

B.COM (CA) SYLLABUS - 2019
CHOICE BASED CREDIT SYSTEM (CBCS)
OUTCOME BASED EDUCATION (OBE)



Since 1919

SCHOOL OF COMMERCE
NATIONAL COLLEGE (Autonomous)
(Nationally Re- Accredited at _A+‘ Grade by NAAC,
College with Potential for Excellence)
Tiruchirappalli - 620 001.
Tamil Nadu, India

NATIONAL COLLEGE (Autonomous)
Nationally accredited at A level by NAAC
Tiruchirapalli-620001

Programme Structure for B.Com CA under CBCS
For candidates admitted from the academic year 2019-20 onwards I B.COM CA

Semester	Part	Course	Course Title	Hrs Per week	Credit	Exam hr	CIA Marks	W	O	Total Marks
I		SEMESTER-I								
	I	Language course-I(U19LC-I)	Language	6	3	3	25	75		100
	II	English Language course I- (U19 ELC-I) U19E1	English	6	3	3	25	75		100
	III	Core Course I-(U19CC-I)	Business Organisation and Management	5	5	3	25	75		100
		Core Course II -(U19CC-II)	Financial Accounting-I	6	6	3	25	75		100
		Allied Course I (U19IAC-I)	PC Package	5	3	3	25	75		100
	IV	ES-Environmental Studies U19ES	Environmental Studies	2	2	3	25	75		100
		Total		30	22					600
II		SEMESTER-II								
	I	Language course-II (U19LC-II)	Language	6	3	3	25	75		100
	II	English Language course II-(U19ELC-II)	English	4	2	3	25	75		100
		Communicative English Course I- (U19CEC I)	Communicative English	2	1	3	25	70	5	100
	III	Core Course III (U19CC III)	Business Statistics	5	5	3	25	75		100
		Allied Course II(U19IACII)	Internet and Designing Tools	6	3	3	25	75		100
		Allied Course III (U19ACC IIITP)	Programming in C	5	3	3	25	75		100
	IV	SBE-1:Computer Application U19SBE1	Introduction to Marketing	2	2	3	25	75		100
		Total		30	19					700

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Programme Structure for B.Com CA under CBCS

For candidates admitted from the academic year 2019-20 onwards II B.COM CA

Semester	Part	Course	Course Title	Ins tru Hrs	Credit	Exam hr	CIA Marks	W	O	Total Marks
III		SEMESTER-III								
	I	Language course-III (U19LC-III)	Language	6	3	3	25	75		100
	II	English Language course III- (U19ELC-III)	English	6	3	3	25	75		100
	III	Core Course IV (U19CC IV)	Financial Accounting-II	4	4	3	25	75		100
		Core Course V (U19CC V)	Business Communication	5	5	3	25	75		100
		Part III : U19AC4	Programming in C++	5	3	3	25	75		100
	IV	Skill Based Elective Course –II (U19SBEC –II)	Office Management	2	2	3	25	75		100
		Skill Based Elective Course –III (U19SBEC –III)	Retail Management	2	2	3	25	75		100
		Total		30	22					700
IV		SEMESTER-IV								
	I	Language course-IV (U19LC-IV)	Language	6	3	3	25	75		100
	II	English Language course IV- (U19ELC-IV)	English	4	2	3	25	75		100
	II	Communicative English-IV	Communicative English	2	1	3	25	75		100
	III	Core Course VI (U19CC VI)	Cost Accounting	4	4	3	25	75		100
		Allied Course V	Commercial Law	5	2	3	25	75		100
		Allied Course VI	DBMS	5	2	3	25	75		100
	IV	Non Major Elective –I(U19NMEC I)	Introduction to HRM	2	2	3	25	75		100
		Value Education Course (U19VEC)	Value Education Course	2	2	3	25	75		100
			Internship (10 days)		2					
		Total		30	20					800

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Programme Structure for B.Com CA under CBCS

For candidates admitted from the academic year 2019-20 onwards III B.COM CA

Semester	Part	Course	Course Title	Ins tru Hrs Per week	Credit	Exam hr	CIA Marks	W	O	Total Marks
V		SEMESTER-V								
	III	Core Course (U19CC-7)	Corporate Accounting	5	5	3	25	75		100
		Core Course (U19CC-8)	Web Designing	5	5	3	25	75		100
		Core Course (U19CC-9E)	Human Resources Management	5	4	3	25	75		100
		Core Course (U19CC-10E)	E-Commerce	5	4	3	25	75		100
		Core Course (U19CC-11)	Financial Management	5	5	3	25	75		100
	IV	Non Major Elective Course II (U19NMEC II)	Introduction to Office Management	3	2	3	25	75		100
		SS:Soft Skills	Soft Skills	2	2	3	25	75		100
			Total	30	27					600
VI		SEMESTER-VI								
	III	Core Course (U19CC-12)	Management Accounting	6	6	3	25	75		100
		Core Course (U19CC-13)	Computerised Accounting	6	6	3	25	75		100
		Core Course (U19CC-14)	Income Tax Law and Practice	6	6	3	25	75		100
		Core Course (U19CC-15)	Auditing	6	6	3	25	75		100
		Core Course (U19CC-16E)	MIS	5	4	3	25	75		100
	IV	(U19GSC)	Gender Studies	1	1	3	25	75		100
		EA-Extension Activity		---	1					
			Total	30	30					600
		Grand Total		180	140					4000

தேசியக்கல்லூரி (தன்னாட்சி), திருச்சிராப்பள்ளி - 620 001.
தமிழாய்வுத்துறை

இளநிலை - தமிழ் - முதற் பருவம்
தாள்: மொழிப்பாடம்-1 செய்யுள் (கவிதை), உரைநடை, சிறுகதை,
இலக்கிய வரலாறு, இலக்கணம்

U19T1

கற்பிக்கும் காலம்: 6 மணி
கற்பித்தலின் நோக்கங்கள்

தரப்புள்ளிகள்: 3

1. இக்கால மரபுக்கவிதை, புதுக்கவிதை, சிறுகதை, உரைநடைக்கட்டுரைகளை அறிமுகம் செய்தல்.
2. நாட்டுப்புறப்பாடல்களைப் புலப்படுத்துதல்.
3. எழுத்துக்களின் வேறுபாட்டால் பொருள் மாறுபடலை எடுத்துரைத்தல்.

அலகு - 1: மரபுக்கவிதை

பாரதியார்	- கண்ணன் என் சேவகன், கண்ணன் என் விளையாட்டுப் பிள்ளை.
பாரதிதாசன்	- அழகின் சிரிப்பு
கவிமணி	- வாழ்க்கைத் தத்துவங்கள், இயற்கை வாழ்வு
பட்டுக்கோட்டையார்	- படிப்பும் உழைப்பும், நேர்மை வளையுது
நாமக்கல்லார்	- படிப்பினை
கண்ணதாசன்	- காலக்கணிதம், ஒரு கந்தல் துணியின் கதை
சுரதா	- நீர்

அலகு - 2: புதுக்கவிதை, நாட்டுப்புறப்பாடல்கள்,

வாலி	- ஒரு கௌதமன் வாரானோ!, புன்னகை மன்னன்
மு.மேத்தா	- ஒரு கிராமத்தின் கதையல்ல
அப்துல் ரகுமான்	- சிறகுகள், சுயப்பிரசவம்
ஈரோடு தமிழன்பன்	- மின்மினிக்காடு
அறிவுச்செல்வன்	- நமக்குத் தொழில் மனிதம்
விக்ரமாதியன்	- நிகழ்வுகள்
பொன்மணி வைரமுத்து	- வாழ்க்கை தொடங்குகிறது

நாட்டுப்புறப் பாடல்கள்:

- (1) தாலாட்டு
- (2) கும்மிப்பாடல்
- (3) வேளாண்மை

அலகு - 3: உரைநடைக் கட்டுரைகள்

1. டிங்கினானே - உ.வே.சாமிநாத ஐயர்
2. கடற்கரையிலே - சிதம்பரனார் - ரா.பி.சேதுப்பிள்ளை
3. கம்பரும் நாடகப் பண்பும் - ரசிகமணி டி.கே.சிதம்பரநாத முதலியார்
4. முடத்தெங்கு - கி.ஆ.பெ. விசுவநாதம்
5. இராமன் எத்தனை இராமனடி - முனைவர் சோ.சத்தியசீலன்
6. உரைநடையின் அணிநலன்கள் - முனைவர் மா.இராமலிங்கம்
7. திருவள்ளுவர் குறிப்பிடும் மென்திறன்கள் - முனைவர் ம.திருமலை

அலகு - 4: சிறுகதைகள்

- | | |
|------------------|------------------------|
| 1. கவர்னர் வண்டி | - கல்கி |
| 2. நினைவுப்பாதை | - புதுமைப்பித்தன் |
| 3. சோற்றுச்சமை | - ஜெயகாந்தன் |
| 4. முள்முடி | - தி.ஜானகிராமன் |
| 5. காற்று | - கு.அழகிரிசாமி |
| 6. ஆயுள் | - பிரபஞ்சன் |
| 7. அசலும் நகலும் | - இந்திரா பார்த்தசாரதி |
| 8. மாத்திரை | - ஆண்டாள் பிரியதர்ினி |

அலகு - 5: இலக்கிய வரலாறு, இலக்கணம்

இலக்கிய வரலாறு. (மரபுக்கவிதை, புதுக்கவிதை, உரைநடை, சிறுகதை மட்டும்) - மயங்கொலிச்சொற்கள், ல,ள,ழ, ர,ற, ன,ண,ந வேறுபாடுகளால் பொருள் மாறுபடுதல்.

குறிப்பு: ஐந்து அலகுகளிலும் சம அளவில் வினாக்கள் அமைதல் வேண்டும்.

பாடநூல்

1. தமிழ் - முதற் பருவம் - தேசியக்கல்லூரி வெளியீடு.
2. இலக்கிய வரலாறு - தேசியக்கல்லூரி வெளியீடு.

கற்பித்தலின் பயன்கள்

1. இக்காலத் தமிழை உணர்வர்.
2. கவிதை, சிறுகதை படைக்கும் ஆற்றல்களை வளர்த்துக் கொள்வர்.
3. இலக்கணப் பிழையின்றி எழுத முயற்சிப்பர்.

தேசியக்கல்லூரி (தன்னாட்சி), திருச்சிராப்பள்ளி - 620 001.
தமிழாய்வுத்துறை
இளநிலை - தமிழ் - இரண்டாம் பருவம்
தாள்: மொழிப்பாடம்-2 செய்யுள் (பக்தி இலக்கியம்), புதினம்,
இலக்கிய வரலாறு

U19T2

கற்பிக்கும் காலம்: 6 மணி
கற்பித்தலின் நோக்கங்கள்

தரப்பள்ளிகள்: 3

1. பல்வேறு சமய நெறிமுறைகளை உணர்த்துதல்.
2. பக்தி இலக்கிய மாண்பினைப் புலப்படுத்துதல்.
3. புதின இலக்கிய வகையை அறிமுகம் செய்தல்.

அலகு - 1: சைவ இலக்கியம்

திருஞானசம்பந்தர் - திருச்சிராப்பள்ளி - நன்றுடையானை தியதிலானை,
திருநாவுக்கரசர் - தில்லைப் பெருங்கோயில் - கருநட்ட கண்டனை.
கந்தரர் - திருமழபாடி - பொன்னார் மேனியனே
மாணிக்கவாசகர் - திருச்சாழல் - பூசுவதும் வெண்ணீறு.

அலகு - 2: வைணவ இலக்கியம்

திருப்பாணாழ்வார் - அமலனாதிபிரான் - அமலனாதிபிரான் அடியார்க்கு
தொண்டரடிப்பொடியாழ்வார் - திருமாலை - பச்சைமாமலை போல் மேனி
ஆண்டாள் - நாச்சியார் திருமொழி - வாரணம் ஆயிரம் சூழ
நம்மாழ்வார் - திருவாய்மொழி - உயர்வற உயர்நலம்

அலகு - 3: பிற சமய இலக்கியங்கள்

சமண சமயப் பாடல்கள் - 10
பௌத்த சமயப் பாடல்கள் - 10
காசிப் புலவர் - முனாஜாத்துப் பதிகம் - 10
ஹெச்.ஏ.கிருஷ்ணபிள்ளை - இரட்சணிய மனோகரம் தோத்திரப்பதிகம் - 10

அலகு - 4: புதினம்

துளசிமாடம் - நா.பார்த்தசாரதி.

அலகு - 5: இலக்கிய வரலாறு, இலக்கணம்

இலக்கிய வரலாறு (சைவம், வைணவம், சமணம், பௌத்தம், இசுலாம், கிறித்தவம்
மற்றும் புதினம் பற்றியன மட்டும்), வல்லினம் மிகும் இடங்கள், வல்லினம் மிகா இடங்கள்.

குறிப்பு: ஐந்து அலகுகளிலும் சம அளவில் வினாக்கள் அமைதல் வேண்டும்.

பாடநூல்

1. தமிழ் - இரண்டாம் பருவம் - தேசியக்கல்லூரி வெளியீடு.
2. இலக்கிய வரலாறு - தேசியக்கல்லூரி வெளியீடு.
3. புதினம் - துளசிமாடம் - நா.பார்த்தசாரதி - தேசியக்கல்லூரி வெளியீடு.

கற்பித்தலின் பயன்கள்

1. வேறுபட்ட சமய வழக்காறுகளை அறிவர்.
2. பிற சமயத்தார்களிடம் அன்பு பாராட்டுவர்.
3. புனைகதை வடிவங்களில் புதினம் பற்றி அறிவர்.

தேசியக்கல்லூரி (தன்னாட்சி), திருச்சிராப்பள்ளி - 620 001.
தமிழாய்வுத்துறை

இளநிலை - தமிழ் - மூன்றாம் பருவம்
தாள்: மொழிப்பாடம்-3 செய்யுள் (காப்பியம்), நாடகம்,
இலக்கிய வரலாறு, பொதுக்கட்டுரை

U19T3

கற்பிக்கும் காலம்: 6 மணி

தரப்புள்ளிகள்: 3

கற்பித்தலின் நோக்கங்கள்

1. காப்பிய இலக்கியத்தின் செழுமையை உணர்த்துதல்.
2. காப்பியங்களின் உட்பொருளையும் கவியழகையும் புகட்டுதல்.
3. நாடகத்தின் மேன்மையை உணரச் செய்தல்.

அலகு - 1:

சிலப்பதிகாரம் - அடைக்கலக்காதை
மணிமேகலை - ஆதிரை பிச்சையிட்ட காதை.

அலகு - 2:

கம்பராமாயணம் - கும்பகர்ணன் வதைப்படலம்
பெரியபுராணம் - மெய்ப்பொருள் நாயனார் புராணம்

அலகு - 3:

தேம்பாவணி - வளன் சனித்த படலம்
சீறாப்புராணம் - மானுக்குப் பிணை நின்ற படலம்.

அலகு - 4:

நாடகங்கள்:
1. விசுவநாதன் அல்லது கடமை முரண்.
2. மௌனதேசிகர் - பண்டித ம.கோபாலகிருணய்யர்

அலகு - 5:

இலக்கிய வரலாறு (காப்பியம், புராணம், நாடகம் பற்றியன மட்டும்),
பொதுக்கட்டுரை.

குறிப்பு: ஐந்து அலகுகளிலும் சம அளவில் வினாக்கள் அமைதல் வேண்டும்.

பாடநூல்கள்

1. தமிழ் - மூன்றாம் பருவம், தேசியக்கல்லூரி வெளியீடு.
2. இலக்கிய வரலாறு - தேசியக்கல்லூரி வெளியீடு.
3. நாடகங்கள் - தேசியக்கல்லூரி வெளியீடு.

கற்பித்தலின் பயன்கள்

1. தமிழ்க் காப்பியப் பரப்பினை அறிவர்.
2. காப்பியங்களின் வழிநின்று புதிய முறையில் கற்பனையாற்றலைப் பெறுவர்.
3. நாடகத்தை உருவாக்கவும் நடிக்கவும் பழகுவர்.

தேசியக்கல்லூரி (தன்னாட்சி), திருச்சிராப்பள்ளி - 620 001.

தமிழாய்வுத்துறை

இளநிலை - தமிழ் - நான்காம் பருவம்
தாள்: மொழிப்பாடம் - 4 : செய்யுள் (பண்டைய இலக்கியம்),
இலக்கிய வரலாறு, மொழிபெயர்ப்பு

U19T4

கற்பிக்கும் காலம்: 6 மணி

தரப்புள்ளிகள்: 3

கற்பித்தலின் நோக்கங்கள்

1. அக, புற இலக்கியங்கள் பற்றி விளக்குதல்.
2. சங்கப் புலவர்களின் புலமைச், சிறப்பை எடுத்துரைத்தல்.
3. சங்ககால மக்களின் இல்லற மாண்பினை உணர்த்துதல்.

அலகு - 1:

நற்றிணை (5 பாடல்கள் - 242, 333, 353, 375, 380)

1. இலையில் பிடவம் ஈர்மலர் அரும்பப் - விழிக்கட் பேதைப் பெருங்கண்ணனார் - முல்லை.
2. மழைதொழில் உலந்து மாவிகம்பு கந்தெனக் - கள்ளிக்குடி பூதம் புல்லனார் - பாலை
3. ஆளில் பெண்டிர் தாளின் செய்த - கபிலர் - குறிஞ்சி.
4. நீடுசினைப் புன்னை நறுந்தாது உதிரக் - பொதும்பில் கிழார் - நெய்தல்.
5. நெய்யும் குய்யும் ஆடி மையொடு - கடலூர்ப் பல்கண்ணனார் - மருதம்.

குறுந்தொகை - (5 பாடல்கள் - 3, 27, 38, 135, 186)

1. நிலத்தினும் பெரிதே வானினும் உயர்ந்தன்று - தேவகுலத்தார் - குறிஞ்சி
2. கன்றும் உண்ணாது கலத்தினும் படாது - வெள்ளிவீதியர் - பாலை
3. கான மஞ்சை அறையின் முட்டை - கபிலர் - குறிஞ்சி
4. வினையே ஆடவர்க்குயிரே வானுதல் - பாலை பாடிய பெருங்கடுங்கோ - பாலை
5. ஆர்கலி ஏற்றொடு கார்தலை மணந்த - ஒக்கூர் மாசாத்தியார் - முல்லை

அலகு - 2:

அகநானூறு - (3 பாடல்கள் - 40, 48, 53)

1. கானல் மாலைக் கழிப்புகூ கூம்ப - குன்றியனார் - நெய்தல்
2. அன்னாய்! வாழி! வேண்டு அன்னை! நின்மகள் - தங்கால் முடக்கொற்றனார் - குறிஞ்சி
3. அறியாய், வாழி, தோழி! இருள்அற - சீத்தலைச்சாத்தனார் - பாலை

கலித்தொகை - 2 பாடல்கள்

1. எறிதரு கதிர் தாங்கி ஏந்திய குடை நிழல் - பாலைக்கலி : 8
2. முறம் செவி மறைப் பாய்பு முரண் செய்த புலி செற்று - குறிஞ்சிக்கலி : 16

அலகு - 3:

புறநானூறு (5 பாடல்கள் - 9, 45, 74, 101, 112,)

1. ஆவும் ஆனியற் பார்ப்பன மாக்களும் - நெட்டிமையார்
2. இரும்பனை வெண்தோடு மலைந்தோன் அல்லன் - கோவூர்க்கிழார்
3. குழவி இறப்பினும் ஊன்தடி பிறப்பினும் - சேரன் கணைக்காலிரும்பொறை
4. ஒருநாள் செல்லலம் இருநாள் செல்லலம் - ஓளவையார்
5. அற்றைத் திங்கள் அவ்வெண் நிலவில் - பாரி மகளிர்

திருக்குறள் - 3 அதிகாரங்கள் - 1. கல்வி, 2. ஈகை, 3. அன்புடைமை.

நாலடியார் (5 பாடல்கள் - 8, 19, 21, 36, 65)

1. செல்வம் நிலையாமை - செல்வர்யாம் என்றுதாம் செல்வுழி எண்ணாத
2. இளமை நிலையாமை - மற்றறிவாம் நல்வினை யாம்இளையம் என்னாது
3. யாக்கை நிலையாமை - மலைமிசைத் தோன்றும் மதியம்போல் யானை
4. அறன் வலியுறுத்தல் - இன்றுகொல் அன்றுகொல் என்றுகொல் என்னாது
5. சினமின்மை - இளையான் அடக்கம் அடக்கம் கிளைபொருள்

அலகு - 4:

நெடுநல்வாடை (முழுவதும்).

அலகு - 5:

இலக்கிய வரலாறு - எட்டுத்தொகை, பத்துப்பாட்டு நூல்கள், பதினெண் கீழ்க்கணக்கு நூல்கள், மொழிபெயர்ப்பு.

குறிப்பு: ஐந்து அலகுகளிலும் சம அளவில் வினாக்கள் அமைதல் வேண்டும்.

பகுதி 'அ, ஆ'வில் இலக்கிய வரலாறும், பகுதி 'இ'யில் 5-வது வினா மொழிபெயர்ப்புப் பகுதியினைத் தந்து எழுதக் கூறுதல் வேண்டும்.

(வினாத்தாளில் பகுதி 'இ'யில் கட்டாயம் மொழிபெயர்ப்புப் பகுதி இடம்பெறல் வேண்டும்.)

பகுதி அ - $20 \times 1 = 20$

பகுதி ஆ - $5 - 5 \times 5 = 25$

பகுதி இ - $5 - 3 \times 10 = 30$ (5-ஆவது வினாவில் மொழிபெயர்ப்புப்பகுதி வினாவாகக் கேட்கப்பெறல் வேண்டும்.)

பாடநூல்

1. தமிழ் - நான்காம் பருவம் - தேசியக்கல்லூரி வெளியீடு.
2. இலக்கிய வரலாறு - தேசியக்கல்லூரி வெளியீடு.

கற்பித்தலின் பயன்கள்

1. ஐவகை நில அமைப்புகளைப் பற்றிய அறிவினைப் பெறுவர்.
2. சங்க கால மக்களின் வாழ்வியல் பற்றி அறிவர்.
3. மன்னர்களின் ஆட்சிச்சிறப்பு, கொடைச்சிறப்பு, வீரம் பற்றி உணர்வர்.

ENGLISH FOR COMMUNICATION – U19E1

Semester: I

English Language Course I

Instruction Hours/Week: 6

Credit: 3

COURSE OBJECTIVES

The Learner will be able to

- a. communicate effectively and appropriately in real life situation;
- b. use English effectively for study purpose across the curriculum;
- c. develop interest in and appreciation of Literature;
- d. develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and Writing;
- e. revise and reinforce structure already learnt.

UNIT I:

1. At the College
2. On the Campus
3. Outside the Class
4. At the Post office
5. For Business and Pleasure
6. Review

UNIT II:

7. Are you Smart ?
8. Are You Creative?
9. Is it too hard to improve?
10. How to win ?
11. View Points
12. Snakes and Ladders
13. Yourself

UNIT III:

1. Birbal story- The loyal gardener
2. Hindu mythological story- The origin of coconut tree
3. A chinese story: The generous student
4. An African Story ; The Three Runners

UNIT IV:

5. The Golden place
6. The one – hundreth prince
7. The mouse Merchand

UNIT V:

8. When wishes come true – Rabindranath Tagore
9. The World and after
10. Julius Caesar

Text Books: 1. A Collection of Short stories, Department of English, National College, Trichy.
2. Creative English for Communication (2nd edition) by Krishnasamy and Sriraman. Published by Macmillan

ENGLISH THROUGH EXTENSIVE READING – U19E2

SEMESTER : II

ENGLISH LANGUAGE COURSE : II

INSTRUCTION HOURS/WEEK : 4

CREDIT : 2

Course objectives:

The learner will be able to

1. develop interest in and appreciation of Literature;
2. develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and Writing;
3. integrate the skill of Reading a variety of texts.
4. use English effectively for study purpose across the curriculum

UNIT I

Excitement : Mack R. Douglas

Tight Corners : E.V. Lucas

UNIT II

Water – The Elixir of Life : C.V. Raman

Tree Speaks : C. Rajagopalachari

UNIT III

The Art of Telling Tales : April Hersey

A Job Well Done : Ruskin Bond

UNIT IV

The Panorama of India's Past : Jawaharlal Nehru

The Origin of Grammar : Margaret Bryant & Janet

UNIT V

Dangers of Drug Abuse : Hardin B. Jones

Crime and Punishment : R.K. Narayan

Text Book : Dr. Ananthan , R. Effective Communication. Ed. Chennai : Anu Chithra Pub.2010.

COMMUNICATIVE ENGLISH I – U19CE1

Semester : II
Instruction Hours/ Week : 2

Communicative English Course : I
Credit : 1

COURSE OBJECTIVES:

The Learner will be able to

1. communicate, to define, classify, and understand the methods of communication,
2. improve their LSRW skills,
3. enable them to practice those skills in their daily life by identifying instances of communication in the circumstances of their own.

UNIT I

Writing Stories

Grammar Components : Articles, Prepositions and Tenses

UNIT II

Precis Writing

Grammar Components : Non- Finite Verbs and Phrasal Verbs

UNIT III

Writing Letters

Grammar Components : Conjunctions and Interjections and Punctuation

UNIT IV

Reporting

Grammar Components : Reported Speech and Transformation of Sentences

UNIT V

Writing an Essay

Grammar Components : Sentence structure (S/V/O/C/A) and Simple, Compound and Complex Sentences

Text book : Pillai, Radhakrishna G. English Grammar & Composition Ed. Chennai : Emerald Pub.2016

ENGLISH FOR COMPETITIVE EXAMINATIONS – U19E3

SEMESTER : III

ENGLISH LANGUAGE COURSE : III

INSTRUCTION HOURS/WEEK : 6

CREDIT : 3

COURSE OBJECTIVES:

The Learner will be able to

1. have a knowledge in basic grammatical units of English
2. have a depth of knowledge in Concord, reconstructing passages and précis writing.
3. comprehend the given passage and understand it.
4. gain a good knowledge and understanding in vocabulary
5. write on his/her own on a given topic and gain a good skill in letter/report writing.

UNIT I:

Basics of English(Revision)

- (a)Parts of speech and Articles
- (b)Active and passive voice
- (c)Framing Questions
- (d)Tag questions
- (e)Indirect speech
- (f)Tenses

UNIT II:

- (a)Errors and how to avoid them
- (b)Spotting errors
- (c)Reconstructing passages
- (d)Précis writing

UNIT III:

Reading comprehension

UNIT IV:

- (a)Sentence completion,
- (b) Spelling
- (c)Vocabulary – Words often confused or Misused, Synonyms, Antonyms.

UNIT V:

Letter writing , Report writing ,Paragraph writing, Essay writing

Text book : English for Competitive Examinations by R.P.Bhatnagar&Rajul Bhargava
macmillanIndia ltd. Delhi.

READING POETRY AND DRAMA – U19E4

SEMESTER : IV

ENGLISH LANGUAGE COURSE : IV

INSTRUCTION HOURS/WEEK : 6

CREDIT : 2

COURSE OBJECTIVE:

The Learner will be able to

- a. appreciate a piece of poem and analyze it
- b. appreciate and interpret an one act play.
- c. use English effectively for study purpose across the curriculum;
- d. develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and Writing;
- e. revise and reinforce structure already learnt.

POETRY:

UNIT I : John Milton : On His Blindness

Oliver Goldsmith : The Village School Master

William Wordsworth : The Solitary Reaper

UNIT II : P.B.Shelly : Ozymandias

John Keats : La Belle Dame Sans Merci

Robert Browning : Incident of the French camp

UNIT III : John Masefield : Laugh and Be Merry

Robert Frost : Stopping by Woods On a Snowy

Evening

John Drinkwater : The Vagabond

DRAMA:

UNIT IV: Anton Chekov : A Marriage Proposal

Lady Gregory : The Rising of the Moon

UNIT V: W.St. John Tayleur : Reunion

William Shakespeare : Othello, The Moor of Venice – Act V

Text Books : 1)**An Introduction to Poetry** edited by A.G.Xavier; [Macmillan]

2)**A Book Plays:** A Group of Editors, Published by Orient Blackswan

COMMUNICATIVE ENGLISH II – U19CE2

SEMESTER : IV
INSTRUCTION HOURS/WEEK : 2

COMMUNICATIVE ENGLISH COURSE : II
CREDIT : 1

The learner will be able to

1. develop interest in and appreciation of Literature;
2. develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and Writing;
3. integrate the skill of Reading a variety of texts.
4. use English effectively for study purpose across the curriculum

UNIT I:

Enriching Vocabulary – Register Development; who is who; Synonyms, Proverbs

UNIT II:

Tense Forms with emphasis on differences between Present and Present Continuous; Past and Present Perfect , Framing questions, Auxiliaries, if clauses; conjunctions and linkers; Prepositions

UNIT III

Pronunciation, Good Pronunciation habits, Phonetic Transcription, Greetings, Farewells commands etc.,

UNIT IV:

Conversational Skills – Affirmative or Negative Language – idiomatic expressions, Phrases, Dialogue Writing,

UNIT V:

- Writing Skills – Note- taking, note- making, e-mail, Describing an object, narrating a story.
- Circulars
- Notes - reminders, warnings, farewells, apology.
- Draft invitations – marriage, annual day, inaugural functions of associations, valediction, seminar, workshop.
- Draft Short messages- compliments, birthday wishes, notifications
- Draft Posters- Slogans, Announcements
- Draft Advertisements
- Dialogue writing

Text Book

1. Communicative English by Department of English, National College(Autonomous), Trichy.

SYLLABUS
UG Part I – Hindi
Semester – 1

U19H1 : Functional Hindi-1, Prose, Grammar And Translation – 1

Objectives :

Unit I : The Objective of teaching functional Hindi is to encourage the students to learn the functional words.

Unit II : The Objective of teaching grammar is to teach the basic grammatical structures.

Unit III : The Objective of teaching prose is to develop their language ability.

Unit IV : The Objective of teaching translation is to convey the original tone and meaning.

Unit V : The Objective of teaching short stories is to enhance their creative writing and spoken skills through story telling/story writing and story reading mode.

Program Outcome :

The learners will acquire the knowledge of basic letters and functional hindi words. They understand the grammatical structures and able to translate the sentences from source to target language. The learners can read and understand the prose and stories.

SEMESTER – I

COURSE CODE : U19H1

6hrs/wk

Paper I – FUNCTIONAL HINDI-1, PROSE, GRAMMAR AND TRANSLATION – 1

Unit – 1 Functional Hindi

1. Directions, Seasons, Days, Colours
2. Fruits, Vegetables, Flowers, Numbers
3. Groceries, Grains, Taste, Cardinals
4. Domestic Animals, Wild Animals, Relatives, English Month
5. Occupation, Parts of Body, Numbers and Tamil Months

Unit – II Grammar

1. Noun
2. Verb
3. Pronoun
4. Vachan
5. Gender

Unit – III Prose

1. Challis karod kurta kaha se....
2. Bhojan Aur Vigyan
3. Dr. Abdul Kalam

Unit – IV Translation

1. (Hindi to English Lesson -1 to 5)

Unit – V Story

4. Raja Ka Chunaav – Ashok Kumar Kantha Bhatiya
5. Poos Ki Raat –Premchand

DEPARTMENT OF HINDI

For Candidates admitted from the Academic Year 2019 onwards

SEMESTER – 1

Course Code U19H1

Credits – 3

Paper I – FUNCTIONAL HINDI-1, PROSE, GRAMMAR AND TRANSLATION – 1

PROSE

Prescribed Text Book

Bharat – Madhyama Patya Samgiri

O.No.1619 Hindi Prachar Pushtakmala, Madras.

Prescribed Lessons

1. Challis karod kurta kaha se....
2. Bhojan Aur Vigyan
3. Dr. Abdul Kalam

STORY

Vaani Hindi Patmala – Ashok kumar , kanta Bhatya

Oxford University Press ISBN-10:0-19-9469687

1. Raja Ka Chunaav – Ashok Kumar Kantha Bhatiya

Poos Ki Raat –Premchand

Grammar

Reference Book

Sugam Hindi Vyakaran - Prof.Vanshi Dhar and Dharmapal Shastri

Siksha Bharathi, New Delhi

ISBN-10:81-7483-037-5

Prescribed Portion

Noun, Verb, Pronoun, Vachan, Gender

Functional Hindi

Hindi Vataayan – Dr. K.M.Chandra Mohan

ISBN : 81-7124-223-5, Vishwa Vidhyalay Prakashan, Varanasi

Semester – II

U19H2 : Comprehension, Grammar – 2, Drama And Hindi Literature-1

Objectives :

- Unit I :** The Objective of teaching comprehension is to incorporate self-reading and understanding.
- Unit II :** The Objective of teaching grammar is to acknowledge the basic rules of the grammatical structures.
- Unit III :** The Objective of teaching Literature is to acquire the knowledge of the origin of Hindi in literature.
- Unit IV :** The Objective of teaching one act play is to help the learners to understand the method of acting and writing a play.
- Unit V :** The Objective of teaching Drama is to acknowledge the basic dramatic structures.

Program Outcome :

The Learners will be able to comprehend on their own and to improve their reading skills. The learners will be able to communicate accurately free of grammatical errors. The learners will get a widen knowledge of Hindi literature. The learners will understand various geners of literary works. The learners will get deep and broad vision of drama.

SEMESTER - II

COURSE CODE : U19H2

6hrs/wk

PAPER II – COMPREHENSION, GRAMMAR – 2, DRAMA AND HINDI LITERATURE-1

Unit – 1 Comprehension

1. Discipline
2. Humanity
3. Coeducation
4. Student Life
5. Importance of Hard work

Unit – II Grammar

1. Adjective
2. Adverb
3. Conjunction
4. Tense

Unit – III Hindi Literature

1. Aadi kaal (Introduction, Specialities, Famous Poets)

Unit – IV One act play

1. Reed ki Hadhi (Jagdeesh Chandra Mathur)
2. Andheri Nagari (Bharathendu Harischandra)

Unit – V Drama

1. Swarg ke Jalak (Upendranath Ashak)

DEPARTMENT OF HINDI

For Candidates admitted from the Academic Year 2019 onwards

U19H2

SEMESTER – II

**PAPER II – COMPREHENSION, GRAMMAR – 2, DRAMA AND HINDI
LITERATURE-1**

Comprehension

Prescribed Text Book

**Adhunik Hindi Nibandhavali - Praveshika Book
Hindi Prachar Pushtakmala, Madras.**

Prescribed Lessons

1. Discipline
2. Humanity
3. Coeducation
4. Student Life
5. Importance of Hard work

One Act Play

**Hindi Sahith Rastrabhasha patya saamgri
O.No.1636 Hindi Prachar Pushtakmala, Pushpa-507**

1. Andheri Nagari – Bharatendu Harishchandra
2. Reed ki Haddi – Jagdesh Chandra Mathur

Drama

Swarg ki Jalak – Upendranath Ashk

Grammar

**Sugam Hindi Vyakaran - Prof.Vanshi Dhar and Dharmapal Shastri
Siksha Bharathi, New Delhi
ISBN-10:81-7483-037-5**

Prescribed Portion

Adjective, Adverb, Conjunction, Tense

Hindi Literature

Aadi kaal (Introduction, Specialities, Famous Poets)

Prescribed Book

1. **Hindi Sahithya ki Pravirthiya – Dr. Jaykisan Prasad**

Semester – III

U19H3 : Dialogue Writing, Poetry, Translation -2 Hindi Literature-2

Objectives :

- Unit I :** The Objective of teaching couplet will give learners confidence and energetic.
- Unit II :** The Objective of teaching dialogue writing is to teach the learners about appropriate words and style in appropriate place.
- Unit III :** The Objective of teaching Bhakthi Literature is to acquire the knowledge of the origin of Bhakthi and its movement in Hindi literature.
- Unit IV :** The Objective of teaching Poetry is to make the learners to acquire the knowledge of the poets and their writings.
- Unit V :** The Objective of teaching Translation to the learners to get knowledge of translation from the source to target language. They also gain the knowledge of homonyms and synonyms in Hindi.

Program Outcome :

The Learners will understand the couplets and poetry by the prescribed units. The learners will come to know about the dialogue delivery and their usage in their daily life also they can translate from source to target language. They can understand the Bhakthi movement through Hindi Literature.

SEMESTER - III

COURSE CODE : U19H3

PAPER – III DIALOGUE WRITING, POETRY, TRANSLATION -2

6hrs/wk

HINDI LITERATURE-2

Unit – I Couplets

1. Couplets of Kabir
2. Couplets of Tulshi
3. Couplets of Rahim

Unit –II Dialogue Writing

1. Mother and Daughter
2. Teacher and Student
3. Between Two Friends
4. Brother and Sister
5. Customer and Shopkeeper

Unit – III Hindi Literature

1. Bhakthi Kaal (Introduction, Specialities, Famous Poets)

Unit – IV Poetry

1. Baghavan ke Dakiye (Ramdhari singh Dinakar)
2. Tera Sneh na kovoona (Sumitranandan Pant)
3. Kilona (Chiyaram Saran Gupta)

Unit – V Translation

1. English to Hindi (Lesson 1 to 5)
2. Homonyms
3. Synonyms

DEPARTMENT OF HINDI

For Candidates admitted from the Academic Year 2019 onwards

U19H3

SEMESTER – III

PAPER – III DIALOGUE WRITING, POETRY, TRANSLATION -2 HINDI LITERATURE-2

Couplets

Prescribed Text Book

Kavya Sourab - Hindi Prachar Pushtakmala, Pushpa- 437

O.No. 1242, Dakshin Hindi Prachar Sabha, Madras.

Prescribed couplet

- 1. Kabir – 5 dohas**
- 2. Tulsi – 5 dohas**
- 3. Rahim – 5 dohas**

Poetry

Prescribed Book

Vasanth III

Subodh Hindi Patmala – 3, Hindi Prachar Pushtakmala, Pushpa – 507, O.No.1636

Prescribed Poem

- 4. Baghavan ke Dakiye - Ramdhari singh Dinakar**
- 5. Tera Sneh na kovoon - Sumitranandan Pant**
- 6. Kilouna - Chiyaram Saran Gupta**

Dialogue Writing

Hindi Vataayan – Dr. K.M.Chandra Mohan

ISBN : 81-7124-223-5, Vishwa Vidhyalay Prakashan, Varanasi

Hindi Literature

Bhakthi Kaal (Introduction, Specialities, Famous Poets)

Prescribed Book

Hindi Sahithya ki Pravirthiya – Dr. Jaykisan Prasad

Translation

Subodh Hindi Patmala – 1

Hindi Prachar Sabha, Madras.

Prescribed Lessons

Lesson 6 to 10

Homonyms

Synonyms

Semester – IV

U19H4 : Letter Writing, General Essay, Hindi Literature-3

Objectives :

- Unit I :** The Objective of teaching letter writing is to improve their communication skills through writing letters in formal and informal way.
- Unit II :** The Objective of teaching Modern Era in Hindi literature to acquire the knowledge of various subjects which was used in pre independence and post independence and also in recent years.
- Unit III :** The Objective of teaching Street play is to introduce theatre arts and the origin of today's theatre.
- Unit IV :** The Objective of teaching Technical words and phrases is to develop their writing skill. Writing essay will develop their creativity. The learners were encouraged to summarise a passage through precise writing.
- Unit V :** The Objective of teaching Fiction is to acquire knowledge of a long story and their characteristics.

Program Outcome :

The Learners will able to draft and structure letters on their own. They come to know about the modern era in Hindi literature. They understand the role of street play in recent times. They can be aware of using technical words and phrases. Now they can understand the role of fiction by reading and get the knowledge of authors vision.

IV SEMESTER

Course Code: U19H4

6hrs/wk

PAPER IV- LETTER WRITING, GENERAL ESSAY,HINDI LITERATURE-3

Unit – I Letter Writing

1. Leave Letter
2. Placing Order for Books
3. Complaint Letter

Unit – II Hindi Literature

1. Modern Era (Introduction, Specialities, Famous Poets)

Unit – III Street Play

1. Aurat

Unit – IV

1. Technical Words
2. Technical Phrases
3. General Essay
4. General Essay
5. Precise Writing

Unit – V Novel

1. Kadiyan (Bhishma Sahani)

DEPARTMENT OF HINDI
For Candidates admitted from
the Academic Year 2019 onwards

U19H4

SEMESTER – IV

**PAPER IV- LETTER WRITING, GENERAL ESSAY, HINDI
LITERATURE-3**

Letter Writing

Prescribed Letters

6. Leave Letter
7. Placing Order for Books
8. Complaint Letter

Street Play

Prescribed Book

**Indra Gandhi Rashtriya Mukta Vishva Vidhyalay, New Delhi.
ISBN – 81-7605-844-0**

Prescribed Play

Aurat

Hindi Literature

Modern Era (Introduction, Specialities, Famous Poets)

Prescribed Book

Hindi Sahithya ki Pravirthiya – Dr. Jaykisan Prasad

Prescribed Book

Hindi Vataayan – Dr. K.M.Chandra Mohan

ISBN : 81-7124-223-5, Vishwa Vidhyalay Prakashan, Varanasi

Prescribed Portion

4. Technical Words
5. Technical Phrases
6. General Essay
9. General Essay
10. Precise Writing



NATIONAL COLLEGE (AUTONOMOUS)
LANGUAGE COURSE PART I SANSKRIT SEMESTER I PAPER I SANSKRIT I
(For the candidates admitted from June 2019 onwards)

SYLLABUS

SUBJECT CODE:U19S1

Unit I

संस्कृतभाषा देवनागरीलिपिः च - परिचयः
कर्तृपद-परिचयः

- १। संस्कृत भाषा - प्रास्ताविकम्
- २। अक्षराभ्यासः, वर्णाः,
- ३। स्वराः, व्यञ्जनानि, संयुक्ताक्षराणि, लेखनप्रकारः च
- ४। अकारन्त-शब्दाः
- ५। लिङ्गत्रयम्
- ६। वचनत्रयम्
- ७। विभक्तयः
- ८। अनुवाद-अभ्यासः
- ९। आङ्गल/तमिल् भाषायां संस्कृतात्
- १०। संस्कृते आङ्गल/तमिल् भाषातः

Unit II

क्रियापदानि (परिचयः)

1. वर्तमानकाले (लट्) धातवः

- १। अन्यपुरुष/प्रथमपुरुष, मध्यमपुरुष, उत्तमपुरुषः च
- २। एकवचनम्, बहवचनं च
- ३। क्रियापदानि - गम् (गच्छ्), पिब्, पठ्, क्रीड्, वद्

2. पुल्लिङ्ग-कर्तृपदानि
सर्वनामपदानि च

- १। बालकः, शिक्षकः, अध्यापकः, नृपः, देवः, मनुष्यः,
हस्तः अलसः कुशलः, अहम्, त्वं, सः।

3. नपुंसक-लिङ्ग-कर्तृपदानि

- १। पुस्तकम्, फलम्, दुग्धम्, घृतम्, उद्यानम्, पुष्पम्,
जलम्, मधुरम्, कन्दुकम्, भोजनम्।

4. अव्ययानि

- १। तत्र, कुत्र, यत्र, अत्र, न, तदा, कदा, यदा-तदा,
शीघ्रं, द्रुतम्, सत्त्वरम्, पश्चात्, अपि, सह, अतः
साकम्, सार्धम्, समं, एव, तावत्, तु, यदि-तर्हि,
सदा।

5. अन्ये अकारान्त-कर्तृपदानि

- १। सूर्यः, सायंकालः, प्रकाशः, वृद्धः, सत्यं, असत्यं,
विद्यालयः, गृहम्, जलम्, दुग्धम्, मधुरम्, भोजनम्

Unit III

1. अनुवाद-अभ्यासः

2. विभक्तीनां परिचयः

3. प्रश्न-निर्माण-पदानि

4. क्रियापदानि(लट्)

5. अनुवाद-अभ्यासः

उपर्युक्त-कर्तृ-क्रियापदानि वाक्येषु उपयोगः,
अनुवाद-अभ्यासः च।

१। प्रथमा विभक्तिः - संबोधनप्रथमा-विभक्तिपर्यन्तं
विभक्ति-अन्तानां परिचयः ,

२। विभक्ति-अन्तानां प्रत्ययैः आदेशाः

३। तृतीया विभक्तिः - सह, साकं सार्धम्, समं

४। चतुर्थी विभक्तिः - षष्ठ्याः विभक्तेः कृते प्रत्ययः

५। विना इत्यादीनां अव्ययानां उपयोगः।

किम्, कुत्र, कथं, किमर्थम्, कुतः, कदा।

वर्तमानकाले

भू (भव्) अस्, धाव् , कृ (कर्) अस्, धाव्,

पत्, आ-गम् (गच्छ्)।

आङ्गलात् संस्कृते/ संस्कृतात् आङ्गले

Unit IV

1. विशेषण-विशेष्यौ

2. संख्यावाचकपदानि

3. सर्वनामपदानि

4. भविष्यत्काले क्रियापदानि (लृट् लकारः)

5. भोज्यपदार्थनामानि

१। रङ्गाः -शुक्ल-नील-पीत-रक्त-हरित-कपिश-
चित्र-भेदाः। तथा अन्यानि सरलपदानि

२। तेषां विशेषणेषु उपयोगः

१। संस्कृते संख्यावाचकपदानि (० त। १०
पर्यन्तम्।

१। तद् शब्दः - पुल्लिङ्ग-स्त्रीलिङ्ग-
नपुंसकलिङ्गाः

२। अस्मद् - युष्मद् शब्दौ।

३। एतद् शब्दः - त्रिषु लिङ्गेषु

१। गम् (गच्छ्), पठ्, वद, पत्, लिख्, क्रीड्,
आ-गम्(गच्छ्), भू (भव्), धाव्, पा(पिब्),

दृश्(पश्य्), कृ (कर्)।

१। तेषां वाक्येषु उपयोगः।

२। अनुवाद-अभ्यासः।

३। वार्तालापः

Unit V

1. प्रत्ययाः
 - १। क्त-प्रत्ययः
 - २। तुमुन्नन्तः
 - ३। क्त्वा प्रत्ययः
 - १। अट्, भक्ष्, अर्च्, खेल्, चल्, धार्, कथ्, क्षाल्, पाल्, तुल्, मार्, घर्ष्, तोष्, गण्, ।
 - १। कृषीवलः इति पाठः।
 - २। नूतन-क्रियापदानि -क्री, वि-क्री, सिच्, रुह्, वर्ष्, रुह्, रच्, निस्ज्-कस्, वस्, कृष्, मुच् ।
2. क्रियापदानि (लट् लकारे)
3. कृषि-संबन्धीनि पदानि
4. आकारान्त-स्त्रीलिङ्गः
 - १। आकारान्तः स्त्रीलिङ्गः माला शब्दः
 - २। समानान्त-पदानि।
 - ३। पदानां वाक्येषु उपयोगः
 - १। सवर्णदीर्घ-सन्धिः
 - २। गुणसन्धिः
 - ३। वृद्धिसन्धिः
 - ४। सन्धीनां वाक्येषु उपयोगः
 - ५। सन्धीनां अभ्यासः
5. सन्धिः (स्वरः)

Prescribed Book: Saral Sanskrit Sikshak Part I, Bharatiya Vidya Bhavan, Mumbai, 400007.

(Omitted portions: Lesson 1: Passage starting: रामो राजमणिः with the meaning.

Lesson 6,7: Passage for memory (Memorise) at the end.

Lesson 10 and Lesson 12: Full)

References:

Sanskrita Bodhini (Prathama), Sanskrita Bhasha Pracharini Sabha, Chittoor, Andhra Pradesh, 2011।

NATIONAL COLLEGE (AUTONOMOUS)
LANGUAGE COURSE PART I SANSKRIT SEMESTER II PAPER II SANSKRIT II
(For the candidates admitted from June 2019 onwards)

SYLLABUS
SUBJECT CODE: U19S2

Unit I

1. पुनश्चर्या

गतषाणमासे अभ्यस्तानाम्

2. कर्तृपदानां परिचयः

१। इकारान्तः पुल्लिङ्गः कविशब्दः
केचन समानान्त-शब्दः च।

२। सर्वनामशब्दः - तद् - स्त्रीलिङ्गे

३। इकारान्तः स्त्रीलिङ्गः मतिशब्दः,
केचन समानान्त-शब्दाः च।

४। एतेषां वाक्येषु उपयोगः, अनुवाद-अभ्यासः च।

3. क्रियापदानि

वर्तमानकालः (लट्)

१। जप्, चर, रक्ष, हस्, वम्, नम्, दह, तप्, वस्,
इच्छ, वाञ्छ, शंस, त्यज्, जल्प, निन्द, क्षिप्।

२। वाक्येषु उपयोगः, अनुवाद-अभ्यासः च।

Unit II

1. भविष्यत्कालः (लृट्) नूतनक्रियापदानि

१। अर्ज्, दण्ड्, चिन्त्, ज्वल्, तर्ज्, तर्क, तप्,
नट्।

1. नूतनकर्तृपद-परिचयः

१। इकारान्त पुल्लिङ्गः तथा स्त्रीलिङ्गपदानि
उपर्युक्त-क्रियापदानि च मिलित्वा वाक्येषु
उपयोगः

2. आत्मनेपदिनः धातवः (क्रियापदानि)

वर्तमानकाले (लट्)

१। यत्, लभ्, रम्, क्षम्, त्रप् सह, स्वद्, बाध्,
भाष्, भास्

२। पूर्वोक्त-कर्तृपदानि क्रियापदानि च वाक्येषु
उपयोगः

३। अनुवाद-अभ्यासः

3. आत्मनेपदिनः धातवः (लट् क्रियापदानि)

१। भाष्, यत्, लभ्, रम्, क्षम्, त्रप्, सह, स्वद्,
भास्

२। संवादः - अभ्यासः

Unit III

1. भूतकालः (लङ्)

- १। सर्वेऽपि धातवः वर्तमानकाले कृताः।
- २। भूतकालक्रियापदानि वाक्येषु उपयोगः।
- ३। वर्तमानकालं भूतकालं च मिश्रित्य वाक्येषु उपयोगः।
- ४। वाक्येषु उपयोगः अनुवाद-अभ्यासः च।

2. प्रेरणार्थकं क्रियापदम् (भविष्यत्) लोट्

- १। सर्वेऽपि धातवः ये वर्तमानकाले तथा भूतकाले कृताः।
- २। प्रेरणार्थकक्रियापदानि च वाक्येषु उपयोगः पूर्ववत् (मध्यमपुरुष-एकवचनमात्रम्)
- ३। अनुवाद-अभ्यासः

Unit IV

1. सन्धिप्रकरणम्

- १। यण् सन्धिः
- २। अयादिसन्धिः

2. नूतन-कर्तृपदानि (पुल्लिङ्गः)

- १। उकारान्तः पुल्लिङ्गः गुरु शब्दः
- २। समानान्त-शब्दा केचन।
- ३। उकारान्त-पदानि वाक्येषु उपयोगः
- ४। अनुवाद-अभ्यासः
- ५। संख्यावाचकपदानि १ - २५ संस्कृते।

३। नूतन-कर्तृपदानि (स्त्रीलिङ्गः)

- १। उकारान्तः स्त्रीलिङ्गः धेनु शब्दः
- २। समानान्तक-शब्दाः केचन।
- ३। उकारान्त-पदानि स्त्रीलिङ्गे उपयोगः
- ४। अनुवाद-अभ्यासः
- ५। पुल्लिङ्ग-स्त्रीलिङ्ग-पदानि मिश्रित्य वाक्येषु उपयोगः ।

4. कथालेखनम्

१। पाठ्यक्रम-अन्तर्गत-कथा

२। नूतन-कर्तृपदानि (कथा-अन्तर्गतानि)

Unit V

1. नूतन-प्रत्ययाः

१। क्तवतु प्रत्ययः- क्तप्रत्ययः

२। कर्तरि प्रयोगः कर्मणि प्रयोगः च

३। सन्नन्ताः - इच्छाप्रकृतिः(Desiderative)

2. नूतन-क्रियापदानि

१। प्रथ्, प्री, बन्द्, भूष्, मृज् (मार्ज्), युज्,

रच्, स्निह्, हिंस् (लट् परस्मैपदि, आत्मनेपदि)

२। उपरि अभ्यसित-धातु तथा प्रत्ययान् वाक्येषु
उपयोगः

३। संभाषणम् - कालिदासकृतं अभिज्ञानशाकुन्तलम्।

Prescribed Book: Sarala Sanskrit Sikshak Part II, Bharatiya Vidya Bhavan,
Mumbai 400007.

(Omitted portions: 1. Lesson 2: श्लोकाः (pages 14, 15)

2. Lesson 4, श्लोकः (page 23)

3. Lesson 10, सुभाषितानि, संस्कृत-लोकोक्तयः)

References:

1. संस्कृत-व्यवहार-साहस्री, Samskrita Bharati, Bengaluru 560085.

2. संस्कृतबोधिनी, प्रथमा, संस्कृतभाषाप्रचारिणि सभा, चित्तूर, आन्ध्रप्रदेश ५०७५०९

संवत्सरः - २०११

NATIONAL COLLEGE (AUTONOMOUS)
LANGUAGE COURSE PART I SANSKRIT SEMESTER III PAPER III SANSKRIT III
SYLLABUS
SUBJECT CODE: U19S3

Unit I

- १। पुनश्चर्या
- २। पशु-पक्षि-वृक्ष-वर्ग-शलाटुका-फल-नामानि
- ३। वाणिज्य-उपयोगि-पदानि
मापनं तोलनं च
- ५। संख्यावाचकपदानि
- ६। संवत्सरनामानि
- ७। सस्यादि नामानि
- ८। धन/धनपत्र/नाणक नामानि
- ९। इदं शब्दः - पुनपुंस्त्रीषु।
- १०। अनुवाद अभ्यासः

Unit II

- १। क्रियापदानि
लोट् लकारे परस्मैपदि, आत्मनेपदि च
- २। इतोऽपि अव्ययानि
- ३। कथालेखनप्रकारः
- ४। अनुवादः
- ५। उपसर्गाः
- ६। तेषां वाक्येषु उपयोगः

Unit III

- १। ईकारान्त-स्त्रीलिङ्गपदानि
नदी, अटवी, कौमुदी, वाहिनी, नगरी
इत्येतानि पदानि, तेषां शब्दरूपानि च
- २। क्रियापदानि, परस्मैपदिनः
- ३। आत्मनेपदिनः
- ४। उभयपदिनः
- ५। शरीर-अङ्गनामानि, भूषण-नामानि
- ६। ऋकारान्तःपुल्लिङ्ग-शब्दाः कर्तृ, पितृ,
इत्यादयः
- ७। क्रियापदानि
- ८। अनुवाद-अभ्यासः



Unit IV

- १। कृषिकर्म
- २। कृषिसंबन्धीनि उपकरणानि
- ३। अनुवाद-अभ्यासः
- ४। ल्यबन्ताः
- ५। वाक्येषु उपयोगः
- ७। विधिलिङ् (optative/potential mood)-1
- ८। परस्मैपदि आत्मनेपदि च

Unit V

- १। नकारान्तः पुल्लिङ्गः राजन् शब्दः
- २। सन्धिप्रकरणम् - पुनश्चर्या
- ३। विसर्गसन्धिः
- ४। नूतन-अव्यय-पदानि
- ५। अनुवाद-अभ्यासः
- ६। विधिलिङ् (optative/potential mood)-2
- ७। भोजनवेला - संवादः
- ८। नूतन-कर्तृ-क्रिया-अव्यय-विविध-प्रत्यय-पदानि ।
- ९। शब्दरूपाणि, धातुरूपाणि च पुनश्चर्या ।

Prescribed books: 1. Saral Sanskrit Sikshak, Part III, Bharatiya Vidya Bhavan, Mumbai 400007.

Omitted portions: 1. Lesson 9 सीतायाः स्वयंवरः

2. Lesson 11, सुभाषितानि, संस्कृत-लोकोक्तयः

References:

1. Samskrita-vyavaharasahasri, Samskrita Bharati, Bengaluru 85
2. Anqala-samskrita kosha, Samskrita Bharati, Bengaluru 85.

NATIONAL COLLEGE (AUTONOMOUS)
LANGUAGE COURSE PART I SANSKRIT SEMESTER IV PAPER IV SANSKRIT IV
SYLLABUS
SUBJECT CODE: U19S4

Unit I

- १। प्रथम-षाण्मासिक, द्वितीय-षाण्मासिक, तृतीय-षाण्मासिक-अभ्यस्तानां विषयाणां पुनश्चर्या
- २। सर्व-शब्दः त्रिषु लिङ्गेषु।
- ३। वाच् शब्दः स्त्रीलिङ्गेषु
- ४। अनुवाद-अभ्यासः
- ५। हिमालयः - रचनालेखनम्

Unit II

- १। ओकारान्तः स्त्रीलिङ्गः गो शब्दः
- २। गो-संबन्धीनि पदानि
- ३। गां अधिकृत्य लेखः
- ४। नूतन-कर्तृ-क्रियापदानि - शब्दसंग्रहः
- ५। अनुवाद-अभ्यासः
- ६। पदानां वाक्येषु उपयोगः

Unit III

- १। समासः - उपोद्घातः
- २। तत्पुरुष-समासः
- ३। कर्मधारय-समासः
- ४। बहुव्रीहि-समासः
- ५। द्वन्द्व-समासः
- ६। द्विगु-समासः
- ७। अत्ययीभाव-समासः
- ८। एकशेषसमासः

संस्कृतम् - दैनन्दिनव्यवहारः

1. संस्कृत-व्यवहारः

- १। संख्यावाचकपदानि २५ तः ५० पर्यन्तम्।
- २। बन्धुवर्गनामानि
- ३। गृहे उपयुक्तानां वस्तूनां नामानि
- ४। वासर-तिथि-पक्ष-मास-नामानि
- ५। दैवत-ग्रहाणां नामानि

UNIT IV

1. रचनात्मकं कार्यम्

- १। पत्रलेखन- उपोद्घातः, उदाहरणानि च
- २। पिता/माता - पुत्राय/पुत्र्यै
- ३। पितरं/मातरं प्रति - पुत्रः/पुत्री
- ४। मित्राय पत्रम्
- ५। पतिः/पत्नी - पत्न्यै/पत्ये

2. अनुच्छेदः

- १। दत्तं अनुच्छेदं पठित्वा उत्तरलेखनम् - प्रकारः
- २। सरल-कथायुक्तम्, सरल-गद्यांशयुक्तम् च।

3. अनुच्छेदलेखनम्

- १। दत्तानि पदानि विचित्य पञ्चवाक्येषु एकम् अनुच्छेद-लेखनम्।
- २। सरलकथा अथवा गद्यांशयुक्तम्।

4. रचनालेखनम् (पाठ्यपुस्तक-अन्तर्गतम्)

- १। सरलकथा
- २। गद्यांशः

UNIT V

1. श्रेष्ठभाषा द्रविडभाषा - अस्याः ऐतिहासिकं स्थानम्।

- १। भाषायाः स्थापनम्
- २। भाषा-समूहः
- ३। श्रेष्ठभाषायाः गुणानि।
- ४। श्रेष्ठभाषाः
- ५। भारतीय-श्रेष्ठ-भाषे - द्रविड-संस्कृते
- ६। द्रविडभाषायाः पुराणत्वम्।
- ७। द्रविडभाषां श्रेष्ठभाषा-समूहे योजयितुमान्दोलनम्।
- ८। विश्व-श्रेष्ठद्रविडभाषा सम्मेलनम् २०१०

Prescribed Book: Sarala Sanskrit Sikshak Part IV, Bharatiya Vidya Bhavan,
Mumbai 400007.

(Omitted portions:

Lesson 2: विद्याप्रशंसा, Lesson 7: लङ्कालः यदा हनुमान् प्रतिनिवृत्तः Lesson 8: रामस्य वनगमनम्
Lesson 12: नलदमयन्ती-वर्णनम् Lesson 13: किङ्करैः पश्य किं कृतम् Lesson 14: रूपाणि
Lesson 15: सुभाषितानि Lesson 17: लोकोक्तयः।)

References:

1. संस्कृतव्यवहारसाहस्री, संस्कृतभारती, बेङ्गलूरु ५६००८५।

2. संस्कृतबोधिनी (द्वितीया), संस्कृतभाषाप्रचारिणी सभा, धितूर, आन्ध्रप्रदेशः ५१७५०१।

School of Commerce

**Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)**

Part –III : Core Course I (CC I)		Semester-I
Course Title : BUSINESS ORGANISATION AND MANAGEMENT		
Course Code : U19CC1	Hours per week:5	Credit :5
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To develop basic knowledge and spirit of business organization and management

Course Outcomes(COs)

After completing this course the student will be able to

- **CO1:** Explain the basic fundamentals of the business environment, organizational theory and marketing, including capacity to recognize and use relevant terminology.
- **CO2:** Read, understand and critically evaluate the information contained in relevant academic texts.
- **CO3:** Organize and present information to a satisfactory standard in oral presentations, essays and reports.
- **CO4:** Analyze and critically evaluate case studies in at least one of the topic areas, including its relevance to course topics.
- **CO5:** Contribute to a team project in an effective manner with control processes.

UNIT I: Concept of Business(15 hours)

Concept of Business – Nature and Characteristics of Business - Objectives of Modern Business – Scope, Functions of Business— Essentials of a successful Business – Qualities of a Successful Businessman – Forms of Business Organization: Sole Trader, Partnership, LLP, One Man Company , Joined stock Company , **Co-Operative Society#**.

UNIT II: Stages of Business

(15 hours)

Concept and Stages of Business unit Promotion- **Location# -Factors influencing location***- Weber’s theory of location- Plant-Firm-Industry- Economies of Size.

UNIT III: Management

(15 hours)

Management – Meaning - Definition – Functions – Scientific Management – Henry Fayol’s Principles - **Importance*** and Levels of Management – **Managerial Roles#** and Skills – Difference between Administration and Management –Recent Paradigm Shifts.

UNIT IV: Planning and Motivation (15 hours)

Planning - Meaning – Definition – Characteristics – Objectives – Needs and **Importance of Planning*** – Types /Hierarchy of Plans – Steps in the Process of Planning – Advantages and Limitations of Planning – Essentials of a good Plan – organization –types – Organization Chart – Directing - Leadership Styles (Laissez-faire, Autocratic, Democratic, Participative), - Universal Leadership Skills in Common – Building Trust as essence of Leadership.**Motivation#:** Meaning – Definition – Types of Motives – Theories of Motivation (Content Theories: Maslow’s Need Hierarchy Theory, Herzberg’s Two Factor Theory, ERG theory and Xtheory, Y theory, and Z theory.

UNIT V: Controlling**(15 hours)**

Meaning – Definition – Control Process (Steps in Controlling) – Types of Control (Feedback, Concurrent, Feed Forward) – Process of Control – **Control Techniques#** (Budgetary and Non-Budgetary) – Problems of Control Process – Requirements of an effective Control System.

Extra Credit:

Case Study

* Self Learning

Activities : 1.Role Play 2.Field Visit 3.Chartwork

Text Books:

1. Y. K.Bhushan, Business Organisation, Sultan Chand and Sons, New Delhi -2013.(UnitI&Unit II)
2. R. B. Maheswari, Business Management, International Book House Pvt.Ltd., Mumbai – 2011.(Unit III - V)

Books for Reference:

1. C.B.Gupta, Business Organisation, Sultan Chand& Sons, New Delhi , 2013.
2. DinkarPagare, Business Organisation & Management, Sultan Chand& Sons, New Delhi ,2018.
3. P.C. Tripathy& P.N. Reddy, Principles of Management, Tata Mc Graw Hill, New Delhi ,2012.
4. R.C. Bhatia, Principles of Management, Sterling Publishers, New Delhi, 2013.
5. H .Koontz &H.Weihrich, Essentials of Management, An International and Leadership perspective, Tata McGrawHill: New Delhi ,(2012).
6. T.N.Chhabra, Business Organisation and Management, Sun India Publications: New Delhi,2015

Online Resources:

Swayam course	<ul style="list-style-type: none"> • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/389 • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module Ug.php/318
E-content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=QixeP0oy0xk • https://www.youtube.com/watch?v=rqoMeEAFxMo
Other online resources	<ul style="list-style-type: none"> • https://sol.du.ac.in/SOLSite/Courses/UG/StudyMaterial/02/Part1/BOM/English/SM-1.pdf • https://www.researchgate.net/profile/Vijay_Kaul9

Relationship Matrix for COs, POs and PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	2	1	1	1	2	2		2
CO2	2	3	3	3	1	1	2	2	2	2
CO3	2	-	2	2		1	1		2	
CO4	2	3	3	3					3	
CO5	2	3	3	3	3				3	3
AVG	2	2,2	2.6	2,6	1	0,6	1	0.8	2	1.4

Notes :1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High), — — Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part –III : Core Course II (CC II)		Semester- I
Course Title : FINANCIAL ACCOUNTING – I		
Course Code : U19CC2	Hours per week:6	Credit :6
CIA: 40 Marks	ESE : 60 Marks	Total: 100 Marks

Objective

- To provide knowledge about concepts and conventions and accounting standards.

Course Outcomes(COs)

After completing this course the student will be able to

- CO1:Develop and understand the basic concepts of financial
- CO2:State the uses and users of accounting information;
- CO3:Explain and apply accounting concepts, principles and conventions;
- CO4:Record basic accounting transactions and prepare annual financial statements; and
- CO5:Analyze, interpret and communicate the information contained in basic financial statements and explain the limitations of such statements.

UNIT I: Accounting Concept (18 hours)

Accounting – Definition- **Accounting Concepts*** and Conventions- Accounting Terms- Accounting Equation. -**Double Entry System#**- Journal - Ledger - Trial Balance - Ind. A.S. relating to Inventory, Depreciation, Cash Book. Practical: Journal, Ledger, Trial Balance.

UNIT II: Final Accounts (18 hours)

Trading A/c, Profit and Loss A/c and Balance Sheet#- Performa and Principle of Marshalling*-Adjustments: Closing stock -Outstanding Expenses Accrued Income- Income Received in Advance– Bad debts – Bad debts provisions-Depreciation-Adjustment entries.

UNIT III: Bank Reconciliation Statement and Rectification of Errors (18 hours)

Preparation of Bank Reconciliation Statement# and Rectification of Errors- Suspense Account – **Types of accounting errors***.

UNIT IV: Depreciation (18 hours)

Depreciation Meaning- **Causes***- Methods: Straight line, Written down Value, Annuity, **Sinking fund#** (Excluding changing method of Depreciation).

UNIT V: Accounts of Non-Profit Organization (18 hours)

Capital and Revenue a/c- Receipts & Payments a/c - Income and Expenditure a/c – Accounts of **Non-Profit organization#** - Tally package - Salient features – **Benefits and significance***, Group– Ledger – Inventories – Cost center.

Extra Credit:

Case Study

* Self Learning

Activities : 1. Annual Report Collection 2.Chart Preparation 3.Create a company using

Tally

Text Book

1. S.P.Jain and K.L.Narang, Financial Accounting, Kalyani Publications, Ludhiana - 2014

Books for Reference

1. T.S. Reddy and Y. Murthy, Financial Accounting, Margham Publications, Chennai-17. – 2018.
2. S.N.Maheswari, K.SoneelMaheswari, Financial Accounting, Vikas Publishing House, New Delhi – 2012.
3. M.C. Shukla, T.S.Grewal, S.P.Gupta, Advanced Accounts, S.Chand&Co.Sons, New Delhi – 2019.
4. DalstonL.Cecil, JenitraL.Merwin, Financial Accounting, Learn tech Press Publisher,Trichy – 2010.
5. S.N.Maheswari, &S.K.Maheswari,Advanced accountancy. Vikas, New Delhi: - 2017.
6. M.C.Shukla, &T.S.Grewal ,Advanced accountancy , S. Chand ,New Delhi - 2017.
7. R.L.Gupta&Radhaswamy, MFinancial Accounting. Sultan Chand & Sons.2017.
8. Jain &Narang. Advanced Accountancy. Kalyani ,Mumbai,New Delhi: - (2016).

Marks Scheme

Section A (1*10=10)Marks	Section B (5*4=20)Marks	Section C (3*10=30)Marks
1 to 10 Multiple choice questions	11(a)Theory 11(b)Problem 12(a)Theory 12(b)Problem 13(a)Problem 13(b)Problem 14(a)Problem 14(b)Problem 15(a)Problem 15(b)Theory	Questions 16 to 20 Problems only

External Theory Exam: 60 Marks Practical Note:5 Marks Oral Viva : 10 Marks

Total : 75 Marks (Theory 60 + Practical 15)

Online Resources:

Swayam Course	<ul style="list-style-type: none"> • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/249 • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/194
E-Content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=SUQMUC3Z3vs • https://www.youtube.com/watch?v=-cw01owYOUY
Other online resources	<ul style="list-style-type: none"> • http://www.ddegjust.ac.in/studymaterial/bba/bba-104.pdf • https://sol.du.ac.in/solsite/Courses/UG/StudyMaterial/02/Part1/FA/English/SM1.pdf

Relationship Matrix for COs, POs and PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	2			1	2	2		2
CO2	1	1	1			1	1			
CO3	2	2	2			1	2	2		2
CO4	2	3	3	3	3		2	2		3
CO5	2	3	3	3	3				3	3
AVG	1.8	2.2	2.2	1.2	1.2	0.6	1.4	1.2	0.6	2

Notes :1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High), — — Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part :III : Allied Course :I (AC 1)	Semester : I	
Course Title : PC-PACKAGE		
Course code : U19ACC1TP	Hours per week: 5	Credit : 3
Theory 60 Marks (External 45 marks, Internal 15 Marks)		Total: 100 Marks
Practical: 40 Marks (External 30 marks, Internal 10 marks)		

Objectives

- This course is designed to use the basic features of Word, Excel, Access, and PowerPoint, and to integrate data between the applications.

Course Outcomes(COs)

After Completing this course student will be able to

- **CO1:** Develop the knowledge in computer Applications.
- **CO2:** Use the documents to Create ,Edit, Save and Print.
- **CO3:** Compile information in Ms-Excel in preparing worksheets, charts, MS Power Point and creating presentation.
- **CO:4** Focus on Preparing Bio-Data, Mail Merge for enabling Organisation opportunities.
- **CO: 5** Compile information sources on entering information in Excel worksheet, Powerpoint and creating slide show presentation.

Unit I :Introduction

(15 hours)

Introduction to Computers – Definition - **Characteristics of Computers** - Areas of Application - IPO Cycle - Components of Computer Memory and Control Units - Input and Output devices - Hardware and Software - Operating Systems.

Unit II :MS Documents

(15 hours)

MS-Word: Creating Word Documents - Creating Business Letters using Wizards – Editing Word Documents - Inserting Objects - Formatting documents - Spelling and Grammar check – Word Count, Thesaurus, Auto Correct - **Working with tables** - Saving, Opening and closing documents - Mail Merge.

Unit III :MS-Excel

(15 hours)

MS-Excel: Introduction to Spread Sheets - Entering and Editing text, Numbers and Formula - Inserting rows and Columns – Building Worksheets - Creating and formatting charts - Application of Financial and Statistical functions - MS Power Point: **Creating a simple presentation** - Creating inserting and deleting slides - Saving a Presentation.

Unit IV:MS Word**(15 hours)**

Word - **Preparation of Bio-data** – Creating Greeting Card – Bullets and Numbering – Tables– Mail merge.

Unit V:Excel-PowerPoint**(15 hours)**

Excel – Entering information in Worksheet – Sum functions – Mark list – Align data cells – PowerPoint – Simple presentations – **Creating slide show** – Animation.

Extra Credit:

Case Study

* Self Learning

Activities: Quiz,Creating Greeting Cards, Make Simple Presentation.

Text Books:

1. S.V.Srinivasa Vallabhan, Computer Application in Business-Sultan Chand and Sons,New Delhi.

Books for Reference:

1. K. Mohan Kumar, Computer Application in Business
2. E.D.Jonesan Derek- Microsoft Office for Windows Sutton Publication.
3. Sanjay Saxena , MS Office 2000 - Vikas Publishing House.
4. TD Malhotra, Computer Application In Business Kalyani Publications.
5. Taxali, Software for Windos made Simple Tata Mc Graw Hill Publishing company ltd.

Semester – I**PC-PACKAGE****PRACTICAL 40 Marks (External 30 marks, Internal 10marks)****MS-Word**

1. Preparation of Bio-data
2. Prepare a Greeting card
3. Apply Bullets & Numbering
4. Create an invitation letter using Mail Merge

MS-Excel

5. Create a Mark list
6. Applying Built-in Functions
7. Sorting & Filtering Data
8. Creation of Chart

MS-PowerPoint

9. Create a PowerPoint Presentation
10. Prepare a Slideshow with Animation effects

Online Resources:

Swayam course	
E-content	<ul style="list-style-type: none"> • https://www.slideshare.net/HimanshuGupta22/fundamental-of-computers-postal-deptt • https://www.schooltube.com/media/Microsoft+Word+Tutorial/1_2zqi4nrv • https://www.schooltube.com/media/Video+Tutorial/+Microsoft+Word+Tutorial+1+1_9r7s55cy • https://www.schooltube.com/media/Video+Tutorial/+Microsoft+Word+Tutorial+1+1_9r7s55cy
Other online resources	<ul style="list-style-type: none"> • https://www.dce.kar.nic.in/new%20files/Excel%20Tutoria9-10-07.pdf • https://www.dce.kar.nic.in/new%20files/Chapter4-9-07.pdf • https://www.dce.kar.nic.in/new%20files/Session_2_classification%20of%20digital%20computers.pdf

Relationship Matrix for COs,POs,PSOs.

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	2				2	2		2
CO2		3	3	3	3					3
CO3	2	3	3	3	3				2	3
CO4	2		2	2					2	
CO5	2	3	3	3	3				2	3
AVG	1.6	2.2	2.6	2.2	1.8		0.4	0.4	1.2	1.8

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High)

*|| -Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part –III : Core Course III(CC-III)		Semester-II
Course Title :BUSINESS STATISTICS		
Course Code : U19CC3	Hours per week:5	Credit :4
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To develop the ability to deal with numerical and quantitative values.

Course Outcomes (COs)

After completing this course the student will be able to

- **CO1:**Acquire the conceptual knowledge of statistical tools
- **CO2:**Understand the concepts and enable to use them in business performance
- **CO3:**Critically discuss the issues in sampling
- **CO4:**Solve a range of problems using techniques
- **CO5:**Evaluate using statistical data

UNIT I: Introduction to Statistics (15hours)

Statistics-Definition – Characteristics – **Importance*** – Scope - Limitations - Sources of data-Primary and Secondary - Classification and Tabulation of Data - Diagrams and Graphs – Types - Uses - Measures of Central Tendency - **Mean Median, Mode#** - Geometric and Harmonic Mean - Weighted Arithmetic Mean.

UNIT II: Measures of Distribution (15hours)

Range - Quartile Deviation, Mean Deviation, Standard Deviation - Coefficient of Variation.

UNIT III: Measures of Skewness (15hours)

Measurement of Skewness - Karl Pearson’s and Bowley Methods – Correlation - Types and **Uses***- Karl Pearson’s co-efficient of correlation Spearman’s **Rank Correlation#** Coefficient - Method of Concurrent Deviation.

UNIT IV: Correlation &Regression(15hours)

Simple Regression – **Uses*** - Regression Coefficients and Regression Equations - **Time Series Analysis#** – Components - Fitting a Straight Line by Method of Least Squares - Moving Average Method.

UNIT V: Index Numbers (15hours)

Index Numbers-**Uses*** - Types of Price Index - Laspeyre’s, Paasche’s, Bowley’s and Fisher’s Ideal Index methods - Time Reversal Test - Factor Reversal Test - Problems on Index Numbers.

Extra Credit:

Case Study

* Self Learning

Activities : 1.Data Collection 2.Chart 3.Quiz

Text Book:

1. P.R. Vittal., Business Statistics, Margham Publication, Chennai, 2011

Books for Reference:

1. Dr.R.Ramachandran and Dr.R.Sreenivasan, Business Statistics, Sriram Publications, Trichy, 2017.
2. D.C. Sancheti, and V.K. Kapoor, Statistics, Sultan Chand and Sons, New Delhi, 2012.
3. Chikkodi and Satyaprasad, Business Statistics, Himalaya Publishing House, Mumbai, 2017.
4. P.A. Navaneetham, Business Tools for Decision making, Jai Publishers, Trichy, 2017.
5. S.C. Gupta, Fundamentals of Statistics, Himalaya Publishing House, Mumbai, 2012.

Marks Scheme

Section A (1*20=20Marks)	Section B (5*5=25Marks)	Section C (3*10=30Marks)
1 to 20 Multiple Choice Questions	21(a)Theory 21(b)Problem 22(a)Theory 22(b)Problem 23(a)Problem 23(b)Problem 24(a)Theory 24(b)Problem 25(a)Theory 25(b)Theory	26 Theory question. Questions 27 to 30 Problems only.

Online Resources:

Swayam Course	<ul style="list-style-type: none"> • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/227
E-Content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=NDO9SzxR3Vg • https://www.youtube.com/watch?v=d5aHrXH9Z50
Other online resources	<ul style="list-style-type: none"> • https://www.pdfdrive.com/business-statistics-e23260267.html • https://gurukpo.com/Content/B.Com/Business_Statistics(B.Com)P-1.pdf

Relationship Matrix for COs, POs and PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	2	1		1	2	2		2
CO2	2	2	2	1		1	2	2		2
CO3	3		3	3					2	
CO4		3	3	3	3					3
CO5		3	3	3					3	
AVG	1.4	2	2.6	2.2	.6	.4	.8	.8	1	1.4

Notes: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High) — — Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part :III : Allied Course :II (AC II)		Semester : II
Course Title : INTERNET AND DESIGNING TOOLS		
Course code : U19ACC2TP	Hours per week: 6	Credit : 3
Theory 60 Marks (External 45 marks, Internal 15 Marks)		Total: 100 Marks
Practical: 40 Marks (External 30 marks, Internal 10 marks)		

Objective

- To facilitate an understanding of internet and how to apply in business.

Course Outcomes(COs)

- After Completing this course student will be able to
- **CO:1** Develop in-depth knowledge of the basics of Page Maker, Tools, Slecting Multiple Elements, Grouping and Ungrouping, Importing Graphics.
 - **CO:2** Understanding different file formats using the Toolbox, Custom Settings, Saving Files in TIFF and JPEG format.
 - **CO:3** Enable the students to work on Internet, Web Pages, Websites and Modems
 - **CO:4** Compile information of Internet service providers, Internet programs, applying Frames,Priniting.
 - **CO:5** Demonstrate the use E-mail and Voice mail also to create the e-mail address ,Net meetings.

Unit I: Introduction

(18 hours)

The Basics: Introduction - The PageMaker Screen. Working with a Publication: New Publication – Opening a Publication from Disk – Inserting/Removing Pages – Saving a Document – Closing a Document. The Drawing Tools: Lines – Boxes, Ellipses, Polygons – Selecting, Deleting, Moving, Resizing Elements – Selecting Multiple Elements – Grouping & Ungrouping – Using Fill and Line – **Cut, Copy and Paste** – Paste Multiple – The Rotation Tool. Importing Graphics: The Place Command – The Cropping Tool – The Text Tool – Master Pages.

Unit II: The Working Environment

(18 hours)

The Working Environment: The Photoshop Screen Environment– Using the Toolbox – Document and Scratch Sizes – Saving and Loading Custom Settings. Opening and Saving Files: Saving Files – TIFF Format – JPEG Format – **Creating a New File**–Getting Started with Images –Layers.

Unit III: Introduction to Internet

(18 hours)

Introduction to Internet –History of Internet – **Uses of Internet** – Connection to the Internet – Web Page – Web Pages from Server – Web Sites – Modem - ISDN, ADSL, CABLE Modems.

Unit IV: Internet Service Providers**(18 hours)**

Internet service providers – Dialer Programs and Internet programs – Internet Explorer – Netscape – Frames – Several Windows – **Printing**.

Unit V: E-Mail**(18 hours)**

E-Mail and Voice mail – **Creating e-Mail Address** – Net Meetings – Tool Bar.

Extra Credit:

Case Study

* Self Learning

Activities: Quiz

Text Books:

1. Scott Basham, Page maker in easy steps, Dreamtech Press. Unit I:

Chapters: 1 – 5, 8.

Books For Reference :

1. Robert Shufflebotham, Photoshop 5/5.5 in easy steps Dreamtech Press. Unit II:

Chapters: 2, 3, 9.

2. S.V.Srinivasa Vallabhan. Computer Application in Business Sultan Chand and Sons,

New Delhi. Unit III: Chapters: 5.1 – 5.4, 5.6 – 5.9, 5.11, Unit IV: Chapters: 5.12 – 5.15,

5.17 – 5.19, Unit V: Chapters: 5.20 – 5.23

INTERNET AND DESIGNING TOOLS**PRACTICAL 40 Marks (External 30 marks, Internal 10 marks)****PAGE MAKER**

Typing a Bio-Data

Designing a Visiting Card

Advertisement notice

PHOTOSHOP

Changing the Resolution

Cropping, Rotating

Different Selection Tools

Multiple layers of Image

INTERNET

Creating of E-Mail account.

Searching in Web

Visiting Business Place and Tourism.

Online Resources:

Swayam course	
E-content	<ul style="list-style-type: none"> • https://www.slideshare.net/marivic_sapanta_manlagnit/internet-and-url • https://www.slideshare.net/munibabukhari/fundamentals-of-internet-and-world-wide-web
Other online resources	<ul style="list-style-type: none"> • http://www.vijaybschool.org/assets/fundamentals-of-internet-and-web-technologies_ver1.pdf • https://www.just.edu.jo/~mqais/cis99/PDF/Internet.pdf • https://www.indianhills.edu/~myhills/courses/CSC110/documents/lu02_basics.pdf

Relationship Matrix for COs,POs,PSOs.

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	2				2			
CO2	1	1	1	1		1	1			
CO3		1	1	1		1				
CO4	2	3	3	3	3				2	3
CO5	1	1	1	1		1	1			
AVG	1.2	1.6	1.6	1.2	0.6	0.6	0.8		0.4	0.6

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High)

*| -Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part :III : Allied Course :III (ACC II1TP)		Semester : II
Course Title : PROGRAMMING IN C		
Course code : U19ACC3TP	Hours per week: 5	Credit : 3
Theory 60 Marks (External 45 marks, Internal 15 Marks)		Total: 100 Marks
Practical: 40 Marks (External 30 marks, Internal 10 marks)		

Objective

- To develop the students to an extensive study of the C programming language.

Course Outcomes(COs)

After Completing this course student will be able to

- **CO:1** Understand the fundamentals in C programming, Data Types, Operation and Expressions.
- **CO:2** Demonstrate the control statements like Managing Input and Output Operations as well as decision making and looping.
- **Co:3** Illustrate the concepts of functions, Arguments and no return values-arrays and String handling Functions.
- **CO:4** Express the Adding two Numbers ,Order of using Arrays.
- **CO:5** Formulate the students to Sorting the names in Alphabetical Order, Matrix operations, Functions.

UNIT I : Introduction

(15 hours)

History of C – Importance of C – Basic structure of C Program – **Data types** – Declaration of variables – Declaration of storage class - Operators and Expressions

UNIT II: Input and Output Operations

(15 hours)

Managing Input and Output operations – Decision making and branching (IF, IF-ELSE, ELSE – IF Ladder, SWITCH, GOTO) - **Decision making and looping** (WHILE, DO – WHILE, FOR, BREAK and CONTINUE).

UNIT III : Functions

(15 hours)

User-defined Functions: Introduction, Elements of User-defined Functions – Definition of functions – Return values and their types – Function call – **Function declaration** – Category of functions – No arguments and no return values – Arguments but no return values - Arguments with return values – No arguments but return a value – Functions that return multiple values – Recursion – The scope, visibility and lifetime of variables – Arrays – Passing arrays to functions – Table of strings – String handling functions.

PRACTICAL

Unit IV: Number Calculation

(15 hours)

Adding two numbers (all cases) - Ascending and Descending order of numbers using arrays (use it to find the largest and smallest numbers).

Unit V: Matrix Operations

(15 hours)

Sorting of names in Alphabetical order- Matrix operations (Addition, Subtraction and Multiplication) - Use functions.

Extra Credit:

Case Study

* Self Learning

Activities: Quiz, Group Discussion

Text Book:

1. E. Balagurusamy, -Programming in C -,Tata McGraw Hill Publications, 4th Edition(Unit I ,II,III)

Books for Reference:

- 1 Byron S. Gottfried, -Programming with C++, Schaum's outline series, Tata McGraw Hill Publications, 2nd Edition,
- 2 Mullish Cooper, -The Spirit of C-,Schaum's Outline Series, Tata McGraw Hill Publications, 4th Edition,
- 3 T. Jeyapooan, -A first course in Programming with C-, Vikes Publishing House Pvt. Ltd, New Delhi.

Semester- II

Hours: 2

U16ACCIITP

PRACTICAL 40 Marks (External 30 marks, Internal 10marks)

Programming in C Lab

1. Arithmetic Operations (Addition, subtraction, Multiplication & Division)
2. Control Structures.
3. Arrays.
4. Functions.

Online Resources:

Swayam course	
E-content	<ul style="list-style-type: none">• https://www.slideshare.net/gauravjuneja11/c-language-ppt• https://www.slideshare.net/dwivedi2512/introduction-to-c-programming

	<ul style="list-style-type: none"> • https://www.slideshare.net/amraldo/introduction-to-c-programming-7898353 • https://www.youtube.com/watch?v=-CpG3oATGIs
Other online resources	<ul style="list-style-type: none"> • https://www.vssut.ac.in/lecture_notes/lecture1424354156.pdf • https://www.unf.edu/~wkloster/2220/ppts/cprogramming_tutorial.pdf • http://www-personal.acfr.usyd.edu.au/tbailey/ctext/ctext.pdf

Relationship Matrix for COs,POs,PSOs.

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	1	1		1	1			
CO2	1	1	1	1		1	1			
CO3	2		2	2		1			2	
CO4		1	1	1		1	1			
CO5		3	3	3	3					3
AVG	1	1.2	1.6	1.6	0.6	0.8	0.6		0.4	0.6

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High)

*|| -Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part :IV : Skill Based Elective : I		Semester : II
Course Title : INTRODUCTION TO MARKETING		
Course code : U19SCC1	Hours per week: 2	Credit : 2
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objectives

- To impart the knowledge and meaning of Marketing and also to understand the various pricing methods and marketing research.

Course Outcomes(COs)

After Completing this course student will be able to

- **CO1:** Understand the concepts of marketing, functions, warehousing and packaging.
- **CO2:** Analyse the buying behaviour ,motives, introduction to new product and product life cycle.
- **CO3:** Demonstrate the pricing methods and strategies.
- **CO4:** Remember the pricing methods and sales promotion.
- **CO5:** Examine the students in marketing research.

Unit I : Introduction

(06 hours)

Definition and meaning of marketing- Marketing and selling – Marketing functions- Buying –Transportation – # **Ware housing** – Standardization – Grading – * **Packaging**.

Unit II : Buying Behaviour

(06 hours)

Buyer’s behaviour – Buying motive – Market segmentation – Market strategies – Product development, introduction of new product- # **branding**- packing, brand loyalty-***product life cycle**.

Unit III : Pricing Methods and Strategies

(06 hours)

Pricing methods and strategies – Physical Distribution – ***Whole seller and retailer** – Services rendered by them.

Unit IV :Promotional Methods

(06 hours)

Promotional methods – Advertising – Publicity – # **Personal selling** – * **Sales promotion**.

Unit V: Marketing Research

(06 hours)

Marketing Research – Importance of marketing decision – ***Interactive marketing** – Use of internet- On line action.

Extra Credit:

Case Study

* Self Learning

Activities : Quiz, Collection of Data.

Text Books :

1. Marketing Rajan Nair, Marketing , Sultan Chand Company

Books for Reference:

1. Sherlekar, Marketing Management

Online Resources:

Swayam course	
E-content	<ul style="list-style-type: none"> • https://www.slideshare.net/gajjellishivaprasad/marketing-ppt-7795664 • https://www.slideshare.net/AvinashAvi3/marketing-ppt-10561498 • https://www.slideshare.net/dhanulachu1419/buyer-behaviour-28158913 • https://www.youtube.com/watch?v=i1xz5Kv-7VY
Other online resources	<ul style="list-style-type: none"> • http://mpbou.edu.in/slm/mba1p6.pdf • http://cms.sinhgad.edu/media/365810/sample%20notes%20of%20basics%20of%20marketing.pdf

Relationship Matrix for COs,POs,PSOs.

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	1	1		1	1			
CO2			2	2					2	
CO3	1	1	1	1		1	1			
CO4		1	1	1		1				
CO5		1	1	1		1				
AVG	0.4	0.8	1.2	1.2		0.8	0.4		0.4	

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High)

*|| -Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part –III : Core Course IV (CCIV)	Semester : III	
Course Title :FINANCIAL ACCOUNTING - II		
Course Code : U19CC4	Hours per week:4	Credit : 4
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To understand the concept of partnership accounts and allocation of common expenses and incomes while preparing Departmental accounts.

Course Outcomes(COs)

After completing this course the student will be able to

- **CO1:**Paraphrase on Partnership Accounts
- **CO2:**Evaluate Partnership form dissolution and sale of firm to a company
- **CO3:**Summarize on branch and Departmental accounts
- **CO4:**Formulate the expenses on consignment and joint ventures
- **CO5:** Solve Royal account and Hire Purchase system.

UNIT I: Partnership Account I(12 hours)

Partnership Accounts# - Division of profit – Admission - Retirement – Limited Liability Partnership - Past adjustment and guarantee.

UNIT II: Partnership Account II(12 hours)

Death of a partner - Dissolution of a firm – Piecemeal distribution – Garner Vs Murray – **Insolvency of a partner#** – Sale of firm to a company.

UNIT III: Branch &Departmental Accounts (12 hours)

Branch accounts –Dependent Branches - Debtors system - Stock and Debtors System- Departmental Accounts- Departmental accounts - **Basis of Allocation of Expenses*** - Inter Departmental Transfer at cost and invoice price - Departmental Trading, Profit & Loss Account.

UNIT IV: Consignment and Joint venture(12 hours)

Consignment#– Meaning-Features - Distinction between Sale and consignment – Account sales - Recurring expenses - Non- Recurring expenses – Accounting treatment for consignment Transactions – Journal entries in the books of Consignors and consignee. Joint venture – Meaning – Features – **Difference between joint venture and consignment*** – Accounting for joint ventures – Journal entries - Complete record method – Partial record method – Conversion of consignment into Joint venture.

UNIT V: Royalty accounts and Hire purchase system(12 hours)

Royalty Accounts – Preparation of Royalty table – Journal & Ledger in the books of Lessor and Lessee – **Hire purchase#** accounts – Meaning – Calculation of Interest – Cash price – Accounting for H.P. under Asset Purchase Method – Default and Repossession (Full) – **Difference between H.P. and Installment System*.**

Extra Credit:

Case Study

* Self Learning

Activities : 1.Quize 2.Form Collection 3.

Text Book:

1. Advanced Accountancy R.L.Gupta & M.Radhasamy Sultan Chand & Sons, New Delhi 2010
16th edition

Reference Book:

1. S.P.Jain & K.L.Narang, Advanced Accountancy, Kalyani Publishers, Mumbai, 2011, 18th edition.
2. T.S.Reddy & A.Murthy, Financial Accounting, Margham Publications, Chennai, 2011, 6th edition.
3. S.M. Maheswari & S.K. Maheswari, Advanced Accountancy, Vikas Publishing House, New Delhi, 2009, 6th edition.
4. M.C. Shukla, T.S. Grewal & S.C. Gupta, Advanced Accounts, Sultan Chand & Sons, New Delhi, 2008, 15th edition.
5. Dalston L. Cecil & Jenitra L. Merwin, Financial Accounting, Learn Tech Press, 2015, 1st edition.

Marks Scheme

Section A (1*20=20 Marks)	Section B (5*5= 25 Marks)	Section C(3*10=30Marks)
Questions 1 to 20 MQuestions only	21a) Theory 21 b) Problem 22a) Problem 22b) Problem 23a) Problem 23b) Problem 24a) Problem 24 b) Problem 25 a) Theory 25b) Problem	Questions 26 to 30 Problems only

Online Resources:

Swayam course	<ul style="list-style-type: none"> • http://ugcmooocs.inflibnet.ac.in/ugcmooocs/view_module_ug.php/249 • http://ugcmooocs.inflibnet.ac.in/ugcmooocs/view_module_ug.php/194
E-content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=69yMm8NLUlo • https://www.youtube.com/watch?v=vQU_mf-NFNU • https://www.youtube.com/watch?v=FL4OUbNryt4
Other online resources	<ul style="list-style-type: none"> • https://sol.du.ac.in/solsite/Courses/UG/StudyMaterial/02/Part1/FA/English/SM-1.pdf • http://ebooks.lpude.in/commerce/bcom/term_2/DCOM104_FINANCIAL_ACCOUNTING_II.pdf • https://www.msuniv.ac.in/Download/Pdf/eaf4bdb79de9428

Relationship Matrix for COs, POs and PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	1			1	1			
CO2	1	3	3	3		1	1		3	
CO3	2	3	3	3			2	2	3	2
CO4		3	3	3	3					3
CO5		3	3	3	3				3	3
AVG	.8	2.6	2.6	2.4	1.2	.4	.8	.4	1.8	1.6

Notes : 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High), — — Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part –III : Core Course V (CC-V)		Semester - III
Course Title :BUSINESS COMMUNICATION		
Course code : U19CC5	Hours per week: 5	Credit : 5
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To understand techniques of effective communication, make aware about barriers to communication with ethical context.

Course Outcomes(COs)

After completing this course the student will be able to

- **CO1:** Apply business communication theory to solve workplace communication issues.
- **CO2:** Demonstrate the communication skills required in the business.
- **CO3:** Understand complex ideas in written communication formats.
- **CO4:** Express complex ideas accurately for claims, complaints and adjustments.
- **CO5:** Manage resources effectively and efficiently for better presentation.

UNIT – I: Introduction

(15 hours)

Communication – Importance of communication in Business- Objectives of Communication - Process of Communication - Principles of Communication -Barriers to Communication – Media of communication- Written Communication- Oral Communication- Face to Face Communication-Visual Communication-**Audio Visual Communication#** - Speeches- Importance- **Features of a good speech.***

UNIT-II: Types of Communication and Letters

(15 hours)

Types of communication - Upward Communication-Downward Communication- Horizontal Communication – Grapevine- The art of listening-Principles of good listening - **Internet and its uses– E-mail – Advantages*** - Business Communication- Commercial correspondence - Kinds of Business letters – Features of a good business letter - Layout of a business letter – **Commercial terms and abbreviations#.**

UNIT III:Enquiries and Replies(15 hours)

Letters of Enquiry – replies, **offers and quotations*** – orders – execution – cancellation.

UNIT – IV: Sales Letter(15 hours)

Claims, Complaints and Adjustments* – Circular letters - Sales Letters - Collection letters.

UNIT – V: Reports(15 hours)

Application for jobs* – **Bank Correspondence#** -Business reports – Importance- Characteristics of a good report – Types of business reports – Precis writing

Extra Credit:

Case Study

* Self Learning

Activities: 1. Collect various types of communication letters 2.Role play

Text Book:

1. Rajinder Pal and KorlaHalli , Business Communication , Sultan Chand & Sons, New Delhi, 2011

Books for Reference:

1. Sharma and Krishna Mohan, Business Correspondence and Report Writing, Tata McGraw Hill, Mumbai, 2017
2. M.S. Ramesh and Pattenshetty, Effective Business English and Correspondence, R.Chand & Company , Delhi, 2015
3. Bovee, and Thill, Business Communication Today, Pearson Education, 2016
4. Lesikar, R.V. & Flatley, M.E. Kathryn Rentz; Business Communication Making Connections in Digital World, 11th ed., McGraw Hill Education, 2015
5. Shirley Taylor, Communication for Business, Pearson Education, 2014
6. Locker and Kaczmarek, Business Communication: Building Critical Skills, TMH 2015

Online Resources:

Swayam course	<ul style="list-style-type: none"> • https://onlinecourses.swayam2.ac.in/imb20_mg12/preview • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/196
E-content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=G-8SzY9IT5o • https://www.youtube.com/watch?v=y3jaTpT3l4c • https://www.youtube.com/watch?v=akfatVK5h3Y
Other online resources	<ul style="list-style-type: none"> • https://www.geektonight.com/business-communication-pdf-notes/ • https://bbamantra.com/business-communication-introduction/ • http://www.rapodar.ac.in/pdf/elearn/Business%20Communication%20Semester%20I%20notes.pdf

Relationship Matrix for COs, POs and PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	3			2	2		2	
CO2	2	3	2		1		3	3		1
CO3	2	1	3			1	2	3		
CO4	1		3	3	2				3	3
CO5	2			2	3	2		3		3
AVG	2.00	1.2	2.2	1.00	1.2	1.00	1.4	1.8	1.00	1.4

Notes : 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High), — — Indicates there is no correlation

School of Commerce

**Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)**

Part :III : Allied Course :4 (AC- IV)		Semester : III
Course Title : PROGRAMMING IN C++		
Course code : U19ACC4TP	Hours per week: 5	Credit : 3
Theory 60 Marks (External 45 marks, Internal 15 Marks)		Total: 100 Marks
Practical: 40 Marks (External 30 marks, Internal 10 marks)		

Objective

- To get a clear understanding of object-oriented concepts and oriented programming through C++

Course Outcomes (COs)

After Completing this course student will be able to

- **CO:1** Develop the knowledge on Object Oriented Concepts, Applications, Structure of C++ Program, Basic Data Types, Declaration of Variables.
- **CO:2** Understand the ideas of Function, Default Arguments, Array of Objects.
- **CO: 3** Demonstrate the developments of Constructors and Destructors, Operator Overloading.
- **CO:4** Examine the role of Single, Multilevel, Multiple, Hierarchical, Hybrid Inheritance and extending the classes.
- **CO:5** Compile the knowledge of working on files, File stream operations, Opening and closing the files, File Modes.

UNIT I : Introduction

(15 hours)

Principles of Object Oriented Programming – Software Evolution – Basic Concepts of Object Oriented Programming – Benefits of OOP – Applications of OOP – Structure of C++ Program – Tokens – Keywords – Identifiers and Constants – Basic Data Types – User Defined Data Types – Derived Data Types – **Declaration of Variables** – Operators – Manipulators – Expressions and their types – Control Structures.

UNIT II: Functions

(15 hours)

Functions – The Main Function – Function Prototyping – Call by Reference – Return by Reference – Inline Functions – Default Arguments – Function Overloading. Classes and Objects: Specifying a Class – **Defining Member Functions** – Arrays within a Class– Array of Objects – Friendly Functions – Returning Objects.

UNIT III: Constructors and Destructors:

Constructors and Destructors: Constructors - Parameterized Constructors – Multiple Constructors in a Class – Copy Constructors – Destructors – Operator Overloading: Defining

Operator Overloading – Overloading Unary Operators – **Overloading Binary Operators** –
Overloading Binary Operators using Friends – Rules for Overloading Operators.

UNIT IV: Inheritance (15 hours)

Inheritance: Extending Classes – Defining Derived Classes – Single Inheritance –
Multilevel Inheritance – **Multiple Inheritance** – Hierarchical Inheritance – Hybrid Inheritance.

UNIT V : Working with Files (15 hours)

Working with Files: Classes for File Stream Operations – **Opening and Closing a File** –
Detecting End-of-file – More about Open(): File Modes .

Extra Credit:

Case Study

* Self Learning

Activities: Quiz

Text Books:

1. Balagurusamy, Programming in C++ (4th edition)

Books For Reference :

1. Robert Lafore , Object oriented C++ programming., Galgotia Publications. **UNIT 1:**
Chapters: Chapter 1 (1.2, 1.5, 1.6, 1.8) Chapter 2 (Section 2.6), Chapter 3 (3.1 – 3.7,
3.10,3.13, 3.16, 3.24),**Unit II** :Chapters: Chapter 4 (4.2 - 4.7, 4.9) Chapter 5 (5.3,
5.4, 5.9, 5.13, 5.15, 5.16), **Unit III** :Chapters: chapter 6 (6.2 - 6.4, 6.7, 6.11) chapter7
(7.2 – 7.5, 7.7), **UNIT IV** :Chapter 8 (Sec 8.1 – 8.3, 8.5 - 8.8), **Unit V** Chapter: 11
(11.2 – 11.5)

Semester – III

U16ACC4TP

PROGRAMMING IN C++ (PRACTICAL)

PRACTICAL: 40Marks (External 30 marks, Internal 10marks)

COURSE OBJECTIVES

- ✓ The course is given hands-on experience on C++ programming and improves the practical skill set.
- ✓ This course is established the beginners to build up the logic for the given problem recognize and understand the Object oriented Concepts.

COURSE OUTCOMES

1. Upon successful completion of this lab Course, student will be able to
2. Describe about the object oriented concepts.
3. Discuss the execution of the C++ program using classes and objects.
4. Develop the knowledge on Member functions.
5. Demonstrate Constructor, Operator Overloading and Inheritance.
6. Demonstrate the control statements like decision making and looping to solve problems

associated with conditions and repetitions.

7. Describe the File handling.
8. Understand the Inheritance concepts.

Practical Programs

1. Arithmetic Operators.
2. Control Structures.
3. Classes and Objects.
4. Arrays
5. Functions.
6. Constructor.
7. Files.

Online Resources:

Swayam course	
E-content	<ul style="list-style-type: none"> • https://www.slideshare.net/THOORYAVANV/c-overview-ppt-72294760 • https://www.slideshare.net/geeeeeet/overview-of-c • https://www.youtube.com/watch?v=Rub-JsjMhWY • https://www.youtube.com/watch?v=zI203Xj26AI
Other online resources	<ul style="list-style-type: none"> • http://www.lmpt.univ-tours.fr/~volkov/C++.pdf • https://www.mimuw.edu.pl/~mrp/cpp/SecretCPP/O%27Reilly%20-%20Practical%20C++%20Programming.pdf • http://vergil.chemistry.gatech.edu/courses/C++/C++-tutorial-pt2.pdf • http://atlas.physics.arizona.edu/~kjohns/downloads/Francois_Fleuret_-_C++_Lecture_Notes.pdf

Relationship Matrix for COs,POs,PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	2	2	1		1	2	2		2
CO2	1	1	1	1		1	1			
CO3	1	1	1	1		1	1			
CO4		1	1	1		1				
CO5	2	3	3	3	3		2	2		3
AVG	1	1.6	1.6	1.4	0.6	0.8	1.2	0.8		1

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High)

*|| -Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part :IV : Skill Based Elective Course: (SBECII)		Semester : III
Course Title : OFFICE MANAGEMENT		
Course code : U19SCC2	Hours per week: 2	Credit : 2
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objectives

- To develop the students to an extensive study on Office Management.

Course Outcomes(COs)

After Completing this course student will be able to

- **CO1:** Understand the Meaning,Functions of Office Management.
- **CO2:** Enable the students to understand the Office Organisation,Characteristics,types and the functions of Office Administrator.
- **CO3:** Analyse the importance and essentials of Office Record and filing methods.
- **CO4:** Compile information on Office Communication,Report writing and Mailing.
- **CO5:** Explain the meaning ,Principles of Form Letters and types of Report Writing.

Unit I : Meaning

(06 hours)

Office Management – Meaning – ***Elements of Office Management – #Functions of Office Management**

Unit II: Office Organization

(06 hours)

Office organization – Definition, Characteristics and steps- Types of organization – ***functions of an office administrator.**

Unit III: Office Record Management

(06 hours)

Office record management – Importance – **#Filing essentials** – Classification and arrangements of files – ***Modern methods of filing** – Modern filing devices.

Unit IV:Office Communication

(06 hours)

Office communication – **#Correspondence and report writing** - ***Meaning of office communication and mailing.**

Unit V : Form Letters

(06 hours)

Form letters – Meaning, Principals and factors to be considered in designing office forms –***Types of report writing** .

Extra Credit:

Case Study

* Self Learning

Activities : Quiz, Collection of Reports.Collection of Forms.

Text Books:

1. J.P. Mahajan,Fundamentals of Office management.

Books For Reference:

1. S.P. Arrora, Office Management.
2. RSN Pillai and Bagavathi, Office Management.

Online Resources:

Swayam course	
E-content	<ul style="list-style-type: none"> • https://www.slideshare.net/israrraja/office-management-39808071 • https://www.slideshare.net/rssa21/office-management-14163964 • https://www.slideshare.net/aimeepusing/records-management-ppt • https://slideplayer.com/slide/5812235/ • https://slideplayer.com/slide/6653953/
Other online resources	<ul style="list-style-type: none"> • https://www.researchgate.net/publication/323731787_Office_Management • http://eacharya.inflibnet.ac.in/data-server/eacharya-documents/53e0c6cbe413016f234436ed_INFIEP_8/20/ET/8_ENG-20-ET-V1-S1_lesson.pdf

Relationship Matrix for COs,POs,PSOs.

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	1	1		1	1			
CO2	1	1	1	1		1	1			
CO3	2		2	2					2	
CO4		3	3	3	3					3
CO5	2	2	2				2	2		2
AVG	1.2	1.4	1.8	1.4	0.6	0.4	0.8	0.4	0.4	1.0

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High)

*|| -Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part :IV : Skill Based Elective Course: (SBEC III)		Semester : III
Course Title : RETAIL MANAGEMENT		
Course code : U19SCC3	Hours per week: 2	Credit : 2
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objectives

- To impart the knowledge and meaning of Retail management. To understand knowledge the principles and practice of Inventory Management.

Course Outcomes(COs)

After Completing this course student will be able to

- **CO1:** Develop the knowledge of Retail process and Segmentation.
- **CO2:** Understand the concept of Planning Strategy, Financial Strategy and Strategic Profit Model.
- **CO3:** Discuss the Purpose and Principles of Inventory Management and Material Handling.
- **CO4:** Express the ideas of Stores Layout designs, Objectives and the factors considered for Display.
- **CO5:** Compile the knowledge of Store based , Non-Store based retail formats and emerging trends in retail formats.

Unit I: INTRODUCTION (06 hours)

Retail Management – *Process – #Retail Marketing segmentation – Key retail segments

Unit II : STRATEGIC PLAN (06 hours)

Strategic planning in retailing – *Financial strategy in retailing – Retail strategic profit model

Unit III: INVENTORY MANAGEMENT (06 hours)

Inventory management in retailing – #Material Handling – Principles and purpose of material handling – *Symptoms of poor material handling.

Unit IV: STORE LAYOUT (06 hours)

Stores layout and design – *Objectives – Factors – Display

Unit V : RETAIL FORMATS (06 hours)

Retail formats – *Store based retail format- Non Store Board Retail Format – #other emerging retail formats.

Extra Credit:

Case Study

* Self Learning

Activities : Quiz, Visiting Retailers, Group Discussion

Text Books :

1. Dr. Harjit Singh, Retail Management : S Chand and Co.

Books for Reference:

2. Balraj Tuli Srivatsava, Retail Management
3. Dr.L. Natarajan , Retail Marketing, Margam Publications
4. Ansuya Angadi, Retail Management, S.Chand and Co.

Online Resources:

Swayam course	
E-content	<ul style="list-style-type: none"> • https://www.slideshare.net/anirban0/retail-management-12137939 • https://www.slideshare.net/ASIFJAMAL2/introduction-to-retail-management • https://www.slideshare.net/KuldeepUttam/inventory-management-27668547 • https://www.youtube.com/watch?v=5iRDd-f1nmg
Other online resources	<ul style="list-style-type: none"> • http://www.crectirupati.com/sites/default/files/lecture_notes/Retail%20Management.pdf • https://www.tutorialspoint.com/retail_management/retail_management_tutorial.pdf

Relationship Matrix for COs,POs,PSOs.

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	2				2	2		2
CO2	1	1	1	1		1	1			
CO3	1	1	1	1		1	1			
CO4	1	1	1	1		1	1			
CO5	2	3	3	3	3		2	2		3
AVG	1.4	1.6	1.6	1.2	0.6	0.6	1.4	0.8		1.0

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High)

*|| -Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part –III : Core Course VI : (CC- VI)	Semester: IV	
Course Title :COST ACCOUNTING		
Course Code :U19CC6	Hours per week: 4	Credit : 6
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To create an understanding of the cost concept and the methods for ascertainment of costs for different types of products.

Course Outcomes(COs)

After completing this course the student will be able to

- **CO1:** Describe the basics of costing used for decision making of performance evaluation.
- **CO2:** Presses how materials and inventory cost planning solve the issues in decision making.
- **CO3:** Estimate measure labour related cost.
- **CO4:** Formulate overhead predetermined and activity -based costing.
- **CO5:** Summarize and infer on the methods costing.

UNIT I :Introduction

(12 hours)

Definition, Scope and nature of cost accounting – cost concepts – classification – objectives and **advantages***– methods and techniques – cost unit – cost center’s – cost sheet-Tenders and Quotations.

UNIT II :Materials

(12 hours)

Materials cost – purchase procedure – stores procedure – receipt and issue of materials — Inventory control – levels of stock, perpetual inventory. **ABC Analysis#**, EOQ – Stores ledger – pricing of material issues, FIFO, LIFO, Simple Average & Weighted Average.

UNIT III :Labour (15 hours)

Labour cost – Time recording and time booking – methods of remuneration and incentive Schemes – overtime and **idle time#** – labour turnover types – **causes***and remedies.

UNIT IV :Overheads

(12 hours)

Overheads – collection, classification, allocation, apportionment, absorption – recovery rates – Over & under absorption Primary and Secondary distribution summary-**Machine Hour Rate#**- Cost reconciliation statement.

UNIT V :Methods of costing

(12 hours)

Methods – Job costing, Contract costing, **Process costing#**–(Excluding equivalent production and inter process profit).

Extra Credit:

Case Study

* Self Learning

Activities: 1. Quiz 2. Data Collection regarding Cost Sheet 3.Chart work

Text Book:

1. Jain and Narang Cost Accounting ,Kalyani Publishers, Ludhiana,2019

Books for Reference:

1. R. Ramachandran & . R. Srinivasan ,Cost Accounting ,Sriram Publications, Tiruchi-17 2018
2. Pillai and Bagawathi ,Cost Accounting, S.Chand&Co.New Delhi,2015
3. Arora M. NMethods and Techniques of Cost Accounting(4th ed.). India,2016
4. S.P. Iyengar, Cost Accounting—Sultan Chand & Sons, New Delhi,2015
5. S.N.Maheswari, . Cost Accounting Sultan Chand & Sons, New Delhi,2013

Marks Scheme

Section A (1*20=20)Marks	Section B (5*5=25) Marks	Section C (3*10=30) Marks
1 to 20 Multiple Choice Questions	21(a) Theory 21(b) Problem 22(a)Problem 22(b) Problem 23(a Theory 23(b) Problem 24(a) Problem 24(b) Problem 25(a) Problem 25(b) Theory	Questions 26 to 30 Problems only.

Online Resources:

Swayam course	<ul style="list-style-type: none"> • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/198
E-content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=pGymzuGAkJ8&ab_channel=CA.NareshAggarwal • https://www.youtube.com/watch?v=LmGj4DJO2ko&ab_channel=CollegeTutor • https://www.slideshare.net/MohitSinghal19/cost-overhead • https://www.slideshare.net/ajitmmu/labour-cost-control • https://www.slideshare.net/faizchhipa/labour-cost-43232353
Other online resources	<ul style="list-style-type: none"> • http://sdeuoc.ac.in/?q=content/mcom-study-material • http://mdu.ac.in/UpFiles/UpPdfFiles/2020/Jan/Advanced%20Cost%20Accounting-Final.pdf • https://www.icsi.edu/media/webmodules/publications/FULL_BOOK_PP-CMA-2017-JULY_4.pdf • http://www.universityofcalicut.info/SDE/BComCoreCostAccounting.pdf • https://icmai.in/upload/Students/Syllabus2016/Inter/Paper-8-New.pdf

Relationship Matrix for COs, POs and PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	1			1	1			
CO2	2	3	3	3			2	2	3	2
CO3	2	3	3	3					3	
CO4		3	3	3	3				3	3
CO5	2	3	3	3	3				3	3
AVG	1.4	2.6	2.6	2.4	1.2	.2	.6	.4	2.4	1.6

Notes :1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High), — — Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part : III : Allied Course V : (AC- V)		Semester : IV
Course Title :COMMERCIAL LAW		
Course Code :U19ACC5	Hours per week: 5	Credit : 2
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objectives

- The purpose of this course is to define fundamental legal terminology regarding contracts, free consent, Quasi Contract and various law as applied to business and individual.

Course Outcomes

After completing this course the student will be able to

- **CO 1:** Understand the basic terms, values and laws in the area of commercial law
- **CO2:** On successful completion of the course students will be able to identify the fundamental legal principles behind contractual agreements
- **CO3:** Equip the students about free consent, discharge of contract and performance of contract
- **CO 4:** Describes commercial law in the global context
- **CO 5:** Facilitate an understanding of legal processes relevant to commercial law

UNIT I: Introduction (15 hours)

Meaning and nature of law- **Important characteristics of law***- Classification of law- Sources of mercantile law- Rights- Classification of rights- Essentials of law. Introduction- Definition of Contract- Classification of Contract- **Agreement#**- Characteristics of an agreement- kinds- Validity- Valid Contract- Enforceable Agreement are contracts- Requirements for a valid Contract- Proposal- Promise.

UNIT II: Consideration (15 hours)

Consideration- Object- Enforceability- Void agreement- **Voidable Contract#**- Void Contract- Unenforceable Contract- Unlawful Agreement- Illegal Agreement- Classification regarding Validity- Formation- **Difference between Tacit Contract & Implied Contract*** – Forms of Contracts- Formal Contracts – Simple Contracts.

UNIT III: Free Consent, Discharge, Performance of Contract (15 hours)

Free Consent- Flaw in Consent- Coercion- Undue Influence-Difference between Coercion & Undue Influence – Misrepresentation- Definition- Innocent Misrepresentation- Definition- **Fraud#**- Elements- Silence as to Facts-Difference between Innocent Misrepresentation & Fraud- Mistakes-Mistakes of Law- Mistakes of fact- Mistake with regard to the Nature and terms of the Contract- Mistake with regard to Identity of Persons- Mistake with regard to Subject Matter- Discharging of Contracts- **Methods of Discharging a Contract***- Performance of Contract- Impossibility of Performance .

UNIT IV: Contract of Indemnity & Guarantee, Bailment & Pledge (15 hours)

Introduction- Contract of Indemnity- a Contract of Indemnity may also be Implied- Rights of the Indemnity holder- Contract of Guarantee- Definition- Features of a Contract of Guarantee- **Differences between Contract of Indemnity & Guarantee***- Bailment- kinds-

Rights and Duties of Bailor and Bailee- **Pledge**#- Difference between Pledge & Bailment- Rights and Duties of Pledger and Pledgee.

UNIT V: Breach, Remedies and Quasi Contract

(15 hours)

Breach- Anticipatory Breach of Contract- Remedies for Breach- Suit for Rescission- Suit for Damages- Norms for Claiming Damages under Contract Act- Damages- **Penalty and Liquidated damages**#- Quantum Meruit- Suit for Specific Performance- Suit for Injunction- Quasi Contract- Basis of Quasi contractual relations- kinds of Quasi contract.

Extra Credit:

Case Study

* Self Learning

Activities: 1.Role play 2.Review of a Case. 3.Draft a model of an Agreement.

Text Book:

1. N.D. Kapoor Business law ,Sultan Chand & Sons, New Delhi ,2017

Books for Reference:

1. S.S .Gulshan,Business law, Anurag Jain, N.D, 2006

2. Dr. M.R. Sreenivasan, Commercial & Industrial law Margham Publications 2004, Chennai,2017

3. Tulsian, Business law Tata Mcgrew Hill Co, New Delhi,2016

4. Kathiresan.S,Business law Prasanna Publication,2013

Online Resources:

Swayam course	<ul style="list-style-type: none"> • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module Ug.php/201
E-content	<ul style="list-style-type: none"> • https://www.slideshare.net/ChandanMishra82/commercial-law-78913706 • https://www.slideshare.net/nash32/commercial-law-68389890 • https://www.slideserve.com/yepa/commercial-law
Other online resources	<ul style="list-style-type: none"> • https://www.lawnow.org/introduction-to-contracts/ • https://www.toppr.com/guides/business-laws/indian-contract-act-1872-part-i/legal-rules-regarding-consideration/ • https://hallelis.co.uk/contractual-consideration/ • https://static.careers360.mobi/media/uploads/froala_editor/files/Part-2-Unit-2%3A-Bailment-and-Pledge.pdf • http://lawtimesjournal.in/contract-of-bailment-and-pledge/#:~:text=Bailment%20means%20a%20delivery%20of,a%20special%20kind%20of%20bailment. • http://egyankosh.ac.in/bitstream/123456789/13374/1/Unit-8.pdf • https://www.investopedia.com/terms/q/quasi-contract.asp

Relationship Matrix for COs, POs and PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1		1	1	1	1	1	1			
CO2	1	1	1	1	1	1	1	1		1
CO3	2		3	3	1				2	3
CO4	1	1	1	1	1	1	1			
CO5	1	2	2	2	2	1	1			2
AVG	1	1	1.6	1.6	1.2	.8	.8	.2	.4	1

Notes :1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High), — — Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part :III : Allied Course :VI (AC- VI)		Semester : IV
Course Title : DATABASE MANAGEMENT SYSTEM		
Course code : U19ACC6	Hours per week: 5	Credit : 3
Theory 60 Marks (External 45 marks, Internal 15 Marks)		Total: 100 Marks
Practical: 40 Marks (External 30 marks, Internal 10 marks)		

Objective

- To develop the knowledge to design and build a simple database system and demonstrate competence with the fundamental tasks involved with modeling, designing, and implementing a DBMS.

Course Outcomes(COs)

After Completing this course student will be able to

- **CO: 1** Understand the features of Database Management Systems and Relational database.
- **CO:2** Design a Speciality Database,Relational Model,Structure,Schema Diagram,Relational Operations.
- **CO:3** Develop the knowledge of SQL,Basic Structure ,Set Operation,Null Values,Aggregate Function and Modification of Database.
- **CO:4** Analyze the requirements of Ms-Access and create a new database.
- **CO:5** Determine the students to create Table, Forms and Report generation.

Unit I: Introduction

(15 hours)

Introduction – Database-System Applications-Purpose of database system- View of Data-Database languages –Relational Databases -Database Design- Data storage and Querying Transaction Management -Database Architecture- **History of Database systems.**

Unit II: Specialty Databases

(15 hours)

Specialty Databases- Database users and administrators- Relational Model- Structure of Relational Database –Database Schema –Keys –**Schema Diagram**-Relational Query Languages – Relational Operations

Unit III : SQL

Introduction to SQL : Overview of SQL – SQL Data Definition – Basic Structure of SQL Queries-Additional Basic Operations-Set operation – Null Values-Aggregate Function – **Modification of Database.**

Practical 40 Marks (External 30 Marks, Internal 10 Marks)

Unit IV : MS Access (15 hours)

Introduction to MS Access-Data processing-**Database design** -Create a new database Access.

Unit V: Tables & Forms (15 hours)

Create Table- Sorting Table- **Create Forms**- Create Query-Report Generation.

Extra Credit:

Case Study

* Self Learning

Activities: Quiz, Create Forms, Generating the Reports.

Text Books :

1. Abraham Silberschatz Henry F. Korth, S. Sudarshan , Data System Concepts McGraw Hill, Sixth edition, Unit I :Chapters: 1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.13. Unit II: Chapters: 1.11,1.12,2.1,2.2,2.3,2.4,2.5,2.6. Unit III: Chapters: 3.1,3.2,3.3,3.4,3.5,3.6,3.7,3.9.

Books for reference:

1. Ramew Elmasri,Shamkant B. Navathe, Fundamentals of Database System –Addison Wesley Longman Pvt. Ltd, 3rd Edition.
2. Alexis Icon and Matheews Leon, Database management System- – Vikas Publishing House Pvt. Ltd.,

**Semester – IV DATABASE MANAGEMENT SYSTEM
PRACTICAL 40Marks (External 30 marks, Internal 10marks)**

1. Creation of New database and Table.
2. Modification of Database and Table.
3. Sorting Table data
4. Applying Relationship to tables
5. Apply Filter to Table data
6. Forms using Wizard
7. Forms using Design view
8. Creation of Queries in MS Assess
9. Creation of Reports.
10. Import and Export Ms Access Data to Ms Excel

Online Resources:

Swayam course	
E-content	<ul style="list-style-type: none">• https://www.slideshare.net/SHIKHAGAUTAM4/dbms-introduction-and-basics• https://www.slideshare.net/OECLIBOdishaElectron/database-management-system-ppt

	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=T7AxM7Vqvaw • https://www.youtube.com/watch?v=htMbbD6xFnw • https://www.youtube.com/watch?v=cMUQznvYZ6w
Other online resources	<ul style="list-style-type: none"> • https://www.dce.kar.nic.in/new%20files/30-10-07.pdf • http://www.ddegjust.ac.in/studymaterial/mca-3/ms-11.pdf • https://www.db-book.com/db4/slide-dir/ch1-2.pdf • https://www.tutorialspoint.com/sql/sql_tutorial.pdf

Relationship Matrix for COs,POs,PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	1	1		1	1			
CO2		3	3	3	3					3
CO3	2	2	2				2	2		2
CO4	2		2	2					2	
CO5	2	2	2				2	2		2
AVG	1.4	1.6	2	1.2	0.6	0.2	1	0.8	0.4	1.4

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High)

*|| -Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part IV : NME Theory : NME I	Semester: IV	
Course Title : INTRODUCTION TO HRM		
Course code : U19NMC1.1	Hours per week: 2	Credit : 2
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective:

- To enable the students to understand the HR Management and system at various levels in general and in certain specific industries or organizations.

Course Outcomes: (Cos)

On completion of this course the students will be able

- Understand the concept of HRM, Features, Objectives, Importance and their Practices.
- Enable the students to understand the role of HRP, Factors , Job Analysis and Design, Job Description, Job Design.
- Discuss the need for Recruitment and Selection.
- Analyze the concept and need of Training, Methods, and Types.
- Determine the knowledge of Performance Appraisal, Purpose, Methods, and Major Issues in performance Appraisal.

Unit I: Introduction to Human Resource Management (6 Hours)

Definition and Concept- Features-, Objectives- Functions- Scope and Development of Human Resource Management- **Importance of Human Resource Management***.

Unit II: Human Resource Planning (6 Hours)

Concept of Human Resource Planning (HRP) - **Factors in HR- Process of HRP*- Job Analysis #- Job Description- Writing a Job Description- Job Specification- Job Design.**

Unit III: Recruitment and Selection (6 Hours)

Introduction -Concept of Recruitment- **Factors Affecting Recruitment*-Types of Recruitment - Concept of Selection- Process of Selection- Selection Tests# - Barriers in Selection**

Unit IV: Training (6 Hours)

Concept and Significance of Training*- Training Needs- **Training Methods#**- Types of Training.

Unit V: Performance Appraisal (6 Hours)

Introduction- Concept of Performance Appraisal*- Purpose of performance appraisal- Process- Methods of Performance Appraisal- **Major Issues in Performance Appraisal#**.

Extra credit:

Case Study

* Self Learning

Activities: 1. Role Play

2. Group Discussion

3. Report preparation

Text Books

1. K Aswathappa; Human Resource and Personal Management; Tata McGraw Hill, 2017 8th Edition

Reference Books

1. George W Bohlander and Scott A Snell; Principles of Human Resource Management; Thomson Publications Fifteenth Edition 2016

2. VSP Rao; Human Resource Management; Excel Books, 3rd Edition 2017

3. P.Subba Rao; Essentials of Human Resource management and Industrial relation; Himalaya Publishing House

4. P.C.Tripathi; Personal Management and Industrial relation; Sulthan Chand & Sons

5. B.S.Bhatia & G.S. Batra; Human Resource Management; Deep& Deep Publishers

Online Resources:

Swayam Course	https://onlinecourses.nptel.ac.in/noc20_mg15/preview https://online-degree.swayam.gov.in/dyp20_d01_s2_mg09/preview
E-Content	https://www.slideshare.net/BabasabPatil/human-resource-management-ppt https://www.slideshare.net/tanujpoddar/introduction-to-human-resource-management-30053105 https://www.powershow.com/view/3cbea5-

Other resources	online	http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/240 http://www.sajaipuricollege.in/wp-content/uploads/2020/04/BA7204-HUMAN_RESOURCE_MANAGEMENT.pdf https://www.ncertbooks.guru/mba-human-resource-management-notes/ https://brauss.in/hrm-basic-notes.pdf http://www.universityofcalicut.info/cuonline/exnotif/ex5462.pdf http://kamarajcollege.ac.in/Department/BBA/III%20Year/e003%20Core%2019%20-%20Human%20Resource%20Management%20-%20VI%20Sem.pdf
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Relationship Matrix for COs, POs, PSOs.

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	1	1		1	1			
CO2		1	1	1		1				
CO3	1	1	1	1		1	1			
CO4	2		2	2					2	
CO5	2	2	2				2	2		2
AVG	1.2	1	1.4	1		0.6	0.8	0.4	0.4	0.4

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High) --Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part –III : Core Course 7: (CC 7)		Semester : V
Course Title :CORPORATE ACCOUNTING		
Course code :U19CC7	Hours per week:5	Credit :5
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To impart basic knowledge Corporate Accounting Procedures.

Course Outcomes(COs)

After completing this course the student will be able to

- **CO1:**Develop in depth knowledge of shares and issue of share at par , at a premium and at a discount.
- **CO2:**Analyze Debenture issue and calculate final accounts of companies
- **CO3:**Enable the students to understand and evaluate in amalgamation , absorption and external Reconstruction of a company.
- **CO4:**Compile information in Holding companies in preparing consolidated balance sheet.
- **CO5:**Compile the Profit and Loss Account and Balance Sheet of the company.

UNIT I Accounting for Share Capital

(15 hours)

Shares-Types of shares- - Issue of shares at par , at a premium and at a discount- Forfeiture- Reissue- Valuation of Shares and Goodwill

UNIT II Accounting for Debentures & Final Accounts(15 hours)

Debentures –Types- Issue of debentures-for cash-for consideration other than cash -as **collateral security***-Redemption of debentures-**Open market**#buying-Conversion-Sinking Fund method
 Final accounts of companies (with simple adjustments- excluding managerial remuneration)Horizontal and Vertical formats

UNIT III Amalgamation and Reconstruction(15 hours)

Amalgamation in the nature of purchase and **merger**# (excluding inter company holding) – (Simple problems only) External reconstruction- Internal reconstruction

UNIT IV Holding Company Accounts (15 hours)

Holding company accounts- Preparation of consolidated balance sheet(excluding cross holding and chain holding)

UNIT V Accounts of Banking Companies(15 hours)

Purchase and Discounting of bills- Rebate on Bills discounted -**Final accounts of banking companies**#– Profit and Loss Account and Balance Sheet- Schedule preparation for P&L A/C only-Classification of bank advance for determining Amount of Provision--**Non Performing Assets***.-Meaning and norms.

Extra Credit:

Case Study

* Self Learning

Activities : 1.Data Collection (Company Final Accounts Annual Report) 2.Quiz
3.Models (issue &valuation of shares)

Text Book

1. S,P.Jain and K.L.Narang , Advanced corporate Accounting , Kalyani Publishers , Ludhiana 2017

Books for Reference:

1. Reddy and Murthy, Corporate Accounting, Margham Publications, Chennai 2013
 2. Shukla and Grewal, Advanced Accounts, S.Chand and Co.New Delhi 2016
 3. Gupta R.L and Radhaswamy, Advanced Accounts, Sultan Chand and Sons, New Delhi 2014
 4. Tulsian p.c. Corporate Accounting Tata McGrawHill Publishing co., New Delhi 2016
 5. SN Megeswari Fundamental Corporate AccountingVikas Publishing 2018
- Marks Scheme

Section A (1*20=20 Marks)	Section B (5*5= 25 Marks)	Section C(3*10=30Marks)
Questions 1 to 20 Theory Questions only	21a) Theory 21 b) Problem 22a) Theory 22b) Problem 23a) Problem 23b) Problem 24a) Problem 24 b) Problem 25 a)Problem 25b) Problem	Questions 26 to 30 Problems only

Online Resources:

Swayam course	<ul style="list-style-type: none"> • http://ugcmooocs.inflibnet.ac.in/ugcmooocs/view_module_ug.php/238
E-content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=qXgxHiabEQM • https://www.youtube.com/watch?v=A-9hEMcSvno • https://www.slideshare.net/janehayden12/a-simple-introduction-_____about-a-holding-company • https://www.slideshare.net/mcsharma1/accounting-for-share-capital-56771352
Other online resources	<ul style="list-style-type: none"> • http://kamarajcollege.ac.in/Department/Corporate/III%20Year/001%20Core%2013%20-%20Corporate%20Accounting%20I%20-%20V%20Sem.pdf • http://www.universityofcalicut.info/syl/BComIIISem197.pdf • https://icmai.in/upload/Students/Syllabus-2012/Study_Material_New/Inter-Paper12-Revised.pdf • http://www.universityofcalicut.info/SDE/advanced_corporate_accounting_on13April2016.pdf

Relationship Matrix for COs, POs and PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	1			1	1			
CO2	2	1	2	2		1	1		4	
CO3	2	1	2	2		1	2	2	2	5
CO4	1	2	2		3		1	1	1	3
CO5		3	3	3	3					3
AVG	2	2.6	2.6	1.8	.6	1	1.6	1.2	1.2	1.4

Notes :1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High), — — Indicates there is no correlation

School of Commerce
Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part :III : Core Course Theory: (CC 8)	Semester : V	
Course Title : WEB DESIGNING		
Course code : U19CC8	Hours per week: 5	Credit : 5
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To get a clear understanding principles of creating an effective web page through HTML.

Course Outcomes(COs)

After Completing this course student will be able to

- **CO1:** Apply markup languages for processing, identifying, and presenting of information in web pages.
- **CO:2** Enable the students to understand the link,Heading in a webpage,Aligning the headings,Horizontal rule paragraph.
- **CO:3** Ability to find Tab Settings ,Images and Pictures and Ordered and Unordered list,
- **CO:4** Explain the Table creation,width of Table and Cells, Style sheets and Linking a style sheet to an HTML document.
- **CO:5** Access to create Frames, Forms, Actions,Attribute and their methods.

UNIT I :Introduction

(15 hours)

Introduction to HTML - Designing a Home page - History of HTML - HTML Generations - HTML Documents - Anchor Tag - Hyper Links.

UNIT II: Header

(15 hours)

Header Section – Title – Prologue – Links - Colorful Web Page - Comment Lines - Designing the Body Sections - Heading printing - Aligning the headings - Horizontal rule - Paragraph.

UNIT III : Tab Settings

(15 hours)

Tab Settings - Images and Pictures - Embedding PNG Format Images - Lists- Unordered Lists - Ordered Lists - Nested Lists.

UNIT IV:Tables

(15 hours)

Tables - Table Creation in HTML - Width of the Table and Cells - Cells Spanning Coloring Cells - Column Specification - Style Sheets - Defining Styles - Elements of Styles Linking a Style Sheet to an HTML document - In-line Styles - External Style Sheets - Internal Style Sheets - Multiple Styles.

UNIT V: Frames

(15 hours)

Frames-Frameset Definition- Frame Definition- Nested Frameset- Forms- Action Attribute- Method Attribute- Enctype Attribute- Drop Down List.

Extra Credit:

- # Case Study
- * Self Learning
- Activities: Quiz, Table Creation.

Text Books:

1. C.Xavier, -World Wide Web Design with HTML, Tata McGraw Hill, New Delhi, 2010. Unit I :Chapters: 4 (sec 4.1-4.6), Unit II :Chapters: 5 (sec 5.1-5.6) chapter 6(sec 6.1, 6.3), Unit III :Chapters: 6(sec 6.4-6.7) chapter 7(sec 7.1, 7.2, 7.4, 7.5),Unit IV : Chapters: 8(sec 8.1-8.6) ,Unit V:Chapters: 9(sec 9.1-9.7).

Books for Reference:

1. Joel Sklar, -Web Design Principles, Vikas Publications 2000.

Online Resources:

Swayam course	
E-content	<ul style="list-style-type: none"> • https://www.slideshare.net/sreejagiri/presentation-of-web-designing • https://www.slideshare.net/lincolnschoolgdl/building-a-web-page-using-frames • https://www.youtube.com/watch?v=4NfFFsQC77M
Other online resources	<ul style="list-style-type: none"> • http://mpbou.edu.in/slm/webdeenglish.pdf • http://wtf.tw/ref/robbins.pdf • https://www.smashingmagazine.com/2009/06/module-tabs-in-web-design-best-practices-and-solutions/

Relationship Matrix for COs,POs,PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	2				2	2		2
CO2	1	1	1	1		1	1			
CO3	2	3	3	3					3	
CO4	1	1	1	1		1	1			
CO5		3	3	3					3	
AVG	1.2	2	2	1.6		0.4	0.8	0.4	1.2	0.4

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High)

*|| -Indicates there is no correlation

School of Commerce

Programme: B.Com (CA) CBSE Syllabus – Outcome Based Education (OBE)
(For those who have jointed during the Academic Year 2019-2020 onwards)

Part : Core Course Theory 9: (CC9E)		Semester: V
Course Title : Human Resource Management		
Course code : U19CC9E	Hours per week: 5	Credit :4
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objectives

- To enable the students to understand the HR Management and system at various levels in general and in certain specific industries or organizations and to help the students focus on and analyze the issues and strategies required to select and develop manpower resources.

Course Outcomes (COs)

On completion of this course the students will be able

- Understand the concept of HRM & its relevance in organizations.
- Extend the knowledge of HRP, Factors, Process, JOB Analysis and Design.
- Complete information on the concept of Recruitment, factors affecting Recruitment, Training and their needs.
- Express the ideas of Performance Appraisal, Purpose, Process, Methods, Nature and Significance of Wage and Salary and Incentive System
- Develop the concept of employee relations, Managing Grievance, Stress management to take correct decisions.

UNIT I: Introduction to Human Resource Management (15 Hours)

Definition and Concept –Features- Objectives - Functions HRM- Scope and Development of Human Resource Management- **Importance of Human Resource Management***- Human Resource Practices.

UNIT II: Human Resource Planning (15 Hours)

Concept of Human Resource Planning (HRP)- **Factors in HRP***- Process of HRP- **Job Analysis- Job Description#**,- Writing a Job Description- Job Specification- Job Design

UNIT III: Recruitment & Training (15 Hours)

Passed in the Board of Studies Meeting held on -----
Approved in the Academic Council Meeting held on ----

Introduction-Concept of Recruitment-Factors Affecting Recruitment-Types of Recruitment -**Process of Selection, Selection Tests# - Concept and Significance of Training*** Training Needs- Training Methods and Types of Training

UNIT IV: Performance Appraisal (15 Hours)

Introduction-Concept of Performance Appraisal- Purpose of performance appraisal- Process- **Methods of Performance Appraisal#**- Major Issues in Performance Appraisal - **Nature and Significance Wage and Salary*** - Effective Incentive System- Types of Incentive Scheme

UNIT V: Employee Relations (15 Hours)

Introduction-Concept of Employee Relations- Managing Discipline-Managing Grievance- Employee Counseling – Stress management - Comparison of Domestic and **International HRM- Challenges in International HRM***

Extra credit:

Case Study

* Self Learning

Activities: 1. Role Play

2. Group Discussion

3. Report preparation

Text Books

1. K Aswathappa; Human Resource and Personal Management; Tata McGraw Hill, 2017 8th Edition

Reference Books

1. George W Bohlander and Scott A Snell; Principles of Human Resource Management; Thomson Publications Fifteenth Edition 2016
2. VSP Rao; Human Resource Management; Excel Books, 3rd Edition 2017
3. P.Subba Rao; Essentials of Human Resource management and Industrialrelation; Himalaya Publishing House
4. P.C.Tripathi; Personal Management and Industrial relation; Sulthan Chand & Sons
5. B.S.Bhatia & G.S. Batra; Human Resource Management; Deep& Deep Publishers

Passed in the Board of Studies Meeting held on -----

Approved in the Academic Council Meeting held on ----

Online Resources:

Swayam Course	https://onlinecourses.nptel.ac.in/noc20_mg15/preview https://online-degree.swayam.gov.in/dyp20_d01_s2_mg09/preview
E-Content	https://www.slideshare.net/BabasabPatil/human-resource-management-ppt https://www.slideshare.net/tanujpoddar/introduction-to-human-resource-management-30053105 https://www.powershow.com/view/3cbea5-
Other online resources	http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/240 http://www.sajaipuricollege.in/wp-content/uploads/2020/04/BA7204-HUMAN_RESOURCE_MANAGEMENT.pdf https://www.ncertbooks.guru/mba-human-resource-management-notes/ https://brauss.in/hrm-basic-notes.pdf http://www.universityofcalicut.info/cuonline/exnotif/ex5462.pdf http://kamarajcollege.ac.in/Department/BBA/III%20Year/e003%20Core%2019%20-%20Human%20Resource%20Management%20-%20VI%20Sem.pdf

Relationship Matrix for COs,POs,PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	1	1		1	1			
CO2	1	2	2	1		1	2	2		
CO3	2	2	2	2			2	2		2
CO4	1	1	1	1		1	1			
CO5	2	2	2	1		1	2	2		2
AVG	1.4	1.6	1.6	1.2		0.8	1.6	1.2		0.8

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High) --Indicates there is no correlation

Passed in the Board of Studies Meeting held on -----

Approved in the Academic Council Meeting held on ----

School of Commerce

Programme: B.Com (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part: III : Core Course (CC10E)		Semester: V
Course Title: E-COMMERCE		
Course code : U19CC10E	Hours per week: 5	Credit: 4
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objectives

- To impart basic knowledge of the principles and practices of E-Commerce.

Course Outcomes(COs)

After Completing this course student will be able to

- **CO1:** Remember the basic concepts of E-Commerce.
- **CO2:** Understand about E-mail and E-Commerce transactions.
- **CO3:** Summarize on the Implementation of EDI.
- **CO4:** Analyze the internet service providers and global information network.
- **CO5:** Determine the concepts of EPS and e-cash..

Unit I : Introduction

(15 hours)

Introduction to E-Commerce- Meaning-Development of E-Commerce – *E-Commerce

Frame work-#Types of E-Commerce.

Unit II : Anatomy of E-Commerce Applications

(15 hours)

Electronic mail (E-Mail) – Modern Business data communication system- Multimedia components – E-Commerce Market- #E-Commerce security –*E-Commerce Transactions

Unit III: Electronic Data Interchange

(15 hours)

Benefits of EDI – EDI Transmission – EDI modern application- EDI Architecture – EDI process– legal, security and privacy- EDI implementation – *EDI envelops.

Unit IV: Networking

(15 hours)

Internet service providers – *functions of ISP – Profitability in internet – models – control- global information distribution network.

Unit V : Electronic Payment System

(15 hours)

Components of EPS – Importance of EPS – Dimensions of Digital tokens – Electronic cash-#Smart card- *Credit card.

Extra Credit:

Case Study

* Self Learning

Activities : Quiz, Collection of Data.

Text Books:

2. Dr. C.S. Rayudu : E-Commerce and E-Business : Himalaya Publishing House – New Delhi.

Books For Reference:

3. Ravi Calcutta and Andrew B Whinston. Frontiers of Electronic Commerce. Darling

Passed in the Board of Studies Meeting held on -----

Approved in the Academic Council Meeting held on ----

Kindersley India Pvt Ltd. 2006.

3. S.V. Srinivasa Vallaban : E-Commerce – Learn Tech Press, Trichy.

Online Resources:

Swayam course	
E-content	<ul style="list-style-type: none"> • https://www2.slideshare.net/itsmenaguda4others/final-ppt-e-commerce-1?qid=adc3f1b9-90ed-4c27-9366-7fcd77fe9446&v=&b=&from_search=5 • https://www2.slideshare.net/munishsingla71/e-commerce-ppt-10713485 • https://www.youtube.com/watch?v=nxSDHBdsWqA • https://www.youtube.com/watch?v=lgjS6fqawI0
Other online resources	<ul style="list-style-type: none"> • https://irp-cdn.multiscreensite.com/1c74f035/files/uploaded/introduction-to-e-commerce.pdf • https://www.tutorialspoint.com/e-commerce/e-commerce-tutorial.pdf

Relationship Matrix for COs,POs,PSOs.

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1		1	1	1		1				
CO2	1	1	1	1		1	1			
CO3	1	1	1	1		1	1			
CO4	2		2	2					2	
CO5	2	2	2	1		1	2	2		
AVG	1.2	1.0	1.4	1.2		0.8	0.8	0.4	0.4	

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High)

*|| -Indicates there is no correlation

Passed in the Board of Studies Meeting held on -----

Approved in the Academic Council Meeting held on ----

School of Commerce

Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part –III : Core Course 11(CC 11)		Semester: V
Course Title : FINANCIAL MANAGEMENT		
Course code : U19CC11	Hours per week: 5	Credit : 5
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To familiarize the students with the fundamentals of financial management theory and practice.

Course Outcomes(COs)

After completing this course the student will be able to

- **CO 1:** Understanding of the finance function
- **CO 2:** Demonstrate understanding of the goals of the finance manager.
- **CO 3:** Identify the basic financial planning objectives.
- **CO 4:** Perform analytical reviews of working capital management.
- **CO 5:** Compile information on cash management dividends.

UNIT I: Introduction (15 hours)

Financial management- Objectives –Functions- **Significance***- Approaches-Financial decisions **Time value of money#**.

UNIT II: Cost of Capital (15 hours)

Meaning and definition- **Importance***- cost of debt, preference share capital, equity share capital and retained earnings- Weighted average cost of capital (simple problems only).

UNIT III: Financial Planning Objectives (15 hours)

Factors influencing financial planning- Long term sources of Finance - **Capital Structure#** -Features of a good capital structure-Determinants of Capital structure - EBIT-EPS Analysis – Leverages-Financial-Operating and Composite leverage-Significance.

UNIT IV: Working capital Management (15 hours)

Need for working capital- Determinants-Estimation of **working capital requirements*** - Management of Receivables-Credit policy-Credit standards.

UNIT V: Cash Management and Dividend (15 hours)

Cash management- Cash **budget#** –Dividend-Types – Dividend policy-**Determinants of dividend policy***.

Extra Credit:

Case Study

* Self Learning

Activities : 1.Quiz 2.Capital Structure Model 3.Reports Collection.

Text Books:

1. Maheswari.S.N.,Financial Management Principles and Practice, Sultan Chand and Sons, New Delhi 2019

Books for Reference:

1. Pandey,I.M. Financial Management, Vikas Publishing House, New Delhi 2016

Passed in the Board of Studies Meeting held on -----

Approved in the Academic Council Meeting held on ----

NATIONAL COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI-620001

2. Sharma and Gupta, Financial Management ,Kalyani Publications, Ludhiana 2016
3. Ramachandran and Srinivasan, Financial Management, Sriram Publications, Tiruchi
4. Prasanna Chandra, Financial Mangement, Tata McGraw Hill,Mumbai 2019 ,10th Edition.
5. M. Y. Khan and P. K. Jain Financial Mangement,Taxmann Publications Pvt. Limited,2018 ,8th Edition

Section A (1*20=20Marks)	Section B (5*5=25 Marks)	Section C (3*10=30 Marks)
1 to 20 Multiple Choice Questions	21(a) Theory 21(b) Problem 22(a) Theory 22(b) Problem 23(a) Problem 23(b) Problem 24(a) Problem 24(b) Problem 25(a) Problem 25(b) Theory	26 Theory question. Questions 27 to 30 Problems only.

Online Resources:

Swayam course	<ul style="list-style-type: none"> • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/392
E-content	<ul style="list-style-type: none"> • https://www.slideshare.net/niaz007/financial-management-complete-note-for-bba • https://www.slideshare.net/roopeshv149/introduction-to-financial-management-46119210 • https://www.youtube.com/watch?v=C6sVwUSfEA • https://www.youtube.com/watch?v=LmlMFTh6Zco • https://www.youtube.com/watch?v=Yf-VmsLc40k&list=PLiaygP8qeQGUfaP0v6NEIyeY6dEmQJ7RJ
Other online resources	<ul style="list-style-type: none"> • http://vcmdrp.tums.ac.ir/files/financial/istgahe_mali/moton_english/financial_management_%5Bwww.accfile.com%5D.pdf • https://icmai.in/upload/Students/Syllabus-2012/Study_Material_New/Final-Paper14.pdf • https://www.icsi.edu/media/webmodules/Financial%20and%20Strategic%20Management.pdf • https://icmai.in/upload/Students/Syllabus-2008/StudyMaterialFinal/P-12.pdf

Relationship Matrix for COs, POs and PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	1			1	1			
CO2	1	1	1			1	1			
CO3	2	2	2	2		1	2	2	2	2
CO4	2	2	2	2			2	2	2	2
CO5	2	3	3	3	3				2	3
AVG	1.6	1.8	1.8	1.4	.6	.6	1.2	.8	1.2	1.4

Notes :1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High), — — Indicates there is no correlation

Passed in the Board of Studies Meeting held on -----

Approved in the Academic Council Meeting held on ----

School of Commerce

Programme: B.Com.(CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part :IV : Non Major Elective Course: (NME II)		Semester : III
Course Title : INTRODUCTION TO OFFICE MANAGEMENT		
Course code : U19NMEC II	Hours per week: 3	Credit : 2
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objectives

- To develop the students to an extensive study on Office Management.

Course Outcomes(COs)

After Completing this course student will be able to

- **CO1:** Understand the concept and elements of Office Management.
- **CO2:** Remember the characteristics, steps and types of office organisation.
- **CO3:** Compile information on office record management and modern methods of filing.
- **CO4:** Discuss the purpose of office communication and mailing.
- **CO5:** Summarize the form letters and report writing.

Unit I : Meaning (09 hours)

Office Management – Meaning – *Elements of Office Management – #Functions of Office Management

Unit II: Office Organization (09 hours)

Office organization – Definition, Characteristics and steps- Types of organization
*functions of an office administrator.

Unit III: Office Record Management (06 hours)

Office record management – Importance – #Filing essentials – Classification and arrangements of files – *Modern methods of filing – Modern filing devices.

Unit IV: Office Communication (09 hours)

Office communication – #Correspondence and report writing - *Meaning of office communication and mailing.

Unit V : Form Letters (09 hours)

Form letters – Meaning, Principles and factors to be considered in designing office forms
–*Types of report writing .

Extra Credit:

Case Study

* Self Learning

Activities : Quiz, Collection of Reports. Collection of Forms.

Text Books:

1. J.P. Mahajan, Fundamentals of Office management.

Books For Reference:

1. S.P. Arrora, Office Management.
2. RSN Pillai and Bagavathi, Office Management.

Online Resources:

Swayam course	
E-content	<ul style="list-style-type: none"> • https://www.slideshare.net/israrraja/office-management-39808071 • https://www.slideshare.net/rssa21/office-management-14163964 • https://www.slideshare.net/aimeepusing/records-management-ppt • https://slideplayer.com/slide/5812235/ • https://slideplayer.com/slide/6653953/
Other online resources	<ul style="list-style-type: none"> • https://www.researchgate.net/publication/323731787_Office_Management • http://eacharya.inflibnet.ac.in/data-server/eacharya-documents/53e0c6cbe413016f234436ed_INFIEP_8/20/ET/8_ENG-20-ET-V1-S1_lesson.pdf

Relationship Matrix for COs,POs,PSOs.

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	1	1		1	1			
CO2		1	1	1		1				
CO3		3	3	3	3					3
CO4	1	1	1	1		1	1			
CO5		3	3	3					3	
AVG	0.4	1.8	1.8	1.8	0.6	0.6	0.4		0.6	0.6

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High)

*|| -Indicates there is no correlation

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School of Commerce

Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part –III : Core Course 12 (CC12)		Semester: VI
Course Title : MANAGEMENT ACCOUNTING		
Course Code : U19CC12	Hours per week:6	Credit :6
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To understand the use of accounting tools for generating information for managerial decision making.

Course Outcomes

After completing this course the student will be able to

- **CO1:** Understand the concept, and importance of Management Accounting .
- **CO2:** Calculate the financial Statement analysis and ratios.
- **CO3:** Analysis Funds Flow and Cash Flow and Methods of Accounting for Price level changes.
- **CO4:** Evaluate Budget and Budgetary Control relevant in decision making.
- **CO5:** Formulate Marginal Costing for pricing and profit management.

Unit I: Management accounting (18 hours)

Management Accounting – Meaning and definition – Objectives – Management Accounting and Financial Accounting – **Management Accounting and Cost Accounting*** – Utility and limitations of management Accounting – Position of Management Accountant at in the organization.

Unit II: Financial Statement Analysis and Accounting Ratios (18 hours)

Financial Statement Analysis – Common Size Statements – Comparative Financial Statements – Trend Percentages – Accounting Ratios: Liquidity – Solvency – Profitability – Turnover – Capital Structure Ratios - Uses, Computation and **Limitations***.

Unit III: Funds Flow and Cash Flow (18 hours)

Analysis of Funds Flow and Cash Flow: Computation and Applications – Responsibility Accounting – Methods of Accounting for Price level changes.

Unit IV: Budget and Budgetary Control (18 hours)

Budget#and Budgetary Control: Nature and Process – **Types of Budgets*** – Fixed – Flexible – Cash Budget - Preparation of Budgets – ZBB and its relevance in decision making.

Unit V: Marginal costing (18 hours)

Marginal Costing: Concept and **Importance*** – Cost Volume Profit Analysis – Application of Marginal Costing and **CVPA in Decision making#** as to product, pricing and profit management.

Extra Credit:

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Case Study

* Self Learning

Activities :1.Quiz 2.Group Discussion 3 Master Budget

Text Books:

1. Khan and Jain Management Accounting, Tata McGraw-Hill 2018

Books for Reference:

1. Dr. S.N. Maheswari, Principles of Management Accounting, Vikas 2015
2. Hingorani, Ramanathan&Grewal, Management Accounting, Sultan Chand2013
3. Robert Kaplan Advanced Management Accounting Prentice Hall 2014
4. Manmohan&Goyal Management Accounting SahityaBhawan, Agra 2016
5. Guruprasad Murthy Management Accounting Himalaya Publishing House 2017

Marks Scheme

Section A (1*10=10)Marks	Section B (5*4=20)Marks	Section C (3*10=30)Marks
1 to 10 Multiple choice questions	11(a)Theory 11(b)Problem 12(a)Theory 12(b)Problem 13(a)Problem 13(b)Problem 14(a)Problem 14(b)Problem 15(a)Problem 15(b)Theory	Questions 16 to 20 Problems only

Online Resources:

Swayam course	<ul style="list-style-type: none">• http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/390• http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/226
E-content	<ul style="list-style-type: none">• https://youtu.be/VhW8I4aS-Yk• https://youtu.be/5iILpvhY5dc• https://youtu.be/eoA8A-RTlxg• https://youtu.be/kRkgO5nm7U• https://youtu.be/rn2KV9DkQ2g
Other online resources	<ul style="list-style-type: none">• https://www.icsi.edu/media/webmodules/publications/FULL_BOOK_PP-CMA-2017-JULY_4.pdf• http://ebooks.lpude.in/commerce/mcom/term_1/DCOM302_DCOM403_MANAGEMENT_ACCOUNTING.pdf

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Relationship Matrix for COs, POs and PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	1			1	1			
CO2	2	2	2			1	2	2		2
CO3	2		2	2					2	
CO4		3	3	3					3	
CO5		3	3	3	3					3
AVG	1	1.8	2.2	1.6	.6	.4	.6	.4	1	1

Notes :1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High), “ “ Indicates there is no correlation

School of Commerce

Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part :III : Core Course :13 (CC 13)		Semester : VI
Course Title : COMPUTERIZED ACCOUNTING		
Course code : U19CC13	Hours per week: 6	Credit : 6
Theory 60 Marks (External 45 marks, Internal 15 Marks)		Total: 100 Marks
Practical: 40 Marks (External 30 marks, Internal 10 marks)		

Objective

- To facilitate an understanding of the basic concepts of computerized accounting.

Course Outcomes(COs)

After Completing this course student will be able to

- **CO:1** Understand the concept of Computerized Accounting, Differences and Tally their features.
- **CO:2** Develop the knowledge of Groups, Vouchers and their types to work in an organization.
- **CO:3** Ability to create Inventory Masters, stock group, Godown and creating a stock item.
- **CO:4** Analyze the concepts of TDS and their operation in Tally ERP 9, TDS Reports.
- **CO:5** Summarize the concept of GST, GST defining Tax details, Intrastate and Interstate supply of goods and presenting good GST reports.

UNIT I : Introduction (18 hours)

Fundamentals of Computerized Accounting – Principles of Accounting - Computerized Accounting Vs Manual Accounting - **Features of Tally** – Starting Tally.

UNIT II: Classification of Accounts (18 hours)

Classification of Accounts –Introduction – Groups – Primary groups – Vouchers - Types of vouchers - **Payment voucher**-Receipt Voucher-Sales Voucher-Purchase Vouchers.

UNIT III: Inventory Master Creation (18 hours)

Inventory Master Creation: Creating inventory masters – Creating a stock group - Creating a Godown - Creating a unit of measurement - **Creating a stock item.**

UNIT IV:TDS (18 hours)

Introduction - Basic concepts of TDS - TDS in Tally ERP 9 – Setup - TDS statutory masters- **TDS reports.**

UNIT V :GST (18 hours)

Introduction to GST - Enabling GST and defining Tax details - Transferring input Tax credit to GST - Intrastate supply of Goods - Interstate supply - Return of goods - Outward supply of services - **GST reports.**

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Extra Credit:

- # Case Study
- * Self Learning
- Activities: Quiz, Creating reports.

Text Books:

1. K. Mohan kumar, Dr.Rajkumar, Computer Application in Business ,Unit 1: chapter 1 & 5

Books for Reference:

1. S.Palanivel, Tally-Accounting software - Margham publications,Unit 2: chapter 4 & 5
2. Tally ERP 9 with GST, BPB Publications.Unit 3: chapter 7(7.5.1 to 7.5.5),Unit 4: chapter 7(7.18 to 7.22, 7.26),Unit 5: chapter 7(7.33 to 7.40)

Practical Exercises

1. Trail Balance
2. Stock Creation
3. Voucher Creation
4. Pay slip Preparation
5. TDS (Tax Deducted Source)
6. GST (Goods And Service Tax)
7. Purchase Entry
8. Sales Entry
9. Accounting Package

Online Resources:

Swayam course	
E-content	<ul style="list-style-type: none">• https://www.slideshare.net/ParminderAnandpuria/computerized-accounting-68252735• https://www.slideshare.net/itisha89/introduction-to-computerised-accounting• https://www.youtube.com/watch?v=C5Y6QE042fM
Other online resources	<ul style="list-style-type: none">• http://oms.bdu.ac.in/ec/admin/contents/86_16CCCA15_2020052911250565.pdf• https://ncert.nic.in/ncerts/l/keac213.pdf• http://ijrbsm.org/pdf/v2-i11/8.pdf

Relationship Matrix for COs,POs,PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	1	1		1	1			
CO2	2	2	2				2	2		2
CO3	2	3	3	3	3				2	3
CO4	2		2	2					2	
CO5		3	3	3					3	
AVG	1.4	1.8	2.2	1.9	0.6	0.2	0.6	0.4	1.4	1

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High)

*|| -Indicates there is no correlation

Passed in the Board of Studies Meeting held on -----

Approved in the Academic Council Meeting held on ----

School of Commerce

Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part –III : Core Course Theory: (CC 14)		Semester:VI
Course Title : INCOME TAX LAW AND PRACTICE		
Course code :U19CC14	Hours per week: 6	Credit : 6
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To understand the basic rules and regulations of income tax in India.

Course Outcomes(COs)

After completing this course the student will be able to

- **CO1:** Know the basic rules and regulations as per the latest finance Act.
- **CO2:** Update the tax rates in the salaried class people.
- **CO3:** Have updated knowledge about the calluation of income from house property.
- **CO4:** Get the latest provisions relating to admissible, inadmissible expenses on the heads income business or profession
- **CO5:** Know the calculation on capital gain and other sources income

UNIT I: Basic Tax Procedure

(18 Hours)

Basic concepts – Capital and revenue – **Residential status#** - Incidence of Tax-Incomes exempt from tax- Agricultural income- Tax slabs-Return of Income –Self Assessment Tax deduction at Source-Advance tax.

UNIT II: Salary Income

(18 Hours)

Salary Computation of **income under the head Salaries#**- Basis of charge- Different forms of salary Allowances- Perquisites and their valuation – Deduction from salary- Provident funds Deductions under section 80C- Calculation of tax liability on salary income.

UNIT III: House Property Income

(18 hours)

House Property Computation of income under the head Income from House property- Basis of charge Determination of annual value- **Income from let out property#** - Self occupied property Deductions allowed.

UNIT IV: Business/Professional Income

(18 hours)

Business & Profession **Computation of Profits and gains from business and profession#** - Basis of charge Deductions –Valuation of stock.

UNIT V: Capital gains and other sources of income(18 hours)

Capital Gains Computation of income from capital gains- Basis of Charge- Computation of long term and short term capital gains- Exemptions- Computation of income from other sources.

Extra Credit:

Case Study

* Self Learning

Activities: 1. Debate. 2. Quiz 3. Chartwork (various heads of Income and their provisions)

Text Book:

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1. Students guide to income tax law and practice, Vinod k.Singhania (Updated)

Books for Reference:

1. Dr.H.C.Mehrotra and Dr. S.P.Goyal Income tax law and accounts - - Sahithya Bhawan Publications,61 st Edition:2020
2. Dr. H. C. Mehrotra - Income tax law and accounts , Sahitya Bhawan Publications 61 stEdition,Agra (Updated)
3. Resddy and Reddy, income tax law and accounts- Margham publications, Chennai (Updated)
4. Vinod K.Singhania -" students' guide to income tax law and accounts , Taxman publications ,New Delhi (Updated)
5. CA Raj K Agrawal , Hand Book on Income Tax, 5th Edition, Bharat Law House.
6. V.P.Gaur, D.B.Narang, Puja Gaur, Rajeev Puri, Income Tax Law and Practie, Kalyani Publisher (Updated)

Mark Scheme

Section A (1*20=20 Marks)	Section B (5*5= 25 Marks)	Section C(3*10=30Marks)
1 to 20 Multiple Choice Questions	21a) Theory 21 b) Problem 22a) Problem 22b) Problem 23a) Problem 23b) Problem 24a) Problem 24 b) Problem 25 a) Theory 25b) Problem	Questions 26 to 30 Problems only

.Online Resources:

Swayam course	<ul style="list-style-type: none">• http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/293
E-content	<ul style="list-style-type: none">• https://www.slideshare.net/123456789ASHU/introduction-to-income-tax• https://www.youtube.com/watch?v=Qgt8I3Pqg-Q&ab_channel=CAdilipbadlani• https://www.slideshare.net/anandkankni/income-under-head-salaries• https://www.youtube.com/watch?v= 2Tujn58IqA&ab_channel=CAdilipbadlani• https://www.slideserve.com/verdad/income-from-business-profession-powerpoint-ppt-presentation• https://www.youtube.com/watch?v=3d3ac8cHMDA&list=PLLgJVrtHe9RoSYISqZXoLUB84Xt_Z1LZj&ab_channel=GroomingEducationAcademy• https://www.youtube.com/watch?v=6bh9QvRZyFA&ab_channel=NitinGoel
Other online resources	<ul style="list-style-type: none">• https://www.icsi.edu/media/webmodules/DIRECT_TAX_LAW_AND_PRACTICE_BOOK_04102019.pdf

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	<ul style="list-style-type: none"> • http://kamarajcollege.ac.in/Department/Commerce/III%20Year/005%20Major%20Elective%20I%20-%20Income%20Tax%20Law%20&%20Practice%20I%20-%20V%20Sem.pdf • https://www.icaai.org/post.html?post_id=15923 • https://castudyweb.com/wp-content/uploads/2019/05/Direct-Tax-Book-1-By-CA-Pranav-Chandak-Sir.pdf
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Relationship Matrix for COs, POs and PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	1	3	2			1	1	2	1
CO2	2	1	1	1	1	2	1			
CO3	3	1	3	2			1	1	2	1
CO4	2	3	3	3					2	
CO5	2	1	3	2	2		1	1	2	
AVG	2.4	1.4	2.6	2.4	.6	.4	.8	.6	1.6	.4

Notes :1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High), — — Indicates there is no correlation

Passed in the Board of Studies Meeting held on -----
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School of Commerce

Programme: B.Com. (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part :III : Core Course 15(CC 15)		Semester : VI
Course Title :AUDITING		
Course code :U19CC15	Hours per week: 6	Credit : 6
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objectives

- To comprehend meaning and elements of auditing and gain knowledge for execution of audit.

Course Outcomes

After completing this course the student will be able to

- **CO1:** Familiarize the students with principles and procedure of auditing
- **CO2:** Explain vouching of trading transaction and verifications & valuation of assets
- **CO3:** Summarize on audit evidence and depreciation.
- **CO4:** Assess on audit of limited comprise.
- **CO5:** Summarize audit report and latest trends in auditing computerized system

UNIT I: Introduction

(18 hours)

Evolution of Audit - Meaning and Definition of Auditing – Scope of Auditing -- Objectives of auditing – Auditing Vs Accounting--Classification of audit – Internal audit – Periodical audit – Continuous audit – Interim audit – Balance sheet audit – Basic Principles for Governing an audit.

UNIT II: Internal control system and Vouching

(18 hours)

Meaning - Nature and objectives of Internal Control System – Internal check - Objectives and principles regards: wage payments, Cash Sales, Cash Purchase- Procedure of audit – Audit program me-Vouching of Cash Transactions, Trading Transactions and Impersonal Ledgers – **Types of Voucher***- Valuation and Verification of Assets and Liabilities - Verification Vs Vouching - Verification Vs Valuation.

UNIT III: Audit Evidence and Depreciation

(18 hours)

Introduction- Audit Procedure to Obtain Audit Evidence - Types of Audit Evidence- Reliability of Audit Evidence- Methods to Obtain Audit Evidence - Meaning – **Causes*** – Methods – Auditors duties regarding depreciation – Reserves – Classification of reserves – Secret reserves – **Auditors duties#** regarding secret reserves.

UNIT IV: Audit of limited companies

(18 hours)

Share capital audit – share transfer audit –Divisible profit and dividend appointment,

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qualification rights, duties and liabilities of company auditors – audit reports.

UNIT V: Investigation and Audit Report

(18 hours)

Types of Audit Report - Distinction between Report and Certificate–**Differentiate between Investigation and Auditing***- Types of Investigation - **Professional ethics#** – auditing of computerized accounting.

Extra Credit:

Case Study

* Self Learning

Activities : 1.Report Collection 2.Viste Local Audit Office

Text Books:

1. DingarPagare, Principles and Practice of Auditing, Sultan Chand & Sons, NewDelhi 2019
2. B.N.Tandon, S.Sudharsanam and S.SundaraBalu, PracticalAuditing– Chand& Co., NewDelhi 2019

Books for Reference:

1. V.K.Batra and K.C.Bagarra ,Text book of Auditing– TataMcGrawHill publishing company ltd,Noida
2. Jagadish Prakash , Auditing , Kalyani Publishers,Ludhiana
3. Sundar,K and Pari, K Practical Auditing Vijay Nicole Imprints Pvt.Ltd.Chennai
4. Kamala Gupta and Ashok Arora Fundamentals of Auditing, TataMcGraw Hill publishing company ltd, New Delhi.

Online Resources:

Swayam course	<ul style="list-style-type: none"> • https://www.classcentral.com/course/auditing-part1-conceptual-foundations-11798
E-content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=zuaVL3PMqj4&ab_channel=DrSHIVAJI_RSHELKE • https://www.slideshare.net/gopikrishz/auditing-46200775 • https://www.slideshare.net/AjayNazarene/unit-4-vouching • https://www.slideshare.net/ali03444/audit-evidence-presentation • https://www.slideshare.net/EasyStudy3/chapter-audit-report • https://slideplayer.com/slide/7903131/
Other online resources	<ul style="list-style-type: none"> • http://ebooks.lpude.in/commerce/bcom/term_3/DCOM204_AUDITING_THEORY.pdf • http://www.gdcbemina.com/docs/Auditing.pdf • https://www.sscasc.in/wp-content/uploads/downloads/BCOM/Principles-Practices-of-Auditing.pdf • http://www.universityofcalicut.info/SDE/BCom_Auditing.pdf

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http://archive.mu.ac.in/myweb_test/study%20TYBCom%20Accountancy%20Auditing-II.pdf

Relationship Matrix for COs, POs and PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	2	1			1	1			
CO2	2	2	2	2		1	2	2	2	
CO3	2	3	3	3			2	2	3	2
CO4		3	3	3					3	
CO5		3	3	3	3				3	3
AVG	1	2.4	2.4	2.2	.6	.4	1	.8	2.2	1

Notes :1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High), — — Indicates there is no correlation

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School of Commerce

Programme: B. Com (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part: III: Core course (CC-16E)		Semester: VI
Course Title: MANAGEMENT INFORMATION SYSTEM (MIS)		
Course code: U19CC-16E	Hours per week: 5	Credit: 4
CIA: 25 Marks	ESE: 75 Marks	Total: 100 Marks

Objectives

- To equip the students with fundamentals of MIS

Course Outcomes (COs)

After Completing this course student will be able to

- **CO1:** Describe an idea about MIS and MIS Support to Planning.
- **CO2:** Enable the students to understand the system concept, sub systems and modeling systems.
- **CO3:** Compile information on Input and Output Devices.
- **CO4:** Analyze the requirements of Data management and Database development.
- **CO5:** Integrate the concepts of Financial information system, sources, Marketing Information System and Process Control.

Unit I: Introduction

(15 hours)

Meaning of MIS - *Characteristic - Features of MIS-Pre-requisites of an effective MIS

#MIS support to planning –Planning-Decision.

Unit II: System concept

(15 hours)

System concept - System Environment-*System Types – Sub Systems-Characteristics of system-#Modelling systems.

Unit III: Input and Output Devices

(15 hours)

Keyboard-Mouse-Mouse pad- Trackball-Joystick-Digitizing tablet – Scanners Magnetic ink character recognition (MICR)-OUTPUT: *Monitors-Printers- Plotter.

Unit IV: Data Base Management

(15 hours)

The Database Management Solution-#Using Database Management Systems-Types of databases-Benefits and Limitations of Database Management- *Evaluation of database

structures-Database Development

Unit V: Information System

(15 hours)

Financial Information System-Source of #Financial Information-Accounting Information System-Marketing Information Systems-Computer-*Aided Engineering-Process Control.

Extra Credit:

Case Study

* Self Learning

Activities : Quiz, Creating Models, Chart work

Text Books:

Passed in the Board of Studies Meeting held on ----

Approved in the Academic Council Meeting held on ----

NATIONAL COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI-620001

1. Gordon B.Davis & Margrthe H.Olsan, -Management Information System||.Mcgraw Hill Publishing

Books For Reference:

1. Dr.S.P.Rajagopalan, Management Information System-Margham Publishing
2. Aman Jindal,||Management Information System,Kalayani Publishing.

Online Resources:

Swayam course	<ul style="list-style-type: none"> • https://onlinecourses.nptel.ac.in/noc20_mg60/preview • https://online-degree.swayam.gov.in/dyp20_d01_s2_mg13/preview
E-content	<ul style="list-style-type: none"> • https://www.slideshare.net/rajeshrvth60/management-information-system-ppt-60013428 • https://www.youtube.com/watch?v=pQVxYKQYHWI • https://www.youtube.com/watch?v=uhVQCjKL4OY • https://www.youtube.com/watch?v=BFrv4ru9XDk • https://www.google.com/search?q=mis+ppt&rlz=1C1CHBD_enIN914IN914&oq=mis+ppt&aqs=chrome.0.69i59.4657j0j15&sourceid=chrome&ie=UTF-8 • https://www.sketchbubble.com/en/presentation-management-information-system.html
Other online resources	<ul style="list-style-type: none"> • http://www.indoreindira.com/UG/images/BBA/BBA%20II%20Sem/Management%20Information%20System.pdf • http://jnuprdistance.com/assets/lms/LMS%20JNU/BBA/Sem%20II/Management%20Information%20System/Version%202/Management%20Information%20Systems.pdf • https://www.geektonight.com/management-information-system-notes-pdf/ • https://www.scribd.com/document/355721285/MIS-Full-Notes-for-MBA-BBA-BCA-Commerce

Relationship Matrix for COs,POs,PSOs

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1		1	1	1		1				
CO2	1	1	1	1		1	1			
CO3		3	3	3	3					3
CO4	2		2	2					2	
CO5		3	3	3	3	1				3
AVG	0.6	1.6	2.0	2.0	1.2	0.6	0.2		0.4	1.2

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High) *|| -Indicates there is no correlation

Passed in the Board of Studies Meeting held on -----

Approved in the Academic Council Meeting held on -----

School of Commerce
Programme: B.Com (CA) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)
(For students BCA, B.Sc(IT))

Part :III : Allied Course (AC)		Semester - III
Course Title : PRINCIPLES OF ACCOUNTANCY		
Course code : U19ACO1C	Hours per week: 5	Credit : 3
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objectives

- To enable the students to learn principles and concepts of accountancy.

Course Outcomes(COs)

After Completing this course student will be able to

- **CO1:** Enable students to understand the accounting concept and Bank Reconciliation statement.
- **CO2:** Develop the knowledge of Final account of sole traders and Rectification of errors.
- **CO3:** Demonstrate the accounts of non-profit organization and bill of exchange.
- **CO4:** Explain and overview of Consignment and Ventures.
- **CO5:** Assess and understand the single entry system, methods, provisions and reserves.

UNIT 1 : Introduction (15 hours)

Introduction – Accounting concepts and conventions – Accounting Standards – Meaning- Double entry system – *Journal, Ledger, Subsidiary books, Trial Balance – Bank Reconciliation Statement.

UNIT-2 : Final Accounts (15 hours)

*Final accounts of sole traders with adjustment entries – #Rectification of Errors.

UNIT-3 : Accounts of Non-Profit Organisation (15 hours)

#Accounts of Non-profit organization - *Bill of exchange – Average due date – Account current .

UNIT-4 : Consignment and Joint Ventures (15 hours)

Consignment and *Joint Ventures.

UNIT-5: Single Entry System and Depreciation (15 hours)

Single Entry System – *Depreciation – Methods, provisions and reserves

(Theory 20% and problems 80%).

Extra Credit:

Case Study

* Self Learning

Activities : Quiz, Collecting Financial Statements.

Text Books :

2. R.I. Gupta and Others, “Advanced Accountancy”, Sultan Chand Sons, New Delhi.

Passed in the Board of Studies Meeting held on -----

Approved in the Academic Council Meeting held on ----

NATIONAL COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI-620001

Books for Reference:

1. R.I. Gupta and Others, "Advanced Accountancy", Sultan Chand Sons, New Delhi
2. S.P.Jain and K.I. Narang, "Advanced Accounting", Kalyani Publishers, New Delhi
3. RSN. Pillai, Bagavathi S. Uma, "Advanced Accounting", Tata Mc Graw Hill, New Delhi
4. M.C.Shukla, "Advanced Accountancy", Sultan Chand Sons, New Delhi
5. Mukerjee and Haneef, "Advanced Accounting", Tata McGrawHill, New Delhi
6. Arulanandam, "Advanced Accounting", Himalaya Publication, Mumbai
7. Manikandam & R.Rakesh Sankar, "Financial Accounting", Scitech Publications Pvt Ltd. Chennai Volume I&II
8. I.S Reddy & Dr.A.Muruthy, "Financial Accounting", Margham Publications, Chennai.

Online Resources:

Swayam course	
E-content	<ul style="list-style-type: none"> • https://www.slideshare.net/mcsharma1/accounting-principles-78560349 • https://www.slideshare.net/veenamadaan94/accounting-principle-30033976 • https://www.youtube.com/watch?v=IggY48vEe2w • https://www.youtube.com/watch?v=UUMYMDo_j34
Other online resources	<ul style="list-style-type: none"> • http://www.ddegjust.ac.in/studymaterial/bba/bba-104.pdf • https://econ.ucsb.edu/~harmon/003slide1.pdf

Relationship Matrix for COs,POs,PSOs.

Course Outcomes	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	1	1		1	1			
CO2	2	2	2				2	2		2
CO3	1	1	1	1		1	1			
CO4	2		2	2					2	
CO5	1	3	3	3		1	1		3	
AVG	1.4	1.4	1.8	1.4		0.6	0.8	0.4	1.0	0.4

Note: 1-Slight (Low) 2- Moderate (Medium) 3- Substantial (High)

*|| -Indicates there is no correlation



BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI- 620 024
ENVIRONMENTAL STUDIES – U19ES

(Applicable to the candidates admitted from the Academic year 2019-20 onwards)

Unit: 1 The Multidisciplinary nature of environmental studies
Definition, scope and importance. (2 lectures)
Need for public awareness

Unit: 2 Natural Resources:
Renewable and non-renewable resources:
Natural resources and associated problems.

- Forest resources: use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
- Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams benefits and problems.
- Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
- Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.
- Energy resources: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources. Case studies.
- Land resources: Land as a resources, land degradation, man induced Landslides, soil erosion and desertification.

- Role of an individual in conservation of natural resources.
- Equitable use of resources for sustainable lifestyles.

(8 lectures)

Unit: 3 Ecosystems

- Concept of an ecosystem.
- Structure and function of an ecosystem.
- Producers, consumers and decomposers
- Energy flow in the ecosystem
- Ecological succession.
- Food chains, food webs and ecological pyramids
- Introduction, types, characteristic features, structure and function of the following ecosystem:-

- a. Forest ecosystem
- b. Grassland ecosystem
- c. Desert ecosystem
- d. Aquatic ecosystems, (ponds, streams, lakes, rivers, oceans, estuaries)

(6 lectures)

Unit: 4 Biodiversity and its conservation

- Introduction – Definition : Genetic, species and ecosystem diversity
- Biogeographical classification of India
- Value of biodiversity : consumptive use, productive use, social, ethical, aesthetic and option values
- Biodiversity at global, National and local levels
- India as a mega-diversity nation
- Hot-spots of biodiversity
- Threats to biodiversity : habitat loss, poaching of wildlife, man-wildlife conflicts.
- Endangered and endemic species of India
- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.
- Biological Diversity Act 2002/ BD Rules, 2004

(8 lectures)

Unit: 5 Environmental Pollution

Definition

Causes, effects and control measures of :

- a. Air Pollution
 - b. Water Pollution
 - c. Soil Pollution
 - d. Marine Pollution
 - e. Noise pollution
 - f. Thermal Pollution
 - g. Nuclear hazards
- Solid waste Management: Causes, effects and control measures of urban and industrial wastes.
 - Role of an individual in prevention of pollution
 - Pollution case studies
 - Disaster management: floods, earthquake, cyclone and landslides.
 - Ill-Effects of Fireworks: Firework and Celebrations, Health Hazards, Types of Fire, Firework and Safety

(8 lectures)

Unit: 6 Social Issues and the Environment

- From Unsustainable to Sustainable development.
- Urban problems related to energy.
- Water conservation, rain water harvesting, watershed management.
- Resettlement and rehabilitation of people; its problems and concerns.

Case studies

- Environmental ethics: Issues and possible solutions.
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
- Wasteland reclamation.
- Consumerism and waste products.
- Environment Protection Act.
- Air (Prevention and Control of Pollution) Act.
- Water (Prevention and Control of Pollution) Act.
- Wildlife Protection Act.
- Forest Conservation Act.
- Issues involved in enforcement of environmental legislation
- Public awareness.

(7 lectures)

Unit: 7 Human Population and the Environment

- Population growth, variation among nations.
- Population explosion – Family Welfare Programmes
- Environment and human health
- Human Rights - Value Education
- HIV/ AIDS - Women and Child Welfare
- Role of Information Technology in Environment and human health
- Case studies.

Unit: 8 Field Work

- Visit to a local area to document environmental assets-river / forest/ grassland/ hill / mountain

References:

1. Agarwal, K.C. 2001 Environmental Biology, Nidi Public Ltd Bikaner.
2. Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt Ltd, Ahamedabad – 380013, India, E-mail: mapin@icenet.net(R)
3. Brunner R.C. 1989, Hazardous Waste Incineration, McGraw Hill Inc 480 p
4. Clark R.S. Marine Pollution, Clanderson Press Oxford (TB)
5. Cunningham, W.P.Cooper, T.H.Gorhani E & Hepworth, M.T. 2001.
6. De A.K. Environmental Chemistry, Wiley Eastern Ltd
7. Down to Earth, Centre for Science and Environment (R)
8. Gleick, H.P. 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute Oxford University, Press 473p.

9. Hawkins, R.E. Encyclopedia of India Natural History, Bombay Natural History Society, Bombay (R)
10. Heywood, V.H & Watson, R.T. 1995. Global Biodiversity Assessment. Cambridge University Press 1140 p.
11. Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws Himalaya Pub. House, Delhi 284 p.
12. Mckinney, M.L. & Schoch R.M. 1996. Environmental Science systems & Solutions, Web enhanced edition 639 p.
13. Mhaskar A.K. Matter Hazardous, Techno-Science Publications (TB)
14. Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co. (TB)
15. Odum, E.P. 1971 Fundamentals of Ecology. W.B. Saunders Co. USA. 574 p
16. Rao MN & Datta, A.K. 1987 Waste Water treatment, Oxford & IBH Publication Co. Pvt Ltd 345 p.
17. Sharma B.K. 2001 Environmental chemistry Goel Publ House, Meerut.
18. Survey of the Environment, The Hindu (M).
19. Townsend C. Harper, J and Michael Begon, Essentials of Ecology, Blackwell science (TB)
20. Trivedi R.K. Handbook of Environmental Laws, Rules, Guidelines, Compliances and Standards, Vol. I and II, Enviro Media (R).
21. Trivedi R.K. and P.K. Goel, Introduction to air pollution, Techno-Science Publications (TB).
22. Wagner K.D. 1998 Environmental Management. W.B. Saunders Co. Philadelphia USA 499 p
(M) Magazine (R) Reference (TB) Textbook
23. <http://nbaindia.org/uploaded/Biodiversityindia/Legal/33%20Biological%20Diversity%20Rules,%202004.pdf>.

PART – IV: VALUE EDUCATION - U19VE

HOURS: 2

CREDITS: 2

Learning Objectives

This subject deals with the

- Philosophy of life
- Individual qualities
- social values
- Mind culture
- Personal health.
-

UNIT I:

PHILOSOPHY OF LIFE Human Life on Earth (Kural 629), Purpose of Life (Kural 46) Meaning and Philosophy of Life(Kural 131, 226) The Law of Nature (Kural 374) Glorifying All form of Life in this Universe (Kural 322, 327) – Protecting Nature /Universe (Kural 16, 20, 1038)

UNIT II:

INDIVIDUAL QUALITIES Basic Culture (Kural 72, 431) Thought Analysis (Kural 282, 467,666)Regulating desire (Kural 367), Guarding against anger (Kural 158, 305, 306, 314), To get rid of Anxiety (Kural 629), The Rewards of Blessing (Kural 3), Benevolence of Friendship (Kural 786), Love and Charity (Kural 76), Self – tranquility/Peace (Kural 318)

UNIT III:

SOCIAL VALUES (INDIVIDUAL AND SOCIAL WELFARE) Family (Kural 45), Peace in Family (Kural 1025), Society (Kural 446), The Law of Life (Kural 952), Brotherhood (Kural 807), The Pride of Womanhood (Kural 56) Five responsibilities/duties of Man : a) to himself, b) to his family, c) to his environment, d) to his society, e) to the Universe in his lives (Kural 43, 981), Thriftness (Thrift)/Economics (Kural 754), Health (Kural 298), Education (Kural 400), Governance (Kural 691), People’s responsibility/ duties of the community (Kural 37), World peace (Kural 572)

UNIT IV:

MIND CULTURE Mind Culture (Kural 457) Life and Mind - Bio - magnetism, Universal Magnetism (God – Realization and Self Realization) - Genetic Centre – Thought Action – Short term Memory – Expansiveness – Thought – Waves, Channelising the Mind, Stages - Meditation (Kural 261, 266, 270), Spiritual Value (Kural 423)

UNIT V:

TENDING PERSONAL HEALTH Structure of the body, the three forces of the body, life body relation, natural causes and unnatural causes for diseases (Kural 941), Methods in Curing diseases (Kural 948, 949) The Five units, simple physical exercises.

LEARNING OUTCOMES:

On successful completion of the course, the students should have acquired knowledge over

- Philosophy of life
- Individual qualities
- social values
- Mind culture
- Personal health

TEXTBOOKS

1. Philosophy of Universal Magnetism (Bio-magnetism, Universal Magnetism) The World Community Service Centre Vethatri Publications (for Unit IV)
2. Pope, G.U., Dr. Rev., Thirukkural with English Translation, Uma Publication, 156, Serfoji Nagar, Medical College Road, Thanjavur 613004 (for All Units)
3. Value Education for Health, Happiness and Harmony, The World Community Service Centre Vethatri Publications (for All Units)

PART – IV: SOFT SKILLS - U19SS

HOURS: 2

CREDITS: 2

Learning Objectives

This subject deals with knowledge of understanding

- Interpersonal skills
- Communicative skills
- Corporate skills
- Resume Writing.

LEARNING OUTCOMES:

On successful completion of the course, the students should have acquired knowledge over

- Interpersonal skills
- Communicative skills
- Corporate skills
- Resume Writing.

UNIT I:

Know Thyself / Understanding Self Introduction to soft skills self discovery – Developing positive attitude – Improving perceptions – Forming values.

UNIT II:

Interpersonal Skills/ Understanding Others Developing interpersonal relationship –Team building – group dynamics –Net working- Improved work relationship

UNIT III:

Communication Skills/ Communication with others Art of Listening –Art of reading –Art of speaking – Art of writing –Art of writing emails-e mail etiquette

UNIT IV:

Corporate Skills/ Working with Others Developing body language –Practising etiquette and mannerism – Time management – Stress management.

UNIT V:

Selling Self/ Job Hunting Writing resume /cv-interview skills – Group discussion –Mock interview Mock GD –Goal setting –Career planning

TEXT BOOKS

1. Meena. K and V.Ayothi (2013) A Book on Development of Soft Skills (Soft Skills: A Road Map to Success) P.R. Publishers & Distributors, No, B-20 &21, V.M.M Complex, Chatiram Bus Stand, Tiruchirapalli -620 002. (Phone No: 0431-2702824; Mobile No: 94433 70597, 98430 7442) Alex K. (2012)
2. Soft Skills – Know Yourself & Know the World, S.Chand & Company LTD, Ram Nagar, New Delhi - 110 055. Mobile No: 94425 14814(Dr.K.Alex)

REFERENCE BOOKS

1. Developing the leader within you John C Maxwell
2. Good to Great by Jim Collins
3. The Seven habits of highly effective people Stephen Covey
4. Emotional Intelligence Daniel Goleman
5. You can Win Shive Khara

Principle centred leadership Stephen Covey

SEMESTER – VI

COURSE CODE: U19GS

PART – V: GENDER STUDIES

HOURS: 1

CREDITS: 1

Learning Objectives

This subject deals with

- Concept of gender,
- Women's Studies vs Gender Studies,
- Areas of Gender Discrimination,
- Women development and Gender Empowerment

LEARNING OUTCOMES:

On successful completion of the course, the students should have acquired knowledge over

- Concept of gender Women's Studies vs Gender Studies Areas of Gender Discrimination
- Women development and Gender Empowerment

UNIT I:

Concepts of Gender: Sex-Gender-Biological Determinism- Patriarchy- Feminism -Gender Discrimination -Gender Division of Labour -Gender Stereotyping-Gender Sensitivity - Gender Equity —Equality-Gender Mainstreaming Empowerment

UNIT II:

Women's Studies Vs Gender Studies: UGC's Guidelines - VII to XI Plans- Gender Studies: Beijing Conference and CEDAW-Exclusiveness and Inclusiveness.

UNIT III:

Areas of Gender Discrimination: Family Sex Ratio-Literacy -Health -Governance Religion Work Vs Employment-Market - Media - Politics Law Domestic Violence — Sexual Harassment — State Policies and Planning

UNIT IV:

Women Development and Gender Empowerment: Initiatives International Women's Decade - International Women's Year - National Policy for Empowerment of Women - Women Empowerment Year 2001- Mainstreaming Global Policies.

UNIT V:

Women's Movements and Safeguarding Mechanism:— In India National / State Commission for Women (NCW) - All Women Police Station Family Court- Domestic Violence Act - Prevention of Sexual Harassment at Work Place Supreme Court Guidelines - Maternity Benefit Act - PNDT Act - Hindu Succession Act 2003 Eve Teasing Prevention Act - Self Help Groups 73 and 74 Amendment for PRIS.

TEXTBOOKS

1. Bhasin Kamala, Understanding Gender: Gender Basics, New Delhi: Women Unlimited 2004
2. Bhasin Kamala, Exploring Masculinity: Gender Basics, New Delhi: Women Unlimited, 2004

3. Bhasin Kamala, What is Patriarchy? : Gender Basics, New Delhi: Women Unlimited, 1993
4. Pernau Margrit Ahmad Imtiaz, Reifeld Hermut (ed.,) Family and Gender: Changing Values in Germany and India, New Delhi: Sage Publications, 2003
5. Agarwal Bina, Humphries Jane and Robeyns Ingrid (ed.,)
6. Capabilities, Freedom, and Equality: Amartya Sen's Work from a Gender Perspective, New Delhi: Oxford University Press, 2006
7. Rajadurai.S.V, Geetha.V, Themes in Caste Gender and Religion, Tiruchirappalli: Bharathidasan University, 2007 Misra Geetanjali, Chandiramani Radhika (ed.,)
8. Sexuality, Gender and Rights: Exploring Theory and Practice in South and Southeast Asia, New Delhi: Sage Publication, 2005 Rao Anupama (ed.,)
9. Gender &Caste: Issues in Contemporary Indian Feminism, New Delhi: Kali for Women, 2003
10. Saha Chandana, Gender Equity and Gender Equality: Study of Girl Child in Rajasthan, Jaipur: Rawat Publications, 2003
11. Krishna Sumi,(ed.,) Livelihood and Gender Equity in Community Resource Management New Delhi: Sage Publication, 2004
12. Wharton .S Amy, The Sociology of Gender: An Introduction to Theory and Research, USA: Blackwell Publishing, 2005.
13. Mohanty Manoranjan (ed.,) Class, Caste, Gender: Readings in Indian Government and Politics- 5, New Delhi: Sage Publications, 2004.
14. Arya Sadhna, Women, Gender Equality and the State, New Delhi: Deep & Deep Publications, 2000.