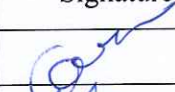
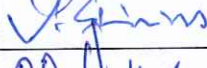

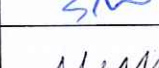
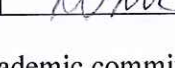


**Academic Year
2013 - 14**



K. L. UNIVERSITY
DEPARTMENT OF COMMERCE
MINUTES OF THE DEPARTMENT ACADEMIC COMMITTEE MEETING 2013 - 14

The following members were attended for department academic committee meeting which was held on 06th February 2014:

S. No	Name of faculty	Designation	Signature
1	KSLNS Subrahmanyam	Associate Professor	
2	Mr. V. Srinivas	Assistant Professor	
3	B. Prabhakar	Assistant Professor	
4	Mr. S V N M Sastry	Assistant Professor	
5	Mr. N. Vishnu Mohan Rao	Assistant Professor	

The following changes have been recommended by department academic committee as per the suggestions given by students, parents, alumni, peers, and industry in their respective feedbacks (Annexure-I). The same is forwarded for BOS Approval.

Serial Number	Recommendations
1	Members recommended to modify the curriculum of Business Strategy – Annexure –II
2	Members recommended to modify the curriculum for electives for semester VII of Electives for semester 7 Annexure –III
3	Members recommended to integrate Commerce Lab – I and Commerce Lab – II as one course Commerce Lab. Annexure –IV
4	Members recommended to integrate soft skill – I & II as one course soft skill. Annexure –V
5	Members made a proposal to provide industrial training to B.Com(H) 4 th year 8 th semester students. Through practice school.


HOD-COMMERCE

Department of Commerce
 K. L. University, Green Fields,
 Guntur, Guntur-522502

DEPARTMENT OF COMMERCE
Minutes Contents

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06.04	Follow-up actions on the Minutes of the previous meetings of the Board of Studies of Department of Commerce, K L University Business School	8
06.05	Modification of curriculum for Business Strategy as per DAC recommendations (Held on 6 th February 2014)	9
06.06	Modification of curriculum for electives in semesters VII as for DAC recommendations(Held on 6 th February 2014)	10-28
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06.08	Proposed to train our B.Com (H) students in 8 th semester through our practice school (held on 6 th February 2014).	34
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HOD-COMMERCE

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**Report- Analysis of Feedback on curriculum – received from the stake holders
prior to the commencement of the Academic Year 2013-14**

Feedback from different stake holders has been collected in respect of the curriculum offered for the academic year 2013-14

Serial Number	Type of Stake holder	Number of feedbacks
1	Students	6
2	Parents	6
3	Alumni	5
4	Faculty	4
5	Academic peers	2
6	Industry persons	2
Total		25

Serial Number	Recommendations	Action
1	Stakeholders suggested to modify the curriculum of Business strategy	Action has been initiated by Department academic committee
2	Stakeholders suggested to modify the curriculum for electives.	Action has been initiated by Department academic committee
3	Stakeholders suggested to integrate two Commerce Lab – I & II into one course	Action has been initiated by Department academic committee
4	Stakeholders suggested to integrate soft skill – I & II as one course soft skill.	Action has been initiated by Department academic committee
5	Stakeholders given a suggestion to provide industrial training to B.Com(H) students.	DAC committee made a proposal to incorporate Industrial training in the 4 th year 2 nd semester of B.Com(H)


HOD-COMMERCE

Department of Commerce
K L University, Green Fields,
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Item 06.05

Modification of curriculum for Business Strategy

The modified curriculum is presented for approval.

Course Title: Business Strategy

Course Code:11BC41C0

Objectives:

To develop an understanding of the general and competitive business environment, and how to apply strategic management concepts and techniques in this competitive business world.

Syllabus:**Unit-I: Introduction to business strategy**

The nature of strategy and strategic decisions – characteristics of strategic decisions – levels of strategy – vocabulary of strategy. Strategic management – the strategic position – strategic choices – strategy into action

Unit-II: Business Policy and Strategic Management

Meaning and nature; Strategic management imperative; Vision, Mission and Objectives; Strategic levels in organizations.

Unit-III: Strategic Analysis & Planning

Situational Analysis – SWOT Analysis, TOWS Matrix, Portfolio Analysis – BCG Matrix. Strategic Planning-Meaning, stages, alternatives, strategy formulation.

Unit-IV: Formulation of Functional Strategy

Marketing strategy, Financial strategy, Production strategy, Logistics strategy, Human resource strategy

Unit-V: Strategy Implementation and Control

Organizational structures; Establishing strategic business units; Establishing profit centers by business, product or service, market segment or customer; Leadership and behavioural Challenges-Business Process Reengineering

Text Books:

1. Johnson, Scholes & Whittington , Exploring Corporate Strategy, Pearson, 2009, 7th Edition, New Delhi..

Reference Books:

1. David Campbell, George Stonehouse, Business Strategy, Butterworth Heinemann Publications, 2007, 2nd Edition, New Delhi.
2. Besanko, Dranove, Shaley, Schaefer , The Economics of Strategy , Wiley, 2010 3rd Edition, New Delhi.,


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BUSINESS STRATEGY**COURSE CODE: 11BC41C0****LTP: 3-0-0****CREDITS: 3****Objectives:**

To develop an understanding of the general and competitive business environment, and to develop an understanding of strategic management concepts and techniques,

Syllabus :**Unit-I: Introduction to business strategy**

The nature of strategy and strategic decisions – characteristics of strategic decisions – levels of strategy – vocabulary of strategy. strategy into action

Unit-II: Business Policy and Strategic Management

Meaning and nature; Strategic management imperative; Vision, Mission and Objectives; Strategic levels in organizations.

Unit-III: Strategic Analysis & Planning

Situational Analysis – SWOT Analysis, TOWS Matrix, Portfolio Analysis – Strategic Planning-Meaning, stages, alternatives, strategy formulation.

Unit-IV: Formulation of Functional Strategy

Marketing strategy, Financial strategy, Production strategy, Logistics strategy, Human resource strategy

Unit-V: Strategy Implementation and Control

Organizational structures; Establishing strategic business units; Establishing profit centers by business, product or service, market segment or customer; Leadership and behavioural Challenges-Business Process Reengineering

Text Books:

1. Johnson, Scholes & Whittington , Exploring Corporate Strategy, Pearson, 2009, 7th Edition, New Delhi.

Reference Books:

1. David Campbell, George Stonehouse, Business Strategy, Butterworth Heinemann Publications, 2007, 2nd Edition, New Delhi.
2. Besanko, Dranove, Shaley, Schaefer , The Economics of Strategy , Wiley, 2010 3rd Edition, New Delhi.,

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K L University
Vaddeswaram, G. 522502

Item 06.06

Modification of curriculum for electives for semester VII

The course curriculum for electives for semester VII is presented (Annexure 06.06A) in this meeting for approval.

ELECTIVES COMBINATION

ELECTIVES-I														
	Code	Course Title	L	T	P	H	C	Code	Course Title	L	T	P	H	C
Elective-I	11BC41A0	Human Resource Accounting	3	0	2	5	4	11BC41A1	Forensic Accounting	3	0	2	5	4
	11BC41A2	Mergers and Acquisitions	3	0	2	5	4	11BC41A3	Contemporary Practices in Accounting	3	0	2	5	4
	11BC41F4	Export and Import Procedure and Documentation	3	0	2	5	4	11BC41F5	Capital Markets	3	0	2	5	4
ELECTIVES-II														
Elective-II	11BC41F0	Working Capital Management	3	0	2	5	4	11BC41F1	Financial Engineering	3	0	2	5	4
	11BC41F2	Fundamentals of Financial Derivatives	3	0	2	5	4	11BC41F3	Risk Management	3	0	2	5	4
	11BC41F6	Security Analysis & Portfolio Management	3	0	0	3	3	11BC41F8	International Financial Management	3	0	2	5	4
ELECTIVES-III														
Elective-III	11BC41A4	International Financial Reporting standards (IFRS)	3	0	2	5	4	11BC41A6	Corporate Tax Planning & Management	3	0	2	5	4
	11BC41A5	Strategic Cost Management	3	0	2	5	4	11BC41A7	Entrepreneurship Development	3	0	2	5	4
	11BC41A8	Business Ethics and Corporate Governance	3	0	2	5	4	11BC41F7	Financial Services	3	0	2	5	4


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ELECTIVESUBJECTS IN 5TH BOS

CourseCode	CourseTitle	L	T	P	H	C
11BC41A0	HumanResourceAccounting	3	0	2	5	4
11BC41A1	ForensicAccounting	3	0	2	5	4
11BC41A2	MergersandAcquisitions	3	0	2	5	4
11BC41A3	ContemporaryAccountingPractices	3	0	2	5	4
11BC41A4	InternationalFinancialReporting standards(IFRS)	3	0	2	5	4
11BC41A5	StrategicCostManagement	3	0	2	5	4
11BC41A6	CorporateTaxPlanning& Management	3	0	2	5	4
11BC41A7	EntrepreneurshipDevelopment	3	0	2	5	4
11BC41A8	EthicsandCorporateGovernance	3	0	2	5	4
11BC41FO	WorkingCapital Management	3	0	2	5	4
11BC41F1	FinancialEngineering	3	0	2	5	4
11BC41F2	FundamentalsofFinancialDerivatives	3	0	2	5	4
11BC41F3	RiskManagement	3	0	2	5	4
11BC41F4	ExportandImportProcedureand Documentation	3	0	2	5	4
11BC41F5	Capital Markets	3	0	2	5	4
11BC41F6	SecurityAnalysis&Portfolio Management	3	0	2	5	4
11BC41F7	FinancialServices	3	0	2	5	4
11BC41F8	InternationalFinancialManagement	3	0	2	5	4

Legend:L-Lectures,T- Tutorials,P- Practicals/Practice,H -ContactHoursandC-Credits

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COURSE TITLE: COMMERCE LAB (Accounting & Taxation)**COURSE CODE: 11BC32C5****LTP:1-0-4****Unit - I****Lab 1:** Accounting Vouchers – Invoices - Preparation of Specimen of Vouchers and Invoices.**Lab 2:** Specimen of Bearer Cheque with CTS technology, Specimen of Debit and Credit cards. Deposit forms and withdrawal forms and Application forms for opening a Savings Bank A/c of commercial banks and filling.**Lab 3:** Pass book proforma and transactions, bank statements, Demand draft.**Lab 4:** List customer services offered by any one bank of your choice.**Unit - II****Lab 5:** Promissory notes, Bills of Exchange, Crossed cheques various types of crossing,**Lab 6:** Analyzing and commenting on the liquidity and profitability.**Lab 7:** Partnership deed and prepare a simple partnership deed.**Lab 8:** Formalities of registration of a company - Memorandum of Association, Articles of Association and Prospectus of a company**Unit – III****Lab 9:** Institutional underwriters – Shares Certificate - Debentures - Demat Account**Lab 10:** Buying and selling of securities in Primary Market and Secondary Market.**Lab 11:** Collect and fill Wealth Tax Return Form**Lab 12:** List out the procedure to be followed for registration under Central Excise**Unit – IV****Lab 13:** Make out the differences between Baggage and Bonafide Baggage**Lab 14:** List out Imposable Penalties under wealth tax**Lab 15:** Outline the procedure to be followed for clearance of Imported and Exported Goods.**Lab 16:** Filling up Income Tax Return (ITR)**Unit – V****Lab 17:** Commercial establishments rendering the services subjected to Service Tax,**Lab 18:** Filling and filing of Service Tax Challan of firms ST – 1 and ST – 3,**Lab 19:** Collect and write report on Salary Slip from an employee of any organization,**Lab 20:** List the due date for filing income tax returns. – Different kinds of forms used for filing.

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COMMERCE LAB I (ACCOUNTING)**COURSE CODE: 11BC32C6****LTP: 1-0-4****Credits: 3****Unit-I**

Lab 1: Documents required to start sole trader business - Accounting Vouchers – Invoices – Receipt Vouchers.

Lab 2: Preparation of Specimen of Vouchers and Documents – at least three Vouchers for different purposes.

Lab 3: Day book, Ledger of sole-trader, preparing similar books.

Lab 4: Subsidiary books.

Unit-II

Lab 5: Specimen of Cheque with MICR technology, Specimen of Debit and Credit cards. Collect loan application forms for short, medium and long term loans, Deposit forms and withdrawal forms of commercial banks and filling.

Lab 6: Application forms for opening a Fixed, Current and Savings Bank A/cs. specimen of Travellers Cheques / Gift cheques / Credit cheques, Cheque Books, pass books, bank statements, Demand draft.

Lab 7: Identification of differences between CB and PB. List customer services offered by at least 2 banks of your choice. Visits to banks, insurance houses, warehouse, trade centers, companies and other business houses. Collection of BRS Statement.

Unit-III

Lab 8: Promissory notes, Bills of Exchange, Crossed cheques. Preparation of Bills of Exchange

Lab 9: Knowing the procedure of noting a Bill and necessary documents in case of dishonour and insolvency of Drawee

Lab 10: Trial Balance

Lab 11: Financial statements, and Annual Reports/Annual Accounts Reports of sole trading organization.

Lab 12: Analyzing and commenting on the liquidity and profitability.

Lab 13: Audit firm documents – finding frauds and errors

Lab 14: procedure followed by them in Auditing and rectifying errors in the books

Unit-IV

Lab 15: Books of Consignment and discussion of their transactions.

Lab 16: Collecting Specimens of Proforma Invoice, Accounts Sales, Transport and ware-house documents,

Lab 17: Identifying 5 products cause Normal Loss. Documents required to claim compensation from Insurance company in case of Abnormal Loss. Knowing the Insurance formalities and Premium in case of Consignment.

Lab 18: Collection of partnership deed and prepare a simple partnership deed.

Lab 19: Books of Partnership firms (Admission – Retirement – Dissolution)

Unit-V

Lab 20: Formalities of registration of a company including documents. Collection of application form of a Company for shares and filling.

Lab 21: Memorandum of Association, Articles of Association and Prospectus of a company and deciding whether or not to Invest in the shares of that company recording reasons - Preparation of Model memorandum of association, articles of association and prospectus

Lab 22: institutional underwriters – Shares Certificate - Debentures - Demat Account Documents and formalities - Buying and selling of securities in Primary Market and Secondary Market

Lab 23: membership in organizations – procedure and documents

Lab 24: Receipts and Payments account – Income and Expenditure Account and B/S

COMMERCE LAB II (TAXATION)**COURSE CODE: 11BC41C2****LTP: 1-0-4****Credits: 3**

1. Collect and fill Wealth Tax Return Form with imaginary figures,
2. List out the procedure to be followed for registration under Central Excise Law,
3. Mention different classes of Officers who can be appointed under the Customs Act, 1962,
4. Make out the differences between Baggage and Bonafide Baggage, and
5. List out Imposable Penalties in the following cases,
 - 5.1. Wilful attempt to evade tax under Wealth Tax Act,
 - 5.2. Failure to furnish Net Wealth,
 - 5.3. Abatement of False Returns, and
 - 5.4. False Statement in verification by a Registered Valuer.
6. Outline the procedure to be followed for clearance of Imported and Exported Goods.
7. Filling up Income Tax Return (ITR) Form Number 4 for Firms and HUF assessments with imaginary figures,
8. Filling up of ITR Form Number 5 for companies' assessment with imaginary figures,
9. Make a list of commercial establishments rendering the services subjected to Service Tax,
10. Filling and filing of Service Tax Challan of firms ST – 1 and ST – 3,
11. Make an abstract of recent developments in relation to Karnataka Value Added Tax Act, 2003 and
Income Tax Act, 1961.
12. Meaning of Salary for different purposes,
13. Collect and write report on Salary Slip from an employee of any organization,
14. Filling of Form ITR -1, and ITR-2,
15. Filling of Challan Numbers 280 and 281, and
16. Draw a structure of Income Tax Authorities.
17. Identify the transactions not regarded as transfer for Capital Gains purposes.
18. List out the taxable items under the head "Income from Other Sources".
19. List the due date for filing income tax returns. – Different kinds of forms used for filing.
20. Filling Form Nos. 49 and 49 A
21. Prepare a list of changes effected in the current Finance Act and the rate of tax applicable


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SOFT SKILLS – II

COURSE CODE: 11BC41K3

LTP: 2-0-2

Credits: 3

Unit I: Group Discussion – II: Understanding dos and don'ts, Reasons for failure in GD, Importance of general awareness, parameters of evaluation, Mock GDs.

Unit II: Interview Skills : Interview handling Skills – Self preparation checklist, Grooming tips : do's & don'ts – mock interview & feedback

Unit III: Presentation Skills & Body Language : Presentation Skills – Stages involved in an effective presentation, selection of topic, content, aids, engaging the audience, Time management, Feedback, Mock Presentations

Unit IV: Quantitative Aptitude : Numbers, Time and Distance, Time and work, Averages, Mixtures and Allegations, Numbers Calendars, Clocks, DI and DS, Mensuration, Profit and loss, Partnership, Simple interest and Compound interest, Quadratic equations, progressions

Unit V: Reasoning: Linear sitting arrangement - Complex arrangements - Comparison of ranks -

Deductions and connectives, Cubes, Venn diagrams, Binary logic, - Number and letter series, Coding and decoding, Odd man out, Direction sense

Recommended Reference**Books:**

1. Strategic interviewing" by Richard Camp, Mary E. Vielhaber and Jack L. Simonetti – Published by

Wiley India Pvt.
Ltd

2. Quantitative Aptitude - Abhijit Guha Mc Graw
Hills

3. Verbal & Non Verbal Reasoning –
R.S.Agarwal

4. Analytical Reasoning for competitive exams – Pearson Publications


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SOFT SKILLS – I**COURSE CODE: 11BC32K5****LTP: 2-0-2****Credits: 3**

Unit-I: Verbal and Non-Verbal Communication Skills: Introduction; Listening to customers, team members and managers; listening to electronic media; communication with customers, team members and managers, referencing for verbal communication.

Unit-II: CV, GD and PI: Introduction; SOP; career objective; educational qualification; projects and assignments; skill set; achievements and interests; Introduction to GD; foundation skills in GD; Introduction to PI; foundation skills in PI.

Unit-III: A) Interpersonal skills: Definition; understanding, analysis and response to the needs, requirements and capabilities of people at different levels.

B) Goal Setting Skills: Introduction; relevance of SWOT on goal setting; setting career goal; action plan and measures to achieve career goal; corporate role models; three to five years career roadmap; competitive work environment and realization of goals; anticipating challenges and utilizing opportunities.

Unit- IV: A) Time Management Skills: Planning, Scheduling, Prioritizing; multitasking.

B) Corporate Etiquette: Customer interaction etiquette; office etiquette; meeting etiquette; telephone etiquette; presentation etiquette.

Unit-V: Selling Skills: Prospecting, presenting, negotiating, objection handling and closing.

Learning Support:

a) Recommended Text Book:

1. Communicating at Work – Principles and Practices for Business and the Professions by Adler, The McGraw Hill Company, 9th Edition

b) Reference books:

1. Business Communication and Personality Development by Biswajit Das & Ipseeti Satpathy, The Encel Publications, 1st Edition

2. Managerial Communication – Strategies and Applications by Hynes; The McGraw Hill Company, 4th Edition

3. Effective Business Communication by Murphy; The McGraw Hill Company, 7th Edition

4. Winning at Interviews by Edger Thorpe, Showik Thorpe; Pearson Publications, 1st Edition

5. Professional Communication by Aruna Koneru; The McGraw Hill Company

6. Developing Soft Skills by Robert M. Sherfield, Rhonda J., Patricia J. Moodi; Cornerstone Publications .

c) Journals to be referred: All business periodicals and HR Journals.

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Item 07.05
Curriculum for Soft skills and Commerce lab courses in B.Com(Hons) program for 2012-13 & 2013-14 batches
(Mr.KSLNS Subrahmanyam will brief the meeting)

COURSE TITLE: SOFT SKILLS

COURSE CODE:11BC41K2

LTP:2-0-2

Unit I: Group Discussion & CV : Introduction to GD - Understanding dos and don'ts, Reasons for failure in GD, Importance of general awareness, parameters of evaluation, Mock GDs. – CV preparation

Unit II: Interview Skills & Corporate Etiquette: Interview handling Skills – Self preparation checklist, Grooming tips: do's & don'ts – mock interview & feedback - office etiquette; meeting etiquette; telephone etiquette; presentation etiquette

Unit III: Presentation Skills & Body Language: Presentation Skills – Stages involved in an effective presentation, selection of topic, content, aids, engaging the audience, Time management - Planning, Scheduling, Prioritizing; multitasking, Feedback, Mock Presentations

Unit IV: Quantitative Aptitude: Numbers, Time and Distance, Time and work, Averages, Mixtures and Allegations, Numbers Calendars, Clocks, DI and DS, Mensuration, Profit and loss, Partnership, Simple interest and Compound interest, Quadratic equations, progressions

Unit V: Reasoning: Linear sitting arrangement - Complex arrangements - Comparison of ranks - Deductions and connectives, Cubes, Venn diagrams, Binary logic, - Number and letter series, Coding and decoding, Odd man out, Direction sense

Recommended Reference Books:

1. Strategic interviewing” by Richaard Camp, Mary E. Vielhaber and Jack L. Simonetti – Published by Wiley India Pvt. Ltd
2. Quantitative Aptitude - Abhijit Guha Mc Graw Hills
3. Verbal & Non Verbal Reasoning – R.S.Agarwal
4. Analytical Reasoning for competitive exams – Pearson Publications
5. Winning at Interviews by Edger Thorpe, Showik Thorpe; Pearson Publications, 1st Edition
6. Professional Communication by Aruna Koneru; The McGraw Hill Company
7. Developing Soft Skills by Robert M. Sherfield, Rhonda J., Patricia J. Moodi; Cornerstone


Department of Commerce
K L University, Green Fields,
Vaddeswaram, Guntur-522502

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MEMORANDUM OF UNDERSTANDING

Between



K L University

KONERU LAKSMAHIAH EDUCATION FOUNDATION
VADESWARAM
GUNTUR

And



M/s. ValuesTax and Business Services Pvt Ltd

Hyderabad - Telangana, INDIA.

November 2014

[Signature]
DR. L.S.S. REDDY
VICE CHANCELLOR

[Signature]
HOD, COMMERCE
[Signature]
Prof. T. UMA MAHESWARA RAO
REGISTRAR (I/C)

[Signature]
20/11
DEAN (ACADEMICS)



AGREEMENT FOR INTERNSHIP

This agreement establishes the relationship between K. L. University, Vijayawada & ValuesTax and Business Services Pvt. Ltd., Hyderabad (A division of ValuesTax and Business Services LLC, USA) referred to as the "Organization"

The University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this agreement the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources, and supervision to students. Both parties agree to the following:

Therefore the Parties agree to the following:

Article 1

- This Industrial Training is part of B.Com. (Honors) 4 years Course.
- The Industrial Training will be performed in 4 months
- It will occur between the time schedule(s) From **December 15th 2014 to April 17th 2015**
- This Industrial Training is to meet the unique purpose to conduct the Final Year industrial training in the area of Finance, Accounting & Taxation.

Article 2: The purpose of the training is to provide the Student with a practical application of the knowledge he has already acquired in his/her Course Program. With the agreement of the University, the Organization has to ensure that the Student is given tasks and responsibilities in accordance with the qualifications and skills required for the preparation of his/her degree.

Article 3: The Organization will contact as soon as possible the University in case of any unauthorized absence of the Student or in case of any problem that could disturb the Industrial Training.

Article 4: By signing this document, the University and the Organization confirm that they will abide by the principles of student placements set out in the document below.

Article 5: The University will contact as soon as possible the Organization once it has knowledge of any issue which could disturb the progress of the Industrial Training.

Article 6: During his/her training, the Student will respect the Organization rules and the confidentiality needed.

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Article 7: During his/her training, the Student keeps his/her status as a student of the University. Therefore, he/she will remain affiliated to the University

Article 8: Costs of the Industrial Training are covered by the Organization except for food, lodging and transport which has to be borne by the Student.

Article 9: The Student has to write an "Executive Report" and send it to both the Organization and the University representatives (department secretary). If required by the Organization, the Student shall take care of respecting confidential information identified as such.

Duties and Responsibilities of the University

1. The University will be responsible for Industrial Training that are conducted during a regular academic semester(s) or scheduled final term(s). The University and the Organization agree to schedule the Industrial Training days to mutually benefit all parties involved and to conform to the scheduling formula of 120 days of site contact for four years B.Com (Hons).
2. The University shall certify eligibility for students registering Industrial Training for academic credit. Approved students will have the appropriate educational background and skills consistent with the advertised Industrial Training and departmental requirements for participation.
3. The University will assign a faculty member to monitor and evaluate the student's performance at regular intervals during the Industrial Training. The University will assume and bare all costs associated with the faculty supervision of the intern.
4. The University, at the beginning of the Industrial Training term, will provide the Organization with all evaluation materials and the expected timeline for submission.
5. The University agrees to advise students of any known policies, procedures, and requirements of the Industrial Training as specified by the Organization.
6. The University, at the beginning of the Industrial Training term, will inform the Organization of course requirements such as the student's attendance at meetings/seminars or activities that may take the intern away from the assignment.
7. The University may request termination of the Industrial Training placement for any student not complying with University guidelines and procedures for the Industrial Training program, as long as the Organization has been notified in advance.
8. The University agreed to replace the terminated student/group by another student / group. This agreement cannot be canceled while Industrial Training program is going on.





Duties and Responsibilities of the Organization

1. The Organization agrees to prepare an Industrial Training job description that outlines the duties and responsibilities of the intern. The University will use this document to determine the suitability of the Industrial Training for academic credit. Should changes to the job description be necessary after the Industrial Training is approved, the Organization agrees to notify the University of such Changes.
2. The Organization agrees to notify the University of all selection criteria and any requirements of the selection process including but not limited to background investigations, drug testing, health screenings, etc.
3. The Organization selects interns based on the Organization's needs and preferences.
4. The Organization determines the schedule that the student will maintain on premises. The total scheduled days will comply with standards established by the University for the award of credit days: 120 days of site contact.
5. The Organization will offer Rs.8,000 per month as Industrial Training stipend during 2014-15 and will be considered for revision from year to year.
6. The Organization will not provide accommodation, travel, food and any other expenses to the Student.
7. The Organization agrees to provide suitable workspace and resources for the student to complete the Industrial Training assignment. The Organization will also provide orientation, training, supervision and evaluation of the intern.
8. The Organization shall provide all reasonable information requested by the University on a student's Industrial Training performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Organization.
9. Each student can avail 1 leave on every month with prior notice to the Organization, Group leaves will not allow at any circumstance.
10. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the University has been notified in advance and a satisfactory resolution cannot be obtained.

Mutual Terms and Conditions

1. This agreement will last for 3 years from the date of the final signature below. Either the University or the Organization may terminate this agreement with 120 days notice. Should the Organization wish to terminate the agreement prior to the completion of a semester/term, any student intern(s) will have the opportunity to complete their Industrial

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Training. In the event of a substantial breach, either party may terminate this agreement.

2. The parties agree to continue their respective policies of nondiscrimination.

3. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing with the same formality as the original Agreement.

T. Uma Maheshwara Rao

K. L. University

Prof. T. Uma Maheshwara Rao

Registrar

Date:

Prof. T. UMA MAHESWARA RAO
REGISTRAR (I/C)



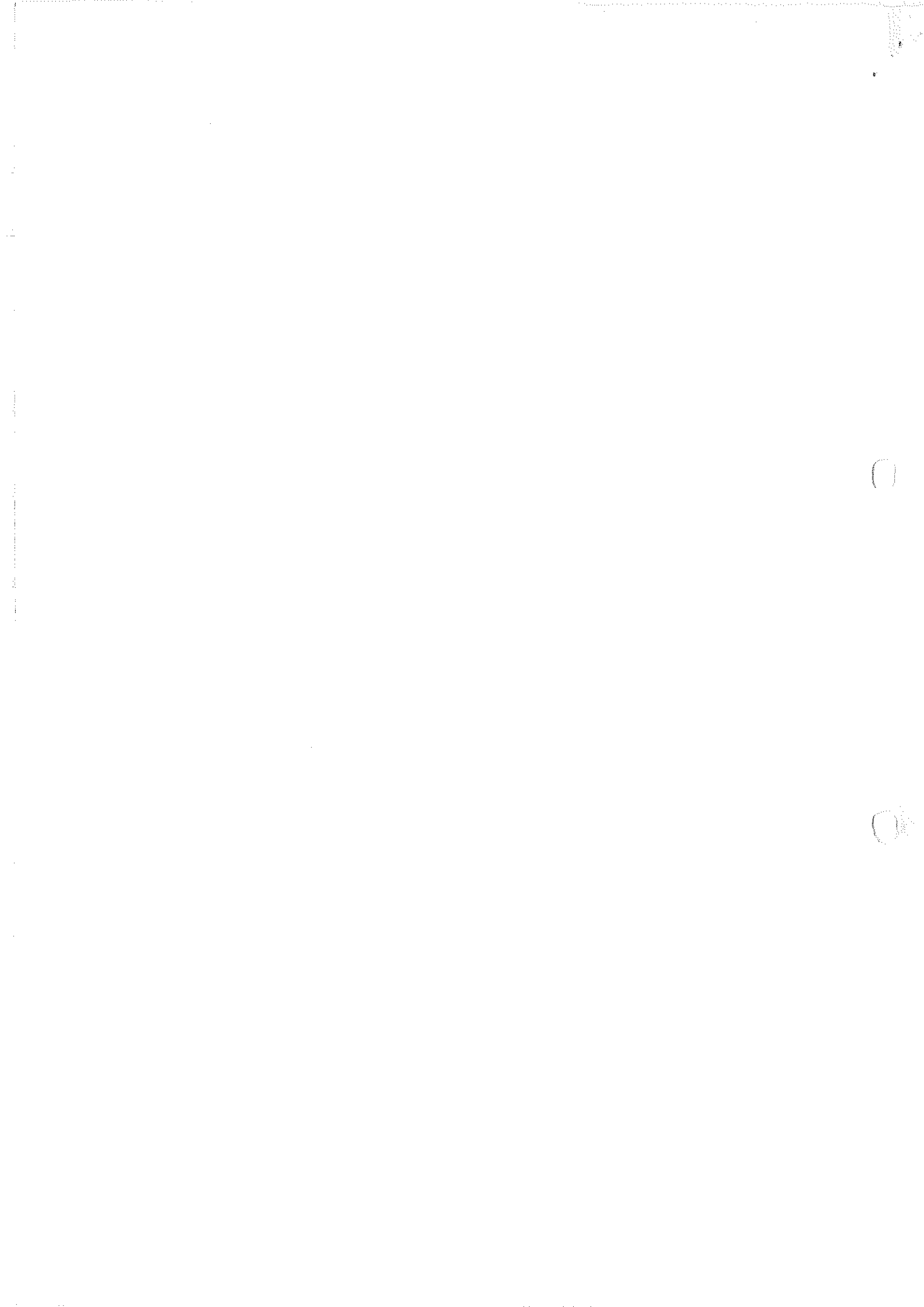
ValuesTax and Business Services Pvt Ltd

Vijay Dronavalli

CEO

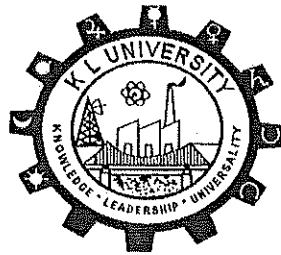
Date:

Dr. A.V.N. Murthy
Dr. A.V.N. Murthy
MOD-Commerce
K L University,
Vaddeswaram, Guntur-522 502



MEMORANDUM OF UNDERSTANDING

Between



K L University

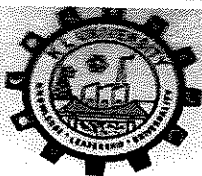
KONERU LAKSMAHIAH EDUCATION FOUNDATION
VADESWARAM
GUNTUR – ANDHRA PRADESH, INDIA

And



M/s. GP Tax Solutions Private Limited
(A Subsidiary of Global Prime Taxation LLC)
Hyderabad-Telangana, INDIA.

November 2016



AGREEMENT FOR INDUSTRIAL TRAINING

This agreement establishes the relationship between K.L. University, Vijayawada here after referred to as "University" and GP Tax Solutions Private Limited, Hyderabad (A Subsidiary of Global Prime Taxation LLC, USA) referred to as the "Organization".

The University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this purpose the Organization shall provide practical experience pursuant to the terms of this agreement and serve as Industrial Training site offering facilities, resources, and supervision to students.

Therefore both the Parties agree to the following:

Article 1:

- This Industrial Training is part of B.Com. (Honors) course.
- The Industrial Training will be performed for 4 months.
- The period of training will be from January 2nd 2017 to May 1st 2017.
- This Industrial Training is to meet the unique purpose to conduct the Final Year industrial training in the area of Finance, Accounting & Taxation.

Article 2: The purpose of the training is to provide the Students with a practical application of the knowledge which they have already learned during the Course Program. With the agreement of the University, the Organization has to ensure that the Student is given tasks and responsibilities in accordance with the qualifications and skills required for the preparation of his/her degree.

Article 3: The Organization will contact as soon as possible the University in case of any unauthorized absence of any Student or in case of any problem that could disturb the Industrial Training.

Article 4: By signing this document, the University and the Organization confirm that they will abide by the principles of student placements set out in the document below.

Article 5: During the training, the students will respect the Organization rules and the confidentiality needed.

Article 6: During the training, the status of the intern will be student of the University. Therefore, they will remain affiliated to the University.

Article 7: Costs of the Industrial Training are covered by the Organization except for



food, lodging and transport which has to be borne by the Student.

Article 8: The Student has to write a "Project Report" after completion of training program and send it to both the Organization and the University representatives (Department HOD).

Article 9: The organization has to evaluate the "Project Report" and provide its feedback along with the "Certificate of Apprenticeship" to each student. However, no Certificate will be provided to any student who has not completed the full training program.

Article 10: International students should complete all the legal formalities and documentation to work as an intern before joining the organization. A copy of the documents must be submitted to the organization at the time of joining.

Duties and Responsibilities of the University

1. The University will be responsible for Industrial Training that are conducted during a regular academic semester(s) or scheduled final term(s). The University and the Organization agree to schedule the Industrial Training days, mutually convenient to the parties involved.
2. The University shall certify eligibility for students registering for Industrial Training for academic credit. Approved students will have the appropriate educational background and skills consistent with the advertised Industrial Training and departmental requirements for participation.
3. The University will assign a faculty member to monitor and evaluate the student's performance at regular intervals during the Industrial Training. The University will assume and bear all costs associated with the faculty supervision of the student.
4. The University, at the beginning of the Industrial Training term, will provide the Organization with all evaluation materials and the expected timeline for submission.
5. The University agrees to advise students of any known policies, procedures, and requirements of the Industrial Training as specified by the Organization.
6. The University ensures that there will be no other curricular activities performed by students during the Industrial Training Program.
7. The University may request termination of the Industrial Training placement for any student not complying with University guidelines and procedures for the Industrial Training program, as long as the Organization has been notified in advance.
8. The University agreed to replace the terminated student/group by another



student/group. This agreement cannot be cancelled while Industrial Training program is going on.

Duties and Responsibilities of the Organization

1. The Organization agrees to prepare an Industrial Training job description that outlines the duties and responsibilities of the student. The University will use this document to determine the suitability of the Industrial Training for academic credit. Should changes to the job description be necessary after the Industrial Training is approved, the Organization agrees to notify the University of such Changes.
2. The Organization agrees to notify the University of Selection Criteria and any requirements of the selection process including but not limited to background investigations, drug testing, health screenings, etc.
3. The Organization selects student based on its needs and preferences.
4. The Organization determines the schedule that the student will maintain on premises. The total scheduled days will comply with standards established by the University for awarding the credit days.
5. The Organization will offer Rs.10,000 per month as Industrial Training stipend and will be considered for revision from year to year.
6. The Organization will not provide accommodation, travel, food and any other expenses to the students.
7. The Organization agrees to provide suitable workspace and resources for the student to complete the Industrial Training assignment. The Organization will also provide orientation, training, supervision and evaluation of the student.
8. The Organization shall provide all reasonable information requested by the University on a student's Industrial Training performance.
9. Should the Organization become dissatisfied with the performance or discipline of a student, the Organization may request removal of the student only after the University has been notified in advance and a satisfactory resolution cannot be obtained.



Mutual Terms and Conditions

1. This agreement will last for 3 years from the date of the final signature below. Either the University or the Organization may terminate this agreement with 120 days' notice. Should the Organization wish to terminate the agreement prior to the completion of a semester/term, any student will have the opportunity to complete their Industrial Training. In the event of a substantial breach, either party may terminate this agreement.
2. The parties agree to continue their respective policies of nondiscrimination.
3. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing with the same formality as the original Agreement.


K.L.UniversityGP Tax Solutions Private Limited

Prof. Shri T. Uma Maheshwara Rao
Registrar/Director

Shri Mohammed Ahmeduddin Quadri

Date:

Date:


Dr. A.V.N. Murty
HOD-Commerce
K L University,
Vaddeswaram, Guntur-522 502



Dear Sir

It is with immense pleasure and a great working with KLU. This year we had great time with your Interns. They are such an hard working and intelligent kids. I am very much pleased with their work and quick learning nature.

With cooperation of Madan Mohan Sir, we made it very smooth process. My Hearty THANKS to you Sir.

As discussed with Madan Mohan Sir , We paid Bonus/Incentives to top 3 students. Here by I am giving detailed break up of salary which we paid to Interns along with their marks.

Thank you AVN Murthy Sir

Thank you Subramanyam Sir

Thank you Hanumantha Rao Sir

Thank you Venkatewsara Rao Sir

On coming year, We required 50+ Interns , request you please do needful.

Best Regards

Vijay Dronavalli

Values tax

22/4/2016



S.No	Student ID	Student Name	Final Marks	Remarks	Jan-Apr Salary	Bonus	Total
1	12052002	A Bhargav	30	Excellent	44325	11000	55325
2	12052006	A Bhavya	30	Excellent	43992	4000	47992
3	12052007	M.S.S.Teja	23	Average	35984		35984
4	12052008	P.Soundrya	30	Excellent	44658	4000	48658
5	12052011	P.B.Dasarath Ramaiah	25	Average	41984		41984
6	12052012	P.Ganga Subba Rao	29	Very good	42317		42317
7	12052013	S. Nagendra manbhargav	29	Very good	42983		42983
8	12052016	B.Mahesh Kumar	30	Excellent	44658	15000	59658
Total							374901



Department of Commerce
K L University, Green Fields,
Vaddeswaram, Guntur-522502



NOT REPRODUCED BY ANY MEANS
WITHOUT THE WRITTEN PERMISSION OF
THE NATIONAL ARCHIVES

