

**SREE CHAITANYA MAHAVIDYALAYA**  
**DEPARTMENT OF COMMERCE**

**Sem. 3 - B.COM (H/G) 2022**

**INFORMATION TECHNOLOGY &  
ITS APPLICATION IN BUSINESS  
(THEORY & PRACTICAL) - ITBG**

Paper-Code: **FACSSEC01M**

**THEORY & PRACTICAL PROJECTS**

**Submission Through GoogleForm Link**

**Date : 06.01.2022 # Time : 10.00 am to 12.00 noon**

**Internal Test consisting of MCQ and 02 Project Works**  
(Details of Project Works as published earlier, annexed herewith)

**HELPLINE** through **GoogleMeet** on 06.01.22 from 10 am to 12 noon.

Click on the link to submit

**<https://forms.gle/rkUZznTmtuY2L9nr6>**

# Sree Chaitanya Mahavidyalaya

Department of Commerce

ITBG Practical Examination 2021 for B.Com (Hons./ General) : SEMESTER - III

## PROJECT WORK BOOK

(Last date of submission : 24-12-2021)

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 literature with the description of the steps performed in the project work. Each section should cover : **Given Problem, Steps / Methodology adopted, Outputs generated.**

**Google Form will be provided to submit the two projects. Answers to the Theory-part Questions may also be submitted in the same G/form.**

The front page of the DESCRIPTION SHEETS should contain the following information :

Reference Code : **WBSU-SCM / B.Com 2021 / ITBG (P)**

College : **Sree Chaitanya Mahavidyalaya**

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

Student's Name : .....

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 an interactive 'E-BOOK' on any topic of choice. Some of the suggested areas as given below.

- DIGITAL COMPUTER SYSTEM
- COMPUTERIZED ACCOUNTING
- E-COMMERCE
- DIGITAL MARKETING
- PUBLIC HEALTH

### Task 2 : Spreadsheet Application

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

*Pay Certificate for financial year 2021*

Employee name .....

Pay Scale .....

Designation .....

Date of Appointment .....

Month	Basic	DA	HRA	Gross Pay	PF	Net Pay
Jan						
:						
Dec						
Total						

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 :

- Generate '**Automated Annual Pay Certificate**' of each employees.
- Generate '**Monthly Pay- Slip**' of each employee.
- Generate '**Consolidated Annual Pay**' of all the employees.
- Generate '**Bar Diagram showing Consolidated Annual Pay**' of the employees.