

# B. Com. Corporate Secretaryship

## Syllabus

### AFFILIATED COLLEGES

Program Code: 2AF

2020 – 2021 onwards



## BHARATHIAR UNIVERSITY

(A State University, Accredited with “A” Grade by NAAC,  
Ranked 13<sup>th</sup> among Indian Universities by MHRD-NIRF,  
World Ranking: Times -801-1000, Shanghai -901-1000, URAP - 982)

Coimbatore - 641 046, Tamil Nadu, India

<b>Program Educational Objectives (PEOs)</b>	
The <b>B. COM CS</b> program describe accomplishments that graduates are expected to attain within five to seven years after graduation	
PEO1	Demonstrate ability to adapt to a rapidly changing environment by learning new skills and new competencies for application thereof .
PEO2	Acquire the spirit of compassion, kinship and commitment for National Harmony
PEO3	Progressively adopt and learn continuously through ICT modules
PEO4	Enable the students to acquire professional qualification at the earliest.
PEO5	Prepare young and Capable Company Secretaries and Professional for managing Corporate Organisation efficiently.



Program Specific Outcomes (PSO)	
After the successful completion of <b>B.COM CS</b> program, the students are expected to	
PSO1	Inculcating analytical heart and mind to manage day- to- day business activities
PSO2	Solve the practical problems in the area of Company Administration and GST in conformity with the Societal, Legal and Cultural environment
PSO3	Understand the problems of Corporate sector and inculcate in the required skills for better Corporate Management.
PSO4	Be an active member of a corporate team with Leadership Attitude.



<b>Program Outcomes (POs)</b>	
After the successful completion of <b>B.COM CS</b> program, the students are expected to	
PSO1	Become knowledgeable in the subject of Corporate Laws and apply the principles of the same to the requirements of the Employer / Institution / Own Business or Enterprise.
PSO2	Gain Analytical skills in the field/area of Accounting and Taxation
PSO3	Understand and Appreciate Professional Ethics, Community Living and Nation Building Initiatives.
PSO4	Capable of handling several departments in companies.
PSO5	Understanding and giving solutions to various Financial Problems.
PSO6	Able to identify and adopt compliance formalities in Company Administration



**BHARATHIAR UNIVERSITY: : COIMBATORE 641 046**  
**B.COM CS (Corporate Seretaryship)**  
(For the students admitted during the academic year 2020 – 21 onwards)

Course Code	Title of the Course	Credits	Hours		Maximum Marks		
			Theory	Practical	CIA	ESE	Total
FIRST SEMESTER							
	Language-I	4	6	-	25	75	100
	English-I	4	6	-	25	75	100
	Core I – Financial Accounting-I	4	5	-	25	75	100
	Core II – Business Management	4	5	-	25	75	100
	Supportive-IManagerial Economics	4	6	-	25	75	100
	Environmental Studies #	2	2	-	-	50	50
Total		22	30	-	125	425	550
SECOND SEMESTER							
I	Language-II	4	6	-	25	75	100
II	English-II	4	6	-	25	75	100
III	Core III – Financial Accounting-II	4	5	-	25	75	100
III	Core IV – Law of Insurance	4	5	-	25	75	100
III	Supportive II – Fundamental of Information Technology	4	6	-	25	75	100
IV	Value Education – Human Rights #	2	2	-	-	50	50
	Swatch Bharat Summer Internship*	-	-	-	-	-	-
Total		22	30	-	125	425	550
THIRD SEMESTER							
III	Core V – Financial Accounting-III	4	6	-	25	75	100
III	Core VI – Commercial Law	4	6	-	25	75	100
III	Core VII – Companies Act 2013 and Secretarial Practice-I	4	7	-	25	75	100
III	Supportive : III - Business Mathematics	4	6	-	25	75	100
V	Skill based Subject- 1 :Office Administration	3	3	-	20	55	75
IV	Tamil @ /Advanced Tamil # (or) Non-Major Elective–I : Yoga for Human Excellence # / Women’s Rights # Constitution of India#	2	2	-	50	-	50
Total		21	30	-	170	355	525

<b>FOURTH SEMESTER</b>							
III	Core VIII – Corporate Accounting-I	4	5	-	25	75	100
III	Core IX -Companies Act 2013 and Secretarial Practice-II	4	5	-	25	75	100
III	Core X – General Laws	4	5	-	25	75	100
III	Core XI - Corporate Finance	4	5	-	25	75	100
III	Supportive: IV- Business Statistics	4	5	-	25	75	100
V	Skill based Subject- 2 : Practical Banking	3	3	-	20	55	75
IV	Tamil @ / Advanced Tamil # (or) Non-major elective –II : General Awareness #	2	2	-	50	-	50
	<b>Total</b>	<b>25</b>	<b>30</b>		<b>195</b>	<b>430</b>	<b>625</b>
<b>FIFTH SEMESTER</b>							
III	Core XII – Cost Accounting	4	6	-	25	75	100
III	Core XIII – Industrial Law	4	5	-	25	75	100
III	Core XIV – Corporate Accounting-II	4	6	-	25	75	100
III	Core XV – Taxation - I	4	5	-	25	75	100
III	Elective –I:	4	5	-	25	75	100
IV	Institutional Training (One Month) **	2	-	-	-	-	50
V	Skill based Subject- 3 :MS Office and Tally 2013 Version (Practical)	3		3	30	45	75
	<b>Total</b>	<b>25</b>	<b>27</b>	<b>3</b>	<b>155</b>	<b>420</b>	<b>625</b>
<b>SIXTH SEMESTER</b>							
III	Core XVI – Security Laws and Financial Market	4	5	-	25	75	100
III	Core XVII- Corporate Laws	4	5	-	25	75	100
III	Core XVIII - - Management Accounting	4	5	-	25	75	100
III	Elective –II : GOODS AND SERVICES TAX (GST)	4	6	-	25	75	100
III	Elective –III:Introduction to Industry4.0	4	6	-	25	75	100
V	Skill based Subject- 4 :Auditing	3	3	-	20	55	75
IV	Extension Activities @	2	-	-	50	-	50
	<b>Total</b>	<b>25</b>	<b>30</b>		<b>195</b>	<b>430</b>	<b>625</b>
	<b>Total</b>	<b>140</b>					<b>3500</b>

ONLINE COURSES							

**\*\* Institutional Training Project 30 Marks and External Viva Voice 20 Marks**

**(The Viva should be conducted by calling External Experts in V Semester. The External Experts will be arranged by the University)**

**Value added courses:** Minimum 2 and Maximum 5 for each Department for entire program-It is optional for affiliated colleges.

**Job oriented certificate courses:** Two courses(Each Department for entire program)- It is optional for affiliated colleges

\$ Includes 25% / 40% continuous internal assessment marks for theory and practical papersrespectively. @ No University Examinations. Only Continuous Internal Assessment(CIA)

# No Continuous Internal Assessment (CIA).Only UniversityExaminations.

Swatch Bharat Summer Internship- extra 2 credits would be given. It is mandatory.

List of Elective Papers (Colleges can choose any one of the papers as electives)		
Elective – I	A	<b>MS Office and Tally</b>
	B	Financial Management
	C	Business Environment
Elective – II	A	<b>Goods and Services Tax (GST)</b>
	B	Marketing Management
	C	<b>Securities Management</b>
Elective - III	A	Organizational Behaviour
	B	<b>Introduction to Industry 4.0</b>
	C	<b>Corporate Governance</b>

**Note:** The existing syllabus be followed for the above papers except- **Elective I Group –C personal management** omitted and incorporated **Business Environment ( Semester-V-Elective-IIIGroupB)** and also incorporated **Introduction to Industry 4.0** instead of Business environment (Semester-VI-Elective-III group B)



# First Semester

Course code	11T	TITLE OF THE COURSE	L	T	P	C
Core/Elective/Supportive		PART - I TAMIL – PAPER -1	3			3
Pre-requisite			Syllabus Version		2020-21	
<b>Course Objectives:</b>						
The main objectives of this course are to:						
ஆளுமை மேம்பாடு மற்றும் மொழித்திறனை வளர்த்தல் தன்னம்பிக்கையைத் தூண்டுதல்						
<b>Expected Course Outcomes:</b>						
On the successful completion of the course, student will be able to:						
1	புதுக்கவிதையின் மூலம் வாழ்வியல் விழுமியங்களை உணர்ந்து கொள்ளுதல்.					K1, K2
2	சிறந்த மற்றும் வாழும் கவிஞர்களை அறிந்து கொள்ளுதல்.					K2, K3
3	சிறந்த படைப்பாளர்களின் சிறுகதையில் வெளிப்படும் சமூகச்சிந்தனைகளை அறிந்து விழிப்புணர்வைப் பெறுதல்					K3
4	தற்கால இலக்கியங்களான புதுக்கவிதை> சிறுகதை தோன்றி வளர்ந்த பின்புலத்தையறிதல். மொழியைப் பிழையின்றி பேச எழுத கற்கத்தேவையான தமிழ் இலக்கணத்தின் இன்றியமையாமையை உணர்தல்					K1, K3
5	நடைமுறை வாழ்வியலுக்குத் தேவைப்படும், ஆங்கிலக் கடிதத்தை தமிழாக்கம் செய்தலுக்கான பயிற்சி அடைதல்.					K2, K3
<b>K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create</b>						
<b>Unit:1</b>		<b>செய்யுள்</b>			<b>20 -- hours</b>	
1. பாரதியார் : எங்கள் தாய் 2. பாரதிதாசன் : தமிழின் இனிமை 3. கண்ணதாசன் : ஒரு கந்தல் துணியின் கதை 4. சிற்பி பாலசுப்பிரமணியம் : ஓடு.ஓடு.சங்கிலி ..... 5. தமிழ்ஒளி : வருங்கால மனிதன் வருக! 6. வைரமுத்து : இது வித்தியமான தாலாட்டு						
<b>Unit:2</b>		<b>செய்யுள்</b>			<b>20 -- hours</b>	
1. பச்சியப்பன் : காலம் பிரசவித்த மற்றொரு காலம் 2. பழநி பாரதி : காடு 3. தேவயாணி : இயற்கைக்குத் திரும்புவோம் 4.. செல்வகுமாரி : இலக்கியத்தில் பெண்கள்						

5. அறிவுமதி : ஹைக்கூக் கவிதைகள்		
6. நாட்டுப்புறப்பாடல்கள் : தாலாட்டு, தொழிற் பாடல்கள்		
<b>Unit:3</b>	<b>சிறுகதை</b>	<b>20-- hours</b>
தேர்ந்தெடுக்கப்பட்ட சிறுகதைகள்- நியூ செஞ்சுரி புக் ஹவுஸ் வெளியீடு, சென்னை. அலைபேசி எண்.9047571857		
<b>Unit:4</b>	<b>இலக்கிய வரலாறு</b>	<b>10 - hours</b>
1. புதுக்கவிதையின் தோற்றமும் வளர்ச்சியும் 2. ஹைக்கூக் கவிதைகள் 3. பாரதி, பாரதிதாசன் இலக்கியப் பணி 4. சிறுகதையின் தோற்றமும் வளர்ச்சியும்		
<b>Unit:5</b>	<b>இலக்கணம்</b>	<b>20 -- hours</b>
1. வல்லினம் மிகுமிடம் 2. வல்லினம் மிகாவிடம் 3. தொடரில் வழுஉச் சொற்களை நீக்கி எழுதுதல் 4. ஒருமை பன்மை மயக்கம் நீக்கி எழுதுதல் 5. மொழிபெயர்ப்புப் பகுதி – ஆங்கிலத்திலிருந்து தமிழில் மொழிபெயர்த்தல் பொதுப்பகுதி , அலுவலகப்பகுதி		
Course Designed By: முனைவர் ஆர்.நிர்மலா தேவி		

#### Mapping with Programme Outcomes

CO s	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	M	M
CO2	M	S	M	M	M
CO3	M	M	S	S	M
CO 4	S	M	M	S	S
CO 5	M	S	S	M	M

S-Strong; M-Medium; L-Low

## First Semester – Paper I

### Course: French 1

Course Code:

Credits: 4

Hours: 90

### Course Objectives:

To understand, speak, read and write simple, standard speech which is very slow and is carefully articulated and can recognize familiar words and very basic phrases concerning themselves, their family and immediate concrete surroundings when people speak slowly and clearly

### Course Outcomes:

S.No	Course Outcome	Blooms Level
CO1	Comprehend basic vocabulary	K1
CO2	Understand basic syntax and grammar patterns	K2
CO3	Converse slowly in known situations	K3
CO4	Translate small basic sentences	K4

### Syllabus:

Part 1 - French 1	
Unit No.	Topics
1	Etape 0
	Etape 1 (Lecons 1 - 3)
2	Etape 2 (Lecons 1 - 3)
3	Etape 3 - Leçons 1 - 2
4	Etape 3 – Leçon 3
	Etape 4 – Leçon 1
5	Etape 4 – Leçons 2 - 3
Etapes 0 to 4, Pages 11 to 62	

**Text Book Prescribed: Adomania 1 – Methode de francais**

Authors: [Céline Himber](#), [Corina Brilliant](#), [Sophie Erlich](#)

Publisher: HACHETTE FLE

Available at: GOYAL Publishers and Distributors Pvt Ltd, New Delhi (9810322459)

**Reference: Latitudes 1**

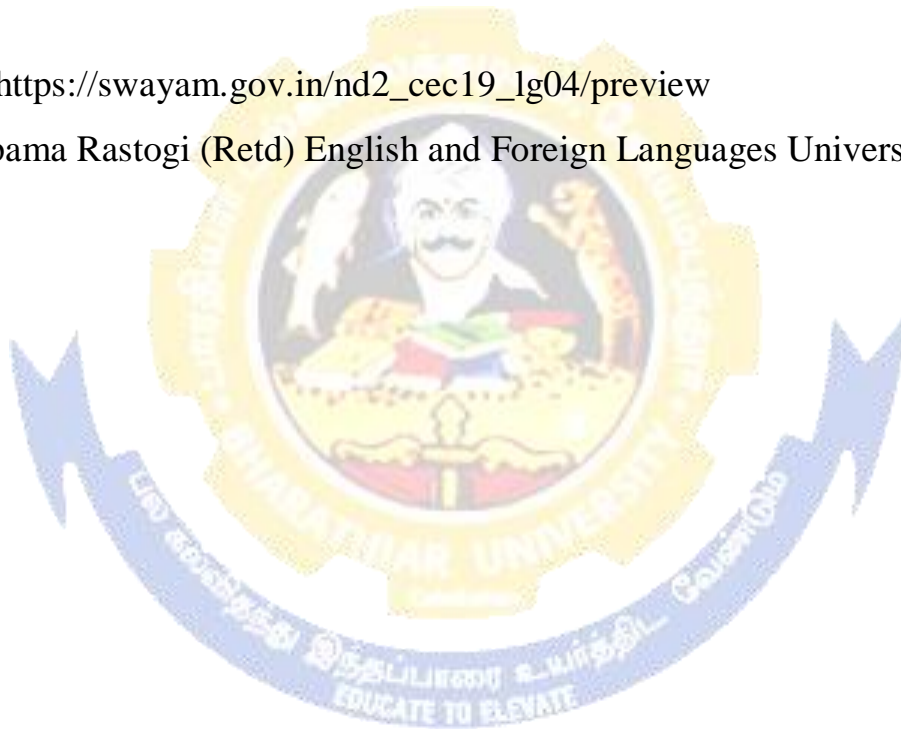
Author: Yves Loiseau, Régine Merieux

Publisher: French and European Publications Inc

Available at: GOYAL publishers and distributors Pvt Ltd, New Delhi (9810322459)

**SWAYAM** : [https://swayam.gov.in/nd2\\_cec19\\_lg04/preview](https://swayam.gov.in/nd2_cec19_lg04/preview)

by Prof. Nirupama Rastogi (Retd) English and Foreign Languages University, Hyderabad



Course code	12E	PART II – ENGLISH-I	L	T	P	C
PART II ENGLISH		COMMUNICATIVE ENGLISH	4	-	-	4
Pre-requisite		Basic knowledge of English language	Syllabus Version		2020-2021	
Course Objectives:						
The main objective of this course is to:						
1. Enable the students to communicate effectively and appropriate in day-today conversations.						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	To understand basic language skills through listening and reading					K1
2	To understand basic English grammar and use effectively					K2, K3
3	To enhance word power to speak and write effectively					K3
4	To improve flawless writing and speaking in day to day situations					K4
5	To communicate effectively					K5
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1						
-			20hours			
1. Listening and Speaking - Introducing self and others -Listening for specific information Pronunciation (without phonetic symbols) -Essentials of pronunciation - American and British pronunciation						
2. Reading and Writing -Reading short articles – newspaper reports / fact based articles i. Skimming and scanning ii. Diction and tone - iii. Identifying topic sentences Reading aloud: Reading an article/report - Journal (Diary) Writing						
3. Study Skills - 1 a. Using dictionaries, encyclopaedias, thesaurus						
4. Grammar in Context: Naming and Describing • Nouns & Pronouns •Adjectives						

<b>Unit:2</b>	-	<b>20hours</b>
<p>1. LISTENING AND SPEAKING –</p> <p>a. Listening with a Purpose -b. Effective Listening</p> <p>c. Tonal Variation d. Listening for Information e. Asking for Information f. Giving Information and Writing</p> <p>1. a. Strategies of Reading: Skimming and Scanning b. Types of Reading: Extensive and Intensive Reading c. Reading a prose passage d. Reading a poem e. Reading a short story</p> <p>2.Paragraphs: Structure and Types</p> <p>a. What is a Paragraph? b. Paragraph structure c. Topic Sentence</p> <p>d. Unity e. Coherence f. Connections between Ideas: Using Transitional words and expressions g. Types of Paragraphs</p> <p>3. Study Skills II:</p> <p>Using the Internet as a Resource a. Online search b. Know the keyword of India c. Refine your search d. Guidelines for using the Resources e. e-learning resources of Government f. Terms to know</p> <p>4. Grammar in Context Involving Action-I a. Verbs b. Concord</p>		
<b>Unit:3</b>		<b>15hours</b>
<p>1. Listening and Speaking -Giving and following instructions -Asking for and giving directions -Continuing discussions with connecting ideas</p> <p>2. Reading and writing -Reading feature articles (from newspapers and magazines) -Reading to identify point of view and perspective (opinion pieces, editorials etc.) -Descriptive writing – writing a short descriptive essay of two to three paragraphs.</p> <p>3. Grammar in Context:-Involving Action :Verbals - Gerund, Participle, Infinitive • Modals</p>		
<b>Unit:4</b>	-	<b>16 hours</b>
<p>1. Listening and Speaking- a. Giving and responding to opinions</p> <p>2. Reading and writing a. Note taking b. Narrative writing – writing narrative essays of two to three paragraphs</p> <p>3. Grammar in Context: Tense • Present • Past • Future</p>		
<b>Unit:5</b>		<b>18 hours</b>
<p>1. Listening and Speaking</p> <p>a. Participating in a Group Discussion</p> <p>2. Reading and writing -</p> <p>Reading diagrammatic information - interpretations maps, graphs and pie charts - Writing short essays using the language of comparison and contrast</p> <p>3. Grammar in Context:</p> <p>Voice (showing the relationship between Tense and Voice)</p>		

Unit:6	Contemporary Issues	2 hours
	Total Lecture hours	75hours
Text Book(s)		
COMMUNICATIVE ENGLISH –TANSCHÉ		
Reference Books		
1		
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	<a href="https://onlinecourses.nptel.ac.in/noc20_hs14/preview">https://onlinecourses.nptel.ac.in/noc20_hs14/preview</a>	
Course Designed By:		

<b>COS</b>	<b>PO 1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PO7</b>	<b>PO8</b>	<b>PO9</b>	<b>PO10</b>
<b>CO 1</b>	S	S	L	M	M	L	L	M	S	M
<b>CO 2</b>	L	S	S	S	M	M	M	M	L	M
<b>CO 3</b>	M	S	S	M	S	S	M	L	M	M
<b>CO 4</b>	M	M	S	S	S	S	S	L	M	S
<b>CO 5</b>	S	S	M	S	S	S	S	L	S	M

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

### SCHEME OF EXAMINATIONS: CBCS Pattern

#### SEMESTER-I

Course code		TITLE OF THE COURSE	L	T	P	C
Core I		FINANCIAL ACCOUNTING – I	4	1	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
To acquire knowledge of basic principles of accounting theory, concepts and conventions, preparation of financial statements, Bank Reconciliation Statement and Bills of Exchange for effective accounting management.						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	Recall the fundamental concepts of accounting and bookkeeping				K1 & K2	
2	Solve the errors in book keeping and identify the effect of BRS in an enterprise				K3	
3	Aware of Bills of exchange and its transaction, including Accommodation bills				K3	
4	To gain knowledge about the preparation of final Accounts				K2	
5	Understand the Account current statement and procedure for calculation of Average due date methods				K3	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1						
Unit:1		Title of the Unit (Capitalize each Word)			10-- hours	
Introduction – Accounting principles, Concepts and Conventions – Recording – Posting, Subsidiary books.						
Unit:2						
Unit:2		Title of the Unit (Capitalize each Word)			13-- hours	
Preparation of trial balance – Rectification of errors – Bank reconciliation statement.						
Unit:3						
Unit:3		Title of the Unit (Capitalize each Word)			20-- hours	
Final Accounts of Sole Traders						
Unit:4						
Unit:4		Title of the Unit (Capitalize each Word)			15- hours	
Bills of Exchange						
Unit:5						
Unit:5		Title of the Unit (Capitalize each Word)			15-- hours	
Account Current – Average Due Date.						

<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars		
	<b>Total Lecture hours</b>	<b>75-- hours</b>
<b>Distribution of Marks: 20% Theory, 80 % Problems</b>		
<b>Text Book(s)</b>		
1	S. P. Jain & K.L. Narang – Advanced Accountancy.	
2	T.S.Reddy& Murthy – Financial Accounting	
3	N.Vinayakam, P.L.Mani, K.L.Nagarajan – Principles of Accountancy – S.Chand& Company Ltd.,	
4	T.S.Grewal – Introduction to Accountancy- S.Chand& Company Ltd.,	
<b>Reference Books</b>		
1	Shukla M.C. &Grewal T.S. – Advanced Accounting.	
2	Gupta R.L &Radhaswamy M. – Advanced Accounting.	
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Front accounting. Financial accounting	
3	Basic accounting concept	
Course Designed By:Sathiyavanisathiyavanis@skacas.ac.in		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	M	M	M
<b>CO2</b>	M	M	M	M	M
<b>CO3</b>	S	S	M	M	S
<b>CO4</b>	S	M	M	M	S
<b>CO5</b>	S	M	S	S	S

S- Strong; M-Medium; L-Low

## SEMESTER-I

Course code		TITLE OF THE COURSE	L	T	P	C
Core II		BUSINESS MANAGEMENT	5	-	-	5
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
1. The subject aims to educate on the functions and theories of management.						
2. To organization structure, communication skills, and leadership qualities and build competencies among the students as entrepreneurs and managers						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	Discuss Nature and scope of Management process				K1& K2	
2	Describe Planning and decision making process.				K2	
3	Explain Organization and organization structure.				K1& K2	
4	Enumerate Theories of motivation and incentives.				K2	
5	Describe Co-ordination and control process.				K3	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Title of the Unit (Capitalize each Word)				15- hours	
Management – meaning – Difference between Management and Administration – Management is an art / Science levels and functions of Management – Co-ordination						
Unit:2	Title of the Unit (Capitalize each Word)				15-- hours	
Planning – Policies and procedures – Methods – Decision Making						
Unit:3	Title of the Unit (Capitalize each Word)				15-- hours	
Organising – Structure, Principles – Theories of Organisation – span of Management – Centralisation and Decentralisation – Line and staff functions – delegation – Functional Organisation – Formal and Informal Organisation.						
Unit:4	Title of the Unit (Capitalize each Word)				15-- hours	
Direction – Communication – Motivation – Morale – Leadership – Internal and External Co-ordination - Committees in management						
Unit:5	Title of the Unit (Capitalize each Word)				13-- hours	
Control process – Source Tools – CPM – PERT – social responsibilities of Business						
Unit:6	Contemporary Issues				2 hours	
Expert lectures, online seminars - webinars						
				Total Lecture hours		75-- hours

<b>Text Book(s)</b>	
1	Ramasamy.T-Principles of Management
2	DinkarPagare-Business Management
3	Tripathi P.C.,Reddy.P.-Principles of Management
<b>Reference Books</b>	
1	Koontz & O' Donnell – Principles of Management.
2	Dr. Saxen – Business Administration and Management.
3	Chatterjee – An introduction to Management of Principles and techniques
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>	
1	Business study
2	Business management
Course Designed By:Mrs.S.Sathiyavani sathiyavanis@skacas.ac.in	

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	M	M	M
<b>CO2</b>	M	M	M	M	M
<b>CO3</b>	S	S	M	M	S
<b>CO4</b>	S	M	M	M	S
<b>CO5</b>	S	M	S	S	S

S- Strong; M-Medium; L-Low

## SEMESTER I

Course code		TITLE OF THE COURSE	L	T	P	C
Supportive I		MANAGERIAL ECONOMICS	6	-	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
1. To aim to know the economic goals of the firms and capital decision making.						
2. To under standard the different market condition						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	To understand the basic concepts of managerial economics.					K1
2	To know the economic goals of the firms and capital decision making.					K2
3	To acquaint knowledge about the cost concepts and pricing policies methods					K3
4	To find the effect of non – price factors on products and services of monopoly and oligopoly firms.					K3
5	To understand the concepts profit management and the business cycle.					K2
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Title of the Unit (Capitalize each Word)				15-- hours	
Introduction – Definition and Nature of Managerial Economics – Scope of Managerial Economics – Role and Responsibilities of Managerial Economist – Law of Demand – Demand Distinctions- Elasticity of Demand (Price, Income and Advertisement Elasticities).						
Unit:2	Title of the Unit (Capitalize each Word)				15-- hours	
Demand Forecasting – Importance of Demand Forecasting – Factors involved in Demand Forecasting – Methods of Demand Forecasting – Criteria of a Good Forecasting Method.						
Unit:3	Title of the Unit (Capitalize each Word)				20-- hours	
Cost Analysis – Cost concepts – Cost – Output relationship in the short run and long run– Economics and Diseconomies of Scale – Pricing policies and methods – Factors – Objectives – Methods – Guidelines for price fixation						
Unit:4	Title of the Unit (Capitalize each Word)				20-- hours	
Pricing under different market conditions – Perfect competition – Monopoly – Monopolistic competition – Oligopoly.						
Unit:5	Title of the Unit (Capitalize each Word)				18-- hours	
Profit Management – Nature of profit – profit theories – Methods of appraising project profitability – Business cycle and business policies, Meaning, Phases of business cycle – Effects of business cycle – Measures to control the business cycle.						

<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars		
	<b>Total Lecture hours</b>	<b>90-- hours</b>
<b>Text Book(s)</b>		
1	Managerial Economics – R. L. Varshney& K. L. Maheswari, P. L.Metha.	
2	Goplalakrishan D      A study of Managerial Economics      Himalaya Publishing House, Mumbai      2011, Latest Edition	
<b>Reference Books</b>		
1	Varshney R.L &Maheswari K.L., MethaP.L Managerial Economics      Sultan Chand & Sons, New Delhi      2010, 19th Edition	
2		
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Economics	
2	Managerial economics	
4		
Course Designed By:Mrs.S.Sathiyavani      sathiyavanis@skacas.ac.in		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	M	M	M
<b>CO2</b>	M	S	M	S	M
<b>CO3</b>	S	S	M	M	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	M	S	S

S- Strong; M-Medium; L-Low

**CORE MODULE SYLLABUS FOR  
ENVIRONMENTAL STUDIES  
FOR UNDER GRADUATE COURSES OF ALL  
BRANCHES  
OF HIGHER EDUCATION**

**SYLLABUS**

Unit 1 : Multidisciplinary nature of environmental studies

Definition, scope and importance

(2 lectures)

Need for public awareness.

Unit 2 : Natural Resources :

Renewable and non-renewable resources :

Natural resources and associated problems.

a) Forest resources : Use and over-exploitation, deforestation, case studies.

Timber extraction, mining, dams and their effects on forest and tribal people.

b) Water resources : Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.

c) Mineral resources : Use and exploitation, environmental effects of extracting

and using mineral resources, case studies.

d) Food resources : World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water

logging, salinity, case studies.

e) Energy resources : Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources. Case studies.

f) Land resources : Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

- Role of an individual in conservation of natural resources.
- Equitable use of resources for sustainable lifestyles.

Unit 3 : Ecosystems

- Concept of an ecosystem.

Structure and function of an ecosystem.

- Producers, consumers and decomposers.

- Energy flow in the ecosystem.

- Ecological succession.

- Food chains, food webs and ecological pyramids.

- Introduction, types, characteristic features, structure and function of the following ecosystem :-

- a. Forest ecosystem
- b. Grassland ecosystem
- c. Desert ecosystem
- d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

#### Unit 4 : Biodiversity and its conservation

- Introduction – Definition : genetic, species and ecosystem diversity.
- Biogeographical classification of India
- Value of biodiversity : consumptive use, productive use, social, ethical, aesthetic and option values
- Biodiversity at global, National and local levels.
- India as a mega-diversity nation
- Hot-spots of biodiversity.
- Threats to biodiversity : habitat loss, poaching of wildlife, man-wildlife conflicts.
- Endangered and endemic species of India
- Conservation of biodiversity : In-situ and Ex-situ conservation of biodiversity.

#### Unit 5 : Environmental Pollution

##### Definition

- Cause, effects and control measures of :-
  - a. Air pollution
  - b. Water pollution
  - c. Soil pollution
  - d. Marine pollution
  - e. Noise pollution
  - f. Thermal pollution
  - g. Nuclear hazards
- Solid waste Management : Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution.
- Pollution case studies.
- Disaster management : floods, earthquake, cyclone and landslides.

#### Unit 6 : Social Issues and the Environment

- From Unsustainable to Sustainable development
- Urban problems related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people; its problems and concerns. Case Studies

- Environmental ethics : Issues and possible solutions.
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case Studies.
- Wasteland reclamation.
- Consumerism and waste products.
- Environment Protection Act.
- Air (Prevention and Control of Pollution) Act.
- Water (Prevention and control of Pollution) Act
- Wildlife Protection Act
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation.
- Public awareness.

#### Unit 7 : Human Population and the Environment

- Population growth, variation among nations.
- Population explosion – Family Welfare Programme.
- Environment and human health.
- Human Rights.
- Value Education.
- HIV/AIDS.
- Women and Child Welfare.
- Role of Information Technology in Environment and human health.
- Case Studies.

#### Unit 8 : Field work

- Visit to a local area to document environmental assetsriver/  
forest/grassland/hill/mountain
- Visit to a local polluted site-Urban/Rural/Industrial/Agricultural
- Study of common plants, insects, birds.
- Study of simple ecosystems-pond, river, hill slopes, etc. (Field work Equal  
to 5  
lecture hours)



# **Second Semester**

Course code	21T	TITLE OF THE COURSE	L	T	P	C
Core/Elective/Supportive		PART - I TAMIL – PAPER - II	3	-	-	3
Pre-requisite			Syllabus Version		2020 - 21	
Course Objectives:						
The main objectives of this course are to:						
மானுட விழுமியங்களைப் போற்றி ஆன்மிகச் சிந்தனையை வளர்த்தல்						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	அற இலக்கியங்கள் வழி ஒழுக்கங்களைக் கற்றுத் தருதல்					K1,K2
2	பக்தியிலக்கியங்கள் வழி பக்திநெறிகளை உணர்த்துதல்.					K2
3	தமிழில் உரைநடை இலக்கியப் படைப்பாளர்களின் சிந்தனைகளை எடுத்துரைத்தல்.					K3
4	பிழையின்றி எழுத இலக்கணங்களைக் கற்றுத் தருதல்					K1,K3
5	தமிழ் இலக்கிய வரலாற்றில் அற இலக்கியம் மற்றும் உரைநடையின் தமிழ்ப்பணியை அறிதல்					K2,K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1		செய்யுள்			20 -- hours	
1. திருக்குறள் – 1. இனியவை கூறல் 2. உழவு 3. குறிப்பறிதல் (காமத்துப்பால்) 2. நாலடியார் – சுற்றந்தழால் 3. நான்மணிக்கடிகை - 10 பாடல்கள் (11, 13, 29, 48, 66, 83, 85, 94, 100, 105)						
Unit:2		செய்யுள்			20 -- hours	
1. தமிழ் விடு தூது : முதல் 25 கண்ணிகள் 2. நாச்சியார் திருமொழி : வாரணமாயிரம் எனத் தொடங்கும் 11 பாடல்கள் 3. மாணிக்கவாசகர் : திருவம்மாளை 4. சித்தர் பாடல்கள் 5. காளமேகப்புலவர் பாடல்கள்						
Unit:3		உரைநடை			20 -- hours	
1. கலைகள் : உ.வே. சாமிநாத ஐயர் 2. தமிழர் பண்பாடு : டாக்டர் சோ.நா.கந்தசாமி						

3. இணையத்தமிழ் வளர்ச்சி : முனைவர் ப.அர.நக்கீரன்		
4. திருக்குறள் நெறியில் அறிவாண்மை : திருப்பெருந்திரு சாந்தலிங்க இராமசாமி அடிகளார்		
5. கொங்கு நாட்டார் தமிழ்ப்பணி: காப்பியப் புலவர்கள் : முனைவர் இரா.கா. மாணிக்கம்.		
<b>Unit:4</b>	<b>இலக்கணம்</b>	<b>15 -- hours</b>
1. வினா விடை வகைகள் (அறு வகை வினா, எண் வகை விடை)		
2. ஆகுபெயர் விளக்கம் - பயன்பாடு வகைகள் 10		
<b>Unit:5</b>	<b>இலக்கிய வரலாறு</b>	<b>15 -- hours</b>
1. பதினெண் கீழ்க்கணக்கு நூல்கள்		
2. உரைநடையின் தோற்றமும் வளர்ச்சியும்		
பயிற்சிக்குரியன: விண்ணப்பங்கள் - மடல்கள் எழுதச் செய்தல்		
Course Designed By: முனைவர் ஆர்.நிர்மலா தேவி		

#### Mapping with Programme Outcomes

CO s	PO1	PO2	PO3	PO4	PO5
CO1	S	M	S	M	S
CO2	M	S	M	M	M
CO3	S	M	S	S	M
CO4	S	M	M	S	S
CO5	M	S	S	M	M

S-Strong; M-Medium; L-Low

#### Pedagogy

- Lecture, PPT, Assignment, Group Discussion, Seminar

#### Blooms Taxonomy Based Assessment Pattern

##### Components of CIA Marks

Tests (I & II)	Assignment / Seminar / Subject Viva	Model Examination	Total
10	5	10	25

#### Models and End Semester Examination

Bloom's Category	Section	Choice	Marks	Total
K1	A	Compulsory	10 X 01=10	

K2	B	Either/ or	05 X 05=25	75
K3	C	Either/ or	05 X 08=40	

### வினாத்தாள் அமைப்பு

காலம்: 3 மணிநேரம்

மொத்த மதிப்பெண்கள் : 75

பகுதி 1 தமிழ் தாள் – II

பிரிவு (அ)

(10 X 1 = 10)

சரியான விடையைத் தேர்ந்தெடுத்து எழுதுக.

பிரிவு (ஆ)

(5 X 5 = 25)

செய்யுள் திரட்டு

-- 2 வினாக்கள்

உரைநடை

-- 2 வினாக்கள்

அலகு - 4

-- 1 வினா

பிரிவு (இ)

(5 X 8 = 40)

கட்டுரை வடிவில் விடை எழுதுக.

செய்யுள்

- 2 வினாக்கள்

உரைநடை

- 1 வினா

இலக்கிய வரலாறு

- 1 வினா

விண்ணப்பங்கள் - மடல்கள்

- 1 வினா

குறிப்பு : ஆ - இ பிரிவுகளில் வினாக்கள் “இது அல்லது அது” என்ற வகையில் அந்தந்த அலகுகளிலிருந்து அமைய வேண்டும்.

## Second Semester – Paper 2

### Course: French 2

Course Code:

Credits: 4

Hours: 90

### Course Objectives:

To understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type

### Course Outcomes:

S.No	Course Outcome	Blooms Level
CO1	Comprehend day to day conversations	K1
CO2	Understand basic culture and literature of France	K2
CO3	Converse confidently in known situations	K3
CO4	Translate small paragraphs of known context	K4

### Syllabus:

Part 1 - French 2	
Unit No.	Topics
1	Etape 5 (Lecons 1 - 3)
2	Etape 6 (Lecons 1 - 3)
3	Etape 7 - Leçons 1 - 2
4	Etape 7 – Leçon 3
	Etape 8 – Leçon 1
5	Etape 8 – Leçons 2 - 3
Etapes 5 to 8, Pages 63 -114	

**Text Book Prescribed: Adomania 1 – Methode de francais**

Authors: [Céline Himber](#), [Corina Brilliant](#), [Sophie Erlich](#)

Publisher: HACHETTE FLE

Available at: GOYAL Publishers and Distributors Pvt Ltd, New Delhi (9810322459)

**Reference: Latitudes 1**

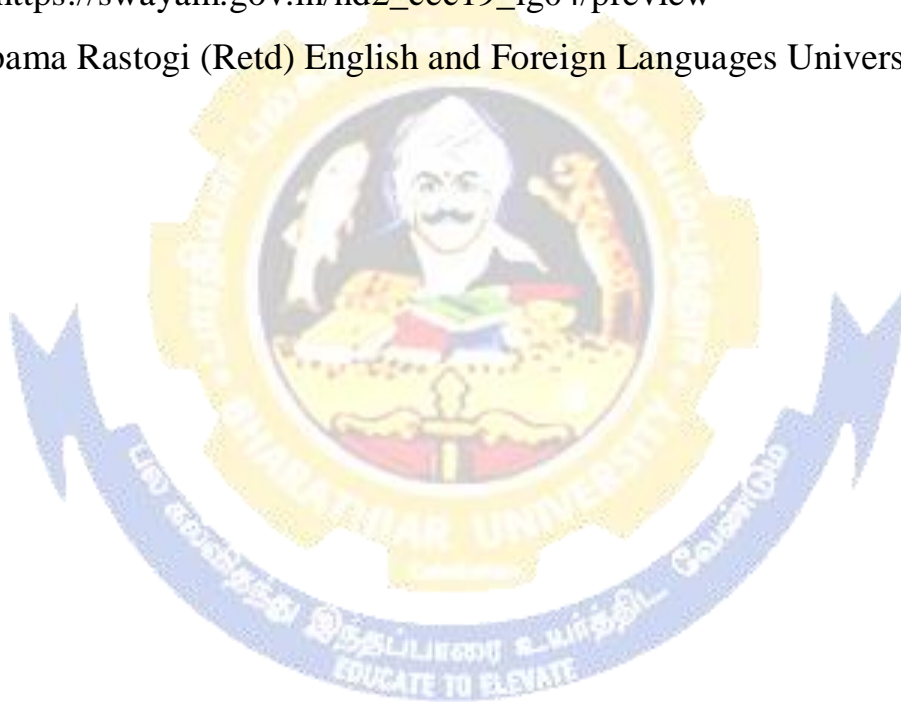
Author: Yves Loiseau, Régine Merieux

Publisher: French and European Publications Inc

Available at: GOYAL publishers and distributors Pvt Ltd, New Delhi (9810322459)

**SWAYAM** : [https://swayam.gov.in/nd2\\_cec19\\_lg04/preview](https://swayam.gov.in/nd2_cec19_lg04/preview)

by Prof. Nirupama Rastogi (Retd) English and Foreign Languages University, Hyderabad



Course code	22E	PART II – ENGLISH-II	L	T	P	C
Part II English II		COMMUNICATIVE ENGLISH	4	-	-	4
Pre-requisite		BASIC INTELLIGENCE ON WRITING	Syllabus Version		2020-2021	
Course Objectives:						
The main objective of this course is to:						
1. To train the students to develop the communication skills and inculcate language skills.						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Understand basic grammar and enrich word power and language skill					K1, K2
2	Enhance the writing skill of the students to write flawlessly					K3
3	Write paragraphs, emails, letters, opinion pieces and dramatic scripts					K4
4	Enhance understanding various formal and informal, written and oral communications and respond to them					K5
5	Generate the own writing.					K6
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 – Create						
Unit:1			18hours			
1. Listening and Speaking a. Listening and responding to complaints (formal situation) b. Listening to problems and offering solutions (informal) 2. Reading and writing a. Reading aloud (brief motivational anecdotes) b. Writing a paragraph on a proverbial expression/motivational idea. 3. Word Power/Vocabulary a. Synonyms & Antonyms 4. Grammar in Context a. Adverbs b. Prepositions						
Unit:2			20hours			
1. Listening and Speaking a. Listening to famous speeches and poems b. Making short speeches- Formal: welcome speech and vote of thanks. Informal occasions- Farewell party, graduation speech 2. Reading and Writing a. Writing opinion pieces (could be on travel, food, film / book reviews or on any contemporary topic) b. Reading poetry b.i. Reading aloud: (Intonation and Voice Modulation) b.ii. Identifying and using figures of speech - simile, metaphor, personification etc. 3. Word Power a. Idioms & Phrases						

4. Grammar in Context		
a. Conjunctions and Interjections		
Unit:3		18hours
1. Listening and Speaking		
a. Listening to Ted talks b. Making short presentations – Formal presentation with PPT, analytical presentation of graphs and reports of multiple kinds c. Interactions during and after the presentations		
2. Reading and writing		
a. Writing emails of complaint b. Reading aloud famous speeches		
3. Word Power		
a. One Word Substitution		
4. Grammar in Context		
a. Sentence Patterns		
Unit:4		16hours
1. Listening and Speaking		
a. Participating in a meeting: face to face and online b. Listening with courtesy and adding ideas and giving opinions during the meeting and making concluding remarks.		
2. Reading and Writing		
a. Reading visual texts – advertisements b. Preparing first drafts of short assignments		
3. Word Power		
a. Denotation and Connotation		
4. Grammar in Context:		
a. Sentence Types		
Unit:5		18 hours
1. Listening and Speaking		
a. Informal interview for feature writing b. Listening and responding to questions at a formal interview		
2. Reading and Writing		
a. Writing letters of application b. Readers' Theatre (Script Reading) c. Dramatizing everyday situations/social issues through skits. (writing scripts and performing)		
3. Word Power		
a. Collocation		
4. Grammar in Context		
a. Working with Clauses		
	Total Lecture hours	90hours
Text Book(s)		
1	COMMUNICATIVE ENGLISH –TANSCHÉ	
Reference Books		

Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]	
1	<a href="https://www.coursera.org/specializations/academic-english">https://www.coursera.org/specializations/academic-english</a>
2	<a href="https://inhomeandsecurity.com/writing-thinking-intelligence-analysts/">https://inhomeandsecurity.com/writing-thinking-intelligence-analysts/</a>

COS	PO 1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO 1	S	S	L	M	M	L	L	M	S	M
CO 2	L	S	S	S	M	M	M	M	L	M
CO 3	M	S	S	M	S	S	M	L	M	M
CO 4	M	M	S	S	S	S	S	L	M	S
CO 5	S	S	M	S	S	S	S	L	S	M

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

## SEMESTER-II

Course code		TITLE OF THE COURSE	L	T	P	C
Core III		FINANCIAL ACCOUNTING-II	4	1	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
To acquire knowledge about self-balancing ledgers, Depreciation and Methods						
To acquire the knowledge about Branch accounts, Departmental accounts, non- trading concern and single entry systems						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Acquire knowledge about self-balancing ledgers				K1&K2	
2	To learn about depreciation and methods of depreciation				K3	
3	Prepare Branch accounts and departmental accounts				K3	
4	To gain knowledge about Non trading concern				K3	
5	To know the concept of statement of affairs and single entry system				K3&K4	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Title of the Unit (Capitalize each Word)				8-- hours	
Self balancing Ledgers – Fire claims and claims for loss or profits..						
Unit:2	Title of the Unit (Capitalize each Word)				20-- hours	
Consignments Accounts (Separate Book Maintenance only) – Depreciation						
Unit:3	Title of the Unit (Capitalize each Word)				15-- hours	
Branch Accounts and Departmental Accounts						
Unit:4	Title of the Unit (Capitalize each Word)				15-- hours	
Accounting of Non-trading Concerns						
Unit:5	Title of the Unit (Capitalize each Word)				15-- hours	
Single Entry – Preparation of Statement of Affairs – Conversion of Single entry into Double entry – Calculation of missing figures.						
Unit:6	Contemporary Issues				2 hours	
Expert lectures, online seminars - webinars						
	Total Lecture hours				75-- hours	
Text Book(s)						
1	T.S.Reddy& Murthy – Financial Accounting					
2	T. S. Grewal – Double Entry Book Keeping					
Distribution of Marks: 20% Theory, 80 % Problems						

Reference Books	
1	S. P. Jain & K. L. Narang – Advanced Accountancy
2	Dr. Shukla – Principles of Accountancy
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]	
1	Financial accounting
2	Front accounting
3	Accountancy
Course Designed By: Mrs. S. Sathiyavani sathiyavanis@skacas.ac.in	

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	S	M
CO2	M	S	M	S	M
CO3	S	S	M	M	S
CO4	S	M	M	M	S
CO5	S	M	S	M	S

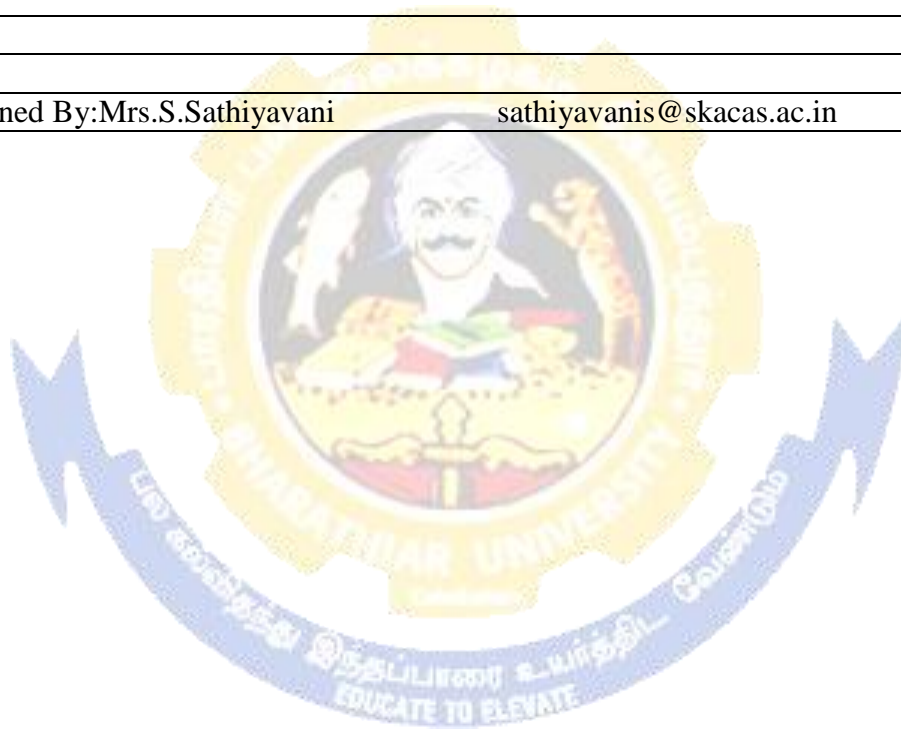
S- Strong; M-Medium; L-Low



## SEMESTER-II

Course code		TITLE OF THE COURSE	L	T	P	C
Core IV		LAW OF INSURANCE	5	-	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
1. To understand the Basic Principles of Insurance Law, insurance and Claims, Understand about life insurance and surrender value.						
2. To acquire knowledge about marine and fire insurance, Grasp knowledge about risk analysis, claims and recovery.						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	Understand The Basic Principles Of Insurance Law				K1&K2	
2	To learn about insurance and Claims				K2	
3	Understand about life insurance and surrender value.				K2	
4	Acquire knowledge about marine and fire insurance.				K3	
5	Grasp knowledge about risk analysis, claims and recovery.				K3	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Title of the Unit (Capitalize each Word)				13-- hours	
Insurance- meaning, nature, significance- principles-reinsurance-double insurance-NationalisationvsPrivitisation of insurance business-Insurance Regulatory and Development Authority Act-recent developments in the insurance sector.						
Unit:2	Title of the Unit (Capitalize each Word)				15-- hours	
Types of insurance-general insurance-accident and motor insurance-nature, disclosure,contribution-claims and recovery.						
Unit:3	Title of the Unit (Capitalize each Word)				15-- hours	
Life insurance –nature-classification of policies-annuities-selection of risk- calculation of premium and surrender value.						
Unit:4	Title of the Unit (Capitalize each Word)				15-- hours	
Marine and fire insurance-nature-kinds of policies-policies conditions-premium calculations						
Unit:5	Title of the Unit (Capitalize each Word)				15-- hours	
Nature-risk analysis-planning control and transfer of risk-administration of companies’ properties and provisions of adequate security arrangements-deposit and credit insurance-nature, terms and conditions regarding claims and recoveries.						
Unit:6	Contemporary Issues				2 hours	
Expert lectures, online seminars - webinars						

	<b>Total Lecture hours</b>	<b>75-- hours</b>
<b>Text Book(s)</b>		
1	M.N. Mishra – Insurance Principles and Practice.	
2		
<b>Reference Books</b>		
1	Insurance Regulatory Development Act 1999	
2	Life Insurance Corporation Act 1956.	
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Fundamentals of Insurance	
2		
4		
Course Designed By: Mrs.S.Sathiyavani sathiyavanis@skacas.ac.in		



## SEMESTER-II

Course code		TITLE OF THE COURSE	L	T	P	C
Supportive II		FUNDAMENTAL OF INFORMATION TECHNOLOGY	6	-	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
Educate the students about document creations,animation,database creation and E-commerce						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	To acquire knowledge about word document creation, menu its usages.				K1	
2	To Gain knowledge about arithmetic and logical operations to prepare different type of chart, Final accounts mark sheet and bank customers statement.				K2	
3	To Understand to prepare different types of slides with animations and presentation of slides				K2	
4	To create database for employees, students, products and also create objects of query, forms and reports.				K3&K6	
5	To create webpage and email id and to understand E-commerce				K2&K6	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1						
Unit:1		Title of the Unit (Capitalize each Word)	15-- hours			
Computers – Characteristics – Classification – Micro, mini, mainframe and super computers ALU History of Computers – Generation of Computers hardware, Software, Human ware..						
Unit:2						
Unit:2		Title of the Unit (Capitalize each Word)	15-- hours			
RAM, ROM, PROM, EPROM, EEPROM, FLASH Memory.Auxiliary Memory: Magnetic tape, Hard disk, Floppy Disk, CD – ROM.						
Unit:3						
Unit:3		Title of the Unit (Capitalize each Word)	20-- hours			
Input Devices: Key board, Mouse, Track ball, Joystick, scanner, MICR, OCR, OMR, Barcode reader, Light pen. Output Devices: VCU, classification & Characteristics of Monitors, printer, Plotter, Sound card & speaker.						
Unit:4						
Unit:4		Title of the Unit (Capitalize each Word)	20-- hours			
Introduction to computer software – OS – classification & function of OS – Programming Languages machine languages – Assembly Language – High level Languages – Types of high level Languages – Computers & Interpreters.						

<b>Unit:5</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>18-- hours</b>
Internet basics – WWW – web pages – web browsers – searching the web Internet Assess. <b>Electronic Mail:</b> Introduction – E-mail – basics – Advantages creating e-mail id. <b>E-commerce:</b> Introduction – Applications.		
<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars		
	<b>Total Lecture hours</b>	<b>90-- hours</b>
<b>Text Book(s)</b>		
1	Fundamental of Information Technology Alexis leon, Mathews.	
2	Alexis Leon Mathews Leon Fundamentals of Information Technology VikasPublicationsLatest edition 2016	
3	KhandareS.S Computer Science & Information Technology Sultan Chand &Company Ltd Latest edition 2015	
<b>Reference Books</b>		
1	C.S.V. Murthi, InformationTechnology	
2	R. Parameswaran – Computer Application in Business.	
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Front accounting	
2		
Course Designed By:		
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1.	Front accounting	
2.		
Course Designed By:Mrs.S.Sathiyavani sathiyavanis@skacas.ac.in		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	M	S	M
<b>CO2</b>	M	S	M	S	M
<b>CO3</b>	S	S	M	M	S
<b>CO4</b>	S	M	M	M	S
<b>CO5</b>	S	M	S	M	S

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

# **BHARATHIAR UNIVERSITY : COIMBATORE 641 046.**

## **Value Education – Human Rights**

(2 hours per week)

(FOR THE UNDER GRADUATE STUDENTS OF AFFILIATED COLLEGES

WITH EFFECT FROM 2008-2009)

### **UNIT – I : Concept of Human Values, Value Education Towards Personal Development**

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

#### **Personal Development :**

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

#### **Character Formation Towards Positive Personality:**

Truthfulness, Constructivity, Sacrifice, Sincerity, Self Control, Altruism, Tolerance, Scientific Vision.

### **UNIT – II : Value Education Towards National and Global Development**

#### **National and International Values:**

Constitutional or national values - Democracy, socialism, secularism, equality, justice, liberty, freedom and fraternity.

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

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

Religious Values - Tolerance, wisdom, character.

Aesthetic values - Love and appreciation of literature and fine arts and respect for the same.

National Integration and international understanding.

### **UNIT – III : Impact of Global Development on Ethics and Values**

Conflict of cross-cultural influences, mass media, cross-border education, materialistic values, professional challenges and compromise.

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

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

#### ***UNIT - IV : Therapeutic Measures***

Control of the mind through

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

#### **UNIT; V : Human Rights**

1. Concept of Human Rights – Indian and International Perspectives
  - a. Evolution of Human Rights
  - b. Definitions under Indian and International documents
2. Broad classification of Human Rights and Relevant Constitutional Provisions.
  - a. Right to Life, Liberty and Dignity
  - b. Right to Equality
  - c. Right against Exploitation
  - d. Cultural and Educational Rights
  - e. Economic Rights
  - f. Political Rights
  - g. Social Rights
3. Human Rights of Women and Children
  - a. Social Practice and Constitutional Safeguards
    - (i) Female Foeticide and Infanticide
    - (ii) Physical assault and harassment
    - (iii) Domestic violence
    - (iv) Conditions of Working Women
4. Institutions for Implementation
  - a. Human Rights Commission
  - b. Judiciary
5. Violations and Redressal
  - a. Violation by State
  - b. Violation by Individuals
  - c. Nuclear Weapons and terrorism
  - d. Safeguards.



# **Third Semester**

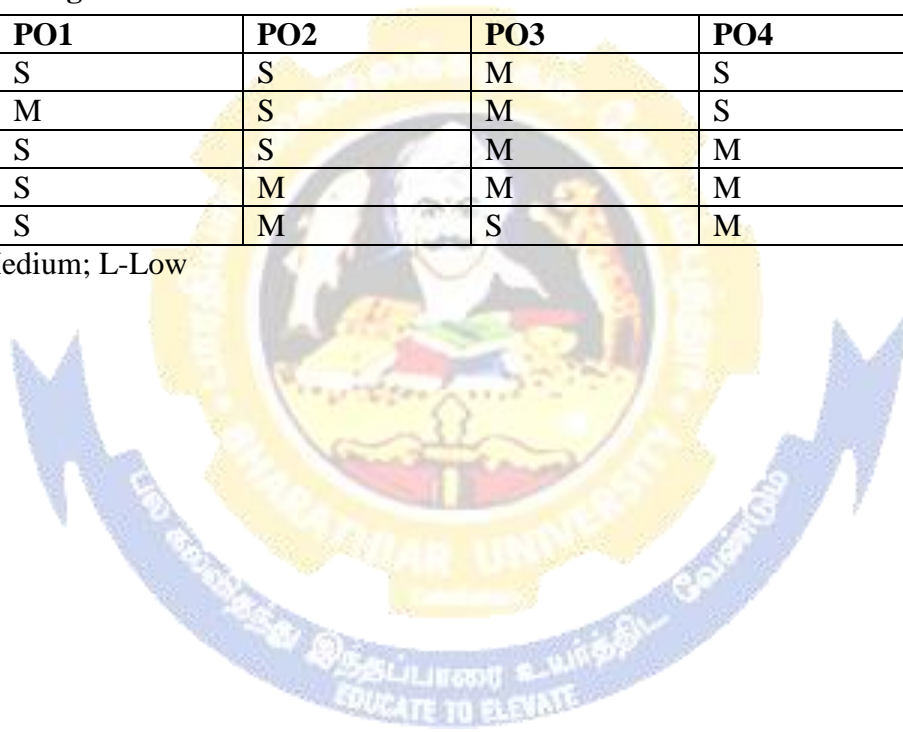
### SEMESTER-III

Course code		TITLE OF THE COURSE	L	T	P	C
Core V		FINANCIAL ACCOUNTING-III	5	1	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
To acquire, knowledge Joint venture & partnership accounts.						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Acquire conceptual knowledge of Joint venture					K1
2	Understand basic concepts of partnership accounts.					K2
3	To learn about retirement and death of a partner					K3
4	Gain knowledge about amalgamation and dissolution					K3
5	Equip knowledge about insolvency of partners.					K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Title of the Unit (Capitalize each Word)				15-- hours	
Joint venture accounts (Separate Book Maintenance only).						
Unit:2	Title of the Unit (Capitalize each Word)				15-- hours	
Partnership Accounts – Admission of Partner.						
Unit:3	Title of the Unit (Capitalize each Word)				20-- hours	
Retirement and Death of partnership						
Unit:4	Title of the Unit (Capitalize each Word)				20-- hours	
Amalgamation and Dissolution of partnership firms (only Simple dissolution)						
Unit:5	Title of the Unit (Capitalize each Word)				18-- hours	
Insolvency of un-dividing partners - Insolvency of all partners						
Unit:6	Contemporary Issues				2 hours	
Expert lectures, online seminars - webinars						
	Total Lecture hours				90-- hours	
Text Book(s)						
1	Advanced Accountancy - S P Jain and K LNarang					
2	Financial Accounting - T.S.Reddy&Murthy					

<b>Reference Books</b>	
1	Shukla M.C.,Y.S.Grewel.,S.C.GUPTA      Advanced Accounts   S Chand & Company Private Limited ,New Delhi   26th revised Edition ,   2013
2	
<b>Distribution of Marks: 20% Theory, 80 % Problems</b>	
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>	
1	
2	
4	
Course Designed By:Mrs.G.JacquelineAdaikalam    hodcorporate@bishopambrose.in	

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	M	S	M
<b>CO2</b>	M	S	M	S	M
<b>CO3</b>	S	S	M	M	S
<b>CO4</b>	S	M	M	M	S
<b>CO5</b>	S	M	S	M	S

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



### SEMESTER-III

Course code		TITLE OF THE COURSE	L	T	P	C
Core VI		COMMERCIAL LAW	6	-	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
This course aims to throw light on the various enactments pertaining to commercial activities and their significance and understand the fundamentals of law relating to commercial activities						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	To learn about nature and sources of law					K1
2	Understand about free consent and capacity of contract					K2
3	Identify contract remedies					K2
4	Acquire knowledge about special contracts.					K3
5	To know about Law relating to sale of goods Act.					K4
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Title of the Unit (Capitalize each Word)				16-- hours	
Sources of law- Law of contract – Nature –kinds-Essentials of valid contract- offer- Acceptance- intention to create legal relations – considerations- capacity to a contract.						
Unit:2	Title of the Unit (Capitalize each Word)				20-- hours	
Free consent – Mistake – Misrepresentations – fraud – coercion and undue influence – lawful object – Agreement not declared void – legal formalities.						
Unit:3	Title of the Unit (Capitalize each Word)				20-- hours	
Contingent contract – performance of contract – Remedies for Breach of contract– Quasi contracts.						
Unit:4	Title of the Unit (Capitalize each Word)				16-- hours	
Special contracts – Indemnity and guarantee – Agency – Bailment and pledge.						
Unit:5	Title of the Unit (Capitalize each Word)				16-- hours	
Law relating to sale of goods Act – 1930						

<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars		
	<b>Total Lecture hours</b>	<b>90-- hours</b>
<b>Text Book(s)</b>		
1	N.D.Kapoor – Elements of Mercantile Law	
2	M.C. Sukla – A manual of mercantile Law	
<b>Reference Books</b>		
1	S.R. Davar - Mercantile law	
2	Balachandran V.&Thothadri.S - Business Law	
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Financial accounting	
2	Front accounting	
3	accountancy	
Course Designed By:Mrs.G.JacquilineAdaikalam hodcorporate@bishopambrose.in		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	M	M	M
<b>CO2</b>	M	M	S	M	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

### SEMESTER-III

Course code		TITLE OF THE COURSE	L	T	P	C
Core VII		COMPANIES ACT 2013 AND SECRETARIAL PRACTICE-I	7	-	-	4
Pre-requisite			Syllabus Version			
<b>Course Objectives:</b>						
The main objectives of this course are to:						
This course aims to enlighten the students on the provisions of the Companies Act, 2013 along with secretarial work relating to Corporate Entities						
<b>Expected Course Outcomes:</b>						
On the successful completion of the course, students will be able to:						
1	Understanding the various types of Companies and the issues associated with the Companies					K1&K2
2	Summarize Procedure for incorporation of the company.					K2
3	Discuss Matters to be stated in the prospectus.					K3
4	Analyze Sources of raising capital.					K3
5	Define borrowing powers and legal charges.					K4
<b>K1</b> - Remember; <b>K2</b> - Understand; <b>K3</b> - Apply; <b>K4</b> - Analyze; <b>K5</b> - Evaluate; <b>K6</b> - Create						
<b>Unit:1</b>	<b>Title of the Unit (Capitalize each Word)</b>					<b>20-- hours</b>
Company – definition – characteristics – kinds of companies – Doctrine of Lifting the veil- Promotion of a company- Company secretary – appointment , legal position – qualification – duties and liabilities of a secretary.						
<b>Unit:2</b>	<b>Title of the Unit (Capitalize each Word)</b>					<b>20-- hours</b>
Memorandum of association- forms – contents – procedures for alteration- secretarial duties – articles of association – forms and contents- procedures for alteration- the Doctrine of Indoor management- distinguish between memorandum and articles.						
<b>Unit:3</b>	<b>Title of the Unit (Capitalize each Word)</b>					<b>20- hours</b>
Prospectus – Meaning and contents – Deposits – Deemed Deposits - Secretarial duties with regard to Prospectus and Deposits.						
<b>Unit:4</b>	<b>Title of the Unit (Capitalize each Word)</b>					<b>20-- hours</b>
Share Capital – kinds of capital – alteration – production – issue and allotment of shares- book building scheme- share certificate – transfer and transmission of shares – E-filing- secretarial duties.						

<b>Unit:5</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>23- hours</b>
Borrowing powers – methods of borrowing – mortgages and charges – registration of charges – legal provisions - secretarial duties with regard to borrowing.		
<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars		
	<b>Total Lecture hours</b>	<b>105-- hours</b>
<b>Text Book(s)</b>		
1	N.D.Kapoor – Company Law and Secretarial Practice – 2013 Act	
2	Dr. V. Balachandran – Hand Book of Company Law and Secretarial Practice – 2013 Act - Vijay Nicol Publication	
<b>Reference Books</b>		
1	ICSI Study Material -Company Law and Secretarial Practice ICSI 2013, Latest Edition	
2		
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Corporate procedure	
2	Corporate finance	
3		
Course Designed By:Mrs.G.JacquilineAdaikalam    hodcorporate@bishopambrose.in		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	M	M	M
<b>CO2</b>	M	M	S	M	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

### SEMESTER-III

Course code		TITLE OF THE COURSE	L	T	P	C
Supportive-III		BUSINESS MATHEMATICS	5	1	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
Aim to create mathematical knowledge and also apply the functions of mathematics in Banking and other institutions.						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Apply the functions of mathematics in business			K1,2 &3		
2	Remember the matrix and set functions			K1,2,&3		
3	Understand the variables and constants			K3,4&5		
4	Acquire knowledge on derivations			K3		
5	Apply the basic functions of integrals			K3,4&5		
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1						
Unit:1		Title of the Unit (Capitalize each Word)			15-- hours	
Set theory - Arithmetic and Geometric Series- Simple and compound interest - Effective rate of interest - Sinking fund - Discounting of Bill - true Discount - Banker's Gain..						
Unit:2						
Unit:2		Title of the Unit (Capitalize each Word)			20-- hours	
Matrix: Basic concepts - Addition and Multiplication of Matrix - Inverse of a Matrix Solution of Simultaneous linear equations - Input-Output Analysis.						
Unit:3						
Unit:3		Title of the Unit (Capitalize each Word)			20-- hours	
Variables, Constants and Functions - Limits of Algebraic functions - Simple differentiation of algebraic functions - Meaning of derivatives -Evaluation of first and second order derivatives - maxima and minima.						
Unit:4						
Unit:4		Title of the Unit (Capitalize each Word)			15-- hours	
Elementary integral calculus - Determining indefinite and definite integrals of simple functions - Integration by parts.						
Unit:5						
Unit:5		Title of the Unit (Capitalize each Word)			18-- hours	
Linear programming problem - Formation - Solution by Graphical method -Solution by simplex method.						

<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars		
	<b>Total Lecture hours</b>	<b>90-- hours</b>
<b>Text Book(s)</b>		
1	Business Mathematics & Statistics - Dr.P.R.Vittal	
2	Navaneetham.P Business Mathematics & Statistics	
<b>Reference Books</b>		
1	Business Mathematics - Dharmapadam	
2	Pillai R.S.N., &Bagavathi.V Business Mathematics,	
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Mathematics	
2		
4		
Course Designed By:Mrs.G.JacquelineAdaikalam hodcorporate@bishopambrose.in		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

### SEMESTER-III

Course code	TITLE OF THE COURSE		L	T	P	C
Skill based Subject -1	OFFICE ADMINISTRATION		3	-	-	3
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
1. Aim to understand the concepts of office administration, office layout and also know about filing reports						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	Understanding the key concepts of office administration.					K1
2	To learn about Delegation of authority.					K2
3	Discuss Matters to be stated in the content of office system and office manual.					K2
4	To know about office layout and its types					K3
5	Acquire knowledge about filing a report.					K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Title of the Unit (Capitalize each Word)				10-- hours	
Office – Definition – Importance – Function of an Office – Office Management – Elements – Function of Office Management – Office Manager.						
Unit:2	Title of the Unit (Capitalize each Word)				10-- hours	
Office Organisation – Principles – Types of Organisation – Delegation of authority – Principles of delegation						
Unit:3	Title of the Unit (Capitalize each Word)				8-- hours	
Office Systems and procedures – Office methods – Importance – Analysis of the office system and procedures – Contents of Office Manual.						
Unit:4	Title of the Unit (Capitalize each Word)				7-- hours	
Office accommodation and layout – Advantages and disadvantages – office furniture – planning the office space – open & private offices						
Unit:5	Title of the Unit (Capitalize each Word)				8-- hours	
Working environment – Office forms – Filing – Indexing – Office reports.						
Unit:6	Contemporary Issues				2 hours	
Expert lectures, online seminars - webinars						
Total Lecture hours					45-- hours	

<b>Text Book(s)</b>	
1	Office Management by Mishra
2	
<b>Reference Books</b>	
1	Office Management by Kathiresan&Radha
2	
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>	
1	Fundamentals of office administration
2	
4	
Course Designed By:Mrs.G.JacquilineAdaikalam    hodcorporate@bishopambrose.in	



**பாரதியார் பல்கலைக்கழகம் : கோயமுத்தூர்**  
**பகுதி - IV : தமிழ்த் தாள் - 1 - முன்றாம் பருவம்**  
**இளங்கலை 2012-13 கல்வி ஆண்டுமுதல் சேர்வோர்க்குரியது**  
**(12-ம் வகுப்பு வரை தமிழ் மொழிப்பாடம் பயிலாதவர்களுக்கு)**  
**அக மதிப்பீட்டுத் தேர்வு மட்டும் - பல்கலைக்கழக எழுத்துத் தேர்வுகள் கிடையாது**

1. தமிழ் மொழியின் அடிப்படைக் கூறுகள்.  
எழுத்துகள் : முதலெழுத்துகள் (உயிர் எழுத்து, மெய் எழுத்து, உயிர்மெய் எழுத்து)  
சொற்கள் : வகைகள் (பெயர்ச்சொல், வினைச்சொல், இடைச்சொல், உரிச்சொல்)  
தொடர் : தொடரமைப்பு (எழுவாய், செயப்படுபொருள், பயனிலை)
2. குறிப்பு எழுதுதல் : பத்துப் பதினைந்து தொடர்களில் குறிப்பு வரைதல்  
பிழைநீக்கி எழுதுதல் : ஒற்றுப்பிழை, எழுத்துப்பிழை

**2012-2013 கல்வியாண்டு முதல் பயில்பவர்களுக்குப் பின்வரும் வினாத்தாள் அமைப்பு பின்பற்றப்பட வேண்டும்.**

	<b>அக மதிப்பீட்டுத் தேர்வு மதிப்பெண் வழங்கும் முறை</b>	<b>மதிப்பெண்கள்</b>
1.	வகுப்புத் தேர்வு-1	<b>10</b>
2.	வகுப்புத் தேர்வு-2	<b>10</b>
3.	மாதிரித் தேர்வு	<b>10</b>
4.	பயிற்சிக் கட்டுரை	<b>10</b>
5.	வாய்மொழித் தேர்வு	<b>10</b>
	மொத்த மதிப்பெண்கள்	<b>50</b>

**குறிப்பு : வாய்மொழித் தேர்வில் தமிழ்ச் செம்மொழி வரலாறு தொடர்பான வினாக்கள் மட்டுமே கேட்கப்பட வேண்டும்.**

**BHARATHIAR UNIVERSITY : COIMBATORE**  
SYLLABUS FOR  
**"YOGA FOR HUMAN EXCELLENCE"**  
FOR PART – IV IN THIRD SEMESTER OF UNDERGRADUATE CANDIDATES  
WITH EFFECT FROM 2008-09  
IN CBCS PATTERN

**Unit I - Yoga and Physical Health**

- 1.1 Physical Structure – Three bodies – Five limitations
- 1.2 Simplified Physical Exercises – Hand Exercises -Leg Exercises – Breathing Exercises – Eye Exercises – Kapalapathi
- 1.3 Maharasanas 1-2 – Massages – Acu-puncture – Relaxation
- 1.4 Yogasanas – ~~Swastika~~ <sup>U</sup> ~~Swastika~~ – Padmasana – Vajrasanas – Chakrasanas (Side) – Viruchasanas – Yoga muthra – Patchimothasanas – Ustrasanas – Vakkarasanas – Salabasanas

**Unit II - Art of Nurturing the life force and Mind**

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

**Unit III - Sublimation**

- 3.1 Purpose and Philosophy of life
- 3.2 Introspection – Analysis of Thought
- 3.3 Moralization of Desires
- 3.4 Neutralization of Anger

**Unit IV – Human Resources Development**

- 4.1 Eradication of worries
- 4.2 Benefits of Blessings
- 4.3. Greatness of Friendship
- 4.4 Individual Peace and World Peace

**Unit V – Law of Nature**

- 5.1 Unified force – Cause and Effect system
- 5.2 Purity of Thought and Deed and Genetic Centre
- 5.3 Love and Compassion
- 5.4 Cultural Education – Five fold Culture

**BHARATHIAR UNIVERSITY : COIMBATORE**

**SYLLABUS FOR**

**“Women’s Rights**

**FOR PART – IV IN THIRD SEMESTER OF UNDERGRADUATE CANDIDATES  
WITH EFFECT FROM 2008-09  
IN CBCS PATTERN**

**UNIT I**

**Laws, Legal Systems and Change**

Definition - Constitutional law, CEDAW and International Human Rights – Laws and Norms – Laws and Social Context – Constitutional and Legal Framework.

**UNIT II**

**Politics of land and gender in India**

Introduction – Faces of Poverty – Land as Productive Resources – Locating Identities – Women’s Claims to Land – Right to Property - Case Studies.

**UNIT III**

**Women’s Rights: Access to Justice**

Introduction – Criminal Law – Crime Against Women – Domestic Violence – Dowry Related Harassment and Dowry Deaths – Molestation – Sexual Abuse and Rape – Loopholes in Practice – Law Enforcement Agency.

**UNIT IV**

**Women’s Rights**

Violence Against Women – Domestic Violence - The Protection of Women from Domestic Violence Act, 2005 - The Marriage Validation Act, 1982 - The Hindu Widow Re-marriage Act, 1856 - The Dowry Prohibition Act, 1961

## **UNIT V**

### **Special Women Welfare Laws**

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

## **References**

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

## **NON-MAJOR ELECTIVE CONSTITUTION OF INDIA**

### **UNIT I**

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

### **UNIT II**

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

### **UNIT III**

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

### **UNIT IV**

Union Judiciary - Supreme Court - Functions - Rule of law

### **UNIT V**

State - Executive - Legislature - Judiciary

### **Books for Reference:**

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



# **Fourth Semester**

#### SEMESTER-IV

Course code	TITLE OF THE COURSE	L	T	P	C
Core VIII	CORPORATE ACCOUNTING-I	4	1	-	4
Pre-requisite		Syllabus Version			
<b>Course Objectives:</b>					
The main objectives of this course are to:					
1. This course aims to enlighten the students on the accounting procedures followed by the Companies.					
2. To enable the students to be aware on the Corporate Accounting in conformity with the provision of the Companies Act.					
<b>Expected Course Outcomes:</b>					
On the successful completion of the course, student will be able to:					
1	Enabling the students to understand the features of Shares.	K1&K2			
2	Develop an understanding about redemption of Shares and Debenture and its types.	K 2& K3			
3	To give an exposure to the company final accounts	K3			
4	To provide knowledge on amalgamation of companies.	K3			
5	To get an idea about internal reconstruction	K3&K4			
<b>K1</b> - Remember; <b>K2</b> - Understand; <b>K3</b> - Apply; <b>K4</b> - Analyze; <b>K5</b> - Evaluate; <b>K6</b> - Create					
<b>Unit:1</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>15-- hours</b>			
Accounting for issue of shares (Including forfeiture and reissue)-Redemption of preference shares.					
<b>Unit:2</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>15-- hours</b>			
Issue and redemption of debentures					
<b>Unit:3</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>15-- hours</b>			
Profit prior to incorporation – Final accounts of companies					
<b>Unit:4</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>15-- hours</b>			
Amalgamation and absorption					
<b>Unit:5</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>13-- hours</b>			
Internal and External reconstruction					

<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars		
	<b>Total Lecture hours</b>	<b>75-- hours</b>
<b>Text Book(s)</b>		
1	Reddy T.S & Murthy. A Corporate Accounting Margham Publications, Chennai 2012, 6th Edition	
2	R.L.Gupta Advance Accountancy	
<b>Reference Books</b>		
1	Jain S.P. & Narang K.L Corporate Accounting Kalyani Publication, New Delhi 2016, Latest Edition,	
2	Shukla M.C Advanced Accounting Sultan Chand & Sons, New Delhi 2016, Latest Edition,	
<b>(Problems – 80 % and Theory 20 %)</b>		
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Senior second- financial accounting	
2	Introduction of accounting	
4		
Course Designed By: Mrs. G. Jacqueline Adaikalam hodcorporate@bishopambrose.in		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

#### SEMESTER-IV

Course code		TITLE OF THE COURSE	L	T	P	C
Core-IX		COMPANIES ACT 2013 AND SECRETARIAL PRACTICE-II	5	-	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to: To an enlighten the students' knowledge on Companies Act 2013, knowledge on Formation of Company, Documents required and Acts pertaining to it.						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Remember the basic levels of company					K1
2	Identify the role of Directors, Kinds of Directors Application for DIN under Companies rules 2014					K2
3	Evaluate the Corporate Governance, objectives, Need, Role of Auditors in Corporate Governance.					K2
4	Understand the dividend, payment of dividend, dividend warrant.					K2
5	Know the winding up procedures and Secretarial duties regarding winding up.					K2
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Title of the Unit (Capitalize each Word)				15-- hours	
Company Meeting – kinds of meetings – requisites of a valid meeting – Agenda – minutes – quorum – proxy – voting – poll – motion and resolution – Secretarial Standards (SS -1 & SS -2) – Secretarial duties in connection with meetings..						
Unit:2	Title of the Unit (Capitalize each Word)				15- hours	
Directors – appointment – qualification – Kinds – removal – casual vacancy – powers, duties, liabilities – managing director – appointment – rights and duties – KMP (Key Managerial Person) – Secretarial duties.						
Unit:3	Title of the Unit (Capitalize each Word)				15-- hours	
Books of Accounts and Registers – inspections – annual returns – circulation and filing – directors report – chairman's speech – appointment of auditors – qualification of auditors – auditors report – removable of auditors – secretarial duties.						
Unit:4	Title of the Unit (Capitalize each Word)				15-- hours	
Dividend – definition – statutory provision – power of board of directors regarding dividend – interim dividend – unclaimed dividend – dividend warrant – payment of interest out of capital – secretarial duties in connection with dividend.						

<b>Unit:5</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>13-- hours</b>
Winding up – meaning – modes of winding up – petitions for winding up – consequences of winding up – National Company Law Tribunal (NCLT) – duties of secretary in respect of each winding up.		
<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars		
	<b>Total Lecture hours</b>	<b>75-- hours</b>
<b>Text Book(s)</b>		
1	N.D.Kapoor – Company Law and Secretarial Practice – 2013 Act	
2	Dr. V. Balachandran – Hand Book of Company Law and Secretarial Practice – 2013 Act - Vijay Nicol Publication	
<b>Reference Books</b>		
1	ICSI STUDY MATERIAL	
2		
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Corporate planning and procedures	
2		
4		
Course Designed By:Mrs.G.JacquelineAdaikalam    hodcorporate@bishopambrose.in		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

#### SEMESTER-IV

Course code		TITLE OF THE COURSE	L	T	P	C
Core X		GENERAL LAWS	5	-	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
To acquire the knowledge on basic understanding of legislative practices in general law in the conduct of the corporate affairs						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	Explain Basic provisions of Companies meetings					K1
2	Acquire knowledge about the Key managerial person					K2
3	Understand the methods of appointment and removal of auditors					K2
4	Enumerate Legal procedure for declaration and payment of dividend					K2
5	To learn about winding of companies.					K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1						
Title of the Unit (Capitalize each Word)		15-- hours				
Constitution of India-Nature of Indian Constitution-fundamental rights-directive principles of state policy-freedom of trade, commerce and intercourse-constitutional provisions relating to state monopoly						
Unit:2						
Title of the Unit (Capitalize each Word)		15-- hours				
Negotiable Instruments Act, 1881 – characteristics – Types- Promissory Note- Bill of Exchange – Cheques – crossing of cheques – payment of cheques- collection of cheques- collection of cheques – Online Payment						
Unit:3						
Title of the Unit (Capitalize each Word)		15-- hours				
Transfer of property Act,1882: Important definitions – movable and immovable property- properties which cannot be transferred – rule against properties – lispendence – provisions relating to sale –mortgage-charge –lease-gift and actionable claim.						
Unit:4						
Title of the Unit (Capitalize each Word)		15-- hours				
Registration Act,1908: Registrable documents – compulsory and optional – Time and place of registration – consequences of non-registration – description of property – miscellaneous provisions						

<b>Unit:5</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>13-- hours</b>
<b>Arbitration Act, 1940:</b> Arbitration Agreement – Definitions – Appointment of Arbitrator – Powers of Arbitrator – Awards – Setting aside of Awards.		
<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars		
	<b>Total Lecture hours</b>	<b>75-- hours</b>
<b>Text Book(s)</b>		
1	General Laws – N.D.KAPOOR	
2	Dr.J.N.PandeyConstitutional Law of India Central law Agency 24th Edition 2019	
<b>Reference Books</b>		
1	ICSI StudyMaterial, BareActs.	
2	Durgadas and Basu The Constitution of India Lexis Nexis 24th Edition 2018	
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Advance corporate strategy	
2		
Course Designed By:Mrs.G.JacquilineAdaikalam hodcorporate@bishopambrose.in		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	M	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

#### SEMESTER-IV

Course code		TITLE OF THE COURSE	L	T	P	C
Core XI		CORPORATE FINANCE	5	-	-	4
Pre-requisite			Syllabus Version			
<b>Course Objectives:</b>						
The main objectives of this course are to:						
To help the students to develop knowledge and understanding of the Acquisition, Development and deployment of funds for the company.						
<b>Expected Course Outcomes:</b>						
On the successful completion of the course, students will be able to:						
1	Understand the key themes in corporate finance, finance function and importance of finance					K1
2	Analyze the relationship between strategic financial planning					K2
3	Acquaint the knowledge on capital structure and leverage.					K2
4	Understand the knowledge of financing and working capital Requirements.					K3
5	Understand the key concepts of financial market					K3
<b>K1</b> - Remember; <b>K2</b> - Understand; <b>K3</b> - Apply; <b>K4</b> - Analyze; <b>K5</b> - Evaluate; <b>K6</b> - Create						
<b>Unit:1</b>	<b>Title of the Unit (Capitalize each Word)</b>					<b>15-- hours</b>
Corporate Finance – meaning – nature and scope of Corporate finance – functions– objectives – profit maximization – wealth maximization- importance of financial management – finance manager – role.						
<b>Unit:2</b>	<b>Title of the Unit (Capitalize each Word)</b>					<b>15-- hours</b>
Financial planning – characteristics of a sound financial plan – factors affecting -financial plan – need for financial plan – capitalisation – over capitalization – under capitalization – capital gearing						
<b>Unit:3</b>	<b>Title of the Unit (Capitalize each Word)</b>					<b>15-- hours</b>
Capital structure – Business and Financial risks – financial and operating leverage– sources of funds – share capital – debt capital.						
<b>Unit:4</b>	<b>Title of the Unit (Capitalize each Word)</b>					<b>15-- hours</b>
Cost of Capital – importance of the concept – cost of different types of capital –average cost of capital – working capital – determinants of working capital – sources of working capital.						

<b>Unit:5</b>		<b>Title of the Unit (Capitalize each Word)</b>	<b>13-- hours</b>
Financial markets – money markets – recent – trends in capital market – termloans – institutional finance – unit trust of India – Industrial Finance Corporation – State Finance Corporation – IDBI			
<b>Unit:6</b>		<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars			
		<b>Total Lecture hours</b>	<b>75-- hours</b>
<b>Text Book(s)</b>			
1	KuchalS.C - CorporationFinance, Himalayan Publishing House, New Delhi		
2	PandeyI.M- FinancialManagement, Vikas Publishing House Pvt Limited, 2015		
<b>Reference Books</b>			
1	Kulkarni..P- FinancialManagement		
2	S.N.Maheswari- Corporate Finance		
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>			
1	Corporate Finance		
2			
4			
Course Designed By:Mrs.G.JacquilineAdaikalam    hodcorporate@bishopambrose.in			

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	M	S	S
<b>CO2</b>	M	S	M	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

#### SEMESTER-IV

Course code		TITLE OF THE COURSE	L	T	P	C
Supportive- IV		BUSINESS STATISTICS	4	1	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
1. This course introduces the concepts, methods and the application of , Statistical Tools that are essential for commerce, economics and industry						
2. To enable the students to learn the Statistical methods and their applications in Commerce						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	Understand the basic concepts statistics and collection of data				K1&K2	
2	Imparting knowledge on tabulation and presentation				K2&K3	
3	Have a comprehensive knowledge on Central tendency				K3	
4	Acquire knowledge on correlation and regression analysis				K3&K4	
5	Acquire knowledge on index numbers Mapping				K4	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1						
Title of the Unit (Capitalize each Word)		15-- hours				
Meaning and scope of statistics of data collection of data primary and secondary methods of primary data collection, editing secondary data collection and tabulation presentation if data by diagrams bar diagram and pie diagram. Graphic representation frequency distribution..						
Unit:2						
Title of the Unit (Capitalize each Word)		15- hours				
Mean- Median-Mode: Average simple and weighted mean, median, mode- geometric mean and harmonic mean. Their computation properties and uses Measures of dispersion Range. Quartile deviation and co-efficient of variation.						
Unit:3						
Title of the Unit (Capitalize each Word)		15-- hours				
Skewners – meaning Bowleys and Pearson’s co-efficient of skewers’ correlation meaning and definition – scatter diagram Pearson’s correlation co-efficient and liner prediction – regression in two variables – uses of regression.						
Unit:4						
Title of the Unit (Capitalize each Word)		15-- hours				
Interpolation, Newton Language and methods – Index numbers – meaning uses, methods of construction – Aggregative and relative types tests of an index number wholesale and cost of living index price data of India.						

<b>Unit:5</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>13-- hours</b>
Time series – meaning, components, models, business forecasting methods of estimating Trend graphic, Semi average, moving average and least square method seasonal variation method of simple average interpretation of statistics – Precaution – errors – methods of sampling and non – sampling errors.		
<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars		
	<b>Total Lecture hours</b>	<b>75-- hours</b>
<b>Text Book(s)</b>		
1	S.P.Gupta: Statistical Methods, Sultan Chand & Sons	
2	Sanchetti&Kapoor: Advanced Statistical Methods	
<b>Reference Books</b>		
1	Oxten. Cowden & Kreins: Applied General Statistics	
2		
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Business statistic	
2		
4		
Course Designed By:Mrs.G.JacquelineAdaikalam    hodcorporate@bishopambrose.in		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

#### SEMESTER-IV

Course code		TITLE OF THE COURSE	L	T	P	C
Skilled Based Subjects-2		PRACTICAL BANKING	3	-	-	3
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
1. This course enables the learners to update with the Modern banking practices, develop the knowledge in the field of banking.						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	Understand and explain the conceptual framework of banking					K1
2	To learn about the functions of banks and types of customers.					K2
3	To acquire knowledge on cheque and endorsement.					K3
4	Illustrate the various electronic payment methods					K3
5	Understand the concept of factoring and internet banking					K4 &6
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Title of the Unit (Capitalize each Word)				10-- hours	
Meaning & Definition of Banking, Banker and customer. Features of banking – Classification of Banks						
Unit:2	Title of the Unit (Capitalize each Word)				10-- hours	
Functions of Commercial banks, customers account with the Banker – Types of Customers.						
Unit:3	Title of the Unit (Capitalize each Word)				10-- hours	
Definition of Cheque – essentials and types of Cheque – crossing and types of crossing – endorsements and its effects, essentials of endorsement – Types of endorsement.						
Unit:4	Title of the Unit (Capitalize each Word)				8-- hours	
Credit cards – Meaning & Definition – Operation of credit card, Advantages and Disadvantages of credit card.						
Unit:5	Title of the Unit (Capitalize each Word)				5-- hours	
Factoring, Functions of Factoring, ATM, phone banking, Internet banking.						

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
	Total Lecture hours	45-- hours
Text Book(s)		
1	Indian Banking – R. Parameswaran, S, Natarajan.	
2	A Text book of Banking - Radhasamy M & Vasudevan	
Reference Books		
1	Banking of India -Panandigar.S.J	
2	Banking and Financial Systems - Santhanam	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Introduction to banking and financial management	
2		
Course Designed By:Mrs.G.JacquelineAdaikalam    hodcorporate@bishopambrose.in		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

**பாரதியார் பல்கலைக்கழகம் : கோயமுத்தூர்**  
**பகுதி - IV: தமிழ்த் தாள் - 2 - நான்காம் பருவம்**  
**இளங்கலை 2012-13 கல்வி ஆண்டுமுதல் சேர்வோர்க்குரியது**  
**(12-ம் வகுப்பு வரை தமிழ் மொழிப்பாடம் பயிலாதவர்களுக்கு)**  
**அக மதிப்பீட்டுத் தேர்வு மட்டும் - பல்கலைக்கழக எழுத்துத் தேர்வுகள் கிடையாது**

1. நீதி நூல்கள் : ஆத்திச்சூடி (முதல் 12) ("அறம் செய விரும்பு", முதல் "ஒளவியம் பேசேல்" வரை .  
 கொன்றை வேந்தன் - "அன்னையும் பிதாவும் முன்னறி தெய்வம்" முதல் எண்ணும் எழுத்தும் கண்ணெனத்தகும்" வரை (7)  
 திருக்குறள் (5)      1. அகர முதல ... (1)  
                                  2. செயற்கரிய ... (26)  
                                  3. மனத்துக் கண் ... (34)  
                                  4. கற்க கசடறக் ... (391)  
                                  5. எப்பொருள் யார் யார் ... (423)  
 எளிய நீதிக் கதைகள் - (தெனாலிராமன் கதைகள், பீர்பால் கதைகள், கிராமியக் கதைகள், ஈசாப் கதைகள் )
2. தமிழ் இலக்கியங்கள் : வரலாறு - குறிப்பு - அறிமுகம்  
 எடுத்துக்காட்டு : குறள் பற்றி எளிய தொடர்களில் அறிமுகம்  
 தமிழகம் - உணவுமுறை, விழாக்கள், கலைகள் பற்றியக் குறிப்புகள் .

**2012-2013 கல்வியாண்டு முதல் பயில்பவர்களுக்குப் பின்வரும் வினாத்தாள் அமைப்பு பின்பற்றப்பட வேண்டும்.**

	அக மதிப்பீட்டுத் தேர்வு மதிப்பெண் வழங்கும் முறை	மதிப்பெண்கள்
1.	வகுப்புத் தேர்வு-1	10
2.	வகுப்புத் தேர்வு-2	10
3.	மாதிரித் தேர்வு	10
4	பயிற்சிக் கட்டுரை	10
5	வாய்மொழித் தேர்வு	10
	மொத்த மதிப்பெண்கள்	50

**குறிப்பு : வாய்மொழித் தேர்வில் தமிழ்ச் செம்மொழி வரலாறு தொடர்பான வினாக்கள் மட்டுமே கேட்கப்பட வேண்டும்.**

## **PREFACE**

This book aims at imparting knowledge on “General Awareness” prescribed for the examination to be taken by the Undergraduate students of degree courses (Arts, Science, Commerce and Management) at the end of the fourth semester of Bharathiar University.

Following are the areas which cover the various test items prescribed in the syllabus:

1. Verbal Aptitude
2. Numerical Aptitude
3. Abstract Reasoning
4. Tamil and Other Literature
5. General Science and Technology and Education
6. Computer
7. Economics and Commerce
8. Social Studies
9. Sports
10. Current Affairs

In the question paper, there will be ten questions from each one of the ten areas cited above and totally 100 questions will be asked. A set of model questions is also provided in the appendix. The examinations will consist of items given in this book only. For questions on current affairs answers may be updated.

The book aims to inherit confidence among the students to face competitive examinations as UPSC, TNPSC, BSRB, LIC and other such recruiting agencies. The thorough knowledge of the book will equip the students with high level of competence.



# **Fifth Semester**

## SEMESTER-V

Course code		TITLE OF THE COURSE	L	T	P	C
Core-XII		COST ACCOUNTING	5	1	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
1. To enlighten the students on the importance of cost ascertainment, reduction and control						
2. To understand the methods of costing adopted by different types of industries						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	Explain Elements of cost and preparation of cost sheet and tenders.			K1,K2&K3		
2	Describe Procedure for preparation of Stores ledger Calculation of wages			K3		
3	Acquire knowledge about cost and financial accounting.			K2		
4	Demonstrate Classification and apportionment of overheads			K3		
5	Explain Unit costing, Job costing, Standard costing.			K3&K4		
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1		Title of the Unit (Capitalize each Word)	15-- hours			
Cost Accounting - Meaning and Objectives - Elements of cost - Preparation of cost sheet.						
Unit:2		Title of the Unit (Capitalize each Word)	20-- hours			
Material control- treatment of issue of material - Labour - methods of wage payment -Overheads - Classification, Apportionment and Absorption.						
Unit:3		Title of the Unit (Capitalize each Word)	20-- hours			
Reconciliation of Cost Accounting and Financial Accounting.						
Unit:4		Title of the Unit (Capitalize each Word)	15-- hours			
Methods of Costing - Contract costing and process costing						
Unit:5		Title of the Unit (Capitalize each Word)	18-- hours			
Material Costing - Break even analysis - Standard costing (Material and labour simple variances only).						
Unit:6		Contemporary Issues	2 hours			
Expert lectures, online seminars - webinars						
Total Lecture hours			90-- hours			

<b>Text Book(s)</b>	
1	Jain S.P., &Narang K.L Cost Accounting :KalyanipublishersLatest edition 2015
2	Maheswari. S N Principles of Cost Accounting :Sultan Chand & sons ,Latest edition 2016
<b>Reference Books</b>	
1	Pillai R.S.N,&Bagavathi V Cost accounting: S.Chand& Company Ltd.,New Delhi Latest edition 2015
2	V.K.Saxena&C.D.Vashist, “Cost Accounting”, Sultan Chand, New Delhi 2005.
<b>Distribution of Marks: 20% Theory, 80 % Problems</b>	
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>	
1	Cost accounting
2	
4	
Course Designed By:Dr.J.Thiravia Mary Gloria      thiraviagloria@gmail.com	

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

### SEMESTER-V

Course code		TITLE OF THE COURSE	L	T	P	C
Core XIII		INDUSTRIAL LAW	5	-	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
To impart various provisions of the important Acts related to Factories and Employees.						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Explain Factories Act, 1948 (health, safety and welfare measures)					K1
2	Describe Industrial Disputes Act, 1947 (strikes, lock outs, layoff and retrenchment					K2
3	illustrate Trade Union Act, 1926 and The Contract Labour (Regulation & Abolition) Act 1970 (growth, function, amalgamation and dissolution of trade union, welfare and health of contract labour)					K2
4	Demonstrate Payment of Wages Act, 1936 & Minimum Wages Act 1948 minimum rate of wages, time of payment and responsibility of payment) CO3					K2
5	Demonstrate the Workmen Compensation Act, 1923 (distribution of compensation, medical examination, notice and claim)					K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Title of the Unit (Capitalize each Word)				15-- hours	
Factories Act 1948 – provisions relating to Health, Safety and Welfare – Employment of child and young men – adult workers – women workers.						
Unit:2	Title of the Unit (Capitalize each Word)				15-- hours	
Industrial Disputes Act 1947 – Provision relating to strike, lockout and retrenchment.Layoff – closure – Machinery to solve dispute.						
Unit:3	Title of the Unit (Capitalize each Word)				15-- hours	
Employee State Insurance Act 1948: Definition and Employees Provident Fund- Miscellaneous Provision Act 1948: Schemes						
Unit:4	Title of the Unit (Capitalize each Word)				15-- hours	
Payment of Bonus Act 1965-meaning of gross profit- computation of available and allocable surplus – eligibility for bonus – minimum & maximum bonus – exemption – applicability of the act – employees state insurance Act of 1948 – definition –its-medical board – purpose for which funds can be spent – benefits.						

<b>Unit:5</b>		<b>Title of the Unit (Capitalize each Word)</b>	<b>13-- hours</b>
The minimum wage Act 1948 – workmen’s compensation Act 1923 – employers liability &non-liability. Partial - permanent- total disablement – accusation diseases.			
<b>Unit:6</b>		<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars			
		<b>Total Lecture hours</b>	<b>75-- hours</b>
<b>Text Book(s)</b>			
1	N.D.Kapoor - Industrial Laws.		
2	Sundaram S.M., Industrial law SreeMeenakshi publications, Karaikudi 5th Edition 2006		
<b>Reference Books</b>			
1	Arunkumarsen&Jitendra Kumar mitra- Industrial law The world Press Pvt.Ltd,Kolkata, 23rd Editon, 2004.		
2	MalikP.L., Industrial law-Eastern Book company, Lucknow 7th Editon, 2000		
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>			
1	Corporate planning and procedure		
2			
4			
Course Designed By:Dr.J.Thiravia Mary Gloria thiraviagloria@gmail.com			

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

## SEMESTER-V

Course code		TITLE OF THE COURSE	L	T	P	C
Core-XIV		CORPORATE ACCOUNTING -II	5	1	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
1. Aims to enlighten the students on the accounting procedures followed by the Companies.						
2. To enable the students to be aware on the Advanced Corporate Accounting in conformity with the provision of the Companies Act.						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	To learn about holding company accounts.		K1&K2			
2	Acquire knowledge about goodwill.		K2&K3			
3	Prepare Liquidator’s final statement of receipts and payments		K3			
4	Prepare Final accounts of Banking companies.		K3			
5	Prepare Final accounts of Insurance companies		K3			
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1		Title of the Unit (Capitalize each Word)	20-- hours			
Holding companies (New format).						
Unit:2		Title of the Unit (Capitalize each Word)	15- hours			
Valuation of shares and goodwill						
Unit:3		Title of the Unit (Capitalize each Word)	15-- hours			
Liquidation of companies						
Unit:4		Title of the Unit (Capitalize each Word)	20-- hours			
Banking company accounts (New format)						
Unit:5		Title of the Unit (Capitalize each Word)	18-- hours			
Insurance company accounts (New format)						
Unit:6		Contemporary Issues	2 hours			
Expert lectures, online seminars - webinars						
		Total Lecture hours	90-- hours			

<b>Text Book(s)</b>	
1	T.S.Reddy& Murthy – Corporate Accounting
2	Jain &Narang - Advanced Accountancy – Kalyani Publishers
<b>Reference Books</b>	
1	R L Gupta - Advanced Accountancy – Sulthan Chand Publishers
2	Pillai.RSN, Bhagavathy and Uma. S Advanced Accountancy Vol -II S.Chand Co 2016
<b>Problems – 80 % and Theory 20 %</b>	
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>	
1	Advance accounting
2	
4	
Course Designed By:Dr.J.Thiravia Mary Gloria thiraviagloria@gmail.com	

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

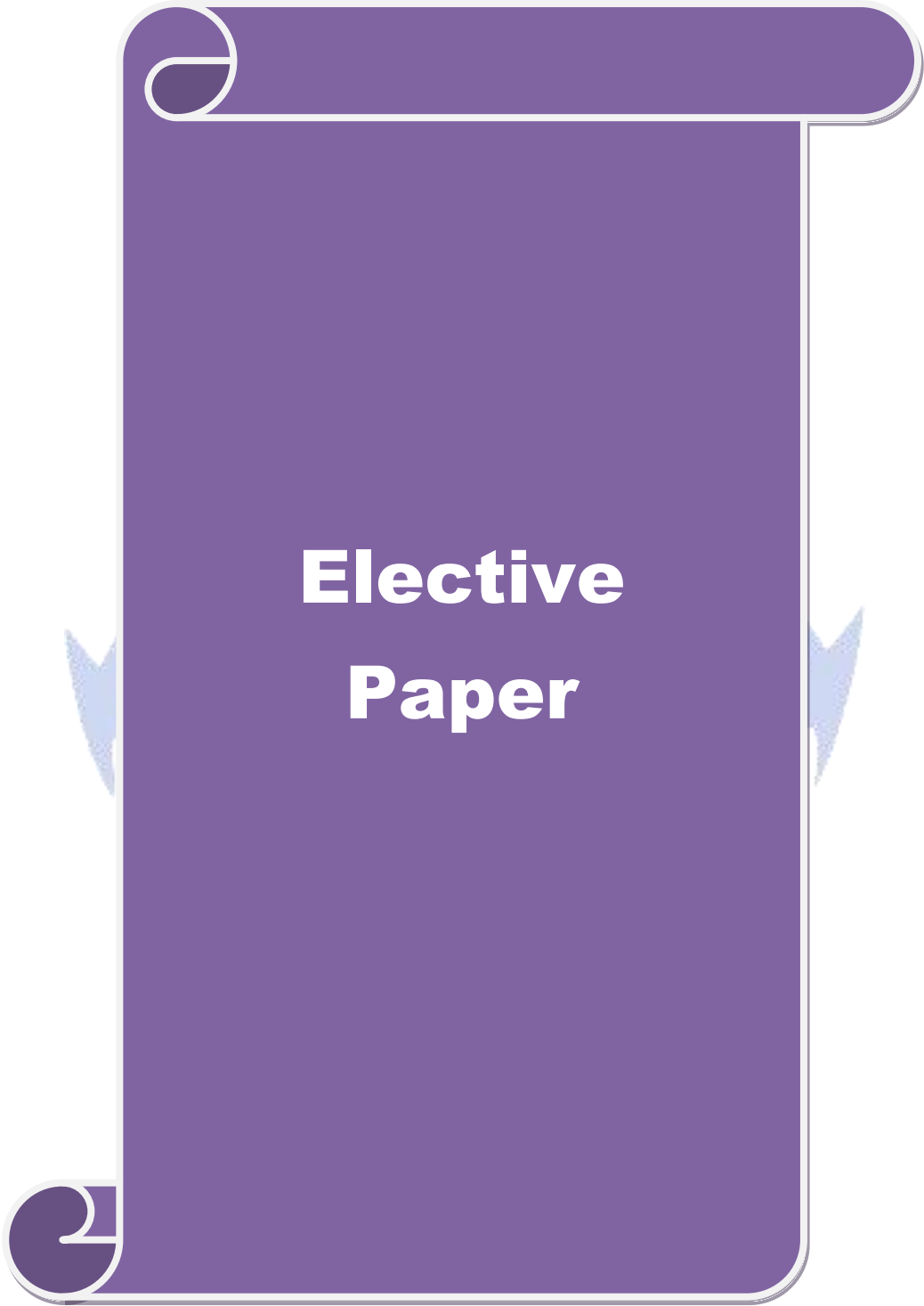
## SEMESTER-V

Course code		TITLE OF THE COURSE	L	T	P	C
Core-XV		TAXATION-I	4	1	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
1. To provide an in-depth knowledge on the provisions of Income Tax.						
2. To familiarize the students with recent amendments in Income-tax.						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	Describe basic concepts of Income tax and Income Tax Act, 1961 and Determine Residential status				K1	
2	Describe Income tax provisions relating to computation of Income under the head salary, House property				K2&K3	
3	To understand the Income tax provisions relating to computation of Income under the head Business and Profession.				K2&K3	
4	To understand Income tax provisions relating to computation of Income under the head setoff and carry forward				K3	
5	Discuss Procedure for assessment				K3	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1						
Title of the Unit (Capitalize each Word)		10-- hours				
Income Tax Act 1961 – Important Definitions – classes of Assessee – Residential status – Incidence of Taxations – Exempted income [Income not included in total income]..						
Unit:2						
Title of the Unit (Capitalize each Word)		20-- hours				
Computation of Income under various heads. Income from salaries – Income from House Property.						
Unit:3						
Title of the Unit (Capitalize each Word)		15-- hours				
Computation of Income under various heads. Business or Profession – Capital Gain.						
Unit:4						
Title of the Unit (Capitalize each Word)		15-- hours				
Income from other sources – set off and carry forward and set off losses – Deduction in total income.						

<b>Unit:5</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>13-- hours</b>
Income Tax Authorities and their Powers – filing of Returns – Procedure for Assessment.		
<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars		
	<b>Total Lecture hours</b>	<b>75-- hours</b>
<b>Text Book(s)</b>		
1	Gaur &Narang- Income Tax Law & Practice.	
2		
<b>Reference Books</b>		
1	Reddy and Murthy T.S      Income Tax Law and PracticeKalyani      Publications,      New Delhi 2019	
2	Balachandran.V and Thothadri.S      Taxation law and Practice-I      Prentice      Hall,      New Delhi 2019	
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Corporate tax planning	
2	Direct Tax-laws and practice	
4		
Distribution of Marks: 20% Theory, 80 % Problems		
Course Designed By:Dr.J.Thiravia Mary Gloria      thiraviagloria@gmail.com		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

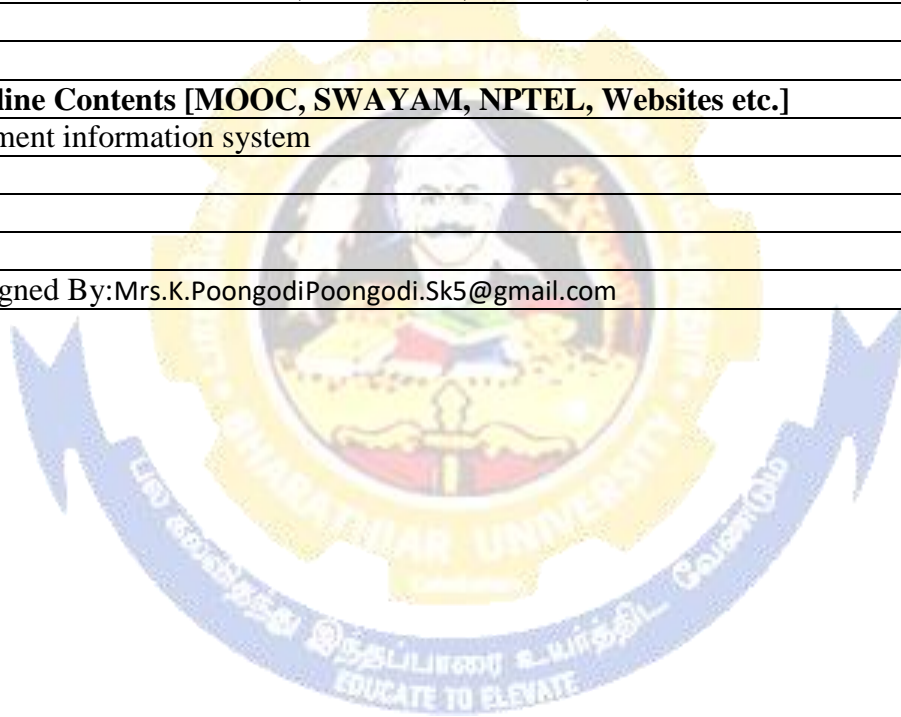


# **Elective Paper**

## SEMESTER-V

Course code	TITLE OF THE COURSE	L	T	P	C
Elective –I-A	MS OFFICE AND TALLY	5	-	-	4
Pre-requisite		Syllabus Version			
<b>Course Objectives:</b>					
The main objectives of this course are to:					
Recall the fundamental concepts of MS. Word, PowerPoint, MS.Excell and MS. Access					
<b>Expected Course Outcomes:</b>					
On the successful completion of the course, students will be able to:					
1	To carry students to work with MS office	K1,K2&K3			
2	Perform efficiently using MS excel	K1,K2&K3			
3	Enable the student to prepare a PowerPoint presentation	K1,K2&K3			
4	Enable to learn the MS Access and how to prepare queries	K1,K2&K3			
5	Apply practical knowledge of the student should be able to work efficiently in Tally.	K1,K2&K3			
<b>K1</b> - Remember; <b>K2</b> - Understand; <b>K3</b> - Apply; <b>K4</b> - Analyze; <b>K5</b> - Evaluate; <b>K6</b> - Create					
<b>Unit:1</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>15-- hours</b>			
MS WORD Basics – creating document – entering text – selecting text – saving files – word editing techniques – finding and replacing text – spell check – formatting with styles – creating tables – mail merge operations					
<b>Unit:2</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>15-- hours</b>			
EXCEL Basics – Entering Data – Selecting Ranges – Formatting entries – Simple calculation – Printing Worksheet – Copying entries between workbook – Moving sheet between workbooks – deleting sheets – creating graphs					
<b>Unit:3</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>15-- hours</b>			
POWERPOINT Basics – Adding subordinate points – Deleting slides – working in outline view – using a design templates – merging presentation slide – slide sorted view – adding graphs – organization charts – running an electronic slide show – adding special effects					
<b>Unit:4</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>15- hours</b>			
MS – ACCESS Basics – creating table – Entering and adding records – changing a table structure – creating forms – creating reports – creating mailing labels- establish relationship using queries to extract information					
<b>Unit:5</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>13-- hours</b>			
TALLY – opening a New Company – characteristics of tally – creating a ledger – working voucher – voucher entry – preparation of trial balance – books of accounts – cash book– ledger accounts – Journal register – statement of account and balance sheet.					

<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars – webinars		
	<b>Total Lecture hours</b>	<b>75-- hours</b>
<b>Text Book(s)</b>		
1	PC-Software for Office Automation – By R.K.Taxali	
2	Tally 9 Version by Nandhini&Nandhini – BPB Publications, NewDelhi	
<b>Reference Books</b>		
1	MS – Office 2013 – Complete Reference – By Stephen L. Nelson	
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1		
2		
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1. Management information system		
Course Designed By:Mrs.K.PoongodiPoongodi.Sk5@gmail.com		



## SEMESTER-V

Course code		TITLE OF THE COURSE	L	T	P	C
Elective-I-B		FINANCIAL MANAGEMENT	5	-	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
To enable the students to acquire knowledge of Financial Management						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	To Understand the financial functions and sources finance					K1
2	To understand the cost of capital					K2
3	To analyse the financial decision					K2
4	To discuss the capital structure and determinants of dividend policy					K3
5	To evaluate working capital structure and cash management					K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1		Title of the Unit (Capitalize each Word)	15- hours			
(Theory Only)Financial Function : meaning – Definition and scope of finance functions – Objectives of financial management – profit maximization and wealth maximization.Sources of finance – Short term – Bank sources – long term – shares – debentures,preferred stock – debt.						
Unit:2		Title of the Unit (Capitalize each Word)	15-- hours			
Problem & Theory Questions) Financing Decision : Cost of Capital – Cost of specific Source of capital – Equity – Preferred stock debt – reserves – weighted average cost of capital, Operating leverage and financial leverage						
Unit:3		Title of the Unit (Capitalize each Word)	15-- hours			
(Theory Only) Capital structure – Factors influencing capital structure – optimal capital structure – Dividend and dividend policy : Meaning , classification – sources available for dividends – Dividend policy -general determinants of dividend policy .						
Unit:4		Title of the Unit (Capitalize each Word)	15-- hours			
Theory Only)Working Capital Management : Working capital management - concepts – importance – Determinants of working capital.Cash Management : Motive for holding cash – Objectives and Strategies of cash management .Receivable Management : Objectives – Cost of credit Extension, benefits – credit policies– credit terms – collection polices.						
Unit:5		Title of the Unit (Capitalize each Word)	13-- hours			
Capital Budgeting – Meaning – Objectives- various types capital budgeting.						

<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars – webinars		
	<b>Total Lecture hours</b>	<b>75-- hours</b>
<b>Text Book(s)</b>		
1	T.m.Pandey - Financial Management.	
2	S.N.Maheswari - Management Accounting	
<b>Reference Books</b>		
1	P.V.Kulkarni - Financial Management.	
2	Khan and Jain - Financial Management – A Conceptual Approach	
<b>Theory carries 80 Marks, Problems carry 20 Mark)</b>		
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Financial Management	
2	Working Capital management	
Course Designed By:Mrs.K.PoongodiPoongodi.Sk5@gmail.com		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

## SEMESTER-V

Course code	TITLE OF THE COURSE	L	T	P	C
Elective –I–C	BUSINESS ENVIRONMENT	5	-	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to:					
To enable to student learn the concept and significance of Business environment and acquire knowledge about ethical values.					
Expected Course Outcomes:					
On the successful completion of the course, student will be able to:					
1	To gain knowledge about the concept and significance of Business environment				K1
2	To acquire knowledge about ethical values.				K2
3	To learn about global management issues in business				K2
4	To study about fiscal policy and direct and indirect taxes				K3
5	To know about the role of FEMA and SEBI in the business				K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)			15-- hours	
Business environment - The concept and significance - constituents of business environment - Business and society, Business & ethics - Social responsibility - Environmental Pollution and control. Business and culture -					
Unit:2	Title of the Unit (Capitalize each Word)			15-- hours	
Managing Ethics - Frame work of organizational ethic theories and sources, ethics across cultures, factors influencing business ethics, ethical decision making, ethical values and stakeholders, ethics and profit.					
Unit:3	Title of the Unit (Capitalize each Word)			15-- hours	
Global management Issues- MNCs Politics and Environment Multi national corporations and Government relationship, Business in Politics, Managing environmental quality, Ethics & Profit in Business.					
Unit:4	Title of the Unit (Capitalize each Word)			15-- hours	
Fiscal Policy - Central finances and New fiscal policy - Direct and indirect Tax structure, Service Tax problems and reforms - Expenditure Tax - Public debts & deficit financing.					
Unit:5	Title of the Unit (Capitalize each Word)			13-- hours	
Legal environment of business -. Foreign Exchange Management Act-1 Securities and Exchange Board of India Act - Customs & Central Excise Act- - Pattents Act					

<b>Unit:6</b>		<b>Contemporary Issues</b>		<b>2 hours</b>	
Expert lectures, online seminars – webinars					
		<b>Total Lecture hours</b>		<b>75-- hours</b>	
<b>Text Book(s)</b>					
1	Adhikari M - Economic Environment ofmanagement				
2	Francis Cherunilam - BusinessEnvironment				
3	Pruti S. - Economic & Managerial Environment in India				
<b>Reference Books</b>					
1	ShaikhSaleem – Business Environment, Pearson Education,2006				
2	Davis & Keith William C. Frederik - Business and society				
3	Amarchand D - Government andBusiness				
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>					
1	Introduction of NGO management				
2					
Course Designed By:Mrs.K.PoongodiPoongodi.Sk5@gmail.com					
<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

## SEMESTER-V

Institutional Training (One Month) \*\* - 50 marks

**Course objectives**-The purpose of this skill enhancing (Training) core paper is to bridge the theoretical fundamentals with that of actual practice and to inculcate a spirit of inquiry & research rigor to investigate the nuances that go into the working of the industry at large. Apart from adapting as team-worker, students are expected to gather, filter the required information and report the dynamics of the chosen industry in a standardized format.



**SEMESTER-V**

Course code		TITLE OF THE COURSE	L	T	P	C
Skill based Subject-3:		MS Office and Tally 2013Version (Practical)	3	-	-	3
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
Aim to create knowledge on MS words, MS –Excel, MS Access and PowerPoint to meet the new corporate world.						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	Create mail merge, documents, templates and text formatting				K1,K2&K6	
2	Prepare worksheets and drawing graphs				K1,K2&K6	
3	Organize data and manipulate files				K1,K2&K6	
4	Create new slides and insert clip arts and pictures.				K1,K2&K6	
5	Learn to create company,voucher ledger and balance sheet and profit and loss account				K1,K2&K6	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1		Title of the Unit (Capitalize each Word)	10-- hours			
1. To Prepare a Bio-Data usingtables. 2. Type the text check spelling and numbering the list items and align, left, rightjustify. 3. To perform a mailmerge. 4. Prepare a document in a Newspaper Column layout using Dropcap. 5. Page layout, Header and footer formatting.						
Unit:2		Title of the Unit (Capitalize each Word)	8- hours			
1. To prepare a Mark list forStudents. 2. To calculate simple interest and compoundinterest. 3. Header and footer, pagelayout.						
Unit:3		Title of the Unit (Capitalize each Word)	10-- hours			
1. To prepare a Mark list forstudent 2. To create a Mailingtables						
Unit:4		Title of the Unit (Capitalize each Word)	7- hours			
1. To prepare an OrganizationChart 2. To implement all the Animations into aslide						

<b>Unit:5</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>8-- hours</b>
1. To create a Company voucher & ledger & record minimum transactions and display the result. 2. To prepare a Balance Sheet 3. To prepare a Profit & Loss Account.		
<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars		
	<b>Total Lecture hours</b>	<b>45-- hours</b>
<b>Text Book(s)</b>		
1	Official Guide to Financial Accounting Using Tally.ERP 9 with GST Paperback, Tally Education Pvt. Ltd, 2018	
2		
<b>Reference Books</b>		
1	Rajesh Chheda, Learn Tally.ERP 9 with GST and E-Way Bill Paperback, 2018	
2		
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Front accounting	
2		
4		
Course Designed By: Dr. J. Thiraviam Mary Gloria      thiraviagloria@gmail.com		

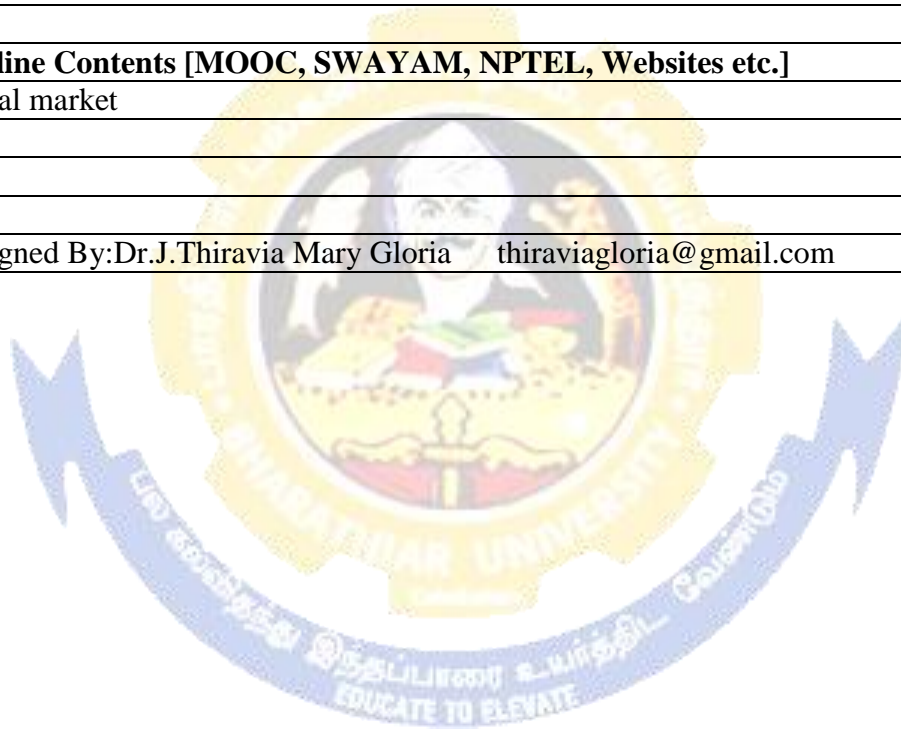


# **Sixth Semester**

## SEMESTER-VI

Course code		TITLE OF THE COURSE	L	T	P	C
Core XVI		SECURITY LAWS AND FINANCIAL MARKET	5	-	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course a						
To Enable the Students to Acquire Knowledge Regarding the Various provisions in Capital Market Legislations.						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	To learn about financial market.				K1&K2	
2	Explain Primary & Secondary Markets				K2	
3	Discuss about the new issue market.				K2	
4	Understand the concept of mutual fund.				K3	
5	Enumerate the knowledge about Depositories Act, 1996.				K2	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1		Title of the Unit (Capitalize each Word)			15-- hours	
Financial Market- Capital Market –Money market –Participants and Instruments in Capital market & money market						
Unit:2		Title of the Unit (Capitalize each Word)			15-- hours	
Securities Contract (Regulation) Act, 1956-Object of the Act- Regulatory framework governing Indian Capital market- Role and Powers of SEBI- Recognition of stock exchange- Bye laws- Membership in Stock exchange- Eligibility- Powers of Central Government						
Unit:3		Title of the Unit (Capitalize each Word)			15- hours	
New issue market –Parties involved in the new issue market –Govt and Statutory agencies- Collection centers- Placement of issue –Allotment of shares –Investors Protection in the Primary market – secondary market – role of intermediaries.						
Unit:4		Title of the Unit (Capitalize each Word)			15-- hours	
Mutual Fund – Meaning –Definitions –Types –Performance, Evaluation –SEBI Regulations on mutual fund-Mutual Fund present status						
Unit:5		Title of the Unit (Capitalize each Word)			13-- hours	
Depositories Act, 1996- Importance-definition –Depository Participants-Dematerialization – Opening of Demate- SEBI Regulation-Credit Rating – Concepts –Importance- Benefits in India –Rating process –Rating symbols						

<b>Unit:6</b>		<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars			
		<b>Total Lecture hours</b>	<b>75-- hours</b>
<b>Text Book(s)</b>			
1	Security Analysis & Portfolio management- PunithavathiPandian		
2	Securities Market in India- Balakrishnan & Natras		
<b>Reference Books</b>			
1	Financial Services- Gardon & Natarajan		
2	Investment Management- Avadhani		
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>			
1	Financial market		
2			
4			
Course Designed By: Dr. J. Thiraviam Mary Gloria      thiraviagloria@gmail.com			



## SEMESTER-VI

Course code		TITLE OF THE COURSE	L	T	P	C
Core-XVII		CORPORATE LAWS	5	-	-	4
Pre-requisite			Syllabus Version			
<b>Course Objectives:</b>						
The main objectives of this course are to:						
1. To enable the students to acquire knowledge regard the various provisions in Economic Legislations and to know the facts and concepts regarding the Foreign Exchange Management and IP Laws.						
<b>Expected Course Outcomes:</b>						
On the successful completion of the course, students will be able to:						
1	Acquaint the knowledge on Competition Act-2002.					K1
2	To know about Environmental Laws.					K2
3	To learn about the Foreign Exchange Management Act, 1999					K2
4	Understand the Patent Laws Trademarks, Copyright					K3
5	To learn about the Consumer Protection Act, 1986.					K3
<b>K1</b> – Remember; <b>K2</b> – Understand; <b>K3</b> – Apply; <b>K4</b> – Analyze; <b>K5</b> – Evaluate; <b>K6</b> – Create						
<b>Unit:1</b>	<b>Title of the Unit (Capitalize each Word)</b>					<b>15-- hours</b>
Competition Act-2002- Objectives – Definitions- Competition Commission of India – Anti – Competitive Agreements – abuse of Deminal position – Regulation of combinations – Penalties.						
<b>Unit:2</b>	<b>Title of the Unit (Capitalize each Word)</b>					<b>15-- hours</b>
Environment Laws						
a)Water (prevention and control of Pollution) Act – Various Boards functions and Powers						
b)Air (provision and control of pollution) Act 1981 – Various Boards functions and Powers.						
c)Environmental protection Act – 1986. Legal and regulatory frame work procedures for obtaining various environmental clearances – Role and function of Environmental tribunal / Authority – Appearance before Environment Tribunal / Authority, Environment Audit.						
<b>Unit:3</b>	<b>Title of the Unit (Capitalize each Word)</b>					<b>15-- hours</b>
Foreign Exchange Management Act 1999 – objectives and definitions under FEMA – Dealings in Foreign Exchange – Holding for Foreign Exchange etc- Current account transactions, Capital; account transactions – Export of goods and reviewed realization and repatriation of foreign exchange – Exemptions authorized – person – Penalties and enforcement – Appellate Tribunal etc.						
<b>Unit:4</b>	<b>Title of the Unit (Capitalize each Word)</b>					<b>15-- hours</b>
Patent Laws – Trademarks – Copyright- meaning, objectives, registration, infringement.						

<b>Unit:5</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>13-- hours</b>
Consumer Protection Act,1986 – Definitions – Consumer protection councils – Consumer dispute redressal Agencies – Consumer Rights.		
<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars – webinars		
	<b>Total Lecture hours</b>	<b>75-- hours</b>
<b>Text Book(s)</b>		
1	Economics and other legislation-GlslanKapoor	
2	Corporate Laws-Taxman Publications	
<b>Reference Books</b>		
1	Economic Laws-YCSI Study Material	
2	Intellectual Property Rights Law-B.S.Xlasyanan	
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Corporate laws	
2		
4		
Course Designed By:		

<b>Mapping with Programme Outcomes</b>					
<b>Cos</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

## SEMESTER-VI

Course code	TITLE OF THE COURSE		L	T	P	C
Core-XVIII	MANAGEMENT ACCOUNTING		4	1	-	4
Pre-requisite			Syllabus Version			
<b>Course Objectives:</b>						
The main objectives of this course are to:						
1. To help the students to acquire knowledge regarding the concepts of management accounting through various techniques						
<b>Expected Course Outcomes:</b>						
On the successful completion of the course, students will be able to:						
1	Explain Management accounting concepts and techniques for business decisions					K1
2	Discuss Analysis and interpretation of financial statements					K2&K3
3	Prepare fund flow and cash flow statement.					K3
4	Prepare Budget and budgetary control					K3&K4
5	To learn about concept of capital budgeting..					K4&K5
<b>K1– Remember; K2– Understand; K3– Apply; K4– Analyze; K5– Evaluate; K6– Create</b>						
<b>Unit:1</b>	<b>Title of the Unit (Capitalize each Word)</b>				<b>15-- hours</b>	
Management Accounting – Meaning – Definitions – Scope and Objectives – Advantages – Distinctions between Management and Financial Accounting, Management accounting Vs Cost Accounting.						
<b>Unit:2</b>	<b>Title of the Unit (Capitalize each Word)</b>				<b>15-- hours</b>	
Analysis and interpretation of Financial statements – Analysis for Liquidity. Profitability and solvency –Accounting ratios- their significance, utility and Limitations.						
<b>Unit:3</b>	<b>Title of the Unit (Capitalize each Word)</b>				<b>15-- hours</b>	
Fund Flow analysis – Cash Flow analysis.						
<b>Unit:4</b>	<b>Title of the Unit (Capitalize each Word)</b>				<b>15-- hours</b>	
Budgets and Budgetary control – Objectives, Advantages –Limitations – Preparation of Different type of Budgets- Marginal Costing.						
<b>Unit:5</b>	<b>Title of the Unit (Capitalize each Word)</b>				<b>13-- hours</b>	
Concept of capital Budgeting –Importance of Capital Budgeting –Kinds of Capital Investment Proposals – Capital investment decisions Capital budgeting methods						

<b>Unit:6</b>		<b>Contemporary Issues</b>		<b>2 hours</b>	
Expert lectures, online seminars – webinars					
		<b>Total Lecture hours</b>		<b>75-- hours</b>	
<b>Text Book(s)</b>					
1	MAGESWARI- Management Accounting –Sulthan Chand Publishers				
2	SharmaR.K., &ShahiK.Gupta Kalyani Publishers, New Delhi 2016				
<b>Reference Books</b>					
1	Reddy T.S., and Hari Prasad Reddy Y Management Accounting Margham Publications, Chennai 3 <sup>rd</sup> Edition, 2005				
2	NisarAhamad Management Accounting Anmol Publications Pvt., Ltd., New Delhi 2014				
<b>Distribution of Marks: 20% Theory, 80 % Problems</b>					
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>					
1	Management Accounting				
2	Content of management system				
4					
Distribution of Marks: 20% Theory, 80 % Problems					
Course Designed By:Dr.J.Thiravia Mary Gloria thiraviagloria@gmail.com					

<b>Mapping with Programme Outcomes</b>					
<b>Cos</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

## SEMESTER-VI

Course code		TITLE OF THE COURSE	L	T	P	C
Elective –II-A		GOODS AND SERVICES TAX (GST)	6	-	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
Understand the traders who are responsible to pay GST to State Government and exemptions, provisions relates to exemption from registration and e-filing.						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Explaining features of GST, various indirect taxes subsuming in GST, Constitutional amendment and benefits of GST				K1	
2	Provides information to understand the traders who are responsible to pay GST to State Government and exemptions				K1&K2	
3	Regulates the procedure and time for registration of traders and provide awareness relates to exemption from registration				K1&K2	
4	Demonstrate the documents which is necessity to filing regards outward goods, inward goods, annual returns and claims.				K2&K3	
5	Defines about GST network and structure of e- filling.				K2&K3	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1						
Unit:1		Title of the Unit (Capitalize each Word)			15-- hours	
Introduction to Goods and Services Tax (GST)						
Objectives and basic scheme of GST, Meaning – Salient features of GST – Subsuming of taxes – Benefits of implementing GST – Constitutional amendments – Structure of GST – Central GST						
Unit:2						
Unit:2		Title of the Unit (Capitalize each Word)			15-- hours	
CGST Act, SGST Act (Tamilnadu State)						
Salient features of CGST Act, SGST Act (Tamilnadu State) – Meaning and Definitions – Tamilnadu GST Council – Rates of GST						
Unit:3						
Unit:3		Title of the Unit (Capitalize each Word)			20-- hours	
Procedure and Levy UnderGST						
Registration under GST: Procedure for registration- Persons liable for registration – Persons not liable for Registration – Compulsory registration – Exempted goods and services						

<b>Unit:4</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>20-- hours</b>
<b>Assessment and Returns</b>		
Furnishing details of outward supplies and inward supplies, First return – Claim of input tax credit – Annual return and final return – Assessment of tax and tax liability.		
<b>Unit:5</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>18-- hours</b>
<b>GST and Technology-</b> GST Network – Structure – Powers and Functions		
<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars – webinars		
	<b>Total Lecture hours</b>	<b>90-- hours</b>
<b>Text Book(s)</b>		
1	Deloitte – GST Era Beckons, Wolters Kluwer.	
2	Madhukar N. Hiregange – Goods and Services Tax, Wolters Kluwer	
3	Goods & Service Tax – India Journey – N. K. Gupta &SunnaniaBatia – Barat’s Publication	
<b>Reference Books</b>		
1	All About GST – V. S. Datey – Taxman’s	
2	Guide to GST – CA. Rajat Mohan	
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Introduction of GST	
2		
4		
Course Designed By:Mrs.K.PoongodiPoongodi.Sk5@gmail.com		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

## SEMESTER-VI

Course code		TITLE OF THE COURSE	L	T	P	C
Elective-II-B		MARKETING MANAGEMENT	6	-	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
To enable the students to acquire knowledge of marketing management-functions, product life cycle, characteristics and brand decision						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	To understand Principles of marketing management					K1
2	To earn knowledge about Functions of marketing management					K2
3	To acquire knowledge about Product life cycle					K3
4	To study about marketing characteristics					K3
5	To create knowledge about Brand decision					K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1						
Unit:1		Title of the Unit (Capitalize each Word)	15-- hours			
Definition of Marketing - Marketing Management- Marketing concept –meaningImportance of marketing in developing countries - Functions of Marketing –Marketingenvironment: various environmental factors affecting the marketing function.						
Unit:2						
Unit:2		Title of the Unit (Capitalize each Word)	15-- hours			
Buyer Behaviour - Buying motives - explanation of motivation – Market Segmentationof different bases - Marketing strategy - Market Structure - Definition and types ofchannel - Channel selection & problems.						
Unit:3						
Unit:3		Title of the Unit (Capitalize each Word)	20-- hours			
The Product-Marketing characteristics -consumer goods-industrial goods- Productionpolicy - Product Life Cycle (PLC) - Product mix - modification & elimination - packing- Developing new Products- strategies.						
Unit:4						
Unit:4		Title of the Unit (Capitalize each Word)	20-- hours			
Pricing: Meaning to Buyer & Seller - pricing policies – Objective factors influencingpricing decisions - Competitors action to price changes - multiproduct pricing. PhysicalDistribution - Management of physical distribution - marketing risks.						
Unit:5						
Unit:5		Title of the Unit (Capitalize each Word)	18-- hours			
Branding Decisions: Brand-Brand Image, Brand Identity-Brand Personality -Positioningand leveraging the brands-Brands Equity.						

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
	Total Lecture hours	90hours
Text Book(s)		
1	Philip Kotler - Marketing Management	
2	Rajan Nair - Marketing Management	
3	Cundiff and Still - Fundamentals of modern marketing	
Reference Books		
1	Principles of Marketing - Philip Kotler&Gary Armstrong	
2	Marketing Management - V.S. Ramasamy and Namakumari	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Marketing management	
2		
3		
Course Designed By:Dr.D.Yuvaraaj		
Yuvakirthik73@gmail.com		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

## SEMESTER-VI

Course code	TITLE OF THE COURSE	L	T	P	C
Elective-II-C	SECURITY MANAGEMENT	6	-	-	4
Pre-requisite		Syllabus Version			
<b>Course Objectives:</b>					
The main objectives of this course a					
To Enable the Students to Acquire Knowledge Regarding the Various provisions in Capital Market Legislations.					
<b>Expected Course Outcomes:</b>					
On the successful completion of the course, student will be able to:					
1	To learn about financial market.	K1&K2			
2	Explain Primary & Secondary Markets	K2			
3	Discuss about new issue market.	K2			
4	Understand the concept of mutual fund.	K3			
5	Enumerate the knowledge about Depositories Act, 1996.	K2			
<b>K1</b> - Remember; <b>K2</b> - Understand; <b>K3</b> - Apply; <b>K4</b> - Analyze; <b>K5</b> - Evaluate; <b>K6</b> - Create					
<b>Unit:1</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>15-- hours</b>			
Financial Market- Capital Market –Money market –Participants and Instruments in Capital market & money market					
<b>Unit:2</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>20-- hours</b>			
Securities Contract (Regulation) Act, 1956-Object of the Act- Regulatory framework governing Indian Capital market- Role and Powers of SEBI- Recognition of stock exchange- Bye laws- Membership in Stock exchange- Eligibility- Powers of Central Government					
<b>Unit:3</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>20-- hours</b>			
New issue market –Parties involved in the new issue market –Govt and Statutory agencies- Collection centers- Placement of issue –Allotment of shares –Investors Protection in the Primary market – secondary market – role of intermediaries.					
<b>Unit:4</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>15-- hours</b>			
Mutual Fund – Meaning –Definitions –Types –Performance, Evaluation –SEBI Regulations on mutual fund-Mutual Fund present status					
<b>Unit:5</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>18-- hours</b>			
Depositories Act, 1996- Importance-definition –Depository Participants-Dematerialization – Opening of Demate- SEBI Regulation-Credit Rating – Concepts –Importance- Benefits in India –Rating process –Rating symbols					

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars – webinars		
	Total Lecture hours	90-- hours
Text Book(s)		
1	Security Analysis & Portfolio management- PunithavathiPandian	
2	Securities Market in India- Balakrishnan&Natras	
Reference Books		
1	Financial Services- Gardon&Natarajan	
2	Investment Management-Avadhani	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Financial markets	
2		
4		
Course Designed By:Dr.D.Yuvaraj		
Yuvakirthik73@gmail.com		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

## SEMESTER-VI

Course code		TITLE OF THE COURSE	L	T	P	C
Elective –III -A		ORGANIZATIONAL BEHAVIOUR	6	-	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
To enable the students to learn principles, concepts of Business,nature and types of business organizations						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	To understand the nature and types of Business Organisation					K1&K2
2	Develop an idea about the various sources of finance of a business.					K1&K2
3	Gain knowledge about the personality attributes OB					K2
4	To analyse the decision making process.					K2
5	To know about the power, policies and conflicts in a business organization.					K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Title of the Unit (Capitalize each Word)					15-- hours
Definition – nature scope – contributing disciplines to the field of organizationalbehaviour - Historical evolution of organizational behaviour.						
Unit:2	Title of the Unit (Capitalize each Word)					15-- hours
Major personality attributes influencing OB – Organizational application of learning – application of perception in the organization – decision making – values – attitudes.						
Unit:3	Title of the Unit (Capitalize each Word)					20-- hours
The Group Definition – classification – group development – group structure – group decision – making – teams , power – policies – conflicts						
Unit:4	Title of the Unit (Capitalize each Word)					20-- hours
Motivation and Leadership Motivation – meaning – process – early theories – contemporary theories- application of motivation techniques – leadership – definition – characteristics – functions – styles – theories : Trait theories – behavioural theories – contingency theories – recent approaches						
Unit:5	Title of the Unit (Capitalize each Word)					18-- hours
Organizational System and Dynamics System approach to organization – organizational culture – management of change. Need – resistance – organizational development: Meaning – characteristics – Techniques – organizational effectiveness						

<b>Unit:6</b>		<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars – webinars			
		<b>Total Lecture hours</b>	<b>90-- hours</b>
<b>Text Book(s)</b>			
1	Y.K.Bhushan – Business Organisation and Management – Sultanchand& sons		
2	Shukla - Business Organisation and Management – S.Chand& Company Ltd.,		
<b>Reference Books</b>			
1	Robbins 1998 Organizational Behaviour, New Delhi, Prentice Hall of India PvtLtd		
2	Freed Luthans 1998 Organizational Behaviour, New Delhi, MC Graw Hill International Edition		
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>			
1	Organizational behavior		
2			
3			
Course Designed By:Dr.D.Yuvaraaj		Yuvakirthik73@gmail.com	

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

S-Strong; M-Medium; L-Low

## SEMESTER VI

Course code	TITLE OF THE COURSE		L	T	P	C
Elective-III-B	INTRODUCTION TO INDUSTRY 4.0		6	-	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
At the end of completing this course, students will have knowledge on Industry 4.0, need for digital transformation and the following Industry 4.0 tools:						
1. Artificial Intelligence						
2. Big Data and Data Analytics						
3. Internet of Things						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	To understand the technologies of Industry 4.0					K1
2	To study about artificial intelligence					K2
3	To enumerate Big data Analytics					K2
4	To analyse the application IoT in manufacturing units					K3
5	To recall Internet things					K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Title of the Unit (Capitalize each Word)				15- hours	
Industry 4.0- Need – Reason for Adopting Industry 4.0 - Definition – Goals and Design Principles -Technologies of Industry 4.0 – Big Data – Artificial Intelligence (AI) – Industrial Internet of Things - Cyber Security – Cloud – Augmented Reality						
Unit:2	Title of the Unit (Capitalize each Word)				20-- hours	
Artificial Intelligence : Artificial Intelligence (AI) – What & Why? - History of AI -Foundations of AI -The AI - environment - Societal Influences of AI - Application Domains and Tools - Associated Technologies of AI - Future Prospects of AI - Challenges of AI						
Unit:3	Title of the Unit (Capitalize each Word)				20-- hours	
Big Data : Evolution - Data Evolution - Data : Terminologies - Big Data Definitions -Essential of Big Data in Industry 4.0 - Big Data Merits and Advantages - Big Data Components : Big Data Characteristics - Big Data Processing Frameworks - Big Data Applications - Big Data Tools - Big Data Domain Stack : Big Data in Data Science – Big Data in I o T - Big Data in Machine Learning - Big Data in Databases - Big Data Use cases : Big Data in Social Causes - Big Data for Industry - Big Data Roles and Skills -Big Data. Roles - Learning Platforms; Internet of Things (I o T) : Introduction to I o T – Architecture of I o T - Technologies for I o T - Developing I o T Applications - Applications of I o T -Security in I o T						

<b>Unit:4</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>15-- hours</b>
Applications of I o T – Manufacturing – Healthcare – Education – Aerospace and Defense – Agriculture – Transportation and Logistics – Impact of Industry 4.0 on Society: Impact on Business, Government, People. Tools for Artificial Intelligence, Big Data and Data Analytics, Virtual Reality, Augmented Reality, I o T, Robotics		
<b>Unit:5</b>	<b>Title of the Unit (Capitalize each Word)</b>	<b>18-- hours</b>
Jobs 2030-Industry 4.0 – Education 4.0 – Curriculum 4.0 – Faculty 4.0 – Skills required for Future -Tools for Education – Artificial Intelligence Jobs in 2030 – Jobs 2030 - Framework foraligning Education with Industry 4.0		
<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars – webinars		
	<b>Total Lecture hours</b>	<b>90-- hours</b>
<b>Text Book(s)</b>		
1	P. Kaliraj, T. Devi, Higher Education for Industry 4.0 and Transformation to Education5.0, 2020	
2		
<b>Reference Books</b>		
1		
2		
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1		
2		
Course Designed By:Dr.J.Thiravia Mary Gloria      thiraviagloria@gmail.com		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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

## SEMESTER VI

Course code	TITLE OF THE PAPER		L	T	P	C
Elective –III C	CORPORATE GOVERNANCE		6	-	-	4
Pre-requisite			Syllabus Version			
<b>Course Objectives:</b>						
The main objectives of this course are to:						
Toenable to the students learn Corporate Governance ,E-Governance and social ethics in the Industrial world						
<b>Expected Course Outcomes:</b>						
On the successful completion of the course, student will be able to:						
1	To recall corporate governance and social ethics					K1
2	To understand legal position and liabilities of Directors					K2
3	To analyses company Audit					K2
4	To discuss new companies bill and CII report 1998					K2
5	To enumerate recent trends in E-Governance					K3
<b>K1</b> - Remember; <b>K2</b> - Understand; <b>K3</b> - Apply; <b>K4</b> - Analyze; <b>K5</b> - Evaluate; <b>K6</b> - Create						
<b>Unit:1</b>						
<b>Title of the Unit (Capitalize each Word)</b>		<b>20-- hours</b>				
Corporate governance–overview–macro issuesBoard of governance – corporate social responsibility - Business ethics – corporate social reporting–SEBI committee on corporate governance						
<b>Unit:2</b>						
<b>Title of the Unit (Capitalize each Word)</b>		<b>20-- hours</b>				
Corporate governance and the role of the Board (BOD) – Corporate governance system worldwide – The Board, CEO and the chairman – Non-executive Directors–Legal position and liabilities of Directors.						
<b>Unit:3</b>						
<b>Title of the Unit (Capitalize each Word)</b>		<b>18-- hours</b>				
Company audit – Auditor’s Independence – Audit committees – Audit committees and Corporate governance – Management Audit – tool for value addition–(Economic value addition)Corporate disclosures – Disclosures norms and investors interest - Corporate Governance Report of Infosys.						
<b>Unit:4</b>						
<b>Title of the Unit (Capitalize each Word)</b>		<b>15-- hours</b>				
New companies bill – companies Act 1997 – classification of companies – Corporate restructuring – mergers and takeovers – Desirable Corporate Governance in India - CII report 1998.						
<b>Unit:5</b>						
<b>Title of the Unit (Capitalize each Word)</b>		<b>15-- hours</b>				
E – governance – trends in E-governance – Business process reengineering - value based management – ethical imperatives in corporate governance – Environmental reporting - Corporate Governance rating - Models of rating.						

<b>Unit:6</b>	<b>Contemporary Issues</b>	<b>2 hours</b>
Expert lectures, online seminars - webinars		
	<b>Total Lecture hours</b>	<b>90-- hours</b>
<b>Text Book(s)</b>		
1	Corporate Governance – The new paradigm – N. Gopalsamy Wheeler Publishing.	
2	Takover, Restructuring, and Corporate Governance – J.Fred Weston, Mark L. Mitchell, J.HaroldMaltherin – Pearson Education.	
<b>Reference Books</b>		
1	Corporate Governance - Dr.S.Singh - Excel Books.	
2		
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>		
1	Corporate Goverance	
2		
Course Designed By:Dr.D.Yuvaraaj		
Yuvakirthik73@gmail.com		

<b>Mapping with Programme Outcomes</b>					
<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	S	S	S	S	S
<b>CO2</b>	M	S	S	S	M
<b>CO3</b>	S	S	M	S	S
<b>CO4</b>	S	M	S	M	S
<b>CO5</b>	S	M	S	M	S

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



# Annexure

**BHARATHIAR UNIVERSITY : : COIMBATORE 641 406**

**GUIDELINES FOR CONDUCTING VALUE ADDED COURSES**

**Course Structure**

1. The request for approval of syllabus by the concerned authorities is mandatory at least 15 days before the date of commencement of the course. The Syllabus (15/30 hours), Schedule and the Details of Faculty handling the course approved by the Departmental Committee and forwarded by Head of the Department should be enclosed.
  - a. The course offered should not be the same as any course listed in the curriculum of the respective programme or any other programme offered in University / Colleges.
  - b. The value added courses may be also conducted during weekends/ vacation period.
  - c. The course can be offered any semester in the PG Programmes.
  - d. Industry experts/ eminent academicians from other Institutes are also eligible to offer the value added course.
  - e. The course can be offered only if there are at least 10 students opting for it.
  - f. The students may be allowed to take value added courses offered by other departments after obtaining permission from the Head of the Department offering the course.

**Duration**

2. The duration of value added courses is 15(30) periods of theory or a maximum of theory and Laboratory courses and the course can have a maximum of three hours per day. For the one (two) credit courses either 15(30) periods of theory or a combination of theory and Laboratory may be offered.  
Where, **2 periods of laboratory = 1 period of theory**

**Evaluation**

3. The value added courses shall carry 100 marks and shall be evaluated through internal assessments only.
  - a. Two Assessments shall be conducted preferably one in the middle and the other at the end of the course by the Department concerned.
  - b. The duration of assessment is one hour each.
  - c. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer.
  - d. The Head of the Department may identify a faculty member as co-ordinator for the course. A committee consisting of the Head of the Department, staff handling the course (if available), coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the students by the above committee based on their relative performance.

- e. The co-ordinator for the course is responsible for maintaining and processing the records with regard to assessment marks and results.

### Passing Requirement and Grading

4. The passing requirement for value added courses shall be 50% of the marks prescribed for the course (**Internal assessment only**)

- The grades O, A+, A, B+, B obtained for the one/two credit shall figure in the Marksheet under the title 'Value Added Courses'. The other grades RA, SA will not figure in the mark sheet.
- The credit earned through value added courses shall not be considered for calculating GPA and CGPA.
- The credit earned through value added courses shall not be considered for classification of degree.
- If the course is offered during any semester, it will appear in that semester's marksheet. However, if the course is offered in summer/winter vacations, the course will be included in the gradesheet of the subsequent semester.

### Maximum Number of Courses

5. A student can earn a maximum of 3 credits during the entire programme of study by attending value added courses which would be over and above the required maximum number of credits for the award of the degrees.

### Financial Commitment

6. The expenditure to be incurred for the conduct of value added courses should be met from nominal fees collected from the students at a rate fixed by the University. However, any additional expenditure may be supported by the funds of the Department.

## APPLICATION FOR CONDUCTING VALUE ADDED COURSES

1. Name of the Department:
2. PG programme:
3. **Details of the Value Added Courses:**
  - a. Name of the Value Added Courses
  - b. Type of Value Added Courses (Theory/ Lab/ Lab integrated Theory/others)
  - c. Short Description Enclosure1 enclosed -YES / NO
  - d. Syllabus including Reference Enclosure 2 enclosed - YES / NO
4. **Target audience:**
  - Semester (indicate if more than one)
  - Others
5. **Details of Faculty handling the course:**
  - a. Name of the Faculty handling the Value Added course
  - b. Details including designation and expertise Enclosure3enclosed-YES / NO
  - c. Contact details  
Email ID :  
Phone No :
6. **Tentative Time Table** including dates of internal assessments : Enclosure 4 enclosed - YES / NO
7. Number of students opting for the course:
8. Department Consultative Committee - Minutes : Enclosure 5 enclosed - YES / NO
9. Name and Designation of the Coordinator :

Head of the Department  
(with date & seal)

---

### Note:

- \* Fees if any

### DETAILS OF COMPLETION OF VALUE ADDED COURSE

Name of the Department : \_\_\_\_\_

Name of the ValueAdded course offered : \_\_\_\_\_

Name of the Faculty offeredthe course : Academic / Industry

Name of the coordinator : \_\_\_\_\_

E- mail : \_\_\_\_\_

Contact : \_\_\_\_\_

Details of students attended the course:

S.No	Name of the student	Reg.No.	Programme	Semester	Marks	Grade

**(Faculty handling the  
course (if available))**

**(Senior Faculty nominated by HOD)**

**(Coordinator)**

**(Head of the Department)  
(with date & seal)**

Course code		TITLE OF THE COURSE	L	T	P	C
Skill based Subject-4		AUDITING	3	-	-	3
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
Educate the students about Auditors Rights and Duties, Auditor report and also audit of computerize accounts						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	Understand Auditing advantages and disadvantages					K1
2	To gain knowledge about the appointment and Qualification of auditor					K1
3	To learn the rights and Duties of auditor					K2
4	Acquaint the knowledge on Share capital and Audit report					K2
5	To learn Audit of Computerised Accounts					K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Title of the Unit (Capitalize each Word)				10-- hours	
Auditing– Origin – Definition – Objectives – Types – Advantages and Limitations.						
Unit:2	Title of the Unit (Capitalize each Word)				10-- hours	
Audit of Joint Stock Companies – Qualification – Dis-qualifications – Various modes of Appointment of Company Auditor.						
Unit:3	Title of the Unit (Capitalize each Word)				10-- hours	
Rights and Duties – Liabilities of a Company Auditor						
Unit:4	Title of the Unit (Capitalize each Word)				8-- hours	
Share Capital and Share Transfer Audit – Audit Report – Contents and Types						
Unit:5	Title of the Unit (Capitalize each Word)				5-- hours	
Investigation – Objectives of Investigation – Audit of Computerised Accounts						
Unit:6	Contemporary Issues				2 hours	
Expert lectures, online seminars – webinars						
	Total Lecture hours				45-- hours	
Text Book(s)						
1						
2						

<b>Reference Books</b>	
1	<b>B.N. Tandon</b> , “Practical Auditing”, S Chand Company Ltd
2	<b>F.R.M De Paula</b> , “Auditing-the English language Society and Sir Isaac Pitman and Sons Ltd, London
<b>Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]</b>	
1	nil
2	
Course Designed By: Dr.J.Thiravia Mary Gloria      thiraviagloria@gmail.com	

