

**DETAILED SYLLABUS FOR THE POST OF SUPERINTENDENT IN
TECHNICAL EDUCATION DEPARTMENT
GOVERNMENT COMMERCIAL INSITUTE**

(Category No. 270/2020)

PART I (40 Marks)

Part I(a) (20 Marks)

Computer Word Processing (Word 2007)

Basics of Computer – Input devices, Output devices, Hardware, Software, Memory, Storage devices, Latest Pheripherals, E-mail, Browsers, Search Engine, Social Networking, Antivirus Softwares, Unicode, Websites, Windows.

MS Word (Word 2007)

Introduction, Word Window, Title bar, Ribbon, Status bar, Tool bar

Document - Create, Open, Save, Print, Close

Font – size, style, effects.

Formatting Paragraph - Bold, Italics, Underline, Justify, Bullets and Numbering, Dropcap, Change case, Alignment, Tab setting, Line spacing, Character spacing, Styles and Editing, Cut, Copy, Paste.

Shortcut keys & function keys

Insert- Tables, Pictures, Cliparts, Shapes, Page number, Headers and Footers, Symbols, Links, word art.

Page layout- Page size, Margin, Line spacing, Orientation, Indentation

Creation of Table of contents, Index, Footnotes and endnotes

Mail merge, proof reading , add or remove comments

Views - different page views, guides, rulers

Part I(b) (20 Marks)

Excel 2007

Introduction of Excel - Adding and Removing Workbook, Rows and Columns
Formatting a Cell, Different functions in Excel, Charts, Pivot Table, Sort, Filter, Conditional Formatting, Creating formulas, Inserting date and time, Data validation. Shortcut keys.

Powerpoint 2007

Inserting & Deleting a Slide, Views

Inserting chart, diagram, SmartArt, Sound, Video, Slide number, Links, Date and Time, Page setup, Slide orientation, Slide show, Slide Layout , Arrange objects on the slide

Part II (10 Marks)

Type Writing

History of Typewriter, Keys of Typewriter, Parts of Typewriter, Cleaning a Typewriter, Rocker Mechanism, Dog block, Movements of Typewriter, Officials abbreviation, Functions of Typewriter, Symbols.

PART - III B.Com (Total – 30 Marks)

Module 1: Accounting

Financial Accounting- Concepts- Principles- Accounting standards- Accounts for a sole trader- Financial Statements – Final accounts of Sole Trader – Trading and Profit and Loss Account – Balance Sheet – Partnership Accounts – Admission and Retirement - Dissolution of Partnership Firm- Realisation Accounts and Capital Accounts- insolvency of a partner- accounting for consignment – Final Accounts of Companies- Computerised Accounting and usage of software in preparation of accounts.

Module 2: Financial Management

Financial Management- cost of capital – financing decision – capital structure – working capital management -Working Capital Cycle - Management of Cash – Receivables management- Inventory management- Dividend policy – Forms of Dividend- Types of Dividend Policies - Factors determining dividend – Theories of Dividend Policies - Stock Splits – Stock Repurchase.

Module 3: Cost Accounting

Introduction to Cost Accounting- Accounting and control of material cost-Accounting and control of labour cost- Accounting for overheads— Marginal costing – Standard costing – Breakeven analysis – Cost reduction – Cost management

Module 4: Management

Nature and Evolution of Management - Schools of Management Thought- planning- organising- controlling – directing – staffing – Leadership and theories – Motivation and theories – TQM

Module 5: Managerial Economics

Demand Estimation – Demand– elasticity of demand – price – income – advertisement – Demand forecasting - Theory of Production – Pricing Policy and Practices- Business cycle

Module 6: Company Law

Introduction to Company Law- company management and administration - Constitution of Board of Directors- - Appointment – functions and responsibilities of Board of Directors - Board Committees- Audit Committee--Board Meetings- Disclosure and Transparency - Annual return-Winding Up -Voluntary Winding up- Winding Up by National Company Law Tribunal-Winding Up by Liquidators- Procedure for Liquidation.

Module 7: Capital Market

Financial System in India- Financial System-Financial market – structure of financial market– Capital market instruments - Primary Market - Methods of floatation of capital – Public issue – IPO – FPO - Procedure of public issue – Book building process- Secondary Market - Functions of stock exchange –Dematerialization of securities -- Major stock exchanges in India – BSE-NSE – Listing – Regulatory framework of financial market

Module 8 : Fundamentals of Income-Tax

Income Tax Act- Basic Concepts -Assessment Year- Previous Year - Person – Assessee-Income- Gross Total Income- Total Income- Rates of Tax applicable to the Individual Assessee-income from salary- house property- business- capital gain and other sources- computation of total income – deductions and exemptions- tax planning – income tax returns.

Module 9: Marketing Management

Marketing of products and services - Consumer Behaviour- Process of Consumer Buying-Factors influencing Consumer Buying Decisions- Customer Relationship Management- Market Segmentation- Product-Meaning - Classification of products-Concept of product item, product line and product mix -Product Life Cycle – stages of PLC- Promotion -Concept of push and pull mix-Types of promotion- Advertising-Personal selling, sales promotion, and public relations

Module 10: Auditing

Audit Process- Internal Check – Preparation before audit -Audit Programme – audit process -audit notebook – audit working papers – audit files – internal control – internal check-Vouching and Verification- Auditors of Joint Stock Companies- Investigation vs. Auditing.

PART - IV (Total – 10 Marks)**General English****A. English Grammar****(5 Marks)**

1. Types of Sentences and Interchange of Sentences.
2. Different Parts of Speech.
3. Agreement of Verb and Subject.
4. Articles - The Definite and the Indefinite Articles.
5. Uses of Primary and Modal Auxiliary Verbs
6. Tag Questions
7. Infinitive and Gerunds
8. Tenses
9. Tenses in Conditional Sentences
10. Prepositions
11. The Use of Correlatives
12. Direct and Indirect Speech
13. Active and Passive voice
14. Correction of Sentences

B. Vocabulary**(5 Marks)**

1. Singular & Plural, Change of Gender, Collective Nouns
2. Word formation from other words and use of prefix or suffix

3. Compound words
4. Synonyms
5. Antonyms
6. Phrasal Verbs
7. Foreign Words and Phrases
8. One Word Substitutes
9. Words often confused
10. Spelling Test
11. Idioms and their Meanings

PART - V (10 Marks)

GENERAL KNOWLEDGE AND CURRENT AFFAIRS

General Knowledge

Facts about India

Geography of India – Physical features – Climate – Soils – Rivers – Famous sites – etc.

Demography – Economic and social development – Poverty alleviation – Economy and planning – etc.

History of India – Period from 1857 to 1947 – National movement

Five Year Plans

Facts about Kerala

Geographical Facts – Physical features – Climate – Soils – Rivers – Famous sites – Economic and Social deve – Historical importance - etc.

Renaissance in Kerala

Important Events/Movements/Leaders

Brahmananda Swami Sivayogi, Chattampi Swami, Sree Narayana Guru, Vagbhatananda, Thycaud Ayya, Ayya Vaikundar, Poikayil Yohannan (Kumara Guru), Ayyankali, Pandit Karuppan, Mannathu Padmanabhan, V. T. Bhattathirippad, Dr. Palpu, Kumaranasan, Vakkom Moulavi, Blessed Kuriakose Elias Chavara, Etc.

Current Affairs

Important world, national and regional events related to the political and scientific fields, sports, cinema and literature etc.

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper