



University of Madras

Chepauk, Chennai 600 005

[Est. 1857, State University, NAAC 'A++' Grade, C GPA 3.59, NIRF 2019 Rank: 20]

Website: www.unom.ac.in, Tel. 044 - 2539 9 561

Undergraduate Programme in B.Com. Corporate Secretaryship

Bachelor of Commerce(CS)
(With effect from the Academic Year 2023 -24)

Learning Outcome Based Curriculum Framework

Note: The Board of Studies in Corporate Secretaryship (Common) designed the syllabus as per Common Model Syllabus provided by TANSCHÉ based on Learning Outcome based Curriculum Framework (LOCF) as prescribed by the UGC.

INDEX

S. No	Content	Page No
1.	Preamble	5
	SEMESTER I	18-62
2.	Tamil	18
3.	Hindi	23
4.	Sanskrit	26
5.	French	35
6.	Arabic	37
7.	English	47
8.	Major Papers	50
9.	Elective Papers	55
10.	Foundation & Skill Enhancement Courses	62
	SEMESTER II	74-119
11.	Tamil	74
12.	Hindi	79
13.	Sanskrit	81
14.	French	90
15.	Arabic	92
16.	English	102

17.	Major Papers	105
18.	Elective Papers	110
19.	Skill Enhancement Courses	119
	SEMESTER III	132-179
20.	Tamil	132
21.	Hindi	136
22.	French	139
23.	Sanskrit	142
24.	Arabic	151
25.	English	161
26.	Major Papers	164
27.	Elective Papers	170
28.	Skill Enhancement Courses	179
	SEMESTER IV	182-228
29.	Tamil	182
30.	Hindi	186
31.	French	189
32.	Sanskrit	192
33.	Arabic	201
34.	English	211
35.	Major Papers	214

36.	Elective Papers	219
37.	Skill Enhancement Courses	225
38.	Value Education & Environmental studies	228
	SEMESTER V	233-244
39.	Major Papers	233
40.	Elective Papers	244
	SEMESTER VI	254-275
41.	Major Papers	254
42.	Elective Papers	263
43.	Skill Enhancement Courses	275
44.	Revised Template which includes Naan Mudhalvan Courses	277

1. PREAMBLE

The curriculum of B.Com (Corporate Secretaryship) is structured in a way that the students acquire in-depth knowledge in corporate affairs. The course provides a platform for the students to pursue Company Secretaryship as a profession. The comprehensive curriculum design bestows excellent career opportunities to explore new vistas in the present competitive corporate arena.

2. PROGRAM LEARNING OUTCOMES

The prime objective of the course is to create a world class academic environment in the field of commerce and business. The course will prepare the students to respond to the needs of the industry and administration.

3. NATURE AND EXTENT OF THE PROGRAMME

The Bachelor of Commerce with specialisation in Corporate Secretaryship is a three-year degree course which introduces different facets of the Corporate World. The course inculcates factual and practical knowledge and with the ability to conceptualize and apply it in the present global corporate arena.

The course content is customized to provide an understanding of specific regulatory frame work which has a direct bearing on the functioning of companies.

4. AIM OF THE PROGRAMME

To provide professional expertise in the field of Commerce/Corporate Studies. The course moulds the student through each phase of the functioning of companies stressing key concepts and procedures.

To lay down a strong foundation on the basic concepts of Finance, Securities, Accounting and Legislations which enable the students to become conversant with various corporate constituents.

The students will have better prospects to excel in professional and competitive examinations on completion of the course.

5. GRADUATE ATTRIBUTES

On completing the B.Com (CS) course, students will be equipped to inculcate the following attributes indicating a professional outlook in their discipline of study.

1. Proficient knowledge about laws, rules and regulations.
2. Interpretation of financial statements.
3. Interpersonal communication.

The Course helps the student to acquaint themselves with the theoretical and practical knowledge of the various managerial and secretarial aspects of business in general. It serves as a catalyst and a facilitating platform to enhance them to be independent and easily employable.

The main feature of the course is the Institutional Training which imparts job-oriented skills to bridge the gap between academics & industrial requirements. Further, it creates a natural interest among the students on the dynamics of the Company and equips them to face the challenges in their future endeavors.

LEARNING OUTCOMES – BASED CURRICULUM FRAMEWORK GUIDELINES BASED REGULATIONS FOR UNDER GRADUATE PROGRAMME	
Programme:	B.COM (CORPORATE SECRETARYSHIP)
Programme Code:	
Duration:	3 Years (UG)

**Programme
Outcomes:**

PO1: Disciplinary knowledge: Capable of demonstrating comprehensive knowledge and understanding of one or more Disciplines that form a part of an Undergraduate Programme of Study

PO2: Communication Skills: Ability to express thoughts and ideas effectively in writing and orally; Communicative with others using appropriate media: confidently share one's views and express herself / himself; demonstrate the ability to listen carefully, read and write analytically and present complex information in a clear and concise manner to different groups.

PO3: Critical Thinking: Capability to apply analytic thought to the body of knowledge; analyse and evaluate evidence, arguments, claims, beliefs on the basis of empirical evidence; identify relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories by following scientific approach to knowledge development.

PO4: Problem Solving: Capacity to extrapolate from what one has learnt and apply their competencies to solve different kinds of non- familiar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations.

PO5: Analytical Reasoning: Ability to evaluate the reliability and relevance of evidence; identify logical flaws and holes in the arguments of others; analyse and synthesize data from the variety of sources; draw valid conclusion and support them with evidence and examples and addressing opposing viewpoints.

PO6: Research- related skill: A sense of inquiry and capability for asking relevant/appropriate questions, problem arising, synthesising and articulating, Ability to recognise cause and effect relationships, define problems, formulate hypothesis, analyse and interpret and draw conclusions from data, establish hypothesis, predict cause and effect relationships, execute and report the results of an experiment or investigation.

PO7: Co-operation/Team work: Ability to work effectively and respectfully with diverse teams; facilitate cooperative or coordinated effort on the part of a group, and act together as a group or a team in the interests of a common cause and work efficiently as a member of the team.

PO8: Scientific reasoning: Ability to analyse, interpret and draw conclusions from quantitative or qualitative data: and critically evaluate ideas, evidence and experiences from an open minded and reasoned perspective.

PO9: Reflective thinking: Critical sensibility to lived experiences, with self-awareness and reflexivity of both self and society.

PO10: Information/Digital Literacy: Capability to use ICT in variety of learning situations, demonstrate ability to access, evaluate and use a variety

<p>Programme Specific Outcomes:</p>	<p>PSO1 – Placement:</p> <p>To prepare the students who will demonstrate respectful engagement with others’ ideas, behaviours, beliefs and apply diverse frames of reference to decisions and action. Further the students are encouraged with add-on value based and job-oriented courses which ensure them to sustain in the organisation level.</p> <p>PSO2 – Contribution to Business World:</p> <p>Apply theoretical concepts to business practices to produce employable, ethical, and innovative professionals to sustain in the dynamic business world.</p> <p>PSO3 – Contribution to the Society:</p> <p>To contribute to the development of the society by collaborating with stakeholders for mutual benefit. Become acquainted with commercial knowledge and soft skill to react in the most appropriate way when faced with challenges in the society.</p>
-------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Highlights of the Revamped Curriculum:

- Student-centric, meeting the demands of industry & society, incorporating industrial components, hands-on training, skill enhancement modules, industrial project, project with viva-voce, exposure to entrepreneurial skills, training for competitive examinations, sustaining the quality of the core components and incorporating application oriented content wherever required.
- The Core subjects include latest developments in the education and scientific front, advanced programming packages allied with the discipline topics, practical training, devising mathematical models and algorithms for providing solutions to industry / real life situations. The curriculum also facilitates peer learning with advanced mathematical topics in the final semester, catering to the needs of stakeholders with research aptitude.
- The General Studies and Mathematics based problem solving skills are included as mandatory components in the ‘Training for Competitive Examinations’ course at the final semester, a first of its kind.
- The curriculum is designed so as to strengthen the Industry-Academia interface and provide more job opportunities for the students.
- The Industrial Statistics course is newly introduced in the fourth semester, to expose the students to real life problems and train the students on designing a mathematical model to provide solutions to the industrial problems.

- The Internship during the second year vacation will help the students gain valuable work experience, that connects classroom knowledge to real world experience and to narrow down and focus on the career path.
- Project with viva-voce component in the fifth semester enables the student, application of conceptual knowledge to practical situations. The state of art technologies in conducting a Explain in a scientific and systematic way and arriving at a precise solution is ensured. Such innovative provisions of the industrial training, project and internships will give students an edge over the counterparts in the job market.
- State-of Art techniques from the streams of multi-disciplinary, cross disciplinary and inter disciplinary nature are incorporated as Elective courses, covering conventional topics to the latest - Artificial Intelligence.

Value additions in the Revamped Curriculum:

Semester	Newly introduced Components	Outcome/ Benefits
I	<p>Foundation Course To ease the transition of learning from higher secondary to higher education, providing an overview of the pedagogy of learning Literature and analyzing the world through the literary lens gives rise to a new perspective.</p>	<ul style="list-style-type: none"> ➤ Instill confidence among students ➤ Create interest for the subject
I,II,III,IV	<p>Skill Enhancement papers (Discipline centric / Generic / Entrepreneurial)</p>	<ul style="list-style-type: none"> ➤ Industry ready graduates ➤ Skilled human resource ➤ Students are equipped with essential skills to make them employable <hr/> <ul style="list-style-type: none"> ➤ Training on language and communication skills enable the students gain knowledge and exposure in the competitive world. <hr/> <ul style="list-style-type: none"> ➤ Discipline centric skill will improve the Technical knowhow of solving real life problems.
III,IV,V& VI	<p>Elective papers</p>	<ul style="list-style-type: none"> ➤ Strengthening the domain knowledge ➤ Introducing the stakeholders to the State-of Art techniques from the streams of multi-disciplinary, cross disciplinary and interdisciplinary nature ➤ Emerging topics in higher education / industry / communication network / health sector etc. are introduced with hands-on-training.

IV	Elective Papers	<ul style="list-style-type: none"> ➤ Exposure to industry moulds students into solution providers ➤ Generates Industry ready graduates ➤ Employment opportunities enhanced
V	Elective papers	<ul style="list-style-type: none"> ➤ Self-learning is enhanced ➤ Application of the concept to real situation is conceived resulting in tangible outcome
VI	Elective papers	<ul style="list-style-type: none"> ➤ Enriches the study beyond the course. ➤ Developing are search framework and presenting their independent and intellectual ideas effectively.
Extra Credits: For Advanced Learners / Honors degree		<ul style="list-style-type: none"> ➤ To cater to the needs of peer learners / research aspirants
Skills acquired from the Courses	Knowledge, Problem Solving, Analytical ability, Professional Competency, Professional Communication and Transferrable Skill	

Credit Distribution for UG Programmes

Sem I	Credit	H	Sem II	Credit	H	Sem III	Credit	H	Sem IV	Credit	H	Sem V	Credit	H	Sem VI	Credit	H
Part 1. Language – Tamil	3	6	Part..1. Language – Tamil	3	6	Part..1. Language – Tamil	3	6	Part..1. Language – Tamil	3	6	5.1 Core Course – \CC IX	4	5	6.1 Core Course – CC XIII	4	6
Part.2 English	3	6	Part..2 English	3	6	Part..2 English	3	6	Part..2 English	3	6	5.2 Core Course – CC X	4	5	6.2 Core Course – CC XIV	4	6
1.3 Core Course – CC I	5	5	2..3 Core Course – CC III	5	5	3.3 Core Course – CC V	5	5	4.3 Core Course – CC VII Core Industry Module	5	5	5. 3.Core Course CC -XI	4	5	6.3 Core Course – CC XV	4	6
1.4 Core Course – CC II	5	5	2.4 Core Course – CC IV	5	5	3.4 Core Course – CC VI	5	5	4.4 Core Course – CC VIII	5	5	5. 4.Core Course –/ Project with viva-voce CC -XII	4	5	6.4 Elective -VII Generic/ Discipline Specific	3	5
1.5 Elective I Generic/ Discipline Specific	3	4	2.5 Elective II Generic/ Discipline Specific	3	4	3.5 Elective III Generic/ Discipline Specific	3	4	4.5 Elective IV Generic/ Discipline Specific	3	3	5.5 Elective V Generic/ Discipline Specific	3	4	6.5 Elective VIII Generic/ Discipline Specific	3	5
1.6 Skill Enhancement Course SEC-1	2	2	2.6 Skill Enhancement Course SEC-2	2	2	3.6 Skill Enhancement Course SEC-4, (Entrepreneurial Skill)	1	1	4.6 Skill Enhancement Course SEC-6	2	2	5.6 Elective VI Generic/ Discipline Specific	3	4	6.6 Extension Activity	1	-
1.7 Skill Enhancement -(Foundation Course)	2	2	2.7 Skill Enhancement Course –SEC-3	2	2	3.7 Skill Enhancement Course SEC-5	2	2	4.7 Skill Enhancement Course SEC-7	2	2	5.7 Value Education	2	2	6.7 Professional Competency Skill	2	2
						3.8 E.V.S.	-	1	4.8 E.V.S	2	1	5.8 Summer Internship /Industrial Training	2				
	23	30		23	30		22	30		25	30		26	30		21	30
Total – 140 Credits																	

Choice Based Credit System (CBCS), Learning Outcomes Based Curriculum Framework (LOCF) Guideline Based Credit and Hours Distribution System for all UG courses including Lab Hours

First Year – Semester-I

Part	List of Courses	Credit	No. of Hours
Part-1	Language – Tamil	3	6
Part-2	English	3	6
Part-3	Core Courses& Elective Courses [in Total]	13	14
Part-4	Skill Enhancement Course SEC-1	2	2
	Foundation Course	2	2
		23	30

Semester-II

Part	List of Courses	Credit	No. of Hours
Part-1	Language – Tamil	3	6
Part-2	English	3	6
Part-3	Core Courses& Elective Courses including laboratory [in Total]	13	14
Part-4	Skill Enhancement Course -SEC-2	2	2
	Skill Enhancement Course -SEC-3 (Discipline / Subject Specific)	2	2
		23	30

Second Year – Semester-III

Part	List of Courses	Credit	No. of Hours
Part-1	Language - Tamil	3	6
Part-2	English	3	6
Part-3	Core Courses& Elective Courses including laboratory [in Total]	13	14
Part-4	Skill Enhancement Course -SEC-4 (Entrepreneurial Based)	1	1
	Skill Enhancement Course -SEC-5 (Discipline / Subject Specific)	2	2
	E.V.S	-	1
		22	30

Semester-IV

Part	List of Courses	Credit	No. of Hours
Part-1	Language - Tamil	3	6
Part-2	English	3	6
Part-3	Core Courses& Elective Courses including laboratory [in Total]	13	13
Part-4	Skill Enhancement Course -SEC-6 (Discipline / Subject Specific)	2	2
	Skill Enhancement Course -SEC-7 (Discipline / Subject Specific)	2	2
	E.V.S	2	1
		25	30

Third Year - Semester-V

Part	List of Courses	Credit	No. of Hours
Part-3	Core Courses including Project / Elective Based	22	26
Part-4	Value Education	2	2
	Internship / Industrial Visit / Field Visit	2	2
		26	30

Semester-VI

Part	List of Courses	Credit	No. of Hours
Part-3	Core Courses including Project / Elective Based & LAB	18	28
Part-4	Extension Activity	1	-
	Professional Competency Skill	2	2
		21	30

Consolidated Semester wise and Component wise Credit distribution

Parts	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Credits
Part I	3	3	3	3	-	-	12
Part II	3	3	3	3	-	-	12
Part III	13	13	13	13	22	18	92
Part IV	4	4	3	6	4	2	23
Part V	-	-	-	-	-	1	1
Total	23	23	22	25	26	21	140

***Part I, II, and Part III components will be separately taken into account for CGPA calculation and classification for the under graduate programme and the other components. IV, V have to be completed during the duration of the programme as per the norms, to be eligible for obtaining the UG degree.**

Methods of Evaluation		
Internal Evaluation	Continuous Internal Assessment Test	
	Assignments	
	Seminars	
	Attendance and Class Participation	
External Evaluation	End Semester Examination	
	Total	
	100 Marks	
Methods of Assessment		
Recall(K1)	Simple definitions, MCQ, Recall steps, Concept definitions	
Understand/ Comprehend(K2)	MCQ, True / False, Shortessays, Concept explanations, Short summary or overview	
Application (K3)	Suggest idea / concept with examples, Suggest formulae, Solve problems, Observe, Explain	
Analyze(K4)	Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge	
Evaluate(K5)	Longer essay / Evaluation essay, Critique or justify with pros and cons	
Create(K6)	Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations	

B.COM –CORPOATE SECRETARYSHIP

Part	Course Code	Title of the Course	Credits	Hours
FIRST YEAR				
FIRST SEMESTER				
Part I	----	Language I	3	6
Part II	100L1Z	English I	3	6
Part III	118C1A	Core Paper I –Financial Accounting I	5	5
	118C1B	Core Paper II - Principles of Management	5	5
	118E1A	Elective I - Business Communication		
	118E1B	Elective I - Indian Economic Development		
	118E1C	Elective I - Business Economics		
Part IV	118S1A	Skill Enhancement Course SEC – 1*	2	2
	118S1B	Basics Personal Finance & Investment Management (OR)		
	100L1L	Logistics Management		
	100L1M	Basic Tamil-I (Other Language Students) *		
	100L1M	Advanced Tamil-I (Other Language Students) *		
	118B1A	Foundation Course FC Fundamental Concepts of Accounting & Commerce	2	2
TOTAL			23	30
* PART-IV: SEC-1 / Basic Tamil / Advanced Tamil (Any one)				
1. Students who have studied Tamil upto XII STD and also have taken Tamil in Part I shall take SEC-I.				
2. Students who have not studied Tamil upto XII STD and have taken any Language other than Tamil in Part-I shall take Basic Tamil comprising of Two Courses (level will be at 6 th Std.).				
3. Students who have studied Tamil upto XII STD and have taken any Language other than Tamil in Part-I shall take Advanced Tamil comprising of Two Courses.				
SECOND SEMESTER				
Part I	----	Language II	3	6
Part II	100L2Z	English II	3	6
Part III	118C2A	Core Paper III –Financial Accounting II	5	5
	118C2B	Core Paper IV-Business Law	5	5
	118E2A	Elective II -Office Management & Secretarial Practice	3	4
	118E2B	Elective II - Business Environment		
	118E2C	Elective II – International Trade		
Part IV	118S2A	Skill Enhancement Course SEC – 2	2	2
	118S2B	Everyday Banking (OR)		
	100L2L	Emotional Intelligence		
	100L2M	Basic Tamil-II (Other Language Students) *		
	100L2M	Advanced Tamil-II (Other Language Students) *		
	118S2C	Skill Enhancement Course – SEC 3	2	2
	118S2D	Time Management (OR) Essential Skills for Personal Development		
TOTAL			23	30

Part	Course Code	Title of the Course	Credits	Hours	
SECOND YEAR					
THIRD SEMESTER					
Part I		Language III	3	6	
Part II		English III	3	6	
Part III	218C3A	Core Paper V- Corporate Accounting I	5	5	
	218C3B	Core Paper VI - Company Law	5	5	
	218E3A	Elective III – Business Statistics I	3	4	
	218E3B	Elective III – Financial Management			
	218E3C	Elective III – E-Commerce			
Part IV	218S3A	Skill Enhance Course SEC – 4 Business Building Skills	1	1	
	218S3B	Skill Enhancement Course – SEC 5 Tally Accounting Software	2	2	
		Environmental Studies	0	1	
		TOTAL	22	30	
FOURTH SEMESTER					
Part I		Language IV	3	6	
Part II		English IV	3	6	
Part III	218C4A	Core Paper VII– Corporate Accounting II	5	5	
	218C4B	Core Paper VIII- Principles of Marketing	5	5	
	218E4A	Elective IV– Business Statistics II	3	4	
	218E4B	Elective IV– Consumerism & Consumer Protection			
	218E4C	Elective IV- GST and Customs Law			
Part IV	218S4A	Skill Enhance Course SEC – 6 GST Filing of Returns	2	2	
	218S4B	Skill Enhancement Course – SEC 7 Professional Skills for Corporate World	2	1	
	218V4A	Environmental Studies	2	1	
		TOTAL	25	30	
THIRD YEAR					
FIFTH SEMESTER					
Part III	318C5A	Core Paper IX –Cost Accounting	4	5	
	318C5B	Core Paper XII – Banking Law & Practice	4	5	
	318C5C	Core Paper X - Income Tax Law and Practice I	4	5	
	318C5D	Core Paper XI –Auditing and Corporate Governance	4	5	
	318E5A 318E5B	Discipline Specific Elective 1/2 - Industrial Laws OR Insurance and Risk Management		3	4
		318E5C 318E5D Discipline Specific Elective 3/4 Human Resource Management OR Research Methodology			
	Part IV	318V5A	Value Education	2	2
	318V5B	Summer Internship / Industrial Training	2	-	
		TOTAL	26	30	

SIXTH SEMESTER				
Part-III	318C6A	Core Paper XIII – Management Accounting	4	6
	318C6B	Core Paper XIV- Income Tax Law and Practice II	4	6
	318C6C	Core Paper XV- Institutional Training	4	6
	318E6A 318E6B	Discipline Specific Elective 5/ Entrepreneurial Development OR 6/6 Computer Application in Business	3	5
	318E6C 318E6D	Discipline Specific Elective 7/8- Securities Law & Regulation of Financial Markets OR 8/8 - Spreadsheet for Business	3	5
Part-IV	318S6A	Professional Competency Skill – Training for Competitive Examinations	2	2
Part V	318V6A	Extension Activity	1	-
		TOTAL	21	30
GRAND TOTAL			140	180

சென்னைப் பல்கலைக்கழகம்
University of Madras

Part-I

பொதுத் தமிழ் - பாடத்திட்டம்

General Tamil - Syllabus

4 பருவங்கள் (முதல் பருவம்)

(B.A., B.Sc., B.Com., BCA., BBA)

2023-24

பொதுத்தமிழ்-1

தமிழ் இலக்கிய வரலாறு -1

முதலாம் ஆண்டு – முதற் பருவம்

Course Code	Course Name	category	L	T	P	S	Credits	Ins.Hrs	CIA	Externa	Total
100L1AU	பொதுத்தமிழ் -1 தமிழ் இலக்கிய வரலாறு -1	Supportive	Y	-	-	-	3	6	25	75	100

Learning Objectives

- முதலாமாண்டுப் பட்ட வகுப்பு மாணவர்களுக்குத் தமிழ் மொழி இலக்கியங்களை அறிமுகம் செய்தல்
- தமிழ் இலக்கியப் போக்குகளையும், இலக்கணங்களையும் மாணவர் அறியுமாறு செய்து அவர்களின் படைப்பாற்றலைத் தூண்டுதல்
- தமிழ் இலக்கியம் சார்ந்த போட்டித் தேர்வுகளுக்கு ஏற்ப கற்பித்தல் நடைமுறைகளை மேற்கொள்ளுதல்

Expected Course Outcomes

On the Successful completion of the Course, Students will be able to

இப்பாடத்தைக் கற்பதால் பின்வரும் பயன்களை மாணவர் அடைவர்

CO 1	சங்க இலக்கியத்தில் காணப்பெறும் வாழ்வியல் சிந்தனைகளை அறிந்து கொள்வர்	K4
CO 2	அற இலக்கியம் மற்றும் தமிழ் காப்பியங்களின்வழி வாழ்வியல் சிந்தனையைப் பெறுவர்	K5, K6
CO 3	பக்தி இலக்கியங்களைக் கற்பதன் மூலம் பக்தி நெறியினையும், பகுத்தறிவு இலக்கியங்களைக் கற்பதன் வழி நல்லிணக்கத்தையும் தெரிந்து பின்பற்றுவர்	K3
CO 4	மொழியறிவோடு சிந்தனைத்திறனைப் பெறுவர்	K3
CO 5	மொழிப்பயிற்சிக்குத் தேவையான இலக்கணங்களைக் கற்பர்.	K2

K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create

அலகு-1 | தமிழ் இலக்கிய, இலக்கண வரலாறு அறிமுகம்.

1. இலக்கணம்;

அ.தொல்காப்பியம், இறையனார் களவியல் உரை , நம்பியகப் பொருள், புறப்பொருள் வெண்பா மாலை, நன்னூல், தண்டியலங்காரம், யாப்பருங்கலக்காரிகை நூல்கள்

ஆ.மொழிப் பயிற்சி- ஒற்றுப்பிழை தவிர்த்தல்

- வல்லினம் மிகும் இடங்கள்
- வல்லினம் மிகா இடங்கள்

- ஈரொற்று வரும் இடங்கள்
- ஒரு, ஓர் வரும் இடங்கள்
- அது, அஃது வரும் இடங்கள்
- தான், தாம் வரும் இடங்கள்

பயிற்சி : வல்லினம் மிகும் இடங்கள், மிகா இடங்கள் தவறாக வரும்வகையில் ஒரு பத்தி கொடுத்து ஒற்றுப் பிழை திருத்தி எழுதச் செய்தல்.

2. சங்க இலக்கியம் - எட்டுத்தொகை, பத்துப்பாட்டு
3. அற இலக்கியம்-பதினெண்கீழ்கணக்கு நூல்கள்
4. காப்பிய இலக்கியம் - ஐம்பெருங் காப்பியங்கள், ஐஞ்சிறு காப்பியங்கள், சமயக் காப்பியங்கள்
5. பக்தி இலக்கியமும் (பன்னிரு திருமுறைகள், நாலாயிர திவ்வியப் பிரபந்தம் -- பகுத்தறிவு

இலக்கியமும் (சித்தர் இலக்கியங்கள், புலவர் குழந்தையின் இராவண காவியம்)

அலகு-2

சங்க இலக்கியம்

எட்டுத்தொகை ;எ

1. நற்றிணை-முதல் பாடல் -நின்ற சொல்லர்
2. குறுந்தொகை 3 ஆம் பாடல் -நிலத்தினும் பெரிதே
3. ஐங்குறுநூறு -நெல் பல பொலிக! பொன் பெரிது சிறக்க! (முதல் பாடல்)-வேட்கைப் பத்து
4. கலித்தொகை- 51 - சுடர்த்தொடிக் கேளாய் -குறிஞ்சிக் கலி
5. புறநானூறு -189 தெண்கடல் வளாகம் பொதுமையின்றி, நாடா கொன்றோ -187

பத்துப்பாட்டு;

1. முல்லைப்பாட்டு (முழுவதும்)

அலகு-3

அற இலக்கியம்

- 1.திருக்குறள் -அறன் வலியுறுத்தல் அதிகாரம்
- 2.நாலடியார்-பாடல்: 131 (குஞ்சியழகும்)
- 3.நான்மணிக்கடிகை-நிலத்துக்கு அணியென்ப
- 4.பழமொழி நானூறு- தம் நடை நோக்கார்
- 5.இனியவை நாற்பது- 37. இளமையை மூப்பு என்று

அலகு-4

காப்பிய இலக்கியம்

1. சிலப்பதிகாரம் - வழக்குரைகாதை
2. மணிமேகலை- பாத்திரம் பெற்ற காதை
3. பெரியபுராணம் - பூசலார் நாயனார்புராணம்
4. கம்பராமாயணம்- குகப் படலம்
5. சீறாப்புராணம் - மானுக்குப் பிணை நின்ற படலம்

6. இயேசு காவியம் -ஊதாரிப்பிள்ளை	
அலகு-5	பக்தி இலக்கியமும், பகுத்தறிவு இலக்கியமும்
பக்தி இலக்கியம்;	
<ol style="list-style-type: none"> 1. திருநாவுக்கரசர் தேவாரம் - நாமார்க்கும் குடியல்லேம் எனத் தொடங்கும் பாடல் மட்டும் 2. மாணிக்கவாசகர் திருவாசகம் - நமச்சிவாய வாழ்க நாதன்தாள் வாழ்க முதல் சிரம்குவிவார் ஓங்குவிக்கும் சீரோன் கழல் வெல்க வரை 3. பொய்கையாழ்வார்-வையந் தகளியா வார்கடலே 4. பூதத்தாழ்வார்-அன்பே தகளியா 5. பேயாழ்வார்-திருக்கண்டேன் பொன்மேனி கண்டேன் 6. ஆண்டாள் - திருப்பாவை மார்கழித் திங்கள் (முதல் பாடல்) 	
பகுத்தறிவு இலக்கியம்;	
<ul style="list-style-type: none"> • திருமூலர் - திருமந்திரம் (270,271, 274, 275 285) • பட்டினத்தார் -திருவிடை மருதூர் (காடே திரிந்து - எனத் தொடங்கும் பாடல் பா.எண் ;.279, 280) • கடுவெளி சித்தர் - பாபஞ்செய் யாதிரு மனமே (பாடல் முழுவதும்) • இராவண காவியம் - தாய்மொழிப் படலம் - 18. ஏடுகை யில்லா ரில்லை முதல் - 22. செந்தமிழ் வளர்த்தார். வரை 	
Text books	
•	.
Reference Books	
<ul style="list-style-type: none"> • மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காடெமி, புதுடெல்லி. • மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை. • தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை. • தமிழ் இலக்கிய வரலாறு -முனைவர்.சிற்பி பாலசுப்ரமணியம், முனைவர்.சொ.சேதுபதி • புதிய தமிழ் இலக்கிய வரலாறு- முனைவர்.சிற்பி பாலசுப்ரமணியம்,நீல.பத்மநாபன் • தமிழ் இலக்கிய வரலாறு - டாக்டர்.அ.கா.பெருமாள் • தமிழ் இலக்கிய வரலாறு -முனைவர். ப.ச.ஏசுதாசன் • தமிழ் இலக்கிய வரலாறு - ஸ்ரீ குமார் • வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு-பாக்கியமேரி • தமிழ் பயிற்றும் முறை, பேராசிரியர் ந. சுப்புரெட்டியார் - மணிவாசகர் பதிப்பகம், சிதம்பரம் 	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]	
Web Sources	

- <https://www.chennailibrary.com/>
- <https://www.sirukathaigal.com>
- <https://www.tamilvirtualuniversity.org>
- <https://www.noolulagam.com>
- <https://www.katuraitamilblogspot.com>

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PSO 1	PSO 2	1.
CLO1	3	2	3	3	3	2	2	2	3	2	3	2	
CLO2	3	3	2	2	2	3	2	3	3	2	2	2	
CLO3	3	2	3	3	2	2	2	3	2	3	3	2	
CLO4		3	3	2	2	2	3	2	3	2	3	3	
CLO5	3	3	2	2	2	3	3	2	2	2	3	3	

Strong -3,Medium-2,Low-1

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
EXISTING SYLLABUS (22-23) FOLLOWED FOR THE ACADEMIC YEAR 2023-2024

FOUNDATION COURSE: PART-I HINDI PAPER-I

100L1E

Inst.Hrs. : 6
Credits : 3

Year : I
Semester : I

Programme:	U.G. – FOUNDATION COURSE – PART-I HINDI	
Programme Outcomes:	<ol style="list-style-type: none"> 1. Identify the literary trends, prose forms and nature of functional Hindi and its applications 2. Understand the roll of literature and importance of Functional Hindi 3. Obtain the practical knowledge of critical study of Literature, thinking, writing and expressional skills. 4. Obtain official noting, drafting and Business and personal, semi official letter writing methods and techniques 5. Employ the evaluating, summerising and differentiate contextual meanings. 	
Programme Specific Outcomes:	<ol style="list-style-type: none"> 1. Basic knowledge for higher studies 2. Obtain Basic professional skills i.e. business and official Correspondence and applications 3. Language application and writing skills 4. Basic idea of evaluation critical and analytical study of literature. 5. Develops ideas of creative thinking and writing 	
Course Objectives	1. Identify the theme and aims of prose lessons and functional Hindi	K1
	2. Understand and summarise the theme	K2
	3. Explain the ideology of literary works and writers	K3
	4. Interpret the contextual meaning and differentiation	K4
	5. Evaluate on the basis of elements, features and trends of prose	K5
	6. Conceive the knowledge of literary themes and practice of functional Hindi	K6
Title of the Course:	PAPER – I - PROSE, FUNCTIONAL HINDI & LETTER WRITING	
Pre-requisites, if any:	Basic Knowledge of Hindi Prose forms and prose writers	
UNITS		
I	<ol style="list-style-type: none"> 1. Sabhyata ka Rahasya 2. Personal Applications 3. Leave Letters 4. Introduction to office procedures 5. Official letter 6. Demi Official Letter 	
II	<ol style="list-style-type: none"> 1. Mitrata 2. Letter to the Editor 3. Opening an A/C 	

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
 EXISTING SYLLABUS (22-23) FOLLOWED FOR THE ACADEMIC YEAR 2023-2024

	<ol style="list-style-type: none"> 4. Demi Official Letter 5. Office Order 6. Administrative Terminology English to Hindi (30 Words)
III	<ol style="list-style-type: none"> 1. Yuvavon Se 2. Application for Withdrawal 3. Circular 4. Memo 5. Enquiry 6. Administrative Terminology Hindi to English (30 Words)
IV	<ol style="list-style-type: none"> 1. Paramanu Oorja evam Khadya Padarth Sanrakshan 2. Transfer of an A/C 3. Missing of Pass Book / Cheque Leaf 4. Official Memo 5. Resolution and Notice 6. Administrative Terminology English to Hindi (30 Words)
V	<ol style="list-style-type: none"> 1. Yougyata aur Vyavasay ka Chunav 2. Complaints 3. Ordering for Books 4. Notification 5. Official Noting Hindi to English (25 Phrases) 6. Official Noting English to Hindi (25 Phrases)
Course Outcomes	<ol style="list-style-type: none"> 1. Explains the nature, features, elements of prose forms and Functional Hindi 2. Understand the theme, aim of lessons and obtain application skills. 3. Evaluate the thought, ideology, expressional and artistic skills of writers. 4. Obtain skills of critical analysis of Literary forms and drafting skills of personal letters, business letters, noting and drafting skills 5. Learn to Employ the obtained skills in enriching the bright future.
Reading List (Print and Online)	<ol style="list-style-type: none"> 1. Sarkari karyalayon mein Hindi ka Prayog, Written by Gopinath Srivatav, Lokbharati Prakashan, 15,A, Gandhi Mrag, Allabad – 1 2. Hi.wikipedia.org/wiki.आधुनिक_हिन्दी_गद्य_का_इतिहास 3. https://www.infosrf.com/blog-single.php?MnBv=494
Recommended Texts	<ul style="list-style-type: none"> • HINDI GADHYA MALA Ed. by Dr. Syed Rahamathulla, Poornima Prakashan 4/7-B, Begum III Street, Royapettah, Chennai – 14. • Karyalayeen Tippaniya :Kendriya Hindi Sansthan, Agra • Prayojan Moolak Hindi : Dr. Syed Rahamathulla, Poornima Prakashan, 4/7, Begum III Street, Royapettah, Chennai – 14

Method of Evaluation:

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
EXISTING SYLLABUS (22-23) FOLLOWED FOR THE ACADEMIC YEAR 2023-2024

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

	POS1	POS 2	POS 3	POS 4	POS 5
CO 1	S	S	M	S	M
CO 2	S	S	S	S	S
CO 3	S	S	S	S	S
CO 4	S	S	S	S	S
CO 5	S	S	S	S	S

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

Programme:	I & II UG – Second Language - SANSKRIT
Programme Code:	BFC-LS22
Duration:	2 years
Programme Outcomes:	<p>After successful completion of the course, learners will be able to:</p> <ol style="list-style-type: none"> 1. Create simple sentences using different grammatical tenses 2. Sensitize the students to the functioning of the language 3. Know the historical and cultural perspective of literary trends and movements in Sanskrit and in its literature 4. Define the origin of Sanskrit Literature 5. Demonstrate different teaching methodologies 6. Translate simple passages 7. Consolidate their communication skills in both spoken and written Sanskrit.
Programme Specific Outcomes:	<ol style="list-style-type: none"> 1. Understand and appreciate the aesthetical, social, political, cultural, etc., values expressed in various prescribed texts 2. Apply different grammatical rules to their reading and writing assignments 3. Identify the base words of nouns and different tenses 4. Read, understand, write and speak in simple Sanskrit 5. Translate simple sentences related to the themes given

List of Courses:

Semester	Course Code	Title of the Course	Core/Elective/ Soft Skill	Credits
I	BFC-LS001	Paper I – Poetry, Grammar and History of Sanskrit Literature	C	3
II	BFC-LS002	Paper II – Prose, Grammar and History of Sanskrit Literature	C	3
III	BFC-LS003	Paper III – Drama, Grammar and History of Sanskrit Literature	C	3
IV	BFC-LS004	Paper IV – Alankara, Didactic & Modern literatures and Translation	C	3

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

100L1G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-I

Inst.Hrs. : 6
Credits : 3

Year : I
Semester : I

Paper I – Poetry, Grammar and History of Sanskrit Literature

Course Outcomes	1. Remember the usage of grammatical tenses in constructing sentences in dialogue. 2. Apply the rules of usage in practice exercises and identify errors 3. Explain the nuances in the usage of various grammatical tenses and aspects 4. Demonstrate knowledge of various expressions of opinion, emotions, cause, effect, purpose, and hypothesis in French 5. Communicate in French and summarize the given text	
Course Objectives	Understand the basic Sanskrit sentence structure	K1
	To provide the glimpses of the rich Sanskrit literary tradition through reading the literary composition	K2
	Explain the language of this Mahakavya which is highly elaborate and polished with continual play upon words and variety of metres	K3
	Analyse and interpret expressions of cause, effect, purpose, and opposition in Sanskrit	K4
	Evaluate grammatical nature of verses	K5
Units		
I	Introduction to Sanskrit (Alphabets, Two letter words and three letter words) Grammar: <i>akārāntaḥ puṁliṅgaḥ śabda-s</i> - 1. बाल (<i>Bāl a</i>) and 2. देव (<i>Deva</i>) <i>ākārāntaḥ strīliṅgaḥ śabda-s</i> - 1. बाला (<i>Bāl ā</i>) and 2. लता (<i>Lat ā</i>) <i>akārāntaḥ napuṁsakaliṅgaḥ śabda-s</i> - 1. फल (<i>Phal a</i>) and 2. वन (<i>Vana</i>)	
II	Introduction to <i>Rāmāyana</i> , <i>Kālidāsa</i> and his poetic works Text: <i>Raghuvamśa</i> (Canto I) Verses 1-15	
III	Introduction to the works of <i>Bhāravi</i> - Text: <i>Raghuvamśa</i> (canto I) Verses 16-30	
IV	Introduction to the works of <i>Śrī Harṣha</i> - Text: <i>Raghuvamśa</i> (Canto I) Verses 31-45	
V	Grammar: Conjugations - <i>Laṭ lakāra-s</i> – (Present tense) (i) गच्छति (<i>Gacchat i</i>) (ii) तिष्ठति (<i>Ti ṣṭhat i</i>) (iii) पठति	

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

	<p>(<i>Paṭ hat i</i>) (i v) नृत्यति (<i>Ṇṭ yat i</i>) (v) कुप्यति (<i>Kupyat i</i>) (vi) कथयति (<i>Kat hayat i</i>) (vi i) गणयति (<i>Ḡanayat i</i>) (vi i i) अस्ति (<i>Ast i</i>) (i x) करोति (<i>Kar ot i</i>) (x) शृणोति (<i>Śṛ not i</i>) Indeclinables (Avyayaani) - अपि (<i>api</i>), कदा (<i>kadā</i>), च (<i>ca</i>), अद्य (<i>adya</i>), विना (<i>vi nā</i>), सह (<i>saha</i>), तत्र (<i>t at ra</i>), किम् (<i>ki m</i>), यदि (<i>yadi</i>) - तर्हि (<i>t ar hi</i>), यथा (<i>yat hā</i>) - तथा (<i>t at hā</i>) Prefixes (<i>Upasargas</i>) - आङ् (<i>āṅ</i>), वि (<i>vi</i>), परि (<i>pari</i>), अनु (<i>anu</i>), अधि (<i>adhi</i>), उत् (<i>ut</i>), प्रति (<i>pr at i</i>), उप (<i>upa</i>), प्र (<i>pr a</i>) निर् (<i>ni r</i>)</p>
Book recommended for Reference	<p><i>Kalāśālā-Saṁskṛta-Sukhabodhinī - I</i> To be Published by: University of Madras, Chennai - 5</p>

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	S	M	S	S
CO 2	S	S	S	S	S
CO 3	S	S	M	M	S
CO 4	S	S	M	S	S
CO 5	S	S	S	S	S

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

100L2G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-II

Inst.Hrs. : 6
Credits : 3

Year : I
Semester : II

Paper II – Prose, Grammar and History of Sanskrit Literature

Course Outcomes	<ol style="list-style-type: none">1. Understand and apply grammatical concepts in drafting sentences and paragraphs2. Apply the rules and regulations in handling usage of Lrt lakara and Asmad Sabdah, practice exercises and identify errors3. Form an idea of the aesthetic expressions that make Sanskrit composition get the position of pride in world literature4. Demonstrate knowledge of various expressions of opinion, emotions, cause, effect, purpose, and hypothesis in Sanskrit5. Appreciate the art of employment of Alankaras in a prose form of poetry	
Course Objectives	Provide acquaintance with prose literature in Sanskrit through a study of one of the best texts of prose, which would pave the way for gaining sufficient grounding in the language	K1
	Enumerate various grammatical tenses and use them to communicate in Sanskrit language	K2
	Summarize the stories of Panchatantra and discuss in	K3
	Analyze and interpret expressions of cause, effect, purpose, and opposition in Sanskrit	K4
	Evaluate and comprehend text passages	K5
Units		
I	Introduction to Prose literature in Sanskrit Grammar: <i>ikārāntaḥ puṁliṅgāḥ śabdāḥ</i> - 1. कवि (<i>Kavi</i>) and 2. रवि (<i>Ravi</i>) <i>ikārāntaḥ strīliṅgaḥ śabdaḥ</i> - 1. मति (<i>Mati</i>) <i>ikārāntaḥ strīliṅgaḥ śabdaḥ</i> - 1. नदी (<i>Nadi</i>) <i>ikārāntaḥ napuṁsakaliṅgaḥ śabdaḥ</i> 1. वारि (<i>Vari</i>)	
II	Introduction to <i>Māhābhārata</i> , the author of बालरामायणम् (<i>Bālarāmāyaṇam</i>) and his works Text: <i>Bālakāṇḍam</i> of <i>Bālarāmāyaṇam</i>	
III	Introduction to the works of <i>Baṇa</i> (<i>Kādambarī</i> and <i>Harṣacaritam</i>), <i>Daṇḍin</i> (<i>Daśakumāracaritam</i> and <i>Avantisundarīkathā</i>) and <i>Subandhu</i> (<i>Vāsavadattā</i>)	
IV	Introduction to Historical <i>Kāvyas</i> in Sanskrit - The works of <i>Kalhaṇaḥ</i> , <i>Bilhaṇaḥ</i> , <i>Bāṇaḥ</i> and <i>Pravarasenaḥ</i>	

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

V	<p>Grammar: Conjugations - <i>Lañ lakārah</i> (Past tense) (i) अगच्छत् (<i>Agacchat</i>) (ii) अतिष्ठत् (<i>Atiṣṭhat</i>) (iii) अपठत् (<i>Apaṭhat</i>) (iv) अनृत्यत् (<i>Anṛtyat</i>) (v) अकुप्यत् (<i>Akupyat</i>) (vi) अकथयत् (<i>Akat hayat</i>) (vii) अगणयत् (<i>Aganayat</i>) (viii) आसीत् (<i>Asit</i>) (ix) अकरोत् (<i>Akarot</i>) (x) अशृणोत् (<i>Aśṛnot</i>)</p> <p>Indecl i nabl es: (a) तुमुन् (<i>Tumun</i>) suffix ended words (Infinitive forms) (i) गन्तुम् (<i>Gantum</i>) (ii) स्थातुम् (<i>Sthātum</i>) (iii) पठितुम् (<i>Paṭhitum</i>) (iv) नर्तितुम् (<i>Nartitum</i>) (v) कोपितुम् (<i>Kopitum</i>) (vi) कथयितुम् (<i>Kat hayitum</i>) (vii) गणयितुम् (<i>Ganayitum</i>) (viii) भवितुम् (<i>Bhavitum</i>) (ix) कर्तुम् (<i>Kartum</i>) (x) श्रोतुम् (<i>Śrotum</i>) (b) क्त्वा (<i>Kṛvā</i>) suffix ended words (Past passive participles) (i) गत्वा (<i>Gatvā</i>) (ii) स्मृत्वा (<i>Smṛtvā</i>) (iii) गणयित्वा (<i>Ganayitvā</i>) (iv) पठित्वा (<i>Paṭitvā</i>) (v) कृत्वा (<i>Kṛtvā</i>) (c) ल्यप् (<i>Lyap</i>) suffix ended words (Past passive participles) (i) आगत्य (<i>Āgatya</i>) (ii) विस्मृत्य (<i>Vismṛtya</i>) (iii) विगणय्य (<i>Viganayya</i>) (iv) प्रपठ्य (<i>Prapaṭhya</i>) (v) अनुकृत्य (<i>Anukṛtya</i>)</p>
Book recommended for Reference	<p><i>Kalāsālā-Saṃskṛta-Sukhabodhinī - II</i> To be Published by: University of Madras, Chennai - 5</p>

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	M	S	M	S
CO 2	S	M	S	S	S
CO 3	S	S	S	M	S
CO 4	S	S	M	S	S
CO 5	S	S	S	S	S

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

200L3G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-III

Inst.Hrs. : 6
Credits : 3

Year : II
Semester : III

Paper III – Drama, Grammar and History of Sanskrit Literature

Course Outcomes	<ol style="list-style-type: none"> 1. Be familiar with the style of the great Sanskrit Dramatist Bhasa 2. Be able to appreciate the aesthetical, social, political, cultural, etc., values expressed in prescribed composition 3. Understand the structural patterns of Sanskrit dramatic composition 4. Develop the finer and minor nuances of Nataka form of drama 5. Analyze the literary texts
UNITS	
I	Introduction to Dramaturgy – Ten types of Drama - Characteristics and features (<i>Nāndī, Sūtradhāra, Sthāpanā</i> and <i>Bharatavākyam</i>) of Sanskrit Dramas. Prose Text: <i>Karṇabhāram</i> - Page. 01 - 10 (till 10 <i>Slokās</i>)
II	Characteristics and features (<i>Vastu, Netā</i> and <i>Rasas</i>) of Sanskrit Drama - Prose Text: <i>Karṇabhāram</i> - Page. 11 - 20 (till 17 <i>Slokās</i>)
III	Authorship of 13 Trivandrum play of <i>Bhāsa</i> - Introduction to the Dramas of <i>Kālidāsa, Bhavabhūti, Harṣavardhana</i> and <i>Rājaśekhara</i> Text: <i>Karṇabhāram</i> - Page. 21 - 32 (Upto the end)
IV	Introduction to the dramatic works of <i>Viśākhadatta, Śūdraka, Bhaṭṭanārāyaṇa</i> and <i>Murāri</i> - Introduction to Allegorical dramas 1. <i>Prabodhacandrodaya</i> and 2. <i>Saṅkalpasūryodaya</i>
V	Introduction to <i>Campū</i> literature 1. <i>Bhojacampū</i> 2. <i>Viśvaguṇādarśacampū</i> and 3. <i>Nalacampū</i> Grammar – <i>Lṛt lakārāḥ</i> (Future tense) (i) गमिष्यति (<i>Gami śyat i</i>) (ii) स्थास्यति (<i>St hāsyat i</i>) (iii) पठिष्यति (<i>Paṭ hi śyat i</i>) (iv) नर्तिष्यति (<i>Nart i śyat i</i>) (v) कोपिष्यति (<i>Kopi śyat i</i>) (vi) कथयिष्यति (<i>Kat hayi śyat i</i>) (vii) गणयिष्यति (<i>Ganayi śyat i</i>) (viii) भविष्यति (<i>Bhavi śyat i</i>) (ix) करिष्यति (<i>Kari śyat i</i>) (x) श्रोष्यति (<i>Ś rośyat i</i>) Declensions: (<i>Sar vanānāśabdāḥ</i>) - 1. तद् शब्दः (<i>Tad śabdah</i>) i n al I gender s 2. अस्मद् शब्दः (<i>Asnad śabdah</i>) 3. युष्मद् शब्दः (<i>Yuśmad śabdah</i>)

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

Course Objectives	Understand the structure and use of different phrases and Idioms in Sanskrit Drama and grammatical aspects of <i>Karṇabhāram</i>	K2
	Enhance one's ability to converse freely in the language, which is considered to be a specialized skill as far as the Sanskrit Language goes	K2
	Draft and summarize the literary texts	K3
	Identify and apply different grammatical peculiarities	K3
	Analyze and critically assess the literary texts	K4

Book recommended for Reference	<p style="text-align: center;"><i>Kalāśālā-Saṃskṛta-Sukhabodhinī - III</i></p> <p style="text-align: center;">To be Published by: University of Madras, Chennai - 5</p>
---------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	M	M	S	S
CO 2	S	S	S	S	S
CO 3	S	M	M	S	S
CO 4	S	S	M	S	S
CO 5	S	S	S	S	S

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
 EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

200L4G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-IV

Inst.Hrs. : 6
 Credits : 3

Year : II
 Semester : IV

Paper IV – Alankara, Didactic & Modern literatures and Translation

Course Outcome	1. Apply the usage of compound words 2. Differentiate the alankaras 3. Translate the prose passages prescribed 4. Identify and apply different grammatical tenses of “Mahabharata” related translation 5. Analyze and critically assess the literary texts
UNITS	
I	Introduction to Didactic literature (<i>Pañcatantram</i> and <i>Hitopadeśah</i>) Text: The lion and the hare शशकसिंहकथा (<i>Śaśakasimhakathā</i>) from <i>Pañcatantram</i> and The jackal and the elephant शृगालहस्तिकथा (<i>Śrgālahastikathā</i>) a story from <i>Mitralābhaḥ</i> of <i>Hitopadeśah</i>
II	<i>Alaṅkārah</i> - i. <i>Upamā</i> , ii. <i>Rūpakam</i> , iii. <i>Ullekhaḥ</i> , iv. <i>Utprekṣā</i> and v. <i>Vyatirekaḥ</i>
III	Introduction to Modern literature - Introduction to अर्थशास्त्रम् (<i>Artha śāstram</i>) of चाणक्यः (<i>Cāṇakyaḥ</i>) - Introduction to मयमतम् (<i>Mayamatam</i>) - Introduction to नीतिद्विषष्टिका (<i>N t i d v i ṣ a ṣ ṭ h i k ā</i>) - <i>S l o k ā s</i> - 1 t o 10 - I n t r o d u c t i o n t o t h e l i f e h i s t o r y o f श्रीआदिशङ्कराचार्यः (<i>Śrī -Ādi śaṅkar ācār yaḥ</i>), श्रीरामानुजाचार्यः (<i>Śrī Rāmānuj ācār yaḥ</i>) and श्रीमध्वाचार्यः (<i>Śrī Mādhvācār yaḥ</i>)
IV	Introduction to Modern literature in Sanskrit - Text: तिरुक्कुरळ् संस्कृतानुवादः (Sanskrit translation of Tirukkural) <i>Slokās</i> 1 to 10 ईश्वरवन्दनम् (<i>Kaḍavul Vāzhththu</i>) by कलियन् रामानुजजीयर् (<i>Kaliyan Rāmānujajīyar</i>) नालडियार् (<i>Nālaḍiyār</i>) translated by श्री एस्. एन्. रामदेशिकः (<i>Śrī S N Rānadeśi ka</i>) - <i>S l o k ā s</i> : 1 t o 5
V	Translation from prose section Unit - I stories Grammar: Conjugation - <i>Loṭ lakārāḥ</i> (Imperative mood) (i) गच्छतु (<i>Gacchat u</i>) (ii) तिष्ठतु (<i>Ti ṣ ṭ hat u</i>) (iii) पठतु (<i>Paṭ hat u</i>) (iv) शृणोतु (<i>Śr ṇ ot u</i>) (v) करोतु (<i>Kar ot u</i>)

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

Course Objectives	Demonstrate the usage of connecting words	K2
	Understand the alankaras which are used in devotional lyrics	K2
	Draft and summarize the literary texts	K3
	Identify the meaning, types of figure of speech of the prescribed text	K3
	Analyze and critically assess the literary texts	K4

Book recommended for Reference	<i>Kalāsālā-Saṃskṛta-Sukhabodhinī - IV</i> To be Published by: University of Madras, Chennai - 5
---------------------------------------	------------------------------------------------------------------------------------------------------------

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO1	S	S	M	S	S
CO2	S	S	M	S	S
CO3	S	S	M	S	S
CO4	S	M	S	S	S
CO5	S	S	S	S	M

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS

FOUNDATION COURSE: FRENCH
SYLLABUS WITH EFFECT FROM 2023-2024

UG & 5 Year PG Integrated - SEMESTER – I

Foundation Course in French: Prescribed Text and Grammar-I

Course Outcomes	<ol style="list-style-type: none"> 1. Introduce oneself and talk about one's likes and dislikes 2. Invite someone, to accept or deny an invitation 3. Making purchases at the market 4. Recall and remember the usage of grammatical tenses in constructing sentences in a dialogue. 5. Apply the learnt grammar rules in practice exercises to improve their understanding 		
Course	Foundation Course in French	Course Code	100L1K
Title of the Course:	Prescribed Text and Grammar-I		
Credits:	3		
Pre-requisites, if any:	---		
Course Objectives	Identify the basic French sentence structure		K1
	Define and describe the various grammatical tenses and use them to communicate in French		K2
	Examine the various documents presented and discuss and reply to the questions asked on it		K2 and K3
	Analyze and interpret expressions used to convey the cause, the effect, the purpose, and the opposition in French		K4
	Evaluate the grammatical nature present in passages		K5
Units			
I	Unité 1: Salut ! Unité 2: Enchanté!		
II	Unité 3: J'adore !		
III	Unité 4: Tu veux bien ?		
IV	Unité 5: On se voit quand ?		
V	Unité 6: Bonne idée !		
Prescribed Text	Régine Mérieux & Yves Loiseau, Units 1-6 of <i>Latitudes 1</i> (A1 /A2), méthode de français, Didier, 2017 (Indian Edition)		

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	L	S	M	L	S	S	S	M	S	M
CO2	S	M	M	L	M	M	L	S	S	S	S	S	M
CO3	M	S	S	M	M	M	L	S	M	M	M	S	M
CO4	S	M	M	L	S	M	L	S	S	S	M	S	M
CO5	S	M	M	L	M	M	L	S	S	S	S	S	M

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS

FOUNDATION COURSE: FRENCH
SYLLABUS WITH EFFECT FROM 2023-2024

SEMESTER I

Title of the Paper : Prescribed Text and Grammar-I

Prescribed textbook : Régine Mérieux & Yves Loiseau, **Units 1-6 of *Latitudes 1*** (Indian Edition), Paris, Didier, 2017.

Questions not to be asked from the Autoévaluation and Préparation au DELF

Paper setters are to strictly adhere to the syllabus and ask questions only from the pages included in the syllabus. Questions should cover the entire syllabus.

QUESTION PAPER PATTERN

Time : 3 Hours

Maximum Marks : 75

Section A (10 x 2 = 20 Marks)

Answer any TEN questions

15 questions to be asked on cultural / civilisational aspects found in the prescribed textbook

Section B (5 x 5 = 25 Marks)

Answer any FIVE questions

8 Grammar exercises to be given from the prescribed textbook

Section C (3 x 10 = 30 Marks)

Answer any THREE

3 must be answered out of 5 topics (1 dialogue writing, 1 letter /email writing, 1 composition, 1 comprehension, 1 translation)

UNIVERSITY OF MADRAS U.G. AND FIVE YEAR INTEGRATED PG DEGREE PROGRAMS FOUNDATION COURSE: PART I – ARABIC <small>(EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024)</small>	
Programme:	U.G. AND FIVE YEAR INTEGRATED P.G. DEGREE PROGRAMS FOUNDATION COURSE: PART I – ARABIC
Programme Code:	BFC-LA23
Duration:	4 Semesters
On successful completion of this program, the graduates are expected to achieve the following:	
Programme Outcomes:	<ol style="list-style-type: none"> 1. Acquire the knowledge of the structure of Arabic words 2. Acquaint with the knowledge of basic Arabic grammar 3. Become familiar with the knowledge of phonetic system of Arabic language 4. Able to communicate in Arabic 5. Have the knowledge of moral values in the light of Quran and Hadith
Programme Specific Outcomes:	<ol style="list-style-type: none"> 1. Understand the sounds and phrasing of Arabic language. 2. Learn the basic Arabic grammar 3. Develop communication skills in Arabic 4. Acquire new vocabulary in Arabic 5. Learn the moral values of the Holy Quran and Sunnah

List of Courses:

Semester	Course Code	Title of the Course	Foundation Course	Credits
I	100L1H	Paper I : Prose	FC	3
II	100L2H	Paper II : Grammar	FC	3
III	200L3H	Paper III : Communication Skill in Arabic	FC	3
IV	200L4H	Paper IV : Quran and Hadith	FC	3

Course I	Course Code	Title of the Course	Credits
FC	100L1H	Paper I : Prose	3
Course Outcomes	<ol style="list-style-type: none"> 1. Understand the correct pronunciation of Arabic letters 2. Understand the structure-based composition. 3. Acquire new vocabulary in Arabic 4. Read the Arabic sentences without diacritical marks 5. Able to write the simple sentences in Arabic without errors. 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Understand basic Arabic grammar. 2. Understand the structure of Arabic language. 3. Employ sentence making. 4. Enhance vocabulary. 5. Improve reading and writing skills. 		
Units			
I	(دروس اللغة العربية لغير الناطقين بها، الجزء الأول، الدكتور ف. عبد الرحيم) من الدرس الأول إلى الدرس الرابع		
II	من الدرس الخامس إلى الدرس الثامن		
III	من الدرس التاسع إلى الدرس الثالث عشر		
IV	من الدرس الرابع عشر إلى الدرس الثامن عشر		
V	من الدرس التاسع عشر إلى الدرس الثالث والعشرين		

Prescribed Text Book	دروس اللغة العربية لغير الناطقين بها، الجزء الأول، الدكتور ف. عبد الرحيم Duroos Al-Lugha Al-Arabiyya – Part I, By Dr. V. Abdur Rahim
Reading List (Print and online)	معجم الكلمات الواردة في دروس اللغة العربية لغير الناطقين بها مفتاح دروس اللغة العربية لغير الناطقين بها القراءة الراشدة – الشيخ أبو الحسن علي الحسيني الندوي القراءة المفيدة – الدكتور محمد يوسف كوكن العمري منهاج العربية – السيد النبي حيدرآبادي www.alnahw.com

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	3	3	3	2	1

3-Strong 2-Medium 1-Low

Course II	Course Code	Title of the Course	Credits
FC	100L2H	Paper II : Grammar	3
Course Outcomes	<ol style="list-style-type: none"> 1. Able to use basic grammatical structure. 2. Develop reading skills and reading speed 3. Acquire new vocabulary in Arabic 4. Understand the different types of sentences. 5. Able to construct simple sentences in Arabic 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Understand basic Arabic grammar. 2. Understand the correct usage of Arabic grammar. 3. Employ sentence making. 4. Enhance vocabulary. 5. Improve reading and writing skills. 		
Units			
I	(قواعد اللغة العربية الأساسية، الدكتور سيد رحمة الله) من الدرس الأول إلى الدرس الرابع		
II	من الدرس الخامس إلى الدرس الثامن		
III	من الدرس التاسع إلى الدرس الثاني عشر		

IV	من الدرس الثالث عشر إلى السادس عشر
V	من الدرس السابع عشر إلى الدرس العشرين
Prescribed Text Book	قواعد اللغة العربية الأساسية، الدكتور سيد رحمة الله Basic Arabic Grammar, By Dr. Syed Rahmathullah
Reading List (Print and online)	النحو الواضح – علي الجارم ومصطفى أمين دليل النحو الواضح – الدكتور بشير أحمد جمالي سهل العوامل – الدكتور تاج الدين المناني النحو الميسر للكبار والصغار – علي محمود عقيلي القواعد التطبيقية في اللغة العربية – الدكتور نديم دعكور www.alnahw.com

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	3	3	3	3	1

3-Strong 2-Medium 1-Low

Course III	Course Code	Title of the Course	Credits
FC	200L3H	Paper III : Communication Skill in Arabic	3
Course Outcomes	<ol style="list-style-type: none"> 1. Understand the basics of Arabic language. 2. Learn the structure of Arabic words. 3. Familiarize with the phonetic system of Arabic. 4. Able to communicate in Arabic 5. Able to translate from Arabic to English and vice versa 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Understand the sounds and phrasing of Arabic language. 2. Acquire new vocabulary and apply in context. 3. Develop communication skills in Arabic. 4. Understand the different aspects of communication. 5. Learn to communicate in everyday interactions. 		
Units			
I	(الكتاب الأساسي في تعليم اللغة العربية لغير الناطقين بها، الجزء الأول – السعيد محمد بدوي وفتحي علي يونس) التعارف – في المطار (١)		
II	في الفندق – في المطعم		
III	في البنك – عند الطبيب (١)		

IV	في الطريق - في مكتب البريد
V	في السوق (١) - في السوق (٢)
Prescribed Text Book	<p>الكتاب الأساسي في تعليم اللغة العربية لغير الناطقين بها، الجزء الأول - السعيد محمد بدوي وفتحي علي يونس</p> <p>Al Kitaab Al Asaasi Fi Taleem Al Lughha Al Arabiyya Li Ghair An Naatiqeena Biha - Part I, By Sayeed Muhaamad Badawi and Fathi Ali Yunus</p>
Reading List (Print and online)	<p>A Practice Book on Gulf Arabic, By Dr. Abdul Jaleel. T</p> <p>Arabic Conversation Book, By Mohd. Harun Rashid and Khalid Perwez</p> <p>A Hand book of Commercial Arabic by Dr. Aboobacker K.P</p> <p>العربية لغير العرب - د. مصطفى حسن الريس، الأزهر</p> <p>العربية للحياة - جامعة الملك سعود</p> <p>القراءة العربية لغير العرب - وزارة التربية بالكويت</p> <p>www.talkinarabic.com</p>

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	3	3	3	2	1

3-Strong 2-Medium 1-Low

Course IV	Course Code	Title of the Course	Credits
FC	200L4H	Paper IV : Quran and Hadith	3
Course Outcome	<ol style="list-style-type: none"> 1. Know the principal textual sources of the Islamic tradition: The Qur'an and the Hadith. 2. Know the role of Quran and Hadith in the synthesis of Islamic faith and practice. 3. Understand the structure of Arabic grammar through Quran and Hadith. 4. Understand the methodology of translation of Quran and Hadith. 5. Understand the moral values of Quran and Hadith 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Know the importance of Quran and Hadith. 2. Understand the style of Quran and Hadith. 3. Understand the role of Quran and Hadith in the Islamic faith and law. 		

	<p>4. Know the structure of Arabic grammar through the examples from Quran and Hadith.</p> <p>5. Learn the cultural and moral values.</p>
Units	
I	<p>(١. سورة لقمان من القرآن الكريم ٢. أحاديث سهلة للدكتور ف. عبد الرحيم)</p> <p style="text-align: right;">سورة لقمان</p> <p style="text-align: right;">من الآية ١ إلى الآية ١٠</p>
II	من الآية ١١ إلى ٢٠
III	من الآية ٢١ إلى ٣٤
IV	<p style="text-align: right;">أحاديث سهلة</p> <p style="text-align: right;">من الحديث ١ إلى الحديث ١٠</p>
V	من الحديث ١١ إلى الحديث ٢٠
Prescribed Text Book	<p style="text-align: right;">١. سورة لقمان من القرآن الكريم</p> <p style="text-align: right;">٢. أحاديث سهلة للدكتور ف. عبد الرحيم</p> <p>1) Sooratu Luqman</p> <p>2) Ahadeeth Sahlah By Dr. V. Abdur Rahim</p>
Reading List (Print and online)	<p>Tafsir Al-Jalalain</p> <p>The Noble Quran, Dr. Muhammad Muhsin Khan and Muhammad Taqi-Ud-Dhin Al-Hilali</p> <p style="text-align: right;">الأربعون النووية</p> <p style="text-align: right;">نصوص من الحديث النبوي الشريف، الدكتور ف. عبد الرحيم</p>

شرح أحاديث سهلة، الدكتور ش. عبد المالك

<https://quran.com/>

<https://sunnah.com/nawawi40>

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	1	2	3	3	3

3-Strong

2-Medium

1-Low

UNIVERSITY OF MADRAS

FOUNDATION COURSE: ENGLISH
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR - SEMESTER I PAPER II –GENERAL ENGLISH

Subject Code	Category	L	T	P	S	Credits	Inst. Hours	Marks		
								CIA	External	Total
100L1ZU	Part II	Y	Y	-	-	3	6	25	75	100
Learning Objectives										
LO1	To enable learners to acquire self awareness and positive thinking required in various life situations.									
LO2	To help them acquire the attribute of empathy									
LO3	To assist them in acquiring creative and critical thinking abilities									
LO4	To enable them to learn the basic grammar									
LO5	To assist them in developing LSRW skills									
Unit No.	Unit Title & Text							No. of Periods for the Unit		
I	SELF-AWARENESS(WHO)&POSITIVE THINKING(UNICEF) Life Story 1.1 Chapter 1 from Malala Yousafzai, I am Malala 1.2 An Autobiography or The Story of My Experiments with Truth (Chapters 1, 2 & 3) M.K.Gandhi Poem 1.3 Where the Mind is Without Fear – Gitanjali 35 – Rabindranath Tagore 1.4 Love Cycle – Chinua Achebe							20		
II	EMPATHY Poem 2.1 Nine Gold Medals – David Roth 2.2 Alice Fell or poverty – William Wordsworth Short Story 2.3 The School for Sympathy – E.V. Lucas 2.4 Barn Burning – William Faulkner							20		
III	CRITICAL & CREATIVE THINKING Poem 3.1 The Things That Haven't Been Done Before – Edgar Guest 3.2 Stopping by the Woods on a Snowy Evening – Robert Frost							20		

UNIVERSITY OF MADRAS

FOUNDATION COURSE: ENGLISH SYLLABUS WITH EFFECT FROM 2023-2024

	Readers Theatre 3.3 The Magic Brocade – A Tale of China 3.4 Stories on Stage – Aaron Shepard (Three Sideway Stories from Wayside School” by Louis Sachar)	
IV	Part of Speech 4.1 Articles 4.2 Noun 4.3 Pronoun 4.4 Verb 4.5 Adverb 4.6 Adjective 4.7 Preposition	15
V	Paragraph and Essay Writing 5.1 Descriptive 5.2 Expository 5.3 Persuasive 5.4 Narrative Reading Comprehension	15
Course Outcomes		
Course Outcomes	On completion of this course, students will:	
CO1	Acquire self awareness and positive thinking required in various life situations	PO1,PO7
CO2	Acquire the attribute of empathy.	PO1,PO2,PO10
CO3	Acquire creative and critical thinking abilities.	PO4,PO6,PO9
CO4	Learn basic grammar	PO4,PO5,PO6
CO5	Development and integrate the use of four language skills i.e., listening, speaking, reading and writing.	PO3,PO8
Text books (Latest Editions)		
1.	Malala Yousafzai. I am Malala, Little, Brown and Company, 2013.	
2.	M.K. Gandhi. An Autobiography or The Story of My Experiments with Truth (Chapter – I), Rupa Publications, 2011.	
3.	Rabindranath Tagore. "Gitanjali 35" from Gitanjali (Song Offerings): A Collection of Prose Translations Made by the Author from the Original Bengali. MacMillan, 1913.	
4.	N.Krishnasamy. Modern English: A Book of Grammar, Usage and Composition Macmillan, 1975.	
5.	Aaron Shepard. Stories on Stage, Shepard Publications, 2017.	
6.	J.C. Nesfield. English Grammar Composition and Usage, Macmillan, 2019.	

UNIVERSITY OF MADRAS

FOUNDATION COURSE: ENGLISH
SYLLABUS WITH EFFECT FROM 2023-2024

Web Resources	
1	Malala Yousafzai. I am Malala (Chapter 1) https://archive.org/details/i-am-malala
2	M.K Gandhi. An Autobiography or The Story of My Experiments with Truth(Chapter-1)- Rupa Publication, 2011 https://www.indiastudychannel.com/resources/146521-Book-Review-An-Autobiography-or-The-story-of-my-experiments-with-Truth.aspx
3	Rabindranath Tagore. "Gitanjali 35" from Gitanjali (Song Offerings) https://www.poetryfoundation.org/poems/45668/gitanjali-35
4	Aaron Shepard.Stories on Stage, Shepard Publications, 2017 https://amzn.eu/d/9rVzINv
5	J C Nesfield. Manual of English Grammar and Composition. https://archive.org/details/in.ernet.dli.2015.44179

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	3	3	3	3	3	3	3	2	3	2
CO2	2	3	3	3	2	3	3	2	2	2
CO3	3	3	3	2	3	3	3	2	3	2
CO4	3	3	3	3	3	3	3	2	2	2
CO5	3	2	3	3	3	3	3	2	2	3

Mapping with Programme Specific Outcomes:

CO /PO	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	3
CO2	3	3	3	3
CO3	3	3	3	3
CO4	3	3	3	3
CO5	3	3	3	3
Weightage	15	15	15	15
Weighted percentage of Course Contribution to POS	3.0	3.0	3.0	3.0

3 – Strong, 2 – Medium, 1 - Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER – I

CORE-I: FINANCIAL ACCOUNTING - I

(Common to BCom-Co-op., Gen., AF, BM, CA, MM & ISM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118C1A	5				5	5	25	75	100
Learning Objectives									
LO1	To understand the basic accounting concepts and standards.								
LO2	To know the basis for calculating business profits.								
LO3	To familiarize with the accounting treatment of depreciation.								
LO4	To learn the methods of calculating profit for single entry system.								
LO5	To gain knowledge on the accounting treatment of insurance claims.								
Prerequisites: Should have studied Accountancy in XII Std									
Unit	Contents								No. of Hours
I	Fundamentals of Financial Accounting Financial Accounting – Meaning, Definition, Objectives, Basic Accounting Concepts and Conventions - Journal, Ledger Accounts– Subsidiary Books — Trial Balance - Classification of Errors – Rectification of Errors – Preparation of Suspense Account – Bank Reconciliation Statement - Need and Preparation								15
II	Final Accounts Final Accounts of Sole Trading Concern- Capital and Revenue Expenditure and Receipts – Preparation of Trading, Profit and Loss Account and Balance Sheet with Adjustments.								15
III	Depreciation and Bills of Exchange Depreciation - Meaning – Objectives – Accounting Treatments - Types - Straight Line Method – Diminishing Balance method – Conversion method. Units of Production Method – Cost Model vs Revaluation Bills of Exchange – Definition – Specimens – Discounting of Bills – Endorsement of Bill – Collection – Noting – Renewal – Retirement of Bill under rebate								15
IV	Accounting from Incomplete Records – Single Entry System Incomplete Records -Meaning and Features - Limitations - Difference between Incomplete Records and Double Entry System - Methods of Calculation of Profit - Statement of Affairs Method – Preparation of final statements by Conversion method.								15
V	Royalty and Insurance Claims Meaning – Minimum Rent – Short Working – Recoupment of Short Working – Lessor and Lessee – Sublease – Accounting Treatment. Insurance Claims –Calculation of Claim Amount-Average clause (Loss of Stock only)								15
TOTAL								75	
THEORY 20% & PROBLEM 80%									

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

CO	Course Outcomes
CO1	Remember the concept of rectification of errors and Bank reconciliation statements
CO2	Apply the knowledge in preparing detailed accounts of sole trading concerns
CO3	Analyse the various methods of providing depreciation
CO4	Evaluate the methods of calculation of profit
CO5	Determine the royalty accounting treatment and claims from insurance companies in case of loss of stock.
Textbooks	
1.	S. P. Jain and K. L. Narang Financial Accounting- I, Kalyani Publishers, New Delhi.
2.	S.N. Maheshwari, Financial Accounting, Vikas Publications, Noida.
3.	Shukla Grewal and Gupta, "Advanced Accounts", volume 1, S.Chand and Sons, New Delhi.
4.	Radhaswamy and R.L. Gupta: Advanced Accounting, Sultan Chand, New Delhi.
5.	R.L. Gupta and V.K. Gupta, "Financial Accounting", Sultan Chand, New Delhi.
6.	Dr. K. Murugadoss, Dr. M. Jaya, Dr. V. Charulatha & Dr. D. Baskar Financial Accounting, Vijay Nicole Imprints Private Limited, Chennai
7.	T.S. Reddy and Dr. A. Murthy, Financial Accounting, Margham Publications, Chennai
Reference Books	
1.	Dr. Arulanandan and Raman: Advanced Accountancy, Himalaya Publications, Mumbai.
2.	Tulsian , Advanced Accounting, Tata McGraw Hills, Noida.
3.	Charumathi and Vinayagam, Financial Accounting, S.Chand and Sons, New Delhi.
4.	Goyal and Tiwari, Financial Accounting, Taxmann Publications, New Delhi.
5.	Robert N Anthony, David Hawkins, Kenneth A. Merchant, Accounting: Text and Cases. McGraw-Hill Education, Noida.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1.	https://www.slideshare.net/mesharma1/accounting-for-depreciation-1
2.	https://www.slideshare.net/ramusakha/basics-of-financial-accounting
3.	https://www.accountingtools.com/articles/what-is-a-single-entry-system.html

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	3	2	3	2	2	3	2	2
CO2	3	2	3	3	3	2	2	2	3	2	2
CO3	3	2	3	3	3	2	2	2	3	2	2
CO4	3	2	3	3	2	2	2	2	3	2	2
CO5	3	2	3	3	3	2	2	2	3	2	2
TOTAL	15	10	15	15	13	11	10	10	15	10	10
AVERAGE	3	2	3	3	2.6	2.2	2	2	3	2	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER – I

CORE–II: PRINCIPLES OF MANAGEMENT

(Common to BCom-Co-op., Gen., AF, BM, CA, MM & ISM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118C1B	5				5	5	25	75	100
Learning Objectives									
LO1	To understand the basic management concepts and functions								
LO2	To know the various techniques of planning and decision making								
LO3	To familiarize with the concepts of organisation structure								
LO4	To gain knowledge about the various components of staffing								
LO5	To enable the students in understanding the control techniques of management								
Prerequisites: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Introduction to Management Meaning- Definitions – Nature and Scope - Levels of Management – Importance - Management Vs. Administration – Management: Science or Art –Evolution of Management Thoughts – F. W. Taylor, Henry Fayol, Peter F. Drucker, Elton Mayo - Functions of Management - Trends and Challenges of Management. Managers – Qualification – Duties & Responsibilities.								15
II	Planning Planning – Meaning – Definitions – Nature – Scope and Functions – Importance and Elements of Planning – Types – Planning Process - Tools and Techniques of Planning – Management by Objective (MBO). Decision Making: Meaning – Characteristics – Types - Steps in Decision Making – Forecasting.								15
III	Organizing Meaning - Definitions - Nature and Scope – Characteristics – Importance – Types - Formal and Informal Organization – Organization Chart – Organization Structure: Meaning and Types - Departmentalization– Authority and Responsibility – Centralization and Decentralization – Span of Management.								15
IV	Staffing Introduction - Concept of Staffing- Staffing Process – Recruitment – Sources of Recruitment – Modern Recruitment Methods - Selection Procedure – Test-Interview– Training: Need - Types– Promotion –Management Games – Performance Appraisal - Meaning and Methods – 360 degree Performance Appraisal – Work from Home - Managing Work from Home [WFH].								15

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

V	<p>Directing Motivation –Meaning - Theories – Communication – Types - Barriers to Communications – Measures to Overcome the Barriers. Leadership – Nature - Types and Theories of Leadership – Styles of Leadership - Qualities of a Good Leader – Successful Women Leaders – Challenges faced by women in workforce - Supervision.</p> <p>Co-ordination and Control Co-ordination – Meaning - Techniques of Co-ordination. Control - Characteristics - Importance – Stages in the Control Process - Requisites of Effective Control and Controlling Techniques – Management by Exception [MBE].</p>	15
Total		75
Course Outcomes		
CO1	Demonstrate the importance of principles of management.	
CO2	Paraphrase the importance of planning and decision making in an organization.	
CO3	Comprehend the concept of various authorizes and responsibilities of an organization.	
CO4	Enumerate the various methods of Performance appraisal	
CO5	Demonstrate the notion of directing, co-coordination and control in the management.	
Textbooks		
1	Gupta.C.B, -Principles of Management-L.M. Prasad, S.Chand& Sons Co. Ltd, New Delhi.	
2	DinkarPagare, Principles of Management, Sultan Chand & Sons Publications, New Delhi.	
3	P.C.Tripathi& P.N Reddy, Principles of Management. Tata McGraw, Hill, Noida.	
4	L.M. Prasad, Principles of Management, S.Chand&Sons Co. Ltd, New Delhi.	
5	R.K. Sharma, Shashi K. Gupta, Rahul Sharma, Business Management, Kalyani Publications, New Delhi.	
Reference Books		
1	K Sundhar, Principles Of Management, Vijay Nichole Imprints Limited, Chennai	
2	Harold Koontz, Heinz Weirich, Essentials of Management, McGraw Hill, Sultan Chand and Sons, New Delhi.	
3	Griffin, Management principles and applications, Cengage learning, India.	
4	H.Mintzberg - The Nature of Managerial Work, Harper & Row, New York.	
5	Eccles, R. G. & Nohria, N. Beyond the Hype: Rediscovering the Essence of Management. Boston The Harvard Business School Press, India.	
NOTE: Latest Edition of Textbooks May be Used		

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

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

**MAPPING WITH PROGRAMME OUTCOMES
AND PROGRAMME SPECIFIC OUTCOMES**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	3	3	2	2	2	3	2	3
CO2	3	2	3	3	2	2	2	2	3	2	2
CO3	3	2	2	3	2	2	2	1	3	2	2
CO4	3	2	2	3	2	2	2	2	3	2	2
CO5	3	2	3	3	2	2	2	1	3	2	2
TOTAL	15	10	12	15	11	10	10	8	15	10	11
AVERAGE	3	2	2.4	3	2.2	2	2	1.6	3	2	2.2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER – I
ELECTIVE - I: BUSINESS COMMUNICATION

(Common to BCom-Gen., AF, BM & MM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118E1A	4				3	4	25	75	100
Learning Objectives									
LO1	To enable the students to know about the principles, objectives and importance of communication in commerce and trade.								
LO2	To develop the students to understand about trade enquiries								
LO3	To make the students aware about various types of business correspondence.								
LO4	To develop the students to write business reports.								
LO5	To enable the learners to update with various types of interviews								
Prerequisites: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Introduction to Business Communication Definition – Meaning – Importance of Effective Communication – Modern Communication Methods – Barriers to Communication – E-Communication - Business Letters: Need - Functions – Essentials of Effective Business Letters – Layout								12
II	Trade Enquiries Trade Enquiries – Orders and their Execution – Credit and Status Enquiries – Complaints and Adjustments – Collection Letters – Sales Letters – Circulars								12
III	Banking & Insurance Correspondence Banking Correspondence – Types – Structure of Banking Correspondence – Elements of a Good Banking Correspondence – Insurance – Meaning and Types – Insurance Correspondence – Difference between Life and General Insurance – Meaning of Fire Insurance – Kinds – Correspondence Relating to Marine Insurance – Agency Correspondence – Introduction – Kinds – Stages of Agent Correspondence – Terms of Agency Correspondence								12
IV	Secretarial Correspondence Company Secretarial Correspondence – Introduction – Duties of Secretary – Classification of Secretarial Correspondence – Specimen letters – Agenda and Minutes of Report writing – Introduction – Types of Reports – Preparation of Report Writing								12
V	Interview Preparation Application Letters – Preparation of Resume – Interview: Meaning – Objectives and Techniques of Various Types of Interviews –Creating & maintaining Digital Profile								12
TOTAL								60	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

Course Outcomes	
CO1	Acquire the basic concept of business communication.
CO2	Exposed to effective business letter
CO3	Paraphrase the concept of various correspondences.
CO4	Prepare Secretarial Correspondence like agenda, minutes and various business reports.
CO5	Acquire the skill of preparing an effective resume
Textbooks	
1	Rajendra Pal & J.S. Korlahalli, Essentials of Business Communication-Sultan Chand & Sons- New Delhi.
2	Gupta and Jain, Business Communication, Sahityabahvan Publication, New Delhi.
3	K.P. Singha, Business Communication, Taxmann, New Delhi.
4	R. S. N. Pillai and Bhagavathi. S, Commercial Correspondence, Chand Publications, New Delhi.
5	M. S. Ramesh and R. Pattenshetty, Effective Business English and Correspondence, S. Chand & Co, Publishers, New Delhi.
Reference Books	
1	V.K. Jain and Om Prakash, Business communication, S.Chand, New Delhi.
2	Rithika Motwani, Business communication, Taxmann, New Delhi.
3	Shirley Taylor, Communication for Business-Pearson Publications - New Delhi.
4	Bovee, Thill, Schatzman, Business Communication Today - Pearson Education, Private Ltd- NewDelhi.
5	Penrose, Rasbery, Myers, Advanced Business Communication, Bangalore.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://accountingseekho.com/
2	https://www.testpreptraining.com/business-communications-practice-exam-questions
3	https://bachelors.online.nmims.edu/degree-programs

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO	PSO	PSO	PSO							
	1	2	3	4	5	6	7	8	1	2	3
CO1	3	3	2	3	2	2	2	2	2	2	2
CO2	3	3	2	3	2	2	2	3	2	2	2
CO3	3	3	2	3	2	2	2	2	2	2	2
CO4	3	3	2	3	2	2	2	2	2	2	2
CO5	3	3	2	3	2	2	2	2	2	2	2
TOTAL	15	15	15	15	10	10	10	11	10	10	10
AVERAGE	3	3	3	3	2	2	2	2.2	2	2	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER - I

ELECTIVE - I: INDIAN ECONOMIC DEVELOPMENT

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118E1B	4				3	4	25	75	100
Learning Objectives									
LO1	To understand the concepts of Economic growth and development								
LO2	To know the features and factors affecting economic development								
LO3	To gain understanding about the calculation of national income								
LO4	To examine the role of public finance in economic development								
LO5	To understand the causes of inflation								
Prerequisites: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Economic Development and Growth Meaning & Definition - Concepts of Economic Growth and Development. Differences between Growth and Development. Measurement of Economic Development: Per Capita Income, Basic Needs, Physical Quality of Life Index, Human Development Index and Gender Empowerment Measure-Factors affecting Economic Development								12
II	Classification of Nations on the basis of development Characteristics of Developing Countries and Developed Countries - Population and Economic Development- Theories of Demographic Transition. Human Resource Development and Economic Development								12
III	National Income Meaning, Importance, National Income -Concept, types of measurement, Comparison of National Income at Constant and Current Prices. Sectorial Contribution to National Income. National Income and Economic Welfare								12
IV	Public Finance Meaning, Importance, Role of Public Finance in Economic Development, Public Revenue-Sources, Direct and Indirect taxes, Impact and Incidence of Taxation, Public Expenditure-Classification and Cannons of Public Expenditure, Public Debt-Need, Sources and Importance, Budget-Importance, Types of Deficits -Revenue, Budgetary, Primary and Fiscal, Deficit Financing.								12
V	Money Supply Theories of Money and Its Supply, Types of Money-Broad, Narrow and High Power, Concepts of M1, M2 and M3. Inflation and Deflation -Types, Causes and Impact, - Price Index- CPI and WPI, Role of Fiscal Policy in Controlling Money supply								12
TOTAL								60	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

Course Outcomes	
CO1	Elaborate the role of State and Market in Economic Development
CO2	Explain the Sectorial contribution to National Income
CO3	Illustrate and Compare National Income at constant and current prices.
CO4	Describe the canons of public expenditure
CO5	Understand the theories of money and supply
Textbooks	
1	Dutt and Sundaram, Indian Economy, S.Chand, New Delhi
2	V.K. Puri, S.K. Mishra, Indian Economy, Himalaya Publishing house, Mumbai
3	Remesh Singh, Indian Economy, McGraw Hill, Noida.
4	Nitin Singhania, Indian Economy, McGraw Hill, Noida.
5	Sanjeverma, The Indian Economy, unique publication, Shimla.
Reference Books	
1	GhatakSubrata : Introduction to Development Economics, Routledge Publications, New Delhi.
2	SukumoyChakravarthi : Development Planning- Indian Experience, OUP, New Delhi.
3	Ramesh Singh, Indian Economy, McGraw Hill, Noida.
4	Mier, Gerald, M : Leading issues in Economic Development, OUP, New Delhi.
5	Todaro, MichealP : Economic Development in the third world, Orient Longman, Hyderabad
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	http://www.jstor.org
2	http://www.indiastat.com
3	http://www.epw.in

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	3	2	2	2	2	2	2	2
CO2	3	2	3	3	2	2	2	2	2	3	2
CO3	3	2	3	3	2	2	2	2	2	2	2
CO4	3	2	3	3	2	2	2	2	2	2	2
CO5	3	2	3	3	2	2	2	2	2	2	2
TOTAL	15	10	14	15	10	10	10	10	10	13	10
AVERAGE	3	2	2.8	3	2	2	2	2	2	2.2	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER – I

ELECTIVE - I: BUSINESS ECONOMICS

(Common to BCom-Gen., AF, BM & MM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118E1C	4				3	4	25	75	100
Learning Objectives									
LO1	To understand the approaches to economic analysis								
LO2	To know the various determinants of demand								
LO3	To gain knowledge on concept and features of consumer behaviour								
LO4	To learn the laws of variable proportions								
LO5	To enable the students to understand the objectives and importance of pricing policy								
Prerequisites: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Introduction to Economics Introduction to Economics – Wealth, Welfare and Scarcity Views on Economics – Positive and Normative Economics - Definition – Scope and Importance of Business Economics - Concepts: Production Possibility frontiers – Opportunity Cost – Accounting Profit and Economic Profit – Incremental and Marginal Concepts – Time and Discounting Principles – Concept of Efficiency- Business Cycle:- Theory, Inflation, Depression, Recession, Recovery, Reflation and Deflation,								12
II	Demand & Supply Functions Meaning of Demand - Demand Analysis: Demand Determinants, Law of Demand and its Exceptions. Elasticity of Demand: Definition, Types, Measurement and Significance. Demand Forecasting - Factors Governing Demand Forecasting - Methods of Demand Forecasting, Law of Supply and Determinants.								12
III	Consumer Behaviour Consumer Behaviour – Meaning, Concepts and Features – Law of Diminishing Marginal Utility – Equi-Marginal Utility – Cardinal and Ordinal concepts of Utility - Indifference Curve: Meaning, Definition, Assumptions, Significance and Properties – Consumer’s Equilibrium. Price, Income and Substitution Effects. Types of Goods: Normal, Inferior and Giffen Goods - Derivation of Individual Demand Curve and Market Demand Curve with the help of Indifference Curve.								12
IV	Theory of Production Concept of Production - Production Functions: Linear and Non – Linear Homogeneous Production Functions - Law of Variable Proportion – Laws of Returns to Scale - Difference between Laws of variable proportion and returns to scale – Economies of Scale – Internal and External Economies – Internal and External Diseconomies - Producer’s equilibrium								12

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

V	Market Structure Price and Output Determination under Perfect Competition, Short Period and Long Period Price Determination, Objectives of Pricing Policy, its importance, Pricing Methods and Objectives – Price Determination under Monopoly, kinds of Monopoly, Price Discrimination, Determination of Price in Monopoly – Monopolistic Competition – Price Discrimination, Equilibrium of Firm in Monopolistic Competition–Oligopoly – Meaning – features, “Kinked Demand” Curve	12
TOTAL		60
Course Outcomes		
CO1	Explain the positive and negative approaches in economic analysis	
CO2	Understood the factors of demand forecasting	
CO3	Know the assumptions and significance of indifference curve	
CO4	Outline the internal and external economies of scale	
CO5	Relate and apply the various methods of pricing	
Textbooks		
1	H.L. Ahuja, Business Economics–Micro & Macro - Sultan Chand & Sons, New Delhi.	
2	C.M. Chaudhary, Business Economics-RBSA Publishers - Jaipur-03.	
3	Aryamala.T, Business Economics, Vijay Nocole, Chennai.	
4	T.P Jain, Business Economics, Global Publication Pvt. Ltd, Chennai.	
5	D.M. Mithani, Business Economics, Himalaya Publishing House, Mumbai.	
Reference Books		
1	S.Shankaran, Business Economics- Margham Publications, Chennai.	
2	P.L.Mehta, Managerial Economics–Analysis, Problems & Cases, Sultan Chand & Sons, New Delhi.	
3	Peter Mitchelson and Andrew Mann, Economics for Business-Thomas Nelson Australia	
4	Ram singh and Vinaykumar, Business Economics, Thakur Publication Pvt. Ltd, Chennai.	
5	Saluram and Priyanka Jindal, Business Economics, CA Foundation Study material, Chennai.	
NOTE: Latest Edition of Textbooks May be Used		

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

Web Resources	
1	https://youtube.com/channel/UC69_-P77nf5-rKrjcpVESqQ
2	https://www.icsi.edu/
3	https://www.yourarticlelibrary.com/marketing/pricing/product-pricing-objectives-basis-and-factors/74160

**MAPPING WITH PROGRAMME OUTCOMES
AND PROGRAMME SPECIFIC OUTCOMES**

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	2	2	2	2	2	2	1	2	2
CO2	3	2	3	3	2	2	2	2	2	2	2
CO3	3	2	3	3	2	2	2	2	2	2	2
CO4	3	2	2	3	2	2	2	2	2	2	2
CO5	3	2	3	3	2	2	2	2	2	2	2
TOTAL	15	10	13	14	11	10	10	10	10	10	10
AVERAG E	3	2	2.6	2.8	2.2	2	2	2	2	2	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

Foundation Course FC
Fundamental Concepts of Accounting & Commerce

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118B1A	2				2	2	25	75	100
Learning Objectives									
LO1	To enable the students to recap the fundamentals of accounting								
LO2	To Learn the different types of accounting								
LO3	To understand the different legislations								
LO4	To explore the types and process of communication								
LO5	To gain basic knowledge about management and entrepreneurship								
Prerequisites: Must have studied commerce in XII									
Unit	Contents								No. of Hours
I	Definition • Systems of Accounting • Functions of Accounting • Basis of Accounting • Classification of Accounts • Golden Rules of Accounting • Examples • Books of Accounts – Manual Vs Software								6
II	Financial Statements – Meaning and contents • Reporting –Different types of accounting - introductions to corporate accounting - Cost Accounting – Management Accounting								6
III	Overview of business laws – Company Law – Commercial Law – Industrial law								6
IV	Communication-meaning-definition-types-process-Barriers to communication								6
V	Management-definition-types- functions of business management- Skills for an Entrepreneur– qualities of an entrepreneur-.								6
TOTAL								30	
CO	Course Outcomes								
CO1	Refresh the basic accounting concepts								
CO2	Learn about the different types of accounting								
CO3	Gain an overview of different laws								
CO4	Understanding the basics of Communication								
CO5	Explore the concept of Entrepreneurship								

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

Reference Books	
1	T.S.Reddy&A.Murthy.FinancialAccounting,MarghamPublications, Chennai.
2	M.C.Shukla,T.SGrewal,S.C.Gupta.Advancedaccounting.S.Chand&Co.Ne wdelhi.
3	ElementsofMercantileLaw – N.D.Kapoor
4	C.B. Gupta,Businesscommunication, OrganisationandManagement,2014.
5	N.Premavathy, Principles of Management - Sri Vishnu Publication -Chennai. 6. J.Jayasankar,BusinessManagement-MarghamPublication-Chennai.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
4	www.accountingcoach.com
5	http://www.managementstudyguide.com/
7	www.businesscommunication.org

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER - I

SKILL ENHANCEMENT COURSE-SEC1

a. Basics Personal Finance & Investment Management

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118S1A	2				2	2	25	75	100
Learning Objectives									
LO1	To make students understand basic concepts of personal finance								
LO2	To enable the students to learn time value of money								
LO3	To impart the knowledge on the power of compounding the money								
LO4	To introduce the concepts of financial planning								
LO5	To identify the various investments options and creating a balanced portfolio.								
Prerequisites:									
Unit	Contents								No. of Hours
I	Personal finance importance-Money Management Skills- Time Value of Money – Present Value – Future Value – PV & FV of a Lump Sum – PV and FV of Annuities Returns – Nominal Rate – Effective Rate – Real Rate – Power of Compounding Rule 72.								6
II	Investment Options -Meaning of Portfolio -creating a balanced investment.								6
III	Investment Products and their Applications – Fixed Income Products–Mutual Fund Products – Equity Market – Derivatives and Commodities – FOREX								6
IV	Real Estate and Other Investments – Risk Profiling –Types of Investment Risks – Goal Based Investment Planning – Selection of Investment Products to achieve a Goal – Additional Lumpsum Investments vs Systematic Staggered Investments.								6
V	Insurance – importance-Life Insurance - Medical insurance – General insurance – basics.								6
								TOTAL	30
CO	Course Outcomes								
CO1	Understand and exhibit the skill to plan personal finance								
CO2	Learn the time value of money and power of compounding								
CO3	Choosing the investment options with required knowledge								
CO4	Identify the various investment options								
CO5	Analyze the investment opportunities and selecting the best among them for diversified portfolio								
Reference Books									
1.	Kane, Alex Investments McGraw Hill Education								
2.	Chandra, Prasanna Investment Analysis and Portfolio Management McGraw Hill								
NOTE: Latest Edition of Textbooks May be Used									
Web Resources									
1.	https://www.rbi.org.in								
2.	https://investor.sebi.gov.in/iematerial.html								

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER - I

SKILL ENHANCEMENT COURSE - SEC1

B. LOGISTICS MANAGEMENT

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118S1B	2				2	2	25	75	100
Learning Objectives									
LO1	To provide an opportunity to learn the fundamentals of logistics								
LO2	To Understand the components and competitive advantages of logistics								
LO3	Learn the concepts of supply chain management								
LO4	Understand the technology in wear housing								
LO5	To acquire knowledge on material handling, demand forecasting								
Prerequisites: Must have studied commerce in XII									
Unit	Contents								No. of Hours
I	Concepts Of Logistics – Evolution – Nature and Importance Logistics — Logistics System Fundamentals Transport System: Railway, Road, Air, Waterways, Pipe Lines, Animals And Animal Driven Vehicles – Economics Of Transportation – Stocking Policies – Storage And Handling Capacities – Warehousing								6
II	Components of Logistics Management- Competitive advantages of Logistics Functions of Logistics management –Principles – Logistics Network-Integrated Logistics system.								6
III	Supply chain management –Nature and Concepts – Value chain- Functions – Supply chain effectiveness – Outsourcing –3PLsand4PLs– Supplychainrelationships–Customerservices								6
IV	Elements of Logistics and Supply chain management – Inventory carrying – Ware housing, Technology in the ware house: Computerisation, Bar coding, RFID and WMS								6
V	Material handling, Concepts and Equipment: Automated Storage and Retrieval Systems– Order Processing – Transportation – Demand Forecasting – Impact of Forecasts on Logistics and Supply chain Management-Performance measurements.								6
TOTAL									30

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

CO	Course Outcomes
CO1	Understand the basic concepts of Logistics
CO2	Identify the opportunities in the field of logistics
CO3	Exploring the value chain functions and supply chain relationships
CO4	Learning the technology related to logistics
CO5	Analyse the storage and order processing procedures and forecasting techniques
Reference Books	
1	John J. Coyle, C. John Langley, JR., Robert A. Novack, Brian J. Gibson – Supply Chain Management A Logistics Perspective – ENGAGE, New Delhi
2	Joel D. Wisner, Keah-Choon Tan, G. Keong Leong – Principles of Supply Chain Management A Balanced Approach – CENGAGE, New Delhi
3	Agarwal, D.K., 'Textbook of Logistics and Supply Chain Management', MacMillan India Ltd, 2003.
4	Chase, R.B., Shankar, R. and Jacobs, F.R. 'Operations Management and Supply Chain Management', McGraw Hill Publications, 13 th edition, 2018.
5	Chopra, S., Meindl, P. and Kalra, D.V. 'Supply Chain Management', Pearson Education India, 6 th edition, 2016.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
6	www.managementstudyguide.com
7	https://www.tutorialspoint.com/supply_chain_management/supply_chain_management_tutorial.pdf
8	https://library.ku.ac.ke/wp-content/downloads/2011/08/Bookboon/Management%20andOrganisation/fundamentals-of-supply-chain-management.pdf
9	https://www.youtube.com/watch?v=PmR2SKeY9Ms&list=PLGit8yny_3ANzZMsJJjeuxMg-S0f0hGcn

**சென்னைப் பல்கலைக்கழகம்
University of Madras**

Part-IV

அடிப்படைத் தமிழ் - பாடத்திட்டம்

Basic Tamil - Syllabus

2 பருவங்கள் (முதல் பருவம்)

(B.A., B.Sc., B.Com., BCA., BBA)

2023-24

பருவம் - I (Semester - I)
அடிப்படைத் தமிழ் - I (Basic Tamil - I)

Course Code	Course Name	Category	L	T	P	S	Credit	Ins. Hours	Marks		
									CIA	External	Total
100S1A	அடிப்படைத் தமிழ் - I Basic Tamil - I	Supportive	2		-	-	2	2	25	75	100
Pre requisite	- தமிழ் கற்கும் ஆர்வம்.										SV 2023
Learning Objectives - கற்றல் நோக்கங்கள்											
<ul style="list-style-type: none"> பிறமொழி மாணவர்களுக்குத் தமிழ்மொழி பயிற்றுவித்தல். தமிழ் எழுத்துகளின் வரிவடிவங்களை அறிவதோடு உச்சரிக்கவும் எழுதவும் பயிற்றுவித்தல். கற்றுக்கொண்ட சொற்களைக் கொண்டு தொடர்களை அமைத்துப் பேசக் கற்றுக்கொள்ளச் செய்தல். தமிழ்பேசும் மக்களிடையே அவர்கள் கலந்துபழகி, தங்கள் வாழ்வைச் சிறப்பாக நடத்தத் தேவையான மொழிவளத்தைப் பெறச் செய்தல். 											
Expected Course Outcomes - எதிர்பார்க்கப்படும் கற்றல் அடைவுகள்											
On the successful completion of the course, students will be able to											
இப் பாடத்தைக் கற்பதால் பின்வரும் பயன்களை மாணவர் அடைவர்.											
CO 1	தமிழ் உயிரெழுத்து வடிவங்களையும் மெய்யெழுத்து வடிவங்களையும் அறிந்துகொள்வர்.								K1,K2		
CO 2	உயிர், மெய், உயிர்மெய்த் துணைக் குறியீடுகளை அறிந்து அவற்றை எழுதும் திறன் பெறுவர்.								K2		
CO 3	ஒரு எழுத்துக்கு ஒரு ஒலி, ஒரு ஒலிக்கு ஒரு எழுத்து என்ற தமிழின் உச்சரிப்பு - வரிவடிவத் தொடர்பை உணர்வர்.								K3,K4		
CO 4	சில அடிப்படையான மொழி இலக்கண விதிகளை அறிந்து பயன்படுத்துவர்.								K3,K5		
CO 5	தமிழ்நாட்டுச் சூழலில் அன்றாடத் தேவைகளை நிறைவேற்றிக்கொள்ள ஏற்ற மொழிப் பயன்பாடுகளை அறிவர்.								K4,K6		
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create											
Unit - I	உயிரெழுத்துகள், மெய்யெழுத்துகள், உயிர்மெய் எழுத்துகள்										
	உயிர், மெய், உயிர்மெய்த் துணைக் குறியீடுகள், குறில்-நெடில், வல்லினம்-மெல்லினம்-இடையினம் - எழுத்துகளின் ஒலிப்பு முறையையும் எழுதும் முறையையும் கற்றல்.										
Unit - II	ஒரெழுத்து ஒருமொழியும் இன்றியமையாத பெர்றசொற்களும்										
	ஒரெழுத்துச் சொற்கள் - பல எழுத்துச் சொற்கள் - சொற்பொருள் அறிதல் - நாள், மாதம், எண் பெயர்கள் அறிதல் - பருவங்கள் அறிதல் - விலங்குகள், தாவரங்கள், உடல் உறுப்புகள், உறவுப் பெயர்கள், ஊர்ப் பெயர்கள், போன்றவற்றை அறிதல்.										
Unit - III	சொல் வகைகளும் சொற்பயன்பாடும்										
	எண் அடை, பெயரடை, வினையடை, இடைச்சொற்கள் இணைப்பு, வேற்றுமை உருபு இணைப்பு போன்ற மொழி விதிகளைக் கற்பித்தல்.										
Unit - IV	பிழையின்றிப் பேசுதலும் எழுதுதலும்										
	திணை-பால்-எண்-இடம்-காலம் ஆகியவற்றை அறிதல். பொதுவாக இவற்றில் ஏற்படும் பிழைகளை உணர்த்திச் சரிசெய்தல்.										

Unit - V	மொழிப் பயன்பாட்டு பயிற்சி
	<ul style="list-style-type: none"> • ஆர்வமுட்டும் நிகழ்ச்சி அல்லது சிறிய கதையைச் சொல்லச் செய்தல் / படிக்கச் செய்தல். • சூழல்சார் (கல்லூரி, நூலகம், உணவகம், பேருந்து-இரயில்-விமான நிலையங்கள், அங்காடிகள்) உரையாடல்களை மாணவர்களிடையே நிகழ்த்துதல். • கதையினைச் சொல்லச் சொல்ல எழுதச் சொல்லுதல். • திரைப்படம் அல்லது திரைப்படப் பாடல் குறித்து மாணவர்களிடையே குழுக் கலந்துரையாடல் செய்யச் சொல்லல்.
Text book (s)	
•	அடிப்படைத் தமிழ்-1 (Basic Tamil-I)
Reference Books / Websites	
•	தமிழில் நாமும் தவறில்லாமல் எழுதலாம் - பொற்கோ, பாரி நிலையம், சென்னை, 2003.
•	www.tamilvu.org/ta/content/சான்றிதழ்
•	www.thamizham.net/kal/ttenglish/cards32-u8.htm
•	www.thamizham.net/kal/ttenglish/index-u8.htm
•	www.ilearntamil.com
•	www.wikihow.com/Learn-Tamil
•	www.ilovelanguages.org/tamil.php
•	www.ling-app.com/learn-tamil
•	www.ilearntamilnow.com
•	www.17-minute-languages.com/en/learn-tamil
•	www.hindustanitongue.com/learn-tamil
•	www.duolingo.com/course/ta/en/Learn-Tamil
•	www.mylanguages.org/learn_tamil.php
•	www.learn101.org/tamil.php
•	www.goethe-verlag.com/book2/EN/ENTA/ENTA002.HTM
•	www.karky.in/payilcourses/index.html
•	www.tamilvu.org/ta/பயணியர்-தமிழ்
•	www.languagetrainers.com/blog/tamil-words/
•	www.thamizham.net/kal/tamil.htm
•	www.worldtamilacademy.com
•	www.outsourcingtranslation.com/resources/phrases/tamil-sentences.php
•	www.ling-app.com/ta/basic-words-in-tamil/
•	www.thirutamil.com/article/20-easy-thirukkural-in-tamil/
•	www.chennaiibrary.com/avvai/kondraivendan.html
•	www.tamilvu.org/ta/content/புதிய-பாடத்திட்டம்-2022
•	www.tamilvu.org/ta/content/மின்-கற்றலுக்கான-இணையத்தளம்
•	www.ling-app.com/ta/tamil-culture
•	www.caleidoscope.in/art-culture/tamil-nadu-culture-3

Apps

- www.kaniyantamil.com/best-mobile-apps-tamil-learning/
- Tamil 101 - Learn to Write
- <https://payil.app/tva/ta/>
- <https://tamil-101.en.aptoide.com/app>
- Ling - Learn Tamil Language
- Tamil by Nemo
- Learn Tamil Quickly

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PSO 1	PSO 2
CLO 1	3	2	3	2	2	3	2	2	2	2	3	3
CLO 2	2	2	2	3	3	2	2	3	3	2	2	2
CLO 3	3	3	3	2	2	3	3	2	3	3	3	3
CLO 4	3	2	3	3	3	3	2	2	2	2	3	2
CLO 5	2	2	3	3	2	2	3	3	2	3	3	2

Strong - 3, Medium - 2, Low - 1

**சென்னைப் பல்கலைக்கழகம்
University of Madras**

Part-IV

வளர்நிலைத் தமிழ் - பாடத்திட்டம்

Advanced Tamil - Syllabus

2 பருவங்கள் (முதல் பருவம்)

(B.A., B.Sc., B.Com., BCA., BBA)

2023-24

பருவம் - 1 (Semester - 1)
வளர்நிலைத் தமிழ் - I (Advanced Tamil - I)

Course Code	Course Name	Category	L	T	P	S	Credit	Ins. Hours	Marks		
									CIA	External	Total
100S1B	வளர்நிலைத் தமிழ் - I Advanced Tamil - I	Supportive	2	-	-	-	2	2	25	75	100
Pre-requisite	பத்தாம் வகுப்பு வரை தமிழை மொழிப்பாடமாகப் படித்திருக்க வேண்டும்.										SV 2023
Learning Objectives - கற்றல் நோக்கங்கள்											
<ul style="list-style-type: none"> இக்கால இலக்கியங்களில் இன்றியமையாத சில வகைமைகளை மாணவர்கள் அறியுமாறு செய்தல். அழியும் நிலையில் உள்ள நாட்டுப்புறப் பாடல்கள் குறித்த விழிப்புணர்வை ஏற்படுத்துதல். உரைநடை வடிவத்தின் குறிப்பிடத்தக்க கூறான கட்டுரை இலக்கியம் பற்றியும் அதன் சிறப்புகள் குறித்தும் அறியச் செய்தல். தம் உள்ள கருத்துகளை நடப்பு இலக்கிய வடிவங்களைப் பயன்படுத்திச் சமூகத்துக்குப் படைத்தளிக்கத் தூண்டுதல். மொழிப் பிழைகள் நேராமல் தவிர்த்து , பல்வகை ஊடகங்களிலும் வேலை வாய்ப்பு பெற ஊக்கமளித்தல். 											
Expected Course Outcomes - எதிர்பார்க்கப்படும் கற்றல் அடைவுகள்											
On the successful completion of the course, students will be able to											
இப் பாடத்தைக் கற்பதால் பின்வரும் பயன்களை மாணவர் அடைவர்											
CO 1	சமகால இலக்கியங்களின் நோக்குகள்- போக்குகள் குறித்து மாணவர்கள் அறிந்துகொள்வர்.										K2
CO 2	நாட்டுப்புற மக்களின் வாழ்வியல் , அறிவாற்றல், இன்றைய நிலை ஆகியவை குறித்துச் சிந்திப்பர்.										K1,K2
CO 3	தங்கள் கற்பனை வளத்தை மாணவர்கள் பெருக்கிக் கொள்வர்.										K2,K4,K6
CO 4	மொழியில் பிழைகள் நேரா வண்ணம் எழுதக் கற்றுக் கொள்வதோடு , திறனாய்வு செய்யும் ஆற்றல் பெறுவர்.										K5,K4
CO 5	திரைப்படம், சின்னத்திரை, தொலைக்காட்சி உள்ளிட்ட ஊடகங்களில் பாடல், இசை, எழுத்து எனப் பல்வேறு வேலைவாய்ப்புகள் பெறுவர்.										K5,K4,K6
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create											
Unit - I	நாட்டுப்புறப் பாடலும் கவிதையும்										
	<ol style="list-style-type: none"> 1. கி.வ.ஜா.வின் மலையருவி அல்லது ஏதேனும் ஒரு நாட்டுப்புறத் தொகுப்பிலிருந்து தேர்ந்தெடுத்துத் தாலாட்டுப் பாடல், சிறுவர் விளையாட்டுப் பாடல், தொழில் பாடல், ஒப்பாரிப் பாடல் ஆகியவற்றை மாணவர்களுக்கு அறிமுகப்படுத்துதல். 2. தமிழ்த்தாய் வாழ்த்து முதல் பாடல் மட்டும். 3. பாரதியாரின் “செந்தமிழ் நாடென்னும் போதினிலே” பாடல். 										
Unit - II	புதுக்கவிதையும் சிறுகதையும்										
	<ol style="list-style-type: none"> 1. “நிலத்தை ஜெயித்த விதை” - வைரமுத்து 2. “தீக்குச்சி” (பித்தன் தொகுப்பு) - அப்துல் ரஹ்மான் 3. “கட்டை விரல்” - கா.ந. அண்ணாதுரை 4. “சனிக்கிழமை” (காகித உறவு தொகுப்பு) - சு.சமுத்திரம் 										

Unit - III	கட்டுரையும் குறிப்புகளைக்கொண்டு கட்டுரை எழுதுதலும்											
	1. மு.வ.வின் “நல்வாழ்வு” தொகுப்பிலிருந்து ஏதேனும் ஒரு கட்டுரை. 2. குறிப்புகளைக் கொடுத்துக் கட்டுரை எழுதச் செய்தல்.											
Unit - IV	ம் நேர்காணலும் திறனாய்வு											
	இலக்கியநயம் பாராட்டுதல், நூல் திறனாய்வு, திரைப்படத் திறனாய்வு. நேர்காணல்											
Unit - V	மொழிப் பயிற்சி											
	1. திணை, பால், எண், இடப் பயன்பாடு அறிதல். 2. பொருந்திய சொல் தருதல். 3. பிழை நீக்கி எழுதுதல்.											
Text book (s)												
•												
Reference Books / Websites												
•												
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PSO 1	PSO 2
CLO 1	3	2	3	2	2	3	2	2	2	2	3	3
CLO 2	2	2	2	3	3	2	2	3	3	2	2	2
CLO 3	3	3	3	2	2	3	3	2	3	3	3	3
CLO 4	3	2	3	3	3	3	2	2	2	2	3	2
CLO 5	2	2	3	3	2	2	3	3	2	3	3	2
Strong - 3, Medium - 2, Low - 1												

சென்னைப் பல்கலைக்கழகம்
University of Madras

Part-I

பொதுத் தமிழ் - பாடத்திட்டம்

General Tamil - Syllabus

4 பருவங்கள் (இரண்டாம் பருவம்)

(B.A., B.Sc., B.Com., BCA., BBA)

2023-24

பொதுத்தமிழ்- 2
தமிழ் இலக்கிய வரலாறு -2
முதலாம் ஆண்டு – இரண்டாம் பருவம்

Course Code	Course Name	Category	L	T	P	S	Credits	Ins.Hrs	CIA	Externa	Total
100L2AU	பொதுத்தமிழ் -2 தமிழ் இலக்கிய வரலாறு -2	Supportive	Y	-	-	-	3	6	25	75	100

Learning Objectives

- முதலாமாண்டுப் பட்ட வகுப்பு மாணவர்களுக்குத் தமிழ் மொழி இலக்கியங்களை அறிமுகம் செய்தல்
- தமிழ் இலக்கியப் போக்குகளையும், இலக்கணங்களையும் மாணவர் அறியுமாறு செய்து அவர்களின் படைப்பாற்றலைத் தூண்டுதல்
- தமிழ் இலக்கியம் சார்ந்த போட்டித் தேர்வுகளுக்கு ஏற்ப கற்பித்தல் நடைமுறைகளை மேற்கொள்ளுதல்

Expected Course Outcomes

On the Successful completion of the Course, Students will be able to

இப்பாடத்தைக் கற்பதால் பின்வரும் பயன்களை மாணவர் அடைவர்

CO 1	சிற்றிலக்கியங்களின்வழி இலக்கியச் சுவையினையும் பண்பாட்டு அறிவினையும் பெறுவர்	K4
CO 2	புதுக்கவிதை வரலாற்றினை அறிந்து கொள்வர்	K5, K6
CO 3	திராவிட இயக்க இலக்கியங்களைக் கற்பதன் மூலம் மொழி உணர்வு , இன உணர்வு, சமத்துவம் சார்ந்த சிந்தனைகளைப் பெறுவர்	K3
CO 4	தமிழ்மொழியைப் பிழையின்றி எழுதவும், புதிய கலைச்சொற்களை உருவாக்கவும் அறிந்து கொள்வர்	K3
CO 5	போட்டித் தேர்வுகளில் வெற்றி பெறுவதற்குத் தமிழ்ப் பாடத்தினைப் பயன்கொள்ளும் வகையில் பயிற்சி பெறுவர்.	K2

K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create

அலகு-1 தமிழ் இலக்கிய வரலாறு அறிமுகம்.

1. சிற்றிலக்கியம்; குறவஞ்சி, கலம்பகம், உலா, பரணி, பள்ளு, பிள்ளைத்தமிழ், தூது, அந்தாதி.
2. தனிப்பாடல் அறிமுகம்
3. இக்கால இலக்கியம் ;கவிதை, சிறுகதை,நாடகம், உரைநடை. , திராவிட இயக்கம் வளர்த்த தமிழ்.

அலகு-2 சிற்றிலக்கியக்கமும்,தனிப்பாடலும்

சிற்றிலக்கியம்;

- கலிங்கத்து பரணி- விருந்தினரும் வறியவரு நெருங்கி யுண்ணரும் - முதல் - கேட்பாரைக் காண்மின் காண்மின் - வரை
- திருக்குற்றாலக் குறவஞ்சி - வானரங்கள் கனிகொடுத்து
- முக்கூடற் பள்ளு - ஆற்று வெள்ளம் நாளை வரத்
- அபிராமி அந்தாதி- கலையாத கல்வியும் குறையாத வயதும் (பதினாறு செல்வங்கள்)
- திருவரங்கக் கலம்பகம் - மறம் -பிள்ளைப் பெருமாள் ஐயங்கார்-பேசுவந்த தூத செல்லரித்த ஓலை செல்லுமோ
- தமிழ்விடு தூது முதல் பத்து கண்ணிகள்

தனிப்பாடல்;

- வான்குருவி யின்கூடு -ஒளவையார்
- ஆமணக்குக்கும் யானைக்கும் சிலேடை ;முத்திருக்கும் கொம்பசைக்கும் மூரித்தண்டே - காளமேகப் புலவர்
- இம்பர் வான் எல்லை இராமனையே பாடி -வீரராகவர்
- நாராய் நாராய் -சத்தி முத்தப் புலவர்

அலகு-3

இக்கால இலக்கியம்- 1

1. பாரதியார் பாரத சமுதாயம் வாழ்கவே
2. பாரதிதாசன் - சிறுத்தையே வெளியில் வா
3. நாமக்கல் கவிஞர்-கத்தியின்றி
4. தமிழ் ஒளி - மீன்கள் (அந்தி நிலா பார்க்க வா)
5. ஈரோடு தமிழன்பன் - எட்டாவது சீர் (வணக்கம் வள்ளுவ)

சிறுகதைகள், _

1. புதுமைப்பித்தன் - கடிதம்
2. ஜெயகாந்தன் -வாய்ச் சொற்கள் (மாலை மயக்கம் தொகுப்பு)
3. ஆர். சூடாமணி - அந்நியர்கள்

உரைநடை ;

1. மு வ கடிதங்கள் - தம்பிக்கு நூலில் முதல் இரண்டு கடிதங்கள்

அலகு-4

இக்கால இலக்கியம்- 2

1. தந்தை பெரியார் - திருக்குறள்(மாநாட்டு) உரை
2. பேரறிஞர் அண்ணா - இரண்டாம் உலகத் தமிழ் மாநாட்டு உரை
3. கலைஞர் மு. கருணாநிதி - தொல்காப்பிய பூங்கா -எழுத்து -முதல் நூற்பா கட்டுரை

நாடகம் / திரைத்தமிழ் :

1. வேலைக்காரி -திரைப்படம்
2. ராஜா ராணி -சாக்ரடீஸ் -ஓரங்க நாடகம்

இதழியல் தமிழ் ;

முரசொலி கடிதம்

1. செம்மொழி வரலாற்றில் சில செப்பேடுகள்

அலகு-5

மொழிப் பயிற்சி

சொல் வேறுபாடு / பிழை தவிர்த்தல்

- வாசிப்பது – வாசிப்பவர்
- சுவர்- சுவரில்
- வயிறு - வயிற்றில்
- கோயில்- கோவில்
- கறுப்பு – கருப்பு
- இயக்குநர்-இயக்குனர்
- சில்லறை-சில்லரை
- முறித்தல் – முரித்தல்
- மனம்-மனசு- மனது
- அருகில்-அருகாமையில்
- அக்கரை- அக்கறை
- மங்கலம்- மங்களம்.

பயிற்சி :

- பிழையான சொற்களை ஒரு பத்தியில் கொடுத்து அந்தப் பிழையான சொற்களைச் சரியாக எழுதச் செய்தல்
- சிறிய பத்தி ஒன்றை ஆங்கிலத்தில் கொடுத்து அதனைத் தமிழில் மொழிபெயர்க்க வைத்தல்.

Text books

- .

Reference Books

- மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி.
- மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
- தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
- தமிழ் இலக்கிய வரலாறு –முனைவர்.சிற்பி பாலசுப்ரமணியம், முனைவர்.சொ.சேதுபதி
- புதிய தமிழ் இலக்கிய வரலாறு– முனைவர்.சிற்பி பாலசுப்ரமணியம்,நீல.பத்மநாபன்
- தமிழ் இலக்கிய வரலாறு - டாக்டர்.அ.கா.பெருமாள்
- தமிழ் இலக்கிய வரலாறு –முனைவர். ப.ச.ஏசுதாசன்
- தமிழ் இலக்கிய வரலாறு - ஸ்ரீ குமார்
- வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு–பாக்கியமேரி
- தமிழ் பயிற்றும் முறை, பேராசிரியர் ந. சுப்புரெட்டியார் - மணிவாசகர் பதிப்பகம், சிதம்பரம்

Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]

Web Sources

- <https://www.chennailibrary.com/>
- <https://www.sirukathaigal.com>
- <https://www.tamilvirtualuniversity.org>
- <https://www.noolulagam.com>
- <https://www.katuraitamilblogspot.com>

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PSO 1	PSO 2	1.
CLO1	3	2	3	3	3	2	2	2	3	2	3	2	
CLO2	3	3	2	2	2	3	2	3	3	2	2	2	
CLO3	3	2	3	3	2	2	2	3	2	3	3	2	
CLO4		3	3	2	2	2	3	2	3	2	3	3	
CLO5	3	3	2	2	2	3	3	2	2	2	3	3	

Strong -3,Medium-2,Low-1

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
EXISTING SYLLABUS (22-23) FOLLOWED FOR THE ACADEMIC YEAR 2023-2024

FOUNDATION COURSE: PART-I HINDI PAPER-II

100L2E

Inst.Hrs. : 6
Credits : 3

Year : I
Semester : II

Paper – II- ONE ACT PLAY, SHORT STORY & TRANSLATION		
Duration:	1 Semester	
Programme Outcomes:	<ol style="list-style-type: none"> 1. Identify the features, elements of literary forms i.e. Drama, one act play, Novel and Short Stories, techniques of Translation 2. Understand the Ideology, message and aims of the literary works and writers 3. Obtain the knowledge of method of critical study of Literary works. 4. Obtain the skills of summarise, interpretation of contexts, and practice of translation 5. Employ the knowledge of translation and language and professional skills. 	
Programme Specific Outcomes:	<ol style="list-style-type: none"> 1. Basic knowledge for higher studies 2. Basic Knowledge of Hindi literature and its trends 3. Language skills spoken and writing skills 4. Basic idea of critical and analytical study of literature. 5. Obtains knowledge of Translation of different subjects 	
Course Objectives	1. Identifies the writers, theme and aims of literary works	K1
	2. Understand and summarise the theme of one act plays and short stories and their techniques	K2
	3. Explains the methods and techniques of Translation of different fields	K2
	4. Evaluate the theme and artistic skills of One Act Plays and short stories and writers	K5
	5. Conceive the basic knowledge of literary themes and translation	K6
Pre-requisites, if any:	Basic Knowledge of Hindi Fiction and Translation	
UNITS		
I	<ol style="list-style-type: none"> 1. Auranzeb ki Aakhiri Raat 2. Mukthidhan 3. Practice of Annotation Writing 4. Practice of Summary and Literary evaluation Writing 	
II	<ol style="list-style-type: none"> 1. Laksmi ka Swagat 2. Mithayeewala 3. Practice of Summary and Literary evaluation Writing 4. Translation Practice. (English to Hindi) 	

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
 EXISTING SYLLABUS (22-23) FOLLOWED FOR THE ACADEMIC YEAR 2023-2024

III	1. Basant Ritu ka Natak 2. Seb Aur Dev 3. Practice of Summary and Literary evaluation Writing 4. Introduction to Translation Practice
IV	1. Bahut Bada Sawal 2. Vivah ki Teen Kathayen 3. Practice of Summary and Literary evaluation Writing 4. Translation Practice. (English to Hindi)
V	1. Translation Practice. (English to Hindi)

Course Outcomes	1. Identifies the nature, features, elements of One Act Plays and Short Stories and skills of Translation 2. Understand the theme, aim of lessons and obtain skills of Evaluation. 3. Evaluate the thought, ideology, expressional and artistic skills of writers and contextual meanings 4. Obtain skills of summarizing, evaluating and critical study 5. Employ the techniques and skills of Literature and Translation.
------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Reading List (Print and Online)	1. https://hindisarang.com/hindi-ekaanki-ekaankikar/ 2. https://hi.wikipedia.org/wiki/हिन्दी_कहानी
--------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Recommended Texts	1. ONE ACT PLAY (Detailed Study): AATH EKANKI Edited By: Devendra Raj Ankur, Mahesh Anand Vani prakashan, 4695, 21-A Dariyagunj, New Delhi – 110 002 2. SHORT STORIES (Non-Detailed Study): SWARNA MANJARI Edited by: Dr. Chitti. Annapurna, Rajeswari Publications, 21/3, Mothilal Street, (Opp.Ranganathan St.), T.Nagar, Chennai–600017. 3. Prayojan Moolak Hindi : Dr. Syed Rahamathulla, Poornima Prakashan, 4/7 B Begum III Street, Royapettah, Chennai – 14. 4. Anuvad Abhyas Part III : Dakshin Bharat Hindi Prachar Sabha, T. Nagar, Chennai-17.
--------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	M	S	S	S
CO 2	S	S	S	S	L
CO 3	M	S	S	S	L
CO 4	M	S	S	S	L
CO 5	S	S	S	S	S

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

Programme:	I & II UG – Second Language - SANSKRIT
Programme Code:	BFC-LS22
Duration:	2 years
Programme Outcomes:	<p>After successful completion of the course, learners will be able to:</p> <ol style="list-style-type: none"> 1. Create simple sentences using different grammatical tenses 2. Sensitize the students to the functioning of the language 3. Know the historical and cultural perspective of literary trends and movements in Sanskrit and in its literature 4. Define the origin of Sanskrit Literature 5. Demonstrate different teaching methodologies 6. Translate simple passages 7. Consolidate their communication skills in both spoken and written Sanskrit.
Programme Specific Outcomes:	<ol style="list-style-type: none"> 1. Understand and appreciate the aesthetical, social, political, cultural, etc., values expressed in various prescribed texts 2. Apply different grammatical rules to their reading and writing assignments 3. Identify the base words of nouns and different tenses 4. Read, understand, write and speak in simple Sanskrit 5. Translate simple sentences related to the themes given

List of Courses:

Semester	Course Code	Title of the Course	Core/Elective/ Soft Skill	Credits
I	BFC-LS001	Paper I – Poetry, Grammar and History of Sanskrit Literature	C	3
II	BFC-LS002	Paper II – Prose, Grammar and History of Sanskrit Literature	C	3
III	BFC-LS003	Paper III – Drama, Grammar and History of Sanskrit Literature	C	3
IV	BFC-LS004	Paper IV – Alankara, Didactic & Modern literatures and Translation	C	3

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

100L1G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-I

Inst.Hrs. : 6
Credits : 3

Year : I
Semester : I

Paper I – Poetry, Grammar and History of Sanskrit Literature

Course Outcomes	1. Remember the usage of grammatical tenses in constructing sentences in dialogue. 2. Apply the rules of usage in practice exercises and identify errors 3. Explain the nuances in the usage of various grammatical tenses and aspects 4. Demonstrate knowledge of various expressions of opinion, emotions, cause, effect, purpose, and hypothesis in French 5. Communicate in French and summarize the given text	
Course Objectives	Understand the basic Sanskrit sentence structure	K1
	To provide the glimpses of the rich Sanskrit literary tradition through reading the literary composition	K2
	Explain the language of this Mahakavya which is highly elaborate and polished with continual play upon words and variety of metres	K3
	Analyse and interpret expressions of cause, effect, purpose, and opposition in Sanskrit	K4
	Evaluate grammatical nature of verses	K5
Units		
I	Introduction to Sanskrit (Alphabets, Two letter words and three letter words) Grammar: <i>akārāntaḥ puṁliṅgaḥ śabda-s</i> - 1. बाल (<i>Bāl a</i>) and 2. देव (<i>Deva</i>) <i>ākārāntaḥ strīliṅgaḥ śabda-s</i> - 1. बाला (<i>Bāl ā</i>) and 2. लता (<i>Lat ā</i>) <i>akārāntaḥ napuṁsakaliṅgaḥ śabda-s</i> - 1. फल (<i>Phal a</i>) and 2. वन (<i>Vana</i>)	
II	Introduction to <i>Rāmāyana</i> , <i>Kālidāsa</i> and his poetic works Text: <i>Raghuvamśa</i> (Canto I) Verses 1-15	
III	Introduction to the works of <i>Bhāravi</i> - Text: <i>Raghuvamśa</i> (canto I) Verses 16-30	
IV	Introduction to the works of <i>Śrī Harṣha</i> - Text: <i>Raghuvamśa</i> (Canto I) Verses 31-45	
V	Grammar: Conjugations - <i>Laṭ lakāra-s</i> – (Present tense) (i) गच्छति (<i>Gacchat i</i>) (ii) तिष्ठति (<i>Ti ṣṭhat i</i>) (iii) पठति	

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

	<p>(<i>Paṭ hat i</i>) (i v) नृत्यति (<i>Ṇṭ yat i</i>) (v) कुप्यति (<i>Kupyat i</i>) (vi) कथयति (<i>Kat hayat i</i>) (vi i) गणयति (<i>Ḡanayat i</i>) (vi i i) अस्ति (<i>Ast i</i>) (i x) करोति (<i>Kar ot i</i>) (x) शृणोति (<i>Śṛ not i</i>) Indeclinables (Avyayaani) - अपि (<i>api</i>), कदा (<i>kadā</i>), च (<i>ca</i>), अद्य (<i>adya</i>), विना (<i>vi nā</i>), सह (<i>saha</i>), तत्र (<i>t at ra</i>), किम् (<i>ki m</i>), यदि (<i>yadi</i>) - तर्हि (<i>t ar hi</i>), यथा (<i>yat hā</i>) - तथा (<i>t at hā</i>) Prefixes (<i>Upasargas</i>) - आङ् (<i>āṅ</i>), वि (<i>vi</i>), परि (<i>pari</i>), अनु (<i>anu</i>), अधि (<i>adhi</i>), उत् (<i>ut</i>), प्रति (<i>pr at i</i>), उप (<i>upa</i>), प्र (<i>pr a</i>) निर् (<i>ni r</i>)</p>
Book recommended for Reference	<p><i>Kalāśālā-Saṁskṛta-Sukhabodhinī - I</i> To be Published by: University of Madras, Chennai - 5</p>

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	S	M	S	S
CO 2	S	S	S	S	S
CO 3	S	S	M	M	S
CO 4	S	S	M	S	S
CO 5	S	S	S	S	S

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

100L2G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-II

Inst.Hrs. : 6
Credits : 3

Year : I
Semester : II

Paper II – Prose, Grammar and History of Sanskrit Literature

Course Outcomes	<ol style="list-style-type: none">1. Understand and apply grammatical concepts in drafting sentences and paragraphs2. Apply the rules and regulations in handling usage of Lrt lakara and Asmad Sabdah, practice exercises and identify errors3. Form an idea of the aesthetic expressions that make Sanskrit composition get the position of pride in world literature4. Demonstrate knowledge of various expressions of opinion, emotions, cause, effect, purpose, and hypothesis in Sanskrit5. Appreciate the art of employment of Alankaras in a prose form of poetry	
Course Objectives	Provide acquaintance with prose literature in Sanskrit through a study of one of the best texts of prose, which would pave the way for gaining sufficient grounding in the language	K1
	Enumerate various grammatical tenses and use them to communicate in Sanskrit language	K2
	Summarize the stories of Panchatantra and discuss in	K3
	Analyze and interpret expressions of cause, effect, purpose, and opposition in Sanskrit	K4
	Evaluate and comprehend text passages	K5
Units		
I	Introduction to Prose literature in Sanskrit Grammar: <i>ikārāntaḥ puṁliṅgāḥ śabdāḥ</i> - 1. कवि (<i>Kavi</i>) and 2. रवि (<i>Ravi</i>) <i>ikārāntaḥ strīliṅgāḥ śabdāḥ</i> - 1. मति (<i>Mati</i>) <i>ikārāntaḥ strīliṅgāḥ śabdāḥ</i> - 1. नदी (<i>Nadi</i>) <i>ikārāntaḥ napuṁsakaliṅgāḥ śabdāḥ</i> 1. वारि (<i>Vari</i>)	
II	Introduction to <i>Māhābhārata</i> , the author of बालरामायणम् (<i>Bālarāmāyaṇam</i>) and his works Text: <i>Bālakāṇḍam</i> of <i>Bālarāmāyaṇam</i>	
III	Introduction to the works of <i>Baṇa</i> (<i>Kādambarī</i> and <i>Harṣacaritam</i>), <i>Daṇḍin</i> (<i>Daśakumāracaritam</i> and <i>Avantisundarīkathā</i>) and <i>Subandhu</i> (<i>Vāsavadattā</i>)	
IV	Introduction to Historical <i>Kāvyas</i> in Sanskrit - The works of <i>Kalhaṇaḥ</i> , <i>Bilhaṇaḥ</i> , <i>Bāṇaḥ</i> and <i>Pravarasenaḥ</i>	

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

V	<p>Grammar: Conjugations - <i>Lañ lakārah</i> (Past tense) (i) अगच्छत् (<i>Agacchat</i>) (ii) अतिष्ठत् (<i>Atiṣṭhat</i>) (iii) अपठत् (<i>Apaṭhat</i>) (iv) अनृत्यत् (<i>Anṛtyat</i>) (v) अकुप्यत् (<i>Akupyat</i>) (vi) अकथयत् (<i>Akat hayat</i>) (vii) अगणयत् (<i>Aganayat</i>) (viii) आसीत् (<i>Asit</i>) (ix) अकरोत् (<i>Akarot</i>) (x) अशृणोत् (<i>Aśṛnot</i>)</p> <p>Indecl i nabl es: (a) तुमुन् (<i>Tumun</i>) suffix ended words (Infinitive forms) (i) गन्तुम् (<i>Gantum</i>) (ii) स्थातुम् (<i>Stahātum</i>) (iii) पठितुम् (<i>Paṭhitum</i>) (iv) नर्तितुम् (<i>Nartitum</i>) (v) कोपितुम् (<i>Kopitum</i>) (vi) कथयितुम् (<i>Kat hayitum</i>) (vii) गणयितुम् (<i>Ganayitum</i>) (viii) भवितुम् (<i>Bhavitum</i>) (ix) कर्तुम् (<i>Kartum</i>) (x) श्रोतुम् (<i>Śrotum</i>) (b) क्त्वा (<i>Kṛvā</i>) suffix ended words (Past passive participles) (i) गत्वा (<i>Gatvā</i>) (ii) स्मृत्वा (<i>Smṛtvā</i>) (iii) गणयित्वा (<i>Ganayitvā</i>) (iv) पठित्वा (<i>Patitvā</i>) (v) कृत्वा (<i>Kṛtvā</i>) (c) ल्यप् (<i>Lyap</i>) suffix ended words (Past passive participles) (i) आगत्य (<i>Āgatya</i>) (ii) विस्मृत्य (<i>Vismṛtya</i>) (iii) विगणय्य (<i>Viganayya</i>) (iv) प्रपठ्य (<i>Prapaṭhya</i>) (v) अनुकृत्य (<i>Anukṛtya</i>)</p>
Book recommended for Reference	<p><i>Kalāsālā-Saṃskṛta-Sukhabodhinī - II</i> To be Published by: University of Madras, Chennai - 5</p>

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	M	S	M	S
CO 2	S	M	S	S	S
CO 3	S	S	S	M	S
CO 4	S	S	M	S	S
CO 5	S	S	S	S	S

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

200L3G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-III

Inst.Hrs. : 6
Credits : 3

Year : II
Semester : III

Paper III – Drama, Grammar and History of Sanskrit Literature

Course Outcomes	<ol style="list-style-type: none"> 1. Be familiar with the style of the great Sanskrit Dramatist Bhasa 2. Be able to appreciate the aesthetical, social, political, cultural, etc., values expressed in prescribed composition 3. Understand the structural patterns of Sanskrit dramatic composition 4. Develop the finer and minor nuances of Nataka form of drama 5. Analyze the literary texts
UNITS	
I	Introduction to Dramaturgy – Ten types of Drama - Characteristics and features (<i>Nāndī, Sūtradhāra, Sthāpanā</i> and <i>Bharatavākyam</i>) of Sanskrit Dramas. Prose Text: <i>Karṇabhāram</i> - Page. 01 - 10 (till 10 <i>Slokās</i>)
II	Characteristics and features (<i>Vastu, Netā</i> and <i>Rasas</i>) of Sanskrit Drama - Prose Text: <i>Karṇabhāram</i> - Page. 11 - 20 (till 17 <i>Slokās</i>)
III	Authorship of 13 Trivandrum play of <i>Bhāsa</i> - Introduction to the Dramas of <i>Kālidāsa, Bhavabhūti, Harṣavardhana</i> and <i>Rājaśekhara</i> Text: <i>Karṇabhāram</i> - Page. 21 - 32 (Upto the end)
IV	Introduction to the dramatic works of <i>Viśākhadatta, Śūdraka, Bhaṭṭanārāyaṇa</i> and <i>Murāri</i> - Introduction to Allegorical dramas 1. <i>Prabodhacandrodaya</i> and 2. <i>Saṅkalpasūryodaya</i>
V	Introduction to <i>Campū</i> literature 1. <i>Bhojacampū</i> 2. <i>Viśvaguṇādarśacampū</i> and 3. <i>Nalacampū</i> Grammar – <i>Lṛṭ lakārāḥ</i> (Future tense) (i) गमिष्यति (<i>Gami śyat i</i>) (ii) स्थास्यति (<i>St hāsyat i</i>) (iii) पठिष्यति (<i>Paṭ hi śyat i</i>) (iv) नर्तिष्यति (<i>Nart i śyat i</i>) (v) कोपिष्यति (<i>Kopi śyat i</i>) (vi) कथयिष्यति (<i>Kat hayi śyat i</i>) (vii) गणयिष्यति (<i>Ganayi śyat i</i>) (viii) भविष्यति (<i>Bhavi śyat i</i>) (ix) करिष्यति (<i>Kari śyat i</i>) (x) श्रोष्यति (<i>Ś rośyat i</i>) Declensions: (<i>Sar vanānāśabdāḥ</i>) - 1. तद् शब्दः (<i>Tad śabdah</i>) i n al I gender s 2. अस्मद् शब्दः (<i>Asnad śabdah</i>) 3. युष्मद् शब्दः (<i>Yuśmad śabdah</i>)

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

Course Objectives	Understand the structure and use of different phrases and Idioms in Sanskrit Drama and grammatical aspects of <i>Karṇabhāram</i>	K2
	Enhance one's ability to converse freely in the language, which is considered to be a specialized skill as far as the Sanskrit Language goes	K2
	Draft and summarize the literary texts	K3
	Identify and apply different grammatical peculiarities	K3
	Analyze and critically assess the literary texts	K4

Book recommended for Reference	<p style="text-align: center;"><i>Kalāśālā-Saṃskṛta-Sukhabodhinī - III</i></p> <p style="text-align: center;">To be Published by: University of Madras, Chennai - 5</p>
---------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	M	M	S	S
CO 2	S	S	S	S	S
CO 3	S	M	M	S	S
CO 4	S	S	M	S	S
CO 5	S	S	S	S	S

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
 EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

200L4G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-IV

Inst.Hrs. : 6
 Credits : 3

Year : II
 Semester : IV

Paper IV – Alankara, Didactic & Modern literatures and Translation

Course Outcome	1. Apply the usage of compound words 2. Differentiate the alankaras 3. Translate the prose passages prescribed 4. Identify and apply different grammatical tenses of “Mahabharata” related translation 5. Analyze and critically assess the literary texts
UNITS	
I	Introduction to Didactic literature (<i>Pañcatantram</i> and <i>Hitopadeśah</i>) Text: The lion and the hare शशकसिंहकथा (<i>Śaśakasimhakathā</i>) from <i>Pañcatantram</i> and The jackal and the elephant शृगालहस्तिकथा (<i>Śrgālahastikathā</i>) a story from <i>Mitralābhaḥ</i> of <i>Hitopadeśah</i>
II	<i>Alaṅkārah</i> - i. <i>Upamā</i> , ii. <i>Rūpakam</i> , iii. <i>Ullekhaḥ</i> , iv. <i>Utprekṣā</i> and v. <i>Vyatirekaḥ</i>
III	Introduction to Modern literature - Introduction to अर्थशास्त्रम् (<i>Artha śāstram</i>) of चाणक्यः (<i>Cāṇakyaḥ</i>) - Introduction to मयमतम् (<i>Mayamatam</i>) - Introduction to नीतिद्विषष्टिका (<i>N t i d v i ṣ a ṣ ṭ h i k ā</i>) - <i>S l o k ā s</i> - 1 t o 10 - I n t r o d u c t i o n t o t h e l i f e h i s t o r y o f श्रीआदिशङ्कराचार्यः (<i>Śrī -Ādi śaṅkar ācār yaḥ</i>), श्रीरामानुजाचार्यः (<i>Śrī Rāmānuj ācār yaḥ</i>) and श्रीमध्वाचार्यः (<i>Śrī Mādhvācār yaḥ</i>)
IV	Introduction to Modern literature in Sanskrit - Text: तिरुक्कुरळ् संस्कृतानुवादः (Sanskrit translation of Tirukkural) <i>Slokās</i> 1 to 10 ईश्वरवन्दनम् (<i>Kaḍavul Vāzhththu</i>) by कलियन् रामानुजजीयर् (<i>Kaliyan Rāmānujajīyar</i>) नालडियार् (<i>Nālaḍiyār</i>) translated by श्री एस्. एन्. रामदेशिकः (<i>Śrī S N Rānadeśi ka</i>) - <i>S l o k ā s</i> : 1 t o 5
V	Translation from prose section Unit - I stories Grammar: Conjugation - <i>Loṭ lakārāḥ</i> (Imperative mood) (i) गच्छतु (<i>Gacchat u</i>) (ii) तिष्ठतु (<i>Ti ṣ ṭ hat u</i>) (iii) पठतु (<i>Paṭ hat u</i>) (iv) शृणोतु (<i>Śr ṇ ot u</i>) (v) करोतु (<i>Kar ot u</i>)

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

Course Objectives	Demonstrate the usage of connecting words	K2
	Understand the alankaras which are used in devotional lyrics	K2
	Draft and summarize the literary texts	K3
	Identify the meaning, types of figure of speech of the prescribed text	K3
	Analyze and critically assess the literary texts	K4

Book recommended for Reference	<i>Kalāsālā-Saṃskṛta-Sukhabodhinī - IV</i> To be Published by: University of Madras, Chennai - 5
---------------------------------------	------------------------------------------------------------------------------------------------------------

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO1	S	S	M	S	S
CO2	S	S	M	S	S
CO3	S	S	M	S	S
CO4	S	M	S	S	S
CO5	S	S	S	S	M

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS

FOUNDATION COURSE: FRENCH
SYLLABUS WITH EFFECT FROM 2023-2024

UG & 5 Year PG Integrated – SEMESTER – II

Foundation Course in French: Prescribed Text and Grammar-II

Course Outcomes	<ol style="list-style-type: none"> To ask for and give directions. To give orders or commands using <i>Impératif</i> To narrate events from the past using <i>Passé Composé</i> Cite the ordinal numbers in French Indicate the position of something using prepositions of place 		
Course	Foundation Course in French	Course Code	100L2K
Title of the Course:	Prescribed Text and Grammar-II		
Credits:	3		
Pre-requisites, if any:	-		
Course Objectives	Revise and recall the French sentence structure	K1	
	Enumerate the various grammatical tenses and use them to communicate better in French	K2	
	Summarize and develop ideas from the documents after discussing it in detail	K2 and K3	
	Write and understand dialogues based on the themes done in class	K4	
	Evaluate and comprehend text passages	K5	
Units			
I	Unité 7: C'est où?		
II	Unité 8: N'oubliez pas !		
III	Unité 9: Belle vue sur la mer !		
IV	Unité 10: Quel beau voyage !		
V	Unité 11: Oh ! joli ! Unité 12: Et après ?		
Prescribed Text	Régine Mérieux & Yves Loiseau, Units 7-12 of <i>Latitudes 1</i> (A1 /A2), méthode de français, Didier, 2017 (Indian Edition)		

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	M	L	M	M	L	S	S	S	M	M	M
CO2	S	M	M	L	M	M	L	S	S	S	S	M	M
CO3	M	S	S	M	S	M	M	S	S	S	M	S	S
CO4	S	S	M	L	S	M	L	S	S	S	S	S	S
CO5	S	S	S	L	M	M	L	S	S	S	M	S	S

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS

FOUNDATION COURSE: FRENCH
SYLLABUS WITH EFFECT FROM 2023-2024

SEMESTER II

Title of the Paper : Prescribed Text and Grammar-II

Prescribed textbook: Régine Mérieux & Yves Loiseau, **Units 7-12** of *Latitudes 1* (Indian Edition), Paris, Didier, 2017.

Questions not to be asked from the Autoévaluation and Préparation au DELF

Paper setters to strictly adhere to the syllabus and ask questions only from the pages included in the syllabus. Questions should cover the entire syllabus.

QUESTION PAPER PATTERN

Time : 3 Hours

Maximum Marks : 75

Section A (10 x 2 = 20 Marks)

Answer any TEN questions

15 questions to be asked on cultural / civilisational aspects found in the prescribed textbook

Section B (5 x 5 = 25 Marks)

Answer any FIVE questions

8 Grammar exercises to be given from the prescribed textbook

Section C (3 x 10 = 30 Marks)

Answer any THREE

3 must be answered out of 5 topics (1 dialogue writing, 1 letter /email writing, 1 composition, 1 comprehension, 1 translation)

UNIVERSITY OF MADRAS U.G. AND FIVE YEAR INTEGRATED PG DEGREE PROGRAMS FOUNDATION COURSE: PART I – ARABIC <small>(EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024)</small>	
Programme:	U.G. AND FIVE YEAR INTEGRATED P.G. DEGREE PROGRAMS FOUNDATION COURSE: PART I – ARABIC
Programme Code:	BFC-LA23
Duration:	4 Semesters
On successful completion of this program, the graduates are expected to achieve the following:	
Programme Outcomes:	<ol style="list-style-type: none"> 1. Acquire the knowledge of the structure of Arabic words 2. Acquaint with the knowledge of basic Arabic grammar 3. Become familiar with the knowledge of phonetic system of Arabic language 4. Able to communicate in Arabic 5. Have the knowledge of moral values in the light of Quran and Hadith
Programme Specific Outcomes:	<ol style="list-style-type: none"> 1. Understand the sounds and phrasing of Arabic language. 2. Learn the basic Arabic grammar 3. Develop communication skills in Arabic 4. Acquire new vocabulary in Arabic 5. Learn the moral values of the Holy Quran and Sunnah

List of Courses:

Semester	Course Code	Title of the Course	Foundation Course	Credits
I	100L1H	Paper I : Prose	FC	3
II	100L2H	Paper II : Grammar	FC	3
III	200L3H	Paper III : Communication Skill in Arabic	FC	3
IV	200L4H	Paper IV : Quran and Hadith	FC	3

Course I	Course Code	Title of the Course	Credits
FC	100L1H	Paper I : Prose	3
Course Outcomes	<ol style="list-style-type: none"> 1. Understand the correct pronunciation of Arabic letters 2. Understand the structure-based composition. 3. Acquire new vocabulary in Arabic 4. Read the Arabic sentences without diacritical marks 5. Able to write the simple sentences in Arabic without errors. 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Understand basic Arabic grammar. 2. Understand the structure of Arabic language. 3. Employ sentence making. 4. Enhance vocabulary. 5. Improve reading and writing skills. 		
Units			
I	(دروس اللغة العربية لغير الناطقين بها، الجزء الأول، الدكتور ف. عبد الرحيم) من الدرس الأول إلى الدرس الرابع		
II	من الدرس الخامس إلى الدرس الثامن		
III	من الدرس التاسع إلى الدرس الثالث عشر		
IV	من الدرس الرابع عشر إلى الدرس الثامن عشر		
V	من الدرس التاسع عشر إلى الدرس الثالث والعشرين		

Prescribed Text Book	دروس اللغة العربية لغير الناطقين بها، الجزء الأول، الدكتور ف. عبد الرحيم Duroos Al-Lugha Al-Arabiyya – Part I, By Dr. V. Abdur Rahim
Reading List (Print and online)	معجم الكلمات الواردة في دروس اللغة العربية لغير الناطقين بها مفتاح دروس اللغة العربية لغير الناطقين بها القراءة الراشدة – الشيخ أبو الحسن علي الحسيني الندوي القراءة المفيدة – الدكتور محمد يوسف كوكن العمري منهاج العربية – السيد النبي حيدرآبادي www.alnahw.com

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	3	3	3	2	1

3-Strong 2-Medium 1-Low

Course II	Course Code	Title of the Course	Credits
FC	100L2H	Paper II : Grammar	3
Course Outcomes	<ol style="list-style-type: none"> 1. Able to use basic grammatical structure. 2. Develop reading skills and reading speed 3. Acquire new vocabulary in Arabic 4. Understand the different types of sentences. 5. Able to construct simple sentences in Arabic 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Understand basic Arabic grammar. 2. Understand the correct usage of Arabic grammar. 3. Employ sentence making. 4. Enhance vocabulary. 5. Improve reading and writing skills. 		
Units			
I	(قواعد اللغة العربية الأساسية، الدكتور سيد رحمة الله) من الدرس الأول إلى الدرس الرابع		
II	من الدرس الخامس إلى الدرس الثامن		
III	من الدرس التاسع إلى الدرس الثاني عشر		

IV	من الدرس الثالث عشر إلى السادس عشر
V	من الدرس السابع عشر إلى الدرس العشرين
Prescribed Text Book	قواعد اللغة العربية الأساسية، الدكتور سيد رحمة الله Basic Arabic Grammar, By Dr. Syed Rahmathullah
Reading List (Print and online)	النحو الواضح – علي الجارم ومصطفى أمين دليل النحو الواضح – الدكتور بشير أحمد جمالي سهل العوامل – الدكتور تاج الدين المناني النحو الميسر للكبار والصغار – علي محمود عقيلي القواعد التطبيقية في اللغة العربية – الدكتور نديم دعكور www.alnahw.com

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	3	3	3	3	1

3-Strong 2-Medium 1-Low

Course III	Course Code	Title of the Course	Credits
FC	200L3H	Paper III : Communication Skill in Arabic	3
Course Outcomes	<ol style="list-style-type: none"> 1. Understand the basics of Arabic language. 2. Learn the structure of Arabic words. 3. Familiarize with the phonetic system of Arabic. 4. Able to communicate in Arabic 5. Able to translate from Arabic to English and vice versa 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Understand the sounds and phrasing of Arabic language. 2. Acquire new vocabulary and apply in context. 3. Develop communication skills in Arabic. 4. Understand the different aspects of communication. 5. Learn to communicate in everyday interactions. 		
Units			
I	(الكتاب الأساسي في تعليم اللغة العربية لغير الناطقين بها، الجزء الأول – السعيد محمد بدوي وفتحي علي يونس) التعارف – في المطار (١)		
II	في الفندق – في المطعم		
III	في البنك – عند الطبيب (١)		

IV	في الطريق - في مكتب البريد
V	في السوق (١) - في السوق (٢)
Prescribed Text Book	<p>الكتاب الأساسي في تعليم اللغة العربية لغير الناطقين بها، الجزء الأول - السعيد محمد بدوي وفتحي علي يونس</p> <p>Al Kitaab Al Asaasi Fi Taleem Al Lughha Al Arabiyya Li Ghair An Naatiqeena Biha - Part I, By Sayeed Muhaamad Badawi and Fathi Ali Yunus</p>
Reading List (Print and online)	<p>A Practice Book on Gulf Arabic, By Dr. Abdul Jaleel. T</p> <p>Arabic Conversation Book, By Mohd. Harun Rashid and Khalid Perwez</p> <p>A Hand book of Commercial Arabic by Dr. Aboobacker K.P</p> <p>العربية لغير العرب - د. مصطفى حسن الرئيس، الأزهر</p> <p>العربية للحياة - جامعة الملك سعود</p> <p>القراءة العربية لغير العرب - وزارة التربية بالكويت</p> <p>www.talkinarabic.com</p>

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	3	3	3	2	1

3-Strong 2-Medium 1-Low

Course IV	Course Code	Title of the Course	Credits
FC	200L4H	Paper IV : Quran and Hadith	3
Course Outcome	<ol style="list-style-type: none"> 1. Know the principal textual sources of the Islamic tradition: The Qur'an and the Hadith. 2. Know the role of Quran and Hadith in the synthesis of Islamic faith and practice. 3. Understand the structure of Arabic grammar through Quran and Hadith. 4. Understand the methodology of translation of Quran and Hadith. 5. Understand the moral values of Quran and Hadith 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Know the importance of Quran and Hadith. 2. Understand the style of Quran and Hadith. 3. Understand the role of Quran and Hadith in the Islamic faith and law. 		

	<p>4. Know the structure of Arabic grammar through the examples from Quran and Hadith.</p> <p>5. Learn the cultural and moral values.</p>
Units	
I	<p>(١. سورة لقمان من القرآن الكريم ٢. أحاديث سهلة للدكتور ف. عبد الرحيم)</p> <p style="text-align: right;">سورة لقمان</p> <p style="text-align: right;">من الآية ١ إلى الآية ١٠</p>
II	من الآية ١١ إلى ٢٠
III	من الآية ٢١ إلى ٣٤
IV	<p style="text-align: right;">أحاديث سهلة</p> <p style="text-align: right;">من الحديث ١ إلى الحديث ١٠</p>
V	من الحديث ١١ إلى الحديث ٢٠
Prescribed Text Book	<p style="text-align: right;">١. سورة لقمان من القرآن الكريم</p> <p style="text-align: right;">٢. أحاديث سهلة للدكتور ف. عبد الرحيم</p> <p>1) Sooratu Luqman</p> <p>2) Ahadeeth Sahlah By Dr. V. Abdur Rahim</p>
Reading List (Print and online)	<p>Tafsir Al-Jalalain</p> <p>The Noble Quran, Dr. Muhammad Muhsin Khan and Muhammad Taqi-Ud-Dhin Al-Hilali</p> <p style="text-align: right;">الأربعون النووية</p> <p style="text-align: right;">نصوص من الحديث النبوي الشريف، الدكتور ف. عبد الرحيم</p>

شرح أحاديث سهلة، الدكتور ش. عبد المالك

<https://quran.com/>

<https://sunnah.com/nawawi40>

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	1	2	3	3	3

3-Strong

2-Medium

1-Low

UNIVERSITY OF MADRAS

FOUNDATION COURSE: ENGLISH
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR - SEMESTER II PAPER II –GENERAL ENGLISH

Subject Code	Category	L	T	P	S	Credits	Inst. Hours	Marks		
								CIA	External	Total
100L2ZU	Part II	Y	Y	-	-	3	6	25	75	100
Learning Objectives										
LO1		To make students realize the importance of resilience								
LO2		To enable them to become good decision makers								
LO3		To enable them to imbibe problem-solving skills								
LO4		To enable them to use tenses appropriately								
LO5		To help them use English effectively at the work place.								
Unit No.	Unit Title & Text						No. of Periods for the Unit			
I	RESILIENCE Poem 1.1 Don't Quit – Edgar A. Guest 1.2 Still Here – Langston Hughes Short Story 1.3 Engine Trouble – R.K. Narayan 1.4 Rip Van Winkle – Washington Irving						20			
II	DECISION MAKING Short Story 2.1 The Scribe – Kristin Hunter 2.2 The Lady or the Tiger - Frank Stockton Poem 2.3 The Road not Taken – Robert Frost 2.4 Snake – D. H Lawrence						20			
III	PROBLEM SOLVING Prose life Story 3.1 How I taught My Grandmother to Read – Sudha Murthy Autobiography 3.3 How frog Went to Heaven – A Tale of Angolo 3.4 Wings of Fire (Chapters 1,2,3) by A.P.J Abdul Kalam						20			

UNIVERSITY OF MADRAS

FOUNDATION COURSE: ENGLISH SYLLABUS WITH EFFECT FROM 2023-2024

IV	Tenses 4.1 Present 4.2 Past 4.3 Future 4.4 Concord	15
V	English in the Workplace 5.1 E-mail – Invitation, Enquiry, Seeking Clarification 5.2 Circular 5.3 Memo 5.4 Minutes of the Meeting	15

Course Outcomes		
Course Outcomes	On completion of this course, students will;	
CO1	Realize the importance of resilience	PO1,PO7
CO2	Become good decision-makers	PO1,PO2,PO10
CO3	Imbibe problem-solving skills	PO4,PO6,PO9
CO4	Use tenses appropriately	PO4, PO5,PO6
CO5	Use English effectively at the work place.	PO3,PO8

Text Books (Latest Editions)

References Books

1	Martin Hewings. Advanced English Grammar. Cambridge University Press, 2000
2	SP Bakshi, Richa Sharma. Descriptive English. Arihant Publications (India) Ltd., 2019.
3.	Sheena Cameron, Louise Dempsey. The Reading Book: A Complete Guide to Teaching Reading. S & L. Publishing, 2019.
4	Barbara Sherman. Skimming and Scanning Techniques, Liberty University Press, 2014.
5.	Phil Chambers. Brilliant Speed Reading: Whatever you need to read, however. Pearson, 2013.
6.	Communication Skills : Practical Approach Ed. Shaikh Moula
	Ramendra Kumar. Stories of Resilience, Blue Rose Publications, 2020.

UNIVERSITY OF MADRAS

FOUNDATION COURSE: ENGLISH
SYLLABUS WITH EFFECT FROM 2023-2024

Web Sources

1	Langston Hughes. Still Here https://poetryace.com/im-still-here
2	R. K. Narayan. Engine Trouble http://www.sbioaschooltrichy.org/work/Work/images/new/8e.pdf
3	Washington Irving. Rip Van Winkle https://www.gutenberg.org/files/60976/60976-h/60976-h.htm
4	Frank Stockton. The Lady or the Tiger https://www.gutenberg.org/ebooks/396

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	3	3	3	3	3	3	3	2	3	2
CO2	2	3	3	3	2	3	3	2	2	2
CO3	3	3	3	2	3	3	3	2	3	2
CO4	3	3	3	3	3	3	3	2	2	2
CO5	3	2	3	3	3	3	3	2	2	3

3 – Strong, 2 – Medium , 1 - Low

Mapping with Programme Specific Outcomes:

CO /PO	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	3
CO2	3	3	3	3
CO3	3	3	3	3
CO4	3	3	3	3
CO5	3	3	3	3
Weightage	15	15	15	15
Weighted percentage of Course Contribution toPos	3.0	3.0	3.0	3.0

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER - II

CORE – III: FINANCIAL ACCOUNTING-II

(Common to B.Com- Co-op., Gen., AF, BM, CA, MM & ISM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118C2A	5				5	5	25	75	100
Learning Objectives									
LO1	The students are able to prepare different kinds of accounts such Higher purchase and Instalments System.								
LO2	To understand the allocation of expenses under departmental accounts								
LO3	To gain an understanding about partnership accounts relating to Admission and retirement								
LO4	Provides knowledge to the learners regarding Partnership Accounts relating to dissolution of firm								
LO5	To know the requirements of international accounting standards								
Prerequisites: Should have studied Accountancy in XII Std									
Unit	Contents								No. of Hours
I	Hire Purchase and Instalment System Hire Purchase System – Accounting Treatment – Calculation of Interest - Default and Repossession - Hire Purchase Trading Account - Instalment System - Calculation of Profit								15
II	Branch and Departmental Accounts Branch – Dependent Branches: Accounting Aspects - Debtors system -Stock and Debtors system – Distinction between Wholesale Profit and Retail Profit – Independent Branches (Foreign Branches excluded) - Departmental Accounts: Basis of Allocation of Expenses – Inter- Departmental Transfer at Cost or Selling Price.								15
III	Partnership Accounts - I Partnership Accounts: –Admission of a Partner – Treatment of Goodwill - Calculation of Hidden Goodwill –Retirement of a Partner – Death of a Partner.								15
IV	Partnership Accounts - II Dissolution of Partnership - Methods – Settlement of Accounts Regarding Losses and Assets – Realization account – Treatment of Goodwill – Preparation of Balance Sheet - One or more Partners insolvent – All Partners insolvent – Application of Garner Vs Murray Theory – Accounting Treatment - Piecemeal Distribution – Surplus Capital Method – Maximum Loss Method.								15

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

V	Accounting Standards for financial reporting (Theory only) Objectives and Uses of Financial Statements for Users-Role of Accounting Standards - Development of Accounting Standards in India Role of IFRS- IFRS Adoption vs Convergence Implementation Plan in India- Ind AS- An Introduction - Difference between Ind AS and IFRS.	15
TOTAL		75
THEORY 20% & PROBLEMS 80%		
Course Outcomes		
CO1	To evaluate the Hire purchase accounts and Instalment systems	
CO2	To prepare Branch accounts and Departmental Accounts	
CO3	To understand the accounting treatment for admission and retirement in partnership	
CO4	To know Settlement of accounts at the time of dissolution of a firm.	
CO5	To elaborate the role of IFRS	
Textbooks		
1	Radhaswamy and R.L. Gupta: Advanced Accounting, Sultan Chand, New Delhi.	
2	M.C. Shukla T.S. Grewal & S.C. Gupta, Advance Accounts, S Chand Publishing, New Delhi.	
3	R.L. Gupta and V.K. Gupta, "Financial Accounting", Sultan Chand, New Delhi.	
4	S P Jain and K. L. Narang: Financial Accounting- I, Kalyani Publishers, New Delhi.	
5	T.S. Reddy& A. Murthy, Financial Accounting, Margam Publishers, Chennai.	
6	Dr. K. Murugadoss, Dr. M. Jaya, Dr. V. Charulatha & Dr. D. Baskar Financial Accounting, Vijay Nicole Imprints Private Limited, Chennai	
Reference Books		
1	Dr. S.N. Maheswari: Financial Accounting, Vikas Publications, Noida.	
2	Dr. Venkataraman& others (7 lecturers): Financial Accounting, VBH, Chennai.	
3	Dr.Arulanandan and Raman: Advanced Accountancy, Himalaya publications, Mumbai.	
4	Tulsian , Advanced Accounting, Tata MC. Graw hills, India.	
5	Charumathi and Vinayagam, Financial Accounting, S.Chand and sons, New Delhi.	
NOTE: Latest Edition of Textbooks May be Used		

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

Web Resources	
1	https://www.slideshare.net/mesharma1/accounting-for-depreciation-1
2	https://www.slideshare.net/ramusakha/basics-of-financial-accounting
3	https://www.accountingtools.com/articles/what-is-a-single-entry-system.html

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	3	2	3	2	2	3	2	2
CO2	3	2	3	3	3	2	2	2	3	2	2
CO3	3	2	2	3	3	2	2	2	3	2	2
CO4	3	2	3	3	2	2	2	2	3	2	2
CO5	3	3	3	3	3	3	3	3	3	3	3
TOTAL	16	11	14	15	14	12	11	11	15	11	11
AVERAGE	3.2	2.2	2.8	3	2.8	2.4	2.2	2.2	3	2.2	2.2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER – II

CORE – IV: BUSINESS LAW

(Common to BCom- Co-op., Gen., AF, BM, CA, MM & ISM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118C2B	5				5	5	25	75	100
Learning Objectives									
LO1	To know the nature and objectives of Mercantile law								
LO2	To understand the essentials of valid contract								
LO3	To gain knowledge on performance contracts								
LO4	To define the concepts of Bailment and pledge								
LO5	To understand the essentials of contract of sale								
Prerequisites: Should have studied Commerce in XII Std									
Unit	Contents							No. of Hours	
I	Elements of Contract Indian Contract Act 1872: Definition of Contract, Essentials of Valid Contract, Classification of Contract, Offer and Acceptance – Consideration – Capacity to Contract – Free Consent - Legality of Object – Contingent Contracts – Void Contract							15	
II	Performance Contract Meaning of Performance, Offer to Perform, Devolution of Joint liabilities & Rights, Time and Place of Performance, Reciprocal Promises, Assignment of Contracts - Remedies for Breach of contract - Termination and Discharge of Contract - Quasi Contract							15	
III	Contract of Indemnity and Guarantee Contract of Indemnity and Contract of Guarantee - Extent of Surety's Liability, Kinds of Guarantee, Rights of Surety, Discharge of Surety –							15	
IV	Bailment and Pledge Bailment and Pledge – Bailment – Concept – Essentials - Classification of Bailments, Duties and Rights of Bailor and Bailee – Law of Pledge – Meaning – Essentials of Valid Pledge, Pledge and Lien, Rights of Pawner and Pawnee.							15	
V	Sale of Goods Act 1930: Definition of Contract of Sale – Formation - Essentials of Contract of Sale - Conditions and Warranties - Transfer of Property – Contracts involving Sea Routes - Sale by Non-owners - Rights and duties of buyer - Rights of an Unpaid Seller							15	
TOTAL							75		

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

Course Outcome	
CO1	Explain the Objectives and significance of Mercantile law
CO2	Understand the clauses and exceptions of Indian Contract Act.
CO3	Explain concepts on performance, breach and discharge of contract.
CO4	Outline the contract of indemnity and guarantee
CO5	Explain the various provisions of Sale of Goods Act 1930
Textbooks	
1	N.D. Kapoor , Business Laws- Sultan Chand and Sons, New Delhi.
2	R.S.N. Pillai – Business Law, S.Chand, New Delhi.
3	M C Kuchhal& Vivek Kuchhal, Business law, S Chand Publishing, New Delhi
4	M.V. Dhandapani, Business Laws, Sultan Chand and Sons, New Delhi.
5	Shusma Aurora, Business Law, Taxmann, New Delhi.
Reference Books	
1	Preethi Agarwal, Business Law, CA foundation study material, Chennai.
2	Business Law by Saravanavel, Sumathi, Anu, Himalaya Publications, Mumbai.
3	Kavya and Vidhyasagar, Business Law, Nithya Publication, New Delhi.
4	D.Geet, Business Law Nirali Prakashan Publication, Pune.
5	M.R. Sreenivasan , Business Laws, Margham Publications, Chennai.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	www.cramerz.com www.digitalbusinesslawgroup.com
2	http://swcu.libguides.com/buslaw
3	http://libguides.slu.edu/businesslaw

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	3	2	2	2	2	2	2	2
CO2	3	2	3	3	2	2	2	2	2	2	2
CO3	3	2	2	3	2	2	2	2	2	2	2
CO4	3	2	3	3	2	2	2	2	2	2	2
CO5	3	2	3	3	2	2	2	2	2	2	2
TOTAL	15	10	13	15	10	10	10	10	10	10	10
AVERAGE	3	2	2.6	3	2	2	2	2	2	2	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER – II

ELECTIVE– II: OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118E2A	4				3	4	25	75	100
Learning Objectives									
LO1	To familiar with modern office management.								
LO2	To familiar with the work atmosphere								
LO3	To train the students in maintaining and running the office effectively.								
LO4	To understand and organize data records								
LO5	To gain knowledge about the role of a secretary								
Prerequisite: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Modern Office and Its Function Introduction — Meaning of Office—Office Work—Office Activities —The Purpose of an Office— Office Functions — Importance of Office—The Changing Office—The Paperless Office — Office Management - Elements— Functions — Office Manager — Success Rules for Office Managers—The Ten Commandments.								12
II	Office Space and Environment Management Introduction— Principles — Location of Office — Office Building — Office Layout —Preparing the Layout — Re-layout — Open and Private Offices — New Trends in Office Layout. Office Lighting— Types of Lighting Systems—Designing a Lighting System - Benefits of Good Lighting in Office —Ventilation—Interior Decoration - Furniture — Freedom from Noise and Dust — Safety from Physical Hazards—Sanitary Requirements—Cleanliness —Security—Secrecy.								12
III	Office Systems and Procedures The Systems Concept —Definitions—Systems Analysis —Flow of Work—Analysis of Flow of Work — Role of Office Manager in Systems and Procedures — Systems Illustrated - Office Machines and Equipments. Office forms – Design, Management and Control								12

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

IV	<p>Records Management Records — Importance of Records — Records Management — Filing —Essentials and Characteristics of a Good Filing System — Classification and Arrangement of Files — Filing Equipment — Methods of Filing — Modern Filing Devices — Centralised vs. Decentralised Filing — Indexing — Types of Indexing—Selection of Suitable Indexing System—The Filing Routine — The Filing Manual — Records Retention — Evaluating the Records Management Programme—Modern Tendencies in Records Making</p>	12
V	<p>Secretarial Practice Role of Secretary: Definition; Appointment, Duties and Responsibilities of a Personal Secretary -Qualifications for Appointment as Personal Secretary. Modern Technology and Office Communication, Email, Voice Mail, Internet, Multimedia, Scanner, Video-Conferencing, Web-Casting. Agenda and Minutes of Meeting. Drafting, Fax-Messages, Email. Maintenance of Appointment Diary.</p>	12
TOTAL		60
Course Outcomes		
CO1	Familiarised with modern office management	
CO2	Adapt with the modern work atmosphere	
CO3	Trained in maintaining the office independently and effectively	
CO4	Ability to organize data records in office	
CO5	Motivated to act as a company secretary	
Textbooks		
1	R S N Pillai & Bagavathi , Office Management, S Chand Publications, New Delhi	
2	P.K. Ghosh, Office Management, Sultan Chand & Sons, New Delhi.	
3	R.K. Chopra, Office Management, Himalaya Publishing House, Mumbai.	
4	Bhatia, R.C. Principles of Office Management, Lotus Press, New Delhi.	
5	Leffingwell and Robbinson: Text book of Office Management, Tata McGraw-Hill, Noida.	
Reference Books		
1	Chhabra, T.N., Modern Business Organisation, Dhanpat Ra i& Sons New Delhi.	
2	Terry, George R, Office Management and Control, Irwin, United States.	
3	Duggal, Balraj, Office Management and Commercial Correspondence, Kitab Mahal, New Delhi.	
4	Dr. I.M. Sahai, Office Management & Secretarial Practice, Sahitya Bhawan Publications, New Delhi.	
5	T Ramaswamy, Principles Of Office Management, Himalaya Publishers, Mumbai.	
NOTE: Latest Edition of Textbooks May be Used		

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

Web Resources	
1	https://accountlearning.com/basic-functions-modern-office/
2	https://records.princeton.edu/records-management-manual/records-management-concepts-definitions
3	https://www.yourarticlelibrary.com/secretarial-practice/secretarial-practice-definition-importance-and-qualifications/75929

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	2	2	2	2	3	2	2
CO2	3	2	3	2	2	2	2	2	3	2	2
CO3	3	2	3	2	2	2	2	2	3	2	2
CO4	3	2	3	2	2	2	2	2	3	2	2
CO5	3	2	3	2	2	2	2	2	3	2	2
TOTAL	15	10	15	10	10	10	10	10	15	10	10
AVERAGE	3	2	3	2	2	2	2	2	3	2	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER – II

ELECTIVE– II: BUSINESS ENVIRONMENT

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118E2B	4				3	4	25	75	100
Learning Objectives									
LO1	To understand the nexus between environment and business.								
LO2	To know the Political Environment in which the businesses operate.								
LO3	To gain an insight into Social and Cultural Environment.								
LO4	To familiarize the concepts of an Economic Environment.								
LO5	To learn the trends in Global Environment / Technological Environment								
Prerequisites: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	An Introduction The Concept of Business Environment - Its Nature and Significance –Elements of Environment- Brief Overview of Political – Cultural – Legal – Economic and Social Environments and their Impact on Business and Strategic Decisions.								12
II	Political Environment Political Environment – Government and Business Relationship in India – Provisions of Indian Constitution Pertaining to Business.								12
III	Social and Cultural Environment Social and Cultural Environment – Impact of Foreign Culture on Business – Cultural Heritage - Social Groups - Linguistic and Religious Groups – Types of Social Organization – Relationship between Society and Business - Social Responsibilities of Business.								12
IV	Economic Environment Economic Environment – Significance and Elements of Economic Environment - Economic Systems and their Impact of Business – Macro Economic Parameters like GDP - Growth Rate of Population – Urbanization - Fiscal Deficit – Plan Investment – Per Capita Income and their Impact on Business Decisions.								12
V	Technological Environment Technological Environment – Concept - Meaning - Features of Technology-Sources of Technology Dynamics - Transfer of Technology- Impact of Technology on Business - Status of Technology in India- Determinants of Technological Environment.								12
TOTAL								60	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

Course Outcomes	
CO1	Remember the nexus between environment and business.
CO2	Apply the knowledge of Political Environment in which the businesses operate.
CO3	Analyze the various aspects of Social and Cultural Environment.
CO4	Evaluate the parameters in Economic Environment.
CO5	Create a conducive Technological Environment for business to operate globally.
Textbooks	
1	C. B. Gupta, Business Environment, Sultan Chand & Sons, New Delhi
2	Francis Cherunilam, Business Environment, Himalaya Publishing House, Mumbai
3.	Dr. V.C. Sinha, Business Environment, SBPD Publishing House, UP.
4.	Aswathappa.K, Essentials Of Business Environment, Himalaya Publishing House, Mumbai
5.	Rosy Joshi, Sangam Kapoor & Priya Mahajan, Business Environment, Kalyani Publications, New Delhi
Reference Books	
1.	Veenakeshavpailwar, Business Environment, PHI Learning Pvt Ltd, New Delhi
2.	Shaikhsaleem, Business Environment, Pearson, New Delhi
3.	S. Sankaran, Business Environment, Margham Publications, Chennai
4.	Namitha Gopal, Business Environment, Vijay Nicole Imprints Ltd., Chennai
5.	Ian Worthington, Chris Britton, Ed Thompson, The Business Environment, F T Prentice Hall, New Jersey
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	www.mbaofficial.com
2	www.yourarticlelibrary.com
3	www.businesscasestudies.co.uk

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	3	3	2	2	3	2	3	3
CO2	3	2	2	3	3	2	3	3	2	3	3
CO3	3	2	3	3	3	2	3	3	2	3	3
CO4	3	2	3	3	3	2	2	3	2	3	3
CO5	3	2	3	3	3	2	3	3	3	3	3
TOTAL	15	10	14	15	15	10	13	15	11	15	15
AVERAGE	3	2	2.8	3	3	2	2.6	3	2.2	3	3

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER – II

ELECTIVE - II: INTERNATIONAL TRADE

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118E2C	4				3	4	25	75	100
Learning Objectives									
LO1	To enable students familiarise with the basics of International Trade.								
LO2	To know the various theories of international trade.								
LO3	To impart knowledge about balance of trades and exchange rates.								
LO4	To gain knowledge about international institutions.								
LO5	To gain insights on World Trade Organisation								
Prerequisite: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Introduction to International Trade – Meaning – Definition - Difference between Internal and International Trade – Importance of International Trade in the Global context								12
II	Theories of International trade: Classical theories - Adam smith’s theory of Absolute Advantage – Ricardo’s Comparative cost theory - Modern theories of International Trade - Haberler’s Opportunity Cost theory – Heckscher –Ohlin’s Modern theory – International trade and Factor Mobility Theory – Leontiff’s Paradox - International trade and economic growth theory - Immiserating growth theory.								12
III	Balance of Payments – Components of Balance of Payments - Current account, Capital account & Official settlement accounts - Disequilibrium in BOP -Methods of correcting Disequilibrium - Balance of Payment adjustment Theories - Marshall Lerner mechanism. Balance of Trade – Terms of Trade – Meaning – Definition – Difference between BOP and BOT.								12
IV	International Economic Institutions - International Monetary System - Bretton Woods Conference – IMF - Objectives, Organizational structure – Membership – Quotas – Borrowing and Lending Programme of IMF – SDRs – India and IMF -World Bank and UNCTAD.								12
V	World Trade Organisation (WTO) – Functions and Objectives – Agricultural Agreements – GATS - TRIPS – TRIMS.								12
TOTAL								60	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

Course Outcomes	
CO1	Distinguish between the concept of internal and international trade.
CO2	Define the various theories of international trade.
CO3	Examine the balance of trade and exchange rates
CO4	Appraise the role of IMF and IBRD.
CO5	Define the workings of WTO and with special reference to India.
Textbooks	
1	Francis Cherunilam, International Trade and Export Management – Himalaya Publishing House - Mumbai –04.
2	Paul.R.Krugman and Maurice Obstfeld, International Economics (Theory and Policy)-Pearson Education Asia - Addison Wesley Longman (P) Ltd Delhi–92.
3	Robert J.Carbaugh, International Economics - Thomson Information Publishing Group - Wadsworth Publishing Company -California.
4	H.G. Mannur, International Economics – Vikas Publishing House (P) Ltd – New Delhi-14.
5	BimalJaiswal&Richa Banerjee, Introduction To International Business, Himalaya Publication, Mumbai
Reference Books	
1	Dr. T. Aryamala,Vijay Nicole, International Trade, Chennai
2	Avadhani, V.A. International Financial Management, Himalaya Publications, Mumbai
3	Punam Agarwal and Jatinder Kaur, International Business, Kalyani Publications, New Delhi
4	S Sankaran , International Trade, Margham Publication, Chennai
5	C B Gupta, International Business, S Chand Publishing, New Delhi
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://opentext.wsu.edu/cpim/chapter/2-1-international-trade/
2	https://www.economicdiscussion.net/balance-of-payment/balance-of-payments-international-trade-economics/30644
3	https://www.wto.org/english/thewto_e/countries_e/india_e.htm

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	2	2	2	2	2	3	2
CO2	3	2	3	2	3	2	2	2	2	3	2
CO3	3	2	3	2	3	2	2	2	2	3	2
CO4	3	2	3	2	2	2	2	2	2	3	2
CO5	3	2	3	2	2	2	2	2	2	3	2
TOTAL	15	10	15	10	12	10	10	10	10	15	10
AVERAGE	3	2	3	2	2.4	2	2	2	2	3	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER - II

SKILL ENHANCEMENT COURSE

SEC-2: EVERYDAY BANKING

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118S2A	2				2	2	25	75	100
Learning Objectives									
LO1	Understand the concept of banking and related documents								
LO2	Learn to fill the relevant forms of Banking								
LO3	Explore the concepts of online Banking								
LO4	Learn about the types of loans and mobile applications								
LO5	Gain knowledge about payment systems								
Prerequisites: Must have studied commerce in XII									
Unit	Contents								No. of Hours
I	Banking–Definition–passbook–cheque book–Format of Cheque– Filling up of Cheque- Deposit Challan – Filling up – Clearing cheque – Transfer cheque – Collection Cheque– Payable at par – Demand Draft								6
II	Application filling – Account Opening form –Filling up–Documents required-Debit Card–Credit Card–ATM Machine–Cash Deposit Machine–Pass book printing machine.MICR-IFSC-Fund transfer through ECS–NEFT–RTGS–Form filling for Fund transfer.								6
III	Online Banking–Signup–Process–Requirements–Login– Customer ID–User ID – Pass word – Hints for creating Pass words – change of pass word – on line transactions–Account statements – Fund Transfer – Payment of bills – Utility payments								6
IV	Loans–Repayment for Loans–other services.Mobile Banking–meaning–importance–Advantages – Mobile Applications (App) – WAP (Wireless Application Protocol)- USSD (Unstructured Supplementary Service Data)-Registration process–through Mobiles								6
V	Process at Bank Branch-ATM- User ID-MPIN- change of MPIN – IMPS D (Immediate Mobile Payment System) - UPI(Unified Payment interface) – BHIM(Bharat Interface for money)- NPCI (National Payment Corporation of India) - Bank account Management –Transfer Funds–paying Bills–Locating ATMs-QR code payments-Alerts and notifications-Tracking Spending habits–Cash back-Safe banking methods.								6
TOTAL									30

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

CO	Course Outcomes
CO1	Understand basic banking
CO2	Learn and use the various documents relating to banking
CO3	Use online banking
CO4	Identifying the types of loans
CO5	Apply the usage of various digital payment modes
Reference Books	
1	Gurusamy S, Banking Theory: Law and Practice, Vijay Nicole Publication, Chennai
2	Muraleedharan, Modern Banking: Theory and Practice, Prentice Hall India Learning Private Ltd, New Delhi
3	Gupta P.K. Gordon E. Banking and Insurance, Himalaya publication, Kolkata
4	Gajendra, A Text on Banking Theory Law & Practice, Vrinda Publication, Delhi
5	K P Kandasami, S Natarajan & Parameswaran, Banking Law and Practice, S Chand publication, New Delhi
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	<u>KataitSanjay</u> , Banking Theory and Practice, Lambert Academic Publishing,
2	Henry Dunning Macleod, The Theory And Practice Of Banking, Hard Press Publishing, Old New Zealand
3	William Amasa Scott, Money And Banking: An Introduction To The Study Of Modern Currencies, Kesinger publication, USA
4	NektariosMichail, Money, Credit, and Crises: Understanding the Modern Banking System, Palgrave Macmillan, London
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.rbi.org.in/
2	https://businessjargons.com/e-banking.html
3	https://www.wallstreetmojo.com/endorsement/

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER - II

SKILL ENHANCEMENT COURSE

SEC-2: EMOTIONAL INTELLIGENCE

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118S2B	2				2	2	25	75	100
Learning Objectives									
LO1	To enable the students to understand the concepts of emotional intelligence								
LO2	To Learn the different traits and emotions								
LO3	To understand the types of personalities								
LO4	To do self-analysis								
LO5	To prepare a SWOT								
Prerequisites: Must have studied commerce in XII									
Unit	Contents								No. of Hours
I	Introduction – Emotional Intelligence – Meaning, Benefits, Importance of emotions – Self – awareness and competencies Psychological Needs, Emotional quotient Vs. Intelligence Quotient.								6
II	Traits – Negative Traits – Anger Management – Negative Syndrome and Attitude - Negative thinking – Guilt Quotient Stress and Emotion, Adapting to Loneliness. Positive Traits – Humor and Happiness – Empathetic ability - * Sensitivity profile – Empowered personality, Self–Empowerment.								6
III	Personality Analysis – Distinct Personality Type –self-esteem, Will Power, Confidence-Self care								6
IV	Self – analysis: Psychological growth and adjustment-Personal Development Plan								6
V	Personal SWOT Analysis - learning to Celebrate Life.								6
TOTAL								30	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

CO	Course Outcomes
CO1	Understanding emotional and intelligence quotient
CO2	Learn to manage anger and empower self
CO3	Applying self-confidence and will power for self-care
CO4	Apply the concepts of self-analysis for personal growth
CO5	Prepare a swot analysis for self
Reference Books	
1	Dr. Aparna Chattopadhyaym What's Your Emotional IQ, Pustak Mahal, May 2004.
2	Jill Dann, Hodder & Stoughton, Emotional Intelligence Ina Week, 10 Edition, 2007.
3	Daniel Goleman, Emotional Intelligence: Why It can matter More than IQ.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://asantelim.files.wordpress.com/2018/05/daniel-goleman-emotional-intelligence.pdf
2	https://globalleadershipfoundation.com/geit/eitest.html
3	Nektarios Michail, Money, Credit, and Crises: Understanding the Modern Banking System, Palgrave Macmillan, London
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.rbi.org.in/
2	https://businessjargons.com/e-banking.html
3	https://www.wallstreetmojo.com/endorsement/

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER - II

SKILL ENHANCEMENT COURSE

SEC-3: TIME MANAGEMENT

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118S2C	2				2	2	25	75	100
Learning Objectives									
LO1	To learn time management and importance								
LO2	To understand prioritizing goal								
LO3	To know styles of time management								
LO4	To learn handle demands and schedule and control events								
LO5	To Learn to manage self								
Prerequisites: Must have studied commerce in XII									
Unit	Contents								No. of Hours
I	Nature of time management and its importance. Goal setting, goal alignment.								6
II	Prioritizing goal. The urgent versus- important dilemma. From goal to task.								6
III	Four times styles- advantages and limitations.								6
IV	Handle demands, schedule of events, control time.								6
V	Manage self, art of delegation and outsource								6
TOTAL								30	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

CO	Course Outcomes
CO1	Understand the concept of time and goal setting
CO2	Learn to prioritize the goals
CO3	Apply various techniques of time management
CO4	Adapt the techniques of delegation and demand handling
CO5	Manage self effectively
Reference Books	
1	NagasudhaRavinuthala (2005) – The art of time management, ICFAI books, ICFAI university press
2	Robert W. Bly (2005) – 101 ways to make every second count, jaico publishing house
3	Harvard business essentials (2005)- Time ,management, Harvard business school press, boston.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.coursera.org/learn/work-smarter-not-harder
2	https://www.udemy.com/course/productivity-and-time-management/
3	https://www.udemy.com/course/time_task_management/
4	https://www.udemy.com/course/practical-time-management-nabielec/
5	https://www.udemy.com/course/do-more-stress-less/

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
 SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER - II

SKILL ENHANCEMENT COURSE

SEC-3: ESSENTIAL SKILLS FOR PERSONAL DEVELOPMENT

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118S2D	2				2	2	25	75	100
Learning Objectives									
LO1	To understand the interpersonal skills								
LO2	To learn the interpersonal skills practically								
LO3	To explore the types of study skills and memory								
LO4	To learn techniques to manage test anxiety								
LO5	To learn about types of anger and techniques to handle it								
Prerequisites: Must have studied commerce in XII									
Unit	Contents								No. of Hours
I	Interpersonal skills: meaning; qualities for interpersonal effectiveness, Types of interpersonal skills: counselling skills, assertiveness, group facilitation. Application of interpersonal skills to different work and family/social setting and its impact.								6
II	Activity based exercises: Interpersonal skills in action – Ice breaking, self-analysis exercise, brainstorming exercise, listening activity, alternating chair activity, questioning activity, body language, expressing feeling activity, assertiveness skills activity, interviewing skills activity, preparing CV, confidence building activity.								6
III	STUDY SKILLS: Definition of study skills. Characteristics of study skills- Components of study skills. Developing healthy study habits. Memory- short term memory- long term memory- techniques of improving memory-forgetting-causes of forgetting.								6

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP

SYLLABUS WITH EFFECT FROM 2023-2024

IV	Attention- span of attention- division of attention – enhancement attention – environment and social factors affecting attention-Test Anxiety – management of anxiety and techniques to improve concentration	6
V	Anger Management – Definition and characteristics of anger-forms of anger-management of anger-Relaxation techniques- yoga -meditation	6
TOTAL		30
CO	Course Outcomes	
CO1	Define interpersonal skills and list the qualities for interpersonal effectiveness.	
CO2	Make use of various interpersonal skills through experiential learning	
CO3	Define the concept of study skills	
CO4	Examine the components of study skills, its assessment and develop healthy study habits	
CO5	Examine the forms of anger and ways to manage it.	
Reference Books		
1	Philip Burnard. (1995). Interpersonal skills training. A sourcebook of activities for trainers. New Delhi : Viva Books Private Limited.	
2	Jeffrey S.Neid (2007). Psychology concepts ad applications . 2ndedition . New York: Houghton Miffilin Company .	
3	Bellack , A.S and Hersen , M.(Eds)(1979). Research and practice in social skills training. New York. Plenum Press.	
4	Velma Walker & Lynn Brokaw, Becoming Aware, Seventh Edition, Kendall/Hunt Publishing Company, 1998.	
5	Ronald T. Potter-Efron & Pat S. Potter-Efron, 10 Ways to overcome Anger, New Harbinger Publications, Inc, 2003	
NOTE: Latest Edition of Textbooks May be Used		
Web Resources		
1	A beginner’s guide to interpersonal relationships - Udemy.com	
2	Effective Interpersonal skills – Udemy.com	
3	https://www.mooc-list.com/course/improving-your-study-techniques-futurelearn?__cf_chlTk=xfOi6IjaTmjFKmCJV.5Jz..iqhABI26N4il5zlsnPOk-1688054709-0-gaNycGzNDKU	
4	Comprehensive anger management - Udemy.com	
5	Anger management techniques that actually work – Udemy.com	

**சென்னைப் பல்கலைக்கழகம்
University of Madras**

Part-IV

அடிப்படைத் தமிழ் - பாடத்திட்டம்

Basic Tamil - Syllabus

2 பருவங்கள் (இரண்டாம் பருவம்)

(B.A., B.Sc., B.Com., BCA., BBA)

2023-24

பருவம் - II (Semester - II)
அடிப்படைத் தமிழ் - II (Basic Tamil - II)

Course Code	Course Name	Category	L	T	P	S	Credit	Ins. Hours	Marks		
									CIA	External	Total
100S2A	அடிப்படைத் தமிழ் - II Basic Tamil - II	Supportive	2		-	-	2	2	25	75	100
Pre-requisite	தமிழ் எழுத்துகளை அறிந்திருத்தலோடு தொடக்க நிலையில் பேசவும் எழுதப் படிக்கவும் தெரிந்திருத்தல்.										SV 2023
Learning Objectives - கற்றல் நோக்கங்கள்											
<ul style="list-style-type: none"> தமிழ்மொழியைத் தொடக்க நிலையில் பேசவும் பிறர் பேசுவதைப் புரிந்துகொள்ளவும் திறன் பெறுதல். தமிழைப் படிக்கவும் எழுதவும் கற்றுக்கொள்ளுதல். பிறமொழி மாணவர்களுக்குத் தமிழ்மொழி யின் சிறப்புகள் , கலை-பண்பாட்டை அறிமுகப்படுத்துதல். தமிழ் இலக்கிய இலக்கண வளங்களின் சிறப்புக ளை அறிதல் . அவற்றுள் சிலவற்றைச் சுவைத்துப் பார்த்தல். தமிழரின் தனித்தன்மைகளை உணரச் செய்தல். 											
Expected Course Outcomes - எதிர்பார்க்கப்படும் கற்றல் அடைவுகள்											
On the successful completion of the course, students will be able to											
இப் பாடத்தைக் கற்பதால் பின்வரும் பயன்களை மாணவர் அடைவர்											
CO 1	தமிழ்மொழியைப் பேசவும் பிறர் பேசுவதைப் புரிந்துகொள்ளவும் திறன் பெறுதல். தமிழைப் படிக்கவும் எழுதவும் கற்றுக்கொள்வர்.										K1,K2
CO 2	கடிதம், விண்ணப்பம், நிகழ்ச்சிக் குறிப்புகள் எழுதுதல், தகவல் தொடர்புச் சாதனங்களில் தகவல் எழுதுதல் என அன்றாட வாழ்வில் தமிழ்ப் பயன்பாட்டைக் கற்றுக்கொள்வர்.										K1,K3,K4
CO 3	தமிழின் இலக்கிய வளத்தோடு தமிழரின் அறக் கோட்பாடுகளையும் தமிழரின் வரலாற்று-பண்பாட்டுச் செழுமையையும் புரிந்துகொள்வர்.										K1,K2,K4
CO 4	தமிழறிஞர்களையும் படைப்பாளிக ள், அரசியல் தலைவர்கள், சிறந்த ஆளுமைகளைப் பற்றி அறிந்துகொள்வர்.										K4,K5,K6
CO 5	தமிழர் கலை , பண்பாடு, பழக்கவழங்கங்கள், விளையாட்டுகள், விழாக்கள், தமிழரின் தனித்த அடையாளங்கள், சிறப்புகள் ஆகியவற்றை அறிவதோடு, அவரவர் மண்ணுகுரிய கலைப் பண்பாட்டோடு ஒப்பிட்டுப் புரிந்துகொள்வர்.										K1,K4,K5, K6
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create											
Unit - I	சொல்லும் பொருளும்										
	<ol style="list-style-type: none"> பெயர்-வேற்றுமை, வினை-காலம், பெயரடை-வினையடை, எதிர்ச்சொற்கள் போன்றவறைக் கொண்டு சிறுசிறு தொடர்கள் பேசவைத்தல், எழுதவைத்தல். பெயர்ப் பலகை, செய்தித்தாள் போன்றவற்றை வாசிக்கவும் பொருள் கூறவும் பயிற்சியளித்தல். உரையாடல் (படங்களைப் பார்த்து, சொற்களைச் சொல்லவைத்தல்/பேசவைத்தல், கேள்விகளுக்குப் பதில் அளித்தல், தலைப்புகள் கொடுத்துப் பேசச் செய்தல். 										

Unit - II	அன்றாட வாழ்வில் தமிழ்ப் பயன்பாடு
	காலைக் கடமைகள், சமையல், உணவுகள், உடல்நலம், வீட்டுப் பொருள்கள், வணிகம், போக்குவரத்து, பயணம் தொடர்பான செயல்பாடுகள் போன்ற அன்றாட நடவடிக்கைகளில் தமிழ்மொழிப் பயன்பாடு.
Unit - III	தமிழ் இலக்கியங்கள் அறிமுகம்
	1. தமிழ் இலக்கியங்கள் அறிமுகம் - இலக்கிய இலக்கண வளங்களின் சிறப்புகள். 2. திருக்குறள், ஆத்திசூடி, சங்க இலக்கியம், திரைப் பாடல்கள், நாட்டுப்புறப் பாடல்கள் போன்றவற்றில் சுவைமிகுந்த பாடல்களை வாசிக்கவைத்தல் பொருளுணர்த்துதல், கற்றவற்றை எழுதச்செய்தல்.
Unit - IV	தமிழ்ப் படைப்பாளர்கள், அறிஞர்கள், ஆளுமைகள், தலைவர்கள்
	1. இலக்கிய-இலக்கணப் படைப்பாளர்கள் (தொல்காப்பியர், திருவள்ளுவர், ஓவையார், கம்பர், பாரதி, பாரதிதாசன், ஜெயகாந்தன், கண்ணதாசன், வைரமுத்து போன்றோர்). 2. அரசியல் தலைவர்கள் (காமராசர், பெரியார், அண்ணா, எம்.ஜி.ஆர். போன்றோர்). 3. திரைப் பிரபலங்கள் (சிவாஜி கணேசன், ரஜினிகாந்த், கமலஹாசன், பாலச்சந்தர், இளையராஜா, சி.பா. பாலசுப்பிரமணியம் போன்றோர்). 4. ஆளுமைகள் (வ.உ. சிதம்பரனார், பாவாணர், அப்துல் கலாம், போன்றோர்). மேற்குறித்தோரை அறிமுகப்படுத்துதல். மாணவர்களைப் பேசவைத்தல் /எழுதவைத்தல்.
Unit - V	தமிழர் கலை, பண்பாடு, பழக்க வழங்கல்கள், விளையாட்டுகள், விழாக்கள்
	1. தமிழரின் தனித்த அடையாளங்களும் சிறப்புகளும். 2. கலைகள் (கட்டடம், சிற்பம், ஓவியம், புழங்குபொருள்கள்). 3. நுண்கலைகள் (சிலம்பம், பட்டிமன்றம், வில்லுப்பாட்டு, ஆட்டம், கூத்து போன்றன). 4. விளையாட்டுகள் (குழந்தைகள், சிறுவர், இளைஞர், ஆண்கள், பெண்கள்). 5. விழாக்கள் (குடும்ப விழாக்கள், கோயில் சார்ந்த விழாக்கள், கிராமிய விழாக்கள்). 6. சுற்றுலாத் தலங்கள் / வரலாற்றுச் சிறப்புமிக்க இடங்கள். 7. உணவு, உடை, மருத்துவம் இன்னபிற. மேற்குறித்தவற்றை அறிமுகப்படுத்துதல். மாணவர்களைப் பேசவைத்தல் /எழுதவைத்தல்.
Text book (s)	
•	அடிப்படைத் தமிழ்-2 (Basic Tamil-II)
Reference Books / Websites	
•	தமிழில் நாமும் தவறில்லாமல் எழுதலாம் - பொற்கோ, பாரி நிலையம், சென்னை, 2003.
•	www.tamilvu.org/ta/content/சான்றிதழ்
•	www.thamizham.net/kal/ttenglish/cards32-u8.htm
•	www.thamizham.net/kal/ttenglish/index-u8.htm
•	www.ilearntamil.com
•	www.wikihow.com/Learn-Tamil
•	www.ilovelanguages.org/tamil.php
•	www.ling-app.com/learn-tamil
•	www.ilearntamilnow.com
•	www.17-minute-languages.com/en/learn-tamil
•	www.hindustanitongue.com/learn-tamil

•	www.duolingo.com/course/ta/en/Learn-Tamil
•	www.mylanguages.org/learn_tamil.php
•	www.learn101.org/tamil.php
•	www.goethe-verlag.com/book2/EN/ENTA/ENTA002.HTM
•	www.karky.in/payilcourses/index.html
•	www.tamilvu.org/ta/பயணியர்-தமிழ்
•	www.languagetrainers.com/blog/tamil-words/
•	www.thamizham.net/kal/tamil.htm
•	www.worldtamilacademy.com
•	www.outsourcingtranslation.com/resources/phrases/tamil-sentences.php
•	www.ling-app.com/ta/basic-words-in-tamil/
•	www.thirutamil.com/article/20-easy-thirukkural-in-tamil/
•	www.chennaiibrary.com/avvai/kondraivendan.html
•	www.tamilvu.org/ta/content/புதிய-பாடத்திட்டம்-2022
•	www.tamilvu.org/ta/content/மின்-கற்றலுக்கான-இணையத்தளம்
•	www.ling-app.com/ta/tamil-culture
•	www.caleidoscope.in/art-culture/tamil-nadu-culture-3

Apps

•	www.kaniyantamil.com/best-mobile-apps-tamil-learning/
•	Tamil 101 - Learn to Write
•	https://payil.app/tva/ta/
•	https://tamil-101.en.aptoide.com/app
•	Ling - Learn Tamil Language
•	Tamil by Nemo
•	Learn Tamil Quickly

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PSO 1	PSO 2
CLO 1	3	2	3	2	2	3	2	2	2	2	3	3
CLO 2	2	2	2	3	3	2	2	3	3	2	2	2
CLO 3	3	3	3	2	2	3	3	2	3	3	3	3
CLO 4	3	2	3	3	3	3	2	2	2	2	3	2
CLO 5	2	2	3	3	2	2	3	3	2	3	3	2

Strong - 3, Medium - 2, Low - 1

**சென்னைப் பல்கலைக்கழகம்
University of Madras**

Part-IV

வளர்நிலைத் தமிழ் - பாடத்திட்டம்

Advanced Tamil - Syllabus

2 பருவங்கள் (இரண்டாம் பருவம்)

(B.A., B.Sc., B.Com., BCA., BBA)

2023-24

பருவம் - 2 (Semester - 2)
வளர்நிலைத் தமிழ் - II (Advanced Tamil - II)

Course Code	Course Name	Category	L	T	P	S	Credit	Ins. Hours	Marks		
									CIA	External	Total
100S2B	வளர்நிலைத் தமிழ் - II Advanced Tamil - II	Supportive	2	-	-	-	2	2	25	75	100
Pre-requisite	பத்தாம் வகுப்புவரை தமிழை மொழிப்பாடமாகப் படித்திருக்க வேண்டும்.										SV 2023
Learning Objectives - கற்றல் நோக்கங்கள்											
<ul style="list-style-type: none"> பண்டைத் தமிழ் இலக்கியங்கள் , அவற்றின் சிறப்புகள் மற்றும் பொருண்மைகள் ஆகியன குறித்து அறியச்செய்தல். காப்பிய இலக்கியங்கள் , பக்தி இலக்கியங்கள் ஆகியவற்றில் காணலாகும் கருத்துக் கருவூலங்களை நுகரச் செய்தல். உரைநடை இலக்கியத்துள் , கட்டுரை, இலக்கியம் குறித்த அறிமுகத்தை மாணவர்களுக்கு ஏற்படுத்துதல். பாடத்தின்வழி, பல்வகை இலக்கியங்கள் தோன்றுவதற்கான காரணங்கள் மற்றும் மாற்றம் பெறுவதற்கான காரணங்களை அறியச் செய்தல். இருவேறு மொழிகளின் இயல்புகளை உணர் த்தி, மொழிபெயர்க்கும் திறனையும் அலுவலகக் கடிதம் எழுதும் பயிற்சியையும் பெறச் செய்தல். 											
Expected Course Outcomes - எதிர்பார்க்கப்படும் கற்றல் அடைவுகள்											
On the successful completion of the course, students will be able to											
இப் பாடத்தைக் கற்பதால் பின்வரும் பயன்களை மாணவர் அடைவர்.											
CO 1	உரைநடை இலக்கியத்தின் பெருமைகளை உணர்ந்து , அதனை அன்றாட வாழ்வில் பயன்படுத்தும் திறன் பெறுவர்.									K2,K3	
CO 2	பண்டைத் தமிழ் இலக்கியங்கள் காட்டும் சமூக , பண்பாட்டு, வாழ்வியல் முறைகளை அறிந்துகொள்வர்.									K1,K3,K4	
CO 3	காப்பியக் கட்டமைப்புகளை இன்றைய புதினம் , திரைப்படங்கள் ஆகியவற்றுடன் ஒப்பிட்டுக் காணும் அறிவைப் பெறுவர்.									K1,K3,K4	
CO 4	தமிழ் இலக்கிய மரபினையும் மாற்றங்களையும் ஆய்ந்து உணரும் ஆற்றல் பெறுவர்.									K1,K4,K5, K6	
CO 5	மொழிபெயர்ப்புத் திறன் பெறுவதோடு, அன்றாட வாழ்வின் தேவைகளான பல்வகை அலுவலகக் கடிதங்கள் எழுதும் திறன் பெறுவர்.									K4,K5,K6	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create											
Unit - I	பக்தி இலக்கியமும் சிற்றிலக்கியமும்										
	<ol style="list-style-type: none"> “மண்ணில் நல்லவண்ணம் வாழலாம்” - திருஞான சம்பந்தர் திருவேங்கடமலையில் பிறத்தல் என்னும் தலைப்பில் குலசேகர ஆழ்வார் பாடியுள்ள பாடல்களில் ஏதேனும் ஒன்று. முக்கூடற்பள்ளு இலக்கியத்தில் மூத்த பள்ளி தன் நாட்டுவளம் குறித்துப் பாடியுள்ள பாடல்களில் ஏதேனும் ஒன்று. 										
Unit - II	சங்க இலக்கியம், அற இலக்கியம், காப்பியம்										
	<ol style="list-style-type: none"> “நாடா கொன்றோ காடா கொன்றோ” - ஓவையார். “யாதும் ஊரே” - கணியன் பூங்குன்றனார் - புறநானூறு “நிலத்தினும் பெரிதே”, “வேம்பின் பைங்காய்” - குறுந்தொகை. திருக்குறள் - 'பொருள்செயல் வகை' அதிகாரம் 										

	உ) சிலப்பதிகாரம் - வஞ்சிக் காண்டம் - காட்சிக் காதை. ஊ) குண்டலகேசி - “பாளையாம் தன்மை செத்தும்” எனத் தொடங்கும் பாடல்.											
Unit - III	தமிழ் உரைநடை											
	தமிழ் உரைநடைச் சிறப்பையும் தேவையையும் மாணவர்கள் உணரும் வகையில் ஒரு சிறுகதை, ஓர் ஓரங்க நாடகம், ஓர் எளிய கட்டுரைத் தொகுப்பு இவற்றை அறிமுகம் செய்க.											
Unit - IV	தமிழர் பண்பாட்டு வரலாறு											
	தமிழர் பண்பாடு, கலைகள் (நிகழ்த்து கலை, ஓவியம், கட்டடக் கலை போன்றவற்றை அறிமுகம் செய்க.											
Unit - V	மொழிப் பயிற்சி											
	1. மயங்கொலிப் பிழை, குறில்-நெடில், சொற்பிழை, சந்திப்பிழை, தொடர்பு பிழைகளை நீக்கி எழுதப் பயிற்சியளித்தல். 2. கலைச்சொல்லாக்கம் 3. மொழிபெயர்ப்பு - தமிழ்-ஆங்கிலம், ஆங்கிலம்-தமிழ் பகுதிகளை மொழிபெயர்ப்பு செய்யப் பயிற்சியளித்தல். 4. வேலைவேண்டி விண்ணப்பம் எழுதுதல். 5. அலுவலகக் கடிதம். 6. போட்டித் தேர்வுகளுக்குரிய கண்ணோட்டத்தில் மொழி, இலக்கிய வரலாற்றினைக் கற்பித்தல்.											
Text book (s)												
•												
Reference Books / Websites												
•												
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PSO 1	PSO 2
CLO 1	3	2	3	2	2	3	2	2	2	2	3	3
CLO 2	2	2	2	3	3	2	2	3	3	2	2	2
CLO 3	3	3	3	2	2	3	3	2	3	3	3	3
CLO 4	3	2	3	3	3	3	2	2	2	2	3	2
CLO 5	2	2	3	3	2	2	3	3	2	3	3	2
Strong - 3, Medium - 2, Low - 1												

சென்னைப் பல்கலைக்கழகம்
University of Madras

Part-I

பொதுத் தமிழ் - பாடத்திட்டம்

General Tamil - Syllabus

4 பருவங்கள் (மூன்றாம் பருவம்)

(B.A., B.Sc., B.Com., BCA., BBA)

2023-24

பொதுத்தமிழ் -3
தமிழக வரலாறும் பண்பாடும்
இரண்டாம் ஆண்டு - மூன்றாம் பருவம்

Course Code	Course Name	category	L	T	P	S	Credits	Ins.Hrs	CIA	External	Total
200L3AU	பொதுத்தமிழ் -3 தமிழக வரலாறும் பண்பாடும்	Supportive	Y	-	-	-	3	6	25	75	100

Learning Objectives

- தமிழக வரலாற்றை அறிந்துகொள்ளுதல்.
- தமிழரின் வாழ்வியல் தொன்மையை அறிதல்.
- தமிழரின் பண்பாட்டினை அறிந்துகொள்ளல்.
- தமிழர்மேல் நிகழ்ந்த பிற பண்பாட்டுத் தாக்கங்களை அறிதல்.
- தமிழ் இலக்கியம் சார்ந்த போட்டித் தேர்வுகளுக்கு ஏற்ப கற்பித்தல் நடைமுறைகளை மேற்கொள்ளுதல்

Expected Course Outcomes

On the Successful completion of the Course, Students will be able to

இப்பாடத்தைக் கற்பதால் பின்வரும் பயன்களை மாணவர் அடைவர்

CO 1	தமிழக வரலாற்றை அறிந்துகொள்வர்.	K4
CO 2	தமிழரின் வாழ்வியல் தொன்மையை அறிவர்.	K5, K6
CO 3	தமிழரின் பண்பாட்டுக் கூறுகளை அறிந்துகொள்வர்	K3
CO 4	பிற பண்பாட்டுத் தாக்கம் மற்றும் அணுகுமுறைகளை அறிவர்.	K3
CO 5	மொழிப்பயிற்சிக்குத் தேவையான இலக்கணங்களைக் கற்பர்.	K2

K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create

அலகு-1	தொல் பழங்கால வரலாறும் சங்ககால வரலாறும்
<ol style="list-style-type: none"> 1. தொல் தமிழர் 2. பழைய கற்காலம் 3. புதிய கற்காலம் 4. உலோகக் காலம் 5. அகழ்வாராய்ச்சியில் தமிழும் தமிழரும் (கீழடி வரை) 6. திணை வாழ்வியல் (களவு வாழ்க்கை, கற்பு வாழ்க்கை, உணவு, அணிகலன்கள், வாணிகம், விளையாட்டுகள்) 7. கல்வியும், கலைகளும் 	

8. தமிழ் வளர்த்த சங்கம்
9. சங்க கால ஆட்சி முறை
10. அயல்நாட்டுத் தொடர்புகள்

அலகு-2

ஆட்சியர் வரலாறு

1. மூவேந்தர் வரலாறு
2. பல்லவர் வரலாறு
3. நாயக்கர் ஆட்சி
4. முகம்மதியர் ஆட்சி
5. மராட்டியர் ஆட்சி

அலகு-3

ஐரோப்பியர் கால வரலாறு

1. போர்த்துக்கீசியர்
2. டச்சுக்காரர்கள்
3. டேனிஸ்காரர்கள்
4. பிரெஞ்சுக்காரர்கள்
5. ஆங்கிலேயர்கள்
6. பாளையக்காரர்கள்
7. இந்திய விடுதலைப் போராட்டத்தில் தமிழ்நாடு

அலகு-4

விடுதலைக்குபின் தமிழ்நாட்டு வரலாறு

1. மொழிப்போராட்டம்
2. சமூக மறுமலர்ச்சி
3. தொழில்நுட்ப வளர்ச்சி

அலகு-5

மொழிப்பயிற்சி

- நிறுத்தக் குறிகள்
- கலைச்சொற்கள்
- மொழிபெயர்ப்பு

பயிற்சி : ஆங்கிலக் கலைச் சொற்களைக் கொடுத்து அவற்றைத் தமிழில் மொழிபெயர்க்கச் செய்தல்.

Text books

- தமிழக வரலாறும் பண்பாடும் - கே.கே. பிள்ளை, உலகத் தமிழாராய்ச்சி நிறுவனம், சென்னை,
- தமிழர் நாகரிகமும் பண்பாடும் - அ. தட்சிணாமூர்த்தி, யாழ் வெளியீடு, சென்னை,.
- தமிழக வரலாறும் பண்பாடும் - வே.தி. செல்லம், மணிவாசகர் பதிப்பகம், சென்னை,
- ஆதிச்சநல்லூர் முதல் கீழடி வரை நுவேதா லூயிஸ், கிழக்குப் பதிப்பகம், சென்னை.
- பண்பாட்டு மானிடவியல் - பக்தவத்சல பாரதி, அடையாளம் பதிப்பகம், திருச்சி.
- தமிழர் மேல் நிகழ்ந்த பண்பாட்டுப் படையெடுப்புகள், க.ப. அறவாணன், தமிழ்க்கோட்டம், சென்னை.

Reference Books

- தமிழக சமுதாய பண்பாட்டு கலை வரலாறு -கு. சேதுராமன், என்.சி.பி.எச், சென்னை,
- தமிழர் கலையும் பண்பாடும் -அ.கா. பெருமாள், என்.சி.பி.எச், சென்னை.
- ஒரு பண்பாட்டின் பயணம்: சிந்து முதல் வைகை வரை -ஆர். பாலகிருஷ்ணன், ரோஜா முத்தையா ஆராய்ச்சி நூலகம், சென்னை.
- தமிழும் பிற பண்பாடும் - தெ.பொ. மீனாட்சி சுந்தரனார், நியூ செஞ்சுரி புக் ஹவுஸ், சென்னை
- தமிழர் வரலாறும் பண்பாடும் - நீலகண்ட சாஸ்திரி, ஸ்ரீசெண்பகா பதிப்பகம், சென்னை
- தமிழர் வரலாறும் தமிழர் பண்பாடும்- மா.இராசமாணிக்கனார்
- தமிழர் நாகரிக வரலாறு -க.த.திருநாவுக்கரசு, தொல்காப்பியர் நூலகம், சென்னை.

Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]

Web Sources

- <https://www.chennaiLibrary.com/>
- <https://www.sirukathaigal.com>
- <https://www.tamilvirtualuniversity.org>
- <https://www.noolulagam.com>
- <https://www.katuraitamilblogspot.com>

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PSO 1	PSO 2
CLO 1	3	2	3	2	2	3	2	2	2	2	3	3
CLO 2	2	2	2	3	3	2	2	3	3	2	2	2
CLO 3	3	3	3	2	2	3	3	2	3	3	3	3
CLO 4	3	2	3	3	3	3	2	2	2	2	3	2
CLO 5	2	2	3	3	2	2	3	3	2	3	3	2

Strong -3, Medium-2, Low-1

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
 EXISTING SYLLABUS (22-23) FOLLOWED FOR THE ACADEMIC YEAR 2023-2024

200L3E

FOUNDATION COURSE: PART-I HINDI PAPER-III

Inst.Hrs. : 6
Credits : 3

Year : II
Semester : III

PAPER –III ANCIENT POETRY AND INTRODUCTION TO HINDI LITERATURE (UPTO REETI KAAL)		
Duration:	1 Semester	
Programme Outcomes:	<ol style="list-style-type: none"> 1. Identify the ancient poets and their works, contribution to society and Literature 2. Studies the contemporary conditions and its impact on Ancient poets 3. Understand the message of poets their expressional and artistic skills 4. Evaluation and critical study of Ancient Poetry and Trends of Ancient Literature 5. Obtain the skills of summarise, interpretation of contexts and literary attitude 	
Programme Specific Outcomes:	<ol style="list-style-type: none"> 1. Basic knowledge of Ancient Poets and their works 2. Basic Knowledge of History of Hindi literature and its trends 3. Obtain skills of briefing, interpretation and evaluation 4. Basic idea of critical and analytical study of literature. 5. Obtain the application knowledge of relation between contemporary condition and literature and its impact on poets 	
Course Objectives	<ol style="list-style-type: none"> 1. Identify the literary trends of ancient Hindi literature, and social conditions and its impact on Ancient poetry 2. Summarise the content of prescribed poems and understand the trends of Ancient Hindi Literature . 3. Critical study and analysis of artistic skills of poets and their expressional skills and literary trends 4. Employ the methods of interpreting contexts, ideas and identify the special features, poetic skills through practicing annotation writing 5. Differentiate the subject, ideology, contribution and poetic skills with each other and also know about contemporary poets , writers and the impact of contemporary situations 6. Conceive the aims of Literature and relations between Literature and contemporary society 	<p>K1</p> <p>K2</p> <p>K4</p> <p>K3</p> <p>K5</p> <p>K6</p>

Pre-requisites, if any:	Basic Knowledge of Hindi Fiction and Translation
UNITS	
I	<ol style="list-style-type: none"> 1. Kabirdas - Saakhi (Dohas from 1 to 10) 2. Literary Trends of Veeragatha Kaal (Aadikaal) 3. Chand Baradai and his Works 4. Vidhyapathi and his Works
II	<ol style="list-style-type: none"> 1. Surdas - Bramargeet Saar 2. Literary Trends of Bhakthi Kaal 3. Gyan Margi Shakha 4. Important Poet : 1. Kabirdas
III	<ol style="list-style-type: none"> 1. Tulasidas – Vinay ke Pad only 2. Literary Trends of Bhakthi Kaal – Prem Margi Shakha 3. Literary Trends of Bhakthi Kaal - Ram Bhakthi Shakha 4. Important Poets – 1. Joyasi and 2. Tulasidas
IV	<ol style="list-style-type: none"> 1. Meera Bai – Pad only 2. Tiruvalluar (Dharmakaand only) 3. Literary Trends of Bhakthi Kaal – Krishna Bhakthi Shakha 4. Important Poet – Surdas
V	<ol style="list-style-type: none"> 1. Biharilal (Dohas 1 to 5) 2. Literary Trends of Reethikaal 3. Important Poet : Bihari and his works 4. Bhushan and his works and Ghananand and his works

Course Outcomes	<ol style="list-style-type: none"> 1. Identifies the Ancient Poets their works, and impact of contemporary conditions of society and ancient History of Hindi Literature 2. Understand the theme , message, expressional and artistic skills 3. Evaluate the thought, ideology, expressional and artistic skills of writers and contextual meanings and literary trends of Ancient History 4. Obtain skills of summarizing, evaluating and critical study and of poems 5. Employ the techniques of interpretation and contextual meaning of texts
------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Reading List (Print and Online)	<ol style="list-style-type: none"> 1. Hindi Sahithya Ka Itihas, By: Ramchandra Shukla, Jaya Bharati Publications, 217, B, Maya Press Road, Allahabad – 211 003. 2. Hindi Sahithya Yug Aur Pravritthiya By: Dr. Sivakumar Varma, Asok Prakashan Nayi Sarak, New Delhi – 6. 3. Hindi Sahithya ka Itihas
----------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	By : Gulabroy, Lakshmi Narayana Agarwal Book Publishers and seller, Anupama Plaza – 1, Block No. 50, Sanjay Palace, Agra – 282002.
Recommended Texts	1. Poetry Selection Madras University Publications University of Madras

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	S	M	M	M
CO 2	S	S	S	S	S
CO 3	S	S	S	S	S
CO 4	M	S	S	S	S
CO 5	M	S	S	S	S

UNIVERSITY OF MADRAS

FOUNDATION COURSE: FRENCH
SYLLABUS WITH EFFECT FROM 2023-2024

UG & 5 Year PG Integrated – SEMESTER – III

Foundation Course: Translation, Comprehension and Grammar - I

Course Outcomes	1. Identify and appreciate the construction and the structure of different tenses and sentences 2. Translate simple texts 3. Draft and summarize literary texts 4. Apply the grammatical rules to express one's ideas using different tenses 5. Analyze literary texts with respect to their structure and composition		
Course	Foundation Course in French	Course Code	200L3K
Title of the Course:	Translation, Comprehension and Grammar – I		
Credits:	3		
Pre-requisites, if any:	-		
Course Objectives	Understand the structure and use of the different grammatical tenses	K2	
	Translate texts and examine them	K2 and K4	
	Draft summaries of literary texts	K2 and K6	
	Identify the requirement and employ the different grammatical tenses	K3	
	Analyze and critically assess the literary texts	K4 and K5	
UNITS			
I	<i>Nos études</i> <i>Les feuilles mortes</i> Le passé composé		
II	<i>Demain dès l'aube</i> <i>Une visite inattendue</i> L'imparfait		
III	<i>La tortue et le chien</i> Le subjonctif Le conditionnel		
IV	<i>Le vrai Père</i> Les pronoms relatifs La comparaison		
V	<i>L'hiver</i> <i>La danse</i> L'expression du temps		
Prescribed Text	K. Madanagobalane & N.C. Mirakamal, <i>Le français par les textes</i> , Chennai, Samhita Publications – Goyal Publisher & Distributors Pvt Ltd, 2017		

UNIVERSITY OF MADRAS

FOUNDATION COURSE: FRENCH
SYLLABUS WITH EFFECT FROM 2023-2024

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	M	M	M	M	M	L	S	S	S	S	S	M
CO 2	M	M	S	S	S	S	M	S	M	M	S	M	S
CO 3	S	M	S	M	M	M	M	S	S	S	M	S	M
CO 4	S	S	M	M	S	M	L	S	S	S	S	S	M
CO 5	M	M	S	S	S	M	M	S	S	S	M	S	M

S-Strong M-Medium L-Low

SEMESTER III

Title of the Paper : Translation, Comprehension and Grammar-I

Prescribed textbook: K.Madanagobalane &N.C.Mirakamal, *Le français par les textes*, Chennai, Samhita Publications-Goyal Publisher & Distributors Pvt Ltd, 2017

The following texts from the prescribed textbook:

- *Nos études*
- *Les feuilles mortes*
- *Demain dès l'aube*
- *Une visite inattendue*
- *La tortue et le chien*
- *Le vrai Père*
- *L'hiver*
- *La danse*

The following grammar components are chosen from the prescribed textbook:

- Le passé composé
- L'imparfait
- Le subjonctif

UNIVERSITY OF MADRAS

FOUNDATION COURSE: FRENCH
SYLLABUS WITH EFFECT FROM 2023-2024

- Le conditionnel
- Les pronoms relatifs
- La comparaison
- L'expression du temps

Paper setters to strictly adhere to the syllabus and ask questions only from the pages included in the syllabus. Questions should cover the entire syllabus.

QUESTION PAPER PATTERN

Time : 3 Hours

Maximum Marks : 75

Section A (10 x 2 = 20 Marks)

Answer any TEN questions

15 short answer questions to be asked from the prescribed texts (name of the text might be included within brackets in the question)

Section B (5 x 5 = 25 Marks)

Answer any FIVE questions

8 Grammar exercises to be given from the prescribed textbook

Section C (3 x 10 = 30 Marks)

Answer any THREE

3 must be answered out of 5 topics (1 translation of a prescribed text, 1 translation of unknown text, 1 comprehension of unknown text, 2 summaries of the prescribed texts)

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

Programme:	I & II UG – Second Language - SANSKRIT
Programme Code:	BFC-LS22
Duration:	2 years
Programme Outcomes:	<p>After successful completion of the course, learners will be able to:</p> <ol style="list-style-type: none"> 1. Create simple sentences using different grammatical tenses 2. Sensitize the students to the functioning of the language 3. Know the historical and cultural perspective of literary trends and movements in Sanskrit and in its literature 4. Define the origin of Sanskrit Literature 5. Demonstrate different teaching methodologies 6. Translate simple passages 7. Consolidate their communication skills in both spoken and written Sanskrit.
Programme Specific Outcomes:	<ol style="list-style-type: none"> 1. Understand and appreciate the aesthetical, social, political, cultural, etc., values expressed in various prescribed texts 2. Apply different grammatical rules to their reading and writing assignments 3. Identify the base words of nouns and different tenses 4. Read, understand, write and speak in simple Sanskrit 5. Translate simple sentences related to the themes given

List of Courses:

Semester	Course Code	Title of the Course	Core/Elective/ Soft Skill	Credits
I	BFC-LS001	Paper I – Poetry, Grammar and History of Sanskrit Literature	C	3
II	BFC-LS002	Paper II – Prose, Grammar and History of Sanskrit Literature	C	3
III	BFC-LS003	Paper III – Drama, Grammar and History of Sanskrit Literature	C	3
IV	BFC-LS004	Paper IV – Alankara, Didactic & Modern literatures and Translation	C	3

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

100L1G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-I

Inst.Hrs. : 6
Credits : 3

Year : I
Semester : I

Paper I – Poetry, Grammar and History of Sanskrit Literature

Course Outcomes	1. Remember the usage of grammatical tenses in constructing sentences in dialogue. 2. Apply the rules of usage in practice exercises and identify errors 3. Explain the nuances in the usage of various grammatical tenses and aspects 4. Demonstrate knowledge of various expressions of opinion, emotions, cause, effect, purpose, and hypothesis in French 5. Communicate in French and summarize the given text	
Course Objectives	Understand the basic Sanskrit sentence structure	K1
	To provide the glimpses of the rich Sanskrit literary tradition through reading the literary composition	K2
	Explain the language of this Mahakavya which is highly elaborate and polished with continual play upon words and variety of metres	K3
	Analyse and interpret expressions of cause, effect, purpose, and opposition in Sanskrit	K4
	Evaluate grammatical nature of verses	K5
Units		
I	Introduction to Sanskrit (Alphabets, Two letter words and three letter words) Grammar: <i>akārāntaḥ puṁliṅgaḥ śabda-s</i> - 1. बाल (<i>Bāl a</i>) and 2. देव (<i>Deva</i>) <i>ākārāntaḥ strīliṅgaḥ śabda-s</i> - 1. बाला (<i>Bāl ā</i>) and 2. लता (<i>Lat ā</i>) <i>akārāntaḥ napuṁsakaliṅgaḥ śabda-s</i> - 1. फल (<i>Phal a</i>) and 2. वन (<i>Vana</i>)	
II	Introduction to <i>Rāmāyana</i> , <i>Kālidāsa</i> and his poetic works Text: <i>Raghuvamśa</i> (Canto I) Verses 1-15	
III	Introduction to the works of <i>Bhāravi</i> - Text: <i>Raghuvamśa</i> (canto I) Verses 16-30	
IV	Introduction to the works of <i>Śrī Harṣha</i> - Text: <i>Raghuvamśa</i> (Canto I) Verses 31-45	
V	Grammar: Conjugations - <i>Laṭ lakāra-s</i> – (Present tense) (i) गच्छति (<i>Gacchat i</i>) (ii) तिष्ठति (<i>Ti ṣṭhat i</i>) (iii) पठति	

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

	<p>(<i>Paṭ hat i</i>) (i v) नृत्यति (<i>Nṛ tyat i</i>) (v) कुप्यति (<i>Kupyat i</i>) (vi) कथयति (<i>Kat hayat i</i>) (vi i) गणयति (<i>Gaṇayat i</i>) (vi i i) अस्ति (<i>Ast i</i>) (i x) करोति (<i>Kar ot i</i>) (x) शृणोति (<i>Śṛ ṇot i</i>) Indeclinables (Avyayaani) - अपि (<i>api</i>), कदा (<i>kadā</i>), च (<i>ca</i>), अद्य (<i>adya</i>), विना (<i>vi nā</i>), सह (<i>saha</i>), तत्र (<i>t at ra</i>), किम् (<i>ki m</i>), यदि (<i>yadi</i>) - तर्हि (<i>t ar hi</i>), यथा (<i>yat hā</i>) - तथा (<i>t at hā</i>) Prefixes (<i>Upasargas</i>) - आङ् (<i>āṅ</i>), वि (<i>vi</i>), परि (<i>par i</i>), अनु (<i>anu</i>), अधि (<i>adhi</i>), उत् (<i>ut</i>), प्रति (<i>pr at i</i>), उप (<i>upa</i>), प्र (<i>pr a</i>) निर् (<i>ni r</i>)</p>
Book recommended for Reference	<p><i>Kalāśālā-Saṁskṛta-Sukhabodhinī - I</i> To be Published by: University of Madras, Chennai - 5</p>

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	S	M	S	S
CO 2	S	S	S	S	S
CO 3	S	S	M	M	S
CO 4	S	S	M	S	S
CO 5	S	S	S	S	S

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

100L2G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-II

Inst.Hrs. : 6
Credits : 3

Year : I
Semester : II

Paper II – Prose, Grammar and History of Sanskrit Literature

Course Outcomes	<ol style="list-style-type: none">1. Understand and apply grammatical concepts in drafting sentences and paragraphs2. Apply the rules and regulations in handling usage of Lrt lakara and Asmad Sabdah, practice exercises and identify errors3. Form an idea of the aesthetic expressions that make Sanskrit composition get the position of pride in world literature4. Demonstrate knowledge of various expressions of opinion, emotions, cause, effect, purpose, and hypothesis in Sanskrit5. Appreciate the art of employment of Alankaras in a prose form of poetry	
Course Objectives	Provide acquaintance with prose literature in Sanskrit through a study of one of the best texts of prose, which would pave the way for gaining sufficient grounding in the language	K1
	Enumerate various grammatical tenses and use them to communicate in Sanskrit language	K2
	Summarize the stories of Panchatantra and discuss in	K3
	Analyze and interpret expressions of cause, effect, purpose, and opposition in Sanskrit	K4
	Evaluate and comprehend text passages	K5
Units		
I	Introduction to Prose literature in Sanskrit Grammar: <i>ikārāntaḥ puṁliṅgaḥ śabdāḥ</i> - 1. कवि (<i>Kavi</i>) and 2. रवि (<i>Ravi</i>) <i>ikārāntaḥ strīliṅgaḥ śabdaḥ</i> - 1. मति (<i>Mati</i>) <i>ikārāntaḥ strīliṅgaḥ śabdaḥ</i> - 1. नदी (<i>Nadi</i>) <i>ikārāntaḥ napuṁsakaliṅgaḥ śabdaḥ</i> 1. वारि (<i>Vari</i>)	
II	Introduction to <i>Māhābhārata</i> , the author of बालरामायणम् (<i>Bālarāmāyaṇam</i>) and his works Text: <i>Bālakāṇḍam</i> of <i>Bālarāmāyaṇam</i>	
III	Introduction to the works of <i>Baṇa</i> (<i>Kādambarī</i> and <i>Harṣacaritam</i>), <i>Daṇḍin</i> (<i>Daśakumāracaritam</i> and <i>Avantisundarīkathā</i>) and <i>Subandhu</i> (<i>Vāsavadattā</i>)	
IV	Introduction to Historical <i>Kāvya</i> s in Sanskrit - The works of <i>Kalhaṇaḥ</i> , <i>Bilhaṇaḥ</i> , <i>Bāṇaḥ</i> and <i>Pravarasenaḥ</i>	

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

V	<p>Grammar: Conjugations - <i>Lañ lakārah</i> (Past tense) (i) अगच्छत् (<i>Agacchat</i>) (ii) अतिष्ठत् (<i>Atiṣṭhat</i>) (iii) अपठत् (<i>Apaṭhat</i>) (iv) अनृत्यत् (<i>Anṛtyat</i>) (v) अकुप्यत् (<i>Akupyat</i>) (vi) अकथयत् (<i>Akat hayat</i>) (vii) अगणयत् (<i>Aganayat</i>) (viii) आसीत् (<i>Asit</i>) (ix) अकरोत् (<i>Akarot</i>) (x) अशृणोत् (<i>Aśṛnot</i>)</p> <p>Indecl i nabl es: (a) तुमुन् (<i>Tumun</i>) suffix ended words (Infinitive forms) (i) गन्तुम् (<i>Gantum</i>) (ii) स्थातुम् (<i>Stahātum</i>) (iii) पठितुम् (<i>Paṭhitum</i>) (iv) नर्तितुम् (<i>Nartitum</i>) (v) कोपितुम् (<i>Kopitum</i>) (vi) कथयितुम् (<i>Kat hayitum</i>) (vii) गणयितुम् (<i>Ganayitum</i>) (viii) भवितुम् (<i>Bhavitum</i>) (ix) कर्तुम् (<i>Kartum</i>) (x) श्रोतुम् (<i>Śrotum</i>) (b) क्त्वा (<i>Kṛvā</i>) suffix ended words (Past passive participles) (i) गत्वा (<i>Gatvā</i>) (ii) स्मृत्वा (<i>Smṛtvā</i>) (iii) गणयित्वा (<i>Ganayitvā</i>) (iv) पठित्वा (<i>Paṭitvā</i>) (v) कृत्वा (<i>Kṛtvā</i>) (c) ल्यप् (<i>Lyap</i>) suffix ended words (Past passive participles) (i) आगत्य (<i>Āgatya</i>) (ii) विस्मृत्य (<i>Vismṛtya</i>) (iii) विगणय्य (<i>Viganayya</i>) (iv) प्रपठ्य (<i>Prapaṭhya</i>) (v) अनुकृत्य (<i>Anukṛtya</i>)</p>
Book recommended for Reference	<p><i>Kalāsālā-Saṃskṛta-Sukhabodhinī - II</i> To be Published by: University of Madras, Chennai - 5</p>

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	M	S	M	S
CO 2	S	M	S	S	S
CO 3	S	S	S	M	S
CO 4	S	S	M	S	S
CO 5	S	S	S	S	S

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

200L3G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-III

Inst.Hrs. : 6
Credits : 3

Year : II
Semester : III

Paper III – Drama, Grammar and History of Sanskrit Literature

Course Outcomes	<ol style="list-style-type: none"> 1. Be familiar with the style of the great Sanskrit Dramatist Bhasa 2. Be able to appreciate the aesthetical, social, political, cultural, etc., values expressed in prescribed composition 3. Understand the structural patterns of Sanskrit dramatic composition 4. Develop the finer and minor nuances of Nataka form of drama 5. Analyze the literary texts
UNITS	
I	Introduction to Dramaturgy – Ten types of Drama - Characteristics and features (<i>Nāndī, Sūtradhāra, Sthāpanā</i> and <i>Bharatavākyam</i>) of Sanskrit Dramas. Prose Text: <i>Karṇabhāram</i> - Page. 01 - 10 (till 10 <i>Slokās</i>)
II	Characteristics and features (<i>Vastu, Netā</i> and <i>Rasas</i>) of Sanskrit Drama - Prose Text: <i>Karṇabhāram</i> - Page. 11 - 20 (till 17 <i>Slokās</i>)
III	Authorship of 13 Trivandrum play of <i>Bhāsa</i> - Introduction to the Dramas of <i>Kālidāsa, Bhavabhūti, Harṣavardhana</i> and <i>Rājaśekhara</i> Text: <i>Karṇabhāram</i> - Page. 21 - 32 (Upto the end)
IV	Introduction to the dramatic works of <i>Viśākhadatta, Śūdraka, Bhaṭṭanārāyaṇa</i> and <i>Murāri</i> - Introduction to Allegorical dramas 1. <i>Prabodhacandrodaya</i> and 2. <i>Saṅkalpasūryodaya</i>
V	Introduction to <i>Campū</i> literature 1. <i>Bhojacampū</i> 2. <i>Viśvaguṇādarśacampū</i> and 3. <i>Nalacampū</i> Grammar – <i>Lṛṭ lakārāḥ</i> (Future tense) (i) गमिष्यति (<i>Gami śyat i</i>) (ii) स्थास्यति (<i>St hāsyat i</i>) (iii) पठिष्यति (<i>Paṭ hi śyat i</i>) (iv) नर्तिष्यति (<i>Nart i śyat i</i>) (v) कोपिष्यति (<i>Kopi śyat i</i>) (vi) कथयिष्यति (<i>Kat hayi śyat i</i>) (vii) गणयिष्यति (<i>Ganayi śyat i</i>) (viii) भविष्यति (<i>Bhavi śyat i</i>) (ix) करिष्यति (<i>Kari śyat i</i>) (x) श्रोष्यति (<i>Ś rośyat i</i>) Declensions: (<i>Sar vanānāśabdāḥ</i>) - 1. तद् शब्दः (<i>Tad śabdah</i>) i n al I gender s 2. अस्मद् शब्दः (<i>Asnad śabdah</i>) 3. युष्मद् शब्दः (<i>Yuśmad śabdah</i>)

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

Course Objectives	Understand the structure and use of different phrases and Idioms in Sanskrit Drama and grammatical aspects of <i>Karṇabhāram</i>	K2
	Enhance one's ability to converse freely in the language, which is considered to be a specialized skill as far as the Sanskrit Language goes	K2
	Draft and summarize the literary texts	K3
	Identify and apply different grammatical peculiarities	K3
	Analyze and critically assess the literary texts	K4

Book recommended for Reference	<p style="text-align: center;"><i>Kalāśālā-Saṃskṛta-Sukhabodhinī - III</i></p> <p style="text-align: center;">To be Published by: University of Madras, Chennai - 5</p>
---------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	M	M	S	S
CO 2	S	S	S	S	S
CO 3	S	M	M	S	S
CO 4	S	S	M	S	S
CO 5	S	S	S	S	S

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
 EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

200L4G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-IV

Inst.Hrs. : 6
 Credits : 3

Year : II
 Semester : IV

Paper IV – Alankara, Didactic & Modern literatures and Translation

Course Outcome	1. Apply the usage of compound words 2. Differentiate the alankaras 3. Translate the prose passages prescribed 4. Identify and apply different grammatical tenses of “Mahabharata” related translation 5. Analyze and critically assess the literary texts
UNITS	
I	Introduction to Didactic literature (<i>Pañcatantram</i> and <i>Hitopadeśah</i>) Text: The lion and the hare शशकसिंहकथा (<i>Śaśakasimhakathā</i>) from <i>Pañcatantram</i> and The jackal and the elephant शृगालहस्तिकथा (<i>Śrgālahastikathā</i>) a story from <i>Mitralābhaḥ</i> of <i>Hitopadeśah</i>
II	<i>Alaṅkārah</i> - i. <i>Upamā</i> , ii. <i>Rūpakam</i> , iii. <i>Ullekhaḥ</i> , iv. <i>Utprekṣā</i> and v. <i>Vyatirekaḥ</i>
III	Introduction to Modern literature - Introduction to अर्थशास्त्रम् (<i>Artha śāstram</i>) of चाणक्यः (<i>Cāṇakyaḥ</i>) - Introduction to मयमतम् (<i>Mayamatam</i>) - Introduction to नीतिद्विषष्टिका (<i>N t i d v i ṣ a ṣ ṭ h i k ā</i>) - <i>S l o k ā s</i> - 1 t o 10 - I n t r o d u c t i o n t o t h e l i f e h i s t o r y o f श्रीआदिशङ्कराचार्यः (<i>Śrī -Ādi śaṅkar ācār yaḥ</i>), श्रीरामानुजाचार्यः (<i>Śrī Rāmānuj ācār yaḥ</i>) and श्रीमध्वाचार्यः (<i>Śrī Mādhvācār yaḥ</i>)
IV	Introduction to Modern literature in Sanskrit - Text: तिरुक्कुरळ् संस्कृतानुवादः (Sanskrit translation of Tirukkural) <i>Slokās</i> 1 to 10 ईश्वरवन्दनम् (<i>Kaḍavul Vāzhththu</i>) by कलियन् रामानुजजीयर् (<i>Kaliyan Rāmānujajīyar</i>) नालडियार् (<i>Nālaḍiyār</i>) translated by श्री एस्. एन्. रामदेशिकः (<i>Śrī S N Rānadeśi ka</i>) - <i>S l o k ā s</i> : 1 t o 5
V	Translation from prose section Unit - I stories Grammar: Conjugation - <i>Loṭ lakārāḥ</i> (Imperative mood) (i) गच्छतु (<i>Gacchat u</i>) (ii) तिष्ठतु (<i>Ti ṣ ṭ hat u</i>) (iii) पठतु (<i>Paṭ hat u</i>) (iv) शृणोतु (<i>Śr ṇ ot u</i>) (v) करोतु (<i>Kar ot u</i>)

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

Course Objectives	Demonstrate the usage of connecting words	K2
	Understand the alankaras which are used in devotional lyrics	K2
	Draft and summarize the literary texts	K3
	Identify the meaning, types of figure of speech of the prescribed text	K3
	Analyze and critically assess the literary texts	K4

Book recommended for Reference	<i>Kalāsālā-Saṃskṛta-Sukhabodhinī - IV</i> To be Published by: University of Madras, Chennai - 5
---------------------------------------	------------------------------------------------------------------------------------------------------------

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO1	S	S	M	S	S
CO2	S	S	M	S	S
CO3	S	S	M	S	S
CO4	S	M	S	S	S
CO5	S	S	S	S	M

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS U.G. AND FIVE YEAR INTEGRATED PG DEGREE PROGRAMS FOUNDATION COURSE: PART I – ARABIC <small>(EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024)</small>	
Programme:	U.G. AND FIVE YEAR INTEGRATED P.G. DEGREE PROGRAMS FOUNDATION COURSE: PART I – ARABIC
Programme Code:	BFC-LA23
Duration:	4 Semesters
On successful completion of this program, the graduates are expected to achieve the following:	
Programme Outcomes:	<ol style="list-style-type: none"> 1. Acquire the knowledge of the structure of Arabic words 2. Acquaint with the knowledge of basic Arabic grammar 3. Become familiar with the knowledge of phonetic system of Arabic language 4. Able to communicate in Arabic 5. Have the knowledge of moral values in the light of Quran and Hadith
Programme Specific Outcomes:	<ol style="list-style-type: none"> 1. Understand the sounds and phrasing of Arabic language. 2. Learn the basic Arabic grammar 3. Develop communication skills in Arabic 4. Acquire new vocabulary in Arabic 5. Learn the moral values of the Holy Quran and Sunnah

List of Courses:

Semester	Course Code	Title of the Course	Foundation Course	Credits
I	100L1H	Paper I : Prose	FC	3
II	100L2H	Paper II : Grammar	FC	3
III	200L3H	Paper III : Communication Skill in Arabic	FC	3
IV	200L4H	Paper IV : Quran and Hadith	FC	3

Course I	Course Code	Title of the Course	Credits
FC	100L1H	Paper I : Prose	3
Course Outcomes	<ol style="list-style-type: none"> 1. Understand the correct pronunciation of Arabic letters 2. Understand the structure-based composition. 3. Acquire new vocabulary in Arabic 4. Read the Arabic sentences without diacritical marks 5. Able to write the simple sentences in Arabic without errors. 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Understand basic Arabic grammar. 2. Understand the structure of Arabic language. 3. Employ sentence making. 4. Enhance vocabulary. 5. Improve reading and writing skills. 		
Units			
I	(دروس اللغة العربية لغير الناطقين بها، الجزء الأول، الدكتور ف. عبد الرحيم) من الدرس الأول إلى الدرس الرابع		
II	من الدرس الخامس إلى الدرس الثامن		
III	من الدرس التاسع إلى الدرس الثالث عشر		
IV	من الدرس الرابع عشر إلى الدرس الثامن عشر		
V	من الدرس التاسع عشر إلى الدرس الثالث والعشرين		

Prescribed Text Book	دروس اللغة العربية لغير الناطقين بها، الجزء الأول، الدكتور ف. عبد الرحيم Duroos Al-Lugha Al-Arabiyya – Part I, By Dr. V. Abdur Rahim
Reading List (Print and online)	معجم الكلمات الواردة في دروس اللغة العربية لغير الناطقين بها مفتاح دروس اللغة العربية لغير الناطقين بها القراءة الراشدة – الشيخ أبو الحسن علي الحسيني الندوي القراءة المفيدة – الدكتور محمد يوسف كوكن العمري منهاج العربية – السيد النبي حيدرآبادي www.alnahw.com

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	3	3	3	2	1

3-Strong 2-Medium 1-Low

Course II	Course Code	Title of the Course	Credits
FC	100L2H	Paper II : Grammar	3
Course Outcomes	<ol style="list-style-type: none"> 1. Able to use basic grammatical structure. 2. Develop reading skills and reading speed 3. Acquire new vocabulary in Arabic 4. Understand the different types of sentences. 5. Able to construct simple sentences in Arabic 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Understand basic Arabic grammar. 2. Understand the correct usage of Arabic grammar. 3. Employ sentence making. 4. Enhance vocabulary. 5. Improve reading and writing skills. 		
Units			
I	(قواعد اللغة العربية الأساسية، الدكتور سيد رحمة الله) من الدرس الأول إلى الدرس الرابع		
II	من الدرس الخامس إلى الدرس الثامن		
III	من الدرس التاسع إلى الدرس الثاني عشر		

IV	من الدرس الثالث عشر إلى السادس عشر
V	من الدرس السابع عشر إلى الدرس العشرين
Prescribed Text Book	قواعد اللغة العربية الأساسية، الدكتور سيد رحمة الله Basic Arabic Grammar, By Dr. Syed Rahmathullah
Reading List (Print and online)	النحو الواضح – علي الجارم ومصطفى أمين دليل النحو الواضح – الدكتور بشير أحمد جمالي سهل العوامل – الدكتور تاج الدين المناني النحو الميسر للكبار والصغار – علي محمود عقيلي القواعد التطبيقية في اللغة العربية – الدكتور نديم دعكور www.alnahw.com

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	3	3	3	3	1

3-Strong 2-Medium 1-Low

Course III	Course Code	Title of the Course	Credits
FC	200L3H	Paper III : Communication Skill in Arabic	3
Course Outcomes	<ol style="list-style-type: none"> 1. Understand the basics of Arabic language. 2. Learn the structure of Arabic words. 3. Familiarize with the phonetic system of Arabic. 4. Able to communicate in Arabic 5. Able to translate from Arabic to English and vice versa 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Understand the sounds and phrasing of Arabic language. 2. Acquire new vocabulary and apply in context. 3. Develop communication skills in Arabic. 4. Understand the different aspects of communication. 5. Learn to communicate in everyday interactions. 		
Units			
I	(الكتاب الأساسي في تعليم اللغة العربية لغير الناطقين بها، الجزء الأول – السعيد محمد بدوي وفتحي علي يونس) التعارف – في المطار (١)		
II	في الفندق – في المطعم		
III	في البنك – عند الطبيب (١)		

IV	في الطريق - في مكتب البريد
V	في السوق (١) - في السوق (٢)
Prescribed Text Book	<p>الكتاب الأساسي في تعليم اللغة العربية لغير الناطقين بها، الجزء الأول - السعيد محمد بدوي وفتححي علي يونس</p> <p>Al Kitaab Al Asaasi Fi Taleem Al Lughha Al Arabiyya Li Ghair An Naatiqeena Biha - Part I, By Sayeed Muhaamad Badawi and Fathi Ali Yunus</p>
Reading List (Print and online)	<p>A Practice Book on Gulf Arabic, By Dr. Abdul Jaleel. T</p> <p>Arabic Conversation Book, By Mohd. Harun Rashid and Khalid Perwez</p> <p>A Hand book of Commercial Arabic by Dr. Aboobacker K.P</p> <p>العربية لغير العرب - د. مصطفى حسن الرئيس، الأزهر</p> <p>العربية للحياة - جامعة الملك سعود</p> <p>القراءة العربية لغير العرب - وزارة التربية بالكويت</p> <p>www.talkinarabic.com</p>

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	3	3	3	2	1

3-Strong 2-Medium 1-Low

Course IV	Course Code	Title of the Course	Credits
FC	200L4H	Paper IV : Quran and Hadith	3
Course Outcome	<ol style="list-style-type: none"> 1. Know the principal textual sources of the Islamic tradition: The Qur'an and the Hadith. 2. Know the role of Quran and Hadith in the synthesis of Islamic faith and practice. 3. Understand the structure of Arabic grammar through Quran and Hadith. 4. Understand the methodology of translation of Quran and Hadith. 5. Understand the moral values of Quran and Hadith 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Know the importance of Quran and Hadith. 2. Understand the style of Quran and Hadith. 3. Understand the role of Quran and Hadith in the Islamic faith and law. 		

	<p>4. Know the structure of Arabic grammar through the examples from Quran and Hadith.</p> <p>5. Learn the cultural and moral values.</p>
Units	
I	<p>(١. سورة لقمان من القرآن الكريم ٢. أحاديث سهلة للدكتور ف. عبد الرحيم)</p> <p style="text-align: right;">سورة لقمان</p> <p style="text-align: right;">من الآية ١ إلى الآية ١٠</p>
II	من الآية ١١ إلى ٢٠
III	من الآية ٢١ إلى ٣٤
IV	<p style="text-align: right;">أحاديث سهلة</p> <p style="text-align: right;">من الحديث ١ إلى الحديث ١٠</p>
V	من الحديث ١١ إلى الحديث ٢٠
Prescribed Text Book	<p style="text-align: right;">١. سورة لقمان من القرآن الكريم</p> <p style="text-align: right;">٢. أحاديث سهلة للدكتور ف. عبد الرحيم</p> <p>1) Sooratu Luqman</p> <p>2) Ahadeeth Sahlah By Dr. V. Abdur Rahim</p>
Reading List (Print and online)	<p>Tafsir Al-Jalalain</p> <p>The Noble Quran, Dr. Muhammad Muhsin Khan and Muhammad Taqi-Ud-Dhin Al-Hilali</p> <p style="text-align: right;">الأربعون النووية</p> <p style="text-align: right;">نصوص من الحديث النبوي الشريف، الدكتور ف. عبد الرحيم</p>

شرح أحاديث سهلة، الدكتور ش. عبد المالك

<https://quran.com/>

<https://sunnah.com/nawawi40>

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	1	2	3	3	3

3-Strong

2-Medium

1-Low

UNIVERSITY OF MADRAS

FOUNDATION COURSE: ENGLISH
SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR - SEMESTER III

PAPER II –GENERAL ENGLISH

Subject Code	Category	L	T	P	S	Credits	Inst. Hours	Marks		
								CIA	External	Total
200L3ZU	Part II	Y	Y	-	-	3	6	25	75	100
Learning Objectives										
LO1	To make them active listeners									
LO2	To enhance the interpersonal relationship skills									
LO3	To embolden them to cope with stress									
LO4	To master grammar skills									
LO5	To help them to use English effectively in a business environment									
Unit No.	Unit Title & Text									No. of Periods for the Unit
I	ACTIVE LISTENING Short Story 1.1 In a Grove – AkutagawaRyunosuke Translated from Japanese by Takashi Kojima 1.2 The Gift of the Magi – O’ Henry Prose 1.3 Listening – Robin Sharma 1.4 Nobel Prize Acceptance Speech – WangariMaathai									20
II	INTERPERSONAL RELATIONSHIPS Prose 2.1 Telephone Conversation – Wole Soyinka 2.2 Of Friendship – Francis Bacon Song on (Motivational/ Narrative) 2.3 Ulysses – Alfred Lord Tennyson 2.4 And Still I Rise – Maya Angelou									20
III	COPING WITH STRESS Poem 3.1 Leisure – W.H. Davies 3.2 Anxiety Monster – RhonaMcFerran Readers Theatre 3.3 The Forty Fortunes: A Tale of Iran 3.4 Where there is a Will – Mahesh Dattani									20
IV	Grammar 4.1 Phrasal Verbs & Idioms 4.2 Modals and Auxiliaries 4.3 Verb Phrases – Gerund, Participle, Infinitive									15

UNIVERSITY OF MADRAS

FOUNDATION COURSE: ENGLISH SYLLABUS WITH EFFECT FROM 2023-2024

V	Composition/ Writing Skills 5.1 Official Correspondence – Leave Letter , Letter of Application, Permission Letter 5.2 Drafting Invitations 5.3 Brochures for Programmes and Events	15
---	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----

Course Outcomes		
Course Outcomes	On completion of this course, students will;	
CO1	Listen actively	PO1,PO7
CO2	Develop interpersonal relationship skills	PO1,PO2,PO10
CO3	Acquire self-confidence to cope with stress	PO4,PO6,PO9
CO4	Master grammar skills	PO4,PO5,PO6
CO5	Carry out business communication effectively	PO3,PO8

Text Books (Latest Editions)

1	WangariMaathai – Nobel Lecture. Nobel Prize Outreach AB 2023. Jul 2023.
2	Mahesh Dattani, Where there is a Will. Penguin, 2013.
3	Martin Hewings, Advanced English Grammar, Cambridge University Press, 2000
4	EssentialEnglish Grammar by Raymond Murphy

Web Resources

1	WangariMaathai – Nobel Lecture. Nobel Prize Outreach AB 2023. Mon. 17 Jul 2023. https://www.nobelprize.org/prizes/peace/2004/maathai/lecture/
2	Telephone Conversation - Wole Soyinka https://www.k-state.edu/english/westmank/spring_00/SOYINKA.html
3	Anxiety Monster- RhonaMcFerran- www.poetrysoup.com

UNIVERSITY OF MADRAS

FOUNDATION COURSE: ENGLISH
SYLLABUS WITH EFFECT FROM 2023-2024

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	3	3	3	3	3	3	3	2	3	2
CO2	2	3	3	3	2	3	3	2	2	2
CO3	3	3	3	2	3	3	3	2	3	2
CO4	3	3	3	3	3	3	3	2	2	2
CO5	3	2	3	3	3	3	3	2	2	3

3 – Strong, 2 – Medium , 1 - Low

Mapping with Programme Specific Outcomes:

CO /PO	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	3
CO2	3	3	3	3
CO3	3	3	3	3
CO4	3	3	3	3
CO5	3	3	3	3
Weightage	15	15	15	15
Weighted percentage of Course Contribution to Pos	3.0	3.0	3.0	3.0

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR – SEMESTER - III

CORE – V: CORPORATE ACCOUNTING I

(Common to BCom- Co-op., Gen., AF, BM, CA, MM & ISM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
218C3A	5				5	5	25	75	100
Learning Objectives									
LO1	To understand about the pro-rata allotment and Underwriting of Shares								
LO2	To know the provisions of companies Act regarding Issue and Redemption of Preference shares and debentures								
LO3	To learn the form and contents of financial statements as per Schedule III of Companies Act 2013								
LO4	To examine the various methods of valuation of Goodwill and shares								
LO5	To identify the Significance of International financial reporting standard (IFRS)								
Prerequisite: Should have studied Financial Accounting in I Year									
Unit	Contents								No. of Hours
I	Issue of Shares Issue of Shares – Premium - Discount - Forfeiture - Reissue – Pro-rata Allotment Issue of Rights and Bonus Shares - Underwriting of Shares and Debentures – Underwriting Commission - Types of Underwriting.								15
II	Issue & Redemption of Preference Shares & Debentures Redemption of Preference Shares–Provisions of Companies Act–Capital Redemption Reserve – Minimum Fresh Issue – Redemption at Par, Premium and Discount. Debentures: Issue and Redemption – Meaning – Methods – In-One lot–in Instalment – Purchase in the Open Market includes Ex Interest and Cum Interest - Sinking Fund Investment Method.								15
III	Final Accounts Introduction – Final Accounts – Form and Contents of Financial Statements as Per Schedule III of Companies Act 2013 – Part I Form of Balance Sheet – Part II Form of Statement of Profit and Loss – Ascertaining Profit for Managerial Remuneration								15
IV	Valuation of Goodwill & Shares Valuation of Goodwill – Meaning – Need for Valuation of Goodwill – Methods of Valuing Goodwill – Average Profit – Super Profit – Annuity and Capitalisation Method. Valuation of Shares – Need for Valuation of Shares – Methods of Valuation of Shares – Net Assets Method – Yield and Fair Value Methods.								15

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

V	Indian Accounting Standards International Financial Reporting Standard (IFRS)–Meaning and its Applicability in India - Indian Accounting Standards – Meaning – Objectives – Significance – Procedures for Formulation of Standards – Ind AS – 1 Presentation of Financial Statement, Ind AS – 2 Valuation of Inventories, Ind AS – 7 Cash Flow Statement, Ind AS – 8 Accounting Policies, Changes in Accounting Estimate and Errors, Ind AS – 16 – Property, Plant & Equipment, Ind AS 38 – Intangible Assets Ind AS – 103, Business Combinations Ind AS 110, Consolidated Financial Statement. (Theory Only)	15
TOTAL		75
THEORY 20% & PROBLEMS 80%		
Course Outcomes		
CO1	Prepare and account for various entries to be passed in case of issue, forfeiture and reissue of shares and compute the liability of underwrites	
CO2	Asses the accounting treatment of issue and redemption of preference shares and debentures	
CO3	Construct Financial Statements applying relevant accounting treatments	
CO4	Compute the value of goodwill and shares under different methods and assess its applicability	
CO5	Integrate theoretical knowledge on all accounting in par with IFRS and IND AS	
Textbooks		
1	S.P. Jain and N.L. Narang, Advanced Accounting Vol I, Kalyani Publication, New Delhi.	
2	R.L. Gupta and M. Radha swamy, Advanced Accounts Vol I, Sultan Chand, New Delhi.	
3	Broman, Corporate Accounting, Taxmann, New Delhi.	
4	Shukla, Grewal and Gupta- Advanced Accounts Voll,S.Chand, New Delhi.	
5	M.C.Shukla, Advanced accounting Vol I, S.Chand, New Delhi.	
Reference Books		
1	T.S. Reddy, A. Murthy – Corporate Accounting- Margham Publication, Chennai.	
2	D.S.Rawat&NozerShroff,Students Guide To Accounting Standards ,Taxmann, New Delhi	
3	Prof. Mukeshbramhbutt, Devi,Corporate Accounting I, Ahilya Publication, Madhya Pradesh	
4	Anil Kumar, Rajesh kumar, Corporate accounting I, Himalaya Publishing house, Mumbai.	
5	PrasanthAthma, Corporate Accounting I, Himalaya Publishing house, Mumbai.	

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.tickertape.in/blog/issue-of-shares/
2	https://www.taxmann.com/bookstore/bookshop/bookfiles/chapter12valuationofgoodwillandshares.pdf
3	https://www.mca.gov.in/content/mca/global/en/acts-rules/ebooks/accounting-standards.html

**MAPPING WITH PROGRAMME OUTCOMES
AND PROGRAMME SPECIFIC OUTCOMES**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	2	2	2	2	3	2	2
CO2	3	2	3	2	2	2	2	2	3	2	2
CO3	3	2	3	2	3	2	2	2	3	2	2
CO4	3	1	3	2	3	2	2	2	3	2	2
CO5	3	3	3	2	3	2	2	2	3	2	2
TOTAL	15	11	15	10	13	10	10	10	15	10	10
AVERAGE	3	2.2	3	2	2.6	2	2	2	3	2	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR – SEMESTER - III

CORE – VI: COMPANY LAW

(Common to BCom- Co-op., Gen., AF, BM, CA, MM & ISM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
218C3B	5				5	5	25	75	100
Learning Objectives									
LO1	To know Company Law 1956 and Companies Act 2013								
LO2	To have an understanding on the formation of a company								
LO3	To understand the requisites of meeting and resolution								
LO4	To gain knowledge on the procedure to appoint and remove Directors								
LO5	To familiarize with the various modes of winding up								
Prerequisite: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Introduction to Company law Companies Act 2013 – Definition of a Company, Characteristics of Company – Lifting or Piercing the Corporate Veil – Company Distinguished from Partnership and Limited Liabilities Partnerships – Classification of Companies – Based on Incorporation, Liability, Number of Members, Control.								15
II	Formation of Company Formation of a Company – Promoter –Incorporation Documents e-filing – Memorandum of Association – Contents – Alteration – Legal Effects – Articles of Association - Certificate of Incorporation – Prospectus – Contents - Kinds – Liabilities – Share Capital – Kinds – Issue – Alteration – Dividend – Debentures.								15
III	Meeting Meeting and Resolution – Types – Requisites – Voting & Poll – Quorum – Proxy - Resolution – Ordinary & Special - Audit & Auditors – Qualification, Disqualification, Appointment and Removal of an Auditor -								15
IV	Management & Administration Management & Administration – Directors – Legal Position – Board of Directors – Appointment/ Removal – Disqualification – Director Identification Number – Directorships – Powers – Duties – Board Committees – Related Party Transactions – Contract by One Person Company – Insider Trading- Managing Director – Manager – Secretarial Audit – Administrative Aspects and Winding Up – National Company Law Tribunal (NCLT) – National Company Law Appellate Tribunal (NCLAT) – Special Courts.								15

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

V	Winding up Meaning – Modes – Compulsory Winding Up – Voluntary Winding Up – Consequences of Winding Up Order – Powers of Tribunal – Petition for Winding Up – Company Liquidator.	15
	TOTAL	75
Course Outcomes		
CO1	Understand the classification of companies under the act	
CO2	Examine the contents of the Memorandum of Association & Articles of Association	
CO3	Know the qualification and disqualification of Auditors	
CO4	Understand the workings of National Company Law Appellate Tribunal (NCLAT)	
CO5	Analyse the modes of winding up	
Textbooks		
1	N.D. Kapoor, Business Laws, Sultan Chand and Sons, Chennai	
2	R.S.N. Pillai – Business Law, S.Chand, New Delhi.	
3	M.V. Dhandapani, Business Laws Sultan Chand and Sons, Chennai	
4	Shusma Aurora, Business Law, Taxmann, New Delhi	
5	M.C.Kuchal, Business Law, VikasPublication, Noida	
Reference Books		
1	Gaffoor&Thothadri, Company Law, Vijay Nichole Imprints Limited, Chennai	
2	M.R. Sreenivasan, Business Laws, Margham Publications, Chennai	
3	KavyaAndVidhyasagar, Business Law, Nithya Publication, Bhopal	
4	S.D.Geet, Business Law Nirali Prakashan Publication, Pune	
5	PreethiAgarwal, Business Law, CA foundation study material	
NOTE: Latest Edition of Textbooks May be Used		
Web Resources		
1	https://www.mca.gov.in/content/mca/global/en/acts-rules/companies-act/companies-act-2013.html	
2	https://vakilsearch.com/blog/explain-procedure-formation-company/	
3	https://www.investopedia.com/terms/w/windingup.asp	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	3	2	3	3	2	3	3	2	2
CO2	3	2	3	2	3	3	2	3	3	2	2
CO3	3	2	3	2	3	3	2	3	3	2	2
CO4	3	2	3	2	3	3	2	3	3	2	2
CO5	3	2	3	2	3	3	2	3	3	2	2
TOTAL	15	10	15	10	15	15	10	15	15	10	10
AVERAG E	3	2	3	2	3	3	2	3	3	2	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR – SEMESTER – III

ELECTIVE - III: BUSINESS STATISTICS I

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
218E3A	4				3	4	25	75	100
Learning Objectives									
LO1	To comprehend the scope of statistics along with its uses and limitations.								
LO2	To classify data, form frequency distribution, represent the data diagrammatically and graphically								
LO3	To acquire knowledge about the various measures of central tendency								
LO4	To study the various measures of dispersion from central tendencies, their co-efficient and Skewness								
LO5	To conceptualise with correlation co-efficient								
Prerequisite: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Definition of Statistics – Scope , Limitations and Uses – Collection of Data – Primary and Secondary Data – Classification and Tabulation of Data – Methods of Classification – Formation of Frequency Distribution– One way and Two way Classification								12
II	Representation of Data – Diagrammatic and Graphic – Different Types – Bar Diagrams– Simple, Adjacent, Component, Percentage, Pie Diagram – Simple and Comparative Pictograms, Line Diagram, Histogram, Frequency, Curves and Ogives								12
III	Measures of Central Tendency– Definitions and Calculation of Raw Data and for Frequency Distribution of various measures – Mean, Median, Mode, Geometric Mean and Harmonic Mean – their relationship – Calculation of Missing Frequencies								12

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

IV	Measures of Dispersion – Various Measures – Range, Quartile Deviation, Mean Deviation and Standard Deviation–Absolute & Relative Measures, Calculations, Combined Mean & Standard Deviation – Calculation of Correct Mean & Correct Standard Deviation	12
V	Skewness– Definition, Coefficient of Skewness, Karl Pearson’s and Bowley’s Coefficient of Skewness	12
TOTAL		60
Course Outcomes		
CO1	Outline the scope of statistics and able to prepare frequency table	
CO2	Represent data graphically and diagrammatically	
CO3	Ascertain the various measures of central tendency	
CO4	Analyze the variation in the given series with the aid of measures of dispersion	
CO5	Measure the skewness of the given data	
Textbooks		
1	Gupta S.P, Statistical Methods, Sultan Chand Publications, New Delhi	
2	Bagavathi and Pillai RSN, Practical Statistics, S Chand Publications New Delhi	
3	Vittal P.R Business Statistics, Margham Publications, Chennai	
4	Dr.S. Sachdeva, Business Mathematics & Statistics, Lakshmi NarainAgarwal, Agra	
5	A.V. Rayarikar and Dr. P.G. Dixit, Business Mathematics & Statistics, Nirali Prakashan Publishing, Pune	
Reference Books		
1	J.K. Sharma, Fundamentals of business statistics, Vikas publishing, Noida	
2	Rajagopalan S P and Sattanathan R, Business Statistics and Operations Research, IVijay Nicole Imprints (P) Ltd, Chennai	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

3	Vittal P.R Business Statistics, Margham Publications, Chennai
4	Anderson, Sweeney and Williams “Statistics for Business and Economics”, CengageLearning
5	Aggarwal S L & Bhardwaj S L , Business Statistics., Kalyani Publishers, India
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	http://www.ddegjust.ac.in/studymaterial/mcom/mc-106.pdf www.computer.org
2	http://cec.nic.in/wpresources/module/Anthropology/PaperIX/9/content/downloads/file.1.pdf
3	https://sol.du.ac.in/mod/book/view.php?id=1317&chapterid=1065

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	3	2	2	2	3	2	3	2	2
CO2	3	2	3	2	3	2	3	2	3	2	2
CO3	3	2	3	2	3	2	3	2	3	2	2
CO4	3	2	3	2	2	2	3	2	3	2	2
CO5	3	2	3	2	2	2	3	2	3	2	2
TOTAL	15	10	15	10	12	10	15	10	15	10	10
AVERAGE	3	2	3	2	2.4	2	3	2	3	2	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR – SEMESTER – III

ELECTIVE - III: FINANCIAL MANAGEMENT

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
218E3B	4				3	4	25	75	100
Learning Objectives									
LO1	To introduce the concept of financial management.								
LO2	To learn the capital structure theories.								
LO3	To gain knowledge about techniques in capital budgeting								
LO4	To learn about dividend payment models.								
LO5	To understand the needs and calculation of working capital in an organization.								
Prerequisites: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Introduction Meaning and Objectives of Financial Management – Functions of Financial Management. Finance - Sources of Finance-Role of Financial Manager - Financial Goals- Profit maximization Vs. Wealth Maximization – Concept of Time Value Money –Risk and Return – Components of Financial Management.								12
II	Financial Decision Capital Structure – Definition - Meaning- Theories- Factors determining Capital Structure – Various approaches of Capital structure Cost of Capital – Meaning – Factors determining cost of capital - Methods - Cost of Equity Capital – Cost of Preference Capital – Cost of Debt – Cost of Retained Earnings – Weighted Average (or) Composite Cost of Capital (WACC) Leverage – Concept – Operating and Financial Leverage								12
III	Investment Decision Capital Budgeting - Meaning - Process – Cash Flow Estimation Capital Budgeting Appraisal Methods: Traditional Methods - Payback Period – Accounting Rate of Return (ARR). Discounted Cash-flow Methods: Net Present Value (NPV) – Internal Rate of Return – Profitability Index.								12

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

IV	Dividend Decision Meaning – Dividend Policies – Factors Affecting Dividend Payment – Provisions on Dividend Payment in Company Law – Dividend Models - Walter’s Model - Gordon’s Model – M&M Model.	12
V	Working Capital Decision Working Capital - Meaning and Importance – Classification - Working Capital Cycle - Factors Influencing Working Capital – Determining Working Capital - Management of Current Assets: Inventories, Accounts Receivables and Cash.	12
TOTAL		60
THEORY 40% & PROBLEMS 60%		
Course Outcomes		
CO1	Recall the concepts in financial management.	
CO2	Apply the various capital structure theories.	
CO3	Apply capital budgeting techniques to evaluate investment proposals.	
CO4	Determine dividend pay-outs.	
CO5	Estimate the working capital of an organization.	
Textbooks		
1	R.K. Sharma, Shashi K Gupta, Financial Management, Kalyani Publications, New Delhi.	
2	M.Y. Khan and P.K.Jain, Financial Management, McGraw Hill Education, Noida.	
3	I.M. Pandey, Financial Management, Vikas Publications, Noida.	
4	Dr.S.N. Maheshwari, Elements of Financial Management, Sultan Chand & Sons, New Delhi.	
5	Dr.Kulkarni and Dr. Sathya Prasad, Financial Management, Himalaya Publishing House, Mumbai.	
Reference Books		
1	Prasana Chandra, Financial Management, Tata McGraw Hill, NewDelhi.	
2	I.M. Pandey, Financial Management, Vikas Publishing, Noida.	
3	Khan & Jain, Financial Management, Sultan Chand & Sons, New Delhi.	
4.	A.Murthy, Financial Management, ,Margham Publications, Chennai.	
5.	J. Srinivasan and P. Periyasamy, Financial Management, Vijay Nicole Publishers, Chennai.	
NOTE: Latest Edition of Textbooks May be Used		

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

Web Resources	
1	https://efinancemanagement.com/financial-management/types-of-financial-decisions
2	https://efinancemanagement.com/dividend-decisions
3	https://www.investopedia.com/terms/w/workingcapital.asp

**MAPPING WITH PROGRAMME OUTCOMES
AND PROGRAMME SPECIFIC OUTCOMES**

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	3	2	3	2	3	3	3	2	2
CO2	3	2	2	2	3	2	2	2	3	2	3
CO3	3	3	3	2	3	2	3	3	3	2	2
CO4	3	2	2	2	3	2	2	2	3	2	2
CO5	3	3	3	2	3	2	3	3	3	2	2
TOTAL	15	12	13	10	15	10	13	13	15	10	11
AVERAG E	3	2.2	2.6	2	3	2	2.6	2.6	3	2	2.1

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR – SEMESTER - III

ELECTIVE - III: E-COMMERCE

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
218E3C	4				3	4	25	75	100
Learning Objectives									
LO1	To know the goals of Electronic commerce								
LO2	To understand the various Business models in emerging E-commerce areas								
LO3	To have an insight on the internet marketing technologies								
LO4	To understand the benefits and implementation of EDI								
LO5	To examine the ethical issues of E-commerce								
Prerequisite: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Introduction to E-Commerce Defining E - Commerce; Main Activities of Electronic Commerce; Benefits of E-Commerce; Broad Goals of Electronic Commerce; Main Components of E-Commerce; Functions of Electronic Commerce - Process of E-Commerce - Types of E- Commerce; The World Wide Web, The Internet and the Web: Features, Role of Automation & Artificial Intelligence in E-Commerce.								12
II	E-Commerce Business Models & Consumer Oriented E Commerce E-commerce Business Models, Major Business to Consumer (B2C) Business Models, Major Business to Business (B2B) Business Models, Business Models in Emerging E-Commerce Areas - E-tailing: Traditional Retailing and E- retailing, Benefits of E-retailing, Models of E-retailing, Features of E-retailing.								12
III	E-Commerce Marketing Concepts The Internet Audience and Consumer Behaviour, Basic Marketing Concepts, Internet Marketing Technologies – Marketing Strategy - E services: Categories of E-services, Web-Enabled Services, Information-Selling on the Web.								12
IV	Electronic Data Interchange & Security Benefits of EDI, EDI Technology, EDI Standards, EDI Communications, EDI Implementation, EDI Agreements, EDI Security. Electronic Payment Systems, Need of Electronic Payment System - Digital Economy - Threats in Computer Systems: Virus, Cyber Crime Network Security: Encryption, Protecting Web Server with a Firewall, Firewall and the Security Policy, Network Firewalls and Application Firewalls, Proxy Server.								12

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

V	Ethics in E-Commerce Issues in E Commerce Understanding Ethical, Social and Political Issues in E-Commerce: A Model for Organizing the Issues, Basic Ethical Concepts, Analysing Ethical Dilemmas, Candidate Ethical Principles Privacy and Information Rights: Information Collected at E-Commerce Websites.	12
TOTAL		60
CO	Course Outcomes	
CO1	Understand the role and features of world wide web	
CO2	Understand the Benefits and model of e-tailing	
CO3	Use the web enabled services	
CO4	Tackle the threats in internet security system	
CO5	Know about the Ethical principles Privacy and Information Rights	
Textbooks		
1	Kenneth C. Laudon, E-Commerce: Business, Technology, Society, 4 the Edition, Pearson Education Limited, New Delhi	
2	S. J. Joseph, E-Commerce: an Indian perspective, PHI Learning Pvt. Ltd., New Delhi	
3	David Whitley, E-Commerce-Strategy, Technologies & Applications, TMI, McGraw-Hill, London	
4	Kamlesh K. Bajaj, E-Commerce- The cutting edge of business, TMH, McGraw-Hill, Noida	
5	W Clarke, E-Commerce through ASP - BPB, Wrox Publisher, Mumbai	
Reference Books		
1	Agarwala, K.N. and D. Agarwala, Business on the Net : What's and How's of E-Commerce, McMillan Publisher India Pvt. Ltd., Chennai	
2	Ravi Kalkota, Frontiers of E-Commerce, TM, Pearson Education Limited, New Delhi	
3	Elias M Awad, Electronic Commerce : From Vision to Fulfillment. PHI Learning Pvt. Ltd., New Delhi	
4	Mathew Reynolds, Beginning E-Commerce with Visual Basic, ASP, SQL Server 7.0 & MTS, Wrox Publishers, Mumbai	
5	J. Christopher West I and Theodore H. K ClarkGlobal Electronic Commerce- Theory and Case Studies, The MIT Press, Cambridge, London	
NOTE: Latest Edition of Textbooks May be Used		
Web Resources		
1	https://www.investopedia.com/terms/e/ecommerce.asp	
2	https://www.webfx.com/industries/retail-ecommerce/ecommerce/basic-ecommerce-marketing-concepts/	
3	https://techbullion.com/the-importance-of-ethics-in-ecommerce/	

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

MAPPING WITH PROGRAMME OUTCOMES
AND PROGRAMME SPECIFIC OUTCOMES

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	3	2	3	2	2	2	3	3	2
CO2	3	2	2	2	3	2	2	2	3	3	2
CO3	3	2	3	2	3	2	2	2	3	3	2
CO4	3	2	2	2	3	2	2	2	3	3	2
CO5	3	2	3	2	3	2	2	2	3	3	2
TOTAL	15	10	13	10	15	10	10	10	15	15	10
AVERAG E	3	2	2.6	2	3	2	2	2	3	3	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR – SEMESTER - III

Skill Enhancement Course – SEC 4 – Business Building Skills

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
218S3A	1				1	1	25	75	100
Learning Objectives									
LO1	To introduce the practical aspects of business								
LO2	To impart knowledge on the different forms of business entities								
LO3	To highlight the importance of innovation and creativity								
LO4	To gain basic knowledge on Intellectual Property rights								
LO5	To create awareness about national and state level entrepreneurial ecosystem								
Prerequisites: Must have studied commerce in XII									
Unit	Contents								No. of Hours
I	Meaning of Business – Definition of Entrepreneurship- Entrepreneur- Power of Entrepreneurship – Advantages of being an entrepreneur.								6
II	Meaning of creativity, Invention Vs. Innovation- Innovation and Technology- Need for protecting the innovations and inventions.								6
III	Modern skills for business – Digital Skills – Presentation skills-branding skills-Art of sustaining in the business-Developing relevant knowledge.								6
IV	Introduction to IPR-Kinds of IPR-patents-Trademarks-Copyrights-Geographical Indications- Basics only.								6

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

V	Overview of Entrepreneurial eco system in India and Tamil Nādu- Introduction to National and Tamil Nadu Startup Policy.	6
	TOTAL	30
Course Outcomes		
CO1	Learn the basics of business skills and forms	
CO2	Identify the business opportunities and evaluate the same	
CO3	Learn the concept of creativity, Innovation and invention	
CO4	Explore the modern skills requires to build a successful business	
CO5	Understand the entrepreneurial ecosystem for successful business building	
Reference Books		
1	Reddy, Entrepreneurship: Text & Cases - Cengage, NewDelhi.	
2	Kuratko/rao, Entrepreneurship: a south asian perspective.-Cengage, NewDelhi.	
3	Leach/Melicher, Entrepreneurial Finance–Cengage, NewDelhi.	
4	K.Sundar–EntrepreneurshipDevelopment–VijayNicoleImprintsprivateLimited	
5	Khanka.S - Entrepreneurial Development, S. Chand & Co. Ltd.,NewDelhi, 2001.	
NOTE: Latest Edition of Textbooks May be Used		
Web Resources		
1	https://www.msde.gov.in/	
2	http://inventors.about.com/od/entrepreneur/	
3	http://learnthat.com/tag/entrepreneurship/	
4	www.managementstudyguide.com	
5	www.quintcareers.com	

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR – SEMESTER - III

Skill Enhancement Course – SEC 5 – Tally Accounting Software

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
218S3B	1	0	1		2	2	25	75	100
Learning Objectives									
LO1	To learn about the Tally software and its uses								
LO2	To perform basic operations with Tally and navigating and generations								
LO3	To learn the accounting features of tally and creation of a company, groups and ledgers								
LO4	To Execute the knowledge of tally accounting features for creation of accounting vouchers and report								
LO5	To implement Tally in real time situations								
Prerequisites: Must have studied commerce in XII									
Unit	Contents								No. of Hours
I	Introduction to tally - salient features of tally - accounting features of tally								6
II	Components of tally – create a company - select company - shut a company- alter a company - delete a company								6
III	Introduction to groups –single and multiple group creation, display and altering								6
IV	Introduction to ledgers - creating a ledger – single and multiple ledger creation, display and altering								6
V	Introduction to voucher type - creating - displaying and alternating a voucher type - creating accounting voucher - Introduction to invoices-creating an invoice entry - reports in the tally : basic features of displaying reports - balance sheet - profit & loss account - trial balance – daybook								6
	TOTAL								30
Course Outcomes									
CO1	Students can perform with basic skills of tally with accounting features –								
CO2	creationof company, groups and ledgers								
CO3	Execute the knowledge of tally accounting features for								
CO4	Creation of accounting vouchers								
CO5	Generation of reports								

சென்னைப் பல்கலைக்கழகம்
University of Madras

Part-I

பொதுத் தமிழ் - பாடத்திட்டம்

General Tamil - Syllabus

4 பருவங்கள் (நான்காம் பருவம்)

(B.A., B.Sc., B.Com., BCA., BBA)

2023-24

பொதுத்தமிழ் -4
தமிழும் அறிவியலும்
இரண்டாம் ஆண்டு - நான்காம் பருவம்

Course Code	Course Name	category	L	T	P	S	Credits	Ins.Hrs	CIA	Externa	Total
200L4AU	பொதுத்தமிழ் -4 தமிழும் அறிவியலும்	Supportive	Y	-	-	-	3	6	25	75	100

Learning Objectives

- தாய்மொழி வழியாக அறிவியல் பற்றிய சிந்தனைகளை வளர்த்தல்.
- அறிவியல் கலைச் சொல்லாக்கம் பற்றிப் பயிற்றுவித்தல்.
- மாணவர்களுக்கு அறிவியல் பார்வையை ஏற்படுத்துதல்.
- தமிழில் அறிவியல் படைப்பிலக்கியங்களை உருவாக்கத் தூண்டுதல்
- தமிழ் இலக்கியம் சார்ந்த போட்டித் தேர்வுகளுக்கு ஏற்ப கற்பித்தல் நடைமுறைகளை மேற்கொள்ளுதல்

Expected Course Outcomes

On the Successful completion of the Course, Students will be able to

இப்பாடத்தைக் கற்பதால் பின்வரும் பயன்களை மாணவர் அடைவர்

CO 1	தாய்மொழி வழியாக அறிவியல் பற்றிச் சிந்திக்கும் திறன் பெற்றிருப்பர்.	K4
CO 2	அறிவியல் கலைச் சொல்லாக்கம் பற்றிய விதிகள், நுணுக்கங்களைத் தெரிந்திருப்பர்.	K5, K6
CO 3	அறிவியல் தமிழ் வளர்ச்சியில் மொழிபெயர்ப்பின் பங்கு குறித்து அறிந்திருப்பர்.	K3
CO 4	மொழியறிவோடு சிந்தனைத்திறனைப் பெறுவர்	K3
CO 5	மொழிப்பயிற்சிக்குத் தேவையான இலக்கணங்களைக் கற்பர்.	K2

K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create

அலகு-1	தமிழரின் அறிவியல் சிந்தனைகள்
	<ul style="list-style-type: none"> • அறிவியலும் மனித வாழ்வும் • ஐந்திணைப் பகுப்பும் சூழலியலும் • தொழில்நுட்ப மேலாண்மை • நீர் நில மேலாண்மை

அலகு-2	பழந்தமிழ் இலக்கியங்களில் அறிவியல் சிந்தனைகள்
	<ol style="list-style-type: none"> 1. நிலவியல் 2. உலோகவியல் 3. வானவியல் 4. உயிரியல் 5. உளவியல்

அலகு-3	இடைக்கால இலக்கியங்களில் அறிவியல் சிந்தனைகள்
	<ol style="list-style-type: none"> 1. காப்பியங்களில் அறிவியல் 2. சிற்றிலக்கியங்களில் அறிவியல் 3. உரைநூல்களில் அறிவியல்
அலகு-4	இணையத் தமிழ்
	<ol style="list-style-type: none"> 1. இணையத் தமிழ் பயன்பாடு - அறிமுகம் 2. இணையத்தமிழ்க் கல்விக்கழகம் 3. இணைய நூலகம் 4. செயற்கை நுண்ணறிவியல் 5. தமிழ்நாட்டு அறிவியல் ஆளுமைகள்
அலகு-5	கடிதம் எழுதுதலும் கட்டுரை எழுதுதலும்
	<ul style="list-style-type: none"> • உறவு முறைக் கடிதப் பயிற்சி • அலுவலகக் கடிதப் பயிற்சி • விண்ணப்பப் படிவம் எழுதும் பயிற்சி • தன் விவரப் படிவம் எழுதும் பயிற்சி • கருத்து விளக்கக் கட்டுரைகள் எழுதும் பயிற்சி • பத்திரிகைகளுக்குக் கட்டுரை எழுதும் பயிற்சி
Text books	
	<ul style="list-style-type: none"> • அறிவியல் தமிழ் இன்றைய நிலை - இராதா செல்லப்பன், உலகத் தமிழாராய்ச்சி நிறுவனம், சென்னை. • மணவை முஸ்தபா, தமிழில் அறிவியல் படைப்பிலக்கியம், மணவை பப்ளிகேஷன், சென்னை. • கலைச்சொல்லாக்கம் - மங்கை, ரங்கராசபுரம், சென்னை .
Reference Books	
	<ol style="list-style-type: none"> 1. தமிழர் வேளாண்மை மரபுகள் - இல).செ.கந்தசாமி • 2. சங்க இலக்கியத்தில் வேளாண் சமுதாயம், பெ.மாதையன், நியூ செஞ்சுரி புக் ஹவுஸ் 3. தமிழில் அறிவியல் இதழ்கள்சாமுவேல்- ரா.பார்வேந்தன் ஃபிஷ்கிறீன் பதிப்பகம், கோவை 4. அறிவியல் தமிழ் - பதிப்பாசிரியர் இராதா செல்லப்பன், பாரதிதாசன் பல்கலைக்கழகம், திருச்சிராப்பள்ளி. 5. இணையத் தமிழ் வரலாறு, மு.பொன்னவைக்கோ, பாரதிதாசன் பல்கலைக்கழகம் 6. இணையத் தமிழ், சந்திரிகா சுப்பிரமணியம் - சந்திரோதயம் பதிப்பகம் 7. இணையமும் இனிய தமிழும் - துரை. மணியரசன், இசை பதிப்பகம் 8. கணினித் தமிழ், இல. சுந்தரம் - விகடன் பிரசுரம் 9. மாண்புமிகு மண், பாமயன், வம்சி புக்ஸ்

10. தமிழ் இலக்கியத்தில் அறிவியல் சிந்தனைகள் வானதி பதிப்பகம், சென்னை

Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]

Web Sources

- <https://www.chennaiLibrary.com/>
- <https://www.sirukathaigal.com>
- <https://www.tamilvirtualuniversity.org>
- <https://www.noolulagam.com>
- <https://www.katuraitamilblogspot.com>

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PSO 1	PSO 2	1.
CLO1	3	2	3	3	3	2	2	2	3	2	3	2	
CLO2	3	3	2	2	2	3	2	3	3	2	2	2	
CLO3	3	2	3	3	2	2	2	3	2	3	3	2	
CLO4		3	3	2	2	2	3	2	3	2	3	3	
CLO5	3	3	2	2	2	3	3	2	2	2	3	3	

Strong -3,Medium-2,Low-

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
 EXISTING SYLLABUS (22-23) FOLLOWED FOR THE ACADEMIC YEAR 2023-2024

200L4E

FOUNDATION COURSE: PART-I HINDI PAPER-IV

Inst.Hrs. : 6
Credits : 3

Year : II
Semester : IV

PAPER –IV MODERN POETRY AND INTRODUCTION TO HINDI LITERATURE (AADHUNIK KAAL)	
Duration:	1 Semester
Programme Outcomes:	<ol style="list-style-type: none"> 1. Identify the Modern poets and their works, contribution to society and Literature 2. Studies the contemporary conditions and its impact on Modern poets 3. Understand and differentiate the message of poets their expressional and artistic skills and 4. Evaluation and critical study of Modern Poetry and Trends of Ancient Literature 5. Obtain the skills of summarise, interpretation of contexts and literary attitude
Programme Specific Outcomes:	<ol style="list-style-type: none"> 1. Basic knowledge of modern Poets and their works 2. Basic Knowledge of History of Hindi literature and its trends 3. Obtain skills of briefing, interpretation and evaluation 4. Basic idea of critical and analytical study of literature. 5. Obtain the application knowledge of relation between contemporary condition and literature and its impact on poets

Course Objectives		
	1. Identify the modern trends of Modern Hindi literature, different forms of modern literature i.e. poetry, fiction etc.	K1
	2. Summarise the content of prescribed poems and understand the trends of modern Hindi Literature .	K2
	3. Critical study and analysis of artistic skills of poets and their expression skills	K4
	4. Employ the methods of interpreting contexts, ideas and identify the poetic skills through practicing annotation writing	K3 K5
	5. Differentiate the subject and poetic skills of prescribe poems with each other and also know about contemporary poets , writers and the impact of contemporary situations	K6
	6. Conceive the aims of Literature and relations between	

	Literature and contemporary society	
--	-------------------------------------	--

Pre-requisites, if any:	Basic knowledge of Modern Hindi poets and their poetry	
UNITS		
I	<ol style="list-style-type: none"> 1. Asha – (Jayashankar Prasad) 2. Tum Logon se Door (Nagarjun) 3. Literary Trends of Chayavaad 	
II	<ol style="list-style-type: none"> 1. Kavi Aur Kalpana – (Dhramaveer Bhaarathi) 2. Bharat Ki Aarthi - (Shamsher Bahadur Singh) 3. Literary Trends of Pragathivaad 	
III	<ol style="list-style-type: none"> 1. Varadan Mangoonga Nahi (Siva Mangal Singh Suman) 2. Anevalon Se Ek Savaal (Bharat Bhooshan Agarwal) 3. Literary Trends of Nayee Kavita 	
IV	<ol style="list-style-type: none"> 1. Literary Trends of Hindi Short Stories 2. Literary Trends of Hindi One Act Plays 3. Maithili Saran Gupta, Mahadevi Varma, 	
V	<ol style="list-style-type: none"> 1. Jayashankar Prasad, Nirala, 2. Panth, Dinakar, Premchand, 3. Yashpaal, Jainendra Kumar, Mohan Rakesh, 	

Course Outcomes	<ol style="list-style-type: none"> 1. Evaluate the poetic skills of poets and their poems 2. Identify the conditions inspire the poets and writers 3. Enumerate the literary trends and different literary forms 4. Understand the human, social, ethical and literary values 5. Obtain the knowledge to evaluate and critical analysis of literary works
------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Reading List (Print and Online)	<ol style="list-style-type: none"> 1. Hindi Sahithya Ka Itihas, By: Ramchandra Shukla, Jaya Bharati Publications, 217, B, Maya Press Road, Allahabad – 211 003. 2. Hindi Sahithya Yug Aur Pravritiya By: Dr. Sivakumar Varma, Asok Prakashan Nayi Sarak, New Delhi – 6. 3. Hindi Sahithya ka Itihas By : Gulabroy, Lakshmi Narayana Agarwal Book Publishers and seller, Anupama Plaza – 1, Block No. 50, Sanjay Palace, Agra – 282002
----------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Recommended Texts	6. Poetry Selection Madras University Publications University of Madras
--------------------------	----------------------------------------------------------------------------------------

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	S	S	S	S
CO 2	S	S	M	S	M
CO 3	S	S	M	S	S
CO 4	M	M	S	S	S
CO 5	S	S	S	S	S

UNIVERSITY OF MADRAS

FOUNDATION COURSE: FRENCH

SYLLABUS WITH EFFECT FROM 2023-2024

UG & 5 Year PG Integrated – SEMESTER – IV

Foundation Course: Translation, Comprehension and Grammar - II

Course Outcomes	<ol style="list-style-type: none"> 1. Apply connecting words (<i>cause, but, concession, condition, hypothèse, conséquence</i>) to improve the spoken as well as written communication skills 2. Differentiate the various past tenses in “<i>Les Temps du Passé</i>” and their unique usage 3. Summarize the literary texts 4. Identify and apply the different grammatical tenses of “<i>les temps du passé</i>” in sample exercises to practice 5. Critically assess the literary texts through an analysis of its themes, narrative techniques, characters and its cultural significance 		
Course	Foundation Course in French	Course Code	200L4K
Title of the Course:	Translation, Comprehension and Grammar – II		
Credits:	3		
Pre-requisites, if any: ----			
Course Objectives	Demonstrate the usage of connecting words in a given text	K2	
	Understand and differentiate the various types of past tenses in “ <i>Les Temps du Passé</i> ”	K2 and K4	
	Summarize the literary texts after a thorough analysis	K2 and K4	
	Identify and apply the different grammatical tenses of “ <i>les temps du passé</i> ”	K3	
	Analyze and critically assess the literary texts with regard to the themes and literary techniques	K4 and K5	
UNITS			
I	<i>Estula</i> <i>Décadi et son grand-père</i> Le plus-que-parfait		
II	<i>Une mauvaise nouvelle</i> <i>L'égoïste puni</i> Le passé simple		
III	<i>La visite de la grand-mère</i> L'expression de la cause L'expression de la conséquence		
IV	<i>Le Horla</i> L'expression du but L'expression de la concession		
V	<i>Monsieur Friquet</i> <i>Le lévrier et le serpent</i> L'expression de la condition et de l'hypothèse		
Prescribed Text	K. Madanagobalane & N.C. Mirakamal, <i>Le français par les textes</i> , Chennai, Samhita Publications – Goyal Publisher & Distributors Pvt Ltd, 2017		

UNIVERSITY OF MADRAS

FOUNDATION COURSE: FRENCH
SYLLABUS WITH EFFECT FROM 2023-2024

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO1	M	S	M	L	S	M	L	S	S	S	M	S	M
CO2	S	M	M	L	M	M	L	S	S	S	S	M	M
CO3	M	S	S	M	M	M	M	S	S	M	M	S	M
CO4	S	M	M	L	M	M	L	S	S	S	S	M	M
CO5	M	S	S	M	M	M	M	S	S	M	M	S	M

S-Strong M-Medium L-Low

SEMESTER IV

Title of the Paper : Translation, Comprehension and Grammar-II

Prescribed textbook: K.Madanagobalane & N.C.Mirakamal, *Le français par les textes*, Chennai, Samhita Publications-Goyal Publisher & Distributors Pvt Ltd, 2017

The following texts from the prescribed textbook:

- *Estula*
- *Décadi et son grand-père*
- *Une mauvaise nouvelle*
- *L'égoïste puni*
- *La visite de la grand-mère*
- *Le Horla*
- *Monsieur Friquet*
- *Le lévrier et le serpent*

The following grammar components are chosen from the prescribed textbook:

- Le plus-que-parfait

UNIVERSITY OF MADRAS

FOUNDATION COURSE: FRENCH SYLLABUS WITH EFFECT FROM 2023-2024

- Le passé simple
- L'expression de la cause
- L'expression de la conséquence
- L'expression du but
- L'expression de la concession
- L'expression de la condition et de l'hypothèse

Paper setters to strictly adhere to the syllabus and ask questions only from the pages included in the syllabus. Questions should cover the entire syllabus.

QUESTION PAPER PATTERN

Time : 3 Hours

Maximum Marks : 75

Section A (10 x 2 = 20 Marks)

Answer any TEN questions

15 questions to be asked from the prescribed texts (name of the text might be included within brackets in the question)

Section B (5 x 5 = 25 Marks)

Answer any FIVE questions

8 Grammar exercises to be given from the prescribed textbook

Section C (3 x 10 = 30 Marks)

Answer any THREE

3 must be answered out of 5 topics (1 translation of a prescribed text, 1 translation of unknown text, 1 comprehension of unknown text, 2 summaries of the prescribed texts)

._**._

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

Programme:	I & II UG – Second Language - SANSKRIT
Programme Code:	BFC-LS22
Duration:	2 years
Programme Outcomes:	<p>After successful completion of the course, learners will be able to:</p> <ol style="list-style-type: none"> 1. Create simple sentences using different grammatical tenses 2. Sensitize the students to the functioning of the language 3. Know the historical and cultural perspective of literary trends and movements in Sanskrit and in its literature 4. Define the origin of Sanskrit Literature 5. Demonstrate different teaching methodologies 6. Translate simple passages 7. Consolidate their communication skills in both spoken and written Sanskrit.
Programme Specific Outcomes:	<ol style="list-style-type: none"> 1. Understand and appreciate the aesthetical, social, political, cultural, etc., values expressed in various prescribed texts 2. Apply different grammatical rules to their reading and writing assignments 3. Identify the base words of nouns and different tenses 4. Read, understand, write and speak in simple Sanskrit 5. Translate simple sentences related to the themes given

List of Courses:

Semester	Course Code	Title of the Course	Core/Elective/ Soft Skill	Credits
I	BFC-LS001	Paper I – Poetry, Grammar and History of Sanskrit Literature	C	3
II	BFC-LS002	Paper II – Prose, Grammar and History of Sanskrit Literature	C	3
III	BFC-LS003	Paper III – Drama, Grammar and History of Sanskrit Literature	C	3
IV	BFC-LS004	Paper IV – Alankara, Didactic & Modern literatures and Translation	C	3

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

100L1G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-I

Inst.Hrs. : 6
Credits : 3

Year : I
Semester : I

Paper I – Poetry, Grammar and History of Sanskrit Literature

Course Outcomes	<ol style="list-style-type: none"> 1. Remember the usage of grammatical tenses in constructing sentences in dialogue. 2. Apply the rules of usage in practice exercises and identify errors 3. Explain the nuances in the usage of various grammatical tenses and aspects 4. Demonstrate knowledge of various expressions of opinion, emotions, cause, effect, purpose, and hypothesis in French 5. Communicate in French and summarize the given text 	
Course Objectives	Understand the basic Sanskrit sentence structure	K1
	To provide the glimpses of the rich Sanskrit literary tradition through reading the literary composition	K2
	Explain the language of this Mahakavya which is highly elaborate and polished with continual play upon words and variety of metres	K3
	Analyse and interpret expressions of cause, effect, purpose, and opposition in Sanskrit	K4
	Evaluate grammatical nature of verses	K5
Units		
I	Introduction to Sanskrit (Alphabets, Two letter words and three letter words) Grammar: <i>akārāntaḥ puṁliṅgaḥ śabda-s</i> - 1. बाल (<i>Bāl a</i>) and 2. देव (<i>Deva</i>) <i>ākārāntaḥ strīliṅgaḥ śabda-s</i> - 1. बाला (<i>Bāl ā</i>) and 2. लता (<i>Lat ā</i>) <i>akārāntaḥ napuṁsakaliṅgaḥ śabda-s</i> - 1. फल (<i>Phal a</i>) and 2. वन (<i>Vana</i>)	
II	Introduction to <i>Rāmāyana</i> , <i>Kālidāsa</i> and his poetic works Text: <i>Raghuvamśa</i> (Canto I) Verses 1-15	
III	Introduction to the works of <i>Bhāravi</i> - Text: <i>Raghuvamśa</i> (canto I) Verses 16-30	
IV	Introduction to the works of <i>Śrī Harṣha</i> - Text: <i>Raghuvamśa</i> (Canto I) Verses 31-45	
V	Grammar: Conjugations - <i>Laṭ lakāra-s</i> – (Present tense) (i) गच्छति (<i>Gacchat i</i>) (ii) तिष्ठति (<i>Ti ṣṭ hat i</i>) (iii) पठति	

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

	<p>(<i>Paṭ hat i</i>) (i v) नृत्यति (<i>Ṇṭ yat i</i>) (v) कुप्यति (<i>Kupyat i</i>) (vi) कथयति (<i>Kat hayat i</i>) (vi i) गणयति (<i>Ḡanayat i</i>) (vi i i) अस्ति (<i>Ast i</i>) (i x) करोति (<i>Kar ot i</i>) (x) शृणोति (<i>Śṛ not i</i>) Indeclinables (Avyayaani) - अपि (<i>api</i>), कदा (<i>kadā</i>), च (<i>ca</i>), अद्य (<i>adya</i>), विना (<i>vi nā</i>), सह (<i>saha</i>), तत्र (<i>t at ra</i>), किम् (<i>ki m</i>), यदि (<i>yadi</i>) - तर्हि (<i>t ar hi</i>), यथा (<i>yat hā</i>) - तथा (<i>t at hā</i>) Prefixes (<i>Upasargas</i>) - आङ् (<i>āṅ</i>), वि (<i>vi</i>), परि (<i>pari</i>), अनु (<i>anu</i>), अधि (<i>adhi</i>), उत् (<i>ut</i>), प्रति (<i>pr at i</i>), उप (<i>upa</i>), प्र (<i>pr a</i>) निर् (<i>ni r</i>)</p>
Book recommended for Reference	<p><i>Kalāśālā-Saṁskṛta-Sukhabodhinī - I</i> To be Published by: University of Madras, Chennai - 5</p>

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	S	M	S	S
CO 2	S	S	S	S	S
CO 3	S	S	M	M	S
CO 4	S	S	M	S	S
CO 5	S	S	S	S	S

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

100L2G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-II

Inst.Hrs. : 6
Credits : 3

Year : I
Semester : II

Paper II – Prose, Grammar and History of Sanskrit Literature

Course Outcomes	<ol style="list-style-type: none">1. Understand and apply grammatical concepts in drafting sentences and paragraphs2. Apply the rules and regulations in handling usage of Lrt lakara and Asmad Sabdah, practice exercises and identify errors3. Form an idea of the aesthetic expressions that make Sanskrit composition get the position of pride in world literature4. Demonstrate knowledge of various expressions of opinion, emotions, cause, effect, purpose, and hypothesis in Sanskrit5. Appreciate the art of employment of Alankaras in a prose form of poetry	
Course Objectives	Provide acquaintance with prose literature in Sanskrit through a study of one of the best texts of prose, which would pave the way for gaining sufficient grounding in the language	K1
	Enumerate various grammatical tenses and use them to communicate in Sanskrit language	K2
	Summarize the stories of Panchatantra and discuss in	K3
	Analyze and interpret expressions of cause, effect, purpose, and opposition in Sanskrit	K4
	Evaluate and comprehend text passages	K5
Units		
I	Introduction to Prose literature in Sanskrit Grammar: <i>ikārāntaḥ puṁliṅgāḥ śabdāḥ</i> - 1. कवि (<i>Kavi</i>) and 2. रवि (<i>Ravi</i>) <i>ikārāntaḥ strīliṅgaḥ śabdaḥ</i> - 1. मति (<i>Mati</i>) <i>ikārāntaḥ strīliṅgaḥ śabdaḥ</i> - 1. नदी (<i>Nadi</i>) <i>ikārāntaḥ napuṁsakaliṅgaḥ śabdaḥ</i> 1. वारि (<i>Vari</i>)	
II	Introduction to <i>Māhābhārata</i> , the author of बालरामायणम् (<i>Bālarāmāyaṇam</i>) and his works Text: <i>Bālakāṇḍam</i> of <i>Bālarāmāyaṇam</i>	
III	Introduction to the works of <i>Baṇa</i> (<i>Kādambarī</i> and <i>Harṣacaritam</i>), <i>Daṇḍin</i> (<i>Daśakumāracaritam</i> and <i>Avantisundarīkathā</i>) and <i>Subandhu</i> (<i>Vāsavadattā</i>)	
IV	Introduction to Historical <i>Kāvyas</i> in Sanskrit - The works of <i>Kalhaṇaḥ</i> , <i>Bilhaṇaḥ</i> , <i>Bāṇaḥ</i> and <i>Pravarasenaḥ</i>	

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

V	<p>Grammar: Conjugations - <i>Lañ lakārah</i> (Past tense) (i) अगच्छत् (<i>Agacchat</i>) (ii) अतिष्ठत् (<i>Atiṣṭhat</i>) (iii) अपठत् (<i>Apaṭhat</i>) (iv) अनृत्यत् (<i>Anṛtyat</i>) (v) अकुप्यत् (<i>Akupyat</i>) (vi) अकथयत् (<i>Akat hayat</i>) (vii) अगणयत् (<i>Aganayat</i>) (viii) आसीत् (<i>Asit</i>) (ix) अकरोत् (<i>Akarot</i>) (x) अशृणोत् (<i>Aśṛnot</i>)</p> <p>Indecl i nabl es: (a) तुमुन् (<i>Tumun</i>) suffix ended words (Infinitive forms) (i) गन्तुम् (<i>Gantum</i>) (ii) स्थातुम् (<i>Stahātum</i>) (iii) पठितुम् (<i>Paṭhitum</i>) (iv) नर्तितुम् (<i>Nartitum</i>) (v) कोपितुम् (<i>Kopitum</i>) (vi) कथयितुम् (<i>Kat hayitum</i>) (vii) गणयितुम् (<i>Ganayitum</i>) (viii) भवितुम् (<i>Bhavitum</i>) (ix) कर्तुम् (<i>Kartum</i>) (x) श्रोतुम् (<i>Śrotum</i>) (b) क्त्वा (<i>Kṛvā</i>) suffix ended words (Past passive participles) (i) गत्वा (<i>Gatvā</i>) (ii) स्मृत्वा (<i>Smṛtvā</i>) (iii) गणयित्वा (<i>Ganayitvā</i>) (iv) पठित्वा (<i>Patitvā</i>) (v) कृत्वा (<i>Kṛtvā</i>) (c) ल्यप् (<i>Lyap</i>) suffix ended words (Past passive participles) (i) आगत्य (<i>Āgatya</i>) (ii) विस्मृत्य (<i>Vismṛtya</i>) (iii) विगणय्य (<i>Viganayya</i>) (iv) प्रपठ्य (<i>Prapaṭhya</i>) (v) अनुकृत्य (<i>Anukṛtya</i>)</p>
Book recommended for Reference	<p><i>Kalāsālā-Saṃskṛta-Sukhabodhinī - II</i> To be Published by: University of Madras, Chennai - 5</p>

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	M	S	M	S
CO 2	S	M	S	S	S
CO 3	S	S	S	M	S
CO 4	S	S	M	S	S
CO 5	S	S	S	S	S

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

200L3G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-III

Inst.Hrs. : 6
Credits : 3

Year : II
Semester : III

Paper III – Drama, Grammar and History of Sanskrit Literature

Course Outcomes	<ol style="list-style-type: none"> 1. Be familiar with the style of the great Sanskrit Dramatist Bhasa 2. Be able to appreciate the aesthetical, social, political, cultural, etc., values expressed in prescribed composition 3. Understand the structural patterns of Sanskrit dramatic composition 4. Develop the finer and minor nuances of Nataka form of drama 5. Analyze the literary texts
UNITS	
I	Introduction to Dramaturgy – Ten types of Drama - Characteristics and features (<i>Nāndī, Sūtradhāra, Sthāpanā</i> and <i>Bharatavākyam</i>) of Sanskrit Dramas. Prose Text: <i>Karṇabhāram</i> - Page. 01 - 10 (till 10 <i>Slokās</i>)
II	Characteristics and features (<i>Vastu, Netā</i> and <i>Rasas</i>) of Sanskrit Drama - Prose Text: <i>Karṇabhāram</i> - Page. 11 - 20 (till 17 <i>Slokās</i>)
III	Authorship of 13 Trivandrum play of <i>Bhāsa</i> - Introduction to the Dramas of <i>Kālidāsa, Bhavabhūti, Harṣavardhana</i> and <i>Rājaśekhara</i> Text: <i>Karṇabhāram</i> - Page. 21 - 32 (Upto the end)
IV	Introduction to the dramatic works of <i>Viśākhadatta, Śūdraka, Bhaṭṭanārāyaṇa</i> and <i>Murāri</i> - Introduction to Allegorical dramas 1. <i>Prabodhacandrodaya</i> and 2. <i>Saṅkalpasūryodaya</i>
V	Introduction to <i>Campū</i> literature 1. <i>Bhojacampū</i> 2. <i>Viśvaguṇādarśacampū</i> and 3. <i>Nalacampū</i> Grammar – <i>Lṛṭ lakārāḥ</i> (Future tense) (i) गमिष्यति (<i>Gami śyat i</i>) (ii) स्थास्यति (<i>St hāsyat i</i>) (iii) पठिष्यति (<i>Paṭ hi śyat i</i>) (iv) नर्तिष्यति (<i>Nart i śyat i</i>) (v) कोपिष्यति (<i>Kopi śyat i</i>) (vi) कथयिष्यति (<i>Kat hayi śyat i</i>) (vii) गणयिष्यति (<i>Ganayi śyat i</i>) (viii) भविष्यति (<i>Bhavi śyat i</i>) (ix) करिष्यति (<i>Kari śyat i</i>) (x) श्रोष्यति (<i>Ś rośyat i</i>) Declensions: (<i>Sar vanānāśabdāḥ</i>) - 1. तद् शब्दः (<i>Tad śabdah</i>) i n al I gender s 2. अस्मद् शब्दः (<i>Asnad śabdah</i>) 3. युष्मद् शब्दः (<i>Yuśmad śabdah</i>)

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

Course Objectives	Understand the structure and use of different phrases and Idioms in Sanskrit Drama and grammatical aspects of <i>Karṇabhāram</i>	K2
	Enhance one's ability to converse freely in the language, which is considered to be a specialized skill as far as the Sanskrit Language goes	K2
	Draft and summarize the literary texts	K3
	Identify and apply different grammatical peculiarities	K3
	Analyze and critically assess the literary texts	K4

Book recommended for Reference	<p style="text-align: center;"><i>Kalāśālā-Saṃskṛta-Sukhabodhinī - III</i></p> <p style="text-align: center;">To be Published by: University of Madras, Chennai - 5</p>
---------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	M	M	S	S
CO 2	S	S	S	S	S
CO 3	S	M	M	S	S
CO 4	S	S	M	S	S
CO 5	S	S	S	S	S

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023
EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024

200L4G

FOUNDATION COURSE: PART-I SANSKRIT PAPER-IV

Inst.Hrs. : 6
Credits : 3

Year : II
Semester : IV

Paper IV – Alankara, Didactic & Modern literatures and Translation

Course Outcome	<ol style="list-style-type: none"> 1. Apply the usage of compound words 2. Differentiate the alankaras 3. Translate the prose passages prescribed 4. Identify and apply different grammatical tenses of “Mahabharata” related translation 5. Analyze and critically assess the literary texts
UNITS	
I	Introduction to Didactic literature (<i>Pañcatantram</i> and <i>Hitopadeśah</i>) Text: The lion and the hare शशकसिंहकथा (<i>Śaśakasimhakathā</i>) from <i>Pañcatantram</i> and The jackal and the elephant शृगालहस्तिकथा (<i>Śrgālahastikathā</i>) a story from <i>Mitralābhaḥ</i> of <i>Hitopadeśah</i>
II	<i>Alaṅkārah</i> - i. <i>Upamā</i> , ii. <i>Rūpakam</i> , iii. <i>Ullekhaḥ</i> , iv. <i>Utprekṣā</i> and v. <i>Vyatirekaḥ</i>
III	Introduction to Modern literature - Introduction to अर्थशास्त्रम् (<i>Artha śāstram</i>) of चाणक्यः (<i>Cāṇakyaḥ</i>) - Introduction to मयमतम् (<i>Mayamatam</i>) - Introduction to नीतिद्विषष्टिका (<i>N t i d v i ṣ a ṣ ṭ h i k ā</i>) - <i>S l o k ā s</i> - 1 t o 10 - I n t r o d u c t i o n t o t h e l i f e h i s t o r y o f श्रीआदिशङ्कराचार्यः (<i>Śrī -Ādi śaṅkar ācār yaḥ</i>), श्रीरामानुजाचार्यः (<i>Śrī Rāmānuj ācār yaḥ</i>) and श्रीमध्वाचार्यः (<i>Śrī Mādhvācār yaḥ</i>)
IV	Introduction to Modern literature in Sanskrit - Text: तिरुक्कुरळ् संस्कृतानुवादः (Sanskrit translation of Tirukkural) <i>Slokās</i> 1 to 10 ईश्वरवन्दनम् (<i>Kaḍavuḷ Vāzhththu</i>) by कलियन् रामानुजजीयर् (<i>Kaliyan Rāmānujajīyar</i>) नालडियार् (<i>Nālaḍiyār</i>) translated by श्री एस्. एन्. रामदेशिकः (<i>Śrī S N Rānadeśi ka</i>) - <i>S l o k ā s</i> : 1 t o 5
V	Translation from prose section Unit - I stories Grammar: Conjugation - <i>Loṭ lakārāḥ</i> (Imperative mood) (i) गच्छतु (<i>Gacchat u</i>) (i i) तिष्ठतु (<i>Ti ṣ ṭ hat u</i>) (i i i) पठतु (<i>Paṭ hat u</i>) (i v) शृणोतु (<i>Śr ṇ ot u</i>) (v) करोतु (<i>Kar ot u</i>)

UNIVERSITY OF MADRAS
UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE
SYLLABUS WITH EFFECT FROM 2022-2023

Course Objectives	Demonstrate the usage of connecting words	K2
	Understand the alankaras which are used in devotional lyrics	K2
	Draft and summarize the literary texts	K3
	Identify the meaning, types of figure of speech of the prescribed text	K3
	Analyze and critically assess the literary texts	K4

Book recommended for Reference	<i>Kalāsālā-Saṃskṛta-Sukhabodhinī - IV</i> To be Published by: University of Madras, Chennai - 5
---------------------------------------	------------------------------------------------------------------------------------------------------------

Mapping with Programme Outcomes:

	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO1	S	S	M	S	S
CO2	S	S	M	S	S
CO3	S	S	M	S	S
CO4	S	M	S	S	S
CO5	S	S	S	S	M

S-Strong M-Medium L-Low

UNIVERSITY OF MADRAS U.G. AND FIVE YEAR INTEGRATED PG DEGREE PROGRAMS FOUNDATION COURSE: PART I – ARABIC <small>(EXISTING SYLLABUS (22-23) FOLLOWED FROM THE ACADEMIC YEAR 2023-2024)</small>	
Programme:	U.G. AND FIVE YEAR INTEGRATED P.G. DEGREE PROGRAMS FOUNDATION COURSE: PART I – ARABIC
Programme Code:	BFC-LA23
Duration:	4 Semesters
On successful completion of this program, the graduates are expected to achieve the following:	
Programme Outcomes:	<ol style="list-style-type: none"> 1. Acquire the knowledge of the structure of Arabic words 2. Acquaint with the knowledge of basic Arabic grammar 3. Become familiar with the knowledge of phonetic system of Arabic language 4. Able to communicate in Arabic 5. Have the knowledge of moral values in the light of Quran and Hadith
Programme Specific Outcomes:	<ol style="list-style-type: none"> 1. Understand the sounds and phrasing of Arabic language. 2. Learn the basic Arabic grammar 3. Develop communication skills in Arabic 4. Acquire new vocabulary in Arabic 5. Learn the moral values of the Holy Quran and Sunnah

List of Courses:

Semester	Course Code	Title of the Course	Foundation Course	Credits
I	100L1H	Paper I : Prose	FC	3
II	100L2H	Paper II : Grammar	FC	3
III	200L3H	Paper III : Communication Skill in Arabic	FC	3
IV	200L4H	Paper IV : Quran and Hadith	FC	3

Course I	Course Code	Title of the Course	Credits
FC	100L1H	Paper I : Prose	3
Course Outcomes	<ol style="list-style-type: none"> 1. Understand the correct pronunciation of Arabic letters 2. Understand the structure-based composition. 3. Acquire new vocabulary in Arabic 4. Read the Arabic sentences without diacritical marks 5. Able to write the simple sentences in Arabic without errors. 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Understand basic Arabic grammar. 2. Understand the structure of Arabic language. 3. Employ sentence making. 4. Enhance vocabulary. 5. Improve reading and writing skills. 		
Units			
I	(دروس اللغة العربية لغير الناطقين بها، الجزء الأول، الدكتور ف. عبد الرحيم) من الدرس الأول إلى الدرس الرابع		
II	من الدرس الخامس إلى الدرس الثامن		
III	من الدرس التاسع إلى الدرس الثالث عشر		
IV	من الدرس الرابع عشر إلى الدرس الثامن عشر		
V	من الدرس التاسع عشر إلى الدرس الثالث والعشرين		

Prescribed Text Book	دروس اللغة العربية لغير الناطقين بها، الجزء الأول، الدكتور ف. عبد الرحيم Duroos Al-Lugha Al-Arabiyya – Part I, By Dr. V. Abdur Rahim
Reading List (Print and online)	معجم الكلمات الواردة في دروس اللغة العربية لغير الناطقين بها مفتاح دروس اللغة العربية لغير الناطقين بها القراءة الراشدة – الشيخ أبو الحسن علي الحسيني الندوي القراءة المفيدة – الدكتور محمد يوسف كوكن العمري منهاج العربية – السيد النبي حيدرآبادي www.alnahw.com

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	3	3	3	2	1

3-Strong 2-Medium 1-Low

Course II	Course Code	Title of the Course	Credits
FC	100L2H	Paper II : Grammar	3
Course Outcomes	<ol style="list-style-type: none"> 1. Able to use basic grammatical structure. 2. Develop reading skills and reading speed 3. Acquire new vocabulary in Arabic 4. Understand the different types of sentences. 5. Able to construct simple sentences in Arabic 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Understand basic Arabic grammar. 2. Understand the correct usage of Arabic grammar. 3. Employ sentence making. 4. Enhance vocabulary. 5. Improve reading and writing skills. 		
Units			
I	(قواعد اللغة العربية الأساسية، الدكتور سيد رحمة الله) من الدرس الأول إلى الدرس الرابع		
II	من الدرس الخامس إلى الدرس الثامن		
III	من الدرس التاسع إلى الدرس الثاني عشر		

IV	من الدرس الثالث عشر إلى السادس عشر
V	من الدرس السابع عشر إلى الدرس العشرين
Prescribed Text Book	قواعد اللغة العربية الأساسية، الدكتور سيد رحمة الله Basic Arabic Grammar, By Dr. Syed Rahmathullah
Reading List (Print and online)	النحو الواضح – علي الجارم ومصطفى أمين دليل النحو الواضح – الدكتور بشير أحمد جمالي سهل العوامل – الدكتور تاج الدين المناني النحو الميسر للكبار والصغار – علي محمود عقيلي القواعد التطبيقية في اللغة العربية – الدكتور نديم دعكور www.alnahw.com

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	3	3	3	3	1

3-Strong 2-Medium 1-Low

Course III	Course Code	Title of the Course	Credits
FC	200L3H	Paper III : Communication Skill in Arabic	3
Course Outcomes	<ol style="list-style-type: none"> 1. Understand the basics of Arabic language. 2. Learn the structure of Arabic words. 3. Familiarize with the phonetic system of Arabic. 4. Able to communicate in Arabic 5. Able to translate from Arabic to English and vice versa 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Understand the sounds and phrasing of Arabic language. 2. Acquire new vocabulary and apply in context. 3. Develop communication skills in Arabic. 4. Understand the different aspects of communication. 5. Learn to communicate in everyday interactions. 		
Units			
I	(الكتاب الأساسي في تعليم اللغة العربية لغير الناطقين بها، الجزء الأول – السعيد محمد بدوي وفتحي علي يونس) التعارف – في المطار (١)		
II	في الفندق – في المطعم		
III	في البنك – عند الطبيب (١)		

IV	في الطريق - في مكتب البريد
V	في السوق (١) - في السوق (٢)
Prescribed Text Book	<p>الكتاب الأساسي في تعليم اللغة العربية لغير الناطقين بها، الجزء الأول - السعيد محمد بدوي وفتحي علي يونس</p> <p>Al Kitaab Al Asaasi Fi Taleem Al Lughha Al Arabiyya Li Ghair An Naatiqeena Biha - Part I, By Sayeed Muhaamad Badawi and Fathi Ali Yunus</p>
Reading List (Print and online)	<p>A Practice Book on Gulf Arabic, By Dr. Abdul Jaleel. T</p> <p>Arabic Conversation Book, By Mohd. Harun Rashid and Khalid Perwez</p> <p>A Hand book of Commercial Arabic by Dr. Aboobacker K.P</p> <p>العربية لغير العرب - د. مصطفى حسن الرئيس، الأزهر</p> <p>العربية للحياة - جامعة الملك سعود</p> <p>القراءة العربية لغير العرب - وزارة التربية بالكويت</p> <p>www.talkinarabic.com</p>

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	3	3	3	2	1

3-Strong 2-Medium 1-Low

Course IV	Course Code	Title of the Course	Credits
FC	200L4H	Paper IV : Quran and Hadith	3
Course Outcome	<ol style="list-style-type: none"> 1. Know the principal textual sources of the Islamic tradition: The Qur'an and the Hadith. 2. Know the role of Quran and Hadith in the synthesis of Islamic faith and practice. 3. Understand the structure of Arabic grammar through Quran and Hadith. 4. Understand the methodology of translation of Quran and Hadith. 5. Understand the moral values of Quran and Hadith 		
Pre-requisites, if any:	Nil		
Course Objectives	<ol style="list-style-type: none"> 1. Know the importance of Quran and Hadith. 2. Understand the style of Quran and Hadith. 3. Understand the role of Quran and Hadith in the Islamic faith and law. 		

	<p>4. Know the structure of Arabic grammar through the examples from Quran and Hadith.</p> <p>5. Learn the cultural and moral values.</p>
Units	
I	<p>(١. سورة لقمان من القرآن الكريم ٢. أحاديث سهلة للدكتور ف. عبد الرحيم)</p> <p style="text-align: right;">سورة لقمان</p> <p style="text-align: right;">من الآية ١ إلى الآية ١٠</p>
II	من الآية ١١ إلى ٢٠
III	من الآية ٢١ إلى ٣٤
IV	<p style="text-align: right;">أحاديث سهلة</p> <p style="text-align: right;">من الحديث ١ إلى الحديث ١٠</p>
V	من الحديث ١١ إلى الحديث ٢٠
Prescribed Text Book	<p style="text-align: right;">١. سورة لقمان من القرآن الكريم</p> <p style="text-align: right;">٢. أحاديث سهلة للدكتور ف. عبد الرحيم</p> <p>1) Sooratu Luqman</p> <p>2) Ahadeeth Sahlah By Dr. V. Abdur Rahim</p>
Reading List (Print and online)	<p>Tafsir Al-Jalalain</p> <p>The Noble Quran, Dr. Muhammad Muhsin Khan and Muhammad Taqi-Ud-Dhin Al-Hilali</p> <p style="text-align: right;">الأربعون النووية</p> <p style="text-align: right;">نصوص من الحديث النبوي الشريف، الدكتور ف. عبد الرحيم</p>

شرح أحاديث سهلة، الدكتور ش. عبد المالك

<https://quran.com/>

<https://sunnah.com/nawawi40>

Method of Evaluation:

Internal Assessment	End Semester Examination	Total	Grade
25	75	100	

Methods of assessment:

Recall (K1) - Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) - MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) - Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) - Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) - Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) - Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO	1	2	3	3	3

3-Strong

2-Medium

1-Low

UNIVERSITY OF MADRAS

FOUNDATION COURSE: ENGLISH

SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR - SEMESTER IV

PAPER II –GENERAL ENGLISH

Subject Code	Category	L	T	P	S	Credits	Inst. Hours	Marks		
								CIA	External	Total
200L4ZU	Part II	Y	Y	-	-	3	6	25	75	100
Learning Objectives										
LO1	To help learners imbibe goal-setting attitude.									
LO2	To enable them to understand the value of integrity.									
LO3	To help them deal with emotions.									
LO4	To teach the learners to frame sentences using tenses.									
LO5	To enhance reporting skills.									
Unit No.	Unit Title & Text							No. of Periods for the Unit		
I	GOAL SETTING (UNICEF) Life Story 1.1 From Chinese Cinderella – Adeline Yen Mah 1.2 Why I Write - George Orwell Short Essay 1.3 On Personal Mastery – Robin Sharma 1.4 On the Love of Life – William Hazlitt							20		
II	INTEGRITY Short Story 2.1 The Taxi Driver – K.S. Duggal 2.2 Kabuliwala - Rabindranath Tagore 2.3 A Retrieved Reformation – O Henry Extract from a play 2.4 The Quality of Mercy (Trial Scene from the Merchant of Venice - Shakespeare)							20		
III	COPING WITH EMOTIONS Poem 3.1 Pride – Dahlia Ravikovitch 3.2 Phenomenal Woman – Maya Angelou Reader’s Theatre 3.3 The Giant’s Wife A Tall Tale of Ireland – William Carleton 3.4 The Princess and the God : A Tale of Ancient India							20		

UNIVERSITY OF MADRAS

FOUNDATION COURSE: ENGLISH

SYLLABUS WITH EFFECT FROM 2023-2024

IV	Language Competency Sentences 4.1 Simple Sentences 4.2 Compound Sentences 4.3 Complex Sentences Direct and Indirect Speech	15
V	Report Writing 5.1 Narrative Report 5.2 Newspaper Report Drafting Speeches 5.3 Welcome Address 5.4 Vote of Thanks	15

Course Outcomes

Course Outcomes	On completion of this course, students will	
CO1	Determine their goals	PO1,PO7
CO2	Identify the value of integrity.	PO1,PO2,PO10
CO3	Deal with emotions.	PO4,PO6,PO9
CO4	Frame grammatically correct sentences	PO4,PO5,PO6
CO5	Write cohesive reports.	PO3,PO8

Text Books (Latest Editions)

1	Oxford Practice Grammar , John Eastwood, Oxford University Press
2	Cambridge Grammar of English , Ronald Carter and Michael McCarthy
3.	George Orwell Essays, Penguin Classics

Web Resources

1	http://www.gradesaver.com/George-orwell-essays/study/summary
2	O' Henry. A Retrieved Reformation. https://americanenglish.state.gov/files/ae/resource_files/a-retrieved-reformation.pdf
3	Maya Angelou. Phenomenal Woman. https://www.poetryfoundation.org/poems/48985/phenomenal-woman
4	The Quality of Mercy, https://poemanalysis.com
5	https://www.oxfordscholarlyeditions.com/display/10.1093/actrade/9780199235742.book.1/actrade-9780199235742-div1-106- William Hazlitt

UNIVERSITY OF MADRAS

FOUNDATION COURSE: ENGLISH

SYLLABUS WITH EFFECT FROM 2023-2024

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	3	3	3	3	3	3	3	2	3	2
CO2	2	3	3	3	2	3	3	2	2	2
CO3	3	3	3	2	3	3	3	2	3	2
CO4	3	3	3	3	3	3	3	2	2	2
CO5	3	2	3	3	3	3	3	2	2	3

3 – Strong, 2 – Medium , 1 – Low

Mapping with Programme Specific Outcomes:

CO /PO	PSO1	PSO2	PSO3	PSO4
CO1	3	3	3	3
CO2	3	3	3	3
CO3	3	3	3	3
CO4	3	3	3	3
CO5	3	3	3	3
Weightage	15	15	15	15
Weighted percentage of Course Contribution to Pos	3.0	3.0	3.0	3.0

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR – SEMESTER – IV

CORE – VII: CORPORATE ACCOUNTING – II

(Common to BCom- Co-op., Gen., AF, BM, CA, MM & ISM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
218C4A	5				5	5	25	75	100
Learning Objectives									
LO1	To know the types of Amalgamation, Internal and external Reconstruction								
LO2	To know Final statements of banking companies								
LO3	To understand the accounting treatment of Insurance company accounts								
LO4	To understand the procedure for preparation of consolidated Balance sheet								
LO5	To have an insight on modes of winding up of a company								
Prerequisite: Should have studied Financial Accounting in I Year									
Unit	Contents								No. of Hours
I	Amalgamation, Internal & External Reconstruction Amalgamation – Meaning - Purchase Consideration - Lump sum Method, Net Assets Method, Net Payment Method, Intrinsic Value Method - Types of Methods of Accounting for Amalgamation - The Pooling of Interest Method - The Purchase Method (Excluding Inter-Company Holdings). Internal & External Reconstruction Internal Reconstruction – Conversion of Stock – Increase and Decrease of Capital – Reserve Liability - Accounting Treatment of External Reconstruction								15
II	Accounting of Banking Companies Final Statements of Banking Companies (As Per New Provisions) - Non-Performing Assets - Rebate on Bills Discounted- Profit and Loss a/c - Balance Sheet as Per Banking Regulation Act 1949.								15
III	Insurance Company Accounts: Meaning of Insurance – Principles – Types – Preparation of Final Accounts of Insurance Companies – Accounts of Life Insurance Business – Accounts of General Insurance Companies -New Format.								15
IV	Consolidated Financial Statements Introduction-Holding & Subsidiary Company-Legal Requirements Relating to Preparation of Accounts -Preparation of Consolidated Balance Sheet (Excluding Inter-Company Holdings).								15
V	Liquidation of Companies Meaning-Modes of Winding Up – Preparation of Statement of Affairs and Statement of Deficiency or Surplus (List H) Order of Payment – Liquidators Remuneration- Liquidator’s Final Statement of Accounts.								15
TOTAL								75	
THEORY 20% & PROBLEMS 80%									

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

Course Outcomes	
CO1	Understand the accounting treatment of amalgamation, Internal and external reconstruction
CO2	Construct Profit and Loss account and Balance Sheet of Banking Companies in accordance in the prescribed format.
CO3	Synthesize and prepare final accounts of Insurance companies in the prescribed format
CO4	Give the consolidated accounts of holding companies
CO5	Preparation of liquidator's final statement of account
Textbooks	
1	S.P. Jain and K.L Narang. Advanced Accountancy, Kalyani Publishers, New Delhi.
2	Dr.K.S .Raman and Dr. M.A. Arulanandam , Advanced Accountancy, Vol. II, Himalaya Publishing House, Mumbai.
3	R.L. Gupta and M. Radhaswamy, Advanced Accounts, Sultan Chand, New Delhi.
4	M.C. Shukla and T.S. Grewal, Advanced Accounts Vol.II, S Chand & Sons, New Delhi.
5	T.S. Reddy and A.Murthy, Corporate Accounting II, Margham Publishers, Chennai
Reference Books	
1	B.Raman, Corporate Accounting, Taxmann, New Delhi
2	M.C.Shukla, Advanced Accounting,S.Chand, New Delhi
3	Prof. MukeshBramhbutt, Devi Ahilya publication, Madhya Pradesh
4	Anil kumar, Rajesh kumar, Advanced Corporate Accounting, Himalaya Publishing house, Mumbai.
5	PrasanthAthma, Corporate Accounting, Himalaya Publishing house, Mumbai.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.accountingnotes.net/amalgamation/amalgamation-absorption-and-reconstruction-accounting/126
2	https://www.slideshare.net/debchat123/accounts-of-banking-companies
3	https://www.accountingnotes.net/liquidation/liquidation-of-companies-accounting/12862

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	2	2	3	2	3	2	2
CO2	3	2	3	2	3	2	3	2	3	2	2
CO3	3	2	3	2	3	2	3	2	3	2	2
CO4	3	2	3	2	2	2	3	2	3	2	2
CO5	3	2	3	2	2	2	3	2	3	2	2
TOTAL	15	10	15	10	12	10	15	10	15	10	10
AVERAGE	3	2	3	2	2.4	2	3	2	3	2	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR– SEMESTER– IV

CORE PAPER VIII –PRINCIPLES OF MARKETING

(Common to BCom- Co-op., Gen., AF, BM, CA, MM & ISM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
218C4B	5				5	5	25	75	100
Learning Objectives									
LO1	To know the concept and functions of marketing								
LO2	To understand the importance of market segmentation								
LO3	To examine the stages of new product development								
LO4	To gain knowledge on the various advertising medias								
LO5	To analyse the global market environment								
Prerequisite: Should have studied Commerce in XIStd									
Unit	Contents								No. of Hours
I	Introduction to Marketing Meaning – Definition and Functions of Marketing – Evolution of Marketing Concepts – Innovations in Modern Marketing. Role and Importance of Marketing - Classification of Markets - Niche Marketing.								15
II	Market Segmentation Meaning and definition – Benefits – Criteria for segmentation –Types of segmentation – Geographic – Demographic –Psychographic – Behavioural – Targeting, Positioning & Repositioning - Introduction to Consumer Behaviour–Consumer Buying Decision Process and Post Purchase Behaviour — Motives. Freud’s Theory of Motivation.								15
III	Product & Price Marketing Mix — an overview of 4P’s of Marketing Mix – Product – Introduction to Stages of New Product Development – Product Life Cycle — Pricing – Policies – Objectives –Factors Influencing Pricing– Kinds of Pricing.								15
IV	Promotions and Distributions Elements of promotion – Advertising – Objectives - Kinds of Advertising Media - Traditional vs Digital Media - Sales Promotion – types of sales promotion – Personal Selling –Qualities needed for a personal seller – Channels of Distribution for Consumer Goods-Channel Members – Channels of Distribution for Industrial Goods.								15
V	Competitive Analysis and Strategies Global Market Environment – Social Responsibility and Marketing Ethics – Recent Trends in Marketing –A Basic Understanding of E-Marketing & M-Marketing – E-Tailing – CRM –Market Research – MIS and Marketing Regulation.								15
TOTAL								75	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

CO	CourseOutcomes
CO1	Develop an understanding on the role and importance of marketing
CO2	Apply the 4p's of marketing in their venture
CO3	Identify the factors determining pricing
CO4	Use the different Channels of distribution of industrial goods
CO5	Understand the concept of E-marketing and E-Tailing
Textbooks	
1	Philip Kotler, Principles of Marketing : A South Asian Perspective, Pearson Education, NewDelhi
2	Dr.C.B.Gupta & Dr.N.Rajan Nair, Marketing Management, Sultan Chand & Sons, New Delhi.
3	Dr.Amit Kumar, Principles of Marketing, Shashi bhawan Publishing House,Chennai
4	Dr.N.Rajan Nair, Marketing, Sultan Chand & Sons.New Delhi
5	Neeru Kapoor Principles Of Marketing, PHILearning,NewDelhi
Reference Books	
1	Prof Kavita Sharma, Dr Swati Agarwal, Principles of Marketing Book,Taxmann,Newdelhi
2	Dr.J.Jayasankar, Marketing Management, Margham Publications, Chennai.
3	Assael, H.Consumer Behaviour and Marketing Action,USA :PWS-Kent
4	Hoyer, W.D. And Macinnis, D.J., Consumer Behaviour, USA: Houghton Mifflin Company
5	Baker M, Marketing Management And Strategy, Macmillan Business, Bloombury Publishing, India
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.aha.io/roadmapping/guide/marketing/introduction
2	https://www.investopedia.com/terms/m/marketsegmentation.asp
3	https://www.shiprocket.in/blog/understanding-promotion-and-distribution-management/

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	2	2	2	2	2	3	2
CO2	3	2	3	2	3	2	2	2	2	3	2
CO3	3	2	3	2	3	2	2	2	2	3	2
CO4	3	2	3	2	2	2	2	2	2	3	2
CO5	3	2	3	2	2	2	2	2	2	3	2
TOTAL	15	10	15	10	12	10	10	10	10	15	10
AVERAGE	3	2	3	2	2.4	2	2	2	2	3	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR – SEMESTER – IV

ELECTIVE IV – BUSINESS STATISTICS II

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
218E4A	4				3	4	25	75	100
Learning Objectives									
LO1	To identify the relationship between two variables through various methods of correlation.								
LO2	To obtain the value of one variable given the value of another through regression								
LO3	To learn the concepts of time series and related calculations								
LO4	To estimate the trend of the given data through various methods of time series and to construct index numbers								
LO5	To interpolate and extrapolate data for the given series								
Prerequisite: Should have studied I in III Semester of B. Com (CS)									
UNIT	Contents								No. of Hours
I	Correlation – Definition & Significance, Scatter Diagram, Calculation of Correlation Coefficient – Properties of Correlation Coefficient & Rank Correlation, Repeated Ranks – Correlation by Concurrent Deviation Method (Excluding Bi-Variate Frequency)								9
II	Regression Equations and Regression Coefficient – Formation of Regression Equations – Calculation of Mean and Correlation Coefficient, Standard Deviation from the given Regression Equations (Excluding Bi-Variate Frequency)								9
III	Time Series – Meaning – Uses – Components of Time Series – Method of Estimating Trend by Method of Least Squares – Method of Moving Averages – Calculation of Seasonal Indices by Simple Average Method								9
IV	Index Numbers – Importance – Construction of Index numbers – Weighted & Unweighted Indices – Laspeyres, Paasche, Marshall Edgeworth & Fishers Method – Testing of Index Formulae								9
V	Interpolation & Extrapolation – Definition – Binomial, Newton’s Advancing Difference Method – Newton’s Divided Difference Method & Lagrange Method of Interpolation								9
	Total								45
CO	Course Outcomes								
CO1	Apply the basic techniques of correlation to establish relationship between any two variables								
CO2	Use regression analysis to obtain the value of one variable given the value of another. Also can ascertain the coefficient of correlation and the mean value of the two variables with the aid of regression equations								

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

CO3	Identify the trend of the variable based on given data
CO4	Construct a price/ quantity/ cost of living/ industrial index for any given commodity based on the data given for a period
CO5	Demonstrate the knowledge of interpolating or extrapolating a value for the given period
Textbooks	
1.	Gupta S.P, Statistical Methods, Sultan Chand Publications, New Delhi
2.	Bagavathi and Pillai RSN, Practical Statistics, S Chand Publications New Delhi
3.	Vittal P.R Business Statistics, Margham Publications, Chennai
4.	Dr.S. Sachdeva, Business Mathematics & Statistics, Lakshmi Narain Agarwal, Agra
5.	A.V. Rayarikar and Dr. P.G. Dixit, Business Mathematics & Statistics, Nirali Prakashan Publishing, Pune
Reference Books	
1	Rajagopalan S P and Sattanathan R, Business Statistics and Operations Research, IVijay Nicole Imprints (P) Ltd, Chennai
2	J.K. Sharma, Fundamentals of business statistics, Vikas publishing, Noida
3	Anderson, Sweeney and Williams “Statistics for Business and Economics”, Cengage Learning
4	Aggarwal S L & Bhardwaj S L , Business Statistics., Kalyani Publishers, India
5	Dr Ramachandran R & Dr Srinivasan R, Business Statistics, Sriram Publications, India
Web Resources	
1.	https://www.statisticshowto.datasciencecentral.com › index-number
2.	5. https://www.researchgate.net › publication › 313359516_Interpolation
3.	https://www.djsresearch.co.uk › glossary › item › correlation-analysis-market

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	2	2	3	2	3	2	2
CO2	3	2	3	2	3	2	3	2	3	2	2
CO3	3	2	3	2	3	2	3	2	3	2	2
CO4	3	2	3	2	2	2	3	2	3	2	2
CO5	3	2	3	2	2	2	3	2	3	2	2
TOTAL	15	10	15	10	12	10	15	10	15	10	10
AVERAGE	3	2	3	2	2.4	2	3	2	3	2	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR – SEMESTER - IV

ELECTIVE - IV: CONSUMERISM & CONSUMER PROTECTION

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
218E4B	4				3	4	25	75	100
Learning Objectives									
LO1	To understand the nature of consumers and consumerism								
LO2	To know how consumers are exploited								
LO3	To be familiar with consumer rights and duties								
LO4	To learn about Consumer Protection Act								
LO5	To gain insights into consumerism in India.								
Prerequisite: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Consumerism Meaning of Consumer and Customer -Consumer Movements – Historical Perspectives-Concept of Consumerism –Need and Importance.								9
II	Consumer Exploitation Meaning and Causes of Consumer Exploitation- Forms of Consumer - Exploitation – Underweight Measures, High Prices, Substandard Quality, Poor or Inadequate After Sales Services-Challenges of Consumer Exploitation.								9
III	Consumer Rights and Duties Consumer Rights – John F Kennedy’s Consumer Bill of Rights. - Types of Consumer Rights – Right to Safety, Right to Information (RTI), Right to Redressal, Right to Consumer Education -Duties of Consumers.								9
IV	Consumerism in India Reasons for the Growth of Consumerism in India - Recent Trends in Consumerism - Problems Faced by Consumers in India.								9
V	Consumer Protection Act 2019 Consumer Protection Council – Central, State, Districts Consumer Protection Councils- Consumer Dispute Redressal Mechanism.								9
TOTAL								45	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

Course Outcomes	
CO1	Remember and recall aspects in consumerism
CO2	Identify the reasons for consumer exploitation
CO3	Discover the rights and duties of a consumer
CO4	Create an environment which protects the consumers in India
CO5	Critically appraise the consumer Protection Act
Textbooks	
1	Premavathy and Mohini Sethi, Consumerism – Strategies and Tactics, CBS Publication
2	Prof Kavita Sharma, Dr Swati Aggarwal, Principles of Marketing Book, Taxmann
3	Dr. J. Jayasankar, Marketing Management, Margham Publications, Chennai.
4	Assael, H, Consumer Behaviour and Marketing Action, PWS-Kent, USA
Reference Books	
1	Hoyer, W.D.. and MacInnis, D.J., Consumer Behaviour, Houghton Mifflin Company, USA
2	Y.V. Rao, Consumer Protection Act, 1986, Asia Law House, Hyderabad
3	G B. Reddy and Baglekar Akash Kumar, Consumer Protection Act, Eastern Book Company, Bengaluru
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://lawcorner.in/forms-of-consumer-exploitation/
2	https://consumeraffairs.nic.in/en/organisation-and-units/division/consumer-protection-unit/consumer-rights
3	http://www.chdsla.gov.in/right_menu/act/pdf/consumer.pdf

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	2	2	2	2	3	2	2
CO2	3	2	2	2	3	2	2	2	3	2	2
CO3	3	2	3	2	3	2	2	2	3	2	2
CO4	3	2	2	2	2	2	2	2	3	2	2
CO5	3	2	3	2	2	2	2	2	3	2	2
TOTAL	15	10	13	10	12	10	10	10	15	10	10
AVERAGE	3	2	2.6	2	2.4	2	2	2	3	2	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR– SEMESTER– IV

ELECTIVE IV –GST & CUSTOMS LAW

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
218E4C	5				3	4	25	75	100
Learning Objectives									
LO1	To get introduced to history and types of taxes								
LO2	To gain knowledge about Customs Duty.								
LO3	To be familiar the GST and types								
LO4	To get familiarise with taxable events under GST								
LO5	To learn the process of GST registration and assessment, tax payment and GST audit.								
Prerequisite: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	HISTORY OF TAXATION History of Taxation – Elements of Tax – Objectives of Taxation – Cannonsof Taxation – Tax System in India -Classification of Taxes.								15
II	CUSTOMS ACT 1962 Customs Act 1962 – Definition, Concepts and Scope – Levy and Collectionof Customs Duty – Classification of Goods – Assessment of Duty – Valuation of Goods under Customs Act – Prohibition on Importation & Exportation of Goods – Demand and Recovery of Customs Duty – Clearanceof Goods – Baggage.								15
III	INTRODUCTION TO GST Introduction to GST - Meaning – Need – Benefit – Types – GST Council – Applicability – Exclusions. Good exempted from GST – Services exemptedfrom GST – Powers to grant Exemption from tax								15
IV	INTRODUCTION TO TAXABLE EVENTS UNDER GST Introduction to taxable events under GST – Concepts of Supply – Types of Supply – Composite Supply - Mixed Supply – Composite Levy - Introduction to value and time of supply - Time of Supply of Goods - Time of Supply of Service – Value of Supply and its Provisions								15
V	INTRODUCTION TO REGISTRATION UNDER Introduction to registration under GST –Time limit – Persons liable for Registration – Persons not liable for Registration – Compulsory Registration – Procedure – Cancellation and Revocation GST Returns – Returns under GST- Assessment and Tax Payment under GST - GST Audit.								15
TOTAL								75	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

Course Outcomes	
CO1	Classification and methods tax system in India, objective oftaxation and canons of taxation.
CO2	Outline the concepts definitions and types of customs duties.
CO3	Explain the various assessment procedures and valuation of goods, clearance of goods.
CO4	Understand the prohibition of importation and exportation of goods under customs act and powers of various customs officers.
CO5	Compile the various provisions and importance for registrationand cancellation
Textbooks	
1	Vinod K Singhanian, Indirect Taxes, Taxman’s Publications, New Delhi.
2	Dr. H.C. Mehrotra & Prof .V.P Agarwal, Goods and Services Tax (GST), Sahitya Bhawan Publications, Agra.
3	Rajat Mohan, Goods & Services Tax, Bharat Law Publications House, New Delhi.
4	CA. Pushpendra Sisodia, Indirect Tax Laws, Bharat Publications, New Delhi.
5	T.S. Reddy&Y.Hariprasad Reddy, Business Taxation, Margham Publications, Chennai
Reference Books	
1	V.S.Datey, All About GST, Taxmann Publications, New Delhi.
2	Dr.Sanjeev Kumar, Systematic Approach to Indirect Taxes with Practical problems and solutions, Bharat Law House Pvt. Ltd., New Delhi

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	3	2	3	3	3	2	2
CO2	3	2	2	2	2	2	2	2	3	2	3
CO3	3	3	3	2	3	2	3	3	3	2	2
CO4	3	2	2	2	2	2	2	2	3	2	2
CO5	3	3	3	2	3	2	3	3	3	2	3
TOTAL	15	12	13	10	13	10	13	13	15	10	12
AVERAGE	3	2.2	2.6	2	2.6	2	2.6	2.6	3	2	2.4

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR – SEMESTER – IV

Skill Enhancement Course – SEC 6 – GST Filing of Returns

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
218S4A	1	0	1		2	2	25	75	100
Learning Objectives									
LO1	To impart an over view of GST								
LO2	To teach the importance and theoretical concepts of GST								
LO3	To make students aware of the GST and its components								
LO4	To enable the students to learn the process of GST filing								
LO5	To impart an overview of GST								
Prerequisite: Should have studied Financial Accounting in I Year									
Unit	Contents								No. of Hours
I	GST-Introduction-History of evolution of GST-Basics								6
II	Tax rates under GST-CGST, SGST,IGST								6
III	Procedure for registration under GST-Procedure for GST Payments and Refunds								6
IV	GST Rates& HSN Codes-Input tax credit								6
V	E-Way bill under GST-GSTR 3B-Filing formats- Due dates-Debit and Credit note under GST-								6
	TOTAL								30
Course Outcomes									
CO1	Gain the knowledge about GST								
CO2	Understand various components of GST								
CO3	Learn about the different forms under GST								
CO4	Learn about the practical of filing of GST returns								
CO5	Application of knowledge in real-time situations								

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP

SYLLABUS WITH EFFECT FROM 2023-2024

SECOND YEAR – SEMESTER - IV

Skill Enhancement Course – SEC 7 – Professional Skills for Corporate World

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
218S4B	1	0	0		2	1	25	75	100
Learning Objectives									
LO1	To learn the basics about corporate world's expectation on skills								
LO2	To learn the skill set for interpersonal skills								
LO3	To gain insight on self-grooming								
LO4	To enable the students to understand the business etiquette								
LO5	To impart knowledge on business correspondence								
Prerequisites: Must have studied commerce in XII									
Unit	Contents								No. of Hours
I	Importance of personal Communication Skills- Conversation Techniques-Presentation Skills-Inter personal skills								6
II	BodyLanguage-MakingaFirstGreatImpression- PersonalGrooming-Importance of Corporate Dressing-Personal grooming tips for men and women								6
III	Building a self-image-need and importance-developing self-confidence and self-respect-Self-care.								6
IV	BusinessEtiquette-meaning-understandingetiquetteinworkplace- elementsofbusiness etiquette-working in diversity Professional Behaviour and its importance								6
V	Business Correspondence - importance of business correspondence- mobile and email etiquette-Business Card Etiquette–Networking-Dining Etiquette								6
TOTAL								30	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP

SYLLABUS WITH EFFECT FROM 2023-2024

Course Outcomes	
CO1	Gain the knowledge about skills for Corporate World
CO2	Understand various interpersonal skills and improve it
CO3	Learn about self- grooming
CO4	Learn about the practical aspects of business etiquette
CO5	Application of knowledge on business correspondence

REFERENCEBOOKS

Business Etiquette: A Guide For The Indian Professional Paperback-Shital KakkarMehra

WEBRESOURCES

<https://www.pdfdrive.com/business-etiquette-ibskills-international-business-skills-e9959676.html><https://archive.org/details/essentialguideto00chan/page/n1/mode/2up>

UNIVERSITY OF MADRAS
U.G. DEGREE COURSE

PART – IV - VALUE EDUCATION

Common for all U.G. & Five Year Integrated Courses
(Effective from the Academic Year 2012 – 2013)

SYLLABUS

CREDITS: 2

III YEAR / V SEM

Objective: Value are socially accepted norms to evaluate objects, persons and situations that form part and parcel of sociality. A value system is a set of consistent values and measures. Knowledge of the values are inculcated through education. It contributes in forming true human being, who are able to face life and make it meaningful. There are different kinds of values like, ethical or moral values, doctrinal or ideological values, social values and aesthetic values. Values can be defined as broad preferences concerning appropriate courses of action or outcomes. As such, values reflect a person's sense of right and wrong or what "ought" to be. There are representative values like, "Equal rights for all", "Excellence deserves admiration". "People should be treated with respect and dignity". Values tend to influence attitudes and behavior and help to solve common human problems. Values are related to the norms of a culture.

UNIT I: Value education-its purpose and significance in the present world – Value system – The role of culture and civilization – Holistic living – balancing the outer and inner – Body, Mind and Intellectual level – Duties and responsibilities.

UNIT II: Salient values for life – Truth, commitment, honesty and integrity, forgiveness and love, empathy and ability to sacrifice, care, unity, and inclusiveness, Self esteem and self confidence, punctuality – Time, task and resource management – Problem solving and decision making skills – Interpersonal and Intra personal relationship – Team work – Positive and creative thinking.

UNIT III: Human Rights – Universal Declaration of Human Rights – Human Rights violations – National Integration – Peace and non-violence – Dr.A P J Kalam's ten points for enlightened citizenship – Social Values and Welfare of the citizen – The role of media in value building.

UNIT IV: Environment and Ecological balance – interdependence of all beings – living and non-living. The binding of man and nature – Environment conservation and enrichment.

UNIT V: Social Evils – Corruption, Cyber crime, Terrorism – Alcoholism, Drug addiction – Dowry – Domestic violence – untouchability – female infanticide – atrocities against women – How to tackle them.

UNIVERSITY OF MADRAS
U.G. DEGREE COURSE

Books for Reference :

1. M.G. Chitakra: Education and Human Values, A.P.H. Publishing Corporation, New Delhi, 2003.
2. Chakravarthy, S.K: Values and ethics for Organizations: Theory and Practice, Oxford University Press, New Delhi, 1999.
3. Satchidananda, M.K: Ethics, Education, Indian Unity and Culture, Ajantha Publications, Delhi, 1991.
4. Das, M.S. & Gupta, V.K.: Social Values among Young adults: A changing Scenario, M.D. Publications, New Delhi, 1995.
5. Bandiste, D.D.: Humanist Values: A Source Book, B.R. Publishing Corporation, Delhi, 1999.
6. Ruhela, S.P.: Human Values and education, Sterling Publications, New Delhi, 1986.
7. Kaul, G.N.: Values and Education in Independent Indian, Associated Publishers, Mumbai, 1975.
8. NCERT, Education in Values, New Delhi, 1992.
9. Swami Budhananda (1983) How to Build Character A Primer : Rmakrishna Mission, New Delhi.
10. A Culture Heritage of India (4 Vols.), Bharatiya Vidya Bhuvan, Bombay, (Selected Chapters only)
11. For Life, For the future : Reserves and Remains – UNESCO Publication.
12. Values, A Vedanta Kesari Presentation, Sri Ramakrishna Math, Chennai, 1996.
13. Swami Vivekananda, Youth and Modern India, Ramakrishna Mission, Chennai.
14. Swami Vivekananda, Call to the Youth for Nation Building, Advaita Ashrama, Calcutta.
15. Awakening Indians to India, Chinmayananda Mission, 2003.

UNIVERSITY OF MADRAS

U.G. DEGREE COURSE

ENVIRONMENTAL STUDIES PROGRAMME

ABILITY ENHANCEMENT COMPULSORY COURSES
(AECC- Environmental Studies)

Syllabus with effect from the academic year 2018-2019
(i.e. for batch of candidates admitted to the course from the academic year 2017-18)

Credits: 2

II Year / III/IV Sem.

Unit 1: Introduction to Environmental Studies

- Multidisciplinary nature of environmental studies;
- Scope and importance; concept of sustainability and sustainable development.

Unit 2 : Ecosystem (2 lectures)

- What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem:
Food chains, food webs and ecological succession, Case studies of the following ecosystem:
 - a) Forest ecosystem
 - b) Grassland ecosystem
 - c) Desert ecosystem
 - d) Aquatic ecosystem (ponds, stream, lakes, rivers, ocean, estuaries)

Unit 3: Natural Resources : Renewable and Non – renewable Resources (6 lectures)

- Land resources and land use change: Land degradation, soil erosion and desertification.
- Deforestation : Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations.
- Water : Use and over –exploitation of surface and ground water, floods, droughts, conflicts over water (international and inter-state).
- Energy resources : Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

Unit 4: Biodiversity and Conservation (8 lectures)

- Levels of biological diversity: genetics, species and ecosystem diversity, Biogeographic zones of India: Biodiversity patterns and global biodiversity hot spots
- India as a mega- biodiversity nation, Endangered and endemic species of India.
- Threats to biodiversity: Habitat loss, poaching of wildlife, man- wildlife conflicts, biological invasions; Conservations of biodiversity: In-situ and Ex-situ Conservation of biodiversity.
- Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.

Unit 5: Environmental Pollution (8 lectures)

- Environmental pollution: types, causes, effects and controls: Air, Water, soil and noise Pollution.
- Nuclear hazards and human health risks
- Solid waste management: Control measures of urban and industrial waste
- Pollution case studies.

UNIVERSITY OF MADRAS

U.G. DEGREE COURSE

Unit 6: Environmental Policies & Practices (8 lecturers)

- Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture
- Environment Laws: Environment Protection Act, Air (Prevention & Control of Pollution) Act; Water (Prevention and Control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD).
- Nature reserves, tribal populations and rights, and human Wildlife conflicts in Indian context.

Unit 7: Human Communities and the Environment (7 lectures)

- Human population growth, impacts on environment, human health and welfare.
- Resettlement and rehabilitation of projects affected persons; case studies.
- Disaster management: floods, earthquake, cyclone and landslides.
- Environmental movements : Chipko, Silent Valley, Bishnois of Rajasthan.
- Environmental ethics : Role of Indian and other religions and cultures in environmental conservation.
- Environmental communication and public awareness, case studies(e.g. CNG Vehicles in Delhi)

Unit 8 : Field Work (6 lectures)

- Visit to an area to document environmental assets: river / forest/ flora/ fauna etc.
- Visit to a local polluted site – Urban / Rural/ Industrial/ Agricultural.
- Study of common plants, insects, birds and basic principles of identification.
- Study of simple ecosystem- pond, river, Delhi Ridge etc.

(Equal to 5 Lectures)

Suggested Readings:

1. Carson , R. 2002.Silent Spring, Houghton Mifflin Harcourt.
2. Gadgil , M.,& Guha, R. 1993.This Fissured Land: An Ecological History of India. Univ.of California Press.
3. Glesson, B. and Low, N.(eds.)1999. Global Ethics and Environment, London, Routledge.
4. Gleick,P.H.1993.Water Crisis. Pacific Institute for Studies in Dev.,Environment & Security. Stockholm Env.Institute, Oxford Univ.Press.
5. Groom, Martha J., Gary K.Meffe, and Carl Ronald Carroll. Principles of Conservation Biology. Sunderland: Sinauer Associates,2006.
6. Grumbine,R.Edward, and Pandit,M.K2013.Threats from India's Himalayas dams .Science,339:36-37
7. McCully,P.1996.Rivers no more :the environmental effects of dams(pp.29-64).Zed books.
8. McNeill,John R.2000.Something New Under the Sun: An Environmental History of the Twentieth Century.
9. Odum,E.P.,Odum, H.T.& Andrees,J.1971.Fundamental of Ecology. Philadelphia Saunders.
10. Pepper,I.L.,Gerba,C.P & Brusseau,M.L.2011.Environmental and Pollution Science. Academic Press.
11. Rao,M.N.& Datta,A.K1987.Waste Water Treatment. Oxford and IBH Publishing Co.Pvt.Ltd.
12. Raven,P.H.,Hassenzahl,D.M & Berg,L.R.2012 Environment.8th edition. John Willey & sons.

UNIVERSITY OF MADRAS
U.G. DEGREE COURSE

13. Rosencranz, A., Divan,S.,& Noble, M.L.2001.Environmental law and policy in India. Tirupathi 1992.
14. Sengupta,R.2003.Ecology and Economics: An approach to sustainable development.OUP
15. Singh,J.S.,Singh,S.P and Gupta,S.R.2014.Ecology,Environmental Science and Conservation. S.Chand Publishing, New Delhi.
16. Sodhi,N.S.,Gibson,L.&Raven ,P.H(eds).2013.Conservation Biology :Voices from the Tropics. John Willey & Sons.
17. Thapar,V.1998.Land of the Tiger: A Natural History of the Indian Subcontinent.
18. Warren,C.E.1971.Biology and water Pollution Control. WB Saunders.
19. Willson,E.O.2006. The Creation: An appeal to save life on earth..New York: Norton.
20. World Commission on Environment and Development.1987.Our Common Future. Oxford University Press.

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

THIRD YEAR – SEMESTER - V

CORE – IX: COST ACCOUNTING

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318C5A	5				4	5	25	75	100
Learning Objectives									
LO1	To understand the various concepts of cost accounting.								
LO2	To gain knowledge regarding valuation methods of material.								
LO3	To familiarize with the different methods of calculating labour cost.								
LO4	To know the apportionment of Overheads.								
LO5	To learn about the various techniques of costing.								
Prerequisite: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Cost Accounting – Meaning, Definition, Objectives – Distinction between Financial & Cost Accounting – Classification of Cost – Activity Based Costing – Elements of Cost Sheet – Theoretical introduction to Uniform Costing and Inter-firm Comparison								15
II	Material – Purchase, Receipt & Inspection – Stores – Records – Inventory Control – EOQ – Various Levels of Stock, Pricing of Materials – Issues – FIFO – LIFO – Simple Average and Weighted Average method– Base stock method								15
III	Labour– Labour Turnover–Causes–Prevention–Methods of Wages Payment– Calculation of Wages –Incentive Bonus Schemes– Treatment of Idle Time& Overtime								15

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

IV	Overheads – Factory, Administration, Selling – Allocation, Apportionment & Method of Absorption–Machine Hour Rate– Under/Over Absorption of Overheads and its Treatment	15
V	Methods of Costing – Unit Costing – Tender and Quotations – Transport Costing – Process Costing (With Normal Loss and Abnormal Loss A/c only)	15
	TOTAL	75
THEORY 20% & PROBLEMS 80%		
Course Outcomes		
CO1	Understand the meaning of cost accounting and its scope and prepare cost sheets.	
CO2	Analyse the various valuation methods of issue of materials.	
CO3	Examine the different methods of calculating labour cost.	
CO4	Critically evaluate the apportionment of Overheads.	
CO5	Calculate Costing using different techniques	
Textbooks		
1	Jain S.P. and Narang K.L. Cost Accounting. Kalyani Publishers. New Delhi.	
2	Khanna B.S., Pandey I.M., Ahuja G.K., and Arora M.N., Practical Costing, S Chand & Co, New Delhi.	
3	Dr.S.N. Maheswari, Principles of Cost Accounting, Sultan Chand publications, New Delhi.	
4	T.S. Reddy and Y. Hari Prasad Reddy, Cost Accounting, Margham publications, Chennai.	
5	S.P. Iyengar, Cost Accounting, Sultan Chand Publications, New Delhi.	
Reference Books		
1	Polimeni, Cost Accounting: Concepts and Applications for Managerial Decision Making, New York, McGraw–Hill, Noida.	
2	Jain S.P. and Narang K.L. Cost Accounting, Kalyani Publishers, New Delhi.	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

3	V.K.Saxena and C.D. Vashist, Cost Accounting, Sultan Chand publications, New Delhi.
4	Murthy A &Gurusamy S, Cost Accounting, Vijay Nicole Imprints Pvt. Ltd. Chennai.
5	Prasad. N.K and Prasad.V.K, Cost Accounting, Book Syndicate, Bangladesh.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.economicdiscussion.net/cost-accounting/contract-costing/32597
2	https://www.wallstreetmojo.com/process-costing/
3	https://www.accountingnotes.net/cost-accounting/operating-costing/17755

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	3	3	2	3	3	3	3	3	2	2
CO2	3	3	3	2	2	3	2	2	3	2	3
CO3	3	3	3	2	3	3	3	3	3	2	2
CO4	3	3	3	2	2	3	2	2	3	2	2
CO5	3	3	3	2	3	3	3	3	3	2	3
TOTAL	15	15	15	10	13	15	13	13	15	10	12
AVERAGE	3	3	3	2	2.6	3	2.6	2.6	3	2	2.4

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

THIRD YEAR – SEMESTER - V

CORE – X: BANKING LAW AND PRACTICE

(Common to BCom- Co-op., Gen., AF, BM, CA, MM & ISM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318C5B	5				4	5	25	75	100
Learning Objectives									
LO1	To help the students understand various provision of Banking Regulation Act 1949 applicable to banking companies including cooperative banks								
LO2	To trace the evolution of central bank concept and prevalent central banking system around the world and their roles and function								
LO3	To throw light on Central Bank in India, its formation, nationalizing its organization structure, role of bank to government, role in promoting agriculture and industry, role in financial inclusion								
LO4	To understand how capital fund of commercial banks, objectives and process of Asset securitization etc.								
LO5	To explore practical banking systems relationship of bankers and customers, crossing of cheques, endorsement etc.								
Unit	Contents								No. of Hours
I	Introduction to Banking History of Banking- Provisions of Banking Regulations Act 1949 - Components of Indian Banking - Indian Banking System-Phases of Development - Banking Structure in India – Public Sector Banks, Private Banks, Foreign Banks, RRB, UCB, Payment Banks and Small Finance Banks - Banking System – Branch Banking - Unit Banking - Universal Banking- Financial Inclusion								15
II	Central Bank and Commercial Bank Central Banking: Definition –Need - Principles- Central Banking Vs Commercial Banking - Functions of Central Bank – Credit Creation. Commercial Banking: Definition - Functions – Personal Banking – Corporate Banking – Digital banking – Core Banking System (CBS) - Role of Banks in Economic Development.								15

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

III	<p>Banking Practice Types of Accounts CASA – Types of Deposits - Opening Bank Account- Jan Dhan Yojana - Account Statement vs Passbook vs e-statement - Banker Customer Relationship - Special Types of Customers –KYC norms. Loans & Advances –Lending Sources- Lending Principles-Types of Loans - classification of assets and income recognition / provisioning (NPA) – Repo Rate & Reverse Repo Rate - securities of lending-Factors influencing bank lending.</p>	15
IV	<p>Negotiable Instruments Act Negotiable Instruments – Meaning & Definition – Characteristics -Types of negotiable instruments. Crossing of Cheques– Concept - Objectives – Types of Crossing - - Consequences of Non-Crossing. Endorsement - Meaning-Components-Kinds of Endorsements-Cheques payable to fictitious person Endorsement by legal representative – Negotiation bank-Effect of endorsement-Rules regarding Endorsement. Paying banker - Banker’s duty - Dishonouring of Cheques- Discharge by paying banks - Payments of a crossed cheque - Refusal of cheques Payment. Duties of Collecting Banker-Statutory protection under section 131-Collecting bankers’ duty –RBI instruction –Paying Banker Vs Collecting Banker- Customer Grievances-Grievance Redressal –Banking Ombudsman.</p>	15
V	<p>Digital Banking Meaning- Services - e-banking and financial services- Initiatives- Opportunities - Internet banking Vs Traditional Banking Mobile banking–Anywhere Banking-Any Time Banking- Electronic Mobile Wallets. ATM – Concept - Features - Types-. Electronic money-Meaning-Categories-Merits of e-money - National Electronic Funds Transfer (NEFT), RTGS, IMPS, UPI and Digital currency – Differences - Safety and Security in Digital Banking.</p>	15
TOTAL		75
Course Outcomes		
CO1	Aware of various provision of Banking Regulation Act 1949 applicable to banking companies including cooperative banks	
CO2	Analyse the evolution of Central Banking concept and prevalent Central Banking system in India and their roles and function	
CO3	Gain knowledge about the Central Bank in India, its formation, nationalizing its organization structure, role of bank to government, role in promoting agriculture and industry, role in financial inclusion	
CO4	Evaluate the role of capital fund of commercial banks, objectives and process of Asset securitization etc	
CO5	Define the practical banking systems relationship of bankers and customers, crossing of cheques, endorsement etc.	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

Textbooks	
1	Gurusamy S, Banking Theory: Law and Practice, Vijay Nicole Publication, Chennai
2	Muraleedharan, Modern Banking: Theory and Practice, Prentice Hall India Learning Private Ltd, New Delhi
3	Gupta P.K. Gordon E. Banking and Insurance, Himalaya publication, Kolkata
4	Gajendra, A Text on Banking Theory Law & Practice, Vrinda Publication, Delhi
5	K P Kandasami, S Natarajan & Parameswaran, Banking Law and Practice, S Chand publication, New Delhi
Reference Books	
1	B. Santhanam, Banking & Financial System, Margam Publication, Chennai
2	<u>Katait Sanjay</u> , Banking Theory and Practice, Lambert Academic Publishing,
3	Henry Dunning Macleod, The Theory And Practice Of Banking, Hard Press Publishing, Old New Zealand
4	William Amasa Scott, Money And Banking: An Introduction To The Study Of Modern Currencies, Kesinger publication, USA
5	Nektarios Michail, Money, Credit, and Crises: Understanding the Modern Banking System, Palgrave Macmillan, London
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.rbi.org.in/
2	https://businessjargons.com/e-banking.html
3	https://www.wallstreetmojo.com/endorsement/

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	3	2	2	2	3	3	2
CO2	3	2	2	2	3	2	2	2	3	3	2
CO3	3	2	3	2	3	2	2	2	3	3	2
CO4	3	2	2	2	3	2	2	2	3	3	2
CO5	3	2	3	2	3	2	2	2	3	3	2
TOTAL	15	10	13	10	15	10	10	10	15	15	10
AVERAGE	3	2	2.6	2	3	2	2	2	3	3	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

THIRD YEAR – SEMESTER - V

CORE – XI: INCOME TAX LAW AND PRACTICE-I

(Common to BCom- Co-op., Gen., AF, BM, CA, MM & ISM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318C5C	5				4	5	25	75	100
Learning Objectives									
LO1	To understand the basic concepts & definitions under the Income Tax Act,1961.								
LO2	To compute the residential status of an assessee and the incidence of tax.								
LO3	To compute income under the head salaries.								
LO4	To learn the concepts of Annual value, associated deductions and the calculation of income from House property.								
LO5	To compute the income from Business & Profession considering its basic principles & specific disallowances.								
Prerequisite: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Introduction to Income Tax Introduction to Income Tax – History – Objectives of Taxation - Features of Income Tax – Meaning of Income – Types – Important Definitions Under the Income Tax Act –Types of Assessee – Income exempted under Section 10.								15
II	Residential Status Residential Status – Residential Status of an Individual – Company – HUF – Basic Conditions – Additional Conditions – Incidence of Tax and Residential Status – Problems on Residential Status and Incidence of Tax.								15
III	Income from Salary Salary Income - Definition – Allowances –Taxability - Perquisites – Kinds of Perquisites –Types of Provident Fund - Gratuity – Pension – Commutation of Pension – Deduction of Salary - Profits in Lieu of Salary - Computation of Salary Income .								15
IV	Income from House Property Income from House Property –Basis of Charge – Annual Value – Gross Annual Value, Net Annual Value - Let-out vs Deemed to be let out Self-Occupied Property – Deductions – Computation of Income from House Property.								15

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

V	Profits and Gains from Business or Profession Income from Business or Profession – Allowable Expenses – Expenses Disallowed - General Deductions – Depreciation – Undisclosed Income & Investments, Unexplained expenditure (Sec 69A, 69B, 69C, 69D) – Compulsory Maintenance of Books of Accounts – Audit of Accounts of Certain Persons – Special Provisions for Computing Incomes on Estimated Basis (Deemed Income) – Computation of Income from Business or Profession.	15
TOTAL		75
Course Outcomes		
THEORY 20% & PROBLEMS 80%		
CO1	Demonstrate the understanding of the basic concepts and definitions under the Income Tax Act.	
CO2	Assess the residential status of an assessee & the incidence of tax.	
CO3	Compute income of an individual under the head salaries.	
CO4	Ability to compute income from house property.	
CO5	Evaluate income from a business carried on or from the practice of a Profession.	
Textbooks		
1	V.P. Gaur, Narang, Puja Gaur and Rajeev Puri - Income Tax Law and Practice, Kalyani Publishers, New Delhi.	
2	T.S. Reddy and Hariprasad Reddy, Income Tax Law and Practice, Margham Publications, Chennai.	
3	Dinkar Pagare, Income Tax Law and Practice, Sultan & Chand Sons, New Delhi.	
4	H.C. Mehrotra, Dr. Goyal S.P, Income Tax Law and Accounts, Sahitya Bhavan Publications, Agra.	
5	T. Srinivasan – Income Tax & Practice – Vijay Nicole Imprints Private Limited, Chennai.	
Reference Books		
1	Hariharan N, Income Tax Law & Practice, Vijay Nicole Imprints Pvt. Ltd. Chennai	
2	Bhagwati Prasad, Income Tax Law and Practice, Vishwa Prakasan. New Delhi.	
3	Vinod K. Singhanian, Students Guide to Income Tax., U.K. Bharghava Taxman.	
4	Dr. Vinod K Singhanian, Dr. Monica Singhanian, Taxmann's Students' Guide to Income Tax, New Delhi.	
5	Mittal Preethi Rani and Bansal Anshika, Income Tax Law and Practice, Sultan & Chand Sons, New Delhi.	
NOTE: Latest Edition of Textbooks May be Used		

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

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

3 – Strong, 2- Medium, 1- Low

**MAPPING WITH PROGRAMME OUTCOMES
AND PROGRAMME SPECIFIC OUTCOMES**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	3	2	2	2	3	3	2
CO2	3	2	2	2	2	2	2	2	3	2	2
CO3	3	3	3	2	3	2	2	2	3	3	2
CO4	3	2	2	2	2	2	2	2	3	3	2
CO5	3	3	3	2	3	2	2	2	3	2	2
TOTAL	15	12	13	10	13	10	10	10	15	13	10
AVERAGE	3	2.2	2.6	2	2.6	2	2	2	3	2.6	2

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

THIRD YEAR – SEMESTER – V

CORE –XII : AUDITING & CORPORATE GOVERNANCE

(Common to BCom- Co-op., Gen., AF, BM, CA, MM & ISM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318C5D	5				4	5	25	75	100
Learning Objectives									
LO1	To enable students to understand process of auditing and its classification.								
LO2	To impart knowledge on internal check and internal control.								
LO3	To illustrate the role of auditors in company.								
LO4	To help students understand the framework, theories and models of Corporate Governance.								
LO5	To provide insights into the concept of Corporate Social Responsibility								
Prerequisite: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Introduction to Auditing Meaning and Definition of Auditing –Distinction between Auditing and Accounting – Objectives – Advantages and Limitations of Audit – Scope of Audit – Classifications of Audits – Audit of For Profit enterprises and Non–profit Organizations								15
II	Audit Procedures and Documentation Audit Planning – Audit Programme – Procedures - Internal Audit - Internal Control – Internal Check System – Vouching – Cash and Trade Transactions - Verification of Assets and Liabilities and its Valuation								15
III	Company Auditor Appointment and Removal of Auditors – Rights, Duties and Liabilities of Auditor –Audit Report - Recent Trends in Auditing - Information Systems Audit (ISA) – Auditing around the computer – Auditing through the computer - e-audit tools.								15
IV	Introduction to Corporate Governance Conceptual Framework of Corporate Governance: Theories & Models, Broad Committees - Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures. Introduction to Environment, Social and Governance (ESG - Code of Conduct – Directors and Auditors								15
V	Corporate Social Responsibility Concept of CSR, Corporate Philanthropy, Strategic Relationship of CSR with Corporate Sustainability - CSR and Business Ethics, CSR and Corporate Governance - CSR Provisions under the Companies Act, 2013 (Section 135 schedule – VII). – CSR Policy Rules								15
TOTAL								75	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

Course Outcomes	
CO1	Define auditing and its process.
CO2	Compare and contrast essence of internal check and internal control.
CO3	Identify the role of auditors in companies.
CO4	Define the concept of Corporate Governance.
CO5	Appraise the implications of Corporate Social Responsibility
Textbooks	
1	Dinkar Pagare, Principles and Practice of Auditing, Sultan Chand & Sons, New Delhi
2	B. N. Tandon, S. Sudharsanam&S.Sundharabahu, Practical Auditing, S.Chand& Sons New Delhi.
3	Dr.T.R. Sharma, Dr. Gaurav Sankalp, Auditing & Corporate Governance, Sahithya Bhawan Publications, Agra
4	ArunaJha, Auditing & Corporate Governance, Taxmann Publication Pvt. Ltd, New Delhi.
5	Essentials of Auditing, Dr. K. Sundar & K. Paari, Vijay Nicole Imprints Private Limited, Chennai
Reference Books	
1	Kevin Keasey, Steve Thompson & Mike wright, Governance & Auditing, Emerald Group Publishing Limited, Bingley
2	Dr.T.R. Sharma, Auditing, Sahithya Bhawan Publications, Agra
3	C.B.Gupta, NehaSinghal, Auditing & Corporate Governance, Scholar Tech Press, New Delhi.
4	Shri. Vengadamani, Practical Auditing, Margham Publication, Chennai.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.wallstreetmojo.com/audit-procedures/
2	https://theinvestorsbook.com/company-auditor.html
3	https://www.investopedia.com/terms/c/corp-social-responsibility.asp

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	3	2	3	3	3	3	2
CO2	3	2	2	2	2	2	2	2	3	2	2
CO3	3	3	3	2	3	2	3	3	3	3	2
CO4	3	2	2	2	2	2	2	2	3	3	2
CO5	3	3	3	2	3	2	3	3	3	2	2
TOTAL	15	12	13	10	13	10	13	13	15	13	10
AVERAGE	3	2.2	2.6	2	2.6	2	2.6	2.6	3	2.6	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

THIRD YEAR – SEMESTER - V

DISCIPLINE SPECIFIC ELECTIVE – 1 /2: INDUSTRIAL LAWS

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318E5A	4				3	4	25	75	100
Learning Objectives									
LO1	To acquire knowledge on Factories Act 1948								
LO2	To Learn the provisions of Industrial Disputes Act 1947								
LO3	To understand the Workmen Compensation Act 1923								
LO4	To gain knowledge on Employee State Insurance Act 1948								
LO5	To gain fundamental knowledge of Employee Provident fund Act								
Prerequisites: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Factories Act 1948 Definitions – Health – Safety – Welfare – Working Hours of Adults – Employment of Women – Employment of Young Persons – Leave with Wages.								12
II	Industrial Disputes Act 1947 Definitions – Authorities under the Act – Reference of Disputes – Procedures and Powers of Authorities – Strikes and Lock-outs – Lay-off & Retrenchment – Special Provisions relating to Lay-off, Retrenchment & Lock-outs								12
III	The Workmen Compensation Act 1923 Need for the Act – Scope & Coverage of the Act – Definitions – Employer’s liability for Compensation (Section 3) including Theory of Notional Extension & Occupational Diseases – Defences available to Employer – Amount & Distribution of Compensation - Notice & Claim – Medical Examination - Obligations & Rights of Employers & Employees - Schedules to the Act								12
IV	Employees State Insurance Act 1948 Objects-definitions-ESI Corporation, functions- contribution and recovery- benefits-penalties for false claims								12
V	Employees Provident Fund and Miscellaneous Provision Act, 1952 Objects- definition- provident fund schemes- contribution and recovery – penalties and offences								12
TOTAL								60	
Course Outcomes									
CO1	Apply the provisions of Factories Act learned								
CO2	Identify the industrial Disputes based on the Act and find solutions and plan strategically								
CO3	Exhibit the knowledge on compensation related to workmen								
CO4	Application of Employee State Insurance Act 1948								
CO5	Calculation of PF using the provisions of the Act								

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

Textbooks	
1	N.D.Kapoor – Industrial Laws, Sultan Chand & Sons, New Delhi.
2	P.C.Tripathi - Industrial Laws, Sultan Chand & Sons, New Delhi
3	Dr.M.R.Sreenivasan & C.D.Balaji - Industrial Laws & Public Relations, MarghamPublications, Chennai.
4	B.Nandha Kumar, Industrial Laws, Vijay Nichole Prints, Chennai.
5	S.Thothadri & Vijayalakshmi.M, IK International Publishing House Pvt Ltd
Reference Books	
1	Introduction to Labour and Industrial Laws Dr.Avtar singh , Prof(DR) Harpreet Kaur, Lexis Nexis
2	Industrial Law Raman Arora, Sushma Arora. Taxmann
3	ICSI publication
4.	Mercantile Law –M.C.Shukla – Sultan Chand.
5.	Principles of Mercantile law – Avtal Singh – Eastern Book Company.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://labourlawreporter.com/
2	https://www.ilms.academy/products/certificate-course-on-labour-law
3	https://www.icsi.edu/media/webmodules/publications/7.%20Industrial,%20Labour%20and%20General%20Laws.pdf

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	3	2	2	2	2	2	2	2
CO2	3	2	3	3	2	2	2	2	2	2	2
CO3	3	2	2	3	2	2	2	2	2	2	2
CO4	3	2	3	3	2	2	2	2	2	2	2
CO5	3	2	3	3	2	2	2	2	2	2	2
TOTAL	15	10	13	15	10	10	10	10	10	10	10
AVERAGE	3	2	2.6	3	2	2	2	2	2	2	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

THIRD YEAR – SEMESTER - V

DISCIPLINE SPECIFIC ELECTIVE - II: INSURANCE AND RISK MANAGEMENT

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318E5B	4				3	4	25	75	100
Learning Objectives									
LO1	To know the concepts and principles of contract of insurance								
LO2	To understand the basic concepts of life insurance								
LO3	To gain knowledge on the principles of general insurance								
LO4	To examine the Insurance Regulatory and Development Authority 1999 (IRDA)								
LO5	To know the risk management process								
Prerequisites: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Introduction to Insurance Definition of Insurance - Characteristics of Insurance – Principles of Contract of Insurance – General Concepts of Insurance – Insurance and Hedging – Types of Insurance – Insurance Intermediaries – Role of Insurance in Economic Development.								12
II	Life Insurance Life Insurance Business - Fundamental Principles of Life Insurance – Basic Features of Life Insurance Contracts - Life Insurance Products – Traditional and Unit Linked Policies – Individual and Group Policies - With and Without Profit Policies – Types of Life Insurance Policies – Pension and Annuities – Reinsurance – Double Insurance								12
III	General Insurance General Insurance Business - Fundamental Principles of General Insurance – Types - Fire Insurance – Marine Insurance – Motor Insurance – Personal Accident Insurance – Liability Insurance – Miscellaneous Insurance – Claims Settlement.								12
IV	Risk Management Risk Management – Objectives – Process – Identification and Evaluation of Potential Losses – Risk Reduction - Risk Transfer – Risk Financing - Level of Risk Management – Corporate Risk Management – Personal Risk Management.								12
V	IRDA Act 1999 Insurance Regulatory and Development Authority (IRDA) 1999 – Introduction – Purpose, Duties, Powers and Functions of IRDA – Operations of IRDA – Insurance Policyholders’ Protection under IRDA – Exposure/Prudential Norms - Summary Provisions of related Acts.								12
TOTAL								60	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

Course Outcomes	
CO1	Identify the workings of insurance and hedging
CO2	Evaluate the types of insurance policies and settlement
CO3	Settle claims under various types of general insurance
CO4	Know the protection provided for insurance policy holders under IRDA
CO5	Evaluate the assessment and retention of risk
Textbooks	
1	Neeti Gupta, Anuj Gupta and Abha Chopra, Risk Management and Insurance, Kalyani Publishers, New Delhi.
2	Dr.N. Premavathy – Elements of Insurance, Sri Vishnu Publications, Chennai.
3	M.N. Mishra & S.B. Mishra, Insurance Principles and Practice, S Chand Publishers, New Delhi.
4	Michel Crouhy, The Essentials of Risk Management, McGraw Hill, Noida.
5	Thomas Coleman, A Practical Guide to Risk Management, CFA, India.
Reference Books	
1	John C.Hull, Risk Management and Financial Institutions (Wiley Finance), Johnwiley & sons, New Jersey.
2	P.K. Gupta, Insurance and Risk Management, Himalaya Publications, Mumbai.
3	Dr. Sunilkumar, Insurance and Risk Management, Golgotia publishers, New Delhi.
4	Nalini PravaTripathy, Prabir Paal, Insurance Theory & Practice, Prentice Hall of India.
5	Anand Ganguly – Insurance Management, New Age International Publishers.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.mcminnlaw.com/principles-of-insurance-contracts/
2	https://www.investopedia.com/terms/l/lifeinsurance.asp
3	https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo108&flag=1

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	2	2	2	2	2	2	2
CO2	3	2	3	2	2	2	2	2	2	2	2
CO3	3	2	3	2	2	2	2	2	2	2	2
CO4	3	2	3	2	2	2	2	2	2	2	2
CO5	3	2	3	2	2	2	2	2	2	2	2
TOTAL	15	10	15	10	10	10	10	10	10	10	10
AVERAGE	3	2	3	2	2	2	2	2	2	2	2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

THIRD YEAR – SEMESTER - V

DISCIPLINE SPECIFIC ELECTIVE – 3 /4 : HUMAN RESOURCE MANAGEMENT

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318E5C	4				3	4	25	75	100
Learning Objectives									
C1	To explore to the aspects relating of Human resource management								
C2	To equip with the various processes of Recruitment and Selection								
C3	To be acquainted with Training methods and the concept of Performance Appraisal								
C4	To learn about Industrial Relations								
C5	To assimilate knowledge on employee welfare.								
Prerequisite: Should have studied Commerce in XII Std									

Unit	Contents	No. of Hours
I	Introduction to HRM Definition of HRM, Objectives – Importance – Nature- Scope, Role and Qualities of a HR Manager - Human Resource Planning - Meaning, Definition, Importance, Factors Affecting HRP, Process Involved in Human Resource Planning. Human Resource Information System (HRIS) - Job Analysis, Need for Job Analysis, Steps in Job Analysis, Job Description and Specification.	12
II	RECRUITMENT AND SELECTION Definition – Objectives – Factors affecting recruitment – internal and external source of recruitment – Selection Process – Curriculum Vitae –Test- types– Kinds of employment interview – Medical Screening – Appointment Order.	12
III	TRAINING AND DEVELOPMENT Induction – Training – Methods – Techniques – Identification of the training needs – Training and Development – Performance appraisal – Transfer – Promotion and termination of services – Career Development.	12

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

IV	INDUSTRIAL RELATIONS Industrial Disputes and Settlements (Laws Excluded) – Settling Industrial Disputes in India – Arbitration – Adjudication – Settlement Labour Relation – Functions of Trade Unions – Forms of collective bargaining-Workers’ participation in management – Types and effectiveness.	12
V	EMPLOYEE WELFARE Employee Welfare: Meaning, Objectives, Philosophy, Scope, Limitations, Types of Employee Welfare, Statutory and Non-Statutory Welfare Measures, and Labour Welfare Theories- Social Security, Health, Retirement & Other Benefits- Remuneration – Components of remuneration – Incentives – Benefits	12
	TOTAL	60
CO	Course Outcomes	
CO1	Examine the role of HRM in the new age organisation and plan man power requirements and implement techniques of job design.	
CO2	Formulate action plans for employee Recruitment and Selection.	
CO3	Choose appropriate methods of Training	
CO4	Estimate, defend and handle legal compliance in HRM involving trade union disputes and employee retention.	
CO5	Formulate strategies for employee welfare.	
	Textbooks	
1	Ashwathappa, Human Resource Management, Tata McGraw-Hill Education, Noida.	
2	Mamoria, C.B. and Gaonkar, S.V, Personnel Management, Himalaya Publishing House, Mumbai.	
3	Sunil Lalla and Neha Shukla, Human Resource Management, Nirali Prakashan Publishers, Pune.	
4	P.Subba Rao, Personnel and Human Resource Management, Himalaya Publishing House, Mumbai.	
	Reference Books	
1	L.M. Prasad, Human Resource Management, Sultan and Chand sons Publications, New Delhi.	
2	DeCenzo, D.A. and Robbins, S.P Human Resource Management, Wiley, India.	
3	Dr.K.Sundar and Dr.J Srinivasan, Human Resource Development, Margham Publications, Chennai.	
4	Jane Weightman, Human Resource Management, VMP Publishers, Mumbai.	
NOTE: Latest Edition of Textbooks May be Used		

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

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

**MAPPING WITH PROGRAMME OUTCOMES
AND PROGRAMME SPECIFIC OUTCOMES**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	3	2	3	3	3	2	2
CO2	3	2	2	2	2	2	2	2	3	2	3
CO3	3	3	3	2	3	2	3	3	3	2	2
CO4	3	2	2	2	2	2	2	2	3	2	2
CO5	3	3	3	2	3	2	3	3	3	2	3
TOTAL	15	12	13	10	13	10	13	13	15	10	12
AVERAGE	3	2.2	2.6	2	2.6	2	2.6	2.6	3	2	2.2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

THIRD YEAR – SEMESTER – V

DISCIPLINE SPECIFIC ELECTIVE – 4 /4: RESEARCH METHODOLOGY

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318E5D	4				3	4	25	75	100
Learning Objectives									
LO1	To acquire knowledge with regard to research methods and reporting								
LO2	To provide knowledge of hypothesis formulation, testing, sampling and its fundamentals								
LO3	To provide knowledge on research methods, techniques and the process and								
LO4	To develops skills in the application of research methods for business problems Solving								
LO5	To analyse the research problems through systematic research methodology								
Prerequisite: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Research – Meaning and Significance – Objectives – Types – Research Process – Commonproblems encountered in research – Ethics in Research.								12
II	Research Problems: Meaning – Selection and Formulation – Review of available literature –Techniques involved in defining a problem								12
III	Research Design: Meaning and need for research design – Feature of a good design – Differentresearch design								12
IV	Data Collection: Methods – Primary and Secondary Data – Observation – Interviews –Questionnaire – Constructing a Questionnaire.								12
V	Sampling – Fundamentals – Types – Sampling errors and data collection errors – Sample sizeand its distribution – Testing the appropriateness of a sample								12
TOTAL								60	
Course Outcomes									
CO1	Examine the Research Design of various types of research.								
CO2	Compare and contrast the different methods of data collectionand its presentation								
CO3	Complete the analysis of Correlation and Regression to arriveinferences.								

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

CO4	Create the formulation of Hypothesis, testing of Hypothesis and construct the Research Reports based on the analysis.
CO5	Analyse the research problems through systematic research methodology
Textbooks	
1	Kothari C.R. – Research Methodology.
2	Paneerselvam - Research Methodology - Prentice Hall of India
3	Gupta.S - Research Methodology & Statistical Techniques
4	Business Research Methods – Alan Bryman & Emma Bell, Oxford University Press.
5	GopalLal Jain - Research Methodology - methods, tools & techniques – Tamilnadu Book House
Reference Books	
1	Business Research Methods – Alan Bryman & Emma Bell, Oxford University Press.
2	Krishnaswamy - Research Methodology - Pearson Education India
3	Donal R. Cooper & Pamela S. Schindler – Business Research Methods.
4	Harouneh A.B.E.M - Research Methodology - Tamilnadu Book House
5	Dr M Ranganatham, Business Research Methods, Himalayas Publishing
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	www.socialpsychology.org
2	https://www.everydayresearchmethods.com/travel/
3	https://blogs.bodleian.ox.ac.uk/ssl/2019/05/28/resources-for-research-methods-and-statistical-analysis/

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	3	3	3	2	3	3	3	3
CO2	3	2	3	3	3	3	2	3	3	3	3
CO3	3	2	3	3	3	3	2	3	3	3	3
CO4	3	2	3	3	3	3	2	3	3	3	3
CO5	3	2	3	3	3	3	2	3	3	3	3
TOTAL	15	10	14	15	15	15	10	15	15	15	15
AVERAGE	3	2	2.8	3	3	3	2	3	3	3	3

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

THIRD YEAR – SEMESTER – VI

CORE – XIII: MANAGEMENT ACCOUNTING

(Common to BCom- Co-op., Gen., AF, BM, CA, MM & ISM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318C6A	6				4	6	25	75	100
Learning Objectives									
LO1	To understand basics management accounting								
LO2	To know the aspects of Financial Statement Analysis								
LO3	To familiarize with fund flow and cash flow analysis								
LO4	To learn about budgetary control								
LO5	To gain insights into marginal costing.								
Prerequisite: Should have studied Financial Accounting in I Semester.									
Unit	Contents								No. of Hours
I	Introduction to Management Accounting Management Accounting – Meaning – Scope – Importance- Limitations - Management Accounting Vs Cost Accounting – Management Accounting Vs Financial Accounting. Analysis and Interpretation of Financial Statements – Nature and Significance – Types of Financial Analysis – Tools of Analysis – Comparative Statements – Common Size Statement – Trend Analysis.								18
II	Ratio Analysis Ratio Analysis: Meaning – Advantages – Limitations – Types of Ratios – Liquidity Ratios – Profitability Ratios -Turnover Ratios – Solvency Ratios – Leverage Ratios - Preparation of Financial Statements from Ratios.								18
III	Funds Flow & Cash Flow Analysis Introduction, Meaning of Funds Flow Statement-Ascertainment of Flow of Funds - Schedule of Changes in Working Capital- Adjusted Profit and Loss Account - Preparation of Funds Flow Statement. Cash Flow Statement: Meaning – Advantages – Limitations – Preparation of Cash Flow Statement as per AS 3 –Cash Flow from Operating, Financing and Investing activities								18

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

IV	Budget and Budgetary Control Meaning – Preparation of Various Budgets – Cash Budget - Flexible Budget– Production Budget – Sales Budget – Master Budget – Budgetary Control – Benefits	18
V	Marginal Costing: Meaning - Features – Marginal Costing vs Absorption Costing - Fixed Cost, Variable Cost and Semi Variable Cost- Contribution- Marginal Cost Equation- P/V Ratio - Break Even Point - Margin of Safety – Cost- Volume Profits Analysis. Decision Making: Selection of a Product Mix – Make or Buy Decision – Discontinuance of a product line – Change or Status quo – Limiting Factor or Key Factor.	18
TOTAL		90
THEORY 20% & PROBLEMS 80%		
CO	Course Outcomes	
CO1	Remember and recall basics in management accounting	
CO2	Apply the knowledge of preparation of Financial Statements	
CO3	Analyse the concepts relating to fund flow and cash flow	
CO4	Evaluate techniques of budgetary control	
CO5	Formulate criteria for decision making using principles of marginal costing.	
Textbooks		
1	Jain S.P. & Narang K.L. (2018) Cost and Management Accounting, Kalyani Publications,	
2	Rds. Maheswari, Cost and Management Accounting, Sultan Chand Sons Publications, New Delhi.	
3	Sharma and Shashi K. Gupta, Management Accounting, Kalyani Publishers, Chennai.	
4	Jenitra L Mervin ,Daslton L Cecil, Management Accounting, Lerantec Press, Chennai.	
5	T.S.Reddy& Y. Hari Prasad Reddy, Management Accounting, MarghamPublications,Chennai.	
Reference Books		
1	Chadwick – The Essence of Management Accounting, Financial Times Publications, England.	
2	Charles T.Horngren and Gary N. Sundem–Introduction to Management Accounting, Pearson, Chennai.	
3	Murthy A and GurusamyS ,Management Accounting- Theory &Practice, Vijay Nicole Imprints Pvt. Ltd .Chennai.	
4	Hansen - Mowen, Cost Management Accounting and Control, South Western College, India.	
5	N.P. Srinivasan, Management Accounting, New Age publishers, Chennai.	

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.accountingnotes.net/companies/fund-flow-analysis/fund-flow-analysis-accounting/13300
2	https://accountingshare.com/budgetary-control/
3	https://www.investopedia.com/terms/m/marginalcostofproduction.asp

**MAPPING WITH PROGRAMME OUTCOMES
AND PROGRAMME SPECIFIC OUTCOMES**

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	3	2	3	2	3	3	3	2	2
CO2	3	2	2	2	3	2	2	2	3	2	3
CO3	3	2	3	2	3	2	3	3	3	2	2
CO4	3	2	2	2	3	2	2	2	3	2	2
CO5	3	3	3	2	3	2	3	3	3	2	3
TOTAL	15	11	13	10	15	10	13	13	15	10	12
AVERAGE	3	2.1	2.6	2	2	2	2.6	2.6	3	2	2.4

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

THIRD YEAR – SEMESTER - VI

CORE – XIV: INCOME TAX LAW AND PRACTICE – II

(Common to BCom- Co-op., Gen., AF, BM, CA, MM & ISM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318C6B	6				4	6	25	75	100
Learning Objectives									
LO1	To understand provisions relating to capital gains								
LO2	To know the provisions for computation of income from other sources.								
LO3	To familiarize law relating to set off and carry forward of losses and deductions from Gross Total Income.								
LO4	To learn about assessment of individuals								
LO5	To gain knowledge about assessment procedures.								
Prerequisite: Should have studied Financial Accounting in I stSem									
Unit	Contents								No. of Hours
I	Capital Gains Capital Assets – Transfer – Short term vs Long term capital assets - Computation of Capital Gains – Exemption under Section 54 , 54B, 54D, 54EC, 54F, 54GA.								18
II	Income From Other Sources & Clubbing of Income Chargeability - Computation of Income from Other Sources – Deductions Allowed – Clubbing of Income – Concept								18
III	Set Off and Carry Forward of Losses and Deductions From Gross Total Income Gross Total Income vs Total Income - Provisions for Set-off and Carry Forward of Losses (Simple Problems). Deductions U/S 80C, 80CC, 80CCB, 80CCC, 80CCD, 80 CCE, 80D, 80DD, 80DDB, 80E, 80EE, 80EEA, 80EEB, 80G, 80GG, 80GGA, 80TTA, 80TTB, and 80U only.								18
IV	Computation of Total Income – Individual Computation of Total Income - Tax Liability of an Individuals (Old regime vs New regime)								18
V	Income Tax Authorities Administration of Income Tax Act – Income Tax Authorities – Powers of CBDT – Powers of Income Tax Officer - Procedure for Assessment – Filing of Return – Due Dates of Filing – Voluntary Filing – Return of Loss – Belated Return – Defective Return – Signing of Return – Permanent Account Number (PAN) , e-PAN – Tax credit statement (26 AS) and Annual Information Statement (AIS).								18
TOTAL								90	
THEORY 20% & PROBLEMS 80%									

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

Course Outcomes	
CO1	Remember and recall provisions on capital gains
CO2	Apply the knowledge about income from other sources
CO3	Analyse the set off and carry forward of losses provisions
CO4	Learn about assessment of individuals
CO5	Apply procedures learnt about assessment procedures.
Textbooks	
1	V.P.Gaur, Narang, Puja Gaur and Rajeev Puri- Income Tax Law and Practice, Kalyani Publishers, New Delhi.
2	T.S. Reddy and Hariprasad Reddy, Income Tax Law and Practice, Margham Publications, Chennai.
3	Dinkar Pagare, Income Tax Law and Practice, Sultan & Chand Sons, New Delhi.
4	Mehrotra H.C, Dr.Goyal S.P, Income Tax Law and Accounts, Sahitya Bhavan Publications, Agra.
5	T. Srinivasan – Income Tax & Practice –Vijay Nicole Imprints Private Limited, Chennai.
Reference Books	
1	Hariharan N, Income Tax Law & Practice, Vijay Nicole Imprints Pvt. Ltd. Chennai.
2	Bhagwati Prasad, Income Tax Law and Practice, Vishwa Prakasan, New Delhi.
3	Vinod K. Singhanian, Students Guide to Income Tax., U.K. Bharghava Taxman, New Delhi.
4	Dr.Vinod K Singhanian, Dr. Monica Singhanian, Taxmann's Students' Guide to Income Tax, New Delhi.
5	Mittal Preethi Rani and Bansal Anshika, Income Tax Law and Practice, Sultan & Chand Sons, New Delhi.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.investopedia.com/terms/c/capitalgain.asp
2	https://www.incometaxmanagement.com/Direct-Taxes/AY-2021-22/assessment/1-assessment-of-an-individual.html
3	https://www.incometax.gov.in/iec/foportal/

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
 SYLLABUS WITH EFFECT FROM 2023-2024

MAPPING WITH PROGRAMME OUTCOMES
AND PROGRAMME SPECIFIC OUTCOMES

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	3	2	3	2	3	3	3	2	2
CO2	3	2	2	2	2	2	2	2	3	2	3
CO3	3	3	3	2	3	2	3	3	3	2	2
CO4	3	2	2	2	2	2	2	2	3	2	2
CO5	3	3	3	2	3	2	3	3	3	2	3
TOTAL	15	12	13	10	13	10	13	13	15	10	12
AVERAG E	3	2.2	2.6	2	2.6	2	2.6	2.6	3	2	2.2

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

CORE –XV: INSTITUTIONAL TRAINING

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318C6C	1		5		4	6	25	75	100
Learning Objectives									
LO1	To gain practical institutional experience the nature of school as workplace and their associated values, routines and cultures.								
LO2	To demonstrate professional skills that pertains directly to the institutional experience.								
LO3	To analyses and understand about the various department activities and their responsibilities.								
LO4	To frame the organization structure, layout and to describe the organization's financial statement analysis								
LO5	To prepare the report based on the training experience.								

Guidance for preparing the project report

Supervised Institutional Training shall be an integral part of B. Com (Corporate Secretaryship) Degree Course. It is a sort of job testing programme designed to bridge the gap between theory & practice and create a natural interest in the practical aspects of the Company Secretaryship so as to stimulate trainee's desire to face its challenges and problems.

The training should be given under the joint supervision and guidance of the Training Officer of the Organisation /Institution and Faculty member of Corporate Secretaryship of the college. The details of the training given and the assessment of each student in that regard should be fully documented.

The duration of the training should be for a period of 4 weeks.

The training shall broadly relate to

- (a) Office Administration
- (b) Secretarial Practice.

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

The training relating to Office Administration may be designed to acquaint the trainees with:

1. Company's activities, organization structure, departments and authority relationship.
2. Study of layout, working conditions, office maintenance, safety and sanitary conditions.
3. Study of the Secretarial service, communication, equipment, postal and mailing services and equipment.
4. Acquaintance with office machines and equipment and accounting machines.
5. Acquaintance with filing department, sales, purchases, sales accounts, salary, administration and personnel departments.

The training pertaining to Secretarial Practice shall be on all aspects of the functions of a corporate secretary.

The following types of organizations may be selected for the training:

1. Private and Public Limited Companies (Both Industrial and Commercial).
2. Statutory bodies, Public Enterprises and Public Utilities like L.I.C., Electricity Board, Housing Board and Chambers of Commerce, Cooperative Societies and Banks.
3. Office Equipment Marketing Organizations.
4. Office of a Practicing Chartered Accountant, Cost Accountant or Company Secretary.

The Report shall include information about the profile of the company, products, projects, milestones, organisation structure, details of departments, and analysis of financial performance. The report shall be around 50 typed pages, excluding tables, figures, bibliographies and appendices.

The Report shall include information about the profile of the company, products, projects, milestones, organisation structure, details of departments, and analysis of financial performance. The report shall be around 50 typed pages, excluding tables, figures, bibliographies and appendices. The department of the respective college shall evaluate the report for 100, Project Report (Max.75) and Viva Voce Exam (Max 25) marks and conduct Viva-Voce (both by internal and external examiners). The marks shall be awarded for jointly by both the examiners. The marks shall be sent to the University as per the procedure.

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

A candidate failing to secure the minimum for a pass (40%) shall be required to resubmit this report to the department and the marks after valuation shall be forwarded to the University before the commencement of the examination.

Course Outcomes	
CO1	Acquire institutional experience the nature of school as workplace and their associated values, routines and cultures.
CO2	Demonstrate professional skills that pertain directly to the institutional experience.
CO3	Analyses the various department activities and their responsibilities
CO4	Understand the organization structure, layout and to describe the organization's financial statement analysis.
CO5	Prepare the report based on the training experience.

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	3	3	3	3	3	3	3	3	3	3
CO2	3	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	3	3	3	3	3	3	3	3
CO4	3	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3	3	3	3	3
TOTAL	3	3	3	3	3	3	3	3	3	3	3
AVERAGE	3	3	3	3	3	3	3	3	3	3	3

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

THIRD YEAR – SEMESTER – VI

DISCIPLINE SPECIFIC ELECTIVE 5/6 ENTREPRENEURIAL DEVELOPMENT

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318E6A	5				3	5	25	75	100
Learning Objectives									
LO1	To know the meaning and characteristics of entrepreneurship								
LO2	To identify the various business opportunities								
LO3	To understand the Process of setting up an enterprise								
LO4	To gain knowledge in the aspects of legal Compliance of setting up of an enterprise								
LO5	To develop an understanding of the role of MSME in economic growth								
Prerequisite: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Introduction to Entrepreneur Meaning of Entrepreneurship – Characteristics of Entrepreneurship – Types of Entrepreneurship – Self Employment – Difference between Entrepreneurship and Employment – Meaning of Entrepreneur – Traits – Classification – Functions – Entrepreneurial Scenario in India.								15
II	Design Thinking Idea Generation – Identification of Business Opportunities – Design Thinking Process – Creativity – Invention – Innovation – Differences – Value Addition – Concept and Types – Tools and Techniques of Generating an Idea – Turning Idea into Business Opportunity.								15
III	Setting up of an Enterprise Process of Setting Up an Enterprise – Forms of an Enterprise – Sole Proprietorship – Partnership – Limited Liability Partnership Firm – Joint Stock Company – One Man partnership – Choice of Form of an Enterprise – Feasibility Study – Marketing, Technical, Financial, Commercial and Economical.								15
IV	Business Model Canvas and Formulation of Project Report Introduction – Contents of Project Report – Project Description – Market Survey – Fund Requirement – Legal Compliance of setting Up of an Enterprise – Registration – Source of Funds – Modern Sources of Funds.								15

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

V	MSME's and Support Institutions Government Schemes and Women Entrepreneurship – Importance of MSME for Economic Growth – MSME – Definition – Role of Government Organizations in Entrepreneurship Development – MSME DI – DIC – Khadi and Village Industries Commission – NSIC – NABARD, SICVI, SFC, SDC, EDII, EPCCB. Industrial Estates – Government Schemes – Prime Minister Employment Generation Programme – Women Entrepreneurship in India.	15
TOTAL		75
Course Outcomes		
CO1	Identify the various traits of an entrepreneur	
CO2	Turn ideas into business opportunities	
CO3	Do feasibility study before starting a project	
CO4	Identify the sources of funds for funding a project	
CO5	Develop an understanding about the Government schemes available for women entrepreneurs	
Textbooks		
1	Jayashree Suresh, (Reprint 2017) Entrepreneurial Development, Margham Publications. Chennai.	
2	Dr. C.B. Gupta & Dr. S.S. Khanka (Reprint 2014). Entrepreneurship And Small Business Management, Sultan Chand & Sons, New Delhi.	
3	Charantimath Poornima, (Reprint 2014.), Entrepreneurship development-Small, Pearson Education, India.	
4	Raj Shankar, (Reprint 2016), Entrepreneurship Theory and Practice, Vijay Nicole and Imprints Pvt. Ltd, Chennai.	
5	Vasant Desai, (Reprint 2017). Dynamics of Entrepreneurial Development & Management Twenty Fourth Edition. Himalaya Publishing House. Mumbai.	
Reference Books		
1	Anil kumar, Poornima, Principles of Entrepreneurial development, Newage publication, Chennai.	
2	Dr. A.K. Singh, Entrepreneurial development and management, Laxmi publications, Chennai.	
3	Dr. R.K. Singal, Entrepreneurial development and management, S.K. Kataria publishers, New Delhi.	
4	Dr. M.C. Garg, Entrepreneurial Development, New Delhi.	
5	E. Gordon, K. Natrajan, Entrepreneurial development, Himalaya publishing, Mumbai.	
NOTE: Latest Edition of Textbooks May be Used		

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

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

**MAPPING WITH PROGRAMME OUTCOMES
AND PROGRAMME SPECIFIC OUTCOMES**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	3	2	3	3	3	2	2
CO2	3	2	2	2	2	2	2	2	3	2	3
CO3	3	3	3	2	3	2	3	3	3	2	2
CO4	3	2	2	2	2	2	2	2	3	2	2
CO5	3	3	3	2	3	2	3	3	3	2	3
TOTAL	15	12	13	10	13	10	13	13	15	10	12
AVERAGE	3	2.2	2.6	2	2.6	2	2.6	2.6	3	2	2.4

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

THIRD YEAR – SEMESTER – VI

DISCIPLINE SPECIFIC ELECTIVE – 6/6: COMPUTER APPLICATION IN BUSINESS

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318E6B	1	2	2		3	5	25	75	100
Learning Objectives									
LO1	To apply various terminologies used in the operation of computer systems in a business environment.								
LO2	To Understand the basic concepts of a word processing package								
LO3	To apply the basic concepts of electronic spread sheet software in business.								
LO4	To Understand and apply the basic concepts of PowerPoint presentation.								
LO5	To generate electronic mail for communicating in an automated office for business environment.								
Prerequisites: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Word Processing Introduction to Word-Processing, Word-Processing Concepts, Use of Templates, and Working with Word Document: Editing Text, Find and Replace Text, Formatting, Spell Check, Autocorrect, Auto Text - Bullets and Numbering, Tabs, Paragraph Formatting, Indent, and Page Formatting, Header and Footer.								15
II	Mail Merge Tables - Inserting, Filling and Formatting a Table - Inserting Pictures and Video - Mail Merge Including Linking with Database - Printing Documents, Creating Business Documents.								15
III	Preparing Presentations Basics of Presentations: Slides, Fonts, Drawing, Editing, Inserting, Tables, Images, texts, Symbols. Media – Design – Transition – Animation - Slideshow. Creating Business Presentations.								15
IV	Spreadsheet and its Business Applications Spreadsheet: Concepts, Managing Worksheets - Formatting, Entering Data, Editing, and Printing a Worksheet - Handling Operators in Formula, Project Involving Multiple Spreadsheets, Organizing Charts and Graphs. Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and Reference, Database, and Text Functions.								15

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

V	Creating Business Spreadsheet Creating Spreadsheet in the Area of: Loan and Lease Statement, Ratio Analysis, Payroll Statements, Capital Budgeting, Depreciation Accounting, Graphical Representation of Data, Frequency Distribution and its Statistical Parameters, Correlation and Regression.	15
	TOTAL	75
THEORY 20% & PROBLEMS 80%		

Course Outcomes	
CO1	Recall various techniques of working in MS-WORD.
CO2	Prepare appropriate business document.
CO3	Create - Presentation for Seminars and Lecture.
CO4	Understanding various tools used in MS-EXCEL.
CO5	Apply Excel tools in various business areas of Finance, HR, Statistics.
Textbooks	
1	R Parameswaran, Computer Application in Business - S. Chand Publishing, UP.
2	Dr. Sandeep Srivastava, Er. Meera Goyal, Computer Applications In Business - SBPD Publications, UP.
3	Mansi Bansal, Sushil Kumar Sharma, Computer Application In Business , Mumbai, Maharashtra.
4	Peter Norton, "Introduction to Computers" –Tata McGraw-Hill, Noida.
5	Renu Gupta : Computer Applications in Business, Shree Mahavir Book Depot (Publishers) New Delhi.

Reference Books	
1	Gupta, Swati ,Office Automation System, Lap Lambert Academic Publication. USA.
2	Jennifer Ackerman Kettel, Guy Hat-Davis, Curt Simmons, "Microsoft 2003", Tata McGraw Hill, Noida.
3	Dr.R. Deepalakshmi, Computer Fundamentals and Office Automation, Charulatha Publications, Tamilnadu.
4	John Walkenbach ,MS Excel 2007 Bible, Wiley Publication, New Jersey, USA.
5	Glyn Davis & Branko Pecar : Business Statistics using Excel, Oxford publications, Chennai.

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.youtube.com/watch?v=Nv_Nnw01FaU
2	https://www.udemy.com/course/office-automation-certificate-course/
3	https://guides.lib.umich.edu/ld.php?content_id=11412285

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	3	2	3	2	3	2	2
CO2	3	2	3	2	2	2	2	2	3	2	3
CO3	3	3	3	2	3	2	3	2	3	2	2
CO4	3	2	3	2	2	2	2	2	3	2	2
CO5	3	3	3	2	3	2	3	2	3	2	3
TOTAL	15	12	15	10	13	10	13	10	15	10	12
AVERAGE	3	2.4	3	2	2.6	2	2.6	2	3	2	2.4

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

THIRD YEAR – SEMESTER - VI

DISCIPLINE SPECIFIC ELECTIVE – 7 / 8:

SECURITIES LAW & REGULATION OF FINANCIAL MARKETS

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318E6C	5				3	5	25	75	100
Learning Objectives									
LO1	To acquire knowledge on primary /new issue market, secondary market, SEBI guidelines for new issue market and investors protection on it.								
LO2	To understand the functioning of stock exchange and related procedures								
LO3	To learn the Mechanism of stock exchange trading								
LO4	To gain knowledge about the various financial instruments								
LO5	To introduce the concept of credit rating and agencies								
Prerequisites: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Primary Market/ New Issue Market Meaning- Functions Of New Issue Market- Methods Of Floating New Issues- Players Involved In The New Issue Market (Merchant Bankers- Underwriters- Brokers- Registrar- Lead Managers & Banks)- SEBI Guidelines Relating To The Functioning Of The New Issue Market, Disclosure & Investor Protection.								15
II	Secondary Market Stock Exchange Stock Exchanges – Meaning, Functions, Importance – Types of Brokers- Listing of Securities in Indian Stock Exchange- NSE – BSE – OTCEI – SEBI Guidelines Relating to Listing of Securities.								15

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

III	<p>Mechanism Of Stock Market Trading</p> <p>Mechanism Of Stock Market Trading- Screen Based Trading and Internet Based Trading – Demat Trading And Role Of Depositories- Market Derivatives, Advantages And Its Types – Futures, Hedge Fund, Forward Options & Swaps. Market Indexes- SENSEX, NIFTY& CNX NIFTY(Basics)</p>	15
IV	<p>Financial Instruments in New Issue and Secondary Market</p> <p>Treasury bills – commercial bills- certificate of deposits – equity shares- preference shares- sweat equity shares- debentures- American depository receipts- global depository receipts- exchange traded notes – mutual funds.</p>	15
V	<p>Credit Rating Agency</p> <p>Meaning- Functions- Credit Rating in India – Credit Rating Agencies in India- CRISIL& CARE</p>	15
	TOTAL	75
Course Outcomes		
CO1	Understand the basic knowledge of SEBI guidelines for new issue market and investor protection on it.	
CO2	Explain the role of stock market and the various role played by its intermediaries	
CO3	Demonstrate the functions of stock exchange, mechanics, types and also listing of securities, demat etc	
CO4	Exhibit the difference between various financial instruments	
CO5	Explain and demonstrate the procedure followed by credit rating agencies & interpret the same	
Textbooks		
1	Dr.L.Natrajan – Securities Laws & Market Operations, Margham Pub. Chennai	
2	K.Natrajan, E.Gordon – Financial Market & Services, Himalaya Publishing House, Mumbai.	
3	S.Gurusamy – Securities Laws & Market Operations, Vijay Nichole Prints, Chennai.	

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

4	Gupta L C – Stock Exchange Trading in India, Society for Capital Market Research and Development, Delhi.
5	Saunders, Financial Markets and Institutions, 3rd edition, Tata McGraw Hill.
Reference Books	
1	Machi Raju H.R – Working of Stock Exchange in India, New Age International.
2	Chandrate K.R; et al: Capital Issue, SEBI & Listing; Bharat Publishing House.
3	V.K.Bhaliya – Financial Derivatives – Risk Management, Sultan Chand Ltd, New
4	M.Y.Khan, Financial Services, Tata McGraw Hill, Noida.
5	E. Gordon and K. Natarajan, Financial Market and Services, Himalaya Publishing House, Mumbai.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	http://corporatefinanceinstitute.com
2	https://www.investopedia.com/terms/s/scm.asp
3	www.bseindia.com

**MAPPING WITH PROGRAMME OUTCOMES
AND PROGRAMME SPECIFIC OUTCOMES**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	3	3	2	3	2	3	3	3	2	2
CO2	3	2	2	3	2	2	2	2	3	2	3
CO3	3	3	3	2	3	2	3	3	3	2	2
CO4	3	2	2	2	2	2	2	2	3	2	2
CO5	3	3	3	3	3	2	3	3	3	2	3
TOTAL	15	13	13	12	13	10	13	13	15	10	12
AVERAGE	3	2.6	2.6	2.4	2.6	2	2.6	2.6	3	2	2.4

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

THIRD YEAR – SEMESTER - VI

DISCIPLINE SPECIFIC ELECTIVE – 8 / 8: SPREADSHEET FOR BUSINESS

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318E6D	1	2	2		3	5	25	75	100
Learning Objectives									
LO1	To introduce students to Excel as an important tool in business applications								
LO2	To familiarize them with the features and functions of a spread sheet.								
LO3	To understand the concepts of accounting, reporting and analysis using spread sheet.								
LO4	To Construct formulas, including the use of built-in functions, and relative and absolute reference								
LO5	To develop various applications using MS-Excel.								
Prerequisites: Should have studied Commerce in XII Std									
Unit	Contents								No. of Hours
I	Introduction Spreadsheets - Workbook - Cell Referencing, Cell Addressing, File Menu; Home Menu, Conditional Formatting, Formatting as a Table, Cell Styles, AutoSum, Sort and Filter; Insert Menu, Inserting Tables and Pivot Tables, Smart Arts, Charts; Page Layout, Review and View Menus; Converting Text to Columns, Removing Duplicates, Data Validation, Grouping and Ungrouping.								15
II	Financial, Logical and Text Functions Financial Functions Depreciation (DB, DDB, VDB), Simple Interest (PMT, NPER, INTRATE) - Present Value, Net Present Value, Future Value (PV, NPV, FV) - Internal Rate of Return (IRR, MIRR); Logical Functions: AND, OR, NOT, IF, TRUE; Text Functions: UPPER, LOWER, LEFT, RIGHT, TRIM, T, TEXT, LEN, DOLLAR, EXACT; Practical Exercises Based on Financial, Logical and Text Functions.								15
III	Statistical Analysis Functions Statistical Functions: Mean, Median, Mode, Standard Deviation, Correlation, Skewness, F Test, Z Test, and Chi-Square Analysis.								15

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

IV	Reference Date & Time Functions: Date, Date Value, Day, Days 360, Now, Time, Time Value, Workday, Weekday, Year. Lookup and Reference Functions: Hlookup, Vlookup, Transpose, Getpivot Data, Hyperlink - Practical Exercises Based on Statistical, Date & Time, Lookup and Reference Functions.	15
V	Projects and Applications Ratio Analysis, Cash Flow Statement, Payroll Processing, Marketing, Sales and Advertising Data Analytics, Social Media Marketing Analysis, Basic Applications with Macros and VBAs; Trending Business Applications Using MS Excel.	15
TOTAL		75
THEORY 20% & PROBLEMS 80%		
Course Outcomes		
CO1	Develop And Apply Fundamental Spread Sheet Skills.	
CO2	Understanding Various Tools Used In Ms-Excel.	
CO3	Knowledge On Various Statistical Tests in Ms-Excel.	
CO4	Demonstrate Proficiency in Using Complex Spread Sheet Tools Such as Formulas and Functions.	
CO5	Develop Trending Application Using MS-Excel	
Textbooks		
1	John Walkenbach , MS Excel Bible, Wiley Publication, New Jersey, USA.	
2	Ramesh Bangia, Learning Microsoft Excel 2013, Khanna Book Publishing, Bangalore.	
3	Wayne L Winston, Microsoft Excel, Data Analysis and Business Modelling, Prentice Hall, New Jersey, USA.	
4	Greg Harvey, Excel 2016 for Dummies, Chennai.	
Reference Books		
1	Glyn Davis & Branko Pecar : Business Statistics using Excel, Oxford publications, Chennai.	
2	Google Sheets Basics: Masato Takeda and others; TekuruInc, India.	
3	Harjit Suman, Excel Bible for Beginners, Kindle Editio, Chennai.	
4	Jennifer Ackerman Kettel, Guy Hat-Davis, Curt Simmons, "Microsoft 2003", Tata McGraw Hill, Noida.	
NOTE: Latest Edition of Textbooks May be Used		

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

Web Resources	
1	https://www.freebookkeepingaccounting.com/using-excel-in-accounts
2	https://courses.corporatefinanceinstitute.com/courses/free-excel-crash-course-for-finance
3	https://www.youtube.com/watch?v=Nv_Nnw01FaU

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	3	3	3	2	3	3	3	2	2
CO2	3	2	3	3	2	2	2	2	3	2	3
CO3	3	3	3	3	3	2	3	3	3	2	2
CO4	3	2	3	3	2	2	2	2	3	2	2
CO5	3	3	3	3	3	2	3	3	3	2	3
TOTAL	15	12	15	15	13	10	13	13	15	10	12
AVERAGE	3	2.4	3	3	2.6	2	2.6	2.6	3	2	2.4

3 – Strong, 2- Medium, 1- Low

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

THIRD YEAR – SEMESTER - VI

SEC VIII - TRAINING FOR COMPETITIVE EXAMINATION

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318S6A	2				2	2	25	75	100
Learning Objectives									
LO1	To make the students learn about the analytical skill								
LO2	To impart proficiency in logical skills related to numbers, data and English comprehension.								
LO3	To create awareness about Indian Economy and related facts								
LO4	To make the students aware about the Administration, Culture, Geography of India and State								
LO5	To know about the current affairs, history and important events and dates.								
Prerequisites: Should have studied Commerce in XII Std									
UNIT	Details								No. of Hours
I	Mathematical Ability - Work and Time-Collection and presentation of data, compilation-Percentage-Graphs and Tables, Diagrams-Analytical interpretation of data-Simplification-Highest Common Factor – Lowest Common Multiple-Compounds Interest-Simple Interest-Volume and Area-Conversion of information to data-Proportion and Ratio								6
II	Logical Reasoning: Number Series-Visual Reasoning-Puzzles- Dice-Alphanumeric Reasoning-Directions and Distance-calendar-Venn diagram- Analogy -Verbal reasoning-Comprehension of English passages.								6
III	LANGUAGE ABILITY: English language basics- Parts of Speech-Matching the phrases- Synonyms-Antonyms- Prefix and Suffix-Articles-Prepositions-Homophobes-Tenses-Voices-sentence pattern-Punctuation-Comprehension – Tamil for TNPSC Exams.								6
IV	INDIAN ECONOMY Nature of Indian economy – Five-year plan models – an assessment Planning Commission and Niti Ayog - Sources of revenue – Reserve Bank of India – Finance Commission – Resource sharing between Union and State Governments – Goods and Services Tax - Economic Trends Employment Generation, Land Reforms and Agriculture – Application of Science and Technology in Agriculture – Industrial growth – Rural Welfare oriented programmes – Social Problems – Population, Education Health, Employment, Poverty.								6

V	CURRENT AFFAIRS Current events of National & International Importance-History of India & Indian National Movement- Indian & World Geography – Physical, Social, Economic Geography of India & the World- Indian Polity & Governance – Constitution, Political System, Panchayati Raj, Public Policy, Rights Issues, etc.- Indian Economy key factors- Current affairs related to Tamilnadu.	6
	TOTAL	30
Course Outcomes		
CO1	Understanding frame work of the competitive examinations and apply the same	
CO2	Learn about the mathematical, logical and language abilities to succeed in the competitive examinations	
CO3	Exploring the Geography and social and political conditions at international and national level	
CO4	Gaining insight about the Indian Economy and the related issues	
CO5	Apply the knowledge of current affairs related to world and India	
Textbooks		
1	High School text books	
2	NCERT'S Class XI and XII	
Reference Books		
1	Quantitative aptitude by R.S.Agarwal	
2	Logical Reasoning by R.S.Agarwal	
3	Verbal and non-verbal reasoning by R.S.Agarwal	
4	Genal studies – Periodicals like Competition Success Review	
NOTE: Latest Edition of Textbooks May be Used		
Web Resources		
1	https://questionpaper.org/reasoning/	
2	http://www.simplynotes.in/analytical-logical-reasoning/	
3	https://unacademy.com/	
4	https://shikshanjagat.net/logical-reasoning-study-material/	
5	https://www.clearias.com/	
6	https://www.civilserviceindia.com/subject/General-Studies/notes/	



UNIVERSITY OF MADRAS

சென்னைப் பல்கலைக்கழகம்

[Established under the Act of Incorporation XXVII of 1857
– Madras University Act 1923] [State University]
Centenary Building, Chepauk, Chennai – 600 005

No.V.3/S.1 /Common template for UG/2024/ 292

Date: - 8 OCT 2024

From
The Registrar,
University of Madras.

To
The Principals of all affiliated Arts and Science College (Autonomous/Non-Autonomous)

Sir/Madam,

Sub: Academic- Implementation of common Template for all UG Degree
Programme from the academic year 2023-2024 - Reg

I am by direction to inform you that the common Template for all UG Degree Programme inclusion of Naan Mudhalvan course from 2nd semester to 6th semester from the academic year 2023-2024 offered in the affiliated Arts and Science Colleges is adopted based on the letter received from TANSICHE.

I am forwarding herewith the common Template for all UG Degree Programmes.

This may kindly be brought to the notice of the concerned Department/ Staff/Students in your colleges without fail.

The receipt of this communication may kindly be acknowledged.

Thanking you,

Yours faithfully,

S. Kailashan
for REGISTRAR

Encl: as above

UNIVERSITY OF MADRAS

Revised Template for the Scheme of Examination and Credit Distribution for UG Degree Programmes which Includes Naan Mudhalvan Courses with effect from the academic year 2023-2024 onwards

Component	Semester I	Credits	Hours
Part I	Languages – Tamil/Other Languages - 1	3	6
Part II	English 1	3	6
Part III	Core Course - CC 1	5	5
	Core Course - CC 2	5	5
	Elective 1 Generic/Discipline Specific	3	4
Part IV	Skill Enhancement Course (SEC) - 1	2	2
	Skill Enhancement(Foundation Course)	2	2
		23	30

Component	Semester II	Credits	Hours
Part I	Languages – Tamil /Other Languages - 2	3	6
Part II	English - 2	3	4 + 2*
Part III	Core Course - CC 3	5	5
	Core Course - CC 4	5	5
	Elective 2 Generic/Discipline Specific	3	4
Part IV	Skill Enhancement Course (SEC) - 2	2	2
	NMC- 1 * (Naan Mudhalvan Course) - Language Proficiency for Employability	2	2*
	Skill Enhancement Course – (SEC) -3	2	2
		25	30

- The Instructional hours distributed for Part-II English is 4 hours instead of 6 hours and the 2 hours provided for Language Proficiency for Employability (Naan Mudhalvan Course (NMC-I)) which shall be handled by the faculty of English Department only .

Component	Semester III	Credits	Hours
Part I	Languages – Tamil /Other Languages - 3	3	6
Part II	English - 3	3	6
Part III	Core Course - CC 5	5	5
	Core Course - CC 6	5	5
	Elective 3 Generic/Discipline Specific	3	4
Part IV	Skill Enhancement Course (SEC) - 4 (Entrepreneurial Skill)	1	1
	NMC-2 (Naan Mudhalvan Course/Skill Enhancement Course (SEC) - 5	2	2
	E.V.S.	-	1
		22	30

Contd..2..

Component	Semester IV	Credit	Hours
Part I	Languages – Tamil /Other Languages - 4	3	6
Part II	English - 4	3	6
Part III	Core Course - CC 7 Core Industry Module	5	5
	Core Course 8	5	5
	Elective 4 Generic/Discipline Specific	3	3
Part IV	NMC-3 (Naan Mudhalvan Course)/Skill Enhancement Course (SEC) - 6	2	2
	E.V.S	2	1
	Value Education	2	2
		25	30

Component	Semester V	Credits	Hours
Part I	Core Course - CC 9	4	5
Part II	Core Course - CC 10	4	5
Part III	Core Course - CC 11	4	5
	Core Course/ Project with viva-voce - CC 12	4	5
	Elective - 5 Generic/Discipline Specific	3	4
	Elective - 6 Generic/Discipline Specific	3	4
Part IV	NMC-4 (Naan Mudhalvan Course)/Skill Enhancement Course (SEC) - 7	2	2
	Summer Internship/Industrial Training	2	-
		26	30

Component	Semester VI	Credit	Hours
Part I	Core Course 13	4	6
Part II	Core Course 14	4	6
Part III	Core Course 15	4	6
	Elective - 7 Generic/Discipline Specific	3	5
	Elective - 8 Generic/Discipline Specific	3	5
Part IV	NMC- 5 (Naan Mudhalvan Course)/ Professional Competency Skill	2	2
Part V	Extension Activity	1	-
		21	30

- Total – 142 Credits (Minimum Credits required for the award of Degree 142)
- Originally Value Education subjects in the V Semester, now it is shifted to IV Semester in view of accommodating Naan Mudhalvan Course in the V Semester.
- Naan Mudhalvan Courses are mandatory for award of Degree for all UG Programmes, If a student is long absentee/lack of attendance for exceptional cases, he/she shall not be mapped for NM courses, instead the existing Skill Enhancement Course (SEC) shall be offered to the said students for award of Degree.