

KAKATIYA UNIVERSITY, WARANGAL
Telangana State- 506009

Syllabus for
B. Vocational
(Entrepreneurship Development)

Skill based programme approved by the University Grants Commission, New Delhi,
to be run under National Skill Qualification Framework (NSQF)
during the academic session 2020-21

B. VOC DEGREE (ENTREPRENEURSHIP DEVELOPMENT)

Course Structure

Duration : 3 Years

No. of Semesters : 6

No. of Credits per Semester : 30

Total Credits for the Course : 180

No. Credits for General Component in each semester : 12

No. Credits for Skill Component in each semester : 18

Year Semester /	Total Credits	NSQF Certification Level	Vocational Qualification	Title of Programme
First Year Sem - I	30	4	Certificate Course (6 months duration)	Certificate in Entrepreneurship Development
First Year Sem - II	30	5	Diploma (One Year duration)	Diploma in Entrepreneurship Development
Second Year Sem -III & IV	30+30 (120)	6	Advanced Diploma (Two Years duration)	Advanced Diploma in Entrepreneurship Development
Third Year Sem – V & VI	30 + 30 (120)	7	B.Voc (Three Year duration)	B. Voc in Entrepreneurship Development
Total	180			

KAKATIYA UNIVERSITY, WARANGAL

B.Voc (Entrepreneurship Development)

FIRST YEAR (SEMESTER - I)

General Component Courses (12 Credits)

Course Code	Course Title	Total Course Hours		Credits	Continuous Internal Evaluation		External Sem-end Evaluation		Total
		T	P		Duration	Marks	Duration	Marks	
BVEDG101	Telugu/ Hindi	3	-	3	½ hr	20	3 hrs	80	100
BVEDG102	English	3	-	3	½ hrs	20	3 hrs	80	100
BVEDG103	Business Economics	3		3	½ hrs	10	2 hrs	40	50
BVEDG104	Business Organization	3		3	½ hrs	10	2 hrs	40	50
Total		12		12		60		240	300

Skill Component Courses (18 Credits)

Course Code	Course Title	Total Course Hours		Credits	Continuous Internal Evaluation		External Sem-end Evaluation		Total
		T	P		Duration	Marks	Duration	Marks	
BVEDS105	Financial accounting-I	4		4	½ hr	20	3 hrs	80	100
BVEDS106	Entrepreneurship-I	4		4	½ hr	20	3 hrs	80	100
BVEDS107	Business Laws	4		4	½ hr	20	3 hrs	80	100
BVEDS108	Information Technology	4	02	6	½ hr	40	3 hrs	60	100
Total		16	02	18				300	400
	General Component	12		12		60		240	300
	Skill component	16	02	18		100		300	400
Grand Total		28	02	30		160		540	700

KAKATIYA UNIVERSITY, WARANGAL

B.Voc (Entrepreneurship Development)

FIRST YEAR (SEMESTER -II)

General Component Courses (12 Credits)

Course Code	Course Title	Total Course Hours		Credits	Continuous Internal Evaluation		External Sem-end Evaluation		Total
		T	P		Duration	Marks	Duration	Marks	
BVEDG201	Telugu/ Hindi	3	-	3	½ hr	20	3 hr	80	100
BVEDG201	English	3	-	3	½ hr	20	3 hr	80	100
BVEDG203	Managerial Economics	3		3	½ hr	10	2 hr	40	50
BVEDG204	Principles of Management	3		3	½ hrs	10	2 hr	40	50
Total		12		12		60		240	300

Skill Component Courses (18 Credits)

Course Code	Course Title	Total Course Hours		Credits	Continuous Internal Evaluation		External Sem-end Evaluation		Total
		T	P		Duration	Marks	Duration	Marks	
BVEDS205	Financial Accounting -II	4		4	½ hr	20	3 hrs	80	100
BVEDS206	Entrepreneurship Development - II	4		4	½ hr	20	3 hrs	80	100
BVEDS207	Company Law	4		4	½ hr	20	3 hrs	80	100
BVEDS208	Internship - I		12	6			3 hrs	100	100
Total		12	12	18		60		340	400
	General Component	12		12		60		240	300
	Skill Component	12	12	18		60		340	400
Grand Total		24	12	30		120		580	700

KAKATIYA UNIVERSITY, WARANGAL

B.Voc (Entrepreneurship Development)

SECOND YEAR (SEMESTER -III)

General Component Courses (12 Credits)

Course Code	Course Title	Total Course Hours		Credits	Continuous Internal Evaluation		External Sem-end Evaluation		Total
		T	P		Duration	Marks	Duration	Marks	
BVEDG301	Telugu/ Hindi	3	-	3	½ hr	10	2 hr	40	50
BVEDG302	English	3	-	3	½ hr	10	2 hr	40	50
BVEDG303	Foreign Trade	3		3	½ hr	10	2 hr	40	50
BVEDG304	Goods and Service Tax	3		3	½ hr	10	2 hr	40	50
Total		12		12		40		160	200

Skill Component Courses (18 Credits)

Course Code	Course Title	Total Course Hours		Credits	Continuous Internal Evaluation		External Sem-end Evaluation		Total
		T	P		Duration	Marks	Duration	Marks	
BVEDS305	Operations Management	4		4	½ hr	20	3 hrs	80	100
BVEDS306	Financial Institutions and Markets	4		4	½ hr	20	3 hrs	80	100
BVEDS307	Business Statistics -I	4		4	½ hr	20	3 hrs	80	100
BVEDS308	Computerized Accounting (Tally)	4	2	6	½ hr	10	3 hrs T P	50 40	100
Total		16	02	18		70		330	400
	General Component	12		12		40		160	200
	Skill component	16	02	18		70		330	400
Grand Total		28	02	30		110		490	600

KAKATIYA UNIVERSITY, WARANGAL

B.Voc (Entrepreneurship Development)

SECOND YEAR (SEMESTER -IV)

General Component Courses (12 Credits)

Course Code	Course Title	Total Course Hours		Credits	Continuous Internal Evaluation		External Sem-end Evaluation		Total
		T	P		Duration	Marks	Duration	Marks	
BVEDG401	Telugu/ Hindi	3	-	3	½ hr	10	2 hrs	40	50
BVEDG402	English	3	-	3	½ hr	10	2 hrs	40	50
BVEDG403	Business Environment	3	-	3	½ hr	10	2 hr s	40	50
BVEDG404	Business Communications	3		3	½ hr	10	2 hrs	40	50
Total		12		12		40		160	200

Skill Component Courses (18 Credits)

Course Code	Course Title	Hours Per Week		Credits	Continuous Internal Evaluation		External Sem-end Evaluation		Total
		T	P		Duration	Marks	Duration	Marks	
BVEDS405	Human Resource Management	4		4	½ hr	20	3 hrs	80	100
BVEDS406	Marketing Management	4		4	½ hr	20	3 hrs	80	100
BVEDS407	Business Statistics - II	4		4	½ hr	20	3hrs	80	100
BVEDS408	Internship -II		12	6			3hrs	100	100
Total		12	12	18		60		340	400
	General Component	12		12		40		160	200
	Skill component	12	12	18		60		340	400
Grand Total		24	12	30		100		500	600

KAKATIYA UNIVERSITY, WARANGAL

B.Voc (Entrepreneurship Development)

THIRD YEAR YEAR (SEMESTER -V)

General Component Courses (12 Credits)

Course Code	Course Title	Total Course Hours		Credits	Continuous Internal Evaluation		External Sem-end Evaluation		Total
		T	P		Duration	Marks	Duration	Marks	
BVEDG501	Banking Theory and Practice	3	-	3	½ hr	10	2 hrs	40	50
BVEDG502	Corporate Governance	3		3	½ hr	10	2 hrs	40	50
BVEDG503	E – Commerce	3		3	½ hr	10	2 hrs	40	50
BVEDG504	Principles of Insurance	3		3	½ hr	10	2 hrs	40	50
Total		12		12		40		160	200

Skill Component Courses (18 Credits)

Course Code	Course Title	Hours Per Week		Credits	Continuous Internal Evaluation		External Sem-end Evaluation		Total
		T	P		Duration	Marks	Duration	Marks	
BVEDS505	Cost Accounting	4		4	½ hr	20	3 hrs	80	100
BVEDS506	Financial Management	4		4	½ hr	20	3 hrs	80	100
BVEDS507	Direct Taxes	4		4	½ hr	20	3 hrs	80	100
BVEDS508	Commerce Lab		12	6			3 hrs	100	100
Total		12	12	18		60		340	400
	General Component	12	00	12		40		160	200
	Skill component	12	12	18		60		340	400
Grand Total		24	12	30		100		500	600

KAKATIYA UNIVERSITY, WARANGAL

B.Voc (Entrepreneurship Development)

THIRD YEAR YEAR (SEMESTER -VI)

General Component Courses (12 Credits)

Course Code	Course Title	Total Course Hours		Credits	Continuous Internal Evaluation		External Sem-end Evaluation		Total
		T	P		Duration	Marks	Duration	Marks	
BVEDG601	Business Research Methodology	3	-	3	½ hr	10	2 hr	40	50
VBEDG602	International Business	3	-	3	½ hr	10	2 hr	40	50
BVEDG603	Organizational Theory and Behaviour	3		3	½ hr	10	2 hr	40	50
BVEDG604	Strategic Management	3		3	½ hr	10	2 hr	40	50
Total		12		12		40		160	200

Skill Component Courses (18 Credits)

Course Code	Course Title	Total Course Hours		Credits	Continuous Internal Evaluation		External Sem-end Evaluation		Total
		T	P		Duration	Marks	Duration	Marks	
BVEDS605	Security Analysis and Portfolio Management	4		4	½ hr	20	3 hrs	80	100
BVEDS606	Business Plans and Ethics	4		4	½ hr	20	3 hrs	80	100
BVEDS607	Project Management	4		4	½ hr	20	3 hrs	80	100
BVEDS608	Internship- III		12	6			3 hrs	100	100
Total		12	12	18		60		340	400
	General Component	12	00	12		40		160	200
	Skill component	12	12	18		60		340	400
Grand Total		24	12	30		100		500	600

B.Voc (Entrepreneurship Development) I Yr First Semester
BVEDG103
Business Economics

Hours per Week: 3

Credits: 3

Marks: 50 (External: 40, Internal: 10)

Unit-I: Introduction

Business Economics : Meaning – Nature – Characteristics – Importance and Role – Micro and Macro Economics – Scope – objectives – Law of Diminishing Marginal utility – Law of Equi-Marginal utility.

Unit –II Demand Analysis

Meaning and Function – Factors influencing Demand-Demand Curve-Law of Demand- Exception to the law of Demand- Elasticity of Demand: Concept – Types of elasticity of demand – price, income and cross Elasticity Demand – measurement of elasticity- arc and point methods – Importance of various Elasticity of Demand

Unit-III Supply Analysis

Law of Supply – Factors influencing supply – Market Equilibrium – Consumer Surplus – Theory of Consumer behavior – Utility and indifference curve analysis.

Suggested Readings:

1. Business Economics: V . G. Mankar, Himalaya Publishing House
- 2 Managerial Economics: Vanith Agarwal, Pearson Education
3. Business Economics: H.L Ahuja, S. Chand & Co.Ltd
4. Business Economics: R.K. Lekhi, Kalyani Publishers
5. Business Economics: D.M. Mithani, Himalya Publishing House.

B.Voc (Entrepreneurship Development) I Yr First Semester

BVEDG104

Business Organization

Hours Per Week: 3

Credits: 3

Marks: 100 (External: 80, Internal: 20)

UNIT – I INTRODUCTION: Meaning and definitions of Business, Trade, Commerce and Industry – types of Trade and Industry – Difference between Trade, commerce and industry - objectives and functions of business – Social Responsibility of Business - stages in starting a business enterprise.

UNIT – II FORMS OF BUSINESS ORGANIZATIONS: Selecting a suitable form of business organization – classification of business enterprises. Sole Proprietary ship – characteristics – merits and demerits - Hindu Undivided Family – characteristics – advantages and disadvantages. Partnership Firm – Characteristics – Partnership Deed, meaning and contents - Registration of Partnership Firm – Kinds of Partners – Rights , Duties and Responsibilities of Partners – Advantages and Disadvantages – Limited Liability Partnership – Dissolution of Partnership. Difference between Sole Proprietary ship and Hindu Undivided Family - Difference between Sole Proprietary ship and Partnership – Difference between Hindu Undivided Family and Partnership .Co-operatives Societies – Characteristics – kinds of co-operative societies - Advantages and Limitations – Registration – Election of Directors and Management - Difference between Partnership and Co-operative societies.

UNIT – III JOINT STOCK COMPANY: Meaning of Joint Stock Company - Definition – Characteristics – Advantages and Disadvantages – Kinds of Companies – Promotion of a company – Stages in Promotion – Promoter – meaning and Characteristics - Registration of a Company – Steps in Registration – Documents Required for Registration – Memorandum of Association – clauses – Articles of Association – contents – Prospectus – contents - Statement in lieu of Prospectus.

Reference Books:

1. Business Organization & Management : Sharma Shashi K. Gupta , Kalyani Publishers
2. Business Organization & Management : R.N. Gupta, S. Chand
3. Modern Business Organization : S.A. Sherlekar, Himalaya Publishing House.

B.Voc (Entrepreneurship Development) I Yr First Semester

BVEDS105

Financial Accounting-I

Hours per Week: 4

Credits: 4

Marks: 100 (External: 80, Internal: 20)

UNIT-I: INTRODUCTION TO ACCOUNTING: Financial Accounting: Introduction – Definition – Evolution – Functions-Advantages and Limitations –Users of Accounting Information- Branches of Accounting – Accounting Principles: Concepts and Conventions-Accounting Standards– Meaning – Importance – List of Accounting Standards issued by ASB – Accounting System- Types of Accounts – Accounting Cycle- Journal- Ledger and Trial Balance. (Including problems)

UNIT-II SUBSIDIARY BOOKS: Meaning –Types - Purchases Book - Purchases Returns Book

- Sales Book - - Sales Returns Book - Bills Receivable Book - Bills Payable Book – Cash Book - Single Column, Two Column, Three Column and Petty Cash Book - Bills of Exchange - Journal Proper.(Including problems)

UNIT-III: BANK RECONCILIATION STATEMENT: A) Meaning – Need - Reasons for

differences between cash book and pass book balances – Favourable and over draft balances – Ascertainment of correct cash book balance (Amended Cash Book) - Preparation of Bank Reconciliation Statement. (Including problems)

B) **Depreciation (AS-6):** Meaning – Causes – Difference between Depreciation, Amortization and Depletion - Objectives of providing for depreciation – Factors affecting depreciation – Accounting Treatment – Methods of depreciation: Straight Line Method - Diminishing Balance Method (Including problems)

UNIT-IV: FINAL ACCOUNTS: A) RECTIFICATION OF ERRORS: Errors and their

Rectification: Types of Errors - Suspense Account – Effect of Errors on Profit. (Including problems)

B) Final Accounts of Sole Trader: Meaning -Uses -Preparation of Manufacturing, Trading and Profit & Loss Account and Balance Sheet – Adjustments – Closing Entries.(Including problems)

Suggested Readings;

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Company.
2. Principles & Practice of Accounting: R.L.Gupta&V.K.Gupta, Sultan Chand.
3. Accountancy-I: S.P. Jain & K.L Narang, Kalyani Publishers.
4. Accountancy–I: Tulasian, Tata McGraw Hill Co.
5. Introduction to Accountancy: T.S.Grewal, S.Chand and Co.

B.Voc (Entrepreneurship Development) I Yr First Semester

BVEDS106

Entrepreneurship-I

Hours per Week: 4

Credits: 4

Marks: 100 (External: 80, Internal: 20)

UNIT-I: Entrepreneurship: Concept of Entrepreneur- Functions and Classification of Entrepreneur – Characteristics of Entrepreneur – Nature and Importance of Entrepreneur- Entrepreneur Vs Professional Manager – Entrepreneurs – Evolution of Entrepreneurship in India.

UNIT – II: Types of Entrepreneurship: Women Entrepreneurship - Introduction - Characteristics of Woman Entrepreneur - Problems - faced by Women Entrepreneurs - Suggestions for growth of Women Entrepreneurs - Role of Women Entrepreneur Associations.

Rural Entrepreneurship – Concept – types –Need – Scope – Advantage.

UNIT – III: Social Entrepreneurship – Introduction - Elements of social Entrepreneurship - Functions of social Entrepreneurship - Difference between social and business entrepreneurship - Social entrepreneur - Characteristics of social entrepreneur - Challenges of social entrepreneurship

Tourism Entrepreneurship – Introduction - Concept of Tourism - Components of Tourism - Types of Tourism - Tourism Entrepreneurship - Importance of Tourism entrepreneurship

Unit – IV: Concept of Entrepreneurship – Entrepreneur and Environment – Political and Legal framework – Development programmes – Institutions for Entrepreneurship Development, Training of Entrepreneurship – Entrepreneurship Development in other Countries.

Suggested Readings:

1. Entrepreneurship Development: A.Shankaraiah et al, KalyaniPublishers.
2. Fundamentals of Entrepreneurship: K.K. Patra, Himalaya Publishing House.
3. Entrepreneurship Development:Dr.S.S.Khanka, S.Chand.
4. Entrepreneurship Development: V.Gangadhar et al, Kalyani Publishers.
5. Entrepreneurship Development & Small Business Enterprises: Poornima Charantimath, Pearson. 6. Entrepreneurship Robert D. Hisrich, McGraw Hill
7. Entrepreneurship: Arya Kumar, Pearson
8. The Dynamics of Entrepreneurial Development & Management: Vasanth Desai, Himalaya

B.Voc (Entrepreneurship Development) I Yr First Semester

BVEDS107

Business Law

Hours per Week: 4

Credits: 4

Marks: 100 (External: 80, Internal: 20)

UNIT-I: INDIAN CONTRACT ACT 1872: Development of Business – Development of Law on independent India Contract Act 1872 - Agreement and contract - Essentials of a valid contract - Types of contracts - Offer and Acceptance - Essentials of valid offer and acceptance - Communication and revocation of offer and acceptance – Consideration definition - Essentials of valid consideration - No Consideration No Contract – Capacity to a Contract – Minors Agreements.

UNIT-II: INDIAN CONTRACT ACT 1872: Legality of Object and Consideration – Agreements expressly declared to be Void – Wagering Agreements – Contingent Contract . Discharge of Contracts: Modes of Discharge of a contract - Performance of Contracts - Breach of Contract - Remedies for Breach.

UNIT-III: SALE OF GOODS ACT 1930 AND CONSUMER PROTECTION ACT: Contract Of Sale: Essentials of Valid Sale - Sale and Agreement to Sell – Definition and Types of Goods – Conditions and Warranties – Transfer of property - Caveat Emptor - Exceptions - Unpaid Seller - Rights of Unpaid Seller

Consumer Protection Act 1986: Definitions of Consumer – Person – Goods - Service - Consumer Dispute - Consumer Protection Councils - Consumer Dispute Redressal Agencies - Appeals.

UNIT-IV: INTELLECTUAL PROPERTY RIGHTS: Trade Marks: Definition - Registration of Trade Marks - Patents: Definition - Kinds of Patents - Transfer of the Patent Rights - Rights of the Patentee - Copy Rights: Definition - Rights of the Copyright Owner - Terms of Copy Right - Copy Rights Infringement - Other Intellectual Property Rights: Trade Secrets - Geographical Indications.

SUGGESTED READINGS:

- 1) Company Law: ND Kapoor, Sultan Chand and Co
- 2) Company Law: Rajashree. – HPH
- 3) Business Law - Kavitha Krishna, Himalaya Publishing House
- 4) Business Laws – Dr. B. K. Hussain, Nagalakshmi - PBP
- 5) Company Law: Prof. G. Krishna Murthy, G. Kavitha, PBP
- 6) Company Law and Practice: GK Kapoor & Sanjay Dhamija, Taxmann Publication.

B.Voc (Entrepreneurship Development) I Yr First Semester
BVEDS108
Information Technology

Hours per Week: 6 (T4+P2)

Credits: 6 Marks: 100 (External: 60, Viva-40)

UNIT-I: INTRODUCTION: Introduction to computers - Generations of computers – An overview of computer system - Types of computers - Input & Output Devices. Hardware: Basic components of a computer system - Control unit – ALU - Input/output functions - Memory – RAM
– ROM – EPROM - PROM and Other types of memory.

UNIT-II: OPERATING SYSTEM (OS): Meaning - Definition & Functions - Types of OS - Booting process - DOS – Commands (internal & external) - Wild card characters – Virus & Hackers – Cryptography & cryptology. Windows: Using the Start Menu –Control Panel – Using multiple windows – Customizing the Desktop – Windows accessories (Preferably latest version of windows or Linux Ubuntu).

UNIT-III: WORD PROCESSING: Application of word processing - Menus & Tool Bars - Word processor – Creating – Entering - Saving & printing the document - Editing & Formatting Text - Mail Merge and Macros (Preferably latest version of MS Word or Libre Office Writer).

UNIT-IV: SPREAD SHEET: Application of work sheet/spread sheet – Menus & Tool bars - Creating a worksheet - Entering and editing of numbers - Cell reference - Worksheet to analyze data with graphs & Charts. Advanced tools: Functions – Formulae – Formatting numbers - Macros
– Sorting - Filtering - Validation & Consolidation of Data (Preferably latest version of MS Excel or Libre Office Calc).

UNIT-V: POWER POINT PRESENTATION: Application of Power Point Presentation – Menus & Tool bars – Creating presentations – Adding - Editing and deleting slides - Templates and manually – Slide show – Saving - Opening and closing a Presentation – Types of slides - Slide Views - Formatting – Insertion of Objects and Charts in slides - Custom Animation and Transition (Preferably latest version of MS Power Point presentation - Libre Office Impress). Internet & Browsing: Services available on internet – WWW – ISP – Browsers. Multimedia: Application of multimedia – Images – Graphics - Audio and Video – IT security.

SUGGESTED READINGS:

1. Introduction to Computers: Peter Norton, McGraw Hill.
2. Fundamentals of Information Technology: Dr. NVN Chary, Kalyani Publishers.
3. Computer Fundamental: Anitha Goel, Pearson.
4. Information Technology Applications for Business: Dr. S. Sudalaimuthu, Himalaya
5. Introduction to Information Technology: ITL ESL,

B.Voc (Entrepreneurship Development) I Yr Second Semester

BVEDG 203

MANAGERIAL ECONOMICS

Hours per Week: 3

Credits: 3

Marks: 50 (External: 40, Internal: 10)

Unit-1: Introduction Nature, Scope and Significance of Managerial Economics - Tools and Techniques of Analysis-Theory of Firm - Alternatives ii. Objectives of Firm - Functions of Managerial Economist in Business Firm - Impact of Information Technology on Managerial Economics - Economic factors influencing decision iii. making.

Unit - II: Demand Analysis Demand Analysis - Significance- Demand Functions - Law of Demand - Elasticity of Demand - Supply Analysis, Supply function, Elasticity of Supply - Significance of Elasticity Demand in Pricing Decision - Demand Forecasting - Techniques of Demand Forecasting. (Simple Problems)

Unit - III : Cost and Production Analysis Cost Analysis - Types of Costs and their impact on Management - Behaviour of Short run Average Cost Curves (SAC) -Behaviour of Long run Average Cost Curve (LAC) - Cost -Production Function - Types of Production Function, Linear, Quadratic, Cubic, Power and Cobb - Douglas - Managerial uses of Cost and Production function(Simple Problems).

Suggested readings :

1. Varshney & Maheshwari: Managerial Economics, Sultan Chand & Sons, New Delhi.
2. Mehta: Managerial Economics, Sultan Chand & Sons, New Delhi.
3. Joel Dean: Managerial Economics, Prentice Hall, New Delhi.
4. Mote, Paul & Gupta: Managerial Economics- Concepts and Cases, McGraw Hill, New Delhi.

B.Voc (Entrepreneurship Development) I Yr Second Semester

BVEDG 204

PRINCIPLES OF MANAGEMENT

Hours per Week: 3

Credits: 3

Marks: 50 (External: 40, Internal: 10)

UNIT- I INTRODUCTION TO FUNCTIONS OF MANAGEMENT

Management - Meaning - Characteristics - Functions of Management - Levels of Management – Skills of Management- Scientific Management - Meaning - Definition - Objectives - Criticism – Fayol’s 14 Principles of Management .

UNIT-II: PLANNING

Meaning - Definition - Characteristics - Types of Plans - Advantages and Disadvantages – Approaches to Planning - Management by Objectives (MBO) - Steps in MBO - Benefits –Weaknesses.

UNIT – III ORGANIZING

Definition of Organizing-Organization-Process of Organizing - Principles of Organization - Formal and Informal Organizations - Line, Staff Organizations - Line and Staff Conflicts - Functional Organization - Span of Management - Meaning - Determining Span - Factors influencing the Span of Supervision.

B) Control - Meaning - Definition – Relationship between planning and control -Steps in Control – Types (post, current and pre-control) - Requirements for effective control.

SUGGESTED READINGS:

- 1.Business Organization & Management: Sharma Shashi K. Gupta, Kalyani Publishers
- 2.Business Organisation& Management: Patrick Anthony, Himalaya Publishing House
- 3.Business Organization & Management: Dr. Manish Gupta, PBP.
4. Organization & Management: R. D. Agarwal, McGraw Hill.
5. Modern Business Organization: S.A. Sherlekar, V.S. Sherlekar, Himalaya Publishing House

**B.Voc (Entrepreneurship Development) I Yr Second Semester
BVEDS 205**

FINANCIAL ACCOUNTING-II

Hours per Week: 4

Credits: 4

Marks: 100

(External: 80, Internal: 20) Unit-I: BILLS OF EXCHANGE:

Bills of Exchange – Definition - Distinction between Promissory note and Bills of exchange -
Accounting treatment of Trade bills: Books of Drawer and Acceptor- Honour and Dishonour of Bills - Renewal of bills - Retiring of bills under rebate - Accommodation bills (Including problems).

Unit-II: CONSIGNMENT AND JOINT VENTURE ACCOUNTS

Consignment - Meaning – Features - Proforma invoice - Account sales - Del credere commission- Accounting treatment in the books of the consignor and the consignee - Valuation of consignment stock -Treatment of Normal and abnormal Loss - Invoice of goods at a price higher than the cost price (Including problems). Joint Venture - Meaning – Features - Difference between Joint Venture and Consignment - Accounting Procedure - Methods of Keeping Records for Joint Venture Accounts - Method of Recording in co-ventures books - Separate Set of Books Method - Joint Bank Account - Memorandum Joint Venture Account (Including problems).

Unit-III: ACCOUNTS FROM INCOMPLETE RECORDS

Single Entry System - Meaning – Features - Difference between Single Entry and Double Entry systems - Defects in Single Entry System - Books and accounts maintained - Ascertainment of Profit - Statement of Affairs and Conversion method (Including problems).

Unit-IV: Non-Profit Organizations: Non- Profit Organization - Meaning - Features - Receipts and Payments Account - Income and Expenditure Account - Balance Sheet (Including problems.)

SUGGESTED READINGS:

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Co.
2. Principles and Practice of Accounting: R.L. Gupta & V.K. Gupta, Sultan Chand & Sons.
3. Accountancy-I: Tulasian, Tata McGraw Hill Co.
4. Accountancy-I: S.P. Jain & K.L Narang, Kalyani.
5. Advanced Accountancy-I: S.N.Maheshwari&V.L.Maheshwari, Vikas.

B.Voc (Entrepreneurship Development) I Yr Second Semester

BVEDS 206

Entrepreneurship Development - II

Hours per Week: 4

Credits: 4

Marks: 100 (External: 80,
Internal: 20)

UNIT – I: Formulation of Business Plans - Learning Outcome - Introduction - Nature and Scope of Business Plan - Writing a Business Plan - Implementing a Business Plan.

Taxation Benefits to Small Scale Entrepreneurs: Introduction - Taxation Benefits Available to Small Scale Entrepreneurs -Income Tax Benefits under Income Tax Act 1961.

UNIT II: MSME Policy in India: Introduction - Overview of MSMEs - MSME Development Act - National Manufacturing Competitiveness Programme(NMCP) - Prime Minister Task Force on MSME - RGUMY - Public Procurement Policy - CGFS for MSME - Quality Up gradation - Credit Linked Capital Subsidy Scheme - Other Measures .

UNIT III: Role of Central & State Governments in promoting Entrepreneurship: Introduction and the various Central Government Policies - Central Government Incentives for Setting up Business in Backward Areas - Government Financial Institutions for providing Loans to start Industrial venture in India - Government Schemes - Scope for further improvement in extending financial support to the entrepreneurs by the government.

UNIT IV: Entrepreneurial Traits and Theories: Introduction - Traits of an Entrepreneur - Types of Entrepreneur - Entrepreneurial Motivation - Motivation theories of Entrepreneurship.

Rules And Legislation: Applicability of Legislation - Industries Development (Regulations) Act, 1951. - Factories Act, 1948. - The Industrial Employment (Standing Orders) Act, 1946 - Suspension - Stoppage of work - Termination of employment - Environment (Protection) Act, 1986 - Industrial Dispute Act 1947

Case Studies.

Suggested Readings:

1. Entrepreneurship Development: A.Shankaraiah et al, KalyaniPublishers.
2. Fundamentals of Entrepreneurship: K.K. Patra, Himalaya Publishing House.
3. Entrepreneurship Development:Dr.S.S.Khanka, S.Chand.
4. Entrepreneurship Development: V.Gangadhar et al, Kalyani Publishers.
5. Entrepreneurship Development & Small Business Enterprises: Poornima Charantimath, Pearson. 6. Entrepreneurship: Robert D. Hisrich, McGraw Hill
7. Entrepreneurship: Arya Kumar, Pearson
8. The Dynamics of Entrepreneurial Development & Management: Vasanth Desai, Himalaya

B.Voc (Entrepreneurship Development) I Yr Second Semester
BVEDS 207
COMPANY LAW

Hours per Week: 4

Credits: 4

Marks: 100 (External: 80, Internal: 20)

UNIT-I: INCORPORATION OF COMPANIES: Company: Meaning and Definition – Characteristics - Classification – Legislation on Companies – Incorporation - Promotion – Registration - Memorandum of Association – Articles of Association – Certificate of Incorporation - Prospectus – Statement in lieu of Prospectus – Commencement of business.

UNIT-II: MANAGEMENT OF COMPANIES: Director: Qualification - Disqualification - Position - Appointment - Removal – Duties and Liabilities – Loans – Remuneration – Managing Director – Corporate Social Responsibility – Corporate Governance.

UNIT-III: COMPANY SECRETARY: Company Secretary: Definition – Appointment – Duties – Liabilities –
Company Secretary in Practice – Secretarial Audit.

UNIT-IV: COMPANY MEETINGS: Meeting: Meaning – Requisites - Notice – Proxy - Agenda – Quorum – Resolutions – Minutes – Kinds – Shareholder Meetings - Statutory Meeting - Annual General Body Meeting – Extraordinary General Body Meeting – Board Meetings.

SUGGESTED READINGS:

- 1) Company Law: ND Kapoor, Sultan Chand and Co.
- 2) Company Law: Rajashree. – HPH
- 3) Company Law: Prof. G. Krishna Murthy, G. Kavitha, PBP
- 4) Company Law and Practice: GK Kapoor & Sanjay Dhamija, Taxmann Publication.
- 5) Company Law: Revised as per Companies Act- 2013: KC Garg et al, Kalyani Publication.
- 6) Corporate Law: PPS Gogna, S Chand. 7) Company Law: Bagriyal AK: Vikas Publishing House

B.Voc (Entrepreneurship Development) I Yr Second Semester

BVEDS 208

PRACTICAL TRAINING AND VIVA-VOCE

Credits: 6

Marks: 100