

BACHELOR OF CORPORATE SECRETARYSHIP WITH COMPUTER APPLICATIONS

SYLLABUS: 2017-18 Onwards



Dr. N.G.P ARTS AND SCIENCE COLLEGE (Autonomous)
(Re-Accredited with A Grade by NAAC)
(Affiliated to Bharathiar University,)
Dr. N.G.P. Nagar - Kalapatti Road
Coimbatore-641 048

BACHELOR OF 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 programme of study of three academic years. The syllabus comprises 75% on Corporate Secretaryship domain and 25% on Computer Application respectively.

PROGRAMME EDUCATIONAL OBJECTIVES

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 Programme.

SCHEME OF EXAMINATION

Course Code	Course	Hrs	Durati on (Hrs)	Max Marks			Credit
				CA	CE	Total	
First Semester							
Part – I							
17UTL11T 17UHL11H 17UML11M 17UFL11F	Tamil-I Hindi-I Malayalam-I French – I	5	3	25	75	100	3
Part – II							
17UEG12E	English - I	5	3	25	75	100	3
Part – III							
17UCR13A	Core- I: Financial Accounting - I	6	3	25	75	100	4
17UCR13B	Core -II: Business Management	5	3	25	75	100	4
17UCR13P	Core Lab- I: Ms-Office, Ms-word, Excel & Power Point	4	3	20	30	50	2
17UCR1AA	Allied- I: Business Economics	3	3	20	55	75	2
17UCR13Q	Corporate Practicals - I	Grade A to D					
Part – IV							
17UFC1FA	Value Education: Environmental Studies	2	2	-	50	50	2
	Total	30				575	20
Second Semester							
Part – I							
17UTL21T 17UHL21H 17UML21M 17UFL21F	Tamil-II Hindi-II Malayalam-II French – II	5	3	25	75	100	3

Paras Jotit
 BoS Chairman/HoD
 Department of Corporate Secretaryship
 Dr. N. G. P. Arts and Science College
 Coimbatore – 641 048

M. R. Muthuswamy
 Dr. P. R. MUTHUSWAMY
 PRINCIPAL
 Dr. NGP Arts and Science College
 Dr. NGP - Kalapatti Road
 Coimbatore - 641 048
 Tamilnadu, India

Part – II							
17UEG22E	English - II	5	3	25	75	100	3
Part – III							
17UCR23A	Core- III: Financial Accounting – II	6	3	25	75	100	4
17UCR23B	Core- IV: Secretarial Communication	5	3	20	55	75	4
17UCR23P	Core Lab- II: Ms-Access and Advanced Excel	4	3	20	30	50	2
17UCR2AA	Allied- II: Fundamentals of Auditing	3	2	-	50	50	2
17UCR23Q	Corporate Practical- II	Grade A to D					
Part – IV							
17UFC2FA	Value Education: Human Rights	2	2	-	50	50	2
	Total	30				525	20
Third Semester							
Part – III							
17UCR33A	Core V: Corporate Accounting - I	6	3	25	75	100	4
17UCR33B	Core VI: Company Law and Secretarial Practice –I	4	3	25	75	100	4
17UCR3AA	Allied- III: Data Base Management System	4	3	20	55	75	2
17UCR33P	Core Lab III: Oracle and Tally	4	3	20	30	50	2
17UMA3AA	Allied IV: Mathematics for Business	5	3	25	75	100	4

17UCR3SA	Skill Based Subject-I: Practical Banking	3	3	20	55	75	3
Part - IV							
	Non- Major Elective Course - I	2	2	-	50	50	2
17UCR33Q	Corporate Practical- III	Grade A to D					
17UFC3FA/ 17UFC3FB/ 17UFC3FC/ 17UFC3FD/ 17UFC3FE	Tamil/ Advance Tamil (OR)Yoga For Human Excellence/ Women's Rights/ Constitution of India	2	2	-	50	50	2
	Total	30				600	23
Fourth Semester							
Part - III							
17UCR43A	Core- VII: Corporate Accounting – II	5	3	25	75	100	5
17UCR43B	Core- VIII: Company Law and Secretarial Practice –II	5	3	25	75	100	4
17UCR4AA	Allied V: Programming in C	4	3	20	55	75	2
17UCR43P	Core Lab- IV: C Programming	4	3	20	30	50	2
17UMA4AA	Allied- VI: Statistics for Business	5	3	25	75	100	4
17UCR4SA	Skill Based Subject-II: Financial Markets	3	3	20	55	75	3

Part – IV							
	Non- Major Elective Course - II	2	2	-	50	50	2
17UCR43Q	Corporate Practical- IV	Grade A to D					
17UFC4FA/ 17UFC4FB/ 17UFC4FC	Basic Tamil / Advanced Tamil (OR) General Awareness	2	2	-	50	50	2
	Total	30				600	24
Fifth Semester							
Part – III							
17UCR53A	Core- IX: Cost Accounting	5	3	25	75	100	4
17UCR53B	Core -X : Business Law	4	3	25	75	100	4
17UCR53C	Core -XI: Industrial Law	4	3	25	75	100	4
17UCR53D	Core -XII: Taxation – I	6	3	25	75	100	5
	Elective -I:	4	3	20	55	75	4
17UCR53P	Core Lab-V: Web Technology	4	3	20	30	50	2
17UCR5SA	Skill Based Subject-III: Mutual Fund	3	3	20	55	75	3
	Total	30				600	26
Sixth Semester							
Part – III							
17UCR63A	Core -XIII: Management Accounting	6	3	25	75	100	4
17UCR63B	Core -XIV: Taxation –II (Indirect Taxes)	5	3	25	75	100	4

17UCR63C	Core- XV: Visual Basic Theory	4	3	20	55	75	4
17UCR63P	Core Lab- VI: Visual Basic	4	3	20	30	50	2
	Elective- II :	4	3	20	55	75	4
	Elective- III :	4	3	20	55	75	4
17UCR6SA	Skill Based Subject-IV: Online Trading	3	3	20	55	75	3
Part-V							
17UEX6SA	Extension Activity	-	-	-	-	50	2
	Total	30				600	27
Grand Total						3500	140

ELECTIVE - I

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

S.No	Course Code	Name of the Course
1.	17UCR5EA	Economic and Other Legislations
2.	17UCR5EB	Internet and E-commerce
3.	17UCR5EC	Brand Management

ELECTIVE - II

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

S.No	Course Code	Name of the Course
1.	17UCR6EA	Industrial Psychology
2.	17UCR6EB	Management Information System.
3.	17UCR6EC	Corporate Governance

ELECTIVE - III

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

S.No	Course Code	Name of the Course
1.	17UCR6EP	Financial Management
2.	17UCR6EQ	Software Engineering
3.	17UCR6ER	Human Resource Management

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 Course as Non Major Elective Course during their third and fourth semester

S.No	Course Code	Name of the Course
1	17UED34S	Legal Aspects of Business
2	17UED44S	Taxation

Total Credit Distribution

Course	Credits	Total		Credits	Cumulative Total
Part I:	3	2 x 100 =	200	06	12
Part II: English - I	3	2 x 100 =	200	06	
Part III:					
Core	5	2 x 100 =	200	10	114
Core	4	11 x 100 =	1100	44	
Core	4	2x75=	150	8	
Core Practical	2	6x 50 =	300	12	
Allied Theory	4	2 x 100 =	200	08	
Allied Theory	2	3x75=	225	6	
Allied Theory	2	1 x 50 =	50	02	
Skill Based	3	4x75=	300	12	
Elective	4	3 x 75 =	225	12	
Part IV:					
NMEC	2	2 x 50 =	100	04	12
Value Education	2	4 x 50 =	200	08	
Extension Activity	2	1 x 50 =	50	02	02
Total			3500	140	140

FOR PROGRAMME COMPLETION

Students have 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.
- Students must complete Corporate Practicals during the Semester. Evaluation of report done by Internal Examiner. Based on their Performance Grade will be awarded as A to D.

A	-	75marks and above
B	-	60-74 marks
C	-	40-59 marks
D	-	Below 40 marks (RA)

- Students has to complete the following - Industrial training:
Subject code: 17UCR53T.

Students must undergo Industrial training for 15 - 30 days during IV Semester Summer Vacation. Evaluation of the Report done by the Internal and external Examiner in the V Semester. Based on their performance Grade will be awarded as A to D.

A	-	75 Marks and above
B	-	60-74 Marks
C	-	40-59 Marks
D	-	Below 40 marks - (RA)

Earning Extra credits is not mandatory for Programme completion**Extra credits**

Course	Credit	Total credits
BEC/ Self study courses	1	1
Hindi / French/ Other foreign Language approved by certified Institutions	1	1
Type Writing / Short Hand Course	1	1
Diploma/certificate/CPT/ ACS foundation/ NPTEL Course	1	1
Representation – Academic/Sports /Social Activities/ Extra Curricular / Co-Curricular activities at University/ District/ State/ National/ International	1	1
Total		5

Rules:

The students can earn extra credit only if they complete the above during the Programme period (I to V sem) and based on the following criteria. Proof of Completion must be submitted in the beginning of VI Semester. (Earning Extra credits is not mandatory for Programme completion)

1. Student can opt BEC course/ Self study course to earn one credit. They have to Enroll and complete any one of the course during their Programme period before fifth semester (I sem to V sem).

Self study paper offered by the Department

S. No.	Semester	Course Code	Course Title
1.	III	17UCRSS1	Cyber Law
2.		17UCRSS2	Soft Skills (Practical)

1. Student can opt Hindi/ French/ Other foreign Language approved by certified Institutions to earn one credit. The certificate(Hindi) must be obtained from **Dakshina Bharat Hindi Prachar Sabha** and He/ she has to enroll and complete during their Programme period (**first to fifth semester**)
2. Student can opt for Type writing /short hand course to earn one credit extra. He/she has to enroll and complete the course during their Programme period to obtain certificate through **TamilNadu Board of Technical Education**
3. Student can opt for Diploma/certificate/CPT/ACS Inter/ NPTEL Course to earn one credit extra. Student who opt for Diploma/ Certificate course have to enroll any diploma/certificate course offered by Bharathiar University through our Institution. Student who opt for CPT/ ACS/CMA have to enroll and complete at foundation level during the Programme period. The course content of which shall be equivalent to that prescribed by ICAI/ICMA/ICSI. Students who opt for NPTEL course should complete certificate through NPTEL.
4. Award Winners in Academic/ Representation in Sports /Social Activities/ Extra Curricular/ Co-Curricular Activities at University/ District/ State/ National/ International level can earn one credit extra.

PROGRAMME OUTCOMES:

PO Number	PO Statements
PO1	To provide ample exposure to the subjects in the field of Corporate Law Business, Accountancy and Management.
PO2	The course equips the students the necessary skills and knowledge to act as middle level executives in secretarial, Accounts, personnel executives.
PO3	To develop knowledge and compete in the areas of law applying to corporate and solve the key issues around the functions and objectives of various laws.
PO4	To expertise for the entrance requirements of professional courses like ACS, ICMA,CA
PO5	To acquire knowledge for entry level employability and to nurture the student in intellectual, interpersonal and societal skills.

17UCR13A	CORE I - FINANCIAL ACCOUNTING - I	SEMESTER - I
----------	--	---------------------

Total Credits: 4
Hours Per Week: 6

PREAMBLE:

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.

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO number	CO statement	Knowledge level
CO1	Recall the basic concepts of accounting and book keeping	K1
CO2	Identify the effect of BRS in an enterprise and solve the errors in book keeping	K3
CO3	Interpret the balance sheet of various companies	K2
CO4	Have a comprehensive knowledge in preparing the accounting of non-trading concerns.	K3
CO5	Apply the interest rate calculation and due dates for the bills of exchange	K3

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	M	M	S	S
CO2	M	S	S	S	S
CO3	M	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S-Strong M-Medium L-Low

17UCR13A	CORE I - FINANCIAL ACCOUNTING - I	SEMESTER - I
----------	--	---------------------

Total Credits: 4
Hours Per Week: 6

CONTENTS

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

UNIT -I

Introduction - Accounting principles, Concepts and Conventions - Accounting standards: IAS & IFRS - Recording - Classification of accounts - Journal -Ledger - Subsidiary books - Advantages - Types of Subsidiary books- Preparation of trial balance.

UNIT - II

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

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- Accounts of professionals .

UNIT – V

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)

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** [Latest Edition] Prasanna Publishers & Distributers Chennai.
3. **Fundamentals of accounting and auditing,** ICSI study material

17UCR13B	CORE II - BUSINESSMANAGEMENT	SEMESTER - I
-----------------	---	---------------------

Total Credits: 4
Hours Per Week: 5

PREAMBLE:

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.

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand the management, administration and the characteristics of management.	K1
CO2	Demonstrate the importance of good planning and decision making.	K2
CO3	Experiment with the organizational structure; apply theories and practice of functions of organization.	K3
CO4	Utilize communication and build leadership skills.	K3
CO5	Develop the knowledge on social responsibilities and business ethics.	K3

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	M	M
CO2	S	S	M	M	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S-Strong M-Medium L-Low

17UCR13B	CORE- II: BUSINESS MANAGEMENT	SEMESTER - I
----------	-------------------------------	--------------

Total Credits: 4
Hours Per Week: 5

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.
3. **Business management ,Ethics and Communication**, ICSI study material

17UCR13P	CORE LAB- I: MS-OFFICE (MS.WORD,EXCEL,POWER POINT)	SEMESTER – I
----------	---	---------------------

Total Credits: 2
Hours Per Week: 4

PREAMBLE

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.
2. To understand the short cut key in Ms-Office.

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.

17UCR1AA	ALLIED -I : BUSINESS ECONOMICS	SEMESTER -I
-----------------	---------------------------------------	--------------------

Total Credits: 2
Hours Per Week: 3

PREAMBLE:

The Subject aims to build the Concepts regarding:

1. To acquire knowledge and understand the concepts of business economics

COURSE OUTCOMES

In the successful completion of the course, students will be able to

CO Number	CO statement	Knowledge level
CO1	Understand the role of business economist	K2
CO2	Analyse the concept of inflation, recession and recovery	K4
CO3	Examine the law of demand and elasticity of demand	K4
CO4	Evaluate the cost and revenue concept	K5
CO5	Demonstrate the market structure	K2

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	M	S	S	M	S
CO2	S	S	S	S	S
CO3	S	S	M	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S-Strong M-Medium L-Low

17UCR1AA	ALLIED -I : BUSINESS ECONOMICS	SEMESTER -I
----------	--------------------------------	-------------

Total Credits: 2
Hours Per Week: 3

CONTENTS

UNIT - I

Economics-nature-scope-economics in relation with other discipline - Role & responsibilities of business economist - positive and normative economics - Profit maximization

UNIT - II

Production possibility curve and opportunity cost - Working of economics system - Economic cycle - Inflation, recession and recovery.

UNIT - III

Utility analysis - Law of diminishing marginal utility - Law of demand & Elasticity of demand - Law of supply and Elasticity of supply.

UNIT - IV

Meaning of factor of Production - Returns to factor and returns to scale - Cost concept and cost curve - Revenue concept - Revenue curve - Producers equilibrium.

UNIT - V

Forms of market - Meaning, characteristics - Price and output determination - Perfect competition - Monopolistic - Monopoly - Duopoly - Price Discrimination and Oligopoly - Pricing strategies.

TEXT BOOKS:

1. *Lekhi. R.K. Managerial Economics* [Latest Edition] Kalyani Publishers, New Delhi.
2. *Sundharam. K.P.M., Sundharam. E.N. Business Economics.* [Fourth edition Reprint 2010] Sultan Chand & Sons, New Delhi.
3. *Sankara. S. Business Economics.* [Fourth edition Reprint 2013] Margham Publications, Chennai.

REFERENCE BOOKS:

1. *Dr.V.C.Sinha & Dr. Rithu Srivastara. Business Economics* [Latest Edition]. SBPD Publishing House, New Delhi.
2. **Business Economics**, ICSI study material.

17UCR13Q	CORPORATE PRACTICAL- I	SEMESTER - I
----------	------------------------	--------------

1. Filling up account opening forms
2. Give a sketch of an ATM picture and explain.
3. Draft application for deposit of cash in savings a/c with necessary information
4. DD application/Mobile banking/Net banking/Video banking.
5. Specimen of a bearer cheque and fill it.
6. Specimen of General crossing cheque and fill it.
7. Specimen of special crossing cheque and fill it.
8. Show the types of loans granted by the Commercial Banks in the form of a chart.
9. Create and fill Application form for Employee State Insurance.
10. Draw the Bank note - counting machine chart and explain
11. Illustrate the balance sheet of various types of companies
12. Industrial training report on BRS
13. Plan layout of stores/industries/factories/ shop displays in Coimbatore –photo exhibits
14. Report on Business ethics in various medias and enterprises
15. Environmental issues and a mini project to eliminate it

17UCR23A	CORE -III: FINANCIAL ACCOUNTING - II	SEMESTER – II
-----------------	---	----------------------

Total Credits: 4
Hours Per Week: 6

PREAMBLE:

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.

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO No	CO Statement	Knowledge Level
CO1	Understand the basic concept of consignment accounts	K2
CO2	Apply the knowledge on joint ventures accounts	K3
CO3	Have a comprehensive knowledge in preparing depreciation accounts	K3
CO4	Solve the concept of goodwill calculation in partnership accounts	K3
CO5	Utilize the technique to calculate the reconstitution of admission, retirement and death of the partners.	K3

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	S	S	S	M
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	M	M	S	S	M

S-Strong M-Medium L-Low

17UCR23A	CORE III: FINANCIAL ACCOUNTING - II	SEMESTER - II
----------	--	----------------------

Total Credits: 4
Hours Per Week: 6

CONTENTS

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

UNIT - I

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 - II

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 -III

Depreciation: Concept of depreciation; Causes of depreciation; Depreciation, depletion, amortization, and dilapidation; Depreciation accounting; Methods of recording depreciation; Methods for providing depreciation; Depreciation of different assets; Depreciation of replacement cost; Depreciation accounting as per accounting standard; Depreciation accounting; Provisions and reserves.

UNIT – IV

Partnership: Essential characteristics of partnership; Partnership Deed; Final Accounts; Adjustment after closing the accounts; Fixed and fluctuating capital; Goodwill; Change in Profit Sharing Ratio.

UNIT – V

Reconstitution of a partnership firm: Admission of a partner, Retirement of a partner, Death of a partner; Amalgamation of partnership firms; Dissolution of a partnership firm; Modes of dissolution of a firm; Accounting entries; Insolvency of Partners; Sale of a firm to a company, piecemeal distribution.

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.* 2013. **Financial Accounting** [Latest Edition]. Kalyani Publishers, New Delhi.
2. *Radha,* 2010. **Financial Accounting** [First Edition]. Prasanna Publishers & distributors, Chennai.
3. **Fundamentals of accounting and auditing**, ICSI study material

17UCR23B	CORE -IV : SECRETARIAL COMMUNICATION	SEMESTER - II
-----------------	---	----------------------

Total Credits: 4
Hours Per Week: 5

PREAMBLE

The Subject aims to build the Concepts regarding:

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.

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand the importance of effective business communication, modern communication.	K1
CO2	Construct trade enquiries, orders and various business letters.	K3
CO3	Outline banking correspondence, Insurance correspondence, Agency correspondence.	K2
CO4	Apply knowledge in company secretarial correspondence, agenda, minutes and report writing.	K3
CO5	Make use of application letters and resume for various types of interviews	K3

MAPPING WITH PROGRAM OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	M	M
CO2	S	S	M	M	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S- Strong; M-Medium; L-Low

17UCR23B	CORE -IV : SECRETARIAL COMMUNICATION	SEMESTER - II
----------	---	---------------

Total Credits: 4
Hours Per Week: 5

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.* 2013. **Essentials of Business Communication** [Latest 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.* 2013. **Effective Business Communication Concept** [Latest Edition] Vikas Publishing Company.
2. **Executive Business Communication-** ICSI Study material.

17UCR23P	CORE LAB -II : MS-ACCESS, ADVANCED EXCEL	SEMESTER - II
-----------------	---	----------------------

Total Credits: 2
Hours Per Week: 4

PREAMBLE

The Subject aims to build the Concepts regarding:

- To effectively organize data into a spreadsheet and data base.
- To Analyze data using complex functions and to manage excel charts in advanced manner.

CONTENTS

ADVANCED EXCEL

1. Apply advanced formatting options such as conditional formatting and customized number formatting and handle worksheets.
2. Use functions such as those associated with logical, statistical, financial and mathematical operations.
3. Create charts and apply advanced chart formatting features.
4. Work with tables and lists to analyse, filter and sort data. Create and use scenarios.
5. Validate and audit spreadsheet data.
6. Enhance productivity by working with named cell ranges, macros and templates.
7. Use linking, embedding and importing features to integrate data.
8. Collaborate on and review spreadsheets. Apply spreadsheet security features.

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.

17UCR2AA	ALLIED II: FUNDAMENTALS OF AUDITING	SEMESTER - II
-----------------	--	----------------------

Total Credits: 2
Hours Per Week: 3

PREAMBLE

The Subject aims to build the Concepts regarding:

1. To enable the students to acquire knowledge and understanding the concepts of auditing.

COURSE OUTCOMES

In the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Understanding the principle aspects of auditing	K2
CO2	Illustrate auditing under the companies act 2013	K2
CO3	Outline an auditing plan	K2
CO4	Identify the procedures for the appointment of auditors in Government companies	K3
CO5	Construct an auditor's report and illustrate the powers and duties of auditors.	k3

MAPPING WITH PROGRAM OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	M	M
CO2	S	S	M	M	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S- Strong; M-Medium; L-Low

17UCR2AA	ALLIED II: FUNDAMENTALS OF AUDITING	SEMESTER - II
----------	--	---------------

Total Credits: 2
Hours Per Week: 3

CONTENTS

UNIT-I

Introduction - Meaning and Definition of Auditing - Objectives of Auditing - Principal aspects to be covered in auditing.

UNIT-II

Investigation - Differences between auditing and investigation. Audit and its types - Audit under the companies Act, 2013.

UNIT-III

Tools of auditing - Audit plan - Audit programme - Disadvantage of audit programme - Differences between audit plan and audit programme

UNIT-IV

Appointment of Auditors - Appointment of Auditors of Government companies - Mandatory Rotation of Auditors - Eligibility or Qualifications of Auditor - Disqualification of Auditors

UNIT-V

Powers and Duties of Auditors - Auditors Report - Contents of audit report - Forming an Audit opinion - Types of Opinion.

TEXT BOOKS

1. *Dinkar Pagare, 2016. Principles and Practice of Auditing* [12th Edition] Sultan Chand & Sons, New Delhi.

REFERENCE BOOKS

1. *Dr.Radha, Pratical Auditing* [Latest Edition] Prasanna Publishers.
2. *Ravinder Kumar, Virender Sharma, 2015. Auditing principles and*
3. *Practices*, [Third Edition] Prentice-Hall of India Pvt.Ltd
4. *Pradeep Kumar, Baldev Sachdera, Jagwant Singh, 2014. Principles of Auditing* Kalyani Publishers, 2014
5. **Fundamentals of Auditing**, ICSI study material

17UCR23Q	CORPORATE PRACTICAL -II	SEMESTER - II
-----------------	--------------------------------	----------------------

1. Listing out various types of banks
 - a. Private banks
 - b. Nationalised banks
 - c. Scheduled Banks
 - d. Cooperative banks
 - e. Special purpose banks
 - f. Scheduled banks
 - g. Foreign banks
2. Government Schemes for public
3. Collecting various interest rates for various loans in Banks
 - a. Education loan
 - b. House Loans
 - c. Personal loans
 - d. MSME Loans and subsidies.
4. Investment schemes available in various institutions
5. Exhibit the history of five CEOs (All details of the company)
6. Top leading corporate in the world /India (All details of the Company)
7. List out the enterprise doing consignments and joint ventures
8. Exhibit how companies or enterprises calculate depreciation (industrial visit)
9. Filling up of LLP forms /Visiting a partnership firm and procedures report/ Photo copy of partnership deed
10. Specimen of five Business Letter
11. Specimen of five Purchase Order Copies
12. Specimen of five Trade Enquiries
13. Difference between Bill/Receipt and Vouchers Exhibit
14. Report or videos of inspired Public Speech
15. Exhibit of various Audit Report

17UCR33A	CORE -V : CORPORATE ACCOUNTING-I	SEMESTER - III
-----------------	---	-----------------------

Total Credits: 4
Hours Per Week: 6

PREAMBLE:

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.

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO number	CO statement	Knowledge level
CO1	Understand the concept of issue of shares and redemption of preference shares	K2
CO2	Analyze the different methods of issue and redemption of debentures	K4
CO3	Analyze the final accounts of companies	K4
CO4	Understanding methods of accounting for amalgamation	K2
CO5	Solve the methods of accounting for internal and external reconstruction	K3

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	S	M
CO2	S	S	S	S	M
CO3	S	S	S	S	M
CO4	S	S	S	S	M
CO5	S	S	S	S	M

S-Strong M-Medium L-Low

17UCR33A	CORE -V : CORPORATE ACCOUNTING-I	SEMESTER - III
-----------------	---	-----------------------

Total Credits: 4
Hours Per Week: 6

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, andUma, S, 2007. Fundamentals of Advance Accounting [Vol- II]. S.ChandPublications, 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.*

17UCR33B	CORE- VI: COMPANY LAW AND SECRETARIAL PRACTICE -I	SEMESTER – III
-----------------	--	-----------------------

Total Credits: 4
Hours Per Week: 4

PREAMBLE

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.

COURSE OUTCOMES:

In the successful completion the course, students will be able to

CO Number	CO Statement	Knowledge level
CO1	Acquire the knowledge on incorporation and promotion of a company.	K3
CO2	Analyze the Articles of Association and Memorandum of Association	K4
CO3	Understanding the concept of prospectus and secretarial duties.	K2
CO4	Acquire the expertise knowledge in share capital and transfer and transmission of shares.	K3
CO5	Examine the borrowing powers of a company	K4

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	M
CO2	S	S	S	S	M
CO3	S	S	S	S	S
CO4	S	S	M	S	M
CO5	S	S	S	S	M

S=Strong M=Medium L=Low

17UCR33B	CORE- VI: COMPANY LAW AND SECRETARIAL PRACTICE -I	SEMESTER - III
-----------------	--	-----------------------

Total Credits: 4
Hours Per Week: 4

CONTENTS

UNIT - I

Company - Definition - Characteristics - Incorporation of a company and LLP - 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 - Constructive Notice - Doctrine of Indoor Management- Difference between Memorandum and Articles.

UNIT - III

Prospectus - types - 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 - Loans- Deposits - Investments - 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.

17UCR3AA	ALLIED- III : DATA BASE MANAGEMENT SYSTEM	SEMESTER – III
-----------------	--	-----------------------

Total Credits: 2
Hours Per Week: 4

PREAMBLE:

The Subject aims to build the concepts regarding:

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

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Understanding the basic concepts of data base.	K1
CO2	Acquire the knowledge of Data Models and File Organization.	K3
CO3	Identify the Data normalizations and manipulation.	K3
CO4	Develop the knowledge Database Security, Integrity and Control.	K3
CO5	Analyse the concept of Current Topics in Database.	K4

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	M	S	S	M	S
CO2	M	S	S	M	S
CO3	M	S	S	M	S
CO4	M	S	S	M	S
CO5	M	S	S	M	S

S-Strong M-Medium L-Low

17UCR3AA	ALLIED- III : DATA BASE MANAGEMENT SYSTEM	SEMESTER - III
-----------------	--	-----------------------

Total Credits: 2
Hours Per Week: 4

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.

17UCR33P	CORE LAB III:ORACLE AND TALLY	SEMESTER - III
----------	----------------------------------	----------------

Total Credits: 2**Hours Per Week: 4**

1. Create a table employee with columns first name, last name, department number, department name, manager number, salary and hire date
2. Write a query to list first name, last name and their salary for employee contained in the employees table.
3. Write a query to display all the columns of employees table
4. Write a query to display first name, last name and their salary of employees where column headings will be specified as aliases: First Name, Last Name and Salary.
4. Write a query to display first name, last name and their salary of employees where column headings will be specified as aliases: First Name, Last Name and Salary.
5. Create a query to display the department number, department name, and manager number. Name the last column (manager number) heading as "MNG".
6. Create a query to display the employee number, first name, last name, phone number and department number .
7. Create a query to display the first name, last name, hire date, salary, and salary after a raise of 20%. Name the last column (salary after a raise) heading as "ANNUAL_SAL".
8. Create a query to display the last name concatenated with the first name, separated by space, and the telephone number concatenated with the email address, separated by hyphen. Name the column headings "FULL_NAME" and "CONTACT_DETAILS" respectively

9. Select DISTINCT manager_id from employees
10. Create a query to display the first name, last name, salary, and hire date concatenated with the literal string "HD", separated by space. Name the column headings "FN", "LN", "SAL", and "HD" respectively.

Tally

- 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	
TOTAL	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.

17UMA3AA	ALLIED IV: MATHEMATICS FOR BUSINESS	SEMESTER – III
-----------------	--	-----------------------

Total Credits : 4
Hours per week : 5

PREAMBLE

The Subject aims to build the Concepts regarding:

1. To gain the basic mathematics concepts and formulate the mathematical problems.
2. Apply mathematical techniques to solve the modern business problems.

COURSE OUTCOMES

In the successful completion of the course, student will be able to

CO Number	CO Statement	Knowledge Level
CO1	Learn basic concepts of set theory and Venn diagrams.	K1
CO2	Use mathematical logic to find the terms of series and sequence.	K2
CO3	Perform basic operations in matrices and solve the linear equations.	K2
CO4	Understanding the basic terms and independently solving of business problem.	K3
CO5	Develop and solve the unknown values using interpolation.	K3

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	M
CO2	M	M	M	S	M
CO3	M	M	M	S	M
CO4	M	M	M	S	M
CO5	M	M	M	S	M

S-Strong : M-Medium : L-Low

17UMA3AA	ALLIED IV: MATHEMATICS FOR BUSINESS	SEMESTER - III
-----------------	--	-----------------------

Total Credits : 4
Hours per week : 5

CONTENTS

UNIT - I

Set theory - Definition - Notations - Description of sets - Types of sets - Venn diagrams - Set operations - Laws and properties of sets - Number of elements (Sums involved in two sets only)

UNIT - II

Sequence and series - Arithmetic progression - Geometric progression - Simple interest Problems - Compound interest problems.

UNIT - III

Matrix : basic concepts - Types of matrices - Matrix operations - Determinants - Cramer's Rule - Inverse of a matrix - Matrix method - Rank of matrix.

UNIT - IV

Effective rate of interest - Sinking fund - Annuity - Present value - Discounting of Bills - True Discount - Banker's Gain.

UNIT - V

Interpolation: Binomial - Newton's and Lagrange methods. (Simple problems only)

TEXT BOOK:

1. *Navnitham, PA.* 2013. **Business Mathematics and Statistics**, Jai publishers, Trichy.

UNIT I : Chapter 3

UNIT II : Chapter 1

: Chapter 2 (upto pg.no 61)

UNIT III : Chapter 4 (upto pg.no 200)

UNIT IV : Chapter 2 (pg.no 61 – 88)

UNIT -V : Chapter 15 (upto pg.no 643)

REFERENCE BOOKS:

1. *Sundaresan and jayaseelan.* 2008. **Introduction to business Mathematics**. Sultan chand Co & Ltd, Newdelhi.
2. *Ranganath G.K, sampamgiram C.S and Rajan Y.* 2006, **A Text Book Business Mathematics**. Himalaya Publishing House.

17UCR3SA	Skill Based Subject-I: PRACTICAL BANKING	SEMESTER – III
-----------------	---	-----------------------

Total Credits: 3
Hours Per Week: 3

PREAMBLE

The subject aims to build the concepts regarding:

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

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO number	CO statement	Knowledge level
CO1	Apply the knowledge on the basic concepts of Banking	K3
CO2	Summarize the Functions of Commercial banks	K2
CO3	Demonstrate the concept of Cheques and Endorsement	K2
CO4	Experiment with the operations of Credit Card	K3
CO5	Make use of the new facts in Factoring, ATM, Phone banking, Internet banking	K3

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	M	S
CO2	S	S	S	M	S
CO3	S	S	S	M	S
CO4	S	M	S	M	S
CO5	S	M	M	M	S

S-Strong M-Medium L-Low

17UCR3SA	SKILL BASED SUBJECT-I: PRACTICAL BANKING	SEMESTER – III
-----------------	---	-----------------------

Total Credits: 3
Hours Per Week: 3

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.

17UCR33Q	CORPORATE PRACTICAL -III	SEMESTER - III
-----------------	---------------------------------	-----------------------

1. Collect a form for Incorporation of the Company including SPICE Forms
2. Collect an Application form for approval of Central Government for change of name.
3. One Person Company- Application for Conversion.
4. Collect the rules and regulations for listing of a company in SEBI
5. Write a report on Nidhi Company, Producer Company and Dormant Company.
6. Write down the Importance of MCA-21 Website and Explain XBRL.
7. Collect the prospectus of a Public Limited Company.
8. List top ten Public Limited and Private Limited companies in India.
9. Write a Note on Constitution of NCLT, NCLAT and Also collect NCLT forms.
10. Collect GST returns form for Inward, Outward supply and Monthly return

17UCR43A	CORE VII: CORPORATE ACCOUNTING – II	SEMESTER – IV
----------	--	----------------------

Total Credits: 5
Hours Per Week: 5

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

PREAMBLE:

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.

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO number	CO statement	Knowledge level
CO1	Understanding the basic concepts of valuation of shares and goodwill	K2
CO2	Illustrate the holding and subsidiary company	K3
CO3	Interpret the Liquidator's final statements of accounts	K2
CO4	Acquire a comprehensive knowledge in preparing the accounts of banking companies	K3
CO5	Analyze Final Accounts of insurance companies	K4

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	M
CO2	S	S	S	M	M
CO3	S	S	S	S	M
CO4	S	S	S	S	M
CO5	S	S	S	S	M

S-Strong M-Medium L-Low

17UCR43A	CORE VII: CORPORATE ACCOUNTING – II	SEMESTER – IV
----------	--	----------------------

Total Credits: 5
Hours Per Week: 5

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. , 2015. Corporate Accounting [Vol.1]* Tata McGraw Hill, New Delhi.
2. *Reddy and Murthy, 2014. Corporate Accounting*, Margham Publications, Chennai.

REFERENCE BOOKS:

1. *Gupta, R.L. and Radhasamy. 2015. Corporate Accounting*. Sultan Chand & Sons Publications, New Delhi.
2. *Sukla, M.C.and Grewal T.S. 2016. Corporate Accounting*. Chand & Co., Publications, New Delhi.
3. *Pillai, R.S.N. Bhagawathi, and S. Uma, 2017. Fundamentals of Advance Accounting*. [Vol.-II] S.Chand, New Delhi.

17UCR43B	CORE VIII: COMPANY LAW AND SECRETARIAL PRACTICE –II	SEMESTER – IV
-----------------	--	----------------------

Total Credits: 4
Hours Per Week: 5

PREAMBLE

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.

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO number	CO statement	Knowledge level
CO1	Acquire the knowledge of meeting and learn procedure for voting.	K3
CO2	Acquire the expertise knowledge in appointment of directors, rights and duties.	K3
CO3	Analysing the director's report and auditor's report.	K4
CO4	Understanding the knowledge on dividends and their statutory provisions.	K2
CO5	Analysing the winding up of a company and NCLT.	K4

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	M
CO2	S	S	S	S	M
CO3	S	S	S	S	M
CO4	S	S	S	S	M
CO5	S	S	S	S	M

S-Strong M-Medium L-Low

17UCR43B	CORE VIII: COMPANY LAW AND SECRETARIAL PRACTICE -II	SEMESTER - IV
-----------------	--	----------------------

Total Credits: 4
Hours Per Week: 5

CONTENTS

UNIT - I

Company Meeting - Kinds of Meetings - Requisites of a valid meeting - Agenda - Minutes - Quorum - Proxy - Voting - Poll - Postal Ballot - 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 - Removal 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 – An overview of Insolvency and Bankruptcy Code, 2016.

TEXT BOOKS:

1. *Dr.V.Balachandran, Company Law and Practice, 2013.*

REFERENCE BOOKS:

1. *Kathiresan and Radha, Company Law,2013.*
2. *Pratapsinh Chauhan, Company Law(2013)*

17UCR4AA	ALLIED V: PROGRAMMING IN C	SEMESTER – IV
-----------------	-----------------------------------	----------------------

Total Credits: 2
Hours Per Week: 4

PREAMBLE:

The Subject aims to build the Concepts regarding:

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

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Learn the fundamentals of C programming language	K1
CO2	Understand the principles of control structures and arrays	K2
CO3	Apply the knowledge of strings and functions	K3
CO4	Build programs using structures	K3
CO5	Expose the concept of file management	K2&K3

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	M	S	S	M	S
CO2	M	S	S	M	S
CO3	M	S	S	M	S
CO4	M	S	S	M	S
CO5	M	S	S	M	S

S-Strong M-Medium L-Low

17UCR4AA	ALLIED V: PROGRAMMING IN C	SEMESTER - IV
----------	----------------------------	---------------

Total Credits: 2
Hours Per Week: 4

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.

17UCR43P	CORE LAB- IV: C PROGRAMMING	SEMESTER - IV
----------	--------------------------------	---------------

Total Credits: 2
Hours Per Week: 4

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.

17UMA4AA	ALLIED-VI: STATISTICS FOR BUSINESS	SEMESTER – IV
-----------------	---	----------------------

Total Credits: 4
Hours Per Week: 5

PREAMBLE

The Subject aims to build the Concepts regarding:

1. To create a problem solving attitude with the aid of statistical methodology.
2. Students shall be able to use and apply a wide variety of specific statistical methods.

COURSE OUTCOMES

In the successful completion of the course, student will be able to

CO Number	CO Statement	Knowledge Level
CO1	Learn foundation of statistics such as how to collect, manage, analysis and present data	K1
CO2	Use measures of central tendency for solving the various data.	K2
CO3	Compute and interpret the coefficient of correlation.	K2
CO4	Explore the relation between the variables using regression line.	K3
CO5	Fitting a trend line and find the unknown values using Time series.	K3

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	M
CO2	M	M	M	S	M
CO3	M	M	M	S	M
CO4	M	M	M	S	M
CO5	M	M	M	S	M

S-Strong : M-Medium : L-Low

17UMA4AA	ALLIED-VI: STATISTICS FOR BUSINESS	SEMESTER - IV
-----------------	---	----------------------

Total Credits: 4
Hours Per Week: 5

CONTENTS

UNIT - I

Meaning and definition of statistics – Collection of data – Primary and secondary data – Classification and tabulation – Diagrammatic and graphical presentation.

UNIT - II

Measures of central tendency – Mean, Median, Mode, Geometric Mean and Harmonic Mean – Measures of dispersion – Range, Quartile deviation – Standard deviation and coefficient of variation (Simple problems).

UNIT - III

Correlation – Meaning and definition – Types of correlation – Scatter diagram – Karl pearson's coefficient of correlation – Spearman's Rank correlation – Coefficient of correlation concurrent deviation.

UNIT - IV

Regression Analysis – Meaning and definition – Method of forming regression equations – Uses of regression equations – Simple problems.

UNIT - V

Time series – Meaning, Uses, Components and models – Secular trend – Methods of estimating trend – Graphic, Semi-average, Moving average and method of least squares – Seasonal variations – Method of simple average.

TEXT BOOK:

1. *Navnitham, PA.* 2013. **Business Mathematics and Statistics**, Jai publishers, Trichy.

UNIT I : Chapter 1, 2, 3, 5 and 6

UNIT II : Chapter 7 and 8

UNIT III : Chapter 12

UNIT IV : Chapter 13

UNIT V : Chapter 14 (upto pg.no 602)

REFERENCE BOOKS:

1. *Gupta S.P* **Statistical Methods**.2004, Sultan Chand and Sons.
2. *Vittal P.R* 2001, **Business Mathematics and Statistics**, Margham publishers, Chennai.

17UCR4SA	SKILL BASED SUBJECT-II: FINANCIAL MARKETS	SEMESTER – IV
-----------------	--	----------------------

Total Credits: 3
Hours Per Week: 3

PREAMBLE:

The subject aims to build the Concepts regarding:

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

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO number	CO statement	Knowledge level
CO1	Define the basic concepts of investments	K1
CO2	Explain various roles and functions of SEBI	K2
CO3	Acquire the knowledge on functions of primary markets	K3
CO4	Understanding securities trading in stock markets	K2
CO5	List the process involve in Dematerialization of Shares	K4

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	M	S	S	S	S
CO2	S	S	S	S	M
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S-Strong M-Medium L-Low

17UCR4SA	SKILL BASED SUBJECT-II: FINANCIAL MARKETS	SEMESTER – IV
----------	--	----------------------

Total Credits: 3
Hours Per Week: 3

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.

TEXT 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

17UCR43Q	CORPORATE PRACTICAL -IV	SEMESTER - IV
-----------------	--------------------------------	----------------------

1. Prepare the Notice of General meeting of a Public company
2. Prepare the Agenda of General and Board meeting
3. Collect the Proxy and Postal Ballot voting forms
4. List out the Procedure for applying the Home loan and Education loan
5. Write down the procedure for Opening a Demat account
6. List any five types of Mutual fund schemes offered by Mutual Fund Company
7. Collect the Format of Final Accounts of a company as per Companies Act, 2013
8. Summarize the Financial System in India
9. Write down the RBI regulations for Banking companies in India
10. List out the various nationalized, Private, foreign, RRB and Co-operative banks in India.

17UCR53A	CORE- IX: COST ACCOUNTING	SEMESTER – V
----------	---------------------------	--------------

Total Credits: 4
Hours Per Week: 5

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

PREAMBLE:

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.

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO number	CO statement	Knowledge level
CO1	Define the basic concepts of cost accounting	K1
CO2	Analyze the issue of material and labour cost	K4
CO3	Compare and identify the difference between cost and financial profit/loss	K2
CO4	Categorize various methods of costing	K4
CO5	Analyze the Material costing and standard Costing	K4

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	M
CO2	S	S	S	S	M
CO3	S	S	S	S	M
CO4	S	S	S	S	M
CO5	S	S	S	S	M

S-Strong M-Medium L-Low

17UCR53A	CORE- IX: COST ACCOUNTING	SEMESTER – V
----------	---------------------------	--------------

Total Credits: 4
Hours Per Week: 5

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.

UNIT- III

Overheads – Classification, Allocation, Apportionment and Absorption - Reconciliation of Cost accounting and Financial accounting.

UNIT- IV

Methods of costing - Contract costing and Process costing

UNIT- V

Marginal 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. *Mahezwari, 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.

17UCR53B	CORE -X : BUSINESS LAW	SEMESTER – V
-----------------	-------------------------------	---------------------

Total Credits: 4
Hours Per Week: 4

PREAMBLE

The Subject aims to build the Concepts regarding:

1. To acquire expert knowledge and understanding of various Business Laws.
2. To make the students to understand and appreciate the importance of Business laws to Business and Society.

COURSE OUTCOMES:

In the successful completion the course, students will be able to

CO Number	CO Statement	Knowledge level
CO1	Understanding the Basic Elements in Indian Contract Act, 1872.	K2
CO2	Classify Various Special Contracts	K2
CO3	Acquire a comprehensive knowledge on Sale of Goods Act 1930	K3
CO4	Explain the various provisions of Indian Partnership Act, 1932.	K2
CO5	Acquire knowledge on Information Technology Act 2000.	K3

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	M
CO2	S	S	S	S	M
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S=Strong M=Medium L=Low

17UCR53B	CORE -X : BUSINESS LAW	SEMESTER – V
-----------------	-------------------------------	---------------------

Total Credits: 4
Hours Per Week: 4

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.

17UCR53C	Core -XI: Industrial Law	SEMESTER – V
-----------------	---------------------------------	---------------------

Total Credits: 4
Hours Per Week: 4

PREAMBLE:

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.

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO number	CO statement	Knowledge level
CO1	Understanding the working conditions in factories	K2
CO2	Analyse the industrial disputes and explore the skills	K4
CO3	Explain the rights and privileges of Trade Unions Act, 1926	K2
CO4	Understanding the Payment of Bonus Act, 1965	K2
CO5	Acquire a comprehensive knowledge on Minimum Wages Act and Employee's Compensation Act	K3

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	S	S	S	S	M
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S-Strong M-Medium L-Low

17UCR53C	CORE -XI: INDUSTRIAL LAW	SEMESTER - V
----------	--------------------------	--------------

Total Credits: 4
Hours Per Week: 4

CONTENTS

UNIT- I

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

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

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

UNIT- V

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.

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.

17UCR53D	CORE -XII: TAXATION – I	SEMESTER – V
-----------------	--------------------------------	---------------------

Total Credits: 5
Hours Per Week: 6

PREAMBLE:

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

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge level
CO1	Understanding of the basic concept of Income tax Act, 1961.	K2
CO2	Acquire the knowledge on Computation of income from salary and House property.	K3
CO3	Acquire the knowledge on Computation of income from Business/Profession and Capital gain.	K3
CO4	Understanding the computation of income from other sources and provisions of set-off and carry forward of losses.	K2
CO5	Demonstrate the filing of income tax returns.	K2

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	M	S
CO2	S	S	S	M	S
CO3	S	S	M	M	S
CO4	S	S	S	M	S
CO5	S	S	S	M	M

S-Strong M-Medium L-Low

17UCR53D	CORE -XII: TAXATION – I	SEMESTER – V
-----------------	--------------------------------	---------------------

Total Credits: 5
Hours Per Week: 6

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*, 2017-18.**Income Tax**, Kalyani Publishers, New Delhi.
2. *Singhania Vinod k.* 2017-18 **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.

17UCR53P	CORE LAB-V: WEB TECHNOLOGY	SEMESTER – V
----------	---------------------------------------	---------------------

Total Credits: 2
Hours Per Week: 4

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.

17UCR5SA	Skill Based Subject-III: Mutual Fund	SEMESTER – V
-----------------	---	---------------------

Total Credits: 3
Hours Per Week: 3

PREAMBLE:

The subject aims to build the concepts regarding:

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

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge level
CO1	Understanding the basics of mutual funds and about SEBI	K2
CO2	Acquire the knowledge about various mutual fund products	K3
CO3	Analyze the Gold Exchange traded fund and its advantages	K4
CO4	Acquire knowledge about Debt mutual fund	K3
CO5	Understanding the liquid funds and listing procedures	K2

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	L
CO2	S	S	S	S	M
CO3	M	S	S	S	S
CO4	M	S	M	S	M
CO5	M	M	M	M	S

S-Strong M-Medium L-Low

17UCR5SA	SKILL BASED SUBJECT-III: MUTUAL FUND	SEMESTER - V
----------	---	---------------------

Total Credits: 3
Hours Per Week: 3

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.

17UCR63A	CORE -XIII: MANAGEMENT ACCOUNTING	SEMESTER – VI
----------	--	----------------------

Total Credits: 4
Hours Per Week: 6

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

PREAMBLE:

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.

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO number	CO statement	Knowledge level
CO1	Define the basic concepts of management accounting	K1
CO2	Analyse and Interpret the financial statements	K4
CO3	Analyze the fund flow and cash flow statements	K4
CO4	Analyze various types of budgets	K4
CO5	Analyze the concept of capital budgeting	K4

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	M
CO2	S	S	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	M

S-Strong M-Medium L-Low

17UCR63A	CORE -XIII: MANAGEMENT ACCOUNTING	SEMESTER - VI
----------	--	--------------------------

Total Credits: 4
Hours Per Week: 6

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

17UCR63B	CORE -XIV: TAXATION -II (INDIRECT TAXES)	SEMESTER – VI
-----------------	---	----------------------

Total Credits: 4
Hours Per Week: 5

PREAMBLE:

The subject aims to build the concepts regarding:

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

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO number	CO statement	Knowledge level
CO1	Understanding the concept and applicability of GST	K2
CO2	Acquire the knowledge on Central Goods and Service Tax Act, 2017	K3
CO3	Acquire the knowledge on Reverse charge mechanism, Registration under GST	K3
CO4	Understanding the basic concept of Customs Law	K2
CO5	Acquire the knowledge on Warehousing, Duty Drawback.	K3

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	S	S	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S-Strong M-Medium L-Low

17UCR63B	CORE -XIV: TAXATION -II(INDIRECT TAXES)	SEMESTER - VI
----------	--	---------------

Total Credits: 4
Hours Per Week: 5

CONTENTS

UNIT- I

Indirect Tax Laws: An Introduction – Overview of GST: Introduction – Challenges of previous tax structure – History of GST – GST Council – Framework of GST

UNIT- II

Introduction to CGST Act, 2017: Important definitions – Levy of GST – Characteristic of Supply – Composite and Mixed Supply – Composition Levy Scheme – Time of supply – Value of supply – Input Tax Credit.

UNIT III

Tax invoice, Credit Note and Debit note – Reverse Charge Mechanism – Registration – Return – Payment – Introduction to IGST Act, 2017 – Rates of GST.

UNIT IV

Customs Act, 1962- Definitions, - Types of duty – Prohibition on importation and exportation of goods – Dutiable goods U/S 26 – Valuation

UNIT V

Power of grant exemption from duty U/S 25, Restrictions on custody and removed in imported goods U/S45 – Duty draw back – Warehousing – Powers of customs officer

REFERENCE MATERIAL:

- a. ICSI – Advance Tax Law and Practice –Professional programme supplement and Executive Programme Tax Law and practice supplement
- b. ICSI Educational Series available at <https://www.icsi.edu/GSTEducationalSeries.aspx>
- c. ICSI-GST Newsletters are also available at the link http://www.icsi.edu/GST_Newsletter.asp

17UCR63C	CORE- XV: VISUAL BASIC THEORY	SEMESTER – VI
-----------------	--	----------------------

Total Credits: 4
Hours Per Week: 4

PREAMBLE:

The Subject aims to build the Concepts regarding:

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

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Understanding the basic concepts of Visual Basic.	K2
CO2	Acquire the knowledge of Visual Basic Fundamentals.	K3
CO3	Identify the fundamental concept of Controlling Programs in VB.	K3
CO4	Develop the knowledge Managing controls in VB.	K3
CO5	Analyse the concept of Built in VB functions.	K4

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	M	S	S	M	S
CO2	M	S	S	M	S
CO3	M	S	S	M	S
CO4	M	S	S	M	S
CO5	M	S	S	M	S

S-Strong M-Medium L-Low

17UCR63C	CORE- XV: VISUAL BASIC THEORY	SEMESTER - VI
-----------------	--	----------------------

Total Credits: 4
Hours Per Week: 4

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 of 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.

17UCR63P	CORE LAB- VI: VISUAL BASIC	SEMESTER - VI
----------	----------------------------	---------------

Total Credits: 2
Hours Per Week: 4

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
4. investment using the formula $\text{interest earned} = (\text{amount} * \text{years} * \text{interest}) / 100$.
5. A VB Program to get the total value of a sales person and to calculate his sales bonus.
6. A VB program to build an arithmetical calculator.
7. A VB Program to get the pay details of an employee and to calculate the net pay and taxable amount.
8. 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.
9. A VB program to find the straight -line depreciation for an asset using financial functions.
10. A VB program to calculate the number of days the user alive by asking the user to enter the date of birth.

11. 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.
1. A VB program to reverse the text using string functions.
 2. A VB program to store and retrieve the records from the database by using Data control.

17UCR6SA	SKILL BASED SUBJECT-IV: ONLINE TRADING	SEMESTER – VI
-----------------	---	----------------------

Total Credits: 3
Hours Per Week: 3

PREAMBLE

The Subject aims to build the Concepts regarding:

1. To enable the students to acquire knowledge regarding Online Trading.
2. To equip the students with the practical knowledge on Online Trading.

COURSE OUTCOMES

In the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Understanding the Concept, Types and advantages of Online Trading.	K2
CO2	Analyze the FOREX online trading.	K4
CO3	Acquire the comprehensive knowledge on Online Trading Software and tips for successful online trading.	K3
CO4	Outline the Procedure for Opening a Demat Account	K2
CO5	Build Practical knowledge on online Trading.	K3

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	M	S
CO2	S	S	S	M	S
CO3	S	S	S	M	S
CO4	S	S	S	M	S
CO5	S	S	S	S	S

S=Strong M=Medium L=Low

17UCR6SA	SKILL BASED SUBJECT-IV: ONLINE TRADING	SEMESTER – VI
----------	---	----------------------

Total Credits: 3
Hours Per Week: 3

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 House, Dec.2007 Mumbai

WEBSITE REFERENCES:

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

17UCR5EA	ELECTIVE-I: ECONOMIC AND OTHER LEGISLATIONS	SEMESTER – VI
-----------------	--	----------------------

Total Credits: 4
Hours Per Week: 4

PREAMBLE

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 enlighten the students on the Depositories and SEBI Act.

COURSE OUTCOMES:

In the successful completion the course, students will be able to

CO number	CO statement	Knowledge level
CO1	Acquire the knowledge on competition act and powers of Competition Commission	K3
CO2	Explain the Pollution Control Law.	K2
CO3	Understanding the concept Foreign Exchange Management.	K2
CO4	Examine the provisions of Intellectual Property Laws	K4
CO5	Acquire the expertise knowledge in consumer protection act and Right to Information Act	K3

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	M
CO2	S	S	S	S	M
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S-Strong M-Medium L-Low

17UCR5EA	ELECTIVE-I: ECONOMIC AND OTHER LEGISLATIONS	SEMESTER - VI
-----------------	--	----------------------

Total Credits: 4
Hours Per Week: 4

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 Framework 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.

17UCR5EB	ELECTIVE- I: INTERNET AND E-COMMERCE	SEMESTER - V
-----------------	---	---------------------

Total Credits: 4
Hours Per Week: 4

PREAMBLE:

The Subject aims to build the Concepts regarding:

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

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Understanding the basic concepts of Internet.	K2
CO2	Acquire the knowledge of Internet addressing.	K3
CO3	Identify the fundamental concept of E-Commerce.	K3
CO4	Develop the knowledge EDI.	K3
CO5	Analyse the concept of System analysis and design.	K4

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	M	S	S	M	S
CO2	M	S	S	M	S
CO3	M	S	S	M	S
CO4	M	S	S	M	S
CO5	M	S	S	M	S

S-Strong M-Medium L-Low

17UCR5EB	ELECTIVE- I: INTERNET AND E-COMMERCE	SEMESTER - V
-----------------	---	---------------------

Total Credits: 4
Hours Per Week: 4

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.

17UCR5EC	ELECTIVE-I: BRAND MANAGEMENT	SEMESTER - V
-----------------	---	---------------------

Total Credits:4
Hours Per Week: 4

PREAMBLE:

The subject aims to build the concepts regarding:

1. To help the students to acquire knowledge regarding Branding and its strategies.

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge level
CO1	Understanding of Brands and its Function	K2
CO2	Acquire the knowledge on Branding in Global Markets	K3
CO3	Construct the knowledge regarding Brand Promotion	K3
CO4	Understanding the Brand adoption practices	K2
CO5	Analyze and measuring the Brand Performance	K4

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	L	M	M
CO2	S	S	S	M	M
CO3	M	M	M	M	S
CO4	S	S	M	M	S
CO5	M	M	M	M	S

S-Strong M-Medium L-Low

17UCR5EC	ELECTIVE-I: BRAND MANAGEMENT	SEMESTER - V
----------	---	---------------------

Total Credits:4
Hours Per Week: 4

CONTENTS

UNIT-I

INTRODUCTION

Basics Understanding of Brands – Definitions – Branding Concepts – Functions of Brand – Significance of Brands – Different Types of Brands – Cobranding–Storebrands.

UNIT-II

BRAND STRATEGIES

Strategic Brand Management process – Building a strong brand – Brand positioning – Establishing Brand values – Brand vision – Brand Elements – Branding for Global Markets – Competing with foreign brands.

UNIT-III

BRAND COMMUNICATIONS

Brand image Building – Brand Loyalty programmes – Brand Promotion Methods – Role of Brand ambassadors, celebrities – On line Brand Promotions.

UNIT IV

BRAND EXTENSION

Brand Adoption Practices – Different type of brand extension – Factors influencing Decision for extension – Re-branding and re-launching.

UNIT V

BRAND PERFORMANCE

Measuring Brand Performance – Brand Equity Management – Global Branding strategies – Brand Audit – Brand Equity Measurement – Brand Leverage – Role of Brand Managers – Branding challenges & opportunities.

TEXT BOOKS

1. Kevin Lane Keller-Strategic Brand Management: Building, Measuring and Managing
2. *Moorthi* YLR-Brand Management

REFERENCE BOOK

1. *Ramesh Kumar*, Managing Indian Brands, Vikas Publication, India, 2002

17UCR6EA	ELECTIVE II INDUSTRIAL PSYCHOLOGY	SEMESTER – VI
-----------------	--	----------------------

Total Credits: 4
Hours Per Week: 4

PREAMBLE

The subject aims to build the concepts regarding:

1. To understand the social forces that has shaped the development of Industrial Psychology

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO number	CO statement	Knowledge level
CO1	Acquire the knowledge on the basic concepts of Industrial Psychology	K3
CO2	Construct Work Teams & Groups and Motivation at work	K3
CO3	Develop Decision Making knowledge by Individuals & Groups	K3
CO4	Build the Leadership Qualities	K3
CO5	Demonstrate the Organizational Culture and its Functions	K2

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	M	S	S	M	S
CO2	M	S	S	M	S
CO3	S	M	S	M	S
CO4	S	S	S	M	S
CO5	S	M	S	M	S

S-Strong M-Medium L-Low

17UCR6EA	ELECTIVE II INDUSTRIAL PSYCHOLOGY	SEMESTER – VI
----------	--	----------------------

Total Credits: 4
Hours Per Week: 4

CONTENTS

UNIT I

Introduction: Nature and Meaning of Industrial Psychology - Role of Industrial Psychology - Organizational Attitude.

UNIT II

Motivation at work: Motivation & work behavior (Theory X and Y, McClelland's, Need Theory, Herzberg's Two Factor Theory) - Cultural Differences in Motivation.

Work Teams & Groups: Groups & work teams - Group Behavior - Group formation & development

UNIT III

Decision Making by Individuals & Groups: Decision making process - Individual influences - Group decision process.

Organizational Design & Structure: Key organizational design process - Structural differentiations - Forces reshaping organizations

UNIT IV

Leadership: Leadership vs. Management, Leadership Theories - Emerging issues in Leadership

UNIT V

Organizational Culture: Functions of organizational culture - Organizational Socialization - Assessing Cultural Values and Fit - Cross Cultural issues

BOOKS RECOMMENDED:

1. *Nelson, Quick and Khandelwal, ORGB: An innovative approach to learning and teaching Organizational Behaviour.* A South Asian Perspective, Cengage Learning, 2012
2. *Luthans, Fred, Organizational Behavior,* McGraw

17UCR6EB	ELECTIVE- II: MANAGEMENT INFORMATION SYSTEM	SEMESTER - VI
-----------------	--	----------------------

Total Credits: 4
Hours per week: 4

PREAMBLE:

The Subject aims to build the concepts regarding:

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

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO number	CO statement	Knowledge level
CO1	Explain basic concepts of Information System	K2
CO2	Construct the Information System for Operations and Decision Making	K3
CO3	Analyse the Decision Support System(DSS) and Artificial Intelligence (AI)	K4
CO4	Acquire the comprehensive knowledge on Managing Information Technology	K3
CO5	Experiment with Security and Ethical Challenges	K3

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	M	M	M	S
CO2	S	M	S	M	S
CO3	S	M	S	M	S
CO4	S	M	M	M	S
CO5	S	M	S	M	S

S-Strong M-Medium L-Low

17UCR6EB	ELECTIVE- II: MANAGEMENT INFORMATION SYSTEM	SEMESTER - VI
-----------------	--	----------------------

Total Credits: 4
Hours per week: 4

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, 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.

17UCR6EC	ELECTIVE- II: CORPORATE GOVERNANCE	SEMESTER - VI
-----------------	---	----------------------

Total Credits: 4
HOURS PER WEEK: 4

PREAMBLE:

The subject aims to build the concepts regarding:

1. To enable the students to understand the basic concepts of corporate governance
2. To acquire knowledge of ethics and emerging trends in corporate governance.

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge level
CO1	Understanding the Basic concept of Corporate governance and Corporate social responsibility.	K2
CO2	Acquire the knowledge about Corporate Governance system worldwide.	K3
CO3	Explain the role of Auditors and the constitution of Audit committee.	K2
CO4	Analyse the investors interest in Corporate Governance Environmental reporting.	K4
CO5	Analyze the recent trends in E-governance.	K4

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	M	M
CO2	S	S	S	M	M
CO3	S	S	M	S	M
CO4	S	S	S	M	M
CO5	M	S	M	M	S

S-Strong M-Medium L-Low

17UCR6EC	ELECTIVE- II: CORPORATE GOVERNANCE	SEMESTER - VI
-----------------	---	----------------------

Total Credits: 4
Hours Per Week: 4

CONTENTS

UNIT- I

Corporate governance – overview – Macro issues – Micro issues Board of governance – Corporate social responsibility - Business ethics – Corporate social reporting – Desirable corporate governance in India - CII report 1998 - Committees on Corporate governance and Role of SEBI.

UNIT- II

Corporate governance and Disclosure in Board's Report- Corporate governance System worldwide – The Board, CEO and the Chairman – Independent directors – Legal position and liabilities of directors.

UNIT- III

Company audit – Auditor's independence - Auditor's Rotation – Audit committees – Audit committees and corporate governance – Management audit – Tool for value addition – (Economic value addition).

UNIT IV

Corporate disclosures – Disclosures norms and investors interest - Corporate governance report - Environmental reporting - Corporate governance rating - Models of rating – Committees of board.

UNIT- V

E – Governance – Trends in e-governance – Ethical imperatives in corporate governance – Case Study Analysis (Board Report, Annual Report).

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.

17UCR6EP	Elective-III: FINANCIAL MANAGEMENT	SEMESTER -VI
-----------------	---	---------------------

Total Credits: 4
Hours Per Week:4

PREAMBLE:

The subject aims to build the concepts regarding:

1. To enable the students to acquire knowledge and understanding the concepts of Financial Management.

COURSE OUTCOMES:

In the successful completion of the course students will be able to

CO Number	CO Statement	Knowledge level
CO1	Understanding the fundamentals of the finance	K2
CO2	Analyze the Financial planning and Capital Structure decisions	K4
CO3	Analyze the various types of Cost of Capital	K4
CO4	Analyze the various methods of capital budgeting	K4
CO5	Analyze the Working capital management of the business entities	K4

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	S	S	M	S	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S

S-Strong M-Medium L-Low

17UCR6EP	ELECTIVE-III: FINANCIAL MANAGEMENT	SEMESTER -VI
-----------------	---	---------------------

Total Credits: 4
Hours Per Week:4

CONTENTS

UNIT I

BUSINESS FINANCE

Finance – types – business finance – finance functions – importance – scope – financial management - objectives – financial decisions – role of the finance manager – relationship of finance with other corporate functions – sources of finance.

UNIT II

CAPITAL STRUCTURE

Financial planning – capitalization – Capital structure decision – factors determining capital structure – Leverages – operating – financial – composite leverage.

UNIT III

COST OF CAPITAL:

Significance – cost of debt – cost of preference shares – cost of equity – cost of retained earnings – weighted average cost of capital.

UNIT IV

CAPITAL BUDGETING

Importance – techniques of capital budgeting – Payback period – Average rate of return – Net present value – Profitability index and internal rate of return.

UNIT V

WORKING CAPITAL MANAGEMENT: Constituents of current assets and liabilities – Operating cycle – classification of working capital – factors determining working capital – management of working capital – estimation of working capital requirement.

TEXT BOOK:

1. *Maheshwari, S.N. Financial Management*, Sultan & Sons Publications, New Delhi, 2006.

REFERENCE BOOKS:

1. *Chandra Prasanna, Financial Management*, Tata McGraw Hill Publishing, New Delhi, 2005.
2. *Khan & Jain, Financial Management*, Tata McGraw Hill Publishing, New Delhi, 2004. \
3. *Pandey I M, Financial Management*, Vikas publishing House, New Delhi, 2004.

17UCR6EQ	ELECTIVE-III: SOFTWARE ENGINEERING	SEMESTER - VI
-----------------	---	----------------------

Total Credits: 4
Hours Per Week: 4

PREAMBLE:

The subject aims to build the concepts regarding:

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

COURSE OUTCOMES:

In the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand the basic concepts of Software Engineering.	K1
CO2	Acquire the knowledge of Software cost estimation.	K2
CO3	Identify the fundamental design concept of software.	K3
CO4	Develop the knowledge Implementation and System testing	K3
CO5	Analyse the concept of Software Maintenance.	K4

MAPPING WITH PROGRAMME OUTCOMES

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	M	S	S	M	S
CO2	M	S	S	M	S
CO3	M	S	S	M	S
CO4	M	S	S	M	S
CO5	M	S	S	M	S

S-Strong M-Medium L-Low

17UCR6EQ	ELECTIVE-III: SOFTWARE ENGINEERING	SEMESTER - VI
-----------------	---	----------------------

Total Credits: 4
Hours Per Week: 4

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.

17UCR6ER	ELECTIVE-III:HUMAN RESOURCE MANAGEMENT	SEMESTER - VI
-----------------	---	----------------------

Total Credits: 4
Hours Per Week: 4

PREAMBLE

The Subject aims to build the Concepts regarding:

1. The Subject aims to build the Concepts regarding:
2. To make the students understand the concept and the scope in Human Resource Management.

COURSE OUTCOMES:

In the successful completion the course, students will be able to

CO Number	CO Statement	Knowledge level
CO1	Understanding the function of Human Resource Management and role of the Human Resource Manager	K2
CO2	Acquire the knowledge about Human Resources in India	K2
CO3	Develop the expertise knowledge in Human Resource planning and Forecasting	K3
CO4	Analyzing the recruitment policy and selection	K4
CO5	Acquire the knowledge in training and management development	K3

MAPPING WITH PROGRAMME OUTCOME

COS/POS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	M	S	M
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	M

S-Strong M-Medium L-Low

17UCR6ER	ELECTIVE-III:HUMAN RESOURCE MANAGEMENT	SEMESTER - VI
----------	---	----------------------

Total Credits: 4
Hours Per Week: 4

CONTENTS

UNIT I

Introduction to Human Resource Management: Introduction, Concept of Human Resource Management, Scope of Human Resource Management, History of Human Resource Management, Function of Human Resource Management, Role of HR Executives

UNIT II

HRM in India: Introduction, Changing Role of Human Resource in India, Globalization, Its Impact on HR

UNIT III

Human Resource Planning: Process of Human Resource Planning, Need for Human Resource Planning, HR Forecasting Techniques, Successful Human Resource Planning

UNIT IV

Recruitment and Selection: Concept of Recruitment, Factors Affecting Recruitment, Sources of Recruitment, Recruitment Policy, Selection, Selection Process, Application Forms, Selection Test, Interviews, Evaluation, Placement, Induction

UNIT V

Training and Management Development: Meaning of Training, Area of Training, Methods of Training, Concept of Management Development,

Management Development Methods, Differences Between Training and Development, Evaluation of Training and Management Development.

TEXT BOOKS:

1. *Gupta, C.B.* 2005. **Human Resource Management.** Sultan Chand & Sons, New Delhi.
2. *Aswathappa,* 2010. **Human Resource Management.** Tata McGraw Hill Publishing Company Limited, New Delhi.

REFERENCE BOOKS:

1. *Davis and Werther.* 2000. **Human Resource Management.** Tata McGraw Hill Publishing Company Limited, New Delhi.
2. *Tripathi,* 2000. **Personnel Management.** Sultan Chand & Sons, New Delhi.

17UED34S	NON- MAJOR ELECTIVE COURSE – I: LEGAL ASPECTS OF BUSINESS	SEMESTER – III
-----------------	--	-----------------------

Total Credits: 2
Hours Per Week: 2

PREAMBLE

The Subject aims to build the Concepts regarding:

1. To acquire expert knowledge and understanding of various legal aspects of business.
2. To make the students to understand the importance of various legislations for business.

COURSE OUTCOMES:

In the successful completion the course, students will be able to

CO Number	CO Statement	Knowledge level
CO1	Acquire comprehensive knowledge on Indian Contract Act-1872.	K3
CO2	Understanding the basic concept of Sale of Goods Act, 1930	K2
CO3	Acquire a comprehensive knowledge on Negotiable Instruments Act, 1881.	K3
CO4	Summarize the various provisions of Companies Act, 2013	K2
CO5	Acquire knowledge on Consumer Protection Act, 1986	K3

17UED34S	NON- MAJOR ELECTIVE COURSE – I: LEGAL ASPECTS OF BUSINESS	SEMESTER – III
----------	--	-----------------------

Total Credits: 2
Hours Per Week: 2

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 -IV

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

17UED44S	NON-MAJOR ELECTIVE COURSE-II: TAXATION	SEMESTER – IV
-----------------	---	----------------------

Total Credits: 2
Hours Per Week: 2

PREAMBLE:

The Subject aims to build the Concepts regarding:

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

COS/POS	CO statement	Knowledge level
CO1	Understanding the basic concepts of Income tax Act, 1961	K2
CO2	Acquire the knowledge on computation of income from salary of an individual.	K3
CO3	Understanding the basic concept of tax liability of an Individual	K2
CO4	Understanding the powers of Income tax Authorities and filing of returns.	K2
CO5	Analyse the basic concept of Indirect taxation	K4

17UED44S	NON-MAJOR ELECTIVE COURSE-II: TAXATION	SEMESTER – IV
----------	---	---------------

Total Credits: 2
Hours Per Week: 2

CONTENTS

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. *Dhanabhakyaam.M, Indirect Taxation*, Serial Publications

17UCRSS1	SELF STUDY PAPER-I: CYBER LAW	SEMESTER- III
----------	--	----------------------

Total Credit: 1

OBJECTIVE:

The subject aims to build the Concepts regarding:

1. To help the Students acquire the Knowledge regarding issues in cyber crime and information technology

CONTENTS

UNIT-I

Cyber Crimes: Meaning Nature & Classification, kinds of Cyber Crimes.

UNIT-II

Jurisdictional Issues: Definition: Jurisdiction to prescribe/Legislative Jurisdiction; Jurisdiction to adjudicate to enforce; Cyber Jurisdiction in Civil, Criminal & International Cases.

UNIT-III

Information Technology Act, 2000: Aims and Objects – Overview of the Act – Jurisdiction -Electronic Governance – Legal Recognition of Electronic Records and Electronic Evidence -Digital Signature Certificates - Securing Electronic records and secure digital signatures.

UNIT-IV

Cyber Slacker: Ethics and Etiquette in Cyber World Potential Liability of Intermediaries, Service Providers and Network Users, Cyber Stalking.

UNIT-V

Intellectual Property: Piracy, Insider Threat, Corporate Espionage, Monitoring – Eavesdropping, Traffic Analysis, Surveillance. Defensive Information Warfare Telecommunication Security; Computer Network Security, Computer Break-Ins, Cryptographic Techniques, Stenography.

REFERENCE BOOKS:

1. Vakul Sharma, Hand book of Cyber Laws, Macmillan India Ltd, New Delhi
2. S.V.Joga Rao, Computer Contract & IT Laws (in 2 Volumes), 2005 Prolific Law Publications, New Delhi
3. T.Ramappa, Legal Issues in Electronic Commerce, Macmillan India Ltd, New Delh
4. Farouq Ahmed, Cyber Law in India
5. S.V.Joga Rao, Law of Cyber Crimes and Information Technology Law, 200 Wadhwa & Co, Nagpur
6. D.P. Mittal , Law of Information Technology (Cyber Law) with Information Technology (Certifying Authorities) Rules, 2000, Taxmann Pubilcations Pvt. Ltd.
7. Information technology and systems audit, Institute of Company Secretaries of India
8. Harish Chander, cyber laws and IT protection, PHI Learning Pvt Ltd 2011.

17UCRSS2	SELF STUDY PAPER-II: SOFT SKILLS (Practical)	SEMESTER- III
----------	---	---------------

Total Credit: 1

OBJECTIVES:

The subject aims to build the Concepts regarding:

1. To help the Students acquire the Knowledge regarding in soft skills

CONTENTS

UNIT-I

Self Development and Assessment: Self-Assessment, Self-Awareness, Perceptions and Attitudes, Values and Belief Systems, Personal Goal Setting, Career Planning, Self-Esteem, Building of Self Confidence – Self Introduction.

UNIT-II

Verbal and Nonverbal Spoken Communications: Includes planning, preparation, delivery and feedback and assessment of activities like: Public speaking, Group Discussions, Oral Presentation skills, Perfect interview, Listening and observation skills, Body Language, Use of presentation graphics, Use of presentation aids, study Communication Barriers

UNIT-III

Written Communications: Technical Writing – Resume Writing, Technical reports, Project Proposals, Brochures, Newsletters, Technical Articles, Technical Manuals, Official / Business Correspondence: Business Letters, Memos, Progress Reports, Minutes of Meeting, Event Reporting, Use of Style, Grammar and Vocabulary for effective Technical writing, Use of Tools, Guidelines for technical Writing, Publishing

UNIT-IV

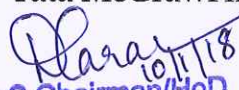
Ethics and Etiquettes: Business Ethics, Etiquettes in social as well as office settings, E-mail etiquettes, Telephone Etiquettes, Engineering ethics, and ethics as an IT Professional, Civic Sense


UNIT-V

Leadership and Interpersonal Communications: Leaders – their skills, roles, and responsibilities, Vision, Empowering, delegation, motivating others, organizational skills, Problem Solving and conflict management, team building, interpersonal skills. Organizing and conducting meetings, decision making, giving support Other Skills – Managing Time, Meditation, Understanding roles of Engineer's and their responsibilities, Exposure to work environment and culture in today's job places, improving personal memory, Study skills that include Rapid Reading, Notes Taking, Complex problem solving and creativity.

REFERENCE BOOKS:

1. Shiv Khera, "You Can Win" – Macmillan Books – 2003 Revised Edition.
2. Stephen Covey, "7 Habits of Highly Effective People"
3. John Collin, "Perfect Presentation", Video Arts MARSHAL.
4. Jenny Rogers, "Effective Interviews", Video Arts MARSHAL.
5. Raman, Sharma, "Technical Communications", OXFORD. Sharon Gerson, Steven Gerson, "Technical Writing Process and Product", Pearson Education Asia, LPE Third Edition.
6. R Sharma, K. Mohan, "Business Correspondence and Report Writing", Tata McGrawHill.


BoS Chairman/HoD
Department of Corporate Secretaryship
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048


Dr. P. R. MUTHUSWAMY
PRINCIPAL
Dr. NGP Arts and Science College
Dr. NGP - Kalapatti Road
Coimbatore - 641 048
Tamilnadu, India