

**B. Com.**  
**(BUSINESS PROCESS SERVICES)**

**CHOICE BASED CREDIT SYSTEM (CBCS)**

**Curriculum and Syllabus**

**Regular (2025–2026)**



**DEPARTMENT OF COMMERCE WITH INFORMATION TECHNOLOGY**  
**FACULTY OF ARTS, SCIENCE, COMMERCE AND MANAGEMENT**

**KARPAGAM ACADEMY OF HIGHER EDUCATION**

**(Deemed to be University)**

**(Established Under Section 3 of UGC Act,1956)**

**(Accredited with A+ Grade by NAAC in the Second Cycle)**

**Eachanari (Post), Coimbatore – 641 021.**

**Tamil Nadu, India**

**PhoneNo.0422-2980011-14 FaxNo:0422-2980022-23**

**Email ID: [info@kahedu.edu.in](mailto:info@kahedu.edu.in)**

**Web: [www.kahedu.edu.in](http://www.kahedu.edu.in)**



# **KARPAGAM ACADEMY OF HIGHER EDUCATION**

(Deemed to be University)

(Established Under Section 3 of UGC Act, 1956)

**FACULTY OF ARTS, SCIENCE, COMMERCE AND MANAGEMENT (FASCM)**

**UNDER – GRADUATE PROGRAMME**

**B.Com (BPS)**

**(REGULAR PROGRAMME)**

**REGULATIONS**

**(2025)**

**CHOICE BASED CREDIT SYSTEM (CBCS)**

**KARPAGAM ACADEMY OF HIGHER EDUCATION**

(Deemed to be University)

(Established Under Section 3 of UGC Act, 1956)

Eachanari (Post), Coimbatore – 641 021.

(Accredited with A+ Grade by NAAC in the Second Cycle)

Tamilnadu, India

Phone No. 0422-2980011 - 14 Fax No: 0422-2980022

E mail ID: [info@kahedu.edu.in](mailto:info@kahedu.edu.in)

Web: [www.kahedu.edu.in](http://www.kahedu.edu.in)

# **KARPAGAM ACADEMY OF HIGHER EDUCATION**

(Deemed to be University)

(Established under Section 3 of UGC Act, 1956)

**(Accredited with A+ Grade by NAAC in the Second Cycle)**

**Eachanari Post, Coimbatore - 641 021, Tamil Nadu, India**

## **FACULTY OF ARTS, SCIENCE, COMMERCE AND MANAGEMENT UNDERGRADUATE PROGRAMMES REGULAR MODE CHOICE BASED CREDIT SYSTEM (CBCS)**

### **REGULATIONS – 2025 - 2026**

The following regulations shall apply to candidates admitted to Undergraduate (UG) programmes in the Faculty of Arts, Science, Commerce and Management, Karpagam Academy of Higher Education (KAHE) from the academic year 2025-2026 onwards.

#### **1 PROGRAMMES OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS**

##### **1.1 UG Programmes Offered**

A candidate may undergo any one of the undergraduate programmes approved by KAHE as given below.

<b>S. No.</b>	<b>PROGRAMME</b>	<b>DISCIPLINE</b>
1.	B.Com.	Commerce
2.	B.Com.	Computer Applications
3.	B.Com.	Professional Accounting
4.	B.Com.	Business Process Services
5.	B.Com.	Financial Analytics
6.	B.Com.	International Accounting and Finance
7.	B.Com.	Information Technology
8.	B.Com.	FinTech
9.	BBA	Business Administration
10.	BCA	Computer Applications
11.	B.Sc.	Biotechnology
12.	B.Sc.	Microbiology
13.	B.Sc.	Computer Science
14.	B.Sc.	Information Technology
15.	B.Sc.	Computer Technology
16.	B.Sc.	Computer Science (Cognitive Systems)

17.	B.Sc.	Computer Science (Artificial Intelligence and Data Science)
18.	B.Sc.	Computer Science (Cyber Security)

### 1.2 Admission Requirements (Eligibility)

A student for admission to the first year of the UG degree Programme shall be required to have passed the Higher Secondary Examination (10 + 2) [Academic or Vocational] prescribed by the Government of Tamil Nadu Board or any similar examination of any other Board accepted by KAHE as equivalent thereto. (Annexure I)

### 1.3 Mode of Study

All Programmes are offered under Full-Time Regular mode.

## 2. DURATION OF THE PROGRAMMES

2.1 The minimum and maximum period for the completion of the UG Programmes are given below:

Programme(s) (Honors)	Min. No. of Semesters	Max. No. of Semesters
B.Sc., B.Com., BCA and BBA	8	15

2.2 Each semester normally consists of 90 working days or 450 instructional hours of study. Examination shall be conducted at the end of every semester for the respective courses.

### 2.3 Multiple Entry and Exit

Undergraduate degree programmes of either 3 or 4-year duration, with multiple entry and exit points and re-entry options, with appropriate certifications such as: UG certificate after completing 1 year (2 semesters) of study in the chosen fields of study, UG diploma after 2 years (4 semesters) of study, bachelor's degree after a 3-year (6 semesters) programme of study, 4-year bachelor's degree (honours) after eight semesters programme of study. If the student completes a rigorous research project in their major area(s) of study in the 4th year of a bachelor's degree (honours with research). The 4-year bachelor's degree programme is considered a preferred option since it would provide the opportunity to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minors as per the choices of the student. Similarly, the student from other institutions can join Karpagam Academy of Higher Education in the 3<sup>rd</sup>, 5<sup>th</sup> or 7<sup>th</sup> semester with an appropriate UG Certificate or UG Diploma or Bachelor's Degree respectively.

### **3. CHOICE BASED CREDIT SYSTEM**

Credit means the weightage given to each course by the experts of the Board of Studies concerned. All programmes are offered under Choice Based Credit System with a minimum of 124 and up to a maximum of 134 credits for three years. Additional credits of 40 can also be earned on successful completion of fourth year. A range of 164 to 174 credits are offered as per the UGC Guidelines for the four-year UG Programme.

### **4. STRUCTURE OF THE PROGRAMME**

Major Courses, Minor Courses, Multi-Disciplinary Courses (MDC), Skill Enhancement Courses (SEC), Ability Enhancement Courses (AEC), Value Added Courses (VAC) (Common to all UG Programmes), Summer Internship, Minor Project (for 3 Year programme), Research Project/Dissertation (for 4 Year programme) are part of curricular structure.

#### **4.1 Major Courses**

Major Courses consist of theory and practical components of department domains. The student has to earn a minimum of 60/80 Credits in Major Courses for 3/4 years programme respectively.

#### **4.2 Minor Courses**

Students have courses from Major disciplinary / interdisciplinary minors and skill-based courses. Students have to earn a minimum of 24/32 Credits in Minor Courses for 3/4 years programme respectively.

#### **4.3 Multi Disciplinary Courses (MDC)**

All UG students are required to undergo 3 introductory-level courses relating to any of the broad disciplines. These courses are intended to broaden the intellectual experience and form part of liberal arts and science education. The students have to study three Multi-Disciplinary Courses and they have to earn a minimum of 09 Credits.

#### **4.4 Skill Enhancement Courses (SEC)**

These courses are aimed at imparting practical skills, hands-on training, soft skills, etc., to enhance the employability of students. Three Skill Enhancement Courses are offered within the first four semesters. Students have to earn a minimum of 09 Credits in Skill Enhancement Courses.

#### **4.5 Ability Enhancement Course (AEC)**

There are four Ability Enhancement Courses offered during the first four semesters. Three credits are awarded for each course and students have to earn a minimum of 12 Credits in Ability Enhancement Courses. Tamil or any one of the Indian / Foreign Languages viz, Hindi, Malayalam, Sanskrit, French is offered as an Ability Enhancement Course (AEC) for Arts, Science, Commerce and Management Programmes.

#### **4.6 Value Added Courses (VAC)**

The students shall study Value Added Courses in the first four semesters of their programme. 6 to 8 credits need to be earned under VAC. The assessment of the VAC is based on Internal Evaluation.

#### **4.7 Internship**

The students exiting the programme after first or second year must have completed an internship/apprenticeship of 02 or 04 credits respectively during the first year and second year summer term.

#### **4.8 Minor Project Work**

The project work shall start at the beginning of the sixth semester in the Department/Industry/Research Institute (National/International) and the project report has to be submitted at the end of the sixth semester. The project may be an individual or group task. The Head of the Department concerned shall assign a project supervisor who in turn shall monitor the project work of the student(s). A project work shall be carried out by the students and they have to earn 06 to 08 credits.

If the candidate undertakes the Project work outside the Department, the faculty concerned within the Department shall be the Supervisor and the teacher/scientist of the host institute will be the Co-supervisor. The candidate shall bring the attendance certificate from the place where the project work was carried out.

A Project Assessing Committee (PAC) shall be constituted with HoD and two senior faculty members of the Department. The PAC shall announce the dates for the reviews and demonstration. Three reviews shall be conducted as part of internal assessment. The student shall make a presentation on the progress and demonstration of their project before the PAC in the presence of their supervisor on the scheduled dates.

#### **4.9 Research Project /Dissertation**

The candidates shall undertake the Research Project work in the eighth Semester in the Department/Industry/Research Institute (National / International). The report shall be submitted at the end of the eighth semester. Students have to earn a minimum of 12 Credits in Research Project/Dissertation Work.

If the candidate undertakes the Research Project work outside the Department, the faculty concerned within the Department shall be the Supervisor and the teacher/scientist of the host Institute will be the Co-supervisor. The candidate shall bring the attendance certificate from the place where the project work was carried out.

HoD shall assign a Project Supervisor who shall monitor the student's project work(s). A Project Assessing Committee (PAC) shall be constituted with HoD and two senior faculty members of the Department. The PAC shall announce the dates for the reviews and demonstration. Three reviews shall be conducted as part of internal assessment. The student shall make a presentation on the progress and demonstration of their project before the PAC in the presence of their Supervisor on the scheduled dates.

#### **Approval of the project**

The candidate has to submit, in consultation with his/her supervisor, the title, objective and the action plan of his/her project to the PAC on the first review. Only after obtaining the approval of PAC, the student can initiate the project work.

### **5. ADVANCED LEARNERS AND ON-DEMAND EXAMINATION**

Students who secure 7.5 CGPA, maintain an attendance of 80% in every semester and clear all the courses in their first appearance itself are referred to as advanced learners. When a student fails to maintain any of these conditions at any given time, the student will no longer retain advanced learner status.

These students can request for an on-demand examination for the courses from second semester onwards. These students on prior registration can appear for examinations well in advance and complete the entire courses well before the prescribed period of study and can progress for a full time Research Project/Internship/Minor Project during the remaining prescribed period of study. The Internal and External examinations shall be conducted for these courses as like the other courses. One or more faculty mentors will be allocated based on the number of students/courses enrolled for the on-demand

examination. When the number of students enrolled for a particular course is less than 30, only self-learning mode is applicable and will be monitored by the mentor. Otherwise, a faculty will handle the course after regular working hours. The examination will be conducted along with the current semester courses.

Also, these advanced learners can register for online courses from NPTEL/SWAYAM/SWAYAM Plus portals on prior and proper approval from the department. The credits earned from those courses will be transferred to the mark statement of the students as in Clause 6.

## **6. TRANSFER OF CREDITS EARNED THROUGH ONLINE PLATFORM / INTERNATIONAL STUDIES**

Students are encouraged to enroll in courses offered by NPTEL/Swayam/Swayam Plus platforms and international institutions of higher learning, either virtually or in person. The equivalent credits for these courses will be determined by a committee named Subject & Grade Equivalence Committee consisting of the Dean of the Faculty (Chairman), Dean (R&D and Industrial Relations), Head of the Department (HoD), and a faculty member nominated by the Vice Chancellor. The committee's decision will be submitted for ratification/approval by the Board of Studies (BoS) and the Academic Council. If the student fails in NPTEL/Swayam/ Swayam Plus course, he/she can appear for the examination conducted by the University for the equivalent course in the curriculum.

## **7. EXTRA CURRICULAR ACTIVITIES**

Every student is encouraged to participate in at least any one of the following activities:

- National Service Scheme (NSS)
- National Cadet Corps (NCC)
- Sports / Mass drill
- Youth Red Cross (YRC)
- Club activities
- Other Extra-curricular activities

The student's performance shall be examined by the staff in-charge of activities along with the faculty mentor and the Head of the respective department. Marks for Extra-curricular shall be sent to the Controller of Examination (CoE) before the commencement of the Sixth End Semester Examinations.

## **8. MEDIUM OF INSTRUCTION**

The medium of instruction and examinations for the courses under Language I – Tamil / Hindi / Malayalam / French / Sanskrit shall be in the language concerned. For all other courses, the medium of instruction and examination is in English.

## **9. SCHEME OF EXAMINATION**

**Evaluation:** Evaluation of the course comprises two parts such as the Continuous Internal Assessment (CIA) and the End Semester Examination (ESE) until or otherwise the course is explicitly mentioned as only internal/only external.

The theory and practical courses shall carry a maximum of 100 marks, out of which 40 percent of marks are awarded for Continuous Internal Assessment (CIA) and 60 percent of marks for End Semester Examinations (ESE). When it is only an internal assessment course, 100 percent of marks are awarded for Continuous Internal Assessment.

## **10. FACULTY MENTOR**

To help students in planning their courses of study and for general advice on the academic programme, the HoD shall allot twenty students to a faculty who will function as a faculty mentor throughout their period of study. A Faculty mentor shall advise the students and monitor their behavior and academic performance. Problems if any shall be counseled by them periodically. The faculty mentor is also responsible to inform the parents of their mentee's progress. The faculty mentor shall display the cumulative attendance particulars of his / her mentees periodically (once in 15 working days) on the Notice Board to know their attendance status and satisfy clause 14 of this regulation.

## **11. ONLINE COURSE COORDINATOR**

To help students for planning their online courses and for general orientation on online courses, the HoD shall nominate a coordinator for the online courses. The Online course coordinator shall identify the courses which students can select for their programme from the available online courses offered by different agencies periodically and inform the same to the students. Further, the coordinators shall orient the students regarding the online courses and monitor their participation.

## **12. CLASS COMMITTEE**

Every class shall have a Class Committee consisting of the faculty members of various courses of the class concerned, student representatives (Minimum 2 boys and 2 girls of various capabilities and Maximum of 6 members) and the concerned HoD / senior faculty as Chairperson. The objective of the Class Committee Meeting is all about the teaching – learning process. The Class Committee shall be convened at least once in a month. The constitution and functions of the Class Committee shall include

- 1.The class committee shall be constituted during the first week of each semester.
- 2.The Class Committee of a particular class of any department is normally constituted by the HoD/Chairperson of the Class Committee. However, if the students of different departments are mixed in a class, the Class Committee shall be constituted by the respective Dean of the Faculty.
- 3.The HoD/Chairperson of the Class committee is authorized to convene the meeting of the class committee.
4. The respective Dean of the Faculty has the right to participate in any Class committee meeting.
5. The Chairperson is required to prepare the minutes of every meeting, and submit the same to the Dean concerned within two days after having convened the meeting. Serious issues, if any, shall be brought to the notice of the Registrar by the HoD/Chairperson immediately.
- 6.Analyzing and solving problems experienced by students in the classroom and in the laboratories.
- 7.Analyzing the performance of the students of the class after each test and finding the ways and means to improve the performance.

## **13. COURSE COMMITTEE FOR COMMON COURSES**

Each common course offered to more than one programme or department shall have a “Course Committee” comprising all the teachers handling the common course with one of them nominated as Course Coordinator. The nomination of the course coordinator shall be made by the respective Dean depending upon whether all the teachers handling the common course belong to a single department or to various other departments. The ‘Course Committee’ shall meet in order to arrive at a common scheme of evaluation for the tests to ensure a

uniform evaluation of the tests. If feasible, the course committee shall prepare a common question paper for the Internal Assessment Test(s). The Course Committee Meeting is conducted once in a semester. To indicate the common course, the Course Code should be suffixed with the letter “G”.

#### **14. ATTENDANCE REQUIREMENTS TO APPEAR FOR THE END SEMESTER EXAMINATION**

a. Every student is expected to attend all classes and should secure 100% attendance. However, in order to allow for certain unavoidable circumstances, the student is expected to have at least 75% of attendance and the conduct of the student has been satisfactory during the Programme.

b. A candidate who has secured attendance between 65.00% and 74.99% (both included), due to medical reasons (Hospitalization / Accident / Specific Illness) shall be given exemption from prescribed minimum attendance requirements and shall be permitted to appear for the examination on the recommendation of the Head of the Department concerned and the Dean. The Head of the Department has to verify and certify the genuineness of the case before recommending it to the Dean concerned. However, the candidate has to execute an undertaking along with the parent and assure that this situation does not arise in the future. This permission is given only once during the entire period of study.

c. A candidate who has secured attendance between 55.00% and 64.99% (both included), due to medical reasons (Hospitalization / Accident / Specific Illness with all the medical records, bills and discharge summary), will not be presented to that semester examination. However, that candidate will be permitted to go to the next semester wherein he / she has to compensate for the previous semester's lack of attendance. In such a case, the candidate will be permitted to write both semester examinations at the end of the next semester. This combination of lack of attendance can be done only between subsequent semesters. That is 1 & 2 or 2 & 3 or 3 & 4 or 4 & 5 or 5 & 6.

d. However, a Student who has secured less than 55% in any of the semesters due to any reasons, shall not be permitted to appear for the End Semester Examinations. But he/she will be permitted to appear for his/her arrear examinations. In order to redo the semester with lack of attendance, he/she has to attend the corresponding semester of the subsequent year(s) with the approval of the Dean of the Faculty, Dean - Students Affairs and the Registrar.

## 15. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

**15.1 Attendance and Assessment:** Every Faculty is required to maintain an **Attendance and Assessment Record (Log book)** which consists of attendance of students marked for each lecture/practical/ project work, the CIA, Assignment and Seminar marks and the record of class work completed (topic covered), separately for each course. This should be submitted to the HoD once in a week for checking the syllabus coverage, records of test marks and attendance. The HoD shall sign with the date after due verification. The same shall be submitted to the respective Dean once in a fortnight. After the completion of the semester, the HoD should keep this record in safe custody for five years as records of attendance and assessment and shall be submitted for inspection as and when required by the KAHE/any other approved body.

**15.2 Continuous Internal Assessment (CIA):** The performance of students in each course will be continuously assessed. Retest will be conducted and considered based on the requirements and recommendations by the Head of the Department on valid reasons. The distribution of marks for the Continuous Internal Assessment (CIA) are given below:

### Theory Courses

S. No.	Category	Maximum Marks
1.	Assignment	5
2.	Attendance	5
3.	Seminar	5
4.	Test – I (2 ½ Units)	12.5
5.	Test – II (2 ½ Units)	12.5
<b>Total</b>		40

### For Environmental Studies and Universal Human Values:

S. No.	Category	Maximum Marks
1.	Assignment	15
2.	Attendance	5
3.	Test – I (2 ½ Units)	40
4.	Test – II (2 ½ Units)	40
<b>Total</b>		100

**For Yoga for Youth Empowerment:**

S. No.	Category	Maximum Marks
1.	Activity	15
2.	Attendance	5
3.	Test – I (2 ½ Units)	40
4.	Test – II (2 ½ Units)	40
<b>Total</b>		100

**For Community Engagement and Social Responsibility:**

S. No.	Category	Maximum Marks
1.	Field Visit	15
2.	Attendance	5
3.	Test – I (1 ½ Units)	40
4.	Test – II (1 ½ Units)	40
<b>Total</b>		100

**Practical Courses**

S.No.	Category	Maximum Marks
1.	Attendance	5
2.	Observation work	5
3.	Record work	5
4.	Internal Practical Assessment	20
5.	<i>Viva – voce</i> [Comprehensive]*	5
<b>Total</b>		40

\* *Viva- voce* is conducted during the model practical exam.

Every practical Exercise / Experiment shall be evaluated based on the conduct of Exercise/ Experiment and records need to be maintained.

### 15.3 Pattern of Test Question Paper

**Theory Courses:**

**Maximum Marks : 60\***

**Duration: 2 ½ Hours**

Section	Marks
Part – A	Answer ALL the Questions (6 x 2 = 12 Marks)
Part - B	Answer ALL the Questions (3 x 6 = 18 Marks) (‘either – or’ type )
Part - C	Answer ALL the Questions (3 x 10 = 30 Marks) (‘either – or’ type )

\* The 60 Marks will be converted to 12.5 Marks.

### 15.4 Attendance

#### Distribution of Marks for Attendance

S. No.	Attendance (%)	Maximum Marks
1	91 and above	5
2	81 - 90	4
3	75-80	3

## 16. ESE EXAMINATIONS

**16.1 End Semester Examination (ESE):** End Semester Examination will be conducted at the end of each semester for each course. The question paper is for a maximum of 100 marks.

**16.2 Pattern of ESE Question Paper:**

**Theory Courses:**

**Maximum Marks: 100\***

**Duration: 3 Hours**

Section	Marks
Part – A	Answer ALL the Questions (10 x 2 = 20 Marks)
Part - B	Answer ALL the Questions (5 x 6 = 30 Marks) ( ‘either – or’ type )
Part - C	Answer ALL the Questions (5 x 10 = 50 Marks) ( ‘either – or’ type )

\*The 100 Marks will be converted to 60 Marks.

**Practical Courses:** There shall be combined evaluation by the Internal and External examiners. The pattern of distribution of marks shall be as given below.

S. No.	Category	Maximum Marks
1.	Experiments	40
2.	Record work	10
3.	<i>Viva – voce</i> [Comprehensive]	10
<b>Total</b>		<b>60</b>

**Record Notebooks for Practical Examination**

Candidates taking the practical examination should submit a prescribed Bonafide Record Notebook for the practical examination; failing which the candidate will not be permitted to take the practical examination.

In case of failures in Practical Examination, the marks awarded for the Record at the time of first appearance of the Practical Examination shall remain the same at the subsequent appearance also by the candidate.

### 16.3. Evaluation of Project Work

16.3.1 The project work shall carry a maximum of 100 marks.

(CIA - 40 and ESE – 60)

The distribution of marks for the Continuous Internal Assessment (CIA) is given below:

**Maximum Marks: 40**

S. No.	Category	Maximum Marks
1.	Problem Selection	10
2.	Progress of the work (3 reviews X 5 marks)	15
3.	Presentation of the work (3 reviews X 5 marks)	15
<b>Total</b>		<b>40</b>

The distribution of marks for the End Semester Examination is given below:

**Maximum Marks: 60\***

S. No.	Category	Maximum Marks
1.	Project Report	30
2.	Project Presentation	20
3.	Viva Voce	10
<b>Total</b>		<b>60*</b>

\*Combined valuation of Internal and External Examiners.

16.3.2 The project report prepared according to the approved guidelines and duly signed by the supervisor(s) shall be submitted to HoD.

16.3.3 The evaluation of the project will be based on the project report submitted and a *viva-voce* examination by a team consisting of the supervisor, who will be the Internal Examiner and an External Examiner who shall be appointed by the Controller of Examination. In case the supervisor is not available, the HoD shall act as an Internal Examiner for the same.

**16.3.4** If a candidate fails to submit the project report on or before the specified date given by the Examination Section, the candidate is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.

If a candidate fails in the respective viva-voce examinations he/she has to resubmit the Project Report within 30 days from the date of declaration of the results. The resubmitted report shall be evaluated in the subsequent semester.

**16.3.5** A Copy of the approved project report after the successful completion of *viva-voce* examination shall be kept in the KAHE library.

## **17. PASSING REQUIREMENTS**

**17.1** Passing minimum: A candidate needs to secure a minimum of 20 marks out of 40 marks in CIA and 30 marks out of 60 marks in ESE. The overall passing minimum in each course is 50 marks out of 100 marks.

**17.2** If a candidate fails to secure a pass in a particular course (either CIA or ESE or Both) as per clause 17.1, it is mandatory that the candidate has to register and reappear for the examination in that course during the subsequent semester when examination is conducted for the same till, he / she receives pass both in CIA and ESE (vide Clause 2.1).

**17.3** The CIA marks secured by the candidate in the first passed attempt shall be retained by the Office of the Controller of Examinations and considered valid for all subsequent attempts till the candidate secures a pass in ESE.

**17.4** Candidate failed in internal assessment will be permitted to reappear to pass the internal assessment in the subsequent semesters by writing tests and by re-submitting Assignments/ Seminars.

The distribution of marks for this test shall be as given below.

<b>S. No.</b>	<b>Category</b>	<b>Maximum Marks</b>
1.	Assignment	5
2.	Attendance (Retained from the respective semester)	5
3.	Seminar	5
4.	Test*	25
	<b>Total</b>	<b>40</b>

\* Tests shall be conducted in the ESE pattern for 100 marks and converted to 25 marks.

The examination should be completed within 6 weeks after reopening of the subsequent semester.

**17.5** A Candidate who is absent in ESE in a Course / Practical / Project Work after having enrolled for the same shall be considered to have Absent (AAA) in that examination.

### **18. ONLINE EXAMINATIONS**

The students who are going for Project / Internship / Coursework at National level are permitted to write their CIA test through Online Mode and ESE in Offline/Online mode. When they go for an International Project / Internship / Coursework, both the CIA and ESE shall be conducted through online mode.

### **19. IMPROVEMENT OF MARKS IN THE COURSES ALREADY PASSED**

The Candidates desirous to improve the marks secured in a course which they passed in their first attempt, shall reappear once (**only in ESE**) in the subsequent semester. **The improved marks shall be considered for classification but not for ranking.** If there is no improvement, there shall be no change in the marks awarded earlier.

### **20. AWARD OF LETTER GRADES**

All the assessments of a course will be done on an absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each course as detailed below:

<b>Letter grade</b>	<b>Marks Range</b>	<b>Grade Point</b>	<b>Description</b>
O	91-100	10	OUTSTANDING
A+	81 - 90	9	EXCELLENT
A	71 - 80	8	VERY GOOD
B+	61 - 70	7	GOOD
B	56 - 60	6	AVERAGE
C	50 - 55	5	PASS
RA	Below 50	-	REAPPEARANCE
AAA	-	-	ABSENT

## 21. GRADE SHEET

After the declaration of the results, Grade Sheets will be issued to each student which will contain the following details:

- i. The list of courses enrolled during the semester and the grade scored.
  - ii. The Grade Point Average (**GPA**) for the semester and
  - iii. The Cumulative Grade Point Average (**CGPA**) of all courses enrolled from first semester onwards.
  - iv. Remark on Extension Activities (only in the 6<sup>th</sup> Semester Grade Sheet)
- GPA of a Semester and CGPA of a programme will be calculated as follows.

$$\text{GPA of a Semester} = \frac{\sum_i C_i G_{P_i}}{\sum_i C_i} = \frac{\text{Sum of the product of the GP by the}}{\text{Sum of the credits of the courses of that Semester}}$$

$$\text{i.e. GPA of a Semester} = \frac{\sum_i C_i G_{P_i}}{\sum_i C_i}$$

Sum of the product of the GPs by the corresponding credits of the courses offered for the entire programme

$$\text{CGPA of the entire programme} = \frac{\text{Sum of the product of the GPs by the corresponding credits of the courses offered for the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

$$\text{i.e. CGPA of the entire programme} = \frac{\sum_n \sum_i C_{ni} G_{P_{ni}}}{\sum_n \sum_i C_{ni}}$$

where,

$C_i$  is the credit fixed for the course 'i' in any semester

$G_{P_i}$  is the grade point obtained for the course 'i' in any semester

'n' refers to the Semester in which such courses are credited.

**Note:** RA grade will be excluded for calculating **GPA** and **CGPA**.

## 22. REVALUATION

A candidate can apply for revaluation or re-totaling of his / her semester examination answer script (**theory courses only**), within 2 weeks from the date

of declaration of results on payment of a prescribed fee. The prescribed application has to be sent to the Controller of Examinations through the HoD. **A candidate can apply for revaluation of answer scripts not exceeding 5 courses at a time.** The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate through the HoD concerned. Revaluation is not permitted for Supplementary Examinations.

### **23. TRANSPARENCY AND GRIEVANCE COMMITTEE**

Revaluation and Retotaling are allowed on representation (clause 22). Students may get the Xerox copy of the answer script on payment of prescribed fee, if he / she wishes. The student may represent the grievance, if any, to the Grievance Committee, which consists of Dean of the Faculty, (if Dean is HoD, the Dean of another Faculty nominated by the KAHE), the HoD of Department concerned, the faculty of the course and Dean from other discipline nominated by the KAHE and the CoE. If the Committee feels that the grievance is genuine, the script may be sent for external valuation and the marks awarded by the External examiner will be final. The student has to pay the prescribed fee for the same.

### **24. ELIGIBILITY FOR THE AWARD OF THE DEGREE**

**A student shall be declared to be eligible for the conferment of the Degree if he / she**

24.1 Successfully completed all the components prescribed by Curriculum and Credit Framework for Undergraduate Programme of UGC and earned the minimum required credits as specified in the curriculum corresponding to his / her programme within the stipulated period (vide clause 2.1).

24.1 No pending disciplinary enquiry/ action against him/her

24.2 The award of the degree must be approved by the Executive Council.

### **25. CLASSIFICATION OF THE DEGREE AWARDED**

**25.1** Candidates who qualify for the award of the Degree (vide clause 24) having passed the examination in all the courses in their first appearance, within the specified minimum number of semesters and securing a **CGPA not less than 8** shall be declared to have passed the examination in the **First Class with Distinction**.

**25.2** Candidates who qualify for the award of the Degree (vide clause 24) having passed the examination in all the courses within the specified maximum number of semesters (vide clause 2.1), securing a **CGPA not less than 6.5** shall be declared to have passed the examination in the **First Class**.

**25.3** Candidates (not covered in clauses 25.1 and 25.2) who qualify for the award of the degree (vide Clause 24) shall be declared to have passed the examination in the **Second Class**.

## **26. RANKING**

Candidates who qualify for the UG Degree programme passing all the Examinations in the first attempt, within the minimum period prescribed for the programme of study from Semester I through Semester VI/VIII to the programme shall be eligible for ranking. Such ranking will be confined to 10% of the total number of candidates qualified in that particular programme of study subject to a maximum of 10 ranks.

## **27. SUPPLEMENTARY EXAMINATION**

Supplementary Examination will be conducted only for the final semester students within ten days from the date of publication of results for students who have failed in one theory course only. This is applicable only for the ESE component of the course which the student failed. Such students shall apply with prescribed fee to the Controller of Examinations within the stipulated time.

## **28. DISCIPLINE**

**28.1** If a student indulges in malpractice in any of the Internal / External Examinations he / she shall be liable for punitive action as prescribed by the KAHE from time to time.

**28.2** Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the KAHE. The erring students will be referred to the disciplinary committee constituted by the KAHE, to enquire into acts of indiscipline and recommend the disciplinary action to be taken.

## **29. KAHE ENTRANCE EXAMINATION**

At the end of Sixth/Eighth Semester, the KAHE Entrance Examinations will be conducted for those candidates who are aspiring for Higher Education (PG).

## **30. REVISION OF REGULATION AND CURRICULUM**

Karpagam Academy of Higher Education may from time-to-time revise, amend or change the Regulations, Scheme of Examinations and Syllabi, if found necessary.

## Annexure – I

S.No.	Programme	Subject	Eligibility
1.	B. Sc.	Biotechnology	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, with <b>Biology, Botany, Zoology, or Chemistry</b> as subjects at the Higher Secondary level.
2.	B. Sc.	Computer Science	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, or those who hold a 3-year diploma after 10th grade, with <b>Computer Science or Mathematics</b> as one of the subjects.
3.	B. Sc.	Microbiology	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, with <b>Biology, Botany, Zoology, or Chemistry</b> as subjects at the Higher Secondary level.
4.	B. Sc.	Information Technology	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, or those who hold a 3-year diploma after 10th grade, with <b>Computer Science or Mathematics</b> as one of the subjects.
5.	B. Sc.	Computer Technology	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, or those who hold a 3-year diploma after 10th grade, with <b>Computer Science or Mathematics</b> as one of the subjects.
6.	B.Sc.	Computer Science (Cognitive Systems)	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, or those who hold a 3-year diploma after 10th grade, with <b>Computer Science or Mathematics</b> as one of the subjects.

7.	B.Sc.	Computer Science (Artificial Intelligence and Data Science)	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, or those who hold a 3-year diploma after 10th grade, with <b>Computer Science or Mathematics</b> as one of the subjects.
8.	BCA	Computer Application	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, or those who hold a 3-year diploma after 10th grade, with <b>Computer Science or Mathematics</b> as one of the subjects.
9.	B. Com.	Commerce	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, with <b>Commerce</b> as a subject under the academic or vocational stream at the Higher Secondary level.
10.	B.Com (CA)	Commerce with Computer Applications	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, with <b>Commerce</b> as a subject under the academic or vocational stream at the Higher Secondary level.
11.	B. Com. (PA)	Commerce with Professional Accounting	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, with <b>Commerce</b> as a subject under the academic or vocational stream at the Higher Secondary level.
12.	B. Com. (BPS)	Commerce with Business Process Services	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, with <b>Commerce</b> as a subject under the academic or vocational stream at the Higher Secondary level.
13.	B.B.A.	Business Administration	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, with <b>Commerce</b> as a subject under the academic or vocational stream at the Higher Secondary level.

14.	B. Com	Financial Analytics	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, with <b>Commerce</b> as a subject under the academic or vocational stream at the Higher Secondary level.
15.	B. Com	International Accounting and Finance	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, with <b>Commerce</b> as a subject under the academic or vocational stream at the Higher Secondary level.
16.	B. Com	Information Technology	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, with <b>Commerce</b> as a subject under the academic or vocational stream at the Higher Secondary level.
17.	B. Sc.	Computer Science (Cyber Security)	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, or those who hold a 3-year diploma after 10th grade, with <b>Computer Science or Mathematics</b> as one of the subjects.
18.	B. Com	FinTech.	Candidates who have passed Higher Secondary Education (XII) or any equivalent examination conducted by a State Government, University, or Board under the 10+2 pattern, with <b>Commerce</b> as a subject under the academic or vocational stream at the Higher Secondary level.

# Karpagam Innovation and Incubation Council (KIIC)

(A Section 8 Company)

Based on the 2019 National Innovation and Startup Policy and the 2019–2023 Tamil Nadu Startup Policy, KIIC has recommended to the KAHE students who are affiliated with the KIIC that it be incorporated in the university Program Regulations 2023-24 and implement from this academic year.

## Norms to Student Start-Ups

- Any (UG/PG / (Ph.D.) Research scholars, student, right from the first year of their program is allowed to set a startup (or) work part time/ full time in a startup or work as intern in a startup
- Any (UG/PG / (Ph.D.) Research scholars) student right from the first year of their program is allowed to earn credit for working on Innovative prototypes/business Models/ Pre incubation (case to case basis).
- Start Up activities will be evaluated based on the guidelines being given by the expert committee of the KIIC
- Student Entrepreneurs may use the address of incubation center (KIIC) to register their venture while studying in KAHE.
- Students engaged in startups affiliated with the KIIC or those who work for them may be exempted from KAHE's attendance requirements for academic courses under current regulations, up to a maximum of 30% attendance per semester, including claims for ODs and medical emergencies Potential Students who have been incubated at KIIC may be permitted to take their University semester exams even if their attendance is below the minimum acceptable percentage, with the proper authorization from the head of the institution.  
(On case-to-case basis depends upon the applicability strength, societal benefits and quality of the Innovation and Subsequent engagement of the students with the/ her business)
- Any Students Innovators/entrepreneurs are allowed to opt their startup in place mini project /major project, /seminar and summer training etc. (In plant training, Internship, value added Course.). The area in which the student wishes to launch a Startup may be interdisciplinary or multidisciplinary.
- Student's startups are to be evaluated by Expert committee, formed by KIIC and KAHE

## Guide lines to award Credits/ Marks to a Student startup

Student's startup stages are divided into five phases and these startup phases can be considered equally in place of the course title as mentioned below with the same credits allotted to the course title in a University curriculum.

Sl. No.	Description/Startup phases	In place of the Subject / Course title	Grades/Credits /Marks
1	Idea stage/Problem Identification	Seminar	Same Marks/Credits can be awarded that are listed in the course title's curriculum for the respective startup phases.
2	Proof of Concept (POC) /Solution development	In-plant training /Internship	
3	Product Development (Lab scale) /Prototype Model/ Company Registered	Mini Project/ Value added Course	
4	Validation/Testing	Main Project phase I	
5	Business Model/Ready for Commercialization/Implementation	Main Project phase II,	

### **PROGRAMME OUTCOMES (POs):**

1. Graduates will demonstrate strong knowledge in accounting, bookkeeping, and business process management, supporting efficient operations and accurate financial transaction recording.
2. Graduates will acquire and demonstrate interpersonal and communication skills to convey and negotiate ideas, achieving common goals.
3. Graduates will apply IT and technical skills in BPS, optimizing accounting, taxation, and business processes for effective decision-making.
4. Graduates will analyze and solve business process challenges using data analytics, financial modeling, and business intelligence tools to optimize workflows and decision making.
5. Graduates will apply critical thinking to analyze business process issues, evaluate alternatives, and propose solutions for improved operational efficiency and service quality.
6. Graduates will acquire and exhibit skills to work effectively in teams to make decisions aimed at achieving common goals.
7. Graduates will demonstrate leadership skills to initiate, lead, and deliver optimal team performance.
8. Graduates of Commerce will be capable of exhibiting comprehensive knowledge and understanding of different disciplines.
9. Graduates will acquire knowledge and skills necessary for addressing economic, social, and cultural issues, adapting to workplace trends and demands.
10. Graduates will solve unfamiliar business process challenges and adapt to real-life situations, applying problem-solving skills to enhance operational effectiveness and efficiency.
11. Graduates will develop the ability to independently research and analyze business problems and solutions, enhancing personal and professional growth.
12. Graduates will cultivate an understanding of diverse cultural perspectives and practices, applying this knowledge to global business environments.
13. Graduates will demonstrate the ability to make ethical decisions and understand the moral implications of business practices.
14. Graduates will exhibit leadership skills such as effective communication, team management, and strategic thinking for leading business projects and teams.
15. Graduates will commit to continuous learning and professional development to stay updated with evolving business trends and practices throughout their careers.

### **PROGRAM SPECIFIC OUTCOMES (PSO)**

1. Graduates will acquire knowledge in proficiency in management, accounting, and decision making to support organizational strategy and performance management. Gain practical skills in accounting, entrepreneurship, and taxation, emphasizing analytical precision.
2. Graduate will pursue higher education and professional courses, demonstrating ethical values, teamwork, communication, and leadership skills in business. Utilize knowledge, skills, and attitude to advance career opportunities.

### **PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)**

To impart the following PEOs to the students of Under-graduates in B. Com (BPS):

1. Graduates will acquire knowledge in stock market, accounting, taxation, finance and management concepts and apply it in business to become qualified professionals.
2. Graduates will possess the professional skills and competence to perform effectively in higher studies, jobs and entrepreneurial ventures.
3. Graduates will develop a lifelong learning by applying the gained knowledge and skills in research and practice.

### MAPPING OF PEOs and POs

PEOs	Programme Outcomes														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
PEO1	X	X	X	X	X										
PEO2		X	X	X		X		X		X	X	X	X	X	X
PEO3			X		X	X	X		X		X	X		X	X
PEO4	X				X		X			x		X			X

**DEPARTMENT OF COMMERCE**  
**FACULTY OF ARTS, SCIENCE, COMMERCE AND MANAGEMENT**  
**UG PROGRAM (CBCS) – B. Com., Business Process Services (FULL TIME)**  
**(2025–2026 Batch and onwards)**

Course Code	Name of the course	Category	Outcomes		Instruction hours/week			Credits	Maximum Marks			Page No
			PO	PSO	L	T	P		CIA	ESE	Total	
									40	60	100	
<b>SEMESTER I</b>												
25LTU101G/ 25LHU101G/ 25LMU101G/ 25LSU101G/ 25LFU101G	Language: Tamil-I/ Hindi-I/ Malayalam-I/ Sanskrit-I / French-I	AEC 1	-	-	4	-	-	3	40	60	100	1
25ENU101G	English –I	MDC 1	2,7,12	-	3	-	-	3	40	60	100	15
25CMU101G	Financial Accounting	Major 1	1, 2, 3, 4, 7, 10,12, 13, 15	1, 2	7	1	-	5	40	60	100	17
25CMU102G	Business Organization and Management	Minor 1	1, 3, 4, 6, 7, 11, 13, 14, 15	1, 2	7	-	-	4	40	60	100	19
25CMU111G	Computer Application in Business - Practical	SEC 1	1, 3, 4, 5, 6, 7, 9, 10, 11, 14, 15	1, 2	-	-	6	3	40	60	100	21
25VAC101G	Yoga for Youth Empowerment	VAC 1	2, 3, 4, 5, 7, 8, 9, 11, 13, 14, 15	-	2	-	-	2	100	-	100	24
<b>Semester Total</b>					<b>23</b>	<b>1</b>	<b>6</b>	<b>20</b>	<b>300</b>	<b>300</b>	<b>600</b>	
<b>SEMESTER II</b>												
25LTU201G/ 25LHU201G/ 25LMU201G/ 25LSU201G/ 25LFU201G	Language: Tamil-II/ Hindi-II / Malayalam-II/ Sanskrit-II / French-II	AEC 2	-	-	4	-	-	3	40	60	100	27
25ENU201G	English - II	MDC 2	2, 3, 9	-	3	-	-	3	40	60	100	43
25BPU201	Business Process Services in Finance and Accounting	Major 2	1, 3, 4, 5, 8, 9, 11, 14	1, 2	5	-	-	3	40	60	100	46

25BPU202	Business Process Services in Insurance	Major 3	1, 2, 4, 7, 9, 11, 15	1, 2	4	-	-	2	40	60	100	49
25MAU204G	Fundamentals of Business Mathematics and Statistics	Minor 2	3, 4, 5	-	6	-	-	4	40	60	100	51
25BPU211	Excel For Business - Practical	SEC 2	1, 2, 4, 6, 8, 11	1	-	-	6	3	40	60	100	54
25VAC201G	Environmental Studies	VAC 2	8, 9, 11, 12, 13, 15	1, 2	2	-	-	2	100	-	100	56
<b>Semester Total</b>					<b>24</b>	<b>-</b>	<b>6</b>	<b>20</b>	<b>340</b>	<b>360</b>	<b>700</b>	
<b>SEMESTER III</b>												
25LTU301G/ 25LHU301G/ 25LMU301G/ 25LSU301G/ 25LFU301G	Language: Tamil -III/ Hindi - III / Malayalam - III / Sanskrit - III / French - III	AEC 3	-	-	4	-	-	3	40	60	100	58
25ENU301G	English - III	MDC 3	1, 2, 3, 4	-	3	-	-	3	40	60	100	71
25CMU301G	Corporate Accounting	Major 4	1, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15	2	6	1	-	4	40	60	100	73
25BPU302A	Business Process Services in Banking	Major 5	1, 2, 3, 4, 9, 11, 15	1, 2	7	-	-	4	40	60	100	75
25BPU302B	Business Law	Major 6	1, 3, 4, 5, 6, 7, 10, 13, 15	1, 2	7	-	-	4	40	60	100	79
25CMU303G	Financial Reporting - I	Minor 3	1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 14, 15	1, 2	6	1	-	4	40	60	100	82
25VAC301G	Community Engagement And Social Responsibility	VAC 3	9, 11, 12, 13, 15	2	2	-	-	2	100	-	100	84
25BPU391	Internship - I	SI 1	1, 2, 3, 4, 5, 7, 11, 12, 13.	1	-	-	-	2	100	-	100	86
<b>Semester Total</b>					<b>28</b>	<b>2</b>	<b>-</b>	<b>22</b>	<b>400</b>	<b>300</b>	<b>700</b>	

SEMESTER IV												
25LTU401G/ 25LHU401G/ 25LMU401G/ 25LSU401G/ 25LFU401G	Language: Tamil - IV/ Hindi - IV / Malayalam -IV/ Sanskrit -IV / French - IV	AEC 4	-	-	4	-	-	3	40	60	100	87
25ENU401G	English - IV	SEC 3	1, 2, 4	-	3	-	-	3	40	60	100	100
25BPU401	Retail, CPG and Market Research	Major 7	1, 2, 3, 4, 5, 6, 8, 9, 11, 15	1, 2	3	-	-	3	40	60	100	102
25CMU402G	Income Tax Law and Practice - I	Major 8	1, 3, 4, 5, 10, 11, 13, 15	2	5	1	-	3	40	60	100	104
25CMU403G	Financial Reporting - II	Minor 4	1, 3, 4, 5, 10, 11, 13, 15	1, 2	5	-	-	4	40	60	100	107
25CMU404G	Company Law	Major 9	1, 3, 4, 5, 10, 11, 13, 15	2	4	-	-	4	40	60	100	110
25BPU405	Campus to Corporate Transition	Major 10	1, 3, 7, 9, 10, 11, 15	1, 2	4	-	-	3	40	60	100	113
25VAC401BG	Cyber security and Universal Human Values	VAC 4	1,3, 4, 5, 7, 12, 15,	1, 2	1	-	-	1	100	0	100	115
<b>Semester Total</b>					<b>29</b>	<b>1</b>	<b>-</b>	<b>24</b>	<b>380</b>	<b>420</b>	<b>800</b>	
SEMESTER V												
25CMU501AG	Cost Accounting	Major 11	1, 3, 4,5, 6, 7, 9, 10, 15	1, 2	6	1	-	5	40	60	100	118
25BPU502	Business Process Services in Capital Market	Major 12	1, 3, 8, 9, 11, 15	1, 2	6	-	-	4	40	60	100	121
25CMU503G	Indirect Taxation	Major 13	1,2,3, 4,5,6, 14,15	1,2	6	-	-	4	40	60	100	123
25BPU504	Managing Business Processes - I	Major 14	1, 3, 4, 9, 11, 15	1, 2	5	-	-	4	40	60	100	126

25BPU505	Business Economics	Minor 5	1, 3, 4, 6, 9, 11, 15	1, 2	6	-	-	4	40	60	100	128
25BPU591	Internship – II	SI 2	1, 2, 3, 4, 5, 7, 11, 12, 13	1, 2	-	-	-	2	100	-	100	130
<b>Semester Total</b>					<b>29</b>	<b>1</b>	<b>0</b>	<b>23</b>	<b>300</b>	<b>300</b>	<b>600</b>	

#### SEMESTER VI

25CMU601G	Management Accounting	Major 15	1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 15	1, 2	6	-	-	5	40	60	100	131
25CMU602AG	Entrepreneurship Development	Major 16	1, 3, 4, 5, 6, 8, 9, 11, 15	1, 2	6	-	-	5	40	60	100	133
25BPU602B	Managing Business Processes – II	Major 15	1, 3, 4, 5, 6, 8, 9, 11, 15	1, 2	6	-	-	5	40	60	100	135
25CMU603G	Investment Banking Operations	Minor 6	1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 15	1, 2	6	-	-	4	40	60	100	137
25BPU691	Project	Major 16	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 14, 15	1, 2	-	-	12	6	40	60	100	140
25ECU601G	ECA/NCC/NSS/SPORTS/GENERAL INTEREST/Etc.,							-	100	-	100	
<b>Semester Total</b>					<b>18</b>	<b>-</b>	<b>12</b>	<b>20</b>	<b>260</b>	<b>240</b>	<b>500</b>	
<b>3rd year total</b>								<b>129</b>	<b>1980</b>	<b>1920</b>	<b>3900</b>	

#### SEMESTER VII

25CMU701G	Financial Derivatives	Major 17	1, 3, 4, 5, 9, 12	1, 2	6	-	-	5	40	60	100	142
25CMU702G	Research Methodology	Major 18	1, 2, 3, 4, 6, 11, 15	1, 2	6	-	-	4	40	60	100	144
25CMU703G	Business Environment	Major 19	1, 2, 3, 4, 6, 11, 12, 15	1, 2	6	-	-	4	40	60	100	146
25CMU704G	Managerial Economics	Minor 7	1, 2, 3, 5, 6, 7, 11, 13, 14, 15	1, 2	6	-	-	4	40	60	100	148
25CMU711G	SPSS - Practical	Major 20	2, 3, 4, 5, 6, 9, 10	1, 2	-	-	6	3	40	60	100	151
<b>Semester Total</b>					<b>24</b>	<b>-</b>	<b>6</b>	<b>20</b>	<b>200</b>	<b>300</b>	<b>500</b>	

SEMESTER VIII A (HONOURS)												
25CMU801AG	Digital Banking	Major 21	1, 3, 4, 5, 6, 8, 9, 15	1, 2	6	-	-	4	40	60	100	153
25CMU802G	Corporate Finance	Major 22	1, 7, 12, 13, 14	1, 2	6	-	-	4	40	60	100	156
25CMU803G	Treasury Management	Major 23	1, 3, 4, 11, 15	1, 2	6	-	-	4	40	60	100	159
25CMU804G	Insurance Risk and Management	Major 24	1, 3, 4, 5, 7, 13, 14, 15	1, 2	6	-	-	4	40	60	100	162
25CMU805G	Applied E-Commerce	Minor 8	1, 3, 4, 5, 6, 8, 10, 15	1, 2	6	-	-	4	40	60	100	165
<b>Semester Total</b>					<b>30</b>	<b>-</b>	<b>-</b>	<b>20</b>	<b>200</b>	<b>300</b>	<b>500</b>	
<b>4th Year Total</b>								<b>169</b>	<b>2380</b>	<b>2520</b>	<b>4900</b>	
SEMESTER VIII B (HONOURS WITH RESEARCH)												
25CMU801AG	Digital Banking	Major 21	1, 3, 4, 5, 6, 8, 9, 15	1, 2	6	-	-	4	40	60	100	153
25CMU805G	Applied E-Commerce	Minor 9	1, 3, 4, 5, 6, 8, 10, 15	1, 2	6	-	-	4	40	60	100	165
25BPU891	Research Project	RP-1	1, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 15		-	-	18	12	120	180	300	167
<b>Semester Total</b>					<b>12</b>	<b>-</b>	<b>18</b>	<b>20</b>	<b>200</b>	<b>300</b>	<b>500</b>	
<b>4th Year Total</b>								<b>169</b>	<b>2380</b>	<b>2520</b>	<b>4900</b>	
Other course to be Undergone by the Students												
<b>I/II/III/IV/V</b>		<b>MOOC</b>			-	-	-	4	-	-	-	-
<b>TOTAL (upto Semester VI) = 129+4=133 Credits</b>												
<b>TOTAL (upto Semester VIII) = 173 Credits</b>												
Minimum 129+4 = 133 Credits to earn the degree (for III Years)												
Minimum 173 Credits to earn the degree (for IV Years)												

**SEC:** Skill Enhancement Courses; **AEC:** Ability Enhancement Courses; **MDC:** Multidisciplinary Courses; **MA** -Major Courses; **MI** -Minor Courses; **VAC**-Value added courses **RP** : Research Project ;**SI** -Summer Internship

#### Credits Split-up for 3 year B.Com. BPS Programme

S.No.	Course Criteria	Number of Courses	Total No. of Credits
1	Ability Enhancement Courses	4	12
2	Major Courses	16	64
3	Minor Courses	6	24
4	Multidisciplinary Courses	3	9
5	Skill Enhancement Courses	3	9
6	Internship	2	4
7	Valued Added Courses	4	7
<b>Total</b>		<b>38</b>	<b>129</b>

**Credits Split-up for 4year B.Com. BPS Programme –“A”**

S.No.	Course Criteria	Number of Courses	Total No. of Credits
1	Ability Enhancement Courses	4	12
2	Major Courses	24	96
3	Minor Courses	8	32
4	Multidisciplinary Courses	3	9
5	Skill Enhancement Courses	3	9
6	Internship	2	4
7	Value Added Courses	4	7
<b>Total</b>		<b>48</b>	<b>169</b>

**Credits Split-up for 4year B.Com. BPS Programme –“B”**

S.No.	Course Criteria	Number of Courses	Total No. of Credits
1	Ability Enhancement Courses	4	12
2	Major Courses	21	84
3	Minor Courses	8	32
4	Multidisciplinary Courses	3	9
5	Skill Enhancement Courses	3	9
6	Internship	2	4
7	Value Added Courses	4	7
8	Research Project	1	12
<b>Total</b>		<b>46</b>	<b>169</b>

**Credit Split-up: B.Com BPS**

Semester	AEC	Major	Minor	MDC	SEC	VAC	Intern	Research Project	Total Credits
1	3	5	4	3	3	2	-	-	20
2	3	5	4	3	3	2	-	-	20
3	3	12	4	3	-	2	2	-	26
4	3	10	4	-	3	1	-	-	21
5	-	15	4	-	-	-	2	-	21
6	-	17	4	-	-	-	-	-	21
<b>3<sup>rd</sup> Year Total</b>	<b>12</b>	<b>62</b>	<b>24</b>	<b>9</b>	<b>9</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>129</b>
7	-	16	4	-	-	-	-	-	20
8A	-	16	4	-	-	-	-	-	20
<b>4<sup>th</sup> Year Total</b>	<b>12</b>	<b>94</b>	<b>32</b>	<b>9</b>	<b>9</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>169</b>
8B	-	4	4	-	-	-	-	12	20
<b>4<sup>th</sup> Year Total</b>	<b>12</b>	<b>82</b>	<b>32</b>	<b>9</b>	<b>9</b>	<b>4</b>	<b>4</b>	<b>12</b>	<b>169</b>

**Courses Split Up: B.Com BPS**

Semester	AEC	Major course	Minor course	MDC	SEC	VAC	Intern	Project	Total courses	T	P	Int/ski ll/Pro
1.	1	1	1	1	1	1	-	-	6	5	1	-
2.	1	1	2	1	1	1	-	-	7	5	2	-
3.	1	3	1	1	-	1	1	-	8	6	1	1
4.	1	3	1	-	1	1	-	-	7	6	1	-
5.	-	4	1	-	-	-	1	-	7	6	1	-
6.	-	4	1	-	-	-	-	-	6	5	1	-
<b>3<sup>rd</sup> year Total</b>	<b>4</b>	<b>16</b>	<b>7</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>-</b>	<b>39</b>	<b>31</b>	<b>7</b>	<b>1</b>
7.	-	4	1	-	-	-	-	-	5	4	1	-
8. A	-	4	1	-	-	-	-	-	5	5	-	-
<b>4<sup>th</sup> year total</b>	<b>4</b>	<b>24</b>	<b>9</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>-</b>	<b>49</b>	<b>40</b>	<b>8</b>	<b>1</b>
8B	-	1	1	-	-	-	-	1	3	2	-	1
<b>4<sup>th</sup> year total</b>	<b>4</b>	<b>21</b>	<b>9</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>47</b>	<b>37</b>	<b>8</b>	<b>2</b>

<b>ABILITY ENHANCEMENT COURSE</b>		
Semester	Course Code	Name of the Course
I	25LTU101G/25LHU101G/25LMU101G/25LSU101G/25LFU101G	Language:(Tamil- I / Hindi - I/ Malayalam - I/ Sanskrit - I/ French - I)
II	25LTU201G/25LHU201G/25LMU201G/25LSU201G/25LFU201G	Language:(Tamil-II / Hindi - II/ Malayalam - II/ Sanskrit - II/ French - II)
III	25LTU301G/25LHU301G/25LMU301G/25LSU301G/25LFU301G	Language:(Tamil- III / Hindi - III/ Malayalam - III/ Sanskrit - III/ French - III)
IV	25LTU401G/25LHU401G/25LMU401G/25LSU401G/25LFU401G	Language:(Tamil-IV / Hindi - IV/ Malayalam - IV/ Sanskrit - IV/ French - IV)

<b>MAJOR COURSE</b>		
Semester	Course Code	Name of the Course
I	25CMU101G	Financial Accounting
II	25BPU202	Business Process Services in Finance and Accounting
II	25BPU202	Business Process Services in Insurance
III	25CMU301G	Corporate Accounting
III	25BPU302A	Business Process Services in Banking
III	25BPU302B	Business Law
IV	25BPU401A	Retail, CPG and Market Research
IV	25CMU402G	Income Tax Law and Practice - I
IV	25CMU404G	Company Law
IV	25BPU405	Campus to Corporate Transition
V	25CMU501AG	Cost Accounting
V	25BPU502	Business Process Services in Capital Market
V	25CMU503G	Indirect Taxation
V	25BPU504	Managing Business Processes - I
V	25CMU601G	Management Accounting
VI	25CMU602AG	Entrepreneurship Development
VI	25BPU602B	Managing Business Processes – II
VI	25BPU691	Project
VII	25CMU701G	Financial Derivatives
VII	25CMU702G	Research Methodology
VII	25CMU703G	Business Environment
VII	25CMU711G	SPSS - Practical
VIII	25CMU801G	Digital Banking
VIII	25CMU802G	Corporate Finance
VIII	25CMU803G	Treasury Management
VIII	25CMU804G	Insurance Risk and Management

<b>MINOR COURSE</b>		
Semester	Course Code	Name of the Course
I	25CMU102G	Business Organization and Management
II	25MAU204 G	Business Mathematics and Statistics
III	25CMU303G	Financial Reporting - I
IV	25CMU403G	Financial Reporting - II
V	25BPU504	Business Economics
VI	25CMU603G	Investment Banking Operations
VII	25CMU704G	Managerial Economics
VIII	25CMU805G	Applied E-Commerce

<b>SKILL ENHANCEMENT COURSE</b>		
Semester	Course Code	Name of the Course
I	25CMU111G	Computer Application in Business – Practical
II	25CMU211G	MS Excel for Managers - Practical
IV	25ENU401G	English - IV

<b>VALUE ADDED COURSE</b>		
Semester	Course Code	Name of the Course
I	25VAC101G	Yoga for Youth Empowerment
II	25VAC201G	Environmental Studies
III	25VAC301G	Community Engagement and Social Responsibility
IV	25VAC401G	Cyber Security and Universal Human Values

<b>MULTIDISCIPLINARY COURSE</b>		
Semester	Course Code	Name of the Course
I	25ENU101G	English I
II	25ENU201G	English II
III	25ENU301G	English III

## இலக்கிய நெறிகள்

## பாடத்திட்டப் பொதுநோக்கம்

- கற்றல் வழி சிந்தனைத் திறனையும், கருத்து வெளிப்பாட்டுத் திறனையும், மேம்படுத்துதல்.
- அரசுத் தேர்வுகளுக்கு மாணவர்களை ஆயத்தமாக்குதல்; திறனாய்வு நோக்கை மேம்படுத்துதல்.
- இலக்கியங்களின் வழி மனித வாழ்வியலை உணர்த்துதல்.
- இன்புறுத்தல் மற்றும் அறிவுறுத்தல் நிலைகளில் இலக்கியங்களின் பங்களிப்பை உணர்த்துதல்.
- இளைய தலைமுறையினருக்கு அற உணர்வு மற்றும் வாழ்வியல் மதிப்புகளை அறிவுறுத்துதல்.

## பாடத்திட்டப் பயன்விளைவு

- இந்தியக் குடியரிமைப்பணி முதலான போட்டித் தேர்வுகளில் இடம்பெறுகின்ற, 'தமிழ் இலக்கிய வரலாறு' குறித்த முழுமையான அறிமுகத்தை அடைதல்.
- தொல்லியல், கல்வெட்டியல் மற்றும் ஓலைச்சுவடியியல் சார்ந்த ஆவணத் தேடலுக்குரிய ஆய்வு மனப்பான்மையுடன், இலக்கியங்களை அணுகுதல்.
- 'அறிவியல் தமிழ்' 'இணையத் தமிழ்' போன்ற தமிழின் வளர்ச்சித் துறைகள் சார்ந்த திறன் மேம்பாடு பெற்றிருத்தல்.
- வேலைவாய்ப்புக்குரிய வகையில் படைப்பாக்கத்திறன் முதலான மொழி ஆளுமை பெற்றிருத்தல் ;
- சமூக வாழ்வியல் மதிப்புகளைப் பேணுவதற்குக் கருவியாக உள்ள இலக்கியங்களை நாடுகின்ற மனப்பான்மை வளர்ச்சி.

## தாள்கள் வரிசையும் தேர்வுச் செயல் திட்டமும்

## பகுதி-I தமிழ்

## இளநிலைப்பட்ட அறிவியல் மற்றும் கலையியல் வகுப்புகள்

பருவம்	தாள்	கற்பிக்கும் நேரம் / வாரம்	தேர்வு மணிகள்	மதிப்பெண் அகமதிப்பீடு / பருவ எழுத்துத் தேர்வு	மொத்தம்	மதிப்புப் புள்ளிகள்
ஒன்று	I	4	3	40 / 60	100	3

## இலக்கிய நெறிகள்

அலகு - I

10 மணிநேரம்

- தமிழ் இலக்கிய வரலாறு** - முச்சங்கங்கள் அறிமுகம் - சங்க இலக்கியத்தின் தோற்றுவாய் - பத்துப்பாட்டு அறிமுகம்
- சங்க இலக்கியம்** - முல்லைப்பாட்டு - “பால்போல” முதல் “குறுநீர்” வரை (1-58)
- அற இலக்கியம்** - திருக்குறள் - பெரியாரைத் துணைக்கோடல் (அதிகாரம் 45) அறன் வலியுறுத்தல் (அதிகாரம் 4).
- காப்பியம்** - சிலப்பதிகாரம்
- அ) புகார்க்காண்டம் - மங்கல வாழ்த்துப்பாடல் - “நாகநீள் நகரொடு” முதல் “புகார் நகர் அது தன்னில்” வரை (21 - 22)  
மனையறம் படுத்த காதை - “வார் ஒலி கூந்தலை” முதல் “கண்ணகி தனக்கு என்” வரை (84 - 90)
- ஆ) மதுரைக்காண்டம் - கொலைக்களக் காதை - “இரு முதுகுரவர் ஏவலும்” முதல் “என் செய்தனை” வரை (67 - 70) “வினை விளை காலம்” முதல் “அச் சிலம்பு கொணர்க ஈங்கு” வரை (148-153)  
கட்டுரை காதை - “கடி பொழில்” முதல் “கட்டுரை கேள் நீ” வரை (138 - 170) வழக்குரை காதை - “அல்லவை செய்தார்க்கு” முதல் “உண்டளவே தோற்றான் உயிர்” வரை (82 - 93)
- இ) வஞ்சிக்காண்டம் - நடுகல் காதை - “மதுரை மூதூர்” முதல் “வடதிசை வணக்கிய மன்னவர் ஏறு” (218-234) வாழ்த்துக் காதை - “என்னே! இஃது என்னே!” முதல் “மீவிசும்பில் தோன்றுமால்” வரை (9)
- இலக்கணம்** - அகத்திணைகள், புறத்திணைகள்

அலகு- 2

08 மணிநேரம்

- தமிழ் இலக்கிய வரலாறு** - எட்டுத்தொகை அறிமுகம்
- சங்க இலக்கியம்** - நற்றிணை - “விளையாடு ஆயமொடு” - (172)
- சங்க இலக்கியம்** - குறுந்தொகை - “நோமென் னெஞ்சே” - தலைவி கூற்று - (202) - “ஈதலுந் துய்த்தலு” -

தலைவன் கூற்று – (63)

**அற இலக்கியம்**

- நாலடியார் - கூடா நட்பு – “செறிப்பில்” முதல் “செய்யாது செய்து” வரை (1 முதல் 5 பாடல்கள்), சினம் இன்மை – “மதித்து இறப்பாரும்” முதல் “இளையான்” வரை (1 முதல் 5 பாடல்கள்), சுற்றம் தழால் – “வயாவும்” முதல் இன்னர் வரை” (1 முதல் 5 பாடல்கள்).

**காப்பியம்**

- மணிமேகலை - பாத்திரம் பெற்ற காதை - “போதிநீழல்” முதல் “நல்அறம்கண்டனை” வரை (73-98)

**இலக்கணம்**

- முதலெழுத்து - சார்பெழுத்து – விளக்கம்

**அலகு- 3**

**10 மணிநேரம்**

**தமிழ் இலக்கிய வரலாறு  
சங்க இலக்கியம்**

- அற இலக்கியங்கள் அறிமுகம்
- ஐங்குறுநூறு - வேட்கைப்பத்து – “வாழி ஆதன் வாழி அவினி” எனத் தொடங்கும் முதல் ஐந்து பாடல்கள்.
- பதிற்றுப்பத்து – ஏழாம்பத்து - “எறிபிணம் இடறிய செம்மறுக்” (65)

**சங்க இலக்கியம்**

- நான்மணிக்கடிகை - எள்ளற்க என்றும் (1) - புகழ் செய்யும் (2) - சிறந்தார்க்கு (3) - கொடுப்பின் (4) – நல்லார்க்கும்(5)- (தேர்ந்தெடுத்த ஐந்து பாடல்கள்)

**அற இலக்கியம்**

- கம்பராமாயணம்-தேர்ந்தெடுக்கப்பட்ட பாடல்கள் (18) – மன்னவன் (1604), பின்னும் பகர்வாள் (1752), பஞ்சி ஒளிர் (2762), மயில் உடை (3151), ஆண்டு, ஆயிடை (3390), மற்று இனி (3812), கண்டனன் (5249), வேலையுள் (6037), மண்ணொடும் (6038), வாங்கிய ஆழி (6049), இங்கு உள (6051), கண்டனென் (6031), பைய பையப் (6053), அந்நெறி (6058), குகனொடும் (6507), கூவி இன்று (7004), ஆள் ஐயா! (7271), கார்நின்ற (10043)

**காப்பியம்**

- கலிங்கத்துப்பரணி – போர்க்களக்காட்சிகள் – “தேவாசுரம் (472), உடலின்மேல் (475), நெடுங்குதிரை (476), விருந்தினரும் (477), தரைமகள் (483), பொருதடக்கை (484), வெயில்தாரை (488)”.

**சிறுநிலக்கியம்**

- சொல் – பெயர் - வினை, இடை, உரிச்சொல் – விளக்கமும் பயிற்சியும்.

**இலக்கணம்**

- மூவிடம் மற்றும் பெயர் விகுதிகள்.

**இலக்கணம்**

அலகு- 4

10 மணிநேரம்

தமிழ் இலக்கிய வரலாறு  
சங்க இலக்கியம்

- காப்பியங்கள் - தோற்றமும் வளர்ச்சியும்  
- பரிபாடல் - வையை - (பாடல் - 6) “நிறைகடல்  
முகந்து உராய்” முதல் “சேறு ஆடுபுனலது செலவு”  
வரை (1-50 அடிகள்).

சங்க இலக்கியம்  
அற இலக்கியம்

- கலித்தொகை - “சுடர்தொடிக் கேளாய்” (51)  
- ஆசாரக்கோவை - 5 பாடல்கள் (நன்றியறிதல் (1),  
பிறப்பு (2), தக்கணை (3), வைகறை (4), எச்சிலார்  
(5)).

காப்பியம்

- தேம்பாவணி - நகர்வளம் 15 பாடல்கள்  
(மெய்வழி (97) முதல் - ஈரும் வாள் (106) வரை).

சிறுநிலக்கியம்

- தமிழ்விடு தூது - “சீர்கொண்ட” முதல் -  
“மஞ்சள்” வர (1 முதல் 25 கண்ணிகள்)

இலக்கணம்

- தொடர் வகை - வினா விடை வகைகள்

அலகு - 5

10 மணிநேரம்

தமிழ் இலக்கிய வரலாறு  
சங்க இலக்கியம்

- சிறுநிலக்கியங்கள் தோற்றமும் வளர்ச்சியும்  
- அகநானூறு - “ஈன்று புறம் தந்த எம்மும் உள்ளாள்” -  
பாலை - நற்றாய் கூற்று (35).

சங்க இலக்கியம்

- புறநானூறு - “புலவரை இறந்த புகழ்சால் தோன்றல்” -  
(21)

அற இலக்கியம்

- பழமொழி நானூறு - (5 பாடல்கள்) 1. அவையறிதல்  
- கேட்பாரை நாடி (17), 2. அறிவுடைமை -  
அறிவினால் (26), 3. ஒழுக்கம் - விழுத் தொடையர்  
(34), 4. இன்னா செய்யாமை - பூ உட்கும் (43), 5.  
வெகுளாமை - இறப்பச் சிறியவர் (51).

காப்பியம்

- சீறாப்புராணம் - மானுக்குப் பிணை நின்ற படலம்  
- அரியினஞ் (2), குழை குழைத் (70), கொடியிடம் (12),  
நிறைவளஞ் (16), வல்லவ (17), என்னுயி (18),  
தனியெனென் (20), வலையிடத் (25), என வினவ  
(29), வேட்டுவனுரைப்ப (48) என்னும் (10 பாடல்கள்).

சிறுநிலக்கியம்

- முத்துக்குமாரசாமி பிள்ளைத்தமிழ் - காப்புப்  
பருவம் - பூமேவு கற்பகப் பொங்கரிற், (முதல்  
பாடல்), செங்கீரைப் பருவம் - இருக்கோல்  
இடும்பரிபுரக் கோல, (முதல் பாடல்), தாலப்பருவம்-

பில்கும் பசுந்தேன் (முதல் பாடல்)

இலக்கணம்

- வேற்றுமை உருபுகள்.

மொத்த மணிநேரம் - 48

TEXT BOOK:

1. கற்பகச் சோலை - தமிழ்ப்பாட நூல், இலக்கிய நெறிகள், தமிழ்த்துறை வெளியீடு, கற்பகம் உயர்கல்விக்கழகம், கோயம்புத்தூர் - 21.

பார்வை நூல்கள்:

1. தமிழ் இலக்கிய வரலாறு, முனைவர் கா.கோ. வேங்கடராமன், கலையக வெளியீடு, நாமக்கல்.

2. வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு, முனைவர் பாக்யமேரி, பூவேந்தன் பதிப்பகம், சீனிவாசா சாலை, மயிலாப்பூர், சென்னை.

இணையதளம்:

W1-www.tvu.org.in

W2- www.maduraitamilproject.com

இதழ்கள்:

J1- International Research Journal of Indian Literature, irjil.in

J2 - International Tamil Research Journal, iorpress.in

## வினாத்தாள் கட்டமைப்பு

இடைத்தேர்வு - மொத்த மதிப்பெண்கள் 60

- பகுதி - அ (இரு மதிப்பெண் வினாக்கள்)  $6 \times 2 = 12$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)  
பகுதி - ஆ (ஆறு மதிப்பெண் வினாக்கள்)  $3 \times 6 = 18$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)  
பகுதி - இ (பத்து மதிப்பெண் வினாக்கள்)  $3 \times 10 = 30$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)

பருவத்தேர்வு - மொத்த மதிப்பெண்கள் 100

- பகுதி - அ (இரு மதிப்பெண் வினாக்கள்)  $10 \times 2 = 20$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)  
பகுதி - ஆ (ஆறு மதிப்பெண் வினாக்கள்)  $5 \times 6 = 30$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)  
பகுதி - இ (பத்து மதிப்பெண் வினாக்கள்)  $5 \times 10 = 50$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)

## CO, PO, PSO Mapping

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	3	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	2	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>AVG</b>	<b>2.8</b>	<b>2.6</b>	<b>2.4</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-

1 - Low, 2 - Medium, 3 - High, '-' - No Correlation

Instruction Hours / Week: L:4 T:0 P:0

Marks: Internal:40 External:60 Total: 100  
End Semester Exam: 3Hours**PREREQUISITE:**

Not Required

**COURSE OBJECTIVES(CO):**

- Understand the text styles and grammatical elements
- Discuss the content of a reading passage
- Develop an interest in the appreciation of short stories

**COURSE OUTCOMES(COs) :**

- Develop an interest in the appreciation of literature.
- Discuss and respond to content of a reading passage.
- Learning the literacy knowledge of Hindi specially reading and writing .
- Learning the literary knowledge specially reading and understanding of Hindi short stories
- Learning the history of Hindi literature.

<b>UNIT -I</b>	a) Prose - Bharathiya Sangrah b) Non-Detailed - Naya Mehman c) Nibandh - Anushasan d) Grammar - Bhasha Aur Vyakaran	<b>9 HOURS</b>
<b>UNIT -II</b>	a) Prose - Pahtha Pani Nirmal b) Non-Detailed - Eakankki ki Visheshatha c) Nibandh - Onam d) Grammar – Varna Vichar , Sangya	<b>9 HOURS</b>
<b>UNIT -III</b>	a) Prose – Rashtriya Pitha Mahathma b) Non-Detailed – Maha Bharat ki Eak Sanjh c) Nibandh – Eakatha Ka Mahathva d) Grammar – Sarvanam , Gender	<b>10 HOURS</b>
<b>UNIT-IV</b>	a) Prose – Gapshap b) Non-Detailed – Yahang Sona Mana Hai b) Nibandh – Ganga Pradhushan Ki Samasya c) Grammar – Number , Karak , Visheshan	<b>10 HOURS</b>

**UNIT-V**

- a) Prose – Nindha Ras  
 b) Non – Detailed Eakanki ki Katha Vasthu  
 c) Nibandh – Paropkar  
 c) Nibandh – Paropkar  
 d) Grammar - Kriya , Kriya Visheshan

**10 HOURS****TOTAL: 48 HOURS****REFERENCE BOOKS:**

1. Jayaprakash, (2002). Nuthan Gathya Sangrah (Lesson - 1, 5, 6, 8, 9), Sumithra Prakasan, 16/5. Hasting Road, Illahabad - 211001.
2. Tiwari,S.M. Dr., (2008). Naveen Ekhaniki Sangrah, Sumithra Prakashan, 204. Leela Apartment, Ashok Nagar, Illahabad - 211001.
3. Sing,B.K.P.D Dr., (2018). Nibandh : Subod Hindi Nibandh, Manoj Publication, 1583 - 84 Dariba Kala, Chandni Chouk, Delhi - 110006.
4. Pro,V.D.S., & Dharmapal, (2005). Sugam Hindi Vyakaran, Shiksha Bharathi, Kashmir Gat, Delhi - 110006.

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	3	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	2	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>AVG</b>	<b>2.8</b>	<b>2.6</b>	<b>2.4</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours / Week: L:4 T:0 P:0

Marks: Internal:40 External:60 Total: 100  
End Semester Exam: 3Hours**PREREQUISITE:**

Not Required

**COURSE OBJECTIVE (CO):**

- Improves grammatical knowledge
- Will continue to read and learn about articles and think about them
- It is possible to read and understand short stories and understand the thoughts and life of the people of this state.

**COURSE OUTCOME (COs):**

- Understand the text styles and grammatical elements
- Discuss the content of a reading passage
- Develop an interest in the appreciation of short stories
- Comprehend the grammatical structures and sentence making
- Understand the language and developing English to Malayalam translation skill

<b>MALAYALAM: PAPER – I</b>		
<b>Unit No.</b>		<b>HOURS</b>
<b>I</b>	Novel – Pathummayude Aadu - Vaikam Muhammed Basheer	<b>10</b>
<b>II</b>	Novel- - Pathummayude Aadu - Vaikam Muhammed Basheer	<b>10</b>
<b>III</b>	Short Story - Ente Priyappeta Kadhakal – Akbar Kakkattil)	<b>09</b>
<b>IV</b>	Short Story - Ente Priyappeta Kadhakal – Akbar Kakkattil)	<b>10</b>
<b>V</b>	Composition & Translation (English to Malayalam)	<b>09</b>
	<b>TOTAL</b>	<b>48</b>

**Text Books:**

1. Basheer.V.M, (1959),*PathummayudeAadu*, D.C.Books, Kottayam, Kerala
2. Akbar Kakkattil ,(2022), *Ente Priyappeta Kadhakal*,D.C. Books, Kottayam, Kerala
3. Expansion of ideas, General Eassay and Translation. (A simple passage)

**Reference Books:**

- 1.Tharakan K.M ,(2023),Malayala Novel Sahithya Charitram, B.C.Book, Kerala Sast Rasahitya, Kerala
2. Achuyuthan, M (2023),Cherukatha Innale Innu, D.C Books, Kottayam, Kerala
3. George K.M ,(2013)Sahithya Charitram Prasthanangalilude-, D.C.Books, Kottayam Kerala
4. Sukumar Azheekode, (2018) Malayala Sahithya Vimarsam, D.C. Books, Kottayam, Kerala

## CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	3	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	2	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AVG	2.8	2.6	2.4	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

Not Required

**COURSE OBJECTIVES(CO):**

- The fundamental objective of the curriculum is to impart effective science education at the undergraduate level, exposing them to recent trends and developments in the subject.
- Creating scientific temper is another major objective of this curriculum.
- Another major thrust given here is to develop an environmental concern in all activities of the students. 'Go green', the motto of the syllabus emphasizes the urgent need to conserve nature without destruction of natural resources.

**COURSE OUTCOMES(COs):**

- **Critical Thinking:** Take informed actions after identifying the assumptions that frame students' thinking and actions.
- **Problem Solving:** Understand and solve problems of relevance to society to meet the specified needs using the knowledge, skills and attitudes acquired.
- **Effective Communication:** Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the world by connecting people, ideas, books, media and technology.
- **Effective Citizenship:** Demonstrate empathetic social concern and equity centered national development.
- **Environment and Sustainability:** Understand the issues of environmental contexts and sustainable development.

**UNIT – I**

Introduction to Poetry, Definition of Poetry

**10 HOURS****UNIT – II**

Five Maha Kavyas

**10 HOURS****UNIT – III**

Text Prescribed: Raghuvamsa (Canto – 1) First Ten Slokas

**10 HOURS****UNIT – IV**

Text Prescribed: Raghuvamsa (Canto – 1) Slokas Eleven to Thirty

**09 HOURS****UNIT – V**

Text Prescribed: Raghuvamsa (Canto – 1) Slokas Thirty One to Fifty

**09 HOURS****TOTAL: 48 HOURS**

Grammar: Text prescribed :

Sanskrit Self Teacher

By Dr.V.Varadhachari

(Present tense and Declension of endingnouns (Masculine))

**TEXT BOOK:**

- Raghuvamasa (Canto - I), (2019). R.S. Vadhyar and Sons Palghat, Kerala.
- Varadhachari,v.s, (2014). Sanskrit Self Teacher 32, Tank Bunk Road, Near Loyola College, Nungambakkam, Chennai - 600 034.

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO1 0	PO1 1	PO1 2	PO1 3	PO1 4	PO1 5	PSO 1	PSO 2
CO1	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	3	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	2	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AVG	2.8	2.6	2.4	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

Not Required

**COURSE OBJECTIVES (CO):**

The objectives of this course are:

- To enable the learner to communicate effectively and appropriately.
- To develop and integrate the use of the four language skills.
- To train students to acquire proficiency in French by reading different genres of literature and learning grammar.

**COURSE OUTCOMES (COs):**

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

Cos	Course Outcomes	Blooms Level
CO1	retrieve fundamentals of French language to construct error free sentences.	Apply
CO2	construct and maintain social relationships.	Analyze
CO3	construct business letters, proposals and E-Mail communication	Apply
CO4	Adopt the skills of planning, structuring, and delivery techniques in group discussions and presentations.	Understand
CO5	classify communication skills in business environment	Understand

**Unité – I****9 HOURS**

- a) Leçon – Bienvenue
- b) Communication – Un cours de français, Entrer en contact saluer,
- c) Verbes – être ou avoir
- d) Lexique – Les couleurs, l' alphabet
- e) Culture – La France

**Unité – II****9 HOURS**

- a) Leçon – Bonjour ça va ?
- b) Communication – Demander et dire, Comment ça va
- c) Verbes – Les verbes réguliers en –er.
- d) Lexique – Les Pays et les nationalités , Les animaux domestiques,
  - a. Les jours de la semaine.
- e) Culture – La France et la Francophonie

**Unité – III****10 HOURS**

- a) Leçon – Salut ! Je m'appelle Agnès
- b) Communication – Se présenter et présenter quelqu'un Demander et dire
  - 1. la date
- c) Grammaire – Les pronoms personnels sujets , Les verbes être et avoir ,
  - 1. Les articles définis et indéfinis
- d) Verbes – Les verbes aller et venir
- e) Lexique – Les mois de l'année, Les nombres de 0 à 69 » La famille (1)
- f) Culture – La France physique et politique

**Unité IV****10 HOURS**

- a) Leçon - Qui est-ce ? Dans mon sac, j ' ai
- b) Communication - Demander et répondre poliment ,Demander des  
1. informations Personnelles
- c) Grammaire - La formation du feminine, La formation du pluriel ,  
1. Le adjectifs possessifs
- d) Verbes -Les verbes ir et re
- e) Lexique -Les professions ,Quel ques objets ,La fiche d'identité
- f) Culture -Les symbols de la France,

**Unité V****10 HOURS**

- a) Leçon - Il est comment ? Allô ?
- b) Communication - Décrire l'aspect physique et le caractère Parler au telephone
- c) Grammaire - La formation du féminin , La phrase interrogative  
1. Qu'est-ce que... ? La phrase négative
- d) Verbes - Le verbe Faire
- e) Lexique - L'aspect physique , Le caractère, Les prépositions de lieu , Les nombres à partir de 70
- f) Culture - Les frontières de la france,les villes connues en france.

**TOTAL: 48 HOURS****REFERENCE BOOKS:**

- Cocton ,M-N, (2015, December), *Saison 1: méthode de français*, Volume 89, Number 2, Johns Hopkins University Press, Difier Paris.
- Alcaraz,M,Escoufier, D., Gomy, C., Landier, M., Quéméner, FI., Ripaud, 2014, *Saison 1- Cahier d'activites*, Dider, Paris.
- Akvüz A., Bernadette Bazelle-Shahmaei, Joëlle Bonenfant, Marie-Françoise Gliemann, 24 Aug. 2005, *Les 500 Exercices De Grammaire Avec Corrigés*, Hachette Francais Langue Etrangere, Paris.
- Beaulieu C,2011, *Je Pratique Exercice De Grammaire A1*, French, Goyal Publishers, Paris.
- Bié N.,Philippe Santinan, April 2014, *Grammaire pour adolescents 250 exercices*, French, CLE INTERNATIONAL, Paris

**WEBSITES:**

- <http://enseigner.tv5monde.com/>
- [bonjourdumonde.com /exercices/contenu/le – francais-du- tourisme.html](http://bonjourdumonde.com/exercices/contenu/le-francais-du-tourisme.html)
- <http://www.bonjurdefrance.com/>
- <https://www.lepointdufle.net/>

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	3	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	2	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>AVG</b>	<b>2.8</b>	<b>2.6</b>	<b>2.4</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

Not required

**COURSE OBJECTIVES (CO):**

- To enable the learner to communicate effectively and appropriately.
- To develop and integrate the use of the four language skills.
- To train students to acquire proficiency in English by reading different genres of literature and learning grammar.

**COURSE OUTCOMES (COs):**

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

COs	Course Outcomes	Blooms Level
CO1	Use English grammar to create error-free sentences.	Apply
CO2	Build and maintain social relationships through effective communication.	Remember
CO3	Construct business letters, proposals and E-Mail communication	Remember
CO4	Plan and deliver group discussions and presentations.	Understand
CO5	Classify communication skills in business environment	Understand

**UNIT - I****8 HOURS**

**LISTENING:** Listening –Types of Listening

**SPEAKING:** Basics of Pronunciation

**READING:** Reading – Types of Reading

**COMPOSITION WRITING:** Jumbled Sentences

**LITERATURE:** Poem- Mending Wall- Robert Frost

**GRAMMAR:** Parts of Speech

**UNIT - II****7 HOURS**

**LISTENING:** Principles of Listening Skills

**SPEAKING:** Self-Introduction

**READING:** Reading Techniques

**COMPOSITION WRITING:** Paragraph Writing

**LITERATURE:** Prose- On Running After One's Hat- G. K. Chesterton

**GRAMMAR:** Types of Sentences

**UNIT - III****7 HOURS**

**LISTENING:** Barriers of Listening

**SPEAKING:** Telephone Conversations

**READING:** Reading Comprehension Passages

**COMPOSITION WRITING:** Precis Writing

**LITERATURE:** Short Story - The Bet - Anton Chekov

**GRAMMAR:** Articles

**UNIT - IV****7 HOURS****LISTENING:** Story Narrations**SPEAKING:** Group Discussion**READING:** Reading Reports and profiles**COMPOSITION WRITING:** Letter Writing**LITERATURE:** One-act play- The Death Trap - H.H. Munro**GRAMMAR:** Tenses**UNIT - V****7 HOURS****LISTENING:** Listening Strategies**SPEAKING:** Interview Skills**READING:** Tips for MOC- Anchoring**COMPOSITION WRITING:** Circular Writing and Summary Writing**LITERATURE:** Short story- The Snake Song by R K Narayan**GRAMMAR:** Subject Predicate, Framing Questions and Question Tags**TOTAL: 36 HOURS****TEXT BOOK:**

1. Board of Editors, *Acrostic I* (2024). Karpagam Academy of Higher Education

**REFERENCE BOOKS:**

1. *Martin's, St* (2013). *Oxford Handbook of Writing: Handbook of Writing*. Cambridge University Press.
2. Julian Treasure, *Sound Business*, (2012). Oxford University Press
3. Hornby, A, S. (1975). *The Guide to patterns and usage in English*: oxford university Press.
4. Ellis, R. (1990). *Instructed second language acquisition*, Oxford: oxford university Press New York: Pergamon Press.

**WEB SITES:**

1. <https://www.poemhunter.com/>
2. <https://hearhandfield.com/on-running-after-ones-hat-gk-chesterton-1915/>
3. <https://www.eastoftheweb.com/short-stories/UBooks/Bet.shtml>
4. <https://mastanappa.blogspot.com/2018/09/the-death-trap-h-h-munro-saki.html>
5. <https://shorturl.at/ud8rp>

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-
CO3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-
AVG	-	3	3	-	-	-	3	-	-	-	2	-	-	-	-	-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

- Familiarity with basic financial terms such as assets, liabilities, equity, revenue, expenses, Profit, and loss.

**COURSE OBJECTIVES (CO):**

- Students will master fundamental accounting principles, enabling them to accurately journalize transactions, maintain ledgers, and prepare trial balances effectively.
- Students will prepare final accounts, calculate depreciation, and manage hire purchase and instalment transactions, including defaults.
- Students will apply accounting principles to royalty accounting, value stock accurately, and prepare consolidated branch accounts.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Understanding of basic accounting principles and practices for journalizing, ledger maintenance, trial balance preparation and Proficiency in preparing final accounts.	Understand
CO2	Ability to calculating depreciation's impact on financial statements.	Apply
CO3	Ability in creating consolidated financial accounts and accounting for different branch kinds.	Apply
CO4	Ability to account for transactions in hire purchase and installment systems, including default scenarios.	Apply
CO5	Apply Journal Entries and Ledger Accounts in Royalty Accounting	Apply

**UNIT – I INTRODUCTION TO ACCOUNTING CONCEPTS****20 HOURS**

Accounting – Definition – Concepts and Conventions – An Overview of Accounting Standards – Ind As - Meaning- Uses and Importance – An Overview of IFRS - Final Accounts of a Sole Trader (ICAI Format)

**UNIT – II DEPRECIATION ACCOUNTING AND SINGLE ENTRY SYSTEM****21 HOURS**

Depreciation Accounting – Methods of Depreciation- Straight Line, Diminishing Balance and Annuity Method – Amortization of Intangible Assets. Single Entry system – Meaning and Salient Features – Statement of Affairs Method- Conversion Method.

**UNIT – III BRANCH ACCOUNTING****21 HOURS**

Branch Accounts- Dependent Branch-Stock and Debtors System (Excluding Foreign Branch) – Departmental Accounts –Inter-Departmental Transfer.

**UNIT – IV HIRE PURCHASE AND INSTALLMENT ACCOUNTING****21 HOURS**

Hire Purchase and Instalment- Hire Purchase Accounting – Default and Repossession- Instalment Accounting.

**UNIT – V ROYALTY ACCOUNTING****21 HOURS**

Royalty Accounting (Excluding Sub-Lease) – -Minimum Rent, Short working, Recoupment of short working, Methods of recoupment, Short working written off- Accounting treatment –Journal entries and ledger accounts in the books of Lessee and Landlord-Adjustment of minimum rent due to Strike and Lock out – AS 19.

**Note:** Distribution of Marks - 20% theory and 80% problem

**TOTAL: 104 HOURS****TEXT BOOKS:**

1. S.P. Jain and K.L.Narang (2016) *Advanced Accountancy Principles of Accounting*, Kalyani Publishers, Ludhiana
2. S. N. Maheshwari, Suneel K Maheshwari (2018) *Financial Accounting*, 6<sup>th</sup> Edition, Vikas Publishing House, New Delhi
3. Dr. S N Maheshwari & Dr. Suneel K Maheshwari (2018), *Problems and Solutions in Advanced Accountancy* . 6<sup>th</sup> edition, Vikas Publishing House, New Delhi
4. T.S.Reddy, A.Murthy (2012) *Financial Accounting*, Margham Publication, Chennai

**REFERENCE BOOKS:**

1. Shukla,M.C. Grewal T.S. Gupta. S.C. (2016), *Advanced Accounts*. Vol.-I., 19<sup>th</sup>Edition, S. Chand & Co., New Delhi.
2. Deepak Sehgal. (2016),*Financial Accounting*.1<sup>st</sup> edition, Vikas Publishing House, New Delhi
3. Dr.P C Tulsian & CA Bharat Tulsian (2016) *Financial Accounting*, 2<sup>nd</sup> Edition,Sultan Chand Publishing, New Delhi

**WEBSITE:**

- 1.[https://swayam.gov.in/nd1\\_noc20\\_mg71/preview](https://swayam.gov.in/nd1_noc20_mg71/preview)

**CO,PO,PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	2	-	-	-	-	2	-	-	2	-	-	-	-	-	1	1
CO2	3	-	-	3	-	-	-	-	-	2	-	-	-	-	2	1	1
CO3	3	-	-	3	-	-	-	-	-	2	-	-	-	-	-	1	1
CO4	3	2	2	-	-	-	2	-	-	-	-	2	2	-	-	1	1
CO5	3	2	-	3	-	-	-	-	-	-	-	-	-	-	-	1	1
<b>AVG</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>1</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

- Awareness of basic management concepts including planning, organizing, leading, and controlling.

**COURSE OBJECTIVES (CO):**

- Understand the essentials, scope, classification, characteristics, objectives, and evolution of business, including modern trends and the business-profession relationship.
- Demonstrate proficiency in management concepts, objectives, and evolution, including effective planning, decision-making, and designing organizational structures and processes.
- Apply principles of directing and controlling, including leadership, supervision, motivation, communication, and control techniques, and their relationship with planning.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Understand the essentials, scope, types, features, goals, and evolution of business, including modern trends and the business-profession relationship.	Understand
CO2	Learn about different forms of business organizations and their sector impacts.	Understand
CO3	Demonstrate mastery in management concepts, goals, significance, history, and effective planning and decision-making skills.	Apply
CO4	Design efficient organizational structures and processes like departmentation, delegation, centralization, and span of control.	Apply
CO5	Apply directing and controlling principles, including leadership, coordination, supervision, motivation, communication, and control, linked to planning.	Apply

**UNIT – I BUSINESS****16 HOURS**

Meaning and Definition of Business - Essentials - Scope of Business - Classification of Business Activities –Business Organization - Meaning – Definition - Characteristics - Objectives of Business Organization - Evolution of Business Organization - Modern Business - Business & Profession.

**UNIT - II BUSINESS ORGANISATION****17 HOURS**

Forms of Business Organization - Sole Proprietorship – Joint Hindu Family – Partnership - Joint Stock Companies – One Person Company (OPC) - Co-operative Society –Limited Liability Partnership (LLP) – Government Companies - Choice of Form of Organization - Forms of Public Enterprises - International Business - Multinational Corporations.

**UNIT - III MANAGEMENT****17 HOURS**

Introduction Concepts – Objectives - Nature Scope and significance of management - Evolution of Management Thought-Contribution of Taylor -Weber and Fayol Management Planning: Concept – Objectives – Nature – Limitation - Process of Planning- Importance – Forms -Techniques and Process of Decision Making.

**UNIT - IV ORGANISATION****17 HOURS**

Concept – Objectives - Nature of Organisation - Types of Organization– Organisation Process – Departmentation - Delegation of Authority - Authority and Responsibilities- Centralization and Decentralization - Span of Control.

**UNIT V DIRECTING AND CONTROLLING****17 HOURS**

Concept, Principles and Techniques of Directing - Coordination - Concept of leadership – Meaning – Importance – Styles – Supervision - Motivation - Communication -Controlling: Concept – Principles - Process and Techniques of Controlling - Relationship between Planning and Controlling.

**TOTAL: 84 HOURS****TEXT BOOKS:**

1. C.B. Gupta (2017), Business Organization and Management, Sultan Chand and Sons, New Delhi
2. C R Basu (2017), Business Organization and Management, Mc Graw Hill Education, Bengaluru

**REFERENCE BOOKS :**

1. Bhushan, Y.K. (2014), Business Organization and Management, 18th Edition, Sultan Chand and Sons. New Delhi.
2. Kaul, V.K., (2013), Business Organization and Management, Pearson Education, New Delhi.
3. Chhabra, T.N., (2017), Business Organization and Management, Sun India Publications, New Delhi.
4. Gupta CB, (2014), Modern Business Organization, Mayur Paperbacks, New Delhi.
5. Koontz & Weihrich, (2010), Essentials of Management, Mc Graw Hill Education, Bengaluru.

**CO,PO,PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-
CO2	3	-	-	-	-	-	-	-	-	-	2	-	-	-	3	3	3
CO3	3	-	3	2	-	-	2	-	-	-	2	-	-	2	-	-	-
CO4	3	-	-	2	-	-	2	-	-	-	-	-	-	3	-	-	-
CO5	3	-	-	-	-	1	-	-	-	-	-	-	1	-	2	2	2
AVG	3		3	2	-	1.5	2	-	-	-	2	-	1	2.5	2.5	2.5	2.5

1 - Low, 2 - Medium, 3 - High, '-' - No Correlation

**PREREQUISITE:**

- Computer Literacy, Microsoft Office, Word Processing, Spreadsheet Management, Basic Database.

**COURSE OBJECTIVES (CO):**

- Prepare documents, reports, and datasheets, utilizing built-in functions for data analysis to support decision-making.
- Utilize visual aids and tools to present data effectively, and design presentations for business meetings.
- Store, retrieve, and analyze data to make informed decisions, applying computer tools to real-life business situations.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course outcomes	Blooms Level
CO1	Prepare documents and reports for the organization.	Apply
CO2	Prepare datasheet and apply the built-in functions for analyzing the data to support decision making	Analyze
CO3	Utilize visual aids and tools to present the data	Apply
CO4	Design the presentations for the business meetings	Apply
CO5	Store, retrieve data and make decisions based on the information and employ Computer on real life business situations	Apply

**MS WORD****1. Basic Functions****5 HOURS**

Type Chairman's Speech / Auditors report/ Minutes/ agenda and perform the following operations Bold, Underline, Font Size, Font Style, Background Color, text Color, Line Spacing, Spell Check, Alignment, Header and Footer, inserting page numbers, Find and replace.

**2. Prepare an invitation for the College Function****5 HOURS**

Prepare an invitation for the College Function using Text boxes and Clip Arts

**3. Prepare a class time table****5 HOURS**

Prepare a class time table and perform the following operations - Insert table, data entry, alignment of rows and columns, inserting and deleting and change of table format.

**4. Prepare a shareholders' meeting letter****5 HOURS**

Prepare a shareholder 'meeting letter (notice) for 10 members using mail merge operation.

**MS EXCEL****5. Prepare a mark list of your class****5 HOURS**

Prepare a mark list of your class (minimum 5 subjects) and perform the following operations Data entry, total, average, result and ranking by using arithmetical, logical functions and sorting.

**6. Prepare final accounts** **5 HOURS**  
Prepare final accounts (Trading Profit and Loss account and Balance Sheet) by using Mathematical formula.

**7. Draw different types of charts** **5 HOURS**  
Draw different types of charts (Line, Pie, Bar) to illustrate year wise performance of sale purchase, profit of a company by using chart wizard.

**MS POWERPOINT**

**8. Design Presentation slides for a product of your choice** **5 HOURS**  
Design Presentation slides for a product of your choice. The slides must include name, brand name, type of product, characteristics, price, special offer etc. and Add voice if, possible to explain the features of the product. The presentation should work in manual mode.

**9. Design presentation slides for organisation details for five levels of hierarchy** **5 HOURS**  
Design presentation slides for organization details for five levels of hierarchy of a company using organization chart.

**10. Design slides for the headline news of a popular TV channel.** **5 HOURS**  
The presentation should contain the following transactions – Top down, bottom up, Zoom in and Zoom out – The presentation should work in custom mode.

**11. Design presentation slides about an organization** **5 HOURS**  
Design presentation slides about an organization and perform frame movement by inserting clip arts to illustrate running of an image automatically.

**12. Design presentation slides for the seminar** **5 HOURS**  
Design presentation slides for the seminar, lecture presentation using animation effect and perform the following operations: Creations of different slides, changing background color, font color, using word art.

**MS ACCESS**

**13. Prepare a payroll for employee database of an organization** **6 HOURS**  
Prepare a payroll for employee database of an organization with the following details. Employee id, employee name, date of birth, department, designation, date of appointment, basic pay, dearness allowance, House Rent allowance and other deductions if any. Perform queries for different categories

**14. Create mailing labels for student database** **6 HOURS**  
Create mailing labels for student database which should include atleast three table, must have at least 2 fields with the following details: Roll no, name, course, year, college name, university, address, phone number.

**TOTAL :72 HOURS**

**TEXT BOOKS:**

1. Wayne L. Winston, (2017), Microsoft Excel 2016 - Data Analysis and Business Modeling, Prentice Hall India Learning Private Limited, New Delhi
2. Faithe Wempen (2016), Microsoft Office 2016 at Work for Dummies, Wiley India, New Delhi

**REFERENCE BOOKS:**

1.Dinesh Maidasani (2015), Learning Computer Fundamentals, MS Office and Internet& Web Technology, 3<sup>rd</sup> Edition, Laxmi Publications, New Delhi.

2.John Walkenbach (2015), Microsoft Excel 2016 Bible: The Comprehensive Tutorial Resource, Wiley India, New Delhi.

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	-	2	-	-	-	1	-	-	-	-	1	1
CO2	3	-	3	3	-	-	1	-	-	-	1	-	-	-	-	1	1
CO3	3	-	-	-	-	2	-	-	-	3	2	-	-	-	-	-	-
CO4	3	-		2	2	-	-	-	-	-	3	-	-	-	-	-	-
CO5	3	-	3	3	2	1	-	-	1	-	3	-	-	2	3	1	1
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>2.7</b>	<b>2</b>	<b>1.5</b>	<b>1.5</b>	<b>-</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>1</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

Not Required

**COURSE OBJECTIVES(CO):**

- Create awareness about Yoga and Physical Health.
- Providing value education to improve the students character understanding greatness of life force and Mind.
- Know about five aspects of life and to develop good Qualities and eliminating bad ones.

**COURSE OUTCOMES(COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Understand the concepts of about Yoga and Physical Health	Understand
CO2	Study the concepts a Greatness of Life force and Mind	Understand
CO3	Learn the aspects of Personality Development – Sublimation	Understand
CO4	Practices Human Resource Development	Apply
CO5	Understand about the yoga, life and Law of Nature	Apply

**UNIT - I YOGA AND PHYSICAL HEALTH****5 HOURS**

**Manavalakalai (SKY) Yoga:** Introduction Education as a means for youth empowerment-Greatness of Education Yoga for youth Empowerment. Simplified Physical Exercises Hand, Leg, Breathing, Eye exercises Kapalabathi, Makarasana Part I, Makarasana Part II, Body Massage, Acupressure, Relaxation exercises Benefits Yogasanas 1: Pranamasana Hastha Uttanasana Pada Hasthasana - AswaSanjalana Asana ThuvipathaasvaSarjalana asana AstangaNamaskara - Bhujangasana Atha Muktha Savasana AswaSanjalanaAsara Pada Hasthasana-Hastha UttanasanaPranamasana - Pranayama: Naddisudei-Clearance Practice-Benefits - Simplified Physical Exercise-Kayakalpa Practices - Meditation Practices.

**Philosophy of life:** Purpose of life Philosophy of life (Needs Protections Virtues Development of knowledge) Five Types of duties-Protection of the natural resources

**UNIT - II GREATNESS OF LIFE FORCE AND MIND****5 HOURS**

Reasons for Diseases Natural reasons (Genetic/imprints, Planetary Position, Natural calamities and climatic changes) Unnatural reasons (Food habits, Thoughts, Deeds) Philosophy of Kaya Kalpa: Physical body-Sexual vital fluid-Life force- Bio-Magnetism-Mind Maintaining youthfulness: Postponing old age seven components - Importance of sexual vital fluid Transformation of food into Measure and method in five

aspects of life-Controlling undue Passion. Kayakalpa practice: Aswini Mucra-Ojas breath-Benefits of Kaya Kapa.

### **UNIT - III PERSONALITY DEVELOPMENT – SUBLIMATION**

**5 HOURS**

Mental Frequencies: Beta, Alpha, Theta and Delta wave Agna Meditation explanation benefits. Shanti meditation: Shanthi Meditation explanation-benefits - Thuriya Meditation: Thuriya Meditation explanation-benefits - Benefits of Blessing Self blessing (Auto suggestion) Family blessing Blessing the others World blessing- Divine protection

Human Values: Set-cortio- Sell-confidence Honesty Contentment Humility Modesty To erance Adjustment-Sacrifice-Forgiveness Punty (Bocy, Dress, Enviornment) Physica purity- Mental purity-Spiritualpurity. Social Values: Nonviolence-Service Patriotism-Equality Respect for parents and elders care and protection Respect for teacher Punctuality-Time Management

### **UNIT - IV HUMAN RESOURCE DEVELOPMENT**

**4 HOURS**

Morality (virtues):Importance of Introspection: 1 Mine (Ego, Possessiveness) Six Evi Temperaments-Greed-Anger-Miserliness Immoral sexual passion - Inferionty and superiority Complex - Vengeance Maneuvering of Six Temperaments: Contentment-Tolerance-Charity-Chastity -Equality-Pardon (Forgiveness) - Five essential Qualities acquired through Meditation: Pespicacity Magnanimity Receptivity Adaptability-Creativity (Improved Memory Power)

### **UNIT - V LAW OF NATURE**

**5 HOURS**

Ten stages of the Mind - Five kosas of the mind Maintaining good Relationships Thought- Importance of thoughts - Reasons for Thoughts Practice of Analysis of ThoughtsDefinition of Desire-Root causes for desires Types of desires Desires Essential for success Practice for Moralization of Desires Thought-Reformation-Frugality. Anger- Reasons for Anger-Anger and Peace Ill effects of anger Tolerance and Forgiveness - Neutralization of Anger- practice. Diversity in Men (Why Men Differ) Love and compassion, Eradication of Worries: Reasons for Worries-Fout types of worries Il effects-results-Practice for Eradication of Worries

**YOGA PRACTICES:** Thandasana Chakrasana (sideways) Vruchasana Thirikonasana Varasana

**TOTAL: 24 HOURS**

### **TEXT BOOKS:**

1. Kayakapam Thathuvagnani Vethathiri Maharishi
2. Light on yoga BKS.lyenger
3. ManavalakalaPart-1-Thathuvagnani Vethathiri Maharishi.

### **REFERENCE BOOKS:**

1. Manavalakala part-2-Thathuvagnani Vethathiri Maharishi (1990)
2. Mind ThathuvagnariVethathir Maharishi (1990)
3. Simplified Physical Exercises- ThathuvagnaniVethathiri Maharishi (2018)
4. Sound Health through yoga - Dr.Chandrasekaran (1999)
5. The world orcer of Holistic unity- ThathuvagnaniVethathiri Mahanshi (1990)
6. Thirukkural-Rev. Dr.G.U.pope (19<sup>th</sup> Century)
7. Yoga for modern age ThathuvagnaniVethathin Maharishi (2014)

### CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	-	2	-	-	-	1	-	-	-	-	1	2
CO2	3	-	3	3	-	-	1	-	-	-	1	-	-	-	-	1	1
CO3	3	-	-	-	-	2	-	-	-	3	2	-	-	-	-	-	2
CO4	3	-	-	2	2	-	-	-	-	-	3	-	-	-	-	1	2
CO5	3	-	3	3	2	1	-	-	1	-	3	-	-	2	3	2	-
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>2.6</b>	<b>2</b>	<b>1.5</b>	<b>1.5</b>	<b>-</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>3</b>	<b>1.2</b>	<b>1.7</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**இலக்கிய இன்பம்****பாடத்திட்டப் பொதுநோக்கம்**

- கற்றல் வழி சிந்தனைத் திறனையும், கருத்து வெளிப்பாட்டுத் திறனையும், மேம்படுத்துதல்.
- அரசுத் தேர்வுகளுக்கு மாணவர்களை ஆயத்தமாக்குதல்; திறனாய்வு நோக்கை மேம்படுத்துதல்.
- இலக்கியங்களின் வழி மனித வாழ்வியலை உணர்த்துதல்.
- இன்புறுத்தல் மற்றும் அறிவுறுத்தல் நிலைகளில் இலக்கியங்களின் பங்களிப்பை உணர்த்துதல்.
- இளைய தலைமுறையினருக்கு அற உணர்வு மற்றும் வாழ்வியல் மதிப்புகளை அறிவுறுத்துதல்.

**பாடத்திட்டப் பயன்விளைவு**

- இந்தியக் குடியரிமைப்பணி முதலான போட்டித் தேர்வுகளில் இடம்பெறுகின்ற, 'தமிழ் இலக்கிய வரலாறு' குறித்த முழுமையான அறிமுகத்தை அடைதல்.
- தொல்லியல், கல்வெட்டியல் மற்றும் ஓலைச்சுவடியியல் சார்ந்த ஆவணத் தேடலுக்குரிய ஆய்வு மனப்பான்மையுடன், இலக்கியங்களை அணுகுதல்.
- 'அறிவியல் தமிழ்' 'இணையத் தமிழ்' போன்ற தமிழின் வளர்ச்சித் துறைகள் சார்ந்த திறன் மேம்பாடு பெற்றிருத்தல்.
- வேலைவாய்ப்புக்குரிய வகையில் படைப்பாக்கத்திறன் முதலான மொழி ஆளுமை பெற்றிருத்தல் ;
- சமூக வாழ்வியல் மதிப்புகளைப் பேணுவதற்குக் கருவியாக உள்ள இலக்கியங்களை நாடுகின்ற மனப்பான்மை வளர்ச்சி.

**தாள்கள் வரிசையும் தேர்வுச் செயல் திட்டமும்****பகுதி-I தமிழ்****இளநிலைப்பட்ட அறிவியல் மற்றும் கலையியல் வகுப்புகள்**

பருவம்	தாள்	கற்பிக்கும் நேரம்/வாரம்	தேர்வு மணிகள்	மதிப்பெண் அகமதிப்பீடு/பருவ எழுத்துத் தேர்வு	மொத்தம்	மதிப்புப் புள்ளிகள்
இரண்டு	II	4	3	40 / 60	100	3

## இலக்கிய இன்பம்

அலகு - I

11 மணிநேரம்

தமிழ் இலக்கிய வரலாறு

- தமிழிலக்கிய வரிசையில் திருமுறைகள், பன்னிரு திருமுறைகள் அறிமுகம், திருமுறை ஆசிரியர்களின் இலக்கியப்பங்களிப்பு.

பக்தி இலக்கியம்

- சைவம் - பெரியபுராணம் - திருமூலநாயனார் புராணம் - (தேர்ந்தெடுக்கப்பட்ட 15 பாடல்கள்)  
- அந்தியிளம் பிறைக்கண்ணி (1) - மற்றவர்தாம் (2), காவிநீர் (9) - அந்நிலைமை (10), அந்தணர்தஞ் (11) - மற்றவன்றன் (12), இவன் உயிர் (13), பாய்த்தியபின் (14) - வெய்யசுடர் (16) - அங்கவளும் (18) - பித்துற்ற (20) - இந்தநிலை (22) - ஆவடுதண் (25) - ஊனுடம்பில் (26) - முன்னிய (27)

கவிதை

- கண்ணன் என் சீடன் (1-150 வரிகள்) - மகாகவி பாரதியார்

கவிதை

- பெண்களின் உரிமைகள்(பெண்மை) - கவிமணி

கவிதை

- செருப்புடன் ஒரு பேட்டி- கவிஞர் மேத்தா

சிறுகதை

- கடவுளும் கந்தசாமிப் பிள்ளையும் - எழுத்தாளர் புதுமைப்பித்தன்

கட்டுரை

- ஆளுமைத்திறன் அறிவோம் (தன்னம்பிக்கை மாத இதழ்)

படைப்பிலக்கியப் பயிற்சி

- கட்டுரைப் படைப்பாக்கத்திறன்

அலகு - 2

10 மணிநேரம்

தமிழ் இலக்கிய வரலாறு

- பன்னிரு ஆழ்வார்கள் வரலாறு

பக்தி இலக்கியம்

- நாச்சியார் திருமொழி (வாரணம் எனத் தொடங்கும் 11 பாடல்கள்) - ஆண்டாள்.

கவிதை

- மலையாளக்காற்று - கவிஞர் சிற்பி பாலசுப்பிரமணியம்.

கவிதை

- கம்ப்யூட்டர் கையில் நாம் - கவிஞர் ஈரோடு தமிழன்பன்

சிறுகதை

- நந்தவனத்தில் ஒரு ஆண்டி- எழுத்தாளர் ஜெயகாந்தன்

கட்டுரை

- அறிவியல் தமிழ் ஆக்கம் - இற்றை நிலை - டாக்டர். வா.செ. குழந்தைசாமி

படைப்பிலக்கியப் பயிற்சி

- கவிதைப் படைப்பாக்கத்திறன்

அலகு - 3

10 மணிநேரம்

தமிழ் இலக்கிய வரலாறு  
பக்தி இலக்கியம்

- தமிழ்ப் புதுக்கவிதையின் தோற்றமும் வளர்ச்சியும்  
- திருவருட்பா - அஞ்சாதே நெஞ்சே (10 கண்ணிகள்) -  
இராமலிங்க அடிகளார்.

கவிதை

- கனவுகள் + கற்பனைகள் = காகிதங்கள் - கவிஞர் மீரா

கவிதை

- மின்மினிகளால் ஒரு கடிதம் - கவிஞர்

அப்துல்ரகுமான்

கவிதை

- ஒட்டடை - கவிஞர் தாமரை

சிறுகதை

- நாற்காலி - எழுத்தாளர் கி. ராஜநாராயணன்

கட்டுரை

- உயர்தனிச் செம்மொழி - முனைவர் இரா. குணசீலன்

இலக்கணம்

- வல்லினம் மிகும், மிகா இடங்கள்

படைப்பிலக்கியப் பயிற்சி

- சிறுகதைப் படைப்பாக்கத்திறன்

அலகு - 4

10 மணிநேரம்

தமிழ் இலக்கிய வரலாறு

- தமிழ்ச் சிறுகதையின் தோற்றமும் வளர்ச்சியும்.

கவிதை

- இயேசு காவியம் - கசப்புறு பாத்திரம் - “வானி லங்கு  
நிலவு” முதல் “நேர மின்று நெருங்கியே” (1 முதல் 8  
பாடல்கள்) - கவிஞர் கண்ணதாசன்.

கவிதை

- அதோ அந்த அவர்கள் - கவிஞர் வாலி.

கவிதை

- ஏழை இங்கொருவருமில்லை - கவிஞர்

குலோத்துங்கன்.

சிறுகதை

- சுயநலம் - கவிஞர் விந்தன்.

கட்டுரை

- கங்கை வேடனும் காளத்தி வேடனும் -  
சொல்லின் செல்வர் ரா.பி. சேதுப்பிள்ளை.

ஆளுமைத்திறன் மேம்பாடு

- பேச்சுக்கலை

அலகு -5

07 மணிநேரம்

தமிழ் இலக்கிய வரலாறு

- தமிழ் உரைநடையின் தோற்றமும் வளர்ச்சியும்

கவிதை

- தவத்தின் மேன்மை - கவிஞர் குணங்குடி மஸ்தான்  
சாகிபு

கவிதை

- சின்னச் சின்ன பிரளயங்கள் - கவிஞர் வைரமுத்து

கவிதை

- சுயம் - கவிஞர் சல்மா

சிறுகதை

- மீன் - எழுத்தாளர் பிரபஞ்சன்

கட்டுரை

- வீரச்சுவை - நாவலர் ந.மு.வேங்கடசாமி நாட்டார்

மொழித்திறன் மேம்பாடு

- பிழையின்றி எழுதுதல் பயிற்சி.

மரபுத்தமிழ் - திணைமரபு - உயர்திணை,  
அஃறிணை, அறிவியல் கலைச்சொற்கள்.

மொத்த மணிநேரம் - 48

**TEXT BOOK:**

1.கற்பகச் சோலை – தமிழ்ப்பாட நூல், இலக்கிய இன்பம், தமிழ்த்துறை வெளியீடு, கற்பகம் உயர்கல்விக்கழகம், கோயம்புத்தூர் – 21.

**பார்வை நூல்கள்:**

- 1.தமிழ் இலக்கிய வரலாறு, முனைவர் கா.கோ. வேங்கடராமன், கலையக வெளியீடு, நாமக்கல்.
- 2.பெரியபுராணம் தொகுதி-1 பன்னிருதிருமுறை ஆய்வுமைய வெளியீடு, கற்பகம் உயர்கல்விக்கழகம், கோவை-21

**இணையதளம்:**

W1-www.tvu.org.in

W2- www.maduraitamilproject.com

**இதழ்கள்:**

J1- International Research Journal of Indian Literature,irjil.in

J2 - International Tamil Research Journal, iorpress.in

**வினாத்தாள் கட்டமைப்பு****இடைத்தேர்வு - மொத்த மதிப்பெண்கள் 60**

பகுதி - அ (இரு மதிப்பெண் வினாக்கள்)  $6 \times 2 = 12$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)

பகுதி - ஆ ( ஆறு மதிப்பெண் வினாக்கள்)  $3 \times 6 = 18$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)

பகுதி - இ (பத்து மதிப்பெண் வினாக்கள் )  $3 \times 10 = 30$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)

**பருவத்தேர்வு - மொத்த மதிப்பெண்கள் 100**

பகுதி - அ (இரு மதிப்பெண் வினாக்கள்)  $10 \times 2 = 20$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)

பகுதி - ஆ (ஆறு மதிப்பெண் வினாக்கள்)  $5 \times 6 = 30$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)

பகுதி - இ (பத்து மதிப்பெண் வினாக்கள் )  $5 \times 10 = 50$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	3	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	2	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AVG	2.8	2.6	2.4	-	-	-	-	-	-	-	-	-	-	-	-	-	-

1 - Low, 2 - Medium, 3 - High, '-' - No Correlation

**PREREQUISITE:**

Not Required

**COURSE OBJECTIVES(CO):**

- Understand the text styles and grammatical elements
- Discuss the content of a reading passage
- Develop an interest in the appreciation of short stories

**COURSE OUTCOMES(COs):**

- Basic knowledge of Hindi language will be improved.
- Knowledge of glossaries will increase.
- Hindi language expression will rise.
- Learners will enrich their grammar in Hindi.
- The desire to read literature, such as the essay on a poem, develops.

<b>UNIT-I</b>	a) Poetry – Nagarjun b) Drama -Dhruva Swamini c) Novel - Nirmala , Thotharam d) Grammar – Kaal , Theen Prakar	<b>9 HOURS</b>
<b>UNIT-II</b>	a) Poetry – Sita , Ram b) Drama – Mandhakini , Koma c) Novel – Mansaram , Jiyaram d) Grammar – Upsarg, Prathyay	<b>9 HOURS</b>
<b>UNIT-III</b>	a) Poetry – Lakshman, Valmiki b) Drama – Ramaguptha , Chandhraguptha c) Novel – Sudha, Bhuvan Mohan Singh d) Grammar – Sabda Vyutpathi	<b>10 HOURS</b>
<b>UNIT-IV</b>	a)Poetry -Vishvaamithra, Thrijada b)Drama –Sikhar Swami,Shakraj c)Novel – Udhaybanulaal, Siyaram d)Grammar – Sambandh Chochak	<b>10 HOURS</b>
<b>UNIT-V</b>	a)Poetry – Bhagirath , Sagar b)Drama – Khingal , Mihirdev , Prohith c) Novel – bhalchandra Sinha,Kalyani, Rangili Bai d) Samuchchaybodhak, Vishmayathibodhak	<b>10 HOURS</b>
		<b>TOTAL: 48 HOURS</b>

**REFERENC BOOKS:**

1. Nagarjun, (2018). Bhoomija, Radha Krishna Publication, New Delhi - 110051.
2. Jaysankar Prasad, (1933). Dhruva Swamini, Sakshi Publication, S 16, Naveen Shahdhara, Delhi - 110032.
3. Premchandh, (2020). Nirmala, Prabhath Prakashan, 4/19 Asaf Ali Road, New Delhi - 110002.
4. V.Shidhar Pro. & Dharmapal, (2005). Sugam Hindi Vyakaran, Shiksha Bharathi, Madharsa Road, Delhi - 110006.

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	3	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	3	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	3	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>AVG</b>	<b>3</b>	<b>2.4</b>	<b>2.4</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-

1 - Low, 2 - Medium, 3 - High, '-' - No Correlation

Instruction Hours / Week: L:4 T:0 P:0

Marks: Internal:40 External:60 Total: 100  
End Semester Exam: 3Hours**PREREQUISITE:**

Not Required

**COURSE OBJECTIVES (CO):**

- A basic understanding of contemporary poetry can be gained and the nature of modern poetry can be realized.
- Realizing the nature of drama and its nature and improving the knowledge of reading and understanding the nature of contemporary plays.
- Understands the benefits of correspondence and can enhance the correspondence you need.

**COURSE OUTCOMES (COs):**

- Get a basic understanding of Memories
- It will create basic knowledge about Environmental Psychology.
- It will create awareness about our environment.
- Knowledge is gain about our country, culture etc.
- It will be an eye opener to the students towards our Mother Earth.

<b>PART I – MALAYALAM II</b>		
<b>Unit No.</b>		<b>Hours</b>
<b>I</b>	Novel -Enmakaje	<b>10</b>
<b>II</b>	Novel – Enmakaje	<b>10</b>
<b>III</b>	Memories – Neermaathalam Poothakaalam	<b>10</b>
<b>IV</b>	Memories – Neermaathalam Poothakaalam	<b>9</b>
<b>V</b>	Translation(English to Malayalam)	<b>9</b>
	<b>TOTAL</b>	<b>48</b>

**Text Books:**

1. Emakaje – AmbikasuthanMangad – DC Books Kottayam,Kerala
2. NeermaathalamPoothakaalam - Madhavikutty -DC Books Kottayam, Kerala

**Reference Books:**

1. Athmakathasahithyam Malayalathil - Dr. Vijayalam Jayakumar (N.B.S.Kottayam)
2. Malayala Novel SahithyaCharitram-K.M.Tharakan (N.B.S.Kottayam)
3. SahithyaCharitramPrasthanangalilude- Dr.K.M George,(D.C.Books Kottayam)
4. MalayalaSahithyavimarsam-Sukumar Azheekode (D.C.books)

## CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-
CO3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-
<b>AVG</b>	-	<b>1.2</b>	<b>0.6</b>	-	-	-	<b>0.6</b>	-	-	-	-	<b>0.4</b>	-	-	-	-	-

1 - Low, 2 - Medium, 3 - High, '-' - No Correlation

**PREREQUISITE:**

Not Required

**COURSE OBJECTIVES (CO):**

- The fundamental objective of the curriculum is to impart effective science education at the undergraduate level, exposing them to recent trends and developments in the subject.
- Creating scientific temper is another major objective of this curriculum.
- Another major thrust given here is to develop an environmental concern in all activities of the students. 'Go green', the motto of the syllabus emphasizes the urgent need to conserve nature without destruction of natural resources.

**COURSE OUTCOMES (COs):**

- **Critical Thinking: Take** informed actions after identifying the assumptions that frame students' thinking and actions.
- **Problem Solving:** Understand and solve problems of relevance to society to meet the specified needs using the knowledge, skills and attitudes acquired.
- **Effective Communication:** Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the world by connecting people, ideas, books, media and technology.
- **Effective Citizenship:** Demonstrate empathetic social concern and equity centered national development.
- **Environment and Sustainability:** Understand the issues of environmental contexts and sustainable development.

**UNIT-I**

**10 HOURS**

Introduction to Sanskrit Prose, Important prose works in Sanskrit

**UNIT – II**

**10 HOURS**

Balaramayana – Balakanda

**UNIT – III**

**10 HOURS**

Balaramayana – Ayodhyakanda

**UNIT – IV**

**09 HOURS**

Balaramayana – Aranyakanda

**UNIT – V****09 HOURS**

Athmanepada Declension of ending nouns (feminine)  
Passages from Sanskrit Self Teacher (Simple sentences)

**TOTAL: 48 HOURS****Prose text book available at:**

- Balaramayana – a simple prose version R.S. Vadhyar and sons Palghat (2012), Kerala.

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1	2	3	3	-	-	-	-	-	-	-	-	-	-	-
CO2	3	3	2	-	-	-	-	-	-	-	-	-	-	-
CO3	3	2	3	-	-	-	-	-	-	-	-	-	-	-
CO4	3	3	2	-	-	-	-	-	-	-	-	-	-	-
CO5	2	2	3	-	-	-	-	-	-	-	-	-	-	-
<b>AVG</b>	<b>2.6</b>	<b>2.6</b>	<b>2.8</b>	-	-	-	-	-	-	-	-	-	-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

Not Required

**COURSE OBJECTIVES (CO):**

The objectives of this course are:

- To make the students to speak and write errors free French.
- To help the students develop their listening, speaking, reading and writing skills.
- Introducing literary works to the students to enhance their analytical and aesthetic skills.

**COURSE OUTCOMES (COs):**

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

COs	Course Outcomes	Blooms Level
CO1	strengthen the foundation of the language.	Remember
CO2	standardize and demonstrate understanding of LSRW skills.	Understand
CO3	utilize fundamentals of language for reading, writing and effective communication.	Apply
CO4	enhancing the reading skill to build the leadership quality.	Apply
CO5	Develop the moral and aesthetic values.	Evaluate

**Unité - I**

- |                  |   |                |
|------------------|---|----------------|
| a) Leçon         | - Les loisi   | <b>9 HOURS</b> |
| b) Communication | - Parler de ses goûts et de ses préférences   |                |
| c) Grammaire     | - Les adjectifs interrogatifs , Les nombres ordinaux, L'heure, Les pronoms personnels COD |                |
| d) Verbes        | -savoir et connaitre  |                |
| e) Lexique       | - Les loisirs, Les activités quotidiennes ,Les matières                                   |                |
| f) Culture       | - les grands fleuves de france.   |                |

**Unité - II**

- |                  |  |                |
|------------------|--|----------------|
| a) Leçon         | - La routine   | <b>9 HOURS</b> |
| b) Communication | - Décrire sa journée   |                |
| c) Grammaire     | - Les verbes pronominaux, Les verbes du premier groupe en -e_er, -é_er, -eler, -eter, Le verbe prendre |                |
| d) Verbes        | - manger, boire  |                |
| e) Lexique       | - Le temps et l'heure ,La fréquence  |                |
| f) Culture       | - les bandes dessinees.  |                |

**Unité - III**

- |                  |  |                 |
|------------------|--|-----------------|
| a) Leçon         | -Où faire ses courses                    | <b>10 HOURS</b> |
| b) Communication | - Au restaurant : commander et commenter |                 |

	c) Grammaire	- Les articles partitifs, Le pronom en (la quantité) très ou beaucoup ? La phrase négative	
	d) Verbes	- les verbes irréguliers	
	e) Lexique	- Les aliments, Les quantités, Les commerces et les commerçants	
	f) Culture	- Les plats français	
<b>Unité -IV</b>	a) Leçon	- Découvrez et dégustez	<b>10 HOURS</b>
	b) Communication	- Inviter et répondre, à une invitation	
	c) Grammaire	- L'impératif, Il faut, c'est/ il est, future proche	
	d) Verbes	- Les verbes devoir, pouvoir, savoir, vouloir	
	e) Lexique	- Demander et dire le prix, Les services, Les moyens de paiement	
	f) Culture	- Le festival du mot	
			<b>10 HOURS</b>
<b>Unité – V</b>	a) Leçon	- Tout le monde s'amuse, Les ados au quotidien	
	b) Communication	- Décrire une tenue, Écrire un message amical	
	c) Grammaire	- Les adjectifs démonstratifs, La formation du féminin Le pronom indéfini on, passé composé.	
	d) Verbes	- Les verbes du premier groupe en -yer, Les verbes voir et sortir	
	e) Lexique	- Les sorties Situer dans le temps, La famille, (2) Les vêtements et les accessoires	
	f) Culture	- Le pays des gourmands	
			<b>TOTAL: 48 HOURS</b>

#### REFERENCE BOOKS:

1. Marie-Noëlle Cocton, December 2015, *Saison 1: méthode de français*, Volume 89, Number 2, Johns Hopkins University Press, Dider Paris
2. Marion Alcaraz, Dorothée Escoufier, Camille Gomy, Mathilde Landier, Francine Quéméner, Delphine Ripaud, 2014, *Saison 1- Cahier d'activités*, Dider, Paris.
3. Anne Akvüz, Bernadette Bazelle-Shahmaei, Joëlle Bonenfant, Marie-Françoise Gliemann, 24 Aug. 2005, *LES 500 EXERCICES DE GRAMMAIRE AVEC CORRIGÉS*, Hachette Français Langue Étrangère, Paris.
4. Christian Beaulieu, 2011, *Je Pratique Exercice De Grammaire A1*, French, Goyal Publishers, Paris.
5. Nathalie Bié, Philippe Santinan, April 2014, *Grammaire pour adolescents 250 exercices*, French, CLE INTERNATIONAL, Paris.

#### WEBSITES :

1. <http://enseigner.tv5monde.com/>
2. [bonjourdu monde.com/exercices/contenu/le – francais-du- tourisme.html](http://bonjourdu monde.com/exercices/contenu/le-francais-du-tourisme.html)
3. <http://www.bonjurdefrance.com/>
4. <https://www.lepointdufle.net/>

## CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO 1	PSO 2
CO1	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO1	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-
<b>AVG</b>	<b>--</b>	<b>2.5</b>	<b>2.5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>							

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

Not required

**COURSE OBJECTIVES(CO):**

- To make the students to speak and write errors free English.
- To help the students develop their listening, speaking, reading and writing skills.
- Introducing literary works to the students to enhance their analytical and aesthetic skills.

**COURSE OUTCOMES (COs):**

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

COs	Course Outcomes	Blooms Level
CO1	Strengthen the foundation of the language.	Remember
CO2	Standardize and demonstrate understanding of LSRW skills.	Remember
CO3	Utilize fundamentals of language for reading, writing and effective communication.	Apply
CO4	Enhancing the reading skill to build the leadership quality.	Understand
CO5	Develop the moral and aesthetic values.	Understand

**UNIT - I****8 HOURS****LISTENING:** Listening to Different Accents and Intonation**SPEAKING:** Preparing for Small Talks**READING :** Syllabification**COMPOSITION WRITING:** Developing a story with pictures**LITERATURE:** Refuge Mother and Child by Chinua Achebe (Poetry)**GRAMMAR:** Subject Verb Agreement**UNIT - II****7 HOURS****LISTENING:** Listening in Different Contexts**SPEAKING:** Oral Presentation**READING:** Reading Passages**COMPOSITION WRITING:** Hints Development**LITERATURE:** Prose: My Childhood- Dr. A.P.J. Abdul Kalam**GRAMMAR:** Phrases and Clauses**UNIT - III****7 HOURS****LISTENING:** Listening to Buisness stories/Tedtalks**SPEAKING:** Public speaking and secrets of good delivery**READING :** Note Making**COMPOSITION WRITING:** Rearranging Paragraphs**LITERATURE:** Poem: A Gift of India - Sarojini Naidu

**GRAMMAR:** Voices

**UNIT - IV**

**7 HOURS**

**LISTENING:** Listening to instructions and announcements

**SPEAKING:** Debating

**READING :** Close Reading

**COMPOSITION WRITING:** Writing Agenda, Memos, Minutes and Notices

**LITERATURE:** Play: Dance Like a Man - Mahesh Dattani

**GRAMMAR:** Degrees of Comparison

**UNIT - V**

**7 HOURS**

**LISTENING:** Listening to Product Description- Labelling and Gap Filling Exercises

**SPEAKING:** Developing Argument and Closing Argument

**READING:** Reading Comprehension/ Summary Writing

**COMPOSITION WRITING:** Dialogue Writing

**LITERATURE:** Short- story: The Bear Hunt- Leo Tolstoy

**GRAMMAR:** Direct and Indirect speech

**TOTAL: 36 HOURS**

**TEXT BOOK:**

1. Board of Editors (2024), Acrostic II. Karpagam Academy of Higher Education

**REFERENCE BOOKS:**

1. *Martin's, St* (2013). *Oxford Handbook of Writing: Handbook of Writing*. Cambridge University Press.
2. Julian Treasure, *Sound Business*, (2012). Oxford University Press
3. Hornby, A. S. (1975). *The Guide to patterns and usage in English*: oxford university Press.
4. Ellis, R. (1990). *Instructed second language acquisition*. Oxford: oxford university Press.

**WEB SITES:**

1. <https://allpoetry.com/>
2. <https://ncert.nic.in/textbook/pdf/iebe106.pdf>
3. <https://poets.org/poem/gift-india>
4. <https://shorturl.at/4sgld>
5. <https://sportingclassicsdaily.com/leo-tolstoy/>

### CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO1	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-
AVG	--	2.5	2.5	-	-	-	-	-	2	-	-	-	-	-	-	-	-

1 - Low, 2 - Medium, 3 - High, '-' - No Correlation

Instruction Hours/week: L: 5 T: 0 P:0

Marks: Internal:40 External:60 Total:100

End Semester Exam: 3 Hours

**PREREQUISITE:**

- Student should be familiar with Basic Accounting Principles and Introduction to Business Processes.

**COURSE OBJECTIVES (CO):**

- Introduce students to accounting principles, bookkeeping systems, business organizations, and the types and trends in Finance and Accounting (F&A) outsourcing.
- Explore key financial processes including purchasing activities, order processing, inventory control, distribution strategies, procurement, accounts payable and receivable, invoice management, payment procedures, and emerging technologies in F&A.
- Examine general ledger activities, cost allocation, reconciliation, ERP modules, report generation, accounting standards, controls, compliance, BPO operating models, and future challenges in F&A services.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Students will comprehend accounting principles, bookkeeping systems, and the types of business organizations.	Understand
CO2	They will apply knowledge to manage purchasing activities, inventory control, and negotiate costs effectively.	Apply
CO3	Students will analyze accounts payable and receivable processes, identifying issues and resolving them efficiently.	Analyz
CO4	They will evaluate general ledger activities, cost allocation methods, and assess emerging F&A technologies.	Evaluate
CO5	Students will design and propose innovative solutions to address future challenges in integrating accounting standards, controls, and compliance into BPO operations.	Apply

**UNIT- I ACCOUNTING OVERVIEW, BASICS OF BUSINESSES OUTSOURCING NEED AND ITS CURRENT TREND** **12 HOURS**

Basic Accounting Principles, Concept, Convention - Systems of Book Keeping Recording, Classifying and Summarizing of Transaction - Final Accounts Types of Business Organizations - Business Partnerships - Types of BPOs - Merits and De-Merits on various BPO options -

Accounting Business Process Cycle - Evolving of Outsourcing - Need for outsourcing Horizontal Services - Current Trend in F&A Outsourcing.

#### **UNIT - II PURCHASE MANAGEMENT**

**12 HOURS**

Activities before Purchasing, Quotations, Negotiation, Costs associated with Purchases etc - How a Purchase Order is raised, types of Purchase Orders, Contracts etc., Warehouse Receipt procedures, Returns, Issues and various Documents - Accounting Impact - Inventory Control - Types of discount offered by Vendors - Basics of Distribution Strategies, Integration of Strategic Partnering, Outsourcing and Procurement Strategies - Freight Negotiation, FTL, Payments, Conditions etc.,

#### **UNIT - III ACCOUNTS PAYABLES AND ACCOUNTS RECEIVABLE**

**12 HOURS**

Various Activities in Accounts Payable and Accounting Impact - Types of Invoice Matching and resolving issues - Invoice Payment, Procedures and Mode of payment - Employee Payment (T&E and Various Cards) - Debit Balance, write back, Discount adjustments and various actions - Help desk and support Activities - Vendor Account Reconciliation - Latest developments (Vendor Portal, EDI, E-Invoicing, Tools etc.,) - Effective management of AP leads to working Capital improvement.

Various Activities in Accounts Receivable and Accounting Impact - Background check for Customers (D&B Report, Credit Rating) Credit Limit, Customer Contract / Order - Management) - Mode of receiving Payment, Actions for non-receipt, Netting off - Revenue Recognition – Collection - Cash Applications - Adjustment of Discounts, Rebate, QPS discount, Write off etc., - Disputes Handling procedures - Customer Help desk and support Activities - Customer Account Reconciliation - Latest Developments (Customer Portal, E-Invoicing, Tools etc.,) - Effective management of AR leads to working Capital improvement.

#### **UNIT - IV GENERAL LEDGER & EMERGING TREND IN F&A TECHNOLOGY**

**12 HOURS**

Activities in General Ledger - What is Subsidiary and Control Accounts - Chart of Accounts and maintenance, Cost Centre, Profit Centre, - Adjustment journals - Cost Allocation etc. - Bank Reconciliation - Fixed Asset Maintenance - Inter Company - Accounting and Reconciliation - Tax Accounting - Transitional Element - Generation of Final Accounts - Various Reports (Statutory Reports, Schedules, Variance Analysis). Modules and usage of ERPs - Basic Screens required to be understood for F&A process - Report generation - XBRL, Platform, Counting, Data Privacy Law etc.

#### **UNIT - V ACCOUNTING STANDARD, CONTROLS AND COMPLIANCE OPERATING MODEL OF BUSINESS PROCESS SERVICES**

**12 HOURS**

Basics of Accounting Standard - Differences between various GAAPs (US, UK, Indian and IFRS) COSO, Internal Controls & Audit, ISO Standards (applicable to BPO) / CMMI Certification etc., - PCI Data Security Standard / Security Audit / Data Privacy and Protection SOX - Compliance / SSAE 16 / ISAE 3402 - SOD, Access, Incident Management, BCP etc.,

How the various transaction flows are happening - BPO Terminologies - Importance of Process Documents Service Level Measurements Contractual elements - Governance model - Internal Reporting - Delivery Excellence - Integration of support functions - Future and Challenges

Note: Distribution of marks –100 Percent Theory.

**TOTAL: 60 HOURS**

**TEXT BOOK:**

1. Tata Consultancy Services BPS study material

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	2	-	-	-	-	-	-	-	-	-	-	-	-	1	3
CO2	3	-	-	2	-	-	-	-	-	-	-	-	-	-	-	1	1
CO3	3	-	-	2	1	-	-	1	-	-	-	-	-	-	-	-	1
CO4	3	-	-	-	-	-	-	-	2	-	2	-	-	-	-	-	3
CO5	3	-	2	-	-	-	-	-	2	-	2	-	-	1	-	1	3
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>2</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours/week: L: 4 T: 0 P:0

Marks: Internal:40 External:60 Total:100

End Semester Exam: 3 Hours

**PREREQUISITE:**

Student should be familiar with Basic Insurance Concepts and Business Communication

**COURSE OBJECTIVES (CO):**

- Introduce students to risk management, insurance fundamentals, contract principles, types of insurance, and insurance company operations.
- Explore life insurance, annuities, group insurance principles, property and casualty insurance concepts, underwriting, policy servicing, claims processes, and health insurance concepts, including industry challenges and regulations.
- Understand retirement services, planning, asset allocation, pension types, and participant life cycles.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Gain knowledge and understanding of risk management, insurance fundamentals, and types of insurance.	Understand
CO2	Demonstrate comprehension of life insurance policies, annuities, and group insurance principles.	Apply
CO3	Analyze property and casualty insurance concepts, providers, underwriting, and claims processes.	Analyz
CO4	Explore health insurance concepts, industry challenges, regulations, and policy types.	Understand
CO5	Understand retirement services, planning, asset allocation, pension types, and participant life cycles.	Understand

**UNIT - I CONCEPT OF RISK****9 HOURS**

Risk Management - Basic concepts (Hazards, Perils, Assets, etc.) - Fundamentals of Insurance - Characteristics of a valid contract - Insurance contract - Principles & Practices of Insurance Contract - Important terminologies & parties in insurance contract - Types of Insurance (Personal, Commercial, Health, Life, etc.) - History of Insurance - Types of Insurance companies - Business units in an Insurance company - Overview of Insurance Life Cycle (Underwriting, Policy Servicing, Claims, etc.) - Reinsurance concept.

**UNIT - II LIFE INSURANCE AND ANNUITY****9 HOURS**

Important terminologies in a Life Insurance policy - Parties in a Life Insurance policy - Individual Life Insurance plans - Supplementary Benefits - Policy Provisions - Ownership rights - Life Insurance policy life cycle ( New business & Underwriting, Policy servicing, Claims, etc.)

Insight into Annuity: Concept of Annuity - Types of Annuity - Annuity contract provisions - Annuity: USA – Fixed Annuity, Fixed Index Annuity, Variable Annuity - Qualified & Non- Qualified Annuity - Principles of Group Insurance - Group Life Insurance - Group Retirement Plans.

**UNIT - III PROPERTY AND CASUALTY INSURANCE****10 HOURS**

Concepts - Hazards, Perils, Catastrophe, Property Damage & Business Interruption, Policy exclusions, Indemnity, Deductibles, Retention, Premiums, Limits, Salvage, Subrogation, etc. - Insurance Providers – Co-Insurance, Reinsurance, Captive Insurance - Underwriting process - Policy Servicing process - Claims process – Reinsurance.

**UNIT - IV HEALTH INSURANCE****10 HOURS**

Concept of Healthcare Insurance - How Healthcare Insurance works - Key Challenges of Healthcare Industry - Healthcare Eco System - Healthcare regulations & Standards ; HIPAA – Medicare – Medicaid – Medicaid - Individual Health Insurance policies - Group Health Insurance policies - Managed Care.

**UNIT - V RETIREMENT PLANS****10 HOURS**

Concept of Retirement Services - Retirement Planning - Asset Allocation & Asset Classes - Life stages of an Investor - Defined Benefit & Defined Contribution - Individual Retirement Arrangement in USA - Third Party Administrator for Retirement Services in USA - Life cycle of Participants in a plan (enrollment, contribution, etc.) - Categories of Pension in UK – DWP&TPR- Annuity & Income Drawdown Plan.

**TOTAL: 48 HOURS****TEXT BOOK:**

1. Tata Consultancy Services BPS study material

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	-	-	-	3	-	2	-	-	-	3	1	-
CO2	3	1	-	-	-	-	-	-	3	-	-	-	-	-	3	-	-
CO3	3	-	-	-	-	-	-	-	3	-	-	-	-	-	3	-	-
CO4	3	-	-	-	-	-	-	-	3	-	-	-	-	-	3	1	1
CO5	3	-	-	1	-	-	1	-	-	-	2	-	-	-	3	2	1
<b>AVG</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>1.3</b>	<b>1</b>

1 - Low, 2 - Medium, 3 - High, '-' - No Correlation

**PREREQUISITE:**

- Basic understanding of algebra, calculus, and introductory statistics is required.

**COURSE OBJECTIVES (CO):**

- To understand and apply fundamental concepts of matrices, interest calculations, and differential calculus in business and economic contexts.
- To perform univariate and bivariate statistical analyses, including measures of central tendency, variation, correlation, and regression.
- To construct and analyze index numbers and time-series data, enabling practical applications in business and economic decision-making.

**COURSE OUTCOMES(COs):**

Upon completion of this course, the student will be able to:

<b>COs</b>	<b>Course Outcomes</b>	<b>Blooms Level</b>
CO1	Utilize the basic concepts and types of matrices to perform matrix algebra.	Analyze
CO2	Apply differentiation rules to various functions and solve problems related to elasticity, cost, revenue, and profit.	Analyze
CO3	Solve statistical measures such as mean, median, mode, and partition values to data sets.	Analyze
CO4	Utilize the correlation or regression methods to find the relationship between two variables.	Analyze
CO5	Apply the methods to construct simple and weighted index numbers and perform trend analysis using time-series data.	Analyze

**UNIT I MATRICES AND BASIC MATHEMATICS OF FINANCE****15 HOURS**

Definition of a matrix-Types of matrices- Algebra of matrices-Calculation of values of determinants up to third order-Adjoint of a matrix-Finding inverse of a matrix through adjoint-Applications of Matrices to solution of simple business and economic problems. Rates of interest: Simple and compound interest.

**UNIT II DIFFERENTIAL CALCULUS****14 HOURS**

Mathematical functions and their types: linear, quadratic, polynomial-Concepts of limit and continuity of a function-Concept of differentiation: Rules of differentiation – simple standard forms. Applications of differentiation: Maxima and Minima of functions (involving second or third order derivatives) relating to cost, revenue and profit.

**UNIT III UNI-VARIATE ANALYSIS****15 HOURS**

Measures of Central Tendency: Arithmetic mean, Geometric mean and Harmonic mean and its properties and applications - median - mode. Measures of Variation: Absolute and Relative- Range-Quartile Deviation -Standard Deviation-Coefficient of variation-Variance and its properties.

**UNIT IV BIVARIATE ANALYSIS****14 HOURS**

Simple Linear Correlation Analysis: Meaning and measurement - Karl Pearson's co-efficient and Spearman's rank correlation coefficient. Simple Linear Regression Analysis: Regression equations and estimation. Relationship between correlation and regression coefficients

**UNIT V TIME-BASED DATA: INDEX NUMBERS AND TIME-SERIES ANALYSIS****14 HOURS**

Meaning and uses of index numbers; Construction of index numbers: Aggregative and average of relatives – simple and weighted, Construction of consumer price indices. Components of time series; additive and multiplicative models; Trend analysis: Finding trend by moving average method and Fitting of linear trend line using principle of least squares.

**TOTAL: 72 HOURS****TEXT BOOKS:**

1. Sharma, J.K. (2019). *Business Statistics*, 5<sup>th</sup> Edition, Vikas Publishing House, New Delhi.
2. Navaneetham, P. A. (2019). *Business Mathematics and Statistics*, Jai Publishers, Trichy.

**REFERENCE BOOKS:**

1. Sreyashi Ghosh and Sujata Sinha, (2018). *Business Mathematics and Statistics*, 1<sup>st</sup> Edition, Oxford University Press, New Delhi.
2. Asim Kumar Manna, (2018). *Business Mathematics and Statistics*, 1<sup>st</sup> Edition, McGraw Hill Education, New Delhi.
3. Gupta S.P and Gupta P.K. (2022). *Business Statistics and Business Mathematics*, 5<sup>th</sup> Edition, Sultan Chand and Sons Publishing, New Delhi.
4. Mariappan, (2015). *Business Mathematics*, 1<sup>st</sup> Edition, Pearson Education, New Delhi.

**WEBSITES:**

1. <https://www.coursera.org/specializations/business-statistics-analysis>
2. [https://www.youtube.com/watch?v=TGo0\\_eIEFoA](https://www.youtube.com/watch?v=TGo0_eIEFoA)
3. <https://www.youtube.com/watch?v=6yQorRRp7CY>

### CO, PO, PSO Mapping

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PO 13	PO 14	PO 15	PSO 1	PSO 2
CO1	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	-	-	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	-	-	3	3	-	3	-	-	-	-	-	-	-	-	-	-	-
CO4	-	-	-	3	3	-	-	-	-	-	-	-	-	-	-	-	-
CO5	-	-	2	-	3	-	-	-	-	-	-	-	-	-	2	-	-
<b>Average</b>	-	-	<b>2.3</b>	<b>3</b>	<b>3</b>	<b>3</b>	-	-	-	-	-	-	-	-	<b>2</b>	-	-

1 - Low, 2 - Medium, 3 - High, '-' - No Correlation

Instruction Hours/week: L: 0 T: 0 P:6

Marks: Internal:40 External:60 Total:100

End Semester Exam: 3 Hours

**PREREQUISITE:**

Student should be familiar with Basic Computer Skills.

**COURSE OBJECTIVES (CO):**

1. To Create and format the data in excel sheet
2. To utilize all the inbuilt, functions and formulas and analyze the data.
3. To critically analyze the data using the what-if, solver and pivot functions.
4. To communicate the outputs in written form identifying the objective and outcome of each exercise.
5. To learn about the PIVOT Table.

**COURSE OUTCOMES (COs):**

**Upon completion of this course, the student will be able to:**

COs	Course Outcomes	Blooms Level
CO1	Familiarize to Create and format the data in excel sheet	Apply
CO2	Understand all the inbuilt, functions and formulas and analyze the data.	Understand
CO3	Critically analyze the data using the what-if, solver and pivot functions	Apply
CO4	Familiarize to communicate the outputs in written form identifying the objective and outcome of each exercise.	Apply
CO5	Understand about the PIVOT Table.	Understand

**LIST OF EXERCISES**

1. Creating an excel sheet and performing all formatting tools and protecting and printing the file.
2. Performing statistical functions, Performing financial functions, Performing date and text function
3. Filtering the data, Conditional formatting
4. Collating data from several worksheets
5. Charts, Chart Layout and style, Other chart options
6. IF Function,
7. VLookup Function and Hlook up,
8. What if Analysis – solver,
9. Name Ranges,
10. Charts and filter data using Slicers,

11. Excel dashboards – planning a dashboard, adding tables and charts in dashboard, adding dynamic content in dash board.
12. Pivot Table - Advance value field setting, Array functions and formulas, Array with lookup function

**TOTAL: 72 HOURS**

**SUGGESTED READINGS:**

1. John Walkenbach (2016), Microsoft Excel 2016 Bible: The Comprehensive Tutorial Resource, Wiley India, New Delhi.
2. Wayne L. Winston (2017), Microsoft Excel 2016 - Data Analysis and Business Modeling, PHI Learning Private Limited , New Delhi.
3. Michael Alexander (Author), Dick Kusleika (2016), Excel 2016 Power Programming with VBA, Wiley India, New Delhi.
4. John Walkenbach (2015), Excel VBA Programming, 4th edition, Wiley India, New Delhi.
5. Greg Harvey (2015) , Excel 2016 for Dummies, Wiley India, New Delhi.
6. Michael Alexander (2018), Excel Macros For Dummies, 2nd edition, Wiley India, New Delhi.
7. Adam Ramirez (2018), Excel Formulas and Functions: Step-By-Step Guide with Examples, Createspace Independent Publishing Platform, New Delhi.
8. Ritu Arora (2017), Advance excel 2016 training guide, BPB Publications, New Delhi.

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	-	1	-	2	-	-	-	-	-	-	-	-	-	-	3	-	-
CO2	1	-	-	2	-	-	-	3	-	-	3	-	-	-	3	1	-
CO3	-	-	-	-	-	-	-	3	-	-	3	-	-	-	3	-	-
CO4	-	-	-	-	-	1	-	3	-	-	3	-	-	-	3	1	-
CO5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-
<b>AVG</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>1</b>	<b>-</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

- Student should know about fundamentals of environment.

**COURSE OBJECTIVES (CO):**

- Create awareness about structure and functions of various ecosystems.
- Develop an attitude of concern for the natural resources availability and its environment protection.
- Learn about the environment, resources available, biodiversity and its conservation.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Define the structure and functions of various ecosystems	Remember
CO2	Learn the ethical, cross-cultural, and historical context of natural resources and the methods for conservation	Understand
CO3	Predict current scenarios and find ways for the protection and betterment of habitat	Analyze
CO4	Analyze the interactions between social and environmental problems	Apply
CO5	Develop systems concepts and methodologies to analyze and understand interactions between social and Environmental processes	Create

**UNIT - I INTRODUCTION - ENVIRONMENTAL STUDIES & ECOSYSTEMS****5 HOURS**

Environment Definition, Scope and importance; Ecosystem, Structure, classification, and functions of ecosystem. Energy flow, Food chains and food webs, Ecological succession. Forest ecosystem, Grassland Ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).

**UNIT – II NATURAL RESOURCES - RENEWABLE AND NON-RENEWABLE RESOURCES****5 HOURS**

Natural resources - Renewable and Non – Renewable resources. Land resources, Land degradation, desertification. Forest resources – Deforestation: Causes and impacts due to mining. Water resources- Use and over-exploitation of surface and ground water.

**UNIT - III BIODIVERSITY AND ITS CONSERVATION****5 HOURS**

Conservation of biodiversity: in-situ and ex-situ conservation of biodiversity. Values of Biodiversity - Ecological, economic, social, ethical, aesthetic value. Bio-geographical classification of India. Hot-spots of biodiversity. Endangered and endemic species of India. Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts.

**UNIT - IV ENVIRONMENTAL POLLUTION****4 HOURS**

Environmental Pollution - Definition, causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Noise pollution. Nuclear hazards and human health risks.

**UNIT - V SOCIAL ISSUES AND THE ENVIRONMENT****5 HOURS**

Social Issues and the Environment - Concept of sustainability and sustainable development. Climate change, global warming, ozone layer depletion, acid rain and its impacts on human communities and agriculture. Environment Laws (Environment Protection Act, Air Act, Water Act, Wildlife Protection Act, Forest Conservation Act).

**TOTAL : 24 HOURS**

**TEXT BOOKS :**

1. Anonymous. 2004. A text book for Environmental Studies, University Grants Commission and Bharat Vidypeeth Institute of Environmental Education Research, New Delhi.
2. Anubha Kaushik., and Kaushik, C.P. 2008. Perspectives in Environmental Studies. (3<sup>rd</sup> Ed.). New Age International Pvt. Ltd. Publications, New Delhi.

**REFERENCE BOOKS:**

1. Arvind Kumar. 2009. A Textbook of Environmental Science. APH Publishing Corporation, New Delhi.
2. Bodkin and Keller. 2014. Environmental Science: Earth as a Living Planet. (9<sup>th</sup> Ed.) Wiley
3. Mishra, D.D. 2010. Fundamental Concepts in Environmental Studies. S.Chand & Company Pvt. Ltd., New Delhi.
4. Odum, E.P., Odum, H.T. and Andrews, J. 1971. Fundamentals of Ecology. Philadelphia: Saunders.
5. Rajagopalan, R. 2016.Environmental Studies: From Crisis to Cure, Oxford University Press.
6. Sing, J.S., Sing. S.P. and Gupta, S.R. 2014. Ecology, Environmental Science and Conservation. S. Chand & Publishing Company, New Delhi.
7. Singh, M.P., Singh, B.S., and Soma, S. Dey. 2004. Conservation of Biodiversity and Natural Resources. Daya Publishing House, New Delhi.
8. Tripathy. S.N., and Sunakar Panda. (2011). Fundamentals of Environmental Studies (3<sup>rd</sup> Ed.). Vrianda Publications Private Ltd, New Delhi.
9. Uberoi, N.K. 2010. Environmental Studies. (2<sup>nd</sup> Ed.). Excel Books Publications, New Delhi.
10. Verma, P.S., and Agarwal V.K. 2016. Environmental Biology (Principles of Ecology).S. Chand and Company Ltd, New Delhi.
11. Environmental Biotechnology: Principles and Applications, Second Edition 2<sup>nd</sup> Edition by Bruce Rittmann and Perry McCarty, 2020

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	-	-	2	2	-	2	2	2	-	2	2	2
CO2	3	-	-	-	-	-	-	2	2	-	2	2	2	-	2	2	2
CO3	3	-	-	-	-	-	-	2	2	-	2	2	2	-	2	2	2
CO4	3	-	-	-	-	-	-	2	2	-	2	2	2	-	2	2	2
CO5	3	-	-	-	-	-	-	2	2	-	2	2	2	-	2	2	2
AVG	3	-	-	-	-	-	-	2	2	-	2	2	2	-	2	2	2

**1-Low; 2-Medium; 3-High; '-' No correlation**

25LTU301G

LANGUAGE: TAMIL - III

SEMESTER III

4H - 3C

Instruction Hours/week : L : 4 T : 0 P : 0

Marks : Internal : 40 External : 60 Total : 100

End Semester Exam: 3 Hours

**போட்டித் தேர்வு நோக்கில் தமிழிலக்கியங்கள்****பாடத்திட்டப் பொதுநோக்கம்**

- கற்றல் வழி சிந்தனைத் திறனையும், கருத்து வெளிப்பாட்டுத் திறனையும், மேம்படுத்துதல்.
- அரசுத் தேர்வுகளுக்கு மாணவர்களை ஆயத்தமாக்குதல்; திறனாய்வு நோக்கை மேம்படுத்துதல்.
- இலக்கியங்களின் வழி மனித வாழ்வியலை உணர்த்துதல்.
- இன்புறுத்தல் மற்றும் அறிவுறுத்தல் நிலைகளில் இலக்கியங்களின் பங்களிப்பை உணர்த்துதல்.
- இளைய தலைமுறையினருக்கு அற உணர்வு மற்றும் வாழ்வியல் மதிப்புகளை அறிவுறுத்துதல்.

**பாடத்திட்டப் பயன்விளைவு**

- இந்தியக் குடியரிமைப்பணி முதலான போட்டித் தேர்வுகளில் இடம்பெறுகின்ற, 'தமிழ் இலக்கிய வரலாறு' குறித்த முழுமையான அறிமுகத்தை அடைதல்.
- தொல்லியல், கல்வெட்டியல் மற்றும் ஓலைச்சுவடியியல் சார்ந்த ஆவணத் தேடலுக்குரிய ஆய்வு மனப்பான்மையுடன், இலக்கியங்களை அணுகுதல்.
- 'அறிவியல் தமிழ்' 'இணையத் தமிழ்' போன்ற தமிழின் வளர்ச்சித் துறைகள் சார்ந்த திறன் மேம்பாடு பெற்றிருத்தல்.
- வேலைவாய்ப்புக்குரிய வகையில் படைப்பாக்கத்திறன் முதலான மொழி ஆளுமை பெற்றிருத்தல் ;
- சமூக வாழ்வியல் மதிப்புகளைப் பேணுவதற்குக் கருவியாக உள்ள இலக்கியங்களை நாடுகின்ற மனப்பான்மை வளர்ச்சி.

**தாள்கள் வரிசையும் தேர்வுச் செயல் திட்டமும்****பகுதி-I தமிழ்****இளநிலைப்பட்ட அறிவியல் மற்றும் கலையியல் வகுப்புகள்**

பருவம்	தாள்	கற்பிக்கும் நேரம்/வாரம்	தேர்வு மணிகள்	மதிப்பெண் அகமதிப்பீடு/பருவ எழுத்துத் தேர்வு	மொத்தம்	மதிப்புப் புள்ளிகள்
மூன்று	III	4	3	40 / 60	100	3

## போட்டித் தேர்வு நோக்கில் தமிழிலக்கியங்கள்

அலகு - 1

10 மணிநேரம்

அற இலக்கியம்

- திருக்குறள் - தெரிந்து தெளிதல் - கூடா நட்பு.

**நாலடியார்** - பெரியாரைப் பிழையாமை - (பாடல் 161 முதல் 165 வரை பொறுப்பர் என்றெண்ணி, பொன்னே கொடுத்தும், அவமதிப்பும், விரிநிற நாகம், எம்மை அறிந்திலீர்)

**பழமொழி நானூறு** - (பாடல் 151 முதல் 155 வரை - (வேளாண்மை செய்து, ஒன்றால் சிறிதால், இனி யாரும் இல்லாதார், தற்றுாக்கி, வீங்குதோள்)

**இனியவை நாற்பது** - (பாடல் 31 முதல் 35 வரை) - (அடைந்தார் துயர்கூறா, கற்றறிந்தார் கூறும், ஊர்முனியா, எல்லிப் பொழுது, ஒற்றினான் ஒற்றி)

**சிறுபஞ்சமூலம்** - பூவாது காய்க்கும் (20) - பூத்தாலும் காயா மரம் உள (21).

**ஏலாதி** (1 முதல் 5 பாடல்கள் வரை - சென்ற புகழ், கொலை புரியான், தவம் எளிது, இடர் தீர்த்தல், தனக்கு என்னும்)

**மூதுரை** - (11 முதல் 15 வரை) - (பண்டு முளைப்பது, மடல் பெரிது, கவையாகி கொம்பாகி, கான மயிலாட, வேங்கை வரிப்புலி) முதலான பாடல்களைத் திறனாய்தல்.

அலகு - 2

08 மணிநேரம்

காப்பியங்கள்

- ஐம்பெருங்காப்பியங்கள்
- சிலப்பதிகார வழக்குரைகாதை
- ஐஞ்சிறு காப்பியங்கள்
- சூளாமணி அரசியற் சருக்கம்
- பிற்கால இலக்கியங்கள்

(பாரதசக்தி மகாகாவியம், இராவண காவியம்)

சிறுநிலக்கியங்கள்

- குற்றாலக்குறவஞ்சி - பிள்ளைத்தமிழ் - பரணி - தூது - உலா முதலான இலக்கியங்களைத் திறனாய்தல்.

அலகு - 3

10 மணிநேரம்

தமிழின் தொன்மை

- திராவிடமொழிகள் தொடர்பான செய்திகள்

தமிழ் வளர்த்த சான்றோர்

- உ.வே.சாமிநாதர் - தெ.பொ.மீனாட்சி சுந்தரனார் - சி. இலக்குவனார் ஆகியோரின் தமிழ்ப்பணி - தேவநேயப்பாவாணர் - அகரமுதலி - பாவலரேறு பெருஞ்சித்திரனார் - ஜி.யு.போப் - வீரமாமுனிவர் ஆகியோரின் தமிழ்த்தொண்டு.

அலகு - 4

10 மணிநேரம்

தமிழ்வளர்த்த சான்றோர்

- மகாகவி பாரதியார் - பாவேந்தர் பாரதிதாசன் - கவியரசு கண்ணதாசன் - பட்டுக்கோட்டை கல்யாணசுந்தரனார் - கவிஞர் முடியரசன் - நாமக்கல் கவிஞர் - சிலம்புச் செல்வர் ம.பொ.சிவஞானம் ஆகியோரின் தமிழ்ப்பணி - சாகித்ய அகாதெமி விருது பெற்ற இலக்கியங்கள்.

அலகு - 5

10 மணிநேரம்

கடிதப்பயிற்சி

1. நண்பனுக்குப் பாராட்டுக் கடிதம்
2. தமிழ் மன்ற நிகழ்வை நாளிதழில் வெளியிட வேண்டி பதிப்பாசிரியருக்கு விண்ணப்பம்
3. கருத்தரங்கப் பங்கேற்பிற்கான அனுமதி வேண்டி விண்ணப்பம்
4. வேலை வேண்டி விண்ணப்பம்

இலக்கணம்

- எழுத்து - குறில், நெடில் வேறுபாடு - லகர, ளகர, ழகர வேறுபாடு - னகர, ணகர வேறுபாடு - ரகர, றகர வேறுபாடு அறிதல்.  
பேச்சு வழக்குத் தொடரிலுள்ள பிழை திருத்தம் - (எ.கா.) நேத்து மழ பேஞ்சுது - நேற்று மழை பெய்தது.

மொத்த மணிநேரம் - 48

TEXT BOOK:

1. கற்பகச் சோலை - தமிழ்ப்பாட நூல், இலக்கிய இன்பம், தமிழ்த்துறை வெளியீடு, கற்பகம் உயர்கல்விக்கழகம், கோயம்புத்தூர் - 21.

பார்வை நூல்கள்:

1.தமிழ் இலக்கிய வரலாறு, முனைவர் கா.கோ. வேங்கடராமன், கலையக வெளியீடு, நாமக்கல்.

2.வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு, முனைவர் பாக்கியமேரி, பூவேந்தன் பதிப்பகம், சீனிவாசா சாலை, மயிலாப்பூர், சென்னை.

**இணையதளம்:**

W1-www.tvu.org.in

W2- www.maduraitamilproject.com

**இதழ்கள்:**

J1- International Research Journal of Indian Literature, irjil.in

J2 - International Tamil Research Journal, iorpress.in

## வினாத்தாள் கட்டமைப்பு

**இடைத்தேர்வு - மொத்த மதிப்பெண்கள் 60**

பகுதி - அ (இரு மதிப்பெண் வினாக்கள்)  $6 \times 2 = 12$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)

பகுதி - ஆ (ஆறு மதிப்பெண் வினாக்கள்)  $3 \times 6 = 18$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)

பகுதி - இ (பத்து மதிப்பெண் வினாக்கள்)  $3 \times 10 = 30$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)

**பருவத்தேர்வு - மொத்த மதிப்பெண்கள் 100**

பகுதி - அ (இரு மதிப்பெண் வினாக்கள்)  $10 \times 2 = 20$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)

பகுதி - ஆ (ஆறு மதிப்பெண் வினாக்கள்)  $5 \times 6 = 30$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)

பகுதி - இ (பத்து மதிப்பெண் வினாக்கள்)  $5 \times 10 = 50$  (

அனைத்து வினாக்களுக்கும் விடையளித்தல்)

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	2	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	2	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	3	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	3	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AVG	2.6	2.6	2.8	-	-	-	-	-	-	-	-	-	-	-	-	-	-

1 - Low, 2 - Medium, 3 - High, '-' - No Correlation

Instruction Hours / Week: L:4 T:0 P:0

Marks: Internal:40 External:60 Total: 100

End Semester Exam: 3 Hours

**PREREQUISITE:**

- Not Required

**COURSE OBJECTIVES(CO):**

- Knowledge of contemporary drama contents of Hindi literature
- Learn novels and its techniques. The ability to read novels and express criticism about it and the ability to express social thoughts will improve
- There will also be litigation messages in Hindi and news on speech techniques.

**COURSE OUTCOMES(COs):**

- Develop an interest in the appreciation of literature.
- Discuss and respond to content of a reading passage.
- Learning the literacy knowledge of Hindi specially reading and writing .
- Learning the literary knowledge specially reading and understanding of Hindi short Stories
- Learning the history of Hindi literature

<b>UNIT-I</b>	a) Story – Bade Ghar Ki Beti b) Hindi Bhasha Ka Vikas c) Novel – Ramnath, Jalpa d) Letter Writing –Personal Letter	<b>9 HOURS</b>
<b>UNIT-II</b>	a) Story – Puraskar b) Kaal Vibhajan , Char Prakar c) Ramesh Babu ,Devdeen d) Letter Writing – Leave Letter	<b>9 HOURS</b>
<b>UNIT-III</b>	a) Story – Usne Kaha Tha b) Literature – Adhikaal c) Indhubhooshan, Rathna, Johra d) Letter Writing – Letter for the Publisher	<b>10 HOURS</b>
<b>UNIT-IV</b>	a) Story – Paanchminte b) Poorva Madhya Kaal c) Manibhooshan, Dhayanath, Rameshwari d) Letter Writing – Application for job	<b>10 HOURS</b>
<b>UNIT-V</b>	a) Story – kafan b) Reethi Kaal, Adhunik Kaal c) Dheen Dhayal, Manaki, d) Letter Writing – Complaint Letter	<b>10 HOURS</b>

**TOTAL: 48 HOURS**

**REFERENCE BOOKS:**

1. Hindi Prachar Sabha D.B, (2003). Kahani Manjari, T.Nagar, Chennai - 600017.
2. Sharma,R. A., (1972). Hindi Sahithya ka Saral Ithihas, History of Hindi, Vinoth Pusthak Mandir, Aagra - 02.
3. Premchandh, (2013). Gaban, Rajkamal Prakashan, New Delhi - 110002. Sharan,, (2004).
4. Sumitha Hindi Nibandh Aur Pathra Lekhan, Kalda Publication, Mukhar Ji Nagar, Delhi - 09.

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	2	3	3	-	-	-	-	-	-	-	-	-	-	-		-	-
CO2	3	3	3	-	-	-	-	-	-	-	-	-	-	-		-	-
CO3	2	2	3	-	-	-	-	-	-	-	-	-	-	-		-	-
CO4	3	3	2	-	-	-	-	-	-	-	-	-	-	-		-	-
CO5	3	2	3	-	-	-	-	-	-	-	-	-	-	-		-	-
<b>AVG</b>	<b>2.6</b>	<b>2.6</b>	<b>2.8</b>	-	-	-	-	-	-	-	-	-	-	-		-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours / Week: L:4 T:0 P:0

Marks: Internal:40 External:60 Total: 100

End Semester Exam: 3Hours

**PREREQUISITE:**

Not Required

**COURSE OBJECTIVE (CO):**

- May have knowledge of the contents of primitive poetry Learn about contemporary poetry and its techniques.
- Interest in reading poetry and the ability to express social thoughts will improve
- This will help you to understand the basics of Malayalam Poetry and to understand Malayalam literature properly

**COURSE OUTCOME (COs):**

- Get a basic knowledge of the history of Malayalam literature.
- Enhances the art and taste of Malayalam literary works
- Literary genres can be learned
- Create more to read and enjoy Malayalam poetry
- Get the basic Knowledge of poetry techniques

Unit No	PART I – MALAYALAM III	Hours
I	Poetry – Chinthavishtayaya Seetha	10
II	Poetry – Chinthavishtayaya Seetha	10
III	Poetry – Mrugasikshakan-(Murgasikshakan,Kausalya,Varavu,Vittupoku Ekalavyan,Mazha) 6 poetries	10
IV	Poetry – Mrugasikshakan-(Kayal,Karkkadakam,Bhagavatham,Vazhivakkile naikutty,Edavelayil oru nimisham,Verumoru kathu) 6 poetries	09
V	Poetry - Aayisha	09
	<b>TOTAL</b>	<b>48</b>

**TEXT BOOKS:**

1. Kumaranasan, (1919) *Chinthavishtayaya Seetha*, Kerala Book Store Publishers. Kottayam
2. Vijayalakshmi, (2017) *Mrugasikshakan*, DC Books, Kottayam
3. Vayalar Rama varma,(1903) *Aayisha*, Kerala Book Store Publishers, Kerala

**REFERENCE BOOKS:**

1. Dr..Leelavathi M ,(2015),Kavitha SahithyaCharitram,Kerala SahithyaAcademy,Trichur
2. Dr..Leelavathi M ,(2023),Kavitha Dwani,D.C.Books, Kottayam
3. Dr..George K.M,(2013),Aadhunika SahithyacharithramPrasthanangalilude,D.C.Books, Kottayam
4. Chummar T.M,(1936),Padya SahithyaCharithram,Kerala SahithyaAcademy,Trichur

### CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>AVG</b>	<b>0.6</b>	<b>1</b>	<b>0.4</b>	<b>0.4</b>	-	-	-	-	-	-	-	-	-	-	-	-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

Not Required

**COURSE OBJECTIVES (CO):**

- The fundamental objective of the curriculum is to impart effective science education at the undergraduate level, exposing them to recent trends and developments in the subject.
- Creating scientific temper is another major objective of this curriculum.
- Another major thrust given here is to develop an environmental concern in all activities of the students. 'Go green', the motto of the syllabus emphasizes the urgent need to conserve nature without destruction of natural resources.

**COURSE OUTCOMES (COs):**

- **Critical Thinking:** Take informed actions after identifying the assumptions that frame students' thinking and actions.
- **Problem Solving:** Understand and solve problems of relevance to society to meet the specified needs using the knowledge, skills and attitudes acquired.
- **Effective Communication:** Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the world by connecting people, ideas, books, media and technology.
- **Effective Citizenship:** Demonstrate empathetic social concern and equity centered national development.
- **Environment and Sustainability:** Understand the issues of environmental contexts and sustainable development.

**UNIT-I****10 HOURS**

History of Sanskrit Drama and its origin.

**UNIT – II****10 HOURS**

Important Sanskrit Dramas and important authors.

**UNIT – III****10 HOURS**

Text Prescribed: "Dutavakyam" of Bhasa, (First half)

**UNIT – IV****09 HOURS**

Text Prescribed: "Dutavakyam" of Bhasa, (Second half)

**UNIT – V****09 HOURS**

Translation: From the known passages of the above text.

**TOTAL: 48 HOURS**

**Drama text book available at :**

- “Dutavakyam of Bhasa” R.S. Vadhyar and Sons Palghat, Kerala.

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1	2	2	3	-	-	-	-	-	-	-	-	-	-	-
CO2	2	3	3	-	-	-	-	-	-	-	-	-	-	-
CO3	3	2	2	-	-	-	-	-	-	-	-	-	-	-
CO4	3	2	2	-	-	-	-	-	-	-	-	-	-	-
CO5	2	2	3	-	-	-	-	-	-	-	-	-	-	-
<b>AVG</b>	<b>2.6</b>	<b>2.6</b>	<b>2.8</b>	-	-	-	-	-	-	-	-	-	-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**(HISTOIRE DE LA LITTÉRATURE FRENCAIS, ROMAN, RÉDACTION DE LETTRES)**

**PREREQUISITE:**

Not Required

**COURSE OBJECTIVES (CO):**

The objectives of this course are

- To enable students to recognize native accent and usage of French language.
- To help students to become autonomous and self-directed French language learners.
- To produce entrepreneurs among students by making them French language trainers and take communicative French to schools and colleges around.

**COURSE OUTCOMES (COs):**

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

COs	Course Outcomes	Blooms Level
CO1	Identify new words by employing vocabulary building techniques.	Apply
CO2	Build correct sentence structures and grammatical patterns in oral and written communication	Apply
CO3	develop the ability to speak French language with the way of pronunciation.	Understand
CO4	Follow leadership, work ethics and management principles	Analyze
CO5	express values and skills gained through effective communication to other disciplines.	Analyze

**Unite – I****9 HOURS**

- Leçon – Vivre la ville, Visiter une ville
- Communication - Indiquer le chemin
- Grammaire - La comparaison, Les prépositions avec les noms géographiques, Les pronoms personnels COI
- Lexique –La ville, Les lieux de la ville, Les transports
- Culture – Le français: une ouverture sur le monde

**Unité – II****9 HOURS**

- a) Leçon -• On vend ou on garde?
- b) Communication -Demander des renseignements touristiques
  - Grammaire - Le pronom y (le lieu), La position des pronoms compléments Les verbes du premier groupe en -ger et -cer,
- c) Les verbes ouvrir et accueillir
- d) Lexique - Les points cardinaux, Les prépositions de lieu (2)
- e) Culture –Le français : une ouverture sur le monde

**Unité – III****10 HOURS**

- a) Leçon - b) Communication- permettre, défendre.
- b) Grammaire -La formation du pluriel (2)
- c) Les adjectifs de couleur, Les adjectifs beau, nouveau, vieux
- d) Lexique - Les couleurs, Les formes, Les me
- e) culture – les grandes fleuves en Français.

**Unité – IV****10 HOURS**

- a) Leçon – Félicitations !
- b) Communication - Décrire un objet
- c) Grammaire - Les pronoms relatifs qui et que, L'imparfait, Les verbes connaître, écrire, mettre et vendre
- d) Lexique – Les mesures, L'informatique DIRE, LIRE, ECRIRE , Les sons [E] / [O] / [Œ]
- e) Culture –Les lieux de la ville.

**Unité - V****10 HOURS**

- a) Leçon -En voyage !
- b) Communication -• Présenter ses vœux, Faire une réservation
- c) Grammaire - Les pronoms démonstratifs, La question avec Inversion, Les
- d) adverbes de manière,
- e) Lexique -Les voyages, L'aéroport et l'avion, Les fêtes
- f) Culture –Noël

**TOTAL: 48 HOURS****REFERENCE BOOKS:**

1. Marie-Noëlle Cocton, 2015, *Saison 1: méthode de français*, Volume 89, Number 2, Johns Hopkins University Press, Difier Paris.

2. Marion Alcaraz, Dorothée Escoufier, Camille Gomy, Mathilde Landier, Francine Quéméner, Delphine Ripaud, 2014, *Saison 1- Cahier d'activites*, Dider, Paris.
3. Anne Akvüz, Bernadette Bazelle-Shahmaei, Joëlle Bonenfant, Marie-Françoise Gliemann, 24 Aug. 2005, *LES 500 EXERCICES DE GRAMMAIRE AVEC CORRIGÉS*, Hachette Français Langue Etrangere, Paris.
4. Christian Beaulieu, 2011, *Je Pratique Exercice De Grammaire A1*, French, Goyal Publishers, Paris.
5. Nathalie Bié, Philippe Santinan, April 2014, *Grammaire pour adolescents 250 exercices*, French, CLE INTERNATIONAL, Paris.

**WEB SITES:**

- <http://enseigner.tv5monde.com/>
- [bonjourdumonde.com/exercices/contenu/le – francais-du- tourisme.html](http://bonjourdumonde.com/exercices/contenu/le-francais-du-tourisme.html)
- <http://www.bonjurdefrance.com/>
- <https://www.lepointdufle.net/>

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>AVG</b>	<b>3</b>	<b>2.5</b>	<b>2</b>	<b>2</b>	-	-	-	-	-	-	-	-	-	-	-	-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

Not required

**COURSE OBJECTIVES (CO):**

- To improve the ability to comprehend and interpret spoken information accurately.
- To cultivate effective communication for various professional and personal scenarios.
- To develop student entrepreneurs by training them as English language instructors and promoting communicative English in schools and colleges.

**COURSE OUTCOMES (COs):**

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

COs	Course Outcomes	Blooms Level
CO1	Identify new words by employing vocabulary building techniques.	Remember
CO2	Build correct sentence structures and grammatical patterns in oral and written communication	Apply
CO3	Develop the ability to speak English language with the correct pronunciation.	Apply
CO4	Follow leadership, work ethics and management principles	Understand
CO5	express values and skills gained through effective communication to other disciplines.	Understand

**UNIT - I****8 HOURS**

**LISTENING:** Listening Comprehension-Listening for Specific Information- Interpreting Charts and Diagrams

**UNIT - II****7 HOURS**

**SPEAKING:** Essentials of effective Communication- **Telephone Skills:** Understanding Telephone Conversation-Handling Calls-Leaving Messages-Making Requests-Giving Instructions and Orders.

**UNIT - III****7 HOURS**

**READING:** Reading with a purpose-Skimming and Scanning-Locating Main Points- Reading Critically- Sequencing of Sentences-Reading Comprehension

**UNIT - IV****7 HOURS**

**WRITING:** Descriptive and Narrative-Safety Instructions- Suggestions-Expansion of Abbreviations-Spellings Rules - Translation- Translating Short Sentences and Passages from English to Tamil

**UNIT - V****7 HOURS**

**VOCABULARY:** Synonyms-Antonyms-Prefixes-Suffixes- Idioms- Different Types of English-Homonyms and Homophones (British and American)

**TOTAL: 36 HOURS****TEXT BOOK:**

1. Board of Editors (2024). *Proficiency in Communication I*. Karpagam Academy of Higher Education

**REFERENCE BOOKS:**

1. Martin's, St (2013). *Oxford Handbook of Writing: Handbook of Writing*. Cambridge University Press.
2. Wren & Martin, (2008). *High School English Grammar & Composition*, S.Chand & Company Ltd,Board of Editors,
3. Krashen, Stephen D (1982). *Principles and Practice in Second Language Acquisition*, New York:Pergamon Press

**WEB SITES:**

1. <https://www.scribbr.com/>
2. <https://www.quora.com/>

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>AVG</b>	<b>3</b>	<b>2.5</b>	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

- Corporate financial structures, valuation methods for shares and goodwill, insolvency and liquidation.

**COURSE OBJECTIVES (CO):**

- Recall the basic concepts and terms of corporate accounting.
- Understand accounting procedures for raising funds, redemption, and preparing financial statements for joint stock companies.
- Develop skills in evaluating goodwill, shares, and understanding the liquidation of company

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Understand procedures for issue of shares and debentures	Understand
CO2	Learn procedures for amalgamation and absorption of companies	Understand
CO3	Understand accounting treatment for reconstruction of companies	Apply
CO4	Prepare financial statement of companies	Understand
CO5	Learn procedure for liquidation of companies	Understand

**UNIT – I SHARE CAPITAL AND DEBENTURES****17 HOURS**

Share – Meaning – Types – Share Vs Stock - Issue of Shares- at Par and Premium– Allotment of Shares on Pro-rata Basis - Forfeiture and Reissue of Shares- Full and Partial Re-issue-Capital Reserve on Forfeiture. Debentures-Meaning –Types.

**UNIT – II AMALGAMATION AND ABSORPTION OF COMPANIES****17 HOURS**

Accounting for Amalgamation (AS14) – Types of Amalgamation- Method of Purchase Consideration and Accounting for Absorption of Companies.

**UNIT – III RECONSTRUCTION OF COMPANIES****17 HOURS**

Accounting for Reconstruction of Companies- External and Internal (Excluding preparation of scheme).

**UNIT – IV FINANCIAL STATEMENT OF COMPANIES****17 HOURS**

Financial Statement of Companies as per Schedule III of Companies Act, 2013- Statement of Profit and Loss - Balance Sheet–Cash Flow Statement.

**UNIT – V LIQUIDATION OF COMPANIES****16 HOURS**

Liquidation of Companies –Calculation of Liquidator’s Remuneration-Preparation of Statement of Affairs and Deficiency Accounts– Preparation of Liquidators Final Statement of Accounts.

**Note:** Distribution of Marks - 20% theory and 80% problem

**TOTAL: 84 HOURS****TEXT BOOKS:**

1. Reddy and Moorthy (2018), Corporate Accounting, Margham Publications, Chennai.
2. M.C. Shukla, T.S. Grewal, and S.C. Gupta (2016) Advanced Accounts, Vol.II. 20<sup>th</sup> Edition, S. Chand & Co., New Delhi.

**REFERENCE BOOKS:**

1. Dr. S N Maheshwari, CA Sharad K Maheshwari & Dr. Suneel K Maheshwari (2018), Corporate Accounting, 6<sup>th</sup> Edition, Vikas Publishing, New Delhi.
2. Jain, S.P. and K.L. Narang (2015), Corporate Accounting, 8<sup>th</sup> Edition, Vol. I, Kalyani Publishers, New Delhi.
3. Jain, S.P. and K.L. Narang (2014), Advanced Accountancy (Corporate Accounting), 8<sup>th</sup> Edition, Vol. I, Kalyani Publishers, New Delhi.
4. CA & Dr. P C Tulsian & CA Bharat Tulsian (2016), Corporate Accounting, 2<sup>nd</sup> Edition, S.Chand and Sons, New Delhi

**WEBSITES:**

1. [https://swayam.gov.in/nd2\\_imb20\\_mg32/preview](https://swayam.gov.in/nd2_imb20_mg32/preview)

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	1	2	1	2	-	-	-	-	2	-	-	-	-	3	1	1
CO2	3	-	2	2	3	-	-	-	-	2	-	-	-	-	2	1	1
CO3	3	2	2	3	3	2	2	-	-	3	-	-	-	2	3	1	1
CO4	3	2	3	3	3	2	2	-	-	3	-	-	-	-	3	1	1
CO5	3	2	3	3	3	2	2	-	-	2	-	-	-	-	3	1	1
<b>AVG</b>	<b>3</b>	<b>1.7</b>	<b>2.4</b>	<b>2.4</b>	<b>2.8</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>2.4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>2.8</b>	<b>1</b>	<b>1</b>

**1 - Low, 2 - Medium, 3 - High, '-; - No Correlation**

**PREREQUISITE:**

Student should be familiar with Basic Banking Concepts and Information Technology.

**COURSE OBJECTIVES (CO):**

- Provide a comprehensive understanding of banking functions, products, risk management, financial accounting, customer service, and certifications, along with retail banking processes, account management, payment processing, and wealth management.
- Equip students with knowledge of card basics, transactions, consumer loans, mortgages, trade finance processes, regulatory requirements, and the associated risks and mitigations.
- Familiarize students with cash management, payment services, funds transfer processes, and the related risk management.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Understand banking functions, products, risk management, financial accounting, customer service, and certifications.	Understand
CO2	Comprehend retail banking processes, account management, payment processing, wealth management, and risk control.	Understand
CO3	Apply knowledge of card basics, transactions, account management, payments, and risk reviews.	Apply
CO4	Analyze consumer loans, mortgages, trade finance processes, regulatory requirements, and associated risks and mitigations.	Analyze
CO5	Evaluate cash management, payment services, funds transfer processes, and associated risk management.	Evaluate

## UNIT - I OVERVIEW OF BANKING

18 HOURS

Functions and Products of a Bank, Liabilities—Deposits, Assets Loans and Advances, Payments, Risk Management

**Common across all products:** Financial Accounting, Customer Service Data&Voice, covering maintenance, disputes and complaints, Metrics management productivity, quality SLA Tracking and monitoring, Pricing methodologies available, Commonly available Certifications ISO-COPC-CMMI-PCI etc, Risks and Controls-AML-KYC-Info security etc

## UNIT - II RETAIL BANKING

18 HOURS

**Account Originations** - Account Servicing :Issuer of Cheque Books/Cards Pins, AML/KYC Checks, Account Conversions and Closures, Customer Correspondence, ATM Management, Time Deposits – Placements, Maintenance, Breakage, Liquidation, Roll Over, Booking and Top up –

**Payment Processing** - Retail Wealth Management : Mutual Fund processing, Mutual Fund processing , Equities , Bonds, Structured Notes, Corporate actions, Reconciliation

**Risk** - Control and Information Security

## UNIT - III CARDS

16 HOURS

**Basics of Cards:** Types of Cards, transaction overview, components of Cards, Entities involved, overview on associations

**Originations:** Policy, Account opening, dispatch, delivery, Card Maintenance

**Payments:** Concepts, applications, investigations, Statement validations

**Products on Cards:** Rewards programs, merchandising offers Authorisation and Risk reviews: Settlement lifecycle, authorisations, settlement and reconciliation, Accounting and Interchange settlement, settlements to associations - Parameter Design: Referral authorization - Financial Accounting - Bank A/c and payment Reconciliations - GL and ATM Reconciliations - Customer Relationship Management - Dispute Processing and Fraud Investigations - Collections including Data Review, Field Collections and A/c maintenances and Collection Audit

## UNIT - IV CONSUMER LOAN MORTGAGES AND TRADE FINANCE

16 HOURS

**Lead Generation :** Regulation Requirements - **Mortgage Originations :** Sales/ New Application Management, Support and Settlement Services, Pre Underwriting, Underwriting, Verification and Closing, Quality Control and Repurchase, Mortgage Servicing - **Customer Service :** A/c Maintenance, Payment Processing, A/c Closure – Collection : Default Management, Front End Activities, Foreclosure and Loss Mitigation, Bankruptcy, Support functions, Quality Assurance - **Domain Learning and Development - Regulatory Agencies**

**Introduction to Trade** - Parties & Terminology used in International Trade, Risks Associated & its mitigants, Role of banks & Documents in International Trade - **Letter of Credit (L/C)** : Parties to L/C & Types of L/C , Issuance, Advising, Amendment, Confirmation, Document Checking, Acceptance & Payment - **Collection** : Parties to Collection & Types of Collection, Document Checking, Acceptance & Payment - **Method of Payment**: Advance, Open Account, Documentary Collection & Documentary Credit **Guarantee** / SBLC – Types of Guarantee – Issuance, Amendment, Claim / Settlement & Cancellation **Reimbursement** – Authorization, Claim / Payment, Clean Payment, Irrevocable Undertaking, FI Advance **Loans & Finances** - Syndicated Loans, Corporate Advances, Receivable Finance, Supplier Finance, Commodity Finance, Channel Finance & Bill Finance / Discounting

**Basics and outline** of UCP 600, ISBP, URC 523, URR 725, URDG and ISP98

**Value Added Services: After Service**– Customer Service (Voice / Non-voice), Investigation, Reconciliation, Proofing & Reporting, Trade Compliance - **Overview** on specialized training course for CDCS certification

## **UNIT - V CASH MANAGEMENT AND PAYMENT SERVICES 16 HOURS**

**Cash Management Overview:** Cash Management Product Suite A Glance and Brief on all Products.

**Payments Life Cycle:** Payments Originations and various products in Originations Phase

**Introduction to Funds Transfer:** Various types of Funds transfer (Clearing, Treasury Payments, Bills receivables, Collections, lockbox, loans/deposits, Bulk Remittances etc.

**Pre Funds Transfer :** A/c Opening and Maintenance, Workflow Management - Funds Transfer - Payments: Instruction Acceptance - Payment Security - Call Back and Other Controls - Routing and Accounting Entries - Settlement and Payment Structuring, Various Clearing Systems , Overview - Post Funds Transfer : Nostro Reconciliations - Proofing - Investigations - Financial Messaging - Tracking - MIS and Treasury Reporting - Amendments and Collections

**Risk management** around payments- few case studies. STP Analysis and Improvements.

**Total: 84 Hours**

### **TEXT BOOK:**

1. Tata Consultancy Services BPS study material

**CO, PO, PSO Mapping**

<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PO7</b>	<b>PO8</b>	<b>PO9</b>	<b>PO10</b>	<b>PO11</b>	<b>PO12</b>	<b>PO13</b>	<b>PO14</b>	<b>PO15</b>	<b>PSO1</b>	<b>PSO2</b>
CO1	3	-	-	-	-	-	-	-	-	-	-	-	-	-	3	1	2
CO2	3	-	-	2	-	-	-	-	3	-	-	-	-	-	3	1	2
CO3	3	-	-	2	-	-	-	-	3	-	-	-	-	-	3	1	1
CO4	3	1	-	-	-	-	-	-	3	-	-	-	-	-	-	-	1
CO5	3	-	1	-	-	-	-	-	3	-	1	-	-	-	-	-	1
<b>AVG</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>1</b>	<b>1.4</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

Student should be familiar with Basic Legal Concepts and concept of Business.

**COURSE OBJECTIVES (CO):**

- Understand the essentials of a valid contract, the differences between sale and agreement to sell, and the conditions and warranties in contracts of sale.
- Learn the nature and characteristics of partnerships, including rights, duties, implied authority, dissolution, and the salient features and differences of LLPs compared to partnerships and companies.
- Explain the meaning, characteristics, types, and key aspects of negotiable instruments, including negotiation, endorsements, and the crossing of cheques.

**COURSE OUTCOMES (COs):**

**Upon completion of this course, the student will be able to:**

COs	Course Outcomes	Blooms Level
CO1	Understand the essentials of a valid contract, including offer and acceptance, consideration, contractual capacity, free consent, and legality of objects.	Understand
CO2	Differentiate between sale and agreement to sell, and evaluate conditions and warranties in contracts of sale.	Understand
CO3	Understand the nature and characteristics of partnership, including rights, duties, implied authority, and dissolution.	Understand
CO4	Understand the meaning, characteristics, and types of negotiable instruments, including negotiation, endorsements, and crossing of cheques.	Understand
CO5	Understand the salient features of LLP, differences between LLP and partnership/company, LLP agreement, and incorporation	Understand

**UNIT - I THE INDIAN CONTRACT ACT, 1872****17 HOURS**

Meaning, Characteristics and Kinds- Essentials of a Valid Contract - Offer and Acceptance, Consideration, Contractual Capacity, Free Consent, Legality of Objects- Void Agreements- Discharge of a Contract – Modes of Discharge, Breach and Remedies against Breach of Contract- Contingent contracts- Quasi – Contracts.

**UNIT - II THE INDIAN CONTRACT ACT, 1872: SPECIFIC CONTRACTS 17 HOURS**

Contract of Indemnity and Guarantee- Contract of Bailment- Contract of Agency-**The Sale**

**of Goods Act, 1930** - Contract of sale, Meaning and Difference Between Sale and Agreement to Sale - Conditions and Warranties- Transfer of Ownership in Goods including Sale by a Non- owner- Performance of Contract of sale- Unpaid Seller – Meaning, Rights of an Unpaid Seller against the Goods and the Buyer.

**UNIT - III THE PARTNERSHIP ACT, 1932**

**17 HOURS**

Nature and Characteristics of Partnership- Registration of a Partnership Firms- Types of Partners- Rights and Duties of Partners- Implied Authority of a Partner- Incoming and outgoing Partners- Mode of Dissolution of Partnership.

**UNIT - IV THE NEGOTIABLE INSTRUMENTS ACT 1881**

**17 HOURS**

Meaning, Characteristics, and Types of Negotiable Instruments: Promissory Note, Bill of Exchange, Cheque-Holder and Holder in Due Course, Privileges of Holder in Due Course. Negotiation - Types of Endorsements- Crossing of Cheque - Bouncing of Cheque.

**UNIT - V THE LIMITED LIABILITY PARTNERSHIP ACT, 2008**

**16 HOURS**

Salient Features of LLP- Differences Between LLP and Partnership, LLP and Company- LLP Agreement - Partners and Designated Partners- Incorporation Document- Incorporation by Registration- Partners and their Relationship. Information Technology Act – Introduction – Cyber Law – Features – Importance of Cyber Law – Digital Signature – Cyber Crimes. Intellectual Property Act – Meaning, Importance – Advantages.

**TOTAL: 84 HOURS**

**TEXT BOOK:**

1. Kapoor, N.D (2014), Elements of Mercantile Law, S.Chand and Co., New Delhi.

**REFERENCE BOOKS:**

1. Kuchhal, M.C and Vivek Kuchhal (2018), Business Law, Vikas Publishing House, New Delhi.
2. SN Maheshwari and SK Maheshwari (2014), Business Law, National Publishing House, New Delhi.
3. Agarwal S K, (2021), Business Law, Sahitya Bhawan Publicaitons, Agra
4. P C Tulsian and Bharat Tulsian (2017), Business Law, McGraw Hill Education, New Delhi
5. Sharma, J.P. and Sunaina Kanojia (2017), Business Laws, Ane Books Pvt. Ltd., New Delhi

**WEBSITE:**

1. <https://www.coursera.org/learn/corporate-commercial-law-part1>

### CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	2	3	-	-	-	-	-	-	-	-	3	-	2	2	1
CO2	3	-	2	3	-	-	-	-	-	-	-	-	3	-	2	1	-
CO3	3	-	-	3	-	-	1	-	-	-	-	-	3	-	2	3	1
CO4	3	-	-	-	1	-	-	-	-	1	-	-	3	-	-	-	-
CO5	3	-	-	3	-	1	-	-	-	-	-	-	3	-	-	1	1
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>1.8</b>	<b>1</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

- Financial reporting standards (like IFRS), the preparation of financial statements, transactional accounting for assets, revenue recognition principles, and financial statement analysis techniques.

**COURSE OBJECTIVES (CO):**

- Build knowledge and understanding of various accounting standards and the conceptual framework (based on IFRS and Ind. AS) applicable to corporate entities.
- Classify business transactions and create financial statements according to generally accepted accounting principles, highlighting the role of accounting in society and decision-making.
- Construct financial statements for individual entities for shareholder use.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

Cos	Course Outcomes	Blooms Level
CO1	Understand the use and application of the IFRS (and Ind. AS in India)	Understand
CO2	Apply accounting principles on business	Apply
CO3	Classify the business transactions and create financial statements according to generally accepted accounting Principles	Analyze
CO4	Construct financial statements for individual entities for the use of shareholders.	Apply
CO5	Analyse the financial statements of companies	Evaluate

**UNIT - I USE OF IFRS AND IND. AS****18 HOURS**

Understand the application of IFRS in India through the use of Ind. AS – the applicability of Ind. AS – the mapping of Ind. AS to IFRS – differences between IFRS & Ind. AS – the list of IFRS (Ind. AS) – Process of transition to IFRS for the first time -Overview of applicable U.S GAAP accounting guidance - Divergence between U.S GAAP and IFRS.

**UNIT - II APPLICATION OF IFRS (IND. AS) FOR TRANSACTIONS****18 HOURS**

Asset based standards such as PPE, Intangible assets, borrowing costs, impairment of assets, inventory & biological assets, provisions & contingencies, events after reporting period, accounting policies, estimates & errors.

**UNIT - III REVENUE RECOGNITION****16 HOURS**

Understand the principles of recognising revenue of the business – revenue recognition for goods, services, interest and dividends – concept of deferred income and accounting thereof.

**UNIT - IV PREPARATION & PRESENTATION OF FINANCIAL STATEMENTS 16 HOURS**

Thorough knowledge of preparation & presentation of financial statements by incorporating the

effects of the accounting standards (covered in module 2 & 3 only) - statement of profit or loss and other comprehensive income – statement of financial position (Balance sheet).

#### UNIT - V ANALYSIS OF FINANCIAL STATEMENTS

**16 HOURS**

Analyse the financial performance of an entity using the financial statements – use of ratios in performance evaluation – according to statement – according to function – according to purpose - trend analysis – comparison with competition or industry average.

**TOTAL: 84 HOURS**

#### TEXT BOOKS:

1. Subramanyam, K. R. and John, J.W. (2014), —Financial Statement Analysis, 10<sup>th</sup> Edition, Tata McGraw Hill, New Delhi.
2. Stephen H. Penman (2014) —Financial Statement Analysis and Security Valuation, 4<sup>th</sup> Edition, Tata McGraw Hill, New Delhi.

#### REFERENCE BOOKS:

1. M.S Narasimhan (2016), Financial Statement Analysis, 1<sup>st</sup> Edition, Cengage Learning India Private Limited, New Delhi.
2. Charles H. Gibson (2013), Financial Statement Analysis, 13<sup>th</sup> edition, Cengage Learning India Private Limited, New Delhi.
3. Lawrence Revsine, Daniel Collins, Bruce Johnson, Fred Mittelstaedt, Leonard Soffer (2015), Financial Reporting and Analysis, 6<sup>th</sup> Edition, McGraw-Hill Education, New Delhi.
4. Deepa Agarwal (2017), Financial Reporting and Auditors Responsibility, 2<sup>nd</sup> edition, Bloomsbury Professional India, New Delhi.
5. Deepa Agarwal (2018), The Law & Practice of Financial Reporting and Auditor's Responsibilities under Companies Act, 2013, 1<sup>st</sup> Edition, Bloomsbury Professional India, New Delhi

#### CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
CO2	3	-	-	1	-	-	-	-	-	-	-	-	-	-	-	2	2
CO3	3	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-
CO4	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1
CO5	3	-	1	1	2	-	-	-	-	-	-	-	-	-	-	1	1
<b>AVG</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	-	-	-	-	-	-	-	-	-	<b>1.3</b>	<b>1.3</b>

**1 - Low, 2 - Medium, 3 - High, '-; - No Correlation**

**PREREQUISITE:**

- Not Required

**COURSE OBJECTIVES (CO):**

- Understand the principles of community engagement and development.
- Explore rural development programs and government schemes.
- Gain practical skills in financial literacy and banking assistance for communities.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Describe the principles of community engagement and development, and the role of self-help groups	Understand
CO2	Analyze rural development programs and evaluate government schemes for community involvement	Analyze
CO3	Examine ethics in community research and assess the impact of rural poverty and COVID-19 on migrant laborers	Analyze
CO4	Create financial literacy awareness programs for local communities.	Apply
CO5	Assist the elderly and illiterate individuals with banking instruments by applying knowledge of banking processes	Apply

**UNIT- I INTRODUCTION AND PRINCIPLES****8 HOURS**

Concept, Ethics and Spectrum of Community engagement, Local community, Rural culture and Practice of community engagement - Stages, Components and Principles of community development, Utility of public resources. Contributions of self-help groups

**UNIT - II RURAL DEVELOPMENT****8 HOURS**

Rural Development Programs and Rural institutions Local Administration and Community Involvement- Social contribution of community networking, Various government schemes. Programmes of community engagement and their evaluation.

**UNIT- III COMMUNITY AND RESEARCH****8 HOURS**

Community Engaged Research and Ethics in Community Engaged Research Rural Distress, Rural Poverty, Impact of COVID-19 on Migrant Laborers, Mitigation of Disaster.

**TOTAL: 24 HOURS****TEXT BOOKS:**

1. Scott S Macdonald and Timothy W Koch (2011)., *Management of Banking*, New Delhi: Thomson Publishing,

2. Donald R Fraser, Benton E Gup and James W Kolari (2010)., *Commercial Banking, The Management of Risk*, Wiley,

#### REFERENCE BOOKS:

1. Peter S Rose(2012)., *Commercial Bank Management*, New Delhi: McGraw Hill/Irwin,
2. David H Buzzell(2010)., *Principles of Banking*, USA: American Bankers Associations, 2010.
3. *Principles of Community Engagement*, (2011).2<sup>nd</sup> Edition, NIH Publication No. 11-7782.

#### WEBSITES:

1. <https://youtu.be/-SQK9RGBt7o>
2. [https://www.uvm.edu/sites/default/files/community\\_engagement\\_handout.pdf](https://www.uvm.edu/sites/default/files/community_engagement_handout.pdf) (Community Engagement)
3. [https://www.atsdr.cdc.gov/communityengagement/pce\\_concepts.html](https://www.atsdr.cdc.gov/communityengagement/pce_concepts.html) (Perspectives of Community)
4. <https://egyankosh.ac.in/bitstream/123456789/59002/1/Unit1.pdf> (community concepts)
5. <https://sustainingcommunity.wordpress.com/2013/07/09/ethics-and-community-engagement/>(Ethics of community engagement)
6. <https://www.preservearticles.com/sociology/what-are-the-essential-elements-of-community/4558> (Elements of Community)

#### CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	-	-	-	-	-	3	-	-	-	-	2	3	3	-	-	-	2
CO2	-	-	-	-	-	3	-	-	-	-	2	3	3	-	-	-	2
CO3	-	-	-	-	-	3	-	-	-	-	2	3	3	-	-	-	2
CO4	-	-	-	-	-	3	-	-	-	-	2	3	3	-	-	-	2
CO5	-	-	-	-	-	3	-	-	-	-	2	3	3	-	-	-	2
<b>AVG</b>	-	-	-	-	-	<b>3</b>	-	-	-	-	<b>2</b>	<b>3</b>	<b>3</b>	-	-	-	<b>2</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

- Basic communication skills, interpersonal skills, and an awareness of workplace etiquette and professionalism.

**COURSE OBJECTIVES (CO):**

- Explore career alternatives prior to graduation by integrating theory and practice, and assess interest and abilities in the chosen field of study.
- Develop work habits, attitudes necessary for job success, and essential communication, interpersonal, and interview skills.
- Build a record of work experience.

**COURSE OUTCOMES(COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Explore career alternatives prior to graduation & integrate theory and Practice	Understand
CO2	Assess interest and abilities in their field of study	Evaluate
CO3	Develop work habits and attitudes necessary for job success	Apply
CO4	Develop communication, interpersonal and other critical skills in the job interview process	Apply
CO5	Build a record of work experience	Create

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	1	1	-	-	-	-	-	2	-	-	-	-	-	-
CO2	3	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-
CO3	3	-	-	-	-	-	-	-	-	-	2	-	3	-	-	-	-
CO4	3	2	2	-	-	-	2	-	-	-	2	2	-	-	-	-	-
CO5	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1
AVG	3	2	2	1	1	-	2	-	-	-	2	2	3	-	-	1	1

1 - Low, 2 - Medium, 3 - High, '-; - No Correlation

25LTU401G

LANGUAGE: TAMIL - IV

SEMESTER IV  
4H - 3C

Instruction Hours/week : L : 4 T : 0 P : 0

Marks : Internal : 40 External : 60 Total : 100  
End Semester Exam : 3 Hours**தமிழக வரலாறும் பண்பாடும்****பாடத்திட்டப் பொதுநோக்கம்**

- கற்றல் வழி சிந்தனைத் திறனையும், கருத்து வெளிப்பாட்டுத் திறனையும், மேம்படுத்துதல்.
- அரசுத் தேர்வுகளுக்கு மாணவர்களை ஆயத்தமாக்குதல்; திறனாய்வு நோக்கை மேம்படுத்துதல்.
- இலக்கியங்களின் வழி மனித வாழ்வியலை உணர்த்துதல்.
- இன்புறுத்தல் மற்றும் அறிவுறுத்தல் நிலைகளில் இலக்கியங்களின் பங்களிப்பை உணர்த்துதல்.
- இளைய தலைமுறையினருக்கு அற உணர்வு மற்றும் வாழ்வியல் மதிப்புகளை அறிவுறுத்துதல்.

**பாடத்திட்டப் பயன்விளைவு**

- இந்தியக் குடியரிமைப்பணி முதலான போட்டித் தேர்வுகளில் இடம்பெறுகின்ற, 'தமிழ் இலக்கிய வரலாறு' குறித்த முழுமையான அறிமுகத்தை அடைதல்.
- தொல்லியல், கல்வெட்டியல் மற்றும் ஓலைச்சுவடியியல் சார்ந்த ஆவணத் தேடலுக்குரிய ஆய்வு மனப்பான்மையுடன், இலக்கியங்களை அணுகுதல்.
- 'அறிவியல் தமிழ்' 'இணையத் தமிழ்' போன்ற தமிழின் வளர்ச்சித் துறைகள் சார்ந்த திறன் மேம்பாடு பெற்றிருத்தல்.
- வேலைவாய்ப்புக்குரிய வகையில் படைப்பாக்கத்திறன் முதலான மொழி ஆளுமை பெற்றிருத்தல்;
- சமூக வாழ்வியல் மதிப்புகளைப் பேணுவதற்குக் கருவியாக உள்ள இலக்கியங்களை நாடுகின்ற மனப்பான்மை வளர்ச்சி.

**தாள்கள் வரிசையும் தேர்வுச் செயல் திட்டமும்****பகுதி-I தமிழ்****இளநிலைப்பட்ட அறிவியல் மற்றும் கலையியல்  
வகுப்புகள்**

பருவம்	தாள்	கற்பிக்கும் நேரம்/வாரம்	தேர்வு மணிகள்	மதிப்பெண் அகமதிப்பீடு/பருவ எழுத்துத் தேர்வு	மொத்தம்	மதிப்புப் புள்ளிகள்
நான்கு	IV	4	3	40 / 60	100	3

### தமிழக வரலாறும் பண்பாடும்

**அலகு - 1 தமிழக வரலாறும் நாட்டுப்பிரிவுகளும் 10 மணிநேரம்**

பழைய கற்காலம் - புதிய கற்காலம் - இரும்புக்காலம் - சங்க கால மூவேந்தர் நாடுகள் (சேர, சோழ, பாண்டியர்கள்) - பிற்கால நாட்டுப் பிரிவுகள் - பல்லவர் நாடு - நடு நாடு - தொண்டை நாடு - கொங்கு நாடு.

**அலகு - 2 தமிழகத்தில் கலை இலக்கிய வளர்ச்சி 10 மணிநேரம்**

காலந்தோறும் தமிழகத்தில் கட்டடக்கலை - கோயிற்கலை - கூத்துக்கலை - நாடகக்கலை - ஆடற்கலை - சிற்பக்கலை - ஓவியக்கலை வளர்ச்சி - தமிழ் வளர்ச்சிக்குப் பக்தி இலக்கியங்களின் பங்களிப்பு.

**அலகு - 3 தமிழர்களின் வணிகம் 08 மணிநேரம்**

சங்க கால வணிகம் - தமிழர்களின் அயல்நாட்டு வணிகத்தொடர்பு - கிரேக்கர்கள் - ரோமர்கள் - மௌரியர்களுடனான வணிகத்தொடர்பு - நாணயங்கள்.

**அலகு - 4 தமிழகப் பண்பாட்டில் கொங்கு நாடு 10 மணிநேரம்**

கொங்கு நாடும் அதன் வரலாறும் - அரசர்கள் - சிற்றரசர்கள் - கொங்கு நாட்டு எல்லைகள் - கொங்கு நாடும் பிற பகுதிகளும் - புலவர்கள் - இலக்கியங்கள் - பண்பாட்டுச் சிறப்பு.

**அலகு - 5 தமிழகத் தொல்லியல் ஆய்வுக்களங்கள் 10 மணிநேரம்**

அரிக்கமேடு - ஆதிச்சநல்லூர் - அழகன்குளம் - கீழடி - கொடுமணல் - கொற்கை - மயிலாடும்பாறை - கங்கை கொண்ட சோழபுரம் போன்ற ஆய்வுக்களங்களில் கிடைத்துள்ள தமிழக வரலாற்றுக் குறிப்புகள்.

**மொத்த மணிநேரம் - 48**

**TEXT BOOK:**

1.கற்பகச் சோலை – தமிழ்ப்பாட நூல், இலக்கிய இன்பம், தமிழ்த்துறை வெளியீடு, கற்பகம் உயர்கல்விக்கழகம், கோயம்புத்தூர் – 21.

**பார்வை நூல்கள்:**

1.தமிழக வரலாறு மக்களும் பண்பாடும் – கே.கே.பிள்ளை – உலகத் தமிழாராய்ச்சி நிறுவனம், தரமணி,சென்னை.

2.தமிழக வரலாறும் பண்பாடும் – வே.தி.செல்வம் – மணிவாசகர் பதிப்பகம், பிராட்வே, சென்னை.

**இணையதளம்:**

W1-www.tvu.org.in

W2- www.maduraitamilproject.com

**இதழ்கள்:**

J1- International Research Journal of Indian Literature, irjil.in

J2 - International Tamil Research Journal, iorpress.in

## வினாத்தாள் கட்டமைப்பு

**இடைத்தேர்வு - மொத்த மதிப்பெண்கள் 60**

பகுதி - அ (இரு மதிப்பெண் வினாக்கள்)  $6 \times 2 = 12$  ( அனைத்து வினாக்களுக்கும் விடையளித்தல்)

பகுதி - ஆ (ஆறு மதிப்பெண் வினாக்கள்)  $3 \times 6 = 18$  ( அனைத்து வினாக்களுக்கும்விடையளித்தல்)

பகுதி - இ (பத்து மதிப்பெண் வினாக்கள் )  $3 \times 10 = 30$  ( அனைத்து வினாக்களுக்கும் விடையளித்தல்)

**பருவத்தேர்வு - மொத்த மதிப்பெண்கள் 100**

பகுதி - அ (இரு மதிப்பெண் வினாக்கள்)  $10 \times 2 = 20$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)

பகுதி - ஆ (ஆறு மதிப்பெண் வினாக்கள்)  $5 \times 6 = 30$  (அனைத்து வினாக்களுக்கும் விடையளித்தல்)

**CO, PO, PSO Mapping**

<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PO7</b>	<b>PO8</b>	<b>PO9</b>	<b>PO10</b>	<b>PO11</b>	<b>PO12</b>	<b>PO13</b>	<b>PO14</b>	<b>PO15</b>	<b>PSO1</b>	<b>PSO2</b>
CO1	2	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	2	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	3	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	3	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>AVG</b>	<b>2.6</b>	<b>2.6</b>	<b>2.8</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours / Week: L:4 T:0 P:0

Marks: Internal:40 External:60 Total: 100  
End Semester Exam: 3Hours**(MODERN POETRY, ONE ACT, ESSAY, TRANSLATION)****PREREQUISITE:**

- Not Required

**COURSE OBJECTIVES(CO):**

- Develop an interest in the appreciation of short stories
- Comprehend the grammatical structures and sentence making
- Understand the language and developing English to Hindi translation skill

**COURSE OUTCOMES(COs):**

- Learning the literacy knowledge of Hindi specially reading and writing .
- Learning the literary knowledge specially reading and understanding of Hindi short Stories
- Learning the history of Hindi literature.
- The ability to translate from Hindi to English and from English to Hindi will be improved.
- Develop a skill in spoken Hindi.

<b>UNIT-I</b>	a) Poetry – Lakshmanan ke Bare Me b) Bharath ka Bhagya c) Essay – Dhokha d) Translation – Lesson – 1 to 3	<b>9 HOURS</b>
<b>UNIT-II</b>	a) Poetry – Soorpanakha Ki Visheshatha b) Bahu Ki Vida c) Essay – Jabaan d) Translation– Lesson – 4 to 6	<b>9 HOURS</b>
<b>UNIT-III</b>	a) Poetry– Kavya Ke AdharPar b) Reed Ki Haddi c) Essay – Kya Janvar Bhee Sochthi Hai d) translation– Lesson – 7 to 9	<b>10 HOURS</b>
<b>UNIT-IV</b>	a) Khanda Kavya Ke Adhar Par Panchavati b) Rajputni Ka Badhala c) Essay – Shradha-Bhakthi d) Translation– Lesson – 10 to 12	<b>10 HOURS</b>
<b>UNIT-V</b>	a) Kavya Ke Adhar Par Prakruthik Varnan b) Bheem Aur Raakshas c) Essay – Adhunik Nari d) Translation – Lesson –13 to 15	<b>10 HOURS</b>

**TOTAL: 48 HOUR**

**REFERENCE BOOKS:**

1. Gupt,M.S, (2015). Panchavati, Bharathiya Sahithya Sangrah, Kanpur - 208002, Uttar Pradesh.
2. Hindi Prachar Sabha D.B, (2007). Adarsh Akanki, T.Nagar, Chennai - 600017,
3. Ranjan,S.D,Dr., (1987). Nibandh Nishchay, Hindi Sahithya Sammelan Prayag, 12, Sammelan Marg, Illahabath.
4. Hindi Prachar Sabha D.B, (2007). Anuvadh Abhyas - III, T.Nagar, Chennai - 600017,TamilNadu.

**CO, PO, PSO Mapping**

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	2	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	2	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	3	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	3	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>AVG</b>	<b>2.6</b>	<b>2.6</b>	<b>2.8</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours / Week: L:4 T:0 P:0

Marks: Internal:40 External:60 Total: 100  
End Semester Exam: 3Hours**PREREQUISITE:**

- Not Required

**COURSE OBJECTIVE:(CO)**

- Knowledge of contemporary drama contents of Malayalam literature
- Learn Screen play and its techniques. The ability to read drama and express criticism about it and the ability to express social thoughts will improve
- There will also be litigation messages in Malayalam and news on speech techniques Able to write articles on their own and improve their creative skills.

**COURSE OUTCOME: (COs)**

- Get a basic knowledge of drama
- Can read and critique Screenplay
- Create interest in art literature courses
- The hope of writing a Drama or a Screen Play
- The idea of creating new works and critique knowledge will improve.

Unit No.	PART I – MALAYALAM IV	Hours
I	Screen Play - Perumthachan	10
II	Screenplay - Perumthachan	10
III	Drama - Saketham	10
IV	Drama - Saketham	09
V	Drama - Saaketham	09
	<b>TOTAL</b>	<b>48</b>

**TEXT BOOKS:**

1. Vasudevan Nair M.T., (2015), *Perumthachan*, DC Books, Kerala
2. Sreekandan Nair C.N., (1974) *Saketham*, DC Books, Kerala

**REFERENCE BOOKS:**

1. Sankara Pillai G,(1980)Malayala Nataka Sahithya Charithram, Kerala Sahithya Akademi, Trissur

2. Vayala Vasudevan Pillai,(2005),Malayala Nataka Sahithya Charithram,Kerala Sahithya Akademi, Thrissur
3. SmarakaPrasanga Samithi C.J,(1963) Natakam OruPatanam, Koothattukulam Nataroopacharcha, Kattumadam Narayanan ,NBS, Kottayam
4. Vijayakrishanan,(2024)Chalachithrasameeksha, Kerala Bhasha Institute,Current Book,Kottayam
5. Jose-K.Manual ,(2004)Cinemayude Paadangal,VisakalanavumVeekshanavum ,D C Book,Keral

### CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>AVG</b>	<b>0.6</b>	<b>1.8</b>	-	<b>0.4</b>	-	-	-	-	-	-	-	-	-	-	-	-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours / Week: L:4 T:0 P:0

Marks: Internal:40 External:60 Total: 100  
End Semester Exam: 3Hours

## (LYRICS, GRAMMAR AND TRANSLATION)

**PREREQUISITE:**

- Not Required

**COURSE OBJECTIVES(CO):**

- The fundamental objective of the curriculum is to impart effective science education at the undergraduate level, exposing them to recent trends and developments in the subject.
- Creating scientific temper is another major objective of this curriculum.
- Another major thrust given here is to develop an environmental concern in all activities of the students. 'Go green', the motto of the syllabus emphasizes the urgent need to conserve nature without destruction of natural resources.

**COURSE OUTCOMES(COs):**

- **Critical Thinking:** Take informed actions after identifying the assumptions that frame students' thinking and actions.
- **Problem Solving:** Understand and solve problems of relevance to society to meet the specified needs using the knowledge, skills and attitudes acquired.
- **Effective Communication:** Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the world by connecting people, ideas, books, media and technology.
- **Effective Citizenship:** Demonstrate empathetic social concern and equity centered national development.
- **Environment and Sustainability:** Understand the issues of environmental contexts and sustainable development

<b>UNIT-I</b>		<b>10 HOURS</b>
	Introduction to Sanskrit Lyrics and erotic literature.	
<b>UNIT – II</b>		<b>10 HOURS</b>
	Devotional Literature, Important works	
<b>UNIT – III</b>		<b>10 HOURS</b>
	Krishnakarnamrita of Leelasuka (Second Section only)	
<b>UNIT – IV</b>		<b>09 HOURS</b>
	Grammar – Past tense, Declension of personal pronouns	
<b>UNIT – V</b>		<b>09 HOURS</b>
	Simple sentences from Sanskrit Self Teacher	

**TOTAL: 48 HOURS**

**Drama text Book Available at :**

- Krishnakarnamrita of Leelasuka (2013) Sri Ramakrishna Mud, Mylapore, Chennai.

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1	2	3	3	-	-	-	-	-	-	-	-	-	-	-
CO2	3	2	3	-	-	-	-	-	-	-	-	-	-	-
CO3	2	3	3	-	-	-	-	-	-	-	-	-	-	-
CO4	3	2	2	-	-	-	-	-	-	-	-	-	-	-
CO5	3	2	2	-	-	-	-	-	-	-	-	-	-	-
AVG	2.6	2.6	2.8	-	-	-	-	-	-	-	-	-	-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours / Week: L:4 T:0 P:0

Marks: Internal:40 External:60 Total: 100  
End Semester Exam: 3 Hours

(COMPREHENSION, TRADUSION, REDUCTION, UNE ACT)

**PREREQUISITE:**

Not Required

**COURSE OBJECTIVES (CO):**

The objectives of this course are:

- To provide the students with an ability to build and enrich their communication skills.
- To help them think and write imaginatively and critically.
- To strengthen their professional skills.

**COURSE OUTCOMES (COs):**

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

COs	Course Outcomes	Blooms Level
CO1	Make the students proficient communicators in French.	Apply
CO2	Develop learners' ability to understand French.	Understand
CO3	Understand the nuances of listening, speaking and reading French.	Understand
CO4	Prepare the learners to face situations with confidence and to seek employment in the modern globalized world.	Apply
CO5	Build the students' ability to listen and to speak French better.	Apply

**Unite – I**

**9 HOURS**

- a) Leçon – On fait le ménage !
- b) Communication - Protester et réagir
- c) Grammaire - Le présent progressif, Les pronoms possessifs
- d) La phrase négative (3)
- e) Lexique – Le logement, La maison, Les pièces Culture

**Unite – II – Paris et ses symboles**

**9 HOURS**

- a) Leçon – À propos de logement
- b) Communication – Exprimer l'intérêt et l'indifférence
- c) Grammaire – Quelques adjectifs et pronoms indéfinis
- d) Lexique – Les verbes lire, rompre et se plaindre
- e) Culture – Meubles et équipement, Les tâches ménagères
- Les fêtes et les traditions en France

**Unite – III**

**10 HOURS**

- a) Leçon – Tous en forme ! Accidents et catastrophes
- b) Communication – Raconter au passé

- c) Grammaire – Le passé composé et l'imparfait Le passé récent, L'expression de la durée,
- d) Lexique – Le corps humain : l'extérieur, Le corps humain : l'intérieur Les maladies et les remèdes
- e) Culture – La longue histoire de la Francophonie

#### Unite – IV

**10 HOURS**

- a) Leçon – Faire ses études à l'étranger
- b) Communication - Exprimer la peur et rassurer
- c) Grammaire - Les adjectifs et les pronoms indéfinis : rien, personne, aucun Les verbes dire, courir et mourir
- d) Lexique – Les accidents, Les catastrophes naturelles
- e) Culture - Les jeux de la Francophonie .

#### Unite – V

**10 HOURS**

- a) Leçon - Bon voyage ! La météo
- b) Communication - Exprimer son opinion, Parler de la météo
- c) Grammaire - Les pronoms démonstratifs neutres Le futur simple, Situer dans le temps
- d) Lexique - Le système scolaire, Les formalités pour partir à l'étranger La météo
- e) Culture - Le français hors de France

**TOTAL: 48 HOURS**

#### REFERENCE BOOKS:

1. Marie-Noëlle Cocton, December 2015, *Saison 1: méthode de français*, Volume 89, Number 2, Johns Hopkins University Press, Dider Paris.
2. Marion Alcaraz, Dorothée Escoufier, Camille Gomy, Mathilde Landier, Francine Quéméner, Delphine Ripaud, 2014, *Saison 1- Cahier d'activités*, Dider, Paris.
3. Anne Akvüz, Bernadette Bazelle-Shahmaei, Joëlle Bonenfant, Marie-Françoise Gliemann, 24 Aug. 2005, *LES 500 EXERCICES DE GRAMMAIRE AVEC CORRIGÉS*, Hachette Français Langue Etrangère, Paris.
4. Anne Akyüz, Bernadette Bazelle- Shahmael, Joëlle Bonenfant, Marie- Françoise Gliemann, *Les exercices de grammaire*, Hachette FLE, Paris, 2005
5. Christian Beaulieu, 2011, *Je Pratique Exercice De Grammaire A1*, French, Goyal Publishers, Paris.
6. Nathalie Bié, Philippe Santinan, April 2014, *Grammaire pour adolescents 250 exercices*, French, CLE INTERNATIONAL, Paris.

#### WEBSITES :

- <http://enseigner.tv5monde.com/>
- [bonjourdumonde.com /exercices/contenu/le – francais-du- tourisme.html](http://bonjourdumonde.com/exercices/contenu/le-francais-du-tourisme.html)
- <http://www.bonjurdefrance.com/>
- <https://www.lepointdufle.net/>

### CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>AVG</b>	<b>3</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>-</b>												

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours / Week: L:3 T:0 P:0

Marks: Internal:40 External:60 Total: 100

End Semester Exam: 3Hours

**PREREQUISITE:**

Not required

**COURSE OBJECTIVES(CO):**

- To provide the students with an ability to build and enrich their communication skills.
- To help them think and write imaginatively and critically.
- To strengthen their professional skills.

**Course Outcomes (COs):**

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

COs	Course Outcomes	Blooms Level
CO1	Make the students proficient communicators in English.	Apply
CO2	Develop learners' ability to understand English.	Understand
CO3	Understand the nuances of listening, speaking and reading English.	Understand
CO4	Prepare the learners to face situations with confidence and to seek employment in the modern globalized world.	Apply
CO5	Build the students' ability to listen and to speak English better.	Apply

**UNIT - I****8 HOURS**

Concept of Communication- Barriers to Communication- Body Language-Personality Development-Etiquette and Manners-Soft Skills

**UNIT - II****7 HOURS**

Listening Comprehension-Reading Comprehension-Paragraph Writing-Precis Writing-Collocation

**UNIT - III****7 HOURS**

Writing-Writing Resume and Covering Letter- Types of Letter Writing-Letter Formats-E-mail Writing-Writing MoU- DictoComposition--Term Paper-Book Reviews

**UNIT - IV****7 HOURS**

Speaking-Interview Skills-Preparing Welcome address and Vote of Thanks-Compering -

**UNIT - V****7 HOURS**

Punctuation Marks- Figures of Speech

**TOTAL: 36 HOURS****TEXT BOOK:**

1. Board of Editors (2024). *Proficiency in Communication II*, Karpagam Academy of Higher Education

**REFERENCE BOOKS:**

1. Martin's, St (2013). *Oxford Handbook of Writing: Handbook of Writing*. Cambridge University Press.
2. Wren & Martin, (2008). *High School English Grammar & Composition*, S.Chand & Company Ltd, Board of Editors.
3. Krashen, Stephen D (1982). *Principles and Practice in Second Language Acquisition*. New York:Pergamon Press.

**WEB SITES:**

1. <https://www.skillsbuilder.org/blog/top-5-speaking-skills-for-success-in-interviews>  
<https://www.coursera.org/articles/interviewing-skills>

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO4	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
CO5	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>AVG</b>	<b>3</b>	<b>3</b>	-	<b>2</b>	-	-	-	-	-	-	-	-	-	-	-	-	-

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

- Student should be familiar with Marketing Principles including industry trends, consumer insights, and effective research methodologies.

**COURSE OBJECTIVES (CO):**

- Introduce market research, differentiate it from marketing research, and explore various tools and methodologies, including consumer research and marketing methodologies.
- Understand the characteristics of FMCG, industry classification, major players in the food and beverage sector, and the basics of retailing, including retail formats, functions, and retail research methodologies.
- Explore the usage of panel data, consumer panel applications, media research methodologies, and stages of new product development.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Identify and differentiate between market research and marketing research.	Understand
CO2	Analyze FMCG characteristics, industry classifications, and major players.	Analyze
CO3	Evaluate retailing basics, retail formats, and functions, and understand retail research methodologies.	Evaluate
CO4	Apply consumer research concepts, marketing methodologies, and understand new product development stages.	Apply
CO5	Demonstrate knowledge of panel data usage, consumer panel applications, and media research methodologies.	Apply

**UNIT - I INTRODUCTION ABOUT MARKET RESEARCH****7 HOURS**

What is market research, How does it differ from marketing research? Different market research tools and research methodologies.

**UNIT - II CONSUMER PACKAGED GOODS****7 HOURS**

Characteristics of FMCG Products, Consumer Goods Industry, Classification Introduction, Consumer Packaged Goods Food and beverage industry classification, Major Players.

**UNIT - III RETAILING AND RETAIL RESEARCH 8 HOURS**

**Basics of Retailing:** What is retailing, Significance of Retail and the future of Retailing Retail Formats - Strategy behind different formats of Retail Function of a Retailer - Retail Function Flow Global Retailers.

**Retail Research:** Characteristics of Retail Data, Retail Research Reports, Product Coding, Product Reference, Product Features, Features coding, Items coding, Store reference, Price Range.

**UNIT - IV CONSUMER RESEARCH 7 HOURS**

Consumer Research, Consumer Marketing Research, Consumer Marketing Research, Key Consumer Research Methodologies, Key Consumer Research Methodologies, Stages of New Product Development.

**UNIT - V PANEL SERVICES AND MEDIA RESEARCH 7 HOURS**

**Panel Services:** What is Panel data, Uses of Consumer Panel, Panel Research Reports.

**Media Research:** Media Research, Media Data, Characteristics of Media Data, Importance of media data validation, Media research report.

**TOTAL: 36 HOURS**

**TEXT BOOK:**

1. Tata Consultancy Services BPS study material

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	-	-	-	2	-	-	-	-	-	3	1	1
CO2	3	-	-	3	-	-	-	-	-	-	-	-	-	-	3	1	1
CO3	3	-	-	3	3	2	-	1	-	-	1	-	-	-	-	1	1
CO4	3	-	1	3	3	-	-	-	-	-	-	-	-	-	3	1	1
CO5	3	1	-	3	3	2	-	-	2	-	-	-	-	-	-	1	1
<b>AVG</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>1</b>	<b>1</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

- Assessee, previous year, assessment year, residential status, and various types of income defined under the Income Tax Act, 1961.

**COURSE OBJECTIVES (CO):**

- Understand the basic concepts of the Income Tax Act, 1961, and the computation of salary and house property income.
- Know the provisions for computing income from other sources and become familiar with the laws for calculating total income and tax liability.
- Assess the total income and tax liability of individuals.

**COURSE OUTCOMES(COs):**

**Upon completion of this course, the student will be able to:**

COs	Course Outcomes	Blooms Level
CO1	Understand the basic Concept of Income Tax Act, 1961.	Understand
CO2	Impart the knowledge on computation of salary and house property income	Understand
CO3	Know the provisions of computation of income from other sources.	Apply
CO4	Familiar with the laws pertaining to computation of total income and tax liability	Apply
CO5	Assess the total income and tax liability of individual	Evaluate

**UNIT-I BASIC CONCEPTS****14 HOURS**

An Overview of Income Tax Act, 1961 - Introduction - Important Definitions- Income - Agricultural Income - Assessee - Previous Year - Assessment Year - Residential Status - Basis of Charge - Scope of Total Income - Tax Rates in accordance with the applicable Finance Act for the relevant assessment year - Exempted Income u/s 10.

**UNIT- II COMPUTATION OF INCOME FROM SALARY AND HOUSE PROPERTY****15 HOURS**

Salary –Meaning – Allowances – Perquisites - Profits in lieu of Salary - Deductions against Salary - Incomes exempt from Tax. House Property - Chargeability - Owner of house property - Determination of Annual Value - Deduction from Net Annual Value - Unrealized Rent – Exemptions - Computation of Income from House Property.

**UNIT- III COMPUTATION OF INCOME – PROFITS AND GAINS FROM BUSINESS AND PROFESSION****15 HOURS**

Profits and Gains from Business and Profession - Business and Profession – An Overview –

Chargeability - Profits and Losses of Speculation Business - Deductions Allowable - Expenses Disallowed - Deemed Profits u/s 41 - Maintenance of Accounts.

**UNIT- IV COMPUTATION OF INCOME FROM CAPITAL GAIN AND INCOME FROM OTHER SOURCES** **14 HOURS**

Capital Gain: Chargeability - Capital Gains - Capital Assets & Transfer - Types of Capital Gains - Mode of Computation of Capital Gains - Exemptions and Deduction. Taxation of Dividend - Provisions relating to Gifts – Deductions -Other Miscellaneous Provisions. Exemptions/Deduction

**UNIT - V COMPUTATION OF TOTAL INCOME AND TAX LIABILITY** **14 HOURS**

Computation of Gross Total Income - Set Off and/or Carry Forward of Losses: Rebate and Relief - Income's not included in Total Income - Tax holidays - Clubbing of Income - Aggregation of Income.–Individual Tax Rate – Deduction under Sec. 80 – Computation of Total Income and Tax Liability of an Individual.

**TOTAL: 72 HOURS**

**Note:** Distribution of marks - 30% theory and 70% problems

**TEXT BOOK:**

1. Gaur and Narang (2021), Income Tax Law and Practice, 51<sup>st</sup>Edition, Kalyani Publishers, Chennai.

**REFERENCE BOOKS:**

1. Dr. H.C Malhotra, Dr. S P Goyal (2021), Income Tax Law and Practice, 61<sup>th</sup>Edition, Sathya Bawan Publication, New Delhi.
2. Dr. Girish Ahuja, Dr. Ravi Gupta (2018), Direct Taxes Law and Practices, 10<sup>th</sup> Edition Wolters Kluwer India Pvt. Ltd, New Delhi.
3. CA Atin Harbhajanka (Agarwal) (2018), Income Tax Law and Practice, 2<sup>nd</sup> Edition Bharat Law House Pvt. Ltd, New Delhi.
4. Dr. Vinod.K.Singhania, Dr Kapil Singhania (2018), Direct Taxes Law and Practice, Taxmann Publication Pvt. Limited, New Delhi.
5. Monica Singhania Vinod K Singhania (2020), Students Guide to Income Tax including GST, 61<sup>st</sup> Edition, Taxmann Publication Pvt. Limited, New Delhi.
6. Direct Tax Law and Practice (2018), The Institute of Company Secretaries of India, MP Printers.

**WEBSITES:**

<https://www.coursera.org/learn/international-taxation>

**CO, PO, PSO Mapping**

<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PO7</b>	<b>PO8</b>	<b>PO9</b>	<b>PO10</b>	<b>PO11</b>	<b>PO12</b>	<b>PO13</b>	<b>PO14</b>	<b>PO15</b>	<b>PSO1</b>	<b>PSO2</b>
CO1	3	-	2	-	-	-	-	-	-	3	2	-	3	-	3	1	1
CO2	3	-	-	3	3	-	-	-	-	3	-	-	3	-	3	1	1
CO3	3	-	-	3	3	-	-	-	-	3	-	-	3	-	3	1	1
CO4	3	-	-	3	3	-	-	-	-	3	2	-	3	-	3	1	1
CO5	3	-	2	3	3	-	-	-	-	3	2	-	3	-	3	2	2
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>2</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>1.2</b>	<b>1.2</b>

**1 - Low, 2 - Medium, 3 - High, '-; - No Correlation**

**PREREQUISITE:**

- Students should be familiar with various types of securities like stocks, bonds, derivatives, money market instruments such as Treasury bills and commercial paper, mortgage-backed securities and high-yield bonds.

**COURSE OBJECTIVES(CO):**

- Understand the overview of the investment company industry and apply relevant funding strategies.
- Analyze and interpret financial statements and operations of investment companies.
- Evaluate the effectiveness of tools used in investment companies and analyze financial statement reports.

**COURSE OUTCOMES(COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Understand Overview of Investment Company Industry.	Understand
CO2	Analyze and interpret the financial statements Operations.	Analyze
CO3	Evaluate the results of tools applied and interpret the result.	Evaluate
CO4	Apply the funding strategies applicable to Investment companies.	Apply
CO5	Analyse the report of financial statement	Analyse

**UNIT - I OVERVIEW OF INVESTMENT COMPANY INDUSTRY 12 HOURS**

Introduction: Meaning, Definition and Classification. Types of Investment Company Fair Value ASC 820 - Organization Providing Services to Investment: The Investment Adviser - The Distributor - The Custodian - The Transfer Agent - The Administrator. Regulations - Financial Reporting to shareholders - Accounting Rules and Policies - Effective Date of Transaction.

**UNIT - II INVESTMENT COMPANIES AND FUND 12 HOURS**

Investment companies and Fund – Overview: Fund Administration - Hedge Fund – Defining the Hedge Fund - Types of Hedge Fund - Private Equity Funds - Venture capital fund. Domestic and offshore Hedge fund – Hedge fund strategy – Size of the Hedge fund market – Reasons for Rapid Growth of Hedge fund industry – Market benefits of Hedge fund industry – Hedge fund in Different Jurisdictions: United States of America.

**UNIT - III INVESTMENT ACCOUNTS AND FINANCIAL INSTRUMENTS 12 HOURS**

Investment Accounts and Financial Instruments - Investment Objectives and Policies - Operations and Controls. Accounting: Net Assets value per share - Basis of recording securities transactions - Valuing Investments - Valuation Techniques: The Present Value Techniques - The fair value Hierarchy. Money Market Funds - Accounting for foreign investments. Financial Instruments: Money Market Instruments - Repurchase Agreement - US Government Securities: Treasury Bills - Notes and Bonds. Securities: Mortgage-Backed Securities - High Yield Securities.

**UNIT- IV CAPITAL ACCOUNTS****12 HOURS**

Capital Accounts - Introduction - Operations and Controls - Accounting for Capital Structure Transactions and Distributions - Auditing Procedures - Complex Capital Structure: Operational and Accounting Issue - Financial Statement Preparation - Audit Consideration - Methods of Allocating Income, Fund- Level Expenses and Realized and Unrealized Gains/Losses - Methods of Computing Income Distributions per shares. Taxes: Introduction - Taxation of Regulated Investment Companies.

**UNIT - V FINANCIAL STATEMENT OF INVESTMENT COMPANIES****12 HOURS**

Financial Statement Introduction - Comparative Financial Statement- Schedule of Investments - Statement of Operations - Financial reporting - Common fund- Categories: Legal Structure and Investment types. Income statement- Integrated reporting – equity transactions- Income measurement. Fund GAV and NAV, IRR - Capital subscription, distribution, commitments - Distribution of waterfall and Management fees - Financial statements for funds / investment companies - SAL, SOP, SOC, SCF, SOI, FiHi.

**TOTAL: 60 HOURS****TEXT BOOK**

1. Sanjay Dhamija, —Financial Reporting and Analysis, SULTAN CHAND & SONS Educational Publishers New Delhi, First Edition: 2020.

**REFERENCE BOOKS:**

1. Deepa Agarwal (2018), The Law & Practice of Financial Reporting and Auditor's Responsibilities under Companies Act, 2013, 1<sup>st</sup> edition, Bloomsbury Professional India, New Delhi
2. Deepa Agarwal (2017), Financial Reporting and Auditors Responsibility, 2<sup>nd</sup> edition, Bloomsbury Professional India, New Delhi.
3. M.S Narasimhan (2016), Financial Statement Analysis, 1<sup>st</sup> Edition, Cengage Learning India Private Limited, New Delhi.
4. Lawrence Revsine, Daniel Collins, Bruce Johnson, Fred Mittelstaedt, Leonard Soffer (2015), Financial Reporting and Analysis, 6<sup>th</sup> Edition, McGraw-Hill Education, New Delhi.
5. Subramanyam, K. R. and John, J.W. (2014), —Financial Statement Analysis, 10<sup>th</sup> Edition, Tata McGraw Hill, New Delhi.
6. Stephen H. Penman (2014) —Financial Statement Analysis and Security Valuation, 4<sup>th</sup> Edition, Tata McGraw Hill, New Delhi.
7. Charles H. Gibson (2013), Financial Statement Analysis, 13<sup>th</sup> edition, Cengage Learning India Private Limited, New Delhi.

### CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	3	3	-	-	-	-	-	-	2	-	2	-	3	1	1
CO2	3	-	3	3	3	-	-	-	-	3	-	-	-	-	3	1	1
CO3	3	-	-	3	3	-	-	-	-	3	-	-	-	-	3	1	1
CO4	3	-	3	3	3	-	-	-	-	3	2	-	2	-	3	1	1
CO5	3	-	3	3	3	-	-	-	-	3	-	-	2	-	3	1	1
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>3</b>	<b>1</b>	<b>1</b>

1 - Low, - Medium, 3 - High, '-; - No Correlation

**PREREQUISITE:**

Student should be familiar with Basic Legal Concepts and Corporate Governance Basics.

**COURSE OBJECTIVES (CO):**

- Understand the laws related to the constitution, structure, and management team of a company and be familiar with the key personnel in company management.
- Acquire knowledge on the procedures for company meetings and agendas, as well as the standards and laws for corporate governance.
- Learn the online registration and filing process of documents.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Understand the Concept of laws related to constitution of company, structure, management team.	Understand
CO2	Familiar the key personnel of company management	Understand
CO3	Acquire knowledge on procedure for company meeting and Agenda	Apply
CO4	Know the online registration and online filing process of documents	Apply
CO5	Familiar with the standards and laws pertaining to the corporate and utilize for lifelong practical application	Apply

**UNIT - I COMPANIES ACT 2013****9 HOURS**

Introduction – Meaning – Definition – Characteristics of a company - Lifting of corporate veil - Types of companies including One Person Company - Small company - Associate Company - Dormant company - Producer company - Association not for profit - Illegal association - Formation of Company – Promotion - Meaning - Promoters - Functions - Duties of Promoters - Incorporation – Capital Subscription - Certificate of Commencement -Promoters and their Legal Position - Pre- incorporation Contract and Provisional contracts - Online registration of a company.

**UNIT - II DOCUMENTS****9 HOURS**

Memorandum of Association - Meaning - Purpose – Contents - Memorandum of Association and its alteration – Doctrine of Ultra Vires - Articles of Association – Meaning – Contents – Alteration of Articles - Doctrines of Constructive Notice and Indoor Management - Prospectus, Shelf Prospectus and Red Herring Prospectus - Misstatement in Prospectus – Issue - Allotment and Forfeiture of Shares - Calls on Shares - Issue of Sweat Capital - Employee Stock Option - Issue of Bonus Shares - Transfer and Transmission of Shares – Buyback - Share Certificate – Demat system.

**UNIT - III MANAGEMENT OF COMPANY****10 HOURS**

Management of Company - Classification of Directors - Director Identification Number (DIN);

Appointment - Removal of Directors - Legal Positions - Powers and Duties - Key Managerial Personnel - Managing Director, Whole time Director, Chief Financial Officer & Manager - Secretary – Managerial responsibilities on the legal provisions of Provident Fund – Employees State Insurance - Payment of Bonus and Gratuity.

**UNIT - IV COMPANY MEETINGS**

**10 HOURS**

Company Meetings - Kinds & Annual General Meeting - Board of Directors Meeting - Extra Ordinary General Meeting - Duties of a Company Secretary to all the Company Meetings - Drafting of Correspondence Relating to the Meetings - Requisites of a valid meeting - Notice, Agenda, Chairman & Quorum & Proxy & Resolutions & Minutes - Postal Ballot - Meeting through Video Conferencing - e-voting

**UNIT - V CSR, CORPORATE GOVERNANCE AND WINDING UP**

**10 HOURS**

Corporate Social Responsibility (CSR) - CSR Policy - Practice – CSR Programmes -Need assessment - Impact assessment. Evolution of Corporate Governance - Corporate governance concepts - Corporate Governance Forums – Governance challenges. Winding up: Concept and modes of winding up, Insolvency and Bankruptcy code 2016 - Liquidator, National Company Law Tribunal (NCLT), Appellate Tribunal (NCLAT).

**TOTAL: 48 HOURS**

**TEXT BOOK:**

1. Dr. G.K. Kapoor(2018), Company Law and Practice - A Comprehensive Text Book on Companies Act 2013, 23<sup>rd</sup> Edition, Taxmann Publication, New Delhi.
2. Milind Kasodekar, Shilpa Dixit, Amogh Diwan (2019), Companies Law Procedures with Compliances and Checklists, 4<sup>th</sup> Edition, Bloomsbury Professional India, New Delhi.

**REFERENCE BOOKS:**

1. Dr. G.K. Kapoor & Sanjay Dhamija (2017), Company Law and Practice - A Comprehensive Text Book on Companies Act 2013, 22<sup>nd</sup> Edition, Taxmann Publication, New Delhi.
2. M.C Bhandari (2018), Guide to Company Law Procedures, 24<sup>th</sup> Edition, LexisNexis, New Delhi
3. Sangeet Kedia (2018), Company Law, Pooja Law Publishing Company, New Delhi.
4. The Institute of Company Secretaries of India (2018), Company Law, M P Printer.

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	3	-	-	-	-	-	-	-	1	-	1	-	3	3	-
CO2	3	1	3	-	-	-	1	-	-	-	-	-	-	-	3	3	-
CO3	3	1	3	2	-	-	1	-	-	-	-	-	-	-	3	2	-
CO4	3	-	3	2	-	-	-	-	-	1	-	-	-	-	3	2	1
CO5	3	-	3	2	1	-	-	-	-	1	-	-	1	-	3	1	1
<b>AVG</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>3</b>	<b>2.2</b>	<b>1</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

25BPU405

CAMPUS TO CORPORATE TRANSITION

SEMESTER IV

4H-3C

Instruction Hours/week: L: 4 T: 0 P:0

Marks: Internal:40 External:60 Total:100

End Semester Exam: 3 Hours

**PREREQUISITE:**

- Student should be familiar with Basic Business Concepts, Information Technology and knowledge on Career Development.

**COURSE OBJECTIVES (CO):**

- Introduce students to corporate history, the BPS industry, and the differences between campus and corporate environments, while developing essential corporate etiquette skills.
- Develop key professional skills including analytical thinking, listening, time management, teamwork, assertiveness, stress management, and interview techniques.
- Enhance English communication abilities through grammar, phonetics, conversation, reading, listening, vocabulary, writing, and advanced skills via recitation, interviews, group discussions, presentations, and performances.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Introduce corporate history, BPS industry, and differences between campus and corporate environments.	Understand
CO2	Develop corporate etiquette skills including dressing, workplace, business, email, telephone, meeting, and presentation skills.	Apply
CO3	Develop analytical, listening, time management, teamwork, assertiveness, stress management, and interview skills.	Analyze
CO4	Enhance grammar, phonetics, conversation skills, reading, listening, vocabulary, and writing abilities in English.	Apply
CO5	Develop advanced English communication skills through recitation, interviews, group discussions, presentations, and performances.	Apply

**UNIT - 1 OVERVIEW OF CORPORATE AND BPS INDUSTRY****9 HOURS**

Overview of Corporate: Introduction to Corporate - History of Corporate

Overview of BPS Industry: Introduction - History of BPS - Benefits of BPS - BPS Industry in World - BPS Industry in India - TCS BPS.

Difference between campus and Corporate: – Change management - Learn the Culture - Impact of your attitude and behavior - Consider the language – Establish and maintain relationship – Respect others - Be Confident - Keep on learning - Consider the body language.

**UNIT - II GROOMING FOR CORPORATE****9 HOURS**

Corporate Etiquettes - Dressing and grooming skills - Workplace etiquette - Business etiquette - E-Mail etiquette - Telephone etiquette - Meeting etiquette - Presentation Skills

**UNIT - III PROFESSIONAL COMPETENCIES****10 HOURS**

Analytical Thinking - Listening Skills - Time management - Team Skills – Assertiveness - Stress Management - Participating in Group Discussion - Interview facing – Ownership - Attention to Detail.

**UNIT - IV ELEMENTARY LEVEL ENGLISH COMMUNICATION****10 HOURS**

Grammar – Phonetics – One on one basic conversation skill practice Intermediate Level English Communication: Reading Comprehension - Listening Comprehension - Improving Vocabulary - Improving Writing Skills - Comprehension while interacting face to face.

**UNIT - V ADVANCED LEVEL ENGLISH COMMUNICATION****10 HOURS**

Recitation of short stories - Interview Skills - Group Discussion - Social Conversation Skills – Presentation - One Act Plays.

**TOTAL: 48 HOURS****TEXT BOOK:**

1. Tata Consultancy Services BPS study material

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	2
CO2	3	-	3	-	-	-	1	-	-	1	-	-	-	-	2	1	1
CO3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1
CO4	3	-	3	-	-	-	-	-	-	-	1	-	-	-	-	1	1
CO5	3	-	3	-	-	-	-	-	1	-	-	-	-	-	-	3	3
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>1.6</b>	<b>1.6</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

- Not Required

**COURSE OBJECTIVES (CO):**

- Learn key concepts and algorithms in data encryption, and demonstrate the application of block encryption modes and hashing algorithms in real-life scenarios.
- Examine various cyber security threats and hacker techniques to evaluate risks and develop strategies for preventing unauthorized access.
- Understand universal human values and their role in promoting harmony and happiness in personal and interpersonal relationships, while assessing the connection between cyber security and personal values.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Describe key concepts and algorithms in data encryption, like DES and AES.	Remember
CO2	Use different block cipher modes and hash functions (e.g., MD5, SHA) in real scenarios for secure data.	Apply
CO3	Analyze cyber security threats and evaluate hacker techniques (like SQL injection), suggesting countermeasures.	Analyze
CO4	Combine human values with cyber security to promote personal and social harmony and happiness.	Create
CO5	Critically assess the state of cyber security and its connection to personal values and aspirations.	Evaluate

**UNIT - I INTRODUCTION TO SECURITY****2 HOURS**

Data Encryption Standard-Block cipher principles-block cipher modes of operation-Advanced Encryption Standard (AES)-Triple DES-Blowfish-RC5 algorithm.



**WEB SITES:**

1. <http://www.arvindguptatoys.com/arvindgupta/gandhiexperiments.pdf>
2. <http://www.sanipanhwar.com/India%20Wins%20Freedom%20%20Maulana%20Abul%20Kalam%20Azad>
3. <https://estudentdavedanta.net/The-Life-Of-Vivekananda-And-The-Universal-Gospel.pdf>
4. Web resources from NDL Library,
5. E-content from open-source libraries

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	1	-	2	1	-	-	-	-	-	-	-	3	-	-	2	-	-
CO2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	2	3	2
CO3	1	-	-	-	2	-	-	-	-	-	-	-	-	-	2	-	-
CO4	1	-	-	-	-	-	3	-	-	-	-	-	-	-	3	-	1
CO5	1	-	-	3	-	-	-	-	-	-	-	-	-	-	3	2	1
AVG	1	-	2	2	2		3	-	-	-	-	3	-	-	2.4	2.5	1.3

**1 - Low, 2 - Medium, 3 - High, '-' No Correlation**

**PREREQUISITE:**

- Student should be familiar with Basic Accounting Principles and Business Operations.

**COURSE OBJECTIVES (CO):**

- Understand and explain the fundamental concepts, objectives, and advantages of cost accounting, differentiate it from financial accounting, and prepare a basic cost sheet.
- Apply material inventory control techniques, pricing methods, labor cost accounting, and control methods, including wage payment and incentive schemes, and to analyze and allocate overhead costs using activity-based costing.
- Evaluate and implement different costing methods, handle process losses, value work in progress, reconcile cost and financial accounts, identify profit differences, and conduct cost audits.

**COURSE OUTCOMES (COs):**

**Upon completion of this course, the student will be able to:**

COs	Course Outcomes	Blooms Level
CO1	Understand and explain the fundamental concepts, objectives, and advantages of cost accounting, differentiate it from financial accounting, and prepare a basic cost sheet	Understand
CO2	Apply various material inventory control techniques and methods of pricing material issues, along with labor cost accounting and control methods, including different wage payment and incentive schemes	Apply
CO3	Analyze and allocate overhead costs, understand the implications of under- and over-absorption, and apply appropriate treatment for various cost items, including using activity-based costing	Analyze
CO4	Evaluate and implement different methods of costing such as job costing, contract costing, process costing, and service costing, including handling process losses and valuation of work in progress	Evaluate
CO5	Analyze and reconcile cost and financial accounts using both integral and non-integral systems, identify reasons for profit differences, and conduct cost audits	Analyze

**UNIT - I COST CONCEPTS****16 HOURS**

Cost Accounting – Definition – Meaning and Scope – Objectives and Functions- Relationship of Cost Accounting with Financial Accounting and Management Accounting- Costing as an Aid to Management – Limitations and Objections against Cost Accounting – Cost sheet –Cost control - Cost Reduction – Cost Control Vs Cost Reduction - Tender and Quotation.

**UNIT - II MATERIAL CONTROL**

**17 HOURS**

Materials – Levels of Inventory – EOQ – Methods of Valuing Material Issues –FIFO – LIFO – Base Stock – Standard Price – Simple Average – Weighted Average Methods – Perpetual Inventory – ABC – VED Analysis – Control Over Wastages, Scrap and Spoilage.

**UNIT - III LABOUR AND OVERHEADS**

**17 HOURS**

Labour – Systems of Wage Payment – Time Rate – Piece rate – Taylor, Merrick, Piece Rate System – Incentive Schemes-Halsey – Rowan – Idle Time – Labour Turnover. Overheads – Classification– Allocation Apportionment and Absorption of Overheads – Methods of Absorption of Overheads Activity based costing.

**UNIT - IV PROCESS COSTING**

**17 HOURS**

Process Costing –Special Features– Comparison between Job Costing and Process Costing – Process Losses – Normal Loss-Abnormal Loss –Abnormal Gain

**UNIT - V UNIT, JOB, BATCH AND TRANSPORT COSTING**

**17 HOURS**

Unit Costing – Job Costing and Batch Costing-Comparison between Job costing and unit cost – Transport Costing – Special Features. (Simple Practical Problems).

**Note:** Distribution of marks - 20% theory and 80% problems

**Total: 84 HOURS**

**TEXT BOOKS:**

1. SP Jain and KL Narang, Simmi Agrawal, (2016), Cost Accounting Principles and Practice, 25<sup>th</sup> Edition, Kalyani Publishers, New Delhi.
2. M.N Arora, (2013) Cost Accounting – Principles and Practice, 12<sup>th</sup> Edition, Vikas Publishing, New Delhi.

**REFERENCE BOOKS:**

1. M N Arora & Priyanka Katyal (2017), Cost Accounting, Vikas Publishing, New Delhi.
2. MinaxiRachchh & GunvantraiRachchh (2015), Cost Accounting - Methods and Techniques, Vikas Publishing, New Delhi.
3. CA Sachin Gupta (2020), Cost and Management Accounting, Taxmann Publication Pvt. Limited, Chennai
4. Charles T. Horngren, Srikant M. Datar, Madhav V.Rajan (2014), Cost Accounting – A Managerial Emphasis, 15<sup>th</sup> Edition, Pearson Education , New Delhi.

**WEBSITES:**

1. [https://swayam.gov.in/nd1\\_noc20\\_mg53/preview](https://swayam.gov.in/nd1_noc20_mg53/preview)

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	3	-	-	-	-	-	-	-	1	-	2	-	3	-	3
CO2	3	-	3	3	-	-	-	-	-	3	-	-	-	-	3	-	3
CO3	3	-	3	3	2	-	-	-	-	3	-	-	2	-	3	-	3
CO4	3	-	3	3	2	-	-	-	-	3	-	-	-	-	3	-	3
CO5	3	-	3	3	2	-	-	-	-	3	-	-	2	-	3	-	3
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>3</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours/week: L: 6 T: 0 P:0

Marks: Internal:40 External:60 Total:100

End Semester Exam: 3 Hours

**PREREQUISITE:**

- Student should be familiar with Basic Finance and Investment Principles, Legal and Regulatory Framework.

**COURSE OBJECTIVES (CO):**

- Understand the types of securities, financial markets, trade participants, regulatory frameworks, investment banking fundamentals, trade life cycle, collateral management, corporate actions, and mutual fund operations.
- Apply theoretical knowledge of capital markets in business process services (BPS) operations, focusing on fund expenses, transfer agency, hedge fund strategies, private equity operations, fund accounting, NAV calculations, and performance reporting.
- Comprehend and manage counterparty credit risk and market risk, emphasizing their importance in financial operations.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Understand types of securities, financial markets, trade participants, and regulatory frameworks.	Understand
CO2	Demonstrate comprehension of investment banking fundamentals, trade life cycle, collateral management, and corporate actions.	Apply
CO3	Apply knowledge of mutual fund transactions, fund expenses, transfer agency, and hedge fund strategies in BPS operations.	Apply
CO4	Analyze private equity operations, fund accounting, NAV calculations, and performance reporting in asset management.	Analyze
CO5	Apply counterparty credit risk management and market risk management in financial operations.	Apply

**UNIT - I INTRODUCTION TO CAPITAL MARKETS****14 HOURS**

Types of Securities -Equities - Fixed Income & Govt. Securities - Derivatives - OTC Products - Participants in a Trade & Global Financial Markets - Financial Markets – Exchange - OTC Products and Financial Markets - Participants in a Trade - Overview of regulators & important regulations

**UNIT - II INVESTMENT BANKING****14 HOURS**

Basics of Investment Banking-Trade Life Cycle - Clearing and Settlement - Securities Lending - Prime Brokerage - Collateral Management - Corporate Actions -Mandatory & Voluntary - CorporateActions: How they affect securities.

**UNIT - III MUTUALFUNDS AND HEDGE FUNDS****14 HOURS**

**Mutual Funds** - Transactions in Mutual Funds - Fund Expenses - Transfer Agency  
**Hedge Funds** - Understanding Hedge Funds - Hedge Fund strategies.

**UNIT - IV PRIVATE EQUITY AND FUND ACCOUNTING & NAV CALCULATIONS****PRIVATE EQUITY****15 HOURS**

Private Equity - Understanding Private Equity Operation - Fund Accounting & NAV calculations - Performance reporting - Reconciliations in AssetManagement.

**UNIT - V RISK MANAGEMENT****15 HOURS**

Counterparty Credit Risk Management - Market Risk Management

**TOTAL: 72 HOURS****TEXT BOOK:**

1. Tata Consultancy Services BPS study material

**WEBSITES:**

1. NPTEL : <https://youtu.be/yI8QdVv2coE>
2. NPTEL :<https://youtu.be/uxvgUEMcdpU>
3. NPTEL :<https://youtu.be/ope5Y3Mrsaw>
4. NPTEL :<https://youtu.be/Izzxjks9AO8>
5. NPTEL :[https://youtu.be/zo\\_dLUoyqjc](https://youtu.be/zo_dLUoyqjc)

**CO, PO, PSO Mapping****1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO1 0	PO1 1	PO1 2	PO1 3	PO1 4	PO1 5	PSO 1	PSO 2
CO1	3	-	-	-	-	-	-	-	-	-	-	-	-	-	3	1	1
CO2	3	-	-	-	-	-	-	-	3	-	3	-	-	-	3	2	1
CO3	3	-	-	-	-	-	-	-	3	-	3	-	-	-	3	1	1
CO4	3	-	2	-	-	-	-	1	-	-	-	-	-	-	3	2	1
CO5	3	-	2	-	-	-	-	-	3	-	3	-	-	-	3	1	1
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>1.4</b>	<b>1</b>

**PREREQUISITE:**

- Student should be familiar with Basic Accounting Principles, Outline of taxes.

**COURSE OBJECTIVES (CO):**

- Learn and calculate GST liabilities, understand how to register for GST, and apply its provisions.
- Effectively communicate concepts and provisions of indirect taxation both orally and in writing.
- Acquainted knowledge with GST standards, customs laws, and their practical applications for lifelong use.

**COURSE OUTCOMES (COs):**

**Upon completion of this course, the student will be able to:**

<b>Cos</b>	<b>Course Outcomes</b>	<b>Blooms Level</b>
CO1	Understand the background, constitutional powers, administration of indirect taxes in India, and the basics and framework of GST.	Understand
CO2	Apply the concepts of taxable events, supply, levy and collection of CGST and IGST, and exemptions under GST.	Apply
CO3	Analyze the concepts of time, value, and place of taxable supply, and understand input tax credit and GST liability computation.	Analyze
CO4	Evaluate procedural compliance under GST, including registration, tax invoicing, accounting, returns, payments, refunds, and audits.	Evaluate
CO5	Create an understanding of the Customs Act, including the levy and collection of duties, classification, valuation, and import/export procedures.	Create

**UNIT - I CONCEPT OF INDIRECT TAXES****14 HOURS**

Concept of Indirect Taxes at a Glance: Background - Constitutional powers of taxation - Indirect taxes in India – An overview - Pre-GST tax structure and deficiencies – GST Council - Administration of Indirect Taxation in India - Existing tax structure - **Basics of Goods and Services Tax ‘GST’**: Basics concept and overview of GST - Constitutional Framework of GST - GST Model – CGST / IGST / SGST / UTGST.

**UNIT - II CONCEPT OF SUPPLY****14 HOURS**

Taxable Event - Concept of supply including composite and mixed supply - Levy and collection of CGST and IGST- Composition scheme & Reverse Charge Mechanism - Exemptions under GST.

**UNIT - III CONCEPT OF TIME, VALUE & PLACE OF TAXABLE SUPPLY****14 HOURS**

Basic concepts of Time and Value of Taxable Supply - Basics concept of Place of Taxable Supply. Input Tax Credit & Computation of GST Liability- Overview.

**UNIT - IV PROCEDURAL COMPLIANCE UNDER GST****15 HOURS**

Registration - Tax Invoice - Debit & Credit Note - Account and Record - Electronic way Bill – Returns - Payment of Tax - Refund Procedures - Audit. Basic overview on Integrated Goods and Services Tax (IGST) - Union Territory Goods and Services tax (UTGST) and GST Compensation to States.

**UNIT - V OVERVIEW OF CUSTOMS ACT****15 HOURS**

Overview of Customs Law - Levy and Collection of Customs duties - Types of Custom Duties - Classification and Valuation of Import and Export goods –Exemption - Officers of Customs - Administration of Customs Law - Import and Export Procedures – Transportation and Warehousing - Duty Drawback - Demand and Recovery - Confiscation of Goods and Conveyances - Refund.

**TOTAL: 72 HOURS****TEXT BOOK:**

1. V S Datey, Indirect Taxes Law and Practice (2020), 42ndEdition, Taxmann Publication, New Delhi.

**REFERENCE BOOKS:**

1. Dr. H.C. Mehrotra, Prof. V.P. Agarwal (2017), Indirect Taxes, 18<sup>th</sup> Revised Edition, Sahitya Bhawan Publications, New Delhi.
2. Dr Girish Ahuja, Dr Ravi Gupta (2018), Practical Approach to Direct and Indirect Taxes: Containing Income Tax and GST, 37<sup>th</sup> Edition, Wolters Kluwer India Private Limited, New Delhi.
3. Pawan Dhiman (2018), Direct and Indirect Tax Manual, 1<sup>st</sup> Edition, KSK Publisher and Distributors, New Delhi.
4. The Institute of Cost Accountants of India (2018), Indirect Taxation, Directorate of Studies/

**WEBSITES:**

1. <https://icmai.in/TaxationPortal/GST/index.php>
2. [https://swayam.gov.in/nd2\\_nou20\\_cm02/preview](https://swayam.gov.in/nd2_nou20_cm02/preview)

### CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	-	-	-	-	3	-	-	-	-	3	1	1
CO2	3	-	-	3	-	-	-	-	-	3	-	-	-	-	3	2	2
CO3	3	-	2	3	2	-	-	-	-	3	-	-	-	-	3	1	1
CO4	3	-	2	3	2	-	-	-	-	3	-	-	-	-	3	1	1
CO5	3	-	2	3	2	-	-	-	-	3	-	-	-	-	3	1	1
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>1.2</b>	<b>1.2</b>

1 - Low, 2 - Medium, 3 - High, '-' - No Correlation

Instruction Hours/week: L: 5 T: 0 P:0

Marks: Internal:40 External:60 Total:100

End Semester Exam: 3 Hours

**PREREQUISITE:**

- Student should be familiar with Introduction to Business and Operations Management.

**COURSE OBJECTIVES (CO):**

- Introduce process management concepts, including process definition, core vs. support processes, internal vs. end users, and the outsourcing environment, along with the BPS life cycle and value creation processes.
- Understand and apply metrics management, including SLAs, business and operations metrics, target setting, process mapping techniques, levels, symbols, SIPOC, Kano model, and customer expectations.
- Comprehend risk management principles, types, and effective mitigation strategies.

**COURSE OUTCOMES (COs):**

**Upon completion of this course, the student will be able to:**

COs	Course Outcomes	Blooms Level
CO1	Understand of process definition, core vs. support processes, and internal vs. end users.	Understand
CO2	Demonstrate comprehension of outsourcing dynamics, BPS life cycle, and value creation.	Apply
CO3	Analyze metrics management principles, SLAs, and target setting strategies.	Analyze
CO4	Apply process mapping methods, including SIPOC, Kano model, and customer expectations.	Apply
CO5	Apply risk management principles and strategies to mitigate operational, financial, and strategic risks.	Apply

**UNIT - I INTRODUCTION TO PROCESS MANAGEMENT:****12 HOURS**

Process Definition - Recognition of Business Processes - Core Processes Vs Support Processes - Components of Process Management - Understanding Internal customer Vs End User

**UNIT- II BPS OVERVIEW****12 HOURS**

Outsourcing Environment - Need for Outsourcing - Business Processes outsourced to India - . BPS Life Cycle - Sales/ Solutioning - Transition - Steady State - Value Creation.

**UNIT - III METRICS MANAGEMENT****12 HOURS**

Overview of Metrics Management - Service Level Agreements - Business Metrics Vs Operations Metrics  
- Target Setting

**UNIT- IV MAPPING****12 HOURS**

Process Mapping Techniques - Process Levels - Process Mapping – Symbols, SIPOC - Kano Model -  
SIPOC Fundamentals - Customer Expectations in Business Process Outsourcing.

**UNIT - V RISK MANAGEMENT****12 HOURS**

Introduction to Risk - Risk Types - Operational Risk - Information Security Risk - Financial Risk -  
Strategic Risk - Risk Mitigation Plans.

**TOTAL:60 HOURS****TEXT BOOK:**

1. Tata Consultancy Services BPS study material

**WEBSITES:**

1. NPTEL : [https://youtu.be/zo\\_dLUoyqjc](https://youtu.be/zo_dLUoyqjc)
2. NPTEL : <https://youtu.be/ZIHXB0bF7jI>
3. NPTEL : [https://youtu.be/\\_ByfzB\\_6x8g](https://youtu.be/_ByfzB_6x8g)
4. NPTEL : <https://youtu.be/ZGjXFkdGeNU>
5. NPTEL : <https://youtu.be/mwpsjFup54>

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	-	-	-	2	-	2	-	-	-	2	1	2
CO2	3	-	-	-	-	-	-	-	2	-	2	-	-	-	-	1	2
CO3	3	-	3	3	-	-	-	-	-	-	-	-	-	-	-	1	2
CO4	3	-	3	3	-	-	-	-	-	-	-	-	-	-	-	1	2
CO5	3	-	3	3	-	-	-	-	-	-	-	-	-	-	2	1	2
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>2</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

- Basic economic concepts such as demand and supply, production, cost, and revenue functions.

**COURSE OBJECTIVES (CO):**

- To understand decision-making, consumer behavior, and demand-supply analysis.
- To analyze production, cost functions, and revenue models.
- To study market types, pricing, and economic policies.

**COURSE OUTCOMES (COs):**

**Upon completion of this course, the student will be able to:**

COs	Course Outcomes	Blooms Level
CO1	Gain knowledge on concept of demand and supply & understand the concept of production, cost and revenue function	Understand
CO2	Know the pricing policies adopted in various market structures	Understand
CO3	Estimate impact of inflation on business cycle and personal disposable income	Analyze
CO4	Assess impact of monetary and fiscal policy on economic development	Evaluate
CO5	Enable students to obtain managerial problem-solving skills	Analyze

**UNIT – I INTRODUCTION TO BUSINESS ECONOMICS****14 HOURS**

Definition, scope, and role of Business Economics in decision-making - Economic systems overview- Significance of Business Economics for BPS operations - Basic economic concepts: opportunity cost, marginal analysis, and incremental principle - Microeconomics vs. Macroeconomics and their relevance - Relationship of Business Economics with other disciplines (Accounting, Finance, Operations).

**UNIT – II DEMAND ANALYSIS & CONSUMER BEHAVIOR****14 HOURS**

Understanding demand - Factors influencing demand - Elasticity of demand - Consumer behavior and preferences - Law of Demand and its exceptions - Demand forecasting: meaning, importance, and methods - Indifference curve analysis and consumer equilibrium.

**UNIT – III PRODUCTION, COSTS & RETURNS****14 HOURS**

Short-run and long-run production analysis - Law of variable proportions - Returns to scale - Cost of production - Economies and diseconomies of scale - Break-even analysis and its managerial uses - Internal and external economies of scale - Short-run and long-run cost curves.

**UNIT – IV MARKET STRUCTURES****15 HOURS**

Features of different market structures - Perfect competition (short-run and long-run equilibrium, producer surplus) - Monopoly, monopolistic competition, and oligopoly overview - Price determination under monopoly and monopolistic competition - Price discrimination and its types.

**UNIT – V MANAGERIAL ECONOMICS APPLICATIONS****15 HOURS**

Role of Business Economics in managerial decision-making - Pricing strategies - Business cycles - Macroeconomic indicators relevant to BPS - Application in operational efficiency (focusing on cost control, outsourcing decisions, etc.) - Impact of economic policies on BPS sector - Integration of economics with strategic planning in service industries.

**TOTAL: 72 HOURS****TEXT BOOKS:**

1. Varshney and Maheshwari, (2014). *Managerial Economics*, Sultan Chand and Sons, New Delhi.
2. Mehta, P, (2016). *Business Economics*, Sultan Chand and Sons, New Delhi

**REFERENCE BOOKS:**

1. Geetika and Piyali Ghosh (2017), *Managerial Economics*, 3<sup>rd</sup> edition, McGraw Hill Education, New Delhi.
2. Christopher R.Thomas and S.Charles Maurice (2017), *Managerial Economics : foundation of business analysis and strategy*, 10<sup>th</sup> edition, McGraw Hill Education, New Delhi
3. Paul Samuelson, William D. Nordhaus (2017), *Micro Economics*, 19<sup>th</sup> edition, McGraw Hill Education, New Delhi
4. William F. Samuelson, Stephen G. Marks (2013), *Managerial Economics*, 6<sup>th</sup> edition, Wiley, New Delhi

**WEBSITES:**

1. [https://swayam.gov.in/nd1\\_noc20\\_mg67/preview](https://swayam.gov.in/nd1_noc20_mg67/preview)
2. [https://swayam.gov.in/nd2\\_imb20\\_mg38/preview](https://swayam.gov.in/nd2_imb20_mg38/preview)

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	-	-	-	-	1	-	-	-	-	-	1	1
CO2	3	-	-	-	1	-	-	-	-	-	-	-	-	-	-	1	1
CO3	3	-	2	-	-	-	-	-	-	-	-	-	-	-	-	2	1
CO4	3	-	2	-	-	-	-	-	1	-	-	-	-	-	-	2	1
CO5	3	-	-	1	-	-	-	-	-	-	-	-	-	-	1	1	1
AVG	3	-	2	1	1	-	-	-	1	1	-	-	-	-	1	1.4	1

1 - Low, 2 - Medium, 3 - High, '-' - No Correlation

Instruction Hours / Week: L:0T:0P:0

Marks: Internal:100 External:00 Total: 100

End Semester Exam: 3Hours

**PREREQUISITE:**

- Students should have a solid understanding of career development principles and relevant industry practices.

**COURSE OBJECTIVES (CO):**

- Explore career options before graduation and connect theoretical knowledge with practical experience.
- Assess interests and abilities in their chosen field of study.
- Cultivate work habits, attitudes, and critical skills essential for success in job interviews and beyond.

**COURSE OUTCOMES(COs):**

Upon Completion of this course the student will be able to

COs	Course Outcomes	Blooms Level
CO1	Explore career alternatives prior to graduation & integrate theory and Practice	Understand
CO2	Assess interest and abilities in their field of study	Evaluate
CO3	Develop work habits and attitudes necessary for job success	Apply
CO4	Develop communication, interpersonal and other critical skills in the job interview process	Apply
CO5	Apply the work experience in real life situations to create innovative solutions	Apply

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	1	1	-	-	-	-	-	2	-	-	-	-	2	2
CO2	3	-	-	-	-	-	-	-	-	-	2	-	-	-	-	2	2
CO3	3	-	-	-	-	-	-	-	-	-	2	-	3	-	-	2	2
CO4	3	2	2	-	-	-	2	-	-	-	2	2	-	-	-	1	1
CO5	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	3
<b>AVG</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>2</b>

1 - Low, 2 - Medium, 3 - High, '-; - No Correlation

**PREREQUISITE:**

- Student should be familiar with Basic budgeting, financial performance analysis, and strategic decision-making.

**COURSE OBJECTIVES (CO):**

- Gain a thorough grasp of management accounting principles, focusing on techniques for cost control and management.
- Develop expertise in analyzing financial statements through horizontal, vertical, and ratio analyses to enhance decision-making capabilities.
- Apply methods such as standard costing and variance analysis to evaluate performance and enhance strategies for cost management effectively.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Gain a comprehensive understanding of management accounting principles, including cost control and cost management techniques.	Understand
CO2	Develop proficiency in analyzing financial statements using horizontal, vertical, and ratio analysis for effective decision-making.	Analyze
CO3	Apply standard costing and variance analysis methods to assess performance and improve cost management strategies.	Apply
CO4	Demonstrate the ability to make informed decisions using marginal costing, cost-volume-profit analysis, and break-even analysis.	Evaluate
CO5	Acquire skills in budgeting and budgetary control, including zero-based budgeting and performance budgeting, to enhance financial planning and control.	Apply

**UNIT - I MANAGEMENT ACCOUNTING****16 HOURS**

Introduction – Meaning – Objectives - Nature and Scope of Management Accounting - Difference between Cost Accounting and Management Accounting - Cost control and Cost Reduction - Cost management.

**UNIT - II FINANCIAL STATEMENT ANALYSIS****17 HOURS**

Horizontal and Vertical Analysis - Ratio Analysis: Meaning – Advantages – Limitations - Classifications of ratios. Fund Flow Statement: Meaning – Uses – Limitations. Cash Flow Statement: Meaning – Uses – Limitations - Sources and uses of cash - AS3 Standard format.

**UNIT – III STANDARD COSTING****17 HOURS**

Standard Costing: Standard Costing and Variance Analysis: Meaning of Standard Cost and Standard Costing – Advantages - Limitations and Applications. Variance Analysis – Material – Labour - Overheads and Sales Variances. Disposition of Variances - Control Ratios.

**UNIT - IV MARGINAL COSTING AND DECISION MAKING****17 HOURS**

Absorption versus Variable Costing: Distinctive Features and Income Determination. Cost-Volume Profit Analysis, Profit / Volume ratio. Break- even Analysis-Algebraic and Graphic Methods. Angle of Incidence- Margin of Safety - Key Factor - Determination of Cost Indifference Point.

**UNIT - V BUDGETARY CONTROL AND CONTEMPORARY ISSUES****17 HOURS**

Budgeting and Budgetary Control - Concept of budget -Budgeting and Budgetary Control – Objectives -Merits and Limitations. Budget Administration - Functional budgets - Fixed and Flexible Budgets - Zero Base Budgeting - Programme and Performance Budgeting.

**Note:** Distribution of marks - 30% theory and 70% problems

**TOTAL: 84 HOURS****TEXT BOOKS:**

1. M.Y. Khan, P.K. Jain (2017), Management Accounting, 7<sup>th</sup> Edition, McGraw Hill Education, New Delhi.
2. Dr. S N Maheshwari, CA Sharad K Maheshwari & Dr Suneel K Maheshwari(2018), A Textbook of Accounting for Management, 4<sup>th</sup> Edition S. Chand Publishing, New Delhi.

**REFERENCE BOOKS:**

1. Alnoor Bhimani, Charles T. Horngren, Srikant M. Datar, Madhav Rajan (2015), Management and Cost Accounting, 6<sup>th</sup> Edition, Pearson Education, New Delhi.
2. Narasimhan (2017), Management Accounting, Cengage Learning Publishing, New Delhi.
3. The Institute of Company Secretaries of India (2018), Corporate and Management Accounting, M P Printers

**WEBSITE:**

1. [https://swayam.gov.in/nd1\\_noc20\\_mg65/preview](https://swayam.gov.in/nd1_noc20_mg65/preview)

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	3	3	1	-	-	-	-	-	-	-	-	-	-	2	2
CO2	3	-	3	3	-	-	-	-	-	1	-	-	-	-	2	2	2
CO3	3	-	3	3	-	1	-	-	2	-	-	-	-	-	2	2	2
CO4	3	-	3	3	-	-	-	-	2	-	-	-	-	-	-	2	2
CO5	3	-	3	3	-	-	1	-	2	-	-	-	-	-	2	2	2
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>2</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

- Understanding of basic business management, entrepreneurship concepts, business planning, and financial management is essential.

**COURSE OBJECTIVES (CO):**

- To grasp the fundamentals of entrepreneurship, including its scope, importance, and various types such as technopreneurship and social entrepreneurship.
- To understand different business entities and their roles, focusing on micro, small, and medium enterprises, and the management of family businesses.
- To explore support systems for entrepreneurs, including public and private assistance, financing options, and the roles of business incubators and investors.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Understand recent concepts of entrepreneurship & kinds of business entities	Understand
CO2	Comprehend the role of business incubators on business sustainability	Understand
CO3	Formulate business ideas and conduct feasibility studies	Create
CO4	Acquire knowledge on source of finance for promotion of entrepreneurs	Understand
CO5	Apply principles and practice methodology of entrepreneurship for business sustainability	Apply

**UNIT - I ENTREPRENEURSHIP****14 HOURS**

Meaning, scope and importance of Entrepreneurship –Evolution of entrepreneurial thought - Entrepreneurship as a career option - Functions of Entrepreneurs - Entrepreneurial Characteristics and Skills - Entrepreneur vs. Manager - Creativity & Creative Process - Types of Entrepreneurs (Clarence Danhoff's Classification) - Intrapreneurship – Concept and Types (Hans Schollhammer's Classification) - Entrepreneurship in different contexts: technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship, and social entrepreneurship.

**UNIT - II ENTREPRENEURIAL OPPORTUNITIES MSMEs SECTOR****14 HOURS**

Micro, Small and Medium Enterprises (MSMEs). Concept of business groups and role of business houses and family business in India. Values, business philosophy and behavioral orientations of important family business in India. Managerial roles and functions in a small business. Entrepreneur as the manager of his business- MSMEs.

**UNIT - III ENTREPRENEURIAL SUPPORT SYSTEM IN INDIA****14 HOURS**

Public and Private System of Stimulation, Support and Sustainability of Entrepreneurship - Requirement, availability and access to finance, marketing assistance, technology, and industrial accommodation, Role of industries/entrepreneur's associations and self-help groups. The concept, role and functions of business incubators, angel investors, venture capital and private equity funds

**UNIT - IV PROJECT IDENTIFICATION AND REPORT PREPARATION 15 HOURS**

Sources of Business ideas and Feasibility Studies - Sources of business ideas and tests of feasibility. Significance of writing the business plan /project proposal. Contents of business plan / project proposal. Designing business processes, location, layout, operation, planning & control; preparation of project report. Project submission/ presentation and appraisal thereof by external agencies, such as financial/non-financial institutions.

**UNIT - V START-UP ECO SYSTEM IN INDIA 15 HOURS**

Emergence of start-up and types of Start up Mobilizing resources for start-up. Accommodation and utilities. Preliminary contracts with the vendors, suppliers, bankers, principal customers; Contract management: Basic start-up problems. Funding opportunities for start-ups- Mudra - ASPIRE. Marketing and organizational plans-an overview. Nature of planning in small business. Organizational structure suitable for small business. Financial: preparation of budgets, integrated ratio analysis, assessing business risks (leverage analysis). Marketing: product planning & development, creating and protecting market niche, sales promotion, advertising and product costing and pricing policies. HR issues in small business.

**TOTAL: 72 HOURS****TEXT BOOKS:**

1. Robert Hisrich and Michael Peters and Dean Shepherd (2018), *Entrepreneurship*, 10th Edition, McGraw Hill, New Delhi.
2. David H. Holt (2016), *Entrepreneurship*, 1st Edition, Pearson Education, New Delhi.

**REFERENCE BOOKS:**

1. Sangeetha Sharma (2017), *Entrepreneurship Development*, Prentice Hall of India Learning Pvt. Ltd., New Delhi.
2. Poornima M., Charantimath (2018), *Entrepreneurship Development and Small Business Enterprises*, 3rd Edition, Pearson Education, New Delhi
3. S.S.Khanka (2012), *Entrepreneurial Development*, S.Chand, New Delhi.

**WEBSITE:**

1. <https://www.coursera.org/specializations/wharton-entrepreneurship>

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	-	-	-	2	-	3	-	-	-	3	2	1
CO2	3	-	-	-	-	-	-	-	2	-	3	-	-	-	3	2	1
CO3	3	-	2	-	-	-	-	-	2	-	3	-	-	-	3	2	2
CO4	3	-	2	-	-	-	-	-	-	-	3	-	-	-	3	2	2
CO5	3	-	2	-	-	-	-	-	-	-	3	-	1	-	3	2	1
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>3</b>	<b>2</b>	<b>1.2</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours/week: L: 6 T: 0 P:0

Marks: Internal:40 External:60 Total:100

End Semester Exam: 3 Hours

**PREREQUISITE:**

- Student should be familiar with Managing Business Processes I.

**COURSE OBJECTIVES (CO):**

- Understand quality management principles, standards, quality control vs. quality assurance, and the transaction monitoring process, including sampling inspection, feedback mechanisms, and root cause analysis.
- Learn defects management techniques such as DPU/DPMO calculations, FPY & COQ, standard operating procedures, and problem-solving methods including PDCA, brainstorming, 7QC tools, Why Analysis, and FMEA.
- Comprehend the need for process improvement and be introduced to methodologies such as Kaizen, Lean, and Six Sigma.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Understand quality management principles, standards, and the difference between quality control and quality assurance.	Understand
CO2	Comprehend the transaction monitoring process, including sampling inspection, feedback mechanisms, and root cause analysis.	Apply
CO3	Understand defects management, including DPU/DPMO calculations, FPY & COQ, and standard operating procedures.	Understand
CO4	Learn problem-solving techniques including PDCA, brainstorming, 7QC tools, Why Analysis, and FMEA.	Apply
CO5	Apply process improvement and introduce them to Kaizen, Lean, and Six Sigma methodologies in real time business	Apply

**UNIT - I QUALITY MANAGEMENT****14 HOURS**

Introduction to Quality Management - Quality Definition - Quality Control Vs Quality Assurance - International Quality Standards

**UNIT - II TRANSACTION MONITORING PROCESS****14 HOURS**

Sampling inspection - Transaction monitoring cycle – Inspection – Feedback – RCA- Assurance.

**UNIT - III DEFECTS MANAGEMENT****14 HOURS**

Overview of Defects Management - Defect vs Defective - Opportunity - Definition, DPU/DPMO calculations - FPY& COQ - Value Stream Mapping - Standard Operating Procedures.

**UNIT - IV PROBLEM SOLVING TECHNIQUES****15 HOURS**

Systematic Problem solving basics (P D C A) - Problem Solving Tools – Brainstorming - Basic 7QC Tools – Why Analysis - FMEA (Process Failure Mode Effects Analysis).

**UNIT - V PROCESS IMPROVEMENT METHOD****15 HOURS**

Need for Process Improvement - Kaizen - Introduction to Lean Methodology - Introduction to Six Sigma methodology

**TOTAL: 72 HOURS****TEXT BOOK:**

1. Tata Consultancy Services BPS study material

**WEBSITES:**

1. NPTEL : <https://youtu.be/SMOQV2CyVQo>
2. NPTEL : <https://youtu.be/IZeWMsdQAQc>
3. NPTEL : <https://youtu.be/m5Ms67KPOOA>
4. NPTEL : <https://youtu.be/B4KPUcVioT0>
5. NPTEL : <https://youtu.be/sd2xKiG8nnw>

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	2	2
CO2	3	-	-	-	-	1	-	-	3	-	-	-	-	-	-	2	2
CO3	3	-	3	3	-	-	-	3	3	-	3	-	-	-	-	2	2
CO4	3	-	3	3	2	-	-	3	3	-	3	-	-	-	-	2	2
CO5	3	-	3	3	2	-	-	3	3	-	3	-	-	-	1	2	2
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>3</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>2</b>

1 - Low, 2 - Medium, 3 - High, '-' - No Correlation

**PREREQUISITE:**

- Basic understanding of financial markets and investment principles.

**COURSE OBJECTIVES(CO):**

- Gain understanding of Investment Banking Operations.
- Acquire knowledge about the services provided by Investment Banks.
- Comprehend Risks and Market Data Providers.

**COURSE OUTCOMES (COs):**

Upon Completion of this course the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Acquire knowledge on the Investment Banking Operations.	Understand
CO2	Gain knowledge on services offered by Investment Bank.	Understand
CO3	Understand about Risks & Market Data Providers.	Evaluate
CO4	Know about the Trade Life Cycle.	Understand
CO5	Apply the Fund administration knowledge to manage the financial resources	Apply

**UNIT- I INTRODUCTION TO INVESTMENT BANKING****14 HOURS**

Introduction to Investment Banking – Investment Banking – Introduction - Investment Banking Services – Underwriting and types - Investment bank structure - Types of Investment Banks – Commercial Bank vs Investment Bank - Role of Investment Banking in Financial Market - Role of investment banks during the last financial crisis 2008.

**UNIT- II INVESTMENT BANKING SERVICES****14 HOURS**

Investment Banking Services - Introduction - Custody Services - Transfer Agency – Safekeeping & Settlements, Reporting & Record keeping – Investible Cash - Income Process - Corporate Actions – Collateral Services - Reconciliation - Securities Valuation – Pricing - Fund Accounting– Financial Reporting

**UNIT- III RISK AND MARKET DATA PROVIDERS****4 HOURS**

Risk and Market Data Providers - Risk: Concept of Risk – Risk Management – Types of Risk – Market Risk - Credit Risk – Liquidity Risk – Regulatory Risk – Operational Risk – Risk Mitigating strategies. Market Data Providers: – Meaning – Players – Reference Data – Market Data.

**UNIT – IV TRADE LIFE CYCLE****14 HOURS**

Trade Life Cycle – Introduction – Transaction Types - Stages of trade life cycle - Pre-Trade – Trade - Post Trade – Equity Trade Life Cycle - Front office - Middle office - Back office – Parties in Trade Life Cycle.

**UNIT- V FUND ADMINISTRATION****16 HOURS**

Fund Administration Role of Fund Administrator – Support Functions of Fund Administration - Responsibilities of Fund Administrator – Technology – Fees – Accounting and other reporting services – Compliance Services – Portfolio Administration – NAV, pricing and valuations – Pricing Assets – Pricing controls & failure impact.

**TOTAL: 72 HOURS****TEXT BOOKS:**

1. Investment Banking Guide, Allison Otto (2020) – Published by Vanderbilt University
2. Invest Banking & Financial Services (2023) – Published by Gopalan College of Engineering & Management

**REFERENCE BOOKS:**

1. Securities Operations – A Guide to Trade & Position Management (2002) - Michael Simmons – Published by John Wiley & Sons, LTD.
2. Introduction to Investment Banking Career (2019), Readintrobooks.com
3. Investment Banking, Concepts, Analysis and Cases, Pratap Giri S (2017), Mc Graw Hill India.
4. Investment Banking, Pradeep Subramaniyam (2004), McGraw Hill Education
5. Custody Services (Jan 2022) - Comptroller's Handbook.
6. The Custody Services of Banks – July 2016 – Published by The Clearing House
7. Investment Banking: Valuation, LBOs, M&A, and IPOs, Joshua Rosenbaum · Joshua Pearl (2020), - Published by Wiley
8. Investment Banking and Financial Services, Dr.S.K.Yadav (2022),
9. NISM – Series VII – Securities Operations & Risk Management (2024)– Published by National Institute of Securities Markets
10. Minimum Capital Requirements for Market Risk – Jan 2019 – Published by Basel Committee on Banking Supervision
11. CISI – Global Securities Operations – Edition 16, April 2020 – Published by Chartered Institute for Securities & Investment – Author - Kevin Petley, Chartered FCSI
12. Investment Banking, CA. Tapan Jindal (2017), Published by Bharat Law House Pvt. Ltd.
13. Risk and Market Data Providers, Dr.K.M.Bhattacharya (2023), Published by Himalaya Publishing House Pvt., Ltd.
14. The Trade Lifecycle: Behind the Scenes of the Trading Process, Robert P Baker (2010), John Published by Wiley & Sons Inc
15. Fundamentals of Fund administration (2014) – Published by CESR

**CO, PO,PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	1	3	-	-	-	-	1	-	-	-	-	1	-	1	1
CO2	3	-	-	3	2	-	-	-	-	2	1	-	-	-	-	1	1
CO3	3	-	1	-	2	1	-	-	1	-	-	-	-	-	-	1	1
CO4	3	1	-	3	-	-	1	-	-	2	-	-	-	-	-	2	2
CO5	3	-	-	3	2	-	-	-	-	2	-	-	-	1	-	2	2
<b>AVG</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1.4</b>	<b>1.4</b>

**1 - Low, 2 - Medium, 3 - High, '-'; - No Correlation**

**PREREQUISITE:**

- Basic understanding of research methods and statistical concepts.

**COURSE OBJECTIVES(CO):**

- Understand how to define a research problem and choose an appropriate sampling method.
- Identify participants through data gathering processes.
- Analyze collected data using statistical approaches.

**COURSE OUTCOMES(COs):**

**Upon Completion of this course the student will be able to**

COs	Course Outcomes	Blooms Level
CO1	Understand the appropriate research problem and select suitable sampling technique	Understand
CO2	Identify the respondents through data collection	Understand
CO3	Analyse the data through statistical analysis	Analyze
CO4	Evaluate the results of the statistical analysis and interpret the findings	Evaluate
CO5	Analyse the project report	Analyze

The students should select a problem in Accounting, Finance, Marketing or any other areas related to commerce.

Report should contain

- ❖ Introduction
  - Introduction about the industry
  - Introduction about the Company
  - Review of literature – Minimum 10 papers from referred journal
  - Need for the Study
  - Objectives
- ❖ Research Methodology
  - Research Design
  - Sampling Design
  - Sources of Data Collection
  - Tools used for analysis
  - Limitation
- ❖ Data analysis and interpretation
- ❖ Findings and Suggestions
- ❖ Conclusion
- ❖ Bibliography (APA format)

### CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	1	2	3	-	-	-	1	-	-	-	-	-	-	1	1
CO2	3	1	-	-	3	1	-	-	-	1	-	-	-	-	-	-	-
CO3	3	-	-	2	3	3	-	1	-	-	1	-	-	-	2	-	-
CO4	3	-	1	2	3	-	-	-	1	-	-	-	-	-	-	1	1
CO5	3	1	-	-	-	-	-	-	-	-	1	-	-	1	-	1	1
<b>AVG</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>

**1 - Low, 2 - Medium, 3 - High, '-; - No Correlation**

**PREREQUISITE:**

- Students should have a basic understanding of financial instruments and markets is essential for learning about derivatives, options, futures, and their applications in India.

**COURSE OBJECTIVES (CO):**

- Understand the concept and types of derivatives.
- Learn about options, futures, and stock futures.
- Study hedging, the development of derivatives, and the financial derivatives market in India.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

Cos	Course Outcomes	Blooms Level
CO1	Gain an understanding of the concept of Derivatives and its types	Understand
CO2	Get acquainted about Options and Futures	Understand
CO3	Understand about stock futures	Apply
CO4	Describe about hedging and the development position of derivatives in India	Understand
CO5	Gain mastery over the financial derivatives market in India	Understand

**UNIT - I INTRODUCTION TO DERIVATIVES**

**14 HOURS**

Definition of Financial derivatives- Features - Types - History of Derivatives Markets - Uses of Derivatives - Forward Market: Forward Contract concept - Features - Classification of Forward Contracts - Forward Trading Mechanism - Forward Prices Vs Future Prices.

**UNIT - II OPTIONS AND SWAPS**

**14 HOURS**

Options and Swaps - Concept & Types - Option Valuation- Option Positions Naked and Covered Option - Underlying Assets in Exchange-traded Options - Determinants of Option Prices - Binomial Option Pricing Model - Black-Scholes Option Pricing - Basic Principles of Option Trading - SWAP: Concept, Evaluation and Features of Swap - Types of Financial Swaps - Interest Rate Swaps - Currency Swap - Debt-Equity Swap.

**UNIT - III FUTURES**

**14 HOURS**

Futures - Financial Futures Contracts - Types of Financial Futures Contract - Evolution of Futures Market in India - Traders in Futures Market in India - Functions and Growth of Futures

Markets- Theories of Future prices - Future prices and Risk Aversion - Forward Contract Vs. Futures Contracts.

**UNIT - IV HEDGING AND STOCK INDEX FUTURES 15 HOURS**

Hedging and Stock Index Futures - Concepts - Perfect Hedging Model - Basic Long and Short Hedges - Cross Hedging - Basis Risk and Hedging - Basis Risk Vs Price Risk - Hedging Effectiveness - Devising a Hedging Strategy - Hedging Objectives - Management of Hedge - Concept of Stock Index - Stock Index Futures - Stock Index Futures as a Portfolio management Tool & Speculation and Stock Index Futures - Stock Index Futures Trading in Indian Stock Market.

**UNIT -V FINANCIAL DERIVATIVES MARKET IN INDIA 15 HOURS**

Financial Derivatives Market in India - Need for Derivatives - Evolution of Derivatives in India - Major Recommendations of Dr. L.C. Gupta Committee -Derivatives Trading at NSE/BSE - Eligibility of Stocks - Emerging Structure of Derivatives Markets in India.

**TOTAL: 72 HOURS**

**TEXT BOOK:**

1. Gupta S.L., (2008), Financial Derivatives - Theory, Concepts and Problems, Prentice Hall of India, Delhi

**REFERENCE BOOKS:**

1. Kumar S.S.S (2007), Financial Derivatives, Prentice Hall of India, Delhi
2. Chance, Don M (2001), Derivatives and Risk Management Basics, Cen gage Learning, Delhi
3. Stulz M. Rene, (2009), Risk Management and Derivatives, Cen gage Learning, Delhi

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	2
CO2	3	-	-	-	-	-	-	-	-	-	1	-	-	-	2	2	2
CO3	3	-	-	-	-	-	-	-	-	-	1	-	-	-	2	2	1
CO4	3	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1	2
CO5	3	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1	2
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>1.4</b>	<b>1.8</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

- Understanding of research methods, data collection, and basic statistical analysis is essential for learning about research design, hypothesis testing, and report writing.

**COURSE OBJECTIVES (CO):**

- To learn research purposes, types, and design components.
- To understand sampling methods and data collection techniques.
- To apply statistical analysis and report writing techniques.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Understand the research process, research design and sampling techniques and its application	Understand
CO2	Identify appropriate methods of data collection	Apply
CO3	Apply appropriate tools to analyse the quantitative and qualitative data	Apply
CO4	Understand the ethical norms for research and select the best type of research report and be familiar with the content to be included in the report	Understand
CO5	Apply principles and practice of research in real life business situations	Apply

**UNIT - I RESEARCH**

**14 HOURS**

Introduction to Research: Meaning – Purpose – Types of Research – Significance – Qualities of a good research – Steps in Research - Identification, Selection and Formulation of Research Problem – Sources. Research Design: Components of Research Design – Methods of Research Design - Ethics in Research.

**UNIT - II SAMPLING DESIGN**

**14 HOURS**

**Introduction** – Census and Sample Survey – Characteristics of a Good Sample Plan – Steps in Sampling – Types of Sampling – Advantages and Limitations of Sampling. Data Collection: Primary Data - Meaning – Significance – Methods of Collecting Data: Observation – Interview Schedule – Questionnaire. Secondary Data – Meaning - Sources of Secondary Data – Precautions while using Secondary Data.

**UNIT - III HYPOTHESIS**

**14 HOURS**

Characteristics of a good Hypothesis – Formulation of Hypothesis – Procedure for Testing of Hypothesis – T test, F test and Chi Square Test, Analysis of Variance - Business Forecasting – Exponential Smoothing.

**UNIT - IV SCALING TECHNIQUES AND DESCRIPTIVE STATISTICS 15 HOURS**

Meaning of Scale–Measurement of Scale –Important Scaling Techniques – Processing of Data – Editing – Purpose–Analysis and Interpretation of Data - Meaning–Need for Interpretation – Techniques of Interpretation - **Descriptive Statistics** - Measures of Central Tendency: - Mean, Median and Mode - Standard deviation – Karl Pearson Correlation – Spearman Rank Correlation - Regression Analysis – Inferential Statistics – Multivariate Analysis - Factor Analysis – Kruskal Wallis Test.

**UNIT - V REPORT WRITING 15 HOURS**

Introduction - Types of Research Reports - Layout of the Report – Steps in Writing the Report – Contents of Research Reports – Ethics in Publication – Plagiarism check – Publication Misconduct.

**TOTAL: 72 HOURS****TEXT BOOKS:**

1. Uma Sekaran, Roger Bougie (2018), *Research Methods for Business: A Skill-Building Approach*, 7<sup>th</sup> edition, Wiley, New Delhi.
2. C.R. Kothari, Gaurav Garg (2018), *Research Methodology*, Fourth Edition, New Age International Publishers, New Delhi.

**REFERENCE BOOKS:**

1. Donald Cooper and Pamela Schindler (2017), *Business Research Methods*, 11<sup>th</sup> Edition, McGraw Hill Education, New Delhi.
2. Zikmund William G. et.al (2016), *Business Research Methods*, Cengage India, New Delhi

**WEBSITES:**

1. [https://swayam.gov.in/nd2\\_arp19\\_ap72/preview](https://swayam.gov.in/nd2_arp19_ap72/preview)
2. [https://swayam.gov.in/nd2\\_ccc20\\_hs17/preview](https://swayam.gov.in/nd2_ccc20_hs17/preview)

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	3	-	-	-	-	2	-	-	-	3	1	2
CO2	3	-	2	-	-	3	-	-	-	-	2	-	-	-	3	1	-
CO3	3	-	2	-	-	3	-	-	-	-	2	-	-	-	3	1	2
CO4	3	-	-	-	1	3	-	-	-	-	-	-	-	-	3	1	2
CO5	3	-	-	-	-	3	-	-	-	-	-	-	-	-	3	1	-
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>1</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>1</b>	<b>2</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours / Week: L:6 T:0 P:0

Marks: Internal:40 External:60 Total:100  
End Semester Exam: 3 Hours

**PREREQUISITE:**

- Business concepts and the external environment factors influencing business operations.

**COURSE OBJECTIVES (CO):**

- To understand the conceptual framework of business environment.
- To analyze economic, political, social, and cultural factors affecting business.
- To analyze industry dynamics and emerging trends.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

Cos	Course Outcomes	Blooms Level
CO1	Demonstrate Understanding of Business Environment Concepts	Understand
CO2	Analyze Economic Environment and Globalization Trends	Analyze
CO3	Analyze Industry Dynamics and Emerging Trends	Analyze
CO4	Evaluate Political, Social, and Cultural Environment	Evaluate
CO5	Assess Technological Environment and Policy Implications	Apply

**UNIT- I INTRODUCTION TO BUSINESS ENVIRONMENT**

**14 HOURS**

Business and Its Environment - Concept of Business Environment - Characteristics of Business - Environment - Significance - Environmental Scanning – Process - Techniques of Environmental Scanning - Practices of Environmental Scanning

**UNIT - II ECONOMIC ENVIRONMENT**

**14 HOURS**

Economic Environment - Economic Systems - Nature, Growth and Role of Public Sector - Privatization - Nature and Objectives - Privatisation Routes - Disinvestment - Globalization - Nature and Rationale - Multinational Corporations - India & WTO - Fiscal and Monetary Policy - Foreign Direct Investment - Mergers and Acquisitions - Business Process Outsourcing - Competition Policy – Foreign Institutional Investors.

**UNIT - III INDUSTRY ANALYSIS**

**14 HOURS**

Industry Analysis - Economic Reforms and Competitive Environment Business Environment and Current Issues - Airlines Industry, Mobile Services, Software Industry, Steel Industry, Cement Industry, Passenger Cars, Two-wheelers, Pharmaceutical Industry, Organised Retailing, Express Services Industry

**UNIT - IV POLITICAL, SOCIAL AND CULTURAL ENVIRONMENT**

**15 HOURS**

Political Environment - Political Institutions - Legislature, Executive, Judiciary and Judicial

Activism - Culture and Business Ethics - Social Responsibility of Business - Nature, Models and Strategies - Corporate Governance & Corporate Social Responsibility - Social Audit - Ecology and Business - Nature of Physical Environment - Impact on Business - Geo Political Environment.

**UNIT - V TECHNOLOGICAL ENVIRONMENT**

**15 HOURS**

Technological Environment - Features and Impact on Technology - Technology and Society  
 Restraints on Technological Growth - Status of Technology in India - Technology Policy –  
 Technology Transfer.

**TOTAL: 72 HOURS**

**TEXT BOOKS:**

1. Francis Cherunilam (2019), *Business Environment Text & Cases*, 28<sup>th</sup> Edition, Himalaya Publishing House Pvt., Ltd., Mumbai
2. K. Aswathappa (2019), *Essentials of Business Environment*, 15<sup>th</sup> Edition, Himalaya Publishing House Pvt., Ltd., Mumbai

**REFERENCE BOOK:**

1. Dr. V. C. Sinha, Dr Ritika Sinha (2020), *Business Environment*, SBPD Publishing House, Uttar Pradesh

**WEBSITE:**

1. <https://www.coursera.org/learn/global-business-environment>

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	1	-	-	-	1	-	-	-	-	-	-	1	2
CO2	3	-	-	-	-	-	-	-	-	-	-	2	-	-	2	1	-
CO3	3	-	-	-	-	-	-	-	-	-	-	2	-	-	2	1	2
CO4	3	-	-	-	-	-	-	-	-	-	-	2	-	-	-	1	-
CO5	3	-	-	-	-	-	-	-	-	-	-	-	-	-	2	1	2
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>2</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours / Week: L:6 T:0 P:0

Marks: Internal:40 External:60 Total:100  
End Semester Exam: 3 Hours

**PREREQUISITE:**

- Basic economic concepts such as demand and supply, production, cost, and revenue functions.

**COURSE OBJECTIVES (CO):**

- To understand decision-making, consumer behavior, and demand-supply analysis.
- To analyze production, cost functions, and revenue models.
- To study market types, pricing, and economic policies.

**COURSE OUTCOMES (COs):**

**Upon completion of this course, the student will be able to:**

COs	Course Outcomes	Blooms Level
CO1	Gain knowledge on concept of demand and supply & understand the concept of production, cost and revenue function	Understand
CO2	Know the pricing policies adopted in various market structures	Understand
CO3	Estimate impact of inflation on business cycle and personal disposable income	Analyze
CO4	Assess impact of monetary and fiscal policy on economic development	Evaluate
CO5	Enable students to obtain managerial problem-solving skills	Analyze

**UNIT - I MANAGERIAL ECONOMICS: LAW OF DEMAND AND SUPPLY 14 HOURS**

Introduction – Meaning - Nature and Scope of Managerial Economics - Significance in Decision Making. Consumer’s Behavior and Demand: Meaning of Consumer’s Equilibrium – Utility approach – Law of Equilibrium – Marginal utility–Consumers Surplus–Concept of Demand–Types of Demand–Determinants –Law of Demand – Exceptions to Law of Demand – Change in Demand – Elasticity of Demand – Types – Measurement of Price elasticity of demand. Concept of Supply – Determinants of Supply – Law of Supply – Change in Supply – Elasticity of Supply –Types.

**UNIT - II PRODUCTION, COST AND REVENUE FUNCTION 14 HOURS**

Producer’s Behaviour and Supply - Basic concepts in production – Firm – Fixed and Variable Factors – Short and Long run – Total Product – Marginal Product – Average Product – Production Function – Law of Returns – Law of Returns to Scale – Economies and Diseconomies of Scale – Producer’s Equilibrium. **Cost and Revenue Function:** Cost of Production – Opportunity cost – Fixed and Variable Costs–Total Cost Curves – Average Cost Curves – Marginal Cost – Long run and Short run Cost Curves – Total Revenue – Average Revenue – Marginal Revenue – Break Even Point Analysis.

**UNIT - III MARKET COMPETITION AND PRICE STRUCTURES 14 HOURS**

Forms of Market – Basis of Classification–Perfect - Competition – Features – Short Run and Long Run Equilibrium – Price Determination – Monopoly Market – Features – Short Run and Long Run

Equilibrium – Predatory pricing - Price Discrimination – Degrees of Price Discrimination- Pricing objectives and Pricing Methods. Oligopoly Market Competition–Features – Price Leadership– Price Rigidity–Cartel– Collusive and Non-Collusive oligopoly – Oligopoly – Features – Monopolistic Competition – Features–Product Differentiation–Selling Cost– Short Run and Long Run Equilibrium–Monopsony- Duopoly Market – Features.

#### **UNIT - IV MACRO-ECONOMIC INDICATORS**

**15 HOURS**

Production Method – Income Method – Expenditure Method Phases of Business Cycle – Causes of cyclical movements – Price Movements: Inflation, Deflation, and Deflation – Types of Inflation – Effects of Inflation – Control of Inflation- Difference between Normal Residents and Non-Residents – Domestic territory – Gross and Net Concepts of Income and Product – Market price and Factor Cost – Factor Payments and Transfer Payments–National Income Aggregates–Private Income– Personal Income– Personal Disposable Income – National Disposable Income – Measurement of National Income.

#### **UNIT - V MONETARY POLICY AND FISCAL POLICY**

**15 HOURS**

Objectives of Monetary Policy – Types of Monetary Policy – Instruments of Monetary Policy – Objectives of Fiscal Policy – Types of Fiscal Policy – Instruments of Fiscal Policy – Budget Preparation – Financial Stimulus. Balance of Trade and Balance of Payments – Current Account and Capital Account of BOP – Disequilibrium in BOP.

**TOTAL: 72 HOURS**

#### **TEXT BOOKS:**

1. Varshney and Maheshwari, (2014). *Managerial Economics*, Sultan Chand and Sons, New Delhi.
2. Mehta, P, (2016). *Business Economics*, Sultan Chand and Sons, New Delhi

#### **REFERENCE BOOKS:**

1. Geetika and Piyali Ghosh (2017), *Managerial Economics*, 3<sup>rd</sup> edition, McGraw Hill Education, New Delhi.
2. Christopher R. Thomas and S. Charles Maurice (2017), *Managerial Economics : foundation of business analysis and strategy*, 10<sup>th</sup> edition, McGraw Hill Education, New Delhi
3. Paul Samuelson, William D. Nordhaus (2017), *Micro Economics*, 19<sup>th</sup> edition, McGraw Hill Education, New Delhi
4. William F. Samuelson, Stephen G. Marks (2013), *Managerial Economics*, 6<sup>th</sup> edition, Wiley, New Delhi

#### **WEBSITES:**

1. [https://swayam.gov.in/nd1\\_noc20\\_mg67/preview](https://swayam.gov.in/nd1_noc20_mg67/preview)
2. [https://swayam.gov.in/nd2\\_imb20\\_mg38/preview](https://swayam.gov.in/nd2_imb20_mg38/preview)

## CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	-	-	-	-	1	-	-	-	-	-	1	1
CO2	3	-	-	-	1	-	-	-	-	-	-	-	-	-	-	1	1
CO3	3	-	2	-	-	-	-	-	-	-	-	-	-	-	-	2	1
CO4	3	-	2	-	-	-	-	-	1	-	-	-	-	-	-	2	1
CO5	3	-	-	1	-	-	-	-	-	-	-	-	-	-	1	1	1
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1.4</b>	<b>1</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours / Week: L:0 T:0 P:6

Marks: Internal:40 External:60 Total:100

End Semester Exam: 3 Hours

**PREREQUISITE:**

- Not Required

**COURSE OBJECTIVES (CO):**

- To master basic statistical techniques like frequency distributions, descriptive statistics, and reliability testing using SPSS.
- To apply hypothesis tests and analyze data with methods such as t-tests, ANOVA, and chi-square tests in SPSS.
- To conduct advanced analyses using SPSS, including regression, factor analysis, and ranking methods to extract detailed insights from data.

**COURSE OUTCOMES (COs):****Upon completion of this course, the student will be able to:**

COs	Course Outcomes	Blooms Level
CO1	Compute descriptive statistics & parametric and non-parametric tests	Analyze
CO2	Carryout reliability and normality tests	Analyze
CO3	Comprehend the application of Bivariate and multivariate Analysis	Understand
CO4	Compute bivariate and multivariate analysis	Analyze
CO5	Apply statistical techniques on decision making	Apply

**EXERCISES**

1. Simple Frequency	<b>5 HOURS</b>
2. Descriptive Statistics	<b>5 HOURS</b>
3. Test of Reliability	<b>4 HOURS</b>
4. Test of Normality	<b>4 HOURS</b>
5. Independent 't' Test	<b>5 HOURS</b>
6. Analysis of Variance (ANOVA)	<b>5 HOURS</b>
7. Paired 't' Test	<b>5 HOURS</b>
8. Chi-square	<b>5 HOURS</b>
9. Mann Whitney U Test	<b>4 HOURS</b>
10. Kruskal Wallis H Test	<b>4 HOURS</b>
11. Wilcoxon Test	<b>4 HOURS</b>
12. Correlation	<b>4 HOURS</b>
13. Regression	<b>6 HOURS</b>
14. Factor Analysis	<b>6 HOURS</b>
15. Garrett Ranking	<b>6 HOURS</b>

**TOTAL: 72 HOURS**

**TEXT BOOKS:**

1. Darren George, Paul Mallery (2016), *IBM SPSS Statistics 23 Step by Step*, Routledge, New Delhi.
2. Asthana and Braj Bhushan (2017), *Statistics for Social Sciences (With SPSS Applications)*, Prentice Hall of India, New Delhi

**REFERENCE BOOKS:**

1. Keith McCormick, Jesus Salcedo, Aaron Poh (2015), *SPSS Statistics for Dummies, 3<sup>rd</sup> Edition*, Wiley, New Delhi.
2. Keith McCormick, Jesus Salcedo, Jon Peck, Andrew Wheeler, Jason Verlen (2017), *SPSS Statistics for Data Analysis and Visualization*, Wiley, New Delhi.
3. Brian C. Cronk (2016), *How to Use SPSS®: A Step-By-Step Guide to Analysis and Interpretation, 9<sup>th</sup> Edition*, Routledge, New Delhi

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	3	3	-	-	-	2	3	-	-	-	3	3	3
CO2	3	-	-	-	3	3	-	-	-	-	3	-	-	-	3	2	3
CO3	3	-	-	-	3	3	-	-	-	2	3	-	-	-	3	3	3
CO4	3	-	-	-	3	3	-	-	-	2	3	-	-	-	3	2	3
CO5	3	-	-	-	3	3	-	-	-	-	3	-	-	-	3	3	3
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>2.6</b>	<b>3</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

- Familiarity with basic banking concepts and an understanding of financial technology is essential to comprehend digital banking, including key technologies, payment systems, virtual banking, and future fintech trends.

**COURSE OBJECTIVES (CO):**

- To understand digital banking evolution, key technologies, and regulatory frameworks.
- To learn about mobile and internet banking, digital payments, and security features.
- To explore innovations like AI, blockchain, and emerging trends in digital banking.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

<b>Cos</b>	<b>Course Outcomes</b>	<b>Blooms Level</b>
CO1	Understand the differences between traditional and digital banking, and the benefits and challenges associated with digital banking technologies.	Understand
CO2	Analyze the features, risks, and security measures of mobile and internet banking services.	Analyze
CO3	Apply the principles of digital payment systems, including the use of e-wallets, UPI, and QR codes, in practical banking scenarios.	Apply
CO4	Evaluate the development, advantages, and limitations of virtual banks and neo-banks, and their regulatory requirements.	Evaluate
CO5	Create strategies to leverage future trends in digital banking, including the integration of fintech innovations, AI, and blockchain technologies.	Apply

**UNIT- I INTRODUCTION TO DIGITAL BANKING****14 HOURS**

Overview of Digital Banking - Definition and evolution of digital banking - Differences between traditional and digital banking - Benefits and challenges of digital banking. Key Technologies in Digital Banking - Mobile apps, APIs, and cloud computing - Artificial intelligence and machine learning in banking - Blockchain and its applications in banking. Regulatory Framework - Regulatory bodies and compliance requirements - Key regulations and guidelines for digital banking - Data privacy and security laws.

**UNIT - II DIGITAL BANKING SERVICES****14 HOURS**

Mobile Banking - Overview and brief history of Mobile Banking, Product features & diversity of Mobile Banking, Immediate Payment Service (IMPS), Risk Management & Frauds related to Mobile Banking, Benefits of providing Mobile Banking Services. Internet Banking: Overview and

brief history of Internet Banking, its Products and their features, Types of Risks associated with Internet Banking, Technology and Security Standards for Internet Banking, Legal issues involved in Internet Banking.

**UNIT – III DIGITAL PAYMENT SYSTEMS**

**14 HOURS**

Introduction to Digital Payment Systems - Overview and evolution of digital payment systems - Benefits and challenges of digital payments. E-Wallets - Security features and risks. Unified Payments Interface (UPI) - Concept and objectives of UPI - Architecture, processes, and transaction flow – Features, interoperability, real-time transactions, - Major applications: BHIM, PhonePe, Google Pay - Impact on banking and payment ecosystem - Regulatory framework. QR Codes - Introduction to QR codes in payments - Types: static and dynamic - Mechanism: scanning, processing, confirmation - Advantages for businesses and consumers - Implementation in retail and e-commerce - Security concerns and measures.

**UNIT - IV VIRTUAL BANKING AND NEO-BANKS**

**15 HOURS**

Introduction to Virtual Banking - Definition and characteristics - Differences from traditional banking - Benefits and limitations. Neo-Banks - Definition and evolution - Business models: customer-centric, digital-first - Key features: mobile-first, low fees, personalized services - Comparison with traditional banks and fintech companies - Regulatory environment: licensing and compliance - Major neo-banks: Chime, Revolut, Monzo, N26, Technology Infrastructure - Core banking systems for virtual banks and neo-banks - Role of cloud computing - APIs and open banking - Cyber security measures - AI and machine learning for personalized banking.

**UNIT - V FUTURE TRENDS IN DIGITAL BANKING**

**15 HOURS**

Fintech Innovations - Role of fintech in shaping the future of banking - Key fintech innovations and their impact on traditional banking - Collaboration between banks and fintech companies. Artificial Intelligence and Machine Learning - AI applications in banking (chatbots, robo-advisors) - Predictive analytics for customer insights and decision-making. Blockchain and Distributed Ledger Technologies - Future applications of blockchain in banking - Smart contracts and their potential in financial services. Emerging Trends and Challenges - Open banking and API banking - The impact of digital banking on financial inclusion - Ethical and regulatory challenges in the future of digital banking.

**TOTAL: 72 HOURS**

**TEXT BOOKS:**

1. Chris Skinner (2014) *Bank: Strategies To Succeed As A Digital Bank: Strategies to Launch or Become a Digital Bank*, MC Publisher, India
2. Brett King (2018) *Bank 4.0: Banking everywhere, never at a bank*, Marshall Cavendish International (Asia) Pte Ltd, UK.

**REFERENCE BOOKS:**

1. Indian Institute of Banking and Finance, Digital Banking, Taxmann
2. Lohana Sarika R(2019)., *Digital Banking and Cyber Security*. New Century Publications
3. Singh Jaspal(2018)., *Digital Payments in India: Background, Trends and Opportunities*, New Century Publications
4. Rao K. Srinivasa(2015)., *Changing Dimensions of Banking in India*, Notion Press

### CO, PO, PSO Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	-	-	-	-	-	-	-	-	-	3	2	1
CO2	3	-	2		2	-	-	-	-	-	3	-	-	-	3	2	1
CO3	3	-	-	-	-	-	-	-	-	-	3	-	-	-	3	2	-
CO4	3	-	-	-	-	-	-	-	2	-	-	-	-	-	3	-	1
CO5	3		2		2	-	-	-	2	-	3	-	-	-	3	2	1
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>2</b>		<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>2</b>	<b>1</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

**PREREQUISITE:**

- Basic understanding of accounting principles, business mathematics, economics, and general business management functions.

**COURSE OBJECTIVES (CO):**

- To introduce core concepts and functions of financial management, including financial goals and the evolving role of finance managers.
- To develop the ability to apply time value of money, risk-return trade-off, and capital budgeting techniques in decision-making.
- To equip students with knowledge of capital structure, financing options, and dividend policy for strategic financial planning.

**COURSE OUTCOMES(COs):**

**Upon completion of this course, the student will be able to:**

COs	Course Outcomes	Blooms Level
CO1	Understand the financial goals, role of finance manager, and governance in corporate finance.	Understand
CO2	Apply time value of money and risk-return analysis in financial decision-making.	Apply
CO3	Evaluate investment decisions using capital budgeting tools and cost of capital concepts.	Evaluate
CO4	Analyze capital structure decisions and theories to determine optimal financing mix.	Analyze
CO5	Examine various dividend policies and understand corporate dividend behavior.	Understand

**UNIT - I FINANCIAL GOALS OF THE FIRM**

**14 HOURS**

Financial Management – Introduction to finance, objectives of financial management – Firm Value and equity value– profit maximization and wealth maximization - Changing role of finance managers - Organization of finance function. Agency model; problem and agency cost – Stockholders and Managers; bondholders and society - Disciplining management through corporate governance - Sustainability model.

**UNIT - II TIME VALUE OF MONEY**

**14 HOURS**

Present and future value of single payments, annuities, annuities due, and perpetuities - Growth in annuities and perpetuities - Compound interest and continuous compounding - Annual percentage rates and effective annual rates - Mathematics of loans: Discount, Interest only, Full and partial amortization Concepts of Risk and Return – Diversifiable and Non-Diversifiable risk - Risk & return of single asset, risk and Return of a portfolio, Measurement of market risk for single asset and portfolio.

**UNIT - III CAPITAL BUDGETING & FINANCING DECISIONS** **14 HOURS**

Investment Rules: Capital budgeting methods and their limitations - Comparing projects with varying lives with varying cash flows - Capital budgeting decision rules. Sources of long term funds  
Cost of capital – basic concepts. Cost of debenture capital, cost of preferential capital, cost of term loans, cost of equity capital (Dividend discounting and CAPM model). Cost of retained earnings. Determination of Weighted average cost of capital (WACC) and Marginal cost of capital.

**UNIT - IV CAPITAL STRUCTURE** **15 HOURS**

Capital structure decisions – Overview of financing choices –The financing process; internal and external financing - Operational and financial leverage - Business risk and its effect on the use of financial leverage - Determination of the optimal capital structure - Modigliani and Miller Propositions I and II - Theories for determining optimal capital structure - Static theory - Signaling theory - Pecking order theory - Other factors affecting capital structure - Corporate finance in practice –Planning the capital structure: EBIT and EPS analysis. ROI & ROE analysis. Capital structure policy (No capital structure theories to be covered)

**UNIT - V DIVIDEND POLICY** **15 HOURS**

Dividend policy – factors affecting the dividend policy - dividend policies- stable dividend, stable payout. Theories of dividend policy: relevance and irrelevance dividend decision. Walter's and Gordon's model, Modigliani and Miller approach. Dividend policies – stable dividend, stable payout and growth. Bonus shares and stock split corporate dividend behavior. Legal and procedural aspects of dividends Corporate Dividend Distribution Tax- empirical evidence of dividend policy. Analyzing cash returned to the stockholders - cash flow approach and comparable firm approach.

**TOTAL:72 HOURS**

**TEXT BOOKS:**

1. Prasanna Chandra – *Financial Management: Theory and Practice*, Tata McGraw Hill (2018), 7<sup>th</sup> Edition
2. I.M. Pandey – *Financial Management*, Vikas Publishing (2005) , 9<sup>th</sup> Edition
3. Brigham & Houston – *Fundamentals of Financial Management (2021)*, Thomson Cengage Learning

**REFERENCE BOOKS:**

1. M.Y. Khan & P.K. Jain (2018) – *Financial Management*, TMH, 5<sup>th</sup> Edition
2. Aswath Damodaran – *Corporate Finance*, John Wiley & Co.(2001), 2<sup>nd</sup> Edition
3. Van Horne – *Financial Management & Policy*, Pearson/PHI (1998), 11<sup>th</sup> Edition

**CO, PO, PSO Mapping**

<b>COs</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PO7</b>	<b>PO8</b>	<b>PO9</b>	<b>PO10</b>	<b>PO11</b>	<b>PO12</b>	<b>PO13</b>	<b>PO14</b>	<b>PO15</b>	<b>PSO1</b>	<b>PSO2</b>
<b>CO1</b>	3	2	3	1	1	-	-	-	-	1	-	-	-	2	-	3	2
<b>CO2</b>	3	2	3	2	2	-	-	-	-	1	-	-	-	3	-	3	3
<b>CO3</b>	3	2	3	3	2	-	-	-	-	1	-	-	-	3	-	3	3
<b>CO4</b>	3	2	3	3	2	-	-	-	-	1	-	-	-	3	-	3	3
<b>CO5</b>	3	1	2	2	2	-	-	-	-	1	-	-	-	2	-	2	2
<b>AVG</b>	<b>3</b>	<b>1.8</b>	<b>2.8</b>	<b>2.2</b>	<b>1.8</b>	-	-	-	-	<b>1</b>	-	-	-	<b>2.6</b>	-	<b>2.8</b>	<b>2.6</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours / Week: L:6 T:0 P:0

Marks: Internal:40 External:60 Total:100  
End Semester Exam: 3 Hours

**PREREQUISITE:**

- Basic knowledge of financial management, including cash flow analysis, investment strategies, and risk management.

**COURSE OBJECTIVES (CO):**

- To understand the basics, objectives, and regulations affecting treasury operations.
- To analyze cash flow forecasting, liquidity management, and bank relationships to improve cash management efficiency.
- To apply and evaluate investment strategies for both short-term and long-term to optimize corporate investments.

**COURSE OUTCOMES (COs):**

**Upon completion of this course, the student will be able to:**

COs	Course Outcomes	Blooms Level
CO1	Understand the role and significance of treasury management, including the impact of regulatory changes on treasury operations.	Understand
CO2	Analyze and develop effective strategies for cash flow forecasting, liquidity management, and maintaining strong bank relationships.	Apply
CO3	Apply investment policies to manage both short-term and long-term corporate investments, considering risk and return.	Apply
CO4	Evaluate financial risks such as interest rate and foreign exchange risks, and utilize appropriate hedging instruments to mitigate these risks.	Evaluate
CO5	Create and implement comprehensive frameworks for measuring treasury performance, leveraging technology, and incorporating sustainable practices.	Apply

**UNIT - I INTRODUCTION TO TREASURY MANAGEMENT**

**14 HOURS**

Overview of Treasury Management - Definition and objectives of treasury management - Role and importance of the treasury function in organizations - Evolution of treasury management. Treasury Organization and Structure - Centralized vs. decentralized treasury management - Organizational structure of the treasury department - Roles and responsibilities of treasury professionals. Regulatory Environment - Overview of regulations affecting treasury operations - Compliance with financial regulations (Basel III, Dodd-Frank Act, etc.) - Impact of regulatory changes on treasury management.

**UNIT- II CASH MANAGEMENT**

**14 HOURS**

Cash Management - Cash Flow Forecasting - Importance of cash flow forecasting - Techniques for cash flow forecasting - Managing cash flow volatility. Liquidity Management - Strategies for effective liquidity management - Tools and techniques for managing liquidity - Short-term financing options. Bank Relationship Management - Selection and evaluation of banking partners - Negotiating banking services and fees - Managing multiple banking relationships. Payment Systems and Technologies - Overview of payment systems (SWIFT, ACH, RTGS, etc.) - Emerging payment technologies and trends - Fraud prevention and cybersecurity in payments.

### **UNIT - III INVESTMENT MANAGEMENT**

**14 HOURS**

Investment Management- Investment Policy and Strategy - Formulating an investment policy - Objectives of corporate investments: safety, liquidity, yield - Risk and return considerations. Short-term Investment Options - Money market instruments (T-bills, commercial paper, certificates of deposit, etc.) - Fixed income securities - Managing a short-term investment portfolio. Long-term Investment Strategies - Capital budgeting and project evaluation - Evaluating long-term investment opportunities - Risk assessment and mitigation in long-term investments.

### **UNIT IV RISK MANAGEMENT IN TREASURY**

**15 HOURS**

Introduction to Financial Risk Management - Types of financial risks: interest rate risk, currency risk, credit risk, liquidity risk - Identifying and assessing financial risks. Hedging Strategies and Instruments - Derivatives in risk management: forwards, futures, options, swaps - Using hedging instruments to mitigate risk. Interest Rate Risk Management - Understanding interest rate risk - Tools for managing interest rate risk - Impact of interest rate changes on financial performance. Foreign Exchange Risk Management - Foreign exchange markets and exchange rate mechanisms - Techniques for managing currency exposure - Cross-border cash management.

### **UNIT - V TREASURY PERFORMANCE MEASUREMENT AND EMERGING TRENDS**

**15 HOURS**

Treasury Performance Metrics - Key performance indicators (KPIs) for treasury - Benchmarking treasury performance - Continuous improvement in treasury operations. Technology in Treasury Management - Role of technology in modern treasury management - Treasury Management Systems (TMS) - Trends in fintech and their impact on treasury. Sustainable and Ethical Treasury Practices - Incorporating ESG (Environmental, Social, Governance) criteria in treasury operations - Ethical considerations in treasury management. Future Trends in Treasury Management - Impact of digital transformation on treasury functions - Blockchain and crypto currency in treasury management - Predictive analytics and AI in treasury decision-making.

**TOTAL: 72 HOURS**

### **TEXT BOOKS:**

1. Steven M. Bragg (2010) *Treasury Management: The Practitioner's Guide*, Wiley; 1<sup>st</sup> edition
2. Rajiv Rajendra (2013) *The Handbook of Global Corporate Treasury*, John Wiley & Sons Inc; 1<sup>st</sup> edition

### **REFERENCE BOOK:**

1. Marie Dolfe and Erwin W. Erhardt, *International Cash Management (2024)*, Springer E-books

**CO, PO, POS Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	-	-	-	-	-	-	3	-	-	-	3	3	-
CO2	3	-	2	-	-	-	-	-	-	-	3	-	-	-	3	3	2
CO3	3	-	2	-	-	1	-	-	-	-	3	-	-	-	3	3	2
CO4	3	-	2	-	-	1	-	-	-	-	3	-	-	-	3	3	2
CO5	3	-	-	-	-	-	-	-	-	-	3	-	-	-	3	3	2
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>3</b>	<b>2</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours / Week: L:6 T:0 P:0

Marks: Internal:40 External:60 Total:100  
End Semester Exam: 3 Hours**PREREQUISITE:**

- A basic understanding of risk management and insurance principles is crucial for grasping risk types, applying pricing strategies, and designing insurance products.

**COURSE OBJECTIVES (CO):**

- Understand risk concepts and types, including business and personal risks.
- Apply insurance pricing and marketing principles, focusing on life and health insurance.
- Identify and analyse factors affecting insurance organizations, and design insurance products considering risk and future trends.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Understand the concept of risk, its interpretations, and the types of business and personal risks.	Understand
CO2	Apply principles of insurance pricing and marketing, including tools and techniques used in pricing life and health insurance.	Apply
CO3	Identify factors influencing insurance organizations, such as insurable interest, riders in policies, and the role of rural insurance	Evaluate
CO4	Design and develop insurance products, considering risk evaluation and future trends	Analyze
CO5	Analyze the impact of privatization and reforms in the Indian insurance industry on economic growth.	Analyze

**UNIT - I RISK****14 HOURS**

Introduction, interpretations of the term risk, types of business and personal risks, significance of risk management function within business organizations Insurance and Risk - significance of insurance and risk, general structure of the insurance market, significant aspects of this industry

**UNIT - II INSURANCE PRICING AND MARKETING****14 HOURS**

Principles of insurance pricing and marketing, tools and techniques used in pricing individual life and health insurance- Financial Management in Insurance Companies and Insurance a Ombudsman: importance of financial management in insurance companies, tools of managing expenses in the insurance companies, modes used by the insurance companies in channelizing their funds Reinsurance: reinsurance in the insurance sector. Areas of the application of reinsurance. Information Technology in Insurance - application of information technology in the insurance sector, role of insurance companies in insurance security, contours of the future of insurance in rural areas.

**UNIT – III LIFE INSURANCE & NON-LIFE INSURANCE****14 HOURS**

Factors influencing the key functioning of insurance organizations insurable interest, role of riders in insurance policies - Non-life Insurance - elements of fire insurance contract and its ancillary features. Significance of marine insurance and its various policies, the role of rural insurance in making people lives better in rural India -Non-life Insurance - II - types of motor insurance policies, critical aspects of aviation industry in the country, significance of liability insurance in India & Nomination & Assignment .Functions and Organization of Insurers - components of the distribution system of life insurance companies in the country, role of agents in the life insurance sector in India, important activities carried out in a life insurance organization.

**UNIT – IV PRODUCT DESIGN AND DEVELOPMENT****15 HOURS**

Product development in the life and non-life insurance sectors in India, role of risk evaluation in the process of insurance product formation, future trends in the domain of insurance product design and development - Insurance Underwriting - need for insurance underwriting, factors that affect the activities performed by the underwriter, steps involved in the process of insurance underwriting - Claims Management: factors affecting the insurance claim management system, types of documents needed in various types of claims, meaning of &Causa Proxima& in insurance claim settlement. Human Life Values & Embedded Value & Actuarial valuation.

**UNIT - V RETIREMENT BENEFITS PLANNING****15 HOURS**

Reforms in Indian Insurance Industry: Importance of the privatization of insurance industry, problems associated with public insurance enterprises, relation between insurance and economic growth. Regulations Relating to Insurance Accounting and Management - framework for IRDA rules and regulations regarding general insurance investment in the country, role of financial reporting in managing insurance operations, significance of determining solvency margins Recent Guidelines of IRDA.

**TOTAL: 72 HOURS****TEXT BOOKS:**

1. George E. Rejda , Michael McNamara (2017), Principles of Risk Management and Insurance,  
13<sup>th</sup> Edition, Pearson Education, New Delhi.

**REFERENCE BOOKS:**

1. Scott Harrington and Gregory Niehaus (2017), Risk Management and Insurance, 2<sup>nd</sup> Edition, McGraw Hill, New Delhi
2. Dorfman (2013), Introduction to Risk Management and Insurance, Prentice Hall, New Delhi
3. Indian Institute of Banking and Finance (2017), Risk Analysis, Insurance and Retirement Planning,  
Taxman Publications Pvt. Ltd.

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	2	-	-	-	-	-	-	-	-	-	-	-	-	2	1
CO2	3	-	-	1	1	-	-	-	-	-	-	-	-	-	-	2	2
CO3	3	-	2	-	-	-	-	-	-	-	-	-	1	-	-	2	1
CO4	3	-	-	1	1	-	-	-	-	-	-	-	-	-	-	2	2
CO5	3	-	2	-	-	-	1	-	-	-	-	-	-	1	1	2	2
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1.6</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours / Week: L:6 T:0 P:0

Marks: Internal:40 External:60 Total:100  
End Semester Exam: 3 Hours**PREREQUISITE:**

- Students should have understanding of electronic commerce, network infrastructure, applications, security frameworks, and directory services is essential for students.

**COURSE OBJECTIVES (CO):**

- Learn the fundamentals of electronic commerce and network infrastructure.
- Gain knowledge of security frameworks and directory services
- Apply practical skills in electronic commerce applications.

**COURSE OUTCOMES (COs):**

Upon completion of this course, the student will be able to:

COs	Course Outcomes	Blooms Level
CO1	Gain an introductory knowledge on electronic commerce	Understand
CO2	Describe about knowledge on Network Infrastructure	Understand
CO3	Gain applications knowledge on electronic commerce	Understand
CO4	Gain knowledge on security framework	Analyze
CO5	Gain essential knowledge on directory services	Apply

**UNIT - I INTRODUCTION TO E-COMMERCE****14 HOURS**

Electronic Commerce and its Benefits – Impact of Electronic Commerce - Classification of Electronic Commerce - Applications of Electronic Commerce Technologies - Business Models - Architectural Framework.

**UNIT - II NETWORK INFRASTRUCTURE****14 HOURS**

Network Infrastructure- Local Area network- wide Area Network & Intranet, Extranet and Internet - TCP/IP Reference Model - Domain Name Systems - Internet Industry Structure. Information Distribution and Messaging: File Transfer Protocol Applications - Electronic Mail - World Wide Web Server - HTTP - Web servers Implementations.

**UNIT- III CONSUMER ORIENTED APPLICATIONS****14 HOURS**

Consumer Oriented Application, Mercantile Models from the Consumers perspective - Types of Electronic Payment System, Digital Token based Electronic Payment Systems, Smart Cards Electronic Payments, and Designing Electronic Payment system.

**UNIT- IV SECURING THE BUSINESS ON INTERNET****15 HOURS**

Security Policy, Procedures and Practices - Site Security - Protecting the Network - Firewalls - Securing the Web Service - Security Network Transaction - Transaction Security - Cryptology - Cryptology Algorithms - Public Key Algorithm - Authentication Protocols - Digital Signatures Electronic Mail Security - Security Protocols for Web Commerce.

**UNIT - V SEARCH ENGINES AND DIRECTORY SERVICES****15 HOURS**

Search Engines and Directory Services - Information Directories - Internet Advertising - Electronic commerce Applications - Cyber Law - Introduction - Concept of Cyberspace - Cyber Law in electronic commerce contract Aspects - Electronic Governance - Drupal.

**TOTAL: 72 HOURS****TEXT BOOKS:**

1. Bhasker, B. (2017). Electronic Commerce Framework, Technologies and Applications.  
New Delhi: McGraw Hill Educations.
2. Jaiswal.S. (2000). E-Commerce I Electronic Communication for Business). New Delhi:.

**REFERENCE BOOKS:**

1. Kalakota, R., & Whinston, A. B. (2002). Frontiers of Electronic Commerce. New Delhi: Pearson Education India.
2. Rayudu, C. (2010). E-Commerce and E-Business. Mumbai: Himalaya Publishing House
3. Rayport, & Jaworeski, B. J. (2009). Introduction to E-Commerce. Noida , UP: McGraw Hill Publishing Company Limited
4. Tomasi, W. (2008). Electronic Communication Systems Fundamentals Through Advanced. New Delhi: Pearson Education
5. Viswanathan, S. (2012). The Indian Cyber Law. New Delhi: Bharat Law House.

**WEBSITE:**

1. [https://swayam.gov.in/nd1\\_noc20\\_mg15/preview](https://swayam.gov.in/nd1_noc20_mg15/preview)

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO1	PSO2
CO1	3	-	-	-	2	-	-	-	-	2	-	-	-	-	1	1	2
CO2	3	-	1	-	2	-	-	-	-		-	-	-	-	-	1	2
CO3	3	-	-	1	-	-	-	-	-	2	-	-	-	-	-	1	2
CO4	3	-	-	-	2	-	-	1	-	-	-	-	-	-	1	1	2
CO5	3	-	-	-		1	-	-	-	2	-	-	-	-	-	1	2
<b>AVG</b>	<b>3</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>2</b>

**1 - Low, 2 - Medium, 3 - High, '-' - No Correlation**

Instruction Hours / Week: L:0 T:0 P:18

Marks: Internal:120 External:180 Total:300  
End Semester Exam: 3 Hours

**PREREQUISITE:**

- A student should have a thorough understanding of research design, data collection methods, and statistical analysis is essential for selecting research problems, developing instruments, and interpreting results.

**COURSE OBJECTIVES (CO):**

- Select the appropriate research problem and sampling technique.
- Develop instruments for data collection and perform statistical analysis.
- Interpret statistical results and draft the project report.

**COURSE OUTCOMES(COs):**

Upon Completion of this course the student will be able to

COs	Course Outcomes	Blooms Level
CO1	Choose the right problem of the study & right sampling Technique	Understand
CO2	Construct instrument for data collection	Create
CO3	Carry out their statistical analysis	Analyze
CO4	Write the interpretation for statistical analysis	Evaluate
CO5	Draft their project report	Create

The students should select a problem in Accounting, Finance, Marketing or any other areas related to commerce.

Report should contain

- **Introduction**
  - Introduction about the industry
  - Introduction about the Company
  - Review of literature R Minimum 10 papers from referred journal
  - Need for the Study
  - Objectives
- **Research Methodology**
  - Research Design
  - Sampling Design
  - Sources of Data Collection
  - Tools used for analysis
  - Limitation
- **Data analysis and interpretation**
- **Findings and Suggestions**

- **Conclusion**
- **Bibliography (APA format)**

**CO, PO, PSO Mapping**

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13	PO14	PO15	PSO 1	PSO 2
CO1	3	-	1	2	3	-	-	-	1	-	-	-	-	-	3	-	2
CO2	3	1	-	-	3	1	-	-	-	1	-	-	-	-	3	-	2
CO3	3	-	-	2	3	-	-	1	-	-	1	-	-	-	3	-	2
CO4	3	-	1	2	3	-	-	-	1	-	-	-	-	-	3	-	2
CO5	3	1	-	-	-	-	-	-	-	-	1	-	-	1	-	-	2
<b>AVG</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>3</b>	<b>-</b>	<b>2</b>

**1 - Low, 2 - Medium, 3 - High, '-; - No Correlation**