



மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்

ManonmaniamSundaranar University

State University

Accredited with "A" Grade by NAAC

Tirunelveli -627 012.Tamilnadu, India

DR.G. ANNADURAI
REGISTRAR i/c

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MSU/R/CD/A5/NCC/ Fur. Affi /2022-2023

12.08.2022

To

The Secretary
Nanjil Catholic College of Arts & Science
Nedumcode
Kaliyakkavilai – 629 153

Sir/Madam,

Sub: CDC –Nanjil Catholic College, Nedumcode - Granted Further Affiliation of new programme for the academic year 2022- 2023 – intimated - reg.

Ref: 1. Your application for affiliation for the Academic year 2022-2023.

2. This office letter No. MSU/R/CDC/A5/NCC/Fee/Fur.Affi./2022 dated 03.08.2022.

3. Your letter No.122/GJASC/S/2022 dated 08.08.2022.

With reference to the above, I am by direction to inform that temporary affiliation is granted for the following new programme (Self-Finance) to your college for the academic year 2022-2023 subject to the conditions given below:

S.No.	Name of the programme	Sanctioned intake 2022-2023
1	Diploma in Computerized Financial Accounting	40
2	Diploma in Foreign Trade and Export-Import Documentation	40

1. The college should fulfill all the latest UGC (Affiliation of Colleges by Universities) Regulations / Guidelines.
2. The sanctioned strength permitted for the above course should be strictly adhered to.
3. There should not be any financial commitment on the part of the University as well as Government of Tamil Nadu.
4. Only qualified teaching staff should be appointed to all self-financing courses of the colleges as per UGC norms. Proposal for qualification approval should be sent to the University immediately after the appointment of qualified teachers.
5. The admission details for every year should be sent to this office.
6. Norms stipulated by the University for conducting self-financing courses should be strictly adhered to, failing which action will be taken to disaffiliate the course.
7. The following documents are to be submitted to the undersigned immediately.
 - a) An undertaking not to collect the donation for admission.
 - b) Printing of the fees details for the self-financing courses in the prospectus.

Yours faithfully,

4/8/2022
REGISTRAR i/c

Copy to:

1. The Principal
2. The Controller of Examinations
3. Certificate Section
4. Board of Studies



மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்

MANONMANIAM SUNDARANAR UNIVERSITY

**SYLLABUS FOR DIPLOMA IN FOREIGN TRADE AND EXPORT - IMPORT
DOCUMENTATION PROGRAM OFFERED THROUGH DIRECTORATE OF
VOCATIONAL EDUCATION (COMMUNITY COLLEGES AND VOCATIONAL SKILL
DEVELOPMENT CENTRES) FROM 2019 – 2020**



கல்விசார் நிலைக்குழுக் கூட்டம்

**MEETING OF THE STANDING COMMITTEE ON
ACADEMIC AFFAIRS HELD ON WEDNESDAY
THE 22nd JANUARY 2020**

DIPLOMA IN FOREIGN TRADE AND EXPORT - IMPORT DOCUMENTATION

அயல்நாட்டு வணிகமும் ஏற்றுமதி இறக்குமதி ஆவணப்படுத்துதலும்
பட்டயம்

SCHEME OF EXAMINATION

Subject Code	Title of the Course	Credit	Hours	Passing Minimum
Semester I				
C19FT11/E19FT01	Principles of Accounting	6	90	40/100
C19FT12/E19FT02	Banking , Marketing & Salesmanship	6	90	40/100
C19FT13/E19FT03	Foreign Exchange and Credit Management	6	90	40/100
C19CE10/E19CE10	Communicative English	6	90	40/100
C19FTP1/E19FTP1	Practical I- Practice on Basics of Import-Export Business	4	120	40/100
Semester II				
C19FT21/E19FT04	Export-Import Procedure & Logistic Management	6	90	40/100
C19FT22/E19FT05	Export Promotion and Risk Coverage	6	90	40/100
C19LS23/E19LS05	Life Skill	6	90	40/100
C19FTP2/E19FTP2	Practical II- Computerization of Export and Import Documentation	4	120	40/100
C19FTPW/E19FTPW	Internship and Project	10	150	40/100

Eligibility for admission: Pass in 10th std., examination conducted by the Govt. of Tamil Nadu Board of Secondary Education, Government of Tamil Nadu or any other equivalent examination.

Examination: Passing Minimum for each Course is 40%. Classification will be done on the basis of percentage marks of the total marks obtained in all the Courses and as given below:

40% but less than 50% - Third Class
 50% but less than 60% - Second Class
 60% and above - First Class

Theory Paper

Internal Marks-25

External Marks-75

Syllabus

Semester I

Course I	-	Principles of Accounting
Course II	-	Banking, Marketing & Salesmanship
Course III	-	Foreign Exchange and Credit Management
Course IV	-	Communicative English
Course V	-	Practical I- Practice on Basics of Import-Export Business

Semester II

Course VI	-	Export-Import Procedure & Logistic Management
Course VII	-	Export Promotion and Risk Coverage
Course VIII	-	Life Skill
Course IX	-	Practical II- Computerization of Export and Import Documentation
Course X	-	Internship and Project

***(Semester Pattern for Community College Only)**

Program Objectives

- After completion of the one year Diploma in Foreign Trade and Import-Export Documentation course, the outgoing students will get considerable practical knowledge in Foreign Trade, Import-Export Procedure, Foreign Exchange, Logistic Management, Marketing, Management, Accounting, computer applications related to foreign trade and communication.
- The out comers can get job opportunities in Export oriented business organizations easily because of the subject wise practical oriented knowledge.
- The out comers will have self confidence to setup their own business and they will become entrepreneurs to provide employment to unemployed in the society.

Semester I

Course I

(C19FT11/E19FT01)Principles of Accounting

Objectives

- Introduces students to the world of accounting and assumes no prior knowledge of the subject area.
- It will be demonstrated how a practical understanding and interpretation of accounting reports and other accounting tools can improve decision-making and value for company stakeholders.

Unit I

18 Hrs

Personal Finance : Consumers – Consumer Protection -Choosing a Career - Tax planning-Budgeting - Banking Services - Plan for Investment - Budget for Essentials – Transportation – House Accommodation – Insurance – Retirement planning.

Financial Accounting for family: Financial Position Statement – Revenue Budgeting - Capital budgeting -Cash book – Analysis Ledger – Family Financial Reports.

Unit II

18 Hrs

Theoretical Framework : Meaning and Scope of Accounting - Accounting concepts, Principles and Conventions – Accounting terminology – Glossary – Capital and revenue expenditure, Capital and revenue receipts, Contingent assets and contingent liabilities – Accounting Policies – Accounting as a Measurement Discipline – Valuation Principles, Accounting Estimates – Accounting Standards – Concepts and Objectives – Indian Accounting Standards.

Unit III

18 Hrs

Accounting Process : Books of Accounts –Trial Balance – Rectification of Errors. –**Bank**

Reconciliation Statement – Inventories: Valuation and keeping.-**Accounting of Depreciation:** Concepts, Methods of computation - method of accounting - treatment for Change in depreciation methods

Unit IV

18 Hrs

Accounting for Special Transaction: Bills of exchange and promissory notes: Meaning – Accounting treatments – Accommodation of bills - **Sale of goods on approval or return basis:** Meaning - accounting treatment. **Consignments** – Meaning and Accounting treatments .**Joint Venture** : Meaning – Methods and Accounting treatment. **Royalty Accounts** – Meaning and Accounting treatments. - **Average Due date and Account Current.**- Meaning & Methods

Unit V

18 Hrs

Final Accounts of Sole Proprietors: Elements of financial statements – Closing Adjustment Entries – Trading Account – Profit and Loss Account and Balance Sheet of Manufacturing and Non-manufacturing entities.

Reference Books:

- M C S Shukla and R S Grawal, Advanced Accountancy,
- R L Gupta and M Radhaswamy, Advanced Accountancy,
- Arulanantham and Raman, Advanced Accountancy
- S N Maheswari, Advanced Accountancy

Course III

(C19FT12/E19FT02)Banking, Marketing & Salesmanship

Objectives

- To describe the context of banking the financial system
- To explain the principles of banking
- To elucidate the broad functions of banking
- To understand fundamental marketing concepts, theories and principles in area of marketing policy; of market and consumer behavior; of product, distribution, promotion and pricing decisions.
- To understand the role of marketing as a fundamental organizational policy process.
- To analyse the interaction of marketing and environmental forces through an understanding of marketing decisions and practices with social, technological, economic and political forces.

A.BANKING

UNIT -I

18 Hrs

Origin of banks –function of commercial banks – subsidiary service of commercial banks – social responsibility of banks – Central bank of India – Methods of credit control –functions of Central bank – RBI monetary policies – Banker – customer –relationship between a banker and customer – rights of the banker – cheque – meaning – essential if valid cheque – crossing – endorsement – material alteration – statutory protection to a paying banker – statutory protection to the collecting banker .

UNIT-II

18 Hrs

Core banking – home banking –retail banking – internet banking – online and offline banking – mobile banking – computerized banking – electronics funds transfer –ATM and debit card – smart card – credit card – e –cash – swift – RTGS – impact of technology – global developments in banking technology – Modernized Banking – Traditional Vs E- banking transaction – electronic delivery channels – advantages of- e – banking – security measures

B. MARKETING

Unit III

18 Hrs

Definition of marketing – importance – marketing functions – classification – kinds of markets – buying – classes of buyers – planning the purchase of goods – types of buying – assembling – selling – product planning and development – meaning and importance – product life cycle – diversification and simplification of products – distribution channel

Unit IV

18Hrs

Branding – registration – essentials of good brand – packing and packages – need – requisites of good package – advantages – marketing risks – Financing – meaning and importance of financing – kinds of social requirements – methods of financing – transportation – importance and functions – modes – advantages and disadvantages of road, railway, water and air transportation – storage and warehousing – meaning and importance – functions – types.

C. SALESMANSHIP

Unit V

18 Hrs

Salesmanship – salesman – qualities, duties and responsibilities, types salesman, recruitment -selection – training of salesman – - training programmes – various methods — remuneration to salesman – objectives – essentials of a good remuneration plan – methods – travelling expenses of salesman – supervision and control of salesman – Sales organization –sales department – types of sales organization– quality of sale manager – duties and responsibilities –sales promotion – advertising – media planning.

Reference Books:

- S N La – Banking Law and Practice
- E Gordan and K Natarajan – Banking Theory Law and Practice
- S S Gulsan and Gulsan Kapoor – Banking law and Practice
- K C Sherleka – Banking law and Practice

Course III

(C19FT13/E19FT03)Foreign Exchange and Credit Management

Objectives

- To introduce the environment of international finance and its implication on international business.
- To analyze the nature and functioning of foreign exchange markets, determination of exchange rates and their forecasting
- To explain the foreign exchange risks and to identify risk management strategies.
- To explore the national and international sources of finance
- To understand the various export risks and to understand how the risks would be minimized.

Unit I

18 Hrs

INTRODUCTION

Foreign exchange – player's – foreign exchange market – Types – The spot and forward markets – Hedging; Arbitrage ; Speculations – Functions

Unit II

18 Hrs

EXCHANGE RATE

Spot and forward rates: Direct rates – Indirect rates – Quotations – one-way-two-way quotations – cross rates – forward rates; arbitrage – calculation of forward differential – premium / discount.

Unit III

18 Hrs

FOREIGN EXCHANGE TRANSACTIONS:

Foreign exchange accounts: Nostro Account – LORO Account – Mirror Account – Transactions: Receipts And payments – SWIFT Transfers – Telegraphic Transfers – Demand Draft

Unit IV

18 Hrs

FORIGN EXCHANGE MANAGEMENT

Forward Exchange contracts: features of forward contract – Exchange control – risk involved – Booking of contract – Rate fixation – roll over- cancellation of forward contracts.

Unit V

18 Hrs

CREDIT MANAGEMENT

Bank finance – export credit-pre-shipment- bills of collection – deferred credit – documentary credits – revolving credit – transit credit – negotiation of documents – common discrepancies – Letter of credit – Export credit Guarantee Corporation (ECGC)

Reference Books:

- K Seethapathi – International Finance
- D N Dwivedi – International Economics
- M L Verma – Foreign Trade Management

Course IV

(C19CE10/E19CE10)Communicative English

1. Basic Grammar:

- a. Review of grammar
- b. Remedial study of grammar
- c. Simple sentence
- d. Word passive voice etc.

2. Bubbling Vocabulary:

- a. Synonyms
- b. Antonyms
- c. One – word Institution

3. Reading and Understanding English

- a. Comprehension passage
- b. Précis – writing
- c. Developing a story from hints.

4. Writing English

- a. Writing Business letters.
- b. Paragraph writing
- c. Essay writing
- d. Dialogue writing

5. Speaking English

- a. Expressions used under different circumstances
- b. Phonetics

Reference

1. V.H.Baskaran – “English Made Easy”
2. V.H.Baskaran – “English Composition Made Easy”
(Shakespeare Institute of English Studies, Chennai)
3. N.Krishnaswamy – “Teaching English Grammar”
(T.R.Publication, Chennai)
4. “Life Skill” – P.Ravi, S.Prabakar and T.Tamzil Chelvam,
M.S.University, Tirunelveli.

Course V

Practical I

(C19FTP1/E19FTP1) PRACTICE ON BASICS OF IMPORT-EXPORT BUSINESS

Objectives:

Students would be glad with the kind of practical knowledge they will gain in this course. The practical training faculties the students to

- Inculcate various entrepreneurial skills needed to handle entire export-import business smoothly.
- Understanding role and responsibilities of various government bodies involved in export-import business
- Thoroughly understand entire export-import regarding procedures and documents

List of Exercises

STARTING AN IMPORT- EXPORT BUSINESS IN INDIA

- Basic requirements, licenses and challenges
- How to obtain PAN Number.
- Procedure of GST Registration
- Current Bank Account.
- Bankers Certificate.
- Obtaining IEC Code Number
- Documents required for address proof
- Foreign Trade Policy of India 2015-2020
- MEIS, Merchandise Exports from India Scheme
- SEIS, Service Exports from India Scheme

PRACTICAL KNOWLEDGE ON EXPORT

- Identification of Product
- How to get Export Orders?
- Confirmation of Export orders
- Export agreement
- Export costing
- Fumigation in Export

- Excise and Customs
- Settlement of dispute in Exports and Imports
- Pre shipment bank finance
- Containerization
- Types of export containers
- Measurement of export containers

GST APPLICABILITY ON EXPORT & IMPORT

- GST Exemption list of goods and services
- HSN number or Service tariff code for GST
- Conditions when applying for refund of Input Tax Credit (ITC) under GST
- Difference between types of goods and services and types of GST
- 4 types of Goods and Services in India for GST rate
- Difference between IGST on International goods and IGST on domestic goods.
- IGST calculation under Imports.
- IGST rate on imports

PRACTICAL KNOWLEDGE ON IMPORT

- Trade Enquiry
- Import License and quota
- Obtaining Foreign Exchange
- Placing the Indent or Order
- Opening LC / Bank Guarantee
- Dispatching a Letter of Credit
- Customs Formalities for Clearing of Goods.
- Making the Payment

Semester II

Course VI

(C19FT21/E19FT04)Export-Import Procedure & Logistic Management

Objectives

Its main objective of the course is to provide the needed knowledge and skills in the import export field to the students. It provides knowledge and information on:

- International business practices
- Customs and policies
- International Supply Chain Management
- Marine Insurance
- Export Import Documentation and Procedures
- International Trade Barriers
- Risk management in export and import process.
- Strategy development for successful export import business
- How to increase presence in the global market
- Marketing logistics concept, objective, scope and its elements
- Interface between international marketing and logistics & supply chain management.
- Role of transport in logistics.
- Concept of customer service

Unit I

18 Hrs

EXPORT – IMPORT PROCEDURE

Import – Export Procedure – Basics – Process – Procedure – Import, Export Procedure – Intermediaries – Importance – Limitation

Unit II

18 Hrs

EXPORT- IMPORT DOCUMENTS:

Standardized documents – Principal documents – Export Invoice, packing list, certificate of origin – Bill of Lading, shipping order and mate's receipt, shipping bill – port trust document – Marine insurance certificate policy- Bill of exchange -GR Forms-Letter of credit- inspection certificate – Advance license– issue of purchase order – opening of letter of credit – cargo arrival notice – import invoice and packing list– retirement of document – freight certificate – local transit insurance – dealing with clearing and forwarding agents – customs assessment – payment of customs duty – taking delivery on time – demurrage – documents for postal import – documents for import by Air.

Unit III

18 Hrs

DOCUMENTS FOR CLAIMING EXPORT ASSISTANCE:

Application form for registration – Import License of raw materials – Intermediates including components and spares. Allotment of indigenous raw materials -drawback of duties – General securities --Form B-1- Manufacture of goods under bond - Application for fixation of drawback rates. Drawback - Draw back Bill . **Specimen of Export-Import Documents**

Unit IV

18 Hrs

LOGISTIC MANAGEMENT

Meaning – objectives of logistic management – Advantages of logistic management – Supply chain Management – Difference between Logistic and Supply chain Management. - Meaning – Information Functionality – Principles of Designing Logistics information system – Logistics information Architecture.

Unit V

18 Hrs

TRANSPORTATION WARHOUSING AND LOGISTIC COSTING

Meaning – principles of transportation – modes of transportation; Road Transportation – merits and demerits – Railway – merits and demerits – water – merits and demerits – pipeline Transportation – merits and demerits – Air Transportation.– Need for warehousing Management – Role of Warehousing in Logistic -Types of warehouses – Accounting methods – cost identification – Accuracy Based Costing (ABC) – Economic order Quantity (EOQ).

Reference Books:

- B S Rathor and J S Rathor – Export Marketing
- AMY ZUCKEMAN – Exporting and Importing
- FEYERWEATHER – International Marketing
- Sabish C Ailawadi, Nakesh P Singh – Logistics Management
- C Ramagopal – Export and Import Procedures Documental Logistic

Course VII

(C19FT22/E19FT05)Promotion Export and Risk Coverage

Objectives

The main objective of the course is to provide the needed knowledge of Export promotion organisation and risk faced in the import export field to the students. It provides knowledge and information on:

- Organizational setup with promotes export
- Export incentives
- Production assistance facilities for exporters
- Marketing assistance for Export
- Import facilities available for exporters
- Knowledge on EPZs, EQuS, TPs, SEZs
- Knowledge on export houses and trading houses
- Understanding role and responsibilities of various government bodies involved in export-import business
- Make you understand various risks involved in export-import business and how to overcome those risks
- Provide proper guidance on various modes of payments used in export-import business and risks involved.
- Provide complete knowledge on different ways of securing the payments
- Understanding various challenges before selecting product, country, buyer and seller.

Unit I

18 Hrs

EXPORT PROMOTION ACTIVITIES

Promotions Activities characteristics of foreign Buyers – forms of export promotion – Export catalogues, house magazine – Export Advertising – Media – Trade exhibitions.

Unit II

18 Hrs

EXPORT PROMOTION COUNCILS:

Agricultural and processed food product export development authority (APEDA)
– The cashew Export promotion council of India (CEPC) – Coir Board (CB) – Engineering Export promotion council (EEPC) – Export promotion council for Handicrafts (ECH) – The Marine product development authority (MPED) – The rubber board – Spices Board – Other Export Promotion Councils

Unit III

18 Hrs

PRICING FOR EXPORT

Introduction – pricing decisions - price policy – export price in relation to the domestic price, demand based prices, leasing, transfer pricing – fixing the price in practice – international commercial terms on price fixation.

Unit IV

18 Hrs

EXPORT RISK COVERAGE

Export credit insurance – Risk covered – political risk – risk is not covered – exporter co – insurer – policy procedure – declaration of shipment and payment of premium – consignment exports – credit limit – credit & line of credit-services policy – coverage – extent of loss – premium – contribution works policy – coverage – extent of loss.

Unit V

18 Hrs

EXCHANGE RISK MANAGEMENT:

Introduction – Exchange risk – factors affecting exchange rates – types of risk – strength of currency – full convertibility of rupee – FEMA – Trade and exchange risk – exchange rate and currency risk – types of exchange rates – arbitrage and speculation.

Reference Books:

- Kathiresan and Ratha – Export Management
- Dr S Balu – International Trade
- B S Rathor & J S – Export Marketing
- M L Verma – Rat International Trade

Course VIII

(C19LS23/E19LS05)**Life Skill**

I Life Coping or adjustment

- (a) External and internal influence in one's life
- (b) Process of coping or adjustment
- (c) Coping with physical change and sexuality
- (d) Coping with stress, shyness, fear, anger far live and criticism.

II Attitude

- (a)Attitude
- (b)Self acceptance, self – esteem and self actualization
- (c)Positive thinking

III Problem Solving

- (a) Goal Setting
- (b) Decision Making
- (c) Time Management and stress Management.

IV Computers

- (a) Introduction to Computers
- (b) M.S.Office
- (c) Power Point

V Internet

- (a) Introduction to internet
- (b) E – mail
- (c) Browsing

References

- 1) Life Skill Programme course I & II by Dr. Xavier Alphona MCRDCE Publications. R.K.Mutt Road, Chennai – 28
- 2) ஆளுமை பண்பு வளர்த்தல் மற்றும் தகவல் தொடர்பு by M.Selvaraj Community College, Palayamkottai
- 3) “Life Skill” –P.Ravi, S.Prabahar & T.Tamil Chelvam, M.S. University, Tirunelveli

Course IX

Practical II

(C19FTP2/E19FTP2) Computerization of Export and Import Documentation

List of Exercises

- Master Documents
- Export Invoices
- Packing list / shipping bill
- certificate of origin – bill of lading
- Marine insurance certificate
- Shipment Advice – Shipment Order
- Mat's Receipts – Duty/Cass/Drawback particulars Performa invoice specimen of letter of credit
- Bill of Exchange.

Course X

(C19FTPW/E19FTPW) Internship and Project

Objectives

- The internship provides a variety of benefits for outcomes who want to broaden their changes for landing a job and jump-starting their careers. Internships the outcomes a taste of what a profession is like, help them in their career.

Internship

Field work and project – Export and Import Procedure

Course : 7244

DIPLOMA IN FOREIGN TRADE AND EXPORT - IMPORT DOCUMENTATION

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ARYA S S

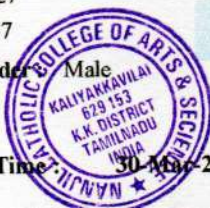
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Course : 7244

DIPLOMA IN FOREIGN TRADE AND EXPORT - IMPORT DOCUMENTATION

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ASHIKAS

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02022310244122

JASMINE FEMILA M

ஜாஸ்மின் பெமிலா மா

DOB : 30-May-2003 **Batch :** 1

Mobile No. : +917092827356

Aadhar No. : 747595874395

Medium : ENGLISH **Gender :** Female



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DEVIKAJS

தேவிகா ஜெஷ்

DOB : 31-May-2002 **Batch :** 1

Mobile No. : +918220270951

Aadhar No. : 502278446324

Medium : ENGLISH **Gender :** Female



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JINO M

ஜினோ மே

DOB : 24-Feb-2003 **Batch :** 1

Mobile No. : +918754876865

Aadhar No. : 728558077331

Medium : ENGLISH **Gender :** Male



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DHANEESH R

தனீஷ் ரா

DOB : 12-Sep-2003 **Batch :** 1

Mobile No. : +917708801228

Aadhar No. : 382473543151

Medium : ENGLISH **Gender :** Male



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JITH S B

ஜித் செ பி

DOB : 13-Jul-2002 **Batch :** 1

Mobile No. : +916369930241

Aadhar No. : 977653939295

Medium : ENGLISH **Gender :** Male



Course : 7244

DIPLOMA IN FOREIGN TRADE AND EXPORT - IMPORT DOCUMENTATION

02022310244125

JITHU J J

ஜித்து ஜெ ஜெ

DOB : 23-Mar-2003 Batch : 1

Mobile No. : +919384192793

Aadhar No. : 523822257061

Medium : ENGLISH Gender : Male



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PRIYA DHARSHINI C G

பிரிய தர்ஷினி ச கி

DOB : 07-Mar-2003 Batch : 1

Mobile No. : +919677662468

Aadhar No. : 663483724310

Medium : ENGLISH Gender : Female



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JOE J M STANNY

ஜோ ஜா மே ஸ்டேனி

DOB : 11-Apr-2000 Batch : 1

Mobile No. : +917092362209

Aadhar No. : 700939014931

Medium : ENGLISH Gender : Male



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RISHA R

ரிஷா ரா

DOB : 22-Mar-2003 Batch : 1

Mobile No. : +919626583750

Aadhar No. : 419516004097

Medium : ENGLISH Gender : Female



02022310244127

JOHN BOSCO L

ஜான் போஸ்கோ இலா

DOB : 28-Dec-1999 Batch : 1

Mobile No. : +919600705973

Aadhar No. : 970904290476

Medium : ENGLISH Gender : Male



02022310244133

SHAHINA S

ஷாஹினா ஷா

DOB : 20-Apr-2002 Batch : 1

Mobile No. : +919597984285

Aadhar No. : 308194347558

Medium : ENGLISH Gender : Female



02022310244128

MERSILA R K

மெர்சிலா ரா க

DOB : 21-Apr-2004 Batch : 1

Mobile No. : +919025128660

Aadhar No. : 406270462538

Medium : ENGLISH Gender : Female



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SIBIL SEBASTIAN

சிபில் செபாஸ்டியன்

DOB : 16-Mar-2003 Batch : 1

Mobile No. : +919500744970

Aadhar No. : 882201713380

Medium : ENGLISH Gender : Male



02022310244129

NITHEESH R

நிதீஷ் இரா

DOB : 22-Noy-2002 Batch : 1

Mobile No. : +916379654655

Aadhar No. : 402532043579

Medium : ENGLISH Gender : Male



02022310244135

THRESE RESHKA F

திரேஸ் ரேஷ்கா பி

DOB : 06-Oct-2002 Batch : 1

Mobile No. : +919791796057

Aadhar No. : 404636176247

Medium : ENGLISH Gender : Female



02022310244130

PRINCE P

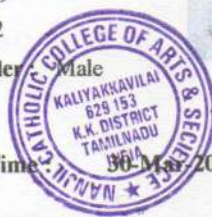
பிரின்ஸ் பி

DOB : 23-Aug-2001 Batch : 1

Mobile No. : +918668137279

Aadhar No. : 528324117232

Medium : ENGLISH Gender : Male



(Signature)
PRINCIPAL

**Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153**

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
DIPLOMA IN FOREIGN TRADE AND EXPORT-IMPORT
DOCUMENTATION

2022-2023

SL.NO	STUDENT NAME	DEPARTMENT	CONTACT NO
1	AAROMAL A S	II BCOM A2	8300227574
2	ABHINAND KRISHNA R	II BCOM A2	9632030506
3	ABILA A S	II BA ENGLISH	9363667556
4	ABILASH M	III BA ENGLISH A2	9080706202
5	ABINO P R	II BA ENGLISH	9385323029
6	ABISHEK N	II BCOM A2	9361736827
7	ADITHYAN K S	II BCOM A2	9037802426
8	AKASH R B	II BBA	9447344716
9	AKHIL M S	III BA ENGLISH A1	6384369726
10	ANDREW SAJUMON V	III BCOM A2	8667866051
11	ANU BLESSY A B	II BA ENGLISH	8807103053
12	ARYA S S	III BA ENGLISH A2	6369036266
13	ASHIK A S	III BSC COM. SC.	8270207256
14	ATHIRA K S	III BSC MATHS	8015294892
15	BABISHA MARY W B	III BSC MATHS	9597581486
16	DERSHI M	II BA ENGLISH	9342595446
17	DEVIKA J S	III BSC MATHS	8220270951
18	DHANEESH R	II BA ENGLISH	7708801228
19	DIVIYA SREE S V	II BCOM A1	9489073350
20	DON BOSCO C	III BA ENGLISH A1	9384116874
21	HARVIN C	II BSC PHY EDU	9597440175
22	JASMINE FEMILA M	II BA ENGLISH	7092827356
23	JINO M	III BA ENGLISH A2	8754876865
24	JITH S B	III BA ENGLISH A2	6369930241

25	JITHU J J	II BBA	9384192793
26	JOE J M STANNY	III BA ENGLISH A1	7092362209
27	JOHN BOSCO L	II BA ENGLISH	9600705973
28	MERSILA R K	II BCOM A1	9025128660
29	NITHEESH R	III BA ENGLISH A2	6379654655
30	PRINCE P	III BA ENGLISH A2	8668137279
31	PRIYA DHARSHINI C G	III BBA	9677662468
32	RISHA R	III BSC MATHS	9626583750
33	SHAHINA S	III BBA	9597984285
34	SIBIL SEBASTIAN	II BBA	9500744970
35	THRESE RESHKA F	III BBA	9791796057



Staff In-Charge



Principal

PRINCIPAL

Manjil Catholic College of Arts & Science
Kaliyakkavil - 629 153



Diploma in Foreign Trade and Export-Import Documentation

Programme : UG / PG / M.Phil

Semester :

Class :

[illegible]

Subject :

Academic Year : 2022-2023

[illegible]

mentation

Semester :

Class :

Subject :

Academic Year: 2021-2023

[illegible]

Documentation

Semester :

Class :

[illegible]

Documentation

Semester :

Class :

[illegible]

Subject :

Academic Year : ୧୦୧୧ - ୧୦୧୩

[illegible]

Documentation

Semester :

Subject :

Academic Year : 2022-23

[illegible]

Documentation

Semester :

Class :

Subject :

Academic Year: 2022-2023

[illegible]

Diploma in Foreign trade and Exprt Impnt

Programme : UG / PG / M.Phil

Semester :

Class :

ATTENDANCE				1	2	3	4	5	6	7	8	9
Sl. No	Reg. No.	Name of the Student	Date									
			Month	A	P	K	I	L				
			Period									
01	02022310244101	AAROMAL A.S		X		X		X		X		
02	02022310244102	ABHINAND KRISHNA R		X		X		X		X		
03	02022310244103	ABILA A.S		X		X		X		X		
04	02022310244104	ABILASH M										
05	02022310244105	ABINO P R		X		X		X		X		
06	02022310244106	ABISHEK N		X		X		X		X		
07	02022310244107	ADITHYAN K.S		X		X		X		X		
08	02022310244108	AKASH R.B										
09	02022310244109	AKHIL M.S		X		X		X		X		
10	02022310244110	ANDREW SAGUMONY		X		X		X		X		
11	02022310244111	ANIL BLESSY D.B		X		X		X		X		
12	02022310244112	ARYA S.S										
13	02022310244113	ASHIK A.S		X		X		X		X		
14	02022310244114	ATHIRA K.S										
15	02022310244115	BABISHA MARY.W.B										
16	02022310244116	DERSHI M		X		X		X		X		
17	02022310244117	DEVIKA J.S										
18	02022310244118	DHANESH R										
19	02022310244119	DIVYA SREE V		X		X		X		X		
20	02022310244120	DON BOSCO C		X		X		X		X		
21	02022310244121	HARVIN C		X		X		X		X		
22	02022310244122	JASMIN PAMILA M		X		X		X		X		
23	02022310244123	JINA M		X		X		X		X		
24	02022310244124	JITH S.B		X		X		X		X		
25	02022310244125	JITHU J.J										
26	02022310244126	JCF J.M STANNY		X		X		X		X		
27	02022310244127	JOHN BOSCO I										
28	02022310244128	MERSHA R.K										
29	02022310244129	NITHESH R		X		X		X		X		
30	02022310244130	PRINCE P		X		X		X		X		
31	02022310244131	PRIVA DHARSHINI.C										
32	02022310244132	RISHA R										
33	02022310244133	SHAHINA S										
34	02022310244134	SIRIL SEBASTIAN										
35	02022310244135	THRESE RESHKA F										
Initial												

Documentation

Subject :

Academic Year : 2022 - 2023

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**NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE,
KALIYAKKAVILAI**

**Diploma in Foreign Trade and Export and Import
Documentation**

Report 2022-2023

The institution offers Diploma in Foreign Trade and Export and Import Documentation to all the students every year. During the year 2022 -2023, 35 students were registered from the college. The duration of the course is one year. This course Contain Two Semester First semester examination was completed in the month of November 2022. This Course will be completed with the second semester examination which will be held in the month of September 2023.


In-charge




Principal
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153



மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்

MANONMANIAM SUNDARANAR UNIVERSITY

**SYLLABUS FOR DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING
PROGRAM OFFERED THROUGH DIRECTORATE OF VOCATIONAL
EDUCATION (COMMUNITY COLLEGES AND VOCATIONAL SKILL DEVELOPMENT
CENTRES) FROM 2019 – 2020**



கல்விசார் நிலைக்குழுக் கூட்டம்

**MEETING OF THE STANDING COMMITTEE ON
ACADEMIC AFFAIRS HELD ON WEDNESDAY
THE 22nd JANUARY 2020**

DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING

கணினிய நிதிக் கணக்கீடு பட்டயம்

SCHEME OF EXAMINATION

Subject Code	Title of the Course	Credit	Hours	Passing Minimum
Semester I				
C19FA11/E19FA01	Principles of Accounting	6	90	40/100
C19FA12/E19FA02	Practice on Accounting & Legal Compliances	6	90	40/100
C19FA13/E19FA03	Business Organization	6	90	40/100
C19CE10/E19CE10	Communicative English	6	90	40/100
C19FAP1/E19FAP1	Practical I-Computer Lab-MS Office 2007	4	120	40/100
Semester II				
C19FA21/E19FA04	Accounting Theory	6	90	40/100
C19FA22/E19FA05	Taxation	6	90	40/100
C19LS23/E19LS05	Life Skill	6	90	40/100
C19FAP2/E19FAP2	Practical II-Computerized Accounting TALLY. ERP 9	4	120	40/100
C19FAPW/E19FAPW	Internship and Project	10	150	40/100

Eligibility for Admission: Pass in 10th Standard Examination conducted by the Tamil Nadu Board of Secondary Education, Government of Tamil Nadu or any other equivalent Examination.

Examination: Passing Minimum for each Course is 40%. Classification will be done on the basis of percentage marks of the total marks obtained in all the Courses and as given below:

40% but less than 50%	- Third Class
50% but less than 60%	- Second Class
60% and above	- First Class

Theory Paper

Internal Marks-25

External Marks-75

Syllabus

Semester I

Course I	- Principles of Accounting
Course II	- Practice on Accounting & Legal Compliances
Course III	- Business Organization
Course IV	- Communicative English
Course V	- Practical I-Computer Lab-MS Office 2007

Semester II

Course VI	- Accounting Theory
Course VII	- Taxation
Course VIII	- Life Skill
Course IX	- Practical II-Computerized Accounting TALLY. ERP 9
Course X	- Internship and Project

***(Semester Pattern for Community College Only)**

Program Objectives

- After completion of the one year Diploma in Computerized Financial Accounting course, the outgoing students gets considerable practical knowledge in Accounting, Commerce, computer and communication.
- The out comers can get job opportunities like an Accountant, Stores Management, Fixed asset Management, Project finance Management and etc. in business organizations and Non business organization easily because of the subject wise practical oriented knowledge.
- The out comers will have self confidence to setup their own business in the service sectors like Accounts consultant, Income tax and GST Consultant, EPF and ESI Consultant, Finance Consultancy service, etc. and they will become entrepreneurs to provide employment to unemployed in the society.

Semester I
Course I
(C19FA11/E19FA01)**Principles of Accounting**

Objectives

- Introduces students to the world of accounting and assumes no prior knowledge of the subject area.
- It will be demonstrated how a practical understanding and interpretation of accounting reports and other accounting tools can improve decision-making and value for company stakeholders.

Unit I

18 Hrs

Personal Finance Management : Consumers – Consumer Protection - Choosing a Career - Tax planning-Budgeting - Banking Services - Plan for Investment - Budget for Essentials – Transportation – House Accommodation – Insurance – Retirement planning

Financial Accounting for family: Financial Position Statement – Revenue Budgeting - Capital budgeting - Cash book – Analysis Ledger – Family Financial Reports.

Unit II

18 Hrs

Theoretical Framework : Meaning and Scope of Accounting - Accounting concepts, Principles and Conventions – Accounting terminology – Glossary – Capital and revenue expenditure, Capital and revenue receipts, Contingent assets and contingent liabilities – Accounting Policies – Accounting as a Measurement Discipline – Valuation Principles, Accounting Estimates – Accounting Standards – Concepts and Objectives – Indian Accounting Standards.

Unit III

18 Hrs

Accounting Process : Books of Accounts –Trial Balance – Rectification of Errors. –**Bank**

Reconciliation Statement – Inventories: Valuation and keeping.-
Accounting of Depreciation: Concepts, Methods of computation - method of accounting - treatment for Change in depreciation methods

Unit IV

18 Hrs

Accounting for Special Transaction: Bills of exchange and promissory notes: Meaning – Accounting treatments – Accommodation of bills - **Sale of goods on approval or return basis :** Meaning - accounting treatment.
Consignments – Meaning and Accounting treatments .**Joint Venture :** Meaning – Methods and Accounting treatment. **Royalty Accounts –** Meaning and Accounting treatments. - **Average Due date and Account Current.**-Meaning & Methods

Unit V

18 Hrs

Final Accounts of Sole Proprietors: Elements of financial statements – Closing Adjustment Entries – Trading Account – Profit and Loss Account and Balance Sheet of Manufacturing and Non-manufacturing entities.

Reference Books:

- M C S Shukla and R S Grawal, Advanced Accountancy,
- R L Gupta and M Radhaswamy, Advanced Accountancy,
- Arulanantham and Raman, Advanced Accountancy
- S N Maheswari, Advanced Accountancy

Course II

(C19FA12/E19FA02)Practice on Accounting & Legal Compliances

Objectives

- To practice the accounting process with model documents like, Receipts, Receipt voucher, Payment voucher, Invoice, Cash bill, etc
- To practice for maintaining books of account with preprinted formats
- To practice for maintaining stock records
- To practice for maintaining Fixed Asset Register
- To practice for preparing financial statement
- To practice for computation of Income tax .
- To practice for filing return of GST
- To practice for filing PF and ESI return

Unit I

18 Hrs

Practice of Maintaining Cash book: Receipt book - Receipt Voucher –Cash sales bill – Bank Credit note – Payment Vouchers- Third Party vouchers –Bank Debit Note –Document filing methods – Numbering the documents –Items enter in cash book – format of cash book – importance of Maintaining Cash book – meaning of day book – what are the items entered in day book – importance of preparation of Day book.

Unit II

18 Hrs

Practice on Maintaining Other Subsidiary Books : Purchase- Purchase order – Purchase invoice – Documents related Purchase – Purchase records - Ascertaining the Mode of Payment. **sales records:** Sales invoice – Sales related Documents- Sales records - Maintenance of customer details - **Journal Register:** Journal Voucher - Supporting document - Advance settlement – Adjustment Entries - Journal Register.

Unit III

18 Hrs

Inventories Management– Inventory Cost– Stock Register – Stock Ledger – Stock report

Fixed Asset Management – Cost of Land – Cost of Building –Valuation of movable Asset – Depreciation of Asset — Schedule of Fixed Asset -Asset inward Register – Asset Identification Number -Asset location register - insurance policy records and Register – Individual Asset record – Asset Disposal Register – Fixed asset Scrap record – Scrap Disposal record.

Unit IV

18 Hrs

GST Management : Maintenance of Electronic Ledgers – Electronic Cash Ledger, Electronic Credit Ledger, Electronic Liability Register, Payment towards Demand Ledger -**Filing Monthly Returns** – GSTR to GSTR8 - **Filing Annual Returns** : GSTR9,GSTR9A, GSTR9B, GSTR9C,

GSTR10 and GSTR11 -**Income Tax Management:** Advance Tax - TDS -Filing of TDS returns -Issue of Form 16 / Form 16A- Filing of Annual Income Tax Returns

Unit V

18 Hrs

PF Management: Calculation, Recoveries and Remittance of PF: Maintenance of Wage / Register – Calculation of Employee's Contribution - Employer contribution - PF Administration Charge –Online Filing - Maintenance of Records – Payment of interest. **ESI Management :** Calculation, Recoveries and Remittance of ESI: Determination of applicability ESI–Employee Contribution– Employer Contribution - Online filing - Maintenance of Records – Claims

Reference Books:

- M C S Shukla and R S Grawal, Advanced Accountancy,
- R L Gupta and M Radhaswamy, Advanced Accountancy,
- Arulanantham and Raman, Advanced Accountancy
- S N Maheswari, Advanced Accountancy
- GST Retailer Awareness Handbook

Course III

(C19FA13/E19FA03)Business Organization

Objectives

- To inculcate business attitude and develop skills among students to pursue world of work including self employment.
- To develop students with an understanding of the processes of business and its environment.
- To acquaint students with the dynamic nature and inter-dependent aspects of business.
- To develop and interest in the theory and practice of business, trade and industry,
- To acquaint students with the practice of managing the operations and recourse of business

Unit I

18 Hrs

Nature and scope of business : Concept of Business – human occupations – Profession, Employment and business – Divisions of business – Industry and Commerce – Business system Objectives of business - Essentials of a successful business

Unit II

18 Hrs

Types of Business organization: sole proprietorship – partnership – joint stock company co-operatives – Nonprofit business organizations under the societies Act and Trusts – public sector business unit – public utilities – unique features of each one and their merits and demerits.

Unit III

18 Hrs

Partnership : Kinds of firms – kinds of partners – basic legal requirement in registration of partnership firm – comparison with sole proprietorship – partnership deed and its contents, Rights and duties of partners – Dissolution – Suitability of partnership.

Unit IV

18 Hrs

Company: Kinds of companies – private company – public company – comparison with partnership firm – Multinational Companies – Meaning – Definition – Advantages – Disadvantages Features – Impact of Multinational Companies in India.

Unit V

18 Hrs

Co-Operative Organization : Formation of Co-Operative organization under the Societies Registration Act- Management of cooperative organization – co-operatives versus companies – Co-operatives versus partnership – Types of Co-operatives – Co-operative Movement in India.

Reference Books:

- Y K Bhushan, Business Organization and Management
- C B Gupta, Business Organization and Management
- S A Sherlekar, Modern Business Organization and Management

Course IV

(C19CE10/E19CE10)Communicative English

1. Basic Grammar:

- a. Review of grammar
- b. Remedial study of grammar
- c. Simple sentence
- d. Word passive voice etc.

2. Bubbling Vocabulary:

- a. Synonyms
- b. Antonyms
- c. One – word Institution

3. Reading and Understanding English

- a. Comprehension passage
- b. Précis – writing
- c. Developing a story from hints.

4. Writing English

- a. Writing Business letters.
- b. Paragraph writing
- c. Essay writing
- d. Dialogue writing

5. Speaking English

- a. Expressions used under different circumstances
- b. Phonetics

Reference

1. V.H.Baskaran – “English Made Easy”
2. V.H.Baskaran – “English Composition Made Easy”
(Shakespeare Institute of English Studies, Chennai)
3. N.Krishnaswamy – “Teaching English Grammar”
(T.R.Publication, Chennai)
4. “Life Skill” – P.Ravi, S.Prabakar and T.Tamzil Chelvam,
M.S.University, Tirunelveli.

COURSE – V

Practical I

(C19FAP1/E19FAP1)Computer Lab – MS Office 2007

1) Introduction To Computer Definition - Generation - Classification application - characteristics of computer - number system - data representation - hardware architecture - memory types - Basis functions of a computer - Various operator - Software - System and application software - languages, packages - compiler & interpreters - Microprocessor - Pentium series - operating system fundamentals - Windows 2007

2) MS Word: Creating a New Document: New Blank Document - Document from a Template.-**Writing and Formatting:** Formatting with Styles - Customizing Styles -Table Contents -Page Breaks and some Revision. - **Page Layout:** Adjusting the Margins - Page setup-Page Headers and Footer - **Pictures and Graphics-** Insert a Chart from and Excel Project file.- **Tables - Mail Merge: - Envelopes and Labels** - Envelopes - Labels.- **Proofing:** Spelling and Grammar Check - Thesaurus - Track Changes

Practical-record

- Circular Notice to Customers for offering price reduction
- Drafting letter for attending meeting with Agenda
- Drafting Minutes of a board meeting
- Draft an Advertisement in News Paper
- Draft a Model Complaints Letters
- Designing Letter head by the use of Word Art with content in Header & footer
- Designing Business document like, Receipt, Vouchers and invoice
- Resume Writing by the use of word format
- Writing a Leave letter using
- Sent a circular letter about bonus to the employees through Mail Merge using MS – Word.

3) Getting Acquainted with Excel: About excel - The excel environment- toolbars - **Creating Basic Work books:** Creating New workbooks - **Using Ranges:** Selecting Ranges - Ranged data entry - using Auto fill. - **Creating Formulas:** Raged formula - Auto correct -Auto calculate. - **Copying & Pasting formulas-- Columns & Rows - Formatting Work Sheets:** Formatting Cells - The format cells dialog Box -Clearing all Formatting from cells -Copying all formatting.

4) Worksheet Tools - Setting Worksheet layout. - Printing Worksheets Formulas- .Named Ranges - Formatting and Cell Styles-Past Special-Sharing Workbooks: -Auditing Worksheets--Outlining Worksheets-Creating Worksheet charts-Editing and formatting charts - Pivot Tables-Tables-Sorting data-Filtering data -.Using What-if analysis-Table related Functions- IF, AND and OR Functions.-Security Features-Making Macros

MS Excel Record

- Preparation of Financial Statements of a Business from the given trail balance
- Preparation of a cost sheet of a Manufacturing company from given data
- Draft a format for Stock Register and Stock Ledger
- Computation of Income tax liability of an Individual with available data
- Preparation of Depreciation schedule of a company with available data
- Preparing Monthly Salary Statement of an organization employing 15 Staff and workers with available information.
- Calculate the simple Interest by using formula of MS Excel
- Calculate the compound Interest by using formula of MS Excel
- Prepare a sales report and fixing sales incentive by applying excel formula and function options with available required data of an organization
- Prepare Pie chart and Bar Chart of Different Expenses of a family for a given period

5) Introduction to Power Point: Interface components - **Basic Power Point Operations:** To create a new, Blank Presentation – to open an existing Presentation about Slides – About Slide Layouts – Working with Slides. - **Working with different views - Working with Slide Effects:** Apply a design Theme – Change the Background style or format your Background – adding Animations – applying Slide Transitions – Hiding a Slide – Using an Action Button Keyboard Shortcuts.

Power point for Record:

- To prepare a simple presentation using MS Power point
- To prepare a presentation with Layouts and Themes using MS Power point
- To prepare a presentation using Smart Art Diagrams, Clip Art and Pictures using MS Power point
- To prepare a presentation with Animation Effects and Transitions

Reference Books:

1. Microsoft Office Access 2007: The Complete Reference (Complete Reference Series) by Virginia Andersen
2. Mastering MS Office: Computer Skill Development - Be Future Ready by Bittu Kumar (Author)
3. Microsoft Office 2007 Hand Book (Gujarati, Paperback, Kalpesh Patel)

Semester II

Course VI

(C19FA21/E19FA04)Accounting Theory

Objectives

- To acquaint the students with a coherent set of logical principles and a general frame of reference evaluation and development of sound accounting practice.

Unit I

18 Hrs

Partnership Accounts – Final Accounts of Partnership Firms – Admission, Retirement and Death of a Partner including Treatment of Goodwill – Introduction to LLPs and Distinction of LLPs from Partnership.

Unit II

18 Hrs

Financial Statements of Not-for-Profit Organizations – Significance of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet, Difference between Profit and Loss Account and Income and Expenditure Account. Preparation of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet.

Unit III

18 Hrs

Introduction to Company Accounts – Definition of shares and debentures – Issue of shares and debentures, forfeiture of shares, re-issue of forfeited shares – Statement of Profit and Loss and Balance Sheet as per Schedule III to the Companies Act, 2013.

Unit IV

18 Hrs

Single entry system – features – advantages and disadvantages – single entry system Vs double entry system – calculation of profit by comparing capitals – conversion of single entry system into double entry by finding out missing information.

Unit V

18 Hrs

Hire Purchase and Installment systems: Hire purchase and installment purchase – Meaning of Hire purchase agreement – Accounting for Hire Purchase Transactions, Installment purchase – Distinction between Hire purchase and Installment purchase.

Reference Books:

- M C Shukla, T S Grewal, S C Gupta – Advanced Accounts
- S L Gupta – Advanced Accountancy
- S P Jain – Advanced Accountancy

Course VII
(C19FA22/E19FA05)Taxation

Objectives

- To make aware about provisions of direct tax with regard to IT Act 1961 and its rules.
- To make aware about agriculture income, residential status and incidence charge of tax.
- To understand the provisions and procedure to compute total income under five heads.

Unit I

18 Hrs

Basic Concepts: An Introduction of Income Tax law -Important definitions in the Income-tax Act, 1961 - Concept of previous year and assessment year - Basis of Charge and Rates of Tax - Residential status -Scope of total Income.

Unit II

18 Hrs

Incomes which do not form part of total income - Incomes not included in total income -Tax holiday for newly established units in Special Economic Zones - **Heads of income and the provisions governing computation of income under different head:** - i) Salaries - ii) Income from house property iii) Profits and gains of business or profession iv) Capital gains v) Income from other sources

Unit III

18 Hrs

Deductions from gross total income: General provisions - Deductions in respect of certain payments - Specific deduction in respect of certain income - Deductions in respect of other income - Other deductions - **Computation of total income and tax liability of individuals** - Income to be considered while computing total income of individuals - Procedure for computation of total income and tax liability of individuals

Unit IV

18 Hrs

Advance tax and tax deduction at source : Introduction - Direct Payment - Provisions concerning deduction of tax at source - Advance payment of tax - Interest for defaults in payment of advance tax and deferment of advance tax - Tax collected at source – Basic concept - Tax deduction and collection account number - . **Provisions for filing return of income and self-assessment** - Return of Income - Compulsory filing of return of income – Self assessment.

Unit V

18 Hrs

Concept of indirect taxes: Concept and features of indirect taxes - Principal indirect taxes

Goods and Services Tax (GST) Laws - : An introduction - Levy and collection of CGST and IGST - CGST/IGST law - Concept of supply and mixed supplies - Charge of tax - Exemption from tax - Composition levy - time and value of supply - Input tax credit - computation of GST liability – Registration - Tax invoice; Credit and Debit Notes; Electronic way bill -Returns - Payment of tax including reverse charge

Reference Books:

- T N Manoharan – Taxation
- Dr Mehrotra - Direct and Indirect Taxes
- Dr Vinod, K S Singhamia Swamy – Direct tax Law and Practice

Course VIII
(C19LS23/E19LS05)Life Skill

I Life Coping or adjustment

- (a) External and internal influence in one's life
- (b) Process of coping or adjustment
- (c) Coping with physical change and sexuality
- (d) Coping with stress, shyness, fear, anger far live and criticism.

II Attitude

- (a)Attitude
- (b)Self acceptance, self – esteem and self actualization
- (c)Positive thinking

III Problem Solving

- (a) Goal Setting
- (b) Decision Making
- (c) Time Management and stress Management.

IV Computers

- (a) Introduction to Computers
- (b) M.S.Office
- (c) Power Point

V Internet

- (a) Introduction to internet
- (b) E – mail
- (c) Browsing

References

- 1) Life Skill Programme course I & II by Dr. Xavier Alphona MCRDCE Publications. R.K.Mutt Road, Chennai – 28
- 2) ஆளுமை பண்பு வளர்த்தல் மற்றும் தகவல் தொடர்பு by M.Selvaraj Community College,Palayamkottai
- 3) “Life Skill” –P.Ravi, S.Prabahar & T.Tamil Chelvam, M.S. University, Tirunelveli

Course IX

Practical II

(C19FAP2/E19FAP2)Computerized Accounting TALLY. ERP 9

Objectives

- To get employment in various business organizations
- Describe the basic concepts of accounting about revenue, expense, assets, Liability and equity.
- Acquire Competency to enter accounting transactions in the accounting software and have the capability of generating different accounting reports/Documents/records.

1) Fundamental of Tally ERP 9 : Functional with Tally –Setting up a company in Tally. ERP 9.

Account Masters in Tally. ERP 9 :F11: Features, F 12 Configurations – setting up account

heads.- **Inventory :**Stock groups – stock categories – Go downs/ Locations – Units of Measure – Stock items – Creating inventory masers for National Traders.

2) Voucher Entry: Accounting Vouchers – Inventory Vouchers – Invoicing. - **Advanced Accounting :** Bill-wise details – cost centres and cost categories – voucher class and cost centre class – Multiple currencies – Bank Reconciliation – Interest Calculations – Budgets and Controls – Scenario Management.

3) Multilingual Capabilities: Configuring – creating master – entering transactions in multiple languages – Transliteration – Generating reports.

Technological Advantages: Tally Vault – Security Control – Tally Audit – Backup and restore – Split company data – Export and Import of Data – ODBC Connectivity – Web enabled, print preview and online help – printing of reports and cheques.

4) Tally. NET and Remote Capabilities: Overview of tally NET – configure tally. NET features – connect company on tally. NET – create remote users – Authorize remote users – remote access.

Application Management and Controls : Concept of control centre – Installing and activating tally. ERP 9 – Logging to control centre – managing accounts using control centre.

5) Tax deducted at source: Basic concepts of TDS – Configuring TDS – Creation of masters – Processing transactions – TDS Reports.- Basic concept of TCS – configuring – Creating Masters – Entering transactions – TCS Reports.

Payroll accounting and compliance :Configuring payroll – creating payroll master – processing payroll – accounting for employer PF contributions – accounting for employer ESI contributions – payment of professional tax – generating payroll report.

List of Exercises

- 1.** Setting Opening balance sheet of family in Tally Software and entering one year transaction of family and generating the following Reports:
 - a) Receipts and Payments Account for the year ended 31st March 2020
 - b) Income and expenditure Accounts for the year ended 31st March 2020
 - c) Balance Sheet as on 31st March 2020
- 2.** Setting Opening balance sheet and opening stock of a Trading Company in the tally software and entering one month data of the company and generate the following one month report:
 - a) Trial Balance for the month ended 30th April 2019
 - b) Trading and Profit & Loss Account for the month ended 30th April 2019
 - c) Balance Sheet as on 30th April 2
 - d) Cash Flow statement for the month April 2019
 - e) Stock report as on 30th April 2019
- 3.** Setting a Manufacturing Company and entering one month transaction for getting the following reports:
 - a) Trial Balance for the month ended 30th April 2019
 - b) Manufacturing, Trading and Profit & Loss Account for the month ended 30th April 2019
 - c) Balance Sheet as on 30th April 2019
 - d) Stock of inventory as n 30th April 2019
 - e) Cash Flow statement for the month April 2019
 - f) Generating Stock Ledger for one month

Reference book

- Learn Tally.ERP 9 with GST, by Rajesh Chheda (Author)
- Official Guide to Financial Accounting Using Tally. ERP 9 with GST by Tally Education (Author)

Course X

(C19FAPW/E19FAPW) Internship and Project

Objectives

- The internship provides a variety of benefits for outcomes who want to broaden their changes for landing a job and jump-starting their careers. Internships the outcomes a taste of what a profession is like, help them in their career.

Internship

- Practical Study on Financial Management system of a Business as well as Non-Profit organization of selected organizations

Course : 7243

DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING

02022310243101

ABARNA A

அபர்ணா அ

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Mobile No. : +917708164301

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Aadhar No. : 222127983867

Medium : ENGLISH Gender : Female



02022310243110

AQUNA THRES GLORIYA M

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Aadhar No. : 809636981937

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Medium : ENGLISH Gender : Male



02022310243112

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Medium : ENGLISH Gender : Female



First Year Student Details For Nov-Dec 2022

Course : 7243

DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING

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02022310243119

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02022310243121

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Aadhar No. : 827476121562

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02022310243122

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02022310243117

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02022310243124

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First Year Student Details For Nov-Dec 2022

Course : 7243

DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING

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சஜின் ச ச

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Course : 7243 DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING

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Medium: ENGLISH Gender: Female



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திரிஷா அ

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02022310243140

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NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING

2022-2023

SL.NO	STUDENT NAME	DEPARTMENT	CONTACT NO
1	ABARNA A	III BCOM A1	7708164301
2	ABARNA RAJ J	III BCOM A1	9677442074
3	ABIN R	III BCOM A2	9566522845
4	ABINESHA R S	III BCOM A1	8610401646
5	ABISHA J J	II BSC MATHS	9524462165
6	AJIN S	III BCOM A1	9344875970
7	AJISHA J	III BCOM A2	7339370551
8	ANISHA V R	III BCOM A1	7558183681
9	ANUSHA C L	III BCOM A2	9677481560
10	AQUNA THRES GLORIYA M	III BCOM A2	8122157715
11	ARAVINDH P R	III BCOM A1	9488094651
12	ARCHANA A J	III BCOM A2	7200257442
13	BINO B	III BCOM A2	9789565210
14	JAGI SHARMILI J	III BCOM A2	9025529338
15	JASHEKA N J	II BSC MATHS	6369610475
16	JEAN J	III BCOM A2	9080216756
17	JENIFER J P	III BSC MATHS	9688487535
18	JERVIN J	III BCOM A2	7339510656
19	JESLINA J AGRIN	II BCOM A2	9486381102
20	JINISHA RAJ P B	II MCOM	9360895172
21	JINITHA KUMARI K	III BCOM A2	9384381709
22	KARTHICK M	III BCOM A2	7598600152
23	LIBISHMA L B	III BCOM A2	9361533138
24	MERSHA JUDITH S	III BCOM A2	8940501777
25	MOHAMMED SAMEEN S	III BCOM A2	8300432901
26	MOHAMMED SHAHEEM S	III BCOM A2	9074016534

27	NEHA SEBASTIAN	III BCOM A1	8110984881
28	NIHITHA E P	III BCOM A2	8078863537
29	NISHA A	III BCOM A2	8754904219
30	NITHYA T A	II MCOM	9442653824
31	POMIGHA M	III BCOM A2	9751270755
32	PRABIN POUL P	II BBA	9486455413
33	RAHAN S R	III BCOM A2	9500599671
34	RINEESHA V S	II MCOM	9961001920
35	SAJIN C S	III BCOM A2	9995421389
36	SHYMA FATHIMA S	II MCOM	9061152995
37	SUBIN S	III BCOM A2	7736495130
38	SUDINA S P	III BCOM A2	8921012628
39	THIRISHA A	III BCOM A2	9344102146
40	VICTORIYA JAYA RANI C	III BCOM A1	9385949382


Staff In-Charge


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Kaliyakkavilai - 629 153



Semester :

Diploma in Computerized Class:

in Financial Accounting
Subject:

Academic Year 2022-2023

ATTENDANCE			1	2	3	4	5	6	7	8	9
Sl. No	Reg. No.	Name of the Student	Date								
			Month	O	C	T	O	B	E	R	
			Period								
01	02022310243101	ABARMA. A		X		X		X	X	X	
02.	02022310243102	ABARNA RAJ. J		X		X		X	X	A	
03.	02022310243103	ABIN. R		X		A		X	X	X	
04	02022310243104	ABINESHA. R. S		X		X		X	X	X	
05.	02022310243105	ABISHA. J. J		X		X		X	X	X	
06.	02022310243106	AJIN. S		X		X		A	X	X	
07	02022310243107	AJISHA. J		X		X		X	X	X	
08	02022310243108	ANISHA. V. R		X		X		X	X	X	
09	02022310243109	ANUSHA. C. I		X		X		X	X	X	
10.	02022310243110	ARUNA THRES GLOIRYA. M		X		X		X	X	X	
11.	02022310243111	ARAVINDH. P. R		X		X		X	X	X	
12.	02022310243112	ARCHANA. A. J		X		X		A	X	X	
13.	02022310243113	RINO. R		X		X		X	X	X	
14.	02022310243114	TAGI SHARMILA. J		X		X		X	X	X	
15.	02022310243115	TASHEKA. N. J		X		X		X	X	X	
16.	02022310243116	TEJAN. J		X		X		X	X	X	
17.	02022310243117	JENIFER. J. P		X		X		X	X	X	
18.	02022310243118	TERVIN. J		X		X		X	X	X	
19.	02022310243119	TESLINA. J. AGRIN		X		X		X	X	X	
20.	02022310243120	TINISHA RAJ. P. R		A							
21.	02022310243121	TINITHA KUMARI. K		X		X		X	X	X	
22.	02022310243122	KARTHICK. M		X		X		X	X	X	
23.	02022310243123	LIBISHMA. L. B		X		X		X	X	X	
24.	02022310243124	MERESHA JUDITH. S		X		X		A	X	X	
25.	02022310243125	MOHAMMED SAMFAL. S		X		X		X	X	X	
26.	02022310243126	MOHAMMED SHALFEEM. S		X		X		X	X	X	
27.	02022310243127	NEHA SERNSTMAN		X		X		X	X	X	
28.	02022310243128	NIMISHA. F. P		X		X		X	A	X	
29.	02022310243129	NISHA. A		X		X		X	X	X	
30.	02022310243130	NITHYA. P. A		A							
31.	02022310243131	POMICHIA. M		X		X		X	X	X	
32.	02022310243132	PRABIN PAUL. P		X		X		X	X	X	
33.	02022310243133	RAHAN. S. R		X				X	X	X	
34.	02022310243134	RINEESHA. V. S		X		X		X	X	X	
35.	02022310243135	SAJIN. C. S		X				X	X	X	
36.	02022310243136	SHYMA FATHIMA. S		X		X		X	X	X	
		Initial		X		X		X	X	X	

Academic Year 2022-23																															
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total									
																					No. of days Present	No. of days Absent									
X	X	A	F	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	F	A		X	X	X	X	X				X	X	X	X	X			X	21	2							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	23								
X	X	X	X	X			X	X	X	X	X				A	X	X	X	X			X	22	1							
X	X	X	X	F			X	X	X	X	X				X	X	X	X	X			X	21	2							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	23								
F	X	F	X	X			X	X	X	X	X				X	X	X	X	X			X	23								
A	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	A	X	X			X	X	X	X	X				X	X	X	X	X			X	21	2							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	23								
X	X	X	X	X			X	F	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	23								
X	X	X	A	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	22	1							
X	X	X	X	X			X	X																							

Semester :

Class

[illegible]

Financial Accounting

Academic Year : 2022 - 2023

[illegible]

Programme : UG/PG/M Phil									
Semester :									
Class :									
ATTENDANCE									
Sl. No	Reg. No.	Name of the Student	Date		1	2	3	4	5
			Month	Period	1	2	3	4	5
					1	2	3	4	5
01	0202231021301	ABHINAV A			X	X	X	X	X
02	0202231021302	ABHINAV K R S			X	X	X	X	X
03	0202231021303	ABHIR			X	X	X	X	X
04	0202231021304	ABHIRAM R S			X	X	X	X	X
05	0202231021305	ABHIRAM A A			X	X	X	X	X
06	0202231021306	ABHIR A			X	X	X	X	X
07	0202231021307	ABHIRAM A			X	X	X	X	X
08	0202231021308	ABHIRAM A R			X	X	X	X	X
09	0202231021309	ABHIRAM C L			X	X	X	X	X
10	0202231021310	ABHIRAM SURESH K			X	X	X	X	X
11	0202231021311	ABHIRAM D P R			X	X	X	X	X
12	0202231021312	ABHIRAM R S			X	X	X	X	X
13	0202231021313	ABHIRAM A			X	X	X	X	X
14	0202231021314	ABHIRAM SURESH K			X	X	X	X	X
15	0202231021315	ABHIRAM R S			X	X	X	X	X
16	0202231021316	ABHIRAM A			X	X	X	X	X
17	0202231021317	ABHIRAM R S			X	X	X	X	X
18	0202231021318	ABHIRAM A			X	X	X	X	X
19	0202231021319	ABHIRAM A R			X	X	X	X	X
20	0202231021320	ABHIRAM SURESH K			X	X	X	X	X
21	0202231021321	ABHIRAM K R S			X	X	X	X	X
22	0202231021322	ABHIRAM A			X	X	X	X	X
23	0202231021323	ABHIRAM R S			X	X	X	X	X
24	0202231021324	ABHIRAM SURESH K			X	X	X	X	X
25	0202231021325	ABHIRAM A			X	X	X	X	X
26	0202231021326	ABHIRAM R S			X	X	X	X	X
27	0202231021327	ABHIRAM SURESH K			X	X	X	X	X
28	0202231021328	ABHIRAM A			X	X	X	X	X
29	0202231021329	ABHIRAM R S			X	X	X	X	X
30	0202231021330	ABHIRAM SURESH K			X	X	X	X	X
31	0202231021331	ABHIRAM A			X	X	X	X	X
32	0202231021332	ABHIRAM R S			X	X	X	X	X
33	0202231021333	ABHIRAM SURESH K			X	X	X	X	X
34	0202231021334	ABHIRAM A			X	X	X	X	X
35	0202231021335	ABHIRAM R S			X	X	X	X	X
36	0202231021336	ABHIRAM SURESH K			X	X	X	X	X

Programme : UG/PG/M Phil									
Semester :									
Class :									
Subject : Philosophy									
Academic Year : 2022-2023									
Sl. No	Reg. No.	Name of the Student	Date		1	2	3	4	5
			Month	Period	1	2	3	4	5
					1	2	3	4	5
01	0202231021301	ABHINAV A			X	X	X	X	X
02	0202231021302	ABHINAV K R S			X	X	X	X	X
03	0202231021303	ABHIR			X	X	X	X	X
04	0202231021304	ABHIRAM R S			X	X	X	X	X
05	0202231021305	ABHIRAM A A			X	X	X	X	X
06	0202231021306	ABHIR A			X	X	X	X	X
07	0202231021307	ABHIRAM A			X	X	X	X	X
08	0202231021308	ABHIRAM A R			X	X	X	X	X
09	0202231021309	ABHIRAM C L			X	X	X	X	X
10	0202231021310	ABHIRAM SURESH K			X	X	X	X	X
11	0202231021311	ABHIRAM D P R			X	X	X	X	X
12	0202231021312	ABHIRAM R S			X	X	X	X	X
13	0202231021313	ABHIRAM A			X	X	X	X	X
14	0202231021314	ABHIRAM SURESH K			X	X	X	X	X
15	0202231021315	ABHIRAM R S			X	X	X	X	X
16	0202231021316	ABHIRAM A			X	X	X	X	X
17	0202231021317	ABHIRAM R S			X	X	X	X	X
18	0202231021318	ABHIRAM A			X	X	X	X	X
19	0202231021319	ABHIRAM A R			X	X	X	X	X
20	0202231021320	ABHIRAM SURESH K			X	X	X	X	X
21	0202231021321	ABHIRAM K R S			X	X	X	X	X
22	0202231021322	ABHIRAM A			X	X	X	X	X
23	0202231021323	ABHIRAM R S			X	X	X	X	X
24	0202231021324	ABHIRAM SURESH K			X	X	X	X	X
25	0202231021325	ABHIRAM A			X	X	X	X	X
26	0202231021326	ABHIRAM R S			X	X	X	X	X
27	0202231021327	ABHIRAM SURESH K			X	X	X	X	X
28	0202231021328	ABHIRAM A			X	X	X	X	X
29	0202231021329	ABHIRAM R S			X	X	X	X	X
30	0202231021330	ABHIRAM SURESH K			X	X	X	X	X
31	0202231021331	ABHIRAM A			X	X	X	X	X
32	0202231021332	ABHIRAM R S			X	X	X	X	X
33	0202231021333	ABHIRAM SURESH K			X	X	X	X	X
34	0202231021334	ABHIRAM A			X	X	X	X	X
35	0202231021335	ABHIRAM R S			X	X	X	X	X
36	0202231021336	ABHIRAM SURESH K			X	X	X	X	X

Semester :

Diploma in computerized


Class :

[illegible]

Financial Accounting

Subject

Academic Year : 2022 - 2023

Subject		Academic Year : 2022 - 2023																				Total	
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	No. of days Present	No. of days Absent	
X	X	X		X	X	1	X	X	X		X	X	X	X	X	X	X	X	X	X	24	1	
X	X	X		X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	24	1	
X	X	X		X	X	X	X	X	X		X	X	1	X	X	X	X	X	X	X	24	1	
X	X	X		X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	24	1	
																							
<p>RECEIVED</p> <p>Principal's Office</p> <p>Date: 22/05/23</p>																							

Class :

[illegible]

Financial Accounting

Subject :

Academic Year :

Subject		Academic year:																														
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total										
																					No. of days Present	No. of days Absent										
X		X	X	X	X	X	X		X	A	X	X	X	X		X	X	X	X	X	X	25	1									
X		X	X	X	X	X	X		X	X	X	X	X	X		X	X	A	X	X		25	1									
X		X	X	X	X	X	X		X	X	X	X	X	X		X	X	X	X	X		25	1									
X		X	X	X	X	X	X		X	X	X	X	X	X		X	X	X	X	X		25	1									
																							</									

Diploma in Computerization

ATTENDANCE			1	2	3	4	5	6	7	8	9	
Sl. No	Reg. No.	Name of the Student	Date									
			Month	J	A	N	U	A	R	Y		
			Period									
01	02022310243101	ABARNA .A			X	X	X	X		X	X	
02	02022310243102	ABARNA RAJ. J			X	X	X	X		X	X	
03	02022310243103	ABIN R			X	X	X	A		A		
04	02022310243104	ABINESH. R. S			X	X	X			X	X	
05	02022310243105	ABISHA. J. J			X	X	X	X		X	X	
06	02022310243106	ADIN. S			X	X	X	X		X	X	
07	02022310243107	ADISHA. J			X	X	X	X		X	X	
08	02022310243108	ADISHA. V. R			X	X	X	X		X	X	
09	02022310243109	AMUSHA. C. I			X	X	X	X		X	X	
10	02022310243110	ARUNA THIRU CLARIND. M			X	X	X	X		X	X	
11	02022310243111	ARAVINDH. P. R			X	X	X	X		X	X	
12	02022310243112	ARCHANA. A. J			X	X	X	X		X	X	
13	02022310243113	BINO B			X	X	X	X		X	X	
14	02022310243114	JALAJ SHARMILA. J			X	X	X	X		X	X	
15	02022310243115	JASHAKA. N. J			X	X	X	X		X	X	
16	02022310243116	JEAN. J			X	X	X	X		X	X	
17	02022310243117	JEANFER J. P			X	X	X	X		X	X	
18	02022310243118	JEVIN. J			X	X	X	X		X	X	
19	02022310243119	JESUNA. J. ALWIN			X	X	X	X		X	X	
20	02022310243120	JINISHA RAJ. P. R			X	X	X	X		X	X	
21	02022310243121	JINITHA KUMAR. K			X	X	X	X		X	X	
22	02022310243122	KARTHIK. M			X	X	X	X		X	X	
23	02022310243123	KIRISHMA. I. R			X	X	X	X		X	X	
24	02022310243124	MERISHA JUDITH. S			X	X	X	X		X	X	
25	02022310243125	MOHAMMED. SONEEN. S			X	X	X	X		X	X	
26	02022310243126	MOHAMMED. SHAHEEM. S			X	X	X	X		X	X	
27	02022310243127	NEHA SPASSTIAN			X	X	X	A		X	X	
28	02022310243128	NIJITHA. C. P			X	X	X	X		X	X	
29	02022310243129	NISHA. A			X	X	X	X		X	X	
30	02022310243130	NITHYAN. G. A			X	X	X	X		X	X	
31	02022310243131	POMISHA. M			X	X	X	X		X	X	
32	02022310243132	PRAVIN POW. P			X	X	X	X		X	X	
33	02022310243133	RAHAN. S. R			X	X	X	X		X	X	
34	02022310243134	RINEESHA. V. S			X	X	X	X		X	X	
35	02022310243135	RAJIN. C. S			X	X	X	X		X	X	
36	02022310243136	SHYMA FATHIMA. S			X	X	X	X		X	X	
Initial					X	X	X	X		X	X	

Financial Accounting
Subject:

Academic Year :

10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
																					No. of days Present	No. of days Absent	
X	X	X	A	A			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	A			X	X	X		X	X		X	X	21	2
X			X	X			X	X	X	X			X	X	A		X	X		X	X	20	3
X	X	X	X	X			A	X	X	X			X	X	X		A	X		X	X	22	1
A	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	A			X	X	X	X			X	X	X		X	X		A	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			A	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	20	3
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X			X	X	X		X	X		X	X	22	1
X	X																						

Semester :

Class :

Financial Accounting
Subject:

Subject :

Academic Year:

10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
																					No. of days Present	No. of days Absent	
X	X	X	X	0			X	X	X	X	X		X	X	X		X	X		X	X	21	2
X	X	X	X	X			X	X	X	X	X		X	X	X		X	X		X	X	23	
X	X	X	X	X			X	X	X	0	X		X	X	X		X	X		X	X	22	1
X	X	X	X	X			X	X	X	X	X		X	0	X		X	X		X	X	22	1
																					SUNDAY		
																					MONDAY		
																					TUESDAY		
																					WEDNESDAY		
																					THURSDAY		
																					FRIDAY		
																					SATURDAY		
																					SUNDAY		

H. S. Srinivasulu
Principal

St. Anne's College of Arts & Science
Kalyandurg - 525 101

Semester :

Diploma in Computerized Class:

Class :

Financial Accounting

Subject:

Academic Year :

ATTENDANCE			1	2	3	4	5	6	7	8	9	
Sl. No	Reg. No.	Name of the Student	Date									
			Month	F	E	B	D	U	A	R	Y	
			Period									
01.	02022310243101	ABARNA. A		X	X	X	X		X	X	X	
02.	02022310243102	ABARNA RAJ. J		X	X	X	X		X	X	X	
03.	02022310243103	ABIN. R		X	X	X	X		A	X	X	
04.	02022310243104	ABINESHA. R. S		X	X	X	X		X	X	X	
05.	02022310243105	ABISHA. J. J		X	X	X	X		X	X	X	
06.	02022310243106	AJIN. S		X	H	X	X		X	X	X	
07.	02022310243107	AJISHA. J		X	X	X	X		X	X	X	
08.	02022310243108	ANISHA. V. R		X	X	X	X		X	X	X	
09.	02022310243109	ANUSHA. C. L		X	X	X	X		X	X	X	
10.	02022310243110	ARUNA THRES GLOKIA. M		X	X	X	X		X	X	X	
11.	02022310243111	ARAVINDH. P. R		X	X	X	X		X	X	X	
12.	02022310243112	ARCHANA. A. J		X	X	X	X		X	X	X	
13.	02022310243113	RINO. R		X	X	X	X		X	X	X	
14.	02022310243114	ARACI SHARMILA. J		X	X	X	X		X	X	X	
15.	02022310243115	TASHEKA. M. J		X	X	X	X		X	X	X	
16.	02022310243116	JEAN. J		A	X	X	X		X	X	X	
17.	02022310243117	JEANFER. J. P		X	X	X	X		X	X	X	
18.	02022310243118	JEFRIN. J		X	X	X	X		X	X	X	
19.	02022310243119	JESUNA. J. ACISW		X	X	X	X		X	X	X	
20.	02022310243120	JINISHA RAJ. P. R		A	X	X	X		X	X	X	
21.	02022310243121	JINITHA KUMARI. K		X	X	X	X		X	X	X	
22.	02022310243122	KARTHIK. M		X	X	X	X		X	X	X	
23.	02022310243123	KRISHNA. L. R		X	X	X	X		X	X	X	
24.	02022310243124	KRISHNA JUDITH. S		X	X	X	X		X	X	X	
25.	02022310243125	MACHAMMED SHAMEN. S		X	X	X	X		X	X	X	
26.	02022310243126	MACHAMMED SHOHHEEM. S		X	X	X	X		X	X	X	
27.	02022310243127	MEHA FEROSTAN		X	X	X	X		X	X	X	
28.	02022310243128	NIHITHA. P. P		X	X	X	X		X	X	X	
29.	02022310243129	NIJSHA. A		X	X	X	X		X	X	X	
30.	02022310243130	NITHYA. J. N		X	X	X	X		X	X	X	
31.	02022310243131	POMIADIA. M		X	X	X	X		X	X	X	
32.	02022310243132	PRABIN POOL. P		X	X	X	X		X	X	X	
33.	02022310243133	RAHAN. R. R		X	X	X	X		X	X	X	
34.	02022310243134	RINEEASHA. V. S		X	X	X	X		X	X	X	
35.	02022310243135	RAJIN. C. S		X	X	X	X		X	X	X	
36.	02022310243136	SHYMA FATHIMA. S		X	X	X	X		X	X	X	

[illegible]

PRINCIPAL
Vaniji Catholic College of Arts & Science
Kottakkavil - 629 153

**NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE,
KALIYAKKAVILAI**

Diploma in Computerized Financial Accounting

Report 2022-2023

The institution offers Diploma in Computerized Financial Accounting to all the students every year. During the year 2022 -2023, 40 students were registered from the college. Of the total 40, The duration of the course is one year. This course Contain Two Semester First semester examination was completed in the month of November 2022. This Course will be completed with the second semester examination which will be held in the month of September 2023.



In-charge



Principal
PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

SYLLABUS

SHIFT - II TALLY

UNIT I

Features of tally 9.0- Tally screen components- Accounting concept- creating and setting up of company in tally- Company features- Select, alter, delete a company

UNIT II

Classification of accounts - Accounting masters -Group creation- Ledger creation- Voucher types creation

UNIT III

Inventory masters- Creation of inventory ledger- Creation of stock groups- Creation of stock category -Stock item- Unit of measures

UNIT IV

Accounting vouchers- Contra voucher-Payment voucher- Receipt voucher- journal voucher-Sales voucher-Credit note voucher- Purchase voucher- Debit note voucher- Reversing journal voucher- Memo voucher

UNIT V

Inventory vouchers- Receipt note voucher- Rejection in voucher-Delivery note voucher- Rejection out voucher- Stock journal vouchers -Physical stock voucher

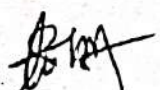
UNIT VI

Trial balance- Profit and loss account- Balance sheet - Subsidiary books -
Bill receivable- Bills payable

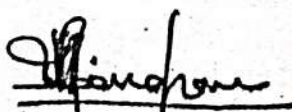
UNIT VII

Meaning of VAT- General technologies used in tally- VAT rates-
computation of VAT- VAT classification ledgers- Composite dealers- Features of
composite dealers- Input VAT- Output VAT- VAT reports. *GST*

S.NO	LIST OF PRACTICAL
1	Company creation
2	Creation of accounting groups and ledgers
3	Prepare a purchase day book with your imaginary data
4	Prepare a sales day book with your own data
5	Prepare trial balance with your own data
6	Prepare subsidiary books and transaction with your own data
7	Prepare a petty cash book with your own data
8	Prepare a balance sheet with your own data
9	Prepare a sales invoice of a supermarket with your own data
10	Ledger and voucher creation of VAT


STAFF INCHARGE


PRINCIPAL


SECRETARY

**NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI**

Entrolement list

**SHIFT II - TALLY (Tally Academy Certified Accountant)
2022 - 2023**

S.NO	TALLY ID	NAME
1	TA-240827202223	MARY ABITHA J
2	TA-240826202251	JALIN JUNAS
3	TA-240826202215	PRABILA S
4	TA-240825202244	ABARNA A
5	TA-170824202259	MERSHA JUDITH S
6	TA-170824202254	MOHAMMED ADNAN S A
7	TA-170854202221	THIRISHA A
8	TA-170829202250	NISHA A
9	TA-170829202248	POMIGHA M
10	TA-080813202219	AMRESH A
11	TA-050819202253	JOSE SINGH S
12	TA-050820202233	LIJISHA DHAS S
13	TA-050820202232	PRIYA DHARSHINI C.G
14	TA-050820202230	APARNA GIRISH
15	TA-050820202228	PREETHU P.S
16	TA-050819202251	ATHIRA RC
17	TA-140724202259	AJAY V S
18	TA-140724202225	GOKUL S S
19	TA-140724202227	JEAN J
20	TA-140724202215	MOHAMED SAMEEN S
21	TA-140723202251	MOHAMED SHAHEEM S
22	TA-140723202239	RAHAN S R
23	TA-140723202236	AJASH J
24	TA-120740202206	ALI ARAFATH S
25	TA-120739202234	BRITTO A
26	TA-120733202254	ASWAN ASHOK A
27	TA-120733202239	SHIBIN C
28	TA-120724202223	VIJISHA B O
29	TA-260633202231	AISHWARYA S L
30	TA-260633202228	ABI MOL D
31	TA-260633202225	JAGI SHARMILI J
32	TA-260633202223	ASLIN SHAVIYO J S
33	TA-260633202220	SAJIN C S
34	TA-260633202218	NIHITHA E P
35	TA-260633202215	RADHIKA R B
36	TA-260633202213	ESTHER P
37	TA-260634202207	GOPISHA MOL G J

38	TA-260634202205	ANCHU K
39	TA-260634202203	SHAJINI K
40	TA-260633202251	SHAMINI T
41	TA-260633202210	BINO B
42	TA-260633202208	REMYA R
43	TA-260633202206	AQUNA THRES GLORIYA M
44	TA-260632202223	JERISHMA J
45	TA-260632202221	SOWMIYA L
46	TA-260632202252	SUDINA S P
47	TA-260632202217	ASWIN JOSE J B
48	TA-260632202250	SUBIN S
49	TA-260632202213	ABIN R
50	TA-260632202209	SREE LEKSHMI V V
51	TA-260632202206	LEENA MOSES M
52	TA-260632202204	AKILSHA RAJ D
53	TA-260632202200	JENITHA KUMARI K
54	TA-260631202256	ANTO S S
55	TA-260631202253	ANDREW SAJUMON V
56	TA-260631202249	JERVIN J
57	TA-260631202247	JEBIN C
58	TA-260631202245	BABISH P
59	TA-220607202240	LESHMA PEREIRA
60	TA-220607202235	ROHITH KUMAR P
61	TA-210653202220	SHARMILA S
62	TA-210653202252	HERLIN NISHPA M
63	TA-100555202214	NEHA SEBASTIAN S
64	TA-100555202212	JIJI R
65	TA-100555202209	RESHMA A
66	TA-100555202206	ASMIYA SAFRIN J.B
67	TA-100555202204	ABISH A
68	TA-100554202259	ABI G.K
69	TA-100554202256	REVATHY R.S
70	TA-100554202254	ABINESHA R.S
71	TA-100551202223	ATHIRA P.S
72	TA-100551202215	JONISHA J
73	TA-100504202239	SHIJI A.J
74	TA-100554202252	ABHEENA S.J
75	TA-100504202228	SHREE VISHUWA K
76	TA-100551202213	SHIJITH Y
77	TA-100551202200	AKHILESH V
78	TA-100554202249	ANAND S.S
79	TA-100554202247	ABISHEK G.H
80	TA-100550202258	NANDU ZION V
81	TA-100550202248	LIBIN M.P
82	TA-100550202247	SHIBI Y
83	TA-100554202245	MONIKA M.S

84	TA-100554202234	KRISHNAJA A.R
85	TA-100554202232	REJITHA R
86	TA-100550202245	ANGELIN BENISHA J.P
87	TA-100550202234	JEDLIN J.J
88	TA-100550202231	SHARMI S.S
89	TA-070509202221	SARAN C
90	TA-070509202208	ASWANI P.A
91	TA-070509202207	NEETHU B
92	TA-070509202204	ANSALIN RUBINA J
93	TA-070520202231	LIHITHA A.L
94	TA-070509202201	ANJUMOL W.M
95	TA-070508202250	PRADEEPA M
96	TA-070508202249	SUJITH S
97	TA-070520202230	ASWATHI R
98	TA-070520202228	JINCY P.L
99	TA-070508202248	FATHIMA ARSHI A
100	TA-070508202237	ANUSHA S
101	TA-070508202226	ANGEL JENIBA S
102	TA-070508202224	JOHISHA S.SHARPINI
103	TA-070507202223	AKASH T
104	TA-070508202222	VIJIN MATHEW C.A
105	TA-070508202220	GIFTLIN LINO S
106	TA-070507202221	ADLIN BENCY A
107	TA-070507202211	ADHERSHA A.S
108	TA-070507202209	REJITHA R.S
109	TA-070507202207	AKALYA M.L
110	TA-070507202205	VISHNU M.S
111	TA-070506202253	GEO R.RIZA
112	TA-070506202251	ABISHEK H
113	TA-070506202249	ANUJITH K.A
114	TA-070508202217	NITHEESH Y
115	TA-070506202248	SARATH B.J
116	TA-070504202221	MITHRA M.P
117	TA-070504202220	THRESE RESHKA F
118	TA-070504202208	SHAHINA S
119	TA-070504202204	ARUL PRIYA A
120	TA-070506202233	EBI JOHN J.V
121	TA-070504202201	ANUJA R.M
122	TA-070503202250	JESIHA J
123	TA-070506202231	ANISHA S.J
124	TA-070506202229	SELIN V
125	TA-070503202247	VINITHA G
126	TA-070503202235	NEETHU V.A
127	TA-070506202219	ANUPAMA M.I
128	TA-070503202222	ASHIKA A.S
129	TA-070503202220	AKHIL G.S

130	TA-070503202218	PRADEEP R.R
131	TA-070503202205	ASHA W.A
132	TA-070502202259	MISMA R.S
133	TA-140723202253	ABI K U
134	TA-071232202224	LIJIN KUMAR



STAFF INCHARGE



PRINCIPAL
PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavil - 629 153



Nanjil Catholic College of Arts & Science, Kaliyakkavilai

TALLY SHIFT -II

ATTENDANCE SHEET 2022-2023

Class III B.Com A1 & A2 and II BBA

S. No	Name of the Student	DATE																											
		4/4/2022	5-4-2022	6-4-2022	7-4-2022	8-4-2022	11-4-2022	12-4-2022	13-4-2022	18-4-2022	19-4-2022	20-4-2022	21-4-2022	22-4-2022	25-4-2022	26-4-2022	27-4-2022	28-4-2022	2-5-2022	4-5-2022	6-5-2022	7-5-2022	9-5-2022	10-5-2022	11-5-2022	12-5-2022	28-5-2022	5	
III BCOM A1																													
1	Aishwarya S L	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
2	Anisha S J	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
3	Anuja R M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
4	Anupama M I	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
5	Aparna Girish	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
6	Arul Priya A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
7	Ebi John J V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
8	Jesiha J	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
9	Jose Singh S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
10	Misma R S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
11	Neethu V A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
12	Selin V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
13	Viniitha G	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
III BCOM A2																													
14	Abin S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
15	Akash T	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
16	Akhil G S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
17	Angel Jeniba S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
18	Anjumol W M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
19	Ansalin Rubina J	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153



Nanjii Catholic College of Arts & Science, Kaliyakkavilai

TALLY SHIFT -II

ATTENDANCE SHEET 2022-2023

Class : II B.Com (A2)

Sl.No	Name of the Student	DATE															
		12/5/22	10/5/22	04/04/22	5/4/22	6/4/22	07/4/22	08/4/22	11/4/22	12/4/22	13/4/22	18/04/22	19/4/22	20/4/22	21/4/22	22/4/22	25/4/22
Sl. No.	Register	Name of the															
1	20203101301301	Abarna P T															
2	20203101301302	Abi K U	aa	+	a	x	a	0	a	+	a	a	a	a	a	x	a
3	20203101301303	Abi Mol D	xa	+	+	x	+	+	+	+	+	a	a	a	a	x	a
4	20203101301304	Abin R	+	a	a	a	a	+	+	+	+	+	+	+	+	+	+
5	20203101301305	Ajash J	aa	+	+	x	a	+	a	a	a	a	a	a	a	x	a
6	20203101301306	Ajay V S	aa	+	+	a	a	+	a	x	a	+	a	a	a	x	a
7	20203101301307	Ajisha J	-	0	side												
8	20203101301308	Akilsha Raj D	+	x	a	x	+	x	+	a	+	+	+	+	+	+	+
9	20203101301309	Amresh A	aa	x	x	x	a	a	a	+	+	a	a	a	a	x	a
10	20203101301310	Anchu K	+	a	a	x	+	+	+	+	+	+	+	+	+	+	+
11	20203101301311	Andrew Sajumon V	aa	x	x	x	+	x	a	x	a	+	a	a	a	x	a
12	20203101301312	Anto S S	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
13	20203101301313	Anusha C L	-														
14	20203101301314	Aquna Thres Gloriya M	+	+	x	x	+	x	+	+	+	+	+	+	+	+	+
15	20203101301315	Archana A J	0	-													
16	20203101301316	Aslin Shaviyo J S	x	x	x	a	+	a	+	a	x	a	a	a	a	x	a
17	20203101301317	Aswin Jose J B	+	+	x	a	+	+	+	+	+	+	+	+	+	+	+
18	20203101301318	Athira Stanley															
19	20203101301319	Babish P	+	a	x	x	x	+	x	+	x	+	a	a	a	x	a
20	20203101301320	Bino B	+	+	x	x	x	+	x	+	+	+	+	+	+	+	+
21	20203101301321	Esther P	a	+	a	x	x	a	x	+	+	+	+	+	+	+	+
22	20203101301322	Gokul S S	x	a	x	x	+	+	+	+	+	+	+	+	+	+	+
23	20203101301323	Gopisha Mol G L	x	a	x	x	+	+	+	+	+	+	+	+	+	+	+
24	20203101301324	Herlin Nishpa M	+	+	x	x	+	+	+	+	+	+	+	+	+	+	+
25	20203101301325	Jagi Sharmaji J	+	+	x	x	+	+	+	+	+	+	+	+	+	+	+
26	20203101301326	Jean J	a	a	x	x	+	+	+	+	+	+	+	+	+	+	+
27	20203101301327	Jebin C	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
28	20203101301328	Jerishma J	+	+	x	x	+	+	+	+	+	+	+	+	+	+	+
29	20203101301329	Jervin J	a	a	x	x	+	+	+	+	+	+	+	+	+	+	+
30	20203101301330	Jibin S	a	a	x	x	a	a	a	a	a	a	a	a	a	a	a
31	20203101301331	Jibin S S	a	a	x	x	a	a	a	a	a	a	a	a	a	a	a
32	20203101301332	Jinitha Kumari K	x	x	x	x	+	+	+	+	+	+	+	+	+	+	+
33	20203101301333	Jojin Rajan A	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
34	20203101301334	Karthick M	-														
35	20203101301335	Leena Moses M	+	+	x	x	+	+	+	+	+	+	+	+	+	+	+
36	20203101301336	Libishma L B	-														
37	20203101301337	Mersha Judith S	+	+	x	x	+	+	+	+	+	+	+	+	+	+	+



Nanjii Catholic College of Arts & Science
Kaliyakkavilai - 629 153

7/5/22
6/5/2022

12/5/22

a	38	a	20203101301338	Mohammed Sameen S	aa	X	X	a	a	a	+	X	a	+	a	a	a	X	X	+	a	a	a
a	39	a	20203101301339	Mohammed Shaheem S	aa	a	X	X	a	a	a	a	a	a	a	a	a	a	X	a	X	a	a
X	40		20203101301340	Navya Das	f							outside											
a	41	a	20203101301341	Nihitha E P	+	a	X	X	X	+	+	+	+	+	a	a	+	X	+	a	+	X	a
a	42	X	20203101301342	Nisha A	+	X	X	X	X	+	+	+	+	+	+	X	+	+	+	a	+	X	+
X	43	X	20203101301343	Pomigha M	+	X	X	X	X	+	+	+	+	+	X	X	X	+	a	+	X	+	+
X	44	a	20203101301344	Radhika R B	a	X	X	X	+	+	+	+	+	+	a	a	+	a	a	+	a	+	a
	45	a	20203101301345	Rahan S R	a	a	X	X	+	+	+	+	+	+	a	a	a	a	a	a	a	a	a
	46		20203101301346	Rejusha R																			
X	47	X	20203101301347	Remya R	+	X	X	X	+	+	+	+	+	+	a	+	X	+	X	+	X	+	+
	48		20203101301348	Renjith M																			
a	49	a	20203101301349	Rohith Kumar	a	X	X	X	a	+	+	+	+	+	a	a	a	a	X	X	a	X	X
a	50	a	20203101301350	Sajin C S	a	a	X	X	a	a	a	a	X	a	a	a	a	a	a	a	X	+	a
X	51	X	20203101301351	Shajini K	+	X	X	X	a	+	+	+	+	+	+	+	+	+	+	+	+	+	+
X	52	X	20203101301352	Shamini T	a	X	X	X	a	+	+	+	+	+	+	+	+	+	+	+	+	+	+
X	53	X	20203101301353	Sharmila S	a	X	X	X	X	+	+	+	+	+	+	+	+	+	+	+	+	+	+
a	54	a	20203101301354	Sharon S	+	a	X	X	a	+	+	+	+	+	+	+	+	+	+	+	+	+	+
	55		20203101301355	Shimi Mol L P			a	a	a	+	+	+	+	+	+	+	+	+	+	+	+	+	
a	56	a	20203101301356	Sowmiya L	+	X	X	X	X	+	+	+	+	+	+	+	+	+	+	+	+	+	+
a	57	a	20203101301357	Sreelekshmi	V	X	X	X	a	+	+	+	+	+	+	+	+	+	+	+	+	+	+
a	58	a	20203101301358	Subin S	+	a	X	a	a	a	+	+	+	+	+	+	+	+	+	+	+	+	+
a	59	a	20203101301359	Sudina S P	+	X	X	X	X	+	+	+	+	+	+	+	+	+	+	+	+	+	+
	60		20203101301360	Surabhi B S	X																		
a	61	X	20203101301361	Thrisha A	+	X	X	X	X	+	+	+	+	+	+	+	+	+	+	+	+	+	+

STAFF SIGNATURE

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153



NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
TALLY SHIFT -II RESULT ANALYSIS- 2022 - 2023

S.NO	TALLY ID	NAME	MARK	GRADE
1	TA-240827202223	MARY ABITHA J	AB	
2	TA-240826202251	JALIN JUNAS	88.89	A+
3	TA-240826202215	PRABILA S	73.33	A
4	TA-240825202244	ABARNA A	68.89	B+
5	TA-170824202259	MERSHA JUDITH S	75.56	A
6	TA-170824202254	MOHAMMED ADNAN S A	AB	
7	TA-170854202221	THIRISHA A	82.22	A+
8	TA-170829202250	NISHA A	69.89	B+
9	TA-170829202248	POMIGHA M	77.78	A
10	TA-080813202219	AMRESH A	88.89	A+
11	TA-050819202253	JOSE SINGH S	51.11	B
12	TA-050820202233	LIJITHA DHAS S	88.89	A+
13	TA-050820202232	PRIYA DHARSHINI C.G	86.67	A+
14	TA-050820202230	APARNA GIRISH	86.67	A+
15	TA-050820202228	PREETHU P.S	75.56	A
16	TA-050819202251	ATHIRA RC	64.44	B+
17	TA-140724202259	AJAY V S	84.44	A+
18	TA-140724202225	GOKUL S S	77.78	A
19	TA-140724202227	JEAN J	91.11	A+
20	TA-140724202215	MOHAMED SAMEEN S	86.67	A+
21	TA-140723202251	MOHAMED SHAHEEM S	77.78	A
22	TA-140723202239	RAHAN S R	80	A+
23	TA-140723202236	AJASH J	77.78	A
24	TA-120740202206	ALI ARAFATH S	82.22	A+

25	TA-120739202234	BRITTO A	77.78	A
26	TA-120733202254	ASWAN ASHOK A	84.44	A+
27	TA-120733202239	SHIBIN C	82.22	A+
28	TA-120724202223	VIJISHA B O	95.56	A+
29	TA-260633202231	AISHWARYA S L	82.22	A+
30	TA-260633202228	ABI MOL D	66.67	B+
31	TA-260633202225	JAGI SHARMILI J	64.44	B+
32	TA-260633202223	ASLIN SHAVIYO J S	57.78	B
33	TA-260633202220	SAJIN C S	66.67	B+
34	TA-260633202218	NIHITHA E P	88.89	A+
35	TA-260633202215	RADHIKA R B	86.67	A+
36	TA-260633202213	ESTHER P	66.22	B+
37	TA-260634202207	GOPISHA MOL G J	86.67	A+
38	TA-260634202205	ANCHU K	84.44	A+
39	TA-260634202203	SHAJINI K	75.56	A
40	TA-260633202251	SHAMINI T	77.78	A
41	TA-260633202210	BINO B	53.33	B
42	TA-260633202208	REMYA R	53.33	B
43	TA-260633202206	AQUNA THRES GLORIYA M	55.56	B
44	TA-260632202223	JERISHMA J	NA	
45	TA-260632202221	SOWMIYA L	77.78	A
46	TA-260632202252	SUDINA S P	84.44	A+
47	TA-260632202217	ASWIN JOSE J B	68.89	B+
48	TA-260632202250	SUBIN S	75.56	A
49	TA-260632202213	ABIN R	86.69	A+
50	TA-260632202209	SREE LEKSHMI V V	91.11	A+
51	TA-260632202206	LEENA MOSES M	86.67	A+
52	TA-260632202204	AKILSHA RAJ D	82.22	A+
53	TA-260632202200	JENITHA KUMARI K	75.56	A
54	TA-260631202256	ANTO S S	88.89	A+

55	TA-260631202253	ANDREW SAJUMON V	80	A+
56	TA-260631202249	JERVIN J	88.89	A+
57	TA-260631202247	JEBIN C	80	A+
58	TA-260631202245	BABISH P	77.78	A
59	TA-220607202240	LESHMA PEREIRA	93.33	A+
60	TA-220607202235	ROHITH KUMAR P	82.22	A+
61	TA-210653202220	SHARMILA S	77.78	A
62	TA-210653202252	HERLIN NISHPA M	71.11	A
63	TA-100555202214	NEHA SEBASTIAN S	82.22	A+
64	TA-100555202209	RESHMA A		
65	TA-100555202206	ASMIYA SAFRIN J.B	82.22	A+
66	TA-100555202204	ABISH A	86.67	A+
67	TA-100554202259	ABI G.K	91.11	A+
68	TA-100554202256	REVATHY R.S	75.56	A
69	TA-100554202254	ABINESHA R.S	68.89	B+
70	TA-100551202223	ATHIRA P.S	75.56	A
71	TA-100551202215	JONISHA J	57.78	B
72	TA-100504202239	SHIJI A.J	86.67	A+
73	TA-100554202252	ABHEENA S.J	80	A+
74	TA-100551202213	SHIJITH Y	91.11	A+
75	TA-100551202200	AKHILESH V	66.67	B+
76	TA-100554202249	ANAND S.S	91.11	A+
77	TA-100554202247	ABISHEK G.H	88.89	A+
78	TA-100550202258	NANDU ZION V	62.22	B+
79	TA-100550202247	SHIBI Y	57.78	B
80	TA-100554202245	MONIKA M.S	73.33	A
81	TA-100554202234	KRISHNAJA A.R	86.67	A+
82	TA-100554202232	REJITHA R	68.89	B+
83	TA-100550202245	ANGELIN BENISHA J.P	73.33	A
84	TA-100550202234	JEDLIN J.J	88.89	A+

85	TA-100550202231	SHARMI S.S	93.33	A+
86	TA-070509202221	SARAN C	NA	
87	TA-070509202208	ASWANI P.A	77.78	A
88	TA-070509202207	NEETHU B	80	A+
89	TA-070509202204	ANSALIN RUBINA J	88.59	A+
90	TA-070520202231	LIHITHA A.L	80	A+
91	TA-070509202201	ANJUMOL W.M	NA	
92	TA-070508202250	PRADEEPA M	73.33	A
93	TA-070508202249	SUJITH S	77.78	A
94	TA-070520202230	ASWATHI R	77.78	A
95	TA-070520202228	JINCY P.L	60	B+
96	TA-070508202248	FATHIMA ARSHI A	88.89	A+
97	TA-070508202237	ANUSHA S	84.44	A+
98	TA-070508202226	ANGEL JENIBA S	84.44	A+
99	TA-070508202224	JOHISHA S.SHARPINI	NA	
100	TA-070507202223	AKASH T	88.89	A+
101	TA-070508202222	VIJIN MATHEW C.A	75.56	A
102	TA-070508202220	GIFTLIN LINO S	86.67	A+
103	TA-070507202221	ADLIN BENCY A	86.67	A+
104	TA-070507202211	ADHERSHA A.S	80	A+
105	TA-070507202209	REJITHA R.S	82.22	A+
106	TA-070507202207	AKALYA M.L	80	A+
107	TA-070507202205	VISHNU M.S	86.67	A+
108	TA-070506202253	GEO R.RIZA	84.44	A+
109	TA-070506202251	ABISHEK H	82.22	A+
110	TA-070506202249	ANUJITH K.A	88.89	A+
111	TA-070508202217	NITHEESH Y	86.67	A+
112	TA-070506202248	SARATH B.J	91.11	A+
113	TA-070504202221	MITHRA M.P	53.33	B
114	TA-070504202220	THRESE RESHKA F	80	A+

115	TA-070504202208	SHAHINA S	91.11	A+
116	TA-070504202204	ARUL PRIYA A		
117	TA-070506202233	EBI JOHN J.V	66.67	B+
118	TA-070504202201	ANUJA R.M	88.89	A+
119	TA-070503202250	JESIHA J	55.56	B
120	TA-070506202231	ANISHA S.J	82.22	A+
121	TA-070506202229	SELIN V	82.22	A+
122	TA-070503202247	VINITHA G	75.56	A
123	TA-070503202235	NEETHU V.A	NA	
124	TA-070506202219	ANUPAMA M.I	86.67	A+
125	TA-070503202222	ASHIKA A.S	75.56	
126	TA-070503202220	AKHIL G.S	NA	
127	TA-070503202205	ASHA W.A	73.33	A
128	TA-070502202259	MISMA R.S	91.11	A+
129	TA-270842202204	Ronald W	91.11	A+
130	TA-100550202248	LIBIN M.P	NA	
131	TA-100555202212	JIJI R	NA	
132	TA-260801202209	SAISABARISH A S	95.56	A+
133	TA-140723202253	ABI K U	88.89	A+
134	TA-071232202224	LIJIN KUMAR	60	B+

TOTAL NUMBER OF STUDENTS ENROLLED		134
NUMBER OF STUDENT PASSED	122	
NUMBER OF STUDENT FAILED	2	
NUMBER OF STUDENT ABSENT	10	
TOTAL	134	134

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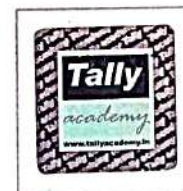
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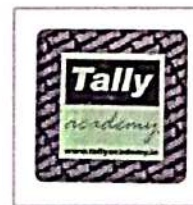
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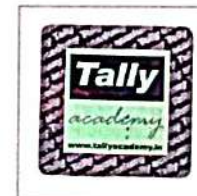
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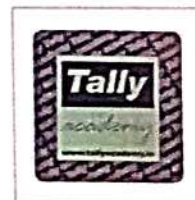
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**TallyAcademy Certified Accountant
on TallyPrime**

Grade : A+

Certificate No : TAC-2200006127



Authorised Signatory

STUDY CENTER : NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

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TallyacademyTM
CERTIFIED
Accountant

Certificate of Excellence

ABI K U

has successfully completed the requirements to be recognized as a

**TallyAcademy Certified Accountant
on TallyPrime**

Grade : **A+**

Certificate No : **TAC-2200006129**



Jathara

Authorised Signatory

www.tallyacademy.in

STUDY CENTER : NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE



TallyacademyTM
CERTIFIED
Accountant

Certificate of Excellence

LIJIN KUMAR C

has successfully completed the requirements to be recognized as a

**TallyAcademy Certified Accountant
on TallyPrime**

Grade : B+

Certificate No : TAC-2200006128



Authorised Signatory

STUDY CENTER : NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

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**NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE,
KALIYAKKAVILAI**

Tally Shift II

REPORT 2022-2023

The institution offers Tally Shift II programme to all the students every year. During the year 2022-2023, 134 students were registered from the college. The duration of the course is 3 months. Out of the total 134 registered students, 122 students completed the course successfully with high marks. Ten students were absent two students are fail in the examination.


In-charge




Principal
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Block

1

BASIC LABORATORY APPARATUS

UNIT 1

Basic Apparatus	7
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UNIT 2

Measuring Apparatus	26
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UNIT 3

Care and Maintenance of Glassware	47
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CLT-103: LABORATORY TECHNIQUES IN CHEMISTRY

LIST OF BLOCKS AND UNITS

<u>Block 1</u>	:	<u>Basic Laboratory Apparatus</u>
UNIT 1	:	Basic Apparatus
UNIT 2	:	Measuring Apparatus
UNIT 3	:	Care and Maintenance of Glassware
<u>Block 2</u>	:	<u>Laboratory Techniques</u>
UNIT 4	:	Solutions and their Preparation
UNIT 5	:	Common Laboratory Techniques
UNIT 6	:	Chromatography

Please remember that this programme does not have any assignment component for the continuous evaluation.

Block

2

LABORATORY TECHNIQUES

UNIT 4**Solutions and their Preparation** **7**

UNIT 5**Common Laboratory Techniques** **46**

UNIT 6**Chromatography** **75**

CLT-103: LABORATORY TECHNIQUES IN CHEMISTRY

LIST OF BLOCKS AND UNITS

<u>Block 1</u>	:	<u>Basic Laboratory Apparatus</u>
UNIT 1	:	Basic Apparatus
UNIT 2	:	Measuring Apparatus
UNIT 3	:	Care and Maintenance of Glassware
<u>Block 2</u>	:	<u>Laboratory Techniques</u>
UNIT 4	:	Solutions and their Preparation
UNIT 5	:	Common Laboratory Techniques
UNIT 6	:	Chromatography

EXPERIMENT 1

Introduction to Chemistry Laboratory	7
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EXPERIMENT 2

Weighing an Object Using Analytical Balance	20
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EXPERIMENT 3

Preparation of Solutions and Reagents	29
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EXPERIMENT 4

Simple Acid-Base Titration	39
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EXPERIMENT 5

Preparation of Hydrogen Sulphide Gas Using a Kipp's Apparatus	45
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EXPERIMENT 6

Preparation of Distilled/Deionized Water and Determination of its Conductance	48
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EXPERIMENT 7

Preparation of Buffer Solutions and Determination of their pH Values	57
--	----

EXPERIMENT 8

Purification of Benzoic Acid by Recrystallization	62
---	----

EXPERIMENT 9

Preparation of Potash Alum	65
----------------------------	----

EXPERIMENT 10

Separation of Pigments from Leaves by Paper Chromatography	69
--	----



Theory / Practical

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Trivandrum

Name of the SC / PSC / SSC / Nanjil Catholic College of Arts and Science
Centre Code 40031

Students' Attendance Sheet

KaliyakkavilamProgramme CLT Course Code CTL-102 Semester 1 Batch No IDate 8-05-2023 Time : From 8 To 4

Sl. No.	Name	Enrolment No.	Signature	Remarks
1	Mubisha Beeri	2253296341	Mubisha Beeri	
2	Agusha Su	2253296362	Agusha	
3	Anusha Su	2253296418	Anusha	
4	Riya R	2253296439	Riya	
5	Vaishna	2253296450	Vaishna	
6	Malarvishu	2253296470	Malarvishu	
7	Meenu VL	2253296486	Meenu	
8	Anu. C.S	2253296526	Anu	
9	Anchu R.S	2253296547	Anchu	
10	Veena VS	2253296573	Veena	
11	Arisha R	2253501620	Arisha	
12	Monica RV	2253507167	Monica	
13	Jeniba J	2253509030	Jeniba	
14	John Whitilo Queen	2253515239	John	
15				
16				
17				
18				
19				
20				

Total No. of learners in the Programme : 14Total No. of learners attended Counselling / learning activity : 14IGNOU Study Centre-40031
Nanjil Catholic College of Arts and ScienceName & Signature of Co-ordinator / PIC
KaliyakkavilamKaliyakkavilam-620 453, T.N
(Stamp)Name & Signature of the Counsellor
Bama

Nanjil Catholic College Of Arts & Science, Kaliyakkavilai

Department Of Chemistry

Report On Add On Course

Course : CPLT

14 B.Sc students from the department of Chemistry studied Certificate Programme in Laboratory Techniques (CPLT) Programme during 2022-2023 in Indira Gandhi National Open University under the Regional Centre, Trivandrum. Classes were taken by well qualified teachers. Attendance was maintained regularly. Assignment papers were collected and internal marks were allotted to them.


HOD Signature

Head
Department of Chemistry
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.





Co-Ordinator Signature
Co-ordinator
IGNOU Study Centre-40031
Nanjil Catholic College of
Kaliyakkavilai-629 153, T.N

Nanjil Catholic College of Arts & Science, Kaliyakkavilai

Pondicherry University

MBA Twining Programme (2022-2024)

Name List

S.No.	Form No.	Enrollment Number	Name	Programme Name
1	PUDDE22007953	6722390003	Sree Ram Kumar C S	HRM
2	PUDDE22007885	6722390004	Gayathri.C.S	HRM
3	PUDDE22007881	6722390005	Angel Reshmi M J	HRM
4	PUDDE22007699	6722390006	Amal J S	HRM
5	PUDDE22007697	6722390007	Anju A.S.	HRM
6	PUDDE22007562	6722390008	Neethu Mol S	HRM
7	PUDDE22009226	6722370001	Breesma R	Finance
8	PUDDE22009509	6722370003	Akhila C L	Finance
9	PUDDE22007378	6722370004	Abilalini D S	Finance
10	PUDDE22009030	6722370006	Asha W A	Finance
11	PUDDE22007727	6722370008	Abinaya .V	Finance
12	PUDDE22009500	6722370011	Vincy V	Finance
13	PUDDE22008557	6722370012	Sree Lakshmi A	Finance
14	PUDDE22008438	6722470001	Jas Merry Fertile J A	Operation and Supply Chain Management



DDE Admissions (July 2022 Academic Session)
Master of Business Administration(Human
Resource Management)
Form Number: PUDDE22007953
Selected Study Centre: Nanjil Catholic College of
Arts and Science, Kanyakumari



Transaction Details

Payment Status	Paid	Payment Date	2022-10-19 10:47:49	Transaction ID	YIOB1510328734	Amount	200.00
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Personal Details

Full Name of the Applicant	SREE RAM KUMAR C S	Gender	Male	Date of Birth	25 October 2001 Age as on Jul 1, 2021: 19 Years 8 Month 7 Days		
Category	General			Blood Group	B+	Are you Citizen of India? / Religion	Yes (Religion: Christianity)
Email sreeramkumarc2001@gmail.com	Mobile Number 8300088595	Alternate Email	Alternate Mobile 9994721358	Correspondence Address	6/148 KALIAKKAL, MELEA PUTHENVEEDU, KAITHAKUZH. KALIYAKKAVILAI, KANIYAKUMARI, KALIAKKAVILAI, Tamil Nadu -629153, India	Permanent Address	6/148 KALIAKKAL, MELEA PUTHENVEEDU, KAITHAKUZH. KALIYAKKAVILAI, KANIYAKUMARI, KALIAKKAVILAI, Tamil Nadu -629153, India

Residence Area (Place of Birth)
RURAL

Occupation
UN-EMPLOYED

Place of Birth Details

Village/Town/City	PARASSALA	Country	INDIA	State	KERALA	District	THIRUVANANTHAPURAM
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DDE registration details (if applicable)

Have you pursued previous degree in DDE?	No	Registration number	NA	Name of DDE department/affiliated college	NA	Programme registered in	NA
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Family Details

Mother's Name	SUJA P
Father's / Guardian's Name	CHANDRAN P

Fee Concession Category

PwD Category	Not Applicable
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Are you a Non-Teaching Employees (Group B, C and D only) of Pondicherry University and their wards

No

Are you a Defence/Paramilitary personnel?

No

Are you a Widow?

No

Are you a Deserted Woman?

No

Are you a Prisoner?

No

Language Proficiency (Reading/Writing/Speaking)

English	Reading Writing Speaking
Hindi	Reading Writing Speaking
TAMIL	Reading Writing Speaking
MALAYALAM	Reading Writing Speaking

Qualification Details - X or Equivalent

Class X Year of Passing	2017
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	85.00
Class X Name of the Institution	FRIENDS MATRICULATION SCHOOL ,PANAMKALAI
Class X Board/University	STATE BOARD
Class X Subject Combination	TAMIL ENGLISH MATHS SCIENCE SOCIAL SCIENCE
Class X Division	FIRST CLASS

Qualification Details - XII or Equivalent

Class XII Qualification Status	Passed
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Class XII Year of Passing	2019
Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) (Best of the five subjects)	66.00
Class XII Name of the Institution	FRIENDS MATRICULATION SCHOOL ,PANAMKALAI
Class XII Board/University	STATE BOARD
Class XII Subject Combination	TAMIL ENGLISH PHYSICS CHEMISTRY BIOLOGY MATHS
Class XII Division	FIRST CLASS
Have you Passed Class XII With Mathematics	Yes

Qualification Details - Graduation

Graduation Qualification Status	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination	2022
Graduation Name of the Board/University	Other
Graduation Subject Combination	AUSTRALIAN LITERATURE AMERICAN LITERATURE SOCIAL HISTORY OF ENGLAND REGIONAL LITERATURE IN ENGLISH
Graduation Honors Subject	Yes
Graduation Honors Subject	BA ENGLISH
Graduation Name of the Board/University	MS UNIVERSITY, TIRUNELVELI
Graduation Institution/College	NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
Graduation Course Name	BA ENGLISH
Graduation Division	FIRST CLASS
Graduation Percentage [For Candidates whose qualification status is "Appeared", average percentage till last examination should be provided (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)]	82.00

Document	File Link
Photo	Uploaded
Signature	Uploaded
Class X (Please scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Please scan both marksheet and certificate in a single file and upload)	Uploaded
MS UNIVERSITY, TIRUNELVELI (Graduation) (Please scan both marksheet and certificate in a single file and upload)	Uploaded
CLC/Provisional Certificate	No document uploaded.

"I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if I am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled." Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to Pondicherry University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks by latest 31st October 2022 failing which I shall forthwith vacate the seat and shall have no claim for refund of fees already paid." The Jurisdiction of Court cases shall be only at Madras High Court in respect of any dispute against Pondicherry University on any matter."





DDE Admissions (July 2022 Academic Session)
Master of Business Administration(Human
Resource Management)
Form Number: PUDDE22007885
Selected Study Centre: Nanjil Catholic College of
Arts and Science, Kanyakumari



Transaction Details

Payment Status	Paid	Payment Date	2022-10-18 10:43:29	Transaction ID	YIOB1508252734	Amount	200.00
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Personal Details

Full Name of the Applicant	GAYATHRI.C.S	Gender	Female	Date of Birth	13 June 2002 Age as on Jul 1, 2021: 19 Years 0 Month 19 Days		
Category	General			Blood Group	O+	Are you Citizen of India? / Religion	Yes (Religion: Hinduism)
Email	Mobile Number	Alternate Email	Alternate Mobile	Correspondence Address	Permanent Address		
gayathrics687@gmail.com	9677867838	gayathrics687@gmail.com	9047267080		15\115 Ooralivilai,pacode, 629168, Kanyakumari, pacode, Tamil Nadu -629168, India		15\115 Ooralivilai,pacode, 629168, Kanyakumari, pacode, Tamil Nadu -629168, India
Residence Area (Place of Birth)			Occupation				
RURAL			UN-EMPLOYED				

Place of Birth Details

Village/Town/City	15\115 Ooralivilai, pacode, 629168	Country	India	State	Tamilnadu	District	Kanyakumari
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DDE registration details (if applicable)

Have you pursued previous degree in DDE?	No	Registration number	NA	Name of DDE department/affiliated college	NA	Programme registered in	NA
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Family Details

Mother's Name	R.SANTHI
Father's / Guardian's Name	P.L.CHRISTOPHER

Fee Concession Category

PwD Category	Not Applicable
Are you a Non-Teaching Employees (Group B, C and D only) of Pondicherry University and their wards	No
Are you a Defence/Paramilitary personnel?	No
Are you a Widow?	No
Are you a Deserted Woman?	No
Are you a Prisoner?	No

Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	NA
TAMIL	Reading Writing Speaking
MALAYALAM	Speaking

Qualification Details - X or Equivalent

Class X Year of Passing	2017
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	83.00
Class X Name of the Institution	SREE BHAGAVATHY VIDYALAYA MATRIC SCHOOL MEKKADU
Class X Board/University	STATEBOARD
Class X Subject Combination	TAMIL ENGLISH MATHE MATICS SCIENCE SOCIAL SCIENCE
Class X Division	FIRST CLASS

Qualification Details - XII or Equivalent

Class XII Qualification Status	Passed
Class XII Year of Passing	2019
Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) (Best of the five subjects)	51.00
Class XII Name of the Institution	P P M HR SEC SCHOOL ANDUCODE
Class XII Board/University	STATE BOARD
Class XII Subject Combination	TAMIL ENGLISH PHYSICS CHEMISTRY BIOLOGY MATHEMATICS
Class XII Division	SECOND CLASS
Have you Passed Class XII With Mathematics	Yes

Qualification Details - Graduation

Graduation Qualification Status	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination	2022
Graduation Name of the Board/University	Other
Graduation Subject Combination	TAMIL ENGLISH PART 3 PART 4 PART 5
Graduation Honors Subject	No
Graduation Honors Subject	
Graduation Name of the Board/University	MS UNIVERSITY, TIRUNELVELI
Graduation Institution/College	SREE DEVI KUMARI WOMEN'S COLLEGE, KUZHITHURAI
Graduation Course Name	BA ENGLISH
Graduation Division	FIRST CLASS
Graduation Percentage [For Candidates whose qualification status is "Appeared", average percentage till last examination should be provided (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)]	67.00

Document	File Link
Photo	Uploaded
Signature	Uploaded
Class X (Please scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Please scan both marksheet and certificate in a single file and upload)	Uploaded
MS UNIVERSITY, TIRUNELVELI (Graduation) (Please scan both marksheet and certificate in a single file and upload)	Uploaded
CLC/Provisional Certificate	No document uploaded.

"I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if I am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled." Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to Pondicherry University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks by latest 31st October 2022 failing which I shall forthwith vacate the seat and shall have no claim for refund of fees already paid." The Jurisdiction of Court cases shall be only at Madras High Court in respect of any dispute against Pondicherry University on any matter."

Prayathin



DDE Admissions (July 2022 Academic Session)
Master of Business Administration(Human
Resource Management)
Form Number: PUDDE22007881
Selected Study Centre: Nanjil Catholic College of
Arts and Science, Kanyakumari



Transaction Details

Payment Status	Paid	Payment Date	2022-10-18 10:08:58	Transaction ID	YIOB1508170729	Amount	200.00
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Personal Details

Full Name of the Applicant	ANGEL RESHMI M J	Gender	Female	Date of Birth	11 March 1999 Age as on Jul 1, 2021: 22 Years 3 Month 21 Days		
Category	General			Blood Group	B+	Are you Citizen of India? / Religion	Yes (Religion: Christianity)
Email angelnayakam@gmail.com	Mobile Number 6383906794	Alternate Email	Alternate Mobile 9486503490	Correspondence Address	13/109 A, NORTH THUTHIVILAI, NITHIRAVILAI, KANIYAKUMARI, NITHIRAVILAI, Tamil Nadu -629154, India	Permanent Address	13/109 A, NORTH THUTHIVILAI, NITHIRAVILAI, KANIYAKUMARI, NITHIRAVILAI, Tamil Nadu -629154, India

Residence Area (Place of Birth)
RURAL

Occupation
UN-EMPLOYED

Place of Birth Details

Village/Town/City	NITHIRAVILAI	Country	INDIA	State	TAMIL NADU	District	KANYAKUMARI
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DDE registration details (if applicable)

Have you pursued previous degree in DDE?	No	Registration number	NA	Name of DDE department/affiliated college	NA	Programme registered in	NA
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Family Details

Mother's Name	JAGADEESWARI M
Father's / Guardian's Name	MUTHUNAYAKAM C

Fee Concession Category

PwD Category	Not Applicable
Are you a Non-Teaching Employees (Group B, C and D only) of Pondicherry University and their wards	No
Are you a Defence/Paramilitary personnel?	No
Are you a Widow?	No
Are you a Deserted Woman?	No
Are you a Prisoner?	No

Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	NA
TAMIL	Reading Writing Speaking

Qualification Details - X or Equivalent

Class X Year of Passing	2014
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	96.60
Class X Name of the Institution	SACRED HEART MATRICULATION HR.SEC.SCHOOL, PADANTHALUMOODU
Class X Board/University	STATEBOARD

Class X Subject Combination	TAMIL ENGLISH MATHS SCIENCE SOCIAL SCIENCE
Class X Division	FIRST CLASS

Qualification Details - XII or Equivalent

Class XII Qualification Status	Passed
Class XII Year of Passing	2016
Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) (Best of the five subjects)	81.50
Class XII Name of the Institution	SACRED HEART MATRICULATION HR.SEC.SCHOOL, PADANTHALUMOODU
Class XII Board/University	STATE BOARD
Class XII Subject Combination	TAMIL ENGLISH PHYSICS CHEMISTRY BIOLOGY MATHEMATICS
Class XII Division	FIRST CLASS
Have you Passed Class XII With Mathematics	Yes

Qualification Details - Graduation

Graduation Qualification Status	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination	2019
Graduation Name of the Board/University	Other
Graduation Subject Combination	TAMIL ENGLISH PART III PART IV PART V
Graduation Honors Subject	Yes
Graduation Honors Subject	BA ENGLISH
Graduation Name of the Board/University	MS UNIVERSITY, TIRUNELVELI
Graduation Institution/College	NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
Graduation Course Name	BA ENGLISH
Graduation Division	FIRST CLASS
Graduation Percentage [For Candidates whose qualification status is "Appeared", average percentage till last examination should be provided (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)]	77.90

Document	File Link
Photo	Uploaded
Signature	Uploaded
Class X (Please scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Please scan both marksheet and certificate in a single file and upload)	Uploaded
MS UNIVERSITY, TIRUNELVELI (Graduation) (Please scan both marksheet and certificate in a single file and upload)	Uploaded
CLC/Provisional Certificate	No document uploaded.

"I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if I am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled." Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to Pondicherry University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks by latest 31st October 2022 failing which I shall forthwith vacate the seat and shall have no claim for refund of fees already paid." The Jurisdiction of Court cases shall be only at Madras High Court in respect of any dispute against Pondicherry University on any matter."

Angel Dora



DDE Admissions (July 2022 Academic Session)
Master of Business Administration(Human
Resource Management)
Form Number: PUDDE22007699
Selected Study Centre: Nanjil Catholic College of
Arts and Science, Kanyakumari



Transaction Details

Payment Status	Paid	Payment Date	2022-10-15 11:23:58	Transaction ID	YIOB1502797947	Amount	200.00
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Personal Details

Full Name of the Applicant	AMAL J S	Gender	Male	Date of Birth	24 October 2001 Age as on Jul 1, 2021: 19 Years 8 Month 8 Days		
Category	General			Blood Group	B+	Are you Citizen of India? / Religion	Yes (Religion: Christianity)
Email	amalatr12@gmail.com	Mobile Number	9961778273	Alternate Email	amalatr01@gmail.com	Alternate Mobile	
				Correspondence Address	ROADARIKATHU PUTHEN VEEDU, ALATHOOR ANAVOOR POST, THIRUVANANTHAPURAM, ANAVOOR, Kerala -695124, India	Permanent Address	ROADARIKATHU PUTHEN VEEDU, ALATHOOR ANAVOOR POST, THIRUVANANTHAPURAM, ANAVOOR, Kerala -695124, India
Residence Area (Place of Birth)				Occupation			
RURAL				UN-EMPLOYED			

Place of Birth Details

Village/Town/City	PERUNKADAVILA	Country	INDIA	State	KERALA	District	THIRUVANANTHAPURAM
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DDE registration details (if applicable)

Have you pursued previous degree in DDE?	No	Registration number	NA	Name of DDE department/affiliated college	NA	Programme registered in	NA
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Family Details

Mother's Name	SUJATHA V
Father's / Guardian's Name	JOY A

Fee Concession Category

PwD Category	Not Applicable
Are you a Non-Teaching Employees (Group B, C and D only) of Pondicherry University and their wards	No
Are you a Defence/Paramilitary personnel?	No
Are you a Widow?	No
Are you a Deserted Woman?	No
Are you a Prisoner?	No

Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	Reading Writing Speaking
MALAYALAM	Reading Writing Speaking
TAMIL	Reading Writing Speaking

Qualification Details - X or Equivalent

Class X Year of Passing	2017
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	71.00
Class X Name of the Institution	SLB GOVT HR SEC SCHOOL NAGERCOIL
Class X Board/University	STATE BOARD
Class X Subject Combination	TAMIL ENGLISH MATHEMATICS SCIENCE SOCIAL SCIENCE
Class X Division	FIRST CLASS

Qualification Details - XII or Equivalent

Class XII Qualification Status	Passed
Class XII Year of Passing	2019

Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) (Best of the five subjects)	72.00
Class XII Name of the Institution	SLB GOVT HR SEC SCHOOL NAGERCOIL
Class XII Board/University	STATE BOARD
Class XII Subject Combination	MALAYALAM ENGLISH COMMERCE THEORY PRACTICAL I PRACTICAL II
Class XII Division	FIRST CLASS
Have you Passed Class XII With Mathematics	No

Qualification Details - Graduation

Graduation Qualification Status	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination	2022
Graduation Name of the Board/University	Other
Graduation Subject Combination	POPULATION STUDIES SOCIAL RESEARCH SOCIAL PSYCHOLOGY HUMAN RESOURCE MANAGEMENT
Graduation Honors Subject	Yes
Graduation Honors Subject	BA SOCIOLOGY
Graduation Name of the Board/University	MS UNIVERSITY, TIRUNELVELI
Graduation Institution/College	ST. HINDU COLLEGE
Graduation Course Name	BA SOCIOLOGY
Graduation Division	FIRST CLASS
Graduation Percentage [For Candidates whose qualification status is "Appeared", average percentage till last examination should be provided (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)]	75.00

Document	File Link
Photo	Uploaded
Signature	Uploaded
Class X (Please scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Please scan both marksheet and certificate in a single file and upload)	Uploaded
MS UNIVERSITY, TIRUNELVELI (Graduation) (Please scan both marksheet and certificate in a single file and upload)	Uploaded
CLC/Provisional Certificate	No document uploaded.

"I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if I am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled." Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to Pondicherry University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks by latest 31st October 2022 failing which I shall forthwith vacate the seat and shall have no claim for refund of fees already paid." The Jurisdiction of Court cases shall be only at Madras High Court in respect of any dispute against Pondicherry University on any matter."

J.S. Anand



DDE Admissions (July 2022 Academic Session)
Master of Business Administration(Human
Resource Management)
Form Number: PUDDE22007697
Selected Study Centre: Nanjil Catholic College of
Arts and Science, Kanyakumari



Transaction Details

Payment Status	Paid	Payment Date	2022-10-15 11:13:40	Transaction ID	YIOB1502770590	Amount	200.00
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Personal Details

Full Name of the Applicant	ANJU A.S.	Gender	Female	Date of Birth	3 January 2002 Age as on Jul 1, 2021: 19 Years 5 Month 29 Days		
Category	General			Blood Group	A+	Are you Citizen of India? / Religion	Yes (Religion: Hinduism)
Email	Mobile Number	Alternate Email	Alternate Mobile	Correspondence Address	4/83B AKSHAYA BHAVAN, VEMBANOOR P.O , KANYAKUMARI , VEMBANOOR, Tamil Nadu -629801, India	Permanent Address	4/83B AKSHAYA BHAVAN, VEMBANOOR P.O , KANYAKUMARI , VEMBANOOR, Tamil Nadu -629801, India
Residence Area (Place of Birth)			Occupation				
RURAL			UN-EMPLOYED				

Place of Birth Details

Village/Town/City	VEMBANOOR	Country	INDIA	State	TAMIL NADU	District	KANYAKUMARI
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DDE registration details (if applicable)

Have you pursued previous degree in DDE?	No	Registration number	NA	Name of DDE department/affiliated college	NA	Programme registered in	NA
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Family Details

Mother's Name	SUMA AJITH T.S.
Father's / Guardian's Name	AJITH KUMAR E.S.

Fee Concession Category

PwD Category	Not Applicable
Are you a Non-Teaching Employees (Group B, C and D only) of Pondicherry University and their wards	No
Are you a Defence/Paramilitary personnel?	No
Are you a Widow?	No
Are you a Deserted Woman?	No
Are you a Prisoner?	No

Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	NA
Tamil	Reading Writing Speaking
Malayalam	Reading Speaking

Qualification Details - X or Equivalent

Class X Year of Passing	2017
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	70.00
Class X Name of the Institution	BELFIELD MATRIC.H.S.S

Class X Board/University	STATE BOARD OF TAMIL NADU
Class X Subject Combination	TAMIL ENGLISH MATHS SCIENCE SOCIAL SCIENCE
Class X Division	FIRST

Qualification Details - XII or Equivalent

Class XII Qualification Status	Passed
Class XII Year of Passing	2019
Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) (Best of the five subjects)	82.00
Class XII Name of the Institution	BELFIELD MATRIC.H.S.S
Class XII Board/University	STATE BOARD OF TAMIL NADU
Class XII Subject Combination	TAMIL ENGLISH PHYSICS CHEMISTRY COMPUTER BIOLOGY
Class XII Division	FIRST
Have you Passed Class XII With Mathematics	No

Qualification Details - Graduation

Graduation Qualification Status	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination	2022
Graduation Name of the Board/University	Other
Graduation Subject Combination	SOCIAL RESEARCH INTRODUCTION TO SOCIOLOGY SOCIAL ANTHROPOLOGY SOCIAL PSYCHOLOGY
Graduation Honors Subject	Yes
Graduation Honors Subject	BA SOCIOLOGY
Graduation Name of the Board/University	MS UNIVERSITY
Graduation Institution/College	ST.HINDU COLLEGE , NAGERCOIL
Graduation Course Name	BA SOCIOLOGY
Graduation Division	FIRST CLASS
Graduation Percentage [For Candidates whose qualification status is "Appeared", average percentage till last examination should be provided (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)]	82.50

Document	File Link
Photo	Uploaded
Signature	Uploaded
Class X (Please scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Please scan both marksheet and certificate in a single file and upload)	Uploaded
MS UNIVERSITY (Graduation) (Please scan both marksheet and certificate in a single file and upload)	Uploaded
CLC/Provisional Certificate	No document uploaded.

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Anji. A. S



DDE Admissions (July 2022 Academic Session)
Master of Business Administration(Human
Resource Management)
Form Number: PUDDE22007562
Selected Study Centre: Nanjil Catholic College of
Arts and Science, Kanyakumari



Transaction Details

Payment Status	Paid	Payment Date	2022-10-13 15:07:33	Transaction ID	YIOB1499209353	Amount	200.00
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Personal Details

Full Name of the Applicant	NEETHU MOL S	Gender	Female	Date of Birth	19 November 2001	Age as on Jul 1, 2021:	19 Years 7 Month 13 Days
Category	General	Blood Group	A-	Are you Citizen of India? / Religion	Yes (Religion: Christianity)		
Email	neethumols770@gmail.com	Mobile Number	9597025284	Alternate Email		Alternate Mobile	9488407895
Correspondence Address	28-237(1),KAVUVILAI VEEDU , MALAICODE,EDAICODE POST, Kanyakumari, EDAICODE, Tamil Nadu -629152, India			Permanent Address	28-237(1),KAVUVILAI VEEDU , MALAICODE,EDAICODE POST, Kanyakumari, EDAICODE, Tamil Nadu -629152, India		
Residence Area (Place of Birth)	RURAL			Occupation	UN-EMPLOYED		

Place of Birth Details

Village/Town/City	MALAICODE	Country	INDIA	State	TAMIL NADU	District	KANYAKUMARI
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DDE registration details (if applicable)

Have you pursued previous degree in DDE?	No	Registration number	NA	Name of DDE department/affiliated college	NA	Programme registered in	NA
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Family Details

Mother's Name	SHEEJA P S
Father's / Guardian's Name	SELVARAJ D

Fee Concession Category

PwD Category	Not Applicable
Are you a Non-Teaching Employees (Group B, C and D only) of Pondicherry University and their wards	No
Are you a Defence/Paramilitary personnel?	No
Are you a Widow?	No
Are you a Deserted Woman?	No
Are you a Prisoner?	No

Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	NA
TAMIL	Reading Writing Speaking
MALAYALAM	Reading Speaking

Qualification Details - X or Equivalent

Class X Year of Passing	2017
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	94.80
Class X Name of the Institution	SACRED HEART CONVENT MATRIC HSS KAZHUVANTHITTAI KANYAKUMARI
Class X Board/University	STATE BOARD
Class X Subject Combination	TAMIL ENGLISH MATHEMATICS SCIENCE SOCIAL SCIENCE
Class X Division	FIRST CLASS

Qualification Details - XII or Equivalent

Class XII Qualification Status	Passed
Class XII Year of Passing	2019
Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) (Best of the five subjects)	79.50
Class XII Name of the Institution	SACRED HEART CONVENT MATRIC HSS KAZHUVANTHITAI KANYAKUMARI
Class XII Board/University	STATE BOARD
Class XII Subject Combination	TAMIL ENGLISH PHYSICS CHEMISTRY BIOLOGY MATHEMATICS
Class XII Division	FIRST CLASS
Have you Passed Class XII With Mathematics	Yes

Qualification Details - Graduation

Graduation Qualification Status	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination	2022
Graduation Name of the Board/University	Other
Graduation Subject Combination	TAMIL ENGLISH PART III PART IV PART V
Graduation Honors Subject	Yes
Graduation Honors Subject	BA ENGLISH
Graduation Name of the Board/University	MS UNIVERSITY
Graduation Institution/College	NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE, KALIYAKKAVILAI
Graduation Course Name	BA ENGLISH
Graduation Division	FIRST CLASS
Graduation Percentage [For Candidates whose qualification status is "Appeared", average percentage till last examination should be provided (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)]	85.40

Document	File Link
Photo	Uploaded
Signature	Uploaded
Class X (Please scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Please scan both marksheet and certificate in a single file and upload)	Uploaded
MS UNIVERSITY (Graduation) (Please scan both marksheet and certificate in a single file and upload)	Uploaded
CLC/Provisional Certificate	No document uploaded.

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Deethamof-8



DDE Admissions (July 2022 Academic Session)
Master of Business Administration(Finance)
Form Number: PUDDE22009226
Selected Study Centre: Nanjil Catholic College of
Arts and Science, Kanyakumari



Transaction Details

Payment Status	Paid	Payment Date	2022-11-03 14:04:53	Transaction ID	YIOB1538601317	Amount	200.00
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Personal Details

Full Name of the Applicant	BREESMA R	Gender	Female	Date of Birth	18 April 2002 Age as on Jul 1, 2021: 19 Years 2 Month 14 Days		
Category	General			Blood Group	O+	Are you Citizen of India? / Religion	Yes (Religion: Christianity)
Email breesmarobin@gmail.com	Mobile Number 8124426508	Alternate Email	Alternate Mobile 8883723625	Correspondence Address	2-13.ARASUMUTTU VILAI, MULAVILAI, VEEYANOOR, KANIYAKUMARI, VEEYANOOR, Tamil Nadu -629177, India	Permanent Address	2-13.ARASUMUTTU VILAI, MULAVILAI, VEEYANOOR, KANIYAKUMARI, VEEYANOOR, Tamil Nadu -629177, India
Residence Area (Place of Birth) RURAL			Occupation UN-EMPLOYED				

Place of Birth Details

Village/Town/City	VEEYANOOR	Country	INDIA	State	TAMIL NADU	District	KANYAKUMARI
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DDE registration details (if applicable)

Have you pursued previous degree in DDE?	No	Registration number	NA	Name of DDE department/affiliated college	NA	Programme registered in	NA
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Family Details

Mother's Name	VIJILA M
Father's / Guardian's Name	ROBIN KUMAR M

Fee Concession Category

PwD Category	Not Applicable
Are you a Non-Teaching Employees (Group B, C and D only) of Pondicherry University and their wards	No
Are you a Defence/Paramilitary personnel?	No
Are you a Widow?	No
Are you a Deserted Woman?	No
Are you a Prisoner?	No

Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	NA
TAMIL	Reading Writing Speaking

Qualification Details - X or Equivalent

Class X Year of Passing	2017
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	85.00
Class X Name of the Institution	AMALA CONVENT (G) HSS THUCKALAY KANYAKUMARI DIST
Class X Board/University	STATE BOARD
Class X Subject Combination	TAMIL ENGLISH MATHEMATICS SCIENCE SOCIAL SCIENCE
Class X Division	FIRST CLASS

Qualification Details - XII or Equivalent

Class XII Qualification Status	Passed
Class XII Year of Passing	2019
Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) (Best of the five subjects)	61.00
Class XII Name of the Institution	AMALA CONVENT (G) HSS THUCKALAY KANYAKUMARI DIST
Class XII Board/University	STATE BOARD
Class XII Subject Combination	COMPUTER SCIENCE
Class XII Division	FIRST CLASS
Have you Passed Class XII With Mathematics	Yes

Qualification Details - Graduation

Graduation Qualification Status	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination	2022
Graduation Name of the Board/University	Other
Graduation Subject Combination	B.Com
Graduation Honors Subject	Yes
Graduation Honors Subject	B.COM
Graduation Name of the Board/University	MS UNIVERSITY, TIRUNELVELI
Graduation Institution/College	INFANT JESUS COLLEGE OF ATRS & SCIENCE FOR WOMEN,MULAGUMOODU
Graduation Course Name	B.COM
Graduation Division	FIRST CLASS
Graduation Percentage [For Candidates whose qualification status is "Appeared", average percentage till last examination should be provided (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)]	83.70

Document	File Link
Photo	Uploaded
Signature	Uploaded
Class X (Please scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Please scan both marksheet and certificate in a single file and upload)	Uploaded
MS UNIVERSITY, TIRUNELVELI (Graduation) (Please scan both marksheet and certificate in a single file and upload)	Uploaded
CLC/Provisional Certificate	No document uploaded.

"I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if I am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled." Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to Pondicherry University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks by latest 31st October 2022 failing which I shall forthwith vacate the seat and shall have no claim for refund of fees already paid." The Jurisdiction of Court cases shall be only at Madras High Court in respect of any dispute against Pondicherry University on any matter."

R. Breesma



DDE Admissions (July 2022 Academic Session)
Master of Business Administration(Finance)
Form Number: PUDDE22009509
Selected Study Centre: Nanjil Catholic College of
Arts and Science, Kanyakumari



Transaction Details

Payment Status	Paid	Payment Date	2022-11-09 15:27:35	Transaction ID	YIOB1550413149	Amount	200.00
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Personal Details

Full Name of the Applicant	AKHILA C L	Gender	Female	Date of Birth	5 October 2001 Age as on Jul 1, 2021: 19 Years 8 Month 27 Days		
Category	General			Blood Group	O+	Are you Citizen of India? / Religion	Yes (Religion: Christianity)
Email akhilacjose@gmail.com	Mobile Number 7025474146	Alternate Email	Alternate Mobile	Correspondence Address	IV-5-87C, OOTTANKONAM VEEDU, DEVICODE, CHERUVALLOOR POST, KANIYAKUMARI, DEVICODE, Tamil Nadu -629152, India	Permanent Address	IV-5-87C, OOTTANKONAM VEEDU, DEVICODE, CHERUVALLOOR POST, KANIYAKUMARI, DEVICODE, Tamil Nadu -629152, India
Residence Area (Place of Birth) RURAL			Occupation UN-EMPLOYED				

Place of Birth Details

Village/Town/City	DEVICODE	Country	INDIA	State	TAMIL NADU	District	KANYAKUMARI
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DDE registration details (if applicable)

Have you pursued previous degree in DDE?	No	Registration number	NA	Name of DDE department/affiliated college	NA	Programme registered in	NA
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Family Details

Mother's Name	LATHA O
Father's / Guardian's Name	CHRISTHU JOSE M

Fee Concession Category

PwD Category	Not Applicable
Are you a Non-Teaching Employees (Group B, C and D only) of Pondicherry University and their wards	No
Are you a Defence/Paramilitary personnel?	No
Are you a Widow?	No
Are you a Deserted Woman?	No
Are you a Prisoner?	No
Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	NA
TAMIL	Reading Writing Speaking
MALAYALAM	Reading Writing Speaking

Qualification Details - X or Equivalent

Class X Year of Passing	2017
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	92.00

Class X Name of the Institution	ST MARY'S HR SEC SCHOOL MELPALAI
Class X Board/University	STATE BOARD
Class X Subject Combination	TAMIL, ENGLISH, MATHS, SCIENCE, SOCIAL SCIENCE
Class X Division	FIRST CLASS

Qualification Details - XII or Equivalent

Class XII Qualification Status	Passed
Class XII Year of Passing	2019
Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) (Best of the five subjects)	79.00
Class XII Name of the Institution	ST MARYS HR SEC SCHOOL MELPALAI
Class XII Board/University	STATE BOARD
Class XII Subject Combination	TAMIL, ENGLISH, HISTORY, ECONOMICS, COMMERCE, ACCOUNTANCY
Class XII Division	FIRST CLASS
Have you Passed Class XII With Mathematics	No

Qualification Details - Graduation

Graduation Qualification Status	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination	2022
Graduation Name of the Board/University	Other
Graduation Subject Combination	COMMERCE
Graduation Honors Subject	No
Graduation Honors Subject	
Graduation Name of the Board/University	MS UNIVERSITY, TIRUNELVELI
Graduation Institution/College	NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
Graduation Course Name	B.COM
Graduation Division	FIRST CLASS
Graduation Percentage [For Candidates whose qualification status is "Appeared", average percentage till last examination should be provided (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)]	89.00

Document	File Link
Photo	Uploaded
Signature	Uploaded
Class X (Please scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Please scan both marksheet and certificate in a single file and upload)	Uploaded
MS UNIVERSITY, TIRUNELVELI (Graduation) (Please scan both marksheet and certificate in a single file and upload)	Uploaded
CLC/Provisional Certificate	Uploaded

"I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if I am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled." Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to Pondicherry University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks by latest 31st October 2022 failing which I shall forthwith vacate the seat and shall have no claim for refund of fees already paid." The Jurisdiction of Court cases shall be only at Madras High Court in respect of any dispute against Pondicherry University on any matter."



DDE Admissions (July 2022 Academic Session)
Master of Business Administration(Finance)
Form Number: PUDDE22007378
Selected Study Centre: Nanjil Catholic College of
Arts and Science, Kanyakumari



Transaction Details

Payment Status	Paid	Payment Date	2022-10-11 14:30:44	Transaction ID	YIOB1494511543	Amount	200.00
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Personal Details

Full Name of the Applicant	ABILALINI D S	Gender	Female	Date of Birth	18 March 2001 Age as on Jul 1, 2021: 20 Years 3 Month 14 Days		
Category	General			Blood Group	O+	Are you Citizen of India? / Religion	Yes (Religion: Hinduism)
Email	Mobile Number	Alternate Email	Alternate Mobile	Correspondence Address	Permanent Address		
abilalinidhas@gmail.com	9384206474		9487624375		14/144, Thachan vilai, Vazhuthoor, Thengapattanam post, Kanyakumari, Thengapattanam, Tamil Nadu -629173, India		14/144, Thachan vilai, Vazhuthoor, Thengapattanam post, Kanyakumari, Thengapattanam, Tamil Nadu -629173, India
Residence Area (Place of Birth)			Occupation				
RURAL			UN-EMPLOYED				

Place of Birth Details

Village/Town/City	Vazhuthoor, Thengapattanam	Country	India	State	Tamilnadu	District	Kanyakumari
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DDE registration details (if applicable)

Have you pursued previous degree in DDE?	No	Registration number	NA	Name of DDE department/affiliated college	NA	Programme registered in	NA
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Family Details

Mother's Name	SUSIL LYLA A
Father's / Guardian's Name	DHAS C

Fee Concession Category

PwD Category	Not Applicable
Are you a Non-Teaching Employees (Group B, C and D only) of Pondicherry University and their wards	No
Are you a Defence/Paramilitary personnel?	No
Are you a Widow?	No
Are you a Deserted Woman?	No
Are you a Prisoner?	No

Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	NA
Tamil	Reading Writing Speaking

Qualification Details - X or Equivalent

Class X Year of Passing	2016
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	86.00
Class X Name of the Institution	AMSI HIGH SCHOOL THENGAPATTANAM KANYAKUMARI
Class X Board/University	STATE BOARD
Class X Subject Combination	TAMIL ENGLISH MATHEMATICS SCIENCE SOCIAL SCIENCE
Class X Division	FIRST CLASS

Qualification Details - XII or Equivalent

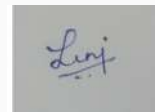
Class XII Qualification Status	Passed
Class XII Year of Passing	2018
Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) (Best of the five subjects)	53.00
Class XII Name of the Institution	GOVERNMENT HR SEC SCHOOL MUNCHIRAI
Class XII Board/University	STATE BOARD
Class XII Subject Combination	TAMIL ENGLISH PHYSICS CHEMISTRY BIOLOGY MATHEMATICS
Class XII Division	SECOND CLASS
Have you Passed Class XII With Mathematics	Yes

Qualification Details - Graduation

Graduation Qualification Status	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination	2021
Graduation Name of the Board/University	Other
Graduation Subject Combination	TAMIL ENGLISH PART III PART IV PART V
Graduation Honors Subject	Yes
Graduation Honors Subject	B.COM.
Graduation Name of the Board/University	MS UNIVERSITY
Graduation Institution/College	ANNAL VELANKANNI COLLEGE, THOLAYAVATTAM
Graduation Course Name	B.COM.
Graduation Division	FIRST CLASS
Graduation Percentage [For Candidates whose qualification status is "Appeared", average percentage till last examination should be provided (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)]	85.00

Document	File Link
Photo	Uploaded
Signature	Uploaded
Class X (Please scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Please scan both marksheet and certificate in a single file and upload)	Uploaded
MS UNIVERSITY (Graduation) (Please scan both marksheet and certificate in a single file and upload)	Uploaded
CLC/Provisional Certificate	Uploaded

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DDE Admissions (July 2022 Academic Session)
Master of Business Administration(Finance)
Form Number: PUDDE22009030
Selected Study Centre: Nanjil Catholic College of
Arts and Science, Kanyakumari



Transaction Details

Payment Status	Paid	Payment Date	2022-10-31 13:35:23	Transaction ID	YIOB1531616821	Amount	200.00
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Personal Details

Full Name of the Applicant	ASHA W A	Gender	Female	Date of Birth	19 July 2002 Age as on Jul 1, 2021: 18 Years 11 Month 13 Days
Category	General	Blood Group	A+	Are you Citizen of India? / Religion	Yes (Religion: Christianity)
Email	ashawilliam2002@gmail.com	Mobile Number	8903857245	Alternate Email	
		Alternate Mobile	9443157125	Correspondence Address	8-195A, KALLUTHARAI VEEDU, KIRATHOOR, VILAVANCODE, KANIYAKUMARI, Tamil Nadu -629160, India
				Permanent Address	8-195A, KALLUTHARAI VEEDU, KIRATHOOR, VILAVANCODE, KANIYAKUMARI, Tamil Nadu -629160, India
Residence Area (Place of Birth)	RURAL	Occupation	UN-EMPLOYED		

Place of Birth Details

Village/Town/City	KIRATHOOR	Country	INDIA	State	TAMIL NADU	District	KANYAKUMARI
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DDE registration details (if applicable)

Have you pursued previous degree in DDE?	No	Registration number	NA	Name of DDE department/affiliated NA college		Programme registered in	NA
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Family Details

Mother's Name	AJITHA N
Father's / Guardian's Name	WILLIAM T

Fee Concession Category

PwD Category	Not Applicable
Are you a Non-Teaching Employees (Group B, C and D only) of Pondicherry University and their wards	No
Are you a Defence/Paramilitary personnel?	No
Are you a Widow?	No
Are you a Deserted Woman?	No
Are you a Prisoner?	No

Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	NA
TAMIL	Reading Writing Speaking

Qualification Details - X or Equivalent

Class X Year of Passing	2017
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	92.60
Class X Name of the Institution	ST FRANCIS HSS, VAVARAI
Class X Board/University	STATE BOARD
Class X Subject Combination	TAMIL ENGLISH MATHEMATICS SCIENCE SOCIAL SCIENCE

Class X Division	FIRST CLASS
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Qualification Details - XII or Equivalent

Class XII Qualification Status	Passed
Class XII Year of Passing	2019
Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) (Best of the five subjects)	65.30
Class XII Name of the Institution	ST.FRANCIS H.S.S , VAVARAI
Class XII Board/University	STATE BOARD
Class XII Subject Combination	TAMIL ENGLISH MATHEMATICS PHYSICS CHEMISTRY BIOLOGY
Class XII Division	FIRST CLASS
Have you Passed Class XII With Mathematics	Yes

Qualification Details - Graduation

Graduation Qualification Status	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination	2022
Graduation Name of the Board/University	Other
Graduation Subject Combination	TAMIL ENGLISH PART III PART IV PART V
Graduation Honors Subject	Yes
Graduation Honors Subject	B.COM
Graduation Name of the Board/University	MS UNIVERSITY, TIRUNELVELI
Graduation Institution/College	NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
Graduation Course Name	B.COM
Graduation Division	FIRST CLASS
Graduation Percentage [For Candidates whose qualification status is "Appeared", average percentage till last examination should be provided (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)]	88.90

Document	File Link
Photo	Uploaded
Signature	Uploaded
Class X (Please scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Please scan both marksheet and certificate in a single file and upload)	Uploaded
MS UNIVERSITY, TIRUNELVELI (Graduation) (Please scan both marksheet and certificate in a single file and upload)	Uploaded
CLC/Provisional Certificate	Uploaded

"I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if I am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled." Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to Pondicherry University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks by latest 31st October 2022 failing which I shall forthwith vacate the seat and shall have no claim for refund of fees already paid." The Jurisdiction of Court cases shall be only at Madras High Court in respect of any dispute against Pondicherry University on any matter."



DDE Admissions (July 2022 Academic Session)
Master of Business Administration(Finance)
Form Number: PUDDE22007727
Selected Study Centre: Nanjil Catholic College of
Arts and Science, Kanyakumari



Transaction Details

Payment Status	Paid	Payment Date	2022-10-15 14:46:29	Transaction ID	YIOB1503315564	Amount	200.00
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Personal Details

Full Name of the Applicant	ABINAYA .V	Gender	Female	Date of Birth	4 September 2001 Age as on Jul 1, 2021: 19 Years 9 Month 28 Days
Category	General	Blood Group	O+	Are you Citizen of India? / Religion	Yes (Religion: Christianity)
Email	abinaya.abi0401@gmail.com	Mobile Number	9789107313	Alternate Email	
		Alternate Mobile	9597817313	Correspondence Address	4/163, South Street, Madathattuvilai, Villukuri (P.O), Pin Code 629180, Kanyakumari, MADATHATTUVILAI, Tamil Nadu -629180, India
Residence Area (Place of Birth)	RURAL	Occupation	UN-EMPLOYED	Permanent Address	4/163, South Street, Madathattuvilai, Villukuri (P.O), Pin Code 629180, Kanyakumari, MADATHATTUVILAI, Tamil Nadu -629180, India

Place of Birth Details

Village/Town/City	VILLUKURI	Country	INDIA	State	TAMIL NADU	District	KANYAKUMARI
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DDE registration details (if applicable)

Have you pursued previous degree in DDE?	No	Registration number	NA	Name of DDE department/affiliated college	NA	Programme registered in	NA
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Family Details

Mother's Name	VIMALA RANI .V
Father's / Guardian's Name	VARGHEES RAJAN .M

Fee Concession Category

PwD Category	Not Applicable
Are you a Non-Teaching Employees (Group B, C and D only) of Pondicherry University and their wards	No
Are you a Defence/Paramilitary personnel?	No
Are you a Widow?	No
Are you a Deserted Woman?	No
Are you a Prisoner?	No

Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	NA
TAMIL	Reading Writing Speaking

Qualification Details - X or Equivalent

Class X Year of Passing	2017
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	90.00
Class X Name of the Institution	ST.LAWRENCE HR.SEC SCHOOL MADATHATTUVILAI
Class X Board/University	STATEBOARD
Class X Subject Combination	TAMIL ENGLISH MATHAMETICS SCIENCE SOCIAL SCIENCE
Class X Division	FIRST CLASS

Qualification Details - XII or Equivalent

Class XII Qualification Status	Passed
Class XII Year of Passing	2019
Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) (Best of the five subjects)	58.00
Class XII Name of the Institution	DUTHIE GIRLS HR SEC SCHOOL,NAGERCOIL
Class XII Board/University	STATE BOARD
Class XII Subject Combination	TAMIL ENGLISH COMPUTER SCIENCE ECONOMICS COMMERCE ACCOUNTANCY
Class XII Division	SECOND CLASS
Have you Passed Class XII With Mathematics	No

Qualification Details - Graduation

Graduation Qualification Status	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination	2022
Graduation Name of the Board/University	Other
Graduation Subject Combination	B.COM-COMMERCE
Graduation Honors Subject	No
Graduation Honors Subject	
Graduation Name of the Board/University	MS UNIVERSITY, TIRUNELVELI
Graduation Institution/College	INFANT JESUS COLLEGE OF ATRS & SCIENCE FOR WOMEN,MULAGUMOODU
Graduation Course Name	B.COM
Graduation Division	FIRST CLASS
Graduation Percentage [For Candidates whose qualification status is "Appeared", average percentage till last examination should be provided (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)]	87.50

Document	File Link
Photo	Uploaded
Signature	Uploaded
Class X (Please scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Please scan both marksheet and certificate in a single file and upload)	Uploaded
MS UNIVERSITY, TIRUNELVELI (Graduation) (Please scan both marksheet and certificate in a single file and upload)	Uploaded
CLC/Provisional Certificate	No document uploaded.

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dhyp



DDE Admissions (July 2022 Academic Session)
Master of Business Administration(Finance)
Form Number: PUDDE22009500
Selected Study Centre: Nanjil Catholic College of
Arts and Science, Kanyakumari



Transaction Details

Payment Status	Paid	Payment Date	2022-11-09 10:13:32	Transaction ID	YIOB1549615095	Amount	200.00
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Personal Details

Full Name of the Applicant	VINCY V	Gender	Female	Date of Birth	31 May 2002	Age as on Jul 1, 2021: 19 Years 1 Month 1 Days
Category	General	Blood Group	O+	Are you Citizen of India? / Religion	Yes (Religion: Christianity)	
Email	vincyvijayakumar2002@gmail.com	Mobile Number	8606307035	Alternate Email		
		Alternate Mobile		Correspondence Address	VINCY BHAVAN, KALLIMOODU, NETTA POST, KANIYAKUMARI, MARTHANDAM, Tamil Nadu -629101, India	Permanent Address
					VINCY BHAVAN, KALLIMOODU, NETTA POST, KANIYAKUMARI, MARTHANDAM, Tamil Nadu -629101, India	
Residence Area (Place of Birth)	RURAL	Occupation	UN-EMPLOYED			

Place of Birth Details

Village/Town/City	MARTHANDAM	Country	INDIA	State	TAMIL NADU	District	KANYAKUMARI
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DDE registration details (if applicable)

Have you pursued previous degree in DDE?	No	Registration number	NA	Name of DDE department/affiliated college	NA	Programme registered in	NA
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Family Details

Mother's Name	RANI R
Father's / Guardian's Name	VIJAYA KUMAR C

Fee Concession Category

PwD Category	Not Applicable
Are you a Non-Teaching Employees (Group B, C and D only) of Pondicherry University and their wards	No
Are you a Defence/Paramilitary personnel?	No
Are you a Widow?	No
Are you a Deserted Woman?	No
Are you a Prisoner?	No

Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	Reading Writing
TAMIL	Reading Writing Speaking
MALAYALAM	Reading Writing Speaking

Qualification Details - X or Equivalent

Class X Year of Passing	2017
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	73.00
Class X Name of the Institution	ST THOMAS HIGH SCHOOL NETTA
Class X Board/University	STATE BOARD
Class X Subject Combination	TAMIL, ENGLISH, MATHS, SCIENCE, SOCIAL SCIENCE, MALAYALAM
Class X Division	FIRST CLASS

Qualification Details - XII or Equivalent

Class XII Qualification Status	Passed
Class XII Year of Passing	2019

Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) (Best of the five subjects)	61.00
Class XII Name of the Institution	ST MARY'S HR SEC SCHOOL KALIYAL
Class XII Board/University	STATE BOARD
Class XII Subject Combination	TAMIL, ENGLISH, COMPUTER SCIENCE, ECONOMICS, COMMERCE, ACCOUNTANCY
Class XII Division	FIRST CLASS
Have you Passed Class XII With Mathematics	No

Qualification Details - Graduation

Graduation Qualification Status	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination	2022
Graduation Name of the Board/University	Other
Graduation Subject Combination	COMMERCE
Graduation Honors Subject	No
Graduation Honors Subject	
Graduation Name of the Board/University	MS UNIVERSITY, TIRUNELVELI
Graduation Institution/College	NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
Graduation Course Name	B.COM
Graduation Division	FIRST CLASS
Graduation Percentage [For Candidates whose qualification status is "Appeared", average percentage till last examination should be provided (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)]	70.00

Document	File Link
Photo	Uploaded
Signature	Uploaded
Class X (Please scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Please scan both marksheet and certificate in a single file and upload)	Uploaded
MS UNIVERSITY, TIRUNELVELI (Graduation) (Please scan both marksheet and certificate in a single file and upload)	Uploaded
CLC/Provisional Certificate	Uploaded

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DDE Admissions (July 2022 Academic Session)
Master of Business Administration(Finance)
Form Number: PUDDE22008557
Selected Study Centre: Nanjil Catholic College of
Arts and Science, Kanyakumari



Transaction Details

Payment Status	Paid	Payment Date	2022-10-27 14:30:38	Transaction ID	YIOB1524666159	Amount	200.00
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Personal Details

Full Name of the Applicant	SREE LAKSHMI A	Gender	Female	Date of Birth	15 November 1999 Age as on Jul 1, 2021: 21 Years 7 Month 17 Days
Category	General	Blood Group	B+	Are you Citizen of India? / Religion	Yes (Religion: Hinduism)
Email	sreelakshmianu1999@gmail.com	Mobile Number	6369881346	Alternate Email	
Alternate Mobile	9047424050	Correspondence Address	REVATHI VIHAR , ELAMBALAMUKKU, KOLLAMCODE POST, KANIYAKUMARI, KOLLEMCODE, Tamil Nadu -629160, India	Permanent Address	REVATHI VIHAR , ELAMBALAMUKKU, KOLLAMCODE POST, KANIYAKUMARI, KOLLEMCODE, Tamil Nadu -629160, India
Residence Area (Place of Birth)	RURAL	Occupation	UN-EMPLOYED		

Place of Birth Details

Village/Town/City	KULASHEKARAM	Country	INDIA	State	TAMIL NADU	District	KANYAKUMARI
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DDE registration details (if applicable)

Have you pursued previous degree in DDE?	No	Registration number	NA	Name of DDE department/affiliated college	NA	Programme registered in	NA
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Family Details

Mother's Name	AMBIKA DAVI S
Father's / Guardian's Name	SUNDARESAN P

Fee Concession Category

PwD Category	Not Applicable
Are you a Non-Teaching Employees (Group B, C and D only) of Pondicherry University and their wards	No
Are you a Defence/Paramilitary personnel?	No
Are you a Widow?	No
Are you a Deserted Woman?	No
Are you a Prisoner?	No

Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	NA
TAMIL	Reading Writing Speaking
MALAYALAM	Reading Speaking

Qualification Details - X or Equivalent

Class X Year of Passing	2015
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	73.00
Class X Name of the Institution	ST.MARY'S HR.SEC.SCHOOL , KALIYAL
Class X Board/University	STATE BOARD
Class X Subject Combination	TAMIL ENGLISH MATHS SCIENCE SOCIAL SCIENCE
Class X Division	FIRST CLASS

Qualification Details - XII or Equivalent

Class XII Qualification Status	Passed
Class XII Year of Passing	2017

Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) (Best of the five subjects)	88.00
Class XII Name of the Institution	ST.MARY'S HR.SEC.SCHOOL , KALIYAL
Class XII Board/University	STATE BOARD
Class XII Subject Combination	TAMIL ENGLISH HISTORY ECONOMICS COMMERCE ACCOUNTANCY
Class XII Division	FIRST CLASS
Have you Passed Class XII With Mathematics	No

Qualification Details - Graduation

Graduation Qualification Status	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination	2020
Graduation Name of the Board/University	Other
Graduation Subject Combination	MANAGEMENT ACCOUNTING INDUSTRIAL LAW INCOME TAX CORPORATE ACCOUNTING
Graduation Honors Subject	Yes
Graduation Honors Subject	B.COM
Graduation Name of the Board/University	MS UNIVERSITY, TIRUNELVELI
Graduation Institution/College	NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
Graduation Course Name	B.COM
Graduation Division	FIRST CLASS
Graduation Percentage [For Candidates whose qualification status is "Appeared", average percentage till last examination should be provided (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)]	70.00

Document	File Link
Photo	Uploaded
Signature	Uploaded
Class X (Please scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Please scan both marksheet and certificate in a single file and upload)	Uploaded
MS UNIVERSITY, TIRUNELVELI (Graduation) (Please scan both marksheet and certificate in a single file and upload)	Uploaded
CLC/Provisional Certificate	Uploaded

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A. Sreedeshmi



DDE Admissions (July 2022 Academic Session)
Master of Business Administration(Human
Resource Management)
Form Number: PUDDE22008438
Selected Study Centre: Nanjil Catholic College of
Arts and Science, Kanyakumari



Transaction Details

Payment Status	Paid	Payment Date	2022-10-27 09:11:03	Transaction ID	YIOB1523958137	Amount	200.00
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Personal Details

Full Name of the Applicant	JAS MERRY FERTILE J A	Gender	Female	Date of Birth	8 September 2001 Age as on Jul 1, 2021: 19 Years 9 Month 24 Days			
Category	General			Blood Group	B+	Are you Citizen of India? / Religion	Yes (Religion: Christianity)	
Email	Mobile Number	Alternate Email	Alternate Mobile	Correspondence Address	THACHACODE, METHUKUMMAL POST, KANIYAKUMARI, METHUKUMAL, Tamil Nadu -629172, India		Permanent Address	THACHACODE, METHUKUMMAL POST, KANIYAKUMARI, METHUKUMAL, Tamil Nadu -629172, India
Residence Area (Place of Birth)			Occupation					
RURAL			UN-EMPLOYED					

Place of Birth Details

Village/Town/City	METHUKUMMAL	Country	INDIA	State	TAMIL NADU	District	KANYAKUMARI
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DDE registration details (if applicable)

Have you pursued previous degree in DDE?	No	Registration number	NA	Name of DDE department/affiliated college	NA	Programme registered in	NA
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Family Details

Mother's Name	C V AMALORPAVAM
Father's / Guardian's Name	Y JOHN KUMARITHOZHAN

Fee Concession Category

PwD Category	Not Applicable
Are you a Non-Teaching Employees (Group B, C and D only) of Pondicherry University and their wards	No
Are you a Defence/Paramilitary personnel?	No
Are you a Widow?	No
Are you a Deserted Woman?	No
Are you a Prisoner?	No

Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	Reading Writing
TAMIL	Reading Writing Speaking
MALAYALAM	Speaking

Qualification Details - X or Equivalent

Class X Year of Passing	2017
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	97.00
Class X Name of the Institution	SACRED HEART MATRICULATION HR.SEC.SCHOOL, PADANTHALUMOODU
Class X Board/University	STATE BOARD
Class X Subject Combination	TAMIL ENGLISH MATHS SCIENCE SOCIAL SCIENCE
Class X Division	FIRST CLASS

Qualification Details - XII or Equivalent

Class XII Qualification Status	Passed
Class XII Year of Passing	2019
Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) (Best of the five subjects)	78.00
Class XII Name of the Institution	SACRED HEART MATRICULATION HR.SEC.SCHOOL, PADANTHALUMOODU
Class XII Board/University	STATE BOARD
Class XII Subject Combination	TAMIL ENGLISH PHYSICS CHEMISTRY BIOLOGY MATHS
Class XII Division	FIRST CLASS
Have you Passed Class XII With Mathematics	Yes

Qualification Details - Graduation

Graduation Qualification Status	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination	2022
Graduation Name of the Board/University	Other
Graduation Subject Combination	REAL ANALYSIS COMPLEX ANALYSIS ABSTRACT ALGEBRA CALCULUS
Graduation Honors Subject	Yes
Graduation Honors Subject	BSC MATHS
Graduation Name of the Board/University	MS UNIVERSITY, TIRUNELVELI
Graduation Institution/College	ST.ALPHONSA COLLEGE OF ARTS AND SCIENCE, KARUNGAL
Graduation Course Name	BSC MATHS
Graduation Division	FIRST CLASS
Graduation Percentage [For Candidates whose qualification status is "Appeared", average percentage till last examination should be provided (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)]	94.10

Document	File Link
Photo	Uploaded
Signature	Uploaded
Class X (Please scan both marksheet and certificate in a single file and upload)	Uploaded
Class XII (Please scan both marksheet and certificate in a single file and upload)	Uploaded
MS UNIVERSITY, TIRUNELVELI (Graduation) (Please scan both marksheet and certificate in a single file and upload)	Uploaded
CLC/Provisional Certificate	No document uploaded.

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Tasneem

MBA (Human Resource Management) (Course code – 39)
CURRICULUM

1st YEAR - I SEMESTER

Sl.No.	Code	Course Title
1	MBAC 1001	Management Concepts & Organisational Behaviour
2	MBAC 1002	Managerial Economics
3	MBAC 1003	Accounting for Managers
4	MBAC 1004	Business Environment and Law
5	MBAC 1005	Research Methodology

1st YEAR - II SEMESTER

1	MBAC 2001	Financial Management
2	MBAC 2002	Marketing Management
3	MBAC 2003	Human Resources Management
4	MBAC 2004	Operations Research and Management
5	MBAC 2005	Strategic Management

2nd YEAR - III SEMESTER

1	MBHR 3001	Human Resource Development
2	MBHR 3002	Performance Management
3	MBHR 3003	Knowledge Management
4	MBHR 3004	Industrial Relations Management
5	MBHR 3005	Employee Legislation

2nd YEAR - IV SEMESTER

1	MBHR 4001	Organizational Development and Change
2	MBHR 4002	Human Resource Accounting
3	MBHR 4003	Compensation Management
4	MBHR 4004	Human Resource Information System
5	MBHR 4005	Global HR Practices
6	MBHR 4006	Project Work

MBA (Human Resource Management) - Syllabus

MBA – I Semester

PAPER – I

MANAGEMENT CONCEPTS & ORGANISATIONAL BEHAVIOUR

Paper Code: MBAC 1001

Objectives

- to provide conceptual understanding of Management Concepts
- to familiarize the students with the contemporary issues in Management
- to understand and appreciate the human behaviour in organisations

UNIT - I

Nature of Management - Social Responsibilities of Business - Manager and Environment Levels in Management - Managerial Skills - Planning - Steps in Planning Process - Scope and Limitations - Short Range and Long Range Planning - Flexibility in Planning Characteristics of a sound Plan - Management by Objectives (MBO) - Policies and Strategies - Scope and Formulation - Decision Making - Techniques and Processes

UNIT – II

An Overview of Staffing, Directing and Controlling Functions - Organising - Organisation Structure and Design - Authority and Responsibility Relationships - Delegation of Authority and Decentralisation - Interdepartmental Coordination - Emerging Trends in Corporate Structure, Strategy and Culture - Impact of Technology on Organisational design - Mechanistic Vs Adoptive Structures - Formal and Informal Organisation

UNIT – III

Perception and Learning - Personality and Individual Differences - Motivation and Job Performance - Values, Attitudes and Beliefs - Stress Management - Communication Types- Process - Barriers - Making Communication Effective

UNIT – IV

Group Dynamics - Leadership - Styles - Approaches - Power and Politics - Organisational Structure - Organisational Climate and Culture - Organisational Change and Development.

UNIT – V

Comparative Management Styles and approaches - Japanese Management Practices Organisational Creativity and Innovation - Management of Innovation - Entrepreneurial Management - Benchmarking - Best Management Practices across the world - Select cases of Domestic & International Corporations - Management of Diversity.

REFERENCES

Koontz, Weirich & Aryasri, PRINCIPLES OF MANAGEMENT, *Tata McGraw-Hill, NewDelhi, 2004*

Tripathi & Reddy, PRINCIPLES OF MANAGEMENT, *Tata McGraw-Hill, New Delhi, 2008*

Laurie Mullins, MANAGEMENT AND ORGANISATIONAL BEHAVIOUR, *Pearson, NewDelhi, 2007*

Meenakshi Gupta, PRINCIPLES OF MANAGEMENT, *PHI Learning, NewDelhi, 2009*

Fred Luthans, ORGANISATIONAL BEHAVIOUR, *Tata McGraw-Hill, NewDelhi*

Stephen Robbins, ORGANISATIONAL BEHAVIOUR, *Pearson, New Delhi*

Ricky Griffin, MANAGEMENT: PRINCIPLES & APPLICATIONS, *Cengage, NewDelhi, 2008*

Objectives

- To introduce the economic concepts
- To familiarize with the students the importance of economic approaches in managerial decision making
- To understand the applications of economic theories in business decisions

UNIT – I

General Foundations of Managerial Economics - Economic Approach - Circular Flow of Activity - Nature of the Firm - Objectives of Firms - Demand Analysis and Estimation - Individual, Market and Firm demand - Determinants of demand - Elasticity measures and Business Decision Making - Demand Forecasting.

UNIT-II

Law of Variable Proportions - Theory of the Firm - Production Functions in the Short and Long Run - Cost Functions – Determinants of Costs – Cost Forecasting - Short Run and Long Run Costs –Type of Costs - Analysis of Risk and Uncertainty.

UNIT-III

Product Markets -Determination Under Different Markets - Market Structure – Perfect Competition – Monopoly – Monopolistic Competition – Duopoly - Oligopoly - Pricing and Employment of Inputs Under Different Market Structures – Price Discrimination - Degrees of Price Discrimination.

UNIT-IV

Introduction to National Income – National Income Concepts - Models of National Income Determination - Economic Indicators - Technology and Employment - Issues and Challenges – Business Cycles – Phases – Management of Cyclical Fluctuations - Fiscal and Monetary Policies.

UNIT – V

Macro Economic Environment - Economic Transition in India - A quick Review - Liberalization, Privatization and Globalization - Business and Government - Public-Private Participation (PPP) - Industrial Finance - Foreign Direct Investment(FDIs).

REFERENCES

Yogesh Maheswari, MANAGERIAL ECONOMICS, *PHI Learning, NewDelhi, 2005*

Gupta G.S., MANAGERIAL ECONOMICS, *Tata McGraw-Hill, New Delhi*

Moyer & Harris, MANAGERIAL ECONOMICS, *Cengage Learning, NewDelhi, 2005*

Geetika, Ghosh & Choudhury, , MANAGERIAL ECONOMICS, *Tata McGrawHill, NewDelhi, 2011*

PAPER –III
ACCOUNTING FOR MANAGERS

Paper code: MBAC

1003

Objectives

- To acquaint the students with the fundamentals principles of Financial, Cost and Management Accounting
- To enable the students to prepare, Analyse and Interpret Financial Statements and
- To enable the students to take decisions using Management Accounting Tools.

UNIT-I

Book-keeping and Accounting – Financial Accounting – Concepts and Conventions – Double Entry System – Preparation of Journal, Ledger and Trial Balance – Preparation of Final Accounts –Trading, Profit and Loss Account and Balance Sheet with adjustment entries, simple problems only - Capital and Revenue Expenditure and Receipts.

UNIT-II

Depreciation – Causes – Methods of Calculating Depreciation – Straight Line Method, Diminishing Balance Method and Annuity Method - Ratio Analysis – Uses and Limitations – Classification of Ratios – Liquidity, Profitability, Financial and Turnover Ratios – Simple problems only.

UNIT-III

Funds Flow Analysis – Funds From Operation, Sources and Uses of Funds, Preparation of Schedule of Changes in Working Capital and Funds Flow Statements – Uses and Limitations - Cash Flow Analysis – Cash From Operation – Preparation of Cash Flow Statement – Uses and Limitations – Distinction between Funds flow and Cash Flow – only simple problems

UNIT-IV

Marginal Costing - Marginal cost and Marginal costing - Importance - Break-even Analysis - Cost Volume Profit Relationship – Application of Marginal Costing Techniques, Fixing Selling Price, Make or Buy, Accepting a foreign order, Deciding sales mix.

UNIT-V

Cost Accounting - Elements of Cost - Types of Costs - Preparation of Cost Sheet – Standard Costing – Variance Analysis – Material Variances – Labour Variances – simple problems related to Material and Labour Variances only

[Note: Distribution of Questions between Problems and Theory of this paper must be 60:40 i.e., Problem Questions: 60 % & Theory Questions: 40 %]

REFERENCES

Jelsy Josheph Kuppapally, ACCOUNTING FOR MANAGERS, *PHI, Delhi, 2010.*

Paresh shah, BASIC ACCOUNTING FOR MANAGERS, *Oxford, Delhi, 2007*

Ambrish Gupta, FINANCIAL ACCOUNTING FOR MANAGEMENT, *Pearson, Delhi, 2004*

Narayanaswamy R, FINANCIAL ACCOUNTING , *PHI, Delhi, 2011*

**PAPER-IV
BUSINESS ENVIRONMENT AND LAW**

Paper Code: MBAC

1004

Objectives

- To acquaint students with the issues of domestic and global environment in which business has to operate
- To relate the Impact of Environment on Business in an integrated manner, and
- To give an exposure to important commercial and industrial laws

UNIT – I

Dynamics of Business and its Environment – Technological, Political, Social and Cultural Environment - Corporate Governance and Social Responsibility - Ethics in Business - Economic Systems and Management Structure - Family Management to Professionalism - Resource Base of the Economy - Land, Forest, Water, Fisheries, Minerals - Environmental Issues.

UNIT - II

Infrastructure - Economic- Social, Demographic Issues, Political context - Productivity Factors, Human Elements and Issues for Improvement - Global Trends in Business and Management - MNCs - Foreign Capital and Collaboration - Trends in Indian Industry - The Capital Market Scenario.

UNIT - III

Law of Contract - Agreement - Offer - Acceptance - Consideration - Capacity of Contract - Contingent Contract - Quasi Contract - Performance - Discharge - Remedies to breach of Contract - Partnership - Sale of Goods - Law of Insurance - Negotiable Instruments - Notes, Bills, Cheques - Crossing - Endorsement - Holder in due course - Holder in value - Contract of Agency.

UNIT - IV

Company - Formation - Memorandum - Articles - Prospectus - Shares - Debentures - Directors - Appointment - Powers and Duties - Meetings - Proceedings – Management - Accounts - Audit - Oppression and Mismanagement - Winding up.

UNIT - V

Factory Act – Licensing and Registration of Factories, Health, Safety and Welfare measures - Industrial Disputes Act – Objects and scope of the Act, Effects of Industrial Dispute, Administration under the Act- Minimum Wages Act - Workmen Compensation Act.

REFERENCES

Pathak, LEGAL ASPECTS OF BUSINESS, Tata McGraw- Hill Publishing Company Limited, New Delhi, 2010.

Keith-Davis & William Frederick, BUSINESS AND SOCIETY, *McGraw-Hill, Tokyo*.

M.M. Sulphrey & Az-har Basheer, LAWS FOR BUSINESS, *PHI Learning Pvt. Ltd. New Delhi*, 2011

Maheswari & Maheswari, MERCANTILE LAW. *Himalaya Publishing House. Mumbai*

Rudder Dutt & Sundaram, INDIAN ECONOMY, *Vikas Publishing House, New Delhi*.

Veena Keshav Pailwar, ECONOMIC ENVIRONMENT OF BUSINESS, *PHI Learning Pvt. Ltd, New Delhi, 2010*

PAPER-V
RESEARCH METHODOLOGY

Paper code: MBAC 1005

Objectives

- To enable the students to know about the information needs of Management
- To introduce the concept of Scientific Research and the methods of conducting Scientific Enquiry and
- To introduce the Statistical Tools of Data Analysis.

UNIT-I

Research – Qualities of Researcher – Components of Research Problem – Various Steps in Scientific Research – Types of Research – Hypotheses Research Purposes - Research Design – Survey Research - Case Study Research.

UNIT-II

Data Collection – Sources of Data – Primary Data – Secondary Data - Procedure Questionnaire – Sampling methods – Merits and Demerits – Experiments – Observation method – Sampling Errors - Type-I Error & Type-II Error.

UNIT-III

Statistical Analysis – Introduction to Statistics – Probability Theories – Conditional Probability, Poisson Distribution, Binomial Distribution and Properties of Normal Distributions – Hypothesis Tests – One Sample Test – Two Sample Tests / Chi-Square Test, Association of Attributes - Standard deviation – Co-efficient of variations .

UNIT-IV

Statistical Applications – Correlation and Regression Analysis – Analysis of Variance – Partial and Multiple Correlation – Factor Analysis and Conjoint Analysis – Multifactor Evaluation – Two-Factor Evaluation Approaches.

UNIT-V

Research Reports – Structure and Components of Research Report – Types of Report, characteristics of Good Research Report, Pictures and Graphs, Introduction to SPSS.

[Note: Distribution of Questions between Problems and Theory of this paper must be 40:60 i.e., Problem Questions: 40 % & Theory Questions: 60 %]

REFERENCES

Panneerselvam, R., RESEARCH METHODOLOGY, *Prentice Hall of India, New Delhi, 2004.*
Kothari CR , RESEARCH METHODOLOGY-METHODS AND TECHNIQUES, *New Wiley Eastern Ltd., Delhi, 2009.*

**PAPER-VI
FINANCIAL MANAGEMENT**

Paper code: MBAC 2001

Objectives

- To know the various sources of finance
- To understand the various uses for finance and
- To familiarize oneself with the techniques used in financial management.

UNIT-I

Financial Management – Financial goals - Profit vs. Wealth Maximization; Finance Functions – Investment, Financing and Dividend Decisions – Cost of Capital – Significance of Cost of Capital – Calculation of Cost of Debt – Cost of Preference Capital – Cost of Equity Capital (CAPM Model and Gordon's Model) and Cost of Retained Earnings – Combined Cost of Capital (weighted/Overall).

UNIT-II

Capital Budgeting – Nature of Investment Decisions – Investment Evaluation criteria – Net Present Value (NPV), Internal Rate of Return (IRR), Profitability Index (PI), Payback Period, Accounting Rate of Return (ARR) – NPV and IRR comparison.

UNIT-III

Operating and Financial Leverage – Measurement of Leverages – Effects of Operating and Financial Leverage on Profit – Analyzing Alternate Financial Plans - Combined Financial and Operating Leverage – Capital Structure Theories - Traditional approach - M.M. Hypotheses – without Taxes and with Taxes – Net Income Approach (NI) – Net Operating Income Approach (NOI) - Determining capital structure in practice.

UNIT- IV

Dividend Policies – Issues in Dividend Decisions – Relevance Theory – Walter's Model – Gordon's Model – Irrelevance Theory – M-M hypothesis - Dividend Policy in Practice – Forms of Dividends – Stability in Dividend Policy – Corporate Dividend Behaviour.

UNIT-V

Management of Working Capital – Significance and types of Working Capital – Calculating Operating Cycle Period and Estimation of Working Capital Requirements – Financing of Working Capital and norms of Bank Finance – Sources of Working capital – Factoring services– Various committee reports on Bank Finance – Dimensions of Working Capital Management.

[Note: Distribution of Questions between Problems and Theory of this paper must be 40:60 i.e., Problem Questions: 40 % & Theory Questions: 60 %]

REFERENCES

Khan MY, Jain PK, BASIC FINANCIAL MANAGEMENT, *Tata McGraw Hill, Delhi* , 2005.

Chandra, Prasanna, FINANCIAL MANAGEMENT, *Tata McGraw Hill, Delhi*.

Bhabatosh Banerjee, FUNDAMENTALS OF FINANCIAL MANAGEMENT, *PHI, Delhi*, 2010

Chandra Bose D, FUNDAMENTALS OF FINANCIAL MANAGEMENT, *PHI, Delhi*, 2010

Preeti Singh, FUNDAMENTALS OF FINANCIAL MANAGEMENT, *Ane, 2011*.

**PAPER-VII
MARKETING MANAGEMENT**

Paper Code: MBAC

2002

Objectives

- To familiarize with the basic concepts, and techniques of marketing management
- To understand the behaviour of consumers
- To create awareness of marketing mix elements, and
- To analyse and solve marketing problems in the complex and fast changing business environment.

UNIT-I

Introduction to Marketing and Marketing Management, Marketing Concepts - Marketing Process Marketing mix - Marketing environment - Consumer Markets and buying behaviour - Market segmentation and targeting and positioning.

UNIT-II

Product Decisions - concept of a Product - Product mix decisions - Brand Decision - New Product Development – Sources of New Product idea - Steps in Product Development - Product Life Cycle strategies- Stages in Product Life Cycle,

UNIT-III

Price Decisions - Pricing objectives - Pricing policies and constraints - Different pricing method - New product pricing, Product Mix pricing strategies and Price adjustment strategy.

UNIT-IV

Channel Decision - Nature of Marketing Channels –. Types of Channel flows - Channel functions - Functions of Distribution Channel – Structure and Design of Marketing Channels -Channel co-operation, conflict and competition – Retailers and wholesalers.

UNIT - V

Promotion Decision - Promotion mix - Advertising Decision, Advertising objectives - Advertising and Sales Promotion – Developing Advertising Programme – Role of Media in Advertising - Advertisement effectiveness - - Sales force Decision.

REFERENCE

K.S. Chandrasekar, MARKETING MANAGEMENT TEXT AND CASES, *Tata McGraw-Hill Publication, New Delhi.2010*

Govindarajan, MARKETING MANAGEMENT CONCEPTS, CASES, CHALLENGES AND TRENDS, *Prentice Hall of India, New Delhi. 2009*

Philip Kotler, MARKETING MANAGEMENT- ANALYSIS PLANNING AND CONTROL, *Prentice Hall of India, New Delhi,*

Ramaswamy. V S & Namakumari. S, MARKETING MANAGEMENT-PLANNING IMPLEMENTATION AND CONTROL, *Macmillan Business Books, New Delhi, 2002,*

**PAPER – VIII
HUMAN RESOURCES MANAGEMENT**

Paper Code: MBAC 2003

Objectives

- To understand and appreciate the importance of the human resources vis-a-vis other resources of the organisation
- To familiarize the students with methods and techniques of HRM
- To equip them with the application of the HRM tools in real world business situations.

UNIT-I

Human Resources Management - Context and Concept of People Management in a Systems Perspective - Organisation and Functions of the HR and Personnel Department - HR Structure and Strategy; Role of Government and Personnel Environment including MNCs.

UNIT – II

Recruitment and Selection - Human Resource Information System [HRIS] - Manpower Planning - Selection – Induction & Orientation - Performance and Potential Appraisal - Coaching and Mentoring - HRM issues and practices in the context of Outsourcing as a strategy

UNIT-III

Human Resources Development –Training and Development Methods - Design & Evaluation of T&D Programmes - Career Development - Promotions and Transfers - Personnel Empowerment including Delegation - Retirement and Other Separation Processes.

UNIT-IV

Financial Compensation- -Productivity and Morale - Principal Compensation Issues & Management - Job Evaluation - Productivity, Employee Morale and Motivation - Stress Management - Quality of Work Life.

UNIT – V

Building Relationships – Facilitating Legislative Framework - Trade Unions - Managing Conflicts - Disciplinary Process - Collective Bargaining - Workers Participation in Management - Concept, Mechanisms and Experiences.

REFERENCES

Venkata Ratnam C. S. & Srivatsava B. K., PERSONNEL MANAGEMENT AND HUMAN RESOURCES, *Tata Mc-Graw Hill, NewDelhi,*

Aswathappa, HUMAN RESOURCE MANGEMENT, *Tata McGraw Hill, NewDelhi, 2010*

Garry Dessler & Varkkey, HUMAN RESOURCE MANAGEMENT, *Pearson, New Delhi, 2009*

Alan Price, HUMAN RESOURCE MANAGEMENT, *Cengage Learning, NewDelhi, 2007*

Pravin Durai, HUMAN RESOURCE MANGEMENT, *Pearson, New Delhi, 2010*

Snell, Bohlander & Vohra, HUMAN RESOURCES MANAGEMENT, *Cengage, NewDelhi, 2010*

Objectives

- To familiarize the Operations Management concepts
- To introduce various optimization techniques with managerial perspective
- To facilitate the use of Operations Research techniques in managerial decisions.

UNIT –I

Introduction to Operations Management - Process Planning - Plant Location - Plant Lay out - Introduction to Production Planning.

UNIT –II

Stages of Development of Operations Research- Applications of Operations Research- Limitations of Operations Research- Introduction to Linear Programming- Graphical Method- Simplex Method - Duality.

UNIT-III

Transportation Problem- Assignment Problem - Inventory Control - Introduction to Inventory Management - Basic Deterministic Models - Purchase Models - Manufacturing Models with and without Shortages.

UNIT-IV

Shortest Path Problem - Minimum Spanning Tree Problem - CPM/PERT - Crashing of a Project Network.

UNIT- V

Game Theory- Two Person Zero-sum Games -Graphical Solution of (2 x n) and (m x 2) Games - LP Approach to Game Theory - Goal programming - Formulations - Introduction to Queuing Theory - Basic Waiting Line Models: (M/M/1):(GD/a/a), (M/M/C):GD/a/a).

[Note: Distribution of Questions between Problems and Theory of this paper must be 60: 40 i.e, Problem Questions: 60 % & Theory Questions : 40 %]

REFERENCES

Kanishka Bedi, PRODUCTION & OPERATIONS MANAGEMENT, *Oxford, NewDelhi, 2007*

Panneerselvam, R, OPERATIONS RESEARCH, *Prentice-Hall of India, New Delhi, 2002.*

G.Srinivasan, OPERATIONS RESEARCH, *PHI Learning, NewDelhi,2010*

Tulsian & Pandey, QUANTITATIVE TECHNIQUES, *Pearson, NewDelhi, 2002*

Vohra, QUANTATIVE TECHNIQUES IN MANAGEMENT, *Tata McGrawHill, NewDelhi, 2010*

**PAPER-X
STRATEGIC MANAGEMENT**

Paper Code: MBAC 2005

Objectives

- Integrating the knowledge gained in functional areas of management
- helping the students to learn about the process of strategic management, and
- helping the students to learn about strategy formulation and implementation

UNIT-I

Concepts of Strategy - Levels at which strategy operates; Approaches to strategic decision making; Mission and purpose, objectives and goals; Strategic business unit (SBU); Functional level strategies

UNIT-II

Environmental Analysis and Diagnosis - Environment and its components; Environment scanning and appraisal; Organizational appraisal; Strategic advantage analysis and diagnosis; SWOT analysis

UNIT-III

Strategy Formulation and Choice - Modernization, Diversification Integration - Merger, take-over and joint strategies - Turnaround, Divestment and Liquidation strategies - Strategic choice - Industry, competitor and SWOT analysis - Factors affecting strategic choice; Generic competitive strategies - Cost leadership, Differentiation, Focus, Value chain analysis, Bench marking, Service blue printing

UNIT-IV

Functional Strategies: Marketing, production/operations and R&D plans and policies- Personnel and financial plans and policies.

UNIT-V

Strategy Implementation - Inter - relationship between formulation and implementation - Issues in strategy implementation - Resource allocation - Strategy and Structure - Structural considerations - Organizational Design and change - Strategy Evaluation- Overview of strategic evaluation; strategic control; Techniques of strategic evaluation and control.

REFERENCES

Azhar Kazmi, STRATEGIC MANAGEMENT & BUSINESS POLICY, *Tata McGraw-Hill Publishing Company Limited, New Delhi 2008.*

Vipin Gupta, Kamala Gollakota & Srinivasan, BUSINESS POLICY & STRATEGIC MANAGEMENT, *Prentice Hall of India Private Limited, New Delhi, 2008.*

Amita Mittal, CASES IN STRATEGIC MANAGEMENT, *Tata McGraw-Hill Publishing Company Limited, New Delhi 2008.*

Fred R. David, STRATEGIC MANAGEMENT CONCEPT AND CASES, *PHI Learning Private Limited, New Delhi, 2008.*

MBA (HRM) - III Semester

PAPER – XI HUMAN RESOURCE DEVELOPMENT

**Course Code: 39
3001**

Paper Code: MBHR

Objectives:

- To understand the evolution and functions of HRD
- To identify the content, process and the outcomes of HRD applications
- To evaluate and understand diversity issues and their impact on organizations

UNIT I

Human Resource Development – Evolution of HRD - Relationship with HRM - Human Resource Development Functions - Roles and Competencies of HRD Professionals - Challenges to Organization and HRD professionals – Employee Behaviour – External and Internal Influence – Motivation as Internal Influence – Learning and HRD – Learning Strategies and Styles

UNIT II

Frame work of Human Resource Development - HRD Processes - Assessing HRD Needs - HRD Model - Designing Effective HRD Program - HRD Interventions- Creating HRD Programs - Implementing HRD programs - Training Methods - Self Paced/Computer Based/ Company Sponsored Training - On-the-Job and Off-the-Job - Brain Storming - Case Studies - Role Plays - Simulations - T-Groups - Transactional Analysis.

UNIT III

Evaluating HRD programs - Models and Frame Work of Evaluation - Assessing the Impact of HRD Programs - Human Resource Development Applications - Fundamental Concepts of Socialization - Realistic Job Review - Career Management and Development.

UNIT IV

Management Development - Employee counseling and wellness services – Counseling as an HRD Activity - Counseling Programs - Issues in Employee Counseling - Employee Wellness and Health Promotion Programs - Organizational Strategies Based on Human Resources.

UNIT V

Work Force Reduction, Realignment and Retention - HR Performance and Bench Marking - Impact of Globalization on HRD- Diversity of Work Force - HRD programs for diverse employees - Expatriate & Repatriate support and development.

REFERENCES

Werner & Desimone, HUMAN RESOURCE DEVELOPMENT, *Cengage Learning*, 2006

William E. Blank, HANDBOOK FOR DEVELOPING COMPETENCY BASED TRAINING PROGRAMMES, *Prentice-Hall, New Jersey*, 1982.

Uday Kumar Haldar, HUMAN RESOURCE DEVELOPMENT, *Oxford University Press*, 2009

Srinivas Kandula, STRATEGIC HUMAN RESOURCE DEVELOPMNET, *PHI Learning*, 2001

MBA (HRM) -III Semester

**PAPER – XII
PERFORMANCE MANAGEMENT**

**Course Code: 39
3002**

Paper Code: MBHR

Objectives:

- To understand the importance of employee performance to achieve the organisational goals
- To identify the process of performance management applications.

UNIT-I

Quality Performance Management - Concept - Dimensions - Facilitating Organisations for Performance - Organizational Dynamics and Employee Performance – Job Analysis

UNIT-II

Work Place and Its Improvement Through 5S - Modern Management Techniques and Management of Employee Performance - Team Building - Concept, Culture, Methods, Effectiveness & Empowerment Problems - Potential and Perspectives.

UNIT-III

Organizational Structure and Employee Motivation and Morale - Contemporary Thinking on Employment Practices and Work Schedules - Related Performance Appraisal Systems – Reward Based – Team Based – Competency Based- Leadership Based -Quality Circle - Features - Process.

UNIT-IV

Industrial Restructuring - Reward System and Employee Productivity - Performance Counseling – Performance Evaluation & Monitoring – Methods of Performance Evaluation -Performance Management in Multi National Corporations.

UNIT-V

Indian and Western Thoughts - Performance Management in the perspective of Indian Ethos – Ethical Issues and Dilemmas in Performance Management.

REFERENCES

Srinivas Kandula, PERFORMANCE MANAGEMENT, *Prentice Hall India, NewDelhi, 2006*

Dewakar Goel, PERFORMANCE APPRAISAL AND COMPENSATION MANAGEMENT, *Prentice Hall India, NewDelhi, 2008*

Robert Cardy, PERFORMANCE MANAGEMENT, *Prentice Hall India, NewDelhi, 2004*

S.K. Chakravarthy, MANAGERIAL EFFECTIVENESS AND QUALITY OF WORK LIFE - INDIAN INSIGHTS, *Tata-McGraw Hill , New Delhi*

MBA(HRM) -III Semester

**PAPER – XIII
KNOWLEDGE MANAGEMENT**

**Course Code: 39
3003**

Paper Code: MBHR

Objectives:

- To familiarise the concepts of Knowledge Management.
- To understand the challenges of Knowledge Based Organisations and the HR mechanisms to manage them effectively.
- To identify the importance of the values of autonomy and accountability in Knowledge based organisations.

UNIT-I

Introduction to Knowledge Management - Knowledge Society - Types of Knowledge - An Introduction to life in organizations - Concept and Characteristics of KBOs - Dimensions of HRM in KBOs - New Role and Challenges for HRM in the KBOs.

UNIT-II

Managing Knowledge for organizational effectiveness - Process and Methods- Concept of Intellectual Capital and Learning Orientation in the Organizations - Knowledge and Role related issues - Performance Appraisal in a KBO - Intellectual Property Rights (IPR).

UNIT-III

Managing Knowledge and Personnel & Organizational Health - Rewarding Knowledge - Management of Retention.

UNIT-IV

ICTs in KBOs - HRIS for KBOs - Concept, Mechanisms, and Software Orientation - Performance Management – Mechanisms.

UNIT-V

Technologies to Manage Knowledge – Artificial Intelligence – Digital Libraries – Repositories – Knowledge Discovery – Creating Systems that Utilize Knowledge - Knowledge Process Outsourcing - Innovation Clusters.

REFERENCES

Frances Horibe, MANAGING KNOWLEDGE WORKERS, *John Wiley & Sons*

Ganesh Natarajan and Sandhya Shekhar, KNOWLEDGE MANAGEMENT - ENABLING BUSINESS GROWTH, *Tata McGrawHill, New Delhi*

Fernandez & Leidner, KNOWLEDGE MANAGEMENT, *PHI Learning, New Delhi, 2008*

Mruthyunjaya, KNOWLEDGE MANAGEMENT, *PHI Learning, New Delhi, 2011*

MBA (HRM) -III Semester

**PAPER - XIV
INDUSTRIAL RELATIONS MANAGEMENT**

**Course Code: 39
3004**

Paper Code: MBHR

Objectives:

- To provide exposure of theories, techniques and approaches to manage Industrial Relations.
- To understand the importance of labour administration and Constitutional Provisions.

UNIT-I

Introduction - Concept and Determinants of Industrial Relations - Industrial Relations in India - Managing IR Changes - IR and Productivity - Technology and IR -Effective Communication Systems and IR Management - Indian Culture & IR.

UNIT-II

Trade Unions - Purpose, Functions and Structure of Trade Unions - Trade Union Legislation - Multiplicity of Trade Unions - Conflict Resolutions - Industrial Relations - Welfare and Productivity - Social Responsibility of Trade Unions - IR Management and Management of Trade Unions.

UNIT-III

Employee Counseling - Types - Methods - Problems - Consultative Bodies (Bipartite, Tripartite) - IR Strategies - Workers Development and Participation.

UNIT-IV

Discipline and Grievance Redressal Machinery - Purposes and Procedures of Disciplinary Action - Grievance Redressal Procedures - Conciliation - Arbitration and Adjudication - Collective Bargaining - The Bargaining Process - Strengths and Skills.

UNIT-V

Labor Administration - ILO, ILC and Indian Constitutional Provisions in Relation to Labor Administration - Central Machinery of Labor Administration - Labor Administration at the State, District and Local Levels - Contemporary Trends and Future of Industrial Relations in India.

REFERENCES

Arun Monappa, INDUSTRIAL RELATIONS, *Tata Mc-Graw Hill, New Delhi*

Pramod Verma, MANAGEMENT OF INDUSTRIAL RELATIONS – READING AND CASES, *Oxford University Press, New Delhi*

Sivarethinamohan, INDUSTRIAL RELATIONS AND LABOUR WELFARE, *PHI Learning, New Delhi, 2010*

**PAPER - XV
EMPLOYEE LEGISLATION**

**Course Code: 39
3005**

Paper Code: MBHR

Objectives:

- To enable the students to familiarise the legal frame work governing the Human Resources within which the industries function
- To make the students understand the importance and ideology of legal structure prevailing in India

UNIT -I

Introduction to the Historical Dimensions of Labor & Employee Legislation in India - Labor Protection & Welfare - Social Security & Social Justice - System of Economic Governance - Principles of Labour Legislation – Labour and the Constitution

UNIT -II

Factories Act 1948 – Maternity Act 1961 - Contract Labour Act 1970 – The Shops and Establishment Act 1947 – The Trade Union Act 1926 – The Industrial Disputes Act 1947.

UNIT -III

Payment of Wages Act 1936 – Payment of Bonus Act 1965 – Payment of Gratuity Act 1972.

UNIT -IV

The Role of Human Capital – Organised and Unorganised Labour – Unorganised Labour Act - Workmen's Compensation Act – The Employees Pension Scheme.

UNIT –V

Quality of Life of Workers - Governance of Enterprises – Views on the Role of Labor Legislation - Gender Dimensions of Labor Laws – Pros and Cons of Legal System

References

P.L. Malik, INDUSTRIAL LAW, *Eastern Book Company, New Delhi, 2011*

C.S. Venkata Ratnam, GLOBALIZATION AND LABOUR-MANAGEMENT RELATIONS - DYNAMICS OF CHANGE, *Response Books, 2001*

Biswajeet Pattanayak, HUMAN RESOURCE MANAGEMENT, *PHI Learning, New Delhi*

Vipin Gupta Et al , CREATING PERFORMING ORGANIZATIONS: INTERNATIONAL PERSPECTIVES FOR INDIAN MANAGEMENT, *Response Books*

**PAPER – XVI
ORGANIZATIONAL DEVELOPMENT AND CHANGE**

Course Code: 39

Paper Code: MBHR 4001

Objectives:

- To emphasise and understand the necessity for change
- To understand the resistance to change and the process of change
- To familiarise the concepts and techniques of OD

UNIT-I

Change - Stimulating Forces - Change Agents - Planned Change - Unplanned Change – Models of Organisational Change - Lewin's Three Step Model.

UNIT-II

Resistance to Change - Individual Factors - Organisational Factors – Techniques to Overcome Change.

UNIT-III

Change Programs – Effectiveness of Change Programs - Change Process - Job Redesign - Socio-Technical Systems.

UNIT-IV

OD - Basic Values - Phases of OD - Entry - Contracting - Diagnosis – Feedback - Change Plan - Intervention - Evaluation - Termination.

UNIT-V

OD Interventions - Human Process Interventions - Structure and Technological Interventions - Strategy Interventions - Sensitivity Training - Survey Feedback - Process Consultation - Team Building - Inter-group Development - Innovations - Learning Organisations.

REFERENCES

Kondalkar, ORGANIZATION EFFECTIVENESS AND CHANGE MANAGEMENT, *PHI Learning, New Delhi, 2009*

French & Bell, ORGANISATIONAL DEVELOPMENT, *McGraw-Hill*.

Dipak Bhattacharyya, ORGANIZATIONAL CHANGE AND DEVELOPMENT, *Oxford University Press, New Delhi, 2011*

PAPER - XVII
HUMAN RESOURCE ACCOUNTING

**Course Code: 39
4002**

Paper Code: MBHR

Objectives:

- To understand the values of Human Resources in Organisations
- To familiarise the process and approaches of Human Resources Accounting

UNIT -I

Meaning & Definition of HRA – Importance - Development of the Concept – History of Score Card - HRA for Managers & HR Professionals - Investment in Human Resources – Quality of Work Force and Organizations’ Performance - Efficient use of Human Resources – Modern Market Investment Theory - Enumerating the Assets- Calculating the Market Value of Assets – Illiquid and Non- Marketable Assets – Human Capital.

UNIT -II

Human Resource Planning – Human Capital Investment – Expenditure Vs Productivity – Training – Human Capital & Productivity - Human Resource Accounting – Measurement of Human Value addition into Money Value – Objectives of Human Resources Accounting – Approaches to Human Resource Accounting.

UNIT -III

Investment Approach – Investment in Human Resources - HR Value – Concepts, Methods & Mechanisms - Recruiting and Training Costs – Depreciation – Rates of Return – Organization Behavior Vs Turnover – Non Value Adds in the Management of Human Resources, Measures and Prevention - Organization Climate Approach – Improvement Determination of Changes in Human Resource Variables – Increased Costs, Cost Reduction and Future Performance.

UNIT -IV

HR Accounting – Design, Preparation & Implementation - Responsibility Accounting and Management Control - Management Control Structure and Process - Design of HR Accounting Process & Procedures for each of the HR Sub-system including Recruitment, induction, Performance Appraisal and Training - Classification of Costs in HR Accounting – Behavioral Aspects of Management Control – Social Control.

UNIT -V

HR Auditing and Accounting – HRA Software - HRA Oriented Reporting Processes Including P & L Accounts & Balance Sheet - Experiences and Extrapolations on HRA.

References

Eric G. Flamholtz ,HUMAN RESOURCE ACCOUNTING, *Springer*
Jac Fitz-enz, HOW TO MEASURE HUMAN RESOURCE MANAGEMENT, *McGraw Hill*
Rakesh Chandra Katiyar ,ACCOUNTING FOR HUMAN RESOURCES , *UK Publishing*
M. Saeed, D.K. Kulshreshtha , HUMAN RESOURCE ACCOUNTING, *Anmol Publications.*
D. Prabakara Rao, HUMAN RESOURCE ACCOUNTING , *Inter India Publications.*

MBA (HRM) -IV Semester

**PAPER – XVIII
COMPENSATION MANAGEMENT**

**Course Code: 39
4003**

Paper Code: MBHR

Objectives:

- To understand the various dimensions of Compensation Management.
- To familiarise the role of various bodies involved in Compensation Management.

UNIT-I

Compensation - Definition - Compensation Responsibilities – Compensation System Design Issues – Compensation Philosophies – Compensation Approaches

UNIT-II

Compensation Classification - Types - Incentives - Fringe Benefits - Strategic Compensation Planning – Determining Compensation – The wage Mix – Development of Base Pay Systems – The Wage Curve – Pay Grades – Salary Matrix – Compensation as a Retention Strategy.

UNIT-III

Theories of Wages - Wage Structure - Wage Fixation - Wage Payment - Salary Administration - Executive Compensation – Incentive Plans – Team Compensation – Gain Sharing Incentive Plan – Enterprise Incentive Plan – Profit Sharing Plan- ESOPs – Compensation Management in Multi-National organisations.

UNIT-IV

Methods of Rewarding of Sales Personnel - Pay - Commission - Pay and Commission - Performance Based Pay Systems - Incentives - Executive Compensation Plan and Packages - Perceptions of Pay Fairness – Legal Constraints on Pay Systems.

UNIT-V

Wage Boards - Pay Commissions - Employee Benefits – Benefits Need Analysis – Funding Benefits – Benchmarking Benefit Schemes - Employee Benefit Programmes – Security Benefits – Creating a Work Life Setting – Designing Benefit Packages

REFERENCES

Dewakar Goel, PERFORMANCE APPRAISAL AND COMPENSATION MANAGEMENT, *PHI Learning, New Delhi, 2008*

Richard.I. Henderson, COMPENSATION MANAGEMENT IN A KNOWLEDGE BASED WORLD, *Prentice Hall India, New Delhi.*

Richard Thrope & Gill Homen, STRATEGIC REWARD SYSTEMS, *Prentice Hall India, New Delhi.*

Michael Armstrong & Helen Murlis, HAND BOOK OF REWARD MANAGEMENT, *Crust Publishing House.*

MBA (HRM) -IV Semester

PAPER - XIX HUMAN RESOURCE INFORMATION SYSTEM

**Course Code: 39
4004**

Paper Code: MBHR

Objectives:

- To understand the concept of Human Resource Information Systems
- To familiarise the applications of HRIS in Organisations

UNIT -I

Data & Information needs for HR Manager - Sources of Data - Role of IT in HRM - IT for HR Managers - Concept, Structure, & Mechanisms of HRIS - Programming Dimensions & HR Manager - Survey of Software Packages for Human Resource Information System including ERP Software such as SAP, Oracles Financials and Ramco's Marshal [only data input, output & screens] - EHRM - Objectives - Advantages & Disadvantages.

UNIT -II

Data Management for HRIS - Data Formats - Entry Procedure & Process - Data Storage & Retrieval - Transaction Processing - Office Automation - Information Processing & Control Functions - Design of HRIS - Relevance of Decision Making Concepts for Information System Design - HRM Needs Analysis – Concept & Mechanisms - Standard Software and Customized Software - HRIS : An Investment.

UNIT -III

HR Management Process & HRIS - Modules on HR Planning, Recruitment, Selection, Placement - Module on Performance Appraisal System - Training & Development Module - Module on Pay & other Related Dimensions - Information System's support for Planning & Control.

UNIT -IV

HR Management Process II & HRIS - Organization Structure & Related Management Processes - Authority & Responsibility Flows - Communication Process - Organization Culture and Power – Data Capturing for Monitoring & Review - Behavioral Patterns of HR - Other Managers and their Place in Information Processing for Decision Making.

UNIT -V

Security, Size & Style of Organizations & HRIS - Security of Data and Operations of HRIS Modules - Common Problems during IT Adoption Efforts and Processes to Overcome - Orientation & Training Modules for HR & other Functionaries – Detailed Analytical Framework - Opportunities for combination of HRM & ITES Personnel - HRIS & Employee Legislation - An Integrated View of HRIS.

References

Michael Armstrong, A Handbook of Human Resource Management Practice, *Kogan Page*
Gueutal & Stone, The Brave New World of her, *Jossey-Bass, 2005*
Monk & Wagner, CONCEPTS IN ENTERPRISE RESOURCE PLANNING, *Thomson. 2006*.

MBA (HRM) -IV Semester

**PAPER - XX
GLOBAL HR PRACTICES**

Course Code: 39

Paper Code: MBHR 4005

Objectives:

- To understand the concepts of globalization in HR Perspective
- To familiarize the key aspects and contemporary issues to the students
- To understand the developments in global HR practices and its challenges

UNIT -I

Introduction - Growth of International Business and Globalization - Operational Objectives and Means of Globalization in HR Perspective - Use of Balanced Score Card - Choosing an International Competitive Strategy - Forms of Operations.

UNIT -II

HR Challenges & Opportunities - National Differences Facing Operations – Domestic & MNC Perspectives - Linkages among Countries - Governance of Operations - Individual and Company Concerns – Multi cultural orientation to employees – Research and documentation Orientation in Global organizations - Ethical and Socially Responsible Behavior - Careers in International Business

UNIT -III

HR Policies and Operations in a Global Setting - Distinctive Features of HR Functions -Planning, Organizing, Directing & Control - Operations - Manpower Planning to Separations in a Global Set-up - Staffing - Skill & Knowledge Development - Incentives & Compensation Package - Motivational Systems – Reporting Relationships – Performance Appraisal Systems – Employee Empowerment – Value systems – Shared Corporate Culture and Grievance Handling – Reactive & Proactive Mechanisms

UNIT -IV

Change Management Model - Appreciating Change - Industry Analysis - Business Models - Mobilizing Support - Executing Change - Building Change Capability - Leadership and Change – Diversity as Enhancer of Learning and Effectiveness Within Groups and Organizations – HR to Develop Global Organisational Learning Systems.

UNIT -V

Quality Performance in Knowledge Based Organizations - Technology – Behavioral & Technical - Universal Quality Standards & HRM – Eastern Management Thought for Global Management - Commitment, Quality, and Stress Free Work Life.

REFERENCES

Punnett Betty Jane, INTERNATIONAL PERSPECTIVES ON ORGANIZATIONAL BEHAVIOR AND HUMAN RESOURCE MANAGEMENT, *M.E. Sharpe, 2009*

Monir Tayeb, INTERNATIONAL HRM, *Oxford University Press, 2005*

Dowling & Welch, INTERNATIONAL HRM: MANAGING PEOPLE IN MULTINATIONAL CONTEXT, *Cengage Learning, NewDelhi, 1999*

MBA (FINANCE)

(Course code – 37)

CURRICULUM

1st YEAR - I SEMESTER

Sl.No.	Code	Course Title
1	MBAC 1001	Management Concepts & Organisational Behaviour
2	MBAC 1002	Managerial Economics
3	MBAC 1003	Accounting for Managers
4	MBAC 1004	Business Environment and Law
5	MBAC 1005	Research Methodology

1st YEAR - II SEMESTER

1	MBAC 2001	Financial Management
2	MBAC 2002	Marketing Management
3	MBAC 2003	Human Resources Management
4	MBAC 2004	Operations Research and Management
5	MBAC 2005	Strategic Management

2nd YEAR - III SEMESTER

1	MBFM 3001	Strategic Financial Management
2	MBFM 3002	Banking and Indian Financial System
3	MBFM 3003	Merchant Banking and Financial Services
4	MBFM 3004	Project Management
5	MBFM 3005	Management Accounting

2nd YEAR - IV SEMESTER

1	MBFM 4001	Investment and Portfolio Management
2	MBFM 4002	Global Financial Management
3	MBFM 4003	International Trade and Finance
4	MBFM 4004	Security Market Operations
5	MBFM 4005	Financial Derivatives
6	MBFM 4006	Project Work

MBA (FINANCE) - SYLLABUS

MBA – I Semester

PAPER – I

MANAGEMENT CONCEPTS & ORGANISATIONAL BEHAVIOUR

Paper Code: MBAC 1001

Objectives

- To provide conceptual understanding of Management Concepts
- To familiarize the students with the contemporary issues in Management
- To understand and appreciate the human behaviour in organisations

UNIT - I

Nature of Management - Social Responsibilities of Business - Manager and Environment Levels in Management - Managerial Skills - Planning - Steps in Planning Process - Scope and Limitations - Short Range and Long Range Planning - Flexibility in Planning Characteristics of a sound Plan - Management by Objectives (MBO) - Policies and Strategies - Scope and Formulation - Decision Making - Techniques and Processes

UNIT – II

An Overview of Staffing, Directing and Controlling Functions - Organising - Organisation Structure and Design - Authority and Responsibility Relationships - Delegation of Authority and Decentralisation - Interdepartmental Coordination - Emerging Trends in Corporate Structure, Strategy and Culture - Impact of Technology on Organisational design - Mechanistic Vs Adoptive Structures - Formal and Informal Organisation

UNIT – III

Perception and Learning - Personality and Individual Differences - Motivation and Job Performance - Values, Attitudes and Beliefs - Stress Management - Communication Types-Process - Barriers - Making Communication Effective

UNIT – IV

Group Dynamics - Leadership - Styles - Approaches - Power and Politics - Organisational Structure - Organisational Climate and Culture - Organisational Change and Development.

UNIT – V

Comparative Management Styles and approaches - Japanese Management Practices Organisational Creativity and Innovation - Management of Innovation - Entrepreneurial Management - Benchmarking - Best Management Practices across the world - Select cases of Domestic & International Corporations - Management of Diversity.

REFERENCES

Koontz, Weirich & Aryasri, PRINCIPLES OF MANAGEMENT, *Tata McGraw-Hill, New Delhi, 2004*

Tripathi & Reddy, PRINCIPLES OF MANAGEMENT, *Tata McGraw-Hill, New Delhi, 2008*

Laurie Mullins, MANAGEMENT AND ORGANISATIONAL BEHAVIOUR, *Pearson, New Delhi, 2007*

Meenakshi Gupta, PRINCIPLES OF MANAGEMENT, *PHI Learning, New Delhi, 2009*

Fred Luthans, ORGANISATIONAL BEHAVIOUR, *Tata McGraw-Hill, New Delhi*

Stephen Robbins, ORGANISATIONAL BEHAVIOUR, *Pearson, New Delhi*

Ricky Griffin, MANAGEMENT: PRINCIPLES & APPLICATIONS, *Cengage, New Delhi, 2008*

Objectives

- To introduce the economic concepts
- To familiarize with the students the importance of economic approaches in managerial decision making
- To understand the applications of economic theories in business decisions

UNIT – I

General Foundations of Managerial Economics - Economic Approach - Circular Flow of Activity - Nature of the Firm - Objectives of Firms - Demand Analysis and Estimation - Individual, Market and Firm demand - Determinants of demand - Elasticity measures and Business Decision Making - Demand Forecasting.

UNIT-II

Law of Variable Proportions - Theory of the Firm - Production Functions in the Short and Long Run - Cost Functions – Determinants of Costs – Cost Forecasting - Short Run and Long Run Costs –Type of Costs - Analysis of Risk and Uncertainty.

UNIT-III

Product Markets -Determination Under Different Markets - Market Structure – Perfect Competition – Monopoly – Monopolistic Competition – Duopoly - Oligopoly - Pricing and Employment of Inputs Under Different Market Structures – Price Discrimination - Degrees of Price Discrimination.

UNIT-IV

Introduction to National Income – National Income Concepts - Models of National Income Determination - Economic Indicators - Technology and Employment - Issues and Challenges – Business Cycles – Phases – Management of Cyclical Fluctuations - Fiscal and Monetary Policies.

UNIT – V

Macro Economic Environment - Economic Transition in India - A quick Review - Liberalization, Privatization and Globalization - Business and Government - Public-Private Participation (PPP) - Industrial Finance - Foreign Direct Investment(FDIs).

REFERENCES

Yogesh Maheswari, MANAGERIAL ECONOMICS, *PHI Learning, NewDelhi, 2005***Gupta G.S.**,
MANAGERIAL ECONOMICS, *Tata McGraw-Hill, New Delhi***Moyer &Harris**, MANAGERIAL
ECONOMICS, *Cengage Learning, NewDelhi, 2005***Geetika, Ghosh & Choudhury**, ,
MANAGERIAL ECONOMICS, *Tata McGrawHill, NewDelhi, 2011*

PAPER –III
ACCOUNTING FOR MANAGERS

Paper code: MBAC

1003

Objectives

- To acquaint the students with the fundamentals principles of Financial, Cost and Management Accounting
- To enable the students to prepare, Analyse and Interpret Financial Statements and
- To enable the students to take decisions using Management Accounting Tools.

UNIT-I

Book-keeping and Accounting – Financial Accounting – Concepts and Conventions – Double Entry System – Preparation of Journal, Ledger and Trial Balance – Preparation of Final Accounts –Trading, Profit and Loss Account and Balance Sheet with adjustment entries, simple problems only - Capital and Revenue Expenditure and Receipts.

UNIT-II

Depreciation – Causes – Methods of Calculating Depreciation – Straight Line Method, Diminishing Balance Method and Annuity Method - Ratio Analysis – Uses and Limitations – Classification of Ratios – Liquidity, Profitability, Financial and Turnover Ratios – Simple problems only.

UNIT-III

Funds Flow Analysis – Funds From Operation, Sources and Uses of Funds, Preparation of Schedule of Changes in Working Capital and Funds Flow Statements – Uses and Limitations - Cash Flow Analysis – Cash From Operation – Preparation of Cash Flow Statement – Uses and Limitations – Distinction between Funds flow and Cash Flow – only simple problems

UNIT-IV

Marginal Costing - Marginal cost and Marginal costing - Importance - Break-even Analysis - Cost Volume Profit Relationship – Application of Marginal Costing Techniques, Fixing Selling Price, Make or Buy, Accepting a foreign order, Deciding sales mix.

UNIT-V

Cost Accounting - Elements of Cost - Types of Costs - Preparation of Cost Sheet – Standard Costing – Variance Analysis – Material Variances – Labour Variances – simple problems related to Material and Labour Variances only

[Note: Distribution of Questions between Problems and Theory of this paper must be 60:40 i.e., Problem Questions: 60 % & Theory Questions: 40 %]

REFERENCES

Jelsy Josheph Kuppapally, ACCOUNTING FOR MANAGERS, *PHI, Delhi, 2010.*

Paresh shah, BASIC ACCOUNTING FOR MANAGERS, *Oxford, Delhi, 2007*

Ambrish Gupta, FINANCIAL ACCOUNTING FOR MANAGEMENT, *Pearson, Delhi, 2004*

Narayanaswamy R, FINANCIAL ACCOUNTING , *PHI, Delhi, 2011*

MBA - I Semester

PAPER-IV BUSINESS ENVIRONMENT AND LAW

Paper Code: MBAC

1004

Objectives

- To acquaint students with the issues of domestic and global environment in which business has to operate
- To relate the Impact of Environment on Business in an integrated manner, and
- To give an exposure to important commercial and industrial laws

UNIT – I

Dynamics of Business and its Environment – Technological, Political, Social and Cultural Environment - Corporate Governance and Social Responsibility - Ethics in Business - Economic Systems and Management Structure - Family Management to Professionalism - Resource Base of the Economy - Land, Forest, Water, Fisheries, Minerals - Environmental Issues.

UNIT - II

Infrastructure - Economic- Social, Demographic Issues, Political context - Productivity Factors, Human Elements and Issues for Improvement - Global Trends in Business and Management - MNCs - Foreign Capital and Collaboration - Trends in Indian Industry - The Capital Market Scenario.

UNIT - III

Law of Contract - Agreement - Offer - Acceptance - Consideration - Capacity of Contract - Contingent Contract - Quasi Contract - Performance - Discharge - Remedies to breach of Contract - Partnership - Sale of Goods - Law of Insurance - Negotiable Instruments - Notes, Bills, Cheques - Crossing - Endorsement - Holder in due course - Holder in value - Contract of Agency.

UNIT - IV

Company - Formation - Memorandum - Articles - Prospectus - Shares - Debentures - Directors - Appointment - Powers and Duties - Meetings - Proceedings – Management - Accounts - Audit - Oppression and Mismanagement - Winding up.

UNIT - V

Factory Act – Licensing and Registration of Factories, Health, Safety and Welfare measures - Industrial Disputes Act – Objects and scope of the Act, Effects of Industrial Dispute, Administration under the Act- Minimum Wages Act - Workmen Compensation Act.

REFERENCES

Pathak, LEGAL ASPECTS OF BUSINESS, Tata McGraw- Hill Publishing Company Limited, New Delhi, 2010.

Keith-Davis & William Frederick, BUSINESS AND SOCIETY, *McGraw-Hill, Tokyo*.

M.M. Sulphery & Az-har Basheer, LAWS FOR BUSINESS, *PHI Learning Pvt. Ltd. Delhi*, 2011

Maheswari & Maheswari, MERCANTILE LAW. *Himalaya Publishing House. Mumbai*

Rudder Dutt & Sundaram, INDIAN ECONOMY, *Vikas Publishing House, New Delhi*.

Veena Keshav Pailwar, ECONOMIC ENVIRONMENT OF BUSINESS, *PHI Learning Pvt. Ltd, New Delhi, 2010*

**PAPER-V
RESEARCH METHODOLOGY**

Paper code: MBAC 1005

Objectives

- To enable the students to know about the information needs of Management
- To introduce the concept of Scientific Research and the methods of conducting Scientific Enquiry and
- To introduce the Statistical Tools of Data Analysis.

UNIT-I

Research – Qualities of Researcher – Components of Research Problem – Various Steps in Scientific Research – Types of Research – Hypotheses Research Purposes - Research Design – Survey Research - Case Study Research.

UNIT-II

Data Collection – Sources of Data – Primary Data – Secondary Data - Procedure Questionnaire – Sampling methods – Merits and Demerits – Experiments – Observation method – Sampling Errors - Type-I Error & Type-II Error.

UNIT-III

Statistical Analysis – Introduction to Statistics – Probability Theories – Conditional Probability, Poisson Distribution, Binomial Distribution and Properties of Normal Distributions – Hypothesis Tests – One Sample Test – Two Sample Tests / Chi-Square Test, Association of Attributes - Standard deviation – Co-efficient of variations .

UNIT-IV

Statistical Applications – Correlation and Regression Analysis – Analysis of Variance – Partial and Multiple Correlation – Factor Analysis and Conjoint Analysis – Multifactor Evaluation – Two-Factor Evaluation Approaches.

UNIT-V

Research Reports – Structure and Components of Research Report – Types of Report, characteristics of Good Research Report, Pictures and Graphs, Introduction to SPSS.

[Note: Distribution of Questions between Problems and Theory of this paper must be 40:60 i.e., Problem Questions: 40 % & Theory Questions: 60 %]

REFERENCES

Panneerselvam, R., RESEARCH METHODOLOGY, *Prentice Hall of India, New Delhi, 2004.*
Kothari CR , RESEARCH METHODOLOGY-METHODS AND TECHNIQUES, *New Wiley Eastern Ltd., Delhi, 2009.*

**PAPER-VI
FINANCIAL MANAGEMENT**

Paper code: MBAC 2001

Objectives

- To know the various sources of finance
- To understand the various uses for finance and
- To familiarize oneself with the techniques used in financial management.

UNIT-I

Financial Management – Financial goals - Profit vs. Wealth Maximization; Finance Functions – Investment, Financing and Dividend Decisions – Cost of Capital – Significance of Cost of Capital – Calculation of Cost of Debt – Cost of Preference Capital – Cost of Equity Capital (CAPM Model and Gordon's Model) and Cost of Retained Earnings – Combined Cost of Capital (weighted/Overall).

UNIT-II

Capital Budgeting – Nature of Investment Decisions – Investment Evaluation criteria – Net Present Value (NPV), Internal Rate of Return (IRR), Profitability Index (PI), Payback Period, Accounting Rate of Return (ARR) – NPV and IRR comparison.

UNIT-III

Operating and Financial Leverage – Measurement of Leverages – Effects of Operating and Financial Leverage on Profit – Analyzing Alternate Financial Plans - Combined Financial and Operating Leverage – Capital Structure Theories - Traditional approach - M.M. Hypotheses – without Taxes and with Taxes – Net Income Approach (NI) – Net Operating Income Approach (NOI) - Determining capital structure in practice.

UNIT- IV

Dividend Policies – Issues in Dividend Decisions – Relevance Theory – Walter's Model – Gordon's Model – Irrelevance Theory – M-M hypothesis - Dividend Policy in Practice – Forms of Dividends – Stability in Dividend Policy – Corporate Dividend Behaviour.

UNIT-V

Management of Working Capital – Significance and types of Working Capital – Calculating Operating Cycle Period and Estimation of Working Capital Requirements – Financing of Working Capital and norms of Bank Finance – Sources of Working capital – Factoring services– Various committee reports on Bank Finance – Dimensions of Working Capital Management.

[Note: Distribution of Questions between Problems and Theory of this paper must be 40:60 i.e., Problem Questions: 40 % & Theory Questions: 60 %]

REFERENCES

- Khan MY, Jain PK**, BASIC FINANCIAL MANAGEMENT, *Tata McGraw Hill, Delhi , 2005.*
Chandra, Prasanna. FINANCIAL MANAGEMENT, *Tata McGraw Hill, Delhi.*
Bhabatosh Banerjee, FUNDAMENTALS OF FINANCIAL MANAGEMENT, *PHI, Delhi, 2010*
Chandra Bose D, FUNDAMENTALS OF FINANCIAL MANAGEMENT, *PHI, Delhi, 2010*
Preeti Singh, FUNDAMENTALS OF FINANCIAL MANAGEMENT, *Ane, 2011.*

**PAPER-VII
MARKETING MANAGEMENT**

Paper Code: MBAC

2002

Objectives

- To familiarize with the basic concepts, and techniques of marketing management
- To understand the behaviour of consumers
- To create awareness of marketing mix elements, and
- To analyse and solve marketing problems in the complex and fast changing business environment.

UNIT-I

Introduction to Marketing and Marketing Management, Marketing Concepts - Marketing Process Marketing mix - Marketing environment. - Consumer Markets and buying behaviour - Market segmentation and targeting and positioning.

UNIT-II

Product Decisions - concept of a Product - Product mix decisions - Brand Decision - New Product Development – Sources of New Product idea - Steps in Product Development - Product Life Cycle strategies- Stages in Product Life Cycle,

UNIT-III

Price Decisions - Pricing objectives - Pricing policies and constraints - Different pricing method - New product pricing, Product Mix pricing strategies and Price adjustment strategy.

UNIT-IV

Channel Decision - Nature of Marketing Channels – Types of Channel flows - Channel functions - Functions of Distribution Channel – Structure and Design of Marketing Channels -Channel co-operation, conflict and competition – Retailers and wholesalers.

UNIT - V

Promotion Decision - Promotion mix - Advertising Decision, Advertising objectives - Advertising and Sales Promotion – Developing Advertising Programme – Role of Media in Advertising - Advertisement effectiveness - - Sales force Decision.

REFERENCES

K.S. Chandrasekar, MARKETING MANAGEMENT TEXT AND CASES, *Tata McGraw-Hill Publication, New Delhi.2010*

Govindarajan, MARKETING MANAGEMENT CONCEPTS, CASES, CHALLENGES AND TRENDS, *Prentice Hall of India, New Delhi. 2009*

Philip Kotler, MARKETING MANAGEMENT- ANALYSIS PLANNING AND CONTROL, *Prentice Hall of India, New Delhi,*

Ramaswamy. V S & Namakumari. S, MARKETING MANAGEMENT-PLANNING IMPLEMENTATION AND CONTROL, *Macmillan Business Books, New Delhi, 2002,*

**PAPER – VIII
HUMAN RESOURCES MANAGEMENT**

Paper Code: MBAC 2003

Objectives

- To understand and appreciate the importance of the human resources vis-a-vis other resources of the organisation
- To familiarize the students with methods and techniques of HRM
- To equip them with the application of the HRM tools in real world business situations.

UNIT-I

Human Resources Management - Context and Concept of People Management in a Systems Perspective - Organisation and Functions of the HR and Personnel Department - HR Structure and Strategy; Role of Government and Personnel Environment including MNCs.

UNIT – II

Recruitment and Selection - Human Resource Information System [HRIS] - Manpower Planning - Selection – Induction & Orientation - Performance and Potential Appraisal - Coaching and Mentoring - HRM issues and practices in the context of Outsourcing as a strategy .

UNIT-III

Human Resources Development –Training and Development Methods - Design & Evaluation of T&D Programmes - Career Development - Promotions and Transfers - Personnel Empowerment including Delegation - Retirement and Other Separation Processes.

UNIT-IV

Financial Compensation- -Productivity and Morale - Principal Compensation Issues & Management - Job Evaluation - Productivity, Employee Morale and Motivation - Stress Management - Quality of Work Life.

UNIT – V

Building Relationships – Facilitating Legislative Framework - Trade Unions - Managing Conflicts - Disciplinary Process - Collective Bargaining - Workers Participation in Management - Concept, Mechanisms and Experiences.

REFERENCES

Venkata Ratnam C. S. & Srivatsava B. K., PERSONNEL MANAGEMENT AND HUMAN RESOURCES, *Tata Mc-Graw Hill, NewDelhi,*,

Aswathappa, HUMAN RESOURCE MANGEMENT, *Tata McGraw Hill, NewDelhi, 2010*

Garry Dessler & Varkkey, HUMAN RESOURCE MANAGEMENT, *Pearson, New Delhi, 2009*

Alan Price, HUMAN RESOURCE MANAGEMENT, *Cengage Learning, NewDelhi, 2007*

Pravin Durai, HUMAN RESOURCE MANGEMENT, *Pearson, New Delhi, 2010*

Snell, Bohlander & Vohra, HUMAN RESOURCES MANAGEMENT, *Cengage, NewDelhi, 2010*

MBA – II Semester

**PAPER – IX
OPERATIONS RESEARCH AND MANAGEMENT**

Paper Code: MBAC 2004

Objectives

- To familiarize the Operations Management concepts
- To introduce various optimization techniques with managerial perspective
- To facilitate the use of Operations Research techniques in managerial decisions.

UNIT –I

Introduction to Operations Management - Process Planning - Plant Location - Plant Lay out - Introduction to Production Planning.

UNIT –II

Stages of Development of Operations Research- Applications of Operations Research- Limitations of Operations Research- Introduction to Linear Programming- Graphical Method- Simplex Method - Duality.

UNIT-III

Transportation Problem- Assignment Problem - Inventory Control - Introduction to Inventory Management - Basic Deterministic Models - Purchase Models - Manufacturing Models with and without Shortages.

UNIT-IV

Shortest Path Problem - Minimum Spanning Tree Problem - CPM/PERT - Crashing of a Project Network.

UNIT- V

Game Theory- Two Person Zero-sum Games -Graphical Solution of $(2 \times n)$ and $(m \times 2)$ Games - LP Approach to Game Theory - Goal programming - Formulations - Introduction to Queuing Theory - Basic Waiting Line Models: $(M/M/1)$: $(GD/a/a)$, $(M/M/C)$: $GD/a/a$).

[Note: Distribution of Questions between Problems and Theory of this paper must be 60: 40 i.e, Problem Questions: 60 % & Theory Questions : 40 %]

REFERENCES

Kanishka Bedi, PRODUCTION & OPERATIONS MANAGEMENT, *Oxford, NewDelhi, 2007*

Panneerselvam, R, OPERATIONS RESEARCH, *Prentice-Hall of India, New Delhi, 2002.*

G.Srinivasan, OPERATIONS RESEARCH, *PHI Learning, NewDelhi,2010*

Tulsian & Pandey, QUANTITATIVE TECHNIQUES, *Pearson, NewDelhi, 2002*

Vohra, QUANTATIVE TECHNIQUES IN MANAGEMENT, *Tata McGrawHill, NewDelhi, 2010*

**PAPER-X
STRATEGIC MANAGEMENT**

Paper Code: MBAC 2005

Objectives

- Integrating the knowledge gained in functional areas of management
- helping the students to learn about the process of strategic management, and
- helping the students to learn about strategy formulation and implementation

UNIT-I

Concepts of Strategy - Levels at which strategy operates; Approaches to strategic decision making; Mission and purpose, objectives and goals; Strategic business unit (SBU); Functional level strategies

UNIT-II

Environmental Analysis and Diagnosis - Environment and its components; Environment scanning and appraisal; Organizational appraisal; Strategic advantage analysis and diagnosis; SWOT analysis

UNIT-III

Strategy Formulation and Choice - Modernization, Diversification Integration - Merger, take-over and joint strategies - Turnaround, Divestment and Liquidation strategies - Strategic choice - Industry, competitor and SWOT analysis - Factors affecting strategic choice; Generic competitive strategies - Cost leadership, Differentiation, Focus, Value chain analysis, Bench marking, Service blue printing

UNIT-IV

Functional Strategies: Marketing, production/operations and R&D plans and policies- Personnel and financial plans and policies.

UNIT-V

Strategy Implementation - Inter - relationship between formulation and implementation - Issues in strategy implementation - Resource allocation - Strategy and Structure - Structural considerations - Organizational Design and change - Strategy Evaluation- Overview of strategic evaluation; strategic control; Techniques of strategic evaluation and control.

REFERENCES

Azhar Kazmi, STRATEGIC MANAGEMENT & BUSINESS POLICY, *Tata McGraw-Hill Publishing Company Limited, New Delhi 2008.*

Vipin Gupta, Kamala Gollakota & Srinivasan, BUSINESS POLICY & STRATEGIC MANAGEMENT, *Prentice Hall of India Private Limited, New Delhi, 2008.*

Amita Mittal, CASES IN STRATEGIC MANAGEMENT, *Tata McGraw-Hill Publishing Company Limited, New Delhi 2008.*

Fred R. David, STRATEGIC MANAGEMENT CONCEPT AND CASES, *PHI Learning Private Limited, New Delhi, 2008.*

MBA (Finance) – III Semester

PAPER -XI STRATEGIC FINANCIAL MANAGEMENT

Course Code: 37

Paper code: MBFM 3001

Objectives

- To acquaint the students with concepts of Financial management from strategic perspective and
- To familiarize various Techniques and Models of Strategic Financial Management.

UNIT – I

Financial Policy and Strategic Planning – Strategic Planning Process – Objectives and Goals – Major Kinds of Strategies and Policies – Corporate Planning – Process of Financial Planning – Types of Financial Plan – Financial Models – Tools or Techniques of Financial Modeling – Uses and Limitations of Financial Modeling – Applications of Financial Models – Types of Financial Models - Process of Financial Model Development.

UNIT – II

Investments Decisions under Risk and Uncertainty – Techniques of Investment Decision – Risk Adjusted Discount Rate, Certainty Equivalent Factor, Statistical Method, Sensitivity Analysis and Simulation Method – Corporate Strategy and High Technology Investments.

UNIT – III

Expansion and Financial Restructuring – Corporate Restructuring - Mergers and Amalgamations – reasons for Merger, Benefits and Cost of Merger – Takeovers – Business Alliances – Managing an Acquisition – Divestitures – Ownership Restructuring – Privatisation – Dynamics of Restructuring – Buy Back of Shares – Leveraged Buy-outs (LBOs) – Divestiture – Demergers.

UNIT – IV

Leasing – Importance, Types, Tax Considerations, and Accounting Considerations – Evaluation of Lease from the point of view of Lessor and Lessee – Lease versus Buy Decision – Venture Capital – Concept and Developments in India – Process and Methods of Financing – Fiscal Incentives.

UNIT – V

Financing Strategy - Innovative Sources of Finance – Asset Backed Securities - Hybrid Securities namely Convertible and Non-Convertible Debentures, Deep Discount Bonds, Secured Premium Notes, Convertible Preference Shares – Option Financing, Warrants, Convertibles and Exchangeable Commercial Paper.

REFERENCES

Rajni Sofat & Preeti Hiro, STRATEGIC FINANCIAL MANAGEMENT, *PHI, Delhi, 2011*
Weaver & Weston, STRATEGIC CORPORATE FINANCE, *Cengage Learning, Delhi, 2001*
Chandra, Prasanna, FINANCIAL MANAGEMENT, *Tata McGraw Hill, Delhi. 2007*

MBA (Finance) – III Semester

PAPER -XII BANKING AND INDIAN FINANCIAL SYSTEM

**Course Code: 37
3002**

Paper code: MBFM

Objectives

- To get an insight into the constitutions, structure, objectives and working of the Banking Institutions in India
- To evaluate the performance of Banking Institutions and their contribution to the growth of Indian Corporate Sector and
- To have a Bird's view of the Indian Financial System and in the context of Global Indian Banking System.

UNIT- I

Banking Systems – Definitions – Functions – Types – Central Banking – Structure of Banking System- Rural Financing – Banker and Customer Relationship – Deposit Mobilization – Loans and Advances – Assets and Liabilities Management – Secured Advances – Endorsement and Crossing of Cheques – Payment of Cheques – Collection of Cheques.

UNIT-II

Central Banking System – Nature- Organization and Management- Functions – Methods of Credit Controls – Objects of Monetary Policy – Autonomy of Central Bank Systems – Indian Money Market – Indian Capital Market – New Issue Market- Banking Legislations in India.

UNIT-III

Industrial and Agricultural Banking System – All Indian Development Banks – Investment Institutions- State Level Institutions – Specialized Financial Institutions – International Finance Institutions – IBRD – IFC – IDA – NABARD – NHB – Micro Financing Institutions.

UNIT-IV

Financial systems - Overview of Indian Financial System – savings and Financial Intermediation – Financial Markets – Listing Regulations – Primary Markets – Secondary Markets – Mutual Funds – Indian Fiscal Systems.

UNIT-V

Foreign Investments – Foreign Capital – Foreign Collaboration – Foreign Direct Investment – foreign Institutional Investors – Offshore Country Funds – Overseas Venture Capital Investments – International Capital Market.

REFERENCES

M.Y. Khan, INDIAN FINANCIAL SYSTEM, *Tata Mc Graw Hill, Delhi, 2008*

Jeff Madura, FINANCIAL MARKETS AND INSTITUTIONS, *CenGage Learning, Delhi, 2008*

H.R. Machiraju, INDIAN FINANCIAL SYSTEM, *Vikas Publishing House, Delhi, 2009*

Pathak, THE INDIAN FINANCIAL SYSTEM, *Pearson Education India, 2007*

MBA (Finance) – III Semester

PAPER -XIII

MERCHANT BANKING AND FINANCIAL SERVICES

Course Code: 37

Paper code:

MBFM3003

Objectives

- To examine Financial Services management as an important and contemporary area of financial management
- To understand the various financial services and their future and
- To determine the most suitable financial service, given the situations and contingencies

UNIT-I

Financial Services Industry – Emergence – Developments – Fund Based and Non-fund based activities – modern activities – New Financial Products and Services, Innovative Financial Instruments – Challenges Ahead.

UNIT-II

Merchant Banking – Issues Management Intermediaries – Merchant Bankers/Lead Managers – Underwriters – Bankers, Brokers and Registrars to an Issue and Share Transfer Agents– Debenture /Trustees – Portfolio Managers – Issue Management Activities/Procedures – Eligibility norms – Pricing or Issues – Promoters' contribution – Issue of Indian Depository Receipts (IDR) – Issue Advertisement – Issue of Debt Instruments – Book building – Green shoe Option – Initial Public Offer through Stock Exchange Online System – Preferential Issues – Qualified Institutional Placement.

UNIT-III

Factoring and Forfeiting - Modus Operandi, types, functions – Factoring in India - Bills Discounting – Real estate Industry – Housing Finance – Housing Finance system – National Housing Bank – Refinance scheme for HFCs – Asset Liability Management – Securitisation – Mortgage-Based Securitisation – Reverse Mortgage Loan (RML) Securitisation of Standard Assets.

UNIT-IV

Mutual Funds - Origin, Types of Mutual Funds, Importance, Mutual Funds Industry in India – SEBI's directives for Mutual Funds, Private Mutual Funds, Asst Management company – Unit Trust of India – Evaluation of Performance of Mutual Funds – Money Market Mutual Funds – RBI Guidelines – Venture Capital: Meaning, Origin, Importance, Methods, India Scenario.

UNIT-V

Insurance – Meaning, Types, Insurance Industry in India and related reforms – Other Financial Services – Credit Cards – Credit Rating: Regulatory framework – Credit Rating Agencies – Rating Process and Methodology – Rating symbols/Grades – Pension Plan.

REFERENCES

Khan, M.Y., FINANCIAL SERVICES, *Tata McGraw Hill, New Delhi, 2001.*

Gurusamy, MERCHANT BANKING AND FINANCIAL SERVICES, *Tata McGraw Hill, Delhi, 2009.*

MBA (Finance) – III Semester

PAPER –XIV PROJECT MANAGEMENT

**Course Code: 37
MBFM3004**

Paper code:

Objectives

- To understand the concept of project and steps in project management
- To enable the students to prepare business proposals and
- To enable the students to evaluate the Project feasibility

UNIT-I

Project – Classification – Importance of Project Management – An Integrated Approach – Project Portfolio Management System – The Need – Choosing the appropriate Project Management Structure: Organizational considerations and project considerations – steps in defining the project – project Rollup – Process breakdown structure – Responsibility Matrices – External causes of delay and internal constraints.

UNIT-II

Project feasibility studies - Opportunity studies, General opportunity studies, specific opportunity studies, pre-feasibility studies, functional studies or support studies, feasibility study – components of project feasibility studies – Managing Project resources flow – project planning to project completion: Pre-investment phase, Investment Phase and operational phase – Project Life Cycle – Project constraints.

UNIT-III

Project Evaluation under certainty - Net Present Value (Problems - Case Study), Benefit Cost Ratio, Internal Rate of Return, Urgency, Payback Period, ARR – Project Evaluation under uncertainty – Methodology for project evaluation – Commercial vs. National Profitability – Social Cost Benefit Analysis, Commercial or National Profitability, social or national profitability.

UNIT-IV

Developing a Project Plan - Developing the Project Network – Constructing a Project Network (Problems) – PERT – CPM – Crashing of Project Network (Problems - Case Study) – Resource Leveling and Resource Allocation – how to avoid cost and time overruns – Steps in Project Appraisal Process – Project Control Process – Control Issues – Project Audits – the Project Audit Process – project closure – team, team member and project manager evaluations.

UNIT-V

Managing versus leading a project - managing project stakeholders – social network building (Including management by wandering around) – qualities of an effective project manager – managing project teams – Five Stage Team Development Model – Situational factors affecting team development – project team pitfalls.

[Note: Distribution of Questions between Problems and Theory of this paper must be 20:80 i.e., Problem Questions: 20 % & Theory Questions: 80 %]

REFERENCES

Panneerselvam & senthilkumar, PROJECT MANAGEMENT, *PHI, Delhi, 2009*
Kamaraju Ramakrishna, ESSENTIALS OF PROJECT MANAGEMENT, *PHI, Delhi, 2010*
Arun Kanda , PROJECT MANAGEMENT, *PHI, Delhi, 2011*

MBA (Finance) – III Semester

**PAPER -XV
MANAGEMENT ACCOUNTING**

Course Code: 37

Paper code:

MBFM3005

Objectives

- To apply various management accounting techniques to all types of organizations for planning, decision making and control purposes in practical situations and
- To familiarize Contemporary Issues in Management Accounting.

UNIT - I

Management accounting – Objectives, nature, and scope of Financial Accounting, Cost Accounting, and Management Accounting – Managerial Decisions – Accounting Plan and Responsibility Centers – Significance of Responsibility Accounting – Responsibility Centers – Cost Centre, Profit Centre and Investment Centre – Determinants of Responsibility Centers – Transfer Pricing – Objectives of transfer pricing – Methods of transfer pricing (simple problems) – Conflict between a division and a company - Multi-National Transfer pricing.

UNIT – II

Budgeting and Budgetary control – Fixed and flexible budget – Preparation of functional budget for operating and non-operating functions, Cash budgets, Capital expenditure budget, Master budget, Principal budget factors – Zero-base budgeting – Performance budgeting – Standard Costing and Variance Analysis – Material Variances – labour Variances, Overhead (Fixed and Variable) Variances – Sales Variances.

UNIT – III

Marginal Costing and Break-even Analysis – Cost-Volume-Profit (CVP) Analysis – Break-Even Analysis – Assumptions and practical applications of Breakeven-Analysis – Decisions regarding Sales-mix – Make or Buy Decisions – Limiting Factor Decision – Export Decision – Plant Merger – Decision of Shutdown or Continuation of a product line.

UNIT - IV

DuPont Analysis – Fund Flow Analysis – Cash flow analysis – Contemporary Issues in Management Accounting – Value chain analysis – Activity-Based Costing (ABC) – Quality Costing – Target and Life Cycle Costing – Theory of Constraints accounting (TOC).

UNIT – V

Social Cost Benefit Analysis – Decision Tree in Management – Reporting to Management – Objectives of Reporting – Reporting needs at different managerial levels – Types of reports – Modes of Reporting, Reporting at different levels of Management.

[Note: Distribution of Questions between Problems and Theory of this paper must be 60:40 i.e., Problem Questions: 60 % & Theory Questions: 40%]

REFERENCES

Khan. MY, Jain P., MANAGEMENT ACCOUNTING, *McGraw Hill, Delhi, 2009*

Singhvi. NM, MANAGEMENT ACCOUNTING, *PHI, Delhi, 2010*

Dr Murthy, S Gurusamy, MANAGEMENT ACCOUNTING, *McGraw Hill, Delhi, 2009*

MBA (Finance) – IV Semester

PAPER -XVI INVESTMENT AND PORTFOLIO MANAGEMENT

Course Code: 37

Paper code:

MBFM4001

Objectives

- To have understanding on investment and avenues of investment
- To have exposure on analysis techniques of capital market and
- To understand various theories of portfolio management

UNIT -I

Investment – Basics of Investment – Investment, Speculation and Gambling – Investment Categories – Investment avenues – Non marketable Financial Assets – Money Market Instruments – Bond/Debentures – Equity Shares – Schemes of LIC – Mutual Funds – Financial Derivatives – Real Assets – Real Estate – Art – antiques and others.

UNIT- II

Fundamental Security Analysis – Economic Analysis – significance and Interpretation of the Economic Indicators – Industry Analysis – Industry Growth Cycle - Company analysis – Marketing – Accounting policies – Profitability – Dividend Policy – Capital Structure – Financial Analysis – Operating Efficiency – Management – Fundamental Security Analysis – Changes in the Financing Patterns of Indian Companies – Debt-Equity Ratio for India Companies.

UNIT-III

Technical Analysis – Technical Tools - The Dow Theory – Primary Trend – The secondary Trend – Minor Trends – Support and Resistance Level – Indicators – Odd Lot Trading – Moving Average – Rate of Change – Charts – Technical indicators – Charting Techniques – Indicators of the Witchcraft Variety – Efficient Market Theory – Basic Concepts – Random-Walk Theory – Weak Form of EMH – Semi-strong Form – Strong Form – The Essence of the Theory – Market Inefficiencies.

UNIT-IV

Portfolio Analysis – Portfolio and Single asset Returns and Risk – Mean Variance Criterion – covariance – Beta (simple problems) – Portfolio Markowitz Model – simple Diversification – Risk and Return with Different correlation – Sharpe's Single Index Model – Sharpe's Optimal Portfolio – Construction of the Optimal Portfolio – Optimum Portfolio with short sales.

UNIT-V

Asset Pricing Model Portfolio Evaluation – Capital Asset Pricing Model (CAPM) – Security Market Line – Assumptions – Arbitrage Pricing Model (APT) – Portfolio Performance Models – Sharpe's Performance Index – Treynor's Performance Index – Jensen's Performance Index.

REFERENCES

Punithavathy Pandian, SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT, *Vikas Publications Pvt. Ltd, New Delhi. 2001.*

Kevin .S, SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT, *PHI, Delhi, 2011*

Yogesh Maheswari, INVESTMENT MANAGEMENT, *PHI, Delhi, 2011*

Bhalla V K, INVESTMENT MANAGEMENT: SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT, *S Chand, New Delhi, 2009*

Prasanna Chandra, PORTFOLIO MANAGEMENT, *Tata McGraw Hill, New Delhi, 2008.*

MBA (Finance) – IV Semester

PAPER -XVII GLOBAL FINANCIAL MANAGEMENT

Course Code: 37

Paper code:

MBFM4002

Objectives

- To have exposure on International Monetary System
- To understand about Balance of Payments and currency Exposure and
- To introduce and familiarize the International Financial Markets and Instruments.

UNIT-I

Globalisation - Implications of Globalisation – Goals of International Financial Management - scope of International Finance – International Monetary System – Bimetallism – Gold Standard – Bretton Woods System – Floating Exchange Rate Regime – European Monetary System – IMF – WTO – GATT .

UNIT-II

Balance of Payments – The Current Account – The Capital Account – significance - Balance of Payments in the World – Balance of Payments Account of India

UNIT-III

International Financial Markets – Sources of International Funds – Multilateral Development Banks – Governments/ Governmental Agencies – International Banks – Security Markets Instruments of International Financial Markets– International Equities – GDRs – ADRs - International Money Market and Bond Market Instruments – Euro Bonds – Repos – Euro Commercial Paper – Medium Term Notes – Floating Rate Notes – Loan Syndicates – Euro Deposits – Euro Issues in India.

UNIT-IV

Currency Risk and Exposure – Types of Currency Risk – Management of Currency Risk – Concept and Measurement of Transaction Exposure - Techniques of Transaction Exposure Management – Translation Exposure – methods – Transaction Exposure Vs. Translation Exposure – Exchange Risk Management –Operating Exposure – measuring and managing Operating Exposure.

UNIT-V

Foreign Direct Investment (FDI) – Forms of FDIs – FDI in World – purpose of overseas investment – Benefits to the Host Countries – Effects of FDI – Political Risk.

REFERENCES

Joseph Anbarasu, GLOBAL FINANCIAL MANAGEMENT, *Ane, Delhi, 2010*

Kevin S, FUNDAMENTALS OF INTERNATIONAL FINANCIAL MANAGEMENT, *PHI, Delhi, 2010*

Jeff Madura, INTERNATIONAL FINANCIAL MANAGEMENT, *Cengage learning, Delhi, 2008*

MBA (Finance) – IV Semester

**PAPER -XVIII
INTERNATIONAL TRADE AND FINANCE**

**Course Code: 37
4003**

Paper code: MBFM

Objectives

- To make the students well aware about the formalities associated with International trade
- To make the students aware of the documentation of International Trade and
- To make the students aware of the FOREX Management and Export Promotion Schemes.

UNIT-I

International Trade –Benefits – Basis of International Trade – Foreign Trade and Economic Growth – Balance of Trade – Balance of Payment – Current Trends in India – Barriers to International Trade – Indian EXIM Policy.

UNIT-II

Export and Import Finance: Special need for Finance in International Trade – INCO Terms (FOB, CIF, etc.,) – Payment Terms – Letters of Credit – Pre Shipment and Post Shipment Finance – Forfaiting – Deferred Payment Terms – EXIM Bank – ECGC and its schemes – Import Licensing – Financing methods for import of Capital goods.

UNIT-III

Foreign Exchange Markets – Spot Prices and Forward Prices – Factors influencing Exchange rates – The effects of Exchange rates in Foreign Trade – Tools for hedging against Exchange rate variations – Forward, Futures and Currency options – FEMA – Determination of Foreign Exchange rate and Forecasting – Law of one price – PPP theory – Interest Rate Parity – Exchange rate Forecasting.

UNIT-IV

Export Trade Documents: Financial Documents – Bill of Exchange – Type – Commercial Documents – Proforma, Commercial, Consular, Customs, Legalized Invoice, Certificate of Origin Certificate Value, Packing List, Weight Certificate, Certificate of Analysis and Quality, Certificate of Inspection, Health certificate. Transport Documents - Bill of Lading, Airway Bill, Postal Receipt, Multimodal Transport Document. Risk Covering Document: Insurance Policy, Insurance Cover Note. Official Document: Export Declaration Forms, GR Form, PP Form, COD Form, Softer Forms, Export Certification, GPS – UPCDC Norms.

UNIT-V

Export Promotion Schemes – Government Organizations Promoting Exports – Export Incentives: Duty Exemption – IT Concession – Marketing Assistance – EPCG, DEPB – Advance License – Other efforts I Export Promotion – EPZ – EQU – SEZ and Export House.

REFERENCES

Jeevanandam .C, INTERNATIONAL BUSINESS, M/s Sultan & Chand, Delhi, 2008

Sumathi Varma, INTERNATIONAL BUSINESS, *Ane, Delhi, 2010*

MBA (Finance) – IV Semester

PAPER -XIX SECURITY MARKET OPERATIONS

Course Code: 37

Paper code:

MBFM4004

Objectives

- To Familiarize the students about SEBI and its Rules
- To Understand the activities and procedures of Security Market and its mechanism and
- To acquaint the knowledge about funds mobilized through various sources and instruments of Financial Market.

UNIT – I

Security Markets - Legal Environment: SEBI Act, 1992, Securities Contract Regulation Act 1956, Companies Act 1956 (various provisions relating to securities), RBI rules and guidelines for FII's.

UNIT – II

Security Markets - Primary market - its role and functions - Methods of selling securities in primary market – New financial instruments – New Issues – SEBI guidelines for public issues – pricing of issue, promoters' contribution – appointment and role of merchant bankers, underwriters, brokers, registrars and managers, bankers etc - Underwriting of issues – Allotment of shares – Procedures for new issues – e-trading.

UNIT – III

Secondary Market – Role, importance, organization of stock exchanges – Listing of securities in stock exchanges – Trading mechanism – screen based system – Insider trading; Take-over's – Internet based trading.

UNIT – IV

Depository – Role and need – The Depositories Act, 1996, SEBI (Depositories and Participants Regulation) 1996 – SEBI (Custodian of Securities) Regulation 1996 – National Securities Depository Ltd. (NSDL) – Depository participant.

UNIT – V

Capital Market Instruments – Equity, Secured Premium Notes, Equity Shares with detachable warrants, Sweat Equity, Non-Voting Shares, Tracking stocks, Preference Shares, Debentures, Disaster Bonds, Option Bonds, Easy Exit Bonds, Split Coupon Debentures, Floating Rate Bonds and Notes, Clip and Strip Bonds, Dual Convertible Bonds, Debt Instruments with Debt warrants, Indexed Rate Notes, Stepped Coupon Bonds, Dual Option Warrants, Extendable Notes, Commodity Bonds, Mortgage Backed Securities, Carrot and Stick Bond, Capital Indexed Bonds, Debt for Equity Swap, Zero Coupon Convertible Notes, Global Depository Receipts, Foreign Currency Convertible Bonds – New instruments of Capital Market – Pure, Hybrid and Derivatives; Money Market Instruments – Treasury bills, Commercial Bills, Commercial Paper, Participatory Notes.

REFERENCES

Dalton, John M, HOW THE STOCK MARKET WORKS, *Prentice Hall, New Delhi.*

Machi Raju, H.R, MERCHANT BANKING; *Wiley Eastern Ltd.; New Delhi.*

Chanratre, KR, CAPITAL ISSUE, SEBI & LISTING; *Bharat Publishing House, NewDelhi.*

PAPER –XX
FINANCIAL DERIVATIVES

Course Code: 37

Paper code:

MBFM4005

Objectives

- To Understand the students about the concept of Derivatives and its types
- To acquaint the knowledge of Options and Futures and
- To know about Hedging and the development position of Derivatives in India.

UNIT – I

Derivatives – Features of a Financial Derivative – Types of Financial Derivatives - Basic Financial derivatives – History of Derivatives Markets – Uses of Derivatives – Critiques of Derivatives – Forward Market: Pricing and Trading Mechanism – Forward Contract concept – Features of Forward Contract – Classification of Forward Contracts – Forward Trading Mechanism – Forward Prices Vs Future Prices.

UNIT – II

Options and Swaps – Concept of Options – Types of options – Option Valuation – Option Positions Naked and Covered Option – Underlying Assets in Exchange-traded Options – Determinants of Option Prices – Binomial Option Pricing Model – Black-Scholes Option Pricing – Basic Principles of Option Trading – SWAP: Concept, Evaluation and Features of Swap – Types of Financial Swaps – Interest Rate Swaps – Currency Swap – Debt-Equity Swap.

UNIT – III

Futures – Financial Futures Contracts – Types of Financial Futures Contract – Evolution of Futures Market in India – Traders in Futures Market in India – Functions and Growth of Futures Markets – Futures Market Trading Mechanism - Specification of the Future Contract – Clearing House – Operation of Margins – Settlement – Theories of Future prices – Future prices and Risk Aversion – Forward Contract Vs. Futures Contracts.

UNIT – IV

Hedging and Stock Index Futures – Concepts – Perfect Hedging Model – Basic Long and Short Hedges – Cross Hedging – Basis Risk and Hedging – Basis Risk Vs Price Risk – Hedging Effectiveness – Devising a Hedging Strategy – Hedging Objectives – Management of Hedge – Concept of Stock Index – Stock Index Futures – Stock Index Futures as a Portfolio management Tool – Speculation and Stock Index Futures – Stock Index Futures Trading in Indian Stock Market.

UNIT – V

Financial Derivatives Market in India – Need for Derivatives – Evolution of Derivatives in India – Major Recommendations of Dr. L.C. Gupta Committee – Equity Derivatives – Strengthening of Cash Market – Benefits of Derivatives in India – Categories of Derivatives Traded in India – Derivatives Trading at NSE/BSE – Eligibility of Stocks – Emerging Structure of Derivatives Markets in India -Regulation of Financial Derivatives in India – Structure of the Market –Trading systems – Badla system in Indian Stock Market – Regulatory Instruments.

REFERENCES

Gupta . S.L., FINANCIAL DERIVATIVES THEORY, CONCEPTS AND PROBLEMS
PHI, New Delhi, 2005

Kumar S.S.S. FINANCIAL DERIVATIVES, *PHI, New Delhi, 2007*

Chance, Don M: DERIVATIVES and Risk Management Basics, *Cengage Learning, New Delhi.*

Stulz M. Rene, RISK MANAGEMENT & DERIVATIVES, *Cengage Learning, New Delhi.*

MBA (OPERATIONS & SUPPLY CHAIN MANAGEMENT)

(Course code – 47)

CURRICULUM

1st YEAR - I SEMESTER

Sl.No.	Code	Course Title
1	MBAC 1001	Management Concepts & Organisational Behaviour
2	MBAC 1002	Managerial Economics
3	MBAC 1003	Accounting for Managers
4	MBAC 1004	Business Environment and Law
5	MBAC 1005	Research Methodology

1st YEAR - II SEMESTER

Sl.No.	Code	Course Title
1	MBAC 2001	Financial Management
2	MBAC 2002	Marketing Management
3	MBAC 2003	Human Resources Management
4	MBAC 2004	Operations Research and Management
5	MBAC 2005	Strategic Management

2nd YEAR - III SEMESTER

Sl.No.	Code	Course Title
1	MBSC 3001	Production and Operations Management
2	MBSC 3002	Logistics Management
3	MBSC 3003	Supply Chain Management
4	MBSC 3004	Materials and Stores Management
5	MBSC 3005	Information System in Supply Chain Management

2nd YEAR - IV SEMESTER

Sl.No.	Code	Course Title
1	MBSC 4001	Project Management in Supply Chain Operations
2	MBSC 4002	Innovations and R&D Management
3	MBSC4003	Procurement and Quality Management
4	MBSC 4004	Customer Relationship Management
5	MBSC 4005	Global Supply Chain Management
6	MBSC 4006	Project Work

MBA (OPERATIONS & SUPPLY CHAIN MANAGEMENT) - SYLLABUS

MBA – I Semester

PAPER – I

MANAGEMENT CONCEPTS & ORGANISATIONAL BEHAVIOUR

Paper Code: MBAC1001

Objectives

- to provide conceptual understanding of Management Concepts
- to familiarize the students with the contemporary issues in Management
- to understand and appreciate the human behaviour in organisations

UNIT - I

Nature of Management - Social Responsibilities of Business - Manager and Environment Levels in Management - Managerial Skills - Planning - Steps in Planning Process - Scope and Limitations - Short Range and Long Range Planning - Flexibility in Planning Characteristics of a sound Plan - Management by Objectives (MBO) - Policies and Strategies - Scope and Formulation - Decision Making - Techniques and Processes

UNIT – II

An Overview of Staffing, Directing and Controlling Functions - Organising - Organisation Structure and Design - Authority and Responsibility Relationships - Delegation of Authority and Decentralisation - Interdepartmental Coordination - Emerging Trends in Corporate Structure, Strategy and Culture - Impact of Technology on Organisational design - Mechanistic Vs Adoptive Structures - Formal and Informal Organisation

UNIT – III

Perception and Learning - Personality and Individual Differences - Motivation and Job Performance - Values, Attitudes and Beliefs - Stress Management - Communication Types- Process - Barriers - Making Communication Effective

UNIT – IV

Group Dynamics - Leadership - Styles - Approaches - Power and Politics - Organisational Structure - Organisational Climate and Culture - Organisational Change and Development.

UNIT – V

Comparative Management Styles and approaches - Japanese Management Practices Organisational Creativity and Innovation - Management of Innovation - Entrepreneurial Management - Benchmarking - Best Management Practices across the world - Select cases of Domestic & International Corporations - Management of Diversity.

REFERENCES

Koontz, Weirich & Aryasri, PRINCIPLES OF MANAGEMENT, *Tata McGraw-Hill, NewDelhi, 2004*

Tripathi & Reddy, PRINCIPLES OF MANAGEMENT, *Tata McGraw-Hill, New Delhi, 2008*

Laurie Mullins, MANAGEMENT AND ORGANISATIONAL BEHAVIOUR, *Pearson, NewDelhi, 2007*

Meenakshi Gupta, PRINCIPLES OF MANAGEMENT, *PHI Learning, NewDelhi, 2009*

Stephen Robbins, ORGANISATIONAL BEHAVIOUR, *Pearson, New Delhi*

Ricky Griffin, MANAGEMENT: PRINCIPLES & APPLICATIONS, *Cengage, NewDelhi, 2008*

Objectives

- To introduce the economic concepts
- To familiarize with the students the importance of economic approaches in managerial decision making
- To understand the applications of economic theories in business decisions

UNIT – I

General Foundations of Managerial Economics - Economic Approach - Circular Flow of Activity - Nature of the Firm - Objectives of Firms - Demand Analysis and Estimation - Individual, Market and Firm demand - Determinants of demand - Elasticity measures and Business Decision Making - Demand Forecasting.

UNIT-II

Law of Variable Proportions - Theory of the Firm - Production Functions in the Short and Long Run - Cost Functions – Determinants of Costs – Cost Forecasting - Short Run and Long Run Costs –Type of Costs - Analysis of Risk and Uncertainty.

UNIT-III

Product Markets -Determination Under Different Markets - Market Structure – Perfect Competition – Monopoly – Monopolistic Competition – Duopoly - Oligopoly - Pricing and Employment of Inputs Under Different Market Structures – Price Discrimination - Degrees of Price Discrimination.

UNIT-IV

Introduction to National Income – National Income Concepts - Models of National Income Determination - Economic Indicators - Technology and Employment - Issues and Challenges – Business Cycles – Phases – Management of Cyclical Fluctuations - Fiscal and Monetary Policies.

UNIT – V

Macro Economic Environment - Economic Transition in India - A quick Review - Liberalization, Privatization and Globalization - Business and Government - Public-Private Participation (PPP) - Industrial Finance - Foreign Direct Investment(FDIs).

REFERENCES

Yogesh Maheswari, MANAGERIAL ECONOMICS, *PHI Learning, NewDelhi, 2005*
Gupta G.S., MANAGERIAL ECONOMICS, *Tata McGraw-Hill, New Delhi*
Moyer & Harris, MANAGERIAL ECONOMICS, *Cengage Learning, NewDelhi, 2005*
Geetika, Ghosh & Choudhury, , MANAGERIAL ECONOMICS, *Tata McGrawHill, NewDelhi, 2011*

PAPER –III
ACCOUNTING FOR MANAGERS

Paper code: MBAC1003

Objectives

- To acquaint the students with the fundamentals principles of Financial, Cost and Management Accounting
- To enable the students to prepare, Analyse and Interpret Financial Statements and
- To enable the students to take decisions using Management Accounting Tools.

UNIT-I

Book-keeping and Accounting – Financial Accounting – Concepts and Conventions – Double Entry System – Preparation of Journal, Ledger and Trial Balance – Preparation of Final Accounts –Trading, Profit and Loss Account and Balance Sheet with adjustment entries, simple problems only - Capital and Revenue Expenditure and Receipts.

UNIT-II

Depreciation – Causes – Methods of Calculating Depreciation – Straight Line Method, Diminishing Balance Method and Annuity Method - Ratio Analysis – Uses and Limitations – Classification of Ratios – Liquidity, Profitability, Financial and Turnover Ratios – Simple problems only.

UNIT-III

Funds Flow Analysis – Funds From Operation, Sources and Uses of Funds, Preparation of Schedule of Changes in Working Capital and Funds Flow Statements – Uses and Limitations - Cash Flow Analysis – Cash From Operation – Preparation of Cash Flow Statement – Uses and Limitations – Distinction between Funds flow and Cash Flow – only simple problems

UNIT-IV

Marginal Costing - Marginal cost and Marginal costing - Importance - Break-even Analysis - Cost Volume Profit Relationship – Application of Marginal Costing Techniques, Fixing Selling Price, Make or Buy, Accepting a foreign order, Deciding sales mix.

UNIT-V

Cost Accounting - Elements of Cost - Types of Costs - Preparation of Cost Sheet – Standard Costing – Variance Analysis – Material Variances – Labour Variances – simple problems related to Material and Labour Variances only

[Note: Distribution of Questions between Problems and Theory of this paper must be 60:40 i.e., Problem Questions: 60 % & Theory Questions: 40 %]

REFERENCES

Jelsy Josheph Kuppapally, ACCOUNTING FOR MANAGERS, *PHI, Delhi, 2010.*

Paresh shah, BASIC ACCOUNTING FOR MANAGERS, *Oxford, Delhi, 2007*

Ambrish Gupta, FINANCIAL ACCOUNTING FOR MANAGEMENT, *Pearson, Delhi, 2004*

Narayanaswamy R, FINANCIAL ACCOUNTING , *PHI, Delhi, 2011*

**PAPER-IV
BUSINESS ENVIRONMENT AND LAW**

Paper Code: MBAC1004

Objectives

- To acquaint students with the issues of domestic and global environment in which business has to operate
- To relate the Impact of Environment on Business in an integrated manner, and
- To give an exposure to important commercial and industrial laws

UNIT – I

Dynamics of Business and its Environment – Technological, Political, Social and Cultural Environment - Corporate Governance and Social Responsibility - Ethics in Business - Economic Systems and Management Structure - Family Management to Professionalism - Resource Base of the Economy - Land, Forest, Water, Fisheries, Minerals - Environmental Issues.

UNIT - II

Infrastructure - Economic- Social, Demographic Issues, Political context - Productivity Factors, Human Elements and Issues for Improvement - Global Trends in Business and Management - MNCs - Foreign Capital and Collaboration - Trends in Indian Industry - The Capital Market Scenario.

UNIT - III

Law of Contract - Agreement - Offer - Acceptance - Consideration - Capacity of Contract - Contingent Contract - Quasi Contract - Performance - Discharge - Remedies to breach of Contract - Partnership - Sale of Goods - Law of Insurance - Negotiable Instruments - Notes, Bills, Cheques - Crossing - Endorsement - Holder in due course - Holder in value - Contract of Agency.

UNIT - IV

Company - Formation - Memorandum - Articles - Prospectus - Shares - Debentures - Directors - Appointment - Powers and Duties - Meetings - Proceedings – Management - Accounts - Audit - Oppression and Mismanagement - Winding up.

UNIT - V

Factory Act – Licensing and Registration of Factories, Health, Safety and Welfare measures - Industrial Disputes Act – Objects and scope of the Act, Effects of Industrial Dispute, Administration under the Act- Minimum Wages Act - Workmen Compensation Act.

REFERENCES

Pathak, LEGAL ASPECTS OF BUSINESS, Tata McGraw- Hill Publishing Company Limited, New Delhi, 2010.

Keith-Davis & William Frederick, BUSINESS AND SOCIETY, *McGraw-Hill, Tokyo*.

M.M. Sulphrey & Az-har Basheer, LAWS FOR BUSINESS, *PHI Learning Pvt. Ltd. New Delhi*, 2011

Maheswari & Maheswari, MERCANTILE LAW. *Himalaya Publishing House. Mumbai*

Veena Keshav Pailwar, ECONOMIC ENVIRONMENT OF BUSINESS, *PHI Learning Pvt. Ltd, New Delhi, 2010*

**PAPER-V
RESEARCH METHODOLOGY**

Paper code: MBAC1005

Objectives

- To enable the students to know about the information needs of Management
- To introduce the concept of Scientific Research and the methods of conducting Scientific Enquiry and
- To introduce the Statistical Tools of Data Analysis.

UNIT-I

Research – Qualities of Researcher – Components of Research Problem – Various Steps in Scientific Research – Types of Research – Hypotheses Research Purposes - Research Design – Survey Research – Case Study Research.

UNIT-II

Data Collection – Sources of Data – Primary Data – Secondary Data - Procedure Questionnaire – Sampling methods – Merits and Demerits – Experiments – Observation method – Sampling Errors - Type-I Error & Type-II Error.

UNIT-III

Statistical Analysis – Introduction to Statistics – Probability Theories – Conditional Probability, Poisson Distribution, Binomial Distribution and Properties of Normal Distributions – Hypothesis Tests – One Sample Test – Two Sample Tests / Chi-Square Test, Association of Attributes - Standard deviation – Co-efficient of variations .

UNIT-IV

Statistical Applications – Correlation and Regression Analysis – Analysis of Variance – Partial and Multiple Correlation – Factor Analysis and Conjoint Analysis – Multifactor Evaluation – Two-Factor Evaluation Approaches.

UNIT-V

Research Reports – Structure and Components of Research Report – Types of Report, characteristics of Good Research Report, Pictures and Graphs, Introduction to SPSS.

[Note: Distribution of Questions between Problems and Theory of this paper must be 40:60 i.e., Problem Questions: 40 % & Theory Questions: 60 %]

REFERENCES

Panneerselvam, R., RESEARCH METHODOLOGY, *Prentice Hall of India, New Delhi, 2004.*

Kothari CR , RESEARCH METHODOLOGY-METHODS AND TECHNIQUES, *New Wiley Eastern Ltd., Delhi, 2009.*

**PAPER-VI
FINANCIAL MANAGEMENT**

Paper code: MBAC2001

Objectives

- To know the various sources of finance
- To understand the various uses for finance and
- To familiarize oneself with the techniques used in financial management.

UNIT-I

Financial Management – Financial goals - Profit vs. Wealth Maximization; Finance Functions – Investment, Financing and Dividend Decisions – Cost of Capital – Significance of Cost of Capital – Calculation of Cost of Debt – Cost of Preference Capital – Cost of Equity Capital (CAPM Model and Gordon's Model) and Cost of Retained Earnings – Combined Cost of Capital (weighted/Overall).

UNIT-II

Capital Budgeting – Nature of Investment Decisions – Investment Evaluation criteria – Net Present Value (NPV), Internal Rate of Return (IRR), Profitability Index (PI), Payback Period, Accounting Rate of Return (ARR) – NPV and IRR comparison.

UNIT-III

Operating and Financial Leverage – Measurement of Leverages – Effects of Operating and Financial Leverage on Profit – Analyzing Alternate Financial Plans - Combined Financial and Operating Leverage – Capital Structure Theories - Traditional approach - M.M. Hypotheses – without Taxes and with Taxes – Net Income Approach (NI) – Net Operating Income Approach (NOI) - Determining capital structure in practice.

UNIT- IV

Dividend Policies – Issues in Dividend Decisions – Relevance Theory – Walter's Model – Gordon's Model – Irrelevance Theory – M-M hypothesis - Dividend Policy in Practice – Forms of Dividends – Stability in Dividend Policy – Corporate Dividend Behaviour.

UNIT-V

Management of Working Capital – Significance and types of Working Capital – Calculating Operating Cycle Period and Estimation of Working Capital Requirements – Financing of Working Capital and norms of Bank Finance – Sources of Working capital – Factoring services– Various committee reports on Bank Finance – Dimensions of Working Capital Management.

[Note: Distribution of Questions between Problems and Theory of this paper must be 40:60 i.e., Problem Questions: 40 % & Theory Questions: 60 %]

REFERENCES

Khan MY, Jain PK, BASIC FINANCIAL MANAGEMENT, *Tata McGraw Hill, Delhi* , 2005.

Chandra, Prasanna, FINANCIAL MANAGEMENT, *Tata McGraw Hill, Delhi*.

Bhabatosh Banerjee, FUNDAMENTALS OF FINANCIAL MANAGEMENT, *PHI, Delhi*,

Chandra Bose D, FUNDAMENTALS OF FINANCIAL MANAGEMENT, *PHI, Delhi*, 2010

**PAPER-VII
MARKETING MANAGEMENT**

Paper Code: MBAC2002

Objectives

- To familiarize with the basic concepts, and techniques of marketing management
- To understand the behaviour of consumers
- To create awareness of marketing mix elements, and
- To analyse and solve marketing problems in the complex and fast changing business environment.

UNIT-I

Introduction to Marketing and Marketing Management, Marketing Concepts - Marketing Process Marketing mix - Marketing environment. - Consumer Markets and buying behaviour - Market segmentation and targeting and positioning.

UNIT-II

Product Decisions - concept of a Product - Product mix decisions - Brand Decision - New Product Development – Sources of New Product idea - Steps in Product Development - Product Life Cycle strategies- Stages in Product Life Cycle,

UNIT-III

Price Decisions - Pricing objectives - Pricing policies and constraints - Different pricing method - New product pricing, Product Mix pricing strategies and Price adjustment strategy.

UNIT-IV

Channel Decision - Nature of Marketing Channels –. Types of Channel flows - Channel functions - Functions of Distribution Channel – Structure and Design of Marketing Channels -Channel co-operation, conflict and competition – Retailers and wholesalers.

UNIT - V

Promotion Decision - Promotion mix - Advertising Decision, Advertising objectives - Advertising and Sales Promotion – Developing Advertising Programme – Role of Media in Advertising - Advertisement effectiveness - Sales force Decision.

REFERENCE

K.S. Chandrasekar, MARKETING MANAGEMENT TEXT AND CASES, *Tata McGraw-Hill Publication, New Delhi.2010*

Govindarajan, MARKETING MANAGEMENT CONCEPTS, CASES, CHALLENGES AND TRENDS, *Prentice Hall of India, New Delhi. 2009*

Philip Kotler, MARKETING MANAGEMENT- ANALYSIS PLANNING AND CONTROL, *Prentice Hall of India, New Delhi,*

Ramaswamy. V S & Namakumari. S, MARKETING MANAGEMENT-PLANNING IMPLEMENTATION AND CONTROL, *Macmillan Business Books, New Delhi, 2002,*

**PAPER – VIII
HUMAN RESOURCES MANAGEMENT**

Paper Code: MBAC2003

Objectives

- To understand and appreciate the importance of the human resources vis-a-vis other resources of the organisation
- To familiarize the students with methods and techniques of HRM
- To equip them with the application of the HRM tools in real world business situations.

UNIT-I

Human Resources Management - Context and Concept of People Management in a Systems Perspective - Organisation and Functions of the HR and Personnel Department - HR Structure and Strategy; Role of Government and Personnel Environment including MNCs.

UNIT – II

Recruitment and Selection - Human Resource Information System [HRIS] - Manpower Planning - Selection – Induction & Orientation - Performance and Potential Appraisal - Coaching and Mentoring - HRM issues and practices in the context of Outsourcing as a strategy.

UNIT-III

Human Resources Development –Training and Development Methods - Design & Evaluation of T&D Programmes - Career Development - Promotions and Transfers - Personnel Empowerment including Delegation - Retirement and Other Separation Processes.

UNIT-IV

Financial Compensation- -Productivity and Morale - Principal Compensation Issues & Management - Job Evaluation - Productivity, Employee Morale and Motivation - Stress Management - Quality of Work Life.

UNIT – V

Building Relationships – Facilitating Legislative Framework - Trade Unions - Managing Conflicts - Disciplinary Process - Collective Bargaining - Workers Participation in Management - Concept, Mechanisms and Experiences.

REFERENCES

Venkata Ratnam C. S. & Srivatsava B. K., PERSONNEL MANAGEMENT AND HUMAN RESOURCES, *Tata Mc-Graw Hill, NewDelhi,*,

Aswathappa, HUMAN RESOURCE MANGEMENT, *Tata McGraw Hill, NewDelhi, 2010*

Garry Dessler & Varkkey, HUMAN RESOURCE MANAGEMENT, *Pearson, New Delhi, 2009*

Alan Price, HUMAN RESOURCE MANAGEMENT, *Cengage Learning, NewDelhi, 2007*

Pravin Durai, HUMAN RESOURCE MANGEMENT, *Pearson, New Delhi, 2010*

Snell, Bohlander & Vohra, HUMAN RESOURCES MANAGEMENT, *Cengage, NewDelhi, 2010*

**PAPER – IX
OPERATIONS RESEARCH AND MANAGEMENT**

Paper Code: MBAC2004

Objectives

- To familiarize the Operations Management concepts
- To introduce various optimization techniques with managerial perspective
- To facilitate the use of Operations Research techniques in managerial decisions.

UNIT –I

Introduction to Operations Management - Process Planning - Plant Location - Plant Lay out - Introduction to Production Planning.

UNIT –II

Stages of Development of Operations Research- Applications of Operations Research- Limitations of Operations Research- Introduction to Linear Programming- Graphical Method- Simplex Method - Duality.

UNIT-III

Transportation Problem- Assignment Problem - Inventory Control - Introduction to Inventory Management - Basic Deterministic Models - Purchase Models - Manufacturing Models with and without Shortages.

UNIT-IV

Shortest Path Problem - Minimum Spanning Tree Problem - CPM/PERT - Crashing of a Project Network.

UNIT- V

Game Theory- Two Person Zero-sum Games -Graphical Solution of $(2 \times n)$ and $(m \times 2)$ Games - LP Approach to Game Theory - Goal programming - Formulations - Introduction to Queuing Theory - Basic Waiting Line Models: $(M/M/1):(GD/a/a)$, $(M/M/C):GD/a/a$.

[Note: Distribution of Questions between Problems and Theory of this paper must be 60: 40 i.e, Problem Questions: 60 % & Theory Questions : 40 %]

REFERENCES

Kanishka Bedi, PRODUCTION & OPERATIONS MANAGEMENT, *Oxford, NewDelhi*, 2007

Panneerselvam, R, OPERATIONS RESEARCH, *Prentice-Hall of India, New Delhi*, 2002.

G.Srinivasan, OPERATIONS RESEARCH, *PHI Learning, NewDelhi*, 2010

Tulsian & Pandey, QUANTITATIVE TECHNIQUES, *Pearson, NewDelhi*, 2002

Vohra, QUANTATIVE TECHNIQUES IN MANAGEMENT, *Tata McGrawHill, NewDelhi*, 2010

**PAPER-X
STRATEGIC MANAGEMENT**

Paper Code: MBAC2005

Objectives

- Integrating the knowledge gained in functional areas of management
- helping the students to learn about the process of strategic management, and
- helping the students to learn about strategy formulation and implementation

UNIT-I

Concepts of Strategy - Levels at which strategy operates; Approaches to strategic decision making; Mission and purpose, objectives and goals; Strategic business unit (SBU); Functional level strategies

UNIT-II

Environmental Analysis and Diagnosis - Environment and its components; Environment scanning and appraisal; Organizational appraisal; Strategic advantage analysis and diagnosis; SWOT analysis

UNIT-III

Strategy Formulation and Choice - Modernization, Diversification Integration - Merger, take-over and joint strategies - Turnaround, Divestment and Liquidation strategies - Strategic choice - Industry, competitor and SWOT analysis - Factors affecting strategic choice; Generic competitive strategies - Cost leadership, Differentiation, Focus, Value chain analysis, Bench marking, Service blue printing

UNIT-IV

Functional Strategies: Marketing, production/operations and R&D plans and policies- Personnel and financial plans and policies.

UNIT-V

Strategy Implementation - Inter - relationship between formulation and implementation - Issues in strategy implementation - Resource allocation - Strategy and Structure - Structural considerations - Organizational Design and change - Strategy Evaluation- Overview of strategic evaluation; strategic control; Techniques of strategic evaluation and control.

REFERENCES

Azhar Kazmi, STRATEGIC MANAGEMENT & BUSINESS POLICY, *Tata McGraw-Hill Publishing Company Limited, New Delhi 2008.*

Vipin Gupta, Kamala Gollakota & Srinivasan, BUSINESS POLICY & STRATEGIC MANAGEMENT, *Prentice Hall of India Private Limited, New Delhi, 2008.*

Amita Mittal, CASES IN STRATEGIC MANAGEMENT, *Tata McGraw-Hill Publishing Company Limited, New Delhi 2008.*

Fred R. David, STRATEGIC MANAGEMENT CONCEPT AND CASES, *PHI Learning Private Limited, New Delhi, 2008.*

MBA (Operations & Supply Chain Management) – III Semester

PAPER - XI PRODUCTION AND OPERATIONS MANAGEMENT

Paper Code: MBSC3001

Objectives

- To understand the concepts and principles of Production and Operations
- To appreciate the importance of quality in Production Management
- To apply the productivity improvement techniques

UNIT I

Transformation process model: Inputs, Process and outputs; Classification of operations; Responsibilities of Operations Manager; New Product Development, Selection and Design of Product / Services.

UNIT II

Process types in manufacturing: Project, jobbing, batch, line, mass, continuous; Process types in services: professional services, services shops, mass services; Plant location; Layout planning.

UNIT III

Production Planning & Control: Production planning techniques for various process choices, Techniques of production control, Aggregate planning techniques,

UNIT IV

Quality management: Introduction; Meaning; Quality characteristics of goods and services; Tools and techniques for quality improvement: check sheet, histogram, scatter diagram, cause and effect diagram, Pareto chart, process diagram, statistical process control chart; Quality assurance; Total quality management (TQM) model; Service quality, concept of Six Sigma and its application.

UNIT V

Productivity Improvement Techniques: Work study; Method study; Work measurement: time study: stop watch time study; Work sampling. Maintenance: maintenance policies for facilities and equipment; Time of failure; Preventive versus breakdown maintenance; Procedure for maintenance, total productive maintenance (TPM)

REFERENCES

Adam Jr Everetl E. R J, PRODUCTION AND OPERATIONS MANAGEMENT , *Prentice-Hall*, 1992, 2000 5th ed.

Chary, PRODUCTION AND OPERATIONS MANAGEMENT, *Tata McGraw-Hill*, 1997 9th e

Hill T, OPERATIONS MANAGEMENT , *Palgrave*, 2000

Haleem A, PRODUCTION AND OPERATIONS MANAGEMENT ,*Galgotia Publication*, 2004

Shanker Ravi, **Industrial Engineering**, *Galgotia Publication*.

Kanishka Bedi, PRODUCTION & OPERATIONS MANAGEMENT, *Oxford University Press*

MBA (Operations & Supply Chain Management) – III Semester

PAPER - XII LOGISTICS MANAGEMENT

Paper Code: MBSC3002

Objectives

- To introduce process and functions of logistics system
- To understand the major building blocks, functions, business process, performance metrics and decision making in supply chain network, and
- To provide an insight into the role of Internet Technologies in Logistics Management

UNIT I

Introduction to logistics management- Definition, scope, functions, objectives - Integrated logistics management, role of logistics in the Supply chain - Logistics & customer service, Role of logistics in competitive strategy, Logistics organization & performance measurement, ERP –SAP - ORACLE

UNIT II

Inventory planning- inventory costs, classifying inventory, Nature & importance of warehousing, types of warehouses, warehousing functions, warehouse layout & design. Material handling -objectives, guidelines & principles, selection of material handling equipments. Packaging-role of packaging, packaging materials, consumer & industrial packaging, material handling efficiency

UNIT III

Transportation- role of transportation in logistics, transportation selection decision, basic modes of transportation- Rail, Road, Water, Air, Pipeline- characteristics of different modes-transport economics - Inter modal operations

UNIT IV

Containerization-concept, types, benefits, Types of carriers- indirect & special carriers, Role of intermediaries- shipping agents, brokers- freight management- route planning Role of ports, ICDs, CONCOR - Global shipping options

UNIT V

Reverse logistics- scope, design, e-logistics- logistics information system-application of IT in logistics- automatic identification technologies- bar coding, RFID, Logistics outsourcing- 3PL & 4PL, Global logistics- operational & strategic issues

REFERENCES

- Ailawadi C Sathish & Rakesh**, LOGISTICS MANAGEMENT, *Prentice Hall, India, 2005*
Agrawal D K, LOGISTICS & SUPPLY CHAIN MANAGEMENT , *Macmillan India Ltd, 2003*
Coyle et al., THE MANAGEMENT OF BUSINESS LOGISTICS, *Thomson, 7th ed., 2004*
Bowersox Donald J, LOGISTICAL MANAGEMENT- THE INTEGRATED SUPPLY CHAIN PROCESS, *Tata McGraw Hill, 2000*

MBA (Operations & Supply Chain Management) – III Semester

PAPER - XIII

SUPPLY CHAIN MANAGEMENT

Paper Code: MBSC3003

Objectives

- To introduce process and functions of supply chain management
- Appreciate the design and network in supply chain management
- To understand the role of coordination in supply chain management

UNIT I

Introduction to Supply Chain Management- Supply chain – objectives – importance – decision phases – process view – competitive and supply chain strategies – achieving strategic fit – supply chain drivers – obstacles – framework – facilities – inventory – transportation – information – sourcing – pricing.

UNIT II

Designing the Supply Chain Network- Designing the distribution network – role of distribution – factors influencing distribution – design options – e-business and its impact – distribution networks in practice – network design in the supply chain – role of network – factors affecting the network design decisions – modeling for supply chain.

UNIT III

Planning Demand and Supply- Role of forecasting – demand forecasting – approaches – role of IT.

Planning and Managing Inventories- Safety inventory and its appropriate level – impact of supply uncertainty, aggregation and replenishment policies.

UNIT IV

Transportation Networks and Sourcing- Role of transportation – modes and their performance – transportation infrastructure and policies - design options and their trade-offs – Tailored transportation. Sourcing – In-house or Outsource – 3rd and 4th PLs – supplier scoring and assessment.

UNIT V

Coordination in a Supply Chain- Lack of supply chain coordination and the Bullwhip effect – obstacle to coordination – managerial levels – building partnerships and trust – continuous replenishment and vendor-managed inventories – collaborative planning, forecasting and replenishment.

REFERENCES

Sunil Chopra and Peter Meindl, SUPPLY CHAIN MANAGEMENT – STRATEGY, PLANNING AND OPERATION, *PHI, 4th Edition, 2010.*

Wisner, Keong Leong and Keah-Choon Tan, PRINCIPLES OF SUPPLY CHAIN MANAGEMENT A BALANCED APPROACH, *Thomson Press, 2005..*

Coyle, Bardi, Longley, THE MANAGEMENT OF BUSINESS LOGISTICS – A SUPPLY CHAIN PERSPECTIVE, *Thomson Press, 2006.*

Jeremy F Shapiro, MODELING THE SUPPLY CHAIN, *Thomson duxbury 2002.*

MBA (Operations & Supply Chain Management) – III Semester

PAPER - XIV

MATERIALS AND STORE MANAGEMENT

Paper Code: MBSC3004

Objectives

- To understand the concepts and principles materials and store management
- To appreciate the role of store management and forecasting
- To analyze the management aspects of health and safety in work

UNIT I

Determination of Stockholding Policy. Customer expectations – internal/external; supply market conditions; Categories of risks and their evaluation; Requirements of the business and the need for stock; Economics constraints; methods of avoiding carrying stock; General control methods e.g. ABC analysis. Control of Stock Range Coding, classification and categorization methods;

UNIT II

Variety reduction and standardization; Application and approval of new stock items; Control of slow moving; obsolete and redundant stock; Role of and function in determining stock range, Control of Stock Levels Forecasting techniques in relation to demand and lead times; Independent demand situations and the use of fixed order quantity and periodic review systems; Techniques for dealing with dependent demand.

UNIT III

The Kanban approach and Just in Time philosophy; Coping with uncertainty in achieving required service levels; Suppliers contribution to controlling stock. Management of Storage Facilities. Identifying types of commodities to be stored and their characteristics with regard to storage and handling needs; Materials requirements planning (MRP) and manufacturing resource planning (MRPII) and distribution requirements planning (DRP); Pull systems.

UNIT IV

Physical Management of Stock Selection and operation of appropriate storage and materials handling equipment – general outline; Methods of stores layout to optimize the use of space and minimize picking costs; Outsourcing the activity and vendor managed inventory; Maintenance of security and prevention of theft; Storage and disposal of redundant, obsolete and scrap items; Environmental issues.

UNIT V

Management Aspects Health and Safety at work – operational issues: Health and Safety at work – management issues interdependence and teamwork; Relationships with other functions. Relevant Techniques Use of operational research techniques of queuing theory, network analysis, simple simulation techniques and decision trees; Identifying methods to distinguish between stores efficiency and effectiveness; Benchmarking and measurement of performance.

REFERENCES

Jessop & Morrison, STORAGE AND SUPPLY OF MATERIALS,

Duru C. Innocent, PURCHASING AND STORES MANAGEMENT, *Ken Printing Press*,

Terry Lucey, QUANTITATIVE TECHNIQUES, *Letts Educational*, 5th Edition.

Dobler & Burt. PURCHASING & SUPPLY MANAGEMENT

MBA (Operations & Supply Chain Management) – III Semester

PAPER - XV INFORMATION SYSTEM IN SUPPLY CHAIN MANAGEMENT

Paper Code: MBSC3005

Objectives

- To appreciate the role of IT in supply chain
- To understand data mining in supply chain
- To analyze IT practices in supply chain

UNIT I

The role of IT in Supply Chain .Uses of IT in inventories, Transportation & facilities within a Supply Chain .The Supply Chain IT frame work-macro Processes

UNIT II

The future of IT in the Supply Chain, Internal Supply Chain management, Supply Relationship Management, The Transaction Management Foundation .Data mining –Methods application area in Supply Chain

UNIT III

Goals of Supply Chain information Technology, Standardization, information Technology infrastructure Presentation Devices, Communication Devices .Data base, System architecture.

UNIT IV

The Supply Chain IT in Practice, Integrating Supply Chain Information Technology, Stage of Development, Implementation of ERP & DSS. Structure of DSS. Selection of Supply Chain DSS. Supply Chain master Planning.

UNIT V

Supply Chain Information System Design – Planning, Capacity, Performance requirement' manufacturing requirement, Operation, Transportation, Inventory Development .E-Business – Role in Supply chain, Framework, Impact on Cost.

REFERENCES

David Simchi-Levi et al, DESIGNING AND MANAGING THE SUPPLY CHAIN – CONCEPTS, STRATEGIES, AND CASE STUDIES, *McGraw Hill International Edition* 2003.

N. Chandrasekaran, SUPPLY CHAIN MANAGEMENT, *Oxford University Press, New Delhi* 2010

Donald J Bowersox et al, SUPPLY CHAIN LOGISTICS MANAGEMENT, *McGrawe hlll Education (India) Pvt. Ltd.New Delhi* 2007

MBA (Operations & Supply Chain Management) – IV Semester

**PAPER - XVI
PROJECT MANAGEMENT IN SUPPLY CHAIN OPERATIONS**

Paper Code: MBSC4001

Objectives

- To understand the role of project management
- To understand the technique to manage conflict in project planning
- To appreciate the role of IT in project management

UNIT I

Introduction – Project life cycle – Project selection – Types of project selection models – Project manager – Selection of Project Manager.

UNIT II

Project Organization – types – Project planning. Sorting out the project – Work breakdown structure and Linear Responsibility charts – Conflict and Negotiation – Conflict and Project life cycle – some requirements and principles of negotiation.

UNIT III

Budgeting and cost estimation – Scheduling – Network techniques: PERT and CPM –Gantt charts – Resource allocation – Resource loading – Resource Leveling.

UNIT IV

Monitoring and Information Systems – Project Control – Types of control processes – Control as a function of Management.

UNIT V

Project auditing – Purposes of evaluation – Project Audit Life Cycle – Project termination – Termination process.

REFERENCES

Jack R. Meredith & Samuel J. Mantel, PROJECT MANAGEMENT – A MANAGERIAL APPROACH

Prasanna Chandra, PROJECTS PLANNING, ANALYSIS, SELECTION, IMPLEMENTATION AND REVIEW

P. Gopalakrishnan & V.E. Ramamoorthy, TEXTBOOK OF PROJECT MANAGEMENT

Richard B. Chase et al, OPERATIONS AND SUPPLY CHAIN MANAGEMENT, *Tata McGraw Hill education Pvt. Ltd, New delhi2010*

MBA (Operations & Supply Chain Management) – IV Semester

PAPER - XVII INNOVATIONS AND R&D MANAGEMENT

Paper Code: MBSC4002

Objectives

- To understand the managerial aspects of Innovation functions
- To appreciate the Research & Development in management
- To evaluate the financial aspects of R&D projects

UNIT I

Introduction & Managerial aspects of Innovation function

Introduction, Components of Innovation, Types of Innovations, Models of Innovation Processes,

Evolution and characteristics of Innovation Management, Key drivers of Innovation, Factors influencing Innovation,

Organizing for Innovation, Factors influencing organizational design, Developing Innovation Strategy, Characteristics of creative organization.

UNIT II

Research and Development Management-

Introduction, Meaning,

Objectives,

Significance, Classification of R&D according to R&D type, process phase, measurement level, purpose of measurement and measurement perspective. Technology development approaches, Performance of R&D management in Indian scenario.

UNIT III

Financial Evaluation of R&D Projects

Introduction, Cost effectiveness of R&D,

R&D financial forecasts, Project selection, Evaluating R&D ventures, Conflicting views of managers. Allocation of resources, R&D programme planning and control. Project management, Project Planning and Control Techniques.

UNIT IV

Organization R&D and innovation, HRM issues in innovation and R&D, Leadership and R&D management, Organization Design and structure of R&D, R&D Project Management, Measurement, Evaluation and assessment of R&D

UNIT V

National R&D infrastructure and Institutional Framework, Fiscal and other incentives and Promotional /Support measures, Industry, Institutions and government cooperations. Other important issues in R&D management, Commercialization of R&D.

REFERENCES

White, THE MANAGEMENT OF TECHNOLOGY AND INNOVATION-A STRATEGIC APPROACH, Cengage Publication

S Moikal, INNOVATION MANAGEMENT, Sage Publication

C.K Prahalad & M.S. Krishnan, THE NEW AGE OF INNOVATION, Tata McGraw Hill Education Pvt. Ltd. New Delhi 2008.

MBA (Operations & Supply Chain Management) – IV Semester

PAPER - XVIII PROCUREMENT AND QUALITY MANAGEMENT

Paper Code: MBSC4003

Objectives

- To understand the concepts of quality in supply chain
- To appreciate the role quality control in supply chain
- To analyze benefit and risk in outsourcing

UNIT I

Definition of Quality, Quality Standard, Quality Control, Aspects of Quality Control, Quality Control of Purchased Materials in a Supply Chain.

UNIT II

General Problems of Vendor Quality, Suppliers Quality Survey, Model for evaluation of Suppliers Quality.

UNIT III

Management Action for Quality Assurance, Activities under Quality Assurance, Evaluating Product Quality, Control Chart – Mean & Range.

UNIT IV

Element of Quality Management, Benefits, Six Sigma Quality Control, Principles, Benefits, Steps of Six Sigma.

UNIT V

Benefits and Risk of Outsourcing, What is E-Procurement, Framework of E-Procurement.

REFERENCES

David Simchi-Levi, Philip Kamiusky, Edith Simchi Levi, DESIGNING & MANAGING THE SUPPLY CHAIN, *Tata Mc Graw Hill*

Dr. R.P. Mohanty & Dr. S.G. Deshmukh, ESSENTIALS OF SUPPLY CHAIN MANAGEMENT, *Jaico Publishing House*

L.C. Jhamb, PRODUCTION MANAGEMENT, *EPH*.

Richard B. Chase et al, OPERATIONS AND SUPPLY CHAIN MANAGEMENT, *Tata McGraw Hill education Pvt. Ltd, New delhi 2010*

MBA (Operations & Supply Chain Management) – IV Semester

PAPER-XIX CUSTOMER RELATIONSHIP MANAGEMENT

Paper Code: MBSC4004

Objectives

- To understand the concepts and principles of CRM
- To appreciate the role and changing face of CRM as an IT enabled function, and
- To enable managing Customer Relationship.

UNIT I

CRM concepts - Acquiring customers, - Customer loyalty and optimizing customer relationships - CRM defined - success factors, the three levels of Service/ Sales Profiling - Service Level Agreements (SLAs), creating and managing effective SLAs.

UNIT II

CRM in Marketing - One-to-one Relationship Marketing - Cross Selling & Up Selling - Customer Retention, Behaviour Prediction - Customer Profitability & Value Modeling, - Channel Optimization - Event-based marketing. - CRM and Customer Service - The Call Centre, Call Scripting - Customer Satisfaction Measurement.

UNIT III

Sales Force Automation - Sales Process, Activity, Contact- Lead and Knowledge Management -Field Force Automation. - CRM links in e-Business - E-Commerce and Customer Relationships on the Internet - Enterprise Resource Planning (ERP), - Supply Chain Management (SCM), - Supplier Relationship Management (SRM), - Partner relationship Management (PRM).

UNIT IV

Analytical CRM - Managing and sharing customer data - Customer information databases - Ethics and legalities of data use - Data Warehousing and Data Mining concepts - Data analysis - Market Basket Analysis (MBA), Click stream Analysis, Personalization and Collaborative Filtering.

UNIT V

CRM Implementation - Defining success factors - Preparing a business plan requirements, justification and processes. - Choosing CRM tools - Defining functionalities - Homegrown versus out-sourced approaches - Managing customer relationships - conflict, complacency, resetting the CRM strategy. Selling CRM internally - CRM development Team - Scoping and prioritizing - Development and delivery - Measurement.

REFERENCES

Alok Kumar Rai, CUSTOMER RELATIONSHIP MANAGEMENT CONCEPT & CASES, *Prentice Hall of India Private Limited, New Delhi. 2011*

S. Shanmugasundaram, CUSTOMER RELATIONSHIP MANAGEMENT, *Prentice Hall of India Private Limited, New Delhi, 2008*

Kaushik Mukherjee, CUSTOMER RELATIONSHIP MANAGEMENT, *Prentice Hall of India Private Limited, New Delhi, 2008*

Jagdish Seth, et al, CUSTOMER RELATIONSHIP MANAGEMENT

V. Kumar & Werner J., CUSTOMER RELATIONSHIP MANAGEMENT, *Wiley India, 2008*

MBA (Operations & Supply Chain Management) IV Semester

**PAPER - XX
GLOBAL SUPPLY CHAIN MANAGEMENT**

Paper Code: MBSC4005

Objectives

- To understand the global market force in supply chain
- To analyze risks and advantages in supply chain
- To appreciate green supply chain indicators

UNIT I

Introduction, Forces of Global Supply Chain- Global market force, Technology force, Global cost force, Political force. Stages of International Development.

UNIT II

Risk of Global Supply Chain- Speculative Strategies, Hedge Strategies, Flexible Strategies Requirements for Global Strategy implementation, Advantages of Global Supply Chain. Supply Chain security.

UNIT III

Issues in international Supply Chain Management –International Versus Regional Product, Local autonomy versus control logistics –Importing & Exporting, Main forces, Barriers

UNIT IV

The Global Supply Chain-Performance Cycle length, operations, system integration, Alliances, Views of Global Logistics –Importing & Exporting, Main force.

UNIT V

Green Supply Chain –Strategies. Green Supply Chain indicators, Strategic, tactical, Operational. Wastivity in Supply Chain.

REFERENCES

Sunil Chopra & Peter Meindl, SUPPLY CHAIN MANAGEMENT , *PHI*

Donald J. Bowersox David J. Closs, LOGISTICAL MANAGEMENT , *TATA MC GRAWHILL*

Dr. R.P. Mohanty & Dr. S.G. Deshmukh ESSENTIALS OF SUPPLY CHAIN MANAGEMENT, *Jaico Student Edition*

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE, KALIYAKKAVILAI
PONDICHERRY UNIVERSITY
MBA – TWINNING PROGRAMME (2022-2023 - I Semester)

STUDENTS ATTENDANCE – REGULAR CLASS

Sl. No.	Name	DATE																				
		4/3/2023	4/3/23	14-3-2023	14/03/23	22-03-2023	22-3-2023	7/4/23	14/4/23	14/4/23	14/4/23	14/4/23	14/4/23	14/4/23	14/4/23	14/4/23	14/4/23	14/4/23	14/4/23	14/4/23	14/4/23	14/4/23
1	Abilalini D.S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	Anju.A.S	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
3	Sarath Sharma S.D	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	Amal J S	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
5	Asriika A.S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	Dermin V	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
7	Pratheesh Raj.P	1	1	1	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
8	Jerfin.J	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	Neethu Mol S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	Abish.J	1	1	1	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
11	Alvin.C	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
12	Sherin Raj.R S	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
13	Jobi.S S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
14	Muhammed Fahad.M	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
15	Abish.P	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
16	Dani Jaison Prakash.J.U	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
17	Abinaya.V	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1



NANJIL CATHOLIC COLLEGE OF ARTTS AND SCIENCE, KALIYAKKAVILAI
PONDICHERRY UNIVERSITY
MBA – TWINNING PROGRAMME (2022-2023 - I Semester)

STUDENTS ATTENDANCE – REGULAR CLASS

Sl. No.	Name	DATE																				
		6/4/2024	6/4	6/4	6/4	6/4	6/4	6/4	14/4/23	14/4/23	14/4/23	14/4/23	14/4/23	14/4/23	14/4/23	22/4/23	22/4/23	22/4/23	22/4/23	22/4/23	22/4/23	22/4/23
1	Abilalini D S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	Anju A S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	Sarath Sharma S D	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	Amal J S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5	Ashika A S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	Dermin V	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
7	Pratheesh Raj P	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8	Jerfin J	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	Neethu Mol S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	Abish J	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11	Alvin C	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
12	Sherin Raj R S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
13	Jobi S S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
14	Muhammed Fahad M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
15	Abish P	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
16	Dani Jaison Prakash J U	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1



PRINCIPAL
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Kaliyakkavilai - 629 153.




NANJIL CATHOLIC COLLEGE OF ARTTS AND SCIENCE, KALIYAKKAVILAI
PONDICHERRY UNIVERSITY
MBA – TWINNING PROGRAMME (2022-2023 - I Semester)

STUDENTS ATTENDANCE – REGULAR CLASS

Sl. No.	Name	DATE																											
		05-05-2023																											
1	Abilalini.D.S	a	a	a	a	a	a																						
2	Anju.A.S	a	a	a	a	a	a																						
3	Sarath Sharma.S.D	a	a	a	a	a	a																						
4	Amal.J.S	a	a	a	a	a	a																						
5	Ashika.A.S	a	a	a	a	a	a																						
6	Dermin.V	l	l	l	l	l	l																						
7	Pratheesh Raj.P	a	a	a	a	a	a																						
8	Jerfin.J	l	l	l	l	l	l																						
9	Neethu Mol.S	a	a	a	a	a	a																						
10	Abish.J	a	a	a	a	a	a																						
11	Alvin.C	a	a	a	a	a	a																						
12	Sherin Raj.R.S	a	a	a	a	a	a																						
13	Jobi.S.S	l	l	l	l	l	l																						
14	Muhammed Fahad.M	a	a	a	a	a	a																						
15	Abish.P	a	a	a	a	a	a																						
16	Dani Jaison Prakash.J.U	a	a	a	a	a	a																						

PRINCIPAL
Haji Catholic College of Arts & Science
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DR. J.


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**NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE,
KALIYAKKAVILAI**

Pondicherry University

MBA Twining Programme (2022-2024)

Report 2022-2023

The institution offers MBA Twining Programme to all the students every year. During the year 2022 -2023, Out of 37 students 14 students were registered from the college. The duration of the course is two year. This programme Contain four Semester First semester examinations was completed in the month of November 2022. This Course will be completed April 2024. The students was highly satisfied this programme.


Co-ordinator




Principal
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153