

# **JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (AUTONOMOUS)**

**A Unit of the Sisters of St. Anne of Tiruchirappalli  
Accredited with 'A+' Grade (Cycle 4) by NAAC  
DST FIST Supported College  
Affiliated to Mother Teresa Women's University,  
Kodaikanal**

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



**B.COM.  
(2023-2026)**

**P.G & RESEARCH DEPARTMENT OF COMMERCE**

**PROGRAMME OUTCOMES-U.G**

<b>PO. NO.</b>	<b>UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO</b>
1.	Gain theoretical knowledge and apply the expertise in different fields.
2.	Acquire Industry specific skills and can emerge as entrepreneurs.
3.	Develop critical and rational thinking to solve societal issues.
4.	Explore the knowledge and acclimatize it in the everchanging work environment.
5.	Evolve theories and develop innovative discipline specific ideas.
6.	Comprehend the nuances and develop innovative, discipline-specific ideas.

**PROGRAMME SPECIFIC OUTCOMES - U.G.**

<b>PSO. NO.</b>	<b>UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO</b>	<b>PO MAPPED</b>
1.	Gain knowledge on multi disciplines, namely, accounting, finance, marketing, statistics, business mathematics, business law, Indian Taxation, banking and insurance, computer application in business, accounting software and the like.	PO-1
2.	Apply appropriate problem-solving techniques in emerging business areas.	PO-2
3.	Become business professional by equipping with managerial skills.	PO-5
4.	Explore comprehensive knowledge on all subjects to pursue higher education/ write competitive exams.	PO-3
5.	Become a creative and innovative entrepreneur in the present competitive scenario.	PO-4 PO-6

**UG COURSE PATTERN - 2023 - 2026 (UGC/ TANSCH/ MTU)**

Sem.	Part	Code	Title of the Course	Hours	Credit
I	I	23GT1GS01/ 23GH1GS01	Tamil-I/ Hindi-I	6	3
	II	23GE1GS01	English - I	4	3
	III	23CO1MC01	Financial Accounting - I	6	5
		23CO1MC02	Principles of Management	5	4
		23CO1AC1A 23CO1AC1B	Indian Economic Development Business Communication	5	4
	IV	23AE1PE01	<b>Ability Enhancement Course-1 (AEC- 1) (Soft Skill)</b> (English Dept.) Professional English	2	2
		23CO1FC01	Foundation Course: Fundamental Concepts of Accounting and Commerce	2	2
	V	23STPNS01/ 23STPNC01/ 23STPPE01/ 23STPCC01/ 23STPRR01/ 23STPRC01/	<b>Students Training Programme:</b> National Service Scheme/ National Cadet Corps/ Physical Education/ Consumer Club/ Red Ribbon Club/ Youth Red Cross	-	-
			<b>Total</b>	<b>30</b>	<b>23</b>
II	I	23GT2GS02/ 23GH2GS02	Tamil-II/ Hindi-II	6	3
	II	23GE2GS02	English - II	4	3
	III	23CO2MC03	Financial Accounting -II	6	5
		23CO2MC04	Business Law	5	4
		23CO2AC2A 23CO2AC2B	Business Environment Insurance and Risk Management	5	4
	IV	23AE2VE02	<b>Ability Enhancement Course-2 (AEC- 2)</b> Sustainability Life Skills	2	2
		23SE2CE02	<b>Skill Enhancement Course-1 (SEC- 1)</b> Effective English	2	2
	V	23STPNS01/ 23STPNC01/ 23STPPE01/ 23STPCC01/ 23STPRR01/ 23STPRC01/	<b>Students Training Programme:</b> National Service Scheme/ National Cadet Corps/ Physical Education/ Consumer Club/ Red Ribbon Club/ Youth Red Cross	-	-
			<b>Total</b>	<b>30</b>	<b>23</b>

Sem.	Part	Code	Title of the Course	Hours	Credit
III	I	23GT3GS03/ 23GH3GS03	Tamil-III/ Hindi-III	6	3
	II	23GE3GS03	English – III	4	3
	III	23CO3MC05	Corporate Accounting - I	5	4
		23CO3MC06	Company Law	5	4
		23CO3AC3A 23CO3AC3B	Principles of Marketing International Trade	5	4
	IV	23SE3CO03	<b>Skill Enhancement Course-2 (SEC- 2)</b> (Entrepreneurial Based) (Hands on Training) Jute Craft Product Making	1	1
		23CO3GE01/ 23GE3NC01	<b>GE- 1</b> (Arts to Arts and Science to Science) Practical Auditing/ National Integration and Personality Development	2	2
		23AESES03	<b>Ability Enhancement Course-3 (AEC-3)</b> Environmental Studies	2	2
	V	23STPNS01/ 23STPNC01/ 23STPPE01/ 23STPCC01/ 23STPRR01/ 23STPRC01	<b>Students Training Programme:</b> National Service Scheme/ National Cadet Corps/ Physical Education/ Consumer Club/ Red Ribbon Club/ Youth Red Cross	-	-
			<b>Total</b>	<b>30</b>	<b>23</b>
IV	I	23GT4GS04/ 23GH4GS04	Tamil-IV/ Hindi-IV	6	3
	II	23GE4GS04	English -IV	4	3
	III	23CO4MC07	Corporate Accounting-II	5	5
		23CO4MC08	Business Mathematics& Statistics	4	4
		23CO4AC4A 23CO4AC4B	Consumerism & Consumer Protection E-Commerce	5	4
	IV	23SE4OA4B	<b>Skill Enhancement Course-3 (SEC- 3)</b> Office Fundamentals	3	2
		23CO4GE02/ 23GE4NC02	<b>GE - 2 (Arts to Science and Science to Arts)</b> Principles of Accounting/ Organization and Health Programme in NCC	2	2
		23AE4CB04	<b>Ability Enhancement Course-4 (AEC-4)</b> Capacity Building	1	1
	V	23STPNS01/ 23STPNC01/ 23STPPE01/ 23STPCC01/ 23STPRR01/ 23STPRC01	<b>Students Training Programme:</b> National Service Scheme/ National Cadet Corps/ Physical Education/ Consumer Club/ Red Ribbon Club/ Youth Red Cross	-	1*
			<b>Total</b>	<b>30</b>	<b>24+1*</b>

Sem.	Part	Code	Title of the Course	Hours	Credit
V	III	23CO5MC09	Cost Accounting- I	6	5
		23CO5MC10	Banking Law and Practice	6	5
		23CO5MC11	Income Tax Law and Practice -I	5	3
		23CO5MC12	Auditing and Corporate Governance	5	3
		23CO5DE1A/ 23CO5DE1B/ 23CO5DE1C	<b>Discipline Specific Elective -1</b> Entrepreneurial Development/ Human Resource Management/ Indirect Taxation	4	3
	IV	23CO5DE2A/ 23CO5DE2B/ 23CO5DE2C	<b>Discipline Specific Elective -2</b> Financial Services/ Office Methods& Secretarial Practice/ Business Legislations Laws	4	3
		23CO5IN01/ 23CO5IT01	Internship/Industrial Training (Carried out in II Year Summer Vacation)(30 hours) atleast 6 days (IV Sem)	-	2
	V	23SLPEX01	<b>Service-Learning Programme</b> Extension (JACEP)	-	-
			<b>Total</b>	<b>30</b>	<b>24</b>
VI	III	23CO6MC13	Cost Accounting -II	5	4
		23CO6MC14	Management Accounting	4	3
		23CO6MC15	Income Tax Law and Practice - II	4	3
		23CO6MC16	Accounting Software (Tally)	6	5
		23CO6PR01	Project*	4	3
	III	23CO6DE3A/ 23CO6DE3B/ 23CO6DE3C	<b>Discipline Specific Elective - 3</b> Financial Management/ Logistics and Supply Chain Management/ Computer Application in Business	3	2
	IV	23SE6CO04	<b>Skill Enhancement Course- 5 (SEC-5)</b> (Domain Specific Skill Course) Women Entrepreneurship	4	2
	V	23CO6SS01/ 23CO6SS02/ 23CO6SS03/ 23CO6SS04/ 23CO6SM01	<b>Self Study Course:</b> Merchant Banking and Financial Services/ Business Organization/ Rural Development/ Corporate Social Responsibility/ MOOCs	-	2*
	V	23SLPEX01	<b>Service- Learning Programme</b> Extension (JACEP)	-	1
			<b>Total</b>	<b>30</b>	<b>23+2*</b>
			<b>Total</b>	<b>180</b>	<b>140+3*</b>

\* Extra Credits - Self Study Paper, MOOCs

\* Group Project

**K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5**- Evaluate.

**SKILL DEVELOPMENT PROGRAMME (CERTIFICATE COURSE)**

Code	Title of the Course	Hours	Credit
23CO1SD01	<b>Skill Development Programme (SDP)</b> Office Methods	60	2

**SKILL DEVELOPMENT PROGRAMME (CERTIFICATE COURSE)**

Code	Title of the Course	Hours	Credit
25CO1SD01	<b>Skill Development Programme (SDP)</b> Business Communication	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) - 2023-2026 -UG**

**CIA Practical components can be decided by the respective Departments.**

**Passing Minimum in the Continuous Internal Assessment is Compulsory for  
appearing the External Semester Examination**

**Theory:**

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

**PRACTICAL:**

**Continuous Internal Assessment (CIA) - 40 Marks**

**External Practical Exam - 60 Marks**

**PROJECT WORK (UG)**

The ratio of marks for Internal and External Examination is 50:50. The Internal Components of Project Work are given below:

**THE INTERNAL COMPONENTS OF PROJECT**

Components	Marks
First Review	10
Second Review	10
Final Review (Internal Viva Voce)	30
<b>Total</b>	<b>50</b>

**EXTERNAL VALUATION OF PROJECT WORK**

Components	Marks
Project Report	25
External Viva Voce	25
<b>Total</b>	<b>50</b>

**INTERNSHIP (UG)**

Components	Marks
Internal	50 Marks
External	50 Marks
<b>Total</b>	<b>100 Marks</b>

**INTERNAL COMPONENTS:**

Components	Marks
Report Submission	25 Marks
Presentation and viva (internal)	25 Marks
External (Awarded by the Respective Guide / Intern site)	50 Marks

**PASSING MINIMUM FOR EXTERNAL SEMESTER EXAMINATION -UG**

Semester Examination		
Theory	40% out of 75 Marks (i.e. 30 Marks)	40% out of 100 Marks (i.e. 40 Marks)
Practical	40% out of 60 Marks (i.e. 24 Marks)	

# SELF STUDY PAPER QUESTION PATTERN

**Time: 3 Hours**

**Max. Marks: 100**

**SECTION-A**

**5x20=100**

## INTERNAL QUESTION PATTERN - UG (2023-2026)

**Max. Marks - 40**

**Duration - 2 Hours**

Section	Bloom's level	Course Outcome	Questions
A MCQs (10×1=10)	K1	CO1	1.
		CO1	2.
		CO1	3.
		CO1	4.
		CO1	5.
		CO1	6.
		CO1	7.
		CO1	8.
		CO1	9.
		CO1	10.
B Answer all the Questions (2×5=10)	K2	CO2	11. a)  (or) 11. b)
	K3	CO3	12. a)  (or) 12. b)
	K4	CO4	13. a)  (or) 13. b)
	K5	CO5	14. a)  (or) 14. b)

**INTERNAL QUESTION PATTERN (Fully Internal Papers) - UG (2023-2026)**

**Max. Marks – 40**

**Duration -1  $\frac{1}{2}$  Hours**

<b>Section</b>	<b>Bloom's level</b>	<b>Course Outcome</b>	<b>Questions</b>
<b>A</b> <b>MCQs</b> <b>(10×1=10)</b>	<b>K1</b>	CO1	1.
		CO1	2.
		CO1	3.
		CO1	4.
		CO1	5.
		CO1	6.
		CO1	7.
		CO1	8.
		CO1	9.
		CO1	10.
<b>B</b> <b>Answer all the Questions</b> <b>(2×5=10)</b>	K2	CO2	11. a)  (or)  11. b)
	K3	CO3	12. a)  (or)  12. b)
	K4	CO4	13. a)  (or)  13. b)
	K5	CO5	14. a)  (or)  14. b)

### UG - EXTERNAL QUESTION PATTERN

**For Credits 5 and above**

Sections	Bloom's level	Course Outcome	Questions
A MCQs 15×1=15	K1	CO1	1
			2
			3
			4
			5
			6
			7
			8
			9
			10
			11
			12
			13
			14
			15
B Answer All the Questions 5×2=10	K2	CO2	16
			17
			18
			19
			20
C Answer ALL the Questions 5×5=25	K1	CO1	21. a)
			Or
			21. b)
	K2	CO2	22. a)
			Or
			22. b)
	K3	CO3	23. a)
			Or
			23. b)
	K4	CO4	24. a)
			Or
			24. b)
	K5	CO5	25. a)
			Or
			25. b)

<b>D</b> <b>Answer All the Questions</b> <b>5×10=50</b>	<b>K1</b>	<b>CO1</b>	26. a)
			Or
			26. b)
	<b>K2</b>	<b>CO2</b>	27. a)
			Or
			27. b)
	<b>K3</b>	<b>CO3</b>	28. a)
			Or
			28. b)
	<b>K4</b>	<b>CO4</b>	29. a)
			Or
			29. b)
	<b>K5</b>	<b>CO5</b>	30. a)
			Or
			30. b)

## UG - EXTERNAL QUESTION PATTERN

**For Below 5Credits**

Sections	Bloom's level	Course Outcome	Questions
A MCQs 15×1=15	K1	CO1	1
			2
			3
			4
			5
			6
			7
			8
			9
			10
			11
			12
			13
			14
			15
B Answer ALL the Questions 5×6=30	K1	CO1	16. a)
			Or
			16. b)
	K2	CO2	17. a)
			Or
			17. b)
	K3	CO3	18. a)
			Or
			18. b)
	K4	CO4	19. a)
			Or
			19. b)
	K5	CO5	20. a)
			Or
			20. b)
C Answer All the Questions 3×10=30	K2	CO2	21. a)
			Or
			21. b)
	K3	CO3	22. a)
			Or
			22. b)
	K4	CO4	23. a)
			Or
			23. b)

**பொதுத்தமிழ் - 1 (பிற துறை மாணவிகளுக்கு மட்டும்)**

பருவம்: ஒன்று

நேரம்: 6

குறியீடு: 23GT1GS01

புள்ளி: 3

**COURSE OUTCOMES:**

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	பாரதியார் காலந்தொட்டு தற்காலப் புதுக்கவிதைகள் வரை கவிதை இலக்கியம் அறிமுகப்படுத்தப்படுவதால் படைப்பாற்றல் திறன் அறிந்து கொள்வர்.	PSO-1	K1
CO - 2	புதுக்கவிதை வரலாற்றினை புரிந்து கொள்வார்.	PSO-5	K2
CO - 3	இக்கால இலக்கிய வகையினைக் கற்பதன் மூலம் படைப்பாக்கத் திறனைப் பெறுவர்.	PSO-2	K3
CO - 4	இக்கால இலக்கிய மொழியறிவோடு சிந்தனைத் திறன் அடையும் ஆற்றலை உணர்வர்.	PSO-3	K4
CO - 5	நவீன இலக்கிய உத்திகளைப் பயன்படுத்தி தமிழ் மொழியைப் பிழையின்றி எழுதவும், புதிய கலைச்சொற்களை உருவாக்கும் திறன் பெறுவர்.	PSO-4	K5

**K1- நினைவு கூர்தல் K2-புரிதல், K3- பயன்படுத்துதல், K4 - பகுத்தல், K5 - மதிப்பீடு**

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

Semester: I		பொதுத்தமிழ் - 1 (பிற துறை மாணவிகளுக்கு மட்டும்)										Hours: 6
Code : 23GT1GS01												Credit: 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	3	5	2	3	3	3	5	3	2	3	3	3.18
CO - 2	4	3	3	5	3	3	3	3	3	4	5	3.55
CO - 3	3	4	3	3	5	5	4	5	3	3	3	3.73
CO - 4	3	4	5	3	3	3	4	3	5	3	3	3.55
CO - 5	5	3	3	3	3	3	3	3	3	5	3	3.36
<b>Overall Mean Score</b>												<b>3.47</b>

**Result:** The score for this course is **3.47** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
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**அலகு 1: மரபுக் கவிதை**

- |                   |   |  |
|-------------------|---|--|
| 1. பெ. சுந்தரனார் | - | தமிழ்த் தெய்வ வணக்கம்                  |
| 2. பாரதிதாசன்     | - | சிறுத்தையே வெளியில் வா                 |
| 3. கவிமணி         | - | புத்தரும் சிறுவனும்                    |
| 4. முடியரசன்      | - | மொழி உணர்ச்சி                          |
| 5. கண்ணதாசன்      | - | ஆட்டனத்தி ஆதிமந்தி (ஆதிமந்தி புலம்பல்) |
| 6. சுரதா          | - | துறைமுகம்                              |
| 7. தமிழ் ஒளி      | - | கடல்                                   |

**18 Hours****அலகு 2: புதுக்கவிதை**

- |                       |   |  |
|-----------------------|---|--|
| 1. அப்துல் ரகுமான்    | - | வீட்டுக்கொரு மரம் வளர்ப்போம்                     |
| 2. ஈரோடு தமிழன்பன்    | - | ஒரு வண்டி சென்ரியூ கவிதைகள் -<br>(ஐந்து மட்டும்) |
| 3. வைரமுத்து          | - | வேறென்ன வேண்டும்                                 |
| 4. மு. மேத்தா         | - | வாழைமரத்தின் சபதம்                               |
| 5. அறிவுமதி           | - | வள்ளுவம் பத்து                                   |
| 6. நா. முத்துக்குமார் | - | ஆனந்த யாழை மீட்டுகிறாய்                          |
| 7. சுகிர்தராணி        | - | சபிக்கப்பட்ட முத்தம்                             |
| 8. இளம்பிறை           | - | நீ எழுத மறுக்கும் எனது அழகு                      |

**18 Hours****அலகு 3: சிறுகதைகள்**

- |                        |   |   |
|------------------------|---|---|
| 1. ஜெயகாந்தன்          | - | வாய்ச்சொற்கள்   |
| 2. புதுமைப்பித்தன்     | - | கடிதம்  |
| 3. உமா மகேஸ்வரி        | - | கரு   |
| 4. தி. ஜானகிராமன்      | - | முள்முடி  |
| 5. விழி பா. இதயவேந்தன் | - | சிதறல்கள்   |
| 6. சு. சமுத்திரம்      | - | காகிதஉறவு   |
| 7. அம்பை               | - | வீட்டின் மூலையில் சமையல் அறை  |
| 8. மலையாளச் சிறுகதைகள் | - | செப்புமொழிபதினெட்டுடையாள் - (மொழிபெயர்ப்புக்<br>கதை) தந்தையும் மகனும் |

**18 Hours****அலகு 4: பாடம் சார்ந்த இலக்கிய வரலாறு****18 Hours****அலகு 5: மொழித்திறன் போட்டித் தேர்வு**

1. பொருள் பொதிந்த சொற்றொடர் அமைத்தல்
2. ஓர் எழுத்து ஒரு மொழி
3. வேற்றுமை - உருபுகள்
4. திணை, பால், எண், இடம்
5. கலைச்சொல்லாக்கம், மொழிபெயர்ப்பு

**18 Hours**

(குறிப்பு: அலகு 4, 5 ஆகியன போட்டித் தேர்வு நோக்கில் நடத்தப்பட வேண்டும்)

#### பாட நூல்கள்

1. தமிழ்த்துறை வெளியீடு (தொகுப்பு) - பொதுத்தமிழ் - 1  
ஜெயராஜ் அன்னபாக்கியம் மகளிர் கல்லூரி  
(தன்னாட்சி), பெரியகுளம்.
2. முனைவர் சி. பாலசுப்பிரமணியன் - தமிழ் இலக்கிய வாலாறு,  
பாவை பப்ளிகேஷன்ஸ், சென்னை - 60  
இரண்டாம் பதிப்பு - 2016.

#### பார்வை நூல்கள்:

1. பெ. சுந்தரனார் - மனோன்மனியம்  
நியூ செஞ்சுரி புக் ஹவுஸ்  
சென்னை.
2. முடியரசன் - முடியரசன் கவிதைகள்,  
பாரிநிலையம்,  
சென்னை.
3. பாரதிதாசன் - பாரதிதாசன் கவிதைகள்,  
மணிவாசகர் பதிப்பகம்,  
சென்னை
4. கவிமணி - ஆசிய ஜோதி  
பாவை பப்ளிகேஷன்ஸ்  
சென்னை.
5. கண்ணதாசன் கவிதைகள் - ஆட்டனத்தி ஆதிமந்தி  
வானதி பதிப்பகம்,  
சென்னை.
6. வைரமுத்து - வைரமுத்து கவிதைகள்  
திருமகள் நிலையம்,  
சென்னை.
7. மு. மேத்தா - மு. மேத்தா கவிதைகள்,  
கவிதா வெளியீடு,  
சென்னை.
8. கவிஞர் சிற்பி - சிற்பியின் கவிதை வானம்,  
மணிவாசகர் பதிப்பகம்,  
சென்னை.
9. நா. முத்துக்குமார் - ஆனந்த யாழை மீட்டுகிறாய்  
இணையவழி தகவல் திரட்டு
10. சுகிர்தாராணி - சபிக்கப்பட்ட முத்தம்  
இணையவழி தகவல் திரட்டு

- |   |  |
|---|--|
| 11. ஜெயகாந்தன்                                | - ஜெயகாந்தன் சிறுகதைகள்,<br>கவிதா பப்ளிகேஷன்ஸ்,<br>சென்னை.                   |
| 12. ச. சுபாஷ் சந்திரபோஸ்<br>(தொகுப்பாசிரியர்) | - புதுமைப்பித்தன் சிறுகதைகள்,<br>பாவை பப்ளிகேஷன்ஸ்,<br>சென்னை.               |
| 13. தி. ஜானகிராமன்                            | - தி. ஜானகிராமன் படைப்புகள்,<br>ஐந்திணைப் பதிப்பகம்,<br>சென்னை.              |
| 14. சு. சமுத்திரம்                            | - சு. சமுத்திரம் கதைகள்,<br>ராஜராஜன் பதிப்பகம்,<br>சென்னை.                   |
| 15. தமிழாக்கம் கோ. பிச்சை                     | - செப்புமொழி பதினெட்டுடையாள்,<br>நியூசெஞ்சுரி புக் ஹவுஸ்,<br>சென்னை.         |
| 16. சி. பாலசுப்பிரமணியன்,                     | - தமிழ் இலக்கிய வரலாறு<br>பாவை பப்ளிகேஷன்ஸ், சென்னை - 600 014.               |
| 17. புலவர் குழந்தை                            | - மாணவர் அடிப்படைத் தமிழ் இலக்கணம்,<br>சாரதா பதிப்பகம்,<br>சென்னை - 600 014. |
| 18. எ.பி. பாக்கியமேரி                         | - வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு<br>நியூசெஞ்சுரி புக் ஹவுஸ், சென்னை.    |

## PART I - HINDI - COURSE PATTERN (2023 - 2026)

Part	Sem.	Code	Title of the Paper	Hours/ Week	Credit
I	I	23GH1GS01	Paper - I - Prose, Short Story and Grammar - I	5	3
	II	23GH2GS02	Novel, One act Play, and Grammar - II	5	3
	III	23GH3GS03	Poetry and History of Hindi Literature, Alankar	5	3
	IV	23GH4GS04	General Essay, Technical Hindi, Translation, and Letter Writing	5	3
<b>Total</b>				<b>20</b>	<b>12</b>

**K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate **TESTING**

### AND EVALUATION

Course	Continuous Internal Assessment	Semester Examination
Hindi	25%	75%

### Continuous Internal Assessment Component (CIA)

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

### CONTINUOUS INTERNAL ASSESSMENT COMPONENT (CIA)

**CIA components for Practical can be decided by the respective Departments.**

**Passing Minimum in the Continuous Internal Assessment is Compulsory for appearing the External Semester Examination**

Passing Minimum for CIA Examination	
Theory	40% out of 25 Marks (i.e. 10 Marks)

### PASSING MINIMUM FOR EXTERNAL SEMESTER EXAMINATION –UG

Semester Examination		
Theory	40% out of 75 Marks (i.e. 30 Marks)	40% out of 100 Marks (i.e. 40 Marks)
Practical	40% out of 60 Marks (i.e. 24 Marks)	

## **PAPER I - PROSE, SHORT STORY AND GRAMMAR - I**

**Semester: I**

**Hours: 5**

**Code : 23GH1GS01**

**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
- a) Shiraj Ki Gurubhakthi
  - b) Shri Krishn
  - c) Gupth Rupya
  - d) 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
- a) Badegar kee beti - Premchand
  - b) Thayee - Vishwamranava  
Shrama Kaushik
  - c) Paanch minute - Mohanlalji Mahato yogi
  - d) 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
- a) Noun
  - b) Gender and Number
  - c) Pronoun
  - d) Adjectives

## COMMUNICATIVE ENGLISH - I

**Semester: I**

**Hours: 4**

**Code : 23GE1GS01**

**Credit: 3**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Discover a fair degree of competence in self-expression in both writing and speaking	PSO-5	K1
CO - 2	Comprehend by reading texts	PSO-2	K2
CO - 3	Articulate academic resources	PSO-4	K3
CO - 4	Focus on independent learning	PSO-3	K4
CO - 5	Estimate critical and analytical thinking	PO-1	K5

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

Semester: I		COMMUNICATIVE ENGLISH - I										Hours: 4
Code : 23GE1GS01												Credit: 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	5	3	3	3	5	4	3	3	3	5	3.73
CO - 2	4	3	3	5	4	3	4	5	3	4	3	3.73
CO - 3	4	3	3	3	5	3	4	3	3	5	3	3.55
CO - 4	3	3	5	3	4	3	3	3	5	4	3	3.55
CO - 5	5	3	4	3	4	3	5	3	4	4	3	3.73
Overall Mean Score												3.65

**Result:** The score for this course is **3.65** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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**UNIT I****12 Hours**

1. Listening and Speaking
  - a. Introducing self and others
  - b. Listening for Information
  - c. Pronunciation (without phonetic symbols)
    - i. Essentials of pronunciation
    - ii. American and British pronunciation
2. Reading and Writing
  - a. Reading short articles - newspaper reports / fact based articles
    - i. Skimming and scanning
    - ii. Diction and tone
    - iii. Identifying topic sentences
  - b. Reading aloud: Reading an article/report
  - c. Journal (Diary) Writing
3. Study Skills - I
  - a. Using dictionaries, encyclopaedias, thesaurus

**UNIT II****12 Hours**

1. Listening and Speaking
  - a. Listening with a Purpose
  - b. Effective Listening
  - c. Tonal Variation
  - d. Listening for specific information
  - e. Asking for Information
  - f. Giving Information
2. Reading and Writing
  - a. Types of Reading: Extensive and Intensive Reading
  - b. Reading a Prose Passage
  - c. Reading a Poem
  - d. Reading a Short Story
3. Paragraphs: Structure and types
  - a. What is a Paragraph?
  - b. Paragraph Structure
  - c. Topic Structure
  - d. Unity
  - e. Coherence
  - f. Connections between Ideas: Using Transitional words and expressions
  - g. Types of Paragraphs

#### 4. Study skills - II

Using the internet as a resource

- a. Online search
- b. Know the keyword
- c. Refine your search
- d. Guidelines for using the Resources
- e. E- Learning resources of Government of India
- f. Terms to know

### **UNIT III**

**12 Hours**

#### 1. Listening and Speaking

- a. Giving and following instructions
- b. Asking for and giving directions
- c. Continuing discussions with connecting ideas

#### 2. Reading and writing

- a. Reading feature articles (from newspapers and magazines)
- b. Reading to identify point of view and perspective (opinion pieces, editorials etc.)
- c. Descriptive writing - writing a short descriptive essay of two to three paragraphs

### **UNIT IV**

**12 Hours**

#### 1. Listening and Speaking

- a. Giving and responding to opinions

#### 2. Reading and writing

- a. Note taking
- b. Narrative writing - writing narrative essays of two to three paragraphs

### **UNIT V**

**12 Hours**

#### 1. Grammar in Context

Naming and Describing

- a. Nouns and Pronouns
- b. Adjectives

Involving Action- I

- a. Verbs
- b. Concord

Involving Action- II

- a. Verbal- Gerund, Participle, Infinitive
- b. Modals

Tense

- a. Present
- b. Past
- c. Future

### **COURSE BOOKS:**

- ❖ Communicative English (For Students of Arts and Science Colleges) Tamilnadu State Council for Higher Education (TANSCHE)
- ❖ Savarimuttu, Rohan J. S, and G. Petricia Alphine Nirmala, *English Grammar and Usage - An Ideal Companion for Advanced Learners*. New Century Book House (P) Ltd, 2016.

### **BOOKS FOR REFERENCE**

1. Kumar, Manoj. *English Communication: Theory and Practice*. Scholar .Tech Press, 2018.
2. Nachmuthu, Cambridge. *Advanced Communication English*. Cambridge Publishers, 2011.

### **WEB SOURCES**

1. <https://www.youtube.com/watch?v=Y94s85-Crew>
2. <https://www.esolcourses.com/content/topicsmenu/listening.html>
3. <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=>

## FINANCIAL ACCOUNTING - I

**Semester: I**

**Hours: 6**

**Code : 23CO1MC01**

**Credit: 5**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understanding the basic concepts of accounting	PSO - 5	K1
CO - 2	Develop the ability to rectify the errors in Bank Reconciliation statement	PSO - 1	K2
CO - 3	Analyse the various methods of depreciation	PSO - 2	K3
CO - 4	Apply the single and double entry system in company accounts	PSO - 3	K4
CO - 5	Prepare the financial statement	PSO - 4	K5

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

Semester: I		FINANCIAL ACCOUNTING-I										Hours: 6
Code : 23CO1MC01												Credit: 5
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	4	5	2	5	4	3	2	4	5	3.73
CO - 2	5	2	2	4	3	4	5	2	3	2	4	3.27
CO - 3	2	5	3	4	4	4	2	5	4	3	4	3.64
CO - 4	4	4	4	3	5	3	4	4	5	4	3	3.91
CO - 5	4	3	5	2	2	2	4	3	2	5	2	3.09
Overall Mean Score												3.53

**Result:** The score for this course is **3.53** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Financial Accounting- Meaning, Definition, Objectives, Basic Accounting Concepts and Conventions-Journal, Ledger Accounts-Subsidiary Books-Trial Balance-Classification of Errors -Rectification of Errors-Preparation of Suspense Account -Need and Preparation-Bank Reconciliation Statement. **(18 Hours)**

## **UNIT II**

Final Accounts of Sole Trading Concerns -Capital and Revenue Expenditure and Receipts -Preparation of Trading, Profit and Loss Account and Balance Sheet with Adjustments. **(18 Hours)**

## **UNIT III**

Depreciation -Meaning - Objective - Accounting Treatments-Types-Straight Line Method -Diminishing Balance method-Conversion method .Annuity Method - Depreciation Fund Method-Insurance Policy method-Revaluation Method - Depletion Method -Sum of Digits Method-Machine Hour Rate Method. **Bill of Exchange** -Definition-Specimens-Discounting of Bills-Endorsement of Bill-Collection -Noting -Renewal-Retirement of Bill under rebate - Insolvency of Acceptor- Accommodation. **(18 Hours)**

## **UNIT IV**

Incomplete Records - Meaning and Features - Limitation - Difference between Incomplete Records and Double Entry System -Methods of Calculation of profit - Statement of Affairs Method - Preparation of final statement by Conversion method. Average Due Date and Account Current. **(18 Hours)**

## **UNIT V**

Meaning - Minimum Rent - Short Working - Recoupment of Short working -Lessor and Lessee -Sublease - Accounting Treatment. **(18 Hours)**

**Theory 20% & Problems 80%**

## **COURSEBOOK:**

- ❖ S P Jain and K. L. Narang: Financial Accounting- I, Kalyani Publishers New Delhi.
- ❖ Dr. S.N. Maheswari: Financial Accounting, Vikas Publications New Delhi.
- ❖ Shukla Grewal and Gupta, "Advanced Accounts", volume 1, S.Chand and sons New Delhi.
- ❖ Radhaswamy and R.L. Gupta: Advanced Accounting, Sultan Chand New Delhi.
- ❖ R.L.Gupta and V.K.Gupta, "Financial Accounting", Sultan Chand New Delhi.

### **BOOKS FOR REFERENCE:**

1. Dr. Arulanandan and Raman: Advanced Accountancy, Himalaya publications, Mumbai.
2. Tulsian, Advanced Accountanting, Tata MC.Graw Hills Noida.
3. Charumathi and Vinayagam, Financial Accounting, S.Chand and Sons, New Delhi.
4. Goyal and Tiwari, Financial Accounting, Taxmann Publications, New Delhi.
5. Robert N Anthony, David Hawkins Kenneth A. Merchant Accounting: Text and cases. McGraw-Hill Education Noida.

**Note: Part - A Multiple Choice Questions; Part - B & Part - C Only Problems.**

### **Web Sources**

1. <https://www.slideshare.net/mcsharmal/accounting-for-depreciation-1>
2. <https://www.slideshare.net/ramusakha/basics-of-financial-accounting>
3. <https://www.accountingtools.com/articles/what-is-a-single-entry-system.html>

## PRINCIPLES OF MANAGEMENT

**Semester: I**

**Hours: 5**

**Code : 23CO1MC02**

**Credit: 4**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Demonstrate the importance of principles of management	PSO - 1	K1
CO - 2	Paraphrase the importance of planning and decision making in an organisation.	PSO - 4	K2
CO - 3	Comprehend the concept of various authorizes and responsibilities of an organisation.	PSO - 2	K3
CO - 4	Enumerate the various methods of Performance appraisal.	PSO - 3	K4
CO - 5	Demonstrate the notion of directing, co-ordination and control in the management	PSO - 5	K5

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

Semester: I		PRINCIPLES OF MANAGEMENT										Hours: 5
Code : 23CO1MC02												Credit: 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	2	4	2	3	2	5	2	3	4	2	3.09
CO - 2	4	2	5	4	3	4	4	2	3	5	4	3.64
CO - 3	4	5	3	4	2	4	4	5	2	3	4	3.64
CO - 4	3	2	2	3	5	3	3	2	5	2	3	3.00
CO - 5	4	2	2	5	4	5	4	2	4	2	5	3.55
<b>Overall Mean Score</b>												<b>3.38</b>

**Result:** The Score for this course is **3.38** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Meaning- Definitions - Nature and Scope- Levels of management - Importance- Management Vs Administration - Management : science or art - Evolution of management thoughts - F. W. Taylor, Henry Fayol, Peter F. Drucker, Elton Mayo - Functions of management - Trends and Challenges of Management. Managers- Qualification-Duties & Responsibilities. **(15 Hours)**

## **UNIT II**

Planning - Meaning - Definitions - Nature - Scope and Functions - Importance and elements of planning - Types - Planning process - Tools and Techniques of planning - Management by Objective (MBO). Decision Making: Meaning - Characteristics - Types - Steps in Decision Making-Forecasting. **(15 Hours)**

## **UNIT III**

Meaning- Definitions - Nature and Scope - Characteristics - Importance - Types - Formal and informal organization - Organization chart - Organization structure: Meaning and Types - Departmentalization- Authority and Responsibility - Centralization and Decentralization - Span of management. **(15 Hours)**

## **UNIT IV**

Introduction - Concept of staffing- Staffing process - Recruitment - Sources of recruitment - Modern recruitment methods - Selection procedure - Test-Interview-Training: Need - Types - Promotion - Management Games - Performance appraisal - Meaning and methods - 360 performance appraisal - Work From Home - Managing Work From Home [WFH]. **(15 Hours)**

## **UNIT V**

Motivation - Meaning - Theories - Communication - Types - Barriers to Communications-Measures to overcome the Barriers. Leadership - Nature - Types and theories of leadership - Styles of leadership - Qualities of good leader - Successful Women leaders. Supervision.

### **Co-ordination and Control**

Co-ordination - Meaning - Techniques of co-ordination. Control - Characteristics - Importance - Stages in the control process- Requisites of effective control and controlling techniques - Management by Exception [MBE]. **(15 Hours)**

## **COURSE BOOK**

- ❖ Gupta.C.B, Principles of Management-L.M. Prasad, S. Chand & Sons Co. Ltd, New Delhi.
- ❖ DinkarPagare, Principles of Management, Sultan Chand & Sons Publications, New Delhi.
- ❖ P.C.Tripathi& P.N Reddy, Principles of Management. Tata McGraw, Hill, Noida.
- ❖ L.M. Prasad, Principles of Management, S.Chand &Sons Co. Ltd, New Delhi.
- ❖ R.K. Sharma, Shashi K. Gupta, Rahul Sharma, Business Management, Kalyani Publications, New Delhi.

## **BOOKS FOR REFERENCE**

1. K. Sundhar, Principles Of Management, Vijay Nichole Imprints Limited, Chennai
2. Harold Koontz, Heinz Weirich, Essentials of Management, McGraw Hill, Sultan Chand and Sons, New Delhi.
3. Griffin, Management principles and applications, Cengage learning, India
4. H. Mintzberg - The Nature of Managerial Work, Harper & Row, New York.
5. Eccles, R. G. & Nohria, N. Beyond the Hype: Rediscovering the Essence of Management. Boston The Harvard Business School Press, India.

## **WEB RESOURCES**

1. <http://www.universityofcalicut.info/syl/management>
2. <https://www.managementstudyguide.com/manpower-planning.htm>
3. <https://www.businessmanagementideas.com/notes/management-notes/coordination/coordination/21392>

## INDIAN ECONOMIC DEVELOPMENT

**Semester: I**

**Hours: 5**

**Code : 23CO1AC1A**

**Credit: 4**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Acquire knowledge on the terminologies related to economic development	PSO - 1	K1
CO - 2	Understand the macro economic concepts of national income, budgetary deficit, public revenue and banking policies related to monetary and fiscal policies	PSO - 4	K2
CO - 3	Analyse the different sectors and the sector wise contribution of GDP to the nation	PSO - 2	K3
CO - 4	Describe the impact of population on economic development and the impact of wholesale and consumer price index on the economic development of the nation	PSO - 5	K4
CO - 5	Gain skills in identifying different issues and examining them in the globalized era	PSO - 3	K5

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

Semester: I		INDIAN ECONOMIC DEVELOPMENT										Hours: 5
Code : 23CO1AC1A												Credit: 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	2	3	4	4	4	5	2	4	3	4	3.64
CO - 2	3	2	5	2	2	2	3	2	2	5	2	2.73
CO - 3	3	5	2	3	4	3	3	5	4	2	3	3.36
CO - 4	4	4	4	5	2	5	4	4	2	4	5	3.91
CO - 5	3	4	2	2	5	2	3	4	5	2	2	3.09
Overall Mean Score												3.35

**Result:** The score for this course is **3.35** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Concepts of Economic Growth and Development: Measurement of Economic Development-Per Capita Income-Basic Needs-Physical Quality of Life Index, Human Development Index and Gender Empowerment Measure. **(15 Hours)**

## **UNIT II**

Factors affecting Economic Development - Characteristics of Developing Countries - Population and Economic Development - Theory of Demographic Transition - Human Resource Development and Economic Development. **(15 Hours)**

## **UNIT III**

Meaning - Importance - National Product- Concept, types of measurement, Comparison of National at Constant and Current Prices. Sectoral Contribution to National Income. National Income and Economic Welfare. **(15 Hours)**

## **UNIT IV**

Meaning - Importance - Role of Public Finance in Economic Development - Public Revenue - Sources- Direct and Indirect Taxes - Impact and Incidence of Taxation - Public Expenditure- Classification and cannons of Public Expenditure - Public Debt - Need-Sources-and Importance-Budget- Importance Types of Deficits - Revenue, Budgetary, Primary and Fiscal, Deficit Financing. **(15 Hours)**

## **UNIT V**

Theories of Money and its Supply, Types of Money - Broad, Narrow and High Power, Concepts of M1, M2 & M3. Inflation and Deflation - Types, Causes and Impact, - Price Index - CPI and WPI, Role of Fiscal Policy in Controlling Money Supply. **(15 Hours)**

## **COURSE BOOK:**

1. Dutt and Sundaram, Indian Economy, S.Chand, New Delhi
2. V.K. Puri, S.K. Mishra, Indian Economy, Himalaya Publishing house, Mumbai

## **BOOKS FOR REFERENCE:**

1. Ghatak Subrata: Introduction to Development Economics, Routledge Publications, New Delhi.
2. Sukumoy Chakravorthy: Development Planning - Indian Experience, OUP, New Delhi.
3. Ramesh Singh, Indian Economy, McGraw Hill, Noida.
4. Mier, Gerald, M: Leading issues in Economic Development, OUP, New Delhi.

## **WEB RESOURCES**

1. <https://www.jstor.org>
2. <https://www.indiastat.com>
3. <https://www.epw.in>

## BUSINESS COMMUNICATION

**Semester: I**

**Hours: 5**

**Code : 23CO1AC1B**

**Credits: 4**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Define the basic concept of business communications	PSO-1	K1
CO - 2	Explain about the effective business letter.	PSO-2	K2
CO - 3	Apply the concept of various business correspondences	PSO-3	K3
CO - 4	Contrast to various business reports and meetings	PSO-4	K4
CO - 5	Evaluate the skill of preparing an effective resume	PSO-5	K5

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

Semester: I		BUSINESS COMMUNICATION										Hours: 5
Code : 23CO1AC1B												Credit: 4
Course Outcomes	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO - 1	5	3	4	3	4	3	5	3	4	4	3	3.73
CO - 2	4	5	4	3	2	3	4	5	2	4	3	3.45
CO - 3	3	3	3	4	5	4	3	3	5	3	4	3.64
CO - 4	2	4	5	3	3	3	2	4	3	5	3	3.36
CO - 5	3	4	3	5	3	5	3	4	3	3	5	3.82
<b>Overall Mean Score</b>												<b>3.60</b>

**Result:** The score for this course is **3.60** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Definition - Meaning - Importance of Effective Communication - Modern Communication Methods - Barriers to Communication - E-Communication - Business Letters: Need - Functions - Essentials of Effective Business Letters - Layout. **(15 Hours)**

## **UNIT II**

Trade Enquiries - Orders and their Execution - Credit and Status Enquiries - Complaints and Adjustments - Collection Letters - Sales Letters - Circular Letters. **(15 Hours)**

## **UNIT III**

Banking Correspondence - Types - Structure of Banking Correspondence - Elements of a Good Banking Correspondence - Insurance - Meaning and Types - Insurance Correspondence - Difference between Life and General Insurance - Meaning of Fire Insurance - Kinds - Correspondence Relating to Marine Insurance - Agency Correspondence - Introduction - Kinds - Stages of Agent Correspondence - Terms of Agency Correspondence. **(15 Hours)**

## **UNIT IV**

Company Secretarial Correspondence - Introduction - Duties of Secretary - Classification of Secretarial Correspondence - Specimen letters - Agenda and Minutes of Report writing - Introduction - Types of Reports - Preparation of Report Writing. **(15 Hours)**

## **UNIT V**

Application Letters - Preparation of Resume - Interview: Meaning - Objectives and Techniques of Various Types of Interviews - Public Speech - Characteristics of a Good Speech. **(15 Hours)**

## **COURSE BOOK:**

- ❖ Rajendra Pal & J.S. Korlahalli, Essentials of Business Communication-Sultan Chand & Sons- New Delhi.
- ❖ Gupta and Jain, Business Communication, Sahityabahvan Publication, New Delhi.
- ❖ K.P. Singha, Business Communication, Taxmann, New Delhi.
- ❖ R. S. N. Pillai and Bhagavathi. S, Commercial Correspondence, Chand Publications, New Delhi.
- ❖ M. S. Ramesh and R. Pattenshetty, Effective Business English and Correspondence, S. Chand & Co, Publishers, New Delhi.

**BOOKS FOR REFERENCE:**

1. V.K. Jain Andom Prakash, Business Communications, S. Chand, New Delhi, 2011.
2. Rithika Motwani, Business Communication, Taxmann Publications 2011.
3. Shirley Taylor, Communications for Business-Pearson Publications-New Delhi, 2013
4. Bovee, Thill, Schatzman, Business Communication Today-Pearson Education, Private Ltd- New Delhi, 2013.
5. Penrose, Rasbery, Myers, Advanced Business Communication- Bangalore, 2012.

**WEB RESOURCES**

1. <http://www.accountingseekho.com/>
2. <https://www.testpreptraining.com/business-communication-practice-exam-questions>
3. <http://bachelors.online.nmims.edu/degree-programs>

## PROFESSIONAL ENGLISH

**Semester: I**

**Hours: 2**

**Code : 23AE1PE01**

**Credit: 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	K1
CO - 2	Relate to the language with confidence, ensuring communication is intelligible	PSO-2	K2
CO - 3	Employ unfamiliar vocabularies in their context	PSO-3	K3
CO - 4	Correlate their professional communication skills	PSO-4	K4
CO - 5	Assess the errors while framing sentences	PSO-5	K5

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

Semester: I		PROFESSIONAL ENGLISH										Hours: 2
Code : 23AE1PE01												Credit: 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	4	3	4	3	4	5	4	3	3	4	3.82
CO - 2	3	4	3	5	3	4	3	5	3	3	4	3.64
CO - 3	4	3	5	4	4	3	4	4	5	4	3	3.91
CO - 4	4	3	3	4	5	3	4	4	3	5	3	3.73
CO - 5	3	5	3	3	3	5	3	3	3	3	5	3.55
Overall Mean Score												3.73

**Result:** The score for this course is **3.73** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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**UNIT I: THE ART OF QUESTIONING****6 Hours**

The Art of Questioning Paper-1 (Chamber 1-Orator: Units 1-5)

The Art of Questioning Paper-2 (Chamber 1-Orator: Units 1-3)

**UNIT II: RECEPTIVE RESPONSE****6 Hours**

Receptive Response Paper-1 (Chamber 2 - Orator: Units 1-3)

Receptive Response Paper-2 (Chamber 2 - Orator: Units 1-4)

**UNIT III: EASY EXPRESSIONS****6 Hours**

Easy Expressions Paper-1 (Chamber 2 - Orator: Units 1-4)

Easy Expressions Paper-2 (Chamber 2 - Orator: Units 1-3)

**UNIT IV: EVERY DAY ENGLISH****6 Hours**

Every Day English Paper-1 (Chamber 3 - Orator: Units 1-5)

Every Day English Paper-2 (Chamber 3 - Orator: Units 1-3)

**UNIT V: TELEPHONE SKILLS****6 Hours**

Buzz-Telephone skills - Basic (Chamber 6 - Kaleidoscope)

Buzz-Telephone skills - Customer support: Topics 1-5 (Chamber 6 - Kaleidoscope)

Buzz-Telephone skills - Front Office (Chamber 6 - Kaleidoscope)

**COURSE SOFTWARE:**

Lady Hawk Software

Component	Marks
Internal test I	40
Internal test II	40
Dialogue/ Conversation	10
Expressions Using Chart	5
Attendance	5
<b>Total</b>	<b>100</b>

## FUNDAMENTAL CONCEPTS OF ACCOUNTING AND COMMERCE

Semester: I

Hours: 2

Code : 23CO1FC01

Credit: 2

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Remember the concept of rectification of errors and bank reconciliation statements	PSO - 1	K1
CO - 2	Discuss the knowledge in preparing detailed accounts of sole trading concerns	PSO - 2	K2
CO - 3	Apply the various methods of providing depreciation.	PSO - 3	K3
CO - 4	Develop the methods of calculation of profit.	PSO - 4	K4
CO - 5	Evaluate the royalty accounting treatment and claims from insurance companies in case of loss of stock.	PSO - 5	K5

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

Semester: I		FUNDAMENTAL CONCEPTS OF ACCOUNTING AND COMMERCE										Hours: 2
Code : 23CO1FC01												Credit: 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	4	3	4	4	4	5	4	4	3	4	4.00
CO - 2	4	5	3	4	4	4	4	5	4	3	4	4.00
CO - 3	3	4	3	4	5	4	3	4	5	3	4	3.82
CO - 4	4	4	5	3	3	3	4	4	3	5	3	3.73
CO - 5	4	3	4	5	3	5	4	3	3	4	5	3.91
Overall Mean Score												3.89

**Result:** The score for this course is **3.89** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Definition - systems of accounting - Functions of accounting - Basis of Accounting - Classification of Accounts - Golden Rules of Accounting - Examples - Books of Accounts- Manual Vs Software **(5 Hours)**

## **UNIT II**

Financial Statements -Meaning and contents - Reporting - Different types of accounting - introductions to corporate accounting management - Skills for an Entrepreneur - qualities of an entrepreneur. **(5 Hours)**

## **UNIT III**

Overview of Business laws - Company Law - Commercial Law- Industrial Law. **(5 Hours)**

## **UNIT IV**

Communication - meaning - definition - types - process - Barriers to Communication. **(5 Hours)**

## **UNIT V**

Management - definition - types - functions of business management - Skills for an Entrepreneur - qualities of an entrepreneur. **(5 Hours)**

## **COURSEBOOK:**

1. T.S. Reddy & Dr. E. Moorthy, Financial Accounting, Margham Publications, Chennai.
2. S. Thothadri & S. Nafeesa, Financial Accounting, MC Graw Hill Education, New Delhi.
3. M.V. Nagarajan Financial Accounting, Vidhya Publications.
4. N. Premavathi, Principles of Management - Sri Vishnu Publication - Chennai.
5. J. Jayasankar, Business Management Margham Publications, Chennai.
6. Elements of Mercantile law- N.D. Kapoor

**BOOKS FOR REFERENCE:**

1. S.P. Jain & N.L. Narang, S.P. Jain & N.L.NarangFinancial Accounting, Kalyani Publishers, New Delhi.
2. M.C. Shukla, T.S. Grewal, S.C. Gupta - Advanced Accounting, S. Chand & Co, New Delhi.
3. C.B. Guptha, Management Theory & Practice - Sulthan Chand & Sons - New Delhi,
4. L.M. Prasad, Principles & Practice of Management Sulthan Chand & Sons - New Delhi.
5. Human Resource Management - V.S.P. Rao
6. Human Resource Management- Ashwathappa

**WEB SOURCES**

1. [www.accountingcoach.com](http://www.accountingcoach.com)
2. [www.accountingstudyguide.com](http://www.accountingstudyguide.com)
3. [www.futureaccountant.com](http://www.futureaccountant.com)
4. <http://www.managmentstudyguide.com/>

**PART - V - STUDENT TRAINING PROGRAMME**

**NATIONAL SERVICE SCHEME**

**U. G. PROGRAMME OUTCOMES**

<b>PO. NO.</b>	<b>UPON COMPLETION OF THIS PROGRAM THE STUDENTS WILL BE ABLE TO</b>
1.	Gain theoretical knowledge and apply the expertise in different fields.
2.	Acquire Industry specific skills and can emerge as entrepreneurs.
3.	Develop critical and rational thinking to solve societal issues.
4.	Explore the knowledge and acclimatize it in the ever changing work environment.
5.	Evolve theories and develop innovative discipline specific ideas.
6.	Comprehend the nuances and develop innovative, discipline-specific ideas.

**U. G. PROGRAMME SPECIFIC OUTCOMES**

<b>PSO. NO.</b>	<b>UPON COMPLETION OF THE PROGRAM THE STUDENTS WILL BE ABLE TO</b>	<b>PO MAPPED</b>
PSO-1	Get knowledge about National Service Scheme.	PO-1
PSO-2	Acquire leadership skills and readiness to serve the society.	PO -2
PSO-3	Enhance perspectives of social issues in different point of views Think and act effectively in a critical situation.	PO-3
PSO-4	Develop positive attitude towards betterment of the society through voluntary service.	PO-4
PSO-5	Preserve nature, ethos and traditions and practices of the society.	PO-1

# **NATIONAL SERVICE SCHEME**

**Semester: I -IV**

**Hours: 2**

**Code : 23STPNS01**

**Credit: 1\***

## **COURSE OUTCOMES:**

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Acquire the basic knowledge about NSS	PSO-1	K1
CO - 2	Uphold the value system based on the social, political and moral bases	PSO-1, PSO-2	K2
CO - 3	Understand and identify the needs of the society	PSO-1, PSO-2, PSO - 4	K3
CO - 4	Develop the capacity to meet emergencies and attain knowledge to concentrate on personal health and hygiene	PSO2-, PSO-4 PSO-5	K4
CO - 5	Face the challenges particularly to become women entrepreneurs	PSO-1	K5

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

Semester: I -IV		NATIONAL SERVICE SCHEME										Hours: 2
Code : 23STPNS01												Credit: 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	1	2	3	4	5	6	1	2	3	4	5	3.81
CO - 2	4	5	4	3	4	3	4	3	4	4	4	3.90
CO - 3	5	4	4	4	4	4	4	3	4	4	3	3.90
CO - 4	4	4	5	3	4	4	5	4	3	3	4	4.00
CO - 5	5	4	4	3	4	4	4	5	4	3	4	3.90
<b>Overall Mean Score</b>												<b>3.90</b>

**Result:** The score for this course is **3.90** (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= $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I: BASICS OF NSS**

Introduction –History and Growth – Aim and Objectives – NSS Motto – NSS Symbol - NSS Badge–NSS Day- Code of Conduct- NSS Regular Activities & Special Camp.

## **UNIT II: PERSONALITY DEVELOPMENT**

Personality Development – Know Thyself- Body Language- Forming Values Etiquette and Manner - Team Building and Team Work – Problems of Youth – Drug abuse - Drug Dependence /Addiction –Alcoholism – Suicide - Sexual Problems – Diseases.

## **UNIT III: SOCIAL SERVICE**

Aim of Social Service – Social Service Organizations - Social Problems - Need for Social Service - Scope of Social Services - Functions of Social Services - Principles of First Aid - Important things kept in the First Aid Box - Snake Bite - Dog Bite - Insect Bite - Heat Stroke - Drowning - Electric Shock - Artificial Respiration – Hemorrhage – Stroke - Heart Attack – Symptoms – Fainting.

## **UNIT IV: NUTRITIOUS FOOD AND WOMEN'S HEALTH**

Nutrition - Adequacy – Balance - Calorie Management - Dietary Density – Moderation – Variety - Calculation of Calorie Permittance - Calculation of Protein Percentages - Food Sources - Vitamins the Importance of Dietary Nutrition Women's Health

## **UNIT V: ECOLOGY AND ROLE OF WOMEN IN SOCIETY**

Environment - Environmental Elements - Environmental concerns - Changing Climate – Global warming – Women achievers - Women's Place in Society - Social Issues against Women - The Ways to Empower Women.

## **COURSE BOOK:**

- ❖ Arul Sunila.J, Flora Pauline Mary.V, Preethi.J, Padmasree. A. D, Girija Bai. T, Arul Irudaya Jeyanthi.J, Abinaya. D, *NOT ME BUT YOU*, Acca Printing Press, 2022

<b>Components</b>	<b>Marks</b>
Attendance	20
Assessment (Involvement in activities)	50
Test	30
<b>Total</b>	<b>100</b>

**QUESTION PATTERN**  
**NATIONAL SERVICE SCHEME-23STPNS01**

**Class: II UG**

**Time: 2 Hours**

**Date:**

**Max.: 30 Marks**

<b>Course Outcome</b>	<b>Bloom's K-level</b>	<b>Q. No</b>	SECTION – A                      2x5=10 Answer All Questions Internal choice
			SECTION – B                      2x10=20 Answer any TWO of the following

## NATIONAL CADET CORPS

### U.G. PROGRAMME OUTCOMES (2023 - 2026)

<b>PO. NO.</b>	<b>UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO</b>
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.

### PROGRAM SPECIFIC OUTCOMES (PSO)

<b>PSO NO.</b>	<b>UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO</b>	<b>PO MAPPED</b>
1	Reinforce the aims, motto, vision and mission of the NCC through the academic curriculum.	PO-1, PO-3
2	Train the students, to be graduates with all round development, who apart from their own subject, can successfully compete in other fields such as defense/paramilitary/ police forces and civil services.	PO-1, PO-4
3	Perform in social service activities and creating awareness about social evils in society.	PO-1, PO-5, PO-6.
4	Explain the tri services organization, comprising the army, navy and air force, engaged in grooming the youth of the country into disciplined and patriotic citizens.	PO-2, PO-6
5	Demonstrate "B" and "C" certificate examination of NCC helps in getting jobs in different forces and also security related jobs.	PO-1, PO-2, PO-5, PO-5, PO-6

## NATIONAL CADET CORPS

**Semester: I - IV**

**Hours: 240**

**Code : 23STPNC01**

**Credits: 1\***

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Describe the history, honors and awards of Indian Military.	PSO - 1, PSO - 2, PSO - 4	K1
CO - 2	Explain the map and weapon training to remove the fear of a weapon from the hearts of youth.	PSO - 1, PSO - 4	K2
CO - 3	Illustrate the different types of disasters under different circumstances.	PSO - 2, PSO - 3, PSO 4, PSO - 5	K3
CO - 4	Analyze the practical knowledge in community development and other social programs.	PSO - 4, PSO - 5	K4
CO - 5	Assess the personality development and develop technical skill of first Aid.	PSO - 1, PSO - 2	K5

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

Semester: I - IV		NATIONAL CADET CORPS										Hours: 240
Code : 23STPNC01												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	4	3	3	3	4	3	4	4	3	3	3	3.4
CO - 2	3	4	3	3	4	3	4	4	3	4	4	3.54
CO - 3	3	3	4	4	4	4	3	4	4	3	5	3.72
CO - 4	3	3	4	5	4	4	3	3	4	5	4	3.81
CO - 5	3	3	5	4	3	4	3	3	4	5	4	3.72
<b>Overall Mean Score</b>												<b>3.64</b>

**Result:** The score for this course is **3.64** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I: ARMED FORCES AND MILITARY HISTORY**

Army, Police and Central Armed Police Forces, Modes of Entry into Army, Police and CAPF, Aims and Objectives of NCC , Organisation, Training and NCC Song , Incentives , Honors and Awards, Biographies of Renowned Generals, War Heroes : Param Veer Chakra Awardees, Study of Battles of Indo-Pak Wars 1965, 1971, & Kargil, War Movies, “B” and “C” certificate examinations.

## **UNIT II: MAP READING, FCBC AND WEAPON TRAINING**

Introduction to Map Reading, Conduct of Map Reading, Introduction to Field Craft and Battle Craft, Indication of landmark, Observation, Camouflage & Concealment, Fire and Move Capsule, Knots, Lashing and Stretchers, Organisation of Infantry Battalion & its weapons. Characteristics of a Rifle and its Ammunition, Stripping, Assembling, Care, and Cleaning of 7.62 SLR, Loading, Cocking and Unloading, Lying Position, Holding and Aiming, Trigger Control and Firing a Shot, Theory of Group and Snap Shooting, Obstacle Training

## **UNIT III: DISASTER MANAGEMENT AND CIVIL AFFAIRS**

Civil Defence Organisation and NDMA, Types of Emergencies / Natural Disasters, Fire Services & Fire Fighting, Traffic Control During Disaster Under Police Supervision, Collection & Distribution of Aid Material, Essential Services and their Maintenance. Aim of aid to civil authority - Role of NCC Cadets during natural calamities - Types of disaster- Essential services during natural calamities

## **UNIT IV: NATIONAL INTEGRATION AND SOCIAL AWARENESS**

Basics of Social Service and Its Need, NGOs Role & Contribution, Drug Abuse and Trafficking, Causes & Prevention of HIV / AIDS and Role of Youth, Counter Terrorism, Traffic Control Organisation and Anti Drunken Driving, Religions, Culture, Traditions and Customs of India. National Interests, Objectives, Threats and Opportunities. Unity in Diversity. National Integration Council. Contribution of Youth in Nation Building. Leaders of Political / Regional Parties, Media Persons, Women Representatives, Eminent Public Representatives, Representatives of Business

## **UNIT V: PERSONALITY DEVELOPMENT, LEADERSHIP AND FIRST AID**

Factors Influencing and Shaping Personality : Physical, Social, Psychological and Philosophical Types of Leadership, Time Management, Stress Management Skills, Interview Skills, Sociability : Social Skills Etiquettes And Mannerism, Injuries to Internal Organs, Burns and Scalds, Snake Bite, Scorpion Bite & Rabid Dog Bite, Foreign Bodies in Eye, Ear and Nose, Insensibility or Unconsciousness, Artificial Respiration.

**BOOK FOR REERENCE:**

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

<b>Scheme of Evaluation</b>	
Summative Examination (2 hours)	25 Marks
Continuous Internal Assessment	75 Marks
<b>Total</b>	<b>100 Marks</b>

<b>Scheme of Evaluation of Continuous Internal Assessment</b>		
1.	Attendance - 240 hours	10 Marks
2.	Special Camp	40 Marks
3.	“B” and “C” certificate examination	25 Marks
<b>Total</b>		<b>75 Marks</b>

**Question Pattern for Summative Examination****Total Marks: 25****Time: 2 hours****Section - A**

Answer All Questions  
(Multiple Choice Questions)

5 × 1 = 5 Marks

**Section - B**

Answer All Questions  
(Either or Questions)

2 × 5 = 10 Marks

**Section - C**

Answer any one Questions  
(One Question Out of Two)

1 × 10 = 10 Marks

## PHYSICAL EDUCATION (2023-2026)

Code	Year	Paper Title	Hours	Credit
23STPPE01	I & II	Yoga and Physical Wellness	120	1*

### YOGA AND PHYSICAL WELLNESS

**Semester: I to IV**

**Hours: 120**

**Code : 23STPPE01**

#### COURSE OUTCOMES

- ❖ To develop Physical and mental fitness.
- ❖ To motivate and encourage students to involve themselves in physical skills through the Sports and Games and Yoga.
- ❖ To promote harmonious all-round development of the students

#### UNIT I: ASANAS

**(24 hours)**

Meaning - Benefits - Postures: Sitting - Standing - Prone - Supine.

#### UNIT II: PRANAYAMA

**(24 hours)**

Meaning - Benefits - Steps in Pranayama: Puraka, Khumbaka, Rechaka - Mudras: Chin mudra, Chinmaya mudra, Brahma mudra.

#### UNIT III: SURYANAMASKAR

**(24 hours)**

Meaning - Benefits - Steps - Poses (12 posture)

#### UNIT IV: NUTRITION

**(24 hours)**

Meaning - Balanced Diet - Daily Energy Requirement - Nutrient Balance - Nutrition Intake - Body Mass Index

#### UNIT V: FIRST AID

**(24 hours)**

Meaning - Injuries to bones and Muscles, Sprain, Strain, Muscle Cramp and joints Dislocation and Fractures - Snake-bite, Dog bite

#### BOOKS FOR REFERENCE:

1. Elangovan.R, (2002), 'Utarkalvi Oru Arimugam', Ashwin Publication, Triunelveli.
2. Chandrasekaran.K, (1999), 'Sound Health through Yoga, Prem Kalyan Publication, Sedapatti.
3. John Ambulance Association, 'First Aid to the Injured' New Delhi
4. Prabhakar Eric, (1995), 'The way to Athletic Gold', Affiliated East West Pvt. Ltd., New Delhi.
5. Sathyanesan, R.C., 'Hand Broken Physical Education', Gheena Publishers, Madurai

### SCHEME OF EVALUATION

1.	Summative Examination (2 hours)	:	25 marks
2.	Continuous Internal Assessment	:	75 marks
	<b>Total</b>	:	<b>100 marks</b>

### 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.	Rhythmic activities		10 marks	
6.	Field Work	:	15 marks	
	<b>Total</b>	:	<b>75 marks</b>	

### QUESTION PATTERN FOR SUMMATIVE EXAMINATION

**Total marks: 25**

**Time: 1 <sup>1</sup>/<sub>2</sub> hours**

#### SECTION - A

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

#### SECTION - B

Answer any two questions (2x2=4)  
(Four question out of four)

#### SECTION - C

Answer any Two out of Four questions  
(2x5=10)  
(Four question out of Four)

#### SECTION - D

Answer any one question (1x6=6)  
(One question out of two)

## CONSUMER CLUB

### PROGRAMME OUTCOMES:

<b>PO. NO.</b>	<b>UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO</b>
1.	Think critically, evaluate analytically and apply the acquired knowledge 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.	Express the cultural and environmental diversity that they have been exposed in various studies
4.	Identify the different roles in an organizational structure of the work place and carry out multiple roles in social responsibilities
5.	Develop higher-order thinking, problem solving and self-direction skills through effective use of technologies and other resources
6.	Increase self-awareness, set and pursue meaningful goals, and develop positive personal qualities

### PROGRAMME SPECIFIC OUTCOMES:

<b>PSO. NO.</b>	<b>UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO</b>	<b>PO MAPPED</b>
PSO-1	Aware of consumer's rights, responsibilities and consumer production Act, 1986	PO-1
PSO-2	Instill right-consciousness, confidence to question violations of citizen and consumer rights and fight for justice	PO-1, PO-4, PO-6
PSO-3	Work with other voluntary consumer organizations to enhance consumer movement in the society	PO-3, PO-6
PSO-4	Make informed purchase decision as individual and inculcating the behavior in others also	PO-3, PO-4, PO-6
PSO-5	Gain practical knowledge and become good consumer as well as entrepreneur	PO-4, PO-5, PO-6

## CONSUMER CLUB

**Semester: I-IV**

**Hours: 120**

**Code : 23STPCC01**

**Credit: 1\***

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Acquire the knowledge of aware of the nature, rights and responsibilities of consumer	PSO - 1	K1
CO - 2	Understand the concepts of food trade and certification	PSO - 4	K2
CO - 3	Identify misleading advertisement, consumer court and consumer redressal	PSO - 3,5	K3
CO - 4	Analyze the concept of food adulteration and ecofriendly products	PSO - 2	K4
CO - 5	Evaluate practical experience through field visit and interact with experts	PSO - 2	K5

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

Semester: I-IV		CONSUMER CLUB										Hours: 120
Code : 23STPCC01												Credit: 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	4	4	3	4	3	3	3	3	4	3	4	3.45
CO - 2	3	3	4	3	4	3	4	4	3	4	3	3.45
CO - 3	4	4	3	4	3	4	3	3	4	3	4	3.54
CO - 4	3	3	4	3	4	3	4	4	3	4	3	3.45
CO - 5	4	3	4	3	4	3	4	3	4	3	4	3.54
<b>Overall Mean Score</b>												<b>3.48</b>

**Result:** The score for this course is **3.48** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Basics of Consumer: Consumer - Meaning - Difference between Consumer and Buyer - Consumerism - Nature of Consumerism - Roots of Consumerism - Rights and Responsibilities of Consumer- Consumer Protection - Rights of Consumer under Consumer Protection Act 1986- Do's and Don'ts of consumer.

## **UNIT II**

Trade Mark & Certification: Definition - Objectives - Types of Trademark - Categories of Trademark-Registrar of Trademark - Powers and functions of Registrar of Trademark - Certification: Certification Marks issued for different products in India - Types of certifications.

## **UNIT III**

Advertisement & Food Adulteration: Definition - Features of Advertisement - Misleading Advertisement - Online Consumer - Rights of online consumer - Food Adulteration: **Introduction - Types of Food Adulteration - Causes of Food Adulteration - Methods of Food Adulteration - Food Adulteration in Developing Countries - Health Hazards of Food Adulteration - Mitigation Measures for Addressing Food Adulteration** - How can Adulteration to be prevented - Food Contamination.

## **UNIT IV**

Eco-Friendly Consumer, Consumer Redressal & Grievance: Eco-Friendly consumer Products - Eco-friendly products for daily life - Innovative and Eco-friendly Business ideas - Green Consumerism - Important steps of Green Consumerism - Green marketing strategies- Consumer Court - Objectives - Consumer Disputes Redressal Agencies - Model Form of Complaints - How to file a Complaint in Consumer Court - Grievance -Features of Grievance - Causes of Grievance - Where to file a Complaint-Redressal settlement machinery.

## **UNIT V**

Field Visit.

**COURSE BOOKS:**

- ❖ Material prepared by the Consumer Club

**BOOK FOR REFERENCE:**

1. Dr. L. Natarajan, Business Legislation, Merit India Publication, 2017.
2. Consumer Movement, Robert N. Mayer, Twayne Publishers Inc., U.S., 1989
3. Consumer Education and Economics, Charles A. Malouf, 2002

**E-RESOURCES:**

1. <https://www.Consumer-Awareness-Protection-Empirical-Evidence/dp/1723301108>
2. <https://www.himpub.com/documents/Chapter1482.pdf>
3. <https://www.Consumer-Education-Veena-Gandotra/dp/9382007008>

**SCHEME OF EVALUATION**

1.	Summative Examination (1 hour)	:	25 marks
2.	Continuous Internal Assessment	:	75 marks
	<b>Total</b>	:	<b>100 marks</b>

<b>Scheme of Evaluation of Continuous Internal Assessment</b>		
1.	Field Visit	25 Marks
2.	Report	25 Marks
3.	Involvement	10 Marks
4.	Case Study	10 Marks
5.	Attendance	5 Marks
	<b>Total</b>	<b>75 Marks</b>

**Total the marks of I, II, III & IV will be converted to 75 marks**

**INTERNAL TEST (THEORY)**

**Total Marks: 25**

**Time: 1 Hour**

**Section - A**

Answer All Questions  
(Multiple Choice Questions)

5 x 1 = 5 Marks

**Section - B**

Answer All Questions  
(Either Or Questions)

2 x 5 = 10 Marks

**Section - C**

Answer Any One Question  
(One Question Out of Three)

1 x 10 = 10 Marks

**RED RIBBON CLUB**  
**PROGRAMME OUTCOMES**

<b>PO. NO.</b>	<b>UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO</b>
1.	Think critically, evaluate analytically and apply the acquired knowledge 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.	Demonstrate the precise understanding of the principles and theories of their discipline through experiments.
4.	Identify the different roles in an organizational structure of the work place and carry out multiple roles in social responsibilities
5.	Develop higher-order thinking, problem solving and self-direction skills through effective use of technologies and other resources
6.	Increase self-awareness, set and pursue meaningful goals, and develop positive personal qualities

**PROGRAMME SPECIFIC OUTCOMES:**

<b>PSO. NO.</b>	<b>UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO</b>	<b>PO MAPPED</b>
PSO-1	Tell the importance of Red Ribbon Club for the Society.	PO-1, PO-6
PSO-2	Explain the structure of Blood and its Uses.	PO-3, PO-4
PSO-3	Demonstrate the microscopic examination of Blood Identification and Donation process.	PO-3, PO-5
PSO-4	Classify the Blood types, Donation process and HIV Awareness.	PO-2, PO-4
PSO-5	Estimate the vision of Red Ribbon Club and its role in the society.	PO-5, PO-6

## RED RIBBON CLUB

Semester: I, II, III & IV

Hours: 120

Code: 23STPRR01

Credit: 1\*

### COURSE OUTCOMES

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Define the meaning and basic concepts of Red Ribbon Club	PSO -1, PSO-5	K1
CO - 2	Classify the services rendered by Red Ribbon Club	PSO -1, PSO -4	K2
CO - 3	Relate the vision and objectives of Red Ribbon Club with its services	PSO- 1, PSO-3	K3
CO - 4	Categorize the objectives, Blood identification and HIV Testing process	PSO -4, PSO-5	K4
CO - 5	Evaluate the awareness programmes against the communicable diseases	PSO -2, PSO-5	K5

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

Semester: I, II, III & IV		RED RIBBON CLUB										Hours: 120
Code : 23STPRR01												Credit: 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	3	2	3	4	5	5	3	4	2	5	3.27
CO - 2	4	5	3	5	2	4	5	4	2	5	3	3.54
CO - 3	5	3	4	3	4	5	5	3	5	4	2	3.72
CO - 4	2	5	5	3	4	4	4	2	3	5	5	3.36
CO - 5	3	4	2	5	5	4	3	5	2	3	5	3.27
Overall Mean Score												3.43

**Result:** The score for this course is **3.43** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Red Ribbon Club-Basic Concepts - Meaning -Vision - Objectives - Popular Colour  
- Symbol - Significance

## **UNIT II**

Blood Identification - Blood composition - Blood types -Functions of Blood -  
Components of Blood Plasma -Blood Vessels - Microscopic examination -DNA  
analysis

## **UNIT III**

Blood Donation - Procedure -Importance of Donating Blood -Steps taken to ensure  
the safety of transfused blood - Benefits - Donors - Blood Banks - Outdoor camps -  
Storage, Supply & Demand

## **UNIT IV**

HIV Awareness: Definition -Signs &Symptoms - HIV Transmission-Risk factors-  
Diagnosis & Tests-Treatment methods - Prevention -Tamil Nadu AIDS Control  
Society (TANSACS) - Components

## **UNIT V**

Blood Donation Camp - Practical and Field Work : Blood Identification Camp -  
HIV AIDS Awareness Programmes - Field visit to JeevanJothi - Aundipatti  
Government Hospital

## **COURSE BOOK:**

❖ Book offered by Red Ribbon Club Committee Members

## **BOOKS FOR REFERENCE**

1. Conor S, Kingman S. *The search for the virus, the scientific discovery of AIDS and the quest for a cure*, Penguin Books, 1988.
2. S. Kartikeyan, R.N. Bharmal, R.P. Tiwari and P.S. Bisen. *HIV and AIDS: Basic Elements and Priorities*. Springer Publications. 2007.
3. Narain, Jai P; *AIDS in Asia: The Challenge Ahead*, Sage Publications, New Delhi, 2004
4. Nath, LM; *The Epidemic in India: An Overview*, Mosaic Books, New Delhi, 2003.
5. Srivastava V.P., *HIV/AIDS and Human Rights*, Indian Publishers, Delhi, 2006.
6. Shalini Bharat, *HIV/AIDS related Stigma, Discrimination and Denial*, Best Practices, Key Material. UNAIDS Publications, 2001

### SCHEME OF EVALUATION

1.	Summative Examination (1 hour)	:	25 marks
2.	Continuous Internal Assessment	:	75 marks
	<b>Total</b>	:	<b>100 marks</b>

Scheme of Evaluation of Continuous Internal Assessment		
1.	Field Visit	25 Marks
2.	Report	25 Marks
3.	Involvement	10 Marks
4.	Case Study	10 Marks
5.	Attendance	5 Marks
	<b>Total</b>	<b>75 Marks</b>

*Total the marks of I, II, III & IV will be converted to 75 marks*

### Question Pattern for Internal Examination

**Total Marks:25**

**Time : 1 hour**

#### Section - A

Answer All Questions  
(Multiple Choice Questions)

5 x 1 = 5 Marks

#### Section - B

Answer All Questions  
(Either or Questions)

2 x 5 = 10 Marks

#### Section - C

Answer Any One Question  
(One Question Out of Three)

1 x 10 = 10 Marks

## YOUTH RED CROSS

**Semester: I-IV**

**Hours: 120**

**Code : 23STPRC01**

**Credit: 1\***

### PROGRAMME OUTCOMES:

<b>PO. NO.</b>	<b>UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO</b>
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.

### PROGRAMME SPECIFIC OUTCOMES

<b>PSO.</b>	<b>UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO</b>	<b>PO MAPPED</b>
PSO1	Get a basic understanding of the origin, growth and development of humanity.	PO1
PSO2	Acquire basic knowledge about social subjects	PO1, PO2
PSO3	Identify various social issues and problems	PO3, PO4
PSO4	Help build up a good career	PO1, PO4
PSO5	Gain awareness of social responsibilities	PO1, PO5

**COURSE OUTCOMES:**

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand themselves in relation to their community	PSO- 1	K1
CO - 2	Identify the needs and problems of the community and involve them in problem solving.	PSO-2	K2
CO - 3	Gain skills in mobilizing community participation. Develop capacity to meet emergencies and social harmony	PSO-3	K3
CO - 4	Educate and empower children and youth in the spirit of the Red Cross through constructive trainings and effective leadership	PSO-4	K4
CO - 5	Provide opportunities for directing and harnessing their energies and idealism into worthwhile humanitarian activities	PSO-5	K5

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

Semester: I-IV		YOUTH RED CROSS										Hours: 120
Code : 23STPRC01												Credit: 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	4	3	2	2	5	5	3	2	2	3.45
CO - 2	5	5	4	3	2	2	5	5	4	2	2	3.55
CO - 3	5	4	4	3	4	2	5	5	5	2	3	3.91
CO - 4	5	4	5	4	3	3	5	5	5	2	3	4.09
CO - 5	5	4	5	3	3	3	5	5	5	2	3	4.09
Overall Mean Score												3.82

**Result:** The score for this course is **3.82** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **BASICS OF YOUTH RED CROSS**

**Semester: I & II**

**Hours: 60**

**Code: 23STPRC01**

**Credit: 1\***

### **UNIT I**

History Of Red Cross - Henri Dunant's Early Life - The Battle of Solferino - The Man in White - The Birth of Red Cross - Charity in the Midst of Battle - Clara Barton: Pioneer of Disaster Relief - Death of Dunant.

### **UNIT II**

Idea of the Red Cross Movement - Foundation of the Red Cross Movement - A Global Movement - The Emblems- History of the Emblems - Who can use the emblem in India? Misuse of the Emblem - Why respect the Emblem?

### **UNIT III**

The Seven Fundamental Principles - International Humanitarian Law - Re Establishing Family Links

### **UNIT IV**

Birth of the Indian Red Cross Society- Introduction to the programmes of the IRCS - Humanitarian Values - Disaster Management - Health and Care in the Community

### **UNIT V**

Volunteering - Trainings

### **COURSE BOOK:**

1. Rev. Sr. Dr. JesuRani, Dr. J. Arul Irudaya Jeyanthi, Dr. B. Amala Jasmine, Mrs. P. Selvarani, Mrs. K. Rani, Youth Red Cross (YRC), PCF Publications, Pandiyanadu Cultural Foundation, Madurai, 2021.

### **BOOKS FOR REFERENCE:**

1. "The Story of the Red Cross", Krishna Satyanand, Reprint 2002, Published by the Director, National Book Trust, India.
2. "Basic about YRC", Indian Red Cross Society, National Headquarters.

## **YOUTH RED CROSS**

**Semester: III & IV**

**Hours: 60**

**Code: 23STPRC01**

**Credit: 1\***

### **UNIT I**

The International Committee of the Red Cross (ICRC) -Origin And History - International Status - ICRC - Legal Status - ICRC's Humanitarian Activities - Administration and Structure of ICRC - National Red Cross and Red Crescent Societies.

### **UNIT II**

Interntional Federation of Red Cross and Red Crescent Societies - Mission - Strength - Global Network - International Red Cross and Red Crescent Movement - Geneva Conventions and their Additional Protocols - Protection and care - protection of persons - Protection of Civilian medical and religious personnel - Methods and means of warfare - Improper use of emblems - fundamental guarantees.

### **UNIT III**

Indian Red Cross Society - Headquarters - Resources - Partnerships – Strategic Development plan - Indian Red Cross Society - Tamil Nadu Branch - Indian Red Cross Society, District Red Cross Branch and Sub Branch

### **UNIT IV**

Youth Red Cross - Junior Red Cross

### **UNIT V**

Field Visit

### **COURSE BOOK:**

1. Rev. Sr. Dr. JesuRani, Dr. J. Arul Irudaya Jeyanthi, Dr. B. Amala Jasmine, Mrs. P. Selvarani, Mrs. K. Rani, Youth Red Cross (YRC), PCF Publications, Pandiyanadu Cultural Foundation, Madurai, 2021.

### **BOOKS FOR REFERENCE:**

1. "History of Red Cross", Youth Red Cross, Indian Red Cross Society Tamil Nadu Branch.

### SCHEME OF EVALUATION

1.	Summative Examination (1 hour)	:	25 marks
2.	Continuous Internal Assessment	:	75 marks
	<b>Total</b>	:	<b>100 marks</b>

Scheme of Evaluation of Continuous Internal Assessment		
1.	Field Visit	25 Marks
2.	Report	25 Marks
3.	Involvement	10 Marks
4.	Case Study	10 Marks
5.	Attendance	5 Marks
<b>Total</b>		<b>75 Marks</b>

*Total the marks of I, II, III & IV will be converted to 75 marks*

### Question Pattern for Internal Examination

**Total Marks:25**

**Time : 1 hour**

#### Section - A

Answer All Questions  
(Multiple Choice Questions)

5 x 1 = 5 Marks

#### Section - B

Answer All Questions  
(Either or Questions)

2 x 5 = 10 Marks

#### Section - C

Answer Any One Question  
(One Question Out of Three)

1 x 10 = 10 Marks

**பொதுத்தமிழ் - 2**  
(பிறகுறை மாணவிகளுக்கு மட்டும்)

பருவம்: இரண்டு

குறியீடு: 23GT2GS02

**COURSE OUTCOMES:**

நேரம்: 6

புள்ளி: 3

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	பக்தி இலக்கியங்கள், சிற்றிலக்கியங்கள் கற்பதன் மூலம் பக்தி நெறியினையும், இலக்கியச் சுவையினையும் அறிவர்.	PSO-4	K1
CO - 2	தமிழ்ச் சமூகப் பண்பாட்டு வரலாற்றினை இலக்கியங்கள் வாயிலாகப் புரிந்து கொள்வர்.	PSO-3	K2
CO - 3	பக்தி, சிற்றிலக்கியங்களின் வழி சமய நல்லிணக்கத்தையும் பண்பாட்டு நெறிகளையும் தெரிந்து அவற்றைப் பின்பற்றப்படவேண்டிய அறிவினையும் பெறுவர்.	PSO-5	K3
CO - 4	பட்டப் படிப்பினைப் படிக்கும் போதே பெரும்பான்மையான தமிழ் இலக்கியங்கள், இலக்கணங்கள் குறித்த அறிவினைப் பெறும் திறன் பெறுவர்.	PSO-2	K4
CO - 5	போட்டித் தேர்வுகளில் வெற்றி பெறுவதற்குத் தமிழ்ப் பாடத்தின் முக்கியத்துவத்தை உணர்ந்து பயன்கொள்ளும் வகையில் ஏற்ற மொழித்திறன் பயிற்சி பெறுவர்.	PSO-1	K5

**K1-நினைவு கூர்தல் K2-புரிதல், K3- பயன்படுத்துதல், K4 -பகுத்தல், K5 -மதிப்பீடு**

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

Semester: II		பொதுத்தமிழ் - 2										Hours: 6
Code : 23GT2GS02		(பிறகுறை மாணவிகளுக்கு மட்டும்)										Credit: 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	5	4	2	4	3	3	4	3	2	5	4	3.55
CO - 2	4	4	5	4	4	4	4	4	5	4	4	4.18
CO - 3	3	3	3	5	4	4	3	4	3	3	5	3.64
CO - 4	3	4	3	4	5	5	4	5	3	3	4	3.91
CO - 5	3	5	3	3	2	2	5	2	3	3	3	3.09
<b>Overall Mean Score</b>												<b>3.68</b>

**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 =  $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$

### அலகு1

திருநாவுக்கரசர் தேவாரம் - நாமார்க்கும் குடியல்லோம் எனத் தொடங்கும் பதிகம் (10 பாடல்கள்) ஆண்டாள் திருப்பாவை - (முதல் 10 பாசுரங்கள்) **18 Hours**

### அலகு2

வள்ளலார்-அருள் விளக்கமாலை (முதல் 10 பாடல்கள்)  
எச்.ஏ.கிருட்டிணப்பிள்ளை - இரட்சணியமனோகரம் - பால்ய பிராத்தனை  
குணங்குடி மஸ்தான் சாகிபு-பராபரக்கண்ணி (முதல் 10 கண்ணி) **18 Hours**

### அலகு3

தமிழ்விடு தூது - ( முதல் 20 கண்ணி)  
திருக்குற்றாலக் குறவஞ்சி-குறத்தி மலைவளம் கூறுதல்  
முக்கூடற்பள்ளு-நாட்டுவளம் **18 Hours**

### அலகு4

பக்தி இலக்கியம் சிற்றிலக்கியம் தொடர்பான இலக்கியவரலாறு (பல்லவர்காலம், நாயக்கர் காலம்) **18 Hours**

### அலகு5: மொழித்திறன் / போட்டித் தேர்வுத் திறன்

1. தொடர் வகைகள்,
2. மரபுத்தொடர்,
3. பழமொழிகள்,
4. பிறமொழிச் சொற்களைக் களைதல்,
5. வழச் சொற்கள் நீக்குதல்,
6. இலக்கணக் குறிப்பு அறிதல்.

**18 Hours**

(குறிப்பு: அலகு4, 5 ஆகியன போட்டித் தேர்வுநோக்கில் நடத்தப்படவேண்டும்)

### பாடநூல்கள்

1. தமிழ்த்துறைவெளியீடு (தொகுப்பு) - பொதுத்தமிழ் - 2  
ஜெயராஜ் அன்னபாக்கியம் மகளிர் கல்லூரி  
(தன்னாட்சி), பெரியகுளம்.
2. முனைவர் சி. பாலசுப்பிரமணியன் - தமிழ் இலக்கியவாலாறு,  
பாவைப்பள்ளிகேஷன்ஸ், சென்னை- 60  
இரண்டாம் பதிப்பு-2016.

## பார்வை நூல்கள்

1. புலவர் பி.ரா.நடராசன் (உ.ஆ) - திருநாவுக்கரசு சுவாமிகள் தேவாரம்,  
உமா பதிப்பகம், சென்னை - 600001,  
முதல் பதிப்பு - ஏப்ரல் 2003.
2. எம்.நாராயணவேலுப் பிள்ளை - நாலாயிர திவ்யப் பிரபந்தம்,  
(உ.ஆ) முல்லை நிலையம், சென்னை - 600017,  
முதல் பதிப்பு - செப்டம்பர் 2000.
3. திருவருட்பிரகாசவள்ளலார் - திருவருட்பா, கலைஞன் பதிப்பகம்,  
சென்னை - 600017, இரண்டாம் பதிப்பு - 1885.
4. சுந்தரராசன் (உ.ஆ) - இரட்சணியமனோகரம், முல்லை நிலையம்,  
சென்னை-600017, முதல் பதிப்பு - 2001.
5. கவிக்கோ அப்துல் ரகுமான் - குணங்குடியார் பாடற்கோவை,  
நேஷனல் பப்ளிஷர்ஸ், சென்னை-600017,  
முதல் பதிப்பு - டிசம்பர் 2008.
6. பேரா. சே.இராதாகிருஷ்ணன் - தமிழ்விடு தூது, முல்லை நிலையம்,  
சென்னை-600017, இரண்டாம் பதிப்பு - 2008.
7. புலியூர்க் கேசிகன் - திருக்குற்றாலக் குறவஞ்சி,  
பாவைப்பள்ளிகேஷன்ஸ், சென்னை-600 014,  
இரண்டாம் பதிப்பு - ஜூலை 2014.
8. புலியூர்க் கேசிகன் - முக்கூடற் பள்ளு, பாரி நிலையம்,  
சென்னை-16, ஐந்தாம் பதிப்பு - செப்டம்பர் 1993.
9. முனைவர்கோ. பெரியண்ணன் - அடிப்படை எளியதமிழ் இலக்கணம்,  
வுனிதா பதிப்பகம், சென்னை - 600 017,  
முதல் பதிப்பு - 2003.
10. தமிழ் வேந்தன் - பிழையின்றிதமிழ் எழுத பேச,  
அருவி வெளியீடு, சென்னை - 600 078,  
முதல் பதிப்பு ஏப்ரல், 2003.

## NOVEL, ONE ACT PLAY AND GRAMMAR

**Semester: II**

**Hours:5**

**Code : 23GH2GS02**

**Credit:3**

### **COURSE OUTCOMES:**

<b>CO. NO.</b>	<b>UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO</b>	<b>PSO ADDRESSED</b>	<b>COGNITIVE LEVEL</b>
CO - 1	Reproduce words both in speaking and writing Hindi.	PSO-1	K1
CO - 2	Acquire a comprehensive knowledge of vocabulary, syntax and grammar in Hindi	PSO-4	K2
CO - 3	Identify the competence in self-expression	PSO-2	K3
CO - 4	Focus on independent learning	PSO-3	K4
CO - 5	Develop proficiency in speaking, listening, reading, and writing Hindi.	PSO-5	K5

### **UNIT I**

**(15 Hours)**

Nirmala Summary - Bahu kee Vidha (Send - Off) - Grammar-Verb - Dowry is Cruel and Taking Dowry is a Big Sin.

### **UNIT II**

**(15 Hours)**

Nirmala-Thothaaraam, Kalyaani, Mansaraam, Udhayabhanulal - Rajpoothani ka Badla (Rajputani's Revrnge) - Grammar - Tense and Voice - Identify the Sentences in Hindi using Basic Grammar.

### **UNIT III**

**(15 Hours)**

Nirmala-Sudha, Balachandrasimha, Rangeelaa Bhayee, Siyaram - Andher Nagaree (Dark City) - Grammar- Preposition - Coming out of Darkness with the Wisdom of Knowledge.

### **UNIT IV**

**(15 Hours)**

Nirmala- Pandith Motaram, Jiyaram, and Bhuvana Mohan Chimhaa - Reed Kee Haddi (Back Bone) Grammar- Conjunction - Jagdishchandra Mathur Shows the Representative of the Entire Female Race.

### **UNIT V**

**(15 Hours)**

Nirmala - Rukmani, Nirmala, Krishnaa - Grammar - Interjection, Adverb - Nirmala- a critical analysis.

**COURSE BOOKS:**

1. Nirmala – Novel written by Munshi Premchand, published by Hamsa Prakashan Allahabad.
2. Aadarsh Ekanki, Published by Dakshina Bharath Hindi Prachar Sabha, Thyagaraya Nagar, Chennai – 600 017.

The following Ekankies have been prescribed

- a) Rajpoothri Ka badla – Divjendralal Rai
- b) Andher Nagaree - Bharathendu Harichandra
- c) Reed Kee Haddi – Jagadeeshachandra Maathur
- d) Bahu kee Vidha – Shri vinodh Rasthogi

**BOOK FOR REFERENCE:**

1. Vyakaran Hindi – written by 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

## COMMUNICATIVE ENGLISH – II

**Semester: II**

**Hours: 4**

**Code : 23GE2GS02**

**Credit: 3**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Identify skills in both writing and speaking	PSO-1	K1
CO - 2	Explain the main idea of a text	PSO-3	K2
CO - 3	Utilize website resources to enhance their language skills	PSO-2	K3
CO - 4	Categorize the rhetorical strategies and techniques used in writing and speaking	PSO-5	K4
CO - 5	Criticize the texts after comprehending	PSO-4	K5

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

Semester: II		COMMUNICATIVE ENGLISH – II										Hours: 4
Code : 23GE2GS02												Credit: 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	5	4	3	3	3	4	5	3	3	3	4	3.64
CO - 2	3	3	5	4	3	3	3	4	5	3	3	3.55
CO - 3	4	2	3	5	2	2	4	5	3	2	2	3.09
CO - 4	3	5	2	3	4	5	3	3	2	4	5	3.55
CO - 5	4	4	2	4	5	4	4	4	2	5	4	3.82
<b>Overall Mean Score</b>												<b>3.53</b>

**Result:** The score for this course is **3.53** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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**UNIT I****12 Hours**

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  
Synonyms & Antonyms

**UNIT II****12 Hours**

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 (On travel, food, film /book reviews or on any contemporary topic)
  - b. Reading poetry
    - i. Reading aloud: (Intonation and Voice Modulation)
    - ii. Identifying and using figures of speech -simile, metaphor, personification etc.
3. Word Power
  - a. Idioms & Phrases

**UNIT III****12 Hours**

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

## UNIT IV

12 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  
Collocation

## UNIT V

12 Hours

### Grammar in Context

1. Adverbs & Prepositions
2. Conjunctions & Interjections
3. Sentence Patterns
4. Working with Clauses

## COURSE BOOKS:

- ❖ Communicative English (For Students of Arts and Science Colleges) Tamilnadu State Council for Higher Education (TANSICHE)
- ❖ Savarimuttu, Rohan J. S, and G. Petricia Alphine Nirmala, *English Grammar and Usage - An Ideal Companion for Advanced Learners*. New Century Book House (P) Ltd, 2016.

## BOOKS FOR REFERENCE

1. Kumar, Manoj. *English Communication: Theory and Practice*. Scholar. Tech Press, 2018.
2. Nachmuthu, Cambridge. *Advanced Communication English*. Cambridge Publishers, 2011.

## WEB RESOURCES

<https://www.youtube.com/watch?v=xZbKHDPPrrc>

<https://www.youtube.com/watch?v=TRcIEMgppK8>

[https://youtube.com/playlist?list=PLZ-F4pjbka7EIKKAwh83RDqi7Vp0q\\_DQp](https://youtube.com/playlist?list=PLZ-F4pjbka7EIKKAwh83RDqi7Vp0q_DQp)

<https://www.scripts.com/script/the-chronicles-of-narnia-the-lion-the-witch-and-the-wardrobe-5540>

## FINANCIAL ACCOUNTING - II

**Semester: II**

**Hours: 6**

**Code : 23CO2MC03**

**Credit: 5**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Acquire the knowledge on Hire purchase, Branch, Department and partnership Accounting	PSO - 2	K1
CO - 2	Describe the conceptual framework for financial reporting	PSO - 1	K2
CO - 3	Explain the composition of cash, recognition and valuation of accounts receivable.	PSO - 3	K3
CO - 4	Analyse the financial position of the business firm.	PSO - 5	K4
CO - 5	Prepare the financial statements	PSO - 4	K5

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

Semester: II		FINANCIAL ACCOUNTING-II										Hours: 6
Code : 23CO2MC03												Credit: 5
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	4	3	3	3	4	5	3	4	3	3.73
CO - 2	5	4	3	2	2	2	5	4	2	3	2	3.09
CO - 3	2	3	4	3	5	3	2	3	5	4	3	3.36
CO - 4	3	2	2	5	3	5	3	2	3	2	5	3.18
CO - 5	4	4	5	2	2	2	4	4	2	5	2	3.27
Overall Mean Score												3.33

**Result:** The score for this course is **3.33** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Hire Purchase System-Accounting treatments -Calculation of Interest-Default and Repossession-Hire Purchase Trading Account Installment System-Calculation of Profit. **(18 Hours)**

## **UNIT II**

Branch-Dependent branches: Accounting Aspects-Debtors System-Stock and Debtors System-Distinction between Wholesale profit and Retail Profit-Independent Branches (Foreign Branches excluded)- Departmental Accounts: Basis of Allocation of expenses- Inter-Departmental Transfer at Cost or Selling Price. **(18 Hours)**

## **UNIT III**

Partnership Accounts: - Admission of a Partner - Treatment of Goodwill - Calculation of Hidden Goodwill - Retirement of a Good Partner - Death of a Partner. **(18 Hours)**

## **UNIT IV**

Dissolution of partnership-Methods - Settlement of Accounts Regarding Losses and Assets-Realization Account-Treatment of Goodwill-Preparation of Balance sheet - Insolvency of the Partner - One or More Partners insolvent- All partners insolvent - Garner Vs Murray- Accounting Treatment-Piecemeal Distribution - surplus Capital Method-Maximum loss method. **(18 Hours)**

## **UNIT V**

### **Accounting Standards for financial reporting**

Objective and Uses of Financial Statements for Users-Role of Accounting Standards-Development of Accounting Standards in India-Requirements of International Accounting Standards-Role of Developing IFRS-IFRS Adoption or Convergence in India-Implementation Plan in India - Ind AS-An Introduction - Difference between Ind As and IFRS. **(18 Hours)**

**COURSE BOOK:**

- ❖ T.S. Reddy & Dr. E. Moorthy, Advanced Accountancy, Margham Publications, Chennai, 2020.

**Theory 20% & Problems 80%.**

**BOOKS FOR REFERENCE:**

1. Dr. S.N. Maheswari: Financial Accounting, Vikas Publications, Noida.
2. Dr. Venkataraman [& others (7 lecturers): Financial Accounting, VBH, Chennai.
3. M.A. Arulanandan & Raman: Advances Accountancy, Himalaya publications, Mumbai.
4. Tulsian, Advanced Accounting, Tata MC, Graw hills, India.
5. Charumathi and Vinayagam, Financial Accounting, S. Chand and sons, New Delhi.

**WEB RESOURCES**

1. <https://www.slideshare.net/mcsharmal/accounting-for-depreciation-1>
2. <https://www.slideshare.net/ramusakha/basics-of-financial-accounting>
3. <https://www.accountingtools.com/articles/what-is-a-single-entry-system.html>

**Note: Part - A Multiple Choice Questions; Part - B & Part - C Only Problems.**

## BUSINESS LAW

**Semester: II**

**Code : 23CO2MC04**

**Hours: 5**

**Credit: 4**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Explain the Objectives and significance of Mercantile law, Exception of Indian Contract Act, Breach and Discharge of contract, Indemnity and guarantee, Sale of Goods Act 1930.	PSO - 2	K1
CO - 2	Understand the Objectives and significance of Mercantile law, Exception of Indian Contract Act, Breach and Discharge of contract, Indemnity and guarantee, Sale of Goods Act 1930.	PSO - 3	K2
CO - 3	Illustrate Objectives and significance of Mercantile law, Exception of Indian Contract Act, Breach and Discharge of contract, Indemnity and guarantee, Sale of Goods Act 1930.	PSO - 4	K3
CO - 4	Outline the Objectives and significance of Mercantile law, Exception of Indian Contract Act, Breach and Discharge of contract, Indemnity and guarantee, Sale of Goods Act 1930.	PSO - 1	K4
CO - 5	Analyze the Objectives and significance of Mercantile law, Exception of Indian Contract Act, Breach and Discharge of contract, Indemnity and guarantee, Sale of Goods Act 1930.	PSO - 5	K5

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

Semester: II		BUSINESS LAW										Hours: 5
Code : 23CO2MC04												Credit: 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	2	4	4	4	4	5	4	2	4	3.82
CO - 2	2	4	3	2	5	2	2	4	5	3	2	3.09
CO - 3	3	2	5	3	4	3	3	2	4	5	3	3.36
CO - 4	5	4	4	2	3	2	5	4	3	4	2	3.45
CO - 5	3	3	2	5	4	5	3	3	4	2	5	3.55
<b>Overall Mean Score</b>												<b>3.45</b>

**Result:** The score for this course is **3.45** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

An Introduction - Definition- Objectives of Law - Law: Meaning and its Significance, Mercantile Law - Meaning, Definition, Nature, Objectives, Sources, Problems of Mercantile Law. **(15 Hours)**

## **UNIT II**

**Indian Contract Act 1872:** Definition of Contract, Essentials valid Contract Classification of Contract, Offer and acceptance - consideration - Capacity of Contract - Free consent- Legality of Object - Contingent Contract - Void Contract **(15 Hours)**

## **UNIT III**

Meaning of Performance, Offer to performance, Devolution of Joint Liabilities & Rights, Time and Place of Performance, Reciprocal Promises, Assignment of Contract - Remedies for Breach of Contract - Termination and Discharge of Contract - Quasi Contract. **(15 Hours)**

## **UNIT IV**

Contract of Indemnity and Contract of Guarantee - Extent of Surety's Liability, Kinds of Guarantee, Rights of Surety, Discharge of Surety - Bailment and Pledge - Bailment - Concept - Essentials and kind - Classification of Bailments, Duties and Rights of Bailor and Bailee - Law of Pledge- Meaning - Essentials of Valid Pledge, Pledge and Lien, Rights of Pawner and Pawnee. **(15 Hours)**

## **UNIT V**

Definition of Contract of Sale- Formation - Essential of Contract of Sale - Conditions and Warranties - Transfer of Property - Contract involving Sea Routes - Sale by Non- Owners - Rights and duties of buyer - Rights of an Unpaid Seller. **(15 Hours)**

## **COURSE BOOK:**

- ❖ R.S.N. Pillai, Business Law, S. Chand, New Delhi, 2011.

## **BOOKS FOR REFERENCE:**

1. Preethi Agarwal, Business Law, CA foundation Study Material, Chennai.
2. Business Law by Saravanel, Sumathi, Anu, Himalaya Publications, Madurai.
3. Kavya and Vidhyasagar, business Law, Nithya Publication, New Delhi.
4. D.Geet, Business Law Nirali Prakashan Publication, Pune.
5. M.R. Sreenivasan, Business Laws, Margham Publications, Chennai.

## **WEB SOURCES**

1. [www.cramerz.com](http://www.cramerz.com)[www.digitalbusinesslawgroup.com](http://www.digitalbusinesslawgroup.com)
2. <http://swcu.libguides.com/buslaw>
3. <http://libguides.slu.edu/businesslaw>

## BUSINESS ENVIRONMENT

**Semester: II**

**Hours: 5**

**Code : 23CO2AC2A**

**Credit: 4**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the importance of business and the factors influencing business environment	PSO - 2	K1
CO - 2	Discuss the contemporary issues in business	PSO - 3	K2
CO - 3	Analyze the relationship between business, society, government, culture and economic systems	PSO - 4	K3
CO - 4	Examine and evaluate business in global context	PSO - 1	K4
CO - 5	Design various strategies to frame suitable business policies and attracting customers	PSO - 5	K5

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

Semester : II		BUSINESS ENVIRONMENT										Hours: 5
Code : 23CO2AC2A												Credit: 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	4	4	4	5	4	3	4	4.00
CO - 2	3	4	4	2	5	2	3	4	5	4	2	3.45
CO - 3	3	2	5	3	4	3	3	2	4	5	3	3.36
CO - 4	5	4	4	2	3	2	5	4	3	4	2	3.45
CO - 5	3	2	3	5	4	5	3	2	4	3	5	3.55
Overall Mean Score												3.56

**Result:** The score for this course is **3.56** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

The Concept of Business Environment -Its Nature and Significance - Brief Overview of Political- Cultural - Legal - Economic and Social Environments and their Impact on Business and Strategic Decisions. **(15 Hours)**

## **UNIT II**

Political Environment - Government and Business Relationship in India - Provisions of Indian Constitution Pertaining to Business. **(15 Hours)**

## **UNIT III**

Social and Cultural Environment - Impact of Foreign Culture - Castes and Communities - Linguistic and Religious Groups - Types of Social Organization - Social Responsibilities of Business. **(15 Hours)**

## **UNIT IV**

Economic Environment - Economic Systems and their Impact of Business- Macro Economic Parameters Like GDP -Growth Rate Population -Urbanization - Fiscal Deficit - Plan Investment - Per Capital Income and their Impact on Business Decisions. **(15 Hours)**

## **UNIT V**

Technological Environment-Meaning - Features of Technology - Sources of Technological Dynamics - Transfer of Technology- Impact of Technology on Globalization Status of Technology in India- Determinants of Technological Environment. **(15 Hours)**

## **COURSE BOOK:**

- ❖ C.B Gupta , Business Environment, Sultan Chand & Sons , New Delhi

## **BOOKS FOR REFERENCE:**

1. Veenakeshavpailwar, Business Environment, PHI Learning Pvt Ltd, New Delhi
2. Shaiksaleem, Business Environment, Pearson, New Delhi.
3. S. Sankaran, Business Environment, Margham Publications, Chennai.
4. Namitha Gopal, Business Environment, Vijay Nicole Imprints Ltd., Chennai.
5. Ian Worthington, Chris Britton, Ed Thompson, The Business Environment, F T Prentice Hall, New Jersey

## **WEB RESOURCES**

1. <https://www.jstor.org>
2. <https://www.indiastat.com>
3. <https://www.epw.in>

## INSURANCE AND RISK MANAGEMENT

**Semester: II**

**Hours: 5**

**Code : 23CO2AC2B**

**Credit: 4**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Identify the workings of insurance and hedging	PSO - 1	K1
CO - 2	Explain the types of insurance policies and settlement	PSO - 2	K2
CO - 3	Apply the claims under various types of general insurance	PSO - 3	K3
CO - 4	Examine the protection provided for insurance policy holders under IRDA	PSO - 4	K4
CO - 5	Evaluate the assessment and retention of risk	PSO - 5	K5

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

Semester: II		INSURANCE AND RISK MANAGEMENT										Hours: 5
Code : 23CO2AC2B												Credit: 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	4	4	5	4	4	3	4	4.00
CO - 2	4	5	3	4	4	4	4	5	4	3	4	4.00
CO - 3	3	4	3	4	5	4	3	4	5	3	4	3.82
CO - 4	4	4	5	3	3	3	4	4	3	5	3	3.73
CO - 5	4	3	4	5	3	5	4	3	3	4	5	3.91
Overall Mean Score												3.89

**Result:** The score for this course is **3.89** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Definition of Insurance - Characteristics of Insurance - Principles of Contract of Insurance - General Concepts of Insurance - Insurance and Hedging - Types of Insurance - Insurance Intermediaries. **(15 Hours)**

## **UNIT II**

Life Insurance Business - Fundamental Principles of Life Insurance - Basic Features of Life Insurance Contracts - Life Insurance Products -Traditional and Unit Linked Policies - Individual and Group Policies - With and Without Profit Policies - Policies - Types of Life Insurance Policies. **(15 Hours)**

## **UNIT III**

General Insurance Business - Fundamental Principles of General Insurance - Types - Fire Insurance - Marine Insurance - Motor Insurance - Personal Accident Insurance - Liability Insurance - Miscellaneous Insurance - Claims Settlement. **(15 Hours)**

## **UNIT IV**

Risk Management - Objectives - Process - Identification, Evaluation, Retention and Risk Transfer - Risk Financing - Level of Risk Management - Corporate Risk Management - Management of Risk by Individual. **(15 Hours)**

## **UNIT V**

Insurance Regulatory and Development Authority 1999 (IRDA) - Introduction - Purpose, Duties, Powers and Functions of IRDA - Operations of IRDA - Insurance Policyholders' Protection under IRDA - Exposure/Prudential Norms - Summary Provisions of Related Acts. **(15 Hours)**

## **COURSEBOOK**

1. Neeti Gupta, Anuj Gupta and Abha Chopra, Risk Management and Insurance, Kalyani Publishers, New Delhi.
2. Dr. N. Premavathy - Elements of Insurance, Sri Vishnu Publications, Chennai.
3. M.N. Mishra & S.B. Mishra, Insurance Principles and Practice, S Chand Publishers, New Delhi.
4. Michel Crouhy, The Essentials of Risk Management, McGraw Hill, Noida.
5. Thomas Coleman, A Practical Guide to Risk Management, CFA, India.

## **BOOKS FOR REFERENCE**

1. John C. Hull, Risk Management and Financial Institutions (Wiley Finance)  
John Wiley & sons, New Jersey.
2. P.K. Gupta, Insurance and Risk Management, Himalaya Publications, Mumbai.
3. Dr. Sunilkumar, Insurance and Risk Management, Gollgatia publishers, New  
4. Delhi.
5. Nalini Prava Tripathy, Prabir Paal, Insurance Theory & Practice, Prentice  
Hall of India.
6. Anand Ganguly - Insurance Management, New Age International Publishers.

**ABILITY ENHANCEMENT COURSE (AEC -2)****SUSTAINABILITY LIFE SKILLS****PROGRAMME OUTCOMES**

<b>PO. NO.</b>	<b>UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO</b>
1.	Gain theoretical knowledge and apply the expertise in different fields.
2.	Acquire Industry specific skills and can emerge as entrepreneurs.
3.	Develop critical and rational thinking to solve societal issues.
4.	Explore the knowledge and acclimatize it in the ever changing work environment.
5.	Evolve theories and develop innovative discipline specific ideas.
6.	Comprehend the nuances and develop innovative, discipline-specific ideas.

**PROGRAMME SPECIFIC OUTCOMES**

<b>PSO. NO.</b>	<b>UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO</b>	<b>PO MAPPED</b>
1.	Develop positive thinking that helps them to set and pursue for meaningful goals.	PO-1, 6
2.	Inculcate 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.	Create a consciousness about Sustainable Development goals which is aimed to ensure dignity, peace and prosperity for people and the planet, now and in the future.	PO-3,6
4.	Acquiring trade skills by developing social relationships effectively with trade experts.	PO-2,5,6
5.	Create a consciousness about Sustainable Development goals which is aimed to ensure dignity, peace and prosperity for people and the planet, now and in the future.	PO-3,6

## SUSTAINABILITY LIFE SKILLS

Semester: II

Hours: 2

Code : 23AE2VE02

Credit: 2

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	To make them realise the importance of physical health, emotional well-being, and stressmanagement.	PSO-1	K1
CO - 2	Apply the features of team work and strive to become good leaders.	PSO-2,4	K2
CO - 3	Enhance their awareness on social media and e- learning.	PSO-3	K3
CO - 4	Develop interactive skills in online trade, and become value based professionals.	PSO-4	K4
CO - 5	Imbibe awareness about Sustainable Development Goals and become better citizen of the world.	PSO-5	K5

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

Semester: II		SUSTAINABILITY LIFE SKILLS										Hours: 2
Code : 23AE2VE02												Credit: 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	3	4	4	3	4	4	3.88
CO - 2	4	4	3	4	4	3	4	4	4	4	4	3.81
CO - 3	4	3	4	4	4	3	4	4	4	4	4	3.81
CO - 4	4	4	4	4	4	3	4	4	3	4	3	3.72
CO - 5	4	4	3	4	4	3	3	4	4	4	4	3.72
Overall Mean Score												3.78

**Result:** The score for this course is **3.78** (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= $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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**UNIT I** **6 Hours**  
Self - Awareness - Empathy - Sympathy - Self-management - Stress Management-  
Interpersonal Relationship-Accepting Criticism- Problem Solving.

**UNIT II** **6 Hours**  
Lateral thinking-Reasoning-motivation and goal setting- Critical thinking-  
leadership qualities- Social Etiquettes- Positive attitude- Creativity and  
components of creativity.

**UNIT III** **6 Hours**  
Entrepreneurial Skills- Money Management-Time Management-Communication-  
Digital Marketing, Questioning, Observing, Networking

**UNIT IV** **6 Hours**  
Safe Usage of social media- Gender Sensitivity-Inclusiveness-Morphing - Cyber  
Bulling- some useful apps- mPassport Seva- mParivahan- epathshala -epariksh-  
Aarogya sethu- Indian Police at your call- mAadhaar- GST Rate Finder-Umang-  
Sarkari Naukri-SWAYAM.

**UNIT V** **6 Hours**  
Sustainable Development Goals.  
1.No Poverty, 2.Zero Hunger 3.Good Health and Well-being 4.Quality Education  
5.Gender Equality 6.Clean Water and Sanitation 7.Affordable and Clean  
Energy 8.Decent Work and Economic Growth 9.Industry, Innovation and  
Infrastructure 10.Reduced Inequality 11.Sustainable Cities and Communities 12.  
Responsible Consumption and Production 13. Climate Action 14. Life Below Water  
15. Life on Land 16. Peace, Justice and Strong Institutions 17. Partnerships for the  
Goal.

**COURSE TEXT:**

❖ Prepared by the members of Foundation Course.

**BOOKS FOR REFERENCE:**

1. Pearson, Mark. *Emotional Healing & Self-Esteem*, Australian Educational Research, 1998.
2. Kemp. Sid. *Project Management for Small Business Made Easy*, Entrepreneur Press, 2006.
3. Oxley, Alan. *Security Risks in Social Media Technologies. Safe Practices in Public Service Applications*, Chandos Publishing, 2013.
4. Bigg, Tom & Mohammed Valli Moosa, editors. *Survival for a Small Planet: The Sustainable Development Agenda*, Earthscan Publications Ltd, 2004.

## WEB-SOURCES

<https://www.skillsyouneed.com/rhubarb/core-life-skills.html>

<http://www.linkedin.com/pulse/what-makes-positive-attitude-10-components-gary>

<http://ifflab.org/how-to-prevent-cyber-bullying-anti-cyber-bullying-law-in-india/>

<http://www.sciencedaily>

[.com/terms/morphing.htm#:text=Morphing%20is%20special%20effect,little%20instruction%20from%20the %20 user.](http://www.sciencedaily.com/terms/morphing.htm#:text=Morphing%20is%20special%20effect,little%20instruction%20from%20the%20user)

<https://apps.gov.in/apps>

<https://sdgs.un.org/goals>

<https://www.indeed.com/career-advice/career-development/entrepreneurial-skills>

## EFFECTIVE ENGLISH

**Semester: II**

**Hours: 2**

**Code : 23SE2CE02**

**Credit: 2**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Identify their abilities to become better speakers and communicators	PSO-1	K1
CO - 2	Relate their speaking ability in English both in terms of fluency and comprehensibility.	PSO-2	K2
CO - 3	Modify their vocabulary in the context for communication	PSO-4	K3
CO - 4	Analyze their formal and informal communications with better use of words in appropriate contexts	PSO-5	K4
CO - 5	Assess conversations and present their viewpoints and opinions	PSO-3	K5

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

Semester: II		EFFECTIVE ENGLISH										Hours: 2
Code : 23SE2CE02												Credit: 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	3	3	3	3	3	5	3	3	3	3	3.36
CO - 2	4	3	3	5	3	3	4	5	3	3	3	3.55
CO - 3	4	2	2	2	5	2	4	2	2	5	2	2.91
CO - 4	4	5	3	3	3	5	4	3	3	3	5	3.73
CO - 5	4	3	5	3	3	3	4	3	5	3	3	3.55
<b>Overall Mean Score</b>												<b>3.42</b>

**Result:** The score for this course is **3.42** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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**UNIT I: Easy Enacting****6 Hours****Orator - Chamber 4 (Paper 1)**

Introducing oneself (Unit 4, Lesson 2)

Student and Teacher (Unit 3 Lesson 3)

In a College Campus (Unit 4, Lesson 1)

**Orator- Chamber 4 (Paper 2)**

Introducing a Person (Unit 1, Lesson 3)

Inviting for a Birthday Party Unit 2, Lesson 1 &amp; 2)

Ordering for Food (Unit 1, Lesson 4)

**UNIT II: Perfecting Phrasal Verbs****6 Hours****Orator- Chamber 3**

Phrasal Verbs in Conversation

Phrasal Verbs for Situations (Describing Place, Time, Daily Routines, Feelings, Health and Socializing)

**UNIT III: Captivating Collocation****6 Hours****Orator- Chamber 4**

Types of Collocation

Collocation for Situations

**UNIT IV: Idiomatic Expression****6 Hours****Orator- Chamber 5**

Idioms for Conversation

Idioms for Situations

**UNIT V: Grammar for Life****6 Hours****Orator- Chamber 7**

Articles, Prepositions, Pronouns, Tenses, Modals (Unit 1 to 5)

**INTERNAL COMPONENTS**

Test 1	40
Test 2	40
Situational Conversation	10
Designing Brochure/Invitation	5
Attendance	5
<b>Total</b>	<b>100</b>

**பொதுத்தமிழ் - 3 (பிற துறை மாணவிகளுக்கு மட்டும்)**

பருவம்: மூன்று

நேரம்: 6

குறியீடு: 23GT3GS03

புள்ளி: 3

**COURSE OUTCOMES:**

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	காப்பியங்களின் வழி வாழ்வியல் சிந்தனையை அறிவர்.	PSO-5	K1
CO - 2	காப்பியங்களில் தமிழ்மொழியின் உயர்வை உணர்வர்.	PSO-2	K2
CO - 3	சமகாலப் படைப்புகளின் சிறப்புக்கருகளைப் பயன்படுத்தும் ஆற்றலை அறிந்து கொள்வர்.	PSO-3	K3
CO - 4	காப்பியங்கள் மூலம் இலக்கியங்களின் முக்கியத்துவத்தைப் பகுத்தாராயும் திறனை அறிவர்.	PSO-4	K4
CO - 5	மாணவர்கள் படைப்புத்திறனை மதிப்பீடு செய்ய அறிந்து கொள்வர்.	PSO-1	K5

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

<b>Semester: III</b>		<b>பொதுத்தமிழ் - 3 (பிற துறை மாணவிகளுக்கு மட்டும்)</b>										<b>Hours: 6</b>
<b>Code : 23GT3GS03</b>												<b>Credit: 3</b>
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	3	4	5	4	4	3	4	4	3	5	3.82
CO - 2	3	3	4	4	5	5	3	5	4	3	4	3.91
CO - 3	3	4	5	4	4	4	4	4	5	3	4	4.00
CO - 4	5	3	3	4	4	4	3	4	3	5	4	3.82
CO - 5	3	5	4	3	3	3	5	3	4	3	3	3.55
<b>Overall Mean Score</b>												<b>3.82</b>

**Result:** The score for this course is **3.82** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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**அலகு 1: பெருங்காப்பியங்கள்**

சிலப்பதிகாரம்	-	வழக்குரை காதை
மணிமேகலை	-	ஆதிரை பிச்சையிட்ட காதை
சீவகசிந்தாமணி	-	பூமகள் இலம்பகம் (பாடல் எண் 2327 - 2336) “கண்ணாடி யன்ன.... ” முதல் “தேம்பெய் கற்பகத்.. வரை
வளையாபதி	-	கற்பில் மகளிர் (பாடல் எண் -8,9,10,11) “பள்ள முதுநீர்ப் .....” “உண்டியுட் காப்புண் .....” “ எத்துணை யாற்று ....” “தனிப்பெயற் றண்டுளி .....”

**18 Hours****அலகு 2: சமயக் காப்பியங்கள்**

பெரியபுராணம்	-	பூசலார் நாயனார் புராணம்
கம்பராமாயணம்	-	மந்தரை சூழ்ச்சிப்படலம் (பாடல் எண் 1399 - 1428) “ஆண்டை அந்நிலை .....” முதல் “ஏனைநீதி இணையன ....” வரை
வில்லிபாரதம்	-	மற்போர் சருக்கம்
சீறாப்புராணம்	-	புலிவசனித்த படலம்

**18 Hours****அலகு 3: புதினம்**

வஞ்சிமாநகரம் (வரலாற்றுப் புதினம்)	<b>18 Hours</b>
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**அலகு 4**

பாடம் தழுவிய இலக்கிய வரலாறு	<b>18 Hours</b>
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**அலகு 5**

மொழித்திறன்	
1. நூல் மதிப்புரை 2. கடிதம் வரைதல்	<b>18 Hours</b>

**பாடநூல்கள்**

தமிழ்த்துறை வெளியீடு (தொகுப்பு)	-	பொதுத்தமிழ் - 3 ஜெயராஜ் அன்னபாக்கியம் மகளிர் கல்லூரி (தன்னாட்சி), பெரியகுளம்.
முனைவர் சி. பாலசுப்பிரமணியன்	-	தமிழ் இலக்கிய வரலாறு பாவை பப்ளிகேஷன்ஸ், சென்னை - 60. இரண்டாம் பதிப்பு - 2016.
நா. பார்த்தசாரதி	-	வஞ்சி மாநகரம் (வரலாற்றுப் புதினம்) பாவை பப்ளிகேஷன்ஸ், சென்னை - 600 014 முதற்பதிப்பு ஏப்ரல் 2012

## பார்வை நூல்கள்

- ந.மு. வேங்கட சாமி நாட்டார் (உ.ஆ) - சிலப்பதிகாரம் மூலமும் உரையும், ராமையா பதிப்பகம், சென்னை - 14, 10 ஆம் பதிப்பு 2019.
- ந.மு. வேங்கடசாமி நாட்டார், ஓளவை சு.துரைசாமிப்பிள்ளை (உ.ஆ) - மணிமேகலை மூலமும் உரையும் சாரதா பதிப்பகம், சென்னை - 600014 ஏழாம் பதிப்பு 2019
- உரை ஆசிரியர் குழு - சீவக சிந்தாமணி மூலமும் உரையும், சாரதா பதிப்பகம், சென்னை - 14 2 ஆம் பதிப்பு - 2020
- புலமை வேங்கடாசலம் - வளையாபதி, பாவை பப்ளிகேஷன்ஸ் சென்னை - 14 முதல் பதிப்பு மே 2006
- கவிஞர் வ.த.இராமசுப்பிரமணியம் எம்.ஏ (உ.ஆ) - பெரியபுராணம் மூலமும் தெளிவுரையும் இரண்டாம் காண்டம், வெங்கட் நாராயணா ரோடு, டி. நகர், சென்னை -17. முதற்பதிப்பு மார்ச்சு 2004
- பேராசிரியர் அ.ச. ஞானசம்பந்தன் - கம்பராமாயணம் அயோத்தியா காண்டம் 2  
முதன்மைப் பதிப்பாசிரியர் நியூ செஞ்சுரி பக்ஹவுஸ் (பி.லிட்) சென்னை - 98. முதல் பதிப்பு டிசம்பர் 2012.
- எஸ்.விசுவநாதன் (பதிப்பாசிரியர்) - வில்லிபாரதம் இரண்டாம் பாகம் தம்பி செட்டி தெரு சென்னை -1 முதல் பதிப்பு 1959

**POETRY AND HISTORY OF HINDI LITERATURE, TECHNICAL HINDI**

**Semester: III**

**Hours: 5**

**Code : 23GH3GS03**

**Credit: 3**

**COURSE OUTCOMES:**

<b>CO. NO.</b>	<b>UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO</b>	<b>PSO ADDRESSED</b>	<b>COGNITIVE LEVEL</b>
CO - 1	Learn the reform work done by Saint Kabirdas and Saint Tulasidas	PSO-1	K1
CO - 2	Develop Official and General Knowledge.	PSO-4	K2
CO - 3	Know the Origin of Bhakthi Movement.	PSO-2	K3
CO - 4	Develop Analysis Skills.	PSO-3	K4
CO - 5	Creative Writing will be Developed.	PSO-5	K5

**UNIT I****(15 Hours)**

- ❖ Sachche Devtha
- ❖ Kabir Ke Dohe - 5 numbers
- ❖ “Gyan Margi Shakha - Prominent Poets and their Poems” - Kabirdas in detailed.

**UNIT II****(15 Hours)**

- ❖ Murjhaphool
- ❖ Tulasi Ke Dohe - 5 numbers
- ❖ “Ram Bhakthi Shakha - Prominent Poets and their Poems” - Tulasidas in detailed.

**UNIT III****(15 Hours)**

- ❖ Vivashtha
- ❖ Deep Koyee Jal Raha Hai
- ❖ “Krishna Bhakthi Shakha - Prominent Poets and their Poems” - Surdas in detailed.

**UNIT IV****(15 Hours)**

- ❖ Badhal
- ❖ “Prem Margi Shakha - Prominent Poets and their Poems” - Jayasi in detailed.
- ❖ Technical Hindi:
  - Banking Terms : 50 only
  - Name of the Ministries: 50 only

**UNIT V****(15 Hours)**

- ❖ Vashand Aayaa
- ❖ Short Notes from Reethikal and Adunikkal: Chayavad, Mythili Sharan, Meera Bhaayi, Ameer Khusro.
- ❖ Technical Hindi: E-mail kaa Upayog

### **COURSE BOOKS:**

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

#### **The following poems have been prescribed**

- ❖ Sachche Devtha - Ayodhya Singh Upadhyay Harioudh
  - ❖ Murjhaphool - Mahadevi Varma
  - ❖ Vivashtha - Shivamangala Simh Suman
  - ❖ Deep Koyee Jal Raha Hai - Ramnaresh Thiripati
  - ❖ Badhal - Sumithranandhan panth
  - ❖ Vashand Aayaa - Suryakanth Thiripati Niraalaa
  - ❖ Kabir ke Dohe
  - ❖ Tulasi ke Dohe
2. Hindi Sahithiya kaa Sanchiptha Ithihaas - Published by Dakshina Bharath Hindi Prachar Sabha, Thyagaraya Nagar, Chennai - 600 017.

#### **The following Bakthi kaal have been prescribed**

- ❖ Gyan marg, Prem maarg, Rambakthi, Krishnabakthi
- ❖ Adunikkal & Reethikkal Notes: Chayavad, Mythili Sharan, Meera Bhaayi, Ameer Khusro.

### **BOOKS FOR REFERENCE:**

1. Technical Hindi - Karyalaya Sahayika, Kendriya Sachivalaya Hindi Parishad New Delhi, Hindi Vathayan Dr.K.Chandra Mohan, Viswa Vidhyalaya Prakashan Varanashi.

#### **The following topics have been prescribed**

- ❖ Banking Terms - 50 only
- ❖ Name of the Ministries - 50 only
- ❖ E-mail kaa Upayog

### COMMUNICATIVE ENGLISH - III

Semester: III

Hours: 4

Code : 23GE3GS03

Credit: 3

#### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Identify cultural diversity and divergence in perspectives.	PSO-3	K1
CO - 2	Interpret their skills and attitudes relevant to the emerging society.	PSO-2	K2
CO - 3	Produce grammatically and idiomatically correct language.	PSO-1	K3
CO - 4	Categorize the writing techniques to meet academic and professional needs.	PSO-4	K4
CO - 5	Plan for career oriented tests with sufficient practice in Grammar and Comprehension.	PSO-5	K5

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

Semester: III		COMMUNICATIVE ENGLISH - III										Hours: 4
Code : 23GE3GS03												Credit: 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	3	3	5	2	2	3	3	2	5	2	3	3.0
CO - 2	3	2	2	5	2	2	3	5	2	2	2	2.73
CO - 3	5	3	3	2	2	3	5	2	3	2	3	3.0
CO - 4	3	3	2	3	5	3	3	3	2	5	3	3.18
CO - 5	2	5	2	2	4	5	2	2	2	4	5	3.18
Overall Mean Score												3.02

**Result:** The score for this course is **3.02** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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**UNIT I: POETRY****12 Hours**

- Mamang Dai - "The Voice of the Mountains"  
Toru Dutt - "Sita"  
Oodgeroo Noonuccal - "A Song of Hope"  
Christina Rossetti - "In an Artist's Studio"

**UNIT II: SCENES FROM SHAKESPEARE****12 Hours**

- Romeo & Juliet* - The Balcony Scene  
*Macbeth* - The Banquet Scene  
*Julius Caesar* - The Murder Scene

**UNIT III: SPEECHES OF FAMOUS PERSONALITIES****12 Hours**

- Jawaharlal Nehru - "A Tryst with Destiny"  
Barack Obama - "Yes, We Can"  
Steve Jobs - "You've Got to Find What You Love"

**UNIT IV: GRAMMAR IN CONTEXT****12 Hours**

- Articles, Determiners and Quantifiers  
Linking Words/ Connectives  
Compound Words  
Direct and Reported Speech

**UNIT V: LANGUAGE COMPETENCY**

- Writing letters and emails  
Writing in Social media platforms  
[Blogs, X, Instagram, Facebook]  
Learning etiquette and Email Etiquette

**12 Hours****COURSE BOOKS:**

- ❖ Course Materials will be provided by the Department of English.
- ❖ Savarimuttu, Rohan J. S, and G. Petricia Alphine Nirmala, *English Grammar and Usage - An Ideal Companion for Advanced Learners*. New Century Book House (P) Ltd, 2016.

**BOOKS FOR REFERENCE**

1. Stanley Wells, *The Shakespeare Book: Big Ideas Simply Explained*, DK Publishing, 2015.
2. Jeane Kelly Bernish, *Build a Professional Digital Profile*. Kindle Edition, Bernish Communications Associates, LLC; 1st edition, 2012.
3. Kryisia M Yardley- Matwiejczuk, *Role Play-Theory and Practice*. SAGE publications ltd, 1997.

## WEB SOURCES

<https://www.scribd.com/document/558838656/The-Voice-of-the-Mountain-By-Mamang-Dai-Adivasi-Resurgence>

<http://www.wordslikethis.com.au/a-song-of-hope/>

<https://www.poetryfoundation.org/poems/146804/in-an-artist39s-studio>

<https://www.poetrynook.com/poem/s%E2%94%9C%C2%ABta>

<https://www.cam.ac.uk/files/a-tryst-with->

<https://www.cam.ac.uk/files/a-tryst-with-destiny/index.html#:~:text=Jawaharlal%20Nehru%2C%20delivering%20his%20>

[Tryst%20with%20Destiny%20speech.&text=%22Long%20years%20ago%20we%](https://www.cam.ac.uk/files/a-tryst-with-destiny/index.html#:~:text=Jawaharlal%20Nehru%2C%20delivering%20his%20Tryst%20with%20Destiny%20speech.&text=%22Long%20years%20ago%20we%20made,awake%20to%20life%20and%20freedom.)

[20made,awake%20to%20life%20and%20freedom.](https://www.cam.ac.uk/files/a-tryst-with-destiny/index.html#:~:text=Jawaharlal%20Nehru%2C%20delivering%20his%20Tryst%20with%20Destiny%20speech.&text=%22Long%20years%20ago%20we%20made,awake%20to%20life%20and%20freedom.)

## CORPORATE ACCOUNTING - I

**Semester: III**

**Hours: 5**

**Code : 23CO3MC05**

**Credit: 4**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concepts of corporate accounting standards.	PSO - 1	K1
CO - 2	Identify the uniqueness of special accounts like issue of shares and redemption of preference shares.	PSO - 5	K2
CO - 3	Illustrate and explore final accounts with due regard to the circumstances and requirements.	PSO - 2	K3
CO - 4	Prepare valuation of goodwill and shares.	PSO - 4	K4
CO - 5	Specify Indian Accounting Standards as per (1, 2) and apply the same in real life situation.	PSO - 3	K5

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

Semester: III		CORPORATE ACCOUNTING - I										Hours: 5
Code : 23CO3MC05												Credit: 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	2	4	2	3	2	5	2	3	4	2	3.09
CO - 2	4	3	3	5	2	5	4	3	2	3	5	3.55
CO - 3	3	5	4	2	2	2	3	5	2	4	2	3.09
CO - 4	4	3	5	3	2	3	4	3	2	5	3	3.36
CO - 5	3	2	3	4	5	4	3	2	5	3	4	3.45
<b>Overall Mean Score</b>												<b>3.31</b>

**Result:** The score for this course is **3.31** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Issue of Shares - Forfeiture -Reissue - Pro -rata Allotment - Right Issue -Bonus Issue - Under writing of shares and debentures-Underwriting commission-Types of under writing. **(15 Hours)**

## **UNIT II**

Redemption of Preference Shares - Provision of Companies Act-Capital Redemption Reserve-Minimum Fresh Issue- Redemption at Premium-Debentures: Issue and Redemption - Meaning -Methods - in One lot -in Installment -Purchase in the open market includes Ex interest and cum interest - Sinking Fund Investment Method. **(15 Hours)**

## **UNIT III**

Introduction -Final Accounts -Form and Contents of Financial Statements as per Schedule III of Companies Act 2013 - Part I Form of Balance Sheet-Part II Form of Statement of Profit and Loss -Ascertaining Profit for Managerial Remuneration. **(15 Hours)**

## **UNIT IV**

Valuation of Goodwill and Shares - Factors Affecting Goodwill - Methods of Valuation - Acquisition of Business. **(15 Hours)**

## **UNIT V**

International Financial Reporting Standard (IFRS)-Meaning and its applicability in India - Indian Accounting Standards -Meaning - Objectives -Significance - Accounting standards in India- Procedures for Formulation of Standards -IndAS - 1Presentation of Financial Statement, Ind AS -2Valuation of Inventories, Ind AS-7 Cash Flow Statement, Ind AS-8 Accounting Policies, Changes in Accounting Estimates and Errors, Ind AS12 IncomeTaxIndiAS110,Consolidated Financial Statement **(15 Hours)**

## **COURSE BOOKS:**

1. T.S. Reddy & Dr. E. Moorthy, Advanced Corporate Accounting, Vol I, Margham Publications, Chennai, 2020.
2. S.P. Jain and N.L. Narang , Advanced Accounting Vol I, Kalyani Publication, New Delhi, 2018.
3. R.L. Gupta and M. Radhaswamy, Advanced Accounts Vol I, Sultan Chand, New Delhi, 2022.
4. Broman, Corporate Accounting, Taxman, New Delhi, 2022.
5. Shukla, Grewal and Gupta-Advance Accounting Vol I, S. Chand, New Delhi, 2007.

**BOOKS FOR REFERENCE:**

1. D.S. Rawat & Nozer Shroff, Students Guide to Accounting Standards, Taxmann, New Delhi, 2021.
2. Prof. Mukesh bramhbutt, Devi, Corporate Accounting I, Ahilya Publication, Madhya Pradesh, 2015.
3. Anil Kumar, Rajesh Kumar, Corporate Accounting I, Himalaya Publishing House, Mumbai, 2011.
4. Prasanth Athma, Corporate Accounting I, Himalaya Publishing House, Mumbai, 2000.
5. M.C. Shukla, Advanced accounting Vol I, S. Chand, New Delhi, 2007.

**WEB RESOURCES:**

1. <https://www.tickertape.in/blog/issue-of-shares/>
2. <https://www.taxmann.com/bookstore/bookshop/bookfiles/chapter12valuationofgoodwillandshares.pdf>
3. <https://www.mca.gov.in/content/mca/global/en/acts-rules/ebooks/accounting-standards.html>

**Note: Part - A Multiple Choice Questions; Part - B & Part - C Only Problems.**

## COMPANY LAW

**Semester: III**

**Code : 23CO3MC06**

**Hours: 5**

**Credit: 4**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Describe Company Law Act 1956, Formation of Company, Meeting and resolution, Legal Position of Directors, Winding up of the Company.	PSO - 5	K1
CO - 2	Apply Company Law Act 1956, Formation of Company, MOA and AOA, Meeting and resolution, Legal Position of Directors, Winding up of the Company.	PSO - 1	K2
CO - 3	Identify Company Law Act 1956, Formation of Company, Meeting and resolution, Audit of the Companies Account, Legal Position of Directors, Winding up of the Company.	PSO - 2	K3
CO - 4	Understand Company Law Act 1956, Formation of Company, Meeting and resolution, Legal Position of Directors, NCLT, NCLAT, Winding up of the Company.	PSO - 3	K4
CO - 5	Relate and infer Company Law Act 1956, Formation of Company, Meeting and resolution, Legal Position of Directors, Winding up of the Company, Powers of Tribunal, Liquidator.	PSO - 4	K5

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

Semester: III		COMPANY LAW										Hours: 5
Code : 23CO3MC06												Credit: 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	2	3	4	5	2	5	2	3	2	4	5	3.36
CO - 2	5	4	2	3	2	3	5	4	2	2	3	3.18
CO - 3	3	5	2	2	4	2	3	5	4	2	2	3.09
CO - 4	4	2	3	2	5	2	4	2	5	3	2	3.09
CO - 5	2	3	5	4	2	4	2	3	2	5	4	3.27
<b>Overall Mean Score</b>												<b>3.20</b>

**Result:** The score for this course is **3.20** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Companies Act 2013 - Definition of a company, Characteristics of Company - Lifting or Piercing the Corporate Veil - Company Distinguished from Partnership and Limited Liabilities Partnerships - Classification of Companies - Based on Incorporation, Liability, Number of Members, Control. **(15 Hours)**

## **UNIT II**

Formation of a Company - Promoter - Fundamental Documents - Memorandum of Association - Contents - Alteration - Legal Effects - Articles of Association - Certificate of Incorporation - Prospectus - Contents - Kinds - Liabilities - Share Capital - Kinds - Issue - Alteration - Dividend - Debentures. **(15 Hours)**

## **UNIT III**

Meeting and Resolution - Types - Requisites - Voting & Poll - Resolution - Ordinary, Special Audit & Auditors-Qualification, Disqualification, Appointment and Removal of an Auditor. **(15 Hours)**

## **UNIT IV**

Management & Administration-Directors - Legal Position - Board of Directors - Appointment / Removal - Disqualification - Director Identification Number - Directorships - Powers - Duties - Board Committees - Related Party Transactions - Contract by One - Person Company - Insider Trading - Managing Director - Manager - Secretarial Audit - Administrative Aspects and Winding Up - National Company Law Tribunal (NCLT) - National Company Law Appellate Tribunal (NCLAT) - Special Courts. **(15 Hours)**

## **UNIT V**

Meaning - Modes-Compulsory Winding Up - Voluntary Winding Up - Consequences of Winding Up Order- Powers of Tribunal - Petition for Winding Up - Company Liquidator. **(15 Hours)**

## **COURSE BOOKS:**

1. N.D. Kapoor, Business Laws, Sultan Chand and Sons Publication, New Delhi, 2021.
2. R.S.N. Pillai, Business Law, S. Chand, New Delhi, 2017.
3. M.V. Dhandapani, Business Laws, Sultan Chand and Sons, Chennai, 2022.
4. Shusma Aurora, Business Law, Taxmann Publication Pvt. Ltd, New Delhi, 2022.
5. M.C. Kuchal, Business Law, Vikas Publication, Noida, 2021.

**BOOKS FOR REFERENCE:**

1. Gaffoor & Thothadri, Company Law, Vijay Nichole Imprints Limited, Chennai, 2017.
2. M.R. Sreenivasan, Business Laws, Margam Publications, Chennai, 2019.
3. Kaviya and Vidhya Sagar, Business Law, Nithya Publication, Bhopal, 2016.
4. S.D. Geet, Business Law, Nirali Prakashan Publication, Pune, 2018.
5. Preethi Agarwal, Business Law, CA Foundation Study Material, 2021.

**WEB RESOURCES:**

1. <https://www.mca.gov.in/content/mca/global/en/acts-rules/companies-act/companies-act-2013.html>
2. <https://vakilsearch.com/blog/explain-procedure-formation-company/>
3. <https://www.investopedia.com/terms/w/windingup.asp>

## PRINCIPLES OF MARKETING

Semester: III

Hours: 5

Code : 23CO3AC3A

Credit: 4

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Enhance the knowledge about marketing theories, principles, strategies and concepts.	PSO-1	K1
CO - 2	Understand the role of marketing in the economy.	PSO-4	K2
CO - 3	Make use of marketing theories in business practices.	PSO-2	K3
CO - 4	Analysing the marketing plan and strategy while designing a product or service.	PSO-5	K4
CO - 5	Evaluate the product design and the methods of sales promotion.	PSO-3	K5

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

Semester: III		PRINCIPLES OF MARKETING										Hours: 5
Code : 3CO3AC3A												Credit: 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	2	4	4	4	5	3	4	2	4	3.64
CO - 2	3	4	5	2	2	2	3	4	2	5	2	3.09
CO - 3	4	5	3	2	2	2	4	5	2	3	2	3.09
CO - 4	2	2	4	5	3	5	2	2	3	4	5	3.36
CO - 5	4	3	2	4	5	4	4	3	5	2	4	3.64
Overall Mean Score												3.36

**Result:** The score for this course is **3.36** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Meaning - Definition and Functions of Marketing - Evolution of Marketing concepts - Marketing Orientation - Innovations in Modern Marketing. Marketing Management: Definitions - Functions - Role and Importance of Marketing - Classification of Markets - Niche Marketing - Characteristics of Niche Marketing - Local Marketing - Green Marketing . **(15 Hours)**

## **UNIT II**

Concept - Benefits - Types - Geographic - Demographic - Psychographic - Behavioural - Marketing mix - Definition - 4P's of Marketing Mix - Introduction to Consumer Behaviour - Purchase Decision - Post Purchase Behaviour - Consumer buying decision process - Motives & Needs, Freud's Theory of Motivation. **(15 Hours)**

## **UNIT III**

Definition - Product Mix - Introduction to Stages of New Product Development - Product Life Cycle - Sales Forecasting - Methods - Criteria for a good Forecasting - Pricing - Objectives - Factors influencing Pricing - Kinds of Pricing - Resale price Maintenance. **(15 Hours)**

## **UNIT IV**

Communication Mix - Communication Process - Advertising-Media - Kinds of - Advertising Media-Sales promotion - Personal selling - Classification of Salesmanship - Channel Members - Types - Channel of Distribution for consumer goods - Channels of Distribution for Industrial goods. **(15 Hours)**

## **UNIT V**

Balancing customer and competitor Orientations-Global Market Environment - Social Responsibility and Marketing Ethics, Citizen and Publications to regulate marketing - Recent Trends in Marketing - A Basic understanding of E-Marketing - E-Tailing - Consumerism-Market Research- MIS and Marketing Regulation. **(15 Hours)**

## **COURSE BOOKS:**

1. Dr. J. Jayasankar, Marketing Management, Margham Publications, Chennai, 2015.
2. Dr. C.B. Gupta & Dr. N. Rajan Nair, Reprint, Marketing Management, Sultan Chand & Sons, New Delhi, 2018.
3. Dr. Amit Kumar, Principles & Functions of Marketing, Shashibhawan Publishing House, Chennai, 2003.
4. Philip Kotler, Principles of Marketing: A South Asian Perspective, Person Education, New Delhi, 2016.

**BOOKS FOR REFERENCE:**

1. Dr. N. RajanNair, Marketing, Sultan Chand & Sons, New Delhi, 2015.
2. Assael, H. Consumer Behaviour and Marketing, USA: PWS-Kent, 1992.
3. Hoyer, W.D.and MacInnis, D.J. Consumer Behaviour, 2USA: Houghton Mifflin Company, 2001.

**WEB RESOURCES:**

1. <https://www.aha.io/roadmapping/guide/marketing/introduction>
2. <https://www.investopedia.com/terms/m/marketsegmentation.asp>
3. <https://www.shiprocket.in/blog/understanding-promotion-and-distribution-management/>

## INTERNATIONAL TRADE

**Semester: III**

**Hours: 5**

**Code : 23CO3AC3B**

**Credit: 4**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concepts of international trade.	PSO - 1	K1
CO - 2	Differentiate internal and international trade.	PSO - 4	K2
CO - 3	Applying the concepts of various theories into trade practice.	PSO - 2	K3
CO - 4	Analyze the important of international trade in global context.	PSO - 5	K4
CO - 5	Evaluate the classical and modern theories of international trade and its advantages in contemporary changes.	PSO - 3	K5

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

Semester: III		INTERNATIONAL TRADE										Hours: 5
Code : 23CO3AC3B												Credit: 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	4	3	2	3	5	4	2	4	3	3.55
CO - 2	4	2	5	3	3	3	4	2	3	5	3	3.36
CO - 3	4	5	4	2	3	2	4	5	3	4	2	3.45
CO - 4	4	3	3	5	2	5	4	3	2	3	5	3.55
CO - 5	3	4	2	2	5	2	3	4	5	2	2	3.09
<b>Overall Mean Score</b>												<b>3.40</b>

**Result:** The score for this course is **3.40**(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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Introduction to International Trade - Meaning - Definition - Difference between Internal and International Trade - Importance of International Trade in the Global Context. **(15 Hours)**

## **UNIT II**

Theories of International trade: Classical theories - Adam Smith's theory of Absolute Advantage - Ricardo's Comparative cost theory - Modern theories of International Trade - Haberler's Opportunity Cost theory - Heckscher-Ohlin's Modern theory - International trade and Factor Mobility Theory - Leontiff's Paradox - International trade and economic growth theory - Immiserating growth theory. **(15 Hours)**

## **UNIT III**

Balance of Payments - Components of Balance of Payments - Current account, Capital account & Official settlement accounts - Disequilibrium in BOP - Methods of correcting Disequilibrium - Balance of Payment adjustment Theories - Marshall Lerner mechanism. Balance of Trade - Terms of Trade - Meaning - Definition - Difference between BOP and BOT. **(15 Hours)**

## **UNIT IV**

International Economic Institutions - International Monetary System - Bretton Woods Conference - IMF - Objectives, Organizational structure - Membership - Quotas - Borrowing and Lending Programme of IMF - SDRs - India and IMF - World Bank and UNCTAD. **(15 Hours)**

## **UNIT V**

World Trade Organization (WTO) - Functions and Objectives - Agricultural Agreements - GATS - TRIPS - TRIMS **(15 Hours)**

## **COURSE BOOKS:**

1. Francis Cherunilam, International Trade and Export Management, Himalaya Publishing House, Mumbai, 2019.
2. Paul.R. Krugman and Maurice Obstfeld, International Economics (Theory and Policy), Pearson Education Asia, Addison Wesley Longman (P) Ltd, New Delhi, 2009.
3. Robert J. Carbaugh, International Economics, Thomson Information Publishing Group, Wadsworth Publishing Company, California, 2018.
4. H.G. Mannur, International Economics, Vikas Publishing House (P) Ltd, New Delhi, 2018.
5. BimalJaiswal & Richa Banerjee, Introduction to International Business, Himalaya Publication, Mumbai, 2017.

**BOOKS FOR REFERENCE:**

1. Dr. T. Aryamala, Vijay Nicole, International Trade, Chennai 2021.
2. Avadhani, V.A. International Financial Management, Himalaya Publications, Mumbai, 2023.
3. S Sankaran, International Trade, Margham Publication, Chennai, 2013.
4. C B Gupta, International Business, S Chand Publishing, New Delhi, 2014.

**WEB RESOURCES:**

1. <https://opentext.wsu.edu/cpim/chapter/2-1-international-trade/>
2. <https://www.economicsdiscussion.net/balance-of-payment/balance-of-payments-international-trade-economics/30644>
3. [https://www.wto.org/english/thewto\\_e/countries\\_e/india\\_e.html](https://www.wto.org/english/thewto_e/countries_e/india_e.html)

## JUTE CRAFT PRODUCT MAKING

**Semester: III**

**Hours: 1**

**Code : 23SE3CO03**

**Credit: 1**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Identify sewing machine parts and recall threading steps, needle, and thread types.	PSO - 1	K1
CO - 2	Understand jute fiber properties and explain stitching techniques for jute.	PSO - 4	K2
CO - 3	Demonstrate threading a sewing machine and apply suitable needles/threads for jute.	PSO - 2	K3
CO - 4	Analyze market demands to identify jute products and styles.	PSO - 5	K4
CO - 5	Evaluate stitching techniques for handling jute material.	PSO - 3	K5

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

Semester: III		JUTE CRAFT PRODUCT MAKING										Hours: 1
Code : 23SE3CO03												Credit: 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	4	4	3	2	3	5	4	2	4	3	3.55
CO - 2	4	3	5	2	2	2	4	3	2	5	2	3.09
CO - 3	4	5	2	4	3	4	4	5	3	2	4	3.64
CO - 4	4	3	2	5	4	5	4	3	4	2	5	3.73
CO - 5	3	4	4	2	5	2	3	4	5	4	2	3.45
<b>Overall Mean Score</b>												<b>3.49</b>

**Result:** The score for this course is **3.49** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **KNOWLEDGE DOMAIN**

1. Availability of jute fiber and its selection for different items.
2. Marketing jute product nationally and internationally
3. Tools, machinery, equipment and the limitations.
4. Opportunities in design intervention.
5. Concept of cost and value products

## **SKILL DOMAIN**

1. Stitching jute and making products from the same.
2. Pattern development of various small usage articles
3. Techniques of jute textile designing.
4. Making value added products.

<b>Components</b>	<b>Marks</b>
Practical - I	40
Practical - II	40
Record	10
Assignment	5
Attendance	5
<b>Total</b>	<b>100</b>

## PRACTICAL AUDITING

**Semester: III**

**Hours: 2**

**Code : 23CO3GE01**

**Credit: 2**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concepts of practical auditing	PSO - 4	K1
CO - 2	Differentiate the types of vouchers	PSO - 5	K2
CO - 3	Choose different techniques to prepare audit statement for various accounts	PSO - 2	K3
CO - 4	Assess auditing procedure and functions of auditor	PSO - 1	K4
CO - 5	Evaluate the audit processes using software	PSO - 3	K5

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

Semester: III		PRACTICAL AUDITING										Hours: 2
Code : 23CO3GE01												Credit: 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	2	5	3	3	3	4	2	3	5	3	3.36
CO - 2	4	3	4	5	2	5	4	3	2	4	5	3.73
CO - 3	3	5	3	4	2	4	3	5	2	3	4	3.45
CO - 4	5	3	2	3	4	3	5	3	4	2	3	3.36
CO - 5	2	3	4	3	5	3	2	3	5	4	3	3.36
<b>Overall Mean Score</b>												<b>3.45</b>

**Result:** The score for this course is **3.45** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Origin of audit - Definition- Difference between book keeping, accountancy and auditing and investigation. **(6 Hours)**

## **UNIT II**

Audit objectives - Internal audit and statutory audit - Audit programme-Qualities of an auditor. **(6 Hours)**

## **UNIT III**

Qualification of an auditor - Disqualifications -Remuneration and expenses - Powers and duties - rights and powers. **(6 Hours)**

## **UNIT IV**

Meaning of verification -Auditor's position as regards valuation of assets. **(6 Hours)**

## **UNIT V**

Auditing in an EDP environment- Its problems - Definition - Control in EDP environment - Application control - Computer assisted auditing techniques - Computer audit programmes. **(6 Hours)**

## **COURSE BOOKS:**

1. B.N. Tandon, Practical Auditing, S. Chand & Company Ltd, New Delhi, 2012.
2. Ravinder Kumar and Virender Sharma, Auditing; Principles and Practice, PHI Learning Pvt. Ltd, New Delhi, 2015.

## **BOOKS FOR REFERENCE:**

1. Dr. L. Natarajan, Practical Auditing, Margham Publications, Chennai, 2016.
2. Ravinder Kumar and Virender Sharma, Auditing; Principles and Practice, PHI Learning Pvt. Ltd, New Delhi, 2015.
3. S.K. Basu, Fundamentals of Auditing, Dorling Kindersley (India) Pvt. Ltd, New Delhi, 2012.
4. Dinkar Pagare, Principles and Practices of Auditing, Sultan Chand & Sons, New Delhi, 2020.

## **WEB RESOURCES:**

1. <https://www.wallstreetmojo.com/audit-procedures/>
2. <https://guides.loc.gov/accounting-and-auditing/united-states/internet-resources>
3. <https://theinvestorsbook.com/company-auditor.html>

#### **PART IV - NATIONAL CADET CORPS**

<b>PO. NO.</b>	<b>UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO</b>
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.

#### **PROGRAMME SPECIFIC OUTCOMES (PSO)**

<b>PSO. NO.</b>	<b>UPON COMPLETION OF THE COURSE THE STUDENTS WILL BE ABLE TO</b>	<b>PO MAPPED</b>
1	Reinforce the aims, motto, vision and mission of the NCC through the academic curriculum.	PO-1, PO-3
2	Train the students, to be graduates with all round development, who apart from their own subject, can successfully compete in other fields such as defense/paramilitary/ police forces and civil services.	PO-1, PO-4
3	Perform in social service activities and creating awareness about social evils in society.	PO-1, PO-5, PO-6.
4	Explain the tri services organization, comprising the army, navy and air force, engaged in grooming the youth of the country into disciplined and patriotic citizens.	PO-2, PO-6
5	Demonstrate “B” and “C” certificate examination of NCC helps in getting jobs in different forces and also security related jobs.	PO-2, PO-5, PO-6

### GE - 1: NATIONAL INTEGRATION AND PERSONALITY DEVELOPMENT

Semester: III

Hours: 2

Code : 23GE3NC01

Credit: 2

#### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Develop technical skill in Civil defense and self-defense in order to safeguard the society in case of need arises	PSO - 1, PSO - 2, PSO - 4	K1
CO - 2	Perceive the importance of Weapon training is to remove the fear of a weapon from the hearts of youth.	PSO - 1, PSO - 4	K2
CO - 3	Comprehend the motivation for positive attitude, character building and personality development.	PSO - 2, PSO - 3, PSO 4, PSO - 5	K3
CO - 4	Analyze the different types of disasters under different circumstances.	PSO - 4, PSO - 5	K4
CO - 5	Achieve practical knowledge in community development and other social programmes.	PSO - 1, PSO - 2	K5

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

Semester: III		GE-1: NATIONAL INTEGRATION AND PERSONALITY DEVELOPMENT										Hours: 2
Code : 23GE3NC01												Credit: 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	3	3	2	2	4	5	4	3	3	5	3.55
CO - 2	5	4	4	2	3	4	5	4	4	4	5	4.00
CO - 3	5	5	4	2	2	3	3	5	3	3	4	4.00
CO - 4	5	4	3	2	2	4	4	5	4	4	5	3.82
CO - 5	5	4	4	2	3	3	5	4	2	5	4	3.73
<b>Overall Mean Score</b>												<b>3.82</b>

**Result:** The Score for this Course is **3.82** (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 =  $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$

## **GE-1: NATIONAL INTEGRATION AND PERSONALITY DEVELOPMENT**

**2hrs/Week**

### **UNIT I**

#### **National Integration**

**6 Hours**

Motto of National Integration - Importance of National Integration Culture and heritage of Tamil Nadu.

### **UNIT II**

#### **Civil Affairs**

**6 Hours**

Aim of aid to civil authority - Role of NCC Cadets during natural calamities - Types of disaster - Essential services during natural calamities

### **UNIT III**

#### **Civil Defence and Self Defence**

**6 Hours**

Civil Defence - Organization - Aims and services- Aid to Civil authorities in emergency- Self Defence -Aims of Self Defence - Women and Self Defence

### **UNI IV**

#### **Leadership And Personality Development**

**6 Hours**

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 .

### **UNIT V**

#### **Soft Skills**

**6 Hours**

Soft skills - interview skill - influencing skill - social skill - communication skill - self motivation - self-esteem - body language.

**INTERNAL QUESTION PATTERN (Fully Internal Papers) - UG (2023-2026)****Max. Marks - 40****Duration - 1  $\frac{1}{2}$  Hours**

Section	Bloom's level	Course Outcome	Questions
A MCQs (10×1=10)	K1	CO1	1.
		CO1	2.
		CO1	3.
		CO1	4.
		CO1	5.
		CO1	6.
		CO1	7.
		CO1	8.
		CO1	9.
		CO1	10.
B Answer all the Questions (2×5=10)	K2	CO2	11. a) (or) 11. b)
	K3	CO3	12. a) (or) 12. b)
	K4	CO4	13. a) (or) 13. b)
	K5	CO5	14. a) (or) 14. b)

**CONTINUOUS INTERNAL ASSESSMENT COMPONENT (CIA) - 2023-2026**

Component	Marks
Internal test I	40
Internal test II	40
Seminar/Assignment	10
Quiz	5
Attendance	5
<b>Total</b>	<b>100</b>

### **AEC-3 ENVIRONMENTAL STUDIES**

**Semester: III**

**Hours: 2**

**Code : 23AE3ES03**

**Credit: 2**

#### **PROGRAMME OUTCOMES**

<b>PO. NO.</b>	<b>UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO</b>
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

#### **PROGRAMME SPECIFIC OUTCOMES**

<b>PSO. NO.</b>	<b>UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO</b>	<b>PO MAPPED</b>
1.	Assess the scope and importance of environmental studies and the need for public awareness	PO-1
2.	Develop a deeper understanding in the classification of resources	PO - 2
3.	Analyze the concept of the ecosystem	PO-3
4.	Comprehend the definitions, causes and control measures of environmental pollutions	PO-4
5.	Participate in the environmental issues programmes from the unsustainable to sustainable development	PO - 5, PO-6

**COURSE OUTCOMES:**

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand natural resources, ecosystems, environmental pollution and social issues	PSO-1	K1
CO - 2	Explain different types of natural resources, pollution, ecosystem and social issues	PSO-2	K2
CO - 3	Demonstrate the identification, utilization, ecosystems and the impact of environmental pollution on both the natural world and human communities and the conservation of natural resources	PSO-3	K3
CO - 4	Analyse social issues related to environmental sustainability	PSO-4	K4
CO - 5	Examine societal concerns within and surrounding the Theni District	PSO-5	K5

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

<b>Semester: III</b>		<b>AEC-3 ENVIRONMENTAL STUDIES</b>										<b>Hours: 2</b>
<b>Code : 23AE3ES03</b>												<b>Credit: 2</b>
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	3	3	3	3	5	3	3	3	3	3.36
CO - 2	3	5	4	4	3	3	3	5	4	4	3	3.73
CO - 3	3	3	5	3	4	4	3	3	5	3	4	3.64
CO - 4	3	3	3	5	4	4	3	3	3	5	4	3.64
CO - 5	3	3	3	4	5	5	3	3	3	4	5	3.73
<b>Overall Mean Score</b>												<b>3.62</b>

**Result:** The score for this course is **3.62** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I: NATURAL RESOURCES**

Multidisciplinary nature of environmental studies: Definition, scope and importance - need for public awareness - 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 lifestyles.

**(6 Hours)**

## **UNIT II: ECOSYSTEMS**

Concept, structure and function of an ecosystem - energy flow in the ecosystem - food chains, food webs and ecological pyramids - Types, characteristic features, structure and function of Forest, grassland, desert and aquatic ecosystems.

**(6 Hours)**

## **UNIT III: 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, the role of an individual in prevention of pollution.

**(6 Hours)**

## **UNIT IV: SOCIAL ISSUES AND THE ENVIRONMENTS**

From unsustainable to sustainable development - urban problems related to energy water conservation, rainwater harvesting, watershed 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. wasteland reclamation. environmental protection act, air act, water act and wildlife protection.

**(6 Hours)**

## **UNIT V: BIODIVERSITY IN THENI DISTRICT**

Water resources, climate and soil types - Ecosystems: flora and fauna, the impact of human activities on the ecosystem - environmental pollution: identification of pollution sources and pollution control measures.

**(6 Hours)**

### **FIELDWORK**

Visit to Kodaikanal for documentation of environmental assets- river/forest/ grassland/hill/mountain/cholas.

**(6 Hours)**

**COURSE BOOK:**

- ❖ Murugesan, R., (2007). Environmental Science and Engineering, Milleniumpublication, Madurai.

UNIT I : Section - 1.3 to 1.37

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

UNIT III : Section - 3.1 to 3.37

UNIT IV : Section - 4.1 to 4.17

UNIT V :

[https://en.wikipedia.org/wiki/Theni\\_district](https://en.wikipedia.org/wiki/Theni_district)

[https://nwm.gov.in/sites/default/files/Notes%20on%20Theni%20District .pdf](https://nwm.gov.in/sites/default/files/Notes%20on%20Theni%20District.pdf)

<https://tnmines.tn.gov.in/pdf/dsr/23.pdf>

**Note:**

- (i) Tamil Version for Tamil Literature and History Tamil Medium Students  
(ii) UNIT-V materials prepared by Staff

**Continuous Internal Assessment Component (CIA)****Theory:**

Component	Marks
Internal test I	40
Internal test II	40
Field Visit	10
Field Visit Report	5
Attendance	5
<b>Total</b>	<b>100</b>

**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 at least one Question from

**பொதுத் தமிழ் - 4**  
(பிற துறை மாணவிகளுக்கு மட்டும்)

பருவம்: நான்கு

நேரம்: 6

குறியீடு: 23GT4GS04

புள்ளி: 3

**COURSE OUTCOMES:**

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	சங்க இலக்கியத்தில் காணப் பெறும் வாழ்வியல் சிந்தனைகளை அறிந்து கொள்வர்.	PSO-2	K1
CO - 2	தமிழின் தொன்மையையும் செம்மொழித் தகுதியையும் அறிவர்.	PSO-1	K2
CO - 3	நாடக இலக்கியம் மூலம் நடிப்பாற்றலையும், கலைத் தன்மையையும், படைப்பாற்றலையும் வளர்த்தல்.	PSO-3	K3
CO - 4	தமிழிலிருந்து அலுவலகக் கடிதங்களை மொழிபெயர்க்கும் அறிவைப் பெறுவர்.	PSO-4	K4
CO - 5	மொழியறிவோடு வேலை வாய்ப்பினைப் பெறுதல்.	PSO-5	K5

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

Semester: IV		பொதுத்தமிழ் - 4 (பிற துறை மாணவிகளுக்கு மட்டும்)										Hours: 6
Code : 23GT4GS04												Credit: 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	3	3	4	5	5	3	5	3	4	4	3.91
CO - 2	4	5	3	3	3	3	5	3	3	4	3	3.55
CO - 3	3	3	5	4	4	4	3	4	5	3	4	3.82
CO - 4	5	3	3	3	4	4	3	4	3	5	3	3.64
CO - 5	3	3	3	5	4	4	3	4	3	3	5	3.64
<b>Overall Mean Score</b>												<b>3.71</b>

**Result:** The score for this course is **3.71** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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**அலகு 1: எட்டுத் தொகை**

நற்றிணை - (10, 14, 16), குறுந்தொகை - ( 16, 17, 19, 20, 25, 29), கலித்தொகை - (38, 51), அகநானூறு - (15, 33, 55), புறநானூறு - (37, 86, 112), பரிபாடல் - வையை, இருபத்திரண்டாம் பாடல், ஒளிறுவாள் பொருப்பன் உடல் சமத் திறுத்த) **18 Hours**

**அலகு 2: பத்துப் பாட்டு**

நெடுநல்வாடை - நக்கீரர் **18 Hours**

**அலகு 3: நாடகம்**

சபாபதி - பம்மல் சம்பந்த முதலியார் **18 Hours**

**அலகு 4: இலக்கிய வரலாறு**

பாடம் தழுவிய இலக்கிய வரலாறு **18 Hours**

**அலகு 5: மொழித்திறன்**

மொழிபெயர்ப்பு / கலைச்சொற்கள்  
கொடுக்கப்பட்டுள்ள ஆங்கிலப் பகுதியைத் தமிழில் மொழிபெயர்த்தல்.  
அலுவலகக் கடிதம் - தமிழில் மொழிபெயர்த்தல். **18 Hours**

**பாட நூல்கள்**

1. தமிழ்த்துறை வெளியீடு (தொகுப்பு), - பொதுத்தமிழ் - 4, ஜெயராஜ் அன்னபாக்கியம்  
மகளிர் கல்லூரி (தன்னாட்சி), பெரியகுளம்.
2. சங்க இலக்கியம், எட்டுத்தொகை, - எம். நாராயண வேலுப்பிள்ளை,  
நர்மதா பதிப்பகம், முதற்பதிப்பு -2011.
3. பத்துப் பாட்டு, மூலமும் உரையும், - திருநெல்வேலி தென்னிந்திய சைவ சிந்தாந்த  
நூற்பதிப்புக் கழகம், சென்னை 18,  
முதற்பதிப்பு - 2007.
4. பம்மல் சம்பந்த முதலியார் அவர்களின் சபாபதி நாடகம்,  
அருட்பெருஞ்சோதி அச்சகம், சென்னை -1.
5. சிற்பி. பாலசுப்பிரமணியன். - தமிழ் இலக்கிய வரலாறு,

**பார்வை நூல்கள்**

1. புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, தமிழண்ணல்.
2. வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு, எ.பி. பாக்கியமேரி.

## **GENERAL ESSAY, TRANSLATION AND LETTER WRITING, ALANKAR**

**Semester: IV**

**Hours: 5**

**Code : 23GH4GS04**

**Credit: 3**

### **COURSE OUTCOMES:**

<b>CO. NO.</b>	<b>UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO</b>	<b>PSO ADDRESSED</b>	<b>COGNITIVE LEVEL</b>
CO - 1	Learn the Development of Hindi Translation	PSO-1	K1
CO - 2	Learning to be United Across Religions.	PSO-4	K2
CO - 3	Improve Personal and Official letter writing skills.	PSO-2	K3
CO - 4	Analytical Creativity will be Developed.	PSO-3	K4
CO - 5	Ability to Beautiful words with Syllables and Phrases.	PSO-5	K5

**UNIT I** **(15 Hours)**

- ❖ Anushashan
- ❖ Anuvad Abyas - III (1-2 Lessons) English to Hindi, Hindi to English
- ❖ Avedan Patra

**UNIT II** **(15 Hours)**

- ❖ Pariksham Ka Mahatva
- ❖ Anuvad Abyas - III (3-4 Lessons) English to Hindi, Hindi to English
- ❖ Sampathak ke naam Patra

**UNIT III** **(15 Hours)**

- ❖ Paropakar
- ❖ Anuvad Abyas - III ( 5 Lessons) English to Hindi, Hindi to English
- ❖ Ras Short Notes -( Shringar, Hasya, Veer, Karun, Raudra)

**UNIT IV** **(15 Hours)**

- ❖ Bhavaathmak Ekta
- ❖ Paarivarik Patra
- ❖ Chand Short Notes - (Doha, Sorta, Geethika, Rola, Hari Geethika)

**UNIT V** **(15 Hours)**

- ❖ Nari Ka Karthavya Aur Adhikaar
- ❖ Thuranth Patra
- ❖ Alankar -( Anupras, Yamak, Vakrokthi, Upama, Virodabhas)

**COURSE BOOKS:**

1. Nibandh Pravesika, Dakshina Bhaaritha Hindi Prachar Sabha, T. Nagar, Chennai-600017.

**The following Sahityotar (General) essay have been prescribed**

- ❖ Anushashan
  - ❖ Pariksham Ka Mahatva
  - ❖ Paropkar
  - ❖ Bhavathmak Ekta
  - ❖ Nari Ka Karthavya Aur Adhikaar
2. Translation: Anuvad Aabyas -III(1-5 Lessons) English to Hindi, Hindi to English Published by Dakshina Bharath Hindi Prachar Sabha, Thyagaraya Nagar, Chennai - 600017.
  3. Alankar: Kavva Shashthra Published by Dakshina Bharath Hindi Prachar Sabha, Thyagaraya Nagar, Chennai - 600 017.

**The following Alankar have been prescribed**

- ❖ Ras- Short Notes -( Shringar, Hasya, Veer, Karun, Raudra
- ❖ Alankar -( Anupras, Yamak, Vakrokthi, Upama, Virodabhas)
- ❖ Chand Short Notes - (Doha, Sorta, Geethika, Rola, Hari Geethika

**BOOKS FOR REFERENCE:**

1. Letter Writing: Pramanik Alekan Aur Tippan Prof Viraj M.A. Kashmirgate, Delhi - 110006

**The following topics have been prescribed**

- ❖ Paarivarik Patra
- ❖ Avedan Patra
- ❖ Sampathak ke naam Patra
- ❖ Thuranth Patra

### COMMUNICATIVE ENGLISH - IV

**Semester: IV**

**Hours: 4**

**Code : 23GE4GS04**

**Credit: 3**

**COURSE OUTCOMES:**

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Recognize the literary genres through various literary works	PSO-5	K1
CO - 2	Compare the social norms of other cultures	PSO-3	K2
CO - 3	Apply the language skills through literature	PSO-2	K3
CO - 4	Connect the ideas provided in the text	PSO-4	K4
CO - 5	Prioritize their communication skills along with literature	PSO-1	K5

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

Semester: IV		COMMUNICATIVE ENGLISH - IV										Hours: 4
Code : 23GE4GS04												Credit: 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	5	4	4	4	5	4	4	4	4	5	4.27
CO - 2	3	3	5	4	3	3	3	4	5	3	3	3.55
CO - 3	4	3	3	5	3	3	4	5	3	3	3	3.55
CO - 4	4	4	3	4	5	4	4	4	3	5	4	4.00
CO - 5	5	4	4	4	3	4	5	4	4	3	4	4.00
<b>Overall Mean Score</b>												<b>3.87</b>

**Result:** The score for this course is **3.87** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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**UNIT I: POETRY** **12 Hours**

- Dahlia Ravikovitch - "Pride"  
Maya Angelou - "Phenomenal Woman"  
William Wordsworth - "The Tables Turned"

**UNIT II: LIFE STORY** **12 Hours**

- Adeline Yen Mah - From *Chinese Cinderella*  
George Orwell - "Why I Write"

**UNIT III: SHORT STORY** **12 Hours**

- O Henry - "A Retrieved Reformation"

**Extract from a play**

The Quality of Mercy (Trial Scene from *The Merchant of Venice* -  
Shakespeare: Act IV- Scene 1-(1 to 163 lines)

**UNIT IV: GRAMMAR** **12 Hours**

Types of Sentences  
Question Tags

**UNIT V: DRAFTING** **12 Hours**

Reading Comprehension  
Book Review  
Product Review  
Resume Writing

**COURSE BOOKS**

- ❖ Course Materials will be provided by the Department of English.
- ❖ Savarimuttu, Rohan J. S, and G. Petricia Alphine Nirmala, *English Grammar and Usage - An Ideal Companion for Advanced Learners*. New Century Book House (P) Ltd, 2016.

**BOOKS FOR REFERENCE**

1. Orwell, George. *Why I Write*. Gangrel-GB, London, 1946.
2. Green, David. *Contemporary English Grammar: Structures and Composition*. Macmillan India Limited, Chennai, 1981.
3. Shakespeare, William. *The Merchant of Venice*, Peacock. 2014.

**WEB SOURCES:**

1. <https://www.google.co.in/books/edition/Chinese-Cinderella-and-the-Secret-Drag-on/JUqCzR5GTdQC?hl=en&gbpv=1&pg=PT3&printsec=frontcover>
2. <https://orwell.ru/library/essays/wiw/english/e-wiw>
3. [https://srjcstaff.santarosa.edu/~mheydon/whywriteD.pdf\(correct](https://srjcstaff.santarosa.edu/~mheydon/whywriteD.pdf(correct)
4. <http://www.blupete.com/Literature/Essays/Hazlitt/RoundTable/LoveLife.htm>
5. <https://www.poetryinternational.com/en/poets-poems/poems/poem/103-3359-PRIDE>

## CORPORATE ACCOUNTING-II

**Semester: IV**

**Hours: 5**

**Code : 23CO4MC07**

**Credit: 5**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concepts of corporate accounting	PSO-1	K1
CO - 2	Discuss the various process of corporate accounting	PSO-2	K2
CO - 3	Apply accounting principles and standards to prepare the final statement	PSO-3	K3
CO - 4	Analyze the corporate financial report	PSO-4	K4
CO - 5	Evaluate various methods of amalgamation, alteration of share capital, bank accounts, financial statements and liquidation	PSO-5	K5

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

Semester: IV		CORPORATE ACCOUNTING-II										Hours: 5
Code : 23CO4MC07												Credit: 5
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	3	2	3	5	4	2	3	3	3.36
CO - 2	3	5	3	2	4	2	3	5	4	3	2	3.27
CO - 3	3	4	3	2	5	2	3	4	5	3	2	3.27
CO - 4	4	3	5	2	2	2	4	3	2	5	2	3.09
CO - 5	3	2	4	5	3	5	3	2	3	4	5	3.55
<b>Overall Mean Score</b>												<b>3.31</b>

**Result:** The score for this course is **3.31** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Amalgamation, Absorption and External Reconstruction -Purchase Consideration- Lump sum Method, Net assets method, Net payment method, Intrinsic value method - Types of amalgamation (Excluding inter-company holdings). **(15 Hours)**

## **UNIT II**

Alteration of Share Capital-Modes of Alteration- Internal Reconstruction - Conversion of stock -Increase and decrease of capital - Reserve liability. **(15 Hours)**

## **UNIT III**

Final statements of banking companies (As per New provisions) - nonperforming assets- rebate on bills discounted - profit and loss A/C -Balance Sheet as per Banking Regulation Act 1949. **(15 Hours)**

## **UNIT IV**

Introduction-Holding & Subsidiary Company-Legal requirements relating to presentation of accounts-Preparation of Consolidated Balance Sheet (Excluding inter-company holdings). **(15 Hours)**

## **UNIT V**

Meaning -Modes of Winding up -Preparation of statement of Affairs and Deficiency Accounts-order of payment -Liquidators Remuneration -liquidators Final Statement of Accounts. (Simple Problems Only) **(15 Hours)**

## **COURSE BOOKS:**

1. S.P. Jain and K.L Narang, Advanced Accountancy, Kalyani Publishers, New Delhi, 2017.
2. T.S. Reddy and A.Murthy, Corporate Accounting Margham Publishers, Chennai, 2017.
3. R.L. Gupta and M. Radhaswamy, Advanced Accounts, SultanChand, New Delhi, 2014.
4. M.C. Shukla and T.S. Grewal, Advanced Accounts Vol.II, S Chand & Sons, New Delhi, 2016.

**BOOKS FOR REFERENCE:**

1. B.Raman, Corporate Accounting, Taxman publication, Kolhapur, 2018.
2. M.C.Shukla, Advanced Accounting, S. Chand Publication, Chennai, 2007.
3. Prof.MukeshBramhbutt, Devi Ahilya Publication, Indore, 2019.
4. Anil Kumar, Rajesh Kumar, Advanced Corporate accounting, Himalaya Publishing house New Delhi, 2015.
5. Prasanth Athma, Corporate Accounting, Himalaya Publishing House, Chennai, 2015.

**WEB RESOURCES:**

1. <https://www.accountingnotes.net/amalgamation/amalgamation-absorption-and-reconstruction-accounting/126>
2. <https://www.slideshare.net/debchat123/accounts-of-banking-companies>
3. <https://www.accountingnotes.net/liquidation/liquidation-of-companies-accounting/12862>

**Note: Part - A Multiple Choice Questions; Part - B Theory & Part - C; Part - D Only Problems.**

## BUSINES S MATHEMATICS & STATISTICS

**Semester: IV**

**Code : 23CO4MC08**

**Hours: 4**

**Credit: 4**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the Knowledge on the basis of ratio, interest and annuity, measures of Central tendency, correlation and time series analyze	PSO - 1	K1
CO - 2	Relate the concept of Business mathematics and statistics in applying those concepts in Business practices.	PSO - 2	K2
CO - 3	Apply the principles and techniques for mathematical and statistical inferences	PSO - 3	K3
CO - 4	Analyse the data of business mathematics and statistical tools	PSO - 4	K4
CO - 5	Access the problems on ratio, interest, measures of Central tendency, Regressions and time series.	PSO - 5	K5

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

Semester: IV		BUSINES S MATHEMATICS & STATISTICS										Hours: 4
Code : 23CO4MC08												Credit: 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	2	3	4	3	5	3	4	2	3	3.36
CO - 2	2	5	4	2	3	2	2	5	3	4	2	3.09
CO - 3	4	3	2	2	5	2	4	3	5	2	2	3.09
CO - 4	3	2	5	4	3	4	3	2	3	5	4	3.45
CO - 5	3	3	2	5	4	5	3	3	4	2	5	3.55
<b>Overall Mean Score</b>												<b>3.31</b>

**Result:** The score for this course is **3.31** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$
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## **UNIT I**

Ratio, Proportion and Variations, Indices and Logarithms. **(12 Hours)**

## **UNIT II**

Banker's Discount - Simple and Compound Interest - Arithmetic, Geometric and Harmonic Progressions. Annuity - Meaning - Types of Annuity Applications.

**(12 Hours)**

## **UNIT III**

Arithmetic Mean, Geometric Mean - Harmonic Mean - Mode and Median - Quartiles - Deciles - Percentiles. Measures of Variation - Range - Quartile Deviation and Mean Deviation - Variance and Standard Deviation & Co-efficient. **(12 Hours)**

## **UNIT IV**

Correlation - Karl Pearson's Coefficient of Correlation - Spearman's Rank Correlation - Regression Lines and Coefficients. **(12 Hours)**

## **UNIT V**

Time Series Analysis : Secular Trend - Seasonal Variation - Cyclical variations - Index Numbers - Aggregative and Relative Index - Chain and Fixed Index - Wholesale Index - Cost of Living Index. **(12 Hours)**

### **COURSE BOOKS:**

1. Dr. B.N. Gupta, Business Mathematics & Statistics, Shashi Bhawan Publishing House, Chennai, 2021.
2. Asim Kumar Manna, Business Mathematics & Statistics, McGraw Hill Education, Noida, 2018.

### **BOOKS FOR REFERENCE:**

1. J.K. Sharma, Fundamentals of Business Statistics, Vikas Publishing, Noida, 2014.
2. Peter Waxman, Business Mathematics & Statistics, Prentice Hall, New York, 2011.
3. Andre Francis, Business Mathematics & Statistics, Cengage Learning EMEA, 2010.

### **WEB RESOURCES:**

1. <https://www.britannica.com/biography/Henry-Briggs>
2. <https://corporatefinanceinstitute.com/resources/data-science/central-tendency/>
3. <https://www.expressanalytics.com/blog/time-series-analysis/>

**Note: Part - A Multiple Choice Questions; Part - B & Part - C Only Problems.**

## CONSUMERISM & CONSUMER PROTECTION

Semester: IV

Hours: 5

Code : 23CO4AC4A

Credit: 4

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concepts of consumerism and Consumer Protection Act.	PSO - 4	K1
CO - 2	Identify the causes of consumer exploitation, rights and duties of consumer.	PSO - 5	K2
CO - 3	Make use of consumer dispute redressal mechanism.	PSO - 2	K3
CO - 4	Analyse the causes for the growth of consumerism its impacts and problems.	PSO - 1	K4
CO - 5	Evaluate the functions of district, state and central consumer protection councils.	PSO - 3	K5

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

Semester: IV		CONSUMERISM & CONSUMER PROTECTION										Hours: 5
Code : 23CO4AC4A												Credit: 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	2	5	3	3	3	4	2	3	5	3	3.36
CO - 2	4	3	4	5	2	5	4	3	2	4	5	3.73
CO - 3	3	5	3	4	2	4	3	5	2	3	4	3.45
CO - 4	5	3	2	3	4	3	5	3	4	2	3	3.36
CO - 5	2	3	4	3	5	3	2	3	5	4	3	3.36
<b>Overall Mean Score</b>												<b>3.45</b>

**Result:** The score for this course is **3.45** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Meaning of Consumers and Customers - Consumer Movements - Historical Perspectives - Concept of Consumerism - Need and Importance. **(15 Hours)**

## **UNIT II**

Meaning, Causes of Consumer Exploitation - Forms of Consumer -Exploitation - Underweight Measures, High Prices, Substandard Quality, Poor or Inadequate After Sales Services - Challenges of Consumer Exploitation. **(15 Hours)**

## **UNIT III**

Consumer Rights - John F Kennedy's Consumer Bill of Rights - Types of Consumer Rights - (Right to Safety, Rights to Information (RTI), Right to Redressal, Right to Consumer Education) - Duties of Consumers. **(15 Hours)**

## **UNIT IV**

Reasons for the Growth of Consumerism in India - Recent Trends in Consumerism - Problems faced by Consumers in India. **(15 Hours)**

## **UNIT V**

Consumer Protection Council-Central, State, Districts Consumer Protection Councils - Consumer Dispute Redressal Mechanism. **(15 Hours)**

## **COURSE BOOKS:**

1. Premavathy and Mohini Sethi, Consumerism Strategies and Tactics, CBS Publication, Chennai, 2011.
2. Prof. Kavita Sharma, Dr. Swati Aggarwal, Principles of Marketing Book, Taxmann, New Delhi, 2021.
3. Dr. J. Jayasankar, Marketing Management, Margham Publications, Chennai, 2013.
4. Assael.H, Consumer Behaviour and Marketing Action, PWS-Kent, USA, 2007.

## **BOOKS FOR REFERENCE:**

1. Hoyer, W.D. and MacInnis, D.J., Consumer Behaviour, Houghton Mifflin Company, USA, 2000.
2. G B. Reddy and Baglekar Akash Kumar, Consumer Protection Act, Eastern Book Company, Bengaluru, 2021.
3. Y.V. Rao, Commentary on Consumer Protection Act -1986, Asia Law House, Hyderabad, 2017.

## **WEB RESOURCES:**

1. <https://lawcorner.in/forms-of-consumer-exploitation/>
2. <https://consumeraffairs.nic.in/en/organisation-and-units/division/consumer-protection-unit/consumer-rights>
3. [http://www.chdsla.gov.in/right\\_menu/act/pdf/consumer.pdf](http://www.chdsla.gov.in/right_menu/act/pdf/consumer.pdf)

## E - COMMERCE

**Semester: IV**

**Hours: 5**

**Code : 23CO4AC4B**

**Credit: 4**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concepts of E - Commerce	PSO - 1	K1
CO - 2	Classify the E - Commerce and marketing strategy E - Payment system	PSO -2	K2
CO - 3	Develop EDI technology standards, communication and implementation	PSO -4	K3
CO - 4	Analyze the role of E - Commerce technologies	PSO - 5	K4
CO - 5	Evaluate the E - Commerce business models	PSO - 3	K5

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

Semester: IV		E - COMMERCE										Hours: 5
Code : 23CO4AC4B												Credit: 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	2	3	2	3	5	4	2	2	3	3.18
CO - 2	4	5	3	2	2	2	4	5	2	3	2	3.09
CO - 3	4	2	5	2	3	2	4	2	3	5	2	3.09
CO - 4	4	3	4	5	2	5	4	3	2	4	5	3.73
CO - 5	3	2	4	2	5	2	3	2	5	4	2	3.09
<b>Overall Mean Score</b>												<b>3.24</b>

**Result:** The score for this course is **3.24** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Defining E - Commerce; Main Activities of Electronic Commerce; Benefits of E - Commerce; Broad Goals of Electronic Commerce; Main Components of E - Commerce; Functions of Electronic Commerce - Process of E -Commerce - Types of E - Commerce; The World Wide Web, The Internet and the Web: Features, Role of Automation & Artificial Intelligence in E - Commerce. **(15 Hours)**

## **UNIT II**

E - Commerce Business Models, Major Business to Consumer (B2C) business models, Major Business to Business (B2B) business models, Business models in emerging E - Commerce areas - E - tailing: Traditional retailing and e retailing, Benefits of e retailing, Models of e retailing, Features of e retailing. **(15 Hours)**

## **UNIT III**

The Internet Audience and Consumer Behaviour, Basic Marketing Concepts, Internet Marketing technologies - Marketing strategy - E - service: Categories of e-services, web-enabled services, Information-selling on the web. **(15 Hours)**

## **UNIT IV**

Benefits of EDI, EDI technology, EDI standards, EDI communication, EDI Implementation, EDI Agreements, EDI Security. Electronic Payment System, Need of Electronic Payment System - Digital economy - Threats in Computer System: Virus, Cyber Crime Network Security: Encryption, Protecting web server with a Firewall, Firewall and the Security Policy, Network Firewalls and Application Firewalls, Proxy Server. **(15 Hours)**

## **UNIT V**

Issues in E Commerce Understanding Ethical, Social and Political issues in E-Commerce: A model for Organizing the issues, Basic Ethical Concepts, Analyzing Ethical Dilemmas, Candidate Ethical principles privacy and Information Rights: Information collected at E - Commerce Websites. **(15 Hours)**

## **COURSE BOOKS:**

1. Kenneth C. Laudon, E-Commerce: Business, Technology, Society, Pearson Education Limited, New Delhi, 2009.
2. S. J. Joseph, E-Commerce: an Indian perspective, PHI Learning Pvt. Ltd., New Delhi, 2018.
3. David Whitley, E-Commerce-Strategy, Technologies & Applications, TMI, McGraw-Hill, London, 2017.
4. Kamlesh K. Bajaj, E-Commerce- The cutting edge of business, TMH, McGraw-Hill, Noida, 2023.
5. W Clarke, E-Commerce through ASP- BPB, Wrox Publisher, Mumbai, 2023.

**BOOKS FOR REFERENCE:**

1. Agarwala, K.N. and D. Agarwala, Business on the Net: What's and How's of E-Commerce, McMillan Publisher India Pvt. Ltd., Chennai, 2023.
2. Ravi Kalkota, Frontiers of E-Commerce, TM, Pearson Education Limited, New Delhi, 1996.
3. Elias M Awad, Electronic Commerce: From Vision to Fulfillment, PHI Learning Pvt. Ltd., New Delhi, 2001.
4. Mathew Reynolds, Beginning E-Commerce with Visual Basic, ASP, SQL Server 7.0 & MTS, Wrox Publishers, Mumbai, 2000.
5. J. Christopher West I and Theodore H. K Clark Global Electronic Commerce- Theory and Case Studies, The MIT Press, Cambridge, London, 2015.

**WEB RESOURCES:**

1. <https://www.investopedia.com/terms/e/ecommerce.asp>
2. <https://www.webfx.com/industries/retail-ecommerce/ecommerce/basic-ecommerce-marketing-concepts/>
3. <https://techbullion.com/the-importance-of-ethics-in-ecommerce/>

## OFFICE FUNDAMENTALS

**Semester: IV**

**Hours: 3**

**Code : 23SE4OA4B**

**Credit: 2**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Acquire the knowledge to handle the tools of MS office	PSO-3	K1
CO - 2	Understand the basics to create animations, presentations and documents	PSO-4	K2
CO - 3	Analyse the data using spreadsheets in MS Excel for various applications.	PSO-1	K3
CO - 4	Develop computational skills	PSO-2	K4
CO - 5	Use DTP skills to become an entrepreneur.	PSO-5	K5

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

Semester: IV		OFFICE FUNDAMENTALS										Hours: 3
Code : 23SE4OA4B												Credit: 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	3	3	5	3	3	3	3	3	5	3	3	3.36
CO - 2	2	3	3	3	5	5	2	3	3	5	3	3.36
CO - 3	5	4	3	3	3	3	5	3	3	3	4	3.55
CO - 4	3	3	3	5	3	3	3	5	3	3	3	3.36
CO - 5	3	5	3	3	3	3	3	3	3	3	5	3.36
<b>Overall Mean Score</b>												<b>3.40</b>

**Result:** The score for this course is **3.40** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

MS Word: Formatting- Table Creation - Preparation of advertisement using drawing tool- Invitation card preparation. **(9 Hours)**

## **UNIT II**

MS Excel: Excel Function (statistical) - Data filtering and sorting - Mark sheet, pay bill Preparation - Data analysis using chart. **(9 Hours)**

## **UNIT III**

MS Access: Database Creation & Mark Sheet Preparation- Forms and Reports. Creation. **(9 Hours)**

## **UNIT IV**

MS Power point: Theme - based presentation with Animation Effects. **(9 Hours)**

## **UNIT V**

MS Outlook: Personalized Email and Account creation, sending mails with attachments and money transaction. **(9 Hours)**

## **COURSE BOOK:**

- ❖ Course material compiled by the Department.

## **BOOKS FOR REFERENCE:**

1. D. P. Nagpal, Computer Fundamentals, S. Chand & Company Ltd., New Delhi, 1999.
2. V. Rajaraman, Fundamentals of Computers, 3<sup>rd</sup> Edition, Prentice Hall of India Pvt. Ltd., 2001.
3. B. Ram, Computer Fundamentals, 3<sup>rd</sup> Edition, New Age International Pvt. Ltd., 2010.

## **E- RESOURCE:**

1. [https://onlinecourses.swayam2.ac.in/cecl9\\_mg35/preview](https://onlinecourses.swayam2.ac.in/cecl9_mg35/preview)

## PRINCIPLES OF ACCOUNTING#

**Semester: IV**

**Hours: 2**

**Code : 23CO4GE02**

**Credit: 2**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the knowledge on basic concepts of accounting.	PSO-2	K1
CO - 2	Understand the different types of accounts.	PSO-3	K2
CO - 3	Make use of the different methods in preparing accounts.	PSO-5	K3
CO - 4	Analyse the types of accounting and its rules.	PSO-1	K4
CO - 5	Evaluate the adjustment of accounting.	PSO-4	K5

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

Semester: IV		PRINCIPLES OF ACCOUNTING#										Hours: 2
Code : 23CO4GE02												Credit: 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	5	3	4	3	4	4	5	3	3	4	3.82
CO - 2	3	2	2	4	5	4	3	2	5	2	4	3.27
CO - 3	4	3	4	5	2	5	4	3	2	4	5	3.73
CO - 4	5	3	4	2	3	2	5	3	3	4	2	3.27
CO - 5	2	4	5	4	3	4	2	4	3	5	4	3.64
<b>Overall Mean Score</b>												<b>3.55</b>

**Result:** The score for this course is **3.55** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Accounting- Definitions - Needs for Accounting-Objectives of Accounting - Double Entry System-Types of Accounting-Accounting Rules. **(6 Hours)**

## **UNIT II**

Journal - Posting from Journal to Ledger-Balancing of Ledger Accounts. **(6 Hours)**

## **UNIT III**

Final Accounts - Objectives - Preparation of Trading, Profit and Loss Account and Balance Sheet. **(6 Hours)**

## **UNIT IV**

Trial Balance - Definition - Objectives - Preparation of Trail Balance. **(6 Hours)**

## **UNIT V**

Preparations of Subsidiary Books - Simple Cash Book - Petty Cash. **(6 Hours)**

## **COURSE BOOK:**

❖ Course Material prepared by the Department of Commerce.

## **BOOKS FOR REFERENCE:**

1. T.S. Reddy & Dr. A. Murutthy, Advanced Accountancy, Margham Publications, Chennai, 2016.
2. R.S.N. Pillai & Bagavathi, Advanced Accounting, S. Chand & Company Ltd, New Delhi, 2009.
3. R.L. Gupta & M. Radhaswamy, Advanced Accounting, Sultan Chand & Sons, New Delhi, 2005.
4. Dr. M.A. Arulandam, Dr. K.S. Raman, Advanced Accounting, Himalaya Publishing House, New Delhi, 2009.

## **WEB RESOURCES:**

1. <https://www.slideshare.net/ramusakha/basics-of-financial-accounting>
2. <https://www.accountingtools.com/articles/what-is-a-single-entry-system.html>
3. <https://accountingseekho.com/>

**GE-2: ORGANIZATION AND HEALTH PROGRAMME IN NCC**

**Semester: IV**

**Hours: 2**

**Code : 23GE4NC02**

**Credit: 2**

**COURSE OUTCOMES:**

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Describe the history, honors and awards of Indian Military.	PSO - 1, PSO - 2, PSO - 4	K1
CO - 2	Explain the map and weapon training to remove the fear of a weapon from the hearts of youth.	PSO - 1, PSO - 4	K2
CO - 3	Illustrate the different types of disasters under different circumstances.	PSO - 2, PSO - 3, PSO 4, PSO - 5	K3
CO - 4	Analyze the practical knowledge in community development and other social programs.	PSO - 4, PSO - 5	K4
CO - 5	Assess the personality development and develop technical skill of first Aid.	PSO - 1, PSO - 2	K5

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

Semester: IV		GE-2: ORGANIZATION AND HEALTH PROGRAMME IN NCC										Hours: 2
Code : 23GE4NC02		PROGRAMME IN NCC										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	4	4	2	2	2	4	5	3	3	5	3.55
CO - 2	4	4	4	2	3	2	4	4	4	4	5	3.64
CO - 3	5	4	3	2	2	3	3	3	5	3	2	3.18
CO - 4	5	5	4	3	2	3	5	5	4	5	3	4.00
CO - 5	4	3	3	3	2	2	4	4	5	5	4	3.55
<b>Overall Mean Score</b>												<b>3.58</b>

**Result:** The Score for this Course is **3.58** (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 =  $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$

## **GE-2: ORGANIZATION AND HEALTH PROGRAMME IN NCC**

**2hrs/Week**

### **UNIT I: Indian Military and NCC Organization**

**6 Hours**

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- Honors and Awards.

### **UNIT II: Map Reading**

**6 Hours**

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.

### **UNIT III: Hygiene and Sanitation**

**6 Hours**

Personal Hygiene - Sanitation - Methods of purification of drinking water -Latrine types - Urinal Types.

### **UNIT IV: Types Of Disease and Pollution**

**6 Hours**

Define Health - Types of Health - Communicable and Non communicable Disease - Pollution and its type.

### **UNIT V: First Aid**

**6 Hours**

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.

### **BOOKS FOR REFERENCES:**

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

**ABILITY ENHANCEMENT COURSE-4 (AEC-4)**  
**CAPACITY BUILDING**

**Semester: IV**

**Hours: 1**

**Code : 23AE4CB04**

**Credit: 1**

**COURSE OUTCOMES:**

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Define the importance of capacity building	PSO-1	K1
CO - 2	Develop skills for life-long learning	PSO-2,4	K2
CO - 3	Asses the importance of organizational development	PSO-3	K3
CO - 4	Analyze the need of the community togetherness	PSO-4	K4
CO - 5	Evaluate tech-based learning experiences.	PSO-5	K5

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

Semester: IV		CAPACITY BUILDING										Hours: 1
Code : 23AE4CB04												Credit: 1
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of COs
	1	2	3	4	5	6	1	2	3	4	5	
CO -1	3	5	3	3	3	3	3	4	5	3	4	3.54
CO - 2	4	5	4	3	3	4	3	4	4	3	5	3.81
CO - 3	4	4	3	3	5	4	3	4	3	3	5	3.72
CO - 4	3	4	3	4	3	4	3	3	5	3	5	3.63
CO - 5	4	4	3	3	4	4	3	4	5	4	5	3.90
<b>Overall Mean Score</b>												<b>3.72</b>

**Result:** score for this course is **3.72** (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= $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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**UNIT I**

Introduction to Capacity Building (3 Hours)

**UNIT II**

Skills Development -essential skills-communication-problem solving-life long learning (3 Hours)

**UNIT III**

Organizational Strengthening-strategic planning-Team Building-Case Studies (3 Hours)

**UNIT IV**

Community Empowerment- Grassroots Initiatives (3 Hours)

**UNIT V**

Technology and Innovation-tech enabled learning-Innovation in capacity Building-Future Trends (3 Hours)

**BOOKS FOR REFERENCE:**

1. Senge, Peter M. *The Fifth Discipline: The Art and Practice of the Learning Organisation*. Doubleday, 1990.
2. Gilley, Jerry W., and Ann Maycunich Gilley. *The Manager as Change Agent: A Practical Guide to Developing High-Performanca People and Organisations*. Jossey-Bass, 1985.
3. Kanter, Rosabeth Moss. *Leadership for Change : Enduring Skills for Change Masters*. Harvard Business Review Press, 2015.

**Continuous Internal Assessment Component (CIA)**

Component	Marks
Role Play	25
Collage	25
Poster Making	25
Team Activities	20
Attendance	5
<b>Total</b>	<b>100</b>

## COST ACCOUNTING - I

**Semester: V**

**Hours: 6**

**Code : 23CO5MC09**

**Credit: 5**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concepts on Cost Accounting	PSO - 1	K1
CO - 2	Classify the techniques of various heads of costing	PSO - 2	K2
CO - 3	Develop the application skill in drafting a cost sheet	PSO - 3	K3
CO - 4	Analyse the various methods of costing	PSO - 4	K4
CO - 5	Evaluate the cost analysis of financial concern	PSO - 5	K5

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

Semester: V		COST ACCOUNTING - I										Hours: 6
Code : 23CO5MC09												Credit: 5
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	2	3	3	4	3	5	2	4	3	3	3.36
CO - 2	3	5	2	3	2	3	3	5	2	2	3	3.00
CO - 3	2	4	2	3	5	3	2	4	5	2	3	3.18
CO - 4	4	4	5	2	3	2	4	4	3	5	2	3.45
CO - 5	2	3	3	5	2	5	2	3	2	3	5	3.18
<b>Overall Mean Score</b>												<b>3.24</b>

**Result:** The score for this course is **3.24** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Definition - Nature and Scope - Principles of Cost Accounting -Cost Accounting and Financial Accounting-Cost Accounting Vs. Management Accounting -Installation of costing System - Classification of Costs- Cost Centre - Profit Centre. **(18 Hours)**

## **UNIT II**

Preparation of Cost Sheet - Reconciliation of Cost and Financial Accounts - Unit Costing-Job Costing - Tenders & Quotations. **(18 Hours)**

## **UNIT III**

Material Control - Meaning and Objectives-Purchase of Materials - EOQ - Stores Records -Reorder Levels - ABC Analysis - Issue of Materials-Methods of Issue - FIFO-LIFO - Base Stock Method-Specific Price Method - Simple and Weighted Average Method. **(18 Hours)**

## **UNIT IV**

Direct Labour and Indirect Labour - Time Keeping-Methods and Calculation of Wage Payments - Time Wages - Piece Wages – Incentives - Different Methods of Incentive Payments - Idle time - Overtime - Labour Turnover - Meaning, Causes and Measurement. **(18 Hours)**

## **UNIT V**

Overheads-Definition - Classification - Allocation and Apportionment of Overheads-Basis of apportionment - Primary and Secondary Distribution - Absorption of Overheads - Methods of Absorption Preparation of Overheads Distribution Statement - Machine Hour Rate - Computation of Machine Hour Rate. **(18 Hours)**

## **COURSE BOOKS:**

1. Jain S.P. and Narang K.L., Cost Accounting, Kalyani Publishers, New Delhi, 2017.
2. Khanna B.S., Pandey I.M., Ahuja G.K., and Arora M.N., Practical Costing, S. Chand & Co, New Delhi, 1991.
3. Dr. S.N. Maheswari, Fundamentals of Cost Accounting, Sultan Chand Publications, New Delhi, 2023.
4. T.S. Reddy and Y. Hari Prasad Reddy, Cost Accounting, Margham Publication, Chennai, 2020.
5. S.P. Iyengar, Cost Accounting, Sultan Chand Publication, New Delhi, 2023.

**BOOKS FOR REFERENCE:**

1. Polimeni, Cost Accounting, Concepts and Applications for Managerial Decision making, McGraw-Hill, New York, 1991.
2. Jain S.P. and Narang K.L., Cost Accounting, Kalyani Publishers, New Delhi, 2017.
3. V.K. Saxena and C.D.Vashist, Cost Accounting, Sultan Chand Publication, New Delhi, 2006.
4. Murthy A & Gurusamy S, Cost Accounting, Vijay Nicole Imprints Pvt, Ltd, Chennai, 2014.
5. Prasad.N.K. and Prasad. V.K., Cost Accounting, Book Syndicate, Kolkata, 2017.

**WEB RESOURCES:**

1. <https://study.com/learn/lesson/cost-accounting-principles-examples-what-is-cost-accounting.html>
2. <https://www.accountingtools.com/articles/what-is-material-costing.html>
3. <https://www.freshbooks.com/hub/accounting/overhead-cost>

**Note: Part - A Multiple Choice Questions; Part - B Theory & Part - C; Part - D Only Problems.**

## BANKING LAW AND PRACTICE

**Semester: V**

**Hours: 6**

**Code : 23CO5MC10**

**Credit: 5**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concepts of banking law and practice	PSO-1	K1
CO - 2	Classify the types of banking structure in India	PSO-2	K2
CO - 3	Apply banking principles to promote the economic development of a nation	PSO-3	K3
CO - 4	Analyse the recent development of banking sector	PSO-4	K4
CO - 5	Evaluate the banker's and customers relationship in banking sector	PSO-5	K5

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

Semester: V		BANKING LAW AND PRACTICE										Hours: 6
Code : 23CO5MC10												Credit: 5
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	3	2	3	5	4	2	3	3	3.36
CO - 2	3	5	3	2	4	2	3	5	4	3	2	3.27
CO - 3	3	4	3	2	5	2	3	4	5	3	2	3.27
CO - 4	4	3	5	2	2	2	4	3	2	5	2	3.09
CO - 5	3	2	4	5	3	5	3	2	3	4	5	3.55
<b>Overall Mean Score</b>												<b>3.31</b>

**Result:** The score for this course is **3.31** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

History of Banking- Provisions of Banking Regulations Act 1949 - Components of Indian Banking - Indian Banking System-Phases of Development - Commercial Banking: Definition - Classification of Banks. Banking System - Universal Banking - Commercial Banking functions - Role of Banks in Economic Development.

**(18 Hours)**

## **UNIT II**

Establishment - objective - Legal framework - Functions- SBI - Origin and History - Establishment Indian subsidiaries - Foreign subsidiaries -Non-Banking-Subsidiaries - Personal banking International banking - Trade Financing - Correspondent banking - Co-operative banks-Meaning and definition - Features - Co-operative banks vs Commercial banks - Structure.

**(18 Hours)**

## **UNIT III**

Opening - Types of Accounts - FDR-Steps in Opening Account-Saving vs Current Account - 'Donatio Mortis Causa'- Passbook - Bank Customer Relationship - Special Types of currents - KYC norms. Bank Lending - Lending Sources-Bank Lending Principles - Forms of lending- Negotiable Instruments - Meaning -Characteristics - Types. Crossing - Definition - Objectives - Crossing and negotiability - Consequences of Crossing.

**(18 Hours)**

## **UNIT IV**

Meaning - Components - Kinds of Endorsements-Cheques payable to fictitious person Endorsement by legal representative - Negotiation bank - Rules regarding Endorsement - Paying banker-Banker's duty - Dishonouring of Cheques - Discharge of paying banks Payments of a crossed cheque payment- Collecting bankers' duty -RBI instruction - Paying Banker Vs Collecting Banker - Customer Grievances - Grievance Redressal - Banking Ombudsman.

**(18 Hours)**

## **UNIT V**

Meaning - Services - e-banking and financial services - Initiatives -Opportunities - Internet banking Meaning - Internet banking Vs Traditional Banking - Services- Drawbacks - Frauds in Internet banking. Mobile banking - Anywhere Banking-Any Time Banking - Electronic Mobile Wallets. ATM Evolution -Concept-Features - Types-. Electronic money-Meaning - Categories - Merits of e-money.

**(18 Hours)**

**COURSE BOOKS:**

1. Dr. S. Gurusamy, Banking Theory: Law and Practice, Vijay Nicole Publication, Chennai, 2017.
2. E. Gorden, Dr. K. Natarajan, Banking Theory Law & Practice, Himalaya Publication, New Delhi, 2010.
3. Muraleedharan, Modern Banking: Theory and Practice, Prentice Hall India Learning Private Ltd, New Delhi, 2015.
4. Gajendra, A Text on Banking Theory Law & Practice, Vrinda Publication, New Delhi, 2014.

**BOOKS FOR REFERENCE:**

1. Gupta P.K, E-Banking and Insurance, Himalaya Publication, Kolkata, 2012.
2. E. Gorden, Dr. K. Natarajan, Banking Theory Law & Practice, Himalaya publication, New Delhi, 2010.
3. A. Gajendra, Text on Banking Theory Law & Practice, Vrinda Publication, Delhi, 2014.
4. Henry Dunning Macleod, The Theory and Practice of Banking, Hard Press Publishing, Old New Zealand, 2010.

**WEB RESOURCES:**

1. <https://www.rbi.org.in/>
2. <https://businessjargons.com/e-banking.html>
3. <https://www.wallstreetmojo.com/endorsement/>

## INCOME TAX LAW AND PRACTICE-I

Semester: V

Hours: 5

Code : 23CO5MC11

Credit: 3

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the technical terms related to Income Tax.	PSO - 1	K1
CO - 2	Identify the rules and provisions of income tax.	PSO - 4	K2
CO - 3	Familiarize with the computation of income tax for an individual.	PSO - 2	K3
CO - 4	Illustrate the various benefits of Income Tax Act 1961.	PSO - 5	K4
CO - 5	Access the net total income of an individual.	PSO - 3	K5

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

Semester: V		INCOME TAX LAW AND PRACTICE-I										Hours: 5
Code : 23CO5MC11												Credit: 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	5	4	3	3	2	3	5	4	2	3	3	3.36
CO - 2	4	2	5	2	3	2	4	2	3	5	2	3.09
CO - 3	4	5	3	2	2	2	4	5	2	3	2	3.09
CO - 4	4	3	2	5	3	5	4	3	3	2	5	3.55
CO - 5	3	4	4	2	5	2	3	4	5	4	2	3.45
<b>Overall Mean Score</b>												<b>3.31</b>

**Result:** The score for this course is **3.31** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Introduction to Income Tax - History - Objectives of Taxation - Features of Income Tax - Meaning of Income - Types - Important Definitions Under the Income Tax Act - Assessee - Types- Incomes Exempted under Section 10. **(15 Hours)**

## **UNIT II**

Residential Status - Residential Status of an Individual - Company - HUF - Basic Conditions - Additional Conditions - Incidence of Tax and Residential Status - Problems on Residential Status and Incidence of Tax. **(15 Hours)**

## **UNIT III**

Computation of Salary Income - Features of Salary - Allowances - Types of Allowances - Perquisites - Kinds of Perquisites -Types of Provident Fund - Gratuity - Pension - Commutation of Pension - Deduction of Salary - Profits in Lieu of Salary. **(15 Hours)**

## **UNIT IV**

Income from House Property - Basis of Charge - Annual Value - Gross Annual Value, Net Annual Value of Let-out Property, Self - Occupied Property - Amenities - Deductions. **(15 Hours)**

## **UNIT V**

Income from Business or Profession - Allowable Expenses - Not Allowable Expenses - General Deductions - Provisions Relating to Depreciation - Deemed Business Profits - Undisclosed Incomes - Investments - Compulsory Maintenance of Books of Accounts - Audit of Accounts of Certain Persons - Special Provisions for Computing Incomes on Estimated Basis - Computation of Income from Business or Profession. **(15 Hours)**

## **COURSEBOOKS:**

1. V.P. Gaur, Narang, Puja Gaur and Rajeev Puri - Income Tax Law and Practice, Kalyani Publishers, New Delhi.
2. T.S. Reddy and Hariprasad Reddy, Income Tax Law and Practice, Margham Publications, Chennai.
3. Dinkar Pagare, Income Tax Law and Practice, Sultan & Chand Sons, New Delhi.
4. H.C. Mehrotra, Dr. Goyal S.P, Income Tax Law and Accounts, Sahitya Bhavan Publications, Agra.
5. T. Srinivasan, Income Tax &Practice,Vijay Nicole Imprints Private Limited, Chennai.

**BOOKS FOR REFERENCE:**

1. Hariharan N, Income Tax Law & Practice, Vijay Nicole Imprints Pvt. Ltd, Chennai
2. Bhagwati Prasad, Income Tax Law and Practice, Vishwa Prakasan, New Delhi.
3. Vinod K. Singhania, Students Guide to Income Tax., U.K. Bharghava Taxman, New Delhi.
4. Dr.Vinod K Singhania, Dr. Monica Singhania, Taxmann's Students' Guide to Income Tax, New Delhi.
5. Mittal Preethi Rani and Bansal Anshika, Income Tax Law and Practice, Sultan & Chand Sons, New Delhi.

**WEB RESOURCES:**

1. <https://cleartax.in/s/residential-status/>
2. <https://www.legalraasta.com/itr/income-from-salary/>
3. <https://taxguru.in/income-tax/income-house-properties.html>

**Note: Part - A Multiple Choice Questions; Part - B & Part - C Only Problems.**

## AUDITING AND CORPORATE GOVERNANCE

Semester: V

Hours: 5

Code : 23CO5MC12

Credit: 3

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concepts of auditing and corporate governance	PSO-1	K1
CO - 2	Classify various types audit and vouchers	PSO-2	K2
CO - 3	Choose different techniques to prepare audit statement for various accounts	PSO-3	K3
CO - 4	Appraise auditing procedure and functions of the auditor	PSO-4	K4
CO - 5	Evaluate the code of conduct and ethics to be followed in auditing	PSO-5	K5

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

Semester: V		AUDITING AND CORPORATE GOVERNANCE										Hours: 5
Code : 23CO5MC12		GOVERNANCE										Credit: 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	5	4	3	3	2	3	5	4	2	3	3	3.36
CO - 2	3	5	3	2	4	2	3	5	4	3	2	3.27
CO - 3	3	4	3	2	5	2	3	4	5	3	2	3.27
CO - 4	4	3	5	2	2	2	4	3	2	5	2	3.09
CO - 5	3	2	4	5	3	5	3	2	3	4	5	3.55
Overall Mean Score												3.31

**Result:** The score for this course is **3.31** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Meaning and Definition of Auditing -Distinction between Auditing and Accounting - Objectives - Advantages and Limitations of Audit - Scope of Audit - Classifications of Audits - Audit of Banking, Insurance, Non-Profit Organizations and Charitable Societies, Trusts, Organizations. **(15 Hours)**

## **UNIT II**

Audit Planning - Audit Programme - Procedures - Internal Audit - Internal Control - Internal Check - Vouching - Cash and Trade Transactions - Verification and Valuations of Assets and Liabilities. **(15 Hours)**

## **UNIT III**

Appointment and Removal of Auditors - Rights, Duties and Liabilities of Auditor - Professional Conduct and Ethics in Auditing - Audit Report - Recent Trends in Auditing - Information Systems Audit (ISA) - Impact of Computerization on Audit Approach - Online Computer System Audit - Types of Online Computer Systems - Procedure of Audit under ISA System. **(15 Hours)**

## **UNIT IV**

Conceptual Framework of Corporate Governance: Theories & Models, Broad Committees - Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures. Codes & Standards on Corporate Governance. **(15 Hours)**

## **UNIT V**

Concept of CSR, Corporate Philanthropy, Strategic Relationship of CSR with Corporate Sustainability - CSR and Business Ethics, CSR and Corporate Governance - CSR Provisions under the Companies Act, 2013. **(15 Hours)**

## **COURSE BOOKS:**

1. B.N. Tandon, Practical Auditing, S. Chand & Company Ltd, New Delhi, 2012.
2. Dr. T.R. Sharma, Dr. Gaurav Sankalp, Auditing & Corporate Governance, Sahithya Bhawan Publications, Agra 2010.
3. Dinkar Pagare, Principles and Practice of Auditing, Sultan Chand & Sons, New Delhi, 2020.
4. ArunaJha, Auditing & Corporate Governance, Taxmann Publication Pvt. Ltd, New Delhi, 2017.

**BOOKS FOR REFERENCE:**

1. Dr. T.R. Sharma, Auditing, Sahithya Bhawan Publications, Agra, 2019.
2. Shri.Vengadamani, Practical Auditing, Margham Publication, Chennai, 2011.
3. C.B. Gupta, NehaSinghal, Auditing & Corporate Governance, Scholar Tech Press, New Delhi, 2016.
4. Kevin Keasey, Steve Thompson & Mike wright, Governance & Auditing, Emerald Group Publishing Limited, Bingley, 2015.

**WEB RESOURCES:**

1. <https://www.wallstreetmojo.com/audit-procedures/>
2. <https://theinvestorsbook.com/company-auditor.html>
3. <https://www.investopedia.com/terms/c/corp-social-responsibility.asp>

## ENTREPRENEURIAL DEVELOPMENT

**Semester: V**

**Hours: 4**

**Code : 23CO5DE1A**

**Credit: 3**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Know the importance of Entrepreneurship Development.	PSO-5	K1
CO - 2	Identify the types, sources of ideas, process of business enterprise and sources of fund for Business enterprise.	PSO-2	K2
CO - 3	Apply Entrepreneurial traits in setting up of business firms.	PSO-1	K3
CO - 4	Analyze the Government schemes for setting up of business enterprise.	PSO-3	K4
CO - 5	Appraise the project proposal.	PSO-4	K5

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

Semester: V		ENTREPRENEURIAL DEVELOPMENT										Hours: 4
Code : 23CO5DE1A												Credit: 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	3	2	5	3	5	4	3	3	2	5	3.55
CO - 2	2	5	2	4	3	4	2	5	3	2	4	3.27
CO - 3	5	3	2	3	4	3	5	3	4	2	3	3.36
CO - 4	3	2	4	2	5	2	3	2	5	4	2	3.09
CO - 5	2	3	5	4	4	4	2	3	4	5	4	3.64
Overall Mean Score												3.38

**Result:** The score for this course is **3.38** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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### **UNIT I**

Meaning of Entrepreneurship-Characteristics of Entrepreneurship - Types of Entrepreneurships - Self Employment - Difference between Entrepreneurship and employment - Meaning of Entrepreneur - Traits - Classification - Functions - Entrepreneurial Scenario in India. **(12 Hours)**

### **UNIT II**

Idea Generation - Identification of Business opportunities - Design thinking Process - Creativity - Invention - Innovation - Differences - Value Addition - Concept and types - Tools and techniques of Generating an idea - Turning Idea into Business Opportunity. **(12 Hours)**

### **UNIT III**

Setting up an enterprise - Forms of an Enterprise - Sole Proprietorship - Partnership - Limited Liability Partnership Firm - Joint Stock Company - One percent partnership - Choice of form of an Enterprise- Feasibility study - Marketing, Technical, Financial, Commercial and Economical. **(12 Hours)**

### **UNIT IV**

Introduction - Contents of project report - Project Description - Market Survey - Fund Requirement - Legal Compliance of setting up of an enterprise - Registration - Source of funds - Modern sources of funds. **(12 Hours)**

### **UNIT V**

Government schemes and women entrepreneurship - Importance of MSME for Economic Growth - MSME - Definition - Role of Government organizations in Entrepreneurship Development - MSME DI-DIC - Khadi and Village Industries Commission - NSIC - NABARD, SICVI, SFC, SDC, EDII, EPCCB. Industrial Estates - Government schemes for - Prime Minister Employment Generation programme- Women Entrepreneurship in India. **(12 Hours)**

### **COURSE BOOKS:**

1. Jayashree Suresh, Entrepreneurial Development, Margham Publications Chennai, 2012.
2. E. Gordon, K.Natrajan. Entrepreneurial development, Himalaya Publishing, Mumbai, 2018.
3. Dr. C.B. Gupta & Dr. S.S. Khanka, Entrepreneurship and Small Business Management, Sultan Chand & Sons, New Delhi, 2022.
4. Raj Shankar, Entrepreneurship Theory and Practice, Vijay Nicole and Imprints Pvt. Ltd, New Delhi, 2016.
5. Vasant Desai, Dynamics of Entrepreneurial Development & Management Himalaya Publishing House, Mumbai, 2018.

**BOOKS FOR REFERENCE:**

1. Anil kumar, Poornima, Principles of Entrepreneurial development, New Age publication, New Delhi, 2021.
2. Dr. A. Ksingh, Entrepreneurial development and management, Laxmi publications, New Delhi, 2019.
3. Dr. R.K. Singal, Entrepreneurial development and Management, Laxmi Publishers, New Delhi, 2023.
4. Dr. M.C. Garg, Entrepreneurial Development, New Delhi, 2021.
5. Charantimath Poornima, Entrepreneurship development, Small Business Enterprises, Pearson Publishing and Education Company, Chennai, 2014.

**WEB RESOURCES:**

1. <https://www.interaction-design.org/literature/topics/design-thinking>
2. <https://www.bms.co.in/steps-involved-in-setting-up-of-an-enterprise/>
3. <http://www.msme.gov.in/>

## HUMAN RESOURCE MANAGEMENT

**Semester: V**

**Hours: 4**

**Code : 23CO5DE1B**

**Credit: 3**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concepts of HRM.	PSO - 1	K1
CO - 2	Explain the objectives of HRM, SHRM, Trade unions Act and labour welfare.	PSO - 3	K2
CO - 3	Make use of HR strategies to frame HR policies.	PSO - 2	K3
CO - 4	Analyse various dimensions of HRM.	PSO - 5	K4
CO - 5	Evaluate HR planning, HR practice, Industrial relation organizational climate and labour welfare.	PSO - 4	K5

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

Semester: V		HUMAN RESOURCE MANAGEMENT										Hours: 4
Code : 23CO5DE1B												Credit: 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	5	3	4	2	2	2	5	3	2	4	2	3.09
CO - 2	3	2	4	4	5	4	3	2	5	4	4	3.64
CO - 3	2	5	4	3	3	3	2	5	3	4	3	3.36
CO - 4	4	3	2	5	4	5	4	3	4	2	5	3.73
CO - 5	3	2	5	2	4	2	3	2	4	5	2	3.09
Overall Mean Score												3.38

**Result:** The score for this course is **3.38** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Definition of HRM. Objectives - Importance - Nature- Scope. Role and Qualities of a HR Manager - Human Resource Planning Meaning. Definition- Importance Factors affecting HRP, Process Involved in Human Resource Planning. Human Resource Information System (HRIS) - Job Analysis- Need for Job Analysis, Steps in Job Analysis, Job Description and Specification. **(12 Hours)**

## **UNIT II**

Definition of Strategy, Strategic Human Resource Management (SHRM), Importance of SHRM, Difference between Traditional and Strategic Human Resource Management, "Best Fit" Approach Vs. Best practices of SHRM, Role of HR Strategy & Practices in National, Sectorial and Organizational context, Investment Perspective of SHRM, Porter's 5 Ps model. **(12 Hours)**

## **UNIT III**

Introduction to Industrial Relations - Employee Grievances Concept, Causes & Grievance Redressal Mechanism Discipline - Concept, Aspects of Discipline & Disciplinary Procedure - Trade unions Act 1926 - Industrial Disputes Act 1947. **(12 Hours)**

## **UNIT IV**

Organisation Climate - Organization Change - Organisational Development: Definition, meaning of Organizational Development - Collective Bargaining- Essentials of Effective Collective Bargaining. **(12 Hours)**

## **UNIT V**

Employee welfare Meaning, Objectives, Philosophy, Scope, Limitations, Types of Employee welfare, Statutory and Non-Statutory Welfare Measures, and Labour Welfare Theories - Social Security, Health, Retirement & Other Benefits. **(12 Hours)**

## **COURSE BOOKS:**

1. Ashwathappa, K., Human Resource Management, Tata McGraw-Hill Education Pvt. Ltd., Uttar Pradesh, 2010.
2. L.M. Prasad, Human Resource Management, Sultan Chand & Sons, New Delhi, 2014.
3. Mamoria, C.B. and Gaonkar, S.V., Personnel Management, Himalaya publishing House, Chennai, 2022.
4. Dr. K. Sundar and Dr. J. Srinivasan, Human Resource Development, Margham Publication, Chennai, 2011.

**BOOKS FOR REFERENCE:**

1. DeCenzo, D.A and Robbins, S.P. human Resource Management, Wiley India Pvt., Ltd., Bengaluru, Karnataka, 2013.
2. Sunil Lalla, and NehaShukla, Human Resource Management, Nirali Prakashan Publishers, Pune, 2016.
3. P. Subbarao, Personnel and Human Resource Management, Himalaya Publishing House, Mumbai, 2023.
4. Jane Weightman, Human Resource Management, VMP Publishers, Mumbai, 1990.

**WEB RESOURCES:**

1. <https://hr.university/shrm/strategic-human-resource-management/>
2. <https://www.investopedia.com/terms/c/collective-bargaining.asp>
3. <https://www.yourarticlelibrary.com/human-resource-management-2/employee-welfare/employee-welfare/99778>

## INDIRECT TAXATION

**Semester: V**

**Hours: 4**

**Code : 23CO5DE1C**

**Credit: 3**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concept of Indirect taxes law and practice	PSO - 1	K1
CO - 2	Identify the various terms related to GST.	PSO - 2	K2
CO - 3	Apply practical aspect of GST	PSO - 4	K3
CO - 4	Analyze procedures and rules of GST	PSO - 5	K4
CO - 5	Evaluate the role of GST in India	PSO - 3	K5

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

Semester: V		INDIRECT TAXATION										Hours: 4
Code : 23CO5DE1C												Credit: 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	5	3	4	3	3	3	5	3	3	4	3	3.55
CO - 2	4	5	3	2	2	2	4	5	2	3	2	3.09
CO - 3	2	4	5	3	2	3	2	4	2	5	3	3.18
CO - 4	3	2	2	5	4	5	3	2	4	2	5	3.36
CO - 5	4	4	2	2	5	2	4	4	5	2	2	3.27
Overall Mean Score												3.29

**Result:** The score for this course is **3.29** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Concept and Features of Indirect Taxes - Difference between Direct and Indirect Taxes -Special Feature of Indirect Tax Levies - Contribution to Government Revenues - Role of Indirect Taxation - Merits and Demerits of Indirect Taxation - Reforms in Indirect Taxation. **(12 Hours)**

## **UNIT II**

Introduction of Goods and Service Tax in India-History of GST in India - Constitutional Amendment under Pre-Goods and Service Tax Regime and Transitional Provisions - Goods and Service Tax: Concepts, Meaning, Significance, Dual GST, Features and Benefits. GST Common Portal - Taxes and Duties not Subsumed in GST - Rates of GST in India. **(12 Hours)**

## **UNIT III**

Supply - Meaning - Classification - Time of Supply - Valuation - Registration - Voluntary - Compulsory - Input Tax Credit - Eligibility - Reversal - Reverse charge Mechanism - E-Way Bill Returns - IGST Act - Export and Import of Goods and Services- Inter State Vs Intra State Supply - Place of Supply. Role of GSTN in Implementation of GST- Anti Profiteering Rules - Doctrine of Unjust Enrichment- Challenges in Implementation of GST. **(12 Hours)**

## **UNIT IV**

Registration under GST Law, Tax Invoice Credit and Debit Notes, Different GST Returns, Electronic Liability Ledger, Electronic Credit Ledger, Electronic Cash Ledger, Different Assessment under GST, Interest Applicable under GST (Period), Penalty under GST, Various Provisions Regarding E-way Bill in GST, Mechanism of Tax Deducted at Source (TDS) and Tax Collected at Source (TCS), Audit under GST. **(12 Hours)**

## **UNIT V**

Custom Duty: Concepts; Territorial Waters - High Seas - Levy of Customs Duty, Types of Custom Duties - Valuation - Baggage Rules &Exemptions. **(12 Hours)**

## **COURSE BOOKS:**

1. Vinod K Singhania, Indirect Taxes, Taxman's Publications, New Delhi.
2. Dr. H.C. Mehrotra & Prof .V.P Agarwal, Goods and Services Tax (GST), Sahitya Bhawan Publications, Agra.
3. Rajat Mohan, Goods & Services Tax, Bharat Law Publications House, New Delhi.
4. CA. Pushpendra Sisodia, Indirect Tax Laws, Bharat Publications, New Delhi.

**BOOKS FOR REFERENCE:**

1. V.S. Datey, All About GST, Taxmann Publications, New Delhi.
2. T.S. Reddy & Y. Hariprasad Reddy, Business Taxation, Margham Publications, Chennai.
3. Study Material on GST - The Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India, Chennai.
4. Guidance material on GST issued by CBIC, Government of India.

**WEB RESOURCES:**

1. <https://iimskills.com/goods-and-services-tax/#:~:text=GST%20an%20acronym%20for%20Goods%20and%20Services%20Tax,etc.%2C%20to%20stand%20as%20a%20unified%20tax%20regime.>
2. <https://tax2win.in/guide/gst-procedure>
3. <https://www.cbic.gov.in/htdocs-cbec/customs/cs-act/cs-act-ch9>

## FINANCIAL SERVICES

**Semester: V**

**Hours: 4**

**Code : 23CO5DE2A**

**Credit: 3**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concepts of financial services.	PSO - 1	K1
CO - 2	Differentiate various types of financial services and financial instruments.	PSO - 4	K2
CO - 3	Make use the web enabled services.	PSO - 2	K3
CO - 4	Analyze the theories of internet security system.	PSO - 5	K4
CO - 5	Evaluate the services of financial system and reforms in Indian context.	PSO - 3	K5

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

Semester: V		FINANCIAL SERVICES										Hours: 4
Code : 23CO5DE2A												Credit: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	5	4	2	2	3	2	5	4	3	2	2	3.09
CO - 2	4	3	5	2	2	2	4	3	2	5	2	3.09
CO - 3	4	5	2	2	3	2	4	5	3	2	2	3.09
CO - 4	4	3	4	5	2	5	4	3	2	4	5	3.73
CO - 5	3	4	4	2	5	2	3	4	5	4	2	3.45
<b>Overall Mean Score</b>												<b>3.29</b>

**Result:** The score for this course is **3.29** (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= $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Structure of Financial System - Role of Financial System in Economic Development - Financial Markets and Financial Instruments - Capital Markets - Money Markets - Primary Market Operations - Role of SEBI - Secondary Market Operations - Regulation - Functions of Stock Exchanges - Listing - Formalities - Financial Services Sector Problems and Reforms. **(12 Hours)**

## **UNIT II**

Concept, Nature and Scope of Financial Services - Regulatory Frame Work of Financial Services - Growth of Financial Services in India - Merchant Banking - Meaning-Types - Responsibilities of Merchant Bankers - Role of Merchant Bankers in Issue Management - Regulation of Merchant Banking in India. **(12 Hours)**

## **UNIT III**

Venture Capital - Growth of Venture Capital in India - Financing Pattern under Venture Capital - Legal Aspects and Guidelines for Venture Capital, Leasing - Types of Leases - Evaluation of Leasing Option Vs. Borrowing. **(12 Hours)**

## **UNIT IV**

Credit Rating - Meaning, Functions - Debt Rating System of CRISIL, ICRA and CARE. Factoring, Forfeiting and Bill Discounting - Types of Factoring Arrangements - Factoring in the Indian Context. **(12 Hours)**

## **UNIT V**

Mutual Funds - Concept and Objectives, Functions and Portfolio Classification, Organization and Management - De-mat Services- Need and Operations- Role of NSDL and CSDL. **(12 Hours)**

## **COURSE BOOKS:**

1. Gurusamy. S, Financial Services, Tata McGraw Hill, Noida, 2009.
2. M.Y. Khan, Financial Services, Tata McGraw Hill, Noida, 2019.
3. E. Dharmaraj, Financial Services, S. Chand, New Delhi, 2010.
4. C. Rama Gopal, Financial Services, Vikas Publishing House, Noida, 2014.

**BOOKS FOR REFERENCE:**

1. Perry Stinson, Bank management and Financial Services, Clanrye International, USA, 2019.
2. E. Gordon and K. Natarajan, Financial Market and Services, Himalaya Publishing House, Mumbai, 2009.
3. B. Santhanam, Financial Services, Margham Publications, Chennai, 2008.
4. Mike Heffner, Business process management in Financial Services, F.W. Olin Graduate school of Business, United States, 2014.

**WEB RESOURCES:**

1. <https://www.civilserviceindia.com/subject/Management/notes/leasing-hire-purchase-and-venture-capital.html>
2. <https://corporatefinanceinstitute.com/resources/fixed-income/credit-rating/>
3. <https://scripbox.com/mf/what-is-mutual-fund/>

## OFFICE METHODS & SECRETARIAL PRACTICE

**Semester: V**

**Hours: 4**

**Code : 23CO5DE2B**

**Credit: 3**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the essential terms and concepts related to office management and Administration	PSO - 1	K1
CO - 2	Explain the role of administrative professionals in strategic planning	PSO - 2	K2
CO - 3	Demonstrate the effective organizational skills in office tasks	PSO - 3	K3
CO - 4	Analyze and recommend process to improvement to streamline workflow	PSO - 4	K4
CO - 5	Evaluate and improve the overall office culture and work environment	PSO - 5	K5

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

Semester: V		OFFICE METHODS& SECRETARIAL PRACTICE										Hours: 4
Code : 23CO5DE2B												Credit: 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	5	2	4	2	3	2	5	2	3	4	2	3.09
CO - 2	4	5	2	4	3	4	4	5	3	2	4	3.64
CO - 3	4	3	2	4	5	4	4	3	5	2	4	3.64
CO - 4	3	2	5	2	4	2	3	2	4	5	2	3.09
CO - 5	4	2	2	5	3	5	4	2	3	2	5	3.36
<b>Overall Mean Score</b>												<b>3.36</b>

**Result:** The Score for this course is **3.36** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Modern office - Introduction - Meaning of Office - Office Function - Basic Functions - Administrative Management Function - Factors Contributing to the growth of office work -Activities of a modern office - Relation of office with other departments.

**(12 Hours)**

## **UNIT II**

Office Management: Meaning and Definitions- Functions of Office Management- Planning-Organising-Staffing-Directing-Motivating-Co-Ordinating-Controlling-Communication.

**(12 Hours)**

## **UNIT III**

Office Manager - Qualities of an Office Manager -Functions of an Office Manager - Office secretary-Responsibilities of an Office Manager-Principles of organization-Forms of organization.

**(12 Hours)**

## **UNIT IV**

Office accommodation: Introduction - Location of Office Building-the size and shape of the office- staff -visitors' convenience - new trends in office layout.

**(12 Hours)**

## **UNIT V**

Office communications - Internal Communications and external communication- Recent trends in communication - Modern communication system.

**(12 Hours)**

## **COURSE BOOK:**

- ❖ R.K. Chopra, Office Organization and Management, Himalaya Publishing House, New Delhi, 2014.

## **BOOKS FOR REFERENCE:**

1. Office Management, R.S.N. Pillai & Bagavathi, S. Chand and Company Ltd, New Delhi, 2003.
2. Littlefield C.L. and Peterson R.L, Modern Office Management, Himalaya publishing House, Chennai, 2022.
3. Hick C.B. and Place Office Practice and Management, Himalaya Publishing House, Chennai, 2022.

## **WEB RESOURCES:**

1. <https://github.com/rzlco666/office-management>
2. <https://resources.owlabs.com/blog/office-management>
3. <https://www.servicenow.com/products/hr-service-delivery/what-is-office-management.html>

## BUSINESS LEGISLATIONS LAWS

**Semester: V**

**Hours: 4**

**Code : 23CO5DE2C**

**Credit: 3**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Know the basic knowledge on Business Legislation.	PSO -5	K1
CO - 2	Classify the types of Act and get insights on all Acts.	PSO -3	K2
CO - 3	Relate the various Acts and its implications in business practices.	PSO -2	K3
CO - 4	Analyse the legal rights of Labour, regulations of FEMA, money laundering and its impacts, competition commission and the role of IPR in Economic development.	PSO -1	K4
CO - 5	Evaluate the significance of Factories Act 1948.	PSO -4	K5

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

Semester: V		BUSINESS LEGISLATIONS LAWS										Hours: 4
Code : 23CO5DE2C												Credit: 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	2	2	5	3	5	4	2	3	2	5	3.36
CO - 2	3	3	2	4	5	4	3	3	5	2	4	3.45
CO - 3	3	5	3	2	4	2	3	5	4	3	2	3.27
CO - 4	5	2	2	3	3	3	5	2	3	2	3	3.00
CO - 5	4	3	5	4	2	4	4	3	2	5	4	3.64
<b>Overall Mean Score</b>												<b>3.35</b>

**Result:** The score for this course is **3.35** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Definitions - Objects -Scope - Approval - Licensing - Registration of Factories - Notice by Occupier - General Duties of Occupier and Manufacturer - Measures to be Taken by Factories for Health, Safety and Welfare of Workers - Measures - Special Provisions Relating to Hazardous Processes - Working Hours of Adults - Additional Provisions Regulating Employment of Women in a Factory - Employment of Young Person and Children - Annual Leave with Wages - Penalties and Procedures. **(12 Hours)**

## **UNIT II**

Introduction - Board Structure of FEMA - Definitions - Regulation & Management of Foreign Exchange - Contraventions & Penalties - Procedure for Compliance. **(12 Hours)**

## **UNIT III**

Definitions - Punishment for the Offence of Money Laundering - Obligations of Banking Companies - Financial Institutions and Intermediaries or a Person Carrying on a Designated Business or Profession - Adjudication Authorities & Procedures. **(12 Hours)**

## **UNIT IV**

Definitions - Prohibition of Agreements- Prohibition of Abuse of Dominant Position - Competition Commission of India - Establishment, Administration & Duties Powers - Competition Advocacy - Adjudication Authorities - Penalties & Prosecution. **(12 Hours)**

## **UNIT V**

Intellectual property rights (IPR) - An Introduction - Kinds of Intellectual Property Rights - Patent, Copyright, Trademark, Design, Geographical Indication, Plant Varieties and Layout Design Genetic Resources and Traditional Knowledge - Trade Secret - IPR in India: Genesis and development. **(12 Hours)**

## **COURSE BOOKS:**

1. Akhilleswar Pathak, Legal aspects of business, McGraw Hill Education, Noida, 2022.
2. R.S.N. Pillai & Bagavathi, Legal aspects of business, S.Chand, New Delhi, 2007.
3. Rashmi Aggarwal, Rajinder Kaur, Legal aspects of business, Pearson Education Limited, New Delhi, 2020.
4. P.K. Padhi, Legal aspects of business, PHI Learning, New Delhi, 2013.

**BOOKS FOR REFERENCE:**

1. Ravinder Kumar, Legal aspects of business, Cengage Learning, Noida, 2023.
2. Shawn Kopel, Guide to business law, Oxford University Press, England, 2001.
3. M.C. Kuchhal, Vivek Kuchhal, Business Legislation for Management, Vikas Publication, New Delhi, 2018.
4. C.L. Bansal, Business law, Taxmann Publication Pvt. Ltd, New Delhi 2019.

**WEB RESOURCES:**

1. <https://labour.gov.in/sites/default/files/Factories Act 1948.pdf>
2. <https://legislative.gov.in/sites/default/files/A1999-42 0.pdf>
3. <https://stfrancislaw.com/blog/intellectual-property-rights/>

## INTERNSHIP

**Semester: V**

**Code : 23CO5IN01**

**Credit: 2**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Learn the fundamentals of an internship site/ industrial set up.	PSO-2 & PSO-3	K1
CO - 2	Explain the acquired knowledge and demonstrate.	PSO-2	K2
CO - 3	Apply the principles involved in machineries and tools to the current scenario.	PSO-5	K3
CO - 4	Develop their soft skills for their working environment in the near future.	PSO-4	K4
CO - 5	Emergence as an Entrepreneurs.	PSO-5	K5

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

Semester: V		INTERNSHIP										Credit: 2
Code : 23CO5IN01												
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	5	4	3	5	3	3	5	5	4	3	3.91
CO - 2	4	5	3	2	2	2	4	5	2	3	2	3.09
CO - 3	2	4	4	5	2	5	2	4	2	4	5	3.55
CO - 4	3	4	5	4	3	4	3	4	3	5	4	3.82
CO - 5	4	4	2	5	3	5	4	4	3	2	5	3.73
<b>Overall Mean Score</b>												<b>3.62</b>

**Result:** The score for this course is **3.62** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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**JACEP - EXTENSION****U.G. PROGRAMME OUTCOMES (2023 - 2026)**

<b>PO. NO.</b>	<b>UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO</b>
1.	Acquire comprehensive knowledge and evaluate analytically in their specific disciplines.
2.	Apply the acquired knowledge in professional and social life.
3.	Evolve new methodologies in the specific disciplines leading to innovation and employability.
4.	Develop critical thinking required to pursue research.
5.	Apply the computational and life skills to the challenging problems in life.
6.	Design and develop independent projects.

**U.G. PROGRAMME SPECIFIC OUTCOMES (PSO)**

<b>PSO. NO.</b>	<b>UPON COMPLETION OF THIS PROGRAM THE STUDENTS WILL BE ABLE TO</b>	<b>PO MAPPED</b>
PSO - 1	Understand and identify the needs of the community and articulate viewpoints both practically and theoretically.	PO-1, PO-3
PSO - 2	Develop among themselves a sense of social and civic responsibility to be more culturally equipped.	PO-2, PO-3, PO- 4, PO- 6
PSO - 3	Apply their education in finding practical solutions to individual, community problems to exercise their rights properly.	PO - 1, PO- 3, PO- 4, PO- 6
PSO - 4	Acquire leadership qualities and a democratic attitude by carrying out their duties as effective citizens of the country.	PO- 2, PO- 3, PO- 5
PSO - 5	Develop the capacity to think clearly and cogently to meet emergencies and national disasters and practise national integration and social harmony.	PO- 3, PO- 4, PO- 5

## JACEP - EXTENSION

**Semester: V-VI**

**Hours: 60**

**Code : 23SLPEX01**

**Credit: 1**

### **COURSE OUTCOMES:**

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Impart knowledge on education.	PSO-2, PSO-3	K1
CO - 2	Get awareness of environmental issues and solve the issues.	PSO-1, PSO-5	K2
CO - 3	Develop a concern for the voiceless and faceless and rectify it.	PSO- 1, PSO-2, PSO-5	K3
CO - 4	Analyse the reasons for health problems and impart knowledge on a balanced diet.	PSO-1, PSO- 3	K4
CO - 5	Apply different fields of knowledge to the society.	PSO-3, PSO- 4, PSO-5	K5

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

Semester: V -VI		JACEP - EXTENSION										Hours: 60
Code : 23SLPEX01												Credit: 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	3	3	4	4	3	3	3	5	3	3	5	3.54
CO - 2	3	4	3	2	4	3	4	5	4	5	2	3.55
CO - 3	3	4	5	3	3	4	3	3	5	3	5	3.72
CO - 4	2	2	3	3	2	3	3	5	5	5	3	3.27
CO - 5	3	3	3	3	3	3	4	4	4	3	3	3.27
<b>Overall Mean Score</b>												<b>3.47</b>

**Result:** The Score for this Course is **3.47** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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**UNIT I: LITERACY GROUP:**

Giving orientation for the students about JACEP - importance of education awareness of dropouts and counselling the parents to re-admit the school dropouts- organizing activities based on the disciplines - arranging competitions for school children - educating the school children about the positives and negatives of social media- Higher studies after +2.

**UNIT II: HEALTH AND HYGIENE GROUP:**

Doing a survey on health problems - organizing medical camps and talks - organizing basic medical check-ups, conducting health and hygiene talk by B. Voc students of JAC to the adopted villages- Balance diet, orientation about home nurse- rapport with Government and NGO's

**UNIT III: LIAISON GROUP & PEOPLE ORGANIZATION GROUP:**

Motivating workers to access government savings schemes with unorganised sectors- celebrating important days - Services offered in E- Sevai centres- organizing income generation skill training for self-help groups. organizing population education programmes - conducting awareness programmes on emerging social issues - rapport with non-governmental organizations and local bodies to ensure the development of the villages - organizing youth, farmers and self-help group to function democratically-

**UNIT IV: ENVIRONMENTAL GROUP:**

Tree and sapling plantation - promotion of Herbal Gardens - observing environmental-related days -awareness campaign to educate the villagers to protect the environment.

**UNIT V: APPLICATION OF KNOWLEDGE:**

Conducting Special Skill Training for self-employment based on discipline to the target group with the help of NGO's and government organizations - awareness on social media.

**BOOKS FOR REFERENCE:**

1. Higher studies after +2
2. Services offered in E- Sevai services
3. பிறப்பு முதல் இறப்பு வரை அரசு ஆவணங்கள்/ சேவைகள் வழிகாட்டு கையேடு
4. அரசு நலத்திட்ட உதவிகள் தகவல் கையேடு
5. வருவாய் மற்றும் பேரிடர் மேலாண்மை துறை மூலம் பொது மக்களுக்கு இ சேவை வழியாக இணையதள மின் சேவை

### **SCHEME OF EVALUATION**

<b>Continuous Internal Assessment</b>		
1.	Attendance (60 hours)	10 Marks
2.	Field Visit & Report	50 marks
3.	Assignment	40 Marks
<b>Total</b>		<b>100 marks</b>

## COST ACCOUNTING - II

**Semester: VI**

**Hours: 5**

**Code : 23CO6MC13**

**Credit: 4**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concepts of Cost Accounting and Accounting Standards.	PSO - 1	K1
CO - 2	Identify the various types of costing.	PSO - 4	K2
CO - 3	Make use of various techniques in cost analysis.	PSO - 2	K3
CO - 4	Examine the cost controlling measures.	PSO - 3	K4
CO - 5	Evaluate the tools of calculating variances.	PSO - 5	K5

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

Semester: VI		COST ACCOUNTING - II										Hours: 5
Code : 23CO6MC13												Credit: 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	3	2	3	5	4	2	3	3	3.36
CO - 2	4	2	5	2	3	2	4	2	3	5	2	3.09
CO - 3	3	5	2	3	4	3	3	5	4	2	3	3.36
CO - 4	4	3	3	4	5	4	4	3	5	3	4	3.82
CO - 5	3	4	4	5	2	5	3	4	2	4	5	3.73
<b>Overall Mean Score</b>												<b>3.47</b>

**Result:** The score for this course is **3.47** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

An Introduction to Cost Accounting System - Purpose of CAS - Advantages of CAS - Difference between CAS and FAR Regulations - Different Degrees of CAS Coverage - Cost Accounting Standards - Responsibility Accounting and Divisional Performance Measurement. **(15 Hours)**

## **UNIT II**

Definition - Features of Contract costing -Calculation of Profit on Contracts -Cost plus Contract -Contract Costing and job Costing - A comparison - Preparation of Contract A/c. **(15 Hours)**

## **UNIT III**

Process Costing - Meaning - Features of Process Costing -Application of Process Costing -Fundamental principles of process costing - Treatment of Loss and Gain: Normal and Abnormal Loss -Abnormal Gain -Joint Products, By Products - Concept of Equivalent Production - Process Accounts -Process Losses and Gains. **(15 Hours)**

## **UNIT IV**

Operation Costing - Meaning -Preparation of Operation Cost Sheet - Transport Costing -Power Supply Costing -Simple Problems. **(15 Hours)**

## **UNIT V**

Definition - Objectives - Advantages - Standard Cost and Estimated Cost - Installation of Standard Costing -Variance analysis -Material, Labour, Overhead, and Sales Variances - Calculation of Variances. **(15 Hours)**

## **COURSE BOOKS:**

1. Jain S.P. and Narang K.L, Cost Accounting, Kalyani Publishers, New Delhi, 2014.
2. Khanna B.S., Pandey I.M., Ahuja G.K., and Arora M.N., Practical Costing, S Chand & Co, New Delhi, 2010.
3. Dr. S.N. Maheswari, Principles of Cost Accounting, Sultan Chand publications, New Delhi, 2008.
4. T.S. Reddy and Y. Hari Prasad Reddy, Cost Accounting, Margham publications, Chennai, 2020.
5. S.P. Iyengar, Cost Accounting, Sultan Chand & Sons, New Delhi, 2023.

**BOOKS FOR REFERENCE:**

1. Polimeni, Cost Accounting: Concepts and Applications for Managerial Decision Making, McGraw - Hill, New York, 2022.
2. Jain S.P. and Narang K.L..Cost Accounting, Kalyani Publishers, New Delhi,2013.
3. V.K. Saxena and C.D. Vashist, Cost Accounting, Sultan Chand & Sons, New Delhi, 2010.
4. Murthy A & Gurusamy S, Cost Accounting, Vijay Nicole Imprints Pvt. Ltd., Chennai, 2010.
5. Prasad. N.K and Prasad. V.K, Cost Accounting, Book Syndicate, Bangladesh, 2017.

**WEB RESOURCES:**

1. <https://www.economicdiscussion.net/cost-accounting/contract-costing/32597>
2. <https://www.wallstreetmojo.com/process-costing/>
3. <https://www.accountingnotes.net/cost-accounting/operating-costing/17755>

**Note: Part - A Multiple Choice Questions; Part - B & Part - C Only Problems.**

## MANAGEMENT ACCOUNTING

**Semester: VI**

**Hours: 4**

**Code : 23CO6MC14**

**Credit: 3**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concepts of Management Accounting.	PSO - 1	K1
CO - 2	Calculate the financial statements of the firm by computing the accounting ratios.	PSO - 4	K2
CO - 3	Differentiate Fund flow statement and Cash flow statement.	PSO - 5	K3
CO - 4	Prepare various types of budgets for identifying the expenditure and revenue of a firm	PSO - 2	K4
CO - 5	Asses and provide recommendations to improve the operations of organizations through the application of management accounting techniques.	PSO - 3	K5

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

Semester: VI		MANAGEMENT ACCOUNTING										Hours: 4
Code : 23CO6MC14												Credit: 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	5	4	3	2	4	2	5	4	4	3	2	3.45
CO - 2	4	3	5	2	3	2	4	3	3	5	2	3.27
CO - 3	4	3	2	5	4	5	4	3	4	2	5	3.73
CO - 4	2	5	4	3	3	3	2	5	3	4	3	3.36
CO - 5	3	4	2	4	5	4	3	4	5	2	4	3.64
<b>Overall Mean Score</b>												<b>3.49</b>

**Result:** The score for this course is **3.49** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Management Accounting -Meaning - Scope -Importance-Limitations -Management Accounting Vs Cost Accounting -Management Accounting Vs Financial Accounting.

**(12 Hours)**

## **UNIT II**

Analysis and Interpretation of Financial Statements - Nature and Significance - Types of Financial Analysis - Tools of Analysis - Comparative Statements - Common size Statements - Trend Analysis. Ratio Analysis: Meaning - Advantages - Limitations - Types of Ratios - Liquidity Ratios - Profitability Ratios - Turnover Ratios - Capital Structure Ratios - Leverage Ratios - preparation of financial statements from Ratios.

**(12 Hours)**

## **UNIT III**

Introduction, Meaning of Funds Flow Statements -Ascertainment of flow of funds - Technique of preparing fund flow statement -Schedule of Changes in Working Capital-Adjusted Profit and Loss account -preparation of Funds Flow Statement Meaning of Cash Flow Statements - Advantages -Limitations -Preparation of Cash Flow Statement - Types of Cash flows - Operating, Financing and Investing Cash flows.

**(12 Hours)**

## **UNIT IV**

Budgetary Control - Meaning - Preparation of various Budgets - Cash Budget-Flexible Budget - Production Budget - Sales Budget.

**(12 Hours)**

## **UNIT V**

Marginal Costing-Meaning - Features - Fixed Cost, Variable Cost and Semi Variable Cost- Contribution- Marginal Cost Equation- P/V Ratio - Break Even Point - Margin of Safety - Cost- Volume Profits Analysis- Break Even Point - Decision Making: Selection of a Product Mix - Make or Buy Decision - Discontinuance of a product line - Change or Status quo - Limiting Factors - Exploring New Markets.

**(12 Hours)**

## **COURSE BOOKS:**

1. Jain S.P. & Narang K.L., Cost and Management Accounting, Kalyani Publications, 2018.
2. Rds. Maheswari, Cost and Management Accounting, Sultan Chand & Sons Publications, New Delhi, 2013.
3. Sharma and Shashi K. Gupta, Management Accounting, Kalyani Publishers, Chennai, 2010.
4. Jenitra L Mervin, Daslton L Cecil, Management Accounting, Lerantec Press, Chennai, 2010.
5. T.S. Reddy & Y. Hari Prasad Reddy, Management Accounting, Margham Publications, Chennai, 2016.

**BOOKS FORREFERENCE:**

1. Chadwick, The Essence of Management Accounting, Financial times publications, 2021.
2. Charles T.Horngren and Gary N.Sundem, Introduction to Management Accounting, Chennai, 2007.
3. Murthy A and Gurusamy S, Management Accounting- Theory &Practice, Vijay Nicole Imprints Pvt. Ltd., Chennai, 2012.
4. Hansen Mowen, Cost Management Accounting and Control, South Western College, India, 2007.
5. N.P. Srinivasan, Management Accounting, New Age Publishers, Chennai, 2018.

**WEB RESOURCES:**

1. <https://www.accountingnotes.net/companies/fund-flow-analysis/fund-flow-analysis-accounting/13300>
2. <https://accountingshare.com/budgetary-control/>
3. <https://www.investopedia.com/terms/m/marginalcostofproduction.asp>

**Note: Part - A Multiple Choice Questions; Part - B & Part – C Only Problems.**

## INCOME TAX LAW AND PRACTICE -II

Semester: VI

Hours: 4

Code : 23CO6MC15

Credit: 3

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the knowledge about the basic principles and concepts of Income tax	PSO - 1	K1
CO - 2	Discuss the capital gains, income from other source, set of a carry forward of losses, assessment of individuals and tax authorities	PSO - 2	K2
CO - 3	Compute capital gains, income from other sources, 80G total income and due dates of filing	PSO - 3	K3
CO - 4	Analyze the permissible exemption and deductions from income of various accesses under Income Tax	PSO - 4	K4
CO - 5	Access the income tax law and practice	PSO - 5	K5

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

Semester: VI		INCOME TAX LAW AND PRACTICE -II										Hours: 4
Code : 23CO6MC15												Credit: 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	5	4	2	3	3	3	5	4	3	2	3	3.36
CO - 2	4	5	3	2	4	2	4	5	4	3	2	3.45
CO - 3	2	4	4	3	5	3	2	4	5	4	3	3.55
CO - 4	4	2	5	2	4	2	4	2	4	5	2	3.27
CO - 5	2	3	3	5	3	5	2	3	3	3	5	3.36
Overall Mean Score												3.40

**Result:** The score for this course is **3.40** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Capital Gains - Kinds of Capital Assets - Computation of Capital Gains - Exemption under Section 54, 54B, 54D, 54EC, 54F, 54GA. **(12 Hours)**

## **UNIT II**

Income from Other Sources - Income Chargeable to Tax under the Head Income from Other Sources - Procedures for Computing Income from Other Sources - Deductions Allowed - Deduction not Allowed - Problems on Computation of Income from Other Sources. **(12 Hours)**

## **UNIT III**

Provisions for Set-off and Carry Forward of Losses (Simple Problems). Deductions U/S 80C, 80CC, 80CCB, 80CCC, 80CCD, 80 CCE, 80D, 80DD, 80DDB, 80E, 80EE, 80EEA, 80EEB, 80G, 80GG, 80GGA, 80TTA, 80TTB, and 80U only. **(12 Hours)**

## **UNIT IV**

Assessment: Meaning and Types, Computation of Total Income and Tax Liability of an Individuals (simple problems in case of Income from salaries, HP and Profits and Gains - computed income may be given). **(12 Hours)**

## **UNIT V**

Administration of Income Tax Act - Income Tax Authorities - Powers of CBDT - Powers of Income - Tax Officers - Procedures for Assessment - Filing of Return - Due Dates of Filing - Voluntary Filling - Return of Loss - Related Return - Defective Return - Signing of Return - Permanent Account Number (PAN). **(12 Hours)**

## **COURSE BOOKS:**

1. V.P. Gaur, Narang, Puja Gaur and Rajeev Puri, Income Tax Law and Practice, Kalyani Publishers, New Delhi.
2. T.S. Reddy and Hariprasad Reddy, Income Tax Law and Practice, Margham Publications, Chennai.
3. Dinkar Pagare, Income Tax Law and Practice, Sultan & Chand Sons, New Delhi.
4. Mehrotra H.C, Dr. Goyal S.P, Income Tax Law and Accounts, Sahitya Bhavan Publications, Agra.
5. T. Srinivasan, Income Tax & Practice, Vijay Nicole Imprints Private Limited, Chennai.

**BOOKS FOR REFERENCE:**

1. Hariharan N, Income Tax Law & Practice, Vijay Nicole Imprints Pvt. Ltd. Chennai.
2. Bhagwati Prasad, Income Tax Law and Practice, Vishwa Prakasan, New Delhi.
3. Vinod K. Singhanian, Students Guide to Income Tax., U.K. Bharghava Taxman, New Delhi.
4. Dr. Vinod K Singhanian, Dr. Monica Singhanian, Taxmann's Students' Guide to Income Tax, New Delhi.
5. Mittal Preethi Rani and Bansal Anshika, Income Tax Law and Practice, Sultan & Chand Sons, New Delhi.

**WEB RESOURCES:**

1. <https://www.investopedia.com/terms/c/capitalgain.asp>
2. <https://www.incometaxmanagement.com/Direct-Taxes/AY-2021-22/assessment/1-assessment-of-an-individual.html>
3. <https://www.incometax.gov.in/iec/foportal/>

**Note: Part - A Multiple Choice Questions; Part - B & Part - C Only Problems.**

### ACCOUNTING SOFTWARE (TALLY)

Semester: VI

Hours: 6

Code : 23CO6MC16

Credit: 5

#### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic techniques of accounting software.	PSO -1	K1
CO - 2	Describe the procedure of voucher entries in accounting software.	PSO -4	K2
CO - 3	Make use of the software to calculate TDS and TCS.	PSO -5	K3
CO - 4	Analyse the record inventory vouchers.	PSO -2	K4
CO - 5	Evaluate the voucher classes and tax computation.	PSO -3	K5

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

Semester: VI		ACCOUNTING SOFTWARE (TALLY)										Hours: 6
Code : 23CO6MC16												Credit: 5
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	2	2	2	5	3	2	4	2	3.09
CO - 2	3	2	5	4	3	4	3	2	3	5	4	3.45
CO - 3	3	4	2	5	3	5	3	4	3	2	5	3.55
CO - 4	4	5	2	3	2	3	4	5	2	2	3	3.18
CO - 5	2	3	4	3	5	3	2	3	5	4	3	3.36
Overall Mean Score												3.33

**Result:** The score for this course is **3.33** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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**LAB EXERCISES:**

1. Tally introduction
2. Company creation
3. Creation of groups, ledger, single and multiple
4. Creation of cost category and cost centers
5. Creation of vouchers
6. Preparation of trial balance
7. Preparation of final accounts with adjustments
8. Creation of stock groups, stock category and stock items
9. Entering data in stock groups of a departmental store
10. Statement of stock summary
11. Bank Reconciliation Statement
12. Creation purchase and sales orders
13. Payroll
14. Tax Deducted at Source
15. Tax Collected at Source
16. Goods and service tax

**COURSE BOOK:**

- ❖ Dr. G. John, Tally Primer, JITE Publications, 2024.

**BOOKS FOR REFERENCE:**

1. A.K. Nandhani & K.K. Nandhani, BPB Implementing Tally, BPB Publications, New Delhi, 2010.
2. Lodha Roshan, Tally Prime with GST Accounting, Law Point Publication, Kolkata 2022.
3. Er. Soumya Ranjan Behera, Tally.ERP 9 with GST, B.K. Publication, Chennai, 2017.
4. Asok K. Nadhani, Tally.ERP 9 Training Guide, BPB Publication, New Delhi, 2018.

**WEB RESOURCES:**

1. <https://www.tallyclub.in/>
2. <https://tallysolutions.com/business-guides/inventory-management-in-tally-erp9/>
3. <https://www.toppr.com/guides/accounting-and-auditing/computerised-accounting-environment/intro-to-tally/>

**PRACTICAL:**

**Continuous Internal Assessment (CIA) - 40 Marks**

**External Practical Exam**

**- 60 Marks**

**PROJECT\*****Semester: VI****Hours: 4****Code : 23CO6PR01****Credit: 3****COURSE OUTCOMES:**

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Identify a problem in their respective field.	PSO-1	K1
CO - 2	Understand the various steps involved in solving the problem.	PSO-2	K2
CO - 3	Apply various skills to solve the problem.	PSO-3	K3
CO - 4	Interpret their findings in the respective field.	PSO-5	K4
CO - 5	Present the outcome of their project.	PSO-4	K5

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

Semester: VI		PROJECT*										Hours:4
Code : 23CO6PR01												Credit: 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	5	3	4	3	2	3	5	3	2	4	3	3.36
CO - 2	4	5	3	2	2	2	4	5	2	3	2	3.09
CO - 3	2	4	4	2	5	2	2	4	5	4	2	3.27
CO - 4	3	4	4	5	3	5	3	4	3	4	5	3.91
CO - 5	4	4	5	2	3	2	4	4	3	5	2	3.45
<b>Overall Mean Score</b>												<b>3.42</b>

**Result:** The score for this course is **3.42** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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# FINANCIAL MANAGEMENT#

Semester: VI

Hours: 3

Code : 23CO6DE3A

Credit: 2

## COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Knowledge on the basic concepts of decision making of financial management	PSO-2	K1
CO - 2	Interpret the investment financing and dividend policy decision making in an organization.	PSO-4	K2
CO - 3	Demonstrate the importance of different decisions.	PSO-3	K3
CO - 4	Explain the techniques in financial management.	PSO-5	K4
CO - 5	Evaluate the sources of financing in financial management	PSO-1	K5

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

Semester: VI		FINANCIAL MANAGEMENT#										Hours: 3
Code : 23CO6DE3A												Credit: 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	5	2	3	2	3	4	5	2	2	3	3.18
CO - 2	3	2	5	2	4	2	3	2	4	5	2	3.09
CO - 3	4	3	4	2	5	2	4	3	5	4	2	3.45
CO - 4	3	4	2	5	2	5	3	4	2	2	5	3.36
CO - 5	5	3	3	4	4	4	5	3	4	3	4	3.82
Overall Mean Score												3.38

**Result:** The score for this course is **3.38** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Meaning and Objectives of Financial Management - Functions of Financial Management. Finance - Sources of Financing-Role of Financial Manager in Financial Management - Financial Goals - Profit maximization Vs. Wealth maximization - Components of Financial Management. **(9 Hours)**

## **UNIT II**

Capital Structure -Definition- Meaning - Theories - Factors determining Capital Structure - Various approaches of Capital structure - Leverage - Concept - Operating and Financial Leverage on EPS. **(9 Hours)**

## **UNIT III**

Cost of Capital - Meaning-Methods - Cost of Equity Capital - Cost of Preference Capital - Cost of Debt - Cost of Retained Earnings - Weighted Average (or) Composite Cost of Capital (WACC). **(9 Hours)**

## **UNIT IV**

Capital Budgeting - Meaning-Process - Cash Flow Estimation - Capital Budgeting Appraisal Methods: Traditional Methods - Payback period - Accounting Rate of Return (ARR) - Discounted cash - flow Methods: Net Present Value (NPV) - Net Terminal Value - Internal Rate of Return - Profitability Index. **(9 Hours)**

## **UNIT V**

Working Capital - Meaning and importance - Factors Influencing Working Capital - Determining - Working Capital Operating cycle . **(9 Hours)**

## **COURSE BOOKS:**

1. Dr. S.N. Maheshwari, Elements of Financial Management", Sultan Chand & Sons, New Delhi, 2010.
2. N.P. Agarwal & B.K. Mishra, Financial Management, Professional Publications, New Delhi, 2010.
3. I.M. Pandey, Essentials of Financial Management, Pearson Education, Noida, 2022.
4. Dr. Kulkarni and Dr. Sathya Prasad, Financial Management, Himalaya Publishing House, Mumbai, 2015.
5. R.K. Sharma, Shashi K Gupta, Financial Management, Kalyani Publications, New Delhi, 2023.

**BOOKS FOR REFERENCE:**

1. Prasana Chandra, Financial Management, 2008 Tata MC.GrawHill, New Delhi, 2008.
2. I.M. Pandey, Financial Management, Vikas Publishing, New Delhi, 2012.
3. S.C. Kuchal, Financial Management, Chaitantya Publication, New Delhi, 2012.
4. William R. Lasher, Practical Financial Management, Thomson Southwestern, Singapore, 2004.

**WEB RESOURCES:**

1. <https://efinancemanagement.com/financial-management/types-of-financial-decisions>
2. <https://efinancemanagement.com/dividend-decisions>
3. <https://www.investopedia.com/terms/w/workingcapital.asp>

## LOGISTICS AND SUPPLY CHAIN MANAGEMENT#

**Semester: VI**

**Hours: 3**

**Code : 23CO6DE3B**

**Credit: 2**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concept of supply chain management	PSO-1	K1
CO - 2	Classify the various functions of supply chain management	PSO-2	K2
CO - 3	Apply logistics principles to solve basic problems	PSO-3	K3
CO - 4	Analyse the various types of managements and its role for delivering customer services efficiently	PSO-4	K4
CO - 5	Evaluate the strategies of supply chain management	PSO-5	K5

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

Semester: VI		LOGISTICS AND SUPPLY CHAIN MANAGEMENT#										Hours: 3
Code : 23CO6DE3B												Credit: 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	4	3	3	2	3	5	4	2	3	3	3.36
CO - 2	2	5	3	3	4	3	2	5	4	3	3	3.36
CO - 3	3	2	4	3	5	3	3	2	5	4	3	3.36
CO - 4	3	3	5	2	4	2	3	3	4	5	2	3.27
CO - 5	3	4	2	5	3	5	3	4	3	2	5	3.55
<b>Overall Mean Score</b>												<b>3.38</b>

**Result:** The score for this course is **3.38** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Origin - Meaning - Importance - Types of Logistics - Principles of Logistics Management- Warehouse Management - Meaning Definition - Importance - Types of WM - Automation and Outsourcing - Customer Service and Logistics Management- Perspective- Concepts in Logistics and Physical Distribution- Distribution and Inventory. **(9 Hours)**

## **UNIT II**

Types of Inventory Control- Demand Forecasting- Routing--Transportation Management- Some Commercial Aspects in Distribution Management- Codification- Distribution Channel Management Distribution Resource Planning (DRP) - Logistics in 21<sup>st</sup> Century. **(9 Hours)**

## **UNIT III**

Introduction and Development - Nature and Concept- Importance Supply Chain - Value Chain - Components of Supply Chain - The Need for Supply Chain - Understanding the Supply Chain - Management Participants in Supply Chain - Global Applications. **(9 Hours)**

## **UNIT IV**

Role of a Manager in Supply Chain - Supply Chain Performance Drivers - Key Enablers in Supply Chain Improvement - Inter Relation between Enablers and Levels of Supply Chain Improvement - Systems and Values of Supply Chain. **(9 Hours)**

## **UNIT V**

SCOR Model - Outsourcing 3 PLs - Fourth Party Logistics - Bull Whip Effect and Supply Chain - Supply Chain Relationships - Conflict Resolution Strategies - Certifications. **(9 Hours)**

## **COURSE BOOKS:**

1. G. Raghuram & N. Rangaraj: Logistics and Supply Chain Management, Macmillan Publications, India, 2015.
2. Martin Christopher, Logistics of Supply Chain Management: Creating Value adding Networks, FT Press, New Jersey, USA, 2004.
3. D.K. Agrawal, Textbooks of Logistics and Supply Chain Management, MacMillan Publications, India, 2003.
4. Tan Miller (Author), Matthew J. Liberatore Logistics Management: An Analytics-Based Approach, Business expert, New Jersey, USA, 2020.
5. Peter Bolstorff Supply Chain Excellence, A Handbook for Dramatic Improvement Using the SCOR Model, Amazon publishing, Washington, USA, 2003.

**BOOKS FOR REFERENCE:**

1. Waters Donald, Logistics, Introduction to Supply Chain Management, Palgrave Macmillan Publications, India, 2002.
2. Christopher Martin, Logistics and Supply Chain Management, Creating Value-Adding Networks, FT Press, New Jersey, USA, 2005.
3. Dalmina Sanjay, Financial Supply Chain Management, McGraw Hill Publishing Co. Pvt., Ltd, Noida, 2007.
4. Robert F. Jacobs, William L. Berry Manufacturing Planning and Control for Supply Chain Management, The CPIM Reference, McGraw Hill, Noida, 2011.
5. Douglas Long International Logistics, Global Supply Chain Management, Springer Publications, New York, 2003.

**WEB RESOURCES:**

1. <https://lapaas.com/logistics-management-overview-types-and-process/>
2. <https://www.investopedia.com/terms/s/scm.asp>
3. <https://scm.ncsu.edu/scm-articles/article/the-scor-model-for-supply-chain-strategic-decisions>

### COMPUTER APPLICATION IN BUSINESS#

**Semester: VI**

**Hours: 3**

**Code : 23CO6DE3C**

**Credit: 2**

#### **COURSE OUTCOMES:**

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic techniques of working in MS word.	PSO -2	K1
CO - 2	Describe the concepts of a word processing package.	PSO -4	K2
CO - 3	Apply the various tools used in business presentation.	PSO -5	K3
CO - 4	Compare the working procedures of spreadsheet and worksheet.	PSO -1	K4
CO - 5	Assess the business spreadsheet and its statistical parameters.	PSO - 3	K5

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

Semester: VI		COMPUTER APPLICATION IN BUSINESS#										Hours: 3
Code : 23CO6DE3C												Credit: 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	3	5	3	2	2	2	3	5	2	3	2	2.91
CO - 2	4	2	5	4	3	4	4	2	3	5	4	3.64
CO - 3	3	4	4	5	2	5	3	4	2	4	5	3.73
CO - 4	5	4	2	3	3	3	5	4	3	2	3	3.36
CO - 5	3	2	4	3	5	3	3	2	5	4	3	3.36
<b>Overall Mean Score</b>												<b>3.40</b>

**Result:** The score for this course is **3.40** (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= $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Introduction to Word-Processing, Word-Processing Concepts, Use of Templates, and Working with Word Document: Editing Text, Find and Replace Text, Formatting, Spell Check, Autocorrect, Auto Text - Bullets and Numbering, Tabs, Paragraph Formatting, Indent, and Page Formatting, Header and Footer. **(9 Hours)**

## **UNIT II**

Tables - Inserting, Filling and Formatting a Table - Inserting Pictures and Video - Mail Merge Including Linking with Database - Printing Documents, Creating Business Documents. **(9 Hours)**

## **UNIT III**

Basics of Presentations: Slides, Fonts, Drawing, Editing, Inserting, Tables, Images, texts, Symbols. Media - Design - Transition - Animation - Slideshow. Creating Business Presentations. **(9 Hours)**

## **UNIT IV**

Spreadsheet: Concepts, Managing Worksheets - Formatting, Entering Data, Editing, and Printing a Worksheet - Handling Operators in Formula, Project Involving Multiple Spreadsheets, Organizing Charts and Graphs. Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and Reference, Database and Text Functions. **(9 Hours)**

## **UNIT V**

Creating Spreadsheet in the Area of: Loan and Lease Statement, Ratio Analysis, Payroll Statements, Capital Budgeting, Depreciation Accounting, Graphical Representation of Data, Frequency Distribution and its Statistical Parameters, Correlation and Regression. **(9 Hours)**

## **COURSE BOOKS:**

1. R. Parameswaran, Computer Application in Business, S. Chand Publishing, UP, 2010.
2. Dr. Sandeep Srivastava, Er. Meera Goyal, Computer Applications in Business, SBPD Publications, UP, 2020.
3. Mansi Bansal, Sushil Kumar Sharma, Computer Applications in Business, Taxmann Publication, Maharashtra, Mumbai, 2017.
4. Peter Norton, Introduction to Computers, Tata McGraw, Hill, Noida, 2005.
5. Renu Gupta, Computer Applications in Business, Shree Mahavir Book Depot, New Delhi, 2015.

**BOOKS FOR REFERENCE:**

1. Gupta, Swati, Office Automation System, Lap Lambert Academic Publication, USA, 2020.
2. Jennifer Ackerman Kettel, Guy Hat-Davis, Curt Simmons, Microsoft 2003, Tata McGrawHill, Noida, 2003.
3. Dr. R. Deepalakshmi, Computer Fundamentals and Office Automation, Charulatha Publications, Tamil Nadu, 2004.
4. John Walkenbach, MS Excel 2007 Bible, Wiley Publication, New Jersey, USA, 2007.
5. Glyn Davis & Branko Pecar: Business Statistics using Excel, Oxford publications, Chennai, 2013.

**WEB RESOURCES:**

1. <https://www.youtube.com/watch?v=Nv Nnw01FaU>
2. <https://www.udemy.com/course/office-automation-certificate-course/>
3. [https://guides.lib.umich.edu/ld.php?content\\_id=11412285](https://guides.lib.umich.edu/ld.php?content_id=11412285)

## WOMEN ENTREPRENEURSHIP#

**Semester: VI**

**Hours: 4**

**Code : 23SE6CO04**

**Credit: 2**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the role of women entrepreneurship in different facets of society	PSO - 1	K1
CO - 2	Classify the types of women entrepreneurs, entrepreneurship and funding support for women entrepreneur	PSO - 2	K2
CO - 3	Make use of various funding support offered by government to promote entrepreneurship development	PSO - 3	K3
CO - 4	Analyze the significance of women entrepreneurship in today's context	PSO - 4	K4
CO - 5	Write project proposal	PSO - 5	K5

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

Semester: VI		WOMEN ENTREPRENEURSHIP#										Hours: 4
Code : 23SE6CO04												Credit: 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	3	4	3	3	3	5	3	3	4	3	3.55
CO - 2	4	5	3	2	2	2	4	5	2	3	2	3.09
CO - 3	4	4	4	3	5	3	4	4	5	4	3	3.91
CO - 4	4	4	5	4	3	4	4	4	3	5	4	4.00
CO - 5	4	4	2	5	4	5	4	4	4	2	5	3.91
<b>Overall Mean Score</b>												<b>3.69</b>

**Result:** The score for this course is **3.69** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I**

Introduction to Entrepreneurship- Meaning - Definitions - Significance of Women Entrepreneurship - Factors Contributing to Women Entrepreneurship - Characteristics - Challenges faced by Women Entrepreneurs - Remedies to overcome the challenges. **(12 Hours)**

## **UNIT II**

Growth of women Entrepreneurship - Entrepreneurship in Sectors like Agriculture, Tourism, Health care, Transport and allied services - Relationship between Entrepreneurship and Empowerment - Achievements of Women Entrepreneurs. **(12 Hours)**

## **UNIT III**

Steps in starting small scale industries- Business idea-Identifying business opportunity-Forms of ownership-Insurance-Government clearances and Tax concession. **(12 Hours)**

## **UNIT IV**

Funding and Support for Women Entrepreneurs - Dena Shakti-Self Employed Women Associations-CENT Kalyani - Shree Shakti Package - Oriented Mahila Vikas Yojana-MUDRA Loan - Udyogini Financial Linkages- ICICI Bank: Empowering women through economic independence-Small Industries Development Bank of India (SIDBI) -Stand Up India-National Credit Guarantee Trustee Company Ltd (NCGTC)- Support to Training and Employment Programme for Women (STEP). **(12 Hours)**

## **UNIT V**

Role of SHG in promoting women entrepreneurship- Benefits of Women Entrepreneurship- Successful Women Entrepreneurs in Tamilnadu. **(12 Hours)**

## **COURSE BOOK:**

- ❖ Course material prepared by the Department of Commerce.

**BOOKS FOR REFERENCE:**

1. B. Gupta and N.P Srinivasan, Entrepreneurial Development, Sultan Chand & Sons, Educational Publishers, New Delhi, 2012.
2. B.L. Gupta and Anil Kumar, Entrepreneurship Development, Himalaya Publishing House, New Delhi, 2009.
3. C.B. Gupta and N.P. Srinivasan, Entrepreneurial Development, Sultan Chand & Sons, New Delhi, 2009.
4. Dr. Vasant Desai, Small scale Industries and Entrepreneurship, Himalaya Publishing House, New Delhi, 2010.
5. Gorden and Natarajan, Entrepreneurship Development, Himalaya Publishing House, New Delhi, 2005.

**WEB RESOURCES:**

1. <http://www.womenentrepreneursindia.com>
2. [http://www. Womenentrepreneurs.co](http://www.Womenentrepreneurs.co)
3. <http://www.femaleentreassociation.com>
4. <http://www.startupindia.gov.in>

## **MERCHANT BANKING AND FINANCIAL SERVICES**

**Semester: VI**

**Code : 23CO6SS01**

**Credit: 2\***

### **LEARNING OUTCOME**

- ❖ Understand the nature and management of merchant banking.
- ❖ Interpret the regulation and registration of merchant banking.
- ❖ Gain knowledge on code of conduct of managers in India.
- ❖ Critically evaluate the SEBI guidelines for merchant bankers.

### **UNIT I**

Subsidiary Services: Agency Services- Miscellaneous Services: Letter of credit- Traveller's cheques - Merchant Banking-Dealing in Foreign Exchange Business - Lease Finance - Factoring- Housing Finance - Underwriting of securities - Gift Cheques - Consultancy Service - Latest Trend in Banking Services.

### **UNIT II**

Merchant banking - Meaning - Services of merchant banks - Qualities required of merchant bankers - guidelines of SEBI for Merchant bankers.

### **UNIT III**

Financial services- Nature - Non banking finance company - Classification Registration- RBI directions to regulate acceptance of deposits by NBFCs Factoring- Types of factoring - Advantages - Forfeiting - Kalyanasundaram committee report.

### **UNIT IV**

Lease financing - classification - Significance and limitations - Hire purchase financing, Sale Vs Hire purchase, lease financing Vs Hire purchase - Consumer credit.

### **UNIT V**

Housing finance - Acceptance of public deposits, prudential norms & auditor reports of the NHB's directions relating to housing finance companies - insurance services and products - Functions and powers of Insurance Regulatory and Development Authority.

### **COURSE BOOKS:**

1. M.Y. Khan, Financial Services, TATA Mc. Graw -well Publishing Company, New Delhi, 2015.
2. E. Gordon, K. Natarajan, Financial Markets and services, Himalayas Publishing House, Mumbai, 2017.
3. S. Gurusamy, Financial Markets and Institutions, Vijay Nicole Imprints Private Ltd., Mumbai, 2015.

**BOOKS FOR REFERENCE:**

1. Prof. Shri Ram Khanna, Financial Markets in India and Protection of Investors New century Publications, New Delhi, 2013.
2. Nalini Praya Tripathy, Financial Services, Hall of India, New Delhi, 2007.
3. G. Ramesh Babu, Financial Markets and Institutions, Himalaya Publishing House, New Delhi, 2006.
4. Fraderic S. Mishkin , Stanley G. Eakins, Financial Markets and institutions, The Prentice Hall Series, New Delhi, 2012.
5. Dr. S. Maria John, Financial markets and Institutions, Palani Paramount Publications, Palani 2004.

## **BUSINESS ORGANISATION**

**Semester: VI**

**Code : 23CO6SS02**

**Credit: 2\***

### **LEARNING OUTCOME**

- ❖ Understand the basic concepts in business organization
- ❖ Evaluate the ownership of business
- ❖ Select the suitable size of business and its operations.
- ❖ Analyse the hierarchy of an organization.

### **UNIT I**

Nature of business - division of business types of trade - Objectives of Business- Requisites for success in modern business - qualities of good business man - Evolution of business industry. Industrial revolution - Economic and political consequences.

### **UNIT II**

Ownership and size of business firms - Sole proprietorship - Partnership - Co-Operative society and joint stock company - Public utilities - Ideal form of Organization - Choice of suitable form - Features Merits and Demerits - Evaluation - Distinction between various forms - Multinational companies.

### **UNIT III**

The economic size - Criteria of measurement - economics of large scale production - social evil of big business - reasons for survival of small units - optimum firm - factors affecting optimum size - representative firm - external economics - corporate restructuring - mergers - and acquisitions - types - motives and benefits of mergers and acquisition.

### **UNIT IV**

Business management - functions - Scope - Company Organization- Shareholders - Board of Directors - Powers and duties - Chief Executives - Managing Directors - Managers - Problems in Managements - Oligarchy - Causes Democratizations.

### **UNIT V**

Company Meetings and Resolutions - Meetings of Board of Directors - Members creditors and debenture holders - Proxy - Quorum - Chairman - Minutes - Motions - Ascertaining the sense of the house.

### **COURSE BOOK:**

- ❖ S.M. Sundaram, Business Organisation, Sree Meenakshi Publications, Karaikudi, 2008.

**BOOKS FOR REFERENCE:**

1. Y.K. Bhusan, Fundamentals of Business Organization and Management, S. Chand & co, New Delhi, 1998.
2. M.C Shukla, Business Oraganization and Management, S. Chand & Company Ltd., New Delhi, 1999.
3. Jagadish Prakash, Business Organization and Management, S. Chand & Company Ltd., New Delhi, 1999.
4. Saxena Business Organization and Management, S.Chand & Company Ltd., New Delhi, 1999.

## **RURAL DEVELOPMENT**

**Semester: VI**

**Code : 23CO6SS03**

**Credit: 2\***

### **LEARNING OUTCOME**

- ❖ Understand the structure of Rural set up and the standard of living of the rural people.
- ❖ Analyse the significance of small and micro finance for industrial development.
- ❖ Acquire knowledge on the types of agricultural credit and its sources and the reasons for rural indebtedness.

### **UNIT I**

Socio economic structure of rural India- Introduction-Rural and Urban differences- India as land of villages - Predominance of rural population in India -Living condition of rural people -rural structure and its compositions-cast in the Indian society- Untouchability -- Occupational Structure-Agriculture and allied sector - industrial sector - Service sector -Rural society in transition.

### **UNIT II**

Small Scale and Micro Enterprises - Introduction - Definition of Micro Enterprises - National importance of Micro and Small Enterprises(MSEs)-Problems of Micro and small Enterprises (MSEs) - Karve Committee Recommendations - Industrial Policy Resolution of 1956 - Khadi and Village Industrial(KVIs) - Coir industries - Hand looms - Power Looms - Handcrafts-Wood development - Food processing industry - sericulture - Fisheries - Horticulture - Animal husbandry and dairying .

### **UNIT III**

Rural Banking and Credit - Introduction - Different types of agricultural credit - Sources of agricultural credit - Evolution of institutional credit - Rural indebtedness - Causes for rural indebtedness - Evils of indebtedness - Remedial measures - Role of state and rural credit - Multi Agency Approach in rural credit - Social control of commercial bank - Nationalization of commercial banks - Commercial banks and weaker sections in the reform era.

### **UNIT IV**

Rural Marketing - Introduction - definition and scope of rural marketing - Importance of agricultural marketing - Marketing costs - Problems in marketing of agricultural products - Marketable surplus and marketed surplus - factors influencing marketable surplus - recommendation of the national commission on agriculture (NCA) - State and rural marketing - Regulated markets - Storage and warehousing - Market information - Sustainable rural(SRM)

## **UNIT V**

Women Empowerment and Micro finance - Introduction - Concept of Women Empowerment - Concept of micro finance - Women empowerment in India - Programmes for empowerment of women - economic empowerment of women and on Going schemes - gender justice to women .

### **COURSE BOOK:**

- ❖ K. Venkata Reddy, Agriculture and Rural development, Himalaya Publishing House, New Delhi, 2012.

### **BOOKS FOR REFERENCE:**

1. Dr. S.Sankaran, Indian Economy, Policy and problems, Margham Publications, Chennai, 2015.
2. Dr. S. Sankaran, International Business and Environment, Margham Publications, Chennai, 2012.
3. Dr. S. Sankaran, Agricultural Economy of India, Margham Publications, Chennai, 2015.
4. Misra and Puri, Indian Economy, Himalaya publishing House, New Delhi 2015.

## **CORPORATE SOCIAL RESPONSIBILITY**

**Semester: VI**

**Code : 23CO6SS04**

**Credit: 2\***

### **LEARNING OUTCOME**

- ❖ Acquire the capability of making decisions at professional level.
- ❖ Understand regulatory obligations imposed on corporations.
- ❖ Understand the companies need to protect the interests of shareholders, employees, customers and society.
- ❖ Reflect on and critically examine their own values and the importance in business and work place decision making.

### **UNIT I**

Ethics-Objectives-Business Ethics-Relationship between Ethics and Business-Different views of Ethics-Need for Business Ethics - Ethical Theories-Impact of unethical Behavior in the market system-Trust and Ethics-Ethical corporate code-Characteristics of an Ethical Organization.

### **UNIT II**

Ethical issues in Marketing Management-Ethical issues in Marketing Strategy-Ethical issues in Marketing Mix-Ethical issues and Consumerism-Ethical issues in Operations Management-Role of Purchasing Manager-Quality Control-Ethical Dilemmas, Ethical problems in Operations Management.

### **UNIT III**

Ethical issues in Purchase Management-Role of Purchase Manager-Code of ethics for purchase-Ethical issues in Global Buyer-Supplier Relationships -Ethical issues in Human Resource Management-Principles of Ethical Hiring-Ethics and Remuneration -Ethics in Retrenchment.

### **UNIT IV**

Ethical issues in Finance-Ethical issues in Mergers and Acquisitions-Accounting Profession-Fictitious Revenues-Concealed Liabilities and Expenses-Improper Fraudulent Disclosures or omissions Fraudulent Assets valuation -Transparency in disclosures-Role of Accountants-Rules Governing the Professional conduct of Accountants-Ethical Audit.

### **UNIT V**

Corporate Social Responsibility-Internal Stakeholder-Shareholders-External Stakeholders-Environmental Ethics-Environmental Issues in India-Greening and Green Initiatives-Ethical issues in Global Business-MNCs-Ethical issues in MNCs-Social Obligation in Global Business.

**COURSE BOOK:**

- ❖ A.C. Fernando, Business Ethics & Corporate Governance, Second Edition, Dorling Kindersley (India) Pvt., Ltd, 2015.

**BOOKS FOR REFERENCE:**

1. Francis Cherunilam, Business Environment, Text and Cases, Himalaya Publishing House, New Delhi, 2008.
2. Fr. Cyriac K. Managerial Ethics and Social Issues, XLRI, Jamshedpur, 1989.
3. Mr. Fernando (LIBA), Business Ethics, Dorling Kindersley (India) Pvt. Ltd., licensees of Pearson Education in South Asia, New Delhi, 2010.
4. C.V.S Murthy, Business Ethics, Himalaya Publishing House, New Delhi, 2007.

## OFFICE METHODS

**Code : 23CO1SD01**

**Hours: 60**

**Credit: 2**

### COURSE OUTCOMES:

- ❖ Understand the basic concept of Modern office
- ❖ Acquire knowledge about Directing, Motivating, Co-Ordinating and controlling
- ❖ Understand the concept of office manager
- ❖ Understand the knowledge of Office accommodation
- ❖ Explain the importance of office communications

### UNIT I

Modern office- Introduction - meaning of office-office-Function- basic functions- administrative management function **(12 Hours)**

### UNIT II

Office management : Meaning and definitions- functions of office management - Planning-Organising-Staffing-Directing-Motivating-Co-Ordinating-controlling-Communication. **(12 Hours)**

### UNIT III

Office manager - qualities of an office manager -functions of an office manager - responsibilities of an office manager. **(12 Hours)**

### UNIT IV

Office accommodation: Introduction - location of office building-the size and shape of the office- staff -visitors' convenience- new trends in office layout **(12 Hours)**

### UNIT V

Office communications -Internal Communications and external communication. **(12 Hours)**

### COURSE BOOK:

**Office Organization and Management -R.K. Chopra**

Chapter -I (page no 1.1-1.2, 1.4 - 1.8)

Chapter -II (page no 2.1-2.14)

Chapter - IV (page no 4.1-4.5, 4.7-4.13)

Chapter - V (page no 5.1, 5.2, 5.5, 5.6, 5.8, 5.9, 5.15, 5.17, 5.21, 5.22, 5.27)

Chapter -XII (page no 12.1-12.19)

### BOOK FOR REFERENCE:

1. Modern Office Management, Littlefield C.L. and Peterson R.L, Himalaya Publishing House, New Delhi, 2020.
2. Office practice and Management, Hick C.B. and place L, Sultan Chand & Sons, New Delhi, 2012.

**CERTIFICATE COURSE**

<b>Code</b>	<b>Title of the Course</b>	<b>Hours</b>	<b>Credit</b>
25CO1SD01	<b>Skill Development Programme (SDP)</b> Business Communication	60	2

**Passing Minimum in the Continuous Internal Assessment is Compulsory for  
appearing the External Semester Examination**

**Theory:**

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

**PASSING MINIMUM FOR EXTERNAL SEMESTER EXAMINATION -UG**

<b>Semester Examination</b>	
Theory	40% out of 75 Marks (i.e. 30 Marks)

## **BUSINESS COMMUNICATION**

**CODE: 25CO1SD01**

**Hours: 60**

**Credit: 2**

### **COURSE OUTCOMES:**

- ❖ Define the basic concept of business communications
- ❖ Explain about the effective business letter.
- ❖ Apply the concept of various business correspondences
- ❖ Contrast to various business reports and meetings
- ❖ Evaluate the skill of preparing an effective resume

### **UNIT I**

Definition - Meaning - Importance of Effective Communication - Modern Communication Methods - Barriers to Communication - E-Communication - Business Letters: Need - Functions - Essentials of Effective Business Letters - Layout.

### **UNIT II**

Trade Enquiries - Orders and their Execution - Credit and Status Enquiries - Complaints and Adjustments - Sales Letters .

### **UNIT III**

Company Secretarial Correspondence - Introduction - Duties of Secretary - Classification of Secretarial Correspondence - Specimen letters - Agenda and Minutes

### **UNIT IV**

Report writing - Introduction -Parts of the Report- Types of Reports -Periodic Reports-Progress Reports-Examination Reports- Free Reports-Characteristics of a good Report-Preparation of Report Writing.

### **UNIT V**

Preparation of Resume - Interview: Meaning - Objectives and Techniques of Various Types of Interviews.

### **COURSE BOOK:**

- ❖ Rajendra Pal & J.S. Korlahalli, Essentials of Business Communication-Sultan Chand & Sons- New Delhi.
- ❖ Gupta and Jain, Business Communication, Sahityabahvan Publication, New Delhi.
- ❖ K.P. Singha, Business Communication, Taxmann, New Delhi.
- ❖ R. S. N. Pillai and Bhagavathi. S, Commercial Correspondence, Chand Publications, New Delhi.
- ❖ M. S. Ramesh and R. Pattenshetty, Effective Business English and Correspondence, S. Chand & Co, Publishers, New Delhi.

**BOOKS FOR REFERENCE:**

1. V.K. Jain Andom Prakash, Business Communications, S. Chand, New Delhi, 2011.
2. Rithika Motwani, Business Communication, Taxmann Publications 2011.
3. Shirley Taylor, Communications for Business-Pearson Publications-New Delhi, 2013
4. Bovee, Thill, Schatzman, Business Communication Today-Pearson Education, Private Ltd- New Delhi, 2013.
5. Penrose, Rasbery, Myers, Advanced Business Communication- Bangalore, 2012.

**SKILL DEVELOPMENT PROGRAMME (CERTIFICATE COURSE)**

**GANDHIAN THOUGHT**

**PAPER I: LIFE OF MAHATMA GANDHI**

**Code: CCHYGT01**

**Hour: 1**

**Credit: 1**

**COURSE OUTCOMES:**

- ❖ Gain Knowledge on the Early Life of Mahatma Gandhi.
- ❖ Analyse the racial equality and Mahatma Gandhi's Experience in South Africa.
- ❖ Explain the role of Mahatma Gandhi in Indian Freedom Struggle.
- ❖ Assess the constructive works of Mahatma Gandhi in Indian Nationalism.
- ❖ Discuss the major Incidents from the Life of Mahatma Gandhi.

**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.

**COURSE OUTCOMES:**

- ❖ Gain Knowledge on the Early Life of Mahatma Gandhi.
- ❖ Analyse the racial equality and Mahatma Gandhi's Experience in South Africa.
- ❖ Explain the role of Mahatma Gandhi in Indian Freedom Struggle.
- ❖ Assess the constructive works of Mahatma Gandhi in Indian Nationalism.
- ❖ Discuss the major Incidents from the Life of Mahatma Gandhi.

**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 காங்கிரஸின் 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 சேவாகிரமும் - 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.

## RECOMMENDED BOOKS

### PAPER I

Mahatma Gandhi	: An Autobiography சத்திய சோதனை
R. Nanda	: Mahatma Gandhi - A Biography
Ravindra varma	: Gandhi in Anecdotes, Navajivan Publishers, Ahmedabad, 2001
டி.டி. திருமலை	: காந்தி
கல்கி	: மாந்தருள் ஒரு தெய்வம் இவானதி பதிப்பகம் சென்னை 1991
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, Harper Collins Publishers, Uttarpradesh, 2017
பா. ஆனந்தி, மங்களவதி கேப்ரியல் ரூ	: காந்திய சிந்தனை வினா-விடை
வி.ஏ. வித்யா	: (Gandhian Thought Quiz)
சி. பெரிதாய் ரூ பா. ஆனந்தி	: மகாத்மா காந்தியடிகளின் காலம்

### COURSE BOOK:

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

## **PAPER II: NON VIOLENCE AND SARVODAYA**

**Code: CCHYGT02**

**Hour: 1**

**Credit: 1**

### **COURSE OUTCOMES:**

- ❖ Gain Knowledge on Mahatma Gandhi's Non - violence
- ❖ Discuss the Policies of Mahatma Gandhi on Truth and Action
- ❖ Analyse Sarvodaya and Antyodaya
- ❖ Assess the values introduced through Brahmacharya and Aparigraha
- ❖ Relate violence and Truth in our day today life with the teachings of Gandhiji

### **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.

Code: CCHYGT02

Hour: 1

Credit: 1

**COURSE OUTCOMES:**

- ❖ Gain Knowledge on Mahatma Gandhi's Non - violence
- ❖ Discuss the Policies of Mahatma Gandhi on Truth and Action
- ❖ Analyse Sarvodaya and Antyodaya
- ❖ Assess the values introduced through Brahmacharya and Aparigraha
- ❖ Relate violence and Truth in our day today life with the teachings of Gandhiji

**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 (ஞமடைடௌ) கற்றல் - அமைதி வழியில் சிக்கல் தீர்வு அனுபவங்கள் - சர்வசமய நட்புறவு, உரையாடல் மற்றும் வழிபாட்டு அனுபவம் பெறல்.

## RECOMMENDED BOOKS

### PAPER II

M.K. Gandhi	: Sarvodaya
	: Nonviolence in Peace and War (2 Vols)
Richard B. Gregg	: Power of Nonviolence
மு. வசந்தா (பதி.)	: சர்வோதயம்
R.R. Diwakar	: The Saga of Satyagraha
ச. செயப்பிரகாசம்	: அகிம்சை, மதுரை, 2008

### COURSE BOOK:

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

**SKILL DEVELOPMENT PROGRAMME (SDP)**  
**LIBRARY AND INFORMATION SCIENCE**  
**THEORY PAPER & PRACTICAL**  
**PROGRAMME OUTCOMES (PO)**

<b>PO. NO.</b>	<b>UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO</b>
1.	Gain theoretical knowledge and apply the expertise in different fields.
2.	Acquire Industry specific skills and can emerge as entrepreneurs.
3.	Develop critical and rational thinking to solve societal issues.
4.	Explore the knowledge and acclimatize it in the ever changing work environment.
5.	Evolve theories and develop innovative discipline specific ideas.
6.	Comprehend the nuances and develop innovative, discipline-specific ideas.

**THEORY PAPER & PRACTICAL**  
**PROGRAMME SPECIFIC OUTCOMES (PSO)**

<b>PSO. NO.</b>	<b>UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO</b>	<b>PO MAPPED</b>
1.	Have knowledge about the Library Resources and Services.	PO-2, PO-5
2.	To get Equipped with capabilities required for placement in Libraries	PO-2, PO-5
3.	To Use maximum of resources available in the Library.	PO-1
4.	Get the basic practical approaches to use online resources.	PO-5, PO-6
5.	Familiarize with the Principles of Management in Library Services.	PO-4

**OBJECTIVES:**

- To familiarize the students with the methods of maintaining Library Resources and Services.
- To equip them with capabilities required for placement in Libraries.

**TEACHING HOURS**

The Certificate course will be conducted in 60 contact hours per year as follows

Theory = 30 Hours  
 Practical = 30 Hours

**ELIGIBILITY**

Any III U.G. and any P.G. Student

**SYLLABUS**  
**THEORY PAPER**

**Code: 23GL1SD01**

**Hours: 2**

**Credit: 1**

**COURSE OUTCOMES:**

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Have knowledge about the various types of Libraries.	PSO - 1	K1
CO - 2	Understand the various kinds of Reference sources available in the Library	PSO - 1	K2
CO - 3	Get the analytical approaches to classify and Arrange the reading materials in Library	PSO - 2	K4
CO - 4	Apply various methods to search the reading material and thereby get it at the earliest	PSO - 3	K3
CO - 5	To Acquire knowledge about the managerial principles and techniques in Libraries.	PSO - 5	K5

**K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create

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

Code: 23GL1SD01		THEORY PAPER										Hours: 2
												Credit: 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	3	4	4	4	4	4	3	4	4	4	4	3.82
CO - 2	4	4	4	4	4	4	4	4	4	4	4	4
CO - 3	3	3	4	4	4	3	3	4	4	3	3	3.45
CO - 4	4	4	4	4	4	4	4	4	4	4	4	4
CO - 5	4	4	4	3	3	3	3	3	4	4	4	3.55
<b>Overall Mean Score</b>												<b>3.76</b>

**Result:** The score for this course is **3.76** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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## **UNIT I: LIBRARY AND SOCIETY**

Five Laws of Library Science - Extension services - Types of Library - Orientation to Library Staff and Students

## **UNIT II: INFORMATION SOURCES & SERVICES**

Information - Reference Service, Definition, Kinds - Kinds of Sources of Information - Standard Ready Reference Sources - Bibliography - Definition, Types - Abstract: APA style.

## **UNIT III: CLASSIFICATION THEORY**

Library classification - Definition, need and purposes - Colon Classification 6<sup>th</sup> Edition and Dewey Decimal Classification 20<sup>th</sup> Edition : General features.

## **UNIT IV: CATALOGUING THEORY**

Definition, objectives and functions of catalogue - Physical and inner forms of catalogue - OPAC

## **UNIT V: LIBRARY MANAGEMENT**

Principles of Management - Library Rules - Library routines (Selection, Acquisition, Technical processing) - Circulation Systems (Charging & Discharging), Automated charging system - Preservation of reading materials

## **UNIT VI: INFORMATION TECHNOLOGY**

Computer application to Library work - Internet: General features, Search engines -e-resources - E-Library / Digital Library - INFLIBNET N-List, SHODHSINDH

## PRACTICAL PAPER

**Code: 23GL1SDP1**

**Hours: 2**

**Credit: 1**

### COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Apply colon classification scheme in classifying the reading materials.	PSO - 2	K3
CO - 2	Analyse the title according to Dewey Decimal Classification Scheme.	PSO - 2	K4
CO - 3	Synthesis code for the book title according to colon Classification.	PSO - 5	K6
CO - 4	Apply code for the book title according to Dewey Decimal Classification.	PSO - 2	K3
CO - 5	Get practical approaches to search and download online resources.	PSO- 2	K3

**K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create

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

Code: 23GL1SDP1		PRACTICAL PAPER										Hours: 2
												Credit: 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	3	3	4	4	4	4	3	4	4	4	3	3.64
CO - 2	4	3	4	4	4	4	4	4	3	4	4	3.82
CO - 3	4	4	4	4	4	3	3	4	4	3	3	3.64
CO - 4	3	4	4	4	4	4	4	4	4	4	4	3.91
CO - 5	3	4	4	3	3	3	3	3	4	4	4	3.45
Overall Mean Score												3.69

**Result:** The score for this course is **3.69** (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 = $\frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$
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### Colon Classification -6<sup>th</sup> edition, Main Classes

1. Dewey Decimal Classification 20<sup>th</sup> edition - I, II & III Summary
2. Computer - Internet searching and to download information
3. INFLIBNET N-List - Searching process

### **BOOKS FOR REFERENCE:**

1. Library Organisation and Decision Making - J. B.Sharma - Pointer Publishers, Jaipur - 2008
2. Library and Information Science - C.K. Sharma, Akhil Kumar Singh and Rakesh Kumar- Atlantic publishers & distributors (P) Ltd. - 2008
3. Reference Service - Mr. Krishan Kumar
4. Basics of Library and Information Science - K.T.Dilli, Vikas Publishing.
5. Preservation of Library, Archival and Digital Documents - L.S.Ramaiah & G. Sujatha - ESS ESS Publications, New Delhi - 2008
6. E-Libraries in Computer age - C.Praveen S ingh - Alfa publications, New Delhi - 2008
7. Colon Classification - S.R.Ranganathan - 6<sup>th</sup> Edition - Asia publishing house, New Delhi - 1960
8. Dewey Decimal Classification - Edited by John P Comaromi etc. - 20<sup>th</sup> Edition - Forest press, New York - 1989

### **EVALUATION METHOD**

<b>Theory Paper</b> <b>Code : 23GL1SD01</b>		<b>Practical Paper</b> <b>Code : 23GL1SDP1</b>	
Internal	25 Marks	Internal	40 Marks
External	75 Marks	External	60 Marks
<b>Total</b>	<b>100 Marks</b>	<b>Total</b>	<b>100 Marks</b>

### **CONTINUOUS INTERNAL ASSESSMENT COMPONENT (CIA) - 2023-2026 -UG**

**CIA components for Practical can be decided by the respective Departments.**

**Passing Minimum in the Continuous Internal Assessment is Compulsory for  
appearing the External Semester Examination**

#### **Theory:**

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

#### **PRACTICAL:**

**Continuous Internal Assessment (CIA) - 40 Marks**

**External Practical Exam - 60 Marks**

### **PASSING MINIMUM FOR EXTERNAL SEMESTER EXAMINATION -UG**

<b>Semester Examination</b>		
Theory	40% out of 75 Marks (i.e. 30 Marks)	40% out of 100 Marks (i.e. 40 Marks)
Practical	40% out of 60 Marks (i.e. 24 Marks)	

**INTERNAL QUESTION PATTERN (UG)****Class:****Time: 2 Hours****Date:****Max.: 40 Marks****Title of the Paper**

<b>Course Outcome</b>	<b>Bloom's K-level</b>	<b>Q. No</b>	<b>SECTION</b>
			SECTION – A (10 x 1 = 10 marks) MCQs
			SECTION – B (2 × 5= 10 Marks) Answer ALL Questions. (Internal Choice)
			SECTION – C (2x 10 =20 Marks) Answer All Question. (Internal Choice)

**EXTERNAL QUESTION PATTERN****UG External Question Pattern for the courses carrying credits 5 and above****Class:****Time: 3 Hours****Date:****Max.: 100 Marks****Title of the Paper**

<b>Course Outcome</b>	<b>Bloom's K-level</b>	<b>Q. No</b>	<b>SECTION</b>
			SECTION – A (15 x 1 = 15 marks) MCQs
			SECTION – B (5× 2= 10 Marks) Answer any FIVE Questions out of SEVEN
			SECTION – C (5x 5 =25 Marks) Answer All Question. (Internal Choice, one question from each Unit)
			SECTION – D (5x 10 =50 Marks) Answer All Question. (Internal Choice, one question from each Unit)

**EXTERNAL QUESTION PATTERN****UG External Question Pattern for the courses carrying credits below 5****Class:****Time: 2 ½ Hours****Date:****Max.: 75 Marks****Title of the Paper**

<b>Course Outcome</b>	<b>Bloom's K-level</b>	<b>Q. No</b>	<b>SECTION</b>
			SECTION – A (15 x 1 = 15 marks) MCQs
			SECTION – B (5x 6 = 30 Marks) Answer All Question. (Internal Choice, one question from each Unit)
			SECTION – C (3x 10 =30 Marks) Answer All Question. (Internal Choice)

**SKILL DEVELOPMENT PROGRAMME (SDP)**

**LIBRARY AND INFORMATION SCIENCE**

**PROGRAMME OUTCOMES (PO)**

<b>PO NO.</b>	<b>UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO</b>
1.	Gain theoretical knowledge and apply the expertise in different fields.
2.	Acquire Industry specific skills and can emerge as entrepreneurs.
3.	Develop critical and rational thinking to solve societal issues.
4.	Explore the knowledge and acclimatize it in the ever-changing work environment.
5.	Evolve theories and develop innovative discipline specific ideas.
6.	Comprehend the nuances and develop innovative, discipline-specific ideas.

**PROGRAMME SPECIFIC OUTCOMES (PSO)**

<b>PSO NO.</b>	<b>UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO</b>	<b>PO MAPPED</b>
1.	Have knowledge about the Library Resources and Services.	PO-2, PO-5
2.	To get Equipped with capabilities required for placement in Libraries	PO-2, PO-3
3.	To Use maximum of resources available in the Library.	PO-1
4.	Get the basic practical approaches to use online resources.	PO-5, PO-6
5.	Familiarize with the Principles of Management in Library Services.	PO-4

**OBJECTIVES:**

- ❖ To familiarize the students with the methods of maintaining Library Resources and Services.
- ❖ To equip them with capabilities required for placement in Libraries.

**TEACHING HOURS**

The Certificate course will be conducted in 180 contact hours per year as follows

Theory - Paper I = 60 Hours

Theory - Paper II = 60 Hours

Practical Paper = 60 Hours

**ELIGIBILITY**

**Plus Two passed / Any U.G. and P.G. Student**

## **SYLLABUS**

### **THEORY PAPER - 1: FUNDAMENTALS OF LIBRARY AND INFORMATION SCIENCE**

**Code: 24GL1SD01**

**Hours: 2**

**Credit: 1**

#### **COURSE OUTCOMES:**

- ❖ Have knowledge about the types, principles, classification, cataloguing and routine work of the Library
- ❖ Understand the types, principles, classification, cataloguing and routine work of the Library
- ❖ Apply the principles, classification, cataloguing and routine work of the Library
- ❖ Get the analytical approaches in the types, principles, classification, cataloguing and routine work of the Library
- ❖ Evaluate the types, principles, classification, cataloguing and routine work of the Library

#### **UNIT I**

Library concept and definitions; Types of libraries - Public, Academic and Special Libraries - Role of libraries in modern society.

#### **UNIT II**

Five Laws of Library Science and their implications. Principles of Management - Library Budget, Types

#### **UNIT III**

Library classification - Definition, need and purposes - Colon Classification 6<sup>th</sup> Edition and Dewey Decimal Classification: Main Classes

#### **UNIT IV**

Library Cataloguing - Definition, objectives and functions of catalogue - Physical and inner forms of catalogue - OPAC

#### **UNIT V**

Various sections in a Library- Routine work in Acquisition, Technical, Circulation, Maintenance, Reference, and Binding Sections

### **BOOKS FOR REFERENCE:**

1. Library Organisation and Decision Making - J. B.Sharma - Pointer Publishers, Jaipur - 2008
2. Library and Information Science - C.K. Sharma, Akhil Kumar Singh and Rakesh Kumar- Atlantic publishers & distributors (P) Ltd. - 2008
3. Basics of Library and Information Science - K.T.Dilli, Vikas Publishing.
4. Colon Classification - S.R.Ranganathan - 6<sup>th</sup> Edition - Asia publishing house, New Delhi - 1960
5. Dewey Decimal Classification - Edited by John P Comaromi etc. - 20<sup>th</sup> Edition - Forest press, New York - 1989
6. Current Trends and Fundamentals in Library and Information Science - Sr. R. Fatima Mary **Sylvia**,Pavai Publications, Chennai - 2012

## **THEORY PAPER -2: INFORMATION SOURCES & SERVICES**

**Code: 24GL1SD02**

**Hours: 2**

**Credit: 1**

### **COURSE OUTCOMES:**

- ❖ Have knowledge about the types and kinds of Information Sources and Services.
- ❖ Understand the types and kinds of Information Sources and Services.
- ❖ Apply the types and kinds of Information Sources and Services.
- ❖ Get the analytical approaches of the types and kinds of Information Sources and Services in the practical life situation.
- ❖ Evaluate the types and kinds of Information Sources and Services.

### **UNIT I**

Sources of Information - Documentary - Non- Documentary - Types of Information Sources - Primary, Secondary, Tertiary Sources

### **UNIT II**

Kinds of Sources of Information - Standard Ready Reference Sources and Long-Range Reference Sources

### **UNIT III**

Information Services - Reference Service - Definition, Need and Types - Ready Reference Service - Long Range Reference Service - User Needs - User Education, Extension services.

### **UNIT IV**

E-resources - Concept and evolution; Merits and demerits of e-resources

### **UNIT V**

Library Automation and Digitization- Digital Library- Artificial Intelligence applications in Libraries

### **BOOKS FOR REFERENCE:**

1. Reference Service - Mr. Krishan Kumar
2. Digital Libraries Tools & Techniques - C. Praveen Singh - Alfa Publications, New Delhi - 2008
3. Library and Information Science - C.K.Sharma, Akhil Kumar Singh and Rakesh Kumar - Vol.III - Atlantic Publishers & Distributors (P) Ltd. - 2008
4. Current Trends and Fundamentals in Library and Information Science - Sr. R. Fatima Mary **Sylvia**, Pava Publications, Chennai - 2012

## **PRACTICAL PAPER**

**Code: 24GL1SDP1**

**Hours: 2**

**Credit: 1**

### **COURSE OUTCOMES:**

- ❖ Acquire the knowledge of Colon Classification, Dewey Decimal Classification, ICT and INFLIBNET
- ❖ Understand the concept of Colon Classification, Dewey Decimal Classification, ICT and INFLIBNET
- ❖ Apply the knowledge of Colon Classification, Dewey Decimal Classification, ICT and INFLIBNET
- ❖ Analyse the practical knowledge of Colon Classification, Dewey Decimal Classification, ICT and INFLIBNET
- ❖ Synthesis the practical approaches of Colon Classification, Dewey Decimal Classification, ICT and INFLIBNET

### **Paper 3 - INFORMATION PROCESSING PRACTICE**

**Code: 24GL1SDP1**

**Hours: 2**

**Credit: 1**

4. Classification: Colon Classification 6<sup>th</sup> edition, Main Classes
5. Classification: Dewey Decimal Classification 20<sup>th</sup> edition - I, II & III Summary
6. ICT - Internet Browsing; Downloading
7. E-Resources in INFLIBNET N-List - Browsing; Downloading

### **BOOKS FOR REFERENCE:**

1. Digital Libraries Tools & Techniques - C. Praveen Singh - Alfa Publications, New Delhi - 2008
2. Colon Classification - S.R.Ranganathan - 6<sup>th</sup> Edition - Asia publishing house, New Delhi - 1960
3. Dewey Decimal Classification - Edited by John P Comaromi etc. - 20<sup>th</sup> Edition - Forest press, New York - 1989

### EVALUATION METHOD

Theory Paper – 1 Fundamentals of Library and Information Science Code : 24GL1SD01		Theory Paper - 1 Information Sources & Services Code : 24GL1SD02		Practical Paper Code : 24GL1SDP1	
Internal	25 Marks	Internal	25 Marks	Internal I	50 Marks
External	75 Marks	External	75 Marks	Internal II	50 Marks
<b>Total</b>	<b>100 Marks</b>	<b>Total</b>	<b>100 Marks</b>	<b>Purely Internal, Total</b>	<b>100 Marks</b>

**CONTINUOUS INTERNAL ASSESSMENT COMPONENT (CIA) - 2023-2026 -UG**  
CIA components for Practical can be decided by the respective Departments.

**Passing Minimum in the Continuous Internal Assessment is Compulsory for**  
**appearing the External Semester Examination**

#### Theory: Internal Component

Component	Marks	Marks
Internal test I	40	Converted to 25
Internal test II	40	
Assignment I	10	
Quiz	10	
<b>Total</b>	<b>100</b>	<b>25</b>

#### Question Pattern

SECTION	Types of Question	Number of Qns.	Number of Qns. to be answered	Marks for each Qn.	Total
A Q. No (1-15)	Multiple Choice	15	15	1	15
B Q. No (16-21)	either or type.	6	5	5	30
C Q. No (22-24)	either or type	3	3	10	30

## YOGA FOR YOUTH EMPOWERMENT

**Semester: Non semester**

**Hours: 2**

**Code : 23YYSD01**

**Credit: 2**

### **OBJECTIVES:**

- ❖ Providing value education to improve the students' character.
- ❖ Understanding yogic life and physical health.
- ❖ Maintaining youthfulness.
- ❖ Measure and method in five aspects of life.

### **UNIT: 1**

**Physical Health: Manavalakalai (SKY) Yoga** - Introduction - Education as a means for youth empowerment - Greatness of Education - Yoga for youth Empowerment.

**Simplified Physical Exercises** - Hand, Leg, Breathing. Eye exercises - Kapalabathi, Makarasana Part I, Makarasana Part II, Body Massage, Acu pressure, Relaxation exercises – Benefits. **Yogasanas I** - Pranamasana - Hastha Uttanasana - Pada asthasana – Aswa Sanjalana Asana - Thuvipatha asva Sanjalana asana - Astanga Namaskara –Bhujangasana. Altha Muktha Savasana, Aswa Sanjalana Asana – Pada Hasthasana - Hastha Uttanasana - Pranamasana. **Pranayama** - Naddi suddi -Clearance Practice- Benefits. Simplified Physical Exercise - Kayakalpa Pracices - Meditation Practices. **(6 Hours)**

### **UNIT II**

**Life force: Reasons or Diseases** - Natural reasons (Genetic / imprints, Planetary Position, Natural calamities and climatic changes) - Unnatural reasons (Food habits, Thoughts, Deeds). **Philosophy of Kaya kalpa** - Physical body - Sexual vital fluid - Life force - Bio-Magnetism-Mind. **Maintaining youthfulness** - Postponing old age - Transformation of food into seven components - Importance of sexual vital fluid - Measure and method in five aspects of life - Controlling undue Passion. **Kayakalpa practice** - Aswini Mudra - Ojas breath - Benefits of Kaya Kalpa. **(6 Hours)**

### **UNIT III**

**Mental Health: Mental Frequencies** - Beta, Apha, Theta and Delta wave - Agna Meditation explanation-benefits. **Shanti meditation** - Shanthi Meditation explanation – benefits. **Thuriya Meditation** - Thuriya Meditation explanation – benefits. **Benefits of Blessing** - Self blessing (Auto suggestion) - Family blessing - Blessing the others -World blessing - Divine protection. **(6 Hours)**

#### UNIT IV

**Values: Human Values** - Self-control - Self-confidence - Honesty Contentment- Humility Modesty Tolerance- Adjustment- Sacrifice- Forgiveness. Purity (Body, Dress, Environment) - Physical purity - Mental purity - Spiritual purity. **Social Values** - Nonviolence - Service Patriotism Equality. Respect for parents and elders - care and protection - Respect for teacher. Punctuality - Time Management. **(6 Hours)**

#### UNIT V

**Morality (virtues):** Importance of introspection - I - Mine (Ego, Possessiveness) Six Evil Temperaments - Greed - Anger- Miserliness - Immoral sexual passion Inferiority and superiority Complex - Vengeance. Maneuvering of Six Temperaments - Contentment Tolerance - Charity Chastity - Equality – Pardon (Forgiveness). Five essential Qualities acquired through Meditation - Perspicacity- Magnanimity - Receptivity - Adaptability -Creativity (Improved Memory Power). **(6 Hours)**

#### BOOKS FOR REFERENCE:

- ❖ Yoga for modern age - Thathuvagnani Vethathiri Maharishi.
- ❖ Simplified Physical Exercises- Thathuvagnani Vethathiri Maharishi.
- ❖ Kayakalpam - Thathuvagnani Vethathiri Maharishi.
- ❖ Thirukkural - Rev.Dr.G.U.Pope.
- ❖ Mind- Thathuvagnani Vethathiri Mahaishi.
- ❖ Sound Health through yoga- Dr.Chandrasekaran.
- ❖ Light on yoga –BKS Jyenger.
- ❖ Unavu murai - Thathuvagnani Vethathiri Maharishi.

#### EVALUATION YOGA FOR YOUTH EMPOWERMENT

Internal	External	Total
25	75	100

#### CIA Components

Component		Marks
Test-I	:	40
Test - II	:	40
Assignment	:	05
Quiz/Seminar	:	10
Attendance	:	05
<b>Total</b>	<b>:</b>	<b>100</b>

**The total internal marks obtained for 100 will be Converted into marks obtained for 25**

**YOGA FOR YOUTH EMPOWERMENT**  
**(EXTERNAL – EVALUATION)**

**Time: 3 Hours**

**Max. Marks: 75**

<b>Part</b>	<b>Types of questions</b>	<b>Number of Qns.</b>	<b>Number of Qns. to be answered</b>	<b>Marks for each qn.</b>	<b>Total</b>
A Q. NO (1-20)	MCQ(Four questions from each Unit)	20	20	1	20
B Q. NO (21-25)	Either (or) type. (Two questions from each unit)	10	5	5	25
C Q. NO (25-30)	Open choice (One question from each unit)	5	3	10	30

## **PRACTICAL - YOGA FOR YOUTH EMPOWERMENT -23YYSD02**

**Semester: Non- Semester**

**Hours: 2**

**Code : 23YYSD02**

**Credit: 1**

- 1. Simplified Physical Exercises** - Hand, Leg, Breathing. Eye exercises - Kapalabathi, Makarasana Part I, Makarasana Part II, Body Massage, Acu pressure, Relaxation exercises – Benefits.
- 2. Yogasanas I** - Pranamasana - Hastha Uttanasana - Pada asthasana – Aswa Sanjalana Asana - Thuvipatha asva Sanjalana asana - Astanga Namaskara – Bhujangasana. Altha Muktha Savasana, Aswa Sanjalana Asana – Pada Hasthasana - Hastha Uttanasana - Pranamasana.
- 3. Pranayama** - Naddi suddi - Clearance Practice- Benefits. Simplified Physical Exercise - Kayakalpa Pracices - Meditation Practices.

### **YOGA FOR YOUTH EMPOWERMENT – PRACTICAL -I (Internal Only)**

#### **CIA Components for Internal Assessment**

<b>Components</b>		<b>Marks</b>
Component- I ( <b>Physical Exercises</b> )	:	50
Component- II ( <b>Yogasanas I</b> )	:	25
Component – III ( <b>Pranayama</b> )	:	25
<b>Total</b>	:	<b>100</b>