



BHAVAN'S VIVEKANANDA COLLEGE
OF SCIENCE, HUMANITIES & COMMERCE, SAINIKPURI, SECUNDERABAD-50094
Autonomous College
DEPARTMENT OF COMMERCE B.COM (COMPUTERS/REGULARS/HONOURS -
CBCS)w.e.f.2018-19
FINANCIAL ACCOUNTING - I

MONTH	TOPIC	NO OF DAYS	REMARKS
JUNE 7+2	UNIT-I: INTRODUCTION: Financial Accounting: Meaning – Definition – Functions - Advantages and Limitations – Users of Accounting Information – Principles of Accounting:	18	
JULY 20+3	Concepts and Conventions. Branches of Accounting – Accounting System- Types of Accounts – Accounting Cycle: Journal- Ledger and Trial Balance UNIT-II: SUBSIDIARY BOOKS: Meaning –Types - Purchases Book - Sales Book - Purchases Returns Book - Sales Returns Book - Bills Receivables Book - Bills Payables Book - Single Column, Two Column, Three Column and Petty Cash Book - Journal Proper. UNIT-III: BANK RECONCILIATION STATEMENT: Meaning – Need - Reasons for differences between cash book and pass book balances–Favourable and over draft balances	9 10	

<p>AUG 15+3</p>	<p>– Ascertainment of correct cash book balance - Preparation of Bank Reconciliation Statement. UNIT-IV: RECTIFICATION OF ERRORS AND FINAL ACCOUNTS: Capital and Revenue Expenditure: Meaning and Differences - Differed Revenue Expenditure. Errors and their Rectification: Types of Errors - Suspense Account – Effect of Errors on Profit.</p>	<p>25</p>	
<p>SEPT 16+3</p>	<p>Final Accounts: Meaning - Uses - Preparation of Manufacturing, Trading and Profit & Loss Account and Balance Sheet – Adjustments – Closing Entries. UNIT-V: DEPRECIATION: Depreciation (AS-6): Meaning – Causes – Difference between Depreciation, Amortisation and Depletion - Objectives of providing for depreciation – Factors affecting depreciation – Accounting Treatment –</p>	<p>10</p>	
<p>OCT 3+3</p>	<p>Methods of depreciation: Straight Line Method - Diminishing Balance Method - Change in Methods (Problems)-Meaning of Provisions and Reserves and Differences between Provisions and Reserves (concepts only). Revision</p>	<p>3</p>	
<p>75</p>			

N. Srinivas *Sundar*

DEPARTMENT OF COMMERCE
BUSINESS ECONOMICS BCOM I SEMESTER (COMP/REG/HON)
REVIEW ACADEMIC ORGANISER -2018-19

MONTH	TOPIC	NO OF DAYS
JUNE 7	UNIT-I: INTRODUCTION: Business Economics: Meaning - Nature – Characteristics - Importance and Role - Micro & Macro Economics - Scope - Objectives – Law of Equi-marginal utility.	7
JULY 21+3	Law of Equi-marginal utility. UNIT- II: MARKET - DEMAND ANALYSIS: Meaning – Function – Factors effecting demand -Types of Demand - Demand Curve - Law of Demand. Elasticity of Demand: Concept - Types and measurement of Elasticity of Demand Factors influencing elasticity of demand - Importance of Elasticity of Demand - Factors influence of Supply	5 14 2+3
AUG 16+3	UNIT-III: SUPPLY ANALYSIS: Supply Law of Supply - Factors influence of Supply - Market Equilibrium - Consumer Surplus - Theory of Consumer behavior - Utility and indifference Curve analysis. UNIT-IV: PRODUCTION ANALYSIS: Concept of Production -Total Production - Marginal Production - Average Production	12 4+3
SEP 17+3	Law of Variable Proportion - Law of Return to Scale - Is cost – Isoquants - Economies and Diseconomies of Scale. UNIT-V: COST FUNCTION ANALYSIS: Theory of Costs - Concepts of Cost - Short run and Long run cost curves Traditional and Modern Approaches - Break Even Analysis	10 5 2+3
OCT 4+1	Traditional and Modern Approaches - Break Even Analysis	4+1
	TOTAL	65+10=75

K. Subin Mathan

M. Mahesh

Business Organisation Organiser (SEM – I) 2018-19

(Reg/Comp/Hons)

Month	No. of teaching days	Name of the Topic	No. of classes required	Review HOD Principal
June	5	UNIT-I: FUNDAMENTAL CONCEPT: Concepts of Business, Trade, Industry & Commerce, Features Classification of Trade - Aids to Trade- Industry Classification.	2 3	
July	18+2	Relationship between Trade, Industry and Commerce - Business Organization Concepts - Functions of Business. UNIT -II: FORMS OF ORGANISATION: Sole Proprietorship: Meaning - Features - Advantages - Limitations. Partnership: Meaning - Characteristics - Kinds of Partner - Registration of Partnership - Partnership Deed - Rights & Obligations of Partner Limited Liability Partnership- Characteristics - Advantages – Limitations Joint Hindu Family Business: Characteristics - Advantages – Limitations Revision	3 3 6 3 3 2	
Aug	13+2	UNIT-III: JOINT STOCK COMPANY & PROMOTION: (AS PER COMPANIES ACT 2013) Joint Stock Company: Meaning - Characteristics - Advantages –Limitations Kinds of Companies including One Person Company - Difference between Private & Public Companies. Promotion of Joint Stock Company and Promotion Procedure - Promoter – Characteristics Formation of company -Registration - - Capital Subscription - Types of Shares - Commencement of Business - Revision	2 2 3 6 2	
Sep	14+2	UNIT IV:: JOINT STOCK COMPANY IMPORTANT DOCUMENTS: Memorandum of Association & its Clauses Articles of Association & its Contents - Prospectus & its Contents - Statement in Lieu of Prospectus Organization Meaning - Principle of Internal Organization - Types of Organization - Department Organization - Functional Organization - Stable Organization - Committee Organization - Distinct Between Line and Staff Organization UNIT - V: BUSINESS AND SOCIETY Concepts and Objectives - Professionalization – Business ethics - Business and culture – Technological development and social change –Revision	3 7 4 2	
Oct	2+2	Social responsibility of business - social audit. Revision	2 2	
TOTAL	60		60	

K. Subin

Swathi
12/11/18

PRINCIPLES OF MARKETING
ACADAMIC ORGONISER MONTH WISE 2018-19
B.COM 1st year (Honors)

Month and classes	Topic	No of classes
June 7	UNIT-I: INTRODUCTION: Meaning and Definition of Marketing – Scope – Evolution of Marketing Concept - Production concept Productconcept-MarketingMyopia–SellingConcept- MarketingConcept-SocietalMarketingConcept Objectives	1 1 4 1
July 21+3	Role of Marketing in Economic Development – Marketing Mix – Direct Marketing – Online Marketing Challenges and Opportunities - Marketing of Services. UNIT-II: MARKETING ENVIRONMENT: Micro Environment (Company – Suppliers – Marketing Intermediaries – Customers Competitors - Publics) – Macro Environment (Demographic – Economic – Natural – Technological – Political - Legal (Consumer Protection Act 1986) and Regulatory	2 1 1 2 2 3 2 2 1 1 2 2+3
AUG 16+3	cultural – Social - International Marketing GATT & WTO. UNIT-III: MARKETING SEGMENTATION: Concept of Target Market – Diffused Market - Concentrated Market – Clustered Market - Market Segmentation: Concept, Bases, consumer & business Benefits, Requirement forEffective Segmentation, Market Segmentation Analysis for Consumer and Services – Product Positioning: Concepts, Bases. UNIT-IV: CONSUMER BEHAVIOUR: Consumer Behavior: Nature, Scope, Importance,	1 2 1 1 1 3 1 1 4 1+3
SEP 17+3	Factors: Economic, psychological, Cultural, Social and Personal - Steps in consumer Decision Process -Post Purchase Behavior - Cognitive Dissonance -	3 2 2

	Organizational Buyer - Industrial Markets – Reseller Market - Government Market - Characteristics of Organizational Buyer Organizational Buying Process – Organizational Buyer Vs. Consumer Behavior.	2 2 1
	UNIT-V: MARKET RESEARCH & ETHICAL DILEMMAS IN MARKETING: Market Research: Meaning and Definition – Marketing Research Process: Defining the Objectives of Research, Need, Designing the Research Project, Designing the Research Project, Data Collection Process, Analyzing Data, Presenting Results	1 1 3+3
Oct 4+1	Scope of Marketing Ethics - Ethical issues Associated with Marketing Decisions Creating an Ethical climate in work place – Influence of personal Ethics	2 2
	Revision	1
	Total	75

K. Sumin

DEPARTMENT OF COMMERCE
Sub: INFORMATION TECHNOLOGY
ORGANISER for 2018-19 for B.Com Sem I (Reg/Comp/Hons)

Month	CLS	Details	Periods	TOTAL
JUNE	5	UNIT-I: Introduction to computers - Generations of computers – An overview of computer system - Types of computers - Input & Output Devices.	5	5
JULY	18+2	Hardware:Basic - CPU - Control unit – ALU - Input/output functions Memory – RAM – ROM – EPROM - PROM and Other types of memory. Revision of UNIT 1	3 3 1	20
		Unit-II: OPERATING SYSTEM (OS): Meaning - Definition & Functions - Types of OS - Booting process - DOS – Commands (internal & external) - Wild card characters – Virus & Hackers – Cryptography & cryptology. Windows: Using the Start Menu –Control Panel – Using multiple windows – Customizing the Desktop – Windows accessories (Preferably latest version of windows or Linux Ubuntu). Revision of UNIT 2	9 3 1	
AUG	13+2	UNIT-III: WORD PROCESSING Application of word processing - Menus & Tool Bars - Word processor – Creating – Entering - Saving & printing the document - Editing & Formatting Text – A Mail Merge and Macros (Preferably latest version of MS Word or Libre Office Writer). Revision of UNIT 3	10 2	15
		UNIT-IV:SPREADSHEET: -Application of work sheet/spread sheet - Menus & Tool bars - Creating a worksheet - Entering and editing of numbers - Cell reference	3	
SEP	14+2	Worksheet to analyze data with graphs & Charts. Advanced tools: Functions – Formulae – Formatting numbers Macros – Sorting - Filtering - Validation & Consolidation of Data (Preferably latest version of MS Excel or Libre Office Calc). Revision of UNIT 4	3 3 2	16
		UNIT-V: POWER POINT PRESENTATION: Application of Power Point Presentation – Menus & Tool bars – Creating presentations – Adding - Editing and deleting slides - Templates and manually – Slide show – Saving - Opening and closing a Presentation Types of slides - Slide Views - Formatting – Insertion of Objects and Charts in slides - Custom Animation and Transition (Preferably latest version of MS Power Point presentation - Libre Office Impress).	8	
OCT	3+1	Internet & Browsing: Services available on internet, WWW, ISP Browsers. Multimedia: Application of multimedia – Images – Graphics - Audio and Video – IT security. Revision of UNIT 5	3 1	4
TOTAL	60			60

K. S. Srinivas

Anuadha P



**Bhavan's Vivekananda College
of Science, Humanities and Commerce**

Autonomous – Affiliated to Osmania University

Program: B.Com Course Title (paper title): FINANCIAL ACCOUNTING - II
B.com (Comp/Reg/Hons) 2018-2019 SEN - II

MONTH	NO OF DAYS	TOPIC TO BE COVERED	NO OF DAYS
Nov' 18	12+3	Unit-II: Accounts from Incomplete Records-Introduction, features, ascertainment of profit, Statement of affairs, conversion method	12 3
Dec' 18	15+2	Problems on conversion method UNIT-III: Accounts of non-trading concern –features, Receipts and Payment a/c Income and expenditure a/c- problems	2 10 5
Jan ' 19	18+2	Problems on Non – Trading concerns UNIT-IV: Partnership Accounts-1 Meaning- Partnership deed-capital – fixed, fluctuating Problems on fixed and fluctuating capitals Admission of a partner-Retirements and Death of partner	2 14 4
Feb' 19	18+2	UNIT-V: Partnership Accounts–II Dissolution of Partnership – Insolvency of a Partner (excluding Insolvency of all partners) – Sale to a Company. UNIT-I: Contemporary Issues In Accounting: Human Resource Accounting – Social Responsibility Accounting Environmental Accounting – Green Accounting - Forensic Accounting – Inflation Accounting (Concepts only).	12 8
Mar' 19	3	Revision	3
	75	TOTAL	75

K. Srinivas

C. Sreedhar

DEPARTMENT OF COMMERCE
MANAGERIAL ECONOMICS BCOM II SEMESTER (COMP/REG/HOR)
ACADEMIC ORGANISER -2018-19 5 PW

MONTH	TOPIC	NO OF DAYS	Remarks
NOV 12+3	UNIT-I: NATURE AND SCOPE OF MANAGERIAL ECONOMICS: Characteristics of managerial economics – Nature and scope of managerial economics -Importance of managerial economics – Basic economic tools in managerial economics - managerial economist role and responsibility. UNIT-II: DEMAND FORECASTING: Demand estimations for major consumer durables and non-durable products –	11 1+3	
DEC 15+3	Demand forecasting techniques. UNIT-III: MARKET ANALYSIS: Definition of market – Market structure (Perfect competition, Imperfect competition) – Price determination - Firms equilibrium in perfect competition, Monopoly..... Price discrimination	5 2 4 2 2+3	
JAN 18+3	monopolistic, oligopoly, duopoly UNIT-IV: MACROECONOMICS FOR MANAGERS: National income – Concepts Measurements of national income – Business cycle: Nature, Phases, Causes –	5 3 2 2 2 2 2+3	
FEB 18+2	– Business cycle: Nature, Phases, Causes – Inflation causes and control – Deflation and stagflation. UNIT-V: WELFARE ECONOMICS: Introduction – UNIT-V: WELFARE ECONOMICS: Introduction – General equilibrium of production and exchange – Utility possibility frontier – Social welfare function REVISION	4 4 10 2	
75	TOTAL	63 +11= 74	

K. Subramanyam

Utharuchi

DEPARTMENT OF COMMERCE
PRINCIPLES OF MANAGEMENT BCOM II SEMESTER (COMP/REG/HONS)
ACADEMIC ORGANISER -2018-19

MONTH	TOPIC	NO OF DAYS
NOV (10+1)	UNIT-I: INTRODUCTION: Management: Introduction, Meaning, Features Importance, Functions of management Administration, Management ,Definition of Manager, Functions Role of Manager. UNIT-II: MANAGEMENT THEORY: Management Theory: Introduction - Classification - Classical Theory and Modern Management Theory	2 2 3 2 2
DEC (13+1)	Frederick Winslow Taylor's Scientific Management – Elements Principles, Max Weber-Bureaucratic management, - George Elton Mayo - Modern theories-Peter F. Drucker- UNIT-III: PLANNING: Planning: Definition - Characteristics - Objectives Planning: –Advantages and limitations of Planning: Planning: Steps / Process	2 2 2 2 2 3 1
JAN (15+1)	Methods of plans (Policy, Procedures, Methods and Rules).Planning: Steps/Process Essentials Limitations. UNIT-IV: COMMUNICATION, MOTIVATION, LEADERSHIP: Leadership: Definition - Qualities – Types , Theories ,styles of leadership, Theories ,styles of leadership Definition- Communication Features, Process ,elements of communication Types, Barriers of Effective Communication	4 2 3 2 2 3
FEB (17)	Motivation Techniques –: Meaning – Classification Process of motivation, theories of motivation UNIT-V:CENTRALIZATION, DECENTRALIZATION & DELEGATION OF AUTHORITY: Centralization: Introduction – Characteristics – Advantages and Limitations De-Centralization: Introduction – Characteristics – Advantages and Disadvantages Authority: Introduction – Characteristics – Sources	2 4 2 2 1 2 3
MAR (2)	Delegation of Authority: Importance – Advantages – Problems	2
60	TOTAL	60

K. Srinivas

Anuradha R
13/2/2021

DEPARTMENT OF COMMERCE
FOREIGN TRADE BCOM II SEMESTER (COMP/REG)/Hons
ACADEMIC ORGANISER -2018-19

MONTH	TOPIC	NO OF DAYS
NOV 9+2	UNIT-I: FOREIGN TRADE: Meaning and Definition - Types of Foreign Trade –documents used –commercial invoice –bills of lading /airway bill-marine insurance policy- and certificate –bills of exchange-consumer invoice-certificate of origin-inspection certificate –packing list	9+2
DEC 11+3	UNIT-II: BALANCE OF TRADE AND BALANCE OF PAYMENTS: Introduction – Meaning - Components of BOT & BOP - Concept of Disequilibrium – Causes - Remedies for Correcting Balance of Payments in International Trade. UNIT-III: OBJECTIVE S OF INDIA’S TRADE POLICY: Importance	11+3
JAN 13+3	UNIT-III: OBJECTIVE S OF INDIA’S TRADE POLICY: Importance and its Implementation - Exchange Control – Objectives - Exchange Rate - Adjustments – Devaluation – Revaluation - Depreciation of Currency.UNIT-IV: ROLE OF FOREIGN TRADE IN ECONOMIC DEVELOPMENT : Growth - Significance of Foreign Trade – Merits - Demerits - Regional Economic Groupings – SAARC - ASEAN – BRICS -	13+3
March 14+5	Free Trade Area-Custom Union - Common Markets-Economic Union - European Union. UNIT-V: INTERNATIONAL ECONOMIC INSTITUTIONS: IMF: Objectives, Functions - World Bank: Objectives, Functions, Subsidiaries of World Bank – IMF Vs. IBRD – UNCTAD: Introduction, Aims, Features – WTO: Introduction, Aims, Features. Agreements Revision	2 12 +5
	Total	60

K- Subineta

Bhavan's Vivekananda College**Department of Computer Science****B.com (Honours) 1st Year - Semester II****RDBMS Academic Organizer 2018 - 2019**

Month	Unit	Syllabus
November'19 (8)	I/III	Unit:1: Database Management Systems-File Bases System-Advantages of DBMS over File Based System- Database Approach-Logical DBMS Architecure.
December '19 (18)	I/III	Physical DBMS Architecture - DBA Functions and Role - Unit 3: SQL Commands- Data Types. DDL commands
		Unit 3: DML Commands- DCL Commands- Transaction Control Language Commands- Queries using where-group by-order by, Nested Queries- Joins- Sequences- Index- Synonyms- Table Handling
		Data File Indices and Data Dictionary- Types of Databases. Relational Model: Domains-Tuple and Relation- Super Keys-Candidate Keys- Primary Key and Foreign Key
		Relatonal Constraints- Domain Constraints- Key Constraint- Integrity Constraint- Update Operations and Dealing with Violations- Relational Operations-
January'20 (16)	I/II	ER Model- Entity, Attributes and Relationships-E_ R Diagram- Conversion of E-R Diagram to Relatonal Database
		Unit 2: Relatonal Database Integrity- The Keys- Referential Integrity- Entity Integrity- Redundancy and Associated Problems- Single Valued Dependencies- Normalization- 1NF, 2NF, 3NF,BCNF
		Attribute Preservation- Lossless Join Decomposition- Dependency Preservation- Physical Database Design Issues- Storage of Database on Hard Disks- File Organisation and Its Types
		Transactions- Concurrent Transactions- Locking Protocol- Serialisable Schedules- Two-Phase Locking Protocol

		Deadlock and its prevention- Optimistic Concurrency Control
February'20 (20)	IV/V	Database Recovery and Security- meaning- Kinds of Failures
		Failure Control Methods- Database Errors- Backup and Recovery Techniques- Security and Integrity
		Database Security- Authorization- Distributed Databases Systems- Need- Structure- Advantages and disadvantages
		Advantages and Disadvantages of Data Distribution- Client Server Databases: Emergence of Client/Server Architecture
March'20 (02)	V	Need for Client Server Computing- Structure of Client/Server Systems and its advantages.

N. Srinivasan

Sharon

ADVANCED ACCOUNTING
III rd Semester Honours/Computers/Regulars
Academic Organiser for the year 2018-2019

Month	No of days	Topics	Required Hrs	Review
June	12	UNIT-III: VALUATION OF GOODWILL AND SHARES: Valuation of Goodwill: Need and Methods, Problems on Average Profits, Super Profits and Capitalization Methods. (Annuity method theory only) Valuation of Shares: Need and Methods	10 2	
July	22	Valuation of Shares: Problems on Net Assets, Yield and Fair Value Methods. UNIT-I: COMPANY ACCOUNTS- ISSUE OF SHARES & DEBENTURES: Types of Companies, Classes of Shares, Types of Preference shares, difference between Equity and Preference shares, Presentation of Share capital in Balance sheet, Problems on Issue of Shares at par, premium and discount, Prorata allotment – Forfeiture and Re-issue of Shares	8 14	
Aug	18	Debentures- Features, Distinction between Share and Debenture, Issue of Debentures from Redemption point of view (5 Situations) UNIT-II: COMPANY FINAL ACCOUNTS - Schedule III of Companies Act 2013: Structure – General Instructions for preparation of Balance Sheet and Statement of Profit and Loss – Part-I: Form of Balance Sheet – Part-II: Statement of Profit and Loss –Problems on Preparation of Statement of Profit and Loss & Balance Sheet. ISSUE OF BONUS SHARES Bonus Shares: Meaning – SEBI Guidelines for Issue of Bonus Shares – Accounting for Issue of Bonus Shares.	4 10 4	
Sept	18	UNIT-IV: AMALGAMATION, ABSORPTION & EXTERNAL RECONSTRUCTION (AS-14): Amalgamation & Absorption: In the nature of merger and purchase as per AS 14, Methods and – Calculation of Purchase Consideration – Accounting Treatment in the books of transferor and transferee companies including intercompany Owings. (Excluding intercompany holdings). UNIT-V: INTERNAL RECONSTRUCTION: Legal provisions	16 2	
Oct	5	INTERNAL RECONSTRUCTION: Accounting treatment – Preparation of Balance sheet after reconstruction	5	
	75		75	

K. Subin

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ACADEMIC ORGANISER-BUSINESS STATISTICS –I (SEM-III)

B.COM II YEARS (2018-19) (Reg, Comp, Hons)

MONTH	NO OF DAYS	TOPIC TO BE COVERED	NO OF DAYS	REVIEW
June	11	Unit-I: INTRODUCTION: Origin and Development of Statistics – Definition - Importance and Scope - Limitations of Statistics - Distrust of Statistics. Statistical Investigation: Planning of statistical investigation - Census and Sampling methods - Collection of primary and secondary data - Statistical errors and approximation - classification and Tabulation of data - Frequency distribution.	3 3 3 2	
July	20 +2	Diagrammatic and Graphic Presentation: One Dimensional (Bar Diagrams Only) and Two Dimensional Diagrams(Rectangles and Pie diagrams) - Technique of Construction of Graphs - Graphs of Frequency Distribution - Graphs of Time Series , Histograms UNIT-II: MEASURES OF CENTRAL TENDENCY: Arithmetic Mean - Geometric Mean - Harmonic Mean - Mode – Median - Quartiles and Percentiles - Simple and Weighted Averages – Properties, Uses and Limitations of different Averages	3 3 7 7 2	
August	15+2	UNIT-III: MEASURES OF DISPERSION: Measures of Dispersion: Significance - Characteristics - Absolute and Relative Measures - Range - Quartile Deviation - Mean Deviation - Standard Deviation - Coefficient of Variation UNIT-IV: MEASURES OF SKEWNESS AND KURTOSIS:	3 1 5 6 2	
September	16+2	Measures of Skewness - Karl Pearson's Coefficient of Skewness - Bowley's Coefficient of Skewness - Kelly's Measure of Skewness – Kurtosis-Meaning – Raw Moments,Central moments,Skewness and kurtosis using moments(Excluding Shepard's correction) UNIT-V: CORRELATION: Meaning - Types - Correlation and Causation – Methods: Scatter Diagram - Karl Person's Coefficient of Correlation	4 4 3 4 3	
Oct	3+4	Probable Error and Interpretation of Coefficient of Correlation - Rank Difference Method - Concurrent Deviation Method and Revision	2 3 2	
	15	Total	65	

N. Srinivasulu

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12/11/18

ACADEMIC ORGANISER-BANKING THEORY AND PRACTICE- 2018-19 (Reg / Comp / Hons)

Month	No. of teaching days	Name of the Topic	No. of classes required	Review HOD Principal
JUNE	8 +2	UNIT-I: INTRODUCTION: Origin and growth of Banking in India. Unit VS Branch banking Functions of Commercial Banks Nationalisation of in Commercial Banks in India Emerging Trends in Commercial Banking in India	2 2 2 2 2	
JULY	17+2	Priority sector lending Innovations in Banking Banking Ombudsman UNIT II – RESERVE BANK OF INDIA RBI Constitution-organizational structure-management Objectives of RBI –Functions of RBI Credit Control measures of RBI Revision of unit I & II UNIT III- TYPES OF BANKS Co-Operative Banks Regional Rural Banks	2 2 1 2 2 2 2 3 3	
AUGUST	12+1	NABARD-National Bank for Agriculture and Rural Development. UNIT IV-BANKER AND CUSTOMER Definition of Banker and customer-Relationship between Banker and Customer-KYC Norms. General and Special features of relationship Opening of Accounts-Special types of Customers like Minor, Married Women, Partnership firms, Companies, Clubs and other Non-trading Institutions. Revision of UNIT III & IV	2 5 5 1	
SEPTEMBER	13+1	UNIT V- NEGOTIABLE INSTRUMENTS Description and their special features Duties and responsibilities of paying and Collecting Banker-Circumstances under which Banker can refuse payment-Consequences of Wrongful Dishonour Precautions to be taken while advancing loans against Securities-Goods-Documents of title to goods-Loan against Real estate-Insurance policies-against collateral securities-banking receipts. Rule in Clayton's case	3 5 5 1	
OCTOBER	4	Garnishee order Latest trends in Deposit Mobilisation Revision	1 1 2	
Total	60		60	

K. Srinivas

Anuradha



Month	Working Days	Name of the Topic	No of Classes	Total	Review of HOD Principal
June	11+2	UNIT-I: PRODUCT MANAGEMENT: Concept of Product – Classification of Products – Product Mix Decisions – Product Line Decisions – New Product – New Product Development Stages – Product Life Cycle Stages and its Strategies – Activity	1 1 1 1 3 3 2 1		
July	20+2	Branding – Packaging & Labeling UNIT-II: PRICE MANAGEMENT: Pricing – Objectives of Pricing Role of Price in Marketing Mix Factors Influencing - Price Decisions Pricing Under Different Competitive Conditions New Product Pricing Pricing Methods Cost Based and Demand Based Strategies. UNIT-III:PROMOTION MANAGEMENT: Promotion: Significance, Promotion Mix Elements Activity	1 1 2 2 2 3 3 2 2 2 1 1 2		
August	15+2	Advertising: Objectives, Types, Effectiveness, Budget Media & its Selection Personal Selling: Nature, Steps - Sales Promotion: Objectives, Tools – Public Relations and Publicity – Direct Marketing & its Forms. UNIT-IV:CHANNEL MANAGEMENT & RETAILING: Marketing Channels: Nature Levels - Structure	2 1 1 2 2 1 1 2 2 2 2		
Sept	16+2	Participants Functions of Marketing Intermediaries Online Marketing Retailing: Meaning, Significance Activity UNIT-V: MARKETING STRATEGY AND PLANNING: Corporate Strategy - Planning – Vision – Mission – Objectives - Business Strategic Planning -SWOT Analysis - Goal Formulation Strategy Formulation - Program Formulation – Implementation	1 2 1 2 2 2 2 1 3		
Oct	3+2	- Feedback and Control Marketing Process Nature and Contents of a Marketing Plan. Revision	1 1 1 2		

Submitted by
Pavleen Kaur
HOD

Total

75

W. Srinivasan

ACADEMIC ORGANISER MONTH WISE – 2018-19

INCOME TAX – I B. Com II year Honors

No. of classes: 5 per week

Subject in Charge : Dr. Geetanjali

Month	No. of teaching days	Topics to be covered	No. of classes required	Review by HOD/Principal
JUNE	12(+1)	UNIT -1 Introduction and overview of Direct Tax. Basic concepts, Definitions Incomes exempt from Tax Revision UNIT - II Agricultural Income, Tests to determine and integration(problems) Residential Status of a person	2 1 2 2 1 4 1	
JULY	20(+2)	Residential Status of a person including problems Scope of total Income & Incidence of tax Revision UNIT – III Definition of Salary, Characteristics of salary Salary u/s 17(1) Allowances u/s 17(3)(b), Perquisites u/s 17(2) Salaries- Essay problems Revision	4 1 2 6 8 1	
AUGUST	15(+2)	Salaries- Profits in lieu of salary Problem Revision UNIT - IV House property theory & short problems Problems of House property Revision	4 2 1 3 6 1	
SEPTEMBER	16(+2)	UNIT- V Depreciation Profits and gains from Profession Business Income Computation Problems Revision	4 3 9 2	
OCTOBER	5	Problems on Business Income Revision	3 2	
	75	TOTAL	75	

N. Srinivas

Dr. Geetanjali

**ACADEMIC ORGANISER – ENTREPRENEURIAL DEVELOPMENT & PROJECT
FINANCING FOR 2018-19**

B.COM II (HONS) III Semester - SEC

Month	Scheduled Hours	Topic to be covered	No of class	Review of HOD/Principal
June	4	Unit-I: INTRODUCTION: Entrepreneur: Evolution of Entrepreneurs – Concept of entrepreneur – Functions – Characteristics of an Entrepreneur	2 2	
July	8	Importance of Entrepreneur – Types of Entrepreneurs - Women Entrepreneurs in India – Opportunities & Challenges – Government Schemes for women entrepreneurs	1 1 3 3	
August	6+4	UNIT-III: ENTREPRENEURIAL DEVELOPMENT POLICIES AND PROGRAMMES Entrepreneurship Development Programmes – Policies of the Government – Institutions for Entrepreneurship Development Training (EDIs) in India: CED MDI - EDII, IED NSIC	3 3 2 2	
Sept	6	NIESBUD, EMC STEPS, XISS SIDO, SISIs Role of Consultancy Organizations: IDCs, TCOs –.	2 1 1 2	
Oct	1+1	Role of Financial Institutions and Banks- UTI- ICICI	2	
Total	30		30	

K. Srinivas

Chitra
12/11

ACADEMIC ORGANISER for MANAGEMENT INFORMATION SYSTEM
B COM (HONS) II nd year (SEM III) 2018-2019 (No. of Classes per week:5)

Month	No. of Teaching Days	Name of the topic	No. of Classes required	Review of HOD Principal
June	11+2	Unit 1: An Overview of MIS Concept and definition of MIS. and MIS vs. Data Processing, MIS and Decision support System MIS & Information Resources Management End User Computing, MIS Structure Managerial Views of IS, Functions of Management Management Role, Levels of Management Revision of Unit 1 Practical: Lab classes	1 1 1 3 2 1 2 2	
July	20 + 2	Unit 2: Foundation of Information System Introduction to Information System in Business Fundamentals of Information Systems and Solving Business Problems with Information System Types of Information Systems Effectiveness and Efficiency Criteria in Information System Framework for IS and Sequence of development of IS HRIS Revision of Unit 2 Unit 3: Concept of Planning and Control Concept of Organizational Planning and Planning Process Computational Support for Planning Characteristic of Control Process Practical: Lab classes	1 2 2 1 2 1 2 3 2 2 4	
August	15 +2	Unit 3: Concept of Planning and Control Control Issues and security in MIS application in an organization Determination of Information Requirements and Business System Planning End means Analysis and Organizing the plans Revision of Unit 3 Unit 4 : Business Applications of Information Technology Internet and Electronic Commerce, Intranet Extranet and Enterprise Solutions Information System for Business Operations, Information System for Managerial Decisions Support Practical: Lab classes	2 3 1 2 1 1 3 4	

September	16 +2	Unit 4 : Business Applications of Information Technology Information System for Strategic Advantage Revision of Unit 4 Unit 5 : Advanced Concepts In Information Systems ERP and Supply Chain Management Customer Relationship Management and Procurement Management System Analysis and Design and System Development Life Cycle, Prototyping and Project Management Cost Benefit Analysis and Detailed Design Practical: Lab classes	1 2 2 2 3 2 2 4	
October	3+2	Unit 5 : Advanced Concepts In Information Systems Implementation Revision of Unit 5 Practical: Lab classes	1 2 2	
Total	75		75	

K. Srinivas

Kalyani
for Abhinav

CORPORATE ACCOUNTING
IVth Semester Honours/Computers/Regulars
Academic Organiser for the year 2018-2019

Month	No of days	Topics	Required Hrs	Review
November	12	UNIT-I: ACCOUNTS OF BANKING COMPANIES: Books and Registers maintained – Slip system of posting, Legal Provisions relating to final accounts – Preparation of Profit & Loss a/c and Balance sheet.	12	
December	15+2	UNIT-I: ACCOUNTS OF BANKING COMPANIES - Preparation of Profit & Loss a/c and Balance sheet. Rebate on Bills Discounted – Performing & Non-Performing Assets. UNIT-II: COMPANY LIQUIDATION: Meaning – Modes of Liquidation – Contributory, Liquidator, and Preferential Payments – Problems on preparation of Statements of Affairs, Deficiency/Surplus Account - Liquidator’s Remuneration – and Liquidator’s Final Statement of Account.	5 12	
January	18+4	UNIT-II: COMPANY LIQUIDATION- Liquidator’s Final Statement of Account. UNIT-III: ACCOUNTS OF LIFE INSURANCE COMPANIES: Introduction – Formats - Revenue Account - Balance Sheet - Valuation Balance Sheet – Ascertainment of Net Surplus, Calculation of Adjusted Life Assurance fund. UNIT-IV: ACCOUNTS OF GENERAL INSURANCE COMPANIES. Preparation of final accounts of general insurance companies with special reference to Fire and Marine Insurance.	5 13 4	
February	18+4	UNIT-IV: ACCOUNTS OF GENERAL INSURANCE COMPANIES: Preparation of final accounts of general insurance companies with special reference to Fire and Marine Insurance. UNIT-V: HOLDING COMPANIES – AS-21 Holding companies – AS-21 - capital and revenue profits/reserves/ loss- minority interest – cost of control or goodwill/capital reserve – treatment of intercompany owing and unrealized profits – revaluation of assets- treatment of bonus shares and dividends declared by subsidiary companies – consolidated balance sheet as per schedule III of Companies Act 2013	4 18	
March	2	Revision	2	
	75		75	

N. Srinivas

C. Sreedhar

ACADEMIC ORGANISER-BUSINESS STATISTICS -II (SEM-IV)

B.COM II YEARS (2018--19) Reg/Hons/Comp.

Month		Syllabus	No of days	REVIEW
November	14	UNIT I REGRESSION: Correlation vs Regression Analysis, Linear and Non Linear Regression - Lines of Regression - Line of Regression of Y on X - Line of Regression of X on Y - Using Regression Lines for Prediction.	4 6 4	
December	17	UNIT II INDEX NUMBERS: Meaning - Uses - Types - Problems in the Construction of Index Numbers - Methods of Constructing Index Numbers - Simple and Weighted Index numbers (Laspeyre's - Paasche's - Marshall - Edgeworth Tests of Consistency of Index Number: Unit Test - Time Reversal Test - Factor Reversal Test - Circular Test - Problems Base Shifting - Splicing and Deflating of Index Numbers - Problems UNIT III TIME SERIES: Time Series: Components - Methods-Semi Averages - Moving Averages Least square Method	7 5 3 1 1	
January	20	Least Square Method (Straight line method only) Shifting and conversion -utility of time series analysis - Problems UNIT IV PROBABILITY Probability: Experiment - Event - Mutually Exclusive Events - Collectively Exhaustive Events - Independent Events - Simple and Compound Events Basics of Set Theory - Permutation - Combination - Approaches to Probability: Classical - Empirical - Subjective - Axiomatic - Theorems of Probability: Addition -	2 2 3 4 4 3 2	
February	20	Multiplication - Marginal and Baye's.-Simple problems Bayes' -Practice Problems in Probability Theorems of Probability Simple Problems UNIT-V: THEORETICAL DISTRIBUTIONS: Binomial Distribution: Utility - Importance - Conditions - Constants - Fitting of Binomial Distribution. Poisson Distribution: Utility - Importance - Conditions - Constants - Fitting of Normal Distribution. Utility - Importance - Central limit Theorem - features - simple	2 4 6 5 1 1 1	
March	4	Numerical in Normal Distribution Areas Method Only.	4	
	75	Total	75	

K. Srinivas

(Signature)

DEPARTMENT OF COMMERCE
FINANCIAL INSTITUTIONS AND MARKETS BCOM IV SEMESTER (COMP/REG/HONS)
ACADEMIC ORGANISER -2018-19

MONTH	TOPIC	NO OF DAYS
NOV 10+1	UNIT-I: INTRODUCTION: Functions of Financial System – Constituents of Indian Financial System – An Overview of Indian Financial System – Role and Functions of Participants in the Financial Market	2 2 4
	UNIT II -Role of Financial Institutions in Economic Development – Types of Financial Institutions	2 1
DEC 13+1	.All India Development Banks: Industrial Finance Corporation of India (IFCI) – Industrial Development Bank of India (IDBI) – Industrial Investment Bank of India Limited (IIBIL) –Industrial Reconstruction Bank of India (IRBI) — Infrastructure Development Finance Company Limited (IDFC)	2 2 2 2 2
	UNIT-III: FINANCIAL INSTITUTIONS: STATE LEVEL DEVELOPMENT BANKS: State Finance Corporations (SFCs): Objectives and Scope - Management	2 2
JAN 15+1	Financial Resources – Functions – Operations – Performance Appraisal and Problems. State Industrial Development Corporations (SIDCs): Functions – Resources – Operations – Financial Assistance Small Industries Development Bank of India(SIDBI) - Management – Financial Resources – Functions – Operations – Performance Appraisal and Problems	2 1 2 2 2 2
	UNIT-IV: FINANCIAL MARKETS: MONEY MARKET: Money Market: Definition, Features, Objectives, Importance, Compositions. Structure of Indian Money Market – Recent Development in the Indian Money Market. Call Money Market: Operations – Transactions and participants – Advantages and Drawbacks. Commercial Bills Market: Definition	2 2 2 1
FEB 17	Types of Bills – Operations in Bill Market– Importance of Bill Market – Discount Market – Acceptance Market – Drawbacks. Treasury - Types of Treasury Bills – Operations and Participants money Market Instruments	2 2
	UNIT-V: FINANCIAL MARKETS: CAPITAL MARKET: Capital Market: Meaning, Objectives, Importance, Functions – Structure of the Indian Capital Market – New Issue Market – Instruments – Security Buyer – Methods of Issus – Intermediaries – Secondary Market – Characteristics and functions of Stock Exchanges – Listing of Securities – Types of Speculators - Stock Exchanges in India –	2 2 1 2 2 3
MAR 2	SEBI – Powers and Functions – Primary and Secondary Market Guidelines .	2
TOTAL(60)		60

K. Srinivasan

Anuadha.R



Bhavan's Vivekananda College of Science, Humanities and Commerce
(Accredited with 'A' grade by NAAC)

Academic organizer for 2018-19 for Human Resource Management
B.Com II Year (Honours)

IV semester

Month	Working Days	Name of the Topic	No of Classes	Total	Review of HOD Principal
November	8+3	Unit-I Introduction HRM : Meaning, Concept Importance, Objectives and Scope Functions of HRM Changing role of HR manager HRM policies, HRM vs Personnel Management Recent trends in HR	1 1 1 2 1 1 2 2		
December	18+2	Unit II HR Planning and Job Analysis Introduction – Need for HRP Process of HRP HRP System – Responsibility of HRP Job Analysis : Concept and meaning Process of J Analysis Job Descriptions, Job Specifications Uses of Job Analysis Unit III Procurement of HR Introduction – Concept of Recruitment Factors affecting Recruitment	2 4 2 1 1 2 2 2 2 4		
January	16+3	Sources of recruitment – Traditional and Modern Methods Concept of Selection Activity Selection Process Selection Techniques Placement and Induction, Internal Mobility Unit IV Human Resource Development Training and development: Introduction and meaning Importance of Training	2 3 2 2 2 2 3 3 2		
February	20+2	Training needs identification Types and techniques of Training Need and importance of Management Development Training evaluation Activity UNIT-V Employee Performance Appraisal Concept and need of employee review Concept of employee appraisal Types of Appraisal Methods 360 degree appraisal MBO Techniques	2 3 2 2 2 2 2 2 5 1 1		
March	2+1	Problems of Performance appraisal Revision	1 2		
Total	75				

M. An

W. Srinivasan



INCOMETAX-II Organizer 2018-19

Semester-IV

B. Com Honors

Incharge :N.Padmalata

Month	No. Of Teaching Days	Topics To Be Covered	No. Of Classes Required
November-18	8+4	Unit- I- Income from other Sources: General Incomes u/s 56(1) Specific Incomes u/s 56(2) c Dividends, Interest on securities, Casual Incomes - Rent received from Letting of Plant & Machinery-Gifts Deductions u/s 57 Essay problems on computation of I. O.S Revision	2 2 1 5 2
December -18	15+3	Essay problems on computation of I. O.S Unit –II Capital Gains Intro: Meaning of Assets Basis of charge Short Term and Long term Asset, Deemed Transfer, Indexed cost Exemptions u/s54 Essay Problems	5 1 2 2 8
January 2019	18+2	Unit –III Clubbing of Incomes Clubbing provisions, Deemed Incomes Set-Off and Carry Forward of losses – Theory, Problems on Set off & Carry forward of Losses Deductions from GTI u/s 80C to 80U Essay Problems on Deductions Revision	2 2 4 4 6 2
February 2019	18+4	Unit- IV Assessment of Individuals Procedure and rebates Essay Problems on Computation of Tax Liability Unit-V Assessment Procedure: Types of Returns, Types of Assessment Income Tax Authorities Assessing Officer-Powers, duties	2 9 5 3 3
March 2019	1+2	Revision	3
	Total		75

Organizer for Business Ethics for the Academic Year 2018-2019 – SEC - (SEM – IV)

Month	No Of Hours Sem-4	Topic To Be Covered	Review	Signature
Nov	06	<u>UNIT I – INTRODUCTION TO BUSINESS ETHICS</u> Meaning- Requirement of Ethics in Business Need/Importance for ethics in business- Moral Vs. Ethics- Ethics Vs. Religion – Law Vs. Ethics	1 2 1 1 1	
Dec	07	Issues/ Dilemmas involved in Business ethics- How to handle ethical dilemmas in business- Benefits of Business Ethics.	2 2 2	
Jan	09	<u>UNIT V-BUSINESS ETIQUETTES</u> Meaning- Importance of Etiquettes- Etiquettes in Business cards- Business Meetings- Board Meetings Etiquettes - Board meetings- Shareholders meetings Etiquettes - Employees in meetings Etiquettes - Press conferences in printing and electronic media	1 1 2 2 2	
Feb.	8	Dining manners at Breakfast Etiquettes Lunch and Dinner meetings Etiquettes Behavior with foreign delegates- Manner of shake hand- Dress code – in working hours- Working days- Business meetings- Corporate culture functions dress code –	1 2 2 2 1 2	
march	2	Etiquettes in Delivery of Speeches and addressing the people	2	
Total	30		30	

K. Srinivas

Chukota

Department of Computer Science			
B.Com (Hons) 2Year / 4th Sem 2018-2019			
E-Commerce and Digital Marketing			
Month	Details	Total Classes allotted	Review
Nov (10+1)	Unit-1 E-Commerce: Introduction - Potential Benefits of E-commerce, Limitations	2	
	E-Business - E-Commerce - E-Business -Impact of E-Commerce on Business Models	2	
	- Driving Forces of E-Commerce –Classification of E-Commerce: B2B, B2C, C2B, C2C, B2E.	2	
	Applications of E-Commerce: E-Commerce Organization Applications - E-Marketing - E-Advertising	2	
	HTML Basics, introduction to web page, formatting tags, header tags, list	2	
	E-Banking - Mobile Commerce - E-Trading - E-Learning - E-Shopping - Consumer Experience.	1	
Dec (13+1)	Unit -2 EDI:Introduction - Traditional EDI systems		
	Benefits and Drawbacks - Data transfer and standards.	3	
	Financial EDI-EDI systems and the Internet - Legal security and private concerns	2	
	Authentication Methods – Firewalls (introduction) –	2	
	Features and benefits of Portal – web portals Vs Website	2	
	Tables in html, creating row, cols, grouping, row/col span	3	
	Unit -3 E-COMMERCE SECURITY CONTROLS & WEB PAGE DESIGNING		
	Introduction - SET protocol - SET Vs SSL (introduction only) -	2	
Jan (15+1)	Payment gateway - Cryptography – Encryption – Decryption -	4	
	Digital signatures - Dual signatures - Public Key - Private Key - Digital Certificates.	3	
	creating form controls, links and images in html	3	
	Unit -4 PAYMENT MECHANISMS		
	Introduction - Mercantile Process Model: Consumers Perspective and Merchant's Perspective.	3	
	Electronic Payment Systems: Legal Issues & Digital Currency - E-Cash & E-Cheque	3	
Feb (17)	Electronic Fund Transfer (EFT) - Advantages and Risks - E-Payment System - Smart Cards. Risk in electronic payment systems.	5	
	creating frames, horizontal, vertical, and nested frames	4	
	Unit -5Digital Marketing –		
	Introduction-advantages and disadvantages - Search engines -Search Marketing & its types E marketing techniques-	5	
	target frames, implementing in front page.	3	
March (2)	consumer decision making process, Types of online markets -Traits of Digital Leadership.	2	
	Total Classes	60	

K. Subin *Checked*

Department of Commerce			
B.com (Computers) 2nd year -3rd Semester			
Programming in C language			
Lesson Plan 2018-2019			
Month	Details	Periods	Signature HOD
June 9	Unit-1 Introduction, History Importance,	2	}
	Basic Structure, Writing and executing Program	2	
	Keywords, constants, variables	1	
	Scope & life of variable	1	
	Reading and writing char & value	1	
	Unit- 1 Data types/ Storage classes	1	
	l/o operators	1	
July 15+2 17	Unit -2 Operators , Expressions	2	} KSE
	Type Conversion, Evaluation	2	
	sample programmes	3	
	Unit -2 Conditional & loping stmt	3	
	if, else if swith,	2	
	do for do while	2	
	Unit -3 Arrays introduction, Defination,	3	
Aug 13+2 15	Declaration initalization, 1D arrays	2	}
	Unit- 3 2D arrays, Dynamic arrays	2	
	Strings Declaring/initalization	2	
	Reading Writing String functions	2	
	sample programmes	1	
	Unit -4 Functions Built in (maths, char, date& time)	3	
	User defined functions:elements	3	
Sept 16+1 17	Return values fun defination	3	} KSE
	declaring calling	3	
	recursive functions	3	
	Unit -5 Structure Declaration Accessing variable	3	
	struct & array struct func unions pointers	4	
	passing parameters to functions	1	
Oct-02	Enum , union	1	}
	Pointers introduction, pointer variable, memory allocation, operators	1	
Total Classes		60	

S. Jayalaxmi

K. Srinivas

ACADEMIC ORGANISER-BUSINESS COMMUNICATION

PPW: 2 Hrs

B.COM II Yr(Reg, Comp,) (III Sem) (2018-19)

MONTH	NO OF days	TOPIC TO BE COVERED	NO OF classes	REVIEW
JUNE	4	UNIT-I: INTRODUCTION: A. BUSINESS COMMUNICATION Nature, Process & Importance of communication Types of communication ,Barriers of communication Linguistic, Psychological, Interpersonal, Cultural, Physical & Organizational	1 1 2	
JULY	8	B. BUSINESS CORRESPONDENCE Letter writing , Presentation, Inviting & Sending Quotations, Placing orders & inviting tenders, Sales letter, Claim & Adjustment letters Social correspondence , Memorandum, Inter office memo, Notices, Agenda, Minutes , Job application letter& Preparing the resume	3 5	
AUG	6	UNIT-II : REPORT WRITING & TECHNOLOGY IN BUSINESS COMMUNICATION A. REPORT WRITING Types of report, Basic format of report, Steps in report writing Process of report writing, Importance of report writing, Citation rules(APA Style) in reports	3 3	
SEPT	8	B. TECHNOLOGY IN BUSINESS COMMUNICATION Role, Effects & advantages of technology in Business communication Business communication -E-mail, Text messaging, Instant messages Video conferencing, Social networking , Strategic importance of communication	2 2 4	
OCT	2	Group discussions , Presentations	2	
	28	Total	28	




Bhavan's Vivekananda College		
Department of Computer Science		
B.com (Computers) IInd Year - Semester IV		
RDBMS Academic Organizer 2018 - 2019		
Month & Week	Units	Syllabus
November'19 (8)	Unit-1,3	Database Management Systems-File Bases System-Advantages of DBMS over File Based System-Database Approach-Logical DBMS Architecure.
December '19 (18)		Physical DBMS Architecture - DBA Functions and Role - Unit 3: SQL Commands- Data Types. DDL commands
	Unit- 3	DML Commands- DCL Commands- Transaction Control Language Commands- Queries using where- group by-order by, Nested Queries- Joins- Sequences- Index- Synonyms- Table Handling
		Data File Indices and Data Dictionary- Types of Databases. Relational Model: Domains-Tuple and Relation- Super Keys-Candidate Keys- Primary Key and Foreign Key
		Relatonal Constraints- Domain Constraints- Key Constraint- Integrity Constraint- Update Operations and Dealing with Violations- Relational Operations-
January'20 (16)	Unit- 1	ER Model- Entity, Attributes and Relationships-E_ R Diagram- Conversion of E-R Diagram to Relatonal Database
	Unit- 2	Unit 2: Relatonal Database Integrity- The Keys- Referential Integrity- Entity Integrity- Redundancy and Associated Problems- Single Valued Dependencies- Normalization- 1NF, 2NF, 3NF,BCNF
	Unit- 2	Attribute Preservation- Lossless Join Decomposition- Dependency Preservation- Physical Database Design Issues- Storage of Database on Hard Disks- File Organisation and Its Types
		Transactions- Concurrent Transactions- Locking Protocol- Serialisable Schedules- Two-Phase Locking Protocol

N. Subin

B. S. J.

		Deadlock and its prevention- Optimistic Concurrency Control
February'20 (20)	Unit- 4	Database Recovery and Security- meaning- Kinds of Failures
		Failure Control Methods- Database Errors- Backup and Recovery Techniques- Security and Integrity
		Unit- 5
	Unit -5	Database Security- Authorization- Distributed Databases Systems- Need- Structure- Advantages and disadvantages
March'20 (02)		Advantages and Disadvantages of Data Distribution- Client Server Databases: Emergence of Client/Server Architecture
		Need for Client Server Computing- Structure of Client/Server Systems and its advantages.

K. Srinivas

gll

**Organizer for Personal Skills And Business Presentation for the Academic Year
2018-19 – SEC - B.Com (Computers and Regulars)-2nd Year-Sem – IV**

Month	No Of Hours 2 Per Week	Topic To Be Covered				
Nov	5+1	Unit – I Body Language – Kinesics, Proxemics, Para linguistic Chronemics Nuances of Speech Delivery.	1 2 1 2			
Dec	6+1	Personality Development: Building self-esteem. Interviews – Types of Interviews Preparing for interviews	2 2 3			
Jan	7+1	Facing interviews, Reviewing performance, Participating in mock interviews. Unit – II Business Presentations – Preparing successful presentations	2 1 1 2 2			
Feb.	7+1	Thinking about audience Effective use of visual aid Delivering presentation, using prompts Dealing with questions and interruptions Mock presentations.	1 2 2 1 2			
March	1	Revision	1			
Total	30		30			

K. Srinivas

Author
15/2/21.

**ACADEMIC ORGANISER – ENTREPRENEURIAL DEVELOPMENT & PROJECT
FINANCING FOR 2018-19**

B.COM II (REG) IIIrd Semester

Month	Scheduled Hours	Topic to be covered	No of class	Review of HOD/Principal
June	8	Unit-I :: INTRODUCTION: Entrepreneur: Evolution of Entrepreneurs - Concept - Functions - Characteristics – Importance of Entrepreneur – Types of Entrepreneurs - Women Entrepreneurs in India – Opportunities & Challenges –Government Schemes for women entrepreneurs.	2 2 2 2	
July	17+2	UNIT-II: ENTREPRENEURIAL DEVELOPMENT: Entrepreneurship- Introduction- Entrepreneurial Competencies – Entrepreneurial opportunities in India - Entrepreneurship today – Process of Entrepreneurial Development- Market assessment- Benefits and Limitations – Trend spotting – Creativity & Innovation – Innovative process UNIT-III: ENTREPRENEURIAL DEVELOPMENT POLICIES AND PROGRAMMES Entrepreneurship Development Programmes – Policies of the Government – Institutions for Entrepreneurship Development Training (EDTs) in India: CED, MDI,	4 4 3 2 2 2 2	
August	12+2	EDII, IED, NIESBUD, EMC, STEP, XISS, SIDO, SISIs - Role of Consultancy Organizations: IDCs, TCOs – Role of Financial Institutions and Banks. UNIT IV: PROJECT: Project: Project management: meaning, scope & importance, role of project manager Project- Definition, characteristics, types of projects	3 1 3 2 2 2 1	
Sept	13+2	steps in identification of projects, Project life cycle. UNIT-V: PROJECT FINANCING and MSME : project Formulation – definition- stages-Design – Network Analysis –CPM –PERT- Planning- Planning Financial Analysis & Project Financing – project Appraisal –	2 2 3 3 3 2	
OCT	2+2	Social Cost-Benefit Analysis – Budget –types and MSME(as per 2006) – Government Policy and Support	2 2	
Total	60		60	

K. Srinivas

Shubha
12/11

Organizer for Business Ethics for the Academic Year 2018-19(Semester – IV)

Month	No Of Hours Sem-4	Topic To Be Covered	Review	Signature
Nov	9+2	<p><u>UNIT I – INTRODUCTION TO BUSINESS ETHICS</u></p> <p>Meaning- Requirement of Ethics in Business - Need/Importance for ethics in business- Moral Vs. Ethics- Ethics Vs. Religion – Law Vs. Ethics Issues/ Dilemmas involved in Business ethics- How to handle ethical dilemmas in business- Benefits of Business Ethics. Activity</p>	<p>2 2 1 2 1 1 1 1</p>	
Dec	12+1	<p><u>UNIT II- ETHICS AT WORKPLACE</u></p> <p>Meaning- Need- Importance- Role of individual morals and Standards in defining work place ethics- Factors influencing ethical behavior- Working with opposite gender issues involved in HRD- Ethical issues of individuals in work place- Guide lines for managing ethics in the work place.</p> <p><u>UNIT III- ETHICS IN ACCOUNTING AND FINANCE</u></p> <p>Meaning- Importance- fundamental principles of ethics in the context of Finance and Accounts Creating an ethical accounting environment- Reasons for unethical behavior- Threats faced by Finance and Accounting professional while working as a Auditor, Consultant or an Employee in an organization- Activity</p>	<p>2 2 2 1 1 2 1 1 1 1</p>	
Jan	13+3	<p>Safe guards to counter/ Overcome threats- “Ethical conflict resolutions in the context of Finance and Accounting”.</p> <p><u>UNIT IV- ETHICS IN MARKETING AND CONSUMER PROTECTION</u></p> <p>Meaning-Ethical issues involved in marketing- Need for ethical guidance- Competition-Meaning- Definition – Consumer; Definition- Competition and consumer welfare Grey areas in marketing- consumer protection councils in India- Rights of the consumers-</p>	<p>2 2 2 1 1 2 1</p>	

		Consumer interest Vs. Public interest- Activity	1 2	
Feb.	16+1	Ethics in Advertisement <u>UNIT V-BUSINESS ETIQUETTES</u> Meaning- Importance of Etiquettes- Etiquettes in Business cards- Business Meetings- Board Meetings- Board meetings- Shareholders meetings- Employees in meetings- Press conferences in printing and electronic media Dining manners at Breakfast- Lunch and Dinner meetings- Behavior with foreign delegates- Manner of shake hand- Dress code – in working hours- Working days- Business meetings- Corporate culture functions- Activity	1 2 5 5 2 2	
March	3	Etiquettes in Delivery of Speeches and addressing the people Activity	2 1	
Total	60		60	

K. Srinivas

Chakraborty

Cost accounting Organiser (SEM – V) 2018-19

(Reg/comp/Hons)

Month	No. of teaching days	Name of the Topic	No. of classes required	Review HOD Principal
June	11+2	<p>UNIT-I: INTRODUCTION:</p> <p>Cost Accounting: Definition – Features – Objectives – Functions – Scope – Advantages and Limitations - Essentials of a good cost accounting system- Difference between Cost Accounting and Financial Accounting – Cost concepts – Cost Classification.</p> <p>UNIT-II: MATERIAL: Direct and Indirect Material cost – Inventory Control Techniques – Stock Levels – EOQ – ABC Analysis</p> <p>Revision</p>	<p>2</p> <p>3</p> <p>4</p> <p>2</p> <p>2</p>	
July	20+2	<p>JIT - VED - FSND - Issue of Materials to Production – Pricing methods: FIFO - LIFO with Base Stock and Simple and Weighted Averagemethods.(Problems)</p> <p>UNIT-III: LABOUR AND OVERHEADS:</p> <p>Labour: Direct and Indirect Labour Cost – Methods of Payment of Wages . (only Incentive Plans): Halsey, Rowan, Taylor Piece Rate and Merrick Multiple Piece Rate Methods.(Problems)</p> <p>Revision</p>	<p>2</p> <p>12</p> <p>6</p> <p>2</p>	
Aug	15+2	<p>Overheads: Classification - Methods of Allocation - Apportionment and Absorption of overheads.</p> <p>UNIT-IV: UNIT AND JOB COSTING:</p> <p>Unit Costing: Features - Cost Sheet – Tender and Estimated Cost Sheet(Problems)</p> <p>Revision</p>	<p>9</p> <p>6</p> <p>2</p>	
Sep	16+2	<p>Unit Costing:– Tender and Estimated Cost Sheet(Problems)</p> <p>Job Costing: Features - Objectives – Procedure - Preparation of Job Cost Sheet.</p> <p>UnitV :CONTRACT COSTING</p> <p>Meaning,Features,Problems on contract costing</p> <p>PROCESS COSTING:</p> <p>Process Costing: Meaning – Features – Preparation of Process Account – Normal and Abnormal Losses- Process Accounts-(Problems)</p> <p>Revision</p>	<p>2</p> <p>2</p> <p>6</p> <p>6</p> <p>2</p>	
Oct	3+2	<p>Process Accounts-(Problems)</p> <p>Revision</p>	<p>3</p> <p>2</p>	
TOTAL	75		75	

N. Srinivas

V. Lavale

BHAVAN'S VIVEKANANDA COLLEGE OF SCIENCE HUMANITIES AND COMMERCE

SAINIKPURI, SECUNDERABAD

Business Law Organizer 2018-19 Sem V (Comp, Reg, Hons)

Month and No of Days	Contents	No.of Classes	Remarks
June 8	Unit I Indian Contract Act I Sources of Business Law- Development of Law in Independent India – Agreement and Contract – Essentials of a Valid Contract – Classification of Contracts – Practical Problems Offer and Acceptance – Rules of valid offer and acceptance – Communication and revocation of offer and acceptance – Practical Problems	1 1 2 2 2	
July 17	Unit II Indian Contract Act II Consideration – Essentials of Valid consideration – Doctrine of Privity of Contract – Stranger to Contract – “No consideration – No contract” Exceptions – Practical Problems Capacity to a contract – Minor agreements – Free Consent – Coercion – Undue influence – Fraud - Misrepresentation – Mistake – Practical problems Unit III Indian Contract Act III Legality of Object and Consideration – Agreements opposed to Public Policy – Void Agreements – Agreements by way of Wager – Contingent contracts – Practical Problems	1 1 1 2 5 3 2 2	
Aug 12	Discharge of Contract: Modes of Discharge – Supervening impossibility – Performance of Contracts – Reciprocal promises – Breach of Contract – Remedies of Breach Unit IV Sale of Goods Act Contract of Sale: Essentials of Valid Sale- Sale and agreement to Sell – Sale distinguished from other contracts	2 4 3 3	
Sept 13	– Definition of Goods and Types of Goods – Transfer of Ownership – Unpaid Seller – Rights of an unpaid Seller – Practical Problems Conditions and Warranties – Caveat Emptor – Exceptions – Transfer of Ownership – Rules of Transfer of property – Sale by Non-owners and its Exceptions- Auction Sales – Practical Problems Unit V Information Technology Act IT Act – Objectives – Definitions – Digital Signature – Electronic Governance – Attribution – Acknowledgement and Dispatch of Electronic Records – Regulation of Certifying authorities – Granting of Licence.	3 3 3 1 1 2	
Oct 2+2	Digital Signature Certificates – Duties of Subscribers – Cyber Regulation Appellate Tribunal – Offences – Penalties and Adjudication	2 2	4

Total.

54+6=60

LD&RD

N. Srinivas



BHAVAN'S VIVEKANANDA COLLEGE
OF SCIENCE, HUMANITIES & COMMERCE, SAINIKPURI, SECUNDERABAD-50094
Autonomous College
DEPARTMENT OF COMMERCE
Organizer for the year 2018 - B.Com Hons. III year , V Semester
RESEARCH METHODOLOGY

MONTH	TOPIC	NO OF CLASSES	REVIEW BY HOD/PRINCIPAL
JUNE 11+2	UNIT I INTRODUCTION	01	
	Research Objectives, Relevance and Classification	06	
	Process and Steps involved	03	
	Formulation of the Research Problem and Steps involved	03	
JULY 20+2	UNIT II RESEARCH DESIGN	03	
	Research Design, Classification, Types, Factors, Steps in research Design	07	
	Criteria of a good Research Design	01	
	UNIT III LEVELS OF MEASUREMENT & SCALING	07	
AUGUST 15+2	Introduction, Measurements Levels / Scales	07	
	Sampling: Concepts, Uses of sampling in Real Life, Sampling Vs. On Sampling Errors, Sampling Design	04	
	UNIT IV TESTING OF HYPOTHESIS I	02	
	Hypothesis: Meaning, Types, Characteristics	02	
SEPTEMBER 16+2	Procedure for testing of Hypothesis	08	
	T – test and F – test	05	
	UNIT V: TESTING OF HYPOTHESIS II AND REPORT WRITING	05	
	Chi-square test	01	
OCTOBER 03+2	Chi-Square test	02	
	ANOVA Analysis	07	
	REPORT DRAFTING: Types of Report	05	
	Methods of Report Writing	03	
65 +10	Tables and charts,	01	
	Bibliography and Index	02	
	Diagrammatic Presentation	03	
	Total	75	

K. Srinivas

(Organiser)
S. P. P.



Bharatiya Vidya
Bhavan
Bhavan's Vivekananda College
of Science, Humanities and Commerce
Autonomous – Affiliated to Osmania University

Program: B.Com Honors/Regulars/ Computers

Course Title (paper title): Auditing

ACADEMIC ORGANISER- 2018-19

SEM-3

Month	No.of teaching days	Name of the Topic	No.of classes required	Review HOD Principal
June	9	Unit-1- Introduction Auditing :Meaning-definition-evolution Objectives-importance-qualities-types of audit Commencement of audit-engagement letter Audit program Audit note book	2 2 2 1 2	
July	15+2	Audit Markings Unit-11 Internal control,InternalCheck and Internal Audit; Meaning,and Objectives of internal control Internal Check and Internal Audit Internal Check vs Internal Audit Internal control vs Internal Audit Unit-111 Vouching Meaning –Objectives-Types of vouchers Vouching of trading transactions Vouching of Cash Transactions	1 6 1 3 2 2 2	
August	13+2	Unit-IV Verification and Valuation of assets. Meaning and definition-Distinction Verification and valuation of various assets and liabilities Unit-V Company Audit Qualifications and disqualifications Appointment,Removal,Remuneration	3 5 3 4	
Sept	16+1	Rights-Duties Civil and Criminal Liabilities of Auditors Audit Committee Audit reports-meaning,content and types	5 3 4 5	
Oct	2	Revision	2	
Total	60			

K. Srinivasulu

5/2/21

ACADEMIC ORGANIZER for FINANCIAL SERVICES
B Com(Hons & Reg) IIIrd yr (SEM –V) 2018-19 (No. of classes per week:5)

Month	No. of days	Name of the Topic	No. of classes required	Review HOD Principal
June	11	UNIT-I: INTRODUCTION: Financial Services: Meaning-Functions Classification- Scope – Fund Based Activities - Non-fund Based Activities – Modern Activities Causes for Financial Innovation – New Financial Products and Services Innovative Financial Instruments – Challenges Facing the Financial Service Sector	2 3 3 3	
July	20+2	Present Scenario. UNIT-II: MERCHANT BANKING: Definition – Origin of Merchant Banking in India Merchant Banks and Commercial Banks – Services of Merchant Banks Qualities of Merchant Bankers – Merchant Bankers as Lead Managers – Guidelines Merchant Bankers Commission – Progress of Merchant Banking in India Problems and Scope of Merchant Banking in India. UNIT-III: VENTURE CAPITAL: Venture Capital: Meaning, Features, Scope, Importance, Origin Initiative in India – Venture Capital Guidelines Method of Venture Financing	1 2 3 4 3 2 4 2 1	
Aug	15+2	Method of Venture Financing, Indian Scenario Suggestions for the Growth of Venture Capital. UNIT-IV: HIRE PURCHASE AND LEASING: Hire Purchase: Features , Legal Position Hire Purchase and Credit Sales Hire Purchase and Installment Sale Hire Purchase and Leasing – Origin and Development. Banks and Hire Purchase Business. Leasing: Definition – Steps in Leasing Transactions, Types of Lease – Financial Lease – Operating Lease – Leverage Lease – Sale and Lease Back. Advantages and Disadvantages of Lease.	2 1 2 2 1 1 3 3 2	
Sep	16+2	Structure of Leasing Industry – Problems and Prospects UNIT-V: DISCOUNTING, FACTORING AND FORFEITING: Discounting: Concept – Types of Bills Differences between Bill Purchase, Bill Discounting and Bill Negotiating. Advantages of Bill Discounting RBI Guidelines to control misuse of bill discounting. Factoring and Forfeiting: Meaning and Nature of Factoring – Parties in Factoring Merits and Demerits of Factoring – Types – Factoring in India. Factoring Regulation Act, 2011.	2 4 2 2 3	

		Parties to Forfeiting – Costs of Forfeiting – Benefits of Forfeiting for Exporters and Importers.	3	
		Recent Developments in Solving Problems in Forfeiting	2	
Oct	3+4	Recent Developments in Solving Problems in Forfeiting	1	
		Differences between Factoring and Forfeiting.	3	
		Revision	3	
Total			75	

K. Sankar Kumar

Jyoti Mehra

ACADEMIC ORGANISER FOR FINANCIAL MANAGEMENT

B.COM III YEAR –(HONS & REGULARS)

No. of classes 2018-19


Month	No. Of teaching days	Name of the topic	No. Of classes required	Review
JUNE	11+2	UNIT-I: INTRODUCTION:		
		Financial Management: Meaning - Nature and Scope-Importance-Objectives - Profit Maximization vs Wealth Maximization – Traditional Functions of Finance Manager – Changing Role of Finance Manager – Relationship between Financial Management and Other Management Areas (Theory).	9	
		UNIT-II:		
JULY	20+2	TIME VALUE OF MONEY		
		Multiple Compounding Period - Present Value Techniques (Simple Problems).	3	
		CAPITAL BUDGETING:		
		Meaning -types of Capital Budgeting-Decision criteria-Techniques of Capital Budgeting-Traditional and Modern (DCF) methods-NPV v/s IRR.	13	
AUG	15+2	UNIT-III: COST OF CAPITAL:		
		Meaning and Definition – Significance – Classification of Costs Problems in Determination of Cost of Capital – Cost of Debt - Cost of Perpetual and Redeemable Debt	6	
		COST OF CAPITAL:		
		- Cost of Preference Capital - Cost of Equity Capital – Cost of retained earnings - Weighted Average Cost of Capital (Simple Problems).	6	
SEPT	16+2	UNIT-IV: CAPITAL STRUCTURE:		
		Meaning – Importance – Factors – Types – Optimal Capital Structure – Theories of Capital Structure: Net Income Approach - Net Operating Income Approach - Traditional Approach - (Simple Problems).	11	
		Modigliani and Miller Approach(Simple Problems)	4	
		UNIT-V: LEVERAGES&DIVIDEND DECISION		
OCT	3+2	LEVERAGES: Operating- Financial-combined leverages(Including Problems) EBIT-EPS Analysis	6	
		DIVIDEND DECISION- Dividend theories-Walter Model, Gordon Model, M.M. Hypothesis.	8	
		Revision	5	
		Total	75	

ACADEMIC ORGANISER MONTH WISE – 2018-19

INTERNATIONAL FINANCE – B.Com III year Honors

No. of classes: 5 per week

Month	No. of teaching days	Topics to be covered	No. of classes required	III H1	III H2	Review by HOD/Principal
JUNE '18	11(+2)	Unit -1 International Finance- Meaning, Scope, Features, Goals, IFM vs DFM Role of IF Manager, Relationship between IFM & other management areas, International Financial Environment Unit – II International Monetary system- Different standards	4 5 4 1			
JULY '18	20(+2)	IMF solution for financial crisis International Flow of Funds- Balance of Payments- Problems Revision Unit –III Foreign Exchange Market- Major Participants-Spot Market- Speculation, Arbitration in spot markets, Hedging	2 8 2 10			
AUGUST '18	15(+1)	Speculation, Arbitration in forward markets, Swapping of forward contracts Unit – IV Exchange Rate Mechanism- Quotations, Nominal, Real Effective Exchange rate Determination of Exchange Rate in Spot Market and Forward Market	6 6 4			
SEPT '18	16(+3)	Determination of Exchange Rate in Spot Market and Forward Market Revision Unit – V Foreign Exchange Exposure- Meaning, Relevance, Classification Translation and Transaction Exposure - Problems	4 2 8 5			
OCT '18	3(+2)	Transaction Exposure- Problems Revision	2 3			
TOTAL	75		75			

K. Srinivasan 



Bharatiya Vidya
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Hons & Reg.

Bhavan's Vivekananda College
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Autonomous – Affiliated to Osmania University

Sem VI

Program: B.Com Course Title (paper title): Managerial Accounting 2018-19

MONTH	TOPIC	NO OF CLASSES
November (12+2)	UNIT-I- INTRODUCTION	
	Managerial Accounting-Features-Objectives-Scope- Functions-Advantages & Limitations-Relationship between Cost, Management & Financial Accounting	8
	Revision	2
	UNITS-II- MARGINAL COSTING	
	Meaning -Importance- Marginal Cost Equation- Difference Between Marginal costing & Absorption costing-Application	4
December (15+2)	CVP Analysis_ Break Even Analysis	13
	Meaning - Assumptions- Importance-Limitations. Decision Making- Make or Buy (Including Problems)	
	Revision	2
	UNITS-III- STANDARD COSTING	
	Standard costing & Historical costing- Standard costing & budgetary control differences-	2
January (18+2)	Establishment of cost standards-Steps involved in standard costing- Variance Analysis-Material Variance, Labour Variance and Overhead variances (incl problems)	12
	and Overhead variances (incl problems)	
	Revision	2
	UNITS-IV- BUDGETS & BUDGETARY CONTROL	
	Budget-Meaning-Objectives- Advantages & limitations- essentials of budgets- budgetary control- classification of budgets-Preparing of Budgets (Incl Problems)	6
February (18+2)	Preparing of Budgets (Incl Problems)	6
	Revision	2
	UNITS-V- WORKING CAPITAL	
	Working Capital: Meaning- Concept- Classification- Importance- Objectives- Estimation of Working capital Requirements- Management of Current Assets (Incl Problems)	12
March (4)	Revision	4
75		75

K. Srinivas

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Bhavan's Vivekananda College
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Autonomous – Affiliated to Osmania University

Program: B.Com Honors/Regulars/ Computers
Course (paper title): Company Law for the year 2018-19

Month and No.of Days	Topic	No.of Classes
Nov 8+3	Unit -1 Introduction Meaning – Definition – Characteristics of Company – Classification of Companies – Conversion of Public and Private companies vice versa - Legislation on companies – Incorporation – Promotion – Types of Promotion – Practical Cases Registration – Documents – Memorandum of Association – Articles of Association and their alteration – Case Discussion	1 2 3 2 3
Dec 18+3	Unit II Doctrine of Indoor Management – Doctrine of Ultra vires - Constructive Notice - Certificate of Incorporation - Prospectus – Types of Prospectus – Contents – Mis-statement of Prospectus – Consequences of Mis-statement of Prospectus – Director – Qualifications – Disqualifications – Position of Directors – Appointment of Directors - Kinds of Directors – Removal of Directors – Powers – Duties , Liabilities, Loans, Remuneration of Directors	2 2 2 3 2 3 2 2 3
Jan 16+3	Unit III Managing Director – Appointment of Managing Director – Qualifications – Disqualifications – Corporate Social Responsibilities- Corporate Governance – Case Discussion – Company Secretary – Qualifications and Disqualifications – Company Secretary Appointment and Dismissal - Status of Company Secretary – Duties of Company Secretary – Liabilities of Company Secretary– Practical Cases Company Secretary in Practice- Secretarial Audit – Practical Cases	1 2 3 3 2 2 3 3
Feb 20+2	Unit IV Company Meetings – Requisites of a Valid Meeting – Notice – Proxy – Quorum – Minutes – Various Meetings- Resolutions – Types of Resolutions – Resolution by Ballot Unit 5: Meaning of Winding Up - Modes of Winding up – Winding up by Tribunal – Voluntary Winding up – Compulsory Winding up – Consequences of Winding Up- Liquidator – Statement of Affairs – Committee of Inspection – Contributories- Insolvency and Bankruptcy Code – Practical Cases	2 4 3 2 3 3 3 2
March 2	Revision	2

Total.

75

Signature of the Faculty Incharge

Signature of the HOD



Bhavan's Vivekananda College of Science, Humanities and Commerce
Autonomous – Affiliated to Osmania University 2018-19

Program: (B.Com Hons.) **Course Title (paper title): Business Mathematics**

III Year Sem VI

SPW

Month & Week	Syllabus	No of days
November (12+2)	UNIT-I: MATHEMATICS OF FINANCE Mathematics of Finance: Introduction – Interest (Simple and Compound, Compound Interest At Changing Rates - Nominal and Effective Rates)	6
	Present Value and Future Value – Annuities – Perpetuity	8
December (15+2)	UNIT-II: FUNCTIONS AND SETS Functions: Concept – Types of functions- related to business (Simple problems).	3
	Limits: Concept–Properties–Evaluation	5
	Continuity: Concept - Applications of Continuity in Business and Economics	3
	Theory of Sets: Definition of Sets, Types of Sets-Venn diagrams, Operation on Sets-Algebra of Sets Applications of Sets	5
January (18+2)	UNIT- III:MATRICES AND DETERMINANTS Matrices: Introduction	1
	Types of Matrices – Matrix Algebra - Addition, Subtraction, Multiplication - Transpose of a Matrix – Properties of a Transpose	6
	Inverse of a Matrix - Minors and Cofactors	8
	Determinant – Solving of Simultaneous Equations Using Cramer's Rule And Matrix Inverse Method - Including Simple Application Problems	
February (18+2)	UNIT –IV :QUADRATIC EQUATIONS AND PROGRESSIONS Quadratic Equations: Solution of a Quadratic Equation – Sum of the Roots – Product of the Roots – Formation of Quadratic Equation (Including Simple Applications).	5
	Progressions:	1
	Arithmetic Progression,	4
March (4)	Geometric Progression	4
	Harmonic Progressions. (Including Simple Applications).	1
	CALCULUS (WITHOUT TIGONOMETRIC FUNCTIONS) Differentiation:(WithoutProof)– Derivative of Standard Functions – Rules of Differentiation, Sum, Product, Quotient and Function – Differentiation of One Function With Respect to another Function.Problems in Differentiation	8
	Maxima and Minima: Meaning and Application Problems.	3
March (4)	Integration: Concept – Fundamental Formulas, Methods of Integration (Simple Problems including Application Problems).	4
75	TOTAL	75

K. Subinaya Kalyani

ACADEMIC ORGANISER-Financial Statement Analysis 2018-19

Sem - VI (Reg/Hon)

Month	No.of teaching days	Name of the Topic	No.of classes required	Review HOD Principal
November	12+2	<p>UNIT-I: INTRODUCTION: Financial Statements: Meaning – Elements: Assets – Liabilities – Equity - Income and Expenditure and their features – Constituents: Income Statement and Balance Sheet their features - Information incorporated and their Qualitative requirements - Limitations.</p> <p>UNIT-II: TECHNIQUES OF FINANCIAL STATEMENT ANALYSIS: Meaning – Objectives - Techniques: Comparative Statement, Common Size Statement,</p>	1 2 2 1 1 7	
December	15+2	<p>Trend Analysis</p> <p>UNIT-III: RATIO ANALYSIS: Meaning – Objectives – Classification – Advantages and Limitations – Computation of various ratios: Activity Ratios - Liquidity Ratios</p>	3 4 10	
January	18+2	<p>Solvency Ratios - Profitability Ratios.</p> <p>UNIT-IV: FUNDS FLOW ANALYSIS: Concept of Funds – Meaning and Importance – Limitations Statement of Changes in Working Capital – Statement of Sources and Application of Funds.</p>	5 4 11	
February	18+2	<p>Statement of Changes in Working Capital – Statement of Sources and Application of Funds.</p> <p>UNIT-V: CASH FLOW ANALYSIS(AS-3): Meaning – Importance – Differences between Funds Flow and Cash Flow Statements – Procedure for preparation of Cash Flow Statement.</p>	4 4 12	
March				
Total	75			

K. Srinivas

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ACADEMIC ORGANISER MONTH WISE – 2018-19

Fundamentals of Financial Derivatives – B.Com III year – VI SEMESTER

HONOURS

No. of classes: 5 per week

Incharge: Dr.Uma Jayender

Month	No. of teaching days	Topics to be covered	No. of classes required
NOV '18	10(8+2)	UNIT -1 UNIT-I: INTRODUCTION TO FINANCIAL DERIVATIVES Definition –Types - Uses - Critiques - History of Derivatives Markets, Participants Evolution of Derivatives in India, Derivative Exchanges in India	3 3 3 1
DEC '18	20(18+2)	UNIT- II: FORWARD CONTRACTS AND ITS MECHANISM Introduction to Forward contracts, Features, Distinction between Forwards and spot contracts Classification of forward contracts, Relationship between forward price and expected future price, Forward contract mechanism, Advantages, Disadvantages of forward contracts, Determination of forward prices, Value of forward contract(simple problems) UNIT- III: Futures Contracts and its Mechanism Meaning, definition, Features, Types, Differences, Trading mechanism	3 2 2 2 2 1 4 4
JAN '19	20(16+4)	UNIT –III Basic concepts in futures pricing, determination of futures prices, theory of futures prices(simple problems) Unit-IV Options Pricing Options, Types, Differences- Value Determinants- Put- Call Parity Theory(simple problems) Unit-V- Option pricing models Introduction	2 3 2 4 6 3
FEB '19	22(20+2)	Unit-V- Option pricing models Black Scholes Option pricing Binomial Pricing model	12 10
Mar '19	3(1+2)	Revision	3
	75	TOTAL	75

K. Srinivas

Uma Jayender

ACADEMIC ORGANISER MONTH WISE – 2018-19

INCOME TAX – I, Com II Year Honors, B. Com III Year (Reg & Comp)

No. of classes: 5 per week

Subject in Charge : Dr. Geetanjali

Month	No. of teaching days	Topics to be covered	No. of classes required	Review by HOD/Principal
JUNE	12(+1)	UNIT -1 Introduction and overview of Direct Tax. Basic concepts, Definitions Incomes exempt from Tax Revision UNIT - II Agricultural Income, Tests to determine and integration(problems) Residential Status of a person	2 1 2 2 1 4 1	
JULY	20(+2)	Residential Status of a person including problems Scope of total Income & Incidence of tax Revision UNIT – III Definition of Salary, Characteristics of salary Salary u/s 17(1) Allowances u/s 17(3)(b), Perquisites u/s 17(2) Salaries- Essay problems Revision	4 1 2 6 8 1	
AUGUST	15(+2)	Salaries- Profits in lieu of salary Problem Revision UNIT - IV House property theory & short problems Problems of House property Revision	4 2 1 3 6 1	
SEPTEMBER	16(+2)	UNIT- V Depreciation Profits and gains from Profession Business Income Computation Problems Revision	4 3 9 2	
OCTOBER	5	Problems on Business Income Revision	3 2	
	75	TOTAL	75	

K. Srinivas

Dr. Geetanjali

ACADEMIC ORGANISER MONTH WISE – 2018-19
B. Com III year (Reg & Comp) PRINCIPLES OF MARKETING

Month	No. of teaching days	Topics to be covered	No. of classes required	No. of Periods per unit
JUNE	12(+2)	UNIT - I Meaning and Definition of Marketing – Scope – Evolution of Marketing Concept/ Philosophies of Marketing : - Production concept - Product concept - Marketing Myopia – Selling Concept - Marketing Concept - Societal Marketing Concept – Differences between Selling and Marketing Concept, Objectives of Marketing Management and its importance - Role of Marketing in Economic Development - Marketing Mix - Direct Marketing - Online Marketing Challenges and Opportunities Revision	1 2 5 1 1 2 1	13 + 1
JULY	20	UNIT - II Elements of Marketing Mix, Concept of Product- Product Life Cycle Stages and its Strategies. Pricing- Objectives of Pricing – Role of Price in Marketing Mix – New Product Pricing methods (Penetration pricing and skimming pricing) Promotion: Significance, Promotion Mix Element. Place : Marketing Channels: Nature & Levels. Revision UNIT – III Micro Environment: Company – Suppliers - Marketing Intermediaries – Customers – Competitors – Publics	4 3 2 4 2 2 3	15 + 2
AUGUST	15(+2)	Macro Environment: Demographic – Economic – Natural – Technological – Political - Legal and Regulatory - Cultural - Social Revision UNIT - IV Concept of Target Market - Diffused Market - Concentrated Market - Clustered Market - Market Segmentation: Concept – Bases – Benefits - Requirement for Effective Segmentation	10 2 5	13 + 2
SEPT	16(+1)	- Market Segmentation Analysis for Consumer and Services - Product Positioning: Concepts - Bases. Revision UNIT- V Consumer Behavior: Nature – Scope – Importance - Factors: Economic – Psychological – Cultural - Social and Personal - Steps in consumer Decision Process - Post Purchase Behavior - Cognitive Dissonance - Organizational Buyer - Industrial Markets - Reseller Market.	7 2 8	12 + 2
OCT	5(+2)	Government Market - Characteristics of Organizational Buyer - Organizational Buying Process - Organizational Buyer Vs. Consumer Behavior. Revision	4 3	12 + 3
	75	TOTAL	75	75

K. Srinivas

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Department of Commerce
B.com (Computers) 3rd Year Sem -5
Visual Basic Academic Organizer 2018-2019

Month	Details	Periods	Signature HOD
June 9	Unit I: Introduction to Visual Basic	2	}
	Introduction to Front end applications types	2	
	Introduction Graphical User Interface (GUI), Programming Language (Procedural, Object Oriented, Event Driven), The Visual Basic Environment,	3	
	How to use VB compiler to compile / debug and run the program.	2	
July 15+2 17	Unit II: Introduction to VB Controls	2	}
	VB Toolbar Introduction - Textbox, Frame, Check Box , Option Button, Image Box	2	
	Setting a Border & Styles, The Shape Control, The Line Control,	3	
	Working with multiple controls and their properties,	3	
	Drawing with GDI- Designing the User Interface, Keyboard access, tab controls,	3	
	Default & Cancel property, Coding for controls.	4	
Aug 13+2 15	Unit III: Variables, Calculations and Conditions Variables introduction	2	}
	Variables Public, Private, Static, Constants, Data Types,	2	
	Naming rules/conventions, Declaring variables	2	
	Scope of variables, Val Function,	3	
	Arithmetic Operations, If Statement, If then-else Statement	3	
	Compound Conditions(And, Or, Not)	3	
Sept 16+1 17	Unit IV: Loops and Array	3	}
	Using If statements with Option Buttons & Check Boxes,	3	
	Loops introduction types (Do—Loop , For—Next , While-Wend) - Displaying Message in Message Box	2	
	Data validation , VB Array 1D and 2D arrays initialization,display	3	
	Unit V: Menus, Sub-Procedures and Sub-functions -introduction	2	
	Creating Menus, Pop-Up Menus Modifying Menus	4	
Oct 2	Passing Variables to Procedures, Passing Argument	1	}
	Writing a Function Procedure.	1	
Total		60	}

Jaya S. Jayalaxmi

K. Srinivas

MONTH	TOPIC	NO OF DAYS	REMARKS
JUNE 4	UNIT-I: INTRODUCTION: Financial Management: Meaning - Nature and Scope – Importance - Objectives - Profit Maximization vs Wealth Maximization – Traditional Functions of Finance Manager – Changing Role of Finance Manager – Relationship between Financial Management and Other Management Areas (Theory).	2 1 1	
JULY 8	Time Value Of Money: Concept - Techniques - Compounding Techniques - Doubling Period - Multiple Compounding Period - Present Value Techniques (Simple Problems)	2 2 2 2	
AUG 6+4	UNIT-II:Capital Budgeting CAPITAL BUDGETING:Meaning- types of Capital Budgeting-Decision criteria-Techniques of Capital Budgeting- Traditional methods Modern methods	2 2 5 1	
SEPT 6	Discounted cash flow techniques: Net Present value Internal rate of return Profitability index	2 2 2	

	-NPV v/s IRR.		
OCT 1+1	Revision	2	
30			

K. Srinivas

Srinivas

MANAGEMENT ACCOUNTING AND CONTROL

B.Com.Computers VIth Semester

Academic Organiser for the year 2018-2019

5 PW

Month	No of days	Topics	Required Hrs	Review
November	12	INTRODUCTION TO MANAGEMENT ACCOUNTING Managerial Accounting: Features, Objectives, Scope, Functions, Advantages and Limitations	7	
		FINANCIAL STATEMENT ANALYSIS: Meaning-uses-limitations-types and techniques – Comparative techniques- (according to schedule III)	5	
December	15+2	Financial statement analysis: Comparative and Common size techniques- (according to schedule III)	9	
		RATIO ANALYSIS Meaning – Objectives – Classification – Advantages and Limitations Computation of various ratios: Activity Ratios - Liquidity Ratios - Solvency Ratios - Profitability Ratios.	8	
January	18+4	RATIO ANALYSIS - Computation of various ratios: Activity Ratios - Liquidity Ratios - Solvency Ratios - Profitability Ratios	10	
		Cash Flow Analysis : Meaning of working capital, cash, cash flow and its equivalents Importance-Difference Between CFS & FFS. Preparation of Cash Flow Statement (according to AS 3)	12	
February	18+4	MARGINAL COSTING Meaning – Importance – Marginal Cost Equation – Difference between Marginal Costing and Absorption Costing Application of Marginal Costing – CVP Analysis – Break Even Analysis: Meaning – Assumptions – Importance - Limitations. Make or Buy decisions	12	
		BUDGETS AND BUDGETARY CONTROL: Budget: Meaning, Objectives, Advantages & Limitations – Essentials of Budgets - Budgetary Control Classification of Budgets - Preparation of Budgets.	10	
March	2	Preparation of Budgets.	2	
	75		75	

K. Srinivas

[Signature]

Kalyani

INCOMETAX-II Organizer 2018-19
Semester-VI

B. Com Regulars & Computers

Incharge Dr. JVR Geetanjali

Month	No. Of Teaching Days	Topics To Be Covered	No. Of Classes Required
November-18	8+4	Unit- I- Income from other Sources: General Incomes u/s 56(1) Specific Incomes u/s 56(2) c Dividends, Interest on securities, Casual Incomes - Rent received from Letting of Plant & Machinery-Gifts Deductions u/s 57 Essay problems on computation of I. O.S Revision	2 2 1 5 2
December -18	15+3	Essay problems on computation of I. O.S Unit –II Capital Gains Intro: Meaning of Assets Basis of charge Short Term and Long term Asset, Deemed Transfer, Indexed cost Exemptions u/s54 Essay Problems	5 1 2 2 8
January 2019	18+2	Unit –III Clubbing of Incomes Clubbing provisions, Deemed Incomes Set-Off and Carry Forward of losses – Theory, Problems on Set off & Carry forward of Losses Deductions from GTI u/s 80C to 80U Essay Problems on Deductions Revision	2 2 4 4 6 2
February 2019	18+4	Unit- IV Assessment of Individuals Procedure and rebates Essay Problems on Computation of Tax Liability Unit-V Assessment Procedure: Types of Returns, Types of Assessment Income Tax Authorities Assessing Officer-Powers, duties	2 9 5 3 3
March 2019	1+2	Revision	3
	Total		75

K. Srinivas

JVR Geetanjali



Bharatiya Vidya
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Bhavan's Vivekananda College of Science, Humanities and Commerce
(Accredited with 'A' grade by NAAC)

Academic organizer for 2018-19 for Human Resource Management
B.Com III Year (Regulars/Computers)

Month	Working Days	Name of the Topic	No of Classes	Total	Review of HOD Principal
November	14	Unit-I Introduction HRM : Meaning, Concept Importance, Objectives and Scope Functions of HRM Changing role of HR manager HRM policies, HRM vs Personnel Management Recent trends in HR	2 1 2 4 1 3 1	14	
December	17	Unit II HR Planning and Job Analysis Introduction – Need for HRP Process of HRP HRP System – Responsibility of HRP Job Analysis : Concept and meaning Process of J Analysis Job Descriptions, Job Specifications Uses of Job Analysis Activity	2 4 1 1 2 4 1 2	17	
January	17	Unit III Procurement of HR Introduction – Concept of Recruitment Factors affecting Recruitment Sources of recruitment –Recruitment Policy Concept of Selection Selection Process Selection Techniques Placement and Induction, Internal Mobility Activity(case study) Unit IV Human Resource Development Training and development: Introduction and meaning	1 2 4 1 2 1 3 1 2	15 2	

February	20	Unit IV Human Resource Development Importance of Training 1 Training needs identification 1 Types and techniques of Training 4 Need and importance of Management Development 2 Training evaluation 1 Activity 1 UNIT-V Employee Performance Appraisal Concept and need of employee review 1 Concept of employee appraisal 1 Types of Appraisal Methods 3 360 degree appraisal 2 MBO Techniques 1 Problems of Performance appraisal 1 Activity 1		10	
March	4	Problems in performance Appraisal REVISION	1 3	4	
Total	75		75	75	

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Bharatiya Vidya
Bhavan

Bhavan's Vivekananda College of Science, Humanities and Commerce

Autonomous – Affiliated to Osmania University 2018-19

Program: (B.Com Comp.)

Course Title (paper title): Ecommerce

5 PW

III Year Sem VI

Month	Syllabus	No of days
November (12+2)	Unit I: Introduction to E-Commerce & Security Controls E-Commerce: Meaning - Advantages & Limitations - E-Business: Traditional & Contemporary Model, Impact of E-Commerce on Business Models Classification of E-Commerce: B2B - B2C - C2B - C2C - B2E - Applications of Ecommerce	7
	Internet Security Standards- Standard setting issues and committees- ANSI, EDIFACT- WWW- W3c-TCP/IP Introduction-IP Addressing (Class A,B,C,D) – Domain name systems Unit II: Framework of E-Commerce Framework of E-Commerce: Application Services - Interface Layers - Secure Messaging - Middleware Services and Network Infrastructure - Site Security. Firewalls & Network Security - TCP/IP – HTTP - Secured HTTP – SMTP - SSL .Data Encryption: Cryptography – Encryption – Decryption - Public Key - Private Key - Digital Signatures - Digital Certificates. Lab Work: Introduction to Ms Front Page, Ordered list ,Super and Subscript. Un ordered list, table creation . Heading tags , Table background color, Horizontal Lines , Hyperlink	3
December (15+2)		8
		6
	Unit III: Consumer Oriented E-Commerce Applications Mercantile Process Model: Consumers Perspective and Merchant's Perspective Electronic Payment Systems: Legal Issues & Digital Currency - E-Cash & E-Cheque - Electronic Fund Transfer (EFT) - Advantages and Risks Digital Token-Based E-Payment System - Smart Cards-Secure Electronic payment protocols(STT,SEPP)	2
	Unit IV: Electronic Data Interchange EDI - EDI Applications in Business Lab Work: Frames, Timetable Creation ,Alignment, Division of Frames,Cash Bills in table format, Font & Font sizes	4
January (18+2)		4
		4
		2
February (18+2)	Legal - Security and Privacy issues of EDI EDI and E-Commerce - EDI Software Implementation.	3
	Unit V: E Marketing Techniques Introduction - New Age of Information - Based Marketing - Influence on Marketing - Search Engines & Directory Services - Charting the On-Line Marketing Process Chain Letters - Applications of 5P's (Product, Price, Place, Promotion, People) Lab Work: Marques , Alignment of text with different colours Biodata Creation, Creating Table ,Ordered list, Exam Form	3
March (4)		2
		6
75	E-Advertisement - Virtual Reality & Consumer Experience - Role of Digital Marketing Lab Work: Marks Memo	6
	TOTAL	75



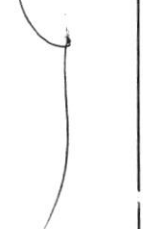
N. Srinivas

Kalyani


Department of Commerce

B.com (Computers) 3rd Year 6th Semester

Web Programming Academic Organizer 2018 - 2019 (even semester)

Month	Details	Periods	Signature HOD
Nov 12+3	Unit-I-Introduction to HTML	4	
	to web pages, websites, HTML, structure of HTML pages	4	
	Formatting Text- Font Tag, Marquee-With all attributes, <pre>	3	
	Arranging text tags, <p><hr><center><h1> to <h6> - List & types	4	
Dec 15+3	Image tag and its attributes -hyperlinks and types -Tables.	5	
	Frames introduction, types of frames, horizontal, vertical, target frames, Forms introduction and implementation of 13 form controls	4	
	Web Design Principles	1	
	Unit-II DHTML Dynamic Web page technologies, Introduction to DHTML, CSS-Syntax Introduction, types of style sheets	4	
	style classes, Dynamic Placement of Text and Graphics with Div.	4	
Jan 18+3	Unit-III -DHTML & EVENT Handling Creating Multimedia Effects with Filters and Transactions	6	
	Introduction to Events Handling, Sources of Events-Types of Events	5	
	Changing Text and Attributes- Dynamically Changing styles and image with simple examples.	5	
	Unit-IV:Java Script Introduction -Client side Java script-Core features-Datatypes & Variables	5	
Feb 18+3	Operators-Conditional Statements -Functions-DOM-Event Handling with Javascript	5	
	Java Script Object Properties and Methods (Array, document, window)	6	
	Unit-V XML Introduction, Creating XML Documents-DTD	5	
	XML style sheets, Hyperlinks in XML -DOM and XML Query Language.	5	
Total		75	

K. Srinivas


 S. Jayalaxmi

Organizer for Financial management for Academic Year 2018-19 – SEC

FM-II

B.Com (Computers) - 3rd Year-Sem – VI

Month	No of Hours	Topic To Be Covered	Review	
Nov	5	Unit – I COST OF CAPITAL Meaning and Definition – significance – classification of costs – Problems in Determination of cost of capital – cost of debt	1 2 2	
Dec	6	Cost of perpetual and Redeemable debt – cost of preference capital, Cost of Equity capital	2 2 2	
Jan	7	Cost of retained earnings – Weighted average cost of capital problems. UNIT – II CAPITAL STRUCTURE Meaning – Importance – Factors – Types – Optimal capital structure – Theories of Capital structure	2 1 4	
Feb.	7+4	Theories of capital structure: Net Income Approach – Net Operating Income Approach – Traditional Approach – Modigliani and Miller Approach (simple problems)	3 4 4	
March	1	Revision	1	
Total	30		30	

K. Srinivas

Sundar



Bhavan's Vivekananda College of Science, Humanities and Commerce
(Accredited with 'A' grade by NAAC)

ACADEMIC ORGANISER for AWARENESS FOR TAX PLANNING
BA & BSc III rd year (SEM V) 2018-2019 (No. of Classes per week:2)

Month	No. of Teaching Days	Name of the topic	No. of Classes required	Review of HOD Principal
June	2	Unit 1: INTRODUCTION Introduction to tax, tax structure	2	
July	8+2	Definitions-Assesses, person assessment year, previous year. Concept of total income, scheme of taxation, Residential status, salary avenues,	2 4 4	
Aug	6+2	HRA exemption, Treatment of interest on housing loan U/S 24(b) U/S 10(13A). Unit 2: TAX ASSESSMENT Introduction to tax incentives U/S 80	6 2	
Sept	7	Deductions U/S 80 C to 80 U, rates of tax, Rebate U/S 88, procedure of tax liability.	7	
Oct	1+2	Revision	3	

Total.

30

30

K. Srinivas

70-
Abhinav



ACADEMIC ORGANIZER for INTRODUCTION TO BANKING
B Com Generic Elective IIIrd year (SEM -VI) 2018-19 (No. of classes per week:2)

Month	No. of days	Name of the Topic	No. of classes required	Review HOD Principal
Nov	6	UNIT-I: COMMERCIAL BANKS: Introduction Role of commercial banks Credit creation by commercial banks	2 3 1	
Dec	7	Credit creation by commercial banks Functions of commercial banks-primary functions and secondary functions UNIT II: REGULATION OF BANKS: Reserve Bank of India (RBI)- Organization	2 4 1	
Jan	9	Reserve Bank of India (RBI)- Organization Objectives Functions Role in Economic Development Skill Enhancement: Draft the application form for opening an account such as fixed, current and savings	1 1 3 3 1	
Feb	8	Draft the application form for opening an account such as fixed, current and savings Specimen of debit and credit cards Specimen of pay-in slips Specimen of cheque with MICR technology	3 2 2 1	
Mar	2	Specimen of cheque with MICR technology Revision class	1 1	
TOTAL	30		30	

N. Sunita

Jyoti Mehra

**Bhavan's Vivekananda College
of Science, Humanities and Commerce
Autonomous – Affiliated to Osmania University**

**Program: B.Sc [Generic Elective] Course (paper title):
Business Organization and Management 2018-19**

Month and No.of Days	Topic	No. of Classes	
Nov 6	Unit -1 Introduction Introduction to Business Organization – Concept of Business: Introduction to Business – Classification of Economic Activities–	5	
Dec 7	– Characteristics of Business – Objectives of Business – Short Run Business – Industry, Commerce, Trade, Hindrances Relationship between Trade and Commerce – Forms of Business Organization – Sole Proprietorship, Joint Hindu Family – Partnership – Cooperative Society – Joint Stock Company	6	
Jan 9	Unit II Introduction to Management Meaning – Features- Importance – Functions of Management – Administration Vs Management –	6	
Feb 8	Levels of Management – Principles of Management – Communication – Motivation – Maslow's Need Hierarchy	6	
March 2	Revision	2	
Total		25	

K. Srinivas

LDK Rao
Subject In charge

Bhavan's Vivekananda College
of Science, Humanities & Commerce
Academic Organizer for Basics of Accounting
Academic Organizer 2018-19
Semester-V
Incharge Dr. JVR Geetanjali
PPW:2

B. Sc

Month	No. Of Teaching Days	Topics To Be Covered	No. Of Classes Required
June 18	2	UNIT-I: INTRODUCTION: Financial Accounting: Meaning – Definition – Functions	1 1
July 18	8+2	Advantages and Limitations – Users of Accounting Information – Principles of Accounting: Concepts and Conventions Branches of Accounting – Accounting System- Types of Accounts – Accounting Cycle: Journal-	4 2 2 2
August 18	6+2	Ledger and Trial Balance UNIT-II: CASH BOOK & BANK RECONCILIATION STATEMENT: Meaning of Cash , Types of Cash Book, Meaning of Pass Book, Meaning of BRS – Need	4 2 2
September 18	7	Reasons for differences between cash book and pass book balances –Favourable and over draft balances – Ascertainment of correct cash book balance -	4 3
October 18	1+2	Preparation of Bank Reconciliation Statement	3
	Total		30

K. Srinivas



Bhavan's Vivekananda College of Science, Humanities and Commerce
(Accredited with 'A' grade by NAAC)
ACADEMIC ORGANISER for BUSINESS ETHICS

BA & BSc III rd year (SEM V) 2018-2019 (No. of Classes per week:2)

Month	No. of Teaching Days	Name of the topic	No. of Classes required	Review of HOD Principal
June	2	UNIT I – INTRODUCTION TO BUSINESS ETHICS	2	
		Meaning- Requirement of Ethics in Business	2	
		Need/Importance for ethics in business-	2	
Jul	8+2	Moral Vs. Ethics- Ethics Vs. Religion – Law Vs. Ethics	3	
		Issues/ Dilemmas involved in Business ethics	4	
Aug	6+2	UNIT II- ETHICS AT WORKPLACE		
		Meaning- Need- Importance	2	
		Role of individual morals and Standards in defining work place ethics	3	
		Factors influencing ethical behavior- Working with opposite gender	3	
Sept	7	Issues involved in HRD-	2	
		Ethical issues of individuals in work place- Guide lines for managing ethics in the work place.	2	
			3	
Oct	1+2	Revision	3	

U. Srinivas

AS



Bhavan's Vivekananda College of Science, Humanities and Commerce
(Accredited with 'A' grade by NAAC)

ACADEMIC ORGANISER for BUSINESS ETIQUETTES

BA & BSc III rd year (SEM VI) 2018-2019 (No. of Classes per week:2)

Month	No. of Teaching Days	Name of the topic	No. of Classes required	Review of HOD Principal
Nov	6	UNIT I – INTRODUCTION TO BUSINESS ETIQUETTES Meaning- Importance of Etiquettes- Etiquettes in Business cards- Business Meetings- Board Meetings-	2 2 2	
Dec	7	Shareholders meetings- Employees in meetings Press conferences in printing and electronic media	3 4	
Jan	9	UNIT II-BUSINESS ETIQUETTES Dining manners at Breakfast- Lunch and Dinner meetings- Behavior with foreign delegates- Manner of shake hand- Dress code – in working hours- Working days	3 3 3	
Feb	8	Business meetings Corporate culture functions Etiquettes in Delivery of Speeches and addressing the people.	2 2 4	
Mar	2	Revision	3	

K. Srinivas