Marks
Project Report	10 Marks

## SIXTH SEMESTER BCA

### BCA601T : THEORY OF COMPUTATION

Total Teaching Hours : 60

No of Hours / Week : 04

#### Unit - I

Introduction to Finite Automata: The central concepts of Automata theory; Deterministic finite automata; Nondeterministic finite automata. An application of finite automata,

Finite automata with Epsilon transitions.

[ 12 Hours ]

**Unit - II**

Regular Expressions: Finite Automata and Regular Expressions Applications of Regular Expressions. Regular languages; Proving languages not to be regular languages; Closure properties of regular languages; Decision properties of regular languages; Equivalence and minimization of automata.

[ 12 Hours ]

**Unit - III**

Context-free grammars: Parse trees; Applications; Ambiguity in grammars and Languages. Definition of the Pushdown automata; the languages of a PDA; Equivalence of PDA's and CFG's.

[ 12 Hours ]

**Unit - IV**

Deterministic Pushdown Automata: Normal forms for CFGs; The pumping lemma for CFGs; Closure properties of CFLs. Problems that Computers cannot solve.

[ 12 Hours ]

**Unit - V**

The Turing machine: Programming techniques for Turing Machines. Undecidability, A Language that is not recursively enumerable; An Undecidable problem that is RE; Post's Correspondence problem.

[ 12 Hours ]

**Text Book:**

1. John E. Hopcroft, Rajeev Motwani, Jeffrey D. Ullman: Introduction to Automata Theory, Languages and Computation, 3rd Edition, Pearson Education, 2011.

**Reference Books:**

1. John C Martin: Introduction to Languages and Automata Theory, 3rd Edition, Tata McGraw-Hill, 2007.
2. Daniel I.A. Cohen: Introduction to Computer Theory, 2nd Edition, John Wiley & Sons, 2009.
3. Thomas A. Sudkamp: An Introduction to the Theory of Computer Science, Languages and Machines, 3rd Edition, Pearson Education, 2006

**BCA602T: SYSTEM PROGRAMMING**

Total Teaching Hours : 60

No of Hours / Week : 04

**Unit - I**

Background: Machine Structure, Evolution of the Components of a Programming System, Assembler, Loaders, Macros, Compilers, Formal Systems. Machine Structure, Machine Language and assembly language: General Machine Structure, Machine Language, Assembly Language

[ 12 Hours ]

**Unit - II**

Assemblers: General Design Procedure, Design of assembler, Statement of Problem, Data structure, Format of databases, algorithm, look for modularity, Table Processing: Searching and Sorting. The Problem, Searching a table, linear Search, binary Search, Sorting, interchange sort, Shell Sort, Bucket Sort, Radix Exchange Sort, address calculation sort, comparison of sorts, hash or random entry searching.

[ 12 Hours ]

### **Unit - III**

MACRO LANGUAGE AND THE MACRO PROCESSOR: Macroinstruction, Features of macro Facility, Macro instruction arguments, conditional macro Expansion, macro calls within macros, macro Instructions defining macros, Implementation, Statement of problem, implementation of a restricted facility, A two pass algorithm. A single pass algorithm, implementation of macro calls within macros. Implementation within an assembles.

[ 12 Hours ]

### **Unit - IV**

LOADERS: Loader schemes, Compile & go, General loading Scheme, absolute loaders, Subroutine Languages, Relocating loaders, Direct linking loaders, other loading Schemes – Binders, linking loaders, Overlays, Dynamic binders. Design of absolute loader, Design of a Direct linking loader Specification of problem, Specification of data structure, format of data bases algorithm.

[ 12 Hours ]

### **Unit - V**

COMPILERS: Statement of problem, Problem1: Recognizing basic Elements, Problem2: Recognizing Syntactic cutis & interpreting meaning, Problem3: Storage Allocation, Problem4: Code Generation. Optimization (machine independent) optimization (machine dependent), Assembly Phase, General Model of complier. PHASES OF COMPILERS: Simple Structure of Compiler, Brief introduction to 7 Phases of Compilers.

[ 12 Hours ]

### **Text Books:**

1. John J. Donowon, System Programming, TATA McGraw-Hill.

### **Reference Books:**

1. Dhamdhare: System programming and Operating System TMH
2. Beck: System Software, 3/e Pearson Education.

## **BCA603T : CRYPTOGRAPHY AND NETWORK SECURITY**

Total Teaching Hours : 60

No of Hours / Week : 04

### **Unit - I**

Introduction: Security Goals, Cryptographic Attacks, Services and Mechanism, Techniques. Mathematics of Cryptography: Integer Arithmetic, Modular Arithmetic, Matrices, Linear Congruence.

[ 12 Hours ]

### **Unit – II**

Traditional Symmetric-Key Ciphers: Introduction, Substitution Ciphers, Transpositional Ciphers, Stream and Block Ciphers. Data Encryption Standard (DES): Introduction, DES Structure, DES Analysis, Security of DES, Multiple DES, Examples of Block Ciphers influenced by DES. Advanced Encryption Standard: Introduction, Transformations, Key Expansion, The AES Ciphers, Examples, Analysis of AES.

[ 12 Hours ]

### **Unit III**

Encipherment using Modern Symmetric-Key Ciphers: Use of Modern Block Ciphers, Use of Stream Ciphers, Other Issues. Mathematics of Asymmetric-Key Cryptography: Primes, Primality Testing, Factorization, Chinese Remainder Theorem, Quadratic Congruence, Exponentiation and Logarithm. Asymmetric Key Cryptography: Introduction, RSA Cryptosystem, Rabin Cryptosystem, Elgamal Cryptosystem, Elliptic Curve Cryptosystems.

[ 12 Hours ]

#### **Unit - IV**

Cryptography Hash Functions: Introduction, Description of MD Hash Family, Whirlpool, SHA-512. Digital Signature: Comparison, Process, Services, Attacks on Digital Signature, Digital Signature Schemes, Variations and Applications. Key Management: Symmetric-Key Distribution, Kerberos, Symmetric-Key Agreement, Public-Key Distribution, Hijacking.

[ 12 Hours ]

#### **Unit - V**

Security at the Application Layer: PGP and S/MIME: Email, PGP, S/MIME. Security at the Transport Layer: SSL and TLS: SSL Architecture, Four Protocols, SSL Message Formats, Transport Layer Security. Security at the Network Layer: IPSec: Two modes, Two security protocols, Security association, security policy, Internet Key exchange, ISAKMP.

[ 12 Hours ]

#### **Text Book:**

1. Behrouz A. Forouzan, Debdeep Mukhopadhyay: Cryptography and Network Security, 2nd Edition, Special Indian Edition, Tata McGraw-Hill, 2011.

#### **Reference Books:**

1. Michael E. Whitman and Herbert J. Mattord: Principles of Information Security, 2nd Edition, Thomson, Cengage Delmar Learning India Pvt., 2012.
2. William Stallings: Network Security Essentials: Applications and Standards, 4th Edition, Pearson Education, 2012.

### **BCA604T: WEB PROGRAMMING**

Total Teaching Hours : 60

No of Hours / Week : 04

#### **Unit - I**

Fundamentals of Web: Internet, WWW, Web Browsers, and Web Servers, URLs, MIME, HTTP, Security, The Web Programmers Toolbox. XHTML: Origins and evolution of HTML and XHTML, Basic syntax, Standard XHTML document structure, Basic text markup, Images, Hypertext Links, Lists, Tables.

[12 Hours]

#### **Unit - II**

HTML and XHTML: Forms, Frames in HTML and XHTML, Syntactic differences between HTML and XHTML. CSS: Introduction, Levels of style sheets, Style specification formats, Selector forms, Property value forms, Font properties, List properties, Color, Alignment of text, The Box model, Background images, The <span> and <div> tags, Conflict resolution.

[ 12 Hours ]

#### **Unit -III**

Java Script: Overview of JavaScript; Object orientation and JavaScript; General syntactic characteristics; Primitives, Operations, and expressions; Screen output and keyboard input; Control statements; Object creation and Modification; Arrays; Functions; Constructor; Pattern matching using expressions; Errors in scripts; Examples.

[ 12 Hours ]

#### **Unit - IV**

Java Script and HTML Documents: The JavaScript execution environment; The Document Object Model; Element access in JavaScript; Events and event handling; Handling events from the Body elements, Button elements, Text box and Password elements; The DOM 2 event model; The navigator object; DOM tree traversal and modification.

[12 Hours]

## Unit - V

Dynamic Documents with JavaScript: Introduction to dynamic documents; Positioning elements; Moving elements; Element visibility; Changing colors and fonts; Dynamic content; Stacking elements; Locating the mouse cursor; Reacting to a mouse click; Slow movement of elements; Dragging and dropping elements. XML: Introduction; Syntax; Document structure; Document Type definitions; Namespaces; XML schemas; Displaying raw XML documents; Displaying XML documents with CSS; XSLT style sheets; XML Processors; Web services.

[ 12 Hours]

### Text Books

1. Robert W Sebesta, "Programming the World Wide Web", 4<sup>th</sup> Edition, Pearson Education, 2008.

### Reference Books

1. M.Deitel, P.J.Deitel, A.B.Goldberg, "Internet & World Wide Web How to program", 3<sup>rd</sup> Edition, Pearson Education / PHI, 2004.
2. Chris Bates, "Web Programming Building Internet Applications", 3<sup>rd</sup> Edition, Wiley India, 2006.
3. Xue Bai et al, "The Web Warrior Guide to Web Programming", Thomson, 2003.
4. Sklar, "The Web Warrior Guide to Web Design Technologies", 1<sup>st</sup> Edition, Cengage Learning India.

## BCA604P : WEB PROGRAMMING LAB

### PART -A

1. Write a program to find factorial of list of number reading input as command line argument.
2. Write a program to sort list of element in ascending and descending order and show the exception handling.
3. Write a program to implement all string operations.
4. Write a program to find area of geometrical figures using method overloading.
5. Write a program to implement constructor overloading by passing different number of parameter of different types.
6. Write a program to create student report using applet, read the input using text boxes and display the o/p using buttons.
7. Write a program to implement an apply by passing parameter to HTML.
8. Write a program to implement thread, applets and graphics by implementing animation of ball moving.
9. Write a program to implement mouse events.
10. Write a program to implement keyboard events.

### PART – B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

- a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks

Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>

### **BCA604P : WEB PROGRAMMING LAB**

#### **PART - A**

1. Create a form having number of elements (Textboxes, Radio buttons, Checkboxes, and so on). Write JavaScript code to count the number of elements in a form
2. Create a HTML form that has number of Textboxes. When the form runs in the Browser fill the textboxes with data. Write JavaScript code that verifies that all textboxes has been filled. If a textboxes has been left empty, popup an alert indicating which textbox has been left empty.
3. Develop a HTML Form, which accepts any Mathematical expression. Write JavaScript code to Evaluates the expression and Displays the result.
4. Create a page with dynamic effects. Write the code to include layers and basic animation.
5. Write a JavaScript code to find the sum of N natural Numbers. (Use user-defined function)
6. Write a JavaScript code block using arrays and generate the current date in words, this should include the day, month and year.
7. Create a form for Student information. Write JavaScript code to find Total, Average, Result and Grade.
8. Create a form for Employee information. Write JavaScript code to find DA, HRA, PF, TAX, Gross pay, Deduction and Net pay.
9. Create a form consists of a two Multiple choice lists and one single choice list
  - (a) The first multiple choice list, displays the Major dishes available
  - (b) The second multiple choice list, displays the Starters available.
  - (c) The single choice list, displays the Soft drinks available.
10. Create a web page using two image files, which switch between one another as the mouse pointer moves over the image. Use the on Mouse Over and on Mouse Out event handlers.

#### **PART – B**

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

- a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>

## **BCA605P : PROJECT WORK**

Students should individually develop a project. They should implement their project in college in any RDBMS package or any language available in the college. The project should be web based. The students have to collect data outside practical hours. Project may be taken outside but must be implemented in the college. Internal marks can be awarded by the guide by evaluating the performance of the students during the course of project work. In viva-voce the questions must be directed only on the project work to assess the involvement and understanding of the problem by the students.

The project carries 200 marks is distributed as follows:

Demonstration and Presentation	130 Marks
Viva-voce	50 Marks
Project Report	20 Marks

\* \* \* \* \*

# **BANGALORE UNIVERSITY**

## ***REGULATIONS, SCHEME AND SYLLABUS***

*For the course*

I to VI Semesters

***BACHELOR OF COMPUTER APPLICATIONS***

***(BCA)***

**(Choice Based Credit System (Semester Scheme) –Y2K14 Scheme)**

Revised w.e.f.



**Academic Year 2014-2015 and onwards**



**Regulations, Scheme of study and Examination for BCA Degree Course  
Under Choice Based Credit System - Semester System (Y2K14 SCHEME)  
(Revised w.e.f. 2014 -2015)**

- R 1.**
- a) Title of the course: **Bachelor of Computer Applications**
  - b) Duration of the Course: Durations of the undergraduate programmes shall extend over FOUR semesters (TWO academic years) for the Associate Degree(Advance Diploma), SIX semesters (Three academic years) for the regular Bachelor Degree.
  - c). Scheme of study:
    - i) There shall be five theory papers and two practical from first semester to fourth semester.
    - ii) There will be five theory, two practical and one project in fifth semester. There will be four theory, one practical and one project in sixth semester.
    - iii) The project work shall be carried out either independently or jointly (maximum of three students)
    - iv) Medium of Instruction: The medium of instruction shall be English.
  - d) Scheme of Examination:

At the end of each semester there be University Examination of three hours duration in each of the theory paper/practical.
- R. 2. Each semester shall be of 4 months duration
- R. 3. Attendance: As per Bangalore University regulations In force for science degree courses.
- R. 4. A Candidate is allowed to carry over all the previous unleared (failed) theory papers/Practical to subsequent semesters as per Bangalore University regulations in force for science degree courses.
- R. 5. The maximum period for completion of the course shall be six years form the date of admission.
- R. 6. Eligibility for admission:
  - a) A candidate who has passed the two years Pre-University Examination conducted by the Pre-University Education Board in Karnataka



b) A candidate who has passed JODC / Three years Diploma in Engineering of Government of Karnataka or any other examination considered as equivalent thereto shall be eligible for admission.

a) Any student who has passed PUC –II Science, Arts or Commerce securing a minimum of 35% OF MARKS

OR

b) Any student who has passed JODC or Diploma in Engg. (of three year duration of Govt. of Karnataka) with minimum of 35% of marks in aggregate in all the semester /years.

R. 7. Admission Procedure:

- a) Through Counseling in respective colleges
- b) 50% weight age for entrance test in respective colleges
- c) 50% weight age for performance at qualifying examination.
- d) Merit list shall be prepared based on item No, 7(b) and 7(c)
- e) Reservation: As per the notification /Govt. orders form the University /Govt. from time to time.
- f) Tuition and other fees: As fixed by the University from time to time

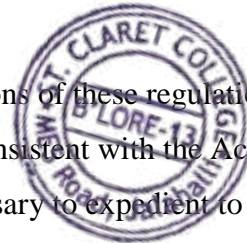
R8. The total number of students to be admitted to the course shall be decided by the University.

R9. Results: Results of candidate shall be declared and the classes awarded as per the procedure followed by the University for B.Sc. Courses.

R10. POWER TO REMOVE DIFFICULTIES

1) If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may be order make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary to expedient to remove the difficulty.

2) Every order made under this shall be subject to rectification by the appropriate University Authorities.



**Title of Papers and Scheme of Study & Examination for BCA (Bachelor of Computer Applications) Under Choice Based Credit System - Semester System  
(Revised w.e.f. 2014-2015)**

Semester	Part	Paper Code	Title of the paper	Hours / Week	Marks			Credits	
					IA	Exam	Total	Subject	Semester
I	Part - 1	BCA101T	Indian Language	4	20	80	100	2	16
		BCA102T	English	4	20	80	100	2	
	Part - 2	BCA103T	Problem Solving Techniques using C	4	30	70	100	2	
		BCA104T	Digital Electronics	4	30	70	100	2	
		BCA105T	Discrete Mathematics	5	50	100	150	3	
		BCA103P	C Programming Lab	3	15	35	50	1	
	Part - 3	BCA104P	Digital Electronics Lab	3	15	35	50	1	
		-	Foundation Course	3	30	70	100	2	
-	CC & EC	-	50	-	50	1			
II	Part - 1	BCA201T	Indian Language	4	20	80	100	2	16
		BCA202T	English	4	20	80	100	2	
	Part - 2	BCA203T	Data structures	4	30	70	100	2	
		BCA204T	Database Management System	4	30	70	100	2	
		BCA205T	Numerical and Statistical Methods	5	50	100	150	3	
		BCA203P	Data Structures Lab	3	15	35	50	1	
	Part - 3	BCA204T	DBMS Lab	3	15	35	50	1	
-		Foundation Course	3	30	70	100	2		
-	CC & EC	-	50	-	50	1			
III	Part - 1	BCA301T	Indian Language	4	20	80	100	2	16
		BCA302T	English	4	20	80	100	2	
	Part - 2	BCA303T	Object Oriented Programming using C++	4	30	70	100	2	
		BCA304T	Financial Accounting and Management	4	30	70	100	2	
		BCA305T	Operating System	5	50	100	150	3	
		BCA303P	C++ Lab	3	15	35	50	1	
	Part - 3	BCA304T	Accounting Package Lab	3	15	35	50	1	
-		Foundation Course	3	30	70	100	2		
-	CC & EC	-	50	-	50	1			
IV	Part - 1	BCA401T	Indian Language	4	20	80	100	2	16
		BCA402T	English	4	20	80	100	2	
	Part - 2	BCA403T	Visual Programming	4	30	70	100	2	
		BCA404T	Unix Shell programming	4	30	70	100	2	
		BCA405T	Operation Research	5	50	100	150	3	
		BCA403P	Visual Programming Lab	3	15	35	50	1	
	Part - 3	BCA404T	UNIX Lab	3	15	35	50	1	
		-	Skill Development Course	3	30	70	100	2	
-	CC & EC	-	50	-	50	1			

Semester	Part	Paper Code	Title of the paper	Hours / Week	Marks			Credits	
					IA	Exam	Total	Subject	Semester
V	Part - 2	BCA501T	Data Communication and Networks	4	50	100	150	3	20
		BCA502T	Software Engineering	4	50	100	150	3	
		BCA503T	Computer Architecture	4	50	100	150	3	
		BCA504T	Java Programming	4	30	70	100	2	
		BCA505T	Microprocessor and Assembly Language	4	30	70	100	2	
		BCA504P	Java Programming Lab	3	15	35	50	1	
		BCA505P	Assembly Language Programming Lab	3	15	35	50	1	
	BCA506P	Project	8	50	100	150	3		
	Part - 3	-	Skill Development Course	3	30	70	100	2	
VI	Part-2	BCA601T	Theory of Computation	4	50	100	150	3	20
		BCA602T	System Programming	4	50	100	150	3	
		BCA603T	Cryptography and Network Security	4	50	100	150	3	
		BCA604T	Web Programming	4	30	70	100	2	
		BCA604P	Web Programming Lab	3	15	35	50	1	
	BCA605P	Project Work	16	100	200	300	6		
	Part - 3	-	Skill Development Course	3	30	70	100	2	



## FIRST SEMESTER BCA

### BCA101T : INDIAN LANGUAGE

Syllabus as per the one prescribed for science courses of Bangalore University.

### BCA102T : ENGLISH

Syllabus as per the one prescribed for science courses of Bangalore University.

### BCA103T : PROBLEM SOLVING TECHNIQUES USING C

Total Teaching Hours : 60

No of Hours / Week : 04

#### Unit - I

Introduction to Programming Concepts: Software, Classification of Software, Modular Programming, Structured Programming, Algorithms and Flowcharts with examples. Overview of C Language: History of C, Character set, C tokens, Identifiers, Keywords, Data types, Variables, Constants, Symbolic Constants, Operators in C, Hierarchy of Operators, Expressions, Type Conversions and Library Functions.

[12 Hours ]

#### Unit - II

Managing Input and Output Operation: Formatted and Unformatted I/O Functions, Decision making, branching and looping: Decision Making Statements - if Statement, if-else statement, nesting of if-else statements, else-if ladder, switch statement,?: operator, Looping - while, do-while, for loop, Nested loop, break, continue, and goto statements. Functions: Function Definition, prototyping, types of functions, passing arguments to functions, Nested Functions, Recursive functions.

[12 Hours ]

#### Unit - III

Arrays: Declaring and Initializing, One Dimensional Arrays, Two Dimensional Arrays, Multi Dimensional Arrays - Passing arrays to functions. Strings: Declaring and Initializing strings, Operations on strings, Arrays of strings, passing strings to functions. Storage Classes - Automatic, External, Static and Register Variables.

[12 Hours ]

#### Unit-IV

Structures-Declaring and Initializing, Nested structure, Array of Structure, Passing Structures to functions, Unions, typedef, enum, Bit fields. Pointers – Declarations, Pointer arithmetic, Pointers and functions, Call by value, Call by reference, Pointers and Arrays, Arrays of Pointers, Pointers and Structures. Meaning of static and dynamic memory allocation, Memory allocation functions.

[ 12 Hours ]

#### Unit-V

Files - File modes, File functions, and File operations, Text and Binary files, Command Line arguments. C Preprocessor directives, Macros – Definition, types of Macros, Creating and implementing user defined header files.

[ 12 Hours ]

#### TEXT BOOKS

1. E. Balaguruswamy, "Programming In ANSI C", 4th edition, TMH Publications, 2007
2. Ashok N. Kamthane, "Programming with ANSI and Turbo C", Pearson Education, 2006

#### REFERENCES BOOKS

1. Ashok N. Kamthane et. al., “Computer Programming and IT”, Pearson Education, 2011
2. Mahapatra, “ Thinking In C ”, PHI Publications, 1998.
3. Yashwant Kanetkar, “Let Us C”, 13<sup>th</sup> Edition, PHP, 2013.

### **BCA104T: DIGITAL ELECTRONICS**

Total Teaching Hours : 60

No of Hours / Week : 04

#### **Unit - I**

Introduction to network theorems and AC fundamentals: Ohm’s law: Statement, explanation. Kirchhoff’s law: Statement & explanation of KCL and KVL. Mesh/loop analysis (up to 2 loops) and node voltage method, Numerical problems. Delta/star and star/Delta transformation: No derivation for Interco version equations, introduction of network, port of network (one port network, two port network), unilateral network, bilateral network, linear network. Need for application of network theorems. (DC Circuits only). Superposition theorem: statement, (only with TWO voltage sources) steps to apply the theorem explanation by considering a simple resistive network and problems. Thevenin’s theorem: Statement, (Only with ONE voltage source) Steps to apply the theorem, explanation by considering a simple resistive networking and problems. Norton’s theorem: Statement, (Only with ONE voltage source) steps to apply the theorem, explanation by considering a simple resistive network and problems. Maximum power transfer theorem: Statement, explanation of theorem by considering a simple resisting network, expression for maximum power deliver ( $P_L(\max) = V_{th}^2/4R_{th}$ ) (no derivation), graph of  $V_s$  vs  $P_L$ , numerical problems and applications. Reciprocity theorem, Statement, explanation using resistive network with dc source and numerical problems. AC Fundamentals: Representation of ac sine wave, instantaneous value, peak value, peak to peak value, average value, r.m.s value cycle, time period, frequency. (No derivations, only mention the expressions) Representation of non sinusoidal waves.

[ 12 Hours ]

#### **Unit - II**

Semiconductor Devices: Introduction, atomic structure, energy level, energy band diagram in solids, classification of conductors, insulators and semiconductors. Semiconductor, properties, crystal structure of semiconductor, types – intrinsic and extrinsic semiconductor. Intrinsic semiconductor: Crystal structure (Ge & Si), thermal generated charges (electron and holes) carriers the effect temp on their motion. Extrinsic semiconductor: Doping, donor acceptor impurities, n-type, p-type semiconductor, majority and minority carriers, their currents, concept of immobile ions. Semiconductor devices : PN junction diode, formation of pn junction layer, potential barrier, energy level diagram of pn junction, Biasing of pn junction, behaviour of pn junction under forward and reverse biasing, break down in pn junction, avalanche and zener break down. Diode characteristics; V-I characteristic, forward and reverse bias, diode parameters, bulk resistance, knee voltage, static and dynamic resistance, PIV. Application of diode; As a rectifier, as logic gate, as a switch, etc. Rectifier, types, Half wave Full wave. Half wave rectifier: Circuit, working, wave forms and expression for ripple factor and efficiency (no derivation), advantages & disadvantages. Bridge wave rectifier: Circuit, working, wave forms and expressions for ripple factor and efficiently (no derivation), advantages & disadvantages. Logic families: Scale of integration, Digital IC’s, classifications, DTL, TTL, ECL, MOS, CMOS, Mention of features: speed of operation, power dissipation, propagation delay, fan-in, fan-out.

[ 12 Hours ]

### Unit – III

Number Systems: Introduction to number systems – positional and non-positional, Base /Radix. Decimal number system-Definition, digits, radix/base, Binary number system – Bit Byte, Conversions: Binary to Decimal and Decimal to Binary. Octal number system-Conversion from Octal to Decimal to Octal, Octal to Binary and binary to Octal. Hexadecimal number system –Conversion : Decimal to Hex, Hex to decimal, Hex to Binary, Binary to Hex, Octal to Hex, Hex to Octal, Binary, arithmetic –binary addition, subtraction, multiplication and division (only Integer part). 1's and 2's compliment: 2's complement subtraction. Binary code: BCD numbers, 8421 code, 2421 code- examples and applications. Gray code –Conversions-Gray to binary and Binary to Gray, application of gray code (Mention only). Excess-3 code – self complimenting property and applications. Definition and nature of ASCII code. Introduction to error detection and correction code, parity check. Boolean algebra:-Laws and theorems. AND, OR, NOT Laws, Commutative law, associative law, distributive law, Duality theorem. Demorgan's theorems-Statements, proof using truth tables; Simplification of Boolean expressions using Boolean laws. Definition of product term, sum term, minterm, maxterm, SOP, standard POS and Standard POS. Conversion of Boolean expression to Standard SOP and Standard POS forms. Karnaugh maps-Definition of Karnaugh map, K- map for 2, 3 and 4 variables. Conversion of truth tables into k-map grouping of cells, redundant groups and don't care conditions Karnaugh map technique to solve 3 variable and 4 variable expressions. Simplification of 3 and 4 variable Boolean expression using K-maps (SOP only)

[ 12 Hours ]

### Unit - IV

Logic Gates: AND Gate: Definition, symbol truth table, timing diagram, Pin diagram of IC 7408. OR Gate: Definition, symbol, truth table, timing diagram of IC 7432. NOT Gate: Definition symbol, truth table, timing diagram, Pin diagram of IC 7404. NAND Gate: Definition, symbol, truth table, Pin diagram of IC 7400, NOR Gate: Definition, symbol, truth table, timing diagram, Pin diagram of IC 7402. Exclusive OR Gate: Definition, symbol, truth table, timing diagram. Combinational logic circuits: Definition, applications. Half Adder: Symbol, Logic circuits using XOR and basic gates, Truth table, Full Adder: Symbol, Logic circuits using XOR and basic gates, Truth table, Half Subtractor: Symbol, Logic circuits using XOR and basic gates, Truth table. Full Subtractor: Symbol, Logic circuits using XOR and basic gates, Truth table. Adder – Subtractor; Logic circuit, Pin diagram IC 7483, IC 7486. Parallel Adder; 4-bit parallel binary adder, BCD adder, IC 7483 NAND –NOR implementation of Adders.

[ 12 Hours ]

### Unit - V

Sequential Circuits: Importance of clock in digital circuit and introduction to flip flop. Flip –flop-difference between latch and flip-flop. Qualitative study of level and edge triggering. RS latch /unlocked, symbol and truth table. RS flip-flop using NAND gate, symbol, truth table and timing diagram. D flip –flop – Symbol, truth table, Realization of JK flip –flop using NAND gates, working, and timing diagram. Race around condition, present and clear inputs, pin diagram of IC 74112. T flip flop-Logic symbol, JK flip flop as a T flip –flop truth table and timing diagram. Master slave flip flop; Logic circuit, truth table and timing diagram, advantage of M/S flip-flop, pin diagram of IC 7473 IC 7476. Registers: Definition, types of registers-Serial in serial out, serial in parallel out, Parallel in serial out, Parallel in parallel our shift register (Block diagram representation for each), truth table, timing diagram and speed comparison.

[ 12 Hours ]

**Text Books:**

- 1) Thomas L.Floyd ,''Digital Fundamentals'', Peason Education Inc, New Delhi, 2003

**Reference Books:**

- 1) Morris Mano, "Digital Design", 5<sup>th</sup> Edition, Prentice Hall, 2013
- 2) R.P.Jain, "Modern Digital Electronics", 3<sup>rd</sup> Edition, Tata Mc Graw Hill, 2003.
- 3) Bignell and Donovan, "Digital Electronics", 5<sup>th</sup> Edition, Thomson Publication, 2007.

**BCA105T: DISCRETE MATHEMATICS**

Total Teaching Hours: 65

No of Hours / Week: 05

**Unit – I**

Sets, Relations and Functions: Sets, Subsets, Equal Sets, Universal Sets, Finite and Infinite Sets, Operation on Sets, Union, Intersection and Complements of Sets, Cartesian Product, Cardinality of Set, De-mogan's law, Simple Applications. Relations, Properties of Relations, Equivalence Relation, Function: Domain and Range, Onto, Into, One to One, one to many Functions, Composite and Inverse Functions. Mathematical Logic: Proposition and truth values, Logical Connectives and their truth tables, Converse, Inverse and Contrapositive, Tautology and Contradiction, Logical Equivalence – Standard Theorems, Switching Circuits.

[ 13 Hours ]

**Unit - II**

Matrices: Review of fundamentals: Definition of matrix, order, Types of matrices: zero, row, column, square, diagonal, scalar, unit, symmetric, skew-symmetric. Determinant: Value of determinant of order 2x2, 3x3, minors, cofactors, adjoint, inverse of a matrix. Solutions of linear equations: Cramers rule and matrix method involving two and three variables. Eigen values and Eigenvectors: Characteristic equation, characteristic roots, characteristic vectors (without any theorems) only 2x2 order. Cayley Hamilton theorem. (Only statement), verification of Cayley Hamilton theorem (only 2x2 matrices), using the same finding the powers of A ( $A^4$ ,  $A^5$ ,  $A^{-1}$ ,  $A^{-2}$ ), Inverse of a Matrix using Cayley-Hamilton theorem.

[ 13 Hours ]

**Unit - III**

Logarithms: Definition of Logarithm, Indices leading to Logarithms and vice versa, Laws of Logarithms with proofs, Problems, Common Logarithm: Characteristic and Mantissa, Use of Logarithmic Tables, Problems. Permutation and Combination: Fundamental Principle of Counting, Factorial n, Permutations: Definition, Examples, Derivation of Formula  ${}^n P_r$ , Permutation when all the objects are not distinct, Problems, Combinations: Definition, examples, Proving  ${}^n C_r = \frac{{}^n P_r}{r!}$ ,  ${}^n C_r = {}^n C_{n-r}$ ,  ${}^n C_r + {}^n C_{r-1} = {}^{n+1} C_r$ , Problems based on above formulae.

[ 13 Hours ]

**Unit - IV**

Groups: Binary operation, Define of group, properties (only statement), problems (both finite and infinite groups), subgroup, theorems (no proof), problems. Vectors: Definition of vector and scalar, vector addition, dot and cross product, projection of a vector on the other (no geometrical meaning), area of parallelogram, area of a triangle, scalar triple product, volume of parallelepiped, co planarity of three vectors, vector triple product.

[ 13 Hours ]

## Unit - V

Analytical Geometry in Two Dimensions: Coordinates, Distance formula, Section Formula, Area of the Triangle formula (no derivation), Locus of point. Straight Line: Slope of a line and angle between two lines, Various forms of equations of lines – Derivation and Problems. Equation of family of lines passing through the point of intersection of two lines, Distance of a point from line (only problems).

[ 13 Hours ]

### Text Books

1. Grewal, B.S. Higher engineering Mathematics, 36<sup>th</sup> Edition

### Reference Books

1. Satyrs S.S, Engineering Mathematics.
2. Peter V.O'Neil. Advanced Engineering Mathematics, 5<sup>th</sup> Edition.

## BCA103P: C PROGRAMMING LAB

### PART – A

- 1) Write a C Program to find the roots of the given quadratic equation using if-else if statement.
- 2) Write a menu driven C program using switch-case to find: (a) Sum of the digits of number (b) Factorial of N.
- 3) Write a C program to find  $\cos(x)$  using series  $\cos(x) = 1 - x^2/2! + x^4/4! - \dots - x^n/n!$
- 4) Write a Program to find whether a given number is prime number or not
- 5) Write a C program to arrange the given set of numbers in ascending and descending order.
- 6) Write a C program to find product of two  $N \times M$  matrices.
- 7) Write a C program to calculate  $NCR = N! / R! * (N-R)!$  Using function.
- 8) Write a C program to display Fibonacci series using recursive function.
- 9) Write a C program to concatenate two strings using pointers.
- 10) Write a C program to copy content of one file to another file.

### PART – B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

- a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>

## BCA104P: DIGITAL ELECTRONICS LAB

1. Study of Logic Gates–AND, OR, NOT, NAND, NOR XOR  
(Using respective ICs)
2. Realization of AND, OR and NOT gates using Universal Gates.

3. Design and Realization of Half Adder/Subtracted using NAND Gates.
4. Design and Realization of Full Adder using Logic Gates.
5. Design and Realization of 4 bit Adder/Subtractor using IC 7483.
6. Design and Realization of BCD Adder using IC 7483.
7. Realization of J-K flip flop using IC 7400 and 7410.
8. Realization of T and D flip flop using IC 7476.
9. Implementation of PIPO Shift Registers using flip flops. (IC 7476).
10. Design and implementation of odd and even parity checker Generator using IC 74180.

### **PART – B**

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

- a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>

## **SECOND SEMESTER BCA**

### **BCA201T: INDIAN LANGUAGE**

**Syllabus** as per the one prescribed for science courses of Bangalore University.

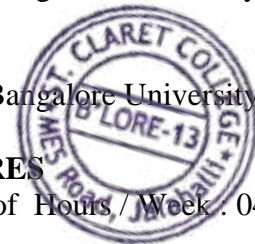
### **BCA202T: ENGLISH**

**Syllabus** as per the one prescribed for science courses of Bangalore University.

### **BCA203T: DATA STRUCTURES**

Total Teaching Hours : 60

No of Hours / Week : 04



#### **Unit-I**

Introduction and Overview: Definition, Elementary data organization, Data Structures, data structures operations, Abstract data types, algorithms complexity, time-space tradeoff. Preliminaries: Mathematical notations and functions, Algorithmic notations, control structures, Complexity of algorithms, asymptotic notations for complexity of algorithms. String Processing: Definition, Storing Strings, String as ADT, String operations, word/text processing, Pattern Matching algorithms.

[ 12 Hours ]

#### **Unit-II**

Arrays: Definition, Linear arrays, arrays as ADT, Representation of Linear Arrays in Memory, Traversing Linear arrays, Inserting and deleting, Sorting: Bubble sort, Insertion sort, Selection sort, Searching: Linear Search, Binary search, Multidimensional arrays,

Matrices and Sparse matrices.

[ 12 Hours ]

### **Unit-III**

Linked list: Definition, Representation of Singly linked list in memory, Traversing a Singly linked list, Searching a Singly linked list, Memory allocation, Garbage collection, Insertion into a singly linked list, Deletion from a singly linked list; Doubly linked list, Header linked list, Circular linked list.

[ 12 Hours ]

### **Unit-IV**

Stacks – Definition, Array representation of stacks, Linked representation of stacks, Stack as ADT, Arithmetic Expressions: Polish Notation, Application of Stacks, Recursion, Towers of Hanoi, Implementation of recursive procedures by stack. Queues – Definition, Array representation of queue, Linked list representation of queues Types of queue: Simple queue, Circular queue, Double ended queue, Priority queue, Operations on Queues, Applications of queues.

[ 12 Hours ]

### **Unit-V**

Graphs: Graph theory terminology, Sequential representation of Graphs: Adjacency matrix, traversing a Graph. Tree – Definitions, Binary trees, Representing binary trees in memory, Traversing Binary Trees, Binary Search Trees, Searching, Inserting and Deleting in a Binary Search Tree.

[ 12 Hours ]

### **TEXT BOOKS**

1. Seymour Lipschutz, “Data Structures with C”, Schaum’s outLines, Tata McGraw-Hill, 2011.

### **REFERENCES BOOKS**

1. Mark Allen Weiss, “Data Structures and Algorithm Analysis in C”, Second Edition, Pearson Education, 2013.
2. Robert Kruse, C.L.Tondo, Bruce Leung, Shashi Mogalla, “Data Structures and Program Design using C”, Pearson Education, 2009.
3. Forouzan, “A Structured Programming Approach using C”, 2<sup>nd</sup> Edition, Cengage Learning India, 2008.

## **BCA204T : DATA BASE MANAGEMENT SYSTEMS**

Total Teaching Hours : 60

No of Hours / Week : 04

### **Unit - I**

Introduction: Database and Database Users, Characteristics of the Database Approach, Different people behind DBMS, Implications of Database Approach, Advantages of using DBMS, When not to use a DBMS. Database System Concepts and architecture: Data Models, Schemas, and Instances. DBMS Architecture and Data Independence., Database languages and interfaces. The database system Environment, Classification of DBMS.

[ 12 Hours ]

### **Unit - II**

Data Modelling Using the Entity-Relationship Model: High level conceptual Data Models for Database Design with and example., Entity types, Entity sets, attributes, and Keys, ER Model Concepts, Notation for ER Diagrams, Proper naming of Schema Constructs, Relationship types of degree higher than two. Record Storage and Primary File Organization: Secondary Storage Devices. Buffering of Blocks. Placing file Records on Disk. Operations on Files, File of unordered Records (Heap files), Files of Ordered

Records (Sorted files), Hashing Techniques, and Other Primary file Organization.

[ 12 Hours ]

### Unit - III

Functional Dependencies and Normalization for Relational Database: Informal Design Guidelines for Relational schemas, Functional Dependencies, Normal Forms Based on Primary Keys., General Definitions of Second and Third Normal Forms Based on Primary Keys., General Definitions of Second and Third Normal Forms, Boyce-Codd Normal Form. Relational Data Model and Relational Algebra: Relational Model Concepts., relational Model Constraints and relational Database Schema, defining Relations, Update Operations on Relations., Basic Relational Algebra Operations, Additional Relational Operations., Examples of queries in the Relational Algebra., Relational Database design Using ER-to-Relational Mapping.

[ 12 Hours ]

### Unit – IV

Relational Database Language: Data definition in SQL, Queries in SQL, Insert, Delete and Update Statements in SQL, Views in SQL, Specifying General Constraints as Assertions, specifying indexes, Embedded SQL. PL /SQL: Introduction.

[ 12 Hours ]

### Unit - V

Transaction Processing Concepts: Introduction, Transaction and System Concepts, Desirable properties of transaction, Schedules and Recoverability, Serializability of Schedules, Transaction Support in SQL, Locking Techniques for Concurrency Control, Concurrency Control based on time stamp ordering.

[ 12 Hours ]

### Text book:

1. Ramez Elmasri and Shamkant B. Navathe, “Fundamentals of Database Systems”, 5<sup>th</sup> Edition, Pearson Education, 2007.

### References:

1. Abrahamsi. Silberschatz, Henry. F. Korth, S. Sudarshan, “Database System Concepts” 6<sup>th</sup> Edition, McGraw Hill, 2012.
2. C.J.Date, “Introduction to database systems”, Eight Edition, Addison Wesley, 2003.

## BCA205: NUMERICAL AND STATISCAL METHODS

Total Teaching Hours: 65

No of Hours / Week : 05

### Unit - I

Floating-point representation and errors-Normalized floating-point forms, Errors in representing numbers, Floating point machine number and machine epsilon, Loss of significance and its avoidance. Roots of equations-locating roots of  $f(x)=0$  Bisection method, Newton’s method, Secant method.

[ 13 Hours ]

### Unit - II

Interpolation and numerical differentiation-polynomial interpolation, Lagrange and Newton form of interpolating Polynomial, Divided difference and recursive property, Inverse interpolation, First and Second derivative formulae via interpolation Polynomials. Numerical integration-Trapezoidal, Simpson’s and adaptive Simpson rules.

[ 13 Hours ]

### Unit - III

System of linear equations-Gaussian elimination and back substitution-partial and complete pivoting, Doolittle, Cholesky and Crout LU decomposition methods, Jacobi and

Gauss – Seidel iterative methods. Power (and inverse power) method of obtaining largest (smallest) eigenvalue and corresponding eigenvector. Ordinary differential equations-initial value problem, Picard's, Taylor series, Runge-Kutta first, second and fourth order methods.

[ 13 Hours ]

#### **Unit – IV**

Basics concepts and definition of statistics. Mean, Standard deviation, coefficient of Variation, skewness & kurtosis, Carl Pearson Correlation, Rank correlation and illustrated examples. Probability: Basic concept and definition of probability, probability axioms, Laws of Probability, Conditional probability, Bayes theorem , Problems and application.

[ 13 Hours ]

#### **Unit - V**

Random variable and Expectation: Discrete and continuous random variables, expectation of random variables, theorems on expectation, illustrative examples. Probability Distribution: Probability function, Probability mass/density function, Discrete Distribution – Bernoulli, Binomial Distribution, Continuous distribution – Normal Distribution, applications and problems.

[ 13 Hours ]

#### **Text Books:**

1. M.K.Jain, SRK Iyengar and R.K. Jain Numerical methods for Scientific and Engineering Computation: Wiley Eastern.
2. Ronald E Walpole & Raymond H Meyers : Probability & Statistics for Engineers and Scientists (Second Edition).

#### **References**

1. J.Medhi : Statistical Methods New Age Publications.
2. S.C.Gupta and V.K.Kapoor – Elements of Mathematics, Statistics, Sultan Chand and Sons.

### **BCA203P : DATA STRUCTURES USING C LAB**

#### **PART - A**

1. Write a menu driven C program to perform the following string operations without using string functions: (i) String Length (ii) String Concatenation (ii) String Reverse
2. Write a C program to search for an element in an array using Binary search
3. Write a C program to sort a list of N elements using Selection Sort Algorithm.
4. Write a C program to construct a singly linked list and perform insertion, deletion and Display operations.
5. Write a C program to demonstrate the working of stack using linked list.
6. Write a C program for Towers of Hanoi problem.
7. Write a C program to find GCD of two numbers using recursion
8. Write a C program to convert infix arithmetic expression to post fix expression.
9. Write a C program to simulate the working of Circular Queue using an array.
10. Write a C program to create and traverse a binary search tree.

#### **PART – B**

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

- a) The candidate has to write two the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:
 

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>

**BCA304P: DATABASE MANAGEMENT SYSTEM LAB**  
**PART - A**

1. The STUDENT detail databases has a table with the following attributes. The primary keys are underlined. STUDENT(regno: int, name: string, dob: date, marks: int)

- i) Create the above table.
- ii) Remove the existing attributes from the table.
- iii) Change the date type of regno from integer to string.
- iv) Add a new attribute phoneno to the existing table.
- v) Enter five tuples into the table.
- vi) Display all the tuples in student table.

2. A LIBRARY database has a table with the following attributes.

LIBRARY(bookid:int, title:string, author:string, publication:string, yearpub:int, price:real)

- i) Create the above table.
- ii) Enter the five tuples into the table
- iii) Display all the tuples in student table.
- iv) Display the different publishers from the list.
- v) Arrange the tuples in the alphabetical order of the book titles.
- vi) List the details of all the books whose price ranges between Rs. 100 and Rs. 300



3. The SALARY database of an organization has a table with the following attributes.

EMPSALARY(empcod:int, empnamee:string, dob:date, department:string, salary:real)

- i) Create the above table.
- ii) Enter the five tuples into the table
- iii) Display all the number of employees working in each department.
- iv) Find the sum of the salaries of all employees.
- v) Find the sum and average of the salaries of employees of a particular department.
- vi) Find the least and highest salaries that an employee draws.

4. Consider the insurance database given below. The primary keys are underlined and the data types are specified.

PERSON(driver-id-no: string, name: string, address: string)

CAR(regno: string, model: string, year: int)

ACCIDENT(report-no: int, date: date, location: String)

OWNS(driver-id-no: string, regno: string)

PARTICIPATED(driver-id-no: string, regno: string, report-no: int, damage-amount: int)

- i) Create the above tables by properly specifying the primary keys and the foreign keys
- ii) Enter atleast five tuples for each relation.
- iii) Demonstrate how you
  - a) Update the damage amount for the car with a specific regno in the accident with report no 12 to 25000.
  - b) Add a new accident to the database.
- iv) Find total number of people who owned cars that were involved in accidents in 2002
- v) Find the number of accidents in which cars belonging to a specific model were involved

5. Consider the following database of students enrollment in courses and books adopted for each course.

STUDENT(regno: string, name: string, major: string, bdate: date)

COURSE(course-no: int, cname: string, dept: string)

ENROLL(reg-no: string, course-no: int, sem: int, marks: int)

BOOK-ADOPTION(course-no: int, sem: int, book-isbn: int)

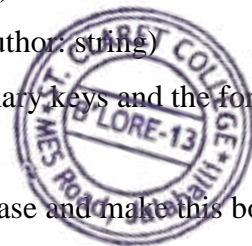
TEXT(book-isbn: int, book-title: string, publisher: string, author: string)

- i) Create the above tables by properly specifying the primary keys and the foreign keys
- ii) Enter atleast five tuples for each relation.
- iii) Demonstrate how you add a new text book to the database and make this book be adopted by some department.
- iv) Produce a list of text books (include Course-no, book-isbn, book-title) in the alphabetical order for courses offered by the 'Compute Science' department that use more than two books.
- v) List any department that has all its adopted books published by a specific publisher.

6. The following tables are maintained by a book dealer

AUTHOR(author-id: int, name: string, city: string, country: string)

PUBLISHER(publisher-id: int, name: string, city: string, country: string)



CATALOG(book-id: int, title : string, author-id: int, publisher-id: int, category: int, year: int, price: int)

CATEGORY(category-id: int, description: string)

ORDER-DETAILS(order-no: int, book-id: int, quantity: int)

- i) Create above tables by properly specifying the primary keys and the foreign keys.
- ii) Enter atleast five tuples for each relation.
- iii) Give the details of the authors who have 2 or more books in the catalog and the price of the books is greater than the average price of the books in the catalog and the year of publication is after 2010.
- iv) Find the author of the book which has maximum sales.
- v) Demonstrate how to increase price of books published by specific publisher by 10%

7. Consider the following database for BANK.

BRANCH(branch-name: string, branch-city: string, assets: real)

ACCOUNT(accno: int, banch-name: string, balance: real)

DEPOSITOR(customer-name: string, accno: int)

CUSTOMER(customer-name: string, customer-street: string, customer-city: string)

LOAN(loan-no: int, branch-name: string, amount: real)

ORROWER(customer-name: string, loan-no: int)

- i) Create the above tables by properly specifying the primary keys and foreign keys.
- ii) Enter atleast five tuples for each relation.
- iii) Find all the customers who have atleast two accounts at the main branch.
- iv) Find all customer who have an account at all the branches located in a specific city.
- v) Demonstrate how t0 delete all account tuples at every branch located in specific city.

8. Consider the following database for ORDER PROCEEESING

CUSTOMER(cust-no: int, cname: string, city: string)

ORDER(orderno: int, odate: date, ord-amt: real)

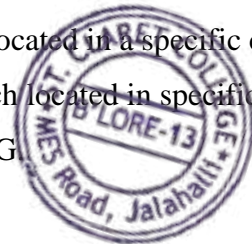
ORDER\_ITEM(orderno: int, itemno:int, qty: int)

ITEM(itemno: int, unitprice: real)

SHIPMENT(orderno: int, warehouseno: int, ship-date: date)

WAREHOUSE(warehouseno: int, city: string)

- i) Create the above tables by properly specifying the primary keys and the foreign keys
- ii) Enter atleast five tuples for each relation.
- iii) List the order number and ship date for all orders shipped from particular warehouse.



- iv) Produce a listing: customer name, no of orders, average order amount
- v) List the orders that were not shipped within 30 days of ordering

### **PART – B**

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 8 Programs has to be prepared).

Note :

- a) The candidate has to write two the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 8 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>

## **THIRD SEMESTER BCA**

### **BCA301T: INDIAN LANGUAGE**

**Syllabus** as per the one prescribed for science courses of Bangalore University.

### **BCA302T: ENGLISH**

**Syllabus** as per the one prescribed for science courses of Bangalore University.

### **BCA303T: OBJECT ORIENTED PROGRAMMING USING C++**

Total Teaching Hours : 60

No of Hours / Week : 04

#### **Unit - I**

Introduction :Procedure Languages, definition of OOP, Basic concept of OOP, Object Class, Data Abstraction, Data Encapsulation, Data Hiding, member functions , Reusability, Inheritance, Creating new Data Types, Polymorphism, Overloading , Dynamic binding and Message passing. C++ Features: The iostream class, C++ Comments, C++ Keywords, Variable declaration, The Const Qualifier, The Endl, Set Waste precision, Manipulators, The scope resolution operator, The new & delete Operations. Functions: Simple Functions, Function declaration, calling the function, function definition, Passing argument to, returning value from function, passing constants, Variables, pass by value , passing structure variables, pass by reference, Default arguments, return statements, return by reference, overloaded functions; Different number of arguments, Different Kinds of argument, inline function.

[ 12 Hours ]

#### **Unit - II**

Objects & Classes: Classes & Objects, Class Declaration, Class member; Data Constructions, Destructors, Member functions, Class member visibility, private, public, protected . The scope of the class objects constructions, Default Constructor. Constructor with argument, constructor with default arguments, Dynamic constructor, copy constructor, Overloaded constructor, Objects as arguments returning objects from

functions, class conversion, manipulation private Data members, Destructors classes, object & memory, arrays as class member data: Array of objects, string as class member.  
[ 12 hours ]

### Unit - III

Operator Overloading : Overloading unary operator: Operator Keyword, Operator arguments, Operator return value, Nameless temporary objects, limitations of increment operator, overloading binary operator, arithmetic operators, comparison operator, arithmetic assignment operator, data conversion; conversion between objects of different classes. Inheritance : Derived Class & Base Class: Specifying the Derived class accessing Base class members, the protected access specifier, Derived class constructor, Overriding member functions, public and private inheritance; Access Combinations, Classes & Structures, Access Specifiers, Level of inheritance; Multilevel inheritance, Hybrid inheritance, Multiple inheritance; member functions in multiple inheritance , constructors in multiple inheritance, Containership; Classes, within classes, Inheritance & Program development.

[ 12 Hours ]

### Unit - IV

Virtual functions: Normal member function accessed with pointers, Virtual member functions accessed with pointers, Dynamic binding, pure virtual functions, Friend function; Friends for functional notation, friend classes, the pointer; Accessing Member Data with this, using this for returning values. Templates & Exception Handling: Introduction, Templates, Class Templates, function templates, Member function templates, Template arguments, Exception Handling.

[ 12 Hours ]

### Unit V

Streams: The Stream class Hierarchy, Stream classes Header file, string I/O: Writing strings, reading strings, character I/O, Detecting End – of – file. Object I/O; writing an object to disk, reading an object from disk, I/O with multiple objects; the fstream class, The open function, File Pointers; Specifying the position, Specifying the offset. The tellg Function, Disk I/O with Memory Functions; Closing Files, Error Handling, Command Line Arguments.

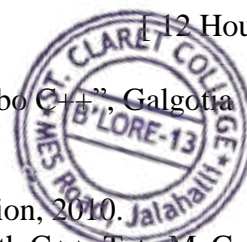
[ 12 Hours ]

### Text books:

1. Lafore Robert, “Object Oriented Programming in Turbo C++”, Galgotia Publications, 2012.

### Reference:

1. Lippman, “C++ Primer”, 3<sup>rd</sup> Edition, Pearson Education, 2010.
2. E. Balaguruswamy: Object Oriented Programming with C++, Tata McGraw Hill Publications, 2011.
3. Farrell, “Object Oriented Programming Using C++”, 1<sup>st</sup> Edition 2008, Cengage Learning India



## BCA304T: ACCOUNTING AND FINANCIAL MANAGEMENT

Total Teaching Hours : 60

No of Hours / Week : 04

### Unit - I

Introduction: History and Development of Accounting –Meaning Objectives and functions of Accounting-Book-keeping V/s Accounting –Users of accounting data – systems of book-keeping and accounting – branches of accounting –advantages and limitations of accounting. Accounting Concepts and conventions: Meaning need and classification, Accounting standards –meaning, need and classification of Indian

accounting standards. Accounting principles V/s Accounting standards.

[ 12 Hours ]

### **Unit - II**

Financial Accounting Process: Classification of accounting transaction and accounts, rules of debit and credit as per Double Entry System. Journalisation and Ledger position Preparation of different subsidiary books: Purchase Day Book Sales Day Book, Purchase Returns Day Books, Sales Returns Day Book, Cash Book. Bank Reconciliation Statement: Meaning, Need, Definition, preparation of BRS.

[ 12 Hours ]

### **Unit - III**

Accounting for bill of exchange: Meaning, Need, Definition, Partice to Bill of Exchange, Types of Bills. Accounts Procedure: Honour of the Bill, Dishonour of the Bill, Endorsement, Discounting, Renewal, Bills for collection, Retirement of the Bill, Accommodation Bills, Bill Receivable Book and Payable Book. Preparation of Trial Balance: Rectification of errors and journal Proper.

[ 12 Hours ]

### **Unit - IV**

Preparation of Final accounts: Meaning, need and classification, Preparation of Manufacturing, Trading, Profit and loss account and Balance-Sheet of sale –traders and partnership firms.

[ 12 Hours ]

### **Unit V**

Accounting Package like Tally

[ 12 Hours ]

### **Text Book**

1. S.Ramesh, B.S.Chandrashekar, a Text Book of Accountancy.

### **References**

1. V.A.Patil and J.S.Korihalli, Book–Keeping and Accounting, (R. Chand and Co. Delhi).
2. R.S.Singhal, Principles of Accountancy, Nageen Prakash Pvt.Ltd, Meerut.
3. B.S.Raman, Accountancy, (United Publishers, Mangalore)

## **BCA305T: OPERATING SYSTEMS**

Total Teaching Hours : 65

No of Hours / Week : 05

### **Unit - I**

Introduction: Batch Systems, Concepts of Multiprogramming and Time Sharing, Parallel, Distributed and real time Systems, Operating System Structures, Components & Services, System calls, System programs, Virtual machines. Process Management: Process Concept, Process Scheduling, Co – Operating process, Threads, Inter process communication, CPU Scheduling Criteria, Scheduling algorithm, Multiple Processor Scheduling, Real time Scheduling, Algorithm evolution.

[ 13 Hours ]

### **Unit - II**

Process Synchronization and deadlocks: The Critical Section Problem, Synchronization hardware, Semaphores, Classical problems of synchronization, Critical regions, monitors, Dead locks – system model, Characterization, Dead lock prevention, avoidance and detection, Recovery from dead lock, Combined approach to deadlock handling.

[ 13 Hours ]

### **Unit - III**

Memory Management: Logical and Physical address space, Swapping, Contiguous allocation, Paging, Segmentation, Segmentation with paging in Mastics and Intel 386, Virtual memory-Demand paging and it's performance, Page replacement algorithms, Allocation of frames, thrashing, page size and other considerations. Demand Segmentation.

[ 13 Hours ]

### **Unit - IV**

File management (Systems, Secondary Storage Structure): File Concepts, Access methods, Directory Structure, Protection and consistency, File system structure, Allocation methods, Free space management, Directory Implementation, Efficiency and Performance, Recovery. Disk Management (Structure, Disk Scheduling Methods): Disk Structure & Scheduling methods, Disk management, Swap – Space management.

[ 13 Hours ]

### **Unit - V**

Protection and Security: Goals of protection, Domain Protection, Access matrix, Security Problem, Authentication, One time password, program threats, System threads.

Case Study of Windows and Linux Operating System

[ 13 Hours ]

### **Text Books:**

1. Abraham Silberschatz and Peter Baer Galvin, "Operating System Concepts", 7<sup>th</sup> Edition, Pearson Education, 2002.

### **Reference Books:**

1. H.M.Deitel, "Operating Systems", Pearson Learning Solutions, 3<sup>rd</sup> Edition, 2003.
2. William Stallings, "Operating Systems", 6<sup>th</sup> Edition, Pearson Education, 2010.
3. Stuart, "Operating systems: Principles, Design and Implementation", 1<sup>st</sup> Edition 2008, Cengage Learning India

## **BCA303P : C++ PROGRAMMING LAB**

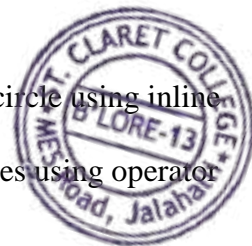
### **PART-A**

1. Write a program to prepare a shopping lists
2. Write a program to perform bank transactions.
3. Write a program to swap numbers using friend function.
4. Write a program to calculate area and circumference of circle using inline function
5. Write a program to perform multiplication of two matrices using operator overloading.
6. Write a program to implement operation on queue.
7. Write a program to create a student report using inheritance technique.
8. Write a Program to find the area and volume of respective figures using function overloading.
9. Write a program to show returning current object, accessing member data of current object and returning values of object using this pointer
10. Write a program to sort elements using template.

### **PART - B**

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 8 Programs has to be prepared).

Note :



- a) The candidate has to write two the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:
- |                          |                   |
|--------------------------|-------------------|
| Writing two programs     | - 10 Marks        |
| Execution of one program | - 10 Marks        |
| Formatting the Output    | - 05 Marks        |
| Viva                     | - 05 Marks        |
| Record                   | - 05 Marks        |
| <b>Total</b>             | <b>- 35 Marks</b> |

## **BCA304P: ACCOUNTING PACKAGE LAB**

### **FOURTH SEMESTER BCA**

#### **BCA401T: INDIAN LANGUAGE**

**Syllabus** as per the one prescribed for science courses of Bangalore University.

#### **BCA402T: ENGLISH**

**Syllabus** as per the one prescribed for science courses of Bangalore University.

#### **BCA403T: VISUAL PROGRAMMING**

Total Teaching Hours : 60

No of Hours / Week : 04

##### **Unit - I**

Introduction to Visual Programming: The intergrated Development Environment – menu bar, tool bar, from designer, project explorer , properties window , from layout window , The Visual Programing editor. The form object: Properties , events and methods pf forms ; Properties – Name , Caption , Backcolor, Borderstyle , controlbox , maxbutton , minbutton, moveable, startup position , height, width , left, top, scalemode, window, state ; Events –load ,unload , Clerk, Activate , Deactivate , Resize, methods – Show , hide , cls , Unload ,print , Controls –Properties and events of different controls such as command buttons , labels , textboxes image controls , timer, horizontal and vertical scroll bars , option buttons , check boxes , frames lists and combo boxes. Predefined Dialog Boxes – MsgBox and InputBO

[ 12 Hours ]

##### **Unit - II**

Programming: Data types, variables; declaration and scope arithmetic operations, Study of form and code modules, private and public procedures , Main o procedure , Suba and Functions. Mathematical and string Functions; Branching and Looping Statement ; If – Then , if –Then –Else and Nested If Statements; Select Case –different forms; For – Next , While – Wend and Do – Loops statements ; Arrays- declaration . Static and dynamic arrays. Array and Function, menus and toolbars-Creating menus and toolbars, Working with the menu editor , Designing Multiple Document interface forms. Microsoft common controls.

[ 12 Hours ]

### **Unit - III**

OOP methods and properties of an object, class Modules , Encapsulation and Inheritance characteristics Dynamic Link Libraries (DLLs) and Windows API ; Designing Help files ; File handling – Sequential ,Random access and Binary files, Database connectivity – DAO and ADO Tables and Queries, ActiveX Data objects.

[ 12 Hours ]

### **Unit – IV**

Visual C++ Programming: Objects-Classes-VC++Components – Resources-Event Handling – Menus – Dialog Boxes – Importing VBX Controls – Files – MFC File Handling – Document View Architecture – Serialization.

[ 12 Hours ]

### **Unit – V**

Interfacing Other Applications – Multiple Document Interface (MDI) – Splitter Windows – Exception Handling – Debugging – Object Linking and Embedding (OLE) – Database Application – DLL- ODBC.

[ 12 Hours ]

### **Text Books:**

1. Gurumit Singh, “Visual Basic 6”, First Edition, Firewall Media, 2007.

### **Reference Books:**

1. Charles Petzold, “Windows Programming”, 5<sup>th</sup> Edition, Microsoft Press, 1999.
2. Steve Holzner, “Visual C++ Programming”, Second Edition, PHI, 1994.
3. Go ttfried, “Programming with Visual Basic 6”, PHI, 2000.

## **BCA404T : UNIX PROGRAMMING**

Total Teaching Hours : 60

No of Hours / Week : 04

### **Unit - I**

Introduction: History, salient features, Unix system architecture, Unix command format, Unix internal and external commands, Directory commands, File related commands, Disk related commands, general utilities. Unix File System: Boot inode, super and data block, in-core structure, Directories, conversion of pathname to inode, inode to a new file, Disk block allocation. Process Management: Process state and data structures of a Process, User vs, kernel node, context of a Process, background processes, Process scheduling commands, Process terminating and examining commands.

[ 12 Hours ]

### **Unit - II**

Secondary Storage Management: Formatting, making file system, checking disk space, mountable file system, disk partitioning, file compression. Special Tools and Utilities: Filters, Stream editor SED and AWK, Unix system calls and library functions, Processes, signals and Interrupts, storage and compression facilities.

[ 12 Hours ]

### **Unix - III**

Shell Programming: Vi editor, shell types, shell command line processing, shell script features, executing a shell script, system and user-defined variables, expr command, shell screen interface, read and echo statement, command substitution, escape sequence characters, shell script arguments, positional parameters, test command, file test, string test, numeric test.

[ 12 Hours ]

### **Unit – IV**

Conditional Control Structures-if statement, case statement Looping Control Structure-while, until, for, statements. Jumping Control Structures – break, continue, exit. Shell Programs covering the above concepts.

[ 12 Hours ]

## Unit – V

Unix System Communication: Introduction, write, read, wall commands, sending and handling mails. System Administration: Roles of a System Administrator, File System Maintenance, System Startup and Shutdown, User Management, Backup and Restore, Doemons, Domain Name System DNS, Distributed File System.

[ 12 Hours ]

### Text Books:

1. M.G.Venkateshmurthy, “Introduction to UNIX & SHELL Programming”, First Edition, Pearson Education, 2004.

### Reference Books:

1. Forouzan, “Unix and Shell Programming”, 1<sup>st</sup> Edition, 2008 Cengage Learning India
2. UNIX and Shell Programming, Archana Verma, Firewall Media.

## BCA405T: OPERATIONS RESEARCH

Total Teaching Hours : 65

No of Hours / Week : 05

### Unit - I

Linear Programming Problems: Origin and development of operations research, Linear Programming Problem –formulation of Linear Programming problem, Graphical solution. Theory of simplex method. Use of artificial variables and their solution.

[ 13 Hours ]

### Unit - II

Transportation Problem: Mathematical formulation of transportation problem, Initial basic Feasible solution, North West corner rule, Matrix minima method, Vogel’s approximation method, MODI method to find optimal solution.

[ 13 Hours ]

### Unit - III

Assignment Problem: Mathematical formulation of an Assignment problem, Assignment algorithm, Hungarian Method to solve Assignment Problem.

[ 13 Hours ]

### Unit - IV

Network Analysis: Basic components of Network, Rules for drawing Network diagram Time calculation in Networks. Critical Path Method and PROJECT Evaluation and Review Techniques. Algorithm and flow chart for CPM and PERT

[ 13 Hours ]

### Unit - V

Theory of Games: Two –person Zero –sum Games, the maximin and Minimax principle, Saddle point and value of the Game. Game without saddle points, mixed strategies, solution for 2X2 games, Graphical method Dominance property.

[ 13 Hours ]

### Text books:

1. Taha, “Operations Research”, 7<sup>th</sup> edition, Pearson Education, 2007.

### References Book:

1. Billey E. Gillett, “Introduction to Operations Research” , Himalaya Publishing House, Delhi, 1979.
2. Hamady A.Taha “Operations Research” , Collin Mac Millan, 1982.

## FIFTH SEMESTER BCA

### BCA501T: DATA COMMUNICATIONS AND NETWORKS

Total Teaching Hours : 60

No of Hours / Week : 04

#### Unit – I

Introduction: Communication Network and services, Approaches to Network Design, Network Functions and Network Topology, Message ,packet and circuit Switching , Internet, Packet Switching ; Key factors in Communication Network Evolution ; Layered Architecture and Applications – Examples of Layering , OSI Reference Model, TCP/IP Model Telnet FTP and IP Utilities. Digital Transmission: Digital Representation of Information: Properties of digital transmission: Characterization of Communication Channels Frequency Domain and Time Domain : Fundamental limits in Digital Communication – The Nyquist Signalling rate, The Shannon channel capacity : Line coding , Modems & digital Modulations

[ 12 Hours ]

#### Unit - II

Transmission Systems: properties of media and digital transmission Systems – Twisted Pair , Coaxial Cable, Optical Fibre, Radio Transmission Infrared Light Error detection and correction – Error detection , Two – dimensional parity checks , Internet checksum , Polynomial code; standardized Polynomial codes , Error detecting capability of a polynomial code, Multiplexing – frequency – Division , Time – Division , SONET; Wavelength Division Multiplexing Circuit switches; Telephone network , signalling Traffic and Overload control in Telephone networks – Concentration, Routing Control, Overload controls Cellular Telephone Networks, Satellite Cellular networks.

[ 12 Hours ]

#### Unit – III

Peer –to–Peer Protocols:- Peer-to peer Protocols and service models ARQ Protocols stop and wait , Go –back-N Selective Repeat , Transmission efficiency of ARQ Protocols, Other adaptation functions , - Sliding window flow control Timing Recovery in Synchronous Services Reliable Stream Service, Data Link Control, HDLC, PPP ; Statistical Multiplexing.

[ 12 Hours ]

#### Unit - IV

Local Area Networks and Medium access Control Protocols: Multiple access communications; Local Area network – LAN Structure, MAC Sublayer, Logical link control layer, Random Access protocols ALOHA , Slotted ALOHA, CSMA, CSMA/CD, Scheduling approaches to medium access control – Reservation Systems, polling , Token passing rings, comparison of Random access & Scheduling access control Comparison of Radom access & SHEDULING MEDIUM access controls; Channelization – FDMA, TDMA, CDMA;

[ 12 Hours ]

#### Unit - V

LAN Standard –Ethernet and IEF, 802.3 LAN Standard ; Token Ring and IEEE 8025 LAN standard , FDDI, Wireless LAN's and IEEE 802.11 Standards; LAN Bridges – Transparent Bridges , Source Routing Bridges , Mixed – media Bridges. Packet Switching Networks :- Network services & Internal Network Operation; Packet Network Topology; Datagrams & VIRTUAL circuits ; structure of switch/ Router, Connectionless packet switching ; Virtual – Circuit packet switching ; Overview of Routing and congestion in packet networks – Routing algorithms classification , Routing tables,

shortest path routing algorithms, Flooding , Hierarchical routing , Distance vector routing  
Link state routing , congestion control algorithms. [ 12 Hours ]

**Text Books:**

1. Stallings, “Data and Computer Communications”, 7<sup>th</sup> Edition, Pearson Education, 2012

**Reference Books:**

1. Andrew S Tanenbaim, “Computer Networks”, 4<sup>th</sup> Edition, Pearson Education.
2. Behrouz Ferouzan, Introduction to Data Communication & Networking TMH, 1999.
3. Larry & Peterson & Bruce S Davis; Computer networks Second Edition , Morgan Kaufman, 2000.

**BCA502T : SOFTWARE ENGINEERING**

Total Teaching Hours : 60

No of Hours / Week : 04

**Unit - I**

Introduction: Software Products and Software process, Process models: Waterfall modal, Evolutionary Development, Bohemia’s Spiral model, Overview of risk management, Process Visibility, Professional responsibility. Computer based System Engineering: Systems and their environment, System Procurement, System Engineering Process, System architecture modelling. Human Factors, System reliability Engineering. Requirements and Specification: The requirement Engineering Process, The Software requirement document, Validation of Evolution of requirements, Viewpoint – oriented & method based analysis , system contexts , Social 7 organizational factors . Data flow , Semantic, Objects, models , Requirement Specification, Non functional requirement.

[ 12 Hours ]

**Unit - II**

Software Prototyping: Prototyping in software process, Prototyping techniques, User interface prototyping. Software Design: Design Process, Design Strategies, Design Quality , System Structuring control models, Modular decomposition , Domain Specific architecture.

[ 12 Hours ]

**Unit - III**

Object Oriented& function oriented design: Objects, object Classes and inheritance Object identification, An object oriented design example, Concurrent Objects, Data flow design Structural decomposition, Detailed Design, A Comparison of design Strategies. User interface design: Design Principles, User System interaction, Information Presentation, User Guidance, Interface Evaluation.

[ 12 Hours ]

**Unit - IV**

Software Reliability and reusability : Software reliability metrics , Software reliability Specification , Statistical testing ,Reliability Growth modeling, Fault avoidance & tolerance, Exception handling & defensive programming , Software development with reuse, Software’ development for reuse , Generator based reuse, Application System Portability.

[ 12 Hours ]

**Unit - V**

Software Verification and Validation : The testing Process , Test Planning & Strategies, Black Box , Structural, interface testing , Program inspections , Mathematically based verification, Static analysis tools, Clean room software development. Management Issues: Project management, Quality management, Software cost estimation, Software maintenance.

[ 12 Hours ]

### **Text book**

1. Ian Sommerville – Software Engineering, 9<sup>th</sup> Edition, Pearson Education Ltd, 2010.

### **Reference Books**

1. Roger S. Pressman – Software Engineering, A Practitioner’s approach, 7<sup>th</sup> Edition, McGRAW-HILL Publication, 2010.
2. Pankaj Jalote, “An integrated approach to Software Engineering”, 3<sup>rd</sup> Edition, Narosa Publishing House, 2013.

## **BCA503T: COMPUTER ARCHITECTURE**

Total Teaching Hours : 60

No of Hours / Week : 04

### **Unit - I**

**DIGITAL LOGIC CIRCUITS:** Logic gates Boolean algebra, map simplification, combinational circuits, flip-flop, sequential circuits. **INTEGRATED CIRCUITS AND DIGITAL FUNCTIONS:** Digital integrated circuits, IC flip –flops and registers, decoders and multiplexers, binary counters, shift registers, random –access memories (RAM) read –only memories (ROM).

[ 12 Hours ]

### **Unit - II**

**DATA REPRESENTATION:** Data types, fixed-point representation, floating – point representation, other binary codes, error detection codes.

**DATA TRANSFER OPERATIONS:** Register Transfer, Memory Transfer and I/O Transfer.

[ 12 Hours ]

### **Unit – III**

**BASIC COMPUTER ORGANISATION AND DESIGN:** Instruction codes, computer instruction, timing and control, execution and instruction, input-output and interrupt, design of computer.

[ 12 Hours ]

### **Unit - IV**

**CENTRAL PROCESSOR ORGANIZATION :** Processor bus organization, arithmetic logic unit (ALU) instruction formats, addressing modes, data transfer and manipulation , program control, microprocessor organization.

[ 12 Hours ]

### **Unit – V**

**INPUT-OUTPUT ORGANISATION:** Peripheral devices . asynchronous data transfer , direct memory access (DMA) ,priority interrupt, input –output processor (IOP)

**MEMORY ORGANIZATION :** Auxiliary memory, microcomputer memory hierarchy , associative memory , virtual memory, cache memory.

[ 12 Hours ]

### **Text Books**

1. M.Moris Mano , Computer System, Architecture, 2<sup>nd</sup> Edition Prentice Hall of India.

### **References**

1. Heuring and Jordan, Computer systems design and Architecture , Peason Edition
2. William Stallings , Computer Organisation and Archotecture, Peason Education
3. Floyed , Digital Fundamentals,8<sup>th</sup> Edition , Peason Education.
4. Andrew S. Temenbauam, Structured Computer Organization , 3<sup>rd</sup> Edition ; Prentice Hall of India.
5. David Patterson & Hennessy , Computer Organization & Design , Elsevier.

## BCA504T: OBJECT ORIENTED PROGRAMMING USING JAVA

Total Teaching Hours : 60

No of Hours / Week : 04

### Unit - I

Introduction to JAVA: JAVA Evolution: Java History, Java Features, How Java Differs from C and C++, Java and Internet, Java and World Wide Web, Web Browsers, Hardware and Software Requirements, Java Support Systems, Java Environment. Overview of JAVA Language: Introduction, Simple Java program, More of Java Statements, Implementing a Java Program, Java Virtual Machine, Command Line Arguments, Programming Style. Constants, Variables, and Data Types: Introduction, Constants, Variables, Data Types, Declaration of Variables, Giving Values to Variables, Scope of Variables, Symbolic Constants, Type Casting, Getting Values of Variables, Standard Default Values, Operators and Expressions: Introduction, Arithmetic Operators, Relational Operators Logical Operators, Assignment Operators, Increment and Decrement Operators, Conditional Operators, Bitwise Operators, Special Operators, Arithmetic Expressions, Evaluation of Expressions, Precedence of Arithmetic Operators, Type Conversion and Associativity, Mathematical Functions. Decision Making and Branching: Introduction, Decision Making with if Statement, Simple if Statement, The if.....else Statement, Nesting of if.....Else Statements, The else if Ladder, The Switch Statement, The ?: Operator. Decision Making and Looping: Introduction. The while Statement, The do Statement, The for Statement, Jumps in Loops Labeled Loops.

[ 12 hours ]

### Unit -II

Classes, Arrays, Strings and Vectors: Classes, Objects and Methods: Introduction, Defining a Class, Adding Variables, Adding Methods, Creating Objects, Accessing Class Members, Constructors, Methods Overloading, Static Members, Nesting of Methods, Inheritance: Extending a Class Overriding Methods, Final Variables and Methods, Finalizer methods, Abstract Methods and Classes, Visibility Control. Arrays, Strings and Vectors: Arrays, One-dimensional Arrays, Creating an Array, Two -Dimensional Arrays, Creating an Array, Two – dimensional Arrays, Strings, Vectors, Wrapper Classes.

[ 12 Hours ]

### Unit - III

Interfaces, Packages, and Multithreaded Programming: Interfaces: Multiple Inheritance: Introduction, Defining Interfaces, Extending Interfaces, Implementing Interfaces, Accessing Interface Variables. Packages: Putting Classes together: Introduction, Java API Packages, Using System Packages, Naming Conventions, Creating Packages, Accessing a Package, Using a Package, Adding a Class to a Package, Hiding Classes. Multithreaded Programming: Introduction, Creating Threads, Extending the Thread Class, Stopping and Blocking a thread, Life Cycle of a thread, Using Thread Methods, Thread Exceptions, Thread Priority, Synchronization, Implementing the 'Runnable' Interface.

[ 12 Hours ]

### Unit - IV

Managing Exceptions, Applet Programming: Managing Errors and Exception: Introduction, Types of Exception Handling Code, Multiple Catch Statements, Using Finally Statement, Throwing Our Own Exceptions, Using Exceptions for Debugging. Applet Programming: Introduction, How Applets Differ from Applications, Preparing to Write Applets, Building Applet Code, Applet Life Cycle, Creating an Executable applet, Designing a Web Page, Applet Tag, Adding Applet to HTML File, running the Applet, More About HTML Tags, Displaying Numerical Values, Getting Input from the User.

[ 12 Hours ]

## Unit - V

Graphics Programming, Input/Output: Graphics programming: Introduction, The Graphics Class, Lines and rectangles, circles, and Ellipses, Drawing Arcs, Drawing Polygons, Lines Graphs, Using Control Loops in Applets, Drawing Bar Charts. Managing Input/Output Files in JAVA: Introduction, Concept of Streams, Stream Classes, Byte Stream Classes, Character Stream Classes, Using Streams, Other Useful I/O Classes, Using the File Class, Input / Output Exceptions, Creation of Files, Reading / Writing Characters, Reading / Writing Bytes, Handling Primitive Data Types, Concatenating and Buffering Files, Interactive Input and output, Other Stream Classes. [ 12 Hours ]

### Text Books:

1. A.Balaguruswamy, "Programming with JAVA", A Primer, TMH, 1999.

### Reference Books:

1. Thomas Boutel, "CGI programming in C and Perl", Addison – Wesley, 1996.
2. Jefry Dwight et al, Using CGI, Second Edition, Prentice Hall, India, 1997.
3. Patrick Naughton & Herbert Schildt, JAVA 2: The Complete Reference, THM, 1999.
4. Schildt, "JAVA The Complete Reference", 7<sup>th</sup> Edition.

## BCA505T : MICROPROCESSOR AND ASSEMBLY LANGUAGE

Total Teaching Hours : 60

No of Hours / Week : 04

### Unit - I

Architecture and Operation: Introduction to 8085, Microprocessor organization/ architecture & its operation Microprocessor based system, memory interfacing , basic interfacing concepts ,interfacing I/O devices [ 12 Hours ]

### Unit - II

Programming the 8085: Programming model, instruction classification , Instruction format, addressing modes, writing assembly level programs-overview of instruction set, timing diagrams data transfer, Arithmetic, Logic branch operations. [ 12 Hours ]

### Unit - III

Programming techniques- Looping Counting and Indexing , 16 bit arithmetic operations , logic operations Compare and rotate operations . Counters and Time delays / Generation of pulse waveforms. Stacks and subroutines- conditional CALL and RETURN instructions. Advanced subroutine concepts. BCD to Binary and Binary to BCD conversions, BCD to 7 segment conversion , Binary to ASCII and ASCII to Binary code conversion, BCD addition and subtraction , multiplication and division. [ 12 Hours ]

### Unit – IV

Memory Interface: Memory and I/O mapping and interfacing concepts. Interrupts : 8085 vectored interrupts , Restart as Software instructions, additional I/O concepts and processes. [ 12 Hours ]

### Unit – V

Interfacing of peripherals (I/Os) and applications: Interfacing Keyboard (linear and matrix) and 7 segment display including multiplexes, 8279 programmable keyboard /display interface, 8255 PPI , 8259 PIC , DMA and 8257 DMA controller , Serial communication using 8251, D to A converters and interfacing, RS323 serial

communication standards.

[ 12 Hours ]

### Text books

1. R.S.Gaonkar – Microprocessor Architectre , Programming and Application with 8085. Penram Int. 3<sup>rd</sup> Edn.

### References

1. Douglas V.Hall- Microprocessors and digital systems, MH.
2. Kenneth L.Short - Microprocessor and Programmed Logic ‘’, PHI , 2<sup>nd</sup> Edn.
3. Aditya P. Mathur- Introduction to Microprocessors, 3<sup>RD</sup> Edn. TMH
4. Antonakos: Introduction to Intel family of Microprocessors Pearson Education
5. Hoffer: Modern Systems Analysis and Design Pearson Education Kendall, System Analysis and Design

## BCA504P : JAVA PROGRAMMING LAB

### PART - A

1. Write a program to find factorial of list of number reading input as command line argument.
2. Write a program to display all prime numbers between two limits.
3. Write a program to sort list of elements in ascending and descending order and show the exception handling.
4. Write a program to implement all string operations.
5. Write a program to find area of geometrical figures using method.
6. Write a program to implement constructor overloading by passing different number of parameter of different types.
7. Write a program to create student report using applet, read the input using text boxes and display the o/p using buttons.
8. Write a program to calculate bonus for different departments using method overriding.
9. Write a program to implement thread, applets and graphics by implementing animation of ball moving.
10. Write a program to implement mouse events and keyboard events.

### PART – B

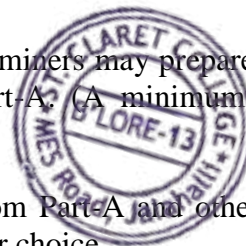
During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

- a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.

c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>



## BCA505P: ASSEMBLY LANGUAGE PROGRAMMING LAB

### PART - A

1. Exchange of two 16-bit numbers.
2. Addition & Subtraction of two 8 –bit HEX numbers.
3. Subtraction of two 16 –bit numbers.
4. Two n-byte Number addition.
5. Block Transfer.
6. ‘N’ Decimal Number addition.
7. 4-Digit BCD addition.
8. Subtraction of 16 –bit number.
9. Sorting of array in ascending order.
10. Multiplication of 2 digit BCD

### PART – B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

- a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>

### BCA506P : PROJECT

Students can develop a project in team (maximum three members). They should implement their project in college in any RDBMS package or any language available in the college. The students have to collect data outside practical hours. Project may be taken outside but must be implemented in the college. Internal marks can be awarded by the guide by evaluating the performance of the students during the course of project work. In viva-voce the questions must be directed only on the project work to access the involvement and understanding of the problem by the students.

The project carries 100 marks is distributed as follows:

Demonstration and Presentation	65 Marks
Viva-voce	25 Marks
Project Report	10 Marks



### SIXTH SEMESTER BCA

#### BCA601T : THEORY OF COMPUTATION

Total Teaching Hours : 60

No of Hours / Week : 04

#### Unit - I

Introduction to Finite Automata: The central concepts of Automata theory; Deterministic finite automata; Nondeterministic finite automata. An application of finite automata,

Finite automata with Epsilon transitions.

[ 12 Hours ]

**Unit - II**

Regular Expressions: Finite Automata and Regular Expressions Applications of Regular Expressions. Regular languages; Proving languages not to be regular languages; Closure properties of regular languages; Decision properties of regular languages; Equivalence and minimization of automata.

[ 12 Hours ]

**Unit - III**

Context-free grammars: Parse trees; Applications; Ambiguity in grammars and Languages. Definition of the Pushdown automata; the languages of a PDA; Equivalence of PDA's and CFG's.

[ 12 Hours ]

**Unit - IV**

Deterministic Pushdown Automata: Normal forms for CFGs; The pumping lemma for CFGs; Closure properties of CFLs. Problems that Computers cannot solve.

[ 12 Hours ]

**Unit - V**

The Turing machine: Programming techniques for Turing Machines. Undecidability, A Language that is not recursively enumerable; An Undecidable problem that is RE; Post's Correspondence problem.

[ 12 Hours ]

**Text Book:**

1. John E. Hopcroft, Rajeev Motwani, Jeffrey D. Ullman: Introduction to Automata Theory, Languages and Computation, 3rd Edition, Pearson Education, 2011.

**Reference Books:**

1. John C Martin: Introduction to Languages and Automata Theory, 3rd Edition, Tata McGraw-Hill, 2007.
2. Daniel I.A. Cohen: Introduction to Computer Theory, 2nd Edition, John Wiley & Sons, 2009.
3. Thomas A. Sudkamp: An Introduction to the Theory of Computer Science, Languages and Machines, 3rd Edition, Pearson Education, 2006

**BCA602T: SYSTEM PROGRAMMING**

Total Teaching Hours : 60

No of Hours / Week : 04

**Unit - I**

Background: Machine Structure, Evolution of the Components of a Programming System, Assembler, Loaders, Macros, Compilers, Formal Systems. Machine Structure, Machine Language and assembly language: General Machine Structure, Machine Language, Assembly Language

[ 12 Hours ]

**Unit - II**

Assemblers: General Design Procedure, Design of assembler, Statement of Problem, Data structure, Format of databases, algorithm, look for modularity, Table Processing: Searching and Sorting. The Problem, Searching a table, linear Search, binary Search, Sorting, interchange sort, Shell Sort, Bucket Sort, Radix Exchange Sort, address calculation sort, comparison of sorts, hash or random entry searching.

[ 12 Hours ]

### **Unit - III**

MACRO LANGUAGE AND THE MACRO PROCESSOR: Macroinstruction, Features of macro Facility, Macro instruction arguments, conditional macro Expansion, macro calls within macros, macro Instructions defining macros, Implementation, Statement of problem, implementation of a restricted facility, A two pass algorithm. A single pass algorithm, implementation of macro calls within macros. Implementation within an assembles.

[ 12 Hours ]

### **Unit - IV**

LOADERS: Loader schemes, Compile & go, General loading Scheme, absolute loaders, Subroutine Languages, Relocating loaders, Direct linking loaders, other loading Schemes – Binders, linking loaders, Overlays, Dynamic binders. Design of absolute loader, Design of a Direct linking loader Specification of problem, Specification of data structure, format of data bases algorithm.

[ 12 Hours ]

### **Unit - V**

COMPILERS: Statement of problem, Problem1: Recognizing basic Elements, Problem2: Recognizing Syntactic cutis & interpreting meaning, Problem3: Storage Allocation, Problem4: Code Generation. Optimization (machine independent) optimization (machine dependent), Assembly Phase, General Model of complier. PHASES OF COMPILERS: Simple Structure of Compiler, Brief introduction to 7 Phases of Compilers.

[ 12 Hours ]

### **Text Books:**

1. John J. Donowon, System Programming, TATA McGraw-Hill.

### **Reference Books:**

1. Dhamdhare: System programming and Operating System TMH
2. Beck: System Software, 3/e Pearson Education.

## **BCA603T : CRYPTOGRAPHY AND NETWORK SECURITY**

Total Teaching Hours : 60

No of Hours / Week : 04

### **Unit - I**

Introduction: Security Goals, Cryptographic Attacks, Services and Mechanism, Techniques. Mathematics of Cryptography: Integer Arithmetic, Modular Arithmetic, Matrices, Linear Congruence.

[ 12 Hours ]

### **Unit – II**

Traditional Symmetric-Key Ciphers: Introduction, Substitution Ciphers, Transpositional Ciphers, Stream and Block Ciphers. Data Encryption Standard (DES). Introduction, DES Structure, DES Analysis, Security of DES, Multiple DES, Examples of Block Ciphers influenced by DES. Advanced Encryption Standard: Introduction, Transformations, Key Expansion, The AES Ciphers, Examples, Analysis of AES.

[ 12 Hours ]

### **Unit III**

Encipherment using Modern Symmetric-Key Ciphers: Use of Modern Block Ciphers, Use of Stream Ciphers, Other Issues. Mathematics of Asymmetric-Key Cryptography: Primes, Primality Testing, Factorization, Chinese Remainder Theorem, Quadratic Congruence, Exponentiation and Logarithm. Asymmetric Key Cryptography: Introduction, RSA Cryptosystem, Rabin Cryptosystem, Elgamal Cryptosystem, Elliptic Curve Cryptosystems.

[ 12 Hours ]

#### **Unit - IV**

Cryptography Hash Functions: Introduction, Description of MD Hash Family, Whirlpool, SHA-512. Digital Signature: Comparison, Process, Services, Attacks on Digital Signature, Digital Signature Schemes, Variations and Applications. Key Management: Symmetric-Key Distribution, Kerberos, Symmetric-Key Agreement, Public-Key Distribution, Hijacking.

[ 12 Hours ]

#### **Unit - V**

Security at the Application Layer: PGP and S/MIME: Email, PGP, S/MIME. Security at the Transport Layer: SSL and TLS: SSL Architecture, Four Protocols, SSL Message Formats, Transport Layer Security. Security at the Network Layer: IPSec: Two modes, Two security protocols, Security association, security policy, Internet Key exchange, ISAKMP.

[ 12 Hours ]

#### **Text Book:**

1. Behrouz A. Forouzan, Debdeep Mukhopadhyay: Cryptography and Network Security, 2nd Edition, Special Indian Edition, Tata McGraw-Hill, 2011.

#### **Reference Books:**

1. Michael E. Whitman and Herbert J. Mattord: Principles of Information Security, 2nd Edition, Thomson, Cengage Delmar Learning India Pvt., 2012.
2. William Stallings: Network Security Essentials: Applications and Standards, 4th Edition, Pearson Education, 2012.

### **BCA604T: WEB PROGRAMMING**

Total Teaching Hours : 60

No of Hours / Week : 04

#### **Unit - I**

Fundamentals of Web: Internet, WWW, Web Browsers, and Web Servers, URLs, MIME, HTTP, Security, The Web Programmers Toolbox. XHTML: Origins and evolution of HTML and XHTML, Basic syntax, Standard XHTML document structure, Basic text markup, Images, Hypertext Links, Lists, Tables.

[ 12 Hours ]

#### **Unit - II**

HTML and XHTML: Forms, Frames in HTML and XHTML, Syntactic differences between HTML and XHTML. CSS: Introduction, Levels of style sheets, Style specification formats, Selector forms, Property value forms, Font properties, List properties, Color, Alignment of text, The Box model, Background images, The <span> and <div> tags, Conflict resolution.

[ 12 Hours ]

#### **Unit -III**

Java Script: Overview of JavaScript; Object orientation and JavaScript; General syntactic characteristics; Primitives, Operations, and expressions; Screen output and keyboard input; Control statements; Object creation and Modification; Arrays; Functions; Constructor; Pattern matching using expressions; Errors in scripts; Examples

[ 12 Hours ]

#### **Unit - IV**

Java Script and HTML Documents: The JavaScript execution environment; The Document Object Model; Element access in JavaScript; Events and event handling; Handling events from the Body elements, Button elements, Text box and Password elements; The DOM 2 event model; The navigator object; DOM tree traversal and modification.

[ 12 Hours ]

## Unit - V

Dynamic Documents with JavaScript: Introduction to dynamic documents; Positioning elements; Moving elements; Element visibility; Changing colors and fonts; Dynamic content; Stacking elements; Locating the mouse cursor; Reacting to a mouse click; Slow movement of elements; Dragging and dropping elements. XML: Introduction; Syntax; Document structure; Document Type definitions; Namespaces; XML schemas; Displaying raw XML documents; Displaying XML documents with CSS; XSLT style sheets; XML Processors; Web services.

[ 12 Hours]

### Text Books

1. Robert W Sebesta, "Programming the World Wide Web", 4<sup>th</sup> Edition, Pearson Education, 2008.

### Reference Books

1. M.Deitel, P.J.Deitel, A.B.Goldberg, "Internet & World Wide Web How to program", 3<sup>rd</sup> Edition, Pearson Education / PHI, 2004.
2. Chris Bates, "Web Programming Building Internet Applications", 3<sup>rd</sup> Edition, Wiley India, 2006.
3. Xue Bai et al, "The Web Warrior Guide to Web Programming", Thomson, 2003.
4. Sklar, "The Web Warrior Guide to Web Design Technologies", 1<sup>st</sup> Edition, Cengage Learning India.

## BCA604P : WEB PROGRAMMING LAB

### PART -A

1. Write a program to find factorial of list of number reading input as command line argument.
2. Write a program to sort list of element in ascending and descending order and show the exception handling.
3. Write a program to implement all string operations.
4. Write a program to find area of geometrical figures using method overloading.
5. Write a program to implement constructor overloading by passing different number of parameter of different types.
6. Write a program to create student report using applet, read the input using text boxes and display the o/p using buttons.
7. Write a program to implement an apply by passing parameter to HTML.
8. Write a program to implement thread, applets and graphics by implementing animation of ball moving.
9. Write a program to implement mouse events.
10. Write a program to implement keyboard events.

### PART – B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

- a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks



Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>

### BCA604P : WEB PROGRAMMING LAB

#### PART - A

1. Create a form having number of elements (Textboxes, Radio buttons, Checkboxes, and so on). Write JavaScript code to count the number of elements in a form
2. Create a HTML form that has number of Textboxes. When the form runs in the Browser fill the textboxes with data. Write JavaScript code that verifies that all textboxes has been filled. If a textboxes has been left empty, popup an alert indicating which textbox has been left empty.
3. Develop a HTML Form, which accepts any Mathematical expression. Write JavaScript code to Evaluates the expression and Displays the result.
4. Create a page with dynamic effects. Write the code to include layers and basic animation.
5. Write a JavaScript code to find the sum of N natural Numbers. (Use user-defined function)
6. Write a JavaScript code block using arrays and generate the current date in words, this should include the day, month and year.
7. Create a form for Student information. Write JavaScript code to find Total, Average, Result and Grade.
8. Create a form for Employee information. Write JavaScript code to find DA, HRA, PF, TAX, Gross pay, Deduction and Net pay.
9. Create a form consists of a two Multiple choice lists and one single choice list
  - (a) The first multiple choice list, displays the Major dishes available
  - (b) The second multiple choice list, displays the Starters available.
  - (c) The single choice list, displays the Soft drinks available.
10. Create a web page using two image files, which switch between one another as the mouse pointer moves over the image. Use the on Mouse Over and on Mouse Out event handlers.

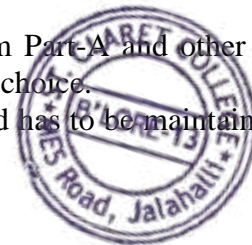
#### PART – B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

- a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
- b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
- c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
<b>Total</b>	<b>- 35 Marks</b>



## **BCA605P : PROJECT WORK**

Students should individually develop a project. They should implement their project in college in any RDBMS package or any language available in the college. The project should be web based. The students have to collect data outside practical hours. Project may be taken outside but must be implemented in the college. Internal marks can be awarded by the guide by evaluating the performance of the students during the course of project work. In viva-voce the questions must be directed only on the project work to assess the involvement and understanding of the problem by the students.

The project carries 200 marks is distributed as follows:

Demonstration and Presentation	130 Marks
Viva-voce	50 Marks
Project Report	20 Marks

\* \* \* \* \*





**BANGALORE UNIVERSITY**  
**DEPARTMENT OF COMMERCE**  
**Central College Campus, Bangalore - 560 001.**

No.: /DEPT/COMM/2013 - 14

Date: 17<sup>th</sup> July 2014

**Dr. M. Ramachandra Gowda** ✓  
Professor and Chairman

To,  
**The Registrar**  
Bangalore University,  
Bangalore.

Respected Madam,

**Sub:** Submission of B.Com Vocation Tourism and Office Management and Secretarial Practice.

I am herewith sending B.Com (Vocational) Tourism and Office Management Secretarial Practice based on Credit System. This syllabus is applicable from the Academic Year 2014-'15. The same has been decided by BOS (UG) held on 12<sup>th</sup> June 2014 also placed before faculty also. This is for your kind information.

Thanking you,

Yours sincerely,



**CHAIRMAN**  
**CHAIRMAN**  
Department of Commerce  
Central College Campus,  
Bangalore University,  
Bangalore - 560 001.

**Encl:** B.Com (Vocational) Course Structure and Syllabus

①

# B.Com - Vocational TOURISM AND TRAVEL MANAGEMENT

SYLLABUS

1.6 VOCATIONAL PAPER 1

TOURISM BUSINESS

Introduction to Travel, Tourism and Hospitality Management  
Chapter I : Introduction

Meaning and definition of tourism – Evolution of tourism. Nature and Importance of tourism. Mass tourism – Basic components of tourism – Types of tourism. Domestic and International tourism – Positive and negative impacts of tourism: Economical, social, cultural, environmental and infrastructural. Tourist – Definition, Meaning and importance.

Chapter II : Attraction

Tourist Destinations and world Heritage centers of India.

Chapter III : Accessibility

Transport systems – Transport and tourism – Types of transport – Surface transport, air transport and sea transport, luxury trains – Airlines in India – cruise industry.  
Reservation procedure for railways and airways in brief.

Chapter IV : Accommodation

Accommodation – meaning – classification – Types -primary and secondary – significance of accommodation. Hotels – Motels. Holiday homes – youth hostels – Resorts – Home stay – Forts. Lodges – Budget hotels – Star hotels

Management of hospitality industry – organizational structure. Departments in a hotel – functions and responsibilities of- front office management, food and beverages, house keeping, Engineering and maintenance, Accounts and finance, Personal or HR. Types of rooms – Billing procedure.



CHAIRMAN  
Department of Commerce,  
Campus.

## Chapter V : Tourism in India

Growth and development of tourism in India. Role of -Government  
- Ministry of Tourism – Public sector (ITDC) – Tourism in  
Karnataka – role of KSTDC – Statistics on Indian tourism.

### Practical for skill development :

Record Journal to be maintained based on the subject.

- Prepare a report on unexplored destination in India and their potential for tourism promotion.
- Students are required to maintain a newspaper clippings file, detailing the articles pertaining to tourism.

### BOOKS FOR REFERENCE:

- An Introduction to Travel and Tourism – Dennis L Foster
- Christopher J. Holloway : The Business of Tourism : Macconald and Evans, 1983.
- Tourism Management – Stephan J Page
- Tourism Industry in India – By Tapan K Panda and Sitikantha Mishra
- A. K. Bhatia : Tourism Development, Principles and Practiuces : Sterling publishers (p) Ltd New Delhi.
- Anand M.M : Tourism and Hotel Industry in India : Sterling publiishers (p) Ltd. New Delhi.
- Kaul.R.H : Dynamics of Tourism : A trilogy Sterling Publishers (p) Ltd New Delhi.
- IITTM : Growth of Modern Tourism – monograph : IITM, New Delhi., 1989.
- ITTM : Tourism as an industry – monograph : ITTM, New Delhi, 1989.
- Burhat and Medlik : Tourism – Past, present and future Heinemann, London.
- Wahab, S.E: Tourism Management : Tourism International Press, London 1986.
- Brymer, Robert A : Introduction to Hotel and Restaurant Management : Hub publication, Co., Iowa, 1984.
- Riccline J.R.Brent : Travel and Tourism Hospitality Research, London, 1982.
- Surinder Aggarwat : Travel agency.



**Chapter I : introduction**

Tourism product – Meaning – definition, characteristics. Types of tourism product – natural (land, water, climate) – Manmade – Symbolic. Tourism Environment – Geographical components.

**Chapter II : Natural Tourism Products.**

Geographical resources – features – Landforms, Climate, water bodies- flora and fauna (National parks – wild life sanctuaries) – Mountains – Islands – Beaches – Deserts etc.- as tourist destinations.

**Chapter III : Socio- Cultural Products**

Art and performing Arts of India – Painting – Dances (classical and folk) – music (Hindustani – Karnatik) Indian musical instruments – Handicraft etc. as potential tourist resources.

**Chapter IV : Fairs and Festivals**

Fairs and Festivals of India – [Social – Religious and Commercial] Tourism promotional fairs and festivals – Hampi, Pattadakal Dance festival, Snake- boat festival, Khajuraho Dance festival, Kite festival, Desert festival etc.

**Chapter V : Man made Tourism Product**

Art and Architecture in India – various styles. Monuments in India – Religious shrines – Museums, Art galleries

**Chapter VI : Emerging Trends in Tourism:**

- Brief introduction on-
- Health Tourism – Medical and Wellness Tourism.
  - Adventure Tourism – land based, water based, air based.
  - Rural Tourism – Education and Sports tourism.
  - MICE tourism – Coastal tourism.
  - Eco tourism – Sustainability.



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### Practical for Skill Development:

- Record journal to be maintained based on the subject
- On job training I (Field Study Report) students are required to prepare a report on Indian tourism product
- Students are required to undertake a field tour for a period of 2 weeks.

### BOOKS FOR REFERENCE :

- Percy Brown : Indian Architecture Hindu and Buddhist period.
- Dennis L Foster : An introduction to Travel and tourism
- Tapan K Panda and Sitikantha Mishra.: Tourism Industry in India
- Harle .J.C : The Art and Architecture of Indian Sub Continent. --
- Stephan J Page - Tourism Management
- Bharitya Vidya Bhawan : Imperial Unity.
- Bharitya vidya Bhawan : Classical age.
- Acharya Ram : Tourism and Cultural Heritage of India: Rosa --  
Publication (Jaipur, 1986)
- Basham.A.L : The Wonder that was India : Rupe and Com Delhi-  
1988.
- The gazette of India : History and Culture,
- Hussain.A.K : The culture of india, National Beek Trust, New  
Delhi-1987.
- Mukerjee.R.K : The culture and art of India- George Allen Unwin  
Ltd. London 1959
- The Treasure of Indian Museum : Marg Publication Bombay.



VOCATIONAL PAPER III

TRAVEL AGENCY AND TOUR OPERATOR ORGANISATIONS

**Chapter I : Introduction**

Travel Agencies-Definition, functions, duties. Types of travel agencies - services and products offered by travel agencies. Modern Travel Agencies.  
Tour operators – Role – functions and types of Tour operators  
Difference between travel agency and tour operators – approval procedure.

**Chapter II : Organization Structure**

Organizational structure of Travel Agencies. Procedure to start a travel agency in India – IATA approval. Duties and responsibilities of staff and managers. Functions of travel agents in -customs office – passport office and foreign affairs Ministry. Itinery development, tour packaging process, costing and pricing.

**Chapter III : Tourist Guides**

Definition- duties and responsibilities – categories- procedure to become a recognized Tourist guide.

**Chapter IV : Travel Documentation.**

Passport – procedure for obtaining a passport in India. Visa – types – procedure.  
Inbound and out bound regulations. Customs – Airport tax, currency regulations and Health regulations.

**Chapter V : Tourism organizations**

State, National and International Tourism Institutions and Organizations -WTO, WTTC, IATA, TAAI, PATA, etc. ITDC, KSTDC.



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### Practical for Skill Development :

- Record Journal to be maintained based on the subject.
- Students are required to visit a Travel Agency or Tour operator and prepare a report on it (which should include various functions performed by the travel agency)
- Passport and visa format.

### BOOKS FOR REFERENCE :

- Travel Agency Management An Introductory Text by Mohinder Chand
- An Introduction to travel and tourism – Dennis L Foster
- Tourism Management – Stephan J Page
- Tourism industry in India – By Tapan K Panda and Sitikantha Mishra
- Travel Agents and Tourism; Merissa Jome.W
- David H. Howel- Principal and methods of scheduling reservations(national publishers)
- Agarwal, Surinder : Travel agency management
- Geo, Chack : Professional Travel agency management : prentice Hall London,
- Bhatia.A.K. : Tourism Development – principles and policies sterling publishers, New Delhi.
- Iliam Cordve : Travel in India.
- The World of Travel- national publishers Delhi .



(7)

VOCATIONAL PAPER IV **TOURISM MARKETING**

**Chapter -I Introduction**

Marketing –Meaning –Definition –Characteristics- importance  
Classifications.  
Concepts in service marketing; Needs, Wants, Demands,  
Products markets.

**Chapter –II Marketing of Tourism**

Marketing of Tourism – Forecasting tourism demand –Market  
segmentation and positioning -Marketing of:- Airlines, Hotels,  
Resorts, Travel Agencies and other tourism related services –  
Challenges and strategies. -Tourism marketing mix.

**Chapter-III Market Research**

Marketing research- Meaning-Definition-methods and importance  
of marketing research. Primary data, secondary data, qualitative  
and quantitative data and marketing information systems (MIS)  
and its function – Consumer and consumer behaviour, factors  
influencing the buying behaviour of consumers – market  
segmentation and bases for segmenting consumers market.  
Targeting and positioning and market strategies in tourism. Market  
survey- Questionnaire – Process of marketing Research.

**Chapter –IV Marketing strategies**

Marketing strategies – various marketing strategies in Travel and  
tourism. Developing marketing strategies in tourism – New product  
development – Professionalism- customer satisfaction –Brand  
Product strategies- pricing considerations – distribution channels.  
Tour packages – tour brochures – communication and technology  
in marketing Tourism.

**Practical for skill Developments**

- Students are required to prepare a questionnaire for the  
visitors on a historical monument
- Students are required to prepare a report on marketing  
strategy to promote a destination product.
- Broachers designing and itinerary planning.



## BOOKS FOR REFERENCE :

- P C Sinha, Tourism Marketing
- An Introduction to Travel and Tourism – Dennis L Foster
- Tourism Management – Stephan J Page
- Tourism Industry in India – Tappan K Panda Sitikantha Mishra
- Kotler Phillips - Marketing Management, PHI, New Delhi.
- Maccarthy D.K.J, Basic Marketing – A Management Approach.
- Douglas Foster, Travel and Tourism Management.
- Negi. M.S.- Tourism and Hospitality
- Wahab.S.Grampter, Tourism Marketing, Tourism International Press, London.
- Stephan.F.Witt, Tourism Marketing and Management Handbook, prentice Hall, New York.
- Renal A. Nykiel L, Marketing in Hospital Industry (2<sup>nd</sup> ED.) Van Nestrand Reinhold.
- Maclean, Hunter, Marketing Management (Tourism in your business), Canadian Hotel and Restaurant Ltd,
- Kenneth E. Clow and David L. Kurtz, services Marketing, Biztantra Publications.



VOCATIONAL PAPER V

ENTREPRENEURSHIP DEVELOPEMENT PROGRAMME

Chapter – I

Entrepreneurship : what is it? Introduction to entrepreneur  
entrepreneurship and enterprise – Importance and relevance of  
the entrepreneur – Factors influencing entrepreneurship – Pros  
and Cons of being an entrepreneurs – Women entrepreneurs,  
problems and promotion – Types of Entrepreneurs –  
Characteristics of a successful entrepreneur – Competency  
requirement for entrepreneurs – Awareness of self competency  
and its development

Chapter – II

Small Scale Industries – Small scale industries/ Tiny industries/  
Ancillary industries/ cottage industries – definition, meaning,  
product range, capital investment, ownership patterns –  
Importance and role played by SSI in the development of the  
Indian economy– problems faced by SSI's and the steps taken to  
solve the problems – policies governing SSI's.

Chapter –III

Starting a Small Industry – To understand what constitutes a  
business opportunity, scanning the environment for opportunities,  
evaluation of alternatives and selection based on personal  
competencies. - An overview of the steps involved in starting a  
business venture – location, clearances and permits required,  
formalities, licensing and registration procedures – Assessment of  
the market for the proposed project – To understand the  
importance of financial, technical and social feasibility of  
the project.



Chapter – IV

Preparing the Business Plan (BP) – What is a BP? Why is it  
important? Who prepares it? Typical BP format  
- Financial aspects of the BP  
- Marketing aspects of the BP

- 10
- Human resource aspects of the BP
  - Technical aspects of the BP
  - Social aspects of the BP

Preparation of BP – Common pitfalls to be avoided in preparation of a BP

### Chapter – V

Implementation of the project – Financial assistance through SFC's, SIDBI, Commercial banks, KSIDC, KSSIC, IFCI, - Non financial assistance from DIC, SISI, EDI, SIDO, AWAKE, TCO, TECKSOK, KVIC– Financial incentives for SSI's, and Tax Concessions – Assistance for obtaining raw material, machinery, land and building and technical assistance – Industrial estates role and types.

### Chapter – VI

Sickness in SSI's – Meaning and definition of a sick industry – Causes of industrial sickness preventive and remedial measures for sick industries

### SKILL DEVELOPMENT.

- Preparation of a project report to start a SSI Unit.
- Preparing a letter to the concerned authority seeking license to the SS Unit, You propose to start.
- Format of a business plan.
- A report on the survey of SSI units in the region where college is located.
- Chart showing financial assistance available to SSI along with the rates of interest.
- Chart showing tax concessions to SSI both direct and indirect.
- Success stories of Entrepreneurs in the region.



**BOOKS FOR REFERENCE :**

- Mark. J Dollinger, Entrepreneurship – Strategies and Resources, Pearson Edition.
- Udai Pareek and T.V Rao-- Developing Entrepreneurship.
- S.V.S. Sharma -Developing Entrepreneurship , Issues and Problems
- Srivastava- A Practical Guide to Industrial Entrepreneurs
- Government of India, Report of the committee on Development of small and medium entrepreneurs, 1975
- Bharusali- Entrepreneur Development
- Vasanth Desai- Management of Smal Scale Industry
- Vasanth Desai- Problems and Prospects of Small Scale Industry
- CSV Murthy- Entrepreneurial Development
- Dr. Anil Kumar, S.C.Poornima, Minni K.Abraham, Jayashree K- Entrepreneurial Development



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## VOCATIONAL PAPER VI

### Tourism Development – Planning and Policies

#### Chapter I : Introduction

General concepts of planning – Tourism Planning – planning and tourism development – principles of planning- tourism policy – meaning and significance of tourism policy – evolution of tourism policy – principles of tourism policy. – tourism planning process - complexities of planning in tourism.

#### Chapter II : Tourism planning in India

Tourism planning in India – five year plans and planning for tourism. Role of private and public sector in tourism planning. Development of tourist circuits – National Tourism Policy- Karnataka State Tourism Policy – Destination development.

#### Chapter III : Tourism legislations

National Action Plan 1992. Ancient Monuments Preservation Act- Ancient Monuments and Archeological Site and Remains Act 1972 – Wild Life Protection Act 1972.

#### Chapter IV : Customer Relationship Management

Customer relationship – public relationship and communication for tourism manager – importance of public relations and communication in tourism. Development of communication in tourism in brief.



## Practical for Skill Development

Record journal to be maintained based on the subject

### On the job training I :

Field Trip : The students of travel and management shall be required to undertake a field trip(3 weeks) to important tourist destination covering atleast 8 main centers relating to monuments, wildlife parks, bird sanctuaries and sport centers at their second year term.

Students are required to submit their field trip report consisting of about 50 typed pages during their practical examination of fourth semester for the evaluation of the internal and external examiner. The report and practical record in viva-voce examination carries 100 marks and shall be evaluated by both internal and external examiners jointly.

### 1. On the job training II :

The students shall be required to undergo (6 weeks) practical training by their third year term in a tourism enterprise- travel agency – hotel – airlines or tourism corporation, duly approved by the head of the institution.

Students are required to submit a comprehensive training report during their practical examination of V semester. The report carries 50 marks for the practical examination purpose and shall be evaluated by both internal and external examiners jointly

### 2. Project report :

The students are required to make a project report on a topic under Travel and tourism in VI semester . The project must be with atleast 60 pages excluding annexures. It must be submitted for sixth semester practical examination to be evaluated by the internal and external examiner through a viva voice examination. It carries 50 marks. And Viva-voce carries 50 marks.





**BANGALORE UNIVERSITY**

*REVISED SYLLABUS 2014 – 15*

*B.B.M., (CBCS) DEGREE SEMESTER SCHEME*



**DEPARTMENT OF COMMERCE**

*Central College Campus, Bangalore – 560 001.*

  
**BANGALORE UNIVERSITY**  
**DEPARTMENT OF COMMERCE**

**REGULATIONS PERTAINING TO B.B.M (CBCS) DEGREE SEMESTER SCHEME 2014 - 15**

**I. OBJECTIVES :**

1. To develop ethical managers with inter disciplinary knowledge'
2. To develop entrepreneurs
3. To prepare students to take the responsibility of full line of Finance function of a company with special reference to SME sector.
4. To prepare students to take the responsibility of full line of Marketing function of a company with special reference to SME sector.
5. To prepare students to take the responsibility of full line of Human Resource function of a company with special reference to SME sector.
6. To develop IT enabled global middle level managers for solving real life business problems.
7. To develop business analysts for companies, capital markets and commodity markets.
8. To prepare students to take up higher education to become business scientists, researchers consultants and teachers, with core competencies.
9. Also to develop the students for competitive examinations of UPSC, KPSC, BSRB, Staff Selection Commission, etc.

**II. ELIGIBILITY FOR ADMISSION :**

Candidates who have completed Two years Pre – University course of Karnataka State or its equivalent are eligible for admission into this course.

**III. DURATION OF THE COURSE:**

The course of study is four (04) years of Eight Semesters. A candidate shall complete his/her degree within eight (08) academic years from the date of his/her admission to the first semester. However, students successfully complete Two (02) years of the course and leave the course, will be awarded Diploma in Commerce. Students successfully completes Three (03) years of the course will be awarded Bachelors Degree in Management (B.B.M). An option is provided to the students to continue the course to the Fourth year and those who successfully complete the Fourth year will be awarded Bachelors Degree in Management (Hon.) {B.B.M (Hon.)}.

**IV. MEDIUM OF INSTRUCTION**

The medium of instruction shall be in English.

**V. CLASS ROOM STRENGTH OF STUDENTS**

There shall be Maximum of 60 students in each section.

**VI. ATTENDANCE:**

- a. For the purpose of calculating attendance, each semester shall be taken as a Unit.
- b. A student shall be considered to have satisfied the requirement of attendance for the semester, if he/she has attended not less than 75% in aggregate of the number of working periods in each of the subjects compulsorily.

- c. A student who fails to complete the course in the manner stated above shall not be permitted to take the University examination.

## **VII. COURSE MATRIX**

See Annexure – 1

## **VIII. TEACHING AND EVALUATION:**

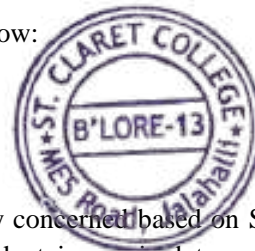
M.Com/MBA/MFA/MBS graduates with B.Com, B.B.M, BBA& BBS as basic degree from a recognized university are only eligible to teach and to evaluate the subjects (excepting languages, compulsory additional subjects and core Information Technology related subjects) mentioned in this regulation. Languages and additional subjects shall be taught by the graduates as recognized by the respective board of studies.

## **VIII. SKILL DEVELOPMENT / RECORD MAINTENANCE AND SUBMISSION:**

- a. Every college is required to establish a dedicated business lab for the purpose of conducting practical/on line assignments to be written in the record.
- b. In every semester, the student should maintain a Record Book in which a minimum of 5 exercises/programs per subject are to be recorded. This Record has to be submitted to the Faculty for evaluation at least 15 days before the end of each semester.

## **IX. SCHEME OF EXAMINATION:**

- a. There shall be a university examination at the end of each semester. The maximum marks for the university examination in each paper shall be 70.
- b. Of the 30 marks of Internal Assessment, 20 marks shall be based on Two tests. Each test shall be of at least 01 hour duration to be held during the semester. The average of two tests shall be taken as the internal assessment marks. The remaining 10 marks of the Internal Assessment shall be based on Attendance and Skill Development Record of 05 marks each.
- c. The marks based on attendance shall be awarded as given below:
  - 75% to 80% = 02 marks.
  - 81% to 85% = 03 marks.
  - 86% to 90% = 04 marks.
  - 91% to 100% = 05 marks.
- d. Marks for skill development shall be awarded by the faculty concerned based on Skill Development exercises provided in the syllabus of each paper. The student is required to prepare/workout the concerned exercises in a Record Book maintained by him/her and shall submit it the faculty concerned at least 15 days before the last date of the semester.



## **X. PROJECT REPORT AND VIVA-VOCE:**

- a) The Project report in the sixth semester carries 100 marks (70 marks for project report and 30 marks for viva – voce) which shall form part of Sixth semester examination.
- b) There shall be single valuation of project report and this will be done simultaneously along with Vive - Voce. Internal Assessment does not carry any marks.
- c) A batch of Two (02) Project Report and Viva – Voce Examiners shall evaluate and conduct Viva - Voce

examinations for a maximum of Thirty (30) Project Reports and Conduct Viva – Voce Examinations for the same candidates.

- d) The principal of the college shall submit the project reports of the students, to the university within three days after the completion of Viva - Voce examination.
- e) Candidate shall obtain a minimum of 40% marks (Including Viva-Voce) in this subject (project Report) failing which he she shall revise and resubmit before the commencement of the next examination. However, no student shall be allowed to resubmit the project report after three consecutive chances.
- f) The student who fails to submit the project report shall not be permitted to take the examination.
- g) The board of examiners or their nominees' shall conduct viva-voce examination for Project Report.

#### **XI. APPEARANCE FOR THE EXAMINATION:**

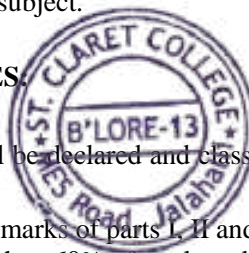
- a) A candidate shall apply for all the parts in each examination when he/she appears for the first time. A candidate shall be considered to have appeared for the examination only if he/she has submitted the prescribed application for the examination along with the required fees to the university.
- b) A candidate who has passed any language under Part-I shall be eligible to claim exemption from the study of the language if he/she has studied and passed the language at the corresponding level.
- c) Further, candidates shall also be eligible to claim exemption from studying and passing in those commerce subjects which he/she has studied and passed at the corresponding level, subject to the conditions stipulated by the university.
- d) A candidate who is permitted to seek admission to this degree course on transfer from any other University shall have to study and pass the subjects which are prescribed by the University. Such candidates shall not however, be eligible for the award of ranks.

#### **XII. MINIMUM FOR A PASS:**

Candidates who have obtained a minimum of 35% marks in university examination (i.e. 25 marks out of 70 marks of theory examination) and 40% in aggregate (i.e., total of university examination and internal assessment marks) in each subject shall be eligible for a pass or exemption in that subject.

#### **XIII. CLASSIFICATION OF SUCCESSFUL CANDIDATES.**

1. The results of the First to Sixth semester degree examination shall be declared and classified separately as follows:
  - a. First Class: Those who obtain 60% and above of the total marks of parts I, II and III.
  - b. Second Class: Those who obtain 50% and above but less than 60% of total marks of parts I, II and III.
  - c. Pass Class: Rest of the successful candidates who secure 40% and above but less than 50% of marks in part I, II and III.
2. Class shall be declared on the basis of the aggregate marks obtained by the candidates in this degree course (excluding languages (part I) and non-core subjects (Part III)) as a whole. However, only those candidates who have passes each semester university examination in the first attempt only shall be eligible for award of ranks. The first ten ranks only shall be notified.



**XIV. MEDALS AND PRIZES:**

No candidates passing an external examination shall be eligible for any scholarship, fellowship, medal, prize or any other award.

**XV. TERMS AND CONDITIONS:**

- a) A candidate is allowed to carry all the previous unleared papers to the subsequent semester/semesters.
- b) Such of those candidates who have failed/remained absent for one or more papers henceforth called as repeaters, shall appear for exam in such paper/s during the three immediately succeeding examinations. There shall be no repetition for internal assessment test.
- c) The candidate shall take the examination as per the syllabus and the scheme of examination in force during the subsequent appearances.

**XVI. PATTERN OF QUESTION PAPER:**

Each theory question paper shall carry 70 marks and the duration of examination is 3 hours. The Question paper shall ordinarily consist of three sections, to develop testing of conceptual skills, understanding skills, comprehension skills, articulation and application of skills. The question paper setter shall be asked to prepare TWO sets of papers with a maximum of 10% repetition. The Question Paper will be as per the following Model:

<b>SECTION-A</b> 1. a,b,c,d,e,f,g,	(Conceptual questions) Answer any Five	(05 X 02 = 10 Marks)
<b>SECTION -B:</b> 2,3,4,5,6.	(Analytical questions) Answer any Three	(03 X 06 = 18 Marks)
<b>SECTION-C:</b> 7,8,9,10,11.	(Essay type questions) Answer any THREE	(03 X 14 = 42 Marks)
<b>Total</b>		<b>70 Marks</b>

**XVII. PROVISION FOR IMPROVEMENT OF RESULTS:**

The candidate shall be permitted to improve the results of the whole examination or of any Semester or a subject within the prescribed time by the university after the publication of the results. This provision shall be exercised only once during the course and the provision once exercised shall not be revoked. The application for improvement of results shall be submitted to the Registrar (Evaluation) along with the prescribed fee.

**XVIII. REMOVAL OF DIFFICULTY AT THE COMMENCEMENT OF THESE REGULATIONS:**

If any difficulty arises while giving effect to the provision of these Regulations, the Vice Chancellor may in extraordinary circumstances, pass such orders as he may deem fit.

## ANNEXURE – 1

**BANGALORE UNIVERSITY**  
**B.B.M (CBCS) COURSE SEMESTER SCHEME -- 2014 – 15**  
**COURSE MATRIX**

**I SEMESTER**

	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 1 Languages	<b>Language:</b> Kannada / Sanskrit / Urdu / Tamil / Telugu / Malayalam/ Additional English / Marathi / Hindi	1.1	4	3	30	70	100	2
	<b>Language:</b> English	1.2	4	3	30	70	100	2
Part 2 Optional	Fundamentals of Accounting	1.3	4	3	30	70	100	2
	Business Organization and Environment	1.4	4	3	30	70	100	2
	Quantitative Methods for Business - I	1.5	4	3	30	70	100	2
	Management Process	1.6	4	3	30	70	100	2
Part 3	Foundation Course*		3	3	30	70	100	2
	CC & EC*				50	-	50	1
<b>Total Credits</b>								<b>15</b>

**II SEMESTER**

	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 1 Language	<b>Language:</b> Kannada / Sanskrit / Urdu / Tamil / Telugu/Malayalam / Additional English / Marathi / Hindi	2.1	4	3	30	70	100	2
	<b>Language:</b> English	2.2	4	3	30	70	100	2
Part 2 Optional	Financial Accounting	2.3	4	3	30	70	100	2
	Quantitative Methods for Business – II	2.4	4	3	30	70	100	2
	Organizational Behavior	2.5	4	3	30	70	100	2
	Production and Operations Management	2.6	4	3	30	70	100	2
Part 3	Foundation Course*		3	3	30	70	100	2
	CC & EC*				50	-	50	1
<b>Total Credits</b>								<b>15</b>

### III SEMESTER

	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 1 <b>Language</b>	<b>Language:</b> Kannada / Sanskrit / Urdu / Tamil / Telugu/Malayalam / Additional English / Marathi / Hindi	3.1	4	3	30	70	100	2
Part 2 <b>Optional</b>	Soft Skills for Business	3.2	4	3	30	70	100	2
	Corporate Accounting	3.3	4	3	30	70	100	2
	Human Resource Management	3.4	4	3	30	70	100	2
	Services Management	3.5	4	3	30	70	100	2
	Corporate Environment	3.6	4	3	30	70	100	2
Part 3	SDC*		3	3	30	70	100	2
	CC & EC*				50	-	50	1
<b>Total Credits</b>								<b>15</b>

### IV SEMESTER

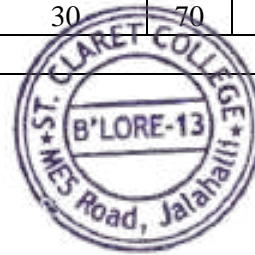
	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 1 <b>Language</b>	<b>Language:</b> Kannada / Sanskrit / Urdu / Tamil / Telugu/Malayalam / Additional English / Marathi / Hindi	4.1	1	1	30	70	100	2
Part 2 <b>Optional</b>	Business Research Methods	4.2	4	3	30	70	100	2
	Marketing Management	4.3	4	3	30	70	100	2
	Financial Management	4.4	4	3	30	70	100	2
	Business Regulations	4.5	4	3	30	70	100	2
	Cost Accounting	4.6	4	3	30	70	100	2
Part 3	SDC*		3	3	30	70	100	2
	CC & EC*				50	-	50	1
<b>Total Credits</b>								<b>15</b>

**V SEMESTER**

	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 2 Optional	Entrepreneurial Management	5.1	4	3	30	70	100	3
	Computer Applications in Business	5.2	4	3	30	70	100	3
	Banking Regulations & Operations	5.3	4	3	30	70	100	3
	Management Accounting	5.4	4	3	30	70	100	3
	Elective Paper I	5.5	4	3	30	70	100	3
	Elective Paper II	5.6	4	3	30	70	100	3
Part 3	SDC*		3	3	30	70	100	2
<b>Total Credits</b>								<b>20</b>

**VI SEMESTER**

	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 2 Optional	International Business	6.1	3	30	70	100	3	4
	E-Business	6.2	3	30	70	100	3	4
	Income Tax	6.3	3	30	70	100	3	4
	Strategic Management Or Project Report & Viva (Voce)	6.4	3	30	70	100	3	4
	Elective Paper III	6.5	3	30	70	100	3	4
	Elective Paper IV	6.6	3	30	70	100	3	4
Part 3	SDC*		3	30	70	100	2	3
<b>Total Credits</b>								<b>27</b>



**ELECTIVE GROUPS**

**1. FINANCE GROUP**

Semester No.	Paper No.	Title of the Paper	Lecture Hours Per Week	Total Marks
V	FN.5.5	Advanced Financial Management	04	100
	FN.5.6	Financial Markets & Services	04	100
VI	FN.6.5	Investment & Portfolio Management	04	100
	FN.6.6	Stock and Commodity Markets	04	100

## 2. MARKETING GROUP

Semester No.	Paper No.	Title of the Paper	Lecture Hours Per Week	Total Marks
<b>V</b>	MK.5.5	Consumer Behavior	04	100
	MK.5.6	Advertising & Media Management	04	100
<b>VI</b>	MK.6.5	Brand Management	04	100
	MK.6.6	Retail Management	04	100

## 3. HUMAN RESOURCE GROUP

Semester No.	Paper No.	Title of the Paper	Lecture Hours Per Week	Total Marks
<b>V</b>	HR.5.5	Employee Welfare & Social Security	04	100
	HR.5.6	Strategic HRM	04	100
<b>VI</b>	HR.6.5	Organizational Change & Development	04	100
	HR.6.6	Compensation Management	04	100

**Note:** VII and VIII Semester Syllabus as per Bangalore University 1<sup>st</sup> Year M.Com Course.

### 1. Foundation, Skill Development or Interdisciplinary Courses (Foundation Course\*)

(Common for all programmes):

- Constitution of Indian and Human Rights
- Environment and Public Health
- Computer Applications and Information Technology
- Business Entrepreneurship and Management
- Philosophy, Psychology and Life Skills
- Personality Development and Leadership / Integrating Mind, Body and Heart
- Indian History, Culture and Diversity
- Research Methodology
- Education and Literacy / Science and Life
- Human Resource Development .Management
- One of the Foreign Languages such as German, French etc.
- Any other Course prescribed by the University from time to time
- Commodity & Stock Market
- Mathematics in Finance



### 2. Co-and Extra – Curricular Activities (CC& EC\*)

A student shall opt for any one of the following activities in the first four semesters offered in the college

- N.S.S / N.C.C./Rotary Activities / Rovers and Rangers
- Sports and Games / Activities related to Yoga
- A Small project work concerning the achievements of Indian in different fields
- Evolution of study groups/seminar circles on Indian thoughts and ideas
- Interaction with local communities in their neighborhood and learn about and from them
- Exploring different aspects of Indian civilizations
- Other activities such as Cultural Activities as prescribed by the University.

Evaluation of Co-and Extra Curricular Activities is as per the procedure evolved by the University from time to time.

## 1.3 FUNDAMENTALS OF ACCOUNTING

### OBJECTIVE

The objective of this subject is to acquaint students with the accounting concepts, tools and techniques influencing business organizations.

#### Unit 1: INTRODUCTION TO FINANCIAL ACCOUNTING

08 Hrs

Introduction – Meaning and Definition – Objectives of Accounting – Functions of Accounting – Users of Accounting Information – Limitations of Accounting – Accounting Principles – Accounting Concepts and Accounting Conventions. Accounting Standards –List of Indian Accounting Standards.

#### Unit 2: ACCOUNTING PROCESS

10Hrs

Meaning – Process of Accounting – Kinds of Accounts – Rules - Transaction Analysis – Journal – Ledger – Balancing of Accounts – Trial Balance – Problems.

#### Unit 3: SUBSIDIARY BOOKS

10 Hrs

Meaning – Significance – Types of Subsidiary Books – Purchases Book – Sales Book – Purchase Returns Book – Sales Return Book – Bills Receivable Book – Bills Payable Book – Cash Book (Simple Cash Book, Double Column Cash Book, Three Column Cash Book and Petty Cash Book) and Journal proper. Bank Reconciliation Statement – Preparation of Bank Reconciliation Statement.

#### Unit 4: FINAL ACCOUNTS OF PROPRIETARY CONCERN

10 Hrs

Preparation of Profit & Loss Account and Balance Sheet (Vertical form).

#### Unit 5: SINGLE ENTRY SYSTEM

18Hrs

Meaning – Features – Types – Merits – Demerits – Differences between single entry and double entry systems – Preparation of Opening Statement of Affairs, Closing Statement of Affairs, Computation of Profit/Loss and Revised Statement of Affairs. Conversion of single entry to double entry system.

### SKILL DEVELOPMENT

- List out the accounting concepts and conventions.
- List out any ten errors disclosed by trial balance
- Collect the final accounts of a proprietary concern and present it in vertical form
- Prepare a Bank Reconciliation Statement with imaginary figures



### BOOKS FOR REFERENCE

1. Jawaharlal & Seema Srivastava: Financial Accounting, HPH
2. Saha, Fundamentals of Accounting, HPH
3. Dr. S.N. Maheswari, Financial Accounting, HPH
4. S Jayapandian: Financial Accounting from Zero,
5. Grewal and Gupta, Advanced Accounting, Sultan Chand.
6. S. P Jain and K. L. Narang ; Financial Accounting, Kalyani Publishers.
7. Soundra Rajan A & K. Venkataramana, Financial Accounting, SHB Publishers.

## 1.4 BUSINESS ORGANISATION AND ENVIRONMENT

### OBJECTIVE

The objective is to familiarize the students with aspects of Business Organization and its Environment.

#### Unit 1: INTRODUCTION TO BUSINESS ORGANIZATION

10 Hrs

Meaning of Business – Classification of Business Activities – Industry – Types of Industry – Commerce – Trade – Aids to Trade – Meaning – Advantages and Disadvantages

#### Unit 2: FORMS OF BUSINESS ORGANIZATION

14Hrs

Sole Proprietorship – Meaning – Characteristics – Advantages and Disadvantages. Partnership – Meaning – Characteristics – Advantages and Disadvantages - Types of Partners. Co-operative Society - Meaning – Characteristics – Types – Advantages and Disadvantages.

#### Unit 3: JOINT STOCK COMPANY

08 Hrs

Meaning – Definition – Features – Types of Companies – Formation of a Company.

#### Unit 4: BUSINESS ENVIRONMENT

14Hrs

Meaning and Importance. Dimensions of Business Environment – Political, Economic, Social, Legal, Natural and Technological Environment.

#### Unit 5: GOVERNMENT AND BUSINESS

10Hrs

Meaning and Importance. Impact of Government policy on business and industry with reference to liberalization, privatization and globalization.

### SKILL DEVELOPMENT

- Draw a Business Tree
- Prepare a Partnership deed
- Prepare Memorandum and Articles of Association of any company
- Discuss the Impact of Globalization on Indian Business and Industry
- State the impact of Technology on Indian Business

### BOOKS FOR REFERENCE

1. Dr. Aswathappa: Essentials of Business Environment, HPH.
2. Francis Cherrunilam : Business Environment, HPH.
3. Muniraju S.K. Podder – Business Organisation & Environment
4. VivekMittall, – Business Environment, Excel Books, New Delhi.
5. Raj Agarwal – Business Environment, Excel Books, New Delhi.
6. K. Venkataramana, Business Environment, SHB Publishers.



## 1.5 QUANTITATIVE METHODS FOR BUSINESS - I

### OBJECTIVE

To provide basic knowledge of quantitative methods and their application to commercial situations and for decision making in business.

#### Unit 1: NUMBER SYSTEM

04 Hrs

Introduction – Natural Numbers - Even Numbers – Odd Numbers – Integers – Prime Numbers – Rational & Irrational numbers, Real Numbers, HCF & LCM ( Simple problems )

#### Unit 2: THEORY OF EQUATIONS

12Hrs

Introduction – Meaning – Types of Equations – Simple, Linear and Simultaneous Equations (only two variables) Eliminations and Substitution Method only. Quadratic Equation – Factorization and Formula Method ( $ax^2 + bx + c = 0$  form only). Problems on Commercial Application.

#### Unit 3: PROGRESSIONS

12 Hrs

Introduction – Arithmetic Progression - Finding the 'n<sup>th</sup> term of an AP and Sum to n<sup>th</sup> term of AP. Insertion of Arithmetic Means in given terms of AP and representation of 3 terms of AP. Geometric Progression – Finding n<sup>th</sup> term of GP – Sum to 'n'th Term of GP – Insertion of Geometric Means in given Geometric Progression and also representation of 3 terms of GP.

#### Unit 4: MATRICES AND DETERMINANTS

14Hrs

Introduction, Meaning, types of matrices – operations of addition, subtraction, multiplication of two matrices – problems, transpose of a square matrix. Determinant of a square matrix- minor of an element, co-factor of an element of a determinant. adjoint of a square matrix, singular and non-singular matrices – inverse of a square matrix – Problems on linear equations in two variables using Cramer's rule.

#### Unit 5: COMMERCIAL ARITHMETIC

14 Hrs

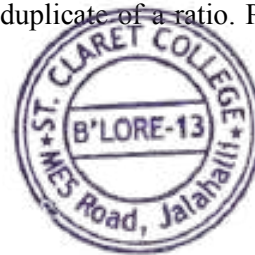
Simple interest, Compound interest including half yearly and quarterly calculations, annuities Percentages, bills discounting, concepts of Ratios, duplicate-triplicate and sub-duplicate of a ratio. Proportions, third, fourth and inverse proportion - problems.

### SKILL DEVELOPMENT

- Calculation of future value of present value.
- Calculation of geometric mean i.e, CAGR.
- Calculation of EMI, Premium amount.

### BOOKS FOR REFERENCE

1. A.LeninJothi : financial Mathematics, HPH.
2. Dikshit & Jain : Business Mathematics, HPH
3. Ranganath: Business Mathematics, GK Publications, Mumbai.
4. R. Selvaraj, Quantitative Methods in Management, Excel Books.
5. G.R. Veena & Seema: Business Mathematics and Statistics, I.K. Intl
6. Dr. Sancheti & Kapoor: Business Mathematics and Statistic, Sultan Chand and Sons.
7. Zamarudeen: Business Mathematics, Vikas Publishers.
8. Saha: Mathematics for Cost Accountants, HPH.
9. 7 Lectures – Quantitive Methods for Business – I, HPH



## 1.6 MANAGEMENT PROCESS

### OBJECTIVES:

The objective is to familiarize the students with concepts and principles of Management

#### Unit 1: INTRODUCTION TO MANAGEMENT

12Hrs

Introduction - Meaning, Nature and Characteristics of Management - Scope and functional areas of Management - Management as a Science, Art or Profession - Management & Administration - Principles of management - Social responsibility of Management and Ethics.

#### Unit 2: PLANNING

08 Hrs

Nature, importance and purpose of planning - Planning process, Objectives - Types of plans (Meaning only) - Decision making – importance & steps.

#### Unit 3: ORGANIZING AND STAFFING

14Hrs

Nature and purpose of organization, Principles of organization - Types of organization –Departmentation, Committees - Centralization Vs decentralization of authority and responsibility - Span of Control - MBO and MBE( Meaning only) - Nature and importance of staffing.

#### Unit 4: DIRECTING AND COORDINATING

14Hrs

Meaning and nature of directing - Motivation theories (Maslow's, Herzberg, McGregor's X & Y theory). Leadership – Meaning -Formal and Informal Leadership – Characteristics - Leadership Styles - Autocratic/Dictatorial - Democratic/Participative, Free reign/Laissez faire Leadership Styles - Communication -Meaning and importance, Barriers to Communication, Types of Communication – Coordination–Meaning, importance and Principles.

#### Unit 5: CONTROLLING

08Hrs

Meaning and steps in controlling - Essentials of a sound control system - Methods of establishing control (in brief).

### SKILL DEVELOPMENT

- Different types of Organization Charts (structure).
- Chart on Staffing.
- Graphic representation of Maslow's Theory.
- Chart on Media of Communication.
- Draft Control chart for different industries / business groups.



### BOOKS FOR REFERENCE

1. Appanniah& Reddy, Management HPH.
2. T. Ramaswamy : Principles of Management, HPH.
3. Rekha & Vibha – Management Process, Vision Book House.
4. Koontz & O'Donnell, Management, McGraw Hill.
5. L M Prasad, Principles of management, Sultan Chand & Sons
6. V.S.P Rao/Bajaj, Management process and organization, Excel Books.

7. Karampal : Management Process & Organisational Behaviour, I.K. Intl
8. Rustum&Davan, Principles and practice of Management.
9. S V S Murthy, Essentials of Management.
10. Thomas. N. Duening& John. M. Ivan cevich, Management, Principles and Guidelines, Biztantra Publications.
11. Tripathi& Reddy, Principles of Management. McGraw Hill
12. Kandepu : Elements of Functional Administration, HPH
13. K. Venkataramana, Management Process, SHB Publishers.



## 2.3 FINANCIAL ACCOUNTING

### OBJECTIVE:

The objective of this subject is to acquaint students with the accounting concepts, tools and Techniques influencing Business Organizations.

#### Unit 1: INSURANCE CLAIMS

10Hrs

Introduction – Need – Policy for Loss of Stock – Steps for ascertaining Fire insurance claim – Treatment of Salvage – Average Clause – Computation of Fire insurance claims.

#### Unit 2: HIRE PURCHASE AND INSTALLMENT SYSTEMS

12Hrs

Introduction – Meaning – Hire Purchase Act 1972 – Important Definitions – Hire Purchase Agreement – Hire Purchase Price – Cash Price – Hire Purchase Charges – Net Hire Purchase Price – Net Cash Price – Calculation of Interest – Calculation of Cash Price – Journal Entries and Ledger Accounts in the books of Hire Purchaser and Hire Vendor. Installment System – Meaning – Features – Differences between Hire Purchase System and Installment Purchase System (Theory only)

#### Unit 3: ROYALTY ACCOUNTS

12Hrs

Introduction – Meaning – Technical Terms – Royalty – Landlord – Tenant – Minimum Rent – Short Workings – Recoupment of Short Working under Fixed Period – Floating Period – Recoupment within the Life of a Lease – Treatment of Strike and Stoppage of work – Accounting Treatment in the books of Lessee – Preparation of Ledger Accounts – Royalty Account – Landlord Account – Short Workings Account – Minimum Rent Account when Minimum Rent Account is required.

#### Unit 4: SALE OF PARTNERSHIP TO A LIMITED COMPANY

14Hrs

Introduction – Need for conversion - Meaning of Purchase Consideration – Mode of Discharge of Purchase Consideration – Method of calculation of Purchase Consideration – Net Payment Method – Net Asset Method – Passing of Journal Entries and Preparation of Ledger Accounts in the books of Vendor – Treatment of certain items – Dissolution Expenses – Unrecorded Assets and Liabilities – Assets and Liabilities not taken over by the Purchasing Company – Contingent liabilities – Non-assumption of trade liabilities – Passing of Incorporation entries in the books of Purchasing Company.

#### Unit 5: ISSUE OF SHARES

8 Hrs

Meaning of Share, Types of Shares – Preference shares and Equity shares – Issue of Shares at par, at Premium, at Discount, Pro – Rata Allotment – Journal Entries and Bank Accounts – Preparation of Balance Sheet in the Vertical form.

### SKILL DEVELOPMENT

- Problems on calculation of purchase consideration when a firm is converted into a limited company
- Computation of cash price, interest components and hire purchase installments taking any problem
- Understand the meaning and purpose of loss of stock insurance including the average clause
- A problem on royalty highlighting the significance of minimum rent and recoupment of short workings

### **BOOKS FOR REFERENCE**

1. Anil Kumar & Others – Financial Accounting
2. M.A.Arunachalam&K.S.Raman: Advanced Accountancy
3. B.S. Raman, Advanced Accountancy Vol II
4. V.K. Goyal, Financial Accounting 2<sup>nd</sup> Edition
5. Shukla and Grewal, Advanced Accountancy
6. Gupta and Radhaswamy, Advanced Accountancy Vol I& II
7. Agarwal and Jain, Advanced financial Accounting
8. Guruprasad Murthy : Financial Accounting
9. Maheshwari, Advanced Accountancy Vol I & II
10. B.M. Lall Nigam & G.L. Sharma, Advanced Accountancy
11. S.N. Maheshwari& S.K. Maheshwari, Financial Accounting
12. Jain S.P &Narang K.L, Basic Financial Accounting
13. Soundra Rajan A & K Venkataramana, Financial Accounting, SHB Publishers.



## 2.4 QUANTITATIVE METHODS FOR BUSINESS - II

### OBJECTIVE

The objective is to provide basic knowledge of quantitative methods and their commercial application for decision making in business.

#### Unit 1: INTRODUCTION TO STATISTICS

04 Hrs

Background and Basic concepts: Introduction – Definition of Statistics – Functions – Scope – Limitations, Classification and Tabulation of Data.

#### Unit 2: MEASURES OF CENTRAL TENDENCY

14 Hrs

Introduction – Types of averages – Arithmetic Mean (Simple and Weighted) – Median – Mode – Graphic location of Median and Mode through Ogive Curves and Histogram.

#### Unit 3: MEASURES OF DISPERSION AND SKEWNESS

14 Hrs

**Part – 1: Measures of Dispersion :** Meaning– Calculation of Absolute and Relative measures of dispersion - Range – Quartile Deviation – Mean Deviation – Standard Deviation and Coefficient of Variation.

**Part – 2: Measures of Skewness:** Meaning of Skewness - Symmetrical & Skewed Distributions- Measures of Skewness - Absolute and Relative Measures of Skewness – Karl Pearson's Coefficient of Skewness and Bowley's Coefficient of Skewness

#### Unit 4: CORRELATION AND REGRESSION ANALYSIS

14Hrs

Correlation – Meaning & Definition - Uses – Types – Probable error – Karl Pearson's & Spearman's Rank Correlation (Excluding Bi-variate and Multiple correlation).

Regression – Meaning and Definition, Regression Equations - Problems

#### Unit 5: INDEX NUMBERS

10 Hrs

Meaning & Definition – Uses – Classification – Construction of Index Numbers – Methods of constructing Index Numbers – Simple Aggregate Method – Simple Average of Price Relative Method – Weighted Index numbers – Fisher's Ideal Index (including Time and Factor Reversal tests) – Consumer Price Index – Problems

### SKILL DEVELOPMENT

- Collect the age statistics of 10 married couples and compute correlation coefficient.
- Collect the age statistics of 10 newly married couples and compute regression equations. Estimate the age of bride when age of bridegroom is given.
- Select 10 items of daily-consumed products and collect base year quantity, base year price and current year price. Calculate cost of living index.

### BOOKS FOR REFERENCE

1. S P Gupta: Statistical Methods- Sultan Chand, Delhi
2. C.R.Reddy : Quantitative Techniques for Management Decisions, HPH.
3. Dr. B N Gupta: Statistics (SahityaBhavan), Agra.
4. R.S Bhardwaj: Business Statistics, Excel Books.

5. Chikodi & Prasad – Quantitative Method for Business - II
6. Veerchamy : Operation Research I.K. International Publishers
7. S C Gupta: Business Statistics, Himalaya Publications.
8. Ellahance : Statistical Methods
9. Sanchethi and Kapoor: Business Mathematics, Sultan Chand
10. C.S Mujawar : Statistics for Managers I.K. International Publishers



## 2.5 ORGANISATIONAL BEHAVIOUR

### OBJECTIVE:

The objective is to enable the students to understand the Organizational Behaviour, and Organizational Change and dynamic of groups .

### Unit 1: ORGANIZATIONAL BEHAVIOUR 06Hrs

Organization Behaviour– Definition, Scope and Application in Management -Contributions of other disciplines to OB–Emerging issues in Organizational Behaviour.

### Unit 2: PERSONALITY, PERCEPTION AND ATTITUDES 16 Hrs

**Personality** :Meaning - Determinants of Personality - Biological factors - Cultural factors - Family and Social Factors - Situational factors -Personality attributes influencing OB, Interactive Behaviour and Interpersonal Conflict.

**Perception** :Meaning - Need - Perceptual Process – Perceptual Mechanism - Factors influencing perception.

**Attitude**: Meaning of Attitude - Characteristics of Attitude – Components of Attitude - Attitude and Behaviour – Attitude formation, change in attitude and barriers to attitude.

### Unit 3: LEARNING AND BEHAVIOUR MODIFICATION 08Hrs

Principles of Learning & Reinforcement - Observational Learning - Cognitive Learning - Organizational Behaviour Modification - Steps in Organizational Behaviour Modification process - Organizational Reward Systems

### Unit 4: GROUP DYNAMICS 12Hrs

Meaning - Types of Groups - Functions of small groups - Group Size Status - Managerial Implications – Group Behaviour - Group Norms - Cohesiveness - Group Think,

### Unit 6: ORGANIZATIONAL CHANGE AND DEVELOPMENT 14Hrs

**Organizational Change**: Meaning - Nature of work change - Pressure for change - Change process - Types of change – Factors influencing change - Resistance to change - Overcoming resistance - **Organizational Development**–Meaning and different types of OD interventions.



### SKILL DEVELOPMENT

- Meaning of job enrichment and list the requirements of job enrichments
- Characteristics of attitude and components of attitude – A brief discussion
- List the determinants of personality
- Factors influencing perceptions - A brief explanation
- List the characteristics of various leadership styles.

### BOOKS FOR REFERENCE

1. K. Aswathappa, Organizational Behaviour, HPH.
2. Appanniah&, Management and Behavioural Process, HPH.
3. Rekha & Vibha – Organizational Behavioural

4. Robbins, Organizational Behaviour, International Book House.
5. John W. Newstrom & Kieth Davis, Organizational Behaviour, McGraw Hill.
6. P.G. Aquinas Organizational Behavior, Excel Books.
  7. Fred Luthans, Organizational Behaviour. McGraw Hill.
8. M. Gangadhar. V.S.P.Rao and P.S.Narayan, Organizational Behaviour
9. M.N.Mishra: Organisational Behaviour and Corporate Development, HPH.
10. Karamapl : Business Management & Organizational Behavioral I.K. International
11. N.S. Gupta, Organizational Behaviour, HPH.
12. Jit. S. Chandan, Organisational Behaviour, Vikas Publishing House.
13. Sharma R.K & Gupta S.K, Management and Behaviour Process, Kalyani Publishers.
14. K. Venkataramana, Organisational Behaviour, SHBP.



## 2.6 PRODUCTION AND OPERATIONS MANAGEMENT

### OBJECTIVE

The objective of the subject is to make the students understand the concepts of production and operations management of an industrial undertaking and the benefits of automation.

#### **Unit 1: INTRODUCTION TO PRODUCTION AND OPERATIONS MANAGEMENT 12Hrs**

Introduction - Meaning & Definition – Classification - Objectives and Scope of Production and operation Management -Automation: Introduction – Meaning and Definition – Need – Types - Advantages and Disadvantages.

#### **Unit 2: PLANT LOCATION AND LAYOUT 08 Hrs**

Introduction – Meaning & Definition - Factors affecting location, theory and practices, cost factor in location - Plant layout principles - space requirement- Different types of facilities, Organization of physical facilities – building, sanitation, lighting, air conditioning and safety.

#### **Unit 3: MATERIALS MANAGEMENT 08Hrs**

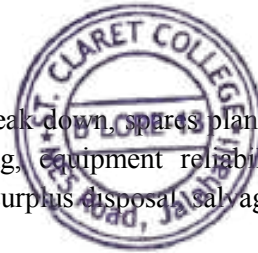
Introduction – Meaning & Definition - Purchasing, Selection of Suppliers, Inventory Management, Material Handling Principles and Practices, Economic Consideration, Criteria for Selection of Materials Handling Equipment, Standardization, Codification, Simplification, Inventory Control, Techniques of

#### **Unit 4: PRODUCTION PLANNING AND QUALITY CONTROL 16Hrs**

Objectives and Concepts, capacity planning, corresponding production planning, controlling, scheduling routing – Quality Control - Statistical Quality Control, Quality Management, Control charts and operating characteristic curves, acceptance sampling procedures, Quality Circle, Meaning of ISO and TQM. Productivity – factors influencing productivity - Concept of Standard Time, Method study, Time and Motion Study, Charts and Diagrams, Work Measurements

#### **Unit 6: MAINTENANCE AND WASTE MANAGEMENT 12Hrs**

Introduction – Meaning – Objectives - Types of maintenance, Break down, spares planning and control, preventive routine, relative advantages, maintenance scheduling, equipment reliability and modern scientific maintenance methods - Waste Management - Scrap and surplus disposal, salvage and recovery.



### SKILL DEVELOPMENT

1. Visit any industry and list out the stages of PPC with as many details as possible.
2. List out the Functions of Materials management in an organization
3. Describe the Functions of Quality Circles in an industry
4. Draw a ISO specification chart
5. Visit a company and List out Environmental issues.
6. Visit a company and draw a chart on Plant layout.

## **BOOKS FOR REFERENCE**

1. Ashwathappa. K & Sridhar Bhatt : Production & Operations Management, HPH.
2. Gondhalekar&Salunkhe : Productivity Techniques, HPH.
3. SN Chary, Production & Operations Management, McGraw Hill.
4. U. Kachru, Production & Operations Management, Excel Books.
5. Alan Muhlemann, John Oaclank and Keith Lockyn, Production & Operations Management, PHI.
6. K KAhuja, Production Management, CBS Publishers.
7. S.A. Chunawalla& Patel: Production & Operations Management, HPH.
8. Everett E Adam Jr., and Ronald J Ebert, Production & Operations Management, Sage Publishers.
9. Dr. L. N. Agarwal and Dr. K.C. Jain, Production Management
10. Thomas E. Morton, Production Operations Management, South Western College.
11. K. Venkataramana, Production Operations Management, SHBP.
12. Sridhara Bhatt - Production & Operation Management, HPH.
13. Ghousia Khaloon – Production & Operation Management, VBH.



## 3.2 SOFT SKILLS FOR BUSINESS

### OBJECTIVE:

The objective is to develop both oral and written communication skills relating to organizational and Business issues

### Unit 1: ELEMENTS OF COMMUNICATION

14Hrs

Meaning, Importance, Objectives & Principles of Communication, , Process, impediments of effective communication, Strategies for effective communication. Types and forms of communication  
Nonverbal Communication- Body Language, Gestures, Postures, Facial Expressions, Dress codes, The Cross Cultural Dimensions of Business Communication, Listening & Speaking, Techniques of Eliciting Response, Probing Questions, Observation, Business and social etiquette.

### Unit 2: PUBLIC SPEAKING

10 Hrs

Importance of Public Speaking and Speech Composition - Principles of Effective Speaking& Presentations. Technical speeches & Non-technical presentations. Speech for introduction of a speaker - Speech for vote of thanks -Occasional speech - Theme speech. Moderating programs - Use of Technology

### Unit 3: INTERVIEW TECHNIQUES

08 Hrs

Importance of Interviews, Art of conducting and giving interviews, Placement interviews - discipline interviews - Appraisal interviews – Exit interviews.

### Unit 4: MEETINGS

08Hrs

Importance of Meetings -Opening and Closing Meetings - Participating and Conducting Group discussions. Brain Storming, e– Meetings, preparing agenda and minutes of the meeting

### Unit 5: BUSINESS COMMUNICATION

16Hrs

Business Letters: Inquiries, Circulars, Quotations, Orders, Acknowledgments Executions, Complaints, Claims & Adjustments, Collection letter, Banking correspondence, Agency correspondence, Bad news and persuading letters, Sales letters, Job application letters - Bio-data, Covering Letter, Interview Letters, Letter of Reference. Memos, Minutes, Circulars & Notices.

### SKILL DEVELOPMENT

- Conduct a mock meeting and draft minutes of the meeting.
- Draft a letter of enquiry to purchase a laptop.
- Draft your bio-data.
- Prepare your Career Plan.

### BOOKS FOR REFERENCE

1. Rai & Rai – Soft Skill for Business
2. Santhosh Kumar – Soft Skill for Business, VHB.
3. C.G.G Krishnamacharyulu&Lalitha :Soft Skills of Personality Development, HPH.
4. Lesikar, R.V. &Flatley, M.E. (2005). Basic Business Communication Skills for



- Empowering the Internet Generation. Tata McGraw Hill Publishing Company Ltd.,New Delhi.
5. Rai&Rai: Business Communication Himalaya Publishing House
  6. Rajkumar, Basic of Business Communication
  7. Ludlow, R. & Panton, F. (1998). The Essence of Effective Communications. Prentice Hall of India Pvt. Ltd.
  8. M.S. Rao : Soft Skills – Enhancing Employability I.K. International PH.
  9. Rao& Das : Communication Skills, I.K. International PH.
  10. Adair, J. (2003). Effective Communication. Pan McMillan.
  11. Thill, J. V. &Bovee, G. L. (1993). Excellence in Business Communication. McGrawHill, New York.
  12. Bowman, J.P. &Branchaw, P.P. (1987). Business Communications: From Process to Product. Dryden Press, Chicago.
  13. Sharma S.P. & Others, Business Communication
  14. Banerjee : Soft Skills Business and Professional Communication, I.K. International



### 3.3 CORPORATE ACCOUNTING

#### OBJECTIVE

The objective of this subject is to enable the students to have a comprehensive understanding about the provisions of the Company's Act and Corporate Accounts.

#### Unit 1: COMPANY FINAL ACCOUNTS

20 Hrs

Statutory Provisions regarding preparation of Company Final Accounts – Treatment of Special Items – Managerial Remuneration – Tax deducted at source – Advance payment of Tax – Provision for Tax – Depreciation – Interest on debentures – Dividends – Rules regarding payment of dividends ( Theory only) – Transfer to Reserves – Preparation of Profit and Loss Account and Balance Sheet as per Section 219(1)(b) (IV) and form 23AB. Abridged Profit and Loss Account – Abridged Balance Sheet (Vertical Form).

#### Unit 2: FINANCIAL STATEMENTS ANALYSIS

10 Hrs

Analysis of financial statements – comparative statements, comparative income statement, comparative Balance sheet – common size statements – Common size income statement, common size Balance Sheet – Trend percentages. Reporting to management – Management Decision and Analysis.

#### Unit 3: VALUATION OF GOODWILL

8Hrs

Meaning – Circumstances of Valuation of Goodwill – Factors influencing the value of Goodwill – Methods of Valuation of Goodwill - Average Profit Method – Super Profit Method – Capitalization of Super Profit Method – Annuity Method – Capitalization of Profit Method.

#### Unit 4: VALUATION OF SHARES

8 Hrs

Meaning – Need for Valuation – Factors Affecting Valuation – Methods of Valuation – Asset Backing or Intrinsic Value Method – Yield Method – Earning Capacity Method – Fair Value Method - Rights Issue and Valuation of Rights Issue.

#### Unit 5: HOLDING COMPANY ACCOUNTS

10 Hrs

Introduction – Meaning of Holding Company – Subsidiary Company – Steps – Pre Acquisition Profits – Post Acquisition Profits – Minority Interest – Cost of Control or Capital Reserve – Unrealized Profit – Mutual Indebtedness – Preparation of Consolidated Balance Sheet (As per AS21).

#### SKILL DEVELOPMENT

- Collect and fill the share application form of a limited Company.
- Collect a Prospectus of a company and identify the reasons to invest or not to invest in shares.
- List the various functions of underwriters.
- Collect annual report of a Company and List out its assets and Liabilities.
- Collection of latest final accounts of a company and find out the net Asset value of shares
- List out the conditions to be fulfilled for redemption of Preference shares.



### **BOOKS FOR REFERENCE**

1. Anil Kumar - Marriappa – Corporate Accounting , HPH.
2. M.A.Arunachalam & K.S.Raman: Corporate Accounting – II, HPH.
3. Dr. S.N. Maheswari , Financial Accounting, Jain Book Depot.
4. V.K. Goyal: Corporate Accounting, PHI.
5. Soundrarajan A & K. Venkataramana, Corporate Accounting, SHBP.
6. S. P. Jain and K. L. Narang – Corporate Accounting, Kalyani Publishers.
7. SP Iyengar, Advanced Accountancy, Sultan Chand and Sons, New Delhi.
8. R L Gupta, Advanced Accountancy, Sultan Chand and Sons, New Delhi..



### 3.4 HUMAN RESOURCE MANAGEMENT

#### OBJECTIVE

The objective is to familiarize the students with concepts and principles of Human Resource Management.

#### Unit 1: HUMAN RESOURCE MANAGEMENT

10 Hrs

Introduction – Meaning of HRM – Objectives of HRM – Importance of HRM – Functions and Process of HRM – HR Manager - Duties and Responsibilities – Recent trends in HRM.

#### Unit 2: HUMAN RESOURCE PLANNING, RECRUITMENT & SELECTION

14 Hrs

Meaning – Importance of Human Resource Planning – Benefits of Human Resource Planning. Recruitment – Meaning – Methods of Recruitment. Selection – Meaning – Steps in Selection Process – Problems Involved in Placement.

#### Unit 3: INDUCTION AND TRAINING

08Hrs

Meaning, objective and purpose of Induction: Training- Need for training, benefits of training, identification of training needs and methods of training.

#### Unit 4: PERFORMANCE APPRAISAL AND COMPENSATION

10Hrs

Introduction – Meaning and Definition – Objectives – Methods of Performance Appraisal – Uses and Limitations of Performance Appraisal. Compensation – Meaning of Compensation – Objectives of Compensation.

#### Unit 5: PROMOTION AND TRANSFERS

08Hrs

Meaning and Definition of Promotion - Purpose of promotion, basis of promotion, Meaning of transfer, reasons for transfer, types of transfer, right sizing of work force, need for right sizing.

#### Unit 6: HUMAN RESOURCE DEVELOPMENT

06Hrs

Meaning of HRD, Role of training in HRD, Knowledge Management, Knowledge Resources, Impact of Globalization on Human Resource Management, Problems in relation to Transnational and Multinationals.

#### SKILL DEVELOPMENT

- Prepare a Chart showing the functions of HRM and a brief explanation on the need for each function.
- Prepare an advertisement for recruitment / selection of candidates for any organization of your choice.
- Give observation report of industrial safety practices followed by any organization of your choice
- Develop a format for performance appraisal of an employee.
- Choose any MNC and present your observations on training programme.

#### BOOKS FOR REFERENCE

1. Aswathappa, Human Resource Management, Tat McGraw Hill.
2. Madhurimalall, Human Resource Management, HPH.
3. Reddy & Appanniah, Human Resource Management. HPH.
4. C.B.Mamoria, Personnel management, HPH.
5. Edwin Flippo, Personnel management, McGraw Hill.
6. SubbaRao, Personnel and Human Resources management, HPH.

7. S.Sadri& Others: Geometry of HR, HPH.
8. Rajkumar : Human Resource Management I.K. Intl
9. Michael Porter, HRM and human Relations, Juta & Co.Ltd.
10. Biswanath Ghosh, Human Resource Development and Management.
11. Rekha & Vibha – Human Resource Management, VBH.
12. K. Venkataramana, Human Resource Management, SHBP.



### 3.5 SERVICES MANAGEMENT

#### OBJECTIVE

The objective is to familiarize the students with different services and prepare them with requisite skills to manage services.

#### **Unit 1: INTRODUCTION TO SERVICES MANAGEMENT 08 Hrs**

Meaning of Services – Concepts - Characteristics of Services – Classification of Services – Growth of Service Sector.

#### **Unit 2: SERVICES MARKETING 18Hrs**

Meaning – Differences between Products and Services – Importance of Services Marketing – Marketing Mix for Services – 7 P's (in detail) Managing Demand and Supply in Service Industry. Service Delivery Process: Role of Customer in Service delivery process- Quality issues in Services – GAP Model, Managing moments of Truth

#### **Unit 3: TOURISM AND HOSPITALITY SERVICES 12 Hrs**

Introduction – Evolution of Tourism Industry – Concept and Nature of Tourism – Significance of Tourism Industry- Market segmentation in tourism- Marketing mix of Tourism - Recent Trends in Tourism. Hospitality Services: Types of Hotels –Types of Accommodation – Departments in Hotels – Customer care in Hospitality Industry.

#### **Unit 3: BANKING AND INSURANCE SERVICES 12Hrs**

**Banking** - Introduction – Traditional Services – Modern Services – Recent Trends in Banking Services. **Insurance** - Introduction – Meaning and Definition of Insurance – Types of Insurance – Life Insurance – Products of Life Insurance – General Insurance – Types of General Insurance – Insurance Agents and other Intermediaries .

#### **Unit 5: HEALTHCARE AND INFORMATION TECHNOLOGY ENABLED SERVICES (ITES) 6 Hrs**

Hospitals – Evolution of Hospital Industry – Nature of Service – Risk involved in Healthcare Services – marketing of medical services – Hospital extension services – Pharmacy, nursing – Medical Transcription. ITES: Introduction – Growth, Types, Job opportunities in ITES.



#### SKILL DEVELOPMENT

- Prepare a chart on conditions to be complied for Star Hotel Status.
- Procure any two insurance policies (Xerox) and paste them in the record.
- Visit and Travel and Tour agencies and prepare organization chart.
- Interact with tourist operators and identify the areas of tourism management.
- Prepare a chart showing customer service rendered by at least two MF. (Preferably a comparative chart)
- Procedures of Railway ticket booking with specimen of reservation/cancellation slip.
- Procedure for Air ticket booking both domestic and International.

## **BOOKS FOR REFERENCE**

1. S.M. Jha: Services Marketing HPH
2. Dr. Shajahan. S; Service Marketing (Concept, Practices & Cases); Himalaya Publishing House; Mumbai; First Edition 2001.
3. Sunil B Rao – Service Management
4. Shanker, Ravi; Services Marketing – the Indian Perspective; Excel Books, New Delhi; First Edition; 2002
5. Dutta : Service Management, I.K. International
6. Cengiz Hakseveretal – ‘Service Management and Operations’; Pearson Education.
7. K. Venkataramana, Service Management, SHBP.



### 3.6 CORPORATE ENVIRONMENT

#### OBJECTIVE

The objective is to enable the students to get familiarized with the existing Company Law and Secretarial Procedure.

#### Unit 1: FORMATION OF COMPANY 14Hrs

**Promotion of Company** – Promotion – Incorporation – Capital Subscription and Certificate of Commencement of Business. **Memorandum of Association** – Definition – Clauses. **Articles of Association** – Definition – Contents – Distinction between Memorandum of Association and Articles of Association – Alteration of Memorandum of Association and Articles of Association. **Prospectus** – Meaning – Contents – Statement in Lieu of Prospectus.

Corporate Social Responsibility initiatives under Companies Act 2013 (Section 135)

#### Unit 2: CAPITAL OF COMPANY 10 Hrs

Share Capital – Meaning of Shares – Kinds of Shares – Merits and Demerits of Shares. Debentures – Meaning – Features – Types – Merits and Demerits, Listing of Shares.

#### Unit 3: COMPANY MEETINGS 12 Hrs

Meaning and Definition – Types of Meeting – Statutory Meeting – Annual General Meeting – Extraordinary General Meeting – Board Meeting and Resolutions.

#### Unit 4: COMPANY SECRETARY 10Hrs

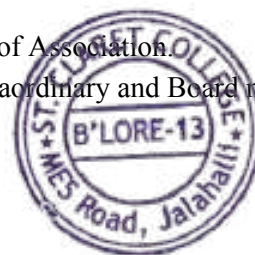
Meaning and Definition – Position – Appointment – Rights – Duties – Liabilities – Qualification and Removal of Company Secretary.

#### Unit 5: WINDING UP OF COMPANIES 10 Hrs

Modes of winding up – commencement of winding up – consequences – official liquidator – powers and duties of liquidator.

#### SKILL DEVELOPMENT

- Drafting of Memorandum of Association, Drafting of Articles of Association.
- Drafting Notice of Company Meetings – Annual, Special, Extraordinary and Board meetings.
- Drafting Resolutions of various meetings – different types.
- Chart showing Company's Organization Structure.
- Chart showing different types of Companies.
- A case study on CSR initiatives of any one company



#### BOOKS FOR REFERENCE

1. Maheshwari&Maheshwari, Elements of Corporate Laws, Himalaya Publishers
2. Dr. P.N. Reddy and H.R. Appanaiah, Essentials of Company Law and Secretarial Practice, Himalaya Publishers.
3. M.C. Shukla&Gulshan, Principles of Company Law, S. Chanda & Co.
4. C.L. Bansal, Business & Corporate law, Excel Books.
5. N.D. Kapoor, Company Law and Secretarial Practice, Sultan Chand & Sons.
6. S.S Gulshan, Company Law, New Age International.
7. M.C. Bhandari, Guide to Company Law Procedures, Bhandari Publications.
8. S.C. Kuchal, Company Law and Secretarial Practice, Chaitanya Publishing.
9. K. Venkataramana, Service Management, SHBP.
10. Pradeep K. Shinde, Corporate Environment

## 4.2 BUSINESS RESEARCH METHODS

### OBJECTIVE

The objective is to create an awareness of the Process of Research, the tools and techniques of research and generation of reports

#### Unit 1: INTRODUCTION TO RESEARCH 14Hrs

Meaning – Objectives – Types of Research – Scope of Research – Research Approaches – Research Process – Research Design – Research Methods Vs Research Methodology - Steps in Research – Problem Formulation – Statement of Research Objective – Exploratory – Descriptive – Experimental Research.

#### Unit 2: METHODS OF DATA COLLECTION 08 Hrs

Observational and Survey Methods – Field Work Plan - Administration of surveys - Training field investigators - Sampling methods - Sample size.

#### Unit 3: TOOLS FOR COLLECTION OF DATA 08 Hrs

Questionnaire Design; Attitude measurement techniques – Motivational Research Techniques – Selection of Appropriate Statistical Techniques

#### Unit 4: STATISTICAL METHODS 18 Hrs

Tabulation of data - Analysis of data –Testing of Hypothesis, Advanced techniques – ANOVA, Chi-Square - Discriminant Analysis - Factor analysis, Conjoint analysis - Multidimensional Scaling - Cluster Analysis (Concepts Only).

#### Unit 5: REPORT WRITING 08 Hrs

Types of Reports, Business, Technical and Academic Report writing – Methodology Procedure – Contents – Bibliography

### SKILL DEVELOPMENT

- Illustrate different types of samples with examples
- Construct a questionnaire for collection of primary data keeping in mind the topic chosen for research
- Narrate your experience using observation technique
- Diagrammatically present the information collected through the questionnaire



### BOOKS FOR REFERENCE

1. O.R.Krishnaswamy; Research methodology in Social Sciences, HPH, 2008.
2. R. Divivedi: Research Methods in Behavior Science, Macmillan India Ltd., 2001.
3. J.K. Sachdeva: Business Research Methodology HPH
4. S.N. Murthy, V. Bhojanna: Business Research Methods Excel Books
5. Levin & Rubin: Statistics for Management, Prentice Hall of India, 2002
6. Gupta S; Research Methodology and Statistical Techniques, Deep & Deep Publication (P) Ltd., 2002
7. Thakur D: Research Methodology in Social Sciences, Deep & Deep Publications (P) Ltd., 1998.
8. Tripathi P.C: A Textbook of Research Methodology, Sultan Chand & Sons, 2002.
9. Cooper: Business Research Methods 6<sup>th</sup> edition, MC Graw Hill,
10. C.R. Kothari, Research Methodology, Vikas Publications
11. Usha Devi N, Santhosh Kumar - Business Research Methodology

### 4.3 MARKETING MANAGEMENT

#### OBJECTIVE

The objective is to enable students to understand the concept of marketing and its applications and the recent trends in Marketing.

#### Unit 1: INTRODUCTION TO MARKETING

10 Hrs

Meaning & Definition – Goals – Concepts of Marketing – Approaches to Marketing – Functions of Marketing.

**Recent trends in Marketing** - Introduction, E-business – Tele-marketing – M-Business – Green Marketing – Relationship Marketing – Retailing – Concept Marketing and Virtual Marketing (Meaning Only).

#### Unit 2: MARKETING ENVIRONMENT (MACRO)

10 Hrs

Meaning – Demographic – Economic – Natural – Technological - Political – Legal – Socio - Cultural Environment

#### Unit 3: MARKETING MIX

20 Hrs

Meaning – Elements – Product – Product Mix – Product Line – Product Lifecycle – Product Planning – New Product Development – Failure of New Product – Branding – Packing and Packaging. Pricing – Objectives – Factors influencing Pricing Policy and Methods of Pricing. Physical Distribution – Meaning – Factors affecting Channel Selection – Types of Marketing Channels. Promotion – Meaning and Significance of Promotion – Personal Selling & Advertising (Meaning Only).

#### Unit 4: MARKET SEGMENTATION AND CONSUMER BEHAVIOUR

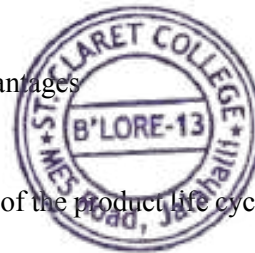
10 Hrs

Meaning & Definition - Bases of Market Segmentation – Requisites of Sound Market Segmentation. Consumer Behaviour – Factors influencing Consumer Behaviour and Buying Decision Process.

#### Unit 5: CUSTOMER RELATIONSHIP MANAGEMENT

06 Hrs

Meaning and Definition – Role of CRM – Advantages and Disadvantages



#### SKILL DEVELOPMENT

- Identify the product of your choice and describe in which stage of the product life cycle it is positioned.
- Suggest strategies for development of a product.
- Study of Consumer Behaviour for a product of your choice.
- Develop an Advertisement copy for a product.
- Prepare a chart for distribution network for different products.

#### BOOKS FOR REFERENCE

1. P N Reddy & Appanniah, Marketing Management, HPH.
2. Kuranakaran, Marketing Management, Himalaya Publishers.
3. Rekha & Vibha, Marketing Management, VBH.
4. Philip Kotler, Marketing Management, Prentice Hall.

5. Bose Biplab, Marketing Management, Himalaya Publishers.
6. J.C. Gandhi, Marketing Management, Tata McGraw Hill.
7. Ramesh & Jayanti Prasad: Marketing Management, I.K. International
8. William J. Stanton, Michael J.Etzel, Bruce JWalker, Fundamentals of Marketing, McGraw Hill Education.
9. Sontakki, Marketing Management, Kalyani Publishers.
10. K. Venkataramana, Marketing Management, SHBP.



## 4.4 FINANCIAL MANAGEMENT

### OBJECTIVE

The objective is to enable students to understand the basic concepts of Financial Management and the role of Financial Management in decision-making.

#### **Unit 1: INTRODUCTION TO FINANCIAL MANAGEMENT 10 Hrs**

Introduction – Meaning of Finance – Business Finance – Finance Function – Aims of Finance Function – Organization structure of finance - Financial Management – Goals of Financial Management – Financial Decisions – Role of a Financial Manager – Financial Planning – Steps in Financial Planning – Principles of a Sound Financial Planning.

#### **Unit 2: TIME VALUE OF MONEY 10 Hrs**

Introduction – Meaning & Definition – Need – Future Value (Single Flow – Uneven Flow & Annuity) – Present Value (Single Flow – Uneven Flow & Annuity)– Doubling Period – Concept of Valuation – Valuation of Bonds & Debentures – Preference Shares – Equity Shares – Simple Problems.

#### **Unit 3: FINANCING DECISION AND INVESTMENT DECISION 16Hrs**

**Financing Decisions:** Introduction – Meaning of Capital Structure – Factors influencing Capital Structure – Optimum Capital Structure – EBIT – EBT – EPS – Analysis – Leverages – Types of Leverages – Simple Problems.

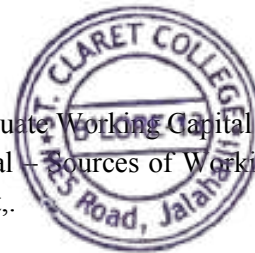
**Investment Decisions:** Introduction – Meaning and Definition of Capital Budgeting – Features – Significance – Process – Techniques – Payback Period – Accounting Rate of Return – Net Present Value – Internal Rate of Return – Profitability Index - Simple Problems

#### **Unit 4: DIVIDEND DECISION 08 Hrs**

Introduction – Meaning and Definition – Determinants of Dividend Policy – Types of Dividends – Provisions under Companies Act in relation to dividends.

#### **Unit 5: WORKING CAPITAL MANAGEMENT 12 Hrs**

Introduction – Concept of Working Capital – Significance of Adequate Working Capital – Evils of Excess or Inadequate Working Capital – Determinants of Working Capital – Sources of Working Capital – Cash Management – Receivables Management – Inventory Management,.



### SKILL DEVELOPMENT

- Draw the organization chart of Finance Function
- Illustrate operating cycle for at least 2 companies of your choice.
- Evaluate the NPV of an investment made in any one of the capital projects with imaginary figures for 5 years.
- Prepare an ageing schedule of debtors with imaginary figures.
- Capital structure analysis of companies in different industries

## BOOKS FOR REFERENCE

1. Reddy, Appananih: Financial Management.
2. Sudrashan Reddy – Financial Management
3. Venkataraman R \_ Financial Management
4. S N Maheshwari, Financial Management., Sultan Chand.
5. R.M.Srivastava : Financial Management –Management and Policy, Himalaya Publishers.
6. Khan and Jain, Financial Management, Tata McGraw Hill.
7. Dr. K.V. Venkataramana, Financial Management, SHB Publications.
8. Sudhindra Bhatt: Financial Management, Excel Books.
9. Sharma and Sashi Gupta, Financial Management, Kalyani Publication.
10. M.GangadharRao& Others: Financial Management, Himalaya Publishers.
11. I M Pandey, Financial Management, Vika Publication House.
12. Prasanna Chandra, Financial Management, Tata McGraw Hill.
13. K. Venkataramana, Financial Management, SHBP.



## 4.5 BUSINESS REGULATIONS

### OBJECTIVE

The objective is to introduce the students to various regulations affecting business and to familiarize the students with such regulations.

#### Unit 1: INTRODUCTION TO BUSINESS LAWS

06 Hrs

Introduction, Nature of Law, Meaning and Definition of Business Laws, Scope and Sources of Business Law, Fundamental Rights and Directive Principle of State Policies, Principles having economic significance, Overview of Business Laws in India.

#### Unit 2: CONTRACT LAWS

14 Hrs

**Indian Contract Act, 1872:** Definition of Contract, essentials of a valid contract (all essentials need to be explained in great detail), classification of contracts, breach of contract and remedies for breach of contract.

**Indian Sale of Goods Act, 1930:** Definition of contract of sale, essentials of contract of sale, conditions and warranties, rights and duties of buyer, rights of an unpaid seller.

#### Unit 3: INFORMATION LAWS AND RTE

10Hrs

**Right to Information Act, 2005:** Objectives of the RTI Act, Scope, SuoMoto disclosure, Method of seeking information, Eligibility to obtain information, Authorities under the Act,.

**Right to Education Act:** Objectives of the RTE Act – Salient Features.

#### Unit 4: COMPETITION AND CONSUMER LAWS

12Hrs

**The Competition Act, 2002:** Objectives of Competition Act, the features of Competition Act, components of Competition Act, CCI, CAT, offences and penalties under the Act.

**Consumer Protection Act, 1986:** Definition of the terms consumer, consumer dispute, defect, deficiency, unfair trade practices and services. Consumer Protection Act, Consumer Redressal Agencies – District Forum, State Commission, National Commission, any two landmark judgments of the Supreme Court.

#### Unit 5: ECONOMIC AND ENVIRONMENTAL LAWS

14Hrs

**FEMA 1999:** Objects of FEMA, definition of important terms – authorized dealer, currency, foreign currency, foreign exchange, foreign security, Directorate of Enforcement, salient features of the FEMA, offences and penalties,

**Environment Protection Act, 1986:** Objects of the Act, definitions of important terms – environment, environment pollutant, environment pollution, hazardous substance and occupier, types of pollution, global warming, causes for ozone layer depletion, carbon trade, rules and powers of central government to protect environment in India.



## **SKILL DEVELOPMENT**

- Prepare a chart showing sources of business law and Indian Constitution Articles having economic significance.
- Draft an agreement on behalf of an MNC to purchase raw materials indicating therein terms and conditions and all the essentials of a valid contract.
- Draft an application to the Chief Information Officer of any government office seeking information about government spending.
- Draft digital signature certificate.
- Draft a complaint to District Consumer Forum on the deficiency of service in a reputed corporate hospital for medical negligence.
- Collect leading cyber crimes cases and form groups in the class room and conduct group discussion.
- Draft a constructive and innovative suggestions note on global warming reduction.

## **BOOK REFERENCE**

1. K. Aswathappa, Business Laws, Himalaya Publishing House,
2. K.R. Bulchandni: Business Laws, HPH.
3. N.D. Kapoor, Business Laws, Sultan chand publications.
4. S.S. Gulshan, Business Law 3<sup>rd</sup> Edition, New Age International
5. S.C. Sharama & Monica : Business Law I.K. International
6. Tulsian Business Law , Tata McGraw-Hill Education
7. Dr. K. Venkataraman, SHB Publications.
8. Kamakshi P & Srikumari P, Business Regulation



## 4.6 COST ACCOUNTING

### OBJECTIVE

The objective of this subject is to familiarize students with the various concepts and element of cost.

#### Unit 1: INTRODUCTION TO COST ACCOUNTING

10 Hrs

Introduction – Meaning & Definition of Cost, Costing and Cost Accounting – Objectives of Costing - Comparison between Financial Accounting and Cost Accounting – Application of Cost Accounting – Designing and Installing a Cost Accounting System – Cost Concepts - Classification of Costs – Cost Unit – Cost Center – Elements of Cost – Preparation of Cost Sheet – Tenders and Quotations.

#### Unit 2: MATERIAL COST CONTROL

14Hrs

Meaning – Types – Direct Material – Indirect Material - Material Control – Purchasing Procedure – Store Keeping – Techniques of Inventory Control – Setting of Stock Levels – EOQ – ABC Analysis – VED Analysis – Just In-Time – Perpetual Inventory System – Documents used in Material Accounting - Methods of Pricing Material Issues – FIFO – LIFO – Weighted Average Price Method and Simple Average Price Method.

#### Unit 3: LABOUR COST CONTROL

10 Hrs

Meaning – Types – Direct Labour – Indirect Labour – Timekeeping – Time booking – Idle Time – Overtime – Labour Turn Over. Methods of Labour Remuneration - Time Rate System – Piece Rate System – Incentive Systems – Halsey plan – Rowan Plan – Taylor’s differential Piece Rate System and Merrick’s Differential Piece Rate System – Problems

#### Unit 4: OVERHEAD COST CONTROL

14Hrs

Meaning and Definition – Classification of Overheads – Procedure for Accounting and Control of Overheads – Allocation of Overheads – Apportionment of Overheads – Primary Overhead Distribution Summary – Secondary Overhead Distribution Summary – Repeated Distribution Method and Simultaneous Equations Method – Absorption of Factory Overheads – Methods of Absorption – Machine Hour Rate – Problems.

#### Unit 5: RECONCILIATION OF COST AND FINANCIAL ACCOUNTS

08Hrs

Need for Reconciliation – Reasons for differences in Profit or Loss shown by Cost Accounts and Profit or Loss shown by Financial Accounts – Preparation of Reconciliation Statement and Memorandum Reconciliation Account.

### SKILL DEVELOPMENT

- Classification of costs incurred in the making of a product.
- Identification of elements of cost in services sector.
- Cost estimation for the making of a proposed product.
- Documentation relating to materials handling in a company.
- Collection and Classification of overheads in an organization.
- Discuss the reasons for LTO in organizations..

## BOOKS FOR REFERENCE

1. M. N. Arora: Cost Accounting, HPH
2. J.Madegowda: Advanced Cost Accounting, HPH.
3. N.K. Prasad: Cost Accounting, Book Syndicate.
4. Gouri Shankar: Practical Costing, HPH.
5. KhannaPandey&Ahuja : Practical Costing, Sultan Chand.
6. K. S. Thakur: Cost Accounting, New Century Book House Pvt. Ltd.
7. M.L. Agarwal: Cost Accounting, Sahithya Bhawan Publications.
8. Palaniappan & Harihara : Cost Accounting I.K. International
9. Jain &Narang: Cost Accounting, Kalyani Publishers.
10. S.P. Iyengar: Cost Accounting, Sultan Chand.
11. S.N. Maheshwari: Cost Accounting, Mahaveer Publishers.
12. Horngren: Cost Accounting – A Managerial Emphasis, Prentice Hall.
13. Dr.A. Sundra Rajan & Dr. K. Venkataramana, SHB Publications.
14. R.G. Saha & Others – Cost Accounting
15. V. Rajesh Kumar & R.K. Sreekantha, Cost Accounting – I, Vittam Publications.



## 5.1 ENTREPRENEURIAL MANAGEMENT

### OBJECTIVE

The objective is to enable students to understand the basic concepts of entrepreneurship and prepare business plan to start a small industry.

#### Unit 1: ENTREPRENEURSHIP

12 Hrs

Introduction – Meaning & Definition of Entrepreneurship, Entrepreneur & Enterprise – Differences between Entrepreneurship, Entrepreneur & Enterprise – Functions of Entrepreneur – Role of Entrepreneur for Economic Development - Factors influencing Entrepreneurship - Pros and Cons of being an Entrepreneur – Differences between Manager and Entrepreneur – Qualities of an Entrepreneur – Types of Entrepreneurs. Entrepreneurship Development- Need – Problems – National and State Level Institutions

#### Unit 2: SMALL SCALE INDUSTRIES

10 Hrs

Small Scale Industries - Tiny Industries - Ancillary Industries - Cottage Industries – Definition – Meaning - Product Range - Capital Investment - Ownership Patterns - Importance and Role played by SSI in the development of the Indian Economy - Problems faced by SSI's and the steps taken to solve the problems - Policies Governing SSI's

#### Unit 3: STARTING A SMALL INDUSTRY

12 Hrs

Concept of Business opportunity, scanning the environment for opportunities, evaluation of alternatives and selection based on personal competencies. - An overview of the steps involved in starting a business venture – Location, Clearances and Permits required, Formalities, Licensing and Registration Procedures - Assessment of the market for the proposed project - Importance of financial, technical and social feasibility of the project.

#### Unit 4: PREPARING THE BUSINESS PLAN (BP)

10 Hrs

Business Plan, Importance of BP, Preparation of BP, Typical BP format - Financial aspects of the BP - Marketing aspects of the BP - Human Resource aspects of the BP - Technical aspects of the BP - Social aspects of the BP - Preparation of BP - Common pitfalls to be avoided in preparation of a BP

#### Unit 5: IMPLEMENTATION OF THE PROJECT AND SICKNESS IN SSIs

12 Hrs

Financial assistance through SFC's, SIDBI, Commercial Banks, KSIDC, KSSIC, IFCI, - Non-financial assistance from DIC, SISI, EDI, SIDO, AWAKE, TCO, TECKSOK, KVIC - Financial incentives for SSI's and Tax Concessions - Assistance for obtaining Raw Material, Machinery, Land and Building and Technical Assistance - Industrial Estates – Role and Types. Sickness: Meaning and definition of a sick industry - Causes of Industrial Sickness - Preventive and Remedial Measures for Sick Industries

### SKILL DEVELOPMENT

- Preparation of a Project report to start a SSI Unit.
- Preparing a letter to the concerned authority-seeking license to the SS Unit, You propose to start.
- Format of a business plan.
- A Report on the survey of SSI units in the region where college is located.
- Chart showing financial assistance available to SSI along with rates of interest.

- Chart showing tax concessions to SSI both direct and indirect.
- Success stories of Entrepreneurs in the region.

### **BOOKS FOR REFERENCE**

1. Vasant Desai: The Dynamics of Entrepreneurship Development and Management, HPH
2. Mark. J. Dollinger, Entrepreneurship – Strategies and Resources, Pearson Edition.
3. Satish Taneja: Entrepreneur Development, HPH.
4. UdaiPareek and T.V. Rao, Developing Entrepreneurship
5. S.V.S. Sharma, Developing Entrepreneurship, Issues and Problems, SIET, Hyderabad
6. Srivastava, A Practical Guide to Industrial Entrepreneurs, Sultan Chand.
7. Government of India, Report of the committee on small and medium entrepreneurs, 1975
8. VidyaHattangadi ; Entrepreneurship, HPH.
9. N.V.R. Naidu : Management and Entrepreneurship, I.K. International
10. Bharusali, Entrepreneur Development,
11. K. Venkataramanappa, Entrepreneurial Development, SHB Publications
12. Anil Kumar : Small Business and Entrepreneurship, I.K. International
13. Rekha & Vibha – Entrepreneurial Management, VBH.



## 5.2 COMPUTER APPLICATION IN BUSINESS

### OBJECTIVE

The objective of the subject is to make the students understand the concept of information systems used in business and to know the latest trends in doing business in internet environment.

#### **Unit 1: INTRODUCTION TO INFORMATION SYSTEM 10 Hrs**

Meaning and definition of system, information and information system – business information system – Features of Information system – Uses of Business Information Systems, Users of Information Systems – Components of Business Information Systems.

#### **Unit 2: TYPES OF INFORMATION SYSTEMS 14Hrs**

Management Support Systems (MSS), Management Information systems, , Transaction Processing systems, Decision Support Systems (DSS), Group Decision Support System (GDSS), Office Automation system, Process Control systems, Executive Information systems, Levels of management and Information systems.

#### **Unit 3: MS OFFICE 12 Hrs**

MS Word – editing a document- Formatting – Spell Checking – Page setup, Using tabs, Tables and other features Mail Merge, MS Excel – building work sheet- data entry in work sheets, auto fill – working with simple problems- formula – statistical analysis, sort, charts, MS Power point – Design, Side Show – Presentation.

#### **Unit 4: DATABASE MANAGEMENT SYSTEMS 14 Hrs**

Introduction- Purpose of Database Systems, Views of data, Data Models, Database language, Transaction Management, Storage Management, Database Administrator, Database Users, Overall System Structure, Different types of Database Systems

#### **Unit 5: ACCOUNTING SOFTWARE 06Hrs**

Introduction to Tally, Opening new company, Safety of Accounts or Password, Characteristics, Making Ledger Accounts, writing voucher, voucher entry, making different types of voucher, correcting sundry debtors an sundry creditors accounts, preparation of Trail Balance, Accounts books, Cash Book, Bank Books, Ledger Accounts, Group Summary, Sales Register and Purchase Register, Journal Register, Statement of Accounts, & Balance Sheet.

### SKILL DEVELOPMENT

- Maintain a Record on Practicals.

### BOOKS FOR REFERENCE

1. James Obrein, Management Information Systems, Tata McGraw Hill
2. M. Suman \_ Computer Application Business
3. R.G. Saha – Computer Application Business
4. Amrutha Gowri & Soundrarajana A, Computer Application Business, SHBP>
5. Manjunath, GunduRao – Computer Business Applications, HPH.
6. Sudaimuthu& Anthony: Computer Applications in Business, HPH.

7. S. Perekar, Anindita Hazra; Computer Application in Business
8. Srivatasava : Enterprise Resource Planning I.K. International
9. S Sadagopan, Enterprise resource planning (ERP), Tata McGraw Hill
10. S.P. Rajagopal, Computer Application in Business
11. C.S.V.Murthy: Management Information, HPH



## 5.3 BANKING REGULATIONS & OPERATIONS

### OBJECTIVE

The objective is to familiarize the students to understand the law and practice of banking.

#### **Unit 1: COMMERCIAL BANKS** **08 Hrs**

Introduction – Role of Commercial Banks – Functions of Commercial Banks – Primary Functions and Secondary Functions – Credit Creation of Commercial Banks – Investment Policy of Commercial Banks – Profitability of Commercial Banks. Regulation and Control of Commercial Banks by RBI

#### **Unit 2: BANKER AND CUSTOMER RELATIONSHIP** **20Hrs**

**Banker and Customer:** Meaning of Banker and Customer – Banking Company – General and Special Relationships between Banker and Customer.

**Types of Customers and Account holders:** Procedure and Practice in opening and conducting the accounts of customers particularly individuals including minors - Joint Account Holders. Partnership Firms - Joint Stock companies with limited liability-Executors and Trustees-Clubs and Associations-Joint Hindu Family

#### **Unit 3: NEGOTIABLE INSTRUMENTS** **08Hrs**

Introduction – Meaning & Definition – Features – Kinds of Negotiable Instruments (Meanings only) – Cheques – Meaning & Definition – Features - Parties – Crossing of cheques – types of crossing. Endorsements – Meaning – Essentials – Kinds of Endorsement.

#### **Unit 4: PAYING BANKER AND COLLECTING BANKER** **10 Hrs**

**Paying Banker** – Meaning – Precautions – Statutory Protection to the Paying Banker – Dishonor of Cheques – Grounds of Dishonor – Consequences of wrongful dishonor of Cheque.

**Collecting Banker** – Meaning – Duties & Responsibilities of Collecting Banker – Statutory Protection to Collecting Banker

#### **Unit 5: PRINCIPLES OF BANK LENDING** **10 Hrs**

Different kinds of borrowing facilities granted by banks - Loans, Cash Credit, Overdraft, Bills Purchased, Bills Discounted, Letters of Credit - Types of Securities – NPA (Meaning only). Sound principles of Bank Lending.



### SKILL DEVELOPMENT

- Collect and fill account opening form of SB A/c or Current A/c
- Collect and fill pay in slip of SB A/c or Current A/c.
- Draw specimen of Demand Draft.
- Draw different types of endorsement of cheques.
- Past specimen of Travelers Cheques / Gift Cheques / Credit Cheques.
- List customer services offered by atleast 2 banks of your choice.

## **BOOKS FOR REFERENCE**

1. Gordon & Natrajan: Banking Theory Law and Practice, HPH.
2. Maheshwari. S.N.: Banking Law and Practice, Kalyani Publishers
3. Gagendra Naidu, S. K. Poddar , Law and Practice of Banking, VBH.
4. M. Prakash – Banking Regulation & Operations, VBH.
5. Tannan M.L: Banking Law and Practice in India, Wadhwa and company
6. P.SubbaRao ; Bank Management, HPH.
7. Herbert Percival Sheldon, Peter J. Fidler, Herbert B. Sheldon, Sheldon's Practice and Law of Banking, Mac Donald and Evans
8. V. Iyengar; Introduction to Banking, Excel Books.
9. Kothari N. M: Law and Practice of Banking.
10. Shekar. K.C: Banking Theory Law and Practice, VBH.
11. Venkataramana. K, Banking Regulation, SHBP.



## 5.4 MANAGEMENT ACCOUNTING

### OBJECTIVE

The objective of this subject is to enable the students to understand the analysis and interpretation of financial statements with a view to prepare management reports for decision-making.

#### Unit 1: INTRODUCTION TO MANAGEMENT ACCOUNTING

06 Hrs

Meaning – Definition – Objectives – Nature and Scope of Management Accounting – Relationship between Financial Accounting, Management Accounting, and Cost Accounting

#### Unit 2: RATIO ANALYSIS

16 Hrs

Meaning and Definition of Ratio, Accounting Ratio and Ratio Analysis – Uses – Limitations - Classification of Ratios – Problems on Ratio Analysis - Preparation of Trading and Profit & Loss Account and Balance Sheet with the help of Accounting Ratios

#### Unit 3: FUND FLOW ANALYSIS

12Hrs

Meaning and Concept of Fund – Meaning and Definition of Fund Flow Statement – Uses and Limitations of Fund Flow Statement – Procedure of Fund Flow Statement – Statement of changes in Working Capital – Statement of Funds from Operation – Statement of Sources and Application of Funds – Problems.

#### Unit 4: CASH FLOW ANALYSIS

12Hrs

Meaning and Definition of Cash Flow Statement – Differences between Cash Flow Statement and Fund Flow Statement – Uses of Cash Flow Statement – Limitations of Cash Flow Statement – Provisions of AS-3 – Procedure of Cash Flow Statement – Concept of Cash and Cash Equivalents - Cash Flow from Operating Activities – Cash Flow from Investing Activities and Cash Flow from Financing Activities – Preparation of Cash Flow Statement according to AS-3 (Indirect Method Only).

#### Unit 5: MARGINAL COSTING AND BUDGETORY CONTROL

10Hrs

**Marginal Costing:** Meaning, Features and Assumptions - Calculation of Break Even Point – Equation Method, Graphic Method, Problems .

**Budgetary Control:** Introduction – Meaning & Definition of Budget and Budgetary Control – Objectives of Budgetary Control – Classification of Budgets –Functional Budgets - Problems on Flexible Budgets

### SKILL DEVELOPMENT

- Collection of financial statements of any one organization for two years and preparing comparative statements
- Collection of financial statements of any two organization for two years and prepare a common Size Statements
- Collect statements of an Organization and Calculate Important Accounting Ratio's
- Draft a report on any crisis in an organization.



### **BOOKS FOR REFERENCE**

1. PN Reddy & Appanaiah, Essentials of Management Accounting, HPH.
2. J. Made Gowda: Management Accounting, HPH.
3. R.G. Saha – Management Accounting
4. Dr. S.N. Maheswari, Management Accounting, VBH.
5. Sexana, Management Accounting, Tata McGraw Hill
6. Sudhindra Bhatt; Management Accounting, Excel Books.
7. Dr. S.N. Goyal and Manmohan, Management Accounting
8. Jawaharlal : Essentials of Managerial Accounting, HPH.
9. B.S. Raman, Management Accounting, United Publishers.
10. Sharma and Gupta, Management Accounting, S J Publishers.
11. Soundra RajanA & Venkataramana. K, Management Accounting, SHBP.



## 6.1 INTERNATIONAL BUSINESS

### OBJECTIVE

The objective of this subject is to facilitate the students in understanding International Business in a multi cultural world.

#### Unit 1: INTRODUCTION TO INTERNATIONAL BUSINESS

10Hrs

Meaning and Definition of International Business – Theories of International Trade – Economic Theories – Forms of International Business - Nature of International Business

#### Unit 2: MODES OF ENTRY INTO INTERNATIONAL BUSINESS

12 Hrs

Mode of Entry – Exporting – Licensing – Franchising – Contract Manufacturing – Turn Key Projects – Foreign Direct Investment – Mergers, Acquisitions and Joint Ventures – Comparison of different modes of Entry.

#### Unit 3: GLOBALIZATION

16Hrs

Globalization: Meaning - Features – Stages –Production –Investment and Technology, Globalization – Advantages and Disadvantages – Methods and Essential Conditions for Globalization. **MNC's and International Business:** Definitions – Distinction between Indian Companies – MNC – Global Companies and TNC – Organizational Transformations – Merits and Demerits of MNC's in India

#### Unit 4: INTERNATIONAL MARKETING INTELLIGENCE

8 Hrs

Information required – Source of Information – International Marketing Information System and Marketing Research.

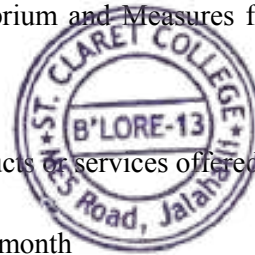
#### Unit 5: EXIM TRADE

10 Hrs

Export Trade, Procedure, Steps & Documentation, Direction of India's Trade – Export Financing – Documents related to Export Trade – Export Marketing – Import Trade, Procedure, Steps, Documentations and Problems - EXIM Policy - Balance of Payment – Disequilibrium and Measures for Rectification - Institutions connected with EXIM Trade.

### SKILL DEVELOPMENT

- List any three MNC's operating in India along with their products or services offered.
- Prepare a chart showing currencies of different countries
- Tabulate the foreign exchange rate or at least 2 countries for 1 month
- Collect and Paste any 2 documents used in Import and Export trade.



### BOOKS FOR REFERENCE

1. Dr. Aswathappa International Business, Tata McGraw Hill.
2. P. SubbaRao – International Business – HPH
3. Shyam Shukla; International Business, Excel Books.
4. Francis Cherunilam; International Business, Prentice Hall of India
5. MahuaDutta, International Business, I.K. Intl
6. J. Maskeri- International Business
7. Rosy Joshi; International Business, Kalyani Publishers.
8. Venkataramana. K, International Business, SHBP.
9. Subhasre S – International Business

## 6.2 E-BUSINESS

### OBJECTIVE:

The objective is to expose the students to electronic modes of commercial operations.

### UNIT 1 :E-BUSINESS

16Hrs

Introduction, E-Commerce – definition, History of E-commerce, types of E-Commerce B to B etc. Comparison of traditional commerce and e-commerce. E-Commerce business models – major B to B, B to C model, Consumer-to-Consumer (C2C), Consumer-to-Business (C2B) model, Peer to-Peer (P2P) model – emerging trends. Advantages/ Disadvantages of e-commerce, web auctions, virtual communities, portals, e-business revenue models.

### UNIT 2 : SECURITY FOR E-BUSINESS

12 Hrs

Security threats – An area view – implementing E-commerce security – encryption – Decryption, Protecting client computers E-Commerce Communication channels and web servers Encryption, SSL protocol, Firewalls, Cryptography methods, VPNs, protecting, networks, policies and procedures

### UNIT 3 : E-PAYMENTS

12Hrs

E-payment systems – An overview. B to C payments, B to B payments. Types of E- payment system – Credit card payment, debit cards, accumulating balance, online stored value payment systems, digital cash, digital (electronic) wallets, agile wallet, smart cards and digital cheques. Secure Electronic Transaction (SET) protocol

### UNIT 4 : E-BUSINESS MARKETING TECHNOLOGIES

10 Hrs

E-Commerce and marketing B to B and B to C marketing and branding strategies. Web transaction logs, cookies, shopping cart database, DBMS, SQL, data mining, CRM (customer relationship Management) system – permission marketing, affiliate marketing, viral marketing.

### UNIT 5 : CYBER LAWS

06Hrs

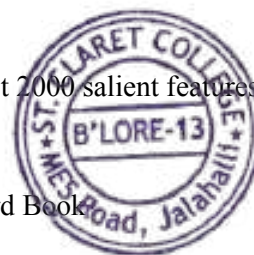
Legal Aspects of E-Business, Internet frauds – Cyber Laws. IT Act 2000 salient features.

### SKILL DEVELOPMENT

- Visit Few Business Websites and note down in Practical Record Book

### BOOKS FOR REFERENCE

1. Marriappa M – E- Commerce,
2. M. Suman – E – Commerce & Accounting
3. Kalakota Ravi and A. B. Whinston : “Frontiers of Electronic Commerce”, Addison
4. Watson R T :“Electronic Commerce – the strategic perspective.” The Dryden press
5. Agarwala K.N and Deeksha Ararwala: “Business on the Net – Whats and Hows of E-Commerce”
6. Agarwala and Ararwala : “Business on the Net – Bridge to the online store front,”
7. Murthy CSV: “E. Commerce” Himalaya Publishing House Pvt.Ltd.
8. Diwan, Prag and Sharma, “Electronic Commerce – A manager guide to E-business”, Vanity Books International



9. P. Diwan, S. Sharma; "E-Commerce", Excel Books.
10. JanalD.S : "Online Marketing Hand book." Van Nostrand Reinhold Network
11. Kosiur David, "Understanding Electronic Commerce Microsoft", press Washing-ton.
12. Minoli and Minol, "Web Commerce Technology Handbook", TMH New Delhi.
13. Schneider Gary P, "Electronic Commerce- course Technology, Delhi.
14. Young Margaret Levine: "The complete reference to Internet", TMH.
15. C.S.Rayudu: "Ecommerce and E Business", HPH.
16. Kalakota Ravi: "E-business 2: Road map for success." Pearson Education Ltd.
17. Kalkota Ravi. "Electronics Commerce": A managers Guide.
18. Mariammal & Soundra Rajan, E-business, SHB.



## 6.3 INCOME TAX

### OBJECTIVE

The objective of this subject is to expose the students to the various provision of Income Tax Act relating to computation of Income individual assesses only.

#### Unit 1: INTRODUCTION TO INCOME TAX

15 Hrs

**Income Tax:** Brief History - Legal Frame Work – Types of Taxes - Cannons of Taxation – Important Definitions – Assessment – Assessment Year – Previous Year – Exceptions to the general rule of Previous Year - Assessee – Person – Income - Casual Income – Gross Total Income – Agricultural Income

**Residential Status:** Residential Status of an Individual – Resident – Not Ordinarily Resident – Non-resident – Determination of Residential Status – Incidence of Tax – Problems on Scope of Total Income.

**Exempted Incomes:** Introduction – Exempted Incomes U/S 10 (Restricted to Individual Assessee) – Only theory

#### Unit 4: INCOME FROM SALARY

15 Hrs

Meaning – Basis of Charge – Advance Salary – Arrears of Salary - Definitions – Salary Allowances – Fully Taxable Allowances – Partly Taxable Allowances – Fully Exempted Allowances – Perquisites – Tax Free Perquisites – Taxable Perquisites – Perquisites Taxable in all Cases – Perquisites Taxable in Specified Cases – Profits in Lieu of Salary – Provident Fund – Transferred Balance – Deductions from Salary U/S 16 – Problems on Income from Salary(excluding retirement benefits).

#### Unit 5: INCOME FROM HOUSE PROPERTY

10 Hrs

Basis of Charge – Deemed Owners – Exempted Incomes from House Property – Treatment of Composite Rent – Annual Value – Determination of Annual Value – Treatment of Unrealized Rent – Loss due to Vacancy – Deductions from Annual Value – Problems on Income from House Property(Excluding Pre-Construction interest)

#### Unit 6: PROFITS AND GAINS FROM BUSINESS AND PROFESSION

12Hrs

Meaning and Definition of Business, Profession – Expenses Expressly Allowed – Allowable Losses – Expenses Expressly Disallowed – Expenses Allowed on Payment Basis - Problems on Business relating to Sole Trader only and Problems on Profession relating to Chartered Accountant, Advocate and Doctor.

#### Unit 6: COMPUTATATION OF TOTAL INCOME

4 Hrs

Income from **Capital Gains, Other Sources** (Theory only) and Deductions U/S 80C, D,E,G. Simple problems on Computation of Total income of an Individual

### SKILL DEVELOPMENT

- Form No. 49A (PAN) and 49B.
- Filling of Income Tax Returns.
- List of enclosures to be made along with IT returns (with reference to salary & H.P).
- Preparation of Form 16.
- Computation of Income Tax and the Slab Rates.

- Computation of Gratuity.
- Chart on perquisites.
- List of enclosures to be made along with IT returns (with reference to salary and house property incomes)

#### **BOOKS FOR REFERENCE**

1. Dr. Vinod K. Singhania: Direct Taxes – Law and Practice, Taxmann publication.
2. B.B. Lal: Direct Taxes, Konark Publisher (P) ltd.
3. Dr. Mehrotra and Dr. Goyal: Direct Taxes – Law and Practice, Sahitya Bhavan Publication.
4. Dinakar Pagare: Law and Practice of Income Tax, Sultan Chand and sons.
5. Gaur & Narang: Income Tax, Kalyani Publishers
6. 7 Lecturer – Income Tax – VBH
7. Dr.V.Rajesh Kumar and Dr.R.K.Sreekantha: Income Tax – I, Vittam Publications



## 6.4 STRATEGIC MANAGEMENT OR PROJECT REPORT AND VIVA - VOCE

### OBJECTIVE:

The Objective of this subject is to expose the students to the various strategic issues such as strategic planning, implementation and evaluation etc. and preparation of project reports.

### Unit 1: INTRODUCTION TO STRATEGIC MANAGEMENT

10 Hrs

Introduction - Meaning and Definition – Need – Process of Strategic Management – Strategic Decision Making – Business Ethics – Strategic Management.

### Unit 2: ENVIRONMENTAL APPRAISAL

12 Hrs

The concept of Environment – The Company and its Environment – Scanning the Environment, Technological, Social, Cultural, Demographic, Political, Legal and Other Environments Forces. SWOT Analysis – Competitive Advantage – Value Chain Analysis.

### Unit 3: STRATEGIC PLANNING

12 Hrs

Strategic Planning Process – Strategic Plans during recession, recovery, boom and depression – Stability Strategy – Expansion Strategy – Merger Strategy – Retrenchment Strategy – Restructure Strategy – Levels of Strategy – Corporate Level Strategy – Business Level Strategy and Functional Level Strategy – Competitive Analysis – Porter’s Five Forces Model.

### Unit 4: IMPLEMENTATION OF STRATEGY

14 Hrs

Aspects of Strategy Implementation – Project Manipulation – Procedural Implementation – Structural Implementation – Structural Considerations –Organizational Design and Change – Organizational Systems. Behavioral Implementation – Leadership Implementation – Corporate Culture – Corporate Policies and Use of Power. Functional and Operational Implementation – Functional Strategies – Functional Plans and Policies. Financial – Marketing – OPERATIONAL and Personnel dimensions of Functional Plan and Policies – Integration of Functional Plans and Policies

### Unit 5: STRATEGY EVALUATION

08 Hrs

Strategy Evaluation and Control - Operational Control - Overview of Management Control – Focus on Key Result Areas.

### SKILL DEVELOPMENT

- Present a chart showing Strategic Management Process.
- Select any organization and undertake SWOT analysis.
- Present strategy followed by an FMCG company in Indian Market.
- Select any sector and make competitive analysis using Porter’s five forces model.
- List social responsibility action initiated by any one company.
- Select any organization and identify the Key Result Areas

### BOOKS FOR REFERENCE

1. Dr. Aswathappa, Business Environment for Strategic Management, Tata McGraw Hill.
2. Subbarao: Business Policy and Strategic Management, HPH.



3. Charles W.L Hill and Gareth R. Jones, Strategic Management an Integrated Approach, Cengage Learning
4. Azhar Kazmi, Business Policy and Strategic Management, Tata McGraw Hill
5. C. AppaRao; Strategic Management and Business Policy, Excel Books.
6. Ghosh P.K., Business Policy and Strategic Planning and Management, Tata McGraw Hill.
7. Pillai, Strategic Management,
8. Lawrence, Business Policy and Strategic Management, Tata McGraw Hill.
9. Sathyashekar : Business Policy and Strategic Management, I.K International Publishing House Pvt. Ltd.



## ELECTIVE GROUPS

### 1. FINANCE GROUP

#### F. N 5.5 ADVANCED FINANCIAL MANAGEMENT

##### OBJECTIVE

The objective is to familiarize the students with Advanced Financial Analysis and Decisions.

##### **Unit 1: INVESTMENT DECISIONS AND RISK ANALYSIS**

**12 Hrs**

Risk Analysis – Types of Risks – Risk and Uncertainty – Techniques of Measuring Risks – Risk adjusted Discount Rate Approach – Certainty Equivalent Approach – Sensitivity Analysis - Probability Approach - Standard Deviation and Co-efficient of Variation – Decision Tree Analysis –Problems.

##### **Unit 2: COST OF CAPITAL AND CAPITAL STRUCTURE**

**20Hrs**

**Part 1: Capital Structure:** Meaning and Significance of Cost of Capital – Types of Capital – Computation of Cost of Capital – Specific Cost – Cost of Debt – Cost of Preference Share Capital – Cost of Equity Share Capital – Weighted Average Cost of Capital – Problems.

**Part 2: Capital Structure:** Introduction to Capital Structure – Capital Structure Theories - Net Income Approach - Net Operating Income Approach - Traditional Approach – MM Approach – Problems.

##### **Unit 3: DIVIDEND THEORIES**

**10 Hrs**

Introduction – Irrelevance Theory – MM Model. Relevance Theories - Walter Model - Gordon Model – Problems on Dividend Theories.

##### **Unit 4: PLANNING AND FORECASTING OF WORKING CAPITAL**

**10 Hrs**

Concept of Working Capital – Determinants of Working Capital – Estimating Working Capital Needs – Operating Cycle – Cash Management – Motives of Holding Cash – Cash Management Techniques – Preparation of Cash Budget – Receivables Management – Preparation of Ageing Schedule and Debtors Turnover Ratio – Inventory Management Techniques – Problems on WCC.

##### **UNIT 5: CORPORATE VALUATION**

**04 Hrs**

DCF method, relative valuation method, net asset method, value based management. (Only concepts)

##### **SKILL DEVELOPMENT**

- Preparation of a small project report of a small business concern covering all components- (Finance, Marketing, Production, Human Resources, General administration) (Any one component can be selected as a title of the report)
- Designing a capital structure for a Trading concern
- Preparing a blue print on working capital of a small concern.
- Prepare a chart on Modes of cash budget.
- List out different modes of Dividend Policy.
- List out the Companies, which have declared dividends recently along with the rate of dividend.

### **BOOKS FOR REFERENCE**

1. S N Maheshwari, Financial Management Principles and Practice, Sultan Chand and sons
2. Sudarshan Reddy: Advance Financial Management, HPH.
3. Narendra Singh : Advanced Financial Management, HPH.
4. Khan and Jain, Financial Management, Tata McGraw Hill
5. P.K. Sinha; Financial Management, Excel Books.
6. Sharma and Sashi Gupta, Financial Management, Kalyani Publishers.
7. I M Pandey, Financial Management, Vikas Publishing house
8. Prasanna Chandra, Financial Management, Tata McGraw Hill.
9. Dr. K. Venkataramanappa, SHB Publications



## F. N 5.6 FINANCIAL MARKETS & SERVICES

### OBJECTIVE

The objective is to familiarize the students with Traditional and Modern Financial Services.

#### Unit 1: FINANCIAL MARKETS

12 Hrs

Primary Market - Meaning – Features - Players of Primary Market – Instruments in Primary Market (Names) – Procedure for issuing Equity shares and Debentures - SEBI guidelines towards the issue of Equity Shares and Debentures - Merits and Demerits of Primary Markets. Secondary Market – Meaning – Structure – Functions – Trading and Settlement System of Stock Exchange Transactions - Players in the Stock Market – Merits and Demerits of Stock Markets – Reforms in Stock Market – OTCEI and NSE – Origin – Function – Merits – Demerits.

#### Unit 2: NON-BANKING FINANCIAL INTERMEDIARIES

12 Hrs

Investment & Finance Companies - Merchant Banks - Hire Purchase Finance - Lease Finance - Housing Finance - Venture Capital Funds and Factoring.

#### Unit 3: SEBI

10Hrs

Objectives of SEBI – Organization - Functions and Functioning of SEBI - Powers of SEBI - Role of SEBI in marketing of Securities and Protection of Investor Interest.

#### Unit 4: MUTUAL FUNDS

12Hrs

Concept of Mutual Funds - Growth of Mutual Funds in India - Mutual Fund Schemes – Money Market Mutual Funds – Private Sector Mutual Funds – Evaluation of the performance of Mutual Funds – Functioning of Mutual Funds in India.

#### Unit 5: RECENT TRENDS IN FINANCIAL SERVICES

10 Hrs

Personalized Banking – ATM – Tele-banking & E-banking - Credit & Debit Card - Customization of Investment Portfolio - Financial Advisors.

### SKILL DEVELOPMENT

- Collection of Share certificate / debenture certificate.
- Chart showing modus operandi of leasing – hire purchase procedures.
- Collect any specimen of new Financial Instruments and record the same.
- Select any Mutual Fund and examine the various closed and open-ended schemes offered.
- Visit any Housing Finance Companies and analyse the features of various financing schemes offered.

### BOOKS FOR REFERENCE

1. E Gardon & K Natarajan: Financial Markets & Services, HPH.
2. Vasant Desai : Financial Markets & Financial Services , Himalaya Publishing House.
3. V.A. Avadhani : Financial Services in India, HPH.
4. Meir Kohn: Financial Institutions and Markets, Tata Mc Graw Hill
5. R.M Srivastava / D. Nigam; Dynamics of Financial Markets & Institutions in India, Excel Books.
6. L M Bhole: Financial Institutions and Markets, Tata Mc Graw Hill
7. Dr. K. Venkataramanappa, SHB Publications



## F. N 6.5 INVESTMENT & PORTFOLIO MANAGEMENT

### OBJECTIVE:

The objective is to familiarize the students with knowledge on Investment and Portfolio Management

### Unit 1: INTRODUCTION TO INVESTMENT MANAGEMENT

10Hrs

Meaning of Investment – Selection of Investment – Investment Avenues – Risk and Uncertainty – Types of Risks – Risk and Expected Return – Measurement of Portfolio Risk – Benefits of Diversification – Investment Strategies – Types of Companies and Stocks – Matrix approach in Investment Decision –

### Unit 2: SECURITY ANALYSIS

12Hrs

Introduction – Fundamental Analysis – Economic Analysis – Industry Analysis – Company Analysis. Technical Analysis – Dow Theory – Advanced Declined Theory – Chartism Assumptions of Technical Analysis.

### Unit 3: MODERN PORTFOLIO THEORY

12 Hrs

Introduction – Mean – Variance Model – Markowitz Model – Sharpe single index model - Capital Market Line – Market Portfolio – Capital Asset Pricing Model – Security Market Line – Beta Factor – Alpha and Beta Coefficient – Arbitrage Pricing Model.

### Unit 4: PORTFOLIO EVALUATION

10 Hrs

Sharpe's measure, Jensen's measure, Treynor's measure.

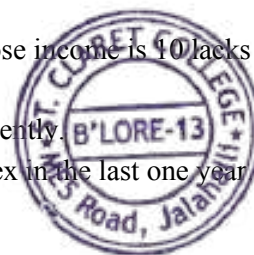
### Unit 5: GLOBAL MARKETS

12 Hrs

Global Investment Benefits - Introduction to ADRs, GDRs, FCCBs, Foreign Bonds, Global Mutual Funds – Relationship between Trends in Global Markets and the Domestic Markets.

### SKILL DEVELOPMENT

- Prepare an imaginary investment portfolio for salaried man whose income is 10 lacks per annum and estimate savings is 2 lacks per annum.
- Make list of thirty companies which have gone for IPO very recently.
- Prepare a statement showing the ups and downs in the BSE index in the last one year



### BOOKS FOR REFERENCE

1. Preeti Singh: Investment Management, HPH.
2. Avadhani, Investment Analysis and Portfolio Management, HPH
3. Kevin, Investment and Portfolio Management, Prentice hall of India Pvt.Ltd
4. Sudhindra Bhatt; Security Analysis and Portfolio Management, Excel Books.
5. A.P. Dash : Security Analysis and Portfolio Management, I.K. International
6. Prasanna Chandra, Investment Analysis and Portfolio Management, Mc Graw-Hill
7. Fischer and Jordan, Security Analysis and Portfolio Management, Prentice Hall
8. Punithavathy, Pandian, Investment Analysis and Management, Vikas Publishing House.

## F. N 6.6 STOCK AND COMMODITY MARKETS

### OBJECTIVE:

The objective is to provide students with a conceptual framework of Stock Markets and Commodity Markets, functionaries in these markets and their mode of trading.

### Unit 1: AN OVERVIEW OF CAPITAL AND COMMODITY MARKETS: 10Hrs

Primary Market, Secondary Market (Stock Market), Depositories, Private placements of shares / Buy back of shares, Issue mechanism. Meaning of commodity and Commodity markets, Difference between Stock Market and Commodity Market.

### Unit 2: STOCK MARKET: 12 Hrs

History, Membership, Organization, Governing body, Functions of stock Exchange, on line trading, role of SEBI, Recognized Stock Exchanges in India (brief discussion of NSE BSE and Nifty). Derivatives on stocks: meaning, types (in brief).

### Unit 3: TRADING IN STOCK MARKET: 12Hrs

Patterns of Trading & Settlement – Speculations – Types of Speculations – Activities of Brokers – Broker Charges – Settlement Procedure, National Securities Depository Ltd.( NSDL) Central Securities Depository Ltd.( CSDL) (in brief).

### Unit 4: COMMODITY MARKET: 12Hrs

Evolution, Commodity derivatives, Commodity exchanges-Regional & National and International, Functions, role, objectives and types- Types of transactions in Commodity market – Spot, Future and Forward options markets.

### Unit 5: TRADING IN COMMODITY MARKETS: 10 Hrs

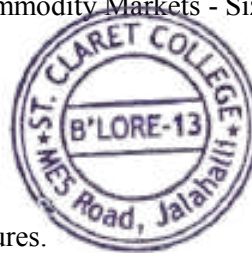
Patterns of Trading & Settlement, Price discover, Efficiency of Commodity Markets - Size of Commodity Markets in India - Benefits of Commodity Markets.

### SKILL DEVELOPMENT

- Prepare the list of recognized stock exchanges in India
- Prepare the process chart of online trading of share and debentures.
- Prepare the chart showing Governing Body of the Commodities Market.
- Prepare the list of commodities traded on commodity market.
- Enlist the role of NSDL and CSDL.

### BOOKS FOR REFERENCE:

1. Gurusamy, Financial Markets and Institutions, 3rd edition, Tata McGraw Hill.
2. Srivastava RM : Management of Financial Institutions, HPH
3. Saunders, Financial Markets and Institutions, 3rd edition, Tata McGraw Hill.
4. Bharat Kulkarni; Commodity Markets and Derivatives, Excel Books.
5. Khan, Indian Financial Systems, 6th edition, Tata McGraw Hill



6. Bhole, L.M. (2000), Indian Financial Institutions, Markets and Management, McGraw Hill, New York
7. PallaviModi: Equity – The Next Investment destination, HPH.
8. Avadhani (2010) Financial Markets and Services, Himalaya Publishers.
9. K. Venkataramanappa, SHB Publications



## 2. MARKETING GROUP

### M.K. 5.5 CONSUMER BEHAVIOR

#### Unit 1: INTRODUCTION

10 Hrs

Introduction to Consumer Behaviour - A managerial & consumer perspective; Need to study Consumer Behaviour; Applications of consumer behaviour knowledge; current trends in Consumer Behaviour; Market segmentation & consumer behaviour.

#### Unit 2: INDIVIDUAL DETERMINANTS OF CONSUMER BEHAVIOUR

12Hrs

Consumer needs & motivation; personality and self-concept; consumer perception; learning & memory; nature of consumer attitudes; consumer attitude formation and change.

#### Unit 3: ENVIRONMENTAL DETERMINANTS OF CONSUMER BEHAVIOUR

12 Hrs

Family influences; Influence of culture; subculture & cross cultural influences; group dynamics and consumer reference groups; social class & consumer behaviour.

#### Unit 4: CONSUMER'S DECISION MAKING PROCESS

12Hrs

Problem recognition; Search & Evaluation; Purchase processes; Post-purchase behaviour; personal influence & opinion leadership process; Diffusion of innovations; Models of Consumer Behaviour; Researching Consumer behaviour; Consumer research process.

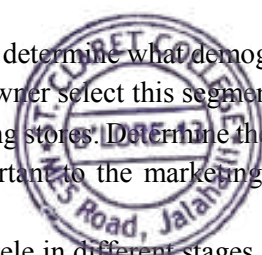
#### Unit 5: CONSUMER SATISFACTION & CONSUMERISM

10Hrs

Concept of Consumer Satisfaction; Working towards enhancing consumer satisfaction; sources of consumer dissatisfaction; dealing with consumer complaint. Concept of consumerism; consumerism in India; The Indian consumer; Reasons for growth of consumerism in India; Consumer protection Act 1986.

#### SKILL DEVELOPMENT:

- Conduct an informal interview of a local retail store owner and determine what demographic and socio economic segments the store appears to satisfy. How did the owner select this segment or segments?
- Conduct formal interview to the managers of three retail-clothing stores. Determine the degree to which they believe consumer's personality and self-image are important to the marketing activities of the stores.
- Visit three local restaurants and assess how each attracts clientele in different stages of the family life cycle.
- You are the owner of two furniture stores, one catering to upper-middle class consumers and the other to lower-middle class consumers. How do social class differences influence each store's
  - Product lines & styles
  - Advertising media selection
  - The copy & communication styles used in the advertisements
  - Payment policies
- For each of the following Products & services, indicate who you would go to for information and advice;
  - The latest fashion in clothes



- Banking
  - Air travel
  - Vacation destinations
  - A personal computer
- For each situation; indicate the person's relationship to you and your reasons for selecting him/her as the source of information and advice.

**BOOKS FOR REFERENCE:**

1. Leon. G. Schiffman & Leslve Lazer Kanuk; Consumer behaviour; 6th Edition; PHI, New Delhi, 2000.
2. Suja.R.Nair, Consumer behaviour in Indian perspective, First Edition, Himalaya Publishing House, Mumbai, 2003.
3. Batra/Kazmi; Consumer Behaviour.
4. David. L. Loudon & Albert J. Bitta; Consumer Behaviour; 4th Edition, Mcgraw Hill, Inc; New Delhi, 1993.
5. K. Venkatramana, Consumer Behaviour, SHBP.
6. Assael Henry; Consumer behaviour and marketing action; Asian Books(P) Ltd, Thomson learning, 6th Edition; 2001.
7. Jay D. Lindquist & M. Joseph Sirgy, Shopper, Buyer and Consumer Behaviour, 2003.
8. Blackwell; Consumer Behaviour, 2nd Edition.
9. S.A.Chunawalla : Commentary on Consumer Behaviour, HPH.
10. Sontakki; Consumer Behaviour, HPH.
11. Schiffman; Consumer Behaviour, Pearson Education.



## **M.K. 5.6 ADVERTISING & MEDIA MANAGEMENT**

### **Unit 1: INTRODUCTION & BASIC CONCEPTS**

**12Hrs**

History of advertising; Advertising purpose and functions; Economic, social & ethical aspects of advertising; Advertising & the marketing mix, Advertising as a communication process; types of advertising; Major Institutions of Advertising Management.

### **Unit 2: ADVERTISING AND CAMPAIGN PLANNING**

**10Hrs**

Marketing strategy & Situation analysis; Advertising plan; Advertising objectives; DAGMAR approach; Advertising strategy; Advertising campaign-planning process.

### **Unit 3: CREATIVE STRATEGY & ADVERTISING BUDGET**

**12Hrs**

Creative approaches; The art of copywriting; Advertising copy testing; creativity in communication, motivational approaches & appeals, Advertising budget process; Methods of determining Advertising appropriations.

### **Unit 4: ADVERTISING MEDIA STRATEGY**

**10 Hrs**

Role of media; types of media; their advantages and disadvantages; Media research & advertising decisions; media planning, selection & scheduling strategies.

### **Unit 5: ADVERTISING EFFECTIVENESS & ORGANISING ADVERTISING FUNCTIONS.**

**12Hrs**

Methods of measuring advertising effectiveness; Advertising research; structure & functions of an advertising agency; Selection & co-ordination of advertising agency; Advertising regulations; Internet advertising.

### **SKILL DEVELOPMENT:**

- Sketch the competitive position for the development of an advertising plan for Sahara Airlines & Tata Telephones.
- Define the advertising objectives on DAGMAR Approach for any product of your choice.
- By selecting an appropriate theme & appeal, create & enact an advertisement for a range of any established products. For this purpose, the class should be divided into groups and formal presentations have to be evaluated.
- Select two print & electronic media for the purpose of understanding the functions of advertising media. Comparative analysis of the same should be done & short reports must be prepared.
- Get into the exciting world of internet / Net advertising and identify the message content of 10 products / Services of your choice.

### **BOOKS FOR REFERENCE:**

1. Rajeev Batra, John. G.Myers. T. David.A. Aaker; Advertising Management; 5th Edition, PHI Edition, New Delhi, 1998.
2. Kazmi/Batra; Advertising & Sales promotion 3<sup>rd</sup> Edition
3. Jefkins&Yadin; Advertising, 4th Edition; Pearson Education, New Delhi, 2000.

4. Manendra Mohan; Advertising Management - Concepts & Cases; Tata McGraw Hill Publishing company Ltd, New Delhi 2001.
5. K. Venkataraman, Advertising & Media Management, SHBP.
6. S.A.Chunnawalia&K.c.Sethia Foundations of Advertising - Theory & Practice, Himalaya Publishing House, 2002.
7. Sonatakki, Advertising, Kalyani Publishers
8. Wells, Advertising.
9. Rayudu: Media and Communication Management, HPH.



## M.K 6.5 BRAND MANAGEMENT

### OBJECTIVE

The objective is to enable the students to acquire skills in Product & Brand Management

#### Unit 1: PRODUCT MANAGEMENT

05 Hrs

Meaning of Product – Product Personality, Types of Products – Product Line, Product Mix.

#### Unit 2: PRODUCT DEVELOPMENT

12 hrs

Factors influencing design of the product – Changes affecting Product Management – Developing Product Strategy; Setting objectives & alternatives, Product strategy over the lifecycle. New product development – Product Differentiation and Positioning strategies. Failure of New Product.

#### Unit 3: MARKET POTENTIAL & SALES FORECASTING

10 hrs

Forecasting target market potential and sales – Methods of estimating market and sales potential, Sales forecasting, planning for involvement in international market.

#### Unit 4: BRAND MANAGEMENT

12 hrs

Meaning of Brand – Brand Development: Extension, Rejuvenation, Re launch- Product Vs Brands, Goods and services, Retailer and distributors, People and organization, Brand challenges and opportunities, The brand equity concept, Identity and image.

#### Unit 5: BRAND LEVERAGING AND BRAND PERFORMANCE

12 hrs

Establishing a brand equity management system, measuring sources of brand equity and consumer mindset, Co-branding, celebrity endorsement. Brand Positioning & Brand Building – Brand knowledge, Brand portfolios and market segmentation – Steps of brand building, Identifying and establishing brand positioning, Defining and establishing brand values.

#### Unit 6: DESIGNING & SUSTAINING BRANDING STRATEGIES

05 hrs

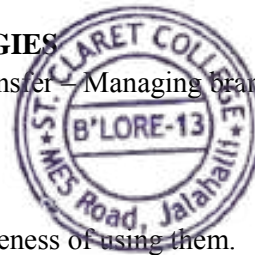
Brand hierarchy, Branding strategy, Brand extension and brand transfer – Managing brand over time.

### SKILL DEVELOPMENT :

- List out a few celebrity brand endorsements and the appropriateness of using them.
- Draw a chart showing the brand environment
- List out a few recent news and trends about brands
- List out some of the methods of brand valuation
- List out a few brands and the adjectives attached to their ads.

### BOOKS FOR REFERENCE

1. Gupta SL: Brand Management, HPH.
2. Branding Concepts- Pati, Debashish, Macmillan India
3. Brand Building : M.Bhattacharjee, HPH.



4. Harsh V. Verma; Brand Management, Excel Books.
5. Subrato Sengupta, Brand Positioning Strategies for Competitive Advantage, McGraw Hill.
6. The New Strategic Brand Management- Kapfere, Jean-Noel, Kogan page 5<sup>th</sup> edition
7. Das & Naveen, Brand Management Perspectives and Practices, ICFAI University Press.
8. Chaturvedi, B.M, Total Brand Management: An Introduction-, ICFAI University Press.
9. Ray, Brand Management Financial Perspectives, ICFAI University Press.



## M.K 6.6 RETAIL MANAGEMENT

### OBJECTIVE

The objective is to enable students to acquire skills in Retail Management.

### Unit 1: INTRODUCTION TO RETAILING

10 Hrs.

Definition – functions of retailing - types of retailing – forms of retailing based on ownership. Retail theories – Wheel of Retailing – Retail life cycle. Retailing in India – Influencing factors – present Indian retail scenario. Retailing from the International perspective

### Unit 2: RETAIL CONSUMER BEHAVIOUR

12 Hrs.

Buying decision process and its implication to retailing – influence of group and individual factors. Customer shopping behaviour - Customer Service satisfaction. Retail planning process – Factors to consider – Preparing a complete business plan – implementation – risk analysis.

### Unit 3: RETAIL OPERATIONS

12 Hrs.

Choice of Store location – Influencing Factors, Market area analysis – Trade area analysis – Rating Plan method - Site evaluation. Retail Operations: Store Layout and visual merchandising – Store designing – Space planning, Retail Operations - Inventory management – Merchandise Management – Category Management.

### Unit 4: RETAIL MARKETING MIX

12 Hrs.

Retail marketing mix –Introduction. **Product** – Decisions related to selection of goods (Merchandise Management revisited) –Decisions related to delivery of service. **Pricing** – Influencing factors – approaches to pricing – price sensitivity - Value pricing – Markdown pricing. **Place** – Supply channel – SCM principles – Retail logistics – computerized replenishment system – corporate replenishment policies. **Promotion** – Setting objectives – communication effects - promotional mix. Human Resource Management in Retailing – Manpower planning – recruitment and training – compensation – performance appraisal.

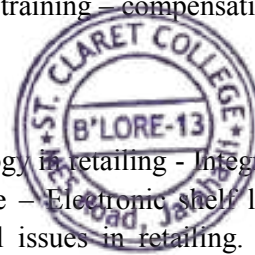
### Unit 5: IMPACT OF IT IN RETAILING

10 Hrs.

Non store retailing (E tailing) The impact of Information Technology in retailing - Integrated systems and networking – EDI – Bar coding – Electronic article surveillance – Electronic shelf labels – customer database management system. Legal aspects in retailing. Social issues in retailing. Ethical issues in retailing.

### SKILL DEVELOPMENT:

- Draw a retail life cycle chart and list the stages
- Draw a chart showing a store operations
- List out the major functions of a store manager diagrammatically
- List out the current trends in e-retailing



## BOOKS FOR REFERENCE

1. Barry Bermans and Joel Evans, "Retail Management – A Strategic Approach", 8th edition, PHI Private Limited, New Delhi, 2002.
2. Suja Nair: Retail Management, HPH.
3. A.J. Lamba, "The Art of Retailing", 1st edition, Tata Mc GrawHill, New Delhi, 2003.
4. SwapnaPradhan, Retailing Management, 2/e, 2007 & 2008, TMH
5. K. Venkatramana, Retail Management, SHBP.
6. A. Siva Kumar; Retail Marketing, Excel Books.
7. James R. Ogden & Denise T. Ogden, Integrated Retail Management 2007, Biztantra Cengage Learning
8. R.S. Tiwari : Retail Management , HPH
9. Araif Sakh: Retail Management, HPH.
10. Levy & Weitz, Retail Management,, TMH 5th Edition 2002
11. Rosemary Varley, Mohammed Rafiq, Retail Management, Palgrave Macmillan
12. Chetan Bajaj, Retail Management, Oxford Publication.
13. Uniyal & Sinha, Retail Management,, Oxford Publications.



### 3.HUMAN RESOURCE GROUP

#### H.R 5.5 EMPLOYEE WELFARE& SOCIAL SECURITY

##### OBJECTIVE

The objective is to enable students to acquire skills in Labor Welfare & Social Security.

##### Unit 1: SOCIAL & LABOUR WELFARE

12 Hrs.

Social Welfare; Labour Welfare: Concept, Scope; Philosophy and Principles of Labour Welfare; Indian constitution and Labour Welfare; Labour Welfare Policy and Five Year Plans, Historical Development of Labour Welfare in India;

##### Unit 2: INDIAN LABOUR ORGANIZATION

12 Hrs.

Impact of ILO on Labour Welfare in India; Agencies of Labour Welfare and their Roles, Labour Welfare Programmes: Statutory and Non-Statutory, Extra Mural and Intra Mural. Welfare Centers; Welfare Officer: Role, Status and Functions.

##### Unit 3: SOCIAL SECURITY

10 Hrs.

Concept and Scope; Social Assistance and Social Insurance, Development of Social Security in India; Social Security measures for Industrial Employees.

##### Unit 4: LABOUR ADMINISTRATION – 1

12 Hrs.

Evolution of Machinery for Labour Administration; Central Labour Administrative Machinery in India, Labour Administration in India.

##### Unit 5: LABOUR ADMINISTRATION – 2

10 Hrs.

Director General of Employment and Training; Director General of Factory Advice Service; Provident Fund Organization; ESI Schemes; Central Board for Workers' Education;

##### SKILL DEVELOPMENT :

- Preparation of a list of statutory welfare measures by visiting industry
- Preparation of a list of voluntary welfare measures by visiting industry
- Preparation of list of social security measures by visiting industry



##### BOOKS FOR REFERENCE

1. Moorthy, M.V. Principles of Labour Welfare, Oxford & IBH Publishing Co., New Delhi.
2. Vaid, K.N. Labour Welfare in India, Sree Ram Centre for Industrial Relations and Human Resources, New Delhi.
3. K. Venkataramana, Employee Welfare& Social Security, SHBP.
4. Sharma, A.M. Aspects of Labour Welfare and Social Security, Himalaya Publishing, House, Mumbai.
5. Ram Chandra P. Singh, Labour Welfare Administration in India, Deep & Deep Pub., New Delhi.

6. Punekar, S.D. Deodhar S.B., Sankaran, Saraswathi, Labour Welfare, Trade Unionism and Industrial Relations, Himalaya Publishing House, Mumbai.
7. Pant, S.C., Indian Labour Problems, Chaitanya Publishing House, Allahabad.
8. Saxena, R.C., Labour Problems and Social Welfare, K. Nath & Co., Meerut.
9. Bhogiliwala, T.N. Economics of Labour & Industrial Relations, Sahitya Bhavan Publishing Agra.
10. Memoria, C.B. Dynamics of Industrial Relations in India, Himalaya Publishing. House, Mumbai.



## H.R. 5.6 STRATEGIC HRM

### OBJECTIVE

The objective is to enable students to acquire skills in Strategic Human Resource Management.

#### Unit 1: INTRODUCTION TO STRATEGIC HRM

10 Hrs.

Strategic Role of HRM, Planning and Implementing Strategic HR policies, HR Strategies to increase firm performance.

#### Unit 2: INVESTMENT PERSPECTIVES OF HR

12 Hrs.

Investment Consideration, Investments in Training and Development, Investment Practices for improved retention, Job secure workforce, Nontraditional Investment Approaches.

#### Unit 3: MANAGING STRATEGIC ORGANIZATION

10 Hrs.

Managing Strategic Organizational Renewal- Managing change and OD, instituting TQM Programmes, Creating Team based Organizations, HR and BPR, Flexible work arrangement.

#### Unit 4: ESTABLISHING STRATEGIC PLANS

12 Hrs.

Establishing Strategic pay plans, Determining periods, Establishing periods, Pricing Managerial and professional jobs, Compensation trends, Objectives of International Compensation, Approaches to International Compensation, Issues related to double taxation. Cases.

#### Unit 5: GLOBAL HRM

12 Hrs.

Managing Global Human Resources-HR and the internationalization of business, Improving international assignments through selections, Training and maintaining international employees, Developing International Staff and Multinational Teams - Multinational, Global, and Transnational Strategies - Strategic Alliances, Sustainable Global Competitive Advantage, Globally Competent Managers, Location of Production Facilities.

### SKILL DEVELOPMENT:

- Prepare a statement showing man power requirements in an imaginary situation.
- Specimen of a payroll with imaginary roles.
- Preparation of job card with imaginary facts.
- Preparation of questionnaire on performance appraisal



### BOOKS FOR REFERENCES

1. Gary Dessler, Human Resource Management, PHI, New Delhi, 2003.
2. Charles R. Greer, Strategic Human Resource Management, Pearson Education, 2003.
3. Luis R. Gomez-Mejia, David B. Balkin, Robert L. Cardy, Managing Human Resources, PHI,
4. Peter J. Dowling, Denice E. Welch, Randall S. Schuler, International Human Resource Management, Thomson South-Western, 2002.

## H.R 6.5 ORGNISATIONAL CHANGE AND DEVELOPMENT

### OBJECTIVE:

The objective is to enable the students to understand need for Organizational Change and Development and the OD interventions

### Unit 1: CHANGE MANAGEMENT

10Hrs

The importance and nature of change. Change and human response. Introducing change effectively: Basic steps, factors influencing change- resistance to change, overcoming resistance to change

### Unit 2: ORGANIZATION EFFECTIVENESS

10Hrs

Organization effectiveness: Concept, problems in measurement of effectiveness. System - level criteria of judging effectiveness.

### Unit 3: ORGANIZATIONAL DEVELOPMENT

16 Hrs

The nature of Organizational Development (OD): Assumptions and values. Relevant systems concepts. Action research, OD Interventions: Team interventions, Inter-group interventions, personal, interpersonal and group processes interventions: A descriptive inventory of OD interventions.

### Unit 4: OD INTERVENTIONS

10Hrs

Comprehensive interventions, Structural interventions, Job enrichment and MBO, Conditions for optimal success of OD.

### Unit 5: CREATIVITY & INNOVATION

10Hrs

Creativity & Innovation: Meaning, Need, Components of Creativity & Innovation, Organizational Constraints, Organizational environment for Creativity & Innovation,

### SKILL DEVELOPMENT

- List out the recent OD interventions in Organizations.
- Discuss case studies on Impact of change on Organizational effectiveness



### BOOKS FOR REFERENCE

1. Dunnette, M.D. (Ed.) (1976). Handbook of Industrial and Organizational Psychology. Chicago: Rand McNully.
2. French, W.L.; & Bell, C.H. Jr. (1980). Organizational Development. London, Prentice Hall.
3. Herbert, T.T. (1981). Dimensions of Organizational Behavior. London: MacMillan.
4. Khandwalla, P.N. (1988). Organizational effectiveness. In J. Pandey (Ed.) Psychology in India: The State-of-the Art (Vol.3, pp. 97-215). New Delhi: Sage.
5. Luthans, F. (1989). Organizational Behaviour. London: McGraw Hill.
6. Margulies, N.; & Raia, A.P. (1975). Organizational Development: Values, process and technology. New Delhi: Tata McGraw Hill,
7. McGill, M.E. (1977). Organizational Development for Operating Managers. AMACO (a division of American Management Association).

8. Pareek, U. & Rao, T.V. (1986). Designing and Managing Human Resources Systems. New Delhi: Oxford.
9. Rudrabasavaraj, M.N. (1977). Executive Development in India. New Delhi: Himalaya Publishing House.
10. Sharma, R.A. (1982). Organizational Theory and Behaviour. New Delhi: Tata McGraw Hill,



## 7.6 COMPENSATION MANAGEMENT

### OBJECTIVE:

The objective is to enable the students to understand the various aspects of Compensation Management

### UNIT-1: JOB EVALUATION AND PERFORMANCE APPRAISAL

10 Hrs

Job Evaluation - Definition - Traditional and New Techniques - Performance Appraisal -Basic concepts - performance standard - Appraisal methods.

### UNIT-2: COMPENSATION MANAGEMENT

10 Hrs

Compensation - Definition - Classification - Types - Incentives - Fringe Benefits.

### UNIT-3: WAGE AND SALARY ADMINISTRATION

16 Hrs

Theories of wages - wage structure - wage fixation - wage payment - salary administration. Difference between salary and wages - Basis for compensation fixation- Components of wages - Basic Wages - Overtime Wages - Dearness Allowance - Basis for calculation - Time Rate Wages and Efficiency Based Wages - Incentive Schemes - Individual Bonus Schemes, Group Bonus Schemes - Effect of various labour laws on wages-Preparation of Pay Roll

### UNIT- 4:REWARDS AND INCENTIVES

10 Hrs

Rewards for Sales personnel - Pay - commission- Performance based pay system - incentives - executives compensation plan and packages.

### UNIT- 5: REGULATORY BODIES FOR COMPENSATION MANAGEMENT

10 Hrs

Wage Boards - Pay Commissions - Compensation Management in Multi-National organizations.

### SKILL DEVELOPMENT

- List out the fringe benefits offered to employees of any two companies
- Discuss the role of regulatory bodies in compensation management
- List out various Incentive Schemes of wage payments

### BOOKS FOR REFERENCE

1. Compensation & Reward Management, BD Singh, Excel Books
2. Compensation, Milkovich & Newman, TMH
3. Strategic Compensation, Joseph J. Martocchio, 3rd Edition, Pearson Education
- 4 Compensation Management in Knowledge based world, Richard I. Anderson, 10th edition, Pearson Education
- 6 Compensation Management, Er Soni Shyam Singh, Excel Books.
7. Richard Thrope& Gill Homen : Strategic Reward Systems - Prentice-Hall.
8. Thomas. P. Plannery, David. A. Hofrichter & Paul. E. Platten: People, Performance & Pay – Free Press.
9. Michael Armstrong & Helen Murlis: Hand Book of Reward Management – Crust Publishing House.
10. Joseph. J. Martocchio: Strategic Compensation – A Human Resource Management Approach - Prentice-Hall.
11. Edwarde. E. Lawler III: Rewarding Excellence (Pay Strategies for the New Economy) – Jossey -Bass.





**BANGALORE UNIVERSITY**  
**DEPARTMENT OF STUDIES IN SOCIAL WORK**  
Jnanabharathi, Bengaluru – 560 056

Regulations, Scheme of Examination  
and  
SYLLABUS  
for  
**MASTER OF SOCIAL WORK (MSW)**



Under the regulations governing the  
Choice Based Credit System  
For the two years (Four Semester)  
Master Degree Programme in Social Work

With effect from the academic year 2018-19



**Regulations, Scheme of Examinations and Syllabus for  
MASTER OF SOCIAL WORK (MSW)  
Under the regulations governing the Choice Based Credit System (CBCS-Semester  
Scheme) of Bangalore University (effective from the academic year 2018-19)**

**I. OBJECTIVES OF THE COURSE:**

- ❖ To provide opportunity and professional training to those desirous to take up the career as Professional Social Workers.
- ❖ To impart theoretical knowledge and to provide practice learning opportunities required to practice in a professional manner.
- ❖ To sensitize the trainees to involve themselves for the cause of poor, subaltern, under privileged and disadvantaged section of the society.
- ❖ To promote a sense of commitment and dedication to strive for equity, social justice social harmony and peace.
- ❖ To develop confidence among the trainees to feel themselves as change agents for social change and transformation.
- ❖ To equip trainees towards contribution to professional association, disaster, crisis management and rehabilitation.

**II. TITLE OF THE COURSE:** The title of the course shall be called 'Master of Social Work' leading to MSW Degree.

**III. DURATION OF THE COURSE:** The course, Master of Social Work Shall extend over a period four (4) semesters (two academic years).

**IV. SEATS:** No of seats for Master of Social Work will be 30.

**V. MEDIUM OF INSTRUCTION:** The Medium of Instruction shall be in English/ Kannada.

**VI. ATTENDANCE:** Each course (theory/practical) shall be treated as an independent unit for the purpose of attendance. A student shall attend a minimum of 75% of the total instruction hours in a course (theory/practical) including tutorials and seminars in each semester. There shall be no provision for condonation of shortage of attendance and a student who fails to secure 75% attendance in a course shall be required to repeat the semester.

**VII. ELIGIBILITY FOR ADMISSION:**

1. A candidate who has passed Bachelor's Degree in Social Work (BSW) OR Bachelors of Arts (BA) with 50% in aggregate of all subjects (45% for SC/ST candidates), of Bangalore University or any other university from India, considered as equivalent and eligible for admission of MSW course.
2. BSW and BA graduates are considered.

3. All other guidelines for admissions issued by the Bangalore University shall be followed.

### VIII. DETAILS OF THEORY AND CONCURRENT FIELD PRACTICUM PATTERNS AND SCHEME OF EXAMINATIONS

#### SEMESTER I

Sl. No.	Paper Code	Title of the Paper	Instruction Hours per week	No of Credits	Duration of Examination (In Hours)	Marks		
						Internal Assessment	Semester end Exam.	Total
1	SWHCP-1.1	Introduction to Social Work and contemporary ideologies for social work profession	4	4	3	30	70	100
2	SWHCP-1.2	Social Science Perspectives for Social Work Practice	4	4	3	30	70	100
3	SWHCP-1.3	Working with Individuals-I	4	4	3	30	70	100
4	SWHCP-1.4	Working with Groups- II	4	4	3	30	70	100
5	SWHCP-1.5	Working with Community - III	4	4	3	30	70	100
6	SWSCP-1.6	Personal and Professional Growth	3	2	3	30	70	100
7	SWFWP-1.7	Social Work Field Practicum-I : Concurrent Field Work	8	4	Viva : Voce	15	35 Viva: Voce	50
<b>Grand Total:</b>			<b>31</b>	<b>26</b>	<b>18</b>	<b>195</b>	<b>455</b>	<b>650</b>

#### SEMESTER II

Sl. No.	Paper Code	Title of the Paper	Instruction Hrs per week	No of credits	Duration of exam	Marks		
						Internal Assessment	Semester end Exam.	Total
1	SWHCP-2.1	Social Policy and Social Planning.	4	4	3	30	70	100
2	SWHCP-2.2	Research in Social work and application of Computers and Statistics.	4	4	3	30	70	100
3	SWHCP-2.3	Counseling: Theory and Practice.	4	4	3	30	70	100
4	SWHCP-2.4	Social Work Practice with Vulnerable, Marginalized and Under Privileged Sections of the Society.	4	4	3	30	70	100
5	SWSCP-2.5	Communication for Social Work Practice.	3	2	3	30	70	100
6	SWFWP-2.6	Social Work Field Practicum-II Concurrent Field Work.	8	4	Viva: Voce	30	70	100

7	SWFWP-2.7	Social Work Field Practicum-III: Social work Camp.	4	4	Viva: Voce	15	35	50
<b>Grand Total :</b>			<b>31</b>	<b>26</b>	<b>15</b>	<b>195</b>	<b>455</b>	<b>650</b>

### SEMESTER III

Sl. No.	Paper Code	Title of the Paper	Instruction Hrs per week	No of Credits	Duration of exam	Marks		
						Internal Assessment	Semester end Exam.	Total
1	SWHCP-3.1	Management of Service Organization	4	4	3	30	70	100
2	SWHCP-3.2	Social Legislation	4	4	3	30	70	100
3	SWHCP-3.3	Specialization (A/B/C)	4	4	3	30	70	100
4	SWHCP-3.4	Specialization (A/B/C)	4	4	3	30	70	100
5	OEP-NSS	Social Movements and Social Action	4	4	3	30	70	100
6	SWFWP-3.5	Social Work Field Practicum- IV : Summer Placement	4	2	Viva Voce	15	35	50
7	SWFWP-3.6	Social Work Field Practicum-V : Concurrent Field work	8	4	Viva Voce	30	70	100
<b>Grand Total :</b>			<b>32</b>	<b>26</b>	<b>15</b>	<b>195</b>	<b>455</b>	<b>650</b>

- ❖ **OEP-NSS: Open Elective Paper for Non Social work Students.**
- ❖ **OEP to be offered by the other departments for social work students.**

### SEMESTER IV

Sl. No.	Paper Code	Title of the Paper	Instruction Hrs per Week	No of credits	Duration of exam	Marks		
						Internal Assessment	Semester end Exam.	Total
1	SWHCP-4.1	Social Welfare Administration	4	4	3	30	70	100
2	SWHCP-4.2	Organizational Behaviour and Organizational Development	4	4	3	30	70	100
3	SWHCP-4.3	Social Work Intervention in Disaster Management	4	4	3	30	70	100
4	SWHCP-4.4	Specialization (A/B/C)	4	4	3	30	70	100
5	SWHCP-4.5	Project Work: Dissertation/Case Study	4	4	3	30	70	100
6	SWFWP-4.6	Social Work Field Practicum-VI : Concurrent Field work	8	4	Viva Voce	30	70	100
7	SWFWP-4.7	Social Work Field Practicum-VII : Block Placement	4	2	Viva Voce	15	35	50

Grand Total :    **32**    **26**    **15**    **195**    **455**    **650**

**Specialization (A/B/C) (For III and IV Semester)**

**Branch: A Human Resource Management**

Sl. No.	Paper Code	Title of the Paper	Instruction Hrs week	No of Credits	Duration of exam	Marks		
						Internal Assessment	Semester end Exam.	Total
1	SWHCP-3.3	Human Resource Management and Development	4	4	3	30	70	100
2	SWHCP-3.4	Labour Legislations and Employee Welfare	4	4	3	30	70	100
3	SWHCP-4.4	Industrial Relations	4	4	3	30	70	100

**Branch: B Medical and Psychiatric Social Work**

Sl. No.	Paper Code	Title of the Paper	Instruction Hrs per week	No of Credits	Duration of exam	Marks		
						Internal Assessment	Semester end Exam.	Total
1	SWHCP-3.3	Social work intervention in Health care	4	4	3	30	70	100
2	SWHCP-3.4	Child and Family Centred Social Work	4	4	3	30	70	100
3	SWHCP-4.4	Medical and Psychiatric Social Work	4	4	3	30	70	100

**Branch: C Community Development**

Sl. No.	Paper Code	Title of the Paper	Instruction Hrs per week	No of Credits	Duration of exam	Marks		
						Internal Assessment	Semester end Exam.	Total
1	SWHCP-3.3	Urban, Rural and Tribal Community Development	4	4	3	30	70	100
2	SWHCP-3.4	Project Formulation and Management	4	4	3	30	70	100
3	SWHCP-4.4	Social Change and Sustainable Development	4	4	3	30	70	100

## **IX. CONCURRENT FIELD PRACTICUM:**

### **1. SWFWP-1.7: Social Work Field Practicum-I Concurrent field work (I Semester)**

### **2. SWFWP-2.6: Social Work Field Practicum-II Concurrent field work (II Semester)**

#### **Objectives:**

- To understand the agency as a system-its philosophy, thrust, objectives, structure and management of service / programmes.
- Develop skills in documenting and utilizing community resources both governmental and voluntary.
- To develop ability to work as a member of a team.
- To make conscious use of professional values and ethics.
- To develop knowledge on the socio-economic and cultural realities and their impact on the client system with specific focus on the marginalized groups.
- Develop skills to analyze the impact of the wider social system on individuals, families, groups, communities and organizations.
- Develop the ability to involve the client system in the problem solving process, utilizing skills of social work intervention.
- Develop skills in documenting and utilizing community resources both governmental and voluntary.
- Reinforce belief in the inherent strength of the people to meet their needs and resolve problems.

**Process:** Every institution offering MSW course is expected to identify a few Governmental and Nongovernmental organizations working in the following areas and establish the rapport. Correctional Social Work, Women and Child, Human Rights, Persons with Disability, Senior Citizens, Urban Poverty Alleviation, Sexual Minorities etc., keeping in view the student interest and the agency requirement a maximum of 2 students may be placed in an agency for concurrent field work programme, which will be done concurrently two days in a week. The students shall put in not less than 15 hours a week for field practice training. The concerned faculty members allotted for the agency has to supervise and monitor the field practice/ learning and they shall conduct both individual conference and group conference once in a week to promote integration of theory and practical. The students are required to submit the hand written reports and a dairy in a structured format once a week to their respective supervisors for evaluation and continuous guidance. The agencies are also expected to designate an agency supervisor, preferably a trained social worker to monitor the field work trainee at the agency level. The trainee shall take all the possible initiatives to participate in all the learning concerned activities of the organization placed for training.

During the II semester all the trainees are expected to undertake a minimum of 3 case studies, one group work intervention (Minimum 7 sessions) with the guidance of their supervisor.

**Orientation Visit and Concurrent Fieldwork:** Every institution offering MSW course is expected to organize a minimum of 10 visits for an orientation and 15 Concurrent Fieldwork to both Government and Nongovernmental organizations in the I semester of MSW course. In the II semester minimum 25 visits of Concurrent Fieldwork has to be completed.

**ASSESSMENT FOR SWFWP-1.7 : Social Work Field Practicum-I Concurrent field work (I Semester)**

and

**SWFWP-2.6: Social Work Field Practicum-II Concurrent field work (II Semester)**

- Only those students who have put in a minimum of 75% attendance in field practicum I and complied with the guidelines provided are eligible to appear for the practicum examination (viva- voce).
- The assessment of the above field work practicum is based on the content, quality of the reports, agency feedback, Faculty supervisor feedback and the performance of the trainee in the viva- voce.
- The assessment of reports and viva-voce shall be jointly conducted by one internal and one external examiner or by two external examiners if there no internal examiners available selected from the panel of examiners and as approved by the Registrar (Evaluation).
- A minimum of 50% of the marks shall be scored to pass in the field practicum assessment and viva-voce excluding internals.
- The failed candidate in field practicum-I & II shall not be promoted further. They have to redo the field work along with the fresh batch of students, by fulfilling all other requirements stipulated in this regard.

**3. SWFWP-2.7: SOCIAL WORK FIELD PRACTICUM-III: SOCIAL WORK CAMP**

**Objectives:**

1. Understand the rural/tribal social system.
2. Understand the nature of government intervention in support of stakeholders in the region
3. Develop the capacity to critique the interventions of both the voluntary organizations and the governmental agencies.
4. Encourage group living, appreciate its value in terms of self development, interpersonal relationship, sense of organization, management and taking responsibility.
5. Acquire skills in planning, organizing, implementing the camp for example conscious use of time, communication skills, team spirit and handling relationships, conflicts and differences of opinion, decision making, evaluation, appreciation, sharing of resources, tasks, coping skills in problem situations, co-operation and co-ordination.

**Process:** The department has to identify a cluster of villages to undertake developmental initiatives keeping in view the methods of social work in general and working with communities in particular. The department has to organize required number of visits to the chosen cluster and select a village to organize the ten days rural camp. The village has to be identified well in advance so as to facilitate the faculty, in charge and the camp co-ordinator and the students to understand the community and its requirements of social work intervention. As a base for organizing the camp, pilot study has to be undertaken by the students under the supervision of the camp coordinator.

As far as organizing the camp the learners have to be fully involved in planning, organizing and implementing the programmes, while doing so the topmost priority has to be given to attain the above objectives of the camp. The social work educator shall motivate the learners to undertake social analysis of the community through observation, survey and other participatory approaches. The learner should be encouraged to take concrete task towards

meeting the basic/civic needs of the people, the tasks undertaken shall be based on people's participation. The learners shall submit a hand written individual report within 10 days after completion of the camp. The report shall consist the details from the initial stage to its completion.

#### **ASSESSMENT OF SWFWP-2.7: SOCIAL WORK FIELD PRACTICUM-III SOCIAL WORK CAMP. (II SEMESTER)**

- Only those students who have participated themselves in all the activities from the initial stage to completion of the camp and complied with the guidelines provided are eligible to appear for the practicum assessment and viva-voce examination.
- The assessment of the above field work practicum is based on the contents of reports and the performance of the trainee in the viva-voce.
- The assessment of field practicum–III and viva-voce shall be jointly evaluated and conducted by one internal and one external examiner or by two external examiners if there is no internal examiners available, selected from the panel of examiners and as approved by the Registrar (Evaluation).
- A minimum of 50% of the marks shall be scored to pass in the field practicum-III excluding internals.
- The failed candidate in field practicum-III shall not be promoted to the third semester. They have to redo the rural camp along with the fresh batch of second semester students, by fulfilling all other requirements stipulated in this regard.
- There shall be individual and group conferences regulating with regard to integration of theory and practice.

#### **4. SWFWP-3.5: SOCIAL WORK FIELD PRACTICUM-IV: SUMMER PLACEMENT**

##### **Objectives:**

- To understand the vision, mission, nature of the organization.
- To understand the philosophy, policy, structure, programmes of the organization.
- To develop knowledge about the process of organization.
- To identify the strategies used by the organizations.

**Process:** After the completion of first year post-graduate programme (I and II Semester). Summer placement has to be undertaken for a period of two weeks, which is mandatory if students failed to do summer placement they have redo with the fresh batch. The trainee must not select the first year placement agency as his/her summer placement organization. Trainee should get involved with direct practice with the client system and with the ongoing management operations. After the completion of summer placement student has to submit his/her hand written reports to the concerned faculty supervisor within a week. A minimum of 50% of the marks shall be scored to pass in the field practicum assessment and Viva voce excluding internals.

- The assessment of field practicum - IV (Summer Placement) and viva-voce shall be jointly evaluated and conducted by one internal and one external examiner or by two

external examiners if there no internal examiners available selected from the panel of examiners and as approved by the Registrar (Evaluation).

5. **SWFWP-3.6: SOCIAL WORK FIELD PRACTICUM-V CONCURRENT FIELD WORK (III SEMESTER - ALL SPECIALIZATION) AND**
6. **SWFWP-4.6: SOCIAL WORK FIELD PRACTICUM-VI CONCURRENT FIELD WORK (IV SEMESTER - ALL SPECIALIZATION)**

**Objectives:**

1. To develop an understanding about Organization Vision, Mission, and Organization Structure.
2. To develop skills on integrated approach to problem solving, intervention skills, at the micro, mezzo and the macro levels of the systems.
3. To carryout tasks in relation to service delivery and programme management.
4. Develop the ability to make innovative contributions to the organization's functioning.
5. Gain confidence to represent the profession in interdisciplinary teams, and integrate theory or classroom training in to practice.
6. Develop the capacity to utilize instructions for enhancing and integrating field practices and professional growth.
7. To practice self-evaluation and research to test effectiveness of specific aspects of intervention.

**Process:** Every institution offering MSW course is expected to identify agency on the basis of specialization a few Industrial Organizations, Corporate initiatives (CSR), Hospitals, Urban and rural development initiatives (Projects / Programmes / awareness campaigns, etc) undertaken by Govt. departments, Autonomous Organizations, Industrial settings and Non Governmental Organizations concerned with employee welfare, social development, health in general and mental health in particular, urban, rural, tribal development, health and sanitation, empowerment of the under privileged, Human Rights, Correctional services, Social advocacy, literacy, social evils etc.,

Keeping in view the student specialization, availability of the opportunities and the agency requirement a maximum of 2 students may be placed in an agency for concurrent field work programme, which will be done concurrently 2 days in a week. The students shall put in not less than 15 hours a week for field work learning. The concerned faculty members assigned for the agency has to guide, supervise and monitor the field work training and they shall conduct both individual conference and group conferences once in a week on the fixed day and time to promote an effective training. The students are required to submit the fieldwork reports once a week on fixed day and time to their respective supervisors for evaluation and continuous guidance. The agencies are also expected to designate an agency supervisor, preferably a trained social worker to monitor the field work trainee at the agency.

**ASSESSMENT OF SWFWP-3.6 & 4.6: SOCIAL WORK FIELD PRACTICUM-V & VI CONCURRENT FIELD WORK (III & IV SEMESTER)**

- Only those students who have put in a minimum of 75% attendance in field practicum and complied with the guidelines provided are eligible to appear for the practicum assessment and viva-voce examination.

- The assessment of the above field work practicum is based on the content, quality of reports and the performance of the trainee in the viva-voce.
- The assessment of field practicum –V & VI, viva-voce shall be jointly conducted by one internal and one external examiner or by two external examiners if there no internal examiners available, selected from the panel of examiners and as approved by the Registrar (Evaluation).
- A minimum of 50% of the marks shall be scored to pass in the field practicum viva voce excluding internals.
- The failed candidate in field practicum - V & VI, shall not be promoted. They have to redo the field work along with the fresh batch of third and fourth semester students, by fulfilling all other requirements stipulated in this regard.

**7. SWFWP-4.7: SOCIAL WORK FIELD PRACTICUM-VII: BLOCK PLACEMENT**

The above practicum has to be organized immediately after the completion of IV semester theory examinations. This programme is to be design for the learner to integrate theory and practice to enhance competencies of social work practice to get accustomed in the profession.

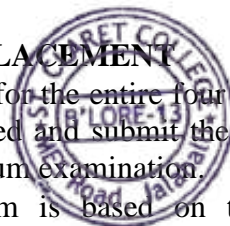
**Objectives:**

1. To develop enhanced practice skills and integrate learning.
2. To develop greater understanding of reality situations through involvement in day to day work of the organization.
3. Develop appreciation of other’s efforts and develop sensitivity to the gaps found in the programme.
4. Enhance awareness of self in the role of a professional social worker.

**Process:** A learner must be placed in a setting for a period of four weeks, where a qualified social worker is part of the agency and willing to provide required guidance to the student. Both way matching of previous field work experience during the III & IV semester and the nature of the organization chosen for the block placement is very much essential. The trainee has to submit a comprehensive and a consolidated report to the department on a weekly basis. The department has to designate a faculty member to be the coordinator of the placement programme.

**ASSESSMENT OF SWFWP-4.7: SOCIAL WORK FIELD PRACTICUM-VII: BLOCK PLACEMENT**

- Only those students who have carried out the training for the entire four weeks without any absence and complied with the guidelines provided and submit the reports within the stipulated time are eligible to appear for the practicum examination.
- The assessment of the above field work practicum is based on the quality of participation in the process of the placement content, quality of reports and the performance of the trainee in the viva-voce.
- The students should posses a training completion certificate at the time of Viva voce.
- The assessment of field practicum–VII and viva-voce shall be conducted by one internal and one external examiner or by two external examiners if there no internal examiners available selected from the panel of examiners and as approved by the Registrar (Evaluation).
- A minimum of 50% of the marks shall be scored to pass in the field practicum viva-voce excluding internals.



- The failed candidates have to re do the programme along with the fresh batch of students of IV semester.

**8. Specialization:**

1. All Institutions shall offer all specialization.
2. No specialization shall have less than 25% (twenty five percent) class strength.
3. Students have to decide the specialization based on their capabilities and interest, the faculty need to provide needed counseling for the same. The institution may evolve its own transparent mechanism by which students can select specialization.
4. In situation, where it is not resolved by above mentioned methods, specialization shall be allotted based on I semester marks strictly on the basis of “merit cum choice” basis.
5. The specialization has to be allotted / chosen before the end of II semester and the same shall be notified to students and to chairman BOS in social work. To enable in examination related work.

**9. Pattern of Question Paper:** The pattern of question paper consists three parts and each part will carry the below said Marks.

**Part: A**

**(5 x 5 = 25)**

1. There will be 8 questions and out of which 5 questions needs to be answered.
2. Each question carry 5 marks.
3. Answer to each questions should not exceed 300 words.

**Part: B**

**(10 x 3 = 30)**

1. There will be 5 questions and out of which 3 questions needs to be answered.
2. Each question carry 10 marks.
3. Answer to each questions should not exceed 600 words.

**Part: C**

**(15 x 1 = 15)**

1. There will be one compulsory question.
  2. Compulsory question carry 15 marks.
  3. Answer should not exceed 900 words.
- Likewise the semester end examination will be carried for 70 marks and the internal marks would be for 30 marks.



**PAPER CODE: SWHCP – 1.1**

**TITLE OF THE PAPER: INTRODUCTION TO SOCIAL WORK AND CONTEMPORARY IDEOLOGIES FOR SOCIAL WORK PROFESSION**

**Objectives:**

- Understand the history and evolution of social work profession both in India and West.
- Understand the importance of professional values and ethics in both micro and macro social work practice.
- Examine the various ideological influences on social work profession.
- Develop skills to understand the contemporary reality in its historical context.
- Understand self as a part of own environment and explore own assumptions, ideals, values to develop sensitivity to marginalized sections and vulnerable groups in the society.

**Unit–I : Basic Concepts**

Social Work, Social Service, Social Welfare, Social Security, Social Policy, Social Planning, Social Development.

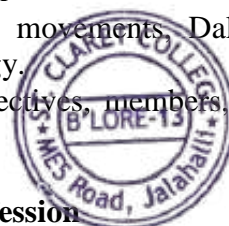
Social Work as a profession - Goals, Values, principles and ethics of Social Work Practice, Herbert Bisno's Philosophy on social work.

**Unit–II : Evolution of Social Work in the West (UK and USA) and India**

- Beginning of social work: Organized and Scientific Charity, Settlement House Movement, Elizabeth Poor Law.  
Medieval period: Judeo-Christian Ideologies, Secularism, Protestantism.  
Modern period: Darwinism, Utilitarianism, Marxism, Liberalism, Socialism, Welfare state, Democracy.
- Interface between professional and voluntary Social Work, Attributes of a professional social worker.
- Evolution of Social Work in India:  
Ancient period: Vedic, Vedantic and non-Vedic ideologies, Spirituality.  
Medieval period: Bhakti and Sufi Movements, Sikhism  
Modern period: Christianity in India, Hindu reform movements, Dalit movements, Sarvodaya movement. Gandhian and ambedkar ideology.  
Social Work Professional Organizations: Origin, Objectives, members, status, critical analysis.

**Unit–III : Contemporary Ideologies for Social Work Profession**

- Civil Rights.
- Human Rights.
- Social Justice.
- Neo-liberalism and globalization.
- Feminism.
- Resurgence of civil society.
- Multiculturalism.
- Sustainable and people centered development.



- Ideology of non-governmental organizations.

#### Unit-IV: Fields of Social Work practice and professional Organization

- Medical and Psychiatric Social Work.
- Human Resources Management and Development.
- Correctional Social Work.
- Family and Child Welfare.
- Urban, Rural and Tribal Community Development.
- Ecology and Environment.
- Disaster / Crisis Management and Rehabilitation.
- Geriatric Social Work.

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15. ಮರುಳ ಸಿದ್ಧಯ್ಯ ಹೆಚ್.ಎಂ. (2008) ಸಮಾಜಕಾರ್ಯ ಸಮಗ್ರ ಸಂಪುಟ 1: ಆರಿವಿನ ಆಳ, ಸತ್ಯಶ್ರೀ ಪ್ರಿಂಟರ್ಸ್, ಪ್ರೈ. ಲಿ., ಬೆಂಗಳೂರು, ಕರ್ನಾಟಕ, ಭಾರತ.
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**PAPER CODE: SWHCP – 1.2 TITLE OF THE PAPER: SOCIAL SCIENCE  
PERSPECTIVE FOR SOCIAL WORK PRACTICE**

**Objectives :**

- To develop an understanding of basic concepts relevant to social sciences.
- To acquire knowledge and ability to understand the social structure.

**Unit –I : Introduction to Sociology**

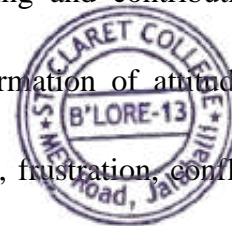
- Definitions, nature and scope of sociology.
- Society, Community, Groups, Associations and Institutions: meaning, definitions and characteristics.
- Social Institutions - Marriage, Family, Religion and Caste - meaning, definitions, types and characteristics.

**Unit -II : Socialization, Social Change, Social Control and Social Stratification**

- Socialization: Meaning, Definition, Types and the Process of Socialization; Role of Socialization in Human Life.
- Social Change: Meaning, Definition, forms of Social Change
- Social Control: Meaning, Definition, Formal and informal social control.
- Social Stratification: Class and caste as system of social stratification, Socio economic Transformation of caste.

**Unit -III : Social Foundations of Human Behaviour**

- Definitions Nature and Scope of Psychology, application of psychology.
- Human Behavior - Definitions Nature and Scope.
- Personality Development - Meaning, Factors affecting and contributing personality development.
- Attitude : Meaning, Concept, nature of attitude, Formation of attitude, Theories of attitude.
- Motivation : Meaning, Concept and its characteristics, frustration, conflict, adjustment and maladjustment.



**Unit -IV: Life Span Development**

- Meaning, Concept, principles and stages of development
- Characteristics of Pre-Natal, Post-Natal, Infancy, Babyhood, Puberty, Adolescents, Adulthood, Middle Age and Old Age.

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**PAPER CODE: SWHCP – 1.3**

**PAPER TITLE: WORKING WITH INDIVIDUALS - I**

**Objectives :**

- Understand casework as a method of social work and appreciate its place in social work practice.
- Understand the values and principles of working with individuals and families.
- Develop the ability to critically analyze the problems of individuals and families and factors affecting them.
- Understanding of the basic concepts, tools and techniques in working with individuals and families, in problem-solving and in developmental work.

**Unit-I: Evolution and Principles of Social Case Work**

- Meaning, Concept and Definitions of Social Case Work.
- Evolution of social case work in the West and in India.
- Philosophical assumptions and values of social casework.
- Principles: Individualization, Acceptance, Non-Judgmental Attitude, Purposeful expression of Feelings, Client Self Determination, Controlled emotional involvement and Confidentiality.

**Unit-II: Components, Process, Tools and Techniques of Social Case Work**

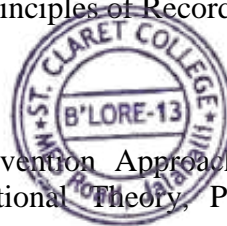
- Components: Person, Problem, Place and Process.
- Process: Intake, Study, Assessment (Diagnosis), Treatment (Intervention), Evaluation, Termination and Follow-up.
- Tools and Techniques of Social Case Work: Interview, Home visit, Observation, Listening, Use of self with awareness, Communication and Rapport Building.
- Recording in Social Case Work: Purpose, Types and Principles of Recording.

**Unit-III: Theories and Approaches of Social Case Work**

- Psychoanalytic Theory, Crisis Theory, Family Intervention Approach, Behavioural Modification Theory, Transactional Analysis, Functional Theory, Problem-solving Theory, Rational Emotive Theory, Psycho-social Theory.

**Unit -IV: Primary and Secondary Settings**

- Primary Settings – Application of methods in family, women and child welfare settings, marital counseling centers.  
Secondary Settings – school social work, medical and psychiatric settings, correctional institutions and industry.



- Role of Social Case Worker: Enabler, Facilitator, Social Therapist, Resource Mobilizer and Guide.

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**PAPER CODE: SWHCP – 1.4**

**TITLE OF THE PAPER: WORKING WITH GROUPS - II**

**Objectives :**

- To understand and acquire knowledge of Group Work.
- To understand Group Work as a method of Social Work Practice.
- To understand and use the skills of Group Work in different setting and situations.
- To understand Group Work models and theories.

**Unit-I : Introduction to Social Group Work**

- The Concept, Meaning and Definitions of Social Group and Social Group Work
- Evolution of Social Group Work in the West and in India.
- Types, Significance, Characteristics and Classifications of Social Group.
- Social Group Work as a method of Social Work.

**Unit-II : Principles, Theories and models of Social Group Work**

- Principles of Social Group Work Practice - Principle of Planned Group Formation-Specific Objectives, Purposeful Worker Group Relationship, Continuous Individualization, Guided Interaction, Democratic, Group Self Determination, Flexible Functional Organization, Progressive Programme experience, Resource Utilization and evaluation.
- Theories and models of Social Group Work
- Significance of Social Group and social group work intervention.
- Group Dynamics in detail.

**Unit-III : Social Group Work Process**

- Intake, Study, Analysis and Assessment, Negotiating Contracts, Treatment, Evaluation, Termination, Stabilization of change effort.
- Tuckman's stages of group development: Forming, Storming, Norming, performing and adjourning.
- Recording in Social Group Work-Importance of Recording in Social Group Work, types of recording, Principles of Recording.

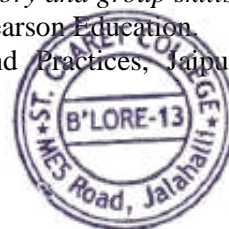
**Unit-IV: Application of Social Group Work**

- Application in Health Settings, School Settings, Family Welfare Settings, Industrial Settings, Women and Child Welfare Settings.
- Role of Social worker in Social Group Work.



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**PAPER CODE: SWHCP - 1.5**

**PAPER TITLE: WORKING WITH COMMUNITY - III**

**Objectives:**

- Understand the different aspects of community.
- Understand to analyze various issues associated with communities.
- Promote participatory activities for civil society.
- Highlight the relevance of Community Organization as a method of Social Work Practice.

**Unit-I: Introduction to Community and Community Organization**

- Concept, Meaning, Definitions, Types, Characteristics & Classification of Communities
- Concept, Meaning, Definitions, Objectives, Values and Murray G Ross Principles of Community Organization.
- Historical Development of Community Organization practice in the West and in India.

**Unit-II: Models, Strategies, Process of Community Organization**

- Models; Locality Development Model, Social Planning Model, Social Action Model.
- Process of Community Organization: Study of Community: Focus Groups, Analysis of Power Dynamics in Various Community, Mobilization for Participation / Involvement in Problem Solving Process: Identification of Needs/Issues, Prioritization, Problem Analysis, Problem Statement, Selection of Alternatives, Plan of Action, Execution, Monitoring and Evaluation.
- Intervention Strategies: Awareness Building, Organizing, Activating, Negotiating, Lobbying and Enlisting People's Participation.

**Unit-III: Attributes, Role and Skills of Community Organizer**

- Attributes of a Community Organizer.
- Roles: Guide, Enabler, Social Therapist, Specialist, Advocate and Motivator.
- Skills: Problem Analysis, Resource Mobilization, Conflict Resolution, Organizing meetings, Writing and Documentation, Networking, Training and Public Relations.

**Unit-IV: Methods and Techniques of community organization**

- Participatory Rural Appraisal (PRA) Techniques
- Fund raising and sources.
- Unionization as a strategy - Advocacy in community organization.
- Power: Concept of Power, The range of perspectives, Dimensions of power relevant to community organization.
- Empowerment - Concept of Empowerment, Barriers of empowerment.
- Gender and Empowerment: Gender Sensitivity in Community Organization Practice.



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**PAPER CODE: SWSCP – 1.6**

**TITLE OF THE PAPER: PERSONAL AND PROFESSIONAL GROWTH**

**Objectives:**

- Understand self as a being, as one in the process of becoming and experience self awareness.
- Examine own values and attitudes and explore choices made to express self in own environment.
- Develop positive life skills and practice Self help methods for integration and for stress reduction.
- Understand and uphold Professional Values and Ethics.

**Unit-I : Self and Self Awareness**

- Understand self through a cognitive construct.
- Approaches for self awareness - Psycho sexual development, Psycho social development of Erik Erikson, Gestalt Approach, Reality Therapy, Yoga as a Therapy, Meditation Techniques.
- Function of Brain.
- Emotions and Nature of it's expression
- Choices made to express emotions - Modes used, Examining its need for change.

**Unit-II : Values and Professional Ethics**

- Values - concept, Meaning, definition and their Role in present scenario.
- Value Conflict - its impact on Value clarification.
- Ethics - concept, Meaning, definition and importance of professional ethics.

**Unit-III : Life Style, Stress / Burnout – Self help Methods**

- Life skill Education - WHO core life skills.
- Building and Sustaining Bonds - Relational, Collegial and Personal Bonds.
- Self defeating behavior - Nature, Impact, Choices for Change
- Stress and Stressors - Nature of Stress.



**Unit-IV : Spirituality**

- Concept, Meaning, definition and their Role in present scenario.
- Spirituality as a dimension of health.
- Application of spirituality in day to day functioning.

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**PAPER CODE: SWHCP – 2.1**

**TITLE OF THE PAPER: SOCIAL POLICY AND SOCIAL PLANNING**

**Objectives :**

- Acquire knowledge on the concept of Social Policy and understand the Ideology of Social Planning.
- To study the existing Social Policies and programs so as to enable themselves to analyze and implement them effectively.

**Unit-I : Introduction to Social Policy and planning**

- Concept, Definition, scope and objectives of Social Policy
- Concept, Definition, scope and objectives of Social Planning
- The need and importance of social policies and planning, Evolution of social policies in India. Relationship between social policy and social planning.

**Unit-II : Policy Formulation**

- Approaches to Social Policy: Unified, Integrated, Sectoral Policy, Sectoral Policies of Education, Social Welfare, Women, Children, Welfare of Backward classes, Social Security, Health, Housing, Youth, Weaker section, Environment and Ecology, Urban and Rural Development and Poverty Alleviation.

**Unit-III : The process of social policy and planning**

- The process of social policy, values underlined social policy and planning based on constitutional provisions, the role of interest groups, the problem of conflict of interest and its solutions and role of professional social workers.
- Social Planning Process in India, Machinery and monitoring.

**Unit-IV : Social Planning**

- Linkage between social policy and planning, Planning as an instrument and source of policy, Role of ideology for social planning, Human Development Index, Human Development Report, Social Audit and its importance.

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**PAPER CODE: SWHCP – 2.2**

**TITLE OF THE PAPER: RESEARCH IN SOCIAL WORK AND APPLICATION OF COMPUTER AND STATISTICS**

**Objectives :**

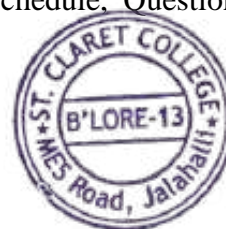
- Understand the need for scientific approach to human inquiry in comparison to the native or common sense approach and promote an understanding of the meaning, nature, scope and importance of social work research.
- Develop an understanding of statistical tools and learn to use these.
- Conceptualize and formulate a research project.
- Prepare tools for data collection, code and fill coding sheets.
- Conduct interviews including use of observation skills.
- Develop Research report writing/skills.
- Develop skills for graphical preservation like graphs, diagrams, charts and tables.
- To develop skills for the use of computers for social work research.
- Develop ability to library and documentation services for research and for literature survey.

**Unit-I : Introduction to Social Work Research**

- Concept of science, scientific method, its nature.
- Meaning, Concept, Definitions and objectives of Social Science Research.
- Types of Research: Fundamental, Action, Applied, quantitative and qualitative
- Meaning, Concept, Definitions and objectives of Social Work Research, Scope and its Importance.
- Types of Research Design – Exploratory, Descriptive, Experimental, Explanatory
- Hypothesis-sources, sound hypothesis, types.

**Unit-II : Data and its Measurement**

- Sources of data - Primary and Secondary.
- Types of data - Qualitative and Quantitative.
- Sampling - Meaning, its type, methods.
- Tools for data collection - Observation, Interview Schedule, Questionnaire, Survey, Case Study.
- Research Report:
  - Social work research ethics.
  - Research Abstracts.
  - Research Proposals.
  - Research Report (Thesis) Writing.



**Unit-III : Computer Fundamentals**

- Computer: meaning, definition, Evolution of computers.
- Organization and working of computer. (Input-output devices and CPU)
- Basic Definitions - Hardware, Software, Programme, Flowchart.
- Use of Statistical Package for Social Sciences.
- Internet: Meaning, concept, Advantages of Internet
- Networking: Modem, LAN, WAN.

#### Unit-IV : Introduction to Statistics

- Definition, Functions and Importance of Statistics in Social Work research.
- Proportions, Percentages and Ratios
- Measures of Central Tendency - Mean, Mode and Median.
- Measures of Dispersion - Range, Quartile Deviation, Mean Deviation, Standard Deviation.
- Measures of Association: Chi-square, Correlation Coefficient, 't' distribution; Analysis of Variance and 'F' distribution.

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**PAPER CODE: SWHCP – 2.3**

**TITLE OF THE PAPER: COUNSELING: THEORY AND PRACTICE**

**Objectives:**

1. Develop a holistic understanding of counseling as a tool for help.
2. Acquire knowledge of various approaches: their theoretical underpinning for goals values, processes and techniques.
3. Develop an understanding of the approaches of help and self-help available in own culture.
4. Develop skills for application in real life situations.
5. Develop ability to recognize and synthesize attitude and values that enhance investment of self in the counselors role.

**Unit-I : Introduction to Counseling and its Theories/Approaches**

- Meaning, Definition, Characteristics, Goals, Elements and Principles of Counseling.
- Counseling situations – Preventive, Crisis, Facilitative and Developmental.
- Theories / Approaches of Counseling: Psycho Analytical Theory, Client-centered Theory, Cognitive Theory, Marital and Family Therapy.
- Indigenous Approaches: help and self-help (yoga, reflection, Act of Prayashchit).
- Difference between Counseling, Psychotherapy and Guidance

**Unit-II : Counseling Process, Techniques and Skills**

**Counselling Process**

- Stage – I: Problem Exploration and Clarification.
- Stage – II: Integrative Understanding - Dynamic Self-Understanding.
- Stage - III: Facilitation Action; Developing a New Perspective, Preferred Scenario.
- Counseling Techniques: Rapport, Establishing Structure, Interaction, Attending Behaviour, Observation, Responding, and Interpretation.
- Counseling Skills: Attending and listening, Communication, Confrontation, Concreteness, Focusing, Summarizing, Reflection of the feeling, Self-disclosure leading.

The portrait of a counselor

**Unit-III : Counsellor and client**

- Personal and professional characteristics
- Values / Ethics in counseling
- Checklist for counselor
- Client as a person
- Voluntary and referred.



**Unit-IV : Practice of counseling in different settings**

- Family.
- De-addiction Centers.
- Counseling for Marital Problems.
- Health Setting.
- School settings.
- Industry.

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**PAPER CODE: SWHCP 2.4**

**TITLE OF THE PAPER: SOCIAL WORK PRACTICE WITH VULNERABLE, MARGINALIZED AND UNDER PRIVILEGED SECTIONS OF THE SOCIETY**

**Objectives:**

- To enable the students to understand the status, issues and problems associated with vulnerable, Marginalized and Under Privileged sections of the society.
- To review the legislations enacted for the welfare and empowerment of them.
- To motivate for the zeal among students for social work practice with Vulnerable, Marginalized and Under Privileged sections of the society.

**Unit-I : The Concept, Definitions and Meaning of Vulnerability, Marginalization and Under Privileged**

- Social, economic and cultural Vulnerability
- Vulnerable: Women, Children, Children in Conflict with Law and difficult circumstances, differently abled and Elderly.
- Marginalized: Ex-Prisoners, Migrants, Immigrants and Ethnic Minorities, Sexual Minorities, Sex Workers and People infected / affected with HIV/AIDS.
- Under Privileged: Schedule Caste, Schedule Tribes and Other Back Ward Communities.

**Unit-II : The Problems and issues associated with Marginalized Groups**

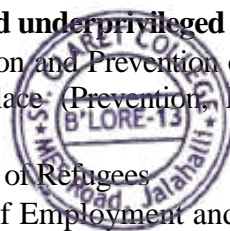
- Migrants: Health, Housing, Unemployment, Social Insecurity.
- Immigrants and Ethnic Minorities: Social Insecurity, Unemployment, Housing, Health
- Sexual Minorities and Sex Workers: Social stigma, Health issues, Sexual Abuse and Harassment.
- People infected / affected with HIV/AIDS: Social discrimination, Health issues.

**Unit-III: The Problems and issues associated with Under Privileged**

- Schedule Caste and Schedule Tribes – Poverty, Unemployment, Indebtedness, Landlessness, Bonded Labour, Untouchability, Atrocities.
- Other Back Ward Communities - Poverty, Unemployment, Indebtedness.

**Unit-IV: Legislations related to Vulnerable/Marginalised and underprivileged groups**

- Women –The Pre-Natal Diagnostic Techniques (Regulation and Prevention of Misuse) Act-1996, The Sexual Harassment of Women at work Place (Prevention, Prohibition and Redressal) Act - 2013.
- The United Nations 1951 Convention relating to the Status of Refugees
- Migrants: Inter-State Migrant Work Man (Regulation of Employment and Conditions of Service) Act 1979.
- Children –National Commission for Protection of Rights of Children, CARA.
- Differently abled: Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act - 1995.
- Elderly – Maintenance and Welfare of Parents and Senior Citizens Act - 2007.
- The Schedule caste and the Schedule Tribes (Prevention of Atrocities) Act 1989.



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5. Venkatesan. S. (2004) Children with Developmental Disabilities, New Delhi, Sage Publications.
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11. Tata Institute of Social Sciences (1998) An Attempt to Develop Gerontological Social Work in India: A seminar report, Mumbai.
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**PAPER CODE: SWSCP – 2.5**

**PAPER TITLE: COMMUNICATION FOR SOCIAL WORK PRACTICE**

**Objectives :**

1. To provide the required knowledge to understand the importance of communication for effective social work practice.
2. To inculcate communication skills among social work trainees.
3. To understand the importance and the role of media for effective communication.
4. To understand the need and importance of developmental communication.

**Unit-I : Introduction to Communication**

- Meaning, Definitions and Scope of communication.
- Elements of communication.
- Barriers of communication.
- Communication Types: Interpersonal communication, Intra-personal communication, Verbal & non-verbal communication.

**Unit-II : Communication Skills**

- Verbal & non-verbal communication Skills.
- Effective speaking, Effective listening, Effective writing.
- Feedback - Meaning, Definitions and its characteristics
- Types of Feedback.
- Improvement and developing effective Feedback.
- Loop of Feedback.

**Unit-III : Electronic Media and Communication**

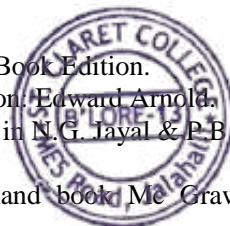
- Communication languages, Emails, Video conferencing systems, Electronic newspaper, Tele communication and its tools, Communication network.
- Development Communication - Nature and Characteristics.
- ICT-Information and Communication Technology and its applicability: behavior change, social marketing, social mobilization, media advocacy, communication for social change and community participation, Fund raising.

**Unit-IV: Development Programmes and communication**

- Designing, Effective Posters and Logos for Campaigns.
- Street Theatre: Elements of Street Theatre, Script Writing and Choreography for Development, use of Puppets, Songs and Folklore.
- SHG, Pulse Polio, Swacha Bharath Abhiyan, Total Sanitation Campaign, HIV/AIDS.

**SUGGESTED LITERATURE:**

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2. Bailey R & Mike Brake(eds)1957 Radical Social Work, London, Edward Arnold.
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**PAPER CODE: SWHCP – 3.1**

**TITLE OF THE PAPER: MANAGEMENT OF SERVICE ORGANIZATION**

**Objectives :**

- To enable the students to acquire expertise in evolving the concept of NGO Management
- To familiarize the students on the current scenario of NGO's in the country viz-a-vis global context
- To learn the strategies and interventions carried out by NGO's in order to meet the emerging challenges.

**Unit-I : History philosophy of service organization in India**

- origin, objectives and scope of NGO's in India.
- Need and importance of NGO's in Globalized era, Types of NGO's.
- Differences between Voluntary Organization, Non Governmental Organization, Government Organization.

**Unit-II : Role, status and function of service organization in India**

- Functions, approaches of NGO's, present status of NGO's in India.
- NGO's in National and International development - CRY, Action Aid, Green Peace, Rudset, Jan shikshan samstan, Arghyam.

**Unit-III : Establishment of Welfare Organizations, legal procedures**

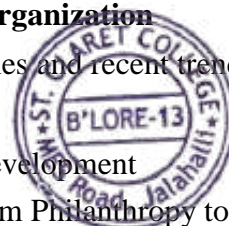
- Process of Ngo Registration, Society Registration Act 1860, The Karnataka Society Registration Act 1960.
- Trust Act-1882, Foreign contribution (Regulations) Act 2010, Companies Act 2013.

**Unit-IV : Co-partnership approaches in Social Service Organization**

- NGO's and Community Based Organization, Approaches and recent trends,
- Role of Central Social Welfare Board, CAPART
- National Institute of Public Co-operation and Child Development
- Changing trends of Corporate Social Responsibility from Philanthropy to livelihood.

**SUGGESTED LITERATURE:**

1. Choudhari, D. Paul. (1983) Social Welfare Administration, Delhi: Atma Ram and Sons.
2. Garain, S. (1998) Organizational Effectiveness of NGOs, Jaipur: University Book House.
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**PAPER CODE: SWHCP – 3.2**

**TITLE OF THE PAPER: SOCIAL LEGISLATION**

**Objectives :**

- To gain knowledge about social legislations
- To understand the different social legislations
- To acquire competency and knowledge of social legislation in social work practice

**Unit-I: Introduction to Social Legislation:** Concept, Meaning and Scope of Social legislation, Legal rights, Civil rights, need and importance of social legislation for social work practice.

**Unit-II: Social Legislation in present context:** Family Courts, Lok Adalats, The Legal Aid, Public Interest Litigation - Right To Information Act (2005). Right to Education (RTE) - The National Food Security Act, 2013 – The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013

**Unit-III: Social Legislation relating to Women and Children:** Hindu Adoption and Maintenance Act (1956), The Juvenile Justice (Care and Protection of Children) Act, (2006) Child Labour Prohibition and Regulation Act (1986), Prevention of Immoral Traffic Act (1986) The Protection of Children from Sexual Offences Act 2012- Protection of Women from Domestic Violence Act, 2005, Prevention of Sexual Harassment at Work place Act – 2013.

**Unit-IV: Various Act relating to Social Legislation:** Protection of Civil Rights Act (1955) – Protection of Consumer Act (1986) – Transplant of Human Organ Act (1994) – 2013, Bonded Labor Abolition Act (1976) – The Maintenance and Welfare of Parents and Senior Citizens Act (2007)-The Environment (Protection) Act -1986

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2. Basu Durga Das 1994 Human rights in Constitutional Law, Princeton Hall, London
3. Baxi U 2007 Human Rights in a Post Human World, Cambridge University Press, NewDelhi.
4. Biswal. T. 2006 Human Rights–Gender & Environment, Vira Publications, NewDelhi.
5. Chiranjivi J. 2002 Human Rights in India, Oxford University Press, New Delhi.
6. Das A.K. 2004 Human Rights in India, Sarup and Sons, New Delhi.
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8. Dossier. 1994 Human Rights Commission, Legal Resources for Social Action, Chennai.
9. Kohli A.S. 2004 Human Rights and Social Work Issues, Society for Community Organisation, Madurai.
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**PAPER CODE: OEP-NSS**

**TITLE OF THE PAPER: SOCIAL MOVEMENTS AND SOCIAL ACTION**

**Objectives :**

- Understand the concepts and context of Social Movements and Social Action.
- Develop understanding and analyzing issues in a broader context in order to respond to critical Social realities.
- Developing a strong perspective and skill to engage themselves in struggles, protests and movements.
- Acquire Knowledge on the Concepts, Processes and Techniques of Social Advocacy.

**Unit-I : Introduction to Social Movement**

- Social Movement: Meaning, Concept and Definitions.
- Religious and Sectarian Movements – Social Reform Movement, Bhakti Movement, Peasant Movement, Dalit Movement, Women Movement.

**Unit-II : Introduction to Social Action**

- Social Action: Meaning, Concept and Definitions.
- Need for social action, Ideologies, approaches and strategies of social action, Models of social action, Social action as a Method of Social Work

**Unit-III : Introduction to Social Advocacy**

- Meaning, concept and definitions of social advocacy, Social advocacy as a tool for social change, Process of Social Advocacy,
- Prerequisite for Social Advocacy : Leadership, Campaign Planning, coalition and Network building, Budget Analysis, Communication, Media Advocacy, Public Interest Litigation.

**Unit-IV: Approaches for Social Movements and Social Action**

- Vinobha Bhave – Sarvodaya.
- Mahatma Gandhi – Swadeshi and Independence Movement.
- Sundarlal Bahuguna – Environment Movement.
- Medha Patkar – Narmada Bachao Andolan.
- Rajendra Singh – Water Conservation.
- Dr. Sudarshan – Tribal Movement.
- Anna Hazare – Lokpal Movement against Corruption.

**SUGGESTED LITERATURE:**

1. Alinsky, Saul 1998 Rule of Radicals, Vintage Book Edition.
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8. Sangavi S 2007 The New People's Movement in India, Economic & Political Weekly.
9. Siddiqui H Y (ED) Social Work and Social Action- A Development Perspective, Harnam Publications, New Delhi.
10. Thompson N 2002 Social Movements, Social Justice and Social Work, British Journal of Social Work 32 (6).

**PAPER CODE: SWHCP – 4.1**

**TITLE OF THE PAPER: SOCIAL WELFARE ADMINISTRATION.**

**Objectives :**

- Acquire knowledge of Social Welfare Administration, Managing and Administering Service Organization in the context of Social Work Profession.
- Acquire skills to participate in management and administrative process for service delivery.
- To Learn the Value Orientation, Strategies and Intervention.

**Unit-I : Introduction to Social Welfare Administration**

- Social Welfare Administration – Concept, Meaning, Definition, Nature and Scope.
- Social Welfare and Administration as a field of Social Work practice.
- Principles and Functions of Social Welfare Administration – **(POSD CORB)** Planning, Organizing, Staffing, Directing, Co-Ordinating, Reporting and Budgeting.
- Office management, Supervision, Leadership, Communication.

**Unit-II : National and state Level Boards/Commissions**

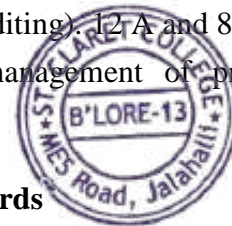
- CSWB (Central Social Welfare Board) and SSWB (State Social Welfare Board)
- CARA (Central Adoption Resource Authority)
- SSWB (State Social Welfare Board)
- National Commission for Women
- NCPCR (National Commission for Protection of Child Rights)
- National Commission for Safai Karamcharis
- National Human Rights Commission

**Unit-III : Management of Social Welfare Administration**

- Volunteers, professional, para-professionals.
- Financial Administration: Budgeting/accounting, Maintenance of financial Records, Accountability and Transparency (Accounting and Auditing). 12 A and 80G/80GGA.
- Services and their Delivery: eligibility criteria, management of programme and evaluation.

**Unit-IV: Resource Mobilization and Maintenance of records**

- Resources – Non-financial, Natural, Physical, Human Capital resources, Social Capital resources and Financial Resources.
- Funding – International, National and Local, Fund raising strategies.
- Statutory Obligations.
- Maintenance of records, Documentation.
- Public relations.



### **SUGGESTED LITERATURE:**

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2. Gupta N S 1979 Government of India report of the Director General for Weaker Sections. Principles and practice of Management, Light and Life Publications, New Delhi.
3. Jaganathan V, 1978 Administration & Social Change, Uppal Publication, New Delhi
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17. Narendra Kumar, 2004 Dalit Policies, Politics and Parliament Shipra, New Delhi.
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**PAPER CODE: SWHCP- 4.2**

**TITLE OF THE PAPER: ORGANIZATIONAL BEHAVIOUR AND ORGANIZATIONAL DEVELOPMENT**

**Objectives:**

- To impart knowledge about individual, group and organizational dynamics and their consequences.
- To provide knowledge on Organization Behaviour and Organizational Development..
- To empower the trainee to handle Organizational conflict in an effective manner.
- To acquaint the students with the knowledge of theories and practices that govern human behavior at work,
- To help the learner understand the value and worthiness of human resources in an organization.

**Unit-I : Introduction to Organizational Behavior**

- Meaning, Concept, Definition, Scope, and Approaches of Organizational Behavior.
- Introduction to Enneagram, personality types according to Enneagram.
- Emotional Intelligence; Attitude, Values, Personality.
- Assertiveness Training: components of assertive behavior, handling anger, handling depression, developing assertive behavior skills, assertiveness on the Job.

**Unit-II : Motivation, Leadership and Group Dynamics**

- Meaning, Concept, theories and techniques of motivation.
- Role of reinforcement and punishment.
- Leadership: Meaning, Concept, roles, skills, types of leadership.
- Group dynamics: Concept, types of groups, dynamics of group formation, decision making in groups.

**UNIT-III : Organizational Development, Organizational Conflict and Organizational Change**

- Meaning, Concept, emerging approaches and techniques, Organizational Diagnosis, tools of organizational diagnosis.
- OD interventions – An overview, individual and interpersonal interventions, team/group interventions, comprehensive interventions, organizational transformation, success and failure of OD,
- Organizational Conflict – Meaning, Concepts, causes and types, conflict-resolution strategies.
- Organizational change – Meaning, Concept, managing organizational change, resistance to change.



**UNIT -IV: Stress and Ethics**

- Meaning, Concept, Types, causes, consequences, and coping of stress, types and its impact on work conditions.
- Emotional Quotient.
- Ethics: Individual ethics, ethical dilemmas in management, Ethical practices of Indian Managers, Corporate ethics.

## SUGGESTED LITERATURE

1. Andrew, Dubrin J, 2006      Leadership – Research Findings, Practice and Skills, New Delhi, Biztantra Publication.
2. Aswathappa K, 2008      Organisational Behaviour - Text, Cases and Games, Mumbai, Himalaya Publication House.
3. Donald, Hislop, 2007      Knowledge Management in Organisation - A Critical Introduction, Oxford University Press.
4. Khanka, S S, 2008      Organisational Behaviour, New Delhi, S. Chand and Co. Ltd.
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James Compbell, 2007      New Delhi, Thomson South-Western.
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## **PAPER CODE SW-4.3**

### **PAPER TITLE: SOCIAL WORK INTERVENTION IN DISASTER MANAGEMENT**

#### **Objectives:**

- Understand key concepts, theories and approaches of disaster management with specific reference to Indian context
- Develop skills so as to analyse factors contributing to disaster
- To understand the process of disaster management
- Develop an understanding of the social worker's role in the team for disaster management.

#### **Unit-I : Disasters**

Concept, Definition, types and impact - Famine, floods, cyclones, hurricanes, warfare, earthquake, volcanoes; traditional and modern disaster threats.

#### **Unit-II : Disaster management**

Concept, approaches to disaster management, importance and relevance of disaster management in the present scenario, case studies of disaster management such as Tsunami, Gujarat Earth Quake, Bhopal Gas Tragedy, Fukushima of Japan.

#### **Unit-III : Social Work response to Disaster**

Intervention during disaster impact stage, trauma counseling and crisis intervention, post disaster management, damage assessment and long term rehabilitation and reconstruction, networking and co-ordination between government, NDRF, NGOs, donor agencies, local bodies, police, military etc.

#### **Unit-IV : Disaster Prevention and Preparedness**

Vulnerability analysis, hazard mapping, community based disaster preparedness programmes, organization and planning, logistics; resource utilization, specialized skills and training needs; public awareness and education.

Disaster risk reduction, strategies and approaches in varied sectors, sendai resolution.

International decade for natural disaster reduction and UN resolutions, administration of relief in India. Disaster related legislations and policies.

#### **SUGGESTED LITERATURE:**

1. IFRC, 2005 World Disaster Report
2. Birnbaum, F, Crisis intervention after a Natural Disaster, Social Case Work, Vol. 54, No. 9, 545-551
3. Coplon, J & Scharff, T 1973 Crisis intervention in an Earthquake, Social Work, Vol.17, No.4, 16-19
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**Specialization/Branch (A)**  
**Human Resource Management**

**PAPER CODE: SWHCP – 3.3**

**TITLE OF THE PAPER: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

**Objectives :**

- To provide an indepth knowledge on Human Resource Management.
- To provide knowledge on Human Resource Development and interventions.
- To inculcate the knowledge on Human Resource Planning.
- To equip the HR trainee for Human Resource Management and Development.

**Unit-I : Introduction to Human Resource Management**

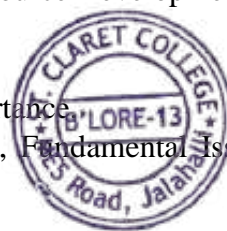
- Meaning, Concept, Nature, Evolution, Scope, objectives, Functions and its importance.
- Changing Environments of Human Resource Management
- Human Resource Management Models
- Human Resource Planning and Budgeting: Meaning, Concept and objectives and its importance.  
Human Resource Planning Process.
- Job analysis, Job description, Job specification, Job design, job rotation, Job Evaluation.

**Unit-II : Recruitment, Selection and Compensation Management**

- Recruitment - Meaning, Concept and Objectives, Recruitment Process, Methods and Techniques.
- Talent Acquisition: Meaning, Concept, Objectives and Importance of Talent Acquisition.
- Selection – Meaning, Concept and Objectives, Selection Process, Induction, Placement, probation and confirmation.
- Compensation Management: Factors influencing on compensation, Fixation of salary, Components of Salary.
- Pay for performance.

**Unit-III : Introduction to Human Resource Development**

- Meaning, Concept, Origin and the need for Human Resource Development.
- Human Resource Development and its Dimensions.
- Competency Mapping and GAP Analysis.
- Career Planning, Succession Planning Scope and Importance.
- Performance Appraisal - Meaning, concept and Type, Fundamental Issues, Feedback Sessions
- Quality of Work Life.



**Unit-IV: Human Resource Development Interventions**

- Organizational goal setting process – Key result area and Key performance Indicator.
- Talent Development: Meaning, Concept and Importance.
- Training Need Analysis – Process of Training, Designing and evaluating training, Use of Information technology.
- Types and methods of training: Internal, External, On the job, Off the job, review of training programs.

### SUGGESTED LITERATURE:

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2. Bhargava, P. P. 1990 Issues in Personnel Management, Jaipur: Printwell Publishers
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6. Famularo, Joseph 1987 Handbook of Human Resource Administration, McGraw-Hill.
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14. Rudrabasavaraj, M. N. 1986 Cases in Human Resource Management, Bombay: Himalaya Publishing House.
15. Subba Rao, P. 1996 Essentials of Human Resource Management and Industrial Relations, Himalaya Publishing House.
16. Baron, J. N. and Kreps, D. M. 1999 Strategic Human Resources Framework for General Managers, New York: Wiley and Sons.
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**PAPER CODE: SWHCP – 3.4**

**TITLE OF THE PAPER: LABOUR LEGISLATIONS AND EMPLOYEE WELFARE**

**Objectives :**

- To review the salient features of labour legislations.
- To inculcate knowledge on employee welfare.
- To understand the scope of social work practice in industry.

**Unit-I: Introduction to labour law**

- Historical development of labour legislation in India, labour in Indian constitution, Judicial set up and administration of labour legislation in India, origin of labour, Legislation of India.

**Unit-II: Salient features of the Labour legislations**

- The Factories Act–1948, The Industrial Disputes Act–1947, The payment of Wages Act-1936, The Minimum Wages Act–1948, Payment of Bonus Act-1965, The Employee State Insurance Act–1948, The Employee provident fund and miscellaneous provisions Act-1952, Contract Labor (Regulation & Abolition) Act-1970, The Payment of Gratuity Act-1972, The Shops and Commercial establishment Act–1954, Industrial Employment (Standing Orders) Act-1946.

**Unit-III: Labour Welfare**

- Labour Welfare Concept, philosophy, origin and growth of Labour Welfare in India
- Labour Welfare statutory and non-statutory programmes.
- Labour Welfare Fund.
- Labour Welfare Officer- roles, duties and Functions.

**Unit-IV: Compensation and Benefits Management**

- Basics of Compensation and Benefits Management, Its Policy, and Importance
- Factors Influencing Pay Rates
- Minimum Wages: Meaning, Deciding Factors, and Impact on Compensation
- Designing Compensation Structure, Fixation Methodology,
- Variable Incentive Schemes, and Production Incentive Schemes, Basics of Taxation
- Benefits on Employee Retention.

**SUGGESTED LITERATURE:**

1. Achar, M. R. 1976 Labour Rules in Karnataka, Bangalore, Shree Vidya Printers.
2. Dasgupta, S. K. Industrial Law, Sterling Publishers Pvt. Ltd.
3. Devar, R. S. 1967 Personnel Management and Industrial Relations, New Delhi, Vikas Publishing House.
4. Joseph, T.M. 2009 Industrial Law, Mumbai, Himalaya Publications Pvt. Ltd.
5. Lal Das, D. K. 1991 Personnel Management, Industrial Relations and Labour Welfare, Agra, Y. K. Publishers.
6. Madhusudhana Rao, M.1986 Labour Management Relations & Trade Union Leadership, New Delhi, Deep and Deep Publications.
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9. Mamoria, C. B; Mamoria Satish, Gankar, S. V. 2000 Dynamics of Industrial Relations in India, Mumbai, Himalaya Publishing House.
10. Mishra M, 2006 Case Laws on Industrial Relations, New Delhi, Excell Books.
11. Nagaraju, S. 1981 Industrial Relations System in India, Allahabad, Chugh Publications.
12. Rudrabasavaraj, M. N. 1984 Human Factors in Administration, Bombay, Himalaya Publishing House.
13. Saiyed I A, 2009 Labour Law, Mumbai, Himalaya Publishing House Pvt. Ltd.
14. Singh BD, 2005 Industrial Relations: Emerging Paradigms, New Delhi, Excell Books
15. Srivastava S C, 2009 Industrial Relations and Labour Law, New Delhi, Vikas Publishing House Pvt. Ltd.

**PAPER CODE: SWHCP – 4.4**

**TITLE OF THE PAPER: INDUSTRIAL RELATIONS**

**Objectives:**

- To provide an in-depth knowledge on Industrial relations.
- To Understand the scope and nature of social work practice in industry.

**Unit-I: Industrial Relations**

- Meaning, Concept, Definitions and Principles of Industrial Relations.
- Actors of Industrial Relations, Influencing factors on IR.
- Trade Unions: trade unionism in India, history and growth, various trade unions in India, trade union policies, Role of trade unions in India.

**Unit-II: Collective Bargaining**

- Meaning, Concept, Characteristics, Critical Issues in Collective Bargaining.
- Role of Employer, Unions, and Government in Collective Bargaining.
- Industrial Disputes: Impact, Causes, Strikes, and Industrial Peace.
- Industrial Dispute Resolution Mechanisms: Conciliation, Arbitration and Adjudication.
- Long-term Agreements and Administration.

**Unit-III: Occupational Safety and Health**

- OSH Concept, Objectives and need, role and responsibilities of safety officer.
- The causes of work related ill health. Concept of work hazards.
- The range of health and safety hazards, Steps in handling occupational health and safety issues and preventive measures.
- Management of disabilities.

**Unit-IV: Employee Relation in knowledge based Industry**

- Information Technology, Information Technology Enabled Services (ITES)
- Concept of self managed teams: Team leaders
- Domestic Enquiry: Process, Charge sheet, Subsistence Allowance, Principles of Natural Justice, Discharge/Dismissal.
- Worker Participation in Management – Concept, Forms and Determinants of Workers Participation in Management.
- Social Work Practice in Industry.



## SUGGESTED LITERATURE:

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2. Arora, M, 2005 Industrial Relations, New Delhi, Excell Books.
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10. Moorthy, M. V. 1968 Principles of, Labour Welfare, Vishakapatnam, Gupta Brothers.
11. Nagaraju, S. 1981 Industrial Relations System in India, Allahabad, Chugh Publications.
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14. Sanajaoba, Naorem 1985 Industrial Tribunal - Working, Procedure and Judicial Trends, New Delhi, Deep and Deep Publications.
15. Sharma, A. M. 1989 Industrial Relations - Conceptual and Legal Frame Work, Bombay, Himalaya Publishing House.
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19. Somani, Anjan and Mishra, Shivani, 2009-10 Employment Laws, Jaipur, Ramesh Book Depot.
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21. Subramanian, H. N. 1967 Labour Management Relations in India, Bombay, Asia Publishing House.
22. Tripathi, P. C. 1989 Personnel Management and Industrial Relations, New Delhi, S. Chand and Sons.
23. Tyagi, B. P. 1976 Labour Economics and Social Welfare, Meerut, Jai Prakash Nath & Co.



**Specialization/Branch (B)**  
**Medical and Psychiatric Social Work**

**PAPER CODE: SWHCP – 3.3**

**TITLE OF THE PAPER: SOCIAL WORK INTERVENTION IN HEALTH CARE**

**Objectives:**

1. To understand the concept and dimensions of health.
2. To understand the health care services at different levels.
3. To understand the changing perspective of health care.
4. To understand the process of social work intervention in Health Care.

**Course Content:**

**Unit-I : Introduction to Health and Prevention:**

- Concept of Health - Physical, Social, Mental and Spiritual dimensions of health. Positive health, Determinants of health.
- Psycho - Social and cultural factors in Health and Disease.
- Nutrition – Balanced diet, Under Nutrition and Malnutrition.
- Prevention - Hygiene, Public Health, Preventive Medicine, Community Health, Social Medicine, Community Medicine.
- Immunization
- Principles of Health Care.

**Unit-II : Communicable and Non Communicable Disease:**

- Communicable – Tuberculosis, Malaria, Dengue, Zika Virus. H1N1. Measles.
- Non-Communicable–Leprosy, Diabetes, Cancer, Paralysis, HIV/AIDS and its infection.

**Unit-III : Social Work Intervention in Health Care:**

- Work with the patient, groups and community, family and team work.
- Health work in the Hospitals, Community, Industry.
- Rehabilitation: Meaning, Concept, Definition and Principles, Therapies – Occupational, Recreational and Vocational therapy.
- Family Life Education: Objectives and its Importance, National Population Policy 1976 and 2000.



**Unit-IV : Health System in India:**

- Centre, State, District and Local Level.
- National Health Policy-1983
- Organizations working for Health – WHO, UNICEF, UNDP.
- Role of Non-governmental Organization – Ford Foundation, CARE, International Committee of the Red Cross, Indian Red Cross Society.

### SUGGESTED LITERATURE:

1. Bajpai, P. K. (Ed.) 1998 Social Work Perspectives on Health, Jaipur, Rawat Publications
2. Brody, Elaine M. and: A Social Work Guide for Long-Term Care Facilities, Contributors. 1974 U. S. Dept. of Health, Education and Welfare, Public Health Service, Maryland: National Institute of Mental Health.
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5. Friedlander, W. A. 1967 Introduction to Social Welfare (Chapter 12: Social Work in Medical and Psychiatric Settings), New Delhi: Prentice-Hall of India.
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7. Humble, Stephen Self Help in Health and Social Welfare, London: Routledge and Unell Judith (Ed.) 1989
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11. Mishne, Judith (Ed.) 1980 Psychotherapy and Training in Clinical Social Work, New York: Gardner Press.
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20. Skovholt, T. M. 2001 The resilient practitioner: Burnout prevention and self-care strategies for counselors, therapists, teachers and health professionals. Boston, MA: Allyn & Bacon.

**PAPER CODE: SWHCP – 3.4**

**TITLE OF THE PAPER: CHILD AND FAMILY CENTRED SOCIAL WORK**

**Objectives:**

- 1) To understand Children capacity, their problems and intervention.
- 2) To understand importance of family values system.
- 3) Critically to analyse problems of children in families and factors affecting them.
- 4) To enhance understanding of the basic concepts, tools and techniques.

**Unit-I : Introduction to Child :** Concept, Meaning, Children in constitution and UNCRC, concept and process of socialization, agents of socialization, need and importance of socialization for children with special needs, Child rearing practices.

**Unit-II : Child Health and child welfare polices:** Infant Mortality, Autism, Attention-deficit/hyperactivity disorder (ADHD), Eating disorders, Emotional Problem, Mental Retardation, Pervasive Developmental Disorder(PDD), Scholastic problems, Biological, Psychological and Socio-cultural factors affecting.

National Commission for children, National Policy for children-2013, ICPS, National Action plan for children, constitutional provisions for protection of children, SAARC Decade of the Rights of the Child (2001-2010).

**Unit-III : Introduction to family:** Concept, Definition, Type, Characteristics. Functions, Dynamics, Family as a social system.

Life Span Approach in understanding family, characteristics, goals, needs, task and problem in each stage- Evelyn Duvall.

**Unit-IV : Family in the context of social change:** Concept and characteristic of social change, Impact of Migration, Urbanization, LPG on family - Changing functions, values, relationship and communication. Quality of life and its indicators, Family and Millennium goals, Linkage between family and SDG.

Aged in Indian Society, problems of aged, role of family in promotion the health of aged, need and importance of geriatric social work in Indian context.

**SUGGESTED LITERATURE:**

1. Bhargava. Vinita. 2005 Adoption in India, New Delhi, Sage Publications.
2. Beck, Laura Developmental Psychology. New Delhi, Pearson Education Inc.
3. Government of India, A Commitment to the Child, Women and Child Development Dept. of Plan of Action 1992.
4. Hegarty S and Children Segregation to Inclusion, New Delhi, Sage Publications. with Special Needs - Page 54 of 102 From Arul, M. 2002
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8. NIPCCD, 1989. Perspective Plan on Child Development (1980-2060), New Delhi.
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10. Rani, Asha 1986. Children in Different situation in India – A Review, Bombay, Tata Institute of Social Sciences.
11. Reddy, Suma Narayan, 1989 Institutionalized Children, Allahabad, Chug Publication,
12. UNICEF Publication The State of The World’s Children, Annual Report, <http://WWW.unicef.org>
13. Ved Kumar& Susan. L. 2004 Creative Child Advocacy, New Delhi, Sage Publications,
14. Venkatesan. S. 2004 Children with Developmental Disabilities, New Delhi, Sage Publications.

**PAPER CODE: SWHCP – 4.4**

**TITLE OF THE PAPER: MEDICAL AND PSYCHIATRIC SOCIAL WORK**

**Objectives:**

- To give an wider understanding about the historical development and concept of Medical and psychiatric social work
- To give knowledge about the basic health and mental health problems and role of social workers in this field to enhance health and well-being.

**Unit-I: Introduction to Medical Social Work**

- Meaning, Concept, Definition, Nature and scope of medical social work.
- Historical development or medical social work in India and abroad.
- Identifying the existing health services – Govt./Non Govt. Organization

**Unit-II: Health Work in the Hospital Setting and in community**

- Organization Structure of Medical social work department, Functions & collaborations.
- Work with the patient.
- Work with Family.
- Work with Community
- Importance of Multidisciplinary approach.
- Role of family in the management of health and disease.
- Use of volunteers in Health Care.

**Unit-III: Introduction to Psychiatric Social Work**

- Introduction: Meaning, Definition, Nature and scope of Psychiatric social work.
- Historical development or Psychiatric social work in India and abroad. Concept of Mental Health and Mental Illness
- Misconceptions about Mental Illness
- Brief overview on mental disorders(ICD-10)
- Impact of mental illness on the patient, family and community.
- Mental Retardation Causes and effects.
- Structure and functions of psychiatric social work department.



**Unit-IV: Legislations, Policies and Programmes for Mentally Ill,**

- National Health Policy 2002
- Mental Health Act – 1987
- Karnataka private medical establishments act-2017
- Organ Transplantation Act-1994
- Day care centers, Night care centers, half-way-homes, sheltered workshops occupational therapy units.

### SUGGESTED LITERATURE:

1. Ahuja, Niraj *A short Text Book of Psychiatry 5<sup>th</sup> edition*, New Delhi: Jaypee Brothers, 2005.
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3. Brandell, J R, 1997, *Theory & Practice of Clinical Social Work*, London: Free Press
4. Carson R C & Butcher J N, 1995, *Abnormal Psychology and Modern Life (9<sup>th</sup> edition)*, New York: Harper Collins
5. Mongal S K 1989, *Abnormal Psychology*, New Delhi: Sterling Publishers
6. Moorthi R S, 2001, *Community Mental Health in India*, Bangalore, NIMHANS
7. Palmer, S. et. al. 1996, *Counselling*, New Delhi: Sage Publications.
8. Park, K *Park's Text book of Preventive and Social Medicines*, Jabalpur: M/s. Banarsidas Bhanot Publishers, 2005.
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11. Rao and Kurukila *Psychiatry*, B.I Churchhill, New Delhi: Livingstone Pvt. Ltd. 1998.
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13. Verma R 1995, *Psychiatric Social Work in India*, New Delhi: Sage Publication.



**Specialization/Branch (C)**  
**Community Development**

**PAPER CODE: SWHCP – 3.3**

**TITLE OF THE PAPER: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT**

**Objectives :**

1. Develop an understanding of urban, rural and tribal communities.
2. Understand the characteristics and problems of urban, rural and tribal communities.
3. Acquire knowledge about the contribution of Governmental and Non- Governmental Organizations to urban, rural and tribal development.
4. Develop an understanding of the functions of Panchayath Raj Institutions with particular reference to Karnataka.
5. Gain knowledge about the application of social work in tribal and rural development programmes.

**Unit-I : Introduction to Urban Community and it's Development**

- Meaning, Definitions, Nature and Characteristics of Urban Community.
- Urban Power Structure – Analysis of economic, social and political factors influencing urban power structure.
- Demographic characteristics of Urban India.
- Democratic Decentralization (Municipal Governance) - 74<sup>th</sup> Constitution Amendment.
- Urban Poverty (Socio-economic and cultural characteristics of Urban Slums, problems, survival and coping patterns of urban poor) and Urban Poverty Alleviation Initiatives (Housing, Welfare, Credit and Employment, Food Security, Urban Transportation)
- Changing trends in urban development – Water, Sanitation, Health, Education, Housing, Transportation and urban Planning.
- The role of Municipalities, Community Based Organizations, Non-Governmental Organizations and Voluntary Organizations.

**Unit-II : Introduction to Rural Community and it's Development**

- Meaning, Definitions, Nature and Characteristics of Rural Community.
- Demographic characteristics of Rural India.
- Democratic Decentralization (Municipal Governance) - 3<sup>rd</sup> Constitutional Amendment.
- Rural Power Structure – Analysis of economic, social and political factors influencing Rural power structure
- Rural Poverty – (Socio-economic and cultural characteristics, problems, survival and coping patterns of rural poor) and Rural Poverty Alleviation Initiatives (Housing, Welfare, Credit and Employment, Food Security, Rural Transportation)
- Changing trends in rural development – Housing, agriculture and allied activities, women empowerment and social entrepreneurship.
- The role of Panchayath Raj Institutions, Community Based Organizations, Non-Governmental Organizations and Voluntary Organizations.

**Unit-III : Introduction to Tribal Community and it's Development**

- Meaning, Definitions, Nature and Characteristics of Tribal Community.
- Power Structure – Analysis of economic, social and political factors influencing tribal power structure.
- Tribal Poverty – Socio-economic and cultural characteristics, problems, survival and coping patterns.

**Tribal Welfare and Development:** Constitutional Safeguards, Five Year Plans, Sub-Plans for Tribal Area, National Commission for Schedule Tribes.

#### Unit-IV: Changing trends in Development

- Urban – Metropolitan Town Planning, Special Economic Zones, Preservation and conservation of natural resources in urban communities.
- Rural – Urban Rural Migration, Natural and Organic Farming, Preservation, rejuvenation and conservation of natural resources in rural communities.
- Tribal – Inculcating traditions and customs, Tribal co-operatives and empowerment initiatives.
- Role of Social workers in different settings: International Organizations, Government settings, Panchayath Raj Institutions, Community Based Organizations, National and Regional organizations, Voluntary Organizations.

#### SUGGESTED LITERATURE:

1. Barnabas, A. P. 1987 Rural Community Development in India, In Encyclopedia of Social Work in India, Vol. II, New Delhi: Ministry of Welfare, Government of India.
2. Bhalla, Alok and Bumke, Peter J. (Eds) 1992 Images of Rural India in the 2nd Century, New Delhi; Sterling Publishers Pvt. Ltd.
3. Bharadwaj, A. N. 1979 Problems of Scheduled Castes and Scheduled Tribes in India, New Delhi: Light and Life Publishers.
4. Bose, Nirmal Kumar 1971 Tribal Life in India, National Book Trust India, New Delhi.
5. Brahmananda, P. R., Narayan, B. K. and Kalappa, A. (Eds.) 1987 Dimensions of Rural Development in India, Bombay: Himalaya Publishing House.
6. Desai, A. R. (Ed.) 1978 Rural Sociology in India, Bombay: Popular Prakashan.
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## **PAPER CODE: SWHCP-3.4**

### **TITLE OF THE PAPER: PROJECT FORMULATION AND MANAGEMENT**

#### **Objectives :**

1. Acquire a theoretical frame of project preparation and its various stages in implementation.
2. To enable the students to understand the PRA techniques in formulating a project proposal and to impart skills in participatory project planning.
3. Develop a scientific research temperament in exploring the current trend emerging in the project preparation and implementation.

#### **Unit-I : Project Formulation and Management and Participatory Study Analysis**

- Meaning, Concepts of Project Planning, Project Formulation and Project Management.
- Importance of the Project Planning, Formulation and Management for social workers.
- Participatory study and assessment of the situation.
- Use of PRA techniques: Resource Mapping, Wealth Ranking, Transects, Informal Interviews, observation, problem identification, cause/effect analysis and problem statement.

#### **Unit-III : Objective setting, Operational Plan and cost benefit Analysis**

- Specification of general and measurable objectives.
- Selecting and analyzing alternatives for achieving objectives, choice of alternatives
- Detailed operational plan: Activities/ task / time duration; programming; GANTT chart.
- Preparation of budget: costing and financial.

#### **Unit-III : Logical framework, Resource Mobilization and Finance Management**

- A summary of the purpose, objectives, and the Project Proposed, Indicators, means of verification, assumption and indicators.
- Drafting project proposal for fund raising, techniques of fund raising, Techniques of fund raising, accounting procedures, cost supervision efficiency.
- Personnel Management: Selection, Training of Project personnel, Coordination, reporting, Management of Information System (MIS)

#### **Unit-IV: Project Monitoring and Evaluation**

- Monitoring: Meaning, Concept of monitoring, monitoring plan. Monitoring process and result, Process documentation.
- Evaluation: Meaning, Concept, methods of evaluation PERT and CPM, Time frame evaluation, Internal and External Evaluation.
- Need and Significance of Project Monitoring and Evaluation for social workers

#### **SUGGESTED LITERATURE:**

1. Bhavesh M Patel, 2000 Project Management, Vikas Publishing House Pvt. Ltd., New Delhi.
2. Haltlas R.G.G, Sandra C. Mckee, 2003 Practical Project Management, Pearson Education, In (Singapore) Pvt. Ltd.
3. Joy. P.K., 1994 Total project Management, Macmillan India Limited.
4. Nagarajan K, 2001 Project Management, New age international(P)Ltd. NewDelhi
5. Narayan. B, 1999 Project Management, A.P.H Publishing corporation, NewDelhi.
6. Prasanna Chandra, 2002 Projects: Planning, Analysis, Financing, Implementation and Review, Tata MC Graw Hill publishing Co. Ltd, New Delhi.
7. Shaghil M, Mushtaque M.1993 Project Formulation concept & Approaches, Print Well, Jaipur.
8. Vasant Desai, 1997 Project Management, Himalaya publishing house, Mumbai.



**PAPER CODE: SWHCP – 4.4**

**TITLE OF THE PAPER: SOCIAL CHANGE AND SUSTAINABLE DEVELOPMENT**

**Objectives :**

- 1) Understand social system and structures of development in India and Karnataka.
- 2) Develop skills to analyse social reality in order to identify the systematic factors leading to development and underdevelopment.
- 3) Develop skills to promote social, economic and political justice.

**Unit-I : Introduction to Social Change**

- Concept, Definitions, Scope, Objective, need and importance of Social change
- Changes in Social system-Family, Customs, Tradition, Culture, Informal social control
- Impact of post globalization - Capitalism, Communalism, Socialism, Privatisation, Liberalization and Multiculturalism.

**Unit-II : Introduction to Social Development**

- Concept, Definitions, Scope, Objective, need and importance of social development
- Millennium Development Goals (MDG's)
- Development V/s. Social Development – Transportation, Land Development and Degradation
- Social Development Indicators – Poverty, Inequality, Education, Life expectancy, Employment and unemployment, Health expenditure

**Unit-III : Introduction to Sustainable development**

- Concept, Definitions, Scope, Objective, need and importance of Sustainable development
- Measures and Approaches to sustainable development
- People Centred Development – People's Participation in sustainable development
- Sustainable Development Goals (SDG's)
- Role of Government, NGO's, Civil Society and Development agencies in sustainable development.

**Unit-IV : Development V/s Current Trends and impacts**

- Migration – Concept, Meaning, Origin, Nature and its' Impact
- Terrorism – Concept, Meaning, Origin, Nature and its' Impact
- Refugees – Concept, Meaning, Origin, Nature and its' Impact
- Insurgency – Concept, Meaning, Origin, Nature and its' Impact
- Riots - Concept, Meaning, Origin, Nature and its' Impact
- Rehabilitation – Role of UN agencies in combating and protecting human rights.
- Role of Social Workers



### SUGGESTED LITERATURE:

1. Joshi B. K (ed), 1984 Alternative Development Strategies and the Indian Experience, Himalayan Publishing House, Bombay.
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17. ಮರುಳ ಸಿದ್ದಯ್ಯ ಹೆಚ್.ಎಂ. 2008 ಸಮಾಜಕಾರ್ಯ ಸಮಗ್ರ ಸಂಪುಟ 2: ಅನುಷ್ಠಾನದ ಹರವು, ಸತ್ಯಶ್ರೀ ಪ್ರಿಂಟರ್ಸ್ ಪ್ರೈ. ಲಿ. ಬೆಂಗಳೂರು, ಕರ್ನಾಟಕ, ಭಾರತ.



**PAPER CODE: SWHCP – 4.5**

**TITLE OF THE PAPER: Project Work: Dissertation / Case Study**

**1. Introduction:**

1. Research skills are very important for the practice of professional social work. This work has to be done on the basis of empirical study.
2. An option is given to students to do the same from Qualitative perspective. Hence they can opt to do CASE STUDY instead of DISSERTATION.
3. The option to do Dissertation or case study must be exercised by a student in the beginning of III semester in writing. Under no circumstance this option can be changed once exercised.
4. Only qualified social work teachers are to guide students.
5. Though Dissertation is scheduled in the IV semester the work process shall begin from the III semester itself. The students has to do data collection during the vacation period between III and IV semester.

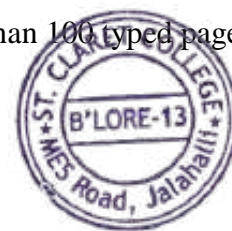
**2. Objectives:**

- a) Develop ability to conceptualize, formulate and conduct simple research projects.
- b) Learn to make informal assessment and judicious use of research studies and findings on a particular subject area.
- c) Develop skills for use of library and documentation services for research
- d) Develop attitudes favourable to the judicious integration of practice, Research and Theory.
- e) Develop ability for logical reasoning and critical analysis.

**3 A. DISSERTATON:**

3.1 Each student is placed under the guidance of a faculty member for dissertation work. The student is required to selected area of the subject of his/her interest. Subsequently, the student is guided to prepare Questionnaire/interview schedule/any other tool for systematic collection data from a group of subjects.

1. The vacation period after III Semester Examination may be utilized for data collection in the field. After data collection analysis is done. ONE type written/copy is to be submitted to the University for valuation before the commencement of Theory Examination of IV Sem. i.e. Last week of the IV Sem.
2. The core content of the report may not be more than 100 typed pages and it should cover in general the following chapters.
3. General Content Outline of the Dissertation.
  - i. Introduction
  - ii. Review of Literature
  - iii. Research Methodology
  - iv. Analysis and Discussion
  - v. Conclusion and Suggestions
  - vi. Bibliography and Appendices



**3 B. CASE STUDY :** In lieu of Dissertation, the students can opt for 'case study'.

The case study should comprise of minimum of 10 cases. The student is required o take a single subject matter for case study example: Adoption, Child Labour, Families of HIV infected cases, Self Held Groups etc., The methodology may vary for each subject matter.

The following aspects are to be covered in the case study.

- a) Intake
- b) Social Investigation
- c) Social Diagnosis
- d) Social Interventions
- e) Follow-up
- f) Evaluation
- g) Termination

**GENERAL CONTENT OUTLINE OF THE CASE STUDY:**

1. Introduction to the Chosen topic
2. Literature review of the subject matter
3. General Methodology adopted to do case study
4. CASE STUDIES
5. General conclusion
6. Reference/Bibliography

While writing the case, the student is expected to give details about the Principles, technique and skills of social work adopted including the therapeutic aspects. The case studies need not be confined to the study of an individual or family. A case study of a rural/tribal community may also be taken.

Need-assessment, priorities, mobilizing resources, people's participations and impact. The type written matter may not be more than 100 pages.

4. **SUBMISSION :** ONE type written copy is to be submitted to the University for the valuation before the commencement of Theory Examination for IV Semester i.e. Last week of the IV Semester. If a student fails to submit within the time prescribed, he/she will be treated as "In complete" in that semester.

**Paper Code : SWFWP – 4.6 Social Work Field Practicum-VI : Concurrent Field Work**

**Paper Code : SWFWP – 4.7 Social Work Field Practicum – VII : Block Placement**



\* \* \* \* \*



## INING TOMASTER OF COMMERCE (M.Com) CBC SYSTEM FROM 2014-15 ONWARDS

ive of the Master of Commerce course is to impart to the students, professional education and training in various aspects of business and its environment and provide them with opportunities to develop managerial and analytical skills in order to meet the challenges of business at the national and global level.

### **2. Eligibility for Admission:**

A candidate who has passed the B.Com/B.B.M/ BBS and BBA Degree examination of this University or of any other University re

cognized as equivalent thereto and has secured not less than 50% of the marks in the aggregate in all the Commerce subjects of Business Education in all the years (Examinations of the B.Com/BBM course) shall be eligible for admission to the course. In the case of SC/ST/Cat-I students and blind students the minimum percentage of marks required shall be less by 5%

### **3. Duration of the Course:**

The course of study for M.Com, degree shall extend over a period of two years divided into 4 (four) semesters. Each Semester will be of 16 weeks or more duration with a minimum of 90 actual working days.

### **4. Scheme of Instruction:**

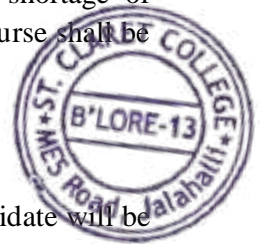
1. In each semester there will be seven papers (including practicals)
2. There will be 27 contact hours per week. This includes practicals.
3. Candidates are required to maintain record for computer practicals, which will have to be certified by the Chairman / Co-ordinator of the course, failing which students will not be permitted to take the end semester examination in that subject.

### **5. Attendance:**

Each course (theory/practical) shall be treated as an independent unit for the purpose of attendance. A student shall attend a minimum of 75% of the total instruction hours in a course (theory/practical) including tutorials and seminars in each semester. There shall be no provision for condonation of shortage of attendance and a student who fails to secure 75% attendance in a course shall be required to repeat that semester.

### **6. Medium of Instruction**

The medium of instruction shall be English. However a candidate will be permitted to write the examination either in English or in Kannada.





**Examination:**

register for all the papers of a semester when he appears at semester for the first time.

- 8.1 There shall be a University examination at the end of each semester.
- 8.2 The details of the scheme of examination are as given below:

Sl. No.	Course	Duration	No. of papers per semester	Maximum Marks of Per Semester	No. of Credits
1	M.Com	I & II	6+1	700	52 (26+26)

8.1 Each semester will normally have six (Hardcore) and one (soft core) paper and each shall be for 100 marks.

8.2 (i) The composition of theory and internal assessment marks for each paper will be 70 and 30 respectively. However, in Computer related papers it will be 70+30 (theory + practical).

ii. Duration of examination per theory paper of 70 marks shall be for 3 hours, for practicals it will be 1 1/2 (one and half) hours.

iii. Practical records will be evaluated as part of the practical examination.

iv. In case of practical examinations, students will be assessed on the basis of knowledge of processes, skills operations involved, results/calculations and reporting.

v. Practical examination will be conducted with both internal and external examiners. If the external examiner absents, then the examination will be conducted by two internal examiners.

8.3 Every theory paper shall ordinarily consist of two/three sections, developed to testing of conceptual skills, understanding skills, comprehension - skills, articulation and application skills.

8.4 (i) In case of theory papers the various components of internal assessment will be as follows:

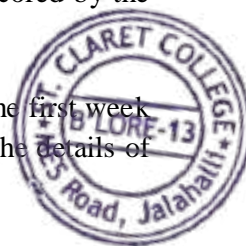
- a) Assignment ó 5 Marks
- b) Attendance ó 5 marks
- c) Internal Test ó 20 Marks

(The test shall be for 1 1/2 hour duration carrying 40 marks. The marks scored by the candidate shall be later reduced to 20 marks).

(ii) The Departmental Council / College / Centre shall notify in the first week of each semester, scheme of internal assessment, containing the details of tests, assignments, and seminars.

(iii) Co-ordination Committee: In order to monitor IA tests there shall be Co-ordination Committee consisting of the following:

- 1. Chairman BOS: Chairman
- 2. One Senior Faculty Member





from affiliated colleges as recommended by the BOS on System and Computers Subject, A Viva-Voce and n for 30 marks will be conducted by external examiners.

work prior to the last working day, I.A. marks secured by the e displayed on the notice board.

(v) The Departmental Council / College / Centre may decide to give test/seminar to candidates who absent themselves for the above, only if the Council is convinced that the absence of the candidate is on valid grounds. However, the Council will allow the candidate to avail of this provision within the duration of that semester.

(vi) The statement of internal assessment shall be sent to the Registrar (Evaluation) one week prior to the commencement of that particular semester examination.

### 8.5 Question Paper Pattern:

#### Section – A:

Answer any Seven Questions out of Ten. Each Question Carries Two Marks  
(7x2=14)

#### Section – B:

Answer any Four Questions out of Six. Each Question Carries Five Marks (4x5=20)

#### Section – C:

Answer any Three Questions out of Five. Each Question Carries Twelve Marks  
(3x12=36)

### 8.6 Dissertation:

Each student will choose business research project/live business problem in a business organization or industry, and prepare a dissertation report. He/she will formulate it as a research/consultancy problem, work under the guidance of a faculty member on it during the II & III semesters, prepare a report based on his/her work under the guidance of a faculty member and submit at the end of each semester. This will be evaluated for 150 marks. Project Dissertation guidance for a faculty member will involve a workload of 5 hours per week in a semester. Dissertation guidance of 8 students by a faculty member will be equivalent to the teaching of one paper per semester. Viva voce examination will be conducted for 50 marks by BOE.

### 9. Board of Examiners and Valuation of Answer Scripts:

9.1 There shall be a Board of Examiners for scrutinizing and approving the question papers and scheme of valuation.

9.2 About 50% of the examiners appointed for setting of question papers and valuation work in each semester shall be external.

9.3 Each written paper shall be valued by one internal examiner and one external examiner. Each practical examination shall be jointly conducted and evaluated by one internal examiner and one external examiner or two external





are no internal examiners. But not by two internal

marks between two valuation is more than 15% of the Registrar (Evaluation) or his nominee shall check the marks assigned by the two valuers. If there is any mistake in totaling, it shall be rectified. While checking the total, if it is observed that any one or more of the answers is not valued by one of the valuers, the Chairman, BOE shall advise internal members of the Board of Examiners to value that answer. After receiving the marks, the Chairman, BOE shall make the necessary corrections. Despite all these corrections, if the difference between the two valuations is still more than 15%, the Chairman, BOE shall arrange for third valuation by examiners from the approved panel of examiners.

9.5 In case of two valuations, the average of the two valuations and if there are three valuations, the average of the nearest two valuations shall be taken for declaring results. The candidates not satisfied with the results may apply for photocopies of the answer scripts and / or challenge valuation.

**9.6 Challenge Valuation:**

A student who desires to challenge the marks awarded to him/her may do so by submitting an application along with the prescribed fee to the Registrar (Evaluation) within 15 days after the announcement of the results. Such candidates shall be provided with a Xerox copy of the answer book after concealing the name of the valuers.

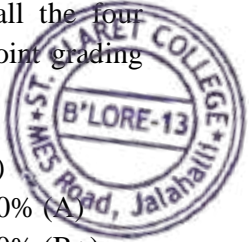
The answer scripts for which challenge valuation is sought for shall be sent to another external examiner. The average of the marks awarded in the challenge valuation and the marks of the earlier valuation which is closer to the challenge valuation shall be the final award.

**10. Classification of Successful candidates:**

Minimum for a pass in each paper shall be 40% in Semester paper and 50% in aggregate of all the papers in that semester.

The results of successful candidates at the end of each semester shall be declared on the basis of Percentage of Aggregate Marks and in terms of Grade Point Average (GPA) and alpha ó sign grade. The results at the end of the fourth semester shall also be classified on the basis of Percentage of Aggregate Marks and on the basis of the Cumulative Grade Point Average (CGPA) obtained in all the four semesters and the corresponding overall alpha ó sign grade. An eight point grading system, alpha ó sign grade as described below shall be adopted.

First Class with Distinction	70% and above (A+, A++ or O)
First Class	60% and above but less than 70% (A)
High Second Class	55% and above but less than 60% (B+)
Second Class	50% and above but less than 55% (B)
Pass Class	40% and above but less than 50% (C)





**ding Scale:**

5-<5.5	5.5-<6	6-<7	7-<8	8-<9	9-10
B	B+	A	A+	A++	O

verage (GPA) in a Semester and the Cumulative Grade Point Average (CGPA) at the end of fourth semester shall be computed as follows:

**Computation of Grade Point Average (GPA):**

The grade points (GP) in a course shall be assigned based on the basis of actual marks scored in that course as per the table below. They shall be generally percentages divided by 10. The Grade Point Weights (GPW) shall then be calculated as the product of the grade points earned in the course and the credits for the course. The total GPW for a semester is obtained by adding the GPW of all the courses of the semester.

**ILLUSTRATION 1 (26 Credits)**

Papers	P1	P2	P3	P4	P5	P6	P7	Total
Max. marks	100	100	100	100	100	100	100	700
% Marks Obtained	77	73	58	76	64	66	82	496
Grade Points Earned (G.P.)	7.7	7.3	5.8	7.6	6.4	6.6	8.2	-
Credits for the Course (C)	4	4	4	4	4	4	2	26
Total GPW = GP x C	30.8	29.2	23.2	30.4	25.6	26.4	16.4	182

Semester Aggregate Marks : **496 / 700 = 70.86%**

Classification of Result : First Class with Distinction

The GPA shall then be computed by dividing the total GPW of all the courses of study by the total credits for the semester,  $GPA = \text{Total GPW} / \text{Total Credits} = 182 / 26 = 7.0$

Semester Alpha Sign Grade: A+

**ILLUSTRATION 2 (24 Credits)**

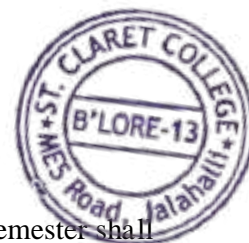
Papers	P1	P2	P3	P4	P5	P6	Total
Max. marks	100	100	100	100	100	100	600
% Marks Obtained	67	73	78	76	84	88	466
Grade Points Earned (G.P.)	6.7	7.3	7.8	7.6	8.4	8.8	-
Credits for the Paper	4	4	4	4	4	4	24
Total GPW = GP x C	26.8	29.2	31.2	30.4	33.6	35.2	186.4

Semester Aggregate Marks: **466 / 600 = 77.67%**

Classification of Result: First Class with Distinction

GPA = Total GPW / Total Credits =  $186.4 / 24 = 7.77$

Semester Alpha Sign Grade: A++



**11. Calculation of Cumulative Grade Point Average (CGPA):**

The Cumulative Grade Point Average (CGPA) at the end of the fourth semester shall be calculated as the weighted average of the semester GPW. The CGPA is obtained by dividing the total of GPW of all the four semesters by the total credits for the programme.



	I	II	III	IV	Total
	700	700	600	600	2600
	496	560	466	510	2032
Semester Alpha Sign Grade	A+	A++	A+	A++	-
Semester GPA	7.0	8.0	7.77	8.5	-
Semester Credits	26	26	24	24	100
Semester GPW	182	208	186.5	204	822.9

Aggregate Percentage of Marks =  $2032 / 2600 = 78.15 \%$

Classification of Result: **First Class with Distinction**

Cumulative Grade Point Average (CGPA)

= Total of Semester GPW / Total Credits for the programme =  $780.5 / 100 = 7.805$

Programme Alpha Sign Grade: **A++**

These are the sample illustrations of computing semester grade point averages and cumulative grade point average and the alpha sign grades assigned.

## 12. MINIMUM FOR A PASS:

12.1 A candidate shall be declared to have passed the PG program if he/she secures at least a CGPA of 4.0 (Course Alpha-Sign Grade C) in the aggregate of both internal assessment and semester end examination marks put together in each unit such as Theory Papers / Practicalø / Project Work / Dissertation / Viva-Voce.

12.2 The candidates who pass all the semester examinations in the first attempts are eligible for ranks provided they secure at least CGPA of 6.0 (or Alpha-Sign Grade A).

14.3 The results of the candidates who have passed the fourth semester examination but not passed the lower semester examinations shall be declared as NCL (Not Completed Lower semester examinations). Such candidates shall be eligible for the degree only after completion of all the lower semester examinations.

12.4 A candidate who passes the semester examinations in parts is eligible for only Class / CGPA and Alpha-Sign Grade but not for ranking.

### 12.5 There shall be no minimum in respect of internal assessment.

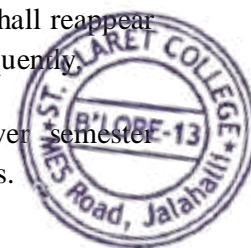
However minimum pass in each paper shall be 40% in semester end exam (28 Marks out of 70 Marks) and 50% aggregate of all papers in that semester.

12.6 A Candidate who fails in any of the unit / dissertation / viva-voce shall reappear in that unit / dissertation / viva-voce and pass the examination subsequently.

13. **CARRY OVER PROVISION:** Candidates who fail in a lower semester examinations may go to the higher semesters and take the examinations.

## 14. REJECTION OF RESULTS:

i. A candidate who fails in one or more papers of a semester may be permitted to reject the result of the whole examination of that semester. **Rejection of result**





e permitted. A candidate who rejects the results shall  
on of that semester in the subsequent examination.

used only once in each semester and the rejection once  
oked.

iii. Application for rejection along with payment of the prescribed fee shall be submitted to the Registrar (Evaluation) through the department/college together with the original statement of marks within 30 days from the date of publication of the result.

iv. A candidate who rejects the result is eligible for only class and not for ranking.

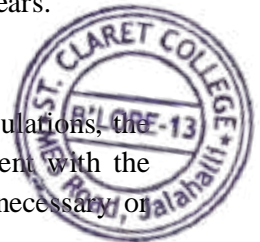
### 15. IMPROVEMENT OF RESULTS:

- i) A candidate who has passed in all the papers of a semester may be permitted to improve the result by reappearing for the whole examination of that semester.
- ii) The reappearance could be permitted twice during double the period without restricting it to the subsequent examination only. The regulation governing maximum period for completing various degree/ diploma programme notified by the University from time to time shall be applicable for improvement of results also.
- iii) The student could be permitted to apply for the improvement examination 45 days in advance of the pertinent semester examination whenever held.
- iv) If the candidate passes in all the subjects in reappearance, higher of the two aggregate marks secured by the candidate shall be awarded for that semester. In case the candidate fails in the reappearance, candidate shall retain the first appearance result.
- v) A candidate who has appeared for improvement is eligible for class only and not for ranking.  
Internal assessment marks shall be shown separately in the marks card. A candidate who has rejected the result or who, having failed, takes the examination again or who has appeared for improvement shall retain the internal assessment marks already obtained.

A candidate who fails in any of the semester examinations may be permitted to take the examinations again at a subsequent appearance as per the syllabus and scheme of examination in vogue at the time the candidate took the examination for the first time. This facility shall be limited to the following two years.

### 16. POWER TO REMOVE DIFFICULTIES

- i) If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may by order make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty.
- ii) Every order made under this rule shall be subject to ratification by the Appropriate University Authorities.





**OF COMMERCE) - COURSE MATRIX**

**M.Com (MASTER OF COMMERCE)**

		Instruction Hrs/Week	Duration of Exam (Hrs)	Marks			Credits
				IA	Exam	Total	
1.1	Monetary System	4	3	30	70	100	4
1.2	International Business	4	3	30	70	100	4
1.3	Macro Economics for Business Decisions	4	3	30	70	100	4
1.4	Information Systems and Computers	4	3	30	70	100	4
1.5	Advanced Financial Management	4	3	30	70	100	4
1.6	Human Resource Management	4	3	30	70	100	4
1.7	<b>SOFT CORE</b> Communication Skills	3	3	30	70	100	2
<b>I SEMESTER TOTAL OF CREDITS</b>							<b>26</b>

**II SEMESTER M.Com (MASTER OF COMMERCE)**

Paper	Subjects	Instruction Hrs/Week	Duration of Exam (Hrs)	Marks			Credits
				IA	Exam	Total	
2.1	Indian Banking	4	3	30	70	100	4
2.2	Risk Management	4	3	30	70	100	4
2.3	Advanced E ó Commerce & Mobile Commerce	4	3	30	70	100	4
2.4	Business Research Methods	4	3	30	70	100	4
2.5	Operations Research & Quantitative Techniques	4	3	30	70	100	4
2.6	Business Marketing	4	3	30	70	100	4
2.7	<b>SOFT CORE</b> Micro Finance	3	3	30	70	100	2
<b>II SEMESTER TOTAL OF CREDITS</b>							<b>26</b>





**M.Com (MASTER OF COMMERCE)  
– I ACCOUNTING & TAXATION**

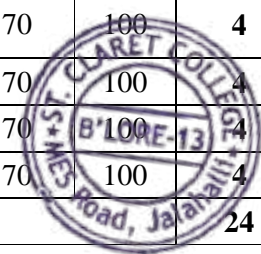
	Instruction Hrs/Week	Duration of Exam (Hrs)	Marks			Credits	
			IA	Exam	Total		
3.1	Business Ethics & Corporate Governance	4	3	30	70	100	4
3.2	Corporate Financial Reporting	4	3	30	70	100	4
3.3	Accounting for Managerial Decision	4	3	30	70	100	4
3.4	Strategic Cost Management ó I	4	3	30	70	100	4
3.5	Direct Taxes & Planning	4	3	30	70	100	4
3.6	<b>Open Elective</b>	4	3	30	70	100	4
<b>III SEMESTER TOTAL OF CREDITS</b>							<b>24</b>

**III SEMESTER M.Com (MASTER OF COMMERCE)  
ELECTIVE – II FINANCE AND BANKING**

Paper	Subjects	Instruction Hrs/Week	Duration of Exam (Hrs)	Marks			Credits
				IA	Exam	Total	
3.1	<b>Common Paper</b> Business Ethics & Corporate Governance	4	3	30	70	100	4
3.2	Financial Markets	4	3	30	70	100	4
3.3	Financial Services	4	3	30	70	100	4
3.4	Security Analysis	4	3	30	70	100	4
3.5	Portfolio Management	4	3	30	70	100	4
3.6	<b>Open Elective</b>	4	3	30	70	100	4
<b>III SEMESTER TOTAL OF CREDITS</b>							<b>24</b>

**III SEMESTER M.Com (MASTER OF COMMERCE)  
ELECTIVE – III SYSTEM MANAGEMENT**

Paper	Subjects	Instruction Hrs/Week	Duration of Exam (Hrs)	Marks			Credits
				IA	Exam	Total	
3.1	<b>Common Paper</b> Business Ethics & Corporate Governance	4	3	30	70	100	4
3.2	Relational Database Management Systems	4	3	30	70	100	4
3.3	Data Communications and Networking	4	3	30	70	100	4
3.4	Enterprise Resource Planning	4	3	30	70	100	4
3.5	Systems Analysis and Design	4	3	30	70	100	4
3.6	<b>Open Elective</b>	4	3	30	70	100	4
<b>III SEMESTER TOTAL OF CREDITS</b>							<b>24</b>





**M.Com (MASTER OF COMMERCE)  
– I ACCOUNTING & TAXATION**

	Instruction Hrs/Week	Duration of Exam (Hrs)	Marks			Credits
			IA	Exam	Total	
	4	3	30	70	100	4
4.2	4	3	30	70	100	4
4.3	4	3	30	70	100	4
4.4	4	3	30	70	100	4
4.5	8	--	Viva - Voce 50	150	200	8
<b>IV SEMESTER TOTAL OF CREDITS</b>						<b>24</b>

**IV SEMESTER M.Com (MASTER OF COMMERCE)  
ELECTIVE – II FINANCE AND BANKING**

Paper	Subjects	Instruction Hrs/Week	Duration of Exam (Hrs)	Marks			Credits
				IA	Exam	Total	
4.1	Common Paper Commodity Markets	4	3	30	70	100	4
4.2	Forex Management	4	3	30	70	100	4
4.3	International Financial Institutions & Markets	4	3	30	70	100	4
4.4	Banking Operations and Management	4	3	30	70	100	4
4.5	Dissertation	8	--	Viva - Voce 50	150	200	8
<b>IV SEMESTER TOTAL OF CREDITS</b>						<b>24</b>	

**IV SEMESTER M.Com (MASTER OF COMMERCE)  
ELECTIVE – III SYSTEM MANAGEMENT**

Paper	Subjects	Instruction Hrs/Week	Duration of Exam (Hrs)	Marks			Credits
				IA	Exam	Total	
4.1	Common Paper Commodity Markets	4	3	30	70	100	4
4.2	Artificial Intelligence	4	3	30	70	100	4
4.3	Distributed Computing and Applications	4	3	30	70	100	4
4.4	Data Mining and Data Warehousing	4	3	30	70	100	4
4.5	Dissertation	8	3	Viva - Voce 50	150	200	8
<b>IV SEMESTER TOTAL OF CREDITS</b>						<b>24</b>	

**OPEN ELECTIVE**

- a. Income Tax
- b. Finance and Banking

**ELECTIVE PAPERS:**

- I. ACCOUNTING & TAXATION
- II. FINANCE & BANKING
- III. SYSTEM MANAGEMENT





conscious about ethical values in real life and in business.

2. To make students internalize ethical values and practices.

**Module – 1:**

**Ethics in Business:** Definition of business ethics ó A model of ethics; ethical performance in business; managerial values and attitudes; ethical congruence; managerial philosophy; types of ethics ; code of ethics; importance of ethics in business.

**Module – 2**

**Ethical Theories and Corporate social responsibility** Cognitivism and non-cognitivism; consequentialism versus non-consequentialism- Utilitarianism; Religion and ethics; Kantianism versus Utilitarianism; Business and Religion; Ethics and Social responsibility: Corporate social responsibility; changing expectations; diagnostics model of social responsiveness; four faces of social responsibility- ethical climate in companies.

**Module – 3**

**Ethics in Marketing** Ethical dilemmas in marketing- unethical marketing practices- ethical and social issues in advertising- common deceptive marketing practices-role of consumerism.

**Ethics in Finance** Unethical financial practices ó creative accounting- hostile takeovers- tax evasion- corporate crimes.

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**Module – 5**

Concept of corporate governance ó importance - Corporate governance and agency theory. Benefits of good corporate governance - present scenario in India.

Reforming Board of Directors, Birla committee, Naresh Chandra Committee, Narayana Murthy committee, Corporate Governance code future scenario. Changes in corporate governance issues as per new Companies Act 2013

**Books for Reference:**

1. S.K. Chakraborty: *Foundations of Managerial Work Contributions from Indian Thought*, Himalaya Publishing House, Bombay.
2. V.S. Mahesh: *Thresholds of Motivation*, Tata McGraw Hill.
3. Pradip N. Khandwalla: *Organisational Designs for Excellence*, Tata McGraw Hill.
4. Theophane A. Mathias: *Corporate Ethics*, (Ed) Allied. Publishers.
5. Beauchamp Tom L: *Ethical Theory and Business*, Prentice Hall.
6. Behram Kack N: *Essays on Ethics in Business and the Professions*, Prentice Hall.
7. Blanchard, Kenneth : *The Power of Ethical Management*, EM of Co.
8. Borchert, Donald M: *Exploring Ethics*, Macmillan Pub. Co.
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- fundamental concepts and problems in *business Ethics*,  
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*at Work*, Wadsworth Publishing Co.  
*Contemporary Issues in Business Ethics*, Wadsworth  
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15. Donaldson, Thomas: *Ethical Issues in Business*, Prentice Hall.
  16. Donaldson, Thomas: *The Ethics of International Business*, Oxford University Press.
  17. Ferreth oc: *Business Ethics*, Prentice Hall.
  18. Garrelt, John C: *Business Ethics*, Prentice Hall.
  19. Hoffman, W. Michael: *Business Ethics*, Prentice Hall.
  20. Gupta. L.C. *Corporate Management and Accountability*.
  21. Mc.Millan Institution for FM and Research Chennai.





## INTERNATIONAL FINANCIAL REPORTING

to analyze financial statements and to familiarize with the area of financial reporting.

2. To gain ability to solve financial reporting and valuation problems.

**Module 1: Accounting Standards:** Accounting Standards, Interpretations and guidance notes on various aspects issued by the ICAI and their applications. Overview of International Accounting Standards (IAS);

**Module 2: International Financial Reporting Standards (IFRS):** Interpretations by International Financial Reporting Committee (IFRIC), Significance vis-à-vis Indian Accounting Standards. US GAAP, Application of IFRS and US GAAP.

**Module 3: Corporate Financial Reporting:** Issues and problems with special reference to published financial statements; **Sustainability Reporting:** Concept of Triple Bottom Line Reporting, Global Reporting Initiative (GRI), and International Federation of Accountants (IFAC)

**Module 4: Accounting and Reporting of Financial Instruments:** Meaning, recognition, de-recognition and offset, compound financial instruments, measurement of financial instruments, Hedge accounting, Disclosures; Financial Reporting by Non-banking finance companies, Merchant Bankers, stock and commodity market intermediaries.

**Module 5: Developments in Financial Reporting:** Value Added Statement, Economic Value Added, Market Value Added, Shareholders' Value added, Human Resource Reporting, and Inflation Accounting.

### References:

1. IFRS for India, Dr.A.L.Saini, Snow white publications
2. Roadmap to IFRS and Indian Accounting Standards by CA Shibarama Tripathy
3. IFRS explained ó A guide to International financial reporting standards by BPP learning Media
4. IFRS for finance executives by Ghosh T P, taxman allied services private limited
5. IFRS concepts and applications by Kamal Garg, Bharath law house private limited
6. IFRS: A Quick Reference Guide by Robert J. Kirk, Elsevier Ltd.
7. First lesson to International Financial Reporting Standards beginners guide by MP Vijay Kumar, prime knowledge services.
8. A student's guide to international financial reporting standards by Clare Finch, Kalpan Publishing.





## COSTING FOR MANAGERIAL DECISIONS

Cost accounting theory in management decision making

### **Module – 1: managerial Decision making**

Decision making process, Database for decision-making, Cost-based Decision-making.

### **Module – 2: Cost behavior and profit analysis:**

Marginal Costing and Short term Decisions and pricing, Application of short term decision models: key factors, diversification of products, profit planning, Product mix decision, contribution analysis, make or buy decisions, discontinuation of product, diversification of product line, accept or reject special order, break-even analysis, cost-volume profit analysis.

### **Module – 3: Responsibility accounting and divisional performance measurement:**

Responsibility accounting: meaning and definition, process in implementation, responsibility reporting, centres for control, benefits of responsibility accounting, difficulties in the implementation of responsibility accounting, methods for measuring divisional performance, divisional performance reporting.

### **Module – 4: budgetary control and variance analysis**

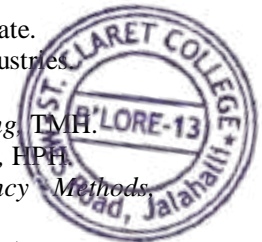
Steps in Preparation of master budget, zero based budgeting (ZBB): meaning, requisites for implementation, features, ZBB vs Traditional budgeting, benefits, criticism. Planning, programming budgeting system (PPBS): meaning, definition, PPBS vs conventional budgeting, stages in PPBS, advantages. Performance budgeting: meaning, reasons of performance budget, requisites, and steps in implementation. Monitoring results and control variances: planning and operational variances, interpretation of variances. (Theory only).

### **Module – 5: Uniform Costing and inter firm comparison**

Meaning, objectives, requisites for the installation of Uniform costing, uniform costing manual, advantages and disadvantages. Inter-firm comparison: meaning, requisites, Procedure involved under inter-firm comparison, advantages and disadvantages.

### **Books for Reference:**

1. Vashist and Saxena, *Advanced Cost and Management Accounting*, Sultan Chand and sons.
2. Jain and Narang, *Advanced Cost Accounting*, Kalyani.
3. Arun Prasad Roy Chowdhury, etal; *Cost and Management Accountancy*, New Central Book Agency.
4. Horngren, *Cost Accounting; A Managerial Emphasis*, PHI.
5. Prasad. N.K, *Principles and Practice of Cost Accounting*, Book Syndicate.
6. ICWA Publications on application of costing principles in different industries.
7. Jawaharlal, *Cost Accounting*, TMH
8. Khan and Jain, *Theory and Problem of Management and Cost Accounting*, TMH.
9. Nigam and Sharma, *Cost Analysis and Control Management Approach*, HPH.
10. ICWA, Calcutta, *Advanced Cost and Management Accountancy Methods, Techniques and Applications*.
11. Mukherjee. S and Roy Chowdhury, *Advanced Cost and Management Accountancy*, New Central Book Agency, Calcutta.





## STRATEGIC COST MANAGEMENT- I

ffects to the internal environment of business and to enable  
ing to cost.

influence of different cost elements on business enterprise, Importance of analyzing cost elements, cost control and cost reduction: meaning, process, methods and techniques of cost control and cost reduction, cost management: areas of cost management, difference between cost management and cost accounting, role of cost accounting in strategic planning and management control.

### **Module – 2: Strategic Cost and Performance Evaluation:**

Integration of strategic cost management with performance evaluation, Strategic cost management issues in different elements of cost; material, labour and overheads; product design, value analysis and value engineering, strategic analysis of cost, business process re-engineering, benchmarking.

### **Module – 3: Activity Based Costing System:**

Introduction to traditional methods of overhead absorption, problems of overhead absorption system under Traditional System, introduction to ABC, Kaplan and Coopers approach to ABC, cost drivers and cost activities, allocation of overheads under ABC, Characteristics of ABC, benefits from adaptation of ABC System, problems on comparison between traditional system and ABC system.

### **Module – 4: Life Cycle Costing:**

Meaning of LCC, factors affecting Life cycle costing, phases in product life cycle, characteristics, product life cycle and cost control. Experience curve in product life cycle costing. Project life cycle costing: Meaning, categories of project life cycle costs, optimization of project life cycle costs.

### **Module – 5: Just in Time and Kaizen Costing**

JIT ó features, methodology in implementation of JIT, Benefits of JIT. Kaizen Costing: concept, procedure for implementation, evaluation, benefits of Kaizen costing. Lean Cost Management: Meaning, definition, factors, applications, procedure to implementation, comparison with traditional management system, Modern production management techniques, benefits and drawbacks of Lean Cost Management.

### **Books for Reference:**

1. Ravi. M. Kishore, Cost Management, Taxman, Allied Services (p) Ltd.,
2. S.K.R. Paul, *Management Accounting*, New Central Book Agency Private Ltd., Calcutta.
3. Charles T. Horngren, George Foster, Srikant M. Data, *Cost Accounting: A Managerial Emphasis*, Prentice Hall of India, New Delhi.
4. Roger Cowe, *Hand Book of Management Accounting*, A Grower Handbook.
5. S. Mukherjee & A.P. Roychowdhury, *Advanced Cost and Management Accountancy*, New Central Book Agency, Calcutta.
6. Anthony R.N, *Management Accounting Principles*, Grawin Publishing.
7. Batty J, Mc Donald & Evans, *Management Accountancy*, London.
8. Bierman H & Drabin A.R, *An Introduction Managerial Accounting*, McMillan Company, New York.
9. Broad H.W & Carmichael K.S, *A Guide to Management Accounting*, HFL (Pub) Ltd., London.
10. Brown & Howard, Mac Donald, Evans, *Principles of Management Accountancy*, London.
11. De Pauls, *Management Accounting in Practice*, F.C. Europe Pub. Ltd., London.
12. Keith Ward, *Strategic Management Accounting*, Butterworth Heirmann Pub.
13. John K. Shank, *Cases in Cost Management: A Strategic Emphasis*, South-Western Publishing, Thomson Learning.





## DIRECT TAX PLANNING

Direct tax and apply the laws to business decisions.

Basic frame work of direct taxation, principles of direct taxation appraisal of annual Finance Act, tax planning and its methods, advance tax rulings.

### **Module – 2:**

Sailent features of company taxation, scheme of taxing business income of companies, business deductions/allowances, disallowances and depreciation.

### **Module – 3:**

Computation of taxable income of companies set off and carry forward of losses, deductions under section 80G/801A-801B-801C

### **Module – 4:**

Tax planning with respect to amalgamation and mergers, multinational companies, double taxation treaties, joint ventures and foreign collaborations, tax consideration in make or buy, own or lease, retain or replace, Transfer pricing.

### **Module – 5:**

Procedure for assessment, deduction of tax at source, advance payment of tax, refunds, appeals and revision.

### **Module – 6:**

Wealth tax for companies, charging section, exempted wealth computation of net wealth, wealth tax planning.

### **Books for References:**

1. Vinod K. Singhanian, *Direct Tax Law and Practice*, Taxman.
2. Agrarwal P.K, *Tax Planning for Companies*, Hind Law Publishers, New DELHI.
3. Dr. H.C. Mehrotra and Dr. S.P. Goyal, *Income Tax Law and Practices*, Sahitya Bhavan, Agra.
4. Sukumar Bhattachary, *Tax Planning in India*.
5. Sharat Bargava: *Direct Taxes*.
6. B.B. Lal & N. Vashist ó *Direct Taxes*, - Pearson ó New Delhi.
7. Girish Ahuja and Dr. Ravigupta ó *Direct Taxes Law and practices*-Bharaths.
8. Dr. Manohar ó *Direct Taxes*, - Snow white.





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1. S.K. Chakraborty: *Foundations of Managerial Work Contributions from Indian Thought*, Himalaya Publishing House, Bombay.
2. V.S. Mahesh: *Thresholds of Motivation*, Tata McGraw Hill.
3. Pradip N. Khandwalla: *Organisational Designs for Excellence*, Tata McGraw Hill.
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7. Blanchard, Kenneth : *The Power of Ethical Management*, EM of Co.
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9. Bowie, Norman E: *Business Ethics*, Prentice Hall.
10. Brady, F. Neil : *Ethical Managing*, Macmillan Pub. Co.





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*Ethical Dilemmas in the Modern Corporation*, Prentice  
*at Work*, Wadsworth Publishing Co.  
*Contemporary Issues in Business Ethics*, Wadsworth  
Publishing Company.
15. Donaldson, Thomas: *Ethical Issues in Business*, Prentice Hall.
  16. Donaldson, Thomas: *The Ethics of International Business*, Oxford University Press.
  17. Ferreth oc: *Business Ethics*, Prentice Hall.
  18. Garrelt, John C: *Business Ethics*, Prentice Hall.
  19. Hoffman, W. Michael: *Business Ethics*, Prentice Hall.
  20. Gupta. L.C. *Corporate Management and Accountability*.
  21. Mc.Millan Institution for FM and Research Chennai.





## 2 FINANCIAL MARKETS

the working of financial markets in India and abroad.

### Module – 1

Security markets ó Primary and Secondary market, Primary market ó Its role and functions, Methods of selling securities in Primary market bought out deals and private placements trading mechanism ó Screen based trading, insider trading

### Module – 2

Public Issue Management, prospectus, regulation and certification, pricing of new issues, guidelines, functions of underwriters, merchant bankers, issue managers, registrars to issue

### Module – 3

Organization and functioning of stock exchange in India, operations of stock markets, listing requirements, regulation and control of stock markets, National Stock Exchange (NSE) and OTCEI, investor protection and SEBI guidelines.

### Module – 4

International financial environment, raising of finance in international markets, Euro issues, GDRs and ADRs Guidelines for raising funds in international markets through various instruments.

Working of International Stock exchanges with respect to their size ó listing requirements ó membership ó clearing and settlement of New York Stock Exchange, NASDAQ, London Stock Exchange, Tokyo Stock Exchange, Luxemburg Stock exchange, German and France Stock Exchanges.

### Books for Reference:

1. Dalton, John M: *How the stock markets works*, Practice Hall, Delhi.
2. Machiraju H R: *Working of Stock Exchanges in India*, Wiley Eastern Ltd, New Delhi.
3. Gupta L. C.: *Stock Exchange Trading in India Society for Market Research and Development*, Delhi.
4. Raghunatham V: *Stock Exchange and Investments*, Tata, McGrawHill, New Delhi
5. Gorden & Nataraj: *Financial Markets and Services*, Himalaya Publishing House
6. Avadhani : *Investment and securities markets in India*, Himalaya Publishing House
7. Khan M Y: *Indian Financial System*, Tata McGraw Hill, New Delhi.
8. Giddy I H: *Global Financial Markets*, AITBS New-Delhi.
9. Preethi Singh: *Investment Management*, Himalaya Publishing house





### 3 FINANCIAL SERVICES

vide variety of emerging financial services.

Financial Services and Economic environment, Fund based and Non-fund based activities ó Modern activities ó Financial innovations ó New financial instruments ó challenges to the sector.

#### Module – 2

Financial, Legal and tax aspects of leasing lease evaluation types of leases, lease structuring and funding of lease, import leasing and cross border leasing, evaluation of hire purchase agreements.

#### Module – 3

Factoring, features, factoring V/S bill discounting, recent developments in Indian context, consumer finance, credit financing schemes for consumer durables, credit cards & other cards, venture capital financing, guidelines and evaluation of new project ideas.

#### Module – 4

Credit rating concept, scope and need, features, Credit rating process and agencies, credit rating symbols, Rating frame work, Factors. Advantages and limitations of credit rating.

Mutual funds - meaning and definition, types, determination of NAV, Advantages and disadvantages of mutual funds.

#### Module – 5:

Securitisation Definition and concept, players involved, Instruments of securitisation, process of securitisation.

Depository Services: meaning and need, dematerialization, process of dematerialization and rematerialization ó Derivatives.

#### Books for Reference

1. Gorden & Nataraj: *Financial Markets and Services*, Himalaya Publishing House
2. Avadhani : *Investment and securities markets in India*, Himalaya Publishing House
3. Khan M Y: *Indian Financial System*, Tata McGraw Hill, New Delhi.
4. Giddy I H: *Global Financial Markets*, AITBS New-Delhi.
5. Preethi Singh: *Investment Management*, Himalaya Publishing house
6. Guruswamy, S: *Financial services*, Vijay Nicole imprints, Chennai.
7. P.K. Sahoo, *Financial Services and markets*, Himalaya
8. I.M. Pondey *Venture Capital: The Indian Experince* Prentice Hall, New Delhi.
9. J.K. Dietrich, *Financial Services and Financial Institution*, Prentice Hall.
10. Sashi. K. Gupta & Nisha Aggarwal, *Financial Services*, Kalyni Publication.





## SECURITIES ANALYSIS

is in analyzing various types of securities

Investment management, nature and scope, investment avenues, types of financial assets and real assets, Security return and risk ó Systematic and unsystematic risk ó sources of risk, Measurement of risk and return, sources of investment information.

### Module – 2

Risk and return analysis, Definitions of risk. Types of Risk, minimizing risk explosive, Risk measurement (Standard Deviation, Beta, covariance, correlation coefficient) review problems.

### Module –3

Fixed income securities ó bonds, preference shares-sources of risk, valuation, duration of bonds-theory of interest rates ó yield curve. Bond innovations and their valuation.

### Module –4

Analysis of variable income securities, fundamental analysis ó analysis of economy, industry analysis, company analysis ó financial and non-financial. Equity valuation models. Options, futures, forwards, warrants, and their valuations.

### Module – 5

Technical analysis ó Dow's theory, charts ó Efficient market hypothesis and its implications, Tax aspects of investment, Securities Trading Procedure.  
A Critical survey of software packages for security analysis.

### Books for Reference:

1. Donald E. Fischer and Ronald J. Jordan: *Security Analysis and Portfolio Management*, Pearson Ed.
2. Stanely S.C. Huang Maury Stall : *Investment Analysis and Management*, Allyn and Bacon Inco., Massachustes
3. Timoty E. Jahanson : *Investment Principles*, Prentice Hall, New Jersey.
4. Jerome B. cohen and Edward D. Zinbarg etal : *Investment Analysis and Portfolio Management*, Ricchard D., Irwin Inc., Illinois.
5. J. C. Fancis: *Investment Analysis and Management*
6. Haim Levy and Marshall Sarnat: *Portfolio and Investment Selection Theory and practice*, prentice hall International New Jersey.
7. Graham B. D. Dodd and S. Bolts: *Securities Analysis*, McGraw Hill, Newyork
8. Bombay Stock Exchange Directory.
9. Pandyan Puneethavarty, *Securities Analysis and Portfolio Management*, Vikas Pub. House.
10. Fuller & Farrel, *Modern Investments and Security Analysis*, McGraw Hill International.
11. Strong R.A, *Portfolio Management Handbook*. South western college Publishing.
12. A. Brahmiah & P. Subba Rao, *Financial Futures and Options*, HPH.
13. Singh Preeti, *Investment Management*, HPH
14. Alexander Fundamental of Investments, Pearson Ed.
15. Hangen: *Modern Investment theory*. Pearson Ed.
16. Kahn: *Technical Analysis ó Plain and sample* Pearson Ed.
17. Ranganthan: *Investment Analysis and Port folio Management*.
18. Chandra Prasanna: *Managing Investment ó Tata Mc Gram Hill*.
19. Alexander, shampe and Bailey ó *Fundamentals of Investments* Prentice Hall of India
20. Newyork Institute of Finance ó *How the Bond Market work ó PHI*.
21. Mayo ó *Investment Thomason hearing*
22. Strong ó *Practical investment*





## PORTFOLIO MANAGEMENT

Students to design and revise a portfolio of securities.

Investment, portfolio analysis, why portfolios? Portfolio objectives, portfolio management process, selection of securities.

### Module – 2

Portfolio theory, Markowitz Model, Sharpe's single index model. Efficient frontier with Lending and borrowing, optimal portfolio capital Asset pricing model. Arbitrage pricing theory two factor and multifactor models.

### Module – 3

Bond Portfolio management strategies, Equity portfolio management strategies, strategies using derivatives, hedging. Portfolio revision ó rebalancing plans, portfolio evaluation, Sharpe's index, Treynor's measure and Jensen's measure.

### Module – 4

Efficient Market Hypothesis, Random walk theory. Forms of efficient market theories. Credit Derivatives, (Credit Default Swap).

### Module – 5

Mutual funds, Investor life cycle, Personal investment, Personal Finance, Portfolio Management of funds in banks, insurance companies, pension funds, International investing, international funds management, emerging opportunities. A brief survey of software packages for Portfolio management.

### Books for Reference:

1. Donald E. Fischer and Ronald J. Jordan: *Security Analysis and Portfolio Management*, Pearson Ed.
2. Stanely S.C. Huang Maury Stall : *Investment Analysis and Management*, Allyn and Bacon Inco., Massachustes
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## SYSTEM MANAGEMENT

## ETHICS AND CORPORATE GOVERNANCE

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7. Blanchard, Kenneth : *The Power of Ethical Management*, EM of Co.
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10. Brady, F. Neil : *Ethical Managing*, Macmillan Pub. Co.





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  17. Ferreth oc: *Business Ethics*, Prentice Hall.
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## DATABASE MANAGEMENT SYSTEMS (RDBMS)

ts about different Databases and Query Language.  
practical knowledge and reporting skills.

### Unit-I

Introduction to databases- Introduction ó Application development without databases- Advantages- Concepts and history of DBMS- commercial databases.

Data base design- Feasibility study- designing system ó class diagrams- data types- elements.

### Unit-II

Data normalization- Introduction ó Sample database- first ó second ó third Normal Forms Beyond third normal form- Data rules and integrity ó effects of Business rules- Converting class diagram to normalized tables- data dictionary.

### Unit-III

Queries and sub queries- Data queries- basics- computation- group by ó multiple tables- sub queries- joins- SQL testing queries.

### Unit-IV

SQL FORMS - Application development using SQL FORMS organization of SQL FORMS- Function Key- Screen Painter, default form designing a complete form- trigger and their types trigger command syntax- Use of macro generating a form, running a form, user exits.

### Unit-V

SQL Report writer- Types of reports, entering the query formulating the report, calculated field, group settings modifying report settings, previewing a report running a report, SQL LOADER, Database Administrator

### Suggested Readings:

1. James Perra T and Joseph, G. Lateer: Understanding Oracle, BP
2. Abbey and Corey, Oracle: A Beginners Guide, Tata MC Graw Hill
3. Gerald V. Post: Data Base Management Systems- Designing and Business Application, Tata Mc Graw Hill.
4. McFadden: Database Management System, Addison Wesley.





Communication and its fundamentals to students  
present with the basic taxonomy and terminology of the  
a.

### **Unit-I : Introduction**

Data Communications ó Components - Data Representations - Data Flow - Networks - Distributed Processing, Network Criteria - Physical Structures - New work models - Categories of Networks - Interconnection of Networks - The Internet-Protocol and Standards.

### **Unit-II:**

Network Models - Layered tasks - OSI model- Layered architecture-Peer-to peer processes- encapsulation layers in the OSI model- TCP/IP Protocol suite- Addressing

### **Unit-III:**

Data and Signals - Analog and Digital - Periodic Analog Signals - Digital Signals - Transmission Impairment - Data Rate Limits ó Performance.

### **Unit-IV:**

Digital Transmission - Digital ó to Digital Conversion ó Analog - to Digital Connection - Transmission modes Analog Transmission- Digital to Analog Conversion - Analog-to-Analog conversion.

### **Unit-V:**

Bandwidth Utilization: Multiplexing and Spreading ó Multiplexing-Spread Spectrum-Guided Media- Unguided media- Wireless- Radio waves- Micro Waves- Infra red.

### **Suggested Readings:**

1. Data Communication and Networking by Behraaz A Forouzan (Fourth edition) McGraw Hill Companies
2. Communication Networks Principles and Practice by Sumit Kasua/ Nishil Narang Sumita Narang.
3. Tomasi ó Introduction to Data Communications & Networking, Pearson Education.
4. William A Shay: Understanding Data Communications & Networks, Vikas Publishing.
5. William Stallings: Data and Computer Communications, Pearson Education.





## ENTERPRISE RESOURCE PLANNING (ERP)

integrate business processes and systems.  
ultimately successful by learning the techniques of ERP

### Unit-I

ERP overview- Evolution of ERP-ERP Technologies-ERP Technologies- ERP As Decision support system- ERP Architecture Consideration for ERP implementation

### Unit- II

Introduction to ERP: ERP Vs MRP, Evolution- Growth- Benefits and limitations of ERP- Phases of ERP- Sales, Marketing, Distribution Manufacturing- Finance- Personnel- Purchase and Inventory- Planning & Control

### Unit-III

ERP- Related Techniques Business Process Reengineering (BPR), MIS-DSS- EIS- Data warehousing- Data Mining- Online Analytical Processing (O&AP), Supply- Chain Management CAD/CAM-, Materials Requirement Planning, Bills of Materials, Manufacturing Resource Planning, Distribution Requirement Planning, JIT & Kanban - Make to order- make to stock-Assemble to order, engineer-to-order.

### Unit-IV

ERP Models-Finance- Plant and Maintenance- Quality Management-

Materials Management- Benefits of ERP.

### Unit-V

ERP Implementation life cycle- pre-evaluation screening, Package Evaluation- Project Planning Phase- GAP Analysis- Reengineering, Configuration- Team Training- Testing & Going Live

### Suggested Readings:

1. S. Sadgopan: ERP A Managerial Perspective, Tata McGraw Hill.
2. Alexis Leon: Enterprise Resource Planning, Tata McGraw Hill.
3. Vinod Kumar Kard and Arid NK Venkita Krishtean: E.R.P Concepts and Practice, Prentice Hall of India.
4. Luvai F Motiwallo, Jeff Thompson Enterprise Systems for Management Pearson Education, 2009
5. Jyotindram, Enterprise Resource Planning, Himalaya Publishing House.





## SYSTEMS ANALYSIS AND DESIGN

specific needs of a system and facilitate comprehensive cycle models and its contribution to system analysis and design.

### Unit-I

Assuming the role of the systems analyst- Types of systems ó Integrating Technologies for system- Need for systems Analysis and Design- Role of the system Analyst- System Development life cycle- using case tools-Upper and Lower case- Object oriented systems- Analysis and Design-Agile approach and other alternative methodologies.

### Unit-II

Understanding organizational style and its impact on information systems- organizations as systems ó Depicting systems graphically ó Use case modeling ó Levels of Management ó Organizational culture

### Unit-III

Project Management ó Project initiation- Determining Feasibility ó Activity planning and control- Computer-based project Scheduling- Function point Analysis- Managing Analysis and Design activities- Agile Development.

### Unit-IV

Information Gathering-Interactive methods-Interviewing-Joint Application Design-Using Questionnaires-Sampling-Investigation-Observing a Decision making behavior

### Unit V

Agile modeling and prototyping- prototyping ó Developing prototype ó userø Role in prototyping Rapid application development ó Agile modeling comparing agile modeling and structured methods

### Suggested Readings:

1. System Analysis and Design by Kendall Kendall (seventh edition)
2. Analysis & Design of information systems by James A. Sen (second edition)
3. Sodzinger Jackson Burd: Systems Analysis & Design.





## ACCOUNTING AND TAXATION

## COMMODITY MARKETS

world of commodity markets  
financial instruments used in commodity markets.

### **Module – I Commodity Markets and Exchanges:**

Growth of Global and Domestic Commodities Derivatives Markets, Agricultural Commodities Market and Non-Agricultural Commodities Markets

Commodity Exchanges: Exchanges around the World and its Importance, Commodity Exchanges in India. National Exchanges and Regional Exchanges, platform ó Structure, Exchange membership, Capital requirements, commodities traded on National exchanges, instruments available for trading and Electronic Spot Exchanges.

### **Module – II Quality Assurance**

Quality Assurance, Concepts of Quality in Commodities, Methods of Quality Assurance GRading and Standardization: Meaning of grading and Standardization, purpose of grading, advantages of grading, inspection and quality control, Indian standards.

### **Module – III Commodity Derivatives:**

Commodity Derivatives: Evolution of Commodity, Derivatives, Evolution of Commodity, Derivatives in India, Types of Derivatives, Other Classifications of Derivatives, Pricing Derivatives, Derivative Markets and Participants, Economic Importance of Commodity Derivatives Markets.

### **Module – IV Warehousing Trading and Settlement:**

Warehousing and Warehouse Receipts, Storage, practice s in India, Risks in Storage, Structures, Essentials of storage structures, cost of storage/carry, returns of storage cost, warehousing, types of warehouses, Central warehousing corporation(CWC) FCI, functioning, growth, capacity and utilization.

Trading on -Commodity Exchanges: the Exchange platform, Exchange Membership, Commodity Brokerage, trading systems, participants in Commodity Markets, Role of speculators, Trading mechanism ó Margin Trading, Mark to Market, Conflict Management; Arbitration and International Legal provisions, Market Positions, Order Types, Access to Commodity Exchanges, Volume and Open Interest.

Clearing and Settlement on Commodity Exchanges, Clearing House Operations and Risk Management, procedures, Delivery related issues like delivery centers, Deliverable varieties, Issues related to monitoring and surveillance by exchanges and regulator, Margining Method and the settlement process.

### **Module – V Regulatory Framework:**

FCR Act 1952, FMC and Regulatory structure of commodities Derivatives markets in India (Objective, Functions, Power and responsibilities, Scope of Regulation), Essential Commodities Act and role of central and state Governments, Intermediaries, Investor Grievances and arbitration, Commodities Board in India ó Coffee Board of India, Tea Board of India, Spice Board of India, Rubber Board of India, Tobacco Board of India.

### **Books for Reference:**

1. Location in Space: A Theoretical Approach to Economic Geography, Lloyd and peter.
2. Land, Work and Resource: An Introduction to Economic Geography, Patterson J.H.
3. Annals of an Abiding Liberal, Galbraith.
4. Economic Geography, Truman A. Harsshron and John W. Alexander.
5. World Resouces and Trade, Khanna and Gupta.
6. World Resources, Zimmerman.
7. Economic Geography ó A Resouces Approach ó Gun and Chatterji.
8. CD of IIPM Commodity Futures National Seminars.
9. Economic Geography ó Prentice Hall of India.
10. Economic Times & Business Line (Daily)
11. Business India (Magazine).



Web sites of Commodity exchanges like CBOT, KBOT, LIFFE, SIMEX, TOCOM, NCDEX, MCXM NMCE, NBOT.



Recent developments in the area of financial reporting and to financial reporting problems in special cases.

**Module 1: Evolution and Convergence of International Financial Reporting Standards (IFRS) in India:** GAAP in India and Hierarchy of GAAP in India, International Financial Reporting Standards, First time adoption (IFRS 1) ó Convergence with IFRS ó Stage-wise Approach, Advantages of converting to IFRS, Significant Criticisms of IFRS, Key Business issues that will need to be addressed for successful implementation of IFRS, challenges and opportunities faced by India in the implementation of IFRS - An overview of IND ASs: list of converged Indian Accounting Standards notified by Ministry of Corporate Affairs (MCA) - Comparison of IFRS with Ind AS.

**Module 2: Accounting and Reporting for Business Combinations (As per Ind AS):** Relevant Terms, Types of merger, methods of accounting, treatment of Goodwill arising on merger, purchase consideration and settlement; Accounting in books of vendor/transferor company, Accounting for investment in subsidiary, Accounting for holding companies ( including chain holdings, multiple holdings), Corporate Financial Restructuring (including intercompany holdings), Reconstruction schemes, De-merger.

**Module 3: Group Financial Statements/ Consolidated Financial Statements:** Consolidation of foreign-Holding company, Subsidiary Company and Associate Company including multiple subsidiaries, Concept of a group, Purposes of consolidated financial statements, consolidation procedures-Minority interest, Goodwill, Treatment pre-acquisition profit and concept of Fair value at the time of acquisition,

**Module 4: Consolidated Income Statements** balance Sheet and cash Flow Statements for Group companies, Impact of group financial statements at the point of acquisition, Treatment of investment in associates in consolidated financial statements, compare and contrast acquisition and equity methods of accounting, Treatment of investment in Joint ventures in consolidated financial statements

**Module 5: Accounting for Industry based standards:** Agriculture óInsurance contracts-Exploration for and Evaluation of Mineral Resources-Regulatory Deferral Accounts.

### References:

1. IFRS for India, Dr.A.L.Saini, Snow white publications
2. Roadmap to IFRS and Indian Accounting Standards by CA Shibarama Tripathy
3. IFRS explained ó A guide to International financial reporting standards by BPP learning Media
4. IFRS for finance executives by Ghosh T P,taxman allied services private limited
5. IFRS concepts and applications by Kamal Garg, Bharath law house private limited
6. IFRS: A Quick Reference Guide by Robert J. Kirk, Elsevier Ltd.
7. First lesson to International Financial ReportingStandards beginners guide by MP Vijay Kumar, prime knowledge services.
8. A studentø guide to international financial reporting standards by Clare Finch, Kalpan Publishing.





## STRATEGIC COST MANAGEMENT– II

ffects to the external environment of business and to enable pricing to cost and pricing.

### Role of Cost Accounting in Decision Making

Pricing strategies. Pricing policy, process, Role and methods: cost plus pricing, Marginal cost pricing, pricing for target rate of return, added value method of pricing, differential cost pricing going rate pricing, opportunity cost pricing, standard cost pricing, customary pricing, pricing strategy for Export oriented products, methods of export pricing, pricing strategies for new products, management accountant role in product pricing.

### Module –2: Transfer Pricing

Transfer Pricing ó meaning, necessity, Objectives, applications, Methods (Cost Based, Market Price Based and Negotiated Pricing), Advantages and Disadvantages, Criteria for setting Transfer Prices, Guiding Principles in the fixation of transfer prices, Transfer Price in different situations. International transfer pricing: meaning, factors affecting international transfer pricing.

### Module 3: Learning Curve Theory:

Introduction, meaning and definition of learning curve, phases in learning curve, applications of learning curve, factors affecting learning curve, comparison between learning curve and experience curve.

### Module – 4: Cost of Quality and TQM

Definition, classification of quality costs, cost of Conformance, Prevention costs, appraisal costs, cost of Non-conformance, optimization of quality cost, TQM Core concepts of TQM, Benefits of TQM. TQM óbasics, stages, principles, control, corrective actions, PRAISE- steps, problems, implementation Cost of quality report Continuous process improvement.

### Module – 5: Balanced Scorecard and Benchmarking

BSC: Introduction, drawback of traditional financial measures, attributes to good performance measurement system, concept of balanced score card, perspectives of B.SC and implementation of Balanced score Card, case studies on BSC.

Benchmarking ó Concepts, Benchmarking process, Impact on Indian Industry, Types of Benchmarking

### Books for Reference:

1. Ravi. M. Kishore, Cost Management, Taxman, Allied Services (p) Ltd.,
2. S.K.R. Paul, *Management Accounting*, New Central Book Agency Private Ltd., Calcutta.
3. Charles T. Horngren, George Foster, Srikant M. Data, *Cost Accounting: A Managerial Emphasis*, Prentice Hall of India, New Delhi.
4. Roger Cowe, *Hand Book of Management Accounting*, A Grower Handbook.
5. S. Mukherjee & A.P. Roychowdhury, *Advanced Cost and Management Accountancy*, New Central Book Agency, Calcutta.
6. Anthony R.N, *Management Accounting Principles*, Grawin Publishing.
7. Batty J, Mc Donald & Evans, *Management Accountancy*, London.
8. Bierman H & Drabin A.R, *An Introduction Managerial Accounting*, McMillan Company, New York.
9. Broad H.W & Carmichael K.S, *A Guide to Management Accounting*, HFL (Pub) Ltd., London
10. Brown & Haward, Mac Donald , Evans, *Principles of Management Accountancy*, London
11. De Pauls, *Management Accounting in Practice*, F.C. Europe Pub. Ltd., London.
12. Keith Ward, *Strategic Management Accounting*, Butterworth Heirmann Pub.
13. John K. Shank, *Cases in Cost Management: A Strategic Emphasis*, South-Western Publishing Thomson Learning.





## GOODS AND SERVICE TAXES

the indirect tax laws.

Introduction . Special features of indirect tax levied, all pervasive nature, contribution to Government Revenues, fiscal preference as instrument of planning and development  
role of indirect tax laws.

### Module - 2 :

Central Excise and Salt Act 1944 : Nature of levy of excise duty, classification of excisable goods, price lists and their significance, valuation of excisable goods, central excise licensing ó detailed procedure.

Clearance of excisable goods ó procedure under physical control, compounded levy scheme and self-removal procedures, gate passes, personal ledger account and daily stock accounts.

Exemption from excise duty levies ó nature and types of exemption notifications.

Procedure for clearance of samples, semi-finished goods and return and retention of duty paid goods. CENVAT, CENVAT on Capital goods.

Tariff item 68 ó significance of the levy, exemption and clearance procedure.

Set off of duties ó meaning, schemes of set-off and details of procedure.

An overview of accounts, records and returns to be maintained/filed under the Act.

Adjudication and appeals ó detailed procedure before various excise authorities and the appellate tribunal ó Transfer pricing

### Module - 3 :

Customs Act 1962 : Details of procedure in relation to the levy, collection and exemption from customs duties ó documents to be prepared and presented to customs authorities, valuation of goods, clearance of imported and exported goods procedure.

Detailed procedure in relation to transportation and warehousing ó relevant rules and regulations.

Drawback of customs duties paid, preparation and submission of drawback claim forms.

Adjudication and appeals before the customs authorities and the appellate Tribunal.

### Module - 4:

Central Sales Tax Act 1956 : Constitutional background of CST, Inter-state trade and commerce restriction of powers of taxation on sales by state ó liability of sales tax ó inter-state sale ó occasions movement of goods, sale by transfer of documents, sale under CST ó transactions which are not sales ó persons liability of sales tax.

Persons liable to pay CST ó exemptions from CST ó sales outside the state ó sale in course of import/export ó declared goods, forms of declaration.

KST ó VAT, advantages, disadvantages. Etc..

### Module - 5:

G.S.T (GST should be taught after introduction by the Government along with the amendments time to time)

### Books for Reference:

1. L.K. Jain, *Central Excise Manual*, Contay Publishers P. ltd.
2. D.N. Khole, B.N. Sharma etal, *Customs Tariff*, Census Publishers.
3. Bare Acts of CST and KST
4. B.K. Ghargava, *Indirect Tax Laws*, Taxman Allied Services.
5. V.S. Datey, U.K. Bhargava, *Indirect Tax Law and Practice*.





and Procedures, Nabi Pub. New Delhi.  
Manual, ii) *Central Excise Manual*, iii) *Central Excise Law*  
elhi.  
*Central Excise – Law and Practice Vol. I*, Wadhwa and Co.  
*Central Excise – Law, Practice and Procedure Vol. I & II*, Modern

10. S.P. Bhatnagar, *Customs Law and Procedure*, Contex Pub. New Delhi.
11. P.L. Malik, *Commentaries on Customs Act, 1962, with Rules and Notifications*, Eastern Book Company, Lucknow.
12. Jai. Kr. Jain and Anand Prakash, *Law of Control Sale Tax in India*, Anand Prakashan, Jaipur.
13. Dokania, *Central Sales Tax Act*, Bharat Law House, Allahabad.
14. Background material on GST ó The Institute of Chartered Accounts of India ó New Delhi.





world of commodity markets  
financial instruments used in commodity markets.

### **Module – I Commodity Markets and Exchanges:**

Growth of Global and Domestic Commodities Derivatives Markets, Agricultural Commodities Market and Non-Agricultural Commodities Markets  
Commodity Exchanges: Exchanges around the World and its Importance, Commodity Exchanges in India. National Exchanges and Regional Exchanges, platform ó Structure, Exchange membership, Capital requirements, commodities traded on National exchanges, instruments available for trading and Electronic Spot Exchanges.

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### **Module – IV Warehousing Trading and Settlement:**

Warehousing and Warehouse Receipts, Storage, practices in India, Risks in Storage, Structures, Essentials of storage structures, cost of storage/carry, returns of storage cost, warehousing, types of warehouses, Central warehousing corporation(CWC) FCI, functioning, growth, capacity and utilization.

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### **Books for Reference:**

12. Location in Space: A Theoretical Approach to Economic Geography, Lloyd and Peter.
13. Land, Work and Resource: An Introduction to Economic Geography, Patterson J.H.
14. Annals of an Abiding Liberal, Galbraith.
15. Economic Geography, Truman A. Harshron and John W. Alexander.
16. World Resources and Trade, Khanna and Gupta.
17. World Resources, Zimmerman.
18. Economic Geography ó A Resources Approach ó Gun and Chatterji.
19. CD of IIPM Commodity Futures National Seminars.
20. Economic Geography ó Prentice Hall of India.
21. Economic Times & Business Line (Daily)
22. Business India (Magazine).





## FOREX MANAGEMENT

acquire skills in forex management.

apply the above knowledge to managing finances of an

### Module - 1 :

The foreign exchange market, structure and organization- mechanics of currency trading ó types of transactions and settlement dates ó exchange rate quotations and arbitrage ó arbitrage with and without transaction costs ó swaps and deposit markets ó option forwards ó forward swaps and swap positions ó Interest rate parity theory.

### Module - 2 :

Currency and interest rate futures, future contracts, markets and trading process, future prices spot and forward, hedging and speculation with currency futures ó interest rate futures ó foreign currency options ó option pricing models ó hedging with currency options ó futures options ó innovations.

### Module - 3 :

Exchange rate determination and forecasting ó Setting the equilibrium spot exchange rate ó theories of exchange rate determination ó exchange rate forecasting.

### Module - 4 :

Foreign exchange risk management ó hedging, speculation and management of transaction exposure ó using forward markets for hedging ó hedging with money market, currency options and currency futures ó internal hedging strategies ó speculation in foreign exchange and money markets.

### Module - 5 :

Management of interest rate exposure ó nature and measurement ó forward rate agreements ( FRA $\phi$  ) interest rate options, caps, floors and collars, cap and floors ó options on interest rate futures, some recent innovations ó financial swaps.

### Books for Reference:

1. Shapiro Alan. C., *Multinational Financial Management*, Prentice Hall, New Delhi.
2. Apte P.G, *International Financial Management*, Tata McGraw Hill, New Delhi.
3. Mcrae T.N and D.P Walkar, *Foreign Exchange Management*, Prentice Hall.
4. Evilt H.E, *Manual of Foreign Exchange*.
5. Holgate H.C.F, *Exchange Arithmetic*.
6. Rajwade A.V., *Foreign Exchange Risk Management*, Prentice Hall of India.





## INTERNATIONAL FINANCIAL INSTITUTIONS & MARKETS

International Financial institutions & markets

Use this knowledge in financial decision making of

### **Module – 1:**

Introduction: What are the global Financial Markets? The Foreign Exchange Market ó Comparison of Domestic and International Money and Capital Markets ó Global Derivatives Market ó The mechanism of Foreign Exchange Transfers ó Foreign Exchange and Eurocurrency Markets.

### **Module – 2:**

International Money Market ó Instruments traded ó Euro currency time Deposits ó Euro notes ó Banker's acceptance ó Floating Rate Notes ó International banking and Euro Currency Market ó Syndication technique.

International Capital Markets ó Bond Market ó Eurobonds and Foreign Bonds ó Structure of International Bond Market ó Yields and Proceeds Computation ó Currency and Interest rate swaps ó How Swap rates are determined ó Swaps versus Long ó Dated Forwards ó Caps and Floors.

### **Module – 3:**

International Equity Markets ó World's Major Stock Markets ó Emerging Stock Markets ó International Equity trading ó Diversification benefits of International Investment ó New Issue procedures ó Private Placements and Rule 144A ó Hedging the currency Risk of International Portfolios.

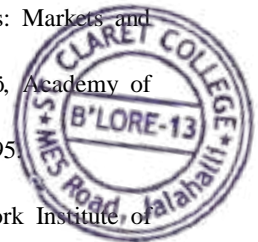
International Banking ó Services offered by the foreign banks ó Organisation structure and operations of foreign banks (as affiliated banks, consortium banks, correspondent banks etc..) ó Why banks became Multinational units ó Problems of Multinational banks.

### **Module – 4:**

Financial Intermediation ó maturity transformation and inter bank activity ó International Trade involving letter of credit ó An overview of typical transaction ó alternative payment and guaranteeing procedure.

### **Books for Reference:**

1. Meric, Ilhan, óGlobal Financial Markets at the Turn of the Centuryö, Science & Technology Books.
2. Maxwell, Charles E; Bruckner (editor), óFinancial Markets and Institutions: The Global Viewö, West Publishing Company, 1994.
3. Ian H Giddy, Global Financial Markets, Houghton Mifflin in Co., USA, 1997.
4. John R. Prick, H Kent Basker, John A Hasliem, óFinancial Markets: Instruments and Conceptsö, Reston Pub. Co. NY 1995.
5. David Kidwell Richar I. Peterson and David W Backwell, óFinancial Institutions: Markets and Moneyö, Harcourt Brace, Javanbvich, 1993.
6. Rajwade V A óForeign Exchange: International Finance and Risk Managementö, Academy of Business Studies, New Delhi, 1991.
7. Apte P G, óInternational Financial Managementö, Tata McGraw Hill, New Delhi, 1995.
8. Johnson, Hazel, óGlobal Financial Institutions and Marketsö, Blackwell publishing.
9. Kaushik, Surendra K, óInternational Capital Markets: New Directionsö, New York Institute of Finance, 1989.
10. Yoon S Park Jack Zwick Addison, óInternational Banking Theory and Practiceö Wesley Publication, 1984.





## OPERATIONS MANAGEMENT

Understanding of Banking Operations.  
Application tools towards formulating and implementing  
management.

### **Module – 1:**

Regulatory policies influencing bank operations ó an overview (Basel committee, prudential norms, FEMA-Bankerø compliance)

### **Module – 2:**

Resource Mobilisation or Liability Management ó Deposits ó types, classification and pricing; management of reserves; management of NRI funds.

### **Module – 3:**

Asset Management ó credit management ó origination, appraisal, sanction, documentation, disbursement, credit policy, credit planning, pricing of credit; Investment Management; Cash and Treasury Management.

### **Module – 4:**

Monitoring and Follow-up; IRAC Norms (i.e., Income recognition and Asset Classification norms); Non-performing Assets. Securitisation Act.

### **Module – 5:**

Financing imports and exports ó foreign currency dealing and foreign exchange markets. Monitoring of foreign trade transactions ó EXIM Policy.

E-Banking, Payment Systems, Settlement System, Business and Profit planning.

### **BOOKS RECOMMENDED:**

1. Indiaø Banking and Financial sector in the New Millennium ó Volume I & II.
2. Bala Shenmugam, Craig Turton, George Hempel; Bank Management.
3. How to borrow from Banking and Financial Institutions, Nabhi Publication.
4. Mary P. Merrill; Financial Planning in the Bank.
5. David Kidwell Richar I. Peterson and David W Bcakwell, øFinancial Institutions: Markets and Moneyö, Harcourt Brace, Javanbvich, 1993.
6. Rajwade V A øForeign Exchange: International Finance and Risk Managementö, Academy of Business Studies, New Delhi, 1991.
7. Apte P G, øInternational Financial Managementö, Tata McGraw Hill, New Delhi, 1995.
8. Johnson, Hazel, øGlobal Financial Institutions and Marketsö, Blackwell publishing.
9. Kaushik, Surendra K, øInternational Capital Markets: New Directionsö, New York Institute of Finance, 1989.





## SYSTEM MANAGEMENT COMMODITY MARKETS

world of commodity markets  
financial instruments used in commodity markets.

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24. Land, Work and Resource: An Introduction to Economic Geography, Patterson J.H.
25. Annals of an Abiding Liberal, Galbraith.
26. Economic Geography, Truman A. Harsshron and John W. Alexander.
27. World Resources and Trade, Khanna and Gupta.
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29. Economic Geography ó A Resouces Approach ó Gun and Chatterji.
30. CD of IIPM Commodity Futures National Seminars.
31. Economic Geography ó Prentice Hall of India.
32. Economic Times & Business Line (Daily)
33. Business India (Magazine).



Web sites of Commodity exchanges like CBOT, KBOT, LIFFE, SIMEX, TOCOM, NCDEX, MCXM NMCE, NBOT.



## ARTIFICIAL INTELLIGENCE

Concepts of intelligence and its application in different areas.  
Knowledge representation, problem solving, and learning

### Unit-I:

AI roots and scope- History of applications from Edson to ENIAC: Attitudes towards intelligence knowledge, and Human Artifice, Overview of AI Application areas.

**Artificial Intelligence as Representation and Search** :Introduction, The propositional Calculus, The predicate calculus, Using propositional Rules to produce predicate calculus Expressions, Applications: A Logic Based Financial Advisor.

### Unit-II:

Structures and Strategies for state space search : Introduction, Graph Theory- Strategies for state space search, Using the state space to represent. Reasoning with the predicate Calculus.

### Unit-III:

Heuristic Search: Introduction, An algorithm for Heuristic search, admissibility, Monotonicity and Informedness, using Heuristics in Games, Complexity issues.

### Unit-IV:

Representation and Intelligence : The AI Challenge knowledge representation: Issues in knowledge representation- A brief History of AI representational schemes- conceptual Graphs: A Network Language- Alternatives to Explicitly Representation- Agent based Distributed Problem solving

Strong Method Problem Solving:

Introduction, Overview of Experts systems- Technology- Rule-Based Expert systems- Model, Case based and Hybrid systems, Planning.

### Unit-V:

Reasoning in uncertain situations: Introduction- Logic-Based Abductive Inference- Abduction - Alternatives to Logic- The Stochastic Approach to Uncertainty.

### Suggested Readings:

1. George Fluge, Artificial Intelligence, Pearson Education, 5<sup>th</sup> Edition 2008.
2. Elaine Rich Kevin Knight, Artificial Intelligence, Tata McGraw Hill, New Delhi, 2007





## DISTRIBUTED COMPUTING AND APPLICATIONS

secure distributed applications.  
Understand basic operation system and networking.

Introduction ó Definition - the history of distributed computing ó Different forms of computing ó the strengths and weakness of distributed computing ó Basics of operating systems- Network basics ó s/w engineering basics.

### Unit-II:

Inter process communication- An archetypal IPC program interface ó event synchronization- Timeouts and threading- Deadlocks and timeouts ó Data representation- Data encoding ó Text óBased protocols- Request Response protocol-Event Diagram and sequence diagram ó connection oriented Vs Connectionless IPC- Evolution of paradigms for interprocess communication.

### Unit-III:

Distributed computing paradigm ó paradigms and abstraction ó An example application ó Paradigms for distributed applications - Trade offs.

### Unit-IV:

The Socket API- Socket Metaphor in IPC-The Datagram Socket API-Stream Mode Socket API-Sockets with Non-blocking I/o operations-Secure Socket API.

### Unit-V:

Client-server paradigm- Client- server paradigm issues ó Software engineering for a N/w service-connection oriented and connection less server - Iterative server and concurrent server- stateful servers.

### Suggested Readings:

1. Distributed computing principles and applications by M.C. Liu. (Pearson education)
2. Distributed Databases principles & Systems by Stefanoceri, Ciaeppe pelagatti Fater Mc Graw Hill Edition
3. Principles of distributed Database systems by M. Tamer Ozsel Patrick valderiez (Pearson education)





## DATA MINING AND DATA WAREHOUSING

Analytics results from data mining.

2. To understand overall architecture of data warehouse, techniques and methods for data gathering

### **Unit-I: Introduction**

Data Mining Functionalities- Classification of Data Mining systems-Data Mining task primitives- Integration of a Data mining system with a Database or Data warehouse system-Major Issues in Data Mining.

### **Unit-II:**

Data Processing- Descriptive Data Summarization ó Data cleaning ó Data Integration and Transformation ó Data Reduction- Data Discretization and Concept hierarchy generation.

### **Unit-III:**

Data warehouse and OLAP Technology ó an overview- A multi Dimensional Data Model-Data ware house Architecture- Data warehouse Implementation ó from Data ware house into Data Mining.

### **Unit-IV:**

Mining Frequent patterns, Association and Co-relation ó Basic Concept and a road map-efficient and Scalable frequent item set mining methods- Mining various kinds of Association rules.

### **Unit-V:**

Classification and Prediction ó Issues regarding classification and Prediction ó Classification by decision tree induction- Bayesian classification ó Rule Based classification.

### **Suggested Readings:**

1. Jiaweihan and Micheline Kamber:Data Mining Concepts and Techniques.
2. Richard J. Roigel, Michael W. Geatz, Data Mining ó A tutorial Based primer ó Pearson Education, New Delhi,2005.
3. Tan ó Data mining, Pearson Education.





## **ELECTIVE SUBJECT**

### **6 a. INCOME TAX**

#### **OBJECTIVE**

The objective of this subject is to expose the students to the various provision of Income Tax Act, 1961 relating to computation of Income relating to individual assessee only.

#### **Unit 1: INTRODUCTION TO INCOME TAX**

**Income Tax:** Brief History of Indian Income tax - Legal Frame Work ó Types of Taxes - Cannons of Taxation ó Important Definitions ó Assessment ó Assessment Year ó Previous Year ó Exceptions to the general rule of Previous Year - Assessee ó Person ó Income ó Casual Income ó Gross Total Income ó Total Income - Agricultural Income.

**Income tax authorities:** Powers and Functions of CBDT, CIT & A.O.

**Residential Status:** Residential Status of an Individual ó Determination of Residential Status - Resident ó Ordinary / Not Ordinarily Resident ó Non-resident ó Incidence of Tax ó Simple Problems on Scope of Gross Total Income.

**Exempted Incomes:** Introduction ó Exempted Incomes U/S 10 (Restricted to Individual Assessee) ó Only theory

#### **Unit 2: INCOME FROM SALARY**

Meaning ó Definition - Basis of Charge ó Advance Salary ó Arrears of Salary ó Allowances ó Perquisites ó Provident Fund - Profits in Lieu of Salary ó Gratuity - Commutation of Pension - Encashment of Earned leave - Deductions from Salary U/S 16 ó Problems on Income from Salary (Only Individual assessee).

#### **Unit 3: INCOME FROM HOUSE PROPERTY**

Basis of Charge ó Deemed Owners ó Exempted Incomes from House Property ó Composite Rent - Annual Value ó Determination of Annual Value ó Treatment of Unrealized Rent ó Loss due to Vacancy ó Deductions from Annual Value ó Problems on Income from House Property.

#### **Unit 5: COMPUTATION OF TOTAL INCOME**

Income from **Business / Profession, Capital Gains, Other Sources** (Theory only) and Deductions **U/S 80C, 80D and 80G** Simple problems on Computation of Total income of an Individual assessee (Computed incomes of Business / Profession, Capital Gains, Other Sources will be given).

#### **BOOKS FOR REFERENCE**

1. B.B. Lal and Vashist: Direct Taxes, Konark Publisher (P) Ltd.
2. Dr. Mehrotra and Dr. Goyal: Direct Taxes ó Law and Practice, Sahitya Bhavan Publication.
3. Dr. Vinod K. Singhanian: Direct Taxes ó Law and Practice, Taxmann publication.
4. Gaur & Narang: Income Tax, Kalyani Publisher s
5. Dinakar Pagare: Law and Practice of Income Tax, Sultan Chand and sons.
6. Dr. V. Rajesh Kumar and Dr. R.K. Sreekantha: Income Tax ó I and II, Vittam Publications.





## ELECTIVE SUBJECT FINANCE AND BANKING

### Objectives:

1. To expose the students to Finance and Banking System along with the latest reforms in Banking.
2. To enable the students to understand the operations in Finance and Banking

### Unit 1: FINANCIAL MARKETS

Introduction, Primary Market and Secondary Markets - Meaning ó Features - Players of Primary Market. Shares, debentures ó meaning, features. Stock market operations trading, clearance and settlement procedures. Types of Investments ó Stock and Shares, real estate, mutual funds, post office, insurance ó schemes.

### Unit 2: COMMODITY MARKET:

Evolution, Commodity derivatives, Commodity exchanges-Regional & National and International, Functions, role, objectives and types- Types of transactions in Commodity market ó Spot, Future and Forward options markets. (Concepts only)

### Unit 3: BANKS :

Introduction, functions and types of Banks, Role of RBI, Types of Accounting, Procedure for opening accounting, KYC, types of loans, Operation of Accounting, Retail Banking , Corporate Banking.

### Unit 4: NEGOTIABLE INSTRUMENTS

Cheques ó Meaning & Definition ó Features - Parties ó Crossing of cheques ó types of crossing. Endorsements ó Meaning ó Essentials ó Kinds of Endorsement.

### Book References

1. Gorden and Natarajan: Banking Theory Law and Practice
2. Tannan M L: Banking Law and Practice in India
3. Vasant Desai, Bank and Institutional Management, HPH,
4. Muralisubbakrishna, Bank Credit Management,
5. O Payramval, Modern Banking of India.
6. Shekar K C: Banking Theory Law and Practice
7. S.P. Srivastava: Banking Theory Law and Practice
8. Location in Space: A Theoretical Approach to Economic Geography, Lloyd and peter.
9. Land, Work and Resource: An Introduction to Economic Geography, Patterson J.H.
10. Annals of an Abiding Liberal, Galbraith.
11. Economic Geography, Truman A. Harsshron and John W. Alexander.
12. World Resouces and Trade, Khanna and Gupta.

