

Sree Chaitanya Mahavidyalaya
Department of Commerce

NOTICE

**ITBG Practical Examination 2019 for B.Com (Hons./ General) : SEMESTER - III
PROJECT WORK BOOK**

The students of B.Com SEMESTER III (Honours and General) are hereby informed that they are required to submit the **Project Work Book of ITBG-Practical** (both hardcopy and softcopy) and appear themselves for an **Oral Test**. They are required to bring their University Registration Certificate and Fee Book in original and sign in the Attendance Sheet in person.

Dates of Oral Test in Computer Lab (Room 14) from 10 a.m. to 1.00 p.m.

28-11-2019	B.Com (Hons.)	Roll Nos. 1-50
29-11-2019	B.Com (Hons.)	Roll Nos. 51 to rest
30-11-2019	B.Com (Gen.)	Roll Nos. 1 to rest

Special Tutorial Classes (Computer Practical) will be held on the following dates in the Seminar Room (Room 11) from 12.30 a.m. to 2.00 p.m. for all the students of Honours & General: **19.11.2019 , 20.11.2019 , 21.11.2019 and 22.11.2019** (subject to change in unavoidable circumstances). Attendance in all the classes is compulsory.

By Order

Principal

Sree Chaitanya Mahavidyalaya

Dated : 13.11.2019

ITBG Practical Examination 2019 for B.Com (Hons./ General) : SEMESTER - III

PROJECT WORK BOOK

(Last date of submission : 30-11-2019)

The students should prepare the **WORKBOOK** in **two** sections covering the **two tasks** given, in **ENGLISH** language only. Special credit will be given on the originality and style of presentation.

The project work should be submitted in **softcopy** containing the output results, along with a **hardcopy** containing the literature with the description of the steps performed in the project work. Each section should cover : **Given Problem, Steps / Methodology adopted, Outputs generated.**

The front page of the hardcopy should contain the following information :

Reference Code : **WBSU-SCM / B.Com 2019 / ITBG (P)**

College : **Sree Chaitanya Mahavidyalaya**

Student's Name :

Course : **B.Com (Hons. / Gen.) SEMESTER III**

WBSU Registration. No. of /.....

The softcopy file should be assigned the name in the form: <fname><lastname><Regn.No>.

Task 1 : Word Processing & PowerPoint Presentation

Prepare a pictorial 'E-BOOK' on any one of the following topics :

- DIGITAL COMPUTER SYSTEM
- COMPUTERIZED ACCOUNTING
- E-COMMERCE
- DIGITAL MARKETING
- E-LEARNING & MULTIMEDIA APPLICATIONS

Task 2 : Spreadsheed Application

Generate '**Automated Annual Pay Certificate**' of employees in the given format using Spreadsheet Application.

Pay Certificate for financial year 2019

Employee name

Pay Scale

Designation

Date of Appointment

Month	Basic	DA	HRA	Gross Pay	PF	Net Pay
Jan						
:						
Dec						
<i>Total</i>						

Other relevant information :

- DA is 60% of Basic.
- HRA is 15% of Basic or Rs. 6000 which is less, subject to the condition that if the spouse is employed, the sum total of HRA of both should not exceed Rs. 6000.
- PF is 10% of Basic.
- Gross pay is sum of Basic, DA and HRA. Net pay is Gross pay minus PF.
- Consider different dates of appointment of the two employees (example: 1.4.2000 , 14.3.2010, etc.).

Assign their Pay Scale according to your choice.

You are required to do the following tasks :

- (i) Generate '**Automated Annual Pay Certificate**' of each employees.
- (ii) Generate '**Monthly Pay- Slip**' of each employee.
- (iii) Generate '**Consolidated Annual Pay**' of all the employees.
- (iv) Generate '**Bar Diagram showing Consolidated Annual Pay**' of the employees.