VELS
INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)
PALLAVARAM, THALAMBUR, PERIYAPALAYAM, THIRUVANMIYUR - CHENNAI

UNDERGRADUATE DEGREE PROGRAMME

B. Com (Honours)
Four Years

CURRICULUM & SYLLABUS

REGULATIONS 2026

Effective from the Academic Year
2026-2027

Department of Commerce
School of Commerce and Economics

VELS
INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)
PALLAVARAM, THALAMBUR, PERIYAPALAYAM, THIRUVANMIYUR - CHENNAI

VISION OF THE INSTITUTION
To make the Institute an epitome of excellence in higher education by effectively providing high quality education and rigorous training to students in multiple streams of choice with ample scope for all round development to make them excel in their profession for betterment of the society.

MISSION OF THE INSTITUTION	
M1	Effectively imparting knowledge and inculcating innovative thinking.
M2	Facilitating skill enhancement through add on courses and hands on training.
M3	Doing original, socially relevant, high quality research.
M4	Instilling the spirit of integrity, equity, professional ethics and social harmony.



DEPARTMENT OF COMMERCE

VISION OF THE DEPARTMENT
To provide quality academic training through a student-centred learning environment that develops subject knowledge, practical skills, ethical values, digital competence, research aptitude, entrepreneurship, employability, and social responsibility among students.

MISSION OF THE DEPARTMENT	
M1	To provide strong foundational and applied knowledge in accounting, finance, taxation, management, economics, entrepreneurship, and related areas.
M2	To develop practical, professional, and employability skills through experiential learning, projects, internships, field exposure, and skill-based activities.
M3	To promote digital competence, research aptitude, innovation, and entrepreneurial thinking among students to meet the changing needs of industry and society.
M4	To inculcate ethical values, leadership qualities, social responsibility, and lifelong learning for responsible participation in the workplace and community.

PROGRAMME EDUCATIONAL OBJECTIVES (PEO)	
PEO1	Graduates will apply fundamental knowledge of accounting, economics, law, and management to perform effectively in banking, administrative, government roles and pursue higher studies.
PEO2	Graduates will prepare, analyze, and interpret financial statements and tax records using Ind AS, GST, and financial tools like Tally and Excel to work as accountants, tax consultants, and financial analysts
PEO3	Graduates will manage company secretarial functions and corporate compliance under the Companies Act and SEBI regulations, progressing to roles like Company Secretary trainee and compliance executive.
PEO4	Graduates will integrate commerce and IT competencies in MIS, ERP, computerized accounting, fintech, e-commerce and data analytics, demonstrating communication, leadership and analytical abilities in real-world business environments.

PROGRAMME OUTCOMES (PO)	
PO1	Apply accounting principles and financial management concepts to business decision-making.
PO2	Analyse financial statements and interpret accounting data for effective planning and control.
PO3	Demonstrate proficiency in taxation, auditing, banking, corporate accounting economics and international trade practices.
PO4	Utilize modern accounting software and digital tools in financial reporting and analysis.
PO5	Develop problem-solving, analytical and quantitative skills relevant to commerce, finance.
PO6	Employ AI and machine learning tools for fraud detection, risk assessment, credit scoring and financial forecasting in accounting and finance roles.
PO7	Exhibit professional ethics, integrity, and social responsibility in business and financial practices.
PO8	Apply financial expertise, communication and entrepreneurial skills in the preparation, execution and evaluation of business projects and organizational activities

PROGRAMME SPECIFIC OUTCOMES (PSO)	
PSO1	Prepare and analyse business records, transactions, project and partnership accounts, and asset schedules to support day-to-day organisational operations and informed decision-making.
PSO2	Assist in budgeting, working capital planning, capital structure optimisation, and compliance documentation to enhance operational efficiency and organisational performance.



ABBREVIATIONS

PCC	Program Core Courses
AEC	Ability Enhancement Courses
PEC	Professional Elective Course
MDC	Multidisciplinary Courses
VAC	Value Added Courses
SEC	Skill Enhancement Courses
SI	Summer Internship
PRD	Project Report and Dissertation
SI	Summer Internship

CURRICULUM STRUCTURE

B. Com (Honours) Four Years

	B. Com (Honours) Minimum Credits to be earned :176									
SEMESTER 1										
			Hours/Week					Maximum Marks		
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
AEC		Tamil-I / Hindi-I/ French-I/ Indian Sign Language (Basic)	3	0	0	3	3	40	60	100
AEC		English-I	3	0	0	3	3	40	60	100
PCC		Financial Accounting-I	4	0	0	4	4	40	60	100
PCC		Principles of Management	4	0	0	4	4	40	60	100
MDC		Managerial Economics	3	0	0	3	3	40	60	100
PEC		Digital Banking	3	0	0	3	3	40	60	100
AEC		Practical - Communication Skills	0	0	4	2	2	40	60	100
SEC		Orientation programme / Industrial Visit	-	-	-		-	-	-	-
			20	-	4	22	22	-	-	-

CIA - Continuous Internal Assessment SEE - Semester End Examination

L – Lecture, T- Tutorial, P- Practical, SL – Self – Learning, C-Credit

SEMESTER 2										
	Hours/Week							Maximum Marks		
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
AEC		Tamil-II / Hindi-II / French-II / Indian Sign Language (Advanced)	3	0	0	3	3	40	60	100
AEC		English-II	3	0	0	3	3	40	60	100
PCC		Financial Accounting -II	4	0	0	4	4	40	60	100
PCC		Business Law	4	0	0	4	4	40	60	100
MDC		Indian Economy	3	0	0	3	3	40	60	100
PEC		Business Correspondence and Office Management	3	0	0	3	3	40	60	100
VAC		Universal Human Values	1	0	0	1	1	40	60	100
			21	0	0	21	21	-	-	-

SEMESTER 3										
	Hours/Week							Maximum Marks		
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
PCC		Corporate Accounting-I	4	0	0	4	4	40	60	100
PCC		Company Law	4	0	0	4	4	40	60	100
PEC		Business Ethics	3	0	0	3	3	40	60	100
VAC		Environmental Studies	3	0	0	3	3	40	60	100
VAC		Indian Knowledge System	2	0	0	2	2	40	60	100
VAC		Industry Oriented Employability skills	2	0	0	2	2	40	60	100
SEC		Professional Development – I	2	0	0	2	2	40	60	100
SEC		Global Certification (IBM / NASSCOM /Coursera / Udemy)	0	0	0	0	1			
SI 1		Internship I	0	0	2	1	1	-	100	100
			20	-	2	21	22	-	-	-

CIA - Continuous Internal Assessment SEE - Semester End Examination

L – Lecture, T- Tutorial, P- Practical, SL – Self – Learning, C-Credit

SEMESTER 4										
			Hours/Week					Maximum Marks		
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
PCC		Corporate Accounting-II	4	0	0	4	4	40	60	100
PCC		Digital Business Management	4	0	0	4	4	40	60	100
PEC		GST Act and Practice	3	0	0	3	3	40	60	100
MDC		Business Statistics	3	0	0	3	3	40	60	100
SEC		Entrepreneurial Development	2	0	0	2	2	40	60	100
SEC		Fundamental of Artificial Intelligence	2	0	0	2	2	40	60	100
SEC		Professional Development – II	2	0	0	2	2	40	60	100
SEC		In-plant Training/ Industrial Tour / Summer Term	-	-	-	-	-	-	-	-
VAC		Yoga Education / National Service Scheme/Disaster Management	0	0	4	2	2	-	100	100
			20	-	4	22	22	-	-	-
SEMESTER 5										
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
PCC		Cost Accounting	4	0	0	4	4	40	60	100
PCC		Income tax law and practice-I	4	0	0	4	4	40	60	100
PCC		Practical Auditing	4	0	0	4	4	40	60	100
PEC		Financial Services	3	0	0	3	3	40	60	100
MDC		Cyber Security	3	0	0	3	3	40	60	100
SEC		Professional Development – III	2	0	0	2	2	40	60	100
VAC		Automation Software Solutions	1	0	2	1	2	40	60	100
SI 2		Internship II	0	0	2	1	1	-	100	100
SEC		Skill Enhancement Training / Student Club Activities/ Institution Innovation Council (IIC) Activities	-	-	-	-	-	-	-	-
			21	-	4	22	23	-	-	-

CIA - Continuous Internal Assessment SEE - Semester End Examination

L – Lecture, T- Tutorial, P- Practical, SL – Self – Learning, C-Credit

SEMESTER 6										
Category	**Code**	**Course**	**L**	**T**	**P**	**SL**	**C**	**CIA**	**SEE**	**Total**
PCC		Management Accounting	4	0	0	4	4	40	60	100
PCC		Income tax law and practice - II	4	0	0	4	4	40	60	100
PCC		Human Resource Management	4	0	0	4	4	40	60	100
PCC		Financial Management	4	0	0	4	4	40	60	100
PEC		Marketing Management	3	0	0	3	3	40	60	100
PRD		Mini Project	0	0	4	2	2	-	100	100
SEC		On Job Training / Apprenticeship / Startup	0	0	2	1	1	-	100	100
			19	**-**	**6**	**22**	**22**	**-**	**-**	**-**

CIA - Continuous Internal Assessment SEE - Semester End Examination

L – Lecture, T- Tutorial, P- Practical, SL – Self – Learning, C-Credit

SEMESTER 7										
Category	**Code**	**Course**	**L**	**T**	**P**	**SL**	**C**	**CIA**	**SEE**	**Total**
PCC 16		Management Information System	4	0	0	4	4	40	60	100
PCC 17		AI-Marketing	4	0	0	4	4	40	60	100
PCC 18		Business Taxation	4	0	0	4	4	40	60	100
PEC 7		Research Methodology	4	0	0	4	4	40	60	100
PRD 2		Research Project I	0	0	12	6	6	40	60	100
			16	**-**	**12**	**22**	**22**	**-**	**-**	**-**
SEMESTER 8										
Category	**Code**	**Course**	**L**	**T**	**P**	**SL**	**C**	**CIA**	**SEE**	**Total**
PCC 19		Financial Statement Analysis and Reporting	4	0	0	4	4	40	60	100
PCC 20		Consumer Behaviour	4	0	0	4	4	40	60	100
PCC 21		Corporate Finance	4	0	0	4	4	40	60	100
PEC 8		Strategic Management	4	0	0	4	4	40	60	100
PRD 3		Research Project II	0	0	12	6	6	40	60	100
			16	**-**	**12**	**22**	**22**	**-**	**-**	**-**

CIA - Continuous Internal Assessment SEE - Semester End Examination

L – Lecture, T- Tutorial, P- Practical, SL – Self – Learning, C-Credit

PROGRAM CORE COURSES

Category	Code	Course	L	T	P	SL	C
PCC		Financial Accounting-I	4	0	0	4	4
PCC		Principles of Management	4	0	0	4	4
PCC		Financial Accounting-II	4	0	0	4	4
PCC		Business Law	4	0	0	4	4
PCC		Corporate Accounting –I	4	0	0	4	4
PCC		Company Law	4	0	0	4	4
PCC		Corporate Accounting –II	4	0	0	4	4
PCC		Digital Business Management	4	0	0	4	4
PCC		Cost Accounting	4	0	0	4	4
PCC		Income tax law and practice-I	4	0	0	4	4
PCC		Practical Auditing	4	0	0	4	4
PCC		Management Accounting	4	0	0	4	4
PCC		Income tax law and practice- II	4	0	0	4	4
PCC		Human Resource Management	4	0	0	4	4
PCC		Financial Management	4	0	0	4	4
PCC		Management Information System	4	0	0	4	4
PCC		AI-Marketing	4	0	0	4	4
PCC		Business Taxation	4	0	0	4	4
PCC		Financial Statement Analysis an Reporting	4	0	0	4	4
PCC		Consumer Behaviour	4	0	0	4	4
PCC		Corporate Finance	4	0	0	4	4

PROFESSIONAL ELECTIVE COURSES

Category	Code	Course	L	T	P	SL	C
PEC		Digital Banking	3	0	0	3	3
PEC		Business Correspondence and Office Management	3	0	0	3	3
PEC		Business Ethics	3	0	0	3	3
PEC		GST Act and Practice	3	0	0	3	3
PEC		Financial Services	3	0	0	3	3
PEC		Marketing Management	3	0	0	3	3
PEC		Research Methodology	4	0	0	4	4
PEC		Strategic Management	4	0	0	4	4

ABILITY ENHANCEMENT COURSES

Category	Code	Course	L	T	P	SL	C
AEC		Tamil-I / Hindi-I/ French-I / Indian Sign Language (Basic)	3	0	0	3	3
AEC		English-I	3	0	0	3	3
AEC		Practical - Communication Skills	0	0	4	2	2
AEC		Tamil-II / Hindi-II / French-II / Indian Sign Language (Advanced)	3	0	0	3	3
AEC		English-II	2	0	0	2	2

VALUE ADDED COURSE

Category	Code	Course	L	T	P	SL	C
VAC	26DVAC21	Universal Human Values	1	0	0	1	1
VAC		Environmental Studies	3	0	0	3	3
VAC		Indian Knowledge System	2	0	0	2	2
VAC		Industry Oriented Employability Skills	2	0	0	2	2
VAC		Yoga Education / National Service Scheme / Disaster Management	0	0	4	2	2
VAC		Automation Software Solutions	1	0	2	1	2

MULTIDISCIPLINARY COURSES

Category	Code	Course	L	T	P	SL	C
MDC 1		Managerial Economics	3	0	0	3	3
MDC 2		Indian Economy	3	0	0	3	3
MDC 3		Business Statistics	3	0	0	3	3
MDC 4		Cyber Security	3	0	0	3	3

SKILL ENHANCEMENT COURSES

Category	Code	Course	L	T	P	SL	C
SEC		Orientation Programme / Industrial Visit	2	0	0	2	2
SEC		Professional Development - I	2	0	0	2	2
SEC		Global Certification (IBM / NASSCOM / Coursera / Udemy)	0	0	0	0	1
SEC		Entrepreneurial Development	2	0	0	2	2
SEC		Fundamentals of Artificial Intelligence	2	0	0	2	2
SEC		Professional Development – II	2	0	0	2	2
SEC		In-plant Training / Industrial Tour / Summer Term	-	-	-	-	-
SEC		Professional Development – III	2	0	0	2	2
SEC		Skill Enhancement Training / Industrial Tour / Summer Term	-	-	-	-	-
SEC		On Job Training / Apprenticeship / Startup	0	0	2	1	1

SUMMER INTERNSHIP

Category	Code	Course	L	T	P	SL	C
SI 1		Internship I	0	0	2	1	1
SI 2		Internship II	0	0	2	1	1

PROJECT REPORT AND DISSERTATION

Category	Code	Course	L	T	P	SL	C
PRD		Mini Project	0	0	4	2	2
PRD		Research Project I	0	0	12	6	6
PRD		Research Project II	0	0	12	6	6

CREDIT DISTRIBUTION

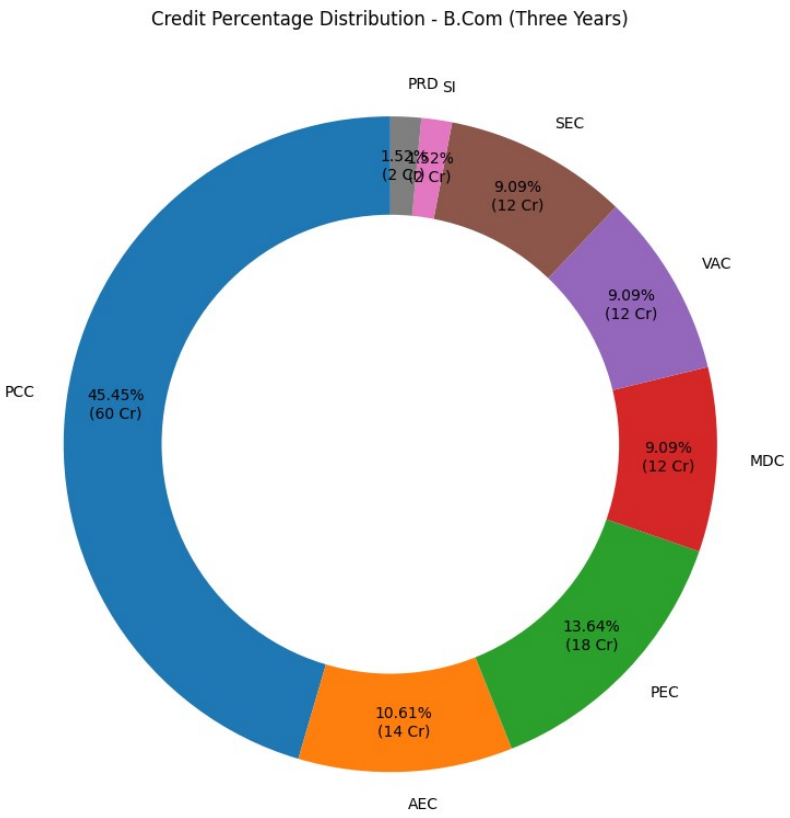
B.Com (Honours) 4 Years

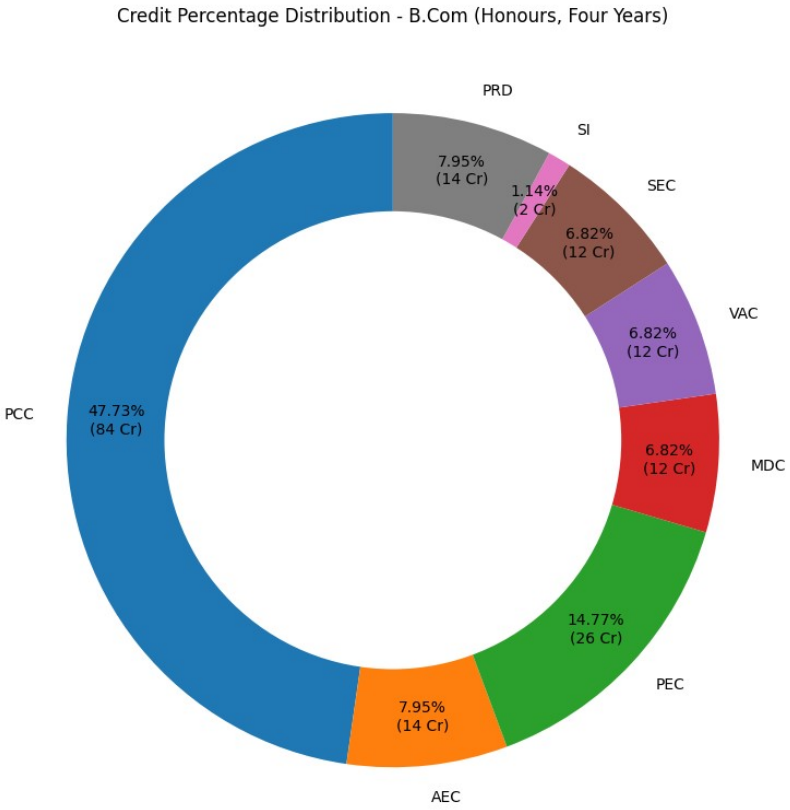
Minimum credits to be earned: 176

B.Com 3 Years

Minimum credits to be earned: 132

Component	I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem	3 Yrs. Total Credits	VII Sem	VIII Sem	4 Yrs Total Credits
PCC	8	8	8	8	12	16	60	12	12	84
AEC	8	6	-	-	-	-	14	-	-	14
PEC	3	3	3	3	3	3	18	4	4	26
MDC	3	3	-	3	3	-	12	-	-	12
VAC	-	1	7	2	2	-	12	-	-	12
SEC	-	-	3	6	2	1	12	-	-	12
SI	-	-	1	-	1	-	2	-	-	2
PRD	-	-	-	-	-	2	2	6	6	14
Total Credits	22	21	22	22	23	22	132	22	22	176


Credit Percentage Distribution - B.Com (Three Years)
PRD
SI
SEC
1.52%
(2 Cr)
1.52%
(2 Cr)
9.09%
(12 Cr)
VAC
9.09%
(12 Cr)
PCC
45.45%
(60 Cr)
9.09%
(12 Cr)
MDC
13.64%
(18 Cr)
PEC
10.61%
(14 Cr)
AEC


Credit Percentage Distribution - B.Com (Honours, Four Years)
PRD
7.95%
(14 Cr)
SI
1.14%
(2 Cr)
SEC
6.82%
(12 Cr)
VAC
6.82%
(12 Cr)
MDC
6.82%
(12 Cr)
PEC
14.77%
(26 Cr)
AEC
7.95%
(14 Cr)
PCC
47.73%
(84 Cr)

SEMESTER I

	TAMIL-I	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

மாணவர்களின் தமிழ்மொழித் திறத்தை மேம்படுத்துதல், சங்க இலக்கிய நாட்டத்தை மேம்படுத்துதல், நீதி இலக்கியங்கள் வழி அறக் கருத்துகளை இன்றைய தலைமுறையினர் அறியச் செய்தல், இலக்கிய வடிவங்களான உரைநடை சிறுகதை ஆகியவற்றின் சமூக நிலை குறித்து அறியச் செய்தல், மாணவர்களுக்குத் தமிழைத் தவறின்றி எழுதுவதற்குத் தேவையான பயிற்சி அளித்து அவர்களின் மொழித்திறனை மேம்படுத்துதல், கலைச்சொற்கள் போன்ற தமிழ் மொழியின் வளர் நிலைகளை அறிமுகம் செய்தல் போன்றன இந்தப் பாடத்திட்டத்தின் முக்கிய நோக்கமாகும்.

UNIT I	தமிழ் மொழி வரலாறு	10 Hours

மொழிக்குடும்பம் - இந்திய மொழிக்குடும்பங்கள் - இந்திய ஆட்சி மொழிகள் - திராவிட மொழிக்குடும்பங்கள் - திராவிட மொழிகளின் வகைகள் -திராவிட மொழிகளின் சிறப்புகள் - திராவிட மொழிகளின் வழங்கிடங்கள் - திராவிட மொழிகளுள் தமிழின் இடம் - தமிழ்மொழியின் சிறப்புகள் - தமிழ் பிறமொழித் தொடர்புகள்.

UNIT II	சங்க இலக்கியங்கள்	9 Hours

புறநானூறு- பாடல் எண்: 195 (பல்சான்றீரே) 192 (யாதும் ஊரே) 188 (படைப்பு பல)

குறுந்தொகை- பாடல் எண்: 03 (நிலத்தினும்) 131 (ஆடமை புரையும்) 57(பூவிடைப்படினும்) 202 (நோம் என் நெஞ்சே) 167 (முளிதயிர்)

நெடுநல்வாடை: பாடல் வரிகள் 45 முதல் 72 வரை

UNIT III	அற இலக்கியங்கள்	9 Hours

திருக்குறள் அறன் வலியுறுத்தல் (அறம்), நட்பாராய்தல் (பொருள்), குறிப்பறித (இன்பம்),. மூன்று அதிகாரங்கள் முழுமையும் நாலடியார் - பாடல் எண்: 139 (கல்லாரே ஆயினும்) 248 (நண்ணிலைக்கான்) 216 (கடையாயர்) ஔவையார் - மூதுரை- பாடல் எண்- 10 (நெல்லுக்கு இறைத்தநீர்), - பாடல் எண்- 16 (அடக்கமுடையார்)

UNIT IV	உரைநடை	9 Hours

சிற்பியே உன்னைச் செதுக்குகிறேன் - வைரமுத்து - லட்சியம்,கல்வி, கலை, உறவு, மொழி,சாதனை ஆகிய தலைப்பிலான கட்டுரைகள் சிறுகதை புதுமைப்பித்தன் - சாபவிமோசனம் ஜெயகாந்தன் - ஒரு பிடி சோறு

UNIT V	மொழித்திறன்	8 Hours

பிழை நீக்கி எழுதுதல் - ஒற்றுப்பிழை நீக்கி எழுதுதல் - தொடர்பிழை நீக்கி எழுதுதல் கலைச்சொல்லாக்கம் - தேவைகள் - கலைச்சொற்களின் பண்புகள் அறிவியல் கலைச்சொற்கள். கடிதம் - வகைகள் - அலுவலகக் கடிதங்கள் - பயிற்சி

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS

1. திராவிட மொழிகள் (இரண்டு தொகுதிகள்) டாக்டர் ச.அகத்தியலிங்கம் மணிவாசகர் பதிப்பகம் 2021
2. சங்க இலக்கிய உரை என் சி பி எச் சென்னை 2010
3. திருக்குறள் தெளிவுரை வரதராசன், மு., கழக வெளியீடு, 1994.
4. தவறின்றித் தமிழ் எழுத - மருதூர் அரங்கராசன், ஐந்திணைப் பதிப்பகம், 2003.
5. சிற்பியே உன்னை செதுக்குகிறேன் வைரமுத்து சூர்யா லிட்ரேச்சர் சென்னை 2011
6. **பாடநூல் தேடலுக்கான இணையம் -** https://archive.org/
7. **https://tamildigitallibrary.in/Articles/**

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	தமிழ் மொழியின் வரலாறு, மொழிக்குடும்பம், திராவிட மொழிகளின் வகைகள் மற்றும் தமிழ்மொழியின் சிறப்புகளை விளக்க முடியும்	K2
CO2	புறநானூறு, குறுந்தொகை, நெடுநல்வாடை ஆகிய சங்க இலக்கியப் பாடல்களின் கருத்து, பண்பாட்டு மற்றும் சமூக முக்கியத்துவத்தைப் புரிந்து விளக்க முடியும்.	K3
CO3	திருக்குறள், நாலடியார், மூதுரை ஆகிய அற இலக்கியங்களில் காணப்படும் அறநெறி, ஒழுக்கம் மற்றும் வாழ்வியல் கருத்துகளைப் பகுப்பாய்வு செய்ய முடியும்	K4
CO4	வைரமுத்துவின் உரைநடை கட்டுரைகள், புதுமைப்பித்தன் மற்றும் ஜெயகாந்தன் சிறுகதைகளில் காணப்படும் சமூகச் சிந்தனை, மனிதநேயம் மற்றும் இலக்கியப் பண்புகளை மதிப்பீடு செய்ய முடியும்.	K4
CO5	பிழையின்றித் தமிழ் எழுதுதல், கலைச்சொற்கள், அறிவியல் கலைச்சொற்கள் மற்றும் அலுவலகக் கடிதம் எழுதுதல் போன்ற மொழித்திறன்களை நடைமுறையில் பயன்படுத்த முடியும்.	K4

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	-	-	-	2	-	-	-
CO2	-	-	-	-	-	-	2	-	-	-
CO3	-	-	-	-	-	-	2	-	-	-
CO4	-	-	-	-	-	-	2	-	-	-
CO5	-	-	-	-	-	-	2	3	-	-
Average	-	-	-	-	-	-	2	3	-	-

	HINDI– I	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

- To improve student's proficiency in the Hindi language, to increase their interest in prose literature
- To make the present generation aware of moral values, social limits through various genre of Hindi prose
- To improve student's language proficiency by giving them the necessary training to write error-free correspondence and to familiarize them with technical terminology and updated language technology

UNIT I		9 Hours

हिन्दी साहित्य का इतिहास - काल विभाजन - गद्य विकास - सामान्य परिचय, कहानी - लॉटेरी (मुंशी प्रेमचंद), भाव एक, भाषा अनेक (देश भक्तिऔर राष्ट्रीय एकता) - विभिन्न भारतीय संस्कृतिएवं प्रदेशों के परिचय

History of Hindi Literature – Periodization – Development of Prose – General Introduction, Short Story – "Lottery" (Munshi Premchand), "One Emotion, Many Languages" (Patriotism and National Integration) – Introduction to various Indian cultures and regions.

UNIT II		9 Hours

एकाँकी - अखबारी विज्ञापन (चिरंजीत) - भाषा कौशल विकास - प्रयोजनमूलक हिन्दी - तकनीकी शब्द, पद एवं विभागीय नाम, प्रशासनिक वाक्यांश

One-Act Play – "Newspaper Advertisement" (Chiranjit) – Development of Language Skills – Functional Hindi – Technical Terms, Designations and Departmental Names, Administrative Phrases

UNIT III		9 Hours

हास्य व्यंग्य कहानी - तुम कब जाओगे, अतिथि(शरद जोशी) - प्रयोजनमूलक हिन्दी - पत्र लेखन - पत्रों के विभिन्न प्रकार - औपचारिक पत्र

Humorous Satirical Story – "Tum Kab Jaoge, Atithi" (Sharad Joshi) – Functional Hindi – Letter Writing – Different Types of Letters – Formal Letters.

UNIT IV		9 Hours

राष्ट्र भक्तिकहानी - पुरस्कार (जयशंकर प्रसाद) - प्रयोजनमूलक हिन्दी - पत्र लेखन - पत्रों के विभिन्न प्रकार - अनौपचारिक पत्र

Patriotic Story – "Puraskaar" (Jaishankar Prasad) – Functional Hindi – Letter Writing – Different Types of Letters – Informal Letters.

UNIT V		9 Hours

निबंध: भारतीय विज्ञान की कहानी (गुणाकार मुले) - विश्व के लिए भारत की देन, प्रयोजनमूलक हिन्दी - भाषा प्रौद्योगिकी - युनिकोड हिन्दी फ़ॉन्ट्स, इनस्क्रिप्ट कीबोर्ड- ई-पुस्तकालय – ई-शब्दकोश – ई-अध्ययन – व्यावहारिक उपयोग हेतु कृत्रिम बुद्धिमत्ता

Essay: "The Story of Indian Science" (Gunakar Mule) – India's Contribution to the World – Functional Hindi – Language Technology – Unicode Hindi Fonts, Inscript Keyboard – e-Library – e-Dictionary – e-Learning – Artificial Intelligence for Practical Use.

Total: 45 Hours

Self-Learning: 45 Hours

REFERENCE BOOKS

1. Munshi Premchand: Mansarovar (Short Story Collection), Vol. 8 Hans Prakashan / Saraswati Press / Prabhat Prakashan (various editions available)
2. Vyavaharik Hindi, Publisher: Rajpal & Sons, New Delhi
3. One-Act Play Collection, Lokbharti Prakashan, Prayagraj
4. Prayojanmoolak Hindi, Dr. Naresh Mishra / Dr. Kailash Chandra Bhatia,Rajkamal Prakashan / Vani Prakashan
5. Sharad Joshi Vyangya Rachanavali, Vol. 1, Rajkamal Prakashan
6. Prasad Ki Shreshtha Kahaniyan, Lokbharti Prakashan
7. Vyavaharik Hindi Aur Patra Lekhan, Dr. Hardev Bahri, Kitab Mahal, Allahabad
8. Bharatiya Vigyan Ki Kahani – Gunakar Mule, Rajkamal Prakashan
9. Computer Aur Hindi Bhasha, Dr. Bholanath Tiwari, Vani Prakashan
10. Hindi Sahitya Ka Itihas, Ramchandra Shukla, Nagari Pracharini Sabha, Varanasi
11. Kendriya Hindi Sansthan, Banking Hindi Patyakram, 2012.

WEB LINKS:

1. **https://www.prabhatbooks.com**
2. https://vaniprakashan.com
3. https://www.rajkamalprakashan.com
4. https://home.unicode.org
5. https://home.unicode.org

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Develop interest in Hindi language & literature, various culture of India	K2
CO2	Learn moral values in a lighter way & proficient in functional hindi	K3
CO3	Know the awareness about the social limitations	K2
CO4	Identify the importance of patriotism	K1
CO5	Analyze and produce structured functional Hindi content using modern technology tools.	K4

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	-	-	-	2	2	-	-
CO2	-	-	-	-	-	-	2	3	-	-
CO3	-	-	-	-	-	-	2	2	-	-
CO4	-	-	-	-	-	-	2	3	-	-
CO5	-	-	-	-	-	-	2	3	-	-
AVG	-	-	-	-	-	-	**2**	**2.6**	-	-

	FRENCH– I	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

- To greet, to express excuse and to introduce oneself
- To introduce another person
- To express his/her ideas, opinions and weekend projects
- To request someone to do something, polite manners
- To accept, refuse, enquire and indicate the time and date
- To express himself / herself in positive and negative manner

UNIT I	**Salut**	**6 Hours**
les nombres, Les jours de la semaine et du mois, La nationalité		
UNIT II	**Enchanté**	**8 Hours**
Les verbes Etre, Avoir, Aller, Regular ER verbes, Present tense.		
UNIT III	**J'Adore**	**8 Hours**
La negation, l'adjectif possessif, le futur proche		
UNIT IV	Tu veux bien	**10 Hours**
Les articles de finis/indéfinis, Les pronoms après une préposition (avec lui, chez moi), Le passé composé		
UNIT V	On se voit quand	**6 Hours**
Les pronoms compléments directs me, te, nous, vous, L'interrogation avec est-ce que, L'heure et la date.		
UNIT VI	Bonne idée	**7 Hours**
Les articles partitifs, Le masculin et le féminin des adjectifs, Les pronoms compléments directs le, la, les, La négation : ne… pas de.		

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS

LATITUDES 1 (A1/A2) MÉTHODE DE FRANÇAIS - Régine Mérieux and Yves Loiseau

REFERENCE BOOKS

SAISON A1 - MÉTHODE DE FRANÇAIS - Marie-Noëlle Cocton, Élodie Heu, Catherine Houssa, Émilie Kasazian

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Greet, to excuse and to introduce himself	K2
CO2	Introduce someone	K2
CO3	Express his ideas, opinions and weekend projects	K3
CO4	Ask someone to do something, polite manner	K4
CO5	Accept, refuse enquire and indicate the time and date	K3
CO6	Express himself in positive and negative manner	K3

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	-	-	-	-	-	-	2	2	-	-	-
CO2	-	-	-	-	-	-	2	3	-	-	-
CO3	-	-	-	-	-	-	2	2	-	-	-
CO4	-	-	-	-	-	-	2	3	-	-	-
CO5	-	-	-	-	-	-	2	3	-	-	-
CO6	-	-	-	-	-	-	2	3	-	-	-
AVG	-	-	-	-	-	-	**2**	**2.7**	-	-	-

	INDIAN SIGN LANGUAGE (BASIC)	L	T	P	SL	C
		3	0	0	3	3

Course Objectives

- Understand Deaf culture and why Indian Sign Language (ISL) is important for making sure everyone has equal rights and can participate in society.
- Learn the basics of everyday conversation so you can talk to hearing-impaired community using sign language.
- Learn how to sign about daily life, such as your routine, what you need, food, people, and how to describe things like Colour, shape, and size.
- To bring ISL into everyday places like schools, jobs, and public services to make the world more inclusive.
- Stay motivated to keep practicing and improving your ISL skills so you can support and stand up for the hearing-impaired community.conversations and handle transactional requests in high-frequency public service areas.
- **To Cultivate Environment-Based Communication Adaptability:** Foster the ability to seamlessly adapt signing styles, contextual terminology, and conversational registers according to specific immediate environments

UNIT I	**THE BASICS**	**9 Hours**
Alphabets (finger-spelling), numbers, weekdays, colors, and how to give wishes.		
UNIT II	**PEOPLE & FOOD**	**9 Hours**
Months, food items, family members, and different types of behavior.		
UNIT III	**FEELINGS & FESTIVALS**	**9 Hours**
Using expressions, plus signs for fruits, vegetables, and various festivals.		
UNIT IV	**HOME & NATURE**	**9 Hours**
Clothing and cosmetics, things on the earth or in the sky, parts of a house, and animals and birds.		
UNIT V	**SOCIETY & SCHOOL**	**9 Hours**
Names of states and cities, religions, education terms, and school items.		

Total: 45 Hours

Self-Learning Hours: 45 Hours

TEXT BOOKS

1. Indian Sign Language Dictionary by Ramakrishna Mission Vidyalaya, IHRDC, Coimbatore

REFERENCE BOOKS

1. Sign Language in India: A Linguistic Exploration by Dr. Sandeep Sharma Jat
2. The Indian Sign Language by William P. Clark

COURSE OUTCOME

At the end of the course, the student will be able to,

Course Outcome	Description	Bloom's Level
CO1	**Master the Basics**: Use finger-spelling for the alphabet and communicate numbers, days of the week, and months.	**K1**
CO2	**Grow Your Vocabulary**: Sign about common foods, family members, clothes, and household items.	**K2**
CO3	**Talk About Nature**: Identify and sign various animals, birds, fruits, vegetables, and elements like the earth and sky.	**K1**
CO4	**Socialize**: Give people well wishes, describe different behaviours, and talk about festivals and religions.	**K1**
CO5	**Navigate Places & Education Field**: Sign the names of specific states and cities, along with words used in education field.	**K2**

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	2	1	-	-	-	3	-	2	2	1
CO2	2	1	-	-	-	3	-	2	2	2
CO3	2	2	-	-	-	3	-	2	2	1
CO4	2	2	-	-	-	3	-	3	2	1
CO5	2	2	-	-	-	3	-	2	3	2
CO6	2.0	2	-	-	-	3	-	2	3	2
AVG	2.0	1.60	-	-	-	3.0	-	2.20	2.20	1.40

	ENGLISH – I	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

- To develop an understanding of prose, poetry, and short stories.
- To enhance reading comprehension and critical thinking skills
- To improve accuracy and clarity in language use
- To build a rich and adequate vocabulary.
- To promote the use of digital tools for communication and presentation skills.

UNIT I	**GRAMMAR & VOCABULARY**	**9 Hours**

- Parts of Speech
- Subject – Verb Agreement
- Tenses
- Prefix and Suffix
- Spot the errors

UNIT II	**UNIT-II PROSE**	**9 Hours**

- A.G. Gardiner – *On the Rule of the Road*
- Helen Keller – Excerpt from *The Story of My Life – Chapter IV*
- Listening: Audio summary comprehension
- Speaking: Discussion on freedom & learning
- Reading: Passage comprehension
- Writing: Reflective paragraph writing

UNIT III	**POETRY**	**9 Hours**

- William Wordsworth – *The Solitary Reaper*
- Rabindranath Tagore – *Where the Mind is Without Fear*
- **Listening:** Infer the central idea of the poem.
- **Speaking:** Sharing personal interpretation of the poem
- **Reading:** Read aloud exercise
- **Writing:** Critical Appreciation

UNIT IV	**SHORT STORIES**	**9 Hours**

- O. Henry – *The Gift of the Magi*
- R.K. Narayan – *An Astrologer's Day*
- **Listening:** Story narration
- **Speaking:** Retell the story
- **Reading:** Silent reading and reflective reading
- **Writing:** Summary & Character analysis

UNIT V	**ONE-ACT PALY**	**9 Hours**

- Douglas Turner Ward-*The Shirt*
- J. M. Synge-*Riders to the Sea*
- **Listening**: Listening to dialogue delivery
- **Speaking:** Role play and enactment
- **Reading:** Character mapping and identification of key ideas
- **Writing**: Dialogue writing & Short critical commentary

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS

1. Naik, M. K., ed *Indian Prose in English: An Anthology*. Oxford University Press, 2001.
2. Greenblatt, Stephen, ed. *The Norton Anthology of English Literature*. 9th ed., W. W. Norton & Company, 2012.
3. Henry, O. *Selected Short Stories of O. Henry*. Penguin Classics, 2001.
4. Narayan, R. K. *Malgudi Days*. Indian Thought Publications, 1982.
5. Wren, P. C., and H. Martin. *High School English Grammar and Composition.* Revised ed., S. Chand & Company, 2009.
6. McCarthy, Michael, and Felicity O'Dell. *English Vocabulary in Use*. 4th ed., Cambridge University Press, 2017.

REFERENCE BOOKS

1. Murphy, Raymond. *English Grammar in Use*. Cambridge University Press, 2019.
2. Strunk Jr., William, and E. B. White. *The Elements of Style*. 4th ed., Longman, 2000.
3. Quirk, Randolph, et al. *A Comprehensive Grammar of the English Language*. Longman, 1985.
4. Hacker, Diana, and Nancy Sommers. *The Bedford Handbook*. 11th ed., Bedford/St. Martin's, 2020.

WEB LINKS

1. British Council. *LearnEnglish*. British Council, https://learnenglish.britishcouncil.org.
2. Duolingo. *Duolingo*. Duolingo Inc., https://www.duolingo.com.
3. BBC. *BBC Learning English*. BBC, https://www.bbc.co.uk/learningenglish.

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Interpret and analyze prose, poetry, and short stories	K2
CO2	Demonstrate improved reading, writing, and comprehension skills.	K3
CO3	Apply grammar accurately in communication.	K3
CO4	Use vocabulary effectively in academic and real-life contexts.	K3
CO5	Utilize AI tools to enhance language, speaking, and presentation skills.	K3

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	-	-	-	2	-	-	-
CO2	-	-	-	-	-	-	2	-	-	-
CO3	-	-	-	-	-	-	3	-	-	-
CO4	-	-	-	-	-	-	2	3	-	-
CO5	-	-	-	-	-	-	2	3	-	-
AVG	-	-	-	-	-	-	**2**	**3**	-	-

	FINANCIAL ACCOUNTING-I	L	T	P	SL	C
	Common for B.Com. B.Com. (A&F), B.Com. (CA), B.Com. (CS)	4	0	0	4	4

COURSE OBJECTIVES

This course introduces students to the fundamentals of accounting, including concepts, conventions, and practical recording of financial transactions. It equips students with the skills to prepare final accounts, bank reconciliation statements, and understand relevant accounting standards. Students will develop the ability to apply accounting knowledge for accurate financial analysis and reporting

UNIT I	INTRODUCTION TO ACCOUNTING	12 Hours

Meaning and definition of accounting- functions of accounting – accounting concepts and conventions - Journal, Ledger, subsidiary books including cash book –Preparation of trial balance.

UNIT II	PREPARATION OF FINAL ACCOUNTS	12 Hours

Meaning and purpose of final accounts - Preparation of Trading Account, Profit & Loss Account, and Balance Sheet – Treatment of common adjustments in final accounts: Adjustments for treatment of Closing stock, outstanding/prepaid expenses, accrued/unearned income, depreciation, bad debts, provision for doubtful debts, interest on capital/drawings- Treatment of abnormal items - Goods distributed as free samples, goods destroyed by fire/theft

UNIT III	ACCOUNTING STANDARDS	12 Hours

Accounting standards relating to Valuation of Inventories (AS 2), Cash flow statement (AS 3), Depreciation accounting (AS 6), Fixed Assets (AS - 10), Amalgamations (AS - 14), Earnings per share (AS 20), Interim Financial Reporting (AS 25), Intangible Assets (AS 26).

UNIT IV	BANK RECONCILILATION STATEMENT	12 Hours

Meaning and need for Bank Reconciliation Statement- Difference between Cash Book and Pass Book/Bank Statement- Reasons for disagreement between cash book and pass book balance- Preparation when balance as per Cash Book is given-Preparation when balance as per Pass Book is given- Preparation with overdraft balance.

UNIT V	DEPRECIATION	12 Hours

Meaning, causes and need for depreciation – Journal entries and ledger accounts for depreciation- Methods of depreciation –straight line method – diminishing balance method- Treatment of depreciation when asset is sold or discarded

Total: 60 Hours

Self-Learning: 60 Hours

TEXT BOOKS

1. T.S.Reddy & A.Murthy, “Financial Accounting”, Margham Publications, Sixth Revision Edition, 2011.
2. P.C. Tulsian, “Financial Accounting”, Tata MC Graw Hill Ltd, 2003.

REFERENCE BOOKS

1. Assish K. Bhattacharyya, "Financial Accounting", Prentice of hall of India, 2022.
2. N. Vinayagam and B. Charumaki, "Financial Accounting", S.Chand & Company Ltd., 2002, Reprint – 2008.
3. Tulsian, P.C. & Tulsian, Bharat. Financial Accounting for B.Com. (Hons.). 2nd ed. New Delhi: S. Chand, 2023.
4. Bhattacharyya, Asish K. Essentials of Financial Accounting for Business Managers. 6th Edition New Delhi: Prentice of Hall of India, 2022.

WEB LINKS:

1. https://drive.google.com/file/d/1-ERPZCOaRlywRnts-I2mwL1QMalzJWH1/view
2. https://www.youtube.com/watch?v=Hs-U3jAvqo4

NPTEL LINKS:

1. https://onlinecourses.nptel.ac.in/e
2. https://onlinecourses.nptel.ac.in/e-learning/preview/noc25_mg121

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVELS
CO1	Understand the fundamental concepts, principles, and conventions of financial accounting.	K2
CO2	Prepare journal entries, ledger accounts, subsidiary books, and trial balance by applying accounting principles.	K3
CO3	Comprehend the method of preparing Trading Account, Profit and Loss Account, and Balance Sheet with necessary adjustments	K3
CO4	Analyze the application of Accounting Standards and accounting treatment in financial reporting.	K4
CO5	Understand the concept of depreciation and prepare accounts relating to asset disposal using appropriate accounting methods.	K 2

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	-	2	-	2	-		-
CO2	-	-	3	2	3	-	-	-	2	-
CO3	3	3	-	-	-	-	-	-	3	-
CO4	2	-	-	-	3	-	3	-	2	-
CO5	3	3	2	-	-	-	-	-	3	-
Average	2.6	3.0	2.5	2.0	2.6	-	2.5	-	2.4	-

	PRINCIPLES OF MANAGEMENT Common for B.Com. B.Com. (A&F), B.Com. (CA), B.Com. (CS)	L	T	P	SL	C
		4	0	0	4	4

COURSE OBJECTIVES

- To understand the basic concepts, nature, scope, functions, levels, roles and skills of management.
- To comprehend the evolution of management thought, including classical, behavioural, systems and contingency approaches and to enable them to analyze and understand the environment of the organization.
- To apply planning and decision-making concepts such as types of plans, forecasting, decision-making techniques and MBO in business situations
- To analyse the process of organizing and staffing, including organization structure, delegation, decentralization, recruitment, selection, training and performance appraisal.
- To evaluate the importance of directing, leadership, motivation, communication, controlling, coordination, ethics, CSR and sustainability in modern management practices

UNIT I	INTRODUCTION AND EVOLUTION OF MANAGEMENT THOUGHT	12 Hours

Management – Meaning – Definition – Importance – Nature and Scope – Process –Functions of Management – Role of Manager – Levels of Management – Development of Scientific Management – Contribution of Henry Fayol and F.W. Taylor.

UNIT II	PLANNING AND DECISION MAKING	12 Hours

Planning – Nature - Importance – Forms – Types – Steps in Planning – Objectives –Policies – Procedures, methods of Decision Making – Process of decision making – Types of Decisions.

UNIT III	ORGANISATION STRUCTURE	12 Hours

Organizing Process – Meaning and Definition, Characteristics, Process, Need and Importance, Principles, Span of Management. Organizational Structure – Line Organization, Line and Staff, Functional, Project, Matrix and Virtual. Informal Organization – Meaning, Characteristics, Importance, Limitations, Difference between Formal and Informal Organization.

UNIT IV	AUTHORITY AND RESPONSIBILITY AND RECRUITMENT PROCESS AND TRAINING	12 Hours

Authority – Delegation – Decentralization – Responsibility – Recruitment - Sources – Selection – Stages in Selection – Training - Benefits of Training – Methods of Training.

UNIT V	CO - ORDINATION AND CONTROL	12 Hours

Co- ordination – Need - Principles of Co-ordination – types of Co-ordination – Controlling – Importance – Steps in Controlling

Total: 60 Hours

Self-Learning: 60 Hours

TEXT BOOKS

1. P.C. Tirpathi And P.N. Reddy, “Principles of Management”, Tata Mcgrawhil

New Delhi, 1991.

2. J.Jayashankar, "Business Management", 1st Edition Margham Publication, Chennai, 2004.

REFERENCE BOOKS

1. N.Premavathi, "Principles of Management", 2nd Edition Sri Vishnu Publication, Chennai, 2003.

2. Weirich And Koontz, "Management – A Global Perspective", 10th Edition, 1993.

WEB LINKS

1. https://drive.google.com/file/d/1kbl0up9Ke5lupsA6sGUQXNplJ8hPo P4/view
2. https://drive.google.com/file/d/1o4hs3ddfEVzysol9qZermjgDPe475 RV/view

NPTEL LINKS

1. https://onlinecourses.nptel.ac.in/e-learning/preview/noc25_mg52

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Understand management techniques, theories and policies	K2
CO2	Study different organization structures and their significance.	K2
CO3	Comprehend the functions of management in organizational contexts.	K3
CO4	Examine leadership styles and motivational theories	K4
CO5	Analyse planning, decision making and control system.	K4

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO 8	PSO1	PSO2
CO1	3	-	2	-	-	-	2	-	3	-
CO2	2	-	-	2	3	-	-	-	-	-
CO3	-	2	2	-	3	-	-	-	-	2
CO4	2	-	-	-	3	-	-	3	-	-
CO5	-	3	-	-	3	2	-	-	-	-
AVG	**2.3**	**2.5**	**2**	**2**	**3**	**2**	**2**	**3**	**3**	**2**

	MANAGERIAL ECONOMICS	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

- To develop an understanding of the fundamental concepts and demand and supply the various types of elasticity, and the methods and prerequisites for accurate demand forecasting.
- Learn to classify different types of costs, understand cost-output relationships in the short run and long run, and conduct break-even analysis to determine profitability.
- To understand production functions and the laws of variable proportions, returns to scale, and diminishing returns. Analyze the impact of economies of scale on production efficiency
- To enable students to Capital Budgeting and its concepts, Payback Method, Net Present Value method, Internal Rate of Return Method and Cost–Benefit Method.
- To apply economic principles and analytical techniques to real-world managerial decision-making processes, improving the ability to make informed and effective, Business decisions.

UNIT I	INTRODUCTION TO MANAGERIALECONOMICS	9 Hours

Definition – Fundamental concepts of Managerial Economics – Demand - Elasticity of demand - Types of elasticity of demand - Law of supply - Demand forecasting

UNIT II	COST AND PROFIT ANALYSIS	9 Hours

Cost classification –Different cost classification – Cost output relationship in short run and long run –Break even Analysis – Case Study.

UNIT III	PRODUCTION ANALYSIS	9 Hours

Production function- Law of variable proportion- Law of returns of scale – Law of diminishing returns –Economic of scale

UNIT IV	CAPITAL BUDGETING	9 Hours

Capital Budgeting: Need for capital budgeting- Different steps in Capital Budgeting - Payback Method, Net Present Value method, Internal Rate of Return Method, Cost–Benefit Method.

UNIT V	MARKET STRUCTURE AND PRICING	9 Hours

Price and output determination under perfect competition – Monopoly competition – Monopolistic competition – Oligopoly Competition - Pricing – Objectives and methods.

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS

1. Paul A.Samuelson andWilliam D.Nordhaus,Economics,19thedition,TataMcGrawHill,2006.
2. William F. Samuelson, Stephen G. Marks, “Managerial Economics”, Wiley, 2014.
3. S.Chandrachud“Chud’sSeriesofManagerialEconomics”WISElabPublications,thirdedition, 2022
4. P.L.Mehta“ManagerialEconomics–Analysis,ProblemsandCases”,SultanChand&Sons.

NewDelhi.12th Edition2006.

REFERENCE BOOKS

1. N. Gregory Mankiw, Principles of Economics, 6thedition, Thomson learning, NewDelhi, 2011
2. RichardLipseyandAleeCharystal,Economics,12thedition,OxfordUniversityPress, NewDelhi,2011.

WEB LINKS

1. https://onlinecourses.swayam2.ac.in/imb24_mg67/previewhttps://www.mooc-list.com/tags/managerial-economicshttps://www.edx.org/learn/**managerial-economics**
2. www.**class**central.com/**course**/swayam-introduction-to-**managerial-economics**-14155

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Understand the fundamentals of managerial economics	K2
CO2	Analyse the cost function and production function	K4
CO3	Examine the profit position of the firm through Breakeven analysis	K3
CO4	Apply the concepts of Capital Budgeting and its application to investment decisions	K4
CO5	Analyse the business practices existing in the market.	K4

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	3	-	-	2	-	-	-
CO2	-	-	-	3	-	-	2	-	-	-
CO3	-	-	-	3	-	-	2	-	-	-
CO4	-	-	-	3	2	-	2	-	-	-
CO5	-	-	-	3	2	-	2	-	-	-
Avg	-	-	-	**3**	**2**	**-**	**2**	**-**	**-**	**-**

	DIGITAL BANKING	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

This course introduces students to the principles and evolution of digital banking, including products, services, and platforms. It equips students with knowledge of payment systems, cards, ATMs, online banking, and emerging fintech trends. Students will develop the ability to analyze digital banking operations and evaluate security and technological solutions in the financial sector.

UNIT I	INTRODUCTION TO DIGITAL BANKING	9 Hours

Meaning and Definition of Digital Banking - Origin of Digital Banking - Significance- Comparison of traditional banking vs. digital banking- Channels of Digital Banking- Digital Banking Platforms and services - Products and Services - Benefits of Digital Banking - Challenges of Digital Banking - Types of Digital Banking and Services - Digital Banking vs Online Banking - Digital Banking in India.

UNIT II	CARDS AND ATMs IN DIGITAL BANKING	9 Hours

Overview of Cards - Various Types of Cards - Benefits of Cards - EMV Technology - Back End Operations and Technology - Overview of Automated Teller Machine (ATM) - Profitability of ATMs - Instant Money Transfer Systems - ATM Network Planning (Onsite & Offsite). Artificial Intelligence in Banking: Applications of AI in Banking – Need of AI in Banking- Importance of AI in banking – AI in customer service

UNIT III	FINANCIAL TECHNOLOGIES IN PAYMENT SYSTEM	9 Hours

Overview of Electronic payment system in Global level and Domestic level - Risk of Electronic payment system - Rupay & Rupay Secure, IMPS - Protocol virtual payment system - Advantages and Disadvantages of digital payment - Types of digital payment in India. Emerging trends and challenges in cyber security – Importance of cyber security in banking – Cyber security threats faced by banks

UNIT IV	CASH DEPOSIT MACHINE & ONLINE BANKING	9 Hours

Overview of Cash Deposit Machine and Cash Re-cycles - CDM Network planning (onsite & offsite) - benefits of CDMs - Risk Management and fraud - Back end operations and technology. Online Banking: Meaning, Services- Benefits- Disadvantages- Mobile banking Apps – Digital Wallets- Personal Financial Management Tools

UNIT V	EMERGING TRENDS IN DIGITAL BANKING AND SECURITY IN ELECTRONIC BANKING	9 Hours

New Development in Digital Banking - Fin techs- Business ecosystems- Block chain -Crypto Currencies- Peer Financing – Cloud Banking – Artificial Intelligence – Machine Learning- Internet of things (IoT)- Current Trends in It Banks Global Networks - Overview of Computer Viruses - Detection and Prevention of Computer Viruses - Computer System Security Concerns.

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS

1. Surelia, V. et al., Digital Banking, Indian Institute of Banking & Finance, Taxmann, ISBN: 978-93-5071-898-8, edition 2016.
2. Henderson, J., Retail and Digital Banking: Principles and Practice, Kogan Page Publishers , ISBN: 978 0 7494 8271 8, E-ISBN: 978 0 7494 8272 5, Year 2018

REFERENCE BOOKS

1. Digital Banking IIBF, ISBN No.9789350718988, 2016 edition, Taxmann Publication.
2. Modern Banking Technology, Firdos Shroff, 2008 edition, Northern Book centre, Delhi.
3. Indian Institute of Banking and Finance, Digital Banking Taxmann

WEB LINKS

1. https://onlinecourses.nptel.ac.in/noc23_mg47/preview
2. https://onlinecourses.nptel.ac.in/noc23_mg55/preview

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Analyze the evolution, significance, and services of digital banking in the modern financial system.	K4
CO2	Evaluate the role of cards, ATMs, and AI technologies in enhancing banking operations and customer service.	K5
CO3	Examine digital payment systems, associated risks, and cyber security challenges in banking.	K4
CO4	Assess the applications and benefits of online banking, CDMs, mobile banking, and digital financial tools.	K5
CO5	Interpret emerging technologies and security practices shaping the future of digital banking.	K2

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	**2**	**2**	-	-	-	-	-
CO2	-	-	-	**2**	**3**	**2**	-	-	-	-
CO3	-	-	-	**2**	**2**	**3**	-	-	-	-
CO4	-	-	-	**3**	**2**	-	**2**	-	-	-
CO5	-	-	-	**3**	**2**	**2**	-	-	-	-
AVG	-	-	-	**2.4**	**2.2**	**2.3**	**1.0**	-	-	-

	COMMUNICATION SKILLS	L	T	P	SL	C
		0	0	4	2	2

COURSE OBJECTIVES

- **To improve speaking and presentation skills.**
- **To build reading and writing skills for academic and professional use.**
- **To prepare students for job communication (resume, GD, interview)**

UNIT I	FUNDAMENTALS OF COMMUNICATION & BASIC LSRW SKILLS	9 Hours

- Listening: Listening for specific information (MCQs)
- Speaking: Self-introduction; talking about likes and dislikes; greetings
- Reading: Skimming, scanning, and detailed comprehension
- Writing: Formal letters (job application), resume basics, problem–solution writing

Language Lab / Practical:
Digital literacy: E- resources
Practice: Self-introduction, JAM (Just a Minute)

UNIT II	LISTENING & SPEAKING STRATEGIES IN CONTEXT	9 Hours

- Listening: Conversations, advertisements, small talks, TED talks, summarizing,
- Speaking: Impromptu talks, speech writing, mini-presentations, AI-based speaking and Pronunciation tools
- Reading: Identifying arguments and main ideas in texts
- Writing: Writing Instruction, Checklist Preparation, Paragraph writing,

Language Lab / Practical:

- Blog creation, online quizzes, and Kahoot activities
- Practice: Conversation Drills, Prompting Conversation

UNIT III	READING, TECHNICAL WRITING & ANALYTICAL SKILLS	9 Hours

- Listening: Listening to debates/Academic discussions and extracting key points
- Speaking: Participating in group discussions, AI for Presentation using prompts
- Reading: Extracting specific information; note-making

Writing: Framing open-ended /closed ended questions, sequencing sentences, Report writing, and précis writing

Language Lab / Practical:

- PowerPoint presentations, Slide Share tools
- Practice: Reading comprehension, report writing, statement of purpose

UNIT IV	CRITICAL THINKING & PRESENTATIONS	9 Hours

- Listening: Understanding instructions, interpretations & recommendations
- Speaking: Formal presentations, public speaking
- Reading: Classification and interpretation of information
- Writing: Instructions, recommendations, user manuals

Language Lab / Practical:

- Online discussion forums and collaborative tools
- Practice: Book/film review, presentation delivery

UNIT V	PROFESSIONAL & WORKPLACE COMMUNICATION	9 Hours

- Listening: Workplace communication.
- Speaking: Group discussions, interviews, persuasive communication, negotiation
- Reading: Professional documents and job-related texts

Writing: Cover letters, resumes, formal emails, Process Descriptions

- Language Lab / Practical:
- Digital tools for communication and presentations
- Practice: Mock interviews, GDs

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS

1. Kumar, Sanjay, and Pushp Lata. *Communication Skills*. Pearson Education, 2018.
2. Bovée, Courtland L., and John V. Thill. *Business Communication Today*. 14th ed., Pearson, 2020.
3. Raman, Meenakshi, and Sangeeta Sharma. *Technical Communication: Principles and Practice*. 3rd ed., Oxford University Press, 2015.
4. Kumar, Kulbhushan. *Effective Communication Skills*. Khanna Publishing House, 2018.
5. Mohan, Krishna, and Meera Banerji. *Developing Communication Skills*. 2nd ed., Macmillan Education, 2018.

REFERENCE BOOKS

1. Sharma, R. C., and Krishna Mohan. *Business Correspondence and Report Writing: A Practical Approach to Business and Technical Communication*. 5th ed., McGraw-Hill Education, 2017.
2. Mitra, Barun K. *Personality Development and Soft Skills*. 2nd ed., Oxford University Press, 2016.
3. Sasikumar, V., P. Kiranmai Dutt, and Geetha Rajeevan. *A Course in Listening and Speaking I*. Cambridge University Press, 2005.
4. Murphy, Raymond. *English Grammar in Use*. 5th ed., Cambridge University Press, 2019.
5. Lewis, Norman. *Word Power Made Easy*. Revised ed., Goyal Publishers & Distributors, 2014.

WEB LINKS

1. Purdue Online Writing Lab. "OWL." *Purdue University*, https://owl.purdue.edu/.
2. TED. "TED Talks." *TED Conferences*, https://www.ted.com/talks.
3. British Council. *Learn English*. British Council ,https://learnenglish.britishcouncil.org/

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Demonstrate effective listening and comprehension skills.	K2
CO2	Communicate confidently in speaking situations, such as Presentations and discussions.	K3
CO3	Apply appropriate reading strategies for academic and Professional texts.	K3
CO4	Produce clear and structured written communication (letters, Emails, reports, resumes).	K6
CO5	Exhibit employability skills in interviews, group discussions, and workplace communication	K3

COURSE ARTICULATION MATRIX

	PO1	PO2	PO3	P O4	PO5	PO6	PO7	PO 8	PSO1	PSO2
CO1	-	-	3	2	-	-	2	-	-	-
CO2	-	-	3	3	-	-	2	-	-	2
CO3	-	-	3	3	-	-	2	-	-	2
CO4	-	-	3	3	2	-	2	-	-	2
CO5	-	-	3	3	2	-	2	-	-	2
AVG	-	-	3	2.8	2	-	2	-	-	2

SEMESTER II

	TAMIL II	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

மாணவர்களிடம் தமிழரின் நாகரிகம் மற்றும் பண்பாட்டு மரபினை அறிமுகம் செய்தல் தமிழ் இலக்கிய காப்பியச் செழுமையையும் பக்தி இலக்கிய மாண்பையும் உணர்த்துதல், தமிழ்க் கவிதை வளத்தையும் அதன் பொருண்மைகளையும் எடுத்துரைத்தல், ஊடகம்- கணினி- செயற்கை நுண்ணறிவு போன்ற நவீன அறிவுசார் வளர்ச்சி நிலைகளைப் பயன்பாட்டு நோக்கில் பயிற்சியளித்தல், இதன் வாயிலாக மாணவர்களின் ஆளுமைத் திறனை மேம்படுத்தி அவர்களை போட்டித் தேர்வுகளுக்கு தயார் செய்வதும் வேலைவாய்ப்பிற்கான பயிற்சி அளிப்பதும் இந்தப் பாடத்திட்டத்தின் முக்கிய நோக்கமாகும்.

UNIT I	தமிழர் வாழ்வும் பண்பாடும்	9 Hours

பண்பாடு - வாழ்வியல் முறை - அகம், புறம் - உணவு முறை - விருந்தோம்பல் - நம்பிக்கைகள் - விழாவும் வழிபாடும் - கலைகள் - கட்டடம் - சிற்பம் - ஓவியம் - இசை - கூத்து - தொழிலும் வணிகமும் - அறிவியல் நோக்கு.

UNIT II	அலகு 2: காப்பியங்கள்	9 Hours

1. சிலப்பதிகாரம் - ஆய்ச்சியர் குரவை
2. மணிமேகலை- காதை 19 - உலக அறவி புக்க காதை
3. கம்பராமாயணம் - மந்தரை சூழ்ச்சிப் படலம் (பாடல் எண் தேர்ந்தெடுக்கப்பட்ட 9 பாடல்கள்)

UNIT III	பக்தி இலக்கியம்	9 Hours

திருமூலர் - திருமந்திரம் - மூன்று பாடல்கள்

- ✔ உடம்பார் அழியின் உயிரார் அழிவர் (திருமந்திரம்: 724)
- ✔ மனையுள் இருந்தவர் மாதவர் ஒப்பர் (திருமந்திரம்: 47)
- ✔ மரத்தை மறைத்தது மாமத யானை (திருமந்திரம்: 2290)

தேம்பாவணி - காட்சிப் படலம் முதல் 5 பாடல்கள்
சீறாப்புராணம் - மானுக்கு பிணை நின்ற படலம்

UNIT IV	கவிதை இலக்கியம்	9 Hours

பாரதியார் - செந்தமிழ் நாடு- செந்தமிழ் நாடெனும் போதினிலே எனும் கவிதை (பாடல் எண்1.6, 7, 8, 9, 10)
பாரதிதாசன் - இசையமுது- "தூய்மை சேரடா தம்பி" என்று தொடங்கும் பாடல் கவிக்கோ அப்துல்ரகுமான் - ஆலாபனை- போட்டி எனும் தலைப்பில் அமைந்த கவிதை
நா.முத்துக்குமார் - பட்டாம்பூச்சி விற்பவன்- தூர் எனும் தலைப்பில் அமைந்த கவிதை
இளம்பிறை - நீ எழுத மறுக்கும் எனதழகு - அம்மா எனும் தலைப்பில் அமைந்த கவிதை

UNIT V	ஊடகத் தமிழ் - கணினித் தமிழ் அறிமுகம்	9 Hours

ஊடகத் தமிழ்: இதழியல் - ஊடக வகைகள் - அச்சு ஊடகங்கள் -

மின்னணு ஊடகம் - ஊடகங்களில் தமிழ், ஊடகங்களின் மொழி நடை - வானொலி- தொலைக்காட்சி- திரைப்படம்.
கணினித் தமிழ்: கணினியும் தமிழும், தமிழ் மென்பொருள்கள் (Tamil software) - எழுத்துருக்கள் (Fonts) - இணையமும் தமிழ்ப் பயன்பாடும் - மின்னூலகம் (Online e-Library), மின்னகராதி (e-Dictionary), - மின்வழிக் கற்றல் - e Learning - பயன்பாட்டு நோக்கில் செயற்கை நுண்ணறிவு

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS

1. தமிழர் நாகரிகமும் பண்பாடும், டாக்டர் அ. தட்சிணாமூர்த்தி, ஐந்திணைப் பதிப்பகம், 2001.
2.இதழியல் கலை, டாக்டர் மா. பா. குருசாமி, குரு - தேமொழி பதிப்பகம், திண்டுக்கல், 1998.
3.கணிப்பொறியில் தமிழ், த.பிரகாஷ், பெரிகாம், 2011.
4.தமிழ்க் கணினி இணையப் பயன்பாடுகள், முனைவர் துரை. மணிகண்டன், மணிவானதி பதிப்பகம், 2013.
5.அச்சுக் கலை வழிகாட்டி, பாலசுப்பிரமணியன், ஆ. சென்னை: தனசு பதிப்பகம், 1966

WEB LINKS

பாடநூல் தேடலுக்கான இணையம்
http://www.tamilvu.org/courses/nielit/Chapters/Chapter1/11.pdf

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	தமிழரின் வாழ்வியல், பண்பாடு, உணவு முறை, விருந்தோம்பல், நம்பிக்கைகள், கலைகள், தொழில், வணிகம் மற்றும் அறிவியல் நோக்கு ஆகியவற்றை விளக்க முடியும்.	K2
CO2	சிலப்பதிகாரம்மணிமேகலை, கம்பராமாயணம் போன்ற தமிழ் காப்பியங்களின் இலக்கியச் சிறப்புகளையும் கருத்துகளையும் புரிந்து விளக்க முடியும்.	K2
CO3	சிலப்பதிகாரம், மணிமேகலை, கம்பராமாயணம் போன்ற தமிழ் காப்பியங்களின் இலக்கியச் சிறப்புகளையும் கருத்துகளையும் புரிந்து விளக்க முடியும்.	K4
CO4	பாரதியார், பாரதிதாசன், அப்துல் ரகுமான், நா. முத்துக்குமார், இளம்பிறை ஆகியோரின் கவிதைகளில் உள்ள சமூகச் சிந்தனை, மொழிநயம் மற்றும் கருத்துப் பொருளை மதிப்பீடு செய்ய முடியும்.	K5
CO5	ஊடகத் தமிழ், கணினித் தமிழ், தமிழ் மென்பொருள்கள், இணையத் தமிழ்	K3

	பயன்பாடு, மின்னூலகம், மின்னகராதி, மின்வழிக் கற்றல் மற்றும் செயற்கை நுண்ணறிவு பயன்பாடுகளை நடைமுறையில் பயன்படுத்த முடியும்.	

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	-	-	-	2	-	-	-
CO2	-	-	-	-	-	-	2	-	-	-
CO3	-	-	-	-	-	-	2	-	-	-
CO4	-	-	-	-	-	-	2	3	-	-
CO5	-	-	-	-	-	-	2	3	-	-
AVG	-	-	-	-	-	-	**2**	**3**	-	-

	HINDI-II	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

- To introduce students to Hindi and Indian civilization and cultural heritage
- To make them understand the richness of Hindi and Indian epics and the greatness of devotional literature
- To provide practical training in modern intellectual developments such as translation, advertisement and to develop students' skills, for competitive examinations, and provide employment-oriented training are the major objectives of this syllabus.

UNIT I **9 Hours**

हिन्दी साहित्य का इतिहास - आदिकाल, मध्यकाल, आधुनिक युग - सामान्य परिचय, प्राचीन युग - नैतिक साहित्य - तिरुक्कुरल - 5 दोहे (तिरुवल्लुवर), भक्तिकाल - नैतिक साहित्य - वेमना (वेमना) के पद -3

History of Hindi Literature – Ancient, medieval, modern era – General Introduction, Ethical Literature - Thirukkural - 5 couplets (Thiruvalluvar), Bhakti Kal - Ethical Literature - Vemana Pad - 3 (Vemana)

UNIT II **9 Hours**

भक्तिकाल - नैतिक साहित्य - कबीर के दोहे- 5 (कबीरदास), - भ्रमरगीत के पद-1 (सूरदास), कौशल विकास - प्रश्न निर्माण - अभ्यास

Bhakti Kal - Ethical Literature - Kabir ke Dohe - 5 (Kabirdas), Bhramargeet ke Pad -1 (सूरदास), Skill Development - Question framing

UNIT III **9 Hours**

भक्तिकाल - विनय के पद- 1 (तुलसीदास), कम्ब रामायण के पद -2 (कम्बर)

Bhakti Kal - Vinay ke Pad - 1(Tulsidas), Kambaramayan ke Pad - 2 (Kambar)

UNIT IV **9 Hours**

आधुनिक युग - पुष्प की अभिलाषा (माखनलल चतुर्वेदी), कौशल विकास - अनुवाद : अर्थ, परिभाषा, प्रकार एवं अभ्यास

Modern Era - Pushpa ki Abhilasha (Makhanlal Chaturvedi), Skill Development - Translation: Meaning, Definition, Exercise

UNIT V **9 Hours**

आधुनिक युग - बीज व्यथा (ज्ञानेंद्रपति), कौशल विकास - 'विज्ञापन लेखन : अर्थ, परिभाषा, प्रकार एवं अभ्यास

Modern Era - Beej Vyatha (Gyanendrapathi), Skill Development -Advertisement : Meaning, Definition, Exercise

Total: 45 Hours

Self-Learning: 45 Hours

REFERENCES BOOKS

1. Hindi Sahitya Ka Itihas, Ramchandra Shukla, Nagari Pracharini Sabha, Varanasi

2. Thirukkural, Hindi Translator: M. Govindarajan, Central Institute of Classical Tamil, Chennai https://www.cict.in/?

3. Vemana ki vaani,Hindi Translator: Dr. Suryanarayan Bhanu, Potti Sriramulu Telugu University

4. Kabir Granthavali Kabir, Rajkamal Prakashan

5. Sursagar, Surdas, Lokbharti Prakashan

6. Vinay Patrika, Tulsidas, Gita Press, Gorakhpur

7. Kambaramayan, Bhuvan Vani Trust, Lucknow

8. Him Tarangini, Makhanlal Chaturvedi, Bharati Bhandar

9. Anuvaad Vigyan, Dr. Bholanath Tiwari, Kitab Mahal

10. Gyanendra Pati Ki Kavitaayein,Gyanendra Pati, Rajkamal Prakashan

11. Prayojanmoolak Hindi, Dr. Kailash Chandra Bhatia, Vani Prakashan

12. Vyavaharik Hindi – Dr. Hardev Bahri – Rajpal & Sons

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Know various types of poetry in various Indian Languages, culture and moral values along with history of Hindi Literature	**K1**
CO2	Know the richness of Ethical and Bhakti Literature of Hindi language, culture and moral values	**K2**
CO3	Know the importance of Bhakti Literature	**K2**
CO4	Know the value of patriotism and proficiency in Hindi translation	**K4**
CO5	Know about the Modern Poetry and develop skills, for competitive examinations	**K5**

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	3	-	-	-	2	-	-	-
CO2	-	-	3	-	-	-	2	-	-	-
CO3	-	-	3	-	-	-	2	-	-	-
CO4	-	-	3	-	-	-	2	3	-	-
CO5	-	-	3	-	-	-	2	3	-	-
AVG	**-**	**-**	**3**	**-**	**2**	**-**	**2**	**3**	**-**	**-**

	FRENCH-II	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

- To express his / her where abouts and to ask seek direction
- To express obligation and restriction
- To describe a place
- To narrate and to question
- To describe someone
- To express his desire and to speak about the future

UNIT I	C'est où	**10 Hours**
L'impératif, Les articles contractés au, à la…, Le passé composé et l'accord du participe passé avec être.		
UNIT II	N'oubliez pas	**6 Hours**
Le pronom relatif Qui, que, où, Les pronoms compléments indirects (me, te, lui, leur…)		
UNIT III	Belle vue sur la mer –	**6 Hours**
Les adjectifs démonstratifs, Y- pronom complément.		
UNIT IV	Quel beau voyage	**8 Hours**
Les verbes pronominaux, En- pronom complément		
UNIT V	11) Oh ! joli	**10 Hours**
L'imparfait, L'imparfait ou le passé composé.		
UNIT XII	Et après ?	**5 Hours**
Le futur simple, Le subjonctif présent.		

Total: 45 Hours

Self-Learning: 45 Hours

Text / Reference Book

1. **Prescribed book:** LATITUDES 1 (A1/A2) MÉTHODE DE FRANÇAIS - Régine Mérieux and Yves Loiseau

Reference books

1. SAISON A1 - MÉTHODE DE FRANÇAIS - Marie-Noëlle Cocton, Élodie Heu, Catherine Houssa, Émilie Kasazian

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Recall and express one's whereabouts and ask for directions.	K1
CO2	Understand and express obligation and restrictions in daily communication.	K2
CO3	Apply language skills to describe a place using appropriate vocabulary.	K3
CO4	Analyze and narrate events and frame questions effectively.	K4
CO5	Apply language structures to describe a person.	K3

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	-	-	-	2	-	-	-
CO2	-	-	-	-	-	-	2	-	-	-
CO3	-	-	-	-	-	-	2	-	-	-
CO4	-	-	-	-	-	-	2	3	-	-
CO5	-	-	-	-	-	-	2	3	-	-
AVG	**-**	**-**	**-**	**-**	**-**	**-**	**2**	**3**	**-**	**-**

	INDIAN SIGN LANGUAGE (ADVANCED)	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

- Develop understanding of basic grammatical structures in Indian Sign Language (ISL).
- Build vocabulary related to various professions, academics, sports, food, and public services.
- Enhance communication skills for real-life conversations and public interactions.
- Adapt signing techniques and communication styles to different environments and contexts.

UNIT I	**ADVANCED CORE VOCABULARY & GRAMMAR**	**10 Hours**
Subject, Sports, Noun, and Verb.		
UNIT II	**VOCATIONS, GEOGRAPHY & CULINARY TERMS**	**6 Hours**
Professions, Places, Dishes & Spices, and Roadways.		
UNIT III	**QUALIFIERS & CIVIC LITERACY**	**6 Hours**
Adjectives, Government Related Items, and Calendar Items.		
UNIT IV	**QUALIFIERS & CIVIC LITERACY**	**8 Hours**
Shopping, Hospital, Police Station, and Bus Stop.		
UNIT V	**ENVIRONMENT-BASED SIGN LANGUAGE**	**10 Hours**
Home, Office, Hotel, and School/College.		

Total: 15 Hours Self Learning: 15 Hours

TEXT BOOKS:

1. R.R. Gaur, R. Asthana, G.P. Bagaria. (2023). A Foundation Course in Human Values and Professional Ethics. 3rd Revised Edition. Excel Books, New Delhi.

REFERENCE BOOKS:

1. A. Nagaraj, Jeevan Vidya Prakashan, Amar Kantak. Jeevan Vidya: Ek Parichaya . (1999).

2. Rakesh Gupta. (2008). Jeevan Vidya: An Introduction (Introductory Book to Madhyasth Darshan-Coexistentialism). English Version.

3. A. N. Tripathi. (2004). Human Values. First Edition. New Age International Publishers, New Delhi

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Develop qualities like responsibility and the ability to handle problems with s sustainable solutions.	K3
CO2	Appraise human values and the harmony at various levels.	K3

CO3	Perceive a better critical ability.	K3
CO4	Develop qualities pertaining to value-based living.	K3
CO5	Apply what they have learnt to their own self in real life settings.	K3

COURSE ARTICULATION MATRIX

COs / PSO/ POs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	-	-	-	-	3	-	2	2	-	-	3
CO2	-	-	-	-	3	-	2	2	-	-	3
CO3	-	-	-	-	2	-	2	3	-	-	3
CO4	-	-	-	-	3	-	2	3	-	-	3
CO5	-	-	-	-	3	-	2	2	-	-	3
AVG	-	-	-	-	**2.8**	-	**2.0**	**2.4**	-	-	3

	ENGLISH II	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

- To appreciate prose, poetry, drama, and short fiction.
- To enhance reading and interpretative skills.
- To express ideas clearly in speech and writing.
- To use appropriate language structures in communication.
- To develop effective writing skills across formats.

UNIT I	Grammar & Composition	9 Hours

- Active & Passive Voice
- Direct & Indirect Speech
- Letter Writing (Formal & Informal)
- Creative Writing – Writing stories
- Hints Developing

UNIT II	Prose	9 Hours

- Nadine Gordimer – *Once upon a Time*
- E. V. Lucas – *Bores*

Listening: Note-taking from audio/text recitation
Speaking: Discussion on fear, society, and behaviour
Reading: Skimming, scanning, and interpretation of textual features
Writing: Reflective paragraph writing

UNIT III	Poetry	9 Hours

- Robert Frost – *Stopping by Woods on a Snowy Evening*
- Maya Angelou – *Still I Rise*

Listening: Listening and summarizing the poem
Speaking: Explaining poetic lines orally
Reading: Reading and inferring contextual meaning
Writing: Paraphrase of poems

UNIT IV	Short stories	9 Hours

- Anton Chekhov – *The Bet*
- O. Henry – *After Twenty Years*

Listening: Story narration and summarizing
Speaking: Character discussion and debate
Reading: Contextual vocabulary identification
Writing: Summary and character sketch

UNIT V	One-Act Play	9 Hours

- Langston Hughes - *Soul Gone Home*
- Lucille Fletcher-*Sorry, Wrong Number*

Listening: Dramatic reading and dialogue comprehension
Speaking: Role play and dramatization
Reading: Character and conflict analysis
Writing: Character sketch/dialogue writing

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS

1. Gordimer, Nadine. “Once upon a Time.” *Jump and Other Stories*. Penguin Books, 1991.
2. Lucas, E. V. “Bores.” *The Best Loved Essays of E. V. Lucas*. Methuen & Co., 1923.

3. Frost, Robert. “Stopping by Woods on a Snowy Evening.” *New Hampshire*. Henry Holt and Company, 1923.
4. Angelou, Maya. “Still I Rise.” *And Still I Rise*. Random House, 1978.
5. Hughes, Langston. *Soul Gone Home*. In *Five Plays by Langston Hughes*. Indiana University Press, 1963.

REFERENCE BOOKS

1. Murphy, Raymond. *English Grammar in Use*. Cambridge University Press, 2019.
2. Wren, P. C., and H. Martin. *High School English Grammar and Composition*. Revised ed., S. Chand & Company, 2009.

WEB LINKS

1. *British Council LearnEnglish*. British Council, https://learnenglish.britishcouncil.org/.
2. *Poetry Foundation*. Poetry Foundation, https://www.poetryfoundation.org/

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Understand grammar concepts including voice, speech, sentence structure, and composition skills.	K1
CO2	Apply reading and writing skills through prose comprehension and reflective writing tasks.	K2
CO3	Analyze poetry to interpret themes, emotions, and contextual meanings.	K4
CO4	Evaluate short stories by examining characters, themes, and narrative techniques.	K5
CO5	Apply communication and literary skills through one-act plays including dialogue, role play, and interpretation.	K3

COURSE ARTICULATION MATRIX

COs /POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	-	-	-	-	2	-	-
CO2	-	-	-	-	-	-	-	2	-	-
CO3	-	-	-	-	-	-	-	2	-	-
CO4	-	-	-	-	-	-	-	2	-	-
CO5	-	-	-	-	-	-	-	2	-	-
AVG	-	-	-	-	-	-	-	**2**	**-**	**-**

	FINANCIAL ACCOUNTING-II Common for B.Com. B.Com. (A&F), B.Com. (CA), B.Com. (CS)	L	T	P	SL	C
		4	0	0	4	4

COURSE OBJECTIVES

- To provide students with knowledge of accounting principles and procedures relating to non-profit organizations and partnership firms.
- To develop the ability to prepare Receipt and Payment Account, Income and Expenditure Account, and Balance Sheet of non-profit organizations.
- To familiarize students with the accounting treatment and methods involved in hire- purchase transactions.
- To enable students to understand partnership accounting relating to admission, retirement, death, and dissolution of partners.
- To introduce students to computerized accounting practices using accounting software and develop practical skills in company creation, ledger maintenance, and inventory management.

UNIT I	ACCOUNTING FOR NON-PROFIT ORGANIZATIONS	12 Hours

Meaning - Significance of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet, Difference between Profit and Loss Account and Income and Expenditure Account. Preparation of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet.

UNIT II	HIRE PURCHASE ACCOUNTING	12 Hours

Hire purchase – Hire purchase trading account – Debtors System-Stock and debtor system- final accounts system – case studies.

UNIT III	ADMISSION, RETIREMENT AND DEATH OF A PARTNER	12 Hours

Partnership accounts – admission – retirement – death of a partner.

UNIT IV	DISSOLUTION OF PARTNERSHIP	12 Hours

Dissolution of partnership firm – dissolution accounts – causes of distribution of partnership – types of dissolution – dissolution accounts.

UNIT V	ACCOUNTING SOFTWARE (BASICS OF TALLY)	12 Hours

Basics of accounting software- Features- Creation of Company- Configuration- Creation of groups-Ledgers- Inventory- Stock creation- Stock groups- Stock Categories-Units of measure

Total: 60 Hours

Self-Learning: 60 Hours

TEXT BOOKS

1. RL Gupta & VK Gupta, Financial Accounting, Sultan Chand & Sons, 8th Edition, 2023.
2. P.C. Tulsian & Bharat Tulsian, Financial Accounting, S Chand Publication, 2nd Edition, 2016.

REFERENCE BOOKS

1. M. Hanif & A. Mukherjee, Financial Accounting I, McGraw Hill Education, 4th Edition,

2018.

2.Prasanna Chandra, Fundamentals of Financial Accounting, McGraw Hill Education, 6th Edition, 2017.

3.T.S. Reddy & A.Murthy, Financial Accounting, Margham Publications, 2018.

WEB LINKS

1. https://www.drnishikantjha.com/booksCollection/Financial%20Accounting%20II%20FYBBI% 202015-16.pdf
2. https://nou.edu.ng/coursewarecontent/ACC204.pdf

NPTEL LINKS

1. https://onlinecourses.nptel.ac.in/e
2. https://onlinecourses.nptel.ac.in/e-learning/preview/noc25_mg121

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Understand the concepts and significance of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet of non-profit organizations.	K2
CO2	Analyze Receipt and Payment Account, Income and Expenditure Account and Balance Sheet from financial data.	K3
CO3	Apply accounting procedures relating to hire-purchase transactions under various accounting systems.	K3
CO4	Analyze partnership accounts relating to admission, retirement, death of a partner and dissolution of accounts	K4
CO5	Demonstrate practical skills in computerized accounting for company, creation ledger and inventory management.	K3

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	2	2	-	-	-	2	-	3	-
CO2	3	3	2	-	-	-	-	2	-	-
CO3	2	2	3	-	-	-	-	-	-	-
CO4	2	3	3	-	-	-	2	-	3	-
CO5	-	-	-	3	2	3	-	-	-	-
AVG	**2.3**	**2.5**	**2.5**	**3.0**	**2.0**	**3.0**	**2.0**	**2.0**	**3.0**	-

	BUSINESS LAW	L	T	P	SL	C
		4	0	0	4	4

COURSE OBJECTIVES

- To understand the meaning, scope and basic provisions of the Indian Contract Act, 1872.
- To understand the essential elements of a valid contract, classification of contracts.
- To identify the legal provisions relating to capacity to contract in business situations.
- To analyse the rules relating to performance and discharge of contract.
- To comprehend the legal provisions relating to contract of agency and Sale of Goods Act, 1930

UNIT I	INTRODUCTION TO BUSINESS LAW AND CONTRACT	12 Hours

Business Law – Meaning and Scope – Sources of Business Law – Indian Contract Act, 1872 – Meaning and Definition of Contract – Essential Elements of a Valid Contract – Classification of Contracts – Offer and Acceptance – Legal rules relating to offer and acceptance – Consideration – Meaning, definition and essentials of valid consideration.

UNIT II	CAPACITY AND FREE CONSENT	12 Hours

Capacity to Contract – Persons competent to contract – Minor – Nature of minor's agreements and its effects – Persons of unsound mind – Persons disqualified by law – Free Consent – Meaning and importance – Factors affecting free consent: Coercion, Undue Influence, Fraud, Misrepresentation and Mistake – Legality of Object – Void agreements and illegal agreements.

UNIT III	PERFORMANCE AND DISCHARGE OF CONTRACT	12 Hours

Performance of Contract – Meaning and types – Tender of performance – Quasi Contracts – Discharge of Contract – Modes of discharge: by performance, agreement, impossibility and breach – Breach of Contract – Remedies for breach of contract.

UNIT IV	CONTRACT OF AGENCY	12 Hours

Contract of Agency – Meaning and nature – Creation of Agency – Types of Agents – Duties and Rights of Agent – Duties and Rights of Principal – Liability of Principal and Agent – Termination of Agency and its effects.

UNIT V	SALE OF GOODS ACT, 1930	12 Hours

Sale of Goods Act, 1930 – Meaning and Definition of Contract of Sale – Essentials of a contract of sale – Sale and Agreement to Sell – Formation of Contract of Sale – Conditions and Warranties – Doctrine of Caveat Emptor – Transfer of ownership – Rights of unpaid seller.

Total: 60 Hours

Self-Learning: 60 Hours

TEXT BOOKS

1. N.D.Kapoor, "Business Law" Sulthan Chand &Sons,2018.

2. R.S.Pillai, "Business Law" S.Chand Publishers,2011.

REFERENCE BOOKS

1. SN.Pillai and Bhagavathi, Business Law, S.Chand & Sons.
2. Shukla.MC, Mercantile Law, S.Chand & Sons
3. P,C.Thulsian, Business Law, Tata Megreher.

WEB LINKS

1. https://drive.google.com/file/d/171HCg9NwfVZoAbHYOxaOAHcHqy7QSTnj/view
2. https://drive.google.com/file/d/11U4IufrSMzIHBm7RSOZkYsTpUPbostQH/view
3. **https://www.sscasc.in/wp-content/uploads/downloads/BCOM/Business-Law.pdf**

NPTEL LINKS

1. **https://onlinecourses.nptel.ac.in/e-learning/preview/noc23_mg40**

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Understand the nature, scope and essential elements of a valid contract under Indian Contract Act, 1872.	K2
CO2	Analyse the conditions of offer, acceptance, consideration and capacity to contract with case law examples	K4
CO3	Apply provisions of law relating to performance of contract, breach and remedies to solve business problems	K3
CO4	Examine the rights, duties and liabilities of unpaid seller and buyer under Sale of Goods Act, 1930	K4
CO5	Evaluate the provisions of negotiable instruments and differentiate between types of cheques, bills and promissory notes	K4

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	P O4	PO5	PO6	PO7	PO 8	PSO1	PSO2
CO1	-	-	-	-	-	-	3	-	-	-
CO2	-	-	-	2	2	-	2	-	-	-
CO3	3	-	2	-	3	-	-	3	-	-
CO4	-	-	3	-	-	3	2	-	-	-
CO5	-	3	2	-	-	3	-	-	-	-
AVG	**3**	**3**	**2.3**	**2**	**2.5**	**3**	**2.3**	**3**	**-**	**-**

	INDIAN ECONOMY	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

This course provides students with an understanding of the structure, performance, and key issues of the Indian economy. It introduces concepts of economic growth, development, national income, planning, poverty, unemployment, and sectorial trends in agriculture, industry, and services. Students will learn to analyze policies, reforms, and economic indicators to evaluate India's developmental challenges. The course aims to develop critical thinking and analytical skills to interpret economic data and propose solutions for sustainable growth.

UNIT I	Fundamentals of Economic Growth and Development	9 Hours

Economic growth – Concepts, features and indicators - Economic development – Concepts and features - Indicators of Development: GDP, HDI, Per Capita Income - Basic issues in Economic development: poverty, inequality, environment and Growth - Difference between Growth and Development - Concepts and measures of development and underdevelopment.

UNIT II	Structure and Demographic Profile of the Indian Economy	9 Hours

Basic features of the Indian Economy – Concepts of National Income - Composition of National Income – Elements National income - Occupational Structure – Demographic features of India – Theories of Population – Classical – Neo Classical -Modern theory.

UNIT III	Economic Planning, Policies, and Macroeconomic Management	9 Hours

Indian Economic Policies – Planning in India: Five-year Plans to NITI Aayog– Economic reforms since 1991 (LPG policy) - Monetary and Fiscal Policy – Inflation in India – Measurement, Types and Causes of Inflation – Phillips Curve.

UNIT IV	Poverty, Unemployment, and Socio-Economic Challenges	9 Hours

Poverty: Concepts and Measurement – Causes of Poverty and its Consequences - Unemployment – Types of unemployment and its causes – Measures to eradicate poverty and unemployment – okun's law.

UNIT V	Sectoral Analysis: Agriculture, Industry, and Services	9 Hours

Sectorial Trends and issues in Indian Economy – Agricultural Sector – Determinants of agricultural productivity – Measures for low agricultural productivity – Challenges in Agriculture Sector - Agmark – Industry and service sector – Growth of Indian industries – performance –Causes for poor performance of PSU's

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS

1. Mishra and Puri: Indian Economy – Himalaya Publishing House, 2017
2. IC Dhingra, Indian Economics – Sultan Chand and Sons, 2020
3. Dutt & Sundaram, Indian Economy, S.Chand & Company. 2016

4. A.N.Agarwal: Indian Economy, Problems of Development and Planning, New Age publication,2014

REFERENCE BOOKS

1. Jean Dreze and Amartya Sen, Jean Dreze and Amartya Sen,. An Uncertain Glory: India and its Contradictions, Princeton University Press. 2013
2. S.L. Shetty, , —India‘s Savings Performance since the Advent of Planning, in K.L. Krishna and A.Vaidyanathan, editors, Institutions and Markets in India’s Development,2007

WEB LINKS

1. https://www.indiabudget.gov.in/economicsurvey/
2. https://nptel.ac.in/courses/109/104/109104184/
3. https://nptel.ac.in/courses/109/104/1091

NPTEL LINKS

1. https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_ec04
2. https://nptel.ac.in/courses/109104184

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Explain the concepts of economic growth, development, and related indicators such as GDP, HDI, and per capita income	K2
CO2	Analyze the features of the Indian economy, including national income, occupational structure, demographics, and population theories	K4
CO3	Apply knowledge of economic policies, planning frameworks, and reforms to assess macroeconomic performance	K3
CO4	Evaluate causes, consequences, and remedies for poverty and unemployment in India	K5
CO5	Examine sectoral trends in agriculture, industry, and services, and assess challenges for economic growth	K4

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	-	2	-	2	-	-	-
CO2	-	-	2	-	2	-	-	-	-	-
CO3	-	2	-	-	2	-	-	-	-	-
CO4	-	2	-	-	3	-	2	-	-	-
CO5	-	2	-	-	2	-	2	-	-	-
Average	-	2	2	-	2.2	-	2	-	-	-

	BUSINESS CORRESPONDENCE AND OFFICE MANAGEMENT	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

- To understand the concept of business correspondence, structure and layout of business letters.
- To comprehend the process of communication.
- To understand the concept of report writing and its types.
- To be aware about the use of technology in communication
- To familiarize common office management, forms and layout used in business

UNIT I	INTRODUCTION TO BUSINESS CORRESPONDENCE	9 Hours

Meaning, concepts of Business correspondence, significance and e-mail correspondence. Business letters - Essentials of Business Letters - Structure and Layout of Business Letters - Types of Business Letters: Enquiries and Replies, Orders and Acknowledgments, Complaints and Adjustments, Sales Letters, Circulars and Notices.

UNIT II	FUNDAMENTALS OF COMMUNICATION	9 Hours

Meaning and Importance of Communication - Process of Communication - Types of Communication: Verbal and Non-Verbal – Channels & levels of communication - Barriers to Communication and Overcoming Strategies - 7 C's of Effective Communication - role of technology in business communication.

UNIT III	REPORT WRITING	9 Hours

Importance and Characteristics of Reports – qualities of good report- Types of Reports: Formal and Informal - Structure of a Report – preparation of Reports: Progress Reports, Survey Reports, and Meeting Minutes.

UNIT IV	WORK STUDY AND COMMUNICATION SYSTEM	9 Hours

Definition , importance and applications of work study – role of communication in work study – types of communication system in work study – impact of technology on communication – Digital communication : internet, PSTN, intranet & extranet – Elements of communication system.

UNIT V	OFFICE MANAGEMENT	9 Hours

Definition and Scope of Office Management - Principles of Office Organization - Types of Office Layouts - Role of Office Manager- duties & responsibilities of office manager - Office Automation and Technology in Modern Offices - Importance of Records in Office Management - Filing Systems: Traditional and Electronic – Digital platforms: social media and App based formats for day to day office operation – Technological Advancements in office management.

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS

1. Essentials of Business Communication – RajendraPal, J.S.Koralahilli,Sultan Chand &Sons, New Delhi.
2. Business Communication – V.R. Palanivelu & N. Subburaj, Himalaya Publishing House Pvt ltd, Mumbai.
3. BhatiaR.C.(2005)-Principles of Office Management - Lotus Press-NewDelhi

REFERENCE BOOKS

1. ASHLEY,A–AHand book of Commercial Correspondence,OxfordUniversityPress(2003)
2. George R Terry (1949)-Office Management and Control
3. Leffing well and Robbinson (1975)-Textbook of Office Management –Tata McGraw-Hill

WEB LINKS

1. https://www.slideshare.net/slideshow/business-organisation-and-officemanagement/10678313
2. http://www.uprtou.ac.in/other_pdf/AOCOM-01%20(296)%20English%20OK.pdf

NPTEL LINKS:

1. https://onlinecourses.swayam2.ac.in/nou26_cm08/preview

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Understand the concepts, structure, and layout of business correspondence and business letters.	K2
CO2	Comprehend the communication process and the various forms of business communication.	K2
CO3	Prepare business reports by applying the principles and formats of report writing.	K3
CO4	Utilize modern technology and digital tools for effective business communication.	K3
CO5	Exemplify office management practices, office forms, and layouts used in business organizations.	K2

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	-	-	-	2	2	-	-
CO2	-	-	-	-	-	-	2	2	-	-
CO3	-	-	-	-	-	-	2	-	-	-
CO4	-	-	-	-	-	3	2	2	-	3
CO5	-	-	-	-	-	2	3	3	-	-
AVG	-	-	-	-	-	**2.5**	**2.2**	**2.25**	**-**	**3**

	UNIVERSAL HUMAN VALUES	L	T	P	SL	C
		1	0	0	1	1

COURSE OBJECTIVES

- The candidates will be able to appreciate the complimentary between the values and skills for sustained happiness and prosperity.
- To influence the students to approach the life and profession with a holistic perspective towards a value-based living in a natural way.
- To highlight plausible implications of holistic understanding of ethical human conduct

UNIT I	INTRODUCTION TO VALUE EDUCATION	5 Hours

Living a fulfilling life. Value education. Skill education. Complementarity of Values and Skills. Development of a holistic perspective. Right understanding, relationship and physical facility. Understanding the happiness and prosperity

UNIT II	HARMONY AT MULTIPLE LEVELS	5Hours

Human being as co-existence of the self and the human body. Understanding harmony in the self. Harmony in the family and understanding values in human-human relationships. Harmony in the society and understanding universal human order. Harmony in nature and understanding the interconnectedness, selfregulation and mutual fulfillment. Harmony in existence and understanding co-existence at various level

UNIT III	IMPLICATIONS OF THE RIGHT UNDERSTANDING	5 Hours

Ethical human conduct. Implications of value-based living. Right understanding of professional ethics.

Humanistic education. Holistic technologies, production systems and management models. Strategies for transition towards value-based life and profession.

Total: 15 Hours

Self-Learning: 15 Hours

TEXT BOOKS

1. R.R. Gaur, R. Asthana, G.P. Bagaria. (2023). A Foundation Course in Human Values and Professional Ethics. 3rd Revised Edition. Excel Books, New Delhi.

REFERENCE BOOKS

1. A. Nagaraj, Jeevan Vidya Prakashan, Amar Kantak. Jeevan Vidya: Ek Parichaya . (1999).
2. Rakesh Gupta. (2008). Jeevan Vidya: An Introduction (Introductory Book to Madhyasth Darshan-Coexistentialism). English Version.

COURSE OUTCOMES

After completion of the course, the student will be able to:

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Develop qualities like responsibility and the ability to handle problems with s sustainable solutions.	K3
CO2	Appraise human values and the harmony at various levels.	K3
CO3	Perceive a better critical ability.	K3
CO4	Develop qualities pertaining to value-based living.	K3
CO5	Apply what they have learnt to their own self in real life settings.	K3

COURSE ARTICULATION MATRIX

COs / POs-PSOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	-	3	-	2	2	-	-
CO2	-	-	-	-	3	-	2	2	-	-
CO3	-	-	-	-	2	-	2	3	-	-
CO4	-	-	-	-	3	-	2	3	-	-
CO5	-	-	-	-	3	-	2	2	-	-
AVG	-	-	-	-	**2.8**	-	**2.0**	**2.4**	-	-