

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

Programme Structure for B.Com under CBCS

For candidates admitted from the academic year 2019-22 onwards I B.COM

Semester	Part	Course	Course Title	Hrs Per week	Credit	Exam hr	Marks	W	O	Total Marks
I		SEMESTER-I								
	I	Language course-I(LC-I)	Language	6	3	3	25	75		100
	II	English Language course I- (ELC-I)	English	6	3	3	25	75		100
	III	Core Course I- (CC-I)	Business Organisation and Management	5	5	3	25	75		100
		Core Course II -(CC-II)	Financial Accounting-I	6	6	3	25	75		100
		Allied Course I (IAC-I)	Business Economics	5	3	3	25	75		100
	IV	ES-Environmental Studies	Environmental Studies	2	2	3	25	75		100
		Total		30	22					600
II		SEMESTER-II								
	I	Language course-II (LC-II)	Language	6	3	3	25	75		100
	II	English Language course II- (ELC-II)	English	4	2	3	25	75		100
		Communicative English Course I- (CEC I)	Communicative English	2	1	3	25	70	5	100
	III	Core Course III (CC III)	Business Statistics	5	4	3	25	75		100
		Allied Course II(I ACII)	Practices of Banking and Insurance	6	3	3	25	75		100
		Allied Course III (I AC III)	Marketing	5	2	3	25	75		100
	IV	SBE-1:Computer Application	Office Automation	2	2	3	25	75		100
			Internship(10 Days)		2					
		Total		30	19					700

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Semester	Part	Course	Course Title	Ins tru Hrs	Credit	Exam hr	CIA Marks	W	O	Total Marks
III		SEMESTER-III								
	I	Language course-III (LC-III)	Language	6	3	3	25	75		100
	II	English Language course III- (ELC-III)	English	6	3	3	25	75		100
	III	Core Course IV (CC IV)	Financial Accounting-II	4	4	3	25	75		100
		Core Course V (CC V)	Business Communication	5	5	3	25	75		100
		Part III :AC4	Business Mathematics	5	3	3	25	75		100
	IV	Skill Based Elective Course –II (SBEC –II)	Desktop Publishing-Theory	2	2	3	25	75		100
		Skill Based Elective Course –III (SBEC –III)	Office Automation & Desktop Publishing - Practicals	2	2	3	25	75		100
		Total		30	22					700
IV		SEMESTER-IV								
	I	Language course-IV (LC-IV)	Language	6	3	3	25	75		100
	II	English Language course IV- (ELC-IV)	English	4	2	3	25	75		100
	II	Communicative English-IV	Communicative English	2	1	3	25	75		100
	III	Core Course VI (CC VI)	Cost Accounting	4	4	3	25	75		100
		Allied Course V	Commercial Law	5	2	3	25	75		100
		Allied Course VI	Organisational Behaviour	5	2	3	25	75		100
	IV	Non Major Elective –I(NMEC I)	Principles of Management/Capital Market Operations	2	2	3	25	75		100
		Value Education Course (VEC)	Value Education	2	2	3	25	75		100
			Internship (10 days)		2					
		Total		30	20					800

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For candidates admitted from the academic year 2019-22 onwards III B.COM

Semester	Part	Course	Course Title	Ins tru	Credit	Exam hr	CIA Marks	W	O	Total Marks
V		SEMESTER-V								
	III	Core Course (CC-7)	Corporate Accounting	5	5	3	25	75		100
		Core Course (CC-8)	Financial Services & Markets	5	5	3	25	75		100
		Core Course (CC-9E)	GST	5	4	3	25	75		100
		Core Course (CC-10E)	Company Law 2013	5	4	3	25	75		100
		Core Course (CC-11)	Financial Management	5	5	3	25	75		100
	IV	Non Major Elective Course II (NMEC II)	Principles of Accountancy/ Personal Investment 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 (CC-12)	Management Accounting	6	6	3	25	75		100
		Core Course (CC-13)	Accounting Packages in Computer	6	6	3	25	75		100
		Core Course (CC-14)	Income Tax Law and Practice	6	6	3	25	75		100
		Core Course (CC-15)	Auditing	6	6	3	25	75		100
		Core Course (CC-16E)	International Trade	5	4	3	25	75		100
	IV	(GSC)	Gender Studies	1	1	3	25	75		100
		EA-Extension Activity		---	1					
			Total	30	30					600
		Grand Total		180	140					4000

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Part I Language	Language	4 Courses	12 Credits
Part II English	English	4 Courses	10 Credits
Part II	Communicative English	2 Courses	02 Credits
Part III	Core course	16 Courses	74 Credits
	Allied Course I to V1	6Courses	18 Credits
Part IV	Environmental Studies	1 Course	02 Credits
	Value Education	1 Course	02 Credits
	Non Major Elective	2 Courses	04 Credits
	Skill Based Elective	2 Courses	06 Credits
	Gender Studies	1 Course	01 Credit
	Soft Skills	1 Course	02 Credits
Part V	Extension Activities		01 Credit
	Internship		06 Credits
	Total		140 Credits

CIA-Continuous Internal Assessment

W-Written Examination

There will be oral test for all practical examinations and Communicative English Courses. The oral test will carry 10 marks in the external component.

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. சோற்றுச்சுமை | - 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

தரப்புள்ளிகள்: 3

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

அலகு - 1: சைவ இலக்கியம்

திருஞானசம்பந்தர் - திருச்சிராப்பள்ளி - நன்றுடையானை தீயதிலானை.
திருநாவுக்கரசர் - தில்லைப் பெருங்கோயில் - கருநட்ட கண்டனை.
சுந்தரர் - 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
காசீம் 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 கழிப்பூக் 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 - செல்வரயாம் 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

Communicative English

Course : I

Instruction Hours/ Week : 2

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

COMMUNICATIVE ENGLISH COURSE : II

INSTRUCTION HOURS/WEEK : 2

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

U19HI : 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

6hrs/wk

**PAPER – III DIALOGUE WRITING, POETRY, TRANSLATION -2
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 (Bishma 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 देवनागरीलिपि: च - परिचयः
कर्तृपद-परिचयः

- १। संस्कृत भाषा - प्रास्ताविकम्
- २। अक्षराभ्यासः, वर्णाः,
- ३। स्वराः, व्यञ्जननि, 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 (गच्छ), 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 (0 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

गतषाणंमासे 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, शंस्, त्यज्, जल्प, निन्द, क्षिप्।

२। वाक्येषु उपयोगः, अनुवाद-अभ्यासः च।

Unit II

1. भविष्यत्कालः (लृट्) नूतनक्रियापदानि

१। अर्ज्, दण्ड्, चिन्त्, ज्वल्, तर्ज्, तर्क्, 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 - पुंनपुंस्त्रीषु।
- 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. Anjala-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। अव्ययीभाव-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: लङ्कातः यदा हनूमान् 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, चित्तूर, आन्ध्रप्रदेशः ५१७५०१।

School of Commerce

Programme: B.Com. (Commerce) 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 : U19CO1	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 X theory, 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.Weirich, 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=QixePOoy0xk • 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. (Commerce) 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 : U19CO2	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. (Commerce) 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 :BUSINESS ECONOMICS		
Course Code : U19ACO1	Hours per week:5	Credit :3
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- This course facilitates an understanding of economic theory and the economic factors which influence business decision.

Course Outcomes (COs)

After completing this course the student will be able to

- **CO1:** Understand and apply supply and demand analysis to relevant economic issues;
- **CO2:** Apply explain marginal analysis to the “firm” under different market conditions;
- **CO3:** Apply economic models to examine current economic issues and evaluate policy options for addressing these issues; analyze the causes and effects of changes in real GDP;
- **CO4:** Explain the concept of macroeconomic equilibrium and implications for the management of the business cycle;
- **CO5:** Identify and explain changes in the money supply and analyze the effects of monetary policy changes on the economy; and evaluate the effects of government policy measures on the exchange rate and trade.

UNIT I: Concept of Business Economics (15 hours)

Nature and scope of business economics and Utility analysis Business Economics-Definition- Nature-Scope- **Micro and Macroeconomics**#- Concepts applied in business economics- Utility-Meaning-Cardinal and Ordinal utilities- **Law of diminishing marginal utility***.

UNIT II: Demand Analysis (15 hours)

Demand Analysis and Indifference curve analysis Demand-Meaning- Law of Demand- - Exceptions to Law of Demand- Change in Demand and change in quantity demanded- Demand-Distinctions- Elasticity of Demand- Types of price elasticity- **Factors influencing price elasticity of demand***-Measurement of elasticity- Total outlay method- Indifference curve analysis- Features- **consumer equilibrium**#.

UNIT III: Production Analysis (15 hours)

Production and cost analysis Production-meaning- **Production Theories***-Law of variable proportion- Laws of returns to scale Economies of large scale production- **Cost concepts**#- Short run, long run cost curves.

UNIT IV: Market Competition and Price Determination (15 hours)

Market competition and price determination **Perfect competition***- Average and Marginal revenue curve- Short run, long run equilibrium Price determination- **Monopoly**#-Features- Price discrimination- Monopolistic competition Features-group equilibrium- Product equilibrium.

UNIT V: Macro Economics (15 hours)

Macro Economics - **Business cycle**# - National income – Definition, **Methods*** - Measurement of national income.

Extra Credit:

Case Study

* Self Learning

Activities : 1.Quiz 2.Data Collection in GDP and NNP 3.Group Discussion

Text Books:

1. K.P.M .Sundharam, and E.N. Sundharam., Business Economics, Sultan Chand and Sons, New Delhi-2, 2010.
2. T. Aryamala, Business Economics, Vijay Nichole Imprints Pvt. Ltd., Chennai , 2012.

Books for Reference:

1. S.Sankaran, Business Economics, Margham Publications, Chennai -17,2013.
2. Appannaiah and Reddy, Economics for Business,Himalaya Publishing , Mumbai,2013.
3. H.L. Ahuja, Business Economics, S.Chand and Co, New Delhi,2016.
4. R.G. Lipsey, and K.A. Chrystal, Principles of Economics, Oxford: University Press, 2011.
5. E. Ramsfield, Micro Economics , W.W Norton and company, New York, 2012,

Online Resources:

Swayam course	<ul style="list-style-type: none"> • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/1109
E-Content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=sdw5brJWD0 • https://www.youtube.com/watch?v=356_pioFiss
Other online resources	<ul style="list-style-type: none"> • http://sucommerce.org/download/sem1/Managerial%20Economics%20.pdf • https://cablogindia.com/business-economics-notes-for-ca-foundation/ • https://www.tutorialspoint.com/managerial_economics/managerial_economics_tutorial.pdf • https://examupdates.in/bcom-economics-notes/ • http://www.ddegjust.ac.in/studymaterial/bba/bba-103.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				2	2		2
CO2	2	2	2	2			2	2	2	2
CO3	2	2	2			1	2	2	2	2
CO4	2	1	2			1	1		2	
CO5	2	3	3			1	2	2	2	2
AVG	2	2	2.2	1.8		0.8	1.8	1.6	1.6	1.6

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

School of Commerce
Programme: B.Com. (Commerce) 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 : U19CO3	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

(15 hours)

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

(15 hours)

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

UNIT III: Measures of Skewness

(15 hours)

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

(15 hours)

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

(15 hours)

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. (Commerce) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part –III : Allied Course II(ACII)	Semester-II	
Course Title :PRACTICES OF BANKING AND INSURANCE		
Course Code :U19ACO2	Hours per week:6	Credit :3
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To enable students to understand the various services offered and various risks faced by banking and insurance.

Course Outcomes (COs)

After completing this course the student will be able to

- **CO1:**Acquire practical knowledge in the field of banking and insurance
- **CO2:**Understand the financial analysis of banks and insurance
- **CO3:**Keep up with developments in financial markets
- **CO4:**Analyze risk and financial problems
- **CO5:**Use and validate basic theoretical and practical knowledge gained in the field

UNIT I: Indian Banking System

(18 hours)

Origin & Development of Banking System in India – Reserve Bank of India – Powers & Functions - Monetary Policy – Credit Control Measures - Types of Banks – Commercial banks - Origin and growth of commercial banks in India -Functions of Commercial Banks – Cooperative Banks – Regional Rural Banks – Agriculture and Rural Development Banks – Development Banks and NBFCs – Financial Services offered by Banks – **Changing role of Commercial Banks*** – Banker and Customer relationship – General and Special Types of Customers.

UNIT II: Services and Reforms in Banking Sector

(18 hours)

Types of Deposits# – Deposit Accounts – Opening operations and Closure of Fixed Deposit Account – Recurring Account – Savings Account – Current Account – Deposit Schemes for NRIs - Types of Loans and Advances - Principles of Sound lending – Secured vs. Unsecured Advances – **Advances against various Securities*** – Priority Sector Lending – Basel Norms I, II & III Non-Performing Assets – SAFAESI Act – Banking Sector Reforms

UNIT III: E-Banking

(18 hours)

E- banking# – ATM – CDM – telephone /Mobile Banking – ECS- EFT – NEFT – RTGS – SWIFT – CORE banking – Cheque Truncation System Adequacy Norms – **Small Finance Banks – Local Area Banks***-Payment Banks–India Post Banks – Financial Inclusion – PMJDY.

UNIT IV: Nature of Insurance

(18 hours)

Insurance- Nature, Functions, Importance, Principles -Types of Insurance: Life and Non-Life - Fire – Marine – Cyber - Miscellaneous – Motor - Personal Accident - Health – Liability – Engineering Aviation – Re-insurance - Underwriting – **Online Insurance#** - New Insurance Products – Basic concept of risk – **Types of business risk***- Risk and return relationship – Assessment and Transfer – Basic Principles of Utmost Good Faith – Indemnity – Economic Function – Proximate Cause – Subrogation and Contribution – Insurance Terminology –Insurance Intermediaries – Present State of Insurance Industry in India - Careers in Insurance industry; Rural and Social Sector Obligations in Insurance Sector.

UNIT V: Regulatory Framework of Insurance**(18 hours)**

IRDA - Power, Functions and Role of IRDA – Essentials of General Contract under Indian Contract Act, 1872 – Essential Feature of Insurance Contracts – **Salient Features of Insurance Act 1938*** – LIC Act 1956 – GIC Act 1972 – IRDA Act 1999 – Agency Law – **Consumer Protection#** Act (COPRA) 1986 – Role of Ombudsman.

Extra Credit:

Case Study

* Self Learning

Activities : 1.Forms Collection 2.Models 3. Coin Collection

Text Book:

1. Banking Theory Law and Practices – K.P.M. Sundharam, and P.M. Varshney, Sultan Chand and Sons, New Delhi-2 , 2015. (Unit I – Unit III)
2. Dr.A.Murthy, Principles & Practice of Insurance, MarghamPublications,Chennai, 2013.

Books for Reference:

1. N. Premavathi, Elements of Insurance, Srivishnu Publications, Chennai,2012.
2. Gordan &Natarajan, Elements of Insurance, Margam Publications, Chennai,2017.
3. E.Gordon&P.K.Gupta, Banking and Insurance ,Himalaya Publishing House, Mumbai ,2012.
4. S.Murali,& K.R.Subbakrishna, Bank Credit Management. Himalaya Publishing House

Online Resources:

Swayam Course	http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/650
E-Content	https://www.youtube.com/watch?v=oxzmP7sjCRQ&list=PLBbCyJkOLBm-m99E5vhk4owllgJK6aiT2
Other online resources	http://www.gdcboysang.ac.in/About/droid/uploads/BI5thSemBcom.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	2	2	2				2	2		2
CO3	2	3	3	2					3	
CO4	2		2	2					2	
CO5		3	3	3					3	
AVG	1.6	2	1.4	1.4		.5	.8	.8	1.6	.8

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

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

Part –III : Allied Course III : (AC III)	Semester-II	
Course Title :MARKETING		
Course Code :U19ACO3	Hours per week: 5	Credit :2
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To enhance knowledge on marketing theory, principles & strategies.

Course Outcomes (COs)

After completing this course the student will be able to

- **CO1:**Familiarization with marketing concepts and philosophien.
- **CO2:**Ability to understand the changing buyer behaviour
- **CO3:**Determine the various aspects involved in product management.
- **CO4:**Examine the pricing techniques
- **CO5:**Compile information on sales promotion activities.

UNIT I:Introduction to Marketing

(15 hours)

Introduction: Marketing – Definition - Objectives – **Importance*** - Features of Modern Marketing - Marketing Vs Selling - Functions of Marketing - **Marketing Mix#**.

UNITII: Buyer Behavior

(15 hours)

Buyer Behaviour# and Segmentation: Buyer behaviour – Definition - Buying Motives Determinants of Buyer Behaviour - Market Segmentation – **Benefits*** – Bases of Market Segmentation.

UNIT III: Product Management

(15 hours)

Product – Meaning – Features – Types - **Product Policy*** - Elements - Product Planning and Development - Steps – **Product Life Cycle#** – Stages - Packaging - Functions- Types, Grading, Product line, Branding – Functions – Types.

UNIT IV: Pricing Techniques

(15 hours)

Pricing - Objectives - **Methods of Pricing#** – Advertising – Objectives - **Advantages Criticism***-Advertisement Copy - Features of a Good Advertisement Copy - Advertising Media.

UNIT V: Sales Promotion

(15 hours)

AIDAS - Promotion & Recent Trends – Physical distribution - **Personal selling*** – Advantages - Qualities of a Good Salesman - Kinds of Salesmen Process of Retailing - Sales promotion – Importance - Sales promotion at Consumer level and dealer level - Marketing Research – Importance - Steps - E-Marketing – Features – Importance – **Telemarketing#**.

Extra Credit:

Case Study

* Self Learning

Activities:1.Models 2.Data collections 3.slogan

Text Book:

1. R.S.N Pillai, and V. Bagavathi, Modern Marketing, S.Chand and Co, New Delhi-2,2014.

Books for Reference:

1. J. Jayasankar, Marketing, Margham Publications, Chennai -17, 2015.
2. M. Govindarajan, Marketing Management, Prentice Hall of India, New Delhi, 2005.
3. S.A. Sherkar, Marketing Management, Himalayas Publishing House, Mumbai, 2019.

4. William D. Perreault, and McCarthy, E. Jerome., Basic Marketing. Pearson Education.
5. Majaro, Simon. The Essence of Marketing. Pearson Education, New Delhi,2015
6. Dhruv Grewal, Michael Levy Marketing, McGraw Hill Education,2014
7. Chhabra, T.N., and S. K. Grover. Marketing Management. Fourth Edition. Dhanpat Rai & Company,2013
8. Rajendra Maheshwari, Principles of Marketing, International Book House,2015

Online Resources:

Swayam course	<ul style="list-style-type: none"> • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/221 • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/232
E-content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=sR-qL7QdVZQ • https://www.youtube.com/watch?v=exNluZ0Z26Q • https://www.youtube.com/watch?v=zUTmwdGX4Sg • https://www.youtube.com/watch?v=6jobOJy96jM
Other online resources	<ul style="list-style-type: none"> • http://www.universityofcalicut.info/SDE/BComBBAMarketing.pdf • http://www.uobabylon.edu.iq/eprints/paper_12_19309_1049.pdf • http://mpbou.edu.in/slm/mba1p6.pdf • http://www.himpub.com/documents/Chapter903.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	1			
CO2	2	2	2			1	2	2		2
CO3	2	2	2	2			2	2	2	2
CO4	2	3	3	3			2	2	3	
CO5		3	3	3	3				3	3
AVG	1.4	1.2	1.2	1.8	.6	.4	1.4	1.2	1.3	1.4

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

School of Commerce
Programme: B.Com. (Commerce) 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 : U19CO4	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)	SectionC(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://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=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. (Commerce) 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 : U19CO5	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,NewDelhi,2011

Books for Reference:

1. Sharma and Krishna Mohan, Business Correspondence and Report Writing, TataMcGrawHill, 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 inDigital 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. (Commerce) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part –III : Allied Course IV (AC IV)	Semester : III	
Course Title : BUSINESS MATHEMATICS		
Course Code :U19ACO4	Hours per week: 5	Credit : 3
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

➤ To facilitate an understanding of the basics of business mathematics.

Course Outcomes (COs)

After completing this course the student will be able to

- CO1:** Learn the methods of solving problems on Set, Simple & Compound Interest
- CO2:** Provide conceptual & working knowledge of matrices & determinants and for Business application
- CO3:** Enable the students to calculate law and properties of indices.
- CO4:** Develop knowledge in Discounting bills and payroll systems
- CO5:** Compile information on the various techniques used in probability

UNIT – I: Set Theory and Interest Calculation (15 hours)

Sets – Types of Sets – Operations on Sets – Venn Diagrams – De Morgan Laws – Applications of Set theory. Simple Interest – **Compound Interest#**.

UNIT – II: Matrix Algebra (15 hours)

Matrix – Meaning - Types of Matrices: Equal matrices, Diagonal matrix, Scalar matrix, Unit matrix, Null matrix, Row matrix, Column matrix, Symmetric matrix, Skew-symmetric matrix. Matrix Operation: Addition and Subtraction of matrices – Multiplication of two matrices – Transpose of matrix – **Properties of transpose*** – Determinant of a matrix – Properties of determinants – Singular and non-singular matrices – Ad joint of a square matrix – Reciprocal matrix or Inverse of a matrix – Orthogonal matrix – Simultaneous Linear Equations – Cramer’s rule – General properties of matrices.

UNIT – III: Law of Indices & Progressions (15 hours)

Laws of Indices – Properties of Indices – Meaning of a^0 , Meaning of a^{-m} , Meaning of $a^{p/q}$ - Arithmetic Progression – Formula for n^{th} term – Sum to n terms – Properties of an AP – Geometric Progression – Formula for n^{th} term – Formula for sum to n terms – Sum to infinity.

UNIT – IV: Discounting Bills & Pay Roll (15 hours)

Bankers Gain and Bankers Discount – Profit & Loss – Payroll – Wages – Commission.

UNIT – V: Probability (15 hours)

Introduction – Classical Definition – Addition theorem – Multiplication theorem – Odds in favour and against an event - Axiomatic Approach – Axioms of **Probability#** – Conditional Probability – Independent events.

Extra Credit:

- # Case Study
- * Self Learning
- Activities : 1.Quiz 2.Chartwork

Text book:

Business Mathematics and Statistics , Dr.P.R.Vittal, Margham Publications ,Sixth revised and Enlarged edition Reprint, 2013.

Books for Reference:

Business Mathematics, S P Rajagopalan and R .Sattanathan, Vijay Nicole Imprints Ltd., 3rd Edition, 2014.

Business Mathematics, J. K. Singh, Himalaya Publishers, 3rd Edition, 2018.

Business Mathematics, QuaziZmiruddin, [Vijay K. Khanna](#) , [S.K. Bhambri](#), Vikas Publishers, 2nd Edition, 2009.

Business Mathematics and Statistics, P.A. Navanitham, Jai Publishers, 1st Edition, 2008.

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) 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_ug.php/327
E-content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=gFEgobF0IWU • https://www.youtube.com/watch?v=80wcZz83YEo&list=PLJtJvO3aaWe0l3iyGsgWPnNrDVWs_quVO
Other online resources	<ul style="list-style-type: none"> • https://cablogindia.com/business-mathematics-notes-for-ca-foundation/ • https://icmai.in/upload/Students/Syllabus-2012/Study_Material_New/Foundation-Paper4-Revised.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	2	2	2	2			2	2	2	
CO3	2	2	2	2			2	2	2	2
CO4	2	2	2	2		1	2	2	2	2
CO5		3	3	3					3	3
AVG	1.6	1.8	2.2	2.2		0.4	1.6	1.6	2.6	1.4

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

School of Commerce
Programme: B.Com. (Commerce) 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 :U19CO6	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://ugcmooocs.inflibnet.ac.in/ugcmooocs/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 BOO K_PP-CMA-2017-JULY_4.pdf • http://www.universityofcalicut.info/SDE/BComCoreCostAccountin g.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. (Commerce) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part : III : Allied Course V : (ACV)	Semester : IV	
Course Title : COMMERCIAL LAW		
Course Code :U19ACO5	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 Recission- Suit for Damages- Norms for Claiming Damages under Contract Act- Damages- **Penalty and Liquidated damages**#- Quantum Meruit- Suit for Specific Performance- Suit for Injection- 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. (Commerce) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part : III : Allied Course VI(ACVI)	Semester: IV	
Course Title: ORGANISATIONAL BEHAVIOUR		
Course Code :U19ACO6	Hours per week: 5	Credit : 2
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To introduce the students the various behaviour of the organizations and their processes to compete in the business world

Course Outcomes (COs)

After completing this course the student will be able to

- **CO1:** Equip the students with the basic idea and introduction on organizational behavior as a concept.
- **CO2:** Give a light on the concept and difference theories on motivation
- **CO3:** Explain and helps the students to gain more knowledge on Group Behavior
- **CO4:** Introduce the concept of leadership and Motivation
- **CO5:** Understand the concept of culture and Changes in Organizational behaviour

UNIT I: Introduction (15 hours)

Organizational Behaviour – Nature – Importance – Disciplines contributing to organizational Behaviour – **organizational Behavioural Model# -History and Evolution of organizational Behaviour***.

UNITII: Personality Theory (15 hours)

Individual Behaviour# – Model of Individual Behaviour - Personality – Determinants of Personality – Personality Traits Theory – Social learning Theory – Perception – **Factors affecting Perception***.

UNIT III: Group Dynamics (15 hours)

Group Dynamics – Features of Group Dynamics – Formal and Informal Groups– Features – Distinction – **Benefits* - Group Cohesiveness and Group Decision-making#.**

UNIT IV: Motivation Theory (15 hours)

Motivation – Importance - Theories: Maslow Needs Theory – Herzberg’s Two Factor theory – Mc. Gregor’s theory X and theory Y - Leadership – Importance - Theories of Leadership – Trait approach -Behavioural Theories – Contingency Theories of Leadership – **Leadership Styles#: Autocratic, Democratic and free rein leadership***.

UNIT V: Organization Culture (15 hours)

Organizational culture# –Sustaining the culture – effects of culture –organizational Change – importance of change – Types of Changes – **Forces for change in organization***.

Extra Credit:

Case Study

* Self Learning

Activities: 1. Collect diagram of various motivation theory 2. Quiz

Text Book:

1. K.Aswathappa, Organisational Behaviour, Himalaya Publication House PVT Ltd, 2020

Books for Reference:

1. L.M. Prasad, Organisational Behaviour, Sultan Chand & Sons Publication, 2019
2. Shashi K. Gupta & Rosy Joshi – Organisational Behaviour, Kalyani Publishers, 2013
3. J. Jayasankar, Organisational Behaviour, Margham Publishers, 2015
4. Dr. Radha, Organisational Behaviour, Prasanna Publishers, 2015
5. Dr. Niraj Kumar – Organisational Behaviour, Himalaya Publications, 2010.

Online Resources :

Swayam course	<ul style="list-style-type: none"> • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/331 • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/229
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://www.iedunote.com/organizational-behavior • https://www.economicdiscussion.net/management/organisational-behaviour/31869 • http://www.simplynotes.in/organisational-behaviour/ • 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	2	2		2
CO2	2	2	2		1		2	2		2
CO3	2	2	2	2			2	2	2	2
CO4	2	2	2			1	2	2	2	2
CO5	2	2	2				2	2		2
AVG	2.00	2	2	0.6	1.2	0.2	2	2	.4	2

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

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

Part –IV : Non Major Elective Course (NMEC)	Semester : IV	
Course Title :PRINCIPLES OF MANAGEMENT		
Course code : U19NMEXX	Hours per week: 2	Credit : 2
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- This course intends to develop basic knowledge and strength of Business Management

Course Outcomes (COs)

After completing this course the student will be able to

- **CO1:** To know the concepts of elements of management knowledge about principles.
- **CO2:** To acquire the nature of organization.
- **CO3:** Apply concepts to the planning.
- **CO4:** To train the students, on staffily security and selection process in use.
- **CO5:** To summarize on the recruitment and training procedure in management.

UNIT- I: Introduction to Management

Definition– Nature–**Functions of Management*** -F.W. Taylor’s Scientific Management - Henry Fayol’s Principles of Management.

UNIT- II: Planning

Definition–Nature– Objectives – Characteristics of Planning -Types of Plans –**Steps in planning***.

UNIT-III: Organisation

Meaning – Importance - Organisation Structure - Types of Organisation -**Organisation Chart#** – Departmentation- Meaning, Activities

UNIT- IV: Staffing

Meaning and Nature of Staffing - Elements/ Functions of Staffing - Purpose/ Importance of Staffing - **Essentials of a good Staffing Policy*** - Processing of Staffing.

UNIT- V: Recruitment, Selection and Training

Recruitment:Meaning of Recruitment - **Sources of Recruitment#,Internal Sources#, Advantages and Disadvantages of Internal Sources, External Sources#, Advantages and Disadvantages.**Selection: Meaning, Importance, Stages in Selection Procedure.**Training: Meaning, Elements of Training, Importance of Training, Types of Training*.**

Extra Credit:

- # Case Study
- * Self Learning

Activities: 1. Draw the flow chart of various types of organisation and Organisation Structure

Text Books:

1. R.B.Maheswari,2013, Business Management, International Book House Pvt.Ltd.
2. DinkarPagare, 2018, Business Management, Sultan Chand & Sons, New Delhi. 6th edition.

Books for Reference:

1. Jayasankar.J, 2019, Principles of Management, Margham Publications, Chennai-17
2. Ramasamy. T., 2013, Principles of Management,Himalaya Publishing House, Mumbai-04
3. Prasad,L.M, 2019, Principles and Practice of Management, Sultan Chand and Sons,NewDelhi

4. Bhushan Y.K. 2016, Fundamentals of Business Organisation & Management, Sultan Chand & Sons, New Delhi.
5. Sherlekar, S.A., 2017, Principles of Management, Himalaya Publishing House, Mumbai.

Online Resources: (click select module)

Swayam course	<ul style="list-style-type: none"> • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/201 • https://onlinecourses.swayam2.ac.in/imb19_mg09/preview • https://www.classcentral.com/course/nyif-capital-markets-18369
E-content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=CmC8UaCNQFc • https://www.youtube.com/watch?v=-l6C1DIRfzA
Other online resources	<ul style="list-style-type: none"> • http://www.himpub.com/documents/Chapter1383.pdf • http://www.himpub.com/documents/Chapter1696.pdf • http://www.himpub.com/documents/Chapter458.pdf • https://www.tutorialspoint.com/recruitment_and_selection/recruitment_and_selection_tutorial.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	2	2				2	2		2
CO3	2	2	2				2	2		2
CO4	2	2	2	2			2	2	2	2
CO5	1	3	3	3		1	1		3	
AVG	1.6	2	2	1		.4	1.6	1.2	1	1.2

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

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

Part –IV : Non Major Elective Course (NMEC)		Semester:IV
Course Title : CAPITAL MARKET OPERATIONS		
Course code : U19NMEXX	Hours per week: 2	Credit : 2
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objectives

- To provide fundamental knowledge about Stock Market Operations

Course Outcomes(COs)

After completing this course the student will be able to

- **CO1:** Familiarize and explain the basic concepts of capital market.
- **CO2:** Understand the basic idea of new issue market.
- **CO3:** Determine the trading mechanism in the stock market.
- **CO4:** Assess information related to listing of securities.
- **CO5:** Have practical insight on SEBI in security trading.

UNIT I: Capital Market

(15 hours)

Need and importance – Structure – Primary and Secondary market

UNIT II: New Issue Market

(15 hours)

Functions – Methods of Issue.

UNIT III: Stock Market

(15 hours)

Functions of Stock Exchanges.

UNIT IV: Listing of Securities

(15 hours)

NSE – Procedures - **Advantages of Listing*** – Screen Based Trading Settlement–
 Depository – Advantages - Depository Participants (DP) - Demat Accounts

UNIT V:SEBI

(15 hours)

SEBI – Functions of SEBI - Investors’ protection in primary market

Extra Credit:

Case Study

* Self Learning

Activities 1.Quiz 2. Group Discussion

Text Book:

1. Financial markets and institutions, E.Gordon&K.Natarajan, Himalaya Publishing House, New Delhi, 2018, 11th edition.

Books for Reference:

1. Security Analysis and Portfolio Management, PunithavathiPandiyan, Vikas Publishing House, New Delhi, 2013, 2nd edition.
2. Financial Services B.Sanathanam Margham Publications, Chennai,2011
3. Essentials of Financial Services, S.Gurusamy, TataMcGrow Hill Education Pvt.Ltd., New Delhi, 2010, 2nd edition.
4. Indian Capital Market, V.A.Avadhani, Himalaya Publishing House, 2008, 6th edition.

Online Resources:

Swayam course	<ul style="list-style-type: none"> • https://onlinecourses.swayam2.ac.in/imb19_mg09/preview • https://www.classcentral.com/course/nyif-capital-markets-18369
E-content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=wcJ1UAozBbY • https://www.youtube.com/watch?v=ZXYgGtiPKR4 • https://www.youtube.com/watch?v=OJOQvaxK_74
Other online resources	<ul style="list-style-type: none"> • https://investor.sebi.gov.in/pdf/reference-material/beginners.pdf • https://www.researchgate.net/profile/Tamunonimim_Ngerebo • http://cbseacademic.nic.in/web_material/Curriculum19/Class_XII/793_Capital_Market_Operations.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	1	1			1	1			
CO2	3	2	2			1	2	2		2
CO3	3					2	2	2		
CO4		3	3	3					3	
CO5	3	1	3	3			2	2	2	2
AVG	2.2	1.4	1.8	1.2		.8	1.4	1.2	1	.8

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

School of Commerce

Programme: B.Com. (Commerce) 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 : U19CO7	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 Megeeswari Fundamental Corporate Accounting Vikas 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://ugcmoocs.inflibnet.ac.in/ugcmoocs/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%201%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. (Commerce) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part –III : Core Course : (CC8)	Semester : V	
Course Title :FINANCIAL SERVICES AND MARKETS		
Course code :U19CO8	Hours per week: 5	Credit : 5
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To Provide an elaborate understanding on the financial systems and services in India. Learn about the functions of stock exchanges,

Course Outcomes (COs)

After completing this course the student will be able to

- **CO1:** Understand about financial system and its types in India
- **CO2:** Familiarize with various functions of Stock exchanges
- **CO3:** Enumerate the tools used to analyze various mutual funds scheme
- **CO4:** Gain Comprehensive Knowledge about concepts of Merchant Banking and Insurance
- **CO5:** Evaluate the functions of different rating agencies.

UNIT I: Introduction (15 hours)

Financial Markets-Concept-Constituents- -Money market-**Money market instruments***- Capital market-Financial securities-Primary market - **Methods of new issue**≠ - Book building- Financial Services-concept –functions/objectives-Characteristics.

UNIT II: Stock exchange services (15 hours)

Secondary market-Stock exchanges-Functions-**Listing of securities**≠ -Method of trading (Screen based trading)-Rolling Settlement-Advantages-Depository System-**Demat***-Advantages Segments of capital market-Cash –Derivatives- Debt

UNIT III: Mutual Funds (15 hours)

Mutual funds– Advantages- Types of Mutual Fund Schemes -**Performance evaluation of a MF Scheme**≠ - **Points to be considered in the choice of a Scheme*** - Securities Exchange Board of India (SEBI) –Constitution-Functions -Powers

UNIT IV: Merchant Banking and Insurance (15 hours)

Merchant Banking-**Functions*** –Services –Insurance –Types-Principles of Insurance-**Types of Life Policies**≠.

UNIT V: Factoring, Forfeiting & Credit Rating (15 hours)

Factoring – Concept —Process- Types – Functions- Advantages– Forfeiting –Advantages- Credit Rating-Benefits-**Rating symbols***-**Rating agencies**≠ –CIBIL

Extra Credit:

Case Study

* Self Learning

Activities : 1.Quiz, 2.Field Visit- Financial Consultant’s Office.3.Observation of Stock Market Functioning.

Text Book:

1. E.Gordon&K.Natarajan. Financial Markets And Services 11th Revised Edition, Himalaya Publishing House. India(2016),

Books for Reference:

1. M Y Khan ,Financial services. India: Tata McGraw-Hill Education India(2017).
2. Tripathy, Financial Services,Prentice Hall India Learning Private Limited(2007)
3. Mr.Clifford Gomez Financial Markets , Institutions and Financial Services, ,, 3rd Edition 2010
4. Sandeep Goel, Financial Markets Institutions and Services PHI Learning Private Limited, New Delhi. (2018)
5. ThummuluriSiddaiah, Financial Services,(1st Edition), Pearson India Pvt Limited, 2011

6. Rajesh Kothari, Financial Services in India(Concept and Application), Sage Publications India Pvt.Limited , New Delhi2010

Online Resources:

Swayam course	<ul style="list-style-type: none"> • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/235 • https://onlinecourses.nptel.ac.in/noc20_mg10/preview • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/235
E-content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=mvqOhBINWjc • https://www.youtube.com/watch?v=cEu6cOD5C4k • https://www.youtube.com/watch?v=aJJmaZ205_Y&list=PL2BSNiT5viZUa7QrpQHVp2VR89TqbJu-r • https://www.youtube.com/watch?v=28HpCMWfc7k • https://www.youtube.com/watch?v=O7QhxverwMo • https://www.youtube.com/watch?v=2Xrc32ZvM44
Other online resources	<ul style="list-style-type: none"> • http://www.himpub.com/documents/Chapter1321.pdf • https://www.classcentral.com/course/swayam-introduction-to-banking-and-financial-markets-17654 • http://14.139.185.6/website/SDE/sde168.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	1	1			
CO2	1	1	1	1	1	1	1			
CO3	2	2	2	1	1	1	2	2		2
CO4	2	2	2	2			2	2	2	2
CO5		3	3	3					3	
AVG	1.2	1.8	1.8	1.6	.6	.6	1.2	.8	1	.8

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

School of Commerce

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

Part –III : Core Course 9 Elective: (CC9E)	Semester : V	
Course Title : GOODS AND SERVICES TAX (GST)		
Course Code :U19CO9E	Hours per week: 5	Credit : 4
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To impart the students to have the basic knowledge about GST and it's functions in India .

Course Outcomes

After completing this course the student will be able to

- **CO1:** Enumerate on GST and its structure.
- **CO2:** Explain the various procedures under GST.
- **CO3:** Examine the procedure relating to levy.
- **CO4:** Present ideas on input tax credit.
- **CO5:** Apprise compile information on GST general procedures.

Unit I: Introduction and Structure of GST (15 hours)

Goods and Services Tax - Introduction – Meaning - Need for GST-Objectives and basic scheme of GST -Salient features of GST – Subsuming of taxes –benefits of implementing GST Constitutional amendments - Structure of GST (Dual Model) – Central GST – State / Union Territory GST – **Integrated GST#** - GST Council: Structure, Powers and Functions, Provisions for amendments Definition: Aggregate turnover, Adjudicating authority, Agent, Business, Capital goods, **Casual taxable person***.

Unit II: Procedure under GST (15 hours)

Registration under GST: Procedure for registration, Persons liable for registration, **Persons not liable for registration#**, Compulsory registration, Deemed registration, Special provisions for Casual taxable persons and Non-resident taxable persons, Exempted goods and services - **Rates of GST***.

Unit III: Procedure relating to Levy (CGST, SGST & IGST) (15 hours)

Definition for supply ,Scope of supply, Tax liability on **Mixed and Composite supply***, Time of supply of goods and services, Value of taxable supply, **Computation of taxable value#** and tax liability. Determination of value of supply Inter-state supply, intra-state supply, Zero rates supply.

Unit IV: Input Tax Credit (15 hours)

Input Tax Credit :- Meaning, Documentary **requirement for Claiming ITC*- Eligible and Ineligible Input Tax Credit#**; Apportionments of Credit and Blocked Credits; Tax Credit in respect of Capital Goods; Recovery of Excess Tax Credit; Availability of Tax Credit in special circumstances; Transfer of Input Credit (Input Service Distribution).

Unit V: General Procedures (15 hours)

Tax Invoice, Credit and Debit Notes, **Returns***, Audit in GST, Assessment: Self-Assessment, Summary and Scrutiny. **E-Way Bill #**, GST Net Work (GSTN).

Extra Credit:

Case Study

* Self Learning

- Activities: 1. Collect the various forms relates with Registration and Returns of GST
2. Practical: GST Calculations for bill of supply

3.Data Collections: Related with recent amendments.

Text book:

1. V.Balachandran, Indirect Taxation, Sultan Chand & Co. New Delhi, 2019.

Books for Reference:

1. H.C. Mehrotra and prof. V.P.Agarwal, Goods and Service tax, sahitya bhawan Publication, Agra (2020).
2. V.S.Datey, Indirect Taxes , Taxmann Publication(p)Ltd, New Delhi, 2020
3. Dr.R.Parameswaran and CA.P.Viswanathan , Indirect Taxes -,GST and Customs Laws, Kavin Publications, First edition (2019).
4. Kamal Garg Understanding GST(2019), Barat's Publication.
5. Vastu and SevakarVidhan by Government of India (Updated Material).

Online Resources:

Swayam Course	<ul style="list-style-type: none"> • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/351 • https://onlinecourses.swayam2.ac.in/nou19_cm05/preview
E-Content	<ul style="list-style-type: none"> • https://idtc.icaai.org/gst-topic-wise-study-material-list.html • https://www.youtube.com/watch?v=65XiVjuZYtc&ab_channel=DeltaStep • https://www.youtube.com/watch?v=07orUf5v7dw&ab_channel=Ekeeda-CommerceandManagement
Other online resources	<ul style="list-style-type: none"> • https://drive.google.com/file/d/1uZoGSyt1kojGfX3l-MFJbXSAEDWbWCC7/view • https://drive.google.com/file/d/198k1iE_7RU1FPZGxTBUszxxo-TDEq5CA/view • https://drive.google.com/file/d/1pbLzTjIz-8DE28-KgAYgrKeq4ZwyZVKF/view • https://castudyweb.com/wp-content/uploads/2019/06/GST-Summary-Book-By-CA-Yogesh-Verma-Sir.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	2	2			1	2	2		2
CO3	2	2	3	3		1	2	2	3	2
CO4		3	3	3					3	
CO5	1	3	3	3	3	1	1		3	3
AVG	1.2	2.2	2.4	1.8	.6	.8	1.2	.8	1.8	1.4

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

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

Part –III : Core Course 10 Elective : (CC10E)	Semester:V	
Course Title : COMPANY LAW -2013		
Course code : U19CO10E	Hours per week:5	Credit :4
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective :

1. To impart students the basic knowledge of the regulatory framework of companies with reference to various provisions of Companies Act 2013.

Course Outcomes

After completing this course the student will be able to

- **CO1:** Comprehensive understanding of different types of companies and its inherent characteristics and manner of Conversion of companies into different kinds.
- **CO2:** Understanding the procedure for incorporation of companies, online filings, certificates to be obtained, get to know about the important documents needed for a company Memorandum and Articles of Association and to have idea about doctrine of constructive notice and indoor management.
- **CO3:** interpret about the information on the issue of prospectus by different companies also able to explain about the Manner of raising funds of the Companies
- **CO4:** Complete knowledge about the roles and responsibilities of directors types of directors, Regulatory framework and mechanisms and laws relating to Meetings.
- **CO5:** Construct an idea about the concept and regulatory provisions relating to Dividends, Evaluate the necessities and consider the provisions pertaining to the ways in which a company can be closed.

UNIT I: Introduction (15 hours)

Definition—characteristics – Lifting of corporate veil—**Kinds***—Public Company- Private company- OPC- Small Company- Holding and Subsidiary Company- Government Company– Foreign Company, Dormant Company-Nidhi Company-Producer Company-Section 8 company- Privileges of Private limited company--**Conversion of private company to public company and vice versa .,#**

UNIT II: Formation of a Company and Documents (15 hours)

Steps in Company Formation - Promotion – Who is a Promoter? - Pre- incorporation contracts Rights and duties of a Promoter- Incorporation – **Steps in Incorporation***-Memorandum of Association – Definition, clauses, provisions and procedures for alteration- Doctrine of Ultra virus- Doctrine of Constructive Notice- **Doctrine of Indoor Management #** - Exceptions. Articles of Association – Definition, contents, provision and procedures for alteration, distinction between Memorandum and Articles of Association.

UNIT III: Prospectus (15 hours)

Meaning- Types- Contents – Statement in Lieu of Prospectus – Misstatement and Liabilities for MIS-statement- Book building –Meaning, Shares - kinds of shares - procedure for allotment of shares-**irregular allotment #** - forfeiture of shares - transfer and transmission of shares, **Dematerialization *** and Rematerialization of shares

UNIT IV: Management of Companies and Meetings of Members (15 hours)

Appointment, qualification, disqualification and **removal of directors #**- rights, duties and liabilities of directors- **Annual General Meeting***, Extraordinary General Meeting, Class meeting, Meeting convened by National Company Law Tribunal- Chairman of the meeting – Notice, Venue, Quorum for meetings, proxies, types of resolutions passed at meetings- minutes of meeting.

UNIT V: Dividends, Winding UP**(15 hours)**

Meaning- Types of Dividend- regulations relating to payment of dividend **transfer of unpaid dividends*** and shares to Central Government Meaning-Types of winding up-Official liquidator -role of **National Company Law Tribunal (NCLT)** # and Insolvency and Bankruptcy Code-consequences of winding up.

Extra Credit:

Case Study

* Self Learning

- Activities: 1. Role play – Conduct of Board Meetings, class meetings
 2. Model – Drafting of documents like memorandum of Association ...
 3. Collection of documents – Annual Report, Prospectus..

Textbook:

1. N.D.Kapoor, Elements of Company Law -, Sultan Chand and Sons, New Delhi. (2019)

\Books for References:

1. V.Balachandran and M. Govindarajan A Student Hand Book On Company Law and Practice. Vijay Nicole imprints Private ltd (2016)
2. PMS Abdul Gafoor and S.Thothadri, Company law, ,Vijay Nicole Imprints Private Limited 2018
3. Dr. S.M. ShuklaK. JainP. MahajanCompany Law Publisher: Sahitya Bhawan (As Amended upto June 2019)
4. Avtar Singh. Company Law. Eastern Book Company (2018)

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.youtube.com/watch?v=hk15Hrp7LaQ • https://www.youtube.com/watch?v=3o_7vjNBu7Q • https://www.youtube.com/watch?v=q0G-RzvBqWk
Other online resources	<ul style="list-style-type: none"> • https://www.icsi.edu/media/webmodules/publications/FinalCLStudy.pdf • https://www.icsi.edu/media/webmodules/CompanyLaw.pdf • http://ebooks.lpude.in/commerce/bcom/term_2/DCOM106_DMGT201_COMPAN_Y_LAW.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	2	2	2			1	2	2		2
CO2	2	3	3	3	3	1	2	2		3
CO3	2	2	2			1	2	2		2
CO4	2	3	3	3		1	1		3	
CO5	2	3	3	3		1	1		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. (Commerce) 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 : U19CO11	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
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 Management, 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=C6sVwUStfEA 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.acefile.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

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

Part –IV : Non Majour Elective Course (NMEC)		Semester: V
Course Title : PRINCIPLES OF ACCOUNTANCY		
Course code : U19NMEXX	Hours per week:3	Credit :2
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objectives

- To enable the students learn basic Principles of Accountancy and to instruct them about the Preparation of Final Accounts of Sole Trader

Course Outcome

After completing this course the student will be able to

- **CO1:** Define basic accounting concept and conventions
- **CO2:** Paraphrasing the need of subsidiary books
- **CO3:** Interpret the bank reconciliation statement
- **CO4:** Compute the depreciation under two methods
- **CO5:** Construct final accounts with its adjustments

UNIT I: Journal and Ledger

(9 hours)

Definition of Accounting — Accounting Concepts and Conventions.-Double entry system-Rules –Advantages*- Journal –Ledger-Trial Balance

UNIT II: Subsidiary Books

(9 hours)

Purchase day book- Sales day book- Cash book- Petty cash book

UNIT III: Bank Reconciliation Statement

(9 hours)

Bank Reconciliation Statement# -Purpose* - Preparation (simple problems only)

UNIT IV: Depreciation accounting

(9 hours)

Depreciation accounting# -Meaning –Causes*- Methods- Straight line method-
Written Down Value method (simple problems only)

UNIT – V –Final Accounts

(9 hours)

Final Accounts of Sole Trader# – Adjustment and closing entries-(simple problems only)

Extra Credit:

Case Study

* Self Learning

Activities : 1.Quiz 2.Grop Discussion 3.Chart Work

Marks Scheme

Theory :20 Marks Problems: 55 Marks	Total 75 Marks
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Text Books:

1. R.L Gupta and V.K Gupta, Financial Accounting, Sultan Chand & Sons, New Delhi. 2019

Book for References

1. Arulanandam, Advanced Accountancy , Himalaya PublishingHouse,Mumbai 2019
2. S.P. Jain and K.L. Narang, Advanced Accounting ,KalyaniPublishers,Ludhiana 2019
3. Reddy T.S and Murthy A: Financial accounting, Margham Publications Pvt.,Ltd.,Chennai. 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.Grewall ,Advanced accountancy , S. Chand ,New Delhi - 2017.

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=nUgQYs47w2U • https://www.youtube.com/watch?v=vuetn_PQOvM • https://www.youtube.com/watch?v=Y4azRCTTWoU • https://www.slideshare.net/NagaNarasimha/accounting-ppt-39589655 • https://www.learnpick.in/prime/documents/ppts/details/4026/accounting-concepts-principles
Other online resources	<ul style="list-style-type: none"> • https://drive.google.com/file/d/0B_V4Kkm2koFqOUk3VDBIb0hNUEk/view • https://drive.google.com/file/d/0B_V4Kkm2koFqOUk3VDBIb0hNUEk/view • https://icmai.in/upload/Students/Syllabus-2012/Study_Material_New/Foundation-Paper2-Revised.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	1	2	2		1	1		2	
CO2	1	1	1			1	1			
CO3	2	2	2				2	2		2
CO4	2	2	2				2	2		2
CO5		3	3	3	3					3
AVG										

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

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

Part –IV : Non Majour Elective Course (NMEC)		Semester : V
Course Title : PERSONAL INVESTMENT MANAGEMENT		
Course code : U19NMEXX	Hours per week: 2	Credit : 2
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- To make the students to study the concepts, importance, schemes and analysis related to investment.

Course Outcomes

After completing this course the student will be able to

- **CO1:** Describe an idea about investments and its various alternatives
- **CO2:** Articulate Investment Avenues in Bank Deposit.
- **CO3:** Appraise awareness regarding investments made through PSI and bonds
- **CO4:** Explain about securities available in secondary market
- **CO5:** Summaries about SEBI in investor protection & investor grievance

UNIT I: Investment (9 hours)

Concepts & investments- importance- alternative forms of investment- Objectives of Investment- Principles- Types- Calculation of simple interest- Compound Interest.

UNIT II: Investment Avenues in Bank Deposit (9 hours)

Types- Features- **Advantages***- Fixed Deposit- Savings Bank Account- **Recurring deposit#** - Current Account.

UNIT III: Post Office Investments and Company Bonds and Deposits (9 hours)

Post office investments-NSC, POTD, POSB, PPF, Features- Advantages Company Debentures/Bonds- Company Fixed Deposit- Types-Features- **Advantages***.

UNIT IV: Securities Market and Mutual Funds (9 hours)

Securities market- Primary Market- IPO- Book Building-Secondary Market- Stock Exchanges- Functions- **Trading in Stock Exchanges#**- Advantages of investing in shares-Features of Mutual Funds' investments –Types- **Advantages***.

UNIT V: Investor Protection (9 hours)

Role of SEBI and Stock Exchanges in Investor Protection- **Investor Grievance*** and their Redressal System

Extra Credit:

Case Study

* Self Learning

Activities : 1.Forms Collection 2.Local Broker office Visite 3.Documents SEBI.

Text Books:

1. Natarajan.L, Investment Management, Margham Publications, Chennai 2016

Books for Reference:

1. Sulochana.M. Investment Management, Kalyani Publishers, New Delhi.2014
2. Dr. Prithisingh, “Investment Management” Himalaya Publication, 2015.

Online Resources:

Swayam course	<ul style="list-style-type: none"> • https://nptel.ac.in/courses/110/105/110105035/
E-content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=Xed-GTdun8c • https://www.youtube.com/watch?v=KrcacISG4ek • https://www.youtube.com/watch?v=quyijMloSew • https://www.slideshare.net/MHP1995/stock-exchange-53243893 • https://www.slideshare.net/SayedhadiHedayati/investment-management-67208004
Other online resources	<ul style="list-style-type: none"> • http://www.universityofcalicut.info/SDE/BBA_finance_investment_mgmt.pdf • http://www.himpub.com/documents/Chapter1893.pdf • https://www.pdfdrive.com/capital-markets-financial-management-and-investment-management-d33414495.html

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			2	2		2
CO4	2		2	2					2	
CO5	2	3	3	3					3	
AVG	1.8	1.6	2	1.6		.4	1	.8	1	.8

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

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

Part –III : Core Course 12 (CC 12)	Semester: VI	
Course Title : MANAGEMENT ACCOUNTING		
Course Code : U19CO12	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:

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 Chand 2013
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.ipude.in/commerce/mcom/term_1/DCOM302_DCOM403_MANAGEMENT_ACCOUNTING.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	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. (Commerce) CBCS Syllabus – Outcome Based Education (OBE)
(For those who have joined during the Academic Year 2019-2020 onwards)

Part : III : Core Course Theory : (CC-13)	Semester : VI	
Course Title : ACCOUNTING PACKAGES IN COMPUTERS		
Course code : U19CO13TP	Hours per week: 6	Credit : 6
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objectives

- To provide the insight knowledge about the Microsoft Office programs to create personal, academic and business documents .

Course Outcomes (COs)

On successful completion of this course, the students should be able

- **CO1:** Understanding the Use of Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards.
- **CO 2 :** Analyze the concepts of tally and practice company creation.
- **CO 3 :** Apply the software preparing ledger, voucher and Inventories.
- **CO 4 :** Familiarize to work with tally Package.
- **CO 5 :** Enhance the students in preparing Inventories , cost center and Budget.

UNIT I: Introduction

(18 hours)

Computer – Importance, Characteristics-Generation of computers- Areas of Application– Components of Computer – Input and Output Processor-Operating System – Functions.

UNIT II: MS Word

(18 hours)

MS Word – Document creation – official letters and business letters - editing documents – spelling and grammar check- working with tables-Opening, Closing and saving documents- Mail merge – **Uses of mail merge.***

UNIT III: MS-Excel and PowerPoint

(18 hours)

MS Excel – features - Entering data in work sheets, editing and formatting work sheets-Auto filter - creating and formatting different types of charts - MS PowerPoint - Feature - Creating a presentation - opening a presentation - Inserting new slide - Animation - Slide transaction and Navigation.

UNIT IV: Tally

(18 hours)

Computerized accounting Vs manual accounting* - Features of tally 7.2 / 9.0 versions - Gateway of Tally and menus - Creation of company – Creating of groups – Editing and deleting groups – Creation of ledgers – Editing and deleting ledgers –Types of vouchers – Voucher entry.

UNIT V: Inventories, Vouchers Entry, Budget and Controls

(15 hours)

Inventories – Creation of stock categories, groups and Stock items – Editing and deleting stocks – Vouchers entry – Purchase orders – Sales orders – Stock vouchers – Day books – Balance sheets – Trial balance – Profit and Loss account - Introduction to cost – creation of cost category – Creation cost centers– Budget and controls – Creation of budgets – Editing and deleting budgets.

Extra Credit:

Case Study

* Self Learning

Activities : 1.Quiz 2.Chartwork 3.Create a company and stock list in Tally

Theory: 45 Marks External And 15 Marks Internal

Practical: 30 Marks External And 10 Marks Internal

List of Practicals:

<ol style="list-style-type: none"> 1. Business Letters and Invitation 2. Bio Data – Resume 3. Mail Merge 4. Work sheet – Mark sheet; Pay bill – Pay Slip 5. Creating Charts 	<ol style="list-style-type: none"> 6. Presentation in Power Point – Business meetings 7. Advertising Presentation in Power Point 8. Creation of New Company, Books of Accounts, Trial Balance in Tally 9. Trading Profit and Loss Account. Balance Sheet 10. Voucher Entry
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Text books:

1. P.RizwarAhmed ,Office Automation, Margham publication, Chennai, First Edition, 2017
2. P.RizwarAhmed ,Computer Applications in Business with Tally ERP 9, Margham publication, Chennai, First Edition, 2017

Books for Reference:

1. Computer Applications in Business – Dr. S.V. SrinivasaVallabhan – Sultan Chand Publications, New Delhi
2. Computerized Accounting under Tally, Deva Publications
3. Introduction to Computers – S.V. SrinivasaVallabhan, Sultan Chand Publication
4. Computer Application in Business, Dr. Joseph Anbarasu, LearnTech Press
5. Implementing Tally 5.4, 6.3, 7.2 versus. Author K.K. Nandhani Publication, BPB Publication, New Delhi
6. Computerized Accounting under Tally Publication, Deva Publication

Online Resources:

Swayam course	<ul style="list-style-type: none"> • https://www.classcentral.com/course/swayam-computer-fundamentals-13950 • https://onlinecourses.swayam2.ac.in/cec20_cs11/preview
E-content	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=ME_F9yypzsw&ab_channel=TutorialsPoint%28India%29Ltd. • https://www.youtube.com/watch?v=S-nHYzK-BVg&ab_channel=TechnologyforTeachersandStudents • https://www.youtube.com/watch?v=8ONxPREyK3k&ab_channel=PebblesTutorials • https://www.youtube.com/watch?v=k6leeZautXE&ab_channel=tallyonlineclasses • https://www.youtube.com/watch?v=Qe3JGNiFJL0&ab_channel=MohanSreenivasPrasad
Other online resources	<ul style="list-style-type: none"> • http://tallyerp9book.com/tallyerp9book-sample-page.pdf • https://6f45f6c2646a5cc3b02e-5797bc788d9575a168411f50126db6ce.ssl.cf6.rackcdn.com/652f018c-a673-4f45-9c66-47880d44bbda/tally-erp-9-notes-in-english-pdf-free-download-with-examples.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		2	
CO3	2	3	3	3	3		2	2		3
CO4	1	3	3	3		1	1		3	

CO5		3	3	3	3				3	
AVG	1.2	2.2	2.4	2.2	1.2	.6	1	.4	1.6	.6

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

School of Commerce
Programme: B.Com. (Commerce) 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 : U19CO14	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:

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.Singhaniania -" 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 • 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.icai.org/post.html?post_id=15923 • https://castudyweb.com/wp-content/uploads/2019/05/Direct-Tax-Book-1-By-CA-Pranav-Chandak-Sir.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	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

School of Commerce
Programme: B.Com. (Commerce) 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 : U19CO15	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, 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=DrSHIVAJIRSHELKE • 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 <p>http://archive.mu.ac.in/myweb_test/study%20TYBCom%20Accountancy%20Auditing-II.pdf</p>

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

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

Part : III : Core Course 19Elective :(CC16E)	Semester : VI	
Course Title : INTERNATIONAL TRADE		
Course code : U19CO16E	Hours per week: 5	Credit : 4
CIA: 25 Marks	ESE : 75 Marks	Total: 100 Marks

Objective

- This course deals with the theory and practice of international trade and of trade-related policies.

Course Outcomes (COs)

After completing this course the student will be able to

- **CO 1:** Enumerate the basic concept of International Trade.
- **CO 2:** Explain various forms of trade, trade policy, balance of payment, disequilibrium.
- **CO 3:** Examine the Import Procedure and Export Management
- **CO 4:** Summarize on the concept of International Financial Organizations
- **CO 5:** Identify the motives of International agreement for promotion of trade.

UNIT I: Introduction

(15 hours)

International Trade- Meaning, Nature, Scope, Importance and Features - Advantages Disadvantages – **Difference between Internal and International Trade*** – **Theories: David Ricardo’s Comparative Cost Theory#** – Ohlin’s Factor Endowment Theory –Haberler’s Opportunity Cost Theory.

UNIT II: Trade, Trade Policy, Balance of Payments, Disequilibrium

(15 hours)

Forms of Trade – Types – Balance of Trade – Balance of Payments – Concepts – Structure - Importance - **Differences between Balance of Trade and Balance of Payments*** - Trade Policy: Free Trade- Protection- Meaning- Advantages and Disadvantages - Disequilibrium in Balance of Payment – Causes – Types – Methods to correct Disequilibrium in Balance of Payments.

UNIT III: Import Procedure & Export Management

(15 hours)

Import Procedure and Documents-Import Control Measures – Monetary and Non-monetary Measures – Tariffs and Quotas – Types – Effects – Differences- **Functions of EXIM Bank#**- Export Procedure and Documents – Export Finance – Export Promotion Measures –**Dumping***.

UNIT IV: International Financial Organization

(15 hours)

Background - Objectives- Functions – Merits and Criticism: **International Monetary Fund (IMF)*** – Special Drawing Rights (SDR) – International Bank for Reconstruction and Development (IBRD) – International Development Association (IDA) – International Financial Corporation (IFC) – Asian Development Bank (ADB).

UNIT V: International Agreement for Promotion of Trade

(15 hours)

Background – Objectives - Functions – Merits: United Nations Conference on Trade and Development (UNCTAD) – General Agreement on Trade and Tariffs (GATT) – TRIPs and TRIMs - World Trade Organization (WTO) – International Economic Integration in International Trade – **other Economic Integration grouping (NAFTA, ASEAN, EFTA, COMECON, LAFTA, SAFTA)***.

Extra Credit:

Case Study

* Self Learning

Activities: 1. Conduct quiz programme 2. Collect specimen copies of Import Procedure and Documents

Text Books:

1. Francis Cherrunilam (2009), International Trade and Export Management, Himalaya Publications
2. Sundaram K.P.M, International Trade, Sultan Chand & Sons, New Delhi

Books for Reference:

1. Sankaran. S, 2019, International Trade , Margham Publications, Chennai-17
2. Neelamegam. V, International Trade, Vrinda Publications (P) Ltd., Delhi
3. Abdul Raheem, International Economics, Learntech Press , Tiruchi

Online Resources:

Swayam course	<ul style="list-style-type: none"> • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/395 • http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/733
E-content	<ul style="list-style-type: none"> • https://www.slideshare.net/sureshthengumpallil/balance-of-payment-56855705 • https://www.youtube.com/watch?v=O0zs6CHIPc&ab_channel=TutorialsPoint%28India%29Ltd. • https://www.slideshare.net/sabzdravid/export-import-procedure-and-documentation
Other online resources	<ul style="list-style-type: none"> • https://misesmedia.s3.amazonaws.com/The%20Theory%20of%20International%20Trade_4.pdf • http://www.sze.hu/~gjudit/Exportszerzodesek/Handbook%20of%20international%20trade.pdf • https://socialsciences.mcmaster.ca/econ/ugcm/3ll3/hobson/InternationalTrade.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		2	
CO3	1	1	2	2			1	1	2	1
CO4	1	3	3	3			1	1	2	1
CO5	2		2	2					2	
AVG	1.4	1.2	2	1.8		.4	.8	.4	1.3	.4

Notes :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.

- a) Forest resources: use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
 - b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams benefits and problems.
 - c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
 - d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.
 - e) Energy resources: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources. Case studies.
 - f) 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\(R\)](mailto:mapin@icenet.net(R))
3. Brunner R.C. 1989, Hazardous Waste Incineration, McGraw Hill Inc 480 p

4. Clark R.S. Marine Pollution, Clarendon 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>.

SEMESTER – II

COURSE CODE: U19SBE1

HOURS: 2

CREDITS: 2

OFFICE AUTOMATION

UNIT I:

MS- Word- Introduction to Computers - Hardware - Software, Operating System: Windows XP -MS-Paint, Notepad, WordPad, Introduction to MS-Word, Creating, Editing and Formatting Document - Working with Drawing objects - Text Manipulation

UNIT II:

Working with Tables – Columns – Labels - Plotting, editing and Filling drawing objects - Bookmark – Header & Footer - Checking and Correcting a document - Creating Labels – Envelops – Mail Merge – Formatted output and Report generation Printing Documents, Working with Internet.

UNIT III:

Ms – Excel - Ms – Excel: Introduction – Data Entry – Cell Formatting - Plotting Graphs – Workbook Features – Library Functions

UNIT IV:

Conditional Functions and Data Sorting – Limit the data on a worksheet - Data Validation –Data consolidation - Chart creation - Checking and Correcting Data - Tracking and Managing Changes- Advanced Features

UNIT V:

MS – PowerPoint- Introduction - Creating, Editing and Formatting Presentation – Applying Transition and Animation Effects - Applying Design Templates - Viewing and Setting up a Slide Show - Navigating among Different Views - Ms Outlook: Introduction to Folder List – Address Book.

TEXTBOOKS

1. Jill Murphy, Microsoft Office Word- Comprehensive Course, Labyrinth Publications, 2003.
2. McGraw-Hill/Irwin-Deborah Hinkle, Microsoft Office 2003 PowerPoint: A Professional Approach, Comprehensive w/ Student CD, New Delhi, 2003.
3. Nellai Kannan, C., MS-Office, Nels Publications, Tamil Nadu, 2002.

SEMESTER – III

COURSE CODE: U19SBE2

HOURS: 2

CREDITS: 2

DESKTOP PUBLISHING

UNIT I:

Photoshop Tools : Move, Type, Marquee, Lasso, Crop, Shapes, Healing, Brush, Patch, Cloning Stamp, Eraser, Gradient, Blur, Smudge, Dodge, Pen, Eye Dropper, Patch selection and Zoom tool.

Layer: New layer, Layer set, Duplicate layer, Rasterize and Merge down

Layer Styles: Drop shadow, inner shadow, outer glow & inner glow, Bevel and Emboss, Gradient overlay, Stroke. Text formatting

UNIT II:

File: Save, File formats, Page set up.

Edit: Check spelling, Copy merged, Fill, Transform, Define pattern.

Image: Motion blur, Twirl, lens flare, Glowing edges, lighting effects, solarize, water paper, Stained glass, Mosaic Tiles.

Window: Character and Paragraph settings.

COREL DRAW:

UNIT III:

Drawing Tools: Pick, Shape, Knife, eraser, Smudge, Roughen brush, free transform, Zoom ,hand, Free hand, Bezier, Artistic, Pen, Poly line, Point, Interactive connective, Spiral tool.

Colour Tool: Paint Bucket Tool, Eye Dropper, Fill Tools. Fill Options, Stroke Options.

UNIT IV:

Special Effects: 3D effects, Add perspective, Blend, Contour, Artistic media, lens, and Power clip.

Shaping Options: Weld, trim, Intersect.

Text Effects: Format text, bullet, and fit text to path, align and straighten, spell check.

File Menu: Save, Save as, Import, Page set Up.

PAGE MAKER:

UNIT V:

Page Maker Tools: Pointer, Rotate, Line, Rectangle, Ellipse, Polygon, Hand, Text, Crop, Rectangle frame tools. Text layout, Style and Objects: Alignments, Styles, fill, frame options, Stroke, Group, Lock, unlock, mask, polygon settings character and paragraph settings.

Text Editing: Edit story: Undo, Redo, Cut, Copy, Paste, paste Special, Spelling check and Find.

File: Page set up, save, Save as.

TEXTBOOKS

1. CorelDraw IN Simple Steps – Shalini Gupta Corel DRAW Bible - DEBORAH MILLER
2. Teach Yourself Adobe Photoshop – Rose Carla Adobe Photoshop Cs Classroom in a Book by Adobe Press.
3. Using Microsoft Word - Asmita Bhatt Pagemaker In Easy Steps - Scott Basham Ctoa Material By Genesis.

SEMESTER – III

COURSE CODE: U19SBE3P

HOURS: 2

CREDITS: 2

OFFICE AUTOMATION & DESKTOP PUBLISHING LAB

UNIT I:

Office Automation

1. MS – Word: Text Formatting, Mail Merge
2. Ms – Excel: Implement the Statistical & Mathematical Function
(Using Min ,Max, Median, Average, Standard Deviation, Correlation, Logical ‘if’
Condition) for the given data.

Prepare a Chart for a given Data using Pie diagram / Histogram

UNIT II:

Photoshop

3. Design a College Brochure / Birthday Card.
4. Cropping, rotating and Overlapping the image.
5. Create a single image from Multiple image.
6. Creating an image with multilayer’s.

UNIT III:

Corel Draw

7. Design a Visiting Card \ Greeting Card using Draw & Text tools.
8. Create a logo for a Company \ College.

UNIT IV:

Page Maker

9. Type and format a letter using text tool.
10. Prepare a Invitation for College Day /Sports Day.

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 Khera

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 Intiaz, 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.