Name of the Subject : **B U S I N E S S   S T A T I S T I C S – I I**

Course Code:	**Semester:** Third
Duration:: Seventeen weeks	**Marks:**100
Teaching Scheme:	**Examination Scheme:**
Theory: 3hrs./week	Mid Semester Exam.:20 Marks
Tutorial: 1 hr./week	Attendance & Teacher's Assessment: 10Marks
Practical: Nil hrs./week	End Semester Exam.:70 Marks
Credit:3	

Detail Course Content

Group - A

Unit:1 Correlation	1.1 Introduction — Utility — Correlation & Causation	**Periods:16**
	1.2 Types of correlation**:** Positive & Negative — Simple, Partial & Multiple — Linear & Non Linear	
	1.3 Methods of studying correlation**:** Scatter diagram, Graphic Method — Karl Pearson's correlation & Probable error	
	1.4 Coefficient of Determination**:** Properties of Correlation Coefficient – Rank Correlation	
Unit:2 Regression Analysis	2.1 Introduction — Uses of Regression Analysis — Difference between Correlation & Regression Analysis — Regression Lines	**Periods:16**
	2.2 Regression Equations of Y on X and X on Y — Deviation taken from Arithmetic Means of X & Y — Deviation taken from Assumed Mean — Graphing Regression Lines	

Group - B

Unit : 3 Index Number	3.1 Introduction — Selection of Base	**Periods:10**
	3.2 Paasche's Method, Laspeyre's Method , Fisher's Ideal Index & Chain Base Method	
	3.3 Index Number — Cost of Living Index	
Unit : 4 Time Series Analysis	4.1 Introduction — Components of Time Series — Some adjustments of Time Series Data	**Periods:10**
	4.2 Measurement of Trend**:** Freehand Method, Semi Average Method — Method of Least Square	
Unit : 5 Business Forecasting	5.1 Introduction — Role of Forecasting in Business — Steps in Forecasting	**Periods:10**
	5.2 Methods of Forecasting	

Contact Periods : 62 Periods : 68	Internal Assessment : 6	Total

EXAMINATIONSCHEME

Internal Examination:	Marks–20	Marks on Attendance: 05
Final Examination:	Marks–70	Teacher's Assessment: 05

Group	Unit	Objective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2	14	Any Twenty	1	20x1=20
B	3,4,5				

Group	Unit	Subjective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2	5	Any Five Taking At Least One From Each Group	10	5x10=50
B	3,4,5	5			

Note1: Teacher's assessment will be based on performance on given assignments & quizzes.

Note2: Assignments may be given on all the topics covered on the syllabus.

Name of the Subject : **CONVERSATIONAL ENGLISH II**	
Course Code:	**Semester: Third**
Duration:: Seventeen weeks	**Marks:100**
Teaching Scheme:	**Examination Scheme:**
Theory: 3hrs./week	Mid Semester Exam.:20 Marks
Tutorial: Nil hrs./week	Attendance & Teacher's Assessment: 10Marks
Practical: Nil hrs./week	End Semester Exam.:70 Marks
Credit:3	

Objective:		
Sl. No.	The Students will be able to:	
1.	Understand the importance of note making and briefly identify the information of spoken or written text.	
2.	Extract the important points from a written text and convert them to summary.	
3.	Develop the ability to express precisely.	
4.	Acquire the art of conversation for successful communication in running offices and business.	
5.	Develop amiable and pleasing personality through manners etiquette dress etc	
6.	Choose proper dress for the right occasion.	

Detail Course Content		
Group - A		
Unit:1 **Study Skill**	1.1 Importance of note making 1.2 Interpreting and using abbreviations symbols headings , numberings etc 1.3Transforming maps , charts graphs and tables and written descriptions 1.4Extracting important points from a written text and converting them into a summary 1.5Different ways of note making	**Periods:8**
Unit:2 **Principles of Oral Spoken Conversation**	2.1 Meaning of oral communication 2.2 Turn Taking 2.3 Variety of Speeches 2.4 Key principles of spoken conversation 2.5 Difference between spoken language and written language 2.5 Giving instructions and receiving instructions- Making request 2.6 Use of jargon and slang	**Periods:13**
Unit : 3 Public Speaking	3.1 Meaning & concept 3.2 3Ps of Public Speaking 3.3 Audio-visual aid 3.4 Useful strategies for public speaking	**Periods:8**
Group - B		
Unit : 4 **Manner , Etiquettes & Dress Make-up**	4.1 How to develop pleasing personality to present before public speaking 4.3 The social etiquette of meetings 4.4 Language function for meetings 4.5 Language for participating in a meeting 4,5 Choosing the chairperson and appointing the secretary 4.6 The roles and responsibilities of the different participants	**Periods:10**
Unit : 5 **Oral Presentation**	5.1 Introduction 5.2 Presentation skills-planning, preparing, practicing presentation 5.3 Attaining – Gaining Devices 5.4 Barriers to effective presentation	**Periods:6**

<h1 style="text-align:center">EXAMINATIONSCHEME</h1>

Internal Examination: Marks–20   Marks on Attendance: 05
Final Examination: Marks–70   Teacher's Assessment: 05

Group	Unit	Objective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2,3	12			
B		10	Any Twenty	1	20x1=20

Group	Unit	Subjective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A		5	Any Five Taking At Least two from each group	10	5x10=50
B		4			

Note1: Teacher's assessment will be based on performance on given assignments & quizzes.
Note2: Assignments may be given on all the topics covered on the syllabus.

Name of the Subject : ADVANCED ACCOUNTANCY	
Course Code:	**Semester:** Third
Duration:: Seventeen weeks	**Marks:100**
Teaching Scheme:	**Examination Scheme:**
Theory: 3hrs./week	Mid Semester Exam.:20 Marks
Tutorial: Nil hrs./week	Attendance & Teacher's Assessment: 10Marks
Practical: Nil hrs./week	End Semester Exam.:70 Marks
Credit:3	
Objective:	
To enable the students to acquire knowledge in Advanced Accounting.	

Detail Course Content		
Group - A		
Unit:1 BAD DEBT & DEPRECIATION	1.1 Provision for bad & doubtful debts and reserve for discount on debtors and creditors (only journal and ledger) 1.2 Depreciation: Definition and objects of providing depreciation 1.3 Methods: Accounting treatment of depreciation under straight line and diminishing methods	**Periods:6**
Unit:2 NEGOTIABLE INSTRUMENTS	1.4 Negotiable instruments: Definition- different types 1.5 Recording of transactions regarding bills of exchange- collection and dishonor of bills- renewal of bills	**Periods:13**
Unit : 3 **ACCOUNTING IN SINGLE ENTRY SYSTEM AND ACCOUNTING FOR NONTRADING CONCERNS**	3.1 Single Entry System of Accounting: Ascertainment of profit and preparation of final statement of affair 3.2 Accounting for non trading concerns: definition, preparation of receipts and payments accounts – income & expenditure account	**Periods:8**
Group - B		
Unit : 4 ACCOUNTING FOR CONSIGNMENT & JOINT VENTURE	3.1 Meaning & nature of consignment and difference between consignment & sale 3.2 Preparation of relevant accounts 3.3 Meaning of joint venture- distinction between joint venture, partnership and consignment 3.4 Preparation of relevant accounts	**Periods:10**
Unit : 5 PARTNERSHIP	5.1 Definition 5.2 Simple problems on admission and retirement of partners	**Periods:8**
Unit : 6 **COMPANY ACCOUNTS**	6.1 Nature of company accounts 6.2 Accounting for share capital- issue of shares: at par, at premium or at discount- over subscription & under subscription – calls in arrear and in advance 6.3 Forfeiture of share- advance- non-payment of calls-Re-issue of forfeited shares- accounting treatments 6.4 Issue of debenture – debenture interest: at par, at a discount or at a premium – concept of periodical payment	
Contact periods- 45	Internal assessment -6	**Total**

EXAMINATIONSCHEME

Internal Examination: Marks–20   Marks on Attendance: 05
Final Examination: Marks–70   Teacher's Assessment: 05

Group	Unit	Objective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2,3	12			
B	4,5	10	Any Twenty	1	20x1=20

Group	Unit	Subjective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2,3	5	Any Five Taking At Least two from each group	10	5x10=50
B	4,5	4			

Note1: Teacher's assessment will be based on performance on given assignments & quizzes.
Note2: Assignments may be given on all the topics covered on the syllabus.

Name of the Subject : Rural Development & Management	
Course Code:	**Semester:** Third
Duration:: Seventeen weeks	**Marks:100**
Teaching Scheme:	**Examination Scheme:**
Theory: 3hrs./week	Mid Semester Exam.:20 Marks
Tutorial: Nil hrs./week	Attendance & Teacher's Assessment: 10Marks
Practical: Nil hrs./week	End Semester Exam.:70 Marks
Credit:3	
Objective:	

Sl. No.	On satisfactory completion of the course, the students should be in a position to:
1.	Understand the concepts and basic theories of rural development
2.	Gain knowledge on various issues in rural development
3.	Manage Rural Development projects &
4.	Discharge meaningful duties in different Rural Institutions

Detail Course Content

Group A

Unit:1 Development Theories & Issues	1.1 Concepts and Dimensions of rural- urban dichotomy- Trickle down theory, Dualistic theory, Myrdal's Backwash Effect Theory 1.2. Rural Development Issues – Rural Health, Rural Education, Rural Transport, Rural Energy, Sanitation & Safe drinking water.	**Periods:12**
Unit:2 Rural Resources	2.1 Natural resources & Poverty, Importance of conservation of Natural resources 2.2 Rural Poverty in India, Income & it's inequality – feminization of poverty	**Periods:08**
Group B		
Unit : 3 Rural Finance	3.1 Rural Financial Institutions & their Roles, Commercial Banks, Co-Operative Banks, Regional Rural Banks, NABARD & Rural Development 3.2 Informal Rural Credit Markets 3.3 Microfinance & Self Help Groups (SHG)	**Periods: 10**
Unit : 4 Rural Institutions & Management Techniques	4.1 Panchayati Raj System , NGO's in Rural Development, Village Resource Centre 4.2 Participatory planning for Rural Development 4.3 Qualitative & Quantitative Techniques of data Collections (with special emphasis on PRA Techniques)- Introduction to Sampling, Preparation of questionnaire, Resource Mapping, Transect, Venn Diagram, Wealth Ranking, Seasonal Calendar 4.4 Development Communication.	**Periods:15**

Contact Periods : 45 **Periods : 51**	**Internal Assessment : 6**	**Total**

Internal Examination: Marks–20   Marks on Attendance: 05
Final Examination: Marks–70   Teacher's Assessment: 05

Group	Unit	Objective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1, 2	12			
B	3,4	12	Any Twenty	1	20x1=20

Group	Unit	Subjective Questions			Total Marks
		To be Set	To be Answered	Marks per Question	
A	1,2	6	Any Five Taking At Least One	10	5x10=50
B	3,4	4	From Each Group		

Note1: Teacher's assessment will be based on performance on given assignments & quizzes.
Note2: Assignments may be given on all the topics covered on the syllabus.

References

1. Venkata Reddy, K. (2000), Rural Development in India – Himalaya

Publication House, New Delhi.

2. Maheswari, S. (1985), Rural Development in India – A Public Policy

Approach, Sage, New Delhi.

3. Hoshiar Singh, (1995), Administration of Rural Development in India,

Sterling, New Delhi.

Name of the Subject : Conversational English Lab II	
Course Code:	**Semester:**Third
Duration:: Seventeen weeks	**Marks:**100
Teaching Scheme:	**Examination Scheme:**
Theory: Nil hrs./week	Internal Practical Exam : 50 Marks
Tutorial: Nil hrs./week	External Practical Exam :50 Marks
Practical: 5hrs./week	
Credit::3	

Detail Course Content		
Unit : 1	**EXTEMPORE**	**Periods:15**
Unit : 2	**DEBATE**	**Periods:20**
Unit : 3	**GROUP DISCUSSION**	**Periods:20**
Unit: 4	**MOCK MEETING**	**Periods :10**

Contact period :69

Internal Assessment : 6

Total period : 75

Name of the Subject : Computerised Financial Accounting Lab - I	
Course Code:	**Semester:** Third
Duration:: Seventeen weeks	**Marks:100**
Teaching Scheme:	**Examination Scheme:**
Theory: Nil hrs./week	Internal Practical Exam : 50 Marks
Tutorial: Nil hrs./week	External Practical Exam : 50 Marks
Practical: 6hrs./week	
Credit:3	

Detail Course Content		
Unit:1 **Concepts and Terms of Financial Accounting System**	1.1 Recapitulation: Concepts of Company and Organisation, Cash Book, Ledger and journal, balance sheet etc.	**Per iods :04**
Unit:2 **Navigation through FA software packages**	2.1 TALLY 2.2 ACCORD	**Per iods : 20**
Unit : 3 **Practices on any of the above Financial Accounting Software Packages**	3.1 Entries: Installation of new accounts with setting of period dates, methods, currency, etc. Settings of creating and moving through different types of accounts and sub accounts, grouping of accounts, general ledger entry, journal entries, narration entries, sales register, purchase register, cash book, bank book entries, stock entries and stock register, inventory control. 3.2 Reports: Ledger reports, debit and credit reports, vendors and customers reports, sales and purchase reports, cash book reports, bank book reports, balance sheet, profit and loss account statement, analysis and diagnostic reports	**Per iods : 60**
Contact Periods : 84 **Total Periods : 90**	**Internal Assessment : 6**	

Name of the Subject : C Programming		
Course Code:		**Semester:** Third
Duration:: Seventeen weeks		**Marks:100**
Teaching Scheme:		**Examination Scheme:**
Theory: **01 hrs./week**		Internal Practical Exam : **50 Marks**
Tutorial: **Nil hrs./week**		External Practical Exam : **50 Marks**
Practical: **5 hrs./week**		
Credit : **3**		
Detail Course Content		
Unit-1: Algorithm	Definition, Characteristics, Examples	**1T**
Unit-2: Flow Chart	Definition, Meaning of the Symbol, Example.	**1T**
Unit-3: Getting Started with C and Its Data types	What is C, Historical Development of C and Where C stands. C Character Set, Constant, Variable, Data Types and Keywords. C Instruction-Type Declaration, Arithmetic, Integer and Float Conversation, Type Conversion in Assignment, Hierarchy of Operation, Control Instruction in C.	**2T+10P**
Unit-4: The Decision Control Structure	What is Decision, The IF Statement, Multiple Statements within IF. The IF-ELSE Statements, Nested IF-ELSE, Different form of IF. Use of Logical Operator, The Conditional Operator.	**2T+12P**
Unit-5: Loop Control Structure	What is Loops, The WHILE loop its Tips and Traps. The FOR loop, Nesting of Loops, The Odd Loop, The Break Statement, The DO-WHILE Loop.	**2T+12P**
Unit-6: Case Control Structure	What is Case Control, Decisions Using SWITCH its Tips and Traps, The GOTO Statement.	**1T+5P**
Unit-7: Function	What is a Function, Why use Function, Passing Value between Functions, Scope Rule of Function, Function Declaration, Call by value.	**3T+12P**
Unit-8: Array	What is an Array, Characteristic of an Array, Array declaration, Initialization, Boundary Checking, Passing Array elements to a Function, more than One Dimensional Array.	**3T+12P**
Unit-9: String	What are Strings, String Representation in C, Standard Library String Function.	**1T+6P**
Unit-10: Structure	Basic Concept of Structure, why use It, Declaration of a Structure, Accessing Structure Elements, How Structure Elements are stored, Array of Structures, Use of Structure.	**1T+10P**
Total Theory: 17 Total Practical: 79 Internal Assessment : 6 Total Periods: 102		

EXAMINATION SCHEME

1. **Continuous Internal Assessment of 50 marks** is to be carried out by the teachers throughout the Part – II 1st Semester.

2. **External Assessment of 50 marks** shall be held at the end of the Part – II 2nd Semester on the entire syllabus. One job per student from any one of the jobs done is to be performed. Job is to be set by lottery system.
   Distribution of marks: On spot job & Practical Lab Book Prepared by the Students – 25, Viva-voce – 25.