

St. Paul Institute of Professional Studies, Indore

Autonomous Institute Affiliated to Devi Ahilya Vishwavidhyalaya, Indore

Accredited by NAAC with 'A' Grade

Phone No. 0731-2499911, 49661355, 4961356

E-mail: info@spipsindore.ac.in, Website: www.spipsindore.com

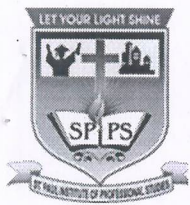


Part A: Introduction

Programme : Diploma		Class :II Year	Session : 2024-25
Subject :	Digital Marketing		
Course Code	VO-201T/VO-201P		
Course Title :	E-Commerce		
Course Type:	Vocational		
Pre-requisite:			
Course Learning Outcomes	This paper aims to enhance skill for effective and contemporary applications of E-Commerce After completion of the course students will be able to: a) Describe the challenging needs of the society in the field of E-Commerce. b) Identify various activities and operations in the context of online transactions. c) Explain the steps in surfing of e-commerce websites. d) Describe various e-payment systems. e) Analyse security issues in E-Commerce.		
Expected Job Role /career opportunities	E-Business Consultant, Customer Relation Manager. Business Analyst, Supply Chain Manager, Project Manager, Database Administrator.		
Credit Value	2 (Theory) + 2 (Practical) = 04		
Total Marks	Max. Marks —70+30		Min. Passing Marks 35

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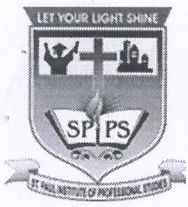
Part B: Content of the course

Total No. of Lectures (in hours per week)- 3

Unit	Topic	No. of lectures
Unit— 1	Introduction to E- Commerce Concepts and significance of E-commerce; Driving forces of E- commerce; E-commerce business models - Key elements of a business model and categories, Design and launch of E-commerce website -Decisions regarding Selection of hardware and software; Outsourcing Vs in-house development of a website; Functions of E-Commerce; Types of E-Commerce; E-Commerce Systems and Prerequisites, Scope of E-Commerce.	10
Unit— 2	E-Commerce Activities and Operations Various E-Commerce activities; Various manpower associated with e-commerce activities; Types of E-Commerce Providers and Vendors; Modes of operations associated with E-Commerce; E-commerce applications in various industries (banking, insurance, payment of utility bills and others), e-marketing, e-tailing, online services, e-auctions, online portal, online learning, e-publishing and e-entertainment, online shopping. E-payment System and Application E-payment Methods- Debit card, Credit card, Smart cards, E-Money, E-Wallets, payment gateways; Electronic fund transfer; Automated Clearing House. Automated Ledger Posting, Emerging modes and systems of E-payment (M-Paisa, PayPal and other digital currency), UPI Apps, Aadhar Enabled Payment Systems, BHIM App E-payments risks.	10
Unit- 3	Security and Legal Aspects of E-Commerce E- Commerce security –meaning and issue. Security threats in the E- Commerce environment – security intrusions and beaches, attacking methods like hacking, sniffing cyber-vandalism etc., Technology solution – encryption, security channels of communication, Protecting networks, servers and clients. Overview of Information Technology Act,2000-provisions related to secure electronic records. Digital signatures- Meaning, Registration Process, procedures and legal position Online banking- Meaning, concepts. Procedures, importance;	10

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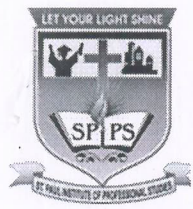
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	Practical	Total No. of lectures
	<ol style="list-style-type: none">1. Help others to learn the use of e-wallet, e- payment, digital signatures. Prepare a report on the skills used by them to help others learn.2. Use the internet banking facility to buy a product from any online website.3. Open internet banking account and operate it.4. Create their own YouTube channel and post one video on awareness of cyber security and crime5. Clicking various E-Commerce websites and how to register and login on it.6. Use the internet banking facility to buy a product from any online website.7. Register the complaint regarding various issues i.e. refund, return, defective product and delay in delivery.	30

Part C-Learning Resources
Text Books, Reference Books, Other resources
<ol style="list-style-type: none">1. E-commerce- Tulsiram Kundala, K. maheshwari - Himalya publication Nagpur2. E-commerce- Dr. Sandeep Srivastava, Er. Meera Goyal -SBPD - New Delhi3. E-commerce - Avriti Tangri -VK Global Publications Pvt4. E-commerce - B. Bhardwaj Dr. RS, Garg - Galgotia Publishing Company5. Essential of E-Commerce —M.K.Mallick - Sanjay Sahity Bhavan Agra6 Business on the Net: An Introduction to the whats and hows of E-commerce. Noida, Uttar Pradesh: Agarwala, K. N., Lal, A., & Agarwala, D Macmillan Publishers India Limited.7. <i>Electronic commerce- A Manager's Guide to E- Business.</i>- Diwan, P., & Sharma, S- Vanity Books International Delhi .
Suggested equivalent online courses: e-reading: 1. https://www.iare.ac.in/sites/default/files/lecture_notes/tARLECommerce_Lecture_Notes.pdf https://oms.bdu.ac.in/ec/admin/contents/3872020051801071611.pdf 1 ³ 16MCE4A
3. https://www.gasckovilpatti.com/studymaterial/commerce/11%20MCOM%20E%2000MMERCE%20pKCM33.pdf
5. https://backup.pondiuni.edu.in/storage/dde/dde_ug_pg_books/E-%20Commerce.pdf
6. https://www.tutorialspoint.com/e-commerce/e-commerce-tutorial.pdf

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- A signature that looks like "Nishant".



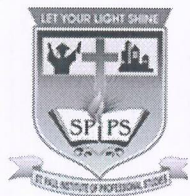
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PART-D: ASSESSMENT AND EVALUATION	
Suggested Continuous Evaluation Method: Maximum Marks – 100 Continuous Comprehensive Evaluation (CCE): 30 Marks Term End Examination (TEE) – 70 Marks	
Internal Evaluation Continuous Comprehensive Evaluation (CCE): 30 Marks Common Class Test, Assignment/Presentations, E-Quiz, etc.	CCT Assignment/Presentation E-quiz 30 Marks
External Evaluation Term End Exam – 70 Marks Time – 2 Hours	Section A – Very Short Answer Questions – 4 Question x 2 Marks = 8 Marks Section B – Short Answer Questions – 4 Question x 8 Marks = 32 Marks Section C – Long Answer Questions – 2 Question x 15 Marks = 30 Marks

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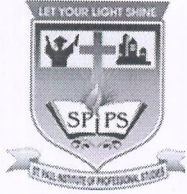


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Part A Introduction		
Program: Value Added Course		Class: II Year Year:2024 Session:2024-2025
Certificate Course: Artificial Intelligence		
1	Course Code	CSD-S3-18
2	Course Title	AI Tools & Applications
3	Pre-requisite (if any)	Not Required (Open for All)
4	Course Learning outcomes (CLO)	<ol style="list-style-type: none">1. To identify and appreciate Artificial Intelligence and describe its applications in daily life.2. To relate, apply and reflect on the Human-machine Interactions.to identify and interact with AI applications.3. To imagine, examine and reflect on the skills required foe futuristic job opportunities.
Part B- Content of the Course		
Total No. Hours - 36 Hours		
Unit	Topics	No. of Lectures
1	Introduction: <ol style="list-style-type: none">1. Introduction to AI2. Intelligence is composed of : Reasoning, Learning, Problem-Solving, Perception, Linguistic Intelligence3. Applications of Artificial Intelligence: Healthcare Finance, Customer Services, Marketing, Education4. Need of Artificial Intelligence5. Approaches of AI6. Forms of AI: Strong AI, Weak AI7. Super Intelligence8. Limitations of AI9. Technologies based on AI10. Future of AI11. AI Tools: ChatGPT, Gemini (Bard), Dall E, Synthesia, SORA	12

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2	Prompt Engineering and Design (ChatGPT & Gemini): <ol style="list-style-type: none">1. Introduction2. Internal Working3. Create and Use Prompt Libraries4. Write effective copy5. Plot points and ideas for fictional works6. Learn Prompt Engineering7. improve your LinkedIn Profile and assist in Job Interview preparation8. Learning scriptwriting for YouTube videos9. Create web pages10. Use AI to overcome technology challenges11. Use prompt to advance your career12. Use prompt engineering to target your resume for a specific job description	12
3	<ol style="list-style-type: none">1. Product Documentation with Integrating AI- Basics of Power Point AI Tools, Essentials of Excel AI Tools, Fundamentals of Word AI Tools2. Image Processing and Photos Generation- Dall E, Dall E 2 Mid Journey.3. Audio / Video Editing with Generative AI- SORA Open AI, Synthesia, Soundraw	12

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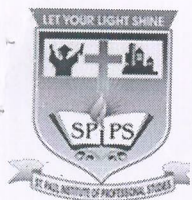
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PART A- Introduction

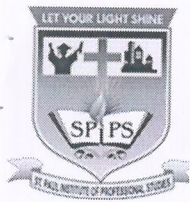
Program: Diploma		Class: II Year	Session: 2024- 2025
1	Subject	Computer Science (Web Designing)	
2	Course	VO-202T	
3	Course Title	Web Development using PHP and My SQL	
4	Course Type	Vocational	
5	Pre-Requisite	Knowledge of basic computer hardware & software.	
6	Course Learning Outcomes	After completion of the course, students will be able to - <ul style="list-style-type: none">• Discover how the web works, and what makes websites work.• Implement simple and impressive design techniques, from basics to they are advanced — to focus on goal-oriented and user-centric designs.• Use Server Side Scripting.• Implement the concept of data persistence.• Apply skills to program logic using PHP and handle data using MySQL.• Develop dynamic websites using PHP & MySQL.	
7	Expected Job Role / career opportunities	Job Role - Web Designer / Front End & Back End Developer/ Creative Ad Designer. Job Description — PHP developers write server-side web applications using Hypertext Preprocessor (PHP) scripting languages. They are tasked with developing and coding back-end components and connecting applications to other web services. PHP developers also assist front-end developers to ensure their work integrates into the application. Career Opportunities — Typical employers of web developers and designers are — <ul style="list-style-type: none">• Software companies• IT consultancies• Specialist web design companies• Large corporate organisations• Any organisation that uses computer systems• Self-employment/freelance work is often possible for individuals with appropriate experience. Vacancies are advertised online, by career services and by recruitment agencies.	
7	Credit value	2 (Theory) + 2 (Practical) = 04	
8	Total Marks	Mix. Marks: 70+30	Min. Passing Marks: 35

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PART B- Content of the Course

Total no. of Lectures (in hours per week): - 4 hours per week

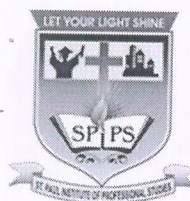
Total Lectures: -60

Unit	Topic	No. of Lectures
I	BASICS OF PHP: Introduction to PHP, PHP features, installation of XAMPP/WAMP, Benefits of using PHP MYSQL, Server Client Environment, Web Browser, Web Server Installation & Configuration Files. OOPs with PHP, language basics, syntax, comments, variables, constants and data types, expressions and operators, flow control statements, looping structures, Arrays Including HTML code in PHP, and Embedding PHP in web pages. Functions: Defining a function, Calling a function, variable scope, function parameters, return values, User Defined Function, System Defined Function, Parameterized Function, Date & Time Function, Hash Function, Mail Function, predefined functions.	20
II	Strings: Creating & accessing string, searching and replacing strings, encoding and escaping, comparing strings, formatting strings, and regular expressions. Data & File Handling: PHP Forms: \$ GET, \$ POST, \$ REQUEST, \$_REQUEST, \$_SERVER, \$GLOBALS, \$_ENV, input/output controls, validation, Cookies and Sessions File Handling: File and directory, open, close, read, write, append, delete, uploading and downloading files. File exists, File Size, Rename. Reading and displaying all/selected files present in a directory	24
III	MySQL an Overview: Introduction, What is a Database, Understanding an RDBMS, Tables, Record & Fields, SQL Language. Working with phpmyadmin: Creating and using a database, Selecting a database, creating and dropping a table, loading data into a table, Retrieving information from a table, selecting all data, selecting particular rows, selecting particular columns, writing queries, sorting, date, calculations, working with NULL values, pattern matching, counting rows, using more than one tables, using table and column aliases. MySQL, DATABASES IN PHP: Introduction, connecting to a MySQL database, querying the database, Retrieving and displaying the results, modifying data and deleting data through the front end. Designing applications using PHP & MySQL.	16
Keywords/ Tags	PHP, WWW, Lists, Tables, MySQL, File Handling, Functions, PHP Forms, DATABASES	

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PART C- Learning Resources

Textbooks/ Reference Books:

1. Head First PHP & MySQL, Lynn Beighley & Michael Morrison, O'Reilly
2. PHP: A Beginner's Guide, Vikram Vaswani, McGraw-Hill Edition
3. Learning PUP, MySQL, JavaScript, & CSS: A Step-by-Step Guide to Creating Dynamic Websites, Robin Nixon, O'Reilly
4. PHP and MySQL Web Development, Luke Welling, Addison-Wesley
5. The Joy of PHP, Alan Forbes, BeakCheck LLC
6. Learning PHP, MySQL, JavaScript, & CSS: A Step-by-Step Guide to Creating Dynamic Websites, Robin Nixon, O'Reilly

Suggested Digital Platforms, Web Links:

1. https://onlinecourses.swayam2.ac.in/aic20_sp32/preview
2. <https://www.udemy.com/course/php-mysql-tutorial/>
3. <https://www.udemy.com/course/php-mysql-course-for-absolute-beginners/>
4. <https://www.simplilearn.com/learn-plhp-basics-free-course-skillup>
5. <https://www.coursera.org/learn/web-applications-php>

PART-D : ASSESSMENT AND EVALUATION

Suggested Continuous Evaluation Method:

Maximum Marks – 100 Theory + 100 Practical

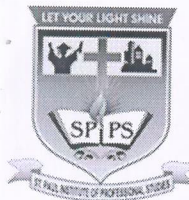
Continuous Comprehensive Evaluation (CCE): 30 Marks

University Exam (UE) – 70 Marks

VIVA VOCA (Practical)- 100 Marks

Internal Evaluation	
Continuous Comprehensive Evaluation (CCE): 30 Marks Common Class Test, Assignment/Presentations, E-Quiz, etc.	CCT Assignment/Presentation E-quiz 30 Marks
External Evaluation	
Term End Exam – 70 Marks Time – 2 Hours	Section A – Very Short Answer Questions – 4 Question x 2 Marks = 8 Marks Section B – Short Answer Questions – 4 Question x 8 Marks = 32 Marks Section C – Long Answer Questions – 2 Question x 15 Marks = 30 Marks

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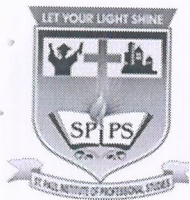


PART A- Introduction

Program: Diploma		Class: II Year	Session: 2024-25
1	Subject	Computer Science (Web Designing)	
2	Course Code	VO-202P	
3	Course Title	Web Development using PHP and My SQL	
4	Course Type	Vocational	
5	Pre-Requisite	Knowledge of basic computers. hardware & software.	
6	Course Learning Outcomes	After completion of the course, students will be able to - <ul style="list-style-type: none">• Discover how the web works, and what makes websites work.• Implement simple and impressive design techniques, from basics to• they are advanced — to focus on goal-oriented and user-centric designs.• Use Server Side Scripting.• Implement the concept of data persistence.• Apply skills to program logic using PHP and handle data using MySQL.• Develop dynamic websites using PHP & MySQL.	
7	Credit value	2	
8	Total Marks	Mix. Marks: 30+70	Min. Passing Marks: 35

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PART B- Content of the Course

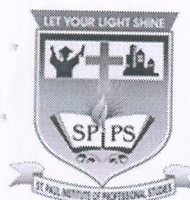
Suggestive List of Practicals

Practical Lab will be conducted based on the theory Syllabus- 30 Hours

1. create a simple HTML form accept the user name and display the name through a PHP echo statement.
2. Write a PHP script to demonstrate arithmetic operators, comparison operators, and logical operators.
3. Write a PHP Script to input marks, generate results and display grades.
4. Write a PHP Script for the addition of two 2x2 matrices.
5. Write a PHP script to obtain the factorial of a number using the function
6. Write a PHP script to demonstrate string, date and math functions.
7. Create a student registration form using a text box, check box, radio button, select, and submit button. And display user inserted value on the new PHP page.
8. Write two different PHP scripts to demonstrate passing variables through a URL
9. Write two different PHP scripts to demonstrate passing variables with sessions.
10. Write a PHP script to demonstrate passing variables with cookies.
11. Write a program to keep track of how many times a visitor has loaded the page.
12. Write a PHP script to demonstrate exceptional handling.
13. Write a PHP script to connect the MySQL server from your website.
14. Create EMP table with emp_no, emp_name, designation and salary. Write a program to read employee information from the EMP table and display all this information on a php page.
15. Create customer table in mysql with cust_no, cust_name, item_purchased, and mob no, insert 10 records into it.
16. Write a program to read customer information from the customer table and display all this information in table format on a PHP page.
17. Deigns a web form in PHP to input values for the customer record and insert the record in the customer table as a tuple.
18. Design an "update- web form to edit the name of the customer to "Bob" with cust_no 1
19. Design a "delete web form to delete records with cust no=3.
20. Create a dynamic website using PHP and MySQL.

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4. PHP and MySQL Web Development, Luke Welling, Addison-Wesley
5. The Joy of PHP, Alan Forbes, BeakCheck LLC
6. Learning PHP, MySQL, JavaScript, & CSS: A Step-by-Step Guide to Creating Dynamic Websites, Robin Nixon, O'Reilly

Suggested Digital Platforms, Web Links:

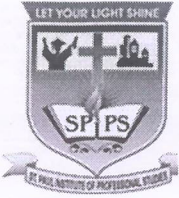
1. https://onlinecourses.swayam2.ac.in/aic20_sp32/preview
2. <https://www.udemy.com/course/php-mysql-tutorial/>
3. <https://www.udemy.com/course/php-mysql-course-for-absolute-beginners/>
4. <https://www.simplilearn.com/learn-plhp-basics-free-course-skillup>
5. <https://www.coursera.org/learn/web-applications-php>

Part D- Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Internal Assessment	Marks	External Assessment	Marks
Class Interaction /Quiz		Viva Voce on Practical	
Attendance		Practical Record File	
Assignments (Charts/ Model Seminar / Rural Service/ Technology Dissemination/ Report of Excursion/ Lab Visits/ Survey / Industrial visit)		Table work / Experiments	
TOTAL	30		70

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Part A Introduction	
Program: Diploma	B.Com. II Year Session: 2024-25
Course Code	VO-203T/VO-203P
Course Title	Personality Development
Course Type	Vocational
Pre-requisite (if any)	Certificate course
Course Learning outcomes (CLO)	After completion of course, students will be able to 1. Students will gain knowledge about the basics of Personality Dynamics 2- Students will learn to implement techniques of Personality Development 3. Students will develop Skills of self-resilience and assertiveness in their personality. 4. Students will learn Interview skills. 5. Students will be able to understand about the importance of life skills needed for personality development.
Credit Value	2 (Theory) +2 (Practical) = 04
Total Marks	Max. Marks: 30+70 Min. Marks: 35

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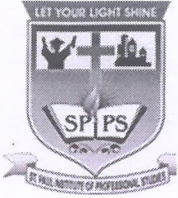
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Part B- Content of the Course		
Total No. of Lectures + Practical (in hours per week): L-1 Hr 1P-1 Lab Hr (2 Hrs)		
Total No. of Lectures/ Practical: L-30 /P-30 (60 Hrs)		
Module	Topics	No. of lectures
I	Dynamics of Personality: - Nature and Determinants Classification of Personality — Jung, Sheldon, Krctschmer and five factor theory	10
11	Techniques of Personality Development: - Self-control, self-resilience, self-esteem, factors affecting assertiveness, pro — social behavior, interpersonal relationships issues.	10
III	Emerging Areas of Personality Development: - Life skills— Social Intelligence and Personality Development (SQ) Emotional Intelligence and Personality Development (EQ) Spiritual Intelligence and Personality Development (SPQ)	10

Practical	No. of lectures
Case Study	30
2 Aggression Management	(02
3 Reporting, Interview on any successful Personality.	Hours
4 Self career Perception.	each)
5 Report Writing on spiritual Intelligence and Personality Development.	
Project/ Field trip:	
(1) Submit a report on stress Management.	
(2) Visit to any one center for mentally disabled and submit report based on their Personality Development.	

TO P. B...

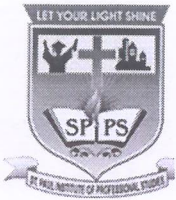
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Pchanda
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Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

1. Andrews, Sudhir (1988) How to Succeed at Interviews. 21st (rep.) Tata McGraw- Hill, New Dehi
2. Covey, Stephen. (1989). The 7 Habits of Highly Effective People. NY: Free Press
3. Hindle, Tim (2003) Reducing Stress. Essential Manager Series. DK Publishing.
4. Lucas, Stephen (2001). Art of Public Speaking. Tata- Mc-Graw Hill, New Delhi.
5. Petes, S.J., Francis (2011). Soft Skills and Professional Communication. Tata Mc Graw Hill Education, New Delhi.
6. Hall, C S Lindzey, G & Campbell, J B (2007). Theories of Personality. 5th Ed. Wiley India.
7. Kundu, C L (1989). Personality Development. N D Sterling Pub.

Suggested equivalent online courses: e-reading:

1. Basics of of Communication:- <https://www.filowandlovelvcareers.in/en/course-detail/it-156/basics-of-communication>.
2. Social Etiquettes:- <http://www.filowandlovelvcareers.in/en/course-detail/englishedge-904/social-etiquette>
3. Self-Presentation:- <https://www.gpwamandlovelvcareers.in/en/course-detail/it-161/self-presentation>

PART-D : ASSESSMENT AND EVALUATION

Suggested Continuous Evaluation Method:

Maximum Marks – 100 Theory + 100 Practical

Continuous Comprehensive Evaluation (CCE): 30 Marks

University Exam (UE) – 70 Marks

VIVA VOCA (Practical)- 100 Marks

Internal Evaluation

Continuous Comprehensive Evaluation (CCE): 30 Marks

Common Class Test, Assignment/Presentations, E-Quiz, etc.

CCT

Assignment/Presentation

30 Marks

E-quiz

External Evaluation

Term End Exam – 70 Marks

Time – 2 Hours

Section A – Very Short Answer Questions –

4 Question x 2 Marks = 8 Marks

Section B – Short Answer Questions –

4 Question x 8 Marks = 32 Marks

Section C – Long Answer Questions –

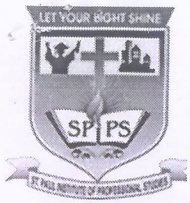
2 Question x 15 Marks = 30 Marks

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Shalini
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Madan

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PART A- Introduction

Program: Certificate		Class: II Year	Session: 2024-25
1	Subject	Retail Management	
2	Course Code	VO-204T/ VO-204P	
3	Course Title	Supply Chain and Retail Management	
4	Course Type	Vocational	
5	Pre-Requisite	Certificate Course	
6	Course Learning Outcomes	After completion of course, students will be able to <ol style="list-style-type: none">1. Understand the fundamental concept of Supply Chain Management2. Understand the importance of Supply Chain Management3. Understand the fundamental concept of Logistics System4. Understand the fundamental concept of Warehousing5. Understand the working procedure of Warehousing & Logistics System6. Discover the aspects of Retail Market Strategy	
7	Credit value	2 (Theory) + 2 (Practical) = 04	
8	Total Marks	Mix. Marks: 70+30	Min. Passing Marks: 35

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PART B- Content of the Course

Total no. of Lectures (in hours per week): -

Total Lectures: - 30 L+ 30 P (60 Hrs)

Unit	Topic	No. of Lectures
I	Supply Chain Management (SCM) Introduction to Supply Chain Management; Concepts, Definition, nature and scope of SCM; Components of SCM. The distribution across centres. Collaboration between retailers and vendors in SCM.	10
II	Logistics System, Warehousing, Transportation Systems Conceptual framework of Logistics System, Logistics system analysis and design, Warehousing and distribution centers, their location; Modes and Characteristics of Transportation Systems, facilities and services, Key issues and practices involved in SCM.	10
III	Retail Market Strategy Retail Market Strategy: Concept, Sustainable Competitive Advantage Building through Customer Loyalty, Location, Human Resource Management, Distribution and Information System, Vendor Relations. Study of Growth Strategies like Market Penetration, Market Expansion, Retail Format Development. Diversification & integration.	10
	Practical Order Processing, Warehouse Management Supplier Management Demand Forecasting Analytics and Reports Transportation and Logistics tools Compliance and Auditing Transaction Cost Analysis Case Studies	30

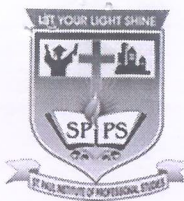
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MK

Patel

M. S. G.

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PART C- Learning Resources

Text Books, Reference Books, Other resources

1. B.S. Sahay. Supply Chain Management. New Delhi (Latest Edition)
2. Christopher, M. Logistics and Supply Chain Management: Strategies for Reducing Costs and Improving Services, London: Pitsman. (Latest Edition)
3. Suja Nair. Retail Management, Mumbai: Himalaya Publishing House (Latest Edition)
4. M.V. Kulkarni. Retail Marketing Management . Everest publishing house
5. James C.J. and Wood, Donald F. Contemporary Logistics. New York: Macmillan. (Latest Edition)

Suggested Digital Platforms, Web Links:

1. nptel,
2. swayam
3. <http://sim.edu.in/wp-content/uploads/2018/02/RETAIL-MANAGEMENT-Notes.pdf>
4. <https://ebooks.lpude.in/mana2ement/mba/term 3/DMGT550 RETAIL MANAGEMENT.pdf>
5. <https://backup.pondiuni.edu.in/sites/default/files/Retail%20Marketin2200813.pdf>
6. <https://vwww.imilac.in/note/18MBA401Arm.pdf>
7. https://www.academia.edu/14982326/RETAIL_SUPPLY_CHAIN_MANAGEMENT

PART-D: ASSESSMENT AND EVALUATION	
Suggested Continuous Evaluation Method: Maximum Marks – 100 Theory + 100 Practical Continuous Comprehensive Evaluation (CCE): 30 Marks University Exam (UE) – 70 Marks VIVA VOCA (Practical)- 100 Marks	
Internal Evaluation Continuous Comprehensive Evaluation (CCE): 30 Marks Common Class Test, Assignment/Presentations, E-Quiz, etc.	CCT Assignment/Presentation 30 Marks E-quiz
External Evaluation Term End Exam – 70 Marks Time – 2 Hours	Section A – Very Short Answer Questions – 4 Question x 2 Marks = 8 Marks Section B –Short Answer Questions – 4 Question x 8 Marks = 32 Marks Section C – Long Answer Questions – 2 Question x 15 Marks = 30 Marks

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Part A: Introduction

Program: Diploma		Class: II Year	Session :2024-2025
Subject: Commerce (Export and Import Management)			
1	Course Code	VO-205T/ VO-205P	
2	Course Title	Foreign Trade—Procedure and Documentation	
3	Course Type	Vocational	
4	Pre-requisite	Not required	
5	Course Learning Outcomes	On having completed this course student should be able to: 1. Understand the Foreign trade Procedure in India. 2. Learn the essential documents of foreign trade. 3. Understand the difference between Domestic contract and international trade contract. 4. Understand shipping and custom clearance procedure. 5. Understand the role of clearing and forwarding agents. 6. Understand procedure of cargo insurance and clearance.	
	Credit Value	2 (Theory) + 2 (Practical) =4	
7	Total Marks	Max Marks: 30+70	Minimum Marks: 35

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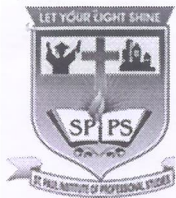
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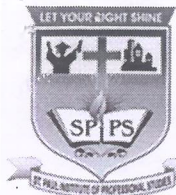
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PART B: CONTENT OF THE COURSE

Unit	Topic	No. of lecture
1.	Basic Documentation in International trade. Aligned Documentation System (ADS). Need and process of commercial documentation. Major Regulatory, documents, related to Goods, Shipment, Payment. Inspection related legal document. official machinery for consultation.	10
2.	Export Contract - Distinction between domestic sales. Contract and export sales contract, mayor laws for Export Contracts. Main elements of Export Contract. Various Disputes and its settlement.	10
3.	Export orders Procedure, Shipping and custom Clearance of Export and import cargo. central Excise Clearance. Role of clearing and agents in International Trade. Types of risk in international trade, Cargo Insurance and Claim Procedure.	10
	<p>PART D: Practical Evolution:- (A) Internal Assessment- Presentation, Group discussion, Quiz, Class test (B) External Assessment</p> <ol style="list-style-type: none">1. Listing of Basic document relate to a particular Product in International made.2. Commercial Documentation procedure - (Invoice, Contract, Payment details, . international rules)3. Identification of Regulator, documentation in International Trade.4. Listing of various export houses and Consultancy firm.5. Analysis sheet of legal formalities in international trade6. Selection & Cargo and shipment base7. Identification of central excise legal formats8. Identification of terms and condition of clearing and forwarding agents9. Identification and analysis of various disputes and risk.10. Listing of Cargo insurance and claim process. <p>Suggestive digital platforms, web links: 1. https://www.dgft.gov.in/CP/?opt=ft-procedures 2. https://www.academia.edu/36255322/International Trade Procedure and Document at MGT546 3. https://www.misu.ac.in/iecontents/1198ebook%20on%20export%20import%20procedure.pdf 4. https://ebooks.lpude.in/management/mbaterrm3/DMGT546 International Trade Procedure and Documentation.pc</p>	30

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Kadharani 10/6/24
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Mogani 10/16/24
Deshpande 10/10/24



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PART C : LEARNING RESOURCES

S. N.	Author	Book title	Publisher
1.	Dr.Khuspat S Jain	Foreign trade- Theory, Procedure practices and Documentation	Himalya publishing House Nagpur
2.	R K Jain	Foreign trade policy and handbook of procedure	CENTAX Books
3.	Dr.Swapna Pillai	Export Import Procedures and Documentation	Sahitya Bhawan Publications Agra
4.	C Rama Gopal	Export Import Procedure and Documentation and Logistics	New age international publishers

Suggested equivalent online courses: e-reading:

1. [https://www.academia.edu/36255322/International Trade Procedure and Documentation](https://www.academia.edu/36255322/International_Trade_Procedure_and_Documentation)
1. https://www.misu.ac.in/econtents/1198_e-book%20on%20export%20import%20procedure.pdf
2. [https://www.jkshahclasses.com/announcement/Foreign Trade Policy and Procedure.pdf](https://www.jkshahclasses.com/announcement/Foreign_Trade_Policy_and_Procedure.pdf)
3. [https://www.tvu.edu.in/wp-content/uploads/2020/11/DIP FOREIGN TRADE -PRACTICES.pdf](https://www.tvu.edu.in/wp-content/uploads/2020/11/DIP_FOREIGN_TRADE_-PRACTICES.pdf)
4. <https://www.himpub.com/documents/Chapter2105.pdf>
5. https://www.mofpi.gov.in/sites/default/files/updated_jil2p_2015-2020.pdf

PART-D : ASSESSMENT AND EVALUATION

Suggested Continuous Evaluation Method:

Maximum Marks – 100 Theory + 100 Practical

Continuous Comprehensive Evaluation (CCE): 30 Marks

University Exam (UE) – 70 Marks

VIVA VOCA (Practical)- 100 Marks

Internal Evaluation	CCT
Continuous Comprehensive Evaluation (CCE): 30 Marks Common Class Test, Assignment/Presentations, E-Quiz, etc.	Assignment/Presentation 30 Marks E-quiz
External Evaluation Term End Exam – 70 Marks Time – 2 Hours	Section A – Very Short Answer Questions – 4 Question x 2 Marks = 8 Marks Section B –Short Answer Questions – 4 Question x 8 Marks = 32 Marks Section C – Long Answer Questions – 2 Question x 15 Marks = 30 Marks

Madhavi
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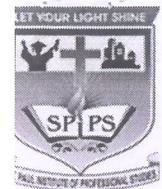


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PART-A:INTRODUCTION		
Program: Diploma	Class- II Year	Session: 2024-25
E-Accounting and Taxation		
1.	Course Code	V-206 T/ V-206 P
2.	Course Title	E-Filing of Tax Returns
3.	Course Type	Vocational
4.	Pre-Requisite(if any)	NO
5.	Course Learning Outcomes(CLO)	After completing the course, the student shall be able to: 1 Know the difference between e-filing and regular filing of Income tax returns and understand the circumstances when e-filing is mandatory. 2 Understand the basic process of computing taxable income and tax liability, and know about various types of income tax return forms. 3: Understand the concept of advance payment of tax and tax deduction at source and develop the ability of e-filing of TDS returns. 4: Become aware of the basic framework and structure of GST, including the meaning of input tax credit and the process of its utilization. 5: Know about various types of GST returns and their filing.
6.	Expected Job Role/Career Opportunities	Tax Consultant, Register as GST suvidha provider, Tax Advisor, Accountant at CA and CS office.
7.	Credit Value	2 (Theory) + 2 (Practical) = 04
8.	Total Marks	Max. Marks : 30+70 Min. Marks: 35

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Madhavi 10/6/24
Desai 10/10/24
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PART-B: CONTENT OF THE COURSE		
Total No. of Lectures + Practical (in hours per week): L-2Hrs /P-2Hrs		
Total No. of Lectures/ Practical: L-30hrs/P-/T 301irs		
Module	Topics	No. of Lecture
I	Introduction of E-Filing: 1) Meaning of e filing 2) Difference between e filing and manual filing of returns 3) Benefits and limitations of e filing 4) Types of e-filing	8
II	Introduction to Income Tax: 1) Basic terminology 2) Types of assesses 3) Income taxable under different heads 4) Basics of computation of total income and tax liability 5) Deductions available from gross total income 6) Application for PAN card 7) Due date of filing of income tax return TDS and E Filing of TDS Return: 1) introduction to TDS 2) provisions relating to advance payment of tax 3) schedule for deposit of TDS 4) schedule for submission of TDS returns 5) prescribed forms for filing TDS return	12
III	Introduction to GST Concepts and returns: 1) Output tax liability of CGST, SGST , UTGST, LOST, compensation cess 2) GST Network 3) Input tax credit and its utilization 4) Composition supplier 5) Schedule for payment of GST GSTR 1,2,3 and 3B	10
	Practical: • E- filing process and Government Initiatives for E Filing of returns • Filling of: ITR 1, ITR 4, ITR 4S • Access to Form 26AS and AIS • Introduction to Income Tax Portal • E Verification of ITR • Form for exemption from TDS (Form 13, 15G and 15H)	30

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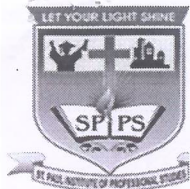
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PART-C: LEARNING RESOURCES	
Textbooks, Reference Books, Other Resources	
Suggested Readings:	
Textbooks:	
1. Ahuja, Girish, Gupta Ravi, GST & Customs Law. Bharat Law House, Delhi.	
2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. Goods and Service Tax (GST) and Customs Law. Scholar Tech Press.	
3. Singhania V.K, "Students Guide to Income Tax", Taxmann publication, New Delhi.	
4. Singhania V.K, "GST & Customs law", Taxmann publication, New Delhi.	
5. Bansal K.M, "GST & Customs law", Taxmann publication, New Delhi.	
6. HC Mehrotra and Prof VP Agarwal, "Income Tax Law & Accounts" Sahitya Bhawan Publications, Agra.	
7. Shripal Sakhlecha, "Income Tax Law and Accounts", Satish Printer Indore.	
8. HC Mehrotra and Prof VP Agarwal, "GST & Customs duty" Sahitya Bhawan Publications,	
<i>Suggestive digital platform web links</i>	
1. https://www.gst.gov.in	
2. https://www.icmai.in	
3. https://www.cleartax.in	

PART-D : ASSESSMENT AND EVALUATION	
Suggested Continuous Evaluation Method:	
Maximum Marks – 100	
Continuous Comprehensive Evaluation (CCE): 30 Marks	
Term End Examination (TEE) – 70 Marks	
Internal Evaluation Continuous Comprehensive Evaluation (CCE): 30 Marks Common Class Test, Assignment/Presentations, E-Quiz, etc.	CCT Assignment/Presentation 30 Marks E-quiz
External Evaluation Term End Exam – 70 Marks Time – 2 Hours	Section A – Very Short Answer Questions – 4 Question x 2 Marks = 8 Marks Section B – Short Answer Questions – 4 Question x 8 Marks = 32 Marks Section C – Long Answer Questions – 2 Question x 15 Marks = 30 Marks

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PART-A: INTRODUCTION			
Program: Diploma		Class: -II Year	Session: 2024-25
Subject: Accounting and tally			
1.	Course Code	VO-207 T/ VO-207 P	
2.	Course Title	Computerized Accounting	
3.	Course Type	Vocational	
4.	Pre-Requisite (if any)	No	
5.	Course Learning Outcomes (CLO)	After completing the course, the student shall be able to: 1. Understanding Computerized Accounting System and Environment in India in India 2. Create structure of Computerized Accounting System for a business firm 3. Record day to day business transactions in Computerized Accounting System 4. Introduce the students to Basic of Accounts and the usage of Tally for accounting purpose. 5. Help students to work with well- known accounting software i.e. Tally ERP.9. Tally is an accounting package. 6. Demonstrate an understanding of various predefined inventory vouchers. 7. Develop the students use the Tally software, that helps to prepare Accounting, Payroll, Billing, Sales and Profit Analysis, Auditing Banking Inventory, Taxation such as GST, VAT, TDS, TCS etc	
6.	Expected Job Role /Career Opportunities	Sr. Manager/Manager (Accounts and Taxation), Project Accounting Assistant , Finance Associate, Accountant, Cashier, Commercial Assistant, Audit Officers, Tax Consultants, Business Executive, Assistant Manager - Finance, Banking Clerk, etc....	
7.	Credit Value	2 (Theory) + 2 (Practical) =4	
8.	Total Marks	Max. No. 70 + 30	Min. Marks: 35

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PART-B: CONTENT OF THE COURSE		
Total No. of Lectures -T-30 hrs.+ P- 30 hrs.		
Module	Topics	No. of Lectures
I	Computerized Accounting System: Basics of computerized accounting systems and difference between manual and computerized accounting system, Salient Features of computerized accounting systems. Factors affecting selection of suitable computerized accounting software, procurement and installation of computerized accounting software	10
II	Creating accounting ledgers and Groups-Tally Prime: single create and multiple create, creating ledger under group and entering opening balance, creating stock items in groups, Creation, Editing and Deleting a voucher. Taxation - Accounting for: Tax deducted at source, Tax collected at source Goods and Services Tax	10
III	E- Accounting with the help of modern Cloud Based Software, Types of Software, Security features of CAS software, Advantages and Risks, General Features in software, Data Analysis from software.	10
Practical:		30
1) Computerized Accounting System - Tally Prime: -create, select, shut and delete company, setting security features for a company, date and period features, configure and change settings, backup and restore data of company		
2) Creating stock items and groups in Tally Prime: - creating and editing units of measurement. creating stock groups using single or multiple create feature under an existing group, creating and editing stock items using single or multiple features under an existing group, Voucher Creation, Editing and Deletion.		
3) Generating Reports in Tally Prime:- Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Fund Flow Statement, Cash Flow Statement bill, e way bill Use and Demonstration of E-accounting software:- Zoho Books, Vyapaar, Cloud Books, Khata book		

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PART-C: LEARNING RESOURCES

1. Peter Norton "Introduction to Computers", 7th Edition, McGraw-Hill, New Delhi.
2. Sanjay Sexana,) "A First Course in Computers", Vikas Publishing House, New Delhi.
3. Rajaraman, V "Fundamental of Computers", 4th Edition, Prentice Hall India, New Delhi.
4. Srivastava, S.S. "MS-Office", Firewall Media, New Delhi.
5. Arora J.S. "Tally — ERP- 9, Financial Accounting", Kalyani Publishers, New Delhi.
6. Dr. A. Karim, Dr. S.S. Khanuja, Pooja Maheshwar -Computerized Accounting- SBPD Publishing House
7. S.S. Bhatia, Vikram Gupta " Computer Based Accounting System ", Kalyani Publishers, New Delhi.

Suggestive digital platform web links

1. NPTEL SWAYAM
2. https://orns.bdu.ac.in/ec/adinin/contents/86_16CCCCA_15_2020052911250565.pdf
3. [https://www.acadenzia.edu/40257337IINTRODUCTION TO COMPUTERIZED ACCOUNTING](https://www.acadenzia.edu/40257337IINTRODUCTION%20TO%20COMPUTERIZED%20ACCOUNTING)
4. [https://www.edubeans.com/Class XI Accountancy-Computerised-Accounting-Svstemphp](https://www.edubeans.com/Class%20XI%20Accountancy-Computerised-Accounting-Svstemphp)
5. <https://ncsmindia.com/wp-content/uploads/2012/04/TALLY-9.0-PDF.pdf>
6. <https://studvcafe.in/tally-erp-9-easv-learniwz-notes-88988.html>
7. <https://en.wikipedia.org> > wiki > E-accounting

PART-D : ASSESSMENT AND EVALUATION

Suggested Continuous Evaluation Method:

Maximum Marks – 100 Theory + 100 Practical

Continuous Comprehensive Evaluation (CCE): 30 Marks

University Exam (UE) – 70 Marks

VIVA VOCA (Practical)- 100 Marks

Internal Evaluation

Continuous Comprehensive Evaluation (CCE): 30 Marks
Common Class Test,
Assignment/Presentations, E-Quiz, etc.

CCT

Assignment/Presentation
E-quiz

30 Marks

External Evaluation

Term End Exam – 70 Marks
Time – 2 Hours

Section A – Very Short Answer Questions –
4 Question x 2 Marks = 8 Marks
Section B –Short Answer Questions –
4 Question x 8 Marks = 32 Marks
Section C – Long Answer Questions –
2 Question x 15 Marks = 30 Marks

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E-mail: info@spipsindore.ac.in, Website: www.spipsindore.com



PART A- Introduction

Program: Certificate		Class: II Year	Session:2024-25
1	Subject	Financial Services and Insurance	
2	Course Code	VO-208T/VO-208 P	
3	Course Title	PERSONAL FINANCE AND PLANNING	
4	Course Type	Vocational	
5	Pre-Requisite	Not Required	
6	Course Learning Outcomes	After completion of this course, students shall be able to -: 1.Set financial goals and develop a financial plane which for the management of cash and savings and the appropriate use of credit 2.Understand the meaning and appreciate the relevance of Financial Planning. 3.Familiarize with regard to the concept of Investment Planning and its methods. 4.Select appropriate types of insurance policy for specific needs 5.Develop an investment plane for the future which may include savings for retirement, and estate planning 6 Explain the time value of money	
7	Expected Job Role / career opportunities	Banking and Finance, Wealth and Money Management, Income Tax Planning, Funds Management, Portfolio Management, Investment Banking and Consultancy, Retirement, Planning, Insurance	
8	Credit value	2 (Theory) + 2 (Practical) = 04	
9	Total Marks	Mix. Marks: 70+30	Min. Passing Marks: 35

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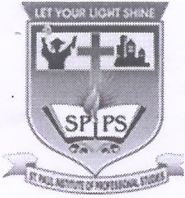
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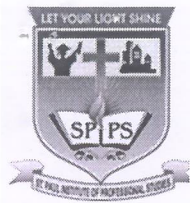


PART B- Content of the Course

Total no. of Lectures (in hours per week): - 4 Total Lectures: -60

Unit	Topic	No. of Lectures
I	Introduction to Financial Planning -: Financial goals, Time value of money, steps in financial planning, personal finance/loans, education loan, car loan & home loan schemes. Introduction to savings, benefits of savings, management of spending & financial discipline, Net banking and UPI, digital wallets, security and precautions against Ponzi schemes and online frauds such as phishing, credit card cloning, and skimming.	08
II	Investment planning -: Process and objectives of investment, Concept, and measurement of return & risk for various assets class, Measurement of portfolio risk and return, Diversification & Portfolio formation. Gold Bond; Real estate; Investment in Greenfield and brownfield Projects; Investment in fixed income instruments- financial derivatives & Commodity market in India. Mutual fund schemes including SIP; International investment avenues.	08
III	Insurance Planning: -Need for Protection planning. Risk of mortality, health, disability, and property. Importance of Insurance: life and non-life insurance schemes. Deductions available under the Income-tax Act for premium paid for different policies. Retirement Benefits Planning: -Retirement Planning Goals, Process of retirement planning, Pension plans available in India, Reverse mortgage, New Pension Scheme. Exemption available under the Income-tax Act, 1961 for retirement benefits.	14
Practical	1. Perform electronic fund transfer through net-banking and UPI. 2. Identify certain Ponzi schemes in the market during the last few selected years. 3. Prepare tax planning of a hypothetical individual. 4. Visit some financial institution and prepare a report 5. Practical exposure to develop skills for a financial planner. 6. Calculation of EMI for various types of loans. 7. Safeguards against Online Frauds and ways to identify a possible fraud. 8. Choosing the right insurance plan and how to identify the best insurance cover. 9. Personal Finance and Investment avenues for a young graduate	30
	Project/ Field trip :-	

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PART C- Learning Resources

Textbooks/ Reference Books:

1. Personal Financial of Banking & Finance Introduction to Financial Planning. New Delhi
2. Indian Institute Taxmann Only Financial Planning: Network 18 Publications Ltd. Publication, Mumbai
3. Pandit, A. The Planning: A Ready Reckoner. New York: McGraw Hill Education.
4. Sinha, M. Financial Personal Financial Planning- Susan M. Tillery, Thomas N. Tillery- Wiley

Suggested Digital Platforms, Web Links:

1. https://www.jenkspis.org/pages/uploaded_files/chapOtpdf
2. https://ebooks.lpude.in/management/mba/term_4/DMGT515_PERSONAL_FINANCIAL
3. <https://www.studocu.com/row/document/university-of-nairobi/personal-finance/dfi-201-notes-pdf/3913172>
4. pdf/3913172
5. <https://carleton.ca/profbrouard/wp-content/uploads/noteTaxPersonalFinancialPlanning.pdf>
6. https://www.sebi.gov.in/sebi_data/investors/financial_literacy/College%20Students.pdf

PART-D : ASSESSMENT AND EVALUATION

Suggested Continuous Evaluation Method:

Maximum Marks – 100 Theory + 100 Practical

Continuous Comprehensive Evaluation (CCE): 30 Marks

University Exam (UE) – 70 Marks

VIVA VOCA (Practical)- 100 Marks

Internal Evaluation

Continuous Comprehensive Evaluation (CCE): 30 Marks

Common Class Test, Assignment/Presentations, E-Quiz, etc.

CCT

Assignment/Presentation

30 Marks

E-quiz

External Evaluation

Term End Exam – 70 Marks

Time – 2 Hours

Section A – Very Short Answer Questions –

4 Question x 2 Marks = 8 Marks

Section B – Short Answer Questions –

4 Question x 8 Marks = 32 Marks

Section C – Long Answer Questions –

2 Question x 15 Marks = 30 Marks

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