



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

COURSE FILE FOR THE ACADEMIC YEAR – 2022)

Name of the Faculty: Sunila Kumari

Programme Name(B.Com/BBA/BCA/BA/BSc/MA/MSc/Mcom) - B.A

Course Title (Subject Name) : Foundation of Psychology

Course Code:

Semester(ODD/EVEN) : ODD - I Semester

Lesson Plan

MONTH	TOPICS TO BE COVERED	No. of Hours
September	Unit-I: Genesis and Goals of Psychology	10
October	Unit-II: Biology and Behaviour	12
November	Unit-III: Sensation, Attention and Perception	10
December	Unit-IV: Learning	10
January	Unit-V: Memory and Forgetting	10

ASSIGNMENT/PRESENTATION/CASE STUDY/SEMINAR/PROJECT
SPECIFY THE TOPICS

Sl.No.	Class	Topic - Presentation/Seminar	Topic - Assignment
1	I B.A(I Semester)- psy-Hom	Neuron : Structures and functions: Neural impulse, synapse and neurotransmitters	1. Bystanders effect and Disinhibition 2. Perceptual Constancies
2	I B.A(I Semester)- Psy-Soc	Nervous System: Structure and Functions of central nervous system and peripheral nervous system	1. Bystanders effect and Disinhibition 2. Perceptual Constancies
3	I B.A(I Semester)- Psy -OE	Methods of studying brain functions: invasion, lesion, ablation, chemical and stimulation methos	1. Bystanders effect and Disinhibition 2. Perceptual Constancies
4	I B.A(I Semester)- Psy-Jour	Endocrine system: Functions and effects: pituitary,thyroid,parathyroid, adrenal and gonads	1. Bystanders effect and Disinhibition 2. Perceptual Constancies



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

COURSE FILE FOR THE ACADEMIC YEAR – 2022-2023

Name of the Faculty: **VANDANA M**

Programme Name(B.Com/BBA/BCA/BA/BSc/MA/MSc/Mcom : **BCOM**

Course Title (Subject Name): **INTERNATIONAL FINANCE**

Course Code: **F0331**

Semester(ODD/EVEN) : **VI SEMESTER**

LEARNING OBJECTIVES: To orient the students on global business environment and international markets, to make students understand the various risks an enterprise is exposed to on account of international transactions and to provide basic tools and skills for hedging foreign currency risks.

05 Hrs.

15 Hrs.

UNIT 2: INTERNATIONAL FINANCIAL DECISIONS
International Capital Budgeting – Importance of Initiation on Capital Budgeting Decisions; Evaluation of Foreign Projects: Home Currency Approach and Foreign Currency Approach; International
Financing Decisions – Sources of Finance – APB, CPBS, ECP, ECPB, Manku Bonds, International Working Capital Management, Netting, Leasing and Joint

06 Hrs.

16 Hrs.

Transaction Risk, Translation Risk, Economic Risk. Risk Hedging Strategies: Internal – Netting, Leads and Lags. External – Forwards, Futures, Options, Money-market Hedging, Currency Swaps.

14 Hrs.

Interest Rate Swaps, Forward Rate Agreements, Interest Rate Futures, Interest Rate Options, Caps, Floors and Collars, Swaption.

1. V. Rajesh Kumar, "Strategic Financial Management", Mc Graw Hill Publishers.
2. Madura, Jeff, "International Corporate Finance", Thomson South-Western.
3. Sharan, Vyuptakesh, "International Financial Management", Prentice Hall of India.
4. Jain, Peyrard, and Yadav "International Financial Management", MacMillan
5. J. Fred Weston, Bart: Guide to International Financial Management.
6. Robery O. Edminster: Financial Institutions - markets and Management.
7. A.V. Rajwade: Foreign Exchange International Finance and Risk Management, Prentice Hall.

Course Outcomes: On successful completion of the course, the students will be able to:

- a. Understand the global business environment and international markets.
- b. Understand the various risks an enterprise is exposed to on account of international transactions.
- c. Gain knowledge and skills for hedging foreign currency risks
- d. Understand the theories of exchange rate determination
- e. Gain knowledge and skills for hedging interest rate risks

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE**DEPARTMENT OF COMMERCE****LESSON PLAN FOR THE EVEN SEMESTER-2023 (April to August)****COURSE : BCOM****SUBJECT/PAPER NAME : INTERNATIONAL FINANCE****SEMESTER: VI****CLASS: III BCOM A & B****NAME OF THE FACULTY: VANDANA M**

SL.NO	DATE	UNITS/ TOPICS/ PEDAGOGY	METHODOLOGY
1	April	Introduction to International Finance	Lecture
2	April	Meaning of International Finance, Meaning of global financial environment, Components of	Lecture
3	April	Introduction to International Monetary System, Bimetallism	Lecture
4	April	The Classical Gold Standard	Lecture
5	April	Interwar Period, The Gold Exchange Standard	Lecture
6	April	The Bretton Woods System	Lecture
7	April	The Bretton woods System	Lecture
8	April	Fixed Exchange Rate System - Meaning, Advantages, Disadvantages	Lecture
9	April	Flexible Exchange Rate System - Meaning, Advantages, Disadvantages	Lecture
10	May	Difference between fixed exchange rate system and floating exchange rate system	Lecture
11	May	The current exchange rate agreements - fixed and intermediate ER systems	Lecture
12	May	The current exchange rate agreements - floating ER systems	Lecture
13	May	Quiz	-
14	May	European Monetary System (EMS)	Lecture
15	May	Class Test	-
16	May	International Capital Budgeting - Meaning, Importance	Lecture
17	May	Influence of Inflation on Capital Budgeting Decisions	Lecture
18	May	Evaluation of Foreign Projects - Home Currency Approach and Foreign Currency Approach	Lecture
19	May	ADRs	Lecture
20	May	GDRS	Lecture
21	May	Masala Bonds	Lecture
22	May	Netting - Meaning, types, advantages and disadvantages	Lecture
23	May	ECBs, FCCBs	Lecture
24	May	International Working Capital Management - Cash Management	Lecture
25	May	International Working Capital Management - Inventory Management	Lecture
26	June	International Working Capital Management - Receivables Management	Lecture
27	June	Quiz	-
28	June	Leads and Lags	Lecture
29	June	Class Test	-
30	June	Factors affecting exchange rate	Lecture
31	June	Purchasing Power Parity Theory	Lecture
32	June	Interest Rate Parity Theory	Lecture
33	June	International Fisher's Effect	Lecture
34	June	Pure Expectations Theory	Lecture
35	June	Class Test	-
36	June	Foreign Exchange Risk and Exposure Meaning	Lecture
37	June	Transaction Risk	Lecture
38	June	Translation Risk	Lecture
39	June	Economic Risk	Lecture
40	June	Risk Hedging Strategies - Netting, Leads and lags	Lecture
41	June	Forwards, Futures	Lecture
42	July	Options	Lecture
43	July	Quiz	-
44	July	Swaps	Lecture
45	July	Money market hedging	Lecture
46	July	Operating Exposure	Lecture

47	July	Class Test	-
48	July	Interest Rate Risk Meaning	Lecture
49	July	Interest Rate Swaps, Interest Rate Swaption Meaning	Lecture
50	July	Forward Rate Agreements	Lecture
51	July	Interest Rate Futures	Lecture
52	July	Interest Rate Options	Lecture
53	July	Interest Rate Caps	Lecture
54	July	Interest Rate Floors	Lecture
55	July	Interest Rate Collars	Lecture
56	July	Class Test	-

Bishop Cotton Women's Christian College, Bangalore

I Internal Assessment Test, June 2023

VI Semester, B. Com- International Finance

Time: 1 ½ hours

Max. Marks: 30

SECTION-A

(5*2=10)

Answer **any 5** questions. Each question carries **2** marks.

1. Define International Finance.
2. What do you mean by dirty float?
3. What does the Interest Rate Parity theory state?
4. State two importance of International Finance?
5. What do you mean by dollarization?
6. What do you mean by exchange rate?
7. What do you mean by currency baskets?
8. What does the Pure Expectations Theory state?

SECTION-B

(1*5=05)

Answer **any 1** question. One question carries **5** marks.

1. Explain the difference between fixed and flexible exchange rate system.
2. Write a note on the European Monetary system.
3. What is flexible exchange rate system? Explain its advantages and disadvantages.

SECTION-C

(1*15=15)

Answer **any 1** question. One question carries **15** marks.

1. Briefly explain the purchasing power parity theory.
2. Explain in detail the evolution of International Monetary System.
3. Write a note on International Fisher's effect.

Bishop Cotton Women's Christian College, Bangalore

II Internal Assessment Test, July 2023

VI Semester, B. Com

International Finance

Time: 1 hour

Max. Marks: 20

SECTION-A

(2*5= 10)

Answer **any 2** questions. Each question carries **5** marks.

1. What do you mean by international capital budgeting? Explain its importance.
2. Briefly explain the types of netting.
3. Briefly explain the functions of money market.
4. Write a short note on ADRs.

SECTION-B

(1*10=10)

Answer **any 1** question. One question carries **10** marks.

1. Briefly explain the factors affecting international capital budgeting.
2. Explain in detail the techniques to manage transaction exposure.
3. Write short notes on ECBs and FCCBs.



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE
CONSOLIDATED MARKS SHEET - JULY 2023

Programme/DEGREE BCOM
Semester: VI
Section: A

Course Code:
Course Title: INTERNATIONAL FINANCE
Name of the Faculty: VANDANA M

SNo	SRN	Student Name	IA Marks Obtained	ASSIGNMENT (5)	ATTENDANCE(5)	TOTAL (30)
			(20)			
1	C2022401	AARTHI	18	5	5	28
2	C2022402	AFFIFA M	20	5	3	28
3	C2022403	AFNAIN MAHIN	8	5	2	15
4	C2022404	AIMAN FATHIMA SHARIEFF	18	5	4	27
5	C2022405	AISHWARYA B	16	5	5	26
6	C2022406	AKHILA B	16	5	3	24
7	C2022407	AMRUTHA VARSHINI K	8	5	3	16
8	C2022408	ANNIE MARIA S P	17	5	5	27
9	C2022409	ANUSHA R	20	5	5	30
10	C2022410	AQSA FATHIMA	12	5	3	20
11	C2022411	ARCHANA M	16	5	5	26
12	C2022412	ARFA NIKHATH A	14	5	3	22
13	C2022413	ARUL MARY A	15	5	5	25
14	C2022414	AYESHA M	20	5	5	30
15	C2022415	AYESHA SIDDIQUA	4	5	0	9
16	C2022416	B NISHA	17	5	5	27
17	C2022417	BEEBI SUMAIYA K	0	5	0	5
18	C2022418	BHAVANA T SURANA	17	5	4	26
19	C2022419	BHAVIKA MALHOTRA	16	5	5	26
20	C2022420	BHUMIKA M	15	5	5	25
21	C2022421	CHAITANYA H	19	5	5	29
22	C2022422	CHAITHRA B	12	5	3	20
23	C2022423	CHANDINI S MAKHIJA	10	5	5	20
24	C2022424	CETHANA G	15	5	3	23
25	C2022425	DAULATH SAMREEN	19	5	3	27
26	C2022426	DEEKSHITHA R	1	5	2	8
27	C2022427	DEEPA B	19	5	3	27
28	C2022428	DIVYA RICHITA R	13	5	3	21
29	C2022429	ESTHER ANTHONY	18	5	5	28
30	C2022430	ESTHER J	18	5	3	26
31	C2022431	FALAK KHAN	18	5	4	27
32	C2022432	FARHA BASRI	6	5	2	13
33	C2022433	FATHIMA MUSKAN	13	5	2	20
34	C2022434	FATHIMAUNNISA	0	5	2	7
35	C2022435	GAYATHRI R d/o RAMASWAMY	17	5	5	27
36	C2022436	GAYATHRI R (D/o RANGASWAMY)	17	5	4	26
37	C2022437	GEETHIKA SHARMA U	20	5	5	30
38	C2022439	HIBA HAMEED	7	5	2	14
39	C2022441	JANET MARY S	15	5	4	24
40	C2022442	JANNET CYNDRELLA M	19	5	5	29
41	C2022443	JENIFER SUJATHA	20	5	5	30
42	C2022445	JENNIFER SHARON B	15	5	4	24
43	C2022446	JENNIFER T	20	5	5	30
44	C2022447	JESANTHI M	17	5	4	26
45	C2022448	JESSIE OLIVIA C	19	5	3	27
46	C2022449	JINAL L KHANDWELWAL	16	5	3	24

47	C2022450	K U PARINATHA	17	5	4	26
48	C2022451	KASHMIRI SHIFA MOHAMMED ASIF	14	5	4	23
49	C2022452	KAVYA M	11	5	5	21
50	C2022453	KAVYA P	12	5	3	20
51	C2022454	KEERTHANA M	15	5	4	24
52	C2022455	KEERTHIGA ROBERT	13	5	3	21
53	C2022456	KERLIN SWEETY REBCCA E	16	5	4	25
54	C2022457	KRITHIKA DEBNATH	20	5	5	30
55	C2022458	KUMUDA G	20	5	4	29
56	C2022459	LAKSHMI D	17	5	5	27
57	C2022460	LAKSHMI M	19	5	3	27
58	C2022462	LEKHA C REDDY	15	5	5	25
59	C2022464	M SANDRA SHERIL	15	5	5	25
60	C2022466	MADIHAA U ANJUM	6	5	3	14
61	C2022467	MAHAMUDA ADIBA R T	9	5	3	17
62	C2022468	MAHITHA U	20	5	5	30
63	C2022469	MANCY MAHESH	3	5	0	8
64	C2022470	MANUSHREE D M	16	5	3	24
65	C2022471	MARIA JENNIFER	7	5	0	12
66	C2022474	MARY DINAICE E	11	5	5	21

Subject Teacher

HOD

PRINCIPAL



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

COURSE FILE FOR THE ACADEMIC YEAR 2022 – 2023)

Name of the Faculty: S.Jeba Jyothi Jansi Rani

Programme Name(B.Com/BBA/BCA/BA/BSc/MA/MSc/Mcom : **OE**

Course Title (Subject Name): **Investing in Stock Markets**

Course Code: **B.Com 2.5a**

Semester(ODD/EVEN) : **II SEMESTER**

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: B.Com. 2.5 a (Open Elective Course)
Name of the Course: INVESTING IN STOCK MARKETS

COURSE CREDITS : 3 Credits , No. of hrs per week: 3 hrs, Total Number of Teaching Hours: 42 hours
Pedagogy: Classroom lecture, Case studies, Group discussion, Seminar & field

Course Outcome:

On successful completion of the course, the students will be able to:

- a. Explain the basics of investing in the stock market.
- b. Differentiate between Primary and Secondary Market.
- c. Understand different methods of issue of shares.
- d. Understand the different methods of pricing the issue of shares.
- e. Understand Demat A/c and Depository Participants managing Demat A/c

SYLLABUS

Module 1: Indian Stock Market - 08 Hours

Introduction to Indian Stock Markets, History, Organization, Governing body, Functions of stock Exchange, Players in Stock Market, SEBI - Objectives, Role and Powers.

Module 2: Investing in Primary and Secondary Markets - 12 hours

Market, Methods of issue of shares in primary market, methods of pricing the issue of shares in primary market, Listing of shares.

Module 3: Trading in Stock Market - 14 hours

Broker-Meaning. Role and Responsibilities, Brokerage charges. Trading & Settlement- Procedure for Trading - Buying Order, Sell Order, Long and Short Positions, Bid and Ask Price, Volume, Stop Loss; Types of Trading - Online Trading and Offline Trading.

Module 4: Depository participants in India - 08 hours

Demat Account- Meaning and Need for Demat Account, Steps in Opening Demat, Account and related documentations, Depositories in India: National Securities Depository Ltd. (NSDL)- Features and Functions, Central Depository Services Ltd. (CDSL)- Features and Functions.

Course Outcomes: On successful completion of the course, the students will be able to:
a. Explain the basis of Investing in Stock Markets
b. Differentiate between primary and Secondary Market
c. Understand different methods of issue of shares
d. Understand DEMAT A/c and the depository participants
e. Understand the various methods of pricing of shares



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE
DEPARTMENT OF COMMERCE
LESSON PLAN FOR THE EVEN SEMESTER-2023 (April to July)

Course:		B.COM	
Subject/Paper:		Investing in Stock Markets	
Semester:		II Semester	
Class:		Ist year OE	
Name of the Faculty:		MRS. S. Jeba Jyothi Jansi Rani	
Hour	MONTH	Units/Topics/Pedagogy	Methodology/Lecture/Practical Hours
1	May	<u>Module 1: Indian Stock Market</u>	Lecture
2	May	Introduction to Indian Stock Markets- History	Lecture
3	May	Organization Structure	Lecture
4	May	Governing Body, Functions of Stock Exchange	Lecture
5	May	Activities to understand Stock Market	Lecture
6	May	Players in Stock Exchange	Lecture
7	May	Players in Stock Exchange	Lecture
8	May	SEBI- Introduction	Lecture
9	May	Objectives and Roles of SEBI	Lecture
10	May	Roles and Powers of SEBI	Lecture
11	May	Role Play	Role Play
12	May	<u>Module 2: Investing in Primary and Secondary Markets- Introduction</u>	
13	June	Meaning and Objectives	Practical
14	June	Scope and Functions of Primary Markets	Practical
15	June	Functions of Secondary Markets	
16	June	Methods of Issue of Shares in Primay Markets	Lecture
17	June	Methods of Pricing the shares	Lecture
18	June	Role play on pricing of shares	Role Play
19	June	Listing of Shares	Lecture
20	June	<u>Module 3: Trading in Stock Market- Introduction</u>	Practical
21	June	Broker- Meaning and importance	Practical
22	June	Roles and Responsibilities	Practical
23	July	Brokerage Charges	Practical
24	July	Procedure of trading and settlement	Practical
25	July	Buying order and Selling Order	
26	July	Long and Short positions	Lecture
27	July	Bid and ask price	Lecture
28	July	Volume, Stop loss	Lecture
29	July	Types of trading	Lecture
30	July	Types of online and offline trading	Lecture
31	July	Types of online trading activity	Activity
32	July	<u>Module 4 : Depository Participant in India - Introduction</u>	Lecture
33	July	Meaning and need for DEMAT a/c	Lecture
34	August	Steps in opening a DEMAT a/c	Lecture
35	August	Document required to open a DEMAT a/c	Lecture
36	August	National Depository Services Limited(NSDL) features and Functions	Lecture
37	August	Central Depository Services Limited (CDSL) Features and Functions	Lecture
38	August	Revision	Lecture
39	August	Revision	Lecture
40	August	Group Presentation	Presentation
41	August	Group Presentation	Presentation
42	August	Group Presentation	Presentation

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

Ist Internal Assessment

INVESTING IN STOCK MARKETS

II SEMESTER – OE

TOTAL MARKS: 30

DURATION: 90 minutes

I. Answer any two from the following: (2x2=4)

1. What is SEBI
2. State any two regional Stock Exchanges.
3. What do you mean by Insider Trading?

II. Answer any two from the following: (2x8=16)

1. Explain the key players in a Stock Exchange
2. Explain the functions of a Stock Exchange.
3. Explain the Governing Body of a Stock Exchange,

III. Answer any one from the following: (1x10=10)

1. Explain the Roles and Functions of SEBI
2. Explain the structure of a Stock Exchange.

ASSIGNMENT/PRESENTATION/CASE STUDY/SEMINAR/PROJECT
SPECIFY THE TOPICS

1 Group Presentation

G1. Trading and Settlement Process

G2. Primary and Secondary Market

G3. Roles and Responsibilities of a broker

G4. Online and Offline Trading

G5. NSDL and CDSL

Assignment on Players in Stock Market and

2 Types of Trading

Bishop Cotton Women's Christian College
INVESTING IN STOCK MARKET
INTERNAL ASSESSMENT MARKS - 1st Year OE
Faculty: Mrs. Jeba Jyothi

SL. NO.	Name of the Student	Class/Combination	IA-2				IA- 2				TOTAL IA (40 Marks)
			Assignment - 10 Marks	Test - 30	Converted - 10 Marks	Total - 20 Marks	Assignment - 10 Marks	Test - 30	Converted - 10 Marks	Total - 20 Marks	
1	AINA KULSUM	I BSC - NUTRITION & DIETETICS & PSYCHOLOGY	7	14	0	0	7	10	14	5	22
2	AGNESS VERONIKA K	I BCA B	0	13	4	4	10	16	5	15	20
3	ANGEL EPSEBA R	I BCA B	10	5	2	12	10	19	6	16	28
4	ARSHIYA	I BCA A	6	3	1	7	10	21	7	17	24
5	BHUMIKA V	I BA - POLITICAL SCIENCE & OPTIONAL ENGLISH	10	5	2	12	10	4	1	11	23
6	CAROLINE MARY LUCAS	I BSC - CHEMISTRY & BIOTECHNOLOGY	10	19	6	16	10	21	7	17	33
7	CATHERINE V	I BCA B	6	10	3	9	10	6	2	12	21
8	DIVYA DHARSHINI	I BA - HISTORY & POLITICAL SCIENCE	10	17	6	16	10	17	6	16	31
9	ESTHER.N	I BCA B	8	27	9	17	10	16	5	15	32
10	G SARAH RUSHIKA	I BSC - PSYCHOLOGY & ZOOLOGY	8	12	4	12	10	22	7	17	29
11	GACIYA.M	I BCA B	10	15	5	15	10	19	6	16	31
12	JAYASHREE G	I BSC - PSYCHOLOGY & ZOOLOGY	8	20	7	15	10	20	7	17	31
13	JEENAL LALJI DUBARIYA	I BA - HOME SCIENCE & PSYCHOLOGY	8	21	7	15	10		0	10	25
14	JYOTHI R	I BCA B	6	19	6	12	10	19	6	16	29
15	KARISHMA A	I BSC - BIOTECHNOLOGY & CHEMISTRY	8	18	6	14	10	15	5	15	29
16	KHWAIRAKPAM NAIADL CHANU	I BSC - BIOTECHNOLOGY & CHEMISTRY	0	0	0	0	0		0		0
17	M KARUNYA	I BCA A	10	11	4	14	10	14	5	15	28
18	MADHUMITA R	I BCA B	6	8	3	9	10	10	3	13	22
19	MAMATHA P N	I BA - PSYCHOLOGY & JOURNALISM	9	24	8	17	15		0	15	32
20	MARTHA LIVINGSTONE V	I BSC - BIOTECHNOLOGY & CHEMISTRY	8	24	8	16	10	18	6	16	32
21	MISBA BULARAIN	I BSC - BIOTECHNOLOGY & BOTANY	5	22	7	12	10	18	6	16	28
22	MONICA S	I BCA B	6	6	2	8	10	15	5	15	23
23	MOULYA.C	I BA - JOURNALISM & OPTIONAL ENGLISH	10	4	1	11	10	10	3	13	25
24	N A FARIYA SAMREEN	I BCA A	8	19	6	14	10	24	8	18	32
25	NIVEDITHA.R	I BCA A	6	0	0	6	10	12	4	14	20
26	PALLAVI KUMARI	I BCA A	6	17	6	12	10	17	6	16	27
27	PRINCESS DIANA	I BCA B	6	15	5	11	10	15	5	15	26
28	QUANITA SADAF	I BCA A	6	19	6	12	10	14	5	15	27
29	R NEAYA NAVAMANI	I BA - ECONOMICS & POLITICAL SCIENCE	8	11	4	12	10	17	6	16	27
30	ROOHI SABA	I BSC - BIOTECHNOLOGY & ZOOLOGY	10	23	8	18	10	19	6	16	34
31	RUBEENA SANIYA S	I BCA A	8	20	7	15	5	0	0	5	20
32	SALOMI	I BCA B	8	13	4	12	10	15	5	15	27
33	SANJANA DINESH	I BSC - BIOTECHNOLOGY & BOTANY	10	25	8	18	10	18	6	16	34
34	SISIRA SASEENDRAN	I BCA A	6	18	6	12	10	13	4	14	26
35	SMITHA	I BA - JOURNALISM & PSYCHOLOGY	6	18	6	12	10	0	0	10	22
36	SUSMITA DAS	I BSC - PSYCHOLOGY & HOME SCIENCE	10	21	7	17	10	18	6	16	33
37	SWATHLD	I BCA B	6	4	1	7	10	14	5	15	22
38	SWETHA M	I BCA B	8	3	1	9	10	11	4	14	23
39	SYED UL KUBRA	I BSC - BIOTECHNOLOGY & ZOOLOGY	8	25	8	16	10	30	10	20	36
40	THARUNASRI R	I BSC - NUTRITION & DIETETICS & CHEMISTRY	6	16	5	11	10	14	5	15	26
41	VINODHINI C	I BCA B	8	9	3	11	10	14	5	15	26
42	YOGITHA R	I BA - JOURNALISM & PSYCHOLOGY	6	16	5	11	10	10	3	13	25
43	ZOHA TAJ	I BCA A	6	25	8	14	10	16	5	15	30
44	ZOHRA FATHIMA	I BCA A	6	16	5	11	10	10	3	13	25



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

COURSE FILE FOR THE ACADEMIC YEAR – 2022)

Name of the Faculty: Evelin Silviya S

Programme Name(B.Com/BBA/BCA/BA/BSc/MA/MSc/Mcom) - B.Sc.

Course Title (Subject Name) : Mathematics -V

Course Code: E025

Semester(ODD/EVEN) : ODD - V Semester

Course Outcome

CO1	Algebra -IV: m Rings, Integral Domain, Fields	<ol style="list-style-type: none"> 1.Explain the fundamental concepts of advanced algebra such as groups and rings and their role in modern mathematics and applied contexts. 2.Demonstrate accurate and efficient use of advanced algebraic techniques. 3. Demonstrate capacity for mathematical reasoning through analyzing, proving and explaining concepts from advanced algebra. 4. Apply problem-solving using advanced algebraic techniques applied to diverse situations in physics, engineering and other mathematical contexts
CO2	Mathematical Methods- II : Calculus of Variations	<ol style="list-style-type: none"> 1. Understand what functionals are, and have some appreciation of their applications 2. Apply the formula that determines stationary paths of a functional to deduce the differential equations for stationary paths in simple cases 3. Use the Euler-Lagrange equation or its first integral to find differential equations for stationary paths 4. Solve differential equations for stationary paths, subject to boundary conditions, in straightforward cases.
CO3	Numerical Methods- I	<ol style="list-style-type: none"> 1. Demonstrate understanding of common numerical methods and how they are used to obtain approximate solutions to otherwise intractable mathematical problems. 2. Apply numerical methods to obtain approximate solutions to mathematical problems. 3. Derive numerical methods for various mathematical operations and tasks, such as interpolation, differentiation, integration, the solution of linear and nonlinear equations, and the solution of differential equations. 4. Analyse and evaluate the accuracy of common numerical methods. 5. Implement numerical methods in Pytjon. 6. Write efficient, well-documented Python code and present numerical results in an informative way.

Lesson Plan

MONTH	TOPICS TO BE COVERED	No. of Hours
November	Mathematics-V: Numerical Methods-I	14
December	Mathematics-V: Calculus of Variations	7
January	Mathematics-V: Calculus of Variation/ Algebra	7+7
February	Mathematics-V: Algebra	7

Work Record

Day	DAY	TIME	CLASS	TOPICS COVERED
Wednesday	02-11-2022	9:55-10:50	III B.Sc.(PCM/PMC)	OD
Monday	07-11-2022	9:00-9:55	III B.Sc.(PCM/PMC)	Introduction of Syllabus
Monday	07-11-2022	9:55-10:50	III B.Sc.(PCM/PMC)	Numerical Methods- Applications
Tuesday	08-11-2022	1:00-4:00	III B.Sc.(PCM/PMC)	CL
Wednesday	09-11-2022	9:55-10:50	III B.Sc.(PCM/PMC)	Newton's- Gregory forward interpolation
Monday	14-11-2022	9:00-9:55	III B.Sc.(PCM/PMC)	Newton's- Gregory backward interpolation/ Divided difference formula
Monday	14-11-2022	9:55-10:50	III B.Sc.(PCM/PMC)	Lagrange's interpolation
Tuesday	15-11-2022	1:30-2:20	III B.Sc.(PCM/PMC)	Introduction to Python Program
Tuesday	15-11-2022	2:20-3:10	III B.Sc.(PCM/PMC)	Basic Math Module
Tuesday	15-11-2022	3:10-4:00	III B.Sc.(PCM/PMC)	Newton's Formula
Wednesday	16-11-2022	9:55-10:50	III B.Sc.(PCM/PMC)	Inverse Lagrange's interpolation
Monday	21-11-2022	9:00-9:55	III B.Sc.(PCM/PMC)	Numerical Integration: Trapezoidal rule
Monday	21-11-2022	9:55-10:50	III B.Sc.(PCM/PMC)	Simpson's 1/3rd and Simpson's 3/8th rule
Tuesday	22-11-2022	1:30-2:20	III B.Sc.(PCM/PMC)	Newton's Forward Interpolation Formula
Tuesday	22-11-2022	2:20-3:10	III B.Sc.(PCM/PMC)	Newton's Backward Interpolation Formula
Tuesday	22-11-2022	3:10-4:00	III B.Sc.(PCM/PMC)	Manual problems of Newton's Formula
Wednesday	23-11-2022	9:55-10:50	III B.Sc.(PCM/PMC)	Finite differences - definition and properties
Monday	28-11-2022	9:00-9:55	III B.Sc.(PCM/PMC)	Nth differences of a polynomial
Monday	28-11-2022	9:55-10:50	III B.Sc.(PCM/PMC)	Factorial notations
Tuesday	29-11-2022	1:30-2:20	III B.Sc.(PCM/PMC)	Numerical Integration
Tuesday	29-11-2022	2:20-3:10	III B.Sc.(PCM/PMC)	Trapezoidal Rule
Tuesday	29-11-2022	3:10-4:00	III B.Sc.(PCM/PMC)	Simpsons 1/3rd Rule
Wednesday	30-11-2022	9:55-10:50	III B.Sc.(PCM/PMC)	CL
Monday	05-12-2022	9:00-9:55	III B.Sc.(PCM/PMC)	Calculus of Variation- definition, examples
Monday	05-12-2022	9:55-10:50	III B.Sc.(PCM/PMC)	Variation of a function
Tuesday	06-12-2022	1:30-2:20	III B.Sc.(PCM/PMC)	Simpsons 1/3rd Rule
Tuesday	06-12-2022	2:20-3:10	III B.Sc.(PCM/PMC)	Manual problems on Trapezoidal Rule
Tuesday	06-12-2022	3:10-4:00	III B.Sc.(PCM/PMC)	Simpsons 1/3rd Rule/ Simpsons 1/3rd Rule
Wednesday	07-12-2022	9:55-10:50	III B.Sc.(PCM/PMC)	Variational problems
Monday	12-12-2022	9:00-10:50	III B.Sc.(PCM/PMC)	CL
Tuesday	13-12-2022	1:30-2:20	III B.Sc.(PCM/PMC)	Variational Problem using Euler's General form
Tuesday	13-12-2022	2:20-3:10	III B.Sc.(PCM/PMC)	Particular forms of Euler's Equation
Tuesday	13-12-2022	3:10-4:00	III B.Sc.(PCM/PMC)	Equation Independent of both X and Y and Equation Independent of Y
Wednesday	14-12-2022	9:55-10:50	III B.Sc.(PCM/PMC)	Particular forms of Euler's Equation
Monday	19-12-2022	9:00-9:55	III B.Sc.(PCM/PMC)	Eulers Equation
Monday	19-12-2022	9:55-10:50	III B.Sc.(PCM/PMC)	Standard Variational problems on Geodesics
Tuesday	20-12-2022	1:30-2:20	III B.Sc.(PCM/PMC)	Rings
Tuesday	20-12-2022	2:20-3:10	III B.Sc.(PCM/PMC)	To verify given ring is a commutative ring
Tuesday	20-12-2022	3:10-4:00	III B.Sc.(PCM/PMC)	Manual problems
Wednesday	21-12-2022	9:55-10:50	III B.Sc.(PCM/PMC)	Minimal Surface of revolution , Hanging Chain problem
Monday	02-01-2023	9:00-10:50	III B.Sc.(PCM/PMC)	CL
Tuesday	03-01-2023	1:30-4:00	III B.Sc.(PCM/PMC)	Internal Examination- I
Wednesday	04-01-2023	9:55-10:50	III B.Sc.(PCM/PMC)	Internal Examination- I
Monday	09-01-2023	9:00-9:55	III B.Sc.(PCM/PMC)	Brachistochrone problem
Monday	09-01-2023	9:55-10:50	III B.Sc.(PCM/PMC)	Isoperimetric problems
Tuesday	10-01-2023	1:30-2:20	III B.Sc.(PCM/PMC)	To verify given ring is a ring with unity
Tuesday	10-01-2023	2:20-3:10	III B.Sc.(PCM/PMC)	Manual problems
Tuesday	10-01-2023	3:10-4:00	III B.Sc.(PCM/PMC)	Manual problems
Wednesday	11-01-2023	9:55-10:50	III B.Sc.(PCM/PMC)	Rings, Types of Rings
Monday	16-01-2023	9:00-9:55	III B.Sc.(PCM/PMC)	Properties of Rings-Theorems
Monday	16-01-2023	9:55-10:50	III B.Sc.(PCM/PMC)	Rings of integers modulo
Tuesday	17-01-2023	1:30-4:00	III B.Sc.(PCM/PMC)	OD
Wednesday	18-01-2023	9:55-10:50	III B.Sc.(PCM/PMC)	Subrings-Theorems
Monday	23-01-2023	9:00-9:55	III B.Sc.(PCM/PMC)	Ideals, Principal, Prime and Maximal Ideals -Theorems
Monday	23-01-2023	9:55-10:50	III B.Sc.(PCM/PMC)	Homomorphism- Theorems
Tuesday	24-01-2023	1:30-2:20	III B.Sc.(PCM/PMC)	To verify given ring is a ring with/without zero divisors
Tuesday	24-01-2023	2:20-3:10	III B.Sc.(PCM/PMC)	Manual problems
Tuesday	24-01-2023	3:10-4:00	III B.Sc.(PCM/PMC)	Manual problems
Wednesday	25-01-2023	9:55-10:50	III B.Sc.(PCM/PMC)	Isomorphism-Theorems
Monday	30-01-2023	9:00-9:55	III B.Sc.(PCM/PMC)	Properties of Rings-Theorems
Monday	30-01-2023	9:55-10:50	III B.Sc.(PCM/PMC)	Quotient Rings
Tuesday	31-01-2023	1:30-2:20	III B.Sc.(PCM/PMC)	To verify given ring is a field
Tuesday	31-01-2023	2:20-3:10	III B.Sc.(PCM/PMC)	Manual problems



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

COURSE FILE FOR THE ACADEMIC YEAR 2022 – 2023)

Name of the Faculty: **S. Jeba Jyothi Jansi Rani**

Programme Name(B.Com/BBA/BCA/BA/BSc/MA/MSc/Mcom : **BSC, BA, BCA**

Course Title (Subject Name): **Financial Education and Investment Awareness**

Course Code: **3.4 (SEC)**

Semester(ODD/EVEN) : **IV Semester**

Bengaluru City University

Course Title:

Financial Education and Investment Awareness

Total Hours: 30 Hours of Theory and 15 Hours of Practical Sessions

Formative Assessment Marks: 20

Model Syllabus Authors:

NSE Academy and Karnataka State Higher Education

Course Credits: 2

Duration of ESA: 90 Minutes

Summative Assessment Marks: 30

Module 1: Foundations for Finance

Introduction to Basic Concepts of Finance: Money and its need, Meaning and need for Financial Planning;

Life goals and financial goals of an individual; Format of a sample financial plan for a young adult.

Time value of Money: Meaning, need, Concepts of Compounding - Simple and compound interest and Discounting- Present value of single cash inflow, series of cash inflow, annuity, perpetuity- problems. Valuation Of Securities: Meaning, need for valuation of securities, Valuation of fixed income securities-debentures and preference shares, valuation of equity shares, dividend capitalization approach, earnings capitalization approach-problems.

Valuation Of Securities: Meaning, need for valuation of securities, Valuation of fixed income securities-debentures and preference shares, valuation of equity shares, dividend capitalization approach, earnings capitalization approach-problems.

Module 2: Investment Avenues

Introduction to Investment: Meaning, Need, Essentials of investment, Investment and speculation, Basic investment objectives, Diversification- Need for diversification,

Investment Avenues for a Common Investor: Bank deposits; Corporate Securities-Equity shares, Preference shares, debentures, bonds, company deposits; Post

Office savings schemes, Government securities, Real Estate, Gold and Bullion, Chit and Nidhi Companies, Life Insurance, Retirement and Pension Plans -

National Pension System, Atal Pension Yojana etc. (Features if all Investment Avenues with Income Tax benefits); Risk and return relationship (Theory only).

Stock Markets: Primary Market and Secondary Market, StockExchanges, Stock Exchange Operations - Trading and Settlement, DEMAT Account, Depository and Depository Participants; Investor Protection.

Module 3: Mutual Funds

Mutual Funds: Meaning and Features of Mutual Funds, History of Mutual Funds in India, Benefits, and drawbacks of investment in mutual fund; Major Fund

Houses in India and Types of Mutual Fund Schemes and plans; SIP, STP, SWP of mutual fund; Net Asset Value- simple problems.

Practical Lab Hours: 15 hours

Module 1 Foundations for Finance

Lab exercises 5 Hours

Spreadsheet Modelling:

IF Function

SUM Function

AVERAGE Function

INDEX, MATCH and VLOOKUP Function

RANK Function

SUM PRODUCT Function

MAX & MIN Function

PRESENT VALUE Functions

FUTURE VALUE Functions

ANNUITY Functions

PERPETUITY Functions

Statistical Functions in Excel- through data analysis

Preparation of Financial Plan

Module 2: Investment Avenues

Group Presentations on Investment Avenues- (Advantages, Suitability and Limitations)

Demonstration of Stock Trading

Demonstration of Technical Analysis and Exercises (NSE -TAME)

Spreadsheet Modelling for calculating Stock Returns and risk.

Lab exercises 5 Hours

Module 3: Mutual Funds

Identification of Fund Houses in India, Schemes and Plans of each Mutual Fund House

Course Outcomes: On successful completion of the course, the students will be able to:

- a. Interpret the investment options available to them.
- b. Recognise the importance of investment and to be aware about various changes in the market.
- c. To enable the learners to understand, develop and apply the techniques to calculate the returns on their investment in the future.
- d. To make the students develop competence with their investment decision making and controlling on their expenses.



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE
DEPARTMENT OF COMMERCE
LESSON PLAN FOR THE EVEN SEMESTER-2023 (April to July)

Course: BCA, BA, BSC
Subject/Paper: Financial Education and Investment Awareness
Semester: IV SEMESTER
Class: BCA, BA, BSC
Name of the Faculty: MRS. S. Jeba Jyothi Jansi Rani

SL.NO	MONTH	Units/Topics/Pedagogy	Methodology/Lecture/Practical Hours
1	May	Introduction to Finance	Group Discussion
2	May	Introduction to Basic concepts of Finance: Money and its needs, Meaning and need for Financial Planning;	Lecture
3	May	Meaning and need for Financial Planning;	Lecture
4	May	Life goals and financial goals of an individual; Format of a sample Financial Plan for young adult.	Lecture
5	May	Time Value of Money: Meaning, need	Lecture
6	May	concept of compounding- simple and compound interest and discounting.	Lecture
7	May	Present Value of single cash inflow	Lecture
8	May	series of cash inflow Annuity and Perpetuity Problems	Lecture
9	May	Meaning and need for valuation of securities	Lecture
10	May	Valuation of fixed income securities. Debentures and preference shares.	Lecture
11	May	Valuation of equity shares, dividend capitalization approach	Lecture
12	June	Revision	Lecture
13	June	UNIT 2- Investment Avenues- Introduction	Lecture
14	June	Introduction to Investment: Meaning, Need, Essentials of Investment.	Lecture
15	June	Investment and Speculation, Basic investment objectives	Lecture
16	June	Diversification and its needs. Investment Avenues for a common Investor: Bank Deposits, Corporate Securities- Equity SharesPreference Shares.	Lecture
17	June	Debentures, Bonds, Company Deposits, Post Office Savings Scheme, Government Securities. Real Estate, Gold and Bullion, Chit and Nidhi Companies.	Lecture
18	June	Life Insurance, - NPS, APY; Risk and Relationship Theory Stock Markets	Lecture
19	June	Introduction; Difference between Primary and Secondary MarketStock Exchanges	Lecture
20	June	DEMAT Account	Lecture
21	June	Stock Exchange Operations Trading and Settlement Depository and Depository Participa	Lecture
22	July	Depository and Depository Participants	Lecture
23	July	Investor Protection. Retirement and Pension	Lecture
24	July	PlansInvestor Protection. Understanding various investment objectives.	Lecture
25	July	Understanding various investment objectives.	Lecture
26	July	Activities, Presentation	Lecture
27	July	Role Play	Lecture
28	July	UNIT 3- Mutual Funds- Introduction	Lecture
29	July	Meaning and Features of Mutual Funds	Lecture
30	July	Benefits and Drawbacks of Investment in mutual fund;	Lecture
31	July	SIP, STP, SWP of mutual funds	Lecture
32	July	Net Asset Value- Simple Problems	Lecture
33	July	History of Mutual Funds in India	Lecture
34	July	Problems on Mutual Funds	Lecture
35	July	Problems on NAV	Lecture
36	July	Problems on Future Value	Lecture
37	July	Presentation	Lecture
38	July	Major Fund Houses in India	Lecture

39	August	Types of Mutual Fund Schemes and Plans	Lecture
40	August	Spreadsheet Modelling	Practical
41	August	Spreadsheet Modelling	Practical
42	August	Spreadsheet Modelling	Practical
43	August	Revision	Lecture
44	August	Revision	Lecture
45	August	Revision	Lecture

Bishop Cotton Women's Christian College
I Internal Assessment Test – BCA
IV Semester BCA – June 2023

TOTAL MARKS: 15

I. Answer any two from the following: (2x2=4)

1. What do you mean by Liquidity?
2. What is Diversification?
3. What is Stock Exchange?

II. Answer any two from the following: (3x2=6)

1. Explain the need for money.
2. Explain the need for Diversification.
3. Describe Time Value of Money.

III. Answer any one from the following: (5x1=5)

1. An Investor deposits Rs.12,000 at the end of each year for 5 years at the end of each year for 5 years at the rate of 12% pa. Interest compounded are half yearly. Find out the PV of the annuity.
2. Explain the trading and settlement procedures.

Bishop Cotton Women's Christian College
I Internal Assessment Test – BSC/BA
IV Semester BCA – June 2023

TOTAL MARKS: 15

I. Answer any two from the following: (2x2=4)

1. Define Money.
2. State the meaning of Primary Market.
3. What do you mean by Portfolio?

II. Answer any two from the following: (3x2=6)

1. Explain the types of Financial Goals.
2. Differences between Investment and Speculation.
3. Explain the importance of Diversification.

III. Answer any one from the following: (5x1=5)

1. Explain the functions of Stock Exchange.
2. Explain the need for Investment.

ASSIGNMENT/PRESENTATION/CASE STUDY/SEMINAR/PROJECT

Assignment

- 1 Types of Available Financial Plans and types of available financial plan
- 2 Draft an imaginary Financial Plan for an individual
- 3 Role play to understand the concept of Mutual Funds

Bishop Cotton Women's Christian College										
FINANCIAL EDUCATION AND INVESTMENT AWARENESS										
INTERNAL ASSESSMENT MARKS - II BA										
Faculty: Mrs. Jeba Jyothi										
			IA-1				IA-2			
SL NO	REG NO	NAME	Assignment 05	Test - 15	Converted - 5 Marks	Total - 10 Marks	Assignment - 05 Marks	Test - 15 Marks	Converted - 5 Marks	Total - 10 Marks
1	U18BO21A0027	AFREEN BANU	0	9	3	3	0	0	0	0
2	U18BO21A0029	ASHNAZ TABASSUM	5	10	3	8	5	0	0	5
3	U18BO21A0025	ASRA HUBAB M	5		0	5	5	0	0	5
4	U18BO21A0074	AYSHABI M K	5	8	3	8	0	2	1	1
5	U18BO21A0008	AZRA FATHIMA	5	10	3	8	5	0	0	5
6	U18BO21A0011	BLESSY KEZIA C	5	5	2	7	5	1	0	5
7	U18BO21A0032	BLESSY R CAROLIN	0		0	0	5	0	0	5
8	U18BO21A0013	CARLIN ESTHER	0	7	2	2	5	4	1	6
9	U18BO21A0033	CAROL P	5	7	2	7	5	1	0	5
10	U18BO21A0016	CHARULATHA C	5	1	0	5	5	0	0	5
11	U18BO21A0022	CIDRATUL MUNTAHA	5	12	4	9	5	0	0	5
12	U18BO21A0034	DEMITA JEMIMA M	5	14	5	10	5	13	4	9
13	U18BO21A0035	DRUTHI TRIVIKRAM	0	0	0	0	0	0	0	0
14	U18BO21A0036	FATHIMA AFRAH K	5		0	5	5	0	0	5
15	U18BO21A0037	GULAFSHA BEGUM	5		0	5	0	0	0	0
16	U18BO21A0038	HARSHITA V	5	10	3	8	5	4	1	6
17	U18BO21A0039	JAFLIN J	0	8	3	3	5	0	0	5
18	U18BO21A0041	JEEVITHA C S	5	12	4	9	5	3	1	6
19	U18BO21A0040	KHANITHA MARIYAM	5	10	3	8	5	5	2	7
20	U18BO21A0042	KHANSA SHAWANA	5		0	5	5	0	0	5
21	U18BO21A0043	KHUSHI J MEHTA	5	10	3	8	5	2	1	6
22	U18BO21A0026	KRUTHIKA S	0	6	2	2	0	1	0	0
23	U18BO21A0045	LAKSHMI PILLAI	5	13	4	9	5	15	5	10
24	U18BO21A0046	LAVANYA S	0		0	0	5	0	0	5
25	U18BO21A0047	MADEENA JOHAR	0		0	0	0	0	0	0
26	U18BO21A0048	MADHU PRIYA K	0	2	1	1	0	8	3	3
27	U18BO21A0050	MANISHA RAJPUROHIT	5	15	5	10	5	12	4	9
28	U18BO21A0049	MEHEK ISMAIL	0		0	0	5	0	0	5
29	U18BO21A0051	MEHREEN SALEHA	5	9	3	8	5	0	0	5
30	U18BO21A0052	MOHSINA SAMREEN	5	12	4	9	5	5	2	7
31	U18BO21A0054	NADA SANA	5		0	5	5	0	0	5
32	U18BO21A0053	NANDINI S	5	6	2	7	0	5	2	2
33	U18BO21A0055	NIDA FIRDOSE	0		0	0	0	0	0	0
34	U18BO21A0057	NOORAIN MUSKAN	5	9	3	8	5	0	0	5
35	U18BO21A0058	PRATHIKSHA K	0		0	0	0	0	0	0
36	U18BO21A0059	PRIYANKA SOPHIA ANAND	5	13	4	9	5	10	3	8
37	U18BO21A0060	RABIYA KHANUM	5	9	3	8	0	0	0	0
38	U18BO21A0061	RAHI	5	14	5	10	5	7	2	7
39	U18BO21A0062	RAMYA SRI R	0		0	0	5	0	0	5
40	U18BO21A0063	RODAH MENORAH B	5	14	5	10	5	13	4	9
41	U18BO21A0001	ROSHINI TAJ	5	1	0	5	0	0	0	0
42	U18BO21A0003	SABHA M B	5	12	4	9	5	0	0	5
43	U18BO21A0005	SAMREEN NOOR	0		0	0	0	0	0	0
44	U18BO21A0064	SANA ZOYA	5		0	5	5	0	0	5
45	U18BO21A0007	SANJANA VIJAY	5		0	5	5	11	4	9
46	U18BO21A0009	SARIFA KHATUN	5		0	5	5	6	2	7
47	U18BO21A0010	SHAGUFTA AHMED	0		0	0	0	0	0	0
48	U18BO21A0012	SHAKTHI SHALINI J	5	11	4	9	5	7	2	7
49	U18BO21A0015	SHARON S	5	11	4	9	5	6	2	7
50	U18BO21A0065	SHERIN BASILICA RANI R	5	13	4	9	5	7	2	7
51	U18BO21A0066	SHIFA FARHEEN DARSHANAL	0		0	0	5	0	0	5
52	U18BO21A0019	SONA KUMARI M	5	11	4	9	5	7	2	7
53	U18BO21A0021	SREE SNEHA LAKSHMI V	5	9	3	8	5	2	1	6
54	U18BO21A0067	SUMATHI NUTALAPATI	5	8	3	8	5	5	2	7
55	U18BO21A0073	TASMIYA TAJ T	0	5	2	2	0	0	0	0
56	U18BO21A0068	TRISHALA LAKSHMI S	5		0	5	5	0	0	5
57	U18BO21A0069	UZMA FATHIMA	0		0	0	0	0	0	0
58	U18BO21A0017	VANITHA	5		0	5	5	1	0	5
59	U18BO21A0020	VASIFA SURVATH K A	5	14	5	10	5	4	1	6

60	U18BO21A0024	VIDYA K	5	3	1	6	5	1	0	5
61	U18BO21A0070	VOHRA KHADIJA HUSEN	5	9	3	8	5	0	0	5
62	U18BO21A0071	YASHWINI JOSHI S	5	11	4	9	5	3	1	6
63	U18BO21A0072	ZAKIYA TAJ	5	5	2	7	5	0	0	5

Bishop Cotton Women's Christian College										
FINANCIAL EDUCATION AND INVESTMENT AWARENESS										
INTERNAL ASSESSMENT MARKS - IIBSC										
Faculty: Mrs. Jeba Jyothi										
			IA-1				IA-2			
SL NO	REG NO	NAME	Assignment - 05	Test - 15	Converted - 5 Marks	Total - 10 Marks	Assignment - 05 Marks	Test - 15 Marks	Converted - 5 Marks	Total - 10 Marks
1	U18BO21S0047	A MEGHASHREE	0	0	0	0	5		0	5
2	U18BO21S0048	AAIMAN	5	15	5	10	5	14	5	10
3	U18BO21S0069	AKIFA FIRDOSE	5	11	4	9	5	6	2	7
4	U18BO21S0071	AMULYA P	5	10	3	8	5		0	5
5	U18BO21S0072	ATIKA AMREEN	5	15	5	10	5	5	2	7
6	U18BO21S0067	AYMAN AFRAA	5	11	4	9	5	7	2	7
7	U18BO21S0075	BHUMIKA M	0	0	0	0	0		0	0
8	U18BO21S0088	CHARUSHA S	5	5	2	7	5	7	2	7
9	U18BO21S0089	DEMINA SOIBAM	5	8	3	8	5	7	2	7
10	U18BO21S0090	DIVINEE GRACE INDRANI D	5	9	3	8	5	10	3	8
11	U18BO21S0091	ESTHER SERENA BARDHAN	5	9	3	8	5		0	5
12	U18BO21S0092	FATHIMATHUL WAFI M K	5	9	3	8	5	8	3	8
13	U18BO21S0058	GRACE RUPAVATHI MICHAEL	5	0	0	5	5	10	3	8
14	U18BO21S0093	HALIMA IBRAHIM DAWOOD	5	7	2	7	0	7	2	2
15	U18BO21S0074	HARSHITA PARAKH	5	11	4	9	5		0	5
16	U18BO21S0094	HELEN SAMITHA S	5	13	4	9	5	6	2	7
17	U18BO21S0059	HEMASHREE S	5	0	0	5	5	7	2	7
18	U18BO21S0060	HUMAIRA FIRDOSE KHAZI	5	14	5	10	5	2	1	6
19	U18BO21S0076	HUZAIRA TAJ	5	10	3	8	5	3	1	6
20	U18BO21S0095	IMPANA RAMESH	0	8	3	3	5		0	5
21	U18BO21S0049	JEEVARANJANI P	5		0	5	5		0	5
22	U18BO21S0096	JEEVITHA R	5	14	5	10	5	8	3	8
23	U18BO21S0097	KANEEZ E SAKEENA	0	0	0	0	0		0	0
24	U18BO21S0050	KEERTHANA B	5	12	4	9	5	11	4	9
25	U18BO21S0061	LIKITHA R	5	0	0	5	5	5	2	7
26	U18BO21S0099	MARIA MANSURI	5	0	0	5	5		0	5
27	U18BO21S0100	MARY SUSHMA MILTON	5	11	4	9	5	2	1	6
28	U18BO21S0051	MERLYN KARUNA ANDERSON	5	12	4	9	5		0	5
29	U18BO21S0101	N HUZAIFA SUMAN	5	6	2	7	5	7	2	7
30	U18BO21S0062	NIVEDITA S	5	7	2	7	0	2	1	1
31	U18BO21S0063	NOORAIN ZOHRA SULTANA	5	10	3	8	5	11	4	9
32	U18BO21S0102	NUMA NARMEEN	5	12	4	9	5	9	3	8
33	U18BO21S0052	PRASHANTHI V	5	9	3	8	5	4	1	6
34	U18BO21S0103	PRITI GHOSH	5	0	0	5	5	13	4	9
35	U18BO21S0104	RAHAM	5	6	2	7	5	4	1	6
36	U18BO21S0106	S KEERTHANA	5	14	5	10	5	11	4	9
37	U18BO21S0070	SAHLA P P	5	7	2	7	0		0	0
38	U18BO21S0107	SANA IKKERI	5	13	4	9	5	9	3	8
39	U18BO21S0068	SANJANA SHREE S	5	11	4	9	5	11	4	9
40	U18BO21S0054	SARAH KHAN	5	10	3	8	5	9	3	8
41	U18BO21S0064	SEVANTHY K	0	4	1	1	5		0	5
42	U18BO21S0065	SHIFRAH SATISH	5	10	3	8	5	15	5	10
43	U18BO21S0066	SHIRLEY P	5	9	3	8	5	3	1	6
44	U18BO21S0053	SUHAILA P P	5	5	2	7	0		0	0
45	U18BO21S0055	SUPRIYA V	5	11	4	9	5	6	2	7
46	U18BO21S0110	SYEDA SADAF	5	6	2	7	5	8	3	8
47	U18BO21S0108	SYEDA ZAINAB	5	15	5	10	5	9	3	8

48	U18BO21S0056	TANU PRIYA N	5	6	2	7	5	4	1	6
49	U18BO21S0109	UMME KULSUM	5	11	4	9	5	9	3	8
50	U18BO21S0111	UMME ZAINA	5	15	5	10	5		0	5
51	U18BO21S0112	UMUL KHAIRRUNNISA	5	15	5	10	5		0	5
52	U18BO21S0057	ZEBE REHMAN	5	14	5	10	5	7	2	7
53	U18BO21S0113	ZEHRA FATHIMA	5	15	5	10	5	14	5	10

Bishop Cotton Women's Christian College											
FINANCIAL EDUCATION AND INVESTMENT AWARENESS											
INTERNAL ASSESSMENT MARKS - II BCA											
Faculty: Mrs. Jeba Jyothi											
SL NO	REG NO	NAME	IA- 1				IA- 2				IA= 20
			Assignment - 05	Test - 15	Converted - 5 Marks	Total - 10 Marks	Assignment - 05 Marks	Test - 15	Converted - 5 Marks	Total - 10 Marks	
1	U18BO21S0020	AFRAH KHATOON	3	9	3	6	5	13	4	9	15
2	U18BO21S0021	ALIYA SABAH S SHAIKH	3	0	0	3	5	10	3	8	11
3	U18BO21S0022	AMEENA MEHTAB	5	6	2	7	5	11	4	9	16
4	U18BO21S0004	ANNA JOSE	4	6	2	6	5	14	5	10	16
5	U18BO21S0024	AQSA BANU	3	1	0	3	5	10	3	8	12
6	U18BO21S0025	AYESHA KHANUM	3	0	0	3	5	11	4	9	12
7	U18BO21S0026	DEEBA SHABREEN	3	9	3	6	1	8	3	4	10
8	U18BO21S0006	DEEKSHA J	5	2	1	6	2	7	2	4	10
9	U18BO21S0027	DHANUVANDHINI J	3	8	3	6	5	10	3	8	14
10	U18BO21S0029	FARHEEN SYEDA	3	15	5	8	5	15	5	10	18
11	U18BO21S0028	FATHIMA NOORIEN	5	9	3	8	5	14	5	10	18
12	U18BO21S0114	GRACE ANGEL Y I	4	5	2	6	4		0	4	10
13	U18BO21S0030	HAUSA SHAREEF	5	12	4	9	5	15	5	10	19
14	U18BO21S0078	HARSHITHA S M	2	7	1	3	5	5	2	7	10
15	U18BO21S0012	JACINTHA M	4	4	1	6	2	7	2	4	10
16	U18BO21S0115	JOYCE P	3	0	0	3	5	11	4	9	12
17	U18BO21S0079	KEERTHANA P	4	15	5	9	5	15	5	10	19
18	U18BO21S0032	KHUSHI B	3	9	3	6	5	15	5	10	16
19	U18BO21S0013	M DARSHITA	5	15	5	10	5	13	4	9	19
20	U18BO21S0046	MAISARA MAHEEN	2	4	1	3	5	11	4	9	12
21	U18BO21S0043	MEHER HAUSA	4	7	2	6	5	11	4	9	15
22	U18BO21S0041	MEHRIN NIKHAT	3	15	5	8	5	15	5	10	18
23	U18BO21S0014	MONISHA G J	4	7	2	4	3		3	6	10
24	U18BO21S0080	MUSFIRA SHARIEFF	2	10	3	5	5	12	4	9	14
25	U18BO21S0015	NARMADA A	3	6	2	5	5	7	2	7	12
26	U18BO21S0040	NEETHU K G	2	8	3	5	5	13	4	9	14
27	U18BO21S0039	NIGAR BANU I	2	10	3	5	5	12	4	9	14
28	U18BO21S0018	NIRHAAYUS RAEHEL A	4	8	3	7	5	9	3	8	15
29	U18BO21S0118	NUSAIBA AFSHEEN	2	2	3	5	5		0	5	10
30	U18BO21S0037	QUDSIA FATHIMA	4	8	3	7	5	9	3	8	15
31	U18BO21S0036	QURRATH UL AIN A	3	5	2	5	5	9	3	8	13
32	U18BO21S0034	R JENNIFER	5	12	4	9	5	11	4	9	18
33	U18BO21S0033	R SUNANDITHA	3	9	3	6	3		1	4	10
34	U18BO21S0035	RABIYA BASRI	4	10	3	7	5	12	4	9	16
35	U18BO21S0038	RABIYA FATHIMA	4	10	3	7	3		0	3	10
36	U18BO21S0016	RAKCHITHA M	4	6	2	6	5	14	5	10	16
37	U18BO21S0044	RAMYA KRISHNA S	3	8	3	6	5		0	5	11
38	U18BO21S0045	ROSHNI SHARMA G	3	5	2	3	5		2	7	10
39	U18BO21S0116	SARIYA KHADEER	4	0	5	0	5	14	5	10	10
40	U18BO21S0011	SHIFA FATHIMA	3	8	3	6	5	12	4	9	15
41	U18BO21S0081	SUJI SIRUMALAR J	4	11	4	4	5	11	4	9	13
42	U18BO21S0017	SWATHI S	3	8	3	6	1	9	3	4	10
43	U18BO21S0082	SYEDA HUNAIN	0	3	3	3	5	7	2	7	10
44	U18BO21S0083	SYEDA NABIYA ASIF	0	0	0	3	5	7	2	7	10
45	U18BO21S0084	UME KULSUM	3	9	3	6	5	14	5	10	16
46	U18BO21S0085	VAISHNAVI A	0	0	0	1	5	12	4	9	10
47	U18BO21S0117	VIDYASHREE S	3	0	0	5	5		0	5	10
48	U18BO21S0086	WAFIA AHMED	0	0	0	5	5		0	5	10
49	U18BO21S0087	Y KRITIKA	3	9	3	6	5	7	2	7	13
50		Nazia Sarwat	5	6	2	7	5	7	2	7	14



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

COURSE FILE FOR THE ACADEMIC YEAR – 2022)

Name of the Faculty:

Dr. Rebecca Theodore

Programme Name(B.Com/BBA/BCA/BA/BSc/MA/MSc/MCom

BBA

Course Title (Subject Name)

Office Organisation and Management

Course Code:

BBA 1.5

Semester(ODD/EVEN) :

1st Semester

Name of the Programme: **Bachelor of Business Administration (BBA)**

Course Code: **BBA 1.5 Open Elective Course (OEC)**

Name of the Course: **Office Organization and Management**

Course Credits	No. of Hours per week	Total No. of Teaching Hours
3 Credits	3 Hrs	42 Hrs
Pedagogy: Classroom lecture, tutorials, Group discussion, Seminar, Case studies, fieldwork etc		
Course Outcomes: On successful completion of the course, the students will be able to <ul style="list-style-type: none">* Understand the basic knowledge of office organisation and management* Demonstrate skills in effective office organisation* Demonstrate the ability to maintain office records* Demonstrate the ability to maintain digital records.* Understand the different types of organisation structures and responsibilities as future office managers		
Syllabus		
Module No. 1: FUNDAMENTALS OF OFFICE MANAGEMENT (08 Hrs) <p>Introduction, Meaning, importance and functions of modern office. Modern office Organisation: Meaning, Steps in office organisation, Principles of office organisation, Organisation structure types. Nature of office services: Types of services in a modern office, decentralisation and centralisation of office services, Departmentation of office. Office management: Meaning, Elements and major processes of office management. Office Manager: Functions and qualifications of office manager.</p>		
Module No. 2: ADMINISTRATIVE ARRANGEMENT and FACILITIES (06 Hrs) <p>Office Accommodation and its Importance: Location of office, Choice of Location: Urban vs Suburban, Factors to be Considered in Selecting the Site, Securing office Space, Office Lay-out: Objectives of office Lay-out, Principles of office Lay-out, Steps in Lay-out Planning, Advantages of a Good Lay-out. Types of offices: Open office and Private office- advantages and disadvantages</p>		
Module No. 3: OFFICE ENVIRONMENT (10 Hrs) <p>Meaning and Components of Office Environment. Interior Decoration: Colour Conditioning, Floor Coverings, Furnishings. Furniture and Fixtures: Types of Furniture, Choice between Wooden and Steel Furniture, Principles Governing Selection of Furniture. Lighting and Ventilation, Noise: Internal Noise, External Noise. Cleanliness, Sanitation and Health Safety and Security</p>		
Module No. 4: RECORDS MANAGEMENT (08 Hrs) <p>Introduction to records: Importance of Records, types of office records. Records Management: Meaning, Principles of Record Keeping, Functions of Records Management Filing: Elements of Filing and Filing Functions, Objectives and Importance of Filing, Advantages of Filing, Essentials of a Good Filing System, Classification of Files, Filing Procedure or Routine. Filing Methods: Horizontal Filing -meaning, types and advantages, Vertical Filing- meaning, equipment used, advantage and disadvantages. office manual: contents, Importance, types of office manuals. Indexing: Meaning, importance, advantages and essentials of good indexing, type of index Retention and disposal of files: Meaning and benefits of record retention, need for disposal of files, life-cycle stages of files.</p>		

Module No. 5: OFFICE MECHANISATION and DATA PROCESSING (10 Hrs)

Meaning, Importance and Objectives of office Mechanisation, Advantages and disadvantages of

Office Mechanisation, Factors Determining office Mechanisation

Kinds of office Machines: Duplicating Machines and Photocopying Machines, Accounting, tabulating and computing machines, communication machines

Introduction to Data and Information: Distinction between Data and Information, Importance of

Data and Information, Classification of Data, Classification of Information, Data Lifecycle (chart),

Data Collection Methods- Primary and secondary data collection methods

Data presentation Methods of Presentation of Data

Data processing using computers: Components of Computers, Input and Output Devices,

Software used in Computers (names and uses only), Computer Applications in Office' Management

Advantages and Limitations of Computerisation

Name of the Programme: **Bachelor of Business Administration (BBA)**

Course Code: **BBA 1.5 Open Elective Course (OEC)**

Name of the Course: **Office Organization and Management**

Course Credits	No. of Hours per week	Total No. of Teaching Hours
3 Credits	3 Hrs	42 Hrs
Pedagogy: Classroom lecture, tutorials, Group discussion, Seminar, Case studies, fieldwork etc		
Course Outcomes : On successful completion of the course, the students will be able to : a) An understanding of basic knowledge of office organisation and management b) Demonstrate skills in effective office organisation c) Ability to maintain office records d) Ability to maintain digital records e) Understanding of different types of organisation structure and responsibilities as future office managers		

MONTH	TOPICS TO BE COVERED	No. of Hours
October	Fundamentals of Office Management	2
November	Fundamentals of Office Management	7
November	Administrative Arrangement and Facilities	6
December	Office Environment	7
January	Records Management	6
January	Office Mechanisation and Data Processing	4

[illegible]

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

FIRST INTERNAL ASSESSMENT EXAM – December 2022

Class : 1 Semester - BBA Max Marks : 30

Subject: Open Elective (Office Organisation & Management) Time :1 ½ Hours

SECTION – A

Answer any three questions. Each question carries two marks 2x3=6

1. What is meant by office work ?
2. What do you mean by size of office ?
3. Define Line organisation?
4. Discuss the meaning of committee form of organisation?
5. Define delegation of authority ?

SECTION – B

Answer any two questions. Each question carries 5 mark 2x5=10

6. Write the different types of office committees
7. What are the problems of Trade Union
8. Write the principles of Industrial Relations

SECTION – C

Answer any one questions. Each question carries 14 mark 1x14=14

9. What do you understand by size of office? Which factors determine the size of office?
10. Define line organisation. What are the merits and demerits of line organisation ?

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

SECOND INTERNAL ASSESSMENT EXAM –JANUARY 2023

Class : I Semester - B B A Max Marks : 30

Subject : Office Organisation and Management Time :1 ½ Hours

SECTION – A

Answer any three questions. Each question carries two marks 2x3=6

1. What is meant by office layout.
2. Name two principles of a good layout
3. What is meant by cleanliness
4. What is meant by noise control
5. Write the Principles of using furniture

SECTION – B

Answer any two questions. Each question carries 5 mark 2x5=10

6. What are merits and demerits of open office
7. Explain the safety requirements in office
8. What are the factors in selecting furniture

SECTION – C

Answer any one questions. Each question carries 14 mark 1x14=14

9. Discuss various factors considered while planning office layout?
10. Discuss the different types of furniture used in office.

ASSIGNMENT/PRESENTATION/CASE STUDY/SEMINAR/PROJECT SPECIFY THE TOPICS
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- 1 Visit an office and enlist the different types of machines, office interiors and office furniture used in the office
- 2 Draw charts of Office Layout and the Different types of office layout



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

COURSE FILE FOR THE ACADEMIC YEAR – 2022-2023

Name of the Faculty: JAYAKIRUBA.A

Programme Name(B.Com/BBA/BCA/BA/BSc/MA/MSc/Mcom) - BCA

Course Title (Subject Name) - ANALYSIS AND DESIGN OF ALGORITHMS

Course Code: BCAS504T

Semester(ODD/EVEN) : ODD (Vth Semester)

BCAS504T-ANALYSIS AND DESIGN OF ALGORITHMS

Total TeachingHours:52

No of Hours / Week: 04

Unit - I

Introduction: Definition of algorithm, Characteristic of algorithm, Different Control Structures, Writing Structured Programs, Analysis of algorithm (12hrs)

Unit - II

Divide and Conquer: General Method, Binary Search, Finding Maximum & Minimum, MergeSort, QuickSort. (10hrs)

Unit - III

GreedyMethod: General method, Knapsack Problem, Job Sequencing with deadline, Minimum Cost Spanning trees, Single Source Shortest Paths (10hrs)

Unit - IV

Dynamic Programming: Introduction to Graphs, Definitiontypes, Terms related to graph, General Method, Multistage Graphs, All pair Shortest Paths, 0/1—knapsack, The traveling sales person problem, Flow Shop Scheduling. (10hrs)

Unit - V

Basic traversal & Search techniques: Search & traversal techniques for trees, Search & traversal techniques for graphs.
Backtracking:Generalmethod,The8-QueensProblem,Sumofsubsets,GraphColoring. (10hrs)

BCA 504P ANALYSIS AND DESIGN OF ALGORITHM LAB

PART - A 10 Programs

PART - B 10 Programs

Course Outcomes

Upon completion of this course, students will be able to do the following:

UNIT 1	Student will be able to analyze the asymptotic performance of algorithms.
	Analyze worst-case running times of algorithms using asymptotic analysis.
	Write rigorous correctness proofs for algorithms.
UNIT 2	Students will be able to apply important algorithmic design paradigms and methods of analysis.
	Will be able to describe the divide-and-conquer paradigm and explain when an algorithmic design situation calls for it. Recite algorithms that employ this paradigm.
	Derive and solve recurrences describing the performance of divide-and-conquer algorithms.
UNIT 3	Students will be able to describe the greedy paradigm and explain when an algorithmic design situation calls for it.
	Will be able to recite algorithms that employ this paradigm. Synthesize greedy algorithms, and analyze them.
UNIT 4	design situation calls for it.
	Will be able to recite algorithms that employ this paradigm. Synthesize dynamic-programming algorithms, and analyze them.
UNIT 5	Backtracking method.
	Students will be able to find all feasible solutions to the enumeration problem

MONTH	TOPICS TO BE COVERED	No. of Hours
Nov-22	Unit I (Introduction)	12
Dec-22	Unit II (Dynamic Programming), Unit III (Greedy Method)	15
Jan 22	Unit III (Greedy Method), Unit IV (Dynamic Programming)	10
Feb-22	Unit IV (Dynamic Programming), Unit V (Backtracking)	15
	Total	52
Nov/Dec	Assignment-I	
Jan/Feb	Assignment-II	
Jan	Internal Assessment -I	
Feb	Internal Assessment-II	

DATE/DAY	TIME	CLASS	TOPICS COVERED
05/11/22 Saturday	9:55 - 10:50 AM	III BCA	Study of Algorithms
07/11/22 Monday	9:00 - 09:55 AM	III BCA	Different control structures
08/11/22 Tuesday	11:10 - 10:05 AM	III BCA	Structured Programming
09/11/22 Wednesday	9:55 - 01:00 PM	III BCA LAB	Execution of Quick sort program
10/11/22 Thursday	9:00 - 09:55 AM	III BCA	Analysis of Algorithms
12/11/22 Saturday	9:55 - 10:50 AM	III BCA	Mathematical Analysis of Non-Recursive Algorithms
14/11/22 Monday	9:00 - 09:55 AM	III BCA	Control Abstraction for Divide & Conquer Techniques
15/11/22 Tuesday	11:10 - 10:05 AM	III BCA	MaxMin Problem
16/11/22 Wednesday	9:55 - 01:00 PM	III BCA LAB	Merge Sort Program
17/11/22 Thursday	9:00 - 09:55 AM	III BCA	Introduction of Linear Search
19/11/22 Saturday	9:55 - 10:50 AM	III BCA	Introduction of Binary Search
21/11/22 Monday	9:00 - 09:55 AM	III BCA	Advantages and Disadvantages of D&C Techniques
22/11/22 Tuesday	11:10 - 10:05 AM	III BCA	Control Abstraction for Greedy Method
23/11/22 Wednesday	9:55 - 01:00 PM	III BCA LAB	Program to perform Linear Search
24/11/22 Thursday	9:00 - 09:55 AM	III BCA	Optimal Storage on Tapes
26/11/22 Saturday	9:55 - 10:50 AM	III BCA	Knapsack Problem
28/11/22	9:00 - 09:55 AM	III BCA	0/1 Knapsack Problem
29/11/22	11:10 - 10:05 AM	III BCA	Minimum Spanning Tree
30/11/22	9:55 - 01:00 PM	III BCA LAB	Program to find minimum Spanning Tree using
01/12/22	9:00 - 09:55 AM	III BCA	To find Single Source Shortest Paths
3/12/22	9:55 - 10:50 AM	III BCA	Optimal Merge Pattern
05/12/22	9:00 - 09:55 AM	III BCA	Job Sequencing With Dead Lines
06/12/22	11:10 - 10:05 AM	III BCA	Graph Representations
07/12/22	9:55 - 01:00 PM	III BCA LAB	Program to perform Binary Search
08/12/22	9:00 - 09:55 AM	III BCA	To represent in Adjacency Matrix
10/12/22	9:55 - 10:50 AM	III BCA	To represent in Adjacency List
12/12/22	9:00 - 09:55 AM	III BCA	Introduction to Dynamic Programming
13/12/22	11:10 - 10:05 AM	III BCA	Principle of Optimality
14/12/22	9:55 - 01:00 PM	III BCA LAB	Program to find Single Source Shortest Paths
15/12/22	9:00 - 09:55 AM	III BCA	Optimal Merge Pattern

17/12/22	9:55 - 10:50 AM	III BCA	DP solution for Multistage Graphs
19/12/22	9:00 - 09:55 AM	III BCA	Algorithm for Forward Approach
20/12/22	11:10 - 10:05 AM	III BCA	Algorithm for Backward Approach
21/12/22	9:55 - 01:00 PM	III BCA LAB	Program to find minimum Spanning Tree using Prim's
3/1/23 to		III BCA	Internal Assessment Test I
07/1/23	9:55 - 10:50 AM	III BCA	Finding Single Source Shortest Paths
09/1/23	9:00 - 09:55 AM	III BCA	Dynamic Programming: Introduction to Graphs
10/1/23	11:10 - 10:05 AM	III BCA	Definitiontypes, Terms related to graph
11/1/23	9:55 - 01:00 PM	III BCA LAB	Floyd's Program
12/1/23	9:00 - 09:55 AM	III BCA	Multistage Graphs
14/1/23	9:55 - 10:50 AM	III BCA	All pair Shortest Paths
16/1/23	9:00 - 09:55 AM	III BCA	0/1—knapsack problem
17/1/23	11:10 - 10:05 AM	III BCA	The traveling sales person problem
18/1/23	9:55 - 01:00 PM	III BCA LAB	Program on Knapsack problem
19/1/23	9:00 - 09:55 AM	III BCA	Flow Shop Scheduling
21/1/23	9:55 - 10:50 AM	III BCA	Basic traversal & Search techniques
23/1/23	9:00 - 09:55 AM	III BCA	Search & traversal techniques for trees
24/1/23	11:10 - 10:05 AM	III BCA	Search & traversal techniques for graphs
25/1/23	9:55 - 01:00 PM	III BCA LAB	Merge Sort Program
26/1/23			HOLIDAY
28/1/23	9:55 - 10:50 AM	III BCA	Backtracking:Generalmethod
30/1/23	9:00 - 09:55 AM	III BCA	Backtracking:Control Abstraction
31/1/23	11:10 - 10:05 AM	III BCA	The 4-QueensProblem
1/2/23	9:55 - 01:00 PM	III BCA LAB	kruskals Algorithm Prprogram
2/2/23	9:00 - 09:55 AM	III BCA	The 4-QueensProblem
4/2/23	9:55 - 10:50 AM	III BCA	Sum of subsets problem
06/2/23	9:00 - 09:55 AM	III BCA	Graph Coloring.
07/2/23	11:10 - 10:05 AM	III BCA	Binary Tree Traversal
08/2/23	9:55 - 01:00 PM	III BCA LAB	Program on Greedy Method
9/2/23	9:00 - 09:55 AM	III BCA	Depth First Search
11/2/23	9:55 - 10:50 AM	III BCA	Breadth First Search
13/2/23 to		III BCA	Internal Assessment Test II
18/2/23	9:55 - 10:50 AM	III BCA	Strictly Binary Tree
20/2/23	9:00 - 09:55 AM	III BCA	Complete Binary Tree
21/2/23	11:10 - 10:05 AM	III BCA	Prims Algorithm
22/2/23	9:55 - 01:00 PM	III BCA LAB	Practical exam

ASSIGNMENT 1

The knapsack problem is the following problem in combinatorial optimization:

Given a set of items, each with a weight and a value, determine which items to include in the collection so that the total weight is less than or equal to a given limit and the total value is as large as possible.

It derives its name from the problem faced by someone who is constrained by a fixed-size knapsack and must fill it with the most valuable items.

The problem often arises in resource allocation where the decision-makers have to choose from a set of non-divisible projects or tasks under a fixed budget or time constraint, respectively.

Applications

Knapsack problems appear in real-world decision-making processes in a wide variety of fields, such as finding the least wasteful way to cut raw materials, selection of investments and portfolios, selection of assets for asset-backed securitization and other knapsack cryptosystems. Problems were given to them based on real world examples. "

ASSIGNMENT2

Made the students to solve the previous year university question papers and write it.

AC 6.4: ACCOUNTING FOR GOVERNMENT AND LOCAL BODIES

LEARNING OBJECTIVES: The objective of this subject is to inculcate writing and auditing of government accounting and books.

Unit 1: INTRODUCTION

10 Hrs.

Constitutional Background –Origin and development-historical perspective- Evaluation of Government Accounts-Need for accounting system in government- accounting principles- accounts as tools for fiscal transparency highlighting the linkage, Principles of classification - Consolidated fund, Contingent fund and Public Account, Concept of Suspense Accounts-Government Accounting Rules 1990-Financial Rules of Government of India 2005-Central Government Receipts and Payment Rules 1983

Unit 2: BUDGET AND FINANCE

14 Hrs.

Appropriation Act- Appropriation Bill-Approval of Budget- vote on account-power of sanction of spent- Revised estimate-Savings of grant-supplementary, Excess grant and Re-appropriation-para 258 to 295 – Ways and Means and budget control-para 375 to 382 - Audit Report- Public accounts of the state para 346 to 366-legislature Committees-para 335 to 346, Establishment-article 105 to 139-stores-works-advance-charitable Endowments- deposits- powers of sanction - maintenance of cash and other accounts in Government offices-Article 327 to 348-Responsibilities for losses of public money or property-article 349 to 395- Contingent Expenditure

Unit 3: ACCOUNTING FOR RURAL LOCAL GOVERNMENTS

10 Hrs.

Panchaya Raj Institutions-origin of Panchayat Raj Institutions - Constitutional background- three tier Panchayat Raj System, Financial functions of Zilla Panchayat, Taluk Panchayat, Gram Panchayat. Salary, travelling allowances and other allowances to Adyaksha, Upadyaksha and members of Zilla Panchayat, Taluk Panchayat, Gram Panchayat. Application of Gram Panchayat Fund - Honorarium of Adyaksha and Upadyaksha of Gram Panchayat. Grants – fees, taxes, assets and liabilities of Panchayat Raj Institutions. Zilla Panchayat Budget and Account, Taluk Panchayat – Finance and account, Gram Panchayat - Budget and account Rules, Priasoft accounting software in Panchayat Raj institutions and Panchatantrasoftware.

Unit :4 ACCOUNTING FOR URBAN LOCAL GOVERNMENTS

12 Hrs.

Origin of Municipalities- Different tiers of urban local bodies- Urbanization in Karnataka - DMA Organization Chart - Structure of ULB, functions of municipal councils, municipal corporations, city municipal councils, town municipal councils, town panchayats, notified area committees, standing Committees, Rent, rates & taxes, fees, salary grants and other allowance to members of different schemes of ULB's, Expenditure rules-taxation rules1965-Contract rules 1986-Borrowing rules 1966-Assets and liabilities of ULB's. Regulation of duty on transfers of Immovable property, Preparation of plans, Estimates, Budgets, Receipts vouchers & Payment vouchers, Maintenance accounts of different Schemes of Urban local bodies. FBAS Accounting system in municipalities.

Unit 5: AUDIT OF GOVERNMENT AND LOCAL BODIES

10 Hrs.

Audit-origin and development of Government Auditing –Constitutional Provisions- CAG of India and AGs (DPC) Act, 1971-Functions and spirit of Audit-Primary and Secondary Objectives of Audit-types, Methods of Audit-Scope of audit –Benefits of audit- Role of auditor-Concept of professional ethics. Auditing of Panchayat Raj Institutions. Audit report, Procedures to rectify audit objection and recovery paras, ad-hoc committees in Panchayat Raj Institutions, Duties and responsibilities of ad-hoc committee, Auditing of ULB's, Government Auditor-Inspection of Books and Vouchers, different types of audit, measures to clear audit objection and recovery paras, ad-hoc committee.

REFERENCES:

1. K R Paul, Financial Accounting, Central Book Agency, Kolkata
2. Indian audit and accounts department, accounts and audit rules
3. Karnataka Panchayat raj act 1993
4. Karnataka panchayat raj (budget and accounts rules) 2006
5. Karnataka Municipal Corporation rules-1977
6. Karnataka state audit and accounts department, Audit manual
7. Karnataka municipalities budget and accounts rules
8. Government of Karnataka local bodies Accounts and Audit circulars
9. Priasoft, panchatantra, FBAS accounting software



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

COURSE FILE FOR THE ACADEMIC YEAR 2022 – 2023)

Name of the Faculty: **JENIFER SONIYA S**

Programme Name(B.Com/BBA/BCA/BA/BSc/MA/MSc/Mcom : **BCOM**

Course Title (Subject Name): **ACCOUNTING FOR GOVERNMENT & LOCAL BODIES**

Course Code: **AC 6.4**

Semester(ODD/EVEN) : **V SEMESTER**

Course Outcomes: On successful completion of the course, the students will be able to:

- a. To have a better understanding on Budget and Finance
- b. To understand the Approval of Budget and control of Budget
- c. To have insight of knowledge in Panchayat Raj Institutions
- d. Practical knowledge on Income & Expenditure Account and able to prepare Government Accounts.
- e. Brief about the Auditing in Government Companies



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE
DEPARTMENT OF COMMERCE
LESSON PLAN FOR THE EVEN SEMESTER-2023 (April to July)

Course: B.COM
 Subject/Paper: ACCOUNTING FOR GOVERNMENT & LOCAL BODIES
 Semester: VI SEMESTER
 Class: III BCOM A & B
 Name of the Faculty: MRS. JENIFER SONIYA S

SL.NO	MONTH	Units/Topics/Pedagogy	Methodology/Lecture/Practical Hours
		<u>Unit - 1 - Refer to Annual Budget - Group Discussion</u>	
1	April	Government Accounting Rules 1990 - Quiz	Lecture
2	April	Evaluation of Government Accounts	Lecture
3	April	Need for Accounting System in Government	Lecture
4	April	Accounting Principles	Lecture
5	April	Accounts as tools for Fiscal Transparency - Seminar	Lecture
6	April	Principles of Classification - Consolidated fund,	Lecture
7	April	Concept of Suspense Accounts	Lecture
8	April	Government Accounting Rules 1990	Lecture
9	May	Financial Rules of Government of India	Lecture
10	May	Central Government Receipts and Payment Rules	Lecture
		<u>Unit - 2 - Seminar/Assignments</u>	
11	May	Appropriation Act- Appropriation Bill	Lecture
12	May	Approval of Budget - Vote on Account - Power of sanction of spent	Lecture
13	May	Revised Estimate - Savings of Grant - Supplementary	Lecture
14	May	Excess Grant and Reappropriation - Ways and Means and Budget Control	Lecture
15	May	Works Advance - Charitable Endowments - Deposits - Powers of Sanction	Lecture
16	May	Maintenance of cash and other accounts in Government offices	Lecture
17	May	Responsibilities for losses of public money or property - Contingent expenditure	Lecture
		<u>Unit - 3: Seminar, Group Discussion, Presentations</u>	
18	May	Panchayat Raj Institution - Origin of Panchayat Raj Institutions	Lecture
19	May	Three tier panchayat raj system, Financial Functions of Zilla Panchayat\	Lecture
20	May	Taluk Panchayat, Gram Panchayat - financial Functions	Lecture
21	May	Salary, Travelling allowances and other allowances to Adyaksa, Upadayaaksha	Lecture
22	May	Members of zilla Panchayat, Taluk Panchayat	Lecture
23	May	Application of Gram Panchayat Fund - Honarium of Adyaksha and upadyaksha of Gram Panchayat	Lecture
24	May	Fees, taxes, assets and liabilities of Panchayat Raj Institutions	Lecture
25	June	Zilla Panchayat Account	Lecture
26	June	Taluk Panchayat - Finance and Account, Gram Panchayat - Budget and Account Rules	Lecture
27	June	Priasoftware Accounting Software in Panchayat Raj Institutions and Panchatantra Software	Lecture
		<u>Unit - 4 - Test/Presentation/Activities</u>	
28	June	Origin of Municipalities - Different tiers of Urban Local Bodies	Lecture
29	June	Urbanization in Karnataka	Lecture
30	June	DMA - Organisation Chart - Structure of ULB	Lecture
31	June	Functions of Municipal Councils	Lecture
32	June	Municipal Corporations	Lecture
33	June	City Municipal Councils, Town Municipal Councils	Lecture
34	June	Town Panchayats , Notified area committees, Standing Committees	Lecture
35	June	Rent, Rates & Taxes, Fees Salary and other allowances to members of different schemes of	Lecture
36	June	Expenditure Rules - Taxation Rules 1965	Lecture
37	June	Taxation Rules 1965 - Contract Rules 1986	Lecture
38	June	Borrowing Rules 1966 - Assets and Liabilities of ULB's	Lecture

39	June	Regulation duty on transfers of immovable property	Lecture
40	June	Preparation of plans, estimates, budgets	Lecture
41	July	Receipts vouchers and payment vouchers	Lecture
42	July	Problems on income and expenditure account	Lecture
43	July	Maintenance accounts of different schemes of urban local bodies	Lecture
44	July	FBAS Accounting system in municipalities	Lecture
		<u>Unit - 5 - Quiz, Presentation</u>	
45	July	Audit - Origin and development of Government auditing	Lecture
46	July	Functions and spirit of audit - Primary and secondary objectives of audit	Lecture
47	July	Types, methods of audit and scope of audit	Lecture
48	July	Benefits of audit - Role of auditor	Lecture
49	July	Auditing of panchayat raj institutions	Lecture
50	July	Audit Report - Procedures to rectify audit objection and recovery paras	Lecture
51	July	Ad-hoc committees in panchayat raj institutions	Lecture
52	July	Duties and responsibilities of Ad-hoc committee	Lecture
53	July	Auditing in ULB's	Lecture
54	July	Government Auditor - Inspection of Books and vouchers	Lecture
55	July	Different types of audit	Lecture
56	July	Measures to clear audit objection and recovery paras	Lecture

Bishop Cotton Women's Christian College
I Internal Assessment Test – Accounting for Government & Local Bodies
VI Semester B. Com – June 2023

SECTION - A

Answer any 5 questions. Each question carries 2 marks.

(5 x 2=10)

1. What is Fiscal Transparency?
2. What is Union Budget?
3. What do you mean by Appropriation Bill?
4. State two examples of Capital Receipts?
5. What is Vote on Account?
6. What is Contingency Fund Account?

SECTION – B

Answer any 1 of the following.

(1 x 5=05)

1. Write a note on Suspense Account?
2. Explain the rules for Control of Expenditure?

SECTION – C

Answer any one question. Each question carries 14 marks.

(1 x 15=15)

1. What do you mean by Government Accounting.? Explain the need for Accounting System in Government and Accounting Principles?
2. Explain the CAG Duties, Powers and Functions of Service.

**ASSIGNMENT/PRESENTATION/CASE STUDY/SEMINAR/PROJECT
SPECIFY THE TOPICS**

Sl. No.	Skill Development Activities:
1	Analysis & Interpretation of Union Budget of India
2	Preparation of Annual Accounts of one Government Company
3	Collect the Biodata of CAG of India and mention their duties as per DPC Act
4	Analysis the accounts of PRI
5	Report on Panchatantra & PriSoft Software

Management Principles & Practice - Presentation

TEAM - 1

SL NO.	NAME OF THE STUDENT	MARKS
1	AISHWARYA L	7
2	BINDU D G	10
3	BLESSY Y	8
4	CHEMILA P	6
5	DANISHA ASHOK KUMAR A	8
6	DEEPTHI S	10
7	DWANI S V	10

TEAM - 2

SL NO.	NAME OF THE STUDENT	MARKS
1	EESHA MAHESH	7
2	GAGANA S	8

3	HALEEMA SADIYA D/O SADATH PASHA	6
4	HARSHINI V	5
5	JHANSI MARY S	8
6	KAVYA F	7
7	KAVYASHREE M	6

TEAM - 3

SL NO.	NAME OF THE STUDENT	MARKS
1	KEERTHANA G	7
2	KEERTHIKA V K	6
3	LINCY JOY M	10
4	M JENIFER	10
5	MAMATHA S	7
6	MARY SHEEBA S	10
7	MERLIN EVANGELINE N	8

TEAM - 4

SL NO.	NAME OF THE STUDENT	MARKS
1	NITHYASHREE M	9
2	NITHYASHREE S	7
3	PATRICIA E	6
4	PAVITHRA V	9
5	POOJA A	10
6	POOJA G	8
7	PRISCILLA	6

TEAM - 5

SL NO.	NAME OF THE STUDENT	MARKS
1	PRIYA M	6
2	RAKSHITHA M	7
3	RIYA KARJULK	5
4	RUTH ANTHONY	9
5	S J ABHINAYA	6
6	S SHERIL RACHEL	6
7	SAMEERA BANU	6

TEAM - 6

SL NO.	NAME OF THE STUDENT	MARKS
1	SAMEKSHA P	8
2	SANGEETA CHOUDHARY	6
3	SANIYA ITFI	9
4	SANIYA TAJ	6
5	SANJANA J	10
6	SANJANA S	10
7	SAVITHA P	6

TEAM - 7

SL NO.	NAME OF THE STUDENT	MARKS
1	SAYEEDA QHUDSIA REESHA	8
2	SEEDARLA SEEBHA	9
3	SEEMA	9
4	SHAKTHI PRIYA A	10
5	SHRAVANI S	8
6	SHYAM KHATOON	6
7	SOHA IMRAN	10

TEAM - 8

SL NO.	NAME OF THE STUDENT	MARKS
1	SONIYA PATEL A	10
2	SPOORTHY S	10
3	SUMAN	6
4	SUMITHA SINGHA	9
5	SUPARNA MODAK	9
6	SWATHI S	7
7	SYEDA MISBA	7
8	SYEDA NOOR FATHIMA	10

TEAM - 9

SL NO.	NAME OF THE STUDENT	MARKS
1	TANAZ KHANUM	6
2	THRISHA R	7
3	TULASI KUMARI SOLANKI	9

4	VARSHA B	10
5	VARSHITHA M	8
6	VERONICA ANSALI RAO	10
7	VIMALA KUMARI	8
8	SINDHYA	10

Bishop Cotton Women's Christian College
Accounting for Government & Local Bodies
Internal Assessment Marks - VI SEMESTER III BCOM A
For the Period April to July 2023

Faculty : Mrs. Jenifer Soniya
Department of Commerce

Sl. No.	Register Number	Name of the Student	Final			
			Test (20 Marks)	Assignment (5 Marks)	Attendance (5 Marks)	Total (30 Marks)
1	C2022401	AARTHI	16	4	5	25
2	C2022402	AFFIFA M	15	5	5	25
3	C2022403	AFNAIN MAHIN	10	3	4	17
4	C2022404	AIMAN FATHIMA SHARIEFF	15	5	5	25
5	C2022405	AISHWARYA B	17	4	5	26
6	C2022406	AKHILA B	17	5	5	27
7	C2022408	ANNIE MARIA S P	11	5	5	21
8	C2022409	ANUSHA R	18	5	5	28
9	C2022410	AQSA FATHIMA	5	4	5	14
10	C2022412	ARFA NIKHATH A	12	4	5	21
11	C2022414	AYESHA M	17	5	5	27
12	C2022415	AYESHA SIDDIQUA	9	0	3	12
13	C2022416	B NISHA	19	5	5	29
14	C2022417	BEEBI SUMAIYA K	4	3	3	10
15	C2022418	BHAVANA T SURANA	13	5	5	23
16	C2022419	BHAVIKA MALHOTRA	19	5	5	29
17	C2022420	BHUMIKA M	11	5	5	21
18	C2022421	CHAITANYA H	17	4	5	26
19	C2022423	CHANDINI S MAKHIJA	12	4	5	21
20	C2022425	DAULATH SAMREEN	16	5	5	26
21	C2022426	DEEKSHITHA R	12	4	5	21
22	C2022427	DEEPA B	14	4	5	23
23	C2022432	FARHA BASRI	8	4	5	17
24	C2022433	FATIMA MUSKAN	14	5	5	24
25	C2022434	FATHIMAUNNISA	5	5	5	15
26	C2022436	GAYATHRI R (D/o RANGASWAMY)	14	3	5	22
27	C2022437	GEETHIKA SHARMA U	20	5	5	30
28	C2022439	HIBA HAMEED	8	4	5	17
29	C2022441	JANET MARY S	13	5	5	23
30	C2022442	JANNET CYNDRELLA M	15	4	5	24
31	C2022443	JENIFER SUJATHA	17	5	5	27
32	C2022445	JENNIFER SHARON B	15	4	5	24

33	C2022447	JESANTHI M	15	4	5	24
34	C2022449	JINAL L KHANDWELWAL	13	4	5	22
35	C2022450	K U PARINATHA	20	5	5	30
36	C2022451	KASHMIRI SHIFA MOHAMMED ASIF	10	4	5	19
37	C2022453	KAVYA P	14	5	5	24
38	C2022455	KEERTHIGA ROBERT	12	5	5	22
39	C2022457	KRITHIKA DEBNATH	20	5	5	30
40	C2022458	KUMUDA G	17	5	5	27

Bishop Cotton Women's Christian College
Accounting for Government & Local Bodies
Internal Assessment Marks - VI SEMESTER III BCOM B
For the Period April to July 2023

Faculty : Mrs. Jenifer Soniya
Department of Commerce

Sl. No.	Register Number	Name of the Student	Final			
			Test (20 Marks)	Assignment (5 Marks)	Attendance (5 Marks)	Total (30 Marks)
1	C2022463	M NIRMALA CATHRIN	12	5	5	22
2	C2022465	MADIHA TABASSUM	16	5	5	26
3	C2022472	MARIA JENNIFER J	17	4	5	26
4	C2022473	MARIA SWETHA R	18	5	5	28
5	C2022476	MEGHALA M	17	4	5	26
6	C2022481	MUSKAN	15	3	5	23
7	C2022482	NAMEERA KAUSAR	18	4	5	27
8	C2022483	NEERAJA S V	20	5	5	30
9	C2022484	NEETU M	20	4	5	29
10	C2022485	NIKITHA D	20	5	5	30
11	C2022486	NIKITHA T	20	5	5	30
12	C2022490	PANCHAMI J	18	5	5	28
13	C2022491	PAVITHRA S	13	4	5	22
14	C2022492	PINKY S	14	4	5	23
15	C2022493	POOJA KUWAR M	20	5	5	30
16	C2022494	POOJA MOYAL	18	4	5	27
17	C2022497	PRIYANKA N S	15	4	5	24
18	C2022498	PRUTHVI RANI N	20	5	5	30
19	C2022501	REETU B MALVIYA	17	4	5	26
20	C2022502	RIMPA MONDAL	16	4	5	25
21	C2022504	SABA SHIREEN S	19	5	5	29
22	C2022505	SAFURA AHMED HASSAN	17	4	5	26
23	C2022506	SAKSHI KUMARI	17	5	5	27
24	C2022510	SHARON B	18	5	5	28
25	C2022511	SHARON NIKITHA	17	5	5	27
26	C2022513	SHIVANI M	18	5	5	28
27	C2022515	SHWETA B CHHABRIA	20	5	5	30
28	C2022516	SIDHI DUBEY	15	5	5	25
29	C2022518	SNEHA V	19	4	5	28
30	C2022519	SONALI S	20	5	5	30
31	C2022520	SOWMYA S	13	5	5	23
32	C2022521	SWAROOP KUMARI P	17	3	3	23
33	C2022523	SYEDA SAQUIBA AFREEN	15	4	5	24

34	C2022525	TARANNUM KHANUM	20	5	5	30
35	C2022526	TULSI AGRAWAL	20	5	5	30
36	C2022527	UZMA TABASSUM	20	5	5	30
37	C2022528	VARSHA S	13	5	5	23
38	C2022535	YAMAN NAAZ	17	4	5	26
39	C2022536	YUSRA FATHIMA	15	3	4	22
40	C2022537	ZEENATH BANU	15	4	5	24
41	C2022538	POOJA M	5	4	4	13
42	C1923871	IFFATH MAAB KHANUM	18	4	4	26

Module No. 1	: Insurance Claims for Loss of Stock	12
	Meaning, Need and Advantages of Fire Insurance-Special terminologies in Fire Insurance Claims – Insurer, Insured, Premium, Salvage, Insurance Policy, Sum Assured, Under Insurance, over insurance Average Clause, Claim. Problems on Ascertainment of Fire Insurance Claim including problems on abnormal line of goods-Problems	
Module No. 2	:HirePurchaseAccounting	12
	Meaning of Hire Purchase and Installment Purchase System- difference between Hire Purchase and Installment Purchase – Important Definitions – Hire Purchase Agreement – Hire Purchase Price – Cash Price – Hire Purchase Charges – Calculation of Interest – Calculation of Cash Price – Journal Entries and Ledger Accounts in the books of Hire Purchaser only. (Asset Accrual Method only)- Problems	
Module No. 3	: DepartmentalAccounts	12
	Meaning and Features of Departmental Undertaking-Examples of Department Specific Expenses and Common Expenses -Need and Bases of Apportionment of Common Expenses-Preparation of Statement of Trading and Profit and Loss in Columnar form, Statement of General Profit and Loss and Balance Sheet – Simple problems involving Inter Departmental Transfers at Cost Price (vertical form)- Problems	
Module No. 4	Conversion of Single-Entry System intoDouble Entry System	12
	Single entry system- Meaning – Features – Merits – Demerits – Types. Conversion into Double Entry system – Need for Conversion – Preparation of Statement of Affairs – Cash book – Memorandum Trading Account – Total Debtors Account – Total Creditors Account – Bills Receivable Account – Bills Payable Account – Statement ofTrading and Profit&Loss andBalance Sheet-Problems	
Module No. 5	Emerging Trends in Accounting	8
	Digital transformation of Accounting – Big Data Analytics in Accounting- Cloud Computing in accounting- Green Accounting- Human Resource Accounting, Inflation Accounting, Database Accounting (Meaning and Features only)	



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

COURSE FILE FOR THE ACADEMIC YEAR – 2022 - 2023)

Name of the Faculty:

MS. SURIYA NAAZ

Programme Name(B.Com/BBA/BCA/BA/BSc/MA/MSc/MCom

B.Com

Course Title (Subject Name)

ADVANCED FINANCIAL ACCOUNTING

Course Code:

Semester(ODD/EVEN) :

EVEN

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

IB.COM A I SEM 2022-2023

DEPARTMENT OF COMMERCE

Sl.No	NAMES	Ass	Test	Total	Presnta	Test	Total	TOTAL (40)	
			30	10	20	10	20	10	40
1	ADITHI NIRMAL KUMAR	10	4	2	12	10	15	8	30
2	AFREEN FATHIMA	10	18	6	16	10	20	10	36
3	AISHWARYA KANWAR	10	22	7	17	10	20	10	37
4	ALAINA KHANAM	10	20	7	17	10	8	4	31
5	AMEENA ZOYA	10	22	7	17	10	20	10	37
6	ARSHIYA A	10	21	7	17	10	20	10	37
7	ASFIYA BIBI	10	21	7	17	10	10	5	32
8	AYESHA SUHANA KHANUM	10	11	4	14	10	20	10	34
9	CHANCHAL P	10	21	7	17	10	20	10	37
10	DISHA BHANDARI	10	20	7	17	10	20	10	37
11	FAIZA QURESHI	10	0	0	10	10	0	0	20
12	FIZA FATHIMA	0	0	0	0	0	0	0	0
13	GEHANA CHOUDHARY	10	21	7	17	10	10	5	32
14	HALEEMA SADIYA	10	17	6	16	10	9	5	31
15	HARMAIN	10	17	6	16	10	0	0	26
16	HITU KANVAR	10	22	7	17	10	20	10	37
17	INFANTA R	10	10	3	13	10	14	7	30
18	IQRA FATHIMA	10	13	5	15	10	11	6	31
19	ISRA ZABI	10	24	8	18	10	20	10	38
20	JASINTA LAKRA	10	19	6	16	10	20	10	36
21	JASMEIN	10	29	10	20	10	20	10	40
22	JASMINE KHANUM	10	12	4	14	10	13	6	30
23	JENNIFER CHRISTINA A	10	19	6	16	10	20	10	36
24	JIYA SINGH	10	7	2	12	10	11	6	28
25	KANCHANA P	10	29	10	20	10	20	10	40
26	KARUNA BIJLANI	10	10	5	15	10	10	5	30
27	KAVITHA K	10	12	4	14	10	20	10	34
28	KAVITHA M	10	20	7	17	10	20	10	37
29	KHATHIJA IBRAHIM	10	23	8	18	10	10	5	33
30	KHUSHBU SEN R	10	29	10	20	10	20	10	40
31	KIRAN C	10	22	7	17	10	9	5	32
32	KIRAN SHREE D	10	22	7	17	10	20	10	37
33	KIRTHI PRIYA R	10	21	7	17	10	9	5	32
34	KRITHIKA S	10	10	3	13	10	13	7	30
35	LUBNA KHAN	10	21	7	17	11	6	3	31
36	MEABLE JOYSEE	10	18	6	16	10	17	9	35
37	MISBA FATHIMA	10	18	6	16	10	15	8	34
38	MRIDHULLA HANCY	10	12	4	14	10	15	8	32
39	MUKTHI K JAIN	10	24	8	18	10	14	7	35
40	NANDANA S	0	5	2	2	10	14	7	19
41	NATASHHA E R	10	14	5	15	10	0	0	25
42	NEHALA MEHAK	10	16	5	15	10	0	0	25
43	NIRMA KUMARI	10	15	5	15	10	20	10	35
44	NOOR TABASSUM FATHIMA	10	14	5	15	10	11	6	31
45	NOORAIN FATHIMA	10	22	7	17	10	14	7	34
46	POOJA M	10	25	8	18	10	20	10	38
47	PRIYA D CHOUDHARY	10	29	10	20	10	20	10	40
48	K G PRIYA DHARSHINI	10	21	7	17	10	20	10	37
49	K R RAJARAJESHWARI	10	20	7	17	10	11	6	33
50	RATNI KUMARIA CHOUDHARY	0	0	0	0	0	0	0	0
51	SAFA SUMERA R	10	29	10	20	10	20	10	40
52	SANA ANJUM	10	15	5	15	10	15	8	33
53	SHAMINI K	10	16	5	15	10	13	7	32
54	J SHRUFANA	10	29	10	20	10	20	10	40
55	SNEHA ANAND	10	16	5	15	10	17	9	34
56	TAHERA IFFATH	10	29	10	20	10	20	10	40
57	TEJASHREE K	10	18	6	16	10	16	8	34

ADVANCED FINANCIAL ACCOUNTING

Program Specific Outcomes

After the completion of the program the students will be able to:-

Understand & compute the amount of claims for loss of stock & loss of Profit.

Learn various methods of accounting for hire purchase transactions.

Deal with the inter-departmental transfers and their accounting treatment.

Prepare financial statements from incomplete records.

Outline the emerging trends in the field of accounting

COURSE OUTCOME

Unit 1: Insurance Claims for Loss of Stock

After the completion of this unit the students will be able to:

- 1. To understand the calculation of Insurance claim for the loss of stock due to fire.**
- 2. to understand the calculation of abnormal line of goods for the unsold stock**

Unit 2: HirePurchaseAccounting

After the completion of this unit the students will be able to:

- 1. To learn the meaning, features, objectives, applications, advantages and disadvantages of maintain**
- 2. to calculate the rate of interest and amount payable at every instalment.**

Unit 3: Departmental Accounts

After the completion of this unit the students will be able to:

- 1. To understand the apportionment and allocation of overheads.**
- 2. To find out the profit or loss made by each department.**

Unit 4: Conversion of Single-Entry System into Double Entry System

After the completion of this unit the students will be able to:

- 1. to understand the conversion of single entry into double entry.**
- 2. To analyse the credit sales and credit purchases and to calculate Net Profit or Net Loss of the organization.**

Unit 5: Emerging Trends in Accounting

After the completion of this unit the students will be able to:

- 1. To understand the emerging trends in the field of Accounting.**



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE
DEPARTMENT OF COMMERCE
LESSON PLAN FOR THE EVEN SEMESTER-2023 (April to August)

SL. NO	MONTH	CLASS/ SECTION	SUBJECT	NO. OF HOURS	TOPICS COVERED	PEDAGOGY
1	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Introduction to Banking	Constructive & Integrated approach to learning
2	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Meaning, Definition and Features of a Bank	
3	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Need and Importance of banks	
4	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Evolution of Banking in India	
5	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Evolution of banking in India	
6	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Definition of banker and customer. General Relationship between banker and customer.	
7	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Special Relationship between banker and customer	
8	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Rights of a banker	
9	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Bankers obligations	
10	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Commercial Banks-meaning, origin and growth of commercial banks in India	
11	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Types of banks	
12	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Bank Lending-Meaning, Principles, changing role of commercial banks	
13	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	RBI-History and establishment	
14	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Role of RBI	
15	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Functions of RBI	
16	May	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Functions of RBI	
17	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Paying banker- meaning, role and functions	
18	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Precautions while making payment of cheques	
19	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Statutory protection for a paying banker	
20	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Rights of a paying banker	
21	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Dishonour of cheque-grounds for dishonour, types of dishonour	
22	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Consequences for wrongful dishonour	
23	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Collecting Banker-meaning and legal status	
24	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Rights and Liabilities of a Collecting Banker	
25	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Duties of a collecting banker	
26	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Statutory protection for a collecting banker	
27	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Types of Accounts- Deposit Account and Current Account	
28	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Procedure to open a Savings Bank Account	
29	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Pass Book and Cheque Book	
30	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Fixed Deposit -Interest Calculation	
31	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Different types of customers and account holders-Minors and Joint Account Holders	
32	June	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Accounts of Partnership Firms	
33	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Accounts of Joint Stock Companies	
34	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Executors and Administrators and Accounts of a Trust	
35	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Accounts of Clubs, Committees and Charitable Institutions	
36	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Accounts of Joint Hindu Family Firm	
37	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Negotiable Instruments- meaning, definition and features	
38	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Types of NI- Promissory Notes	
39	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Bills of Exchange and Cheques	
40	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Cheque-meaning, parties to a cheque and features	
41	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Types of Cheques and Crossing of Cheques	
42	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Endorsement- meaning and essentials	
43	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Types of Endorsements	
44	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Rules of Endorsement	
45	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Recent Developments in Banking	
46	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	New Technology in Banking	
47	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	E-Services	
48	July	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Debit Cards-advantages and limitations	
49	August	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Credit Cards-advantages and limitations	
50	August	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Internet Banking-meaning, advantages and limitations	
51	August	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Electronic Funds Transfer-meaning, advantages and limitations	
52	August	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Magnetic Ink Character Recognition-meaning, advantages and limitations, Electronic Clearing Service	
53	August	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Real Time Gross Settlement, National Electronic Funds Transfer-meaning and features	
54	August	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Small Finance Banks, Payment Banks, E-Wallet, Cryptocurrency, KYC norms	
55	August	I B.COM A & B	LAW & PRACTICE OF BANKING	1	Mobile Banking, E-Payment, E-Money, Ombudsman, E-Banking, Tele-banking, Online Banking	
56	August	I B.COM A & B	LAW & PRACTICE OF BANKING	1	IMPS, BHIM, Paytm, Gpay, Phonepe	
Total = 56 Hrs						

Name of the Program: Bachelor of Commerce (B.Com.)		
Course Code: B.Com. 2.3		
NAME OF THE COURSE: LAW AND PRACTICE OF BANKING		
COURSE CREDITS	NO. OF HOURS PER WEEK	TOTAL NO. OF TEACHING HOURS
4 CREDITS	4 HOURS	56 HOURS
Pedagogy: Classroom lectures, Case studies, Group discussion, Seminar & field work etc.		
Course Outcomes: On successful completion of the course, the students will be able to		
a. Summarize the relationship between Banker & customer and different types of functions of banker.		
b. Analyse the role, functions and duties of paying and collecting banker.		
c. Make use of the procedure involved in opening and operating different accounts.		
d. Examine the different types of negotiable instrument & their relevance in the present context.		
e. Estimate possible developments in the banking sector in the upcoming days.		
SYLLABUS:		HOURS
Module No. 1: Introduction to Banking		12
Introduction to Banking: Meaning – Need – Importance – Primary, Secondary & Modern functions of banks – Banker and Customer Relationship (General and special relationship) - Types of Banks in India.		
RBI: Role & Functions, Credit Control measures of RBI.		
Module No. 2: Paying and Collecting Banker		12
Paying banker: Meaning – Duties and responsibilities of paying banker – Precautions and Statutory Protection and rights – Dishonor of Cheques – Grounds of Dishonor – Consequences of wrongful Dishonor of Cheques.		
Collecting Banker: Meaning – Legal status of collecting banker – Holder for value –Holder in due course – Duties & Responsibilities – Precautions and Statutory Protection to Collecting Banker.		
Module No. 3: Customers and Account Holders		10
Types of Customers and Account Holders – Procedure and Practice in opening and operating accounts of different customers: Minors – Joint Account Holders, Partnership Firms – Joint Stock companies – Executors and Trustees – Clubs and Associations and Joint Hindu Undivided Family.		
Module No. 4: Negotiable Instruments		12
Meaning & Definition – Features – Kinds of Negotiable Instruments: Promissory Notes – Bills of Exchange – Cheques – Crossing of Cheques – Types of Crossing; Endorsements: Meaning – Essentials of endorsement – Kinds of Endorsement –		

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Module No. 5: Recent Developments in Banking		10
New technologies in Banking – E-services – Debit and Credit cards – Internet Banking-Electronic Fund Transfer- MICR – RTGS – NEFT – ECS – Small Banks- Payment banks- Digital Wallet- Crypto currency- Mobile banking-E-payments – E-money – KYC norms – Basel Norms		

SL. NO	MONTH	CLASS/ SECTION	SUBJECT	NO. OF HOURS	TOPICS COVERED	PEDAGOGY
1	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	Introduction to Company-Meaning of Joint Stock Company	Constructive & Integrated approach to learning
2	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	Features of Joint Stock Company	
3	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	Highlights of Companies 2013	
4	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	Kinds of Companies-One Person Company	
5	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	Private Company- Provisions relating to Private Company	
6	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	Public Company, Company Limited by Guarantee, Company Limited by Shares	
7	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	Holding Company-advantages and disadvantages	
8	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	Subsidiary Company, Government Company- Features , advantages and disadvantages	
9	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	Associate Company, Small Company, Foreign Company	
10	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	Global Company, Body Corporate and Listed Company	
11	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	Steps in the formation of a company	
12	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	Steps involved in the promotion of a company	
13	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	Promoter-Meaning and functions, Incorporation stage	
14	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	MOA-meaning and clauses	
15	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	Alteration of MOA	
16	May	I B.COM A & B	CORPORATE ADMINISTRATION	1	AOA-meaning, contents, rules and regulations	
17	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	Alteration of AOA, Difference between MOA and AOA	
18	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	Certificate of Incorporation, Subscription stage	
19	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	Prospectus-meaning, contents, statement in lieu of prospectus	
20	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	Book building, Commencement Stage	
21	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	Documents to be filed with Registrar, E-Filing	
22	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	Registrar of Companies, Certificate of Commencement of Business	
23	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	Formation of global companies-meaning, types and features	
24	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	Legal formalities of global companies and its administration	
25	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	Company Administration-Director-meaning, qualifications and Appointment	
26	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	Key Managerial Personnel	
27	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	Resident Director and Auditor	
28	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	Appointment of Auditors, Rights and Powers of Auditors	

Name of the Program: Bachelor of Commerce (B.Com.)		
Course Code: B.Com. 2.2		
NAME OF THE COURSE: CORPORATE ADMINISTRATION		
COURSE CREDITS	NO. OF HOURS PER WEEK	TOTAL NO. OF TEACHING HOURS
4 CREDITS	4 HOURS	56 HOURS
Pedagogy: Classroom lectures, Case studies, Group discussion, Seminar & field work etc.		
Course Outcomes: On successful completion of the course, the students will be able to		
a. Understand the framework of Companies Act of 2013 and different kind of companies.		
b. Identify the stages and documents involved in the formation of companies in India.		
c. Analyse the role, responsibilities and functions of Key management Personnel in Corporate Administration.		
d. Examine the procedure involved in the corporate meeting and the role of company secretary in the meeting.		
e. Evaluate the role of liquidator in the process of winding-up of the company.		
SYLLABUS:		HOURS
Module 1: Introduction to Company		12
Introduction- Meaning and Definition – Features – Highlights of Companies Act 2013 – Kinds of Companies – One Person Company-Private Company-Public Company-Company Limited by Guarantee-Company limited by Shares- Holding Company-Subsidiary Company-Government Company-Associate Company- Small Company-Foreign Company-Global Company-Body Corporate-Listed Company.		
Module 2: Formation of Companies		12
Meaning, Promotion Stage: Meaning of Promoter, Position of Promoter & Functions of Promoter, Incorporation Stage: Meaning & contents of Memorandum of Association & Articles of Association, Distinction between Memorandum of Association and Articles of Association, Certificate of Incorporation, Subscription Stage – Meaning & contents of Prospectus, Statement in lieu of Prospectus and Book Building, Commencement Stage – Document to be filed, e-filing, Register of Companies, Certificate of Commencement of Business, Formation of Global Companies: Meaning – Types – Features – Legal Formalities-Administration.		
Module 3: Company Administration		12
Meaning- Key Managerial Personnel – Managing Director, Whole time Directors, the Companies Secretary, Auditors – Appointment – Powers – Duties & –		

29	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	Duties and Responsibilities of Auditors
30	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	Managing Director-Appointment, Powers, Duties and Responsibilities
31	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	Audit Committee-Composition, Powers and Functions
32	June	I B.COM A & B	CORPORATE ADMINISTRATION	1	CSR Committee-Functions and Meetings
33	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Company Secretary- meaning and types
34	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Qualification and Appointment of Company Secretary
35	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Status, Rights and Duties of Company Secretary
36	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Liabilities and Dismissal of Company Secretary
37	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Corporate Meetings-meaning, types of meetings
38	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Statutory Meetings-Purpose
39	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Annual General Meeting and Extraordinary General Meeting
40	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Class Meeting, Meetings of Directors
41	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Other Meetings
42	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Importance of Company Meetings
43	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Resolutions-meaning and types
44	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Difference between company meetings and resolutions
45	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Requisites of a valid meeting
46	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Registration of resolutions and agreements
47	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Role of a Company Secretary in convening the meetings
48	July	I B.COM A & B	CORPORATE ADMINISTRATION	1	Winding Up-Concepts
49	August	I B.COM A & B	CORPORATE ADMINISTRATION	1	Modes of winding up-Voluntary
50	August	I B.COM A & B	CORPORATE ADMINISTRATION	1	Modes of winding up-By the Court
51	August	I B.COM A & B	CORPORATE ADMINISTRATION	1	Consequences of winding up
52	August	I B.COM A & B	CORPORATE ADMINISTRATION	1	Official Liquidator-meaning and role
53	August	I B.COM A & B	CORPORATE ADMINISTRATION	1	Responsibility of the Liquidator
54	August	I B.COM A & B	CORPORATE ADMINISTRATION	1	Defunct Company-winding up
55	August	I B.COM A & B	CORPORATE ADMINISTRATION	1	Insolvency Code-Formation, Applicability
56	August	I B.COM A & B	CORPORATE ADMINISTRATION	1	Key Objectives of the Code

Total = 56 Hrs

Responsibilities. Managing Director – Appointment – Powers – Duties & Responsibilities. Company Secretary – Meaning, Types, Qualification, Appointment, Position, Rights, Duties, Liabilities & Removal or dismissal.

III. *Reader*

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Module 4: Corporate Meetings	10
Corporate meetings: Meaning- types – Importance – Distinction; Resolutions: Types – Distinction; Requisites of a valid meeting – Notice – Quorum – Proxies – Voting – Registration of resolutions; Role of a company secretary in convening the meetings.	
Module 5: Winding Up	10
Meaning: Modes of Winding up –Consequence of Winding up – Official Liquidator – Role & Responsibilities of Liquidator.	