CBM-G-DSE-501A-T	Cost Accounting Marks (External 80: Internal 20)	(04 Credits, 60 Lectures)

Instruction to Question Setter for End Semester Examination (ESE):
There will be two groups of questions. Five Questions to be answered out of Nine Questions. Group A is compulsory and will contain two questions. Question No.1 (A) will be MCQ of 1 mark each (eight questions). Question No.1 (B) will be short answer type to be answered in about 100 words of 4marks (2 Questions).Group B will contain descriptive type eight questions of sixteen marks each, out of which any four are to answer. Each question carries 16 marks.
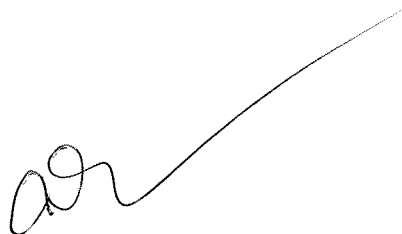
Unit: I (Lectures:15)

Introduction: Meaning, Definition, Relevance, objectives and advantages, Difference between cost accounting and financial accounting. Classifications of cost, cost unit, cost center, Elements of cost- Material, labour, Overheads Material: Inventory valuation and control Methods of Pricing of material issues- Material losses and their treatment.

Unit: II (Lectures:15)

Accounting for Labour Cost Overheads: Classification, allocation, apportionment and absorption of overhead. Machine Hour Rate, unit costing: cost sheet. Statement of cost, Tender Price.

Unit: III (Lectures:15)

Contract and Job costing, Process costing, Operating Costing. Activity based costing.

SEMESTER-V

CBM-G-DSE-502A-T	Financial Market Institutions and Financial Services Marks (External 80: Internal 20)	(04 Credits, 60 Lectures)

Instruction to Question Setter for End Semester Examination (ESE):
There will be two groups of questions. Five Questions to be answered out of Nine Questions. Group A is compulsory and will contain two questions. Question No.1 (A) will be MCQ of 1 mark each (eight questions). Question No.1 (B) will be short answer type to be answered in about 100 words of 4marks (2 Questions).Group B will contain descriptive type eight questions of sixteen marks each, out of which any four are to answer. Each question carries 16 marks.

Objectives: To provide the student a basic knowledge of financial Markets and institutions and to familiarize them with major financial services in India.

Unit I:(Lectures:10)

An Introduction to Financial System, its Components, Financial Markets and Institutions, Financial intermediation, Flow of funds matrix, Financial System and Economic Development, An overview of Indian Financial System.
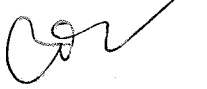
Unit II:(Lectures:15)

Financial Markets : Money Markets- Functions, Organizations and Instruments, Role of Central Bank in Money Market, Indian Money Market – An Overview Capital Market : Functions, Organizations and Instruments, Indian Debt Market, Indian Equity Market – Primary and Secondary Market, Role of Stock Exchanges in India.

Unit III: (Lectures:15)

Financial Institutions: Commercial Banking – introduction, its role in project finance and working capital finance, Development Financial Institutions(DFIs)- An overview and its role in Indian Economy, Life and Non-life Insurance Companies in India, Mutual Funds- Introduction and their role in CapitalMarket Development, NBFCs.

Unit IV: (Lectures:10) Overview of financial services industry, Merchant Banking- pre and post issue management, underwriting, Regulatory framework relating to merchant banking in India.

CBM-G-DSE-503A-T	Human Resource Management Marks (External 80: Internal 20)	(04 Credits, 60 Lectures)

Instruction to Question Setter for End Semester Examination (ESE):
There will be two groups of questions. Five Questions to be answered out of Nine Questions. Group A is compulsory and will contain two questions. Question No.1 (A) will be MCQ of 1 mark each (eight questions). Question No.1 (B) will be short answer type to be answered in about 100 words of 4marks (2 Questions).Group B will contain descriptive type eight questions of sixteen marks each, out of which any four are to answer. Each question carries 16 marks.

Unit I :(Lectures:15)

Human Resources Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, Emerging Challenges of Human Resource Management, workforce diversity, empowerment, Downsizing, VRS, Human Resource Information System.

Unit II :(Lectures:10)

Acquisition of Human Resource: Human Resource Planning – Quantitative and Qualitative dimensions,job analysis – job description and job specification, Recruitment – concept and sources, Selection –Concept and process, test and interview, placement induction.

Unit III:(Lectures:15)

Training and Development, Concept and Importance, Identifying training and Development Needs,Designing Training Programs, Role Specification and Competency Based Training, Evaluating TrainingEffectiveness, Training Process Outsourcing, Management development: Career Development.

Unit IV:(Lectures:10)

Performance appraisal, nature and objectives, Modern Techniques of performance appraisal, potentialappraisal and employee counseling, job changes – transfers and promotions. Compensation: conceptand policies, job evaluation, methods of wage payments and incentive plans, fringe benefits,performance linked compensation.

CBM-G-SEC-503-T	Computer Application and Information Technology Marks (External 80: Internal 20)	(04 Credits, 60 Lectures)

Marks:10(MSE: Hrs) + 40 (ESE (ESE: Hrs) =50. Pass Marks: (MSE:04 + ESE: 16)=20Instruction to Question Setter forMid Semester Examination (MSE): 1 HrsOne semester internal Test (SIA) test of 10 marksEnd Semester Examination(ESE) : 2 HrsThere will be two groups of questions. Five questions to be answered out of Nine Questions. Question No.1(A) will be MCQ of 1 mark each (four questions).Question No.1 (B) will be short answer type to be answered in about fifty words of 2 marks (2 Questions).Group B will contain descriptive type of eight questions of eight marks each, out of which any four are toanswer. Each question carries 08 marks. The question no. 9 will be of short notes type, each carrying four marks (4x2=8) in which only two should be answered out of four options.

Unit-1: Introduction to Computer System Basic Computer

Concept Computer Appreciation - Characteristics of Computers, Input, Output, Storage units, CPU, Computer System. (1 Lecture)

Unit -2: Input and Output Devices Input Devices - Keyboard, Mouse, joystick, Scanner, web cam, Output Devices- Soft copy devices, monitors, projectors, speakers, Hard copy devices, Printers – Dot matrix, inkjet, laser, Plotters. (4lectures)

Unit-3: Computer Memory and Processors Memory hierarchy, Processor registers, Cache memory, Primary memory- RAM, ROM, Secondary storage devices, Magnetic tapes, Floppy disks, hard disks, Optical Drives- CD-ROM, DVD-ROM, CDR, CD-RW, USB Flash drive, Mass storage devices: USB thumb drive. Managing disk Partitions, File System. Basic Processor Architecture, Processor speed, Types of processor. (5 lectures)