

**V SEMESTER**

| TEACHING AND EXAMINATION SCHEME                                   |             |                                                                                                                                         |                               |    |    |                            |         |                                |            |                     |                          |           |             |                                            |
|-------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|----|----|----------------------------|---------|--------------------------------|------------|---------------------|--------------------------|-----------|-------------|--------------------------------------------|
| S.No.                                                             | Course Code | Course Name                                                                                                                             | Teaching Scheme               |    |    |                            |         | Examination Scheme             |            |                     |                          |           |             |                                            |
|                                                                   |             |                                                                                                                                         | Instructions periods Per Week |    |    | Total Periods Per Semester | Credits | Continuous Internal Evaluation |            |                     | Semester End Examination |           |             |                                            |
|                                                                   |             |                                                                                                                                         | L                             | T  | P  |                            |         | Mid Sem-I                      | Mid Sem-II | Internal Evaluation | Max.Marks                | Min Marks | Total Marks | Mini. marks for passing including Internal |
| 1                                                                 | 18CCP-501F  | Literary Criticism                                                                                                                      | 2                             | 2  | 0  | 60                         | 3       | 20                             | 20         | 20                  | 40                       | 14        | 100         | 35                                         |
| 2                                                                 | 18CCP-502C  | Business Economics and Environment                                                                                                      | 2                             | 2  | 0  | 60                         | 3       | 20                             | 20         | 20                  | 40                       | 14        | 100         | 35                                         |
| 3                                                                 | 18CCP-503C  | Visual Basic                                                                                                                            | 2                             | 2  | 0  | 60                         | 3       | 20                             | 20         | 20                  | 40                       | 14        | 100         | 35                                         |
| 4                                                                 | 18CCP-504E  | <b><u>Elective-2</u></b><br>(A) Principles of Management<br>(B) Insurance<br>(C) Marketing Management                                   | 2                             | 2  | 0  | 60                         | 3       | 20                             | 20         | 20                  | 40                       | 14        | 100         | 35                                         |
| 5                                                                 | 18CCP-505E  | <b><u>Elective-3</u></b><br>(A) Basics of Foreign Trade<br>(B) Human Resource Management<br>(C) Capital Markets - Primary and Secondary | 2                             | 2  | 0  | 60                         | 3       | 20                             | 20         | 20                  | 40                       | 20        | 100         | 50                                         |
| 6                                                                 | 18CCP-506P  | Web Designing Lab                                                                                                                       | 1                             | 0  | 2  | 45                         | 1.5     | 20                             | 20         | 20                  | 40                       | 20        | 100         | 50                                         |
| 7                                                                 | 18CCP-507P  | Tally Accounting Package                                                                                                                | 1                             | 0  | 2  | 45                         | 1.5     | 20                             | 20         | 20                  | 40                       | 20        | 100         | 50                                         |
| 8                                                                 | 18CCP-508P  | English Language & Communication Skills Lab                                                                                             | 1                             | 0  | 2  | 45                         | 1.5     | 20                             | 20         | 20                  | 40                       | 20        | 100         | 50                                         |
| 9                                                                 | 18CCP-509P  | Visual Basic Lab                                                                                                                        | 1                             | 0  | 2  | 45                         | 1.5     | 20                             | 20         | 20                  | 40                       | 20        | 100         | 50                                         |
| 10                                                                | 18CCP-510P  | Project Work                                                                                                                            | 1                             | 0  | 2  | 45                         | 1.5     | 20                             | 20         | 20                  | 40                       | 20        | 100         | 50                                         |
|                                                                   |             | Academic Activities                                                                                                                     | 0                             | 0  | 7  | 105                        | 2.5     | 0                              | 0          | Rubrics             |                          |           |             |                                            |
|                                                                   |             |                                                                                                                                         | 15                            | 10 | 17 | 630                        | 25      | 200                            | 200        | 200                 | 400                      | 176       | 1000        | 440                                        |
| Activities: student performance is to be assessed through Rubrics |             |                                                                                                                                         |                               |    |    |                            |         |                                |            |                     |                          |           |             |                                            |

## LITERARY CRITICISM

### Pre requisites

This course requires the basic knowledge of grammar and basic Listening, Speaking, Reading

### Course Content and Blue Print of Marks for SEE

| Unit No | Unit Name                                                                                         | Periods       | Questions to be set for SEE |                              |                              |
|---------|---------------------------------------------------------------------------------------------------|---------------|-----------------------------|------------------------------|------------------------------|
|         |                                                                                                   |               | R                           | U                            | A                            |
| 1       | A Visit of Charity<br>Vocabulary<br>(Roots, Affix, Collocation, Homonyms, Homophones, Homographs) | 4 + 7 =<br>11 | Q1                          | Q9(a)                        | Q13(a)                       |
| 2       | Simile and Metaphor<br>Oxymoron and Hyperbole<br>Portmanteau and Palindrome                       | 4 + 5 =<br>9  |                             |                              |                              |
| 3       | Happy People<br>Expansion                                                                         | 5 + 5 =<br>10 | Q2                          | Q10(a)                       | Q14(a)                       |
| 4       | Sequencing<br>Descriptive Writing                                                                 | 5 + 6 =<br>11 |                             |                              |                              |
| 5       | A Psalm of Life<br>Informal Letters                                                               | 4 + 5 =<br>9  | Q3, Q4<br>Q5, Q6<br>Q7, Q8  | Q9(b),<br>Q11(a),<br>Q11(b)  | Q13(b),<br>Q15(a),<br>Q15(b) |
| 6       | Julius Caesar<br>Formal Letters                                                                   | 4 + 6 =<br>10 |                             | Q10(b),<br>Q12(a),<br>Q12(b) | Q14(b),<br>Q16(a),<br>Q16(b) |
| Total   |                                                                                                   | 60            | 8                           | 8                            | 8                            |

## Course Outcomes

At the end of the course the student will be able to and Writing skills. After completion of the course students will be able to

|       |                                                                                                       |
|-------|-------------------------------------------------------------------------------------------------------|
| CO1 : | Understand the literary concepts.                                                                     |
| CO2 : | Use appropriate vocabulary, use figures of speech in English                                          |
| CO3 : | Expand the topic sentences into a paragraph; describe people, places and things.                      |
| CO4 : | Arrange jumbled sentences in a sequence and describe the given situation.                             |
| CO5 : | Write formal and informal letters                                                                     |
| CO6 : | Read different texts (prose, poetry, drama and short story) and answer basic comprehension questions. |

## Course Content

### UNIT 1

**Duration : 4 + 7 = 11 Periods (L: 5 – P:6 )**

1. A Visit of Charity.
2. Vocabulary-

|    |             |    |                                   |
|----|-------------|----|-----------------------------------|
| a] | Roots       | b] | Affix                             |
| c] | Collocation | d] | Homonyms, Homophones, Homographs. |

### UNIT 2

**Duration: 4 + 5 = 9 Periods (L: 4 – P: 5)**

1. Simile and Metaphor.
2. Oxymoron and Hyperbole.
3. Portmanteau and Palindrome.

### UNIT 3

**Duration: 5 + 5 = 10 Periods (L: 4 – P: 6)**

1. Happy People.
2. Expansion.

### UNIT 4

**Duration: 5 + 6 = 11 Periods (L: 4 – P: 7)**

1. Sequencing.
2. Descriptive Writing

### UNIT 5

**Duration: 4 + 5 = 9 Periods (L: 4 – P: 5)**

1. A Psalm of Life.
2. Informal Letters.

### UNIT 6

**Duration: 4 + 6 = 10 Periods (L: 4 – P: 6)**

1. Julius Caesar
2. Formal Letters.

## Recommended Books

1. English Made Easy - Degree I Year English Textbook - Published by Orient Blackswan.
2. Cambridge Idioms Dictionary.
3. English Vocabulary in Use by Michael McCarthy Felicity O'Dell, Cambridge University Press.
4. 3000 Idioms and Phrases by Sam Philips.
5. Word Power made easy by Norman Lewis.
6. Business Communication Strategies by Matthukutty M. Monipally.

## Suggested Learning Outcomes

**1.0 A Visit of Charity, Vocabulary (Roots, Affix, Collocation, Homonyms, Homophones, Homographs)**

- 1.1 Appreciate Prose and understand the nuances of language.
- 1.2 Know new words, synonyms, antonyms.
- 1.3 Know characterization and theme.
- 1.4 Know suffixes, prefixes.
- 1.5 Know collocations.
- 1.6 Know Homonyms, Homophones, Homographs.

## **2.0 Simile and Metaphor, Oxymoron and Hyperbole, Portmanteau and Palindrome**

- 2.1 Know different figures of speech.
- 2.2 Know the difference between Simile and Metaphor.
- 2.3 Know the difference between Oxymoron and Hyperbole.
- 2.4 Appreciate the use of figures of speech in literary texts.
- 2.5 Use figures of speech in speech and writing.

## **3.0 Happy People, Expansion**

- 3.1 Appreciate an Essay.
- 3.2 Know new vocabulary.
- 3.3 Expand the given sentence into a paragraph.

## **4.0 Sequencing and Descriptive Writing**

- 3.1 Arrange jumbled sentences in a sequence.
- 3.2 Follow a chronological, logical or spatial or any other order for sequencing.
- 3.3 Describe something or someone in the form of a paragraph using relevant vocabulary and appropriate style.
- 3.4 Know the art of descriptive writing.

## **5.0 A Psalm of Life, Informal Letters**

- 4.1 Appreciate the Poem.
- 4.2 Know new words.
- 4.3 Know how to write informal letters.
- 4.4 Know the format of informal letters.

## **6.0 Julius Caesar, Formal Letters**

- 6.1 Appreciate drama.
- 6.2 Know the gift of oratory.
- 6.3 Know how to write formal letters.
- 6.4 Know the format of formal letters.

## **Suggested Student Activities**

Debate, Group discussions

## **Internal evaluation**

| Test      | Units   | Marks | Pattern                                                                                                           |
|-----------|---------|-------|-------------------------------------------------------------------------------------------------------------------|
| Mid Sem 1 | 1 and 2 | 20    | Part A 4 Bit answer questions<br>Part B 2 Short questions out of 4 Questions<br>Part C 2 Essay questions out of 4 |

|             |         |    |                                                                                                                             |
|-------------|---------|----|-----------------------------------------------------------------------------------------------------------------------------|
|             |         |    | Questions                                                                                                                   |
| Mid Sem 2   | 3 and 4 | 20 | Part A 4 Bit answer questions<br>Part B 2 Short questions out of 4 Questions<br>Part C 2 Essay questions out of 4 Questions |
| Slip Test 1 | 1 and 2 | 5  | 2 Essay Questions out of 3 Questions                                                                                        |
| Slip Test 2 | 3 and 4 | 5  | 2 Essay Questions out of 3 Questions                                                                                        |
| Assignment  | 1       | 5  | Group assignments                                                                                                           |
| Seminars    | 1       | 5  |                                                                                                                             |
|             | Total   | 60 |                                                                                                                             |

1. Drama – Julius Caesar
2. Role plays and skits.
3. Group Presentations on social issues (e.g. caring for senior citizens).
4. Poster presentations on social issues.
5. Using a dictionary to identify root words, prefixes, suffixes.
6. Writing formal and informal letters in different contexts.
7. Vocabulary games.
8. Play language games with homonyms and homophones. Chart presentations to show difference between the two words.

### Suggested E-Learning references

#### e-learning:

1. [www.duolingo.com](http://www.duolingo.com)
2. [www.bbc.co.uk](http://www.bbc.co.uk)
3. [www.babbel.com](http://www.babbel.com)
4. [www.merriam-webster.com](http://www.merriam-webster.com)
5. [www.ello.org](http://www.ello.org)
6. [www.lang-8.com](http://www.lang-8.com)
7. [youtube.com](http://youtube.com)
8. Hello English (app)
9. [mooc.org](http://mooc.org)
10. <https://onlinecourses.nptel.ac.in>

## Semester End Examination marks distribution

|        | Short answer | Essay | Marks |
|--------|--------------|-------|-------|
| Part A | 8            | 0     | 8     |
| Part B | 0            | 4/8   | 12    |
| Part C |              | 4/8   | 20    |
| Total  | 18           | 8/16  | 40    |

## Midterm Examination marks distribution

|        | Short answer | Essay | Marks |
|--------|--------------|-------|-------|
| Part A | 4            | 0     | 4     |
| Part B | 0            | 2/3   | 6     |
| Part C | 0            | 2/3   | 10    |
| Total  | 4            | 4/6   | 20    |

## Model Question papers

### MID SEM 1 MODEL PAPER

Max time: 1 Hr

TOTAL MARKS: 20

4 x 1 = 4 M

#### PART - A

Instructions:

- Answer **all** the questions.
  - Each question carries **one** mark.
- Give one example each for the given root word:
    - Auto
    - Psych
  - Affix the following:
    - Neo
    - Logy
  - Give one example for "Portmanteau"
  - Give one example for "Palindrome"

#### PART - B

2 x 3 = 6 M

Instructions:

- Answer any TWO questions.
  - Each question carries **three** marks.
- a. Why did Marion bring a potted plant to the old ladies home?  
OR

b. Write sentences for each pair to bring out the difference in their meanings:

- a. Lie, Lie.      b. Wind, Wind.      c. Son, Sun.

- a. Identify the Simile/Metaphor sentence from the following:

- All the world is a stage.
- She is as brave as lion.
- His words were poison.

OR

- b. Underline the word and state whether it is Oxymoron or Hyperbole expression:

- She let out a quiet scream.

- ii. The suitcase weighed a ton.
- iii. The design had an irregular pattern.

**PART-C**

2 x 5 = 10 M

Instructions:

- a) Answer any two questions.
- b) Each question carries five marks.
- 7. a. Sketch the character of Marian.

OR

- b. Match the words from column A that collocate with them in column B:

| A    |        | B            |
|------|--------|--------------|
| i.   | Chair  | a. Turnover  |
| ii.  | Annual | b. a product |
| iii. | Launch | c. Figures.  |
| iv.  | Sales  | d. a profit  |
| v.   | Make   | e. a meeting |

- 8. a. Identify the Simile/Metaphor sentence from the following:

- i. Sitha sings like a nightingale.
- ii. This is a concrete jungle.
- iii. Her hair was as black as night.
- iv. Hyderabad is a melting pot.
- v. She was as busy as a bee.

OR

- b. Underline the word and state whether it is Oxymoron or Hyperbole expression:

- i. Did you bring the original copy?
- ii. I could sleep for a year.
- iii. I told you a thousand times.
- iv. The clown was seriously funny
- v. The dog is pretty ugly.

\*\*\*\*\*

MID SEM 2 MODEL PAPER

Max time: 1 Hr

TOTAL MARKS: 20

**PART -**

4 x 1 = 4 M

Instructions:

- a) Answer **all** the questions.
  - b) Each question carries **one** mark.
- 
1. Who are supposed to be happier the old or the young?
  2. Why was the ambassador in anxiety?
  3. Re-arrange the given sentence in a meaningful order.  
Are going picture we to today.
  4. Describe your friend in one sentence.

**PART - B**

2 x 3 = 6 M

Instructions:

- a) Answer any TWO questions.
  - b) Each question carries **three** marks.
- 
5. a. Who are the happiest people according to the author?

OR

- b. Expand the given topic sentence "Truth always shines and brings happiness"
- 
6. a. Arrange the jumbled sentences into a sequence:
    - i. I enjoyed the movie a lot
    - ii. So yesterday we went to a movie
    - iii. My school friends decided to watch a movie
  - b. Describe an unforgettable incident in your life.

**PART-C**

2 x 5 = 10 M

Instructions:

- a) Answer **any two** questions.
  - b) Each question carries **five** marks.
- 
7. a. Summarize W.R. Inge's "Happy People".
- OR**
- b. Expand the topic sentence "My first day in college was a memorable event"
- 
8. a. Arrange the jumbled sentences into a sequence :
    - i. When speaking, be polite, use appropriate tone and volume.
    - ii. The term 'interpersonal skills' refers to your ability to communicate and interact with people.
    - iii. Non-verbal communication is also important.
    - iv. Communication is a two way process.

v. If you can communicate both verbally and non-verbally then you are at advantage.

OR

b. Describe the person you met in a journey.

Semester-V-MODEL PAPER

TIME-2hrs

MARKS-40

**PART-A**

8X1=8m

**Instructions:** Write all the questions. Each question carries **one** mark.

1. Give one example each for the given root word  
i. Bio      ii. Phil.
2. Re-arrange the given sentence in a meaningful order.  
Brother engineer my an is.
3. Why is life not an empty dream?
4. Did Brutus justify his actions?
5. Who wrote the poem *The Psalm of Life*?
6. What is the salutation used for an informal letter?
7. Did Antony succeed in changing the people's opinion?
8. What is the salutation used for a formal letter?

**PART-B**

**Instructions:** Write any **four** questions. Each question carries **three** marks.

7 a] How did the nurse receive Marion?

OR

b] What should be our attitude to the past and the future according to W.H. Longfellow?

8 a] Who are the happy people?

OR

b] What did Antony say about Caesar?

9 a] What should be the aim of life according to W.H. Longfellow?

OR

b] Mention any three leave taking phrases used in an informal letter.

10 a] What did Brutus say about Caesar?

OR

b] Mention any three leave taking phrases in a formal letter.

**PART-C**

**Instructions:** Write any **four** questions. Each question carries **five** marks. 4X5=20m

13 a] Match the words from column A that **collocate** with them in column B:

| A    |        | B  |           |
|------|--------|----|-----------|
| i.   | Chair  | a. | Turnover  |
| ii.  | Annual | b. | a product |
| iii. | Launch | c. | Figures.  |

- |    |       |               |
|----|-------|---------------|
| iv | Sales | d. a profit   |
| v  | Make  | e. a meeting. |

**OR**

b] Summarize the poem *A Psalm of Life*.

14 a] Arrange the jumbled sentences into a sequence :

- i. When speaking, be polite, use an appropriate tone and volume.
- ii. The term interpersonal skills refers to your ability to communicate and interact with people.
- iii. Non-verbal communication is also important.
- iv. Communication is a two way process.

v. If you can communicate both verbally and non-verbally then you are at advantage.

**OR**

b] How did Brutus and Anthony try to portray Caesar?

15 a] Write a letter to your friend about the way you utilized your summer vacation.

**OR**

b] Write a letter to your father requesting him to send Rs. 3000 to pay examination fee.

16 a] Write a letter to the Editor of a newspaper about the noise pollution in your area.

**OR**

b] Write a letter to the Station House Officer complaining about the burglary in your house.

## **Method of evaluation of the student activities ( Rubrics) CCP-501**

### **Model Rubrics for Letter Writing**

| <b>S.No</b> | <b>Sub activity</b>            | <b>Performance</b>                                                       |                                                                           |                                                                                 |                                                                        |
|-------------|--------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------|
|             |                                | <b>excellent</b>                                                         | <b>Good</b>                                                               | <b>Satisfactory</b>                                                             | <b>Need improvement</b>                                                |
| 1           | Format                         | Complies with all the requirements for a friendly letter.                | Complies with almost all the requirements for a friendly letter.          | Complies with several of the requirements for a friendly letter.                | Complies with less than 75% of the requirements for a friendly letter. |
| 2           | Salutation and Closing         | Salutation and closing have no errors in capitalization and punctuation. | Salutation and closing have 1-2 errors in capitalization and punctuation. | Salutation and closing have 3 or more errors in capitalization and punctuation. | Salutation and/or closing are missing.                                 |
| 3           | Content accuracy               | Complies with all the requirements for a friendly letter.                | Complies with almost all the requirements for a friendly letter.          | Complies with several of the requirements for a friendly letter.                | Complies with less than 75% of the requirements for a friendly letter. |
| 4           | Grammar and Spelling           | Writer makes no errors in grammar or spelling.                           | Writer makes 1-2 errors in grammar and/or spelling.                       | Writer makes 3-4 errors in grammar and/or spelling                              | Writer makes more than 4 errors in grammar and/or spelling.            |
| 5           | Capitalization and Punctuation | Writer makes no errors in capitalization and punctuation.                | Writer makes 1-2 errors in capitalization and punctuation.                | Writer makes 3-4 errors in capitalization and punctuation.                      | Writer makes more than 4 errors in capitalization and punctuation.     |

**Note:** Separate rubrics may be prepared according to the activity

[http://rubistar.4teachers.org/index.php?screen=CustomizeTemplate&bank\\_rubric\\_id=34&section\\_id=5&](http://rubistar.4teachers.org/index.php?screen=CustomizeTemplate&bank_rubric_id=34&section_id=5&)

## BUSINESS ECONOMICS AND ENVIRONMENT

|                                    |                                               |                     |                   |
|------------------------------------|-----------------------------------------------|---------------------|-------------------|
| Course Title                       | : <b>Business Economics &amp; Environment</b> | Course Code         | : 18CCP-502C      |
| Semester                           | : <b>V</b>                                    | Course Group        | : <b>Core</b>     |
| Teaching Scheme in Periods (L:T:P) | : <b>45:15:0</b>                              | Credits             | : <b>3</b>        |
| Type of course                     | : <b>Lecture + Assignments</b>                | Total Contact Hours | : <b>60 Pds</b>   |
| CIE                                | : <b>60 Marks</b>                             | SEE                 | : <b>40 Marks</b> |

**Pre-requisite:** The students should have basic knowledge of English and concepts of commerce.

|     | <b>COURSE OUTCOME</b>                                                               |
|-----|-------------------------------------------------------------------------------------|
| CO1 | To understand the definitions, nature and scope and utility of managerial economics |
| CO2 | Understand Theories of consumption, and consumer behaviour                          |
| CO3 | Acquaint with Theories of production                                                |
| CO4 | Understand the Cost and Revenue analysis and environmental studies                  |
| CO5 | Understand Markets, and theories of distribution                                    |
| CO6 | Understand National Income, Trade Cycles                                            |

### COURSE CONTENTS

**Suggested Learning Outcomes: Upon the completion the student will be able to:**

Unit-I: Understand the introduction to Economics                      Duration: 04 hrs

Understand the meaning of Economics, definitions of Business Economics – Scope of Economics

Unit-II: Theories of consumer behavior, and theories of consumption                      Duration: 06 hrs

Familiar with Demand, Law of Demand its exceptions, Consumer behavioural Laws, various theories of consumption

Unit-III: Understand theories of production                      Duration: 08 hrs

Understand the factors of production, laws of production, law of supply and its exceptions

Unit-IV: Analyze various types of costs, various types of revenues, equilibrium of a firm and Break-even analysis.                      Duration: 12 hrs

Understand various types of costs – various types of revenues – Explain how a firm attains equilibrium and Break-even- Analysis.

Unit-V: Understand Markets, types, features of markets, types of distribution, various theories of distribution                      Duration: 15 hrs

Markets - Meaning - Types of markets – perfect and imperfect – Rent-Ricardian theory- Wages – subsistence theory and Wage Fund theory – Interest – Loanable Fund theory and Liquidity preference theory – Profits – Uncertainty and Dynamic surplus theory.

Unit-VI: Understand National Income, its concepts, methods of estimation, difficulties in estimation, importance - Trade cycles – meaning and phases –issues in environmental protection                      Duration: 15 hrs

Understand concepts of National Income – GNP, NNP and per capita income – Methods of calculating National Income, importance of National Income- difficulties in calculating national income. Different phases

of Trade Cycles – Expansion, Recession, Depression and Recovery – and stabilization policies. Concepts of environmental protection.

#### **RECOMMENDED BOOKS:**

1. Modern Economic Theory – Benhum
2. Managerial Economics – P.L. Mehta
3. Business Economics – Sundaram&Sundaram
4. Modern Economic Theory – K.K. Dewitt

#### **Suggested Learning Outcome:**

##### **1.0 Understand the Introduction to Economics**

- 1.1 Definitions of Economics
- 1.2 State the meaning of Economic activity and non-economic activities, distinction between Economic activity and non-economic activities
- 1.3 Explain the nature and scope of economics
- 1.4 Explain micro and macro economics, positive and normative economics.

##### **2.0 Understand theories of consumption and consumer behavior**

- 2.1 Meaning of demand.
- 2.2 List and explain the various types of demand.
- 2.3 Individual demand, market demand, company demand, Industry Demand
- 2.4 Explain Law of Demand with its exceptions.
- 2.5 Distinction between extension and contraction - increase and decrease in demand.
- 2.6 Meaning of Utility, Total utility, marginal utility,
- 2.7 Explain Law of Diminishing Marginal Utility, Law of Equi-marginal Utility,
- 2.8 Concept of consumer surplus.
- 2.9 Meaning of indifference curve
- 2.10 Explain properties of Indifference curves

##### **3.0 Understand theories of Production**

- 1.1. List the factors of production
- 1.2. Explain the Law of Variable proportions
- 1.3. Explain the Law of Returns to scale
- 1.4. Explain the Law of Supply, and its exceptions to the Law.

##### **4.0 Understand Cost and Revenue Analysis**

- 2.1. List and explain various types of costs – Fixed, Variable, Implicit and Explicit, Short run & Long run costs, Average, Marginal, Total and Opportunity costs.
- 2.2. Explain how a firm attains equilibrium.
- 2.3. List and explain various types of revenue – Total, Average, and Marginal revenues
- 2.4. Explain Break-Even Analysis
- 2.5. Define pollution-Understand various types of pollution-water, Air, Soil, Noise- meaning of pollution costs & its categories - waste disposal cost and total damage cost- pollution control cost- Benefits from controlling pollution
- 2.6. List the pollutants of water and air
- 2.7. Effects of pollution on environment-List the global environmental issues- Ozone layer depletion, Acid rain, Global warming

##### **5.0 Understand Markets and different theories of distribution**

- 5.1 List various types of markets – Perfect and Imperfect market competitions, -Monopoly, Duopoly, Oligopoly and Monopolistic competition.
- 5.2 Explain the features of perfect competition
- 5.3 Meaning of Rent

- 5.4 Explain the Ricardian theory of Rent
- 5.5 Meaning of Wage, Nominal wage and Real Wage.
- 5.6 List the theories of Wages and explain Wage Fund theory
- 5.7 State the meaning of Interest – Gross Interest, Net interest
- 5.8 List the theories of Interest and explain Liquidity preference theory of interest
- 5.9 State the meaning of Profit – Gross profit and Net profit.
- 5.10 List the theories of profit and explain Dynamic surplus theory.

## 6.0 Understand the concepts of National Income, Trade cycles and International Trade

- 6.1 Define National Income
- 6.2 Explain the Components of National Income- GNP, NNP, Per capita Income, and personal Income.
- 6.3 Explain the importance of calculating National Income.
- 6.4 Explain the methods of estimation of National Income
- 6.5 List the difficulties in the measurement of National Income.
- 6.6 Define Trade cycle
- 6.7 Explain different phases of Trade Cycle – Expansion, Recession, Depression and Recovery.
- 6.8 Explain the characteristics of trade cycle
- 6.9 List the stabilization policies

### Suggested Student Activities

1. Student visits Library to refer to Manual for the specifications
2. Draw Table and diagram for Law of Demand
3. Drawing diagrams for Law of Diminishing Marginal Utility. Quiz
4. Draw the table and diagram for Law of equi-marginal utility.
5. Draw the indifference curves
6. Draw the table and diagram for Law of Variable Proportions.
7. Group discussion
8. Surprise test

### Student E-Learning reference

- a. <https://en.m.wikipedia.org>.
- b. <https://edx.org>.
- c. [https://www. Managerial- economics-club.com](https://www.Managerial-economics-club.com)

### CO / PO MAPPING MATRIX

|     | COURSE OUTCOME                                                          | CL    | Linked PO            | Teaching Hrs |
|-----|-------------------------------------------------------------------------|-------|----------------------|--------------|
| CO1 | Introduction to Economics                                               | R/U/A | 1,2,3,4,5,6,7,8,9,10 | 04           |
| CO2 | Understand various theories of Consumption                              | R/U/A | 1,2,3,4,5,6,7,8,9,10 | 06           |
| CO3 | Understand theories of production                                       | R/U/A | 1,2,3,4,5,6,7,8,9,10 | 08           |
| CO4 | Understand the concept of Cost and Revenue Analysis                     | R/U/A | 1,2,3,4,5,6,7,8,9,10 | 12           |
| CO5 | Understand Markets, understand theories of Distribution                 | R/U/A | 1,2,3,4,5,6,7,8,9,10 | 15           |
| CO6 | National Income, Trade Cycles, and concepts in environmental protection | R/U/A | 1,2,3,4,5,6,7,8,9,10 | 15           |

### **Model question papers**

#### **MID SEM-I - Business Economics and Environment**

Time: 1 hour

Marks: 20

##### **PART A**

4 X 1 = 4 marks

Instructions: Answer all questions, each question carries one mark. Answers should not be more than 1/4<sup>th</sup> page.

1. Define Economics.
2. Define Non-Economic Activities
3. Define Demand.
4. Define company demand.

##### **PART B**

2 X 3 = 6 marks

Instructions: Answer all questions and each question carries three marks. Answers should not be more than one page.

- 5 (a). Define economic activities with example

OR

- (b). Write any two differences between positive and normative economics

- 6 (a). Define Law of demand with graph

OR

- (b). Define utility, total utility and marginal utility

##### **PART C**

2 X 5 = 10 marks

Instructions: Answer all questions and each question carries five marks. Answers should not be more than one page.

- 7 (a). Difference between micro and macro economics

OR

- (b). Explain nature and scope of economics

- 8 (a). Explain law of diminishing marginal utility

OR

- (b). Explain properties of indifference curve

**MID SEM-II - Business Economics & Environment**

Time: 1 hour

Marks: 20

**PART A**

4 X 1 = 4 marks

Instructions: Answer all questions, each question carries one mark. Answers should not be more than 1/4<sup>th</sup> page.

1. List the factors of production.
2. Define law of variable proportions
3. Define pollution.
4. List any two costs.

**PART B**

2 X 3 = 6 marks

Instructions: Answer all questions and each question carries three marks. Answers should not be more than one page.

- 5 (a). Briefly write about exceptions to the law of supply

OR

- (b). Explain law of returns to scale

- 6 (a). Write about total, average and marginal revenue

OR

- (b). Write about various types of pollution

**PART C**

2 X 5 = 10 marks

Instructions: Answer all questions and each question carries five marks. Answers should not be more than one page.

- 7 (a). Explain law of variable proportions.

OR

- (b). Explain the law of supply

- 8 (a). Explain about Break-Even analysis

OR

- (b). Explain effects of pollution on environment

BOARD DIPLOMA EXAMINATIONS (C-18)  
DCCP – FIFTH SEMESTER **END EXAMINATION**  
**BUSINESS ECONOMICS AND ENVIRONMENT**

Time : 2 hours.

Total Marks: 40

---

PART – A      8 X 1=8M

Note : Answer all questions. Each question carries ONE mark.  
The length of the answer shall not exceed  $\frac{1}{4}$  of page.

1. Define non-economic activities.
2. Define Global warming.
3. Define Gross profit.
4. Define Industry demand.
5. Define nominal wage.
6. Define Monopoly.
7. Define National income.
8. Define trade cycle.

PART – B      4 X 3 = 12M

Note: Answer the following questions. Each question carries 3 marks.

The length of the answer shall not exceed 1 page.

9. (a) Distinction between Extension and contraction of demand.

(OR)

- (b) Explain about wage fund theory.

10. (a) List out the exceptions to the law of supply .

(OR)

- b). Explain characteristics of trade cycle

11. (a) Write about Monopolistic competition.

(OR)

- (b) Define Wage and explain Real wage.

12. (a) List out the components of national income .

(OR)

- (b) Write any five difficulties in measurement of national income.

PART – C      4 X 5 = 20

Note: Answer the following questions. Each question carries 5 marks.

The length of the answer shall not exceed 2 pages.

13. (a) Explain the nature and scope of economics .

(OR)

(b) Explain about perfect and imperfect market competitions.

14. (a) Explain about various types of revenues .

(OR)

(b) Explain the importance of calculating national income.

15. (a) Explain about Ricardian theory of rent .

(OR)

(b) Define interest and explain about liquidity preference theory of interest.

16. (a) Explain the methods of calculating national income.

(OR)

(b) Explain different phases of Trade Cycle.

## VISUAL BASIC

|                                              |                              |
|----------------------------------------------|------------------------------|
| Course Title : Visual Basic                  | Course Code : 18CCP-503C     |
| Semester : V                                 | Course Group : Core          |
| Teaching Scheme in Periods (L:T:P) : 30:30:0 | Credits : 3                  |
| Type of course : Lecture + Assignments       | Total Contact Hours : 60 Pds |
| CIE : 60 Marks                               | SEE : 40 Marks               |

**Pre-requisite:** The students should have basic knowledge in any programming language

| COURSE OUTCOME |                                                                                                |
|----------------|------------------------------------------------------------------------------------------------|
| CO1            | Understand the applications of Visual Basic & types of projects                                |
| CO2            | Acquaint and understand various controls used in Visual Basic and Designing the User Interface |
| CO3            | Understand creating applications or project using Menus and Common Dialogue Control            |
| CO4            | Learn and apply Programming Fundamentals and develop programming                               |
| CO5            | Learn and applications of Arrays, Procedures and Functions while programming                   |
| CO6            | Able to create and generate Database programming & Reports                                     |

### COURSE CONTENTS:

#### Unit-I: Introduction to Visual Basic

Duration: 05 hrs

Introduction to Visual Basic – Features and applications of VB – Understanding integrated development environment (IDE) – project applications like standard EXE, Active X EXE, Active X DLL and Active X Control – Browsing through Menus on the menu bar

#### Unit-II: Designing the User Interface

Duration: 10 hrs

Designing the user Interface – Design aspects of VB forms – Elements of User Interface – Properties of Controls – Text box, Label, command button, check Box and list box – Common properties of the above controls - Designing forms and displaying messages using the controls. – Know the use of Input box () function and Msg Box () function— enable, disable controls – Know the print method

#### Unit-III: Menus and Common Dialogue Control

Duration: 05 hrs

Menus and common dialogue control – creating menus at design time using menu design window control menus at runtime - create short cut keys for pull down menus – common dialogue control

#### Unit-IV: Programming fundamentals

Duration: 15 hrs

Programming fundamentals – variable, constants declaration –data types – scope and life of a variable - know the list of operators-control flow statements –Decision making statements-Iterative Statements-- writing programs using control flow statements ib

#### Unit-V: Arrays, Procedures and Functions

Duration: 05 hrs

Know about arrays-writing small programs on Arrays -Built-in functions-procedures and functions - formatting numbers, date and time

#### Unit-VI: Database programming & Reports

Duration: 20 hrs

Data base programming & Reports – properties of ADO/DE -connecting data base tables using ADO/DE – Data control methods– Data bound controls – Data grid control -Reports – creation of Reports through Data Reports Designer and Crystal Report Designer

## Suggested Learning Outcomes

### 1.0 Understand the basics of Visual Basic.

- 1.1 Discuss the features and applications of Visual Basic.
- 1.2 Understand the Integrated development environment.
- 1.3 Know the various project applications like standard EXE, Active X EXE, Active X DLL, Active X Control.
- 1.4 Know the Visual Basic working Environment
- 1.5 State various menus available on the menu bar.

### 2.0 Understand designing the User Interface.

- 2.1 Understand the designing aspects of VB forms.
- 2.2 Know about the various elements of user interface.
- 2.3 Discuss the properties of controls like text box, label, command button, check box and list box.
- 2.4 Know the common properties of above controls.
- 2.5 Know the concept of event. List some events
- 2.6 Know the concept of method. Mention some methods
- 2.7 Know the designing a simple form and display the messages using the above controls.
- 2.8 Know the use of Input box() function and Msg box() function
- 2.9 Know how to enable, disable the controls.
- 2.10 Discuss the print method

### 3.0 Understand Menus and Common dialogue control.

- 3.1 know about creation of Menus at design time using the menu design window.
- 3.2 Know how to create short cut keys for pull down menus.
- 3.3 Know how to control menus at run time.
- 3.4 Know about common dialogue control.
- 3.5 State the meaning of separator control

### 4.0 Understand Programming fundamentals of VB Applications.

- 4.1 Know about variables, constants declaration and data types.
- 4.2 Know about scope of variables, life of variables.
- 4.3 Know the list of operators
- 4.4 Know about various control flow statements.
- 4.5 Write small programs using control flow statements.

### 5.0 Arrays, Procedures and Functions

- 5.1 know about arrays.
- 5.2 Write small programs on Arrays.
- 5.3 know the built-in functions
- 5.4 Know about procedures and functions, give examples for each.
- 5.5 Know about functions for formatting numbers, date and time

### 6.0 Understand Data Base programming & Reports.

- 6.1 Know about ADO / DE
- 6.2 Know the properties of ADO
- 6.3 Explain the process of connecting data base tables using ADO / DE
- 6.4 Explain about the ADO / DE methods viz., AddNew, Update, CancelUpdate, Delete, Find & Filter
- 6.5 Explain Data Navigation Methods of ADO/DE
- 6.6 Know about data bound controls
- 6.7 Know how to use data grid controls.
- 6.8 Explain Data Reports with DE
- 6.9 Explain creating Data Reports using Data Report Designer
- 6.10 Explain creating Data Reports using Crystal Designer

## REFERENCES:

- 1. Mastering VB 5.0 -Evangelouspetroutos - BPB publications
- 2. Teach yourself Visual Basic - Tec media publications
- 3. Microsoft VB Manual - MS press

### Suggested Student Activities

1. Students have to visit the Library to refer the Lab Manuals.
2. Students have practice the programs with the available computers in the Lab.
3. Visit nearby Libraries to refer the different author books.
4. Quiz
5. Group discussion
6. Surprise test

### Student E-Learning references

1. <https://www.tutorialspoint.com/visualbasic/index.htm>
2. <http://webtechstudy.com/visualbasic-tutorial>
- 3.

### CO / PO MAPPING MATRIX

|     | COURSE OUTCOME                                                                                 | CL    | Linked PO          |
|-----|------------------------------------------------------------------------------------------------|-------|--------------------|
| CO1 | Understand the applications of Visual Basic & types of projects                                | R/U/A | 1,2,4,5,6,8,9,10   |
| CO2 | Acquaint and understand various controls used in Visual Basic and Designing the User Interface | R/U/A | 1,2,4,5, 7,8,9,10  |
| CO3 | Understand creating applications or project using Menus and Common Dialogue Control            | R/U   | 1,3,4,5,6,7,8,10   |
| CO4 | Learn and apply Programming Fundamentals and develop programming                               | R/U   | 1,2,3,4,5,6,7,10   |
| CO5 | Learn and applications of Arrays, Procedures and Functions while programming                   | R/U/A | 1,2,3,5,6,7,8,9,10 |
| CO6 | Able to create and generate Database programming & Reports                                     | R/U/A | 1,3,4,5,6,7,8,9,10 |

C18CCP-504C

BOARD DIPLOMA EXAMINATION, (C-18)  
MID SEM-I  
DCCP- FIFTH SEMESTER EXAMINATION  
VISUAL BASIC

TIME: 1 Hour

TOTAL MARKS: 20

PART- A

4 x 1 = 4 MARKS

INSTRUCTIONS: Answer all questions, each question carries one mark. Answers should not be more than ¼ th page.

1. Write about standard EXE
2. Write any two applications of visual basic
3. Write any three properties of TextBox control
4. List any two features of visual basic

PART-B

2 x 3 = 6 MARKS

INSTRUCTIONS: Answer all questions, each question carries three marks. Answers should not be more than one page.

5.a) List any two components of integrated development environment .

OR

5. b) List any two project applications.

6. a) List any four common properties of controls.

OR

6. b) Write the use of Input box() with example.

PART-C

2 X 5 = 10 MARKS

INSTRUCTIONS: Answer all questions, each question carries five marks. Answers should not be more than two pages.

7. a) Explain the components of integrated development environment?

OR

b) Explain Integrated development environment?

8. a) Explain various elements of user interface.

Or

b) Explain any four common properties of controls.

C18CCP-504C

BOARD DIPLOMA EXAMINATION, (C-18)  
MID SEM-II  
DCCP- FIFTH SEMESTER EXAMINATION  
VISUAL BASIC

TIME: 1 Hour

TOTAL MARKS: 20

---

PART- A

4 x 1 = 4 MARKS

INSTRUCTIONS: Answer all questions, each question carries one mark. Answers should not be more than ¼ th page.

1. Write about Menu Editor
2. Define Sub Menu
3. List any two types of operators
4. Define variable

PART-B

2 x 3 = 6 MARKS

INSTRUCTIONS: Answer all questions, each question carries three marks. Answers should not be more than one page.

5.a) how to create short cut keys for pull down menus?

OR

5. b) Write the steps to Create Menus at design time using the menu design window.

6. a) Write any Three data types in visual basic.

OR

6. b) Write a small program using arithmetic operators.

PART-C

2 X 5 = 10 MARKS

INSTRUCTIONS: Answer all questions, each question carries five marks. Answers should not be more than two pages.

7. a) Explain Menu Editor ?

OR

b) Write a small program using Common dialogue control

8. a) Write a small program using while..wend loop.

Or

b) Explain various control flow statements.

C18CCP-504C

BOARD DIPLOMA EXAMINATION, (C-18)  
SEMESTER END EXAM(SEE)  
DCCP- FIFTH SEMESTER EXAMINATION  
VISUAL BASIC

TIME: 2 Hour

TOTAL MARKS: 40

---

PART- A

Answer all the questions. Each carries one marks.

8 x 1M = 8M

1. Discuss the features and applications of Visual Basic.
2. Write about common dialog control.
3. Write about ADO/DE.
4. List the types of Operators.
5. Define function.
6. List any two built-in functions.
7. List any two properties of ADO.
8. Write about data bound controls.

## **PART-B**

**Answer The Following Questions. Each Carries Three Marks**

**4 X 3M = 12M**

9. a). Write any four common properties of controls

OR

b). Write a small program on Arrays.

10.a). Write a small program using while..wend.

OR

b). Write any three Data Navigation Methods of ADO/DE.

11.a). Define a function and write program on it.

OR

b).Write a program to display current date & Time.

12.a).Explain creating Data Reports using Data Report Designer.

OR

b).Explain the process of connecting data base tables using ADO/DE.

**Answer The Following Questions. Each Carries Three Marks**

**4 X 5M = 20M**

13. a). Explain about IDE.

OR

b). Explain arrays. Write an example.

14. a) Write the program using common dialog control.

OR

b). Explain creating data reports using crystal designer.

15.a). Explain the procedures and functions, give example for each.

OR

b).Explain various built-in functions .

16.a). Explain about ADO/DE with properties .

OR

b).Explain the process of connecting data base tables using ADO/DE.

## PRINCIPLES OF MANAGEMENT

|                                                   |                                     |
|---------------------------------------------------|-------------------------------------|
| Course Title : A) <b>Principles of Management</b> | Course Code : 18CCP-504E            |
| Semester : V                                      | Course Group : <b>Core</b>          |
| Teaching Scheme in Hrs (L:T:P) : <b>30:30:0</b>   | Credits : <b>3</b>                  |
| Type of course : <b>Lecture + Assignments</b>     | Total Contact Hours : <b>60 Pds</b> |
| CIE : <b>60 Marks</b>                             | SEE : <b>40 Marks</b>               |

**Pre-requisite:** The students should have basic knowledge of English.

### COURSE OUTCOME

|     |                                                               |
|-----|---------------------------------------------------------------|
| CO1 | Know the concept of Management and its importance in business |
| CO2 | Understand the various management theories                    |
| CO3 | Understand the concept of centralization and decentralization |
| CO4 | Know about communication and motivation                       |
| CO5 | Know about leadership styles                                  |

### COURSE CONTENTS

#### Unit 1: Introduction to Management

Duration: 10 hrs

Definition - Characteristic - Importance - Functions - Office Manager - Qualifications – Role

#### Unit-II: Management theory

Duration: 10 hrs

List theories - Theory of FW Taylor's Scientific Management -Theory of Henry Fayol's Principles of Management

#### Unit-III: Centralization and decentralization of services

Duration: 10 hrs

Authority - Importance of Authority - Meaning of Centralization and Decentralization - Merits and demerits of Centralization and Decentralization - Factors determining centralization /Decentralization

#### Unit-IV: Planning

Duration: 10 hrs

Definition– Features - Objectives - Importance - Advantages and Disadvantages - Limitations - Essentials of a good Planning

#### Unit-V: Communication and Motivation

Duration: 15 hrs

Communication - Definition- Features - Types – Process – Barriers – Motivation – Meaning – Theories – Techniques

#### Unit-VI: Leadership

Duration: 05 hrs

Leadership – Meaning – Qualities – Types – Theories

## RECOMMENDED BOOKS:

1. Principles and Practice of Management: R.S.Gupta, B.D.Sharma, W.S. Bhalla, Kaylani
2. Management: Stephen P. Robbins, Person
3. Principles of Management: T Ramasamy, Himalaya Publication
4. Principles of Management Concept: Rajeshviwanathan, Himalaya Publication
5. Management theory and Practices: P SubbaRao, Himalaya Publication
6. Essential of management: Harold Kontz, Mc Graw eduction
7. Principles of Management, Chandan JS, Vikas.
8. Fundamental of Management, Dr. Pradeep Kumar, S. Chand

## Suggested Learning Outcome:

### 1. Understand the concept of Management

- 1.1 Define Management
- 1.2 List and explain the characteristic features of Management
- 1.3 Explain the Importance of Management
- 1.4 List and Explain the functions of Management
- 1.5 List out the functions of Office Manager.
- 1.6 List the qualifications of Office Manager.
- 1.7 Explain Role of Office Manager.

### 2 Understand the various theories of Management

- 2.1 List different theories of Management
- 2.2 Explain the Management Theory of FW Tailor's Scientific Management
- 2.3 Explain the Management Theory of Henry Fayol's Principles of Management

### 3. Understand the features of centralization and decentralization of services.

- 3.1 Define Authority
- 3.2 Explain the importance of Authority
- 3.3 Explain the meaning of centralization.
- 3.4 List out the merits and demerits of centralization.
- 3.5 Explain the meaning of decentralization.
- 3.6 List out the merits and demerits of decentralization.
- 3.7 Explain the factors determining centralization/decentralization.

### 4. Understand the Objectives of Planning.

- 4.1 Define Planning.
- 4.2 List and explain the Characteristic features of Planning.
- 4.3 List and explain the Objectives of Planning.
- 4.4 Explain the importance of Planning.
- 4.5 List and explain the advantages of Planning.
- 4.6 Explain the essentials of a good Planning.
- 4.7 State the limitations of Planning.

### 5 Understand the Communication, Motivation and Leadership

- 5.1 Definition of Communication
- 5.2 Features of Communication
- 5.3 Types of Communication
- 5.4 Communication Process
- 5.5 Barriers of Communication
- 5.6 Define and state the meaning of Motivation.
- 5.7 List various Motivational theories(1. Maslow's Need Hierarchy Theory 2. Herzberg's Motivation Hygiene Theory 3. McClelland's Need Theory 4. McGregor's Participation Theory 5. Urwick's Theory Z 6. Argyris's Theory 7. Vroom's Expectancy Theory 8. Porter and Lawler's Expectancy Theory)
- 5.8 Explain Maslow's Need Hierarchy Theory
- 5.9 List the various Motivational techniques
- 6 List and explain the qualities of Leader.
- 6.1 List and explain the types of Leadership.

- 6.2 List different theories of Leadership (Great Man Theory, Trait Theory, Behavioural Theories, Contingency Theories, Transactional Theories and Transformational Theories)
- 6.3 Explain Trait Theory of Leadership

#### Suggested Student Activities

1. Visit nearby Industry to familiarize with techniques
2. Quiz
3. Group discussion
4. Surprise test

#### CO / PO MAPPING MATRIX

| Unit No | Unit Name                                       | CL    | Linked PO    |
|---------|-------------------------------------------------|-------|--------------|
| 1       | Introduction to Management                      | R/U   | 3,5,7,9,10   |
| 2       | Management Theory                               | R/U/A | 1,3,5,7,9,10 |
| 3       | Centralization and Decentralization of services | R/A   | 2,3,6,8,9,10 |
| 4       | Planning                                        | R/U/A | 1,3,5,7,9,10 |
| 5       | Communication, Motivation and leadership        | R/U/A | 3,5,7,9,10   |

## MODEL QUESTION PAPERS

**18CCP-504E**

**MID SEM- I PRINCIPLES OF MANAGEMENT**

TIME: ONE HOUR

MARKS: 20

---

### **PART-A**

4 x 1 = 4 MARKS

INSTRUCTIONS: Answer all questions, each question carries one mark. Answers should not be more than  $\frac{1}{4}$  th page.

5. Define Management
6. List the functions of office manager
7. List the theories of management
8. Briefly explain role of Office Manager

### **PART-B**

2 x 3 = 6 MARKS

INSTRUCTIONS: Answer all questions, each question carries three marks. Answers should not be more than one page.

9. a) List the characteristic features of management.  
OR  
b) List the qualifications of office manager.
6. a) Advantages of Henry Fayol's Principles of Management  
OR  
b) Draw back of Scientific Management

### **PART-C**

2 X 5 = 10 MARKS

INSTRUCTIONS: Answer all questions, each question carries five marks. Answers should not be more than two pages.

7. a) Explain the importance of management?

OR

- b) Explain the role of Office Manager?

8. a) Explain the FW Taylor's Scientific Management?

OR

- b) Explain the Henry Fayol's Principles of Management?.

MODEL QUESTION PAPERS  
MID SEM- II

18CCP-504E-PRINCIPLES OF MANAGEMENT

TIME: ONE HOUR

MARKS: 20

---

**PART A**

4 x 1 = 4 MARKS

INSTRUCTIONS: Answer all questions, each question carries one mark. Answers should not be more than  $\frac{1}{4}$  th page.

1. Define Authority.
2. State the meaning of Centralization.
3. Define Planning.
4. State the limitations of Planning.

**PART B**

2 x 3 = 6 MARKS

INSTRUCTIONS: Answer all questions, each question carries three marks. Answers should not be more than one page.

5.a) List any three Merits of Centralization

OR

5. b) List any three demerits of decentralization.

6. a) List the characteristic features of Planning.

OR

6.b) List the objectives of Planning.

**PART C**

2 X 5 = 10 MARKS

INSTRUCTIONS: Answer all questions, each question carries five marks. Answers should not be more than two pages.

7. a) Explain the importance of Authority?

OR

7. b) Explain the factors determining decentralization?

8. a) Explain the advantages of Planning?

OR

8. b) Explain the essentials of a good planning?

BOARD DIPLOMA EXAMINATIONS (C-18)  
DCCP – FIFTH SEMESTER **END EXAMINATION**  
PRINCIPLES OF MANAGEMENT

Time: 2 hours.

Total Marks: 40

-----  
PART – A

Note : Answer all questions. Each question carries ONE mark.

The length of the answer shall not exceed  $\frac{1}{4}$  of page.

8 X 1=8M

1. Define Management.
2. Define Authority.
3. Define of Communication.
4. State the meaning of Motivation.
5. State the meaning of Communication Process.
6. State the meaning of Barriers of Communication
7. State the meaning of Leadership.
8. List any the qualities of a Leader.

PART – B

Note : Answer the following questions. Each question carries 3 marks.

The length of the answer shall not exceed 1 page.

4 X 3 = 12M

9.a) List the features of Management.

OR

9. b) List the types of Communication.

10.a) List the merits of Centrization.

OR

10. b) Describe about Great Man Theory.

11.a) List the features of Communication.

OR

11. b) List the different types of Leadership.

12.a) Describe about Trait Theory.

OR

12. b) Describe about Behavioural Theory.

**PART – C**

4 X 5 = 20

Note: Answer the following questions. Each question carries 5 marks.

The length of the answer shall not exceed 2 pages.

13.a) Explain the functions of Management?

OR

b) Explain the Herzberg's Motivation Hygiene Theory?

14. a) Explain the factors determining Centralization?.

OR

b) Explain the Contingency Theory?

15. a) Explain the Maslow's Need Hierarchy Theory?

OR

b) Explain the various motivational techniques?

16. a) Explain the Behavioral Theory of Leadership?

OR

b) Explain the Trait Theory of Leadership?

## INSURANCE

|                                    |                         |                     |              |
|------------------------------------|-------------------------|---------------------|--------------|
| Course Title                       | : (B) Insurance         | Course Code         | : 18CCP-504E |
| Semester                           | : V                     | Course Group        | : Core       |
| Teaching Scheme in Periods (L:T:P) | : 30:30:0               | Credits             | : 3          |
| Type of course                     | : Lecture + Assignments | Total Contact Hours | : 60 Pds     |
| CIE                                | : 60 Marks              | SEE                 | : 40 Marks   |

Prerequisite: The students should have basic knowledge of General Mathematics

### COURSE OUTCOME

|     |                                                                                                                                                  |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------|
| CO1 | Understand the nature and scope of risk management                                                                                               |
| CO2 | Understand the Principles of Contract of insurance and Reinsurance.                                                                              |
| CO3 | Understand the concepts of life insurance.                                                                                                       |
| CO4 | Understand the documentation process of life insurance.                                                                                          |
| CO5 | Understand the concepts of General Insurance.                                                                                                    |
| CO6 | Understand the concepts of Insurance cover for Personal Accident, Crop Insurance, Health Insurance, Property Insurance, Motor Vehicle Insurance. |

### Course Contents

#### Unit-I : INTRODUCTION

Duration: 10 Hr

Define Risks, Explain the classification of risks, Explain the methods of handling risks. Explain the principles of risk insurance management, Draw the risk insurance management process chart.

#### Unit-II : Principles of Contract of insurance and Reinsurance,

Duration: 10 Hr

Understand the Principles of Contract of insurance and Reinsurance, Define Insurance- Explain the importance and uses of insurance business-Differentiate between insurance contract and wagering contract-Define Reinsurance-Explain the important concepts of reinsurance-Differentiate between reinsurance and double insurance

#### Unit-III : Concepts of life insurance.

Duration: 10 Hr

Define Life Insurance, Differentiate between Insurance and Assurance, Explain the advantages of life insurance, explain the unit linked pension plans of life insurance, List out the aims and important functions of L.I.C. of India -List out the duties of a Development Officer.

#### Unit-IV The documentation process of life insurance

Duration: 10 Hr

List out the important insurance documents-Briefly explain proposal form, policy form, cover note, certificate of insurance and endorsement-Explain the procedure for assignment of life policies-Differentiate between assignment and nomination-Differentiate between surrender value, paid up value-Explain the terms Days of Grace, proof of age, proof of death-Explain the procedure to revive the lapsed/discontinued policies-Explain the procedure for settlement of claims in case of death/maturity

#### Unit-V: Concepts of General Insurance

Duration: 10 Hr

Explain the role of General Insurance Corporation of India-List out the subsidiaries of G.I.C. of India. State the functions of G.I.C. of India-List out the different types of general insurance-Define Fire Insurance-State the fundamental principles and policies of fire insurance-Define Marine Insurance State the principles and policies of Marine Insurance

**Unit-VI: Insurance cover for Personal Accident, Crop Insurance, Health Insurance, Property Insurance, motor Vehicle Insurance** **Duration: 10 Hr**

Define personal accident insurance-Classification of occupations (Risk group 1-Accountants, doctors; Risk group 2-Builders, engineers, drivers; Risk group 3-People working in mines, explosives, electrical installations, circus players) Meaning and types of health insurance. (Mediclaime – individual, group, overseas, student safety)-Define property insurance-Define Motor Vehicle Insurance and list the Motor Vehicle Policies including third party insurance-Explain the role of professional licensed surveyors in the process of settlement of claims.

**COURSE OUTCOME:**

**Specific Learning Outcomes: Upon completing the course the student will be able to:**

- 1.0 Understand the nature and scope of risk management.**
  - 1.1 Define Risks.
  - 1.2 Explain the classification of risks.
  - 1.3 Explain the methods of handling risks.
  - 1.4 Explain the principles of risk insurance management.
  - 1.5 Draw the risk insurance management process chart.
- 2.0 Understand the Principles of Contract of insurance and Reinsurance.**
  - 2.1 Define Insurance.
  - 2.2 Explain the importance and uses of insurance business.
  - 2.3 Differentiate between insurance contract and wagering contract.
  - 2.4 Define Reinsurance.
  - 2.5 Explain the important concepts of reinsurance.
  - 2.6 Differentiate between reinsurance and double insurance.
- 3.0 Understand the concepts of life insurance.**
  - 3.1 Define Life Insurance.
  - 3.2 Differentiate between Insurance and Assurance.
  - 3.3 Explain the advantages of life insurance.
  - 3.4 Explain the unit linked pension plans of life insurance.
  - 3.5 List out the aims and important functions of L.I.C. of India.
  - 3.6 List out the duties of a Development Officer.
- 4.0 Understand the documentation process of life insurance.**
  - 4.1 List out the important insurance documents.
  - 4.2 Briefly explain proposal form, policy form, cover note, certificate of insurance and endorsement.
  - 4.3 Explain the procedure for assignment of life policies.
  - 4.4 Differentiate between assignment and nomination.
  - 4.5 Differentiate between surrender value, paid up value.
  - 4.6 Explain the terms Days of Grace, proof of age, proof of death.
  - 4.7 Explain the procedure to revive the lapsed/discontinued policies.
  - 4.8 Explain the procedure for settlement of claims in case of death/maturity.
- 5.0 Understand the concepts of General Insurance.**
  - 5.1 Explain the role of General Insurance Corporation of India.
  - 5.2 List out the subsidiaries of G.I.C. of India.
  - 5.3 State the functions of G.I.C. of India.
  - 5.4 List out the different types of general insurance.
  - 5.5 Define Fire Insurance.
  - 5.6 State the fundamental principles and policies of fire insurance.
  - 5.7 Define Marine Insurance
  - 5.8 State the principles and policies of Marine Insurance
- 6.0 Understand insurance cover for Personal Accident, Crop Insurance, Health Insurance, Property Insurance, Motor Vehicle Insurance.**
  - 6.1 Define personal accident insurance
  - 6.2 Classification of occupations (Risk group 1-Accountants, doctors; Risk group 2-Builders, engineers, drivers; Risk group 3-People working in mines, explosives, electrical installations, circus players)

- 6.3 Meaning and types of health insurance. (Mediclaime – individual, group, overseas, student safety)
- 6.4 Define property insurance.
- 6.5 Define Motor Vehicle Insurance and list the Motor Vehicle Policies including third party insurance.
- 6.6 Explain the role of professional licensed surveyors in the process of settlement of claims.

**REFERENCE BOOKS:**

- 1. Principles of Life Insurance – Published by Insurance Institute of India, Mumbai
- 2. Life Insurance – by Gupta O.S. , published by Frank brothers, New Delhi.
- 3. Insurance Principles and Practice – Mishra M.N., Vikas Publishing House, New BDelhi.

**E-leaning references:**

- 1. [https://elearning](https://elearningindustry.com) industry.com
- 2. <https://elearningiinsuranceinstituteofIndai>

**MODEL QUESTION PAPERS**

**C-18 MID SEM-I**

**TIME: 1 hrs**

**MARKS: 20**

**PART-A**

**ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK.**

**4 X 1M = 4M**

1. Define Risk
2. List any two types of risk.
3. Define insurance
4. Define Double insurance

**PART-B**

**ANSWER THE FOLOWING QUESTIONS. EACH CARRIES THREE MARKS**

**2 X 3M = 6M**

5. a). Draw the risk insurance management process chart.  
OR  
b). Write the principles of risk insurance management.
6. a). Write the differences between insurance contract and wagering Contract?  
OR  
b). Write about importance of Reinsurance.

**PART-C**

**ANSWER THE FOLOWING QUESTIONS. EACH CARRIES FIVE MARKS.**

**2 x 5 M = 10M**

7. a). Explain the methods of handling risk  
OR  
b). Explain the classification of risk
8. a). Explain the importance and uses of insurance business  
OR  
b). Write the differences between Reinsurance and Double insurance

**C-18 MID SEM-II**

**TIME: 1 hrs**

**MARKS: 20**

**PART-A**

**4 X 1M = 4M**

**ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK.**

1. Define Life insurance
2. Write any two duties of Development officer
3. Define certificate of insurance
4. List the any two important insurance documents.

**PART-B**

**2 X 3M = 6M**

**ANSWER THE FOLOWING QUESTIONS. EACH CARRIES THREE MARKS.**

5. a). Write the differences between Insurance and Assurance  
OR  
b). Write the aim of LIC of India
6. a). Write the procedure for assignment of life policies  
OR  
b). Write the differences between assignment and nomination

ANSWER THE FOLOWING QUESTIONS. EACH CARRIES FIVE MARKS.

7. a). Explain the advantages of Life insurance  
OR  
b). Explain the unit linked pension plans in life insurance
8. a). Explain the terms:- i. Proposal form ii. Policy form iii. Cover note  
OR  
b). Explain the procedure for settlement of claims in case of death/maturity

MODEL PAPER FOR C-18 - SEMESTER END EXAM (SEE)

TIME:2 HRS

MARKS:40

PART-A

Answer all the questions. Each carries one mark.

8 X 1M = 8M

1. Define Risk
2. Define Life insurance.
3. List the types of Motor vehicle insurance policies.
4. List the any two important insurance documents.
5. Define Fire insurance.
6. List any two subsidiaries of GIC of India
7. Define personal accident insurance
8. State the types of Health Insurance policies..

PART-B

ANSWER THE FOLOWING QUESTIONS. EACH CARRIES THREE MARKS 4 X 3M = 12M

9. a). Write the principles of risk insurance management  
OR  
b). Write the types of general insurance
10. a). Write the differences between Insurance and Assurance  
OR  
b). Write about Property insurance.
11. a). Write about Marine insurance.  
OR  
b). state functions of GIC of India.
12. a). Write the classifications of occupations.  
OR  
b). Write the need of health insurance.

PART-C

ANSWER THE FOLOWING QUESTIONS. EACH CARRIES FIVE MARKS

4x5M=20M

13. a). Explain the methods of handling risk.  
OR  
b). Explain the role of GIC of India
14. a). Explain the procedure for settlement of claims in case of death/maturity  
OR  
b). Explain the Motor vehicle insurance
15. a). State the fundamentals principles of Fire insurance  
OR  
b). State the fundamentals principles of Marine insurance
16. a). Explain the role of professional surveyor in the process of settlement of claims.  
OR  
b). Explain the Health insurance Policies.

## MARKETING MANAGEMENT

|                                    |                                   |                     |                   |
|------------------------------------|-----------------------------------|---------------------|-------------------|
| Course Title                       | : (C) <b>Marketing Management</b> | Course Code         | : 18CCP-504E      |
| Semester                           | : <b>V</b>                        | Course Group        | : <b>Core</b>     |
| Teaching Scheme in Periods (L:T:P) | : <b>30:30:0</b>                  | Credits             | : <b>3</b>        |
| Type of course                     | : <b>Lecture + Assignments</b>    | Total Contact Hours | : <b>60 Pds</b>   |
| CIE                                | : <b>60 Marks</b>                 | SEE                 | : <b>40 Marks</b> |

### Pre requisites

This course requires the basic knowledge of English, Speaking, Reading and Writing skills.

### Course Outcomes

|       |                                                                                     |
|-------|-------------------------------------------------------------------------------------|
| CO1 : | Understand the nature and Scope of Marketing in the present day world               |
| CO2 : | Knowing about the marketing Functions & Consumer Behaviour and its effects          |
| CO3 : | Understanding about the Product                                                     |
| CO4 : | Understanding the new Product development and its branding, packaging and labelling |
| CO5 : | Knowing about Pricing of a product in different ways                                |
| CO6 : | Know how to Promote the product into the market                                     |

### COURSE CONTENTS

#### Unit-I : Introduction to Management and Marketing Management

**Duration: 06 Hr**

Definition of Management and functions of Management – Definition and Importance of Marketing – How Marketing helps the industry, consumer and the society – Evolution of Marketing – Distinction between Marketing and Selling

#### Unit-II :Marketing Functions and Consumer Behaviour

**Duration:10 Hr**

Functions of Marketing – Consumer Behaviour – Factors determining the consumer's behaviour – Market Demand, Market Forecast, Company Demand

#### Unit-III : Product Planning

**Duration:10 Hr**

Market Segmentation – Factors determining the market segmentation – Product Life Cycle and its stages

#### Unit-IV : Product Planning II

**Duration:10 Hr**

Stages in product development – Product Mix and its importance – Branding – Packaging and Labelling.

## **Unit-V : Pricing Strategies and Programmes**

**Duration:08 Hr**

Pricing Objective – Factors influencing pricing – Various Pricing Methods – Pricing Strategies.

## **Unit-VI : Promotion**

**Duration:14 Hr**

Various promotional techniques – Advertising – advertising Budget, Advertisement Copy and its evaluation – Personal Selling – Sales Force, its size, – Direct Marketing – Benefits and channels

### **SUGGESTED LEARNING OUTCOMES**

#### **1. Understand the nature and scope of Management and Marketing Management.**

- 1.1 Define Management
- 1.2 Explain the functions of Management
- 1.3 Define Marketing
- 1.4 Explain importance of Marketing
- 1.5 Explain how marketing benefits the Organisation
- 1.6 Explain how marketing benefits Consumers/Society
- 1.7 Explain the evolution of Marketing
- 1.8 Distinguish between Marketing and Selling

#### **2. Understand the Marketing functions and Consumer Behaviour**

- 2.1 List the Marketing functions and Explain Functions of Physical Supply – Transportation & Storage
- 2.2 Explain Functions of exchange – Buying, Selling, Pricing, advertising, Sales Promotion
- 2.3 Explain the Facilitating functions – Financing, Risk taking, Marketing Information, Marketing Research, Standardisation and grading, Packaging, Branding.
- 2.4 Define Consumer Behaviour and the list the factors determining the consumer's behaviour.
- 2.5 Explain the factors determining the consumer's behaviour - Social, Cultural, Personal, and Psychological.
- 2.6 Explain the concept of Market Demand, Market Forecast and Company Demand.

#### **3. Understand the Product Planning**

- 3.1 Define Market Segmentation
- 3.2 List the various factors determining the Marketing Segmentation – Geographical, Demographical, Income, Consumption
- 3.3 Explain the influence of the various factors determining the market segmentation.
- 3.4 Define Product Life Cycle and list its various stages.
- 3.5 Explain the stages of product life cycle – Introduction, Growth, Maturity, **and** Decline.

#### **4. Understand the Product Planning-II**

- 4.1 Explain the stages in product development – Idea, Concept and Strategy, development, market testing, Commercialization
- 4.2 Define Product Mix and explain its importance.
- 4.3 Explain 'Brand' and the factors influencing the Branding of a product.
- 4.4 Explain the importance of Packaging.
- 4.5 Explain the importance of Labelling.

#### **5. Understand the pricing strategies and programmes.**

- 5.1 Explain the pricing objective.
- 5.2 Explain the factors influencing the pricing – Demand, Costs, Competitor's Price, offers.
- 5.3 Explain the various pricing methods.
- 5.4 List and explain the pricing strategies – Promotional Pricing, Discriminatory pricing, Product-Mix pricing.

#### **6. Understand the various promotional strategies.**

- 6.1 List and explain various promotional techniques – Advertising, Personal Selling, Direct Marketing
- 6.2 Explain the Advertising Objectives, Advertising Budgets, Advertisement Copy, and Evaluation of the Advertisement.

- 6.3 Explain the factors affecting the Sales Force – Size, Compensation, Training, Supervising, Evaluation
- 6.4 Define Direct Marketing and explain the benefits of direct marketing.
- 6.5 List the major channels for direct marketing and explain the features – Face-to-face selling, direct mail, catalogue marketing, tele-marketing, kiosk marketing
- 6.6 Explain the advantages and disadvantages of on-line marketing.

#### REFERENCE BOOKS:

1. Philip Kotler: Marketing – Prentice Hall.
2. William M Pride and O.C.Ferrell :Marketing : Houghton – Maffiln Boston
3. Stanton W.J.EtzelMichale, J. Walker Bruce J; Fundamentals of Marketing, McGraw Hill, New York.
4. Lamb Charless W, Hair Joseph E, and McDaniala Carl: Principles of Marketing; South Western Publishign, Cincinnati, Onio.
5. Cravens David W, Hills Genrald E., Woodruff Rober B: Marketing Management: Richard D Irwin, Homewood, Illinois.
6. Kotler Philip and Armstrong Gary : Principles of Marketing : Prentice Hall of India, New Delhi.
7. Fulmer RM: The New Marketing McMillan, New York.
8. McCarthy J.E. Basic Marketing – a Managerial Approach: McGraw Hill, New York.
9. Cundiff, Edward W, and StiuRR: Basic Marketing – Concepts, Decisions and Strategies, Prentice Hall, New Delhi.
10. Bushkirk, Richard H; Principles of Marketing: Dryden Pren, Illinois.

#### CO / PO MAPPING MATRIX

| Unit No | Unit Name                                | CL    | Linked PO      |
|---------|------------------------------------------|-------|----------------|
| 1       | Nature and Scope of Marketing            | R/U   | 1,3,4,6,8      |
| 2       | Marketing Functions & Consumer Behaviour | R/U/A | 2,3,4,6,8,9    |
| 3       | Product Planning-I                       | R/A   | 1,2,3,4,7,8,10 |
| 4       | Product Planning-II                      | R/U/A | 1,2,3,4,6,8    |
| 5       | Pricing                                  | R/U/A | 2,3,4,6,8,9    |
| 6       | Promotion                                | R/U/A | 1,2,3,4,7,8,10 |

**18CCP –504E**

#### BOARD DIPLOMA EXAMINATIONS (C-18)

#### DCCP – FIFTH SEMESTER END EXAMINATION

#### MARKETING MANAGEMENT

Time : 2 hours.

Total Marks: 40

#### PART – A

Note : Answer all questions. Each question carries ONE mark.

The length of the answer shall not exceed  $\frac{1}{4}$  of page. 8 X 1=8M

1. Define consumer behaviour.
2. Define Product Mix.

3. State various Promotional Techniques.
4. State the meaning of Labelling.
5. List the Pricing Strategies.
6. List any two objectives of Pricing.
7. Define Direct Marketing.
8. Write a short note on Advertising.

#### PART – B

Note : Answer the following questions. Each question carries 3 marks.

The length of the answer shall not exceed 1 page.

4 X 3 = 12M

9. (a) List the factors determining Consumer Behaviour.  
(OR)  
(b) List the factors influencing Pricing.
10. a) Distinguish between Marketing and Consumer Behaviour.

(OR)

b) Explain the Advertising Objectives.

11. (a) Explain Discriminatory Pricing.  
(OR)  
(b) Explain Product Mix Pricing Policy.

12. (a) Explain the features of face to face selling.  
(OR)  
(b) Explain the features of tele marketing.

#### PART – C

Note : Answer the following questions. Each question carries 5 marks.

The length of the answer shall not exceed 2 pages.

4 X 5 = 20

13. (a) Explain the functions of Management.  
(OR)  
(b) Explain the Pricing Objective.
14. (a) Define Product Life Cycle and explain the stages of Product Life Cycle.  
(OR)  
(b) Explain the factors influencing Sales force.
15. (a) Explain factors influencing Pricing.  
(OR)  
(b) Explain the two Promotional Pricing Strategies.
16. (a) Explain the benefits of Direct Marketing.  
(OR)  
(b) Explain the advantages and disadvantages of Online Marketing.

## BASICS OF FOREIGN TRADE

|                                                   |                                  |
|---------------------------------------------------|----------------------------------|
| Course Title : <b>(A) Basics of Foreign Trade</b> | Course Code : 18CCP-505E         |
| Semester : V                                      | Course Group : Core              |
| Teaching Scheme in Periods (L:T:P) : 30:30:0      | Credits : 3                      |
| Type of course : Lecture + Assignments            | Total Contact Hours : 60 Periods |
| CIE : 60 Marks                                    | SEE : 40 Marks                   |

### Course Content and Blue Print of Marks for SEE

**Legend:** R: Remembering, U: Understanding and A: Applying

### COURSE OUTCOME

|     |                                                                                                                             |
|-----|-----------------------------------------------------------------------------------------------------------------------------|
| CO1 | Meaning of Foreign Trade and Components of Foreign Trade                                                                    |
| CO2 | Documents required in Import Trade and its procedure, documents required in Export Trade and the procedure for export trade |
| CO3 | Meaning of Balance of Trade and its components                                                                              |
| CO4 | Meaning of Balance of Payments and its components, causes and remedies for correction of Balance of Payments                |
| CO3 | Objectives of India's Trade Policy                                                                                          |
| CO4 | International Economic Institutions                                                                                         |

**OBJECTIVES:** At the end of course, the student will be able to

### COURSE CONTENTS

#### 1.0 Understand the procedure in Foreign Trade Duration: 10 hours

Definition – importance – features of Foreign Trade - list the components of foreign trade – Import, Export and Entrepot Trade – Import trade procedure – Documents required for import trade

#### 2.0 Understand documentation in Foreign Trade Duration: 10 hours

Explain the various documents required for Export Trade-Explain the procedure for Export Trade-Explain the various documents required for Export Trade-Explain the procedure for Export Trade-Explain Entrepot Trade and its significance-Meaning of International Trade-Need for International Trade

#### 3.0 Understand the meaning of Balance of Trade and its components Duration 10 hours

Define or Write the meaning of Balance of Trade-Types – Factors that affect Balance of Trade - Explain the Components of Balance of Trade

#### **4.0 Understand the Balance of Payments Duration: 10 hours**

Define or write the meaning of Balance of Payments-Explain the components of Balance of Payments-Explain the Causes and Remedies for Correcting Balance of Payments

#### **5.0 Understand the Objectives of India's Trade Policy Duration 10 hours**

List the objectives of India's Trade Policy-Explain the importance of Indian's Trade Policy-Explain the objectives of Exchange Control-Define Exchange Rate- Types of Exchange rates – Merits and Demerits of Exchange rates - Explain the measures of Devaluation or Revaluation of Currency

#### **6.0 Understand the International Economic Institutions Duration 10 hours**

List various International Economic Institutions – IMF, World Bank, WTO-State the meaning of International Monetary Fund-List the objectives of IMF-List the functions of IMF- State the meaning of World Bank-List the Objectives of World Bank-List the functions of World Bank-List the Subsidiaries of World Bank-State the meaning of WTO-Explain the aims of WTO-Explain the features of WTO

### **Specific Learning Outcomes: Upon completing the course the student will be able to:**

#### **1.0 Understand the procedure in Foreign Trade**

- 1.1 Define or state the meaning of Foreign Trade.
- 1.2 Explain the importance and features of Foreign Trade.
- 1.3 Distinguish difference between internal trade and Foreign Trade.
- 1.4 List the components of foreign trade – Import, Export and Entrepot Trade
- 1.5 Define or write the meaning of Import Trade, Export trade and Entrepot trade.
- 1.6 Explain the procedure for Import Trade.
- 1.7 Explain the various documents required for Import Trade

#### **2.0 Explain the various documents required for Export Trade**

- 2.1 Explain the procedure for Export Trade.
- 2.2 Explain the various documents required for Export Trade
- 2.3 Explain Entrepot Trade and its significance.
- 2.4 Define or state the meaning of International Trade
- 2.5 Need for International Trade

#### **3.0 Understand the meaning of Balance of Trade and it components**

- 3.1 Define or state the meaning of Balance of Trade
- 3.2 List the types of Balance of Trade.
- 3.3 Explain the types of Balance of Trade - Trade surplus and Trade Deficit.
- 3.4 Explain the factors that effects Balance of Trade.
- 3.5 Explain the Components of Balance of Trade – Trade, Net income, direct transfers and Asset income.

#### **4.0 Understand the meaning of Balance of Payments and it components**

- 4.1 Define or write the meaning of Balance of Payments
- 4.2 Distinguish between Balance of Trade and Balance of Payments.
- 4.3 Explain the Components of Balance of Payments
- 4.4 Explain the Causes and Remedies for Correcting Balance of Payments

#### **5.0 Understand the Objectives of India's Trade Policy.**

- 5.1 List the objectives of India's Trade Policy.
- 5.2 Explain the importance of Indian's Trade Policy.
- 5.3 State the meaning of Exchange Control
- 5.4 Explain the objectives of Exchange Control.
- 5.5 Define Exchange Rate.
- 5.6 Explain the different types of exchange rates.
- 5.7 Explain the merits and demerits of exchange rates.
- 5.8 Explain the terms Devaluation and Revaluation
- 5.9 Explain the measures of Devaluation and Revaluation of Currency

## **6.0 Understand the International Economic Institutions**

- 6.1 List various International Economic Institutions – IMF, World Bank, WTO
- 6.2 State the meaning of International Monetary Fund
- 6.3 List the objectives of IMF
- 6.4 List the functions of IMF.
- 6.5 Explain the responsibilities of IMF
- 6.6 State the meaning of World Bank
- 6.7 List the Objectives of World Bank.
- 6.8 List the functions of World Bank.
- 6.9 List the Subsidiaries of World Bank
- 6.10 State the meaning of WTO
- 6.11 Explain the features of WTO
- 6.12 Explain the functions of WTO
- 6.13 Explain the objectives of WTO.

### **RECOMMENDED BOOKS:**

1. Foreign Trade and Foreign Exchange: O.P. Agarwal & B.K. Chaudri, Himalaya Publishers
2. International Financial Markets and Foreign Exchange: Shashi K. Gupta & Praneet Rangi, Kalyani Publishers
3. International Business Environment & Foreign Exchange Economies: Singh & S. Srivastava

### **Suggested Student Activities**

1. Students visit to Library to read international economic journals
2. Quiz
3. Group discussions
4. Surprise tests

### **Suggested E-Learning references**

1. <https://www.lbef.org>>industry
2. <https://www.time4education.com>>career
3. <https://www.moneycontrol.com>.

## CO / PO MAPPING MATRIX

|     | COURSE OUTCOME                                                                                                              | CL    | Linked PO            |
|-----|-----------------------------------------------------------------------------------------------------------------------------|-------|----------------------|
| CO1 | Meaning of Foreign Trade and Components of Foreign Trade                                                                    | R/U/A | 1,2,3,4,5,6,7,8,9,10 |
| CO2 | Documents required in Import Trade and its procedure, documents required in Export Trade and the procedure for export trade | R/U/A | 1,2,3,4,5,6,7,8,9,10 |
| CO3 | Meaning of Balance of Trade and its components                                                                              | R/U/A | 1,2,3,4,5,6,7,8,9,10 |
| CO4 | Meaning of Balance of Payments and its components, causes and remedies for correction of Balance of Payments                | R/U/A | 1,2,3,4,5,6,7,8,9,10 |
| CO3 | Objectives of India's Trade Policy                                                                                          | R/U/A | 1,2,3,4,5,6,7,8,9,10 |
| CO4 | International Economic Institutions                                                                                         | R/U/A | 1,2,3,4,5,6,7,8,9,10 |

### Model Question Papers:

18CCP-505E

BOARD DIPLOMA EXAMINATION (C-18)

MID SEM- I EXAM

18CCP – 505E (A) BASICS OF FOREIGN TRADE

TIME: 1 hrs

MARKS: 20

#### PART-A 4 x 1 = 4

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK. Define Foreign Trade

1. List any two components of Foreign Trade.
2. List any two documents required for import trade.
3. Define international trade

#### PART – B 2 x 3 = 6

ANSWER ANY TWO QUESTIONS. EACH CARRIES THREE MARKS.

5. (a) Explain any three features of Foreign Trade.

OR

- (b) Explain the disadvantages of Foreign Trade.

6. (a) Explain the procedure for import trade.

OR

- (b) Explain the procedure for export trade.

#### PART – C 5 x 2 = 10

ANSWER ANY TWO QUESTIONS. EACH CARRIES THREE MARKS.

7. (a) Explain the importance of Foreign Trade.

OR

- (b) Explain the difference between internal and Foreign Trade.

8. (a) Explain Entrepot trade significance.

OR

- (b) Explain the need for international trade.

BOARD DIPLOMA EXAMINATION (C-18)  
MID SEM- II EXAM  
18CCP – 505E (A) BASICS OF FOREIGN TRADE

TIME: 1 hrs

MARKS: 20

PART-A    4 x 1 = 4

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK.    Define Balance of Trade

1. List the types of Balance of Trade.
2. State the meaning of Balance of Payment.
3. List any two components of Balance of Payments.

PART – B    2 x 3 = 6

ANSWER ANY TWO QUESTIONS. EACH CARRIES THREE MARKS.

5. (a) Briefly explain the following components of Balance of Trade.
  - i. Trade
  - ii. Net income

OR

(b) Briefly explain the factors that affect the Balance of Trade.
6. (a) Explain the capital account of components of Balance of Payment.

OR

(b) Explain the difference between Balance of Trade and Balance of Payment.

PART – C    5 x 2 = 10

ANSWER ANY TWO QUESTIONS. EACH CARRIES THREE MARKS.

7. (a) Explain the following components of Balance of Trade.
  - iii. Direct transfers
  - iv. Asset income

OR

(b) Explain the types of Balance of Trade.
8. (a) Explain the causes for correcting Balance of Payment.

OR

(b) Explain the remedies for correcting Balance of Payment.

## BOARD DIPLOMA EXAMINATION (C-18)

## END EXAM

## 18CCP – 505E (A) BASICS OF FOREIGN TRADE

TIME: 1 hrs

MARKS: 20

## PART-A 4 x 1 = 4

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK.

1. Define Foreign Trade
2. List the types of Balance of Trade
3. List any two international economic institutes.
4. Define Balance of Payment.

## PART – B 2 x 3 = 6

ANSWER ANY TWO QUESTIONS. EACH CARRIES THREE MARKS.

5. (a) Explain the various documents required for export trade.  
OR  
(b) Explain the importance of India's trade policy.
6. (a) Distinguish between Balance of Trade and Balance of Payment.  
OR  
(b) List the objectives of IMF.
7. (a) Explain the advantages of Exchange rate.  
OR  
(b) Explain the terms Devaluation.
8. (a) Explain the aims of WTO  
OR  
(b) List the features of World Bank

## PART – C 5 x 2 = 10

ANSWER ANY TWO QUESTIONS. EACH CARRIES THREE MARKS.

9. (a) Explain the importance of Foreign Trade.  
(b) Explain the measures of Revaluation.
10. (a) Explain the causes and remedies for correcting Balance of Payment.  
OR  
(b) Explain the objectives of World Bank.
11. (a) Explain the different types of exchange rates.  
OR  
(b) Explain the objectives of exchange control.
12. (a) Explain the functions of IMF.  
(b) Explain the features of WTO.

## HUMAN RESOURCES MANAGEMENT

|                                                     |                                     |
|-----------------------------------------------------|-------------------------------------|
| Course Title : B) <b>Human Resources Management</b> | Course Code : 18CCP-505E            |
| Semester : <b>V</b>                                 | Course Group : <b>Core</b>          |
| Teaching Scheme in Periods (L:T:P) : <b>30:30:0</b> | Credits : <b>3</b>                  |
| Type of course : <b>Lecture + Assignments</b>       | Total Contact Hours : <b>60 Pds</b> |
| CIE : <b>60 Marks</b>                               | SEE : <b>40 Marks</b>               |

### Pre requisites

This course requires the basic knowledge of Management

### Course Outcomes

|       |                                                                                                                                                   |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| CO1 : | Know the concepts of Human Resource Management                                                                                                    |
| CO2 : | Understand the Human Resource Planning                                                                                                            |
| CO3 : | Know about various methods of Recruitment and Selection and the importance of recruitment and selection in the successful running of the business |
| CO4 : | Know various methods of Training and Development                                                                                                  |
| CO5 : | Know about the Performance Appraisal and how it helps the staff of the organization                                                               |
| CO6 : | Know about the concept of Promotions & Separation                                                                                                 |

### Suggested Learning Outcomes

- 1. Understand the concepts of Human Resource Management (HRM)**
  - 1.1 Define Human Resource Management.
  - 1.2 Explain the concept and functions of HRM.
  - 1.3 Explain the role of HR Manager.
- 2. Understand the concept of Human Resource Planning Duration 10 hours**
  - 2.1. Define Human Resource Planning.
  - 2.2. List the objectives of Human Resource Planning.
  - 2.3. Explain the objectives of Human Resource Planning
  - 2.4. List the various levels at which human resource planning is used.
  - 2.5. Explain the process of Human Resource Planning.
- 3. Understand the recruitment and selection process Duration 10 hours**
  - 3.1. Explain the meaning of recruitment.
  - 3.2. List the sources of recruitment.
  - 3.3. Explain the methods of recruitment.
  - 3.4. Explain the selection process.
  - 3.5. List the different methods used in selection.
  - 3.6. List various types of Tests and Interviews in selection process.
- 4. Understand the need of Training and Development Duration 10 hours**
  - 4.1. Define Training and Development.
  - 4.2. Explain the importance and objectives of Training and Development.
  - 4.3. List the methods of Training.
  - 4.4. Explain the On-the-job training methods.
  - 4.5. Explain the Off-the-job training methods.
  - 4.6. Explain the merits and demerits of on/off methods of training.
- 5. Understand the process of Performance Appraisal Duration 10 hours**
  - 5.1. Define Performance Appraisal.
  - 5.2. List and explain the objectives of Performance Appraisal.
  - 5.3. Explain the types of appraisal
  - 5.4. Explain the methods of Performance Appraisal.
  - 5.5. Explain the problems in performance appraisal.
  - 5.6. Explain the merits and demerits of various methods of performance appraisal.

- 5.7. State the meaning of performance feedback
- 5.8. Explain the characteristics of useful feedback

**6. Understand the importance of promotions/Separation. Duration 10 hours**

- 6.1. Explain the importance of promotions.
- 6.2. Explain the purpose of promotions and transfers.
- 6.3. Explain the concepts of job description and job evaluation.
- 6.4. Explain the concepts of job enlargement, job enrichment and job rotation.
- 6.5. State the meaning of employee separation.
- 6.6. List the forms of employee separation – retirement, resignation, retrenchment, dismissal, discharge, death.
- 6.7. State the meaning of employee welfare
- 6.8. Explain the importance of employee welfare
- 6.9. Explain the employee welfare measures

## COURSE CONTENTS

1. Definition of HRM – Concept and Nature – Functions of HRM – Role of HR Manager.
2. Human Resource Planning – Meaning – Importance – Objectives of HRP – HRP at different levels – Process of HRP – Problems.
3. Recruitment – Meaning – Sources – Methods of recruitment – Selection Process – Methods used – Types of Tests, Interviews – Physical Examination – Group Discussion.
4. Training and Development – Definition – Concept of Training – Importance – Objectives of training – Methods of training – On-the-job and Off-the-job training – Merits and demerits of training methods.
5. Performance Appraisal – Definition – Concept – Objectives. Types of performance appraisal. Methods of Performance Appraisal – Merits and Demerits. Performance feedback – characteristics of useful feedback
6. Concept of Promotions – Importance – Purpose – Job description – Job evaluation – Job enlargement – Job enrichment – Job rotation - Employee separation – Meaning – Forms of separation – Resignation – Retirement – Retrenchment – Dismissal – Discharge – Death. Employee welfare – importance – Employee welfare measures.

## REFERENCE BOOKS

1. Human Resource Management ----- V.S.P.Rao, --- Excel Books, New Delhi.
2. Human Resources Management ---- Venkataratnam C.S., -- Tata McGrawhill Co., Ltd., New Delhi.
3. Essentials of Human Resources Management and Industrial Relations ---- P. SubbaRao ---- Himalaya Publishing House, Mumbai.
4. Personnel Management ---- Edwin B. Flippo, --- McGrawHill Company Ltd., New Delhi.

## CO / PO MAPPING MATRIX

| Unit No | Unit Name                             | CL    | Linked PO        |
|---------|---------------------------------------|-------|------------------|
| 1       | Concepts of Human Resource Management | R/U   | 1,2,5,6,7,8      |
| 2       | Human Resource Planning               | R/U/A | 2,3,4,5,6,8      |
| 3       | Recruitment and Selection             | R/A   | 2,3,4,5,6,7,8,10 |
| 4       | Training and Development              | R/U/A | 1,2,3,4,5,6,9    |
| 5       | Performance Appraisal                 | R/U/A | 2,3,4,5,6,8      |
| 6       | Promotions & Separation               | R/U/A | 2,3,4,5,6,7,8,10 |

### **18CCP-505E MID SEM I – (B) Human Resource Management**

Time: 1 hour

Marks: 20

#### **PART A**

4 X 1 = 4 marks

Instructions: Answer all questions, each question carries one mark. Answers should not be more than 1/4<sup>th</sup> page.

1. Define Human Resource Management.
2. Write a short note on Human Resource Manager.
3. Define Human Resource Planning.
4. List the objectives of Human Resource Planning.

#### **PART B**

2 X 3 = 6 marks

Instructions: Answer all questions and each question carries three marks. Answers should not be more than one page.

5 (a) Explain the concept of Human Resource Management.

OR

(b) Explain the importance of Human Resource Management.

6 (a) Explain the process of Human Resource Planning.

OR

(b) Explain the Levels at which human Resource planning is used.

#### **PART C**

2 X 5 = 10 marks

Instructions: Answer all questions and each question carries five marks. Answers should not be more than one page.

7 (a) Explain the functions of Human Resource Management.

OR

(b) Explain the role of Human Resource Manager.

8 (a) Explain objectives of Human Resource Planning.

OR

(b) Explain the process of Human Resource Planning.

---

### **18CCP-505E MID SEM II (B) Human Resource Management**

Time: 1 hour

Marks: 20

#### **PART A**

4 X 1 = 4 marks

Instructions: Answer all questions, each question carries one mark. Answers should not be more than 1/4<sup>th</sup> page.

1. Write the meaning of Recruitment.
2. State the sources of Recruitment.
3. Define Training and Development.
4. State methods of Training.

PART B

2 X 3 = 6 marks

Instructions: Answer all questions and each question carries three marks. Answers should not be more than one page.

5 (a) Briefly explain any one method of Selection.

OR

(b) Briefly explain any one method of Recruitment.

6 (a) Explain the merits of any one method of On Job Training.

OR

(b) Explain the merits of any one method of Off Job Training.

PART C

2 X 5 = 10 marks

Instructions: Answer all questions and each question carries five marks. Answers should not be more than one page.

7 (a) Explain the Importance of Training and Development.

OR

(b) Explain the objectives of Training and Development.

8 (a) Explain the concepts of Job description and Job evaluation.

OR

(b) Explain the concepts of Job enlargement, Job enrichment and Job rotation.

BOARD DIPLOMA EXAMINATIONS (C-18)

DCCP – FIFTH SEMESTER **END EXAMINATION**

HUMAN RESOURCE MANAGEMENT

Time : 2 hours.

Total Marks: 40

---

PART – A

Note : Answer all questions. Each question carries ONE mark.

The length of the answer shall not exceed  $\frac{1}{4}$  of page. 8 X 1=8M

1. Define Human Resource Management.
2. Define Training and Development.
3. List the objectives of Performance Appraisal.
4. State the sources of Recruitment.
5. Define Performance Appraisal.
6. State the problems in Performance Appraisal.
7. Write short note on Retirement.
8. Write a short note on Dismissal.

PART – B 4 X 3 = 12M

Note : Answer the following questions. Each question carries 3 marks.

The length of the answer shall not exceed 1 page.

9. (a) Explain the functions of Human Resource Management.

(OR)

(b) Explain the problems in Performance Appraisal.

10. a) Explain the importance of Training and Development.

(OR)

b) Explain the concept of Employee Separation.

11. (a) Explain the merits of Performance Appraisal.

(OR)

(b) Explain the demerits of Performance Appraisal.

12. (a) Explain the concept of Job enrichment.

(OR)

(b) Explain the concept of Job Enlargement.

PART – C      4 X 5 = 20

Note : Answer the following questions. Each question carries 5 marks.

The length of the answer shall not exceed 2 pages.

13. (a) Explain the Role of Human Resource Manager.

(OR)

(b) Explain any two methods of Performance Appraisal.

14. (a) Explain the merits and demerits of ON Job training methods.

(OR)

(b) Explain the importance of Promotions.

15. (a) Explain the merits and demerits of -----Performance Appraisal.

(OR)

(b) Explain the two merits and demerits of -----Performance Appraisal.

16. (a) Explain the purpose of Promotions and Transfers.

(OR)

(a) Explain the concept of Job Description and Job Evaluation.

---

## CAPITAL MARKET – PRIMARY AND SECONDARY

|                                                                 |                                     |
|-----------------------------------------------------------------|-------------------------------------|
| <b>Course Title</b> : C) Capital Market – Primary and Secondary | <b>Course Code</b> : 18CCP-505E     |
| <b>Semester</b> : V                                             | <b>Course Group</b> : Core          |
| <b>Teaching Scheme in Periods (L:T:P)</b> : 30:30:0             | <b>Credits</b> : 3                  |
| <b>Type of course</b> : Lecture + Assignments                   | <b>Total Contact Hours</b> : 60 Pds |
| <b>CIE</b> : 60 Marks                                           | <b>SEE</b> : 40 Marks               |

**Pre-requisite:** The students should have basic knowledge of Commerce

### COURSE OUTCOME

|     |                                                                                                              |
|-----|--------------------------------------------------------------------------------------------------------------|
| CO1 | Know the basics of Capital Market and Segments of Capital Market                                             |
| CO2 | Know Capital Market Instruments                                                                              |
| CO3 | Understand various aspects of Primary Market                                                                 |
| CO4 | Introduction to Secondary Market and development of the stock market in India                                |
| CO5 | Understand Stock Market Organization in India and demutualization of Stock Exchanges                         |
| CO6 | Know Share Trading in SecondaryMarket, Stock Market and ItsOperations and Risk Management in SecondaryMarket |

### COURSE CONTENTS

#### Unit-I Basics of Capital Market

Duration: 06 hrs

Basics of Capital Market and Segments of Capital Market

#### Unit-II: Capital Market Instruments

Duration: 08hrs

Capital Market Instruments

#### Unit-III: Aspects of Primary Market

Duration: 14hrs

Aspects of Primary Market - Different kinds of issue of securities - Types of offer document – Issue requirements - Steps in Public Issue – Book Building – ASBA - Green Shoe Option – Anchor Investors - Private Placement(includes QIP) – Disinvestment – Right Issue - Exit Offers (Delisting Offers and Strategic Issues)

#### Unit-IV: Introduction to Secondary Market and development of the stock market in India

Duration: 08 hrs

Introduction to Secondary Market and development of the stock market in India

#### Unit-V: Stock Market Organization in India and demutualization of Stock Exchanges

Duration: 10 hrs

Stock Market Organization in India and demutualization of Stock Exchanges

#### Unit-VI: Share Trading in Secondary Market, Stock Market and Its Operations and Risk Management in Secondary Market

Duration: 14hrs

Share Trading in Secondary Market, Stock Market and Its Operations and Risk Management in Secondary Market - Trading Rules and Regulations – Circuit Breakers - Trading and Settlement - National Securities Clearing Corporation Limited - Market Making System - Securities Lending and Borrowing - Straight Through Processing –Margin Trading Indian Debt Market

### RECOMMENDED BOOKS:

1. Capital Markets in India by Rajesh Chakrabarti
2. Capital Market Instruments: Analysis and Valuation by Moorad Choudhry, Richard Pereira, and

Rod Pienaar

3. Capital Markets and Investments: Essential Insights and Concepts for.. by Siddhartha G. Dastidar

## **Suggested Learning Outcomes**

### **1. Basics of Capital Market and Segments of Capital Market**

#### **1.1 Basics of Capital Market**

- 1.1.1 Indian Capital Market – Before 1990's
- 1.1.2 Indian Capital Market – After 1990's
- 1.1.3 Functions of the capital market
- 1.1.4 Major constituents of the capital market

#### **1.2 Segments of Capital Market**

- 1.2.1 State the meaning of Primary Market.
- 1.2.2 State the need of Primary Market.
- 1.2.3 State the Functions of Primary Market
- 1.2.4 State the meaning of Secondary Market.
- 1.2.5 State the need of Secondary Market.
- 1.2.6 State the Functions of Secondary Market

### **2. Primary Market vs. Secondary Market**

- 2.1 The difference between primary market and secondary market
- 2.2 Similarities between Primary and Secondary Markets
- 2.3 Interrelationship between Primary Markets and Secondary Markets
- 2.4 Participants in the Capital Market

### **3. Capital Market Instruments**

- 3.1 Shares (Equity and preference)
- 3.2 Debentures/Bonds
- 3.3 Depository Receipts (ADR's, GDR's and IDR's)
- 3.4 Derivatives

### **4. Aspects of Primary Market**

#### **4.1 Different kinds of issue of securities**

- a) Public Issue
  - (i) Initial Public Offer(IPO)
  - (ii) Further Public Offer(FPO)
- b) Rights Issue
- c) Composite Issue (Combination of public and right issue)
- d) Bonus Issue
- e) Private Placement
  - (i) Preferential Issue
  - (ii) Qualified Institutional Placement
  - (iii) Institutional Placement Programme

### **5. Introduction to Secondary Market and development of the stock market in India**

#### **5.1 Introduction to Secondary Market**

- 5.1.1 State the meaning of Secondary Market
- 5.1.2 State the Need of Secondary Market
- 5.1.3 State the Functions of Secondary Market

#### **5.2 Development of the stock market in India**

- 5.2.1 Stock Broking
- 5.2.2 Custodial Services
- 5.2.3 Depository System

### **6. Stock Market Organization in India and demutualization of Stock Exchanges**

- 6.1 Stock Market Organization in India
- 6.2 Demutualization of Stock Exchanges

## 7. Share Trading in Secondary Market, Stock Market and Its Operations and Risk Management in Secondary Market

- 7.1 Share Trading in Secondary Market,
- 7.2 Stock Market and Its Operations
  - 7.2.1 Growth of Stock Exchanges
  - 7.2.2 Leading Stock Exchanges in India
  - 7.2.3 Stock Exchanges Abroad
  - 7.2.4 Characteristics of Stock Exchanges in India
  - 7.2.5 Functions of Stock Exchanges
  - 7.2.6 Basics of Stock Market Indices
- 7.3 Risk Management in Secondary Market
  - 7.3.1 Trading Rules and Regulations
  - 7.3.2 Circuit Breakers to curb excess volatility
  - 7.3.3 Trading and Settlement
  - 7.3.4 National Securities Clearing Corporation Limited
  - 7.3.5 Market Making System
  - 7.3.6 Securities Lending and Borrowing(SLB)
  - 7.3.7 Straight Through Processing(STP)
  - 7.3.8 Margin Trading

### Suggested Student Activities

1. Student fill-up IPO forms online
2. Student to observe trading platform for buying and selling of equities / derivatives
3. Student to visit the Stock Exchanges to know procedure of listing in Stock Exchanges

### Student E-Learning references

1. <https://resource.cdn.icai.org/>
2. [www.nseindia.com](http://www.nseindia.com)
3. [www.bseindia.com](http://www.bseindia.com)

### CO / PO MAPPING MATRIX

| Unit No | Unit Name                                                                                                  | CL    | Linked PO      |
|---------|------------------------------------------------------------------------------------------------------------|-------|----------------|
| 1       | Basics of Capital Market and Segments of Capital Market                                                    | R/U   | 1,2,3,4,6,7,8  |
| 2       | Capital Market Instruments                                                                                 | R/U/A | 2,3,4,5,7,9    |
| 3       | Aspects of Primary Market                                                                                  | R/A   | 1,3,4,5,7,9,10 |
| 4       | Introduction to Secondary Market and development of the stock market in India                              | R/U/A | 2,3,4,5,7,9    |
| 5       | Stock Market Organization in India and demutualization of Stock Exchanges                                  | R/U/A | 1,3,4,5,7,9,10 |
| 6       | Share Trading in Secondary Market, Stock Market and Its Operations and Risk Management in Secondary Market | R/U/A | 1,2,3,4,6,7,8  |

### MODEL PAPER FOR MID SEM-I EXAM

TIME: 1 hrs

MARKS: 20

#### PART-A

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK.

4 X 1M = 4M

1. List any two segments of the capital market.
2. Define Primary Market.
3. Define Share.
4. Define Debentures.

**PART-B**

**ANSWER THE FOLLOWING QUESTIONS. EACH CARRIES THREE MARKS. 2 X 3M = 6M**

5. a) Write any two similarities between Primary and Secondary Markets.  
OR  
b) Write any three Functions of Capital Market.
6. a) Explain Types of Shares.  
OR  
b) Write about Derivatives.

**PART-C**

**ANSWER THE FOLOWING QUESTIONS. EACH CARRIES FIVE MARKS. 2 x 5 M = 10M**

7. a) Write the history of Capital market.  
OR  
b) Differences between Primary market and Secondary market.
8. a) Explain types of Depository Receipts.  
OR  
b) Explain Debentures.

**MODEL PAPER FOR MID SEM-II EXAM**

**TIME: 1 hrs**

**MARKS: 20**

**PART-A**

**ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARKS. 4 X 1M = 4M**

1. Define Private Placement.
2. Define Qualified Institutional Placement Issue.
3. Define Stock Broking.
4. Define Secondary Market.

**PART-B**

**Answer the folowing questions. Each carries three marks.**

**2 X 3M = 6M**

5. a) Write about Composite issue.  
OR  
b) Write about Public Issue and its types of public issue.
6. a) Write about Depository System  
OR  
b) Write any three Functions of Secondary Market.

### PART-C

**ANSWER THE FOLOWING QUESTIONS. EACH CARRIES FIVE MARKS.**

**2 x 5 M = 10M**

7. a) Write the different kinds of Issue of Securities.  
OR  
b) Explain terms i) Preferential issue ii) Bonus issue iii) Right Issue
8. a). Explain about Custodial Services  
OR  
b). Explain Stock Broking.

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, TELANGANA**

**MODEL PAPER FOR C-18 – FIFTH SEMESTER END EXAM**

**TIME:2 HRS**

**MARKS:40**

**PART-A**

**Answer all the questions. Each carries one marks.**

**8 X 1M = 8M**

1. Define Primary Market
2. Define Stock Broking.
3. Define Margin Trading.
4. List the types of public issue.
5. List any two nomenclatures of stock exchanges in India.
6. List any two promoters of NSE of India
7. List the leading stock exchanges in India
8. Define Trading and Settlement.

**PART-B**

**ANSWER THE FOLOWING QUESTIONS. EACH CARRIES THREE MARKS**

**4 X 3M = 12M**

9. a). Write the Differences between Primary and Secondary market  
OR  
b). Write the SEBI measures to provide standards to stock exchanges in India.
10. a). Write about. Depository System  
OR  
b). Write about Securities Lending and Borrowing

11. a). Write short notes on organization of stock exchanges in India.  
OR  
b). Write the procedure for demutualization.
12. a). Write about Market Making System.  
OR  
b). Write about National Securities Clearing Corporation Limited.

**PART-C**

**ANSWER THE FOLLOWING QUESTIONS. EACH CARRIES FIVE MARKS**

**4x5M=20M**

13. a). Write the history of Capital market  
OR  
b). List and Explain features of NSE of India
14. a). Write the different kinds of Issue of Securities  
OR  
b). Explain Trading Rules and Regulations.
15. a). Explain the incorporation of Stock exchanges in India.  
OR  
b). Explain about major stock exchanges in India.
16. a). Explain Functions of Stock Exchanges.  
OR  
b). Write the Characteristics of Stock Exchanges in India

## WEB DESIGNING LAB

|                                    |                            |                     |              |
|------------------------------------|----------------------------|---------------------|--------------|
| Course Title                       | : <b>Web Designing lab</b> | Course Code         | : 18CCP-506P |
| Semester                           | : V                        | Course Group        | : Core       |
| Teaching Scheme in Periods (L:T:P) | : 15:0:30                  | Credits             | : 3          |
| Type of course                     | : Lecture + Assignments    | Total Contact Hours | : 45 Pds     |
| CIE                                | : 60 Marks                 | SEE                 | : 40 Marks   |

### Course Outcome and List of Experiments

| COURSE OUTCOME |                                                          |
|----------------|----------------------------------------------------------|
| CO1            | Know & How to use HTML Tags in Webpage                   |
| CO2            | Know & How to link and embed CSS file to Webpage         |
| CO3            | Know & Demonstrate DTD and Schemas with XML              |
| CO4            | Able to know the process of Web servers and its services |
| CO5            | Know & How to use script in Webpages                     |
| CO6            | Know & Demonstrate java script in webpages               |

### COURSE CONTENTS

|                                                    |                 |
|----------------------------------------------------|-----------------|
| <b>Unit-I: Principles of Web Design &amp; HTML</b> | Duration: 08hrs |
|----------------------------------------------------|-----------------|

**PRINCIPLES OF WEB DESIGN** - Anatomy of Web page, Format, Elements, Navigation, Building, Launching and maintaining web site

**HTML** – Introduction, Format of web page, Tags and attributes, Formatting text, Adding images, Positioning. Lists, Colors, Connecting to hyperlinks, Tables, Forms, Frames

|                     |                 |
|---------------------|-----------------|
| <b>Unit-II: CSS</b> | Duration: 06hrs |
|---------------------|-----------------|

**CSS** - Introduction, Inline styles, Embedded style sheets, Conflicting styles, Linking external style sheets, Positioning elements, Backgrounds, Element dimensions

|                      |                  |
|----------------------|------------------|
| <b>Unit-III: XML</b> | Duration: 08 hrs |
|----------------------|------------------|

**XML** - Introduction, Structuring Data, XML Namespaces, DTD and Schemas, Document Object Model (DOM), Simple API for XML (SAX), Applications of XML

|                             |                 |
|-----------------------------|-----------------|
| <b>Unit-IV: Web Servers</b> | Duration: 07hrs |
|-----------------------------|-----------------|

**Web Servers** – Introduction, HTTP Request Types, System Architecture, Client-Side versus Server-Side Scripting, Accessing Web Servers, IIS, PWS, Apache, Requesting HTML, PHP documents

|                                                           |                 |
|-----------------------------------------------------------|-----------------|
| <b>Unit-V: JAVA SCRIPT – Introduction &amp; Functions</b> | Duration: 08hrs |
|-----------------------------------------------------------|-----------------|

**JAVA SCRIPT** - Introduction to Scripting, Operators, Conditional Statements, Iterative Statements, Debugging

**Unit-VI: JAVA SCRIPT – Arrays & Objects**

Duration: 08hrs

Arrays – Declaring and allocating arrays, References and reference parameters, Passing arrays to functions, Sorting and Searching arrays, Multiple-Subscripted arrays if-else, switch-case, break, While , Do-While and for loop,

Preprocessor commands Objects – **Math** object, **String** object, **Date** object, **Boolean** and **Number** object.

| Sl.No. | Major Topics (List of Experiments)                                                           | No. of periods |
|--------|----------------------------------------------------------------------------------------------|----------------|
| 1      | Create a HTML page that uses the tags like head, title, body etc.                            | 3              |
| 2      | Create a HTML page that uses frames and different presentation formats, colors.              | 3              |
| 3      | Create a HTML page with a table consisting of a header, body and footer.                     | 3              |
| 4      | Create a HTML page with a form containing various controls.                                  | 3              |
| 5      | Create a style sheet to set the background color, position and dimensions of a HTML element. | 2              |
| 6      | Create a simple XML file that contains student data.                                         | 15             |
| 7      | Write JavaScript code using arithmetic operators.                                            | 4              |
| 8      | Write JavaScript code to implement sorting.                                                  | 4              |
| 9      | Write JavaScript code that uses recursion.                                                   | 4              |
| 10     | Write JavaScript code that displays date in various formats.                                 | 4              |
|        | Total                                                                                        | 45             |

## Student's activities

| S.No. | Name of the experiment                                                                       | Objectives                                                                                                            | Key Competencies                                                                                                                                                                                                                                                                                                                                                                           |
|-------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Create a HTML page that uses the tags like head, title, body etc.                            | Create the HTML page with a title and some content in the body.                                                       | <ol style="list-style-type: none"> <li>1) Identify the editor required for writing HTML</li> <li>2) Add the tags with relevant content</li> <li>3) Save the file</li> <li>4) Open the file in a browser</li> <li>5) Test the results</li> </ol>                                                                                                                                            |
| 2     | Create a HTML page that uses frames and different presentation formats, colors.              | Create the HTML page with multiple frames so that content in each frame will have different format and colors.        | <ol style="list-style-type: none"> <li>1) Identify the tags for creating multiple frames</li> <li>2) Add some content to the frames and use different formats, colors for each frame.</li> <li>3) Save the file</li> <li>4) Open the file in a browser</li> <li>5) Test the results</li> </ol>                                                                                             |
| 3     | Create a HTML page with a table consisting of a header, body and footer.                     | Create the HTML page with a table and that table should have a header, body and footer.                               | <ol style="list-style-type: none"> <li>1) Identify the tags for creating the table</li> <li>2) Add header, body and footer to the table.</li> <li>3) Put some content in each section of table</li> <li>4) Save the file</li> <li>5) Open the file in a browser</li> <li>6) Test the results</li> </ol>                                                                                    |
| 4     | Create a HTML page with a form containing various controls.                                  | Create the HTML page with a form and add some controls like textbox, label to the form.                               | <ol style="list-style-type: none"> <li>1) Identify the tags to add a form and controls</li> <li>2) Add the form and put some controls in it.</li> <li>3) Save the file</li> <li>4) Open the file in a browser</li> <li>5) Test the results</li> </ol>                                                                                                                                      |
| 5     | Create a style sheet to set the background color, position and dimensions of a HTML element. | Create a style sheet which contains selectors to set the background color, position and dimensions of a HTML element. | <ol style="list-style-type: none"> <li>1) Identify the editor required for creating CSS</li> <li>2) Add selectors to set the background color, position and dimensions of an element.</li> <li>3) Save the CSS file</li> <li>4) Link the CSS file to a valid HTML page.</li> <li>5) Save the HTML page</li> <li>6) Open the HTML page in a browser</li> <li>7) Test the results</li> </ol> |
| 6     | Create a simple XML file that contains student data.                                         | Create an XML file with some student information.                                                                     | <ol style="list-style-type: none"> <li>1) Identify the information to put in the XML file</li> <li>2) Identify the editor for creating XML file</li> <li>3) Add relevant tags and put the content</li> <li>4) Save the XML file.</li> <li>5) Open the XML file in a browser which had XML parsing capability.</li> <li>6) Test the result and verify the information.</li> </ol>           |

|    |                                                              |                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7  | Write JavaScript code using arithmetic operators.            | Write JavaScript code using arithmetic operators like calculation of simple interest.                                | <ol style="list-style-type: none"> <li>1) Understand the significance of Client-side scripting.</li> <li>2) Understand the process of combining JavaScript and HTML.</li> <li>3) Create a HTML file.</li> <li>4) Add HTML elements to read Principal, Rate of interest, Time period and to calculate Simple interest.</li> <li>5) Write the logic for calculating Simple interest</li> <li>6) Save the HTML file.</li> <li>7) Open the HTML page in a browser</li> <li>8) Test the results</li> <li>9) Resolve the errors if any through debugging</li> </ol> |
| 8  | Write JavaScript code to implement sorting.                  | Write JavaScript code to implement sorting like reading an array of 'n' numbers and sorting them in ascending order. | <ol style="list-style-type: none"> <li>1) Create a HTML file</li> <li>2) Add elements to read array and to sort.</li> <li>3) Write the logic for sorting using iterative and conditional statements.</li> <li>4) Save the HTML file.</li> <li>5) Open the HTML page in a browser</li> <li>6) Test the results</li> <li>7) Resolve the errors if any through debugging</li> </ol>                                                                                                                                                                              |
| 9  | Write JavaScript code that uses recursion                    | Write JavaScript code that uses recursion like calculation of the factorial.                                         | <ol style="list-style-type: none"> <li>1) Create a HTML file</li> <li>2) Add elements to read number and to calculate factorial.</li> <li>3) Write the logic using recursion</li> <li>4) Save the HTML file.</li> <li>5) Open the HTML page in a browser</li> <li>6) Test the results</li> <li>7) Resolve the errors if any through debugging</li> </ol>                                                                                                                                                                                                      |
| 10 | Write JavaScript code that displays date in various formats. | Write JavaScript code that display date in various formats like DD-MM-YYYY, DD/MM/YYYY etc.                          | <ol style="list-style-type: none"> <li>1) Create a HTML file</li> <li>2) Write the logic to display date information</li> <li>3) Save the HTML file.</li> <li>4) Open the HTML page in a browser</li> <li>5) Test the results</li> </ol>                                                                                                                                                                                                                                                                                                                      |

#### REFERENCE BOOKS:

- |                              |    |                                  |
|------------------------------|----|----------------------------------|
| 1) Principles of Web Design  | -- | Sklar, TMH                       |
| 2) HTML complete reference   | -- | Powell, THH                      |
| 3) Internet & World Wide Web | -- | Dietel&Dietel, Pearson education |
| 4) Straight to the point PHP | -- | Laxmi Publications               |
| 5) Basics of Web Site Design | -- | NIIT – PHI                       |
| 6) WWW Design with HTML      | -- | Xavier (TMH)                     |

**18CCP-506P WEB DESIGNING LAB -- MODEL PAPER OF MID SEM- I EXAM**

TIME: 1 hr

MARKS: 20

ANSWER ANY ONE QUESTION. QUESTION CARRIES TWENTY MARKS.

1. Write a procedure to create a HTML page with Head tags,
2. Write and demonstrate the frames in HTML page.
3. Write and demonstrate the font tag used in HTML pages.
4. Write and demonstrate the <IMG> used in HTML pages.
5. Write procedure to create hyperlinks in HTML pages.
6. Write procedure to create a 4X4 table in HTML pages
7. Write procedure to apply a style color=red, size=4, bgcolor=cyan using with style sheets in HTML page.
8. Write procedure to apply any color to head tags using with style sheets in HTML page..
9. Write and demonstrate the inline style sheets used in HTML pages.
10. Write and demonstrate the external style sheets used in HTML pages.

**18CCP-506P WEB DESIGNING LAB -- MODEL PAPER OF MID SEM- II EXAM**

TIME: 1 hr

MARKS: 20

ANSWER ANY ONE QUESTION. QUESTION CARRIES TWENTY MARKS.

1. Write and demonstrate to create a simple XML file.
2. Write and demonstrate to Create XML file that contains student data.
3. Write and demonstrate to Create XML file that contains employee data.
4. Write and demonstrate to Create XML file that contains products data.
5. Write and demonstrate to Create XML file that contains library data.
6. Write and demonstrate DTD in XML file
7. Write and demonstrate schema in XML file.
8. Write and demonstrate client side vs server side scripting.
9. Write and demonstrate echo from server.
10. Write and demonstrate skeleton of server side script.

**18CCP-506P WEB DESIGNING LAB**

**MODEL PAPER OF SEMESTER END EXAM- II EXAM**

TIME: 2 hrs

MARKS: 40

ANSWER ANY ONE QUESTION. QUESTION CARRIES FORTY MARKS.

1. Write and demonstrate the frames in HTML page.
2. Write procedure to create hyperlinks in HTML pages.
3. Write procedure to apply a style color=red, size=4, bgcolor=cyan using with style sheets in HTML page.
4. Write and demonstrate the external style sheets used in HTML pages.
5. Write and demonstrate to Create XML file that contains library data.
6. Write and demonstrate to create a simple XML file
7. Write and demonstrate to create java script file using different operators.
8. Write and demonstrate simple functions program in java script file.
9. Write and demonstrate simple array program in java script file.
10. Write and demonstrate simple control statement program in java script file

## TALLY ACCOUNTING PACKAGE LAB

|                                    |                                       |                     |              |
|------------------------------------|---------------------------------------|---------------------|--------------|
| Course Title                       | : <b>Tally Accounting Package Lab</b> | Course Code         | : 18CCP-507P |
| Semester                           | : V                                   | Course Group        | : Core       |
| Teaching Scheme in Periods (L:T:P) | : 15:0:30                             | Credits             | : 3          |
| Type of course                     | : Lecture + Assignments               | Total Contact Hours | : 45 Pds     |
| CIE                                | : 60 Marks                            | SEE                 | : 40 Marks   |

**Pre-requisite:** The students should have basic knowledge of Accountancy

### COURSE OUTCOME

|     |                                                                                                |
|-----|------------------------------------------------------------------------------------------------|
| CO1 | Explain the Accounting Concepts, Principles of Accountancy, introduction of Accounting Package |
| CO2 | Know and demonstrate Financial Functions of Tally                                              |
| CO3 | Know and demonstrate various Reports in Tally                                                  |
| CO4 | Know and demonstrate Inventory Functions in Tally                                              |
| CO5 | Know & demonstrate Manufacturing Company Entries by using Bills of Materials option            |
| CO6 | Know and & demonstrate Pay bill preparation                                                    |
| CO7 | Know & Demonstrate Ratio Analysis, Cash Flow and Funds Flow Statement                          |
| CO8 | Know Goods and Services Tax                                                                    |

### Course Contents

#### 1.0 Understand the Accounting Packages      Duration 10 hours

- 1.1 Define Accounting Packages
- 1.2 Explain the Features like
  - 1.2.1 Accounting
  - 1.2.2 Multi-lingual capability
  - 1.2.3 Data migration capability
- 1.3 Explain the Advantages of Computerized Accounting

#### 2.0 Create Company and use of Financial Functions of Tally

Duration 15 hours

- 2.1 Creation of a Company
- 2.2 F11: Features
- 2.3 Alteration of a Company
- 2.4 F12: Configure
  - 2.4.1 Master Configuration
  - 2.4.2 Creation of Groups
  - 2.4.3 Grouping of Ledger Accounts
  - 2.4.4 Voucher Configuration
- 2.5 Recording Transactions of Sample Data; Transactions for April .....
  - 2.5.1 Transactions on starting of a company
  - 2.5.2 Transactions for May .....
  - 2.5.3 Transactions for June .....
  - 2.5.4 Transactions for July .....
  - 2.5.5 Bank Reconciliation
  - 2.5.6 Transactions for August .....
  - 2.5.7 Transactions for September .....
  - 2.5.8 Transactions for October .....
  - 2.5.9 Transactions for November .....
  - 2.5.10 Transactions for December .....
  - 2.5.11 Transactions for January .....
  - 2.5.12 Transactions for February .....
  - 2.5.13 Transactions for March .....

- 2.5.14 Provision Entries
- 2.5.15 Depreciation Entries
- 2.5.16 Adjustment Entries for Prepaid Expenses
- 2.5.17 Other Adjustment Entries

### **3. Display and Reports**

**Duration 10 hours**

#### 3.1 Accounting Reports in Tally

#### 3.2 Accounting Reports

- a. Balance Sheet
- b. Profit and Loss Account
- c. 3.2.3. Account Books
- d. 3.2.4. Statement of Accounts
- e. Statutory Masters
- f. Statutory Reports
- g. Day Book
- h. Exception Reports

### **4. To prepare Accounts with Inventory**

- i) Introduction
- ii) Creation of a company
- iii) F11: Features
- iv) Recording Transactions of Sample Data
- v) Reports
- vi) Age-wise Analysis

#### 1.1. To prepare Point of Sale

- a. Point of Sale (POS) Features in Tally 9
- b. Creating Voucher Type
- c. Recording Transactions
- d. POS Reports

#### 1.2. To practice Printing Reports

- a. Types of Print Configuration Options
- b. Print Format
- c. Cheque Printing

#### 1.3 To prepare Manufacturing Company Entries

- a. Creating Bills of Materials
- b. Passing journal entries for manufacturing Company using raw materials to Semi-finished / finished goods.

#### 1.4 To prepare Payrolls.

- a. Prepare bills with Basic + DA + HRA and Deductions like GPF, APGLI and Group Insurance.

### **5 Good and Services Tax**

- 5.1 Introduction to GST
- 5.2 Goods and Services Tax (GST)
- 5.3 Purchase Voucher with GST
- 5.4 Sales Voucher with GST
- 5.5 GST Returns and Payment

### **6. To analyse the company financial position by using Ratio Analysis**

#### 6.1 Classification

- 6.1.1 Financial Ratio
- 6.1.2 Profitability Ratio
- 6.1.3 Activity Ratio
- 5.1.4 Investments Return and Market Performance Ratios
- 5.1.5 Ratio Analysis – In Tally

#### **To prepare Cash Flow Statement and Funds Flow Statement**

- 6.1.6 Funds Flow Statement
- 6.1.7 Objectives

- 6.1.8 Preparation of Funds Flow Statement
- 6.1.9 To understand Limitations of Funds Flow Statement
- 6.2.0 To Analysis of Funds Flow Statement
- 6.2.1 Funds Flow in Tally
- 6.2.2 Cash Flow Statement – An Introduction
- 6.2.3 Objectives
- 6.2.4 Limitations
- 6.2.5 Classifications of Cash Flow Statement
- 6.2.6 Able to print Cash Flow Statement
- 6.2.7 Analysing the Cash Flow Statement

|                           |
|---------------------------|
| <b>RECOMMENDED BOOKS:</b> |
|---------------------------|

1. Tally Manual by Tally Solutions Pvt.Ltd
2. Tally by Dr. K.Kiran Kumar, Sri Laasya Publications, Hyderabad
3. Tally published by BPB Publications
4. Tally by Vishnu Priya Singh, Computech Publishers, New Delhi.

**MODEL QUESTION PAPER**

**BOARD DIPLOMA EXAMINATION (C-18)**

**V SEMESTER END EXAM PRACTICAL EXAMINATION**

[Time Duration: 03 Hour]

[Total Marks: 40]

SUB. NAME: TALLY LAB PRACTICE

SUB. CODE: CCP-507P

---

**Answer any ONE question from the following.**

**1 X 40 = 40**

1. Demonstrate the procedure for profitability ratio.
2. Demonstrate the procedure for activity ratio
3. Demonstrate the procedure for preparation of funds flow statement
4. Demonstrate the procedure for preparation of cash flow statement
5. Demonstrate the procedure to print funds flow statement
6. Demonstrate the procedure to print cash flow statement
7. Demonstrate the procedure for purchase voucher with GST
8. Demonstrate the procedure for sales voucher with GST
9. Demonstrate the procedure for GST returns
10. Demonstrate the procedure for GST payments

**BOARD DIPLOMA EXAMINATION (C-18)**

**IV SEMESTER MID – II PRACTICAL EXAMINATION**

[Time Duration: 03 Hour]

[Total Marks: 20]

SUB. NAME: TALLY LAB PRACTICE

SUB. CODE: CCP-507P

---

**Answer any ONE question from the following.**

**1 X 20 = 20**

**11. Create company called M/s. Kuldeep Electronics for the financial year 2010-11 and journalize the following transaction in Tally and show the VAT computation report.**

- a. Anu started Business with cash Rs, 5,00,000
- b. Cash deposit in ICICI Rs, 50,000
- c. Purchased 10 CTVs @ 10,000 each from LG &co
- d. Purchased 20 Audio Systems @ 3,000 each from Intel &co.
- e. Sold 9 C TVs @ 13,500 each to National Electrical
- f. Sold 18 Audio Systems @ 4,000 each for cash
- g. Paid Salaries Rs.12,000
- h. Paid Travelling Exp. Rs. 2,000.
- i. Cash with drawn from bank 15,000.

**12. Create company called M/s. Mangal electronics for the financial year 2007-08 and journalise the following transactions in Tally and show the VAT computation report**

- a. Ramesh started business with cash 9,00,000
- b. Purchased 25 Colour TVs @ 18,000 each for cash
- c. Paid wages 600
- d. Purchased Furniture by cash 50,000 for office use
- e. Purchased Printer by cash 30,000 for office use
- f. Sold 15 Colour TVs @ 21,000 each for cash
- g. Amount deposited into bank 2,00,000
- h. Paid Salaries 3,500 and Rent 2,000
- i. Amount withdrawn from bank for Personal use 1,00,000 from Bank

**13. Create company called M/s. Suraj Computers for the financial year 2003-04 and record the following transactions in tally and show VAT computation report.**

- a. Suraj started business with Rs 5, 00,000 and deposited Rs 20, 00,000 into Bank of India.
- b. Purchased 25 computers @ Rs 25,000 each from M/S Jyothi computers and paid by cheque
- c. Purchased 10 monitors @ Rs 5,600 each from M/s Rohan computers and paid cheque.
- d. Purchased 15 fans @ Rs 1,800 each from M/s Seetha Electronics and paid by cash.
- e. Purchased 6 no's of laptops @ Rs 25,000 each and paid by cash.
- f. Sold 18 computers @ 32,000 each to M/s Madhava computers and received cheque.
- g. Sold 10 fans @ Rs 2300 each to M/s Pure Electronics
- h. Carriage on sales Rs 2,800.
- i. Transport expenses Rs 1,700.
- j. Sold 6 monitors @ Rs 8,200 each to M/s Sanjay computers and received cheque.
- k. Purchased 4 laptops @ Rs 26,000 from M/s Neeraj laps and paid by cheque.
- l. Carriage Inward Rs 2,200.
- m. Sold 8 laptops @ Rs 33,500 each to M/s. Sagar laptops and received cheque.
- n. Paid salaries Rs 32,000.
- o. Rent paid Rs 15,000.
- p. Office electricity charges Rs 1,500.

**14. Create the company called M/s. Sonu Electronics for the financial year 2016-17 and show VAT computation report.**

- a. Sonu started business with cash 9,00,000
- b. Purchased 25 Colour TVs @ 18,000 each for cash, paid input VAT 4%

- c. Purchased Furniture by cash 50,000 for office use and paid by cash
  - d. Purchased Printer by cash 30,000 for office use
  - e. Sold 15 Colour TVs @ 21,000 each for cash
  - f. Purchased 10 Colour TVs @ 10,000 each from LG &co
  - g. Purchased 20 Audio Systems @ 3,000 each from Intel &co.
  - h. Sold 9 Colour TVs @ 13,500 each to National Electrical
  - i. Sold 18 Audio Systems @ 4,200 each for cash
  - j. Depreciation on furniture @10%.
  - k. Depreciation on Printer @10%
  - l. Paid Salaries Rs.12,000
  - m. Paid Travelling Expenses Rs. 2,000.
  - n. Cash withdrawn from bank Rs. 15,000 for office use
  - o. Paid commission Rs.3, 600.
15. Explain the procedure for creating employee in payroll in tally?
  16. Explain the procedure for creating employee groups in payroll in tally?
  17. Explain the procedure for creating units in payroll in tally?
  18. Explain the procedure for creating employee earning pay heads in payroll in Tally?
  19. Explain the procedure for creating employee deductions pay heads in payroll in tally?
  20. **Create the company called M/s. Gopal trading company Ltd. For the financial year 2011-12. From the following particulars create Pay heads.**

|                     |            |            |            |            |            |
|---------------------|------------|------------|------------|------------|------------|
| Empolyee Name       | Suresh     | Ramesh     | Anand      | Rohan      | Suraj      |
| Department          | Admin.     | Sales      | Purchase   | Sales      | R & D      |
| Date of Joining     | 01-04-2011 | 04-04-2011 | 02-04-2011 | 05-04-2011 | 01-04-2011 |
| Basic Pay           | 20,000     | 16,500     | 21,000     | 15,000     | 36,000     |
| DA                  | 30%        | 30%        | 20%        | 20%        | 30%        |
| House Rent Alawases | 40%        | 30%        | 30%        | 30%        | 40%        |
| Professional Tax    | 150        | 150        | 150        | 150        | 200        |
| Commission          | -          | 1,500      | -          | -          | -          |
| Conveyance Pay      | -          | -          | 2,000      | -          | -          |
| Present days        | 25         | 26         | 26         | 23         | 26         |

**BOARD DIPLOMA EXAMINATION (C-18)**

**V SEMESTER**

**MID SEM - I PRACTICAL EXAMINATION**

[Time Duration: 01 Hour]

[Total Marks: 20]

SUB. NAME: TALLY LAB PRACTICE

SUB. CODE: CCP-507P

**Answer any ONE question from the following.**

**1 X 20 = 20**

1. Create the company from the following details.  
Name of the company : Name of your college  
  
Address : Your College address  
  
Financial Year : Your Academic year
2. Demonstrate the procedure for displaying and alterations of a company.
3. Explain the F11 features of Tally
4. Explain any three features of F12 of Tally
5. Demonstrate the procedure for creating ledgers.
6. **Create a company called M/s. Govind enterprises for the financial year 2005-06 and record the following transaction in tally.**
  1. Started business with cash Rs. 8, 00,000
  2. Deposited into ICICI bank Rs. 75,000
  3. Bought furniture with cash Rs. 15,000
  4. Purchase goods for cash Rs. 30,000
  5. Sold goods for cash Rs. 26,000
  6. Bought type writer on credit from Ravi & co. Rs. 18,000
  7. Credit sales to M/S. Anand & co. Rs. 20,000
  8. Credit purchase from Mahindra & sons Rs. 30,000
  9. Cheque receive from M/S. Anand & co. Rs. 9,000
  10. Cash sales Rs. 18,000
  11. Paid to Mahindra & sons by cheque Rs. 25,000
  12. Rent paid through cheque Rs. 8,000
  13. Cash withdrawn from bank Rs. 5,000
  14. Wages paid trough cheque Rs. 1,800.
  15. Bought motor Car on credit from TATA Motors Rs. 3, 00,000
  16. Paid to TATA Motors by cheque Rs. 20,000
7. **Create a company called “Sahadev Enterprises” for the financial year 2006-07. Record the transactions in tally.**
  1. Started business with cash Rs. 2, 00,000 SBI Bank Rs. 80,000.
  2. Issued cheque for goods purchased Rs. 1,000.
  3. Bought goods for cash Rs. 8,000.
  4. Bought furniture from Anil Traders for cash Rs.100.

5. Bought goods from Chandan Enterprises on credit Rs. 5,800.
  6. Returned damaged goods to Chandan Enterprises Rs.800.
  7. Bought goods from Naveen Traders and paid by cheque immediately Rs.400.
  8. Sold goods to Guptha Services Rs. 1,000.
  9. Received a cheque from Guptha Services Rs.1, 000 for goods sold.
  10. Paid commission Rs.2, 000.
  11. Paid wages by cheque Rs.4, 000.
  12. Drawn cash for personal use from bank Rs.3, 000.
8. **Create a Company called “M/s. Mohana Krishna Services Pvt. Ltd for the F.Y. 2006-07 and pass the following entries.**
1. Prepaid insurance 3,000.
  2. Depreciation on machinery 2,000.
  3. Provide interest on capital 2,000.
  4. Commission received from customer in advance 2,000.
  5. Outstanding salary 6,000.
  6. Interest accrued on security bonds 1,000.
  7. Interest on drawing 500.
  8. Bad debts 1,000
  9. Prepaid rent 1,200
  10. Outstanding wages 1,000.
  11. Create provision for bad and doubtful debts for 5,000
  12. Depreciation on Furniture 2,000
9. **Create a Company called “M/s. Suchira Traders Pvt. Ltd for the F.Y. 2007-08 and pass the following entries.**
1. Outstanding insurance Rs. 3,600
  2. Outstanding salaries Rs.2,500
  3. Prepaid rent Rs.6,000
  4. Depreciation on building Rs.23,000
  5. Depreciation on Plant & Machinery Rs. 25,000
  6. Bad debts Rs. 5,400
  7. Outstanding interest Rs.12,000
  8. Provide reserve on profit of Rs.50,000
  9. Outstanding interest on capital Rs.5,500
  10. Prepaid wages Rs.6,300

10. Create company called M/s. Bhuvana Enterprises for the financial year 2006-07 and show Trading, Profit/ Loss Account and the Balance Sheet.A/c

| Debit balance    | Amount    | Credit Balance | Amount    |
|------------------|-----------|----------------|-----------|
| Salaries         | 6,000-00  | Capital        | 25,000-00 |
| Purchases        | 26,000-00 | Sales          | 47,000-00 |
| Trade expenses   | 1,000-00  | Discount       | 200-00    |
| Wages            | 7,800-00  | Creditors      | 21,000-00 |
| Carriage         | 400-00    | Bills payable  | 6,800-00  |
| Office expenses  | 500-00    |                |           |
| Commission       | 600-00    |                |           |
| Bad debts        | 1,200-00  |                |           |
| Debtors          | 30,000-00 |                |           |
| Furniture        | 3,000-00  |                |           |
| Machinery        | 10,000-00 |                |           |
| Insurance        | 400-00    |                |           |
| Bills receivable | 2,000-00  |                |           |
| Opening stock    | 57,000-00 |                |           |
| Cash in hand     | 500-00    |                |           |
| Cash at bank     | 3,600-00  |                |           |
| TOTAL            | 1,00,000  | TOTAL          | 1,00,000  |

**Note: Marks may be awarded as follows**

1. Writing program 05 Marks
2. Execution of program 05 Marks
3. Viva 05 Marks
4. Day to day evaluation 05 Marks

## ENGLISH LANGUAGE & COMMUNICATION SKILLS LAB

|                                   |                                                                  |                       |                   |
|-----------------------------------|------------------------------------------------------------------|-----------------------|-------------------|
| <b>Course Title :</b>             | <b>English Language &amp; Communication Skills Lab</b>           | <b>Course Code</b>    | <b>18CCP-508P</b> |
| Semester                          | <b>V</b>                                                         | Course Group          | <b>:Core</b>      |
| Teaching Scheme in Periods(L:T:P) | <b>15:0:30</b>                                                   | Credits               | <b>: 1.5</b>      |
| Methodology                       | <b>Pair Work, Group Work, Activities, Lecture, Self Learning</b> | Total Contact Hours : | <b>: 45Pds</b>    |
| CIE                               | <b>60 Marks</b>                                                  | SEE                   | <b>40 Marks</b>   |

| Unit No | Unit name             | Periods   | Questions for SEE |   |   | Marks weightage | %Weightage |
|---------|-----------------------|-----------|-------------------|---|---|-----------------|------------|
|         |                       |           | R                 | U | A |                 |            |
| 1.      | Positive Thinking     | <b>5</b>  |                   |   |   |                 |            |
| 2       | Goal Setting          | <b>5</b>  |                   |   |   |                 |            |
| 3       | Problem Solving       | <b>5</b>  |                   |   |   |                 |            |
| 4.      | Attitude              | <b>5</b>  |                   |   |   |                 |            |
| 5.      | Time-Management       | <b>5</b>  |                   |   |   |                 |            |
| 6.      | Multi -Tasking        | <b>5</b>  |                   |   |   |                 |            |
| 7       | Critical Thinking     | <b>5</b>  |                   |   |   |                 |            |
| 8       | Inter Personal Skills | <b>5</b>  |                   |   |   |                 |            |
| 9       | Teamwork              | <b>5</b>  |                   |   |   |                 |            |
|         | <b>Total</b>          | <b>45</b> |                   |   |   | <b>110</b>      | <b>100</b> |

### Syllabus

#### Unit 1

1. Positive Thinking
2. Goal Setting

#### Unit 2

1. Problem Solving
2. Attitude

#### Unit 3

1. Time Management

#### Unit 4

1. Multi-Tasking

#### Unit 5

1. Critical Thinking

#### Unit-6

1. Inter personal Skills
2. Team work.

## Course Outcomes

After completion of the course students will be able to

|       |                                                                              |
|-------|------------------------------------------------------------------------------|
| CO1 : | Identify the advantages of positive thinking.                                |
| CO2 : | Build goals and plans for future.                                            |
| CO3 : | Solve a problem.                                                             |
| CO4 : | Compare different attitudes of people and change their attitude accordingly. |
| CO5 : | Construct the need for time management                                       |
| CO6:  | Identify the necessity of multi-tasking                                      |
| CO7 : | Analyze the value of critical thinking                                       |
| CO8:  | Build inter personal skills                                                  |
| CO9:  | Compare advantages of team work                                              |

## Recommended Books

1. Degree 1<sup>st</sup> year text book-Skills in English A Course book for Language Learning. Published by Orient Black Swan
2. Communication Skills and life skills lab manual for third semester Diploma courses published by Orient Black Swan
3. Enhancing English and employability skills students work book iv revised edition published by Orient Black Swan

## Internal Evaluation

| Test        | Units   | Marks | Pattern |
|-------------|---------|-------|---------|
| Mid Sem 1   | 1 and 2 | 20    |         |
| Mid Sem 2   | 3 and 4 | 20    |         |
| Slip Test 1 | 1 and 2 | 5     |         |
| Slip Test 2 | 3 and 4 | 5     |         |
| Assignment  | 1       | 5     |         |
| Seminars    | 1       | 5     |         |
|             | Total   | 60    |         |

## Suggested E-Learning references

1. <https://www.skillsyouneed.com>
2. [www.ello.org](http://www.ello.org)
3. <https://www.esoftskills.com>
4. [youtube.com](https://www.youtube.com)
5. <https://pdfs.semanticscholar.org>
6. <https://www.knowledgehut.com>

## Semester End Examination marks distribution

|        |       |       |
|--------|-------|-------|
|        | Essay | Marks |
| Part A | 2/10  | 40    |

### Mid term Examination marks distribution

|        | Marks |
|--------|-------|
| Part A | 10    |
| Part B | 10    |
| Part C | 20    |
| Total  | 40    |

### CO-PO Mapping Matrix

| Course Outcome |                                                                             | CL    | Linked PO         |
|----------------|-----------------------------------------------------------------------------|-------|-------------------|
| CO1            | Identify the advantages of positive thinking                                | R/U/A | 1,2,3,6,7,8,9, 10 |
| CO2            | Build goals and future plans                                                | R/U/A | 1,2,3,6,7,8,9, 10 |
| CO3            | Solve a Problem                                                             | R/U/A | 1,2,3,6,7,8,9, 10 |
| CO4            | Compare different attitudes in life and changing their attitude accordingly | R/U/A | 1,2,3,6,7,8,9, 10 |
| CO5            | Construct the need of the time management                                   | R/U/A | 1,2,3,6,7,8,9, 10 |
| CO6            | Identify the necessity of multi-tasking                                     | R/U/A | 1,2,3,6,7,8,9, 10 |
| CO7            | Analyze the value of critical thinking.                                     | R/U/A | 1,2,3,6,7,8,9, 10 |
| CO8            | Build inter personal skills                                                 | R/U/A | 1,2,3,6,7,8,9, 10 |
| CO9            | Compare advantages of team work                                             | R/U/A | 1,2,3,6,7,8,9, 10 |

### Model Paper for mid Semester-1

**Time: 1 hour**

**Marks:20**

*Instructions: (i) answer any two Questions*

*(ii) Each Question carries 10 Marks*

1. What is positive thinking? Why should we need to think positively? Explain .
2. Is there a need to set a goal? Explain your short term and Long term goals and how do you achieve them?
3. What steps are involved in solving a problem? Explain a problem which you have encountered in your life and how did you solve it?
4. Define attitude? Explain the importance of having positive attitude.

## **Model Paper for mid Semester-II**

**Time: 1 hour**

**Marks:20**

*Instructions: (i) answer any two Questions*

*(ii) Each Question carries 10 Marks*

1. What is time quadrant? Explain with suitable examples.
2. What are the advantages of multi-tasking?
3. What is the importance of time management?
4. What is multi -tasking? Mention a few situations where you opted multi-tasking.

## **Model Paper for Semester Exam**

**Time: 2:00 hours**

**Marks:40**

*Instructions: (i) answer any two Questions*

*(ii) Each Question carries 20 Marks*

1. What is positive thinking? Why should we need to think positively? Explain.
2. Is there a need to set a goal? Explain your short term and Long term goals and how do you achieve them?
3. What steps are involved in solving a problem? Explain a problem which you have encountered in your life and how did you solve it?
4. Define attitude? Explain the importance of having positive attitude.
5. What is time quadrant? Explain with suitable examples.
6. What are the advantages of multi-tasking?
7. What is critical thinking? How does it help to solve problems in our real life situations?
8. What are interpersonal skills? Why do we need them?
9. What are the advantages and disadvantages of working in a team?
10. What are soft skills? Do you think they are the survival skills? How?

## VISUAL BASIC LAB

|                                    |                                |                     |                     |
|------------------------------------|--------------------------------|---------------------|---------------------|
| Course Title                       | : <b>Visual Basic Lab</b>      | Course Code         | : <b>18CCP-509P</b> |
| Semester                           | : <b>V</b>                     | Course Group        | : <b>Core</b>       |
| Teaching Scheme in Periods (L:T:P) | : <b>15:0:30</b>               | Credits             | : <b>1.5</b>        |
| Type of course                     | : <b>Lecture + Assignments</b> | Total Contact Hours | : <b>45Pds</b>      |
| CIE                                | : <b>60 Marks</b>              | SEE                 | : <b>40 Marks</b>   |

**Pre-requisite:** The students should have basic knowledge in programming

| COURSE OUTCOME |                                             |
|----------------|---------------------------------------------|
| CO1            | Fundamentals of Visual Basic Programming    |
| CO2            | Designing aspects of VB Forms               |
| CO3            | Creation of Menus and Common Dialog Control |
| CO4            | Programming fundamentals of Visual Basic    |
| CO5            | Database Programming & creation of Reports  |

### Unit-I: Basics of Visual Basic

**Duration: 05hrs**

Procedure to start a new VB project - various project applications - Components of IDE - Visual Basic working environment.

### Unit-II: Designing of Forms

**Duration: 05hrs**

Designing aspects of VB Forms - various controls to design the user interface - use of Command button, textbox, combo boxes, check boxes, option button – placing the controls on to the form – procedure to set various properties of the controls - Procedure to move, resize and lock the controls – various events of controls – various methods of the controls – designing of simple forms using the above controls – use of inputbox () and msgbox () functions- procedure to enable, disable the controls – uses of print method

### Unit-III: Menus and Common Dialog Control

**Duration: 08hrs**

Procedure to open menu editor - various options of menu editor - procedure to add a Menu items to the form - Modify and delete menu items - Create sub menus - Make menus and menu items visible or invisible –procedure to control menus at run time –procedure to open common dialog control – procedure set the open, save as, font, print dialog boxes.

### Unit-IV: Programming concepts of Visual Basic

**Duration: 15 hrs**

Procedure to declare variables and constants – use of different data types - programs on if-else statement Programs select-case - programs on loops - programs on arrays - use of various built in functions - procedures and functions - use of format function

### Unit-V: Database Programming & Reports

**Duration: 12hrs**

Procedure to set the properties of ADO/DE for connection to Database - Connecting interface objects like textbox etc., to ADO/DE - Adding, updating, and cancellation of records - Deletion, Searching records. Navigation through Record Set - Attach the data bound controls - Attach data grid controls - Creation of reports with data reports and DE - Designing and editing the data reports using data report designer and crystal reports designer

### RECOMMENDED BOOKS:

1. Mastering VB 5.0 - BPB publications

2. Teach yourself Visual Basic - Tec media publications
3. Microsoft VB Manual - MS press

### **Suggested Learning Outcomes:**

#### **1.0 Demonstrate the fundamentals of Visual Basic Programming.**

- 1.1. Demonstrate to start a new VB project
- 1.2. Demonstrate the various project applications
- 1.3. Demonstrate the components of IDE.
- 1.4. Demonstrate the VB working environment.

#### **2.0 Demonstrate the designing of Forms.**

- 2.1. Demonstrate the designing aspects of VB Forms
- 2.2. Demonstrate various controls to design the user interface
- 2.3. Demonstrate the use of Command button, textbox, combo boxes , check boxes, option button
- 2.4. Demonstrate to place the controls on to the form
- 2.5. Demonstrate to set various properties of the controls
- 2.6. Demonstrate to move, resize and lock the controls
- 2.7. Demonstrate the events of controls
- 2.8. Demonstrate the methods of the controls
- 2.9. Demonstrate to design a simple form using the above controls
- 2.10. Demonstrate use of input box () and msgbox () functions.
- 2.11. Demonstrate enable, disable the controls
- 2.12. Demonstrate the use of print method

#### **3.0 Practice the Menu controls**

- 3.1. Demonstrate to open menu editor
- 3.2. Demonstrate the various options of menu editor
- 3.3. Add a Menu items to the form
- 3.4. Modify and delete menu items
- 3.5. Create sub menus
- 3.6. Make menus and menu items visible or invisible.
- 3.7. Demonstrate to control menus at run time.
- 3.8. Demonstrate to open common dialog control
- 3.9. Demonstrate to set the open and save as dialog boxes
- 3.10. Demonstrate the use and set the font, print dialog box.

#### **4.0 Practice the programming fundamentals of Visual Basic**

- 4.1. Demonstrate to declare variables and constants
- 4.2. Demonstrate different data types
- 4.3. Demonstrate the programs on if-else statement
- 4.4. Demonstrate the programs select-case
- 4.5. Demonstrate the programs on loops.
- 4.6. Demonstrate the programs on arrays
- 4.7. Demonstrate the use of built in functions
- 4.8. Demonstrate procedures and functions
- 4.9. Demonstrate the use of format function

#### **5.0 Practice the database programming in Visual Basic.**

- 5.1. Set the properties of ADO/DE for connection to Database
- 5.2. Connecting interface objects like textbox etc., to ADO/DE
- 5.3. Adding, updating, and cancellation of records
- 5.4. Deletion, Searching records.
- 5.5. Navigation through Record Set
- 5.6. Attach the data bound controls
- 5.7. Attach data grid controls
- 5.8. Creation of reports with data reports and DE
- 5.9. Designing and editing the data reports using data report designer
- 5.10. Designing crystal reports using crystal reports designer

### **EXERCISES**

1. Create a new project in VB

2. Use the VB application wizard
3. Select the IDE components
4. Aligning, Sizing and spacing multiple controls
5. Using VB pre-defined forms, menus and projects
6. Customising Menus and tool bars
7. Showing and hiding controls in a form
8. Setting the start-up form
9. Using the message boxes and input boxes.
10. Minimise, maximise, enabling and disabling form from code.
11. Adding a Menu to the form
12. Modify and delete menu items
13. Adding short-cut keys
14. Use the VB predefined menus
15. Create sub menus
16. Disabling (graying out) menu items
17. Making Menus and Menu items visible/invisible.
18. Controlling text boxes, rich text boxes, list boxes, check boxes and combo-boxes.
19. Adding command and option buttons to the form
20. Creating and displaying a common dialog control.
21. Setting a title for common dialog control
22. Use the formatting properties for numbers
23. Use the date and time formatting functions
24. Create new ADO/DE
25. Add, edit and update records to a RecordSet of ADO / DE
26. Navigate through the records in a RecordSet of ADO / DE
27. Delete records in a Record set
28. Sort and Search for records
29. Data grid controls
30. Create a simple report with Data Report and DE
31. Create a simple report with Crystal Report

## Objectives and Key Competencies

| Exp No. | Name of Experiments                                                               | Objectives                                                                                                                     | Key Competencies                                                                                                                                                        |
|---------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Understand the basics of Visual Basic                                             | Know the benefits of GUI in developing applications over conventional programming.                                             | Observe the integrated Development Environment of VB.                                                                                                                   |
| 2       | Display message on the form<br>Demonstrate the purpose of form control, Label box | At design time.<br>Using MsgBox statement.<br>Using MsgBox() function.<br>Print method                                         | -Identify suitable controls for displaying message.<br>-Set the caption property of the controls.<br>-use load method of form<br>-maximise the form while loading       |
| 3       | Accept Input from user<br>Demonstrate the purpose of text box                     | Giving input at design time<br>Giving input at run time                                                                        | i)Set caption property<br>i)Know the difference between InutBox statement, InputBox() function.<br>ii) Set text property of text box.                                   |
| 4       | Demonstrate the purpose of option button                                          | Providing various options to user and allowing to select only one                                                              | Set the value property for selection.                                                                                                                                   |
| 5       | Demonstrate the purpose of check box                                              | Providing user with various options and allowing to select more than one option                                                | Set the value property for selection.                                                                                                                                   |
| 6       | Demonstrate the use of frame control                                              | Make a set of options of same type into a group                                                                                |                                                                                                                                                                         |
| 7       | Demonstrate the purpose of list box                                               | Provide a list of items to user for selection<br>Add item to the list at run time.<br>Delete an item from the list at run time | -use the list property to prepare list<br>-use text property for selecting item.<br>-use additem method<br>-use removeitem method                                       |
| 8       | Demonstrate the purpose of combo box                                              | Provide a list of items to user for selection of item of the list or other than list.                                          | -use the list property to prepare list<br>-use text property for selecting item.                                                                                        |
| 9       | Demonstrate the purpose of timer control                                          | Repeat a task for a certain period of time                                                                                     | -use the interval property<br>-use the timer event                                                                                                                      |
| 10      | Demonstrate the purpose of image control                                          |                                                                                                                                | -use the picture property                                                                                                                                               |
| 11      | Demonstrate the purpose of picture control                                        |                                                                                                                                | -use the picture property                                                                                                                                               |
| 12      | Demonstrate the purpose of data control                                           | Connect to Access data base i)at design time ii) at runtime<br>Navigating, adding, deleting, updating records of the recordset | -use the database, recordsource properties<br>-use database and recordset objects and their methods.<br>-use move methods, find methods, addnew, delete, update methods |
| 13      | Demonstrate the purpose of ADODC                                                  | Connect to Access data base i)at design time ii) at runtime<br>Navigating, adding, deleting, updating records of the recordset | -use the database, recordsource properties<br>-use database and recordset objects and their methods.<br>-use move methods, find methods, addnew, delete, update methods |
| 14      | Menu creation                                                                     | Creating a menu using menu editor window.                                                                                      | -Create sub menus.<br>-Insert/delete items.                                                                                                                             |

|    |                                |                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                    |
|----|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                |                                                                                                                                                                                                                                                                                                                           | -use access keys and shortcut keys<br>-long Vs short menus                                                                                                                                                                                         |
| 15 | Common dialog control          | Demonstrate the use of common dialog control                                                                                                                                                                                                                                                                              | -use action property.                                                                                                                                                                                                                              |
| 16 | Programming fundamentals of VB | -Declaration of variables, constants<br>-Demonstrate the use of if, if..else, select..case<br>-Demonstrate the use of looping statements-for..next, while..wend, do..loop while.<br>-Demonstrate arrays- single dimensional/ two dimensional<br>-Demonstrate the use of functions.<br>-Demonstrate the use of procedures. | -use dim statement<br>-use const statement<br>-select suitable data type<br>-choose suitable loop depending on the need.<br>-use index or subscript for identifying individual element of array.<br>-select function/ procedure depending on need. |

### Suggested Student Activities

1. Students have to visit the Library to refer the Lab Manuals.
2. Students have practice the programs with the available computers in the Lab.
3. Students have to refer the various old projects
4. Quiz
5. Group discussion
6. Surprise test

### Student E-Learning references

1. <https://www.tutorialspoint.com/visualbasic/index.htm>
2. <http://webtechstudy.com/visualbasic-tutorial>

### CO / PO MAPPING MATRIX

|     | COURSE OUTCOME                              | CL    | Linked PO        |
|-----|---------------------------------------------|-------|------------------|
| CO1 | Fundamentals of Visual Basic Programming    | R/U   | 1,2,3,6,7,8,9,10 |
| CO2 | Designing aspects of VB Forms               | R/U/A | 1,2,3,6,7,8,9,10 |
| CO3 | Creation of Menus and Common Dialog Control | R/U/A | 1,2,3,6,7,8,9,10 |
| CO4 | Programming fundamentals of Visual Basic    | R/U/A | 1,2,3,6,7,8,9,10 |
| CO5 | Database Programming & creation of Reports  | R/U/A | 1,2,3,6,7,8,9,10 |

## PROJECT WORK

|                                                     |                                     |
|-----------------------------------------------------|-------------------------------------|
| Course Title : <b>Project Work</b>                  | Course Code : 18CCP-510P            |
| Semester : <b>V</b>                                 | Course Group : <b>Core</b>          |
| Teaching Scheme in Periods (L:T:P) : <b>15:0:30</b> | Credits : <b>1.5</b>                |
| Type of course : <b>Lecture + Assignments</b>       | Total Contact Hours : <b>45 Pds</b> |
| CIE : <b>60 Marks</b>                               | SEE : <b>40 Marks</b>               |

### Course Content and Blue Print

| S.No | Major Topics                                               | No of Periods |
|------|------------------------------------------------------------|---------------|
| 1    | Collection of detailed information for a given project.    | 05            |
| 2    | Collection of data.                                        | 05            |
| 3    | Writing algorithm, flowcharts (program), database diagram. | 10            |
| 4    | Develop programs.                                          | 15            |
| 5    | Execute the programs                                       | 05            |
| 6    | Documentation.                                             | 05            |
|      | <b>Total</b>                                               | <b>45</b>     |

### Course Outcome

#### 1.0 Know preparing project report for a problem.

- 1.1 Prepare a well structured project report for a given problem.
- 1.2 Prepare a well structured computer program using VB and ACCESS.

| Exp No | Name of the Experiment                                                                                                                                 | Objectives                                                                                                                                                                                                                                                                                                                                                                  | Key Competencies                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Preparing Project Work using Visual Basic as Front end and MS Access as Back end and using MS Word and other editors for documentation of project work | Identifying the problem for project work.<br>Identifying the data & source of data to be collected<br>Collection of suitable data<br>Preparing necessary Tables, Forms, Queries for Data entry<br>Writing algorithm and flow charts for problem solving<br>Developing Programs in Visual Basic for Data Analysis and preparing Reports<br>Documentation of the Final Report | Identification of Problem for Project work.<br>Acquaintance of project data collection<br>Working knowledge of RDBMS package i.e., MS Access and preparing Tables, Forms, Queries, Reports etc for Project using MS Access<br>Programming knowledge in VB to link front end and back end to access data<br>Acquainting to prepare a complete structured program for a given problem using computer software<br>Hands on working knowledge of computer and its peripherals. |

### COURSE CONTENTS

For a given project related to Commerce / Office, prepare a Project Report. The project should consist of small 4 or 5 forms using VB and tables using ACCESS.

## **STUDENTS ACTIVITIES FOR SKILL UPGRADATION FOR FIFTH SEMESTER**

|                            |     |              |     |
|----------------------------|-----|--------------|-----|
| Periods per week           | 07  | Grade Points | 2.5 |
| Total periods per semester | 105 |              |     |

### **I SWATCH BHARATH**

#### **METHODOLOGY FOR CONDUCTING SWATCH BHARATH**

1. The teacher will allot any premises (lab/classrooms etc.) of the Institute for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out Swatch Bharath.
3. The students should ask to show interest with others and work effectively with them to meet common objective.
4. The teacher should fix up the time duration for initiating and conducting the activity.

### **II HARITHA HARAM**

#### **METHODOLOGY FOR CONDUCTING SWATCH BHARATH**

1. The teacher will allot any premises (trimming of plants, planting saplings and taking care of the existing plants) of the Institute for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out Haritha haram.
3. The students should ask to show interest with others and work effectively with them to meet common objective.
4. The teacher should fix up the time duration for initiating and conducting the activity.

### **III NSS/NCC ACTIVITIES**

#### **METHODOLOGY FOR CONDUCTING NSS/NCC activities**

1. The teacher will conduct programmes like (Blood Donation Camp, Health Check up or eye camp) in the nearby villages of the Institute for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out NSS/NCC activities.
3. The students should ask to show interest with others and work effectively with them to meet common objective.
4. The teacher should fix up the time duration for initiating and conducting the activity.
5. The teacher should provide tips to accept feedback in a constructive and considerate way.

### **IV ROLE PLAY**

#### **METHODOLOGY FOR CONDUCTING ROLE PLAY:**

1. The teacher will provide guidance to the students on the topic of the role play given of the Institute for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out Role Play.
3. The students should ask to show interest with others and work effectively with them to involve in their respective roles.
4. The teacher should fix up the time duration for initiating and conducting the activity.
5. The Placement Officer and any other senior faculty of the Institute/HOD of other department should be invited and they should act as observing members, apart from teacher.

### **V Debate – the following are few topics given and the teacher can select any other current and relevant topic of her/his choice**

1. Polythene bags must be banned!

2. Do we really need smart cities
3. Reservation for women would help the society
4. How to deal with terrorism?
5. Managers are born not trained.

### **METHODOLOGY FOR CONDUCTING DEBATE**

1. The teacher will allot a topic for a group of five students.
2. The teacher should give an introductory talk on ways and rules to carry out group discussion.
3. The teacher should provide tips to accept feedback in a constructive and considerate way and how to handle frustrations in group, while debating.
4. The Placement Officer and any other senior faculty of the Institute/HOD of other department should be invited and they should act as observing members, apart from teacher.
5. The teacher should fix up the time duration for initiating and conducting the activity.

### **VI QUIZ**

#### **METHODOLOGY FOR CONDUCTING QUIZ**

1. The teacher will conduct quiz programmes dividing the students into groups on concerned subjects.
2. The teacher should give instructions and rules on conduct of quiz.
3. The students should ask to show interest and compete with other groups enthusiastically.
4. The teacher should fix up the time duration for initiating and conducting the activity.
5. The teacher will act as Quiz Master.

### **VII TEAM BUILDING/GROUP DISCUSSION/SEMINARS– the following are few topics given and the teacher can select any other current and relevant topic of her/his choice**

1. China Market – a threat to Indian Market
2. Technology creates income disparities
3. Performance based bonuses for Government employees should be welcomed
4. Will India really be the super power of 21<sup>st</sup> Century?
5. Education is a progressive way of discovering your ignorance.

#### **METHODOLOGY FOR CONDUCTING GROUP DISCUSSION/TEAM BUILDING/SEMINARS**

1. The teacher will allot a topic for a group of five students.
2. The teacher should give an introductory talk on ways and rules to carry out group discussion.
3. The students should ask to show interest with others and work effectively with them to meet common objective.
4. The teacher should provide tips to accept feedback in a constructive and considerate way and how to handle frustrations in group, while discussion.
5. The Placement Officer and any other senior faculty of the Institute/HOD of other department should be invited and they should act as observing members, apart from teacher.
6. The teacher should fix up the time duration for initiating and conducting the activity.
7. Documentation to be produced for validation-hand written documents on minutes of discussion, description of the topic discussed – record the few minutes of the discussion by small device.

### **VIII Guest Lecturers:**

To be organized from any two of the following areas Experts/ Professionals from different field/industries are invited to deliver lectures at least TWO sessions in a semester. The topics may be selected by the teacher /industry expert to develop required skills.

1. Pollution control

2. Fire fighting/ Safety Precautions and First aids
3. Computer opportunities
4. Career opportunities
5. Yoga Meditation
6. Aids awareness and health awareness
7. Office Environment
8. Interview Techniques
9. Environmental pollution and control
10. Total Quality Management

#### **Method for conducting Guest Lectures**

1. The teacher should fix up the date for guest lecture
2. The HOD of the department should chair the event
3. The students of class allowed to participate in the session
4. Watch the talk and make the brief hand written report on the guest lecture delivered by each student as a part of Team work
5. Make Audio/visual record of the guest lecture by using any smart devices
6. Opportunity should be provided for students for live interaction with experts and record it on any one smart device.

#### **IX Industrial Visits**

Structured industrial visits be arranged and report of the same shall be submitted by the individual student, to form a part of the term work. Following are the suggested types of Industries/ fields.

- a. Public sector enterprises
- b. State government undertaking
- c. Public limited companies
- d. Private limited companies
- e. Individual ownership organisations
- f. Local Garment industries
- g. Paper mills
- h. Sugar mills
- i. Dairy Industry
- j. Agriculture
- k. Education and Training Institutions
- l. Banks
- m. IT companies
- n. MNCs
- o. State and Central Government Offices
- p. Any small and Medium Enterprises

#### **METHODOLOGY FOR CONDUCTING FOR INDUSTRIAL VISITS**

1. The subject teacher has liberty to visit nearby Organisation/Industry of local vicinity with prior approval of Higher Authorities.
2. Arrange the nearby visit and prepare a report of the visit including details of observations made, details of visit should be mentioned with date, place etc.

#### **X Individual Assignments**

The students will perform ANY ONE of the following activities individually

1. Collecting data relating to Banking and financial Institutions

2. Study of stock market functioning
3. Packing materials-Packing material analysis
4. Advertisement and its impact
5. Advertisement Media
6. Training methods for new employees
7. Training methods for existing employees
8. Supply chain management
9. Distribution channels
10. Collection and drafting of Import documents
11. Collection and drafting of Export Documents
12. Logistics services

#### **Methodology for conducting Individual Assignments:**

1. The teacher will assign a topic for individual student; give sufficient time to complete the task. Ask the student to submit an hand written report
2. The teacher should conduct any one specified life skill activity with local placement cell of the institute.
3. The student should present his /her experiences in a class and make report.

#### **XI Life skills**

1. Conduct aptitude , general knowledge test, IQ test, Solve Puzzles
2. Set the goal for personal development
3. Develop good habits to overcome stress

#### **Methodology for conducting activity**

1. The teacher will assign a topic for individual student; give sufficient time to complete the task. Ask the student to submit an hand written report
2. The teacher should conduct any one specified life skill activity with local placement cell of the institute.
3. The student should present his /her experiences in a class and make report.

#### **XII Information search and Data Collection: – the following are few suggested topics given and the teacher can select any other current and relevant topic of her/his choice**

1. Telemarketing
2. Brain-Drain
3. Self employment avenues in India
4. Role of media in Marketing

#### **Methodology for conducting Graded activities.**

1. The student should individually select the topic, and search the information related to topic.
2. The report is strictly hand written document to have knowledge of precise writing and report making based on data collection
3. Carry out class room presentation.

### EVALUATION CRITERIA FOR SKILL UPGRADATION (RUBRICS)

| Dimension                            | Excellent                                                    | Good                                             | Satisfactory                                       | Improving                        | Unsatisfactory                                   |
|--------------------------------------|--------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------|----------------------------------|--------------------------------------------------|
|                                      | 5                                                            | 4                                                | 3                                                  | 2                                | 1                                                |
| Collection of data                   | Collects all information relevant to the topic               | Collects basic information relevant to the topic | Collects limited information relevant to the topic | Collects very little information | Does not collect any information                 |
| Team spirit                          | Performs all duties assigned very enthusiastically           | Performs his duties                              | Performs very little                               | Performs but unreliable          | Does not perform anything                        |
| Sharing views                        | Confidently taking the responsibility in completing the task | Takes the responsibility                         | Performs very little                               | Unable to express his views      | No response                                      |
| Overall presentation & Attentiveness | Always attentive and ready to speak on all points            | Attentive and has sufficient points              | Trying his/her best to present                     | Showing interest                 | Unable to present and shows very little interest |