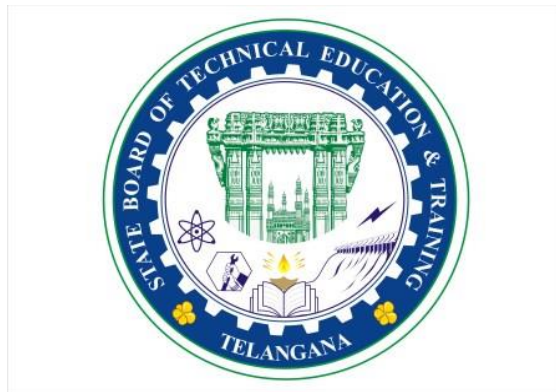


C-18 - Curriculum

Diploma in Commercial & Computer Practice



**State Board of Technical Education & Training
Telangana, Hyderabad**

IV Semester

TEACHING AND EXAMINATION SCHEME

S.No.	Course Code	Course Name	Teaching Scheme					Examination Scheme						
			Instructions periods Per Week			Total Periods Per Semester	Credits	Continuous Internal Evaluation			Semester End Examination			
			L	T	P			Mid Sem-I	Mid Sem-II	Internal Evaluation	Max.Marks	Min Marks	Total Marks	marks for passing including
1	18CCP-401F	Comprehensive English	2	2	0	60	3	20	20	20	40	14	100	35
2	18CCP-402C	Partnership Accounts	2	2	0	60	3	20	20	20	40	14	100	35
3	18CCP-403C	Office Organisation & Correspondence	2	2	0	60	3	20	20	20	40	14	100	35
4	18CCP-404C	'C' Programming	2	2	0	60	3	20	20	20	40	14	100	35
5	18CCP-405C	<u>Elective-1:</u> A) Banking (B) Mercantile Law	2	2	0	60	3	20	20	20	40	14	100	35
6	18CCP-406P	English Shorthand (80 wpm)	1	0	2	45	1.5	20	20	20	40	20	100	50
7	18CCP-407P	English Shorthand (80 wpm) (Transcription on Computer)	1	0	2	45	1.5	20	20	20	40	20	100	50
8	18CCP-408P	Office Organisation & Banking Lab	1	0	2	45	1.5	20	20	20	40	20	100	50
9	18CCP-409P	D.T.P. Lab	1	0	2	45	1.5	20	20	20	40	20	100	50
10	18CCP-410P	'C' Programming Lab	1	0	2	45	1.5	20	20	20	40	20	100	50
		Academic Activities	0	0	7	105	2.5	0	0	Rubrics		--	-	
			15	10	17	630	25	200	200	200	400	170	1000	425

Activities: student performance is to be assessed through Rubrics

****18CCP-106P-Phonography Lab, 18CCP-206P-Advanced Phonography Lab, 18CCP-306P-English Shorthand Speed 60 WPM, & 18CCP-406P-English Shorthand Speed 80 WPM –All these subjects are framed with an evaluation structure of 20+20+40+20 as per C-18 curriculum. However, a candidate secured 45% of end examination excluding mid sem – 1, mid sem-2 and sessional marks shall only be considered to treat the aforementioned subjects as equivalent to Shorthand English Lower Grade (SEL) Certificate awarded by the SBTET, TE to non formal candidates appearing for Shorthand Examination separately.**

COMPREHENSIVE ENGLISH

Course Title:	COMPREHENSIVE ENGLISH	Course Code	18CCP-401
Semester	IV	Course Group	: Core
Teaching Scheme in Hrs(L:T:P)	30:15:0	Credits	: 3
Methodology	Lecture + Assignments+ Practice	Total Contact Hours :	:45Hrs/60Pds
CIE	60 Marks	SEE	40 Marks

Course Content and Blue Print of Marks for SEE

Unit No	Unit Name	Periods	Questions to be set for SEE			
			R	U	A	
1	The Boy Who Broke the Bank Verb Patterns	4 + 4 = 8	Q4	Q1	Q9(a)	Q13(a)
2	Parage Describing a Process	4 + 4 = 8				
3	My Elder Brother Filling in Forms	4 + 6 = 10		Q2	Q10(a)	Q14(a)
4	Idioms & Phrases Note-Making	6 + 6 = 12				
5	The Awakening Dialogue Writing	4 + 4 = 8		Q3, Q4 Q5, Q6 Q7, Q8	Q9(b), Q11(a), Q11(b)	Q13(b), Q15(a), Q15(b)
6	Don't Die Hilton, Don't Die Job advertisements Reading Comprehension	4 + 6 + 4 = 14			Q10(b), Q12(a), Q12(b)	Q14(b), Q16(a), Q16(b)
Total		60	8	8	8	

Pre requisites

This course requires the basic knowledge of grammar and basic Listening, Speaking, Reading and Writing skills.

Course Outcomes

At the end of the course the student will be able to

CO1 :	Frame sentences in given verb patterns
CO2 :	Describe a Process effectively
CO3 :	Fill forms with ease
CO4 :	Use Idioms and Phrases effectively. Make notes.
CO5 :	Speak in different contexts properly.
CO6 :	Respond to Job Advertisements. Read and comprehend a given passage.

Course Content

UNIT 1

Duration : 4 + 4 = 8 Periods (L: 4 – P: 4)

1. The Boy Who Broke The Bank
2. Verb-Patterns.

UNIT 2

Duration: 4 + 4 = 8 Periods (L: 4 – P: 4)

1. Parige.
2. Describing a Process.

UNIT 3

Duration: 4 + 6 = 10 Periods (L: 4 – P: 6)

1. My Elder Brother
2. Filling –in- Forms.

UNIT 4

Duration: 6 + 6 = 12 Periods (L: 6 – P: 6)

1. Idioms and Phrases.
2. Note-Making.

UNIT 5

Duration: 4 + 4 = 8 Periods (L: 4 – P: 4)

1. The Awakening.
2. Dialogue Writing.

UNIT 6

Duration: 4 + 6 + 4 = 14 Periods (L: 6 – P: 8)

1. Don't Die Hilton Don't Die.
2. Job Advertisements.
3. Reading Comprehension.

Recommended Books

1. INTERactive ENGLISH - Intermediate Second Year English Textbook
Published by Telugu Academy, Telangana State Board of Intermediate Education.
2. Intermediate English Grammar by Raymond Murphy, Cambridge University Press.
3. English Vocabulary in Use by Michael McCarthy Felicity O'Dell, Cambridge University Press.
4. Practical English Grammar by (A)J Thomson and (A)V. Martinet.
5. Word Power made easy by Norman Lewis.
6. A Textbook of English Phonetics for Indian Students by T. Balasubramanian.
7. Better English Pronunciation Second Edition by J.D.O'Connor.
8. Business Communication Strategies by Matthukutty M. Monipally.
9. A course in Phonetics and Spoken English Second Edition by J. Sethi and P.V. Dhamija

Suggested Learning Outcomes

1.0 The Boy Who Broke the Bank, Verb-Patterns

- 1.1 Know different verb-patterns.
- 1.2 Know different types of sentences.
- 1.3 Appreciate Short Stories.
- 1.4 Know Characterisation and theme.
- 1.5 Understand the nuances of the language.
- 1.6 Know new words, synonyms, antonyms.

2.0 Parige, Describing a Process.

- 2.1 Describe a process effectively.
- 2.2 Know about linkers.
- 2.3 Appreciate a short story.
- 2.4 Know characterisation and theme.
- 2.5 Know meanings, synonyms and antonyms.

3.0 My Elder Brother, Filling - in – Forms.

3.1 Fill different forms with ease.

3.2 Appreciate a short story.

3.3 Know about characterisation and theme.

4.0 Idioms and Phrases, Note Making.

4.1 Know how to make notes.

4.2 Know meaning of different idioms and phrases.

4.3 Know usage of different idioms and phrases.

4.4 Know how to frame sentences using idioms and phrases.

5.0 The Awakening, Dialogue Writing

5.1 Appreciate the short story.

5.2 Know new words.

5.3 Understand theme and characterisation.

5.4 Write dialogues for different situations.

5.5 Know how to converse in different contexts.

6.0 Don't Die Hilton Don't Die, Job Advertisements, Reading Comprehension.

6.1 Know how to respond to different job advertisements.

6.2 Read a passage, comprehend and answer questions.

6.3 Appreciate the short story.

6.4 Understand theme, plot and characterisation.

Internal evaluation

Test	Units	Marks	Pattern
Mid Sem 1	1 and 2	20	Part A 4 Bit answer questions Part B 2 Short questions out of 4 Questions Part C 2 Essay questions out of 4 Questions
Mid Sem 2	3 and 4	20	Part A 4 Bit answer questions Part B 2 Short questions out of 4 Questions Part C 2 Essay questions out of 4 Questions
Slip Test 1	1 and 2	5	2 Essay Questions out of 3 Questions
Slip Test 2	3 and 4	5	2 Essay Questions out of 3 Questions
Assignment	1	5	Group assignments
Seminars	1	5	
	Total	60	

Suggested Student Activities

1. *Group Discussions on social issues.*
2. *Role plays and skits.*
3. *Group Presentations on social issues/grammar topics.*
4. *Using a dictionary to know meaning of different idioms and phrases.*
5. *Poster presentations on idioms and phrases.*
6. *Writing resume and cover letter to advertisements from newspapers/magazines.*
Preparing charts on the same.
7. *Vocabulary games for idioms and phrases.*
8. *Presentations on people who won bravery awards.*
9. *Describing a process. Demonstrations of the process.*
10. *Note making on selected articles/ paragraphs/extracts from realia(a)*

Suggested E-Learning references

e-learning:

1. www.duolingo.com
2. www.bbc.co.uk
3. www.babbel.com
4. www.merriam-webster.com
5. www.ello.org
6. www.lang-8.com
7. youtube.com
8. Hello English (app)
9. mooc.org
10. <https://onlinecourses.nptel.ac.in>

Semester End Examination marks distribution

	Short answer	Essay	Marks
Part A	8	0	8
Part B	0	4/8	12
Part C	0	4/8	20
Total	8	8/16	40

Model Question papers

MID SEM 1 MODEL PAPER

Max time: 1 Hr TOTAL MARKS: 20

PART - A 4 x 1 = 4 M

Instructions: Answer **all** the questions. Each question carries **one** mark.

1. Why was Nathu grumbling?
2. Frame a sentence with the given pattern:
S+V+O
3. Why did Mallaiah wail silently?
4. Write the pattern for given sentence.
"we play cricket"

PART - B 2 x 3 = 6 M

Instructions: Answer **any TWO** questions. Each question carries **three** marks.

5. (a) How did Sitaram try to help Nathu?
OR
(b) Frame a sentence each with the given patterns:
i. S + V + SC ii. S + V + DO + IDO.iii. S + V + O + OC
6. (a) How did Mallaiah get news about his family?
OR
(b) Describe the process of cooking rice.

PART-C 2 x 5 = 10 M

Instructions: Answer **any two** questions. Each question carries **five** marks.

7. (a) How did the rumour break the bank?
OR
(b) Frame a sentence each with the given patterns:
i. S + V + SC ii. S + V + DO + IDO.iii. S + V + O + OC
iv. S + V v.S + V + IDO + DO
8. (a) Summarize the plight of Mallaiha as portrayed in Parige.
OR
(b) Describe how to open an account in a bank.

MID SEM 2 MODEL PAPER

Max time: 1 Hr

TOTAL MARKS: 20

PART - A 4 x 1 = 4 M

Instructions: Answer **all** the questions. Each question carries **one** mark.

1. Which brother always passed the examination?
2. Write the meaning of the given Idioms:
 - a. A drop in the ocean.
 - b. Feather in one's cap.
3. Use the following Idioms in a sentence.
 - a. Save one's neck.
 - b. At the eleventh hour
4. Write the Idioms to the given meanings:
 - a. A weak spot.
 - b. Show no emotion.

PART - B 2 x 3 = 6 M

Instructions: Answer **any TWO** questions. Each question carries **three** marks.

5. (a) Did the elder brother love to play?

OR

(b) Fill the form with the given data:

M. Vijay born on 23/10/2000 studying tenth class in ZPH School in Medaram with admission number 9567.

CERTIFICATE OF THE HEAD OF THE SCHOOL / COLLEGE
(in case of students)

I hereby certify that Sri/Kum./Smt
is a bonafide student of studying in class
His/Her date of birth is as per this Office Records.
Students Concessional Bus Pass/ General Bus Ticket/ Physically Handicapped Bus
Pass may be issued.
Admission No.

*Signature of the Head of the
School/College with Office Seal.*

Station Date

6. (a) Write the meaning of the given idioms.

i. Burry the hatchet ii. Cloud nine iii. Rags to riches

(b) Make notes for the following passage:

Writing and speaking are the two modes of Communication. We also communicate through other modes such as pictures, symbols, signs and gestures. Communicating through these is called non-verbal communication. They occupy less space yet communicate ideas quickly and clearly. We find symbols and pictorial representation in many public places like railway stations, bus stations, airports and also on roads and highways.

PART-C 2 x 5 = 10 M

Instructions:

- a. Answer any two questions.
 - b. Each question carries five marks.
7. (a) Sketch the character of the younger brother.

OR

(b) Fill the given form with the given details. Withdraw an amount of Rs500 from your account number 23235956710. in Balapur branch.

NOT NEGOTIABLE		TOKEN NO.	
CPF - 3 Comp. No. 2200074 Alanta		STATE BANK OF INDIA	SAVINGS BANK WITHDRAWAL FORM
	Date _____		
	_____/ Branch ACCOUNT NO./		
	Name of the Account Holder _____		
	Rupees _____		
Cash Transfer Paid Stamp		Savings Bank Account PAY CASH	Rs. _____
Scroll No. _____		Passing Officer _____	Account Holder's Signature _____
Note: This Savings Bank withdrawal Order form is not a cheque. Unless this form is accompanied with Pass Book Payment will be refused.			

8. (a) Write meaning for the following idioms.

- i. bolt from the blue
- ii. storm in a tea cup
- iii. go the extra mile.
- iv. keep at arms length
- v. let the cat out of the bag

OR

(b) Make notes for the following paragraph.

One of the most familiar ways of representing the global community of English speakers is in terms of three circles. The inner circle represents the native speakers. The outer circle consists of second language speakers in countries like India. The expanding circle is the ever increasing number of people learning English as a foreign language.

SEMESTER END EXAMINATION MODEL PAPER

Max time: 2 Hrs TOTAL MARKS: 40

PART - A 8 x 1 = 8 M

Instructions: Answer **all** the questions. Each question carries **one** mark

1. What was the complaint of Nathuram?
2. How did the elder brother give rest to his mind?
3. How old is Alka and which class did she pass?
4. Why was Peta-Lynn excited?
5. How old is Hilton?
6. Complete the Dialogue.
Good morning..... I help you?
7. Who rescued Hilton from the crocodile?
8. Is qualification mentioned in the job advertisements?

PART - B 4 x 3 = 12 M

Instructions: Answer **any FOUR** questions. Each question carries **three** marks.

9. (a) Frame a sentence with the given pattern:

- i. S + V + O.
- ii. S + V.
- iii. S + V + SC

OR

(b) Complete the given dialogue with appropriate sentences.

Student :

Teacher : You are late again Ravi.

Student :

Teacher : It's ok. But don't repeat it. Come on in for today.

Student :

(a) Fill the form with the given details. Take a demand draft for Rs 250 in favour of the Secretary, SBTET.

OR

(b) Prepare an advertisement for a Stenographer Job in Adharvana Finance Pvt Ltd.

10. (a) What did Alka find in her father's briefcase?

OR

(b) Construct a dialogue between two friends who are discussing about their annual examinations. Write three turns of conversation.

11. (a) Which parts of Hilton's body was attacked by the crocodile?

OR

(b) Read the given passage and answer the following questions:

Once there was a minister who grew old, his hair fell off and he became bald. So he bought a wig of someone else's hair and wore it whenever he went out. One day as he was rushing out of Parliament, there was a gust of wind and his wig fell off thus exposing his bald head. Everyone there started laughing at him. The Minister himself laughed out loud saying "How could I expect someone else's hair to stay upon my head while my own would not stay there?"

[i] Give a suitable title to the passage.

[ii] Why did the minister become bald?

[iii] Is the name of the minister mentioned anywhere in the passage?

PART-C 4 x 5 = 20 M

Instructions:

a. Answer any four questions.

b. Each question carries five marks.

12. (a) Describe how you prepare for your semester exams.

OR

(b) Summarize how Alka gets awakened?

13. (a) Read the given passage and make notes:

The Indian Antarctic Program was initiated in 1981. Under this programme, atmospheric, biological, earth, chemical and medical sciences are studied. The Antarctic holds scientific interest for a number of reasons like the origin of continents and can help in the study of climate change, meteorology and pollution.

OR

(b) Describe how Hilton was rescued by Peta-Lynn

14. (a) Complete the dialogue with appropriate sentences

Clerk :

Manager : Good morning. I see that you are late to work again.

Clerk :
Manager : I'm getting tired of your excuses.
Clerk :
Manager : You can go to your desk now.
Clerk :

OR

(b) Write a dialogue between a customer and a salesman in a mobile shop. Write five turns of conversation.

15. (a) Prepare a resume for the given Job advertisement :

ARE YOU THE ONE WE ARE LOOKING FOR? ARE YOU THE ONE WHO MANAGES A DIFFICULT TASK WITH PATIENCE? ARE YOU THE GRADUATE WITH GOOD COMMUNICATION SKILLS? ARE YOU THE CANDIDATE BELOW 25YRS OF AGE? ARE YOU THE ONE WILLING TO WORK IN ANY STATE OF INDIA?

OR

(b) Read the given passage and answer the following questions:

We make notes when we read text book, or a reference book, or prepare for an exam or plan to write a paper. Making notes involves collecting information and to collect information we have to understand and remember things we listen to or things we read. The main difference between note taking and note making is that note taking involves the listening skill whereas note making involves the reading skill. During note making we need to take down only the important points. The form of taking down notes depends upon the subject of the passage we are studying.

- Give a suitable title to the passage.
- What is the difference between note taking and note making?
- When do we make notes?
- What do we do to collect information?
- On which thing the forms of taking notes depend?

Model Rubrics for Group Presentation

Method of evaluation of the student activities (Rubrics) CCP-401

S.No	Sub activity	Performance			
		excellent	Good	Satisfactory	Need improvement
1	Quality of Work	Provides work of the highest quality.	Provides high quality work.	Provides work that occasionally needs to be checked/redone by other group members to ensure quality.	Provides work that usually needs to be checked/redone by others to ensure quality.
2	Preparedness	Brings needed materials to class and is always ready to work.	Almost always brings needed materials to class and is ready to work.	Almost always brings needed materials but sometimes needs to settle down and get to work	Often forgets needed materials or is rarely ready to get to work.
3	Working with Others	Almost always listens to, shares with, and supports the efforts of others. Tries to keep people working well together.	Usually listens to, shares, with, and supports the efforts of others. Does not cause "waves" in the group.	Often listens to, shares with, and supports the efforts of others, but sometimes is not a good team member.	Rarely listens to, shares with, and supports the efforts of others. Often is not a good team player.
4	Attitude	Never is publicly critical of the project or the work of others. Always has a positive attitude about the task(s).	Rarely is publicly critical of the project or the work of others. Often has a positive attitude about the task(s).	Occasionally is publicly critical of the project or the work of other members of the group. Usually has a positive attitude about the task(s).	Often is publicly critical of the project or the work of other members of the group. Often has a negative attitude about the task(s).
5	Time Management	Routinely uses time well throughout the project to ensure things get done on time. Group does not have to adjust deadlines or work responsibilities because of this person's procrastination.	Usually uses time well throughout the project, but may have procrastinated on one thing. Group does not have to adjust deadlines or work responsibilities because of this person's procrastination.	Tends to procrastinate, but always gets things done by the deadlines. Group does not have to adjust deadlines or work responsibilities because of this person's procrastination.	Rarely gets things done by the deadlines AND group has to adjust deadlines or work responsibilities because of this person's inadequate time management.

Note: Separate rubrics may be prepared according to the activity

PARTNERSHIP ACCOUNTS

Course Title	: Partnership Accounts	Course Code	: 18CCP-402C
Semester	: IV	Course Group	: Core
Teaching Scheme in Hrs (L:T:P)	: 2:2:0	Credits	: 3
Type of course	: Lecture + Assignments	Total Contact Hours	: 60 Pds
CIE	: 60 Marks	SEE	: 40 Marks

Prerequisite: The students should have basic knowledge of English and General Mathematics

COURSE OUTCOME	
CO1	Meaning, need and calculation of Average Due Date.
CO2	Meaning, need and calculation of Account Current.
CO3	Profit sharing – Distribution of profits considering Interest on Capital/Drawings/Loan – P& L Appropriation a/c – Goodwill – Meaning and methods of Goodwill, Goodwill valuation.
CO4	New profit sharing ratio, Goodwill treatment methods, preparation of P & L Adjustment a/c (or) Revaluation a/c, Capital a/c and new Balance Sheet when partner is admitted.
CO5	Preparation of P & L Adjustment a/c (or) Revaluation a/c, capital a/cs and new Balance Sheet when a partner retires. Causes of Dissolution – Difference between P & L Adjustment a/c and Realisation a/c.
CO6	Meaning and features - Different methods of maintaining Joint Venture accounts.

Course Contents

Unit-I : Average Due Date:

Duration: 08 Hr

Meaning, need and calculation of Average Due Date

Unit-II : Account Current:

Duration:10 Hr

Meaning, need and calculation of Account Current.

Unit-III : Partnership Accounts

Duration:08 Hr

Methods of profit sharing and Goodwill treatment – Accounting procedure for distribution of profits considering Interest on Capital/Drawings/Loan – Difference between P & L a/c and P & L Appropriation a/c – Goodwill – Meaning and methods of Goodwill calculation, factors influencing Goodwill, Goodwill valuation.

Unit-IV : Partnership Accounts - Admission of a Partner**Duration:10 Hr**

New profit sharing ratio, Goodwill treatment methods, preparation of P & L Adjustment a/c (or) Revaluation account, capital accounts and new Balance Sheet.

Unit-V: Partner's Retirement, Dissolution of Partnership firm:**Duration:14 Hr**

New profit sharing ratio, Goodwill treatment methods, preparation of P & L Adjustment a/c (or) Revaluation a/c, capital a/c and new Balance Sheet.

Causes of Dissolution – Difference between P & L Adjustment a/c and Realisation a/c – capital accounts – Bank a/c on Dissolution when partners are solvent – **Garner Vs Murray** – Preparation of accounts when all partners (except one) are insolvent applying **Garner Vs. Murray** – Preparation of a/c when all partners are insolvent.

Unit-VI: Joint Venture:**Duration:10 Hr**

Meaning and features – Distinguish between Joint Venture and Partnership – Different methods of maintaining Joint Venture accounts.

RECOMMENDED BOOKS:

- 1) Grewal T S 'Introduction to Accountancy'
- 2) Maheswari S.N. 'Introduction to Accountancy'
- 3) Gupta and Gupta 'Principles and Practice of Accountancy'
- 4) Jain and Narang 'Advanced Accounts'
- 5) Shukla and Grewal 'Advanced Accounts'
- 6) Gupta and RadhaSwamy 'Advanced Accounts'
- 7) Telugu Academy publications for Intermediate course.
- 8) Basu & Das - Advanced Accountancy Vol-I and Vol-II
- 9) Basu & Das – Problems in Advanced Accountancy Vol-I and Vol-II

Suggested Learning Outcomes: Upon completion, the student will be able to:**1.0 Understand the Average Due Date**

- 1.1 Meaning of Average Due Date
- 1.2 List and explain the advantages of Average Due Date
- 1.3 Explain the procedure for calculation of Average Due Date
- 1.4 Calculation of Average Due Date
- 1.5 Calculation of the interest from the due date to the date of payment.

2.0 Understand the Account Current

- 2.1 Definition of Account Current
- 2.2 List the important points in calculating the number of days.
- 2.3 Explain the different methods of calculating interest
- 2.4 Prepare the Account Current in different methods.
- 2.5 State the significance of Red Ink Interest in Account Current.

3.0 Understand the Partnership accounts.

- 3.1 Explain the method of distribution of profits taking into account the interest on capital, interest on drawings, outstanding expenses, interest on loan.
- 3.2 Pass journal entries on the above.
- 3.3 Distinguish between Profit and Loss account and Profit and Loss Appropriation account.
- 3.4 Solve problems pertaining with adjustments.
- 3.5 Define Goodwill.
- 3.6 Explain the methods of calculating Goodwill.
- 3.7 List the factors influencing Goodwill.
- 3.8 List the circumstances when the Goodwill is valued.

4.0 Understand accounting treatment for Admission of a Partner

- 4.1 Calculate the new profit sharing ratio on admission of a partner.
- 4.2 Explain the various methods of treatment of Goodwill on admission of a new partner
- 4.3 Explain the Profit and Loss Adjustment account or Revaluation account.
- 4.4 Give accounting treatment in case of admission of a new partner preparing Revaluation account, capital accounts and new balance sheet.

5.0 Understand accounting treatment of Retirement and Dissolution of Partnership

- 5.1 Calculation of the new profit sharing ratio on retirement of partner
- 5.2 Calculation of gaining ratio
- 5.3 Explain the various methods of treatment of Goodwill on retirement of partner
- 5.4 Give accounting treatment in case of retirement of partner - Preparing Revaluation account, capital accounts and new balance sheet
- 5.5 Meaning of Dissolution
- 5.6 List the circumstances leading to Dissolution of partnership
- 5.7 Explain the Realisation account
- 5.8 Distinguish between Realisation account and Revaluation account
- 5.9 Preparation of Realisation account, capital accounts and bank account on Dissolution where the partners are solvent
- 5.10 Explain the ruling in **Garner Vs. Murray** case
- 5.11 Give accounting treatment for Dissolution when all but one partner are insolvent without applying the ruling in **Garner Vs. Murray** case
- 5.12 Give accounting treatment for Dissolution when all but one partners are insolvent applying the ruling in **Garner Vs. Murray** case
- 5.13 Explain when the 'deficiency account' is prepared
- 5.14 Give accounting treatment for Dissolution of partnership when all the partners are insolvent

6.0 Understand Joint Venture

- 6.1 Explain the concept of Joint Venture
- 6.2 Distinguish between Joint Venture and Partnership
- 6.3 Explain the different methods of maintaining Joint Venture accounts
- 6.4 Explain the maintenance of Joint Venture accounts by any one of the parties, by all the parties
- 6.5 Explain the method of maintaining accounts in a separate set of books. Solve problems in different methods

Suggested Student Activities

1. Students to visit Library to refer to Manuals and magazines on Business development in various countries
2. Students prepare charts and posters for different types of Business Organizations
3. Visit nearby Industry to familiarize with Business Development techniques
4. Analyze the issues in the different types of industries
5. Quiz
6. Group discussion
7. Surprise test
8. Role plays
9. Verifying the health hazards of various business units and steps taken to curb them in different industrial units.
10. Visit a Sole trading concern, partnership firm and Joint Stock Company

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO
CO1	Calculation of Average Due Date – Interest	R/U/A	1,2,3,4,5,6,7,8,9,10
CO2	Calculation of Account Current with various methods	R/U/A	1,2,3,4,7,8,9,10
CO3	Partnership Accounts	R/U/A	1,2,5,6,7,8,9,10
CO4	Admission of Partnership	R/U/A	1,2,3,4,5,6,7,8,9,10
CO5	Retirement of Partner and Dissolution of Partnership	R/U/A	1,2,3,4,5,6,7,10
CO6	Joint Venture	R/U/A	1,2,3,5,6,7,8,9,10

MID- I MODEL QUESTION PAPER

Time : 1 Hour

Max Marks : 20

PART – A

Answer all questions. Each question carries ONE Mark.

4x1 = 4 Marks

1. State the meaning of the concept Average Due Date.
2. State any two advantages of Average Due Date.
3. State the meaning of Account Current.
4. List different methods of calculating interest in Account Current.

PART – B

Answer either (a) or (b) in each question. Each question carries THREE Marks.

2x3=6 Marks

5 (a) Find out the Average Due Date from the following for the year 2003:

DUE DATE	AMOUNT Rs.
January 7 th	2,500
February 20 th	1,500
April 4 th	2,000

(OR)

(b) Calculate Average Due Date from the following.

DUE DATE	AMOUNT Rs.
May 10 th	1,500
June 15 th	1,000
August 20 th	3,000

6 (a) From the following transactions prepare an Account Current to be sent by Nataraj to Jayaraj as on June 30th, 2005 charging interest @5% p.(a)

2005	Rs.
January 1 st Balance due from Jayaraj	3,000
January 10 th Sold goods to Jayaraj	2,000
February 1 st Cash received from Jayaraj	3,000

(OR)

(b) From the following transactions prepare an Account to be rendered by Bhajanlal to Ramlal as on 30th June 2006. Calculate interest @ 5% p.(a)

2006	Rs.
January 10 th Sold goods to Ramlal	500
February 8 th Received cash from Ramlal	200
March 10 th Bought goods from Ramlal	1,400

7 (a) Raju purchased goods and the dates of payment are as follows:

DUE DATE	AMOUNT Rs.
January 6 th	2,000
February	3,000
16 th	4,000
March 15 th	5,000
April 1 st	6,000
April 14 th	

He intends to give one bill for the total amount payable on the Average Due Date. Find out the Average Due Date.

(OR)

(b) Find the Average Due Date of the following bills drawn.

Rs.2,000 due on 4th March
 Rs.1,000 due on 23rd April
 Rs. 100 due on 1st May
 Rs.1,500 due on 15th May
 Rs.500 due on 31st July

8 (a) Balance due from Ramesh 2,000 to Suresh in the year 2006. The following are the transactions which took place between them. Interest is to be charged @ 5% p.(a) Prepare an Account Current to be rendered by Suresh to Ramesh upto 30th April, 2006.

2006	Rs.
January 16 th Suresh sold goods to Ramesh	2,000
January 29 th Purchased goods from Ramesh	1,000
February 15 th Paid cash to Ramesh	1,500
March 15 th Bills receivable from Ramesh	2,000

(OR)

(b) Srinivas is in Account Current with Sunder. The following transactions have taken place between 1-1-2009 to 30-4-2009. Prepare Account Current to be rendered by Sunder to Srinivas as on 30th April, 2009. The rate of interest is 5% p.(a)

2009	Rs.
January 1 st Balance due by Srinivas	800
January 15 th Sold goods to Srinivas	1,500
January 25 th Received cash from Srinivas	500
February 12 th Received Bills Receivable from Srinivas	800
February 20 th Sold goods to Srinivas	2,500
March 15 th Purchased goods from Srinivas	1,000
March 31 st Received cash from Srinivas	1,000

MID II MODEL QUESTION PAPER

Time : 1 Hour

Max Marks : 20

PART – A

Answer all questions. Each question carries ONE Mark.

4x1 = 4 Marks

1. State the methods of calculating Goodwill.
2. Define Goodwill.
3. State the methods of treatment of Goodwill on admission of new partner.
4. State what Revaluation Account is.

PART – B

Answer either (a) or (b) in each question. Each question carries THREE Marks.

2x3=6 Marks

- 5 (a) P and Q are in partnership with capitals of Rs.25,000 and Rs.40,000 respectively with 2:1 ratio. P is entitled for a salary of Rs.200 per month. Interest at 5% is allowed on capitals. There is no interest on drawings. P withdrew Rs.1,500 and B withdrew Rs.1,000 during the year. Net profit before the above adjustments was Rs.6,000. Show Profit and Loss Appropriation Account.

(OR)

- (b) Srinivas and Nagesh are partners in a firm sharing profits and losses as Srinivas-4/5 and Nagesh-1/5. On 1-4-2005 the capitals of partners are Srinivas-Rs.50,000 and Nagesh-40,000. The Profit and Loss account of the firm for the year ended 31st March, 2006 showed a net profit of Rs. 1,75,000. Interest on capital is 5%. And the interest on drawings Srinivas Rs.450 and Nagesh Rs.300. Prepare Profit and Loss Appropriation Account.
- 6 (a) A and B are in partnership sharing the profits and losses equally. C was admitted as a new partner bringing as capital Rs.60,000 and Goodwill Rs.30,000. The amount of Goodwill should be retained in the business. Write the journal entries to this effect.

(OR)

- (b) Anand and Balu are in partnership sharing the profits and losses in the ratio of 3:1. Chandu was admitted as a new partner for 1/5th share bringing as capital Rs.50,000 and Goodwill Rs.20,000. The amount of Goodwill should be withdrawn by the old partners. Write the journal entries to this effect.

PART – C

Answer either (a) or (b) in each question. Each question carries FIVE Marks.

2x5=10 Marks

- 7 (a) A and B are in partnership with capitals of Rs.15,000 and Rs.10,000 respectively. A is entitled for a salary of Rs.200 per month. Interest at 5% is allowed on capitals. There is no interest on drawings. A withdrew Rs.1,500 and B withdrew Rs.1,000 during the year. Net profit before the above adjustments was Rs.6,000. A and B share the net divisible profits or losses in the ratio of 60:40. Show Profit and Loss Appropriation Account and partners' capital accounts.

(OR)

- (b) Seetha and Geetha entered into partnership on 1-1-2008 contributing capitals of Rs.40,000 and Rs.30,000 respectively, sharing profits in the ratio of 3:2. Geetha is to be allowed a salary of Rs.8,000 per annum. Interest on capitals is to be allowed at 6% p.a. During the year Seetha withdrew Rs.6,000 and Geetha Rs.12,000, interest on drawings being, Rs.100 and Rs.140 respectively. Profit before the above adjustments was Rs.21,160. Show how the profit is to be distributed among the partners and also show their capital accounts under Fixed Capitals Method.

- 8 (a) Akhila and Bhoomika are in partnership sharing the profits and losses equally. Swetha was admitted as a new partner bringing as capital Rs.50,000 and Goodwill Rs.40,000. Write the journal entries in the following cases.

1. When the Goodwill is retained in the business
2. When the Goodwill is withdrawn from the business

(OR)

- (b) Geethika and Mallika are in partnership sharing the profits and losses in the ratio of 3:1. Chandrika was admitted as a new partner for $\frac{1}{5}$ th share bringing as capital Rs.80,000. The amount of Goodwill is Rs.20,000. Write the journal entries when the Goodwill is created and withdrawn by the old partners.

END EXAM MODEL PAPER - C-18 18CCP-402C

Time : 2 Hours

Max Marks : 40

PART – A

Answer all questions. Each question carries ONE Mark.

8x1 = 8 Marks

1. State the meaning of the concept Average Due Date.
2. Define Goodwill.
3. State what is Realisation Account?
4. Define Account Current.
5. State the meaning of Dissolution.
6. State the ruling in **Garner Vs. Murray** case.
7. State the meaning of the concept Joint Venture.
8. State the methods of maintaining accounts in Joint Venture.

PART – B

4x3=12 Marks

Answer either (a) or (b) in each question. Each question carries THREE marks.

9 (a) Find out the Average Due Date from the following.

DUE DATE	AMOUNT Rs.
January 17 th	500
February 10 th	1,800
April 14 th	2,500

(OR)

- (b) A and B are in partnership sharing profits and losses in the proportion of 2/3, and 1/3 respectively. They decided to dissolve the partnership on 30-6-2006 on which date the balance sheet of the firm was as follows:

Liabilities	Amount	Assets	Amount
Capitals:		Cash	800
A	1,700	Debtors	2,400
B	4,000	Stock	4,000
		Furniture	1,500
Sundry creditors	3,000		
	8,700		8,700

The furniture is taken over by A at an agreed value of Rs.1,240. The debtors realised Rs.2,200, stock realised Rs.5,200 and expenses of realisation amounted to Rs.120 and creditors are paid off at a discount of 5%. Prepare Realisation account.

- 10 (a) The profits of a company for 2004, 2005 and 2006 were given as Rs.50, 000, Rs.30, 000 and Rs.70,000 respectively. Goodwill is calculated at the 2 years purchase of average profit. Calculate the amount of Goodwill.

(OR)

- (b) Rama purchased goods worth Rs.1,500 and sent them to Krishna on Joint Venture. They share profits and losses equally. On the same day Rama paid carriage and freight Rs.90. On receiving the goods, Krishna paid for carriage Rs.30 and insurance Rs.40. Krishna sent Account Sales showing that the goods were sold for Rs.2,550. Write journal entries in the books of Ram(a)

- 11(a) A and B are in partnership sharing profits and losses in the proportion of 2/3, and 1/3 respectively. They decided to dissolve the partnership on 30-6-2006 on which date the balance sheet of the firm was as follows:

Liabilities	Amount	Assets	Amount
Capitals:		Cash	800
A	1,700	Debtors	2,400
B	4,000	Stock	4,000
		Furniture	1,500
Sundry creditors	3,000		
	<u>8,700</u>		<u>8,700</u>

The furniture is taken over by A at an agreed value of Rs.1,240. The debtors realised Rs.2,200, stock realised Rs.5,200 and expenses of realisation amounted to Rs.120 and creditors are paid off at a discount of 5%. Prepare Realisation Account.

(OR)

- (b) Verma, Sharma and Shastri are partners sharing profits as 3:2:1. Their balance sheet as on 31-12-2005 is given below:

Liabilities	Amount	Assets	Amount
Creditors	19,000	Bank	2,500
Bills payable	5,000	Debtors	15,500
Reserve fund	12,000	Stock	25,000
Capitals		Motor vehicles	8,000
Verma	40,000	Plant and machinery	35,000
Sharma	30,000	Buildings	45,000
Shastri	25,000		
	<u>1,31,000</u>		<u>1,31,000</u>

Shastri retired subject to the following adjustments:

- Goodwill of the firm is to be taken as Rs.18,000.
- Reduce plant by 10% and motor vehicles by 15%
- Stock to be appreciated by 20% and buildings by 10%
- Reserve on debtors is to be created by Rs.1,950

Prepare Revaluation account.

- 12 (a) Karuna of Madras sent cotton goods to Bhanu of Delhi worth Rs.10,000 and paid Rs.1,000 for freight. Bhanu incurred expenses amounting to Rs.1,200 and sold entire stock for Rs.18,000. Karuna and Bhanu share profits and losses equally. Prepare Joint Venture account in the books of Karun(a)

(OR)

- (b) Ramya and Kavya entered into Joint Venture sharing profits and losses equally. Kavya sells the articles and is allowed a commission of 2% on sales. Ramya purchased goods worth Rs.10,000 and sent them to Kavya. Ramya paid freight and insurance Rs.400. Kavya sold the stock for Rs.25,000. Write the journal entries in the books of Ramya(a)

PART – C

4x5=20 Marks

Answer either (a) or (b) in each question. Each question carries FIVE Marks.

- 13 (a) A partner has withdrawn the following sums of money during the half year ending 30-6-2011.

BILL DATE	AMOUNT Rs.
January 17 th	1,500
January 28 th	2,000
February 18 th	1,200 800
March 5 th	2,000
April 24 th	1,500
June 2 nd	

Interest is to be charged @9% p.a. (a) Find out the Average Due Date and calculate the interest.

(OR)

- (b) Suresh and Balu are partners in a business sharing profits and losses as 3/5 and 2/5 respectively. Their balance sheet as on 1-1-2008 is given below:

Liabilities	Amount	Assets	Amount
Capital accounts: Suresh 20,000 Balu 15,000	35,000	Plant and Machinery Stock Bank Cash	20,000 16,000 6,000 500
Reserve a/c Sundry Creditors	15,000 7,500 57,500	Sundry Debtors	15,000 57,500

Balu retires from the Business. The following revaluations were made:

- a) The Goodwill of the firm is valued at Rs.25,000.
- b) Depreciate plant and machinery by 7 ½ % and stock by 15%.
- c) A bad debts provision is made against debtors at 5%.

Prepare necessary ledger accounts and balance sheet of the firm.

- 14 (a) Seetha and Geetha entered into partnership on 1-1-2008 contributing capitals of Rs.40,000 and Rs.30,000 respectively, sharing profits in the ratio of 3:2. Geetha is to be allowed a salary of Rs.8,000 per annum. Interest on capitals is to be allowed at 6% p.a. During the year Seetha withdrew Rs.6,000 and Geetha Rs.12,000, interest on drawings being, Rs.100 and Rs.140 respectively. Profit before the above adjustments was Rs.21,160. Show how the profit is to be distributed among the partners and also show their capital accounts under Fixed Capitals Method.

(OR)

- (b) Mr. Mahesh bought goods worth Rs.12,000 and sent them to Karthik on a Joint Venture. Profits are to be shared equally. On the same day, he paid carriage of Rs.120. On receipt of the goods Karthik paid carriage of Rs.40 and insurance of Rs.100. Mahesh received an account sales from Karthik showing gross sales of Rs.16,500 and sent demand draft for the same. Pass necessary post them in ledger accounts in the books of Mahesh.

- 15 (a) The balance sheet of Gopi, Ravi and Kiran sharing profits in the ratio of 4:3:3, stood as follows as on 31-12-2009:

Liabilities	Amount	Assets	Amount
Sundry creditors	30,500	Cash at bank	3,500
Capital accounts:		Sundry debtors	35,000
Gopi	20,000		15,000
Ravi	15,000	Stock	25,000
Kiran	15,000	Machinery	2,000
	80,500	Furniture	80,500

On 31st December, 2009 Kiran retires from the firm and for this purpose, the Goodwill of the firm has been valued at Rs.18,000. Stock has been revalued at Rs.20,000, machinery at Rs.15,000 and furniture at Rs.1,000. A reserve of Rs.3,000 for doubtful debts has been agreed to be created. Prepare Revaluation account, capital accounts and balance sheet of Gopi and Ravi.

(OR)

- (b) Pran and Verma are in partnership sharing profits and losses in the ratio of 3:2. The following is the balance sheet on the date of Dissolution.

Liabilities	Amount	Assets	Amount
Sundry creditors	3,000	Cash	100
Pran's capital	750	Stock	2,400
Verma's capital	450	Loose tools	1,200
		furniture	500
	4,200		4,200

The stock, Loose tools and furniture realised Rs.2,700 and the expenses of winding up is Rs.75. Prepare necessary ledger accounts.

- 16(a) Anand enters into Joint Venture with Vijay to ship mangoes to Das in Delhi. Anand buys and sends mangoes to the value of Rs.1,00,000 and pays freight etc. Rs.500 and other expenses Rs.200. Vijay sold the goods for Rs.4,00,000 and spent Rs.2,500 for freight, Rs.570 towards insurance and Rs.730 for other expenses. Prepare necessary ledger accounts in the books of Anand.

(OR)

- (b) Rajesh bought goods worth Rs.2,000 and sent them to Somesh on a Joint Venture. Profits are to be shared equally. On the same day, he paid carriage of Rs.150 and drew a bill on Somesh for Rs.1,000 and discounted it for Rs.950. On receipt of the goods Somesh paid carriage of Rs.60 and insurance of Rs.80. Rajesh received an account sales from Somesh showing gross sales of Rs.3,800 and sent demand draft for the same. Pass necessary post them in ledger accounts in the books of Rajesh.

OFFICE ORGANISATION AND CORRESPONDENCE

Course Title	: Office Organisation & Correspondence	Course Code	: 18CCP-403C
Semester	: IV	Course Group	: Core
Teaching Scheme in Hrs (L:T:P)	: 2:2:0	Credits	: 3
Type of course	: Lecture + Assignments	Total Contact Hours	: 60 Pds
CIE	: 60 Marks	SEE	: 40 Marks

Prerequisite: The students should have basic knowledge of English and General Mathematics

COURSE OUTCOME

CO1	The importance of Office and Office Manager in modern business and importance of Departmentation and different departments in modern organizations
CO2	Need for Office Organisation, Office lay out and meaning, Objectives, importance and consequences of poor organization,
CO3	Meaning of filing - Different methods of filing meaning of indexing and types of indexing - Inward and Outward correspondence procedure
CO4	The Essentials of Business Correspondence, Letters of Orders, Quotations and acceptance
CO5	Order, Order Confirmation, Execution and Cancellation letters
CO6	Letters of claims, complaints, Collection, Circular and Application for a situation

COURSE CONTENTS:

Unit-I : Office Management and Departmentation

Duration:10 Hr

Office Management – Office meaning – Importance of Office, basic and administrative functions of office— Functions of Office Manager – qualifications of Office Manager - Meaning of Departmentation The need for Departmentation – Various departments in an office and their functions.

Unit-II : Need for Office Organisation

Duration:10 Hr

Need for Office Organisation – Consequences of poor organization – meaning of Office Layout & Objectives of Office layout –importance of office layout

Unit-III : Filing and Indexing and Procedure for Inward and Outward Mail

Duration:10 Hr

Meaning of filing and Indexing, different types of filing and indexing. Procedure for Inward and Outward correspondence.

Unit-IV : Correspondence – Types – Letters of Enquiry, Quotations, Acceptance
Duration:10 Hr

Correspondence – Various types of correspondence – Essentials of a business letter —Letters of Enquiry – Quotations – Offers- Acceptance

Unit-V : Order confirmation, execution and cancellation letters **Duration:10 Hr**

Order Confirmation, execution and cancellation letters - Circumstances under which order is cancelled.

Unit-VI : Claims, complaints, application for a situation and circular letters
Duration:10 Hr

Claims – characteristics of claims- Complaints – Reasons for complaint – Collection letters – Circular letters – Circumstances for circular letters – Drafting of circular letters and Application for a situation.

NOTE: The Essay questions in ‘Correspondence’ - Section B of Part B – should test the candidate’s ability to draft independent correspondence based on situations.

Suggested Learning Outcomes: Upon completion, the student will be able to:

1.0 Understand the importance of Office and Office Manager and Departmentation in modern business.

- 1.1 Define the meaning of office
- 1.2 Explain the importance of office
- 1.3 State the basic and administrative functions of a modern office
- 1.4 List out the functions of Office Manager
- 1.5 List the qualifications of Office Manager
- 1.6 Meaning of Departmentation
- 1.7 Explain the need for Departmentation
- 1.8 Name various departments
- 1.9 Explain functions of each department

2.0 Understand the features of Office lay out

- 2.1 Explain the need of office organization
- 2.2 List the consequences of poor organization
- 2.3 Explain the importance of office layout
- 2.4 List out the objectives of office layout
- 2.5 Explain the meaning of Centralization
- 2.6 List out the merits and demerits of Centralization
- 2.7 Explain the meaning of Decentralization
- 2.8 List out the merits and demerits of Decentralization

3.0 Understand the different methods of Filing and Indexing , Inward and Outward correspondence.

- 3.1 Meaning of filing
- 3.2 Explain various methods of filing

- 3.3 The meaning indexing
- 3.4 Explain the different types of indexing
- 3.5 Explain receiving and sorting of letters
- 3.6 Explain opening, recording, marking and distributing letters
- 3.7 Explain maintaining inward mail register
- 3.8 Understand folding of letters and envelope preparation for outward mail
- 3.9 Explain sorting, sealing, weighing and stamping
- 3.10 Explain recording in dispatch register (outward mail register)

4.0 Understand the Essentials of Business Correspondence, Letters of Orders, Quotations and acceptance

- 4.1 Define Correspondence and essentials of good correspondence
- 4.2 State what is an Enquiry and draft letters of Enquiry
- 4.3 State the difference between an Offer and Quotation
- 4.4 List out the important points in letter of Offer and Quotation
- 4.5 Draft letters of Offer and letters of Quotation
- 4.6 Draft letters of accepting Quotation
- 4.7 List the points to be kept in placing Order

5.0 Understand order, order Confirmation, Execution and Cancellation

- 5.1 Give the meaning of order, order Confirmation, Execution and Cancellation
- 5.2 Write the points in letter of Confirmation, Cancellation and Execution of Orders.
- 5.3 Name the situations when Orders are cancelled
- 5.4 Draft letters of order, order Confirmation, Execution and Cancellation

6.0 Understand letters of Claims, Complaints, Collection, Circular and Application for a situation

- 6.1 Name of the characteristics of a letter of Claim and Complaint.
- 6.2 Mention the characteristics of claim and circumstances when a complaint is made.
- 6.3 Draft letters of complaint on delay in delivery of goods, defective, poor quality of goods etc.
- 6.4 Explain when collection letters are sent.
- 6.5 List the different stages of collection letters.
- 6.6 Draft Collection Letters
- 6.7 Define a Circular Letter.
- 6.8 Draft Circular letter informing the shifting of business/ admission/ retirement of partners and introduction of new product.
- 6.9 State various elements of an application for a situation
- 6.10 Draft letters of application for a situation

REFERENCES:

- 1. Office Organization and Management.. Chopra
- 2. Office Organization and Management.. S.P. Arora
- 3. Essentials of Business Communication..Rajendrapal and Korlahalli
- 4. Commercial Correspondence.. R. Mohan

Suggested Student Activities

1. Student visits Library to refer to Manuals and magazines on Business correspondence
2. Students prepare charts and posters for different types of office organizations
3. Visit nearby Industry to familiarize with Office organization techniques
4. Analyze the issues in the different types of Offices
5. Quiz
6. Group discussion
7. Surprise test
8. Role plays
9. Verifying the health hazards of various business offices and steps taken to curb them in different industrial units.
10. Preparing of charts for routine office correspondence
11. Drafting letters on various contexts/situations

E-learning References:

1. <https://www.elearning-office.com>
2. <https://www.elcomcms.com>
3. <https://www.intercom.com>

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO
CO1	The importance of Office and Office Departmentation and different departments in modern organizations	R/U/A	1,2,3, 6,7,8,9,10
CO2	Need for Office Organisation, Office lay out meaning, Objectives, importance and consequences of poor organization,	R/U/A	1,2,4,5,6,7,8,9,10
CO3	Meaning of filing - different methods of filing meaning of indexing , and types of indexing - Inward and Outward correspondence procedure	R/U/A	1,2,3,4,5,8,9,10
CO4	The Essentials of Business Correspondence, Letters of Orders, Quotations and acceptance	R/U/A	1,2,3,4,5,6,7,8,9,10
CO5	Order, order Confirmation, Execution and Cancellation letters	R/U/A	1,2,3,4,5,7,8,9,10
CO6	Letters of claims, complaints, Collection, Circular and Application for a situation	R/U/A	1,3,4,5,6,7,8,9,10

MODEL QUESTION PAPERS MID I - FOURTH SEMESTER EXAMINATION

CCP-403C - OFFICE ORGANISATION & CORRESPONDENCE

TIME: ONE HOUR

MARKS:20

PART A 4 x 1 = 4 MARKS

INSTRUCTIONS: Answer all questions, each question carries one mark. Answers should not be more than $\frac{1}{4}$ the page.

1. State the meaning of Office
2. State the meaning of Departmentation
3. List any two consequences of poor Office Organisation
4. List any two merits of Decentralisation.

PART B

2 x 3 = 6 MARKS

INSTRUCTIONS: Answer all questions, each question carries three marks. Answers should not be more than one page.

- 5 (a) List any three functions of Office Manager.

OR

- (b) List various departments.

- 6 (a) State the need of office organization

OR

- (b) State the meaning of de-centralisation.

PART C

2 X 5 = 10 MARKS

INSTRUCTIONS: Answer all questions, each question carries five marks. Answers should not be more than two pages.

- 7 (a) Explain the importance of office

OR

- (b) Explain functions of any two departments.

- 8 (a) Explain the importance of Office Layout

OR

- (b) Explain the meaning of Centralisation.

MID –II EXAMINATION

CCP-403C - OFFICE ORGANISATION & CORRESPONDENCE

TIME: ONE HOUR

MARKS: 20

PART A

4 x 1 = 4 MARKS

INSTRUCTIONS: Answer all questions, each question carries one mark. Answers should not be more than ¼ th page.

- 1) State the meaning of Filing.
- 2) List any two types of Indexing
- 3) Define Correspondence
- 4) List any two points to be kept in placing order.

PART B

2 x 3 = 6 MARKS

INSTRUCTIONS: Answer all questions, each question carries three marks. Answers should not be more than one page.

- 5 (a) List the methods of Filing
OR
(b) Write a short note on Inward Mail Register
- 6 (a) State the meaning of an enquiry Letter.
OR
(b) List out the points in letter of Offer.

PART C

2 X 5 = 10 MARKS

INSTRUCTIONS:

Answer all questions, each question carries five marks. Answers should not be more than two pages.

- 7 (a) Explain receiving and sorting of letters.
OR
(b) Explain recording and distribution of letters.
- 8 (a) Draft a letter of Enquiry From Messrs Harsha & Company to Messrs. RAdha & Company enquiring about mobile varieties and costs.
OR
(b) Draft letter of accepting quotation from Messrs. Radhika & Company to Messrs Ceat Tyres Company.

MODEL PAPER FOR END SEMESTER
BOARD DIPLOMA EXAMINATIONS (C-18)
DCCP – FOURTH SEMESTER END EXAMINATION
OFFICE ORGANISATION & CORRESPONDENCE

Time : 2 hours.

Total Marks: 40

PART – A 8 X 1=8M

Note : Answer all questions. Each question carries ONE mark.

The length of the answer shall not exceed ¼ of page.

- 1) List any two departments.
- 2) State the meaning of Indexing
- 3) State the meaning of order confirmation
- 4) List any two qualifications of Office Manager.
- 5) State the meaning of execution of order
- 6) List any two circumstances when order is cancelled
- 7) List any two characteristics of letter of claim
- 8) Define a Circular letter

PART – B

4 X 3 = 12M

Note: Answer the following questions. Each question carries 3 marks.

The length of the answer shall not exceed 1 page.

9 (a) List any two functions of Purchases Department

OR

(b) State the meaning of execution of a letter

10 (a) Write a short note on enquiry letter

OR

(b) Define a Circular letter

11(a) Write a short note on order confirmation

OR

(b) State the meaning of order and order execution

12 (a) State when collection letters are written

OR

(b) List any two circumstances when a complaint is made.

PART – C

4 X 5 = 20

Note : Answer the following questions. Each question carries 5 marks.
The length of the answer shall not exceed 2 pages.

13 (a) Explain functions of Accounts Department and Advertisement Department

OR

(b) Write a letter of execution from Balaji & Sons to Krishna & Sons for the product of refrigerators of high end model for 500 nos.

14 (a) Explain opening, recording, marking and distribution letters.

OR

(b) Write a letter of order cancellation from Messrs. Krishna & Sons to Balaji & Sons to cancel the order placed by them.

15 (a) Explain the situations when orders are cancelled

OR

(b) Write a letter of Orders for handbags of 2000 nos. from Messrs. Bhavani Leathers to Madhavi traders of Hyderabad

16 (a) Write a letter to apply for a situation vacant for the post of Office Assistant Hindustan UniLever Ltd.,

OR

(b) Explain various elements of an application for a situation.

C PROGRAMMING

Course Title	: C Programming	Course Code	: 18CCP-404C
Semester	: IV	Course Group	: Core
Teaching Scheme in Hrs (L:T:P)	: 2:2:0	Credits	: 3
Type of course	: Lecture + Assignments	Total Contact Hours	: 60 Pds
CIE	: 60 Marks	SEE	: 40 Marks

Pre-requisite: The students should have basic knowledge of English

COURSE OUTCOME

CO1	Understanding Algorithms & Flowcharts – Programming Methodology
CO2	Understanding Origin & Structure of C language
CO3	Understanding Variables, Data types & Operators in C language
CO4	Understanding Input & Output Statements in C language
CO5	Understanding Control structures in C Programming
CO6	Understanding Arrays & Functions in C Programming. File Handling Commands – File opening, closing, handling, data accessing

COURSE CONTENTS

Unit-I: Programming Methodology

Duration: 05 hrs

Problem Solving - Different steps involved in Problem solving, Algorithm and Flowchart, Steps for Algorithm development, symbols used in Flowcharts

Unit-II: Features of ‘C’ Language

Duration: 04 hrs

Features of ‘C’ Language - Origin of ‘C’, Compilers, Interpreters, Linkers & Loaders, Structure of ‘C’ Programme

Unit-III: Data Types, Variables, Operators

Duration: 08 hrs

Keywords, identifiers, constants and variables, Rules for naming identifiers, Data types in ‘C’, Type of statements, Format for declaring variables, constants, Format for assignment statement, Type conversion in ‘C’, Arithmetic operators, Unary operators, Relational operators, Logical operators, Precedence of operators, Increment and Decrement operators, Conditional operator

Unit-IV: Input / Output Statements

Duration: 05 hrs

Functions viz., printf, scanf, getchar, putchar, Method of format specification for input and output operations, New line character, semicolon, Escape sequence & control characters, Header files in ‘C’ language

Unit-V: Decision making & looping statements

Duration: 22 hrs

if-else, switch-case, break, While, Do-While and for loop, Preprocessor commands

Unit-VI: Arrays & Functions

Duration: 16 hrs

Term 'Array', Format for single and multi dimensional arrays, functions and List of mathematical and string functions. File Handling Commands – File opening, closing, handling, data accessing

RECOMMENDED BOOKS:

- 1) Programming in ANSI C – Sri E. Balagurusamy, McGraw Hill Education (India) Pvt. Ltd
- 2) Mastering C – Sri Venugopal& Sri Prasad, McGraw Hill Education (India) Pvt. Ltd

Suggested Learning Outcomes

1.0 Understand Programming Methodology

- 1.1 State the different steps involved in Problem solving
- 1.2 Define Algorithm and Flowchart
- 1.3 State the steps involved in Algorithm development
- 1.4 Develop algorithms for simple problems
- 1.5 Draw the symbols used in Flowcharts
- 1.6 Draw flowcharts for simple problems
- 1.7 Differentiate between algorithm and flowchart

2.0 Understand the basic features of 'C' Language

- 2.1 Explain the origin of 'C'
- 2.2 Explain the Compilers, Interpreters, Linkers & Loaders
- 2.3 Draw the Structure of 'C' Programme

3.0 Know the Variables, Data types & Operators

- 3.1 Explain Keywords, identifiers, constants and variables.
- 3.2 Explain rules for naming identifiers.
- 3.3 List the data types in 'C'.
- 3.4 List type of statements.
- 3.5 Write the format for declaring variables, constants.
- 3.6 Write the format for assignment statement.
- 3.7 Explain the method of type conversion in 'C'.
- 3.8 List the Arithmetic operators.
- 3.9 List the unary operators.
- 3.10 List the relational operators
- 3.11 List the logical operators
- 3.12 Explain the precedence of operators
- 3.13 Explain the increment and decrement operators
- 3.14 List the conditional operator
- 3.15 Write format for conditional operator

4.0 Write I/O statements

- 4.1 Explain the use of functions viz., printf, scanf, getchar, putchar
- 4.2 Explain the method of format specification for input and output operations
- 4.3 Explain the use of new line character, semicolon
- 4.4 List out the escape sequence & control characters
- 4.5 Explain the escape sequence & control characters
- 4.6 List out the header files in 'C' language
- 4.7 Write input / output statements

5.0 Write the decision making & looping statements in 'C'

- 5.1 Write format for if-else
- 5.2 Write formats for switch-case, break
- 5.3 Write the formats for While , Do-While and For loops
- 5.4 List out the preprocessor commands

6.0 Use Arrays & Functions for writing simple programs.

- 6.1 Define the term 'Array'
- 6.2 Write the format for single and multi dimensional arrays
- 6.3 Explain the use of functions viz., gets, puts
- 6.4 Prepare a simple program for single and multi dimensional arrays
- 6.5 Define a 'Function'
- 6.6 List the mathematical and string functions

Suggested Student Activities

1. Student visits Library to refer to Manual for the specifications
2. Student inspects the available equipment in the Lab to identify the components
3. Visit nearby Industry to familiarize with fabrication techniques
4. Analyze the connections in the UPS available in the Institution facility
5. Quiz
6. Group discussion
7. Surprise test
8. Preparing Flow charts
9. Preparing special programs for different organizational needs
10. Seminars

Student E-Learning references

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Understanding Algorithms & Flowcharts – Programming Methodology	R/U/A	1,2,3,6,7,8,9,10	5
CO2	Understanding Origin & Structure of C language	R/U/A	1,2,3,6,7,8,9,10	4
CO3	Understanding Variables, Data types & Operators in C language	R/U	1,2,3,6,7,8,9,10	8
CO4	Understanding Input & Output Statements in C language	R/U	1,2,3,6,7,8,9,10	5
CO5	Understanding Control structures in C Programming	R/U/A	1,2,3,6,7,8,9,10	22
C06	Understanding Arrays & Functions in C Programming	R/U/A	1,2,3,6,7,8,9,10	16

**MID-I – MODEL QUESTION PAPER
C18-CCP-404C – ‘C’ PROGRAMMING**

Time: 1 Hour

Marks:20

PART-A

Note: Answer all the questions which carries ONE mark each

1. Define Algorithm.
2. What is Flowchart?
3. Define the term Compiler.
4. Define Interpreter.

PART-B

Note: Answer all the questions which carries THREE marks each

5. (a) Develop an Algorithm for summing up of two numbers.
Or
(b) Draw the symbols used in Flowcharts.
6. (a) Briefly explain about Linkers.
Or
(b) Briefly explain about Loaders.

PART-C

Note: Answer all the questions which carries FIVE marks each

7. (a) State the different steps involved in Problem solving
Or
(b) Write any two differences between Algorithm and Flowchart
8. (a) Briefly explain the Origin of ‘C’.
Or
(b) Draw the structure of ‘C’ Programme.

-X-X-X-X-

**MID-II – MODEL QUESTION PAPER
C18-CCP-404C – ‘C’ PROGRAMMING**

Time: 1 Hour

Marks: 20

PART-A

Note: Answer all the questions which carries ONE mark each

1. List any two Keywords.
2. List any two data types.
3. Write the symbol used to indicate new line character in the programme.
4. List any two escape characters.

PART-B

Note: Answer all the questions which carries THREE marks each

5. (a) Write any two rules for naming of identifiers.
Or
(b) Briefly explain about Constants.
6. (a) Briefly explain about printf() function.
Or
(b) Briefly explain about any one header file used in C programmes.

PART-C

Note: Answer all the questions which carries FIVE marks each

7. (a) Write the format for declaring variables.
Or
(b) List and explain about any Two Relational Operations used in C Programmes.
8. (a) Briefly explain about scanf() function with an example in C programmes.
Or
(b) Briefly explain the use of getch() function with an example in C programmes.

-X-X-X-X-

**END – MODEL QUESTION PAPER
C18-CCP-404C – ‘C’ PROGRAMMING**

Time: 2 Hour

Marks: 40

PART-A

Note: Answer all the questions which carries ONE mark each

1. Write about Flowcharts.
2. List any two Reserved Words.
3. List any two numeric data types.
4. Define the term ‘Array’.
5. Write the syntax of if-else statement.
6. List any two conditional statements.
7. Write in one sentence about gets() function.
8. Write in one sentence about puts() function.

PART-B

Note: Answer all the questions which carries THREE marks each

9. (a) Develop an Algorithm for printing the result of division of two numbers.
Or
(b) Write the syntax for switch-case statment.
10. (a) List and explain any two Logical Operators.
Or
(b) Briefly explain the importance of Arrays.
11. (a) Write the syntax of Do-While loop.
Or
(b) Briefly explain about Do-While loop.
12. (a) Explain about any one mathematical function used in C programmes.
Or
(b) Explain about any one string function used in C programmes.

PART-C

Note: Answer all the questions which carries FIVE marks each

13. (a) Write any two differences between Compiler and Interpreter.

Or

(b) Explain about any one Preprocessor command used in C Programmes.

14. (a) Briefly explain about the precedence of operators.

Or

(b) Write the importance of using functions in C programmes.

15. (a) Write a program to print greater of any two numbers using if-else.

Or

(b) Write a program to print numbers 1 to 10 using For loop.

16. (a) Write a simple program for Single dimensional array.

Or

(b) Briefly explain about user defined functions in C programmes.

-X-X-X-X-

BANKING

Course Title	: A) BANKING	Course Code	: 18CCP-405C
Semester	: IV	Course Group	: Core
Teaching Scheme in Hrs (L:T:P)	: 2:2:0	Credits	: 3
Type of course	: Lecture + Assignments	Total Contact Hours	: 60 Periods
CIE	: 60 Marks	SEE	: 40 Marks

Pre-requisite: The students should have basic knowledge of Banking.

COURSE OUTCOME	
CO1	Able to know the importance, types and functions of a Bank
CO2	Identify the growth of banking industry
CO3	To know how RBI controls the banking industry
CO4	Understand the types of customers, Loans and advances
CO5	Know various Issues relating to Negotiable Instruments Act
CO6	To know the Customer Services, Ombudsman activities

COURSE CONTENTS

Unit-I: Understand the basic concepts of Banking

Duration: 10 hrs

Definition of Banking, different types of banks - Salient features of Agricultural Banks, Features of Commercial Banks, Rural Credit Banks, Cooperative Banks - Functions of Agricultural Banks, Cooperative Banks, Commercial Banks, Rural Credit Banks.

Unit-II: Understand the development of Indian Banking Industry since independence

Duration: 8 hrs

Definition of Scheduled and Non-Scheduled Banks - Features of the scheduled, non-scheduled banks-Nationalisation of banks Objectives of nationalisation of banks, Arguments for and against the nationalisation of banks, Achievements of the goals of nationalisation in respect of branches, deposits and lending.

1. Unit-III: Understand and appreciate the role of Reserve Bank

Duration: 10 hrs

Meaning of Central bank, Need of a Central bank for a country, Evolution of Reserve Bank of India - Functions of Reserve Bank of India -Selective or qualitative and quantitative controls of credit adopted by RBI, Objectives of monetary policy.

2. Unit-IV: Understand the various types of Customers, Loans and Advances of a bank

Duration: 12 hrs

Customers – Types of customers - Banker's duties in case of Special Customers - Differences between a savings bank account and the current account - Meaning of 'a statement of transactions'. - Principles underlying the Lending Policy of a bank - Types of credits extended by the banker, - Long term and short term loans and advances -Procedure for

appraisal of a loan - Meaning of Charge, Various modes of creating charge – lien, pledge, hypothecation, mortgage - Definition of non-performing asset Measures taken by a banker to control the non-performing assets.

3. Unit-V: Understand the provisions of the Negotiable Instruments Act, 1881

Duration: 10 hrs

Meaning of Negotiable Instruments - Features of Negotiable Instruments - Promissory Note, bill of exchange and cheque, Distinguish between cheque, bill of exchange and Promissory Note - Meaning of Holder and holder-in-due course and explain their rights, various types of crossing of a cheque - Definition of endorsement, Kinds of endorsements.

4. Unit-VI: Appreciate the customer facilities offered by the bank Role of Ombudsman

Duration: 10 hrs

Facilities offered by the bank to the customer in modern banking - Need for networking and automation of branches - Features of Automated Teller Machines Features of Debit/Credit cards - Importance and use of internet banking facilities offered by the bank - Procedure for electronic transfer of funds - Definition of Ombudsman - Duties and responsibilities of Ombudsman.

RECOMMENDED BOOKS:

1. Banking Theory & Practices: Dr.P.K.Srivatsava, Himalaya Publishers
2. Banking Theory & Practices: K.E. Shekar, Vikas Publications
3. Banking Theory, Law & Practices: R.R PAUL, Kalyani Publishers
4. Money Banking and Financial Markets: Averbach, Rabort.D, MacMillan. Landon
5. Banking: N.T. Somashekar, New age international publishers
6. Fundamentals of International Banking: Rup Narayan Bose, Trinity publishers
7. Modern Commercial Banking: H.R. Machiraju, New age international publishers
8. Banking Theory & Practices: R.Rajesh, Tata McGraw Hill
9. Merchant Banking & Financial Services: S.Guruswamy, Tata McGraw Hill
10. Management of Banking & Financial Services, Padmalatha Suresh, Pearson
11. Modern Banking: D. Muralidharan, PHI.

Specific Learning Outcomes: Upon completing the course the student will be able to:

1.0 Understand the basic concepts of Banking

- 1.1 Meaning of Financial System
- 1.2 Define Banking
- 1.3 List the different types of banks
- 1.4 Explain the salient features of Agricultural Banks, Commercial Banks, Rural Credit Banks, Cooperative Banks
- 1.5 Explain the functions of Cooperative Banks, Commercial Banks.
- 1.6 Differences between a Cooperative Bank and Commercial Bank.

2 Understand the development of Indian Banking Industry since independence

- 2.1 Define Scheduled and Non-Scheduled Banks
- 2.2 Explain the features of the scheduled, non-scheduled banks.

- 2.3 Meaning of nationalisation of banks.
- 2.4 List the Nationalised banks.
- 2.5 Explain the objectives of nationalisation of banks
- 2.6 Explain the arguments for and against the nationalisation of banks.
- 2.7 Explain the achievements of the goals of nationalisation in respect of branches, deposits and lending.

3 Understand and appreciate the role of Reserve Bank

- 3.1 Meaning of a central bank
- 3.2 Explain the need of a central bank for a country.
- 3.3 Explain the functions of a Reserve Bank of India
- 3.4 Explain the evolution of RBI.
- 3.5 Explain the selective/qualitative controls of credit adopted by RBI.
- 3.6 Explain the quantitative controls of credit adopted by RBI.
- 3.7 Meaning of Monetary Policy.
- 3.8 List and explain the objectives of Monetary Policy.

4 Understand the various types of Customers – Loans and Advances of a Bank

- 4.1 List the different types of customers.
- 4.2 Explain the banker's duties in case of Minor, partner, Illiterates, Trustees, Joint account-holder, joint stock companies
- 4.3 List the differences between a savings bank account and the current account.
- 4.4 Describe 'a statement of transactions'.
- 4.5 Explain the principles underlying the Lending Policy of a bank
- 4.6 List and explain the different types of credits extended by the banker
- 4.7 Define long term and short term loans and advances
- 4.8 Explain the procedure for appraisal of a loan.
- 4.9 Explain the various modes of creating charge – lien, pledge, hypothecation, mortgage
- 4.10 Define non-performing asset
- 4.11 Explain the measures taken by a banker to control the non-performing assets

5 Understand the provisions of the Negotiable Instruments Act, 1881

- 5.1 Define Negotiable Instrument
- 5.2 Explain the features of Negotiable Instruments
- 5.3 Define Promissory Note, bill of exchange and cheque
- 5.4 Draw the formats of Cheque, bill of exchange and Promissory Note.
- 5.5 Distinguish between Cheque, bill of exchange and Promissory Note.
- 5.6 Explain holder and holder-in-due course and explain their rights.
- 5.7 Explain various types of crossings of a cheque.
- 5.8 Explain various types of crossings of a cheque
- 5.9 Define endorsement
- 5.10 Explain the kinds of endorsements

6 Appreciate the customer facilities offered by the bank

- 6.1 List and explain various facilities offered by the bank to the customer in modern banking.
- 6.2 Explain the need for networking and automation of branches
- 6.3 List and Explain the features of Automated Teller Machines
- 6.4 List and Explain the features of Debit/Credit cards
- 6.5 Explain the importance and use of internet banking facilities offered by the bank
- 6.6 Explain the procedure for electronic transfer of funds (ETFs).

6.7 Meaning of Ombudsman

6.8 List and Explain the duties and responsibilities of Ombudsman

Suggested Student Activities

- 1) Student visits to the nearby banks for observing various banking activities.
- 2) Student inspects the available Registers etc. in the Bank.
- 3) Students observation about how the Managers dealing various customers.
- 4) Quiz
- 5) Group discussion
- 6) Surprise tests

Suggested E-Learning references

1. <https://www.ibef.org/industry>
2. <https://www.time4education.com/career>
3. <https://www.moneycontrol.com>.

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Able to know the importance, types and functions of a Bank	R/U/A	1,2,3,4,5,6,7,8,9,10	8
CO2	Identify the growth of banking industry	R/U/A	1,2,3,4,5,6,7,8,9,10	10
CO3	To know how RBI controls the banking industry	R/U/A	1,2,3,4,5,6,7,8,9,10	8
CO4	Understand the types of customers, Loans and advances	R/U/A	1,2,3,4,5,6,7,8,9,10	10
CO5	Know various Issues relating to Negotiable Instruments Act	R/U/A	1,2,3,4,5,6,7,8,9,10	14
CO6	To know the Customer Services, Ombudsman activities	R/U/A	1,2,3,4,5,6,7,8,9,10	10

MODEL QUESTION PAPERS
MID SEM- I - FOURTH SEMESTER EXAMINATION
CCP-405C - BANKING

TIME: ONE HOUR

MARKS:20

PART A

4 x 1 = 4 MARKS

INSTRUCTIONS: Answer all questions, each question carries one mark. Answers should not be more than $\frac{1}{4}$ th page.

1. Define Banking.
2. List any two types of Banks.
3. Define Scheduled bank
4. List any two types of nationalised banks

PART B

2 x 3 = 6 MARKS

INSTRUCTIONS: Answer all questions, each question carries three marks. Answers should not be more than one page.

- 5 (a) State the meaning of Financial System
OR
(b) Write any three features of Agricultural banks

- 6 (a) Meaning of nationalisation of banks.
OR
(b) State the features of non-scheduled banks

PART C

2 X 5 = 10 MARKS

INSTRUCTIONS: Answer all questions, each question carries five marks. Answers should not be more than two pages.

- 7 (a) Explain the features of Commercial banks

OR

- (b) Differences between a Cooperative Bank and Commercial Bank.

- 8 (a) Explain the objectives of nationalisation of banks

OR

- (b) Explain the achievements of nationalization.

MID-II
FOURTH SEMESTER EXAMINATION
18CCP-405C - BANKING

TIME: ONE HOUR

MARKS:20

PART A

4 x 1 = 4 MARKS

INSTRUCTIONS: Answer all questions, each question carries one mark. Answers should not be more than $\frac{1}{4}$ th page.

- 1) Meaning of a central bank
- 2) Meaning of Monetary Policy
- 3) List the different types of customers.
- 4) Define Short term loans

PART B

2 x 3 = 6 MARKS

INSTRUCTIONS: Answer all questions, each question carries three marks. Answers should not be more than one page.

5 (a) Explain the evolution of RBI.

OR

(b) State the need for Central Bank

6 (a) explain the different types of credits extended by the banker

OR

(b) Describe Statement of transactions .

PART C

2 X 5 = 10 MARKS

INSTRUCTIONS: Answer all questions, each question carries five marks. Answers should not be more than two pages.

7 (a) Explain the functions of a Reserve Bank of India

OR

(b) Explain the qualitative controls extended by a banker

8 (a) Explain the principles underlying the Lending Policy of a bank

OR

(b) Explain the banker's duties in case of Minor, Illiterates, Joint account-holder,

BOARD DIPLOMA EXAMINATIONS (C-18)
DCCP – FOURTH SEMESTER END EXAMINATION
BANKING

Time : 2 hours.

Total Marks: 40

PART – A

Note : Answer all questions. Each question carries ONE mark.

The length of the answer shall not exceed $\frac{1}{4}$ of page. 8 X 1=8M

- 1) Define Banking.
- 2) State the meaning of Central Bank.
- 3) Define Negotiable Instrument.
- 4) Define Non-performing Asset.
- 5) Define Promissory Note.
- 6) Draw the format of Cheque.
- 7) State the meaning of ombudsman.
- 8) List any two facilities offered by the banks to customers.

PART – B

4 X 3 = 12M

Note : Answer the following questions. Each question carries 3 marks.

The length of the answer shall not exceed 1 page.

- 9 (a) Explain the features of Commercial banks.

OR

- (b) List any three features of Negotiable Instruments.

- 10 (a) State different modes of creating charge.

OR

- (b) State the need for networking of banks.

- 11 (a) Define Scheduled and Non-scheduled banks.

OR

- (b) Draw the format of Bill of Exchange.

- 12 (a) List any three duties of Ombudsman.

OR

- (b) List any three features of Credit Cards.

PART – C

4 X 5 = 20

Note : Answer the following questions. Each question carries 5 marks.
The length of the answer shall not exceed 2 pages.

13 (a) Explain the features of Agricultural banks and Co-operative banks.

OR

(b) Distinguish between Cheque, Promissory Note, and Bill of Exchange.

14 (a) Explain the quantitative controls of credit adopted by RBI

OR

(b) Explain the features of Debit and Credit cards.

15 (a) Explain various types of crossing of a cheque

OR

(b) Explain different types of Endorsements.

16 (a) Explain the importance of internet banking facilities offered by the banks.

OR

(b) Explain the procedure for Electronic Fund transfer.

@ @ @

MERCANTILE LAW

Course Title	: (B) Mercantile Law	Course Code	: 18CCP-405C
Semester	: IV	Course Group	: Core
Teaching Scheme in Hrs (L:T:P)	: 3:1:0	Credits	: 3
Type of course	: Lecture + Assignments	Total Contact Hours	: 60 Pds
CIE	: 60 Marks	SEE	: 40 Marks

Pre-requisite: The students should have basic knowledge of Mercantile Laws

COURSE OUTCOME	
CO1	Able to know the importance of Indian Contract Act 1872 upto Offer and Acceptance
CO2	Able to know about Consideration, its elements, terms used in Consideration, etc.,
CO3	To know what Is Sale of Goods Act 1930 upto Conditions and Warranties
CO4	Understand the terms used in Sale of Goods Act, Transfer of title in exceptions, right of resale
CO5	Understand the Indian Partnership Act 1932 upto Liabilities of Partners
CO6	To know the difference between JC and partnership firm, disadvantages of non-registered firm, Dissolution types consequences of Dissolution

Course Contents

Unit-I: INDIAN CONTRACT ACT, 1872-I

Duration: 10 Hr

The Indian Contract Act , 1872: Definition of Contract - essential elements of a valid Contract, performance of Contract and breach of Contract – (1) **Agreement and Contract:** Definition and meaning of Agreement – Types of Contracts (Express, Implied, Executed, Valid and Void Contracts) – (2) **Offer and Acceptance:** Definition – Essentials of a valid offer and acceptance – Communication and revocation of offer and acceptance.

Unit-II: INDIAN CONTRACT ACT, 1872 -II

Duration: 10 Hr

Consideration: Definition – Essentials of valid Consideration – the Doctrines of ‘Stranger to Contract’ and ‘No Consideration – No Contract’ – Capacity to Contract - Consent: Free Consent – Coercion, undue influence, fraud, misrepresentation and mistake. - Agreements expressly declared to be void – Discharge of a Contract: Various modes of discharge of a Contract - Breach of a Contract: Meaning of breach of Contract

Unit-III: SALE OF GOODS ACT, 1930-I

Duration: 10Hr

1. i) **Contract of sale:** Definition – list features of Contract of sale – definition of the term goods - ii) **Types of goods** – Rules of transfer of property in goods - iii) **Differences between sale and agreement to sell** - 2. Rights of an unpaid seller - 3. i) Conditions and Warranties

Unit-IV: SALE OF GOODS ACT, 1930 -II

Duration: 10 Hr

Sale by Non-Owners, Auction sale - Principle of Caveat Emptor - Transfer of Title in Goods - Transfer of Property in Goods from Seller to Buyer - Rule pertaining to Transfer of Title and Exceptions to the Rule - Performance of Contract of Sale - Define Delivery - Rules of Delivery - Rights of Unpaid Seller against goods only – List rights of Re-sale –(perishable goods and default payment)

Unit-V: INDIAN PARTNERSHIP ACT, 1932-I

Duration: 10Hr

The Indian Partnership Act, 1932: Definition and essential element of Partnership - Nature of Partnership – Types of partners - Rights and duties of partners –Liabilities of partners - Registration and Dissolution of a firm - Define Partnership. - Essential features of a Partnership - Registered Partnership firm - Un-registered Partnership firm – disadvantages of non-registration of firms

Unit-VI: INDIAN PARTNERSHIP ACT, 1932 -II

Duration: 10 Hr

Firm for Wrongful Acts of a Partner - Dissolution of Partnership - Meaning of Dissolution of a Partnership Firm - Modes of Dissolution of a Partnership Firm - Consequences of Dissolution - Settlement of Accounts.

Note: The question paper should contain only (a) short answer, and (b) essay type questions WITHOUT ANY CASE LAWS / REFERENCES TO RELEVANT SECTIONS OF THE ACTS.

Specific Learning Outcomes: Upon completing the course the student will be able to:

1.0 Understand the essential features of Indian Contract Act, 1872

- 1.1 Define an Agreement
- 1.2 State the meaning of Agreement
- 1.3 Define Contract
- 1.4 List and explain essential elements of a valid Contract.
- 1.5 List and explain different types of Contracts (Express, Implied, Executed, Valid and Void Contracts)
- 1.6 Define Offer and Acceptance
- 1.7 List and explain the essential features of a valid Offer and Acceptance
- 1.8 List and explain the circumstances when offer is revoked

2.0 Understand meaning of Consideration and its essentials

- 1.1 Define Consideration.
- 1.2 List and explain essentials of a valid Consideration
- 1.3 Explain terms (a) stranger to Consideration (b) No Consideration – No
- 1.4 Contract (c) capacity to Contract
- 1.5 Explain terms (a) free consent (b) Coercion (c) Undue influence

(d) Fraud (e) Misrepresentation (f) Mistake.

1.6 Explain the situations when agreements are declared void

1.7 List and explain different modes of discharging a Contract.

1.8 Explain Breach of Contract.

3.0 Understand the Sale of Goods Act, 1930 - I

3.1 Define Contract of sale

3.2 List types of goods

3.3 List and explain different features of Contract of sale

3.4 State the differences between sale and agreement to sale

3.5 Explain the rights of unpaid seller

3.6 Explain the Conditions and Warranties

4.0 Understand the Sale of Goods Act, 1930 - II

4.1 Explain the terms (a) Sale by non-owners (b) auction sale (c) caveat emptor

4.2 Explain transfer of title in goods and exceptions

4.3 List and explain rules of delivery

4.4 List and explain the rights of unpaid seller against goods only

4.5 List and explain rights of re-sale (perishable goods, buyer defaults payment)

5.0 Understand the Indian Partnership Act, 1932 – I

5.1 Define Partnership (as per 1932 Act)

5.2 List and explain essential elements of Partnership

5.3 List types of partners

5.4 List and explain rights of partners

5.5 List and explain duties of partners

5.6 List and explain liabilities of partners

5.7 Explain partners' liability for wrongful acts

6.0 Understand the Indian Partnership Act, 1932 - II

6.1 Explain any five differences between Partnership and Joint Stock Company

6.2 List three disadvantages of a non-registered firm

6.3 State the meaning of Dissolution

6.3 Explain different types of Dissolution

6.4 List modes of Dissolution

6.5 Explain how accounts are settled after Dissolution

6.6 List and explain consequences of Dissolution

REFERENCE BOOKS

1. S.S.Gulshan: Mercantile Law, Excel Books.
2. Kapoor ND: Mercantile Law, Sultan Chand
3. SN Maheswari & SK Maheswari : Business Laws, Himalaya
4. Balachandran V: Business Law, Tata
5. Tulsian: Mercantile Law, Tata
6. Tulsian: Business Law, Tata
7. PillaiBhagavathi: Business Law, S.Chand
8. Gogna:A Text book of Mercantile Law, S.Chand.
9. S.S.Gulshan: Business Law, Excel Books.
10. Bulchandani: Business Laws, Himalaya
11. Maheswari & Maheswari: Mercantile Law, Sultan Chand
12. Chandra Bose: Business Law, PHI
13. Bare Acts of different laws (As per the syllabus) – Law Publico

Suggested Student Activities

1. Student visits Library to refer to Manuals and articles on laws of different countries from time to time
2. Students prepare charts and posters for the course laws
3. Visit nearby Law firm to familiarize with various judgments given in various business laws
4. Analyze the issues in the different types of industries
5. Quiz
6. Group discussion
7. Surprise test
8. Role plays
9. Verifying the health hazards of various business units and steps taken to curb them in different industrial units.
10. Visit a Sole trading concern, partnership firm and a Joint Stock Company.

E-learning references:

1. <https://elearningindustry.com>
2. <https://elearninginsuranceinstituteofIndai>

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Able to know the importance of Indian Contract Act 1872 upto Offer and Acceptance	R/U/A	1,2,3,4,5,6,7,8,9,10	10
CO2	Able to know about Consideration, its elements, terms used in Consideration, etc.,	R/U/A	1,2,3,4,5,6,7,8,9,10	10
CO3	To know what Is Sale of Goods Act 1930 upto Conditions and Warranties	R/U/A	1,2,3,4,5,6,7,8,9,10	10
CO4	Understand the terms used in Sale of Goods Acct, Transfer of title in exceptions, right of resale	R/U/A	1,2,3,4,5,6,7,8,9,10	05
CO5	Understand the Indian Partnership Act 1932 upto Liabilities of Partners	R/U/A	1,2,3,4,5,6,7,8,9,10	15
C06	To know the difference between JC and partnership firm, dis-advantages of non-registered firm, Dissolution types consequences of Dissolution	R/U/A	1,2,3,4,5,6,7,8,9,10	10

MID I MODEL QUESTION PAPER

CCP-405C Mercantile Laws

PART – A

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK.

4X1=4 MARKS

1. Define an Agreement.
2. Define Contract.
3. Define Consideration.
4. State the meaning of Fraud.

PART – B

2 X 3 = 6 MARKS

Answer either (a) OR (b) in each question and each question carries THREE marks.

5 (a) State the essential elements of a valid Contract.

(OR)

(b) State the meaning of Offer and Acceptance.

6 (a) State the essentials of a valid Consideration.

(OR)

(b) State the meaning of Stranger to Consideration.

PART- C

2 X 5 = 10 MARKS

Answer either (a) or (b) in each question and each question carries FIVE Marks.

7 (a) Explain the circumstances when offer is revoked.

(OR)

(b) Explain the types of Contracts.

8 (a) Explain terms (a) free consent (b) Coercion (c) Undue influence.

(OR)

(b) Explain the situations when agreements are declared void.

MID – II MODEL QUESTION PAPER

CCP-405C Mercantile Laws

PART – A

ANSWER ALL THE QUESTIONS. EACH QUESTION CARRIES ONE MARK.

4X1=4 MARKS

1. Define Contract of sale.
2. List types of goods.
3. State the meaning of Sale by non-owners.
4. State the meaning of Caveat Emptor.

PART – B

2 X 3 = 6 MARKS

Answer either (a) or (b) in each question. Each question carries THREE Marks.

5 (a) State the features of Contract of sale.

(OR)

(b) State the rights of unpaid seller.

6 (a) State the rights of unpaid seller against goods only.

(OR)

(b) State the rights of re-sale.

PART – C

2 X 5 = 10 MARKS

Answer either (a) or (b) in each question. Each question carries FIVE Marks.

7 (a) State the differences between sale and agreement to sell.

(OR)

(b) Explain Conditions and Warranties.

8 (a) Explain transfer of title in goods and state its exceptions.

(OR)

(b) Explain rules of delivery.

END EXAM MODEL QUESTION PAPER

18CCP405C Mercantile Laws

Time: 2 Hours

Marks: 40

PART – A

Answer all the questions. Each question carries ONE Mark.

8x1 = 8 Marks

1. State the meaning of Agreement.
2. Define Contract of Sale.
3. List types of Partners.
4. State the meaning of Free Consent.
5. Define Partnership.
6. State any two essential elements of Partnership.
7. List modes of Dissolution.
8. List any two consequences of Dissolution

PART – B

4x3=12 Marks

Answer either (a) or (b) in each question. Each question carries THREE Marks.

9 (a) State the essential elements of a valid Contract.

(OR)

(b) State the liabilities of partners.

10 (a) State the meaning of the terms (a) Capacity to Contract (b) No Consideration – No Contract

(OR)

(b) State the disadvantages of a non-registered firm.

11 (a) State the rights of partners.

(OR)

(b) State the duties of partners.

12 (a) State any three disadvantages of a non-registered firm.

(OR)

(b) State the meaning of Dissolution and its types.

PART – C

4 X 5 = 20 MARKS

Answer either (a) or (b) in each question. Each question carries FIVE Marks.

13 (a) explain different types of Contracts.

(OR)

(b) Explain partners' liability for wrongful acts.

14 (a) Explain the Conditions and Warranties.

(OR)

(b) Explain how accounts are settled after Dissolution.

15 (a) Explain the rights of partners.

(OR)

(b) Explain duties of partners.

16 (a) Explain any five differences between Partnership and Joint Stock Company.

(OR)

(b) Explain the consequences of Dissolution.

ENGLISH SHORTHAND – SPEED – 80 WORDS PER MINUTE

Course Title	: English Shorthand (80WPM)	Course Code	: 18CCP-406P
Semester	: IV	Course Group	: Core
Teaching Scheme in Hrs (L:T:P)	: 2:2:0	Credits	: 3
Type of course	: Lecture + Assignments	Total Contact Hours	: 45Pds
CIE	: 60 Marks	SEE	: 40 Marks

Pre-requisite: The students should have THOROUGH knowledge of English Shorthand Fundamentals

COURSE OUTCOME

CO1	Practice exercise from 700 common words
CO2	Take Dictation & Transcribe the shorthand notes in longhand at 60WPM & 70 WPM along with Transcription
CO3	Take Dictation & Transcribe the shorthand notes in longhand at 80 & 90WPM (Transcription)
CO4	Take Dictation & Transcribe the shorthand notes in longhand at 90 & 100WPMWPM

COURSE CONTENTS

1. Practice and dictation of Text book exercises at 60, 70, 75, 80, 85 and 90 wpm. Practice of transcription from Shorthand to English.
2. Dictation and transcription of prepared English passages at 80words per minute.
3. Practice and drills on the passage from the 700 common words and other books covering grammalogues, Contractions and phrases.
4. Dictation and transcription of previous examination speed papers and other graded exercises.

Suggested Learning Outcomes: Upon the completion the student will be able to:

1.0 Practice exercise from 700 common words.

- 1.1 Practice dictation and transcription from 700 common words.
- 1.2 Practice exercises from magazines.
- 1.3 Practice dictation and transcription from Magazines

2.0 Transcribe the shorthand notes in longhand at 60 and 70 words per minute.

- 2.1 Practice of transcribing shorthand speed dictation exercises from the textbook up to special Contractions at varied speeds 60 and 70 words per minute.
- 2.2 Compare and correct the transcribed matter with original text.
- 2.3 Rectify the wrong outlines and spelling.
- 2.4 Take down dictation from unseen passage and transcribe on time.

3.0 Transcribe the shorthand notes in longhand at 60 and 70 words per minute.

- 3.1 Practice of transcribing shorthand speed dictation exercises from the textbook up to special Contractions at varied speeds 60 and 70 words per minute.
- 3.2 Compare and correct the transcribed matter with original text.
- 3.3 Rectify the wrong outlines and spelling.
- 3.4 Take down dictation from unseen passage and transcribe on time.

4.0 Rectify the mistakes in outlines and spellings.

- 4.1 Practice dictation from the prepared material out of news-papers, editorials and other general matters.
- 4.2 Practice of transcribing the prepared matter.
- 4.3 Rectify the wrong outlines and spellings.
- 4.4 Practice dictation of examination question papers in a given time.
- 4.5 Practice transcribing the dictated matter in the given time.
- 4.6 Rectify the mistakes. Practice corrected spellings and outlines.

REFERENCE BOOKS

1. Pitman Shorthand Instructor with key.
2. APGTE question papers.
3. News paper editorials.
4. 700 common words book.
5. Karnataka, Tamil Nadu and Kerala GTE Speed Papers published by Bhagawan Associates, L-19,Thayappa Block, J.C.Road, Bangalore – 560 002.
6. Karnataka, Tamil Nadu and Kerala GTE Speed Papers published by National Shorthand School, Visakhapatnam and other publishers.

NOTE: The question paper @ 80 wpm should be preferably based on common words and Examination Papers of Telangana, Andhra Pradesh and Tamil Nadu GTE. Not more than 2 per cent of uncommon words should be incorporated in the question paper (considering the students' level of command over English language)

Note: The Question Papers are to be sent by the SBTET. Time for Transcription For 18CCP-406P is as per the Pattern followed by SBTET, TS. (One Hour)

MID – I

CCP-406P ENGLISH SHORTHAND

Time: 1 Hour

Marks:20

Dear-Friends, I-am-very-glad-that-we-are all meeting here on-this happy occasion, and-I-am also / glad that I-am asked to address you. Now that you-are all conferred with degrees. I-wish-you success // in-your-life. At-present there-is a general complaint that-the universities are failing to-produce able young men-///-and-women who-can serve-the country without self-interest. I-have-been a teacher for over forty-years of-(1)-my-life. Being acquainted fully with-the functioning of universities, I-would like to explain clearly the real factors that / are responsible.

University is essentially a corporation of teachers and students. The relations between-the two have-been of a // sacred character. The kind of education that-we provide to-our youth is determined mostly by-the-kind of-men-///-and-women we secure as teachers. At-present the condition of teachers is deplorable. They-are not placed above want (2). The university teacher should-be so paid as to enable him to-live in comfort, if-he-is to devote / himself to learning, teaching and-research. As they-are low paid, best intellectuals are seeking attractive jobs elsewhere and they-//are-not willing to act as teachers in universities. //

MID – II

CCP-406P ENGLISH SHORTHAND

Time: 1 Hour

Marks:20

I-shall first deal-with-the problem of education and employment. I-believe that-the / present system of university education, both in-its content and-in-its methods, does-not give any special training for // employment except for white collar jobs. The number-of white collar jobs especially of a non-professional or non-technical character is /// limited. One has to-make-it clear to-the University entering student community that-the demand of white collar employment (1) is becoming less. They should-not, therefore, waste their time and money in getting University education. Even white collar jobs / should-be-made more easily available to young men-and-women who-have completed their secondary education. There-should-be // a much greater change, of-course, at-the University and-College levels, which-should-be employment oriented character. Finally, University /// students must-be given / opportunity to-do some practical work, manual or otherwise. When-they, finish their education, they-will-(2)-not just become seekers of jobs, but start new economic activities on-their own. If-these suggestions are carried out, / the prospects of-rising unemployment among graduates will diminish, if-not disappear altogether. Meanwhile, of course, urgent steps are necessary // for dealing-with-the back-log of-the graduate unemployed. The second question on which I-want to say a few /// words is-the vexed problem of student unrest. This-is-not just an Indian phenomenon, but of-the entire world. (3) They find that our professions rarely coincide with our actual way of-life and work. They find us out-of / date in-our knowledge, ideas and social attitudes. This-is a conflict between generations, where the young stand for participation // in both decision making and implementation. Speeches on discipline are no solution. What-is required is understanding on-the part /// of- the old of-the desires and values of-the young. It-is only friendship and affection that can bring-(4)-about enduring student discipline. More attention needs to-be paid to-the physical problems of student welfare and education, such as textbooks, libraries and hostels. It-is also necessary to-provide more opportunities for student teacher communications and dialogues. //

END EXAMINATION

CCP-406P ENGLISH SHORTHAND

Time: 2 Hours

To begin with I confess to a sense of secret satisfaction that I-have-been given this opportunity of-meeting / friends of a profession to-which I once belonged but from which I severed connection more-than forty years-ago // now. It-is-really good in-this-way by short contacts to-be reminded of what I-was once engaged /// in and what I tried it to-do in-my own humble way in-that profession.

I-am one-of-those (1) who do-not believe that-the work of-lawyers is finished. You all know that our entire Constitution is based / largely on British model. Our administration of-justice also is largely a copy of-the system that prevails there. We-know // what importance the British constitution has for-the British people and-we also know how-the judicial administration has stood-///-the test of-time and how it-has proved that inspite-of party wranglings on-the political platform, how (2) justice has always-been-able-to keep itself above all parties, how judges have-been able-to dispense justice fairly / and freely to all who-have come to-them and how it-has-been-the anxiety and-the effort of all // parties concerned to-keep judiciary above any kind of suspicion. The mere fact that-we-have copied those institutions ought-to-///-be a guarantee that in-this-country also, at-any-rate at-present and so-long-as our Constitution, the (3) present constitution, lasts, there-can-be no fear of lawyers or law-courts or judges losing any of-the great / importance which they enjoy. And as-a-matter-of-fact we-have even-now many of-our top people who-///-are engaged in-the administration of-the country who-were lawyers; and-even if-it-be true that-we-are-///-not ruled by lawyers now, there-is-no-question that-we-are to-be ruled according to law, and-in-(4)-order-to-be ruled according to-law, there-must-be lawyers to point that out and lay-down-the law. /

One-of-the things which I-have sometimes-considered rather unfortunate is-that while we-have provided rather meticulously for-///-the independence of-our judiciary and-have also provided in a way for-the assistance to-be given to judges /// by lawyers in administering the law, there-is -no provision any-where that those-who-make-the law know any law (5)

Marks:. 40

Dear-Sir, We-thank-you for-your-letter of-the 20th March. We-are extremely happy to-receive your esteemed order for-the manufacture of steel boxes for keeping important documents and confidential papers. The enclosed printed pamphlet will show // you the various steel articles made by us and-the time within which they-will-be supplied including-those required /// by-you. From-the pamphlet you-will-find that type No.7 is nearer to-the measurement indicated by-you. (8) It-is ideally suited for purposes you-have in-view.

Of-course minor alterations or additions can-be provided / at additional cost, to-serve any special use. On receipt of-your confirmation, we-will immediately take-up-the work, // make every effort to-supply you the boxes within-the time stipulated. The boxes, as desired, will-be painted /// black outside and green inside and-the locking arrangement is special. The prices are shown in-
the pamphlet itself.

ENGLISH SHORTHAND – SPEED – (80 WPM) TRANSCRIPTION ON COMPUTER

Course Title	: English Shorthand (80WPM) (Transcription on Computer)	Course Code	: 18CCP-407P
Semester	: IV	Course Group	: Core
Teaching Scheme in Hrs (L:T:P)	: 1:0:2	Credits	: 3
Type of course	: Lecture + Assignments	Total Contact Hours	: 45Pds
CIE	: 60 Marks	SEE	: 40 Marks

Pre-requisite : The students should have basic knowledge of English.

COURSE OUTCOME:

CO1	Practice exercise from 700 common words
CO2	Transcribe the shorthand notes in longhand at 60WPM & 70WPM(Transcription on Computer)
CO3	Transcribe the shorthand notes in longhand at 80 & 90WPM (Transcription on Computer)
CO4	Transcribe the shorthand notes in longhand at 90 & 100WPM (Transcription on Computer)

Suggested Learning Outcomes: Upon the completion the student will be able to:

OBJECTIVES: At the end of the course, the student will be able to:

1.0 Practice exercise from 700 common words.

- 1.1 Practice dictation and transcription from 700 common words.
- 1.2 Practice exercises from magazines.
- 1.3 Practice dictation and transcription from Magazines

2.0 Transcribe the shorthand notes in longhand at 60 and 70 words per minute.

- 2.1 Practice of transcribing shorthand speed dictation exercises from the textbook up to special Contractions at varied speeds 60 and 70 words per minute.
- 2.2 Compare and correct the transcribed matter with original text.
- 2.3 Rectify the wrong outlines and spelling.
- 2.4 Take down dictation from unseen passage and transcribe on time.

3.0 Transcribe the shorthand notes in longhand at 60 and 70 words per minute.

- 3.1 Practice of transcribing shorthand speed dictation exercises from the textbook up to special Contractions at varied speeds 60 and 70 words per minute.
- 3.2 Compare and correct the transcribed matter with original text.
- 3.3 Rectify the wrong outlines and spelling.
- 3.4 Take down dictation from unseen passage and transcribe on time.

4.0 Rectify the mistakes in outlines and spellings.

- 4.1 Practice dictation from the prepared material out of news-papers, editorials and other general matters.
- 4.2 Practice of transcribing the prepared matter.
- 4.3 Rectify the wrong outlines and spellings.
- 4.4 Practice dictation of examination question papers in a given time.
- 4.5 Practice transcribing the dictated matter in the given time.
- 4.6 Rectify the mistakes. Practice corrected spellings and outlines.

COURSE CONTENTS

1. Practice and dictation of Text book exercises at 60, 70,75, 80 and 90. Practice of transcription from Shorthand to English.
2. Dictation and transcription of prepared English passages at 80words per minute.
3. Practice and drills on the passage from the 700 common words and other books covering grammalogues, Contractions and phrases.
4. Dictation and transcription of previous examination speed papers and other graded exercises

REFERENCE BOOKS

1. Pitman Shorthand Instructor with key.
2. APGTE question papers.
3. News paper editorials.
4. 700 common words book.
5. Karnataka, Tamil Nadu and Kerala GTE Speed Papers published by Bhagawan Associates, L-19,Thayappa Block, J.C.Road, Bangalore – 560 002.
6. Karnataka, Tamil Nadu and Kerala GTE Speed Papers published by National Shorthand School, Visakhapatnam and other publishers.

Time for transcription on Computer is one hour.

OFFICE ORGANISATION AND BANKING LAB

Course Title : Office Organisation & Banking Lab	Course Code : 18CCP-408P
Semester : IV	Course Group : Core
Teaching Scheme in Hrs (L:T:P) :1:0:2	Credits : 3
Type of course : Lecture + Assignments	Total Contact Hours : 45Pds
CIE : 60 Marks	SEE : 40 Marks

Prerequisite: The students should have basic knowledge of English and General Mathematics

COURSE OUTCOME

CO1	Prepare Horizontal and vertical diagrams showing profits for give no. of years
CO2	Practice on files, folders, office machines and latest applications and Handling mailing department, Preparation for a meeting
CO3	Practice Enquiry, Offer, Quotations and acceptance, order, order Confirmation, Execution and Cancellation letters
CO4	letters of claims, complaints, Collection, Circular and Application for a situation, knowing the methods of filing and index
CO5	Practice of opening SB Account in any Bank, and depositing amount in accounts
CO6	Practice of withdrawing money from bank through ATM, withdrawal slips
CO7	Practice of issuing cheque payments
CO8	Practice of transferring amounts from one account to another account by using Paytm, NEFT, RTGS,
CO9	Practice of using credit cards in various restaurants, for utility payments

COURSE OUTCOMES:

Unit-I: Horizontal and vertical diagrams showing profits for give no. of years

Duration: 10 Hr

Prepare the Horizontal and vertical diagrams showing the profits of a concern for a given number of years. Prepare a pie chart giving the composition of cost of production.

Unit-II: files, folders, office machines and latest applications and Handling mailing department, Preparation for a meeting

Duration: 10 Hr

Locate the different types of files used in business and practice different office machines and equipment. Practice various office machines like spiral binding machine, Xerox machine, laminating machine, taking print outs, etc.,

Unit-III: SB account documentation, crossing and endorsements of cheques, practice of ATM, using Debit/credit cards and related precautions **Duration: 10hrs**

Practice of SB account documentation, various types of crossing and endorsements of cheques.

Practice using credit and debit cards properly without any mistake

Unit-IV: Marketing of various banking products via, housing, educational & vehicle loans
Duration: 05 hrs

Practice of documents required for submission to the bank for obtaining Housing, personal, educational and vehicle loans

Unit-V: Ombudsman procedure (complaint redressal procedure.) **Duration: 05 hrs**

Practicing the procedure for complaint against the bank for various types of grievances of customers

Ombudsman procedure (complaint redressal procedure)

Unit-VI: Listening to various speeches of guests from banking sector reforms
Duration: 05 hrs

Practice to know about the various reforms made from time to time in the banking sector

Specific Learning Outcomes: Upon the completion the student will be able to:

1.0 Depict the business progress by means of charts and diagrams.

1.1 Prepare the Horizontal and vertical diagrams showing the profits of a concern for a given number of years.

1.2 Prepare a pie chart giving the composition of cost of production.

2 Locate the different types of files used in business and practice different office machines and equipment.

2.0 Recognise the spike file, office file, box file, folders.

2.1 Taking print out of a file stored in your system

2.2 Practice printing both sides using a duplex printer

2.3 Practice binding with spiral binding machine

2.4 Scan a photo using scanner and save the image in a particular folder.

2.5 Practice uploading of scholarship application etc.,

2.6 Practice taking multiple copies using Xerox machine (including enlargement/reduction of size copy to that of the original document)

2.7 Practice binding with spiral binding machine

2.8 Practice laminating different documents or identity cards using electronic laminating machine.

2.9 Software applications are portals such as Income Tax, GST, AAdhar, bio-metric, CCTV

2.10 Enter the inward mail in the inward register and outward mail in the outward register

- 2.11 Practice the salient features of notice/agenda etc., of companies being advertised in newspapers for better and realistic understanding. And prepare notice and agenda of a meeting
- 2.12 Record the minutes and resolutions of the meeting
- 2.13 Conduct of mock annual general meetings involving resolutions
- 3 Opening an SB account
 - 4 Demonstrate various uses of various forms for remittance and withdrawals.
 - 5 Demonstrate various uses of pay-in-slips, withdrawal forms and cheques.
 - 6 Nomination form and its importance
 - 7 Practice crossing and endorsements of cheques
 - 8 Guiding about the provisions of the Negotiable Instruments Act.
 - 9 Learning about the provisions of the bouncing of cheque
 - 10 Practice filling up of application form for DD,
 - 11 The concept of NEFT and RTGS.
 - 12 Practice withdrawal of funds from ATM,
 - 13 Practice other services offered by ATM
 - 14 Practice issue of Debit card, Credit card, Digital payments etc.,
 - 15 Learn precautions against the misuse of plastic money.
 - 16 Observe the procedure for issue of loans/advances by the bank.
 - 17 Prepare Project appraisal for Housing loans.
 - 18 Prepare Project appraisal for personal loans.
 - 19 Prepare Project appraisal for Educational loans.
 - 20 Prepare Project appraisal for Vehicle loans.
 - 21 Guide the customer about the grievance procedures.
 - 22 Enlighten the role of banking Ombudsman.
 - 23 Listening to guest lectures on the issues of banking sector
 - 24 Visit of nearest banks

RECOMMENDED BOOKS:

1. Office Organization and Management. Chopra
2. Office Organization and Management. S.P. Arora
3. Essentials of Business Communication....Rajendrapal and Korlahalli
4. Commercial Correspondence. R. Mohan
5. Banking Theory & Practices: Dr. P.K. Srivatsava, Himalaya Publishers,
6. Money banking & Financial Markets:Aervash, Rabort.D. Macmillian London,
7. Banking theory and practices : R. Rajesh Tata Mecgrawhill

Suggested Student Activities

1. Student visits Library to refer to Manuals and magazines on different office organizations
2. Students prepare charts and posters for different types of office organizations
3. Visit nearby Industry to familiarize with Office organization techniques
4. Analyze the issues in the different types of modern offices
5. Quiz
6. Group discussion
7. Surprise test
8. Role plays

9. Verifying the health hazards of various modern offices and steps taken to curb them in different industrial units.
10. Visit a Sole trading concern, partnership firm and a JSC to see the modern filing and indexing techniques
11. Student visits Library to refer to various journals on recent banking reforms
12. Student personally know by writing various crossing of cheques and endorsements
13. Visit nearby bank to familiarize with appraisal techniques
14. Students role play in solving banking problems as Ombudsman
15. preparing charts and posters on new banking automation methods
16. Seminars on different banking products
17. Collection of various forms of remittances and withdrawal forms
18. Oral/ video presentation on the use of Debit and Credit cards
19. Role play by students or organizing a bank physically
20. Chat skill among students on project appraisal techniques by banks
21. Practicing of on line transfer of deposits and payments

E-learning References:

1. <https://www.elelearning-office.com>
2. <https://www.elcomcms.com>
3. <https://www.intercom.com>
4. [https://www. Ibef.org>industry](https://www.Ibef.org>industry)
5. <https://www.time4education.com>career>
6. <https://www.moneycontrol.com>.

Exercises:

Sl. No	Topic	Key Competencies
1	Practice of Different charts and Diagrams	Observe the given data Select the appropriate type of chart or diagram. Prepare the Chart/Diagram duly incorporating the given data
2	Practice on Files and Folders	Identify different types of files and folders. Make sure that the documents to be filed are properly punched. File the documents in the relevant file or folder.
3	Operation of office machines and equipment	Printer: Select Printer and give print after checking all the details such as Page range, No. of copies and other properties. Duplex Printer: Go to properties; select 'Yes' to the option 'print on both sides'. Spiral Binding Machine: Identify the different parts of a Spiral Binding Machine. Bind your Office Organisation material using Spiral Binding Machine. Software applications or portals such as Income Tax, GST, Aadhar, Bio-Metric, CCTV
4	Handling of Mailing Department	Draw the columns of Inward and Outward Mail Registers. Select the correspondence to be entered in the registers Make entries in the appropriate mail registers.
5	Operation of office machines and equipment	Scanner: Make sure that the object to be scanned is laid correctly in the scanner and select the type of image you want such as .jpg,

		.jpeg etc. Selecting the size, resolution of the picture and type of picture such as colour/black & white/gray scale and using the options such as crop, rotation etc using scanner appropriate to your requirement. Xerox/Copier Machine: Select the properties and no. of copies to be taken. Enlarge or reduce the size according to your requirement. Electronic Laminating Machine: Identify different parts of Electronic Laminating Machine. Laminate your Identity card using the machine
6	Preparation for meeting	Conduct a Mock Company meeting. Prepare Meeting Notice and email it to stake-holders. Prepare Agend(a) Make arrangements for the meeting. Record Minutes of the Meeting. Record Resolutions of the Meeting

CO / PO MAPPING MATRIX

	COURSE OUTCOME	Linked PO
CO1	Horizontal and vertical diagrams showing profits for give no. of years	1,2,3,4,5,6
CO2	files, folders, office machines and latest applications and Handling mailing department, Preparation for a meeting	1,2,3,4,5,6
CO3	Enquiry, Offer, Quotations and acceptance, order, order Confirmation, Execution and Cancellation letters	1,2,3,4,5,6
CO4	Practice of using remittance forms, DD forms, withdrawal forms, nomination form etc.,	1,2,3,4,5,6
CO5	Practice of ATM, Debit and Credit cards Crossing, and endorsements of cheques, NEFT and RTGS	1,2,3,4,5,6
CO6	Loan appraisal techniques and documents use for Housing, educational, personal and vehicle loans	1,2,3,4,5,6
CO7	Practice of transferring amounts from one account to another account by using paytm	1,2,3,4,5,6
CO8	Practice of using credit cards in various restaurants, for utility payments	1,2,3,4,5,6

Model Question Papers

MODEL QUESTION PAPER FOR MID I EXAMINATION

CCP-408P OFFICE ORGANIZATION AND BANKING LAB

Answer any two questions and each question carries 10 marks. 2x10= 20 marks

1. Prepare a pie chart for a given composition of profits of A to Z Company during the years 2013 to 2018.
2. Take a printout of the file stored in your system
3. Scan a photo using scanner and save the image in your folder.
4. Prepare spiral for your book-keeping book
5. Laminate your identity card using electronic laminating machine
6. Demonstrate about opening an SB Account in any bank.
7. Demonstrate the different procedure of withdrawing amount using ATM, withdrawal form, and Debit cards.
8. Demonstrate the procedure to take a DD from any bank.
9. Demonstrate the procedure to fill the Nomination form for any account.
10. Demonstrate the procedure for NEFT and RTGS.
11. Record resolutions of a meeting
12. Draft a letter of Enquiry
13. Draft a letter of Acceptance
14. Draft a letter of compliant

MID-II-MODEL QUESTION PAPER

CCP-408(P) OFFICE ORGANIZATION AND BANKING LAB

Answer any two questions and each question carries 10 marks. 2X10= 20 marks

1. Record resolutions of a meeting
2. Draft a letter of Enquiry
3. Draft a letter of Acceptance
4. Draft a letter of compliant
5. Demonstrate various ways of crossing of cheques.
6. Demonstrate different ways of endorsement of cheques
7. Demonstrate the use of Credit cards in detail.
8. Demonstrate the precautions to be taken while using Debit cards and Credit cards.
9. Demonstrate the procedure for remittance of funds by pay-in-slip.

CCP-408(P) OFFICE ORGANIZATION AND BANKING LAB

EndExam Model question paper

**Answer any four questions and each question carries 15 marks.
marks**

4X15= 60

1. Demonstrate about opening an SB Account in any bank.
2. Demonstrate the different procedure of withdrawing amount using ATM, withdrawal form, and Debit cards.
3. Demonstrate the procedure for applying for Personal Loan
4. Demonstrate the procedure for applying for Educational Loan.
5. Demonstrate the procedure for applying for Vehicle loans
6. Scan a photo by using scanner and save the image in a folder
7. Record resolutions in a meeting
8. Draft a letter of complaint
9. Draft a letter of cancellation of order
10. Draft a letter of enquiry

D.T.P. LAB

Course Title	: D.T.P.Lab	Course Code	: 18CCP-409P
Semester	: IV	Course Group	: Core
Teaching Scheme in Hrs (L:T:P)	: 1:0:2	Credits	: 3
Type of course	: Lecture + Assignments	Total Contact Hours	: 45 Pds
CIE	: 60 Marks	SEE	: 40 Marks

Pre-requisite: The students should have basic knowledge of Computers and MS Word

COURSE OUTCOME

CO1	Know the functionalities and learn options in Adobe InDesign
CO2	Know the introduction & parts in Adobe PhotoShop
C03	Know the functionalities and learn options in Adobe PhotoShop
CO3	Know the functionalities and learn options in Adobe Flash

Course Contents

Unit-I Practice features of ADOBE INDESIGN

Duration: 15 hrs

Getting Started with InDesign - Creating and Viewing a Document - Managing Pages Using the Pages Panel - Working with Text - Placing and Working with Graphics - Working with Objects and Layers - Applying and Managing Color - Applying Fills, Strokes, and Effects - Working with Points and Paths - Working with Tables - Working with Style

Unit-II Adobe Photoshop – Introduction - Parts

Duration: 05 hrs

Introduction to Adobe Photoshop – Parts of Photoshop

Unit-III Adobe PhotoShop – Tools – Layers

Duration: 10 hrs

Photoshop – Different tools - Working with Layers - Working with painting tools, Colours, Brushes

Unit-IV Adobe Flash

Duration: 15 hrs

New Flash Program, Working with Stage, Time lines, Toolbar options like Arrow, Pencil, Brush, Eye dropper, Paint Bucket, Lasso tool, etc. - Working with text, Transform options, Animation Techniques, Frames and Shape Tweening of objects and text - Working with Graphic symbols, Motion Tweening, Tweening properties. Creating and editing Button symbols. Assigning actions, library and color mixer windows - Grouping of elements, working with bitmaps, simple animation. Creation of animations. Transform options, color styles, working with frames. Layer Properties, Working with slices - Layer masking, Frame by frame animation, Editing Frames & Animation, Library , Creating & working with Movie Clips, Creating & adding sounds and animations to Movie / presentation, Creating web sites, optimizing movies and exporting files.

RECOMMENDED BOOKS:

1. Adobe InDesign CC on Demand, by Steve Johnson
2. Adobe Photoshop 6.0 Class Room in a Book : Pearson Education, Asia Publishers, 2001.
3. Comdex Series – DTP – Vivek Gupta, Dreamtech Publishers.
4. Inside Flash 5 – Kea thing, BPB Publications
5. Flash MX (CD) – Thyagarajan, Tata McGraw Hill Publishers
6. The Art of Flash Animation – Mark Stephen Smith, BPB Publications

Suggested Learning Outcomes:

1.0 Practice features of Adobe InDesign

1.1 Getting Started with InDesign

Installing InDesign, Showing and Hiding Panels, Using the Tools and Control Panel, Opening a Document, Inserting Images or Text in a Document

1.2 Creating and Viewing a Document

Creating a New Document, Creating a New Document Using Presets, Changing the Display View, Changing the View with the Zoom Tool, Viewing and Using Rulers, Using Guides, Changing Guides & Pasteboard Options, Using Smart Guides

1.3 Managing Pages Using the Pages Panel

Inserting, Navigating, Deleting and Moving Pages, Working with Page Spreads, Working with Master Pages, Working with Page Numbers and Sections, Changing the Page Size

1.4 Working with Text

Using Type Tools, Creating Type in a Text Frame, Creating Path Type, Importing Text, Flowing Imported Text, Working with Overflow Text, Copying and Moving Text, Changing Fonts, Changing Font Size, Changing Text Leading, Changing Text Kerning, Changing Text Tracking, Aligning Paragraphs, Creating a Drop Cap, Setting Text Frame Options

1.5 Placing and Working with Graphics

Placing Graphics, Placing Multiple Graphics, Copying or Moving Graphics, Using the Links Panel, Fitting Graphics in Frames

1.6 Working with Objects and Layers

Creating Shapes, Creating Lines, Creating Multiple Objects in a Grid, Using the Selection Tool, Using the Direct Selection Tool, Resizing Objects, Moving Objects, Duplicating Objects, Grouping and Combining Objects, Aligning Objects, Distributing Objects Arranging, Object Stack Order, Transforming Objects, Scaling Objects, Rotating Objects, Locking and Unlocking Objects

1.7 Applying and Managing Color

Applying Colors, Using the Eyedropper Tool, Creating Tint Swatches

1.8 Applying Fills, Strokes, and Effects

Applying Fill and Stroke Colours, Changing Stroke Attributes, Creating Blends and Effects, Applying Shadow Effects, Applying Feather Effects, Applying Corner Object Effects

1.9 Working with Points and Paths

Drawing with the Pen Tool, Selecting and Moving Points and Segments, Working with Pathfinder, Creating a Compound Path

1.10 Working with Tables

Creating Tables, Entering and Editing Text in a Table, Modifying a Table, Adjusting Table Rows and Columns, Adjusting Tables in the Text Frame

1.11 Working with Style

Using the Paragraph Styles or Character Styles Panel, Creating Paragraph Styles, Creating Character Styles, Using Quick Apply

2.0 ADOBE PHOTOSHOP:

2.1 Introduction

2.2 Parts of Adobe Photoshop Screen

3.0 ADOBE PHOTOSHOP:

3.1 Select tools: Marque, lasso, magic wand

3.2 Selection of images using these tools

3.3 Rotation and transformation of a selection

3.4 Layers – Creation, viewing and hiding –

3.5 Adding text

3.6 History palette

3.7 Quick Mask and channel Mask

3.8 Conversion of colour

3.9 Images to grayscale

3.10 Saving an image.

4.0 ADOBE FLASH:

4.1 Interface of Flash environment

4.2 Tool bar options

4.3 Working with Text

4.4 Animation techniques using time lines, layers, frames, etc.

4.5 Tweening of objects and texts

4.6 Working with symbols

4.7 Assigning actions

4.8 Library window and Colour Mixer window

4.9 Motion Tweening

4.10 Animations using two or more layers

4.11 Animation using Shape Tweening

- 4.12 Guide Layer
- 4.13 Image Slicing
- 4.15 Frame by frame animation
- 4.16 Library and library properties
- 4.17 Special effects
- 4.18 Blast and Ripples effects
- 4.19 Movie-clip symbols
- 4.20 Converting animations to movie-clips
- 4.21 Interactive movies
- 4.22 Animation techniques
- 4.23 Optimizing movies and exporting movies for the web

EXERCISES

1. Getting Started with InDesign

Installing InDesign, Showing and Hiding Panels, Using the Tools and Control Panel, Opening a Document, Inserting Images or Text in a Document

2. Creating and Viewing a Document

Creating a New Document, Creating a New Document Using Presets, Changing the Display View, Changing the View with the Zoom Tool, Viewing and Using Rulers, Using Guides, Changing Guides & Pasteboard Options, Using Smart Guides

3. Managing Pages Using the Pages Panel

Inserting, Navigating, Deleting and Moving Pages, Working with Page Spreads, Working with Master Pages, Working with Page Numbers and Sections, Changing the Page Size

4. Working with Text

Using Type Tools, Creating Type in a Text Frame, Creating Path Type, Importing Text, Flowing Imported Text, Working with Overflow Text, Copying and Moving Text, Changing Fonts, Changing Font Size, Changing Text Leading, Changing Text Kerning, Changing Text Tracking, Aligning Paragraphs, Creating a Drop Cap, Setting Text Frame Options

5. Placing and Working with Graphics

Placing Graphics, Placing Multiple Graphics, Copying or Moving Graphics, Using the Links Panel, Fitting Graphics in Frames

6. Working with Objects and Layers

Creating Shapes, Creating Lines, Creating Multiple Objects in a Grid, Using the Selection Tool, Using the Direct Selection Tool, Resizing Objects, Moving Objects, Duplicating Objects, Grouping and Combining Objects, Aligning Objects, Distributing Objects, Arranging, Object Stack Order, Transforming Objects, Scaling Objects, Rotating Objects, Locking and Unlocking Objects

7. Applying and Managing Color

Applying Colors, Using the Eyedropper Tool, Creating Tint Swatches

8. Applying Fills, Strokes, and Effects

Applying Fill and Stroke Colors, Changing Stroke Attributes, Creating Blends and Effects, Applying Shadow Effects, Applying Feather Effects, Applying Corner Object Effects

9. Working with Points and Paths

Drawing with the Pen Tool, Selecting and Moving Points and Segments, Working with Pathfinder, Creating a Compound Path

10. Working with Tables

Creating Tables, Entering and Editing Text in a Table, Modifying a Table, Adjusting Table Rows and Columns, Adjusting Tables in the Text Frame

11. Working with Style

Using the Paragraph Styles or Character Styles Panel, Creating Paragraph Styles, Creating Character Styles, Using Quick Apply

12. Photoshop introduction & Parts of Adobe Photoshop
13. Select and use the marquee tool, lasso tool, magic wand tool and more tools
14. Select parts of an image using marquee, lasso and magic wand tools
15. Rotate, scale and transform a selection
16. Create a new layer
17. View and hide layers
18. Apply gradient and add text to a layer
19. Apply special effects for text
20. Save a copy of the file with flattened layers
21. Use the basic painting tools
22. Work with colours, gradients or patterns in a layer
23. Set the blending mode and opacity of a layer for adjusting the colour
24. Use the history palette to make correction
25. Create custom brushes in the tool options bar
26. Refine selection using a quick mask
27. Save a selection as a channel mask
28. Create and use a gradient mask
29. Convert a colour image to monochrome and improve its overall quality
30. Sharpen the image
31. Convert a colour image to greyscale
40. Start a new Flash program
41. Acquaint with Flash environment
42. Working with Stage
43. Practice with Time lines
44. Practice various Toolbar options
45. Work with Arrow, Pencil, Brush, Eraser tool
46. Use the Magnifier, text tool, ink bottle
47. Use Paint bucket, Eye dropper and lasso tool

48. Modify the document
49. Working with text – edit, break apart
50. Transform options
51. Animation Techniques using time lines and layers
52. Frames, blank key frames, key frames
53. Shape tweening of objects and texts
54. Working with symbols
55. Creating graphic symbols
56. Simple motion tweening
57. Use of guide layers for motion tweening
58. Tweening properties – rotation, orient to path, loop and other instance properties
59. Creating button symbols
60. Edit the button symbol to give different effects for roll overs and clicks
61. Assigning actions like start, stop, etc.
62. Library window and colour mixer window
63. Grouping of elements
64. Importing and working with bitmaps
65. Simple animation using motion tweening
66. Rotation property scaling, Colour style properties
67. Create animations using two or more than two layers
68. Transform options – Flip Horizontal, Flip Vertical, Rotate, etc.,
69. Colour Styles – Alpha
70. Copy Frames and Paste Frames option from the Edit menu
71. Animation using Shape tweening
72. Layer properties
73. Motion along a path using guide layer
75. Image slicing
76. Naming slices and inserting slices
77. Layer masking
78. Frame by frame animation
79. Editing animations, deleting frames, inserting frames
80. Library and library properties
81. Creating animations for showing special effects – Blast effect, Ripples effect
82. Creating Movie-Clip symbols
84. Converting an existing animation into a movie-clip
85. Placing movie-clips inside the button symbol
86. Placing movie-clips inside the graphic symbol
87. Creating interactive movies/CD presentations using the animation techniques
88. Adding sounds to a movie/presentation, importing and editing sounds
89. Creating web sites or home-pages of any web site
90. Optimizing movies and exporting movies for the web
91. Exporting files

Student's activities

Exp No	Name of the Experiment	Objectives	Key Competencies
1	Creating and Viewing a Document	Creating a New Document, Creating a New Document Using Presets, Changing the Display View, Changing the View with the Zoom Tool, Viewing and Using Rulers, Using Guides, Changing Guides & Pasteboard Options, Using Smart Guides	Acquaint Creating a New Document
2	Working with Text	Using Type Tools, Creating Type in a Text Frame, Creating Path Type, Importing Text, Flowing Imported Text, Working with Overflow Text, Copying and Moving Text, Changing Fonts, Changing Font Size, Changing Text Leading, Changing Text Kerning, Changing Text Tracking, Aligning Paragraphs, Creating a Drop Cap, Setting Text Frame Options	Acquaint with using Type Tools, Text Frame
3	Placing and Working with Graphics	Placing Graphics, Placing Multiple Graphics, Copying or Moving Graphics, Using the Links Panel, Fitting Graphics in Frames	Usage of Graphics
4	Applying and Managing Color	Applying Colors, Using the Eyedropper Tool, Creating Tint Swatches	Acquaint with using color schemes Eyedropper Tool
5	Working with Tables	Creating Tables, Entering and Editing Text in a Table, Modifying a Table, Adjusting Table Rows and Columns, Adjusting Tables in the Text Frame	Acquaint with Tables
6	Working with Style	Using the Paragraph Styles or Character Styles Panel, Creating Paragraph Styles, Creating Character Styles, Using Quick Apply	Acquaint with styles
7	Exercise to apply Marquee tool	Edit the photo using marquee tool	Acquaint using marquee tool
8	Exercise to apply Lasso tool	Edit the photo using Lasso tool	Acquaint using Lasso tool
9	Exercise to apply Magic wand tool	Edit the photo using Magic wand tool	Acquaint using Magic wand tool
10	Exercise on layers	Create new layer and apply gradient and add text to layer	Acquaint creating new layer applying gradient and text
11	Exercise on using basic painting tools, colors, gradients or patterns in a layer	Use a basic painting tools, colors, layers	Acquaint using painting tools, colors, layers
12	Exercise on using history palette	Use history palette to make correction	Acquaint to make correction of history palette

13	Exercise using brushes	Use brushes in photo editing	Acquaint to make use of brushes in photo editing
14	Exercise on converting a color image to monochrome and improve quality of photo	Use different tools and options to learn how to sharpen the image and to improve the quality of photos	Acquaint to use different tools to sharpen and improve the quality of photos
15	Exercise on creating Flash program with stage, timeline	Creation of Flash program using stage and timeline	Acquaint of using stage and timeline in flash program
16	Exercise on toolbar options using arrow, pencil, brush, other tools	Creation of flash program using different options in toolbar	Acquaint of using different toolbar options
17	Exercise on working with text, break apart and transform options	Creation of Flash program using text, editing text and transform options	Acquaint of using transform options, adding text and editing text
18	Exercise on Animation techniques using timelines and layers	Creating flash program using timelines and layers	Acquaint of using timelines and layers
19	Exercise on tweening of objects and texts, using symbols	Creating flash program using symbols	Acquaint of using symbols and tweening of objects and text
20	Exercise on creating graphic symbols and using simple motion tweening	Create graphic symbols in flash program using simple motion tweening	Acquaint of creating graphic symbols and using simple motion tweening
21	Exercise on creating animations and using transform options	Create flash program using animations and transform options	Acquaint using animations and transform options
22	Exercise on creating movie clips	Creating movie clips using layers, animations, transform options	Acquaint to create movie clips / presentations
23	Exercise on creating web sites	Creating web sites using flash program	Acquaint to create simple web sites

Suggested Student Activities

1. Student visits Library to refer to Manual for the specifications
2. Student inspects the available equipment in the Lab to identify the components
3. Visit nearby Industry to familiarize with fabrication techniques
4. Analyze the connections in the UPS available in the Institution facility
5. Quiz
6. Group discussion
7. Surprise test

Student E-Learning references

1. <https://www.tutorialspoint.com/DTP/index.htm>
2. <http://webtechstudy.com/DTP-tutorial>

CO / PO MAPPING MATRIX

	COURSE OUTCOME	CL	Linked PO	Teaching Hrs
CO1	Adobe InDesign	A	1,2,3,6,7,8,9,10	15
CO2	Adobe Photoshop – Introduction - Parts	A	1,2,3,6,7,8,9,10	05
CO3	Adobe PhotoShop – Tools – Layers	A	1,2,3,6,7,8,9,10	10
CO4	Adobe Flash	A	1,2,3,6,7,8,9,10	15

Model Question Papers

MODEL PAPER OF MID SEM-I EXAM

TIME: 1 Hour

MARKS:20

Answer any Two Questions and each question carries 10 marks

1. Write procedure to create a New Document, Opening a Document, Inserting Images or Text in a Document in Adobe Indesign.
2. Write procedure for Inserting, Navigating, Deleting and Moving Pages in Adobe Indesign.
3. Write procedure to Using Type Tools in Adobe Indesign.
4. Write procedure to for Placing Graphics, Copying or Moving Graphics in Adobe Indesign.
5. Write procedure for creating a Drop Cap in Adobe Indesign.
6. Write procedure to Creating Shapes, Creating Lines, Creating Multiple Objects in a Grid in Adobe Indesign.
7. Write procedure to Using the Selection Tool, Using the Direct Selection Tool in Adobe Indesign.
8. Write procedure for Grouping and Combining Objects in Adobe Indesign.
9. Write procedure to Applying Colors in Adobe Indesign.
10. Write procedure in Using the Eyedropper Tool Adobe Indesign.

MODEL PAPER OF MID SEM-II EXAM

TIME: 1 Hour

MARKS:20

Answer any Two Questions and each question carries 10 marks

1. Write procedure to marquee tool, lasso tool, magic wand tool in Adobe Photoshop.
2. Write procedure to Rotate, scale and transform a selection in Adobe Photoshop.
3. Write procedure to Create a new layer, View and hide layers, add text to a layer.
4. Write procedure to Create graphs for the data using Chart Wizard.
5. Write procedure to Work with colours, gradients or patterns in a layer.
6. Write procedure to Use the basic painting tools.
7. Write procedure to Use the history palette to make correction.
8. Write procedure to create a new query using wizard.
9. Write procedure to refine selection using a quick mask
10. Write procedure to Create and use a gradient mask.

MODEL PAPER OF SEMESTER END EXAM

TIME: 2 HRS

MARKS : 40

Answer any Four Questions and each question carries 10 marks.

1. Write procedure to marquee tool, lasso tool, magic wand tool in Adobe Photoshop.
2. Write procedure to Rotate, scale and transform a selection in Adobe Photoshop.
3. Write procedure to Create a new layer, View and hide layers, add text to a layer.
4. Write procedure to Using Type Tools in Adobe Indesign.
5. Write procedure to Work with colours, gradients or patterns in a layer.
6. Write procedure to Use the basic painting tools.
7. Write procedure to create a New Document, Opening a Document, Inserting Images or Text in a Document in Adobe Indesign.
8. Write procedure for creating a Drop Cap in Adobe Indesign
9. Write procedure for Grouping and Combining Objects in Adobe Indesign
10. Write procedure in Using the Eyedropper Tool Adobe Indesign.

‘C’ PROGRAMMING LAB

Course Title	: ‘C’ Programming Lab	Course Code	: 18CCP-410P
Semester	: IV	Course Group	: Core
Teaching Scheme in Hrs (L:T:P)	: 1:0:2	Credits	: 3
Type of course	: Lecture + Assignments	Total Contact Hours	: 45Pds
CIE	: 60 Marks	SEE	: 40 Marks

Course Outcome and List of Experiments

Sl.No.	Major Topics (List of Experiments)	No. of periods
1	Exercise on structure of C program	3
2	Execution of simple C program	3
3	Exercise on operators and expressions	3
4	Exercise on precedence of operators	4
5	Exercise on formatted input and output	3
6	Exercise on simple if statement	4
7	Exercise on if...else statement	4
8	Exercise on else...if ladder statement	4
9	Exercise on switch statement	3
10	Exercise on conditional operator	3
11	Exercise on while statement	3
12	Exercise on for statement	4
13	Exercise on do statement	4
14	Exercise on one dimensional arrays	5
15	Exercise on two dimensional arrays	5
16	Exercise on built in functions	5
	Total	60

Student’s activities

S.No.	Name of the experiment	Objectives	Key Competencies
1	Exercise on structure of C program	For a given C program, identify the different building blocks	Identify different building block in a C program
2	Execution of simple C program	Execute a simple C program	Acquaint with C program editing Compile the program Rectify the syntactical errors Execute the program
3	Exercise on operators and expressions	Write a C program that uses different arithmetic operators	Identify different arithmetic operators Build arithmetic expressions Identify the priorities of operators Evaluate arithmetic expression Compile the program Rectify the syntactical errors Execute the program Check the output for its correctness

4	Exercise on input and output of characters	Write a C program for reading and writing characters	Know the use of getchar() function Know the use of putchar() function Compile the program Rectify the syntactical errors Execute the program Check whether the correct output is printed for the given input
5	Exercise on formatted input and output	Write a C program using formatted input and formatted output	Know the use of format string for different types of data in scanf() function Know the use of format string for different types of data in printf() function Check whether the data is read in correct format Check whether the data is printed in correct format
6	Exercise on simple if statement	Write a C program using simple if statement	Build a relational expression Use the if statement for decision making Rectify the syntax errors Check the output for correctness
7	Exercise on if..else statement	Write a C program using if..else statement	Build a relational expression Use the if..else statement for decision making Rectify the syntax errors Check the output for correctness
8	Exercise on else..if ladder statement	Write a C program using else..if ladder statement	Use else..if ladder statements with correct syntax Rectify the syntax errors Debug logical errors Check the output for correctness
9	Exercise on switch statement	Write a C program using switch statement	Use switch statement with correct syntax Identify the differences between switch and else..if ladder Rectify the syntax errors Debug logical errors Check the output for correctness
10	Exercise on conditional operator	Write a C program using (? :) conditional operator	Build the three expressions for conditional operator Use conditional operator with correct syntax Rectify the syntax errors Debug logical errors Differentiate conditional operator and if..else statement
11	Exercise on while statement	Write a C program using while statement	Build the termination condition for looping Use while statement with correct syntax Check whether correct number of iterations are performed by the while loop Rectify the syntax errors Debug logical errors

12	Exercise on for statement	Write a C program using for statement	Build the initial, increment and termination conditions for looping Use for statement with correct syntax Rectify the syntax errors Debug logical errors Check whether correct number of iterations are performed by the while loop Differentiate for and while statements
13	Exercise on do statement	Write a C program using do statement	Build the termination condition for looping Use do statement with correct syntax Rectify the syntax errors Debug logical errors Check whether correct number of iterations are performed by the while loop Differentiate do, while and for statements
14	Exercise on one dimensional arrays	Write a C program to create and access one dimensional array	Create a one dimensional array with correct syntax Store elements into array Read elements from array Validate boundary conditions while accessing elements of array Rectify the syntax errors Debug logical errors Check for the correctness of output for the given input
15	Exercise on two dimensional arrays	Write a C program to create and access two dimensional array	Create a two dimensional array with correct syntax Store elements into array Read elements from array Validate boundary conditions while accessing elements of array Rectify the syntax errors Debug logical errors Check for the correctness of output for the given input
16	Exercise on inbuilt mathematical and string functions	Write a C program on mathematical functions and string functions	Use mathematical functions. Declare and initialize string variables Read strings from keyboard Print strings to screen

Exercises On 'C' Programming

- 1) Execute a simple 'C' program using printf().
- 2) Write a 'C' program to perform various arithmetic operations.
- 3) Demonstrate a program on precedence of operators.
- 4) Demonstrate a program on type conversion.
- 5) Demonstrate a program on pre/post increment and pre/post decrement.
- 6) Demonstrate a program on the declaration of constant
- 7) Execute a program on conditional operator.
- 8) Write a program to find the area of a circle.
- 9) Write a program to swap two numbers.
- 10) Demonstrate a program on getchar () and putchar () functions.
- 11) Demonstrate a program on escape sequence & control characters.
- 12) Demonstrate a program to calculate simple interest.
- 13) Write a program to test the given number is negative or positive.
- 14) Write a program to test a candidate is eligible to vote.
- 15) Demonstrate a program to find the biggest among three numbers.
- 16) Demonstrate a program using logical operators.
- 17) Demonstrate a program on switch statement.
- 18) Demonstrate a program on while loop.
- 19) Write a program to print the sum of 10 numbers using while loop.
- 20) Write a program to print the even numbers
- 21) Write a program to print the odd numbers
- 22) Demonstrate a program to find the factorial value of a given number
- 23) Demonstrate a program to print the factors of a given number using for loop
- 24) Demonstrate a program to print the Fibonacci series
- 25) Write a program to test the given number is prime or not
- 26) Demonstrate a program to print the multiplication table
- 27) Demonstrate a program on do...while loop
- 28) Write a C program using nested loops to show the output as follows:

a) 1	(b) A	c) 1
12	AB	1 2
123	ABC	1 2 3
1234	ABCD	1 2 3 4
12345	ABCDE	1 2 3 4 5

- 29) Demonstrate a program on pre processor directive # define
- 30) Demonstrate a program to print the elements of an array in reverse order
- 31) Write a program to show the sum of the elements of an array.
- 32) Write a program to show the biggest element of an array.
- 33) Write a program to sort the elements of an array.
- 34) Demonstrate the usage of gets() and puts() functions.
- 35) Demonstrate a program on multidimensional array.
- 36) Write a program to read and show 5 strings.
- 37) Demonstrate a program on mathematical functions.
- 38) Write a program to show the length of a given string.
- 39) Write a program to print the reverse of a given string.
- 40) Demonstrate a program on comparison of two strings.

REFERENCE BOOKS:

- 1) Programming in ANSI C – Sri E. Balagurusamy, McGraw Hill Education (India) Pvt. Ltd
- 2) Mastering C – Sri Venugopal & Sri Prasad, McGraw Hill Education (India) Pvt. Ltd

18CCP-410P

BOARD DIPLOMA EXAMINATION (C-18)

MID SEM- I EXAM

18CCP-410P 'C' PROGRAMMING LAB

TIME: 1 hrs

MARKS: 20

Answer any one question. Each question carries twenty marks.

1. Develop an algorithm to add two numbers entered by user.
2. Develop an algorithm to multiply two numbers entered by user.
3. Develop an algorithm to find simple interest.
4. Develop an algorithm to swap two numbers.
5. Draw flowchart to find subtraction of two numbers.
6. Draw flowchart to find compound interest.
7. Draw flowchart to find smallest of two numbers.
8. Explain the compiler, interpreter, linker and loader.
9. Draw the structure of 'C' programming.
10. Demonstrate a sample 'C' programme

Note: Marks may awarded as follows

- | | |
|---------------------------|---------|
| 1. Writing programme | 5 Marks |
| 2. Execution of programme | 5 Marks |
| 3. Viva | 5 Marks |
| 4. Day to day evaluation | 5 Marks |

18CCP-410P

BOARD DIPLOMA EXAMINATION (C-18)

MID SEM- II EXAM

18CCP-410P 'C' PROGRAMMING LAB

TIME: 1 hrs

MARKS: 20

ANSWER ANY ONE QUESTION. EACH QUESTION CARRIES TWENTY MARKS.

1. Demonstrate a 'C' programme to declaration of variables.
2. Demonstrate a 'C' programme on arithmetic operators.
3. Demonstrate a 'C' programme on relational operators.
4. Demonstrate a 'C' programme on explicit and implicit type conversion.
5. Demonstrate a 'C' programme to find the area of a circle.
6. Demonstrate a 'C' programme to swap two numbers.
7. Demonstrate a 'C' programme to find simple interest.
8. Demonstrate a 'C' programme on getchar () and putchar () functions.
9. Demonstrate a 'C' programme on backspace, newline and ta(b)
10. Demonstrate a 'C' programme to find sum of numbers entered by user.

Note: Marks may awarded as follows

- | | |
|---------------------------|---------|
| 1. Writing programme | 5 Marks |
| 2. Execution of programme | 5 Marks |
| 3. Viva | 5 Marks |
| 4. Day to day evaluation | 5 Marks |

BOARD DIPLOMA EXAMINATION (C-18)
SEMESTER END EXAM
18CCP-410P 'C' PROGRAMMING LAB

TIME: 3 hrs**MARKS: 40**

ANSWER ANY ONE QUESTION. EACH QUESTION CARRIES TWENTY MARKS.

1. Execute a simple 'C' programme using printf() function.
2. Demonstrate a 'C' programme to calculate simple interest.
3. Demonstrate a 'C' programme to print the sum of 10 numbers using for loop.
4. Demonstrate a 'C' programme to find the given number is prime or not.
5. Demonstrate a 'C' programme to show biggest element in an array.
6. Demonstrate a 'C' programme to add two matrixes.
7. Demonstrate a 'C' programme to find the factorial of a given number.
8. Demonstrate a 'C' programme on function with no arguments and return value.
9. Demonstrate a 'C' programme to show the length of a given string.
10. Demonstrate a 'C' programme to compare two strings.

Note: Marks may awarded as follows

- | | |
|-------------------------------------|----------|
| 1. Writing programme | 10 Marks |
| 2. Execution of programme | 10 Marks |
| 3. Viva | 10 Marks |
| 4. Day to day evaluation and record | 10 Marks |

STUDENTS ACTIVITIES FOR SKILL UPGRADATION FOR FOURTH SEMESTER

Periods per week	07	Grade Points	2.5
Total periods per semester	105		

I SWATCH BHARATH

METHODOLOGY FOR CONDUCTING SWATCH BHARATH

1. The teacher will allot any premises (lab/classrooms etc.) of the Institute for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out Swatch Bharath.
3. The students should ask to show interest with others and work effectively with them to meet common objective.
4. The teacher should fix up the time duration for initiating and conducting the activity.

II HARITHA HARAM

METHODOLOGY FOR CONDUCTING SWATCH BHARATH

1. The teacher will allot any premises (trimming of plants, planting saplings and taking care of the existing plants) of the Institute for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out Haritha haram.
3. The students should ask to show interest with others and work effectively with them to meet common objective.
4. The teacher should fix up the time duration for initiating and conducting the activity.

III NSS/NCC ACTIVITIES

METHODOLOGY FOR CONDUCTING NSS/NCC activities

1. The teacher will conduct programmes like (Blood Donation Camp, Health Check up or eye camp) in the nearby villages of the Institute for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out NSS/NCC activities.
3. The students should ask to show interest with others and work effectively with them to meet common objective.
4. The teacher should fix up the time duration for initiating and conducting the activity.
5. The teacher should provide tips to accept feedback in a constructive and considerate way.

IV ROLE PLAY

METHODOLOGY FOR CONDUCTING ROLE PLAY:

1. The teacher will provide guidance to the students on the topic of the role play given of the Institute for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out Role Play.
3. The students should ask to show interest with others and work effectively with them to involve in their respective roles.
4. The teacher should fix up the time duration for initiating and conducting the activity.
5. The Placement Officer and any other senior faculty of the Institute/HOD of other department should be invited and they should act as observing members, apart from teacher.

V Debate – the following are few topics given and the teacher can select any other current and relevant topic of her/his choice

1. Is facebook for the attention-seeking and lazy people?
2. Globalization and impact on Indian Culture.
3. NGOs – Do they serve people's interest?
4. Managerial skills learnt in the class room
5. Corruption is the prize we pay for democracy

METHODOLOGY FOR CONDUCTING DEBATE

1. The teacher will allot a topic for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out group discussion.
3. The teacher should provide tips to accept feedback in a constructive and considerate way and how to handle frustrations in group, while debating.
4. The Placement Officer and any other senior faculty of the Institute/HOD of other department should be invited and they should act as observing members, apart from teacher.
5. The teacher should fix up the time duration for initiating and conducting the activity.

VI QUIZ

METHODOLOGY FOR CONDUCTING QUIZ

1. The teacher will conduct quiz programmes dividing the students into groups on concerned subjects.
2. The teacher should give instructions and rules on conduct of quiz.
3. The students should ask to show interest and compete with other groups enthusiastically.
4. The teacher should fix up the time duration for initiating and conducting the activity.
5. The teacher will act as Quiz Master.

VII TEAM BUILDING/GROUP DISCUSSION/SEMINARS– the following are few topics given and the teacher can select any other current and relevant topic of her/his choice

1. Raising petrol prices – Can Government Control?
2. Depreciation of Indian rupee has only negative impact on the economy.
3. Gold – Best investment or a bursting bubble?
4. Media is a mixed blessing/how ethical is medi(a)
5. China – A threat to India?

METHODOLOGY FOR CONDUCTING GROUP DISCUSSION/TEAM BUILDING/SEMINARS

1. The teacher will allot a topic for a group of five students.
2. The teacher should given an introductory talk on ways and rules to carry out group discussion.
3. The students should ask to show interest with others and work effectively with them to meet common objective.
4. The teacher should provide tips to accept feedback in a constructive and considerate way and how to handle frustrations in group, while discussion.
5. The Placement Officer and any other senior faculty of the Institute/HOD of other department should be invited and they should act as observing members, apart from teacher.
6. The teacher should fix up the time duration for initiating and conducting the activity.
7. Documentation to be produced for validation-hand written documents on minutes of discussion, description of the topic discussed – record the few minutes of the discussion by small device.

VIII Guest Lecturers:

To be organized from any two of the following areas Experts/ Professionals from different field/industries are invited to deliver lecturers at least TWO sessions in a semester. The topics may be selected by the teacher /industry expert to develop required skills.

1. Pollution control
2. Fire fighting/ Safety Precautions and First aids
3. Computer opportunities
4. Career opportunities
5. Yoga Meditation
6. Aids awareness and health awareness
7. Office Environment
8. Interview Techniques
9. Environmental pollution and control
10. Total Quality Management

Method for conducting Guest Lectures

1. The teacher should fix up the date for guest lecture
2. The HOD of the department should chair the event
3. The students of class allowed to participate in the session
4. Watch the talk and make the brief hand written report on the guest lecture delivered by each student as a part of Team work
5. Make Audio/visual record of the guest lecture by using any smart devices
6. Opportunity should be provided for students for live interaction with experts and record it on any one smart device.

IX Industrial Visits

Structured industrial visits be arranged and report of the same shall be submitted by the individual student, to form a part of the term work. Following are the suggested types of Industries/ fields.

- a. Public sector enterprises
- b. State government undertaking
- c. Public limited companies
- d. Private limited companies
- e. Individual ownership organisations
- f. Local Garment industries
- g. Paper mills
- h. Sugar mills
- i. Dairy Industry
- j. Agriculture
- k. Education and Training Institutions
- l. Banks
- m. IT companies
- n. MNCs
- o. State and Central Government Offices
- p. Any small and Medium Enterprises

METHODOLOGY FOR CONDUCTING FOR INDUSTRIAL VISITS

1. The subject teacher has liberty to visit nearby Organisation/Industry of local vicinity with prior approval of Higher Authorities.
2. Arrange the nearby visit and prepare a report of the visit including details of observations made, details of visit should be mentioned with date, place etc.

X Individual Assignments

The students will perform ANY ONE of the following activities individually

1. Collecting data relating to Banking and financial Institutions
2. Study of stock market functioning
3. Packing materials-Packing material analysis
4. Advertisement and its impact
5. Advertisement Media
6. Training methods for new employees
7. Training methods for existing employees
8. Supply chain management
9. Distribution channels
10. Collection and drafting of Import documents
11. Collection and drafting of Export Documents
12. Logistics services

Methodology for conducting Individual Assignments:

1. The teacher will assign a topic for individual student; give sufficient time to complete the task. Ask the student to submit an hand written report
2. The teacher should conduct any one specified life skill activity with local placement cell of the institute.
3. The student should present his /her experiences in a class and make report.

XI Life skills

1. Conduct aptitude , general knowledge test, IQ test, Solve Puzzles
2. Set the goal for personal development
3. Develop good habits to overcome stress

Methodology for conducting activity

1. The teacher will assign a topic for individual student; give sufficient time to complete the task. Ask the student to submit an hand written report
2. The teacher should conduct any one specified life skill activity with local placement cell of the institute.
3. The student should present his /her experiences in a class and make report.

XII Information search and Data Collection: – the following are few suggested topics given and the teacher can select any other current and relevant topic of her/his choice

1. Tour Organisation and Management
2. Modern office Layout
3. Modern Office equipments/Equipment suppliers
4. Modern Office furniture manufacturers and Suppliers
5. Office stationery manufacturers and Suppliers
6. Consumer Grievances and redressal
7. Functions of Reserve Bank of India
8. Taking down dictations of various speeches and transcriptions on computer
9. Elaboration of letters

Methodology for conducting Graded activities.

1. The student should individually select the topic, and search the information related to topic.
2. The report is strictly hand written document to have knowledge of precise writing and report making based on data collection
3. Carry out class room presentation.

EVALUATION CRITERIA FOR SKILL UPGRADATION (RUBRICS)

Dimension	Excellent	Good	Satisfactory	Improving	unsatisfactory
	5	4	3	2	1
Collection of data	Collects all information relevant to the topic	Collects basic information relevant to the topic	Collects limited information relevant to the topic	Collects very little information	Does not collect any information
Team spirit	Performs all duties assigned very enthusiastically	Performs his duties	Performs very little	Performs but unreliable	Does not perform anything
Sharing views	Confidently taking the responsibility in completing the task	Takes the responsibility	Performs very little	Unable to express his views	No response
Overall presentation & Attentiveness	Always attentive and ready to speak on all points	Attentive and has sufficient points	Trying his/her best to present	Showing interest	Unable to present and shows very little interest
