

# **MANGALORE UNIVERSITY**

**NEW EDUCATION POLICY 2020  
(w.e.f. 2023-24)**

## **B.A. DEGREE PROGRAMME SECRETARIAL PRACTICE**

**MODEL PROGRAMME CURRICULUM STRUCTURE**

**MANGALORE UNIVERSITY**  
**NEW EDUCATION POLICY 2020**

**SUBJECT: SECRETARIAL PRACTICE**  
**(Syllabus for implementation w.e.f. 2023-24)**  
**(for B.A. Degree Programme)**

**PREAMBLE:**

Secretarial Practice being a highly job-oriented subject, needs regular revision of its syllabus in order to remain relevant in the fast-changing employment market. Presently, recruiters give paramount importance to Soft Skills like effective communication skills, positive attitude and spirit of team-work besides competent professional skills.

Keeping this broad frame-work in mind, the BOS in Secretarial Practice prepared a draft syllabus and placed it before the BOS for consideration.

The BOS after detailed discussion of all the pertinent issues at its special meeting held on August 17th 2023 approved the following syllabus specially drafted for the National Education Policy-2020 with clearly spelt out objectives.

A Summary Chart showing the Semester-wise distribution of Academic content, Scheme of examination and Teaching work-load is given.

**PROGRAMME OUTCOMES:**

At the end of the programme a student of Secretarial Practice is expected to acquire a fairly reasonable competence in the following areas:

- Secretarial skills and Soft-Skills for performing job-related tasks.
- Use English confidently for both spoken and written communication as well as be able to handle correspondence independently.
- Make presentation using audio-visual aids.
- Gain knowledge of basic Accountancy
- Knowledgeable in handling accounting package like Tally.ERP9 with GST.
- Develop an understanding of Stock Market and Personal Investment Planning, Computation of Personal Tax

- Able to operate the following Window-based Computer Applications- MS-Word, MS-Excel, Advanced Excel, MS PowerPoint, Video making in PPT, Adobe InDesign, Photoshop CC & Multi Media in general.
- Knowledge of Google Apps – working with Google Drive, Google Docs, creating Google forms, generating certificates etc.

### **PROGRAMME SPECIFIC OUTCOMES:**

- Able to work harmoniously as a contributing member of a team to achieve organizational goals.
- Competent to present effectively using Audio- visual aids
- Students acquire adequate knowledge of computer applications
- They are able to work as an Accountant since they learn basics of Accountancy and Tally with GST
- Knowledge of Soft skills helps them to get priority in acquiring jobs
- Spoken English Skills makes the students to communicate confidently and work efficiently

**OUR VISION: In Pursuit of Academic Excellence**

**OUR MISSION: Striving for Success.**

# MANGALORE UNIVERSITY

## B.A. DEGREE PROGRAMME CURRICULUM STRUCTURE AND SCHEME OF EXAMINATIONS

### SECRETARIAL PRACTICE

for implementation w.e.f. 2023-24

#### V semester B.A Secretarial Practice Degree Programme

Group	Course Code	Course Title	Hrs. per week	Duration of Exams	Marks	Marks and credit		
			Theory/ Practical	Theory/ Practical	IA	Exam	Total	Credit
DSC-9	<b>Theory</b> BASSPCN 501	Company Secretary and Meetings	04	02	40	60	100	4
DSC-10	<b>Theory</b> BASSPCN 502	Fundamentals of Accountancy	04	02	40	60	100	4
DSC-11	<b>Practical</b> BASSPPN 501	Tally ERP-9 (Practical-5)	04	03	25	25	50	2
DSC-12	<b>Practical</b> BASSPPN 502	PowerPoint and Spoken English Skills (Practical-6)	04	03	25	25	50	2

#### VI semester B.A Secretarial Practice Degree Programme

Group	Course Code	Course Title	Hrs. per week	Duration of Exams	Marks	Marks and credit		
			Theory/ Practical	Theory/ Practical	IA	Exam	Total	Credit
DSC-13	<b>Theory</b>	Personal Investment	04	02	40	60	100	4

	BASSPCN 601	and Tax Planning						
DSC-14	<b>Theory</b> BASSPCN 602	Innovative Banking	04	02	40	60	100	4
DSC-15	<b>Practical</b> BASSPPN 601	HTML and Spoken English Skills (Practical-7)	04	03	25	25	50	2
DSC-16	<b>Practical</b> BASSPPN 602	Application of Google Apps and Canva (Practical-8)	04	03	25	25	50	2

### SUMMARY CHART

SEMESTER	COURSE	COURSE TITLE
FIFTH SEMESTER	<b>DSC-9 Theory</b>	Company Secretary and Meetings
	<b>DSC- 10 Theory</b>	Fundamentals of Accountancy
	<b>DSC-11 Practical</b>	Tally ERP-9
	<b>DSC-12 Practical</b>	PowerPoint and Spoken English Skills (Debate)
SIXTH SEMESTER	<b>DSC-13 Theory</b>	Personal Investment and Tax Planning
	<b>DSC- 14 Theory</b>	Innovative Banking
	<b>DSC-15 Practical</b>	HTML and Spoken English Skills (Role Play)
	<b>DSC-16 Practical</b>	Application of Google Apps and Canva

**SECRETARIAL PRACTICE**  
**III B A-V SEMESTER - THEORY**  
**PAPER V – COMPANY SECRETARY AND MEETINGS**

**Teaching Hours per week: 4 Hours**

**Credit: 04**  
**Max. Marks: 100**  
**(SEE-60 + I.A.-40)**

**UNIT I – COMPANY SECRETARY**

- 5.1 Definition & Meaning
- 5.2 Qualifications: Statutory and General
- 5.3 Role of a Company Secretary
- 5.4 Functions of a Company Secretary
- 5.5 Duties and Responsibilities: Statutory and General
- 5.6 Legal position of a Company Secretary: Actual and Legal
- 5.7 Rights and Liabilities: Statutory and Contractual

**UNIT II – COMPANY MEETINGS**

- 5.8 Meaning
- 5.9 Types of Meetings
  - 5.9.1 Statutory Meeting
  - 5.9.2 Board Meeting
  - 5.9.3 Annual General Meeting
  - 5.9.4 Extra-Ordinary General Meeting
- 5.10 Secretarial duties before, during and after the Annual General meeting
- 5.11 Preliminary work and Procedure of Annual General Meeting

**UNIT III – REQUISITES OF VALID MEETING -PART I**

- 5.12 Authority
- 5.13 Notice - Drafting
- 5.14 Agenda - Drafting
- 5.15 Proxy
- 5.16 Quorum

**UNIT IV – REQUISITES OF VALID MEETING -PART II**

- 5.17 Chairperson
  - 5.17.1 Who is a chairperson?
  - 5.17.2 Duties and Responsibilities of a Chairperson
- 5.18 Points of Order
- 5.19 Motion – essentials of valid motion
- 5.20 Resolution – types
- 5.21 Voting- Methods of Voting
- 5.22 Minutes- Drafting

## **COURSE OBJECTIVES:**

- To understand the concept of Company Secretary and their role
- To analyze the functions performed by the Company Secretary
- To know the roles and responsibilities of a chairperson
- To understand differences between duties and rights
- To have knowledge of different types of meetings
- To know the procedure to conduct the meetings
- To identify and evaluate the contents and format of drafting Notices and Minutes of meetings

## **COURSE OUTCOMES:**

On completion of this course students will be able to

- Understand the concept of Company Secretary and their role
- Analyze the rights, duties and functions of the Company Secretary
- Organize meetings, draft Notices, Resolutions and Minutes of the meeting
- Understand the responsibilities of a chairperson during meeting
- Pursue further study on Company Secretary

## **BOOKS FOR REFERENCES:**

1. Kuchhal, M.C Secretarial Practice, Vikas Publishing House, New Delhi 1992
2. Singh, S.P. & Singh B. Office Management & Secretarial Practice, Gyan Publishing House, Delhi 1987

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## **SCHEME OF EXAMINATION - THEORY**

### **III B A-V SEMESTER**

### **PAPER V – COMPANY SECRETARY AND MEETINGS**

**Teaching Hours per week: 4 Hours**

**Credit: 04**  
**Max. Marks: 100**  
**(SEE-60 + I.A 40)**

### **UNIT- I**

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| 1. To answer any ONE question out of two | 1 x 5=5    |
| 2. To answer any ONE question out of two | 1 x 10= 10 |

### **UNIT- II**

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| 3. To answer any ONE question out of two | 1 x 5=5   |
| 4. To answer any ONE question out of two | 1 x 10=10 |

### **UNIT- III**

5. To answer any ONE question out of two 1 x 5=5  
6. To answer any ONE question out of two 1 x 10= 10

### **UNIT- IV**

7. To answer any ONE question out of two 1 x 5=5  
8. To answer any ONE question out of two 1 x 10= 10

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## **SECRETARIAL PRACTICE III B A-V SEMESTER - THEORY PAPER VI – FUNDAMENTALS OF ACCOUNTANCY**

**Teaching Hours per week: 4 Hours**

**Credit: 04  
Max. Marks: 100  
(SEE-60 + I.A.-40)**

### **UNIT – I BOOK KEEPING AND ACCOUNTING**

- 6.1 Book Keeping
  - 6.1.1 Meaning
  - 6.1.2 Features
- 6.2 Accounting
  - 6.2.1 Meaning
  - 6.2.2 Features
- 6.3 Accounting Principles
  - 6.3.1 Concepts
  - 6.3.2 Conventions

### **UNIT – II DOUBLE ENTRY SYSTEM OF BOOK KEEPING**

- 6.4 Meaning
- 6.5 Features
- 6.6 Advantages
- 6.7 Classification of Accounts
- 6.8 Rules for Debit and Credit
- 6.9 Journal Entries
- 6.10 Ledger

### **UNIT – III TRIAL BALANCE AND FINAL ACCOUNTS**

- 6.11 Preparation Trial Balance
  - 6.12 Preparation of Trading and Profit/Loss Account
  - 6.13 Preparation of Balance Sheet
- (Only simple problems)



## **UNIT – IV ACCOUNTING SOFTWARE- TALLY ERP 9**

### **6.14 Fundamentals of Tally ERP-9**

6.14.1 Creating Company

6.14.2 Company Features

6.14.3 Configuration

### **6.15 Accounting Masters**

6.15.1 Ledgers

6.15.2 Groups

### **6.16 Inventory Masters**

6.16.2 Stock Groups

6.16.2 Units of Measure

6.16.3 Stock Items

### **6.17 Types of Vouchers**

### **6.18 GST-SGST, CGST- Meaning, Advantages and Disadvantages**

## **COURSE OBJECTIVES:**

- To understand the basics of accountancy through its concepts and conventions
- To understand the concept of Book Keeping
- To learn the Journalizing rules
- To acquire the knowledge of preparing Final Accounts
- To have theoretical knowledge of Tally- Accounting package

## **COURSE OUTCOMES:**

On completion of this course students will be able to

- understand the concepts and conventions of accounting
- Journalize the transactions and posting to the ledger
- Prepare Trial Balance and Final accounts
- Work with Accounting package- Tally ERP-9

## **BOOKS FOR REFERENCE:**

1. Gupta R. L. and Gupta V. K, Principles and Practice of Accountancy, 3<sup>rd</sup> edition, S. Chand and Sons, New Delhi, 2013
2. T.S. Grewal, Double entry book keeping, Sultan Chand & Sons, New Delhi, 2017
3. Raman B.S, Basic Accounting, 5<sup>th</sup> edition, United Publishers, Mangalore, 2015
4. Grewal T. S, Introduction to Accountancy, 9<sup>th</sup> edition, S. Chand and Sons, New Delhi, 2003
5. Gupta R. L. and Gupta V. R, Introduction to Accountancy, 5<sup>th</sup> edition, S. Chand and Sons, New Delhi,

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**SCHEME OF EXAMINATION - THEORY**  
**III B A-V SEMESTER**  
**PAPER VI – FUNDAMENTALS OF ACCOUNTANCY**

**Teaching Hours per week: 4 Hours**

**Credit: 04**  
**Max. Marks: 100**  
**(SEE-60 + I.A 40)**

**UNIT- I**

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| 1. To answer any ONE question out of two | 1 x 5=5    |
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**UNIT- II**

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| 3. To answer any ONE question out of two | 1 x 5=5   |
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**UNIT- III**

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|--|------------|
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**UNIT- IV**

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**SECRETARIAL PRACTICE**  
**III B A-V SEMESTER-PRACTICAL -V**  
**Tally ERP-9**

**Teaching Hours per week: 4 Hours**

**Credit: 02**  
**Max. Marks: 50**  
**(SEE-25 + I.A.-25)**

**PRACTICAL CONTENTS**

**Tally ERP-9**

1. Create Company, Select Company, Shut Company, Alter Company
2. Checking features, configuration
3. Creating Ledgers
4. Identifying the Groups

5. Creating Stock Groups, Unit of Measure and Stock Items
6. Creating Vouchers
7. Finding out the Gross Profit/Loss, Net Profit/Loss, Balance Sheet
8. Working out problems without GST
9. Working out problems with GST

#### **COURSE OBJECTIVES:**

- To impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts.
- This course helps students to work with well-known accounting software i.e. Tally ERP.9.
- To make students capable to create company, enter accounting voucher entries including advance voucher entries, reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.
- Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

#### **COURSE OUTCOMES:**

- After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
- Student by their own will create company, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.
- Students will possess required skill and can also be employed as Tally data entry operator.

#### **BOOKS FOR REFERENCE:**

1. Shraddha Singh & Navneet Mehra, Tally ERP 9, Power of Simplicity, Kindle edition
2. TALLY ERP 9 TRAINING GUIDE - 4TH REVISED & UPDATED EDITION.  
by Asok K. Nadhani Paperback.
3. Ashok Nadhani, Tally ERP9 Training Guide, BPB Publications
4. CA Raj K Agrawal, Tally ERP9 Certificate Course

#### **Tally Tutorial Links**

<https://www.youtube.com/watch?v=tirOxKxkbPc>

<https://www.youtube.com/watch?v=QC4ghSZVpsE>

**SCHEME OF EXAMINATION -PRACTICAL- V SEMEMSTER**  
**SECRETARIAL PRACTICE**  
**III B.A - V SEMESTER**  
**TALLY ERP 9 -PRACTICAL V**

**Teaching Hours per week: 4 Hours**

**Credit: 02**  
**Max. Marks: 50**  
**(SEE-25 + I.A.-25)**

Tally 3 problems	15 marks
Class Record	05 marks
Viva Voce	05 marks

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**SECRETARIAL PRACTICE**  
**III BA- V SEMESTER-PRACTICAL VI**  
**POWERPOINT AND SPOKEN ENGLISH SKILLS**

**Teaching Hours per week: 4 Hours**

**Credit: 02**  
**Max. Marks: 50**  
**(SEE-25 + I.A.-25)**

**1. PRACTICAL CONTENTS: (POWERPOINT)**

- Working with Slides
- Inserting and Formatting Pictures
- Formatting and Aligning Text
- Working with different views
- Exploring different types of Animations
- Adding Slide Transitions
- Positioning and Grouping Smart Art Graphics
- Creating WordArt & Modifying a Background
- Inserting video and audio
- Advanced techniques of PowerPoint video making
- Producing, Converting PowerPoint video for online sharing

**PRACTICAL EXERCISES: (POWERPOINT)**

Creating slides using all features of PowerPoint on any topics like;

- Mangalore University
- Festivals of India
- Tourist places in India
- Any topic chosen by the students for Making Video of the same using advanced techniques of Video Making options in PowerPoint
- Online Video Sharing

## **2. SPOKEN ENGLISH SKILLS (DEBATE)**

- Choose interesting topics. A topic that is current or has huge relevance to the college or community can also work well. Avoid such topics that are likely to be too personal.
- 2 students can take one topic. One student supporting and the other opposing the same topic.

(Eg: any topics can be chosen under Education, Environment, Society, Science, Politics, Technology)

## **COURSE OBJECTIVES**

- To create slides on different topics using all features of PowerPoint
- To focus applying animations, transitions to the slide
- To gain knowledge on inserting graphics, charts or tables to the slides
- To improve presentation skills using PowerPoint.
- To think about aspects and perspectives you may not have considered.
- Encourages you to speak strategically.
- Improving public speaking skills and debating skill
- Learning how to create a persuasive argument.

## **COURSE OUTCOMES**

On completion of this course the students will be able to

- Gain knowledge on creating slides and make it creative
- Familiarize with Presentation using audio visual aids.
- Become professional in Video making from PowerPoint
- Become a good debater
- Justify one's own view points

## **BOOKS FOR REFERENCES:**

1. Doug Lowe, "PowerPoint 2019 For Dummies 1st Edition"  
Publisher for Dummies, October 2, 2018
2. Angela Rose, "PowerPoint Basics", November 15, 2017
3. Peter Weverka & Timothy L. Warner, "Office 365 All-in-One for Dummies 1st Edition"
4. Michael, "Office 2019 In Easy Steps Paperback" – 1 January 2019, Publisher, BPB Publication

5. Echo Swinford, PowerPoint 2016, Pearson Education –published 2015
6. John Preppernau & Joyce Cox, PowerPoint 2010 step by step, Microsoft publishers

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**SCHEME OF EXAMINATION-PRACTICAL-V SEMESTER  
SECRETARIAL PRACTICE  
III BA- V SEMESTER-PRACTICAL VI  
POWERPOINT AND SPOKEN ENGLISH SKILLS**

**Teaching Hours per week: 4 Hours**

**Credit: 02**

**Max. Marks: 50**

**(SEE-25 + I.A.-25)**

Creating PowerPoint Slides + Presentation	10 marks
Spoken English Skills (Debate)	05 marks
Class Record	05 marks
Viva Voce	05 marks

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**SECRETARIAL PRACTICE  
III B A-VI SEMESTER - THEORY  
PAPER VII – PERSONAL INVESTMENT AND TAX PLANNING**

**Teaching Hours per week: 4 Hours**

**Credit: 04**

**Max. Marks: 100**

**(SEE-60 + I.A.-40)**

**UNIT – I: INDIAN CORPORATE WORLD**

- 7.1 Investments in Equities- Meaning and Objectives
- 7.2 Public Issues / IPOs
- 7.3 Price Band-Bidding- Cap Price, Floor Price, and Cut-off Price
- 7.4 Primary & Secondary Market
- 7.5 Stock split, Bonus shares, Dividend (Interim & Final)
- 7.6 DMAT Account
- 7.7 Capital gains
- 7.8 BSE and NSE Indices

**UNIT – II PERSONAL FINANCIAL PLANNING**

- 7.9 Definition and Meaning of Investment Portfolio
- 7.10 Principles of Sound Investment
- 7.11 A guide to Financial Planning
- 7.12 Personal Financial Planning
- 7.13 Personal Investment Planning

### **UNIT – III INVESTMENT AVENUES:**

- 7.14 National Pension Scheme (NPS)
- 7.15 Equity Linked Savings Scheme (ELSS)
- 7.16 Mutual Fund Schemes
- 7.17 Debentures
- 7.18 Post Office Saving Schemes – S.B., NSC, KVP, RD, TD, FD, MIS, SCSS, PLI, SSA
- 7.19 Bank Deposits – S.B., R.D., F.D., PPF

### **UNIT – IV PERSONAL INCOME TAX CONCEPTS AND COMPUTATION**

- 7.20 Concepts of Personal Income Tax
- 7.21 Assessee, Financial Year and Assessment year
- 7.22 Prevailing rates of Income Tax
- 7.23 Deductions under Chapter VI-A
- 7.24 Profession Tax
- 7.25 House Rent Allowance u/s 10 (13 A)
- 7.26 Deductions u/c 80C, u/s 80 CCC, u/s 80 D, u/s 80 E, u/s 80 U, u/s 80 G
- 7.27 PAN and its importance
- 7.28 Computation of Personal Income Tax Liability to demonstrate the provisions specified above.  
(To work out simple problems)

### **COURSE OBJECTIVES:**

1. To help the students understand the concept of Investment Management by learning various topics like Capital Market, Dividend, Mutual Funds etc.
2. To gain knowledge on Personal Financial Planning
3. To learn the various Post Office and Banking Saving Schemes
4. To understand the computation of Personal Income Tax Liability
5. To enable the students to understand the various tax deductions under different sections of Income Tax Act

### **COURSE OUTCOMES:**

On completion of this course students will be able

1. To acquire knowledge of Indian Corporate World
2. To understand the concept of Investment Management and various savings schemes
3. To gain knowledge of Personal Financial Planning and its principles
4. To understand the calculation of Tax liability

### **BOOKS FOR REFERENCE:**

1. Bhalla V.K. – Investment Management – S. Chand Publication
2. Invest Analysis and Portfolio Management – Vikas Publishing House P. Ltd.
3. Rao Sadashiva K. – Business Tax -Volume I, II, III

4. Shanbagh, A.N.- In the Wonderland of Investment, Popular Prakashana Pvt. Ltd. Mumbai
5. Machiraju H.R. – The Working of Stock Exchange in India – second edition – New Age International P. Ltd. Publishers
6. Ahuja, G. K. & Gupta, Ravi, Systematic Approach to Income Tax, Bharat Law House.
7. Aggarwal, K., Direct Tax Planning and Management, Atlantic Publications.
8. Lakhotia, R.N., Income Tax Planning Handbook, Vision Books.
9. Singhanian, V. K. & Singhanian, Kapil, Direct Taxes law & Practice. Taxmann Publications.
10. Srinivas E. A., Handbook of Corporate Tax Planning, Tata McGraw Hill.
11. Singh Preeti, Investment Management Security Analysis and Portfolio Management, 12<sup>th</sup> revised Edition, Himalaya Publishing House, Mumbai, 2004
12. U Nagaraj, Investment Management, United Publishers, Mangalore, 2009

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## **SCHEME OF EXAMINATION - THEORY**

### **III B A-VI SEMESTER**

#### **PAPER VII – PERSONAL INVESTMENT AND TAX PLANNING**

**Teaching Hours per week: 4 Hours**

**Credit: 04**  
**Max. Marks: 100**  
**(SEE-60 + IA 40)**

#### **UNIT- I**

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| 1. To answer any ONE question out of two | 1 x 5=5    |
| 2. To answer any ONE question out of two | 1 x 10= 10 |

#### **UNIT- II**

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| 3. To answer any ONE question out of two | 1 x 5=5   |
| 4. To answer any ONE question out of two | 1 x 10=10 |

#### **UNIT- III**

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|--|------------|
| 5. To answer any ONE question out of two | 1 x 5=5    |
| 6. To answer any ONE question out of two | 1 x 10= 10 |

#### **UNIT- IV**

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|--|------------|
| 7. To answer any ONE question out of two | 1 x 5=5    |
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**SECRETARIAL PRACTICE**  
**III BA-VI SEMESTER – THEORY**  
**PAPER VIII – INNOVATIVE BANKING**

**Teaching Hours per week: 4 Hours**

**Credit: 04**  
**Max. Marks: 100**  
**(SEE-60 + I.A.-40)**

**UNIT I: INTRODUCTION OF BANKING**

- 8.1 Meaning of Banking
- 8.2 Features of Banking
- 8.3 Classification of Banks in India
- 8.4 Functions of Banks
  - 8.4.1 Primary functions
  - 8.4.2 Secondary / Subsidiary functions
- 8.5 Functions of RBI

**UNIT II: BANK DEPOSITS AND NEGOTIABLE INSTRUMENTS**

- 8.6 Savings, Current, Fixed and Recurring Deposit Accounts
  - 8.6.1 Meaning
  - 8.6.2 Features
  - 8.6.3 Benefits
  - 8.6.4 Account Opening Procedures
- 8.7 Cheques, Demand Draft, Pay Order
  - 8.7.1 Meaning
  - 8.7.2 Features
  - 8.7.3 Benefits

**UNIT III: LOANS AND ADVANCES**

- 8.8 Advances: Cash Credit, Overdrafts
- 8.9 Loans: Personal loans, Housing loan, Educational Loan, Loan for EDP
  - 8.9.1 Meaning
  - 8.9.2 Features
  - 8.9.3 Benefits
  - 8.9.4 Procedure for availing
  - 8.9.5 Interest rates
  - 8.9.6 Types of security
  - 8.9.7 Repayment options.

**UNIT IV: INNOVATIVE BANKING PRACTICES**

- 8.10 Credit Card, Debit Card and Smart Cards
  - 8.10.1 Meaning
  - 8.10.2 Features
  - 8.10.3 Functions
- 8.11 Custodial Services
  - 8.11.1 Meaning
  - 8.11.2 Features

- 8.11.3 Benefits
- 8.12 ATM
  - 8.12.1 Operating procedure
  - 8.12.2 Advantages
- 8.13 Electronic Fund Transferring, ECS, RTGS, Net Banking, Mobile Banking, Tele banking, Digital Payment Apps (Paytm, Google Pay, PhonPe)
  - 8.13.1 Meaning
  - 8.13.2 Features
  - 8.13.3 Benefits
  - 8.13.4 Procedure

### **COURSE OBJECTIVES:**

- To create understanding about the various functions of banks
- To learn the procedure for opening of different accounts in the bank
- To gain knowledge of various types of loans and procedure to avail them
- To update the students with the various technologies used in banking
- To know about the various bank instruments

### **COURSE OUTCOMES:**

- Develop their understanding and expertise in various matters relating to banking practices
- This helps the students to learn and develop the required skills to manage the banking operations effectively and efficiently.

### **BOOKS FOR REFERENCE:**

1. Gordon & Natarajan, Banking Theory Law and Practice, HPH, 24th Edition
2. S. P Srivastava (2016), Banking Theory & Practice, Anmol Publications
3. Maheshwari. S.N. (2014), Banking Law and Practice, Kalyani Publishers, 11 edition
4. Shekar. K.C (2013), Banking Theory Law and Practice, Vikas Publication, 21st Edition.
5. Dr. Alice Mani (2015), Banking Law and Operation, SBH.
6. Prof. Raghunandan B.V, Modern Banking, Sushrutha Books Ltd., Udupi, 2006
7. Raman B.S, Modern Banking, 2<sup>nd</sup> edition, United Publishers, Mangalore, 2007.
8. Sayers R. S, Modern Banking, 5<sup>th</sup> edition, The English Language Book Society & Oxford University Press, 1960.
9. Muraleedharan D., Modern Banking-theory & Practice, PHI Learning Pvt Ltd, New Delhi, 2009

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## **SCHEME OF EXAMINATION - THEORY** **III B A-VI SEMESTER** **PAPER VIII – INNOVATIVE BANKING**

**Teaching Hours per week: 4 Hours**

**Credit: 04**  
**Max. Marks: 100**  
**(SEE-60 + I.A 40)**

### **UNIT- I**

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| 1. To answer any ONE question out of two | 1 x 5=5    |
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### **UNIT- II**

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|--|-----------|
| 3. To answer any ONE question out of two | 1 x 5=5   |
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### **UNIT- III**

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| 5. To answer any ONE question out of two | 1 x 5=5    |
| 6. To answer any ONE question out of two | 1 x 10= 10 |

### **UNIT- IV**

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|--|------------|
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## **SECRETARIAL PRACTICE**

### **III BA- VI SEMESTER-PRACTICAL VII**

#### **HYPER TEXT MARKUP LANGUAGE (HTML) & SPOKEN ENGLISH SKILLS**

**Teaching Hours per week: 4 Hours**

**Credit: 02**  
**Max. Marks: 50**  
**(SEE-25 + I.A.-25)**

### **PRACTICAL CONTENTS:**

#### **1.HYPER TEXT MARK-UP LANGUAGE (HTML) EXERCISES**

1. Write an HTML program to display the title, the various types of headings by changing the background color.
2. Write an HTML program to display some text with following formatting features:
  - a) Bold
  - b) Center
  - c) Underline
  - d) Font size, color
  - e) Face
  - f) Superscript
  - g) Subscript
  - h) Strike through
  - i) Leaving space
  - j) Line break
  - k) Block quote
  - l) Spanstyle
4. Write an HTML program to display the images (Inserting a picture)

- as background with your college name as marquee effect.
5. Write an HTML program to create a "Table" with 3 rows and 3 columns and perform the following:
    - a) Change the row height (b) Change the column width (c) Merge the rows (d) Merge the columns (e) Add the fourth row and column (f) Delete the second row and column.
  6. Write an HTML program to display the ordered list, unordered list and definition list with minimum of 6 to 8 items in it.
  7. Write an HTML program to link one image file and one word document file.
  8. Write an HTML program with the following frame set and display the various exercises in it.
    - a) Columns: 25%, 25%, 50%
    - b) Rows: 50%, 50%
  9. Write an HTML program to create the admission form for the graduation course with the following format:

#### **ADMISSION FORM**

Name:	Text
Date of Birth:	MM/DD/YY
Address	Text
City	Combo Box
Gender	Radio Box
Qualification	Check Box
Hobbies	List Box

Submit ☐

Exit ☐

10. Create a web page of 25% and 75% with columns, to perform the following task
  - a) When clicked on the 25% open the relevant files in 75%
    - (i) Ordered list data (ii) Admission form (iii) Tables
11. Write an HTML program to accept the details of an e-mail ID with the following information:
  - a) User name b) Password c) Address d) City e) Gender
  - f) Telephone g) Hobbies h) Your Ambition

Save ☐

Cancel ☐

## **2. SPOKEN ENGLISH SKILLS: (Role Play)**

Role plays for practical situations: (Examples)

### **Example 1 - Hotels and Hospitality:**

The tutor is the receptionist and the student, the person checking into the hotel.

**The tutor asks for information such as the persons:**

- Surname
- Date-of-birth
- Type of room
- Breakfast options
- ID
- Signature

**The student must complain to the receptionist about the following situations.**

- The room is not the size they wanted.
- The Wi-Fi does not work in their room.
- Their neighbour has the TV on very loud and they cannot sleep.
- They have been overcharged on their check out bill.

**The student must make the following requests.**

- Ask about the best way to reach the town centre: directions, methods of transport etc.
- Which monuments to see and how much they cost.
- How to use the Business Centre, (login details, printer policy, opening times etc).

### **Example-2 (Enacting as a famous personality)**

Film Actors, Politicians or any other personalities (with changed names)

### **COURSE OBJECTIVES:**

- To learn creating web pages using elements such as header, links, images
- Students can learn to create Tables, Forms, Frames and other features of HTML
- The students can develop an understanding of how websites work and how they can create their own.
- By pretending to be someone else, students learn to understand and identify emotional situations.
- To learn how to interact in various situations.
- To develop language and communication skills.

### **COURSE OUTCOMES:**

On completion of this course students will be able

- To create web page and work with other features of HTML
- To create Tables, Frames and Forms
- Interact in various situations
- Improve language and communication skills
- Develop other important skills like problem solving, decision making for future use.

## **BOOKS FOR REFERENCE:**

1. Bayross, Ivan – Web Enabled Commercial Application Development using HTML,DHTML, Java Script, Perl, CGI, BPB Publications, New Delhi

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## **SCHEME OF EXAMINATION-PRACTICAL-V SEMESTER**

### **SECRETARIAL PRACTICE**

### **III BA- V SEMESTER-PRACTICAL VI**

### **HTML AND SPOKEN ENGLISH SKILLS**

**Teaching Hours per week: 4 Hours**

**Credit: 02**

**Max. Marks: 50**

**(SEE-25 + I.A.-25)**

HTML (2 questions)	10 marks
Spoken English Skills (Role Play)	05 marks
Class Record	05 marks
Viva Voce	05 marks

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### **SECRETARIAL PRACTICE**

### **III BA- VI SEMESTER-PRACTICAL VIII**

### **APPLICATION OF GOOGLE APPS AND CANVA**

**Teaching Hours per week: 4 Hours**

**Credit: 02**

**Max. Marks: 50**

**(SEE-25 + I.A.-25)**

#### **1. PRACTICAL CONTENTS (APPLICATION OF GOOGLE APPS)**

##### **Google Forms:**

- Setting up a new form or quiz
- Answer key and grading
- Settings and Preview
- Sending Forms, sharing with collaborators
- Organizing and analyzing responses by using Google Sheets

##### **Google Classroom**

- Accessing Google Classroom and adding students to a class
- Joining a Google Classroom
- Viewing the stream page, Classwork page, People page
- Creating assignments
- Attachments shared in Google Classroom
- Providing feedback and Grades

#### **2. PRACTICAL CONTENTS (CANVA)**

- Using Templates

- Working with Text
- Photo Backgrounds
- Working with different elements
- Layouts and using Frames
- Adding pages to design

(Creating Table of contents, brochures, Invitations, Advertisements and Projects)

## **COURSE OBJECTIVES**

- To track the development of students work
- To provide opportunity to the students to do collaborative work
- To give feedback in real time
- To share their documents on the web
- To streamline the process of sharing files between teachers and students.
- To Educate the students in designing a page with the use of high- quality templates
- To improve creativity
- To make designing easy
- To improve ICT capabilities

## **COURSE OUTCOMES**

On completion of this course the students will be able to

- Create Google Form and work with Google Sheet
- Collaborate their projects with the teacher online
- Do the research survey easily on Google Forms
- Manage Google Classroom effectively by easily sharing their files
- Create and personalize their own designs from scratch, or choose from thousands of high-quality, educational templates.
- Foster the skills like creativity, critical thinking, design and visual communication
- Complete group projects, videos, posters and more

## **BOOKS FOR REFERENCE:**

- Boniface Benedict (December 19, 2020), Google App for Beginners
- Emily Crawford (September 16, 2020), Google Apps for Teacher
- Mash Cromwell (July 31, 2021), Google Apps,
- Steven Holzner and Nancy Holzner, Kindle Edition, A Beginners guide to Google Drive and Docs (Amazon.in)
- Ian Lamant, Google Drive and Docs in 30 minutes (Amazon.in), Kindle Edition
- Scott La Counte, Kindle Edition, The Ridiculously Simple Guide to Google Apps (G Suite) (Amazon.in)

## Website link for Google Forms Tutorials

- <https://edu.gcfglobal.org/en/google-forms/>

## Website link for Google Classroom Tutorials

- <https://edu.gcfglobal.org/en/google-classroom/>

## YouTube link to learn Canva

- [https://www.youtube.com/watch?v=cev-A0st0q4&ab\\_channel=DesignwithCanva](https://www.youtube.com/watch?v=cev-A0st0q4&ab_channel=DesignwithCanva)
- <https://www.canva.com/designschool/tutorials/new-features/>
- <https://www.canva.com/learn/a-step-by-step-guide-to-designing-from-scratch/>
- <https://www.canva.com/learn/10-ways-to-take-your-lessons-to-the-next-level-with-canva/>

**BOOK FOR REFERENCE:**

1. Ejeke Patrick “Canva: Professional Tips and Tricks When You Design with Canva”, Kindle edition, 24<sup>th</sup> June 2021

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**(A4-II) Model Programme Structure for Bachelor Arts Subjects B.A.**  
(Geography, Yakshagana, Bharathanatyam, Carnatic Music, Psychology,  
Yogic Science & Physical Education] (Subjects one **with Practical** and  
other without Practical)

Sem.	Discipline Core(DSC) (Credits)	Discipline Elective(DSE)/ Open Elective (OE) (Credits)	Ability Enhancement Compulsory Courses (AECC), Languages (Credits) (L+T+P)		Skill Enhancement Courses (SEC)		Total Credits
					Skill based (Credits) (L+T+P)	Value based (Credits) (L+T+P)	
I	DSC A1(4) A2(2) DSC B1(3) B2(3)	OE-1 (3)	L1-1(3), L2-1(3) (4 hrs. each)	Env. Studies (3) (3+0+0)	SEC-1: Digital Fluency (2) (2+0+0)	Yoga/ Health & Wellness/ Sports/NCC/NSS/R&R(S&G)/	25/26
II	DSC A3(4) A4(2) DSC B3(3) B4(3)	OE- (3)	L1-2(3), L2-2(3) (4 hrs. each)	SEC-1: Digital Fluency (2) (2+0+0)	Env. Studies (3) (3+0+0)	Cultural/Others (2) (0+0+4)	26/25
<p align="center"><b>Students exiting the programme after securing 46 credits will be awarded UG Certificate in the relevant Discipline provided they secure 4 credits in work based vocational courses during summer term or internship/Apprenticeship in addition to 6 credits from skill-based courses earned during first year.</b></p>							
III	DSC A5(4) A6(2) DSC B5(3) B6(3)	OE-3 (3)	L1-3(3), L2-3(3) (4 hrs. each)	Indian Constitution (3) (3+0+0)	SEC-2:AI/Financial Edu. & Inv. Aw.(2)(1+0+2)	Yoga/ Health & Wellness/ Sports/NCC/NSS/R&R(S&G)/Cultural /	25
IV	DSC A7(4), A8(2) DSC B7(3), B8(3)	Indian Constitution (3)(3+0+0)	L1-4(3), L2-4(3) (4 hrs. each)	OE-3 (3)	SEC-3: Financial Edu. &Inv.Aw /AI(2)(1+0+2)	Others (2) (0+0+4)	25
<p align="center"><b>Students exiting the programme after securing 92 credits will be awarded UG Diploma in Discipline A and B provided they secure 4 credits in skill based Vocational courses offer during first –or –second –year summer term.</b></p>							



V	DSC A9(4) A10(4) A11(4);	DSC B9(4) B10(2), B11(4), B12(2)	SEC-4: SEC-4: Cyber Security (2) (2+0+0)/General Aptitude (3) (2+0+2)		26/27
VI	DSC A12(4), A13(4) A14(4);	DSC B13(4) B14(2) B15(4), B16(2)	Internship (2)		26
Students exiting the programme after 3 years will be awarded UG Degree in Disciplines A and B as double majors upon securing 136 credits and satisfying the minimum credit requirements under each category of courses prescribed					