

Bachelor of Commerce (Computer Application) (OB & CBCS) Examination

Scheme of Examination for Bachelor of Commerce with Computer Application (BCCA) Outcome Based & Choice Based Credit System (OB & CBCS) from Academic Session 2022-23

*As Approved by the Academic Council vide Item No. 23 in its meeting held on 8th July 2022***1. Details of eligibility for BCCA semester 1 examination**

A) For the BCCA 1st Semester, Examinee shall have Passed the 12th Standard Examination of the Maharashtra State Board of Secondary and Higher Secondary Education/CBSE/ICSE, with English at Higher or Lower level and any Modern Indian Language at higher or lower level with any combination of optional subjects;

OR

B) XII Standard Examination of Maharashtra State Board of Secondary and Higher Secondary Education in Vocational Stream with one language only; OR any other examination recognized as equivalent thereto; in such subjects and with such standards of attainments as may be prescribed Minimum Competition vocation course (MCVC).

OR

C) Any other Equivalent Examination of any State in (10+2) pattern with any combination of subjects.

2. Teaching and Examination Scheme**Course Nomenclature:**

CC – Core course

AE - Ability Enhancement Courses

SE – Skill Enhancement Course

DSE – Discipline Specific Electives

GE – Generic Elective

ODL – Open and Distance Learning

Bachelor of Computer Application (BCCA)**BCCA – Semester I**

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
					Total Periods per Week	Max. Marks (TH) *	Max. Marks (IM)	Total Marks		
1	1AE1	English and Business Communication – I	1T1	5	80	20	100	40	100	4
2	1CC2	MS Office (IT)	1T2	5	80	20	100	40	100	4
3	1CC3	Fundamentals of Computers	1T3	5	80	20	100	40	100	4
4	1GE4	Professional Ethics & Human Values OR	1T4	5	80	20	100	40	100	4

		Personal Wellbeing								
Practical										
5	ICC5	Tally I (ERP 9)	1P5	9	100	-	100	40	100	4
		Total		29	420	80	500	200	500	20

Notes:

- i. Duration of one Theory period is 48 minutes and Practical period is 48 x 2 = 96 minutes.
- ii. TH = Theory, PR = Practical, IA = Internal Assessment.
- iii. Minimum passing marks shall be 40 including internal assessment & University theory papers put together.
- iv. The practical shall be treated as a separate passing head.
- v. Record should be prepared for Practical. Both Components should be included in Practical Record.
- vi. The candidate has to pass theory papers and Practical Paper separately.
- vii. One credit is equivalent to one hour of Teaching or two hours of Practical Work per week.
- viii. Viz. Theory - 48 Minutes * 5 = 240 Minutes = 4 Hours i.e. 4 Credits
- ix. Practical - 48 Minutes * 10 = 480 Minutes = 8 Hours i.e. 4 Credits.
- x. Each semester will consist of 15 – 18 weeks of Academic Work equivalent to 90 actual teaching days.

BCCA – Semester - II

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
					Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks		
1	2AE1	English and Business Communication – II	2T1	5	80	20	100	40	100	4
2	2CC2	Principles of Business Management	2T2	5	80	20	100	40	100	4
3	2CC3	Data Base Management System	2T3	5	80	20	100	40	100	4
4	2SE4	E-Commerce and Web Designing	2T4	5	80	20	100	40	100	4
Practical										
5	2CC5	Tally II (ERP 9)	2P5	9	100	-	100	40	100	4
		Total		29	420	80	500	200	500	20

Notes:

- i. Duration of one Theory period is 48 minutes and Practical period is $48 \times 2 = 96$ minutes.
- ii. TH = Theory, PR = Practical, IA = Internal Assessment.
- iii. Minimum passing marks shall be 40 including internal assessment & University theory papers put together.
- iv. The practical shall be treated as a separate passing head.
- v. Record should be prepared for Practical. Both Components should be included in Practical Record.
- vi. The candidate has to pass theory papers and Practical Paper separately.
- vii. One credit is equivalent to one hour of Teaching or two hours of Practical Work per week.
- viii. Viz. Theory - 48 Minutes * 5 = 240 Minutes = 4 Hours i.e. 4 Credits
- ix. Practical - 48 Minutes * 10 = 480 Minutes = 8 Hours i.e. 4 Credits.
- x. Each semester will consist of 15 – 18 weeks of Academic Work equivalent to 90 actual teaching days.

BCCA – Semester - III

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
					Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks		
1	3AE1	Environmental Studies & Community Engagement	3T1	5	80	20	100	40	100	4
2	3CC2	Business Studies	3T2	5	80	20	100	40	100	4
3	3AE3	CSS & Java Script	3T3	5	80	20	100	40	100	4
4	3GE4	Ethical Hacking OR Computer Network OR Content Writing & Analysis	3T4	5	80	20	100	40	100	4
Practical										
5	3CC5	CSS & Java Script and Statistical Techniques using Excel	3P5	9	100	-	100	40	100	4
Total				29	420	80	500	200	500	20

Notes:

- i. Duration of one Theory period is 48 minutes and Practical period is $48 \times 2 = 96$ minutes.
- ii. TH = Theory, PR = Practical, IA = Internal Assessment.
- iii. Minimum passing marks shall be 40 including internal assessment & University theory papers put together.
- iv. The practical shall be treated as a separate passing head.

- v. Record should be prepared for Practical. Both Components should be included in Practical Record.
- vi. The candidate has to pass theory papers and Practical Paper separately.
- vii. One credit is equivalent to one hour of Teaching or two hours of Practical Work per week.
- viii. Viz. Theory - 48 Minutes * 5 = 240 Minutes = 4 Hours i.e. 4 Credits
- ix. Practical - 48 Minutes * 10 = 480 Minutes = 8 Hours i.e. 4 Credits.
- x. Each semester will consist of 15 – 18 weeks of Academic Work equivalent to 90 actual teaching days.

BCCA – Semester – IV

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
					Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks		
1	4CC1	Business Economics	4T1	5	80	20	100	40	100	4
2	4GE2	Business Law & Cyber Security <i>OR</i> Research Methodology	4T2	5	80	20	100	40	100	4
3	4DSE3	Cloud Computing <i>OR</i> AI & ML <i>OR</i> MIS	4T3	5	80	20	100	40	100	4
4	4SE4	PHP & MySQL	4T4	5	80	20	100	40	100	4
Practical										
5	4CC5	PHP & My SQL	4P5	9	100	-	100	40	100	4
		Total		29	420	80	500	200	500	20

Notes:

- i. Duration of one Theory period is 48 minutes and Practical period is 48 x 2 = 96 minutes.
- ii. TH = Theory, PR = Practical, IA = Internal Assessment.
- iii. Minimum passing marks shall be 40 including internal assessment & University theory papers put together.
- iv. The practical shall be treated as a separate passing head.
- v. Record should be prepared for Practical. Both Components should be included in Practical Record.
- vi. The candidate has to pass theory papers and Practical Paper separately.
- vii. One credit is equivalent to one hour of Teaching or two hours of Practical Work per week.
- viii. Viz. Theory - 48 Minutes * 5 = 240 Minutes = 4 Hours i.e. 4 Credits
- ix. Practical - 48 Minutes * 10 = 480 Minutes = 8 Hours i.e. 4 Credits.
- x. Each semester will consist of 15 – 18 weeks of Academic Work equivalent to 90 actual teaching days.

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BCCA – Semester – V

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
					Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks		
1	SCC1	Python	ST1	5	80	20	100	40	100	4
2	SAE2	Internet of Things	ST2	5	80	20	100	40	100	4
3	SOSE3	Big Data OR Block chain Technology OR Software Project Management	ST3	5	80	20	100	40	100	4
4	SCC4	Internship	ST4	5	00	00	100	40	100	4
Practical										
5	SCC5	Practical of Python & Data Visualization	SP5	9	100	-	100	40	100	4
Total				29	340	60	500	200	500	20

Notes:

- i. Duration of one Theory period is 48 minutes and Practical period is 48 x 2 = 96 minutes.
- ii. TH = Theory, PR = Practical, IA = Internal Assessment.
- iii. Minimum passing marks shall be 40 including internal assessment & University theory papers put together.
- iv. The practical shall be treated as a separate passing head.
- v. Record should be prepared for Practical. Both Components should be included in Practical Record.
- vi. The candidate has to pass theory papers and Practical Paper separately.
- vii. One credit is equivalent to one hour of Teaching or two hours of Practical Work per week.
- viii. Viz. Theory - 48 Minutes * 5 = 240 Minutes = 4 Hours i.e. 4 Credits
- ix. Practical - 48 Minutes * 10 = 480 Minutes = 8 Hours i.e. 4 Credits.
- x. Each semester will consist of 15 – 18 weeks of Academic Work equivalent to 90 actual teaching days.

BCCA – Semester – VI

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
					Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks		
1	BSE 1	Web Technology and Multimedia	6T1	5	80	20	100	40	100	4

2	6SE 2	Entrepreneurship Skill Development	6T2	5	80	20	100	40	100	4
3	6GE 3	Digital Marketing OR Company law & Secretarial practices	6T3	5	80	20	100	40	100	4
4	6CC4	Project	6P4	10	00	00	200	80	200	8
				25	240	60	500	200	500	20

Notes:

- i. Duration of one Theory period is 48 minutes and Practical period is $48 \times 2 = 96$ minutes.
- ii. TH = Theory, PR = Practical, IA = Internal Assessment.
- iii. Minimum passing marks shall be 40 including internal assessment & University theory papers put together.
- iv. The practical shall be treated as a separate passing head.
- v. Record should be prepared for Practical. Both Components should be included in Practical Record.
- vi. The candidate has to pass theory papers and Practical Paper separately.
- vii. One credit is equivalent to one hour of Teaching or two hours of Practical Work per week.
- viii. Viz. Theory - 48 Minutes * 5 = 240 Minutes = 4 Hours i.e. 4 Credits
- ix. Practical - 48 Minutes * 10 = 480 Minutes = 8 Hours i.e. 4 Credits.

Course Composition Matrix:

	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Courses
CC	3	3	2	2	3	2	15
AE	1	1	2	0	1	0	5
SE	0	1	0	1	0	2	4
DSE	0	0	0	1	1	0	2
GE	1	0	1	1	0	1	4
Total Credits per semester	20	20	20	20	20	20	
Total Credits	120						30

List of Core Courses, Ability Enhancement Courses, Skill Enhancement Courses, Discipline Specific Elective and Generic Electives

A) List of Core Courses*

Sr. No.	Compulsory Core Courses (CC) in each semester	Name of course
1	Compulsory Core Courses (Sem I)	MS Office (IT)
2	Compulsory Core Courses (Sem I)	Fundamentals of Computers
3	Compulsory Core Courses (Sem I)	Practical of Tally I & MS Office (IT)
4	Compulsory Core Courses (Sem II)	PBM
5	Compulsory Core Courses (Sem II)	DBMS
6	Compulsory Core Courses (Sem II)	Practical Tally II
7	Compulsory Core Courses (Sem III)	Business Studies

8	Compulsory Core Courses (Sem III)	Practical of CSS & Java Script and Statistical Techniques using Excel
9	Compulsory Core Courses (Sem IV)	Business Economics
10	Compulsory Core Courses (Sem IV)	Practical (PHP & My SQL)
11	Compulsory Core Courses (Sem V)	Python
12	Compulsory Core Courses (Sem V)	Internship of 120 Hrs.
13	Compulsory Core Courses (Sem V)	Practical of Python Data Visualization
14 & 15	Compulsory Core Courses (Sem VI)	Project

B) List of Ability Enhancement Courses*

Sr. No.	Ability Enhancement (AE) course in each semester	Name of AE course
1	AE Ability Enhancement Courses (Sem I)	English and Business Communication - I
2	AE Ability Enhancement Courses (Sem II)	English and Business Communication - II
3	AE Ability Enhancement Courses (Sem III)	Environment Studies and Community Engagement
4		CSS & Java Script
5	AE Ability Enhancement Courses (Sem V)	Internet of Things

C) List of Skill Enhancement Courses*

Sr. No.	Skill Enhancement (SE) course in each semester	Name of SE course
1	Skill Enhancement Courses Sem II	E Commerce & Web Designing
2	Skill Enhancement Courses Sem IV	PHP & My SQL
3	Skill Enhancement Courses Sem VI	Entrepreneurship Skill Development
4	Skill Enhancement Courses Sem VI	Web Technology & Multimedia

D) List of DSE [Discipline Specific Electives]*

Sr. No.	Discipline Specific Elective (DSE) course in each semester	Name of DSE course
1	Discipline specific Elective Sem IV	Cloud computing OR AI & ML OR MIS
2	Discipline specific Elective Sem V	Big Data OR Block Chain Technology OR Software Project Management

E) List of Generic Elective Courses*

Sr. No.	Generic course in each semester	Name of generic course
1	Generic Elective Courses Semester I	Professional Ethics and Human Values OR Personal Wellbeing
2	Generic Elective Courses Semester III	Ethical Hacking

		OR Computer Network OR Content Writing & Analysis
3	Generic Elective Courses Semester IV	Business Law & Cyber Security OR Research Methodology
4	Generic Elective Courses Semester VI	Digital Marketing OR Company law & secretarial Practices

*Detailed curriculum contents of courses in 1st and 2nd Semester are mentioned in Appendix A.

If the student wishes to opt for any course, other than offered by the University, He / she can register for any other equivalent credit ODL (Open and Distance Learning) courses and submit the passing certificate.

3. Assessment

- The final total assessment of the candidates is made in terms of an internal assessment (Sessional) and an external assessment for each course/subject taken together.
- For each paper (other than Practical, Internship and Project), 20 marks will be internal assessment and 80 marks for semester end examination (external assessment) to be conducted at college level (Odd semesters examinations) and RTM Nagpur University level (Even semester examinations)

Internal Assessment

1a	Attendance of the student during a particular semester	05 marks
1b	An assignment based on curriculum to be assessed by the teacher concerned	05 marks
1c	Subject wise class test/learning activities conducted by the teacher concerned	10 marks
1	Internal assessment Total marks	20
2	Semester wise End Examination marks	80
Total Marks Per Course		100

- There shall be no separate / extra allotment of workload to the concerned teacher. He/ She shall conduct the internal assessment activity during the regular teaching days / periods as a part of regular teaching activity.
- The internal marks will be communicated to the University at the end of each semester, but before the semester end examinations / as instructed by university. These marks will be considered for the declaration of the results.
- The record of internal marks, evaluation & result should be maintained for a period of one year by respective institute/college for verification by competent authority.
- The maximum and minimum marks which each subject carries in BCCA Semester - I, Semester - II, Semester - III, Semester - IV, Semester - V & Semester - VI Examination are as indicated in Paragraph 11. A, B, C, D, E & F respectively.

Internship/ Field Survey/ Research Projects and its evaluation

At the end of fourth semester, all students will have to undergo internship/ Field Survey/ Research Projects of 6-10weeks (Minimum 120 hours) with an industrial, business, service or social organization by taking a project study. The condition of successfully completing the program shall not be deemed to have been satisfied unless a student undergoes summer training under the supervision of the department in organizations as approved by the Director/ Principal/ Head / Faculty from time to time. Alternatively Director/ Principal/ Head / Faculty of the Department/ College/ Institute may allocate the sector/ industry/ company specific project to the individual student. Each student will be required to

submit a project report to the Department/ College/ Institute for the work undertaken during this period within three weeks of commencement of the third semester for the purpose of evaluation in the third semester. The evaluation will be of 100 marks. The evaluation will be internal at college level. The detailed parameters for evaluation of Internship/ Field Survey/ Research projects will be provided by the colleges at the time of its assessment and evaluation.

Project and Evaluation of Project

Project Work shall carry 200 marks

Evaluation Pattern

Evaluation Type	Max. Marks
Project Report and Documentation Evaluation by External Examiner appointed by the University	100
Presentation and Open Defence Seminar (External Examiner)	50
Presentation and Open Defence Seminar (Internal Examiner)	50
Total	200

- i. For Project work, a group of **Maximum 3 students can be formed**. The Guide/Supervisor has to be allotted by the Institute. The Guide/Supervisor shall act as an internal examiner for project Examination.
- ii. The guide or the supervisor shall be appointed by the institute and should be full time approved faculty to BCCA/ MCM Programme or PhD supervisor in Business Management.
- iii. **The External examiner shall be appointed from the list of full-time approved teaching faculty of the BCCA/MCM program by the University.**
- iv. One copy of Project work (Printed or Typewritten) shall be submitted to the College/Department, at least **One Month** prior to the date of commencement of Semester-VI Examination for evaluation purpose. The College/Department shall retain the copy of Project Work and the list of 'Project Work Titles' shall be submitted to the University.
- v. A Candidate shall submit with his/her project work, a certificate from the Supervisor to the effect-
 - a. That the candidate has satisfactorily completed the Project work for not less than one session and
 - b. That the Project work is the result of the candidates own work and is of sufficiently high standard to warrant its presentation for examination.
- vi. Candidate shall submit his declaration that the Project is the result of his own research work and the same has not been previously submitted to any examination of this University or any other University. The Project shall be liable to be rejected and /or cancelled if found otherwise.
- vii. The Project work shall be evaluated through seminar and open defence and Viva-voce at the College/ Department by internal and external examiners appointed by university before Semester VI examination.
- viii. A student appearing for BCCA Semester VI Examination will have to pay additional fees as prescribed by the University from time to time.

4. Standard of Passing

The scope of the subject, percentage of passing in Theory and Project and Internal Assessment will be governed as per following rules:

(i) In order to pass the Bachelor of Business Administration (B.C.C.A.) 1st, 2nd, 3rd, 4th, 5th and 6th Semester Examinations, an examinee shall obtain not less than 40 % marks in each paper, that is to say combined in the written Examination conducted by the University and in internal assessment put together.

(ii) An examinee who is unsuccessful at the examination shall be eligible for admission to the subsequent examinations on payment of a fresh fee prescribed for the examination together with the conditions of the ordinance in force from time to time.

5. Credit and Grade Point System:

A) **Conversion of Marks to Grades and Calculations of SGPA (Grade Point Average) and CGPA (Cumulative Grade Point Average):** In the Credit and Grade Point System, the assessment of individual Courses in the concerned examinations will be on the basis of marks only, but the marks shall later be converted into Grades by some mechanism wherein the overall performance of the Learners can be reflected after considering the Credit Points for any given course. However, the overall evaluation shall be designated in terms of Grade. There are some abbreviations used here that need understanding of each and every parameter involved in grade computation and the evaluation mechanism. The abbreviations and formulae used are as follows: -

Abbreviations and Formulae Used

G: Grade

GP: Grade Points

C: Credits

CP: Credit Points

CG: Credits X Grades (Product of credits & Grades)

SGPA = $\frac{\sum CG}{\sum C}$: Sum of Product of Credits & Grades points / $\sum C$: Sum of Credits points

SGPA: Semester Grade Point Average shall be calculated for individual semesters. (It is also designated as GPA)

CGPA: Cumulative Grade Point Average shall be calculated for the entire Programme by considering all the semesters taken together.

CGPA to Percentage (%) conversion formula: Percentage (%) = (CGPA) * 10

After calculating the SGPA for an individual semester and the CGPA for entire program, the value can be matched with the grade in the Grade Point table as per the ten (10) Points Grading System and expressed as a single designated GRADE such as O, A, B, C, D, P and F

Sr. No.	Letter Grade	Grade Points	Mark Range	Performance
1	O	10	Above 90 upto 100	Outstanding
2	A+	9	Above 80 upto 90	Excellent
3	A	8	Above 70 upto 80	Very Good
4	B+	7	Above 60 upto 70	Good
5	B	6	Above 50 upto 60	Above Average
6	C	5	Above 45 upto 50	Average
7	P	4	40 to 45	Pass
8	F	0	Below 40	Fail
9	AB	0	Absent	Fail

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

- B) Division at the BCCA semester VI examination shall be declared on the basis of the aggregate marks at the BCCA semester I, semester II, semester III, semester IV, semester V and semester VI examination taken together and the CGPA will be calculated and notified
- C) The successful examinees at the BCCA semester VI examination shall be awarded division based on CGPA.

6. Promotion to Higher Semester (A.T.K.T.):

The unsuccessful candidate of any semester examination shall be ALLOWED TO KEEP THE TERM (ATKT) in accordance with the following table: (Theory and Internal assessment of that theory subject shall be jointly considered as single passing head).

Admission to academic year	Candidate should have passed All courses of the following examination	Candidate should have filled the examination form and appeared for the following examinations	Candidate should have passed in Minimum 50% courses of the following examination
1 st Semester	H.S.S.C/equivalent	-----	-----
2 nd Semester	-----	1st Semester	-----
3 rd Semester	-----	2nd Semester	50% courses of 1st and 2nd Semesters taken together
4 th Semester	-----	3rd Semester	As Above
5 th Semester	1st and 2nd Semesters	4th Semester	50% courses of 3rd and 4th Semesters taken together
6 th Semester*	As Above	5th Semester	As Above

Note: (*) A candidate admitted to Final Semester can appear for Final Semester examination however the result of the Final Semester examination will be withheld unless the candidate clears all the lower examinations of the **BCCA Course**.

7. Guideline of Project Work

Towards the end of the second year of study, a student will be examined in the course —Project Work

Project Work may be done individually or in groups (Maximum 3 students) in case of bigger projects. However, if project is done in groups, each student must be given a responsibility for a distinct module and care should be taken to monitor the progress of individual student.

The Project Work should be done using the tools covered in B.Com. [Computer Application] (BCCA).

The Project Work should be of such a nature that it could prove useful or be relevant from the commercial / management domain.

The project work will carry 200 marks.

Project Work can be carried out in the Institute or outside with prior permission of the Institute.

The external viva-voice examination for Project Work would be held as per the Examination Time Table of the Third year of study, by a panel of one external to be appointed by the University and one Internal Examiner (Project Guide/Supervisor).

Types of Projects

As majority of the students are expected to work out a project in some industry / research and development laboratories / educational institutions / software export companies, it is suggested that the project is to be chosen which should have some direct relevance in day-to-day activities of the candidates in his/her

institution. The Applications Areas of project – Financial / Marketing / Database Management System / Relational Database Management System / E-Commerce / Internet / Manufacturing / web Designing / Scientific / ERP etc using CSS Javascript, Advanced Xcel and Dashboard, PHP MySQL, Python, Data Visualisation, Java, Android Programing, Wordpress and DotNet Technologies.

*Project based on any application development platform/programming language which a student might have learnt in ODL is also allowed.

Project Proposal (Synopsis)

The project proposal should be prepared in consultation with the guide. The guide or the supervisor shall be appointed by the institute and should be full time approved faculty to BCCA/ MCM Programme or PhD supervisor in Business Management. The project proposal should clearly state the objectives and environment of the proposed project to be undertaken. It should have full details in the following form:

Format of Synopsis for Desktop Application

- I. Title of the Project.
- II. Objectives of the Project.
- III. Project Category (DBMS / RDBMS / DOPS etc.).
- IV. Tools / Platform and Languages to be used
- V. Complete Structure of the System
- VI. Numbers of Modules and its Description
- VII. Modular Chart / System Chart
- VIII. Data Structures or Tables
- IX. Process Logic of each Module
- X. Types of Report Generation
- XI. References

Format of Synopsis for Web Application

- I. Title of the Project.
- II. Objectives of the Project.
- III. Project Category (DBMS / RDBMS / OOPS etc.).
- IV. Tools / Platform and Languages to be used.
- V. Complete Structure of the System:
 - a. Number of pages and links their short description.
 - b. Use / Information of Pages.
 - c. Feedback Form (if any).
- VI. References.

Note: Synopsis should not be more than 3-4 pages.

Project Report Formulation

Front Page

College Certificate Page

Declaration Page

Acknowledgment Page

Project Profile

Index or Content Page.

a) *Contents _____

Appendices

a) List Figures, Tables & Charts.

b) Approved copy of Synopsis.

Glossary

* Contents.

me *SR* *S. G. S.* *W. S.* *NR* *SR*

- a) Introduction.
- b) Objectives.
- c) Preliminary System Analysis.
 - Preliminary Investigation
 - Present System in Use
 - Flaws in Present System
 - Need of New System
 - Feasibility Study
 - Project Category
- d) Software Engineering Paradigm Applied
 - Modules
 - System / Modular Chart
- e) Software & Hardware Requirement Specification.
- f) Detailed System Analysis.
 - Data Flow Diagram
 - Numbers of Modules and Process Logic
 - Data Structures and Tables
 - Entity-Relationship Diagram
- g) System Design
 - Form Design
 - Source Code
 - Input screen & Output Screen
- h) Testing & Validation Checks
- i) System Security Measures
- j) Implementation, Evaluation and Maintenance
- k) Future Scope of the project.
- l) Suggestion & Conclusion
- m) Bibliography & References

Note: -

- I. A Student is expected to complete the Assignments based on Syllabus of Practical subjects and submit the same in the form of a files (assignment Record) at the end of Academic Session for the evaluation purpose.
- II. A student should submit internal assessment of each theory paper prescribed by the subject teacher.
- III. A Student is expected to deliver a seminar on any course curricular subject / latest trends in IT relevant subject per semester for internal assessment

8. Provision for Multiple Exit and Multiple Entry

The BCCA program offered under this direction provides an opportunity to students for multiple exit from the program as per following conditions:

- a. A student can exit the program after successful completion of 1st and 2nd Semester courses and obtaining 40 credits. Such a student is eligible to be awarded 'Certificate in Commercial Computer Applications' by the University provided, the student has successfully completed at least one 'Skill Based Course'.
- b. A student can exit the program after successful completion of 1st, 2nd, 3rd and 4th Semester courses and obtaining 80 credits. Such a student is eligible to be awarded 'Diploma in Commercial Computer Applications' by the University provided, the student has successfully completed at least one 'Skill Based Course'.

- c. A student who has completed the 3 years program and earned 120 credits will be considered eligible for award of 'Bachelor of Business Administration' degree by the University.
- d. A student who wishes to exit the program before completion of 3 years is required to apply to the university through Principal.
- e. A student who opted for exit from the program before completion of 3 years (a & b) above shall be eligible for admission to next year of the program in any subsequent academic session. However, if at the time of admission, if this scheme of examination is not in force, the student will have to complete the program according to the provisions made under the direction prevailing at the time of such admission.

9. Provision for Transfer of Credits

The BCCA program offered under this direction provides enhanced academic flexibility to students in terms of selecting the courses they want to learn. A student can opt for any course from any statutory/recognized University or any recognized online learning platform such as SWAYAM/NPTEL/EdX/Coursera in lieu of a course (except Core Course and Discipline Specific Electives) mentioned in this scheme of examination. The mechanism for transfer of credits earned through these courses to be adhered is mentioned here:

1. Any Core Course or Discipline Specific Elective mentioned in this scheme of examination cannot be opted out by a student.
2. A student can opt out any course other than Core Course/Discipline Specific Elective and earn equal number of credits by completing any ODL or Online course/s from any statutory/recognized University or any recognized online learning platform such as SWAYAM/NPTEL/EdX/Coursera.
3. If a student is willing to opt out any such course, he/she will have to mention this while submitting the examination form to the University for respective semester.
4. A certificate of completion of such an ODL/Online course shall be submitted by the student to the University through college before end term evaluation.
5. Such a certificate shall mandatorily have the number of credits, duration of the course and grades/marks obtained by the student and shall preferably have a QR code for verification.
6. The college shall submit the grades and marks obtained by the student to the University along with Internal Assessment marks for the concerned examination.
7. If a student has opted for an ODL/Online course in a particular semester and failed to submit the certificate within prescribed time, the student will be marked for 'Absent' for a particular course in that examination. Such a student will be required to fill in the examination form in the consecutive attempt and submit the passing certificate in order to get his/her corrected result.

10. Eligibility for award of Degree:

In order to become eligible for award of 'Bachelor of Commerce (Computer Application)' degree, a student has to fulfil the following conditions:

- a. A student has to earn minimum 120 credits in not less than 3 years.
- b. A student has to successfully complete (pass) all Core Courses and Discipline Specific Electives mentioned in this direction.

NOTE: This scheme of teaching and examination for Bachelor of Commerce (Computer Application) program shall be effective from the academic session 2022-23 and a comprehensive direction for other regulations in this connection shall be soon issued by the University.







Bachelor of Commerce (Computer Application)

(OB & CBCS) Examination

Academic Year 2022-23 onwards

Appendix 'A'

Detailed Syllabus for 1st and 2nd Semesters

Bachelor of Commerce (Computer Application)
 BCCA (CBCS) SEM -I
 Course Type: Core Course
 Course Name: MS-OFFICE (IT)
 Course Code:1T2

Course Outcomes	
CO1	Student will be able to create and manage word documents with required formatting. Students will be able to compose word documents and operate relevant features and tools of MS Words
CO2	Student will be able to perform operations like creating, storing, and formatting data using different Excel formatting tools and features.
CO3	Students will able to perform calculations using functions, and present the data visually using charts and graphs.
CO4	Student will be able to create and design professional presentation using different features & tools of PowerPoint.
CO5	Students will be able to prepare and appraise professional business data, document and presentation.

Unit I : Microsoft Word

Introduction ; Getting familiar with the interface of Word; Backstage View(File); Creating, Saving, Opening, Closing of document; Editing text Documents; Inserting & Deleting text, Toolbars; Inserting Tables, Pictures, Shapes, Icons, Smart Art, Drop Cap, Date and time, Object, Word Art, Special Symbols, Hyperlinks, Header and footer, Page Numbering, Charts; Use columns and breaks; Using step-by-step mail merge wizard; Review documents using - Spelling and Grammar check, word count; Different views of word document, Change the view of document ; Using format painter ;Creating styles; Using Page Setup Settings , Printing of the document; Sharing the document ;Exporting of word document

Unit II: Microsoft Excel – I

Introduction ; Getting familiar with the interface of Excel; Backstage View(File); Excel Toolbars; References-Absolute and Relative; Working with worksheet/workbook; Data Entry in Excel; Formatting of data –Formatting Cell, Rows, Columns , Sheet ; Different formatting - Number Formatting ,Text formatting ,Date Formatting ,Alignment Settings, Font Formatting, Border ,Shading , Format as Table; Changing Row /Height ,Using Hide /unhide options; Moving or copying sheet; Renaming Sheet; Flash Fill ;Using find and select options-Go to, Go To Special ; Sharing the excel workbook; Exporting of worksheet

Unit III: Microsoft Excel – II

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 BX
 Ravi

Outline -Group, Ungroup, Subtotal; Conditional Formatting; Performing Calculations with Functions and formulas, Function Library-Date and Time Functions, Mathematical Functions, Logical Functions, Text Functions, Statistical Functions, hlookup, vlookup; Converting data from text to columns, removing duplicates; Creating Effective Tables & Charts; Data analysis using Sort ,Filter and data validation feature in excel; Pivot table & Pivot charts; Page Setting & Printing

Unit IV: Microsoft PowerPoint

Introduction ; Getting familiar with the interface of PowerPoint; Backstage View (File); Slide Layout; Formatting in PowerPoint; Different Toolbars; Inserting Clip Art, Picture, Slide, Organization Chart, Smart art ,Table, Hyperlink; Presentation Views ; Master Slide; Working With Movies and Sounds; Using different design themes; Changing Slide Size and background ; Applying Animation and Slide Transition; Slideshow ; recording slide show; Page Setting & printing; Sharing the presentation ;Exporting the presentation to Video

Text Books

1. MS Office 2016 Quintessential Course –Vishnu P Singh, Asian Computer Books
2. Microsoft Office 2016 Step by Step, Joan Lambert, Curtis Frye, Microsoft Press
3. Information Technology, Vikrant Malviya, Himalaya Publishing House

Reference Books

1. Introduction to Information Technology, Renu Vashishth & Dr. Neeru Mudra, Himalaya Publishing House
2. Computer course –Prof. Satish Jain, Shashi Singh, M. Geetha, BPB Publication
3. Office 16 in easy steps, Michael Price Mike Mc Grath, BPB Publications
4. Office 2016 for beginners- Steven Weikler, Alpha Lifestyle Productions
5. Microsoft office 2016 Word, Excel, One Note Book - Vol 1-Lalit Mali, Notion Press

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MN
AS
PC
Renu

Course Code: 1CC2

MS OFFICE PRACTICAL LIST

1. Microsoft Word 2016 is one of the most reliable, powerful, and feature rich word processors around, and while it's since been replaced by Word 2019, it still offers most of the functionality modern professionals need. Word has always worked best as part of the largest Microsoft Office ecosystem, but Word 2016 brings this to a whole new level. Integration with the various components of the Office suite are tighter than everything before, and a major shift towards cloud based sharing has changed the way that professionals can use Word in some pretty major ways. Through the use of OneDrive, users can quickly share their Word documents with anyone they've given the proper privileges. But that's not the only way you can share files. Through integration with Outlook, you can attach a document via email and allow your recipients to go in and edit it at their discretion. An additional commenting feature allows you to mark up documents without changing their basic content. In short, Microsoft has paired Word with the sorts of functionality available through their Google cloud suite. Combine that with the polished and refined features at the heart of Word, and you have one of the finest word processing applications around.

Perform the following given operations:

- a. Type the above given paragraph as it is using "Calibri font", font size-12.
 - b. Divide 4 paragraph for the above text and justify alignment.
 - c. Change font size on 18 points for the first paragraph.
 - d. Make 1.5 line spacing for the second paragraph.
 - e. Make Drop Cap the first letter of the third paragraph.
 - f. Apply header and footer in the document. In header section -Type the chapter name as MS -word 2016 and in footer section →insert page number.
2. Prepare a table in MS-Word

Emp_id	First Name	Last Name	Department	Location
101	Ram	Sharma	Finance	Bangalore
102	Karan	Kapoor	Marketing	Hyderabad
104	Kiran	Varma	IT	Pune
105	Sarvashresth	Gupta	HR	Raipur

- a. Apply Grid table style to the above given table.
 - b. Create landscape orientation and select A4 paper size.
 - c. Insert 'State' column after the 'Location' column.
 - d. Insert one row below 2nd Row.
 - e. Apply font "Cambria" and font size -13 on table.
 - f. Insert watermark "Employee Details".
 - g. Select the first row of the table and make it centrally aligned.
 - h. Apply light grey colour shading to your table
 - i. Right align the first column data.
3. Create 5 pages word document on "Generations of computers". Apply Styles and create a hyperlink on word document.
 - a. "Heading 1" style for all headings on First Page.
Modify the "Heading 1" Style containing red colour and Arial font

SR
NM
Ridh
DJ

- b. Paragraph with Normal styles having "Arial Narrow font", 11 size and 1.15 line spacing
 - c. "Heading 2" style for all headings on Second Page.
 - d. Create a "Heading 3" Style for third page having font colour-green ,font size-16
 - e. Create a hyperlink -When student click on "First generation of computers Heading" then a new word document containing the details of "First Generation" should get opened.
4. Prepare a list showing bullets and numbering feature. The list should be displayed as follows:

Example of Bulleted List

- ❖ Information Technology
 - ✓ Web technologies
 - ✓ Tally
 - ✓ MS-office 2016
 - Word
 - Excel
 - Powerpoint

Example of Numbered List

1. Website Development
 - 1.1 HTML
 - 1.2 CSS
 - 1.2.1 Internal Style Sheet
 - 1.2.2 External Style Sheet
 - 1.3 JAVASCRIPT

5. Using Mail merge, write a letter to 5 candidates for their final interview on 20th Sep 2022 at Teztech Ltd., Dharampeth, Nagpur at 11:00 am along with necessary documents, resume and 2 Passport size photographs.
6. Prepare "Table of Content" in word document as given below:

Table of Contents	
1. Introduction to Computers.....	2
1.1. Introduction.....	2
1.2. Features.....	2
1.3. History.....	3
1.4. Generations of Computers.....	5
1.4.1. First Generation.....	5
1.4.2. Second Generation.....	7
1.4.3. Third Generation.....	9
1.4.4. Fourth Generation.....	10
1.4.5. Fifth Generation.....	12
1.5 Types of Computers.....	14
2. Software.....	16
2.1 System Software.....	16
2.2 Application Software.....	18
2.2.1 MS-office.....	18

7. Draft a resume covering the following sections in chronological order:

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 MS
 MW
 JS
 P. J.

- Sections in resume : Basic Details: Name ,E-mail,Contact details ;Career Objective ;Work Experience ;Education; Certifications;Extra Curricular Activities & Achievements;Awards and Honors;Key Skills;Interests;Languages known.
- Keep font size between 10 and 12 points.
- Set the margins for one inch on all four sides.
- Align your content to the left.
- Make section headings larger than the rest of the text; type them in bold.

8. Prepare billing report for M/s. Total Synergy Consultancy Private Limited (TSCPL) in MS Excel

Consultant	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Yearly Total
R.Bhatnagar	Rs 9,752.00	Rs 10,129.00	Rs 8,212.00	Rs 7,032.00	
M.Lath	Rs 5,755.00	Rs 6,477.00	Rs 5,447.00	Rs 4,584.00	
P.Sharma	Rs 6,769.00	Rs 6,758.00	Rs 6,378.00	Rs 1,644.00	
K.Pandey	Rs 3,708.00	Rs 5,795.00	Rs 6,188.00	Rs 1,636.00	
M.Swamy	Rs 5,009.00	Rs 2,009.00	Rs 7,643.00	Rs 7,323.00	
Total					

- Calculate Yearly total vertically and Total horizontally using SUM function.
- Prepare columnar chart for Consultant and Qtr3 having chart title –Billing Report.
- Highlight the cell which has highest total.
- Use fill series option to fill the remaining cells for calculating total.

9. Prepare following table in excel for "DOTCOM SOLUTIONS LIMITED"

INVENTORY DATABASE

INV.CODE	DESC	QTY	RATE	PRICE
P1002	TV-COLOUR 21"	35	11000	
P1001	TV-COLOUR 29"	15	18000	
P1003	DVD	20	12000	
P1007	STERIO	53	6000	
P1008	WASHING MACHINE	21	18000	
P1005	REFRIGERATOR	40	8000	
P0004	DISH WASHER	5	20000	
P1009	MIXER	35	3000	
P1010	GRINDER	20	5000	
P1020	MIXER	30	3000	

- Calculate Price of the above given data.
- Sort the records in the table using ascending order of Invoice code.
- Filter the data having quantity greater than 20 and rate less than 20000.
- Highlight duplicate values in column DESC and RATE.

10. Using conditional formatting on the below given table, perform the following:

INV.CODE	DESC	QTY	RATE	PRICE

AM
SP
SP
SP
SP

P1002	TV-COLOUR 21"	35	11000	
P1001	TV-COLOUR 29"	15	28000	
P1003	DVD	20	12000	
P1007	STERIO	53	6000	
P1008	WASHING MACHINE	21	18000	
P1005	REFRIGERATOR	40	8000	
P0004	DISH WASHER	5	20000	
P1009	MIXER	35	3000	
P1010	GRINDER	20	5000	

- Highlight those INV.CODE values where INV.CODE is greater than P1005.
- Highlight those quantity values where Qty is between 30 and 50.
- Highlight (Single Underline) the rate values where rate is less than 10000 and (Bold) greater than or equal to 20000.
- Highlight (Strikethrough) the price value where price is equal to 3, 20,000 and (Bold-Italic) not equal to 1, 00,000.

11. From the following given data ,Calculate Total and Percentage .Using if function in excel calculate the Grade of student using the given grade criteria. Calculate the max,min and average marks of all three subjects individually.Count the number of students who got grade as distinction,First,Second,third,fail.

Roll No.	Name of Student	Sub1	Sub 2	Sub 3	Total	Percentage	Grade	Result
BA01	Ram Sharma							
BA02	Karan Kapoor							
BA03	Sheela Varma							
BA04	Kashish Sahani							
	Minimum							
	Maximum							
	Average							

The criteria to calculate grade:

Percentage >75	Distinction
Percentage >=60	First
Percentage >=50	Second
Percentage >=40	Third
Percentage below 40	Fail

12. Prepare the following given table in Ms-Excel.Calculate Gross Pay,PF,Net Pay using formulas and functions.Also apply the formatting as per given specifications:

Name	Basic	DA	HRA	Gross Pay	PF	Net Pay
Ram Gupta	10000	2000	2780			
Shyam Sharma	20000	1050	1500			

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Sita Prajapati	35000	2100	1900			
Priya Sharma	25000	2500	2100			
Hariprasad Sahu	20000	1000	1500			

1. Perform the following calculations:
 - a. Gross Pay=Basic Pay +DA+HRA
 - b. PF=12% of DA
 - c. Net Pay=Gross Pay- PF
2. Apply the following formatting:
 - a. Set column width=10
 - b. Set row height=15
 - c. Text Alignment:
 - d. Horizontal : Center & Vertical : Center
3. Count the number of employees whose Gross Pay is greater than 25000.
4. Sum the PF of employees whose basic salary is 20,000.

13. Demonstrate the data in excel sheet using Advance Filter.

Apply advance filter option showing the region -North and Sales >5000

Date	Sales Representative	Region	Sales
03-12-2018	Ram Sharma	North	5086
04-12-2019	Shyam Varma	East	2000
05-11-2019	Sita DakshPrajapati	West	3000
08-12-2019	Gita Kewalramani	North	8900
09-11-2019	Bharat Kulkarni	South	3200
15-11-2020	Krishna Desai	East	2100
16-11-2020	Arjun Kapoor	North	1200
18-12-2021	Shankar Wadhvani	West	1600
20-12-2021	Narayan Das	South	1750

14. Perform the text functions -Upper(),Lower()

Also apply flash fill option to the Full Name column

Demo table:

First Name	Last Name	Full Name (Use Flash Fill)	Upper (First Name)
Ram	Sharma	Ram Sharma	RAM
Prachi	Varma		
Priya	Desai		

15. Find out the Price of Mobile using vlookup() function on the following given data:

Products	Product Code	Quantity	Price
Washing Machine	1000-125-W123	20	44,000

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 NK
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 Ravi

AC	1000-126-A125	25	80,000
Mobile	1001-128-M140	30	15,000

16. Find out the Price of AC using hlookup() function on the following given data:

Products	Washing Machine	AC	Mobile
Product Code	1000-125-W123	1000-126-A125	1001-128-M140
Quantity	20	25	30
Price	44,000	80,000	15,000

17. Prepare Pivot table and Pivot chart on the basis of following given data:

Name	Position	Department	Salary
Kashish	Accountant	Accounting	55,000
Karan	Manager	HR	89,000
Neetu	Editor	Press	25,000
Sheela	Account Manager	Accounting	85,000
Pushpa	Accounting Clerk	Accounting	25,000
Raja	VP Marketing	Marketing	35,000
Mandira	Head	Housekeeping	20,000

18. Make a presentation within 5 slides about Student's SWOT analysis. Your slide presentation should fulfill the following details:

Title slide should contain Topic Name, Your name, College Name, Course Name

Slide 1 contents –Strength

Slide 2 contents -Weakness

Slide 3 contents –Opportunities

Slide 4 contents –Threats

Apply below given formatting options using master slide:

- Background of each slide should be your college logo.
- The font size of title slide -32, font type-Cambria.
- Insert footer in the presentation showing your name.

19. Create a presentation with 3 slides describing about the student studying in a college.

- The first slide will contain the title and subtitle covering the details of your name and your career objective.
- The second slide should contain a title – Educational Qualifications. Second slide should have 2 columnar layout; column 1 contains student's image and column 2 contains student's educational qualifications.
- The last slide should contain co-curricular activities and hobbies. Slide design applied on entire presentation should be same.

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 MM
 P
 R. Karan

20. Prepare 8 slides covering the details of different UPI apps ,Payment Walleets .
The slide containg UPI apps classification shouldn be created by using organization chart.

Slides should contain the following features:

- a. Insert one image on each slide
- b. Apply font formatting : Font type-Times New Roman ,Font -Size:24,Alignment - Justified
- c. Title of each slide should be centrally aligned
- d. Apply Animation and Transition
- e. Insert Header and footer
- f. Insert date and slide number
- g. Apply any light colour slide design

Mr. Sr.
Sg.
Prach

Bachelor of Commerce (Computer Application)
 BCCA (CBCS) - Sem I
 Course Type: Core Course
 Course Name: Fundamentals of Computers
 Course Code- 1T3

Course Outcomes	
CO1	Student will be able to understand and use information of various components of Computer
CO2	Student will be able to use the knowledge of peripheral devices for effective working. Student will be able to perform calculations based on various number systems
CO3	The student will be able to analyse and differentiate various modes of data transmission and will also be able to decide the choice of communication channel for given situation.
CO4	Student will be able to apply the knowledge of system software and application software in effective manner
CO5	Student will be able to understand and use information of various functions & features of operating system.

UNIT I

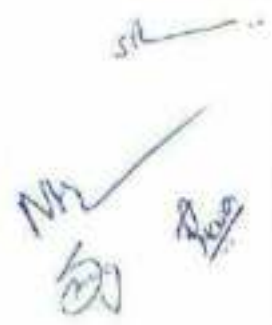
Understanding the Computer: - Introduction, Evolution, Generation, Classification and Application of computers. **Memory and Storage Systems:** Introduction, Memory representation, Random Access Memory, Read Only Memory, Storage systems, Magnetic storage systems, Optical storage systems, Magneto optical system, Solid-state storage devices.

UNIT – II

Input Devices: Introduction, Keyboard, pointing devices, Scanning devices, Optical recognition devices, Digital camera, Voice recognition system, Data acquisition sensors, Media input devices. **Output Devices:** Introduction, Display monitors, Printers, Impact printers, non-impact printers, Plotters, Voice output systems, Projectors, Terminals. **Computer Codes:** Introduction, Decimal system, Binary system, Hexadecimal system, octal system, Conversion of numbers

UNIT – III

Computer Software: Introduction, Types of computer software, System management



programs, System development programs, standard application programs.

Programming Languages: Introduction, History of programming languages, Generations of programming languages, and Characteristics of good programming languages.

Data Communication and Networks: Introduction, Data communication using modem, Computer network, Network topologies, Network protocol and software, Application of network.

UNIT – IV

Operating Systems: Introduction, History of operating systems, Functions of operating systems, Process management, Memory management, File management, Device management, Security management, Types of operating systems, Providing user interface, Introduction to MS-DOS and Windows, Popular operating systems.

Text Book:

1. Fundamentals of Computer, CSV Murthy, Himalayan Publishing House
2. Computer Fundamentals, Pradeep K Sinha, Preeti Sinha, BPB Publications
3. Information Technology Concepts, Dr. Madhulika Jain, Satish Jain, BPB Publications

Reference Books:

1. Fundamentals of Computers, E Balagurusamy, Mc Graw Hill Education.
2. Basics of Computer Applications in Business, HemChand, H.N. Tiwari
3. Fundamental of Information Technology, Dr. Rajiv Michha, S. Brinda, Taxmann.
4. Introduction to Information Technology, Sanjay Saxsena, Vikash Publishing House Pvt.Ltd.
5. Information Technology, Dr. Sushila Madan, Taxmann.

Handwritten signatures and initials at the bottom right of the page, including "NR" and "SP" with checkmarks, and "Rajiv" and "Sushila" with lines underneath.

Bachelor of Commerce (Computer Application)
 BCCA (CBCS) - Semester I
 Course Type: Generic Elective
 Course Name: Professional Ethics & Human Values
 Course Code: 1T4

Course Outcomes

CO1	Students will be able to outline the importance of Values in life & explain the concept of Co-existence of the Self and the Body
CO2	Students will be able to discuss the basics of values in human- human interaction
CO3	Students will be able to critically evaluate the different theories of Ethics
CO4	Students will be able to highlight the role of Code of Conduct in ethical behavior in Professional life
CO5	Students will be able to analyze the issues in Professional ethics

Unit I: Introduction to Value Education & Harmony in the Human Being:

Value Education, Definition, Concept, Need; Content and Process of Value Education; Self-Exploration; Harmony of the Self (I) with the Body; Understanding Needs of the Self and the Needs of the Body

Unit II: Harmony in the Family, Society and Nature:

Family as a basic unit of Human Interaction and Values in Relationships; Basics for Trust, Respect, Affection, Care, Guidance, Reverence, Glory, Gratitude and Love; Comprehensive Human Goal: The Five dimensions of Human Endeavour

Unit III: Ethics:

Values, Morals & Ethics; Normative Theories: Gandhian Approach, Friedman's Economic theory, Kant's Deontological theory, Mill & Bentham's Utilitarianism theory.

Unit IV: Professional Ethics

Introduction; Need; Importance; Principles of Ethics; Code of conduct; Advantages of Corporate code of ethics; Issues in Professional Ethics

Reference Books:

1. B L Bajpal, 2004, Indian Ethos and Modern Management, New Royal Book Co., Lucknow. Reprinted 2008
2. Business Ethics, C S V Murthy, Himalaya Publishing House
3. Corliss Lamont, Philosophy of Humanism
4. R R Gaur, R Sangal, G P Bagaria, 2009, A Foundation Course in Value Education
5. A N. Tripathy, 2003, Human Values, New Age International Publishers
6. B P Banerjee, 2005, Foundations of Ethics and Management, Excel Books

NPTEL Course: https://onlinecourses.swayam7.ac.in/nou22_ge53

Udhye *Gharpure*

BCCA (CBCS) – Sem I
 Course Type: Generic Elective
 Course Name: Personal Wellbeing
 Course Code: 1GE4

Course Outcomes:

CO1	The students will be able to identify importance of food and nutrition for personal health.
CO2	The students will be able to relate stress factors affecting personal health
CO3	The students will be able to demonstrate various exercises related to yoga
CO4	The students will be able to prepare financial plan for their future.
CO5	The students will be able to combine various elements of personal wellbeing in their life.

Unit 1: Introduction to Food and Nutrition: Basic terms used in Food and Nutrition, Definitions-Foods, Nutrition, Optimum nutrition, Nutritional status, Nutrients and Health. Functions of food-Physiological, psychological and social Characteristics of basic food groups and their contribution to the diet. Nutrients and their type (Macronutrient /Micronutrient) Scope of Nutrition, Balanced Diet: Definition, Concept of balanced diet, Factors affecting balanced diet, Nutrients, Recommended Dietary Allowances (RDAs) of the ICMR for the different food groups for various life stages.

Unit 2: Stress, health and well-being: Overview; Nature and physiology of stress, Mind-body connections; Stress and non-infectious diseases; Stress and infectious diseases; Stress and psychological disorder, Positive aspects of stress and trauma: Stress, trauma and posttraumatic growth; Factors influencing stress tolerance

Unit 3: Yoga and wellbeing: Yoga Meaning, History and Streams, Brief introduction to Yogic texts, Yogic concepts of Health, Yoga and Mental Health, Yogic Life Style, Meditation (Dhyana): Loosening Exercises for all postures and Yogic Kriyas (Sandhichalana); Shat Karma (Cleansing techniques) Aasana I- Suryanamaskara, Pranayama (Regulation of Breath).

Unit 4: Financial Wellbeing: Need and importance of financial planning, Determination of investment objectives, Investment options – FD, RD, NPS, Post office saving schemes, EPF, Mutual Funds, Equity investments, Understanding risk and return associated with investment options.

Reference books:

Nutritive Value of Indian Foods: Gopalan C, Rama Shastri & Balasubramanin S.C., National Institute of Nutrition, 1993

Food Science, Chemistry and Experimental Foods: Dr.M.Swaminathan, The Bangalore Printing and Publishing Co. Ltd. 1995.

Applied Nutrition: R. Rajlakshami Oxford & IBH Pub. Co.pvt Ltd,3rd edition, 1981.

Stress Management – From basic science to better practice – Sage Publication Inc (2005)

Investment analysis and portfolio management – Prasanna Chandra VI Edition – McGraw Hill Publication

Ubolong & *Gharpure*

CA

Bachelor of Commerce (Computer Application)
BCCA (CBCS) - Sem I
Course Type: Core Course
Course Name: Practical of Tally – I (ERP 9)
Course Code- 1P5

Course Outcomes	
CO1	Given the details about the company student will be able to Create company and also able to do some alteration according to the requirement.
CO2	Given the day-wise transactions of firm, the students will be able to prepare ledger and group and will be able to create various vouchers, using Tally software.
CO3	Given the details about the day-wise transactions of a firm, the student will be able to create bill wise detail based on stock.
CO4	Given the details about transactions, students will be able to prepare profit & Loss A/C report and balance sheet
CO5	Given the details about cash and bank transactions for a specific period, students will be able to prepare bank reconciliation statement.

UNIT I: introduction to Tally ERP 9, Features of Tally, Tally ERP 9 Components, Tally ERP 9 Window, Gateway of Tally, Creation, alteration and deletion of company. Features and configuration, Working with multiple companies

UNIT II: Account Info Menu, Ledger-creation deletion and alteration of ledger, Group-creation deletion and alteration of Group, Voucher-Creation of voucher, Voucher Entry, Purchase Orders, Sales order

UNIT III: Inventory Info Menu, Stock Groups, Stock Categories, Stock Items, Units of Measure, Godowns, Cost Centre, Cost Category., Stock Summary Report.

UNIT IV: Working with Balance Sheet, working with Day Book Report, working with Profit & Loss A/c Report, working with Trial Balance Report, Ratio Analysis, Bank reconciliation, Tally Audit, Backup & Restore Data in tally.

Text Books

1. Accounting with Tally: K.K. Nadhani, BPB Publication.
2. Tally Tutorial: K.K. Nadhani and A.K. Nadhani, BPB Publication.

Reference Books:

1. Tally.ERP 9 with GST in Simple Steps, DT Editorial Services, Dreamtech Press
2. Learn Tally.ERP 9, Soumya Ranjan Behera, B.K. Publications Pvt. Ltd.
3. Basics of Tally: Tally for Beginners, Vijaya Dasu
4. Tally ERP 9 GST Book A Complete Tally GST, Pushpendra Singh Jadon, Vihu Publication

Handwritten signatures and initials:
K.K. Nadhani
A.K. Nadhani
Vijaya Dasu
Pushpendra Singh Jadon

Practical List : Tally - I

1. Create Creating a company M/s Rajratan private limited, Pratap Nagar, Nagpur. The following ledgers in the books of M/s Rajratan private limited

Name of ledger	Under (group)	Bill wise details set to	Opening balance
Share capital	Capital account	No	15,00,000
Purchase account	Purchase account	No	Nil
Sales accounts	Sales accounts	No	Nil
Ultra tech cement ltd	Sundry creditors	Yes	270000
Building	Fixed assets	No	1200000
Computers	Fixed assets	No	50000
Office furniture	Fixed assets	No	175000
Cash In Hand	Cash account	No	20000
Civic centre association	Sundry debtors	No	290000
Petty Cash	Cash in hand	No	50000

2. Create the following ledger with appropriate Group and put the opening balance in above created company.

Name of Ledger	Account Groups	Amount
Equity Share Capital	Capital Account	26580000
General Reserve	Reserve and Surplus	2560000
Capital Reserve	Reserve and Surplus	598500
Loan from HDFC	Secured Loan	5000000
Ranbir Ltd	Sundry Creditors	254100
Goswami Pvt Ltd	Sundry Creditors	225000
Provision for doubtful debts	Provisions	15000
Outstanding Rent	Outstanding Expenses	16500
Outstanding Telephone bill	Outstanding Expenses	35000
Outstanding A M C	Outstanding Expenses	17514
Profit and Loss Account**	Primary	675420
Land & Building	Fixed Assets	5085410
Plant & Machinery	Fixed Assets	6085011
Furniture & Fixture	Fixed Assets	458700
Computer & Peripherals	Fixed Assets	1045210

Pratap Nagar
Pratap Nagar
Pratap Nagar

Investment in Shares	Investments	2254500
Abir Pvt Ltd	Sundry Debtors	250000
Suraj Ltd	Sundry Debtors	350000
Closing Stock*	Stock – in- Hand	2545800
Prepaid Insurance	Current Assets	45120
Loan to Employee	Loans and Advances (Assets)	158400
Cash**	Cash in Hand	185200
I C I C I Bank	Bank Accounts	17513683

3. Create a company Sunder furniture and Enter the following transactions and prepare a trail balance.

Started business with cash Rs. 20,000/-
Purchased goods worth Rs. 5,000/- on credit from 'X'
Sold goods worth Rs. 3,000/- to 'Y' on credit.
Opened a bank account with State Bank of India by depositing Rs. 2,000/-.
Paid salary Rs. 1,000/- in cash to Ramesh.
Received a cheque of Rs. 3,000/- from 'Y'.
Received commission from Ankit Rs. 2,000/-.
Paid Rent Rs. 500/-
Withdrew from bank Rs. 1,000/-
Issued a cheque of Rs. 4,000/- to 'X'.

4. Create a company name Krishna traders and Record the following transactions in Tally.

Robert commenced a transport business with a capital of 1,00,000
An account was opened with State Bank of India and deposited ₹ 30,000
Purchased furniture by paying cash ₹ 10,000
Goods purchased on credit from Mohaideen for ₹ 20,000
Cash sales made for ₹ 8,000
Goods purchased from Rathinam for ₹ 5,000 and money deposited in CDM
Goods sold to Rony on credit for ₹ 60,000
Money withdrawn from bank for office use ₹ 9,000
Part payment of ₹ 10,000 made to Mohaideen by cheque
Rony made part payment of ₹ 5,000 by cash

Palak *NM*

Salaries paid to staff through ECS ₹ 6,000

Wages of ₹ 3,000 paid by cash

Purchased stationery from Pandian Ltd. on credit ₹ 4,000

5. Create a company of Royal Pvt. Ltd. and Journalise the following transactions and prepare trading and profit and loss account, balance sheet using Tally.

Wages paid by cash ₹ 2,000

Rent paid by cheque ₹ 5,000

Cash purchases made for ₹ 3,000

Good purchased on credit from Senthamarai ₹ 15,000

Goods sold on credit to Pushparaj ₹ 25,000

Payment made to Senthamarai by cheque ₹ 5,000

Cash received from Shankar ₹ 30,000

Cash sales made for ₹ 6,000

Depreciate machinery at 10%

Closing stock on 31.03.2019 ₹ 15,000

6. Create a Company M/S Birla pvt Ltd and enter the following details and prepare profit and loss account.

Started business with cash Rs. 50,000/-

Deposited cash in State Bank of India Rs. 15,000/-

Paid Salary Rs. 5,000/- to Mrs. Asmita

Purchase Goods worth Rs. 45,000/- on credit from Swan Enterprises.

Credit Sales of goods worth Rs. 75,000/- to 'Y' Company

Returned goods to 'Swan Enterprise' Rs. 5,000/-

Received goods returned by 'Y' Company.

Purchased Machinery on Credit Rs. 40,000/- from Manish Enterprises Hint ' F7 ' Journal

Received commission in cash Rs. 2,000/-

Withdrawn from State Bank of India Rs. 5,000/-

7. Record the following transactions in the books of Divya Pvt. Ltd. And prepare balance sheet.

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Devi commenced a business with a capital of 4,00,000
An account was opened with Indian Bank and deposited ₹ 60,000
Purchased furniture by paying cash ₹ 15,000
Goods purchased on credit from Sumathy for ₹ 50,000
Cash sales made for ₹ 10,000
Goods purchased from Raja for ₹ 5,000 and paid by cheque
Goods sold to Aran on credit for ₹ 70,000
Money is withdrawn from bank for office use ₹ 25,000
Part payment of ₹ 30,000 made to Sumathy by cheque
Aran made part payment of ₹ 10,000 by cash
Salaries paid to staff through ECS ₹ 36,000
Carriage on purchases of ₹ 6,000 paid by cash
Purchased computer from Muthu Ltd. on credit ₹ 44,000

8. Record the following transactions in the books of KMS Private limited using tally.

Kumar commenced a business with a capital of Rs. 5,00,000
Opened an account with SBI and deposited Rs. 80,000
Purchased furniture by paying cash Rs. 20,000
Goods purchased on credit from Kalpana for Rs. 60,000
Cash sales for Rs. 20,000
Goods purchased from Ramu for Rs. 7,000 paid by cheque
Goods sold to Venu on credit for Rs. 80,000
Money is withdrawn from bank for office use Rs. 35,000
Part payment of Rs. 40,000 made by Kalpana by cheque.
Aran made part payment of Rs. 20,000 by Cash
Salaries paid to staff through ECS Rs. 45,000
Carriage on purchase of Rs. 8,000 paid by cash
Purchased computer from Maria Ltd on Credit Rs. 50,000

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9. Journalize the following transaction in the books of M/S Prashant for April 2011 prepare Balance sheet.

Start business with capital borrowed from his friend Satish 1,10,000
Bought Machinery 40,000
Sold goods for cash to Satish 25000
Purchase goods from Somesh 30000
Bought goods for cash from Nitin 26000
Cash sales 10000
sold goods to Manish 8000

10. Journalize the following transaction in the books of Rahul Thakur for the month of March 2018 and prepare profit and loss account.

Start Business with Furniture 15000 and machinery 40000
Borrowed from central Bank 45000
Bought goods 30000 & Sold goods to Manoj on credit 12000
Paid Electricity Bill 1500
Bought Stationary from Vikas 8500

11. Journalize the following transaction in the books of M/s Rupesh for the year ended March 2018 and prepare Profit and loss account.

Rupesh commenced business with cash 80000
Bought goods on credit from Ramesh 15000
Paid into Bank 8000
Bough from Sanket on credit 15000
Bought goods for cash 12000
Received goods from Sukesh 7500
Goods sold on credit to Chanda 9000

12. Create Inventory Entry in Rajshekhar Electronics Mart.

- Cash Balance: - 2, 00,000
- Bank Balance: - 2, 00,000
- Creditor: - Sun Electronics
- Debtors: - Moon Electronics

13. Create Inventory Entry in Disha Electronics Mart.

- Cash Balance: - 2, 00,000
- Bank Balance: - 2, 00,000
- Creditor: - Satyam Electronics
- Debtors: - Akash Electronics

	Opening Stock		Purchase	Sales		Closing Stock
	QTY	Price	QTY	QTY	Price	
Samsung Galaxy F41	10	11499	15	20	14449	5
Realme 7i (up to 128 GB)	10	8999	15	20	10799	5
Poco c3	10	4749	15	20	6749	5
Oppo A52 (4 GB 128 GB)	10	10990	15	20	12990	5
Poco X3	10	14999	15	20	16999	5
Realme 7Pro	10	16999	15	20	19999	5
Realme C15 (up to 4 GB)	10	6499	15	20	8499	5
Realmenarzo 20A	10	6499	15	20	8499	5
Infinix Note 7 (4 GB)	10	7990	15	20	9999	5
OPPO Reno2 F (6 GB 256 GB)	10	14990	15	20	16990	5

Stock Item	Opening Stock		Purchase	Sales		Closing Stock
	QTY	Price	QTY	QTY	Price	
LG 6.5 kg Washing Machine	5	10550	10	8	15690	?
Bosch 7.0 kg Washing Machine	5	8550	10	7	10990	?
Samsung 8.5 kg Washing Machine	5	12550	10	12	14950	?
Panasonic 7 kg Washing Machine	5	7500	10	11	9490	?
Whirlpool 7 kg Washing Machine	5	7250	10	15	9250	?
Samsung 6.2 kg Washing Machine	5	10290	10	6	13290	?
Panasonic 8 kg Washing Machine	5	10850	10	3	12290	?
Onida 6.2 kg Washing Machine	5	8290	10	4	10490	?
Panasonic 6 kg Washing Machine	5	10299	10	6	12990	?
Samsung 7 kg Washing Machine	5	12690	10	9	16690	?

14. Create a Company M/s Sure Tech Ltd. IT Park VRC Nagour,

Enter the following sales order by using unit of measures; the order is completely based on Cash 31st August 2010.

Items	Rate	Number
Keyboard	@ 950	2
Mouse	@250	5
Mouse pad	@175	6
2 GB pen drive	@350	3

Enter the above transaction in Tally and write down the procedure in detail.

15. Create company M/S Computerized Software Ltd. Sadar, Nagpur.

Enter the following sales order in the name of M/s Hack take Comp. Ltd. On 25th September 2008.

Items	Rate	Number
20" Monitor	@ 4500	5

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CPU	@11250	4
Laser printer	@5250	3
Scanner	@8750	2

Enter the above transaction and write down the procedure.

16. Create a company name Ratan Pvt. Ltd. and prepare purchase invoice bill from the following details

Bill No	Party Names	Ledgers	Item Names	Quantity	Rate	Amount
1	Ali Computer	Purchase	Mouse	10 Pcs	75 Rs	
			Keyboard	10 Pcs	150 Rs	
			Usb Hub	15 Pcs	25 Rs	
			Monitor	8 Pcs	4500 Rs	
2	Sharma Pvt Ltd	Purchase	Sugar	50-500 Kg	40 Rs	
			Oil	80 Ltr	90 Rs	
			Rice	12-800 Kg	45 Rs	
			Namkeen	5 Kg	90 Rs	
	XYZ Electronics	Purchase	Fan	65 Pcs	120 Rs	
			LED Bulb	70 Pcs	85 Rs	
			Table Fan	14 Pcs	250 Rs	
			Cooler	5 Pcs	2500 Rs	
4	Jain Stationary	Purchase	Note Book	100 Pcs	25 Rs	
			Pencils	150 Pkt	4 Rs	
			Writing Pads	20 Box	25 Rs	
			Markers	25 Pcs	30 Rs	
5	Bansal Pvt Ltd	Purchase	Wireless	18 Pcs	75 Rs	
			Switch	100 Pcs	150 Rs	
			Logitech Mouse	15 Pcs	250 Rs	
			Wireless Keyboard	15 Pcs	350 Rs	

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17. Create a company name Shyama traders and enter sales invoice bill from the following details

Bill No	Party Names	Ledgers	Item Names	Quantity	Rate	Amount
1	Shyam Lal Singh	Sales	Mouse	2 Pcs	100 Rs	
			Keyboard	5 Pcs	190 Rs	
			Usb Hub	5 Pcs	200 Rs	
			Monitor	2 Pcs	5000 Rs	
2	Praveen Kumar Singh	Sales	Sugar	2-500 Kg	45 Rs	
			Oil	2 Ltr	95 Rs	
			Rice	1 Kg	50 Rs	
			Namkeen	2 Kg	95 Rs	
3	Ali Abbas Zaidi	Sales	Fan	5 Pcs	150 Rs	
			LED Bulb	2 Pcs	100 Rs	
			Table Fan	2 Pcs	300 Rs	
			Cooler	1 Pcs	4000 Rs	
4	Hari Kumar Singh	Sales	Note Book	2 Pcs	30 Rs	
			Pencils	5 Pkt	5 Rs	
			Writing Pads	2 Box	30 Rs	
			Markers	5 Pcs	35 Rs	
5	Mohd Khan	Sales	Wireless	2 Pcs	150 Rs	
			Switch	6 Pcs	150 Rs	
			Logitech Mouse	2 Pcs	300 Rs	
			Wireless Keyboard	2 Pcs	450 Rs	

18. Record the following transactions in the books of M/s ABC Limited and prepare Bank Reconciliation Statement for the month of January 2020:

SL No	Date	Transactions for the month	Bank Date
1	01/01/2020	Started business with cash Rs 5,00,000.	-
2	01/01/2020	Cash deposit into SBI Rs. 1,00,000	01/01/2020
3	01/01/2020	Cash withdrawn from SBI for office use Rs 70,000	01/01/2020
4	01/01/2020	Transfer Rs 20,000 from SBI to HDFC Bank.	01/01/2020
5	01/01/2020	Cash withdraw by the owner Rs 2,500 for personal use.	01/01/2020
6	01/01/2020	Purchase goods from Kailash Hardware	-

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		Parryware Steel Pedestal 200 pes @ Rs 1500 each	
7	01/01/2020	Parryware Indus Basin 150 pcs @ 1200 each	
		Sold goods to R.K.Enterprise	-
		Parryware Steel Pedestal 200 pcs @ Rs 1950 each	
8	01/01/2020	Parryware Indus Basin 150 pes @ 1650 each	02/01/2020
		Received cheque from R.K Enterprise against Invoice No. 19-20/001 of Rs 752,250 and deposited in HDFC Bank.	
9	02/01/2020	Commission received in HDFC Bank of Rs 25000	31/01/2020
10	02/01/2020	Purchase Furniture of Rs 15000 by cheque (SBI).	31/01/2020
11	02/01/2020	Paid cheque to Kailash Hardware, against invoice No. 19-20/363	31/01/2020
12	02/01/2020	of Rs 250,000 from HDFC Bank	02/01/2020
		Bank deducted as Ledger Folio Charges from SBI Current	
13	02/01/2020	Account Rs 90.	
14	31/01/2020	Paid Salary to Ram in cash Rs 9,500 in cash.	-
		Electricity Charges paid Rs 650 in cash	-
15	31/01/2020	Paid Audit Fee of Rs 3000 in cash.	-
16	31/01/2020	Received Interest from SBI of Rs 600.	31/01/2020
17	31/01/2020	Depreciation charged @10% on furniture.	-

19. Create a Company as "Sagar Industries Ltd." in Tally with inventory management. Pass the following Entries and Show the Trial Balance and Balance Sheet of "Sagar Industries Ltd.", Show the Cash Book & Bank Book of the company, Show the Day Book.

- i. Sagar started "Sagar Industries Ltd." by bringing Capital Rs.3,00,000/- Cash.
- ii. He deposited Rs.1,00,000/- cash at ICICI bank.
- iii. He paid electricity bill for Rs. 1,200/- by cash.
- iv. He withdrawn Rs. 10,000/- cash for his personal use.
- v. He purchased the following item from Computer Lab. Ltd. on credit
 - a. Computer - 10 Nos. - @20000/- each
- vi. He sold the following item to Somnath Traders in cash
 - a. Computer - 5 Nos. - @27500/- each
- vii. He received Rs. 6,000/- as commission from Rohit by cash.
- viii. He paid House Rent for Rs. 5,000/- by cash.
- ix. He withdrawn Rs. 25,000/- cash from ICICI Bank.
- x. He purchased furniture for Rs. 25,000/- by cash for office use.

20. Record the following transactions in the books of 'M's Albert & Brothers

- a. Aasim starts business with Rs. 50,000
- b. He opens a SBP saving bank account and deposits Rs. 20,000
- c. Bought furniture for Rs. 5,000, machinery for Rs 10,000
- d. Purchased goods for Rs. 14,000.
- e. Sold goods for Rs.8, 000.
- f. Purchased goods from AK & Company for Rs. 11,000.
- g. Paid telephone rent for the year by Cheque Rs. 500

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- h. Bought one typewriter for Rs. 2,100 from Universal Typewriter Co. on credit
- i. Sold goods to Junaid for Rs. 12,000.
- j. Sold goods to Hussain for Rs. 2000 cash.
- k. Amount withdrawn from bank for personal use Rs. 1,500.
- l. Received cash from Junaid Rs. 11,900 and discount allowed Rs. 100
- m. Paid into bank Rs. 5,800.
- n. Bought 50 shares in XY & Co. Ltd. At Rs.60 per share, brokerage paid Rs. 20.
- o. Goods worth Rs. 1,000 found defective were returned to AK & Co. and balance of the amount due to them settled by issuing a cheque in their favour.
- p. Sold 20 shares of XY & Co, Ltd, at Rs. 65 per share, brokerage paid Rs. 20.
- q. Bought goods worth Rs. 2,100 from Usman and supplied them to Awas at Rs 3,000
- r. Awas returned goods worth Rs. 100, which in turn were sent to Usinan
- s. Issued a cheque for Rs. 1,000 in favour of landlord for rent for April
- t. Paid salaries to staff Rs. 1,500.
- u. Received from travelling salesman Rs 2000 for goods sold by him, travelling expenses Rs. 100. Journal entries

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BCCA – Semester – II
 Course Type: Core Course
 Course Name: Principles of Business Management
 Course Code: 2T2

Course Outcomes

CO1	The student will be able to identify different functions of management and management thoughts.
CO2	The student will be able to differentiate between Management and Administration as well as identify the skills required for a manager.
CO3	The student will be able to Outline and illustrate plans for various activities.
CO4	The Student will be able to develop competency of decision making while working in a group.
CO5	The student will be able to apply various management principles in his/ her day-to-day life

Unit I: Introduction -Nature, function, definition and importance of management, Definition, nature, purpose and scope of management, Functions of a manager, is management a science or art? Development of Management Thought -Scientific management; Contribution of Taylor, Fayol, Mary Follet, Elton Mayo; Hawthorne experiments, Contingency approach.

Unit II: Management and Administration-Management and administration, Management as a profession, Professionalism of management in India, Management ethics and management culture, Skills required of manager, Classification of skills, Methods of skills development.

Unit III: Management Planning-Concept of planning, objectives, Nature, Types of plan, Stages involved in planning, Characteristics of a good plan, Importance, Limitations of planning, Making planning effective, Strategic planning in Indian Industry.

Unit VI: Decision Making-Concept, characteristics of decisions, Types of decisions, Steps Involved in decision making, Importance of decision making, Methods of decision making, Committee Decision Making. Organisation -Concepts, Principle of organization, Importance, Features of good organization structure, Types of Organisation structure.

Reference Books:

1. Essential of Business Administration - K.Aswathapa Himalaya Publishing House
2. Management: Concept and Strategies By J. S. Chandan, Vikas Publishing
3. Principles of Management, By Tripathi, Reddy Tata McGraw Hill
4. Principles of Management By Ramasamy T, Himalaya Publishing House
5. Principles of Management, Dr.Neeru Vashisht & Dr.Namita Rajput, Taxmann

Udange / *Gharpure*

Bachelor of Commerce (Computer Application)
 BCCA - SEM II
 Course Type: Core Course
 Course Name: Database Management Systems
 Course Code: 2T3

Course Outcomes	
CO1	Student will be able to understand and compare database management system with conventional file system and suggest suitable database system for a given situation.
CO2	Student will be able to design database by analysing different database models for real life situations.
CO3	Student will be able to reduce redundancy and inconsistency for the given table using normalization.
CO4	Student will be able to apply various SQL commands and operators to manage database operations.
CO5	Students will be able to evaluate different data constraints for maintaining integrity of the given database.

UNIT-I

Introduction to database: Data, Information, Metadata, Data dictionary, Database, Components of a database, DBMS, Components of DBMS, Traditional File System Versus Database Systems, Disadvantages of traditional file system, Database systems, Advantages and Disadvantages of database systems, DBMS Users, Schemas, Subschema and Instances, Three Level Architecture of Database Systems (DBMS), Data independence.

File Organization, Basic Concepts of Files, Records and record types, Types of files, File Organization Techniques

UNIT-II

Data Model: Types of data models, Codd's rules, Comparison of various data models, Types of Database Systems, Comparison between Client/Server and Distributed Database System, comparison between DBMS and RDBMS.

E-R Models, Basic concepts, Types of Attributes, Relationship Sets, Degree of relationship sets, Mapping cardinalities, Keys, Types of keys, Entity—Relationship Diagram, Advantages and Limitation of E-R model, Types of Entity Sets. Enhanced Entity-Relationship (EER), Superclass and subclass entity types, Specialization, Generalization, Attribute inheritance, Aggregation.

UNIT-III

Normalization: Benefits of normalization, First, Second and Third normal forms, Denormalization, advantages and disadvantages of denormalization.

Parallel databases: Parallel Database Architectures, Advantages and Disadvantages of Parallel Databases.



Distributed Database: Basic Concepts, Distributed Database Management System (DDBMS), Advantages and Disadvantages of Distributed Databases. DDBMS Architectures, Comparison of DBMS and DDBMS, Comparison of Parallel and Distributed Databases.

UNIT-IV

Structured Query Language, Characteristics of SQL, Advantages of SQL, Components of SQL Language: DDL, DML, DCL, DQL. Basic data types,

Table fundamentals: creating and modifying table, Data Constraints, Types of data constraints, Operators in SQL.

ORACLE functions: Text, Numeric, Date functions.

Text Books

1. Introduction to Database Management System (Second Edition) by Satinder Bal Gupta and Aditya-Mittal, Laxmi Publications Pvt. Ltd.
2. SQL, PL/SQL by Ivan Bayross, BPB Publications.

References:

1. Database System Concepts, 7th Edition by Abraham Silberschatz, Henry F. Korth, S. Sudarshan, McGraw Hill Education.
2. Database Management Systems (Third Edition) by Johannes Gehrke and Raghu Ramakrishnan, McGraw Hill Education.
3. Fundamentals of Database Systems (Sixth Edition) by R Elmasri and S Navathe, Pearson Publication.
4. An Introduction to Database Systems by Bipin C. Desai, Galgotia Publication.
5. Teach Yourself SQL in 10 Minutes (Fourth Edition) by Forta Ben, Sams Publication.

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Rajeev

Bachelor of Commerce (Computer Application)
 BCCA (CBCS) – Sem II
 Course Type: Skill Enhancement Course
 Course Name: E-Commerce and Web Designing
 Course Code: 2T4

Course Outcomes	
CO1	Student will be able to illustrate understanding of E-commerce & EDI concepts
CO2	Student will be able to select right E-Commerce Business Model in the given business environment.
CO3	Student will be able to deploy Online Business Transactions and E-Payment System in E-Commerce
CO4	Student will be able to create the web pages using HTML.
CO5	Student will be able to plan online business models using E-commerce concepts.

Unit I

Introduction to E-Commerce and Business Strategy

Internet: Evolution, Concept, Growth of Internet, Emergence of World Wide Web, **Introduction to E-Commerce:** Meaning, Definition, Concept, History of E-commerce, Features, Scope, Function of E-Commerce, Size, limitations, growth and future projection of E-commerce market Worldwide and in India; E-commerce Framework (People, Public Policy, Marketing and Advertisement, Support Services, Business Partnerships); E-Commerce v/s Traditional Commerce; E-Commerce opportunities for Industries **Classification by Application Type:** Electronic market, EDI, Internet Commerce, **EDI Electronic Data Interchange (EDI):** Meaning, standards, application, benefits, factors influencing the choice of EDI ; Ecommerce trade cycles

Unit II

Models of E-Commerce and Inter-Organizational E-Commerce

Models of E-Commerce: Business-to-Business(B2B), Business-to-Consumer (B2C); Business-to-Consumer-to-Business(C2B), Consumer-to-Consumer (C2C) E-Commerce, Business-to-Government (B2G) - Meaning, Advantages, Importance, examples, Major Business-to-Consumer(B2C) Business Models, Major Business-to-Business(B2B) Business Models, Eight Key Elements of a E-Commerce Business Model, Business Models in Emerging E-Commerce Areas, impact of e-commerce on business models, **Electronic markets:** advantages, disadvantages, usage & Future of E-Markets, **Inter-Organizational E-Commerce transactions:** Advantages and Disadvantages of Inter-Organizational E-Commerce

Unit III

Online Business Transactions, E-Payment System & Security in E-Commerce

Online Business Transactions: Meaning, purpose, advantages and disadvantages of transacting online; E-commerce applications in various industries like banking, insurance, payment of utility bills, online marketing; e-tailing online services, auctions ; Secure Online Shopping Guidelines **E-payment System:** Meaning, factors considered in designing e-commerce payment; methods of e-payments; digital signature; payment gateways; online banking ; risks involved in e-payments **E-Commerce Security:** E-Commerce Security Issues, Security Threats, Security Procedure : Firewall, Encryption, Password, Access Control List, Digital Certificate

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Unit IV

Introduction to Web Designing and HTML

Role of website in e-commerce; website strategies & web-site design principles HTML -Concept, meaning ,History of HTML, HTML tags and attributes; Tags v/s elements; Structure of HTML , Working with HTML elements –Paragraphs, Headings, fonts, comments, physical style, logical style , Horizontal Rule, Adding Images ;Use of Hyperlinks in html –Linking to same page ,linking to other pages in html; List tags in html-Ordered, Unordered and Nested ; Creating and designing tables in HTML; Creating Simple forms using -Textbox, Password, Checkbox, Radio button ,button, dropdown, etc. Creating free websites using Google Sites.

Text Books

1. E-Commerce & Web Designing, Dr. S.B. Kishore, Rajani Singh, Nikhilesh A. Vaidya, Das Ganu Publications
2. Fundamentals of E-Commerce, Shivani Arora, Taxmann's Publications
3. E-Commerce by Shivani Arora, Taxmann's Publications
4. World Wide Web design with HTML, C Xavier, McGraw Hill Education.

Reference Books:

1. Information Technology by Dr. Sushila Madan, Taxmann's Publications
2. Advance E-Commerce and Mobile Commerce by Suman M., Divakara Reddy N., Himalaya Publishing House Pvt. Ltd.
3. E-Commerce for Entrepreneurs-8th Edition by Dr. Sudeshna Chakraborty, Priyanka Tyagi, BPB Publications
4. Web Designing and Publishing by Prof. Satish Jain, M. Geetha Iyer, BPB Publications
5. Web Designing & Publishing Module-2 by P K Pandey, V Mishra, T Balaji Publications

MP
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Satish

Bachelor of Commerce (Computer Application)
BCCA (CBCS) – Sem II
Course Type: Core Course
Course Name: Practical of Tally-II (ERP 9) (Management Accounting & Reporting)
Course Code: 2P5

Course Outcomes	
CO1	Given the details about pay scale, various allowances and deductions applicable to the employee the student will able to compute Gross and taxable salary using Tally Erp9
CO2	Given the details about the financial transactions students will be able to prepare report related to financial transactions.
CO3	Given the details about the various Payment transaction student will be able to prepare TDS report for a specific period.
CO4	Given the information about the taxable transaction under GST, the student will be able to prepare GST report.

UNIT I

Payroll & Compliances

Configuration Payroll in Tally.ERP9, Creating Payroll Masters, Processing Payroll in Tally ERP 9, Accounting for Employer PF Contribution, Accounting for Employer ESI Contribution, Payment of Professional Tax

UNIT II

Reports

Financial Statements, Trading Account, Profit & Loss Account, Balance Sheet, Accounts Books and Reports, Inventory Books and Reports, Exception Reports, Statutory Reports, Payroll Reports, Trail balance, Day Book, List of Accounts, Stock Summary, Outstanding Statement

UNIT III

Fundamentals of Taxation

Basic Concepts of TDS, Configuring TDS in Tally.ERP9, Creation Masters, Processing Transaction, TDS Reports

UNIT IV

Advanced Taxation

Basics of GST, Configuring GST Features, Creating Masters, Entering Transactions, GST Report, GST Filing

Text Books

1. Learn Tally.ERP 9 In 30 Days Sournya Ranjan Behera B.K. Publications Pvt. Ltd.
2. Tally ERP 9 Advanced Usages, Sanjay Kumar Satapathy, Notion Press Media Pvt. Ltd.

Reference Books:

1. Implementing Tally-ERP 9.0, Asok K. Nadhani, BPB Publications
2. Tally ERP 9, Shradha Singh, V&S Publishers
3. Tally ERP 9 Training Guide - 4th Revised & Updated Edition, Asok K. Nadhani, BPB Publications
4. Tally ERP 9 Book - Learning Tally ERP 9 With GST, Sajee Kurian, Blessings Inc.



1. Prepare GST sales invoice

Bills No	Party Names	Item Names	GST Rate	Quantity	Rate	Remarks
1	Raghu Raj State: UP	Usb Hub	18%	12 Pcs	30 Rs	50% SGST
		Monitor	18%	7 Pcs	5000 Rs	50%
2	Raju Shopkeeper State: UP			40-500		
		Sugar	5%	Kg	50 Rs	CGST
		Oil	5%	80 Ltr	90 Rs	50% SGST
		Rice	5%	Kg	45 Rs	50%
		Namkeen	5%	5 Kgs	90 Rs	
3	Jony Store State: UP	Fan	18%	50 Pcs	145 Rs	CGST
		LED Bulb	18%	70 Pcs	95 Rs	
		Table Fan	18%	12 Pcs	450 Rs	50% SGST
		Cooler	18%	4 Pcs	3000 Rs	50%
4	Gupta Shop State: UP	Note Book	18%	90 Pcs	30 Rs	CGST
		Pencils	12%	150 Pkt	6 Rs	
		Writing Pads	18%	20 Box	30 Rs	50% SGST
		Markers	12%	25 Pcs	40 Rs	50%
5	Salman Corner State: UP	Wireless	18%	18 Pcs	85 Rs	CGST
		Switch	18%	100 Pcs	190 Rs	
		Logitech Mouse	18%	15 Pcs	300 Rs	50% SGST
		Wireless Keyboard	18%	15 Pcs	350 Rs	50%

2. Prepare GST sales invoice

BillsNo	Party Names	Item Names	GST Rate	Quantity	Rate	Remarks	
1	Raju Shopkeeper State: UP	Sugar	5%	Kg	50 Rs		
		Oil	5%	20 Ltr	100 Rs		
				10-500			
		Rice	5%	Kg	50 Rs		
		Namkeen	5%	10 Kg	100 Rs		
		Windows Xp	18%	100 Cd	1400 Rs	CGST	
		Windows 7	18%	120 Cd	1500 Rs		

Handwritten signatures and initials:
 P. Singh
 S
 M. Singh

2	Naaz Computer State : UP	Windows 8	18%	110 Cd	1500 Rs	50% SGST 50%
		Windows 10	18%	120 Cd	1700 Rs	
		Office Software	18%	200 Cd	1000 Rs	
3	Jeevan Kirana State: UP	Coffee	5%	500 Gm	180 Rs	CGST 50% SGST 50%
		Salt	0%	22-900 Kg	20 Rs	
		Jeera	5%	500 Gm	140 Rs	
		Red Chilli	5%	10-500 Kg	100 Rs	
4	Salman Corner State: UP	Oppo	12%	6 Box	13000 Rs	CGST 50% SGST 50%
		Intex	12%	8 Box	9500 Rs	
		Asus	12%	7 Box	12000 Rs	
		Lenovo	12%	3 Box	14000 Rs	
		Oneplus	12%	4 Box	24000 Rs	
5	Naaz Computer State : UP	Usb Hub	18%	12 Pcs	30 Rs	CGST 50% SGST 50%
		Wire	18%	10 Box	45 Rs	
		Monitor	18%	12 Pcs	1500 Rs	
		C.P.U	18%	12 Pcs	4000 Rs	
		Hard Disk	18%	10 Pcs	3000 Rs	
6	Naaz Computer State : UP	Mouse	18%	10 Pcs	85 Rs	CGST 50% SGST 50%
		Keyboard	18%	10 Pcs	170 Rs	
		Usb Hub	18%	15 Pcs	30 Rs	
		Monitor	18%	8 Pcs	5000 Rs	
7	A to Z Shop State: Haryana	Wireless	18%	18 Pcs	90 Rs	IGST 100%
		Switch	18%	100 Pcs	160 Rs	
		Logitech Mouse	18%	15 Pcs	300 Rs	
		Wireless Keyboard	18%	15 Pcs	400 Rs	

3. Prepare GST sales invoice

BillsNo	Party Names	Item Names	GST Rate	Quantity	Rate	Remarks
1	Gupta Shop	Note Book	18%	100 Pcs	30 Rs	CGST
	State: UP	Pencils	12%	150 Pkt	5 Rs	50%
		Writing Pads	18%	20 Box	30 Rs	SGST
		Markers	12%	25 Pcs	35 Rs	50%
2	Raju Shopkeeper State: UP	Coffee	5%	500 Gm	160 Rs	CGST 50% SGST 50%
		Biscuit	5%	45 Pcs	12 Rs	
		Jeera	5%	500 Gm	120 Rs	
		Shakkar	5%	10-500 Kg	90 Rs	

M
J
P
Sharma

3	Super Computer State : UP	Windows Xp	18%	100 Cd	1200 Rs	CGST 50% SGST 50%
		Windows 7	18%	120 Cd	1400 Rs	
		Windows 8	18%	110 Cd	1500 Rs	
		Windows 10	18%	120 Cd	1700 Rs	
		Office Software	18%	200 Cd	1200 Rs	
4	Radh Provision State: UP	Sugar	5%	50-500 Kg	50 Rs	CGST 50% SGST 50%
		Oil	5%	80 Ltr	100 Rs	
		Rice	5%	12-800 Kg	50 Rs	
		Namkeen	5%	5 Kg	100 Rs	
5	Tamma Tech State : Punjab	Solid State Drive	18%	25 Pcs	3000 Rs	IGST 100%
		Optical Drive	18%	20 Pcs	200 Rs	
		SMPS	18%	10 Pcs	600 Rs	
		Video Card	18%	30 Pcs	140 Rs	
		Wireless Card	18%	15 Pcs	130 Rs	
6	Raju Shopkeeper State: UP	Sugar	5%	30-500 Kg	45 Rs	CGST 50% SGST 50%
		Oil	5%	20 Ltr	98 Rs	
		Rice	5%	10-500 Kg	50 Rs	
		Namkeen	5%	10 Kg	100 Rs	

4. Prepare GST sales invoice:

1	Electronics Mall State: UP	Fan	18%	65 Pcs	140 Rs	CGST 50% SGST 50%
		LED Bulb	18%	70 Pcs	95 Rs	
		Table Fan	18%	14 Pcs	300 Rs	
		Cooler	18%	5 Pcs	3000 Rs	
2	Bauty Queen Store State: UP	Perfume	28%	60 Pcs	140 Rs	CGST 50% SGST 50%
		Lipistic	28%	70 Pcs	95 Rs	
		Body Spary	28%	14 Pcs	300 Rs	
		Nail Polish	28%	25 Pcs	30 Rs	
3	Maharaj Mistri State: UP	Brick Hammer	12%	10 Pcs	145 Rs	CGST 50% SGST 50%
		Chisel	12%	70 Pcs	80 Rs	
		Hand Dill Machine	12%	2 Pcs	1800 Rs	
		Wier Brush	12%	10 Pcs	40 Rs	
4	Ragh Pan Bhar State: UP	Sugar	5%	50-500 Kg	45 Rs	CGST 50% SGST 50%
		Oil	5%	80 Ltr	120 Rs	
		Rice	5%	12-800 Kg	55 Rs	

Handwritten signature and initials:
Rajiv
AM
[Signature]

		Namkeen	5%	5 Kg	100 Rs	
5	New Clothes State: Bihar	Jacket	12%	4 Pcs	2600 Rs	IGST 100%
		Jeans	12%	7 Pcs	1000 Rs	
		Track Suit	12%	2 Pcs	3000 Rs	
		T-Shirt	12%	8 Pcs	550 Rs	

5. Prepare sales invoice and credit note with the following transactions.

1	Super Computer State :UP	Solid State Drive	18%	22 Pcs	3000 Rs	CGST 50% SGST 50%
		Optical Drive	18%	20 Pcs	200 Rs	
		SMPS	18%	10 Pcs	600 Rs	
		Video Card	18%	28 Pcs	140 Rs	
		Wireless Card	18%	15 Pcs	150 Rs	
2	Bharat Trader State: Haryana	Monitor	18%	8 Pcs	5000 Rs	IGST 100%
		Keyboard	18%	8 Pcs	200 Rs	
		Usb Hub	18%	10 Pcs	30 Rs	
		Hard Disk	18%	5 Pcs	4800 Rs	

Sales Returned	Credit Note	
Super Computer	Optical Mouse	2 Pcs
	Video Card	4 Pcs
Bharat Traders	USB Hub	5 Pcs

6. Create purchase invoice from the following transaction

Mr. P. Singh
Dg

BillsNo	Party Names	Group	Item Names	GST Rate	Quantity	Rate	Remarks
1	Raj Computer State: UP	Computer Parts	Mouse	18%	10 Pcs	75 Rs	CGST 50% SGST 50%
			Keyboard	18%	10 Pcs	150 Rs	
			Usb Hub	18%	15 Pcs	25 Rs	
			Monitor	18%	8 Pcs	4500 Rs	
2	Sharma Pvt Ltd State: UP	Edible items	Sugar	5%	50-500 Kg	40 Rs	CGST 50% SGST 50%
			Oil	5%	80 Ltr	90 Rs	
			Rice	5%	12-800 Kg	45 Rs	
			Namkeen	5%	5 Kg	90 Rs	
	XYZ	Electrical	Fan	18%	65 Pcs	120 Rs	CGST
			LED Bulb	18%	70 Pcs	85 Rs	

3	Electronics State: UP	Items	Table Fan	18%	14 Pcs	250 Rs	50% SGST 50%
			Cooler	18%	5 Pcs	2500 Rs	
4	Jain Stationary State: UP	Stationary	Note Book	18%	100 Pcs	25 Rs	CGST 50% SGST 50%
			Pencils	12%	150 Pkt	4 Rs	
			Writing Pads	18%	20 Box	25 Rs	
			Markers	12%	25 Pcs	30 Rs	
5	Bansal Pvt Ltd State: UP	Computer Parts	Wireless	18%	18 Pcs	75 Rs	CGST 50% SGST 50%
			Switch	18%	100 Pcs	150 Rs	
			Logitech Mouse	18%	15 Pcs	250 Rs	
			Wireless Keyboard	18%	15 Pcs	350 Rs	
6	Sharma Pvt Ltd State: UP	Edible Items	Sugar	5%	30-500 Kg	40 Rs	CGST 50% SGST 50%
			Oil	5%	20 Ltr	90 Rs	
			Rice	5%	10-500 Kg	45 Rs	
			Namkeen	5%	10 Kg	90 Rs	

7. Create a purchase invoice with following transactions

BillsNo	Party Names	Group	Item Names	GST Rate	Quantity	Rate	Remarks
1	Microsoft Corporation State: Delhi	Software	Windows Xp	18%	100 Cd	1200 Rs	IGST 100%
			Windows 7	18%	120 Cd	1200 Rs	
			Windows 8	18%	110 Cd	1400 Rs	
			Windows 10	18%	120 Cd	1400 Rs	
			Office Software	18%	200 Cd	1000 Rs	
2	Rakshit Kirana State: UP	Edible Items	Coffee	5%	500 Gm	150 Rs	CGST 50% SGST 50%
			Salt	0%	22-900 Kg	15 Rs	
			Jeera	5%	500 Gm	120 Rs	
			Red Chilli	5%	10-500 Kg	80 Rs	
3	Sonu Mobile State: UP	Mobile phone	Oppo	12%	6 Box	12000 Rs	CGST 50% SGST 50%
			Intex	12%	8 Box	9000 Rs	
			Asus	12%	7 Box	11000 Rs	
			Lenovo	12%	3 Box	12000 Rs	
			Oneplus	12%	4 Box	21000 Rs	
	Royal Computers		Usb Hub	18%	12 Pcs	25 Rs	CGST
			Wire	18%	10 Box	42 Rs	

Handwritten signatures and initials:
Rakshit
M. D. S.

4	State: UP	Computer Parts	Monitor	18%	12 Pcs	1400 Rs	50% SGST 50%
			C.P.U	18%	12 Pcs	3000 Rs	
			Hard Disk	18%	10 Pcs	2500 Rs	
5	Big Computer State: UP	Computer Parts	Mouse	18%	10 Pcs	75 Rs	CGST 50% SGST 50%
			Keyboard	18%	10 Pcs	150 Rs	
			Usb Hub	18%	15 Pcs	25 Rs	
			Monitor	18%	8 Pcs	4500 Rs	
6	Al-Haider PvtLtd State: Bihar	Computer Parts	Wireless	18%	18 Pcs	75 Rs	IGST 100%
			Switch	18%	100 Pcs	150 Rs	
			Logitech Mouse	18%	15 Pcs	250 Rs	
			Wireless Keyboard	18%	15 Pcs	350 Rs	

8. Create purchase invoice from the following transactions

BillsNo	Party Names	Group	Item Names	GST Rate	Quantity	Rate	Remarks
1	Rajshaan Store State:Raj	Stationary	Note Book	18%	100 Pcs	25 Rs	IGST 100%
			Pencils	12%	150 Pkt	4 Rs	
			Writing Pads	18%	20 Box	25 Rs	
			Markers	12%	25 Pcs	30 Rs	
2	Rakshit Kirana State: UP	Edible Items	Coffee	5%	500 Gm	150 Rs	CGST 50% SGST 50%
			Biscuit	5%	45 Pcs	10 Rs	
			Jeera	5%	500 Gm	120 Rs	
			Shakkar	5%	10-500 Kg	80 Rs	
3	Microsoft Corporation State: Delhi	Software	Windows Xp	18%	100 Cd	1200 Rs	IGST 100%
			Windows 7	18%	120 Cd	1200 Rs	
			Windows 8	18%	110 Cd	1400 Rs	
			Windows 10	18%	120 Cd	1400 Rs	
			Office Software	18%	200 Cd	1000 Rs	
4	Arshi Provision State: UP	Edible Items	Sugar	5%	50-500 Kg	40 Rs	CGST 50% SGST 50%
			Oil	5%	80 Ltr	90 Rs	
			Rice	5%	12-800 Kg	45 Rs	
			Namkeen	5%	5 Kg	90 Rs	
5	A to Z Computer State: UP	Computer Parts	Solid State Drive	18%	25 Pcs	2500 Rs	CGST 50% SGST 50%
			Optical Drive	18%	20 Pcs	150 Rs	
			SMPS	18%	10 Pcs	550 Rs	
			Video Card	18%	30 Pcs	120 Rs	
			Wireless Card	18%	15 Pcs	120 Rs	

Handwritten signature and initials:
M. K. Singh
A. J.

6	Singh Provision Store State: UP	Edible Items	Sugar	5%	30-500 Kg	40 Rs	CGST 50% SGST 50%
			Oil	5%	20 Ltr	90 Rs	
			Rice	5%	10-500 Kg	45 Rs	
			Namkeen	5%	10 Kg	90 Rs	

9. Create purchase invoice from the following transactions

BillsNo	Party Names	Group	Item Names	GST Rate	Quantity	Rate	Remarks
1	Vinod Electronics State: UP	Electrical Items	Fan	18%	65 Pcs	120 Rs	CGST 50% SGST 50%
			LED Bulb	18%	70 Pcs	85 Rs	
			Table Fan	18%	14 Pcs	250 Rs	
			Cooler	18%	5 Pcs	2500 Rs	
2	Horvath Construction State: UP	Tools	Brick Hammer	12%	10 Pcs	135 Rs	CGST 50% SGST 50%
			Chisel	12%	70 Pcs	75 Rs	
			Hand Dill Machine	12%	2 Pcs	1500 Rs	
			Wier Brush	12%	10 Pcs	35 Rs	
3	Arshi Provision Store State: UP	Edible Items	Sugar	5%	50-500 Kg	40 Rs	CGST 50% SGST 50%
			Oil	5%	80 Ltr	90 Rs	
			Rice	5%	12-800 Kg	45 Rs	
			Namkeen	5%	5 Kg	90 Rs	
4	Fashion Clothes House State: UP	Cloths	Jacket	12%	4 Pcs	2599 Rs	CGST 50% SGST 50%
			Jeans	12%	8 Pcs	850 Rs	
			Track Suit	12%	2 Pcs	2500 Rs	
			T-Shirt	12%	8 Pcs	450 Rs	
5	A to Z Computer State: UP	Computer Parts	Solid State Drive	18%	25 Pcs	2500 Rs	CGST 50% SGST 50%
			Optical Drive	18%	20 Pcs	150 Rs	
			SMPS	18%	10 Pcs	550 Rs	
			Video Card	18%	30 Pcs	120 Rs	
			Wireless Card	18%	15 Pcs	120 Rs	

10. Prepare purchase invoice and debit note with the following transactions.

Purchase Returned	Debit Note	
Dennis Dell Computer	USB	5 Pcs

Handwritten signatures and initials:
 NK
 P
 SA
 P

	Hard Disk	3 Pcs
Delhi Cosmetic Store	Perfume	5 Pcs

11. Mr. Rohan eligible to receive a salary of ₹5,00,000 and his employer deducted the TDS and the TDS deduction rate is 10%. you are now liable to pay income tax of ₹20,000 on your total income including salary. pass the accounting entry with TDS for the above transaction in Tally
12. You have hired a painter to paint your house. Contract for the payment is ₹1,20,000 and you deduct the TDS at the rate of 10% pass the accounting entry with TDS for the above transaction in Tally
13. Ms Krishna traders supplying goods worth ₹3,00,000 excluding GST to a public sector company which is owned by the Government of India. For the above transaction, you will have to pass a GST Sales entry in Tally. and then when Krishna Traders will receive the amount from the

1	Dennis Dell Computer State: UP	Computer Parts	Monitor	18%	8 Pcs	4500 Rs	CGST 50% SGST 50%
			Keyboard	18%	10 Pcs	150 Rs	
			Usb Hub	18%	15 Pcs	25 Rs	
			Hard Disk	18%	8 Pcs	4500 Rs	
2	Delhi Cosmetic Store	Cosmetic items	Perfume	28%	65 Pcs	120 Rs	IGST 100%

government company, you will pass a receipt entry in Tally. But, the government company will deduct TDS under GST and the TDS deduction rate will be 2% i.e. 1% CGST and 1% SGST.

14. XYZ Finance a government company and it made the payment of ₹3,00,000 to a person named Amit who is your creditor. But, you deducted TDS in the form of GST at 2%. It will be 1% CGST = ₹3,000 and 1% SGST = ₹3,000, according to the GST Act. In total, you only made the payment of ₹2,94,000 via bank account and rest ₹6,000 you have to pay to the government or your GST credit will get reduced by ₹6,000. pass the above GST transaction with TDS in Tally.

MM ✓
Dg
Paich ✓

15. The following balance sheet has been prepared from the books of Bright on 1-4-2018.

	Liabilities	₹		Assets	₹
Capital		2,26,000	Machinery		1,00,000
Sundry creditors:			Furniture		10,000
Ramesh A/c		24,000	Stock		20,000
			Sundry debtors		
			Shankar		50,000
			Cash in hand		15,000
			Cash at bank		55,000
		2,50,000			2,50,000

During the year the following transactions took place:

- Wages paid by cash ₹ 2,000
- Rent paid by cheque ₹ 5,000
- Cash purchases made for ₹ 3,000
- Good purchased on credit from Senthamarai ₹ 15,000
- Goods sold on credit to Pushparaj ₹ 25,000
- Payment made to Senthamarai by cheque ₹ 5,000
- Cash received from Shankar ₹ 30,000
- Cash sales made for ₹ 6,000
- Depreciate machinery at 10%
- Closing stock on 31.03.2019 ₹ 15,000

You are required to prepare trading and profit and loss account for the year ended 31-03-2019 and a balance sheet as on that date using Tally.

16. Create the following employees under payroll in tally ERP9.

Name	Under	Basic Pay	Bonus	Overtime	Emp Number	Designation
Sunil Saini	Account	20000	1500	100	A001	Manager
Irfan	Account	22000	1000	50	A002	Clerk
Ajay Kumar	HR	25000	1000	80	H001	Head
Ravi Raj	HR	15000	1000	70	H002	Executive
Sameer	Marketing	9000	1000	45	M001	Manager
Jyoti Tyagi	Marketing	11000	000	30	M002	Executive

17. Create the following ledgers under payroll and print pay slip of employees under M/s Sharma Ltd.

Name	Emp number	designation	BASIC	DA	HRA
Ajay	1021	HR	21000	5600	4000
Vidya	2012	Accountant	15000	4700	6300

18. Create the following entries in payroll voucher of M/s Abhay Ltd.

Name	Emp no	designation	Basic	DA	HRA
Harshal	4004	Manager	20000	6000	2500
Anjali	2004	Clerk	12500	3000	1500
Sameer	1002	Executive	16000	4500	2000

Handwritten signatures and initials:
 Raj
 MN
 P
 12

19. Create the following employees in Tally ERP 9 and perform the entries in attendance voucher of M/s Sharma Ltd.

Name	Designation	Days		Hrs
		present	absent	overtime
Akshay	Executive	25	2	10
Vikas	HR	26	1	18

20. Create the following heads in the books of M/s VR enterprises & take print of head ledger.

- 1) Basic
- 2) DA
- 3) HRA
- 4) PF
- 5) TA

M ✓
Dug
Kaid

