

SEMESTER –IV			
Core XV COMPUTERISED ACCOUNTING PACKAGES – TALLY 9.0 ERP			
Code: 17PCOC44	Hrs/Week: 6	Hrs/Sem: 90	Credits : 4

Objective:

To provide knowledge on the use and application of computers in accounting.

UNIT I - Introduction to Tally:

New features of Tally 9.0 - Tally screen components – Creating/Setting up of company in Tally – Company features – Creating accounting ledgers – Creating inventory ledgers – Create Stock Items, Stock Groups, Stock Categories, Godowns and units of measure –

UNIT II Cost Centers and vouchers and Final accounts:

Create cost categories - Cost centers – invoice- inventory reports and exception reports. Types of vouchers – POS – reversing journals & Voucher classes – Types of accounting and inventory vouchers – Stock journal – Trial balance primary groups – final accounts. .

UNIT II -Value Added Tax:

Meaning of VAT - General technologies used in VAT – VAT rates – Computation of VAT - VAT classification - Ledger setup for VAT- voucher entry- Input credit adjustments for capital goods – features of composite dealers – VAT composition computation report – VAT composition returns.

UNIT III – TDS & ST:

Features of TDS – Flowchart of TDS – Account classification for TDS – TDS detection entries for advance payment and balance payment – TDS computation report
– TDS pending statement. Features of Service tax – Creation of ledger & input credit adjustments of Service Tax – Service tax reports. Features of TCS – TCS on Contracts, license and leases – Revised forms for E-TCS returns – TCS reports.

UNIT V - Pay Roll:

Features of Tally – Pay roll info – Create pay heads, gratuity pay heads , employee group, employees salary details - units attendance – production types- pay sheet report- pay slip- pay roll statement report – pay roll register – attendance sheet report
– gratuity report – pay roll with PF and ESI –.

References:

1. LP Editional Board , Guide to Tally Law point, Kolkatta
2. A.K. Nadhani and K.K. Nadhani, Implementing Tally, BPB publications
3. P. Mohan, Information Technology for Business, Himalaya Publishing House, Delhi.

SEMESTER –IV			
Computerised Accounting Packages – Tally 9.0 ERP Practicals			
Code: 17PCOCR1	Hrs/Week: 6	Hrs/Sem: 90	Credits : 5

Objective:

To train and develop the practical skills of the students in efficiently operating computerized accounting software.

PRACTICAL EXERCISES

1. Accounting ledgers and vouchers creation
2. Inventory ledgers & vouchers creation
3. Ledgers and vouchers creations of VAT
4. VAT composite dealers
5. Ledgers and Vouchers creation of TDS
6. Ledgers and Vouchers creation of TCS
7. Ledgers and Vouchers creation of ST
8. Ledgers and Vouchers creation of Excise Dealer
9. Ledger creation of POS
10. Ledgers and Vouchers creation of Pay roll
11. Final Accounts and its Adjustment
12. Trial Balance

SCHEME FOR PRACTICAL EXAMINATIONS

Internal Examination marks **40**

(Attendance 10 marks and performance in the internal test 30 marks)

External Examination marks **60**

Two set of Programs shall be conducted and for each program 30 marks may be awarded

Record Note	= 10 Marks
Program/ Procedure writing	15 x 2 = 30 Marks
Debugging	05 x 2 = 10 Marks
Result	05 x 2 = 10 Marks

Total

60 Marks

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SEMESTER IV			
Core XII(Common)		Organisational Behaviour	
Code: 17PMCC41	Hrs/Week: 6	Hrs/Sem: 90	Credits: 4

Objective:

To enable the students to understand the various dimensions of organizational behaviour.

Unit-I Introduction to Organisational Behaviour and Personality:

Organizational Behaviour: Definition- Nature and Scope –Objectives –Evolution- Models of Organisational Behaviour – Autocratic – Custodial- Supportive - Collegial. Personality: Definition-Determinants of Personality-Types of Personality- Theories of Personality-Sigmund Freud's four stages of Personality - Ericson's eight life stages.

Unit-II Perception, Attitude and Learning:

Perception: Definition- PerceptionProcess- Factors affecting Perception.

Attitude: Concepts- Formation of Attitude- Types of Attitude - Measurement of Attitude.Learning: Meaning - Definition- Determinants of Learning- Learning Theories- Classical Conditioning- Operant Learning- Cognitive Theory- Social Learning Theory.

Unit-III Motivation and Leadership:

Motivation: Meaning – Concepts- Theories of Motivation-Maslow's Hierarchy of Needs - Herzberg's Two Factor Theory -McGregor's Theory Xand Theory Y.

Leadership: Definition – Functions- Leadership Styles- Leadership Theories-Trait Theory- Behavioral Theory - Managerial Grid Theory.

Unit-IV Group Behaviour and Team Building:

Group Behaviour: Definition- Characteristics of a Group-Types of Groups- Group Formation and Development- Group Role- Inter-Group Behaviour-Inter-Group Conflict-Group Decision Making. Team Building: Meaning- Types of Team- Team Building Process.

Unit-V Organisational change, Development and Effectiveness:

Organisational Change and Development: Reasonsfor Organistional Change- Types of Change -PlannedChange - Resistance to Change and Managing Change.

Organisational Development (OD): Meaning – Objectives- Models of OD and OD Interventions Organisational Effectiveness: Definition - Approaches to Organisational Effectiveness –Factors Influencing Organisational Effectiveness.

Text Books:

1. S.S. Khanka – Organisational Behaviour S.Chand &Co Ramnagar New Delhi

References:

1. K. Aswathappa Organisational Behaviour Himalaya Publishing House , Mumbai
2. Fred Luthans Organisational Behaviour McGraw Hill International Edition
3. Stephen. P. Robbins, Essentials of Organisational Behaviour, Prentice Hall of India, New Delhi