



Malad Kandivli Education Society's  
**NAGINDAS KHANDWALA COLLEGE**  
 OF COMMERCE, ARTS & MANAGEMENT STUDIES  
 AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE

(Re-accredited (3<sup>rd</sup> cycle) by NAAC with 'A' Grade)  
 ISO 9001 : 2015 Certified

Autonomous (2016-17)

Educational Excellence Award By Indus Foundation, U.S.A.  
 IMC Ramkrishna Bajaj National Quality Commendation Certificate

Providing Syllabus copy of the courses highlighting the focus on employability/  
 entrepreneurship/ skill development along with their course outcomes.

Sr. No.	Courses	2016-17	2017-18	2018-19	2019-20	2020-21	Total
1	Bachelor of Commerce (B.COM)	✓	✓	✓	✓	✓	5
2	Bachelor of Arts (B.A)	✓	✓	✓	✓	✓	5
3	Bachelor in Management Studies- (BMS)	✓	✓	✓	✓	✓	5
4	Bachelor of Commerce (Accounts and Finance)- BAF	✓	✓	✓	✓	✓	5
5	Bachelor of Commerce (Banking and Insurance)-BBI	✓	✓	✓	✓	✓	5
6	Bachelor of Commerce (Financial Markets)- BFM	✓	✓	✓	✓	✓	5
7	Bachelor of Science - Information Technology (B.Sc IT)	✓	✓	✓	✓	✓	5
8	Bachelor of Science- Computer Science(B.Sc CS)	✓	✓	✓	✓	✓	5
9	Bachelor of Arts- Multimedia and Mass Communication (B.A.MMC)	✓	✓	✓	✓	✓	5
10	Bachelor of Management Studies- Sports Management (BMS-SM)	X	X	✓	✓	✓	3
11	B. Com. Honours in Actuarial Studies	X	X	X	✓	✓	2
12	B.A. Honours in Apparel Design and Construction	X	X	X	✓	✓	2
13	B. Com. Honours in International Accounting	X	X	X	✓	✓	2
14	Bachelor of Management Studies- E commerce operations	X	X	X	X	✓	1
15	B.Sc. (Honours) in Integrative Nutrition & Dietetics	X	X	X	X	✓	1
16	BBA in Tourism and Travel Management	X	X	X	X	✓	1
17	B.Sc. in Interior Design	X	X	X	X	✓	1
18	Master Of Commerce-(M.COM)- Accountancy	✓	✓	✓	✓	✓	5
19	Master Of Commerce-(M.COM)- Management						
20	Master of Arts (Economics)	✓	✓	✓	✓	✓	5
21	Master of Arts (Geography)	✓	✓	✓	✓	✓	5
22	Master of Arts (Psychology)	X	X	X	✓	✓	2
23	Master of Science (Information Technology) (M.Sc IT)	✓	✓	✓	✓	✓	5
24	Master's Degree - Sports Management (MSM)	X	X	✓	✓	✓	3
25	Master of Science (Geo-informatics) (M.Sc GeoInformatics)	X	X	X	X	✓	1
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*Matta*

Prof. (Dr.) Moushumi Datta  
 I/c. Principal

**Business Communication - II**  
*Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Presentation Skills	15
2	Group Communication	15
3	Business Correspondence	15
4	Language and Writing Skills	15
<b>Total</b>		<b>60</b>

**Objectives:**

- To develop awareness of the complexity of the communication process in group.
- To develop effective presentation skills in students so as to enable them to comprehend topics and present them in a simple and lucid manner.
- To develop effective writing skills so as to enable students to write in clear, concise and persuasive manner during business correspondences.
- To demonstrate effective use of communication technology

**Course Outcomes:**

After completion of this course the student will be able to:

CO1: Students will be able to understand the importance of Corporate Communication (Level: Understanding)

CO2: Students will learn how to communicate in organisational set up (Level: Apply)



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CO3: Students will be able to analyse the various problems encountered during Business Communication (Level : Analyse)

CO4: Students will be able to apply Business Communication Skills in addressing issues and giving redressal to issues in business (Level : Apply)

CO5: Students will be able to draft business correspondence and enhance Public relation skills (Level : Create)

Sr. No.	Modules / Units
1	<b>Presentation Skills</b>
	<p><b>Presentations:</b> (to be tested in tutorials only) 4 Principles of Effective Presentation            Effective use of OHP            Effective use of Transparencies            How to make a Power-Point Presentation <b>(Skill Development)</b></p>
2	<b>Group Communication</b>
	<p><b>Interviews:</b> Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit  <b>Meetings:</b> Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions  <b>Conference:</b> Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing  <b>Public Relations:</b> Meaning, Functions of PR Department, External and Internal Measures of PR</p>
3	<b>Business Correspondence</b>
	<p><b>Trade Letters:</b> Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)  <b>Only following to be taught in detail:-</b>            Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act            [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]</p>
4	<b>Language and Writing Skills</b>

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**Reports:** Parts, Types, Feasibility Reports, Investigative Reports

**Summarisation:** Identification of main and supporting/sub points Presenting these in a cohesive manner

### Reference Books

- Agarwal, Anju D(1989) A Practical Handbook for Consumers, IBH.
- Alien, R.K.(1970) *Organisational Management through Communication.*
- Ashley,A(1992) *A Handbook Of Commercial Correspondence, Oxford University Press.*
- Aswalthapa, K (1991)*Organisational Behaviour, Himalayan Publication, Mumbai.*
- Atreya N and Guha (1994) *Effective Credit Management, MMC School of Management, Mumbai.*
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- Balan,K.R. and Rayudu C.S. (1996) *Effective Communication, Beacon New Delhi.*
- Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) *How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.*
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- Basu,C.R.(1998) *Business Organisation and Management, T.M.H.New Delhi.*
- Benjamin, James (1993) *Business and Professional Communication Concepts and Practices, Harper Collins College Publishers, New York.*
- Bhargava and Bhargava(1971) *Company Notices, Meetings and Regulations*
- Black, Sam (1972) *Practical Public Relations, E.L.B.S. London.*
- Bovee Courtland,L and Thrill, John V(1989) *Business Communication, Today McGraw Hill, New York, Taxman Publication.*
- Burton, G and Thakur, (1995) *Management Today- Principles and Practices. T.M.H.,New Delhi.*
- Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) *Public Relations Handbook, The Dartwell Co., Chicago.*
- Dayal, Ishwar(1981) *Managing Large Organizations: A Comparative Study.*
- Drucher,P.F.(1970) *Technology, Management and Society, Pan Books London.*
- Drucher,P.F.(1974)*Management Responsibilities Practices, Heinemann, London. 22.*
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- Ecouse Barry, (1999), *Competitive Communication: A Rhetoric for Modern Business, OUP.*
- Fisher Dalmar, (1999), *Communication in Organisation, Jaico Pub House, Mumbai, Delhi.*
- Frailley, L.E. (1982) *Handbook of Business Letters, Revised Edn. Prentice Hall Inc.*
- French, Astrid (1993) *Interpersonal Skills. Sterling Publishers, New delhi.*
- 27 Fritzsche, David J (2005) *Business Ethics: A Global and Managerial*

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*Perspective McGraw Hill*

- *Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.*
- *Ghanekar, A. (1996) Communication Skills for Effective Management. Everest Publishing House, Pune.*
- *Graves, Harold F. (1965) Report Writing, Prentice Hall, New Jersey.*
- *Gupta, Anand Das (2010) Ethics, Business and Society: Managing Responsibly Response Books 32. Gupta, Dipankar (2006) Ethics Incorporated: Top Priority and Bottom Line Response Books*
- *Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall, New Jersey.*
- *Lesikar, Raymond V and Petit, John D. (1994) Business Communication: Theory and Application, Richard D. Irwin Inc. Illinois.*
- *Ludlow, Ron. (1995) The Essence of Effective Communication, Prentice, New Delhi.*
- *36.M. Ashraf, Rizvi (2006) Effective Technical Communication Tata McGraw Hill*
- *Martson, John E. 1963) The Nature of Public Relations, McGraw Hill, New Delhi.*
- *Majumdar, P.K. (1992) Commentary on the Consumer protection Act, Prentice, New Delhi.*
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- *Monippalli, M.M. (1997), The Craft of Business Letter Writing, T.M.H. New Delhi.*
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- *Murphy, Herta and Hilde Brandt, Herbert W (1984) Effective Business Communication, McGraw Hill, New York.*
- *Parry, John (1968) The Psychology of Human Communication.*
- *Parson, C.J. and Hughes (1970) Written Communication for Business Students, Great Britain.*
- *Peterson, Robert A and Ferrell, O.C (2005) Business Ethics: New Challenges for Business Schools and Corporate Leaders Prentice Hall of India Pvt., Ltd*
- *Phillip, Louis V. (1975) Organisational Communication- The Effective Management, Columbus Grid Inc. 49.. Ross, Robert D. (1977) The Management of Public Relations, John Wiley and Sons, U.S.A.*
- *Sadri Sorab, Sinha Arun and Bonnerjee peter (1998) Business Ethics: Concepts and Cases Tata McGraw Hill Public Company Limited*
- *Shekhar, R.C (1997) Ethical Choices in Business Response Books*
- *Stephenson, James (1988) Principles and Practice of Commercial Correspondence, Pilman and Sons Ltd. London.*
- *53.. Shurter, Robert L. (1971) Written Communication in Business, McGraw Hill, Tokyo*



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## Business Communication - I

### *Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Theory of Communication	15
2	Obstacle to Communication in Business World	15
3	Business Correspondence	15
4	Language and Writing Skills	15
<b>Total</b>		<b>60</b>

#### **Objectives:**

- To develop awareness of the complexity of the communication process
- To develop effective listening skills in students so as to enable them to comprehend instructions and become a critical listener
- To develop effective oral skills so as to enable students to speak confidently interpersonally as well as in large groups
- To develop effective writing skills so as to enable students to write in clear, concise, persuasive and audience centered manner
- To demonstrate effective use of communication technology

#### **Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Students will be able to understand the importance of Communication in Business & Corporate world. (Level: Understanding)

CO2: Students will be able to enhance their writing skills. (Level: Apply)



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CO3: Students will be able to analyse the various barriers to communication and will also analyse measures to overcome it. (Level: Analyse)

CO4. Students will be able to recognise the importance of proficiency and competency in Communication for Business world for enhancing chances of employability. (Level: Create)

CO5: Students will be able to draft business correspondence and enhance Public relation skills for becoming employable. (Level: Create)

Sr. No.	Modules / Units
1	<b>Theory of Communication</b> <b>Concept of Communication:</b> Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Impact of technological advancements on Communication <b>Channels and Objectives of Communication: Channels-</b> Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine <b>Objectives of Communication:</b> Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given) <b>Methods and Modes of Communication:</b> Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax] Computers and E- communication Video and Satellite Conferencing
2	<b>Obstacles to Communication in Business World</b>

  
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	<p><b>Problems in Communication /Barriers to Communication:</b> Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p><b>Listening:</b> Importance of Listening Skills, Cultivating good Listening Skills – 4(<b>Skill Development</b>)</p> <p><b>Introduction to Business Ethics:</b> Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility</p> <p>Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices: Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste, Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace Piracy, Insurance, Child Labour</p>
<b>3</b>	<b>Business Correspondence</b>
	<p><b>Theory of Business Letter Writing:</b> Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing,</p> <p><b>Personnel Correspondence:</b> Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation [Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]</p>
	<b>4. Language and Writing Skills</b>
	<p><b>Commercial Terms used in Business Communication</b></p> <p><b>Paragraph Writing:</b> Developing an idea, using appropriate linking devices, etc. Cohesion and Coherence, self-editing, etc. [Interpretation of technical data, Composition on a given situation, a short informal report etc.]</p> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>▪ Listening Comprehension</li> <li>▪ Remedial Teaching</li> <li>▪ <b>Speaking Skills:</b> Presenting a News Item, Dialogue and Speeches(<b>Skill Development</b>)</li> <li>▪ Paragraph Writing: Preparation of the first draft, Revision and</li> </ul>

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	<p>Self - Editing, Rules of spelling.</p> <ul style="list-style-type: none"> <li>▪ Reading Comprehension: Analysis of texts from the fields of Commerce and Management</li> </ul>
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Reference Books
<ul style="list-style-type: none"> <li>• Agarwal, Anju D (1989) <i>A Practical Handbook for Consumers</i>, IBH.</li> <li>• Alien, R.K. (1970) <i>Organisational Management through Communication</i>.</li> <li>• Ashley, A (1992) <i>A Handbook Of Commercial Correspondence</i>, Oxford University Press.</li> <li>• Aswalthapa, K (1991) <i>Organisational Behaviour</i>, Himalayan Publication, Mumbai.</li> <li>• Atreya N and Guha (1994) <i>Effective Credit Management</i>, MMC School of Management, Mumbai.</li> <li>• Bahl, J.C. and Nagamia, S.M. (1974) <i>Modern Business Correspondence and Minute Writing</i>.</li> <li>• Balan, K.R. and Rayudu C.S. (1996) <i>Effective Communication</i>, Beacon New Delhi.</li> <li>• Bangh, L Sue, Fryar, Maridell and Thomas David A. (1998) <i>How to Write First Class Business Correspondence</i>, N.T.C. Publishing Group USA.</li> <li>• Banerjee, Bani P (2005) <i>Foundation of Ethics in Management Excel Books 10. Businessworld Special Collector's Issue: Ethics and the Manager</i></li> <li>• Barkar, Alan (1993) <i>Making Meetings Work</i>, Sterling Publications Pvt. Ltd., New Delhi.</li> <li>• Basu, C.R. (1998) <i>Business Organisation and Management</i>, T.M.H. New Delhi.</li> <li>• Benjamin, James (1993) <i>Business and Professional Communication Concepts and Practices</i>, Harper Collins College Publishers, New York.</li> <li>• Bhargava and Bhargava (1971) <i>Company Notices, Meetings and Regulations</i></li> <li>• Black, Sam (1972) <i>Practical Public Relations</i>, E.L.B.S. London.</li> <li>• Bovee Courtland, L and Thrill, John V (1989) <i>computer skills</i>, Today McGraw Hill, New York, Taxman Publication.</li> <li>• Burton, G and Thakur, (1995) <i>Management Today- Principles and Practices</i>. T.M.H., New Delhi.</li> <li>• Darrow, Richard, Forstal, Dan and Coolman, Aubrey (1967) <i>Public Relations Handbook</i>, The Dartwell Co., Chicago.</li> <li>• Dayal, Ishwar (1981) <i>Managing Large Organizations: A Comparative Study</i>.</li> <li>• Drucher, P.F. (1970) <i>Technology, Management and Society</i>, Pan Books London.</li> <li>• Drucher, P.F. (1974) <i>Management Responsibilities Practices</i>, Heinemann, London. 22. Eyre, E.C. (1985) <i>Effective Communication Made Simple</i>, Rupa and Co. Calcutta.</li> <li>• Ecouse Barry, (1999), <i>Competitive Communication: A Rhetoric for Modern Business</i>, OUP.</li> <li>• Fisher Dalmar, (1999), <i>Communication in Organisation</i>, Jaico Pub House, Mumbai, Delhi.</li> <li>• Frailley, L.E. (1982) <i>Handbook of Business Letters</i>, Revised Edn. Prentice Hall Inc.</li> <li>• French, Astrid (1993) <i>Interpersonal Skills</i>. Sterling Publishers, New delhi.</li> <li>• Fritzsche, David J (2005) <i>Business Ethics: A Global and Managerial Perspective</i> McGraw Hill</li> <li>• Garlside, L.E. (1980) <i>Modern Business Correspondence</i>, McDonald and Evans Ltd. Plymouth.</li> <li>• Ghanekar, A (1996) <i>Communication Skills for Effective Management</i>. Everest Publishing House, Pune.</li> <li>• Graves, Harold F. (1965) <i>Report Writing</i>, Prentice Hall, New Jersey.</li> <li>• Gupta, Anand Das (2010) <i>Ethics, Business and Society: Managing Responsibly Response Books 32</i>. Gupta, Dipankar (2006) <i>Ethics Incorporated: Top Priority and Bottom Line Response Books</i></li> <li>• Krevolin, Nathan (1983) <i>Communication Systems and Procedures for Modern Office</i>, Prentice Hall, New Jersey.</li> </ul>

  
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- Montagu,A and Matson , Floyd(1979) *The Human Connection*, McGraw Hill,New York.
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- Parson, C.J. and Hughes (1970) *Written Communication for Business Students*, Great Britain.
- Peterson, Robert A and Ferrell, O.C (2005) *Business Ethics: New Challenges for Business Schools and Corporate Leaders* Prentice Hall of India Pvt., Ltd
- Phillip, Louis V. (1975) *Organisational Communication- The Effective Management*, Columbus Grid Inc
- *Business Communication* by J.K. Sinha, Galgotia Publishing House, Delhi
- *Effective Communication in Business* by Walf and Warner, Southern Western Publications Cine Innali, U.S.A.
- *Today's Business Letter Writing* by Avett Elizabeth Maynard, Prentice Hall, New Delhi

  
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## Business Mathematics

### Modules at Glance

Sr. No.	Modules	No. of Lectures
1	Ratio, Proportion and Percentage	15
2	Profit and Loss	15
3	Interest and Annuity	15
4	Shares and Mutual Fund	15
<b>Total</b>		<b>60</b>

#### Objectives:

1. To enhance the creative and logical thinking of learners.
2. To orient learners towards the various aspects of business profits and losses.
3. To orient learners towards understanding returns on investment.
4. To create an interest in learners towards calculation of income from shares and mutual funds.

#### Course Outcomes:

After completion of this course the learner will be able to:

CO1: Demonstrate familiarity with concepts of Ratio, Proportion, and Percentage. (Level: Understanding)

CO2: Apply the understanding of commission & brokerage while making business decisions. (Level: Apply)



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CO3: Analyse the impact of various mode of interest on return earned by investor while investment in lump sum or in annuity. (Level: Analyse)

CO4: Evaluate alternate options of investment in Shares and Mutual Fund under different situation through different modes. This practical working will have a bearing on employability. (Level: Create)

Sr. No.	Modules / Units
1	<b>Ratio, Proportion and Percentage</b>
	Ratio- Definition, Continued ratio, Inverse Ratio, Proportion - Continued proportion, Direct proportion, Inverse proportion, Variation - Inverse variation, Joint variation Percentage- Meaning and computation of percentage
2	<b>Profit and Loss</b>
	Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount. Introduction to Commission and brokerage – problems on commission and brokerage
3	<b>Interest and Annuity</b>
	Simple interest, compound interest, Equated monthly instalments, reducing balance and flat rate of interest Annuity immediate- present value and future value Stated annual rate and effective annual rate
4	<b>Shares and Mutual Fund</b>
	Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares, Mutual Fund- Simple problems on calculation of net income after considering entry load, exit load, dividend, <b>change in net asset value (Employability)</b>

#### Business Mathematics

- *Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand*
- *Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House.*
- *Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGrawHill*
- *Mathematics of Finance 2nd Edition Schaum's Tata McGrawHill*
- *Business Mathematics by Dr. Amarnath Dikshit & Dr. Jinendra Kumar Jain.*
- *Business Mathematics by Bari – New Literature publishing company, Mumbai*
- *Mathematics for Economics and Business, RS Bhardwaj, 2010, Excel Books*
- *Business Mathematics, Zameerudin, Qazi, V.K. Khanna & S.K. Bhambri, Vikas Publishing House*

  
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## Business Taxation - Direct Tax

### Modules at a Glance

SN	Modules	No. of Lectures
1	Definitions u/s – 2 Basis of Charge	08
2	Exclusions from Total Income	07
3	Heads of Income	25
4	Deductions under Chapter VI – A	10
5	Computation of Total Income	10
<b>Total</b>		<b>60</b>

#### Objectives:

- To understand the concept of determination of residential status and exclusions from total income.
- To understand the sections related to salary, income from house property, capital gain and income from other sources.
- To develop an understanding of computation of taxable income of individuals and deduction under chapter VI A.

#### Course Outcomes:

After the completion of the Course, the Learner will be able to:

CO1: Acquaint himself/herself with heads of income and other provisions related to clubbing, set off carry forward and Chapter VI deduction for enhancing employability. (Understanding)



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CO2:Learners will get familiar with total tax payable calculations which is a skill required for jobs in this field. (Apply)

CO3: Demonstrate an ability to work on provisions regarding return filing. The ability will help in tax related jobs. (Apply)

CO4: Develop a critical understanding of advance tax laws which will be handy in practical working space. (Understanding, Apply, Create)

SN	Modules/ Units
1	<b>Definitions u/s – 2 Basis of Charge(Employability)</b>
	<ul style="list-style-type: none"> <li>• <b>Definitions u/s - 2:</b> Section 2 –Assessee, Assessment Year, Assessment, Annual value, Business, Capital asset, Income, Person, Previous Year, Transfer</li> <li>• <b>Basis of Charge:</b> Section 3 – 9 – Previous Year, Residential Status, Scope Of Total Income, Deemed Income</li> </ul>
2	<b>Exclusions from Total Income(Employability)</b>
	<ul style="list-style-type: none"> <li>• <b>Section 10</b> – restricted to, Agricultural Income, Sums Received From HUF By Member, Share of Profit from Firm, Casual &amp; Non – Recurring Receipts, Scholarships, Income of Minor Child, Allowance to Members of Parliament and Legislative Assembly.</li> <li>• <b>Note</b> -Exemptions related to specific Heads of Income to be covered with Relevant Provisions</li> </ul>
3	<b>Heads of Income(Employability)</b>
	<ul style="list-style-type: none"> <li>• <b>Salary:</b> Section 15 – 17, Including Section 10 relating to House Rent Allowance, Travel Concession, Special Allowance, Pension – Commutation, Leave Encashment, Compensation, Voluntary Retirement, Payment from Provident Fund</li> <li>• <b>Income From House Property:</b> Section 22 – 27, Including Section 2 – Annual Value</li> <li>• <b>Profits and Gains from Business &amp; Profession:</b> Section 28-32, 36, 37, 40, 40A &amp; 43B. including.: Section 2 – Business</li> <li>• <b>Capital Gains:</b> Section 45, 48, 49, 50, 54 and 55</li> <li>• <b>Income from Other Sources:</b> Section 56 – 59</li> </ul>
4	<b>Deductions under Chapter VI– A(Employability)</b>
	<ul style="list-style-type: none"> <li>• 80 A- Restriction on claim in Chapter VI- A deductions</li> <li>• 80 C – Payment of LIC/PF and other eligible investments</li> <li>• 80CCC – Contribution to certain Pension Fund</li> <li>• 80D – Medical Insurance Premium</li> <li>• 80 DD- Maintenance and medical treatment of handicapped dependent</li> <li>• 80E – Interest on Educational Loan</li> <li>• 80 TTA- Interest on Saving Bank account</li> <li>• 80U – Deduction in the case of totally blind or physically handicapped or mentally retarded resident person</li> </ul>
5	<b>Computation of Total Income(Employability)</b>

  
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<ul style="list-style-type: none"> <li>• Computation of Total Income of Individual &amp; HUF</li> <li>• <b>Notes</b> <ol style="list-style-type: none"> <li>1. Relevant Law / Statute in force on 1st April immediately preceding commencement of Academic Year is applicable for ensuing examinations after relevant year.</li> <li>2. The syllabus is restricted to study of particular section/s, specifically mentioned in rules and notifications only.</li> <li>3. Practical Problems on computation of total income should not cover more than two heads of income &amp; two deductions.</li> </ol> </li> </ul>
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Reference Books
<b>Direct Tax</b>
<ol style="list-style-type: none"> <li>1. <i>Students guide to Income Tax, V. K. Singhania, Taxman</i></li> <li>2. <i>Systematic approach to Income Tax, Ahuja &amp; Gupta , Bharat Law Publication</i></li> <li>3. <i>Income Tax, T. M. Manorahan, –</i></li> <li>4. <i>Direct Tax ready reckoner, N. V. Mehta, Kuber Publication</i></li> </ol>



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## Computer Skills - I

### Modules at a Glance

Sr. No.	Modules	No. of Lectures Including Practicals
1	Computer Hardware	10
2	Windows and Internet	20
3	Word - 2013	15
4	Excel -2013	15
	<b>Total</b>	60

#### Objectives:

- To widen the scope of the learner in understanding computer hardware
- To develop an inclination towards usage of Windows and internet
- To enhance the practical knowledge by working on Windows and Excel 2013.


#### Course Outcomes:

After completion of this course the learner will be able to:

CO1: Demonstrate a basic understanding of computer hardware, software and network principles which will help while seeking employment. (Level: Understanding)

CO2: Work on word and excel 2013 and present conclusions of calculations,

orally and in writing for enhancing career progress. (Level: Apply)

  
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CO3: Analyse the case studies based on E mail etiquette and create E mails based on business etiquette. The skill of writing will enhance confidence in future employment. (Level: Analyse and Create)

CO4: Design PowerPoint presentations through team work. (Create)

Sr. No.	Modules / Units
1	<b>Computer Hardware(Employability)</b>
	Personal Computers- identification/demonstration of different storage Devices like CD and CD drive, hard disk- HDD, storing and retrieving data from various storage devices, identification of various input and output devices. Primary memory, RAM and ROM- Processor- CPU, it's speed- machine cycle, ports, computer buses, Different types of printers. Introduction to trouble shooting of personal computers.
2	<b>Windows and Internet(Employability)</b>
	Introduction, features, various versions of windows, My computer, my documents, recycle bin, network neighbourhood, start menu, taskbar, file and folder operation (creating, copying, moving, deleting), system tools, creating shortcuts, <b>Internet</b> What is internet, most popular internet services , functions of internet like email, WW, FTP, usenet, Instant messaging, internet telephony, using address book, working with task list, scheduling appointments, reminders, events
3	<b>Word – 2013(Employability)</b>
	Getting started, The Word window, New documents, Document navigation, Editing text, Working with text, Undo and Redo commands, Cut, copy, and paste, Find and replace Text formatting, Character formatting, Tab settings, Paragraph formatting, Paragraph spacing and indents Tables, Creating tables, Working with table content, Changing the table structure Page layout, Headers and footers, Page setup Graphics, Adding graphics and clip art, Working with graphics Proofing, printing, and exporting, Spelling and grammar, AutoCorrect, Printing and exporting documents
4	<b>Excel- 2013(Employability)</b>
	Fundamentals of Excel, Cut, Copy, Insert, Delete, Paste Special, Custom Formatting , Undo, Redo, Excel Formulas – Basic, Useful functions and Paste Function, Calc, Comments, Drawing toolbar, Edit, Replace, Delete, Clear, Essential Printing, Data Sorting, Hiding, AutoFormats, Protection, Basic Charts, Basic Formatting, If Function



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### Reference Books

- *Fundamentals of Computers- Rajaram V- Prentice Hall*
- *Computers Today- Sanders, Donald- Mc Graw Hill*
- *Computers- Subramaniam N- wheeler*
- *Computers in Business- Saners D Mc Graw hills*
- *Woody Leonhard, using Microsoft Office , Pearson*
- *PCSoftware Made Simple-R.K.Taxali*
- *Office 2013 complete reference - Stephen L.Nelson*
- *Quick course in Micro-soft office - Joyce Cox, Polly Orban*
- *Mastering Office 2013 - GimiCouster*
- *Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)*



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## Principles of Management

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	total	
DSE (Core) 4 Principles of Management	3	2 ½ hrs	25	75	100	3

### *Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Introduction	15
2	Planning and decision making	15
3	Organising	15
4	Management Control	15
<b>Total</b>		<b>60</b>

### Objectives:

- To widen the scope of the learner in understanding nature of managerial work and contemporary issues in managerial work.
- To develop an inclination towards goal setting, group decision making and learning management by objectives
- To enhance the practical knowledge by understanding organising and control through group discussion and role playing.

### Course Outcomes:



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### Reference Books

- *Principles of Management - P.C. Tripathi & P.N. Reddy.*
- *Essentials of Management - Wehrich and Koontz.*
- *Principles of Management - L.M. Prasad*
- *Principles of Management - Dinkar Pagare*
- *Business Management - C.B. Gupta*
- *Business Management - N. Premavathy*
- *Principles of Management - J. Jayasankar*



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After completion of this course the learner will be able to:

CO1: Comprehend the concepts of management process and make oneself capable of employability in future. (Level-Understand)

CO2: Evaluate the control Process and techniques used by businesses to develop employability skills. (Level – Understand)

CO3: Apply the management theories and philosophies to real business situations through case studies and enhance the chances of being employable. (Level- Apply)

CO4: Analyses of various leadership styles and to anticipate the consequences of each leadership styles thereby becoming confident of skills required for employment. (Level-Analyses)

Sr. No.	Modules / Units
1	<b>Introduction</b> Nature and process of management, basic management roles and skills, nature of managerial work, approaches to management, classical behavioural, systems and contingency approaches, contemporary issues and challenges
2	<b>Planning and decision making</b> concept, purpose and process of planning, kinds of plans, strategies, policies and planning, premises, goal setting, MBO, decision making, conditions, forms of group decision making in organisation
3	<b>Organising</b> fundamentals of organising, bases of departmentation, distribution of authority, coordination, organisation structure, and design, leadership- nature and significance, leading and managing, leadership styles, leadership theories
4	<b>Management control</b> Nature, purpose and process of controlling, kinds of control system, prerequisites of effective control systems, resistance to control, controlling techniques( <b>Employability</b> )



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