

j kpha;Tj ;J i w> Nj rpa;f;fy;Y}up (j ddhl rj)> j pUrrp;hgg;ss; - 1.

Kj w; gUtk;

j hs; nkhogghl k; - 1 nraAs; (, f;fhyk)> ci uei l> rWfi j > , yf;f;pa;tu;yhW

U16T1

fwgpf;Fk; fhyk; 6 kz p

j ugG;ss;pf; 3

myF 1: ghuj ;pahu; - gukng;hUs; thoj ;J
ghuj ;j hrd; - eb;f;Ns nrhy;Yq;fs;
ft;kz p - Nfht;py; tog;hL
gl ;L;f;N;f;hl ;j l ahu; - xz z hap;U;f;f;Z k; mz z hrrp
ehk;f;fy;yu; - Rj ej ;uk; ahJ ?

myF 2: fz z j hrd; - Ntz ;Lk; Ntz ;Lk;
thyp - Gddi f kddd;
i tuK;j ;J - ghuj ;p epi d;f;f;gg;L;f;whd;
K.Nkj;j h - RtUk; ge;J k;
mg;J;y; uFkhd; - j twhd vz ;

myF 3: ci uei l:

1. guk;gi u;f;f;Z k; - c .Nt.rh
2. fy;t; - ahogghz k; ng;hd;d;k;gy;gg;si s
3. , yf;f;pa;Kk; r%f;Kk; - v] ;i tahG;gg;si s
4. fi yAk; fwi dAk; - uh.g;Nr;J;gg;si s
5. Fws; fhl ;Lk; newp - f;M.ng.t;R;teh; k;
6. , awi ff; fhl r;f;s; - f;th.[feeh; d;
7. rka , yf;f;pa;q;f;s;py; mwnewp - Fdwf;Fb mbfshu;

myF 4: rWfi j:

1. j ei j Ak; kFDk; - fy;f;p
2. fl TS k; fej rhk;gg;si sAk; - GJ i kgg;j j d;
3. ej ;gg; p t;f;f;h;dh; - mz z hJ i u
4. Kj ygg;by; - e.g;pr;r%;uj ;j p
5. fhf;j c wT - R.rK;j ;j uk;
6. kNdhg;htk; - tyyp;f;z z d;
7. kd;j ae; j uk; - t;ej d;
8. gri r;f;f;dT - yh.r. uhkhk;uj k;

myF 5: tyyp;k; k;f;K; , l q;f;s> tyyp;k; k;f;h , l q;f;s;
, yf;f;pa; tu;yhW (trdft;pi j > GJ f;f;tpi j > ci uei l> rWfi j kl ;Lk)

ghl E};y: j kpo; - Kj wgUtk; - Nj rpa;f;fy;Y}up ntspalL
, yf;f;pa;tu;yhW - Nj rpa;f;fy;Y}up ntspalL

**j kpha;Tj ;J i w> Nj rpa;ffy;Y}up (j d;dh; l r;)}> j pUrrp;hgg;S;S; - 1.
, uz ;l hk; gUt;K;**

**j hs; nkhoggh; k; - 2 nra;As; (gf; j p mw , yf;f;pa;qs;)}> Gj ;dk; , yf;f;pa tuyh;W.
U16T2**

fwg;pf;Fk; fhy;K; 6 kz p

j ug;G;S;S;pf;S; 3

myF 1: j pUQ;h;dr;K;ge; j u; - j pU;th; d;f;f;h; g; j ;pf;K; - ki oahu; k;pl whkO thS i l aha;.
j pU;eh;T;f;f;u;ru; - t;pl k; j ;l; j j g; j ;pf;K; - x; d;W n;f;h; y;h;K; m;tu; r;pe; j A;au;ti u
ng;u;pa;ho;th;u; - j pU;tu;q;f;K; g;h;R;uk; 2 - kut;bi a; j ; j k;g;pf;F
F; y;N;rf;u; - t; j ; J t;f; N;f;h; ;L m;K;K;hi d N;tz ;b e;pw;wy; - j U;J a;uk;...10

myF 2: t;S;S; y;hu; - j pU;t;U;l g;h - ng;w;h;g;Ng;W - M;th v;d;wi d M;l n;f;h; ;l U;S; p;.10
j h;A;K;h;d;tu; - g;d;k;hi y - g;d;k;hi y j ;p;u;S;U;f;f;...9
, N;a;R;f;h;t;pa;K; - c ti k top nra; j p - fl N; y;h;uk; x;U;eh;S; VR e;pd;w;hu;.
F; z q;F;b k; j ; h;d; - e;pu;h;k;a;f;f;z z p - 1-25 f;z z ;p;f;S;

myF 3: eh;d;k;z ;p;f;f;bi f; (g;h;l y; v; z ;f;S;: 6> 10> 12> 16> 31> 38> 45> 56> 69> 75)
eh;y;b;ahu; (g;h;l y; v; z ;f;S;: 2> 29> 35> 77> 95> 109> 114> 172> 248> 269)
r;p;W;g;Q;r;%y;k; (g;h;l y; v; z ;f;S;: 9> 12> 16> 26> 32> 39> 63> 82> 85> 90)
, d;pa;i t eh;w;g;J: K; j y; g; j ; J g;h;l y;f;S;

myF 4: Gj ;dk; - f;d;d;pf;h - u;F;eh; j d; J i w n;ts;pa;l

myF 5: , yf;f;pa tuyh;W (i r;tk; ;i t; z t;K;r;k; z k;ng;S; j j k;f; ;p;w; j ; J t;K; K; f;K; j ;pa;K;
k;w;W;K; Gj ;dk; g;w;w;pa;d k;l ;L;K;)

gh; l E; j y; j k;po; - , uz ;l hk;g;Ut;K; - Nj rpa;f;fy;Y}up n;ts;pa;l.

f;d;d;pf;h - r;l j g; j ;gg;f; n;ts;pa;l> n;rd;i d.

, yf;f;pa; tuyh;W - Nj rpa;f;fy;Y}up n;ts;pa;l.

j kpha;Tj ;J i w> Nj rpa;fy;Y}up (j dahl rð)> j þUrrpuhggsSp – 1.

%dwhk; gUtk;

j hs; nkhogghl k; - 3 nraAs; (fhggpak)> ehl fk> , yffpa; tuyhW

U16T3

fwgpfFk; fhyk; 6 kz p

j ugGssps; 3

myF 1: rpyggj pfhuk; - elggi l fhi j
kz þNkfi y - ghj j þuk; ngww fhi j

myF 2: fkguhkhaz k; - Aj j fhz ;l k; - , ej þurj ;J ti j ggl yk;
ngupaGuhz k; - fz z gg ehadhu; Guhz k;

myF 3: Nj kghtz p - tsd; rdj j gl yk;
rþvhgGuhz k; - khDf;Fg; gpi z epdw gl yk;
ghQ;rhyp rgj k; - #j hl ;l r; rUf;fk;

myF 4: ehl fk; xj j pi f – m. , uhkrhkp (vdripgvr; ntspalL)

myF 5: , yffpa; tuyhW (fhggpak> Guhz k> ehl fk; gwwpad kl ;Lk)

ghl E}y: j kpo; - %dwhkgUtk; - Nj rpa;fy;Y}up ntspalL.
xj j pi f – m. , uhkrhkp (vdripgvr; ntspalL)
, yffpa; tuyhW - Nj rpa;fy;Y}up ntspalL.

**j kpha;Tj ;J i w> Nj rpa;f;fy;Y}up (j ddhl rj)> j pUrrp;hgg;Ssp - 1.
ehd;fhk; gUt;K;**

j hs; nkhogghl k; - 4 nraAs; (gz i la , yf;f;ak> , yf;f;atuyhW> nkhongaugG)

U16T4

fwgpf;Fk; fhyk; 6 kz p

j ugG;Ssp;S; 3

myF 1:

- ewwpi z :
1. Ntu; gpz p ntj p;J - ghi y - , sq;f;ldhu;
 2. rpyUK; gyUK; fi l f;fz ; - neaj y; - c Nyhrrdhu;
 3. mupfhy; khwpa mk; fz ; - kUj k; kpi sf;f;phdeyNt;l;dhu;
 4. , i y , y gpl tk;Kyi y - t;po;f;f;l;Ngi j g; ngUq;fz z dhu;
 5. Gj y;td; <dw Gq;fz ; - FwpQrp

- FWenj hi f :
1. nfhq;F Nj u; thof;f - FwpQrp - , i wadhu;
 2. , bf;Fq; Nfs;u; - FwpQrp - ntss;rt;J; pahu;
 3. ahuz q;Fwwi d flNy - neaj y; - mk;%t;dhu;
 4. khup ahkgydd - neaj y; - Fdwpadhu;
 5. c kz u; Nrue;J fo;pe; kUq;f;pd; - ghi y - ngUq;f;Lq;Nfh
 6. Ml i k Gi uAk; - ghi y - XNuUot;dhu;
 7. Ksj; apu; gpi rej - Kyi y - \$l Y}u; f;po;hu;
 8. , si k ghuhu; - Kyi y - xf;\$u; khrhj; j pahu;
 9. Ntkg;pd; i gq;fha; - kUj k; - kpi sf;f;ej; dhu;

myF 2:

- mfehD}W:
1. gi dj; j;us; mdd - FwpQrp - guz u;
 2. gi rgL gri r - Kyi y - kJi u kss;dhu;
 3. , ki k c yf;J , i rnahLk; - kUj k; - nry;Y}uf;Nfhr;pd;
 4. j pi uc oe;J mi r, a - neaj y; - c Nyhrrdhu;
 5. ms;pe;pi y nghwhmJ mkupa - ghi y - ngUq;f;Lq;Nfh

fyj; nj hi f:

1. RI uj; nj hB, Nfsha; - FwpQrp
2. fhu; Mug; ngaj fb nfhs; - Kyi y
3. tq;F el; mtpo; e;yk; gfutu; - kUj k;
4. khkyu; Kz;l;fk; - neaj y;
5. muj; ha mwndaj p - ghi y

myF 3:

- GwehD}W :
1. xUehl; nryyyk; - ghl hz ; - xsi tahu;
 2. gi lgGggy gi l;J - nghJ t;pay; - mw;Ti l ek;gp
 3. , i sNahu; #l hu; - nghJ t;pay; - Fl thap; f;lj; j dhu;
 4. gyrhdwNu - nghJ t;pay; - eupnt&c j; j i yahu;
 5. fhaney; mWj ;J f;f;tsq; nfhs;Nd - ghl hz ; - gpr;pu;hei j ahu;

j pUf;Fws:

1. mwd; ty;AWj j y> 2.gz Gi l i k> 3. xOf;f;Ki l i k>
4. thaj k> 5. Co> 6.nrhy;td; i k

myF 4: Kyi ygghl;l KOi kAk;

myF 5: , yf;f;atuyhW (gj pndz ; Nkwfz f;F> fb;f;fz f;F)> nkhongaugG>
nghJ f;f;l;Li u

ghl E}y; 1. j kpo; - ehd;fhkgUt;K; - Nj rpa;f;fy;Y}up ntsp;lL.

2. , yffipatuylW - Nj rpaiffy;Y}up ntspaL.

U16H1

Semester – I

PAPER 1 – PROSE, SHORT STORY AND GRAMMAR

PROSE

Prescribed Text Book

INDI GADYA PRABHAKAR, Ed. Dr. Hiranma Shiksha Bharathi, shmiri Gate, Delhi-06.

Prescribed Lessons

- | | | |
|------------------------------------|----|-----------------------|
| 1. Bharat Eke hay | By | Ramdhari Singh Dinkar |
| 2. Japan Mein kaya dekka | By | Premchand |
| 3. Jeevan ke theen pradhan baathey | By | Aacharya Vinobabavey |

SHORT STORY

Prescribed Text Book

KAHANI VIVDHA, V. Mahadeven, Trichy.

Prescribed Lessons

- | | | |
|------------------|----|---------------------------|
| 1. Idhaah | By | Premchand |
| 2. Usne kaha tha | By | chandradhar Sharma guleri |

GRAMMER

Prescribed Portion

1. Noun
2. Verb
3. Gender (Change the gender only)
4. Number (Change the number only)
5. Aarth and Ultey Sabdh Likeye

Reference Book

VYAKARANPRADEEP

By Ramdev, Saraswathi Prakashan, Varansi

UNITISED SYLLABUS
PAPER 1 – PROSE, SHORT STORY AND GRAMMAR

Semester – I
Time 3 Hrs

Max Marks 75

UNIT- 1

- 1.Noun
- 2.Bharath Eke Hai
- 3.Gender

UNIT- 2

- 1.Gender
- 2.Idhgaah
- 3.Jaapan mein kya dheka

UNIT- 3

- 1.Jeevan ke theyeen pradhan bhathey
- 2.Idhgaah
3. Number

UNIT-4

- 1.Ling Badhaliye, Vachan Badhaliye
2. Verb
- 3.Aarth (Meanings) Likeye

UNIT-5

- 1.Aarth (Meanings) Likeye
- 2.Ultey Sabdh (opposite) Likeye

QUESTION PAPER PATTERN

SECTION- A (20 Marks)

- I 1. Change the Gender (Ling) **10/12** (10Marks)
2. Change the Number (Vachen) **10/12**

SECTION- B (25 Marks)

II. One Question from each unit (either or)

1. From Prose (1 out of 2) 5 Marks
2. From Short story (1 out of 2) 5 Marks
3. From Grammar (1 out of 2) 5 Marks
4. Meanings 5 nos (Either or) 5 Marks
5. Opposites 5 nos (Either or) 5 Marks

SECTION- C (3x10=30 Marks)

III. One Question from each unit (**Three out of five**)

1. **From Prose**
2. From Prose
3. From Short Story
4. From Grammar
5. From Grammar

Semester – II

**PAPER II – COMPREHENSION, DRAMA, GRAMMAR-II, GENERAL ESSAY
AND TRANSLATION – I**

COMPREHENSION : General Paragraph from Anuvadh
Abyas Bah – 3, Dakshina Bharath Hindi
Prachar Sabha, Chennai – 17.

DRAMA

:
Prescribed Text Book : Subodh Hindi patamala – 2
Dakshina Bharath Hindi
Prachar Sabha, Chennai – 17.

Prescribed Portion : **APPOORVA THYAG**
By Balashori Reddy

GRAMMAR – II

Prescribed Portion : 1. Pronoun
2. Adjectives
3. Adverb
4. Case Endings
(Definition and Name of types only)
5. Paryavachay Sabdh

Reference Book : **VYAKARANPRADEEP**
By Ramdev, Saraswathi Prakashan, Varansi

GENERAL ESSAY

Prescribed Book : Subodh Hindi Rachna – 2
Dakshina Bharath Hindi
Prachar Sabha, Chennai – 17

Prescribed Portions : 1. Priya Theohar
2. Gaayi
3. Samachar pathra

TRANSLATION -1

Prescribed Book : Anuvadh Abyas Bah – 1,1 to 10 lessons
Dakshina Bharath Hindi
Prachar Sabha, Chennai – 17

Prescribed Portions : 1 to 10 Lessons

UNITISED SYLLABUS
PAPER II – COMPREHENSION, DRAMA, GRAMMAR-II, GENERAL ESSAY
AND
TRANSLATION – I

Semester – II
Time 3 Hrs

Max Marks 75

UNIT- 1

Comprehension
Aproova Thyag
Pronoun
Translation 1,2

UNIT- 2

Comprehension
Aproova Thyag
Adjectives
Translation 3,4

UNIT- 3

Comprehension
Priya Theohar
Adverb
Translation 5,6

UNIT-4

Comprehension
Gaayi
Case Endings
Translation 7,8

UNIT-5

Comprehension
Samachar pathra
Paryavachaye Sabdh
Translation 9,10

QUESTION PAPER PATTERN

SECTION- A (20 Marks)

I. Answer all the Questions:

- (a) Write Same meaning (Paryavachi) 10 x 1 = 10
(Each word two meaning must) – 10/12
- (b) Answer in one sentence (Any 5) 5 x 2 = 10

SECTION- B (25 Marks)

II. One Question from each unit (either or)

- | | | |
|-----------------------------------|--------------|---------|
| 1. From Drama | (1 out of 2) | 5 Marks |
| 2. From Grammar | (1 out of 2) | 5 Marks |
| 3. From Grammar | (1 out of 2) | 5 Marks |
| 4. Translation (Hindi to English) | (Either or) | 5 Marks |
| 5. Translation (English to Hindi) | (Either or) | 5 Marks |

SECTION- C (3x10=30 Marks)

III. One Question from each unit (Three out of five)

1. From General Essay
2. From General Essay
3. From Grammar
4. From Grammar
5. Comprehension

SEMESTER – III
PAPER III – MODERN AND MEDIEVAL POETRY, DIALOGUE
WRITING AND TRANSLATION – II

1. POETRY

Book Name : **1. KAVYA SAURABH**
2. SUBODH HINDI – 2
Pub. Dakshina B. Hindi P.Sabha
Chennai.

Prescribed Lessons : **1. Samaya**
2. Chhah

1.Kabir key Dhohay 1to 5
2.Thulsi key Dhohay 1to 5
3.Rahim key Dhohay 1 to 5

2. DIALOGUE WRITING : **1. Doctor Aur Marij**
2. Kithab key Dhukhan
3.Pariksha key Bharey Mein

3. TRANSLATION - II

Prescribed Book : **Anuvadh Aabyas Bah – 1,**
Dakshina Bharath Hindi
Prachar Sabha, Chennai – 17

Prescribed Portions : **11 to 20 Lessons**

UNITISED SYLLABUS
PAPER III – MODERN AND MEDIEVAL POETRY, DIALOGUE
WRITING AND TRANSLATION – II

Semester – III
Time 3 Hrs

Max Marks 75

UNIT- 1

Samya
Kabir key Dhohay
Translation 11, 12

UNIT- 2

Chhah
Thulsi key Dhohay
Translation 13, 14

UNIT- 3

Rahim key Dhohay
Dialogue – Doctor Aur Marij
Translation 15, 16

UNIT-4

Dialogue – Kithab key Dhukan
Poetry Review
Translation 17, 18

UNIT-5

Dialogue – Parisha key Bharey mein
Translation 19,20

QUESTION PAPER PATTERN

SECTION- A (20 Marks)

I . Answer in one sentence

10 x 2 = 20 Marks

SECTION- B (25 Marks)

II. One Question from each unit (either or)

1. Annotation from modern poetry (1 out of 2) 5 Marks
2. Annotation from modern poetry (1 out of 2) 5 Marks
3. Short Notes from Poetry (1 out of 2) 5 Marks
4. Translation (Hindi to English) (Either or) 5 Marks
5. Translation (English to Hindi) (Either or) 5 Marks

SECTION- C (3x10=30 Marks)

III. One Question from each unit (Three out of five)

1. Summary of Modern Poetry
2. Summary of Medieval Poetry
3. Summary of Medieval Poetry
4. Dialogue Writing
5. Dialogue Writing

SEMESTER - IV
PAPER IV – FUNCTIONAL HINDI, GENERAL ESSAY, GRAMMAR – III AND
TRANSLATION – III

1. LETTER WRITING

Prescribed Book	:	Abinav Patralekhan Hindi Parchar Sabha Chennai.
Prescribed Portion	:	1. Leave Letter 2. Placing Order for Books 3. Complaints Letter 4. Permission Letter for Tour

2. TECHNICAL TERMS

Prescribed Book	:	Hindi Vatayan, by Dr.Chandra Mohan Vishavidyalay Prakashan, Varansi.
Prescribed Portion	:	Annexure enclosed

3. GENERAL ESSAY

Prescribed Book Hindi	:	Nibandh Praveshika, Dakshina Bharath Prachar Sabha, Chennai – 17
Prescribed Portions	:	1. Pushthakalaya 2. Pradhusan 3. Vidhyarthi Jeevan

4. GRAMMAR – II

Prescribed Portions	:	1. Tense (Kal parivarthan) 2. Correct the Sentence (Sudha Keyjiye)
Reference Book	:	Vyakaranpradeep, by Ramdev, Saraswathi Prakashan, Varansi.

5. TRANSLATION – III

Prescribed Book	:	Anuvadh Aabyas Bah – 2, Dakshina Bharath Hindi Prachar Sabha, Chennai – 17
Prescribed Portions	:	1 to 10 Lessons

UNITISED SYLLABUS
PAPER IV – FUNCTIONAL HINDI, GENERAL ESSAY, GRAMMAR – III AND
TRANSLATION – III

Semester – IV
Time 3 Hrs

Max Marks 75

UNIT- 1

Leave Letter
Technical Terms
Pushthakalaya
Translation 1,2

UNIT- 2

Placing Order for Books
Technical Terms
Pradhusan
Translation 3,4

UNIT- 3

Compliant Letter
Vidhyarthi Jeevan
Technical Phrases
Translation 5,6

UNIT-4

Permission Letter for Tour
Technical Phrases
Kal Parivarthan (Change the Tense)
Translation 7,8

UNIT-5

Kal Parivarthan (Change the Tense)
Sudha Keyjiye (Correct the Sentence)
Translation 9,10

QUESTION PAPER PATTERN

SECTION- A (20 Marks)

I . Answer all the Questions:

10x2 = 20 Marks

Write 10 Technical Terms in Hindi 10/12 (Only Designation)

SECTION- B (25 Marks)

II. One Question from each unit (either or)

- | | | |
|---|--------------|---------|
| 1. Change the Tense | (5 out of 7) | 5 Marks |
| 2. Correct the Sentence | (5 out of 7) | 5 Marks |
| 3. Technical Phrases (English to Hindi) 5 nos | (Either or) | 5 Marks |
| 4. Technical Phrases (Hindi to English) 5 nos | (Either or) | 5 Marks |
| 5. Translation (Hindi to English) | (Either or) | 5 Marks |

SECTION- C (3x10=30 Marks)

III. One Question from each unit (Three out of five)

1. From General Essay
2. From General Essay
3. From Letter Writing
4. From Letter writing
5. Translation (10nos) English to Hindi

Subject Code:U16S1

National College (Autonomous) Tiruchirapalli
Language Programme Part I Sanskrit Semester I
Paper I - Sanskrit - I

(For the students admitted from the the academic year June 2016 onwards)

Time: 3 Hours

Maximum Marks: 75

Unit I

देवनागरी लिपि: - परिचयः

- १। स्वराः (१५)
- २। व्यञ्जनानि (३३)
- ३। संयुक्ताक्षराणि
- ४। संयुक्ताक्षराणां लेखनप्रकारः
- ५। विसर्गस्य प्रयोगः तस्य उच्चारणप्रकारश्च।

Unit II

कर्तृपदानि - परिचयः

- १। अकारान्त-शब्दाः (पुंलिङ्गः)
देवः
- २। अकारान्त-शब्दाः (नपुंसकलिङ्गः)
फलम्
- ३। लिङ्गाः - सामान्यविधिः
अ। पुलिङ्गः
आ। स्त्रीलिङ्गः
इ। नपुंसकलिङ्गः
- ४। लिङ्गः वचनम् विभक्तिः च
केवलम् एकवचनम् बहुवचनम् च
- ५। अनुवाद-अभ्यासः -
अ। आङ्गल/तमिल् भाषातः संस्कृते
आ। संस्कृतात् आङ्गल/तमिल् भाषायाम्

Unit III

१। क्रियापदानि (परिचयः)

- १। वर्तमानकाले परस्मैपदिनः धातवः
अ। अन्यपुरुषः/प्रथमपुरुषः
आ। मध्यमपुरुषः
इ। उत्तमपुरुषः
ई। एकवचनम्
उ। बहुवचनम्।

Unit III (continued)

	२। क्रियापदानि - धातवः - एकवचन-बहुवचन-मात्रम् अ। गम् (गच्छ) आ। पठ् इ। क्रीड् ई। वद्
३। अव्ययाः	तत्र, अत्र, कुत्र, यत्र, तदा, यदा, कदा, इदानीम्, शीघ्रम्, अपि, सह, एव, तु, किम्, च (१५)
४। अन्ये अकारान्त-कर्तृपदानि	अश्वः, बालकः, सूर्यः, मनुष्यः, हस्तः, अध्यापकः, इत्यादीनि (१०)
५। अनुवाद-अभ्यासः	अ। आङ्गल/तमिल् भाषायाः संस्कृते आ। संस्कृतात् आङ्गल/तमिल् भाषायाम्

Unit IV

१। विभक्ति-अन्त प्रत्ययानां आदेशाः	अ। चतुर्थी विभक्ति-प्रत्ययस्य - अर्थम् इति आदेशः आ। पञ्चमी विभक्ति-प्रत्ययस्य - तः इति आदेशः
२। तृतीया विभक्तिः	अ। सह सार्धम् साकं इति अव्ययानां उपयोगः
३। प्रश्न-निर्माण-पदानि	किम्, कुत्र, कथं, किमर्थं, कुतः, कदा
४। क्रियापदानि - (द्वितीय-स्तरः)	वर्तमानकाले परस्मैपदिनः धातवः भू (भव्), कृ (कर्), अस्, धाव्, पठ्, आ-गच्छ् केवलम् एकवचनम् बहुवचनम् च
५। अनुवाद-अभ्यासः	अ। आङ्गल/तमिल् भाषायाः संस्कृते आ। संस्कृतात् आङ्गल/तमिल् भाषायाम्

Unit V

१। विशेषण-विशेष्यौ

अ। शुक्ल - नील - पीत - रक्त - हरित - कपिश -
कृष्ण वर्णाः।

आ। संख्या-वाचक-पदानि (० तः ९ पर्यन्तम् मात्रम्)

इ। सुन्दरः - सुन्दरी - सुन्दरम् ,
मधुरः - मधुरा - मधुरम् इत्यादयः।

२। विभक्तीनां पुनः परिचयः (द्वितीयस्तरः)
अकारन्त-शब्दः पुंलिङ्गः/नपुंसकलिङ्गः

१। प्रथमा विभक्तिः
२। द्वितीया विभक्तिः
३। तृतीया विभक्तिः
४। चतुर्थी विभक्तिः

३। विभक्तीनां पुनः परिचयः (तृतीयस्तरः)
अकारन्त-शब्दः पुंलिङ्गः/नपुंसकलिङ्गः

५। पञ्चमी विभक्तिः
६। षष्ठी विभक्तिः
७। सप्तमी विभक्तिः
८। सम्बोधन-प्रथमा विभक्तिः

४। सर्वनाम-पदानि (अन्यपुरुषः/प्रथमपुरुषः)

१। सः - एषः
२। सा - एषा
३। तत् - एतत्
प्रथमा विभक्तिः एकवचन-बहुवचन-मात्रम्

५। सर्वनामपदानि (उत्तमपुरुषः)
(मध्यमपुरुषः)

४। अस्मद्
प्रथमा विभक्तिः, षष्ठी विभक्तिः च
एकवचन-बहुवचन-मात्रम्।

६। अनुवाद-अभ्यासः

अ। आङ्गल/तमिल् भाषायाः संस्कृते
आ। संस्कृतात् आङ्गल/तमिल् भाषायाम्

Subject Code:U16S2

National College(Autonomous) Tiruchirapalli
Language Programme Part I Sanskrit Semester II
Syllabus - Paper II - Sanskrit - II

(For the students admitted from the academic year, June 2016 onwards)

Time: 3 Hours

Maximum Marks: 75

Unit I

क्रियापदानि

१। पुनश्चर्या

लट् लकारे (वर्तमानकाले)
पूर्वस्मिन् षष्ठासे अभ्यस्तानां
क्रियापदानां द्विवचनेन साकं
पुनश्चर्या
द्विवचन-परिचयः - उपयोगः च

२। लृट् लकारः - भविष्यत्कालः

१। गम् (गच्छ्)

२। पठ्

३। वद्

३। लृट् लकारः - भविष्यत्कालः (अधिकम्)

४। पत्

५। लिख् (लेख्)

६। क्रीड्

४। लृट् लकारः - भविष्यत्कालः (अधिकम्)

७। आ - गम् (गच्छ्)

८। भू - भव

९। धाव्

५। लृट् लकारः - भविष्यत्कालः (अधिकम्)

१०। पा - पिब्

११। दृश् - पश्

१२। कृ - कर्

Unit II

१। लृट् लकारे अभ्यस्तानां

धातुरूपाणाम् अभ्यासः

वाक्येषु उपयोगः

अनुवाद-अभ्यासः च

(संस्कृत-आङ्गल/तमिल्-संस्कृतेषु)

२। सर्वनामशब्दाः

१। अस्मद् शब्दः - पुनश्चर्या

(त्रिषु वचनेषु)

Unit III १। भोज्य-पदार्थ-नामानि

२। वार्तालापः

३। क्त-प्रत्यय-धातवः

२। युष्मद् शब्दः

(त्रिषु वचनेषु)

३। युष्मद्-शब्द-आधारित-

वाक्येषु लृट् लकार-क्रियापदानां

उपयोगः अनुवाद-अभ्यासः च

(संस्कृत-आङ्गल/तमिल्-संस्कृतेषु)

४। तद् शब्दः - त्रिषु वचनेषु

पुंलिङ्ग-मात्रम्।

५। सर्वनाम-शब्दान् (युष्मद्-तद्)

आहत्य वाक्येषु उपयोगः

अनुवाद-अभ्यासः।

(संस्कृत-आङ्गल/तमिल्-संस्कृतेषु)

धान्य-नामानि -

चणकः, मुद्गः, माषः, तण्डुलः,

जीरकम्, मरिचम्, लशुनम्

फल-नामानि -

जम्बीरम्, आमलकम्, दाडिमम्,

नारङ्गः, बदरम्, जम्बूफलम्, कदलीफलम्

शलादुका-नामानि

आलुकम्, आर्द्रकम्, कन्दर्पः,

भोज्यपदार्थ-नामानि

ओदनम्, रोटिका, पोलिका

दुग्धम्, दधि, तक्रम्, नवनीतम्, घृतम्,

एतावता अभ्यस्त-शब्दानां वाक्येषु

उपयोगः - अनुवाद-अभ्यासः

(संस्कृत-आङ्गल/तमिल्-संस्कृतेषु)

गतः गता गतम्

पीतः पीता पीतम्

पठितः पठिता पठितम्

क्रीडितः क्रीडिता क्रीडितम्

धावितः धाविता धावितम्

पतितः पतिता पतितम्

क्त-प्रत्यय-धातवः

३। क्रियापदानि

४। तुमुन्नत-अव्ययाः

५। अनुवाद-अभ्यासः

Unit IV

१। कृषि-क्षेत्र-सम्बन्धीनि नामानि

२। काल-संबन्धीनि पदानि
संख्यावाचकपदानि च

३। क्रियापदानि

४। नपुंसकलिङ्ग-कर्तृ-पदानि

५। अनुवाद-अभ्यासः

आगतः आगता आगतम्
लिखितः लिखिता लिखितम्
खादितः, खादिता, खादितम्
लट् लकारे एव -

भक्ष्, खेल्, पाल्, तुल्,
मार, गण्, कथ्, क्षाल्,
गन्तुम्, पातुम्, पठितुम्, क्रीडितुम्,
धावितुम्, पतितुम्, लेखितुम्, भवितुम्,
अर्चितुम्, खेलितुम्, चलितुम्, क्षालयितुम्,
तुलयितुम्, मारयितुम्, गणयितुम्
संस्कृतात् आङ्गले/तमिल् भाषायाम्,
आङ्गलात् संस्कृते

कृषकः, कृषीवलः, बलीवर्दः, वृषभः
सस्यम्, धान्यम्, तृणम्, क्षेत्रम्, हलः
बीजम्, आलवालम्, मेघः, जलदः,
खेटः, ग्रामः, क्रयः, विक्रयः, हट्टः,
आपणः, आपणिकः, व्यवसायः- इत्यादीनि
a. प्रातः, मध्याह्नः, सायम्, रात्रिः
b. समयलेखनम् - सपाद-सार्ध-पादोन-
पदानाम् उपयोगः
c. ऋतु(काल) नामानि
वसन्तः, ग्रीष्मः, वर्षाः, शरद्, हेमन्तः, शिशिर
d. संख्यावाचकपदानि - १ तः २५ पर्यन्तम्
लट् लकारे -
क्री, वि-क्री, रुह् (रोह्), वर्ष, वप्
रच्, कृष् (कर्ष), वस्, अर्च्
सस्यम्, धान्यम्, तृणम्, क्षेत्रम्, बीजम्,
आलवालम्।

संस्कृतात् आङ्गले/तमिल् भाषायाम्,
आङ्गलात् संस्कृते

Unit V

१। आकारान्त-स्त्रीलिङ्ग-पदानि

a। माला शब्दः

(एकवचन - बहुवचनमात्रम्)

b। अन्यानि स्त्रीलिङ्गपदानि

रमा, शाला, पेटिका, शिखा,

निशा, दिशा, बाला, सभा,

भार्या, स्वसा, नासिका

गत्वा, पठित्वा, क्रीडित्वा, पीत्वा, धावित्वा,

लिखित्वा, भक्षयित्वा, खेलित्वा, धारयित्वा,

पतित्वा, कृत्वा, चलित्वा, क्षालयित्वा,

पालयित्वा, अर्चयित्वा

२। क्त्वा प्रत्यय-अन्त-अव्ययाः

लृट् लकारे (एकवचन-बहुवचन-मात्रम्)

धार्, कथ्, क्षाल्, पाल्, तोल्

३। क्रियापदानि

a. स्वरसन्धिः

b. गुणसन्धिः

c. वृद्धि-सन्धिः

४। सन्धि-प्रकरणम्

पाठ्य-पुस्तके दत्तानां पदानां परिचयः

संस्कृतात् आङ्गले/तमिल् भाषायां तथा

आङ्गलात् संस्कृते

५। अनुवाद-अभ्यासः

Prescribed book:

. Saral Sanskrit Sikshak Part I, Bharatiya Vidya Bhavan (lessons 6 to 9, and 1)
Mumbai 400007.

Reference:

Sanskrit for beginners, Dr Narasimhachari, M, and Dr Ramaratnam, S,
N & R Publications, Chennai 600004.

Subject Code: U16S3

National College (Autonomous) Tiruchirapalli
Language Course Part I Sanskrit Semester III

Paper III - Sanskrit III

(For the candidates admitted from the academic year June 2016 onwards)

Syllabus

Time: 3 Hours

Maximum Marks: 75

Unit I

1. क्रियापदानि कर्तृपदानि च - पुनश्चर्या

लट् लकारे लृट् लकारे च पठितानां
पूर्वस्मिन् षाण्मासद्वये अभयस्तानां
क्रियापदानां, कर्तृपदानां च पुनश्चर्या

2. शब्दाः(कर्तृपदानां परिचयः)

१। इकारान्तः पुल्लिङ्गः कवि शब्दः

तस्य केचन समानान्तशब्दाः च।

एकवचनं तथा बहुवचनम् एव।

हरिः, रविः, अरिः ऋषिः, पतिः, यतिः इत्यादयः।

२। सर्वनामशब्दः

दकारान्तः स्त्रीलिङ्गः तद् शब्दः

एकवचनं तथा बहुवचनम् एव।

३। इकारान्तः स्त्रीलिङ्गः मति शब्दः

तस्य एकवचनं तथा बहुवचनम् एव।

तस्य केचन समानान्तशब्दाः - रुचिः, शान्तिः

कीर्तिः, बुद्धिः, मुक्तिः इत्यादयः

४। उपर्युक्त-शब्दानां वाक्येषु उपयोगः

अनुवाद-अभ्यासः च (संस्कृत-तमिल/संस्कृत-
आङ्गल/आङ्गल-संस्कृतेषु)

Unit II

क्रियापदानि

१। जप्

१। लट् लकारः (वर्तमानकालः)

२। चर्

२। लट् लकारः (वर्तमानकालः) - अधिकम्

३। रक्ष्

४। हस्

५। वम्

६। नम्

७। दह्

३। लट् लकारः (वर्तमानकालः) -अधिकम्

८। तप्

contd.page.2/-

५। क्रियापदानां वाक्येषु उपयोगः अनुवाद-अभ्यासः च - संस्कृतात् आङ्गले/तमिल् भाषायां अथवा आङ्गलात् संस्कृते वा।

Unit III

१। क्रियापदानि

उपर्युक्त-क्रियापदानां वाक्येषु प्रयोगः

संस्कृतात् आङ्गले/तमिल् भाषायां अथवा आङ्गलात् संस्कृते वा।

२। नूतन-शब्दानां परिचयः

अकारान्त-आकारान्त-इकारान्त कर्तृपदानि क्रियापदानि च

३। वार्तालाप-परिचयः

मिश्रित्य वाक्येषु उपयोगः अनुवाद-अभ्यासः च उपर्युक्त-कर्तृपद-क्रियापदानि उपयुज्य छात्रेषु वार्तालाप-अभ्यासः

४। लृट् लकारः (भविष्यत्कालः)

नूतन-क्रियापदानि

१। अर्ज्

२। दण्ड्

३। चिन्त्

४। ज्वल्

५। लृट् लकारः (भविष्यत्कालः)

नूतन-क्रियापदानि (अधिकम्)

५। तर्ज्

६। तर्क्

७। तप्

८। नट्

Unit IV

१। लङ् लकार-परिचयः (भूतकालः)

१। भूतकालः नाम किम्?

भूतकालिक-क्रियापदानां परिचयः।

१। गम् (गच्छ्)

२। पा (पिब्)

४। पश्य्

२। लङ् लकार-परिचयः (भूतकालः) (अधिकम्)

५। वस्

६। पठ्

७। वद्

८। पत्

३। बन्धु-वर्ग-नामानि

माता, जननी, पिता, जनकः, स्वसा
भगिनी, सहोदरः, भ्राता, अनुजः, अग्रजः,
अनुजा, अग्रजा, मातुलः, मातुलानी,
जामाता, वधूः, वरः, मातामहः, मातामही,
पितामहः, पितामही, पुत्रः, पुत्री, पौत्रः, पौत्री
उपर्युक्त-पदानां वाक्येषु प्रयोगः
अनुवाद-अभ्यासः(संस्कृतात् आङ्गले/तमिल्
भाषायाम् , आङ्गलात् संस्कृते वा)

४। वाक्येषु उपयोगः

Unit V

१। गृहे उपयुक्तानां उपकरणानां
नामानि

पर्यङ्कः, मञ्जूषा, तालकम्, कुञ्जिका,
अङ्कनी, लेखनी, उत्पीठिका, आसनम्,
गणकयन्त्रम्, दूरदर्शनम्, आकाशवाणी,
दूरभाषणी, दीपः, विद्युत्, विद्युत्व्यजनम्,
शीतकयन्त्रम्, शीतकपेटिका, अग्निपेटिका,
वस्त्रम्।(अन्यानि मुख्यानि च)

२। वासरनामानि

सोमवासरः, मङ्गलवासरः, बुधवासरः,
गुरुवासरः, शुक्रवासरः, शनिवासरः,
भानुवासरः

३। पक्षनामानि

शुक्लपक्षः, कृष्णपक्षः

४। मास-नामानि

चैत्रः, वैशाखः, ज्येष्ठः, आषाढः, श्रावणः,
भाद्रपदः, आश्वीनः, कार्तिकः, आग्रहायणः, पौषः,
माघः, फाल्गुनः अथवा
मेषः, ऋषभः, मिथुनः, कटकः, सिंहः,
कन्या, तुला, वृश्चिकः, धनुः, मकरः, कुम्भः,
मीनः ।

५। तिथिनामानि

प्रथमा, द्वितीया, तृतीया, चतुर्थी, पञ्चमी,
षष्ठी, सप्तमी, अष्टमी, नवमी, दशमी,
एकादशी, द्वादशी, त्रयोदशी, चतुर्दशी,
अमावास्या (अमाः), पूर्णिमा (पौर्णमी)

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७। नवग्रहनामानि

सूर्य, चन्द्रः, कुजः, बुधः, गुरुः, शुक्रः, शनैश्वरः,
राहुः, केतुः

८। संख्या-वाचकपदानि

षड्विंशतिः आरभ्य पञ्चाशत् पर्यन्तम्।(२६-५०)

Prescribed Book:

सरलसंस्कृतशिक्षकः भागः २, भारतीयविद्याभवनम्, कुलपतिःमुन्शी मार्गः, मुम्बई, ४००००७

Reference:

1. Samskrt for Beginners, Dr M. Narasimhachari & Dr S. Ramaratnam, N&R Publications, Mylapore, Chennai 60004.
2. संस्कृत-व्यवहारसाहस्री, संस्कृत-भारती, माता मन्दिर् गली, झन्डेवाला, नव देहली ११००५५।

Subject Code: U16S4

National College (Autonomous) Tiruchirapalli
Language Course Part I Sanskrit Semester III

Paper IV - Sanskrit IV

(For the candidates admitted from the academic year June 2016 onwards)

Syllabus

Time: 3 Hours

Maximum Marks: 75

Unit I

- १। कर्तृपदानि, क्रियापदानि च
पुनश्चर्या
- २। शब्दाः (कर्तृपद-परिचयः)

- लट् लकारे, लृट् लकारे, लङ् लकारे च
पूर्वस्मिन् षाण्मासत्रये अभ्यस्तानां कर्तृपदानां
क्रियापदानां च पुनश्चर्या।
- १। उकारान्तः पुल्लिङ्गः गुरु शब्दः
केचन समानान्त-शब्दाः च।
एकवचनम् तथा बहुवचनम् केवलम्।
पशुः, मनुः, साधुः, शिशुः, प्रभुः इत्यदि शब्दाः
- २। उकारान्तः स्त्रीलिङ्गः धेनु शब्दः
एकवचनम्, तथा बहुवचनम् केवलम्।
- ३। सर्वनामशब्दः -
दकारान्तः नपुंसकलिङ्गः तद् शब्दः
दकारान्तः पुल्लिङ्गः एतद् शब्दः
एकवचनम्, तथा बहुवचनम् केवलम्।
- ४। उपर्युक्त-कर्तृपदानां कर्मपदानां च वाक्येषु
उपयोगः
- ५। अनुवाद-अभ्यासः (संस्कृतात् आङ्गले/तमिल्
भाषायाम्, तथा आङ्गलात् संस्कृते च)

Unit II

- क्रियापदानि
- १। लट्/लृट् लकारौ
नूतनक्रियापदानि
- २। लट्/लृट् लकारौ
नूतनक्रियापदानि

- १। अञ्च्
२। दल्
३। नन्द्
४। यच्छ्
५। धृ (धरति)
६। धृ (धारयति)
७। नद् (नदति)
८। तृ (तर)

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३। लट्/लृट् लकारौ नूतनक्रियापदानि

९। नश्

१०। निन्द्

११। पीड्

१२। पोष्

४। शरीर-अङ्ग-नामानि

शिरः, केशः, कर्णः, नासिका, नयनम्, मुखम्,
दन्तः, ग्रीवा, कण्ठः, उरः, स्कन्धः, करः, बाहुः,
हस्तः, अङ्गुली, नखः, स्मश्रुः, शिखा, उदरः,
कटिः, जानुः, पादौ, अस्थि, मांसं, रुधिरः, मेघः।
वस्त्रम्, निचोलः, ऊरुकम्, उष्णीषः, उपनेत्रम्,
दण्डः, पादरक्षा, घटी, द्विचक्रिका, त्रिचक्रिका,
कार्-यानम्, लोकयानम्, आकाशविमानम्,
रेल्-यानम्

५। प्रतिदिनं-उपयुक्तानि वस्तु नामानि

Unit III

१। पर्यटन-स्थल-नामानि

१। धर्म-सम्बन्धीनि स्थलानि

२। आह्लादकर-संबन्धीनि स्थलानि

३। देशस्य चरित्र-चारित्र-संबन्धीनि स्थलानि

४। अन्वेषण-संबन्धीनि स्थलानि

५। विदेश-यात्रा

२। प्रतिदिनं गमनीयानि स्थलानि

देवालयः, कार्यालयः, विद्यालयः, धनकोषः,
पुस्तकालयः, आपणः, चलनचित्रशाला,
नाट्यशाला, महाविद्यालयः, विश्वविद्यालयः,
मित्रगृहम्, स्नानगृहम्, शौचालयः, सुविद्यालयः,

Unit IV

१। रचनालेखनम्

रचना-लेखन-प्रकारः

उपोद्घातः, रचना, समापनम् - विधयः

दश-वाक्येषु पर्यटनस्थानमेकमधिकृत्य लेखनम्

पत्रम् नाम किम्?

पत्रलेखन-प्रकारः

पत्रलेखने उपयुक्ताः रीतयः

पत्र-आरम्भः, शरीरम्, समापनम्

२। पत्रलेखनम्

३। पत्रलेखनम् (वैचित्र्यम्)

४। अनुच्छेद-अभ्यासः

Unit V

१। नूतन-कर्तृपदानि

२। व्यवहार-पदानि/वाक्यानि

३। कर्मकाराः

३। व्याकरणम्

3

१। मित्राय पत्रम्।

२। विद्यालयाय विरामपत्रम्।

३। जनकाय पत्रम्।

१। कथा-युक्तम् अनुच्छेदं पठित्वा
उत्तर-लेखनम्।

२। वार्ता-संबन्धि-लेख-युक्तम् अनुच्छेदं
पठित्वा उत्तर-लेखनम्।

मृगवर्गः - सिंहः, व्याघ्रः, भल्लुकः,
शृगालः, मूषकः, आखुः, सारमेयः, कुक्कुरः,
बिडालः, वानरः, उष्ट्रः, अश्वः, गजः, वृषभः,
अजः, मेषः, वराहः, धेनुः, गौः, महिषः, वत्सः,
हरिणः, शशकः

पक्षिवर्गः - काकः, कुक्कुटः, मयूरः, टिट्ठिमः,
गरुडः, शुकः, कपोतः,

जलचराः - मीनः, मत्स्यः, कूर्मः, तिमिङ्गिलः,
शिष्टाचारः, मित्राणि, प्रयाणम्, छात्राः, परीक्षा,
शिक्षकः, महिला, वेश-भूषा, कार्यालयः,
आरोग्यम्, वाणिज्यम्, वातावरणम्, भोजनम्,
शुभाशयाः, संकीर्ण-पदानि।

घटकारः, कुविन्दः/तन्तुवायः, अयस्कारः,
सुवर्णकारः, रजकः, आपणिकः, वणिजः,
चर्मकारः, नापितः, संवाहकः, शाकटिकः, आरक्षकः,
गोपालकः, अश्वपालकः, अजपालकः, पुरोहितः,
सन्धिप्रकरणम् -

प्रभेदाः - स्वरसन्धिः, व्यञ्जन-सन्धिः

विसर्गसन्धिः

स्वरे - सवर्णदीर्घः, गुणः, यण्, वृद्धिः,

अयवायावः, प्रकृतिभावः

Prescribed Books:

1. सरलसंस्कृतशिक्षकः, भागः २, भारतीयविद्याभवनम्, कुलपति मुन्शी मार्गः, मुम्बई ४००००९।

2. संस्कृत-व्यवहार-साहस्री 3. सन्देशसंस्कृतम्, -संस्कृतभारती, माता मन्दिर गली, झण्डेवाला, नव देहली ११००५९

Reference:

1. Samskrit for Beginners, Dr M. Narasimhachari and Dr S. Ramaratnam, N & R
Publications, Mylapore, Chennai 600004.

ENGLISH FOR COMMUNICATION – U16E1

Semester: I

English Language Course I

Instruction Hours/Week: 6

Credit: 3

UNIT I:

1. At the College
2. On the Campus
3. Outside the Class
4. At the Post office
5. For Business and Pleasure
6. Review

UNIT II:

7. Are you Smart ?
8. Are You Creative?
9. Is it too hard to improve?
10. How to win ?
11. View Points
12. Snakes and Ladders
13. Yourself

UNIT III:

1. Birbal story- The loyal gardener
2. Hindu mythological story- The origin of coconut tree
3. Achinese story: The generous student
4. An Africal Story ; The Three Runners

UNIT IV:

5. The Golden place
6. The one – hundreth prince
7. The mouse Merchand

UNIT V:

8. When wishes come true – Rabindranath Tagore
9. The World and after
10. Julius caesar

Text Books: 1. Crystal Streams – A Prose collection by D.E. Benet. Published by New Century Book House (P) Ltd.

2. Creative English for Communication (2nd edition) by Krishnasamy and Sriraman. Published by Macmillan

ENGLISH THROUGH EXTENSIVE READING – U16E2

SEMESTER : II

ENGLISH LANGUAGE COURSE : II

INSTRUCTION HOURS/WEEK : 4

CREDIT : 2

UNIT I

Excitement : Mack R. Douglas
Tight Corners : E.V. Lucas

UNIT II

Water – The Elixir of Life : C.V. Raman
Tree Speaks : C. Rajagopalachari

UNIT III

The Art of Telling Tales : April Hersey
A Job Well Done : Ruskin Bond

UNIT IV

The Panorama of India's Past : Jawaharlal Nehru
The Origin of Grammar : Margaret Bryant & Janet

UNIT V

Dangers of Drug Abuse : Hardin B. Jones
Crime and Punishment : R.K. Narayan

Text Book : Dr. Ananthan , R. Effective Communication. Ed. Chennai : Anu Chithra Pub.2010.

COMMUNICATIVE ENGLISH I – U16CE1

Semester : II

Communicative English Course : I

Instruction Hours/ Week : 2

Credit : 1

UNIT I

Writing Stories

Grammar Components : Articles, Prepositions and Tenses

UNIT II

Precis Writing

Grammar Components : Non- Finite Verbs and Phrasal Verbs

UNIT III

Writing Letters

Grammar Components : Conjunctions and Interjections and Punctuation

UNIT IV

Reporting

Grammar Components : Reported Speech and Transformation of Sentences

UNIT V

Writing an Essay

Grammar Components : Sentence structure (S/V/O/C/A) and Simple, Compound and Complex sentences

Text book : Pillai, Radhakrishna G. English Grammar & Composition Ed. Chennai : Emerald Pub.2016

ENGLISH FOR COMPETITIVE EXAMINATIONS – U16E3

SEMESTER : III

ENGLISH LANGUAGE COURSE : III

INSTRUCTION HOURS/WEEK : 6

CREDIT : 3

UNIT I:

Basics of English(Revision)

- (a)Parts of speech and Articles
- (b)Active and passive voice
- (c)Framing Questions
- (d)Tag questions
- (e)Indirect speech
- (f)Tenses

UNIT II:

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

UNIT III:

Reading comprehension

UNIT IV:

- (a)Sentence completion,
- (b) Spelling
- (c)Vocabulary – Words often confused or Misused, Synonyms, Antonyms.

UNIT V:

Letter writing , Report writing ,Paragraph writing, Essay writing

**Text book : English for Competitive Examinations by R.P.Bhatnagar&Rajul Bhargava
macmillanIndia ltd. Delhi.**

COMMUNICATIVE ENGLISH II – U16CE2

SEMESTER : IV

COMMUNICATIVE ENGLISH COURSE : II

INSTRUCTION HOURS/WEEK : 2

CREDIT : 1

UNIT I:

Enriching Vocabulary – Register Development; who is who; Synonyms, 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, Phonetic Transcription, 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.
- Circulars
- Notes - reminders, warnings, farewells, apology.
- Draft invitations – marriage, annual day, inaugural functions of associations, valediction, seminar, workshop.
- Draft Short messages- compliments, birthday wishes, notifications
- Draft Posters- Slogans, Announcements
- Draft Advertisements
- Dialogue writing

Text Book

1. Communicative English by Department of English, National College(Autonomous), Trichy

READING POETRY AND DRAMA – U16E4

SEMESTER : IV

ENGLISH LANGUAGE COURSE : IV

INSTRUCTION HOURS/WEEK : 6

CREDIT : 2

POETRY:

UNIT I : John Milton
Oliver Goldsmith
William Wordsworth

: On His Blindness
: The Village School Master
: The Solitary Reaper

UNIT II : P.B.Shelly
John Keats
Robert Browning

: Ozymandias
: La Belle Dame Sans Merci
: Incident of the French camp

UNIT III : John Masefield
Robert Frost
Evening
John Drinkwater

: Laugh and Be Merry
: Stopping by Woods On a Snowy
: The Vagabond

DRAMA:

UNIT IV: Anton Chekov
Lady Gregory

: A Marriage Proposal
: The Rising of the Moon

UNIT V: W.St. John Tayleur
William Shakespeare

: Reunion
: Othello, The Moor of Venice – Act

V

Text Books : 1)**An Introduction to Poetry** edited by A.G.Xavier; [Macmillan]

2)**A Book Plays:** A Group of Editors, Published by Orient Blackswan

Core Course: 1
MANAGEMENT CONCEPTS

Semester : I

Instruction Hours/Week: 5 Credit: 5

OBJECTIVE: To impart the knowledge in general management area, so that the student gain the necessary skills to become a good manager.

UNIT - I

Management – Nature – Functions – Process of management – Managerial roles and skills – Levels of management – Contribution of F.W.Taylor, Henry Fayol's and Peter Drucker – Management is a science – Management is an Art – Administration and Management.

UNIT – II

Planning – Nature and importance of planning – Process of planning – Methods and types of plans – Decision making Process – MBO Process.

UNIT – III

Organizing – Types of Organization – Organization Structure – Span of control and committees – Departmentation – Delegation- Centralization and Decentralization.

UNIT – IV

Staffing – Functions – Sources – Recruitment – Selection Process – Training and its types.

UNIT – V

Directing – Nature and purpose of directing – Controlling – Importance and types of controls – Control process – Need for co-ordination.

TEXT BOOK RECOMMENDED:

1. Principles of Management –L.M.Prasad – Sultan Chand & Sons. - 1998
2. Management Concepts – R.K.Sharma & Shashi K . Gupta – Kalyani Publishers -1994

BOOKS FOR REFERENCE:

1. Essentials of Management – Koontz and O'Donnel –Tata Mcgraw Hill - 1979
2. Business Management – Dinkar Parage – Sultan Chand & Sons - 2008
3. Principles of Management – Sherlekar – Himalaya Publishers. - 2000
4. Principles of Management – Tripathi and Reddy. - 2007
5. Management Principles– T.Ramasamy– hamalaypublishers -1990.

U16BB2

Core Course:2
FINANCIAL ACCOUNTING

Semester : I

Instruction Hours/Week : 6 Credit: 5

OBJECTIVE: To impart the students the basic concepts of financial accounting in today's "HITECH" competitive world of real business.

UNIT – I

Meaning of Accounting – Book keeping – Evolution of accounting – Sub-fields of accounting – Users of accounting information.-GAAPS – concept and convention – accounting equations.

UNIT – II

Double entry book keeping – Journal Ledger, Trial balance –Subsidiary books - Cash book types.

UNIT - III

Final accounts of a sole trader with simple adjustments - Bad debts, Provisions and reserves.

UNIT – IV

Rectification of errors – Accounting for Non-profit organization – Bank Reconciliation Statements.

UNIT – V

Bills of exchange – Depreciation methods – Straight line and written down value methods.

TEXT BOOK RECOMMENDED:

1. M.C.Shukla, T.S.Greval & S.C.Gupta - advanced accountancy (vol-1), s.chand & co. ltd., New Delhi. - 2000

Books for reference:

1. Amukarjee & M.Hanif - Modern Accountancy (vol-1), Tata Mcgraw-Hill Publishing Co-Ltd, New Delhi. - 1997

2. S. P Jain & K. L. Narang - Advanced Accountancy (vol-1), Kalyani Publishing Co-Ltd, New Delhi - 1999

3. R. S. N. Pillai, Bagavathi & S.Uma - Fundamentals of Advanced Accountancy (vol-1), S. Chand & Co. Ltd., New Delhi - 1998

4. H. A. Finnelly & H. E. Miller - Principles of Accountancy, Prentice Hall, New Delhi -2009
Theory 30% Problems 70%

Core Course 3
MARKETING MANAGEMENT

Semester :II

Instruction Hours/Week: 5 Credit: 5

OBJECTIVE:

To educate the students the significance of Marketing in the Economic system, by Highlighting its scope through various concepts so as to develop their interest in the field, for a better tomorrow.

Unit – I

Marketing Management – Market – Classification – Concepts – Marketing approaches – Marketing Functions – Market Mix.

Unit – II

Market Environment – Market Segmentation – Buying Motive – Buyer Behavior - Buying Decision Process – Marketing Strategies.

Unit – III

Product Planning – Product Mix – Product Life cycle – Branding – Packaging – Pricing Strategies – Factors influencing Pricing – Kinds of Pricing.

Unit – IV

Promotion – Promotion Mix – Advertisements – Strengths and Weakness – Media Selection Process – Personal Selling – Sales Promotion Features – Channels of Distribution - Marketing Practices in India.

Unit – V

Marketing Information System – Market Research – Steps involved in Market Research – Marketing of services – Service Marketing in Indian Scenario.

TEXT BOOK RECOMMENDED:

1. Principles and Practice of Marketing - Memoria & Joshi New Delhi: Allahabad, Kitab Mahal Publication (1975).

BOOKS FOR REFERENCE:

1. Marketing Management – Philip Kotler, New Delhi : Prentice Hall of India,1986.
2. Fundamentals of Marketing – William J.Stanton , Michael J.Etzel, Bruce J.Walker , New Delhi International Edition ,1980.
3. Modern Marketing Management – Dawar Bombay:Progressive Corporation,1990
4. Marketing Management – Memoria Joshi , New Delhi : Kitab Mahal 1991.

Core Course 4
MANAGERIAL COMMUNICATION

Semester :III

Instruction Hours/Week: 5 Credit: 5

Objective: To enable the students understand the basics of communication theory and practice, so that it may effect better understanding and timely decisions so that the system may become result oriented.

Unit I :

Communication - Meaning – Process and significance – Evolution and development - Objectives – Principles – Types – Media – Barriers to Communication.

Unit II :

Business correspondence – Need functions and Kinds of business Letters – Qualities of business letters – Layout of Business Letter– Enquiry and reply – Offer and quotations orders – Execution and Cancellation.

Unit III:

Claims and Adjustments – Collection letters – Sales promotion letters – Circular letters.

Unit IV:

Agency Correspondence – Bank Correspondence – Export and Import correspondence – Application letters - Resume Preparation - Reference and recommendations.

Unit V:

Report writing – Structure of Reports –Kinds of Reports - Press Reports – Market Reports – Business Reports – Modern means of Electronic Communication – Internet – E-mail, E-Learning - Video Conferencing – Creating Web Page – Fax – SMS (Short Messaging Service)

Text Book Recommended

1.Essentials of Business Communication – Rajendra Pal, Sultan Chand and Sons,New Delhi - 2009

Books for Reference

1. Effective Business English and Correspondence – M. S. Ramesh & Pattenshetty S. Chand & Co - 2006
2. Business Communication – Urmila Raj – Himalaya Publishing House - 2000

U16BB5

Core Course: 5
PRODUCTION MANAGEMENT

Semester :III

Instruction Hours/Week: 5 Credit: 5

OBJECTIVE: To help the students understand the nature and importance of Production Management and acquaint them with the major aspects of Production Management.

UNIT – I

Production Management – Scope and Significance – Production System – Functions and Types of production management – Plant Location - Factors influencing Plant Location – Plant layout - Types.

UNIT – II

Work Study – Work Environment and workers safety – Work Management- Maintenance of plant – Its types.

UNIT – III

Production Planning and Control – Meaning – Definition – Objectives and Importance– Elements of production planning – Routing and Scheduling.

UNIT – IV

Quality Control and Inspection – Meaning – Objectives and Significance of SQC (Standard Quality Control)– Certification Marks – Maintenance Management.

UNIT – V

Material Management – Meaning – Objectives and Significance of Material Management – Purchasing – Procedure – Store Keeping – Objectives – Functions.

TEXT BOOK RECOMMENDED:

1. Production and Operation Management – K.Aswhappa, Himalaya Publishing House. - 2000

BOOKS FOR REFERENCE:

1. Production and Operation Management – B.S.Goyel -New Delhi, Sultan Chand& sons, 2008
2. Production and Operation Management – Pannerselvam, Prentice Hall of India -2011
3. Production and Materials Management – P.Saravanel, S.Suma - 2008
4. Material Management – M.M.Varma - NewDelhi,Sultan Chand & Sons, 2011

Core Course: 6
COST ACCOUNTING

Semester : IV

Instruction Hours/Week: 6 Credit: 5

OBJECTIVE: To enable the students to understand the principles and procedures of cost accounting and to apply them to different practical situations.

UNIT I:

Meaning and Scope of Cost Accounting – Analysis, Concept and Classification of Cost – Elements and Methods of Cost –Relationship of Cost Accounting and Financial Accounting – Preparation of Cost Sheet, Tender/Quotation.

UNIT II:

Materials – Purchase Procedure –EOQ – Stores Procedure –Levels of stock –Receipt and Issue of Materials — Stores Ledger – FIFO, LIFO, Simple Average and Weighted Average- Inventory Control – Perpetual Inventory and ABC.

UNIT III:

Labour – Time-Keeping and Time-Booking – Methods of Remuneration and Incentive Schemes – Overtime and Idle time – Labour Turnover – Causes, Types and Measurement.

UNIT IV:

Overheads – Collection, Classification, Allocation, Apportionment - Re-apportionment and Absorption – Recovery Rates – Over and Under Absorption -Machine Hour Rate -Methods of Costing – Job Costing – Contract Costing.

UNIT V:

Operating Costing – Process Costing: Normal Loss, Abnormal Loss and Abnormal Gains (excluding Equivalent Production and Inter process).

(Marks: Theory 20% and Problems 80%)

TEXT BOOK RECOMMENDED:

1. Cost Accounting Principles and Practice – S.P. JAIN AND K.L. NARANG, Kalyani Publishers - 2014
2. Cost Accounting – Dr. R. Ramachandran & Dr. R. Srinivasan – Sriram Publications - 2014

BOOKS FOR REFERENCE:

1. Cost Accounting – S.P.Iyengar, Sultan Chand & Sons.
2. Cost Accounting – R.S.N. Pillai and V. Baghavaghi, S.Chand & Company Ltd.
3. Cost Accounting – S.N. Maheshwari, Sultan Chand & Sons.
4. Principles and Practice of Cost Accounting – N.K. Prasad, Book Syndicate Pvt.Ltd.

Non-major Elective 1
STOCK EXCHANGE PRACTICES

Semester : IV

Instruction Hours/Week: 02 Credit : 2

OBJECTIVE:

To Help the students to understand the types of stock exchange, methods of trading in stock exchange.

UNIT I

Capital Market – Meaning, types, Importance of capital market – Capital market in India.

Unit II

Primary Market – Meaning, types, functions of primary market – Methods of floating primary market.

UNIT III

Stock Exchange – Definition, Characteristics and functions of stock exchange – Methods of trading in a stock exchange.

UNIT IV

Listing of Securities I Procedure, Conditions for listing – Over the Counter Exchange of India (OTCEI) – National Stock Exchange (NSE) – Securities and Exchange Board of India (SEBI).

UNIT V

Registration of Stock Brokers – Speculators – Types of Speculators and Brokers – Speculative Transaction.

TEXT BOOKS RECOMMENDED:

1. Investment Management and Portfolio Management – V.K. Bhalla, S. Chand & Co.,
2. P.N. Varshney: Indian Financial System
3. Investment Management - Preethi Singh, Himalaya Publishing House.
4. Securities Analysis & Portfolio Management – Punidhavathi Pandiyan
5. Financial Market & Institutions - E. Gordon and K. Natarajan, Himalaya Publishing House.

Core Course :7
MANAGEMENT INFORMATION SYSTEM

Semester :V

Instruction Hours/Week :5 Credit:5

OBJECTIVE:

To develop an understanding about the Information system and its application over the management of the business.

Unit - I

Meaning and Definition of Management Information system – Need – Importance –Components – Areas of Application – Recent Trends.

Unit – II

System Classification – System Approach – System development life cycle – Control Measures.

Unit – III

Functional Areas – Finance, Marketing, Production, Personnel – Concept of DSS – Characteristics – DSS Model- Artificial Intelligence.

Unit – IV

Business process Reengineering – Concept – Process – Improving Business Quality –Business Applications.

Unit – V

Enterprise Resource Planning – Planning Methodologies – Planning Tools – challenges

TEXT BOOK RECOMMENDED:

1. Management Information System – S.Sadogopan, Prentice Hall of India.

BOOKS FOR REFERENCE:

1. Management Information System – Nahidha Publishers.
2. Management Information System – Kenneth . C.Laudon & Jane.P.Laudon
3. Management Information System - James A. O'Brien, George Marakas, The McGraw Hill.

U16BB8

Core Course : 8
ORGANISATIONAL BEHAVIOUR

Semester: V

Instruction Hours/Week: 5 Credits: 5

Objective:

To enable the students to understand the fundamental principles, tools and Significance of the subject so that they may develop the skills for fostering better human relationship.

Unit I :

Definition of organizational behavior – Nature – OB models – Need for studying organizational behavior – Discipline contributing towards Organizational behavior.

Unit II :

Individual behavior and human behavior – Perception – Personalities – Theories of personalities – Group dynamics – Group cohesiveness – Group behavior and Group decision making.

Unit III:

Leadership- Concept – Difference between the leader and manager – Qualities of effective leader – Leadership styles - Theories of leadership.

Unit IV:

Power and Authority – Definition of power – Types of power – Definition of authority – Characteristics – Types of authority – Concept of morale – Morale and Productivity – Steps to improve the morale in an organization.

Unit V:

Motivation – Concept – Nature – Significance – Theories of motivation –Maslow’s theory – Mc. Gregor’s theory X and Theory Y.

Text Book Recommended:

1.Organizational behavior – L.M. Prasath, Sultan Chand & Sons, 2003

Books for Reference:

1. Organizational behavior – S.S Khanka – NewDelhi, S Chand and Co.
2. Organizational theory and behavior – V.S.P. Rao & D.S. Narayana, Konark 1987.
3. Organizational behavior – Dr. P.C. Sekar, Margham Publishers.Chennai.

U16BB9E

Elective course: 1
STOCK EXCHANGE PRACTICES

Semester : V

Instruction Hours/Week: 5 Credit: 4

OBJECTIVE:

To help the students understand about the stock exchange functions, the Rating agencies and the trading methods.

Unit - I

Capital Market – Need – Importance – Types – Primary and Secondary market – Types of Securities – Advantages and Disadvantages of Primary Securities.

Unit – II

Secondary Market – Origin and Growth – Importance – Functions – Reading of Stock Indices – NSE of stock exchange and BSE – Benefits and Weaknesses of Stock Exchange – Debt Market, Commodity Market.

Unit – III

Listing of Securities – Types of Shares – Group A , Group B, Group C Shares Drawbacks – SEBI Guidelines.

Unit – IV

Registration of Brokers – Registration Procedure – Types – Methods of Trading in a Stock Exchange. Speculative Transactions.

Unit – V

Credit rating Agencies – CRISIL – ICRA – CARE – Depository system – DEMAT Accounting.

TEXT BOOK RECOMMENDED :

1. Security analysis and portfolio management – Punidhavadhi Pandiyan

BOOKS FOR REFERENCE:

1. Investment Management & Portfolio Management –V.K.Bhalla, S.Chand & co
- 2.Security Analysis – Preeti Singh, Himalaya Publishing House
3. Investment and securities market in India – V.A.Avadhani, Himalaya Publishing House, 1992.
4. Financial Markets and Institutions – E.gordon & K.Natarajan, Himalaya Publishing House
5. Indian Financial System – P.N.Varshney, Sultan Chand & Sons, New Delhi.

Elective course: 2

ENTREPRENEURIAL DEVELOPMENT

Semester : V

Instruction Hours/Week: 5 Credit: 4

OBJECTIVE:

To impart the basic knowledge of EDP so that they may stand on their own, which is the need of the hour in a land of unemployment.

UNIT – I

Definition of Entrepreneur – Characteristics, Types, Importance, Functions of entrepreneurship - Constraints in entrepreneurship - Role of entrepreneurship in economic development.

UNIT – II

Managerial Skills of Entrepreneurs- Factors influencing entrepreneurship – Entrepreneurial Motivation – Types, Nature, Importance of motivation – Barriers to Entrepreneurship development.

UNIT – III

Entrepreneurial Development Programme – Need for EDPs – Objectives, Role and Phases of EDP – EDP Institutions in India and their functions – NIESBUD, ITCOT, SIPCOT and SISI.

UNIT – IV

Project Management – Sources of a business idea – Project Identification – Project formulation – Project Report – Project Appraisal.

UNIT – V

Special Issues in Entrepreneurship – Rural Entrepreneurs – Women Entrepreneurs – Steps to encourage women entrepreneurs – Problems faced by rural and women entrepreneurs - Industrial Sickness.

TEXT BOOK RECOMMENDED:

1. Entrepreneurial Development – C.B. GUPTA & SRINIVASAN. Sultan Chand & Sons.

BOOKS FOR REFERENCE

1. Vasant Desai - Dynamics of Entrepreneurial Development. New Delhi: Wiley Eastern Ltd.
2. S.B. Srivastava : A Practical Guide to Industrial Entrepreneurs. New Delhi: Wiley Eastern Ltd.
3. P.Saravanavel: Entrepreneurship Development – Principles, policies, and programme. New Delhi: Himalaya Publishing House.

Core Course : 9
FINANCIAL MANAGEMENT

Semester :V

Instruction Hours/Week: 5 Credit: 5

OBJECTIVE:

To enable the students to know the nature and scope of Financial Management and to develop the necessary skills and techniques to take decisions in corporate sectors.

UNIT I

Financial Management – Meaning and scope, Goals; Profit maximization and wealth maximization – Organisation of Finance Function .

UNIT II

Leverages – Meaning and Significance, Types – Cost of Capital – Concepts, Importance – Classification: Cost of debt, Cost of Preference shares, cost of equity and cost of retained earnings and weighted average cost of capital.

UNIT III

Capital Structure planning – Meaning and scope – Appraisals : Net Income Approach, Net Operating Income approach, MM approach and Traditional approach – Dividend Policy – forms – Types - Factors.

UNIT IV

Capital Budgeting – Concept and Importance – Methods : Pay back period method; Discounted cash flow methods – NPV, Excess present value index and IRR method; Return on Investment method.

UNIT V

Dividend theories –Name the theories – MM Approach , Gordon Approach, Walter’s Approach -Cash management – Receivable Management.
(Theory 20% and Problem 80%)

TEXT BOOK RECOMMENDED:.

1. Financial Management – R.K.Sharma, Shashi K.Gupta, Kalyani Publications
2. Financial Management – Dr. R. Ramachandran & Dr. R. Srinivasan – Sriram Publications - 2014

BOOKS FOR REFERENCE :

- 1.Elements of Financial Management – S.N.Maheswari, Sultan Chand and Sons
- 2.Theory and Problems in Financial Management – M.Y.Khan & P.K.Jain, Tata Mc Graw Hills Publishing Co. Ltd.

Non-major Elective 2
BANKING LAW AND PRACTICE

Semester : V

Instruction Hours/Week: 03 Credit : 2

OBJECTIVE: To impart the basic knowledge regarding the legal and practical aspects of Banking Industry.

UNIT I

Definition of the term Banker and Customer – Relationship of banker and Customer – General and special Relationship.

UNIT II

Operations of Bank Accounts – Fixed Deposits, Savings Deposit Account, Current Accounts – Recurring deposit Account – Opening a New Account.

UNIT III

Integrated Information Business System – E-Banking – cyber Banking.

UNIT IV

Definition of cheque – Characteristics of cheques – Marking, honour and Dishonour of cheques – Endorsement – Kinds.

UNIT V

Modern services of Banks – ATM, Credit card, Debit Card, - Net Banking.

TEXT BOOKS RECOMMENDED:

Banking Theory, Law and Practice – Sundaram & Varshney, Sulatan Chand & Sons, New Delhi.

BOOKS FOR REFERENCE:

1. Banking Law and Practice – P.N. Varshney, Sultan Chand & Sons, New Delhi.
2. Banking Theory Law and Practice – S.N. Maheswari, S.K. Maheswari. Kalyani Publishers.
3. Banking Theory, Law and Practice – S.M. Sundaram, Sri Meenakshi Publication, Karaikudi.
4. Banking Theory – Vasudevan, Sultan Chand & sons, New Delhi.

Core Course : 10
BUSINESS POLICY AND STRATEGIC MANAGEMENT

Semester :VI

Instruction Hours/Week: 6 Credit: 5

Objective:

To impart the basic knowledge of business policy and strategic management so that the students community may acquire better knowledge and better skills for better tomorrow.

Unit I:

Introduction: The concept of policy – nature – Objectives of business policy-Difference between the policy and strategic management – strategy levels – Process of strategic management

Unit II:

Formulation of strategy: Vision – Mission – Objectives – Need for environmental scanning SWOT (Strength Weakness Opportunities Threats) analysis.

Unit III:

Strategy formulation – Business strategy- Corporate strategy – portfolio analysis – BCG (Boston's Consultancy Group) matrix – uses – limitation

Unit IV:

Strategy implementation – Functional implementation - production – Marketing – Finance – Personnel research development

Unit V:

Strategy evaluation and Control – evaluation technique – Strategic management in Indian organization.

Text Book Recommended:

1. Business policy and strategic management - L.M. Prasad, Sultan Chand & Sons, New Delhi
Books for Reference :
2. Business policy and strategic - Francis Cherunilum, Himalaya Publishing House, 2010
3. Business policy and Strategic Management– P.K. Ghosh, Sultan Chand& Sons, New Delhi, 1999

Core Course : 11
MANAGEMENT ACCOUNTING

Semester :VI

Instruction Hours/Week: 6 Credit: 6

OBJECTIVE:

To enable the students to know the nature and scope of management accounting and gain knowledge for taking various strategic decisions of the management.

UNIT I

Management accounting – Definition, nature, scope, objectives, merits and demerits – Difference between Costing and Management Accounting – Difference between Financial Accounting and Management Accounting – Financial Statement analysis – Comparative and Common size statement analysis – trend analysis - Ratio analysis.

UNIT II

Funds flow statement and Cash flow statement (AS-3) – uses and construction of these statements.

UNIT III

Working capital Management – Meaning, concept, kinds - factors determining the working capital requirements – Forecast of working capital requirements and working capital cycle.

UNIT IV

Marginal costing and Break even analysis – Definition and characteristics – Marginal costing Vs. Absorption costing – contribution, profit volume ratio, BEP, margin of safety and managerial applications of marginal costing- Standard Costing –Analysis of variances – Material and Labour variance only.

UNIT V

Budgeting and Budgetary control – Meaning, nature, characteristics and essentials – Budgeting Vs. Forecasting – Types and Zero Base Budgeting.
(Theory 20% problem 80%)

TEXT BOOK RECOMMENDED :

1. Management Accounting – S.N Maheswari, Sultan Chand & Sons
2. Management Accounting – Shashi K.Gupta & R.K.Sharma, Kalyani Publications.
3. Principles of Management Accounting – Manmohan & S.N.Goyal, Sahitya Bhavan, Agra.
4. Management Accounting – Dr. R. Ramachandran & R. Srinivasan - Sriram Publication – 2014

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Core Course :12
HUMAN RESOURCE MANAGEMENT

Semester :VI

Instruction Hours/Week: 6 Credit: 6

OBJECTIVE:

To help the students understand about the human resource Management and their application in day to day business.

Unit - I

Meaning of Human Resource Management – Scope – Characteristics – Objectives – Role and Structure of Personnel Department and their functions.

Unit – II

Human Resource Planning – Need – Characteristics – HRP Process – Selection Process – Placement – Separation – Transfer – Job Analysis – Job Specification – Job Description.

Unit – III

Training : Objectives – Types of Training – Career Planning and Management.

Unit – IV

Recruitment – Sources – Factors determining recruitment – Collective Bargaining – Characteristics – Objectives.

Unit – V

Performance Appraisal – Objectives – Motivation – Human Resource Audit – Grievance Handling – Steps – Qualities of Work life – WPM (Workers Participation in Management)

TEXT BOOK RECOMMENDED :

1. Personnel Management – C.B. Memoria, Himalaya Publishing House

BOOKS FOR REFERENCE:

1. Human Resource management – S.S. Khanka , Himalaya Publishing House
2. Personnel Management – Arun Monappa, Mirza Saiyadian, Tata McGraw Hill
3. Personnel Management – K.K. Ahuja, Kalyani Publishers.
4. Personnel Management and Industrial Relations – P.C. Tripathi, Sultan chand.

U16BB15

**Core Course 13
MERCANTILE LAW**

Semester :IV

Instruction Hours/Week: 6 Credit: 6

OBJECTIVE:

To acquaint the students with principles and legal aspects of various legislations like contract, agency, partnership, insurance and sale of goods act.

UNIT I:

Contract Act – Definition, Classification – Essentials of a valid Contract – Offer Acceptance – Consideration – Contractual Capacity – Free Consent – Legality of Object.

UNIT II:

Performance of Contract – Modes of Discharge of Contract – Remedies for Breach of Contract

UNIT III:

Company – Definitions – Features – Kinds – Private Limited Company Vs Public Company.

UNIT IV:

Formation of Companies – promotion Stage – Commencement Stage – Memorandum of association – Classes – Articles of association – Contents – Prospects –Contents.

UNIT V:

Meeting – Types – Statutory, Annual General Meeting and Extraordinary General Meeting – Notice – Agenda – Quorum, Resolution – Types.

TEXT BOOK RECOMMENDED:

1. Elements of Mercantile Law - N.D. Kapoor, Sultan Chand & Sons, New Delhi.

BOOKS FOR REFERENCE:

1. Principles of Mercantile Law – B.N. Tandon. Sultan Chand & Sons, New Delhi.
2. Mercantile Law – Davar. Progressive Corporation Pvt Ltd, Bombay, 1976
3. Business Law – Pillai & Bhagavathi. Sultan Chand & Sons, New Delhi.
4. Mercantile Law – M.C.Shukla, Sultan Chand & Sons, New Delhi,2007

U16BB16E

Elective course: 3
SERVICES MARKETING

Semester : VI

Instruction Hours/Week: 5 Credit: 4

OBJECTIVE:

To enable students to gain expert knowledge on marketing of various services.

UNIT – 1

Service Marketing – Meaning – Significance – Characteristics – Components – Classification – Growth of service marketing – Relationship between goods and services.

UNIT – 11

Service Design – Meaning – Process – Principles – Models – Service Marketing strategy – Methods of service marketing strategy – New service development.

UNIT – 111

Service Marketing Mix – Meaning – Elements – Characteristics – Quality of service – Dimensions – Gaps models of service quality.

UNIT – 1V

Types of marketing in service Firm: Internal Marketing – Objectives – Components – Steps – External marketing – Service triangle – Customer Relationship Management (CRM) – Objectives – Benefits.

UNIT – V

Insurance service – Tourism service – Financial service – Health service - Telecommunication service.

TEXT BOOK RECOMMENDED:

1. Service Marketing and Management by B.Balaji – S.Chand & Co.,
2. Services Marketing by Vasanthi Venugopal and Raghu V.N. – Himalaya Publishing House.

BOOKS FOR REFERENCE:

1. Principles and Practice of Marketing in India by C. B. Memoria, Kitab Mahal, New Delhi.
2. Marketing Management by S. A. Sherlekar.
3. Managing Services Marketing by E. G. Bateson – Text & Reading, Dryden Press, Hinsdale.

**Allied Course: IAC1
MANAGERIAL ECONOMICS**

Semester : I

Instruction Hours/Week: 5 Credit: 3

Objective: To enable the students understand the various concepts of Economics and its Application in Business Decisions, so that the field managers can be of immense help to the top level management.

UNIT-I

Managerial Economics – Meaning, Nature, Scope and characteristics – Firms objectives and the role of Managerial Economist – Micro and Macro Economics applied to business.

UNIT-II

Demand Analysis – Law of demand – Elasticity of demand – Demand Forecasting Techniques – Concepts of cost and profit management – Break-Even Analysis – Supply Analysis

UNIT-III

Production Function – Iso Quants – Law of variable proportions – Laws of Returns to scale – Indifference Curve Analysis – Concept of Consumer Surplus.

UNIT-IV

Price and output Decisions under different market structure: Perfect competition – Monopoly – Price discrimination – Monopolistic Competition – Duopoly – Oligopoly.

UNIT-V

Business Cycle – National Income – concepts, Measurement, and difficulties in measurement.

TEXT BOOK RECOMMENDED:

1. Varshney R.L & Maheshwari K.L Managerial Economics, Sultan Chand & Sons.
New Delhi - 2002

BOOKS FOR REFERENCE:

11. Joel Dean :Managerial Economics, New Delhi: Mc-Graw Hill Publications Co. Ltd 1979.
2. P.L.Mehta: Managerial Economics, Analysis,Problems and cases, New Delhi: Vishal Publications 1991.
3. Managerial Economics – S. Sankaran , Margham Publications, Chennai 2003
4. Managerial Economics – R. Cauvery, U.K. Sudha Nayak,M. Giriza, R.Meenakshi: S.Chand &Company Ltd, New Delhi - 2002
5. Managerial Economics- M.L. Jhingam and J.K Stephen, Vrinda Publications (P) Ltd, New Delhi - 2004
6. Seth M.L: Micro Economics, Agra: Lakshmi Narain, Agarwal Educational - 2004

**Allied Course : IAC2
BUSINESS STATISTICS**

Semester : II

Instruction Hours/Week : 6 Credit : 3

Objectives:

To enable students to gain knowledge about statistical techniques.

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

Allied Course: 3
BUSINESS ENVIRONMENT

Semester: II

Instruction Hours/Week: 5 Credit: 3

Objective:

To impart the basic knowledge regarding the concepts of Business Environment . To make them understand the impact it creates on the Socio-Economic system.

UNIT –I

Business Environment: Meaning-Nature-Scope and Significance – Social –Cultural – Legal – Political – Economic Environment and their impact on business and strategic decisions.

UNIT –II

Social Environment – Cultural Heritage – Social Attitude – Impact of foreign culture – Caste and Communities – Joint family systems.

UNIT –III

Political Environment – Government and business relationship in India – Provisions of Indian Constitution pertaining to business.

UNIT –IV

Economic Environment – Economic systems and their impact on business – Macro economic parameters like GDP – Growth rate population – Five years planning.

UNIT –V

Technological Environment – Meaning – Factors influencing technology – Major Economic Reforms in india – Industrial sickness – Causes – Government Policy Act.

TEXT BOOK RECOMMENDED:

1. K.Aswhappa – Essentials of Business Environment – Himalaya Publishing House - 1991
2. N.Premavathy – Business Environment – Vishnu Publication, Chennai - 1997

BOOKS FOR REFERENCE:

1. C.B.Gupta – Business Environment – Sultan Chand & Company - 2005

**Allied Course: IIAC1
OPERATIONS RESEARCH**

Semester :III

Instruction Hours/Week: 4 Credit: 3

OBJECTIVE: To facilitate the students to understand the scientific methods available to take proper decisions in the allocation of scarce resources, their optimum use in maintaining inventory in replacing machines and in forecasting the trends that are affected by many contingent factors.

UNIT I:

Operations Research: Meaning– Models– Scope – Phases–Limitations– Operation Research and Decision-making– Linear Programming Problem: Formulation of L.P.P.– Solution to L.P.P.– Graphical Method-Simplex method (Simple Less than constrains problems only).

UNIT II:

Transportation Problem: Solving transportation Problems. By North West Corner Rule, Least Cost Method and Vogel's Approximation Method.– Initial Basic Feasible Solution and Optimal Solution. Simulation – inventory, time management and finance problems.

UNIT III:

Assignment Problem: Solving Assignment Problem-Travelling Salesman Model– Maxima & Minima Method– Hungarian Method. Travelers sales man problems

UNIT IV:

ReplacementDecisions: Replacement of Equipment that deteriorates gradually– Replacement of Equipment that fails suddenly.

UNIT V :

Net work analysis - PERT (Programme review Techniques) - CPM Critical Path Method- net work diagram-total duration - total float - free float – variance.(te)

(Marks:Theory 20% and Problems 80%)

TEXT BOOK RECOMMENDED:

1.OperationsResearch– Kantiswarup, P.K.Guptaand Manmohan,SultanChand&Sons - 1981

BOOKS FOR REFERENCE:

1. Quantitative TechniquesforDecisionMaking– Anandsharma,Himalaya Publishing House – 2006

2.Quantitative Techniques– C.R.Kothari,VikasPublishingHouse – 2000

2AC-2
BUSINESS MATHEMATICS

Semester : IV

Instruction Hours/week:4 Credit:3

Objectives:

To enable students to gain knowledge on the mathematics calculation

Unit-I

Matrices: Definition of a Matrix; Types of Matrices, adjoint of a Matrix, inverse matrix.
Solution to Linear equations (not more than three variables) - inverse method and crammer rule.

Unit-II

Interest - Simple interest, compound interest, Annuity. Present value – future value.

Unit-III

Banker interest - banker gain - Discounting of bill and shares.

Unit-IV

Differentiation - simple algebraic problems only (not trigonometric function) .

Unit-V

Economic Application of differentiation – average cost, marginal cost, average revenue, and marginal revenue. Maxima and minima function.

BOOKS FOR STUDY

Business Mathematics by D.C. Sanchetti and V.K. Kapoor, Eleventh thoroughly Revised Edition
- 2002 - Sultan Chand and Sons, New Delhi.

BOOKS FOR REFERENCE

1. Business Mathematics by P.R. Vittal, Revised Edition - 2001 -Margham Publications, New Delhi.
2. Introductory to Business Mathematics by V.K. Kapoor - 2009 -S. Chand, New Delhi.

**2AC-3
E-COMMERCE****Semester: IV****Instruction Hours/week:4 Credit:3****Objectives**

This subject deals with E-Commerce concepts like E-Security and E-Payment.
To understand the process of Electronic Commerce and Business Strategy involved in it.

UNIT – I

E-Commerce – Electronic Commerce – E-Commerce types – E-Commerce and world at the large – E-Commerce Case Studies: Intel, Amazon.

UNIT – II

Electronic Mail – The X, 400 Messages handling system – Internet addresses - Multipurpose Internet mail Extension – X, 500 Directory Services – E – Mail User agent.

UNIT – III

EDI – Costs and benefits – Components of EDI Systems – EDI implementation issues – EDIFACT – EDIFACT Message Structure.

UNIT - IV

Cyber Security – Cyber Attacks – Hacking – SSL – Authentication and assurance of DATA integrity – Cryptographic based solution – Digital Signatures – VPN.

UNIT – V

Electronic Payment Systems – Payment Gateway – internet banking – The SET protocol – E-Cash – E-Cheque – Elements of electronics payments.

Textbook:

Kamalesh. K balaji, Debjani Nag “E-Commerce – The cutting Edge of Business”, 2nd Edition, Tata McGraw Hilol

Reference Books:

1. Ravi Kalakota and Andrew B.Whinston “Frontiers of E-commerce” – Pearson Education 2003.
2. S. Jaiswal “E-Commerce: Doing Business through internet”, Galgotia Publication,2001.

SEMESTER-I**COURSE CODE: U16ES****PART – IV: ENVIRONMENTAL STUDIES****HOURS: 2****CREDITS: 2****UNIT I:**

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 II:

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 III:

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 IV:

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 V:

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.

TEXTBOOKS

1. Ekambaranatha Ayyar.M. and T.N. Ananthkrishnan, 1992. Manual of Zoology Vol. 1 [Invertebrata], parts I and II.S. Viswanathan (Printers and Publishers) Pvt. Ltd; Madras.
2. Agarwal, K.C. 2001 Environmental Biology, Nidi Pubi. Ltd. Bikaner.
3. Sharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad.
4. Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc.
5. Clark R.S., Marine Pollution, Clanderson Press Oxford (TB)
6. Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Publ. House, Mumbai,
7. De A.K., Environmental Chemistry, Wiley Eastern Ltd.
8. Down to Earth, Centre for Science and Environment (R)
9. Gleick, H.P. 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute Oxford Univ. Press.
10. Hawkins R.E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay (R)
11. Heywood, V.H & Waston, R.T. 1995. Global Biodiversity Assessment. Cambridge Univ. Press
12. Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi.
13. Mckinney, M.L. & School, R.M. 1996. Environmental Science systems & Solutions, Web enhanced edition.
14. Mhaskar A.K., Matter Hazardous, Techno-Science Publication (TB)
15. Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co. (TB)
16. Odum, E.P. 1971. Fundamentals of Ecology. W.B. Saunders Co. USA.
17. Rao M N. & Datta, A.K. 1987. Waste Water treatment. Oxford & IBH Pubi. Co. Pvt. Ltd.
18. Sharma B.K., 2001. Environmental Chemistry. Geol Pubi. House, Meerut
19. Survey of the Environment, The Hindu (M)
20. Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science (TB)

21. Trivedi R.K., Handbook of Environmental Laws, Rules Guidelines, Compliances and Standards, Vol I and II, Enviro Media (R)
22. Wanger K.D., 1998 Environmental Management. W.B. Saunders Co. Philadelphia, USA
(M) Magazine (R) Reference (TB) Textbook

SEMESTER – IV

COURSE CODE: U16VE

PART – IV: VALUE EDUCATION

HOURS: 1

CREDITS: 2

UNIT I:

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 II:

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 III:

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 IV:

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 V:

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.

TEXTBOOKS

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 (for All Units)

SEMESTER – V

COURSE CODE: U16SS

PART – IV: SOFT SKILLS

HOURS: 2

CREDITS: 2

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

1. 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)
2. 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

1. Developing the leader within you John C Maxwell
2. Good to Great by Jim Collins
3. The Seven habits of highly effective people Stephen Covey
4. Emotional Intelligence Daniel Goleman
5. You can Win Shive Khera

Principle centred leadership Stephen Covey

SEMESTER – VI

COURSE CODE: U16GS

PART – V: GENDER STUDIES

HOURS: 1

CREDITS: 1

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.

TEXTBOOKS

1. Bhasin Kamala, Understanding Gender: Gender Basics, New Delhi: Women Unlimited 2004
2. Bhasin Kamala, Exploring Masculinity: Gender Basics, New Delhi: Women Unlimited, 2004
3. Bhasin Kamala, What is Patriarchy? : Gender Basics, New Delhi: Women Unlimited, 1993
4. Pernau Margrit Ahmad Imtiaz, Reifeld Hermut (ed.) Family and Gender: Changing Values in Germany and India, New Delhi: Sage Publications, 2003
5. Agarwal Bina, Humphries Jane and Robeyns Ingrid (ed.)
6. Capabilities, Freedom, and Equality: Amartya Sen's Work from a Gender Perspective, New Delhi: Oxford University Press, 2006
7. Rajadurai.S.V, Geetha.V, Themes in Caste Gender and Religion, Tiruchirappalli: Bharathidasan University, 2007 Misra Geetanjali, Chandiramani Radhika (ed.,)

8. Sexuality, Gender and Rights: Exploring Theory and Practice in South and Southeast Asia, New Delhi: Sage Publication, 2005 Rao Anupama (ed.)
9. Gender & Caste: Issues in Contemporary Indian Feminism, New Delhi: Kali for Women, 2003
10. Saha Chandana, Gender Equity and Gender Equality: Study of Girl Child in Rajasthan, Jaipur: Rawat Publications, 2003
11. Krishna Sumi,(ed.) Livelihood and Gender Equity in Community Resource Management New Delhi: Sage Publication, 2004
12. Wharton .S Amy, The Sociology of Gender: An Introduction to Theory and Research, USA: Blackwell Publishing, 2005.
13. Mohanty Manoranjan (ed.) Class, Caste, Gender: Readings in Indian Government and Politics- 5, New Delhi: Sage Publications, 2004.
14. Arya Sadhna, Women, Gender Equality and the State, New Delhi: Deep & Deep Publications, 2000.

SEMESTER – II

COURSE CODE: U16SBE1

PART – IV: COMPUTER APPLICATIONS – I - OFFICE AUTOMATION

HOURS: 2

CREDITS: 2

UNIT I:

MS- Word- Introduction to Computers - Hardware - Software, Operating System: Windows XP - MS-Paint, Notepad, WordPad, Introduction to MS-Word, Creating, Editing and Formatting Document - Working with Drawing objects - Text Manipulation

UNIT II:

Working with Tables – Columns – Labels - Plotting, editing and Filling drawing objectsBookmark – Header & Footer - Checking and Correcting a document - Creating Labels – Envelops – Mail Merge – Formatted output and Report generation Printing Documents, Working with Internet.

UNIT III:

Ms – Excel - Ms – Excel: Introduction – Data Entry – Cell Formatting - Plotting Graphs – Workbook Features – Library Functions

UNIT IV:

Conditional Functions and Data Sorting – Limit the data on a worksheet - Data Validation –Data consolidation - Chart creation - Checking and Correcting Data - Tracking and Managing Changes- Advanced Features

UNIT V:

MS – PowerPoint- Introduction - Creating, Editing and Formatting Presentation – Applying Transition and Animation Effects - Applying Design Templates - Viewing and Setting up a Slide Show - Navigating among Different Views - Ms Outlook: Introduction to Folder List – Address Book.

TEXTBOOKS

1. Jill Murphy, Microsoft Office Word- Comprehensive Course, Labyrinth Publications, 2003.
2. McGraw-Hill/Irwin-Deborah Hinkle, Microsoft Office 2003 PowerPoint: A Professional Approach, Comprehensive w/ Student CD, New Delhi, 2003.
3. Nellai Kannan, C., MS-Office, Nels Publications, Tamil Nadu, 2002.

UNIT I:

Photoshop Tools : Move, Type, Marquee, Lasso, Crop, Shapes, Healing, Brush, Patch, Cloning Stamp, Eraser, Gradient, Blur, Smudge, Dodge, Pen, Eye Dropper, Patch selection and Zoom tool.

Layer: New layer, Layer set, Duplicate layer, Rasterize and Merge down
Layer Styles: Drop shadow, inner shadow, outer glow & inner glow, Bevel and Emboss, Gradient overlay, Stroke. Text formatting

UNIT II:

File: Save, File formats, Page set up.

Edit: Check spelling, Copy merged, Fill, Transform, Define pattern.

Image: Motion blur, Twirl, lens flare, Glowing edges, lighting effects, solarize, water paper, Stained glass, Mosaic Tiles.

Window: Character and Paragraph settings.

COREL DRAW:

UNIT III:

Drawing Tools: Pick, Shape, Knife, eraser, Smudge, Roughen brush, free transform, Zoom ,hand, Free hand, Bezier, Artistic, Pen, Poly line, Point, Interactive connective, Spiral tool.

Colour Tool: Paint Bucket Tool, Eye Dropper, Fill Tools. Fill Options, Stroke Options.

UNIT IV:

Special Effects: 3D effects, Add perspective, Blend, Contour, Artistic media, lens, and Power clip.

Shaping Options: Weld, trim, Intersect.

Text Effects: Format text, bullet, and fit text to path, align and straighten, spell check.

File Menu: Save, Save as, Import, Page set Up.

PAGE MAKER:

UNIT V:

Page Maker Tools: Pointer, Rotate, Line, Rectangle, Ellipse, Polygon, Hand, Text, Crop, Rectangle frame tools. Text layout, Style and Objects: Alignments, Styles, fill, frame options, Stroke, Group, Lock, unlock, mask, polygon settings character and paragraph settings.

Text Editing: Edit story: Undo, Redo, Cut, Copy, Paste, paste Special, Spelling check and Find.

File: Page set up, save, Save as.

TEXTBOOKS

1. CorelDraw IN Simple Steps – Shalini Gupta Corel DRAW Bible - DEBORAH MILLER
2. Teach Yourself Adobe Photoshop – Rose Carla Adobe Photoshop Cs Classroom in a Book by Adobe Press.
3. Using Microsoft Word - Asmita Bhatt Pagemaker In Easy Steps - Scott Basham Ctoa Material By Genesis.

SEMESTER – III

COURSE CODE: U16SBE3P

PART – IV: COMPUTER APPLICATIONS – II PRACTICAL (DTP LAB)

HOURS: 2

CREDITS: 2

OFFICE AUTOMATION & DESKTOP PUBLISHING LAB

UNIT I:

Office Automation

1. MS – Word: Text Formatting, Mail Merge
2. Ms – Excel: Implement the Statistical & Mathematical Function
(Using Min ,Max, Median, Average, Standard Deviation, Correlation, Logical 'if' Condition) for the given data, Prepare a Chart for a given Data using Pie diagram / Histogram

UNIT II:

Photoshop

3. Design a College Broacher / Birthday Card.
4. Cropping, rotating and Overlapping the image.
5. Create a single image from Multiple image.
6. Creating an image with multilayer's.

UNIT III:

Corel Draw

7. Design a Visiting Card \ Greeting Card using Draw & Text tools.
8. Create a logo for a Company \ College.

UNIT IV:

Page Maker

9. Type and format a letter using text tool.
10. Prepare a Invitation for College Day /Sports Day.

