

# **BACHELOR OF COMMERCE WITH CORPORATE SECRETARYSHIP AND COMPUTER APPLICATIONS**

## **SYLLABUS 2018-19 (Outcome Based Education)**



### **Dr. N.G.P. ARTS AND SCIENCE COLLEGE**

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)

Dr. N.G.P.- Kalapatti Road, Coimbatore-641048, Tamil Nadu, India

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## **BACHELOR OF COMMERCE WITH CORPORATE SECRETARYSHIP AND 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 Commerce with Corporate Secretaryship and 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	Duration (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
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
Part – II							
17UEG22E	English - II	5	3	25	75	100	3
Part – III							

17UCR23A	<b>Core- III:</b> Financial Accounting – II	6	3	25	75	100	4
17UCR23B	<b>Core- IV:</b> Secretarial Communication	5	3	20	55	75	4
17UCR23P	<b>Core Lab- II:</b> Ms-Access and Advanced Excel	4	3	20	30	50	2
17UCR2AA	<b>Allied- II:</b> Fundamentals of Auditing	3	2	-	50	50	2
17UCR23Q	<b>Corporate Practicals- II</b>	Grade A to D					
Part – IV							
17UFC2FA	<b>Value Education:</b> Human Rights	2*	3	-	50	50	2
30						525	20
Third Semester							
Part – III							
17UCR33A	<b>Core V:</b> Corporate Accounting - I	6	3	25	75	100	4
18UCR33B	<b>Core VI:</b> Company Law and Secretarial Practice –I	4	3	25	75	100	4
17UCR3AA	<b>Allied- III:</b> DataBase Management System	4	3	20	55	75	2
18UCR33P	<b>Core Lab III:</b> SQL and Tally	4	3	20	30	50	2
17UMA3AA	<b>Allied IV:</b> Mathematics for Business	5	3	25	75	100	4
18UCR3SA	<b>Skill Based Course-I:</b> Practical Banking	3	3	20	55	75	3

17UCR33Q	Corporate Practicals- III	Grade A to D					
Part - IV							
	Non- Major Elective Course - I	2	2	-	50	50	2
17UFC3FA 17UFC3FB 17UFC3FC 17UFC3FD/ 17UFC3FE	Basic Tamil/ Advanced Tamil (OR) Yoga For Human Excellence/ Women’s Rights/ Constitution of India	2*	2	-	50	50	2
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 Course-II: Financial Markets	3	3	20	55	75	3
17UCR43Q	Corporate Practicals- IV	Grade A to D					
Part - IV							
	Non- Major	2	2	-	50	50	2

	<b>Elective Course - II</b>						
17UFC4FA/ 17UFC4FB/ 17UFC4FC	Basic Tamil / Advanced Tamil (OR) General Awareness	2*	2	-	50	50	2
<b>30</b>						<b>600</b>	<b>24</b>
<b>Fifth Semester</b>							
<b>Part - III</b>							
17UCR53A	<b>Core- IX:</b> Cost Accounting	5	3	25	75	100	4
17UCR53B	<b>Core -X :</b> Business Law	4	3	25	75	100	4
17UCR53C	<b>Core -XI:</b> Industrial Law	4	3	25	75	100	4
17UCR53D	<b>Core -XII:</b> Taxation - I	6	3	25	75	100	5
	<b>Elective -I:</b>	4	3	20	55	75	4
17UCR53P	<b>Core Lab-V:</b> Web Technology	4	3	20	30	50	2
17UCR53T	Industrial Training	Grade A to D					
17UCR5SA	<b>Skill Based Course-III:</b> Mutual Fund	3	3	20	55	75	3
<b>30</b>						<b>600</b>	<b>26</b>
<b>Sixth Semester</b>							
<b>Part - III</b>							
17UCR63A	<b>Core -XIII:</b> Management Accounting	6	3	25	75	100	4
17UCR63B	<b>Core -XIV:</b> Taxation -II (GST and Customs)	5	3	25	75	100	4

17UCR63C	<b>Core- XV:</b> Visual Basic Theory	4	3	20	55	75	4
17UCR63P	<b>Core Lab- VI:</b> Visual Basic	4	3	20	30	50	2
	<b>Elective- II :</b>	4	3	20	55	75	4
	<b>Elective- III :</b>	4	3	20	55	75	4
17UCR6SA	<b>Skill Based Course-IV:</b> Online Trading	3	3	20	55	75	3
<b>Part-V</b>							
17UEX65A	<b>Extension Activity</b>	-	-	-	-	50	2
<b>30</b>						<b>600</b>	<b>27</b>
<b>Grand Total</b>						<b>3500</b>	<b>140</b>

\* Instructional hour – Skill Enhancement-I and II

**ELECTIVE - I**

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

<b>S.No</b>	<b>Course Code</b>	<b>Name of the Course</b>
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)

<b>S.No</b>	<b>Course Code</b>	<b>Name of the Course</b>
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)

<b>S.No</b>	<b>Course Code</b>	<b>Name of the Course</b>
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 III and IV semester

S.No	Course Code	Name of the Course
1	17UNM34S	Legal Aspects of Business
2	17UNM44S	Taxation

**Total Credit Distribution**

Course	Credits	Total		Credits	Cumulative Total
Part I: Tamil -	3	2 x 100 =	200	06	12
Part II:	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	2 x 75 =	150	8	
Core Practical	2	6 x 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:					
Value Education	2	2 x 50 =	100	04	12
Environmental studies	2	1 x 50	50	02	
General Awareness	2	1 x 50	50	02	
NMEC	2	2 x 50 =	100	04	
Part V:					
Extension Activity	2	1 x 50 =	50	02	02
Total			3500	140	140

## FOR PROGRAMME COMPLETION

### Students have to complete the following:

1. Part I, II, III, IV and V as mentioned in the scheme.
2. Industrial Training: Course Code 17UCR53T
  - Student must undergo Industrial Training for 15 to 30 days during Summer Vacation in IV Semester. Internal and External Examiner will evaluate the report in V Semester. Based on the Performance Grade will be awarded as follows:
    - A- 75 Marks and above
    - B- 60-74 Marks
    - C- 40-59 Marks
    - D - Below 40 Marks - Re Appear
3. Students must complete Corporate Practicals during the Semester. Evaluation of report done by Internal and External Examiners. 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 - (Re Appear)

Earning Extra credits is **NOT MANDATORY** for programme completion

**Extra credits:**

<b>Courses</b>	<b>Credit</b>	<b>Total credits</b>
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/CA/ ACS/CMA Foundation	1	1
Representation – Academic/Sports /Social Activities/ Extra Curricular / Co-Curricular activities at University/ District/ State/ National/ International	1	1
<b>Total</b>		5

**Rules:**

The students can earn extra credits only if they complete the above during the programme period (I to V semester) and based on the following criteria. Proof of Completion must be submitted in the office of the Controller of Examinations before the commencement of the VI Semester. (Earning Extra credits are 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 V semester (I semester to V semester).

**Self Study Courses offered by the Department of  
Commerce with Corporate Secretaryship and Computer Applications**

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

2. 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**)
3. Student can opt for Type writing /short hand course to earn one extra credit. He/she has to enroll and complete the course during their programme period to obtain certificate through **Tamil Nadu Board of Technical Education**
4. Student can opt for Diploma/Certificate/CA/ACS/CMA foundation to earn one extra credit. 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 CA/ ACS/CMA have to enroll and complete the foundation level during the programme period.
5. Award Winners in Academic/ Representation in Sports /Social Activities/ Extra Curricular/ Co-Curricular Activities at University/ District/ State/ National/ International level can earn one extra credit.

**PROGRAMME OUTCOMES:**

<b>PO Number</b>	<b>PO Statements</b>
<b>PO1</b>	To provide ample exposure to the subjects in the field of Corporate Laws, Business, Accountancy and Management.
<b>PO2</b>	The course equips the students the necessary skills and knowledge to act as middle level executives in secretarial practice, accounts, personnel executives.
<b>PO3</b>	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.
<b>PO4</b>	To expertise for the entrance requirements of professional courses like ACS, CMA,CA
<b>PO5</b>	To acquire knowledge for entry level employability and to nurture the student in intellectual, interpersonal and societal skills.

17UTL11T	Part – I தமிழ் - தாள் -1	SEMESTER – I
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**குறிக்கோள்:**

- மொழிப்பாடங்களின் வாயிலாக தமிழரின் பண்பாடு , பகுத்தறிவு, கலை மற்றும் மரபு ஆகியவற்றை அறிந்து மாணவர்களின் படைப்பாக்கத்திறன்களை ஊக்குவித்தல்

**பயனடைவுக்கல்வியின் விளைவாக ஏற்படும் பயன்பாடுகள்:**

பாடத்திட்டப் பகுப்பு முறை	பாடத்திட்டத்தின் குறிக்கோள்	அறிவுத்திறன் வெளிப்படும் அளவு முறை
CO <sub>1</sub>	வாழ்க்கைத் திறன்கள் (Life Skills) - மாணவனின் செயலாக்கத்திறனைத் தாய்மொழி வாயிலாக ஊக்குவித்தல்	K <sub>1</sub> , K <sub>2</sub> , K <sub>3</sub>
CO <sub>2</sub>	மதிப்புக்கல்வி (Attitude and Value educations)	K <sub>2</sub> , K <sub>4</sub>
CO <sub>3</sub>	பாட இணைச்செயல்பாடுகள் (Co-curricular activities)	K <sub>2</sub> , K <sub>3</sub> , K <sub>4</sub>
CO <sub>4</sub>	சூழலியல் ஆக்கம் (Ecology)	K <sub>4</sub>
CO <sub>5</sub>	மொழி அறிவு (Tamil knowledge)	K <sub>5</sub> , K <sub>6</sub>

**K<sub>1</sub>-Remembering, K<sub>2</sub>-Understanding, K<sub>3</sub>-Applying, K<sub>4</sub>-Analysing, K<sub>5</sub>-Evaluating, K<sub>6</sub>-Creating**  
**Mapping with Programme outcomes**

COs /POs	PO1	PO2	PO3	PO4	PO5
CO1	S	M	M	M	M
CO2	S	M	M	M	M
CO3	S	M	M	M	M
CO4	S	M	M	M	M
CO5	S	M	M	M	M

S – Strong, M – Medium, L – Low

17UTL11T	Part – I தமிழ் - தாள் -1	SEMESTER - I
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Total Credits: 3

Hours per week: 5

கவிதை – சிறுகதை – இலக்கிய வரலாறு – இலக்கணம்

அலகு -1 கவிதைகள்- நாட்டுப்பற்று

1. பாரததேசம் – பாரதியார்
2. புத்தகசாலை, புதிய உலகு செய்வோம்- பாரதிதாசன்
3. ஒற்றுமையே உயிர்நிலை – கவிமணி
4. அவனும் அவளும் – நாமக்கல் கவிஞர்

அலகு – 2 சமூகமும், இயற்கையும்

1. ஒப்பில்லாத சமுதாயம்- அப்துல் ரகுமான்
2. காகிதப்பூக்கள் - நா.காமராசன்
3. கரிக்கிறது தாய்ப்பால்- ஆரூர் தமிழ்நாடன்
4. மரங்கள்- மு.மேத்தா
5. ஹைகூ கவிதைகள் (10 கவிதைகள்)

அலகு – 3 பெண்ணியம்

1. தற்காத்தல் – பொன்மணி வைரமுத்து
2. மாங்கல்ய மரமும் தொட்டில் மரமும் – ஆண்டாள் பிரியாதர்சினி
3. அம்மா – செல்வநாயகி
4. நீரில் அலையும் முகம்- அ.வெண்ணிலா

அலகு - 4 சிறுகதைகள்

1. பொன்னகரம் – புதுமைப்பித்தன்
2. விடியுமா? – கு.ப.ரா.
3. குருபீடம் – ஜெயகாந்தன்
4. காய்ச்சமரம் – கி.ராஜநாராயணன்
5. புதியபாலம் – நா. பார்த்தசாரதி
6. பூ .....- மேலாண்மை பொன்னுசாமி
7. வேட்கை- சூர்யகாந்தன்

அலகு- 5 இலக்கிய வரலாறு, இலக்கணம்

1. தமிழ்க் கவிதையின் தோற்றமும் வளர்ச்சியும் (மரபு, புதுக்கவிதைகள்)
2. தமிழ்ச் சிறுகதையின் தோற்றமும் வளர்ச்சியும்
3. வல்லினம் மிகும், மிகா இடங்கள்
4. ர, ற ; ல, ழ, ள ; ண, ந, ன, வேறுபாடு



**பார்வை நூல்கள்:**

- 1.செய்யுள் திரட்டு – தமிழ்த்துறை வெளியீடு
- 2.இலக்கிய வரலாறு - பேராசிரியர் முனைவர் பாக்யமேரி

<b>17UHL11H</b>	<b>Part -I HINDI-I</b>	<b>SEMESTER - I</b>
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**PREAMBLE:**

- To develop the writing ability and develop reading skill.
- To learn various concepts and techniques for criticizing literature, to learn the techniques for expansion of ideas and translation process.

**COURSE OUTCOMES:**

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

<b>CO Number</b>	<b>CO Statements</b>	<b>Knowledge Level</b>
<b>CO1</b>	Learn the fundamentals of novels and stories	<b>K1</b>
<b>CO2</b>	Understand the principles of translation work	<b>K2</b>
<b>CO3</b>	Apply the knowledge writing critical views on fiction	<b>K3</b>
<b>CO4</b>	Build creative ability	<b>K3</b>
<b>CO5</b>	Expose the power of creative reading	<b>K2</b>

**Mapping with Programme Outcomes**

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

S – Strong, M – Medium, L – Low

17UHL11H	Part-I HINDI-I	SEMESTER - I
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Total Credits: 3

Hours Per Week: 5

## CONTENTS

### UNIT - I

गद्य – नूतन गद्य संग्रह (जय प्रकाश)

पाठ 1- रजिया

पाठ 2- मक्रील

पाठ 3- बहता पानी निर्मला

पाठ 4- राष्ट्रपिता महात्मा गाँधी

प्रकाशक: सुमित्र प्रकाशन

204 लीला अपार्टमेंट्स, 15 हेस्टिंग्स रोड

अशोक नगर इलाहाबाद-211001

### UNIT - II

कहानी कुंज- डॉ वी.पी. 'अमिताभ' (पाठ 1-4)

प्रकाशक: गोविन्द प्रकाशन

सदर बाजार, मथुरा

उत्तर प्रदेश-281001

### UNIT - III

व्याकरण : शब्द विचार ( संज्ञा, सर्वनाम, कारक, विशेषण)

पुस्तक: व्याकरण प्रदिप - रामदेव

प्रकाशक: हिन्दी भवन 36

टेगोर नगर

इलाहाबाद-211024

#### UNIT - IV

अनुवाद अभ्यास-III (केवल अंग्रेजी से हिन्दी में)

(पाठ 1 to 10)

प्रकाशक: दक्षिण भारत प्रचार सभा चेन्नई -17

<b>17UML11M</b>	<b>Part-I MALAYALAM-I</b>	<b>SEMESTER-I</b>
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**PREAMBLE:**

- To develop the writing ability and develop reading skill.
- To learn various concepts and techniques for criticizing literature, to learn the techniques for expansion of ideas and translation process.

**COURSE OUTCOMES:**

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

<b>CO Number</b>	<b>CO Statements</b>	<b>Knowledge Level</b>
<b>CO1</b>	Learn the fundamentals of novels and stories	<b>K1</b>
<b>CO2</b>	Understand the principles of translation work	<b>K2</b>
<b>CO3</b>	Apply the knowledge writing critical views on fiction	<b>K3</b>
<b>CO4</b>	Build creative ability	<b>K3</b>
<b>CO5</b>	Expose the power of creative reading	<b>K2</b>

**Mapping with Programme Outcomes**

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

S - Strong, M - Medium, L - Low

17UML11M	Part -I MALAYALAM-I	SEMESTER-I
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Total Credits: 3  
Hours Per Week: 5

**CONTENTS**  
**Paper I Prose, Composition & Translation**

This paper will have the following five units:

1. UNIT I &II - Novel
2. UNIT III & IV - Short story
3. UNIT V - Composition & Translation

**TEXT BOOKS:**

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

**REFERENCE BOOKS:**

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

<b>17UFL11F</b>	<b>Part – I FRENCH- I</b>	<b>SEMESTER- I</b>
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**PREAMBLE:**

- To Acquire Competence in General Communication Skills – Oral + Written – Comprehension & Expression
- To Introduce the Culture, life style and the civilization aspects of the French people as well as of France
- To help the students to acquire Competency in translating simple French sentences into English and vice versa

**COURSE OUTCOMES:**

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

<b>CO Number</b>	<b>CO Statements</b>	<b>Knowledge Level</b>
<b>CO1</b>	Learn the Basic verbs, numbers and accents	<b>K1</b>
<b>CO2</b>	To learn the adjectives and the classroom environment in France	<b>K2</b>
<b>CO3</b>	Learn the Plural, Articles and the Hobbies	<b>K3</b>
<b>CO4</b>	To learn the Cultural Activity in France	<b>K3</b>
<b>CO5</b>	To learn the Sentiments, life style of the French people and the usage of the conditional tense	<b>K2</b>

**Mapping with Programme Outcomes**

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

S – Strong, M – Medium, L – Low

<b>17UFL11F</b>	<b>Part - I FRENCH- I</b>	<b>SEMESTER- I</b>
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**Total Credit: 3**  
**Hours per week: 5**

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



	<ul style="list-style-type: none"> <li>• RÉCEPTION ORALE: Comprendre une annonce</li> <li>• RÉCEPTION ÉCRITE: Comprendre un article (titres et illustrations)</li> <li>• PRODUCTION ÉCRITE: écrire des slogans</li> </ul>	<ul style="list-style-type: none"> <li>• A,de+le,la,les: Au,aux,du,des,à l', de l'</li> <li>• Être(présent)l'heure</li> <li>• Ll faut+nom Ll faut+infinitive</li> <li>• Phrases verbe+complément, Complément+verbe</li> </ul>
<b>UNITÉ 4 - Dimanche</b>		
<ul style="list-style-type: none"> <li>• Les activités Culturelles des Français</li> </ul>	<ul style="list-style-type: none"> <li>• INTERACTION: Acheter,demander des Informations</li> <li>• RECEPTION ORALE: Comprendre les Titres du journal à la radio</li> <li>• RÉCEPTION ÉCRITE: Comprendre les Informations</li> <li>• PRODUCTION ÉCRITE: Inventer des noms de journaux</li> </ul>	<ul style="list-style-type: none"> <li>• Faire, present</li> <li>• Avior, present</li> <li>• Ll y a</li> <li>• Le présent des verbes en-er: Regarder</li> <li>• Combien?</li> <li>• Quand?</li> <li>• Complément de nom: Tremblement de terre, les noms de pays....</li> <li>• Du,des,de la(reprise U2)</li> <li>• Les adjectifs possessifs: Mon,ta,son, Ma,ta,sa  Mes,tes,ses</li> </ul>
<b>UNITÉ 5 – Dommage!</b>		

<ul style="list-style-type: none"> <li>• Un baby-boom en 2000 et 2001</li> <li>• L'amour, toujours</li> </ul>	<ul style="list-style-type: none"> <li>• INTERACTION: exprimer la tristesse, la peur, conseiller, encourager</li> <li>• RÉCEPTION ORALE: Comprendre une émission De radio</li> <li>• RÉCEPTION ÉCRITE: Comprendre un sondage</li> <li>• PRODUCTION ÉCRITE: écrire des blogs</li> </ul>	<ul style="list-style-type: none"> <li>• Est-ce que</li> <li>• Le présent des verbes pouvoir, Vouloir</li> <li>• Le conditionnel des Verbs pouvoir, Vouloir</li> <li>• Ne...pas</li> </ul>
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**TEXT BOOK:**

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

<b>17UEG12E</b>	<b>Part-II English - I</b>	<b>SEMESTER - I</b>
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**PREAMBLE:**

This course will enable the graduates to communicate effectively in business context and acquire knowledge on literary genres and will be exposed to all the four Communicative Skills.

**COURSE OUTCOMES:**

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

<b>CO Number</b>	<b>CO Statement</b>	<b>Knowledge Level</b>
<b>CO1</b>	Develop the language fluency through reading	<b>K 5</b>
<b>CO2</b>	Illustrate the essence of fiction and non - fiction	<b>K 2</b>
<b>CO3</b>	Infer business orders, appointments, complaint calls and sales issues	<b>K 4</b>
<b>CO4</b>	Develop the language gaps through Grammar	<b>K 5</b>
<b>CO5</b>	Extend the skills on writing Reports, Paragraphs and Essays	<b>K 2</b>

**MAPPING WITH PROGRAMME OUTCOME**

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

S - Strong, M - Medium, L - Low

<b>17UEG12E</b>	<b>Part – II English – I</b>	<b>SEMESTER - I</b>
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**Total Credits: 3**  
**Hours per week: 5**

## **CONTENTS**

### **UNIT I – READING**

Reading Official letters and profiles

Reading advertisements

Reading News Reports

### **UNIT II – FICTION & NON FICTION**

The Highway Man – Alfred Noyes

Sounds I like to Hear – Ruskin Bond

Why Germans work fewer hours but produce more: A study in  
culture – Eryn Paul

### **UNIT III- COMMUNICATION**

Listening: Listening to public announcements

Listening to News Bulletins and Weather Forecast

Pronunciation: Introduction to Phonetics

Vowels and Consonants

Syllables and Word Stress

Speaking: Greetings and Introductions

Participating in social conversations

Talking over the telephone

Making requests and permission

## **UNIT IV - GRAMMAR**

Parts of Speech for corporate communication

Tenses in business situations

Subject Verb Agreement in business context

Sentence type and clauses needed for formal communication

Usage of Modal Verbs

## **UNIT V - WRITING - (Creative and Persuasive)**

Writing Paragraphs

Taking and making notes

Writing Essays

Writing Reports

### **TEXT BOOK:**

1. *Bhambhani, Nair & Hart. 2015. Embark. New Delhi: Cambridge University Press India Pvt. Ltd.*

### **REFERENCE BOOK:**

1. *Bajwa & Kaushik. 2010. Springboard to Success- Workbook for Developing English and Employability Skills. Chennai: Orient Black Swan.*

<b>17UCR13A</b>	<b>CORE I - FINANCIAL ACCOUNTING - I</b>	<b>SEMESTER - I</b>
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**PREAMBLE:**

The Course 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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

17UCR13A	CORE I - FINANCIAL ACCOUNTING - I	SEMESTER - I
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**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
4. Sengal.N.K. Modern **Approach for Financial Accounting** [First Edition] New Delhi.



<b>17UCR13B</b>	<b>CORE II – BUSINESS MANAGEMENT</b>	<b>SEMESTER – I</b>
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**PREAMBLE:**

The Course 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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

<b>17UCR13B</b>	<b>CORE- II: BUSINESS MANAGEMENT</b>	<b>SEMESTER - I</b>
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**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
4. *Karam Pal* – **Business Management and Organizational Behaviour** [First Edition] New Delhi

<b>17UCR13P</b>	<b>CORE LAB- I: MS-OFFICE (MS.WORD,EXCEL,POWER POINT)</b>	<b>SEMESTER - I</b>
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**Total Credits: 2**  
**Hours Per Week: 4**

### **PREAMBLE:**

The Course 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.

### **CONTENTS**

#### **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.

<b>17UCR1AA</b>	<b>ALLIED -I : BUSINESS ECONOMICS</b>	<b>SEMESTER -I</b>
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**PREAMBLE:**

The Course 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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

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

#### 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.
3. *Sankara. S.* **Business Economics**. [Fourth edition Reprint 2013] Margham Publications, Chennai.
4. *Robert Dransfield,* **Business Economics**, 2013.



<b>17UCR13Q</b>	<b>CORPORATE PRACTICALS- I</b>	<b>SEMESTER - I</b>
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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 media and enterprises
15. Environmental issues and a mini project to eliminate it

17UFC1FA	PART-IV: VALUE EDUCATION- ENVIRONMENTAL STUDIES	SEMESTER - I
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Total Credits: 2

Hours per week: 2

## CONTENTS

### UNIT- I

**The Multi Disciplinary Nature of Environmental Studies:** Definition, scope and importance-Need for public awareness-Natural resources-Natural resources and associated problems-Role of an individual in conservation of natural resources-Equitable use of resources for sustainable lifestyle.

### UNIT- II

**Eco System:** Concept of an eco system-structure and function of eco system- Producers, consumers and decomposers-Energy flow in the eco system-Ecological succession-Food chain, food webs and ecological pyramids-Forest ecosystem-Grassland eco system-Desert eco system-Aquatic eco system.

### UNIT- III

**Bio Diversity and its Conservation Introduction Definition: Genetic, Species and Eco System Diversity-Bio Geographical Classification Of India:** Value of bio diversity: conceptive use, productive use, social, ethical and option values-bio diversity at global, national and local levels-India as a mega diversity nation, hot spots-threats: habitat loss, poaching of wild life-man wild life conflicts-endangered and endemic species of India, conservation of bio diversity.

### UNIT- IV

**Environmental Pollution:** Definition-causes, effects and control measures of air, water, soil, noise, thermal pollution-soil waste management: causes, effects and control measures of urban and industrial wastes-prevention of pollution-pollution case studies-disaster management: floods, earthquake, cyclone and landslides.

### UNIT- V

**Social Issues and the Environment:** Sustainable development-urban problems related to energy-water conservation, rain water harvesting, watershed management-resettlement and rehabilitation of people ;its problems and concerns-environmental ethics: issues and possible solutions-climate change, global warming, ozone layer, depletion, acid rain, nuclear accidents and holo caust-consumerism and waste products-environmental protection act-air, water act-wild

life protection act-forest conservation act-issues involved in enforcement of environmental legislation-public awareness-human population and the environment.

**TEXT BOOK:**

1. *Kumaraswamy. K, A. Alagappa Moses and M. Vasanthy. 2001, **Environmental Studies**. Thanjavur- National Offset Printers.*

17UTL21T	Part-I தமிழ் - தாள் - 2	SEMESTER – II
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Total Credits: 3

Hours per week: 5

குறிக்கோள்:

- மொழிப்பாடங்களின் வாயிலாக தமிழரின் பண்பாடு, பகுத்தறிவு, கலை மற்றும் மரபு ஆகியவற்றை அறிந்து மாணவர்களின் படைப்பாக்கத்திறன்களை ஊக்குவித்தல்

பயனடைவுக்கல்வியின் விளைவாக ஏற்படும் பயன்பாடுகள்:

பாடத்திட்டப் பகுப்பு முறை	பாடத்திட்டத்தின் குறிக்கோள்	அறிவுத்திறன் வெளிப்படும் அளவு முறை
CO <sub>1</sub>	வாழ்க்கைத் திறன்கள் (Life Skills) - மாணவனின் செயலாக்கத்திறனைத் தாய்மொழி வாயிலாக ஊக்குவித்தல்	K <sub>1</sub> , K <sub>2</sub> , K <sub>3</sub>
CO <sub>2</sub>	மதிப்புக்கல்வி (Attitude and Value educations)	K <sub>2</sub> , K <sub>4</sub>
CO <sub>3</sub>	பாட இணைச்செயல்பாடுகள் (Co-curricular activities)	K <sub>2</sub> , K <sub>3</sub> , K <sub>4</sub>
CO <sub>4</sub>	சூழலியல் ஆக்கம் (Ecology)	K <sub>4</sub>
CO <sub>5</sub>	மொழி அறிவு (Tamil knowledge)	K <sub>5</sub> , K <sub>6</sub>

Mapping with Programme outcomes

COs /POs	PO1	PO2	PO3	PO4	PO5
CO1	S	M	M	M	M
CO2	S	M	M	M	M
CO3	S	M	M	M	M
CO4	S	M	M	M	M
CO5	S	M	M	M	M

S – Strong, M – Medium, L – Low

17UTL21T	Part-I தமிழ் - தாள் -2	SEMESTER - II
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Total Credits: 3

Hours per week: 5

செய்யுள் – உரைநடை – இலக்கிய வரலாறும் இலக்கணமும்

**அலகு – 1**

1.திருக்குறள் - அ. கூடா நட்பு (அ.எண் 83)

ஆ.கள்ளுண்ணாமை (அ.எண் 93)

இ. குறிப்பறிதல் (அ.எண் 110)

ஈ. காதல் சிறப்புரைத்தல் (அ.எண் 113)

2.முதுரை –ஒளவையார் (10 பாடல்கள்- 6,7,9,10,14,16,17,23,26,30)

**அலகு – 2**

1.புரட்சிக்கவி – பாரதிதாசன்

**அலகு – 3 உரைநடை**

1. சங்க நெறிகள் - வ.சுப.மாணிக்கம்

2. கர்ணனும் கும்பகர்ணனும் - ரா.பி.சேதுப்பிள்ளை

3. அறிவியலும் கலையும்- மு.வரதராசன்

**அலகு – 4 உரைநடை**

1. வாழ்வியல் இயக்கம் – குன்றக்குடி அடிகளார்

2. பெரியார் உணர்த்தும் சுயமரியாதையும் சமதர்மமும் - வே.ஆனைமுத்து

3. போதைப்பொருள் – அமுதன்

**அலகு - 5 இலக்கிய வரலாறும் இலக்கணமும் (பாடத்திட்டம் தழுவியது)**

1. பதினெண்கீழ்க்கணக்கு நூல்கள்

2. தமிழ் உரைநடையின் தோற்றமும் வளர்ச்சியும்

3. வழு, வழுவமைதி,வழாநிலை
4. பிறமொழிச் சொற்களைத் தமிழில் மொழிபெயர்த்தல்

**பார்வை நூல்கள்:**

- 1.செய்யுள் திரட்டு – தமிழ்த்துறை வெளியீடு
- 2.இலக்கிய வரலாறு - பேராசிரியர் முனைவர் பாக்யமேரி

<b>17UHL11H</b>	<b>Part-I HINDI-II</b>	<b>SEMESTER - II</b>
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**Total Credits: 3**  
**Hours per week: 5**

**PREAMBLE:**

- To develop the writing ability and develop reading skill.
- To learn various concepts and techniques for criticizing literature, to learn the techniques for expansion of ideas and translation process.

**COURSE OUTCOMES:**

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

<b>CO Number</b>	<b>CO Statements</b>	<b>Knowledge Level</b>
<b>CO1</b>	Learn the fundamentals of novels and stories	<b>K1</b>
<b>CO2</b>	Understand the principles of translation work	<b>K2</b>
<b>CO3</b>	Apply the knowledge writing critical views on fiction	<b>K3</b>
<b>CO4</b>	Build creative ability	<b>K3</b>
<b>CO5</b>	Expose the power of creative reading	<b>K2</b>

**Mapping with Programme Outcomes**

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

S - Strong, M - Medium, L - Low

17UHL21H	Part-I HINDI-II	SEMESTER - II
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Total Credits: 3  
Hours Per Week: 5

## CONTENTS

### UNIT - I

आधुनिक पद्य – शबरी (श्री नरेश मेहता)

प्रकाशक: लोकभारती प्रकाशन

पहली मंजिल, दरबारी बिल्डिंग,

महात्मा गाँधी मार्ग, इलाहाबाद-211001

### UNIT - II

उपन्यास : सेवासदन-प्रेमचन्द

प्रकाशक: सुमित्र प्रकाशन

204 लीला अपार्टमेंट्स, 15 हेस्टिंग्स रोड'

अशोक नगर इलाहाबाद-211001

### UNIT - III

अनुवाद अभ्यास-III (केवल हिन्दी से अंग्रेजी में)

(पाठ 1 to 10)

प्रकाशक: दक्षिण भारत प्रचार सभा चेन्नई -17

### UNIT - IV

पत्र लेखन: (औपचारिक या अनौपचारिक)



<b>17UML21M</b>	<b>Part-I MALAYALAM-II</b>	<b>SEMESTER-II</b>
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**Total Credits: 3**  
**Hours per week: 5**

**PREAMBLE:**

- To develop the writing ability and develop reading skill.
- To learn various concepts and techniques for criticizing literature, to learn the techniques for expansion of ideas and translation process.

**COURSE OUTCOMES:**

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

<b>CO Number</b>	<b>CO Statements</b>	<b>Knowledge Level</b>
<b>CO1</b>	Learn the fundamentals of novels and stories	<b>K1</b>
<b>CO2</b>	Understand the principles of translation work	<b>K2</b>
<b>CO3</b>	Apply the knowledge writing critical views on fiction	<b>K3</b>
<b>CO4</b>	Build creative ability	<b>K3</b>
<b>CO5</b>	Expose the power of creative reading	<b>K2</b>

**Mapping with Programme Outcomes**

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

S - Strong, M - Medium, L - Low

17UML21M	Part-I MALAYALAM-II	SEMESTER- II
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Total Credit: 3  
Hours per week: 5

## PAPER II PROSE: NON-FICTION

This Paper will have the following five units:

### UNIT I & II

Biography

### UNIT III, IV & V

Travelogue

### TEXT BOOKS:

1. Unit III, IV & V Kappirikalude Nattil – S.K. Pottakkadu (D.C. Books, Kottayam)
2. Kannerum Kinavum – V.T. Bhatathirippadu Autobiography (D.C. Books, Kottayam)

### REFERENCE BOOKS:

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

<b>17UFL21F</b>	<b>Part -I FRENCH- II</b>	<b>SEMESTER- II</b>
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**Total Credit: 3**  
**Hours per week: 5**

**PREAMBLE:**

- To Acquire Competence in General Communication Skills – Oral + Written – Comprehension & Expression
- To Introduce the Culture, life style and the civilization aspects of the French people as well as of France
- To help the students to acquire Competency in translating simple French sentences into English and vice versa

**COURSE OUTCOMES:**

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

<b>CO Number</b>	<b>CO Statements</b>	<b>Knowledge Level</b>
<b>CO1</b>	Learn the Basic verbs, numbers and accents	<b>K1</b>
<b>CO2</b>	To learn the adjectives and the classroom environment in France	<b>K2</b>
<b>CO3</b>	Learn the Plural, Articles and the Hobbies	<b>K3</b>
<b>CO4</b>	To learn the Cultural Activity in France	<b>K3</b>
<b>CO5</b>	To learn the Sentiments, life style of the French people and the usage of the conditional tense	<b>K2</b>

**Mapping with Programme Outcomes**

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

S – Strong, M – Medium, L – Low

17UFL21F	Part -I FRENCH-II	SEMESTER- II
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**Total Credit: 3**  
**Hours per week: 5**

Compétence Culturelle	Compétence De communication	Compétence grammaticale
<b>UNITÉ 1 – Super!</b>		
<ul style="list-style-type: none"> <li>• L'égalité homme/femme</li> </ul>	<ul style="list-style-type: none"> <li>• INTERACTION: Exprimer des sentiments, exprimer la joie, le plaisir, le bonheur</li> <li>• RÉCEPTION ORALE: Comprendre un jeu radiophonique</li> <li>• RÉCEPTION ÉCRITE: Comprendre des annonces</li> <li>• PRODUCTION ÉCRITE: Écrire des cartes postales</li> </ul>	<ul style="list-style-type: none"> <li>• Les noms de professions masculine/feminine</li> <li>• Le verbe finir et les Verbes du groupe en-ir</li> <li>• Le present de l'impératif</li> <li>• Savoir(present)</li> <li>• Le participe passé: Fini, aimé, arrive, dit,écrit</li> <li>• Quel(s), quelle(s)..: Interrogatif et Exclamatif</li> <li>• À + infinitive</li> <li>• Les articles: n,une,des</li> </ul>
<b>UNITÉ 2 – Quoi?</b>		
<ul style="list-style-type: none"> <li>• Le 20 siècle: Petits progrès Grand progrès</li> </ul>	<ul style="list-style-type: none"> <li>• INTERACTION: Decrire quelque chose, une personne</li> <li>• RECEPTION ORALE: Comprendre un message publicitaire</li> <li>• RÉCEPTION ÉCRITE: Comprendre un dépliant touristique</li> </ul>	<ul style="list-style-type: none"> <li>• On</li> <li>• Plus, moins</li> <li>• Le verbe aller:</li> <li>• Present, impératif</li> <li>• Aller + infinitive</li> <li>• Le pluriel en -x</li> </ul>

	<ul style="list-style-type: none"> <li>• PRODUCTION ÉCRITE: Écrire des petites annonces</li> </ul>	
<b>UNITÉ 3 – Et après</b>		
<ul style="list-style-type: none"> <li>• Nouvelles du jour</li> </ul>	<ul style="list-style-type: none"> <li>• INTERACTION: Raconteur, situer un récit dans le temps</li> <li>• RÉCEPTION ORALE: Comprendre une description</li> <li>• RÉCEPTION ÉCRITE: Comprendre un test</li> <li>• PRODUCTION ÉCRITE: écrire des cartes postales</li> </ul>	<ul style="list-style-type: none"> <li>• L'imparfait:: quel-Ques forms pour introduire le récit: Il faisait, il y avait, il Était</li> <li>• Un peu, beaucoup, trop, Assez</li> <li>• Très</li> <li>• Le verbe venir: Présent, impératif</li> <li>• En Suisse, au Maroc, aux Etats-Unis</li> </ul>
<b>UNITÉ 4– Mais oui!</b>		
<ul style="list-style-type: none"> <li>• La génération des 20-30 ans</li> </ul>	<ul style="list-style-type: none"> <li>• INTERACTION: Donner son opinion, Expliquer pourquoi</li> <li>• RÉCEPTION ORALE: Comprendre des informations à la radio</li> <li>• RÉCEPTION ÉCRITE: Comprendre un texte informatif</li> <li>• PRODUCTION ÉCRITE: écrire un mél de protestation</li> </ul>	<ul style="list-style-type: none"> <li>• Répondre, prendre: Présent, impératif, part Passé</li> <li>• Parce que pourquoi</li> <li>• Tout/tous, toute/s Tous/toutes les... (répétition action)</li> </ul>
<b>UNITÉ 5– Mais non!</b>		
<ul style="list-style-type: none"> <li>• De la ville à la campagne</li> </ul>	<ul style="list-style-type: none"> <li>• INTERACTION: Débat:: exprimer l'accord, exprimer le Désaccord</li> <li>• RECEPTION ORALE:</li> </ul>	<ul style="list-style-type: none"> <li>• Le verbe devoir: Present et participe passé</li> <li>• Le verbe vivre, present</li> <li>• Aller + infinitive</li> </ul>

	<p>Comprendre un message sur un répondeur téléphonique</p> <ul style="list-style-type: none"> <li>• RÉCEPTION ÉCRITE: Comprendre un témoignage</li> <li>• PRODUCTION ECRITE: Rédiger des petites Annonces immobilières</li> </ul>	<ul style="list-style-type: none"> <li>• Venir+ infinitive</li> <li>• Etre pour/contre</li> </ul>
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**TEXT BOOK:**

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

<b>17UEG22E</b>	<b>English – II</b>	<b>SEMESTER - II</b>
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**Total Credits: 3**  
**Hours per week: 5**

**PREAMBLE:**

To enable the graduates to communicate effectively in business context and to acquire knowledge on literary genres and will be exposed to all the four Communicative Skills.

**COURSE OUTCOMES:**

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

<b>CO Number</b>	<b>CO Statement</b>	<b>Knowledge Level</b>
<b>CO1</b>	Develop language fluency through reading	<b>K 3</b>
<b>CO2</b>	Compare fiction and non – fiction	<b>K 2</b>
<b>CO3</b>	Take part in business exchange through listening and speaking	<b>K 4</b>
<b>CO4</b>	Develop the language learning through Grammar	<b>K 3</b>
<b>CO5</b>	Construct business letters, resumes, cover letters, emails and blogs	<b>K 3</b>

**MAPPING WITH PROGRAMME OUTCOME**

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

S – Strong, M – Medium, L – Low

17UEG22E	Part-II English – II	SEMESTER - II
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**Total Credits: 3**  
**Hours per week: 5**

## **CONTENTS**

### **UNIT I - READING**

Reading charts, tables, schedules & graphs

Reading online content

### **UNIT II - FICTION & NON FICTION**

The Tell – Tale Heart – Edgar Allen Poe

Technology

### **UNIT III - COMMUNICATION**

Listening: Listening to lectures and talks

Listening to speeches

Speaking: Making enquires

Making suggestions

Expressing gratitude and apologizing

Complaining

### **UNIT IV - GRAMMAR**

Articles

Voices

Reported Speech

Conditional Clauses (Type I)

### **UNIT V - WRITING**

Drafting formal and Cover Letters

Preparing Resume

Writing E-mails and Blogs



**TEXT BOOK:**

1. *Bhambhani, Nair & Hart*. 2015. *Embark*. New Delhi: Cambridge University Press India Pvt. Ltd.

**REFERENCE BOOK:**

1. *Bajwa & Kaushik*. 2010. *Springboard to Success- Workbook for Developing English and Employability Skills*. Chennai: Orient Black Swan.

<b>17UCR23A</b>	<b>CORE-III: FINANCIAL ACCOUNTING- II</b>	<b>SEMESTER -II</b>
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**PREAMBLE:**

The Course 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

<b>CO Number</b>	<b>CO Statement</b>	<b>Knowledge Level</b>
<b>CO1</b>	Understand the basic concept of consignment accounts	K2
<b>CO2</b>	Apply the knowledge on joint ventures accounts	K3
<b>CO3</b>	Have a comprehensive knowledge in preparing depreciation accounts	K3
<b>CO4</b>	Solve the concept of goodwill calculation in partnership accounts	K3
<b>CO5</b>	Utilize the technique to calculate the reconstitution of admission, retirement and death of the partners.	K3

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

17UCR23A	CORE - III:FINANCIAL ACCOUNTING - II	SEMESTER - II
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**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.** [Reprint2009] 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 & distributers, Chennai.
3. **Fundamentals of accounting and auditing**, ICSI study material
4. *Goyal.V.K.* – **Financial Accounting** [Fourth Edition] New Delhi

<b>17UCR23B</b>	<b>CORE -IV : SECRETARIAL COMMUNICATION</b>	<b>SEMESTER - II</b>
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**PREAMBLE:**

The Course 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

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

**Mapping with Program Outcomes**

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

**S- Strong; M-Medium; L-Low**

<b>17UCR23B</b>	<b>CORE -IV : SECRETARIAL COMMUNICATION</b>	<b>SEMESTER - II</b>
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**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.
3. *Puneeth Gupta.* **Business Communication**[First Edition] New Delhi
4. *Mathur.S.P.* **Business Communication** [First Edition] New Age, New Delhi

<b>17UCR23P</b>	<b>CORE LAB -II : MS-ACCESS AND ADVANCED EXCEL</b>	<b>SEMESTER - II</b>
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**Total Credits: 2****Hours Per Week: 4****PREAMBLE:**

The Course aims to build the concepts regarding:

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

**CONTENTS****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.



## 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.

<b>17UCR2AA</b>	<b>ALLIED II: FUNDAMENTALS OF AUDITING</b>	<b>SEMESTER - II</b>
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**PREAMBLE:**

The Course 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

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

**Mapping with Program Outcomes**

<b>S/POS</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	M	M	M
<b>CO2</b>	S	S	M	M	S
<b>CO3</b>	S	S	S	S	S
<b>CO4</b>	S	S	S	S	S
<b>CO5</b>	S	S	S	S	S

**S- Strong; M-Medium; L-Low**

17UCR2AA	ALLIED II: FUNDAMENTALS OF AUDITING	SEMESTER - II
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**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 Reports** - 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** [12<sup>th</sup> Edition] Sultan Chand & Sons, New Delhi.
2. *Dr.Radha*, **Practical Auditing** [Latest Edition] Prasanna Publishers.

### REFERENCE BOOKS:

1. *G.Gurumoorthy, R.Selvaraj and R.Swarnalakshmi* **Principles of Auditing** 2016
2. *Ravinder Kumar, Virender Sharma*, 2015. **Auditing principles and Practices**, [Third Edition] Prentice-Hall of India Pvt.Ltd
3. *Pradeep Kumar, Baldev Sachdera, Jagwant Singh*, 2014. **Principles of Auditing** Kalyani Publishers, 2014
4. **Fundamentals of Auditing**, ICSI study material

<b>17UCR23Q</b>	<b>CORPORATE PRACTICALS -II</b>	<b>SEMESTER - II</b>
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1. Listing out various types of banks
  - a. Private banks
  - b. Nationalised banks
  - c. Scheduled Banks
  - d. Cooperative banks
  - e. Special purpose banks
  - f. 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 CEO's (All details of the company)
6. Top Ten 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 Letters
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. Exhibits of various Audit Report

17UFC2FA	<b>PART-IV:VALUE EDUCATION- HUMAN RIGHTS</b>	<b>SEMESTER - II</b>
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**Total Credits: 2**  
**Hours per week: 2**

## **CONTENTS**

### **UNIT- I**

#### **Concept of Human Values, Value Education Towards Personal Development**

Aim of education and value education; Evolution of value oriented education; Concept of Human values; types of values; Components of value education.

**Personal Development:** Self analysis and introspection; sensitization towards gender equality, physically challenged, intellectually challenged. Respect to - age, experience, maturity, family members, neighbours, co-workers.

**Character Formation towards Positive Personality:** Truthfulness, Constructivity, Sacrifice, Sincerity, Self Control, Altruism, Tolerance, Scientific Vision.

### **UNIT - II**

**Value Education Towards National and Global Development National and International Values:** Constitutional or national values - Democracy, socialism, secularism, equality, justice, liberty, freedom and fraternity.

Social Values - Pity and probity, self control, universal brotherhood.

Professional Values - Knowledge thirst, sincerity in profession, regularity, punctuality and faith.

Religious Values - Tolerance, wisdom, character.

Aesthetic values - Love and appreciation of literature and fine arts and respect for the same. National Integration and international understanding.

## UNIT - III

**Impact of Global Development on Ethics and Values:** Conflict of cross-cultural influences, mass media, cross-border education, materialistic values, professional challenges and compromise.

**Modern Challenges of Adolescent Emotions and behavior; Sex and spirituality:** Comparison and competition; positive and negative thoughts.

Adolescent Emotions, arrogance, anger, sexual instability, selfishness, defiance.

## UNIT - IV

### Therapeutic Measures

Control of the mind through

- a. Simplified physical exercise
- b. Meditation – Objectives, types, effect on body, mind and soul
- c. Yoga – Objectives, Types, Asanas
- d. Activities:
  - (i) Moralisation of Desires
  - (ii) Neutralisation of Anger
  - (iii) Eradication of Worries
  - (iv) Benefits of Blessings

## UNIT- V

### Human Rights

1. Concept of Human Rights – Indian and International Perspectives
  - a. Evolution of Human Rights
  - b. Definitions under Indian and International documents
2. Broad classification of Human Rights and Relevant Constitutional Provisions.
  - a. Right to Life, Liberty and Dignity
  - b. Right to Equality
  - c. Right against Exploitation
  - d. Cultural and Educational Rights
  - e. Economic Rights
  - f. Political Rights
  - g. Social Rights



3. Human Rights of Women and Children
  - a. Social Practice and Constitutional Safeguards
    - (i) Female Foeticide and Infanticide
    - (ii) Physical assault and harassment
    - (iii) Domestic violence
    - (iv) Conditions of Working Women
4. Institutions for Implementation
  - a. Human Rights Commission
  - b. Judiciary
5. Violations and Redressal
  - a. Violation by State
  - b. Violation by Individuals
  - c. Nuclear Weapons and terrorism
  - d. Safeguards.

#### REFERENCE BOOKS:

2. *Dey A. K*, 2002, **Environmental Chemistry**. New Delhi – Vile Dasasus Ltd.
3. *Gawande . E.N.* **Value Oriented Education**. Vision for better living.  
New Delhi, Saruptsons.
4. *Brain Trust Aliyar*, 2008, **Value Education for health, happiness and harmony**. Vethathiri publications, Erode.
5. *Ignacimuthu S. J. S*, 1999, **Values for life**. Bombay Better Yourself.
6. *Seetharam. R. (Ed)*, 1998 , **Becoming a better Teacher** Madras Academic Staff College.
7. *Grose. D. N* , 2005, **A text book of Value Education**. Dominant Publishers and Distributors, New Delhi.
8. *Shrimali K. L*, 1974, **A Search for Values in Education**. Vikas Publishers, Delhi.
9. *Yogesh Kumar Singh & Ruchika Nath* , 2005, **Value Education**. P. H Publishing Corporation, New Delhi.

10. *Venkataram & Sandhiya. N*, 2001, **Research in Value Education**. APH Publishing Corporation, New Delhi.
11. *Ruhela S. P.* **Human Value and Education**. Sterling publishers, New Delhi.
12. *Brain Trust Aliyar*, 2004, **Value Education for Health, Happiness and Harmony**. Vethathiri publications , Erode.
13. *Swami Vivekananda* , 2008, **Personality Development**. Advaita Ashrama, Kolkata.
14. *Swami Jagadatmananda*, **Learn to Live**. Sri Ramakrishna Math, Chennai.

<b>17UCR33A</b>	<b>CORE -V : CORPORATE ACCOUNTING-I</b>	<b>SEMESTER - III</b>
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**Total Credits: 4**  
**Hours Per Week: 6**

### **PREAMBLE:**

The Course 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

<b>CO Number</b>	<b>CO Statement</b>	<b>Knowledge Level</b>
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**

<b>COS/POS</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
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
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**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.
4. *Jain.S.P* - Corporate Accounting - [Second Edition] Kalyani Publishers, New Delhi

<b>18UCR33B</b>	<b>CORE - VI:COMPANY LAW AND SECRETARIAL PRACTICE -I</b>	<b>SEMESTER - III</b>
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**PREAMBLE:**

The course 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

**Mapping with Programme Outcomes**

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

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

**S=Strong M=Medium L=Low**

<b>18UCR33B</b>	<b>CORE- VI: COMPANY LAW AND SECRETARIAL PRACTICE -I</b>	<b>SEMESTER - III</b>
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**Total Credits: 4**  
**Hours Per Week: 4**

## **CONTENTS**

### **UNIT - I**

Introduction of Companies Act, 2013: Company - Definition - Characteristics - Kinds of Companies - Doctrine of lifting the Corporate Veil - Incorporation of a Company and LLP - 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.* 2013. **Company Law and Secretarial Practice**, [Latest edition]  
Book well Publishers, New Delhi.
2. *Srinivasan, M.R.* 2013. **Company Law & Secretarial Practice**, [Latest edition]  
Margham Publishers, Chennai.

#### REFERENCE BOOKS:

1. *Ramaiah, P.K.* 2013. **Company Law** [13th Edition]. Wada & Co., New Delhi.
2. *Atwar Singh*, 2013. **Company Law**, Book well Publishers, New Delhi.
3. *Premavathi*, **Company Law and Secretarial Practice**, [First Edition] Sri  
Vishnu, Chennai.
4. *Santhi J*, **Company Law and Secretarial Practice**, [First Edition] Margam  
Publication, Chennai.



<b>17UCR3AA</b>	<b>ALLIED- III : DATABASE MANAGEMENT SYSTEM</b>	<b>SEMESTER – III</b>
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**PREAMBLE:**

The Course 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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

17UCR3AA	<b>ALLIED- III : DATABASE MANAGEMENT SYSTEM</b>	<b>SEMESTER - III</b>
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**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.

### 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.
4. *Priyadharshini R, Shalini, A.C.* (2000) **Database Management Systems**  
SciTech Publications Pvt. Ltd.,

18UCR33P	CORE LAB III: SQL AND TALLY	SEMESTER - III
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**Total Credits: 2**  
**Hours Per Week: 4**

### CONTENTS

#### ORACLE:

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.
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

Prepare Trading, Profit and Loss Account & Balance sheet.

The following Trial balance was extracted from the books of Mr. Arun on 30.06.2017.

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	
<b>TOTAL</b>	<b>2,19,220</b>	<b>2,19,220</b>

Adjustments:

- (1) Closing stock Rs. 47,000 as on 30.06.2017.
- (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

<b>17UMA3AA</b>	<b>ALLIED IV: MATHEMATICS FOR BUSINESS</b>	<b>SEMESTER - III</b>
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**PREAMBLE:**

The Course 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

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

**Mapping with Programme outcomes**

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

**S-Strong : M-Medium : L-Low**

<b>17UMA3AA</b>	<b>ALLIED IV: MATHEMATICS FOR BUSINESS</b>	<b>SEMESTER - III</b>
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**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:

*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.



<b>18UCR3SA</b>	<b>SKILL BASED COURSE-I: PRACTICAL BANKING</b>	<b>SEMESTER - III</b>
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**PREAMBLE:**

The course 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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

18UCR3SA	<b>SKILL BASED COURSE-I: PRACTICAL BANKING</b>	<b>SEMESTER - III</b>
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**Total Credits: 3**  
**Hours Per Week: 3**

## **CONTENTS**

### **UNIT- I**

Meaning and Definition of Banking - Banker and customer - Features of Banking - Classification of banks - Banking system in India.

### **UNIT- II**

Functions of Commercial banks, customers account with the Banker - Types of Customers - Lending Policies - Types of Borrowers - Documentation of Loan.

### **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 - E-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.
3. **Principles of Banking Theory Law and Practice** [First Edition], Kalyani Publications, Delhi.
4. **Banking Theory & Practice,** K.C.Shekar, [First Edition], Himalaya Publications, Delhi.

<b>17UCR33Q</b>	<b>CORPORATE PRACTICALS -III</b>	<b>SEMESTER - III</b>
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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. Summarize the LODR, 2015 (Listing Obligations and Disclosure 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 forms for Inward, Outward supply and Monthly return.

17UFC3FA	பகுதி - 4 : அடிப்படைத்தமிழ்தாள் : 1 (Basic Tamil )	SEMESTER- III
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இளங்கலை 2017 – 2018 ஆம் கல்வியாண்டு முதல் சேர்வோர்க்குரியது  
(10 மற்றும் 12- ஆம் வகுப்பு வரை தமிழ் மொழிப்பாடம் பயிலாதவர்களுக்கு)  
(பருவத் தேர்வு உண்டு )

அலகு : 1. தமிழ் மொழியின் அடிப்படைக் கூறுகள் .

அ) எழுத்துகள் :

- உயிர் எழுத்துக்கள் - குறில் , நெடில் எழுத்துகள்
- மெய் எழுத்துக்கள் - வல்லினம், மெல்லினம், இடையினம்
- உயிர்மெய் எழுத்துக்கள்

ஆ) சொற்களின் வகைகள் :பெயர்ச்சொல், வினைச்சொல் – விளக்கம் (எ.கா.)

அலகு : 2. குறிப்பு எழுதுதல்

- பெயர், முகவரி, பாடப்பிரிவு , கல்லூரியின் முகவரி
- தமிழ் மாதங்கள்(12), வாரநாட்கள்(7),  
எண்கள் (ஒன்று முதல் பத்து வரை), வடிவங்கள், வண்ணங்கள்
- ஊர்வன, பறப்பன, விலங்குகள், மனிதர்களின் உறவுப்பெயர்கள்
- இந்திய மாநிலங்கள், நதிகள், தேசத் தலைவர்கள் பற்றிய  
குறிப்புகள்

வினாத்தாள் அமைப்பு முறை - மொத்த மதிப்பெண்கள் - 50			
பகுதி -அ	சரியான விடையைத் தேர்வு செய்தல்	10x2=20	அனைத்து அலகுகளில் இருந்தும் வினாக்கள் அமைதல் வேண்டும்
பகுதி -ஆ	அரைப்பக்க அளவில் விடையளிக்க	5x3=15	
பகுதி-இ	இரண்டு பக்க அளவில் விடையளிக்க	1x15=15	

17UFC3FB	பகுதி – 2 : சிறப்புத் தமிழ்தாள் : 1 (Advanced Tamil )	SEMESTER- III
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இளங்கலை 2017 – 2018 ஆம் கல்வியாண்டு முதல் சேர்வோர்க்குரியது  
(10 மற்றும் 12 – ஆம் வகுப்புகளில் தமிழ் மொழிப்பாடம் பயின்றவர்களுக்கு உரியது)  
(பருவத் தேர்வு உண்டு )

அலகு – 1: மரபுக் கவிதைகள்

அ)பாரதியார் கவிதைகள்

- தமிழ்நாடு
- மனதில் உறுதி வேண்டும்
- வருகின்ற பாரதம் (பா.எண்.5-8)

ஆ)பாரதிதாசன் கவிதைகள்

- இன்பத்தமிழ்
- நீங்களே சொல்லுங்கள்
- உலக ஒற்றுமை
- வாளினை எட்டா!

அலகு – 2 : புதுக்கவிதைகள்

- கம்பன் கவியரங்கக் கவிதை - மு.மேத்தா
- தமிழா! நீ பேசுவது தமிழா! - காசியானந்தன்
- நட்புக் காலம் (10 கவிதைகள்) - அறிவுமதி கவிதைகள்

அலகு – 3 : இலக்கணம்

- வல்லினம் மிகும் மற்றும் மிகா இடங்கள்
- ர, ற, - ல, ழ, ள - ந, ண, ன - வேறுபாடு அறிதல்

அலகு – 4: கடிதங்கள் எழுதுதல்

- பாராட்டுக் கடிதம்
- நன்றிக் கடிதம்
- அழைப்புக் கடிதம்
- அலுவலக விண்ணப்பங்கள்

அலகு – 5: பாடம் தழுவிய வரலாறு

- பாரதியாரின் இலக்கியப் பணி
- பாரதிதாசனின் இலக்கியப்பணி
- மரபுக்கவிதை, புதுக்கவிதை - விளக்கம்

•

வினாத்தாள் அமைப்பு முறை - மொத்த மதிப்பெண்கள் - 50			
பகுதி -அ	சரியான விடையைத் தேர்வு செய்தல்	10x1=10	ஒவ்வொரு அலகிலும் இரண்டு வினாக்கள்
பகுதி -ஆ	அரைப்பக்க அளவில் விடையளிக்க	5x3=15	ஒவ்வொரு அலகிலும் ஒரு வினா
பகுதி -இ	இரண்டு பக்க அளவில் விடையளிக்க	5x5=25	ஒவ்வொரு அலகிலும் ஒரு வினா
<p>குறிப்பு: பகுதி ஆ மற்றும் இ -க்கான வினாக்கள் இது அல்லது அது என்ற அடிப்படையில் அந்தந்த அலகுகளில் அமைதல் வேண்டும்</p>			

17UFC3FC	<b>PART-IV: YOGA FOR HUMAN EXCELLENCE</b>	<b>SEMESTER - III</b>
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**Total Credits: 2**  
**Hours Per Week: 2**

## **CONTENTS**

### **UNIT - I**

#### **Yoga and Physical Health**

- 1.1 Physical Structure-Three bodies-Five limitations
- 1.2 Simplified physical Exercise - Hand Exercises - Leg Exercises - Breathing Exercises - Eye Exercises -Kapalapathi
- 1.3 Maharasanas 1-2 Massages - puncture-Relaxation
- 1.4 Yogasanas - Padmasana- Vajrasanas-Chakrasanas (side) - Viruchasanas - Yoga muthra - Patchimothasanas - Ustrasanas - Vakkarasanas - Salabasanas

### **UNIT - II**

#### **Art of Nurturing the life force and Mind**

- 2.1 Maintaining the youthfulness -Postponing the ageing process
- 2.2 Sex and Spirituality - Significance of sexual vital fluid - Married life Chastity
- 2.3 Ten stages of Mind
- 2.4 Mental frequency - Methods for concentration

### **UNIT - III**

#### **Sublimation**

- 3.1 Purpose and Philosophy of life
- 3.2 Introspection - Analysis of Thought
- 3.3 Moralization of Desires



### 3.4 Neutralization of Anger

## UNIT IV

### **Human Resources Development**

4.1 Eradication of worries

4.2 Benefits of Blessings

4.3 Greatness of Friendship

4.4 Individual Peace and World Peace

## UNIT V

### **Law of Nature**

5.1 Unified force – Cause and Effect system

5.2 Purity of Thought and Deed and Genetic Centre

5.3 Love and Compassion

5.4 Cultural Education – Fivefold Culture

17UFC3FC	<b>PART-IV: YOGA FOR HUMAN EXCELLENCE</b>	<b>SEMESTER - III</b>
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**Total Credits: 2**  
**Hours Per Week: 2**

**1) யோகமும் உடல் நலமும்**

1.1 உடலமைப்பு - 3 உடல்கள் - ஐந்தில் அளவு முறை

1.2 எளியமுறை உடற்பயிற்சி - கைப்பயிற்சி - கால் பயிற்சி - மூச்சுபயிற்சி - கண் பயிற்சி - கபாலபதி

1.3 மகராசனம் 1-2 - உடல் தேய்த்தல் - அக்குபிரஸ்'ர பயிற்சி - உடல் தளர்த்தல்

1.4 யோகாசனங்கள்: - பத்மாசனம் - வஜ்ராசனம் - சக்கராசனம் (பக்கவாட்டில்)- விருச்சாசனம்  
- யோக முத்ரா - பச்சி மோத்தாசனம் உஸ்ட்ராசனம் - சலபானம்

**2) உயிர்வளமும் - மனவளமும்**

2.1 இளமை காத்தல் -முதுமையைத் தள்ளிப்போடுதல்

2.2 பாலுணர்வும் ஆன்மீகமும் -வித்தின் மகிமை - இல்லற வாழ்வு - கற்புநெறி

2.3 மனதின் பத்து படிநிலைகள்

2.4 மன அலைச்சுழல் - மன ஓர்மைக்கான பயிற்சிகள்

**3) குணநலப்பேறு**

3.1 வாழ்வின் நோக்கம் வாழ்க்கைத் தத்துவம்

3.2 அகத்தாய்வு - எண்ணம் ஆராய்தல்

3.3 ஆசை சீரமைத்தல்

3.4 சினம் தவிர்த்தல்

**4) மனித வளமேம்பாடு**

4.1 கவலை ஒழித்தல்

4.2 வாழ்த்தும் பயனும்

4.3 நட்பு நலம்

4.4 தனிமனித அமைதி - உலக அமைதி

**5) இயற்கை நியதி**

5.1 ஒருங்கிணைப்பு ஆற்றல் - செயல்விளைவுத் தத்துவம்

5.2 மனத்தூய்மை வினைத்தூய்மை –கருமையம்

5.3 அன்பும் கருணையும்

5.4 பண்பாட்டுக் கல்வி – ஐந்தொழுக்கப் பண்பாடு

17UFC3FD	PART-IV: WOMEN'S RIGHTS	SEMESTER - III
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**Total Credits: 2**  
**Hours Per Week: 2**

## CONTENTS

### UNIT- I

**Laws, Legal Systems and Change:** Definition - Constitutional law, CEDAW and International Human Rights - Laws and Norms - Laws and Social Context - Constitutional and Legal Framework.

### UNIT- II

**Politics Of Land And Gender In India:** Introduction - Faces of Poverty - Land as Productive Resources - Locating Identities - Women's Claims to Land - Right to Property - Case Studies.

### UNIT- III

**Women's Rights: Access to Justice:** Introduction - Criminal Law - Crime Against Women - Domestic Violence - Dowry Related Harassment and Dowry Deaths - Molestation - Sexual Abuse and Rape - Loopholes in Practice - Law Enforcement Agency.

### UNIT- IV

**Women's Rights:** Violence Against Women - Domestic Violence - The Protection of Women from Domestic Violence Act, 2005 - The Marriage Validation Act, 1982 - The Hindu Widow Re-marriage Act, 1856 - The Dowry Prohibition Act, 1961.

### UNIT -V

**Special Women Welfare Laws:** Sexual Harassment at Work Places - Rape and Indecent Representation - The Indecent Representation (Prohibition) Act, 1986 - Immoral Trafficking - The Immoral Traffic (Prevention) Act, 1956 - Acts Enacted for Women Development and Empowerment - Role of Rape Crisis Centers.

## REFERENCES BOOKS:

1. *Nitya Rao*. 2008. **“Good Women do not Inherit Land”** Social Science Press and Orient Blackswan.
2. *International Solidarity Network* , 2006 ,**“Knowing Our Rights”** An imprint of Kali for Women.
3. *Kaushik. P.D.* 2007. **“Women Rights”** Bookwell Publication.
4. *Aruna Goal*. 2004. **“Violence Protective Measures for Women Development and Empowerment.”** Deep and Deep Publications Pvt.
5. *Monica Chawla*. 2006. **“Gender Justice”**. Deep and Deep Publications Pvt Ltd.
6. *Preeti Mishra*. 2007. **“Domestic Violence Against Women”**. Deep and Deep Publications Pvt.
7. *Clair M. Renzetti, Jeffrey L. Edleson, and Raquel Kennedy Bergen*. 2001. Source Book on **“Violence Against Women”**. Sage Publications.

17UFC3FE	PART-IV: CONSTITUTION OF INDIA	SEMESTER - III
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Total Credits: 2

Hours Per Week: 2

## CONTENTS

### UNIT I

Making of Constitution - Constituent Assembly- Dr.RajendraPrasath-  
Dr.B.R.Ambedkar - Salient features - Fundamental Rights.

### UNIT II

Union Executive - President of India - Vice-President - Prime Minister  
- Cabinet - Functions

### UNIT III

Union Legislature - Rajiya Sabha - Lok Sabha - Functions and Powers

### UNIT IV

Union Judiciary - Supreme Court - Functions - Rule of law

### UNIT V

State - Executive - Legislature - Judiciary - Role of Tamilnadu  
Public Service Commission.

### REFERENCE BOOKS:

1. *Agharwal.R.C.* 1977, **National Moment and Constitutional Development.** New Delhi.
2. *Chapra B.R.,* 1970,**Constitution of India.** New Delhi.
3. *Rao B.V,* 1975. **Modern Indian Constitution.** Hyderabad.
4. *Nani Palkhivala ,*1970, **Constitution of India,** New Delhi.
5. *Krishna Iyer, V.R.,* 2009, **Law and Justice.** New Delhi.
6. Reference Manual from the Govt. of Tamilnadu

17UNM34S	<b>Non- Major Elective Course – I: Legal Aspects of Business</b>	<b>SEMESTER – III</b>
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**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
4. *Tulsion P C*, *Business Law First Edition*, TMH New Delhi.



17UCRSS1	SELF STUDY COURSE-I: CYBER LAW	SEMESTER - III
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**Total Credit: 1**

### **PREAMBLE:**

The course aims to build the Concepts regarding:

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

### **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 Delhi
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 Publications 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	<b>SELF STUDY COURSE-II: SOFT SKILLS (Practical)</b>	<b>SEMESTER - III</b>
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**Total Credit: 1****PREAMBLE:**

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

**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,

17UCR43A	<b>CORE VII: CORPORATE ACCOUNTING - II</b>	<b>SEMESTER - IV</b>
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Total Credits: 5

Hours Per Week: 5

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

The course 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	<b>CORE VII: CORPORATE ACCOUNTING - II</b>	<b>SEMESTER - IV</b>
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**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's 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 and 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.
4. *Reddy .T.S - Corporate Accounting Volume 2 (sixth edition)*, Margam-Chennai

<b>17UCR43B</b>	<b>CORE - VIII: COMPANY LAW AND SECRETARIAL PRACTICE -II</b>	<b>SEMESTER - IV</b>
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**Total Credits: 4**  
**Hours Per Week: 5**

**PREAMBLE:**

The Course 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

<b>CO number</b>	<b>CO statement</b>	<b>Knowledge level</b>
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**

<b>COS/POS</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
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**



<b>17UCR43B</b>	<b>CORE - VIII: COMPANY LAW AND SECRETARIAL PRACTICE -II</b>	<b>SEMESTER - IV</b>
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**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 – Appointment of KMP's – 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 – Rotation 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.*
2. *Kapoor N.D , Company Law and secretarial Practice, 1<sup>st</sup> edition , sultan chand publications, New Delhi.*

### REFERENCE BOOKS:

1. *Kathiresan and Radha, Company Law, 2013.*
2. *Pratapsinh Chauhan, Company Law(2013)*
3. *Santhi j – Company Law and Secretarial Practice – 1<sup>st</sup> edition, margam publication Chennai.*
4. *Premavathi .N Company Law and Secretarial Practice, 1<sup>st</sup> edition, shri Vishnu publications, Chennai.*

<b>17UCR4AA</b>	<b>ALLIED V: PROGRAMMING IN C</b>	<b>SEMESTER - IV</b>
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**Total Credits: 2**  
**Hours Per Week: 4**

**PREAMBLE:**

The Course 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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

<b>17UCR4AA</b>	<b>ALLIED V: PROGRAMMING IN C</b>	<b>SEMESTER - IV</b>
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**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 2<sup>nd</sup> Edition,* W.W.Norton, New York.
3. *Roger, T Stevens – Graphics programming in C,* 1<sup>st</sup> edition, BPB New Delhi.
4. *Juneja .B.L , Programming in C ,* 1<sup>st</sup> Edition ,New Delhi.

<b>17UCR43P</b>	<b>CORE LAB- IV: C PROGRAMMING</b>	<b>SEMESTER – IV</b>
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**Total Credits: 2**  
**Hours Per Week: 4**

## **CONTENTS**

### **PREAMBLE:**

The course aims to build the concepts regarding:

1. To enable the students to acquire the practical knowledge in C-Programming.

### **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 print ASCII value for a given character.
8. Program to print the Armstrong numbers up to 500.
9. Program to find the number of days between two dates.
10. Program to make simple calculator using switch statement.

<b>17UMA4AA</b>	<b>ALLIED-VI: STATISTICS FOR BUSINESS</b>	<b>SEMESTER - IV</b>
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**Total Credits: 4**  
**Hours Per Week: 5**

**PREAMBLE:**

The Course 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 verity of specific statistical methods.

**COURSE OUTCOMES:**

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

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

**Mapping with Programme outcomes**

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

**S-Strong: M-Medium: L-Low**

<b>17UMA4AA</b>	<b>ALLIED-VI: STATISTICS FOR BUSINESS</b>	<b>SEMESTER - IV</b>
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**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:**

*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 (up to 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.

<b>17UCR4SA</b>	<b>SKILL BASED COURSE -II: FINANCIAL MARKETS</b>	<b>SEMESTER – IV</b>
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**Total Credits: 3**  
**Hours Per Week: 3**

**PREAMBLE:**

The Course 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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

<b>17UCR4SA</b>	<b>SKILL BASED COURSE-II: FINANCIAL MARKETS</b>	<b>SEMESTER – IV</b>
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**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 –  
 Rematerialization 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** [1<sup>st</sup> Edition] Anmol Publications Pvt., Ltd., New Delhi.
2. *Joseph Anbarasu, D. Boominathan, V.K. and Manoharan, P.* 2004. **Financial Services** [2<sup>nd</sup> Edition] Sultan Chand & Sons, New Delhi
3. *Gardon .E*, **Financial Markets and Service**, 1<sup>st</sup> Edition, Himalaya Publications New Delhi.
4. *Giddy. I.H*, **Global Financial Markets** , 1<sup>st</sup> Edition AITBS Publications New Delhi.

17UCR43Q	CORPORATE PRACTICALS -IV	SEMESTER - IV
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### CONTENTS

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 Importance, needs and procedure for issue of Secretarial Standards and also collect any two Secretarial standards in detail.

<b>17UCR53A</b>	<b>CORE- IX: COST ACCOUNTING</b>	<b>SEMESTER - V</b>
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**Total Credits: 4**

**Hours Per Week: 5**

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

**PREAMBLE:**

The course 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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

17UCR53A	CORE- IX: COST ACCOUNTING	SEMESTER – V
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**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. *Maheswari, S.N.* 2002. **Cost Accounting**. Sultan Chand Publications, New Delhi.
2. *Jain S.P and Narang. K.L.* 2002. **Cost Accounting**. Kalyani Publications, New Delhi.
3. *Iyengar.S.P* , **Cost Accounting** [First Edition] Sultan Chand Publications, New Delhi.
4. *Pillar R.S.N,* **Cost Accounting** [First Edition] Sultan Chand Publications, New Delhi.



<b>17UCR53B</b>	<b>CORE -X : BUSINESS LAW</b>	<b>SEMESTER - V</b>
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**Total Credits: 4****Hours Per Week: 4****PREAMBLE:**

The Course 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.

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

**COURSE OUTCOMES:** In the successful completion the course, students will be

**Mapping with Programme Outcomes**

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

**S=Strong M=Medium L=Low**

17UCR53B	CORE -X :BUSINESS LAW	SEMESTER - V
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**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.
3. *Gulshan S.S*, **Mercantile Law [Third Edition]** – New age International, Delhi.
4. *Guptha O.P*, **Mercantile Law [First Edition]** – Sathya Balan, Delhi.

<b>17UCR53C</b>	<b>CORE -XI: INDUSTRIAL LAW</b>	<b>SEMESTER – V</b>
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**Total Credits: 4**  
**Hours Per Week: 4**

**PREAMBLE:**

The course 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

<b>CO Number</b>	<b>CO Statement</b>	<b>Knowledge Level</b>
<b>CO1</b>	Understanding the working conditions in factories	K2
<b>CO2</b>	Analyze the industrial disputes and explore the skills	K4
<b>CO3</b>	Explain the rights and privileges of Trade Unions Act, 1926	K2
<b>CO4</b>	Understanding the Payment of Bonus Act, 1965	K2
<b>CO5</b>	Acquire a comprehensive knowledge on Minimum Wages Act and Employee's Compensation Act	K3

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

<b>17UCR53C</b>	<b>CORE -XI: INDUSTRIAL LAW</b>	<b>SEMESTER - V</b>
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**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.
3. *Tulsian P.C* – **Business and Industrial Law** [First Edition] Sultan Chand & Son New Delhi.
4. **Industrial Labour and General Laws**, ICSI Material.

<b>17UCR53D</b>	<b>CORE -XII: TAXATION - I</b>	<b>SEMESTER - V</b>
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**Total Credits: 5**  
**Hours Per Week: 6**

**PREAMBLE:**

The course 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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

<b>17UCR53D</b>	<b>CORE -XII: TAXATION - I</b>	<b>SEMESTER - V</b>
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**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.
3. *Parameshwaran R* - Principles of Taxation [First Edition] Prasanna Publications, New Delhi
4. *Usha* - **Law Taxation** [First Edition] Usha Law Series.

17UCR53P	CORE LAB-V: WEB TECHNOLOGY	SEMESTER – V
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**Total Credits: 2**  
**Hours Per Week: 4**

**PREAMBLE:**

The course 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.

<b>17UCR5SA</b>	<b>SKILL BASED COURSE-III: MUTUAL FUND</b>	<b>SEMESTER - V</b>
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**Total Credits: 3**  
**Hours Per Week: 3**

**PREAMBLE:**

The course 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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

17UCR5SA	SKILL BASED COURSE-III: MUTUAL FUND	SEMESTER - V
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**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** [ 1<sup>st</sup> Edition] , Anmol publications Pvt., Ltd., New Delhi.
2. *Joseph Anbarasu, D. Boominathan.v.k, and Manoharan.P.* 2004. **Financial Services** [2<sup>nd</sup> Edition] Sultan Chand & Sons, New Delhi.
3. *Arindam Banerjee* , **Mutual Fund in India Perspectives and Strategies** [First Edition], ICFAI University Press, Hyderabad
4. *ERIC Tyson* , **Mutual Fund** – [Fourth Edition] Willey India, New Delhi.

<b>17UCR63A</b>	<b>CORE -XIII: MANAGEMENT ACCOUNTING</b>	<b>SEMESTER - VI</b>
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**Total Credits: 4****Hours Per Week: 6**

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

**PREAMBLE:**

The course 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

<b>CO Number</b>	<b>CO Statement</b>	<b>Knowledge Level</b>
<b>CO1</b>	Define the basic concepts of management accounting	K1
<b>CO2</b>	Analyse and Interpret the financial statements	K4
<b>CO3</b>	Analyze the fund flow and cash flow statements	K4
<b>CO4</b>	Analyze various types of budgets	K4
<b>CO5</b>	Analyze the concept of capital budgeting	K4

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

17UCR63A	<b>CORE -XIII: MANAGEMENT ACCOUNTING</b>	<b>SEMESTER - VI</b>
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**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.
3. *Khan & Jain*, **Management Accounting [First Edition]** TMH, New Delhi.
4. Pillai R.S.N & Bhavathi .V, **Management Accounting [First Edition]** Sultan & Chands New Delhi.



<b>17UCR63B</b>	<b>CORE -XIV: TAXATION -II (GST and Customs)</b>	<b>SEMESTER - VI</b>
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**Total Credits: 4**  
**Hours Per Week: 5**

**PREAMBLE:**

The course 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

<b>CO Number</b>	<b>CO Statement</b>	<b>Knowledge Level</b>
<b>CO1</b>	Understanding the concept and applicability of GST	K2
<b>CO2</b>	Acquire the knowledge on Central Goods and Service Tax Act, 2017	K3
<b>CO3</b>	Acquire the knowledge on Reverse charge mechanism, Registration under GST	K3
<b>CO4</b>	Understanding the basic concept of Customs Law	K2
<b>CO5</b>	Acquire the knowledge on Warehousing, Duty Drawback.	K3

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

17UCR63B	<b>CORE -XIV: TAXATION -II (GST and Customs)</b>	<b>SEMESTER - VI</b>
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**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

**TEXT BOOK:**

1. Ratha V., Indirect Taxation, [First Edition], Prasanna Publication, Chennai.

**REFERENCE BOOKS:**

1. Parameswaran.R, Viswanathan: Indirect Taxes GST and Customs Laws, Kavin Publications, Coimbatore.
2. Tax Laws – ICSI Study material, New Delhi.
3. Advanced Tax Laws and Practice – ICSI Study material, New Delhi.
4. [http://www.icsi.edu/GST\\_Newsletter.asp](http://www.icsi.edu/GST_Newsletter.asp)

<b>17UCR63C</b>	<b>CORE- XV: VISUAL BASIC THEORY</b>	<b>SEMESTER - VI</b>
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**Total Credits: 4****Hours Per Week: 4****PREAMBLE:**

The course 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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

17UCR63C	CORE- XV: VISUAL BASIC THEORY	SEMESTER - VI
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**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** [18<sup>th</sup> 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.
3. *Nicksnowdon*, **Oracle Programming with VB** [First Edition]-BJB Publications, New Delhi.
4. *Garycornell* , **Visual Basic 6 form the Goundup** [First Edition], TMH New Delhi.

17UCR63P	CORE LAB- VI: VISUAL BASIC	SEMESTER - VI
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**Total Credits: 2**  
**Hours Per Week: 4**

### **PREAMBLE:**

The course aims to build the concepts regarding:

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

### **CONTENTS**

1. A VB program to find factorial of a number.
2. A VB program to get name and marks details of a student. Then find out the total marks and percentage of the marks.
3. A VB program to calculate the amount of interest earned to any investment using the formula  $\text{interest earned} = (\text{amount} * \text{years} * \text{interest}) / 100$ .
4. A VB Program to get the total value of a sales person and to calculate his sales bonus.
5. A VB program to build an arithmetical calculator.
6. A VB Program to get the pay details of an employee and to calculate the net pay and taxable amount.
7. A VB program to allow the user to enter the names of country in a text box. Create command buttons to display all the names in alphabetical order in the list box and to delete the countries from the list box.

8. A VB program to find the straight -line depreciation for an asset using financial functions.
9. A VB program to calculate the number of days the user alive by asking the user to enter the date of birth.
10. A VB program to display a form, which has 3 menu items called line, circle and box. When clicking on each, display the appropriate output.
11. A VB program to reverse the text using string functions.
12. A VB program to store and retrieve the records from the database by using Data control.



<b>17UCR6SA</b>	<b>SKILL BASED COURSE-IV: ONLINE TRADING</b>	<b>SEMESTER - VI</b>
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**Total Credits: 3**  
**Hours Per Week: 3**

### **PREAMBLE:**

The course 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

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

### **Mapping with Programme Outcomes**

<b>COS/POS</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
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 COURSE-IV: ONLINE TRADING	SEMESTER - VI
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**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* [2<sup>nd</sup> Edition]  
Tata McGraw Hill, Newyork.
2. *Jitendra Gala, Guide to Indian Stock Market*, Buzzing Stock Publishing  
Hourse, Dec. 2007 Mumbai

### WEBSITE REFERENCES:

1. [www.arbtrading.com](http://www.arbtrading.com)
2. [www.5paisa.com](http://www.5paisa.com)
3. [www.buzzle.com](http://www.buzzle.com)
4. [www.free-uk-shares.co.uk](http://www.free-uk-shares.co.uk)

<b>17UCR5EA</b>	<b>ELECTIVE-I: ECONOMIC AND OTHER LEGISLATIONS</b>	<b>SEMESTER - VI</b>
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**Total Credits: 4**  
**Hours Per Week: 4**

**PREAMBLE:**

The course aims to build the concepts regarding:

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

**COURSE OUTCOMES:**

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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

<b>17UCR5EA</b>	<b>ELECTIVE-I: ECONOMIC AND OTHER LEGISLATIONS</b>	<b>SEMESTER - VI</b>
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**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 Frame Work Procedures for obtaining various environmental clearances – Role and function of environmental tribunal / Authority – National Green Tribunal – Appearance before environment Tribunal / Authority, Environment audit.

### **UNIT- III**

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

### **UNIT- IV**

Intellectual Property laws: Patent laws – Trademarks – Copyright.

## UNIT- V

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

### TEXT BOOKS:

1. *Gulshan and Kapoor*. 2003. **Business and Economic Laws**. Sultan Chand and Sons, New Delhi.
2. *Munish Bhandari* **A Handbook on Corporate and Allied Laws**, Bestword Publications Pvt Ltd. 16<sup>th</sup> 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.
3. *Mandot. K.C*, **Economic Law and Other Legislation** [Fifth Edition], Premier Book, New Delhi.
4. *Gulshan S.S*, **Economic Law and Other Legislation** [Eith Edition], Premier Book, New Delhi.

<b>17UCR5EB</b>	<b>ELECTIVE- I: INTERNET AND E-COMMERCE</b>	<b>SEMESTER - V</b>
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**Total Credits: 4**  
**Hours Per Week: 4**

**PREAMBLE:**

The course 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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

<b>17UCR5EB</b>	<b>ELECTIVE- I: INTERNET AND E-COMMERCE</b>	<b>SEMESTER - V</b>
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**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** [1<sup>st</sup> 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.
3. *Ram Kumar* – **Internet Multimedia** – Sorkalangiyam [First Edition] Kazhaga Veliyeedu, Chennai.
4. *Alex I.S Leon* – **Internet for Everyone** [First Edition], Leon Tech World, New Delhi.

<b>17UCR5EC</b>	<b>ELECTIVE-I: BRAND MANAGEMENT</b>	<b>SEMESTER - V</b>
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**Total Credits: 4****Hours Per Week: 4****Preamble:**

The subject aims to build the concepts regarding:

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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

17UCR5EC	ELECTIVE-I: BRAND MANAGEMENT	SEMESTER - V
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**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 – Co branding – Store brands.

### **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 BOOKS

1. *Ramesh Kumar*, **Managing Indian Brands**, Vikas Publication, India, 2002
2. *Mahim Sagar*, Deepali Singh, D.P. Agarawal, Achintya gupta, Ane Books Pvt. Ltd., 2012 , **Brand management**
3. *Mathur U.C.*, Macmillan India Ltd., 2008 **Brand Management text and cases.**
4. *Harsh V. Vermam* 2013 **Excel Books Brand Management text and cases.**

<b>17UCR6EA</b>	<b>ELECTIVE - II:INDUSTRIAL PSYCHOLOGY</b>	<b>SEMESTER - VI</b>
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**Total Credits: 4**  
**Hours Per Week: 4**

### **PREAMBLE**

The subject aims to build the concepts regarding:

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

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

### **Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

17UCR6EA	ELECTIVE : II INDUSTRIAL PSYCHOLOGY	SEMESTER – VI
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**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

**REFERENCE BOOKS:**

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 Hill Publishing, New Delhi.*

<b>17UCR6EB</b>	<b>ELECTIVE- II: MANAGEMENT INFORMATION SYSTEM</b>	<b>SEMESTER - VI</b>
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**Total Credits: 4****Hours per week: 4****Preamble:**

The Subject aims to build the concepts regarding:

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

<b>CO Number</b>	<b>CO Statement</b>	<b>Knowledge Level</b>
<b>CO1</b>	Explain basic concepts of Information System	K2
<b>CO2</b>	Construct the Information System for Operations and Decision Making	K3
<b>CO3</b>	Analyze the Decision Support System(DSS) and Artificial Intelligence (AI)	K4
<b>CO4</b>	Acquire the comprehensive knowledge on Managing Information Technology	K3
<b>CO5</b>	Experiment with Security and Ethical Challenges	K3

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**



17UCR6EB	<b>ELECTIVE- II: MANAGEMENT INFORMATION SYSTEM</b>	<b>SEMESTER - VI</b>
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**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.
3. *Mitall & Agarwal*, **MIS**. First edition , Sanjeeva Prakasham, Meerut.
4. *Kenneth C Landon*, **MIS** fourth edition PHI New Delhi.

17UCR6EC	<b>ELECTIVE- II: CORPORATE GOVERNANCE</b>	<b>SEMESTER - VI</b>
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**Total Credits: 4**  
**Hours Per Week: 4**

**PREAMBLE:**

The course 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	Analyze 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	<b>ELECTIVE- II: CORPORATE GOVERNANCE</b>	<b>SEMESTER - VI</b>
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**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.* **Takeover, Restructuring, and Corporate Governance.** Pearson Education, Singapore.
2. *Singh, S.* **Corporate Governance.** Excel Books.
3. *Prasad G Godbole,* **Merger Acquisition and Corporate restructuring,** first edition, Vikas Publishing house New Delhi.
4. *Harjit Singh,* **Corporate Restructuring through disinvestment** first edition, new age Publications, New Delhi

<b>17UCR6EP</b>	<b>ELECTIVE-III: FINANCIAL MANAGEMENT</b>	<b>SEMESTER -VI</b>
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**Total Credits: 4**  
**Hours Per Week: 4**

**Preamble:**

The course aims to build the concepts regarding:

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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

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

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.



<b>17UCR6EQ</b>	<b>ELECTIVE-III: SOFTWARE ENGINEERING</b>	<b>SEMESTER - VI</b>
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**Total Credits: 4**  
**Hours Per Week: 4**

**PREAMBLE:**

The course aims to build the concepts regarding:

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

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

**Mapping with Programme Outcomes**

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

**S-Strong M-Medium L-Low**

<b>17UCR6EQ</b>	<b>ELECTIVE-III: SOFTWARE ENGINEERING</b>	<b>SEMESTER - VI</b>
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**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** [3<sup>rd</sup> 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.
3. *Fichard F Fairly*, **Software Engineering Concept**, second edition TMH New Delhi.
4. *Pankaj Jalote*, **Integrated Approach to Software Engineering**, Third edition, Narsu New Delhi

<b>17UCR6ER</b>	<b>ELECTIVE-III:HUMAN RESOURCE MANAGEMENT</b>	<b>SEMESTER - VI</b>
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**Total Credits: 4**  
**Hours Per Week: 4**

**PREAMBLE:**

The course aims to build the Concepts regarding:

1. To make the students understand the concept and the scope in Human Resource Management.

**COURSE OUTCOMES:**

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

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

**Mapping with Programme Outcome**

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

**S-Strong M-Medium L-Low**

17UCR6ER	<b>ELECTIVE-III : HUMAN RESOURCE MANAGEMENT</b>	<b>SEMESTER - VI</b>
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**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.
3. *Baskar Chatterjee,* **Human Resource Management,** edition 1, Sterling publishers Pvt Ltd, New Delhi
4. *Jan Beardwell,* **Human Resource Management,** edition 1, Rajev Bert MAC Milan Indian Ltd

<b>17UNM34S</b>	<b>NON- MAJOR ELECTIVE COURSE - I: LEGAL ASPECTS OF BUSINESS</b>	<b>SEMESTER - III</b>
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**Total Credits: 2**  
**Hours Per Week: 2**

**PREAMBLE:**

The course 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

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



17UNM34S	NON- MAJOR ELECTIVE COURSE - I: LEGAL ASPECTS OF BUSINESS	SEMESTER - III
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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
4. *Tulsion P C*, **Business Law First Edition**, TMH New Delhi.

<b>17UNM44S</b>	<b>NON-MAJOR ELECTIVE COURSE-II: TAXATION</b>	<b>SEMESTER – IV</b>
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**Total Credits: 2**  
**Hours Per Week: 2**

**PREAMBLE:**

The course aims to build the Concepts regarding:

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

**COURSE OUTCOMES:**

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

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

17UNM44S	NON-MAJOR ELECTIVE COURSE-II: TAXATION	SEMESTER - IV
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**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. *Dhanabhakya.M, Indirect Taxation*, Serial Publications

17UCRSS1	SELF STUDY PAPER-I: CYBER LAW	SEMESTER- III
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**Total Credit: 1**

**PREAMBLE:**

The course aims to build the Concepts regarding:

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

**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.

### TEXT BOOK:

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

### REFERENCE BOOKS:

1. *T.Ramappa*, **Legal Issues in Electronic Commerce**, Macmillan India Ltd, New Delhi
2. *S.V.Joga Rao*, **Law of Cyber Crimes and Information Technology Law**, 2000 Wadhwa & Co, Nagpur
3. *D.P. Mittal*, **Law of Information Technology (Cyber Law) with Information Technology (Certifying Authorities) Rules, 2000**, Taxmann Publications Pvt. Ltd.
4. **Information Technology and Systems Audit**, Institute of Company Secretaries of India
5. *Harish Chander*, **cyber laws and IT protection**, PHI Learning Pvt Ltd 2011.

17UCRSS2	<b>SELF STUDY PAPER-II: SOFT SKILLS (PRACTICALS)</b>	<b>SEMESTER- III</b>
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**Total Credit: 1**

**PREAMBLE:**

The course 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.

### TEXT BOOK:

1. Shiv Khera, **"You Can Win"** – Macmillan Books – 2003 Revised Edition.
2. Stephen Covey, **"7 Habits of Highly Effective People"**

### REFERENCE BOOKS:

1. John Collin, **"Perfect Presentation"**, Video Arts MARSHAL.
2. Jenny Rogers, **"Effective Interviews"**, Video Arts MARSHAL.
3. Raman, Sharma, **"Technical Communications"**, OXFORD. Sharon Gerson, Steven Gerson, **Technical Writing Process and Product**, Pearson Education Asia, LPE Third Edition.
4. R Sharma, K. Mohan, **"Business Correspondence and Report Writing"**, Tata McGrawHill

193 Dr.N.G.P. Arts and Science College (Autonomous)

  
20/12/19  
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