# **FACULTY OF ECONOMICS & BUSINESS**

# **SYLLABUS**

for

**Bachelor of Commerce (Honours)** 

(B.Com Hons.)

(Semester:V-VI)

(Under Continuous Evaluation System)

Session:2024-25



# TheHeritageInstitution

# KANYA MAHA VIDYALAYAJALANDHAR (Autonomous)

B. Com Hons. Bachelor of Hons. in Commerce Duration: 3Years Level: Graduation Type: Degree

#### **Programme Specific Outcomes**

B.Com Hons- Three year Degree programme is structured to provide the students a practical knowledge in disciplines related to commerce with industry exposure. Also, by the end of the program, students gain an in-depth knowledge on core subjects like accounting, commercial &labour law, tax laws, statistics, finance, just to name a few. The degree involves intensive study, culminating with the completion of a research dissertation as the last semester of this course is devoted to the Industrial Training. Students have to do internship from the industry of their choice and are required to submit their research project on that practical training.

A student holding a B.Com Hons. degree is well prepared to sustain as a corporate employee or as an entrepreneur. The student has adequate knowledge of adapting to the changes in the flexible business world, can focus internationally and has an in-depth understanding of the business world's market-relevant aspects. On the other hand, if the student chooses to start his/her own business, he/she can run it successfully and professionally without having to pay to expert accountants or market consultants.

#### **Programme Specific Outcomes**

Towards the end of the programme, students will be able to:

PSO1: Develop an ability to effectively communicate both orally and verbally

PSO2: Appreciate importance of working independently and in a team by learning the concept of leadership and motivation.

PSO3: Have exposure of complex commerce problems and find their solution

PSO4: Process information by effective use of IT tools

PSO5: Understand required mathematical, analytical and statistical tools for financial and accounting analysis

PSO6: Develop an understanding of various commerce functions such as finance, accounting, financial analysis, project evaluation and cost accounting

PSO7: Develop an understanding of different forms of taxes and their implications.

PSO8: Develop self-confidence and awareness of general issues prevailing in the society

PSO9: Develop wide range of business, financial and analytical expertise in the field of GST, e-filing of return etc. which is a need of the hour

PSO10: Do research on any of the managerial issues related to the different disciplines of commerce.

# KanyaMahaVidyalaya,Jalandhar(Autonomous)

#### SCHEMEANDCURRICULLUM OFEXAMINATIONOFTHREEYEARDEGREEPROGRAMMEBACHELOROFCOMMERCE(HONO URS) SESSION:2024-25

SemesterV							
CourseCode	CourseName	Course Type	Marks				Examinationt
			Total	Ext.		CA	ime (inHours)
			Total	L	Р	CA	(miiours)
BCOL-5091	ManagementAccounting	С	100	80	-	20	3
BCOL-5092	IncomeTax	С	100	80	-	20	3
BCOL-5093	OperationsResearch	С	100	80	-	20	3
BCOL-5094	FinancialManagement	С	100	80	-	20	3
BCOL-5095	Human ResourceManage ment	С	100	80	-	20	3
BCOL-5096	ProductionandOperations Management	С	100	80	-	20	3
BCOP-5097	WorkshoponStockMarket	С	50	-	40	10	3
SECJ-5551	*Job ReadinessCourse	AC	25	20	-	5	
	Total		650				

AC-AuditCourse, C-Compulsory

\*Marksofthesepaperswillnotbe addedintotalmarksandonlygradeswillbeprovided.

# KanyaMahaVidyalaya, Jalandhar (Autonomous)SESSION:2024-25

# SCHEME AND CURRICULLUM OF EXAMINATION OF THREE YEAR DEGREE PROGRAMME

CourseCode	CourseName	CourseType	Marks
BCOI-6091	Internship and Report Writing	С	500

# **BACHELOR OF COMMERCE(HONOURS)-SEMESTERVI**

# TotalMarks:3400

# BachelorofCommerce(Honours)Semester–V Session: 2024-25ManagementAccounting CourseCode:BCOL-5091

#### **CourseOutcomes:**

Onsuccessful completion of this course, students will be able to:

CO1:criticallyanalyzeandproviderecommendationstoimprove the operations of organizations through the application of ManagementAccountingtechniques and reporting.

CO2: demonstrate mastery of cash flow, fund flow and application ofration analysis.

CO3: understand the elements of managerial decisionmaking, including planning, directing and controlling of activities in the busin essenvironment.

CO4:understandtheconceptofActivitybased costing,responsibilitycostingandtransfer pricing.

# BachelorofCommerce(Honours)Semester–V Session: 2024-25ManagementAccounting CourseCode:BCOL-5091

#### **Time:3Hours**

#### Max.Marks:100 Theory:80 CA:20

#### InstructionsforthePaperSetter:

Eightquestionsofequalmarksaretobeset,twoineachof thefoursections(A-D).Questionsofsections A-D should be set from Units I-IV of the syllabus respectively. Candidates are required toattempt five questions, selecting at least one question from each section. The fifth question may beattemptedfromanysection.Eachquestionwillcarry16 marks.

#### UNIT-I

ManagementAccounting:NatureandScope,DifferencebetweenCostAccounting,FinancialAccounting and Management accounting, Recent Trends inManagementReporting.AnalysisandInterpretationoffinancialStatement:Meaning,TypesandMethodsofFinancialAnalysis-Comparativestatements,TrendAnalysis,Commonsizestatements.FinancialA

#### **UNIT-II**

Ratio Analysis: Meaning, Nature, uses and limitations of Ratios, Types of Ratios. Fund Flow Statement: Meaning and concept of fund, Flow of Fund, Preparation ofFundflowstatement, uses and significance.
Cash Flow Statement: Difference between fund flow statement and cash flowstatement, Preparationofcashflowstatementasper AS-3Norms.

#### **UNIT-III**

**Managerial Decision** making with the help of C.V.P. Analysis, Fixation ofSelling Price, Exploring new market, Make or buy, key factor, ProductMix,OperateorShutdown.

#### **UNIT-IV**

**ResponsibilityAccounting:**Concept,Significance,Responsibilitycenters,ActivityBasedCosti ng(Generaloutlineonly) **TransferPricing:**Meaning&Methods

### SuggestedReadings:

1. Maheswari, S.N., 'Principles of Management Accounting', Sultan Chand & Sons, New Delhi. 2007.

2. Vashisht, C.D. and Sexana, V.K., 'Advanced Management Accounting', Sultan Chand & Sons, New Delhi, 2014.

3. Gowda, J.M., 'ManagementAccounting', HimalayaPublishingHouse, NewDelhi. 2017.

4. ManmohanandGoyal,S.N., 'PrinciplesofManagementAccounting', SahityabhavanPublication, Agra, 2018.

5. Pillai, R.S.N. and Bagavathi, V., 'Management Accounting', S. Chand & Co. Pvt. Ltd., New Delhi, 2015.

6. Sharma, R.K. and Gupta, S.K., 'Management Accounting: Principles and Practices', Kalyani Publishers Ltd., New Delhi, 10th Edition, 2014.

## Note:Latesteditionstobefollowed.

# BachelorofCommerce(Honours)Semester -V Session:2024-25 Income Tax CourseCode:BCOL-5092

### **CourseOutcomes:**

Onsuccessfulcompletionofthiscourse, students will be able to: CO1: Understand the concept of Income Tax Law and the different term used. CO2: Have the knowledge of latest provisions of Income Tax Actregarding different Heads of Income - Salaries and Businessor Profession CO3: Understand the computation of income under House Property, Capital Gains and Other Sources for Assessment of Income.

CO4:Computetaxliability of assessee

# BachelorofCommerce(Honours)Semester–V Session:2024-25 Income TaxCourseCode:BCOL-5092

**Time:3Hours** 

Max.Marks:100 Theory:80 CA:20

#### InstructionsforthePaperSetter:

Eightquestionsofequalmarksaretobeset,twoineachof thefoursections(A-D).Questionsofsections A-D should be set from Units I-IV of the syllabus respectively. Candidates are required toattempt five questions, selecting at least one question from each section. The fifth question may beattemptedfromanysection.Eachquestionwillcarry16 marks.

#### UNIT-I

**IncomeTaxAct1961:**BasicIntroduction,BriefhistoryofIncomeTaxinIndia,ScopeoftheAct,Meaning ofIncomeTax,ConceptofIncomeTax,Assessmentyear,Previousyear,AssesseePerson.

 $\label{eq:approx} A gricultural Income, Residential status and Tax Liability of Assessee.$ 

### UNIT-II

Heads of Income: Computation of Income from Salary, Computation of income from profits and gains from Business and Profession.

### UNIT-III

Computation of Income from House Property

Income from capital gains and deductions under this head Exempted Capital gains

Income from other sources

#### **UNIT-IV**

Computation of Gross Total Income and Total Income: Deductions from the Gross Total Income of individuals; Tax Deduction at Source and Advance Payment of Tax.

# SuggestedReadings:

- 1. Singhania, V.K., "DirectTaxes", 2018, TaxmannPublications, NewDelhi.
- 2. Lal, B.B. and Vashisht, N., "Direct Taxes", 2017, Pearson Education, New Delhi.
- 3. Gaur, V.P. and Narang, D.B., "Income TaxLawand Practice", 2018, Kalyani Publications, New Delhi.
- 4. Chandra, M., & Jain. A., "Income Tax Lawand Practice", 2017, Pragati Prakashan, New Delhi.

Note: Latest edition of text books may be used.

# BachelorofCommerce(Honours)Semester–V Session: 2024-25OperationsResearchCou rseCode:BCOL-5093

# **CourseOutcomes:**

Aftersuccessfulcompletionofthiscourse, studentswillbeableto:

CO1: Have conceptual understanding of Operations Research, LPP and their practical relevance.

CO2: Have comprehensive understanding of various quantitative techniques like Assignment,

Transportation, etc.

CO3: Understand various quantitative techniques like Sequencing Models, Game Theory and

their usage in various competitive situations.

CO4: Understand the usage of PERT, CPM and Queue Models in solving the complex problems which are beyond the control of Management

# BachelorofCommerce(Honours)Semester-V Session: 2024-25OperationsResearchCou rseCode:BCOL-5093

#### **Time:3Hours**

#### Max.Marks:100 Theory:80 CA:20

#### InstructionsforthePaperSetter:

Eightquestionsofequalmarksaretobeset,twoineachof thefoursections(A-D).Questionsofsections A-D should be set from Units I-IV of the syllabus respectively. Candidates are required toattempt five questions, selecting at least one question from each section. The fifth question may beattemptedfromanysection.Eachquestionwillcarry16 marks.

#### UNIT-I

**OperationsResearch** – Definition, Characteristics, Importance and Limitations.

**Linear Programming** – Introduction, Applications, Formulation of LinearProgramming Problem, General Linear Programming Problem, Solution of L.P.P.:GraphicalMethod,TheoryofSimplexmethod,Big–MMethod.

#### UNIT-II

**Transportation Model** – Assumptions, Formulation and Solution oftransportation Models: Initial Solution Methods: North West Corner Method,LeastCostEntryMethod,VAM,OptimumSolutionMethods:MODImethod.

**AssignmentModel** -Definition, Applications, HungarianMethodforsolutionof AssignmentProblems.

#### **UNIT-III**

**Game Theory** – Theory of Games, Meaning, Assumptions, Characteristics of Games, Limitations, Rules – Pure Strategy Methods for solving games: Saddlepoint,Dominancemethod,MixedStrategies(2x2Games, graphicmethod,2xnGames ormx2Games).

**Sequencing Models -** Meaning, Assumptions, Characteristics, Limitations, Methods for solving sequencing problems: processing n jobs through twomachines, processing njobs through threemachines.

#### **UNIT-IV**

**Queuing Models** – Introduction, Elements, Operating characteristics, Assumptions, Applications, Waiting Time and Idle Time Costs, Single ChannelModels:PoissonarrivalswithExponentialServiceTimes.

**NetWorkAnalysisinProjectPlanning**-Projectplanningscheduling,CPM,PERT,CostAnalysisand CrashingtheNetworkExercises.

# SuggestedReadings:

- 1. Natarajan, A.M. and Balasubramanie, P., '*OperationsResearch*', 2<sup>nd</sup>Edition, 2014, PearsonEduc ationNewDelhi.
- 2. Sharma, J.K., 'Quantitative Techniques for Managerial Decisions', 2007, Macmillan Publishers India, New Delhi.
- 3. Vohra, N.D., 'QuantitativeTechniquesinManagement', 2007, TataMcGrawHill, NewDelhi.
- Kapoor, V.K., 'OperationsResearchTechniquesforManagement', 9<sup>th</sup>Edition, 2014SultanChand&Sons,NewDelhi.
- 5. Swaroop,K.,Gupta,P.K.andManmohan,'*OperationsResearch*',18<sup>th</sup>Edition,2013,SultanChan d&Sons,NewDelhi.
- 6. Gupta, P.K. and Hira, D.S., '*Operations Research*', 2009, Sultan. Chand& Co., New Delhi.

#### BachelorofCommerce(Honours)Semester-V

# Session: 2024-25FinancialManagementC ourseCode:BCOL-5094

#### **CourseOutcomes:**

On success ful completion of this course, students will be able to:

 $\label{eq:constant} CO1: understand both \ the theoretical and practical role of financial management in business or ganisations and learn how to value securities.$ 

CO2: apply various capital budgeting techniques for taking decisions regardingacceptanceandrejectionofproposals.

CO3:analysethefinancial

requirements of a business and decide its capital structure and understand the concept of dividend.

CO4: manage cash and working capital requirements of the business organisation set fectively.

BachelorofCommerce(Honours)Semester – VSession:2024-25 Financial ManagementCourseCode: BCOL-5094

#### **Time:3Hours**

Max.Marks:100 Theory:80 CA:20

#### InstructionsforthePaperSetter:

Eightquestionsofequalmarksaretobeset,twoineachof thefoursections(A-D).Questionsofsections A-D should be set from Units I-IV of the syllabus respectively. Candidates are required toattempt five questions, selecting at least one question from each section. The fifth question may beattemptedfromanysection.Eachquestionwillcarry16 marks.

#### **UNIT-I**

**Introduction to financial Management**: Nature, scope and objective of FinancialManagement,Timevalueofmoney,Riskandreturn(includingCapitalAssetPricingMod el),

Valuationofsecurities–BondsandEquities.

#### UNIT-II

**Investment Decisions**: The Capital Budgeting Process, Cash flow Estimation, Payback PeriodMethod,AccountingRateofReturn,NetPresentValue(NPV),NetTerminalValue,Internal RateofReturn(IRR),ProfitabilityIndex,CapitalbudgetingunderRisk–CertaintyEquivalentApproachandRisk Adjusted DiscountRate.

**Financing Decisions**: Cost of Capital and Financing Decision: Sources of long-term financing, Estimation of components of cost of capital. Methods for calculating cost of equity capital, Costof Retained Earnings, Cost of Debt and Cost of Preference Capital, Weighted Average cost of capital(WACC) and Marginal cost of capital.

#### **UNIT-III**

**Capital structure:** Theories of Capital Structure (Net Income, Net Operating Income, MMHypothesis, Traditional Approach) and Determinants of capital structure.

**Dividend Decisions**: Types of dividends, factors affecting dividend decisions, Theories forRelevanceandirrelevanceofdividenddecisionforcorporatevaluation.

#### **UNIT-IV**

WorkingCapitalDecisions:Conceptsofworkingcapital,theriskreturntradeoff,sourcesofshort-termfinance,workingcapitalestimation, CashManagement:MeaninganditsModels. InventoryManagement.

# SuggestedReadings:

1. JamesC.VanHorneandSanjayDhamija,'FinancialManagementandPolicy',PearsonEduc ation,12<sup>th</sup>edition,2011.

2. LevyH.andM.Sarnat, 'PrinciplesofFinancialManagement'PearsonEducation, 1988.

3. BrighamandHouston, 'FundamentalsofFinancialManagement', CengageLearning, 15<sup>th</sup>edit ion, 2019.

4. KhanandJain, 'BasicFinancialManagement', McGrawHillEducation, 3<sup>rd</sup>edition, 2017.

5. PrasannaChandra, 'FundamentalsofFinancialManagement', McGrawHillEducation, 6<sup>th</sup> edition, 2017.

6. Singh, J.K., 'Financial Management-Textand Problems', Dhanpat Raiand Company, Delhi, 2006.

7. Rustagi,R.P., 'FundamentalsofFinancialManagement', TaxmannPublicationPvt.Ltd., 14<sup>th</sup>edition, 2019.

8. Pandey, I.M, 'Financial Management', Vikas Publications, 11<sup>th</sup>edition, 2015.

9. BhabatoshBanerjee, 'FundamentalsofFinancialManagement', PHILearning, 2<sup>nd</sup>edition, 2015.

#### Note:Latesteditionstobefollowed.

# BachelorofCommerce(Honours)Semester–V Session:2024-25 HumanResourceManagementC ourseCode:BCOL-5095

### **CourseOutcomes:**

Afterpassingthiscoursethestudentwillbeableto:

CO1: Understand the basic concepts of Human Resource Management.

CO2: Become aware of the practices and techniques for evaluating performance, structuring teams and understand the functions and processes of Human Resource Management.

CO3: Become aware of role and functioning of Human Resource Department of theorganisation.

CO4:Evaluate the developing role of human resource management and develop the required skills fortheirabsorptioninvariousorganisations.

Session:2024-25 HumanResourceManagementC ourseCode:BCOL-5095

#### **Time:3Hours**

#### Max.Marks:100 Theory:80 CA:20

#### InstructionsforthePaperSetter:

Eightquestionsofequalmarksaretobeset,twoineachof thefoursections(A-D).Questionsofsections A-D should be set from Units I-IV of the syllabus respectively. Candidates are required toattempt five questions, selecting at least one question from each section. The fifth question may beattemptedfromanysection.Eachquestionwillcarry16 marks.

#### UNIT-I

**HumanResourceManagement(HRM)**:Nature,Scope,ObjectivesandFunctionsofHRM,Evol utionofHRM,ChangingTrendsinHRM.StatusandCompetenciesofHRmanager. Human Resource Planning (HRP): Concept, Need and Importance of HRP, Factors affecting HRP, Human Resource Planning Process.

#### **UNIT-II**

**Job Analysis:** Meaning and Objective, Process, Methods of Collecting job data, Uses of Job Analysis, Problems of Job Analysis.

Job Evaluation: Meaning, Process and Methods of Job Evaluation.

**Recruitment and Selection:** Meaning and Factors governing Recruitment, Recruitment Sources and Techniques, Meaning and Process of Selection, Problems associated with Recruitment and Selection.

**EmployeeRetention:**Meaning,FactorsResponsibleforHighEmployeeTurnover, Employee, Retention Strategies.

#### **UNIT-III**

**HR Training and Development**: Concept and Need, Process of Training andDevelopment Programme: - Identification of Training and Development Needs,Objectives, Strategy & Designing of Training and Development, ImplementationandMethodsofTrainingProgrammeandLevelsofTrainingEvaluation.

#### **UNIT-IV**

**Managing Compensation and Employee Remuneration:** Concept, Objectives, Components of Employee Remuneration, Factors Influencing Employee Remuneration, C hallenges of Remuneration, Incentive plans, fringebene fits, employee health and safety and employee gri evances ystem.

**Performance Appraisal**: Meaning, Purpose, Essentials of Effective PerformanceAppraisal System, Various Components of Performance Appraisal, Methods and Techniques of PerformanceAppraisal.

## SuggestedReadings:

1. Dessler, Gary, 'HumanResourceManagement', NewDelhi, PearsonEducationAsia, 15<sup>th</sup>editi on, 2017.

2. Durai, Pravin, 'HumanResourceManagement', NewDelhi, Pearson, 2<sup>nd</sup>edition, 2016.

3. Noe, Raymond A., Hollenbeck, John R, Gerhart, Barry, Wright, Patrick M.,

`Human Resource Management: Gaining a Competitive Advantage' New Delhi, McGraw-interval and McGraw-inter

Hill,16th edition,2019.

4. Mathis, RobertL.andJackson, JohnH, "HumanResourceManagement," NewDelhi

,ThomsonPublishing,7<sup>th</sup>edition,2015.

5. Gomez, Mejia, Balkin, Cardy, 'ManagingHumanResources', NewDelhi, PearsonEducation, 8<sup>th</sup> edition, 2016.

6. Aswathappa, K., 'HumanResourceManagement', TextandCases. NewDelhi, Tata

McGraw-Hill,8<sup>th</sup>edition,2017.

7. Snell,Scott, andBohlander, George, 'HumanResourceManagement',

NewDelhi,CengageLearning,16<sup>th</sup>edition,2016.

# Note:Latesteditionstobefollowed.

# BachelorofCommerce(Honours)Semester–V Session:2024-25 ProductionandOperationsManagementCo urseCode:BCOL-5096

#### **CourseOutcomes:**

After passingthiscoursestudentswillbeableto:

CO1: understand the concept of production and operations management, product design and development, sequencing.

CO2: understand the concept of productivity and work study.

CO3: become aware of quality concept and inventory management.

CO4: understand the inventory control models and supply chain management

#### BachelorofCommerce(Honours)Semester-V

### Session:2024-25 ProductionandOperationsManagementCo urse Code:BCOL-5096

**Time:3Hours** 

#### Max.Marks:100 Theory:80 CA:20

#### InstructionsforthePaperSetter:

Eightquestionsofequalmarksaretobeset,twoineachof thefoursections(A-D).Questionsofsections A-D should be set from Units I-IV of the syllabus respectively. Candidates are required toattempt five questions, selecting at least one question from each section. The fifth question may beattemptedfromanysection.Eachquestionwillcarry16 marks.

#### UNITI

Introduction: Concept of Productions and Operations Management, Market Analysis, Competitive Priorities and Capabilities, New Product Design and Development, Plant location and Plant layout, Scheduling for Manufacturing Systems.

Production Scheduling Techniques, Sequencing. Economic Batch Quantity with Joint Production Runs, Gantt. Charts. Network Analysis.

#### UNITII

Productivity: Concept and Importance, Factors Affecting Productivity, Methods to improve productivity, Value Analysis.

Work Study: Methods Analysis - Various Charts, Principles of Motion Economy, Work Measurement.

#### UNIT III

Quality Issues: Concept of Quality and Total Quality Management, Statistical Quality Control. Just in Time Manufacturing Systems.

Inventory Management: Concept and Classification of Inventory, Relevant Costs.

#### UNIT IV

Inventory Decisions: Inventory Control Models, Reorder level, Lead Time and Safety Stock. Supply Chain Management: Concept & Importance, Components of Supply Chain, Activities in Supply Chain Management, Logistics Management.

## SuggestedReadings:

- 1. B.Mahadevan, 'OperationsManagementTheory&Importance,Practice',PearsonEducation.
- 2. KanishkaBedi, 'Production&Imp;OperationsManagement',Oxford HigherEducation.

3. L.J.Krajewski&Imp;L.P.Ritzman'OperationsManagementProcesses&Imp;Valu eChains',PearsonEducation.

- 4. B.S.Goel'ProductionOperationManagement'.
- 5. RichardBChase,FRobertJacobs,NicholasJAquilanoandNitinKAgarwal,'Operations

Management-ForCompetitiveAdvantage',TheMcGrawHillCompanies.

Note: The latest editions of the books should be followed.

# BachelorofCommerce(Honours)Semester–V Session2024-25WorkshoponStockMarke tCourseCode:BCOP-5097

## **CourseOutcomes**:

After successful completion of this course, students willbe able to:

CO1: Define the role of financial markets atmacrolevel.

CO2.Understandthepracticalaspectsofprimary and secondary market operations.

CO3:Knowabouttheprocedureofopeningdemat account.CO3.

Know about the procedure of trading instock market.

CO4.Knowabout theroleofvariousentities involved in the trading process of stock market.

#### BachelorofCommerce(Honours)Semester–V Session2024-25 CourseTitle:WorkshoponStockMarket CourseCode:BCOP-5097

#### Time:3HoursMax.Marks:50

Theory:40

CA:10

#### InstructionsforthePaperSetter:

- Paperwillbesetonthespotbyexaminer
- InvestmentFoundation:Investment-Meaning,Objectives,Characteristics,Gambling,Speculation&Trading.
- InvestmentAlternatives:BankDeposits,PostOfficesavingschemes,Equityshares,PreferenceShares,Deb entures.
- ExchangesinIndia-NSE,BSE,MCX-theirorganization&management.
- Depositories-Introduction,Role,Importance,Dematerialization.
- DEMATAccount-AccountOpeningFormalities,Expenses.
- Orders&Margins–Alltypes.
- SecurityAnalysis-IntroductiontoFundamentalAnalysisandTechnicalAnalysis.
- UnderstandingBusinessNewsChannels.
- TradingatStockExchange-

LiveOnlineTrading,Clearing&Settlement,andContractNote&Trading costs.

#### BachelorofCommerce(Honours)S emester –V Session2024-25 CourseTitle:JobReadinessCourseCourseC ode:SECJ-5551

#### Nature of Course: Audit Course (Value -added)ObjectivesoftheCourse:

It is a specialisedprogramme structured to prepare the students ready and adaptable fortheir professional career. The students will be able to set goals for themselves with theexposure provided to them during the course. The main purpose of the course is toenhancetheirlifeskills, increase their capacities for a dapting to professional environment and teaming up. They will learn the importance and art of synergising withothers and working in teams. It will help them to realize their potential and set high but realistic goals.

#### LearningOutcomes:

Onsuccessful completion of this course, students will be able to:

- Buildconfidenceandhavepositiveattitude
- Haveanoverviewandexposureof jobmarketstorealizetheirpotential
- Get inputsoncritical thinkingandleadershipqualities
- Comprehendhowspeakingskillscanhelpthemexcellinginjobinterviews
- Acquireknowledgeof teamwork
- Sharetheirideasinthegroupandimprovetheir listeningskills
- Learn skills of self-introduction to represent themselves and to write a welldraftedresume

CURRICULUM

CourseCode: SECJ-5551

CourseCredits:02

**ContactHours:30** 

MODULE	TITLE	HOURS
Ι	GoalSettingandAmbition	2Hours
II	PositiveAttitudeandSelf Confidence	2Hours
III	CareerOptionsandJobMarkets	2Hours
IV	ResumeBuilding	4Hours
V	PresentationSkills	4Hours
VI	PublicSpeaking	4Hours
VII	E-MailEtiquetteandTelephonicConversation	2Hours
VIII	OrganizationalStructureandCorporateJargons	2Hours
IX	PersonalInterviews	4Hours
X	FinalAssessment, FeedbackandClosure	4Hours

#### **EXAMINATION**

- Total Marks:25(Exam:20andInternalAssessment:5)
- Final Exam: Multiple Choice Quiz and/or practice/mock tests Marks 20; Time: 1to2hoursdependinguponthebatchsizeof10-20participants
- InternalAssessment:5(Assessment:3;Attendance:2)

oComparativeassessmentquestions(mediumlength) inthebeginningand at closure of the programme. Marks: 3; Time: 0.5 hour each at thebeginningandend.

Totalmarks:25convertedtogradeforfinalresult

# ➢ Gradingsystem:

90.1%-100%marks:Ograde

80.1%-90%marks:A+grade

70.1%-80%marks:Agrade

60.1%-70%marks:B+grade

50.1%-60%marks:Bgrade

45%- 50 % marks: C

grade35%-44.9% marks: P

gradeBelow 35% marks: F

gradeAbsent:Ab

## BachelorofCommerce(Honours)Semester-VI Session:2024-25 InternshipandReport Writing CourseCode:BCOI-6091

EVALUATIONCRITERIA			
PARAMETERS	MaximumMarks	CA	PracticalMarks
QualityofInternship:	100Marks	20	80
QualityofReport:	200Marks	40	160
QualityofPresentation:	100Marks	20	80
VivaVoce:	<u>100Marks</u>	20	80
Total	500Marks	100	<u>400</u>