

**B.COM CORPORATE SECRETARYSHIP WITH COMPUTER
APPLICATIONS
REGULATIONS**

ELIGIBILITY

A candidate who has passed in Higher Secondary Examination with any Academic stream or Vocational stream as one of the subject under Higher Secondary Board of Examination and as per the norms set by the Government of Tamil Nadu or an Examination accepted as equivalent thereto by the Academic Council, subject to such conditions as may be prescribed thereto are permitted to appear and qualify for the **Bachelor of Corporate Secretaryship with Computer Applications Degree Examination** of this College after a course of study of three academic years. The syllabus comprises 75% on Corporate Secretaryship domain and 25% on Computer Application respectively.

OBJECTIVE OF THE COURSE

The Curriculum is designed to attain the following learning goals which students shall accomplish by the time of their graduation:

1. To produce Competent Company Secretaries through appropriate teaching programmes.
2. To provide right skills, attitudes and values among the students by imparting training in reputed companies /corporate.
3. To make students competent in taking up wide range of responsible position in the Secretarial, Legal, Finance, Accounts, Personnel and Administrative department.

4. To impart the most current knowledge and skills for the individuals to get them placed at middle level professionals in the corporate sector.
5. To make the students to prepare for the Corporate Secretaryship course.

SCHEME OF EXAMINATION

Course	Subject	Hrs	Duration (Hrs)	Max Marks			Credit
				CA	CE	Total	
First Semester							
Part - I							
15UTL11T 15UHL11H 15UML11M 15UFL11F	Tamil-I Hindi-I Malayalam-I French - I	6	3	25	75	100	4
Part - II							
15UEG12E	English - I	6	3	25	75	100	4
Part - III							
15UCR13A	Core I: Financial Accounting - I	6	3	25	75	100	4
15UCR13B	Core II: Business Management	5	3	25	75	100	4
15UCR13C	Core III: Secretarial Communication	5	3	25	75	100	4
Part - IV							
15UFC1FA	Value Education : Environmental Studies	2	3	-	50	50	2
						550	22
Second Semester							
Part - I							
15UTL21T 15UHL21H 15UML21M 15UFL21F	Tamil-II Hindi-II Malayalam-II French - II	6	3	25	75	100	4
Part - II							
15UEG22E	English - II	6	3	25	75	100	4
Part - III							
15UCR23A	Core IV: Financial Accounting - II	5	3	25	75	100	4
15UCR2AA	Allied I: Computer Application in Corporate Office	5	3	20	55	75	3
15UCR2AP	Allied Lab- I: Computer Lab - I (MS.OFFICE)	6	3	40	60	100	3

Paras
29/7/18
BoS Chairman/HoD
Department of Corporate Secretaryship
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Dr. NGP Arts and Science College
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Part – IV							
15UFC2FA	Value Education: Human Rights	2	3	-	50	50	2
						525	20
Third Semester							
Part – III							
15UCR33A	Core V: Corporate Accounting - I	6	3	25	75	100	4
15UCR33B	Core VI: Company Law and Secretarial Practice -I	6	3	25	75	100	4
15UCR33C	Core VII: Data Base Management System	6	3	25	75	100	4
15UMA3AA	Allied II: Business Mathematics	5	3	25	75	100	4
Part - IV							
	Non- Major Elective Course - I	2	3	-	50	50	2
15UCR3SA	Skill Based Subject-I: Practical Banking	3	3	20	55	75	3
15UFC3FA/ 15UFC3FB/ 15UFC3FC/ 15UFC3FD/ 15UFC3FE	Tamil/ Advance Tamil (OR) Yoga For Human Excellence/ Women's Rights/ Constitution of India	2	3	-	50	50	2
						575	23
Fourth Semester							
Part – III							
15UCR43A	Core VIII: Corporate Accounting – II	5	3	25	75	100	4

B.Com –CSCA(Students admitted from 2015 – 2016 onwards)

15UCR43B	Core IX: Company Law and Secretarial Practice –II	4	3	25	75	100	4
15UCR43C	Core X: Programming in C	5	3	20	55	75	4
15UCR43P	Core XI: Computer Lab-II (C Programming & Tally)	4	3	40	60	100	4
15UMA4AA	Allied III: Business Statistics	5	3	25	75	100	4
Part – IV							
	Non- Major Elective Course - II	2	3	-	50	50	2
15UCR4SA	Skill Based Subject-II: Financial Markets	3	3	20	55	75	3
15UFC4FA/ 15UFC4FB/ 15UFC4FC	Tamil / Advanced Tamil (OR) General Awareness	2	3	-	50	50	2
						650	27
Fifth Semester							
Part – III							
15UCR53A	Core XII: Cost Accounting	6	3	25	75	100	4
15UCR53B	Core XIII : Business Law	6	3	25	75	100	4
15UCR53C	Core XIV: Industrial Law	5	3	25	75	100	4
15UCR53D	Core XV: Taxation – I	6	3	25	75	100	4
	Elective I:	4	3	25	75	100	4
Part – IV							
15UCR5SA	Skill Based Subject-III: Mutual Funds	3	3	20	55	75	3
						575	23

Sixth Semester							
Part – III							
15UCR63A	Core XVI: Economic and Other Legislations	5	3	25	75	100	4
15UCR63B	Core XVII: Management Accounting	6	3	25	75	100	4
15UCR63C	Core XVIII: Taxation –II (Indirect Taxes)	5	3	25	75	100	4
	Elective II :	5	3	25	75	100	4
	Elective III :	5	3	40	60	100	4
Part-IV							
15UCR6SA	Skill Based Subject-IV: Online Trading	4	3	20	55	75	3
Part-V							
15UEX6SA	Extension Activity	-	-	-	-	50	2
						625	25
Grand Total						3500	140

ELECTIVE - I

(Student shall select any one of the following subject as Elective in fifth semester)

S.No	Subject Code	Name of the Subject
1.	15UCR5EA	Corporate Governance
2.	15UCR5EB	Management Information System.
3.	15UCR5EC	Software Engineering

ELECTIVE - II

(Student shall select any one of the following subject as Elective in sixth semester)

S.No	Subject Code	Name of the Subject
1.	15UCR6EA	Internet and E- Commerce
2.	15UCR6EB	Visual Basic (Theory)
3.	15UCR6EC	Oracle (RDBMS)

ELECTIVE - III

(Student shall select any one of the following subject as Elective in sixth semester)

S.No	Subject Code	Name of the Subject
1.	15UCR6EP	Visual Basic (Practical)
2.	15UCR6EQ	HTML – Java Script(Practical)
3.	15UCR6ER	Web Technology(Practical)

NON MAJOR ELECTIVE COURSE

- The Department offers the following two papers as Non Major Elective Course for other than the Corporate Secretaryship students.
- Student shall select the following subject as Non Major Elective Course during their third and fourth semester

S.No	Subject Code	Name of the Subject
1	15UED34S	Legal Aspects of Business
2	15UED44S	Taxation

FOR COURSE COMPLETION

Students has to complete the following subject :

- Language papers (Tamil/Malayalam/French/Hindi, English) in I and II semester.
- One Value Education and Environmental Studies in I and II semester respectively.
- Allied papers in II, III and IV semesters.
- Two Non Major Elective Course in the third and fourth semester.
- Extension activity in V semester.
- Elective papers in the fifth and sixth semesters.

Total Credit Distribution

Subjects	Credits	Total		Credits	Cumulative Total
Part I:	4	2 x 100 =	200	08	16
Part II: English - I	4	2 x 100 =	200	08	
Part III:					
Core	4	17 x 100 =	1700	68	98
Core	4	1 x 75 =	75	04	
Allied Theory	4	2 x 100 =	200	08	
Allied Theory	3	1 x 75 =	75	03	
Allied Practical	3	1 x 100 =	100	03	
Elective	4	3 x 100 =	300	12	
Part IV:					
NMEC	2	2 x 50 =	100	04	24
Skill Based	3	4 x 75 =	300	12	
Value Education	2	4 x 50 =	200	08	
Part V:					
Extension Activity	2	1 x 50 =	50	02	02
Total			3500	140	140

15UTL11T	பகுதி -1: தமிழ் தாள்-I	முதல் பருவம்
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Total Credits: 4

Hours Per Week: 6

(ஓர் ஆண்டு தமிழ் பயிலும் மாணவர்களுக்கு உரியது)

முதல் ஆண்டு

இக்கால இலக்கியம்- நீதி இலக்கியம் – சிற்றிலக்கியம்

அலகு-1 இக்காலஇலக்கியம் (கவிதை,சிறுகதை,உரைநடை)

1. பாரதியார் – எங்கள் தாய்
2. பாரதிதாசன் – வாழ்வு
3. மு.மேத்தா – மரங்கள்
4. சிற்பி – சர்ப்பயாகம்
5. சல்மா – விலகிப்போகும் வாழ்க்கை
6. ஜெயகாந்தன் – இனிப்பும் கரிப்பும்
7. அம்பை – வல்லூறுகள்
8. முனைவர் வ.சுப மாணிக்கம் – சங்க நெறிகள்
9. சோ.நா. கந்தசாமி - தமிழர் பண்பாடு - ஒரு விளக்கம்

அலகு - 2 நீதி இலக்கியம்

- 1.நாலடியார் - அறிவுடைமை (அதிகாரம்-25)
- 2.மூதுரை - 5 பாடல்கள் (பா.எண் : 6,16,17,23,26)
- 3.பழமொழி நானூறு - முயற்சி(10 பாடல்கள்)
- 4.நான்மணிக்கடிகை - 5 பாடல்கள் (பா.எண் :1,5,7,8,9)
- 5.திரிகடுகம் - 5 பாடல்கள் (பா.எண் :2,3,5,6,8)

அலகு -3 சிற்றிலக்கியம்

- 1.தமிழ் விடுதாது – தூதுப் பொருள்கள்(101-112)
2. திருக்குற்றாலக் குறவஞ்சி – குறத்தி மலைவளம் கூறுதல் (6பாடல்கள்)
- 3.முக்கூடற் பள்ளு – பள்ளியர் ஏசல் (161-175)
- 4.கலிங்கத்துப்பரணி – இந்திர சாலம் (154-178)
- 5.அபிராமி அந்தாதி -10 பாடல்கள் பாடல் எண்:
(2,4,6,11,20,26,63,69,71,82)

அலகு -4 இலக்கிய வரலாறு

1. தமிழ்க் கவிதையின் தோற்றமும் வளர்ச்சியும்
2. தமிழ் சிறுகதையின் தோற்றமும் வளர்ச்சியும்
- 3.தமிழ் உரைநடையின் தோற்றமும் வளர்ச்சியும்

அலகு - 5 இலக்கணம்

1. வல்லினம் மிகும் ,மிகா இடங்கள்
2. பெயர் ,வினை,இடை , உரிச் சொற்களின் பொது இலக்கணம்
3. பிறமொழிச்சொற்களைத் தமிழ்ச் சொற்களாக மாற்றுதல் (வடமொழி – தமிழ், ஆங்கிலம் – தமிழ்)
4. பயிற்சிக்குரியன (கவிதை ,சிறுகதை,கட்டுரை படைத்தல்)

பார்வை நூல்கள்:

1. தமிழ்த்துறை வெளியீடு
2. இலக்கிய வரலாறு – பேராசிரியர் முனைவர் பாக்யமேரி

15UHL11H	PART-I: HINDI-I	SEMESTER- I
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Total Credits: 4

Hours Per Week: 6

Prose, Non-detailed Text, Grammar & Translation Books Prescribed:

1. PROSE : Nuthan Gadya Sangrah

Editor: Jayaprakash (Prescribed Lessons – only 4)

Lesson 1 - Razia

Lesson 2 – Makreal

Lesson3- Bahtha Pani Nirmala

Lesson 4 – Rashtrapitha Mahathma Gandhi

Publisher: Sumitra Prakashan Sumitravas,
16/4 Hastings Road,
Allahabad – 211 001.

2. NON DETAILED TEXT: Kahani Kunj.

Editor: Dr.V.P.Amithab. (Stories 1 -4 only)
Publisher : Govind Prakashan Sadhar Bagaar,
Mathura,
Uttar Pradesh – 281 001.

3. GRAMMAR : Shabdha Vichar (Sangya, Sarvanam, Karak,
Visheshan) ONLY
(Noun, Pronoun, Adjective, Case Endings) Theoretical
& Applied. Book for

Reference : Vyakaran Pradeep by Ramdev.
Publisher : Hindi Bhavan,
36,Tagore Town
Allahabad – 211 002. 4.

4. TRANSLATION: English- Hindi only. Anuvadh Abhyas – III (1-10
lessons Only)

Publisher: Dakshin Bharath Hindi Prachar Sabha
Chennai -17.

6. **COMPREHENSION** : 1 Passage from ANUVADH ABHYAS – III
(16- 30)
Dakshin bharath hindi prachar sabha
Chennai- 17.

15UML11M	PART-I: MALAYALAM-I	SEMESTER-I
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Total Credits: 4

Hours Per Week: 6

Paper I Prose, Composition & Translation

This paper will have the following five units:

- Unit I &II** - Novel
- Unit III & IV** - Short story
- Unit V** - Composition & Translation

TEXT BOOKS:

- Unit I &II - Naalukettu – M.T. Vasudevan Nair (D.C. Books,Kottayam, Kerala)
- Unit III & IV - Manikkianum Mattu Prathana Kathakalum – Lalithampika Antharjanam (D.C.Books, Kottayam, Kerala)
- Unit V - Expansion of ideas, General Essay and Translation of a simple passage (from English about **100** words) to Malayalam

REFERENCE BOOKS:

1. Kavitha Sahithya Charitram –Dr. M.Leelavathi (Kerala Sahithya Academy, Trichur)
2. Malayala Novel sahithya Charitram –K.M.Tharakan(N.B.S. Kottayam)
3. Malayala Nataka Sahithya Charitram-G.Sankarapillai(D.C.Books, Kottayam)
4. Cherukatha Innale Innu –M.Achuyuthan(D.C. Books, Kottayam)
5. Sahithya Charitram Prasthanangalilude-Dr. K.M. George,(Chief Editor) (D.C. Books, Kottayam)

15UFL11F	PART-I: FRENCH-I	SEMESTER- I
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Total Credits: 4

Hours Per Week: 6

French Language for Under-graduate Degree Programmes

Compétence Culturelle	Compétence De communication	Compétence grammaticale
UNITÉ 1 – Ici, en France		
<ul style="list-style-type: none"> • Moi et les Autres • La France Express 	<ul style="list-style-type: none"> • INTERACTION: s'identifier • RÉCEPTION ECRITE: Comprendre une annonce d'aéroport • RÉCEPTION ORALE: comprendre l'écrit de la rue (Panneaux, plaques, rues...) • PRODUCTION ÉCRITE: écrire un SMS 	<ul style="list-style-type: none"> • Le présent des verbes: Je suis, je reste, J'arrive • Le lieu: (je suis) à... (je suis) ici • L'infinitif
UNITÉ 2 – Ici, en classe		
<ul style="list-style-type: none"> • Moi et le français • Le français dans le monde 	<ul style="list-style-type: none"> • INTERACTION: Se présenter • RÉCEPTION ORALE: Comprendre des consignes Orales • RÉCEPTION ÉCRITE: Comprendre une fiche D'inscription • PRODUCTION ÉCRITE: écrire un texte à l'impératif 	<ul style="list-style-type: none"> • Tu/vous • Le présent des Verbes en-er et de être: je, tu, vous • La forme Impérative (tu, vous) Des verbes en-er
UNITÉ 3 – Samedi		
<ul style="list-style-type: none"> • Le fil du temps 	<ul style="list-style-type: none"> • INTERACTION: S'informer • RÉCEPTION ORALE: Comprendre une annonce • RÉCEPTION ÉCRITE: Comprendre un article (titres et illustrations) • PRODUCTION ÉCRITE: 	<ul style="list-style-type: none"> • Les articles Définies: le, la, les • A, de+le, la, les: Au, aux, du, des, à l', de l' • Être(présent) l'heure • Il faut+nom Il faut+infinitive

	écrire des slogans	<ul style="list-style-type: none"> Phrases verbe+complément, Complément+verbe
UNITÉ 4 - Dimanche		
<ul style="list-style-type: none"> Les activités Culturelles des Français 	<ul style="list-style-type: none"> INTERACTION: Acheter,demander des Informations RECEPTION ORALE: Comprendre les Titres du journal à la radio RÉCEPTION ÉCRITE: Comprendre les Informations PRODUCTION ÉCRITE: Inventer des noms de journaux 	<ul style="list-style-type: none"> Faire, present Avior, present Il y a Le présent des verbes en-er: Regarder Combien? Quand? Complément de nom: Tremblement de terre, les noms de pays.... Du,des,de la(reprise U2) Les adjectifs possessifs: Mon,ta,son, Ma,ta,sa Mes,tes,ses
UNITÉ 5 - Dommage!		
<ul style="list-style-type: none"> Un baby-boom en 2000 et 2001 L'amour, toujours 	<ul style="list-style-type: none"> INTERACTION: exprimer la tristesse, la peur, conseiller,encourager RÉCEPTION ORALE: Comprendre une émission De radio RÉCEPTION ÉCRITE: Comprendre un sondage PRODUCTION ÉCRITE: écrire des blogs 	<ul style="list-style-type: none"> Est-ce que Le present des verbes pouvoir,Vouloir Le conditionnel des Verbs pouvoir, Vouloir Ne...pas

TEXT BOOK:

1. *Marcella Di Giura Jean-Claude Beacco, Alors I.* Goyal Publishers Pvt Ltd 86, University Block Jawahar Nagar (Kamla Nagar)
New Delhi – 110007.

15UEG12E	PART II: ENGLISH-I	SEMESTER-I
Total Credits: 4		
Hours Per Week: 6		

OBJECTIVES:

1. To develop the language competence of the students.
2. To be enriched with functional English.

UNIT 1: PROSE

1. My Financial Career – Stephen Leacock
2. At School – Gandhi
3. Ecology – Barry Commoner

UNIT 2: SHORT STORIES

1. The Gateman's Gift – R.K. Narayan
2. The Open Window – H.H. Munro
3. The Face of Judas Iscariot – Bonnie Chamberlain

UNIT 3: ONE ACT PLAY

1. The Discovery – Herman Old

UNIT 4: FUNCTIONAL GRAMMAR

1. Vocabulary Exercises
2. Synonyms, Compound Words, etc
3. Communication Skills – Tasks
4. Different types of sentences
5. The Structure of Sentences
6. Transformation of Sentences

UNIT 5: COMPOSITION TASKS

1. Greeting, Introducing, Requesting, Inviting
2. Congratulating, Thanking, Apologising, Advice
3. Suggestions, Opinions, Permissions.
4. Comprehension

TEXT BOOKS:

1. *Seshasayee. N.* 2001. **Honeycomb.** Anu Chitra Publications, Chennai.
2. *Syamala, V.* 2002. **Effective English Communication for You.** Emerald Publisher, Chennai.

REFERENCE BOOKS:

1. *Rajamanickam. A.* 2001. **Everyman's English Grammar.** Macmillan.
2. *Krishna Mohan and Meera Banerji.* 2005. **Developing Communication Skills.** Macmillan, Chennai.
3. *Wren, P.C. and H. Martin.* 1998. **High School English Grammar and Composition.** Macmillan.

15UCR13A	CORE I – FINANCIAL ACCOUNTING - I	SEMESTER - I
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Total Credits: 4

Hours Per Week: 6

Note: Distribution of Marks between problems and theory shall be 80% and 20%.

OBJECTIVES:

The Subject aims to build the Concepts regarding:

1. To know the basic financial terms and preparation of financial statements
2. To impart basic accounting knowledge as applicable to business
3. To enable the students to understand the need for making adjustments while preparing final accounts.

CONTENTS

UNIT -I

Introduction – Accounting principles, Concepts and Conventions – Recording – Classification of accounting principles – Basic assumptions i.e. concepts – Basic accounting principles – Modifying accounting principles – Subsidiary books – Advantages – Types of Subsidiary books.

UNIT - II

Preparation of trial balance – Rectification of errors – Introduction – Types of errors – Clerical errors – Errors of principles – Compensating errors – Errors of duplication – Bank reconciliation statement – Introduction – Importance of reconciliation – Need for Bank reconciliation statement – Causes of difference – Effect of debit or credit in the cash book.

UNIT - III

Final Accounts of sole traders: Introduction – Manufacturing account – Trading account – Preparation of trading accounts – Format of trading account – Distinction between manufacturing account and trading account – Preparation of profit and loss account – Balance sheet – Need and importance of Balance sheet – Preparation of Balance sheet.

UNIT – IV

Bill of Exchange: Introduction – Parties to a Bill of Exchange – Specimen of Bill of Exchange – Characteristics – Types – Advantages – Bills Receivable and Bills Payable – Accounting treatment of Bill of Exchange. (Excluding accommodation Bill)

UNIT – V

Account Current: Introduction – Procedure for calculating days of interest – Methods of computing the periods – Product method – Red ink interest – Interest Number method – Backward method – Daily balance method.

Average Due Date: Introduction – Practical uses of Average Due Date – Calculation of Average Due date.

TEXT BOOKS:

1. Reddy, T.S. and Murthy, 1998. **Financial Accounting**. [Reprint 2014]. Margham Publications, Chennai.
2. Gupta, R.L and Gupta, V.K. 1992. **Financial Accounting** [Reprint 2009] Sultan Chand & Sons, New Delhi.

REFERENCE BOOKS:

1. Jain, S.P. and Narang, K.L, 2010. **Financial Accounting** [First Edition] Kalyani Publishers. Chennai.
2. Radha, **Financial Accounting** [First Edition] Prasanna Publishers & Distributers Chennai.

15UCR13B	CORE II – BUSINESS MANAGEMENT	SEMESTER - I
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Total Credits: 4
Hours Per Week: 5

OBJECTIVES:

The Subject aims to build the concepts regarding:

1. To acquire knowledge and understanding the concepts of business management.
2. To orient the students on the management principles and techniques that could achieve business success.
3. To provide opportunities to apply the general functions of management in day-to-day managerial practice.

CONTENTS

UNIT -I

Management - Introduction - Meaning - Definition - Difference between Management and Administration - Management is an art / science - levels and functions of Management - Co-ordination - Features / Characteristics of Management.

UNIT -II

Planning – Introduction - Meaning, Definition, Characteristics of planning, objectives of planning, forecasting, Importance of planning, advantages of planning, steps in planning process, Methods of planning, limitations of planning, essentials of a good planning- policies and procedures - Decision Making.

UNIT -III

Organizing – Structure principles – Theories of Organization – Span of Management – Centralization and Decentralization – Line and staff functions – Delegation – Functional Organization – Formal and Informal

organization - Classification of formal organization - Advantages and Disadvantages of formal organization.

UNIT-IV

Direction - Definition - Principles of Direction - Communication - Importance of communication - Barriers of communication - objectives of communication - elements of communication - Motivation - Nature of motivation - Importance of motivation - Morale - Leadership - Internal and External leadership co-ordination - Committees in Management.(excluding motivational theories)

UNIT-V

Control process - Areas or Scope of control - Steps in control process - Techniques of control - Social Responsibilities of Business Ethics - Need for Business Ethics - Principles and Regulations - Business Ethics in India.

TEXT BOOKS:

1. *Ramasamy, T.* 2011. **Principles of Management** [Latest Edition] Himalaya Publishing House, New Delhi.
2. *Prasad, L.M.* **Principles and Practice of Management** [Eight Edition Reprint 2014] Sultan Chand & Sons, New Delhi.

REFERENCE BOOKS:

1. *Dinkar Pagare,* 2011. **Principles of Management** [Fifth Edition]. Sultan Chand & Sons, New Delhi.
2. *Gupta, C.B.* 2013. **Management and Organization** [Latest Edition]. Sultan Chand & Sons, New Delhi.

15UCR13C	CORE -III : SECRETARIAL COMMUNICATION	SEMESTER - I
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Total Credits: 4
Hours Per Week: 5

OBJECTIVES:

1. To make the students acquaint knowledge on secretarial communication and communicate clearly in the day-to-day business world.
2. To develop the written and oral business communication skills.

CONTENTS

UNIT - I

Business Communication: Meaning – Importance of effective business communication – Modern communication methods – Business letters: Need – Functions – Kinds – Essentials of effective business letters – layout.

UNIT - II

Trade enquiries – Orders and their execution – Credit and status enquiries – Complaints and Adjustments – Collection letters – Sales letters – Circular letters.

UNIT - III

Banking correspondence – Insurance correspondence – Agency correspondence.

UNIT - IV

Company secretarial correspondence (includes Agenda, Minutes and Report Writing)

UNIT - V

Application letters – Preparation of resume – Interview : Meaning – Objectives and Techniques of various types of interviews – Public speech – Characteristics of a good speech – Business report presentations.

TEXT BOOKS:

1. *Rajendra Pal and Korlahalli J.S.* 2002. **Essentials of Business Communication** [Second Edition] Sultan Chand & Sons, New Delhi.
2. *Ramesh, M.S. and Pattanshetti, C. C.* **Business Communication** [Latest Edition] R. Chand & Company, New Delhi

REFERENCE BOOKS:

1. *Rodriquez, M.V.* **Effective Business Communication Concept** [Latest Edition] Vikas Publishing Company.
2. **Executive Business Communication-** ICSI Study material.

15UTL21T	பகுதி – I: தமிழ் தாள் II	இரண்டாம் பருவம்
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Total Credits: 4

Hours Per Week: 6

2015-2016 ஆம் கல்வியாண்டு முதல் பயில்வோருக்குரிய பாடத்திட்டம்

(ஓர் ஆண்டு தமிழ் பயிலும் மாணவர்களுக்கு உரியது) முதல் ஆண்டு

சங்க இலக்கியம்- பக்தி இலக்கியம் – காப்பியம்

அலகு- 1 சங்க இலக்கியம்

1. நற்றிணை – பாடல் எண் : 210 (நெய்தல்) ‘நெடியமொழிதலும் கடிய ஊர்தலும்’

2. குறுந்தொகை –பாடல் 2 , 3 (குறிஞ்சி) ‘கொங்குதேர் வாழ்க்கை’, ‘நிலத்தினும்

பெரிதே’

3. கலித்தொகை – பாடல் 16 நெய்தல்கலி - ‘ஆற்றுதல் என்பது’

4. புறநானூறு – பாடல் 184, 312 ‘உற்றுழி உதவியும்’, ‘ஈன்று புறந்தருதல்’

5. ஐங்குறுநூறு – மருதம் முதல் 5 பாடல்கள் (வேட்கைப் பத்து)

அலகு -2 காப்பியங்கள்

1.சிலப்பதிகாரம் – வழக்குரை காதை

2.மணிமேகலை – ஆதிரை பிச்சையிட்ட காதை

3.சீவக சிந்தாமணி- நாமகள் இலம்பகம்(நாட்டு வளம் முதல் 20 பாடல்கள்)

4.கம்பராமாயணம் – வாலிவதைப் படலம் (வாலி இராமனை

வினவுதல்.பாடல்

எண்கள் (4121 முதல் 4136 வரை)

அலகு -3 பக்தி இலக்கியம்

1. தேவாரம் – திருஞானசம்பந்தர் (கோளறுபதிகம்)

2. திருப்பாவை –ஆண்டாள் (முதல் 15 பாடல்கள்)

3. தேம்பாவணி- காட்சிப்படலம் (முதல் 15 பாடல்கள்)

4.சீறாப்புராணம் –மானுக்குப் பிணை நின்ற படலம்

அலகு-4 இலக்கிய வரலாறு

- 1.முச்சங்க வரலாறு
- 2.சங்க இலக்கிய வரலாறு
- 3.பக்தி இலக்கியத்தின் தோற்றமும் வளர்ச்சியும்
- 4.காப்பியத்தின் தோற்றமும் வளர்ச்சியும்

அலகு -5 இலக்கணம்

- 1.எழுத்து, அசை, சீர், தளை, அடி, தொடை பொது இலக்கணம்
- 2.தொகை நிலைத் தொடர்கள்

பார்வை நூல்கள்

1. தமிழ்த்துறை வெளியீடு
2. இலக்கிய வரலாறு – பேராசிரியர் முனைவர் பாக்யமேரி

15UHL21H	PART-I: HINDI-II	SEMESTER- II
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Total Credits: 4
Hours Per Week: 6

(Modern Poetry, Novel, Translation & Letter Writing)

1. Modern Poetry: Shabari – By Naresh Mehtha

Publishers: Lokbharathi Prakashan I Floor, Duebari Building
Mahatma Gandhi Marg,
Allahabad -1.

2. Novel: Seva Sadhan – By Prem Chand
Publisher:

3. Translation: Hindi – English Only,
(anuvadh abhyas – iii) lessons.1 – 10 only publisher:
dakshin bharath hindi prachar sabha chennai –
600 017.

4. Letter Writing: (Leave letter, Job Application, Ordering books, Letter to
Publisher, Personal letter)

15UML21M	PART-I: MALAYALAM-II	SEMESTER- II
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Total Credits: 4
Hours Per Week: 6

PAPER II PROSE: NON-FICTION

This Paper will have the following five units:

UNIT I & II

Biography

UNIT III, IV & V

Travelogue

TEXT BOOKS PRESCRIBED:

1. Unit I & II *Changampuzha Krishna Pillai: Nakshatrangalude Snehabhajanam* –M.K. Sanu (D.C. Books, Kottayam)
2. Unit III, IV & V *Kappirikalude Nattil* – S.K. Pottakkadu (D.C. Books, Kottayam)

REFERENCE BOOKS:

1. **Jeevacharitrasahithyam** –Dr. K.M. George(N.B.S. Kottayam)
2. **Jeevacharitrasahithyam malayalathil-** Dr.Naduvattom Gopalakrishnan (Kerala Bhasha Institute, Trivandrum)
3. **Athmakathasahithyam malayalathil** –Dr. Vijayalam Jayakumar(N.B.S. Kottayam)
4. **Sancharasahithyam Malayalathil** -Prof.Ramesh Chandran.V,(Kerala Bhasha Institute, Trivandrum)

15UFL21F	PART-I: FRENCH-II	SEMESTER- II
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Total Credits: 4
Hours Per Week: 6

French Language for Under-graduate Degree Programmes

Compétence Culturelle	Compétence De communication	Compétence grammaticale
UNITÉ 6 – Super!		
<ul style="list-style-type: none"> • L'égalité homme/femme 	<ul style="list-style-type: none"> • INTERACTION: Exprimer des sentiments, exprimer la joie, le plaisir, le bonheur • RÉCEPTION ORALE: Comprendre un jeu radiophonique • RÉCEPTION ÉCRITE: Comprendre des annonces • PRODUCTION ÉCRITE: Écrire des cartes postales 	<ul style="list-style-type: none"> • Les noms de professions masculine/feminine • Le verb finir et less Verbes du groupe en-ir • Le present de l'impératif • Savoir(present) • Le participe passé: Fini, aimé, arrive, dit,écrit • Quel(s), quelle(s)...: Interrogatif et Exclamatif • À + infinitive • Les articles: n,une,des
UNITÉ 7 – Quoi?		
<ul style="list-style-type: none"> • Le 20 siècle: Petits progrès Grand progrès 	<ul style="list-style-type: none"> • INTERACTION: Decrire quelque chose, une personne • RECEPTION ORALE: Comprendre un message publicitaire • RÉCEPTION ÉCRITE: Comprendre un dépliant touristique • PRODUCTION ÉCRITE: Écrire des petites annonces 	<ul style="list-style-type: none"> • On • Plus, moins • Le verbe aller: • Present, impératif • Aller + infinitife • Le pluriel en -x
UNITÉ 8 – Et après		
<ul style="list-style-type: none"> • Nouvelles du jour 	<ul style="list-style-type: none"> • INTERACTION: Raconteur,situer un récit dans le temps • RÉCEPTION ORALE: 	<ul style="list-style-type: none"> • L'imparfait:: quel-Ques forms pour introduire le récit:Il faisait, il y avait, il

	<p>Comprendre une description</p> <ul style="list-style-type: none"> • RÉCEPTION ÉCRITE: Comprendre un test • PRODUCTION ÉCRITE: écrire des cartes postales 	<p>Était</p> <ul style="list-style-type: none"> • Un peu, beaucoup, trop, Assez • Très • Le verbe venir: Présent, impératif • En Suisse, au Maroc, aux Etats-Unis
UNITÉ 9 – Mais oui!		
<ul style="list-style-type: none"> • La génération des 20-30 ans 	<ul style="list-style-type: none"> • INTERACTION: Donner son opinion, Expliquer pourquoi • RÉCEPTION ORALE: Comprendre des informations à la radio • RÉCEPTION ÉCRITE: Comprendre un texte informatif • PRODUCTION ÉCRITE: écrire un mél de protestation 	<ul style="list-style-type: none"> • Répondre, prendre: Présent, impératif, part Passé • Parce que pourquoi • Tout/tous, toute/s Tous/toutes les... (répétition action)
UNITÉ 10 – Mais non!		
<ul style="list-style-type: none"> • De la ville à la campagne 	<ul style="list-style-type: none"> • INTERACTION: Débat:: exprimer l'accord, exprimer le Désaccord • RECEPTION ORALE: Comprendre un message sur un répondeur téléphonique • RÉCEPTION ÉCRITE: Comprendre un témoignage • PRODUCTION ECRITE: Rediger des petites Announces immobilières 	<ul style="list-style-type: none"> • Le verbe devoir: Present et participe passé • Le verbe vivre, present • Aller + infinitive • Venir+ infinitive • Etre pour/contre

TEXT BOOK:

1. Marcella Di Giura Jean-Claude Beacco, **Alors I.** Goyal Publishers Pvt Ltd 86, University Block Jawahar Nagar (Kamla Nagar) New Delhi – 110007.

15UEG22E	PART- II: ENGLISH-II	SEMESTER-II
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Total Credits : 4

Hours Per Week : 6

OBJECTIVES:

1. To develop the language competence of the students.
2. To be enriched with functional English.

UNIT-I PROSE

1. Words of Wisdom – Chetan Bhagat
2. Forgetting – Robert Lynd
3. My Early Days – Dr. Abdul Kalam

UNIT-II SHORT STORIES

1. Am I Blue? – Alice Walker
2. Last Leaf – O Henry
3. Selfish Giant – Oscar Wilde

UNIT-III ONE ACT PLAY

1. Soul Gone Home - Langston Hughes

UNIT-IV FUNCTIONAL GRAMMAR

1. Lexical Skills and Question Forms
2. Idioms and Phrases – Subject-Verb Agreement
3. Spelling, Antonyms and Synonyms, Infinitives
4. Vocabulary, Report Writing
5. Plurals, Particles in Adjectives
6. Apostrophe, Archaic Words, Art of Persuasion
7. Syllables, Changing Adjectives to Nouns
8. Homonyms, Prepositions
9. Compound Words, Acronyms, Collective Nouns, Degrees of Comparison

UNIT-V COMPOSITION TASKS

1. Letter Writing - Structure
2. Business Correspondence – Memos, reports, proposals
3. Resume & C.V.
4. Advertisements
5. Notices, Agenda, Minutes

6. Circulars
7. Essay Writing
8. Précis Writing
9. Dialogue Writing
10. Soft Skills, Business English

TEXT BOOKS:

1. *Board of Editors*. 2012. **Radiance – English for Communication**, Emerald Publishers.
2. *Syamala, V.* 2002. **Effective English Communication for You**. Emerald Publishers, Chennai.

REFERENCE BOOKS:

1. *Rajamanickam. A.* 2001. **Everyman's English Grammar**. Macmillan.
2. *Krishna Mohan and Meera Banerji.* 2005. **Developing Communication Skills**. Macmillan, New Delhi.
3. *Wren, P.C. and H. Martin.* 1998. **High School English Grammar and Composition**. Macmillan.

15UCR23A	CORE IV: FINANCIAL ACCOUNTING - II	SEMESTER - II
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Total Credits: 4

Hours Per Week: 5

Note: Distribution of Marks between problems and theory shall be 80% and 20%.

OBJECTIVES:

The Subject aims to build the Concepts regarding:

1. To acquire knowledge and understanding the concepts of accountancy.
2. To know the basic financial terms and preparation of financial statements.
3. To impart basic accounting knowledge as applicable to business.

CONTENTS

UNIT - I

Self - Balancing Ledgers: Introduction - Classification of ledgers - Advantage of Self - Balancing ledgers - Journal entries for self-balancing - Items not recorded in total debtors and total creditors accounts - Difference between self - balancing and sectional balancing systems.

UNIT - II

Consignment Account: Introduction - Features of consignment - Distinction between sale and consignment - Difference between Del-credere commission and over - riding commission - Difference between proforma invoice and account sales - Accounting records for consignment transactions - entries in the books of consignor - entries in the books of consignee - Cost price method - Valuation of unsold stock - Invoice price method - Loss of stock.

UNIT -III

Joint Venture Accounts: Introduction – Features of Joint Venture – Benefits of a Joint Venture – Difference between Joint Venture and Partnership – Accounting treatment – Recording of transactions in separate set of books – Recording of transactions when no separate set of books is maintained.

UNIT - IV

Accounting of Non - Trading Concerns: Introduction – Components of Final Accounts of Non- Trading Concerns – Receipts and Payments Account – Income and Expenditure Account – Balance Sheet – Items peculiar to various Non – Trading Organizations – Difference between Income and Expenditure Account & Receipts and Payments Account

UNIT - V

Single Entry System: Introduction – Characteristics of Single Entry System – Preparation of accounts from incomplete records – Statement of affairs method – Format of statement of affairs – Format of statement showing profit or loss – Distinction between statement of affairs and balance Sheet.

TEXT BOOKS:

1. *Reddy, T.S. and Murthy.* 1998. **Financial Accounting** [Reprint 2014] Margham Publications, Chennai.
2. *Gupta, R.L and Gupta, V.K.* 1992. **Financial Accounti**[Reprint2009].Sultan Chand & Sons, New Delhi.

REFERENCE BOOKS:

1. *Jain, S.P. and Narang, K.L.* 2002. **Financial Accounting** [Second Edition]. Kalyani Publishers, New Delhi.
2. *Radha,* 2010. **Financial Accounting** [First Edition]. Prasanna Publishers & distributors, Chennai.

15UCR2AA	ALLIED -I : COMPUTER APPLICATION IN CORPORATE OFFICE	SEMESTER -II
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Total Credits: 3

Hours Per Week: 5

OBJECTIVES:

The Subject aims to build the Concepts regarding:

1. To acquire knowledge and to understand the concepts of basic computer skills required for corporate office.

CONTENTS

UNIT - I

Introduction to computer – Classification of computers – Characteristics of computers – Hardware and Software. Introduction to windows 7 – working within a windows platform - working with drives folders & files.

UNIT - II

MS -Word – Creating a new document – Editing – Working with margins, pages and line spaces, - Adding Headers, Footers and page numbering – Printing documents – Faxing & E-mailing documents – Adding graphics to documents – Mail merge – Application of shortcut keys

UNIT - III

MS-Excel – Creating a new work book – Entering data into the worksheets – Editing worksheets – Adding cell borders and shading working with ranges – Managing and printing workbook – Simple calculations – Copying formulas – Creating charts - Application of shortcut keys

UNIT - IV

MS Access – Creating a new Database creating and editing table – Entering & editing data in table – Creating relationships between tables – Creating & modifying a form – sorting, filtering & indexing data – Creating a query – Creating a customized Report.

UNIT – V

PowerPoint – Creating a new presentation – Working with slides in different templates – Printing presentations – Inserting, Deleting & copying slides – Rearranging slides – Adding and modifying slide text – Adding graphics and animation to slide.

TEXT BOOKS:

1. *Nellaikannan C*, 2008. **Ms Office Ms Word Ms Excel Ms Power Point Ms Access Ms Outlook** Nels Publications.
2. *Joyce Cox, Polly urban*, 1996. **Quick Course in Microsoft Office**. Galgotia Publications Pvt. Ltd.

REFERENCE BOOKS:

1. *Taxali R. K*. 1998. **PC Software for Windows made Simple** Tata McGraw-Hill Publications Pvt. Ltd.,
2. *Pierce*, 2007 **Microsoft Office System Inside Out Paperback – 2007** Microsoft Press (2007).

15UCR2AP	ALLIED LAB-I: COMPUTER LAB-I (MS OFFICE)	SEMESTER – II
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Total Credits: 3

Hours Per Week: 6

I MS WORD

1. Chairman's Speech/Auditor's Report/ Minutes/ Agenda and the following operations using short cut keys : Bold, Underline, Font Size, Style, Background color, Line spacing, Spell-check, Alignment, Header & Footer, Inserting pages and Page numbers, Find and Replace.
2. An invitation for the college function using text boxes and clip arts.
3. An invoice and account sales by using drawing tool bar, clip art, word art symbols, borders and shading.
4. A class time table including the following operations:
Inserting the table, data entry, alignment of rows and columns, inserting and deleting the rows and columns and change of table format.
5. Notice for shareholders' meeting to 10 members using mail merge operation.
6. Bio-data by using wizard/templates.

II MS EXCEL

1. Mark list of your class (minimum of 5 subjects) and including the following operations: Data entry, total, average, result and ranking by using arithmetic and logical functions and sorting.
2. Final accounts (trading, profit & loss account and balance sheet) by using formula.
3. Different types of charts (line, pie, and bar) to illustrate year wise performance of sales, purchase, and profit of a company by using chart wizard.
4. Statement of a bank customer's account showing simple and compound interest calculations for 10 different customers using mathematical & logical functions.
5. Product life cycle which should contain the following stages: introduction, growth, maturity, saturation, and decline.

III MS POWERPOINT

1. Presentation slides for a launching a product of your choice. The slides must include name, brand name, type of product, characteristics, special features, price, special offer etc. add voice if possible to explain the features of the product. The presentation should work in manual mode.
2. Presentation slides for organization details for 5 levels of hierarchy of a company by using organizational chart.
3. Slides for the headline news of a popular TV channel. The presentation should contain the following transactions: top down, bottom up, zoom in and zoom out.-the presentation should work in custom mode.
4. Presentation slides about an organization and perform frame movement by inserting clip arts to illustrate the running of an image automatically.
5. Presentation slides for the seminar / lecture presentation using animation effects and perform the following operations: creation of different slides, changing background color, font color using Word Art.

IV MS ACCESS

1. Payroll for Employee data base of an organization with the following details: employee id, employee name, date of birth, department and designation, date of appointment, basic pay, dearness allowance, house rent allowance, and other deductions if any. Perform queries for different categories.
2. Mailing labels for student database which should include at least three tables must have at least two fields with the following details: roll number, name, course, year, college name, university, address, phone number.
3. Gather price, quantity and other descriptions for five products and enter in the access table and create an invoice in form design view.
4. Forms for the simple table ASSETS.
5. Report for the PRODUCT Database.

15UCR33A	CORE V – CORPORATE ACCOUNTING-I	SEMESTER - III
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Total Credits: 4

Hours Per Week: 6

Note: Distribution of Marks between problems and theory shall be 80% and 20%.

OBJECTIVES:

The Subject aims to build the Concepts regarding:

1. To familiarize students with the accounting treatment adopted for raising fund and redeeming them.
2. To enable students to prepare final accounts of joint stock companies.

CONTENTS

UNIT- I

Issue of shares - Under subscription and over Subscription - Calls-in-arrears and Calls-in-advance - Forfeiture and Re-issue of shares - Redemption of Preference shares.

UNIT- II

Issue of debentures - consideration for issue of debentures - Creation of redemption reserve account - Different methods of redemption of debentures - Cum-interest and Ex-interest - Sinking fund method.

UNIT- III

Profit Prior to Incorporation - Final accounts of companies (Trading account, profit and loss A/c, profit & loss appropriation A/c) and Balance sheet.

UNIT- IV

Amalgamation and Absorption

Accounting problems relating to Amalgamation and Absorption - Purchase consideration - Computation of purchase consideration - Methods of accounting for Amalgamation.

UNIT- V

Internal and External Reconstruction

Internal Reconstruction -- Reduction of share capital – Procedure for reducing share capital – External Reconstruction – Purchase consideration – Computation of purchase consideration – Methods of accounting for External Reconstruction.

TEXT BOOKS:

1. *Joseph.T*, 2009.**Corporate Accounting**. [Vol.-I].Tata McGraw Hill, New Delhi.
2. *Pillai, R.S.N, Bhagawathi, and Uma, S*, 2007. **Fundamentals of Advance Accounting** [Vol- II]. S.Chand Publications, New Delhi.

REFERENCE BOOKS:

1. *Gupta, R.L and Radhasamy*, 2008. **Corporate Accounting**. Sultan Chand Publications, NewDelhi.
2. *Sukla.M.C and Grewal.T.S*, **Corporate Accounting**. S.Chand& Co., Publications, New Delhi.
3. *Reddy and Murthy*, 2008. **Corporate Accounting**. Margham Publications, Chennai.

15UCR33B	CORE VI – COMPANY LAW AND SECRETARIAL PRACTICE-I	SEMESTER - III
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Total Credits: 4
Hours Per Week: 6

OBJECTIVES:

The Subject aims to build the Concepts regarding:

1. To make the students understand the significant provisions of the Companies Act,
2. To train them in Secretarial aspects relating to drafting and other procedures of the Company Law.

CONTENTS

UNIT – I

Company – Definition – Characteristics – Incorporation of a company – Kinds of companies – Doctrine of lifting the corporate veil – Promotion of a company – Company Secretary – Appointment , Legal position – Qualification – Duties and liabilities of a secretary – MCA-21.

UNIT – II

Memorandum of Association- Forms – Contents – Procedures for alteration-Secretarial duties – Articles of Association – Forms and Contents – Procedures for alteration – Doctrine of Indoor Management – Difference between Memorandum and Articles.

UNIT – III

Prospectus – Contents – Statement in Lieu of Prospectus – Legal formalities – Secretarial duties with regard to prospectus.

UNIT – IV

Share Capital – Kinds of capital – Alteration of share capital – Procedures – Issue and Allotment of shares- Book building scheme- Share certificate – Transfer and transmission of shares – E - Forms – Secretarial Duties.

UNIT – V

Borrowing Powers – Registration of charges - Producer Companies – E
Governance under companies Act.

TEXT BOOKS:

1. *Kapoor, N.D.* 1984. **Company Law and Secretarial Practice**, [Latest edition] Book well Publishers, New Delhi.
2. *Srinivasan, M.R.* 2005. **Company Law & Secretarial Practice**, [Latest edition] Margham Publishers, Chennai.

REFERENCE BOOKS:

1. *Ramaiah, P.K.* 2000. **Company Law** [13th Edition]. Wada & Co., New Delhi.
2. *Atwar Singh*, 1989. **Company Law**, Book well Publishers, New Delhi.

15UCR33C	CORE VII – DATABASE MANAGEMENT SYSTEM	SEMESTER - III
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Total Credits: 4
Hours Per Week: 6

OBJECTIVES:

The Subject aims to build the concepts regarding:

1. To enable the students to acquire knowledge in database through Database Management System.

CONTENTS

UNIT- I

DBMS: Basic Concepts – Entities and their Attributes – Relationship – Components of DBMS – Classification – Structure – Advantages and Disadvantages of DBMS.

UNIT- II

Data Models: Data Association – Data models classification – ER Model.
File Organization: Introduction – Serial files – Sequential files – Index sequential files.

UNIT- III

Normal Form: Normalization – First normal forms – Second normal forms – Third Normal forms – Boyce code normal forms – Network Model – Data description in the network model – Database manipulation.

UNIT- IV

Database Security, Integrity and Control: Introduction security and integrity threats –Defense mechanism – Database Design – Distributed Databases.

UNIT- V

Current Topics in Database: Knowledge Base System – Knowledge and its representation – Deductive database – Expert system.

TEXT BOOKS:

1. *Bipin. C. Desai*, 1990. **An Introduction to Database System** [Revised edition] Galgotia Publications, New Delhi.
2. *Date C.J.* 2000 **An Introduction to Database Systems** [Seventh Edition] Wesley Publications.
3. *Priyadharshini R, Shalini, A.C.* (2000) **Database Management Systems** SciTech Publications Pvt. Ltd.,

REFERENCE BOOKS:

1. *Henry F. Korth*, **Database System Concepts**. Mc Graw -hill Publications.
2. *Raghu Ramakrishnan, Johannes Gehrke*, **“Database Management Systems”**, Third Edition, McGraw-Hill Higher Education.
3. *Silberschatry, Korth, Sundarshan*, **“Database system Concepts”**, Fourth Edition, Mc Graw- Hill Higher Education.

15UMA3AA	ALLIED II – BUSINESS MATHEMATICS	SEMESTER - III
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Total Credits: 4
Hours Per Week: 5

OBJECTIVES:

The Subject aims to build the concepts regarding:

1. To enable the students to acquire basic mathematics knowledge through business mathematics.

CONTENTS

UNIT- I

Set theory - Arithmetic and Geometric Series - Simple and compound interest - Effective rate of interest - Sinking fund - Discounting of bill - True discount - Banker's gain.

UNIT -II

Matrix : Basic concepts - Addition and Multiplication of Matrix - Inverse of a Matrix solution of simultaneous linear equations – Input - Output Analysis.

UNIT -III

Variables, Constants and Functions - Limits of Algebraic functions - Simple differentiation of algebraic functions - Meaning of derivatives - Evaluation of first and second order derivatives - maxima and minima.

UNIT -IV

Elementary integral calculus - Determining indefinite and definite integrals of simple functions - Integration by parts.

UNIT -V

Linear programming problem - Formation - Solution by Graphical method - Solution by simplex method.

TEXT BOOKS:

1. *Vittal, P.R.* **Business Mathematics & Statistics** Margham Publication, Chennai.
2. *Navaneetham P.A., 2013.* **Business Mathematics and Statistics** Margham Publication, Chennai.

REFERENCE BOOKS:

1. *Dharmapadam.V, 2013.* **Business Mathematics** [Latest edition] Margham Publication, Chennai
2. *Raja Gopalan and Sattinathan,* **Business Mathematics** [Latest edition] Vijay Nicole Publications, Chennai.

15UED34S	NMEC- I: LEGAL ASPECTS OF BUSINESS	SEMESTER - III
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Total Credits: 2
Hours Per Week: 2

OBJECTIVE:

1. To create the knowledge of legal perspective and its practices to improvise the business.

CONTENTS

UNIT- I

The Indian Contract Act, 1872

Definition of contract - Essentials elements and types of a contract - Formation of a contract - Performance of contracts - Breach of contract and its remedies - Quasi contracts

UNIT -II

The Sale of Goods Act, 1930

Nature of Sales contract - Documents of title - Risk of loss - Guarantees and Warranties - Performance of sales contracts - Conditional sales - Rights of an unpaid seller.

UNIT -III

Negotiable Instruments Act, 1881

Nature and requisites of negotiable instruments - Types of negotiable instruments -Liability of parties - Holder in due course - Special rules for Cheque and drafts - Discharge of negotiable instruments.

UNIT -VI

Companies Act, 2013

Major principles - Nature and types of companies - Formation - Memorandum and Articles of Association - Prospectus - Power, duties and liabilities of Directors - Winding up of companies.

UNIT -V

Consumer Protection Act, 1986

Consumer Protection Act - Consumer rights - Procedures for Consumer grievances redressal - Types of consumer redressal machineries' and forums

TEXT BOOKS:

1. *Kapoor.N.D*, **Elements of mercantile Law**, Sultan Chand and Company, India, 2006.
2. *Goel.P.K.*, **Business Law for Managers**, Biztantatara Publishers, India, 2008.
3. *Balachandran.V.*, **Legal Aspects of Business**, Tata McGraw Hill, 2012

REFERENCE BOOKS:

1. *Gogna.P.P.S*, **Mercantile Law**, S. Chand & Co. Ltd., India, Fourth Edition, 2008.
2. *Daniel Albuquerque*, **Legal Aspect of Business**, Oxford, 2012
3. *Ravinder Kumar*, **Legal Aspect of Business**, Cengage Learning, 2nd Edition-2011

15UCR3SA	SKILL BASED SUBJECT-I: PRACTICAL BANKING	SEMESTER - III
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Total Credits: 3
Hours Per Week: 3

OBJECTIVE:

The subject aims to build the concepts regarding:

1. To enable the students to acquire basic banking knowledge through Practical banking subject.

CONTENTS

UNIT- I

Meaning and Definition of Banking, Banker and customer - Features of Banking – Classification of banks.

UNIT- II

Functions of Commercial banks, customers account with the Banker – Types of customers.

UNIT- III

Definition of Cheque - Essentials and types of Cheque – Crossing and types of crossing – Endorsements and its effects - Essentials of endorsement – Types of endorsement.

UNIT- IV

Credit card – Meaning and Definition – Operation of Credit card , Advantages and Disadvantages of Credit card.

UNIT- V

Factoring, Functions of Factoring, ATM, Phone banking, Internet banking.

TEXT BOOKS:

1. *Pararameswaran.R**Natarajan.S*,*Kandasami.K.P*,**Banking Theory, Law & Practice, [Fourth edition]** S.Chand Publications, Delhi.
2. *Premavathy .N*, **Banking Theory, Law & Practice**, Sri Vishnu Publications, Chennai.

REFERENCE BOOKS:

1. *Varshney . P.N*, *Sundaresan M*, **Banking Theory, Law & Practice**, S.Chand Publications, Delhi.
2. *Maheswari .S. N. and Maheswari S. K.*, 2009, **Banking Law and Practice**, Kalyani Publications, Delhi.

15UCR43A	CORE- VIII: CORPORATE ACCOUNTING-II	SEMESTER - IV
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Total Credits: 4

Hours Per Week: 5

Note: Distribution of Marks between problems and theory shall be 80% and 20%.

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To understand the procedure for valuing the goodwill and shares of companies to acquire a business.
2. To enable students to prepare the financial statements banking and insurance companies.

CONTENTS

UNIT -I

Valuation of Shares and Goodwill

Definition of Goodwill – Need for valuing Goodwill – Methods of valuation of Goodwill – Introduction to valuation of shares – Need for valuation of shares – Methods of valuation of shares.

UNIT - II

Holding and Subsidiary Companies

Meaning and Definition of Holding company and Subsidiary company – Legal requirements relating to presentation of accounts – Consolidated financial statements – Preparation of Consolidated Balance sheet.

UNIT -III

Liquidation of Companies

Meaning of Liquidation–Modes of Winding – up – Order of payment – Computation of Liquidator’ remuneration – Liquidator’s final statements of accounts

UNIT - IV

Banking Company Accounts (New format)

Introduction – Business of Banking Companies – Preparation of profit and loss Account – Guidelines of RBI for profit and loss Account –

Balance Sheet – Guidelines of RBI for Balance Sheet – Preparation of final accounts.

UNIT – V

Insurance Company Accounts (New Format)

Preparation of Final Accounts of insurance companies – Accounts of life insurance Business – Preparation of Final Accounts – Revenue account – Profit and Loss Account – Balance Sheet.

TEXT BOOKS:

1. *Joseph, T. , 2009. Corporate Accounting [Vol.1]* Tata McGraw Hill, New Delhi.
2. *Reddy and Murthy, 2008. Corporate Accounting,* Margham Publications, Chennai.

REFERENCE BOOKS:

1. *Gupta, R.L. and Radhasamy. 2008. Corporate Accounting.* Sultan Chand & Sons Publications, New Delhi.
2. *Sukla, M.C.and Grewal T.S. 2008. Corporate Accounting.* Chand & Co., Publications, New Delhi.
3. *Pillai, R.S.N. Bhagawathi, and S. Uma, 2007. Fundamentals of Advance Accounting.* [Vol.-II] S.Chand, New Delhi.

15UCR43B	CORE IX – COMPANY LAW AND SECRETARIAL PRACTICE-II	SEMESTER - IV
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Total Credits: 4
Hours Per Week: 4

OBJECTIVES:

The Subject aims to build the Concepts regarding:

1. To make the students understand the significant provisions of the companies act.
2. To train them in secretarial aspects relating to drafting and other procedures of the company law.

CONTENTS

UNIT - I

Company Meeting – Kinds of Meetings – Requisites of a valid meeting – Agenda – Minutes – Quorum – Proxy – Voting – Poll – Motion and Resolution – Secretarial duties in connection with meetings.

UNIT - II

Directors – Appointment – Qualification – Removal – Casual vacancy – Powers, Duties, Liabilities – Managing Director – Appointment – Rights and Duties – Secretarial duties.

UNIT - III

Books of Accounts and Registers – Inspections – Annual returns – Circulation and filing – Directors report – Chairman’s speech – Appointment of Auditors – Qualification of Auditors – Auditor’s Report – Removable of Auditors – Secretarial duties.

UNIT - IV

Dividend – Definition – Statutory provision – Power of Board of Directors regarding dividend – Interim dividend – Unclaimed dividend – Dividend warrant –Secretarial duties in connection with dividend.

UNIT – V

Winding up – Meaning – Modes of winding up – Petitions for winding up – Consequences of winding Up – Appointment of official liquidator – Duties of Secretary in respect of each winding Up – National company law tribunal – Appellate tribunal.

TEXT BOOKS:

1. *Kapoor, N.D.* 1984. **Company Law and Secretarial Practice**, Bookwell Publishers, New Delhi.
2. *Srinivasan, M.R.* 2005. **Company Law & Secretarial Practice**, Margham Publishers, Chennai.

REFERENCE BOOKS:

1. *Ramaiah, P.K.* 2000. **Company Law** [13th Edition]. Wadha & Co., New Delhi.
2. *Atwar Singh*, 1989. **Company Law**, Bookwell Publishers, New Delhi.

15UCR43C	CORE X - PROGRAMMING IN C	SEMESTER - IV
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Total Credits: 4
Hours Per Week: 5

OBJECTIVES:

The Subject aims to build the Concepts regarding:

1. To Enable the Students to acquire the basic Programming Knowledge through Programming in C.

CONTENTS

UNIT - I

History of C - Importance of C - Programming style - Declaration, Assignments and Variables - Expressions - Data types - Operators.

UNIT - II

Input - Output statements - Control structures - IF, IF-Else statements, Switch - Goto - Break and Continue - While- Do-While statements - For loop.

UNIT - III

Arrays - One and two dimensional arrays - Character arrays - Strings - Standard string function.

UNIT - IV

Functions - User defined functions - Function calls - Function storage classes - structures.

UNIT - V

Header file - Input output operations on files - Files - fgetc(), fputc()
fprintf(), fscanf() - Preprocessor - File management in C: the preprocessor.

TEXT BOOKS:

1. *Balagurusamy, E.* **Programming in ANSI C.** Tata Mcgraw Hill, New Delhi.
2. *Ashok, N. Kamthane.* **Programming with ANSI and Turbo C.** Pearson Education, New Delhi.

REFERENCE BOOKS:

1. *Balagurusamy, E.* **Computer Fundamentals and C – Programming.** Tata Mcgraw Hill, New Delhi.
2. *King.K.N,* **C Programming A Modern Approach 2nd Edition,** W.W.Norton, New York.

15UCR43P	Core XI : COMPUTER LAB-II (C-PROGRAMMING & TALLY)	SEMESTER - IV
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Total Credits: 4
Hours Per Week: 4

Any eight problems. Problems should be in the type of ledger creation, voucher entry, preparation of trial balance, profit and loss account, balance sheet, cash book, day book.

C - PROGRAMMING

- 1) Program to find a quadratic equation for all type of roots.
- 2) Program to print the prime numbers up to 100.
- 3) Program to print or arrange the given strings into alphabetical order.
- 4) Program to find the given string is Palindrome or Not.
- 5) Program to print the Fibonacci series.
- 6) Program to print the given string in the reverse order.
- 7) Program to convert the given integer into equivalent words.
- 8) Program to print the Armstrong numbers up to 500.
- 9) Program to find the number of days between two dates.
- 10) Program to print the calendar for a given month of a year.

COMPUTER LAB- II (TALLY)**Answer all Questions**

- 1) The following Trial balance was extracted from the books of Mr. Arun on 30.06.2007.

Particulars	Debit	Credit
Capital		49,000
Drawings	4,000	
General expenses	5,680	
Buildings	32,000	
Opening Stock	32,400	
Coal	4,480	
Wages	14,400	
Tax and insurance premium	2,630	
Debtors	12,560	
Creditors		5,760
Discount	1,100	
Loan @ 6%		15,000
Moped	7,500	
Rent	500	
Apprentice premium		1,800
Commission received		2,640
Electricity charges	2,810	
Bills payable		7,700
Cash	160	
Bank over draft		6,600
Indian bank shares	5,000	
Sales		1,30,720
Purchases	93,550	
Interest on loans	450	
<u>TOTAL</u>	2,19,220	2,19,220

Prepare Trading and Profit and Loss a/c for the year-ended 30.06.2007 and Balance sheet as on that date giving effect to the following adjustments.

- (1) Closing stock Rs. 47,000 as on 30.06.2007.
- (2) Six month interest due on loan Rs.450
- (3) Insurance premium prepaid Rs.230
- (4) Premium accrued but not yet received Rs. 200
- (5) Commission received in advance Rs.340.
- (6) Write a program to convert the given integer into equivalent words.

15UMA4AA	ALLIED III – BUSINESS STATISTICS	SEMESTER - IV
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Total Credits: 4
Hours Per Week: 5

OBJECTIVES:

The Subject aims to build the Concepts regarding:

1. To Introduce basic Concepts of Statistics
2. To Provide Statistical Techniques for Business Data Analysis

CONTENTS

UNIT – I

Meaning - Scope of Statistics of data collection of Data Primary and Secondary Methods of Primary data collection editing secondary Data collection and tabulation presentation of data by diagrams Bar diagram and Pie diagram - Graphic representation frequency distribution.

UNIT – II

Average simple and weighted, Mean Median, Mode, Geometric Mean and harmonic mean. Their Computation properties and uses measures of dispersion range. Quartile deviation and Co-efficient of variation.

UNIT – III

Skewness – Meaning Bowleys and Pearsons co-efficient of Skewness correlation Meaning and definition – Scatter diagram pearsons correlation co-efficient and Liner Prediction – Regression in two variables – Uses of regression.

UNIT – IV

Interpretation, Newton language and methods – Index numbers – Meaning uses , methods of construction – Aggregative and relative types of tests and an Index number Wholesale and Cost of living index price data of India.

UNIT – V

Time series – Meaning, components, models, business forecasting methods of estimating trend graphic , Semi average , Moving average and Least square method seasonal variation method of Simple average interpretation of statistics–Precaution–Errors–Methods of sampling and Non – sampling errors.

TEXT BOOKS:

1. *Vittal, P.R.* 1993. **Business Statistics**. Margham Publication, Chennai.
2. *Gupta, S.P.* 1980. **Statistical Methods**. Sultan Chand and Sons Publishers, New Delhi.

REFERENCE BOOKS:

1. *Croxton, and Cowden.* 1956. **Applied General Statistics**. Sir Isaac Pitman and Sons. Ltd., London.
2. *Gupta, S.C. and Kapoor, V.K.* 1980. **Business Statistics** Sultan Chand and Sons Publishers, New Delhi.

15UED44S	NMEC-II: TAXATION	SEMESTER - IV
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Total Credits: 2
Hours Per Week: 2

OBJECTIVE:

1. To enable the students to understand the basic concepts of taxation.

UNIT - I

Income Tax Act, 1961 – Introduction and basic concepts – Classes of assessee – Residential status - Exempted income [Income not included in total income.

UNIT - II

Salary – Definition – Treatment of Provident funds – Allowances – Perquisites – Profits in lieu of salary

UNIT - III

Computation of salary income and Tax liability

UNIT - IV

Income Tax authorities and their powers – Filing of Returns – Procedure for assessment.

UNIT - V

Indirect Tax – Introduction and basic concepts – Types of indirect taxes.

TEXT BOOKS:

1. *Singhania Vinod, k.* **Students Guide to Income Tax** . Taxman publications,
2. *Balachandran, V.* 2014. **Indirect Tax**. Sultan Chand & Sons, New Delhi.

REFERENCE BOOKS:

1. *Reddy and Hari Prasad Reddy.* **Income Tax Law and Practice**, Margham Publication, Chennai.
2. *Dhanabhakym.M,* **Indirect Taxation**, Serial Publications

15UCR4SA	SKILL BASED SUBJECT-II : FINANCIAL MARKETS	SEMESTER - IV
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Total Credits: 3

Hours Per Week: 3

OBJECTIVE:

The subject aims to build the Concepts regarding:

1. To help the Students acquire the Knowledge regarding Various Financial Instruments.

CONTENTS

UNIT- I

Financial Market

Investment - Meaning, options for investment - Types of investment.-
Options Types of financial markets: Equity, Debt, Derivatives, Commodities.

UNIT- II

Securities Markets

Securities - Functions - Role and functions of SEBI - Participants involved.

UNIT- III

Primary Market

Role of Primary market - Issue of shares - Different kinds of issue - Price of issue - Registrar - Prospectus - Listing agreement

UNIT- IV

Secondary Market

Role of Secondary market - Meaning of Stock exchange - Stock trading - NEAT - Contract note - Precautions before investing in stock markets - Bombay Online Trading System (BOLT).

UNIT -V

Depositories

Meaning - Benefits - Depository participants - Dematerialization of Shares - Process involved.

BOOKS :

1. *Radha.V, Oomen P.T,* 2005. **Capital Market & Financial Services**, Prasanna & Co, Chennai.
2. *Santhanam.B,* **Financial Services**, Margham Publication, Chennai,2003.

REFERENCE BOOKS :

1. *Gangadhar, V.and Ramesh Babu, G,* 2003. **Investment Management** [1st Edition] Anmol Publications Pvt., Ltd., New Delhi.
2. *Joseph Anbarasu, D. Boominathan, V.K. and Manoharan, P.* 2004. **Financial Services** [2nd Edition] Sultan Chand & Sons, New Delhi.

15UCR53A	CORE XII - COST ACCOUNTING	SEMESTER - V
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Total Credits: 4

Hours Per Week: 6

Note: Distribution of Marks between problems and theory shall be 60% and 40%.

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To enlight the students on the importance of cost ascertainment reduction and control.
2. To teach the students to calculate the element-wise and the total cost of product and services.
3. To understand the methods of costing adopted by different types of industries.

CONTENTS

UNIT- I

Cost Accounting - Meaning and objectives - Elements of cost - Preparation of cost sheets – Cost accounting standards.

UNIT- II

Material control treatment of issue of material - Labour - Methods of wage payment - Overheads - Classification, Apportionment and Absorption.

UNIT- III

Reconciliation of Cost accounting and Financial accounting.

UNIT- IV

Methods of costing - Contract costing and Process costing

UNIT- V

Material costing - Break Even Analysis - Standard costing (Material and Labour simple variances only).

TEXT BOOKS:

1. *Reddy and Murthy*. 2004. **Cost Accounting**. Margham Publications, Chennai,
2. *Arora.M.N*, **Cost Accounting**, Vikas Publishing House Pvt. 2005.

REFERENCE BOOKS:

1. *Maheswari, S.N*. 2002. **Cost Accounting**. Sultan Chand Publications, New Delhi.
2. *Jain S.P and Narang. K.L* .2002. **Cost Accounting**. Kalyani Publications, New Delhi.

15UCR53B	CORE-XIII- BUSINESS LAW	SEMESTER - V
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Total Credits: 4
Hours Per Week: 6

OBJECTIVES:

The Subject aims to build the concepts regarding:

1. To assist the students to learn the elements of general contract.
2. To enable the students to understand and deal with various contracts in day-to-day life, be it for his business or profession.
3. To enable the students to learn and understand the special contracts.

CONTENTS

UNIT I

Indian Contract Act, 1872

Meaning of Law - Indian Contract Act, 1872 - Contract meaning - Essential elements of a contract - Offer and Acceptance - Consideration - Capacity to contract - Free consent - Legality of object - Performance of contract - Discharge of contract - Remedies for breach of contract.

UNIT II

Contract of indemnity and guarantee

Contract of Indemnity and Guarantee - Bailment and pledge - Law of agency

UNIT III

Law Relating To Sale of Goods Act, 1930

The Sale of Goods Act, 1930 - Essentials of contract of sale - Sale distinguished from agreement to sell - Doctrine of Caveat emptor - Unpaid seller rights against Goods and the buyer.

UNIT IV

Law relating to Indian Partnership Act, 1932

Indian Partnership Act, 1932 - Nature of partnership - Partnership deed - Rights and liabilities of partners - Implied authorities of partners and its scope - Registration of firms.

UNIT V

Information Technology Act, 2000

Definitions - Digital signatures - Electronic governance - Attributions, acknowledgement and Dispatch of electronic records secure electronic reports and secure digital signature - Certifying Authorities - Digital signature certificate - Duties of subscribers.

TEXT BOOKS:

1. *Kapoor, N.D.* 2012. **Elements of Mercantile Law**. Sultan Chand & Sons, New Delhi.
2. *Kuchcal*, 2003. **Mercantile Law**, Vikas Publishing house, New Delhi,

REFERENCE BOOKS:

1. *Pillai, R.S.N and Bhagawathi*. 2010. **Business Law**, Sultan Chand & Co., New Delhi.
2. *Shukla M.C*, 2010. **Mercantile Law**. S.Chand & Co., New Delhi.

15UCR53C	CORE XIV- INDUSTRIAL LAW	SEMESTER - V
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Total Credits: 4

Hours Per Week: 5

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To familiarize the students with various labour legislations
2. To expose the students to legislation's relating to welfare of workers.

CONTENTS

UNIT- I

Factories Act, 1948 – Provisions relating to health safety and welfare – Employment of child, Young person – Adult workers – Women workers.

UNIT- II

Industrial Disputes Act, 1947 – Provisions relating to Strike – Lockout – Retrenchment – Layoff – Closure – Machinery to solve dispute.

UNIT- III

Trade Unions Act, 1926 – Definitions – Registration – Rights and privileges – Cancellations of registration – Political fund – Payment of Wages Act, 1926 – Permissible deductions – Time and mode of payment.

UNIT- IV

Payment of Bonus Act, 1965 – Meaning of gross profit- Computation of available and allocable Surplus – Eligibility for bonus – Minimum and maximum bonus – Exemption – Applicability of the Act – Employees State Insurance Act, 1948 – Definition – Medical board – Purpose for which funds can be spent – Benefits.

UNIT - V

The Minimum Wages Act, 1948 – Employee's Compensation Act, 1923 – Employers liability – Partial – Permanent – Total disablement – Occupational diseases.

TEXT BOOKS:

1. *Kapoor, N.D.* 2005. **A Handbook on Industrial Laws** Sultan Chand & Son New Delhi.
2. *H.Samuel*, **Industrial Law**, Vikhas Publications New Delhi, 2002.

REFERENCE BOOKS:

1. *Sumeet Malik*, 2008. **Industrial Laws** Eastern Book Company, Lucknow.
2. *Sinha, P.R.N. SinhaInduBala and Shekhar Seema Priyadarshini.* 2012.
Industrial Relations, Trade Unions and Labour Legislation, PHI Learning Pvt.ltd. New Delhi.

15UCR53D	CORE XV – TAXATION-I	SEMESTER - V
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Total Credits: 4
Hours Per Week: 6

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To introduce the students to the concepts of Income Tax.
2. To give an insight into the different heads of Income and the Authorities under the Act.
3. To help students to apply the computation of Income Tax

CONTENTS

UNIT- I

Income Tax Act, 1961 – Important definitions – Classes of Assessee – Residential status – Incidence of taxations – Exempted income [Income not included in total income].

UNIT- II

Computation of income under various heads: Income from salaries – Income from house property.

UNIT-III

Computation of income under various heads: Business or Profession – Capital gains.

UNIT- IV

Income from other sources – Set off and Carry forward and Set-off Losses – Deduction in total income.

UNIT- V

Income Tax authorities and their powers – Filing of returns – Procedure for assessment.

TEXT BOOKS:

1. *Gaur and Narang*, 2015.**Income Tax**, Kalyani Publishers, New Delhi.
2. *Singhania Vinod k.* 2015 **Students Guide to Income Tax**, Taxman Publications, Chennai.

REFERENCE BOOKS:

1. *Reddy and Hari Prasad Reddy.* **Income Tax Law and Practice**, Margham Publication, Chennai.
2. *Hariharan*, **Income Law and Practice**, Vijay Nicole Publication, Chennai.

15UCR5SA	SKILL BASED SUBJECT-III: MUTUAL FUNDS	SEMESTER - V
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Total Credits: 3

Hours Per Week: 3

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To help the students to acquire knowledge regarding mutual funds.

CONTENTS

UNIT- I

Mutual Funds: Introduction – Structure in India –Benefits – SEBI (Mutual Funds Regulations) – NAV – Risk involved in mutual fund, Rights of mutual fund holder.

UNIT- II

Mutual fund products and features: Equity fund – Open ended and Close ended funds - Index funds - Diversified large cap fund – Mid cap fund – Sectoral funds - Other equity schemes.

UNIT- III

Gold ETFs: Introduction to Exchange traded funds – Salient features – Advantages – Application of Exchange traded funds – Comparison of exchange traded funds with other mutual funds.

UNIT- IV

Debt funds: Salient features – Risk involved in debt funds – Listing – Settlement – Debt mutual fund schemes.

UNIT- V

Liquid fund: Salient features – Floating rate scheme- Portfolio churning in liquid funds.

TEXT BOOKS:

1. *Radha, V. and Oomen P.T*, 2005. **Capital Market & Financial Services** Prasanna & Co, Chennai,
2. *Sundar Sankaran*, **Indian Mutual Funds Handbook**, Vision Books Publications.

REFERENCE BOOKS:

1. *Gangadhar, V. and Ramesh babu, G.* 2003. **Investment Management** [1st Edition] , Anmol publications Pvt., Ltd., New Delhi.
2. *Joseph Anbarasu, D. Boominathan.v.k, and Manoharan.P.* 2004. **Financial Services** [2nd Edition] Sultan Chand & Sons, New Delhi.

15UCR63A	CORE XVI – ECONOMIC AND OTHER LEGISLATIONS	SEMESTER - VI
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Total Credits: 4

Hours Per Week: 5

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To introduce the students to the various Laws relating to corporate.
2. To focus on the Consumer Protection Laws and its application.
3. To enlight the students on the Depositories and SEBI Act.

CONTENTS

UNIT- I

Competition Act, 2002 - Objectives – Definitions - Competition Commission of India – Anti-competitive agreements – Abuse of dominant position – Regulation of combinations – Penalties.

UNIT- II

Environment Laws

- a) Water (Prevention and Control of Pollution) Act – Various Boards functions and powers
- b) Air (prevention and control of pollution) Act, 1981 – Various Boards functions and powers.
- c) Environmental protection Act, 1986. Legal and Regulatory Frame Work Procedures for obtaining various environmental clearances – Role and function of environmental tribunal / Authority – National Green Tribunal – Appearance before environment Tribunal / Authority, Environment audit.

UNIT- III

Foreign Exchange Management Act, 1999 – Objectives and definitions under FEMA – Dealings in foreign exchange – Holding for foreign exchange etc - Current account transactions, Capital; Account Transactions – Export of goods and reviewed realization and repatriation of Foreign exchange – Exemptions - Authorized Person – Penalties and enforcement – Appellate tribunal etc. – RBI master circle.

UNIT- IV

Intellectual Property laws: Patent laws – Trademarks – Copyright.

UNIT- V

Consumer Protection Act, 1986 – Definitions – Consumer protection councils – Consumer dispute redressal agencies – Consumer rights.

TEXT BOOKS:

1. *Gulshan and Kapoor*. 2003. **Business and Economic Laws**. Sultan Chand and Sons, New Delhi.
2. *Munish Bhandari* **A Handbook on Corporate and Allied Laws**, Bestword Publications Pvt Ltd. 16th Edition February 2015

REFERENCE BOOKS:

1. *Bare Act*, 2004. **Corporate Laws**, Sultan Chand and Sons, New Delhi.
2. *Tejpal Sheth*. , 2014 **Corporate and Allied Laws**, Taxmann Publication.

15UCR63B	CORE XVII – MANAGEMENT ACCOUNTING	SEMESTER - VI
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Total Credits: 4

Hours Per Week: 6

Note: Distribution of Marks between problems and theory shall be 80% and 20%.

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To enable the students to understand the concept of management accounting.
2. To help the students to learn the various tools of management accounting.
3. To familiarize the students on its application in the managerial decision process.

CONTENTS

UNIT- I

Management Accounting – Meaning – Definitions – Scope and Objectives – Advantages – Distinctions between management and financial accounting, Management accounting Vs Cost accounting.

UNIT- II

Analysis and interpretation of financial statements – Analysis for liquidity, profitability and solvency – Accounting ratios, their significance, utility and limitations.

UNIT- III

Fund flow analysis – Cash flow analysis.

UNIT- IV

Budgets and Budgetary control – Objectives, Advantages – Limitations – Preparation of different type of budgets.

UNIT- V

Concept of capital budgeting – Importance of capital budgeting – Kinds of capital investment proposals – Capital investments decisions – capital budgeting methods.

TEXT BOOKS:

1. *Reddy, T.S. and Hari Prasad Reddy.Y.* 2010. **Management Accounting**, Margham Publications, Chennai,
2. *Reddy & Murthy,* **Accounting for Managers**, 2010, Margham Publishers, Chennai, 2013.

REFERENCE BOOKS:

1. *Maheswari, S.N.* 2010. **Principles of Management Accounting**, Sultan Chand Publications, New Delhi.
2. *Jain & Narang,* **Management Accounting**, Kalyani Publishers, Patiala, 2004

15UCR63C	CORE- XVIII : TAXATION-II (INDIRECT TAXES)	SEMESTER - VI
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Total Credits: 4

Hours Per Week: 5

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To enable the students to acquire knowledge on the various Indirect Taxes.

CONTENTS

UNIT- I

VAT (Value Added Tax) Meaning, Applicability, Coverage of goods under VAT, - Tax Payers Identification Number (TIN) – Modes of charging sales tax – Levy of purchase tax.

UNIT- II

Central Sales Tax Act - Definitions of dealer, Registered dealer, Turnover, Business, - Interstate sales - Determination of taxable turnover - Registration of dealer under the CST Act.

UNIT III

Central Excise Act, 1944 – Levy and collection – Purpose of charging excise duty – Excisable goods – Concepts of manufacturer – Exemption from excise duty – Valuation of excisable goods – Licensing provisions - CENVAT

UNIT IV

Customs Act, 1962- Definitions, - Types of duty – Prohibition on importation and exportation of goods – Dutiable goods U/S 26, Power of grant exemption from duty U/S 25, Restrictions on custody and removed in imported goods U/S45-Duty draw back.

UNIT V

Service Tax – Road map to Good and Service Tax (GST)

TEXT BOOKS:

1. *Balachandran, V.* 2014. **Indirect Tax.** Sultan Chand & Sons, New Delhi.
2. *.Rafi.M,* **Indirect Taxes,** Bharat Law House Pvt. Ltd.

REFERENCE BOOKS:

1. *Dinker Pagare.* **Tax Law.** Sultan Chand & Sons, New Delhi.
2. *Dhanabhakym.M,* **Indirect Taxation,** Serial Publications.

15UCR6SA	SKILL BASED SUBJECT-IV: ONLINE TRADING	SEMESTER - VI
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Total Credits: 3

Hours Per Week: 4

OBJECTIVES:

The subject aims to build the concepts regarding:

1. To help the students to acquire knowledge in stock market.

CONTENTS

UNIT- I

Online Trading: Meaning – Types of online trading – Advantages and disadvantages –Online stock trading, Working of on-line stock trading.

UNIT- II

Stock Option Online Trading: Features – FOREX online trading – Essentials – Currency online trading – Definitions - Forward transactions.

UNIT- III

Online Trading Software: How the process is arranged – Online trading platform -Basic tips for successful online trading.

UNIT- IV

Major Indian Players: Major Indian players in online stock trading - Advantages of opening a DEMAT account - How to transact - Pledging of dematerialized securities.

UNIT- V

Practical Training (10 days)

TEXT BOOKS:

1. *Alephs Patel*, 2009. **Trading On-line**. Tata McGraw Hill, Newyork.
2. *Gupta.O.P*, 2010. **Indian Securities Market**. Tata McGraw Hill, Newyork.

REFERENCE BOOKS:

1. *Manikandan Ramalingam, Indian Online Trading System* [2nd Edition]
Tata McGraw Hill, Newyork.
2. *Jitendra Gala, Guide to Indian Stock Market*, Buzzing Stock Publishing
Hourse,Dec.2007 Mumbai

WEBSITE REFERENCES:

1. www.arbtrading.com
2. www.5paisa.com
3. www.buzzle.com
4. www.free-uk-shares.co.uk

15UCR5EA	ELECTIVE- I: CORPORATE GOVERNANCE	SEMESTER - V
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Total Credits: 4
Hours Per Week: 4

OBJECTIVE:

The subject aims to build the concepts regarding:

1. To enable the students to understand the basic concepts of corporate governance

CONTENTS

UNIT- I

Corporate governance – An overview – Macro issues – Micro issues – Board of governance – Corporate social responsibility – Business ethics – Corporate social reporting – SEBI committee on Corporate governance.

UNIT- II

Corporate governance and the Role of the Board (BOD) – Corporate governance System worldwide – The Board, CEO and the Chairman – Non-executive directors – Legal position and liabilities of directors.

UNIT- III

Company audit – Auditor's independence – Audit committees – Audit committees and corporate governance – Management audit – Tool for value addition – (Economic value addition) corporate disclosures – Disclosures norms and investors interest – Corporate governance report.

UNIT IV

Classification of companies – Corporate restructuring – Mergers and Takeovers – Desirable corporate governance in India – CII report 1998.

UNIT- V

E – Governance – Trends in e-governance – Business process reengineering – Value based management – Ethical imperatives in corporate governance – Environmental reporting – Corporate governance rating – Models of rating – Committees of board.

TEXT BOOKS:

1. **Ethics Governance and Sustainability.** Institute of Company Secretaries of India
2. *Gopal samy, N.* **Corporate Governance.** The New Paradigm Wheeler Publishing.

REFERENCE BOOKS:

1. *Fred Weston, J. Mark L. Mitchell, and Harold Maltherin.* **J. Takover, Restructuring, and Corporate Governance.** Pearson Education, Singapore.
2. *Singh, S.* **Corporate Governance.** Excel Books.

15UCR5EB	ELECTIVE- I: MANAGEMENT INFORMATION SYSTEM	SEMESTER - V
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Total Credits: 4

Hours Per Week: 4

OBJECTIVE:

The Subject aims to build the concepts regarding:

1. To enable the students to acquire basic knowledge regarding Management Information System.

CONTENTS

UNIT- I

Foundations of information systems: A framework for business users – Roles of information systems – System concepts – Organization as a system – Components of information systems – IS activities – Types of IS.

UNIT- II

Is for operations and decision making: Marketing IS, Manufacturing IS, Manufacturing, IS Human Resource IS, Accounting Is and Financial Is – Transaction Processing Systems – Information Reporting system – Information for Strategic Advantage.

UNIT- III

DSS and AI : DSS models and software : The decision making process : Structured, semi structured and unstructured problems: What if analysis, Sensitivity analysis, Goal -seeking analysis and optimizing Analysis, Overview of AI, Neural networks, Fuzzy logic Systems, Genetic algorithms – Expert systems.

UNIT- IV

Managing information technology: Managing information resources and technologies IS Architecture and Management – Centralized, Decentralized and distributed – EDI, Supply chain management and Global information technology management.

UNIT V

Security and ethical challenges: IS controls – Facility control and procedural control – Risks to online operations – Daniel of service, Specifying – Ethics for IS professional – Social network.

TEXT BOOKS:

1. *Sadagopan. S*, 1999. **Management Information System**, PHI Learning Pvt. Ltd., New Delhi.
2. *Laudon and Laudon*, 2003. **Management Information System**. [Eight Edition]. Pearson Education, New Delhi.

REFERENCE BOOKS:

1. *James A O'Brien*, **Management Information Systems**. [Fourth Edition]. Tata McGraw Hill, New Delhi.
2. *Effy Oz*, **Management Information Systems**. [Third Edition]. Vikas Publishing House, Chennai.

15UCR5EC	ELECTIVE-I: SOFTWARE ENGINEERING	SEMESTER - V
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Total Credits: 4

Hours Per Week: 4

OBJECTIVE:

The subject aims to build the concepts regarding:

1. To enable the students to acquire basic knowledge regarding Software through Software Engineering.

CONTENTS

UNIT- I

Introduction to Software Engineering: Introduction – Definition – Size factors- Quality and productivity factors - Planning a software project: Defining the problem-Developing a solution strategy - Planning the development process.

UNIT- II

Software cost estimation: Software cost factors - Software cost estimation techniques - Estimating software maintenance costs.

UNIT- III

Software design: fundamental design concepts - Coupling and cohesion - Design notations- Structured design - Integrated top down development- Design guidelines.

UNIT- IV

Implementation issues - Verification and Validation techniques: Quality assurance - Static analysis - Symbolic execution- Unit testing and Debugging - System testing.

UNIT- V

Software Maintenance: Enhancing maintainability during development - Managerial aspects of software maintenance - Configuration management - Source code metrics.

TEXT BOOKS:

1. *Rajib Mall*, 2013. **Fundamentals of Software Engineering** [3rd Edition]
PHI Learning Pvt., Ltd., New Delhi.
2. *Ivan Marsic*, **Software Engineering**, September 10, 2012, Tata McGraw
Hill Publications, Company Ltd., New Delhi.

REFERENCE BOOKS:

1. *Richard E. Fairley*. **Software Engineering Concept**. Tata McGraw
Hill Publications, Company Ltd., New Delhi.
2. *Roger Pressman*. **Software Engineering**. Tata McGraw Hill Pub,
Company Ltd., New Delhi.

15UCR6EA	ELECTIVE- II: INTERNET AND E-COMMERCE	SEMESTER - VI
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Total Credits: 4

Hours Per Week: 5

OBJECTIVE:

The subject aims to build the concepts regarding:

1. To enable the students to acquire basic knowledge in Internet and E-Commerce.

CONTENTS

UNIT- I

Internet - Introduction – Facilities - Internet softwares– understanding internet - Clients and Server – Hosts and terminals – Tour of the internet – Hardware requirements - Software requirements. – Intranet - Extranet.

UNIT- II

Internet addressing – Standard internet address – Domain name – Standard internet address Format- DNS – URL – SMTP – E-Mail: advantages – Mail headers – Mail address sending mail – Sending copies of message – Reading mail – Replying to a message – Forwarding and bouncing mail - Features of an E-mail: Package – Communication parameters.

UNIT- III

E-Commerce-Definition – Impact of Electronic Commerce – Benefits of Electronic Commerce – Classification and Application of Electronic Commerce technologies.

UNIT- IV

EDI – Definition - Building blocks of EDI systems: Layered architecture - Value added networks – Benefits of EDI – Applications of EDI. Electronic payment systems – Introduction – basic characteristics of online payment systems - Prepaid and Post-Paid electronic payment systems.

UNIT- V

System analysis and design – System study – System analysis – System design – System development and implementation – System maintenance – System evaluation – User involvement – Qualifications of a system analyst.

TEXT BOOKS:

1. *Henry Chand Raymond*, 2011. **Specifications of E-Commerce, Fundamentals and Applications** [1st Edition], Wiley India Pvt. Ltd, New Delhi.
2. *Kirthi Kalyanam, Ward Hanson*, **Internet Marketing and E-Commerce**, South-Western; 2nd Revised Edition (1 September 2004).

REFERENCE BOOKS:

1. *Harley Hahn*. **The Internet** Tata McGraw – Hill Publishing Company Limited, New Delhi.
2. *Joseph, P.T.* 2012. **E-Commerce an Indian Perspective** [4th Edition] PHI Learning Pvt., Ltd., New Delhi.

15UCR6EB	ELECTIVE II - VISUAL BASIC (THEORY)	SEMESTER - VI
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Total Credits: 4

Hours Per Week: 5

OBJECTIVES:

1. To enable the students to acquire knowledge in Visual Basic

CONTENTS

UNIT- I

Visual Basic – Introduction – Features – Versions – Event and Event procedures – Application types – Application components – Visual Basic environment – Opening, saving and running a VB project.

UNIT- II

Visual Basic Fundamentals

Data types – Variables – Constants – Variable storage – Visual Basic's operators –Analyzing the order of operators – Message box function – Input box function.

UNIT- III

Controlling Programs – Conditional Operators, Data combining conditional operators with Logical operators. IF Statement – IF with ELSE – An early Exit – Nesting IF.... ELSE statements – Selecting with select case – Repeat code with loops – User input and conditional logic.

UNIT- IV

Managing controls – Label control – Text box control – Controls in Toolbox – Resizing and Moving controls – Command buttons – Option buttons – Frames- Check boxes – Picture controls – Image control – Creating menus.

UNIT- V

Built in VB functions – String functions – Data functions – Conversion functions – The nature if VB programs – Mastering program structure – Calling general procedures – Internal functions.

TEXT BOOKS:

1. *Byron S. Gottfried*, 2010. **Visual Basic** [18th Edition]. Tata McGraw Hill, New Delhi.
2. *Anne Boehm*, *Murch's Visual Basic 2012*, Murch Publications.

REFERENCE BOOKS:

1. *Sabarigirivasan, J.* **Visual Basic 6.0 An Interactive Approach**. HSI Publications, Mumbai.
2. *Michael Halvorson*, **Microsoft Visual Basic 2010**, Microsoft Press Publications.

15UCR6EC	ELECTIVE- II: ORACLE (RDBMS)	SEMESTER - VI
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Total Credits: 4

Hours Per Week: 5

OBJECTIVE:

The subject aims to build the concepts regarding:

1. To enable the students to understand the basic concepts of RDBMS

CONTENTS

UNIT- I

Basic concepts of DBMS – Entities and their Attribute Keys –Relationship – Records and files, Data independence, views – Types of views, Components of a DBMS, DDL, DML, DQL. Advantages and disadvantages of DBMS RDBMS –Relational database – Relations and their schemes – Relation representation – Integrity rules.

UNIT- II

Integrative SQL –Invoking SQL plus, Data manipulation in DBMS ,The ORACLE data types, Two dimension Matrix creation, Intersection of data into tables, data constrains, Computation in expression Lists used to select data, Logical operation, Range searching, pattern matching, Oracle function, Grouping data from tables in SQL , Manipulating dates on SQL, Sub - Queries.

UNIT- III

PL/SQL - Introduction, The PL / SQL Execution environment, the PL / SQL syntax, understanding the PL/SQL Block structure, Database triggers.

UNIT- IV

Working with forms, Basic concepts, Application development in forms, Form module, Blocks items, Canvas view windows, creating a form generating and running a form, Using The Layout editor, Master form, triggers, Data navigation via an Oracle form, Master Detail form, creating a master detail form, Master detail data entry screen.

UNIT- V

Working with Reports, Defining a data model for report, Specific the layout of a report, use the Oracle reports interface, Creating a default tabular report, Creating computed columns, Creating user parameter, Arranging the layout, Creating a master / Detail report, Creating a matrix report.

TEXT BOOKS:

1. *Alex Leen and Mathews Leon*, 1999. **Database Management Systems**. [Fourth Impression]. Pearson education, New Delhi.
2. *Elmars Navathe*, 2001. **Fundamentals of Database Systems**. [Edition 3]. Pearson Education, New Delhi.

REFERENCE BOOKS:

1. *Gokman, Jhonathan Ingra*, 1998. **Oracle 8 & PL/SQL Black Book Mark**. Comdex Computer Publication, New Delhi.
2. *George Koch, Kevin Loney*. **Oracle 8 The Complete Reference**. Tata McGraw Hill Publications Ltd, New Delhi.

15UCR6EP	ELECTIVE- III: VISUAL BASIC (PRACTICAL)	SEMESTER - VI
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Total Credits: 4
Hours Per Week: 5

OBJECTIVE:

The subject aims to build the concepts regarding:

1. To enable the students to acquire the practical knowledge in Visual Basic.

CONTENTS

1. A VB program to find factorial of a number.
2. A VB program to get name and marks details of a student. Then find out the total marks and percentage of the marks.
3. A VB program to calculate the amount of interest earned to any investment using the formula $\text{interest earned} = (\text{amount} * \text{years} * \text{interest}) / 100$.
4. A VB Program to get the total value of a sales person and to calculate his sales bonus.
5. A VB program to build an arithmetical calculator.
6. A VB Program to get the pay details of an employee and to calculate the net pay and taxable amount.
7. A VB program to allow the user to enter the names of country in a text box. Create command buttons to display all the names in alphabetical order in the list box and to delete the countries from the list box.
8. A VB program to find the straight -line depreciation for an asset using financial functions.
9. A VB program to calculate the number of days the user alive by asking the user to enter the date of birth.
10. A VB program to display a form, which has 3 menu items called line, circle and box. When clicking on each, display the appropriate output.
11. A VB program to reverse the text using string functions.
12. A VB program to store and retrieve the records from the database by using Data control.

15UCR6EQ	ELECTIVE- III: HTML (JAVA SCRIPT)	SEMESTER - VI
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Total Credits: 4
Hours Per Week: 5

OBJECTIVE:

The subject aims to build the concepts regarding:

1. To enable the Students to understand the concept of HTML

CONTENTS

- 1) Design simple web pages using standard HTML tags like, HEAD,TITLE, BODY
- 2) Design HTML web pages, which make use of INPUT, META, SCRIPT, FORM, APPLET, BGSOUND, MAP
- 3) Working with various attributes of standard HTML elements.
- 4) Write Code which does the form validation in various INPUT elements like Text filed, Text area, Password, Selection list etc.
- 5) Create a resume using HTML tags.
- 6) Create a frame to display a multiform document.
- 7) Create a HTML for a store. Input the unit price of an item and the number of items ordered. When the user clicks the OK button, Display the total amount.
- 8) Create a website for your favorite personality. Use possible visual effects on it.
- 9) Using Java Script's Window and Document Objects and their Properties and Various Methods like alert (), eval () & etc. Methods to give the Dynamic Functionality to HTML Web Pages.
- 10)Writing Java Script Snippet which makes use of Java Script's in built as well as user Defined Objects like Navigator, Date Array, Event, Number etc.

15UCR6ER	ELECTIVE- III: WEB TECHNOLOGY	SEMESTER - VI
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Total Credits: 4

Hours Per Week: 5

OBJECTIVE:


The subject aims to build the concepts regarding:

1. To enable the students to understand the basic concept in Web Technology

CONTENTS

- 1) An email to your friend with your resume in the word format as an attachment.
- 2) Using Google search engine and do advanced searching to collect information about books written by N.D. Kapoor.
- 3) Creating a Program using HTML to display the ordered list and unordered list of a departmental store.
- 4) Program to display image and text using HTML tag for an advertisement of a company product.
- 5) Creating a table to display list of products using HTML tag.
- 6) Creating a document using formatting and alignment to display sales letter.
- 7) Creating a document using form to support local processing of order form.
- 8) Creating a form of the customer survey for the user to enter general name and address information.
- 9) Creating web pages for a business organization Using HTML frames.
- 10) Creating a website of your department with minimum five links using HTML.


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