

# Dr. N.G.P.ARTS AND SCIENCE COLLEGE (Autonomous)

## REGULATIONS 2019-20 for Under Graduate Programme (Outcome Based Education model with Choice Based Credit System)

### B.Com CSCA Degree

(For the students admitted during the academic year 2021-22 and onwards)

**Programme: B.Com. CSCA**

### Eligibility

A candidate who has passed in Higher Secondary Examination with any Academic Stream or Vocational Stream as one of the subjects 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 CA 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.

### 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.



**PROGRAMME OUTCOMES:**

On the successful completion of the program, the following are the expected outcomes.

<b>PO Number</b>	<b>PO Statement</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.



**Guidelines for Programmes offering Part I& Part II for Two Semesters:**

Part	Subjects	No.of Papers	Credit	Semester No.
I	Tamil / Hindi / French/Malayalam	2	2 x 3 = 6	I & II
II	English	2	2 x 3 = 6	I & II
III	Core (Credits 2,3,4 )	18-20	70	I to VI
	Inter Departmental Course (IDC)		16	I to IV
	Discipline Specific Elective (DSE)	3	3 x 4 =12	V & VI
	Skill Enhancement Course(SEC)	4	4 x 3=12	III,IV,V& VI
	Generic Elective(GE)	2	2 x 2=4	III & IV
	Lab on Project (LoP)	1	1	III to V
IV	Environmental Studies(AECC)	1	2	I
	Value Education (VE) (Human Rights, Womens' Rights) (AECC)	2	4	II and III
	General Awareness(On-Line Exam) (AECC)	1	2	IV
	RM ( AECC)	1	2	V
	Innovation, IPR, Entrepreneurship (AECC)	1	2	VI
V	Extension Activity NSS / Sports / Department Activity	-	1	I to VI
<b>TOTAL CREDITS</b>			<b>140</b>	

Dr. NGPASC  
Coimbatore - 641 045  
Department of Commerce  
Dr. M. D. R. Arts and Science College  
Coimbatore - 641 045




**CURRICULUM**  
**B.COM CS CA PROGRAMME**

Course Code	Course Category	Course Name	L	T	P	Exam(h)	Max Marks			Credits
							CIA	ESE	Total	
First Semester										
Part - I										
211TL1A1TA	Language - I	Tamil – I	4	1	-	3	25	75	100	3
201TL1A1HA		Hindi - I								
201TL1A1MA		Malayalam - I								
201TL1A1FA		French – I								
Part – II										
211EL1A1EA	Language - II	Professional English – I	4	-	1	3	25	75	100	3
Part – III										
205CR1A1CA	Core - I	Financial Accounting - I	5	1	-	3	25	75	100	4
205CR1A1CB	Core - II	Business Management	4	-	-	3	25	75	100	3
205FI1A1IA	IDC - I	Business Economics	4	-	-	3	25	75	100	4
205CR1A1CP	Core Practical - I	Office Automation - I	-	-	4	3	40	60	100	2
205CR1A1CQ	Core Practical - II	Corporate Practicals - I	Grade A to D							
Part - IV										
193MB1A1AA	AECC - I	Environmental Studies	2	-	-	3	-	50	50	2
Total			23	2	5	-	-	-	650	21

*Harac*  
15/5/21

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

 <b>Dr. N. G. P. Arts and Science College</b>		
<b>APPROVED</b>		
BoS- 11th 15/05/2021	AC - 11th 09/08/2021	GB - 15th 17/08/2021



Course Code	Course Category	Course Name	L	T	P	Exam(h)	Max Marks			Credits
							CIA	ESE	Total	
Second Semester										
Part - I										
191TL1A2TA	Language - I	Tamil - II	4	1	-	3	25	75	100	3
201TL1A2HA		Hindi - II								
201TL1A2MA		Malayalam - II								
201TL1A2FA		French – II								
Part – II										
211EL1A2EA	Language - II	Professional English – II	4	-	1	3	25	75	100	3
Part – III										
205CR1A2CA	Core - III	Financial Accounting - II	5	1	-	3	25	75	100	4
205CR1A2CB	Core - IV	Business Law	4	-	-	3	25	75	100	3
205CO1A2IA	IDC - II	Auditing	4	-	-	3	25	75	100	4
205CR1A2CP	Core Practical - III	Office Automation - II	-	-	4	3	40	60	100	2
205CR1A2CQ	Core Practical - IV	Corporate Practicals - II	Grade A to D							
Part - IV										
196BM1A2AA	AECC - II	Value Education - Human Rights	2	-	-	3	-	50	50	2
Total			23	2	5	-	-	-	650	21



Course Code	Course Category	Course Name	L	T	P	Exam (h)	Max Marks			Credits
							CIA	ESE	Total	
Third Semester										
195CR1A3CA	Core – V	Corporate Accounting-I	5	1	-	3	25	75	100	4
195CR1A3CB	Core – VI	Company Law and Secretarial Practice-I	5	-	-	3	25	75	100	4
195CR1A3CC	Core –VII	Database Management System	4	-	-	3	25	75	100	3
195CR1A3CP	Core Practical - V	Accounting and Database Maintenance	-	-	4	3	40	60	100	2
195CR1A3CQ	Core Practical - VI	Corporate Practicals-III	Grade A to D							
192MT1B3IB	IDC - III	Business Mathematics	4	-	-	3	25	75	100	4
195CR1A3SA	SEC - I	Practical Banking	3	-	-	3	25	75	100	3
	GE - I		2	-	-	3	-	50	50	2
	LoP									
Part - IV										
191TL1A3AA	AECC - III	Basic Tamil	2	-	-	3	-	50	50	2
191TL1A3AB		Advanced Tamil								
195CR1A3AA		Women's Rights								
Total			25	1	4				700	24



Course Code	Course Category	Course Name	L	T	P	Exam(h)	Max Marks			Credits
							CIA	ESE	Total	
Fourth Semester										
195CR1A4CA	Core – VIII	Corporate Accounting – II	5	1	-	3	25	75	100	4
195CR1A4CB	Core - IX	Company Law and Secretarial Practice – II	5	-	-	3	25	75	100	4
195CR1A4CC	Core – X	Programming in C	4	-	-	3	25	75	100	3
195CR1A4CP	Core Practical – VII	C Programming	-	-	4	3	40	60	100	2
195CR1A4CQ	Core Practical – VIII	Corporate Practicals – IV	Grade A to D							
192MT1B4IB	IDC - IV	Business Statistics	4	-	-	3	25	75	100	4
195CR1A4SA	SEC – II	Financial Markets	3	-	-	3	25	75	100	3
	GE - II		2	-	-	3	-	50	50	2
	LoP									
Part - IV										
191TL1A4AA	AECC - V	Basic Tamil	2	-	-	3	-	50	50	2
191TL1A4AB		Advanced Tamil								
192PY1A4AA		General Awareness								
Total			25	1	4	-	-	-	700	24



Course Code	Course Category	Course Name	L	T	P	Exam (h)	Max Marks			Credits
							CIA	ESE	Total	
Fifth Semester										
195CR1A5CA	Core – XI	Cost Accounting	5	1	-	3	25	75	100	4
195CR1A5CB	Core – XII	Taxation – I	5	1	-	3	25	75	100	4
195CR1A5CC	Core – XIII	Visual Basic Theory	4	1	-	3	25	75	100	3
195CR1A5CP	Core Practical - IX	Visual Basic	-	-	4	3	40	60	100	2
195CR1A5DA	DSE – I	Industrial Law	4	-	-	3	25	75	100	4
195CR1A5DB		Internet and E-Commerce								
195CR1A5DC		Brand Management								
195CR1A5SA	SEC - III	Mutual Fund	3	-	-	3	25	75	100	3
195CR1A5TA	IT	Industrial Training	Grade A to C							
195CR1A5LA	LoP	Lab on Project	-	-	-	-	50	-	50	1
Part - IV										
192MT1A5AA	AECC - V	Research Methodology	2	-	-	3	-	50	50	2
Total			23	3	4	-	-	-	700	23



Course Code	Course Category	Course Name	L	T	P	Exam (h)	Max Marks			Credits
							CIA	ESE	Total	
Sixth Semester										
195CR1A6CA	Core – XIV	Management Accounting	4	1	-	3	25	75	100	4
195CR1A6CB	Core – XV	Taxation-II (GST and Customs)	4	-	-	3	25	75	100	3
195CR1A6CP	Core Practical - X	Web Technology	-	-	4	3	40	60	100	2
195CR1A6CV	Core XVI: Project	Project Work	4	-	-	-	40	60	100	4
195CR1A6SA	SEC - IV	Online Trading	3	-	-	3	25	75	100	3
195CR1A6DA	DSE – II	Economic and Other Legislations	4	-	-	3	25	75	100	4
195CR1A6DB		Management Information System								
195CR1A6DC		Corporate Governance								
195CR1A6DD	DSE - III	Financial Management	4	-	-	3	25	75	100	4
195CR1A6DE		Software Engineering								
195CR1A6DF		Human Resource Management								
Part - IV										
195BI1A6AA	AECC - VI	Innovation and IPR	2	-	-	3	-	50	50	2
Part - V										
195CR1A6XA		Extension Activity	-	-	-	-	-	-	50	1
Total			25	1	4	-	-	-	800	27
Grand Total									4200	140



## DISCIPLINE SPECIFIC ELECTIVE

Students shall select the desired course of their choice in the listed elective course during Semesters V & VI

### Semester V (Elective I)

#### List of Elective Courses

S. No.	Course Code	Name of the Course
1.	195CR1A5DA	Industrial Law
2.	195CR1A5DB	Internet and E-Commerce
3.	195CR1A5DC	Brand Management

### Semester VI (Elective II)

#### List of Elective Courses

S. No.	Course Code	Name of the Course
1.	195CR1A6DA	Economic and Other Legislations
2.	195CR1A6DB	Management Information System
3.	195CR1A6DC	Corporate Governance

### Semester VI (Elective III)

#### List of Elective Courses

S. No.	Course Code	Name of the Course
1.	195CR1A6DD	Financial Management
2.	195CR1A6DE	Software Engineering
3.	195CR1A6DF	Human Resource Management



### GENERIC ELECTIVE COURSES (GE)

The following are the courses offered under Generic Elective Course

#### Semester III (GE-I)

S. No.	Course Code	Course Name
1	195CR1A3GA	Legal Aspects of Business

#### Semester IV (GE-II)

S. No.	Course Code	Course Name
1	195CR1A4GA	Taxation

### EXTRA CREDIT COURSES

The following are the courses offered under self study to earn extra credits:

S. No.	Course Code	Course Name
1	195CR1ASSA	Cyber Law
2	195CR1ASSB	Soft Skills(Practical)

### CERTIFICATE PROGRAMMES

The following are the programme offered to earn extra credits:

S. No.	Programme Code and Name	Course Code	Course Name
1	5CR5A Goods and Services Tax	195CR5A1CA	Goods and Services Tax
2	5CR5B Setting up of Business entities	195CR5B1CA	Setting up of Business entities



## MOOC (NPTEL/SWAYAM/ SPOKEN TUTORIAL)

The following are the online courses offered:

Please refer the following link to select the courses

- [www.swayam.org](http://www.swayam.org)
- [www.nptel.ac.in](http://www.nptel.ac.in)
- [www.spoken-tutorial.org](http://www.spoken-tutorial.org)



## REGULATION 2019-20

Effective from the academic year 2019-20 and applicable to the students admitted to the Degree of Bachelor of Science / Commerce / Arts.

### 1. NOMENCLATURE

1.1 Faculty: Refers to a group of programmes concerned with a major division of knowledge are. Eg. Faculty of Computer Science consists of disciplines like Departments of Computer Science, Information Technology, Computer Technology and Computer Applications.

1.2 Programme: Refers to the Bachelor of Science / Commerce / Arts Stream that a student has chosen for study.

1.3 Batch: Refers to the starting and completion year of a programme of study. Eg. Batch of 2015-2018 refers to students belonging to a 3 year Degree programme admitted in 2015 and completing in 2018.

1.4 Course Refers to a component (a paper) of a programme. A course may be designed to involve lectures / tutorials / laboratory work / seminar / project work/ practical training / report writing / Viva voce, etc or a combination of these, to meet effectively the teaching and learning needs and the credits may be assigned suitably.

#### a) Core Courses

A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

#### b) Inter Disciplinary Course (IDC)

A course chosen generally from a related discipline/subject, with an intention to seek exposure in the discipline relating to the core domain of the student.

#### c) Discipline Specific Elective (DSE) Course: DSE courses are the courses offered by the respective disciplinary/ interdisciplinary programme.

#### d) Skill Enhancement Courses (SEC): SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

#### e) Ability Enhancement Courses (AEC): AECC courses are the courses based upon the content that leads to Knowledge enhancement. These



are mandatory for all disciplines. Environmental Science, Human Rights, Women's Rights, General Awareness, IPR and Innovation, Entrepreneurship Development and Research Methodology.

All these courses should be taught according to Outcome based Education.

### 1.5 Lab on Project (LoP)

To promote the undergraduate research among all the students, the LoP is introduced beyond their regular class hours. LoP is introduced as group project consisting of not more than five members. It consist of four stages namely Literature collection, Identification of Research area, Execution of research and Reporting / Publication of research reports/ product developments. These four stages spread over from III to V semester.

### 1.6 Project work

It is considered as a special course involving application of knowledge in problem solving / analyzing /exploring a real life situation / difficult problem. The Project work will be given in lieu of a Core paper.

### Extra credits

Extra credits will be awarded to a student for achievements in co-curricular activities carried out outside the regular class hours. The guidelines for the award of extra credits are given in section- these credits are not mandatory for completing the programme.

### Advanced Learner Course (ALC):

ALC is doing work of a higher standard than usual for students at that stage in their education. Research work carried out in University/ Research Institutions/ Industries of repute in India or abroad for a period of 15 to 30 days will be considered as Advanced Learners Course.



## 2. STRUCTURE OF PROGRAMME

### 2.1 PART – I: LANGUAGE

Tamil or any one of the languages namely Malayalam, Hindi and French will be offered under Part – I in the first two / four semesters.

### 2.2 PART – II : ENGLISH

English will be offered during the first two / four semester.

### 2.3 PART – III :

- Core course
- Inter Departmental Course (IDC)
- Discipline Specific Elective (DSE)
- Skill Enhancement Course (SEC)
- Generic Elective (GE)
- Lab on Project (LoP)
- Industrial Training (IT)

### 2.4 PART IV

#### 2.4.1 Ability Enhancement Compulsory Course

The ability enhancement courses such as i) Environmental Studies, ii) Human Rights, iii) Womens' Rights, iv) General Awareness, v) Research Methodology, vi) Intellectual Property Rights(IPR), Innovation and Entrepreneurship or IPR and Innovation from I to VI Semester.

a) Those who have not studied Tamil up to XII Std and taken a non-Tamil language under Part-I shall take Tamil comprising of two courses.

(OR)

b) Those who have studied Tamil up to XII std and taken a non-Tamil language under Part-I shall take Advanced Tamil comprising of two courses in the third and fourth semesters.

(OR)

c) Students who come under the above a+b categories are exempted from Women's Rights and General awareness during III and IV semester respectively.



## 2.5 PART V: EXTENSION ACTIVITIES

The following co-curricular and extracurricular activities are offered under institutional / department Association/ club/ extension programmes for the students under extension activities from I to IV semester.

### a) Institutional

- National Service Scheme (NSS)  
Participation in any one of the camps organized by NSS unit.
- Friends of Police(FoP)  
Active participation in traffic regulation and other extension activities
- Sports  
Active participation in any one of the sports activities
- Youth Red Cross (YRC)  
Active participation in YRC programmes

### b) Department Association

Membership and active participation in the department association activities.

### c) Clubs

Membership and active participation in any one club activities.

## 1. CREDIT ALLOTTMENT

The following is the credit allotment:

- Lecture Hours (Theory) : Max.1 credit per lecture hour per week,  
1 credit per tutorial hour per week
- Laboratory Hours : 1 credit for 2 Practical hours per week.
- Project Work : 1 credit for 2 hours of project work per week

## 2. DURATION OF THE PROGRAMME

A student is normally expected to complete the B.Sc. /B.com. /BA Programme in 6 semesters. However, in any case not more than 7 consecutive semesters. Failing which the concern BoS will identify suitable / equivalent course.



### 3. REQUIREMENTS FOR COMPLETION OF A SEMESTER

Candidate shall be permitted to appear for the End Semester examinations for any semester (practical/theory) if

- i) He/she secures not less than 75% of attendance in the number of working days during the semester.
- ii) He/she earns a progress certificate from the Head of the institution, of having satisfactorily completed the course of study prescribed in the scheme of examinations for that semester as required by these regulations, and
- iii) His/her conduct / character is satisfactory.
  - Provided that it shall be open to the Academic council, or any authority delegated with such powers by the Academic council, to grant exemption to a candidate who has failed to earn 75% of the attendance prescribed, for valid reasons, subject to usual conditions. (Refer the Ordinance No.1 of 1990 of the Bharathiar University)
  - A candidate who earned 75% of attendance and more in the current semester are eligible to write the examination in current semester subjects.
  - A candidate who has secured less than 65% but 55% and above attendance in any semester has to compensate the shortage in attendance in the subsequent semester besides earning the required percentage of attendance in that semester and appear for both semester papers together at the end of the later semester.
  - A candidate who has secured less than 55% of attendance in any semester shall not be permitted to appear for the regular examinations and to continue the study in the subsequent semester. He/she has to rejoin the semester in which the attendance is less than 55%.
  - A candidate who has secured less than 65% of attendance in the final semester has to compensate his/her attendance shortage in a manner as decided by the concerned Head of the department after rejoining the same course.



#### 4. EXAMINATIONS

- The end semester examinations shall normally be conducted after completing 90 working days for each semester.
- The maximum marks for each theory and practical course (including the project work and Viva-Voce examination in the final Semester) shall be 100 with the following breakup.

##### (i) Theory Courses

Continuous Internal Assessment (CIA) : 25 Marks

End Semester Exams (ESE) : 75 Marks

##### (ii) For Practical/ Courses

Continuous Internal Assessment (CIA) : 40 Marks

End Semester Exams (ESE) : 60 Marks

- a. The following are the distribution of marks for the Continuous Internal Assessment in Practical, Project / Industrial Training Courses.

Continuous Internal Assessment for Practical Courses:

S.No	For - UG practical courses	Distribution of Marks					
1	Minimum 10 experiments to be conducted/practical paper/semester	20	15	10	8	5	4
2	Tests : Two tests out of which one shall be during the mid semester and the other to be conducted as model test at the end of the semester.)	16	10	10	8	6	6
3	Observation Note Book	4	5	5	4	4	-
	TOTAL MARKS	40	30	25	20	15	10



### Project viva-voce / Industrial Training

The following are the distribution of marks for the continuous Internal assessment in UG Project/Industrial Training courses.

S.no	For - UG Project courses//Industrial Training	Distribution of Marks	
1	Review-I	5	10
2	Review-II	5	10
3	Review-III	5	10
4	Document, Preparation and Implementation	10	10
	TOTAL MARKS	25	40

b. Following are the distribution of marks for the External Examination in UG Project /Industrial Training courses

S.no	For - UG Project //Industrial Training courses	Distribution of Marks	
1	Record Work and Presentation	35	40
2	Viva-Voce	15	20
	TOTAL MARKS	50	60

### Part – IV

The courses offered under Part – IV shall have only End Semester Examinations (ESE) for a maximum of 50 Marks. However, Students who select “Tamil” under Part IV, will be assessed only by Continuous Internal Assessment (CIA). The marks shall be furnished to the COE by the concerned Course teacher through the Head of the Department.



## 6.1 CONTINUOUS ASSESSMENT EXAMS

### 6.1 Theory courses

#### a) Continuous Internal Assessment test (CIA)

There will be a Minimum of two Continuous Assessment Exams, for each Theory course. The first and Second Assessment Exams will be conducted for a Maximum of 50 Marks and 75 marks respectively. The total marks secured in the Two Assessment Exams will be converted to 15 Marks.

#### b) Utilization of Library

Marks will be awarded to the student based on the hours spent in the library after the working hours and submission of report by the student.

Hours spent in Library	Marks	Type of Document submitted
2	1	Report/ Assignment/ Class presentation
4	2	
6	3	
8	4	
10	5	
12	6	

- During the Library hour, the student must spend time in reading the articles, books, journals of their subject of interest
- Each student should borrow minimum three books during the semester
- Student is expected to submit one Report / Assignment / Class Presentation per Course.

#### c) Class Participation

Active participation in classroom discussion by the student will be evaluated based on Integration of knowledge, Interaction and Participation and demonstration of knowledge.



d) Papers / Reports/ Assignments/ Class Presentation

The student will be evaluated based on his ability to do analysis of application of theory to real world problems or creative extension of class room learning and his/her ability to communicate the given topic effectively and clearly.

**Continuous Assessment OBE Rubrics Score Sheet**

Degree: \_\_\_\_\_ Branch: \_\_\_\_\_ Semester: \_\_\_\_\_

Course Code: \_\_\_\_\_ Course: \_\_\_\_\_

Max. Marks: \_\_\_\_\_ Internal: \_\_\_\_\_ External: \_\_\_\_\_ Total: \_\_\_\_\_

S.No.	REG. NO	THEORY / PRACTICAL & LIBRARY CLASS PARTICIPATION (15) (Compulsory)				RUBRICS ASSESSMENT (SELECT ANY ONE)								Total Marks out of : 30	Total Marks out of : 16 / 10 / 08 / 04
						PAPERS / REPORTS (15)				ASSIGNMENTS (15)		CLASS PRESENTATION (15)			
		Library	Integration of Knowledge & Interaction & Participation	Demonstration of Knowledge	Organization & Knowledge	Format & Spelling	Reference / Experiments	Demonstration of Knowledge	Format & Spelling	Reference	Content & Coherence	Creativity and Speaking Skills	Duration of Presentation		
1		6	3	3	3	5	5	5	5	5	5	5	5		



The following are the distribution of marks for the continuous internal assessment in UG practical courses

S.No	For - UG Practical Courses	Distribution of Marks					
1	Minimum 10 experiments to be conducted/practical paper/semester	20	15	10	8	5	4
2	Tests : Two tests out of which one shall be during the mid semester and the other to be conducted as model test at the end of the semester.)	16	10	10	8	6	6
3	Observation Note Book	4	5	5	4	4	-
	TOTAL MARKS	40	30	25	20	15	10



## 7. FOR PROGRAMME COMPLETION

Programme Completion (for students admitted in the A.Y.2019-20 and Onwards)

Student has to complete the following:

- i) Part I, II,III,IV,V as mentioned in the scheme
- ii) Industrial/ Institutional training

Students must undertake industrial / institutional training for a minimum of 15 days and not exceeding 30 days during the IV semester summer vacation. The students will submit the report for evaluation during V semester.

Based on the performance Grade will be awarded as follows:

Marks Scored	Grade to be awarded
75 and above	A
60-74	B
40-59	C
< 40	Re-Appearence

- iii) Skill Enhancement Training

Student must undergo Skill Enhancement training on Communication skills (I and II Semester) and Quantitative aptitude (III and IV Semester) respectively each for 40 h.



## 8. EXTRA CREDITS

- Earning extra credit is mandatory. However, it is not essential for programme completion
- Extra Credits will be awarded to a student for achievement in co-curricular/ extracurricular activities carried other than the regular class-hours.
- The detailed guidelines for the award of extra credits are as follows:
- A student is permitted to earn a maximum of five extra Credits during the programme duration of UG from I to V Semester.
- Candidate can claim a maximum of 1 credit under each category listed.

The following are the guidelines for the award of Extra credits:

### 8.1 Proficiency in foreign language

Qualification	Credit
A pass in any foreign language in the examination conducted by an authorized agency	1

### 8.2 Proficiency in Hindi

Qualification	Credit
A pass in the Hindi examination conducted by Dakshin Bharat Hindi Prachar Sabha	1

Examination passed during the programme period only will be considered for extra credit

### 8.3 Self-study Course

Qualification	Credit
A pass in the self-study courses offered by the department	1

The candidate should register the self-study course offered by the department only in the III semester



#### 8.4 Typewriting/Short hand

A Pass in short hand /typewriting examination conducted by Tamil Nadu Department of Technical Education (TNDTE) and the credit will be awarded.

Qualification	Credit
A pass in the type writing / short hand examination offered by TNDTE	1

#### 8.5 Diploma / Certificate

Courses offered by any recognized University / NCVRT

Qualification	Credit
A pass in any Certificate course/ Diploma / PG Diploma	1

#### 8.6 CA/ICSI/CMA

Qualification	Credit
Qualifying foundation / Inter level / Final in CA/ICSI/CMA / etc.,	1

#### 8.7 Sports and Games

The Student can earn extra credit based on their Achievement in sports as given below:

Qualification	Credits
Achievement in University/ State / National/ International	1

#### 8.8 Online Courses

Pass in any one of the online courses

Qualification	Credit
SWAYAM/NPTEL/Spoken Tutorial etc.,	1



## 8.9 Publications / Conference Presentations (Oral/Poster)/Awards

Qualification	Credit
Research Publications in Journals/ oral/poster presentation in Conference	1

## 8.10 Innovation / Incubation / Patent / Sponsored Projects / Consultancy

Qualification	Credit
Development of model/ Products /Prototype /Process/ App/Registration of Patents/ Copyrights/Trademarks/Sponsored Projects /Consultancy	1

## 8.11 Representation

Qualification	Credit
State / National level celebrations such as Independence day, Republic day Parade, National Integration camp etc.,	1



Course Code	Course Name	Category	L	T	P	Credit
211TL1A1TA	தமிழ்த் தாள் - I	மொழி- I	4	1	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- மொழிப்பாடங்களின் வாயிலாக தமிழரின் பண்பாடு , பகுத்தறிவு ஆகியவற்றை அறியச் செய்தல்
- கலை மற்றும் மரபுகளை அறியச் செய்தல்
- மாணவர்களின் படைப்பாக்கத்திறன்களை ஊக்குவித்தல்

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	வாழ்க்கைத்திறன்கள் (Life Skills) – மாணவனின் செயலாக்கத்திறனை ஊக்குவித்தல்	K1,K2,K3
CO2	மதிப்புக்கல்வி (Attitude and Value education)	K2,K4
CO3	பாட இணைச் செயல்பாடுகள் (Co-curricular activities)	K2,K3,K4
CO4	சூழலியல் ஆக்கம் (Ecology)	K4
CO5	மொழி அறிவு (Tamil knowledge)	K5, K6

### MAPPING WITH PROGRAMME OUTCOMES

COs/POs	PO1	PO2	PO3	PO4	PO5
CO1	S	M	S	M	S
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





## Unit IV சிறுகதைகள்

15 h

- |                        |                    |
|------------------------|--------------------|
| 1. வேப்பமரம்           | - ந. பிச்சமூர்த்தி |
| 2. அகல்யை              | - புதுமைப்பித்தன்  |
| 3. ஒருபிடி சோறு        | - ஜெயகாந்தன்       |
| 4. காய்ச்சமரம்         | - கி. ராஜநாராயணன்  |
| 5. நிராசை              | - பாமா             |
| 6. குதிரை மசால் தாத்தா | - சு. வேணுகோபால்   |

## Unit V இலக்கியவரலாறு, இலக்கணம் மற்றும் பயிற்சிப் பகுதி

13 h

அ. இலக்கிய வரலாறு

1. மறுமலர்ச்சிக் கவிஞர்களின் தமிழ்ப்பணிகள்
2. புதுக்கவிதையின் தோற்றமும் வளர்ச்சியும்
3. சிறுகதையின் தோற்றமும் வளர்ச்சியும்

ஆ. இலக்கணம்

1. வல்லினம் மிகும், மிகா இடங்கள் (ஒற்றுப்பிழை நீக்கி எழுதுதல்)
2. ர,ற ,ல, ழ, ள ,ண, ந,ன, வேறுபாடு (ஒலிப்பு நெறி, சொற்பொருள் வேறுபாடு அறிதல்)

இ. படைப்பாக்கப் பயிற்சி

1. கவிதை, சிறுகதை எழுதுதல்

## Text Books

- 1 செய்யுள் மற்றும் உரைநடைத் திரட்டு . 2021. தொகுப்பு : தமிழ்த் துறை , டாக்டர் என். ஜி.பி. கலை மற்றும் அறிவியல் கல்லூரி. நியூ செஞ்சுரி புக் ஹவுஸ்(பி)லிட். சென்னை.

## References

- 1 பேராசிரியர் முனைவர் பாக்கியமேரி. இலக்கணம் இலக்கிய வரலாறு மொழித்திறன். முதல் பதிப்பு 2013 . பூவேந்தன் பதிப்பகம். சென்னை
- 2 தமிழண்ணல் . புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு . பதினாறாம் பதிப்பு 2000 மீனாட்சி புத்தக நிலையம். மதுரை.
- 3 பேராசிரியர் புலவர் இளவரசு ,சோம. புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு. எட்டாம் பதிப்பு ஜூலை 2012.மணிவாசகர் பதிப்பகம்.சென்னை
- 4 தமிழ் இணையக் கல்விக்கழகம். <<http://www.tamilvu.org/>>

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Dr.NGPASC

COIMBATORE | INDIA

B.Com. CSCA (Students admitted during the AY 2021-22)

Course Code	Course Name	Category	L	T	P	Credit
201TL1A1HA	HINDI-I	Language 1	4	1	-	03

### PREAMBLE

This course has been designed for students to learn and understand

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

communicate Hindi

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



201TL1A1HA	HINDI-I	SEMESTER I
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Total Credits: 03

Total Instruction Hours: 60 h

## Syllabus

Unit I	गद्य – नूतन गद्य संग्रह (जय प्रकाश)	12 h
	पाठ 1- रजिया	
	पाठ 2- मक्रील	
	पाठ 3- बहता पानी निर्मला	
	पाठ 4- राष्ट्रपिता महात्मा गाँधी	
Unit II	कहानी कुंज- डॉ वी.पी. 'अमिताभ'	12 h
	कहानी कुंज- डॉ वी.पी. 'अमिताभ' (पाठ 1-4)	
Unit III	व्याकरण	12 h
	शब्द विचार ( संज्ञा, सर्वनाम, कारक, विशेषण)	
Unit IV	अनुच्छेद लेखन	12 h
	अनुच्छेद लेखन	
Unit V	अनुवाद	12 h
	अभ्यास-III (केवल अंग्रेजी से हिन्दी में)	

## Text Books

- 1 प्रकाशक: सुमित्र प्रकाशन 204 लीला अपार्टमेंट्स, 15 हेस्टिंग्स रोड अशोक नगर इलाहाबाद-211001 (Unit - I)
- 2 प्रकाशक: गोविन्द प्रकाशन सदर बाजार, मथुरा उत्तर प्रदेश – 281001 (Unit-II)
- 3 पुस्तक: व्याकरण प्रदिप – रामदेव प्रकाशक: हिन्दी भवन 36 टेंगोर नगर इलाहाबाद – 211024 (Unit-III)
- 4 पुस्तक: व्याकरण प्रदिप – रामदेव प्रकाशक: हिन्दी भवन 36 इलाहाबाद-211024 (Unit-IV)
- 5 (पाठ 1 to 10) प्रकाशक: दक्षिण भारत प्रचार सभा चेन्नई -17 (Unit – V)

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COIMBATORE | INDIA

Course Code	Course Name	Category	L	T	P	Credit
201TL1A1MA	MALAYALAM	Language - I	4	1	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- develop the writing ability and develop reading skill.
- 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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



201TL1A1MA	MALAYALAM - I	SEMESTER I
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Total Credits: 3

Total Instruction Hours: 60 h

### Syllabus


<b>Unit I</b>	Novel	12 h
	1. Alahayude penmakkal	
<b>Unit II</b>	Novel	12 h
	1. Alahayude penmakkal	
<b>Unit III</b>	Short Story	14 h
	2. Nalinakanthi	
<b>Unit IV</b>	Short Story	10 h
	2. Nalinakanthi	
<b>Unit V</b>		12 h
	Composition & Translation	

### Text Books

- 1 Alahayude penmakkal (NOVEL) By Sara Joseph Published by Current books Thrissur.
- 2 Nalinakanthi (Short story) By T.Padmanabhan Published by DC.Books Kottayam
- 3 Expansion of ideas, General Essay And Translation.

### References

- 1 Malayala Novel Sahithyam
- 2 Malayala cherukatha Innale Innu.

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Course Code	Course Name	Category	L	T	P	Credit
201TL1A1FA	FRENCH- I	Language - I	4	1	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- Competence in General Communication Skills – Oral + Written – Comprehension & Expression.
- the Culture, life style and the civilization aspects of the French people as well as of France.
- 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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



201TL1A1FA	FRENCH- I	SEMESTER I
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Total Credits: 3

Total Instruction Hours: 60 h

## Syllabus

## Unit I Salut I Page 10

12 h

Objectifs de Communication	Tâche	Activités de réception et de production orale
<ul style="list-style-type: none"> <li>• Saluer</li> <li>• Enter en contact avec quelqu'un.</li> <li>• Se présenter.</li> <li>• S'excuser</li> </ul>	En cours de cuisine, premiers contacts avec les membres d'un groupe	<ul style="list-style-type: none"> <li>• Comprendre des personnes qui se saluent.</li> <li>• Échanger pour entrer en contact, se présenter, saluer, s'excuser.</li> <li>• Communiquer avec <i>tu</i> ou <i>vous</i>.</li> <li>• Comprendre les consignes de classe</li> <li>• Épeler son nom et son prénom.</li> </ul> <p>Computer jusqu'à 10.</p>

## Unit II Enchanté I Page 20

12 h

Objectifs de Communication	Tâche	Activités de réception et de production orale
<ul style="list-style-type: none"> <li>• Demander de se présenter.</li> <li>• Présenter quelqu'un.</li> </ul>	Dans la classe de français, se présenter et remplir une fiche pour le professeur.	<ul style="list-style-type: none"> <li>• Comprendre les informations essentielles dans un échange en milieu professionnel.</li> <li>• Échanger pour se présenter et présenter quelqu'un.</li> </ul>

## Unit III J'adore I Page 30

12 h

Objectifs de Communication	Tâche	Activités de réception et de production orale
<ul style="list-style-type: none"> <li>• Exprimer ses goûts.</li> </ul>	Dans un café, participer à une soirée de rencontres	<ul style="list-style-type: none"> <li>• Dans une soirée de rencontres rapid comprendre des personnes qui échangent sur elles et sur leurs goût</li> <li>• Comprendre une personne</li> </ul>



	rapides et remplir de tâches d'appréciation.	qui parler des goûts de quelqu'un d'autre.
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**Unit IV J'adore I Page 30**

14 h

Objectifs de Communication	Tâche	Activités de réception et de production orale
<ul style="list-style-type: none"> <li>Présenter quelqu'un</li> </ul>	Dans un café, participer à une soirée de rencontres rapides et remplir de tâches d'appréciation	<ul style="list-style-type: none"> <li>Exprimer ses goûts.</li> <li>Comprendre une demande laissée sur un répondeur téléphonique.</li> <li>Parler de ses projets de week-end.</li> </ul>
Autoévaluation du module I Page 40 – Préparation au DELF A1 page 42		


**Unit V Tu veux bien? Page 46**

10 h

Objectifs de Communication	Tâche	Activités de réception et de production orale
<ul style="list-style-type: none"> <li>Demander à quelqu'un de faire quelque chose.</li> <li>Demander poliment.</li> <li>Parler d'actions passées.</li> </ul>	Organiser un programme d'activités pour accueillir une personne importante.	<ul style="list-style-type: none"> <li>Comprendre une personne demande un service à quelqu'un.</li> <li>Demander à quelqu'un de faire quelque chose.</li> <li>Imaginer et raconter au passé à partir de situations dessinées.</li> </ul>

**Text Books**

- 1 Regine Merieux, Yves Loiseau, LATITUDES 1(Methode de Français), Goyal Publisher & Distributors Pvt.Ltd., 86 UB Jawahar Nagar (Kamala Nagar),Delhi-7 Les Editions Dider, Paris,2008- Imprime en Roumanie par Canale en Janvier 2012.

 <b>Dr.N.G.P. Arts and Science College</b>		
<b>APPROVED</b>		
BoS- 1175	AC - 1175	GB - 1575
15/05/2021	09/08/2021	17/08/2021



Course Code	Course Name	Category	L	T	P	Credit
211EL1A1EA	PROFESSIONAL ENGLISH - I	Language - II	4	0	1	3

### PREAMBLE

This course has been designed for students to learn and understand

- To experience the effect of dialogue, the brilliance of imagery and the magnificence of varied genre
- To strengthen the student's English vocabulary and understanding of English sentence structure
- To communicate effectively and acquire knowledge on the transactional concept of English language

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	Extend interest in and appreciation of the works of eminent writers from various literatures	K2
CO2	Interpret the genres in literature through the master works of great visionaries	K3
CO3	Perceive the language gaps through a clear model of the grammatical structure	K5
CO4	Analyze the concepts of texts in the course of different lessons which are realistic and discursive in nature	K4
CO5	Value the integral concepts of English grammar necessarily required in their linguistic competence	K5

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



211EL1A1EA	PROFESSIONAL ENGLISH - I	SEMESTER I
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Total Credits: 3

Total Instruction Hours: 60 h

### Syllabus

#### Unit I Genre Studies - I 10 h

The Road Not Taken – Robert Frost

All the World's a Stage – William Shakespeare

Whitewashing the Fence – Mark Twain

The Face of Judas Iscariot - Bonnie Chamberlain

Soul Gone Home – Langston Hughes

#### Unit II Genre Studies - II 11 h

Ode on a Grecian Urn – John Keats

Mending Wall – Robert Frost

My Early Days – Dr. A.P.J. Abdul Kalam

Nightfall – Isaac Asimov

A Kind of Justice – Margret Atwood

#### Unit III Grammar - I 14 h

Parts of Speech

Articles and Prepositions

Subject Verb Agreement

Degrees of Comparison

Sequence of Tenses

#### Unit IV Genre Studies - III 11 h

On his Blindness - John Milton

Small - Scale Reflections on a Great House – A.K. Ramanujan

On Prayer – Khalil Gibran

The Garden Party – Katherine Mansfield

The Tell - Tale Heart – Edgar Allen Poe



**Unit V Grammar - II**

14 h

If Conditionals

Modal Auxiliary Verbs

Question Types/Tags

Voice


Direct and Indirect Speech

**Text Books**

- 1 Prabha, Vithya. R and S. Nithya Devi. 2019. Sparkle: English Textbook for First Year. McGraw Hill Education, Chennai.
- 2 Wren and Martin. 2006. High School English Grammar and Composition. S. Chand Publishing, New Delhi.

**References**

- 1 Bajwa and Kaushik. 2010. Springboard to Success- Workbook for Developing English and Employability Skills. Orient Black Swan, Chennai
- 2 Syamala. V. 2002. Effective English Communication for You. Emerald Publishers, Chennai.
- 3 Krishnaswamy. N, Lalitha Krishnaswamy & B.S. Valke. 2015. Eco English, Learning English through Environment Issues. An Integrated, Interactive Anthology. Bloomsbury Publications, New Delhi.
- 4 Krishnaswamy. N. 2000. Modern English: A Book of Grammar, Usage And Composition. Macmillan, New Delhi.

		
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15/05/2021	09/08/2021	17/08/2021



Course Code	Course Name	Category	L	T	P	Credit
205CR1A1CA	FINANCIAL ACCOUNTING - I	CORE	5	1	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- The basic financial terms and preparation of financial statements
- The basic accounting knowledge as applicable to business
- The need for making adjustments while preparing final accounts

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



205CR1A1CA	FINANCIAL ACCOUNTING - I	SEMESTER I
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Total Credits: 4

Total Instruction Hours: 72 h

### Syllabus

#### Unit I Introduction 15 h

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.

Rectification of errors – Introduction – Types of errors – Clerical errors – Errors of principles – Compensating errors – Errors of duplication.

#### Unit II Bank reconciliation statement & Depreciation 15 h

Bank reconciliation statement - Introduction – Importance of reconciliation – Need for Bank reconciliation statement – Causes of difference – Effect of debit or credit in the cash book.

Depreciation - Concept - Causes – Differences between Depreciation, depletion, amortization, and dilapidation - Methods of recording depreciation – Methods of Providing Depreciation (Eight Methods) – Accounting Problems.

#### Unit III Final Accounts of sole traders 14 h

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 13 h

Introduction – Components – 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, Account Current & Average Due Date 15 h

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.

**Note:** Distribution of Marks Theory - 20% and Problems - 80%.

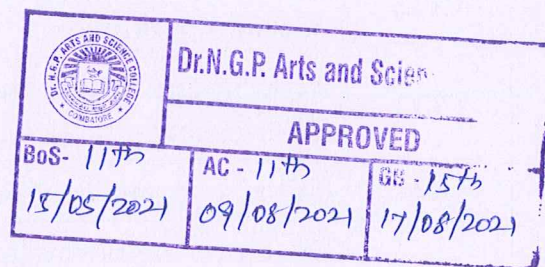


## Text Books

- 1 Jain S.P, Narang K.L, 2018, "Advanced Accountancy", Volume I, 20th Edition, Kalyani Publishers, Chennai.
- 2 Reddy T.S. and Murthy, 1998, [Reprint 2014], "Financial Accounting", Margham Publications, Chennai.

## References

- 1 Gupta R.L, Radhaswamy M, 2011, "Advanced Accountancy", Volume I, 24th Edition, Sultan Chand and Sons, New Delhi.
- 2 Shukla M.C, Grewal T.S, Gupta S.C, 2011, "Advanced Accounts", Volume I, 21st Edition, S. Chand and Co, New Delhi.
- 3 Narayanaswamy. R, 2011, "Financial Accounting: A Managerial Perspective", 4th Edition, PHI Learning Limited, New Delhi.
- 4 Fundamentals of Accounting and Auditing, ICSI study material.



Course Code	Course Name	Category	L	T	P	Credit
205CR1A1CB	BUSINESS MANAGEMENT	CORE	4	-	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- The concepts of business management.
- The management principles and techniques that could achieve business success.
- Organizational structure and its operations

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



205CR1A1CB	BUSINESS MANAGEMENT	SEMESTER I
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**Total Credits: 3**

**Total Instruction Hours: 48 h**

### Syllabus

#### Unit I Management 9 h

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 10 h

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 10 h

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 10 h

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

#### Unit V Control process 9 h

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.

**Note:** Case studies related to the above topics to be examined (Internal only)

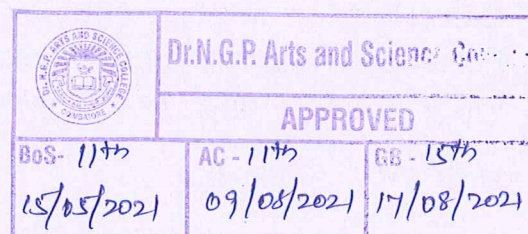


## Text Books

- 1 Harold Koontz & Heinz Weihrich, "Essentials of management - An International Perspective", 8th Edition, Tata McGraw Hill, New Delhi.
- 2 R.K. Sharma & Shashi K. Gupta, "Principle of Management", 2017, Kalyani Publishers, New Delhi.

## References

- 1 Gupta, C.B. "Management and Organization", Latest Edition, Sultan Chand & Sons, New Delhi.
- 2 Prasad, L.M. "Principles and Practice of Management", Eighth Edition - Reprint 2014, Sultan chand & Sons, New Delhi.
- 3 Dinkar Pagare, "Principles of Management", Fifth Edition - 2011, Sultan Chand & Sons, New Delhi.
- 4 Business management, Ethics and Communication, ICSI study material.



Course Code	Course Name	Category	L	T	P	Credit
205FI1A1IA	BUSINESS ECONOMICS	IDC	4			4

### PREAMBLE

This course has been designed for students to learn and understand

- Basic concept of economics
- Business cycle and policy framework in India
- Factors for national income and computation

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	Understand micro and macroeconomic concepts	K1
CO2	Know the supply side of market and cost analysis	K1
CO3	Recall business cycle and inflation	K2,K3
CO4	State the monetary and fiscal policy	K3
CO5	Specify factors for national income	K3

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



205FI1A1IA	BUSINESS ECONOMICS	SEMESTER I
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Total Credits: 4

Total Instruction Hours: 48 h

### Syllabus

#### Unit I Demand Analysis 8 h

Meaning- definition- scope of business economics- micro and macro economics- significance of business economics. Demand determinants – law of demand and demand curves – types of demand – concept of elasticity – methods of measuring price elasticity of demand.

#### Unit II Supply and Cost Analysis 8 h

Supply – factors affecting supply – law of supply – elasticity of supply and types of elasticity of supply – cost of production – concepts of cost and its types. Price and output decisions in various market forms: Determination of perfect market and imperfect market.

#### Unit III Business Cycle and Inflation 10 h

Introduction -characteristics of business cycle- phases of business cycle- boom- recession- depression- recovery. Inflation and Deflation: definition and meaning- types of Inflation -deflation- method of calculation and its effect in economy

#### Unit IV Monetary and Fiscal Policy 10 h

Meaning of monetary policy- objectives of monetary policy- limitations of monetary policy- instruments of monetary policy- Reserve Bank and control of credit (monetary policy)- Methods : general method (Quantitative) selective method (Qualitative)- Fiscal Policy: meaning- objectives- instruments- limitations.

#### Unit V National Income 12 h

Wealth and income- definition and concepts of national income- gross domestic product (GDP) - gross national product (GNP)- net national product (NNP)- national income (NI)- personal income (PI)- disposable personal income – per capita income- national income accounts or social accounting – methods of computation of national income- difficulties of computation of national income and per capita income




## Text Books

- 1 Sundaram. K.P.M and Shankaran. S, 2010 Business Economics [Fourth Edition] Sultan Chand and Sons Publishers New Delhi.
- 2 RuddarDatt, 2005.Indian Economy [Fifty-one Edition] Sultan Chand & Sons, New Delhi.

## References

- 1 Maheshwari P.C, Maheswari B.B & Sinha V.C 2015. Business Economics, SBPD Publishing House, Agra.
- 2 Dr.Ahuja. H.L 2014.Business Economics [Eleventh Edition] Sultan Chand Publications. New Delhi
- 3 Shankaran. S, 2013. Economic Analysis, [Seventh Edition] Margham Publication Chennai.
- 4 Manab Adhikary 2010. Business Economics [ Second Edition] Excel Books, New Delhi

		
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205CR1A1CP	OFFICE AUTOMATION-I	SEMESTER I
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**Total Credits: 2**

**Total Instructions Hours: 48 h**

**S.No**

**List of Experiments**

### **I MS WORD**

- 1 Chairman's Speech/ Auditor's Report/ Minutes/ Agenda and use all the functions in Home and Insert (Table functions) from Tools bar.
- 2 Prepare a Sales broucher with Quotation form by using drawing tool bar, word art symbols, text boxes and clip arts, borders and shading.
- 3 Bio-data by using wizard/templates.
- 4 Notice for shareholders' meeting to 10 members using mail merge operation.
- 5 Basics of keyboard typing skill - 50/150 words per minute.

### **II EXCEL**

- 6 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.
- 7 Final accounts (trading, profit & loss account and balance sheet) by using formula. Practice shortcut keys in Excel.
- 8 Different types of charts (line, pie, and bar) to illustrate year wise performance of sales, purchase, profit and Product life cycle of a company by using chart wizard.
- 9 Statement of a bank customer's account showing simple and compound interest calculations for 10 different customers using mathematical & logical functions.


### **III POWERPOINT**

- 10 Presentation slides for a launching a product of your choice. The slides must include custom animation, photo album, top down, bottom up, zoom in and zoom out, voice if possible, to explain the features of the product.



- 11 Presentation slides for organizational chart (with 5 levels) by using smart art and shapes. The presentation should work in custom mode.
- 12 Presentation slides for the seminar/lecture presentation using animation effects and perform the following operations: creation of different slides, changing font color, background color using Word Art, perform frame movement by inserting clip arts to illustrate the running of an image automatically.

**Note:** Out of 12 – 10 Mandatory

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205CR1A1CQ	CORPORATE PRACTICALS - I	SEMESTER I
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S.No

## List of Experiments

- 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, DD application/Mobile banking/Net banking/Video banking with necessary information.
- 4 Specimen of a bearer cheque, General crossing cheque and special crossing cheque, fill it.
- 5 Show the types of loans granted by the Commercial Banks in the form of a chart.
- 6 Create and fill Application form for Employee State Insurance.
- 7 Draw the Bank note - counting machine chart and explain.
- 8 Illustrate the balance sheet of various types of companies.
- 9 Industrial training report on BRS.
- 10 Plan layout of stores/industries/factories/ shop displays in Coimbatore -photo exhibits.
- 11 Report on Business ethics in various media and enterprises.
- 12 Environmental issues and a mini project to eliminate it.

**Note:** All the 12 Exercises are Mandatory.

		
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Course Code	Course Name	Category	L	T	P	Credit
193MB1A1AA	VALUE EDUCATION- ENVIRONMENTAL STUDIES	AECC	2	-	-	2

### PREAMBLE

This course has been designed for students to learn and understand

- Multi disciplinary aspects of Environmental studies
- Importance to conserve the Biodiversity
- Causes of Pollution and its control

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	understand the importance of natural resources in order to conserve for the future.	K2
CO2	inculcate the knowledge on structure, function and energy flow in the Eco system.	K3
CO3	impart knowledge on Biodiversity and its conservation.	K3
CO4	create awareness on effects, causes and control of air, water, soil and noise pollution etc.	K2,K3
CO5	build awareness about sustainable development and Environmental protection	K2,K3

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



193MB1A1AA	VALUE EDUCATION- ENVIRONMENTAL STUDIES	SEMESTER I
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Total Credits: 2

Total Instruction Hours: 24 h

### Syllabus

#### Unit I Introduction to Environmental studies& Ecosystems 4 h

Multidisciplinary nature of environmental studies; components of environment – atmosphere, hydrosphere, lithosphere and biosphere. Scope and importance; Concept of sustainability and sustainable development. What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: food chain, food web and ecological succession. Case studies of the following ecosystems: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).

#### Unit II Natural Resources: Renewable and Non-renewable Resources 5 h

Land Resources and land use change; Land degradation, soil erosion and desertification. Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations. Water: Use and overexploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state). Heating of earth and circulation of air; air mass formation and precipitation. Energy resources: Renewable and non-renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

#### Unit III Biodiversity and Conservation 5 h

Levels of biological diversity: genetic, species and ecosystem diversity; Biogeography zones of India; Biodiversity patterns and global biodiversity hot spots. India as a mega-biodiversity nation; Endangered and endemic species of India. Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity. Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.

#### Unit IV Environmental Pollution, Environmental Policies & Practices 5 h

Environmental pollution : types, causes, effects and controls; Air, water, soil, chemical and noise pollution. Nuclear hazards and human health risks. Solid waste management: Control measures of urban and industrial waste. Pollution case studies. Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture. Environment Laws : Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and



control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act; International agreements; Montreal and Kyoto protocols and conservation on Biological Diversity (CBD). The Chemical Weapons Convention (CWC). Nature reserves, tribal population and rights, and human, wildlife conflicts in Indian context.

## Unit V Human Communities and the Environment & Field Work 5 h

Human population and growth: Impacts on environment, human health and welfares. Carbon foot-print. Resettlement and rehabilitation of project affected persons; case studies. Disaster management: floods, earthquakes, cyclones and landslides. Environmental movements: Chipko, Silent valley, Bishnios of Rajasthan. Environmental ethics: Role of Indian and other religions and cultures in environmental conservation. Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi). Visit to an area to document environmental assets; river/forest/flora/fauna, etc. Visit to a local polluted site – Urban/Rural/Industrial/Agricultural. Study of common plants, insects, birds and basic principles of identification. Study of simple ecosystems-pond, river, Delhi Ridge, etc.


### Text Books

- 1 Carson, R. 2002. Silent Spring. Houghton Mifflin Harcourt
- 2 Gadgil, M., & Guha, R. 1993. This Fissured Land: An Ecological History of India. Univ. of California Press.
- 3 Gleeson, B. and Low, N. (eds.) 1999. Global Ethics and Environment, London, Routledge.
- 4 Gleick, P.H. 1993. Water in Crisis. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press.
- 5 Groom, Martha J. Gary K. Meffe, and Carl Ronald carroll. Principles of Conservation Biology. Sunderland: Sinauer Associates, 2006.
- 6 Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. Science, 339: 36-37.
- 7 McCully, P. 1996. Rivers no more: the environmental effects of dams (pp. 2964). Zed Books.
- 8 McNeil, John R. 2000. Something New Under the Sun: An Environmental History of the Twentieth Century.
- 9 Odum, E.P., Odum, h.T. & Andrews, J. 1971. Fundamentals of Ecology. Philadelphia: Saunders.



## References

- 1 Pepper, I.L., Gerba, C.P. & Brusseau, M.L. 2011. Environmental and Pollution Science. Academic Press.
- 2 Rao, M.N. & Datta, A.K. 1987. Waste Water Treatment. Oxford and IBH Publishing Co. Pvt. Ltd.
- 3 Raven, P.H., Hassenzahl, D.M. & Berg, L.R. 2012. Environment. 8th edition. John Wiley & Sons.
- 4 Rosencranz, A., Divan, S., & Noble, M.L. 2001. Environmental law and policy in India. Tripathi 1992.

		
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Course Code	Course Category	Course Name	L	T	P	Exam(h)	Max Marks			Credits
							CIA	ESE	Total	
Second Semester										
Part - I										
191TL1A2TA	Language - I	Tamil - II	4	1	-	3	25	75	100	3
201TL1A2HA		Hindi - II								
201TL1A2MA		Malayalam - II								
201TL1A2FA		French – II								
Part – II										
211EL1A2EA	Language - II	Professional English – II	4	-	1	3	25	75	100	3
Part – III										
205CR1A2CA	Core - III	Financial Accounting - II	5	1	-	3	25	75	100	4
205CR1A2CB	Core - IV	Business Law	4	-	-	3	25	75	100	3
205CO1A2IA	IDC - II	Auditing	4	-	-	3	25	75	100	4
205CR1A2CP	Core Practical - III	Office Automation - II	-	-	4	3	40	60	100	2
205CR1A2CQ	Core Practical - IV	Corporate Practicals - II	Grade A to D							
Part - IV										
196BM1A2AA	AECC - II	Value Education - Human Rights	2	-	-	3	-	50	50	2
Total			23	2	5	-	-	-	650	21



Course Code	Course Name	Category	L	T	P	Credit
191TL1A2TA	பகுதி-1: தமிழ் - தான்- II	மொழி	4	1	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- மொழிப் பாடங்களின் வாயிலாகத் தமிழரின் பண்பாடு, பகுத்தறிவு ஆகியவற்றை அறியச் செய்தல்
- கலை மற்றும் மரபுகளை அறியச் செய்தல்
- மாணவர்களின் படைப்பாக்கத் திறன்களை ஊக்குவித்தல்

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	வாழ்க்கைத்திறன்கள் (Life Skills) – மாணவனின் செயலாக்கத்திறனை ஊக்குவித்தல்	K1,K2,K3
CO2	மதிப்புக்கல்வி (Attitude and Value education)	K2,K4
CO3	பாட இணைச் செயல்பாடுகள் (Co-curricular activities)	K2,K3,K4
CO4	சூழலியல் ஆக்கம் (Ecology)	K4
CO5	மொழி அறிவு (Tamil knowledge)	K5

### MAPPING WITH PROGRAMME OUTCOMES

COs/POs	PO1	PO2	PO3	PO4	PO5
CO1	S	M	S	M	S
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



191TL1A2TA	பகுதி-1: தமிழ் - தாள்- II	SEMESTER II
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Total Credits: 3  
Total Instruction Hours: 60 h

### Syllabus

#### Unit I அற இலக்கியம்

12 h

##### 1. திருக்குறள்

அ.அறன் வலியுறுத்தல் (அ. எண்: 04)

ஆ.நட்பாராய்தல் (அ. எண்: 80)

இ.சான்றாண்மை (அ. எண்: 99)

ஈ.குறிப்பறிதல் (அ. எண்: 110)

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

#### Unit II அற இலக்கியம்

10 h

##### 1. நாலடியார்

- அறிவுடைமை

##### 2.பழமொழி நானூறு

- வீட்டு நெறி

##### 3. கார்நாற்பது

- தோழி பருவங்காட்டி தலைமகளை வற்புறுத்திய பாடல்கள்  
(1முதல் - 18பாடல்கள் )

#### Unit III உரைநடை

10 h

##### 1. பெற்றோர்ப் பேணல்

- திரு.வி.க.

##### 2. உள்ளம் குளிர்ந்தது

- மு.வரதராசனார்

##### 3. சங்கநெறிகள்

- வ.சுப.மாணிக்கம்

#### Unit IV உரைநடை

13 h

##### 1.பெரியார் உணர்த்தும்

சுயமரியாதையும் சமதர்மமும் - வே. ஆனைமுத்து

##### 2. வீரவணக்கம்

- கைலாசபதி

##### 3.மொழியும்நிலமும்

- எஸ். ராமகிருஷ்ணன்



## Unit V இலக்கிய வரலாறு, இலக்கணம் மற்றும் பயிற்சிப் பகுதி

15 h

அ.இலக்கிய வரலாறு

1. பதினெண் கீழ்க்கணக்கு நூல்கள்
2. தமிழ் உரைநடையின் தோற்றமும் வளர்ச்சியும்

ஆ. இலக்கணம்

1. வழு, வழுவமைதி, வழாநிலை

இ. பயிற்சிப் பகுதி

1. நூல் மதிப்பீடு மற்றும் திரைக்கதை திறனாய்வு
2. தன்விவரக் குறிப்பு எழுதுதல்


**Note :** பயிற்சிப் பகுதியில் வினாக்கள் அமைத்தல் கூடாது

### Text Books

- 1 தொகுப்பு: தமிழ்த்துறை, டாக்டர் என்.ஜி.பி. கலை அறிவியல் கல்லூரி (தன்னாட்சி) செய்யுள் மற்றும் உரைநடைத் திரட்டு. (முதல்பதிப்பு.) சென்னை: நியூ செஞ்சுரி பக்ஹவுஸ் (பி) லிட்.

### References

- 1 பேராசிரியர் புலவர் இளவரசு, சோம. (ஜூலை2012). தமிழ் இலக்கிய வரலாறு. (எட்டாம் பதிப்பு) சென்னை: மணிவாசகர் பதிப்பகம்.
- 2 பேராசிரியர் முனைவர் பாக்கியமேரி (2013). இலக்கணம் இலக்கிய வரலாறு மொழித்திறன். (முதல் பதிப்பு) சென்னை பூவேந்தன் பதிப்பகம்.
- 3 தமிழ் இணையக் கல்விக்கழகம் <<http://www.tamilvu.org/>>

		
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Course Code	Course Name	Category	L	T	P	Credit
201TL1A2HA	HINDI -II	LANGUAGE	4	1	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- 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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



201TL1A2HA	HINDI -II	SEMESTER II
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Total Credits: 03

Total Instruction Hours: 60 h

## Syllabus

## Unit I 12 h

आधुनिक पद्य – शबरी (श्री नरेश मेहता)

प्रकाशक: लोकभारती प्रकाशन

पहली मंजिल, दरबारी बिल्डिंग,

महात्मा गाँधी मार्ग, इलाहाबाद-211001

## Unit II 12 h

उपन्यास: सेवासदन-प्रेमचन्द

प्रकाशक: सुमित्र प्रकाशन

204 लीला अपार्टमेंट्स, 15 हेस्टिंग्स रोड

अशोक नगर इलाहाबाद-211001

## Unit III 12 h

कहानी-किरीट- डा उपा पाठक / डा अचला पाण्डेय

पाठ 1. उसने कहा था

पाठ 2. कफ़न,

पाठ 3. चीफ़ की दावत

प्रकाशक: राधाकृष्ण प्रकाशन दिल्ली

## Unit IV 12 h

पत्र लेखन: (औपचारिक या अनौपचारिक)

पुस्तक: व्याकरण प्रदीप – रामदेव


प्रकाशक: हिन्दी भवन 36 इलाहाबाद-211024

## Unit V 12 h

अनुवाद अभ्यास-III (केवल हिन्दी से अंग्रेजी में)

(पाठ 1 to 10)

प्रकाशक: दक्षिण भारत प्रचार सभा चेन्नई -17

 <b>Dr.N.G.P. Arts and Science College</b>		
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B.Com. CSCA (Students admitted during the AY 2021-22)

Course Code	Course Name	Category	L	T	P	Credit
201TL1A2MA	MALAYALAM - II	LANGUAGE	4	1	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- 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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



201TL1A2MA	MALAYALAM -II	SEMESTER II
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Total Credits: 3


Total Instruction Hours: 60 h

## Syllabus

Unit I	12 h
Travelogue	
Unit II Novel	12 h
Travelogue	
Unit III	14 h
Travelogue	
Unit IV	10 h
Autobiography	
Unit V	12 h
Autobiography	

## Text Books

- 1 Dubai Puzha (Travelogue) By K.Krishna Das, Published by Green books Thrissur.
- 2 Vazhithirivukal (Autobiography) By Dr.APJ Abdul Kalam Published by DC.Books Kottayam

		
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Course Code	Course Name	Category	L	T	P	Credit
201TL1A2FA	FRENCH -II	LANGUAGE	4	1	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- 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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



201TL1A2FA	FRENCH -II	SEMESTER II
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Total Credits: 3

Total Instruction Hours: 60 h

## Syllabus

## Unit I

12 h

<ul style="list-style-type: none"> <li>• Proposer, accepter, refuser une invitation.</li> <li>• Indiquer la date.</li> </ul>	Organiser une soirée au cinéma avec des amis, par téléphone et par courriel.	<ul style="list-style-type: none"> <li>• Comprendre un message d'invitation sur un répondeur téléphonique.</li> <li>• Inviter quelqu'un à accepter ou refuser l'invitation.</li> </ul>
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## Unit II

12 h

<ul style="list-style-type: none"> <li>• Prendre et fixer un rendez-vous.</li> <li>• Demander et indiquer l'heure.</li> </ul>	Organiser une soirée au cinéma avec des amis, par téléphone et par courriel.	<ul style="list-style-type: none"> <li>• Comprendre des personnes qui fixent un rendez-vous par téléphonique.</li> <li>• Prendre un rendez-vous par téléphone</li> </ul>
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## Unit III

12 h

<ul style="list-style-type: none"> <li>• Exprimer son point de vue positif et négatif.</li> <li>• S'informer sur le prix.</li> <li>• S'informer sur la quantité.</li> <li>• Exprimer la quantité.</li> </ul>	En groupes, choisir un cadeau pour un ami.	<ul style="list-style-type: none"> <li>• Exprimer son point de vue sur des idées de cadeau.</li> <li>• Faire des achats dans un magasin</li> </ul>
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## Unit IV

12 h

<ul style="list-style-type: none"> <li>• Demander et indiquer une direction.</li> <li>• Localiser (près de, en face de ....).</li> </ul>	Suivre un itinéraire à l'aide d'indications par téléphone et d'un plan.	<ul style="list-style-type: none"> <li>• Comprendre des indications de direction.</li> <li>• Comprendre des indications de lieu.</li> </ul>
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## Unit V


12 h

<ul style="list-style-type: none"> <li>• Exprimer l'obligation l'interdit.</li> <li>• Conseiller.</li> </ul>	Par courrier électronique, donner des informations et des conseils à un ami qui veut voyager.	<ul style="list-style-type: none"> <li>• Comprendre une chanson.</li> <li>• Comprendre de courts messages qui expérimentent l'obligation ou l'interdiction</li> <li>• Donner des conseils à des personnes dans des situations données.</li> </ul>
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## Text Books

- 1 LATITUDES 1 (Méthode de français) Pages from 56 to 101, Author : RÉGINE MÉRIEUX Publisher : GOYAL Publishers & Distributors Pvt

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BoS- 12 <sup>th</sup> 23/12/2021	AC - 12 <sup>th</sup> 23/03/2022	GB - 12 <sup>th</sup> 23/03/2022



Course Code	Course Name	Category	L	T	P	Credit
211EL1A2EA	PROFESSIONAL ENGLISH - II	LANGUAGE	4	-	1	3

### PREAMBLE

This course has been designed for students to learn and understand

- The effect of dialogue, the brilliance of imagery and the magnificence of varied genres
- The vocabulary and to frame sentence structure
- The transactional concept of English language

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	Interpret skills in communication and to shape their attitude	K2
CO2	Develop oral and written language skills in a business context	K3
CO3	Analyze to gain key strategies and expressions for communicating with professionals	K3
CO4	Inspect the knowledge to the corporate needs	K4
CO5	Formulate Inter and Intrapersonal skills	K5

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



211EL1A2EA	PROFESSIONAL ENGLISH - II	SEMESTER II
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Total Credits: 3

Total Instruction Hours: 60 h

### Syllabus

**Unit I** Technical English 12 h

Communication: Process- Methods- Channels- Barriers of Communications

Phonetics: Basics of phonetics - Consonants and Vowel sounds

Reading Skills: Skimming and Scanning- Reading Different Kinds of Texts- Types- Developing a Good Reading Speed

Writing Skills: Note- Making and note taking, Paragraph Writing: Structure and principles

**Unit II** Business English 12 h

Structure and Planning of Letters: Elements of Structure- Forms of Layout- Style- Writing Business Letters

Quotation, Order and Tender: Inviting - Sending Quotation letter - Placing Orders- Inviting Tenders

E-mail Correspondence: Structure- Procedure- Style- Guidelines- Jargon and Acronyms- Security Precaution

Seminar and Meetings: Introduction- Organizing a Seminar- Sample Brochure- Conducting and Participating in a Meeting

**Unit III** Professional English 12 h

Report Writing: Importance- Process- Types- Structure

Memo: Importance- Structure

Notice, Agenda and Minutes: Meeting- Notice- Agenda- Minutes: Preparation- Structure- Delivery

Brochures: Purpose- Audience- Qualities

**Unit IV** Employment Communication 12 h

Resume Writing : Elements of Resume - difference between CV and Resume - Writing Job Application

Art of Conversation: Small Talk- Body Language- Principles of Good Conversation

Interview: Organizational role- Goals- Types- Interview Process

Group Discussion: Importance- Features- Strategies- Barriers



**Unit V**      Soft Skills

12 h

Self - Discovery and Goal Setting: Self - Discovery - Goals and Types- Benefits, Areas and Clarity of Goal Setting

Positive Thinking (PT) and Attitude: Benefits of PT and Attitude- Develop Positive Attitude and Thinking- Drive out Negative Thinking and Attitude


Etiquettes and Manners: Home, Table and Business, Time Management

**Text Books**

- 1 Prabha, Dr. R. Vithya & S. Nithya Devi. 2019. Sparkle. (1st Edn.) McGraw - Hill Education. Chennai. [Unit I - V]

**References**

- 1 Ghosh, B.N. Editor. 2017. Managing Soft Skills for Personality Development. McGraw - Hill Education, Chennai.
- 2 Adams, Katherine L. and Gloria I. Galanes. 2018. Communicating in Groups- Applications and Skills. McGraw - Hill Education, Chennai.
- 3 Koneru, Aruna. 2017. Professional Communication. McGraw - Hill Education, Chennai.
- 4 Koneru, Aruna. 2011. English Language Skills. McGraw - Hill Education, Chennai.

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BOS- 12 <sup>th</sup>		AC - 12 <sup>th</sup>		GB - 17 <sup>th</sup>	
23/12/2021		23/03/2022		28/03/2022	



Course Code	Course Name	Category	L	T	P	Credit
205CR1A2CA	FINANCIAL ACCOUNTING - II	CORE	5	1	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Concepts of Consignment and Joint ventures accounts.
- Partnership account.
- Reconstitution of admission, retirement and death of the partners.

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	Understand the basic concept of consignment accounts	K2
CO2	Apply the knowledge on joint ventures accounts	K3
CO3	Solve the concept of goodwill calculation in partnership accounts	K3
CO4	Understand the concept of retirement and death of the partners.	K3
CO5	Utilize the technique to calculate the reconstitution of admission and Modes of dissolution of a firm.	K3

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



205CR1A2CA	FINANCIAL ACCOUNTING - II	SEMESTER II
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Total Credits: 4

Total Instruction Hours: 72 h

### Syllabus

#### Unit I Consignment Accounts 15 h

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 and Consignee - Cost price method - Valuation of unsold stock - Invoice price method - Loss of stock.

#### Unit II Joint Venture Accounts 14 h

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

#### Unit III Partnership 14 h

Essential characteristics of partnership - Scope - Registration - Partnership Deed - Rights & Liabilities of Partners - Final Accounts - Adjustment after closing the accounts - Fixed and Fluctuating Capital - Admission of a partner - Valuation of Goodwill - Change in Profit Sharing Ratio.

#### Unit IV Retirement and Death of a Partner 14 h

Retirement of a partner - Gaining ratio - Sacrificing ratio - Death of a partner - Treatment of Goodwill on Retirement/Death of a Partner.

#### Unit V Reconstitution of a partnership firm 15 h

Dissolution of a partnership firm - Modes of dissolution of a firm Insolvency of Partners - Garner Vs Murray Rule - Piecemeal distribution - Accounting entries.

**Note:** Distribution of Marks 80% - Problems 20% - Theory.

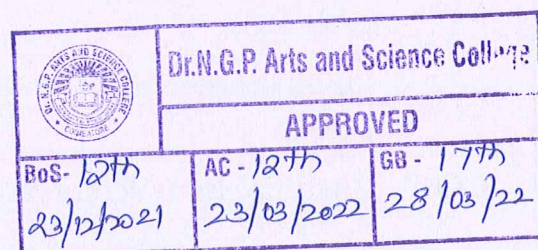


## Text Books

- 1 Jain, S.P. and Narang, K.L. 2018, "Financial Accounting", Fifth Edition, Kalyani Publishers, New Delhi.
- 2 Reddy, T.S. and Murthy. A, "Financial Accounting", Reprint 2018, Margham Publications, Chennai.

## References

- 1 Shukla M C & Grewal T S, 2018, "Advanced Accounts", Volume I, Revised Edition, S. Chand & Co. Ltd, New Delhi.
- 2 Gupta R.L, Radhasamy K.L, 2014, "Financial Accounting", First Edition, Prasanna Publishers & Distributers, Chennai.
- 3 "Fundamentals of Accounting and Auditing", ICSI study material.
- 4 Gupta R.L and Gupta V.K, "Financial Accounting", Reprint 2017, Sultan Chand & Sons, New Delhi.



Course Code	Course Name	Category	L	T	P	Credit
205CR1A2CB	BUSINESS LAW	CORE	4	-	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- Various Business Laws.
- Importance of Business laws to Business and Society.
- Recent amendments in business laws.

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



205CR1A2CB	BUSINESS LAW	SEMESTER II
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Total Credits: 3

Total Instruction Hours: 48 h

### Syllabus

**Unit I** Indian Contract Act, 1872 10 h

Meaning of Law - Indian Contract Act, 1872 - Contract meaning - Essential elements of a contract - Offer and Acceptance - Consideration - Capacity to contract.

**Unit II** Indian Contract Act, 1872 10 h

Free consent - Coercion - Undue Influence - Fraud - Misrepresentation - Mistake. Legality of object - Performance of contract - Discharge of contract - Remedies for breach of contract.

**Unit III** Contract of Indemnity and Guarantee 10 h

Contract of Indemnity - Essentials - Rights - Contract of Guarantee - Essentials - Difference between Contract of Indemnity and Guarantee - Kinds - Surety - Rights. Bailment and pledge - Essentials - Kinds - Rights and Duties - Law of Mortgage - Law of agency - Rules - Essentials - Kinds - Rights and Duties - Liabilities.

**Unit IV** Law Relating To Sale of Goods Act, 1930 9 h

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 V** Information Technology Act, 2000 9 h

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.

**Note:** Case studies related to the above topics to be examined (Internal only)

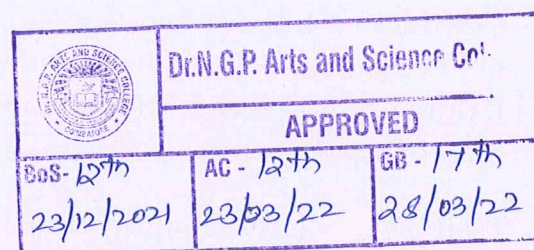


## Text Books

- 1 Kapoor N.D, 2020, "Elements of Mercantile Law", 38th Revised & Enlarged Edition, Sultan Chand & Sons, New Delhi.
- 2 Kuchcal, 2018, "Mercantile Law", Fourth Edition, Vikas Publishing House Pvt. Ltd., New Delhi.

## References

- 1 Pillai R.S.N and Bhagawathi, 2016, "Business Law", Third Edition, Sultan Chand & Co., New Delhi.
- 2 Shukla M.C, 2018, "Mercantile Law", S.Chand & Co., New Delhi.
- 3 Gulshan S.S, 2018, "Business Law", 19th Edition, New age International, Delhi.
- 4 Gogna P.P.S, 2014, "Text Book of Mercantile Law", Revised Edition, S. Chand Publishing.



Course Code	Course Name	Category	L	T	P	Credit
205CO1A2IA	AUDITING	IDC	4	-	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Concepts of auditing.
- Various types of audit.
- Auditing procedures.

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



205CO1A2IA	AUDITING	SEMESTER II
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Total Credits: 4

Total Instruction Hours: 48 h

### Syllabus

#### Unit I Introduction 9 h

Meaning and Definition of Auditing - Objectives of Auditing - Scope of audit - Need and Importance - Advantages of Audit to business and owners - Limitations - Principle aspects to be covered in auditing - Detection and Prevention of Fraud.

#### Unit II Investigation 9 h

Meaning - Definition - Differences between auditing and investigation- Audit and its types - Audit under the companies Act, 2013 - Secretarial audit - Need - Scope - Applicability.

#### Unit III Internal Control 10 h

Meaning and significance - Organizing audit work - Audit note book - Working papers - Commencement of new audit - Audit plan - Audit programme - Disadvantage of audit programme - Differences between audit plan and audit programme.

#### Unit IV Appointment of Auditors 10 h

Qualifications of Auditor - Disqualifications of Auditors - Appointment of Auditors of Government companies and Non-Government companies - First auditors - Statutory auditors - Casual vacancy - Rotation of Auditors - Removal of Auditor.

#### Unit V Powers and Reports 10 h

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

**Note:** Case studies related to the above topics to be examined (Internal only)




## Text Books

- 1 Sharma. T.R., 2018, "Auditing", Sahitya Bhawan Publications, Agra.
- 2 Dinkar Pagare, 2016, "Principles and Practice of Auditing", 12th Edition, Sultan Chand & Sons, New Delhi.

## References

- 1 Gurumoorthy. G, Selvaraj. R and Swarnalakshmi. R, 2016, "Principles of Auditing", Charulatha Publications, Chennai.
- 2 Ravinder Kumar, Virender Sharma, 2015, "Auditing Principles and Practices", Third Edition, Prentice-Hall of India Pvt. Ltd., New Delhi.
- 3 Pradeep Kumar, Baldev Sachdera, Jagwant Singh, "Principles of Auditing", Latest Edition, Kalyani Publishers, New Delhi.
- 4 "Fundamentals of Auditing", ICSI study material.

		
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23/12/2021	23/03/22	28/03/22

205CR1A2CP	OFFICE AUTOMATION - II	SEMESTER II
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Total Credits: 2


Total Instructions Hours: 48 h

S.No

### List of Experiments

- 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.
- 6 Apply advanced formatting options such as conditional formatting and customized number formatting and handle worksheets.
- 7 Use functions such as those associated with logical, statistical, financial and mathematical operations.
- 8 Create charts and apply advanced chart formatting features.
- 9 Work with tables and lists to analyze, filter and sort data. Create and use scenarios.
- 10 Validate and audit spreadsheet data.
- 11 Enhance productivity by working with named cell ranges, macros and templates.
- 12 Use linking and importing features to integrate data. Apply spreadsheet security features.
- 13 Working with multiple worksheets.

**Note:** Out 13 Exercise 10 are mandatory.

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B.Com. CSCA (Students admitted during the AY 2021-22)

205CR1A2CQ	CORPORATE PRACTICALS - II	SEMESTER II
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Total Credits:  
Total Instructions Hours: 00 h

**S.No**

**List of Experiments**

- 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.
 

Collecting various interest rates for various loans in Banks

  - a. Education loan
- 3 b. House Loans
  - c. Personal loans
  - d. MSME Loans and subsidies.
- 4 Investment schemes available in various institutions.
- 5 Top Ten leading corporate in the world /India and their CEO's (All details of the Company)
- 6 Preparation of three different Business Letters (Situation to be assigned by the guide)
 

Paste 5 letters with the following layout

  - \* Full block form Letter
- 7 \* Modified form
  - \* Semi block form
  - \* Hanging indention form
- 8 Preparation of Purchase Order Copies:
  - \* Specimen of an order




- \* Replies to orders
- \* Acknowledgement of orders
- \* Rejection of an order

Write a Sickness Excuse letter to your Boss

- \* Email Notification of Absence
- 9
    - \* Email excuse with documentation
    - \* Advance notice for absence excuse email
    - \* Formal sickness excuse letter
  - 10 Write an Appreciation Letter (Situation to be assigned by the guide)
  - 11 Report or videos of inspired Public Speech.
  - 12 Exhibits of various Audit Report.

**Note:** Out 12 Exercise, ALL are mandatory.

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			APPROVED		
BoS- 12 <sup>th</sup>	AC - 12 <sup>th</sup>	GB - 12 <sup>th</sup>			
23/12/2021	23/03/22	28/03/22			

Course Code	Course Name	Category	L	T	P	Credit
196BM1A2AA	HUMAN RIGHTS	AECC	2	-	-	2

### PREAMBLE

This course has been designed for students to learn and understand

- To study how human values and personality traits help to develop the characteristics of each individual
- Understanding the moral values towards the enrichment of the society
- Identify the impact of ethics and values on the global development of the current scenario

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	Understand the concept of human values, personality traits and character formation.	K2
CO2	Acquire the knowledge through value education towards national and global development.	K1
CO3	Introduce the basic concepts of conflict, emotions and adolescent emotions.	K1
CO4	Illustrate the techniques in therapeutic measures like yoga and meditation.	K2
CO5	Learn the concepts of human rights, rights for women and children and domestic violence.	K3

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



196BM1A2AA	HUMAN RIGHTS	SEMESTER II
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Total Credits: 2

Total Instruction Hours: 24 h

### Syllabus

#### Unit I Introduction to Human Values 05 h

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 and Social Values 05 h

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 Global Development on Ethics and Values 04 h

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 or Sex and spirituality: Comparison and competition - Positive and negative thoughts - Adolescent Emotions - Arrogance - Anger - Sexual instability - Selfishness - defiance.

#### Unit IV Yoga and Meditation 05 h

Therapeutic Measures: Control of the mind through - Simplified physical exercise - Meditation - Objectives - Types - Effect on body - Mind - Soul - Yoga - Objectives - Types - Asanas - Activities: Moralisation of Desires - Neutralisation of Anger - Eradication of Worries - Benefits of Blessings.




**Unit V** Human Rights and Rights of Women and Children

05 h

Human Rights - Concept of Human Rights – Indian and International Perspectives  
 - Evolution of Human Rights - Definitions under Indian and International documents - Broad classification of Human Rights and Relevant Constitutional Provisions - Right to Life - Liberty and Dignity - Right to Equality - Right against Exploitation - Cultural and Educational Rights - Economic Rights - Political Rights - Social Rights - Human Rights of Women and Children - Social Practice and Constitutional Safeguards - Female Foeticide and Infanticide - Physical assault and harassment - Domestic violence - Conditions of Working Women - Institutions for Implementation - Human Rights Commission - Judiciary - Violations and Redressal Violation by State - Violation by Individuals - Nuclear Weapons and Terrorism Safeguards.

**References**

- 1 Brain Trust Aliyar, 2008, Value Education for health, happiness and harmony. Vethathiri publications, Erode
- 2 Grose. D. N, 2005, A text book of Value Education. Dominant Publishers and Distributors, New Delhi.
- 3 Yogesh Kumar Singh & Ruchika Nath, 2005, Value Education, P. H Publishing Corporation, New Delhi.
- 4 Venkataram & Sandhiya. N, 2001, Research in Value Education, APH Publishing Corporation, New Delhi.
- 5 Seetharam. R. (Ed), 1998, Becoming a better Teacher Madras Academic Staff College.
- 6 Brain Trust Aliyar, 2004, Value Education for Health, Happiness and Harmony. Vethathiri publications, Erode.
- 7 Swami Vivekananda, 2008, Personality Development. Advaita Ashrama, Kolkata.
- 8 Dey A. K, 2002, Environmental Chemistry. New Delhi – Vile Dasas Ltd.

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Course Code	Course Name	Category	L	T	P	Credit
195CR1A3CA	CORPORATE ACCOUNTING-I	CORE	5	1	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Accounting treatment adopted for raising fund and redeeming them.
- The final accounts of joint stock companies.
- Methods of Amalgamation and reconstruction.

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	Understand the concept of issue 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 accounting methods for internal and external reconstruction	K3

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A3CA	CORPORATE ACCOUNTING-I	SEMESTER III
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**Total Credits: 4**

**Total Instruction Hours: 72 h**

### Syllabus

**Unit I** Issue and Redemption of shares 15 h

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 15 h

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 & Under-Writing 14 h

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

Under-Writing - Meaning - Types - Under-writing Commission - Determining the Liability of Under writer - Firm Under Writing.

**Unit IV** Amalgamation and Absorption 14 h

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

**Unit V** Reconstruction 14 h

Reconstruction - Reduction and Re-organisation of share capital - Alteration of share capital - Internal Reconstruction - Reduction of share capital - External Reconstruction (Excluding inter-company holdings).

**Note:** Distribution of Marks - 80% Problem 20% Theory

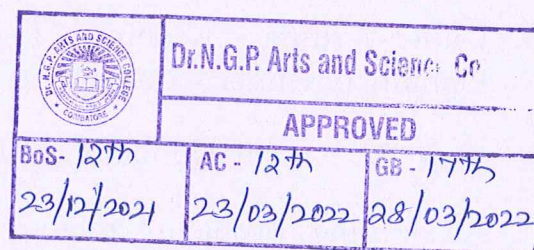


## Text Books

- 1 Jain.S.P, Narang. K. L, 2016, "Advanced Accounting - II", 4th Edition, Kalyani Publishers, New Delhi.
- 2 Pillai, R.S.N, Bhagawathi and Uma. S, "Fundamentals of Advance Accounting", Vol - II, 2017, S. Chand Publications, New Delhi.

## References

- 1 Gupta, R.L and Radhasamy, 2019, "Corporate Accounting", 4th Edition, Sultan Chand & Sons Publications, New Delhi..
- 2 Shukla. M.C and Grewal. T.S, 2012, "Corporate Accounting", 19th Edition, S.Chand & Co., Publications, New Delhi.
- 3 Reddy and Murthy, 2018, "Corporate Accounting", Margham Publications, Chennai.
- 4 Joseph. T, 2019, "Corporate Accounting", Vol. I, Tata Mc Graw Hill, New Delhi.



Course Code	Course Name	Category	L	T	P	Credit
195CR1A3CB	COMPANY LAW AND SECRETARIAL PRACTICE - I	CORE	5	-	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- The significant provisions of the Companies Act
- The Secretarial aspects relating to drafting and other procedures of the Company Law.
- The Concept of MOA and AOA.

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A3CB	COMPANY LAW AND SECRETARIAL PRACTICE-I	SEMESTER III
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Total Credits: 4

Total Instruction Hours: 60 h

### Syllabus

**Unit I** Introduction of Companies Act, 2013 12 h

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 & Articles of Association 12 h

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 12 h

Prospectus - Types - Contents - Statement in Lieu of Prospectus - Legal formalities - Secretarial duties with regard to Prospectus.

**Unit IV** Share Capital 12 h

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 & E - Governance 12 h

Borrowing Powers - Registration of Charges - Loans- Deposits - Investments - E - Governance under Companies Act.

**Note:** Case studies related to the above topics to be examined (Internal only)

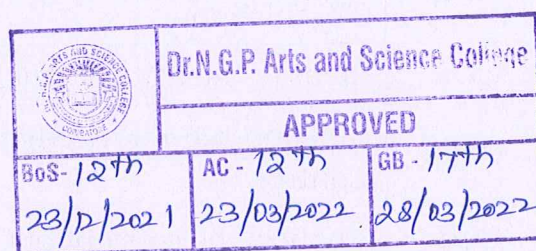


## Text Books

- 1 Kapoor, N.D, 2016, "Company Law and Secretarial Practice", Latest edition, Book well Publishers, New Delhi..
- 2 Srinivasan. M.R, "Company Law & Secretarial Practice", Latest edition, Margham Publishers, Chennai.

## References

- 1 Ramaiah, P.K. "Company Law", 13th Edition, Wada & Co., New Delhi.
- 2 Atwar Singh, 2018, "Company Law", 7th Edition, Eastern Book Company, New Delhi.
- 3 Balachandran, 2017, "Company Law and Secretarial Practice", 7th Edition, Sultan Chand & Sons.
- 4 Santhi. J, 2017, "Company Law and Secretarial Practice", First Edition, Margam Publication, Chennai.



Course Code	Course Name	Category	L	T	P	Credit
195CR1A3CC	DATABASE MANAGEMENT SYSTEM	CORE	4	-	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- Database through Database Management System.
- The basic concepts of Database Management.
- Database Security, Integrity and Control.

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A3CC	DATABASE MANAGEMENT SYSTEM	SEMESTER III
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Total Credits: 3

Total Instruction Hours: 48 h

### Syllabus

**Unit I** Database Management System 10 h

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

**Unit II** Data Models & File Organization 10 h

Data Models: Data Association – Data models classification – ER Model.

File Organization: Introduction – Serial files – Sequential files – Index sequential files

**Unit III** Normal Form 10 h

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 09 h

Introduction security and integrity threats – Defense mechanism – Database Design – Distributed Databases.

**Unit V** Current Topics in Database 09 h

Knowledge Base System – Knowledge and its representation – Deductive database – Expert system.




## Text Books

- 1 Bipin. C. Desai, "An Introduction to Database System", 11th Edition, Galgotia Publications, New Delhi.
- 2 Date C.J., "An Introduction to Database Systems", Seventh Edition, Wesley Publications.

## References

- 1 Henry F. Korth, "Database System Concepts", 7th Edition, 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., "Database Management Systems", 2000, SciTech Publications Pvt. Ltd.,

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195CR1A3CP	ACCOUNTING AND DATABASE MAINTENANCE	SEMESTER III
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Total Credits: 2

Total Instructions Hours: 48 h

S.No

List of Programs

### Tally ERP

- 1 Program for Creation and alteration of company with GST, creating the ledger in single and multiple ledgers and altering the ledger for the cash balances.
- 2 Program for preparing Final accounts (Trading, Profit & Loss Account and Balance Sheet)
- 3 Program for Creating Stock Ledger with the godown entries.


### ORACLE

- 4 Create a table employee with columns first name, last name, department number, department name, manager number, salary and hire date
- 5 Write a query to list first name, last name and their salary for employee contained in the employees table, display all the columns of employees table.
- 6 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.
- 7 Create a query to display the department number, department name, and manager number. Name the last column (manager number) heading as "MNG".
- 8 Create a query to display the employee number, first name, last name, phone number and department number.
- 9 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".
- 10 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.
- 11 Select DISTINCT manager\_id from employees.



- 12 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.

**Note:** Out of 12 - 10 Mandatory


		
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195CR1A3CQ	CORPORATE PRACTICALS - III	SEMESTER III
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S.No	Contents
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.
6	Write a report on Producer Company and Dormant Company.
7	Write down the Importance of MCA-21 Website and Explain XBRL.
8	Collect the Prospectus of a Public Limited Company.
9	List top ten Public Limited and Private Limited Companies in India.
10	Write a Note on Constitution of NCLT, NCLAT.
11	Collect NCLT forms.
12	Collect GST forms for Inward, Outward supply and Monthly return.

**Note:** All the Programmes are Mandatory

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Course Code	Course Name	Category	L	T	P	Credit
192MT1B3IB	BUSINESS MATHEMATICS	IDC	4	-	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- proof of laws of a Set operations and differentiate between Simple interest and compound interest
- importance of Matrix method and simultaneous linear equation of the matrix
- Limits of differentiation and higher derivation in applications

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	explain the concept of Set operations	K3
CO2	discuss about Arithmetic and Geometric Progression	K2
CO3	use the concept of matrix operations in solving simultaneous equations	K3
CO4	demonstrate the ideas of differentiation	K3
CO5	solve the maximum and minimum values for a given function	K3

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



192MT1B3IB	BUSINESS MATHEMATICS	SEMESTER III
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Total Credits: 4

Total Instruction Hours: 48 h

### Syllabus

**Unit I** Set theory AP and GP 10 h

Sets – Types of sets – Venn diagram – Set operations – Union – Intersection – Complement – Difference – Law of Algebras of sets – Duality – Verification of laws – Proof of laws – Arithmetic and Geometric Progression

**Unit II** Interest 10 h

Simple interest - Compound interest - Interest Compounded Continuously - Amount at the changing rates of interest - Nominal and Effective rate of interest - Growth and Depreciation - Sinking fund - Annuities - Present value - Discounting of bills - True discount - Banker's gain

**Unit III** Matrix 10 h

Basic Concepts - Types of Matrices - Addition and Multiplication of Matrices - Determinants - Cramer's Rule - Inverse of a Matrix - Solution of Simultaneous Linear Equations by Matrix Method - Rank of a Matrix

**Unit IV** Limits and Differential Calculus 9 h

Variable – Constants - Functions - Limits of Algebraic functions – Differentiation in one variable - Process of differentiation - Rules of Differentiation - Derivatives of Power Functions - Exponential and Logarithmic Functions

**Unit V** Derivatives 9 h

Meaning of Derivatives - Evaluation of First and Second Order Derivatives - Applications of Simple Derivatives – Elasticity of Demand – Relation between Average and Marginal cost curves – Minimum of Average Cost – Maximum and Minimum Values of a Functions - Order Conditions for Maxima - Profit Maximization – Cost Minimization

**Note:** Theory 20% and Problems 80%

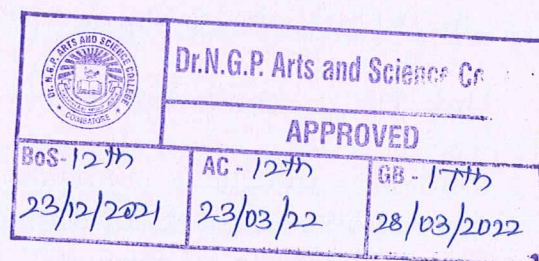


## Text Books

- 1 Navnitham, P.A, 2013, 'Business Mathematics and Statistics', 2nd edition, Jai Publishers, Trichy.

## References

- 1 Das, N.G. & Das J.K., 2012, 'Business Mathematics and Statistics', 1st edition, Mc Graw Hill Education Private Limited, New Delhi.
- 2 Sundaresan & Jayaseelan, 'An Introduction to Business Mathematics and Statistical Methods', 1st edition, Sultan Chand publishers, New Delhi.
- 3 Nag, N.K, 2014, 'Business Mathematics', 1st edition, Kalyani Publishers, New Delhi.
- 4 Asi Kumar Manna, 2018, 'Business Mathematics and Statistics', 1st edition, McGraw Hill Education Private Limited, New Delhi.



Course Code	Course Name	Category	L	T	P	Credit
195CR1A3SA	PRACTICAL BANKING	SEC	3	-	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- Basic banking knowledge through Practical banking subject.
- Banking operations
- Credit cards and Factoring services.

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A3SA	PRACTICAL BANKING	SEMESTER III
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Total Credits: 3

Total Instruction Hours: 36 h

### Syllabus

**Unit I** Introduction 07 h

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

**Unit II** Functions 07 h

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

**Unit III** Cheque 08 h

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 07 h

Credit card - Meaning and Definition - Operation of Credit card - Advantages and Disadvantages of Credit card.

**Unit V** Factoring 07 h

Factoring - Functions of Factoring - Types of factoring - ATM - Phone banking - E-Banking - Features - Advantages.




## Text Books

- 1 Pararameswaran. R, Natarajan. S, Kandasami. K. P, 1998, "Banking Theory, Law & Practice", Latest Edition, S. Chand Publications, Delhi.
- 2 Premavathy. N, 2015, "Banking Theory, Law & Practice", Latest Edition, Sri Vishnu Publications, Chennai.

## References

- 1 Varshney. P.N, Sundaresan. M, 2013, "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 Jagroop Singh & Seema Ghosh, 2018, "Principles of Banking Theory Law and Practice", Kalyani Publications, Delhi.
- 4 Shekar. K.C, "Banking Theory & Practice", First Edition, Himalaya Publications, Delhi

		
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195CR1A3GA	LEGAL ASPECTS OF BUSINESS	SEMESTER III
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Total Credits: 2

Total Instruction Hours: 24 h

### Syllabus

**Unit I** The Indian Contract Act, 1872 5 h

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 5 h

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 5 h

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 5 h

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 4 h

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




## Text Books

- 1 Kapoor. N.D, 2012, "Elements of mercantile Law", 34th Revised Edition, Sultan Chand and Company, India.
- 2 Goel. P.K., "Business Law for Managers", Latest Edition, Biztantatara Publishers, India

## References

- 1 Kuchal. M C & Vivek Kuchal, 2019, "Business Law", 7th Edition, Vikas Publishing House.
- 2 Daniel Albuquerque, 2017, "Legal Aspect of Business", Oxford.
- 3 Ravinder Kumar, 2011, "Legal Aspect of Business", 2nd Edition, Cengage Learning.
- 4 Tulsion. P C& Bharat Tulsian, 2014, "Business Law", 3rd Edition, Tata Mc Graw Hill Education Pvt. Ltd., New Delhi.

		
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195CR1ASSA	CYBER LAW	SEMESTER III
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Total Credit: 1

### Syllabus

#### 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 Books

- 1 Harish Chander, 2012, "Cyber laws and IT protection", PHI Learning Pvt. Ltd.
- 2 Ramappa. T, 2003, "Legal Issues in Electronic Commerce", Latest Edition, Macmillan India Ltd, New Delhi.

## References

- 1 Joga Rao, S.V, "Law of Cyber Crimes and Information Technology Law", 2008, 2 Volume, Wadhwa & Co, Nagpur.
- 2 Vakul Sharma, Hand book of Cyber Laws, 2002, Macmillan India Ltd, New Delhi.
- 3 . Mittal. D.P, "Law of Information Technology (Cyber Law) with Information Technology (Certifying Authorities) Rules", 2000, Taxmann Publications Pvt. Ltd.
- 4 Institute of Company Secretaries of India, "Information technology and systems audit", Latest Edition.

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195CR1ASSB	SOFT SKILLS (PRACTICAL)	SEMESTER III
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Total Credit: 1

### Syllabus

#### 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

Verbal and Nonverbal Spoken Communications - planning, preparation, delivery and feedback - 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 Books

- 1 Sharma. R. C, Krishna Mohan, 2017, July, "Business Correspondence and Report Writing", Fifth Edition, Tata Mc Graw Hill Publications.
- 2 Sharon. J. Gerson, Steven. M. Gerson, "Technical Writing Process and Product", 9th Edition, Pearson Education Asia.

## References

- 1 Meenakshi Raman & Sangeetha Sharma, 2011, "Technical Communications - Principles and Practice", 2nd Edition, OXFORD University Press.
- 2 Shiv Khera, "You Can Win", 2005 Revised Edition, Macmillan Books
- 3 John Collin, "Perfect Presentation", Video Arts MARSHAL.
- 4 Jenny Rogers, "Effective Interviews", Video Arts MARSHAL.

		
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BOS - 12th	AC - 12th	GB - 17th
23/12/2021	23/03/2022	28/03/2022



191TL1A3AA	பகுதி - 4 : அடிப்படைத்தமிழ்தாள் : 1(Basic Tamil )	SEMESTER III
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Total Credits: 2

Total Instruction Hours: 24 h

இளங்கலை 2019-20ஆம் கல்வியாண்டு முதல் சேர்வோர்க்குரியது (10 மற்றும் 12 - ஆம் வகுப்பு வரை தமிழ் மொழிப்பாடம் பயிலாதவர்களுக்கு) (பருவத் தேர்வு உண்டு)

அலகு : 1 தமிழ் மொழியின் அடிப்படைக் கூறுகள் 12 h

அ) எழுத்துகள் அறிமுகம் :

1. உயிர் எழுத்துக்கள் - குறில் , நெடில் எழுத்துகள்
2. மெய் எழுத்துக்கள் - வல்லினம், மெல்லினம், இடையினம்
3. உயிர்மெய் எழுத்துக்கள்

ஆ) சொற்களின் அறிமுகம்: பெயர்ச்சொல், வினைச்சொல் - விளக்கம் (எ.கா.)

அலகு : 2 குறிப்பு எழுதுதல் 12 h

1. பெயர், முகவரி, பாடப்பிரிவு , கல்லூரியின் முகவரி
2. தமிழ் மாதங்கள்(12), வாரநாட்கள்(7),
3. எண்கள் (ஒன்று முதல் பத்து வரை), வடிவங்கள், வண்ணங்கள்
4. ஊர்வன, பறப்பன, விலங்குகள், மனிதர்களின் உறவுப்பெயர்கள்
5. ஊர்களின்பெயர்கள் (எண்ணிக்கை 10)
6. பயிற்சிப் பகுதி (உரையாடும் இடங்கள்) : வகுப்பறை, பேருந்து நிலையம், சந்தை

வினாத்தாள் அமைப்பு முறை -

மொத்த மதிப்பெண்கள் - 100

பகுதி -அ

சரியான விடையைத் தேர்வு செய்தல்

10x2=20

பகுதி -ஆ

சரியா? தவறா? தேர்ந்தெடுத்து எழுதுக .

10x2=20

பகுதி-இ

ஒரு பக்க அளவில் விடையளிக்க

03x20=60

குறிப்பு:

- அனைத்து அலகுகளில் இருந்தும் வினாக்கள் அமைதல் வேண்டும்
- பகுதி இ-க்கான வினாக்கள் இது அல்லது அது என்ற அடிப்படையில் அந்தந்த அலகுகளில் அமைதல் வேண்டும்

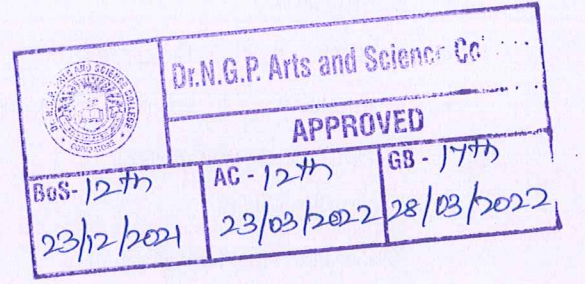


## Text Books

- 1 அடிப்படைத் தமிழ். 2019. தொகுப்பு : தமிழ்த் துறை, டாக்டர் என். ஜி.பி. கலை மற்றும் அறிவியல் கல்லூரி, நியூ செஞ்சுரி புக் ஹவுஸ்(பி)லிட். சென்னை

## References

- 1 ஒன்றாம் வகுப்பு பாடநூல் - தமிழ்நாடு அரசு பாடநூல் கழகம்
- 2 வலைதள முகவரி : <http://tamilvu.org>



191TL1A3AB	பகுதி - 4 : சிறப்புத் தமிழ் தாள் : 1 (Advanced Tamil )	SEMESTER - III
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Total Credits: 2

Total Instruction Hours: 24 h

இளங்கலை 2019- 2020 ஆம் கல்வியாண்டு முதல் சேர்வோர்க்குரியது (10 மற்றும் 12 - ஆம் வகுப்புகளில் தமிழ் மொழிப்பாடம் பயின்றவர்களுக்கு உரியது)(பருவத் தேர்வு உண்டு )

அலகு - 1 மரபுக் கவிதைகள்

05 h

அ) பாரதியார் கவிதைகள்

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

ஆ) பாரதிதாசன் கவிதைகள்

- இன்பத்தமிழ்
- நீங்களே சொல்லுங்கள்
- வாளினை எட்டா!

இ) தாராபாரதி கவிதைகள்

- வேலைகளல்ல வேள்விகள்

அலகு - 2 புதுக்கவிதைகள்

05 h

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

அலகு - 3 இலக்கணம்

04 h

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

அலகு - 4 கடிதங்கள் எழுதுதல்

05 h

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

அலகு - 5 பாடம் தழுவிய வரலாறு

05 h

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



வினாத்தாள் அமைப்பு முறை -

மொத்த மதிப்பெண்கள் - 100

சரியான விடையைத் தேர்வு செய்தல்	பகுதி -அ	10x2=20
கோடிட்ட இடங்களை நிரப்புக.	பகுதி -ஆ	10x2=20
இரண்டு பக்க அளவில் விடையளிக்க	பகுதி -இ	4x15=60

குறிப்பு:


- பகுதி -அ அனைத்து அலகுகளில் இருந்தும் இரண்டு வினாக்கள் அமைதல் வேண்டும்
- பகுதி இ -க்கான வினாக்கள் இது அல்லது அது என்ற அடிப்படையில் அந்தந்த அலகுகளில் அமைதல் வேண்டும்

#### Text Books

- 1 சிறப்புத் தமிழ் . 2019. தொகுப்பு: தமிழ்த் துறை, டாக்டர் என். ஜி.பி. கலை மற்றும் அறிவியல் கல்லூரி, நியூ செஞ்சுரி புக் ஹவுஸ்(பி)லிட். சென்னை

#### References

- 1 புலவர் சோம. இளவரசு - 2014. இலக்கிய வரலாறு, மணிவாசகர் பதிப்பகம், சென்னை - 108
- 2 வலைதள முகவரி : <http://tamilvu.org>

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<b>APPROVED</b>		
Bus - 12th 23/12/2021	AC - 12th 23/03/2022	GB - 17th 28/03/2022



195CR1A3AA	WOMEN'S RIGHTS	SEMESTER III
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Total Credits: 2

Total Instruction Hours: 24h

### Syllabus

#### Unit I Rights to Infant & Child 4 h

Issues for women in India- Law relating to Female infanticide-Rights to the survival of a child-Child Labour- Child trafficking -Child Marriage- Protection of Children against Sexual Offences Act 2012 (POCSO)

#### Unit II Rights to women 5 h

Matrimonial protection-Protection against dowry-Protection to pregnancy-Sexual offences-Law relating to work Place- Directive principles of Constitution (Article 39 a, d, e & Article 42, 43 & 46) - Trafficking of women

#### Unit III Laws for Senior Citizen women 5 h

Constitutional Rights -Personal Laws- The Tamil Nadu Maintenance and Welfare of Parents and Senior Citizens Rules in 2009- The National Council for Older person- Government Provisions for elderly persons

#### Unit IV Civil and Political Rights of Women 5 h

Right of inheritance-Right to live with decency and dignity-The Married women's Property Act 1874-Personal law women's right to property-Women Reservation Bill-National Commission for Women-Political participation Pre independent political participation of women-Participation of Women in post independent period

#### Unit V International convention on Womens' Right 5 h

Convention on the Elimination of All Forms of Discrimination against Women(CEDAW)-United Nations population Fund(UNFPA)-Protocol to the African Charter on the rights of women in Africa-Convention on the Nationality of Married women-Convention on the political rights of women- Inter-American convention on granting of civil and political rights for women-Universal declaration of Human rights




## Text Books

- 1 Women & Law(2009)-Krishna Pal Malik-Allahabad Law University, Delhi

## References

- 1 Women's Human Rights in India(2019)-Christian Foster and Jaya Sagade- Routledge India  
Justice for Women: Concerns and Expressions (2008)-Anand AS –Universal Law
- 2 Publishing Co.

		
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23/12/2021	23/03/2022	28/03/2022



Course Code	Course Name	Category	L	T	P	Credit
195CR1A4CA	CORPORATE ACCOUNTING - II	CORE	5	1	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Valuation of Goodwill and Shares of companies to acquire a business.
- Liquidator's final statements of accounts.
- Prepare the financial statements of banking and insurance companies.

### COURSE OUTCOMES

On 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



195CR1A4CA	CORPORATE ACCOUNTING - II	SEMESTER IV
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Total Credits: 4

Total Instruction Hours: 72 h

### Syllabus

**Unit I** Valuation of Shares and Goodwill 14 h

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 15 h

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 14 h

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) 14 h

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) 15 h

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

**Note:** Distribution of Marks 80% - Problems 20% - Theory.

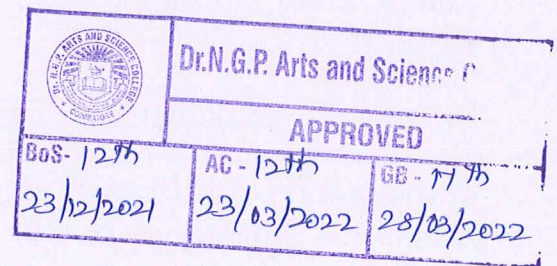


## Text Books

- 1 Jain. S.P. and Narang. K.L, 2019, "Advance Accounting – II", 22nd Revised Edition, Kalyani Publishers, New Delhi.
- 2 Gupta. R.L and Radhasamy, 2019, "Corporate Accounting", 4th Edition, Sultan Chand & Sons Publications, New Delhi.

## References

- 1 Sukla M.C and Grewal T.S, 2017, "Corporate Accounting", 19th Edition, S. Chand & Co., Publications, New Delhi.
- 2 Pillai R.S.N., Bhagawathi, and Uma. S, 2017, "Fundamentals of Advance Accounting", Vol.-II, S. Chand, New Delhi.
- 3 Joseph T, 2019, "Corporate Accounting", Vol.1, Tata McGraw Hill, New Delhi.
- 4 Reddy T.S and Murthy, 2018, "Corporate Accounting", Vol. 2, 6th Edition, Margham Publications, Chennai.



Course Code	Course Name	Category	L	T	P	Credit
195CR1A4CB	COMPANY LAW AND SECRETARIAL PRACTICE -II	CORE	5	-	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Meeting and learn procedure for voting.
- Appointment of Director's & Auditors, their rights and duties.
- Winding up of a company.

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

COs/POs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	M
CO2	S	S	S	S	M
CO3	S	S	S	S	M
CO4	S	S	S	S	M
CO5	S	S	S	S	M
S	Strong	M	Medium	L	Low



195CR1A4CB	COMPANY LAW AND SECRETARIAL PRACTICE -II	SEMESTER IV
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Total Credits: 4

Total Instruction Hours: 60 h

### Syllabus

#### Unit I Company Meeting 12 h

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 12 h

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 12 h

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 12 h

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 12 h

Meaning – Modes of winding up – Introduction of Insolvency and Bankruptcy Code, 2016 – Introduction to IBBI Regulations – Insolvency Resolution Process for corporate person – Liquidation process – Role of National Company Law Tribunal (with regard to Winding up) – Role of Insolvency Professional –Consequences of winding up.




## Text Books

- 1 Kapoor. N.D, 2020, "Company Law & Secretarial Practice", 31st Revised Edition, Sultan Chand Publications, New Delhi.
- 2 Balachandran. V, 2017, "Company Law and Secretarial Practice", 7th Edition, Sultan Chand & Sons.

## References

- 1 Sreenivasan. M.R, "Company Law & Secretarial Practice", 24th Edition, 2019, Taxxmann Publication, New Delhi.
- 2 Varshney. G.K, 2017, "Company Law & Secretarial Practice", Revised Edition, Sahitya Bhawan Publications, Agra.
- 3 Atwar Singh, 2018, "Company Law", 7th Edition, Eastern Book Company, New Delhi.
- 4 Santhi. J, 2017, "Company Law and Secretarial Practice", 1st Edition, Margam Publication, Chennai.

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BoS-12th		AC - 12th		GB - 12th	
23/12/2021		23/03/2022		28/03/2022	



Course Code	Course Name	Category	L	T	P	Credit
195CR1A4CC	PROGRAMMING IN C	CORE	4	-	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- Basic Programming Knowledge in C.
- Principles of control structures and arrays
- String functions, Structure and Pointers

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	Learn the fundamentals of C programming language	K1
CO2	Understand the principles of control structures and arrays	K2
CO3	Apply the knowledge of strings and functions	K3
CO4	Understand the Built-in Functions and User Defined functions	K2
CO5	Apply the knowledge in Structure and Pointers	K3

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A4CC	PROGRAMMING IN C	SEMESTER IV
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Total Credits: 3

Total Instruction Hours: 48 h

### Syllabus

#### Unit I C LANGUAGE, DATA TYPES AND I/O OPERATIONS 9 h

Introduction: Types of Languages - History of C language - Basic Structure - Creating - Compiling - Linking and Executing the C Program - Pre-processors in "C". Types and I/O operations: Keywords & Identifiers - Constants - Variables - Scope and Life of a Variable - Data types - Storage classes - Reading a character or values - Writing a character or value - Formatted Input and Output operations.

#### Unit II OPERATORS, EXPRESSIONS AND DECISION MAKING 10 h

Operators: Introduction - Arithmetic - Relational - Logical - Assignment - Conditional - Special operators - Expressions: Arithmetic - Evaluation - Type conversions. Decision Making & Looping: Introduction - If statements - If-else statements - Switch statements - Conditional statements - While statements - Do statements - For Statements.

#### Unit III ARRAYS AND STRINGS 10 h

Arrays: Introduction - Defining an array - Initializing an array - One dimensional array - Two dimensional array - Dynamic array. Strings: Introduction - Declaring and initializing string variables - Reading and Writing strings - String handling functions.

#### Unit IV BUILT-IN FUNCTIONS AND USER-DEFINED FUNCTIONS 9 h

Built-in functions: Mathematical functions - String functions - Character functions - Date functions. User defined functions: Introduction - Need for user defined functions - Elements of functions - Return values and their types - Function declaration - Function calls - Recursive functions.

#### Unit V STRUCTURES AND POINTERS 10 h

Structures: Introduction - Declaring structures variables - Accessing structure members - Functions and Structures - Array of structures - Enumerated Data types - Introduction to Unions. Pointers: Fundamentals - Understanding pointers - Address - Declaration of Pointers.




## Text Books

- 1 Balagurusamy. E, 2019, "Programming in ANSI C", 8th Edition, Tata McGraw Hill.
- 2 Reema Thareja, 2015, "Introduction to C Programming", OXFORD Publications.

## References

- 1 Balagurusamy. E, 2017, "Computing Fundamentals and C Programming", 2nd Edition, Tata McGraw Hill.
- 2 Herbert Schildt, 2017, "C++: The Complete Reference", 4th Edition, Tata McGraw Hill.
- 3 Venugopal. K.R and Buyya. R, 2017, "Mastering C", Latest Edition, McGraw Hill.
- 4 Brian W. Kernighan and Dennis Ritchie, 2015, "The C Programming Language", 2nd Edition, Pearson Publications.

		
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APPROVED		
BoS- 12 <sup>th</sup>	AC - 12 <sup>th</sup>	GB - 12 <sup>th</sup>
23/12/2021	23/03/2022	28/03/2022

195CR1A4CP	C PROGRAMMING	SEMESTER IV
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Total Credits: 2

Total Instructions Hours: 48 h

## S.No

## List of Experiments

- 1 Program to take input of Name, Roll No. and Marks obtained by a student in 4 subjects of 100 marks each and display Name, Roll No. with percentage score secured.
- 2 Program to find a quadratic equation for all type of roots.
- 3 Program to print whether a given number is even or odd.
- 4 Program to print or arrange the given strings into alphabetical order.
- 5 Program to find the given string is Palindrome or Not.
- 6 Program to print the Fibonacci series.
- 7 Program to print the given string in the reverse order.
- 8 Program to print ASCII value for a given character.
- 9 Program to display the following pattern.  

```

*
* *
* * *
* * * *
* * * * *

```
- 10 Program to find biggest among three numbers using pointer.
- 11 Program to make simple calculation using switch statement.
- 12 Program to store information of 5 students in structure and display it.

**Note:** All the Programmes are Mandatory.

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APPROVED					
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23/12/2021		23/03/2022		28/03/2022	



195CR1A4CQ	CORPORATE PRACTICALS - IV	SEMESTER IV
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Total Credits:


Total Instructions Hours: 00 h

S.No

## List of Experiments

- 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.
- 11 List out the committees and their goals.
- 12 Merging of Banking Companies/Nidhi Ayo/Financial Inclusion.

**Note:** Out 12 Exercise, ALL are mandatory.

		
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COIMBATORE | INDIA

B.Com. CSCA (Students admitted during the AY 2021-22)

Course Code	Course Name	Category	L	T	P	Credit
192MT1B4IB	BUSINESS STATISTICS	IDC	4	-	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- The requirements of a good average and differentiate between average and Dispersion
- The Importance as also the Limitation of Correlation and Regression Analysis
- To enhance student knowledge in Test of Significance and Chi-Square Test

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	Learn and know as to how Statistics can be used	K1
CO2	Know the main properties of each Measure of Central Tendency and select the most appropriate one for use with a given set of data	K2
CO3	Understand the Importance and Limitations of Correlation Analysis	K3
CO4	Recognize different components of a Time series	K3
CO5	Analyzing the concept of Test of Significance	K4

### MAPPING WITH PROGRAMME OUTCOMES

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

S

Strong

M

Medium

L

Low



192MT1B4IB	BUSINESS STATISTICS	SEMESTER IV
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Total Credits: 4

Total Instruction Hours: 48 h

### Syllabus

#### Unit I Statistics 9 h

Introduction-Origin and Growth of Statistics-Statistics as Data- Collection of Data- Primary and Secondary Data - Methods of Collecting Primary Data and Secondary Data - Classification and Tabulation of Data - Meaning and Objective of Classification-Types of Classification - Diagrammatic and Graphic Presentation - General Rules for Constructing Diagrams-Types of Diagrams-Graphs of Frequency Distributions

#### Unit II Measures of Central Value and Dispersion 9 h

Function of an Average - Characteristics of Typical Average - Limitations - Properties - Mean - Calculation of Mean - Merits of - Mean - Demerits of Mean - Median - Calculation of Median - Merits of Median - Demerits of Median - Mode - Calculation of Mode -Merits of Mode - Demerits of Mode - Range - Quartile Deviation - Standard Deviation

#### Unit III Correlation and Regression 9 h

Types of Correlation - Scatter diagram Method - Coefficient of Correlation -Karl Pearson's Coefficient of Correlation - Merits and Demerits of Correlation- Rank Correlation - Regression - Uses - Difference between Correlation and Regression - Method of Studying Regression - Regression Equations - Regression equation of Y on X - Regression equation of X on Y

#### Unit IV Analysis of Time Series 9 h

Uses - Time Series Models - Secular Trend - Seasonal Variation - Cyclical Variation - Irregular Variation - Measurement of Secular Trend - Graphic Method - Semi Average Method - Moving Average Method - Method of Least Squares - Method of Simple Averages



**Unit V** Test of Significance and Chi-Square Test

12 h

Testing of Hypothesis - Standard Error - Test of Significance for Attributes - Test for Proportion of Success - Test for Difference in Proportions - Test of Significance for Large Samples - The Standard error of mean - Testing the difference between means of Two Samples - Test of Significance for Small Samples - Students' t-Distribution - Chi Square Test - Characteristics of Chi Square Test - Degree of Freedom - Chi Square Test of goodness of fit - Chi Square as a test of independence

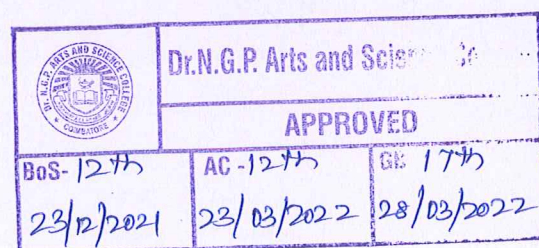
**Note: 20% Theory and 80% Problem**

**Text Books**

- 1 Pillai R.S.N. and Bagavathi V., 2002, "Statistics", 14th Edition, S. Chand and Company Ltd, New Delhi

**References**

- 1 Gupta S.P, 2014, "Statistical Methods", 34th Edition., Sultan chand and sons Educational Publishers, New Delhi.
- 2 Ken Black, 2009, "Business Statistics for Contemporary Decision Making", John Wiley and sons Pvt. Ltd, New Delhi.
- 3 Beri.G.C, 2010, "Business Statistics" 3rd Edition, Mc Graw Hill Education Pvt. Ltd, Chennai.
- 4 Frank , S Budnick, 2010, "Applied Mathematics for Business, Economics and the Social Sciences", 4th Edition., McGraw Hill Education Pvt. Ltd, Chennai.



Course Code	Course Name	Category	L	T	P	Credit
195CR1A4SA	FINANCIAL MARKETS	SEC	3	-	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- Various Financial Instruments.
- Various markets for securities.
- Depositories and Process involved.

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A4SA	FINANCIAL MARKETS	SEMESTER IV
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Total Credits: 3

Total Instruction Hours: 36 h

### Syllabus

**Unit I** Financial Market – Structure 7 h

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

**Unit II** Securities Markets 7 h

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

**Unit III** Primary Market 7 h

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

**Unit IV** Secondary Market 8 h

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

**Unit V** Depositories 7 h

Meaning – Benefits – Depository participants - Dematerialization of Shares –  
Rematerialization of shares - Process involved.




## Text Books

- 1 Gardon. E & Natarajan. K, 2016, "Financial Markets and Service", 11th Revised Edition, Himalaya Publishing House, New Delhi.
- 2 Bhola, L.M, 2017, "Financial Institution and Markets : Structure, Growth and Innovations", 6th Edition, McGraw Hill Publications, New Delhi.

## References

- 1 Joseph Anbarasu. D, Boominathan. V.K and Manoharan. P, 2007, "Financial Services", 2nd Edition, Sultan Chand & Sons, New Delhi.
- 2 Khan M. Y, 2019, "Financial Services", 10th Edition, Tata McGraw Hill Publications, New Delhi.
- 3 Giddy. I.H, 2010, "Global Financial Markets", Latest Edition, AITBS Publications, New Delhi.
- 4 Rajesh Kothari, "Financial Services in India", Latest Edition, Sage Publishing, New Delhi.

		
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195CR1A4GA	TAXATION	SEMESTER IV
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Total Credits: 2

Total Instruction Hours: 24 h

### Syllabus

**Unit I** Income Tax Act, 1961 5 h

Introduction and basic concepts – Classes of Assessee – Residential status – Exempted income [Income not included in total income].

**Unit II** Salary 6 h

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

**Unit III** Salary 5 h

Computation of salary income and Tax liability.

**Unit IV** Income Tax authorities 4 h

Income Tax authorities and their powers – Procedure for assessment – ITR forms – A Practical Approach.

**Unit V** Indirect Tax 4 h

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




## Text Books

- 1 Mehrotra H.C. and Goyal S.P, Current Assessment year, Latest Edition, "Fundamentals of Income tax", Sahitya Bhawan Publication, Agra.
- 2 <https://www.incometaxindiaefiling.gov.in/main/ListOfITRsAndOtherForms>.

## References

- 1 Datey V.S. , Latest Edition, Current Assessment year, "GST Input tax credit" , Taxaman Publication.
- 2 Gaur. V.P, Narang. D.B, Puja Gaur, Rajeev Puri, "Income Law and Practices", Current Assessment year, Kalyani Publications.
- 3 Mehta. N.V, Shri Kuber, "Income-Tax Ready Reckoner", Current Assessment year, Shri Kuber Publishing House.
- 4 <https://www.incometaxindia.gov.in/Pages/downloads/income-tax-return.aspx>.

		
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191TL1A4AA	பகுதி - 4 : அடிப்படைத்தமிழ் - தாள் : II (Basic Tamil )	SEMESTER IV
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Total Credits: 2

Total Instruction Hours: 24 h

இளங்கலை 2019-20ஆம் கல்வியாண்டு முதல் சேர்வோர்க்குரியது  
(10 மற்றும் 12 - ஆம் வகுப்பு வரை தமிழ் மொழிப்பாடம் பயிலாதவர்களுக்கு)  
(பருவத் தேர்வு உண்டு )

அலகு : 1

12 h

நீதி நூல்கள்

I.ஆத்திசூடி - “அறம் செய விரும்பு” முதல் “ஒளவியம் பேசேல்” வரை -12 பாடல்கள்

II.கொன்றைவேந்தன் - “அன்னையும் பிதாவும் முன்னறி தெய்வம்” முதல்

“எண்ணும் எழுத்தும் கண் எனத் தகும்” வரை -7 பாடல்கள்

III.திருக்குறள் - 6 பாடல்கள்

1. அகர முதல .....1
2. மனத்துக் கண்.....34
3. இனிய உளவாக .....100
4. தீயவை தீய பயத்தலான்.....202
5. கற்க கசடற .....391
6. கண்ணொடு கண்ணினை.....1100

அலகு : 2

12 h

I. எளிய நீதிக்கதைகளும் வாழ்க்கை முறைகளும்

1. நீதிகாத்த மன்னன்
2. சிங்கமும் முயலும்
3. புத்திசாலி உழவனும் போக்கிரிப் பூதமும்
4. தேனீயும் புறாவும்
5. முயல் கூறிய தீர்ப்பு

II. தமிழகப் பண்பாடுகள்

1. தமிழர் விழாக்கள் - பொங்கல், ஆடிப்பெருக்கு
2. தமிழர் கலைகள் - தெருக்கூத்து, ஓவியம், சிற்பம்
3. தமிழர் விளையாட்டுகள்- ஏறுதழுவுதல், சடுகுடு



### III . பயிற்சிப் பகுதி

1. படத்திற்கு ஏற்ற சொற்களை எழுதுதல்.
2. சொற்களைத் தொடராக்குதல்.
3. பொருத்துதல்,
4. உரையாடல் பகுதி

**Note:** பயிற்சிப் பகுதியில் வினாக்கள் அமைத்தல் கூடாது

வினாத்தாள் அமைப்பு முறை - மொத்த மதிப்பெண்கள் - 100

பகுதி - அ

சரியான விடையைத் தேர்வு செய்தல் 10x2=20

பகுதி - ஆ

சரியா? தவறா? தேர்ந்தெடுத்து எழுதுக . 10x2=20

பகுதி - இ

ஒரு பக்க அளவில் விடையளிக்க 03x20=60

குறிப்பு:


- அனைத்து அலகுகளில் இருந்தும் வினாக்கள் அமைதல் வேண்டும்
- பகுதி இ -க்கான வினாக்கள் இது அல்லது அது என்ற அடிப்படையில் அந்தந்த அலகுகளில் அமைதல் வேண்டும்

### Text Books

- 1 அடிப்படைத்தமிழ் - 20-21. தொகுப்பு : தமிழ்த்துறை , டாக்டர் என்.ஜி.பி. கலை அறிவியல் கல்லூரி, நியூ செஞ்சுரி புக் ஹவுஸ்(பி)லிட். சென்னை-600 098

### References

- 1 ஒன்றாம் வகுப்பு பாடநூல் - தமிழ்நாடு அரசு பாடநூல் கழகம்
- 2 வலைதள முகவரி : <http://tamilvu.org>

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BOS-12th 23/12/2021	AC-12th 23/03/2022	GB-17th 28/03/2022

191TL1A4AB	பகுதி - 4 : சிறப்புத்தமிழ் - தாள் : II (Advanced Tamil )	SEMESTER - IV
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Total Credits: 2

Total Instruction Hours: 24 h

இளங்கலை 2019-2020 ஆம் கல்வியாண்டு முதல் சேர்வோர்க்குரியது  
(10 மற்றும் 12 - ஆம் வகுப்புகளில் தமிழ் மொழிப்பாடம் பயின்றவர்களுக்கு உரியது  
(பருவத் தேர்வு உண்டு )

அலகு - 1

05 h

திருக்குறள்

I அறத்துப்பால்

1. இனியவை கூறல் - அதிகார எண் : 10
2. அடக்கமுடைமை - அதிகார எண் : 13

II பொருட்பால்

1. கல்வி - அதிகார எண் : 40
2. உழவு - அதிகார எண் : 104

III இன்பத்துப்பால்

1. தகையணங்குறுத்தல் - அதிகார எண் : 109
2. பிரிவாற்றாமை - அதிகார எண் : 116

அலகு - 2

05 h

கட்டுரைத் தொகுப்பு

I நல்வாழ்வு - டாக்டர் மு.வரதராசன்

1. நம்பிக்கை
2. புலனடக்கம்
3. பண்பாடு

II இளைஞர்களின் ஒளிமயமான எதிர்காலத்திற்கு - கு.வெ. பாலசுப்பிரமணியம்

1. காலக்கணக்கு
2. நற்பழக்கமே செல்வம்

அலகு - 3

05 h

I காப்பியங்கள் - குறிப்பு எழுதுதல்

1. சிலப்பதிகாரம்
2. மணிமேகலை
3. கம்பராமாயணம்
4. பெரியபுராணம்



II ஊடகம் - காட்சி ஊடகங்கள்

1. தொலைக்காட்சி
2. திரைப்படம்
3. இணையம்
4. முகநூல்
5. கீச்சகம்
6. கட்செவி அஞ்சல்

அலகு - 4

05 h

இலக்கணம் - வழக்கறிதல்

1. இயல்பு வழக்கு
2. தகுதி வழக்கு

அலகு - 5

04 h

I படைப்பாற்றல் பகுதி

கவிதை,கட்டுரை எழுதச்செய்தல் - பொதுத் தலைப்பு

II பயிற்சிப் பகுதி

தமிழில் தட்டச்சு செய்தல் - யூனிகோடு எழுத்துருவில்.

**Note:** பயிற்சிப் பகுதியில் வினாக்கள் அமைத்தல் கூடாது

வினாத்தாள் அமைப்பு முறை - மொத்த மதிப்பெண்கள் - 100

பகுதி -அ

சரியான விடையைத் தேர்வு செய்தல்

10x2=20

பகுதி -ஆ

கோடிட்ட இடங்களை நிரப்புக

10x2=20

பகுதி -இ

இரண்டு பக்க அளவில் விடையளிக்க

4x15=60

**குறிப்பு :**

- அனைத்து அலகுகளில் இருந்தும் இரண்டு வினாக்கள் அமைதல் வேண்டும்
- பகுதி இ -க்கான வினாக்கள் இது அல்லது அது என்ற வகையில் அந்தந்த அலகுகளிலிருந்து அமைதல் வேண்டும்.




### Text Books

- 1 சிறப்புத்தமிழ் 20-21. தொகுப்பு : தமிழ்த் துறை, டாக்டர் என்.ஜி.பி. கலை அறிவியல் கல்லூரி, நியூ செஞ்சுரி புக் ஹவுஸ்(பி) லிட். சென்னை- 600 098

### References

- 1 பேராசிரியர் புலவர் சோம . இளவரசு, எட்டாம் பதிப்பு - 2014, தமிழ் இலக்கிய வரலாறு - மணிவாசகர் பதிப்பகம், சென்னை - 600 108.
- 2 பேராசிரியர் முனைவர் பாக்கியமேரி , முதற் பதிப்பு- 2013, இலக்கணம் - இலக்கிய வரலாறு - மொழித்திறன் -பூவேந்தன் பதிப்பகம், சென்னை-600 004.
- 3 வலைதள முகவரி : <http://tamilvu.org>

		
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192PY1A4AA	AECC : GENERAL AWARENESS	SEMESTER IV
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Total Credits: 2  
Total Instructions Hours: 24 h

S.No	Contents
1	Current Events
2	General Science
3	Geography of India
4	Tamil and Other Literature
5	Inventions and Discoveries
6	Numerical and Mental Aptitude
7	Verbal and Non Verbal Reasoning
8	Socio- Culture and Heritage of India
9	Indian Economy and Political System
10	History of India and Freedom Struggle

### References

- 1 Majid Hussain, Arora N D, 2019, "General Studies -TNPSC Group -I ", G.K.Publications (P) Ltd. New Delhi
- 2 Aggarwal R S, 2014, "Verbal and Non Verbal Reasoning" S Chand & Company, New Delhi
- 3 Competition Success Review, Competitive Success Publisher, New Delhi
- 4 Pratiyogita Darpan, Pratiyogita Darpan Publishers, Agra.

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Course Code	Course Name	Category	L	T	P	Credit
195CR1A5CA	COST ACCOUNTING	CORE	5	1	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Importance of Cost Ascertainment, Reduction and control.
- Element-wise, Total cost of Product and Service.
- Methods of costing adopted in different types of industries.

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A5CA	COST ACCOUNTING	SEMESTER V
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Total Credits: 4

Total Instruction Hours: 72 h

### Syllabus

**Unit I** Cost Accounting - An Introduction 14 h

Definition of Cost, Costing, Cost Accounting and Cost Accountancy - Objectives - Relationship of Cost Accounting with Financial Accounting and Management Accounting - Essentials - Cost classification - Methods of Costing - Techniques of Costing - Cost Sheet, Tenders and Quotations.

**Unit II** Materials & Labour 15 h

Materials - Introduction - Material Control - Meaning - Need - Essentials - Techniques of Material Control - Purchase and Stores Control - Issue of Materials.

Labour cost - Introduction - Types - Labour Turnover: Causes, Effects and Reduction - Idle time - Overtime - Remuneration and Incentives: Features - System of wage payment: Time wage system & Piece wage system - Premium and Bonus plan: Halsey, Rowan and Emerson Efficiency plan.

**Unit III** Overheads and Contract Costing 14 h

Overheads - Classification - Allocation and Apportionment of Overhead - Methods of Re-Apportionment - Absorption of Overheads - Methods of Absorption - Over and Under Absorption.

Job, Batch and Contract Costing.

**Unit IV** Process Costing and Reconciliation Statement 14 h

Process costing - Features - Comparison between Job and Process costing - Advantages & Disadvantages - Process Losses: Normal & Abnormal Loss.

Reconciliation of Cost and Financial Accounting - Meaning - Need - Objectives - Reasons for difference - Procedure of Reconciliation.



**Unit V** Marginal costing & Cost-Volume-Profit Analysis

15 h

Absorption Costing - Advantages & Limitations - Marginal costing - Need - Features - Advantages & Disadvantages - Difference between Absorption and Marginal costing.

Cost-Volume-Profit Analysis - Objectives - Assumptions - Contribution - P/V Ratio - BEP - Margin of Safety.

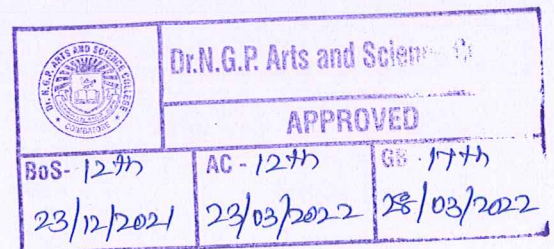
**Note:** 60% Problem 40% Theory

**Text Books**

- 1 Jain S.P and Narang K.L, Reprint 2015, "Cost Accounting", Kalyani Publications, New Delhi.
- 2 Shukla M. C, Grewal T. S and Gupta M. P., "Cost Accounting - Text and Problems", Revised Edition, S. Chand Publishing.

**References**

- 1 Maheshwari S.N, Mittal S.N., 2017, "Cost Accounting - Theory & Problems", 27th Edition., Mahavir Publications.
- 2 Pillai R.S.N., Bagavathi, "Cost Accounting", Revised Edition, S. Chand Publishing, New Delhi.
- 3 Reddy T.S and Hari Prasad Reddy. Y, 2012, "Cost Accounting", Latest Edition, Margham Publications, Chennai.
- 4 Arora. M.N, "Cost Accounting: Principles and Practice", 12th Edition, Vikas Publishing House Pvt. .



Course Code	Course Name	Category	L	T	P	Credit
195CR1A5CB	TAXATION - I	CORE	5	1	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- The concepts of Income Tax.
- The different heads of Income and the Authorities under the Act.
- The computation of Income Tax.

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A5CB	TAXATION - I	SEMESTER V
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Total Credits: 4

Total Instruction Hours: 72 h

### Syllabus

**Unit I** Income Tax Act - Introduction 15 h

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

**Unit II** Salary & House Property 16 h

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

**Unit III** Business or Profession & Capital Gains 15 h

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

**Unit IV** Computation of Tax Liability 16 h

Income from other sources – Set off and Carry forward and Set-off Losses – Deduction in total income – Clubbing of income – Computation of tax liability of an individual.

**Unit V** Income Tax Authorities 10 h

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




## Text Books

- 1 Vinod K. Singhania, Kapil Singhania, "Income Tax Law and Practice", Latest Edition, Taxmann Publications, New Delhi.
- 2 Reddy T. S & Hari Prasad Reddy Y. S, "Income Tax Law and Practice", Latest Edition, Margham Publications, Chennai

## References

- 1 Bhagavathi Prasad, "Direct Tax Law and Practice", Latest Edition, Eastern Publications Publication, New Delhi.
- 2 Hariharan, "Income Tax Law and Practice", Latest Edition, McGraw - Hill Educations India Ltd.
- 3 Balachandran. V, "Income Tax Law and Practice", Latest Edition, Sultan Chand & Sons, New Delhi.
- 4 Balachandran. V and Thothadri. S, "Taxation Law and Practice", Latest Edition, Prentice Hall of Indian, New Delhi.

		
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Course Code	Course Name	Category	L	T	P	Credit
195CR1A5CC	VISUAL BASIC THEORY	CORE	4	1	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- Acquire knowledge in Visual Basic.
- Controlling Programs in VB.
- Concept to build in VB functions.

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S

Strong

M

Medium

L

Low



195CR1A5CC	VISUAL BASIC THEORY	SEMESTER V
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**Total Credits: 3**

**Total Instruction Hours: 60 h**

### Syllabus

**Unit I** Visual Basic – Introduction 12 h

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 12 h

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 12 h

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 12 h

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 12 h

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




## Text Books

- 1 Byron S. Gottfried, 2010, "Visual Basic", 18th Edition, Tata McGraw Hill, New Delhi.
- 2 Anne Boehm, 2015, "Murach's Visual Basics", Recent Edition, Murch Publications.

## References

- 1 Sabarigirivasan. J, "Visual Basic 6.0 - An Interactive Approach", Latest Edition, HSI Publications, Mumbai.
- 2 Michael Halvorson, 2010, "Microsoft Visual Basic", Latest Edition, Microsoft Press Publications.
- 3 Nick Snowdon, "Oracle Programming with VB", Revised Edition, BJB Publications, New Delhi.
- 4 Gary Cornell, "Visual Basic 6 From the Gound up", Revised Edition, TMH New Delhi.

		
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195CR1A5CP	VISUAL BASIC	SEMESTER V
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Total Credits: 2


Total Instructions Hours: 48h

S.No

## List of Experiments

- 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.

Note: Out of 12 - 10 Mandatory.

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B.Com. CSCA (Students admitted during the AY 2021-22)

Course Code	Course Name	Category	L	T	P	Credit
195CR1A5DA	INDUSTRIAL LAW	DSE	4	-	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Various Labour Legislations.
- Legislation's relating to welfare of workers.
- Rights and Privileges of Trade Unions.

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S

Strong

M

Medium

L

Low



195CR1A5DA	INDUSTRIAL LAW	SEMESTER V
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Total Credits: 4

Total Instruction Hours: 48 h

### Syllabus

**Unit I** Factories Act 10 h

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 9 h

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

**Unit III** Trade Unions Act & Payment of Wages Act 9 h

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** Minimum Wages Act & Workmen's Compensation Act 10 h

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

**Unit V** Payment of Bonus Act & Employees State Insurance Act 10 h

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, 2020, "Elements of Industrial Law", Revised Edition, Sultan Chand & Sons, New Delhi.
- 2 Misra. S.N, 2019, "Labour & Industrial Law (with Latest Amendments)", 29th Edition, Central Law Publication.

## References

- 1 Tulsian. P. C (CA), 2012, "Business and Industrial Law", Revised Edition, S. Chand & Company Ltd. New Delhi.
- 2 Saiyed. I.A, 2017, "Industrial Law", 4th Edition, Himalaya Publishing House.
- 3 Jagdish Rao. B, "Industrial Law", Latest Edition, Sahitya Bhawan Publication.
- 4 Industrial Labour and General Laws, ICSI Material.

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Course Code	Course Name	Category	L	T	P	Credit
195CR1A5DB	INTERNET AND E-COMMERCE	DSE	4	-	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Basic Concepts of Internet, Internet addressing.
- Fundamental concept of E-Commerce.
- Concept of System analysis and design

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S                      Strong                      M                      Medium                      L                      Low



195CR1A5DB	INTERNET AND E-COMMERCE	SEMESTER V
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Total Credits: 4

Total Instruction Hours: 48 h

### Syllabus

#### Unit I Internet - Introduction 10 h

Internet - Introduction - Facilities - Internet software - Understanding Internet - Clients and Server - Hosts and terminals - Tour of the internet - Hardware requirements - Software requirements - Intranet - Extranet - E-Commerce Business models - FDI in e-Commerce - FDI Norms.

#### Unit II Internet addressing & E-Mail 10 h

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 - Introduction 9 h

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

#### Unit IV EDI 10 h

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 9 h

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.

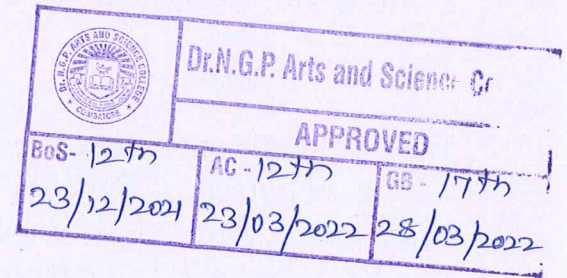


## Text Books

- 1 Henry Chan, Raymond Lee, Tharam Dillon, Elizabeth Chang, 2011, "E-Commerce, Fundamentals and Applications", 8th Edition, Wiley India Pvt. Ltd, New Delhi.
- 2 Kirthi Kalyanam, Ward A. Hanson, 2007, "Internet Marketing & E-Commerce", Revised Edition, South-Western Publication.

## References

- 1 Harley Hahn, "The Internet Complete Reference", Latest Edition, Tata McGraw - Hill Publishing Company Limited, New Delhi.
- 2 Joseph P.T., S.J., 2012, "E-Commerce: An Indian Perspective", 6th Edition, PHI Learning Pvt. Ltd., New Delhi.
- 3 Alexis Leon, Mathews Leon, 2012, "Internet for Everyone", 15th Edition, S. Chand Publisher, New Delhi.
- 4 Rajaraman. V, "Essentials of E-Commerce Technology", Latest Edition, PHI Learning Pvt. Ltd., Delhi.



Course Code	Course Name	Category	L	T	P	Credit
195CR1A5DC	BRAND MANAGEMENT	DSE	4	-	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Concept of Brand Management.
- Brand Equity & Brand Loyalty.
- Branding Positioning and Brand Strategy.

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S                      Strong                      M                      Medium                      L                      Low



195CR1A5DC	BRAND MANAGEMENT	SEMESTER V
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**Total Credits: 4**

**Total Instruction Hours: 48 h**

### Syllabus

#### **Unit I** Brand - Introduction 10 h

Brand - Concept - Evolution - Characteristics - Branding - History - Elements - Challenges & Opportunities - Brand Management - Strategic Brand Management - Process - Selecting a Brand name - Brand Diversity - FMCG Brands - Service Brands - E-Brand.

#### **Unit II** Brand Equity 9 h

Brand Equity - Brand Equity Models - Developing a Brand Equity measurement - Measuring sources of Brand Equity - Measuring outcomes of Brand Equity - Brand Loyalty - Brand Awareness - Brand Image - Brand Personality - Brand Identity & Personality

#### **Unit III** Brand Elements & Performance 10 h

Brand Elements - Criteria for choosing Brand Element - Options & Tactics for Brand Elements - Variety of Brand Elements - Tactics to create a strong brand - Leveraging Brand Knowledge - Importance - Role of Brand Managers in Brand Leverage - Brand Performance - Measuring & Interpreting - Adapting the Brand to suit various markets.

#### **Unit IV** Brand Positioning 10 h

Identifying & Establishing Brand Positioning - Building a strong Brand - Brand Building blocks - Positioning Guidelines - Strong Indian Brand - Most powerful brand in the world - Brand Marketing - WIPO - Brand Promotion - Methods - Role of Ambassadors & Celebrities - Brand Extension - Factors - Brand Adaption - Rebranding - Relaunching - Co-branding - Types - Situation - Co-branding for business growth - Celebrity endorsement.

#### **Unit V** Branding Strategy 9 h

Designing & Implementing Branding Strategies - Brand Equity at Different Hierarchical Level - Customer based Brand Hierarchy - Brand Imitations - Later market entry - Global Marketing - Barriers.

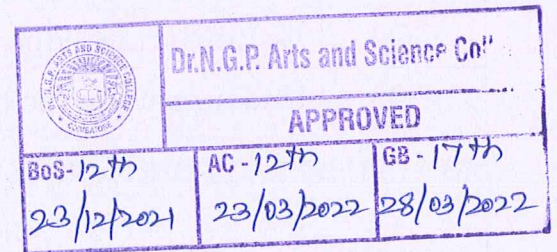


## Text Books

- 1 Tapan. K. Panda, 2016, "Product and Brand Management", Latest Edition, Oxford Publication.
- 2 Kirti Dutta, 2012, "Brand Management - Principles and Practice", Latest Edition, Oxford Higher Education.

## References

- 1 Ashwani Panesar, "Product and Brand Management", Latest Edition, Excel Books Private Ltd., New Delhi.
- 2 Harsh V. Verma, 2012, "Brand Management - Text and cases", 3rd Edition, Excel Books India.
- 3 Isaac C. Jacob Kevin Lane Keller, Vanitha Swaminathan, Ambi M. G. Parameswaran, 2020, "Strategic Brand Management", 5th Edition, Pearsons Publication..
- 4 Jean-Noel Kapferer, 2012, "The New Strategic Brand Management", Latest Edition, Kogan Page Publisher.



Course Code	Course Name	Category	L	T	P	Credit
195CR1A5SA	MUTUAL FUND	SEC	3	-	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- Basics of Mutual Funds.
- Mutual Fund Products.
- Debt fund and Liquid fund.

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S                      Strong                      M                      Medium                      L                      Low



195CR1A5SA	MUTUAL FUND	SEMESTER V
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Total Credits: 3

Total Instruction Hours: 36 h

### Syllabus

**Unit I** Mutual Funds - Introduction 7 h

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 7 h

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** ETFS 8 h

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 7 h

Debt funds: Salient features – Types of debt fund - Risk involved in debt funds – Listing – Settlement – Debt mutual fund schemes - How to invest in Debt Fund - Top 10 debt fund in India.

**Unit V** Liquid fund 7 h

Liquid fund: Salient features – Benefits - Floating rate scheme - Portfolio churning in liquid funds - Overnight fund - Contra mutual fund - Hybrid mutual fund - Types – Benefits.




## Text Books

- 1 Sundar Sankaran, 2018, "Indian Mutual Funds Handbook", 5th Edition, Vision Books Publications.
- 2 Arindam Banerjee, 2007, "Mutual Fund in India Perspectives and Strategies", Revised Edition, ICFAI University Press, Hyderabad.

## References

- 1 Eric, Tyson, "Mutual Fund", 7th Edition, Willey India, New Delhi.
- 2 Joseph Anbarasu. D, Boominathan. V. K, and Manoharan. P, 2014, "Financial Services", Revised Edition, Sultan Chand & Sons, New Delhi.
- 3 Gangadhar. V and Ramesh Babu, G, 2003, "Investment Management", Revised Edition, Anmol Publications Pvt., Ltd., New Delhi.
- 4 Radha. V and Oomen P.T, "Capital Market & Financial Services", Revised Edition, Prasanna & Co, Chennai.

		
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Course Code	Course Name	Category	L	T	P	Credit
192MT1A5AA	RESEARCH METHODOLOGY	AECC	2	-	-	2

### PREAMBLE

This course has been designed for students to learn and understand

- The art of using different research methods and techniques
- Planning and writing of research proposals and dissertations, as well as a thesis
- The necessity for research ethics and guidelines to pursue research

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	Learn the basics of the research methods and techniques	K1
CO2	Remember the hypothesis, laws related to research problem	K1
CO3	Understand the limitations of experimentation in research	K2
CO4	Illustrate the concept of interdisciplinary and multidisciplinary research	K3
CO5	Analyze the ethics and responsibilities of research	K3

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



192MT1A5AA	RESEARCH METHODOLOGY	SEMESTER V
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Total Credits: 2

Total Instruction Hours: 24 h

### Syllabus

**Unit I** Introduction to Research 4 h

Research: Introduction- Basic, Applied and Evaluation research – multidisciplinary and interdisciplinary Research – value of research skills – formulating a research problem – Research in relation to Teaching and Publishing

**Unit II** Hypotheses, Theories and Laws 6 h

Hypotheses – Theories – Laws. Scientific statements: their justification and acceptance: verification – Falsification – Acceptance – Peer review

**Unit III** Experimentation and research 5 h

The roles and limitations of experimentation – Experimentation and research – conducting experiments - validity and reliability in experimentation – Design of experiments

**Unit IV** Scientific method and Research Design 4 h

Introduction to Scientific method – Research Design - Components - research design and proposal - checklist in the preparation of proposals

**Unit V** Ethics and Responsibility in Scientific Research 5 h

Ethics – guidelines for Ethical practices in research - unethics to ethics in research - responsibility of Scientists and of Science as an Institution

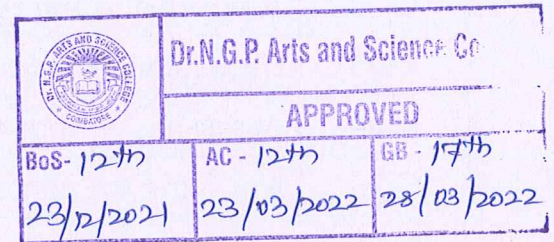


## Text Books

- 1 Perter Pruzan, (2016), Research Methodology: The Aims, Practices and Ethics of Science. Springer, Switzerland

## References

- 1 Thomas, C.G. (2015) Research Methodology and Scientific Writing. Ane Books Pvt. Ltd.: New Delhi.
- 2 Locharoenrat, K. (2017) Research Methodologies for Beginners. Pan Stanford Publishing: Singapore.
- 3 Ranjit Kumar, (2014) Research Methodology: A Step-by-Step Guide for Beginners. SAGE Publications Ltd.: Singapore.
- 4 Kothari, C.R. Garg, G. (2009) Research Methodology Methods and Techniques. New Age International Publishers, New Delhi..



Course Code	Course Name	Category	L	T	P	Credit
195CR1A6CA	MANAGEMENT ACCOUNTING	CORE	4	1	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Concept of Management Accounting.
- Concept of Fund Flow and Cash Flow Statements.
- Various Types of Budgets.

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	Define the basic concepts of management accounting.	K1
CO2	Analyze and Interpret the financial statements.	K4
CO3	Understand the fund flow and cash flow statements.	K2
CO4	Assessing various types of budgets.	K5
CO5	Applying the concept of Working Capital Management.	K3

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A6CA	MANAGEMENT ACCOUNTING	SEMESTER VI
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**Total Credits: 4**

**Total Instruction Hours: 60 h**

### Syllabus

**Unit I** Introduction 10 h

Management Accounting – Meaning – Definitions – Nature - Scope and Objectives – Functions - Advantages – Distinctions between Management and Financial Accounting, Management Accounting Vs. Cost accounting - Tools - Limitations.

**Unit II** Financial Statement Analysis & Ratio 12 h

Analysis and Interpretation of Financial Statements – Analysis for Liquidity, Profitability and Solvency – Accounting Ratios - Significance - Utility - Limitations.

**Unit III** Fund flow analysis – Cash flow analysis. 14 h

Fund Flow Analysis – Cash Flow Analysis (As per Accounting Standard 3) - Difference between Fund Flow Statement & Cash Flow Statement.

**Unit IV** Budgets and Budgetary control 12 h

Objectives - Advantages – Limitations – Preparation of different type of budgets.

**Unit V** Working Capital Management 12 h

Meaning - Concept – Operating cycle – Classification of Working Capital – Importance - Need - Factors Determining Working Capital – Principles of Working Capital Management Policy – Estimation of Working Capital Requirement.

**Note: 80% Problem 20% Theory**

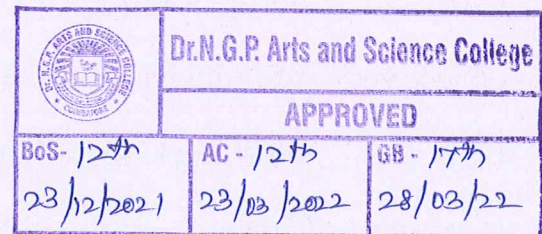


## Text Books

- 1 Shashi K. Gupta and Sharma R.K, 2021, "Management Accounting", 13th Revised Edition, Kalyani Publishers, Ludhiana.
- 2 Maheshwari. S. N, CA Sharad K. Maheshwari & Dr. Suneel K. Maheshwari, 2012, "Management Accounting", Third Edition, Vikas Publishing House.

## References

- 1 Jain S.P & Narang K. L, 2014, "Management Accounting", Kalyani Publishers, Patiala.
- 2 Reddy. T.S. and Hari Prasad Reddy. Y, 2010, "Management Accounting", Margham Publications, Chennai.
- 3 Khan. M.Y & Jain. P.K, 2017, "Management Accounting: Text, Problems and Cases", 7th Edition, McGraw Hill Education, New Delhi.
- 4 Pillai R.S.N & Bhavathi. V, 2010, "Management Accounting", 4th Revised Edition, Sultan Chand & Company Ltd., New Delhi.



Course Code	Course Name	Category	L	T	P	Credit
195CR1A6CB	TAXATION -II (GST and Customs)	CORE	4	-	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- Concept and Applicability of GST & CGST
- Reverse charge mechanism, Registration under GST
- Concept of Customs Law

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	Understanding the concept and applicability of GST.	K2
CO2	Acquire the knowledge on Central Goods and Service Tax Act, 2017.	K3
CO3	Examining the Reverse charge mechanism, Registration under GST.	K3
CO4	Identifying the basic concept of Customs Law.	K1
CO5	Assessing about the Warehousing and Duty Drawback.	K5

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A6CB	TAXATION -II (GST and Customs)	SEMESTER VI
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Total Credits: 3

Total Instruction Hours: 48 h

### Syllabus

**Unit I** Indirect Tax Laws 10 h

An Introduction – Overview of GST: Introduction – Challenges of previous tax structure – History of GST – GST Council – Framework of GST.

**Unit II** CGST Act, 2017 10 h

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** IGST Act, 2017 10 h

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

**Unit IV** Customs Duty 10 h

Introduction - Definition under Customs Act, 1962 - Types of Customs Duty - Methods of Valuation - Appointment of Officers of Customs.

**Unit V** Warehousing in Customs 08 h

Introduction - Need for Warehousing - Warehousing Bonds - Types of Warehousing.

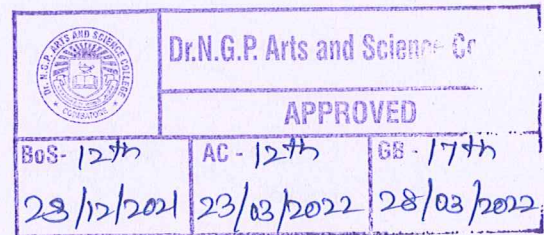


## Text Books

- 1 Parameswaran. R, Viswanathan P. CA, 2018, "Indirect Taxes GST and Customs Laws", Kavin Publications, Coimbatore.
- 2 Mehrotha. H.C and Agarwal. V.P, 2021, "Goods and Service Tax", 8th Revised Edition, Sahitya Bhawan Publications, Agra.

## References

- 1 Tax Laws – ICSI Study material, New Delhi.
- 2 Advanced Tax Laws and Practice – ICSI Study material, New Delhi.
- 3 Mohd Rafi, 2018, "Indirect Taxation: Containing GST and Customs", 19th Edition, Bharat Law House Pvt. Ltd.,
- 4 Bansal. K. M. CA, 2021, "Taxxman's GST and Customs Law", 6th Edition, Taxxman's Publications Pvt. Ltd., New Delhi.




195CR1A6CP	WEB TECHNOLOGY	SEMESTER VI
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Total Credits: 2  
Total Instructions Hours: 48 h

S.No	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.

**Note: All the 10 Programmes are Mandatory.**

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195CR1A6CV	PROJECT WORK	SEMESTER VI
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Total Credits: 4

Total Instructional Hours 48 h

**GUIDELINES:**

1. A Guide has been allotted to each student by the department. Student can select any topic in discussion with the supervisor. Students should maintain a work diary where in weekly work carried out has to be written. Guide should review the work every week and put his/her signature. The work diary along with project report should be submitted at the time of viva voce.
2. CA Marks Distribution: A minimum of three reviews have to be done, one at the time finalizing the project title, second at framing questionnaire/identifying the primary data and the third review at the time of commencement of report writing. They should be asked to present the work done to the respective guide in the three reviews. The guide will give the marks for CIA as per the norms stated below:

First Review	10 Marks
Second Review	10 Marks
Third Review	10 Marks
Document, Preparation and Implementation	10 Marks
<b>Total</b>	<b>40 Marks</b>

3. End Semester Examination: The evaluation for the end semester examination should be as per the norms Given Below:

Record work and Presentation	40 Marks
Viva-Voce	20 Marks
<b>Total</b>	<b>60 Marks</b>

Note: (End Semester Examination marks jointly given by the external and internal examiner).



Course Code	Course Name	Category	L	T	P	Credit
195CR1A6SA	ONLINE TRADING	SEC	3	-	-	3

### PREAMBLE

This course has been designed for students to learn and understand

- Concept, Types and advantages of Online Trading.
- FOREX Online Trading.
- Procedure for Opening a Demat Account.

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	Understanding the Concept, Types and advantages of Online Trading.	K2
CO2	Analyze the FOREX online trading.	K4
CO3	Acquire the comprehensive knowledge on Online Trading Software and tips for successful online trading.	K3
CO4	Identifying the Procedure for Opening a Demat Account	K1
CO5	Build Practical knowledge on Online Trading.	K3

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A6SA	ONLINE TRADING	SEMESTER VI
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**Total Credits: 3**

**Total Instruction Hours: 36 h**

### Syllabus

**Unit I**      Online Trading 09 h

Meaning – Types of Online Trading – Advantages and Disadvantages – Online Stock Trading, Working of On-Line Stock Trading.

**Unit II**      Stock Option Online Trading 09 h

Features – FOREX Online Trading – Essentials – Currency Online Trading – Definitions - Forward Transactions.

**Unit III**      Online Trading Software 09 h

How the process is arranged – Online Trading Platform - Basic tips for successful Online Trading.

**Unit IV**      Major Indian Players 09 h

Major Indian players in Online Stock Trading - Advantages of opening a DEMAT account - How to transact - Pledging of Dematerialized Securities.

**Unit V**      Practical Training 00 h

Practical Training (10 days).

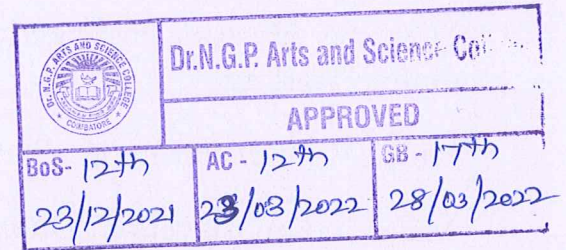


## Text Books

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

## References

- 1 Manikandan Ramalingam, "Indian Online Trading System", 2nd Edition, Tata McGraw Hill, New York.
- 2 Jitendra Gala, 2007, "Guide to Indian Stock Market", Buzzing Stock Publishing House, Mumbai.
- 3 [www.arbtrading.com](http://www.arbtrading.com).
- 4 [www.5paisa.com](http://www.5paisa.com).



Course Code	Course Name	Category	L	T	P	Credit
195CR1A6DA	ECONOMIC AND OTHER LEGISLATIONS	DSE	4	-	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Various Laws relating to corporate.
- Foreign Exchange Management Act.
- Intellectual Property laws and Consumer Protection Act.

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A6DA	ECONOMIC AND OTHER LEGISLATIONS	SEMESTER VI
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Total Credits: 4

Total Instruction Hours: 48 h

### Syllabus

**Unit I** Competition Act, 2002 10 h

Objectives - Definitions - Competition Commission of India - Anti-competitive Agreements - Abuse of Dominant Position - Regulation of Combinations - Penalties.

**Unit II** Environment Laws 10 h

Water (Prevention and Control of Pollution) Act - Various Boards functions and powers.

Air (prevention and control of pollution) Act, 1981 - Various Boards functions and powers.

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 10 h

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 Rights 08 h

Patent - Trademarks - Copyright.

**Unit V** Consumer Protection Act, 2019 10 h

Definitions - Consumer Protection Councils - Consumer Dispute Redressal Agencies - Consumer Rights - Remedial Measures.

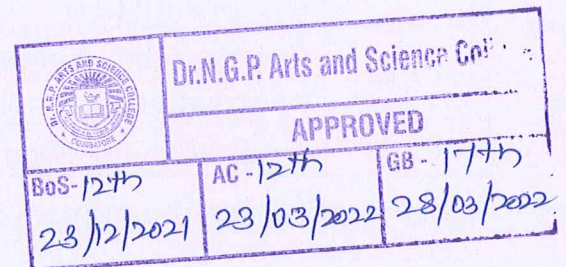


## Text Books

- 1 Munish Bhandari, 2021, "A Handbook on Corporate and Allied Laws", 28th Edition, Bestword Publications Pvt. Ltd.
- 2 Gulshan S.S and Kapoor. G. K, 2003, "Business and Economic Laws", Sultan Chand and Sons, New Delhi.

## References

- 1 Tejpal Sheth, 2018, "Corporate and Allied Laws", 7th Edition, Taxmann Publication.
- 2 Munish Bhandari CA CS, 2020, "A Handbook on Corporate and Economic Laws", 26th Edition, Bestword Publications Pvt. Ltd.
- 3 <https://www.icsi.edu/media/webmodules/publications/Economic%20and%20Labour%20Laws.pdf>.
- 4 Taxmann's Bare Act, 2018, "Corporate Laws", Taxmann's Publication.



Course Code	Course Name	Category	L	T	P	Credit
195CR1A6DB	MANAGEMENT INFORMATION SYSTEM	DSE	4	-	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Concepts of Information System.
- Decision Support System and Artificial Intelligence.
- Security and Ethical Challenges.

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	Explain basic concepts of Information System	K2
CO2	Construct the Information System for Operations and Decision Making	K3
CO3	Analyze the Decision Support System (DSS) and Artificial Intelligence (AI).	K4
CO4	Acquire the comprehensive knowledge on Managing Information Technology	K3
CO5	Assessing with Security and Ethical Challenges.	K5

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A6DB	MANAGEMENT INFORMATION SYSTEM	SEMESTER VI
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Total Credits: 4

Total Instruction Hours: 48 h

### Syllabus

**Unit I** Foundations of Information Systems 09 h

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 10 h

Marketing IS - Manufacturing IS - Human Resource IS - Accounting IS and Financial IS – Transaction Processing Systems – Information Reporting system – Information for Strategic Advantage.

**Unit III** Decision Support System and Artificial Intelligence 10 h

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 10 h

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 09 h

IS controls – Facility Control and Procedural Control – Risks to Online Operations – Daniel of Service, Specifying – Ethics for IS Professional – Social network.




## Text Books

- 1 Kenneth. C. Laudon and Jane. P. Laudon, 2018, "Management Information System", Fifteenth Edition, Pearson Education, New Delhi.
- 2 James A O'Brien, 2017, "Management Information Systems", 10th Edition, Tata McGraw Hill, New Delhi.

## References

- 1 Sadagopan. S, 2014, "Management Information System", 2nd Edition, PHI Learning Pvt. Ltd., New Delhi.
- 2 Girdhar Joshi, 2013, "Management Information Systems", Third Edition, Oxford Higher Education.
- 3 Effy OZ, 2013, "Management Information System", 6th Edition, Cengage Learning India.
- 4 Ramesh Behl, James A O'Brien and George M. Marakas, 2019, "Management Information System", 11th Edition, McGraw Hill Publication.

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Course Code	Course Name	Category	L	T	P	Credit
195CR1A6DC	CORPORATE GOVERNANCE	DSE	4	-	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Corporate Governance and Corporate social responsibility.
- Role of Auditors and the Constitution of Audit committee.
- Recent trends in E-governance.

### COURSE OUTCOMES

On 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 investor's interest in Corporate Governance Environmental reporting.	K4
CO5	Examining the recent trends in E-governance.	K3

### 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



195CR1A6DC	CORPORATE GOVERNANCE	SEMESTER VI
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Total Credits: 4

Total Instruction Hours: 48 h

### Syllabus

#### Unit I Introduction 10 h

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 Board 10 h

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 10 h

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 09 h

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 09 h

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




## Text Books

- 1 <https://www.icsi.edu/media/webmodules/publications/EGAS-Final.pdf>.
- 2 Gopalsamy. N, 2019, "A Guide to Corporate Governance", New Age International Publishers.

## References

- 1 Fred Weston. J, Mark L. Mitchell and Harold Mulherin. J, 2013, "Takeover, Restructuring, and Corporate Governance", 4th Edition, Pearson New International Edition.
- 2 Singh. S, 2008, "Corporate Governance - Global Concepts & Practices", Excel Books.
- 3 Fernando. A. C, 2009, "Corporate Governance - Principles, Policies and Practices", 2nd Edition, Pearson Education India.
- 4 Indian Institute of Corporate Affairs, 2015, "Corporate Governance", Taxmann Publication.

		
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Course Code	Course Name	Category	L	T	P	Credit
195CR1A6DD	FINANCIAL MANAGEMENT	DSE	4	-	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Fundamentals of the finance
- Financial planning and Capital Structure decisions
- Various methods of Capital Budgeting

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	Identifying the fundamentals of the finance.	K1
CO2	Understanding the Financial planning and Capital Structure decisions.	K2
CO3	Analyze the various types of Cost of Capital.	K4
CO4	Categorizing methods of capital budgeting.	K4
CO5	Determining the Dividend Decision.	K3

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A6DD	FINANCIAL MANAGEMENT	SEMESTER VI
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**Total Credits: 4**

**Total Instruction Hours: 48 h**

### Syllabus

**Unit I** Introduction 10 h

Meaning – 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 and Value of the Firm 10 h

Financial Planning – Capitalization – Capital Structure Decision – Factors Determining Capital Structure – Theories of Capital Structure – Leverages: Operating – Financial – Composite Leverage.

**Unit III** Cost of Capital 08 h

Significance – Cost of Debt – Cost of Preference Shares – Cost of Equity – Cost of Retained Earnings – Weighted Average Cost of Capital – Capital Asset Pricing Model (CAPM).

**Unit IV** Capital Budgeting 09 h

Importance – Techniques of Capital Budgeting – Payback Period – Average Rate of Return – Net Present Value – Profitability Index and Internal Rate of Return

**Unit V** Dividend Decisions 11 h

Dividend - Meaning - Types/Forms of Dividend - Theories of Dividend Decisions - Factors - Types of Dividend Policy.

Note: 80% Theory 20% Problem




## Text Books

- 1 Maheshwari, S.N, 2019, "Financial Management", 15th Edition, Sultan & Sons Publications, New Delhi.
- 2 Khan. M. Y & Jain. P. K, 2018, "Financial Management: Text, Problems and Cases", 8th Edition, McGraw Hill Publishing, New Delhi

## References

- 1 Prasanna Chandra, 2019, "Financial Management - Theory and Practice", 10th Edition, McGraw Hill Publication.
- 2 Pandey I. M, 2021, "Financial Management" Twelfth Edition, Pearson India Education Services Pvt. Ltd.
- 3 Sharma. F.C and Singh Rachit Mittal. R. U, 2019, "Financial Management", SBPD Publications.
- 4 Prateek Gupta and Amit K. Arora, 2020, "Financial Management", 2nd Edition, Vayu Education of India

		
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Course Code	Course Name	Category	L	T	P	Credit
195CR1A6DE	SOFTWARE ENGINEERING	DSE	4	-	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Concepts of Software Engineering
- Software cost estimation.
- Concept of Software Maintenance

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A6DE	SOFTWARE ENGINEERING	SEMESTER VI
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Total Credits: 4

Total Instruction Hours: 48 h

### Syllabus

**Unit I** Introduction to Software Engineering 10 h

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 10 h

Software Cost Factors - Software Cost Estimation Techniques - Estimating Software Maintenance Costs.

**Unit III** Software Design 10 h

Fundamental Design Concepts - Coupling and Cohesion - Design Notations- Structured Design - Integrated Top Down Development- Design Guidelines.

**Unit IV** Verification and Validation techniques 09 h

Implementation Issues - Quality Assurance - Static Analysis - Symbolic Execution- Unit testing and Debugging - System Testing.

**Unit V** Software Maintenance 09 h

Enhancing maintainability during Development - Managerial aspects of Software Maintenance - Configuration Management - Source Code Metrics.




## Text Books

- 1 Pankaj Jalote, "Integrated Approach to Software Engineering", Third edition, Narsu, New Delhi.
- 2 Ivan Marsic, 2012, "Software Engineering", Tata McGraw Hill Publications, Company Ltd., New Delhi.

## References

- 1 Richard E. Fairley, "Software Engineering Concept", Tata McGraw Hill Publications, Company Ltd., New Delhi.
- 2 Roger Pressman, "Software Engineering", Tata McGraw Hill Publication, Company Ltd., New Delhi.
- 3 Fichard F Fairly, "Software Engineering Concept", Second Edition, TMH New Delhi.
- 4 Titus Winters, Hyrum Wright, Tom Mansherk, 2020, "Software Engineering at Google", Third edition, O'Reilly Publications.

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Course Code	Course Name	Category	L	T	P	Credit
195CR1A6DF	HUMAN RESOURCE MANAGEMENT	DSE	4	-	-	4

### PREAMBLE

This course has been designed for students to learn and understand

- Role of the Human Resource Manager
- Human Resources in India
- Recruitment Policy and Selection.

### COURSE OUTCOMES

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

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

### MAPPING WITH PROGRAMME OUTCOMES

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

S Strong

M Medium

L Low



195CR1A6DF	HUMAN RESOURCE MANAGEMENT	SEMESTER VI
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**Total Credits: 4**

**Total Instruction Hours: 48 h**

### Syllabus

**Unit I** Introduction 10 h

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 08 h

Introduction - Changing Role of Human Resource in India - Globalization - Its Impact on HR.

**Unit III** Human Resource Planning 10 h

Process of Human Resource Planning - Need for Human Resource Planning - HR Forecasting Techniques - Successful Human Resource Planning

**Unit IV** Recruitment and Selection 10 h

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 10 h

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 Aswathappa. K, 2017, "Human Resource Management: Text and Cases", 8th Edition, McGraw Hill Education (India) Private Limited.
- 2 Gupta. C. B, 2017, "Human Resource Management: Text and Cases", Sultan Chand Sons.

## References

- 1 Gary Dessler and Biju Varrkey, 2017, "Human Resource Management", 15th Edition, Pearson.
- 2 David. A. Decenzo, Stephen. P. Robbins and Susan L. Verhulst, 2013, "Human Resource Management", 11th Edition, Wiley Publication.
- 3 Tripathi, 2011, "Human Resource Development", 6th Edition, Sultan Chand & Sons, New Delhi
- 4 Bhaskar Chatterjee, 2010, "Human Resource Management: A contemporary Text", 4th Revised Edition, Sterling publishers Pvt. Ltd, New Delhi

		
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Course Code	Course Name	Category	L	T	P	Credit
195BI1A6AA	INNOVATION AND IPR	AECC	2	-	-	2

### PREAMBLE

This course has been designed for students to learn and understand

- basics of Intellectual Property Rights, Copy Right Laws Trade Marks and Patents
- ethical and professional aspects related to intellectual property law context
- Intellectual Property(IP) as an career option

### COURSE OUTCOMES

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

CO Number	CO Statement	Knowledge Level
CO1	Understand the concept of Creativity, Invention and innovation	K2
CO2	Know the value , purpose and process of Patent	K2
CO3	Understand the basics of trademarks and industrial designs	K2
CO4	Acquire knowledge about copyright and copyright law	K2
CO5	Identify Geographical Indications	K2

### 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



195BI1A6AA	INNOVATION AND IPR	SEMESTER VI
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Total Credits: 2

Total Instruction Hours: 24 h

### Syllabus

#### Unit I Introduction 05 h

Meaning of Creativity, Invention and innovation - Types of Innovation - Relevance of Technology for Innovation - Introduction and the need for Intellectual Property Right (IPR) - Kinds of IPR - National IPR Policy.

#### Unit II Patents 05 h

Introduction and origin of Patent System in India- Conceptual Principles of Patent Law in India - Process for obtaining patent - Rights granted to a Patentee - Infringement of Patent.

Case Study: When Google was sued for Patent Infringement.

#### Unit III Trademarks 05 h

Origin of Trade Marks System - Types - Functions - Distinctiveness and Trademarks - Meaning of Good Trademark - Rights granted by Registration of Trademarks - Infringement of trademark.

Case Study: Trademark mismanagement by Cadbury's.

#### Unit IV Copyright 05 h

Introduction and Evolution of Copyright - Objectives and fundamentals of Copyright Law - Requirements for Copyrights - Works protectable under Copyrights - Authorship and Ownership - Rights of Authors and Copyright owners - Infringement of Copyright.

Case Study: Copyright Case of Napster and Grokster.

#### Unit V Geographical Indications 04 h

Introduction and Concept of Geographical Indications - History - Administrative Mechanism - Benefits of Geographical Indications - Infringement of registered Geographical Indication.

Case Study: The story of the Tirupati Laddu.

**Note:**Case studies related to the above topics to be discussed (Examined internal only)



## Text Book


- 1 Nithyananda, K V. 2019, "Intellectual Property Rights" Protection and Management. India, IN: Cengage Learning India Private Limited.

## References

- 1 Ahuja, V K. 2017, "Law relating to Intellectual Property Rights" India, IN: Lexis Nexis.
- 2 Neeraj, P., &Khusdeep, D. 2014, "Intellectual Property Rights" India, IN: PHI learning Private Limited.
- 3 <http://www.bdu.ac.in/cells/ipr/docs/ipr-eng-ebook.pdf>.
- 4 <https://knowledgentia.com/knowledgeate>

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23/12/21

**BoS Chairman/HoD**  
**Department of Corporate Secretaryship**  
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