

CHSE (O), Bhubaneswar

VOCATIONAL COURSES

2016-2018

**For +2 1st Year Students of
(2016 Admission Batch)
of Vocational Colleges**

Part - I : (Agriculture and Engineering)

Part - II : (Business and Commerce)

**Part - III : (Humanities, Home Science, Visual Art
and Performing Art)**

Scheme of Studies

CHSE, ODISHA
VOCATIONAL COURSES, 2016-2018

PART - II

BUSINESS AND COMMERCE

Scheme of Studies

A. Common Compulsory Subjects

1. English
MIL (Alternative English / Bengali / Hindi / Odia / Sanskrit / Telugu / Urdu)
2. Environment Education, Basic Computer Education, Yoga

B. Basic Foundation Course (BFC)

Accountancy, Business Studies and Management, Economics

C. Part II : Trade Subjects

Business and Commerce Area

- (i) Accounting and Auditing
- (ii) Insurance
- (iii) Office Management
- (iv) Tax Assistance

D. Pattern of Course, Marks Distribution

	Compulsory	1st Year			2nd Year	
1.	English	50 Marks			50 Marks	
2.	MIL	50 Marks			50 Marks	
3.	BFC – 300 Marks (any three subjects from the list) (If the subject has no practical Element, the total marks is 100)	BFC-I	Theory	70		70
			Practical	30		30
		BFC-II	Theory	70		70
			Practical	30		30
		BFC-III	Theory	70		70
			Practical	30		30
4.	Trade Subject – 200 Marks (Any One subjects from the list)	Trade Paper I	Theory	40	Trade Paper III Theory	40
			Practical	60	Practical	60
		Trade Paper II	Theory	40	Trade Paper IV Theory	40
			Practical	60	Practical	60
			Total	600		600

E. (i) Duration of the Examination & Periods required :

	Marks	Duration
Theory	100 marks	3.00 Hrs
	70 Marks	3.00 Hrs
	60 Marks	3.00 Hrs
	50 Marks	2.30 Hrs
	40 Marks	2.00 Hrs
Practical	60 Marks	3.00 Hrs
	30 Marks	3.00 Hrs

(ii) **Periods required** for 100 marks 180 Periods **minimum** in a Session

ATTENTION PLEASE :

Suggestions in the context of above stated course –structure are invited from all concerned. Views, if any may be communicated to the Secretary, CHSE (O), Chandrasekharpur, Bhubaneswar-13 within 15th December 2016 by Post only.

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3. Basic Foundation Course	(i) Accountancy	45
	(ii) Business Studies and Management	52
	(iii) Economics	57
4. Trade Subjects	(i) Accounting and Auditing	63
	(ii) Insurance	72
	(iii) Office Management	80
	(iv) Tax Assistance	88

COMPULSORY ENGLISH
(For +2 Vocational Course in Arts, Science & Commerce)
(2016 ADMISSION BATCH)

Full Mark : 50

First Year

Unit-I : Prose **(10 Marks)**

- | | | |
|------|----------------------------|------------------------|
| i. | Standing Up for Yourself | Yevgeny Yevtushenko |
| ii. | The Legend behind a Legend | Hariharan Balakrishnan |
| iii. | The Golden Touch | Nathaniel Hawthorne |

Unit-II : Poetry **(10 Marks)**

- | | | |
|------|--------------------------------------|--------------------|
| i. | Stopping by Woods on a Snowy Evening | Robert Frost |
| ii. | The Inchcape Rock | Robert Southey |
| iii. | Fishing | Gopa Ranjan Mishra |

Unit-III : (A) Writing Skills **(10 Marks)**

- i. Writing a Paragraph
- ii. Developing Ideas into Paragraphs

(B) Writing Personal Letters and Notes **(10 Marks)**

- i. Writing Applications, Official Letters and Business letters
- ii. Writing Telegrams, E-mails, Personal Advertisements, and Short Notices
- iii. Using Graphics

(C) GRAMMAR **(10 Marks)**

- i. Countable and Uncountable Nouns
- ii. Tense Patterns
- iii. Modal Verbs
- iv. Prepositions
- v. The Imperatives

Book Prescribed : Invitation to English - 1, 2, 3 & 4, Published by Odisha State

Bureau of Text Book Preparation and Production, Bhubaneswar.

ENGLISH
SECOND YEAR

Full Marks : 50

Unit-I : Prose

(10 Marks)

- i. My Greatest Olympic Prize by Jesse Owens
- ii. On Examinations by Winston S. Churchill
- iii. The Portrait of a Lady by Khushwant Singh

Unit -II : Poetry

(10 Marks)

- i. Daffodils by William Wordsworth
- ii. The Ballad of Father Gilligan by William Butler Yeats
- iii. A Psalm of Life by Henry W. Longfellow

Unit -III :

A. Writing Skills

- i. Information Transfer **(05 Marks)**
- ii. Dictionary Skill **(05 Marks)**

B. Essay **(10 Marks)**

C. Grammar **(10 Marks)**

**Book Prescribed : Invitation to English - 1, 2, 3 & 4 , Published by Odisha State
Bureau of Text Book Preparation and Production, Bhubaneswar.**

ALTERNATIVE ENGLISH

Introduction :

The course is meant for the students

- (a) Who opt to study English in lieu of a Modern Indian Language and
- (b) Who seek to develop a high level of competence in English

It is assumed that the students who offer to study this course have high motivation and competence in English. Hence, it aims at building up on their previous learning and their acquisition of skills in compulsory English course which they are exposed to simultaneously.

Objectives :

By the end of the course a student should be able to

- (a) transact real-life business in English, and
- (b) appreciate, evaluate and enjoy different types of writing in English.

By the end of the Higher Secondary Course in Alternative English, the learners are expected to acquire the language skills specified below :

Reading (Non-fictional prose) :

- (a) To make predictions and guesses while reading a prose text
- (b) To understand relations between the parts of a reading text and recognize the indicators in discourse.
- (c) To understand the writer's intention/attitude, to discriminate between facts and opinions, to recognize the writer's bias, if any, and to assess the communicative value of a given text.
- To identify the structure of a text, such as descriptive sequence, chronological sequence, cause-and-effect chain, argumentative and logical organization, etc.
- To compare and contrast two texts on similar themes

- To use reference skills to select a suitable text for reading.
- To use the title, blurb, contents and index of a book in order to form an overall idea of what the book is about and of whether it will be relevant reading with reference to a particular topic.

Reading (Poetry) :

- (a) To recognize the structure of a poem and to appreciate the themes and ideas presented therein.
- (b) To recognize, identify and interpret poetic structure in a given poem. To recognize and appreciate the effects of different poetic devices like simile / metaphor / symbol / personification / irony / alliteration / assonance, etc.

Writing :

The students will be able

- (a) To design and write a brochure or pamphlet.
- (b) To write the dialogues of a face-to-face/telephonic conversation.

Creative Writing :

The students are expected to develop in them the ability

- (a) To add a suitable beginning/ending/title to a given poem/story
- (b) To reconstruct a story from a given set of questions/fillers/outlines.

Grammar and Usage :

Points relating to Grammar and usage will be mainly discourse-based. These points are discussed in 'Approaches to English Book I and in Reference Books for Grammar mentioned under 'Instructional Materials'. They are related to the following broad topics :

- (i) Tense and Aspect
- (ii) Modals
- (iii) The Passive
- (iv) Prepositions
- (v) Phrasal Verbs
- (vi) Clause-types
- (vii) Word Order and Emphasis

Instructional Materials :

- (a) Approaches to English, Book-I
- (b) Approaches to English, Book-II

Published by the Odisha State Bureau of Textbook Preparation and Production,
Pustak Bhavan, Bhubaneswar.

FIRST YEAR
APPROACHES TO ENGLISH, BOOK-I
Prose

Marks : 50

Units to be studied :

- The Adventure of Learning
- Men and Women
- Modern Living

APPROACHES TO ENGLISH, BOOK -II
Poetry

Units to be studied :

- (i) Ecology (A.K. Ramanujan)
- (ii) Dog's Death (John Updike)
- (iii) Ballad of the Landlord (Langston Hughes)

GRAMMAR & USAGE

- (i) Tense and Aspect
- (ii) Modals
- (iii) The passive
- (iv) Prepositions and Phrasal Verbs

**APPROACHES TO ENGLISH, BOOK-I
SECOND YEAR**

Marks : 50

A. APPROACHES TO ENGLISH, BOOK-I (Prose)

Units to be studied

The Wonder World of Science

Our Environment

The Changing World

B. APPROACHES TO ENGLISH, BOOK-II (Poetry)

Units to be studied :

- Indian Children Speak (Juanita Bell)
- Of a Questionable Conviction (Jayanta Mahapatra)
- Mirror (Sylvia Plath)

GRAMMAR & USAGE

- (i) Revision of 'Tense and Aspect'
- (ii) Revision of Prepositions and Phrasal Verbs
- (iii) Clause-types

Word Order and Emphasis

Scheme of Evaluation & Distribution of Marks

There will be a college examination in Alternative English at the end of the First Year. This will be Alternative English Paper -I carrying 50 marks. The final examination to be conducted by CHSE at the end of the second year of the course will consist of one written paper of Alternative English carrying 50 marks. The paper

shall test the student's proficiency in English with respect to correctness, appropriacy, tone and style.

First Year

Alternative English (1st Year) - (To be evaluated at the college level)

Reading Comprehension :

- (a) A prescribed prose piece or extract
(5 questions, each question carrying 2 marks - including inferential questions-are to be answered) 2x5=10
- (b) A prescribed poem/extract (5 questions, each question carrying 2 marks, including inferential questions and those on poetic devices, figures of speech, mood, tone and style etc.) 2x5=10

Writing skills

- (a) Reconstruct a story from a given set of questions/fillers/outlines or completion of a story. 10 marks.
- (b) Essay writing (including brainstorming, organizing, outlining, writing first draft and revising) 10 marks.

Grammar and usage (in context) Correcting 10 grammatical errors from a given passage. 1x10=10

Second Year

Alternative English (2nd year) To be evaluated at CHSE level

Reading Comprehension.

- (a) A prescribed prose piece or extract
(5 questions, each question carrying 2 marks, including inferential questions are to be answered). 2x5=10

- (b) A prescribed poem / extract (5 questions, each question carrying 2 marks, including inferential questions and those on poetic devices, figures of speech, mode, tone and style etc.) 2x5=10

Writing skills.

- (a) Designing and writing a brochure / pamphlet. 10 marks.
- (b) Writing dialogues of a face-to-face / telephonic conversation. 10 marks.

Grammar and usage (in context) Correcting 10 grammatical errors from a given passage. 1x10=10 marks.

**M.I.L. (BENGALI)
First Year**

50 MARKS

UNIT – I

PROSE

(20 Marks)

Uchha Madhyamik Bangia Sankalan. (Gadya) for Class XI & XII. Published by Paschim Banga Uchha Madhyamik Siksha Sansad, Viswa Varati.

The following pieces are to be studied in the first year:

1. Bangladeshe Nilkar - Pyarichand Mitra.
2. Sitar Banabas - Iswarchandra Vidyasagar
3. Sudra gaganan - Swami Vivekananda

UNIT – II

POETRY

(20 Marks)

Madhukari - Kalidas Ray

(Published by Orient Book Company, Kolkata -12)

The following pieces are to be studied in the first year:-

1. Srigoura Chandra - Gobinda das kabiraj.
2. Bhabollas – Vidyapati
3. Premer Tulana - Durija Chandidas

UNIT - III

Grammar & Essay

(10 Marks)

A. Proverbs

B. Letter

**M.I.L. (BENGALI)
SECOND YEAR**

F.M. - 50

UNIT - I

Prose

(20 Marks)

Uchha Madhyamik Bangia Sankal"an (Gadya) for Class XI & XII.

Published by Paschim Banga Uchha Madhyamik Siksha Sansad, Viswa Varati.

The following pieces are to be studied in the Second year

1. Bangia Bhasa - Haraprasad Sastri
2. Tota Kahini - Rabindranath Tagore
3. Naisha Avijaa - Sarat Ch. Chattopadhyay

UNIT – II

Poetry

(20 Marks)

Madhukari - Kalidas Ray

(Published by Orient Book Company, Kolkata -12)

Pieces to be Studied:

1. Baisakh - Oebendra Nath Sen
2. Lohar Byatha - Jatindra Nath Sengupta
3. Swarga Haite Viday - Rabindra nath Tagore

UNIT - III

Essay

(10 Marks)

**M.I.L. (Hindi)
FIRST YEAR**

Full Mark : 50

Distribution of Marks

Unit – I : Prose : 20 Marks

Unit – II : Poetry: 20 Marks

Unit – III : Karyalayeee Hindi Aur Rachanatmak lekhan – 10 Marks

Unit – I (Prose) :

1. Eleven Objective type questions (Multiple choice and single word / sentence answer) : 1 x 11 = 11
2. Two Short answer questions for the answer in two/three sentences : 2 x 2 = 4
3. One long answer type question within 150 words : 5 x 1 = 5

Unit – II (Poetry) :

1. Eleven Objective type questions (Multiple choice and single word / sentence answer) : 1 x 11 = 11
2. Two Short answer questions for the answer in two/three sentences : 2 x 2 = 4
3. One long answer type question within 150 words : 5 x 1 = 5

Unit – III (Grammar) :

1. Five 1 mark questions from the Grammar portions : 1 x 5 = 5
2. One comprehension (prose-unseen passage carries five single mark questions) OR One Essay : 1 x 5 = 5

M.I.L. (Hindi)
SECOND YEAR

Full Mark : 50

Distribution of Marks

Unit – I	:	Prose :	20 Marks
Unit – II	:	Poetry:	20 Marks
Unit – III	:	Karyalayeee Hindi Aur Grammar –	10 Marks

Unit – I (Prose) :

- | | | | |
|----|---|---|-------------|
| 1. | Eleven Objective type questions (Multiple choice and single word / sentence answer) | : | 1 x 11 = 11 |
| 2. | Two Short answer questions for the answer in two/three sentences | : | 2 x 2 = 4 |
| 3. | One long answer type question within 150 words | : | 5 x 1 = 5 |

Unit – II (Poetry) :

- | | | | |
|----|--|---|-------------|
| 1. | Eleven Objective type questions (Both Multiple choice and single word / sentence answer) | : | 1 x 11 = 11 |
| 2. | Two Short answer questions for the answer in two/three sentences | : | 2 x 2 = 4 |
| 3. | One long answer type question within 150 words | : | 5 x 1 = 5 |

Unit – III (Grammar) :

- | | | | |
|----|---|---|-----------|
| 1. | Five 1 mark questions from Grammar | : | 1 x 5 = 5 |
| 2. | One unseen comprehension carries five single mark questions OR One Letter Writing | : | 1 x 5 = 5 |

M.I.L. (Hindi)
FIRST YEAR

Full Mark : 50

Unit- I : गद्य भाग

(20 marks)

1. प्रेमचंद - जीयन मे साहित्य का स्थान
2. दिनकर – ईर्ष्या, तू न गई मेरे मन से
3. रामविलास शर्मा - अतिथि

Unit- II : काव्य भाग

(20 marks)

1. कबीरदास - दोहे
2. सूरदास - बाल लीला
3. बिहारी - दोहे
4. सुमित्रानंदन पंत - भारतमाता
5. अक्षय - हीरोशिमा

Unit – III : कार्यालयी हिन्दी और रचनात्मक लेखन

(10 marks)

१. व्याकरण – (क) क्रिया (ख) काल
२. अपठित गद्यांश OR निबंध लेखन

पुस्तक : अमृत भारती, भाग – I

Published by Odisha State Bureau of Textbook Preparation and Production (Within
150 words)

M.I.L (HINDI) - II
Second Year

Full Marks - 50

Unit- I : गद्य भाग

(20 marks)

१. बालकृष्ण भट्ट - आत्मानिर्भरता
२. रामचन्द्र सुवल - उत्साह
३. शरह जोशी - टुम जाओगे, अतिथि

Unit- II : काव्य भाग

(20 marks)

1. रहीम - दोहे
2. मैथिलीशरण गुप्त - नर हो, न निष्ण करो मन को
3. निराला - वीणा वादिनी वट हे, बादल एग
4. बच्चन - अग्निपथ
5. मुक्ति बोध - पूँजीवादी समाज के प्रति

Unit - III : कार्यालयी हिन्दी, व्याकरण और पत्र लेखन

(10 marks)

1. व्याकरण (क) लिंग (ख) वचन
2. अपठित गद्यांश OR पत्र लेखन

पुस्तक : अमृत भारती, भाग - २

Published by Odisha State Bureau of Textbook Preparation and Production (within 150 words)

MIL (O)

ଆଧୁନିକ ଭାରତୀୟ ଭାଷା ଓଡ଼ିଆ

ପ୍ରଥମ ବର୍ଷ (୧ମ ଭାଗ)

ପୂର୍ଣ୍ଣ ସଂଖ୍ୟା – ୫୦

ପ୍ରଥମ ଏକକ – ଗଦ୍ୟ

୨୦ ନମ୍ବର

୧. ଝେଲମ୍ ନଦୀରେ ସଂଧ୍ୟା – କୁଞ୍ଜବିହାରୀ ଦାଶ
୨. ମଧୁବାବୁ – ଚିନ୍ତାମଣି ଆଚାର୍ଯ୍ୟ
୩. ଗାଁ ମଜଲିସ୍ – ହରେକୃଷ୍ଣ ମହତାବ

ଦ୍ୱିତୀୟ ଏକକ – ପଦ୍ୟ

୨୦ ନମ୍ବର

୧. ସାହାଡ଼ା ବୃକ୍ଷ – ସାରଳା ଦାସ
୨. ଶାପ ମୋଚନ – ଜଗନ୍ନାଥ ଦାସ
୩. ହିମକାଳ – ଦୀନକୃଷ୍ଣ ଦାସ

ତୃତୀୟ ଏକକ ପ୍ରବନ୍ଧ ଓ ବ୍ୟାକରଣ

୧୦ ନମ୍ବର

ପାଠ୍ୟଗ୍ରନ୍ଥ – ସାହିତ୍ୟ ଜ୍ୟୋତି, ପ୍ରଥମ ଭାଗ

ଓଡ଼ିଶା ରାଜ୍ୟ ପାଠ୍ୟ ପୁସ୍ତକ ପ୍ରଣୟନ ଓ ପ୍ରକାଶନ ସଂସ୍ଥା, ଭୁବନେଶ୍ୱର

MIL (O)

ଆଧୁନିକ ଭାରତୀୟ ଭାଷା ଓଡ଼ିଆ

ଦ୍ଵିତୀୟ ବର୍ଷ (୨ୟ ଭାଗ)

ପୂର୍ଣ୍ଣ ସଂଖ୍ୟା – ୫୦

ପ୍ରଥମ ଏକକ – ଗଦ୍ୟ

୨୦ ନମ୍ବର

୧. ସ୍ଵାଧୀନ ଦେଶର ଶିକ୍ଷା ଚିନ୍ତା – ଗୋଲୋକ ବିହାରୀ ଧଳ
୨. ପୁଷ୍ପପୁରରେ ବର୍ଷାବରଣ – କୃଷ୍ଣଚନ୍ଦ୍ର ପାଣିଗ୍ରାହୀ
୩. ତିନି ତୁଣ୍ଡରେ – ଭୁବନେଶ୍ଵର ବେହେରା

ଦ୍ଵିତୀୟ ଏକକ - ପଦ୍ୟ

୨୦ ନମ୍ବର

୧. ବଡ଼ପଣ – ରାଧାନାଥ ରାୟ
୨. ତପସ୍ଵିନୀର ପତ୍ର – ଗଙ୍ଗାଧର ମେହେର
୩. ବନ୍ଦୀର ବିରହ ବ୍ୟଥା – ଗୋପବନ୍ଧୁ ଦାସ

ତୃତୀୟ ଏକକ ପ୍ରବନ୍ଧ ଓ ବ୍ୟାକରଣ

୧୦ ନମ୍ବର

ପାଠ୍ୟଗ୍ରନ୍ଥ – ସାହିତ୍ୟ ଜ୍ୟୋତି, ପ୍ରଥମ ଭାଗ

ଓଡ଼ିଶା ରାଜ୍ୟ ପାଠ୍ୟ ପୁସ୍ତକ ପ୍ରଣୟନ ଓ ପ୍ରକାଶନ ସଂସ୍ଥା, ଭୁବନେଶ୍ଵର

**M.I.L (SANSKRIT)
FIRST YEAR**

Full Marks 50

Time : 2 Hrs.

Distribution of Marks

Unit – I : Prose : 20 Marks

Unit-II : Poetry : 20 Marks

Unit – III : Grammar : 10 Marks

Unit - I

1. Multiple choice questions from Prose : 1 x 10 = 10

2. Short Questions from Prose : 2 x 3 = 6

3. Translation from Prose Text to Odia / English : 2 x 2 = 4

Unit - II

1. Multiple choice questions from Poetry : 1 x 10 = 10

2. Short Questions from Poetry : 2 x 3 = 6

3. Translation of Verse to Odia / English : 2 x 2 = 4

Unit - III

1. Stripratyaya : 1 x 2 = 2

2. Sandhivichheda : 1 x 2 = 2

3. Prakrutipratyaya : 1 x 2 = 2

4. Samasa : 1 x 2 = 2

5. Ekapadikarana : 1 x 2 = 2

OR

Application / Letter Writing

10 Marks

OR

Comprehension one Passage from Text (1 – 8)

(2 x 5 = 10)

M.I.L (SANSKRIT)
SECOND YEAR

Full Marks 50

Unit – I	:	Prose	:	20 Marks
Unit-II	:	Poetry	:	20 Marks
Unit – III	:	Grammar	:	10 Marks

Unit - I

1.	Multiple choice questions from Prose	:	1 x 10 = 10
2.	Short Questions from Prose	:	2 x 3 = 6
3.	Translation from Prose Text to Odia / English	:	2 x 2 = 4

Unit - II

1.	Multiple choice questions from Poetry	:	1 x 10 = 10
2.	Short Questions from Poetry	:	2 x 3 = 6
3.	Translation of Verse to Odia / English	:	2 x 2 = 4

Unit - III

1.	Sabdarupa	:	1 x 2 = 2
2.	Dhaturupa	:	1 x 2 = 2
3.	Stripratyaya	:	1 x 2 = 2
4.	Samasa	:	1 x 2 = 2
5.	Karaka - Vibhakti	:	1 x 2 = 2

OR

Comprehension of one Passage from Text (9 – 16) 10 Marks

OR

Explanation of a Verse from Poetry Text 10 Marks

**M.I.L. (SANSKRIT)
FIRST YEAR
UNIT – I**

Prose

(20 Marks)

Sanskrutaprabha (Gadyabhagah)

संस्कृतप्रभा-गद्यभागः

The following prose pieces from the above mentioned book are to be studied

- 1) मनुमत्स्याख्यानम् (Manumatsyakhyanam)
- 2) चतुरशृगालः (Chaturasrugalah)
- 3) जाबालः सत्यकामः (Jabalah Satyakamah)

UNIT – II

Poetry

(20 Marks)

Samskrataprabha (Podyabhagah) संस्कृतप्रभा (पद्यभागः)

The following poetry pieces from the above book are to be studied

- 1) सुभाषितावली (Subhasitavali)
- 2) वसन्तः (Vasantah)

UNIT – III

GRAMMAR

(10 Marks)

(a) Grammar from the Prose and Poetry

- 1) सन्धि - सन्धिविच्छेद Sandhi and Sandhi Viccheda
- 2) प्रकृतिप्रत्यय (Prakrti Pratyaya)

(b) Topics from the Grammar text

- 3) स्त्रीप्रत्यय Stripratyaya
- 4) समास Samasa
- 5) एकपदीकरण Formation of single word from Stripratyaya and Samasa

(c) Translation and Comprehension

- 1) Comprehension - Sanskrit Passage from the comprehension passages of संस्कृतप्रभा, Part - I

(d) Writing Skill

The art of writing - letters, Applications, Textual Explanation, Textual long questions.

Books Recommended

- 1) Sanskritaprabha, Part - I - संस्कृतप्रभा - प्रथमोभागः
Published by Odisha State Bureau of Textbook Preparation and Production.
- 2) Vyakarana - darpan – व्याकरण दर्पणः
Published by Odisha State Bureau of Textbook Preparation and Production.

**M.I.L (SANSKRIT)
SECOND YEAR**

Full Marks 50

UNIT – I

Prose

(20 Marks)

Prose - Sanskrutaprabha (Gadyabhagah)

संस्कृतप्रभा - गद्यभागः

The following prose pieces from the above mentioned book are to be studied

- 1) कपोतलुब्धककथा (Kapotalubdhakakatha)
- 2) गुणगुणहीनविवेकः (Gunigunahinavivekah)
- 3) रामतपोवनाभिगमनम् (Ramatapovanabhigamanam)

UNIT – II

Poetry

(20 Marks)

Poetry - Samskrutaprabha (Podyabhagah)

संस्कृतप्रभा (पद्यभागः)

The following poetry pieces from the above book are to be studied

- 1) दशावतारस्तुतिः (Dasavatarastutih)
- 2) गीतासवरभम् (Gitasourabham)

UNIT – III

(10 Marks)

GRAMMAR

(a) 1. कारकविभक्ति (Karak Vibhakti)

(b) **Topics from the Grammar text**

- 1) शब्दरूप Sabdarupa (नर, फल, लता, मुनि, मति, वारि, नदी, पितृ, मातृ, गच्छत्, मनस्, आत्मन्, तद्, किम्, इदम्, अस्मद्, युष्मद्, द्वि, त्रि, चतुर)
- 2) धातुरूप Dhaturupa (भू, गम्, पठ्, कृ, अस्, लभ्, पूज्)

- 3) समास Samasa
- 4) स्त्रीप्रत्यय Stripratyaya

(c) **Translation and Comprehension**

1. Comprehension - Sanskrit Passage from the comprehension passages of संस्कृतप्रभा, Part-II

(d) **Writing Skill**

The art of writing - Textual Explanation, Textual long questions and Precis writing.

Books Recommended

- 1) Sanskritaprabha, Part - II - संस्कृतप्रभा - द्वितीयोभागः
Published by Odisha State Bureau of Textbook Preparation and Production.
- 2) Vyakarana - darpan – व्याकरण दर्पणः

Published by Odisha State Bureau of Textbook Preparation and Production.

M.I.L (TELUGU)**FIRST YEAR****Full Marks 50****Distribution of Marks**

Unit – I	:	Prose	:	20
Unit – II	:	Poetry	:	20
Unit – III A	:	Grammar	:	10
		B : General Essay		

Unit – I

1. Eight nos of Short Objective Type Questions one mark each : 08
2. One Short Question of 100 words : 05
3. One Long Question of 200 words : 07

Unit – II

1. Eight nos of Short Objective Type Questions one mark each : 08
2. One Short Question of 100 words : 05
3. One Long Question of 200 words : 07

Unit – III

1. A. Grammar – Vibhakti, Pratyayalu, Paribhasika, Padamulu : 05
Five Short Questions (One mark each)
2. B. General Essay : 05

M.I.L (TELUGU)
SECOND YEAR

Full Marks 50

Unit – I : Prose : 20

Unit – II : Poetry : 20

Unit – III A : Grammar : 10

B : Re-translation

Unit – I

1. Eight nos of Short Objective Type Questions one mark each : 08
2. One Short Question of 100 words : 05
3. One Long Question of 200 words : 07

Unit – II

1. Eight nos of Short Objective Type Questions one mark each : 08
2. One Short Question of 100 words : 05
3. One Long Question of 200 words : 07

Unit – III

1. A. Grammar – Alankaras, Chandassu : 05
2. B. Re-translation : 05

M.I.L. (TELUGU)

FIRST YEAR

F. M. : 50

UNIT – I

Prose

(20 Marks)

1. MitraLabhamu - Paravastu Chhinnayasuri
2. Vemana - Dr. G.V.Krishna Rao
3. Teiugu Patrikala Purva Rangam - Namala Visveswara Rao

UNIT – II

Poetry

(20 Marks)

1. Ekalavyudu - Nannaya Bhattu
2. Balivamana Samvadamu - Bammera Potana
3. Subhashitamulu - Enugu Lakshmana Kavi
4. Tokachukka - Gurajada Apparao

UNIT – III

(10 Marks)

A. **GRAMMAR** – I. Vibhakti – Pratyayalu

II. Paribhasika Padamulu

B. WRITING / GENERAL ESSAY

BOOKS PRESCRIBED :

1. Poetry & Prose : SAHITEE VIPANCHI - By Dr. Singupuram Narayana Rao
2. Grammar - VYAKARANA PARIJATAMU - - By Dr. Singupuram Narayana Rao

M.I.L (TELUGU)

SECOND YEAR

Full Marks 50

UNIT – I

Prose

(20 Marks)

1. MitraBhedamu - Paravastu Chinnayasuri
2. Rayaprolu streevada drukpadham - Prof K.Yadagiri
3. Goutama Budhudu - Dr.- V. Rajagopala Chakravarty

UNIT – II

Poetry

(20 Marks)

1. Sanjaya Rayabharamu - Tikkana Somayaji
2. Hanumatsandesamu - Atukuri Molla
3. Piradausi.Lekha - Gurram Jashuwa
4. Manchi Mutyala Saralu - Sri Sri

UNIT – III

(10 Marks)

A. GRAMMAR – Alankaramulu, Chandassu

B. RE-TRANSLATION

BOOKS PRESCRIBED

Poetry & Prose : Sahitee Mandaram By Dr. Singupuram Narayana Rao

Grammar : Vyakarana Parijatamu By Dr. Singupuram Narayana Rao

MIL (URDU)
+2 First Year & Second Year

F.M. 50

Mark Distribution

- Unit – I : Prose – 20 Marks**
- Unit – II : Poetry – 20 Marks**
- Unit – III : Grammar – 10 Marks**

Unit – I

- | | | |
|--|---|------------|
| 1. Eight Objective Types multiple choice question from prose portions with alternative. | : | 1 x 8 = 08 |
| 2. One Short Question in one hundred words with alternative. | : | 1 x 5 = 05 |
| 3. One long answer type Question within 200 words with an alternative from the prose portions. | : | 1 x 7 = 07 |

Unit – II

- | | | |
|---|---|--------------|
| 1. Eight Objective Types multiple choice question from prose portions with alternative. | : | 1 x 8 = 08 |
| 2. One Short Question in one hundred words with alternative. | : | 1 x 5 = 05 |
| 3. Two 'Ashaar's' explanation from Ghazliyat | : | 2 x 3 ½ = 07 |

Unit – III

- | | | |
|---------------------------|---|----------|
| 1. Tazkir O Tanees | : | 10 Marks |
| 2. Ghalat Jumle Aur Islah | : | 10 Marks |

FIRST YEAR

Books Prescribed ; - “JADIDADAB PARE” Part – I

Edited by : - Dr. Azizur Rahman

Mir Ashraf Ali

Recommended Book “JADIDADAB PARE” Part I published by Odisha State Bureau of Text Book preparation and Production, Pustak Bhawan, Bhubaneswar for the students of +2 level in Arts / SC / Commerce Stream from 2016-18.

UNIT-I

1. **Prose Chapters to be studied :-** (15 Classes)
- (i) Sair Pahle Darwesh Ki – Mir Amman
 - (ii) Bahadur Shah – Do – Ghaz Zamine – Dr. Mahfugul Hasan.

UNIT - II

2. **Poetry** (15 Classes)
- Chapters to be Studied :-
- (i) Tasweere – e – Dard – Iqbal
 - (ii) Jogan Aur Chandni Raat – Mir Husan.
- (b) **Ghazliyat Portims to be studied**
- (i) Ghalib
 - (ii) Dard

Unit - III

3. Urdu Zaban – O – Qwaid – Part – I by Shafi Ahmad Siddiqui. (15 Classes)
- Chapter to be Studied : -
- (i) Tazkir O Tanees
 - (ii) Ghalat Jumle Aur Unki Islah.

SECOND YEAR

Book Prescribed : Jadid Adab Pare – Part-II

Edited by : Dr. Azizur Rahman

Mir Ashraf Ali

Recommended Book “JADID ADAB PARE – PARE Part II” published by Odisha State Bureau of Text Book preparation and production, Pustak Bhawan, Bhubaneswar.

Unit – I

1. Prose chapters to be studied.
 - (i) Hindu Musalman Eik Qaum – Sir Sayed Ahmad
 - (ii) Ustad Ki Talas : - Farhatullah Baig

Unit – II

2. Poetry chapters to be studied.
 - (i) Wadie Ganga mein Eik Raat : - Akhtar Shirani
 - (ii) Tajmahal Ki Pahli Jhalak Per : Dr. Karamat Ali Karamat.
3. Ghazliyat Poets to be studied.
 - (i) Dagh
 - (ii) Shad

Unit – III

4. Essay / Letter / Application Writing

ENVIRONMENT EDUCATION

F.M. 70

Theory

Unit - I Man and Environment

Unit - II Environmental Pollution

Unit -III Environmental Management

Unit -IV Road Safety.

UNIT - I

(A) Man and Environment: Environment: Components: -

Atmosphere, Lithosphere, Hydrosphere and Biosphere- Human being as a rational social partner in environmental action - Impact of human activities on environment - Environmental Problems of urban and rural areas- Stress on civic amenities: supply of water, electricity, transport and health services.

(B) Natural Resources

Land, water, forest as primary natural resources- Fresh water and Marine resources-Natural resources of Orissa - Concept of Biodiversity and its conservation - Renewable and non-renewable resources - Conventional and non - conventional energy.

UNIT - II

Environmental Pollution:

Types of pollution; and pollutants-Causes, effects and control of air pollution, water pollution, soil pollution and noise pollution, Green house effect, Global Warming, Eutrophication, Ozone layer depletion.

UNIT - III

(A) Environmental Management:

Scope, of Environmental Management -Management of solid, liquid and gaseous wastes - Resource Management- disaster Management (flood, cyclone and earthquake) - Concept of sustainable development-Management of agricultural produce.

(B) Environmental Laws:

Constitutional Provisions .-Major provisions of Environmental Laws and Pollution Control Laws with particular reference to the Water Act, 1974, the Air Act, 1981, the E(P) Act 1986, CPCB and SPCB- (Central and State' Pollution Control Boards).

UNIT - IV

ROAD SAFETY

- a) Concept & Need
- b) Traffic signs
- c) What to do and what not to do while on the road – safety guidelines offence and penalties.
- d) Traffic Management: RTO, MVI, Police / Traffic Police
- e) Traffic Awareness.

PROJECTS

F.M. : 30

1. To study the changes that have taken place in the given land area of a city,village/locality/ market during the last five years in respect of at least five parameters like number of houses^ residents and families; food habits, number of household goods in a family, consumption of water, electricity and

fuel including that of personal vehicles by a family, sources of noise (public address systems being used, television, radio and vehicles on the road), common facilities like number of schools, hospitals, shops, theatres, public conveyance, public utilities, public transport, number of factories, industries and/or the facilities for production and processing of goods, loss of water bodies, types and quantity of wastes, their disposal and treatment facilities with a view to discuss the patterns of changes and impact on the environment and quality of life. One specific project on these aspects may be selected to study the changes that have taken place in a given area during the last five years in respect of the number of houses, residents and families and to prepare a report on the effects on civic amenities like availability of water, electricity and fuel; the drainage system, disposal of wastes including night soil,

2. To study the environmental profile of a town/ locality/village in respect of population density, green cover, educational level of residents, social problems and sources of pollution and their effect on air, water and soil.
3. To collect data on monthly consumption of electricity and fuel from at least five families, any two commercial establishments and four public utilities in a given locality. To plan strategies for educating consumers to economise on the consumption of electricity and fuel by reducing their over-use, misuse and improper use.
4. To study, for a period of one month, the status of sanitary conditions and methods of waste disposal of a given locality vis-a-vis the role of Panchayat, Municipality no 40 Science Stream Corporation and to prepare an action plan for making the conditions more environment friendly.

5. To investigate the impact of an industry or a large manufacturing unit on the local environment. The parameters could be land use, the ratio of the covered area and the open space, the raw materials used for production, inputs like electricity and water, the types of waste generated and the modes of waste disposal, use of environment friendly and efficient technology, types of pollutants emitted or discharged, the average health status of the employees and residents in the area.
6. To study the impact of changes in agricultural practices or animal husbandry including poultry, piggery, fishery and apiculture over a period of time on the local environment of a given locality or village. The components for analysis may include: types of crops, land area under cultivation, mechanisation, use of electricity, mode of irrigation and agrochemicals, agro-waste and their disposal, types of animal breed and their feed, types of shelter and healthcare, methods of preservation and processing of products and animal wastes and their disposal. To suggest an action plan for modifying the prevailing practices so as to make them environment friendly and sustainable.
7. To collect samples of water from different sources and study their physical characteristics like turbidity, colour, odour, the measure of pH, the nature of suspended and dissolved impurities and pollutants, the presence of toxic materials like mercury, lead, arsenic, fluorine and the presence of living organisms. For testing the presence of toxic materials and living organisms, the help of a local laboratory or institution may be taken, if available. To identify the most polluted sample of water and locate the sources of its pollution. To devise an action plan for mobilising public opinion for checking

the pollution.

8. To study the practices followed in the region for storage, preservation, transportation and processing of perishable or non- perishable farm products and to assess the extent of their wastage due to faulty practices.
9. To prepare a status report on the prevalence of child labour in a given area through sample surveys on children engaged as domestic help and as workers in farms, commercial establishments and manufacturing units: The survey may be in respect of age group, education, wages, working hours, working conditions, safety in works place, health, handling hazardous materials and the like. Units dealing with hazardous materials and processes may be identified and an action plan for mobilising public opinion against, the practice of child labour may be prepared.
10. To conduct a survey of plants in a locality and to collect information about their cultural, economic and medicinal values from the local people and the available literature. To prepare an action plan for their propagation.
11. **Road Safety Project.**
 - (i) To conduct a survey on Traffic Offences and student initiatives to check it.
 - (ii) To prepare a status report on the prevalence of Traffic - problems in a given area.
 - (iii) To suggest an action plan for prevention of road accidents,
 - (iv) To suggest the use of efficient technology for better traffic management.

NOTE : Environmental Education will be assessed at the college level for 100 marks (70 marks for theory and 30 marks for project work) before Test Examination of the college for Annual Higher Secondary Examination and the grades (A +, A, B, C, D, in order of merit) are to be awarded by the college and the same shall be recorded in the body of the pass certificate given by the council subsequently. The grade secured in the Environmental Education (EE) will not affect the result of the candidate.

Mark	Grade
70% and above	Gr A+
60% to 69%	Gr A
50% to 59%	Gr B
35% to 49%	Gr C
Below 35%	Gr D

BOOK PRESCRIBED:

Bureau's Higher Secondary (+2) Environmental Education, Published by Odisha State Bureau of Textbook Preparation & Production, Bhubaneswar.

BASIC COMPUTER EDUCATION

+2 1st Year

UNIT - I

Computer Fundamentals : Necessity and uses of computer, what is computer?, Computer as a system, problem and problem solving technique, Important terminology, Input-Output devices, types of computer, (Digital, Analog, Hybrid, Super computer, Main Frame, Mini, ^{JC}, Note Book, and Laptop). Generation of Computer, Computer Memory, (Main, Secondary, Virtual. Buffer, Cache,) Computer Languages and its types. **8 Hours**

UNIT - II

Operating System: types, software, Dos and Windows : Fundamentals and Commands, Security and Anti-virus

Introduction to MS OFFICE :

MS-WORD: Creating a File, setting and typing text, page formatting, editing; printing, saving the files, creating Folders, Insertion tables and objects, Bulletin, Page Numbering., spell check, indenting;, paragraph setting and mail merge, CD writing.

MS-EXCEL: Spread sheet and its uses, an introduction, formatting work sheet, setting columns/ Rows, range, Format, protect, sorting, types of graphs, functions and formula, printing text, copying and saving the document.

MS-POWER POINT: Features, Uses, Menus, Toolbars, creating a presentation through auto context wizard, templates, manual slides show, saving, deleting, opening a presentation, Editing.

MS-ACCESS: Data base, database Management system, RDBMS, advantages and limitations of MS- Access, parts, tables, integrity constraints, relationship and designing tables. **5 Hours**

UNIT - III

INTERNET AND COMPUTER SECURITY: Introduction to Internet, net browsing, Emails, Networking and its types, topology, computer crime, components required for internet, saving and printing the web files.

APPLICATIONS: in Education, Medical Science, Business, Entertainment, Social "service's and Research etc.

+2 2nd Year**PRACTICAL**

NOTE : DOS, Windows, MS-Office, web page, browsing, sending and creating email.

- (i) For +2 1st year 50 marks theory examination and For +2 2nd year 50 marks practical examination.
- (ii) The grade secured taking together both the theory and Practical marks will be reflected in the Mark sheet' and the pass certificate of the Council as follows :

Mark	Grade
70% and above	Gr A+
60% to 69%	Gr A
50% to 59%	Gr B
35% to 49%	Gr C
Below 35%	Gr D

YOGA
+2 FIRST YEAR
Paper – I (Theory)

Full Marks – 50

CONCEPT **UNIT- I** **10 marks**

Meaning. Definition and Scope of yoga, Importance and aim of yoga for the students,
Misconception of Yoga. Yoga and Spirituality

UNIT- II

BASIC PRINCIPLES **10 marks**

Place, Time, Age, Diet, Dress, Do's and Don'ts
Power of Silence

UNIT-III

BRANCHES **10 marks**

Karma Yoga, Bhakti Yoga, Raja Yoga, Jnana Yoga
Yoga in Srimad Bhagavat Gita

UNIT- IV

CONCEPT OF ASTHANGA YOGA **10 marks**

Yama, niyama, asana, pranayama, pratyahara, dharana, dhyana and samadhi

UNIT - V

(a) YOGA AND PERSONALITY DEVELOPMENT **10 marks**

Meaning, Dimension of Personality: Views of Swami Vivekananda and Sri
Aurobindo.

(b) YOGA AND PHYSICAL EDUCATION :

Sound Health, Sound Mind

YOGA
+2 SECOND YEAR
Paper - II, Practical

Full Marks - 50

UNIT - I

ASANA

PRILIMINARY PRACTICES : Greeva Sanchalana, skandha chakra (shoulder rotation), purna, titali asana (full butterfly), marjari asana (cat stretch pose), Surya Namaskara

STANDING POSTURE : Tadasana, tiryak tadasana, katichakrasana pada-hastasana, ardha chakrasana, ardhakati chakrasana, ekapada pranamasana, garudasana, natarajasana.

SITTING POSTURE : padmasana janusirasana, paschimottanasana, supta vajrasana, shashankasana, ustrasana, ardhmatsyendrasana.

PRONE LYING POSTURE : shalabhasana, bhujangasana, dhanurasana.

SUPINE POSTURE : uttanapadasana, supta pawanamuktasana, naukasana, halasana, sarvangasana, matsyasana, chakrasana.

UNIT-II

RELAXATION : savasana, yoganidra Unit-III

PRANAYAMA : Priliminary practices: abdominal, thoracic, clavicular and fullyogic breathing kapalabhati, nadisodhana, bhramari seetali/seetkari Unit - IV and Unit - V

MEDITATION : Antarmouna - sensorial awareness : (sound, touch, vison, smell, taste), breath awareness, awareness of the spontaneous thought process. Unit-V

KRIYA : Trataka (internal and external)

NOTE :

For +2 1st year 50 marks theory examination and For +2 2nd year 50 marks practical examination but in 1st year and 2nd year students will learn practical

The grade secured taking together both the theory and Practical marks will be reflected in the Marks sheet and the pass certificate of the Council.

Mark	Grade
70% and above	Gr A+
60% to 69%	Gr A
50% to 59%	Gr B
35% to 49%	Gr C
Below 35%	Gr D

Book Prescribed : An Introduction to Yoga,

Published by Odisha State Bureau of Textbook Preparation

BASIC FOUNDATION COURSE (BFC)

ACCOUNTANCY

FIRST YEAR PAPER – I

Marks 100

Objectives:

- To provide fundamental ideas to the students about accounting as an information system;
- To enable the students to learn basic concepts of accounting and accounting standards;
- To develop the skills for application of accounting equation in processing business transactions;
- To develop an understanding about recording of business transactions and Preparation of Trial Balance
- To enable the students to learn the concept and process of preparation of Bills of Exchange along with the fundamentals of computerized accounting;
- To enable the students to understand, analyze and rectify various errors prevailed in the process of recording business transactions and
- To make the students enable to understand and prepare Bank Reconciliation Statement;

Course Inputs

Unit - I Introduction to Accounting

Evolution of Accounting and Need for Accounting, Book-Keeping and Accounting - Meaning, definition and characteristics, Relationship between Book-Keeping, Accounting and Accountancy, Accounting as a language of business, Objectives,

Advantages and Limitations of Accounting, Accounting as an information system, Users of accounting information, Branches of Accounting, Accounting Cycle.

Basic Accounting Concepts

Accounting Principles (GAAP), Concepts and Conventions, Accounting Standards: Concept and Objectives, IFRS: Concept and Objectives, Basic Terms: Event, Transaction, Vouchers, Debtors, Creditors, Purchases, Sales, Assets, Liabilities, Goods, Stock, Profit, Loss, Expense, Revenue, Income, Drawings and Capital, Accounting Equation: Meaning and Preparation, System of Record Keeping: Double Entry System and Single Entry System, Basis of Accounting : Cash Basis, Accrual Basis and Hybrid Basis, Classification of Accounts: British Approach and American Approach Rules of Debit and Credit.

Unit - II Journal, Ledger and Trial Balance

Journal

Meaning & Format of Journal, Advantages and Disadvantages of using journal, Rules of Journalizing, Recording of journal entries with narration

Ledger

Meaning & Format of Ledger, Rules of Posting and Balancing of Ledger Accounts.

Subsidiary Book

Cash Book, Purchase Book, Sales Book, Return Books, Bills Books and Journal Proper

Trial Balance :

Meaning, objectives, advantages and limitations of Trial Balance, Preparation of Trial Balance from ledger accounts & Redrafting of trial balance from incorrect trial balance

Unit - III Bills of Exchange and Computerized Accounting

Bills of Exchange :

Meaning, Definition, Parties, Specimen, Distinction Between bills of Exchange and Promissory note, Important Terms - Demand Bill, Time Bill, Terms of Bills, Days of Grace, Calculation of Due Date, Treatment of Bill, Accounting Treatment - Honour, Dishonour, Renewal, Retirement of Trade Bills and Accommodation Bill.

Computerized Accounting

Computers and its Components, Functions, Need and Advantages of Computerized Accounting, Accounting Information System (AIS)

Unit -IV Rectification of Errors and Bank Reconciliation Statement

Rectification of Errors :

Meaning of Errors and Types of Errors, Errors disclosed and not disclosed by Trial Balance, Rectification of Errors after preparation of trial balance and final accounts, use of suspense account.

Bank Reconciliation Statement

Meaning, Need and Preparation of Bank Reconciliation Statement from cash book balance as well as pass book balance.

**BASIC FOUNDATION COURSE (BFC)
ACCOUNTANCY
SECOND YEAR**

Paper – II

Marks : 100

Objectives:

- To enable the students to understand and analyze the financial Statements of Profit & Non-Profit Making Organizations.
- To help the students in understanding the concepts and applications of depreciation
- To develop an understanding about Accounting from Incomplete Records and its application;
- To help the students in learning the process of accounting for reconstitution and dissolution of partnership firms; and
- To help students understand the concept of accounting for companies specially about issue of shares and debentures;

Course Inputs:

Unit-I Financial Statements of Sole Trade and Not for Profit Organizations:

Sole Trade form of Organization

Meaning, objectives and importance of preparing Trading, Profit and Loss Account and Balance sheet, Preparation of Trading, Profit and Loss and Balance Sheet of sole trader without and with adjustments relating to closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance,

depreciation and bad debts, provision for doubtful debts, provision for discount on debtor, creditor, manager's commission, goods distributed as free samples and goods taken by the owner for personal use, abnormal loss, interest on capital and drawings.

Not for Profit organizations:

Meaning, objectives, necessity, treatment of some important items such as legacy, donations, entrance fees, life membership fees, sale of assets, sale of old news paper, subscription, endowment fund, honorarium, expenses relating to a specific fund, Receipts and Payments Accounts: meaning, features, differences between Receipts and Payments Account and Cash Book, Income and Expenditure Accounts:

meaning, features, difference between Income and Expenditure account and Profit and Loss account, Preparation of Income and Expenditure Account and Closing Balance Sheet.

Unit-II Accounting for Depreciation and from Incomplete Records (Single Entry System)

Depreciation:

Meaning, need, causes, objectives and characteristics of depreciation, Methods of Charging Depreciation- Simple depreciation method and provision for depreciation method, Method of calculating depreciation: Straight Line and Written down Value method

Accounting from Incomplete Records (Single Entry System)

Meaning, characteristics and limitations of single entry system, Difference between single entry and double entry system, Difference between balance sheet and

statement of affairs, Ascertainment of profit and loss by the statement of affairs method only.

Unit - III Accounting for Partnership Firm :

Meaning, Features, Partnership Deed and Provisions of Partnership act 1932 in the absence of partnership deed, Fixed vs. Fluctuating Capital accounts, preparation of Profit and Loss Appropriation A/c.

Goodwill - Meaning, nature and Factors affecting Goodwill, Methods of Valuation of Goodwill (Average profit, super profit method and capitalization method).

Reconstitution of partnership firm - Meaning, Circumstances Leading to Reconstitution Change in Profit Sharing Ratio, Sacrificing Ratio, Gaining Ratio, Accounting for revaluation of assets and liabilities and distribution of reserves and accumulated profits and loss.

Admission of a Partner - Simple Problems without Adjustment of Capital

Unit - IV Accounting for Companies :

Accounting for Share Capital :

Shares and share capital: Nature and types as per Companies Act, 2013.

Issue of Shares at par, Premium and Discount, Calls in Advance, Calls in Arrear over subscription and under subscription of shares, Accounting for Forfeiture of Shares and re-issue of shares, Disclosure of share capital in companies' balance sheet (Vertical Format).

Accounting for Debenture :

Issue of debentures at par, at premium and at discount and Issue of debentures for consideration other than cash.

Unit - V Project Work with Viva:

Suggested Areas for Project Work:

- Collection of source documents, preparation of vouchers, recording of transactions with the help of vouchers;
- Preparation of Bank Reconciliation Statement with the given cash book and the pass book with ten to fifteen transactions;
- Comprehensive project starting with journal entries regarding any sole proprietorship business, posting them to the ledger and preparation of Trial balance; The students will then prepare Trading and Profit and Loss Account and Balance Sheet on the basis of the prepared trial balance. Expenses, incomes and profit (loss), assets and liabilities are to be depicted using pie chart/bar diagram.

BUSINESS STUDIES & MANAGEMENT

FIRST YEAR

Paper –I

Marks : 100

Objectives

- To acquaint students with the dynamic nature and inter-dependent aspects of business;
- To develop an interest in the theory and practice of business, trade and industry;
- To help students learn about various forms of business organizations;
- To develop ideas of students about concept, functions and features of internal trade;
- To acquaint students with the concept, process and trends of international trade along with business services;

Course Inputs

Unit-I Nature, Purpose and Forms of Business Organization

Nature and Purpose of Business

Meaning, Characteristics, objectives, Requisites of successful business,

Classification of Business activities - Industry, Commerce, Trade and Aids to trade and Business Risk Concept

Forms of Business Organizations

Sole Proprietorship: Concept, Importance and Limitations, Partnership: Concept. Types, Importance and Limitations of partnership, Registration of a Partnership Firm, Concept of Partnership Deed and its contents

Unit-II Company, Co-operative Society, Public, Private and Global Enterprises

Company (As per Companies Act, 2013) - Concept, Merits and Limitations; Types, private and Public concept, Distinction between a Public and Private Company, Formation of Company - Stages, Important Documents (Memorandum of

Association, Articles of Association, Certificate of Incorporation and Commencement).

Co-operative Society: Meaning, Characteristics, Advantages, and Disadvantages

Public, Private and Global Enterprises: Concept of Public & Private Sector enterprises, Changing Role of Public Sector enterprises, Forms of Public Sector Enterprises (Departmental Undertakings, Statutory Corporation and Government Company), Concept of Global Enterprise, Joint Ventures and Public Private Partnership (PPP).

Unit - III Internal Trade

Wholesalers- Meaning, Characteristics, Functions & Types

Retailer-meaning, Characteristics and Functions, Types of Retailers, Itinerant retailer, small Independent Retailers, Large Scale Retail Organizations- Departmental Stores, Multiple Shop, Mail Order Business, Super Market, Network Marketing, E- marketing, Service of Retailers to Wholesaler and Consumers, Distinction Between Wholesaler and Retailer.

Unit - IV International Trade & Business Services

International Trade: Meaning, Nature, Importance & Limitations of International Trade Distinction between Internal and International Trade, Export Procedure- Enquiry, Receipt of order, Clearance for export, Foreign Exchanges Formalities, Exchange rate, Shipping order Invoice, Shipment of goods and Securing Payment, Import Procedure- Permission to Import, Indent, Letter of Credit, Custom Formalities, Clearing Goods, Making Payment and Closing Transactions.

Ware Housing: Meaning & Functions

Transportation: Importance of Railway, Air & Water ways.

BUSINESS STUDIES & MANAGEMENT

SECOND YEAR

Paper - II

Marks : 100

Objectives :

- To provide students an understanding of the Concept, features, objectives, importance & functions of Management;
- To help the students in learning the principles & Techniques of Management;
- To develop students with an understanding of Financial Markets with its types & functions;
- To acquaint students with concept, objectives and functions of marketing management;
- To enable students to act more effectively and responsibly as consumers, employers, employees and citizens after learning the concept and features of consumer protection act;

Course Inputs :

Unit-I Nature, Significance & Functions of Management :

Management - Meaning, Features, Objectives & Importance, Management as a Science, Art & profession : Levels of Management, Management Functions- Meaning, Features & Importance of planning, Organizing, Staffing, Directing and Controlling.

Unit - II Principles of Management and Business Environment :

Principles of Management - Concept and Significance of Management, Fayol's Principles of Management, Taylor's Scientific Management - Principles & Techniques.

Business Environment - Meaning, Importance and Dimensions, Concept and Features of Liberalization, privatization and Globalization in India.

Unit - III Financial Markets and Marketing Management :

Financial Markets

Financial Markets - Concept, Functions and Types, Money Market and its instruments, Capital Market, Meaning, kinds of Capital Market - Primary & Secondary, stock Exchange - Concept & Functions, Securities and Exchange Board of India (SEBI)- Objectives and Importance.

Marketing Management :

Marketing Management, Marketing Concept and Objectives, Distinction between Marketing and Selling, Marketing Functions, Marketing Mix - Concept and Elements, product- product Mix, branding, labeling and packaging, price : Concept & factors determining price, physical Distribution: Concept, components, Channels of Distribution: Types and promotion: Concept & Elements - Advertising: Meaning Role & Limitations, Personal Selling : Concept & qualities of a good salesman, Sales promotion: Concept & Techniques & Public Relation: Concept and Role

Unit - IV Consumer Protection :

Consumer Protection : Concept and Importance, Consumer Protection Act 1986: Meaning of consumer and consumer protection, Rights and Responsibilities of customers, process of filing complain, Grievance redressal mechanism and

remedies available, Consumer Awareness: Role of consumer Organizations and Non-Government Organizations (NGOs).

Unit - V Project work and Viva

Suggested outlines of Project Work

- Students may develop a Case Study or Project Work on the following lines :
- Changes made over the last few years on mode of packaging and its impact on economy; For Example, Milk being supplied in glass bottles, later in plastic bags, now in tetra pack, Selling products at the Wholesale and Retail Outlet to Shopping Mall & On line Shopping etc.
- Effect of change in environment on the types of goods and service; For Example, Washing Machine, Micro Waves, Mixers and Grinders.
- Application of Principles of Management advocated by Fayol and Scientific Management Techniques developed by F.W.Taylor with various case studies i.e. on Departmental Store, Industrial Unit, and a fast food outlet etc.
- Develop a brief report on history of stock exchange in India, Prepare a list of at least 25 companies listed on a Stock Exchange
- Project Report on various types of products, services identified with their process, Brand name and the product, range of the product, identification mark or logo, Tagline, Labeling and packaging, price of the product and basis of price fixation, Selected channels of distribution and reasons there of decisions related to transportation and warehousing with reasons, promotional techniques used and starting reasons for deciding the particular technique etc.

ECONOMICS

Paper - I

Indian Economy and Statistics

A. INDIAN ECONOMY

- I. Status of Indian Economy 08 Periods
12 Marks
- Basic characteristics of contemporary Indian economy
 - Structural changes in the Indian economy and the present state of relative contributions of primary, secondary and tertiary sectors.
 - Demographic features, Adverse effects of population growth and Population Policy of India
- II. Sectoral Development 10 Periods
15 Marks
- Agriculture- Importance, low productivity and its causes, Green Revolution, present agricultural situation.
 - Industry - Importance, Industrial Policies - 1948,1956,1991.
 - Infrastructure -Role, Economic Infrastructure (Energy, Transport and Communications) and Social Infrastructure (Education and Health)
 - Foreign Trade - Role, Composition, Direction.
- III. Economic Planning and Economic Reforms 07 Periods
13 Marks
- Planning -Meaning, Need, Objectives and Achievements, Niti Ayog Economic Reforms Since 1991- need and main features of Liberalisation, Privatisation and Globalisation.

IV. Current Challenges Facing the Indian Economy 15 Periods
20 Marks

- Poverty - absolute and relative poverty, causes of poverty, important poverty alleviation programmes currently in place.
- Unemployment and underemployment - causes, dimensions and government programmes currently in place.
- Inflation - causes and anti-inflationary measures in place.
- Sustainable economic development - Meaning of sustainable development, Economic growth and its adverse impact on Environment, Problems of global warming and climate change.

B. STATISTICS FOR ECONOMICS

V. Introductory Statistics 06 Periods
07 Marks

- Meaning, scope, importance, uses and limitations of statistics in economics.
- Sources of statistical data- primary and secondary sources, NSSO and Census of India as sources of secondary data in India.
- Methods of collection of primary data - census and sampling methods and their relative merits and demerits.

VI. Frequency Distribution 06 Periods
08 Marks

- Meaning and types of variables and frequency distribution.
- Organisation of Data-Basics, Presentation of data - Tabular and diagrammatic presentation, Bar diagram, Pie diagram, Histogram, Frequency Polygon, Ogives, line graphs, Histograms.

VII. Statistical Methods - I

14 Periods
15 Marks

- Measures of Central Tendency- Simple and Weighted
- Arithmetic Mean, Median, Mode, Concepts of Geometric Mean, Harmonic Mean
- Measures of Dispersion Absolute Measures - Range, Quartile Deviation, Mean Deviation and Standard Deviation
Relative Measures - Coefficients of Range, Quartile Deviation, Mean Deviation and Standard Deviation
- Merits and Demerits of different Measures of Dispersion

VIII. Statistical Methods - II

14Periods
10 Marks

- Correlation- Meaning, Correlation and Causation, Types of Correlation, Scatter diagram Method of measuring correlation, uses of correlation in Economics
- Regression - Meaning, Difference between Correlation and Regression, Use§ of Regression in Economics
- Index Numbers-Meaning, Importance, Uses, Consumer and Wholesale Price Index Number.
- Time Series-Meaning, Uses and Components.

Paper- II

Elementary Micro and Macro Economics

A. INTRODUCTORY MICRO ECONOMICS

- I. Introduction 10 periods
10 Marks
- Definition, scope and subject matter of economics.
 - Meaning of economy and central problems of an economy-scarcity and choice, what, how and for whom to produce ?
 - Basic concepts - wants, utility, goods, value, price and wealth.
- II. Consumption and Demand 10 Periods
10 Marks
- Laws of consumption - marginal and total utility, law of diminishing marginal utility, law of equimarginal utility and conditions of consumer's equilibrium .
 - Demand - meaning and determinants, individual and market demand, demand schedule and demand curve, movement along and shifts in the demand curve.
 - Price elasticity of demand - concept, determinants, measurement of price elasticity of demand; percentage and geometric methods (linear demand curve), relation of price elasticity of demand with total expenditure.
- III. Production 14 periods
15 Marks
- Meaning of production and production function - short run and long run.
 - Total, Average and Marginal Product,
 - Law of variable proportions and returns to a factor.

IV. Cost, Revenue and Supply 12 Periods
15 Marks

- Cost- money and real cost, implicit and explicit cost, fixed and variable cost, Total, average and marginal costs in the short run and their relationship (simple analysis)
- Revenue- Total, average and marginal revenue and their relationship
- Supply - meaning and law of supply

V. Market 08 Periods
10 Marks

- Meaning and forms of market, pure and perfect competition, price determination under perfect competition and effects of shifts in demand and supply .
- Meaning and features of monopoly, monopolistic competition and oligopoly.

B. INTRODUCTORY MACRO ECONOMICS

VI. Introduction 04 Periods
05 Marks

- Meaning of macroeconomics, Distinction between macro-and micro-economics, subject matter of macro economics

VII. National Income 10 Periods
15 Marks

- Meaning and aggregates related to national income - GNP, NNP, GDP and NDP at market price and factor cost.
- National disposable income (Gross and Net), Private Income, Personal income, Personal disposable income, Nominal and real national income. Income determination - Aggregate Demand and Supply and their components, simple Keynesian Theory of Income Determination.

VIII. Money, Banking and Public Finance

12 Periods
20 Marks

- Meaning and Functions of Money.
- Meaning and Functions of Commercial Banks .
- Functions of Central Bank.
- Meaning of Public Finance and Difference between public and private finance.
- Budget - Meaning and objectives, balanced and unbalanced budget, surplus and deficit budget.

Books Recommended:

1. Bureau's Higher Secondary (+2) ECONOMICS, Part-I & II, Published by Odisha State Bureau of Text Book Preparation and Production, Bhubaneswar.

TRADE SUBJECTS
ACCOUNTING AND AUDITING
FIRST YEAR
PAPER – I THEORY

Marks – 40

Unit – I

- Accounting : Meaning, Definition, Advantage and Imitations, Branch of Accounting, Users of Accounting Information
- Basic Accounting Terms : Transaction, Event, Voucher, Debit, Credit, Asset, Liability, Capital, Drawing, Income, Grain, Revenue, Profit, Loss, Expense, Expenditure, Stock, Goods, Depreciation, Purchase, Sale, Debtor, Creditor, Receivable, Payable, Accounting Concepts and Conventions, Accounting Equations.

Unit – II

- Types of Accounts : Personal, Real and Nominal
- Systems of Accounts : Double Entry System – Features, Merits and Demerits, Keeping Rules regarding Debit and Credit
- Journal : Meaning Featurs, Format, Steps in Journalising, Simple and Compound Journal Entries.

Unit - III

- Subsidiary Books : Meaning, Users, Format, Purchase Book, Sales Book, Purchase Return Book, Sales Return Book, Bills Receivable Book, Bills Payable, Cash Book – Single, Double and Triple Colum, Patty Cashbook.
- Ledger : Meaning utility and Format, Posting from Jounal and Subsidiary Books, Balancing Subsidiary Books and Accounts.

Unit – IV

- Trial Balance : Meaning, Types and Preparation of Trial Balance,
Meaning Types, Detection, Errors, Disclosed not
disclosed not Trial Balance
- Bank Reconciliation : Meaning Objects and Preparation
Statement
- Capital and Revenue : Meaning and Futures, Capital and Revenue Income,
Transactions Capital and Revenue Expenditure, Deferred Revenue
Expenditure

ACCOUNTING AND AUDITING
FIRST YEAR
PAPER – I PRACTICAL

Marks – 60

Units

1. Preparation of bill, Invoice, Debit and Credit Note.
2. Preparation of Subsidiary Books.
3. Posting of Ledger Accounts and its balancing.
4. Preparation of Trial Balance.
5. Preparation of Bank Reconciliation Statement.

ACCOUNTING AND AUDITING

FIRST YEAR

PAPER – II THEORY

Marks – 40

Unit – I

- Auditing : Meaning, Definition, Objects, Features, Scope, Statutory requirements of Audit, Distinction between Auditing and Accounting.
- Object of Audit : Primary and Secondary, Classification of Error and Fraud
- Auditor : Qualification, Duties and Responsibility

Unit – II

- Type of Audit : Continuous, Periodical, Partial, Interim, Internal, External and Statutory (Basic Idea), Constitutional provision for Audit.
- Audit Technique, Audit Procedure, Test Check, Overall Checks
- Meaning and Importance of Audit Programme, Audit Note Book and Working Paper

Unit - III

- Internal Check and Internal Control : Meaning, Objectives, Advantages and Limitations, Internal Check as regard to (i) Cash Transaction (ii) Wage Payment (iii) Sale and (iv) Purchase (v) Verification of Stock

Unit - IV

- (i) Audit of private commercial organisation by Chartered firms
- (ii) Audit of Govt. / Corporate / Govt. undertaking
- (iii) Audit of Public & Private Sector Banks by CA firms

ACCOUNTING AND AUDITING
FIRST YEAR
PAPER - II PRACTICAL

Marks 60

Units

1. Preparation of Simple Audit Programme.
2. Classification of Errors and Identification of fraud.
3. Preparation of Audit Note.
4. Drawing a corrected Trial Balance and tallying Trial Balance with the help of working papers.
5. Suggesting Internal Check for different types of transactions.
6. Study of Audit report of an organisation and to identify irregularities, preparation of compliance report.

**ACCOUNTING AND AUDITING
SECOND YEAR
PAPER - III THEORY**

Marks – 40

Unit – I

Final Accounts : Meaning of Manufacturing Account, Trading Account, Profit and Loss Account and Balance Sheet, Marshalling of assets and liabilities, Preparation of Final Accounts with adjustments such as – Closing Stock, Outstanding Expenses, Pre-paid Expenses, Accrued Income, Income received in advance, Depreciation, Bad Debt, Provision for Bad and doubtful Debt, Provision for Discount on debtors, Manager's Commission, Interest on capital and Interest on drawings.

Unit – II

Bills of Exchange and Promissory Note : Meaning, Features, Parties, Specimen and distinctions between the two, Accounting for Trade Bill and Accommodation Bill, Accepting, Discounting Endorsing, Retiring renewal, Dishonour and noting.

Unit – III

Voucher : Meaning, Definition and Objectives of Voucher

Distinction between vouching and routine checking, Meaning and essential features of voucher, steps for vouchering, Vouching Cash Book and other books of account

Unit – IV

- Capital and Revenue
- Financial Statement

ACCOUNTING & AUDITING
SECOND YEAR
PAPER – III PRACTICAL

Marks 60

Units

1. Preparation of Final Accounts with adjustment items.
2. Marshalling of Assets and Liabilities in Balance Sheet.
3. Preparation of voucher.
4. Listing documents required for verification and valuation of different Assets and Liabilities.
5. Verification and Valuation of individual Assets and Liabilities.
6. Preparation of Journal, Cash Book, Ledger and Final Accounts by using Tally Package.

ACCOUNTING AND AUDITING
SECOND YEAR
PAPER - IV THEORY

Marks – 40

Unit – I

Organisation of Audit : Central Govt. Level and State Govt. Level

Unit – II

Role of Comptroller and Auditor General (CAG) in Financial Management.

Unit - III

Recent trends in Audit : Social Audit, Audit ethics.

Unit - IV

- i. Use of computer in Accounting and Audit work, Automation of Audit work.
- ii. Meaning and Components of Computer, Input, Output, Storage device, Hardware, Software.
- iii. Operating System.
- iv. MS Office
- v. Accounting Package : Tally

ACCOUNTING AND AUDITING
SECOND YEAR
PAPER - IV PRACTICAL

Marks - 60

Units

1. Preparation of Audit Report
2. Study of Audit report of a Block for a particular year identification of irregularity & audit compliance.
3. Study of Audit Office of the district : its structure and functions.
4. Operating of a computer, use of window commands.

INSURANCE
(PRINCIPLE OF INSURANCE & LIFE INSURANCE)
FIRST YEAR
Paper - I Theory

Full Marks : 40

UNIT - I

Meaning, definition, nature, functions, importance of insurance. Origin of insurance and insurance business and its scope in India. Insurance as a means to cover risks. Concept of Re-insurance and double insurance.

UNIT - II

Types of insurance and their organization in India objectives of insurance. Principles of Insurance. Insurance contract – essentials and classifications principle of Indemnity, Doctrine of subrogation and cause proxima, Insurable interest, mitigation of loss.

UNIT - III

Nature of Life Insurance, Life Insurance & other insurance comparison. Classification of policies Annuities. Classification and selection of risks Measurement of risks and morality table.

UNIT - IV

Policy conditions in life insurance. Conditions relating to commencement of risk, premium, continuation of policies, lapse conditions and claim conditions

**INSURANCE
(PRINCIPLE OF INSURANCE & LIFE INSURANCE)
FIRST YEAR
Paper - I Practical**

Full Marks : 60

UNIT - I

Exposure to forms related to insurance and how to fill up the forms of different life insurance policies. Various life insurance plans and policies Marriage, Education, Group insurance, Endowment, Joint Life Policies, Money back Policies, Children Policies.

UNIT - II

Benefits in different Policies. Amount of Sum Assured age calculation, premium calculations.

UNIT - III

Salary savings, express policy documents, personal statements. filling up the different proposal forms in life insurance.

UNIT - IV

Agent's selection & Agent commission with some examples General Principles of filling up the proposal forms. Agents Confidential Report

UNIT - V

Policy documents, Age proof, conditions and privileges of Insurance Policies.

UNIT - VI

Suicide / Days of grace, Tax rebate calculation, Income Tax, deductions under different sections of I.T.

INSURANCE
(PRINCIPLE OF INSURANCE & LIFE INSURANCE)
FIRST YEAR
Paper - II Theory

Full Marks : 40

UNIT - I

Calculation of Premium : Types of Premium Steps for calculation. Assumptions Underlying Rate Computations, Calculation of Net Single Premium in different types of Policies. Term Insurance, whole life policies, Pure Endowment Policy. Double Endowment Joint Life Policy. Calculation of Level of Premium. Calculation of gross premium.

UNIT - II

Nature and Meaning of Surrender Value. Bases of Calculating Surrender Value. Accumulation approach and saving approach. Forms of payment of surrender value.

UNIT - III

Evaluation of Life Insurance, Purpose of evaluation, Surplus declaration and distribution of Bonus.

UNIT - IV

Official Structure of Life Insurance. Duty of an insurance Agent, Planning for Life Insurance Selling. Insurance Regulatory and development Authority Act., 1999.

INSURANCE
(PRINCIPLE OF INSURANCE & LIFE INSURANCE)
FIRST YEAR
Paper - II Practical

Full Marks : 60

UNIT - I

Difference in rebate for different life insurance plans. Conditions and Privileges in Insurance Policies.

UNIT - II

Paid-up Policy, Surrender of Policy Procedure of Surrender the Policy, Bases of Calculation Surrender values Forms of Payment of surrender value.

UNIT - III

Assignment, Types of Assignment, Lapse Conditions. Revival of Laps policies. Special Revival Scheme.

UNIT - IV

Accident benefits, Nomination, settlement option.

UNIT - V

Claim settlement, Documents used for claim settlement.

UNIT - IV

Maturity claim, early claim, documents used for maturity claim and early claim.

INSURANCE
(MARINE & FIRE INSURANCE)
SECOND YEAR
Paper - III Theory

Full Marks : 40

UNIT - I

Nature of Marine Insurance Contract. Meaning and Classification of Marine Insurance. Element of Marine Insurance Contract. Insurable Interest Utmost good faith, Doctrine of Indemnity, Subrogation warranties Proximate Cause.

UNIT - II

Assignment & Nomination of Policies, Calculation and Payment of Premium, Return of Premium, Various Clauses in Marine Insurance, Marine Losses and Payment of Claims.

UNIT - III

Meaning, Nature of Fire Insurance. Fire Insurance contract, kinds of policies. Policy conditions.

UNIT - IV

Rate fixation in fire Insurance, Payment of Premium, Re-insurance, Loss by fire and payment of claim.

**INSURANCE
(MARINE & FIRE INSURANCE)
SECOND YEAR
Paper - III Practical**

Full Marks : 60

UNIT - I

Filling up the proposal form for Cargo, Hull and Freight Insurance, Understanding and Implication of important queries of the proposal form.

UNIT - II

Understanding the policy and its various clauses Interpretation of Important clauses with actuarial Problems. Determination of the application of the doctrine of cause proxima.

UNIT - III

Drafting and filling notice of loss.

UNIT - IV

Settlement of claim in Marine Insurance, Various Documents required for settlement of claim.

UNIT - V

Filling the Assignment form, claim form.

UNIT - VI

Acquainting the students with the proposal form for various types of Insurance.

**INSURANCE
(MISCELLANEOUS INSURANCE)
SECOND YEAR
Paper - IV Theory**

Full Marks : 40

UNIT - I

Motor Insurance, Kinds of Policies in Motor Insurance, Procedures of Motor Insurance. Payment of Claim. Burglary Insurance. Policies of Burglary Insurance.

UNIT - II

Personal Accident Insurance, Employer's Liability Insurance; Classification of risk and coverage. Policy form. Employees State Insurance Act.

UNIT - III

Fidelity Guarantee Insurance : Types of Policy, Application form for different policies. Boiler explosion Insurance. Live Stock and Poultry Insurance.

UNIT - IV

Crop Insurance, Agricultural Pumpset Insurance, Fishery Insurance, Banker's Indemnity Insurance, Jeweller's block Insurance.

UNIT - V

Filling the Assignment form, claim form.

UNIT - VI

Acquainting the students with the proposal form for various types of Insurance.

INSURANCE
(MISCELLANEOUS INSURANCE)
SECOND YEAR
Paper – IV Practical

Full Marks : 60

UNIT - I

Understanding the five Policy and its various changes. filling up the proposal form for fire insurance.

UNIT - II

Procedure of Assignment in fire insurance fixation of premium filling up the Assignment form.

UNIT - III

Procedure of Renewal, Filling up the Renewal Form, Cancellation of Fire Policy.

UNIT - IV

Problems in case of a Policy Containing an average clause and also in case of re-insurance.

UNIT - V

Settlement of claim, Determination of insurer's Liability, Drafting Claim Notice.

UNIT - VI

Claim procedure in each type of insurance and settlement of claim in case of important types of insurance.

OFFICE MANAGEMENT (OM)
FIRST YEAR
PAPER - I THEORY

Marks - 40

Unit – I : Introduction

1. Meaning, purpose functions and importance of an Office.
2. Office Manager: Qualification, functions, duties and responsibilities of an Office Manager.

Unit - II : Office Layout and Environment

1. Principles of Layout
2. Types of Office i.e. Centralised and Decentralised Office
3. Various Departments of Modern Office
4. Front Office Management

Unit - III : Office Communication

1. Types of Postal Services
2. Mailing different types of Letters
3. Electronic Mail Service

Unit - IV : Form Designing

1. Principles of Form Designing
2. Designing different Office Forms; Invoices, Receipts and Challan, etc.

OFFICE MANAGEMENT (OM)

FIRST YEAR

PAPER – I PRACTICAL

Marks - 60

Units

1. Demonstration of an Office set up
2. Visiting nearest Office (Govt. or Private)
3. Preparation of an ideal model Office layout
4. Use of Suggestion Box and Complaint Box
5. Maintenance of Data Cell and Record Management
6. Front office interior management
7. Dairying and marking incoming mails
8. Sorting numbering and addressing letters
9. Sealing, stamping and booking packets for outward mail

OFFICE MANAGEMENT (OM)

FIRST YEAR

PAPER – II THEORY

MARKS : 40

Unit - I : Filing and Indexing

1. Meaning and Importance of Filing System
2. Classification and Methods of Filing
3. Meaning and types of Indexing

Unit - II : Office Manual

4. Meaning and types of Office Manual
5. Information to be included in Office Manual

Unit - III : Office Stationery and Machine

1. Procedure for Need, Regulation and Control of Office Stationery
2. Meaning and Objectives of Mechanisation
3. Advantages and Disadvantages of Mechanisation of Office Work

Unit IV : Training in Human Relations

1. Relations with Public, Steps for good Public Relation
2. Maintenance of Information Counter, Redressal of Public Grievances
3. Relation with Superiors / Subordinates

OFFICE MANAGEMENT (OM)

FIRST YEAR

PAPER - II PRACTICAL

MARKS : 60

Units

1. Filling importance of forms like TA bills, Indent Form, Requisition Slip, Treasury Challan, Form of Booking, Railway and Flight Ticket
2. Maintenance of Dairy and Despatch Register
3. Handling different Office Machines
4. Redressal of Public Grievances
5. Media of keeping relation with public
6. Dealing with tax related matters

OFFICE MANAGEMENT (OM)

SECOND YEAR

PAPER – III THEORY

Marks - 40

Unit – I : Office Correspondence

1. Noting and Drafting - Meaning and importance
2. Style, Design and Drafting different types of Government and Business Letters.

Unit - II : Meeting and Conference

1. Meaning and types of Meeting
2. Procedures for conducting Meetings, Notice, Agenda, Quorum, Adjournment and Resolution

Unit - III : Insurance

1. Meaning, Importance and Objectives of Insurance
2. Types of Insurance and Basic Principles of Insurance

Unit – IV : Tax

1. Definition of Tax, kinds of Tax - Direct Tax and Indirect Tax
2. Basic Idea about Income Tax, Value Added Tax and Central Sales Tax
3. Goods and Service Tax (GST)

OFFICE MANAGEMENT (OM)

SECOND YEAR

PAPER – III PRACTICAL

MARKS : 60

Units

1. Drafting Letters for Commercial Offices
2. Drafting Letters for Government Offices
3. Writing Circulars, Letters of Enquiries, Reply to Enquiries, Complaints and Claim
4. Drafting Notice, Minutes, Resolutions of different Meetings
5. Preparations of Agenda for a Meeting
6. Writing Letters in different styles and design to Insurance Organisation, Agents, Debtors for Collection of Dues.
7. Dealing with Tax related matters.

OFFICE MANAGEMENT (OM)

SECOND YEAR

PAPER – IV THEORY

MARKS : 40

Unit – I : Banking Operation

1. Types of Bank Account
2. Opening of an Account
3. Overdraft
4. Writing of Cheque
5. Crossing of Cheque

Unit - II : Banking Instruments

1. Banker's Cheque, Bank Draft,
2. Debit Card and Credit Card
3. Travellers Cheque, Transaction through Automated Teller Machine (ATM)
4. Core Banking, Net Banking
5. RTGS, NEFT

Unit – III : Human Resource Management

1. Meaning
2. Objectives
3. Importance
4. Functions of Human Resource Management

Unit – IV : Computer

1. Fundamentals of Computer, UPS, MS Office
2. Internet and Computer Security
3. Preparation of Bio-data for Job
4. Power Point presentation

OFFICE MANAGEMENT (OM)

SECOND YEAR

PAPER – IV PRACTICAL

Marks - 60

Units

1. Opening and operation procedure of different type of Bank account through pay-in-slip and withdrawal form
2. Preparation of Cheque, general and special crossing of cheque, Developing skill on endorsing cheque
3. Requesting for Bank Draft, Travellers Cheque and Banker's Cheque
4. Operation of Credit and Debit Card
5. Visit an Ideal Office and Know about performance appraisal methods and training procedure adopted for skill development of the employees
6. Basic Computer Knowledge and Use of MS Office, Internet
7. Preparation of CV and how to face Interview
8. Operation of ATM.
9. E-information
10. E-receipt, E-despatch

TAX ASSISTANCE

FIRST YEAR

Paper - I Theory

Full Mark : 40

Unit - I Tax

Definition of Tax, Kinds of Tax, Direct Tax and Indirect Tax, Income Tax Concept & its Function and Sales Tax Concept & its Function & Concept of Entertainment Tax & its Function

Unit - II Drafting and Type Writing

Idea of Typewriting Machine ,use & importance operation of Key Board, Letter Writing ,Report Writing, Precis Writing / Office method , Filing & Indexing

Unit - III Computer

History of Computer, Basic of a Computer and its Operation, Component of Computer and their uses, Input & Output devices.

Unit - IV Operating System

WINDOW .Use of window to create, access, edit, delete& Print Content of File.

MS Office

(MS WORD, EXCEL, POWER POINT) Creating ,Editing, Printing, Saving & Exit (MS-WORD, EXCEL/POWER POINT}yses of Various important MS-OFFICE Commands.

TAX ASSISTANCE

FIRST YEAR

Paper - I Practical

Full Mark : 60

- Unit - I** Entertainment Tax & its Computational Statement, Method of Entertainment Tax, Tax Office & its function.
- Unit - II** Drafting official Correspondences for Taxation Purposes, Preparation of Tax Report, Drafting of Appeals.
- Unit - III** Type Writing, Typing Simple Passage at a minimum speed of 30 W.P.M typing, Dictation within limited Time.
- Unit - IV** Computer type writing, Computer typing simple passage at a minimum speed of 40 W.P.M., Computer Typing Dictation within limited time.

TAX ASSISTANCE

FIRST YEAR

Paper - II Theory

Full Mark : 40

Unit - I Local Tax

Municipal Tax : Imposition of different types of Municipal Taxes & its Restriction & its Computation (House Tax, Water Tax etc.) ,Exemption of Municipal Taxes, Appeal Against Municipal Taxes.

Grampanchayat Tax

Types of Grampachayat Tax, Appeal Against Grampachayat Taxes

Unit - II Motor Vehicle Tax

Different Authorities, Licensing of Drivers, Registration of Motor Vehicle, Penalties, Prosecution.

Unit - III Value Added Tax (VAT)

Concept ,Application, Definition of Assesses, Assessing Authority, Registration & Amendment & Cancellation Procedure of Dealers, Assessment Of Tax , Taxable Goods, Taxable Turnover Tax on Sale and Purchase, Rates of Tax, Offence & Penalties.

Unit - IV Goods and Services Tax

Objectives

Challenges

TAX ASSISTANCE

FIRST YEAR

Paper - II Practical

Full Mark : 60

Unit - I : Municipal Tax & Grampanchayat Tax

- Study of Procedure with Municipal & Grampanchayat Office & its function related to House Tax , Property Tax & License Valuation of Properties for Tax Purpose.

Unit - II : Motor Vehicle Tax

- Drafting Various Documents, Identification of the Motor Vehicle Forms relating to Motor Vehicle Tax., Exposure to Office Procedure of R.T.O. / Familiarity with Insurance Rules, Third Party & Comprehensive

Unit - III : Value Added Tax (VAT)

- Filling up of Registration under different Sections of different Organisations, Preparation of Annual/Quarterly, and Monthly Taxable Turnover, Familiarity with Office Procedure of VAT, Uses of different types of VAT Forms & Challans

Unit - IV : Central GST and State GST

TAX ASSISTANCE

SECOND YEAR

Paper - III Theory

Full Mark : 40

Unit - I Custom Duty

Custom Act 1962, Definitions , Meaning & importance of Custom Duty, Officer appointed for Custom Ports, Airports, Detection of illegal imported Goods, Prevention & Detection, Levy & Exemption, Conveyance, Seizure, Arrest ,Confiscation, Appeal & Revision

Unit - II Importance & Function of EOU (Export Oriented Unit), DTA (Domestic Tariff Area) Import Procedure

Import of Goods & its Procedure, Concept of Boat Note, Goods in Transit & Transshipment.

Import Procedure to be observed by the Importer

Submission of Bill Entry (Section 46), Clearance of Goods (Section 47), Assessment of Duty, Types & Contents of Bill of Entry.

Export Procedure

Export of Goods & its Procedure

Export Procedure to be observed by the Exporter

Submission of Shipping Bill, Declaration of the Exporter, Payment of Cess & Duty, Bringing the Goods to the Port ,Obtaining "ORDER FOR EXPORT" Shipment of Goods ,Procedure to be followed by Person -in-Charge of Conveyance (Section 32 to 35) , Submission of Export Manifest(Sec .38 &, 42).

Unit - III Warehousing

Warehousing Station, Private Warehousing (Sec. 57), Public Warehousing (Sec. 58), Warehousing Period Sec. 61)

Unit - IV Central Excise Duty

Central Excise Act 1944, Definitions, Meaning & Object of Central Excise Duty, Types of Excise Duty, Study of Various Provisions of Levy, Refunds & Exemption rules relating to Excise Duty, Valuation of Excisable Goods, Valuation rules to determine the Assessable Value (Sec. 4(1)(b)], Central Excise Tariff Act, Excise Procedure.

Importance & Function of SEZ (Special Economic Zone), EFTZ (Export Free Trade Zone) / EPZ (Export Processing Zone)

TAX ASSISTANCE
SECOND YEAR
Paper - III Practical

Full Mark : 60

Unit - I : CENTRAL SALES TAX

- Filling up of Registration under different sections of different Business Organization. Familiarity with office Procedure and use of different FORMS & CHALLANS
- Preparation of Annual Sales Return of different Business Organization (CST) & Computation of Annual
- Taxable Turnover for Central Sales Tax.

Unit - II : CUSTOM DUTY

- Drafting of Various Documents & Related Papers. Familiarity with all FORMS available in the Office & Department.

Unit - III : CENTRAL EXCISE DUTY :

- Drafting of Various Documents & Related Papers. Familiarity with all FORMS available in the Office & Department.

TAX ASSISTANCE
SECOND YEAR
Paper - IV Theory

Full Mark : 60

Unit - I Income Tax

Concept of Income Tax, Terminology, Basis of Charges (Various Residential Status), HEADS \ SOURCES Of Income (SALARY, HOUSE PROPERTY, BUSINESS \ PROFESSIONAL, CAPITAL GAIN, OTHER SOURCES) Various Deduction out of Gross Total Income , Offence, Penalties Procedure Assessment of Income Tax for (INDIVIDUAL, H.U.F, & NON-CORPORATE ASSESSESS)

Importance & Function of STP (Software Technology Park), EHTP (Electronic Hardware Technology Park)

Unit - II Income Tax on Salaries

Taxability of salary income, computation of salary income

Unit-III Service Tax

Concept of Service Tax, Exemption, Various Services Chargeable to Service Tax, Penalties, Computation of Taxable Services

- Unit - IV**
- (a) E-filing : its significance and working.
 - (b) Use of permanent Account Number (PAN)
 - (c) Management of Chit Funds

TAX ASSISTANCE
SECOND YEAR
Paper - IV Practical

Full Mark : 60

Unit - I : Income Tax

- Assessment of Board Income Sources of different Categories of Assessee Classified on the Basis of Different Salary Group, Professionals.
- Income Tax of Small Business Houses, Large Houses & Industrial Houses.
- Familiarity with different types of Forms & Challenges of Income Tax, Office Procedure.

Unit - II : Computer & Internet

- Various Procedure of Internet to e-Filing of different Income Tax Return (Download, Filling up & Saving Procedure of the various ITR Forms & Submission to Income Tax Department) E-mail etc.

Unit - III : Service Tax

- Concept of Service Tax, Exemption, Various Services Chargeable to Service Tax, Penalties, Computation of Taxable Services.

Unit - IV : Checklist to prevent tax - avoidance