

j kpha;Tj ;J i w> Nj rpa;f;fy;Y}up (j ddhl rj)> j pUrrpuhggs;sp – 1.

Kj w; gUtk;

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

U16T1

fwgpf;Fk; fhyk; 6 kz p

j ugGss;pf; 3

myF 1: ghuj ;pahu; - guknghUs; thoj ;J
ghuj ;j hrd; - eb;fNs nrhy;Yq;fs;
ft;kz p - Nfht;py; togghL
gl ;LfNfhl ;j l ahu; - xz z hapUf;fZ k; mz z hrrp
ehkf;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;fggLf;whd;
K.Nkj;j h - RtUk; ge;J k;
mg;J;y; uFkhd;- j twhd vz ;

myF 3: ci uei l:

1. gukgi uf;fZ k; - c .Nt.rh
2. fy;tp - ahogghz k; nghd;dkgygg;si s
3. , yf;f;paKk; r%fKk; - v] ;i tahGu;gg;si s
4. fi yAk; fwgi dAk; - uh.g;Nr;J;gg;si s
5. Fws; fhl Lk; newp - f;M.ng.tpRteh; k;
6. , awi ff; fhl rpf; - f;th.[feeh; d;
7. rka , yf;f;paq;fs;py; mwnewp - Fdwf;Fb mbfshu;

myF 4: rWfi j:

1. j ei j Ak; kfDk; - fy;fp
2. fl TS k; fej rhk;gg;si sAk; - GJ i kgg;j j d;
3. ej ;gg; p tf;f;f;hdhu; - 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. kNdhghtk; - tyyp;fz z d;
7. kd;j ae; j uk; - t;ej d;
8. gri rf;fdT - yh.r. uhkhk;pu; j k;

myF 5: tyyp;dk; kp;Fk; , l q;fs> tyyp;dk; kp;fh , l q;fs;
, yf;f;pa tuyhW (trdft;pi j > GJ f;ft;pi j > ci uei l> rWfi j kl ;Lk)

ghl E};y: j kpo; - Kj wgUtk; - Nj rpa;f;fy;Y}up nts;paL
, yf;f;patuyhW - Nj rpa;f;fy;Y}up nts;paL

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

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

fwg;pf;Fk; fhyk; 6 kz p

j ug;G;ss;pf;s; 3

myF 1: j pUQh;drk;ge; j u; - j pUth; i d;f;f;h g; j p;f;k; - ki oahu; k;pl whkO thS i l aha;.
j pUeh;T;f;furu; - t;pl k; j ;l; j g; j p;f;k; - xd;W n;f;hy;hk; mtu; r;pe; j Aau;ti u
ngup;aho;thu; - j pUt;uq;f;k; ghRuk; 2 - kutbi aj ; j k;g;pf;F
FyNrfuu; - t; j ;J t;f; N;f;h; ;L mk;kh; i d Ntz ;b ep;w;wy; - j UJ auk;...10

myF 2: t;ss;yhu; - j pUt;U; l gh - ngwh;g;NgW - Mth vd;wi d Ml n;f;hz ;l U;sp;.10
j hAk;hd;tu; - gd;kh; i y - gd;kh; i y j ;p;sp;U;f;f...9
, NaRf;ht;pak; - c ti k top nraj p - fl Nyhuk; xUehs; VR epd;whu;.
Fz q;Fb k] j hd; - ep;h;k;af;f;z z p - 1-25 fz z p;f;s;

myF 3: ehd;kz p;f;f;bi f: (ghl y; vz ;f;s; 6> 10> 12> 16> 31> 38> 45> 56> 69> 75)
ehy;ba;hu; (ghl y; vz ;f;s; 2> 29> 35> 77> 95> 109> 114> 172> 248> 269)
r;Wg;Qr;%yk; (ghl y; vz ;f;s; 9> 12> 16> 26> 32> 39> 63> 82> 85> 90)
, d;pai t ehw;g;J: K; j y; g; j ;J ghl y;f;s;

myF 4: Gj ;dk; - f;d;d;pf;h - uFeh; j d; J i w n;ts;pa;L

myF 5: , yf;f;pa tuyhW (i rtk; i tz tk; r; k; z k; n;gs; j j k; r;f;w; j ;J tk; K f; k; j ;pak;
kwWk; Gj ;dk; g;w;w;pad kl ;Lk)

ghl E}y; j k;po; - , uz ;l hk;gUtk; - Nj rpa;f;fy;Y}up n;ts;pa;L.

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

, yf;f;pa tuyhW - 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; nkhogg hl k; - 3 nraAs; (fhggpak)> ehl fk> , yffpa tuyhW

U16T3

fwgpfFk; fhyk; 6 kz p

j ugGssps; 3

myF 1: rpyggj pfhuk; - eluggi l fhi j

kz pNkfi 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; - khDfFg; gpi z epdw gl yk;

ghQrhyp rgj k; - #j hl ;l r; rUffk;

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

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

ghl E}y: j kþo; - %dwhkgUtk; - Nj rpa;fy;Y}up ntspalL.

xj j pi f – m. , uhkrhkþ (vdrpgjvr; ntspalL)

, yffpatuyhW - 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; gUtK;**

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

U16T4

fwgpfFk; fhyk; 6 kz p

j ugG;Ssp;S; 3

myF 1:

- ewwpi z :
1. Ntu; g;z p ntj ;j - ghi y - , sq;f;ldhu;
 2. rpyUK; gyUK; fi l ffz ; - neaj y; - c Nyhrrdhu;
 3. mupfhy; khwpa mk; fz ; - kUj k; kpi sf;f;ohdeyNtl; dhu;
 4. , i y , y gpl tk;Ky; y - t;pf;f;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; Nf;sp; - FwpQrp - nt;ss;ptj ;pahu;
 3. ahuz q;Fwwi d flNy - neaj y; - mk;%tdhu;
 4. khup ahkgydd - neaj y; - Fdwpadhu;
 5. c kz u; Nrue;J fopej kUq;f;pd; - ghi y - ngUq;f;LqNfh
 6. Ml i k Gi uAk; - ghi y - XNuUotdhu;
 7. Ksj; ap; gpi rej - Ky; y - \$I Y}u; f;po;h;
 8. , si k ghuhu; - Ky; 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 - Ky; y - kJ i u kssdhu;
 3. , ki k c yf; ;j , i rnahLk; - kUj k; - nry;Y}ur;f;Nfhr;pf;d;
 4. j pi uc oe;J mi r, a - neaj y; - c Nyhrrdhu;
 5. ms;pe; y nghwhmJ mkupa - ghi y - ngUq;f;LqNfh

fyj nj hi f:

1. Rl uj nj hB, Nfsha; - FwpQrp
2. fhu; Mug; ngaj fb nfhs; - Ky; y
3. tq;F el; mtp; 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 l gGgy gi l ;j - nghJ t;pay; - mw;Ti l ekgp
 3. , i sNahu; #l hu; - nghJ t;pay; - Fl thary; flj ;j dhu;
 4. gyrhdwNu - nghJ t;pay; - eupnt&c j ; j i yahu;
 5. fhaney; mWj ;j f;f;tsq; nfhs;pd - 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;K i l i k>
4. thaj k> 5. Co> 6.nrh;td; k

myF 4: Ky; y gg;hl ;L KOi kAk;

myF 5: , yf;f;atuyhW (gj ;pdz ; Nkw;fz f;F> fl;b;f;fz f;F)> nkhongaugG>
nghJ f;f;L i u

ghl E}y; 1. j kpo; - ehd;fhkgUtK; - Nj rpa;f;fy;Y}up nt;sp;alL.

2. , yff;patuyhW - Nj r;af;fy;Y}up nts;paL.

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

U16H2

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

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

U16H4
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** : **Nibandh Praveshika, Dakshina Bharath**
Hindi
Prachar Sabha, Chennai – 17
- Prescribed Portions** : **1. Pushtakalaya**
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 षाण्मासे 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 (रोह), 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

३। रक्ष्

२। लट् लकारः (वर्तमानकालः) - अधिकम्

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,
मानुवासरः

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, कुलपति:मुन्शी 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

२। पत्रलेखनम्

पत्रम् नाम किम्?

पत्रलेखन-प्रकारः

पत्रलेखने उपयुक्ताः रीतयः

पत्र-आरम्भः, शरीरम्, समापनम्

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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

B.Com
Semester-I

Hours per week -5
Credits 6

Core Course I(CC 1)
BUSINESS ORGANISATION.

Objective

To impart basic knowledge of the forms of business organization and factors which influence business.

UNIT I Introduction to business

Concept of Business – Nature /Characteristics - Objectives of Modern Business – Scope- Functions of Business-- Essentials of a successful business – Qualities of a Successful Businessman.

UNIT II Form of Business Organisation

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

UNIT III Business unit promotion

Concept – Stages of Business unit Promotion- Location-Factors influencing location- -Weber’s theory of location- Plant-Firm-Industry- Economies of Size.

Unit IV Business Environment &Entrepreneurship –

Business environment- Concept Importance-Inter relationship between business and environment—Internal And External Environment. Meaning and importance of entrepreneurship-Factors contributing to the growth of Entrepreneurship-Types- Competencies Required.

Unit V Securities Market and New Trends in Business:

Securities market- Primary and secondary market-Stock exchanges –Functions –On line trading –Features and Advantages- E Commerce-Meaning-features –importance-On line –marketing.

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.

B.Com
Semester-I

Hours per week -6
Credits 5

Core Course 2(CC 2)

PRINCIPLES OF ACCOUNTANCY - U16CO2

Objective: To enable a clear understanding of the basic principles of accounting and the method of preparing final accounts.

Unit I : Introduction: Accounting – Definition- Book Keeping Vs Accounting- Accounting Concepts and Conventions- Accounting Terms-Accounting Equation. -Double Entry System- Journal--Ledger - Trial Balance. Practicals : Journal Ledger Trial Balance

Unit II : Subdivision of Journal & BRS : Subsidiary Books –Meaning –Advantages- Purchases Book, Sales Book, Purchase Return Book, Sales Return Book. Cash Book-Bank Reconciliation Statement.

Unit III Final Accounts of Sole Traders: Trading A/c –Profit and Loss A/c and Balance Sheet.- Proforma and Principle of Marshalling-Adjustments: Closing stock -Outstanding Expenses-Accrued Income- Income Received in Advance-Prepaid Expenses – Bad debts – Bad debts provisions-Depreciation-Adjustment entries...

Unit IV Depreciation Accounting: Meaning- Causes-Fixation of Depreciation Amount- Methods:Fixed Instalment Method- Written Down Value Method- Annuity-Depreciation Fund Method

Unit V Accounts of Non Profit organization & Computerised Accounting.: Capital and Revenue- Receipts & Payments- Income and Expenditure - An overview of computerized accounting system - Salient features and significance, Concept of grouping of accounts, Codification of accounts, Maintaining the hierarchy of ledger- Tally package-Features and benefits.

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 Sgukla,M.C, Grewal, T.S. & Gupta ,S.C. Advanced Accounts S. Chand & Co.Sons New Delhi
- 4.Maheswari,S.N. , Suneel Maheswari,K &Sharad Maheswar, K Vikas Publishing House ,New Delhi 2012

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)Theory.	Questions 16 to 20 Problems only

External: Theory Exam: 60 Marks, Practical Note: 5 Marks, Oral Viva: 10 Marks
Total : 75 Marks(Theory 60 + Practical 15)

B.Com
Semester-II

Hours per week -5
Credits 5

Core Course 3(CC 3)
BUSINESS STATISTICS

Objective

To acquaint students with the knowledge of various techniques of data analysis and application statistical tools.

Unit I: Introduction and Measures of Central Tendency

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: Skewness and Correlation

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 & Time Series 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 Tools for Decision making, Jai Publishers.
- 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 15 a) Theory 15b) Problem	16.Theory Question Questions 17 to 20 Problems only

B.Com
Semester-III

Hours per week 4
Credits 4

Core Course 4 (CC 4)
BUSINESS ACCOUNTING.

Objectives: To impart knowledge of accounting methods adopted for branches, hire purchase, royalty and partnership accounts.

UNIT I Partnership Account I

Partnership Accounts - Division of profit – Admission -Retirement – Limited Liability Partnership-Past adjustment and guarantee.

UNIT II Partnership Account II

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

UNIT III Branch & Departmental Accounts:

Branch accounts –Dependent Branches- Debtors system -Stock and Debtors System- Departmental Accounts- Departmental accounts-Basis of Allocation of Expenses-Inter Departmental Transfer at cost and invoice price-Departmental Trading ,Profit &Loss Account.

UNIT IV Royalty & Hire Purchase Accounts.

Royalty Accounts -Preparation of Royalty table-Journal & Ledger in the books of Lessor & Lessee -Hire purchase accounts -Meaning-Calculation of interest-Cash Price –Accounting for H.P. under Asset Purchase Method- Default and Repossession (Full)-Difference between H.P. and Installment System .

UNIT V Insurance claims & Accounting Standards

Insurance claims – Loss of stock –Average Clause-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

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

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**B.Com
Semester-III**

**Hours per week 5
Credits 5**

**Core Course – 5 (CC5)
BUSINESS COMMUNICATION**

Objective

To familiarize students with the basics of business communication and the methods of correspondence for various occasions.

UNIT – I Introduction to Business communication

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 Business Enquiry and Orders

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

UNIT – III ,Complaint & Adjustment, Circular, Sales, Status Enquiry and Collection

Letters:

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

UNIT – IV Agency & Bank Correspondence

Letters relating to Agency – Application for jobs – Bank Correspondence

UNIT – V Report Writing

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 Rajender Pal and Korla Halli , Business Communication , Sultan Chand & Sons,NewDelhi

B.Com
Semester-IV

Hours per week 4
Credits 4

Core Course 6 (CC 6)
COST ACCOUNTING

Objective: To create an understanding of the cost concept and the methods for ascertainment of costs for different types of products.

UNIT – I Introduction

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

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

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

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 of costing

Methods – Job costing, Contract costing, Process costing -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

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

B.Com
Semester-IV

Hours per week 2
Credits 2

Non Major Elective –(NME 1)
CAPITAL MARKET OPERATIONS

Objective: To Provide fundamental knowledge about Stock Market Operations

UNIT – I Capital Market

Need and importance – Structure – Primary and Secondary market

UNIT – II New Issue Market

Functions – Methods of Issue.

UNIT – III Stock Market

Functions of Stock Exchanges.

UNIT – IV Listing of Securities

NSE – Procedures- Advantages of Listing – Screen Based Trading Settlement– Depository – Advantages-Depository Participants (DP)-Demat Accounts

UNIT – V SEBI

SEBI – Functions of SEBI-Investors’ protection in primary market

Books Recommended

- 1: V.A. Avadhani ,Indian Capital Market, ,,Himalaya Publishing House ,Mumbai
2. E.Gordon and K. Natarajan: Financial Markets and Institutions , Himalaya Publishing House , Mumbai.
- 3.B.Santhanam, Financial Services, Margham Publications, Chennai-17.
4. Preeti Singh: Investment Management, Himalaya Publishing House, Mumbai.
5. Punidhavadhi Pandiyan: Security Analysis and Portfolio Management. Himalaya Publishing House, Mumbai

B.Com
Semester-IV

Hours per week 2
Credits 2

Non Major Elective –(NME 1)
PRINCIPLES OF MANAGEMENT

Objective: To enable the students learn basic Management Principles and Functions

UNIT – I Functions of Management

Definition– Nature-Functions of management

UNIT – II Planning

Nature and Purpose – Objectives – Types – Steps in planning.

UNIT – III Organisation

Meaning – Organisation Chart – Departmentation – Delegation of authority

UNIT – IV Communication:

Meaning – Characteristics – Process – Types – Barriers to Communication – Effective Communication.

UNIT – V Leadership and Motivation

Leadership: Meaning – Characteristics – Types
Motivation: Meaning – Maslow's Theory.

Books Recommended

1. L.M.Prasad, Principles of Management
2. Sherlekar , S.A., Principles of Management ,Himalaya Publishing House, Mumbai
3. Dinkar Pagare, Business Management, Sultan Chand & Sons, New Delhi.

B.Com
Semester-V

Hours per week 5
Credits 5

Core Course 7 (CC 7)
CORPORATE ACCOUNTING

Objective: To impart basic knowledge of Corporate Accounting Procedures.

Unit I Accounting for Share Capital:

Shares-Types of shares- - Issue of shares at par , at a premium and at a discount- Forfeiture- Reissue- Valuation of Shares and Goodwill

Unit II Accounting for Debentures & Final Accounts.

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 and Reconstruction

Amalgamation in the nature of purchase and merger (excluding inter company holding) – (Simple problems only) External reconstruction- Internal reconstruction

Unit IV Holding Company Accounts

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

Unit V Accounts of Banking Companies.

Purchase and Discounting of bills- Rebate on Bills discounted -Final accounts of banking companies – Profit and Loss Account and Balance Sheet- Schedule preparation for P&L A/C only-Classification of bank advance for determining Amount of Provision--Non Performing Assets.-Meaning and norms.

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.Tulsian p.c. Corporate Accounting Tata McGrawHill Publishing co., 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

B.Com
Semester-V

Hours per week 5
Credits 5

Core Course 8(CC-8)
COMPUTERS IN BUSINESS ACCOUNTING

THEORY : 45 MARKS EXTERNAL AND 15 MARKS INTERNAL
PRACTICAL: 30 MARKS EXTERNAL AND 10 MARKS INTERNAL

Objective: To familiarize students with the application of computer for business accounting

UNIT – I-Introduction

Computer – Importance of computers – Areas of Application – IPO cycle – Components of Computer – Memory and Control Units – Input and Output devices – Hardware and Software – Operating System – Functions and advantages of OS

UNIT – II-MS Word

MS Word – Document creation – official letters and business letters using wizards – editing documents – inserting objects – formatting documents – spelling and grammar check – word count – thesaurus, auto correct- working with tables – savings, opening and closing documents – Mail merge – use of mail merge

UNIT – III MS-Excel

Spread sheets –Applications – MS Excel - features – Building work sheets – Entering data in work sheets, editing and formatting work sheets – creating and formatting different types of charts – types of functions – financial functions – MS PowerPoint – Features – Presenting - Creating a presentation – opening a presentation – Pack and Go Command – Inserting new slide – Animation – Slide Navigation

UNIT – IV- Tally-Introduction

Fundamentals of Computerized accounting – Computerized accounting Vs manual accounting - Architecture and customization of tally – Features of tally 7.2 / 9.0 versions – Tally screens and menus – Creation of company – Creating of groups – Editing and deleting groups – Creation of ledgers – Editing and deleting ledgers – Introduction to vouchers –Types of vouchers – Voucher entry

UNIT – V-Inventories, Vouchers Entry, Budget and Controls.

Inventories – Creation of stock categories, groups and Stock items – Editing and deleting stocks – Vouchers entry – Purchase orders – Sales orders – Stock vouchers – Introduction to cost – creation of cost category – Creation cost centres – Centres in vouchers entry – Budget and controls – Creation of budgets – Editing and deleting budgets – Day books – Balance sheets – Trial balance – Profit and Loss account – Ratio analysis, Cash flow statement – Fund flow statement

List of Practicals enclosed

LIST OF PRACTICALS:

1. Business Letters and Invitation
2. Bio Data – Resume
3. Mail Merge
4. Work sheet – Mark sheet ; Pay bill – Pay Slip
5. Creating Charts
6. Presentation in Power Point – Business meetings
7. Advertising Presentation in Power Point
8. Creation of New Company, Books of Accounts, Trial Balance in Tally
9. Trading Profit and Loss Account . Balance Sheet
10. Voucher Entry

Books Recommended:

1. Ed. Jones Derek Microsoft Office Windows 95 Bible Comdex Computer Publication
2. Computer Applications in Business – Dr. S.V. Srinivasa Vallabhan – Sultan Chand Publications, New Delhi
3. Computerized Accounting under Tally, Deva Publications
4. Computer Applications in Business, R. Parasuraman
5. Introduction to Computers – S.V. Srinivasa Vallabhan, Sultan Chand Publication
6. TIAL Smart Accountant Book SMW Deva Publication, AVC Deva Publication.
7. Computerized Accounting under Tally Publication, Deva Publication.
8. Computer Application in Business, Dr. Joseph Anbarasu, LearnTech Press
9. Implementing Tally 5.4, 6.3, 7.2 versus. Author K.K. Nandhani Publication, BPB Publication, New Delhi

**B.Com
Semester-V**

**Hours per week -5
Credits 4**

**Elective Course – 1 (EC 1)
BANKING THEORY , LAW AND PRACTICE**

Objective: To familiarize the students with the fundamentals of banking and the modern banking practices.

Unit I: Introduction

Banking -Overview of Indian banking system- -Commercial Banks-Functions/- -Types of deposits & lending- RBI and its functions – Methods of Credit Control.

Unit II: 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-Pass book.

Unit III: Crossing and Endorsement:

Negotiable Instruments- Promissory Notes- Bills of Exchange- Cheque- Definition and Features- Crossing and Endorsements-Need-Types and consequences.

Unit IV: 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 .

Unit V-Modern Banking Services –

Core banking-mobile banking- E-Banking, ATM cards, Debit cards and Credit cards- Electronic fund transfer, Electronic Clearing System- CTS System-Internet Banking

Books Recommended:

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

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**B.Com
Semester-V**

**Hours per week 5
Credits 4**

**Elective Course 2 (EC2)
COMPANY LAW**

Objective: To familiarize students with various aspects of Company Law

Unit I Introduction

Company— Definition—Features—Kinds—Public Ltd Vs. Private Ltd. –Privileges of Private limited company--Conversion of private limited into public limited

Unit II Incorporation

Memorandum and Articles of Association -Alteration--Doctrine of *UltraVires*—Doctrine of Constructive Notice—Doctrine of Indoor Management

Unit III Prospectus & Law relating to Shares;

Prospectus—mis-statement in prospectus and their consequences—Shares—kinds—procedure for allotment of shares—irregular allotment—forfeiture of shares—transfer and transmission of shares

Unit IV Company management

Directors-Appointment, qualification and disqualification, removal, rights, duties and liabilities of board of directors—company meetings and resolutions, minutes and proxy

Unit V Winding up

Meaning-Types-voluntary winding up and winding up by court—consequences of winding up

Books Recommended

1. Company Law by N.D. Kapoor, Sultan Chand & Sons, New Delhi
- 2.. Company Law by P.Saravanavel & Syed Badre Alam, Himalaya publishing House, New Delhi

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B.Com
Semester-V

Hours per week 5
Credits 5

Core Course 9 (CC 9) **FINANCIAL MANAGEMENT**

Objective: To familiarize the students with the fundamentals of financial management theory and practice.

Unit I: Introduction

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: Working capital Management-

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

Unit V: Cash Management and Dividend

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

Books Recommended

- 1.Pandey,I.M. Financial Management, Vikas Publishing House, New Delhi
- 2..Sharma and Gupta, Financial Management ,Kalyani Publications, Ludhiana
- 3..Ramachandran and Srinivasan, Financial Management, Sriram Publications, Tiruchi
- 4.Maheswari.S.N.Financial Management, Sultan Chand and Sons, New Delhi
- 5..Prasanna Chandra, Financial Mangement, Tata McGraw Hill,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) Theory 13b) Problem 14a) Problem 14 b) Problem 15 a) Theory 15b) Problem	Questions 16 Theory Questions 17 to20 Problems

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Semester-V

Hours per week 3
Credits 2

Non-Major Elective II–(NMEC II)
PRINCIPLES OF ACCOUNTANCY

Objective: To enable the students learn basic Principles of Accountancy and Preparation of Final Accounts of Sole Trader

UNIT – I – Journal and Ledger

Definition of Accounting — Accounting Concepts and Conventions.-Double entry system-Rules –Advantages- Journal –Ledger-Trial Balance

UNIT – II Subsidiary Books

Purchase day book- Sales day book- Cash book- Petty cash book

UNIT – III – Bank Reconciliation Statement

Purpose - Preparation (simple problems only)

UNIT – IV - Depreciation accounting

Meaning –Causes- Methods- Straight line method- Written Down Value method (simple problems only)

UNIT – V –Final Accounts

Final Accounts of Sole Trader – Adjustment and closing entries-(simple problems only)

Theory-20 Marks Problems- 55 Marks Total 75 Marks

Books Recommended

- 1.Arulanandam, Advanced Accountancy , Himalaya Publishing House,Mumbai
2. S.P. Jain and K.L. Narang, Advanced Accounting ,Kalyani Publishers, Ludhiana
- 3.R.L Gupta and V.K Gupta, Financial Accounting, Sultan Chand & Sons, New Delhi

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Semester-V

Hours per week 2
Credits 2

Non Major Elective II (NME II)
PERSONAL INVESTMENT MANAGEMENT

Unit I- Investment

Objectives of Investment- Principles- Types- Calculation of simple interest- Compound Interest.

Unit II- Bank Deposit

Types- Features- Advantages- Fixed Deposit- Savings Bank Account- Recurring deposit-Current Account.

Unit III- Post Office Investments and Company Bonds and Deposits

Post office investments-NSC,POTD, POSB,PPF, Features- Advantages- Company Debentures/Bonds- Company Fixed Deposit- Types-Features- Advantages.

Unit IV- Securities Market

Securities market- Primary Market- IPO- Book Building-Secondary Market- Stock Exchanges- Functions- Trading in Stock Exchanges- Advantages of investing in shares.

Unit V- Mutual Funds

Features of Mutual Funds investments –Types- Advantages.

Reference:

Web site: WWW.nseindia.com
WWW.bseindia.com

Books:

- 1.Banking, Theory and Law Practice-B.Santhanam, Margam Publication
- 2.Bhalla . V.K Investment Management, S.Chand &Co.New Delhi
3. Natarajan.L, Investment Management, Margham Publications, Chennai
- 4..Sulochana.M. Investment Management,Kalyani Publishers, New Delhi

**B.Com
Semester-VI**

**Hours per week 6
Credits 6**

**Core Course 10 (CC -10)
MANAGEMENT ACCOUNTING**

Objective: To enable the students get a clear understanding of the preparation of financial statements, reports budgets and analytical tools to satisfy managerial needs.

Unit I-Introduction

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

Unit II Fund Flow and Cash Flow Analysis

Meaning and concept of funds-procedure for preparing fund flow statement- Schedule of changes in working capital-Calculation of funds from operation-Statement of sources and application of funds-Cash flow statement –Classification of cash flow-Format-Preparation of cash flow statement.

Unit III-Marginal costing

Cost Volume Profit analysis—Break even analysis-Difference Between Absorption Costing and Marginal Costing—Application of marginal costing-Make or Buy Decision-Profit planning-Key Factor-Selection of Sales mix.

Unit IV Budgeting

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.. R.Ramachandran &R. Srinivasan, Management Accounting, Sriram Publications, Trichy.

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

B.Com
Semester-VI

Hours per week 6
Credits 6

Core Course 11 (CC-11)
FINANCIAL MARKETS AND SERVICES

Objective: To provided insight into the working of the financial markets and services.

Unit – I -Introduction

Financial Markets-Concept-Constituents- -Money market-Money market instruments-Capital market-Financial securities-Primary market –Methods of new issue- Book building- Financial Services-concept –functions/objectives-Characteristics.

Unit II Stock exchange services

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

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,and Insurance

Merchant Banking-Functions –Services –Insurance –Types-Principles of Insurance-Types of Life Policies.

Unit – V Factoring, Forfaiting & Credit Rating.

Factoring – Concept —Process- Types – Functions- Advantages– Forfaiting –Advantages
Credit Rating-Benefits-Rating symbols-Rating agencies –CIBIL

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
5. Gurusamy, S Essentials of Fianancial Services Tata McGraw Hill EdducationP.Ltd. NewDelhi

B.Com
Semester-VI

Hours per week 6
Credits 6

Core Course 12 (CC -12)
INCOME TAX LAW AND PRACTICE

Objective

To facilitate an understanding of the basic concepts and the computation of income

Unit I Introduction:

Basic concepts – Capital and revenue – Residential status- Incidence of Tax-Incomes exempt from tax- Agricultural income- Tax slabs-Return of Income –Self Assessment- Tax deduction at Source-Advance tax

Unit II Salary

Computation of income under the head Salaries- Basis of charge- Different forms of salary- Allowances- Perquisites and their valuation – Deduction from salary- Provident funds- Deductions under section 80C-Important 80 Subsections-Calculation of tax liability on salary income

Unit III House Property

Computation of income under the head Income from House property- Basis of charge- Determination of annual value- Income from let out property- Self occupied property- Deductions allowed

Unit IV Business & Profession

Computation of Profits and gains from business and profession- Basis of charge- Deductions –Valuation of stock

Unit V Capital Gains

Computation of income from capital gains- Basis of Charge- Computation of long term and short term capital gains- Exemptions- Computation of income from other sources-

Books Recommended

- 1.Reddy and Reddy , Income Tax Law and Practice, Margham Publications, Chennai
- 2.Mehrotra and Goyal ,Income Tax Law and Practice, Sahitya Bhavan, Agra
- 3.Vinod Singhanian, Students guide to Income Tax, Taxmann 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) Problem 12b) Problem 13a) Problem 13b) Problem 14a) Problem 14 b) Problem 15 a) Theory 15b) Problem	Questions 16 to 20 Problems only

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Semester-VI

Hours per week 6
Credits 6

Core Course 13 (CC 13)
AUDITING

Objective

To impart knowledge pertaining to the basic aspects of auditing and its practices.

Unit I Introduction –

Definition of Audits – Objects of audit – Classification of audit – Internal audit – Periodical audit – Continuous audit – Interim audit – Balance sheet audit – Internal check – Internal control – Procedure of audit – Audit programme

Unit II Vouching

Vouching of Cash Transactions, Trading Transactions and Impersonal Ledgers – Valuation and Verification of Assets and Liabilities.

Unit III Depreciation

Meaning – Causes – Methods – 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 –Differentiate between Investigation and Auditing- 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.Sundar,K and Pari, K Practical Auditing Vijay NicoleImprints Pvt.Ltd. Chennai

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Semester-VI

Hours per week 5
Credits 4

Elective Course 3 (EC3)
INTERNATIONAL TRADE

Objective

To provide basic knowledge about international trade

Unit I Introduction

International Trade — Importance – Difference between Internal and International trade – Comparative cost theory – Classical and new theories – (Ricardo and Ohlin theories only).

Unit II- Trade

Forms of trade – Types – Balance of trade – Balance of payments – Concepts – Differences between Balance of Trade and Balance of Payments.

Unit III- Disequilibrium

Disequilibrium in Balance of Payment – Causes – types – methods to correct disequilibrium in Balance of payments.

Unit IV Import Procedure

Import procedure and documents-Import control measures – Monetary and non-monetary measures – Tariffs and quotas – types – effects – differences.

Unit V- Export Management

Export procedure and documents – Export Finance – Export promotion measures.

Books Recommended

1. Sundaram K.P.M, International Trade,Sultan Chand & Sons, New Delhi
2. Abdul Raheem, International Economics, Learntech Press , Tiruchi
3. Sankaran, International Economics , Margham Publications, Chennai-17

1. Introduction - What is e-commerce. Advantages, Types and Classification of ecommerce, Building the Web site, Internet, Online transaction, Shopping Card, Software, Risk of e-commerce, email IDs, Verisign Commerce site.

2. Commercial Scenarios for the Web - Opportunities and Challenges -Introduction, The World Wide Web as efficient channel, Commercial Medium, Model of Web-based Business, Consumer benefit, financial benefit, Marketing Communication, Operational Benefit.

3. Internet Governance - Introduction, Organisation Governance Responsibilities, Internet Engineering Steering Group (IESG) Internet Society (ISOC), Internet Corporation to Assigned Names and Numbers, Internet Research Task (IRTE).

4. Growth of E-Commerce - Present and potential Data and Measurement issue for ECommerce.

The infrastructure for E-Commerce, Recent and Near terms, Growth Rate Telephony, Fax, Video Conferencing and Internet. Entertainment Education Health Services, Professional Services, Publishing, Financial Services.

Recommended Books:

1. E-Commerce - By S. Pankaj
2. E-Commerce - By M.K. Saxena.

Paper II

1. Introduction - What is e-commerce. Advantages, Types and Classification of ecommerce, Building the Web site, Internet, Online transaction, Shopping Card, Software, Risk of e-commerce, email IDs, Verisign Commerce site.

2. Commercial Scenarios for the Web - Opportunities and Challenges -Introduction, The World Wide Web as efficient channel, Commercial Medium, Model of Web-based Business, Consumer benefit, financial benefit, Marketing Communication, Operational Benefit.

3. Internet Governance - Introduction, Organisation Governance Responsibilities, Internet Engineering Steering Group (IESG) Internet Society (ISOC), Internet Corporation to Assigned Names and Numbers, Internet Research Task (IRTE).

4. Growth of E-Commerce - Present and potential Data and Measurement issue for ECommerce.

The infrastructure for E-Commerce, Recent and Near terms, Growth Rate Telephony, Fax, Video Conferencing and Internet. Entertainment Education Health Services, Professional Services, Publishing, Financial Services.

Recommended Books:

1. E-Commerce - By S. Pankaj
2. E-Commerce - By M.K. Saxena.

B.Com
Semester-I

Hours per week -5
Credits 3

Allied Course II(AC 1)
PERSONALITY DEVELOPMENT

Objective

To inculcate the desire for development in students and familiarize them with the methods of personality development.

Unit I Introduction:

Personality- Nature- Personality traits- Types of personality- Determinants of personality

Unit II Goal Setting:

Goal setting – Individual goals- Importance of SMART- Self evaluation based on knowledge, skills, attitudes using SWOT analysis –Stephen Covey’s concept of human empowerment.

Unit III Motivation:

Motivation- Nature- Motivation by needs- - Motivating the self -Positive Attitude- Developing positive attitude-Steps in developing positive personality-

Unit IV Communication:

Communication- Nature – Communication skills –effective listening –verbal and non verbal communication- body language – presentation skill – barriers to effective communication

Unit V Self Management:

Managing emotions and stress – Time management-effective steps for time management.- creativity and lateral thinking

Books Recommended

1. Bukari, S.M, Soft skills Competencies for Success ,Sanjee Publications, Tiruchi-20
2. Shiv Kera, You Can Win, Macmillan India, Delhi
3. Alex, Soft Skills, S.Chand & Co. New Delhi
4. John Arthur, Personality Development, Lotus Press, New Delhi
5. Covey Stephon & Habits of highly effective people Freepress 2004

**B.Com
Semester-II**

**Hours per week -6
Credits 3**

**Allied Course 2(AC 2)
BUSINESS ECONOMICS**

Objective:

To facilitate an understanding of economic theory and the economic factors which influence business decisions

Unit I : Nature and scope of business economics and Utility analysis

Business Economics-Definition- Nature-Scope- Micro and Macro economics- Concepts applied in business economics- Utility-Meaning-Cardinal and Ordinal utilities- Law of diminishing marginal utility

Unit II : Demand Analysis and Indifference curve analysis

Demand-Meaning- Law of Demand- -Exceptions to Law of Demand- Change in Demand and change in quantity demanded- Demand-Distinctions- Elasticity of Demand- Types of price elasticity- Factors influencing price elasticity of demand-Measurement of elasticity- Total outlay method- Indifference curve analysis- Features- consumer equilibrium

Unit III: Production and cost analysis

Production-meaning- Production Theories-Law of variable proportion- Laws of returns to scale- Economies of large scale production- Cost concepts- Short run , long run cost curves

Unit IV: Market competition and price determination

Perfect competition- Average and Marginal revenue curve- Short run, long run equilibrium- Price determination- Monopoly-Features- Price discrimination- Monopolistic competition- Features-group equilibrium- Product equilibrium

Unit V: Macro Economics and Business

Inflation-types-Measures to contain inflation- National Income –Definition- Concept- Measurement of national income

Books recommended

1. Sankaran,S. Business Economics, Margham Publications, Chennai -17
- 2.Sundharam,K.P.M.and Sundharam.,E.N., Business Economics, Sultanchand and Sons, New Delhi-2
- 3.Appannaiah and Reddy, Economics for Business, Himalaya Publishing House, Mumbai
- 4.Ahuja,H.L. Business Economics, S.Chand and Co, New Delhi
5. Aryamala T, Business Economics Vijay Nichole Imprints Pvt.Ltd. Chennai

U16AC03

**B.Com
Semester-II**

**Hours per week -5
Credits 3**

**Allied Course 3(AC 3)
MARKETING**

Objectives

To enable students gain knowledge of Major Elements of Marketing -mix and their role in marketing

Unit I: Introduction: Marketing - Definition- Objectives- Importance- Features of modern marketing- Marketing Vs Selling- Functions of Marketing-Marketing Mix

Unit II: Buyer Behaviour and Segmentation: Buyer behavior-Definition- Buying Motives- Determinants of buyer behaviour- Market segmentation- Benefits -Bases of market segmentation.

Unit III. Product -Meanaing-Features-Types- Product policy- Elements -Product planning and development- - Steps -Product Life Cycle -Stages-Packaging- Functions- Types, AIDAS- Branding-Functions-Types

Unit IV: Pricing- Objectives- Methods of pricing- Advertising- Objectives- Advantages- Criticism- Advertisement copy- Features of a good advertisement copy- Advertising media

Unit V: Promotion & Recent Trends: Personal selling- Advantages-Qualities of a good salesman-Kinds of Salesmen Process of Retailing- Sales promotion- Importance- Sales promotion at Consumer level and dealer level-Marketing Research- Importance-Steps- Agmark, ISI, ISO Certification- E-Marketing-Features- Importance-Telemarketing

Books Recommended

- 1.Jayasankar,J. Marketing, Margham Publications, Chennai-17
- 2.Rajan Nair, Marketing, Sultan Chand and Sons, New Delhi-2
- 3.Pillai, R.S.N and Bagavathi.V, S.Chand and Co.New Delhi-2
- 4.Govindarajan,M. Marketing management, Prentice Hall of India,NewDelhi.
- 5.Sherlehar,S.A. Marketing Management, Himalaya Publishing House,Mumbai

B.Com
Semester-III

Hours per week 5
Credits 3

Allied Course - 4(AC 4)
BUSINESS MATHEMATICS

Objective

To facilitate an understanding of the basics of business mathematics.

UNIT-I: Set Theory and Interest Calculation

Sets, Types of Sets – Operations on Sets – Venn Diagrams – De Morgan Laws – Applications of Set Theory. Simple Interest – Compound Interest.

UNIT-II: Law of Indices

Progressions – Arithmetic Progression – Geometric Progression – Harmonic Progression.

UNIT-III: Matrix

Meaning & Operations, - Matrix Algebra – types of Matrices – Matrix Multiplication – Determinants, Minors and Co-factors Matrix Inverse.

UNIT-IV: Probability

Approaches to Probability – Classical, Empirical, Subjective & Axiomatic approaches – Theorems of Probability – Additional, Multiplication, Conditional laws of probability, Bayes theorem and Mathematical expectation.

UNIT-V: Theoretical Distributions

Binomial, conditions, Fitting of a Binomial Distribution, Poisson - conditions, Fitting of a Poisson Distribution, and Normal Distributions – Characteristics of a Normal curve, Central Limit theorem, Fitting of a Normal Distribution – Area Method Only.

Books Recommended

- 1) Business Mathematics: P.N.Arora, Allied Publishers
- 2) Business Mathematics: Quazi Zmiruddin, Vikas Publishers
- 3) Business Mathematics: J.K.Sharma, Anne Books
- 4) Business Mathematics: Garg, Galgotia publishers
- 5) Business Mathematics: Ak Singh, Himalaya
- 6) Business Mathematics: Amarnath Dixith & Others, Himalaya
- 7) Business Mathematics: Trivedi, Pearson
- 8) Business Mathematics: Rajagopalan ,SP& Sattanathan,, VijaNicole Imprints Lts. Chennai.

B.Com
Semester-III

Hours per week **5**
Credits **3**

Allied Course 5(AC 5)
COMMERCIAL LAW

Objectives

To familiarize the students with the common of Business Law

Unit I Nature of Contract

Introduction—Meaning and definition of law—Sources of law—Definition and Nature of contracts—Offer and acceptance—Consideration

Unit II Capacity of parties

Free consent—Legality of object—Agreement not declared void—Contingent contracts

Unit III Performance & Discharge

Performance of contracts--Discharge of contracts—Remedies for breach of contract—Quasi contracts

Unit IV Contract of Indemnity, Guarantee & Agency

Indemnity and Guarantee—Bailment and Pledge—Contract of agency

Unit V Sale of Goods.

Sale of Goods Act-File Description- Important Sections.

Books Recommended

- 1 N.D. Kapoor, Business law ,Sultan Chand & sons, New Delhi
- 2 Chawla and Garg, Commercial Law ,Kalyani Publishers, Ludiana
3. Tulsian, Business Law ,Tata McGraw Hill Co, New Delhi

B.Com
Semester-IV

Hours per week 5
Credits 3

Allied Course 6 (AC 6)
BUSINESS MANAGEMENT

Objective: To provide basic knowledge of business management functions

Unit I: Introductaion to Management-

Definition- Nature & Functions of Management- Management and Administration-Art or Science--F.W. Taylor's Scientific Management - Henry Fayol's Principles of 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:Sub functions of Direcing:

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

Unit V:Co-ordination & Control:

Coordination-Importance- Problems in Coordination-Control-Importance –Steps in Control Process- Relationship between Control and Planning.

Books Recommended

- 1..Jayasankar.J, Principles of Management, Margham Publications, Chennai
- 2.Prasad,L.M, Principles and Practice of Management, Sultanchand and Sons ,NewDelhi
- 3.Sharma R.K and Shasi K.Gupta, ”Business Organisation & Management” Kalyani Publishers,Ludhiana
- 4.Gupta C.B,Business Management, “Sultan Chand &Sons,“ New Delhi
- 5.Dinkar Pagare, Business organization and Management, Sultanchand & sons, New Delhi
- 6.Bhushan Y.K.Fundamentals of Business Organisation & Management, Sultan Chand & Sons, New Delhi.
- 7.Chhabra.T.N,Dhanpat Rai &Sons, New Delhi.

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), Thriftiness (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.

