



B.Com (Corporate Secretaryship)

UNDERGRADUATE DEGREE PROGRAMME

B.Com. (Corporate Secretaryship)

Three Years

CURRICULUM & SYLLABUS

REGULATIONS 2026

Effective from the Academic Year

2026 -2027

Department of Commerce
School of Commerce and Economics



VISION OF THE INSTITUTION

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

MISSION OF THE INSTITUTION

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

DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)

VISION OF THE DEPARTMENT

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

MISSION OF THE DEPARTMENT

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

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

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

PROGRAMME SPECIFIC OUTCOMES (PSO)	
PSO1	Corporate Law and Compliance: Apply knowledge of Company Law, SEBI regulations, and other corporate laws to ensure legal compliance and support effective business operations
PSO2	Corporate Governance and Secretarial Practice: Perform corporate secretarial functions such as conducting board meetings, preparing resolutions, maintaining statutory records, and ensuring good governance practices

PROGRAMME CORE COURSES

Category	Code	Course	L	T	P	SL	C
PCC 1	26CBCF11	Financial Accounting - I	3	0	2	3	4
PCC 2	26CBCF12	Principles of Management	4	1	0	5	4
PCC 3	26CBCC21	Financial Accounting – II	3	0	2	3	4
PCC 4	26CBCF22	Business Law	3	0	0	3	3
PCC 5		Corporate Accounting – I	3	0	1	4	4
PCC 6		Company Law	3	0	0	3	4
PCC 7		Corporate Accounting – II	3	0	2	3	4
PCC 8		Secretarial Practice	4	1	0	5	4
PCC 9		Cost Accounting	4	0	2	4	4
PCC 10		Income Tax Law & Practice – I	4	0	0	4	4
PCC 11		Practical Auditing	4	0	0	4	4
PCC 12		Management Accounting	4	0	1	4	4
PCC 13		Income Tax Law & Practice – II	4	0	0	4	4
PCC 14		Industrial Law & Public Relations	4	0	0	4	4
PCC 15		Corporate Social Responsibility	4	0	0	4	4

PROGRAMME ELECTIVE COURSES

Category	Code	Course	L	T	P	SL	C
PEC 1	26EBCO11	Computing Essentials	3	0	0	3	3
PEC 2	26EBGL21	Business Correspondence and Office Management	3	0	0	3	3
PEC 3		Business Ethics	3	0	0	3	3
PEC 4		GST Act & Practice	3	0	0	3	3
PEC 5		Financial Services	3	0	0	3	3
PEC 6		Marketing Management	3	0	0	3	3

ABILITY ENHANCEMENT COURSES

Category	Code	Course	L	T	P	SL	C
AEC 1	26LTAM11/ 26LHIN11/ 26LFRE11/ 26LISB11	Tamil I / Hindi I / French I/Indian Sign Language Basic	3	0	0	3	3
AEC 2	26LENG11	English I	3	0	0	3	3
AEC 3	26PSSK11	Communication Skills	2	0	0	2	2
AEC 4	26LTAM21/ 26LHIN21/ 26LFRE21/ 26LISB21	Tamil II / Hindi II / French II/Indian Sign Language Advanced	3	0	0	3	3
AEC 5	26LENG21	English II	3	0	0	3	3

VALUE ADDED COURSES

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

MULTIDISCIPLINARY COURSES

Category	Code	Course	L	T	P	SL	C
MDC 1	26MECN12	Managerial Economics	3	0	0	3	3
MDC 2	26MECN21	International Economics	3	0	0	3	3
MDC 3		Business Statistics	3	0	0	3	3
MDC 4		Cyber Security	3	0	0	3	3

SKILL ENHANCEMENT COURSES

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

SUMMER INTERNSHIP

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

PROJECT RESEARCH DISSERTATION

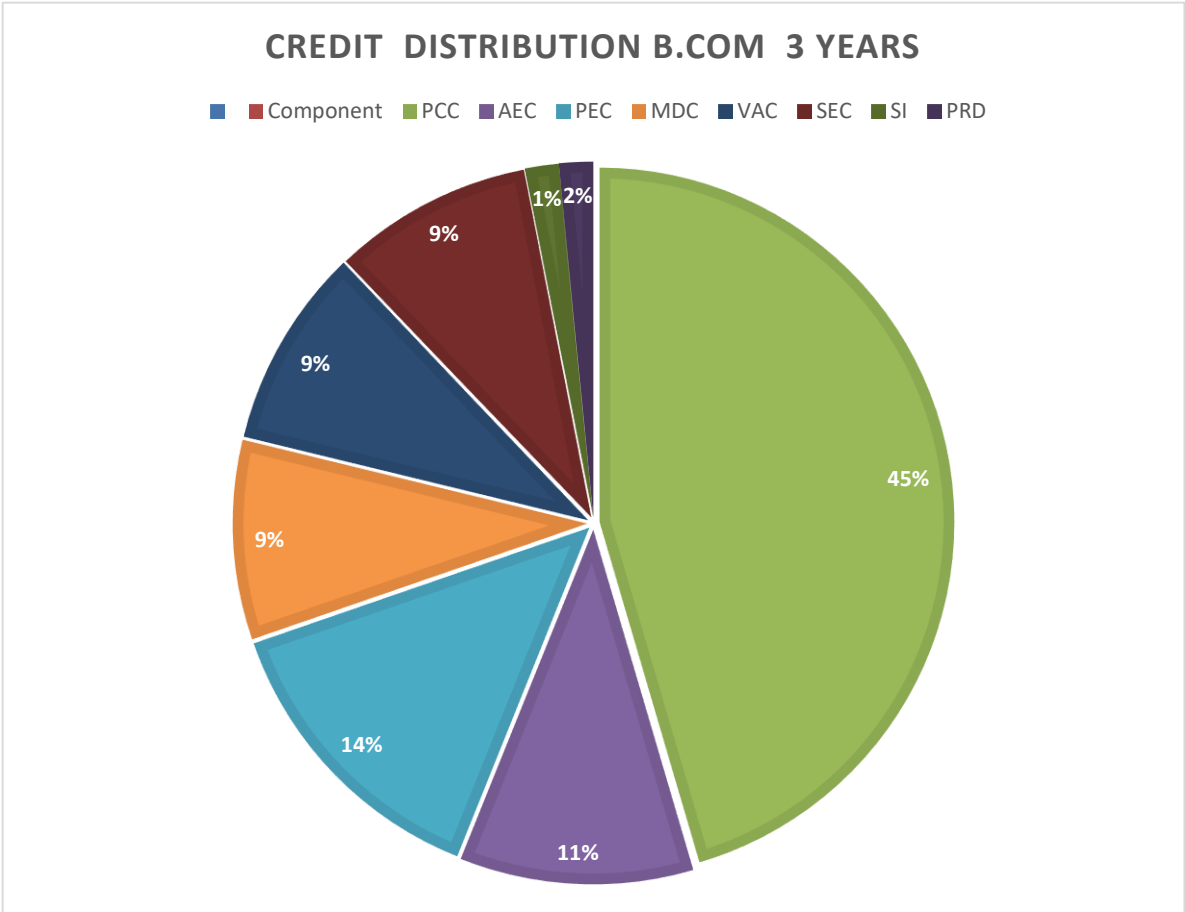
Category	Code	Course	L	T	P	SL	C
PRD 1		Project Work	0	0	4	0	2

ABBREVIATIONS

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

CREDIT DISTRIBUTION**B.Com. (Corporate Secretaryship)****Minimum credits to be earned: 132**

Component	I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem	3 Yrs. Total Credits
PCC	8	8	8	8	12	16	60
AEC	8	6	-	-	-	-	14
PEC	3	3	3	3	3	3	18
MDC	3	3	-	3	3	-	12
VAC	-	1	7	2	2	-	12
SEC	-	-	3	6	2	1	12
SI	-	-	1	-	1	-	2
PRD	-	-	-	-	-	-	2
Total Credits	22	21	22	22	23	20	132



CURRICULUM STRUCTURE**B.Com.(Corporate Secretaryship) Three Years/****Total number of Credits: 132**

B.Com(Hons) - Corporate Secretaryship Minimum Credits to be earned: 132										
SEMESTER 1										
			Hours/Week					Maximum Marks		
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
AEC 1	26LTAM11 /26LHIN11/ 26LFRE11/ 26LISB11	Tamil I / Hindi I/ French I/Indian Sign Language Basic	3	0	0	3	3	40	60	100
AEC 2	26LENG11	English I	3	0	0	3	3	40	60	100
PCC 1	26CBCF11	Financial Accounting – I	4	0	0	4	4	40	60	100
PCC 2	26CBCF12	Principles of Management	4	0	0	4	4	40	60	100
MDC 1	26MECN12	Managerial Economics	3	0	0	3	3	40	60	100
PEC 1	26EBCO11	Computing Essentials	3	0	0	3	3	40	60	100
AEC 3	26PSSK11	Communication Skills	0	0	4	2	2	40	60	100
SEC 1		Orientation programme / Industrial Visit	-	-	-	-	-	-	-	-
			20	0	4	22	22	-	-	-

CIA - Continuous Internal Assessment**SEE - Semester End Examination****L – Lecture,****T- Tutorial,****P- Practical,****SL – Self Learning**

SEMESTER 2										
			Hours/Week					Maximum Marks		
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
AEC 4	26LTAM21/ 26LHIN21/ 26LFRE21/ 26LISB21	Tamil II / Hindi II / French II/Indian Sign Language Advanced	3	0	0	3	3	40	60	100
AEC 5	26LENG21	English II	3	0	0	3	3	40	60	100
PCC 3	26CBCC21	Financial Accounting – II	4	0	0	4	4	40	60	100
PCC 4	26CBCF22	Business Law	4	0	0	4	4	40	60	100
MDC 2	26MECN21	International Economics	3	0	0	3	3	40	60	100
PEC2	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	-	-	-

CIA - Continuous Internal Assessment

SEE - Semester End Examination

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

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

CIA - Continuous Internal Assessment

SEE - Semester End Examination

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

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

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SEMESTER 5										
			Hours/Week					Maximum Marks		
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
PCC 9		Cost Accounting	4	0	2	4	4	40	60	100
PCC 10		Income Tax Law & Practice – I	4	0	0	4	4	40	60	100
PCC 11		Practical Auditing	4	0	0	4	4	40	60	100
PEC 5		Financial Services	3	0	0	3	3	40	60	100
MDC 4		Cyber Security	3	0	0	3	3	40	60	100
SEC 8		Personality Development III	2	0	0	2	2	40	60	100
VAC 6		Automation Software Solutions	1	0	2	1	2	40	60	100
SI 2		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	-	-	-

CIA - Continuous Internal Assessment

SEE - Semester End Examination

L – Lecture, T- Tutorial,

P- Practical,

SL – Self Learning

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

CIA - Continuous Internal Assessment

SEE - Semester End Examination

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

SEMESTER I

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

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

அலகு I	தமிழ் மொழி வரலாறு	9 Hours
மொழிக்குடும்பம் - இந்திய மொழிக்குடும்பங்கள் - இந்திய ஆட்சி மொழிகள் - திராவிட மொழிக்குடும்பங்கள் - திராவிட மொழிகளின் வகைகள் - திராவிட மொழிகளின் சிறப்புகள் - திராவிட மொழிகளின் வழங்கிடங்கள் - திராவிட மொழிகளுள் தமிழின் இடம் - தமிழ்மொழியின் சிறப்புகள் - தமிழ் பிறமொழித் தொடர்புகள்		
அலகு II	சங்க இலக்கியங்கள்	9 Hours
திருக்குறள் அறன் வலியுறுத்தல் (அறம்), நட்பாராய்தல் (பொருள்), குறிப்பறிதல்(இன்பம்), மூன்று அதிகாரங்கள் முழுமையும் நாலடியார் - பாடல் எண்: 139 (கல்லாரே ஆயினும்) 248 (நண்ணிலைக்கான்) 216 (கடையாயர்) ஔவையார் - மூதூரை- பாடல் எண்- 10 (நெல்லுக்கு இறைத்தநீர்), - பாடல் எண்- 16 (அடக்கமுடையார்)		
அலகு III	அற இலக்கியங்கள்	9 Hours
திருக்குறள் அறன் வலியுறுத்தல் (அறம்), நட்பாராய்தல் (பொருள்), குறிப்பறிதல்(இன்பம்), மூன்று அதிகாரங்கள் முழுமையும் நாலடியார் - பாடல் எண்: 139 (கல்லாரே ஆயினும்) 248 (நண்ணிலைக்கான்) 216 (கடையாயர்) ஔவையார் - மூதூரை- பாடல் எண்- 10 (நெல்லுக்கு இறைத்தநீர்), - பாடல் எண்- 16 (அடக்கமுடையார்)		
அலகு IV	உரைநடை	9 Hours
சிற்பியே உன்னைச் செதுக்குகிறேன் - வைரமுத்து - லட்சியம், கல்வி, கலை, உறவு, மொழி, சாதனை ஆகிய தலைப்பிலான கட்டுரைகள் சிறுகதை புதுமைப்பித்தன் - சாபவிமோசனம் ஜெயகாந்தன் - ஒரு பிடி சோறு		
அலகு V	மொழித்திறன்	9 Hours
பிழை நீக்கி எழுதுதல் - ஒற்றுப்பிழை நீக்கி எழுதுதல் - தொடர்பிழை நீக்கி எழுதுதல் கலைச்சொல்லாக்கம் - தேவைகள் - கலைச்சொற்களின் பண்புகள் அறிவியல் கலைச்சொற்கள். கடிதம் - வகைகள் - அலுவலகக் கடிதங்கள் - பயிற்சி		

Total: 45 Hours

Self-Learning: 45 Hours

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/>

WEB LINKS:

1. <https://archive.org/>
2. <https://tamildigitallibrary.in/Articles/>

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	தமிழ் மொழியின் வரலாறு, மொழிக்குடும்பம், திராவிட மொழிகளின் வகைகள் மற்றும் தமிழ்மொழியின் சிறப்புகள் விளக்க முடியும்	K2
CO2	புறநானூறு, குறுந்தொகை, மருதநல்வாத ஆகிய சங்க இலக்கியப் பாடல்களின் கருத், பண்பாட்டு மற்றும் சமூக முக்கியத்வத்ததப் புரிந் விளக்க முடியும்.	K3
CO3	திருக்குறள், நாலடியார், மூர்தர ஆகிய அற இலக்கியங்களில் காணப்படும் அறமற, ஒழுக்கம் மற்றும் வாழ்வியல் கருத்வகதளப் பகுப்பாய்வு மசய்ய முடியும்	K4
CO4	தவரமுத்வின் உதரநத கட்டுதரகள், புதமப்பித்தன் மற்றும் மெய்காந்தன் சிறுகதகளில் காணப்படும் சமூகச் சிந்ததன், மனிதநயம் மற்றும் இலக்கியப் பண்புகள மதிப்பீடு மசய்ய முடியும்.	K5
CO5	பிதழயின்றித் தமிழ் எழுதல், கதலச்மசாற்கள், அறிவியல் கதலச்மசாற்கள் மற்றும் அலுவலகக் கடிதம் எழுதல் நபான்ற மொழித்திறன்கள நதமுதறயில் பயன்படுத்த முடியும்.	K5

COURSE ARTICULATION MATRIX

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

26LHIN11	HINDI I	L	T	P	SL	C
		3	0	0	3	3
COURSE OBJECTIVES						
- To improve students’ proficiency in the Hindi language, to increase their interest in prose literature, - To make the present generation aware of moral values, social limits through various genre of Hindi prose - To improve students’ language proficiency by giving them the necessary training to write error-free correspondence, and to familiarize them with technical terminology and updated language technology.						
UNIT I						9 Hours
हन्दी साहित्य का इतिहास - काल विभाजन - गद्य विकास - सामान्य परचय, कहानी - लॉटरी (मुं, शी प्रेमचंद), भाव एक, भाषा अनेक (देश भक्त और राष्ट्रीय एकता) - विभिन्न भारतीय संस्कृति एवं प्रदेश के परचय History of Hindi Literature – Periodization – Development of Prose – General Introduction, Short Story – “Lottery” (Munshi Premchand), “One Emotion, Many Languages” (Patriotism and National Integration) – Introduction to various Indian cultures and regions.						
UNIT II						9 Hours
एकाँकी - अखबारी विज्ञापन (चिरंजीव) - भाषा कौशल विकास - प्रय जनमूलक हन्दी - तकनीकी शब्द, पद एवं विभागीय नाम, प्रशासनिक वाक्ांश One-Act Play – “Newspaper Advertisement” (Chiranjit) – Development of Language Skills – Functional Hindi – Technical Terms, Designations and Departmental Names, Administrative Phrases.						
UNIT III						9 Hours
हास्य व्यंग्य कहानी - तुम कब जाओगे, अतिथि (शरद ज शी) - प्रय जनमूलक हन्दी - पत्र लेखन - पत्र के विभिन्न प्रकार - औपचारिक पत्र Humorous Satirical Story – “Tum Kab Jaoge, Atithi” (Sharad Joshi) – Functional Hindi – Letter Writing – Different Types of Letters – Formal Letters						
UNIT IV						9 Hours
राष्ट्र भक्त कहानी - पुरस्कार (जयशंकर प्रसाद) - प्रय जनमूलक हन्दी - पत्र लेखन - पत्र के विभिन्न प्रकार - अनौपचारिक पत्र Patriotic Story – “Puraskaar” (Jaishankar Prasad) – Functional Hindi – Letter Writing – Different Types of Letters – Informal Letters.						
UNIT V						9 Hours
निबंध: भारतीय विज्ञान की कहानी (गुणाकार मूले) - विश्व के लिए भारत की देन, प्रय जनमूलक हन्दी - भाषा प्रौद्योगिकी - यूनिकोड हन्दी फ़ॉन्ट्स, इमोजी ए कीबोर्ड - ई-पुस्तकालय - ई-शब्दकोश - ई-अध्ययन - व्यावहारिक उपयोग हेतु कृत्रिम बुद्धिमत्ता						

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

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS:

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

REFERENCE BOOKS:

1. *Vyavaharik Hindi Aur Patra Lekhan*, Dr. Hardev Bahri, Kitab Mahal, Allahabad
2. *Bharatiya Vigyan Ki Kahani* – Gunakar Mule, Rajkamal Prakashan
3. *Computer Aur Hindi Bhasha*, Dr. Bholanath Tiwari, Vani Prakashan
4. *Hindi Sahitya Ka Itihas*, Ramchandra Shukla, Nagari Pracharini Sabha, Varanasi
5. *Kendriya Hindi Sansthan*, Banking Hindi Patyakram, 2012.

WEB LINKS:

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

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Develop interest in Hindi language & literature , various culture of India	K2
CO2	Learn moral values in a lighter way & proficient in functional hindi	K2
CO3	Know the awareness about the social limitations	K3
CO4	Know the importance of patriotism	K3
CO5	Journalise in Functional Hindi using modern technology	K3

COURSE ARTICULATION MATRIX

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

26LFRE11	FRENCH I	L	T	P	SL	C
		3	0	0	3	3
COURSE OBJECTIVES 1) to greet, to express excuse and to introduce oneself 2) to introduce another person 3) to express his/her ideas, opinions and weekend projects 4) to request someone to do something, polite manners 5) to accept, refuse, enquire and indicate the time and date 6) to express himself / herself in positive and negative manner						
UNIT I	Salut	6 Hours				
les nombres, Les jours de la semaine et du mois, La nationalité						
UNIT II	Enchanté	8 Hours				
Les verbes Etre, Avoir, Aller, Regular ER verbes, Present tense						
UNIT III	J'Adore	8 Hours				
La negation, l'adjectif possessif, le futur proche						
UNIT IV	Tu veux bien	10 Hours				
Les articles de finis/indéfinis, Les pronoms après une préposition (avec lui, chez moi), Le passé composé						
UNIT V	On se voit quand	6 Hours				
Les pronoms compléments directs me, te, nous, vous, L'interrogation avec est-ce que, L'heure et la date						
UNIT VI	Bonne idée	7 Hours				
Les articles partitifs, Le masculin et le féminin des adjectifs, Les pronoms compléments directs le, la, les, La négation : ne... pas de.						

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS:

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

REFERENCE BOOKS:

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

COURSE OUTCOMES

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

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

COURSE ARTICULATION MATRIX

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

26LISB11	INDIAN SIGN LANGUAGE ((BASIC)	L	T	P	SL	C
		3	0	0	3	3
COURSE OBJECTIVES - Understand Deaf culture and why Indian Sign Language (ISL) is important for making sure everyone has equal rights and can participate in society. - Learn the basics of everyday conversation so you can talk to hearing-impaired community using sign language. - Learn how to sign about daily life, such as your routine, what you need, food, people, and how to describe things like Color, shape, and size. - To bring ISL into everyday places like schools, jobs, and public services to make the world more inclusive. - Stay motivated to keep practicing and improving your ISL skills so you can support and stand up for the hearing-impaired community.						
UNIT I	The Basics					6 Hours
Alphabets (finger-spelling), numbers, weekdays, colors, and how to give wishes.						
UNIT II	PEOPLE AND FOOD					6 Hours
Months, food items, family members, and different types of behavior.						
UNIT III	FEELINGS AND FESTIVALS					6 Hours
Using expressions, plus signs for fruits, vegetables, and various festivals.						
UNIT IV	HOME AND NATURE					6 Hours
Clothing and cosmetics, natural elements (earth and sky), parts of a house, and identification of animals and birds.						
UNIT V	SOCIETY AND EDUCATION					6 Hours
Society & School: Names of states and cities, religions, education terms, and school items.						

Total: 30 Hours

Self-Learning: 30 Hours

TEXT BOOKS:

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

REFERENCE BOOKS:

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

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Master the Basics: Use finger-spelling for the alphabet and communicate numbers, days of the week, and months	K2
CO2	Grow Your Vocabulary: Sign about common foods, family members, clothes, and household items.	K3
CO3	Talk About Nature: Identify and sign various animals, birds, fruits, vegetables, and elements like the earth and sky.	K3
CO4	Give people well wishes, describe different behaviours, and talk about festivals and religions. .	K3
CO5	Navigate Places & Education Field: Sign the names of specific states and cities, along with words used in education field.	K3

COURSE ARTICULATION MATRIX

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

26LENG11	ENGLISH – I	L	T	P	SL	C
		3	0	0	3	3
COURSE OBJECTIVES • To develop an understanding of prose, poetry, and short stories. • To enhance reading comprehension and critical thinking skills • To improve accuracy and clarity in language use • To build a rich and adequate vocabulary. • To promote the use of digital tools for communication and presentation skills.						
UNIT I	GRAMMAR & VOCABULARY					9 Hours
• Parts of Speech • Subject – Verb Agreement • Tenses • Prefix and Suffix • Spot the errors						
UNIT II	UNIT-II PROSE					9 Hours
• A.G. Gardiner – <i>On the Rule of the Road</i> • Helen Keller – Excerpt from <i>The Story of My Life – Chapter IV</i> • Listening: Audio summary comprehension • Speaking: Discussion on freedom & learning • Reading: Passage comprehension • Writing: Reflective paragraph writing						
UNIT III	POETRY					9 Hours
• William Wordsworth – <i>The Solitary Reaper</i> • Rabindranath Tagore – <i>Where the Mind is Without Fear</i> • Listening: Infer the central idea of the poem. • Speaking: Sharing personal interpretation of the poem • Reading: Read aloud exercise • Writing: Critical Appreciation						
UNIT IV	SHORT STORIES					9 Hours
• O. Henry – <i>The Gift of the Magi</i> • R.K. Narayan – <i>An Astrologer’s Day</i> • Listening: Story narration • Speaking: Retell the story • Reading: Silent reading and reflective reading • Writing: Summary & Character analysis						
UNIT V	ONE-ACT PALY					9 Hours
• Douglas Turner Ward-<i>The Shirt</i> • J. M. Synge-<i>Riders to the Sea</i> • Listening: Listening to dialogue delivery • Speaking: Role play and enactment • Reading: Character mapping and identification of key ideas • Writing: Dialogue writing & Short critical commentary						

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS:

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

REFERENCE BOOKS:

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

WEB LINKS:

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

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Interpret and analyze prose, poetry, and short stories	K4
CO2	Demonstrate improved reading, writing, and Comprehension skills.	K3
CO3	Apply grammar accurately in communication.	K3
CO4	Use vocabulary effectively in academic and real-life Contexts.	K3
CO5	Utilize AI tools to enhance language, speaking, and Presentation skills.	K3

COURSE ARTICULATION MATRIX

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

26CBCF11	FINANCIAL ACCOUNTING- I	L	T	P	SL	C
		4	0	0	4	4
This course introduces students to the fundamentals of accounting, including concepts, conventions, and practical recording of financial transactions. It equips students with the skills to prepare final accounts, bank reconciliation statements, and understand relevant accounting standards. Students will develop the ability to apply accounting knowledge for accurate financial analysis and reporting.						
UNIT I	INTRODUCTION TO ACCOUNTING					12 Hours
Meaning and definition of accounting- functions of accounting – accounting concepts and conventions - Journal, Ledger, subsidiary books including cash book –Preparation of trial balance.						
UNIT II	PREPARATION OF FINAL ACCOUNTS					12 Hours
Meaning and purpose of final accounts - Preparation of Trading Account, Profit & Loss Account, and Balance Sheet – Treatment of common adjustments in final accounts: Adjustments for treatment of Closing stock, outstanding/prepaid expenses, accrued/unearned income, depreciation, bad debts, provision for doubtful debts, interest on capital/drawings- Treatment of abnormal items - Goods distributed as free samples, goods destroyed by fire/theft						
UNIT III	ACCOUNTING STANDARDS					12 Hours
Accounting standards relating to Valuation of Inventories (AS 2), Cash flow statement (AS 3), Depreciation accounting (AS 6), Fixed Assets (AS - 10), Amalgamations (AS - 14), Earnings per share (AS 20), Interim Financial Reporting (AS 25), Intangible Assets (AS 26).						
UNIT IV	BANK RECONCILIATION STATEMENT					12 Hours
Meaning and need for Bank Reconciliation Statement- Difference between Cash Book and Pass Book/Bank Statement- Reasons for disagreement between cash book and pass book balance- Preparation when balance as per Cash Book is given-Preparation when balance as per Pass Book is given- Preparation with overdraft balance.						
UNIT V	DEPRECIATION					12 Hours
Meaning, causes and need for depreciation – Journal entries and ledger accounts for depreciation- Methods of depreciation –straight line method – diminishing balance method- Treatment of depreciation when asset is sold or discarded						

Total: 60 Hours

Self-Learning: 60 Hours

TEXT BOOKS:

- 1.T.S.Reddy & A.Murthy, “Financial Accounting”, Margham Publications, 7th Edition, 2011.
- 2.P.C. Tulsian, “ Financial Accounting”, S.Chand,2nd Edition, 2023.

REFERENCE BOOKS:

- 1.Assish K. Bhattacharyya, “Financial Accounting”, Prentice of Hall of India, 6th Edition,2022.
2. Tulsian, P.C. & Tulsian, Bharat. Financial Accounting for B.Com. (Hons.). 2nd ed. New Delhi: S. Chand, 2023.
3. Bhattacharyya, Asish K. Essentials of Financial Accounting for Business Managers. 6th Edition New Delhi: Prentice of Hall of India, 2022.

WEB LINKS:

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

NPTEL LINKS:

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

COURSE OUTCOMES

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

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

COURSE ARTICULATION MATRIX

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

26CBCF12	PRINCIPLES OF MANAGEMENT	L	T	P	SL	C
		4	0	0	0	4
COURSE OBJECTIVES						
This course introduces students to the fundamental principles and functions of management, including planning, organizing, directing, and controlling. It explores the evolution of management thought, contemporary approaches, and the practical application of managerial skills. Students will develop the ability to analyze management practices and make informed decisions in organizational settings.						
UNIT I	INTRODUCTION TO MANAGEMENT AND EVOLUTION OF THOUGHT					12 Hours
Management – Meaning, Definition, Nature and Scope – Functions of Management – Levels of Management – Managerial Roles and Skills – Evolution of Management Thought – Classical Theory – Scientific Management – Administrative Theory – Behavioural Approach – Modern Approaches – Systems and Contingency Approach.						
UNIT II	PLANNING AND DECISION MAKING					12 Hours
Planning – Meaning, Nature and Importance – Types of Plans – Planning Process – Objectives – Policies and Procedures – Forecasting – Decision Making – Process of Decision Making – Types of Decisions – Techniques of Decision Making – MBO (Management by Objectives).						
UNIT III	ORGANIZING AND STAFFING					12 Hours
Organizing – Meaning and Process – Principles of Organization – Organization Structure – Types of Organization – Departmentation – Span of Control – Authority and Responsibility – Delegation and Decentralization – Staffing – Recruitment and Selection – Training and Development – Performance Appraisal						
UNIT IV	DIRECTING – LEADERSHIP, MOTIVATION AND COMMUNICATION					12 Hours
Directing – Meaning and Importance – Leadership – Styles and Theories of Leadership – Motivation – Theories of Motivation (Maslow, Herzberg, McGregor) – Communication – Process – Types – Barriers to Communication – Measures to overcome barriers						
UNIT V	CONTROLLING AND COORDINATION					12 Hours
Controlling – Meaning and Importance – Steps in Control Process – Techniques of Control – Budgetary and Non-Budgetary Control – Coordination – Meaning and Importance – Principles of Coordination – Techniques of Coordination – Contemporary Issues in Management (Ethics, CSR, Sustainability).						

Total: 60 Hours**Self-Learning: 60 Hours**

TEXT BOOKS:

1. P.C. Tirpathi And P.N. Reddy, “Principles Of Management”, Tata Mcgrawhil New Delhi, 1991.
2. J.Jayashankar, “Business Management”, 1st Edition Margham Publication, Chennai, 2004.

REFERENCE BOOKS:

1. N.Premavathi, “Principles of Management”, 2nd Edition Sri Vishnu Publication, Chennai, 2003.
2. Weirich And Koontz, “Management – A Global Perspective”, 10th Edition, 1993.

WEB LINKS:

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

NPTEL LINKS:

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

COURSE OUTCOMES

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

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

COURSE ARTICULATION MATRIX

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

26MECN12	MANAGERIAL ECONOMICS	L	T	P	SL	C
		3	0	0	3	3
COURSE OBJECTIVES						
This course introduces students to the principles of managerial economics, focusing on demand, cost production, and market analysis. It equips students with analytical tools for decision-making in pricing capital budgeting, and production planning. Students will develop the ability to apply economic concepts for effective managerial decision-making in real-world business scenarios						
UNIT I	INTRODUCTION TO MANAGERIAL ECONOMICS					9 Hours
Definition – Fundamental concepts of Managerial Economics – Demand - Elasticity of demand - Types of elasticity of demand - Law of supply - Demand forecasting.						
UNIT II	COST AND PROFIT ANALYSIS					9 Hours
Cost classification –Different cost classification – Cost output relationship in short run and long run – Break even Analysis – Case Study.						
UNIT III	PRODUCTION ANALYSIS					9 Hours
Production function- Law of variable proportion- Law of returns of scale – Law of diminishing returns –Economic of scale						
UNIT IV	CAPITAL BUDGETING					9 Hours
Capital Budgeting: Need for capital budgeting- Different steps in Capital Budgeting - Payback Method, Net Present Value method, Internal Rate of Return Method, Cost–Benefit Method.						
UNIT V	MARKETSTRUCTUREANDPRICING					9 Hours
Price and output determination under perfect competition – Monopoly competition – Monopolistic competition – Oligopoly Competition - Pricing – Objectives and methods						

Total: 45 Hours

Self-Learning: 45 Hours

TEXTBOOKS:

1. Paul A. Samuelson and William D. Nordhaus, Economics, 19th edition, Tata McGraw Hill, 2006.
2. William F. Samuelson, Stephen G. Marks, "Managerial Economics", Wiley, 2014.
3. S. Chandrachud "Chud's Series of Managerial Economics" WISElab Publications, third edition, 2022
4. P. L. Mehta "Managerial Economics Analysis, Problems and Cases", Sultan Chand & Sons. New Delhi. 12th Edition 2006.

REFERENCE BOOKS:

1. N. Gregory Mankiw, Principles of Economics, 6th edition, Thomson learning, New Delhi, 2011
2. Richard Lipsey and A. Lee Chrystal, Economics, 12th edition, Oxford University Press, New Delhi, 2011.

WEBLINKS:

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

NPTEL LINK:

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

COURSE OUTCOMES

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

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

COURSE ARTICULATION MATRIX

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

26EBCO11	COMPUTING ESSENTIALS	L	T	P	SL	C
		3	0	0	3	3
COURSE OBJECTIVES						
This course helps to provide the students with fundamental knowledge of computer hardware, software, and business applications of computers. To develop practical skills in MS Word, MS Excel, and MS PowerPoint for office and business use. To familiarize students with internet usage, e-mail communication, and digital collaboration tools for effective professional communication						
UNIT I	HARDWARE AND SOFTWARE:					9 Hours
Computer systems, importance of computers in Business, Data and Information, Data Processing, Data Storage and Data Retrieval Capabilities, Computer Applications in various areas of Business, Computer related jobs in Business.						
UNIT II	WORD PROCESSING					9 Hours
Introduction, printing a file, Document Creation and editing, saving, text formatting						
UNIT III	MICROSOFT EXCEL AND USING SPREADSHEET					9 Hours
Introduction, Rows, Columns and Cells, Basics excel formulas and functions, using spreadsheets						
UNIT IV	APPLICATIONS					9 Hours
Text manipulations, usage of bullets and numbering, header and footer, usage of spell check, find and replace using MS- Word- cell editing, data sorting, worksheet preparation using MS- Excel –slide transitions and animations, organization chart using MS PowerPoint						
UNIT V	INTERNET & COMMUNICATION & COLLABORATIONS					9 Hours
Basics of computer networks, internet, search engines, URLs, How to use web browser, basics of E-mail, How to use E-mail, instant messaging.						

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS:

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

REFERENCE BOOKS:

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

WEB LINKS:

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

COURSE OUTCOMES

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

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

COURSE ARTICULATION MATRIX

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

26PSSK11	COMMUNICATION SKILLS	L	T	P	SL	C
		0	0	4	2	2
COURSE OBJECTIVES - To improve speaking and presentation skills. - To build reading and writing skills for academic and professional use. - To prepare students for job communication (resume, GD, interview)						
UNIT I	Fundamentals of Communication & Basic LSRW Skills					9 Hours
Listening: Listening for specific information (MCQs) Speaking: Self-introduction; talking about likes and dislikes; greetings Reading: Skimming, scanning, and detailed comprehension Writing: Formal letters (job application), resume basics, problem–solution writing Language Lab / Practical: - Digital literacy: E- resources - Practice: Self-introduction, JAM (Just a Minute)						
UNIT II	Listening & Speaking Strategies in Context					9 Hours
Listening: Conversations, advertisements, small talks, TED talks, summarizing, Speaking: Impromptu talks, speech writing, mini-presentations, AI-based speaking and Pronunciation tools Reading: Identifying arguments and main ideas in texts Writing: Writing Instruction, Checklist Preparation, Paragraph writing, Language Lab / Practical: - Blog creation, online quizzes, and Kahoot activities - Practice: Conversation Drills, Prompting Conversation						
UNIT III	Reading, Technical Writing & Analytical Skills					9 Hours
Listening: Listening to debates/Academic discussions and extracting key points Speaking: Participating in group discussions, AI for Presentation using prompts Reading: Extracting specific information; note-making						

• Writing: Framing open-ended /closed ended questions, sequencing sentences, Report writing, and précis writing Language Lab / Practical: • PowerPoint presentations, Slide Share tools • Practice: Reading comprehension, report writing, statement of purpose		
UNIT IV	Critical Thinking & Presentations	9 Hours
• Listening: Understanding instructions, interpretations & recommendations • Speaking: Formal presentations, public speaking • Reading: Classification and interpretation of information • Writing: Instructions, recommendations, user manuals Language Lab / Practical: • Online discussion forums and collaborative tools • Practice: Book/film review, presentation delivery		
UNIT V	Professional & Workplace Communication	9 Hours
• Listening: Workplace communication. • Speaking: Group discussions, interviews, persuasive communication, negotiation • Reading: Professional documents and job-related texts • Writing: Cover letters, resumes, formal emails, Process Descriptions Language Lab / Practical: • Digital tools for communication and presentations • Practice: Mock interviews, GDs		

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS:

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

REFERENCES:

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

WEBSITES:

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

NPTEL LINK:

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

COURSE OUTCOMES

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

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

COURSE ARTICULATION MATRIX

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

SEMESTER II

26LTAM21	TAMIL II	L	T	P	SL	C
		3	0	0	3	3
COURSE OBJECTIVES மாணவர்களிடம் தமிழரின் நாகரிகம் மற்றும் பண்பாட்டு மரபினை அறிமுகம் செய்தல் தமிழ் இலக்கிய காப்பியச் செழுமையையும் பக்தி இலக்கிய மாண்பையும் உணர்த்துதல், தமிழ்க் கவிதை வளத்தையும் அதன் பொருண்மைகளையும் எடுத்துரைத்தல், ஊடகம்- கணினி- செயற்கை நுண்ணறிவு போன்ற நவீன அறிவுசார் வளர்ச்சி நிலைகளைப் பயன்பாட்டு நோக்கில் பயிற்சியளித்தல், இதன் வாயிலாக மாணவர்களின் ஆளுமைத் திறனை மேம்படுத்தி அவர்களை போட்டித் தேர்வுகளுக்கு தயார் செய்வதும் வேலைவாய்ப்பிற்கான பயிற்சி அளிப்பதும் இந்தப் பாடத்திட்டத்தின் முக்கிய நோக்கமாகும்.						
அலகு I	தமிழர் வாழ்வும் பண்பாடும்					9 Hours
பண்பாடு – வாழ்வியல் முறை – அகம், புறம் - உணவு முறை - விருந்தோம்பல் - நம்பிக்கைகள் – விழாவும் வழிபாடும் - கலைகள் - கட்டடம் - சிற்பம் - ஓவியம் - இசை – கூத்து – தொழிலும் வணிகமும் – அறிவியல் நோக்கு						
அலகு II	காப்பியங்கள்					9 Hours
1. சிலப்பதிகாரம் – ஆய்ச்சியர் குரவை 2. மணிமேகலை– காதை 19 - உலக அறவி புக்க காதை 3. கம்பராமாயணம் – மந்தரை சூழ்ச்சிப் படலம் (பாடல் எண் தேர்ந்தெடுக்கப்பட்ட 9 பாடல்கள்)						
அலகு III	பக்தி இலக்கியம்					9 Hours
திருமூலர் - திருமந்திரம் – மூன்று பாடல்கள் • உடம்பார் அழியின் உயிரார் அழிவர் (திருமந்திரம்: 724) • மனையுள் இருந்தவர் மாதவர் ஒப்பர் (திருமந்திரம்:47) • மரத்தை மறைத்தது மாமத யானை (திருமந்திரம்: 2290) தேம்பாவணி - காட்சிப் படலம் முதல் 5 பாடல்கள் சீறாப்புராணம் - மானுக்கு பிணை நின்ற படலம்						
அலகு IV	கவிதை இலக்கியம்					9 Hours
• பாரதியார் - செந்தமிழ் நாடு- செந்தமிழ் நாடெனும் போதினிலே எனும் கவிதை (பாடல் எண்1.6, 7, 8, 9, 10) • பாரதிதாசன் - இசையமுது- "தூய்மை சேரடா தம்பி" என்று தொடங்கும் பாடல்						

- கவிக்கோ அப்துல்ருகுமான் - 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 V	ஊடகத் தமிழ் - கணினித் தமிழ் அறிமுகம்	9 Hours
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		

Total: 45 Hours

Self-Learning: 45 Hours

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>

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	தமிழரின் வாழ்வியல், பண்பாடு, உணவு முதல், விருந்தநாடாம்பல், நம்பிக்கைகள், கதலகள், மதாழில், வணிகம் மற்றும் அறிவியல் நநாக்கு ஆகியவற்றை விளக்க முடியும்.	K2
CO2	சிலப்பதிகாரம், மணிநமகதல, கம்பராமாயணம் நபான்ற தமிழ் காப்பியங்களின் இலக்கியச் சிறப்புகளையும் கருத்துகளையும் புரிந்து விளக்க முடியும்.	K2
CO3	சிலப்பதிகாரம், மணிநமகதல, கம்பராமாயணம் நபான்ற தமிழ் காப்பியங்களின் இலக்கியச் சிறப்புகளையும் கருத்துகளையும் புரிந்து விளக்க முடியும்.	K4
CO4	பாரதியார், பாரதிதாசன், அப்துல் ரகுமான், நா. முத்தக்குமார், இளம்பிதற ஆகியவரின் கவிதகளில் உள்ள சமூகச் சிந்தனை, மமாழிநயம் மற்றும் கருத்தப் மபாருதள மதிப்பீடு மசய்ய முடியும்.	K5
CO5	ஊடகத் தமிழ், கணினித் தமிழ், தமிழ் மமன்மபாருள்கள், இதணயத் தமிழ் பயன்பாடு, மின்னூலகம், மின்னகராதி, மின்வழிக் கற்றல் மற்றும் மசயற்தக நுண்ணறிவு பயன்பாடுகள நதடமுதறயில் பயன்படுத்த முடியும்.	K3

COURSE ARTICULATION MATRIX

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

26LHIN21	HINDI II	L	T	P	SL	C
		3	0	0	3	3
COURSE OBJECTIVES						
- To introduce students to Hindi and Indian civilization and cultural heritage - To make them understand the richness of Hindi and Indian epics and the greatness of devotional literature - To provide practical training in modern intellectual developments such as translation, advertisement and to develop students' skills, for competitive examinations, and provide employment-oriented training are the major objectives of this syllabus.						
UNIT I						9 Hours
हिन्दी साहित्य का इतिहास - आदि काल, मध्यकाल, आधुनिक युग - सामान्य परिचय, प्राचीन युग - नैतिक साहित्य - तिरुक्कुरल - 5 दहे (तिरुवल्लुवर), भक्त काल - नैतिक साहित्य - वेमना (वेमना) के पद - 3 History of Hindi Literature – Ancient, medieval, modern era – General Introduction, Ethical Literature - Thirukkural - 5 couplets (Thiruvalluvar), Bhakti Kal - Ethical Literature - Vemana Pad - 3 (Vemana)						
UNIT II						9 Hours
भक्त काल - नैतिक साहित्य – कबीर के दोहे - 5 (कबीरदास), - भ्रमरगीत के पद-1 (सूरदास), कौशल विकास - प्रश्न निमाण - अभ्यास Bhakti Kal - Ethical Literature - Kabir ke Dohe - 5 (Kabirdas), Bhramargeet ke Pad -1 (Surdas), Skill Development - Question framing – Exercise						
UNIT III						9 Hours
भक्त काल - विनय के पद- 1 (तुलसीदास), कम्ब रामायण के पद -2 (कम्बर) Bhakti Kal - Vinay ke Pad - 1(Tulsidas), Kambaramayan ke Pad - 2 (Kambar)						
UNIT IV						9 Hours
आधुनिक युग - पुष्प की अभिलाषा (माखनलाल चतुर्वेदी), कौशल विकास - अनुवाद : अर्थ, परभाषा, प्रकार एवं अभ्यास Modern Era - Pushpa ki Abhilasha (Makhanlal Chaturvedi), Skill Development - Translation: Meaning, Definition & Exercise						
UNIT V						9 Hours
आधुनिक युग - बीज व्यथा (ज्ञानेंद्रप्रसाद), कौशल विकास - 'विज्ञापन लेखन : अर्थ, परभाषा, प्रकार एवं अभ्यास Modern Era - Beej Vyatha (Gyanendrapathi), Skill Development - Advertisement : Meaning, Definition & Exercise						

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS:

1. *Hindi Sahitya Ka Itihas*, Ramchandra Shukla, Nagari Pracharini Sabha, Varanasi
2. Thirukkural, Hindi Translator: M. Govindarajan, [Central Institute of Classical Tamil](#), Chennai
3. Vemana ki vaani, Hindi Translator: Dr. Suryanarayan Bhanu, Potti Sriramulu Telugu University
4. *Kabir Granthavali* Kabir, Rajkamal Prakashan
5. *Sursagar*, Surdas, Lokbharti Prakashan
6. *Vinay Patrika*, Tulsidas, Gita Press, Gorakhpur

REFERENCE BOOKS:

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

WEB LINKS:

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

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Know various types of poetry in various Indian Languages, culture and moral values along with history of Hindi Literature	K2
CO2	Know the richness of Ethical and Bhakti Literature of Hindi language, culture and moral values	K2
CO3	Know the importance of Bhakti Literature	K4
CO4	Know the value of patriotism and proficiency in Hindi translation	K3
CO5	Know about the Modern Poetry and develop skills, for competitive examinations	K3

COURSE ARTICULATION MATRIX

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

26LFRE21	FRENCH-II	L	T	P	SL	C
		3	0	0	3	3
COURSE OBJECTIVES						
The lessons are being chosen:						
1) to express his / her whereabouts and to ask for direction						
2) to express obligation and restriction						
3) to describe a place						
4) to narrate and to question						
5) to describe someone						
6) to express his desire and to speak about the future						
UNIT I	C'est où					10 Hours
L'impératif, Les articles contractés au, à la..., Le passé composé et l'accord du participe passé avec être.						
UNIT II	N'oubliez pas					6 Hours
Le pronom relatif Qui, que, où, Les pronoms compléments indirects (me, te, lui, leur...)						
UNIT III	Belle vue sur la mer					6 Hours
Les adjectifs démonstratifs, Y- pronom complément.						
UNIT IV	Quel beau voyage!					8 Hours
Les verbes pronominaux, En- pronom complément.						
UNIT V	Oh ! joli					10 Hours
L'imparfait, L'imparfait ou le passé composé.						
UNIT VI	Et après ?					5 Hours
Le futur simple, Le subjonctif présent.						

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS:

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

REFERENCE BOOKS:

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

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Express whereabouts and ask directions.	K3
CO2	Express obligation and restriction.	K3
CO3	Describe a place.	K3
CO4	Narrate and question in French.	K3
CO5	Describe a person.	K3
CO6	Express desires and speak about the future.	K3

COURSE ARTICULATION MATRIX

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

26LISB21	INDIAN SIGN LANGUAGE (ADVANCED)	L	T	P	SL	C
		3	0	0	3	3
COURSE OBJECTIVES						
• To Master Advanced Linguistic Structures: Enable students to understand and apply fundamental grammatical components—including nouns, verbs, and descriptive adjectives—to construct structurally correct sentences in Indian Sign Language (ISL). • To Expand Domain-Specific Vocabulary: Equip learners with specialized lexicon and technical signs related to diverse professions, academic subjects, sports, culinary items, and civic/roadway infrastructure. • To Develop Real-World Situational Fluency: Train students to conduct real-time, functional conversations and handle transactional requests in high-frequency public service areas. • To Cultivate Environment-Based Communication Adaptability: Foster the ability to seamlessly adapt signing styles, contextual terminology, and conversational registers according to specific immediate environments						
UNIT I	Advanced Core Vocabulary & Grammar :					6 Hours
Subject, Sports, Noun, and Verb.						
UNIT II	Vocations, Geography & Culinary Terms					6 Hours
: Professions, Places , Dishes & Spices , and Roadways.						
UNIT III	Qualifiers & Civic Literacy :					6 Hours
Adjectives, Government Related Items , and Calendar Items.						
UNIT IV	Situational Sign Language:					6 Hours
Shopping, Hospital, Police Station, and Bus Stop.						
UNIT V	Environment-Based Sign Language:					6 Hours
Home, Office, Hotel , and School/College.						

Total: 60 Hours

Self-Learning: 60 Hours

TEXT BOOKS:

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

REFERENCE BOOKS:

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

WEB LINKS:

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

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	(Grammar & Foundations): Construct grammatically correct sentences in Indian Sign Language (ISL) by accurately applying rules of noun-verb agreement, academic terms, and sports vocabulary.	K3
CO2	(Vocations & Infrastructure): Demonstrate vocabulary proficiency in identifying various professions, geographical places, culinary terms, and roadway/traffic navigation signs	K3
CO3	(Qualifiers & Civil Literacy): Utilize descriptive adjectives to modify signs and communicate effectively about time, calendars, and government/administrative matters.	K2
CO4	(Situational Public Fluency): Manage independent, real-time communications and transactional interactions in critical public spaces, including shopping centers, hospitals, police stations, and transit hubs.	K3
CO5	(Environment-Based Adaptation): Adapt signing registers, conversational tone, and specific vocabularies smoothly across domestic, corporate, hospitality, and academic environments.	K3

COURSE ARTICULATION MATRIX

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

CO5	-	-	3	3	2	-	2	-	-	2
AVG	-	-	3	3	2	-	2	-	-	2

26LENG21	ENGLISH II	L	T	P	SL	C
		3	0	0	3	3
COURSE OBJECTIVES - To appreciate prose, poetry, drama, and short fiction. - To enhance reading and interpretative skills. - To express ideas clearly in speech and writing. - To use appropriate language structures in communication. - To develop effective writing skills across formats.						
UNIT I	Grammar & Composition					9 Hours
- Active & Passive Voice - Direct & Indirect Speech - Letter Writing (Formal & Informal) - Creative Writing – Writing stories - Hints Developing						
UNIT II	Prose					9 Hours
- Nadine Gordimer – <i>Once upon a Time</i> E. V. Lucas – <i>Bores</i> Listening: Note-taking from audio/text recitation Speaking: Discussion on fear, society, and behaviour Reading: Skimming, scanning, and interpretation of textual features Writing: Reflective paragraph writing						
UNIT III	Poetry					9 Hours
- Robert Frost – <i>Stopping by Woods on a Snowy Evening</i> - Maya Angelou – <i>Still I Rise</i> Listening: Listening and summarizing the poem Speaking: Explaining poetic lines orally Reading: Reading and inferring contextual meaning Writing: Paraphrase of poems						
UNIT IV	Short stories					9 Hours
- Anton Chekhov – <i>The Bet</i> O. Henry – <i>After Twenty Years</i> Listening: Story narration and summarizing Speaking: Character discussion and debate Reading: Contextual vocabulary identification Writing: Summary and character Sketch						

UNIT V	One-Act Play	9 Hours
- Langston Hughes - <i>Soul Gone Home</i> - Lucille Fletcher-<i>Sorry, Wrong Number</i> Listening: Dramatic reading and dialogue comprehension Speaking: Role play and dramatization Reading: Character and conflict analysis Writing: Character sketch/dialogue writing		

Total: 45 Hours

Self-Learning: 45 Hours

TEXT BOOKS:

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

REFERENCE BOOKS:

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

WEB LINKS:

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

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Analyze and interpret literary texts across genres.	K4
CO2	Demonstrate effective reading comprehension and information organization.	K3
CO3	Apply accurate language structures in communication.	K3
CO4	Produce clear and well-structured written content.	K3
CO5	Exhibit improved overall communication skills.	K3

COURSE ARTICULATION MATRIX

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

26CBCC21	FINANCIAL ACCOUNTING II	L	T	P	SL	C
		4	0	0	4	4
COURSE OBJECTIVES						
This course provides students with an understanding of specialized accounting practices for non-profit organizations, hire purchase transactions, and partnership management. It equips students with the ability to handle admission, retirement, and death of partners, as well as dissolution of partnership firms. Students will also gain practical exposure to accounting software, particularly Tally, to efficiently record and manage financial data. The course aims to develop analytical and decision-making skills in accounting applications for both academic and professional contexts.						
UNIT I	ACCOUNTING FOR NON- PROFIT ORGANIZATIONS					12 Hours
Significance of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet, Difference between Profit and Loss Account and Income and Expenditure Account. Preparation of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet.						
UNIT II	HIRE-PURCHASE ACCOUNTING					12 Hours
Hire purchase – Hire purchase trading account – Debtors system-Stock and debtor system- final accounts system – case studies.						
UNIT III	ADMISSION, RETIREMENT AND DEATH OF A PARTNER					12 Hours
Partnership accounts – admission – retirement – death of a partner.						
UNIT IV	DISSOLUTION OF PARTNERSHIP					12 Hours
Dissolution of partnership firm – dissolution accounts – causes of distribution of partnership – types of dissolution – dissolution accounts.						
UNIT V	ACCOUNTING SOFTWARE (Basics of Tally)					12 Hours
Basics of accounting software- Features- Creation of Company- Configuration- Creation of groups-Ledgers- Inventory- Stock creation- Stock groups- Stock categories-Units of measure.						

Total: 60 Hours

Self-Learning: 60 Hours

TEXT BOOKS:

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

REFERENCE BOOKS:

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

WEB LINKS:

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

NPTEL LINKS:

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

COURSE OUTCOMES

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

COURSE OUTCOMES	DESCRIPTION	KNOWLEDGE LEVEL
CO1	Explain the concepts and significance of Receipt and Payment Account, Income and Expenditure Account, and Balance Sheet of non-profit organizations.	K2
CO2	Prepare Receipt and Payment Account, Income and Expenditure Account, and Balance Sheet from given financial data.	K3
CO3	Apply accounting procedures relating to hire-purchase transactions under various accounting systems.	K3
CO4	Analyze partnership accounting relating to admission, retirement, and death of a partner, Prepare dissolution accounts and evaluate the distribution.	K4
CO5	Demonstrate practical skills in computerized accounting using Tally for company creation, ledger maintenance, and inventory management	K5

COURSE ARTICULATION MATRIX

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

26CBCF22	BUSINESS LAW	L	T	P	SL	C
		4	0	0	4	4
COURSE OBJECTIVES						
This course introduces students to the foundational principles of business law, with a focus on contracts, agency, and the sale of goods. It enables students to understand the essential elements of contracts, legal obligations, and rights of parties involved. The course equips students with practical skills to analyse contract performance, discharge, breach, and remedies, along with agency relationships. Students will also explore statutory provisions under the Sale of Goods Act, enhancing their ability to apply legal knowledge in business contexts.						
UNIT I	INTRODUCTION TO BUSINESS LAW AND CONTRACT					12 Hours
Business Law – Meaning and Scope – Sources of Business Law – Indian Contract Act, 1872 – Meaning and Definition of Contract – Essential Elements of a Valid Contract – Classification of Contracts – Offer and Acceptance – Legal rules relating to offer and acceptance – Consideration – Meaning, definition and essentials of valid consideration.						
UNIT II	CAPACITY AND FREE CONSENT					12 Hours
Capacity to Contract – Persons competent to contract – Minor – Nature of minor’s agreements and its effects – Persons of unsound mind – Persons disqualified by law – Free Consent – Meaning and importance – Factors affecting free consent: Coercion, Undue Influence, Fraud, Misrepresentation and Mistake – Legality of Object – Void agreements and illegal agreements.						
UNIT III	PERFORMANCE AND DISCHARGE OF CONTRACT					12 Hours
Performance of Contract – Meaning and types – Tender of performance – Quasi Contracts – Discharge of Contract – Modes of discharge: by performance, agreement, impossibility and breach – Breach of Contract – Remedies for breach of contract.						
UNIT IV	CONTRACT OF AGENCY					12 Hours
Contract of Agency – Meaning and nature – Creation of Agency – Types of Agents – Duties and Rights of Agent – Duties and Rights of Principal – Liability of Principal and Agent – Termination of Agency and its effects.						
UNIT V	SALE OF GOODS ACT, 1930					12 Hours
Sale of Goods Act, 1930 – Meaning and Definition of Contract of Sale – Essentials of a contract of sale – Sale and Agreement to Sell – Formation of Contract of Sale – Conditions and Warranties – Doctrine of Caveat Emptor – Transfer of ownership – Rights of unpaid seller.						

Total: 60 Hours**Self-Learning: 60 Hours**

TEXT BOOKS:

1. N.D.Kapoor, "Business Law" Sulthan Chand & Sons, 2018.
2. R.S.Pillai, "Business Law" S.Chand Publishers, 2011

REFERENCE BOOKS:

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

WEB LINKS:

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

NPTEL LINKS:

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

COURSE OUTCOMES

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

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

COURSE ARTICULATION MATRIX

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

26MECN21	INTERNATIONAL ECONOMICS	L	T	P	SL	C
		3	0	0	3	3
COURSE OBJECTIVES The course aims to provide students with a comprehensive understanding of international trade, its importance, and its role in the global economy. It enables learners to gain knowledge of major theories of foreign trade, balance of payments, exchange rate determination, and the international monetary system. The course also focuses on the functioning of international financial institutions, the role of WTO, and the impact of international trade policies, technology transfer, and migration on the Indian economy and global business environment.						
UNIT I	INTERNATIONAL TRADE					9 Hours
Introduction –Definition –Need –Types International Trade –Difference Between Internal and International Trade -Importance of International Trade in Global Context.						
UNIT II	THEORIES OF FOREIGN TRADE					9 Hours
Adam Smith Theory – Ricardo Theory - Heckscher- Ohlin - Samuelson Model, Stopler Samuelson, Rzybnzski Theorems, actor Price Equalization Theorem, Technological Progress and Trade.						
UNIT III	BALANCE OF PAYMENT AND BALANCE OF TRADE					9 Hours
Balance of Payment (BOP), Balance of Trade, Official Reserves, BOP Deficit and Surplus and Gold Standard, International Monetary theories: Different Approaches to Exchange Rate Determination.						
UNIT IV	INTERNATIONAL MONETARY SYSTEM					9 Hours
Market, International Monetary System –International Liquidity –IBRD –Money market.						
UNIT V	WTO AND INDIA					9 Hours
WTO and Its Implication with special Reference to India. Trips & Trims – Economic Expansion and Trade – International Technology Transfer – Trade and Migration.						

Total: 45 Hours

Self-Learning: 45 Hours

REFERENCE BOOKS:

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

WEB LINKS:

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

NPTEL LINKS:

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

COURSE OUTCOMES

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

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

COURSE ARTICULATION MATRIX

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

26EBGL21	BUSINESS CORRESPONDENCE AND OFFICE MANAGEMENT	L	T	P	SL	C
		3	0	0	3	3
COURSE OBJECTIVES ▪ To understand the concept of business correspondence, structure and layout of business letters. ▪ To comprehend the process of communication. ▪ To understand the concept of report writing and its types. ▪ To be aware about the use of technology in communication ▪ To familiarize common office management, forms and layout used in business						
UNIT I	INTRODUCTION TO BUSINESS CORRESPONDENCE					9 Hours
Meaning, concepts of Business correspondence, significance and e-mail correspondence. Business letters - Essentials of Business Letters - Structure and Layout of Business Letters - Types of Business Letters: Enquiries and Replies, Orders and Acknowledgments, Complaints and Adjustments, Sales Letters, Circulars and Notices.						
UNIT II	FUNDAMENTALS OF COMMUNICATION					9 Hours
Meaning and Importance of Communication - Process of Communication - Types of Communication: Verbal and Non-Verbal – Channels & levels of communication - Barriers to Communication and Overcoming Strategies - 7 C's of Effective Communication - role of technology in business communication.						
UNIT III	REPORT WRITING					9 Hours
Importance and Characteristics of Reports – qualities of good report- Types of Reports: Formal and Informal - Structure of a Report – preparation of Reports: Progress Reports, Survey Reports, and Meeting Minutes.						
UNIT IV	WORK STUDY AND COMMUNICATION SYSTEM					9 Hours
Definition , importance and applications of work study – role of communication in work study – types of communication system in work study – impact of technology on communication – Digital communication : internet, PSTN, intranet & extranet – Elements of communication system.						
UNIT V	OFFICE MANAGEMENT					9 Hours
Definition and Scope of Office Management - Principles of Office Organization - Types of Office Layouts - Role of Office Manager- duties & responsibilities of office manager - Office Automation and Technology in Modern Offices - Importance of Records in Office Management - Filing Systems: Traditional and Electronic – Digital platforms: social media and App based formats for day to day office operation – Technological Advancements in office management.						

Total: 45 Hrs
Self Learning:45 Hrs

TEXT BOOK:

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

REFERENCE BOOKS:

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

WEB LINKS:

[https://mis.alagappauniversity.ac.in/siteAdmin/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)

18UCAN2_OFFICE_MANAGEMENT_DR_S_HARI_GANESH.pdf

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

NPTEL LINK:

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

COURSE OUTCOMES

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

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

COURSE ARTICULATION MATRIX

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

26DVAC21	UNIVERSAL HUMAN VALUES	L	T	P	SL	C
		1	0	0	1	1
COURSE OBJECTIVES The candidates will be able to appreciate the complementarity between the values and skills for sustained happiness and prosperity. To influence the students to approach the life and profession with a holistic perspective towards a value-based living in a natural way. To highlight plausible implications of holistic understanding of ethical human conduct.						
UNIT I	INTRODUCTION TO VALUE EDUCATION					3 Hours
Living a fulfilling life. Value education. Skill education. Complementarity of Values and Skills. Development of a holistic perspective. Right understanding, relationship and physical facility. Understanding the happiness and prosperity.						
UNIT II	HARMONY AT MULTIPLE LEVELS					3 Hours
Human being as co-existence of the self and the human body. Understanding harmony in the self. Harmony in the family and understanding values in human-human relationships. Harmony in the society and understanding universal human order. Harmony in nature and understanding the interconnectedness, self-regulation and mutual fulfillment. Harmony in existence and understanding co-existence at various levels.						
UNIT III	IMPLICATIONS OF THE RIGHT UNDERSTANDING					3 Hours
Ethical human conduct. Implications of value-based living. Right understanding of professional ethics. Humanistic education. Holistic technologies, production systems and management models. Strategies for transition towards value-based life and profession.						

Total: 15 Hours**Self-Learning: 15 Hours****TEXT BOOKS:**

1. R.R. Gaur, R. Asthana, G.P. Bagaria. (2023). A Foundation Course in Human Values and Professional Ethics. 3rd Revised Edition. Excel Books, New Delhi.
2. Neeraj Mittal. (2021). Human Values and Professional Ethics. Latest Edition. Kataria & Sons, New Delhi.

REFERENCE BOOKS:

1. S. K. Subramanian. (2020). Professional Ethics and Human Values. Latest Edition. Oxford University Press, New Delhi.
2. A. N. Tripathi. (2018). Human Values. First Edition. New Age International Publishers, New Delhi.
3. M. Govindarajan, S. Natarajan & V. S. Senthil Kumar. (2019). Ethics in Engineering and Management. 2nd Edition. PHI Learning, New Delhi.

WEB LINKS:

1. <https://yourstory.com/mystory/importance-value-education-students>
2. <https://uhv.org.in/>

COURSE OUTCOMES

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

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

COURSE ARTICULATION MATRIX

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