



UNDERGRADUATE DEGREE PROGRAMME

B.Com

Three Years

/

B.Com (Hons)

Four Years

CURRICULUM & SYLLABUS

REGULATION 2026

Learning Outcomes based Curriculum Framework (LOCF)

Effective from the Academic year

2026-2027

Department of Commerce
School of Commerce and Economics

DEPARTMENT OF COMMERCE

VISION OF THE DEPARTMENT

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

MISSION OF THE DEPARTMENT

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

PROGRAMME EDUCATIONAL OUTCOMES (PEO)

PEO1	Graduates will apply fundamental knowledge of accounting, economics, law, and management to perform effectively in banking, administrative, and government roles and pursue higher studies or competitive exams.
PEO2	Graduates will prepare, analyze, and interpret financial statements and tax records using Ind AS, GST, and financial tools like Tally and Excel to work as accountants, tax consultants, and financial analysts.
PEO3	Graduates will manage company secretarial functions and corporate compliance under the Companies Act and SEBI regulations, progressing to roles like Company Secretary trainee and compliance executive.
PEO4	Graduates will integrate commerce and IT skills to develop MIS reports, manage ERP and computerized accounting systems, and work in fintech, e-commerce, and data analytics roles. students with communication and leadership skills focusing towards directing and analysing in real time experience.

PROGRAMME OUTCOMES (PO)

PO1	Implement knowledge of Commerce, Accounting, Corporate Laws, Taxation, and Company Secretaryship in solving business and organizational problems effectively.
PO2	Deploy knowledge in Accounting, Finance, Taxation, Banking and Auditing to analyze and solve financial and business-related problems effectively.
PO3	Execute proficiency in modern business tools, communication, teamwork, ethical practices, and entrepreneurial skills for successful careers in technology-driven business environments.
PO4	Apply technical and commerce knowledge in accounting, business analytics, financial management, and digital technologies to solve real-world business problems effectively.
PO5	Design and implement AI-enabled MIS dashboards, chatbots, and automated accounting solutions using Python and Web Technology platforms for business analytics.
PO6	Employ AI and machine learning tools for fraud detection, risk assessment, credit scoring, and financial forecasting in accounting and finance roles.
PO7	Exhibit professional ethics, communication skills, leadership qualities, and managerial abilities required for successful careers and entrepreneurship.
PO8	Exhibit professional ethics and apply communication, leadership, and entrepreneurial competencies to build careers in corporate, SME, banking, NBFC, education, IT, ERP, and finance sectors.

PROGRAMME SPECIFIC OUTCOMES (PSO)

PSO1	Students will gain sound knowledge of accounting, finance, taxation, management, economics, and business law.
PSO2	Students will interpret financial statements, market information, organisational practices, and commercial issues using suitable analytical tools.
PSO3	Students will develop career readiness, entrepreneurial ability, digital literacy, communication proficiency, ethical awareness, and leadership qualities.

CREDIT DISTRIBUTION

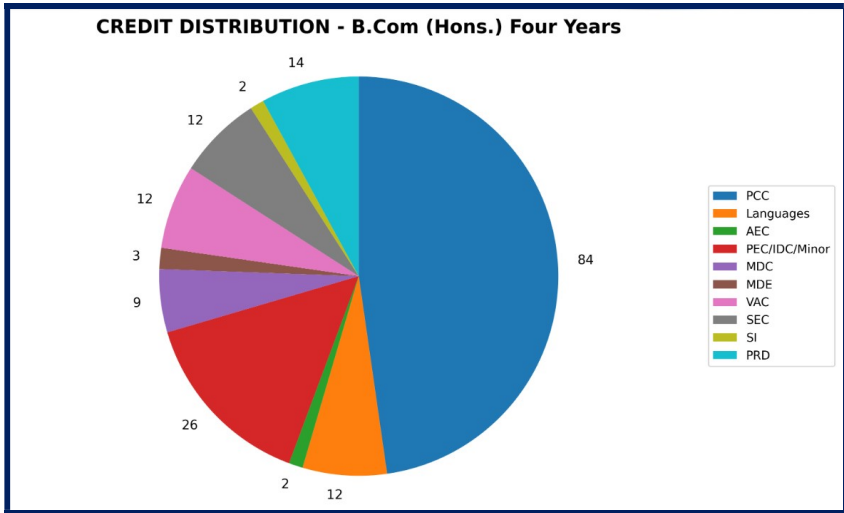
B.Com., (Hons) General

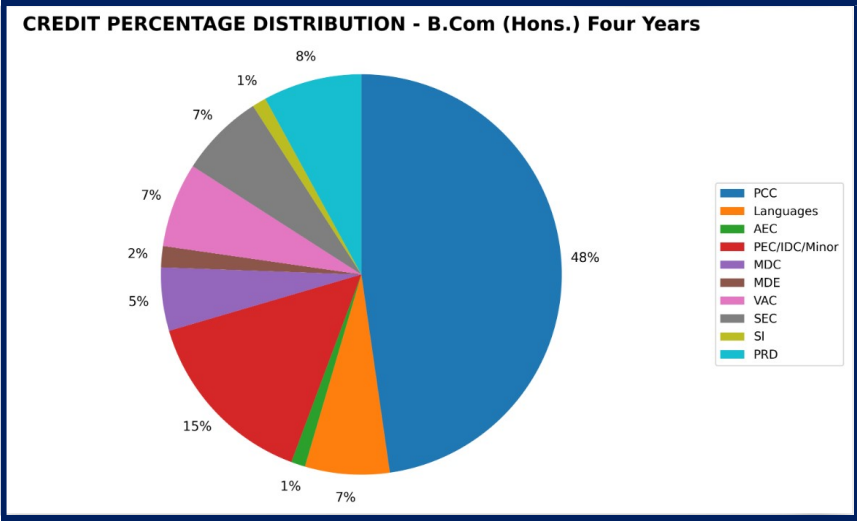
Minimum credits to be earned: 176

B.Com – (General)

Minimum credits to be earned: 132

Component	I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem	3 Yrs. Total Credits	VII Sem	VIII Sem	4 Yrs Total Credits
PCC	8	8	8	8	12	16	60	12	12	84
Languages	6	6	-	-	-	-	12	-	-	12
AEC	2	-	-	-	-	-	2	-	-	2
PEC / IDC / Minor	3	3	3	3	3	3	18	4	4	26
MDC	3	3	-	3	-	-	9	-	-	9
MDE	-	-	-	-	3	-	3	-	-	3
VAC	-	1	7	2	2	-	12	-	-	12
SEC	-	-	3	6	2	1	12	-	-	12
SI	-	-	1	-	1	-	2	-	-	2
PRD	-	-	-	-	-	2	2	6	6	14
Total Credits	19	18	26	19	22	22	132	22	22	176





ABBREVIATIONS

PCC	Programme Core Course
AEC	Ability Enhancement Courses
PEC	Professional Elective Course
IDC	Interdisciplinary / Minor Courses
MDC	Multidisciplinary Courses
MDE	Multidisciplinary Elective
VAC	Value Added Courses
SEC	Skill Enhancement Courses
SI	Summer Internship
PRD	Project Report and Dissertation
SI	Summer Internship
IDC	Interdisciplinary / Minor Courses

CURRICULUM STRUCTURE
B. Com Three Years / B.Com., (Hons) Four Years

Total number of Credits: 176

B.C.om, (Hons) General Minimum Credits to be earned :176 B.Com., General Minimum Credits to be earned: 132										
SEMESTER 1										
Category	Code	Course	Hours/Week					Maximum Marks		
			L	T	P	SL	C	CIA	SEE	Total
LANG 1	26LTAM11/ 26LHIN11/ 26LFRE11	Tamil I/ Hindi I/ French I / Indian Sign Languag e – Basic	3	0	0	3	3	40	60	100
ENG 1	26LENG11	English I	3	0	0	3	3	40	60	100
PCC 1	26CBGL11	Financial Accounting-I	4	0	0	4	4	40	60	100
PCC 2	26CBGL12	Principles Management	4	0	0	4	4	40	60	100
MDC 1	26MDGL11	Managerial Economics	3	0	0	3	3	40	60	100
PEC 1/ IDC 1/ Minor 1	26EBGL11	Digital Banking	3	0	0	3	3	40	60	100
AEC 1		Communication Skills	0	0	4	2	2	40	60	100
SEC 1		Orientation programme / Industrial Visit	-	-	-	-	-	-	-	-
			20	-	4	22	22	-	-	-

CIA - Continuous Internal Assessment

SEE - Semester End Examination

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

SEMESTER 2											
Category	Code	Course	Hours/Week					Maximum Marks			
			L	T	P	SL	C	CIA	SEE	Total	
LANG 2	26LTAM21/ 26LHIN21/ 26LFRE21	Tamil II / Hindi II / French II / Indian Sign Language - Advanced	3	0	0	3	3	40	60	100	
ENG 2	26LENG21	English II	3	0	0	3	3	40	60	100	
PCC 3	26CBGL21	Financial Accounting -II	4	0	0	4	4	40	60	100	
PCC 4	26CBGL22	Business Law	4	0	0	4	4	40	60	100	
MDC 2	26MDGL21	Indian Economy	3	0	0	3	3	40	60	100	
PEC 2 / IDC 2 / Minor 2	26EBGL21	Business Correspondence and Office Management	3	0	0	3	3	40	60	100	
VAC 1	26DVAC21	Universal Human Values	1	0	0	1	1	40	60	100	
			21	0	0	21	21	-	-	-	
SEMESTER 3											
Category	Code	Course	Hours/Week					Maximum Marks			
			L	T	P	SL	C	CIA	SEE	Total	
PCC 5	26CBGL31	Corporate Accounting-I	4	0	0	4	4	40	60	100	
PCC 6	26CBGL32	Company Law	4	0	0	4	4	40	60	100	
PEC 3	26EBGL33	Business Ethics	3	0	0	3	3	40	60	100	
VAC 2	26ABGL31	Environmental Studies	3	0	0	3	3	40	60	100	
VAC 3	26MEGL31	Indian Knowledge System	2	0	0	2	2	40	60	100	
VAC 4	26SSKU31	Industry Oriented Employability skills	2	0	0	2	2	40	60	100	
SEC 2		Professional Development – I	2	0	0	2	2	40	60	100	
SEC 3		Global Certification (IBM / NASSCOM /Coursera / Udemy)	0	0	0	0	1				
SI 1	26BGL41	Internship I	0	0	2	1	1	-	100	100	
			20	-	2	21	22	-	-	-	

SEMESTER 4										
Category	Code	Course	Hours/Week					Maximum Marks		
			L	T	P	SL	C	CIA	SEE	Total
PCC 7	26CBGL41	Corporate Accounting-II	4	0	0	4	4	40	60	100
PCC 8	26CBGL42	Digital Business Management	4	0	0	4	4	40	60	100
PEC 4	26EBGL43	GST Act and Practice	3	0	0	3	3	40	60	100
MDC 3	26 MDGL41	Business Statistics	3	0	0	3	3	40	60	100
SEC 4	26SBEN41	Entrepreneurial Development	2	0	0	2	2	40	60	100
SEC 5	26SSKU42	Fundamental of AI	2	0	0	2	2	40	60	100
SEC 6		Professional Development – II	2	0	0	2	2	40	60	100
SEC 7		In-plant Training/ Industrial Tour / Summer Term	-	-	-	-	-	-	-	-
VAC 5	26VAC41	Yoga Education / National Service Scheme/Disaster Management	0	0	4	2	2	-	100	100
			20	-	4	22	22	-	-	-
SEMESTER 5										
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
PCC 9	26CBGL51	Cost Accounting	4	0	0	4	4	40	60	100
PCC 10	26CBGL52	Income tax law and practice-I	4	0	0	4	4	40	60	100
PCC 11	26CBGL53	Practical Auditing	4	0	0	4	4	40	60	100
PEC 5	26EBGL51	Financial Services	3	0	0	3	3	40	60	100
MDE 1	26MEGL52	Cyber Security	3	0	0	3	3	40	60	100
SEC 8		Professional Development – III	2	0	0	2	2	40	60	100
VAC 6	26VAC51	Automation Software Solutions	1	0	2	1	2	40	60	100
SI 2	26BGL51	Internship II	0	0	2	1	1	-	100	100
SEC 9		Skill Enhancement Training / Student Club Activities/ Institution Innovation Council (IIC) Activities	-	-	-	-	-	-	-	-
			21	-	4	22	23	-	-	-

SEMESTER 6

Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
PCC 12	26CBGL61	Management Accounting	4	0	0	4	4	40	60	100
PCC 13	26CBGL62	Income tax law and practice - II	4	0	0	4	4	40	60	100
PCC 14	26CBGL63	Human Resource Management	4	0	0	4	4	40	60	100
PCC 15	26CBGL64	Financial Management	4	0	0	4	4	40	60	100
PEC 6	26EBGL61	Marketing Management	3	0	0	3	3	40	60	100
PRD 1	26PRGL61	Mini Project	0	0	4	2	2	-	100	100
SEC 10	26SBCS62	On Job Training / Apprenticeship / Startup	0	0	2	1	1	-	100	100
			19	-	6	22	22	-	-	-

SEMESTER 7										
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
PCC 16	26CBGL71	Management Information System	4	0	0	4	4	40	60	100
PCC 17	26CBGL72	AI-Marketing	4	0	0	4	4	40	60	100
PCC 18	26CBGL73	Business Taxation	4	0	0	4	4	40	60	100
PEC 7	26EBGL74	Research Methodology	4	0	0	4	4	40	60	100
PRD 2	26PRGL71	Research Project I	0	0	12	6	6	40	60	100
			16	-	12	22	22	-	-	-
SEMESTER 8										
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
PCC 19	26CBGL81	Financial Statement Analysis and Reporting	4	0	0	4	4	40	60	100
PCC 20	26CBGL82	Consumer Behaviour	4	0	0	4	4	40	60	100
PCC 21	26CBGL83	Corporate Finance	4	0	0	4	4	40	60	100
PEC 8	26EBGL84	Strategic Management	4	0	0	4	4	40	60	100
PRD 3	26PRGL81	Research Project II	0	0	12	6	6	40	60	100
			16	-	12	22	22	-	-	-

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SEE - Semester End Examination

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

PROGRAMME CORE COURSES

Category	Code	Course	L	T	P	SL	C
PCC 1	26CBGL11	Financial Accounting-I	4	0	0	4	4
PCC 2	26CBGL12	Principles of Management	4	0	0	4	4
PCC 3	26CBGL21	Financial Accounting-II	4	0	0	4	4
PCC 4	26CBGL22	Business Law	4	0	0	4	4
PCC 5	26CBGL31	Corporate Accounting –I	4	0	0	4	4
PCC 6	26CBGL32	Company Law	4	0	0	4	4
PCC 7	26CBGL41	Corporate Accounting –II	4	0	0	4	4
PCC 8	26CBGL42	Digital Business Management	4	0	0	4	4
PCC 9	26CBGL51	Cost Accounting	4	0	0	4	4
PCC10	26CBGL52	Income tax law and practice-I	4	0	0	4	4
PCC11	26CBGL53	Practical Auditing	4	0	0	4	4
PCC12	26CBGL61	Management Accounting	4	0	0	4	4
PCC13	26CBGL62	Income tax law and practice- II	4	0	0	4	4
PCC14	26CBGL63	Human Resource Management	4	0	0	4	4
PCC15	26CBGL64	Financial Management	4	0	0	4	4
PCC16	26CBGL71	Management Information System	4	0	0	4	4
PCC17	26CBGL72	AI-Marketing	4	0	0	4	4
PCC18	26CBGL73	Business Taxation	4	0	0	4	4
PCC19	26CBGL81	Financial Statement Analysis and Reporting	4	0	0	4	4
PCC20	26CBGL82	Consumer Behaviour	4	0	0	4	4
PCC21	26CBGL83	Corporate Finance	4	0	0	4	4

PROFESSIONAL ELECTIVE COURSES

Category	Code	Course	L	T	P	SL	C
PEC 1	26EBGL13	Digital Banking	3	0	0	3	3
PEC 2	26EBGL21	Business Correspondence and Office Management	3	0	0	3	3
PEC 3	26EBGL33	Business Ethics	3	0	0	3	3
PEC 4	26EBGL43	GST Act and Practice	3	0	0	3	3
PEC 5	26EBGL51	Financial Services	3	0	0	3	3
PEC 6	26EBGL61	Marketing Management	3	0	0	3	3
PEC 7	26EBGL74	Research Methodology	4	0	0	4	4
PEC 8	26EBGL84	Strategic Management	4	0	0	4	4

AEC & LANGUAGES

Category	Code	Course	L	T	P	SL	C
LANG I	26LTAM11/	Tamil I / Hindi I/ French I	3	0	0	3	3
	26LHIN11/						
	26LFRE11						
ENG I	26LENG11	English I	3	0	0	3	3
AEC I	26ABGL11	Communication Skills	0	0	4	2	2
LANG II	26LTAM21/	Tamil II / Hindi II / French II	3	0	0	3	3
	26LHIN21/						
	26LFRE21						
ENG II	26LENG21	English II	2	0	0	2	2

MULTIDISCIPLINARY CORE COURSES

Category	Code	Course	L	T	P	SL	C
MDC 1	26MDGL11	Managerial Economics	3	0	0	3	3
MDC 2	26MDGL21	Indian Economy	3	0	0	3	3
MDC 3	26MDGL31	Business Statistics	3	0	0	3	3

MULTIDISCIPLINARY ELECTIVE COURSES

Category	Code	Course	L	T	P	SL	C
MDE 2	26MEGL51	Cyber Security	3	0	0	3	3

VALUE ADDED COURSE

Category	Code	Course	L	T	P	SL	C
VAC 1	26DVAC21	Universal Human Values	1	0	0	1	1
VAC 2	26EVS031	Environmental Studies	3	0	0	3	3
VAC 3	26VAC32	Indian Knowledge System	2	0	0	2	2
VAC 4	26VAC	Industry Oriented Employability Skills	2	0	0	2	2
VAC 5	26VAC41	Yoga Education / National Service Scheme / Disaster Management	0	0	4	2	2
VAC 6	26VAC51	Automation Software Solutions	1	0	2	1	2

SKILL ENHANCEMENT COURSES

Category	Code	Course	L	T	P	SL	C
SEC 1	26SBGL11	Orientation Programme / Industrial Visit	2	0	0	2	2
SEC 2		Professional Development - I	2	0	0	2	2
SEC 3	26SBGL31	Global Certification (IBM / NASSCOM / Coursera / Udemey)	0	0	0	0	1
SEC 4	26SBGL51	Entrepreneurial Development	2	0	0	2	2
SEC 5	26SSKU42	Fundamentals of Artificial Intelligence	2	0	0	2	2
SEC 6		Professional Development – II	2	0	0	2	2
SEC 7		In-plant Training / Industrial Tour / Summer Term	-	-	-	-	-
SEC 8		Professional Development – III	2	0	0	2	2
SEC 9		Skill Enhancement Training / Industrial Tour / Summer Term	-	-	-	-	-
SEC 10	26SBCS62	On Job Training / Apprenticeship / Startup	0	0	2	1	1

SUMMER INTERNSHIP

Category	Code	Course	L	T	P	SL	C
SI 1	26BGL41	Internship I	0	0	2	1	1
SI 2	26BGL51	Internship II	0	0	2	1	1

PROJECT REPORT AND DISSERTATION

Category	Code	Course	L	T	P	SL	C
PRD 1		Mini Project	0	0	4	2	2
PRD 3	26RBGL71	Research Project I	0	0	12	6	6
PRD 3	26RBGL81	Research Project II	0	0	12	6	6

SEMESTER I

26LTAM11

தமிழ்மொழிப்பொடம்-1

L	T	PSL	C
3	0	0	3 3

பாடத்திட்ட நோக்கம்:

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

அலகு- 1: தமிழ் மொழி வரலாறு

10 மணி நேரம்

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

அலகு- 2: சங்க இலக்கியங்கள்

9 மணி நேரம்

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

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

நெடுநல்வாடை: பாடல் வரிகள் 45 முதல் 72 வரை

அலகு - 3 அற இலக்கியங்கள்

9 மணி நேரம்

திருக்குறள் அறன் வலியுறுத்தல் (அறம்), நட்பாராய்தல் (பொருள்), குறிப்பறிதல் (இன்பம்),. மூன்று அதிகாரங்கள் முழுமையும்

நாலடியார் - பாடல் எண்: 139 (கல்லாரே ஆயினும்) 248 (நண்ணிலைக்கான்) 216 (கடையாயர்)

ஔவையார் - மூதாரை- பாடல் எண்- 10 (நெல்லுக்கு இறைத்தநீர்), - பாடல் எண்- 16 (அடக்கமுடையார்)

அலகு - 4 உரைநடை

9 மணி நேரம்

சிற்பியே உன்னைச் செதுக்குகிறேன் - வைரமுத்து - லட்சியம்,கல்வி, கலை, உறவு, மொழி,சாதனை ஆகிய தலைப்பிலான கட்டுரைகள்

சிறுகதை புதுமைப்பித்தன் - சாபவிமோசனம்

ஜெயகாந்தன் - ஒரு பிடி சோறு

அலகு 5 மொழித்திறன்

8 மணி நேரம்

பிழை நீக்கி எழுதுதல் - ஒற்றுப்பிழை நீக்கி எழுதுதல் - தொடர்பிழை நீக்கி எழுதுதல்
கலைச்சொல்லாக்கம் - தேவைகள் - கலைச்சொற்களின் பண்புகள்

அறிவியல் கலைச்சொற்கள். கடிதம் - வகைகள் - அலுவலகக் கடிதங்கள் - பயிற்சி

மொத்தம்; 45 மணிநேரம்

பார்வை நூல்கள்

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

பாடத்தை வெற்றிகரமாக முடித்த பின் மாணவர்கள் செய்யக்கூடியவை:

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

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	2	3
CO2	2	2	3	2	–	–	3	3	2	2	3
CO3	2	2	3	2	–	–	3	3	2	3	3
CO4	2	2	3	2	–	–	3	3	2	3	3
CO5	2	2	3	3	–	–	3	3	2	3	3
Average	2	2	3	2.2	–	–	3	3	2	2.6	3

26LENG11

HINDI-I

L	T	P	SL	C
3	0	0	3	3

COURSE OBJECTIVE:

The main objectives of this course are to improve students' proficiency in the Hindi language, to increase their interest in prose literature, to make the present generation aware of moral values through the moral values depicted in it, to provide knowledge about society as portrayed in literary forms such as prose and short stories, to improve students' language proficiency by giving them the necessary training to write error-free correspondence, and to familiarize them with technical terminology and updated language technology

UNIT 1:

History of Hindi Literature – Periodization – Development of Prose – General Introduction, Short Story – “Lottery” (Munshi Premchand), “One Emotion, Many Languages” (Patriotism and National Integration) – Introduction to various Indian cultures and regions. **9 Hrs**

UNIT 2:

One-Act Play – “Newspaper Advertisement” (Chiranjit) – Development of Language Skills – Functional Hindi – Technical Terms, Designations and Departmental Names, Administrative Phrases. **9 Hrs**

UNIT 3:

Humorous Satirical Story – “Tum Kab Jaoge, Atithi” (Sharad Joshi) – Functional Hindi – Letter Writing – Different Types of Letters – Formal Letters. **9 Hrs**

UNIT 4: Patriotic Story – “Puraskaar” (Jaishankar Prasad) – Functional Hindi – Letter Writing – Different Types of Letters – Informal Letters. **9 Hrs**

UNIT 5: Essay: “The Story of Indian Science” (Gunakar Mule) – India's Contribution to the World – Functional Hindi – Language Technology – Unicode Hindi Fonts, Inscript Keyboard – e-Library – e-Dictionary – e-Learning – Artificial Intelligence for Practical Use. **9 Hrs**

Total Hours: 45 Self Learning: 30

References:

1. Munshi Premchand: Mansarovar (Short Story Collection), Vol. 8 Hans Prakashan / Saraswati Press / Prabhat Prakashan (various editions available)
2. Vyavaharik Hindi, Publisher: Rajpal & Sons, New Delhi
3. One-Act Play Collection, Lokbharti Prakashan, Prayagraj
4. Prayojanmoolak Hindi, Dr. Naresh Mishra / Dr. Kailash Chandra Bhatia, Rajkamal Prakashan / Vani Prakashan
5. Sharad Joshi Vyangya Rachanavali, Vol. 1, Rajkamal Prakashan
6. Prasad Ki Shreshtha Kahaniyan, Lokbharti Prakashan
7. Vyavaharik Hindi Aur Patra Lekhan, Dr. Hardev Bahri, Kitab Mahal, Allahabad

8. Bharatiya Vigyan Ki Kahani – Gunakar Mule, Rajkamal Prakashan
9. Computer Aur Hindi Bhasha, Dr. Bholanath Tiwari, Vani Prakashan
10. Hindi Sahitya Ka Itihas, Ramchandra Shukla, Nagari Pracharini Sabha, Varanasi

R1: Kendriya Hindi Sansthan, Banking Hindi Patyakram, 2012.

R2: NCERT, Sparsh, Class 9.

R3: Main Aur Mera Vyakaran, New Saraswati House, New Delhi.

R4: Govind Ballabh Sharma, Hindi Vyavaharik Tankan Kala Evam Tankan Abhyas, Neelkanth Publishers Pvt. Ltd., 2022.

Web links:

1. https://www.prabhatbooks.com?utm_source=chatgpt.com
2. https://vaniprakashan.com/?utm_source=chatgpt.com
3. https://www.rajkamalprakashan.com?utm_source=chatgpt.com
4. https://home.unicode.org/?utm_source=chatgpt.com
5. https://home.unicode.org?utm_source=chatgpt.com

COURSE OUTCOME:

AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO

CO No.	Course Outcome	K-Level
CO1	Explain the history of Hindi literature, periodization, development of prose, and cultural values reflected in selected texts.	K2
CO2	Interpret prose, short stories, and one-act plays to understand moral values, patriotism, national integration, and social themes.	K2
CO3	Apply functional Hindi skills using technical terms, designations, departmental names, and administrative phrases.	K3
CO4	Prepare formal and informal letters using appropriate Hindi language, format, and expression.	K3
CO5	Use Hindi language technology such as Unicode fonts, Inscript keyboard, e-library, e-dictionary, e-learning, and AI tools for practical purposes.	K3

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	2	3
CO2	2	2	3	2	–	–	3	3	2	3	3
CO3	2	2	3	3	–	–	3	3	2	3	3
CO4	2	2	3	3	–	–	3	3	2	3	3
CO5	2	2	3	3	2	–	3	3	2	3	3
Average	2	2	3	2.6	2	–	3	3	2	2.8	3

26LENG11**FRENCH- I**

L	T	P	SL	C
3	0	0	3	3

COURSE OBJECTIVE:

The lessons are being chosen

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

UNITS

- | | |
|---|----------|
| 1) Salut
les nombres, Les jours de la semaine et du mois, La nationalité | 6 hours |
| 2) Enchanté
Les verbes Etre, Avoir, Aller, Regular ER verbes, Present tense. | 8 hours |
| 3) J'Adore
La negation, l'adjectif possessif, le futur proche | 8 hours |
| 4) Tu veux bien
Les articles de finis/indéfinis, Les pronoms après une préposition (avec lui, chez moi),
Le passé composé | 10 hours |
| 5) On se voit quand
Les pronoms compléments directs me, te, nous, vous, L'interrogation avec est-ce que, L'heure et la date. | 6 hours |
| 6) Bonne idée
Les articles partitifs, Le masculin et le féminin des adjectifs, Les pronoms compléments directs le, la, les,
La négation : ne... pas de. | 7 hours |

Total Hours: 30 Self Learning: 30

Text / Reference Book:

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

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

COURSE OUTCOME:

AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO

CO1	The students would be able to greet, to excuse and to introduce himself	K2
CO2	The students would be able to introduce someone	K2
CO3	The students would be able to express his ideas, opinions and weekend projects	K3
CO4	The students would be able to ask someone to do something, polite manner	K3
CO5	The students would be able to accept, refuse enquire and indicate the time and date	K3
CO6	The students would be able to express himself in positive and negative manner	K3

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	2	3
CO2	2	2	3	2	–	–	3	3	2	2	3
CO3	2	2	3	2	–	–	3	3	2	3	3
CO4	2	2	3	2	–	–	3	3	2	3	3
CO5	2	2	3	2	–	–	3	3	2	3	3
CO6	2	2	3	3	–	–	3	3	2	3	3
Average	2	2	3	2.17	–	–	3	3	2	2.67	3

INDIAN SIGN LANGUAGE (BASIC)

L	T	P	SL	C
3	0	0	3	3

CO1	To understand Deaf culture and recognize the importance of Indian Sign Language (ISL) in ensuring equality, accessibility, and social inclusion.
CO2	To develop basic conversational skills for effective communication with the hearing-impaired community using sign language.
CO3	To acquire the ability to express everyday concepts such as daily routines, needs, food, people, and descriptive elements like color, shape, and size.
CO4	To promote the use of ISL in educational institutions, workplaces, and public services for creating an inclusive environment.
CO5	To encourage continuous practice and skill development in ISL to support and advocate for the hearing-impaired community.

Unit I: Basics of ISL

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

Unit II: People and Food

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

Unit III: Feelings and Festivals

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

Unit IV: Home and Nature

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

Unit V: Society and Education

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

Total Hours: 30 Self Learning: 30

Text Book

1. Indian Sign Language Dictionary – Ramakrishna Mission Vidyalaya, IHRDC, Coimbatore
2. Reference Books 1. Sign Language in India: A Linguistic Exploration – Dr. Sandeep Sharma Jat
3. The Indian Sign Language – William P. Clark

COURSE OUTCOME:

At the end of this course, the students would have learnt to

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

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	2	3
CO2	2	2	3	2	–	–	3	3	2	3	3
CO3	2	2	3	2	–	–	3	3	2	3	3
CO4	2	2	3	2	–	–	3	3	2	3	3
CO5	2	2	3	2	–	–	3	3	2	3	3
Average	2	2	3	2	–	–	3	3	2	2.8	3

L	T	P	SL	C
3	0	0	3	3

COURSE OBJECTIVE:

CO1	To develop an understanding of prose, poetry, and short stories.
CO2	To enhance reading comprehension and critical thinking skills
CO3	To improve accuracy and clarity in language use.
CO4	To build a rich and adequate vocabulary.
CO5	To promote the use of digital tools for communication and presentation skills.

UNIT I- GRAMMAR & VOCABULARY

9

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

UNIT-II PROSE

9

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

UNIT III - POETRY

9

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

UNIT – IV SHORT STORIES

9

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

UNIT- V ONE-ACT PALY

9

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

Total Hours: 45 Self Learning: 45

COURSE OUTCOME:

AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO

CO1	Interpret and analyze prose, poetry, and short stories	K4
CO2	Demonstrate improved reading, writing, and comprehension skills.	K3
CO3	Apply grammar accurately in communication.	K3
CO4	Use vocabulary effectively in academic and real-life contexts.	K3
CO5	Utilize AI tools to enhance language, speaking, and presentation skills.	K3

Text Books

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

References:

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

Websites:

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

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	3	3
CO2	2	2	3	2	–	–	3	3	2	3	3
CO3	2	2	3	3	–	–	3	3	2	3	3
CO4	2	2	3	3	–	–	3	3	2	3	3
CO5	2	2	3	3	2	–	3	3	2	3	3
Average	2	2	3	2.6	2	–	3	3	2	3	3

26CBGL11

FINANCIAL ACCOUNTING-I

L	T	P	SL	C
4	0	0	4	4

COURSE OBJECTIVES:

CO1	To remember the meaning, definition, functions, concepts, and conventions of accounting, along with the basic procedure of journal, ledger, subsidiary books, cash book, and trial balance.
CO2	To understand the meaning and purpose of final accounts and the treatment of common adjustments such as closing stock, outstanding and prepaid expenses, accrued and unearned income, depreciation, bad debts, provision for doubtful debts, and interest on capital/drawings.
CO3	To apply the procedure for preparing Trading Account, Profit and Loss Account, Balance Sheet, and Bank Reconciliation Statement under different balance situations.
CO4	To analyse the relevant Accounting Standards such as AS 2, AS 3, AS 6, AS 10, AS 14, AS 20, AS 25, and AS 26 for appropriate accounting treatment and reporting.
CO5	To evaluate the methods and accounting treatment of depreciation, including straight line method, diminishing balance method, journal entries, ledger accounts, and treatment of assets sold or discarded.

UNIT I: INTRODUCTION TO ACCOUNTING

12 HRS

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

UNIT II: PREPARATION OF FINAL ACCOUNTS

12 HRS

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

UNIT III: ACCOUNTING STANDARDS

12 HRS

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

UNIT IV: BANK RECONCILIATION STATEMENT

12 HRS

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

UNIT V DEPRECIATION

12

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

Total Hours: 60 Self Learning: 60

TEXT BOOKS:

T1: T.S.Reddy & A.Murthy, “Financial Accounting”, Margham Publications, Sixth Revision Edition, 2011.

T2: P.C. Tulsian, “Financial Accounting”, Tata MC Graw Hill Ltd, 2003.

REFERENCES:

R1: Assish K. Bhattacharyya, “Financial Accounting”, Prentice of hall of India, 2022.

R2: N. Vinayagam and B. Charumaki, “Financial Accounting”, S.Chand & Company Ltd., 2002, Reprint – 2008.

R3: Tulsian, P.C. & Tulsian, Bharat. Financial Accounting for B.Com. (Hons.). 2nd ed. New Delhi: S. Chand, 2023.

R4 :Bhattacharyya, Asish K. Essentials of Financial Accounting for Business Managers. 6th Edition New Delhi: Prentice of Hall of India, 2022.

WEB LINKS:

W1: <https://drive.google.com/file/d/1-ERPZCOaRlywRnts-l2mwL1QMAlzJWH1/view>

W2: <https://www.youtube.com/watch?v=Hs-U3jAvqo4>

COURSE OUTCOMES

AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO

CO1	Examine the major Accounting Standards such as AS 2, AS 3, AS 6, AS 10, AS 14, AS 20, AS 25, and AS 26 and relate them to financial reporting practices.	K3
CO2	Explain the meaning and purpose of final accounts and the treatment of common adjustments and abnormal items in financial statements	K3
CO3	Prepare Trading Account, Profit and Loss Account, Balance Sheet, Trial Balance, and Bank Reconciliation Statement by applying accounting principles.	K2
CO4	Analyse the application of relevant Accounting Standards such as AS 2, AS 3, AS 6, AS 10, AS 14, AS 20, AS 25, and AS 26 in financial reporting.	K3
CO5	Compute and record depreciation using straight line method and diminishing balance method, including journal entries, ledger accounts, and treatment of asset disposal.	K5

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	3	2	3	–	–	2	2	3	3	2
CO2	3	3	2	3	–	–	2	2	3	3	2
CO3	3	3	2	3	–	–	2	2	3	3	2
CO4	3	3	2	3	–	–	2	2	3	3	2
CO5	3	3	2	3	–	–	2	2	3	3	2
Average	3	3	2	3	–	–	2	2	3	3	2

26CBGL12

PRINCIPLES OF MANAGEMENT

L	T	P	SL	C
4	0	0	4	4

COURSE OBJECTIVE

CO1	To remember the basic concepts, nature, scope, functions, levels, roles and skills of management.
CO2	To understand the evolution of management thought, including classical, behavioural, systems and contingency approaches.
CO3	To apply planning and decision-making concepts such as types of plans, forecasting, decision-making techniques and MBO in business situations.
CO4	To analyse the process of organizing and staffing, including organization structure, delegation, decentralization, recruitment, selection, training and performance appraisal.
CO6	To evaluate the importance of directing, leadership, motivation, communication, controlling, coordination, ethics, CSR and sustainability in modern management practices.

UNIT I: INTRODUCTION TO MANAGEMENT AND EVOLUTION OF THOUGHT 12 HRS

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

UNIT II: PLANNING AND DECISION MAKING

12 HRS

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

UNIT III: ORGANIZING AND STAFFING

12 HRS

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

UNIT IV: DIRECTING – LEADERSHIP, MOTIVATION AND COMMUNICATION 12 HRS

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

UNIT V: CONTROLLING AND COORDINATION

12 HRS

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

Total Hours: 60

Self Learning: 60

TEXT BOOKS:

T1: P.C. Tirpathi And P.N. Reddy, “Principles Of Management”, Tata Mcgrawhil New Delhi, 1991.

T2: J.Jayashankar, “Business Management”, 1st Edition Margham Publication, Chennai, 2004.

REFERENCES:

R1: N.Premavathi, “Principles of Management”, 2nd Edition Sri Vishnu Publication, Chennai, 2003.

R2: Weirich And Koontz, “Management – A Global Perspective”, 10th Edition, 1993.

WEB LINK:

W1: <https://drive.google.com/file/d/1kbl0up9Ke5lupsA6sGUQXNplJ8hPowP4/view>

W2: <https://drive.google.com/file/d/1o4hs3ddfEVzysol9qZermjgDPe475-RV/view>

COURSE OUTCOMES

AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO

CO1	Define the meaning, nature, scope, functions, levels, roles and skills of management.	K1
CO2	Explain the evolution of management thought and different approaches to management such as classical, behavioural, systems and contingency approaches.	K2
CO3	Apply planning, forecasting, decision-making techniques and Management by Objectives in suitable business situations.	K3
CO4	Analyse organization structure, departmentation, span of control, authority, responsibility, delegation, decentralization and staffing practices.	K4
CO5	Evaluate leadership styles, motivation theories, communication barriers, control techniques, coordination methods and contemporary issues such as ethics, CSR and sustainability.	K5

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	2	–	–	3	3	3	2	3
CO2	3	2	2	2	–	–	3	3	3	2	3
CO3	3	2	3	2	–	–	3	3	3	3	3
CO4	3	2	3	2	–	–	3	3	3	3	3
CO5	3	2	3	2	–	–	3	3	3	3	3
Average	3	2	2.6	2	–	–	3	3	3	2.6	3

L	T	P	SL	C
3	0	0	3	3

26MDGL11 MANAGERIAL ECONOMICS

COURSE OBJECTIVE

CO1	To Develop a comprehensive understanding of the fundamental concepts and demand and supply the various types of elasticity, and the methods and prerequisites for accurate demand forecasting.
CO2	Learn to classify different types of costs, understand cost-output relationships in the Short run and long run, and conduct break-even analysis to determine profitability.
CO3	To Understand production functions and the laws of variable proportions, returns to scale, and diminishing returns. Analyze the impact of economies of scale on production efficiency
CO4	To enable students to Capital Budgeting and its concepts, Payback Method, Net Present Value method, Internal Rate of Return Method and Cost–Benefit Method.
CO5	To Apply economic principles and analytical techniques to real-world managerial decision-making processes, improving the ability to make informed and effective, Business decisions.

UNIT I: INTRODUCTION TO MANAGERIAL ECONOMICS

9

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

UNIT II: COST AND PROFIT ANALYSIS

9

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

UNIT III: PRODUCTION ANALYSIS

9

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

UNIT IV: CAPITAL BUDGETING:

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

UNIT V: MARKET STRUCTURE AND PRICING

9

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

Total Hours: 45

Self Learning: 45

TEXTBOOKS:

T1: Paul A. Samuelson and William D. Nordhaus, Economics, 19th edition, Tata McGraw Hill, 2006.

T2: William F. Samuelson, Stephen G. Marks, “Managerial Economics”, Wiley, 2014.

T3: S. Chandrachud “Chud’s Series of Managerial Economics” WISElab Publications, third edition, 2022

T4: P.L. Mehta “Managerial Economics – Analysis, Problems and Cases”, Sultan Chand & Sons.

New Delhi. 12th Edition 2006.

REFERENCE BOOKS:

R1: N. Gregory Mankiw, Principles of Economics, 6th edition, Thomson learning, New Delhi, 2011

R2: Richard Lipsey and Alee Charystal, Economics, 12th edition, Oxford University Press,

New Delhi, 2011.

WEBLINKS:

https://onlinecourses.swayam2.ac.in/imb24_mg67/preview

[www.mooc-list.com/tags/managerial-](https://www.mooc-list.com/tags/managerial-economics)

[economics](https://www.edx.org/learn/managerial-economics)

[https://www.edx.org/learn/managerial-economics](https://www.classcentral.com/course/swayam-introduction-to-managerial-economics-14155)

COURSE OUTCOMES**AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO**

CO1	To familiarize the students with fundamental of managerial economics	K2
CO2	To analyse the cost function and production function	K4
CO3	To examine the profit position of the firm through Breakeven analysis	K4
CO4	To enable students to Capital Budgeting and its concepts.	K3
CO5	To critically evaluate the business practices existing in the market.	K5

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	2	–	–	2	2	3	2	2
CO2	3	3	2	2	–	2	2	2	3	3	2
CO3	3	3	2	3	–	2	2	2	3	3	2
CO4	3	3	2	3	–	2	2	2	3	3	2
CO5	3	3	3	2	–	2	3	3	3	3	3
Average	3	2.8	2.2	2.4	–	2	2.2	2.2	3	2.8	2.2

26MDGL11**DIGITAL BANKING**

L	T	P	SL	C
3	0	0	3	3

COURSE OBJECTIVE

CO1	To remember the basic meaning, origin, significance, channels, platforms, products and services of digital banking.
CO2	To understand the role of cards, ATMs, CDMs, online banking, mobile banking apps and digital wallets in banking services.
CO3	To apply knowledge of electronic payment systems, IMV/EMV technology, IMPS, RuPay, digital payment methods and instant money transfer systems in practical banking situations.
CO4	To analyse the risks, challenges, fraud possibilities and cybersecurity threats involved in digital banking and electronic payment systems.
CO5	To evaluate emerging trends such as FinTech, blockchain, cryptocurrencies, cloud banking, artificial intelligence, machine learning, IoT and security practices in modern banking.

UNIT I: INTRODUCTION TO DIGITAL BANKING**9 HRS**

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

UNIT II: CARDS AND ATMs IN DIGITAL BANKING**9 HRS**

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

UNIT III: FINANCIAL TECHNOLOGIES IN PAYMENT SYSTEM**9 HRS**

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

UNIT IV: CASH DEPOSIT MACHINE & ONLINE BANKING**9 HRS**

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

UNIT V: EMERGING TRENDS IN DIGITAL BANKING AND SECURITY IN ELECTRONIC BANKING 9 HRS

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

Total Hours: 45**Self Learning: 45**

TEXT BOOKS:

T1: Surelia, V. et al., Digital Banking, Indian Institute of Banking & Finance, Taxmann, ISBN: 978-93-5071-898-8, edition 2016.

T2: Henderson, J., Retail and Digital Banking: Principles and Practice, Kogan Page Publishers, ISBN: 978 0 7494 8271 8, E-ISBN: 978 0 7494 8272 5, Year 2018

REFERENCES:

R1: Digital Banking IIBF, ISBN No.9789350718988, 2016 edition, Taxmann Publication.

R2: Modern Banking Technology, Firdos Shroff, 2008 edition, Northern Book centre, Delhi.

R3: Indian Institute of Banking and Finance, Digital Banking Taxmann

WEB LINK:

W1: https://onlinecourses.nptel.ac.in/noc23_mg47/preview

W2: https://onlinecourses.nptel.ac.in/noc23_mg55/preview

COURSE OUTCOMES**AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO**

CO1	Define the meaning, origin, significance, channels, platforms, products, services, benefits and challenges of digital banking.	K1
CO2	Explain the functions of cards, ATMs, CDMs, online banking, mobile banking apps, digital wallets and personal financial management tools.	K2
CO3	Apply the concepts of electronic payment systems, RuPay, IMPS, EMV technology, instant money transfer systems and digital payment methods in banking transactions.	K3
CO4	Analyse the risks, frauds, backend operations, cybersecurity threats and security concerns related to digital banking and electronic banking systems.	K4
CO5	Evaluate the role of emerging technologies such as FinTech, blockchain, cryptocurrencies, cloud banking, artificial intelligence, machine learning and IoT in transforming digital banking.	K5

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	3	3	3	2	2	2	3	3	3	3
CO2	3	3	3	3	2	2	2	3	3	3	3
CO3	3	3	3	3	2	3	2	3	3	3	3
CO4	3	3	3	3	2	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3	3	3	3	3
Average	3	3	3	3	2.2	2.6	2.4	3	3	3	3

26DVAC11**COMMUNICATION SKILLS**

L	T	P	SL	C
0	0	4	2	2

COURSE OBJECTIVES

CO1	To improve speaking and presentation skills
CO2	To build reading and writing skills for academic and professional use.
CO3	To prepare students for job communication (resume, GD, interview)

Unit I - Fundamentals of Communication & Basic LSRW Skills**9**

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

Unit II - Listening & Speaking Strategies in Context**9**

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

Language Lab / Practical:

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

Unit III - Reading, Technical Writing & Analytical Skills**9**

- **Listening:** Listening to debates/Academic discussions and extracting key points
- **Speaking:** Participating in group discussions, AI for Presentation using prompts
- **Reading:** Extracting specific information; note-making
- **Writing:** Framing open-ended /closed ended questions, sequencing sentences, Report writing, and précis writing

Language Lab / Practical:

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

Unit IV - Critical Thinking & Presentation**9**

- **Listening:** Understanding instructions, interpretations & recommendations
- **Speaking:** Formal presentations, public speaking

- **Reading:** Classification and interpretation of information
- **Writing:** Instructions, recommendations, user manuals

Language Lab / Practical:

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

Unit V - Professional & Workplace Communication

9

- **Listening:** Workplace communication.
- **Speaking:** Group discussions, interviews, persuasive communication, negotiation
- **Reading:** Professional documents and job-related texts
- **Writing:** Cover letters, resumes, formal emails, Process Descriptions

Language Lab / Practical:

- Digital tools for communication and presentations
- Practice: Mock interviews, GDs

Total Hours: 30

Self Learning: 30

Text Books

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

References

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

Websites

- Purdue Online Writing Lab. “OWL.” *Purdue University*, <https://owl.purdue.edu/>.
- TED. “TED Talks.” *TED Conferences*, <https://www.ted.com/talks>.
- British Council. *Learn English*. British Council, <https://learnenglish.britishcouncil.org/>

References:

R1: Elizabeth Harren, 7 April 2022, last updated: 16 November, 2023

R2: Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler (McGraw-Hill)

R3: Ethan Beute and Stephen Pacinelli (Greenleaf)

COURSE OUTCOMES

AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO

CO1	Demonstrate effective listening and comprehension skills.	K2
CO2	Communicate confidently in speaking situations, such as presentations and discussions.	K4
CO3	Apply appropriate reading strategies for academic and professional texts.	K5
CO4	Produce clear and structured written communication (letters, emails, reports, resumes).	K6
CO5	Exhibit employability skills in interviews, group discussions, and workplace communication.	K5

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	3	3
CO2	2	2	3	3	2	–	3	3	2	3	3
CO3	2	2	3	3	–	–	3	3	2	3	3
CO4	2	2	3	3	2	–	3	3	2	3	3
CO5	2	2	3	3	2	–	3	3	2	3	3
Average	2	2	3	2.8	2	–	3	3	2	3	3

SEMESTER II

26LTAM21

தமிழ்மொழிப்பொடம்-2

L	T	P	SL	C
3	0	0	3	3

பாடத்திட்ட நோக்கம்:

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

அலகு 1: தமிழர் வாழ்வும் பண்பாடும்

9 மணி நேரம்

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

அலகு 2: காப்பியங்கள்

9 மணி நேரம்

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

அலகு 3: பக்தி இலக்கியம்

9 மணி நேரம்

திருமூலர் - திருமந்திரம் - மூன்று பாடல்கள்

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

தேம்பாவணி - காட்சிப் படலம் முதல் 5 பாடல்கள்

சீறாப்புராணம் - மானுக்கு பிணை நின்ற படலம்

அலகு 4: கவிதை இலக்கியம்

9 மணி நேரம்

பாரதியார் - செந்தமிழ் நாடு- செந்தமிழ் நாடெனும் போதினிலே எனும் கவிதை (பாடல் எண்1.6, 7, 8, 9, 10)

பாரதிதாசன் - இசையமுது- "தூய்மை சேரடா தம்பி" என்று தொடங்கும் பாடல் கவிக்கோ அப்துல்ரகுமான் - ஆலாபனை- போட்டி எனும் தலைப்பில் அமைந்த கவிதை

நா.முத்துக்குமார் - பட்டாம்பூச்சி விற்பவன்- தூர் எனும் தலைப்பில் அமைந்த கவிதை

இளம்பிறை - நீ எழுத மறுக்கும் எனதழகு - அம்மா எனும் தலைப்பில் அமைந்த கவிதை

அலகு 5: ஊடகத் தமிழ் – கணினித் தமிழ் அறிமுகம்

9 மணி நேரம்

ஊடகத் தமிழ்: இதழியல் - ஊடக வகைகள் - அச்ச ஊடகங்கள் - மின்னணு ஊடகம் - ஊடகங்களில் தமிழ், ஊடகங்களின் மொழி நடை - வானொலி- தொலைக்காட்சி- திரைப்படம்.

கணினித் தமிழ்: கணினியும் தமிழும், தமிழ் மென்பொருள்கள் (Tamil software) - எழுத்துருக்கள் (Fonts) - இணையமும் தமிழ்ப் பயன்பாடும் - மின்னூலகம் (Online e-Library), மின்னகராதி (e-Dictionary), - மின்வழிக் கற்றல் - e Learning - பயன்பாட்டு நோக்கில் செயற்கை நுண்ணறிவு.

மொத்தம்; 45 மணிநேரம்

பார்வை நூல்கள்

- 1.தமிழர் நாகரிகமும் பண்பாடும், டாக்டர் அ. தட்சிணாமூர்த்தி, ஐந்திணைப் பதிப்பகம், 2001.
- 2.இதழியல் கலை, டாக்டர் மா. பா. குருசாமி, குரு - தேமொழி பதிப்பகம், திண்டுக்கல், 1998.
- 3.கணிப்பொறியில் தமிழ், த.பிரகாஷ், பெரிகாம், 2011.
- 4.தமிழ்க் கணினி இணையப் பயன்பாடுகள், முனைவர் துரை. மணிகண்டன், மணிவானதி பதிப்பகம், 2013.
- 5.அச்சக் கலை வழிகாட்டி, பாலசுப்பிரமணியன், ஆ. சென்னை: தனசு பதிப்பகம், 1966
6. பாடநூல் தேடலுக்கான இணையம் <http://www.tamilvu.org/courses/nielit/Chapters/Chapter1/11.pdf>

Total Hours: 45 Self Learning: 45

பாடத்தை வெற்றிகரமாக முடித்த பின் மாணவர்கள் செய்யக்கூடியவை:

CO1	தமிழரின் வாழ்வியல், பண்பாடு, உணவு முறை, விருந்தோம்பல், நம்பிக்கைகள், கலைகள், தொழில், வணிகம் மற்றும் அறிவியல் நோக்கு ஆகியவற்றை விளக்க முடியும்.	K2
CO2	சிலப்பதிகாரம், மணிமேகலை, கம்பராமாயணம் போன்ற தமிழ் காப்பியங்களின் இலக்கியச் சிறப்புகளையும் கருத்துகளையும் புரிந்து விளக்க முடியும்.	K2
CO3	சிலப்பதிகாரம், மணிமேகலை, கம்பராமாயணம் போன்ற தமிழ் காப்பியங்களின் இலக்கியச் சிறப்புகளையும் கருத்துகளையும் புரிந்து விளக்க முடியும்.	K4
CO4	பாரதியார், பாரதிதாசன், அப்துல் ரகுமான், நா. முத்துக்குமார், இளம்பிறை ஆகியோரின் கவிதைகளில் உள்ள சமூகச் சிந்தனை, மொழிநயம் மற்றும் கருத்துப் பொருளை மதிப்பீடு செய்ய முடியும்.	K5
CO5	ஊடகத் தமிழ், கணினித் தமிழ், தமிழ் மென்பொருள்கள், இணையத் தமிழ் பயன்பாடு, மின்னூலகம், மின்னகராதி, மின்வழிக் கற்றல் மற்றும் செயற்கை நுண்ணறிவு பயன்பாடுகளை நடைமுறையில் பயன்படுத்த முடியும்.	K3

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	2	3
CO2	2	2	3	2	–	–	3	3	2	2	3
CO3	2	2	3	2	–	–	3	3	2	3	3
CO4	2	2	3	2	–	–	3	3	2	3	3
CO5	2	2	3	3	2	–	3	3	2	3	3
Average	2	2	3	2.2	2	–	3	3	2	2.6	3

26LENG21

HINDI-II

L	T	P	SL	C
3	0	0	3	3

COURSE OBJECTIVES:

The main objectives of this course is to introduce students to Hindi and Indian civilization and cultural heritage, to make them understand the richness of Hindi and Indian epic literature and the greatness of devotional literature, to explain the richness of Hindi poetry and its themes, to provide practical training in modern intellectual developments such as translation, advertisement, and through this to improve students' personality skills, prepare them for competitive examinations, and provide employment-oriented training are the major objectives of this syllabus.

Unit 1

9 Hrs

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

Unit 2

9 Hrs

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

Unit 3

9Hrs

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

Unit 4

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

Unit 5

9 Hrs

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

Total Hours: 30

Self Learning: 30

References:

1. Hindi Sahitya Ka Itihas, Ramchandra Shukla, Nagari Pracharini Sabha, Varanasi
2. Thirukkural, Hindi Translator: M. Govindarajan, Central Institute of Classical Tamil, Chennai
https://www.cict.in/?utm_source=chatgpt.com
3. Vemana ki vaani, Hindi Translator: Dr. Suryanarayan Bhanu, Potti Sriramulu Telugu University
4. Kabir Granthavali Kabir, Rajkamal Prakashan
5. Sursagar, Surdas, Lokbharti Prakashan
6. Vinay Patrika, Tulsidas, Gita Press, Gorakhpur
7. Kambaramayan, Bhuvan Vani Trust, Lucknow
8. Him Tarangini, Makhanlal Chaturvedi, Bharati Bhandar
9. Anuvaad Vigyan, Dr. Bholanath Tiwari, Kitab Mahal
10. Gyanendra Pati Ki Kavitaayein, Gyanendra Pati, Rajkamal Prakashan
11. Prayojanmoolak Hindi, Dr. Kailash Chandra Bhatia, Vani Prakashan
12. Vyavaharik Hindi – Dr. Hardev Bahri – Rajpal & Sons

Weblink:

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

COURSE OUTCOMES

AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO

CO1	Explain the history of Hindi literature and the ethical values reflected in ancient, medieval, and modern Hindi literary traditions.	K2
CO2	Interpret selected devotional and ethical literary works such as Thirukkural, Vemana Pad, Kabir ke Dohe, and Surdas Pad.	K2
CO3	Analyse the moral, cultural, and devotional significance of the selected works of Tulsidas and Kambar.	K4
CO4	Apply translation skills by understanding the meaning, definition, and practical use of translation in academic and professional contexts.	K3
CO5	Prepare advertisements by applying the meaning, definition, format, and practical techniques of advertisement writing.	K3

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	2	3
CO2	2	2	3	2	–	–	3	3	2	2	3
CO3	2	2	3	2	–	–	3	3	2	3	3
CO4	2	2	3	3	–	–	3	3	2	3	3
CO5	2	2	3	3	2	–	3	3	2	3	3
Average	2	2	3	2.4	2	–	3	3	2	2.6	3

26LENG21

FRENCH-II

L	T	P	SL	C
3	0	0	3	3

COURSE OBJECTIVES:

The lessons are being chosen:

CO1	to express his / her whereabouts and to ask seek direction
CO2	to express obligation and restriction
CO3	to describe a place
CO4	to narrate and to question
CO5	to describe someone
CO6	to express his desire and to speak about the future

UNIT 1:

7) C'est où

L'impératif, Les articles contractés au, à la..., Le passé composé et l'accord du participe passé avec être.

10 hours

8) N'oubliez pas

Le pronom relatif Qui, que, où, Les pronoms compléments indirects

(me, te, lui, leur...)

6 hours

9) Belle vue sur la mer –

Les adjectifs démonstratifs, Y- pronom complément.

6 hours

10) Quel beau voyage!

Les verbes pronominaux, En- pronom complément.

8 hours

11) Oh ! joli

L'imparfait, L'imparfait ou le passé composé.

10 hours

12) Et après ?

Le futur simple, Le subjonctif présent.

5 hours

Total Hours: 45 Self Learning: 45

Text / Reference Book:

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

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

COURSE OUTCOMES

AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO

CO 1	Express one's whereabouts and ask for directions in French using appropriate language structures.	K3
CO 2	Explain and use expressions of obligation and restriction in French communication.	K3
CO 3	Describe places using suitable vocabulary, grammar, and sentence structures.	K3
CO 4	Narrate events and ask questions using appropriate French grammatical forms.	K3
CO 5	Describe a person using relevant vocabulary, adjectives, and sentence patterns.	K3
CO 6	Express desires and speak about future plans using future tense and related structures.	K3

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	2	3
CO2	2	2	3	2	–	–	3	3	2	2	3
CO3	2	2	3	2	–	–	3	3	2	3	3
CO4	2	2	3	3	–	–	3	3	2	3	3
CO5	2	2	3	2	–	–	3	3	2	3	3
CO6	2	2	3	3	–	–	3	3	2	3	3
Average	2	2	3	2.33	–	–	3	3	2	2.67	3

L	T	P	SL	C
3	0	0	3	3

INDIAN SIGN LANGUAGE (ADVANCED)

1	To develop a deeper understanding of Deaf culture and the significance of Indian Sign Language (ISL) in promoting equality and inclusivity in society.
2	To enhance conversational skills for effective communication with peers using ISL in everyday situations.
3	To strengthen the ability to describe daily routines, personal needs, food items, and physical attributes such as color, shape, and size.
4	To encourage the practical application of ISL in educational institutions, workplaces, and public spaces to improve accessibility.
5	To motivate continuous learning and active advocacy for the rights and inclusion of the hearing-impaired community.

Unit I: Basics of ISL

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

Unit II: People and Food

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

Unit III: Feelings and Festivals

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

Unit IV: Home and Nature

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

Unit V: Society and Education

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

Total Hours: 30 Self Learning: 30

Text Book

1. Indian Sign Language Dictionary – Ramakrishna Mission Vidyalaya, IHRDC, Coimbatore
2. Reference Books 1. Sign Language in India: A Linguistic Exploration – Dr. Sandeep Sharma Jat 2. The Indian Sign Language – William P. Clark

COURSE OUTCOMES

AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO

1	Students will be able to use finger-spelling for the alphabet and accurately sign numbers, days of the week, and months.	K2
2	Students will be able to use signs for common food items, family members, clothing, and household objects in daily conversations.	K3
3	Students will be able to identify and sign various animals, birds, fruits, vegetables, and natural elements such as earth and sky.	K3
4	Students will be able to express greetings and well-wishes, describe behaviors, and communicate about festivals and religions.	K5
5	Students will be able to sign names of states and cities and use vocabulary related to education and classroom environments effectively.	K3

References:

R1: Dr. M. Narayana Rao and Dr. B. G. Barki–Anu’s Current English for Communication (AnuChitra). June 2012.

R2: General English for competitive examinations by V.Rajagopalan (Mcgraw Hill Education) -2010.

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	2	3
CO2	2	2	3	2	–	–	3	3	2	3	3
CO3	2	2	3	2	–	–	3	3	2	3	3
CO4	2	2	3	2	–	–	3	3	2	3	3
CO5	2	2	3	2	–	–	3	3	2	3	3
Average	2	2	3	2	–	–	3	3	2	2.8	3

L	T	P	SL	C
3	0	0	3	3

COURSE OBJECTIVES

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

Unit I- Grammar & Composition**09**

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

Unit II– Prose**09**

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

Listening: Note-taking from audio/text recitation**Speaking:** Discussion on fear, society, and behaviour**Reading:** Skimming, scanning, and interpretation of textual features**Writing:** Reflective paragraph writing**Unit III – Poetry****09**

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

Listening: Listening and summarizing the poem**Speaking:** Explaining poetic lines orally**Reading:** Reading and inferring contextual meaning**Writing:** Paraphrase of poems**Unit IV - Short stories****09**

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

Listening: Story narration and summarizing**Speaking:** Character discussion and debate**Reading:** Contextual vocabulary identification

Writing: Summary and character sketch

Unit V – One-Act Play

09

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

Listening: Dramatic reading and dialogue comprehension

Speaking: Role play and dramatization

Reading: Character and conflict analysis

Writing: Character sketch/dialogue writing

Total Hours: 45

Self Learning: 45

COURSE OUTCOMES

AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO

CO1	analyze and interpret literary texts across genres.	K4
CO2	demonstrate effective reading comprehension and information organization.	K3
CO3	apply accurate language structures in communication.	K3
CO4	produce clear and well-structured written content.	K3
CO5	exhibit improved overall communication skills.	K3

Text Books:

- Gordimer, Nadine. “Once upon a Time.” *Jump and Other Stories*. Penguin Books, 1991.
- Lucas, E. V. “Bores.” *The Best Loved Essays of E. V. Lucas*. Methuen & Co., 1923.
- Frost, Robert. “Stopping by Woods on a Snowy Evening.” *New Hampshire*. Henry Holt and Company, 1923.
- Angelou, Maya. “Still I Rise.” *And Still I Rise*. Random House, 1978.
- Hughes, Langston. *Soul Gone Home*. In *Five Plays by Langston Hughes*. Indiana University Press, 1963.

References:

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

Websites

- *British Council LearnEnglish*. British Council, <https://learnenglish.britishcouncil.org/>.
- *Poetry Foundation*. Poetry Foundation, <https://www.poetryfoundation.org/>.

**MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND
PROGRAMME SPECIFIC OUTCOMES**

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	3	3
CO2	2	2	3	2	–	–	3	3	2	3	3
CO3	2	2	3	3	–	–	3	3	2	3	3
CO4	2	2	3	3	–	–	3	3	2	3	3
CO5	2	2	3	3	–	–	3	3	2	3	3
Average	2	2	3	2.6	–	–	3	3	2	3	3

26CBGL21 FINANCIAL ACCOUNTING-II

L	T	P	SL	C
4	0	0	4	4

COURSE OBJECTIVE

1	To understand the accounting principles and procedures of non-profit organizations, including Receipt and Payment Account, Income and Expenditure Account, and Balance Sheet.
2	To develop the ability to prepare final accounts of non-profit organizations from given financial information.
3	To develop the ability to prepare final accounts of non-profit organizations from given financial information.
4	To analyse partnership accounting relating to admission, retirement, death, and dissolution of partners.
5	To develop practical skills in computerized accounting using Tally, including company creation, ledger maintenance, and inventory management.

UNIT I: ACCOUNTING FOR NON-PROFIT ORGANIZATIONS

12 HRS

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

UNIT II: HIRE PURCHASE ACCOUNTING

12 HRS

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

UNIT III: ADMISSION, RETIREMENT AND DEATH OF A PARTNER

12 HRS

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

UNIT IV: DISSOLUTION OF PARTNERSHIP

12 HRS

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

UNIT V: ACCOUNTING SOFTWARE (BASICS OF TALLY)

12 HRS

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

Total Hours: 60 Self Learning: 60

TEXT BOOKS:

T1: RL Gupta & VK Gupta, Financial Accounting, Sultan Chand & Sons, 8th Edition, 2023.

T2: P.C. Tulsian & Bharat Tulsian, Financial Accounting, S Chand Publication, 2nd Edition, 2016.

REFERENCES:

R1: M. Hanif & A. Mukherjee, Financial Accounting I, McGraw Hill Education, 4th Edition, 2018.

R2: Prasanna Chandra, Fundamentals of Financial Accounting, McGraw Hill Education, 6th Edition, 2017.

R3: T.S. Reddy & A.Murthy, Financial Accounting, Margham Publications, 2018.

WEB SOURCES:

W1: <https://www.drnishikantjha.com/booksCollection/Financial%20Accounting%20II%20FYBBI%202015-16.pdf>

W2: <https://nou.edu.ng/coursewarecontent/ACC204.pdf>

COURSE OUTCOMES

AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO

CO1	Explain the significance of Receipt and Payment Account, Income and Expenditure Account, and Balance Sheet of non-profit organizations.	K2
CO2	Prepare Receipt and Payment Account, Income and Expenditure Account, and Balance Sheet from given financial data.	K3
CO3	Apply accounting procedures for hire-purchase transactions using debtors system, stock and debtors system, and final accounts system.	K3
CO4	Analyse partnership accounting problems relating to admission, retirement, death, and dissolution of partners.	K4
CO5	Demonstrate computerized accounting skills using Tally for company creation, ledgers, groups, inventory, stock categories, and units of measure.	K3

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	3	2	2	–	–	2	2	3	2	2
CO2	3	3	2	3	–	–	2	2	3	3	2
CO3	3	3	2	3	–	–	2	2	3	3	2
CO4	3	3	2	3	–	–	2	2	3	3	2
CO5	3	3	3	3	2	2	2	3	3	3	3
Average	3	3	2.2	2.8	2	2	2	2.2	3	2.8	2.2

26CBGL22

BUSINESS LAW

L	T	P	SL	C
4	0	0	4	4

COURSE OBJECTIVE

1	To remember the meaning, scope, sources of Business Law and basic provisions of the Indian Contract Act, 1872.
2	To understand the essential elements of a valid contract, classification of contracts, offer, acceptance and consideration.
3	To apply the legal provisions relating to capacity to contract, free consent, legality of object, void agreements and illegal agreements in business situations.
4	To analyse the rules relating to performance, discharge, breach of contract, quasi contracts and remedies for breach of contract.
5	To evaluate the legal provisions relating to contract of agency and Sale of Goods Act, 1930, including conditions, warranties, transfer of ownership and rights of unpaid seller.

UNIT I: INTRODUCTION TO BUSINESS LAW AND CONTRACT 12 HRS

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

UNIT II: CAPACITY AND FREE CONSENT 12 HRS

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

UNIT III: PERFORMANCE AND DISCHARGE OF CONTRACT 12 HRS

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

UNIT IV: CONTRACT OF AGENCY 12 HRS

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

UNIT V: SALE OF GOODS ACT, 1930

12 HRS

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

Total Hours: 60 Self Learning: 60

TEXT BOOKS:

T1: N.D.Kapoor, "Business Law" Sulthan Chand & Sons, 2018.

T2: R.S.Pillai, "Business Law" S.Chand Publishers, 2011.

REFERENCES:

R1: RSN.Pillai and Bhagavathi, Business Law, S.Chand & Sons.

R2: Shukla.MC, Mercantile Law, S.Chand & Sons

R3: P,C.Thulsian, Business Law, Tata Megreher.

WEB SOURCES:

W1: <https://drive.google.com/file/d/171HCg9NwfVZoAbHYOxaOAHcHqy7QSTnj/view>

W2: <https://drive.google.com/file/d/11U4IufrSMziHBm7RSOZkYsTpUPbostQH/view>

W3: <https://www.sscasc.in/wp-content/uploads/downloads/BCOM/Business-Law.pdf>

COURSE OUTCOMES

AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO

CO1	Define the meaning, scope and sources of Business Law and explain the basic concepts of contract under the Indian Contract Act, 1872.	K1
CO2	Explain the essential elements of a valid contract, classification of contracts, offer, acceptance and consideration.	K2
CO3	Apply the provisions relating to capacity to contract, free consent, legality of object, void agreements and illegal agreements in business cases.	K3
CO4	Analyse the rules relating to performance of contract, quasi contracts, discharge of contract, breach of contract and remedies available for breach.	K4
CO5	Evaluate the legal provisions relating to agency and sale of goods, including rights and duties of principal and agent, conditions, warranties, transfer of ownership and rights of unpaid seller.	K5

**MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND
PROGRAMME SPECIFIC OUTCOMES**

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	2	–	–	2	2	3	2	2
CO2	3	2	2	2	–	–	2	2	3	2	2
CO3	3	2	3	2	–	–	3	3	3	3	3
CO4	3	2	3	2	–	–	3	3	3	3	3
CO5	3	2	3	2	–	–	3	3	3	3	3
Average	3	2	2.6	2	–	–	2.6	2.6	3	2.6	2.6

L	T	P	SL	C
3	0	0	3	3

COURSE OBJECTIVE

1	To understand the concepts, features, indicators, and differences between economic growth and economic development.
2	To explain the basic features of the Indian economy, national income, occupational structure, and demographic features of India.
3	To analyse Indian economic policies, planning, economic reforms, monetary policy, fiscal policy, and inflation.
4	To examine poverty, unemployment, their causes, consequences, and policy measures for their reduction.
5	To evaluate sectoral trends and issues in agriculture, industry, service sector, and public sector undertakings in India.

UNIT – I

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

UNIT – II

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

UNIT – III

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

UNIT IV

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

UNIT – V

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

TEXTBOOKS

T1: Mishra and Puri: Indian Economy – Himalaya Publishing House, 2017

T2: IC Dhingra, Indian Economics – Sultan Chand and Sons, 2020

T3: Dutt & Sundaram, Indian Economy, S.Chand & Company. 2016

T4: A.N.Agarwal: Indian Economy, Problems of Development and Planning, New Age publication,2014

REFERENCE BOOKS:

R1: Jean Dreze and Amartya Sen, Jean Dreze and Amartya Sen,. An Uncertain Glory: India and its Contradictions, Princeton University Press. 2013

R2: S.L. Shetty, , —India's Savings Performance since the Advent of Planning, in K.L. Krishna and A.Vaidyanathan, editors, Institutions and Markets in India's Development,2007

WEBLINKS:

W1: <https://www.indiabudget.gov.in/economicsurvey/>

W2: <https://nptel.ac.in/courses/109/104/109104184/>

W3: <https://nptel.ac.in/courses/109/104/1091>

COURSE OUTCOMES

AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO

1	Explain the concepts, features, indicators, and differences between economic growth and economic development.	K2
2	Describe the basic features of the Indian economy, national income, occupational structure, demographic features, and population theories.	K2
3	Analyse Indian economic policies, Five-Year Plans, NITI Aayog, economic reforms since 1991, monetary policy, fiscal policy, and inflation.	K4
4	Examine the concepts, causes, consequences, and measures relating to poverty and unemployment, including Okun's Law.	K4
5	Evaluate sectoral trends and issues in agriculture, industry, service sector, and the performance of public sector undertakings.	K5

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	2	–	–	2	2	3	2	2
CO2	3	2	2	2	–	–	2	2	3	3	2
CO3	3	3	2	2	–	–	2	2	3	3	2
CO4	3	3	2	2	–	2	2	2	3	3	2
CO5	3	3	3	2	–	2	2	3	3	3	3
Average	3	2.6	2.2	2	–	2	2	2.2	3	2.8	2.2

26EBGL21 BUSINESS CORRESPONDENCE AND OFFICE

MANAGEMENT

L	T	P	SL	C
3	0	0	3	3

COURSE OBJECTIVES:

1	To introduce the meaning, concepts, significance, structure, layout, and types of business correspondence, including e-mail correspondence and business letters.
2	To explain the fundamentals of business communication, including communication process, types, channels, levels, barriers, overcoming strategies, 7 C's, and role of technology.
3	To enable students to prepare different types of business reports such as progress reports, survey reports, meeting minutes, and technical descriptions.
4	To develop the ability to analyse the role of communication systems in work study, including internet, PSTN, intranet, extranet, and elements of communication system.
5	To familiarize students with office management practices, office organization, office layouts, role of office manager, office automation, filing systems, and digital platforms used in modern offices.

UNIT I: FUNDAMENTALS OF BUSINESS COMMUNICATION

12

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

UNIT II: BUSINESS WRITING & CORRESPONDENCE

12

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

UNIT III: ORAL COMMUNICATION & PRESENTATION SKILLS

12

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

UNIT IV: EMPLOYABILITY & CORPORATE COMMUNICATION SKILLS

12

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

UNIT V: DIGITAL & EMERGING TRENDS IN COMMUNICATION

12

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

Total Hours: 60 Self Learning: 60

TEXTBOOK:

- T1: Essentials of Business Communication – RajendraPal, J.S.Koralahilli,Sultan Chand & Sons, New Delhi.
- T2: Business Communication – V.R. Palanivelu & N. Subburaj, Himalaya Publishing House Pvt Ltd, Mumbai.
- T3: Bhatia R.C.(2005)-Principles of Office Management - Lotus Press-New Delhi

REFERENCESBOOK:

- R1: ASHLEY, A – A Hand book of Commercial Correspondence, Oxford University Press (2003)
- R2: George R Terry (1949) - Office Management and Control
- R3: Leffingwell and Robinson (1975) - Textbook of Office Management – Tata McGraw-Hill

WEB LINKS:

- W1: [https://mis.alagappauniversity.ac.in/siteAdmin/ddeadmin/uploads/4/UG_B.Com_Commerce%20\(English\)_102%2043%20-%20Office%20Management.pdf](https://mis.alagappauniversity.ac.in/siteAdmin/ddeadmin/uploads/4/UG_B.Com_Commerce%20(English)_102%2043%20-%20Office%20Management.pdf)
- W2: https://www.hhrc.ac.in/ePortal/Computer%20Science%20&%20Applications/III_BCA_A18UCAN2_OFFICE_MANAGEMENT_DR_S_HARI_GANESH.pdf
- W3: <https://www.slideshare.net/slideshow/business-organisation-and-officemanagement/10678313>
- W4: [http://www.uprtou.ac.in/other_pdf/AOCOM-01%20\(296\)%20English%20OK.pdf](http://www.uprtou.ac.in/other_pdf/AOCOM-01%20(296)%20English%20OK.pdf)

COURSE OUTCOMES

AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO

1	Recall the meaning, concepts, significance, structure, layout, and types of business correspondence, including e-mail correspondence and business letters.	K1
2	Explain the fundamentals of business communication, including process, types, channels, levels, barriers, overcoming strategies, 7 C's, and role of technology in business communication.	K2
3	Prepare business reports such as progress reports, survey reports, meeting minutes, and technical descriptions by applying report-writing principles.	K3
4	Analyse the role of communication systems in work study, including digital communication tools such as internet, PSTN, intranet, extranet, and elements of communication system.	K5
5	Evaluate office management practices, office organization, office layouts, office automation, filing systems, digital platforms, and technological advancements for effective office operations.	K5

MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	2	3
CO2	2	2	3	2	–	–	3	3	2	2	3
CO3	2	2	3	2	–	–	3	3	2	3	3
CO4	2	2	3	3	2	–	3	3	2	3	3
CO5	3	2	3	3	2	–	3	3	3	3	3
Average	2.2	2	3	2.4	2	–	3	3	2.2	2.6	3

26DVAC22 UNIVERSAL HUMAN VALUES

L	T	P	SL	C
1	0	0	1	1

COURSE OBJECTIVE:

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

UNIT- I INTRODUCTION TO VALUE EDUCATION 5

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

UNIT-II HARMONY AT MULTIPLE LEVELS 5

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

UNIT-III IMPLICATIONS OF THE RIGHT UNDERSTANDING 5

Ethical human conduct. Implications of value-based living. Right understanding of professional ethics. Humanistic education. Holistic technologies, production systems and management models. Strategies for transition towards value-based life and profession.

Total Hours: 30 Self Learning: 30

COURSE OUTCOMES

AFTER SUCCESSFUL COMPLETION OF THE COURSE, STUDENTS WILL BE ABLE TO

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

**MAPPING OF COURSE OUTCOMES TO PROGRAMME OUTCOMES AND
PROGRAMME SPECIFIC OUTCOMES**

CO / PO & PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	2	3
CO2	2	2	3	2	–	–	3	3	2	2	3
CO3	2	2	3	2	–	–	3	3	2	3	3
CO4	2	2	3	2	–	–	3	3	2	3	3
CO5	2	2	3	2	–	–	3	3	2	3	3
Average	2	2	3	2	–	–	3	3	2	2.6	3

Text Books:

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

Reference Books:

1. A. Nagaraj, Jeevan Vidya Prakashan, Amar Kantak. Jeevan Vidya: Ek Parichaya . (1999).
2. Rakesh Gupta. (2008). Jeevan Vidya: An Introduction (Introductory Book to Madhyasth Darshan-Coexistentialism). English Version.
3. A. N. Tripathi. (2004). Human Values. First Edition. New Age International Publishers, New Delhi

