

Department of Commerce (Corporate Secretaryship)
UNDERGRADUATE DEGREE PROGRAMME

B.Com. (Corporate Secretaryship)

Three Years /

B.Com. (Hons) (Corporate Secretaryship)

Four Years

CURRICULUM & SYLLABUS

REGULATION 2026

Learning Outcomes Based Curriculum Framework (LOCF)

Effective from the Academic Year

2026 -2027

School of Commerce and Economics



DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)

VISION OF THE DEPARTMENT

To build competent professionals of Company Secretaries with Quality education, relevant knowledge, skills and training of Corporate Secretarial functions. To expose our students to practical situations in companies for the purpose of imparting employability skills with emphasis on the professional ethics and values. To enable the students in carrying out action-oriented research in corporate sector

MISSION OF THE DEPARTMENT

M1	Corporate Secretaryship is a prestigious and a rewarding career in the branch of commerce.
M2	The field of study includes corporate law, Accounting, Auditing, Statistical Analysis; Cost Analysis, Leadership, Tax planning and many more which revolves around the theme of commerce and focus like a compass towards the direction of corporate environment
M3	To be a Leader in the development of professionals in corporate governance.
M4	To motivate and nurture co-operation, tolerance and mutual respect in our nation of diversity.

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 analyzing 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, catboats, 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	To prepare learners to face modern day challenges in the corporate world by Providing practical exposure.
PSO2	To acquire an in – depth grounding in the fundamentals of Accounts, Commerce, Finance, Management, Secretarial Practice, Corporate governance, Law, Entrepreneurial Development and Income Tax.
PSO3	Develop skills to excel incorporate management

CREDIT DISTRIBUTION

B.Com., (Hons) in Commerce (Corporate Secretaryship)

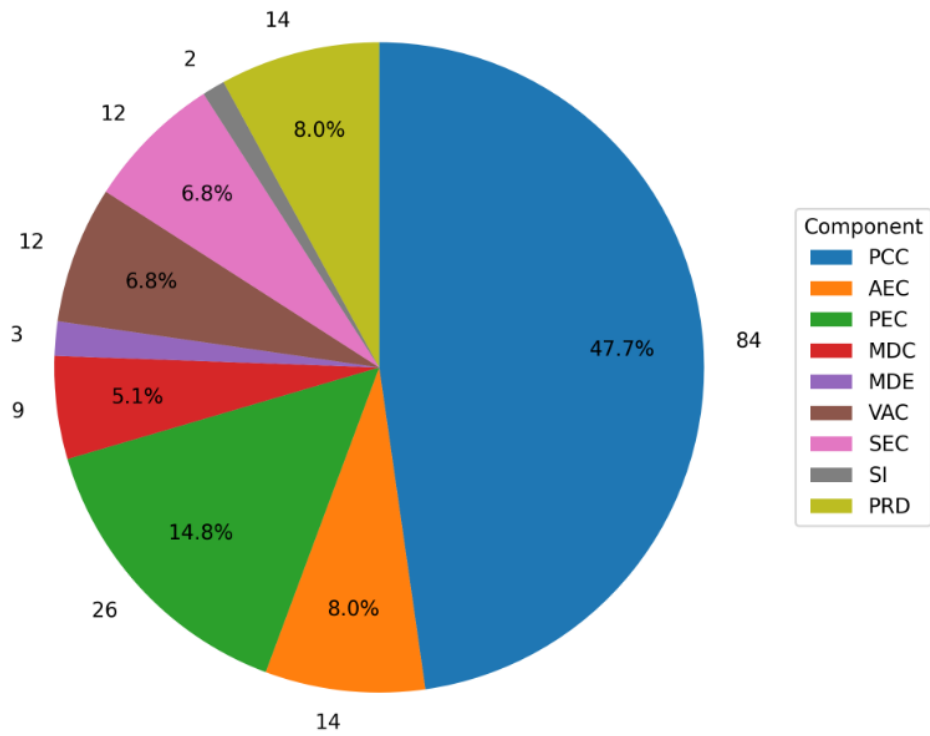
Minimum credits to be earned: 176

B.Com., (Corporate Secretaryship)

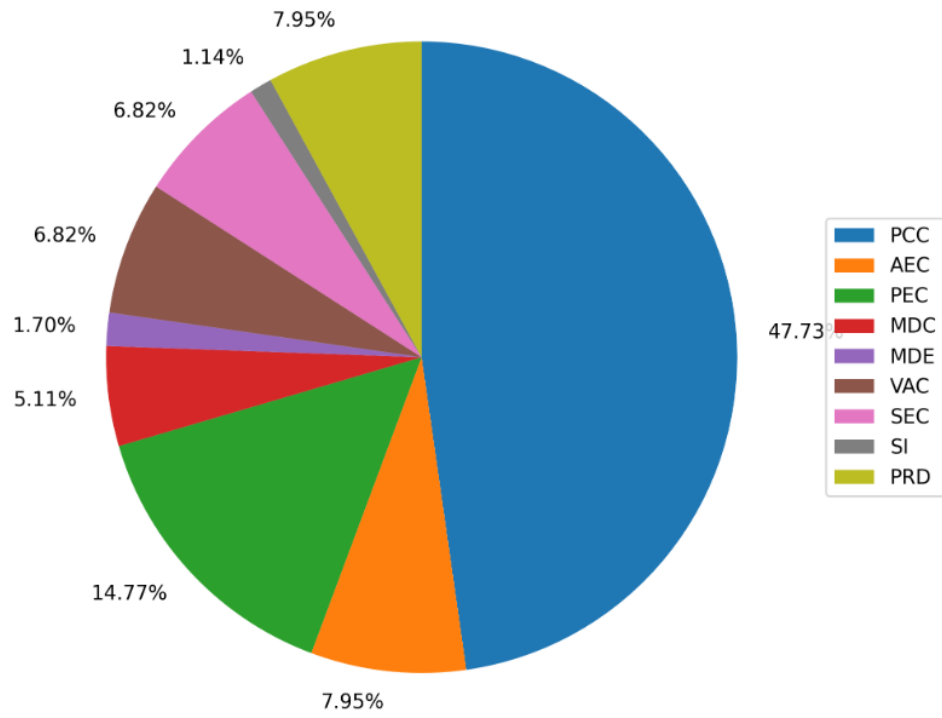
Minimum credits to be earned: 132

Component	I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem	3 Yrs. Total Credits	VII Sem	VIII Sem	4 Yrs Total Credits
PCC	8	8	8	8	12	16	60	12	12	84
AECC	8	6	-	-	-	-	12	-	-	14
PEC	3	3	3	3	3	3	18	4	4	26
MDC	3	3	-	3	-	-	9	-	-	9
MDE	-	-	-	-	3	-	3	-	-	03
VAC	-	1	7	2	2	-	12	-	-	12
SEC	-	-	3	6	2	1	14	-	-	14
SI	-	-	1	-	1	-	2	-	-	04
RPD	-	-	-	-	-	-	-	6	6	12
Total Credits	22	21	22	22	23	20	132	22	22	176

CREDIT DISTRIBUTION - B.Com (Hons.) Four Years



CREDIT PERCENTAGE DISTRIBUTION - B.Com (Hons.) Four Years



ABBREVIATIONS

PCC	Disciplinary Specific Core
AECC	Ability Enhancement Compulsory Courses
PSE	Disciplinary Specific Elective
MDC	Multidisciplinary Courses
MDE	Multidisciplinary Elective
VAC	Value Added Courses
SEC	Skill Enhancement Courses
SI	Summer Internship
RPD	Research Project

CURRICULUM STURCTURE

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

Total number of Credits: 176

B.Com(Hons) - Corporate Secretaryship Minimum Credits to be earned :176										
B.Com(Hons) - Corporate Secretaryship Minimum Credits to be earned: 132										
SEMESTER 1										
Hours/Week										
Maximum Marks										
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
AECC 1	26LTAM11 /26LHIN11/ 26LFRE11	Tamil I/ Hindi I/ French I/Indian Sign Language Basic	3	0	0	3	3	40	60	100
AECC 2	26LENG11	English I	3	0	0	3	3	40	60	100
PCC 1	26CBCO11	Financial Accounting – I	4	0	0	4	4	40	60	100
PCC 2	26CBCO12	Principles of Management	4	0	0	4	4	40	60	100
MDC 1	26MBCO11	Managerial Economics	3	0	0	3	3	40	60	100
PEC 1	26DBC011	Computing Essentials	3	0	0	3	3	40	60	100
AECC 3	26DVAC12	Communication Skills	0	0	4	2	2	40	60	100
SEC 1	26SBCO12	Orientation programme / Industrial Visit	-	-	-	-	-	-	-	-
			20	0	4	22	22	-	-	-

CIA - Continuous Internal Assessment

SEE - Semester End Examination

***L – Lecture, *T- Tutorial, *P- Practical,**

***SL – Self Learning**

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

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***SL – Self Learning**

SEMESTER 3

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

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***SL – Self Learning**

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

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***SL – Self Learning**

SEMESTER 5										
Category	Code	Course	L	T	P	SL	C	CIA	SEE	Total
PCC 9	26DBCO51	Cost Accounting	4	0	2	4	4	40	60	100
PCC 10	26DBCO52	Income Tax Law & Practice – I	4	0	0	4	4	40	60	100
PCC 11	26DBCO53	Practical Auditing	4	0	0	4	4	40	60	100
PEC 5	26IBCO51	Financial Services	3	0	0	3	3	40	60	100
MDE	24MECO51	Cyber Security	3	0	0	3	3	40	60	100
SEC 8	26SSKU21	Personality Development III	2	0	0	2	2	40	60	100
VAC 6	26VBCO51	Automation Software Solutions	1	0	2	1	2	40	60	100
SI 2	26SBCO52	Internship II	0	0	2	1	1	-	100	100
SEC 9	26SBCO53	Skill Enhancement Training / Student Club Activities/ Institution Innovation Council (IIC) Activities	-	-	-	-	-	-	-	-
			21	-	4	22	23	-	-	-

CIA - Continuous Internal Assessment

SEE - Semester End Examination

***L – Lecture, *T- Tutorial,**

***P- Practical,**

***SL – Self Learning**

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

CIA - Continuous Internal Assessment

SEE - Semester End Examination

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

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

CIA - Continuous Internal Assessment

SEE - Semester End Examination

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

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

CIA - Continuous Internal Assessment

SEE - Semester End Examination

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

PROGRAMME CORE COURSES

Category	Code	Course	L	T	P	SL	C
PCC 1	26CBCO11	Financial Accounting - I	3	0	2	3	4
PCC 2	26CBCO12	Principles of Management	4	1	0	5	4
PCC 3	26CBCO21	Financial Accounting – II	3	0	2	3	4
PCC 4	26CBCO22	Business Law	3	0	0	3	3
PCC 5	26CBCO31	Corporate Accounting – I	3	0	1	4	4
PCC 6	26CBCO32	Company Law	3	0	0	3	4
PCC 7	26CBCO41	Corporate Accounting – II	3	0	2	3	4
PCC 8	26CBCO42	Secretarial Practice	4	1	0	5	4
PCC 9	26CBCO51	Cost Accounting	4	0	2	4	4
PCC 10	26CBCO52	Income Tax Law & Practice – I	4	0	0	4	4
PCC 11	26CBCO53	Practical Auditing	4	0	0	4	4
PCC 12	26CBCO61	Management Accounting	4	0	1	4	4
PCC 13	26CBCO62	Income Tax Law & Practice – II	4	0	0	4	4
PCC 14	26CBCO63	Industrial Law & Public Relations	4	0	0	4	4
PCC 15	26DBC064	Corporate Social Responsibility	4	0	0	4	4
PCC 16	26CBCO71	Advanced Financial Management	4	0	2	4	4
PCC 17	26CBCO72	Digital Banking	4	0	0	4	4
PCC 18	26CBCO73	Customer Relationship Management	4	0	0	4	4
PCC 19	26CBCO81	Advanced Cost & Management Accounting	4	0	2	4	4
PCC 20	26CBCO82	Management Information System	4	0	0	4	4
PCC 21	26CBCO83	Corporate Finance	4	0	0	4	4

PROGRAMME ELECTIVE COURSES

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

ABILITY ENHANCEMENT COURSES

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

MULTIDISCIPLINARY COURSES

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

VALUE ADDED COURSES

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

MULTI DISPLINARY ELECTIVE COURSES

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

SUMMER INTERNSHIP

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

RESEARCH PROJECT

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

SEMESTER I

பெரியசாலை, 2003.

4. பெரியசாலை பெரியசாலை பெரியசாலை, பெரியசாலை, டி., டிF பெரியசாலை : பெரியசாலை பெரியசாலை, 2002.
5. பெரியசாலை பெரியசாலை பெரியசாலை பெரியசாலை, பெரியசாலைபெரியசாலை ல. பெரியசாலைபெரியசாலை, பெரியசாலை பெரியசாலைபெரியசாலைபெரியசாலை, பெரியசாலைபெரியசாலை பெரியசாலை, 2007.
6. பெரியசாலைபெரியசாலை பெரியசாலைபெரியசாலைபெரியசாலை - பெரியசாலை ம த ற ம த பெரியசாலைபெரியசாலை; <https://www.youtube.com/watch?v=HHZnmJb4jSY>
7. பெரியசாலைபெரியசாலை பெரியசாலைபெரியசாலைபெரியசாலை பெரியசாலைபெரியசாலை - <https://archive.org/>

MAPPING OF COURSE OUTCOMES TO PROGRAM OUTCOMES

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	1	2
CO2	2	2	3	2	–	–	3	3	2	1	2
CO3	2	2	3	2	–	–	3	3	2	1	2
CO4	2	2	3	2	–	–	3	3	2	1	3
CO5	2	2	3	3	–	–	3	3	3	1	3
Average	2	2	3	2.2	–	–	3	3	2.2	1	2.4

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Unit/□□□□ 3

9 hrs/ □□□□

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

कवि कब कवि, अतिथि (शरद कवि) -
 कवि कवि - कवि कवि -
 कवि कवि कवि कवि - कवि रक कवि

Unit/कवि 4

9 hrs/ कवि

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

कवि कवि कवि - कवि कवि (कवि कवि) -
 कवि कवि कवि - कवि कवि - कवि कवि कवि कवि
 - कवि रक कवि

Unit/ कवि 5

9 hrs/ कवि

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.

कवि: कवि कवि कवि (कवि कवि) - कवि कवि
 कवि कवि कवि, कवि कवि कवि कवि - कवि कवि कवि कवि
 - कवि कवि कवि कवि, कवि कवि कवि - ई -
 कवि कवि - ई - कवि कवि - ई - कवि कवि - कवि कवि रक कवि कवि
 कवि कवि कवि कवि

Total: 45 Hours/ कवि: 45 कवि

Self learning : 45 hours

Course outcome:

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

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

Reference Books/ कवि कवि:

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

Weblinks:

1. https://www.prabhatbooks.com?utm_source=chatgpt.com
2. Raj 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

MAPPING OF COURSE OUTCOMES TO PROGRAM OUTCOMES

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	1	2
CO2	2	2	3	2	–	–	3	3	2	1	2
CO3	2	2	3	3	–	–	3	3	3	1	3
CO4	2	2	3	3	–	–	3	3	2	1	2
CO5	2	2	3	3	2	–	3	3	3	1	3
Average	2	2	3	2.6	–	–	3	3	2.4	1	2.4

L	T	P	SL	C
3	0	0	3	3

COURSE OBJECTIVES:

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 | 6 hours |
| les nombres, Les jours de la semaine et du mois, La nationalité | |
| 2) Enchanté | 8 hours |
| Les verbes Etre, Avoir, Aller, Regular ER verbes, Present tense. | |
| 3) J'Adore | 8 hours |
| La negation, l'adjectif possessif, le futur proche | |
| 4) Tu veux bien | 10 hours |
| Les articles de finis/indéfinis, Les pronoms après une préposition (avec lui, chez moi),
Le passé composé | |
| 5) 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. | |
| 6) 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 no. of hours – 45 hours

Self learning – 45 hours

Course Outcome :**After completion of course, students will be able to :**

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

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**MAPPING OF COURSE OUTCOMES TO PROGRAM OUTCOMES**

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	1	2
CO2	2	2	3	2	–	–	3	3	2	1	2
CO3	2	2	3	2	–	–	3	3	2	1	3
CO4	2	2	3	2	–	–	3	3	2	1	2
CO5	2	2	3	2	–	–	3	3	2	1	2
CO6	2	2	3	3	–	–	3	3	2	1	3
Average	2	2	3	2.166667	–	–	3	3	2	1	2.333333

INDIAN SIGN LANGUAGE (BASIC)

L	T	P	SL	C
3	0	0	3	3

Course Objectives

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

Unit I: Basics of ISL

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 - 30 hours
Self Learning – 30 hours

Course Outcomes:

After completion of course, students will be able :

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

Text Book

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

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

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

MAPPING OF COURSE OUTCOMES TO PROGRAM OUTCOMES

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	1	2
CO2	2	2	3	2	–	–	3	3	2	1	2
CO3	2	2	3	2	–	–	3	3	2	1	2
CO4	2	2	3	2	–	–	3	3	2	1	2
CO5	2	2	3	2	–	–	3	3	3	1	3
Average	2	2	3	2	–	–	3	3	2.2	1	2.2

L	T	P	SL	C
3	0	0	0	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**09**

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

Unit II- Prose**09**

- 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****09**

- 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****09**

- 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 Play

09

- 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 hours

Self learning : 45 hours

Course Outcomes:

After completing 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 PROGRAM OUTCOMES

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	1	2
CO2	2	2	3	2	–	–	3	3	2	1	2
CO3	2	2	3	3	–	–	3	3	2	1	2
CO4	2	2	3	3	–	–	3	3	2	1	2
CO5	2	2	3	3	2	–	3	3	3	1	3
Average	2	2	3	2.6	2	-	2	2	2.2	1	2.2

L	T	P	SL	C
3	0	2	3	4

COURSE OBJECTIVE:

- To give an insight into the basics of Accounting Concepts and Principles.
- To Prepare Students to have a foothold in accounting standards

UNIT I INTRODUCTION TO ACCOUNTING

12

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

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

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

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.

UNITV 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: 60 Hrs Self Learning:60 hrs

Course Outcomes

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

CO1	Interpret knowledge of Financial Accounting to practical situations	K3
CO2	Employ accounting principles for determining Profit/Loss by preparing Trading, P&L Account and Balance Sheet	K3
CO3	Familiarize with Accounting Standards and explain their applicability	K2
CO4	Apply accounting practices for reconciliation of bank transactions	K3
CO5	Solve problems relating to depreciation of assets using SLM and WDV methods	K5

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.

References:

- 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.

MAPPING OF COURSE OUTCOMES TO PROGRAM OUTCOMES

CO	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	2	3
CO3	3	3	2	3	–	–	2	2	2	3	2
CO4	3	3	2	3	–	–	2	2	3	2	3
CO5	3	3	2	3	–	–	2	2	2	3	2
Average	3	3	2	3	–	–	2	2	2.6	2.6	2.4

L	T	P	SL	C
4	1	0	5	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).

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-](https://drive.google.com/file/d/1o4hs3ddfEVzysol9qZermjgDPe475-RV/view)

[RV/view](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 PROGRAM OUTCOMES

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	2	–	–	3	3	2	3	3
CO2	3	2	2	2	–	–	3	3	2	3	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	2.6	3	3

L	T	P	SL	C
3	0	0	3	3

COURSE OBJECTIVE

1	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.
2	Learntoclassifydifferenttypesofcosts,understandcost-outputrelationships in the Short run and long run, and conduct break-even analysis to determine profitability.
3	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
4	To enable students to Capital Budgeting and its concepts, Payback Method, Net Present Value method, Internal Rate of Return Method and Cost–Benefit Method.
5	ToApplyeconomicprinciplesandanalyticaltechniquetoreal-worldmanagerial 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 IV: MARKET STRUCTURE AND PRICING**

9

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

TOTAL:45Hours
Self- learning : 45 hours

COURSE OUTCOMES

AT THE END OF THIS COURSE

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

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_mg6

preview <https://www.mooc>

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

MAPPING OF COURSE OUTCOMES TO PROGRAM OUTCOMES

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

COURSE OUTCOMES

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

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	Master the use of basic Excel formulas and functions for effective data manipulation and analysis.	K2
CO4	Utilize their ability to create and edit spreadsheets, and presentations using MS Word, Excel, and PowerPoint.	K3
CO5	Understand and effectively use internet resources, email, and instant messaging for communication and collaboration.	K2

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.

WEBLINKS :

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

MAPPING OF COURSE OUTCOMES TO PROGRAM OUTCOMES

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	-	-	3	3	-	-	1	1	3	2	1
CO2	-	-	2	2	-	-	3	3	2	-	3
CO3	-	3	3	3	1	-	2	2	3	3	3
CO4	-	1	3	3	-	-	3	3	3	1	3
CO5	-	-	3	2	-	-	3	3	2	-	2
Average	-	2	2.8	2.6	1	-	2.4	2.4	2.6	2	2.4

L	T	P	SL	C
2	0	2	0	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 1 Fundamentals of Communication & Basic LSRW Skills 09

- **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 2: Listening & Speaking Strategies in Context 09

- **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 3: Reading, Technical Writing & Analytical Skills 09

- **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 4: Critical Thinking & Presentation

09

- **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 5: Professional & Workplace Communication

09

- **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

Course Outcomes

After completing 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.	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

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

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- 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/>

MAPPING OF COURSE OUTCOMES TO PROGRAM OUTCOMES

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	1	2
CO2	2	2	3	3	2	–	3	3	3	1	3
CO3	2	2	3	3	–	–	3	3	2	1	2
CO4	2	2	3	3	2	–	3	3	3	1	3
CO5	2	2	3	3	2	–	3	3	3	1	3
Average	2	2	3	2.8	2		3	3	2.6	1	2.6

பொருள் பொருள்

1. பொருள் பொருள்பொருள்பொருள் பொருள்பொருள், பொருள் அ. பொருள்பொருள்பொருள், பொருள்பொருள் பொருள்பொருள், 2001.
2. பொருள்பொருள் பொருள் பொருள், பொ. பொருள்பொருள்பொருள், ஏ பொருள்பொருள்பொருள், 1999.
3. பொருள்பொருள்பொருள் பொருள் பொருள் - பொருள்பொருள் பொருள்பொருள்பொருள், பொருள்பொருள் பொருள்பொருள், 2003.
4. பொருள் பொருள்பொருள் பொருள், பொருள்பொருள், பொ., பொருள் பொருள் : பொருள்பொருள் பொருள்பொருள், 2002.
5. பொருள் பொருள் பொருள்பொருள் பொருள், பொருள்பொருள்பொருள் ல. பொருள்பொருள்பொருள், பொருள் பொருள்பொருள்பொருள்பொருள், பொருள்பொருள் பொருள்பொருள், 2007.
6. ம பொருள்பொருள் பொருள்பொருள் பொருள்பொருள்பொருள்பொருள் - பொருள்பொருள் ம த ற ம த பொருள்பொருள்பொருள்; <https://www.youtube.com/watch?v=HHZnmJb4jSY>
7. பொருள்பொருள் பொருள்பொருள்பொருள் **இ த ண**பொருள் - <https://archive.org/>

MAPPING OF COURSE OUTCOMES TO PROGRAM OUTCOMES

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	-	-	3	3	2	1	2
CO2	2	2	3	2	-	-	3	3	2	1	2
CO3	2	2	3	2	-	-	3	3	2	1	2
CO4	2	2	3	2	-	-	3	3	2	1	3
CO5	2	2	3	3	2	-	3	3	3	1	3
Average	2	2	3	2.2	2	-	3	3	2.2	1	2.4

L	T	P	SL	C
2	0	0	2	2

Subject Code: 26LHIN21/ विषय कोड: 26LHIN21

Semester -2, Hindi Language Course-2, Part-2, Credits: 3, Weekly Teaching Hours: 3. Hindi Paper -2 History of Language – Ethical Literature (Ancient, Medieval, Modern Era) – Language Skill Development - Language Proficiency.

कोर्स -2, हिंदी भाषा कोर्स-2, भाग-2, क्रेडिट: 3, सप्ताहिक शिक्षण घण्टा: 3। हिंदी पेपर -2 इतिहास – नैतिक साहित्य (प्राचीन, मध्यकाल, आधुनिक काल) – भाषा कौशल विकास - भाषा प्रवीणता

Course Objective: 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.

कोर्स का मुख्य उद्देश्य है: इस कोर्स के माध्यम से हिंदी और भारतीय सभ्यता और सांस्कृतिक विरासत को प्रस्तुत करना, हिंदी और भारतीय महाकाव्य साहित्य और भक्ति साहित्य की समृद्धता को समझाना, हिंदी कविता की समृद्धता और विषयों को समझाना, आधुनिक विचारधाराओं जैसे अनुवाद, विज्ञापन, और इससे छात्रों की व्यक्तित्व कौशल को बेहतर बनाने के लिए व्यावहारिक प्रशिक्षण प्रदान करना, प्रतियोगितात्मक परीक्षाओं के लिए तैयारी करना और रोजगार-उन्मुख प्रशिक्षण प्रदान करना इस पाठ्यक्रम के प्रमुख उद्देश्य हैं।

Unit/ भाग 1

9 hrs/ घण्टा

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

हिंदी साहित्य का इतिहास :- आदि, मध्यकाल, आधुनिक काल - सामान्य परिचय, नैतिक साहित्य - थिरुकुरल - 5 श्लोक (थिरुवल्लुवर), भक्ति काल - नैतिक साहित्य - वेमना पद - 3 (वेमना)

Unit/ भाग 2

9 hrs/ घण्टा

Bhakti Kal - Ethical Literature - Kabir ke Dohe - 5 (Kabirdas), Bhramargeet ke Pad

-1 (कबीरदास), Skill Development - Question framing

भक्ति काल - नैतिक साहित्य - कबीर के दोहे - 5 (कबीरदास), - कौशल विकास - प्रश्न निर्माण

Unit/ □□□□ 3

9 hrs/ □□□□

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

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पद -2(□□□□□)

Unit/ □□□□ 4

9 hrs/ □□□□

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

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Unit/ □□□□ 5

9 hrs/ □□□□

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

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Total: 45 Hours/ □□□: 45

□□□□

Self learning : 45 hours

Course outcomes

At the end 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

Reference Books/ □□□□ □□□□□□:

1. Hindi Sahitya Ka Itihas, Ramchandra Shukla, Nagari Pracharini Sabha, Varanasi
2. Thirukkural, Hindi Translator: M. Govindarajan, [Central Institute of Classical Tamil](https://www.cict.in/?utm_source=chatgpt.com), 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

Weblinks:

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

MAPPED COURSE OUTCOMES TO PROGRAM OUTCOMES

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	1	2
CO2	2	2	3	2	–	–	3	3	2	1	2
CO3	2	2	3	2	–	–	3	3	2	1	2
CO4	2	2	3	3	–	–	3	3	3	1	3
CO5	2	2	3	3	2	–	3	3	3	1	3
Average	2	2	3	2.4	2		3	3	2.4	1	2.4

26LFRE21

FRENCH-II

L	T	P	SL	C
2	0	0	2	2

COURSE OBJECTIVES:

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

Units:

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 no. of hours - 45 hours

Course Outcome:**At the end 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

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

MAPPED COURSE OUTCOMES WITH PROGRAM OUTCOMES

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	1	2
CO2	2	2	3	2	–	–	3	3	2	1	2
CO3	2	2	3	2	–	–	3	3	2	1	2
CO4	2	2	3	3	–	–	3	3	2	1	2
CO5	2	2	3	2	–	–	3	3	2	1	2
CO6	2	2	3	3	–	–	3	3	3	1	3
Average	2	2	3	2.3	-	-	3	3	2.16	1	2.16

INDIAN SIGN LANGUAGE (BASIC)

L	T	P	SL	C
3	0	0	3	3

Course Objectives

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

Unit I: Basics of ISL

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 - 30 hours

Course Outcomes:

After completion of course, students will be able :

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

Text Book

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

MAPPING OF COURSE OUTCOMES TO PROGRAM OUTCOMES

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	1	2
CO2	2	2	3	2	–	–	3	3	2	1	2
CO3	2	2	3	2	–	–	3	3	2	1	2
CO4	2	2	3	2	–	–	3	3	2	1	2
CO5	2	2	3	2	–	–	3	3	3	1	3
Average	2	2	3	2	–	–	3	3	2.2	1	2.2

L	T	P	SL	C
3	0	0	0	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**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 hours Self learning : 45 Hours

Course Outcomes:**After completing 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 OUTCOME TO PROGRAM OUTCOME

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	1	2
CO2	2	2	3	2	–	–	3	3	2	1	2
CO3	2	2	3	2	–	–	3	3	2	1	2
CO4	2	2	3	2	–	–	3	3	3	1	3
CO5	2	2	3	2	–	–	3	3	3	1	3
Average	2	2	3	2			3	3	2.4	1	2.4

26CBCO21

FINANCIAL ACCOUNTING II

L	T	P	SL	C
3	0	2	3	4

26CBCC21

FINANCIAL ACCOUNTING II

4 0 0 4 4

Course Objective:

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

UNIT I ACCOUNTING FOR NON- PROFIT ORGANIZATIONS 12

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

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

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

UNIT IV DISSOLUTION OF PARTNERSHIP 12

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

UNIT V ACCOUNTING SOFTWARE (Basics of Tally) 12

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 hours

Course Outcomes

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

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

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.

WEBSITES:

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

MAPPING OF COURSE OUTCOMES TO PROGRAM OUTCOMES

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

L	T	P	SL	C
3	0	0	3	3

COURSE OBJECTIVE

CO1	To remember the meaning, scope, sources of Business Law and basic provisions of the Indian Contract Act, 1872.
CO2	To understand the essential elements of a valid contract, classification of contracts, offer, acceptance and consideration.
CO3	To apply the legal provisions relating to capacity to contract, free consent, legality of object, void agreements and illegal agreements in business situations.
CO4	To analyse the rules relating to performance, discharge, breach of contract, quasi contracts and remedies for breach of contract.
CO5	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 PROGRAM OUTCOMES

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	2	–	–	2	2	2	3	3
CO2	3	2	2	2	–	–	2	2	2	3	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	2	2	2.6	2.6	2.6	3	3

L	T	P	SL	C
3	0	0	2	3

26MBCO21

INTERNATIONAL ECONOMICS

COURSE OBJECTIVE

1	To Develop a comprehensive understanding of the fundamental concepts of international trade, Definition, Need, Types International Trade, Difference Between Internal and International Trade and Importance of International Trade in Global Context .
2	Learn to classify different theories of international trade such as Adam Smith Theory , Ricardo Theory , Heckscher- Ohlin, Samuelson Model, Stopler Samuelson, Rzybnzski Theorems, actor Price Equalization Theorem and Technological Progress and Trade.
3	To enable students to 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.
4	To Understand Market, International Monetary System, International Liquidity, IBRD and Money market.
5	To understand the WTO and Its Implication with special Reference to India. Trips & Trims

UNIT I: INTERNATIONAL TRADE

9

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

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

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

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

UNIT V: WTO AND INDIA

9

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

TOTAL:45Hours

Self Learning : 45 hours

COURSE OUTCOMES:

Upon completion of the course, students will be able to

CO1	To be aware of the gains of International Trade	K2
CO2	To know about theories of International Trade	K2
CO3	To understand about BOP and BOT	K2
CO4	To familiarise international financial institutions	K2
CO5	To analyse issues of WTO, IMF and World Bank	K4

TEXTBOOKS:

1. M.L. Jhingan, 'International Economics' Vrinda Publications(P) Ltd, 6th Edition.2012
2. S.Chandrachud, 'Chud's Series of International Economics', WISE Publications. 2020Edition Chennai.
3. H.L.Bhatia, "International Economics" Vikas Publishing house, first Edition 2006.

REFERENCEBOOKS:

1. Robert, J, Thomson – International Economics (2008).
2. Dominck Salvatore, International Economics, Tata McGraw – Hill Publishing CompanyLtd, 2005.
3. Peter B. Kenen, International Economics, Cambridge University Press, 1996.

MAPPING OF COURSE OUTCOMES TO PROGRAM OUTCOMES:

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

24DBCO21 BUSINESS CORRESPONDENCE AND OFFICE MANAGEMENT

L	T	FSL	C
4	0	0	4 4

COURSE OBJECTIVES:

- To understand the concept of Business Correspondence.
- To write effective trade correspondence.
- To familiarize students with the report writing .
- To teach students about work study & communication systems used in businesses.
- To bring out the importance of office management.

Unit 1 : Introduction to Business Correspondence

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 2: Fundamentals of Business Communication

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 3: Report Writing

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 4 : work study and communication system

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.

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:60 Hrs
Self Learning : 60 Hrs

COURSE OUTCOMES
AT THE END OF THIS COURSE

CO1	To understand the concept of Business Correspondence.	K2
CO2	To write effective trade correspondence.	K5
CO3	To familiarize students with the report writing.	K5
CO4	To teach students about work study & communication systems used in Businesses.	K4
CO5	To bring out the importance of office management.	K5

TEXTBOOK:

- 1: R. C. Sharma & Krishna Mohan. (2020). *Business Correspondence and Report Writing*. 4th Edition. McGraw Hill Education, New Delhi.

REFERENCESBOOK:

1. C. S. Rayudu. (2019). *Business Communication*. Revised Edition. Himalaya Publishing House, Mumbai.
2. Rajendra Pal & J. S. Korlahalli. (2021). *Essentials of Business Communication*. Latest Edition. Sultan Chand & Sons, New Delhi.
3. P. K. Ghosh. (2018). *Office Management*. Latest Edition. Sultan Chand & Sons, New Delhi.
4. S. P. Arora. (2020). *Modern Office Management*. Latest Edition. Vikas Publishing House, New Delhi.
5. Courtland L. Bovee & John V. Thill. (2022). *Business Communication Today*. 14th Edition. Pearson Education.

WEB LINKS:

- W1:[https://mis.alagappauniversity.ac.in/siteAdmin/dde_admin/uploads/4/UG_B.Com_Commerce%20\(English\)_102%2043%20-%20Office%20Management.pdf](https://mis.alagappauniversity.ac.in/siteAdmin/dde_admin/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_A18_UCAN2_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)

MAPPING OF COURSE OUTCOMES TO PROGRAM OUTCOMES

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

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**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 : 15 HOURS, SELF LEARNING : 15 HOURS

COURSE OUTCOMES:

At the end of the course learners will be able to:

CO1:	Develop qualities like responsibility and the ability to handle problems with sustainable solutions.	K3
CO2:	Appraise human values and the harmony at various levels.	K5
CO3:	Perceive a better critical ability.	K4
CO4:	Develop qualities pertaining to value-based living.	K3
CO5:	Apply what they have learnt to their own self in real life settings.	K3

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. Neeraj Mittal. (2021). Human Values and Professional Ethics. Latest Edition. Kataria & Sons, New Delhi.
2. S. K. Subramanian. (2020). Professional Ethics and Human Values. Latest Edition. Oxford University Press, New Delhi.
3. A. N. Tripathi. (2018). Human Values. First Edition. New Age International Publishers, New Delhi.
4. M. Govindarajan, S. Natarajan & V. S. Senthil Kumar. (2019). Ethics in Engineering and Management. 2nd Edition. PHI Learning, New Delhi.

MAPPING OF COURSE OUTCOMES TO PROGRAM OUTCOMES

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	2	2	3	2	–	–	3	3	2	1	2
CO2	2	2	3	2	–	–	3	3	2	1	2
CO3	2	2	3	2	–	–	3	3	2	1	2
CO4	2	2	3	2	–	–	3	3	2	1	2
CO5	2	2	3	2	–	–	3	3	3	1	3
Average	2	2	3	2	2	2	3	3	2.2	1	2.2