

## SEMESTER II

CODE	COURSE TITLE
18CCPC312	STATISTICAL ANALYSIS

Category	CIA	ESE	L	T	P	Credit
Core	25	75	87	3	-	3

### Preamble

To make the students to know about the various tools available for research studies and apply them in the various projects and businesses

### Course Outcomes

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

CO Number	CO Statement	Knowledge Level
CO1	Understand and apply the methods of correlation and regression Analysis	K2,K3
CO2	Explore the Sampling theory and to identify the samples	K2,K3,K4
CO3	Examine the techniques in analysis of variances and application of goodness of fit, student 't' Test and Z Test	K3,K4,K5
CO4	Understand the problems associated with non-parametric test	K4,K5
CO5	Understand the theorem of probability and evaluate the results	K5

### Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	M	S
CO2	S	S	S	S	S
CO3	S	S	S	S	S
CO4	M	S	S	S	S
CO5	S	M	S	M	M

## Syllabus

### UNIT I (20 Hrs.)

Correlation Analysis: Significance of the Study of Correlation-Types of Correlation-Methods of Studying Correlation – Rank Correlation -Regression Analysis: Types of Regression Analysis.

### UNIT II (20 Hrs.)

Sampling Theory: Estimation Theory-Testing of Hypothesis-Standard Error-Tests of Significance for Large Samples -Tests of Significance for Small Samples-‘t’ Test.

### UNIT III (15 Hrs.)

The Chi-Square Test: Goodness of Fit-Applications of F Test-Analysis of Variance-Techniques of Analysis of Variance.

### UNIT IV (20 Hrs.)

Non-Parametric Tests: Benefits-the Sign Test-Rank Sum Test-The Mann-Whitney U Test-Kruskal Wallis Test.

### UNIT V (15 Hrs.)

Probability Theory: Measurement of Probability-Priori Probability-Theorems of Probability-Additions Theorem and Multiplication Theorem-Theoretical Distribution-Binomial Distribution-Poisson Distribution-Normal Distribution-Properties-(Simple Problems only).

## Text Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	RSN Pillai and V Bagavathi	Statistics Theory and Practice	S.Chand & Company, New Delhi	2011, 7 <sup>th</sup> Edition
2.	Gupta S.P	Statistical Methods	Sultan Chand & Sons, New Delhi	2017, 44 <sup>th</sup> Edition

## Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Gupta C.B	An Introduction to Statistical Methods	Vikas Publishing House, New Delhi	2004, 23 <sup>rd</sup> Revised Edition
2.	Kothari C.R	Research Methodology	Wiley Eastern, New Delhi	2018, 4 <sup>th</sup> Multicolour Edition
3.	Saravanavel P	Research Methodology	Kitab mahal, Allahabad	2013

## Web Resources

1.	<a href="http://alexa.com">http://alexa.com</a>
2.	<a href="http://statists.com">http://statists.com</a>

## Pedagogy

Lecture, PPT, Assignment Group Discussion and Seminar

**SEMESTER III**

<b>CODE</b>	<b>COURSE TITLE</b>
18CCPC208	RESEARCH METHODOLOGY

<b>Category</b>	<b>CIA</b>	<b>ESE</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Credit</b>
Core	25	75	86	4	-	3

**Preamble**

To Impart Knowledge in research that can be applied in business

**Course Outcome**

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

CO Number	CO Statement	Knowledge Level
<b>CO1</b>	Understand the meaning of research and its research types	K2, K3
<b>CO2</b>	Acquaint the knowledge of research design and problems	K2, K3
<b>CO3</b>	Familiarize procedures on data collection	K3, K4
<b>CO4</b>	Provide an exposure on report writing	K3, K4
<b>CO5</b>	Analyse the case studies and scale techniques	K5

**Mapping with Programme Outcomes**

COs	PO1	PO2	PO3	PO4	PO5
<b>CO1</b>	M	M	S	S	M
<b>CO2</b>	S	S	S	S	S
<b>CO3</b>	S	M	M	S	M
<b>CO4</b>	S	S	M	S	S
<b>CO5</b>	M	M	S	S	M

S- Strong; M-Medium; L-Low

## Syllabus

### UNIT I

20 Hrs

Research: Meaning – Purpose – Types: Pure, Applied, Historical, Descriptive, Experimental and Exploratory; **Methods of Research: Survey Method – Case Study – Experimental Method**

### UNIT II

17 Hrs

Research Design: **Formulation of Hypothesis; Research Problems: Identification – Selection and Formulation of Research Problems**

### UNIT III

20 Hrs

**Collection of Data: Primary Data - Questionnaire Method – Interview Method – Observation Method - Telephone Interview – Sources of Secondary Data – Processing of Data: Editing – Coding - Tabulation – Use of Diagrams and Charts -Scaling Techniques for the Analysis of Primary Data.**

### UNIT IV

17 Hrs

Sampling - Types of Sampling – Probability Sampling – Non Probability Sampling - Non-sampling Errors – Sampling Techniques.

### UNIT V

16 Hrs

Report Writing: Types of Reports – **Style of Reporting** – Format of Thesis- Contents of Reports- **Steps in Drafting a Report.**

## Text Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	<b>Kothari C.R.,</b>	Research Methodology,	Wiley Eastern, NewDelhi	1 <sup>st</sup> Edition, 1986
2.	<b>Gupta S.P.,</b>	Statistical Methods,	Sultan Chand & Sons, New Delhi,	6 <sup>th</sup> Edition, 1975.

## Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	<b>Gupta C.B.,</b>	An Introduction to Statistical Methods,	Vikas Publishing House, New Delhi,	1. 7 <sup>th</sup> Edition, 1972.
2.	<b>Saravanavel P.,</b>	Research Methodology,	Kitab Mahal, Allahabad,	3 <sup>rd</sup> Edition, 1992.

3.	<b>Uma Sekaran,</b>	Research Methods for Business,	John Wiley & Sons, New Delhi,	4 <sup>th</sup> Edition, 2003.
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### Web Resources

1	<a href="https://www.pdfdrive.com/research-methodology-books.html">https://www.pdfdrive.com/research-methodology-books.html</a>
2	<a href="http://www.sxccal.edu/TwinningProgramme/.../MBA-ResearchMethodology-1stYear.pdf">www.sxccal.edu/TwinningProgramme/.../MBA-ResearchMethodology-1stYear.pdf</a>

### Pedagogy

Lecture, PPT, Group Discussion, Debate, Oral presentation, Quiz, Assignment and Seminar

SEMESTER – III

CODE	COURSE TITLE
18CCPCP01	MS OFFICE & TALLY 9.0

Category	CIA	ESE	L	T	P	Credit
Practical	40	60	-	8/5	82/70	2

**Preamble**

To Equip the Students with Basic Knowledge in MS Office & Tally

**Course Outcomes**

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

CO Number	CO Statement	Knowledge Level
CO1	Familiarize with the MS Word and Expertise in various functions	K2,K3
CO2	Prepare the Accounting Nomenclature in Ms Excel	K4
CO3	Draft the Employees Payroll in MS Access	K3, K4
CO4	Create a PowerPoint presentation and manipulate simple slide shows	K3
CO5	Enable the students to create a company to maintain the various accounting vouchers	K4

**Mapping with Programme Outcomes**

COs	PO1	PO2	PO3	PO4	PO5
CO1	S	M	S	M	S
CO2	S	S	S	S	S
CO3	S	S	M	S	S
CO4	M	M	S	S	S
CO5	M	S	M	S	S

S- Strong; M-Medium; L-Low

## Syllabus

### MSWORD

1. Analyze the Union Budget and Perform the Following:

a) Right Alignment Bold the Important Words

b) Center Align the Second Paragraph and Perform Italics for the Important Word.

c) Change the Third Paragraph into Two Column Paragraph

d) Insert Page Number at the Bottom, Insert Date, Time and Heading in the Header Section, Page Break.

2. Identify a Financial Organization and Prepare an Organizational Chart of that Concern.

3. Using Mail Merge Send Share Allotment Letter to the Applicant for the Share of a Company.

4. Prepare a Questionnaire: (Minimum 15 questions in your area of specialization-finance)

a) Use Bullet and Numbering

b) Check the Spelling According to British

c) Use Thesaurus to Replace a Word

d) Use Drop Cap

### MS EXCEL

1. Prepare Breakeven Chart Using Chart Wizard.

2. Prepare a Trend Analysis of a Product of your Own Choice with Year and Sales Figures Which are given.

3. Prepare a Bin Card for Purchases Issues Made during the Year by using Auto Format Wizard

4. Prepare a Sales Budget and Perform the Following:

❖ Create a Text Box Frame

❖ Change the Color Line

❖ Make it Semi Transparent

❖ Change the Height and Width of the Heading of the Text Box.

### MS ACCESS

1. Prepare a Pay Roll for Employee's Data Base of an Organization with the Following Details.

Employee ID, Employee Name, Date of Birth, Department and Designation, Date of Appointment, Basic Pay, Dearness Allowance, House Rent Allowance and Other Deductions if any

- ❖ Create Form for Individual Employees (pay slip)
- ❖ Create Queries for Different Categories
- ❖ Create a Report about the Total Salary Distribution

2. Draft the Questionnaire among the Students Regarding the Preference of the Product

- ❖ Create a Master Table in Access for each and every Question
- ❖ Enter the Collected Data with the Help of Queries
- ❖ Identify the Number of Respondent in each and every Category
- ❖ Create a Report with the Help of Queries

3. Gather the Details Regarding the Receipt and Payments for 6 Months and by Using a Budget Wizard. Prepare a Cash Budget.

### MS POWER POINT

1. Gather Financial Details through Net Regarding Five Companies and Presented in a Slide Show with Animation and Transitions ( speed and sound)

2. Identify the Different Products, its Process and Collect Different Costs Involved in each Process and Present it by Inserting Clip Arts Text, Table and a Chart.

3. Collect Data on Recent Development in Foreign Exchange in India Create your Presentation by Adding Text and Object to Slides. Use Data, Slide Number of Other Text in a Slide Footer. You can Add, Delete or Modify Information in the Footer Area of all Slides by Using the Slide Master.

4. Create a Professional Looking Organizational Chart of a Financial Institution. Perform the Following:

- ❖ Choose a Particular Level and all Levels and Edit.
- ❖ Change the Color Shadows and Border Options on Selected Boxes Using the Box Menu.
- ❖ Change the Thickness and Color of Connecting Lines Using the Lines Menu.

### TALLY

1. Creation of a new company, groups, ledgers under the appropriate predefined groups

2. Voucher entries for Receipt, Payment, Contra and Journal Voucher types

5. Preparation of final accounts with adjustments

6. Creation of unit of measurement, stock groups and stock items

6. Maintain Bill wise details

7. Cost categories and cost center



8. Currencies and calculation of foreign gain and loss

9. Analyze the performance of an organization by using Ratios

10. Interest calculations

#### Web Resources

1	<a href="http://www.scert.kerala.gov.in/images/2018/gst.pdf">www.scert.kerala.gov.in/images/2018/gst.pdf</a>
2	itplaneteducation.com/.../CCCA%20(Certificate%20in%20computer%20accounting.pd...

### SEMESTER III

<b>CODE</b>	<b>COURSE TITLE</b>
<b>18CCPS302</b>	<b>ONLINE TRADING</b>

Category	CIA	ESE	L	T	P	Credit
SBS	40	60	42	3	-	5

#### Preamble

To impart Students to gain Knowledge on Online Trading Mechanism

#### Syllabus

##### UNIT-I

**9Hrs.**

Online Trading: Concepts-Definitions-Features-Working Mechanism of Online Trading-Advantages and Disadvantages of Online Trading-Online Trading in India.

##### UNIT-II

**9Hrs.**

Types of Online Trading: Stock Option Online Trading- Forex Online Trading- Currency Online Trading-Commodities Online Trading-Online Trading System.

##### UNIT-III

**9Hrs.**

Online Trading Software: -Online Trading Portal-Online Trading Platform-Safe Online Trading.

##### UNIT-IV

**8Hrs.**

Money Management in Online Trading:- Hedging Risks and Rewards-Use of Leverage-The Ratio

Between Lot Size, Trading Size and Leverage.

##### UNIT-V

**10Hrs.**

Practical Training (10 days).

#### Text Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Toni Turner	<i>A Beginner's Guide To Short Term Trading</i>	Adams Media Corporation	2012
2.	Michael Sincere	Start Day Trading Now: A Quick and Easy Introduction to Making Money While Managing Your Risk	Simon and Schuster	2011

### Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Ann C. Logue	Day Trading For Dummies	John Wiley & Sons	2014 13 <sup>th</sup> Edition
2.	Marcel Link	High-Probability Trading	McGraw Hill Professional	2013
3.	Kathy Lien	Day Trading and Swing Trading the Currency Market	John Wiley & Sons	2015 3 <sup>rd</sup> Edition

### Web Resources

1	<a href="https://www.nseindia.com/content/assist/asst_internetinv.pdf">https://www.nseindia.com/content/assist/asst_internetinv.pdf</a>
2	<a href="https://www.sec.gov/files/trading101basics.pdf">https://www.sec.gov/files/trading101basics.pdf</a>

### Pedagogy

Lecture, PPT, Group Discussion, Debate, Oral presentation, Quiz, Assignment and Seminar

### SEMESTER III

CODE	COURSE TITLE
18CCPS303	CORPORATE GOVERNANCE AND CORPORATE SOCIAL RESPONSIBILITY

Category	CIA	ESE	L	T	P	Credit
SBS	25	75	42	3	-	5

#### Preamble

To Acquaint the Students with Knowledge on Corporate Social Responsibility and Corporate Governance

#### Syllabus

**UNIT –I:** **9Hrs.**

Corporate Governance An Over View: Concept, Objectives, Process. Origin Scope and Present Scenario –Advantages – **Corporate Frauds – Lessons.**

**UNIT -II:** **9Hrs.**

Financial Disclosure and corporate governance: Transparency in Financial Disclosure in Corporate Sector – Disclosure Norms – ATab on Corporate Sector.

**UNIT-III** **9Hrs.**

Business Ethics and Corporate Governance: Importance and Need for Business Ethics – Echological Ethics- Professional Ethics – Corporate Governance Mechanism.

**UNIT-IV** **9Hrs.**

Corporate Social Responsibility- Introduction-Definition of CSR-Justification CSR-The Scope of Social Responsibility-Social Responsibility and Indian Corporations – Voluntary Guidelines – 2011 – Issued by Government regarding CSR.

**UNIT-V** **9Hrs.**

**Case Study with reference to the emergence of corporate governance issues and CSR Practices in India**

#### Reference Books

Sl. No	Author Name	Title of the Book	Publisher	Year and Edition
1.	<b>Singh.S</b>	Corporate Governance Excel Books	New Delhi	1 <sup>st</sup> Edition 2005
2.	<b>Kesho Prasad</b>	Corporate Governance	Prentise Hall of India, New Delhi	1 <sup>st</sup> Edition 2006
3.	<b>SinghS</b>	Corporate Governance: Global Concepts and Practices	Excel Books, New Delhi	1 <sup>st</sup> Edition 2005
4.	<b>Fernando A</b>	Corporate Governance Principles, Policies and Practices	Dorling Kinderslay (India) Pvt Ltd. Utterpredesh	2 <sup>nd</sup> Edition 2006
5.	<b>Kesho Prasad</b>	A Guide to Corporate Governance	Prentise Hall of India, New Delhi	1 <sup>st</sup> Edition 2009
6.	<b>Arya.P.P,Tandon.B B.Vashishi, AK.Kesho Prasad</b>	Corporate Governance	Deep & Deep Publication, New Delhi	1 <sup>st</sup> Edition

#### Web Resources

1	<a href="http://www.oxfordhandbooks.com/view/10.1093/...001.../oxfordhb-9780199211593-e-014">www.oxfordhandbooks.com/view/10.1093/...001.../oxfordhb-9780199211593-e-014</a>
2	<a href="https://erl.ucc.edu.gh/.../%5BJohn_Taylor%2C_Justine_Simpson%5D_Corporate_Gover...">https://erl.ucc.edu.gh/.../%5BJohn_Taylor%2C_Justine_Simpson%5D_Corporate_Gover...</a>

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**Pedagogy**

Lecture, PPT, Group Discussion, Debate, Oral presentation, Quiz, Assignment and Seminar

## SEMESTER - I

<b>CODE</b>	<b>COURSE TITLE</b>
18CCPC103	DRAFTING AND CONVEYANCING

Category	CIA	ESE	L	T	P	Credit
Core	25	75	72	3	-	3

### Preamble

To acquaint the students with fundamentals terms relating to drafting and conveyancing and make effective drafting of various deeds, contract, agreement, arbitration agreement

### Course Outcomes

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

CO Number	CO Statement	Knowledge Level
<b>CO1</b>	Master the principles and applications of drafting and pleading	K2
<b>CO2</b>	Bring clarity and accuracy and use of appropriate words and expressions that require the legal principles of conveyancing	K2,K3
<b>CO3</b>	Define with the knowledge of deed and its drafting skills pertaining to power of attorney	K3,K4
<b>CO4</b>	Provide an exposure to the students regarding drafting of various agreements and contracts	K4
<b>CO5</b>	Acquaint the students with the practical exposure of types of mortgages and identify do's and don'ts in drafting	K4

### Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
<b>CO1</b>	M	M	S	S	M
<b>CO2</b>	S	S	S	S	S
<b>CO3</b>	S	M	M	S	M
<b>CO4</b>	S	S	M	S	M
<b>CO5</b>	M	M	M	S	S

S- Strong; M-Medium; L-Low

## Syllabus

### UNIT-I

(17 Hrs.)

General Principles of Drafting: Rules for Drafting – Use of Appropriate Words and Expressions – Aids to Clarity and Accuracy – Legal Implications and Requirements.

### UNIT-II

(19 Hrs.)

General Principles of Conveyancing: Meaning – Basic Requirements of Deeds of Transfers – Description of Deeds, Practices, Recitals, Testatum - Consideration of Operative Words – Exceptions and Reservations – Habendum – Testimonium – Signature and Attestation – Endorsement and Supplement Deeds.

### UNIT-III

(17 Hrs.)

Deed of Power of Attorney: Requisites – Types of Power of Attorney-Revocable – Irrevocable – General Power of Attorney – Particular Power of Attorney – Specimen of deed of Power of Attorney

### UNIT-IV

(19 Hrs.)

Drafting of Contracts: Agreements to Sell/Purchase - Dealership Contracts – Building Contract – Agency Contracts – Collaboration Agreements – Arbitration Agreements – Guarantees – Counter Guarantees – Fidelity – Performance Guarantee – Bank Guarantees – Hypothecation Agreement.

### UNIT-V

(18 Hrs.)

Deeds of Mortgages: Charges and Pledges. Different Types of Mortgage Deeds – Deeds of Further Charge in Mortgage Property - Mortgage by Deposit of Title Deeds – Deeds of Floating Charge – Deeds of Appointment of Receiver – Other Charges – Memorandum of Pledge of Movable. Text Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Nayan Joshi	Legal Writing and Drafting	Kamal Publishers, New Delhi	2016, 1 <sup>st</sup> Edition

### Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	-	Drafting and Conveyancing	Institute of Company Secretaries of India	2012

### Web Resources

1.	<a href="http://lexisnexis.in)draftingandconveyancing">http://lexisnexis.in)draftingandconveyancing</a>
2.	<a href="http://www.icsi.edu">http://www.icsi.edu</a>

### Pedagogy

Lecture, PPT, Assignment, Forms Collection, Mock meeting, seminar and case study