

FINANCIAL ACCOUNTING - I

I Semester B.COM (Honours/Computers/Regulars/HBA)
Academic Organiser for the year 2019-2020

Month	No of days	Topics	Required Hrs	Review
June	13+1	UNIT-I: INTRODUCTION: Financial Accounting: Meaning – Definition – Functions - Advantages and Limitations – Users of Accounting Information – Principles of Accounting: Concepts and Conventions. Branches of Accounting – Accounting System- Types of Accounts	2 2 4 4 2	
July	19+2	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 – problems on Favorable balances,	6 2 2 2 4 5	
Aug	17+2	Problems on over draft balances – 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.Final Accounts: Meaning – Uses,	7 10 2	
Sept	16+2	- 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 – 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).	6 12	
Oct	2+1	Revision	3	
	67+8		75	

C. S. S. S. S.

W. S. S. S. S.

Sem I.
(5 per week)

DEPARTMENT OF COMMERCE
BUSINESS ECONOMICS BCOM I SEMESTER (COMP/REG/HON)
REVIEW ACADEMIC ORGANISER -2019-20

Month	TOPIC	NO OF DAYS
JUNE 13+2	UNIT-I: INTRODUCTION: Business Economics: Meaning - Nature – Characteristics - Importance and Role - Micro & Macro Economics - Scope - Objectives – Law of Equi-marginal utility	13+2
JULY 19+2	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 UNIT-III: SUPPLY ANALYSIS: Law of Supply - Factors influencing supply	16 5
AUG 17+2	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, Law of Variable Proportion	7 12
SEP 16	- 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	4 12
OCT 2+2	Traditional and Modern Approaches - Break Even Analysis	4
TOTAL		67+8=75

K. Srinivas
Chaturvedi

DEPARTMENT OF COMMERCE
BUSINESS ORGANISATION BCOM I SEMESTER (COMP/REG/HONS)
ACADEMIC ORGANISER -2019-20

Month	No. of teaching days	Name of the Topic	No. of classes required	Review HOD Principal
June	10	UNIT-I: FUNDAMENTAL CONCEPT: Concepts of Business, Trade, Industry & Commerce Features and Classification of Trade - Aids to Trade- Industry Classification. Relationship between Trade, Industry and Commerce	3 3 2 2	
July	15+1	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	5 2 1 3 3 2	
Aug	13+2	Joint Hindu Family Business: Characteristics - Advantages - Limitations UNIT-III: JOINT STOCK COMPANY & PROMOTION:(AS PER COMPANIES ACT 2013) Joint Stock Company: Meaning - Characteristics - Advantages - Kinds of Companies including One Person Company - Difference between Private & Public Companies.Promotion of Joint Stock Company and Promotion Procedure - Promoter - Characteristics -Registration - Formation of company	2 2 3 3 3 2	
Sep	14+2	Commencement of Business - 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	1 3 2 2 2 2 2 2 2 2	
Oct	2+1	- Business and culture - Technological development and social change - Social responsibility of business - social audit.	1 2	
TOTAL	60		60	

K. Srinivas

Anuadhar

DEPARTMENT OF COMMERCE
 PRINCIPLES OF MARKETING
 ACADAMIC ORGONISER MONTH WISE 2019-20
 B.COM 1st year (Honors/HBA)

Sem 1

5th to 10th weeks

Month and classes	Topic	No of classes
JUNE 13+2	UNIT-I: INTRODUCTION: Meaning and Definition of Marketing – Scope – Evolution of Marketing Concept - Production concept - Product concept - Marketing Myopia – Selling Concept - Marketing Concept - Societal Marketing Concept – Objectives – Role of Marketing in Economic Development – Marketing Mix – Direct Marketing –	1 7 1 2 1 1+2
JULY 19+2	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 -cultural - Social - UNIT-III: MARKETING SEGMENTATION: Concept of Target Market – Diffused Market - Concentrated Market – Clustered Market	2 1 4 2 1 1 1 1 1 1 4+2
AUG 17+2	Concentrated Market – Clustered Market - Market Segmentation: Concept, Bases, consumer & business Benefits, Requirement for Effective Segmentation, Market Segmentation Analysis for Consumer and Services – Product Positioning: Concepts, Bases. UNIT-IV: CONSUMER BEHAVIOUR: Consumer Behavior: Nature, Scope, Importance,	1 6 2 1 1 4 2+2

SEP 16	Factors: Economic, psychological, Cultural, Social and Personal	3
	- Steps in consumer Decision Process -Post Purchase Behavior - Cognitive Dissonance -	2
	Organizational Buyer - Industrial Markets – Reseller Market - Government Market -	2
	Characteristics of Organizational Buyer	2
	Organizational Buying Process – Organizational Buyer Vs. Consumer Behavior.	1
	UNIT-V: MARKET RESEARCH	
	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,	6
OCT 2+2	Presenting Results – Revision	2+2
	Total	67+8=75

A. Srinivas

Deeky
5/2/21

Department of Commerce
Sub: Information Technology—ORGANIZER for 2019-20
B.com 1st year/sem I (Regular/Computer/Honors)

4PW

Month	CLS	Details	Periods	TOTAL
JUNE	20+2	UNIT-I: Introduction to computers - Generations of computers – An overview of computer system - Types of computers - Input & Output Devices.	4	22
		Hardware:Basic - CPU - Control unit – ALU - Input/output functions	3	
		Memory – RAM – ROM – EPROM - PROM and Other types of memory.	3	
		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	8 2 2	
AUG	14+2	Using multiple windows – Customizing the Desktop – Windows accessories (Preferably latest version of windows or Linux Ubuntu).	2	16
		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).	14	
SEPT	16+3	UNIT-IV:SPREADSHEET: Application of work sheet/spread sheet - Menus & Tool bars - Creating a worksheet - Entering and editing of numbers - Cell reference - 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).	4 5	19
		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	
		Internet & Browsing: Services available on internet	2	
		WWW, ISP Browsers. Multimedia: Application of multimedia – Images – Graphics - Audio and Video – IT security.	3	
OCT	3			3
TOT	60			60

W. Srinivasan

Kalyani



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/HBA) 2019-2020

II Sem

MONTH	NO OF DAYS	TOPIC TO BE COVERED	NO OF DAYS
November	8+3	Unit-II: Accounts from Incomplete Records-Introduction, features, ascertainment of profit, Statement of affairs	11
December	18+3	conversion method UNIT-III: Accounts of non-trading concern –features, Receipts and Payment a/c.Income and expenditure a/c-problems UNIT- IV: Partnership Accounts I Meaning- Partnership deed	2 15 4
January	16+3	capital –fixed, fluctuating.Problems on fixed and fluctuating capitals. Admission of a partner-Retirement and Death of partner .	5 14
February	20+2	UNIT-V: Partnership Accounts–II Dissolution of Partnership – Insolvency of a Partner (excluding Insolvency of all partners) UNIT-I: Contemporary Issues In Accounting: Human Resource Accounting – Social Responsibility Accounting Environmental Accounting – Green Accounting - Forensic Accounting – Inflation Accounting (Concepts only).	15 7
March	2	Revision	2
	75	TOTAL	75

K. Srinivas

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(even Sem)

DEPARTMENT OF COMMERCE
MANAGERIAL ECONOMICS BCOM II SEMESTER (COMP/REG/HOR)
ACADEMIC ORGANISER -2019-20 (5PW)

MONTH	TOPIC	NO OF DAYS
NOV 8+2	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	8+2
DEC 18+2	- managerial economist role and responsibility. UNIT-II: DEMAND FORECASTING: Demand estimations for major consumer durables and non-durable products – Demand forecasting techniques. UNIT-III: MARKET ANALYSIS: Revenue analysis : Total revenue , Marginal Revenue, Average Revenue, Relationship between AR and MR in different Market Structures Definition of market – Market structure (Perfect competition, Imperfect competition) – Price determination - Firms equilibrium in perfect competition.	2 10 2 4+2
JAN 16+3	Monopoly- Price determination under short run and long run - Price discrimination types, dumping UNIT-IV: MARKET ANALYSIS-II : Monopolistic Competition-price determination, concept of selling cost, excess capacity , Oligopoly-types of oligopoly, kinked demand curve, price leadership.	6 6 4+3
FEB 20+3	Pricing Policies And methods of Pricing- Pricing Policies-Objectives of Pricing Policies- factors determining Pricing –Methods of pricing – Marginal and full cost pricing – Cost plus pricing, administered price UNIT-V: MACROECONOMICS FOR MANAGERS: National income – Concepts Measurements of national income Measurements of national income – Business cycle: Nature, Phases, Causes – Inflation causes and control – Deflation and stagflation.	6 6 5 3+3
MARCH 2+1	Deflation and stagflation. Revision	1 +2
	TOTAL	64+11=75

N. Srinivas

Shabir

DEPARTMENT OF COMMERCE
PRINCIPLES OF MANAGEMENT BCOM II SEMESTER (COMP/REG/HONS)
ACADEMIC ORGANISER -2019-20

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 14+2	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 3 2 2 3 2
JAN 15+2	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	5 2 3 2 3 2
FEB 13+3	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 Delegation of Authority: Importance – Advantages – Problems	2 4 2 2 1 2 3
60	Total	60

K. Subinayam

Anuradha.R

DEPARTMENT OF COMMERCE
FOREIGN TRADE BCOM II SEMESTER (COMP/REG) *HONS*
ACADEMIC ORGANISER -2019-20

MONTH	TOPIC	NO OF DAYS
NOV 10+1	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	10+1
DEC 14+2	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	12 2+2
JAN 15+2	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 - Free Trade Area-Custom Union	8 7+2
FEB 13+3	- 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	2 11
	Revision	+3
	Total	52+8

K. Srinivasan

1/2/21
2/2/21

Bhavan's Vivekananda College
Department of Computer Science
B.com (Honours) 1st Year - Semester II
RDBMS Academic Organizer 2019 - 2020

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.

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v. Summary

DEPARTMENT OF COMMERCE
MANAGERIAL ECONOMICS BCOM(Hons) HBA II SEMESTER
ACADEMIC ORGANISER -2019-20

Sem I
(5 classes per week)

MONTH	TOPIC	NO OF DAYS	HBA
NOV 8+2	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	8+2	
DEC 18+2	- managerial economist role and responsibility. UNIT- II: DEMAND ANALYSIS & DEMAND FORECASTING Meaning – Function - Factors influencing Demand- Demand Curve - Law of Demand. Elasticity of Demand: Concept - Types and measurement of Elasticity of Demand – Demand forecasting scope and importance UNIT-III: SUPPLY & PRODUCTION ANALYSIS: Law of Supply - Factors influencing Supply	2 13 3+2	
JAN 16+3	UNIT-III: SUPPLY & PRODUCTION ANALYSIS: Factors influencing Supply - Market Equilibrium- Consumer Surplus - Concept of Production - Total Production - Marginal Production - Average Production - Law of Variable Proportion - Law of Return to Scale - Economies and Dis-economies of Scale. UNIT-IV: COST & REVENUE ANALYSIS: Theory of Cost - Concepts of Cost - Short run cost function	11 5+3	
FEB 20+3	Long run cost curves Revenue analysis Introduction to market structure - Break Even Analysis: Meaning – Assumptions – Uses and Limitations. UNIT-V: MACROECONOMICS FOR MANAGERS: National income – Concepts Measurements of national income Measurements of national income – Business cycle: Nature, Phases, Causes – Inflation causes and control – Deflation and stagflation.	2 5 6 4 3+3	
MARCH 2+1	Revision	2+1	
	TOTAL	64+11=75	

U. Srinivas

Chalivada

Bhavan's Vivekananda College of Science, Humanities and Commerce

Autonomous – Affiliated to Osmania University

Program: B.Com (HBA)

Course Title (paper title): Business Mathematics

Organizer for Semester I for 2019-20

5 hours per week

Month & Week	Syllabus	No of days
June (13 + 3)	UNIT-I: MATHEMATICS OF FINANCE Mathematics of Finance: Introduction – Interest (Simple and Compound, Compound Interest At Changing Rates - Nominal and Effective Rates)	5
	Present Value and Future Value – Annuities Annuity– Perpetuity	5
	UNIT-II: FUNCTIONS AND SETS Functions: Concept – Types of functions Functions related to business (Simple problems).	3 3
July (18 + 1)	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
August (17+2)	UNIT- III:MATRICES AND DETERMINANTS Matrices: Introduction - Types of Matrices – Matrix Algebra - Addition, Subtraction, Multiplication	6
	Transpose of a Matrix – Properties of a Transpose Inverse of a Matrix - Minors and Cofactors	1 3
	Determinant – Solving of Simultaneous Equations Using Crammer's Rule And Matrix Inverse Method - Including Simple Application Problems	5
September (16 + 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). Progressions:Arithmetic Progression	5 5
	Geometric Progression	4
	Harmonic Progressions. (Including Simple Applications).	2
October (2 + 1)	CALCULUS (WITHOUT TRIGONOMETRIC 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.	2
	Integration: Concept – Fundamental Formulas	2
	Methods of Integration (Simple Problems including Application Problems).	3
75	TOTAL	75

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2019-20

W. Srinivas



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

Program: B.Com (HBA)

Course Title (paper title): Information Technology for Analytics ^{Business}
Organiser for Sem I for the year 2019-20

Month	CLS	Details	Periods	TOTAL
JUNE	20+2	UNIT-I: Introduction to computers - Generations of computers – An overview of computer system - Types of computers - Input & Output Devices.	4	22
		Hardware:Basic - CPU - Control unit – ALU - Input/output functions	3	
		Memory – RAM – ROM – EPROM - PROM and Other types of memory.	3	
JULY		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	8	
			2	
			2	
			2	
AUG	14+2	Using multiple windows – Customizing the Desktop – Windows accessories (Preferably latest version of windows or Linux Ubuntu).	2	16
		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).	14	
SEPT	16+3	UNIT-IV: 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	4	19
		Formatting – Insertion of Objects and Charts in slides - Custom Animation and Transition (Preferably latest version of MS Power Point presentation - Libre Office Impress).	5	
		UNIT V :INTERNET AND MULTIMEDIA: Internet & Browsing: Services available on internet – WWW – ISP – Browsers. Overview of search engine , social networking, blogs ,virtual communication, video sharing. Multimedia: Application of multimedia – Images	8	
		Graphics - Audio and Video – IT security	2	
OCT	3	Privacy issues in Internet, Security threats Security measures.	3	3
TOT	60		60	

K. Srinivas

Kalyani

BUSINESS ORGANISATION & MANAGEMENT

I Semester B.COM (Honours Business Analytics)
Academic Organiser for the year 2019-2020

Sem II

Month	No of days	Topics	Required Hrs	Review
November	6+2	UNIT-I: INTRODUCTION: Concepts of Business - Trade - Industry & Commerce - Features and Classification of Trade - Aids to Trade - Industry Classification - Relationship between Trade, Industry and Commerce - Business Organization Concepts -	2 2 2 2	
December	14+3	Functions of Business. UNIT-II: FORMS OF BUSINESS ORGANISATION: Sole Proprietorship: Meaning - Features - Advantages - Limitations. Partnership: Meaning - Characteristics - Kinds of Partners - Registration of Partnership - Partnership Deed - Rights & Obligations of Partners - Limited Liability Partnership.	3 4 3 4 3	
January	12+3	UNIT-III: JOINT HINDU FAMILY BUSINESS & JOINT STOCK COMPANY: (AS PER COMPANIES ACT 2013) Joint Hindu Family Business: Characteristics - Advantages - Limitations. Joint Stock Company: Meaning - Characteristics - Advantages - Kinds of Companies including One Person Company - Difference between Private & Public Companies. UNIT-I: INTRODUCTION: Management: Introduction - Meaning - Features - Importance - Functions - Henry Fayol - Principles of Management	2 2 2 2 4 3	
February	16+3	- Frederick Winslow Taylor's Scientific Management - Principles of Scientific Management - Elements of Scientific Management Definition of Manager - Functions of Manager - Role of Manager. UNIT-V: ORGANIZING: Organization Meaning - Principle of Internal Organizations - Types of Organizations. Centralization: Introduction - Characteristics - Advantages and Limitations - De-Centralization: Introduction - Characteristics - Advantages and Disadvantages - Authority: Introduction - Characteristics - Sources - Delegation of Authority: Importance - Advantages - Problems.	4 1 3 2 1 2 2 2 2	
March	1	Revision	1	
	49+11		60	

C. Sreedhar

K. Srinivas



Bharatiya Vidya
Bhavan

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

Program: (B.Com HBA.) Course Title (paper title): Data Analysis with Excel
Organiser for Year I/ Sem II for the year 2019-20

Month	Syllabus	No of days
November (12+2)	UNIT –I: INTRODUCING TO EXCEL: Introduction-Tour of Excel window-Explore the ribbon and toolbars-Create, save and upload Files- working with single and multiple worksheets- Insert, Rename,Delete, Group, customization of Office button, Auto Fill, Custom list.	6
	Managing cells (Naming, Moving, Copying, Adding, Deleting, Grouping) finding, replacing, Comments	4
	Views- Workbook view, show and hide, zoom features, freeze panes, split window, viewing Multiple windows, Worksheet background, Watermarks Printing- Page setup, scale to fit Sheet options	4
December (28+2)	Printing-, Header, Footers, Themes, Templates.	2
	Lab work: Create student workbook with relevant worksheets and implement the above tools.	4
	UNIT-II : ORGANIZING DATA WITH EXCEL: Editing and formatting (Entering data, Fonts, Alignment, styles, formatting numbers -format cells dialog box-Understanding Dates and Times, Format Percentages, Format Fractions, Format in scientific Notation, Data Rotate-wrap text-Merge and Center-format painter, clear formats.	3
	Conditional formatting(Highlight Cell Rules, Top Bottom Rules, Data Bars, Color Scales, Custom Formatting Rules)	4
	Group and Ungroup, Sort Data, Single and Multiple Levels Sort, Filter Data Advanced Filter, Subtotal.	2
	Lab work: Create reports using formatting tools, sorting and filters in excel)	8
	UNIT –III- FORMULA AND FUNCTIONS: Understanding formulas- Relative and absolute cell reference - calculations with operator aggregate functions with auto sum method	3
Built in Functions:Introduction to formulas toolbar –Insert function- Built in functions(Math& Trigonometric	2	
Lab work: Implement Math and trigonometric function for student worksheet and generate report.	3	
January (26+2)	managing formulas in single and multiple worksheet.	6
	Built in Functions:Introduction to formulas toolbar –Insert function- Built in functions(Math& Trigonometric, Financial, Date & Time, Logical, Text, Statistical functions)-check formulas for errors, trace precedents and dependents.	
	Lab work: Implement Logical and conditional expressions for calculating result, grade and overall percentage for student database.	
	Calculate a Conditional sum, conditional Count, conditional average,square Root	
financial functions: Calculate future Value,Calculate principal or interest,	3	

	<p>calculate the interest rate, calculate the internal rate of return, calculate straight line depreciation, calculate the Median, Mode, correlation, calculate Rank.</p> <p>UNIT IV: WORKING WITH PIVOT TABLES AND CHARTS:</p> <p>Introduction to Pivot tables- Create a pivot table, modify a pivot table layout summarize pivot table values- implement following tools with pivot table (calculate field, group rows/columns, apply styles, filters).</p>	<p>3</p> <p>3</p> <p>4</p> <p>3</p>
February (25+2)	<p>Charts and Graphs:-Instant chart, Create chart –types of charts- create combination chart, change type, add or remove chart data-add spark lines-trend lines – histograms –chart Styles, layouts, labels, Axis options, chart title, legend, data labels -create and modify pivot chart</p> <p>Lab work: Create pivot tables and charts for single and multiple values</p> <p>UNIT V:DATA CONTROL AND VALIDATION:</p> <p>Import data from access- from text file from other source -Remove Duplicates, Data validation(settings -input message-error alert, error styles), Goal seek, using lookup-Hlookup match</p> <p>Labwork: Import data form other database applications and perform the following operations</p> <p>Data validation, determine the location of a value, - using INDEX, perform data and time calculations.</p>	<p>3</p> <p>3</p> <p>10</p> <p>3</p> <p>6</p> <p>2</p>
March (4+2)	<p>Vlookup-match- Index- hyper link- Index- hyper link</p> <p>Labwork: using lookup wizards</p>	<p>2</p> <p>4</p>
105	TOTAL	105

W. Subramanyam

Kalyani

Bhavan's Vivekananda College of Science, Humanities and Commerce

Autonomous – Affiliated to Osmania University

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

B.COM (Honours – Business Analytics) I YEARS (2019-20)

MONTH	NO OF DAYS	TOPIC TO BE COVERED	NO OF DAYS	REVIEW
2019 November (08 + 03)	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. Diagrammatic and Graphic Presentation: One Dimensional (Bar Diagrams Only) and Two-Dimensional Diagrams.	2 2 2 5	
December (18 + 02)	20	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	
2020 January (16 + 02)	18	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 5 6 4	
February (20 + 02)	22	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, Probable Error and Interpretation of Coefficient of Correlation	4 4 3 5 6	
March (02 + 02)	04	Rank Difference Method - Concurrent Deviation Method and Revision	4	
	75	Total	75	

*(07.8m)
5/11/20*

W. Srinivas



Bharatiya Vidya
Bhavan

ACADEMIC ORGANIZER for FINANCIAL SYSTEM
B Com(HBA) Istyr (SEM -II) 2019-20 (No. of classes per week:4)

Month	No. of days	Name of the Topic	No. of classes required	Review HOD Principal
Nov	6+2	UNIT-I: INTRODUCTION TO FINANCIAL SYSTEM: Functions of Financial System – Constituents of Indian Financial System An Overview of Indian Financial System. Role of Financial Institutions in Economic Development Origin and Growth of Banking in India	3 2 2 1	
Dec	14+3	UNIT II: BANKING AND ITS GROWTH: Origin and Growth of Banking in India - Unit Vs Branch Banking Functions of Commercial Banks - Nationalization of Commercial Banks in India - Emerging Trends in Commercial Banking in India, Priority sector lending- Innovations in banking Ombudsman. UNIT-III: TYPES OF BANKS: Central Bank-RBI Constitution-Functions–Credit control measures.	2 5 2 3 1 4	
Jan	12+3	Co-Operative Banking–Regional Rural Banks National Bank for Agriculture and Rural Development (NABARD) UNIT-IV: MONEY MARKET: Money Market: Definition, Features, Objectives, Importance, Compositions. Call Money Market: Operations – Transactions and Participants Commercial Bills Market: Definition–Discount Market– Acceptance Market. Treasury Bills-Types of Treasury Bills – Operations and Participants. Money Market Instruments	2 2 4 4 2 1	
Feb	16+3	Money Market Instruments – Certificate of deposits, Commercial papers and Money Market Mutual Funds, Structure of Indian Money Market – Recent Development in the Indian Money Market UNIT-V: CAPITAL MARKET: Capital Market: Meaning, Objectives, Importance, Functions Structure of the Indian Capital Market – New Issue Market – Instruments –Security Buyer-Methods of Issue- Intermediaries Secondary Market Characteristics and functions of Stock Exchanges – Listing of Securities - Stock Exchanges in India SEBI – Powers and Functions – Primary and Secondary Market Guidelines . Revision	5 3 4 3 3 1 1	
Mar	1	Revision class	1	
TOTAL	60		60	

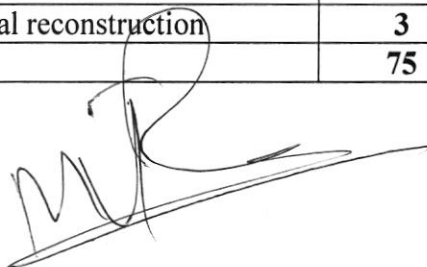
W. Subramanyam

Jyoti Mehra

ADVANCED ACCOUNTING
III rd Semester Honours/Computers/Regulars
Academic Organiser for the year 2019-2020

Month	No of days	Topics	Required Hrs	Review
June	13+1	UNIT-III: VALUATION OF GOODWILL AND SHARES: Valuation of Goodwill: Need and Methods, Problems on Average Profits, Super Profits method and Capitalization Methods. (Annuity method theory only)	10	
		Valuation of Shares: Need and Methods, Problems on Net Assets	4	
July	19+2	Problems on Net Assets, Yield and Fair Value Methods.	6	
		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, Pro rata allotment – Forfeiture and Re-issue of Shares	14	
		Debentures- Features, Distinction between Share and Debenture	1	
Aug	17+2	Issue of Debentures from Redemption point of view (5 Situations).	2	
		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.	9	
		ISSUE OF BONUS SHARES Bonus Shares: Meaning – SEBI Guidelines for Issue of Bonus Shares – Accounting for Issue of Bonus Shares.	5	
		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	3	
Sept	16+2	Accounting Treatment in the books of transferor, transferee company (including intercompany Owings, excluding intercompany holdings).	15	
		UNIT-V: INTERNAL RECONSTRUCTION: Legal provisions, accounting treatment – Preparation of Balance sheet after reconstruction	3	
Oct	2+1	Preparation of Balance sheet after internal reconstruction	3	
	67+8		75	

K. Srinivas



**ACADEMIC ORGANISER-BUSINESS STATISTICS –I (SEM-III)
B.COM II YEARS (2019-20)**

& HBA II Sem

MONTH	NO OF DAYS	TOPIC TO BE COVERED	NO OF DAYS	REVIEW
June	15	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. Diagrammatic and Graphic Presentation: One Dimensional (Bar Diagrams Only) and Two	3 3 3 2 2 2	
July	21	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 1	
August	19	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 4	
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 Probable Error and Interpretation of Coefficient of Correlation	4 4 3 4 3	
Oct	2	Rank Difference Method - Concurrent Deviation Method and Revision	2	
	75	Total	75	

K. Srinivas

*Deebu
4/12/19*

DEPARTMENT OF COMMERCE
BANKING THEORY AND PRACTICE BCOM III SEMESTER (COMP/REG/HONS)
ACADEMIC ORGANISER -2019-20(4PW)

Month	No.of teaching days	Name of the Topic	No.of classes required	Review HOD Principal
JUNE	10	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	15+1	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 UNIT III- TYPES OF BANKS Co-Operative Bank	4 2 2 2 4 2	
AUGUST	13+2	Regional Rural Banks 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.	2 2 3 3 3 2	
SEPTEMBER	14+2	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 4 3 5 1	
OCTOBER	2+1	Garnishee order -Latest trends in Deposit Mobilisation Revision	2 2	
Total	60		60	

N. Srinivasan

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Month	Working Days	Name of the Topic	No of Classes	Total	Review of HOD Principal
June	13+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 – Branding – Packaging & Labeling Activity	1 1 1 1 3 3 2 1 1 1		
July	19+3	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	2 2 3 3 1 3 2 2 2 2 2		
August	17+3	Advertising: Objectives, Types, Effectiveness, Budget Media & its Selection Personal Selling: Nature, Steps - Sales Promotion: Objectives, Tools – Public Relations and Publicity – Direct Marketing & its Forms. Activity UNIT-IV:CHANNEL MANAGEMENT & RETAILING: Marketing Channels: Nature Levels – Structure Participants Functions of Marketing Intermediaries	1 2 3 2 2 1 1 1 1 1 2 1 2		
Sept	16+2	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- Feedback and Control Marketing Process Nature and Contents of a Marketing Plan Revision	1 2 1 2 2 2 2 2 1 1 2		

Total

75

K. Srinivas

Bhavan

INCOMETAX-I AcademicOrganizer 2019-20
Semester-III

B. Com Honors

Incharge: Mrs. N. Padmalata
PPW:5

Month	No. Of Teaching Days	Topics To Be Covered	No. Of Classes Required
June 19	13+1	Unit- I- Introduction and overview of Direct taxes Features &History of Income tax in India Basic Concepts, Definitions Direct & Indirect taxes Incomes Exempt from Tax Unit –II Agricultural Income , Tests to determine and integration Problems Residential Status of an Individual	1 3 1 2 2 2 1 2
July 19	19+2	Residential Status of other Persons Essay problems including problems Scope of total income& Incidence of tax Unit –III Definition of Salary , Features of salary Salary u/s 17(1) Allowances u/s 17(3), Perquisites u/s 17(2) Salaries Essay problems	4 1 1 1 6 8
August 19	17+2	Unit –III Salaries – Profits in lieu of salary Problems. Unit- IV Income from House Property House property theory & Short problems Problems on Computation of House property income Revision	4 2 5 7 1
September 19	16+2	Unit-V Depreciation Profits and Gains from Profession Business Income Computation Problems	4 5 9
October 19	2+1	Revision	3
	Total		75

N. Subinada

*for
Pradeep*

Academic Organizer for B.Com II Yr (HONs) for Entrepreneurial Development & Project Financing - Semester -3 – 2019-2020 -SEC

MONTH	NO OF DAYS	TOPIC TO BE COVERED	REVIEW
June	5+2	Unit-I: INTRODUCTION Entrepreneur: Evolution - Concept – Functions - Characteristics – Importance of Entrepreneur – Types of Entrepreneurs – Entrepreneurship – Entrepreneurial Competencies	1 1 1 1 1
July	8	Women Entrepreneurs in India – Opportunities & Challenges – Remedies - Entrepreneurship today Activity UNIT-II: ENTREPRENEURIAL DEVELOPMENT POLICIES AND PROGRAMMES: Meaning-definition- Entrepreneurship Development Programmes Policies of the Government for EDP Phases /evolution of EDP	2 1 1 1 1 2
August	7+1	Institutions for Entrepreneurship Development Training (EDIs) in India: CED MDI EDII IED, NIESBUD – Objectives	2 1 1 1 2
Sept	6+1	EMC, STEPS, XISS, SIDO, SISIs Role of Consultancy Organizations: IDCs, TCOs – Role of Financial Institutions and Banks- activity	1 1 1 1 1 1
Total	30		30

K. Srinivas

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

ACADEMIC ORGANISER for MANAGEMENT INFORMATION SYSTEM

B COM (HONS) II nd year (SEM III) 2019-2020 (No. of Classes per week:4)

Month	No. of Teaching Days	Name of the topic	No. of Classes required	B Com 2H1	B Com 2H2	Review of HOD Principal
June	9+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 Practicals: Lab classes	1 1 1 2 2 4			
July	15+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 Unit 3: Concept of Planning and Control Concept of Organisational Planning and Planning Process Computational Support for Planning Characteristic of Control Process Practicals: Lab classes	1 2 1 1 2 1 2 2 1 4			
August	13+2	Unit 3: Concept of Planning and Control Control Issues and security in MIS application in an organisation Determination of Information Requirements and Business System Planning End means Analysis and Organizingng the plans 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 Practicals: Lab classes	2 3 1 1 1 3 4			

September	12 +2	Unit 4 : Business Applications of Information Technology Information System for Strategic Advantage 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 Implementation. Practicals: Lab classes	1 1 2 2 2 1 1 4			
October	2+1	Revision Practicals: Lab classes	1 2			
Total	51+9		60			

K. Srinivas

(Signature)

CORPORATE ACCOUNTING
Semester Honours/Computers/Regulars
Academic Organiser for the year 2019-2020

IV Sem

Month	No of days	Topics	Required Hrs	Review
November	8+1	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.	9	
December	18+3	UNIT-I: ACCOUNTS OF BANKING COMPANIES - Preparation of Profit & Loss a/c and Balance sheet. Rebate on Bills Discounted – Performing & Non-Performing Assets.	8	
		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.	13	
January	16+3	UNIT-II: COMPANY LIQUIDATION- Liquidator's Final Statement of Account.	4	
		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.	13	
		UNIT-IV: ACCOUNTS OF GENERAL INSURANCE COMPANIES. Preparation of final accounts of general insurance companies with special reference to Fire and Marine Insurance.	2	
February	20+3	UNIT-IV: ACCOUNTS OF GENERAL INSURANCE COMPANIES: Preparation of final accounts of general insurance companies with special reference to Fire and Marine Insurance.	6	
		UNIT-V: 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	17	
March	2+1	Revision	3	
	75		75	

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v. Subin

ACADEMIC ORGANISER-BUSINESS STATISTICS II (SEM-IV)
B.COM II YEARS (2019-20)

Month		Syllabus	No of days	REVIEW
November	10	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.	2 6 2	
December	21	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 3 3	
January	19	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 1 4 4 3 3	
February	23	Multiplication - Marginal and Baye's.-Simple problems Bayes' -Practice Problems in Probability Theorems of Probability Simple Problems UNIT-V: THEORITICAL 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 2 2 2	
March	2	Numerical in Normal Distribution Areas Method Only.	2	
	75	Total	75	

u. Srinivas

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4/12/19.

DEPARTMENT OF COMMERCE
FINANCIAL INSTITUTIONS AND MARKETS BCOM IV SEMESTER (COMP/REG/HONS)
ACADEMIC ORGANISER -2019-20(4PW)

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 UNIT II -Role of Financial Institutions in Economic Development – Types of Financial Institutions	2 2 4 2 1
DEC 14+2	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) UNIT-III: FINANCIAL INSTITUTIONS: STATE LEVEL DEVELOPMENT BANKS: State Finance Corporations (SFCs): Objectives and Scope - Management –	2 2 2 2 2 2 2
JAN 15+2	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 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 1 2 3 2 2 2 1

U. Sunita Nayak

Shruadha.R.

FEB 13+3	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 – 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 – SEBI – Powers and Functions – Primary and Secondary Market Guidelines . Introduction to Derivative Market.	2 2 2 2 1 2 2 3
60	Total	52+8



Bharatiya Vidya
Bhavan

Bhavan's Vivekananda College of Science, Humanities and Commerce

(Accredited with 'A' grade by NAAC)

Academic organizer for 2019-20 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 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 5 1 1		
March	2+1	Problems of Performance appraisal Revision	1 2		
Total	75				

h. Suresh Nayak



INCOMETAX-II Organizer 2019-20

Semester-IV

B. Com Honors

Incharge : Mrs. 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 2019-2020 SEC - (Sem – IV)

Month	No Of Hours Sem-4	Topic To Be Covered	Review	Signature
Nov	3+2	<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 2	
Dec	8	Issues/ Dilemmas involved in Business ethics- How to handle ethical dilemmas in business- Benefits of Business Ethics. <u>UNIT V-BUSINESS ETIQUETTES</u> Meaning- Importance of Etiquettes	2 2 2 2	
Jan	7	<u>UNIT V-BUSINESS ETIQUETTES</u> 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 2 2 2	
Feb.	8+2	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 - Etiquettes in Delivery of Speeches and addressing the people	2 2 2 2 2	
Total	30		30	

W. Srinivas

Chukita

**E Commerce & Digital Marketing
Organizer 2019-20
In charge: D Nidhi Sree**

B. Com Honours Sem IV

Month	No. Of Teaching Days	Topics To Be Covered	No. of Classes Required	B Com 2H1	B Com 2H2	Review By HOD/Principal
Nov 19	4+2	UNIT-I:INTRODUCTION E-Commerce: Introduction - Advantages & Limitations, Impact of E-Commerce on Business Models Classification of E-Commerce: B2B, B2C, C2B, C2C, And B2E. Applications of E-Commerce: E-Commerce Organization Applications - E-Marketing - E-Advertising - E-Banking - Mobile Commerce LAB WORK: Introduction to Ms Front Page.	1 1 2 2			
Dec 19	14+2	E-Trading - E-Learning - E-Shopping UNIT-II: FRAMEWORK OF E-COMMERCE: Introduction-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. UNIT-III: CONSUMER ORIENTED E-COMMERCE APPLICATIONS: Introduction. LAB WORK: Heading tags & Table Background color	1 1 2 2 4 1 1 4			
Jan 20	12+5	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. UNIT-IV: ELECTRONIC DATA INTERCHANGE (EDI): Introduction – Standards – Types. Applications in Business - Legal-Security and Privacy Issues. LAB WORK: Image Hyperlinks & Text Hyperlinks	2 2 5 4 4			

Feb 20	16+1	Software Implementation - EDI and E-Commerce. UNIT-V: DIGITAL MARKETING: New Age of Information - Based Marketing. Search Marketing & its types - Measurement and ROI of Digital Strategies. Importance of Measurement, Measurement Tools and Future of Measurement. LAB WORK: Marks Memo.	3 2 4 4 4			
Mar 20	1+2	Traits of Digital Leadership Revision	1 2			
	Total		60			

W. Srinivas

Prabhu

Department of Commerce			
B.com(computers) 2nd year -3rd Semeste			
Programming in C language			
Lesson Plan 2019-2020			
Month	Details	Periods	Signature HOD
Jun-13	Unit-1 Introduction, History Importance,	3	H. Suresh
	Basic Structure, Writing and executing Program	3	
	Keywords, constants, variables	2	
	Scope & life of variable	2	
	Reading and writing char & value	1	
	Unit- 1 Data types/ Storage classes	1	
	l/o operators	1	
Jul-19	Unit -2 Operators , Expressions	3	H. Suresh
	Type Conversion, Evaluation	3	
	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-17	Declaration initilization, 1D arrays	3	H. Suresh
	Unit- 3 2D arrays, Dynamic arrays	3	
	Strings Declaring/initilization	2	
	Reading Writing String functions	2	
	sample programmes	1	
	Unit -4 Functions Built in (maths, char, date& time)	3	
	User defined functions:elements	3	
Sep-16	Return values fun defination	2	H. Suresh
	declaring calling	2	
	recursive functions	2	
	Unit -5 Structure Declaration Accessing variable	2	
	struct & array struct func unions pointers	4	
	passing parameters to functions	4	
Total Classes		65	

H. Suresh

Nayag
S. Jayalaxmi

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

Program: B.Com II /Regulars/ Computers

Course (paper title): Business Communication for the year 2019-20

Month and No.of Days	Topic	No.of Classes
June 4	UNIT -1 INTRODUCTION A BUSINESS COMMUNICATION Nature, Process and Importance of Business Communication Types of Communication, Barriers of Communication Linguistic, Psychological, interpersonal, cultural, Physical and Organisational barriers	1 2 1
July 8	B BUSINESS CORRESPONDENCE Letter writing, Presentation, inviting and sending quotations Sales Letter, claim and adjustment letters Social correspondence, Memorandum, Inter office memo, Notices, agenda, minutes, Job application letter and Preparing resume	3 5
Aug 8	UNIT II REPORT WRITING AND TECHNOLOGY IN BUSINESS COMMUNICATION A REPORT WRITING Types of Report, Basic format of report, steps in report writing Process of report writings, importance of report writing, citation rules (APA) in reports	2 3 3
Sept 8	B TECHNOLOGY IN BUSINESS COMMUNICATION Role, effects and 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 discussion, presentations	2

Total

30



Signature of the Faculty Incharge


Signature of the HOD

Department of Commerce

B.com (Computers) 2nd Year 4th Semester

RDBMS Academic Organizer 2019 - 2020 (even semester)

Month	Details	Periods	Signature HOD
Nov-08	Database Management Systems-File Bases System-Types of databases.	2	<i>K. Srinivas</i>
	Advantages of DBMS over - - File Based System-Database Approach	2	
	Logical DBMS Architecure.Physical DBMS Architectur	2	
	Unit 3: SQL Commands- Data Types. DDL commands	2	
Dec-18	DBA Functions and Role -Data File Indices and Data Dictionary-	5	
	Types of Databases. Relational Model: Domains-Tuple and Relation-Super Keys-Candidate Keys- Primary Key and Foreign Key	4	
	Relational Constraints- Domain Constraints- Key Constraint- Integrity Constraint- Update Operations and Dealing with Violations- Relational Operations-	1	
	ER Model- Entity, Attributes and Relationships-E_ R Diagram- Conversion of E-R Diagram to Relational Database	4	
	DML Commands- DCL Commands- Transaction Control Language Commands-	4	
Jan-16	Unit 2: Relational Database Integrity- The Keys- Referential Integrity- Entity Integrity- Redundancy and Associated Problems- Single Valued Dependencies- Normalization- 1NF, 2NF, 3NF,BCNF	5	
	Attribute Preservation- Lossless Jpoin Decomposition- Dependency Preservation- Physical Database Design Issues- Storage of Database on Hard Disks- File Organisation and Its Types	6	
	Queries using where- group by-order byNested Queries- Joins- Sequences- Index- Synonyms- Table Handling	5	
Feb-20	Transactions- Concurrent Transactions- Locking Protocol- Serialisable Schedules- Two-Phase Locking Protocol	5	
	Deadlock and its prevention- Optimistic Concurrency Control- Database Recovery and Security- meaning- Kinds of Failures-	5	
	Failure Control Methods- Database Errors- Backup and Recovery Techniques- Security and Integrity-	5	
	Database Security- Authorization- Distributed Databases Systems- Need- Structure- Advantages and disadvantages-	5	
Mar-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.	2	
Total		64	

Raya S. Sanyalomi

K. Srinivas

**Organizer for Personal Skills And Business Presentation for the Academic Year
2019-20 SEC - B.Com (Computers and Regulars)-2nd Year-Sem – IV**

Month	No Of Hours 2 Per Week	Topic To Be Covered		B.Com 2A1,2A2, 2D -	B.Com 2B -	B.Com 2C -
Nov	5+1	Unit – I Body Language – Kinesics, Proxemics, Para linguistic Chronemics Nuances of Speech Delivery	1 2 1 2			
Dec	7+2	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.	6+2	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			

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Academic Organizer for B.Com II Yr (Reg) for Entrepreneurial Development & Project Financing - Semester -3 – 2019-2020

MONTH	NO OF DAYS	TOPIC TO BE COVERED	REVIEW
June	10+2	Unit-I: INTRODUCTION Entrepreneur: Evolution - Concept - Functions - Characteristics – Importance of Entrepreneur –Types of Entrepreneurs – Entrepreneurship - Entrepreneurial Competencies – Women Entrepreneurs in India – Opportunities & Challenges – Remedies - Entrepreneurship today	3 2 2 3 2
July	16+2	UNIT-II: ENTREPRENEURIAL DEVELOPMENT Entrepreneurial opportunities in India - Environment Scanning– Idea Generation – Transformation of Ideas into Opportunities - Idea & opportunity assessment – Market assessment – Trend spotting – Creativity & Innovation – Innovative process – Selection of the right opportunity. UNIT-III: ENTREPRENEURIAL DEVELOPMENT POLICIES AND PROGRAMMES: Meaning-definition- Entrepreneurship Development Programmes Policies of the Government for EDP	2 2 3 3 3 2 3
August	14+2	Institutions for Entrepreneurship Development Training (EDTs) in India: CED, MDI, EDII, IED, NIESBUD, EMC, STEPs, XISS, SIDO, SISIs Role of Consultancy Organizations: IDCs, TCOs – Role of Financial Institutions and Banks. UNIT-IV: PROJECT MANAGEMENT: Project: Definition, characteristics, Types of projects , steps in identification of projects project life-cycle Project management: meaning, scope importance, Role of project manager	3 2 2 2 2 3
Sept	12+2	UNIT V : PROJECT FINANCING and MSME : Formulation of project financing Design - Planning and Appraisal Social Cost-Benefit Analysis Budget and Planning Financial Analysis & Project Financing – MSME – Government Policy and Support(new act of MSME 2006)	3 3 3 3 2
Total	60		60

K. Srinivas

Chakraborty

Organizer for Business Ethics for the Academic Year 2019-2020(Semester – IV)

Month	No Of Hours Sem-4	Topic To Be Covered	Review	Signature
Nov	6+2	<p><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 Issues/ Dilemmas involved in Business ethics-</p>	2 2 2 2	
Dec	15+2	<p>How to handle ethical dilemmas in business- Benefits of Business Ethics. Activity</p> <p><u>UNIT II- ETHICS AT WORKPLACE</u> 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> 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>	1 2 2 2 1 2 1 1 1 1 1	
Jan	13+2	<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> 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- Consumer interest Vs. Public interest- Activity</p>	2 2 2 2 1 2 2 1 1	
Feb	17+1	<p>Ethics in Advertisement</p> <p><u>UNIT V-BUSINESS ETIQUETTES</u> Meaning- Importance of Etiquettes- Etiquettes in Business cards-</p>	2 2	

		Business Meetings- Board Meetings- Board meetings- Shareholders meetings- Employees in meetings- Press conferences in printing and electronic media	5 5	
		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	2 2	
March	1+1	Etiquettes in Delivery of Speeches and addressing the people Activity	2	
Total	60		60	

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17/2/21

Bhavans Vivekananda College
Of Science Humanities and Commerce, Sainikpuri, Secunderabad – 500094
Autonomous College Accredited with 'A' Grade by NAAC
(Affiliated to OU)

Department of Commerce

B.Com III year Vth Semester Cost Accounting Organizer 2019-20

5 PW

(Reg/Comp/Hons)

MONTH	TOPIC	NO OF CLASSES	REVIEW BY HOD/PRINCIPAL
JUNE 13 + 2	UNIT-I: INTRODUCTION: 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. UNIT-II: MATERIAL: Direct and Indirect Material cost – Inventory Control Techniques -ABC Analysis	11 4	
JULY 19 + 2	Stock Levels – EOQ – ABC Analysis – JIT - VED - FSND - Issue of Materials to Production – Pricing methods: FIFO - LIFO with Base Stock and Simple and Weighted Average methods. UNIT-III: LABOUR AND OVERHEADS: 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. Overheads: Classification - Methods of Allocation - Apportionment and Absorption of overheads.	12 5 4	
AUGUST 17 + 2	Overheads Problems UNIT-IV: UNIT AND JOB COSTING: Unit Costing: Features - Cost Sheet – Tender and Estimated Cost Sheet. Problems in Unit Cost Job Costing: Features - Objectives – Procedure - Preparation of Job Cost Sheet. UNIT-V: CONTRACT AND PROCESS COSTING: Contract Costing: Features – Advantages - Procedure of Contract Costing-Problems excluding multiple contracts, continuous contracts and trial balance problems.	5 10 4	
SEPTEMBER 16 + 2	Contract Problems Process Costing: Meaning – Features – Preparation of Process Account – Normal and Abnormal Losses Revision	3 12 3	
OCT 02	Revision	2	
75	Total	75	

K. Srinivas
K. Srinivas



Bhavan's Vivekananda College
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Autonomous – Affiliated to Osmania University

Program: B.Com Honors/Regulars/ Computers
Law for the year 2019-20

Course (paper title): Business

Month and No. of Days	Topic	No. of Classes	Sign HOD/Prinicipal
June 8	Unit -1 Introduction : Indian Contract Act Sources of Business Law – Development of Law in Independent India – Contract Act 1872: Agreement and Contract – Essentials of a Valid Contract – Classification of Contracts – Practical Cases – Offer and Acceptance – Rules of Valid Offer and Acceptance – communication and revocation of offer and acceptance - Cases	1 1 2 2 2	
July 18	Unit Indian Contract Act II Consideration: Definition – Essentials of Valid Consideration – Doctrine of “Privity of Contract” – Stranger to Contract – “No Consideration No Contract – Minor Agreements – Free Consent – Coercion – Undue influence – Fraud – Misrepresentation – Mistake – Practical Problems - Cases	2 2 2 5 5 2	
Aug 15	Unit III Indian Contract Act, 1872 III Legality of Object and Consideration – Agreements Opposed to Public Policy – Void Agreements – Agreement by way of Wager – Contingent Contracts – Practical Problems – Cases Discharge of Contract: Modes of Discharge – Supervening Impossibility – Performance of Contracts – Reciprocal Promises – Breach of Contract – Remedies for Breach – Practical Problems - Cases	2 2 3 3 3 2	
Sep 15	Unit IV Sale of Goods Act, 1930 Contract of Sale: Essentials of Valid Sale – Sale and Agreement to Sel – Sale distinguished from other contracts – Goods and Types of Goods – Transfer of Ownership – Unpaid Seller – Rights of an Unpaid Seller – Practical Cases Unit 5: Information Technology Act, 2000 Information Technology Act, 200 – Objectives – Definition – Digital Signature – Electronic Governance- Attribution – Acknowledgement and Dispatch of Electronic Records – Regulation of Certifying Authorities – Granting of Licences	3 3 3 1 2 3	
Oct 2 Extra 2	Digital Signature Certificates – Duties of Subscribers – Cyber Regulation Appellate Tribunal – Offences – Penalties and Adjustments.	2 2	

Total

60

LDR

K. Srinivas

BHAVAN'S VIVEKANANDA COLLEGE

OF SCIENCE, HUMANITIES & COMMERCE, SAINIKPURI, SECUNDERABAD-50094

Autonomous College

DEPARTMENT OF COMMERCE

Organizer for the year 2019 - B.Com (Hons.) III year, V Semester

RESEARCH METHODOLOGY

5 hours per week

MONTH	TOPIC	NO OF CLASSES	REVIEW BY HOD/PRINCIPAL
JUNE 13 + 2	UNIT I INTRODUCTION	01	
	Research Objectives, Relevance and Classification	06	
	Process and Steps involved	05	
	Formulation of the Research Problem and Steps involved	03	
JULY 19 + 2	UNIT II RESEARCH DESIGN	05	
	Research Design, Classification, Types, Factors, Steps in research Design	07	
	Criteria of a good Research Design		
	UNIT III LEVELS OF MEASUREMENT & SCALING		
	Introduction, Measurements Levels / Scales		
	Sampling : Concepts, Uses of sampling in Real Life, Sampling Vs. On Sampling Errors, Sampling Design	06	
		03	
AUGUST 17 + 2	UNIT IV TESTING OF HYPOTHESIS I		
	Hypothesis: Meaning, Types, Characteristics	03	
	Procedure for testing of Hypothesis	03	
	T – test and F – test	08	
	UNIT V : TESTING OF HYPOTHESIS II AND REPORT WRITING		
	Chi-square test	05	
SEPTEMBER 16 + 2	Chi-Square test	02	
	ANOVA Analysis	07	
	REPORT DRAFTING: Types of Report	03	
	Methods of Report Writing	04	
	Tables and charts,	01	
	Bibliography and Index	01	
OCTOBER 02	Diagrammatic Presentation	02	
75	Total	75	

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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- 2019-20 - SEM V

Month	No.of teaching days	Name of the Topic	No.of classes required	Review HOD Principal
June	10	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 2 2	
July	16+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 2 3 2 2 2	
August	14+3	Unit-1V 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 1 4 4	
Sept	12+3	Rights-Duties Civil and Criminal Liabilities of Auditors Audit Committee Audit reports-meaning,content and types	5 3 4 3	
Total	60			

K. Srinivas

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5/2/21

ACADEMIC ORGANIZER for FINANCIAL SERVICES
B Com(Hons & Reg) IIIInd yr (SEM –V) 2019-20 (No. of classes per week:5)

Month	No. of days	Name of the Topic	No. of classes required	Review HOD Principal
June	13+1	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	3 3 4 4	
July	19+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	1 2 3 4 3 2 4 2	
Aug	17+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 Structure of Leasing Industry – Problems and Prospects.	2 2 2 2 1 1 3 3 1 2	
Sep	16+2	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. Parties to Forfeiting – Costs of Forfeiting – Benefits of Forfeiting for Exporters and Importers. Recent Developments in Solving Problems in Forfeiting .	3 3 2 2 3 3 2	
Oct	2+1	Differences between Factoring and Forfeiting Revision	1 2	
TOTAL	75		75	


K. Subinay

Jyoti Mehra

ACADEMIC ORGANISER FOR FINANCIAL MANAGEMENT (2019-20)
B.COM III YEAR –(HONS & REGULARS & COMPUTERS)

No. of classes per week-5

Month	No. Of teaching days	Name of the topic	No. Of classes required	Review
JUNE	13+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). UNIT-II: TIME VALUE OF MONEY Concept - Techniques - Compounding Techniques - Doubling Period -	10 5	
JULY	19 +3	TIME VALUE OF MONEY Multiple Compounding Period - Present Value Techniques (Simple Problems). CAPITAL BUDGETING: Meaning -types of Capital Budgeting-Decision criteria-Techniques of Capital Budgeting-Traditional and Modern (DCF) methods-NPV v/s IRR. 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	3 12 7	
AUG	17+2	COST OF CAPITAL: - Cost of Preference Capital - Cost of Equity Capital - Cost of retained earnings - Weighted Average Cost of Capital (Simple Problems). UNIT-IV: CAPITAL STRUCTURE: Meaning - Importance - Factors - Types - Optimal Capital Structure - Theories of Capital Structure: Net Income Approach - Net Operating Income Approach - Traditional Approach - Modigliani and Miller Approach (Simple Problems).	7 12	
SEPT	16+3	UNIT-V: LEVERAGES & DIVIDEND DECISION LEVERAGES: Operating- Financial-combined leverages(Including Problems) EBIT-EPS Analysis DIVIDEND DECISION- Dividend theories- Walter Model, Gordon Model, M.M. Hypothesis. Revision	7 7 5 TOTAL 75	

K. Subramanyam 

ACADEMIC ORGANISER MONTH WISE – 2019-20

INTERNATIONAL FINANCE – B.Com III year Honors

V Sem

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 '19	13	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			
JULY '19	19(+3)	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 '19	17(+2)	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 Revision	6 6 5 2			
SEPT '19	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 '19	1(+1)	Revision	2			
	75	TOTAL	75			

K. Srinivas



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

Program: B.Com Honors, ~~COMBINED~~, REGULARS
Managerial Accounting SEM VI (2019-2020)

Month	TOPIC	NO OF CLASSES
November	UNIT-I- INTRODUCTION	
8+2	Managerial Accounting-Features-Objectives-Scope-Functions-Advantages & Limitations-Relationship between Cost, Management & Financial Accounting	8
	Revision	2
December	UNITS-II- MARGINAL COSTING	
20+2	Meaning -Importance- Marginal Cost Equation- Difference Between Marginal costing & Absorption costing- application of Marginal costing-CVP Analysis_Break Even Analysis	15
	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- Establishment of cost standards- Steps involved in standard costing- Variance Analysis-Material Variance, Labour Variance and Overhead variances (incl problems)	5
JANUARY	and Overhead variances (incl problems)	10
16+3	Revision	2
	UNITS-IV- BUDGETS & BUDGETARY CONTROL	
	Budget-Meaning-Objectives- Advantages & limitations-essentials of budgets- budgetary control- classification of budgets	7
FEBRUARY	Preparing of Budgets (Incl Problems)	6
20+2	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
	Revision	2
MARCH	Revision	2
2		2
75		75

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Bhavan's Vivekananda College
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Program: B.Com Honors/Regulars/ Computers
Course (paper title): Company Law for the year 2019-20

Month and No.of Days	Topic	No.of Classes	III A1
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

W. Rev.
 Signature of the Faculty Incharge
 of the HOD

W. Srinivas
 Signature

<i>Month & Week</i>	<i>Syllabus</i>	<i>No of days</i>
November (8+3)	UNIT-I: MATHEMATICS OF FINANCE Mathematics of Finance: Introduction – Interest (Simple and Compound. Compound Interest At Changing Rates - Nominal and Effective Rates) Present Value and Future Value – Annuities	6 5
	Annuity– Perpetuity UNIT-II: FUNCTIONS AND SETS Functions: Concept – Types of functions- related to business (Simple problems). Limits: Concept–Properties–Evaluation Continuity: Concept - Applications of Continuity in Business and Economics Theory of Sets: Definition of Sets. Types of Sets-Venn diagrams, Operation on Sets-Algebra of Sets Applications of Sets UNIT- III:MATRICES AND DETERMINANTS Matrices: Introduction	3 3 5 3 5 1
January (16+2)	Types of Matrices – Matrix Algebra - Addition, Subtraction, Multiplication - Transpose of a Matrix – Properties of a Transpose Inverse of a Matrix - Minors and Cofactors Determinant – Solving of Simultaneous Equations Using Crammer's Rule And Matrix Inverse Method - Including Simple Application Problems 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).	6 7 5
	February (20+2)	Progressions:Arithmetic Progression, Geometric Progression Harmonic Progressions. (Including Simple Applications). 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 Maxima and Minima: Meaning and Application Problems. Integration: Concept – Fundamental Formulas
March (2+2)	Methods of Integration (Simple Problems including Application Problems).	4
75	TOTAL	75

K. Srinivas

1. *(BM) Kalyani*
2. *Kalyani*

ACADEMIC ORGANISER-Financial Statement Analysis 2019-20

VI

Month	No. of teaching days	Name of the Topic	No. of classes required	Review HOD Principal
November	8+3	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 - Limitations. UNIT-II: TECHNIQUES OF FINANCIAL STATEMENT ANALYSIS: Meaning – Objectives - Techniques	1 2 2 3 2	
December	18+3	Comparative Statement, Common Size Statement, Trend Analysis UNIT-III: RATIO ANALYSIS: Meaning – Objectives – Classification – Advantages and Limitations – Computation of various ratios: Activity Ratios -	10 3 5 3	
January	16+3	Liquidity Ratios Solvency Ratios - Profitability Ratios. 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.	6 2 11	
February	20+2	Statement of Changes in Working Capital – Statement of Sources and Application of Funds. UNIT-V: CASH FLOW ANALYSIS(AS-3): Meaning – Importance – Differences between Funds Flow and Cash Flow Statements – Procedure for preparation of Cash Flow Statement.	5 5 12	
March	2	Revision	2	
Total	75			

N. Srinivasan

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ACADEMIC ORGANISER MONTH WISE – 2019-20

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

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
NOV '19	10(8+2)	UNIT -1: 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 '19	21(18+3)	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 5			
JAN '20	19(16+3)	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 2			
FEB '20	23(20+3)	Unit-V- Option pricing models Black Scholes Option pricing Binomial Pricing model	12 11			
Mar '20	2	Revision	2			
	75	TOTAL	75			

K. Srinivas Reddy

27/11/19

INCOMETAX-I Academic Organizer 2019-20
Semester-V

B. Com Regulars & Computers &

Incharge Dr. JVR Geetanjali

Hons - III Sem

PPW:5

Month	No. Of Teaching Days	Topics To Be Covered	No. Of Classes Required
June 19	13+1	Unit- I- Introduction and overview of Direct taxes Features &History of Income tax in India Basic Concepts, Definitions Direct & Indirect taxes Incomes Exempt from Tax Unit -II Agricultural Income , Tests to determine and integration Problems Residential Status of an Individual	1 3 1 2 2 2 1 2
July 19	19+2	Residential Status of other Persons Essay problems including problems Scope of total income& Incidence of tax Unit -III Definition of Salary , Features of salary Salary u/s 17(1) Allowances u/s 17(3), Perquisites u/s 17(2) Salaries Essay problems	4 1 1 1 6 8
August 19	17+2	Unit -III Salaries – Profits in lieu of salary Problems. Unit- IV Income from House Property House property theory & Short problems Problems on Computation of House property income Revision	4 2 5 7 1
September 19	16+2	Unit-V Depreciation Profits and Gains from Profession Business Income Computation Problems	4 5 9
October 19	2+1	Revision	3
	Total		75

K. Subinay

JVR



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

Academic organizer for 2019-20 for Principles of Marketing
B.Com III Year (Regulars/Computers)

Month	Working Days	Name of the Topic	No of Classes	Total	Review of HOD Principal
June	15	Unit-I Introduction Meaning and Definition of Marketing – Scope – Evolution of Marketing Concept - Production concept - Product concept - Marketing Myopia – Selling Concept - Marketing Concept - Societal Marketing Concept - Objectives - Role of Marketing in Economic Development -Direct Marketing - Online Marketing Challenges and Opportunities Revision	 2 2 5 2 2 2	15	
July	21	Unit II MARKET MIX Element 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. Marketing Channels: Nature – Levels Revision UNIT-III: MARKET ENVIRONMENT: Micro Environment: Company – Suppliers - Marketing Intermediaries – Customers – Competitors - Publics	 4 4 3 4 2 2 2	21	
August	19	Macro Environment: Demographic – Economic – Natural – Technological – Political - Legal (Consumer Protection Act 1986) and Regulatory - Cultural – Social Revision UNIT-IV: MARKET SEGMENTATION: Concept of Target Market - Diffused Market - Concentrated Market - Clustered Market - Market	 10 4 5	19	

		Segmentation			
September	18	Market Segmentation Analysis for Consumer and Services - Product Positioning: Concepts - Bases. Revision UNIT-V: CONSUMER BEHAVIOUR: 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 4 7	18	
October	2	Government Market - Characteristics of Organizational Buyer - Organizational Buying Process - Organizational Buyer Vs. Consumer Behavior. Revision	1 1	2	
Total	75		75	75	

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W. S. Srinivas

Sem V

Department of Commerce			
B.com (Computers) 3rd Year			
Visual Basic Academic Organizer 2019-2020			
Month	Details	Periods	Signature HOD
Jun-13	Unit I: Introduction to Visual Basic	4	
	Introduction to Front end applications types	3	
	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.	3	
Jul-19	Unit II: Introduction to VB Controls	2	K. Srinivas
	VB Toolbar Introduction - Textbox, Frame, Check Box, Option Button, Image Box	3	
	VB Toolbar Introduction - Textbox, Frame, Check Box, Option Button, Image Box	3	
	Setting a Border & Styles, The Shape Control, The Line Control,	3	
	Working with multiple controls and their properties,	4	
	Drawing with GDI- Designing the User Interface, Keyboard access, tab controls,	3	
Default & Cancel property, Coding for controls.	4		
Aug-17	Unit III: Variables, Calculations and Conditions Variables introduction	2	
	Variables Public, Private, Static, Constants, Data Types,	3	
	Naming rules/conventions, Declaring variables, Scope of variables, Val Function,	3	
	Arithmetic Operations, If Statement, If then-else Statement,	3	
	Compound Conditions(And, Or, Not),	3	
	Nested If Statements, Case Structure.	3	
Sep-16	Unit IV: Loops and Array	2	K. Srinivas
	Using If statements with Option Buttons & Check Boxes,	2	
	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	2	
	Unit V: Menus, Sub-Procedures and Sub-functions -introduction	2	
	Creating Menus, Pop-Up Menus Modifying Menus,	2	
	Creating a new sub-procedure,	4	
	Passing Variables to Procedures, Passing Argument,	1	
Writing a Function Procedure.	1		
Total		65	

S. Sagarani

K. Srinivas

ACCOUNTING SYSTEMS-TALLY (SEC)

SEMESTER V B.COM (COMPUTERS)

ACADEMIC ORGANISER FOR THE YEAR 2019-2020

Month	No of days	Topics	Required Hrs	Review
June	7	UNIT-I: Introduction to Tally (Accounts only) Computerized accounting Vs manual accounting- Introduction to Tally 9- Steps in Creation of company – Creation of company with Accounts only – Creation of ledgers - Entering of vouchers & types.	2 3 2	
July	7	F11: Features , F12:Configurations - Preparation of subsidiary books , Trial balance, Financial statements with adjustments – Rectification of errors – Preparation of Bank reconciliation statement.	3 2 2	
Aug	7	UNIT-2: Accounts with Inventory and Reports: Creation of company with “Accounts with inventory” – Creation of stock groups, units of measure, stock items - Inventory vouchers, stock valuation methods. Preparation of Company’s Balance sheet as per Schedule III of Companies Act 2013	3 1 3	
Sept	7	Preparation of common size statement - cash flow statement, funds flow statement and ratio analysis. Split company data – Export and import of data – Backup and Restore.	3 3 1	
Oct	2	Revision		
	30		30	

W. Smiti Nayak

C. Sreedhar

MANAGERIAL ACCOUNTING AND CONTROL
B.Com Computer VIth Semester
Academic Organiser for the year 2019-2020

Month	No of days	Topics	Required Hrs	Review
November	8+1	INTRODUCTION TO MANAGEMENT ACCOUNTING Managerial Accounting: Features, Objectives, Scope, Functions, Advantages and Limitations	7	
		FINANCIAL STATEMENT ANALYSIS: Meaning-uses-limitations-types and techniques	2	
December	18+3	FINANCIAL STATEMENT ANALYSIS: Comparative and Common size techniques (according to schedule III)	10	
		RATIO ANALYSIS Meaning – Objectives – Classification – Advantages and Limitations, Computation of various ratios: Activity Ratios - Liquidity Ratios - Solvency Ratios - Profitability Ratios	11	
January	16+3	RATIO ANALYSIS Meaning – Computation of various ratios: Activity Ratios - Liquidity Ratios - Solvency Ratios - Profitability Ratios.	9	
		CASH FLOW STATEMENT: Meaning of working capital, cash, cash flow and its equivalents. Importance-Difference Between CFS & FFS. Preparation of Cash Flow Statement (according to AS 3)	10	
February	20+3	CASH FLOW STATEMENT: Preparation of Cash Flow Statement (according to AS 3)	2	
		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.	9	
March	2+1	BUDGETS AND BUDGETARY CONTROL: Preparation of Budgets.	3	
	75		75	

K. Srinivas

Chaitanya
17/02/2021

INCOMETAX-II Organizer 2019-20
Semester-VI

B. Com Regulars & Computers

Incharge Dr. JVR Geetanjali

Month	No. Of Teaching Days	Topics To Be Covered	No. Of Classes Required
Nov 19	8+2	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 4 1 1 2
Dec 19	18+2	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 Revision	5 1 2 2 8 2
Jan 20	16+4	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
Feb 20	20+2	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 4 4 3
Mar 20	1+2	Revision	3
	Total		75

K. Subramanyam

JVR Geetanjali



Bharatiya Vidya
Bhavan

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

Program: (B.Com Comp.) Course Title (paper title): Ecommerce
Organiser for Sem VI for the year 2019-20

Month	Syllabus	No of days	
November (8+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	5	
	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, Creation of webpage using various Formatting options and lists	4 8 8	
January (16+3)	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 4 4	
	Unit IV: Electronic Data Interchange EDI Introduction Lab Work: Maarque, Hyperlink, Creation of tables	1 8	
	February (20+2)	EDI Applications in Business, Legal - Security and Privacy issues of EDI EDI and E-Commerce - EDI Software Implementation.	3 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: Frames, Forms	2 6 8	
March (2+2)	E-Advertisement - Virtual Reality & Consumer Experience - Role of Digital Marketing	4	
75	TOTAL	75	

K. Srinivas

Kalyani

Human Resource Management
B.COM Computers/Regulars VI Semester
Academic Organiser for the year 2019-2020

Month	No of days	Topics	Required Hrs	Review
November	8+1	Unit I: INTRODUCTION HRM meaning- Concept-Evolution- Importance—Objectives and scope- functions of HRM- changing Role of HR manager- HRM policies-	9	
December	18+3	HRM Vs Personnel management- Recent trends in HR Unit II: HR Planning and Job Analysis: Introduction- need for HR planning-Process of HR planning- HR planning System-Responsibility of HR Planning. Job Analysis- Concept and Meaning- process of Job analysis- Job description- Job specification- uses of job Analysis Unit III: Procurement of human resource: Introduction- Concept of recruitment- Factors affecting Recruitment-	4 13 4	
January	16+3	sources of Recruitment (Traditional and modern)- concept of selection- selection process- selection Techniques- Placement and induction-internal mobility Unit IV: Human resource Development: Training and Development: Introduction: Meaning of Training- importance of training- training-	10 9	
February	20+3	Needs and Importance of Management development- Training Evaluation Unit V: Employee Performance Appraisal: Concept and Need of Employee review- concept of employee review- concept of Employee Appraisal- Types of Appraisal Methods-360 Degree Appraisal- MBO Techniques- Problems of Performance Appraisal STUDENTS PRESENTATION-	3 12 8	
March	2+1	Revision	3	
	75		75	

Paul

K. Subinay

Department of Commerce

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

Web Programming Academic Organizer 2019 - 2020 (even semester)

Month	Details	Periods	Signature HOD
Nov-08	Unit-I-Introduction to HTML	2	K. Srinivas
	to web pages, websites, HTML, structure of HTML pages	2	
	Formatting Text- Font Tag, Marquee-With all attributes, <pre>	2	
	Arranging text tags, <p><hr><center><h1> to <h6> - List & types	2	
Dec-18	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-16	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	
Feb-20	Unit-IV:Java Script Introduction -Client side Java script-Core features-Datatypes & Variables	5	
	Operators-Conditional Statements -Functions-DOM-Event Handling with Javascript	5	
	Java Script Object Properties and Methods (Array, document, window)	5	
	Unit-V XML Introduction, Creating XML Documents-DTD	5	
Mar-02	XML style sheets, Hyperlinks in XML -DOM and XML Query Language.	2	
Total		64	

K. Srinivas

S. Jayalaxmi
S. Jayalaxmi



Bharatiya Vidya
Bhavan

Bhavan's Vivekananda College of Science, Humanities and Commerce
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Program: (B.Com Computers) Course Title (paper title): Ms Excel-SEC
Organiser for Year III/Sem VI for the year 2019-20

2 PW

Month	Syllabus	No of Classes
November (3)	UNIT –I: FORMULA AND FUNCTIONS: Understanding formulas- Relative and absolute cell reference - calculations with operator aggregate functions with auto sum method.	3
December (8)	Managing formulas in single and multiple worksheet. Built in Functions: Introduction to formulas toolbar –Insert function- Built in functions(Math & Trigonometric, Financial, Date & Time, Logical, Text) Lab work: Implement Math and trigonometric, Financial, Date & Time, Logical and Text functions for student worksheet and generate report.	2 6
	Built in Functions: Statistical functions-check formulas for errors, trace precedents and dependents. Lab work: Implement Logical and conditional expressions for calculating result, grade and overall percentage for student database. Calculate a Conditional sum, conditional Count, conditional average, square Root, financial functions: Calculate future Value, Calculate principal or interest, calculate the interest rate, calculate the internal rate of return, calculate straight line depreciation, calculate the Median, Mode, correlation, calculate Rank.	1 4
January (7+2)	UNIT II: WORKING WITH PIVOT TABLES AND CHARTS: Introduction to Pivot tables- Create a pivot table, modify a pivot table layout summarize pivot table values- implement following tools with pivot table (calculate field, group rows/columns, apply styles, filters).	4
	Charts and Graphs:-Instant chart, Create chart –types of charts- create combination chart, change type, add or remove chart data-add spark lines-trend lines – histograms –chart Styles, layouts, labels, Axis options, chart title, legend, data labels -create and modify pivot chart Lab work: Create pivot tables and charts for single and multiple values	2 6
March (2)	Lab work: Create pivot tables and charts for single and multiple values	2
30	TOTAL	30

N. Srinivas

Kalyani

Organizer for Business Ethics for the Academic Year 2019-20

SEM - V

GENERIC ELECTIVE

Month	No Of Hours Sem-2	Topic To Be Covered	Review		
JULY	7+2	UNIT I – INTRODUCTION TO BUSINESS ETHICS Meaning- Requirement of Ethics in Business Need/Importance for ethics in business- Moral Vs. Ethics- Ethics Vs. Religion – Law Vs. Ethics Activity.	2 2 2 1		
AUGUST	6+3	Issues/ Dilemmas involved in Business ethics- How to handle ethical dilemmas in business- Benefits of Business Ethics. UNIT-II Ethics at workplace Meaning,Need, Importance	2 2 2 1		
SEPT	8+2	Role of individual morals standards in defining workplace ethics.Factorsinfluencing ethical behaviour,Working with opposite gender- issues involved in HRD-Ethical issues of individuals in workplace guidelines for managing ethics in workplace	1 2 2 2 1		
october	1+1	Assignments	1		

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[Signature]
10/2/21

K. Srinivas



ACADEMIC ORGANIZER for INTRODUCTION TO BANKING
B Com Generic Elective IIIrd year (SEM -VI) 2019-20 (No. of classes per week:2)

Month	No. of days	Name of the Topic	No. of classes required	Review HOD Principal
Nov	5+1	UNIT-I: COMMERCIAL BANKS: Introduction Role of commercial banks Credit creation by commercial banks	2 3 1	
Dec	7+2	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 Objectives	2 4 2 1	
Jan	7+1	Functions Role in Economic Development Skill Enhancement: Draft the application form for opening an account such as fixed, current and savings	3 3 2	
Feb	6+2	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	2 2 2 2	
Mar	1	Revision class	1	
TOTAL	30		30	

K. Srinivasan

Jyoti Mehra

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

**Program: B.Com [Generic Elective] Course (paper title):
Business Organization and Management 2019-20**

Month and No. of Days	Topic	No. of Classes	
Nov 4	Unit -1 Introduction Introduction to Business Organization – Concept of Business: Introduction to Business – Classification of Economic Activities–	4	
Dec 6	– 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 6	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	

24

WBRs
Subject In charge

W. Srinivas



Bhavan's Vivekananda College of Science, Humanities and Commerce
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ACADEMIC ORGANISER for AWARENESS FOR TAX PLANNING

BA & BSc III rd year (SEM V) 2019-2020 (No. of Classes per week:2)

Month	No. of Teaching Days	Name of the topic	No. of Classes required	Review of HOD Principal
July	4+1	Unit 1: INTRODUCTION Introduction to tax, tax structure, Definitions-Assesses, person assessment year, previous year.	5	
August	8+5	Concept of total income, scheme of taxation, Residential status, salary avenues, 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	8 5	
Sept	8+4	Deductions U/S 80 C to 80 U, rates of tax, Rebate U/S 88, procedure of tax liability. Revision	8 4	

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K. Srinivasan

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K. Srinivasan

Bhavan's Vivekananda College
of Science, Humanities & Commerce
Academic Organizer for Basics of Accounting
B.Sc.- G.E. 2019-20

Month	No. of teaching days	Name of the Topic	No. of classes required	Review HOD Principal
JULY	4+1	UNIT-I: INTRODUCTION: Financial Accounting: Meaning – Definition – Functions - Advantages and Limitations – Users of Accounting Information – Principles of Accounting: Concepts and Conventions	4	
August	8+5	Branches of Accounting – Accounting System- Types of Accounts – Accounting Cycle: Journal- 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	12	
SEPTEMBER	8+4	Reasons for differences between cash book and pass book balances –Favourable and over draft balances – Ascertainment of correct cash book balance - Preparation of Bank Reconciliation Statement.	11	
Total	30		27	

K. Srinivas

Rakesh



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) 2019-2020 (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