





Department of Commerce (Corporate Secretaryship)

UNDERGRADUATE DEGREE PROGRAMME

B.Com. (Corporate Secretaryship)

Three Years /

B.Com. (Hons) (Corporate Secretaryship)

Four Years

CURRICULUM & SYLLABUS

REGULATIONS 2026

Effective from the Academic Year

2026 -2027

School of Commerce and Economics

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 (CORPORATE SECRETARYSHIP)

VISION OF THE DEPARTMENT
To be a center of excellence in commerce education by nurturing competent, ethical and innovative professional, for the evolving business world

MISSION OF THE DEPARTMENT	
M1	To instill strong values of integrity, accountability and professional ethics, shaping graduates to uphold the highest standards of corporates
M2	To share comprehensive knowledge in corporate laws, governance, secretarial practices and corporate social responsibility, preparing the students to meet industry demands
M3	To provide practical exposure through case studies, Internship and Industry interaction ensuring the students gain real world-competence in secretarial and compliance roles
M4	To equip students with financial, legal and strategic skills that translate directly into corporate world

PROGRAMME EDUCATIONAL OBECTIVES (PEOs)	
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 (POs)	
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	Corporate Law and Compliance: Apply knowledge of Company Law, SEBI regulations, and other corporate laws to ensure legal compliance and support effective business operations
PSO2	Corporate Governance and Secretarial Practice: Perform corporate secretarial functions such as conducting board meetings, preparing resolutions, maintaining statutory records, and ensuring good governance practices







VISION AND MISSION OF THE INSTITUTION

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

- Effectively imparting knowledge and inculcating innovative thinking.
- Facilitating skill enhancement through add on courses and hands on training.
- Doing original, socially relevant, high quality research.
- Instilling the spirit of integrity, equity, professional ethics and social harmony.

CURRICULUM STRUCTURE

B.Com.(Corporate Secretaryship) Three Years/ B.Com., (Hons) in (Corporate Secretaryship) Four Years

Total number of Credits: 176

	B.Com(Hons) - Corporate Secretaryship Minimum Credits to be earned :176 B.Com(Hons) - Corporate Secretaryship Minimum Credits to be earned: 132									
	SEMESTER 1									
			Hours/Week					Maximum Marks		
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
AEC 1	26LTAM11 /26LHIN11/ 26LFRE11	Tamil I / Hindi I/ French I/Indian Sign Language Basic	3	0	0	3	3	40	60	100
AEC 2	26LENG11	English I	3	0	0	3	3	40	60	100
PCC 1	26CBCO11	Financial Accounting – I	4	0	0	4	4	40	60	100
PCC 2	26CBCO12	Principles of Management	4	0	0	4	4	40	60	100
MDC 1	26MBCO11	Managerial Economics	3	0	0	3	3	40	60	100
PEC 1	26DBCO11	Computing Essentials	3	0	0	3	3	40	60	100
AEC 3	26DVAC12	Communication Skills	0	0	4	2	2	40	60	100
SEC 1	26SBCO12	Orientation programme / Industrial Visit	-	-	-	-	-	-	-	-
			20	0	4	22	22	-	-	-

CIA - Continuous Internal Assessment SEE - Semester End Examination

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

SEMESTER 2										
			Hours/Week					Maximum Marks		
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
AEC 4	26LTAM21/ 26LHIN21/ 26LFRE21	Tamil II / Hindi II / French II/Indian Sign Language Advanced	3	0	0	3	3	40	60	100
AEC 5	26LENG21	English II	3	0	0	3	3	40	60	100
PCC 3	26CBCO21	Financial Accounting – II	4	0	0	4	4	40	60	100
PCC 4	26CBCO22	Business Law	4	0	0	4	4	40	60	100
MDC 2	26MBCO21	International Economics	3	0	0	3	3	40	60	100
PEC2	26DBCO21	Business Correspondence and Office Management	3	0	0	3	3	40	60	100
VAC 1	26VBCO21	Universal Human Values	1	0	0	1	1	40	60	100
			21	0	0	21	21	-	-	-

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SEMESTER 3										
			Hours/Week					Maximum Marks		
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
PCC 5	26CBCO31	Corporate Accounting – I	4	0	0	4	4	40	60	100
PCC 6	26CBCO32	Company Law	4	0	0	4	4	40	60	100
PEC 3	26DBCO31	Business Ethics	3	0	0	3	3	40	60	100
VAC 2	26VBCO32	Environmental Studies	3	0	0	3	3	40	60	100
VAC 3	26MBCO32	Indian Knowledge System	2	0	0	2	2	40	60	100
VAC 4	26SSKU31	Industry Oriented Employability skills	2	0	0	2	2	40	60	100
SEC 2	26SSKU21	Personality Development I	2	0	0	2	2	40	60	100
SEC 3		Global Certification (IBM/NASSCOM/Coursera /Udemy) 30 hours	-	-	-	-	1	-	100	100
SI 1	26SBCO32	Internship I	0	0	2	1	1	-	100	100
			20	-	2	21	22	-	-	-

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SEMESTER 4										
			Hours/Week					Maximum Marks		
	Code	Course	L	T	P	SL	C	CIA	SEE	Total
PCC 7	26CBCO41	Corporate Accounting – II	4	0	0	4	4	40	60	100
PCC 8	26CBCO42	Secretarial Practice	4	0	0	4	4	40	60	100
PEC 4	26IBCO41	GST Act &Practice	3	0	0	3	3	40	60	100
MDC 3	26MBCO31	Business Statistics	3	0	0	3	3	40	60	100
SEC 4	26SBCO51	Entrepreneurial Development	2	0	0	2	2	40	60	100
SEC 5		Fundamental of AI	2	0	0	2	2	40	60	100
SEC 6	26SSKU21	Personality Development II	2	0	0	2	2	40	60	100
VAC 5	26VNSS41	Yoga Education / National Service Scheme/Disaster Management	0	0	4	1	2	-	100	100
SEC 7		In-plant Training/ Industrial Tour / Summer Term	-	-	-	-	-	-	-	-
			20	0	4	21	22	-	-	-

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SEMESTER 5										
			Hours/Week					Maximum Marks		
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
PCC 9	26DBCO51	Cost Accounting	4	0	2	4	4	40	60	100
PCC 10	26DBCO52	Income Tax Law & Practice – I	4	0	0	4	4	40	60	100
PCC 11	26DBCO53	Practical Auditing	4	0	0	4	4	40	60	100
PEC 5	26IBCO51	Financial Services	3	0	0	3	3	40	60	100
MDC 4	26MBCO51	Cyber Security	3	0	0	3	3	40	60	100
SEC 8	26SSKU21	Personality Development III	2	0	0	2	2	40	60	100
VAC 6	26VBCO51	Automation Software Solutions	1	0	2	1	2	40	60	100
SI 2	26SBCO52	Internship II	0	0	2	1	1	-	100	100
SEC 9	26SBCO53	Skill Enhancement Training / Student Club Activities/ Institution Innovation Council (IIC) Activities	-	-	-	-	-	-	-	-
			21	-	4	22	23	-	-	-

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

SEMESTER 6										
			Hours/Week					Maximum Marks		
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
PCC 12	26CBCO61	Management Accounting	4	0	0	4	4	40	60	100
PCC 13	26CBCO62	Income Tax Law & Practice – II	4	0	0	4	4	40	60	100
PCC 14	26CBCO63	Industrial Law & Public Relations	4	0	0	4	4	40	60	100
PCC 15	26DBCO64	Corporate Social Responsibility	4	0	0	4	4	40	60	100
PEC 6	26IBCO61	Marketing Management	3	0	0	3	3	40	60	100
PRD 1	26PRCO61	Mini Project	0	0	4	0	2	-	100	100
SEC 10	26SBCS62	On Job Training /Apprenticeship / Startup	0	0	2	2	1	100	-	100
			19	-	6	21	22	-	-	-

CIA - Continuous Internal Assessment SEE - Semester End Examination

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

SEMESTER 7										
			Hours/Week					Maximum Marks		
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
PCC 16	26CBCO71	Advanced Financial Management	4	0	2	4	4	40	60	100
PCC 17	26CBCO72	Digital Banking	4	0	0	4	4	40	60	100
PCC 18	26CBCO73	Customer Relationship Management	4	0	0	4	4	40	60	100
PEC 7	26DBCO71	Research Methodology	4	0	0	4	4	40	60	100
PRD 2	26PRCO71	Research Project I	0	0	12	2	6	40	60	100
			16	0	14	18	22	-	-	-

CIA - Continuous Internal Assessment SEE - Semester End Examination

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

SEMESTER 8										
			Hours/Week					Maximum Marks		
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
PCC 19	26CBCO81	Advanced Cost & Management Accounting	4	0	0	4	4	40	60	100
PCC 20	26CBCO82	Management Information System	4	0	0	4	4	40	60	100
PCC 21	26CBCO83	Corporate Finance	4	0	0	4	4	40	60	100
PEC 8	26DBCO81	Human Resource Management	4	0	0	4	4	40	60	100
PRD 3	26PRCO81	Research Project II	0	0	12	2	6	40	60	100
			15	-	14	18	22	-	-	-

CIA - Continuous Internal Assessment SEE - Semester End Examination

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

PROGRAMME CORE COURSES

Category	Code	Course	L	T	P	SL	C
PCC 1	26CBCO11	Financial Accounting - I	3	0	2	3	4
PCC 2	26CBCO12	Principles of Management	4	1	0	5	4
PCC 3	26CBCO21	Financial Accounting – II	3	0	2	3	4
PCC 4	26CBCO22	Business Law	3	0	0	3	3
PCC 5	26CBCO31	Corporate Accounting – I	3	0	1	4	4
PCC 6	26CBCO32	Company Law	3	0	0	3	4
PCC 7	26CBCO41	Corporate Accounting – II	3	0	2	3	4
PCC 8	26CBCO42	Secretarial Practice	4	1	0	5	4
PCC 9	26CBCO51	Cost Accounting	4	0	2	4	4
PCC 10	26CBCO52	Income Tax Law & Practice – I	4	0	0	4	4
PCC 11	26CBCO53	Practical Auditing	4	0	0	4	4
PCC 12	26CBCO61	Management Accounting	4	0	1	4	4
PCC 13	26CBCO62	Income Tax Law & Practice – II	4	0	0	4	4
PCC 14	26CBCO63	Industrial Law & Public Relations	4	0	0	4	4
PCC 15	26DBCO64	Corporate Social Responsibility	4	0	0	4	4
PCC 16	26CBCO71	Advanced Financial Management	4	0	2	4	4
PCC 17	26CBCO72	Digital Banking	4	0	0	4	4
PCC 18	26CBCO73	Customer Relationship Management	4	0	0	4	4
PCC 19	26CBCO81	Advanced Cost & Management Accounting	4	0	2	4	4
PCC 20	26CBCO82	Management Information System	4	0	0	4	4
PCC 21	26CBCO83	Corporate Finance	4	0	0	4	4

PROGRAMME ELECTIVE COURSES

Category	Code	Course	L	T	P	SL	C
PEC 1	26DBCO11	Computing Essentials	3	0	0	3	3
PEC 2	26DBCO21	Business Correspondence and Office Management	3	0	0	3	3
PEC 3	26DBCO31	Business Ethics	3	0	0	3	3
PEC 4	26DBCO41	GST Act & Practice	3	0	0	3	3
PEC 5	26DBCO51	Financial Services	3	0	0	3	3
PEC 6	26DBCO61	Marketing Management	3	0	0	3	3
PEC 7	26DBCO71	Research Methodology	4	0	0	4	4
PEC 8	26DBCO81	Human Resource Management	4	0	0	4	4

ABILITY ENHANCEMENT COURSES

Category	Code	Course	L	T	P	SL	C
AEC 1	26LTAM11/ 26LHIN11/ 26LFRE11	Tamil I / Hindi I/ French I/Indian Sign Language Basic	3	0	0	3	3
AEC 2	26LENG11	English I	3	0	0	3	3
AEC 3	26SBCO11	Communication Skills	2	0	0	2	2
AEC 4	26LTAM21/ 26LHIN21/ 26LFRE21	Tamil II / Hindi II / French II/Indian Sign Language Advanced	3	0	0	3	3
AEC 5	26LENG21	English II	3	0	0	3	3

VALUE ADDED COURSES

Category	Code	Course	L	T	P	SL	C
VAC 1	26VBCO11	Universal Human Values	2	0	0	2	2
VAC 2	26EVS031	Environmental Studies	3	0	0	3	3
VAC 3	26VBCO32	Indian Knowledge System	2	0	0	2	2
VAC 4	26VBCO33	Industry Oriented Employability skills	2	0	0	2	2
VAC 5	26VNSS41	Yoga Education / National Service Scheme/Disaster Management	0	0	4	1	2
VAC 6	26VBCO51	Automation Software Solutions	1	0	2	1	2

MULTIDISCIPLINARY COURSES

Category	Code	Course	L	T	P	SL	C
MDC 1	26MBCO11	Managerial Economics	3	0	0	3	3
MDC 2	26MBCO21	International Economics	3	0	0	3	3
MDC 3	26MBCO41	Business Statistics	3	0	0	3	3
MDC 4	26MBCO51	Cyber Security	3	0	0	3	3

KILL ENHANCEMENT COURSES

Category	Code	Course	L	T	P	SL	C
SEC 1		Orientation Programme / Industrial Visit	-	-	-	-	-
SEC 2	26SSKU31	Personality Development I	2	0	0	2	2
SEC 3		Global Certification (IBM/NASSCOM/ Coursera /Udemy) 30 hours	-	-	-	-	1
SEC 4	26SBCO41	Entrepreneurial Development	2	0	0	2	2
SEC 5		Fundamental of AI	2	0	0	2	2
SEC 6	26SSKU32	Personality Development II	2	0	0	2	2
SEC 7		In-plant Training/ Industrial Tour / Summer Term	-	-	-	-	-
SEC 8	26SSKU21	Personality Development III	2	0	0	2	2
		Skill Enhancement Training / Student					
SEC 9	26SBCO53	Club Activities/ Institution Innovation Council (IIC) Activities	-	-	-	-	-
SEC 10		On Job Training / Apprenticeship / Startup	-	-	-	-	-

SUMMER INTERNSHIP

Category	Code	Course	L	T	P	SL	C
SI 1	26SICO31	Internship I	0	0	2	0	1
SI 2	26SICO51	Internship II	0	0	2	0	1

PROJECT RESEARCH DISSERTATION

Category	Code	Course	L	T	P	SL	C
PRD 1	26PRCO61	Mini Project	0	0	4	0	2
PRD 2	26RBCO71	Research Project I	0	0	12	0	6
PRD 3	26RBCO81	Research Project II	0	0	12	0	6

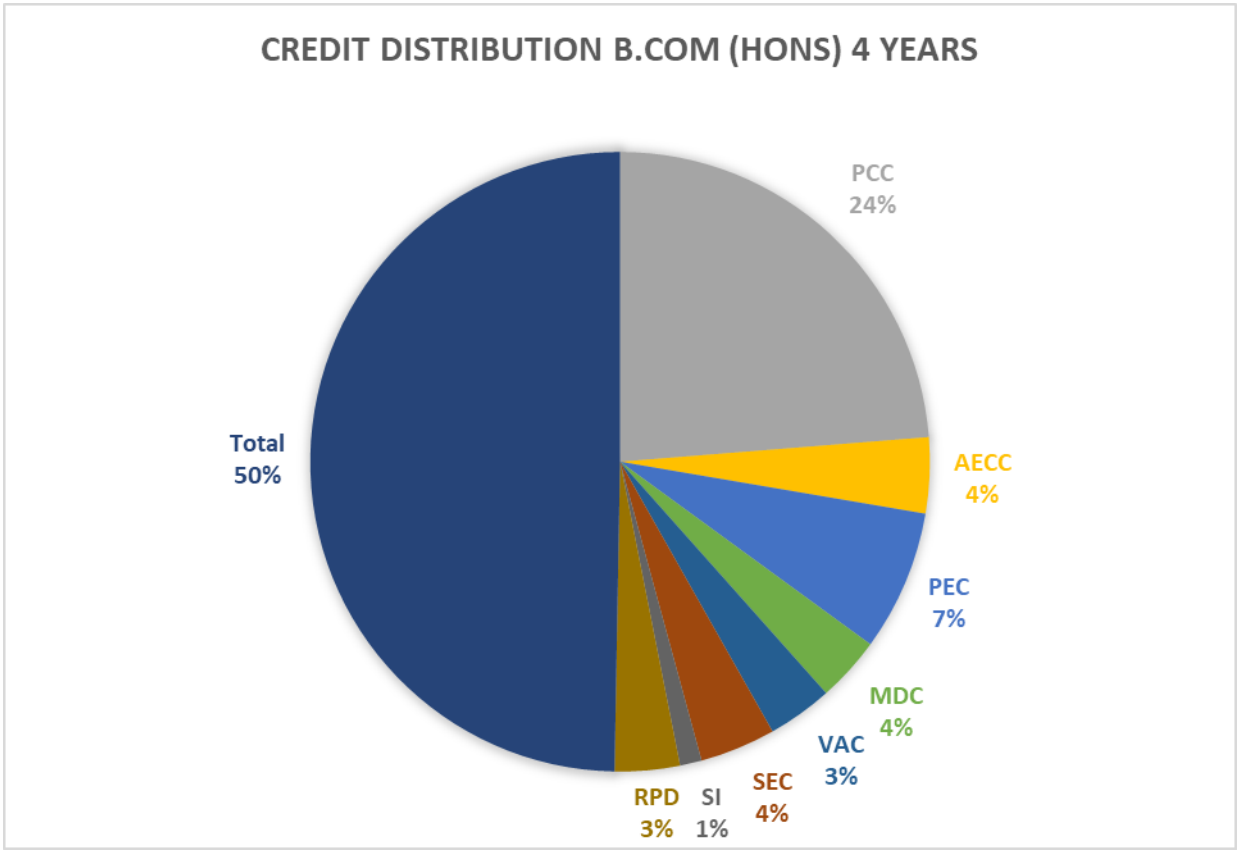
ABBREVIATIONS

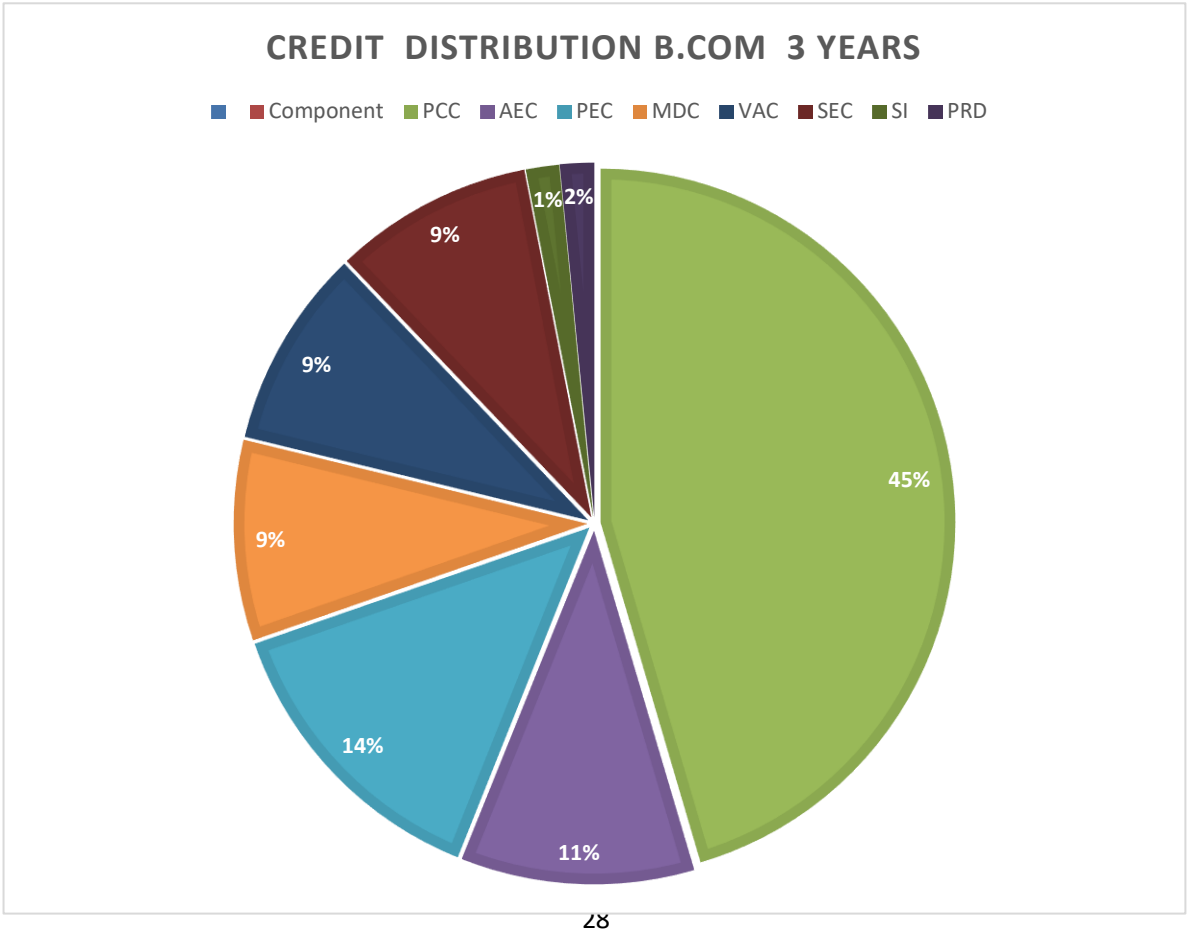
PCC	Program core courses
AEC	Ability Enhancement Courses
PEC	Professional Elective courses
MDC	Multidisciplinary Courses
VAC	Value Added Courses
SEC	Skill Enhancement Courses
SI	Summer Internship
RPD	Research Project and Dissertation

CREDIT DISTRIBUTION

B.Com. (Hons) in Commerce (Corporate Secretaryship)
Minimum credits to be earned: 176
B.Com., (Corporate Secretaryship)
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	-	-	02
PRD	-	-	-	-	-	-	2	6	6	14
Total Credits	22	21	22	22	23	20	132	22	22	176


CREDIT DISTRIBUTION B.COM (HONS) 4 YEARS
PCC 24%
AECC 4%
PEC 7%
MDC 4%
VAC 3%
SEC 4%
SI 1%
RPD 3%
Total 50%


CREDIT DISTRIBUTION B.COM 3 YEARS
Component
PCC
AEC
PEC
MDC
VAC
SEC
SI
PRD
45%
11%
14%
9%
9%
1%
2%

SEMESTER I

26LTAM11	Tamil I	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES:

மாணவர்களின் தமிழ்மமாழித் திறத்தத மமம்படுத்Fதல், சங்க இலக்கிய நாட்டத்தத மமம்படுத்Fதல், நீதி இலக்கியங்கள் வழி அறக் கருத்Fகதள இன்தறய ததலமுதறயினர் அறியச் மசய்தல், இலக்கிய வடிவங்களான உததநதட சிறுகதத ஆகியவற்றின் சமூக நிதல குறித்F அறியச் மசய்தல், மாணவர்களுக்குத் தமிதழத் தவறின்றி எழுFவதற்குத் மததவயான பயிற்சி அளித்F அவர்களின் மமாழித்திறதன மமம்படுத்Fதல், கதலச்மசாற்கள் மபான்ற தமிழ் மமாழியின் வளர் நிதலகதள அறிமுகம் மசய்தல் மபான்றன இந்தப் பாடத்திட்டத்தின் முக்கிய மநாக்கமாகும்.

UNIT I	தமிழ் மமாழி வரலொறு	9 Hours

மமாழிக்குடும்பம் - இந்திய மமாழிக்குடும்பங்கள் - இந்திய ஆட்சி மமாழிகள் - திரொவிட மமாழிக்குடும்பங்கள் - திரொவிட மமாழிகளின் வகைகள் –திரொவிட மமாழிகளின் சிறப்புகள் - திரொவிட மமாழிகளின் வழங்கிடங்கள் - திரொவிட மமாழிகளுள் தமிழின் இடம் - தமிழ்மமாழியின் சிறப்புகள் - தமிழ் பிறமமாழித் மதொடர்புகள்.

UNIT II	சங்க இலக்கியங்கள்	9 Hours

புறநொனூறு- பொடல் எண்: 195 (பல்சொன்றீரர) 192 (யொதும் ஊரர) 188 (பகடப்பு பல) குறுந்மதொகை- பொடல் எண்: 03 (நிலத்தினும்) 131 (ஆடகம புகரயும்) 57(பூவிகடப்படினும்) 202 (ரநொம் என் மநஞ்ரச) 167 (முளிதயிர்) மநடுநல்வொகட: பொடல் வெரிகள் 45 முதல் 72 வகர

UNIT III	அற இலக்கியங்கள்	9 Hours

திருக்குறள் அறன் வலியுறுத்தல் (அறம்), நட்பொரொய்தல் (மபொருள்), குறிப்பறிதல் (இன்பம்),. மூன்று அதிகொரங்கள் முழுகமயும் நொலடியொர் - பொடல் எண்: 139 (கல்லொரர ஆயினும்) 248 (நண்ணிகலக்கொன்) 216 (ககடயொயர்) ஔகவயொர் - மூதுகர- பொடல் எண்- 10 (மநல்லுக்கு இகறத்தநீர்), - பொடல் எண்- 16 (அடக்கமுகடயொர்)

UNIT IV	உரைநரை	9 Hours

சிற்பிரய உன்கைச் மசதுக்குகிரறன் - கவரமுத்து - லட்சியம்,கல்வி, ககல, உறவு, மமாழி,சொதகை ஆகிய தகலப்பிலொை கட்டுகரகள் சிறுகதத புதுகமப்பித்தன் – சொபவிரமொசைம் மெயகொந்தன் - ஒரு பிடி ரசொறு.

UNIT V	மமாழித்திறன்	9 Hours

பிகழ நீக்கி எழுதுதல் - ஒற்றுப்பிகழ நீக்கி எழுதுதல் - மதொடர்பிகழ நீக்கி எழுதுதல் ககலச்மசொல்லொக்கம் - ரதகவகள் - ககலச்மசொற்களின் பண்புகள்

அறிவியல் ககலச்மசொற்கள். கடிதம் - வகைகள் - அலுவலகக் கடிதங்கள் - பயிற்சி

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS:

1. திரொவிட மமொழிகள் (இரண்டு மதொகுதிகள்) டொக்டர் ச.அகத்தியலிங்கம் ணிவொசகர் பதிப்பகம் 2021
2. சங்க இலக்கிய உகர என் சி பி எச் மசன்கை 2010
3. **திருக்குறள் மதளிவுரை** வரதராசன், மு., கழக மவளியீடு, 1994.

REFERENCE BOOKS:

1. தவறின்றித் தமிழ் எழுத - ருதூர் அரங்கரொசன், ஐந்திகணப் பதிப்பகம், 2003.
2. சிற்பிரய உன்கை மசதுக்குகிரறன் கவரமுத்து சூர்யொ லிட்ரரச்சர் மசன்கை 2011

WEB LINKS:

1. https://archive.org/
2. **https://tamildigitallibrary.in/Articles/**

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	தமிழ் மமாழியின் வரலாறு, மமாழிக்குடும்பம், திராவிட மமாழிகளின் வதகைகள் மற்றும் தமிழ்மமாழியின் சிறப்புகதள விளக்க முடியும்	K2
CO2	புறநானூறு, குறுந்மதாதக, மநடுநல்வாதட ஆகிய சங்க இலக்கியப் பாடல்களின் கருத்F, பண்பாட்டு மற்றும் சமூக முக்கியத்Fவத்ததப் புரிந்F விளக்க முடியும்.	K3
CO3	திருக்குறள், நாலடியார், மூFதர ஆகிய அற இலக்கியங்களில் காணப்படும் அறமநறி, ஒழுக்கம் மற்றும் வாழ்வியல் கருத்Fகதளப் பகுப்பாய்வு மசய்ய முடியும்	K4
CO4	தவரமுத்Fவின் உதரநதட கட்டுதரகள், புFதமப்பித்தன் மற்றும் மெயகாந்தன் சிறுகததகளில் காணப்படும் சமூகச் சிந்ததன, மனிதநநயம் மற்றும் இலக்கியப் பண்புகதள மதிப்பீடு மசய்ய முடியும்.	K5
CO5	பிதழயின்றித் தமிழ் எழுFதல், கதலச்மசாற்கள், அறிவியல் கதலச்மசாற்கள் மற்றும் அலுவலகக் கடிதம் எழுFதல் நபான்ற மமாழித்திறன்கதள நதடமுதறயில் பயன்படுத்த முடியும்.	K5

COURSE ARTICULATION MATRIX

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO 8	PSO1	PSO2
CO1	-	-	-	-	-	-	2	-	-	-
CO2	-	-	-	-	-	-	2	-	-	-
CO3	-	-	-	-	-	-	2	-	-	-
CO4	-	-	-	-	-	-	2	-	-	-
CO5	-	-	-	-	-	-	2	3	-	-
AVG	-	-	-	-	-	-	**2**	**3**	-	-

26LHIN11	HINDI I	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

- To improve students' 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 students' 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 - लॉटरी (मुंशी प्रेमचंद), भाव एक, भाषा अनेक (देशभक्ति और राष्ट्रीय एकता) - विभिन्न भारतीय संस्कृति एवं 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 - पत्र केविभिन्न 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 भक्ति कहानी - पुरस्कार (जयशंकर प्रसाद) - प्रयोजनमूलक हिन्दी - पत्र लेखन - पत्र केविभिन्न 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 केलिए भारत की देन, प्रयोजनमूलक हिन्दी - भाषा प्रौद्योगिकी - यूनिकोड हिन्दी फ़ॉन्ट्स, इनस्क्रीप्ट 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

TEXT 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

REFERENCE BOOKS:

1. *Vyavaharik Hindi Aur Patra Lekhan,* Dr. Hardev Bahri, Kitab Mahal, Allahabad
2. Bharatiya Vigyan Ki Kahani – Gunakar Mule, Rajkamal Prakashan
3. *Computer Aur Hindi Bhasha,* Dr. Bholanath Tiwari, Vani Prakashan
4. *Hindi Sahitya Ka Itihas,* Ramchandra Shukla, Nagari Pracharini Sabha, Varanasi
5. 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	K2
CO3	Know the awareness about the social limitations	K3
CO4	Know the importance of patriotism	K3
CO5	Journalise in Functional Hindi using modern technology	K3

COURSE ARTICULATION MATRIX

	PO1	PO2	PO3	P O4	PO5	PO6	PO7	PO 8	PSO1	PSO2
CO1	-	-				-	2	2	-	-
CO2	-	-				-	2	3	-	-
CO3	-	-				-	2	2	-	-
CO4	-	-				-	2	3	-	-
CO5	-	-				-	2	3	-	-
AVG	-	-				-	**2**	**2.6**	-	-

26LFRE11	FRENCH I	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

1) to greet, to express excuse and to introduce oneself
2) to introduce another person
3) to express his/her ideas, opinions and weekend projects
4) to request someone to do something, polite manners
5) to accept, refuse, enquire and indicate the time and date
6) 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:

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

COURSE ARTICULATION MATRIX

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO 8	PSO1	PSO2
CO1	-	-	-	-	-	-	2	2	-	-
CO2	-	-	-	-	-	-	2	3	-	-
CO3	-	-	-	-	-	-	2	2	-	-
CO4	-	-	-	-	-	-	2	3	-	-
CO5	-	-	-	-	-	-	2	3	-	-
CO6	-	-	-	-	-	-	2	3	-	-
AVG	-	-	-	-	-	-	2	2.7	-	-

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

COURSE OBJECTIVES

- To understand Deaf culture and recognize the importance of Indian Sign Language (ISL) in ensuring equality, accessibility, and social inclusion.
- To develop basic conversational skills for effective communication with the hearing-impaired community using sign language.
- To acquire the ability to express everyday concepts such as daily routines, needs, food, people, and descriptive elements like color, shape, and size.
- To promote the use of ISL in educational institutions, workplaces, and public services for creating an inclusive environment.
- To encourage continuous practice and skill development in ISL to support and advocate for the hearing-impaired community.

UNIT I	BASICS OF ISL	6 Hours
Alphabets (finger-spelling), numbers, days of the week, colors, and expressions for greetings and wishes.		

UNIT II	PEOPLE AND FOOD	6 Hours
Months of the year, common food items, family members, and types of human behavior.		

UNIT III	FEELINGS AND FESTIVALS	6 Hours
Use of facial expressions in communication; signs related to fruits, vegetables, and major festivals.		

UNIT IV	HOME AND NATURE	6 Hours
Clothing and cosmetics, natural elements (earth and sky), parts of a house, and identification of anim and birds.		

UNIT V	SOCIETY AND EDUCATION	6 Hours
Names of states and cities, religions, basic educational terminology, and commonly used school-related items		

Total: 30 Hours

Self-Learning: 30 Hours

TEXT BOOKS:

1. Indian Sign Language Dictionary – Published by the Indian Sign Language Research and Training Centre and useful for learning ISL vocabulary, finger spelling, greetings, emotions, food items, festivals, and educational signs.
2. Basic Course in Indian Sign Language – Covers introductory Indian Sign Language concepts including alphabets, numbers, family, daily communication, and classroom signs.
3. Teach Yourself Sign Language – Beginner-friendly guide for learning signs, facial expressions, greetings, and everyday communication

REFERENCE BOOKS:

4. The Joy of Sign Language – Comprehensive introduction to sign language communication with illustrations and practical usage.
5. 1Introduction to Indian Sign Language – Useful introductory text for Indian Sign Language learners with common vocabulary and communication practices.

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Use finger-spelling for the alphabet and communicate numbers, days of the week, and months effectively.	K2
CO2	Sign common words related to food items, family members, clothing, and household objects.	K3
CO3	Identify and sign names of animals, birds, fruits, vegetables, and natural elements such as earth and sky.	K3
CO4	Sign names of states and cities, and use commonly used terminology related to education and school environments.	K3
CO5	Alphabets (finger-spelling), numbers, days of the week, colors, and expressions for greetings and wishes.	K3

COURSE ARTICULATION MATRIX

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

26LENG11	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	K4
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

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

26CBCO11	FINANCIAL ACCOUNTING- I	L	T	P	SL	C
		4	0	0	4	4

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 RECONCILIATION 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, 7th Edition, 2011.

2.P.C. Tulsian, " Financial Accounting", S.Chand,2nd Edition, 2023.

REFERENCE BOOKS:

1. Assish K. Bhattacharyya, "Financial Accounting", Prentice of Hall of India, 6th Edition,2022.

2. Tulsian, P.C. & Tulsian, Bharat. Financial Accounting for B.Com. (Hons.). 2nd ed. New Delhi: S. Chand, 2023.

3. Bhattacharyya, Asish K. Essentials of Financial Accounting for Business Managers. 6th Edition New Delhi: Prentice of Hall of India, 2022.

WEB LINKS:

1. https://www.icai.org/post/accounting-standards-as?utm
2. https://www.accountingcoach.com/accounting-basics/explanation?utm
3. https://byjus.com/commerce/final-accounts/?utm
4. https://www.toppr.com/guides/accountancy/bank-reconciliation-statement/?utm
5. https://www.investopedia.com/terms/d/depreciation.asp?utm

NPTEL LINKS:

1. https://nptel.ac.in/courses/110104118?utm
2. https://nptel.ac.in/courses/110104118?utm
3. https://nptel.ac.in/courses/110105146?utm

COURSE OUTCOMES

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

Course Outcomes	Description	Knowledge Level
CO1	Explain the fundamental concepts, principles, conventions, and accounting process involved in recording business transactions through journal, ledger, subsidiary books, and preparation of trial balance.	**K2**
CO2	Prepare Trading Account, Profit & Loss Account, and Balance Sheet by incorporating various adjustments and abnormal items in final accounts.	**K3**
CO3	Analyze and interpret the provisions and applications of major Accounting Standards relating to inventories, cash flow statements, depreciation, fixed assets, amalgamations, earnings per share, interim reporting, and intangible assets.	**K4**
CO4	Examine the causes of differences between Cash Book and Pass Book balances and prepare Bank Reconciliation Statements under various situations, including overdraft balances.	**K4**
CO5	Compute depreciation using different methods, prepare necessary journal entries and ledger accounts, and evaluate the accounting treatment of disposal or sale of assets.	**K5**

COURSE ARTICULATION MATRIX

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	-	2	-	2	-	3	2
CO2	-	-	3	2	3	-	-	-	3	2
CO3	3	3	-	-	-	-	-	-	3	2
CO4	2	-	-	-	3	-	3	-	2	-
CO5	3	3	2	-	-	-	-	-	-	2
Average	**2.6**	**3.0**	**2.5**	**2.0**	**2.6**	**-**	**2.5**	**-**	**2.75**	**2.0**

26CBCO12	PRINCIPLES OF MANAGEMENT	L	T	P	SL	C
		4	0	0	0	4

COURSE OBJECTIVES

This course introduces students to the fundamental principles and functions of management, including planning, organizing, directing, and controlling. It explores the evolution of management thought, contemporary approaches, and the practical application of managerial skills. Students will develop the ability to analyze management practices and make informed decisions in organizational settings.

UNIT I	INTRODUCTION TO MANAGEMENT AND EVOLUTION OF THOUGHT	12 Hours

Management – Meaning, Definition, Nature and Scope – Functions of Management – Levels of Management – Managerial Roles and Skills – Evolution of Management Thought – Classical Theory – Scientific Management – Administrative Theory – Behavioural Approach – Modern Approaches – Systems and Contingency Approach.

UNIT II	PLANNING AND DECISION MAKING	12 Hours

Planning – Meaning, Nature and Importance – Types of Plans – Planning Process – Objectives – Policies and Procedures – Forecasting – Decision Making – Process of Decision Making – Types of Decisions – Techniques of Decision Making – MBO (Management by Objectives).

UNIT III	ORGANIZING AND STAFFING	12 Hours

Organizing – Meaning and Process – Principles of Organization – Organization Structure – Types of Organization – Departmentation – Span of Control – Authority and Responsibility – Delegation and Decentralization – Staffing – Recruitment and Selection – Training and Development – Performance Appraisal

UNIT IV	DIRECTING – LEADERSHIP, MOTIVATION AND COMMUNICATION	12 Hours

Directing – Meaning and Importance – Leadership – Styles and Theories of Leadership – Motivation – Theories of Motivation (Maslow, Herzberg, McGregor) – Communication – Process – Types – Barriers to Communication – Measures to overcome barriers

UNIT V	CONTROLLING AND COORDINATION	12 Hours

Controlling – Meaning and Importance – Steps in Control Process – Techniques of Control – Budgetary and Non-Budgetary Control – Coordination – Meaning and Importance – Principles of Coordination – Techniques of Coordination – Contemporary Issues in Management (Ethics, CSR, Sustainability).

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/1kbl0up9Ke5lupsA6sGUQXNplJ8hPowP4/view
2. https://drive.google.com/file/d/1o4hs3ddfEVzysol9qZermjgDPe475-RV/view

NPTEL LINKS:

1. **https://onlinecourses.nptel.ac.in/noc26_mg72/preview?utm**
2. **https://archive.nptel.ac.in/noc/courses/noc22/SEM1/noc22-mg42/?utm**
3. **https://nptel.ac.in/courses/110105146?utm**

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

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	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**

26MDGL11	MANAGERIAL ECONOMICS	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

This course introduces students to the principles of managerial economics, focusing on demand, cost, production, and market analysis. It equips students with analytical tools for decision-making in pricing, capital budgeting, and production planning. Students will develop the ability to apply economic concepts for effective managerial decision-making in real-world business scenarios

UNIT I	INTRODUCTION TO MANAGERIAL ECONOMICS	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	MARKETSTRUCTUREANDPRICING	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

TEXTBOOKS:

1. PaulA.SamuelsonandWilliamD.Nordhaus, Economics,19thedition, TataMcGrawHill,2006.
2. William F. Samuelson, Stephen G. Marks, "Managerial Economics", Wiley, 2014.
3. S.Chandrachud"Chud'sSeriesofManagerialEconomics"WISElabPublications,third edition, 2022
4. P.L.Mehta"ManagerialEconomics Analysis,ProblemsandCases",SultanChand&Sons. NewDelhi.12th Edition2006.

REFERENCEBOOKS:

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

WEBLINKS:

1. https://onlinecourses.swayam2.ac.in/imb24_mg67/previewhttps://
2. www.mooc-list.com/tags/managerialeconomicshttps://
3. www.edx.org/learn/managerial-economics
4. www.classcentral.com/course/swayam-introduction-to-managerial-economics-14155

NPTEL LINK:

1. https://onlinecourses.nptel.ac.in/noc26_mg08/preview
2. https://nptel.ac.in/courses/110107041
3. https://archive.nptel.ac.in/courses/110/107/110107115/

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Explain the core principles of managerial economics, including demand, supply, elasticity, and forecasting methods	K2
CO2	Apply cost and profitability analysis techniques, including break-even calculations, to support managerial decisions	K3
CO3	Examine production processes, laws of returns, and economies of scale to optimize resource allocation	K4
CO4	Evaluate investment decisions using capital budgeting methods such as Payback, NPV, IRR, and Cost–Benefit Analysis	K5
CO5	Analyze different market structures and formulate appropriate pricing and output strategies	K5

COURSE ARTICULATION MATRIX

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO 8	PSO1	PSO2
CO1	-	-	-	3	-	-	2	-	-	-
CO2	-	-	-	3	-	-	2	-	-	-
CO3	-	-	-	3	-	-	2	-	-	-
CO4	-	-	-	3	2	-	2	-	-	-
CO5	-	-	-	3	2	-	2	-	-	-
AVG	-	-	-	**3**	**2**	**-**	**2**	**-**	**-**	**-**

26DBCO11	COMPUTING ESSENTIALS	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

This course helps to provide the students with fundamental knowledge of computer hardware, software, and business applications of computers. To develop practical skills in MS Word, MS Excel, and MS PowerPoint for office and business use. To familiarize students with internet usage, e-mail communication, and digital collaboration tools for effective professional communication

UNIT I	HARDWARE AND SOFTWARE:	9 Hours

Computer systems, importance of computers in Business, Data and Information, Data Processing, Data Storage and Data Retrieval Capabilities, Computer Applications in various areas of Business, Computer related jobs in Business.

UNIT II	WORD PROCESSING	9 Hours

Introduction, printing a file, Document Creation and editing, saving, text formatting

UNIT III	MICROSOFT EXCEL AND USING SPREADSHEET	9 Hours

Introduction, Rows, Columns and Cells, Basics excel formulas and functions, using spreadsheets

UNIT IV	APPLICATIONS	9 Hours

Text manipulations, usage of bullets and numbering, header and footer, usage of spell check, find and replace using MS- Word- cell editing, data sorting, worksheet preparation using MS- Excel –slide transitions and animations, organization chart using MS PowerPoint

UNIT V	INTERNET & COMMUNICATION & COLLABORATIONS	9 Hours

Basics of computer networks, internet, search engines, URLs, How to use web browser, basics of E-mail, How to use E-mail, instant messaging.

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS:

1. **Computing Essentials 2023 29th Edition by Timothy J. O'Leary (Author), Linda I. O'Leary (Author), Daniel O'Leary (Author)**
2. **V. Rajaraman. (2021). Fundamentals of Computers. 6th Edition. PHI Learning Pvt. Ltd., New Delhi**

REFERENCE BOOKS:

1. P. K. Sinha & Priti Sinha. (2020). Computer Fundamentals. 6th Edition. BPB Publications, New Delhi.
2. ITL Education Solutions Limited. (2021). Introduction to Information Technology. Revised Edition. Pearson Education, New Delhi.

WEB LINKS:

1. https://learn.microsoft.com/en-us/training/
2. https://www.mheducation.com/

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Understand core computing concepts, their importance in business, data processing, storage, retrieval, and applications across business areas, including relevant job roles.	K2
CO2	Gain proficiency in creating, editing, and formatting documents using word processing software.	K3
CO3	Use of basic Excel formulas and functions for effective data manipulation and analysis.	K2
CO4	Utilize their ability to create and edit and presentations using MS Word, and PowerPoint.	K3
CO5	Understand and effectively use internet resources, email, and instant messaging for communication and collaboration.	K2

COURSE ARTICULATION MATRIX

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	3	-	2	-	2	-	-
CO2	-	-	-	2	-	-	2	-	-	-
CO3	2	3	3	-	-	-	-	3	-	-
CO4	-	-	2	-	-	-	-	2	-	-
CO5	-	-	-	2	2	-	-	-	-	-
AVG	**2**	**3**	**2.5**	**2.33**	**2**	**2**	**2**	**2.33**	-	-

26AECC11	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:

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

REFERENCES:

- 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.
- Mitra, Barun K. *Personality Development and Soft Skills*. 2nd ed., Oxford University Press, 2016.
- Sasikumar, V., P. Kiranmai Dutt, and Geetha Rajeevan. *A Course in Listening and Speaking I*. Cambridge University Press, 2005.
- Murphy, Raymond. *English Grammar in Use*. 5th ed., Cambridge University Press, 2019.
- Lewis, Norman. *Word Power Made Easy*. Revised ed., Goyal Publishers & Distributors, 2014.

WEBSITES:

- https://owl.purdue.edu/.
- https://www.ted.com/talks.
- https://learnenglish.britishcouncil.org/

NPTEL LINK:

1. **https://nptel.ac.in/courses/109104031**
2. **https://nptel.ac.in/courses/109107121**
3. **https://onlinecourses.nptel.ac.in/noc26_hs84/preview**

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

26LTAM21	TAMIL II	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

ெணவர்களிடம் தமிழொின் நொகெரிகம் ற்றும் பண்பொட்டு ரபிகை அறிமுகம் மசய்தல் தமிழ் இலக்கிய கொப்பியச் மசழுகமகயயும் பக்தி இலக்கிய ெொண்கபயும் உணர்த்துதல், தமிழ்க் கவிகத வளத்கதயும் அதன் மபொருண்கமகளயும் எடுத்துகரத்தல், ஊடகம்- கணிைி- மசயற்கக நுண்ணறிவு ரபொன்ற நவீை அறிவுசொர் வளர்ச்சி நிகலகளப் பயன்பொட்டு ரநொக்கில் பயிற்சியளித்தல், இதன் வொயிலொக ெொணவர்களின் ஆளுகமத் திறகை ரம்படுத்தி அவர்கள ரபொட்டித் ரதர்வுகளுக்கு தயொர் மசய்வதும் ரவகலவொய்ப்பிற்கொை பயிற்சி அளிப்பதும் இந்தப் பொடத்திட்டத்தின் முக்கிய ரநொக்கமொகும்.

UNIT I	தமிழர் வொழ்வும் பண்பொடும்	9 Hours

பண்பாடு – வாழ்வியல் முதற – அகம், புறம் - உணவு முதற - விருந்நதாம்பல் - நம்பிக்தககள் – விழாவும் வழிபாடும் - கதலகள் - கட்டடம் - சிற்பம் - ஓவியம் - இதச – கூத்F – மதாழிலும் வணிகமும் – அறிவியல் நநாக்கு.

UNIT II	கொப்பியங்கள்	9 Hours

1. சிலப்பதிகொரம் – ஆய்ச்சியர் குரகவ
2. ணிரமகல– கொகத 19 - உலக அறவி புக்க கொகத
3. கம்பரொமொயணம் – ந்தகர சூழ்ச்சிப் படலம் (பொடல் எண் ரதர்ந்மதடுக்கப்பட்ட 9 பொடல்கள்)

UNIT III	பக்தி இலக்கியம்	9 Hours

திருமூலர் - திருந்திரம் – மூன்று பொடல்கள்

- ✓ உடம்பொர் அழியின் உயிரொர் அழிவர் (திருந்திரம்: 724)
- ✓ கையுள் இருந்தவர் ொதவர் ஒப்பர் (திருந்திரம்: 47)
- ✓ ரத்கத கறத்தது ொத யொகை (திருந்திரம்: 2290)

ரதம்பொவணி - கொட்சிப் படலம் முதல் 5 பொடல்கள்
சீறாப்புராணம் - மாFக்கு பிதண நின்ற படலம்

UNIT IV	கவிகத இலக்கியம்	9 Hours

பொரதியொர் - மசந்தமிழ் நொடு- மசந்தமிழ் நொமடனும் ரபொதிைிரல எனும் கவிகத (பொடல் எண்1.6, 7, 8, 9, 10) பொரதிதொசன் - இகசயமுது- "தூய்க ரசரடொ தம்பி" என்று மதொடங்கும் பொடல் கவிக்ரகொ அப்துல்ரகொன் - ஆலொபகை- ரபொட்டி எனும் தகலப்பில் அகந்த கவிகத நொ.முத்துக்கொர் - பட்டொம்பூச்சி விற்பவன்- தூர் எனும் தகலப்பில் அகந்த கவிகத இளம்பிதற - நீ எழுத மறுக்கும் எனதழகு -

அம்மா எFம் ததலப்பில் அதமந்த கவிதத		
UNIT V	**ஊடகத் தமிழ் – கணினித் தமிழ் அறிமுகம்**	**9 Hours**

ஊடகத் தமிழ்: இதழியல் - ஊடக வகைகள் - அச்சு ஊடகங்கள் - மின்னணு ஊடகம் - ஊடகங்களில் தமிழ், ஊடகங்களின் மமொழி நகட - வொமைொலி-மதொகலக்கொட்சி-திகரப்படம்.

கணினித் தமிழ்: கணினியும் தமிழும், தமிழ் மமன்மபாருள்கள் (Tamil software) - எழுத்Fருக்கள் (Fonts) - இதணயமும் தமிழ்ப் பயன்பாடும் - மின்னூலகம் (Online e-Library), மின்னகராதி (e-Dictionary), - மின்வழிக் கற்றல் - e Learning - பயன்பாட்டு நநாக்கில் மசயற்தக நுண்ணறிவு.

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS:

1. 1.தமிழர் நொகொரிகமும் பண்பொடும், டொக்டர் அ. தட்சிணொமூர்த்தி, ஐந்திகணப் பதிப்பகம், 2001.
2. இதழியல் ககல, டொக்டர் மொ. பொ. குருசொமி, குரு - ரதமமொழி பதிப்பகம், திண்டுக்கல், 1998.
3. கணிப்மபொறியில் தமிழ், த.பிரகொஷ், மபெரிகொம், 2011.

REFERENCE BOOKS:

1. தமிழ்க் கணினி இகணயப் பயன்பொடுகள், முகைவர் துகர. மணிகண்டன், மணிவொசி பதிப்பகம், 2013.
2. அச்சுக் கதல வழிகாட்டி, பாலசுப்பிரமணியன், ஆ. மசன்தன: தனசு பதிப்பகம், 1966

WEB LINKS:

1. 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 முதற, விருந்நதாம்பல், நம்பிக்தகைகள், கதலைகள், மதாழில், வணிகம் மற்றும் அறிவியல் நநாக்கு ஆகியவற்தற விளக்க முடியும்.	K2
CO2	சிலப்பதிகாரம், மணிநமகதல, கம்பராமாயணம் நபான்ற தமிழ் காப்பியங்களின் இலக்கியச் சிறப்புகதளயும் கருத்Fகதளயும் புரிந்F விளக்க முடியும்.	K2
CO3	சிலப்பதிகாரம், மணிநமகதல, கம்பராமாயணம் நபான்ற தமிழ் காப்பியங்களின் இலக்கியச் சிறப்புகதளயும் கருத்Fகதளயும் புரிந்F விளக்க முடியும்.	K4
CO4	பாரதியார், பாரதிதாசன், அப்Fல் ரகுமான், நா. முத்Fக்குமார், இளம்பிதற ஆகிநயாரின் கவிதைகளில் உள்ள சமூகச் சிந்ததன, மமாழிநயம் மற்றும் கருத்Fப் மபாருதள மதிப்பீடு மசய்ய முடியும்.	K5
CO5	ஊடகத் தமிழ், கணினித் தமிழ், தமிழ் மமன்மபாருள்கள், இதணயத் தமிழ் பயன்பாடு, மின்னூலகம், மின்னகராதி, மின்வழிக் கற்றல் மற்றும் மசயற்தக நுண்ணறிவு பயன்பாடுகதள நதடமுதறயில் பயன்படுத்த முடியும்.	K3

COURSE ARTICULATION MATRIX

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

26LHIN21	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 - आदि काल, मध्यकाल, आधुनिक युग - सामान्य परिचय, प्राचीन युग - नैतिक साहित्य - तिरुक्कुरल - 5 दोहे (तिरुवल्लुवर), भक्ति काल - 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

भक्ति काल - 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 (Surdas), Skill Development - Question framing – Exercise

UNIT III		9 Hours

भक्ति काल - 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 (माखनलाल 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

TEXT BOOKS:

1. 1. *Hindi Sahitya Ka Itihas,* Ramchandra Shukla, Nagari Pracharini Sabha, Varanasi
2. Thirukkural, Hindi Translator: M. Govindarajan, Central Institute of Classical Tamil, Chennai
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

REFERENCE BOOKS:

1. Kambaramayan, Bhuvan Vani Trust, Lucknow
2. *Him Tarangini,* Makhanlal Chaturvedi, Bharati Bhandar
3. *Anuvaad Vigyan,* Dr. Bholanath Tiwari, Kitab Mahal
4. *Gyanendra Pati Ki Kavitaayein,*Gyanendra Pati, Rajkamal Prakashan
5. *Prayojanmoolak Hindi,* Dr. Kailash Chandra Bhatia, Vani Prakashan
6. *Vyavaharik Hindi* – Dr. Hardev Bahri – Rajpal & Sons

WEB LINKS:

1. https://www.cict.in
2. https://vaniprakashan.com
3. https://www.rajkamalprakashan.com
4. https://www.gitapress.org
5. https://www.tamiluniversity.ac.in

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	K2
CO2	Know the richness of Ethical and Bhakti Literature of Hindi language, culture and moral values	K2
CO3	Know the importance of Bhakti Literature	K4
CO4	Know the value of patriotism and proficiency in Hindi translation	K3
CO5	Know about the Modern Poetry and develop skills, for competitive examinations	K3

COURSE ARTICULATION MATRIX

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

26LFRE21	FRENCH-II	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

The lessons are being chosen:

1) to express his / her where abouts and to ask seek direction

2) to express obligation and restriction

3) to describe a place

4) to narrate and to question

5) to describe someone

6) 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	**Oh ! joli**	**10 Hours**
L'imparfait, L'imparfait ou le passé composé.		
UNIT VI	**Et après ?**	**5 Hours**
Le futur simple, Le subjonctif présent.		

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS:

1. 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	Express whereabouts and ask directions.	K3
CO2	Express obligation and restriction.	K3
CO3	Describe a place.	K3
CO4	Narrate and question in French.	K3
CO5	Describe a person.	K3
CO6	Express desires and speak about the future.	K3

COURSE ARTICULATION MATRIX

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

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

COURSE OBJECTIVES

- To understand Deaf culture and recognize the importance of Indian Sign Language (ISL) in ensuring equality, accessibility, and social inclusion.
- To develop basic conversational skills for effective communication with the hearing-impaired community using sign language.
- To acquire the ability to express everyday concepts such as daily routines, needs, food, people, and descriptive elements like color, shape, and size.
- To promote the use of ISL in educational institutions, workplaces, and public services for creating an inclusive environment.
- To encourage continuous practice and skill development in ISL to support and advocate for the hearing-impaired community.

UNIT I	Basics of ISL	6 Hours

Alphabets (finger-spelling), numbers, days of the week, colors, and expressions for greetings and wishes.

UNIT II	People and Food	6 Hours

Months of the year, common food items, family members, and types of human behavior.

UNIT III	Feelings and Festivals	6 Hours

Use of facial expressions in communication; signs related to fruits, vegetables, and major festivals.

UNIT IV	Home and Nature	6 Hours

Clothing and cosmetics, natural elements (earth and sky), parts of a house, and identification of animals and birds.

UNIT V	Society and Education	6 Hours

Names of states and cities, religions, basic educational terminology, and commonly used school-related items.

Total: 60 Hours

Self-Learning: 60 Hours

TEXT BOOKS:

1. *Sign Language in India: A Linguistic Exploration* – Dr. Sandeep Sharma Jat

1. *The Indian Sign Language* – William P. Clark

REFERENCE BOOKS:

1. *Indian Sign Language Dictionary* – Ramakrishna Mission Vidyalaya, IHRDC, Coimbatore Reference Books

WEB LINKS:

1. https://indiansignlanguage.org/?utm
2. https://www.youtube.com/results?search_query=indian+sign+language+tutorials&utm

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	To use finger-spelling for the alphabet and communicate numbers, days of the week, and months effectively.	K3
CO2	To sign common words related to food items, family members, clothing, and household objects.	K3
CO3	To identify and sign names of animals, birds, fruits, vegetables, and natural elements such as earth and sky.	K2
CO4	To express greetings and well-wishes, describe behaviors, and communicate about festivals and religions.	K3
CO5	To sign names of states and cities, and use commonly used terminology related to education and school environments.	K3

COURSE ARTICULATION MATRIX

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

26LENG21	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:

- Gordimer, Nadine. "Once upon a Time." *Jump and Other Stories*. Penguin Books, 1991.
- Lucas, E. V. "Bores." *The Best Loved Essays of E. V. Lucas*. Methuen & Co., 1923.
- Frost, Robert. "Stopping by Woods on a Snowy Evening." *New Hampshire*. Henry Holt and Company, 1923.
- Angelou, Maya. "Still I Rise." *And Still I Rise*. Random House, 1978.
- 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.
- 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/.
- *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	Analyze and interpret literary texts across genres.	K4
CO2	Demonstrate effective reading comprehension and information organization.	K3
CO3	Apply accurate language structures in communication.	K3
CO4	Produce clear and well-structured written content.	K3
CO5	Exhibit improved overall communication skills.	K3

COURSE ARTICULATION MATRIX

	PO1	PO2	PO3	P O4	PO5	PO6	PO7	PO 8	PSO1	PSO2	PSO3
CO1	-	-	3	3	-		2	-	-	-	-
CO2	-	-	3	3	-		2	-	-	-	-
CO3	-	-	3	3	-		2	-	-	-	-
CO4	-	-	3	3	2		2	-	-	-	-
CO5	-	-	3	3	2		2	-	-	-	-
AVG	-	-	3	3	2		2	-	-	-	-

26CBCO21	FINANCIAL ACCOUNTING II	L	T	P	SL	C
		4	0	0	4	4

COURSE OBJECTIVES

This course provides students with an understanding of specialized accounting practices for non-profit organizations, hire purchase transactions, and partnership management. It equips students with the ability to handle admission, retirement, and death of partners, as well as dissolution of partnership firms. Students will also gain practical exposure to accounting software, particularly Tally, to efficiently record and manage financial data. The course aims to develop analytical and decision-making skills in accounting applications for both academic and professional contexts.

UNIT I	ACCOUNTING FOR NON- PROFIT ORGANIZATIONS	12 Hours

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. Financial Accounting – Kalyani Publishers.
2. Advanced Accountancy – Sultan Chand & Sons.
3. Financial Accounting – Margham Publications.
4. Financial Accounting – Vikas Publishing House.
5. Accountancy – Tata McGraw Hill Education.

REFERENCE BOOKS:

1. Introduction to Accountancy – Sultan Chand & Sons.
2. Financial Accounting – S. Chand Publishing.
3. Accounting for Management – Excel Books.
4. Financial Accounting – Himalaya Publishing House.
5. Fundamentals of Financial Accounting – Vikas Publishing House.

WEB LINKS:

1. ICAI – Accounting Standards Board
   ICAI Accounting Standards Board
2. ICAI Board of Studies
   ICAI Board of Studies
3. Accounting Daily
   Accounting Daily
4. Eduyush – IFRS and Accounting Courses
   Eduyush Accounting Courses
5. FinPro Consulting – IFRS Training
   FinPro Consulting IFRS Training
6. ICA Edu Skills – Accounting and Taxation Courses
   ICA Edu Skills
7. Rachna Jaggi IFRS Learning
   Rachna Jaggi IFRS Learning
8. Investopedia – Accounting Concepts
   https://www.investopedia.com/accounting-4689743

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	Explain the concepts and significance of Receipt and Payment Account, Income and Expenditure Account, and Balance Sheet of non-profit organizations.	K2
CO2	Prepare Receipt and Payment Account, Income and Expenditure Account, and Balance Sheet from given financial data.	K3
CO3	Apply accounting procedures relating to hire-purchase transactions under various accounting systems.	K3
CO4	Analyze partnership accounting relating to admission, retirement, and death of a partner, Prepare dissolution accounts and evaluate the distribution.	K4
CO5	Demonstrate practical skills in computerized accounting using Tally for company creation, ledger maintenance, and inventory management	K5

COURSE ARTICULATION MATRIX

	PO1	PO2	PO3	P O4	PO5	PO6	PO7	PO 8	PSO1	PSO2
CO1	-	2	2	-	-	-	2	-	3	2
CO2	3	3	2	-	-	-	-	2	-	2
CO3	2	2	3	-	-	-	-	-	-	2
CO4	2	3	3	-	-	-	2	-	3	-
CO5	-	-	-	3	2	3	-	-	3	2
AVG	**2.3**	**2.5**	**2.5**	**3.0**	**2.0**	**3.0**	**2.0**	**2.0**	**3.0**	**2.0**

26DBCO22	BUSINESS LAW	L	T	P	SL	C
		4	0	0	4	4

COURSE OBJECTIVES

This course introduces students to the foundational principles of business law, with a focus on contracts, agency, and the sale of goods. It enables students to understand the essential elements of contracts, legal obligations, and rights of parties involved. The course equips students with practical skills to analyse contract performance, discharge, breach, and remedies, along with agency relationships. Students will also explore statutory provisions under the Sale of Goods Act, enhancing their ability to apply legal knowledge in business contexts.

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. RSN.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	**Define** the meaning, scope and sources of Business Law and explain the basic concepts of contract under the Indian Contract Act, 1872.	K1
CO2	**Explain** the essential elements of a valid contract, classification of contracts, offer, acceptance and consideration.	K2
CO3	**Apply** the provisions relating to capacity to contract, free consent, legality of object, void agreements and illegal agreements in business cases.	K3
CO4	**Analyse** the rules relating to performance of contract, quasi contracts, discharge of contract, breach of contract and remedies available for breach.	K4
CO5	**Evaluate** the legal provisions relating to agency and sale of goods, including rights and duties of principal and agent, conditions, warranties, transfer of ownership and rights of unpaid seller.	K5

COURSE ARTICULATION MATRIX

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	-	-	-	3	-	2	3
CO2	-	-	-	2	2	-	2	-	3	-
CO3	3	-	2	-	3	-	-	3	-	-
CO4	-	-	3	-	-	3	2	-	-	2
CO5	-	3	2	-	-	3	-	-	-	-
AVG	**3**	**3**	**2.3**	**2**	**2.5**	**3**	**2.3**	**3**	**2.5**	**2.5**

26MBCO21	INTERNATIONAL ECONOMICS	L	T	P	SL	C
		3	0	0	3	3

COURSE OBJECTIVES

The course aims to provide students with a comprehensive understanding of international trade, its importance, and its role in the global economy. It enables learners to gain knowledge of major theories of foreign trade, balance of payments, exchange rate determination, and the international monetary system. The course also focuses on the functioning of international financial institutions, the role of WTO, and the impact of international trade policies, technology transfer, and migration on the Indian economy and global business environment.

UNIT I	INTERNATIONAL TRADE	9 Hours

Introduction –Definition –Need –Types International Trade –Difference Between Internal and International Trade -Importance of International Trade in Global Context.

UNIT II	THEORIES OF FOREIGN TRADE	9 Hours

Adam Smith Theory – Ricardo Theory - Heckscher- Ohlin - Samuelson Model, Stopler Samuelson, Rzybnzski Theorems, actor Price Equalization Theorem, Technological Progress and Trade.

UNIT III	BALANCE OF PAYMENT AND BALANCE OF TRADE	9 Hours

Balance of Payment (BOP), Balance of Trade, Official Reserves, BOP Deficit and Surplus and Gold Standard, International Monetary theories: Different Approaches to Exchange Rate Determination.

UNIT IV	INTERNATIONAL MONETARY SYSTEM	9 Hours

Market, International Monetary System –International Liquidity –IBRD –Money market.

UNIT V	WTO AND INDIA	9 Hours

WTO and Its Implication with special Reference to India. Trips & Trims – Economic Expansion and Trade – International Technology Transfer – Trade and Migration.

Total: 45 Hours

Self-Learning: 45 Hours

REFERENCE BOOKS:

1. Rajendra Pal & J. S. Korlahalli. (2021). Essentials of Business Communication. Latest Edition. Sultan Chand & Sons, New Delhi.
2. P. K. Ghosh. (2018). Office Management. Latest Edition. Sultan Chand & Sons, New Delhi.
3. S. P. Arora. (2020). Modern Office Management. Latest Edition. Vikas Publishing House, New Delhi.
4. Courtland L. Bovee & John V. Thill. (2022). Business Communication Today. 14th Edition. Pearson Education.

WEB LINKS:

1. https://mis.alagappauniversity.ac.in/siteAdmin/ddeadmin/uploads/4/UG_B.Com_Commerce%20(English)_102%2043%20%20Office20Management.pdf
2. https://www.hhrc.ac.in/ePortal/Computer%20Science%20&%20Applications/III_BCA_A18UCAN2_OFFICE_MANAGEMENT_DR_S_HARI_GANESH.pdf
3. https://www.slideshare.net/slideshow/business-organisation-and officemanagement/10678313
4. http://www.uprtou.ac.in/other_pdf/AOCOM-01%20(296)%20English%20OK.pdf

NPTEL LINKS:

1. https://onlinecourses.swayam2.ac.in/e-learning/preview/cec26_mg02
2. learning/preview/cec26mg02

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Understand the concept of Business Correspondence.	K2
CO2	Write effective trade correspondence.	K5
CO3	Familiarize students with the report writing.	K5
CO4	Teach students about work study & communication systems used in Businesses.	K4
CO5	Bring out the importance of office management.	K5

COURSE ARTICULATION MATRIX

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	2	-	3	-	-	-	3	-
CO2	-	-	-	-	3	-	-	-	3	-
CO3	-	-	-	-	3	-	-	2	3	-
CO4	-	-	2	-	2	-	-	2	3	-
CO5	-	-	2	-	3	-	-	-	3	-
AVG	-		2		**2.80**	-	-	**2.00**	3	-

26DBCF21	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 Hrs
Self Learning:45 Hrs

TEXT BOOK:

1. Essentials of Business Communication – Rajendra Pal, J.S. Koralahilli, Sultan Chand & Sons, New Delhi.
2. Business Communication – V.R. Palanivelu & N. Subburaj , 1st Edition,,2015 Himalaya Publishing House Pvt ltd, Mumbai.
3. Principles of Office Management, Bhatia R.C ,2019 Edition Lotus Press-New Delhi

REFERENCE BOOKS:

1. Business Communication,Meenakshi Raman & Prakash Singh,2nd Edition, Oxford University Press (2003)
2. Office Management , Dr.R.K.Chopra & Priyanka Gauri, 17th Edition,2022

WEB LINKS:

https://mis.alagappauniversity.ac.in/siteAdmin/dde admin/uploads/4/UG_B.Com_Commerce%20(English)_102%2043%20-%20Office%20Management.pdf

18UCAN2_OFFICE_MANAGEMENT_DR_S_HARI_GANESH.pdf

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

NPTEL LINK:

https://onlinecourses.swayam2.ac.in/e-learning/preview/cec26_mg02

COURSE OUTCOMES

At the end of this course, students will be able to

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVELS
CO1	Understand the concept of Business Correspondence.	K2
CO2	Write effective trade correspondence.	K2
CO3	Familiarize students with the report writing.	K2
CO4	Teach students about work study & communication systems used in businesses.	K1
CO5	Bring out the importance of office management.	K2

COURSE ARTICULATION MATRIX

COs / PSO/POs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	-	-	-	2	2	-	2	2	-	-
CO2	-	-	-	2	3	-	2	2	-	-
CO3	-	-	-	2	3	-	2	-	-	-
CO4	-	-	-	2	2	-	3	2	-	-
CO5	-	-	-	2	2	-	2	3	-	-
AVG	-	-	-	**2**	**2.4**	-	**2.2**	**2.25**	**-**	**-**

26VBCO21	UNIVERSAL HUMAN VALUES	L	T	P	SL	C
		1	0	0	1	1

COURSE OBJECTIVES

The candidates will be able to appreciate the complementarity 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	3 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	3 Hours

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, self-regulation and mutual fulfillment. Harmony in existence and understanding co-existence at various levels.

UNIT III	IMPLICATIONS OF THE RIGHT UNDERSTANDING	3 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.
2. Neeraj Mittal. (2021). Human Values and Professional Ethics. Latest Edition. Kataria & Sons, New Delhi.

REFERENCE BOOKS:

1. 1. S. K. Subramanian. (2020). Professional Ethics and Human Values. Latest Edition. Oxford University Press, New Delhi.

2. A. N. Tripathi. (2018). Human Values. First Edition. New Age International Publishers, New Delhi.

3. M. Govindarajan, S. Natarajan & V. S. Senthil Kumar. (2019). Ethics in Engineering and Management. 2nd Edition. PHI Learning, New Delhi.

WEB LINKS:

1. https://yourstory.com/mystory/importance-value-education-students

2. https://uhv.org.in/

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Define the meaning of value education, skill education, happiness, prosperity, right understanding, relationship and physical facility.	K1
CO2	Explain the complementarity between values and skills and their role in developing a holistic perspective towards life.	K2
CO3	Apply the principles of harmony in self, family, society, nature and existence for value-based living.	K3
CO4	Analyse human relationships, universal human order, interconnectedness of nature, self-regulation and mutual fulfilment.	K4
CO5	Evaluate the importance of ethical human conduct, professional ethics, humanistic education, holistic technologies, production systems and management models.	K5

COURSE ARTICULATION MATRIX

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
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	-