

JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (AUTONOMOUS)

**A Unit of the Sisters of St. Anne of Tiruchirappalli
Accredited with 'A' Grade (3rd Cycle) by NAAC**

DST FIST Supported College

**Affiliated to Mother Teresa Women's University,
Kodaikanal**

**PERIYAKULAM – 625 601, THENI DT.
TAMIL NADU.**



ACADEMIC COUNCIL

DEPARTMENT OF BUSINESS ADMINISTRATION

09.09.2020

DEPARTMENT OF BUSINESS ADMINISTRATION

U.G. PROGRAMME OUTCOMES (2020 - 2023)

PO. NO.	UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO
1.	Think critically, evaluate analytically and apply the expertise of their discipline in related scenario.
2.	Enhance the communicative skills and gain confidence to disseminate knowledge through oral/verbal communications effectively at various situations.
3.	Accomplish the basic understanding of the relationship between education and human life and enhance their perspectives on the various functions of their studies in the diverse contexts of the society.
4.	Identify the different roles in an organizational structure of the work place and carry out multiple roles in social responsibilities.
5.	Develop skills like collaboration, higher-order thinking, problem solving and self-direction through effective use of technologies and resources.
6.	Increase self-awareness, set and pursue meaningful goals, and develop positive personal qualities such as self-esteem, positive attitude, self-discipline, and self-motivation.

U.G. PROGRAMME SPECIFIC OUTCOMES (PSO)

PSO. NO.	UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO	PO MAPPED
1.	Gain knowledge about various functional areas of management, along with commercial correspondence.	PO - 1 PO - 2
2.	Equip themselves in legal systems and analytical skill about the business	PO - 5
3.	Inculcate and stimulate the managerial skills to tune with working environment.	PO - 4
4.	Develop their views on social ethical value and behavioral science.	PO - 3
5.	Apply the practical knowledge related to human resource, marketing, operations, services, finance and research methodology in business along with computer skills.	PO - 1 PO - 4

UG COURSE PATTERN - 2020 - 2023 (UGC/ TANSICHE/ MTU)

Sem.	Part	Code	Title of the Course	Hours	Credit
I	I	20GT1GS01/	Tamil - I	6	3
		20GH1GS01/	Hindi - I		
		20GF1GS01	French - I		
	II	20GE1GS01	English - I	6	3
	III	20BB1MC01	Fundamentals of Management	4	3
	III	20BB1MC02	Commercial Correspondence	5	4
	III	20BB1AC01	Managerial Economics - I	5	4
	IV	20BB1AE01	Ability Enhancement Compulsory Course (AECC)- 1: Professional English	2	2
IV	20SE1CE1C	Skill Enhancement Compulsory Course (SECC)- 1: Computer Education	2	2	
V	20STPNS01/ 20STPNC01/ 20STPPE01	Students Training Programme: National Service Scheme/ National Cadet Corps/ Physical Education	-	-	
			Total	30	21
II	I	20GT2GS02	Tamil - II	6	3
		20GH2GS02	Hindi - II		
		20GF2GS02	French - II		
	II	20GE2GS02	English - II	6	3
	III	20BB2MC03	Financial Accounting	5	4
	III	20BB2MC04	Office Management	4	4
	III	20BB2AC02	Managerial Economics-II	5	4
	IV	20AE2ES02	Ability Enhancement Compulsory Course (AECC)- 2: Environmental Studies	2	2
IV	20SE2CB02	Skill Enhancement Compulsory Course (SECC)- 2: Capacity Building	2	2	
V	20STPNS01/ 20STPNC01/ 20STPPE01	Students Training Programme: National Service Scheme/ National Cadet Corps/ Physical Education	-	-	
			Total	30	22

Sem.	Part	Code	Title of the Course	Hours	Credit			
III	I	20GT3GS03	Tamil - III	6	3			
		20GH3GS03	Hindi - III					
		20GF3GS03	French - III					
	II	20GE3GS03	English - III	6	3			
	III	20BB3MC05	Production and Material Management	9	8			
		20BB3MC06	Practical Costing					
	III	20BB3AC03	Quantitative Techniques-I	5	4			
	III	20BB3DE1A/ 20BB3DE1B	Discipline Specific Elective - 1 Advertising and Salesmanship/ Strategic Management	4	3			
V	20STPNS01/ 20STPNC01/ 20STPPE01	Students Training Programme: National Service Scheme/ National Cadet Corps/ Physical Education	-	-				
Total				30	21			
IV	I	20GT4GS04/ 20GH4GS04/ 20GF4GS04	Tamil - IV Hindi - IV French - IV	6	3			
		II	20GE4GS04			English - IV	6	3
		III	20BB4MC07			Organizational Behaviour	9	8
	20BB4MC08		International Business					
	III	20BB4AC04	Quantitative Techniques - II	5	4			
	III	20BB4DE2A/ 20BB4DE2B	Discipline Specific Elective - 2 Supply chain Management / Event Management	4	3			
	V	20STPNS01/ 20STPNC01/ 20STPPE01	Students Training Programme: National Service Scheme/ National Cadet Corps/ Physical Education	-	2*			
	V	20SLPEX01	Service Learning Programme - Extension JACEP	-	-			
Total				30	21+2*			

Sem.	Part	Code	Title of the Course	Hours	Credit
V	III	20BB5MC09	Human Resource Management	22	20
	III	20BB5MC10	Accounting Package		
	III	20BB5MC11	Legal Systems in Business		
	III	20BB5MC12	Marketing Management		
	III	20BB5DE3A/ 20BB5DE3B	Discipline Specific Elective - 3 Research Methodology/ Customer Relationship Management	4	3
	IV	20BB5GE01/ 20GE5NC01	Generic Elective - 1 (NME) Services Marketing/ NCC - National Integration and Personality Development	2	2
	IV	20SE5AB03	Skill Enhancement Compulsory Course (SECC) -3: Aptitude Building	2	2
V	20SLPEX01	Service Learning Programme - Extension JACEP	-	4*	
			Total	30	27+4*
VI	III	20BB6MC13	Management Accounting	22	21
	III	20BB6MC14	Corporate Law		
	III	20BB6MC15	Project- Inplant Training		
	III	20BB6MC16	Financial Institutions and Services		
	III	20BB6SE4A/ 20BB6SE4B	Discipline Specific Elective - 4 Entrepreneurship/ Management Information System	4	3
	IV	20BB6GE02/ 20GE6NC02	Generic Elective - 2 (NME) Business Environment NCC- Organization and Health Programme in NCC	2	2
	IV	20SE6BB04	Skill Enhancement Compulsory Course (SECC) - 4: Leadership Skills	2	2
	V	20BB6SS01/ 20BB6SM01	Self Study Course: Personality Enrichment/ MOOCs	-	2*
			Total	30	28+2*
			Total	180	140+8*

*** Extra Credits - Self Study Course, MOOCs**

CERTIFICATE COURSE

Code	Title of the Course	Hours	Credit
20BB1SD01/ 20BB1SD02/ 20BB1SD03	Skill Development Programme (SDP) Money & Banking/ Portfolio Management/ Retail Marketing	60	2

CERTIFICATE COURSE ON GANDHIAN THOUGHT

Code	Title of the Course	Hours	Credit
CCHYGT01	Life of Mahatma Gandhi	60	2
CCHYGT02	Non Violence and Sarvodaya		

CONTINUOUS INTERNAL ASSESSMENT COMPONENT (CIA)

THEORY:

Component	Marks	Marks
Internal test I	40	Converted to 25
Internal test II	40	
Quiz	10	
Assignment	5	
Attendance	5	
Total	100	25

Continuous Internal Assessment Component (CIA)

Practical can be decided by the respective Dept.

PASSING MINIMUM

Semester Examination	
Theory	40% out of 75 Marks (i.e. 30 Marks)
Practical	40% out of 60 Marks (i.e. 24 Marks)

EXTERNAL QUESTION PATTERN

Part - A

10 Questions × 1Mark = 10 Marks

(Two Questions from each Unit)

Part - B

5 Questions × 5 Marks = 25 Marks

(Internal Choice and one set of Question from each Unit)

Part - C

4 Questions × 10 Marks = 40 Marks (4 Questions out of 6)

(Open Choice and at least one Question from each Unit)

INTERNAL QUESTION PATTERN

Part - A

10 Questions × 1Mark =10 Marks

Part - B

2 Questions × 5 Marks = 10 Marks

(Internal Choice)

Part - C

2 Questions × 10 Marks = 20 Marks (2 Questions out of 3)

(Open Choice and at least one Question from allotted Units)

FUNDAMENTALS OF MANAGEMENT

Semester: I

Hours: 4

Code : 20BB1MC01

Credits: 3

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	Understand about managerial functions and skills.	PSO-1	K
CO-2	Describe the importance of planning and decision making.	PSO-5	An
CO-3	Know about the effectiveness of organizing, and delegation.	PSO-3	Ap
CO-4	Gain Knowledge about motivation with the help of various leading theories.	PSO-4	S
CO-5	Control mechanisms and its result.	PSO-2	C

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I		FUNDAMENTALS OF MANAGEMENT										Hours: 4
Code : 20BB1MC01												Credits: 3
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	4	4	4	4	4	5	4	4	5	4	4	4.18
CO-2	4	4	5	4	4	4	4	4	4	4	4	4.09
CO-3	4	3	4	4	4	3	4	4	4	4	4	3.81
CO-4	5	4	4	4	4	3	4	4	5	4	3	4
CO-5	4	4	5	4	4	4	3	4	4	4	4	4
Overall Mean Score											4.01	

Result: The score for this course is **4.01** (Very high Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\frac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	Mean Overall Score for Cos = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
--	--

UNIT I

Management - Nature and definition - Functions of management - Management: Art, Science and Profession. Administration Vs Management. Functional Areas of Management:-Managerial skills, Technical skills, and Human and Conceptual skills, Levels of Management: Top - level, Middle level and lower level. **12 Hours**

UNIT II

Evolution of Management - F.W. Taylor and Scientific Management, Contribution of Fayol; Planning-Definition, Importance and Characteristics. Planning process - Types of plans - Merits and limitations of planning; Decision making - meaning, process and types. **12 Hours**

UNIT III

Organizing: Meaning, Definition and Principles, Organization structure and charts-Features of good organization: Line, Functional, line and staff, committee-Merits and Demerits of line and line staff, Departmentation -process and methods. Delegation of authority - Definition, Need and Principles, Centralization and Decentralization - Merits and Demerits. **12 Hours**

UNIT IV

Staffing - Definition, Meaning, Elements, Importance; Directing-meaning, Importance, Principles; Motivation - meaning - definition - Theories of motivation - Maslow's need Hierarchy theory - Douglas MC Gregors X and Y theory of motivation. **12 Hours**

UNIT V

Control - Meaning, Nature, Importance and Principles, Steps and Techniques, Requirement of an Effective control system. **12 Hours**

COURSE BOOK:

- Gupta, C.B., Management Theory and Practice, Fourteenth Edition, Sultan Chand & Sons, New Delhi. 2014.

BOOKS FOR REFERENCE:

1. Prasad, L.M., Principles and Practice of Management, Eighth Edition Reprint, Sultan Chand & Sons, New Delhi. 2015.
2. Tripathi, P.C., Principles of Management, Sixth Edition, McGraw-Hill Education, New Delhi. 2017.
3. Mitra, J.K, Principles of Management, Oxford University. 2017.

COMMERCIAL CORRESPONDENCE

Semester: I

Hours: 5

Code : 20BB1MC02

Credit: 4

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	Know the effectiveness of communication.	PSO-1	K
CO-2	Familiar with Business correspondence.	PSO-3	An
CO-3	Acquire practical knowledge about circulars and report writing.	PSO-2	Ap
CO-4	Gain knowledge about Interview letter, Application letter and testimonial.	PSO-4	C
CO-5	Insist the role of modern equipment in Business.	PSO-5	S

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I		COMMERCIAL CORRESPONDENCE										Hours : 5
Code : 20BB1MC02												Credits: 4
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	5	4	3	4	5	3	3	4	3	4	4	3.81
CO-2	4	4	5	3	5	3	4	4	4	4	4	4
CO-3	3	5	4	5	3	4	5	4	3	3	4	3.90
CO-4	4	3	5	4	4	3	4	5	4	3	5	4
CO-5	4	3	4	3	4	5	4	4	4	5	3	3.90
Overall Mean Score											3.92	

Result: The score for this course is **3.92** (High Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\frac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	Mean Overall Score for Cos = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
--	--

UNIT I

Communication - meaning - Communication cycle - Principles of communication -
Medias of Communication **(15 Hours)**

UNIT II

Need - functions and kinds of business letters - Mechanical parts of Business letter
-Various types of business letters - letter of enquiry and reply - quotations - Offers
- Orders - Cancellation of orders. **(15 Hours)**

UNIT III

Circulars - status enquiries - Application for a situation - Reports - Meaning -
definition - Characteristics of a good report. **(15 Hours)**

UNIT IV

Interview letter - Appointment letter - Promotion letter - Testimonials.
(15 Hours)

UNIT V

Modern communication Devices - Role of computers in Business Communication -
meaning of internet, E-Mail. **(15 Hours)**

COURSE BOOK:

- Rajendra pal and J.S. Korlahalli, Essentials of Business communication, Sultan Chand Publication, 2018

BOOKS FOR REFERENCE:

1. R.S. Pillai & Bagavathi, Business Communication, Sultan Chand Publication. 2009.
2. Ramesh M.S. & Paten Shetty, Effective Business English & Communication, Sultan Chand Publication. 2010.
3. L. Garkside, Modern Business Communication, Mac Millan Publication. 2007.
4. Essentials of Business Communication, K. Sundar & A. Kumara Raj. 2017.

MANAGERIAL ECONOMICS - I

Semester: I

Hours: 5

Code : 20BB1AC01

Credits: 4

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	Understand the internal and external factors influencing business.	PSO-2	K
CO-2	Gain knowledge on consumer behavior.	PSO-3	Ap
CO-3	Acquire knowledge on the types and factors influencing demand.	PSO-5	Ap
CO-4	Identify the role of elasticity in demand and price fixation.	PSO-4	C
CO-5	Know the cost structure of market and sources of revenue.	PSO-1	An

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I		MANAGERIAL ECONOMICS - I										Hours: 5
Code : 20BB1AC01												Credits: 4
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	4	5	3	4	5	3	4	4	3	5	4	4
CO-2	5	3	5	4	4	5	4	4	4	3	3	4
CO-3	4	5	3	5	5	4	4	4	3	4	5	4.18
CO-4	5	3	4	4	4	3	5	3	5	4	4	4
CO-5	4	3	4	5	4	5	3	5	4	3	4	4
Overall Mean Score												4.04

Result: The score for this course is **4.04** (Very High Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\frac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	Mean Overall Score for Cos = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
--	--

UNIT I: INTRODUCTION

Definitions of economics (wealth, welfare and scarcity definitions only) and managerial economics - Nature and scope of managerial economics - Difference between economics and traditional economics - Relation of managerial economics to other subjects - Role of a managerial economist. **(15 Hours)**

UNIT II: CONSUMER BEHAVIOUR

Utility - Meaning and types - Approaches - Cardinal and Ordinal utility - The law of Diminishing - Marginal Utility - The law of Equi Marginal Utility - Demand - Meaning - Law of demand - Exception to the Law of demand - Determinants - Extension and Contraction of demand - Consumer surplus. **(15 Hours)**

UNIT III: ELASTICITY OF DEMAND

Meaning - Definitions - Types - Price elasticity - Meaning, types, Factors determining elasticity of demand - Methods of measuring elasticity - Income elasticity - Meaning and uses - Cross elasticity - Meaning types and uses - Advertising elasticity - Types and factors influencing advertising elasticity. **(15 Hours)**

UNIT IV: DEMAND FORECASTING

Meaning - Purposes of demand forecasting - Factors involved in demand forecasting - Methods of forecasting for an established products - Survey of buyer's intension method - collective opinion method - Trend projection method - Economic indicator - Controlled experiment method - Experts opinion method - Method of forecasting for new products - Essentials of good forecasting. **(15 Hours)**

UNIT V: COST AND REVENUE

Meaning - Types of cost - Money cost - Real Cost - opportunity Cost - Short and Long Run costs - Revenue - Meaning - Total Revenue - Average revenue - Marginal Revenue - Relationship between Total and Marginal Revenue. **(15 Hours)**

COURSE BOOK:

- N. Srinivasan, Managerial Economics, Meenakshi Pathippagam, Madurai, 2009.

BOOKS FOR REFERENCES:

1. R. Cauvery, Dr. M. Girija, Dr. R. Meenakshi, Managerial Economics, S. Chand & Company Ltd, New Delhi, 2009.
2. R.L Varshney & K.L. Maheswari, Managerial Economics, Sultan Chand & Sons, New Delhi, 2005.
3. Dr. M. John Kennedy, Fundamental of Business Economics, Britto Publishing House, Madurai, 2011.
4. H.L. Ahuja, Modern Economics, S. Chand and Company Ltd, New Delhi, 2009.

PROFESSIONAL ENGLISH

Semester: I

Hours: 2

Code : 20BB1AE01

Credits: 2

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Recognise their own ability to improve their competence in using the language	PSO-1, PSO-4	C,AP, S
CO - 2	Use language for speaking with confidence in an intelligible and acceptable manner	PSO-1, PSO-4, PSO-3,PSO-5	C, AP, E
CO - 3	Read independently unfamiliar texts with comprehension	PSO-2, PSO-3, PSO-5	K,C,AP,E
CO - 4	Understand the importance of reading for life and writing in academic life.	PSO-1, PSO-3, PSO-4, PSO-5	C,AP, E
CO - 5	Write simple sentences without committing error of spelling or grammar	PSO-4	C,E

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester : I		PROFESSIONAL ENGLISH										Hours: 2
Code : 20BB1AE01												Credits: 2
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	4	4	4	4	4	4	4	3	4	4	4	3.90
CO-2	3	4	4	4	4	4	4	3	4	4	4	3.81
CO-3	4	3	3	3	4	4	4	4	3	3	4	3.63
CO-4	3	4	4	3	4	4	4	3	3	3	4	3.54
CO-5	3	4	3	3	3	3	3	4	4	4	4	3.45
Overall Mean Score											3.68	

Result: The score for this course is 3.68 (High Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\frac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	Mean Overall Score for Cos = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
--	--

NB: All four skills are taught based on texts/passages.

UNIT I: COMMUNICATION

Listening: Listening to audio text and answering questions - Listening to Instructions

Speaking: Pair work and small group work.

Reading: Comprehension passages –Differentiate between facts and opinion

Writing: Developing a story with pictures.

Vocabulary: Register specific - Incorporated into the LSRW tasks

UNIT II: DESCRIPTION

Listening: Listening to process description.-Drawing a flow chart.

Speaking: Role play (formal context)

Reading: Skimming/Scanning- Reading passages on products, equipment and gadgets.

Writing: Process Description –Compare and Contrast Paragraph-Sentence Definition and Extended definition-Free Writing.

Vocabulary: Register specific -Incorporated into the LSRW tasks.

UNIT III: NEGOTIATION STRATEGIES

Listening: Listening to interviews of specialists / Inventors in fields (Subject specific)

Speaking: Brainstorming.(Mind mapping). Small group discussions (Subject-Specific)

Reading: Longer Reading text.

Writing: Essay Writing (250 words)

Vocabulary:Register specific - Incorporated into the LSRW tasks

UNIT IV: PRESENTATION SKILLS

Listening: Listening to lectures.

Speaking: Short talks.

Reading: Reading Comprehension passages

Writing: Writing Recommendations

Interpreting Visuals inputs

Vocabulary: Register specific -Incorporated into the LSRW tasks

UNIT V: CRITICAL THINKING SKILLS

Listening: Listening comprehension- Listening for information.

Speaking: Making presentations (with PPT- practice).

Reading: Comprehension passages –Note making.

Comprehension: Motivational article on Professional Competence, Professional Ethics and Life Skills)

Writing: Problem and Solution essay– Creative writing –Summary writing

Vocabulary:Register specific - Incorporated into the LSRW tasks

COURSE BOOK:

- *English for Commerce & Management* by Tamil Nadu State Council for Higher Education

INTERNAL ASSESSMENT	
COMPONENTS	MARKS
Test-I	30
Test-II	30
Listening Comprehension	10
Reading Comprehension	10
Language lab (Speaking skills)	10
Assignment	10
Total	100

**PROFESSIONAL ENGLISH -20BB1AE01
QUESTION PATTERN**

Time:1 Hour**Max. Marks: 30**

- I. Match the following (Unit I & V) 10
or
True or False (Unit I & V)
- II. Writing Definition (unit II) 5
or
Transcript of a passage (unit II)
- III. Sketch mind maps for the following (unit III) 10
or
Essay Writing (unit III)
- IV. Comprehension on short talks (unit IV) 5
or
Writing Recommendations (unit IV)

FINANCIAL ACCOUNTING

Semester: II

Hours: 5

Code : 20BB2MC03

Credit: 4

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	Know about accounting principles-concepts and conventions.	PSO-5	K
CO-2	Acquire knowledge about journal ledger and trial balance.	PSO-2	An
CO-3	Gain knowledge about subsidiary books.	PSO-3	Ap
CO-4	Enhance knowledge in Bank reconciliation statement.	PSO-1	S
CO-5	Develop knowledge about need and importance of final accounts.	PSO-4	C

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: II		FINANCIAL ACCOUNTING										Hours: 5
Code : 20BB2MC03												Credits: 4
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	4	3	5	3	3	4	5	4	4	5	4	4
CO-2	3	3	5	3	4	3	5	4	4	3	3	3.63
CO-3	4	4	3	5	3	3	4	4	3	5	4	3.81
CO-4	5	3	4	4	5	4	5	3	4	4	3	4
CO-5	4	3	5	4	3	4	3	4	3	3	5	3.72
Overall Mean Score												3.83

Result: The score for this course is **3.83** (High Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\frac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	Mean Overall Score for Cos = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
--	--

UNIT I

Accounting: Meaning - Definition - Objectives - Functions of accounting - Limitation of Accounting - classification of Accounting - Rules of the double entry system - Advantage of double entry system - Accounting concepts - Accounting conventions - Model of GST in India **(15 Hours)**

UNIT II

Journal - meaning - Rules of Journalizing, difference between trade discount and cash discount - preparation of Journal - ledger - Journal to ledger, and Trial balance - objectives of Trial balance and basic problems. **(15 Hours)**

UNIT III

Subsidiary books: classification of subsidiary books - cash book - single column - double column - three column cash book - Petty cash book - Purchase book - Sales book - Sales return book - Purchase return book. **(15 Hours)**

UNIT IV

Bank reconciliation statements - Need - Reasons for the difference between cash book and pass book - procedures and Preparation of Bank Reconciliation Statement. **(15 Hours)**

UNIT V

Final accounts: Trading accounts - Profit and loss account - Balance sheet with Simple Adjustment **(15 Hours)**

COURSE BOOK:

- S.P. Jain, K. L. Narang, Simmi Aggrawal, Monika Sehgal Fundamentals of Accounting, 2019, Kalyani Publication

BOOKS FOR REFERENCE:

1. Shukla and Grewal, Financial Accounting, Sultan Chand Publication. 2008.
2. Raman and Arulanandan, Financial Accounting, Pass Publication. , 2017.
3. Jain Narang, Financial Accounting, Kalyani Publication. 2014.
4. Gupta and Radhaswamy, Financial Accounting, Prasanna Publication. 2012.

NOTE: 40% Theory oriented questions, 60% problem oriented questions)

OFFICE MANAGEMENT

Semester: II

Hours: 4

Code : 20BB2MC04

Credits: 4

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	Know about the importance of Office and Officer in the organization.	PSO-5	K
CO-2	Insist the importance of office accommodation and office layout.	PSO-2	C
CO-3	Acquire knowledge about the selection of suitable office environment.	PSO-3	Ap
CO-4	Identify the role of indexing and office forms.	PSO-4	U
CO-5	Understand the role of office appliances & Management Information system in the organization.	PSO-1	An

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: II		OFFICE MANAGEMENT										Hours: 4
Code : 20BB2MC04												Credits: 4
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	3	4	5	4	4	3	4	3	4	5	4	3.90
CO-2	4	5	3	4	4	5	4	5	4	3	4	4.09
CO-3	5	3	4	4	5	3	3	4	4	4	4	3.90
CO-4	4	4	5	4	4	5	3	4	4	5	4	4.18
CO-5	5	3	4	5	4	3	3	4	5	4	4	4
Overall Mean Score											4.01	

Result: The score for this course is **4.01** (Very High Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

$\text{Mean Score of Cos} = \frac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	$\text{Mean Overall Score for Cos} = \frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
---	---

UNIT I

Office - Meaning and Importance - Functions of Office - Office Manager - Qualities of a Manager - Functions of an Office Manager. **(12 Hours)**

UNIT II

Office Accommodation: Introduction - Location of office-Factors affecting Location - Office layout - Objectives, Principles of Layout; Open office and Private office - Advantages and Disadvantages ;factors in physical layout. **(12 Hours)**

UNIT III

Office Environment: Introduction, Meaning for office lighting - Ventilation - Interior decoration - furniture - fittings and accessories - freedom from noise - physical hazards - security - secrecy. **(12 Hours)**

UNIT IV

Filing: Meaning, Definition, Types, Classification; Indexing - Meaning - Types of index - Advantages and Disadvantages: Office forms - Meaning - Types of forms - Objectives and its Advantages. **(12 Hours)**

UNIT V

Office Appliances - Meaning - Importance - Factors in Selecting Office Machines - Modern devices - MIS - Components of MIS. **(12 Hours)**

COURSE BOOK:

- R.S.N. Pillai and Baghavathi, Office Management, Sultan Chand and Sons Publication, 2008.

BOOKS FOR REFERENCE:

1. R.K. Chopra, Commercial correspondence and Office management, Himalaya Publishing House, 2009.
2. Prasanta K. Ghosh, Office Management, Sultan Chand and Sons Publication, 2014.
3. S.P. Arora, Office Organisation and Management, Vikas Publishing House, 2006.
4. C.S.C. Krishnamacharyulu and Lalitha Ramakrishnan, Business Communication (Text, cases and Laboratory Manual), Sultan Chand and Sons Publication, 2012.

MANAGERIAL ECONOMICS - II

Semester: II

Hours: 5

Code : 20BB2AC02

Credits: 4

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	Identify the objectives of a business firm and frame cost effective policies.	PSO-1	K
CO-2	Identify the factors influencing pricing and framing suitable price policies.	PSO-2	Ap
CO-3	Determine profit targets, techniques and sources and prepare different profit planning methods.	PSO-3	Ap
CO-4	Gain exposure on different theories of profit and prepare suitable profit policies.	PSO-5	Ap
CO-5	Acquire knowledge on the significance of national income.	PSO-4	An

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: II		MANAGERIAL ECONOMICS - II										Hours: 5
Code : 20BB2AC02												Credits: 4
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	5	3	4	4	4	5	3	4	5	4	3	4
CO-2	4	5	3	4	3	4	5	3	4	3	5	3.90
CO-3	5	3	4	5	4	4	3	4	3	5	4	4
CO-4	4	5	4	3	4	3	4	5	3	4	4	3.90
CO-5	4	3	5	4	3	5	3	4	4	3	4	3.81
Overall Mean Score												3.92

Result: The score for this course is **3.92** (High Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\frac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	Mean Overall Score for Cos = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
--	--

UNIT I: OBJECTIVES OF BUSINESS FIRM

Maximization of profit - Sales maximization - Security of profit - Maximization of Satisfaction - Utility maximization - Growth maximization - Cost concepts: The Incremental cost - The time perspective cost - The discounting cost - The opportunity Cost - The principle of equi - marginalism. **(15 Hours)**

UNIT II: PRICING POLICIES AND METHODS

Meaning - Objectives of pricing policies - Factors influencing pricing policy - Pricing methods - Full cost pricing - Marginal cost pricing - Target pricing - Differential pricing (Types and objectives only) - Peak load pricing - Cyclical pricing - Administered pricing- Dual pricing. **(15 Hours)**

UNIT III: PROFIT ANALYSIS

Meaning - objectives - Accounting and economic profit - Profit planning - Meaning - Reasons for profit planning - Methods of profit planning and control - Profit budget - meaning and uses - Break Even Point - Determinants - Uses - Limitations - Profit forecasting. **(15 Hours)**

UNIT IV: THEORIES OF PROFIT

Rent theory of profit - Wage theory of profit - The dynamic theory of profit - Risk theory of profit - The uncertainty theory of profit - Innovation theory of profit - Gross and net profit - Policies on profit maximization - Forestalling potential competition - Standard of reasonable profit - Profits for control. **(15 Hours)**

UNIT V: NATIONAL INCOME

Meaning and definitions of national income - Components of national income - Gross National Product - Net National Product - Per capita Income - Disposable Income - Personal Income - Gross Domestic Product-Methods of computing National - Income - Income received method - Production method - Expenditure method - Problems in computing national income - Significance of national income. **(15 Hours)**

COURSE BOOKS:

- N. Srinivasan, Managerial Economics, Meenakshi Pathippagam, Madurai, 2015. (Units I to IV)
- N. Srinivasan, Economic Development of India, Meenakshi Pathippagam, Madurai, 2017 (Unit V)

BOOKS FOR REFERENCE:

1. R. Cauvery, Dr. M. Girija, Dr. R. Meenakshi, Managerial Economics, S. Chand & Company Ltd, New Delhi, 2009.
2. R.L Varshney & K.L. Maheswari, Managerial Economics, Sultan Chand & Sons, New Delhi, 2005.
3. Dr. M. John Kennedy, Fundamental of Business Economics, Britto Publishing House, Madurai, 2011.
4. H.L. Ahuja, Modern Economics, S. Chand and Company Ltd, New Delhi, 2009.

STREAM - C
COMPUTER EDUCATION-MS-OFFICE

Semester: I

Hours: 2

Code : 20SE1CE1C

Credits: 2

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	Acquire effective working knowledge of features that affect page layout of documents, create and modify tabs and tables	PSO-3	Ap
CO-2	Familiarise working on clipart, pictures and mail merge wizard	PSO-3	Ap
CO-3	Work efficiently on excel for mark entry, bill preparation and salary calculation	PSO-3	Ap
CO-4	Develop working knowledge in financial, statistical, date & time and chart wizard functions	PSO-3	Ap
CO-5	Use powerpoint application with effects and animation	PSO-3	Ap

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I		COMPUTER EDUCATION-MS-OFFICE										Hours: 2
Code : 20SE1CE1C												Credits: 2
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO - 1	5	5	4	3	4	5	5	5	5	5	4	4.55
CO - 2	4	4	3	4	5	4	5	5	5	5	4	4.36
CO - 3	4	3	4	4	5	4	5	4	5	5	4	4.27
CO - 4	4	3	4	5	5	4	5	4	5	5	4	4.36
CO - 5	5	4	3	4	5	4	5	4	5	5	4	4.36
Overall Mean Score											3.65	

Result: The score for this course is **3.65 High**

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\frac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	Mean Overall Score for Cos = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
--	--

WORD

1. Open a word document to prepare **Resume** by performing the following operations.
 - (a) Formatting the Text- Alignment & Font style
 - (b) Page setup (margin alignment, page height & width)
2. Create a student mark sheet using table, find out the total & average marks and display the result.
3. Design an invitation of programme inauguration function using different fonts, font sizes, bullets and Word Art/ Clip Art
4. Mail Merge Concept
 - (a) Prepare an invitation and to be sent to specific addresses in the data source.

EXCEL

1. Create suitable work sheet with student mark details and use Data sort to display results and make out a suitable chart.
2. Create suitable work sheet with Date and Time, Statistical and Financial functions in Excel.
3. Prepare salary bill in a worksheet showing Basic Pay, DA, HRA, Gross salary, PF, Tax and Net salary using suitable Excel Functions.
4. Prepare Electricity Bill Calculation using Excel

POWER POINT

1. Create a power point presentation to explain various aspects of college using auto play.
2. Create a power point presentation to explain the sales performance of a company over a period of five years. Include slides covering the profile of the company, year wise sales and graph with gridlines, legends and titles for axes. Use Clip Art and animation features.
3. Create a power point presentation to explain the product details of a Company using smart art, and Transition effects.

**ENVIRONMENTAL STUDIES
PROGRAMME OUTCOMES**

PO. NO.	UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO
1.	Endow with in-depth knowledge, analyze and apply the understanding of their discipline for the betterment of self and society.
2.	Synthesize ideas from various disciplines, enhance the interdisciplinary knowledge and extend it for research.
3.	Gain confidence and skills to communicate orally/ verbally in research platforms and state a clear research finding.
4.	Develop problem solving and computational skills and gain confidence to appear for the competitive examinations.
5.	Enhance knowledge regarding research by accumulating practical knowledge in specific areas of research.
6.	Achieve idealistic goals and enrich the values to tackle the societal challenges.

PSO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PO MAPPED
1.	Assess the scope and importance of environmental studies and need for public awareness	PO1,2,3
2.	Develop deeper understanding in classification of resources	PO 1,2,5
3.	Analyse the concept of an eco system	PO1,2,4,6
4.	Comprehend the definitions, causes and control measures of environmental pollutions	P O 1 ,5
5.	Participate in the environmental issues programmes from the unsustainable to sustainable development	PO 1 , 4,5,6

ENVIRONMENTAL STUDIES

Semester: II

Hours: 2

Code : 20AE2ES02

Credits: 2

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Recall the components of our planet earth.	PSO 1,2,4	K, A ,S
CO - 2	Elucidate the importance of the natural resources.	PSO 2,3,5	K, An, E
CO - 3	Summarise the energy status of the environment.	PSO1,2,5	K,A,An
CO - 4	Acquire knowledge on the conservation of our environment.	PSO1,4,5	K,AP,S
CO - 5	Analyse the significance of water and climate towards sustainable development.	PSO 2,3,5	K,An, Ap, S,E

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: II		ENVIRONMENTAL STUDIES										Hours: 2
Code : 20AE2ES02												Credits: 2
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO - 1	4	4	3	4	3	4	5	4	5	4	5	4.09
CO - 2	3	4	3	4	3	4	5	4	4	4	4	3.81
CO - 3	3	4	3	4	3	4	5	4	4	4	4	3.81
CO - 4	3	4	3	4	3	3	5	4	5	5	4	3.90
CO - 5	4	4	3	4	3	4	5	4	4	4	5	4.00
Overall Mean Score for COs											3.92	

Result: The Score for this Course is 3.92 (High Relationship)**Note:**

Mapping	1 - 20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\frac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	Mean Overall Score for Cos = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
--	--

UNIT I: MULTIDISCIPLINARY NATURE OF ENVIRONMENTAL STUDIES

Definition, scope and importance - Need for public awareness

(2 Hours)

UNIT II: NATURAL RESOURCES

Classification of Resources: Renewable and non - renewable resources - Forest resources, water resources, mineral resources, food resources, energy resources, Land resources - associated problems; Role of an individual in conservation of natural resources - Equitable use of sources for sustainable life styles. **(8 Hours)**

UNIT III: ECOSYSTEMS

Concept of an ecosystem - Structure and function of an ecosystem - producers, consumers and decomposers - Energy flow in the ecosystem - Food chains, food webs and ecological pyramids - Introduction, types, characteristic features, structure and function of the following Eco system: Forest, grass land, desert and aquatic. **(6 Hours)**

UNIT IV: ENVIRONMENTAL POLLUTION

Definition, Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear hazards, Solid waste management, Role of an individual in prevention of pollution. **(8 Hours)**

UNIT V: SOCIAL ISSUES AND THE ENVIRONMENTS

From unsustainable to sustainable development - Urban problems related to energy Water conservation, rain water harvesting, water shed management, Resettlement and rehabilitation of people, its problem and concerns, case studies, Environmental ethics, Climate change, global warming, acid rain and ozone layer depletion, nuclear accidents and holocaust, case studies. Waste land reclamation. Environmental protection act, air act, water act, wild life protection act. **(6 Hours)**

FIELD WORK

Visit to local area to document environmental assets- river/forest/ grassland/hill/ mountain.

COURSE BOOK:

Murugesan, R., (2007). Environmental science and Engineering, Millenium publication, Madurai.

UNIT I : Section - 1.1 & 1.2

UNIT II : Section - 1.3 to 1.37

UNIT III : Section - 2.1 to 2.7 & 2.10 to 2.27

UNIT IV : Section - 3.1 to 3.37

UNIT V : Section - 4.1 to 4.17

Note: Tamil Version for Tamil Literature and History Tamil Medium Students.

Continuous Internal Assessment Component (CIA)

Theory:

Component	Marks
------------------	--------------

Internal test I	40
Internal test II	40
Quiz	10
Assignment	5
Attendance	5
Total	100

Continuous Internal Assessment Component (CIA)

Passing Minimum: 40% out of 100

Internal Question Pattern

Part - A

10 Questions × 1Mark =10 Marks

Part - B

2 Questions × 5 Marks = 10 Marks

(Internal Choice)

Part - C

2 Questions × 10 Marks = 20 Marks (2 Questions out of 3)

(Open Choice and atleast one Question from allotted Units)

SKILL ENHANCEMENT COMPULSORY COURSE (SECC -2)
CAPACITY BUILDING
PROGRAMME OUTCOMES

PO. NO.	UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO
1.	Fix healthy attitudes and standards to face the outside world.
2.	Develop healthy interpersonal, intrapersonal and social relationships.
3.	Analyze the portrayal of social issues depicted in films that help them aware of the issues and figure out ways to eliminate them.
4.	Identify the role of social media in the present scenario and adopt the positive changes.
5.	Build up qualities like team work, leadership and problem solving
6.	Improve perspectives on positive thinking, team work, and creativity

PROGRAMME SPECIFIC OUTCOMES

PSO. NO.	UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO	PO MAPPED
1.	Develop positive thinking that helps them to set and pursue for meaningful goals.	PO-1, 6
2.	Develop leadership qualities that lead them to inspire and guide people among peer groups and in workplaces.	PO-1, 2, 3, 6
3.	Assess the advantages and disadvantages of social media.	PO-2, 6
4.	Acquiring trade skills by developing social relationships effectively with trade experts.	PO-2,5,6
5.	Understand the portrayal of social causes in films	PO-3

CAPACITY BUILDING

Semester: II

Hours: 2

Code : 20SE2CB02

Credit: 2

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Realised the importance of physical health, emotional well-being, and stress management.	PSO-1	K
CO - 2	Apply the features of team work and strive to become good leaders.	PSO-2,4	Ap
CO - 3	Enhance their awareness on social media and e- learning.	PSO-3	Sy
CO - 4	Develop interactive skills in online trade, and become value based professionals.	PSO-4	Ap
CO - 5	Acquire film making skills.	PSO-5	Ap

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester : II		CAPACITY BUILDING										Hours: 2
Code : 20SE2CB02												Credits: 2
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	4	4	4	4	4	5	4	4	5	4	4	4.18
CO-2	4	4	5	4	4	4	4	4	4	4	4	4.09
CO-3	4	3	4	4	4	3	4	4	4	4	4	3.81
CO-4	5	4	4	4	4	3	4	4	5	4	3	4
CO-5	4	4	5	4	4	4	3	4	4	4	4	4
Overall Mean Score												4.01

Result: The score for this course is 4.01 (Very high)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\frac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	Mean Overall Score for Cos = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
--	--

UNIT I

Positive thinking-Seven steps in dealing with doubts. Traits of positive thinking. Goal setting-techniques of positive thinking to achieve the goals-creativity and components of creativity (6 Hours)

UNIT II

Leadership - Types of Leadership - Team work and public speaking - Importance of maintaining good interpersonal relationship with Team - Motivation - Self confidence - Attitude - Working in Group - Time Management - Effective Planning. (6 Hours)

UNIT III

Skilful usage of Social media (Whatsapp, Twitter, Facebook, Instagram, other app). Cyber bullying, photo, video morphing & editing, fake news. Useful study apps, e learning apps, Health, Police, Lawyer help app, Social issues complaint app. (6 Hours)

UNIT IV

Online interaction with Experts – Mushroom Cultivation – Mrs. Arthi (Batlagundu) –Apiculture –Mrs. Josephine (Madurai), Garment making – Mr. Alagusundaram (Tirupur) - Terrace Garden – Mrs. Megala – (Madurai) – Spirulina Cultivation - D. Aarthi (Madurai) – Antenna Foundation, (Madurai) (6 Hours)

UNIT V

Film Review: Thani Oruvan , Peranmai, Dhangal, 36 Vayadhinile, Kaatrin Mozhi, Ratchasi, English Vinglish - Short Film Making–Submission of Short Flim. (6 Hours)

BOOKS FOR REFERENCE:

1. Power of positive thinking, Mile, D.J.Rohan Book Company Delhi, 2004.
2. Dolmans 1922, A Handbook Public Speaking 1922, New York, Harcourt Breaee and company.
1. <http://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/positive-thinking/art-20043950>.
2. <http://mayoclinic.org/healthy-lifestyle/stress-management/in-depth/3-simple-strategies-to-help-you-focus-and-de-stress/art-20390057>.
3. <http://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/3-ways-to-become-more-stress-resilient/art-20267213>
4. <http://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/3-ways-to-learn-patience-and-amp-up-your-well-being/art-20390072>
5. <http://www.mayoclinic.org/4-proven-ways-you-can-feel-happier/art-20390079>
6. <http://mayoclinic.org/healthy-lifestyle/adult-health/in-depth/anger-management/art-20048149>

7. <http://www.gaiam.com/blogs/discover/positive-thinking-strategies-to-help-you-achieve-yourgoals#:text=Focus%20on%20what's20%20of20old%20failures>.
8. <http://www.linkedin.com/pulse/what-makes-positive-attitude-10-components-gary>
9. <http://ifflab.org/how-to-prevent-cyber-bullying-anti-cyber-bullying-law-in-india/>
10. <http://www.sciencedaily.com/terms/morphing.htm#:text=Morphing%20is%20special%20effect,little%20instruction%20from%20the%20user>.
11. <http://www.educationalappstore.com/>
12. <http://www.mobihealthnews.com/37340/38-more-health-and-wellness-apps-that-connect-to-apples-healthkit>
13. <http://www.youtube.com/watch?v=skfqt9mm7j4>
14. <http://www.youtube.com/watch?v=rvy44i-ciE>
15. <https://www.youtube.com/watch?v=rINOELMCiqc>
16. <http://www.youtube.com/watch?v=N5R-KCWPzr0&list=PLHw83ZMxtQ9NdRd5yAxYrxkRsqcvwiae@index=3>
17. <http://www.youtube.com/watch?v=PUzaLjSjERE>
18. <http://www.youtube.com/watch?v=QkVue8XmVr8>
19. <http://www.youtube.com/watch?v=XcRs4JBN43o>
20. <http://www.youtube.com/watch?v=dzvpQG-2xC4>

Continuous Internal Assessment Component (CIA)

Theory:

Component	Marks
Internal test I	40
Internal test II	40
Quiz	10
Assignment	5
Attendance	5
Total	100

Continuous Internal Assessment Component (CIA)

Passing Minimum: 40% out of 100

Internal Question Pattern

Part - A

10 Questions × 1Mark =10 Marks

Part - B

2 Questions × 5 Marks = 10 Marks
(Internal Choice)

Part - C

2 Questions × 10 Marks = 20 Marks (2 Questions out of 3)
(Open Choice and atleast one Question from allotted Units)

STREAM - C
COMPUTER EDUCATION-MS-OFFICE

Semester: I

Hours: 2

Code : 20SE1CE1C

Credits: 2

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	Acquire effective working knowledge of features that affect page layout of documents, create and modify tabs and tables	PSO-3	Ap
CO-2	Familiarise working on clipart, pictures and mail merge wizard	PSO-3	Ap
CO-3	Work efficiently on excel for mark entry, bill preparation and salary calculation	PSO-3	Ap
CO-4	Develop working knowledge in financial, statistical, date & time and chart wizard functions	PSO-3	Ap
CO-5	Use powerpoint application with effects and animation	PSO-3	Ap

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I		COMPUTER EDUCATION-MS-OFFICE										Hours: 2
Code : 20SE1CE1C												Credits: 2
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO - 1	5	5	4	3	4	5	5	5	5	5	4	4.55
CO - 2	4	4	3	4	5	4	5	5	5	5	4	4.36
CO - 3	4	3	4	4	5	4	5	4	5	5	4	4.27
CO - 4	4	3	4	5	5	4	5	4	5	5	4	4.36
CO - 5	5	4	3	4	5	4	5	4	5	5	4	4.36
Overall Mean Score											3.65	

Result: The score for this course is **3.65 High**

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\frac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	Mean Overall Score for Cos = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
--	--

WORD

1. Open a word document to prepare **Resume** by performing the following operations.
 - a) Formatting the Text- Alignment & Font style
 - b) Page setup (margin alignment, page height & width)
2. Create a student mark sheet using table, find out the total & average marks and display the result.
3. Design an invitation of programme inauguration function using different fonts, font sizes, bullets and Word Art/ Clip Art
4. Mail Merge Concept
 - (a) Prepare an invitation and to be sent to specific addresses in the data source.

EXCEL

1. Create suitable work sheet with student mark details and use Data sort to display results and make out a suitable chart.
2. Create suitable work sheet with Date and Time, Statistical and Financial functions in Excel.
3. Prepare salary bill in a worksheet showing Basic Pay, DA, HRA, Gross salary, PF, Tax and Net salary using suitable Excel Functions.
4. Prepare Electricity Bill Calculation using Excel

POWER POINT

1. Create a power point presentation to explain various aspects of college using auto play.
2. Create a power point presentation to explain the sales performance of a company over a period of five years. Include slides covering the profile of the company, year wise sales and graph with gridlines, legends and titles for axes. Use Clip Art and animation features.
3. Create a power point presentation to explain the product details of a Company using smart art, and Transition effects.

NATIONAL CADET CORPS

NON MAJOR ELECTIVE

Sem.	Part	Code	Title of Paper	Hours	Credits
V	IV	20GE5NC01	NCC - National Integration and Personality Development	2	2
VI	IV	20GE6NC02	NCC- Organization and Health Programme in NCC	2	2

INTERNAL COMPONENTS

Internal - I	:	30 marks
Internal - II	:	30 marks
Component - I	:	10 marks
Component - II	:	10 marks
Component - III	:	10 marks
Component - IV	:	10 marks
Total	:	100 marks

NATIONAL INTEGRATION AND PERSONALITY DEVELOPMENT

Semester: V

Hours: 2

Code : 20GE5NC01

Credits: 2

UNIT I: NATIONAL INTEGRATION

Motto of National Integration - Importance of National Integration Culture and heritage of Tamil Nadu. **(6 Hours)**

UNIT II: CIVIL AFFAIRS

Aim of aid to civil authority - Role of NCC Cadets during natural calamities - Types of disaster - Essential services during natural calamities **(6 Hours)**

UNIT III: CIVIL DEFENCE AND SELF DEFENCE

Civil Defence - Organization - Aims and services - Aid to Civil authorities in emergency - Self Defence -Aims of Self Defence - Women and Self Defence **(6 Hours)**

UNI IV: LEADERSHIP AND PERSONALITY DEVELOPMENT

Leadership - Types and traits - Man Management in NCC - Duties of a Good Citizen - Role of Youth in Nation Building - Morale - Factors which affect morale - Factors which develop high morale Personality Development - Factor influencing Personality-Time Management . **(6 Hours)**

UNIT V: SOFT SKILLS

Soft skills - interview skill - influencing skill - social skill - communication skill - self motivation - self esteem - body language. **(6 Hours)**

BOOK FOR REFERENCE:

Mishra R.C., **A Handbook of NCC**, Kanti Prakashan, Etawah, 2000.

ORGANIZATION AND HEALTH PROGRAMME IN NCC

Semester: VI

Hours: 2

Code : 20GE6NC02

Credits: 2

UNIT I: INDIAN MILITARY AND NCC ORGANIZATION

History of Indian Military - Paramilitary forces - BSF- CRPF and CISF - NCC Organization and History - Aims and Objectives of NCC - Motto of NCC - DG's Four Cardinal Principles of NCC - NCC Song- Ranks in Army, Air force and Navy - Certificate Examination in NCC- Honours and Awards. **(6 Hours)**

UNIT II: MAP READING

Map and its features - kinds of north - Service protractor and Compass-bearing - Conversion of bearings - Conventional signs - Setting of map - Finding own position - Map to ground - Ground to map - Night March chart. **(6 Hours)**

UNIT III: HYGIENE AND SANITATION

Personal Hygiene - Sanitation - Methods of purification of drinking water -Latrine types - Urinal Types. **(6 Hours)**

UNIT IV: TYPES OF DISEASE AND POLLUTION

Define Health - Types of Health - Communicable and Non communicable Disease - Pollution and its type. **(6 Hours)**

UNIT V: FIRST AID

Aims of First Aid - Principle of First Aid - Motto of First Aid - List of items in First aid Box - Types of Bandages - Types of Fracture - Dislocation - Types of Wounds - Burns and Scalds - Sprain - Strain - Asphyxia - Drowning - Poison - Shock - Snake bite - Sun and Heat Stroke - Insect bite - Dog bite - Hanging - Artificial Respiration - Haemorrhage. **(6 Hours)**

BOOK FOR REFERENCE:

Mishra R.C., **A Handbook of NCC**, Kanti Prakashan, Etawah, 2000.

INTERNAL QUESTION PATTERN

Time: 2 hours

Marks: 30

PART - A

Answer Any 4 out of five

$4 \times 2 = 8$

PART- B

Two either or questions (one from each)

$2 \times 4 = 8$

PART - C

Two either or questions (one from each)

$2 \times 7 = 14$

DEPARTMENT OF PHYSICAL EDUCATION

COURSE PATTERN

(PART V)

Sem.	Code	Title of the Paper	Hours	Credits
I & II	20STPPE01	Yoga and Rhythmic Activities	120	-
III & IV		Fundamentals of Physical Education	120	1
		Total	240	1

YOGA AND RHYTHMIC ACTIVITIES

Semester: I & II

Hours: 120

Code : 20STPPE01

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	COGNITIVE LEVEL
1.	Recall the principle of Asnas	K
2.	Classify Pranayama for different needs	C
3.	Appraise the application and effects of Suryanamaskar for human wellness	An
4.	Execute the techniques in Free Hand Exercise	Ap
5.	Construct Pyramids based on the underlying principles	S

UNIT I: ASNAS

Sitting Postures - Standing Posture - Prone Posture - Supine Postures.

(24 hours)

UNIT II: PRANAYAMA

Pranayama - Suga Pranayama - Chandra bethana - Nadi Sudhi - Ujjayee - Seethali - Seethakari - Brahmari.

(24 hours)

UNIT III: SURYANAMASKAR

Suryanamaskar: 12 Postures - 12 Postures & Breathe consioius - 12 Postures With manthra - Relaxation Techniques.

(24 hours)

UNIT IV: CALLISTHENICS (FREE HAND EXERCISE)

Standing series - Bending series - Sitting series - Twisting series - Dumb - bells - Indian Clubs - Lezium - Hoops.

(24 hours)

UNIT V: AEROBICS & PYRAMIDS

Aerobics: Aerobic Basics - Aerobic Movements - Aerobic With Rhythm - Aerobic Programme Pyramids: Basics of Pyramids - Types of Pyramids.

(24 hours)

BOOKS FOR REFERENCE:

1. Wuest Jeborah,A and Charles A. Bucher (1987), 'Foundation of Physical Education, B.I Publication Pvt.Ltd., New Delhi.
2. Elangovan.R, (2002), 'Utarkalvi Oru Arimugam', Ashwin Publication, Triunelveli.
3. Chandrasekaran.K, (1999), 'Sound Health through Yoga, Prem Kalyan Publication, Sedapatti.
4. Iyengar, B.K.S,'Lights on Yoga', Unwin Hyman Company, London

FUNDAMENTALS OF PHYSICAL EDUCATION

Semester: III & IV

Hours: 120

Code : 20STPPE01

Credits: 1

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	COGNITIVE LEVEL
1.	Familiarize the fundamentals of Physical Education	K
2.	Illustrate different rules for different games and athletic events	C
3.	Examines the need for good nutrition	Ap
4.	Synthesis the relation between hygiene and health	S
5.	Apply the first aid techniques	Ap

UNIT I: PHYSICAL EDUCATION

Definition, need, scope, aims and objectives of physical education. **(24 hours)**

UNIT II: GAMES AND ATHLETEIC EVENTS

History of Games: Basketball, Volley Ball, Kho-Kho, Kabaddi, Badminton and Ball Badminton - Rules and regulation of the Games and Athletic Events. **(24 hours)**

UNIT III: NUTRITION

Balanced Diet, Daily Energy Requirement, Nutrient Balance, Nutrition Intake, Diet and Competition, Nutritional Tips, Your Ideal Weight. **(24 hours)**

UNIT IV: HEALTH EDUCATION

Meaning of health education, Definition of health education, Personal Hygiene, Communicable Diseases **(24 hours)**

UNIT V: FIRST AID

First Aid: Injuries to bones and Muscles, Sprain, Strain, Muscle Cramp and joints Dislocation and Fractures Snake-bite, Dog bite Poisoning, Artificial Respiration, (Drowning) **(24 hours)**

BOOKS FOR REFERENCE:

1. Sathyanesan, R.C., 'Hand Broken Physical Education, 'Gheena Publishers, Madurai.
2. Thirunarayanan,C and Hariharan,s, 'Analytical History of physical Education 'South India Press, Karaikudi.
3. St. John Ambulance Association, 'First Aid to the Injured' New Delhi.
4. Prabhakar Eric, (1995), 'The way to Atheletic Gold', Affiliated East West Pvt. Ltd., New Delhi.

SCHEME OF EVALUATION

1.	Summative Examination (2 hours)	:	40 marks
2.	Continuous Internal Assessment	:	60 marks
	Total	:	100 marks

SCHEME OF EVALUATION FOR CONTINUOUS INTERNAL ASSESSMENT

1.	Attendance (240 hrs)				
	❖ Theory Class	:	120 hrs	:	20 marks
	❖ Games	:	60 hrs		
	❖ Field Work	:	60 hrs		
2.	Performance in any one Game	:			10 marks
3.	Performance in any one of Athletic event	:			10 marks
4.	Performance in Yoga / Rhythmic activities	:			10 marks
5.	Assignment	:			10 marks
	Total	:			60 marks

QUESTION PATTERN FOR SUMMATIVE EXAMINATION

Total marks: 40

Time: 2 hours

SECTION - A

Answer All Questions (5x1=5)
(Choose the best Answer)

SECTION - B

Answer any four questions (4x2=8)
(Four question out of six)

SECTION - C

Answer any Four out of Six questions (4x5=20)
(Four question out of six)

SECTION - D

Answer any one question (1x7=7)
(One question out of two)

CERTIFICATE COURSE ON GANDHIAN THOUGHT

PROGRAMME OUTCOMES

PO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO
1.	Think critically, evaluate analytically and apply the acquired knowledge of their discipline in related scenario.
2.	Formulate hypothesis, design experiments, use appropriate tools and interpret the results.
3.	Demonstrate the precise understanding of the principles and theories of their discipline through experiments.
4.	Enhance the communicative skills and gain confidence to disseminate knowledge through oral/verbal communications effectively at various situations.
5.	Identify the different roles in an organizational structure of the work place and carry out multiple roles in social responsibilities.
6.	Increase self-awareness, set and pursue meaningful goals, and develop positive personal qualities such as self-esteem, positive attitude, self-discipline and self-motivation.

PROGRAMME SPECIFIC OUTCOMES

PSO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PO MAPPED
PSO - 1	Analyse the social, political, economic, cultural and religious conditions of the various dynasties of India, British India, Indian Constitution, Indian Administration and Indian Economy to acquire the special skill in the field of administration.	PO- 1, PO-2, PO-4
PSO - 2	Evaluate the History of World Civilizations and Europe in the world politics and compare the various types of constitution and the constitutional development in England.	PO- 1, PO-2
PSO - 3	Get knowledge on the principles of Economics, functions of banking system, development of Science and Technology, Tourism, the importance of Human Rights and equip with computer knowledge and applications for all competitive examinations.	PO- 1, PO-4, PO-5
PSO - 4	Recognize the sacrifice of the freedom fighters in the National Movement and picturize the traditional values in the right perception on Women Studies and Women Entrepreneurship.	PO- 1, PO- 5, PO- 6
PSO - 5	Participate in discussions by listening to others perspectives, asking productive questions, articulating original ideas, correspond efficiently with good vocabulary, realize the need of historical research and excel in General Studies for Competitive Examinations.	PO- 2, PO- 5, PO- 6

PAPER I: LIFE OF MAHATMA GANDHI - CCHYGT01

Code: CCHYGT01

Hours: 1

Credit: 1

COURSE OUTCOMES:

CO. NO	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO- 1	Gain Knowledge on the Early Life of Mahatma Gandhi	PSO - 5	K
CO-2	Analyse the racial equality and Mahatma Gandhi's Experience in South Africa	PSO - 5	An
CO-3	Explain the role of Mahatma Gandhi in Indian Freedom Struggle	PSO - 2	Ap
CO-4	Assess the constructive works of Mahatma Gandhi in Indian Nationalism	PSO - 2	Ap
CO-5	Discuss the major Incidents from the Life of Mahatma Gandhi	PSO - 5	Ap

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

		PAPER I: LIFE OF MAHATMA GANDHI - CCHYGT01										Hours: 1
Code: CCHYGT01												Credits: 1
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO - 1	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 2	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 3	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 4	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 5	5	5	5	5	5	5	4	5	4	3	3	4.45
Overall Mean Score											4.45	

Result: The score for this course is High

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\frac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	Mean Overall Score for Cos = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
--	--

UNIT I

Family background and beginnings of the Mahatma - Birth and childhood - Education and family life - lessons learned - The London Experience

UNIT II

Making of the Mahatma: Gandhi in South Africa - From a barrister to a people's leader - Towards racial equality - From family life to ashram life - Birth of Satyagraha and constructive work - experiments with truth

UNIT III

Beginnings of Indian Freedom Struggle: Early resistances and 1857 Revolt - Birth of Indian National Congress: Moderates, Extremists and Terrorists - Gandhi leads the nation in a new direction - Early micro satyagrahas

UNIT IV

Mahatma Gandhi leads the Freedom struggle to victory: Major satyagrahas - Constructive Work - Sabarmathi and Sevagram - Various currents of Indian Nationalism - Towards partition and freedom - The final martyrdom

UNIT V

Video shows on Gandhi - Field and life experiences - Incidents from the life of Gandhi that inspired and shaped your life.

PAPER II: NON VIOLENCE AND SARVODAYA - CCHYGT02

Code: CCHYGT02

Hours: 1

Credit: 1

COURSE OUTCOMES:

CO. NO	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO- 1	Gain Knowledge on Mahatma Gandhi's Non - violence	PSO - 5	As
CO-2	Discuss the Policies of Mahatma Gandhi on Truth and Action	PSO - 5	An
CO-3	Analyse Sarvodaya and Antyodaya	PSO - 5	K
CO-4	Assess the values introduced through Brahmacharya and Aparigraha	PSO - 5	Ap
CO-5	Relate violence and Truth in our day today life with the teachings of Gandhiji	PSO - 2	Ap

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

		PAPER II: NON VIOLENCE AND SARVODAYA - CCHYGT02										Hours: 1
Code: CCHYGT02												Credits: 1
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO - 1	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 2	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 3	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 4	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 5	5	5	5	5	5	5	4	5	4	3	3	4.45
Overall Mean Score												4.45

Result: The score for this course is High

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\frac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	Mean Overall Score for Cos = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
--	--

UNIT I

Meaning of Nonviolence (*ahimsa*): Nonkilling and noninjuring - Love, service and forgiving - Nonviolent Action: Peaceful resolution of conflict, nonviolent life style & constructive work and Satyagraha - Nonviolent values and ethics

UNIT II

Truth: Absolute and Relative - Moving beyond falsehood, errors and mistakes - Truth and pluralism - Truth and action - Truth and Nonviolence

UNIT III

Sarvodaya (welfare of all at all levels) and Antyodaya (welfare of the last first) - Means and Ends - Removal of untouchability - Communal Harmony - Uplift of Women

UNIT IV

Removal of poverty: Full & total appropriate employment - Self-dependence, Self-reliance, Swaraj and Swadeshi (love thy neighbour) - Self-control and Sublimation (*brahmacharya*) - Simple and Ethical living - *Aparigraha* (nonpossession) and Trusteeship (stewardship) - Appropriate and Holistic Science and Technology.

UNIT V

Place of Nonviolence and truth in our day to-day life and ways to enhance them - learn and practice three skills which would enhance your self-reliance and ability to help (serve) others in need - Resolve conflicts peacefully - Experience inter-religious relationships, dialogue and prayers.

RECOMMENDED BOOKS

PAPER I

Mahatma Gandhi	:	An Autobiography சத்திய சோதனை
R. Nanda	:	Mahatma Gandhi - A Biography
டி.டி. திருமலை	:	காந்தி
கல்கி	:	மாந்தருள் ஒரு தெய்வம்
திரு.வி.க.	:	காந்தியடிகளும் மனித வாழ்க்கையும்
ஜெயகாந்தன்	:	வாழ்விக்க வந்த காந்தி
J.B. Kriplani	:	Gandhi His Life and Thought
லூயி பிஷர்	:	மகாத்மா காந்தி
Louis Fischer	:	The Life of Mahatma Gandhi
பா. ஆனந்தி, மங்களவதி கேப்ரியல் &	:	காந்திய சிந்தனை வினா-விடை
வி.ஏ. வித்யா	:	(Gandhian Thought Quiz)
சி. பெரிதாய் & பா. ஆனந்தி	:	மகாத்மா காந்தியடிகளின் காலம்

PAPER II

M.K. Gandhi	:	Sarvodaya
_____	:	Nonviolence in Peace and War (2 Vols)
_____	:	Truth is God
Richard B. Gregg	:	Power of Nonviolence
மு. வசந்தா (பதி.)	:	சர்வோதயம்
R.R. Diwakar	:	The Saga of Satyagraha
ச. செயப்பிரகாசம்	:	அகிம்சை

COURSE BOOK:

மகாத்மா காந்தியின் வாழ்வும் அறவியலும் - டாக்டர் பா. ஆனந்தி & டாக்டர் ச. செயப்பிரகாசம்
Life and Values of Mahatma Gandhi - Dr. B. Ananthi & Dr. S. Jeyapragasam

தாள் I - மகாத்மா காந்தியின் வாழ்வு - CCHYGT01

Code: CCHYGT01

Hours: 1

Credit: 1

COURSE OUTCOMES:

CO. NO	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO- 1	Gain Knowledge on the Early Life of Mahatma Gandhi	PSO - 5	K
CO-2	Analyse the racial equality and Mahatma Gandhi's Experience in South Africa	PSO - 5	An
CO-3	Explain the role of Mahatma Gandhi in Indian Freedom Struggle	PSO - 2	Ap
CO-4	Assess the constructive works of Mahatma Gandhi in Indian Nationalism	PSO - 2	Ap
CO-5	Discuss the major Incidents from the Life of Mahatma Gandhi	PSO - 5	Ap

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Code: CCHYGT01		தாள் I - மகாத்மா காந்தியின் வாழ்வு - CCHYGT01										Hours: 1
Code: CCHYGT01		தாள் I - மகாத்மா காந்தியின் வாழ்வு - CCHYGT01										Credits: 1
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO - 1	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 2	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 3	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 4	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 5	5	5	5	5	5	5	4	5	4	3	3	4.45
Overall Mean Score												4.45

Result: The score for this course is High

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\frac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	Mean Overall Score for Cos = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
--	--

அலகு 1

குடும்ப பின்னணியும் மகாத்மாவின் தொடக்கமும் - பிறப்பும் குழந்தைப் பருவமும் - கல்வியும் குடும்ப வாழ்வும் - கற்ற பாடங்கள் - இலண்டன் அனுபவங்கள்.

அலகு 2

மகாத்மா உருவாகிறார் - தென்னாப்பிரிக்காவில் காந்தி - பாரிஸ்டரிலிருந்து மக்கள் தலைவராக - இன சமத்துவத்தை நோக்கி - குடும்ப வாழ்விலிருந்து ஆசிரம வாழ்வுக்கு - சத்தியாகிரகம் மற்றும் தீர்மானப்பணியின் தொடக்கம் - சத்திய பரிசோதனைகள்.

அலகு 3

இந்திய விடுதலைப் போராட்டத்தின் தொடக்கம் - ஆரம்ப கால எதிர்ப்புகளும் 1857 எழுச்சியும் - இந்திய தேசிய காங்கிரசின் தொடக்கம் - மிதவாதிகள், தீவிரவாதிகள் மற்றும் பயங்கரவாதிகள் - காந்தி நாட்டை புதிய திசையில் நடத்துகிறார் - ஆரம்ப வட்டார சத்தியாகிரங்கள்.

அலகு 4

மகாத்மா காந்தி இந்திய விடுதலைப் போராட்டத்தை தலைமையேற்று நடத்துகிறார் - தேசிய சத்தியாகிரங்கள் - நிர்மாணப் பணிகள் - சபர்மதியும் சேவாகிராமும் - இந்திய தேசியத்தின் பல்வேறு போக்குகள் - பிரிவினையும் விடுதலையும் - மகத்தான உயிர் தியாகம்.

அலகு 5

காந்தியைப் பற்றிய படங்கள் - கள மற்றும் வாழ்க்கை அனுபவங்கள் - உங்களது வாழ்வை பரவசப்படுத்திய, உருக்கிய மகாத்மா காந்தியின் வாழ்க்கை நிகழ்ச்சிகள்.

தாள் II - அகிம்சையும் சர்வோதயமும் - CCHYGT02

Code: CCHYGT02

Hours: 1

Credit: 1

COURSE OUTCOMES:

CO. NO	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO- 1	Gain Knowledge on Mahatma Gandhi's Non - violence	PSO - 5	As
CO-2	Discuss the Policies of Mahatma Gandhi on Truth and Action	PSO - 5	An
CO-3	Analyse Sarvodaya and Antyodaya	PSO - 5	K
CO-4	Assess the values introduced through Brahmacharya and Aparigraha	PSO - 5	Ap
CO-5	Relate violence and Truth in our day today life with the teachings of Gandhiji	PSO - 2	Ap

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

		தாள் II - அகிம்சையும் சர்வோதயமும் - CCHYGT02										Hours: 1
Code: CCHYGT02												Credits: 1
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO - 1	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 2	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 3	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 4	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 5	5	5	5	5	5	5	4	5	4	3	3	4.45
Overall Mean Score											4.45	

Result: The score for this course is High

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\frac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	Mean Overall Score for Cos = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
--	--

அலகு 1

அகிம்சையின் பொருள் - கொல்லாமையும் துன்பம் செய்யாமையும் - அன்பு, தொண்டு மற்றும் மன்னித்தல் - அகிம்சைச் செயல்- அமைதி வழியில் சிக்கல் தீர்வு, அகிம்சை வாழ்வியலும் நிர்மாணப்பணியும், சத்தியாகிரகம் - அகிம்சை அறவியலும் விழுமியங்களும்.

அலகு 2

உண்மை : பேருண்மையும் (முழுமை உண்மையும்) சார்பு உண்மையும்- பொய்மைகள், தவறுகள் மற்றும் குற்றங்களுக்கு அப்பால் செல்லுதல் - உண்மையும் பன்மியமம் - உண்மையும் செயலும் - உண்மையும் அகிம்சையும்.

அலகு 3

சர்வோதயமும் (அனைவரின் நலம் அனைத்து நிலைகளிலும்) அந்தியோதயமும் (கடையவர் நலன் முதலில்) - குறிக்கோளும் வழிமுறையும் - தீண்டாமை நீக்கம் - சமூக ஒற்றுமை - மகளிர் முன்னேற்றம்.

அலகு 4

வறுமை நீக்கம் : முழுமையான ஏற்புடைய வேலை வாய்ப்பு - தற்சார்பும் தன்னிறைவும், சுயராஜ்ஜியம் மற்றும் சுதேசி (அயலவரை நேசி) - புலனடக்கமும் மேன்மையாக்கமும் (பிரம்மச்சரியம்) - எளிய மற்றும் அறவியல் வாழ்வு உடைமையின்மையும், அறங்காவலர் நெறியும் - ஏற்புடைய மற்றும் முழுமை அறிவியலும் தொழில் நுட்பமும்.

அலகு 5

நமது அன்றாட வாழ்வில் அகிம்சையும் உண்மையும் பெறுமிடமும் அதனை மேம்படுத்தும் வழிகளும் - உங்களது தற்சார்பையும் தேவையில் பிறருக்கு உதவும் ஆற்றலையும் வளர்க்கும் ஏதாவது மூன்று திறன்களைக் (Skills) கற்றல் - அமைதி வழியில் சிக்கல் தீர்வு அனுபவங்கள் - சர்வசமய நட்புறவு, உரையாடல் மற்றும் வழிபாட்டு அனுபவம் பெறல்.

DEPARTMENT OF HINDI
PART I - HINDI - COURSE PATTERN

Part	Sem.	Code	Title of the Paper	Hours	Credits
I	I	20GH1GS01	Paper - I - Prose, Short Story and Grammar- I	5	3
	II	20GH2GS02	Paper - II - Novel, One act Play, and Grammar - II	5	3
	III	20GH3GS03	Paper - III Poetry and History of Hindi Literature, Alankar	5	3
	IV	20GH4GS04	Paper IV - General Essay, Technical Hindi, Translation, and Letter Writing	5	3
Total				20	12

TESTING AND EVALUATION

Course	Continuous Internal Assessment	Semester Examination
Hindi	40%	60%

Continuous Internal Assessment

Continuous Assessment will be carried out by the Course Teachers. The components of CIA are as follows:

Components	Marks
Test -I	30
Test -II	30
Seminar/Quiz	10
Assignment	05
Attendance	05
Total	*80

* The total internal marks obtained for 80 will be converted into marks obtained for 40.

HINDI - EXTERNAL QUESTION PATTERN

Time: 3 Hours

Marls: 60

Section A: (One Word / Sentence)

10 x 1 = 10 Marks

Section B: (Paragraph / Annotation)

4 x 5 = 20 Marks

Section C: (Essay)

3x 10 = 30 Marks

PAPER I - PROSE, SHORT STORY AND GRAMMAR - I

Semester: I

Hours: 5

Code : 20GH1GS01

Credits: 3

- 1. Prose** : Naveen Hindi Patamala Part-3
Published by Dakshina Bharathi Hindi Prachar Sabha,
Thyagaraya Nagar, Chennai - 600 017.
The following Lessons have been prescribed
- Shiraj Ki Gurubhakthi
 - Shri Krishn
 - Gupth Rupya
 - Karmaveer Kamaraj
- 2. Short Story** : Kahani Manjari
Edited by : Dakshin Bharath Hindi Prachar Sabha,
Thyagaraya Nagar, Chennai - 600 017.
The following short stories have been prescribed
- Badegar kee beti - Premchand
 - Thayee - Vishwamranava
Shrama Kaushik
 - Paanch minute - Mohanlalji Mahato yogi
 - Usne Kaha tha - Chandra dharshama
Guleri
- 3. Grammar I** : Vyakaran Pradeep Published by Ramdev, Hindi Bhaan,
63, Tagore Nagarm Allahabad -2
The following topics have been prescribed
- Noun
 - Gender and Number
 - Pronoun
 - Adjectives

PAPER II - NOVEL, ONE ACT PLAY AND GRAMMAR - II

Semester: II

Hours: 5

Code : 20GH2GS02

Credits: 3

- 1. Novel** : Nirmala (Abridged version)
by Premchand, Hamsa Prakashan Allahabad
- 2. One Act Play** : Aadarsh Ekanki
Published by Dakshina Bharath Hindi Prachar
Sabha,
Thyagaraya Nagar, Chennai - 600 017.
The following Ekankies have been prescribed
 - a) Doosra din - Kanchanlatha sabbarval
 - b) Rajpoothri Ka badla - Divjendralal Rai
- 3. Grammar** : Ramdev, Published by Hindi Bhavan,
63 Tagore Nagar, Allahabad - 2
The following topics have been prescribed
 - a) Verb
 - b) Tense and Voice
 - c) Adverb
 - d) Prepositions
 - e) Conjunctions
 - f) Interjunctions

PAPER III - POETRY AND HISTORY OF HINDI LITERATURE, ALANKAR

Semester: III

Hours: 5

Code : 20GH3GS03

Credits: 3

1. POETRY:

Kavya Saurab Published by Dakshina Bharatha Hindi Prachar Sabha, T. Nagar, Chennai - 600 017.

The following poems have been prescribed

1. Sachche Devtha - Ayodhya Singh Upadhyay Harioudh
2. Murjhaphool
3. Vivshtha
4. Badal - Sumitranandan Panth
5. Vasanth Aayaa
6. Deep Koi jal raha hai
7. Kabir Ke Dohe - 5 numbers
8. Tulasi Ke Dohe - 5 numbers
9. Raheem Ke Dohe - 5 numbers
10. Bihari Ke Dohe - 5 numbers

2. HISTORY OF HINDI LITERATURE:

Hindi Sahitya Ka Ithas by Rajanath Sharma Vinod Pushhak Mandir, Agra - 2

The following topics have been prescribed Salient features of Aadikl Bakthikal (Gyan marg, Premmag, Rambakthi, Krishnabakthi and Reethika.

Short Notes from Adunikkal: Chayavad, Pragathivad, Mythili Sharan, Gupta, Dinkar Premchand Pant Prasad, Ramachandra Shukla

3. ALANKAR:

Ras chand Alankar Chandrika Karnataka Mahila Hindi Seva Samithi, Chamarajpet, Bangalore - 560 008. The following Alankars have been prescribed Anupras, Yamak, Vakrokthi, Upama, Virodabhas.

**PAPER - IV - GENERAL ESSAY, TECHNICAL HINDI, TRANSLATION AND
LETTER WRITING**

Semester: IV

Hours: 5

Code : 20GH4GS04

Credits: 3

1. General Essay:

Nibandh Praveshika, Dakshin Bharath Hindi Prachar Sabha T.Nagar, Chennai - 600
017

The following Sahityotar (General) essay have been prescribed

- a. Anushashan
- b. Parishram Ka Mahatva
- c. Paropkar
- d. Bharat Ki Kalatmak Ekta
- e. Nari Ka Karthavye Aur Adhikaar

2. Translation: Anuvad Abyas - III (1-5 Lessons) English to Hindi, Hindi to
English Published by Dakshina Bharath Hindi Prachar Sabha
T.Nagar, Chennai - 600 017.

3. Technical Hindi: Karyalaya Sahayika, Kendriya Sachivalaya
Hindi Parishad NewDelhi, Hindi Vathayan
Dr. K. Chandra Mohan, Viswa Vidyalaya Prakashan
Varanashi

Banking Terms : 50 only

Nemikaryalaya Tippani : 50 only

Name of the Ministries : 33 only

4. Letter Writing: Pramanik Alekan Aur Tippan Prof Viraj M.A. Kashmirmgate,
Delhi - 110 006
PaariVarik Patra, Avedan Patra, Sampathak ke naam Patra,
Padhadhikariyon ke naam Patra