

சென்னைப் பல்கலைக்கழகம்
தொலைதூரக் கல்வி நிறுவனம்



B.Com. Degree Course in
CORPORATE SECRETARYSHIP

நிறுவனச் செயலாண்மை

Syllabus for Core Subjects

Non-Semester

(Effective from the Academic Year 2005 - 2006)

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
CHENNAI - 600 005

B.Com.- CORPORATE SECRETARYSHIP
SCHEME OF EXAMINATIONS
FIRST YEAR

Paper	Subjects	Exam Duration Hours	Total Marks Marks
	Core Courses - Main Subjects		
I	Financial Accounting	3	100
II	Business Management		
	Core Course - Allied Subject		
I	Office Management and Business Communications	3	100
SECOND YEAR			
	Core Courses - Main Subjects		
III	Company Law and Secretarial Practice	3	100
IV	Corporate Accounting	3	100
	Core Course - Allied Subject		
II	Statistics	3	100
THIRD YEAR			
	Core Courses - Main Subjects		
V	Cost and Management Accounting	3	100
VI	Commercial and Industrial Law	3	100
VII	Income Tax	3	100
VIII	Banking Theory, Law and Practice	3	100
	Application Oriented Subject		
	Research Methodology	3	100

INSTITUTE OF DISTANCE EDUCATION

B.Com., DEGREE COURSE IN CORPORATE SECRETARYSHIP

SYLLABUS

FIRST YEAR

PAPER I - FINANCIAL ACCOUNTING

Unit - I

Meaning and scope of Accounting, Basic Accounting Concepts and Conventions - Objectives of Accounting - Accounting Transactions - Double Entry Book Keeping - Journal, Ledger, Preparation of Trial Balance - Preparation of Cash Book.

Unit - II

Preparation of Final Accounts of a Sole Trading Concern - Adjustments - Closing Stock, Outstanding and Prepaid items, Depreciation, Provision for Bad Debts, Provision for Discount on Debtors, Interest on Capital and Drawings - Preparation of Receipts and Payments Account, Income & Expenditure Account and Balance Sheet of Non Trading Organizations (simple problems)

Unit - III

Classification of errors - Rectification of errors - Preparation of Suspense Account.

Bank Reconciliation Statement (Only simple problems).

Depreciation - Meaning, Causes, Types - Straight Line Method - Written Down Value Method (Change in Method excluded) - Insurance claims - Average Clause (Loss of stock only).

Unit - V

Single Entry - Meaning, Features, Defects, Differences between Single Entry and Double Entry System - Statement of Affairs Method - Conversion Method (Only simple problems).

Unit - VI

Branch Accounts - Dependent Branches - Stock and debtors system - Distinction between wholesale profit and retail profit - independent branch (foreign branches excluded).

Unit - VII

Departmental Accounts - Basis for allocation of expenses - Inter departmental transfer at cost or selling price - Treatment of expenses which cannot be allocated.

Unit - VIII

Hire purchase and Instalment Systems - Default and repossession - Hire purchase Trading Account - Instalment Purchase System.

Unit - IX

Partnership Accounts - Admission of a partner - Retirement of a partner - Death of a partner.

Unit - X

Dissolution of partnership - Insolvency of a partner (Application of Indian Partnership Act, 1932) - Insolvency of all partners - Gradual realisation of assets and piecemeal distribution.

REFERENCE BOOKS

1. R.L. Gupta & V.K. Gupta - Advanced Accounting
2. T.S.Reddy & A. Murthy - Financial Accounting
3. Shukla & Grewal - Advanced Accounting
4. Jain & Narang - Financial Accounting
5. P.C. Tulsian - Financial Accounting
6. S. Parthasarathy and A. Jaffarulla - Financial Accounting
7. R.L. Gupta & Radhaswamy - Advanced Accounting - Volume 1

PAPER II - BUSINESS MANAGEMENT

Unit - I

Management : Importance - Definition - Nature and Scope of Management Process - Role and Functions of a Manager - Levels of Management - Development of Scientific Management and other Schools of thought and approaches.

Unit - II

Planning - Nature - Importance - Forms - Types - Steps in Planning - Objectives - Policies - Procedures and Methods - Nature and Types of Policies - Decision-making - Process of Decision-making - Types.

Unit - III

Organizing : Types of Organizations - Organisation Structure - Span of Control and Committees - Departmentalization - Informal Organisation.

Unit - IV

Authority - Delegation - Decentralization - Difference between Authority and Power - Responsibility - Recruitment - Sources, Selection, Training - Direction - Nature and Purpose.

Unit - V

Co-ordination - Need, Type and Techniques and Requisites for excellent Co-ordination - Controlling - Meaning and Importance - Control Process.

Unit - VI

Nature and scope of HRM Differences between personnel management and HRM - Environment of HRM - Human resource planning - Recruitment - Selection - Methods of Selection - Use of various test s- Interview techniques in Selection - Placement.

Unit - VII

Induction - Training - Methods - Techniques - Identification of the Training needs - Training and Development - Performance appraisal Transfer - Promotion and Termination of services - Career development.

Unit - VIII

Remuneration - Components of remuneration - Incentives - Benefits - Motivation - Welfare and social security measures.

Unit - IX

Labour relating functions of Trade Unions - Forms of Collective Bargaining - Workers participation in management - Types and effectiveness - Industrial Disputes and settlements (laws excluded)

Unit - X

Human Resource Audit - Nature - Benefits - Scope - Approaches.

REFERENCE BOOKS

1. P.C. Tripathi & P.N. Reddy - Principles of Management
2. Wehrich and Koontz - Essentials of Management
3. L.M. Prasad - Principles of Management
4. Dinkar Pagare - Principles of Management
5. C.B. Gupta - Business Management
6. N. Premavathy - Business Management
7. J. Jayasakar - Principles of Management

1. V.S.P. Rao - Human Resource Management.
2. Ashwathappa - Human Resource Management.
3. Garry Deseler - Human Resource Management.
4. L.M. Prasad - Human Resource Management.
5. Tripathi - Human Resource Management.

ALLIED PAPER I - OFFICE MANAGEMENT & BUSINESS COMMUNICATION

Unit - I

Meaning of Office Activities - Office Functions - The Office Manager & his Job - Office Organisation - Its significance - Elements of Management - Qualities of Office Manager - Importance of Office Management.

Unit - II

Office Accommodation - Principles - Location of Office - Office Layout - Open and Private Offices - Office Environment, Office Lightening, Ventilation, Interior Decoration - Furniture - Noise & Dust - Physical Hazards - Sanitary Requirements - Cleanliness.

Unit - III

Office Systems and Procedures - Definitions - Characteristics of Systems - Functions and Responsibilities of Systems and Procedures Office security - Office Manual - Office Services - Work Simplification (O & M) Work Measurement and control - Motion Study Theory - Time Study - Advantages and disadvantages of these studies.

Unit - IV

Office Committee - Office Forms - Design Management and Control - Office Stationery - Need to control - Office Stationery and Supplies - Purchasing and Managing of Office Supplies - Continuous Stationery.

Unit - V

Office Mail Service - Handling Inwards and Outwards Mail - Office Appliances and Equipments used in a Modern Office including Franking Machine, Xeroxing Machine, Fax, Pager, Cellular Phones, Records Management - Filing - Different Methods of filing - Essential features of good filing system - Their advantages and disadvantages - Indexing - Different Methods of Indexing - Their Advantages and disadvantages.

Unit - VI

Analysis of business letter - Basic Principles in drafting - Appearance and layout - Letter Style.

Unit - VII

Various types of business letters - Letter of enquiry - Quotations - Offers - Orders - Cancellation - Complaints and Settlement.

Unit - VIII

Circular - Status enquiries - Collection Letters - Application for a situation - Letter of recommendation - Reference Letters.

Unit - IX

Company Correspondence - Correspondence with shareholders - Debenture holders / F.D. holders, Government

Departments, Statutory Bodies - Office Staff, Customers and Public and Directors.

Unit - X

Report writing - Format - Report style and language - Report by individuals and committees - Report on meeting - Speeches writing - Role of computers in Business Correspondence.

REFERENCE BOOKS

1. P.K. Gosh - Office Management
2. J.C. Denyer - Office Management
3. Chopra P.K. - Office Management
4. S.P. Arora - Office Management
5. Little Field CL and Peterson RL - Modern Office Management
6. Ltleingnell - Office Management
7. L. Gartside - Modern Business Correspondence
8. Ramesh And Pattnesh - Effective Business English and Correspondence
9. Bhan And Nagamiah - Modern Business Correspondence
10. Koralahalli - Business Correspondence

SECOND YEAR

PAPER III - COMPANY LAW AND SECRETARIAL PRACTICE

Unit - I

Introduction - Definition of Company - Characteristics - Advantages - Lifting of the corporate veil - kinds of company - The Company's Act, 1956 (Overview) - The Company Secretaries Act, 1980 (overview).

Unit - II

Secretary - Definition - Types of Secretaries - Company Secretary - Legal position - Qualifications - Appointment - Rights, duties and liabilities - Dismissal of Company Secretary.

Unit - III

Formation of Company - Incorporation - Documents to be filed with Registrar - Certificate of Incorporation - Effects of Registration - Promoter - Preliminary contracts - Duties of secretary at the promotion stage - Memorandum of Association - Articles of Association - Contents - Alteration - Secretary's duties.

Prospectus - Contents - Mis - Statement in prospectus and their consequences - Statement in lieu of Prospectus - Commencement of business - Duties of secretarial at commencement stage.

Unit - IV

Share capital - Meaning - Kinds - Alteration of capital - Reduction of capital - Secretarial procedure for reduction of capital - Rights shares - Guidelines for the issue of fresh

capital - Secretary's duties in connection with issue of shares
- Bonus shares - Guidelines - Secretarial duties.

Unit - V

Membership in company - Member and shareholders -
Who can become a member? - Cessation of membership -
Rights and liabilities of members - Register and index of
members.

Unit - VI

Borrowing Powers : Meaning - Ultra Virus Borrowing -
Mortgages and Charges - Fixed and Floating Charges -
Registration of Charges - Legal Provisions - Effects and
Consequences of Non registration of Charge.

Debentures - Definition - Kinds - Guidelines for the issue
of Debentures - Duties of Secretary - Comparison between a
Shareholder and a Debenture holder.

Unit - VII

Company Management : Introduction - Directors -
Qualification - Disqualification - Appointment - Vacation -
Removal - Specific Powers of Directors - Duties of Director -
Liabilities of Directors.

Managing Director - Appointment - Disqualification -
Managers - Comparison between a Managing Director and a
Manager.

Unit - VIII

Meetings and Procedures : Introduction - Kinds of
Meetings - Meetings of Share holders - Statutory Meeting -
Annual General Meeting - Extra-ordinary General Meeting -

Class Meetings - Board Meetings - Secretarial Work relating to meetings.

Motions and Resolutions - Types of Resoluton - Agenda - Minutes - Voting and Poll - Proxy - Quorum - Chairman of Meeting - Duties of Secretary.

Unit - IX

Dividends, Accounts and Audit : Dividend - Definition - Rules regarding Dividends - Secretarial procedure regarding payment of Dividends.

Accounts - Statutory Books - Books of Accounts - Annual Accounts and Balance Sheet - Secretarial Duties.

Auditor - Qualifications - Appointment - Rights, Duties and Powers.

Unit - X

Winding up - Meaning - Modes of winding up - Compulsory winding up - Voluntary winding up - Winding up subject to supervision of court - Duties of Secretary in respect of winding up - Liquidators - Duties and Powers of Liquidator.

REFERENCE BOOKS

1. N.D. Kapoor - Company Law and Secretarial Practice.
2. P.P.S. Gogna - Text Book of Company Law.
3. P.K. Ghosh and Dr.V. Balachandran - Outline of Company Secretarial Practice.
4. B.N. Tandon - Manual of Secretarial Practice.

PAPER IV - CORPORATE ACCOUNTING

Unit - I

Issue of shares and debentures - Various kinds - Forfeiture - Re-issue - Underwriting of shares and debentures.

Unit - II

Redemption of preference shares and debentures - Purchase of business - Profits prior to incorporation.

Unit - III

Preparation of company final accounts - Company balance sheet preparation - Computation of managerial remuneration.

Unit - IV

Valuation of goodwill and shares -

Unit - V

Alteration of share capital - Internal reconstruction and reduction of capital.

Unit - VI

Human Resource Accounting - Accounting standards - Financial reporting practices - Accounting for price level changes.

Unit - VII

Final Accounts of Insurance Companies including balance sheet.

Unit - VIII

Final Accounts of Banking Companies including balance sheet.

Unit - IX

Amalgamation - Absorption and external reconstruction of a company - (Inter company investments excluded)

Unit - X

Liquidation - Statement of affairs and deficiency accounts - Liquidator's final statement of receipts and payments.

REFERENCE BOOKS

1. Shukla and Grewal - Advanced Accounts
2. T.S. Reddy and A. Murthy - Corporate Accounting
3. Jain and Narang - Company Accounts
4. R.L. Gupta - Corporate Accounting
5. Chakroborthi - Advanced Accountancy
6. Mukherji and Hanif - Modern Accounts, Vol I and Vol II, Tata McGraw Hill.

ALLIED PAPER II - STATISTICS

Unit - I

Origin, Meaning, definition and characteristics of statistics - Uses and limitation.

Sources of statistical data - Primary and Secondary data - Collection of primary data - Direct personal, indirect oral, mailed questionnaire and schedule methods - Collection of secondary data.

Unit - II

Classification and Tabulation of Data - Types and Importance

Presentation of data including diagrammatic and Graphical Methods - Bar Diagram, Pie Diagram, Histogram and Ogive. Frequency distribution - Frequency Table - Structure and Formation - Discrete and Continuous Series.

Unit - III

Measures of Central Tendency / Averages - Arithmetic Mean, Median, Quartiles, Mode, Geometric, Harmonic Mean, Combined Mean and Weighted Mean.

Unit - IV

Measures of Dispersion - Range, Quartile Deviation, Mean Deviation and Standard Deviation.

Unit - V

Measures of skewness - Meaning, Definition and Types - Karl Pearson's Coefficient of Skewness and Bowley's Coefficient of Skewness.

Unit - VI

Correlation and Regression Analysis - Meaning, Definition, Significance and Types of Correlation, Scatter Diagram, Karl Pearson's Coefficient of Correlation - Spearman's Rank Correlation.

Regression Analysis - Meaning and Importance - Regression Equations.

Unit - VII

Time Series Analysis - Meaning, Need and Components of Time Series - Different Methods - Simple Average Method - Free hand, Semi Average, Moving Average and Least Square Method - Seasonal Indices.

Unit - VIII

Index Numbers - Definition, Usage, Methods of construction of Index Numbers - Types - Unweighted and Weighted Index Numbers. Simple, Aggregate, Price Relatives Methods - Laspeyres, Paasche's, Bowley's and Fisher's Index Numbers - Time and Factor Reversal Tests - Cost of Living Index.

Unit - IX

Interpolation and Extrapolation - Definition and Uses - Newtons, Lagrange and Binomial expansion methods.

Unit - X

Statistical Quality Control and Quality Control Charts.

REFERENCE BOOKS

1. S.P. Gupta - Statistical Methods
2. B.N. Gupta - Business Statistics
3. Asthana - Elements of Statistics
4. R.S.N. Pillai and V. Bhagavathi - Statistics

THIRD YEAR

PAPER V - COST AND MANAGEMENT ACCOUNTING

Unit - I

Cost Accounting : Definition, Meaning and Objectives - Advantages and Importance - Distinction between Cost and Financial Accounting - Elements of Cost and Preparation of Cost Sheets and Tenders.

Unit - II

Materials : Stores Records - Purchase Order - Goods Received Note - Bin Card - Stores Ledger - Inventory Control - ABC Analysis - Economic Ordering Quantity - Maximum, Minimum and Reordering levels - Methods of Pricing Issues - Perpetual Inventory System.

Unit - III

Labour : Importance of Labour Cost Control - Various Methods of Wage Payments - Calculation of Wages - Methods of Incentive (Bonus) Schemes - Recording labour time - Treatment of "Over Time" and "Idle Time" - Labour Turn Over (L.T.O.)

Unit - IV

Overheads : (Factory, Administration, Selling and Distribution) - Definition and Meaning of Overheads - Classification - Apportionment of Overheads - Redistribution (Secondary Distribution) - Absorption of Overheads including "Machine Hour Rate".

Unit - V

Methods of Cost Accounting : Unit Costing - Job Costing - Process Costing Verification Inter Process Profit - Operation and Operating Costing.

Unit - VI

Management Accounting - Meaning, Scope, Importance and - limitations - Management Accounting vs. Cost Accounting - Management Accounting vs. Financial Accounting.

Unit - VII

Analysis and Interpretations of Financial Statements - Nature, objectives and tools - Methods - Comparative Statements, Common Size Statement and Trend Analysis.

Unit - VIII

Ratio Analysis - Interpretation, benefits and limitations, Classification of ratios - liquidity, profitability, turnover, capital structure and leverage.

Unit - IX

Funds Flow and Cash flow statements.

Budgets and budgetary control - Meaning, objectives, merits and demerits - Types of Budgets - Production, Cash and Flexible Budgets.

Unit - X

Marginal costing (excluding decision making) - Absorption Costing and Marginal Costing - CVP analysis - Break Even Analysis - Break Even Chart.

REFERENCE BOOKS

1. B.K. Bhar - Cost Accounts
2. Jain and Narang - Cost and Management Accounts
3. S.N. Maheswari - Cost and Management Accounts
4. S.P. Iyengar - Cost and Management Accounts
5. Murthy and Reddy - Cost Accounting
6. Dr. Maheswari S.N. - Management Accounting
7. Chadwick - The Essence of Management Accounting
8. Charles T. Horngren and Gray N. Sundem - Introduction to Management Accounting.
9. Sharma and Shashi K. Gupta - Management Accounting
10. Reedy & Murthy - Management Accounting
11. Hansen / Mowen - Cost Management Accounting and Control

PAPER VI - COMMERCIAL AND INDUSTRIAL LAW

Unit - I

Meaning of Law - Source of Law - Classification of contract - Express and Implied - Valid, Void and Voidable contracts - Executed and Executory contracts - Unilateral and Bilateral Contracts.

Unit - II

Structure and Formation of Contract - Essential Elements of Contract - Consensus - ad - idem - Offer and Acceptance - Lawful Consideration - Capacity of Parties -

Free Consent - Mistake - Misrepresentation, Fraud, Coercion and Undue Influence - Lawful Object - Discharge of Contracts - Remedies for Breach of Contracts.

Unit - III

Contract of Indemnity and Guarantee - Essentials - Difference between Contract of Indemnity and Contract of Guarantee - Revocation of continuing Guarantee - Surveyor's liability - Rights of Surety - Discharge of surety from liability Bailment - Pledge.

Unit - IV

Contract of Agency, Essentials - Creation of Agency - Kinds of Agents - Agents authority - Duties and Rights of Principal - Agent when Personally Liable - Delegation of Authority - Sub Agent - Substituted Agent - Termination of Agency - Irrevocable Agency.

Unit - V

Law of Sale of Goods - Definition - Sale and Agreement to sell - Sale and Hire Purchase - Conditions and Warranties - Duties and Rights of Buyer and Seller - Right of Unpaid Seller - Auction Sale.

Unit - VI

Factories Act, 1948 : Definitions - Healthy - Safety - Welfare - Working Hours of Adults. Employment of Women - Employment of young persons - Leave with wages.

Unit - VII

The Payment of Wages Act, 1936 : Definitions - Responsibilities for payment - Wage periods - Time of Payment - Deductions - Claims for wrongful deductions.

Minimum Wages Act, 1948 : Interpretation - Fixing Minimum Rates of Wages - Minimum Wages Act - Procedures for fixing - Committee and Advisory boards - Payment of Minimum Wages - Register and Records - Inspectors - Claims - Penalties and Procedures - The schedule.

Unit - VIII

The Industrial Disputes Act, 1947 : Definitions - Authorities under the Act - References of disputes - Procedures and Powers of authorities - Strikes and Lockouts - Layoff and Retrenchment - Special provision relating to Lay-off - Retrenchment and Closure.

Special Provision as to restarting of undertaking - Penalties - Miscellaneous - Repeal of the Act (1950).

Unit - IX

Public Relations : Public relations - Concept - Definition - Scope - Elements - Objectives - Cultural Concept as an adjunct to public relations.

Public relations for education and training - VIP's Public relation officers.

Media - Public relations and the press - Radio - Audio Visual Media - News and features - Press in India.

Unit - X

Public relations in Indian Economic Development - Management - Functions - Professionalism in Public relations - Functions of public relations department - Budgeting for public relations - Measurability in Public relations evaluations.

REFERENCE BOOKS

1. N.D.Kapoor - Mercantile Law
2. Chawla and Garg - Mercantile Law
3. Avtar Singh - Mercantile Law
4. M.C.Shukla - Mercantile Law
5. P.C. Tripathi - Industrial Law
6. K.R. Balan - Lectures on Applied Public Relations
7. Jaishri N. Jethwalev, Adarsh Kumar Verma, N.R. Sarkar
Rayudu and K.R. Balan - Public Relations Handbook.

PAPER VII - INCOME TAX

Unit - I

Income Tax Act, 1961 - Current Finance Act - Agricultural Income Residential Status and Incidence of Tax - Exempted Incomes - Income Tax Authorities and their Powers.

Unit - II

Income under the head Salaries - Allowances - Perquisites - Provident Funds - Deductions - Tax Rebate - Computation of Salary Income (simple problems)

Unit - III

Income from House Property - Annual Value - Deductions - Computation - Let out Houses and Self Occupies Houses (simple problems).

Unit - IV

Profits and Gains of Business or Profession - Chargeability - Admissible deductions - Inadmissible expenses - Computation of Business Income (Excluding Firms and Companies) - Computation of Professional Income.

Unit - V

Capital gains - Definition of Capital Assets - Kinds - Exempted Capital Gains - Computation of Capital Gains (simple problems).

Income from other sources - Income chargeable to Tax - Deductions - Computation of Income from other sources (simple problems).

REFERENCE BOOKS :

1. V.P. Gaur and D.B. Narang - Income Tax Law and Practice
2. T.S. Reddy and Y. Hari Prasad Reddy - Income Tax Theory, Law & Practice
3. Dr. Bhagavathi Prasad - Law and Practice of Income Tax in India.
4. Dinkar Pagare - Law and Practice of Income Tax
5. Income Tax Act and Current Finance Act.

PAPER VIII - BANKING THEORY, LAW AND PRACTICE

Unit - I

Origin of Banks - Banking Regulation Act, 1949 (Definition of Banking, Licensing, Opening of Branches, Functions of Banks, Inspection) - Role of Banks and Economic Development - Central Banking and Role of RBI and their functions.

Unit - II

Commercial Banks - Functions - Accepting Deposits - Lending of Funds, E-Banking - ATM Cards, Debit Cards, Personal Identification, Number - Online enquiry and update facility - Electronic Fund Transfer - Electronic Clearing System.

Unit - III

Opening of an Account - Types of Deposit Account - Types of Customers (Individuals, Firms, Trusts and Companies) - Importance of customer relations - Customer grievances and redressal - Ombudsman.

Unit - IV

Principles of Lending - Types of Borrowings - Precautions to be taken by a banker.

Unit - V

Negotiable Instrument - Promissory Note - Bills of Exchange, Cheque, Draft - Definitions, Features - Crossing - Endorsement - Material Alteration - Paying Banker - Rights and Duties - Statutory Protection - Dishonour of Cheques - Role of Collection Banker.

REFERENCE BOOKS

1. Sundaram and Varshney - Banking Law, Theory and Practice - Sultan Chand Co.
2. B. Santhanam - Banking and Financial Systems (Margham Publishers).
3. S.N. Maheswari - Banking Lw, Theory and Practice - Kalyani Publishers.
4. Parameshwaran - Indian Banking - S. Chand and Co.
5. Tandon - Banking Law, Theory and Practice.
6. Sherlaker of Sherlaker - Banking Law, Theory and Practice.

APPLICATION ORIENTED SUBJECT - RESEARCH METHODOLOGY

Unit - I

Research and Meaning and Scope of Social Research - Induction and Deduction reasoning - Cause - effect relationship - Research material and Equipments - Qualities of Good Research Work.

Unit - II

Research Problem - Hypothesis - Variable - Kinds of variables - Different Type of Research.

Unit - III

Methods of data collection - Observation techniques - Interview and Interview Schedules - Construction of Questionnaire and Survey method.

Unit - IV

Sampling Techniques - Random Sampling - Stratified and Purposive sampling - Cluster and Multistage Sampling scaling distance scaling - Son's metric measurements Rating scales - Ranking scales - Interval consistency scales - Scalographic Scales.

Unit - V

Intpretation - Measuring, importance - Techniques of Interpretation - Report writing - Steps-in writing Report - Characteristics of - Types of Report - Contents of Report - Layout - Precaution for writing Research Reports.

REFERENCE BOOKS

1. C. Kothari - Research Methodology
2. Sharma and Sharma - Research Methodology
3. P. Saravanel - Research Methodology
4. V.P. Michel - Research Methodology in Management