

NATIONAL COLLEGE (Autonomous), Tiruchirapalli. 1.
Programme Structure for B.Com (CA) under CBCS
For candidates admitted from the academic year 2013-14 onwards

PART	COURSE TITLE	Inst. Hrs/Week	Credit	Exm. Hrs	CIA	Written	Oral Marks	Total Marks
SEMESTER I								
I	Language- I	6	3	3	25	75	--	100
II	English –I	6	3	3	25	75		100
III	Core I Principles of Accountancy	5	5	3	25	75		100
	Core II Business Organization	6	5	3	25	75		100
	1 ST Allied Course I PC Package I with Practical	5	3	3	25	75		100
IV	SBEC I Introduction to HRM	2	2	3	25	75		100
		30	21					600
SEMESTER II								
I	Language- II	6	3	3	25	75		100
II	English –II	4	2	3	25	75		100
	Communicative English	2	1	3	25	70	5	100
III	Core III Business tools for decision making	5	5	3	25	75		100
	1 ST Allied course II PC Package II and Internet (Theory)	6	3	3	25	75		100
	1 ST Allied Course III PC Package II & Internet (Practical)	5	3	3	25	75		100
IV	Environmental Studies	2	2	3	25	75		100
		30	19					700
SEMESTER III								
I	Language- III	6	3	3	25	75		100
II	English –III	4	2	3	25	75		100
	Communicative English	2	1	3	25	70	5	100
III	Core IV Business Accounting	5	5	3	25	75		100
	Core V Business Communication	5	5	3	25	75		100
	2 ND Allied course I Programming in C	4	3	3	25	75		100
IV	SBE II Labour Management Relation	2	2	3	25	75		100
	SBE III Organizational Behavior	2	2	3	25	75		100
		30	23					800
SEMESTER IV								
I	Language- IV	6	3	3	25	75		100
II	English –IV	6	3	3	25	75		100
III	Core VI Cost Accounting	6	5	3	25	75		100
	2 ND Allied Course II Visual Programming	5	3	3	25	75		100
	2 ND Allied Course III Business Management	5	3	3	25	75		100
IV	Non Major Elective I Capital Market Operation/Introduction to Management	2	2	3	25	75		100
		30	19					600

SEMESTER V								
III	Core VII Corporate Accounting	5	5	3	25	75		100
	Core VIII Web Designing	5	5	3	25	75		100
	Core IX Financial Management	5	5	3	25	75		100
	MBE I Banking Theory Law and Practice	5	4	3	25	75		100
	MBE II E-Commerce	4	4	3	25	75		100
IV	NME II Introduction to Accountancy/Mutual Funds.	2	2	3	25	75		100
	Value Education (VEC)	2	2	3	25	75		100
	Soft skills	2	2	3	25	75		100
		30	29					800
SEMESTER VI								
III	Core X Management accounting	6	5	3	25	75		100
	Core XI Financial Markets and Services	6	6	3	25	75		100
	Core XII Computerized Accounting	6	6	3	25	75		100
	Core XIII Auditing	6	6	3	25	75		100
	MBE III MIS	5	4	3	25	75		100
IV	Gender Studies (GSC)	1	1	3	25	75		100
		30	28					600
V	Extension Activities	-	1	-	-			-
	GRAND TOTAL	180	140					4000

Part I Language	Language	4 Courses	12 Credits
Part II English	English	4 Courses	10 Credits
Part II	Communicative English	2 Courses	02 Credits
Part III	Core Course	13 Courses	70 Credits
	Elective Courses	3 Courses	12 Credits
	Allied Course I	3 Courses	09 Credits
	Allied Course II	3 Courses	09 Credits
Part IV	Environmental Studies	1 Course	02 Credits
	Value Education	1 Course	02 Credits
	Non Major Elective	2 Courses	04 Credits
	Skill Based Elective	3 Courses	06 Credits
	Gender Studies	1 Courses	01 Credits
Part V	Extension Activities		01 Credits
		Total	140 Credits

CIA – Continuous Internal Assessment

There will be Oral test for all Practical Examination and Communicative English Course. The Oral test will carry 10 Marks in the external component.

nraAs; (, f;fhy , yf;f;ak) > ci uei l > rWfi j > , yf;f;pa tuyhW > gadKi wjj kp;

- U13T1

gUtk; : l

ghl k; : l

fwgpfFk; fhyk; : 6

j ugGssp : 3

myF - 1:

ghuj pahu; ftpi j fs; :] u] ;tj p Nj t;pad; Gfo;
ghuj ehL

ghuj gj hrd; ftpi j fs; : j k;pad; , dpi k
, dgj j k;po>
c yfk; c d;Di l aJ > nfhl L KuNr

gl LfNfhl i l ahu; ftpi j fs; : ci ogGk; Nj i t
, td; NrhW NghLf;pwhd > mtd; \$W NghLf;pwhd;

ehkff;fy; ft;Qu; ghl y;fs ; , sej k;pd;f;F

fz z j hrd; ftpi j fs; : ghLtJ ehdy

myF - 2:

mgJy; uFkhd; : kz ;

i tuKj ;J : ghuj p epi d;f;fggLf;pwhd;

Nkj j h : nrUgGl d; xU Ngl b

k;bh : Nt f; k; > j k;pggwW >
Ruz j y;kh?>
r;pt;gGehl h > fhj Nyh fhj y >
gof;fk; nghy;yhj J

, d;Fyhg; : xU Gddi fr; rk;pf; fahy;

mKj ghuj p : i ` f;\$

ehl L;gGwg; ghl y;fs; : xgghu;g; ghl y; - gr;pahwg; Nghtj ;yi y

myF - 3: ci uei l:

ghuj pahu; - j pahdq;f;S k; kej ;uq;f;S k;

j pU.t;pf. - kd;gj d;

c.Nt.rh - vJ j k;po?

uh.gp NrJ gg;ps;i s - FbAk; gi l Ak;

K.t. - nkhop , yyhj epi y

GJi kggj j d; - j k;po; ehfup;f; j ;y;

f;pk;tho;f; f

fy;fp - Gi d;f;sp;d; Nti y e;Wj j k;

r;pv;d; mz z hJ i u - gwW

R[hj h - fl Ts; , Uf;f;pwuh?

myF - 4: rWfi j :

tɔbay; fhyk; - Ki dtu; , uh.ghyRgukz ɔad;

myF - 5:

, yffɔa tuyhW - , Ugj hk; E}wwhz l
(Gj ɔdk> ehl fk; eb;fyhf)

gadKi wj j kɔ; - typkɔFk; tɔj ɔfsɔd; nj hFgG
kɔfhi kf;Fupa tɔj ɔfs;
(eyy j kɔ; vOj Ntz lkh
gf;260 - 290.

ghl E}y;

- 1. nraAs> c i uei l - fy;Y}up ntspal
- 2. rWfi j - tɔbay;fhyk>
Ki dtu; , uh. ghyRgukz ɔad;
- 3. , yffɔa tuyhW - nghJ
- 4. gadKi wj j kɔ; - eyyj kɔ; vOj Ntz lkh>
m.fɔ guej hkdh> gf;260-290

nraAs; (, i l fhy , yffɔak> Gj ɔdk> , yffɔa tuyhW

nraAs;U13T2

gUtk; : ll
fwgɔFk; fhyk; : 6

ghl k; : ll
j ugGssp : 3

myF - 1

- 1.1 j ɔUQhdrkgej u; Nj thuk; j ɔUfNfhhb;fh j ɔUj j yk; (11 ghl yfs) , dW..
- 1.2. j ɔUehTff;furu; Nj thuk; j ɔUgGFY}u; j ɔUj j yk; (10 ghl yfs) kUsth..
- 1.3. Rej uu; Nj thuk; j ɔUthi df;fh j ɔUj j yk; (10 ghl yfs); ki wfs;..
- 1.4. khz ɔff;fthrfu; j ɔUthrfk; - j ɔUntkghi t (10 ghl yfs) Mj ɔAk;..

myF - 2

- 2.1. Mz l hs; j ɔUgghi t (10 ghRuqfs) Xq;ɔ
- 2.2. nj hz l ubgnghbaho;thu; j ɔUkhi y (10 ghRuqfs) gri r
- 2.3. j ɔUgghz ho;thu;mk;yd;hj ɔg;uhd; (10 ghRuqfs)
- 2.4. FyNrfuho;thu;ngUkhs; j ɔUnkhop (11 ghRuqfs) CNdW

myF - 3

- 3.1. - Kj ;J f;Fkhurhkɔ ɔps; i sj j kɔ; (2 ghl yfs)
- 3.2. - eej ɔff;fykɔfk; - 5 ghl yfs;
- 3.3. - Kf;\$l wgs;S - 5 ghl yfs;
- 3.4. - xsi tahu; ghl yfs; - 4 ghl yfs;
- 3.5. - fhsNkfgGytu; ghl yfs; - 3 ghl yfs;

myF - 4

8. gj ;ggghl L - Kyi ygghl L K OtJk; (egGj dhu)

myF - 5

, yf;fpa tuyhW-vl Lj nj hi f> gj ;ggghl L> gj pndz ; fb;f;fz f;F>
nkhoggapwrp - nghJ f;f;Li u (nghJ mwT> ehl LeI gG> rKj ha Nehf;F gwwpad)

ENGLISH FOR COMMUNICATION – U13E1

Semester : I

English Language Course : I

Instruction Hours/Week:6

Credit: 3

Unit I : 1.Civilization and History – C.E.M. Joad
2. The Fun They Had – Issac Asimov

Unit II : 3. Big Numbers and Infinities – George Gamow
4. Oil – G.C. Thornley

Unit III: 5. An Observation and An Explanation – Desmond Morris
6. A Robot about the House – M.W.Thring

Unit IV: 7.A Wrong Man in Worker’s Paradise – Rabindranath Tagore
8. Making Surgery Safe – Horace Shipp

Unit V: 9. Using Land Wisely – L.Dudley Stam
10. The Karuburator – Karel Capek

Text Book: English through Reading, by W.W.S.Baskar and N.S.Prabu, Published by
Macmillan Publishers India Ltd.,

ENGLISH THROUGH EXTENSIVE READING - U13E2

Semester : II

English Language Course : II

Instruction Hours/Week:6

Credit: 3

Unit I

R.K.Narayan

An Astrologer’s Day

Boman Desai

Between the Mosque and the Temple

Unit II

O. Henry	The Gift Of the Magi
Premchand	The Child

Unit III

R.P. Sisodia	The Last Salvation
Kasturi Sreenivasan	I Prepare to gotoCoimbatore

Unit IV

F.E.B. Gray	A Slip of the Tongue
Ruskin Bond	The Eyes are not Here

Unit V

Rabindranath Tagore	The Cabuliwallah
Guy de Maupassant	The Diamond Necklace

Text book

Glimpses of Life ; An Anthology of Short Stories ; Board of Editors[Orient Longman]

Communicative English – I – U13CE1

Semester : II

Instruction Hours/Week:6

Communicative English Course : I

Credit: 3

OBJECTIVES

01. To Facilitate communication
02. To expose the students to various levels/types of communication.
03. To help the students achieve communicative competency

UNIT I

01. At the College
02. on the Campus
03. Outside the class

UNIT II

04. At the Post office
05. For Business and Pleasure
06. Review

UNIT III

07. Are you Smart?
08. Are you creative?
09. Is it too hard to improve?
10. How to win?

- UNIT IV**
11. View points
 12. Snakes and ladders
 13. Your Self

UNIT V Write

14. Circulars, notes-reminders, warnings, farewells, apology;
15. Draft invitations – marriage, annual day, inaugural functions of associations, valediction, seminar, workshop.
16. Draft Short messages- compliments, birthday wishes, notifications, etc.,
Draft Posters- Slogans, announcements etc.,
17. Dialogue writing

Text Book: Creative English for Communication (2nd edition) by Krishnasamy and Sriraman.

Reference: Websites

www.english club.com
www.usingenglish.com
 Owl-online writing lab
 MIT-open course ware
 www.eslcaf.com

ENGLISH FOR COMPETITIVE EXAMINATIONS – U13E3

Semester : III
Instruction Hours/Week:6

English Language Course : III
Credit: 3

Unit-I:

Basics of English

- (a) Parts of speech
- (b) Tenses
- (c) Active and passive voice
- (d) Tag questions

Unit –II:

- (a) Errors and how to avoid them
- (b) Spotting errors
- (c) Reconstructing passages
- (d) Précis writing

Unit –III

Reading comprehension

Unit –IV:

Vocabulary – synonyms, antonyms, prefix & suffix, Homonyms, sentence completion, spelling Phrasal verbs & Idiomatic Expressions.

Unit –V:

Writing letters and drafting a resume /cv
Types of essays and how to write them
Guidance to a group discussion and
Guidance to attending an interview

Text book :

English for Competitive Examinations by R.P.Bhatnagar & Rajul Bhargava macmillan India Ltd. Delhi.

COMMUNICATIVE ENGLISH –II – U13CE2

Semester : III

Communicative English Course : II

Instruction Hours/Week:6

Credit: 3

Unit-I:

Enriching Vocabulary – Register Development; who is who; Synonyms, antonyms
Active and Passive vocabulary, proverbs

Unit –II:

Tense Forms with emphasis on differences between Present and Present Continuous;
Past and Present Perfect – Framing questions, Auxiliaries, if clauses; conjunctions, and
linkers; Prepositions

Unit –III

Pronunciation, Good Pronunciation habits, R.P., Greetings, Farewells commands etc.,

Unit –IV:

Conversational Skills – Affirmative or Negative Language – idiomatic expressions,
Phrases, Dialogue Writing,

Unit –V:

Writing Skills – Note- taking, note- making, e-mail- Describing an object- narrating a
story

Reference Books

- i) A Practical English Grammar by A.J Thomson and A.V. Martinet.
- ii) Remedial English Grammar, by F.T. Wood.
- iii) English for competitive Examinations by R.P Bhatnagar & Rajul Bhargava.

Unit III:

Accounts of Non Profit organizations –Bills of Exchange

Unit IV:

Consignment – Valuation of Stock –Normal and Abnormal Loss –Del credere
Commission-Joint Venture-Same set of books-Separate book Method

Unit V:

Single Entry-Statement of Affairs Method-Conversion Method- Depreciation- Fixed
Installment Method- Written Down Value Method- Annuity-Depreciation Fund Method

Books Recommended

1. Reddy T.S.and Murthy .V. Financial Accounting, Margham Publications, Chennai-17
2. Jain.S.P.and Narang K.L, Financial Accounting, Kalyani Publications, Ludhiana.
- 3.Gupta.R.L and Radhaswamy.M Advanced Accountancy,(Volumel) Sultan Chand & Sons New Delhi

Marks Scheme

Section A (2*10=20 Marks)	Section B (5*5= 25 Marks)	Section C(3* 10=30Marks)
Questions 1 to 10 Theory Questions only	11a) Theory 11 b) Problem 12a) Problem 12b) Problem 13a) Problem 13b) Problem 14a) Problem14 b) Problem 15 a) Theory 15b) Problem	Questions 16 to 20 Problems only

CORE COURSE II : BUSINESS ORGANISATION – U13CC2

Semester : I

Instruction Hours/Week: 6

Core Course: II

Credit: 5

UNIT- I

Business – Nature /Characteristics-Objectives of Modern Business –Functions of Business-Trade, Commerce and Industry – Essentials of a successful Business – Qualities of a Successful Businessman.

UNIT- II

Forms of Business Organizations – Sole Trader, Partnership Firm, Joint Hindu Family, Joint Stock Company, Public Enterprises and Co-operative Enterprise.

UNIT -III

Plant location-Factors influencing location- Selection of site-Weber’s theory of location Plant-Firm –Industry- Measures of size-Economies of size-Economies in production- Economies in management- Economies in Marketing-Economies in Finance

Unit- IV

Public enterprises- Departmental organization-Public corporation-Government companies

Features of public utilities-Social responsibility of business

Unit -V

Securities market- New issues market-Methods of new issue-Stock exchanges – Functions –On line trading –Features and Advantages.

Commodity exchanges –Functions-Nature of products dealt-Method of trading-

Books Recommended

1. Gupta C.B. 2010. **Business Organisation and Management** ,Sultan Chand and Sons. New Delhi.
2. Gupta C.B. 2011. **Business Environment** ,Sultan Chand and Sons.New Delhi.
3. Dinkar Pagare.,**Business Organisation and Management** Sultan Chand and Sons. New Delhi.
4. Bhushan Y.K. 2009. **Business Organisation and Management** ,Sultan Chand and Sons. New Delhi.

Core Course III : BUSINESS TOOLS FOR DECISION MAKING – U13CC3

Semester : II

Core Course : III

Instruction Hours/Week: 5

Credit : 5

Unit I:

Statistics-Definition –Characteristics- – Importance- Scope- Limitations- Sources of data-Primary and Secondary- Classification and Tabulation of data Diagrams and graphs-Types- Uses- Measures of Central Tendency-Mean ,median, mode-Geometric and Harmonic Mean- Weighted arithmetic mean

Unit II:

Measures of dispersion- Range-Quartile, Quartile deviation, Mean deviation, Standard deviation-Coefficient of variation.

Unit III:

Measurement of Skewness- Karl Pearson's and Bowley Methods. Correlation-Types and Uses-Karl Pearsons, Spearman's Rank Correlation Coefficient-Method of concurrent deviation-

Unit IV:

Regression Analysis-Simple regression- Uses-Regression coefficients and Regression equations- Time series analysis-components- fitting a straight line by method of least squares-moving average

Unit V:

Index numbers- Uses- Types of Price index- Laaspeyre's, Paasches, Bowley's and Fisher's ideal index-Time reversal test- Factor reversal test- Problems of Index numbers

Books recommended

- 1.Gupta,S.P., Business Statistics., Sultan Chand and Sons,New Delhi.
- 2.Sancheti ,D.C, and Kapoor,V.K.,Statistics,Sultan Chand and Sons, New Delhi.
- 3.Pillai,R.S.N and Bagavathi.V.Statistics,S.Chand and Co,New Delhi.
- 4.Chikkodi and Satyaprasad, Business Statistics, Himalaya Publishing House,Mumbai.
- 5.Navaneetham, P.A., Business Statistics, Jai Publishers, Trichy -21
- 6.Gupta,S.C.Fundamentals of Statistics, Himalaya Publishing House, Mumbai.

Marks Scheme

Section A (2*10=20 Marks)	Section B (5*5= 25 Marks)	Section C (3*10=30Marks)
Questions 1 to 10 Theory Questions only	11a)Theory 11 b) Problem 12a)Problem 12b)problem 13a)Problem 13b) problem 14a)Theory 14 b) Problem 15a)Theory 15b) Problem	16.Theory Question Questions 17 to 20 Problems only

CORE COURSE - IV : BUSINESS ACCOUNTING – U13CC4

Semester : III

Instruction Hours/Week: 5

Core Course : IV

Credit : 5

UNIT I Partnership Accounts - Division of profit – Admission -Retirement - Past adjustment and guarantee.

UNIT II Death of a partner - Dissolution of a firm – Insolvency of a partner - Garner Vs Murray - Piecemeal distribution – Sale of firm to a company.

UNIT III Branch accounts (excluding foreign branches)- Departmental Accounts

UNIT IV Royalty Accounts -Hire purchase accounts (excluding hire purchase trading account)

UNIT V Insurance claims – Loss of stock –Loss of Profit. Accounting Standards- Objectives- Need – Significance-Accounting Standards in India-AS-1 and AS-2

Books Recommended

- 1.S.P.Jain & K.L.Narang ,Advanced Accounts , Kalyani Publishers, Ludhiana
2. Reddy and Murthy, Financial Accounting, Margham Publications, Chennai-17
- 3.R.L.Gupta & Radhaswamy, Advanced Accounts ,Sultan Chand &Sons,NewDelhi
4. Dr. S. N. Maheswari, Financial Accounting, Fifth Edition, Vikas Publication House.

Marks Scheme

Section A (2*10=20 Marks)	Section B (5*5= 25 Marks)	Section-C (3*10=30Marks)
Questions 1 to 10 Theory Questions only	11a) Theory 11 b) Problem 12a) Problem 12b) Problem 13a) Problem 13b) Problem 14a) Problem 14 b) Problem 15 a) Theory 15b) Problem	Questions 16 to 20 Problems only

CORE COURSE- V : BUSINESS COMMUNICATION – U13CC5

Semester : III

Core Course : V

Instruction Hours/Week: 5

Credit : 5

UNIT – I Nature and scope of Business communication– meaning, need and importance of Commercial correspondence – effective business letters – layout – Kinds of Business letters – language of a business letter – commercial terms and abbreviations-E -mail

UNIT – II Letters of Enquiry –replies, offers and quotations – orders– execution – cancellation.

UNIT – III Claims, complaints and adjustments – circular letters -Sales Letters– status enquiries – collection letters.

UNIT – IV Letters relating to Agency – Application for jobs – Bank Correspondence

UNIT – V Drafting of Business reports – Press reports – Market reports – Speech writing.

Books Recommended

1. M.S. Ramesh and Pattenshetty ,Effective Business English and Correspondence , R.Chand & Company ,Delhi
2. Sharma and Krishna Mohan ,Business Correspondence and Report Writing ,Tata McGrawHill, Mumbai.
- 3 Rajinder Pal and Korla Halli , Business Communication , Sultan Chand & Sons,NewDelhi

CORE COURSE-VI : COST ACCOUNTING – U13CC6

Semester : IV

Core Course : VI

Instruction Hours/Week: 6

Credit : 5

UNIT – I

Definition, Scope and nature of cost accounting – cost concepts – classification – objectives and advantages – methods and techniques – cost unit – cost centres – cost sheet-Tenders and Quotations.

UNIT – II

Materials cost – purchase procedure – stores procedure – receipt and issue of materials – Inventory control – levels of stock, perpetual inventory. ABC Analysis, EOQ – Stores ledger – pricing of material issues, FIFO, LIFO, Simple Average & Weighted Average.

UNIT – III

Labour cost – Time recording and time booking – methods of remuneration and incentive schemes – overtime and idle time – labour turnover types – causes and remedies.

UNIT – IV

Overheads – collection, classification, allocation, apportionment, absorption – recovery rates – Over & Under absorption Primary and Secondary distribution summary-Machine Hour Rate-Cost reconciliation statement.

UNIT – V

Methods – Job costing, Contract costing, Process costing (Normal loss, Abnormal loss and gains only).-(Excluding equivalent production and inter process profit)

Books Recommended

1. Jain and Narang Cost Accounting ,Kalyani Publishers, Ludhiana
2. R. Ramachandran & . R. Srinivasan ,Cost Accounting ,Sriram Publications, Tiruchi-17
3. Pillai and Bagawathi ,Cost Accounting, S.Chand &Co.New Delhi
4. P. DasGupta, Studies in Cost Accounting, Premier Book Company, New Delhi.

Marks Scheme

Section A(2*10=20 Marks)	Section B(5*5= 25 Marks)	Section C (3*10=30Marks)
Questions 1 to 10 Theory Questions only	11a) Theory 11 b) Problem 12a) Problem 12b) Problem 13a) Theory 13b) Problem 14a) Problem 14 b) Problem 15 a)Problem 15b) Problem	Questions 16 to 20 Problems only

CORE COURSE VII : CORPORATE ACCOUNTING – U13CC7

Semester : V

Core Course : VII

Instruction Hours/Week: 5

Credit : 5

Unit I

Shares-Types of shares- - Issue of shares at par , at a premium and at a discount- Legal provisions thereto- Forfeiture- Reissue-Redemption of Preference shares

Unit II

Debentures –Types- Issue of debentures-for cash-for consideration other than cash - as collateral security-Redemption of debentures-Open market buying-Conversion-Sinking Fund method- Final accounts of companies (with simple adjustments- excluding managerial remuneration)-Horizontal and Vertical formats

Unit III

Amalgamation in the nature of purchase and merger (excluding intercompany holding) –(Simple problem only) External reconstruction- Internal reconstruction

Unit IV

Holding company accounts- Preparation of consolidated balance sheet(excluding cross holding and chain holding)

Unit V

Final accounts of banking companies(New format) –Classification of bank advances- Provisioning norms for Non Performing Assets-Valuation of Shares and Goodwill

Books Recommended

1. Jain and Narang , Advanced corporate Accounting , Kalyani Publishers , Ludhiana
2. Reddy and Murthy, Corporate Accounting, Margham Publications, Chennai
3. Shukla and Grewal, Advanced Accounts, S.Chand and Co.New Delhi
4. Gupta R.L and Radhaswamy, Advanced Accounts, Sultan Chand and Sons, New Delhi
5. P. C. Tulsian, Corporate Accounting, Tata Mc Graw Hill Publications, New Delhi

Marks Scheme

Section A (2*10=20 Marks)	Section B (5*5= 25 Marks)	Section-C(3*10=30Marks)
Questions 1 to 10 Theory Questions only	11a) Theory 11 b) Problem 12a) Theory 12b) Problem 13a) Problem 13b) Problem 14a) Problem 14 b) Problem 15 a)Problem 15b) Problem	Questions 16 to 20 Problems only

CORE COURSE VIII : WEB – DESIGNING – U13CC8

Semester : V

Core Course : VIII

Instruction Hours/Week: 5

Credit : 5

UNIT I

World Wide Web (WWW) – Web Page – Hyper Text – HTML tags – Net Surfing – Internet/Web Browsing – Browser – Internet Addressing – IP Address – Domain Name – Electronic Mail

UNIT II

Electronic Mail (E-Mail) – E-Mail Message – Customizing E-Mail programs – Managing Mails – Zen of „E-mailing – Address Book – Signature Feature – File Attachment Facility – Setting priority – Advantages and Disadvantages of E-Mail.

UNIT III

Links – Link to another web page – link within a web page – link to an image – link to a file –Email link – link to an FTP site – change link colors – create keyboard shortcuts – change the tab order – tables – create a table – add a border – caption – column groups – row groups – color – background images .

UNIT IV

Sounds and videos – link to a sound – sound considerations – embedded sound – extended video – video considerations – internal video.

UNIT V

Introduction to frames – creating frames – frame considerations – provide alternative information – link to a frame – scroll bars – resizing frames – frame borders – frame margins – nested framesets – inline frame.

TEXT BOOKS RECOMMENDED

1. Alexis Leon & Mathews Leon, "Internet for Everyone", Leon Tech World, Chennai.
2. Eric Kramer, "HTML".
3. Kamallesh N. Agarwala, Amit Lal & Deeksha Agarwala, "Business of the net"

Elective Course I : BANKING THEORY, LAW AND PRACTICE – U13CC9E

Semester : V

Instruction Hours/Week: 5

Elective Course: I

Credit : 4

UNIT- I

Banking-Overview of Indian banking system- -Role of banks in economic development -Commercial Banks-Functions/Services-Types of Deposit Accounts –Types of Lending of funds (loans, cash credits, overdrafts and discounting of bills) –Principles of Lending

UNIT- II

RBI and its functions – Methods of Credit Control-Impact of technology on banking- Core banking-mobile banking- Modern banking services- E-Banking, ATM cards, Debit cards and Credit cards- Electronic fund transfer, Electronic Clearing System- CTS System

UNIT- III

Banker and Customer-Definition- General and Special relationship-Banker's lien- Opening of an account in the name of individuals- Firms and Trusts- Joint stock companies- KYC Norms

UNIT- IV

Negotiable Instruments- Promissory Notes- Bills of Exchange- Cheque- Definition and Features-Types of Crossing and Endorsements- Marking of Cheque- Material alteration-Pass book and issue of duplicate pass book

UNIT -V

Paying and collecting bankers- rights and duties- statutory protection- dishonour of cheque- holder and holder in due course- payment in due course- recovery of money paid by mistake

Books Recommended:

1. Sundharam,K.P.M, and Varshney,P.N., Banking Theory , Law and Practice, Sultan chand and Sons, New Delhi-2.
2. Jeevannadam,C.Banking Theory, Law and Practice, Learntech Press, Tiruchi-2
3. Sundharam,S.M., Banking Theory, Law and Practice, Sri Meenakshi Publications, Karaikudi

Elective Course II :E-COMMERCE – U13CC10E

Semester : V

Instruction Hours/Week:4

Elective Course: II

Credit : 4

UNIT -I

Introduction to E-commerce-Meaning-Developments of E-commerce – E-commerce frame work-Types of E-commerce.

UNIT -II

Electronic mail (e-mail)-Modern Business-Data Communication System-Multimedia Components- E-commerce Market - E-commerce security – E-commerce transactions.

UNIT - III

Benefits of EDI-EDI transmission-EDI modern applications-EDI Architecture-EDI process-legal, security and privacy-EDI Implementation-EDI Envelopes.

UNIT- IV

Internet Service Providers-Functions of ISP-Profitability in internet-Models-control-Global Information Distribution network.

UNIT -V

Components of EPS-Importance of EPS-Dimension of digital tokens-Electronic cash-Smart cards-Credit card.

Text recommended

1. Dr. S. V. Srinivasa vallaban -e-Commerce-learn tech Press, Trichy
2. Ravi Calcutta & Andrew B. Whinston, "frontiers of electronic commerce", Dorling Kindersley (India) pvt.td.-2006.
3. Dr.C.S.Rayudu. "e-commerce & e-business", Himalaya Publishing House, New Delhi-2004.

CORE COURSE- IX : FINANCIAL MANAGEMENT – U13CC11

Semester : V **Core Course : IX**

Instruction Hours/Week: 5 **Credit : 5**

Unit I:

Financial management- Objectives –Functions- Significance- Approaches-Financial decisions-Time value of money

Unit II:

Cost of Capital-Meaning and definition- Importance- cost of debt, preference share capital, equity share capital and retained earnings- Weighted average cost of capital(simple problems only)

Unit III:

Financial Planning-Objectives- Factors influencing financial planning- Long term sources of Finance - Capital structure-Features of a good capital structure-Determinants of Capital structure - EBIT-EPS Analysis – Leverages-Financial-Operating and Composite leverage- Significance

Unit IV:

Dividend – Types – Dividend policy-Determinants of dividend policy-Cash management- Cash budget

Unit V:

Working capital Management- Need for working capital- Determinants-Estimation of working capital requirements -Management of Receivables-Credit policy-Credit standards-

Books Recommended

- 1.Sharma and Gupta, Financial Management ,Kalyani Publications, Ludhiana
- 2.Ramachandran and Srinivasan, Financial Management, Sriram Publications, Tiruchi
- 3.Maheswari.S.N.Financial Management, Sultan Chand and Sons, New Delhi
4. Dr. A. Murthy, Financial Management, Margham Publications, Chennai.
- 5.Prasanna Chandra, Financial Mangement, Tata McGraw Hill,Mumbai
- 6.Pandey,I.M. Financial Management, Vikas Publishing House, New Delhi

Marks Scheme

Section A(2*10=20 Marks)	Section B(5*5= 25 Marks)	Section C(3*10=30Marks)
Questions 1 to 10 Theory Questions only	11a) Theory 11 b) Problem 12a) Problem 12b) Problem 13a) Theory 13b) Problem 14a) Theory 14 b) Problem 15 a) Problem 15b) Problem	Questions 16 Theory Questions 17 to20 Problems

CORE COURSE -X :MANAGEMENT ACCOUNTING – U13CC12

Semester : VI

Core Course : X

Instruction Hours/Week: 6

Credit : 5

Unit I

Management accounting—Objectives, Scope and Functions—Management accounting vs. Financial accounting—Financial statement analysis—Comparative statement—Common size statement—Trend analysis—Ratio analysis

Unit II

Funds flow statement and Cash flow statement as per AS 3

Unit III

Marginal costing –Cost Volume Profit analysis—Break even analysis—Application of marginal costing

Unit IV

Budgeting and Budgetary control—Standard costing—Material and Labour variances only

Unit V

Capital budgeting—Importance—Evaluation of various capital expenditure proposals- Pay back- Accounting Rate of Return – Discounted cash flow methods

Books Recommended

1. S.N. Maheswari, Management Accounting ,Sultan Chand & Sons, New Delhi
2. Reddy & Murthy, Management Accounting, Margham Publications,Chennai-3.
3. R.Ramachandran &R. Srinivasan, Management Accounting, Sriram Publications, Trichy.
4. R. K. Sharma & Shashi Gupta, Management Accounting, Kalyani Publishing House, Loudhiyana.

Marks Scheme

Section A (2*10=20 Marks)	Section B (5*5= 25 Marks)	Section C (3*10=30Marks)
Questions 1 to 10 Theory Questions only	11a) Theory 11 b) Problem 12a) Problem 12b) Problem 13a) Theory 13b) Problem 14a) Theory 14 b) Problem 15 a)Problem 15b) Problem	Questions 16 to 20 Problems only

Core Course XI : FINANCIAL MARKETS AND SERVICES – U13CC13

Semester : VI

Core Course : XI

Instruction Hours/Week: 6

Credit : 6

Unit – I

Financial markets-Money market-Money market instruments-Capital market-Financial securities-Primary market –Methods of new issue- Book building

Unit II

Secondary market-Stock exchanges-Functions-Listing of securities-Method of trading(Screen based trading)-Rolling Settlement-Advantages-Depository System-Demat-Advantages Segments of capital market-Cash –Derivatives- Debt

Unit – III

Mutual funds– Advantages- Types of Mutual Fund Schemes -Performance evaluation of a MF Scheme-Points to be considered in the choice of a Scheme Securities Exchange Board of India (SEBI) –Constitution-Functions -Powers

Unit IV

Merchant Banking-Functions –Services -Lease Financing- Types -Merits and Demerits – Hire Purchase –Features-Advantages-Lease Vs Hire Purchase

Unit – V

Factoring – Concept –Process- Types – Functions- Advantages– Forfaiting – Advantages Credit Rating-Benefits-Rating symbols-Rating agencies in India Sovereign rating agencies-Moody ,Standard and Poor

Books Recommended

- 1.Boominathan V.K and Anbarasu, Financial Services , SultanChand & Sons, New Delhi
2. Gordon.E, Financial Services,Himalaya Publishing House,Mumbai
- 3.Santhanam .B, Financial Services ,Margham Publications,Chennai-17
- 4.Nalin Prava Tripathi, Financial Services, PHI Learning Pvt.Ltd. New Delhi

Core Course XII : COMPUTRIZED ACCOUNTING – U13CC14TP

Semester : VI

Core Course : XII

Instruction Hours/Week: 6

Credit : 6

Exam : 2 Hours

Theory : 60 Marks (External 45 Marks and Internal 15 Marks)

UNIT I

Accounting packages: computerized accounting – meaning and features – advantages and disadvantages – computerized vs manual accounting – creating of company – grouping of

accounts – creation accounts and inventory – entering transactions: Vouchers – types – numbering – deleting and editing vouchers – opening and closing balances.

UNIT II

Computerized accounting: computers and financial application, accounting software packages. An overview of computerized accounting system – salient features and significance, concept of grouping of accounts

UNIT III

Introduction to spreadsheet-entering and editing text, numbers and formula-inserting rows and columns-building worksheet-creating and formatting charts-application of financial and statistical function.

TEXT BOOKS RECOMMENDED:

1. Krishnan, N., Windows and MS office 2000 with database concepts, Scitech publications
2. Dr. S.V.Srinivasa Vallabhan, Computer Application in business - Sultan chand and sons.
3. Computer Application in Accounting software – by P.Kasivairavan – Friends Publication

MARKS SCHEME		TIME:2 HRS
SECTION A (2*6=12MARKS)	SECTION B (3*4=12MARKS)	SECTION C (3*7=21)
QUESTIONS 1 TO 6 NO CHOICE	QUESTIONS 7 TO 9 EITHER OR QUESTION	QUESTIONS 10 TO 14 3 OUT OF 5

Practical: 40 Marks (External 30 Marks and Internal 10 Marks)
(Practical – 40marks UE:30 marks IA:10 marks)

- Pay roll preparation in MS-Excel.
- Income tax preparation in MS-Excel.
- Tally - Company creation, file account and voucher.

Question Paper Pattern

Time : 2 hours Maximum 30 marks

Major Questions

(2 x 10 = 20 marks)

- 1(a) or (b) 10 Marks**
- 2 (a) or (b) 10 Marks**
- Record Note 5 marks**
- Viva 5 marks**

Total 30 Marks

Core Course XIII : AUDITING – U13CC15

Semester : VI Core Course : XIII
Instruction Hours/Week: 6 Credit : 6

UNIT- I

Introduction – Definition of Audits – Objects of audit – Classification of audit – Internal audit – periodical audit – continuous audit – interim audit – balance sheet audit – procedure of audit – Audit programme

UNIT -II

Vouching-Vouching of Impersonal Ledgers –Internal check-Internal Control.

UNIT -III

Valuation and Verification of Assets and Liabilities–Auditors duties regarding depreciation – Reserves – Classification of reserves – Secret reserves – Auditors duties regarding secret reserves.

UNIT- IV

Audit of limited companies – share capital audit – share transfer audit – appointment, qualification rights , duties and liabilities of company auditors – audit reports.

UNIT -V

Investigation – divisible profit and dividend – Professional ethics – auditing of computerized accounting.

Books Recommended

1. Dingar Pagare, Principles and Practice of Auditing, Sultanchand & Sons, New Delhi
2. B.N.Tandon, S.Sudharsanam and S.Sundara Balu, Practical Auditing–S.Chand& Co., New Delhi
3. V.K.Batra and K.C.Bagarra ,Text book of Auditing– TataMc GrawHill,Noida
4. Jagadish Prakash , Auditing , Kalyani Publishers, Ludhiana
5. S. Vengadamani, Practical Auditing, Margham Publications.

Elective Course III :MANAGEMENT INFORMATION SYSTEM (MIS) – U13CC16E

Semester : VI

Elective Course : III

Instruction Hours/Week: 5

Credit : 4

Unit I

Meaning of MIS-Characteristic – Features of MIS-Pre-requisites of an effective MIS-MIS support to planning –Planning-Decision.

UNIT II

System concept-System Environment-System Types – Sub Systems-Characteristics of a system-Modelling systems.

UNIT III:

INPUT: Keyboard - Mouse- Mouse pad –Trackball –Joystick - Digitizing tablet – Scanners - Magnetic ink character recognition(MICR)- OUTPUT:Monitors-Printers-Plotter.

UNIT IV:

Data Management-The Database Management Solution-Using Database Management Systems-Types of databases-Benefits and Limitations of database management-Evaluation of database structures-Database Development.

UNIT V:

Financial Information System-Source of Financial Information-Accounting Information System-Marketing Information Systems-Computer-Aided Engineering-Process Control.

Text Books Recommended:

1. Dr. S. P. Rajagopalan, Management Information System - Margham Publishing
2. Gordon B. Davis & Margrthe H. Olsan, "Management Information System". McGraw Hill Publishing.
3. Aman Jindal, "Management Information System, Kalayani Publishing.

ALLIED COURSE I : PC PACKAGE-1 (With Practical) – U13ACC1TP

Semester : I

Allied Course: I

Instruction Hours/Week: 5

Credit: 3

Theory 60 marks - (External 45 marks, Internal 15 marks)

Unit I

Introduction to Computers- Definition- Characteristics of Computers- Areas of Application- I.P.O Cycle – Components of Computer Memory and Control units – Input and Output devices- Hardware and Software – Operating Systems.

Unit II

Word – Creating Word Documents – Creating Business Letters using Wizards – Editing Word Documents – Inserting Objects – Formatting documents – Spelling and grammar check – Word count, Thesaurus, Auto Correct – Working with tables – Saving, Opening and closing documents – Mail Merge.

Unit III

MS-Excel – Introduction to Spread Sheets – Entering and editing text, numbers and formulae – Inserting rows and columns - Building Worksheets – Creating and formatting charts – Application of Financial and Statistical functions – MS Power Point Creating a simple presentation – Creating inserting and deleting slides – Saving a Presentation.

Practical: 40 marks (External 30 marks, Internal 10 marks)

Unit IV

Word – Preparation of Bio-data – Creating Greetings – Bullets and Numbering – Tables – Mail merge.

Unit V

Excel – Entering information in Worksheet – Sum functions – Mark list – Align data cells – PowerPoint – Simple presentations – creating slide show – Animation

Books Reference

1. Microsoft Office for Windows – E.D. Jones and Derek Sutton Publication.
2. MS Office 2000 – Sanjay Saxena, Vikas Publishing House.
3. Computer Application in Business – S.V.Srinivasa Vallabhan, Sultan Chand and Sons, New Delhi.
4. Computer Application in Business – TD Malhotra, Kalyani Publications.
5. Software for Windos made Simple – Taxali, Tata McGraw Hill Publishing Company Limited.

MARKS SCHEME

TIME : 2 HRS.

SECTION A (2*6 =12)	SECTION B (3*4=12)	SECTION C (3*7 = 21)
Question 1 to 6 (No Choice)	Question 7 to 9 (Either or Type)	Question 10 to 14 (3 Out of 5)

ALLIED COURSE - II : PC PACKAGES –II AND INTERNET– U13ACC2

Semester : II

Allied Course : II

Instruction Hours/Week: 6

Credit : 3

THEORY:

Unit I

Page Maker – Menu: File, Edit, Utilities, Layout, Story, Type, Element, Window – Working with Page Column – Indent.

Unit II

Photoshop – The Photoshop Screen – Using the Toolbox – Document Sizes- Saving and Loading custom setting – Opening and saving files – Images – Layers – Layer styles.

Unit III

Introduction to Internet – A brief History of Internet – Use of Internet – The connections to the Internet – Web pages – Web pages come from the Web server – Web sites – The normal Modem – ISDN, ADSL, CABLE Modems.

Unit IV

Internet Service Provides - Dialer Programs and Internet Programs – Internet Explorer – Netscape – Frames: Several Web pages at one – Several windows simultaneously – Printing.

Unit V

E-Mail and Voice mail – Creating e-mail address – Meaning of Net Meeting and Chatting – Tool bar.

Reference Books

1. The Internet Instance Reference – Paul E, Hoffman, BPB Publications.
2. Internet for Everyone – Alexis Leon Mathews, Leon Tech World, UBS Publications.
3. Computer Applications in Business (Access Only) S.V Srinivasa Valaban , Sultan Chand and Sons, New Delhi.
4. Photoshop 6 in easy steps – Robert Shuffle botham, Dreamtech Press.
5. Page Maker 6.5 Vishnu Priya Singh, Meenakshi Singh, Asian Publications Limited.

ALLIED COURSE - III : PC PACKAGES –II AND INTERNET– U13ACC3P

Semester : II

Allied Course : II

Instruction Hours/Week: 5

Credit : 3

PRACTICAL:

Page Maker

- Typing a Bio Data
- Designing a Visiting card
- Advertisement notice

Photoshop

- Changing the Resolution.
- Cropping, Rotating.
- Selected portions many.
- Multiple Layer of Image

Internet

- Creating of E-Mail account
- Browsing search E-Mail.
- Visiting Business Place and Tourism.
- Chatting in Yahoo Messenger and E-Mail.

Allied Course -IV : PROGRAMMING IN C - U13ACC4

Semester : III

Allied Course : IV

Instruction Hours/Week:4

Credit : 3

Theory – 60 Marks (Internal – 15 Marks, External – 45 Marks)

UNIT – I Evolution and Applications of C – structure of a C program – Data Types – Declarations – Operators – Expressions.

UNIT – II Control statements: IF, ELSE-IF, SWITCH, WHILE, DOWHILE, FOR

UNIT – III Functions: Defining and Accessing Arguments – recursive functions – storage classes.

(Practical – 40 marks (External :30 marks Internal :10 marks)

UNIT – IV Adding two numbers (all cases) - Ascending and Descending order of numbers using arrays (use it to find largest and smallest numbers)

UNIT – V Sorting of names in alphabetical order.-Matrix Operations (Addition, Subtraction, Multiplication – use functions).

Text Books Recommended:

- 1. Programming in C – E. Balagurusamy – Tata McGraw Hill.
- 2. Programming with C– Byron S. Gottfried – Schaums outline series – Tata McGraw Hill
- 3. The Sprit of C – Mullish Cooper – Schaum’s outline Series – Tata McGraw Hill
- 4. A first course in Programming with C – T. Jeyapoovan, Vikas Publishing House. 13

MARKS SCHEME		TIME: 2 HRS
SECTION A (2*6=12MARKS)	SECTION B (3*4=12MARKS)	SECTION C (3*7=21)
QUESTIONS 1 TO 6 NO CHOICE	QUESTIONS 7 TO 9 EITHER OR QUESTION	QUESTIONS 10 TO 14 3 OUT OF 5

Allied Course –V : VISUAL PROGRAMMING - U13ACC5

Semester : IV

Allied Course : V

Instruction Hours/Week: 5

Credit : 3

UNIT – I

Introduction to Visual Basic: Integrated Development Environment (IDE) features – Working with form properties – setting form’s properties -Variables in Visual Basic: Declaring Variables – The Scope of a variable – Module level variables – Constants – Creating your own constants – Scope of a constant

UNIT – II

Writing Code in Visual Basic: Language -- converting data types constructs – For... Next, The while loop, Select Case... End Select, Exit statement, With Structure.

UNIT – III

Introduction to Built-in ActiveX control – Toolbar – The Tree view control – The List view control – the Image list control – Common Dialog control – Status bar control

UNIT - IV

DDE Properties – DDE Methods – OLE properties – Active Control Creation and Usage and ActiveX DLL creation and usage

UNIT – V

Introduction to .NET - Using Visual Studio – Stand alone application – web based applications.

Text Books Recommended:

- 1. Mohammed Azam, Programming with Visual Basic 6.0 – Vikas Publishing House
- 2. Content Development Group, Visual Basic 6.0 – Tata McGraw Hill
- 3. .Net – Web source.

Allied Course –VI : BUSINESS MANAGEMENT - U13ACC6

Semester : IV
Instruction Hours/Week: 5

Allied Course :VI
Credit : 3

Objective: to provide basic knowledge of business management functions

Unit I:

Management- Definition- Functions of Management- Management and Administration-Art or Science- Henry Fayol’s Principles of Management – F.W. Taylor’s Scientific Management

Unit II:

Planning-Definition- Characteristics of Planning-Steps in Planning –Types of Plans- Advantages of Planning- MBO –Steps and Benefits.

Unit III.:

Organisation - Organisation Chart-Organisation Manual-Elements of Organisation – Departmentation – Delegation - Decentralisation- Types of organization: Line organisation Functional organization-Line and Staff organization-Formal and Informal organization- Committee form of organization

Unit IV:

Motivation- Importance –Maslow’s Need hierarchy theory, - Leadership –Importance- Qualities of Leadership-Styles of Leadership- Communication- Process-Importance-Types - Barriers

Unit V:

Coordination-Importance- Problems in Coordination-Control-Importance –Steps in Control Process_ Budgetary control

Books Recommended

1. Prasad,L.M, Principles and Practice of Management, Sultanchand and Sons NewDelhi, Publishers, Ludhiana
2. Gupta C.B,Business Management, “Sultan Chand &Sons,“ New Delhi
3. Dinkar Pagare, Business organization and Management, Sultanchand & sons, New Delhi
4. Sharma R.K and Shasi K.Gupta, “Business Organisation & Management” Kalyani Publishers.

SKILL BASED ELECTIVE COURSE – I

HUMAN RESOURCE MANAGEMENT-INTRODUCTION TO HRM – U13SCC1

Semester : I

Skilled Based Elective Course: I

Instruction Hours/Week: 2

Credit : 2

UNIT-I

Human resource management – objectives – functions – difference between HRM and Personnel management

UNIT –II

Human resource planning – recruitment – selection – induction

UNIT –III

Training –needs - types

UNIT-IV

Organizational Development – Stress management – importance

UNIT- V

Performance appraisal – Methods – incentives and benefits

TEXT BOOKS RECOMMENDED

1. L.M .Prasad –Human Resources Management
2. Dr.P.C.Tripatti-Human Resources Management
3. C.B.Gupta-Human Resources Management
4. P.Subbha Rao-Personnel and Human Resources Development
5. Biswajeet Pattanayak – HRM – PHI.
6. S.S.Khanka – HRM – Schand.

SKILL BASED ELECTIVE II – U13SCC2

HUMAN RESOURCE MANAGEMENT-LABOUR MANAGEMENT RELATIONS

Semester : III

Skill Based Elective Course : II

Instruction Hours/Week: 2

Credit : 2

Unit-I

Industrial relations – nature – importance – parties to industrial relations – industrial relations strategy

Unit –II

Trade union development and functions –leader ship and management in the trade union - white collar and managerial trade union

Unit – III

Employee welfare facilities – statutory and non statutory - approaches to labour welfare – administration of welfare facilities

Unit-IV

Worker’s participation in Management – need – methods

Unit-V

Nature and Extent of collective bargaining - Negotiable skills - issues and trends
in collective bargaining

TEXT BOOKS RECOMMENDED:

- 1. Industrial Relations and Labour Laws—S.C.Srinivasan
- 2. Industrial Organisation—Amirdyasaer
- 3. Organisational Development—Dr.P.C.Fimpathi
- 4. Labour Relations – Dr.C.B.Memoria

SKILL BASED ELECTIVE III

HUMAN RESOURCE MANAGEMENT- ORGANIZATIONAL BEHAVIOUR – U13SCC3

Semester : III

Skilled Based Course : III

Instruction Hours/Week: 2

Credit : 2

Unit I

Meaning - Definition of Organisational behaviour – Nature - Scope – Importance-
Models of Organizational behaviour

Unit-II

Human behaviour - Nature - Process - Personality - Meaning - characteristics - Types –
Perception – Process - Factor influencing perception.

Unit-III

Learning - components - Principles – Steps- attitude - attitude formation -
Methods of Measurement of attitude

Unit-IV

Group behaviour – Characteristics - Formal and Informal groups –Group dynamics

Unit-V

Communication -Levels of Communication - Significance - Barriers to effective
communication – effective communication

TEXT BOOKS RECOMMENDED:

- 1. Organisational behaviour—Kevith Devis
- 2. Organisational behaviour—Fredluthers.
- 3. Human Behaviour at work—Kevith Devis.
- 4. Organisational Behaviour – S.S. Khanka – S.Chand.

ENVIRONMENTAL STUDIES - U13ES

Semester : II

Environmental Studies Course

Instruction Hours/Week: 2

Credit: 2

Unit 1 :

Environment and Natural Resources :

Definition, scope, importance of Environmental Studies - Need for public awareness.

Natural resources — classification - Associated problems

a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people.

b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.

c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

e) Energy resources: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources. Case studies.

f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

- Role of an individual in conservation of natural resources.
- Equitable use of resources for sustainable lifestyles.

Unit 2: Ecosystems

- Concept of an ecosystem.
- Structure and function of an ecosystem.
- Producers, consumers and decomposers.
- Energy flow in the ecosystem.
- Ecological succession.
- Food chains, food webs and ecological pyramids.
- Introduction, types, characteristic features, structure and function of the following ecosystem:
 - a. Forest ecosystem
 - b. Grassland ecosystem
 - c. Desert ecosystem
 - d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit 3: Biodiversity and its conservation

- Introduction — Definition : genetic, species and ecosystem diversity.
- Biogeographical classification of India
- Value of biodiversity : consumptive use, productive use, social, ethical, aesthetic and option values
- Biodiversity at global, National and local levels.
- India as a mega-diversity nation
- Hot-spots of biodiversity.
- Threats to biodiversity : habitat loss, poaching of wildlife, man-wildlife conflicts.
- Endangered and endemic species of India
- Conservation of biodiversity In-situ and Ex-situ conservation of biodiversity.

Unit 4: Environmental Pollution

Definition

- Cause, effects and control measures of
 - a. Air pollution
 - b. Water pollution
 - c. Soil pollution
 - d. Marine pollution
 - e. Noise pollution
 - f. Thermal pollution
 - g. Nuclear hazards
- Solid waste Management : Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution.
- Pollution case studies.
- Disaster management floods, earthquake, cyclone and landslides.

Unit 5 : Social Issues and the Environment

- From Unsustainable to Sustainable development
- Urban problems related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people; its problems and concerns. Case Studies
- Environmental ethics : Issues and possible solutions.
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case Studies.
- Wasteland reclamation.
- Consumerism and waste products.
- Environment Protection Act.

- Air (Prevention and Control of Pollution) Act.
- Water (Prevention and control of Pollution) Act
- Wildlife Protection Act
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation.
- Public awareness.

REFERENCE

- Agarwal, K.C. 2001 Environmental Biology, Nidi Pubi. Ltd. Bikaner.
- Sharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad — 380 013,. India, Email:mapin@icenet.net (R)
- Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
- Clark R.S., Marine Pollution, Clanderson Press Oxford (TB)
- Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Publ. House, Mumabai, 1196p
- De A.K., Environmental Chemistry, Wiley Eastern Ltd.
- Down to Earth, Centre for Science and Environment (R)
- Gleick, H.P. 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute Oxford Univ. Press. 473p
- Hawkins R.E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay (R)
- Heywood, V.H & Waston, R.T. 1995. Global Biodiversity Assessment. Cambridge Univ. Press 1140p.
- Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p.
- Mckinney, M.L. & School, R.M. 1996. Environmental Science systems & Solutions, Web enhanced edition. 639p.
- Mhaskar A.K., Matter Hazardous, Techno-Science Publication (TB)
- Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co. (TB)
- Odum, E.P. 1971. Fundamentals of Ecology. W.B. Saunders Co. USA, 574p
- Rao M N. & Datta, A.K. 1987. Waste Water treatment. Oxford & IBH Pubi. Co. Pvt. Ltd. 345p. q) Sharma B.K., 2001. Environmental Chemistry. Geol Pubi. House, Meerut
- Survey of the Environment, The Hindu (M)
- Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science (TB) t) Trivedi R.K., Handbook of Environmental Laws, Rules Guidelines, Compliances and Stadards, Vol I and II, Enviro Media (R)
- Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication (TB) v) Wanger K.D., 1998 Environmental Management. W.B. Saunders Co.Philadelphia, USA 499p

(M) Magazine

(R) Reference

(TB) Textbook

VALUE EDUCATION - U13VE

Semester :V

Value Education Course

Instruction Hours/Week: 2

Credit: 2

UNIT 1: PHILOSOPHY OF LIFE

Human Life on Earth (Kural 629), Purpose of Life (Kural 46) Meaning and Philosophy of Life(Kural 131, 226) The Law of Nature (Kural 374) Glorifying All form of Life in this Universe (Kural 322, 327) – Protecting Nature /Universe (Kural 16, 20, 1038)

UNIT 2: INDIVIDUAL QUALITIES

Basic Culture (Kural 72, 431) Thought Analysis (Kural 282, 467, 666) Regulating desire (Kural 367), Guarding against anger (Kural 158, 305, 306, 314), To get rid of Anxiety (Kural 629), The Rewards of Blessing (Kural 3), Benevolence of Friendship (Kural 786), Love and Charity (Kural 76), Self – tranquility/Peace (Kural 318)

UNIT 3: SOCIAL VALUES (INDIVIDUAL AND SOCIAL WELFARE)

Family (Kural 45), Peace in Family (Kural 1025), Society (Kural 446), The Law of Life (Kural 952), Brotherhood (Kural 807) , The Pride of Womanhood (Kural 56) Five responsibilities/duties of Man : a) to himself, b) to his family, c) to his environment, d) to his society, e) to the Universe in his lives (Kural 43, 981), Thriftness (Thrift)/Economics (Kural 754), Health (Kural 298), Education (Kural 400), Governance (Kural 691), People's responsibility/ duties of the community (Kural 37), World peace (Kural 572)

UNIT 4: MIND CULTURE

Mind Culture (Kural 457) Life and Mind - Bio - magnetism, Universal Magnetism (God – Realization and Self Realization) - Genetic Centre – Thought Action – Short term Memory – Expansiveness – Thought – Waves, Channelising the Mind, Stages - Meditation (Kural 261, 266, 270), Spiritual Value (Kural 423)

UNIT 5: TENDING PERSONAL HEALTH

Structure of the body, the three forces of the body, life body relation, natural causes and unnatural causes for diseases (Kural 941), Methods in Curing diseases (Kural 948, 949) The Five units, simple physical exercises.

Books for Reference:

1. Philosophy of Universal Magnetism (Bio-magnetism, Universal Magnetism) The World Community Service Centre Vethatri Publications (for Unit IV)
2. Pope, G.U., Dr. Rev., Thirukkural with English Translation, Uma Publication, 156, Serfoji Nagar, Medical College Road, Thanjavur 613004 (for All Units)
3. Value Education for Health, Happiness and Harmony, The World Community Service Centre Vethatri Publications Rs 35/- (for All Units)

SOFT SKILLS - U13SS

Semester :V

Soft Skills

Instruction Hours/Week: 2

Credit: 2

Learning objective

Today's world is all about relationship, communication and presenting oneself, one's ideas and the company in the most positive and impactful way. This course intends to enable students to achieve excellence in both personal and professional life.

Unit I

Know Thyself / Understanding Self

Introduction to soft skills self discovery – Developing positive attitude – Improving perceptions – Forming values.

Unit II

Interpersonal Skills/ Understanding Others

Developing interpersonal relationship –Team building –group dynamics –Net working- Improved work relationship

Unit III

Communication Skills/ Communication with others

Art of Listening –Art of reading –Art of speaking –Art of writing –Art of writing emails- e mail etiquette

Unit IV

Corporate Skills/ Working with Others

Developing body language –Practising etiquette and mannerism – Time management – Stress management.

Unit V

Selling Self/ Job Hunting

Writing resume /cv-interview skills – Group discussion –Mock interview Mock GD – Goal setting –Career planning

TEXT BOOKS

Meena. K and V.Ayothi (2013) A Book on Development of Soft Skills (Soft Skills: A Road Map to Success) P.R. Publishers & Distributors, No, B-20 &21, V.M.M Complex, Chatiram Bus Stand, Tiruchirapalli -620 002.

(Phone No: 0431-2702824: Mobile No: 94433 70597, 98430 7442)

Alex K. (2012) Soft Skills – Know Yourself & Know the World, S.Chand & Company LTD, Ram Nagar, New Delhi -110 055.

Mobile No: 94425 14814(Dr.K.Alex)

REFERENCE BOOKS

- (i) Developing the leader within you John C Maxwell
- (ii) Good to Great by Jim Collins

- (iii) The Seven habits of highly effective people Stephen Covey
- (iv) Emotional Intelligence Daniel Goleman
- (v) You can Win Shive Khera
- (vi) Principle centred leadership Stephen Covey

GENDER STUDIES - U13GS

Semester :VI

Gender Studies Course

Instruction Hours/Week:1

Credit: 1

Objectives

To make boys and girls aware of each other strengths and weakness

To develop sensitivity towards both genders in order to lead an ethically enriched life.

To promote attitudinal change towards a gender balanced ambience and Women empowerment

Unit-I

Concepts of Gender: Sex-Gender-Biological Determinism- Patriarchy- Feminism - Gender Discrimination -Gender Division of Labour -Gender Stereotyping-Gender Sensitivity - Gender Equity —Equality-Gender Mainstreaming Empowerment

Unit-II

Women's Studies Vs Gender Studies: UGC's Guidelines - VII to XI Plans- Gender Studies: Beijing Conference and CEDAW-Exclusiveness and Inclusiveness.

Unit III

Areas of Gender Discrimination: Family Sex Ratio-Literacy -Health -Governance Religion Work Vs Employment- Market - Media - Politics Law Domestic Violence — Sexual Harassment — State Policies and Planning

Unit-IV

Women Development and Gender Empowerment: Initiatives International Women's Decade - International Women's Year - National Policy for Empowerment of Women - Women Empowerment Year 2001- Mainstreaming Global Policies.

Unit-V

Women's Movements and Safeguarding Mechanism:— In India National / State Commission for Women (NCW) - All Women Police Station Family Court- Domestic Violence

Act - Prevention of Sexual Harassment at Work Place Supreme Court Guidelines - Maternity Benefit Act - PNDT Act - Hindu Succession Act 2003 Eve Teasing Prevention Act - Self Help Groups 73 and 74 Amendment for PRIS.

References

Bhasin Kamala, Understanding Gender: Gender Basics, New Delhi: Women Unlimited 2004
Bhasin Kamala, Exploring Masculinity: Gender Basics, New Delhi: Women Unlimited, 2004
Bhasin Kamala, What is Patriarchy? : Gender Basics, New Delhi: Women Unlimited, 1993
Pernau Margrit Ahmad Imtiaz, Reifeld Hermut (ed.) Family and Gender: Changing Values in Germany and India, New Delhi: Sage Publications, 2003
Agarwal Bina, Humphries Jane and Robeyns Ingrid (ed.) Capabilities, Freedom, and Equality: Amartya Sen's Work from a Gender Perspective, New Delhi: Oxford University Press, 2006
Rajadurai.S.V, Geetha.V, Themes in Caste Gender and Religion, Tiruchirappalli: Bharathidasan University, 2007
Misra Geetanjali, Chandiramani Radhika (ed.) Sexuality, Gender and Rights: Exploring Theory and Practice in South and Southeast Asia, New Delhi: Sage Publication, 2005
Rao Anupama (ed.) Gender & Caste: Issues in Contemporary Indian Feminism, New Delhi: Kali for Women, 2003
Saha Chandana, Gender Equity and Gender Equality: Study of Girl Child in Rajasthan, Jaipur: Rawat Publications, 2003
Krishna Sumi,(ed.) Livelihood and Gender Equity in Community Resource Management New Delhi: Sage Publication, 2004
Wharton .S Amy, The Sociology of Gender: An Introduction to Theory and Research, USA: Blackwell Publishing, 2005.
Mohanty Manoranjan (ed.) Class, Caste, Gender: Readings in Indian Government and Politics- 5, New Delhi: Sage Publications,2004.
Arya Sadhna, Women, Gender Equality and the State, New Delhi: Deep & Deep Publications,2000.
