

GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS) KUMBAKONAM

Common course structure – B.A/ B.Com – 2023 - 2024)

Department : COMMERCE

Programme Code: UCCO

SEMESTER – I

Part	Course Type	Course Code	Title of the Course	Hrs/Week	Credits	Marks		
						CIA	ESE	Total
I	LC – I	U231T1	Tamil	6	3	25	75	100
II	ELC - I	U231E1	General English -I	6	3	25	75	100
III	CC – I	U23COC101	Financial Accounting I	5	5	25	75	100
III	CC – II	U23COC102	Principles of Management	5	5	25	75	100
III	GEC – I			4	3	25	75	100
IV	VE	U231VE	Value education	2	2			
IV	FC	U23CO1FC	Fundamentals of Accounting and Commerce	2	2	25	75	100
			Total	30	23	25	75	100
								700

SEMESTER – II

Part	Course Type	Course Code	Title of the Course	Hrs/Week	Credits	Marks		
						CIA	ESE	Total
I	LC – II	U232T2	Tamil	6	3	25	75	100
II	ELC – II	U232E2	English	6	3	25	75	100
III	CC – III	U23COC203	Financial Accounting II	5	5	25	75	100
III	CC - IV	U23COC204	Business Laws	5	5	25	75	100
III	GEC - II			4	3	25	75	100
IV	SEC -I	U23CO2SE1	Communication skills	2	2	25	75	100
IV	EVS		Environmental Studies	2	2	25	75	100
			Total	30	23			700

SEMESTER – III

Part	Course Type	Course Code	Title of the Course	Hrs/Week	Credits	Marks		
						CIA	ESE	Total
I	LC – III		Tamil	6	3	25	75	100
II	ELC - III		English	6	3	25	75	100
III	CC – V		Corporate accounting I	5	5	25	75	100
III	CC – VI		Company Law	5	5	25	75	100
III	GEC – III			4	3	25	75	100
IV	SEC - II		Forms used in business - Practical	2	2	25	75	100
IV	SEC - III		Online Marketing	2	2	25	75	100
			Total	30	23			700

SEMESTER – IV

Part	Course Type	Course Code	Title of the Course	Hrs	Credits	Marks		
						CIA	ESE	Total
I	LC – IV		Tamil	6	3	25	75	100
II	ELC - IV		English	6	3	25	75	100
III	CC – VII		Corporate Accounting II	5	5	25	75	100
III	CC – VIII		Principles of marketing	5	5	25	75	100
III	GEC – IV			4	3	25	75	100
IV	SEC – IV		Soft skills for career development - Practical	2	2	25	75	100
IV	SEC - V		Banking	2	2	25	75	100
			Total	30	23			700
			Internship/Industrial training*	-	-			

***Internship/industrial training during summer vacation. The credits shall be awarded in Semester V statement of marks.**

SEMESTER – V

Part	Course Type	Title of the Course	Hrs/ Week	Credits	Marks		
					CIA	ES E	Total
III	CC – IX	Cost Accounting I	6	5	25	75	100
III	CC – X	Income tax law and practice I	6	5	25	75	100
III	CC – XI	Banking law and practice	5	3	25	75	100
III	CC – XII	Project viva voce	3	3	25	75	100
III	DSE – I		4	3	25	75	100
III	DSE – II		4	3	25	75	100
IV	SEC – IV	Spreadsheet for business - Practical	2	2	25	75	100
IV	AEC - I	Internship/Industrial training	-	2			700
		Total	30	26			

SEMESTER – VI

Part	Course Type	Title of the Course	Hrs	Credits	Marks		
					CIA	ESE	Total
III	CC – XIII	Cost accounting II	5	4	25	75	100
III	CC – XIV	Management accounting	5	4	25	75	100
III	CC - XV	Income tax law and practice II	6	3	25	75	100
III	DSE – III		5	3	25	75	100
III	DSE - IV		4	3	25	75	100
IV	SEC – V	GST – filing of returns - Practical	2	2	25	75	100
IV	AEC - II	Professional competency skill – General awareness for competitive examinations	2	2	25	75	100
IV	GS	Gender studies	1	1	25	75	100
	EA	Extension Activity	-	1			
		Total	30	23			800

SEMESTER – 1
CORE – I - FINANCIAL ACCOUNTING I

Subject Code	L	T	P	S	Cre dits	Inst. Hrs.	Marks		
							CIA	Exter nal	Total
U23COC103	5				4	5	25	75	100
Learning Objectives									
LO1	To understand the basic accounting concepts and standards.								
LO2	To know the basis for calculating business profits.								
LO3	To familiarize with the accounting treatment of depreciation.								
LO4	To learn the methods of calculating profit for single entry system.								
LO5	To gain knowledge on the accounting treatment of insurance claims.								

Unit	Contents	Hr
I	Fundamentals of Financial Accounting -Financial Accounting – Meaning, Definition, Objectives, Basic Accounting Concepts and Conventions - Journal, Ledger Accounts– Subsidiary Books — Trial Balance -Classification of Errors – Rectification of Errors – Preparation of Suspense Account – Need and Preparation - Bank Reconciliation Statement.	15
II	Final Accounts - Final Accounts of Sole Trading Concern-Capital and Revenue Expenditure and Receipts – Preparation of Trading, Profit and Loss Account and Balance Sheet with Adjustments.	15
III	Depreciation and Bills of Exchange - Depreciation - Meaning – Objectives – Accounting Treatments - Types - Straight Line Method – Diminishing Balance method – Conversion method. Annuity Method – Depreciation Fund Method – Insurance Policy Method – Revaluation Method – Depletion Method – Sum of Digits Method – Machine Hour Rate Method. Bills of Exchange – Definition – Specimens – Discounting of Bills – Endorsement of Bill – Collection – Noting – Renewal – Retirement of Bill under rebate – Insolvency of Acceptor – Accommodation.	15
IV	Accounting from Incomplete Records - Incomplete Records - Meaning and Features - Limitations - Difference between Incomplete Records and Double Entry System - Methods of Calculation of Profit - Statement of Affairs Method – Preparation of final statements by Conversion method. Average Due Date and Account Current.	15
V	Royalty and Insurance of Claims -Meaning – Minimum Rent – Short Working – Recoupment of Short Working – Lesser and Lessee – Sublease – Accounting Treatment. Insurance Claims – Calculation of Claim Amount-Average clause(Loss of Stock only)	15
TOTAL		75

CO	Course Outcomes
CO1	Remember the concept of rectification of errors and Bank reconciliation statements
CO2	Apply the knowledge in preparing detailed accounts of sole trading concerns
CO3	Analyse the various methods of providing depreciation
CO4	Evaluate the methods of calculation of profit
CO5	Determine the royalty accounting treatment and claims from insurance companies in case of loss of stock.

Textbooks	
1	T.S. Reddy & Hariprasad Reddy, Financial Accounting, Margham Publications,
2	S. P. Jain and K. L. Narang Financial Accounting- I, Kalyani Publishers,
3	S.N. Maheshwari, Financial Accounting, Vikas Publications, Noida.
4	Radhaswamy and R.L. Gupta: Advanced Accounting, Sultan Chand,

Reference Books	
	Dr.Arulananandan and Raman: Advanced Accountancy, Himalaya Publications, Mumbai.
	Tulsian , Advanced Accounting, Tata McGraw Hills, Noida.
	Charumathi and Vinayagam, Financial Accounting, S.Chand and Sons, New Delhi.
	Goyal and Tiwari, Financial Accounting, Taxmann Publications, New Delhi.
	Robert N Anthony, David Hawkins, Kenneth A. Merchant, Accounting: Text and Cases. McGraw-Hill Education, Noida.

NOTE: Latest Edition of Textbooks May be Used

Web Resources	
1.	https://www.slideshare.net/mcsharma1/accounting-for-depreciation-1
2.	https://www.slideshare.net/ramusakha/basics-of-financial-accounting
3.	https://www.accountingtools.com/articles/what-is-a-single-entry-system.html

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	3	2	3	2	2	3	2	2
CO2	3	2	3	3	3	2	2	2	3	2	2
CO3	3	2	3	3	3	2	2	2	3	2	2
CO4	3	2	3	3	2	2	2	2	3	2	2
CO5	3	2	3	3	3	2	2	2	3	2	2
TOTAL	15	10	15	15	13	11	10	10	15	10	10
AVERAGE	3	2	3	3	2.6	2.2	2	2	3	2	2

3 – Strong, 2- Medium, 1- Low
THEORY 20% & PROBLEM 80%

Sec – A		Sec B	Sec C
2 Multiple Choice Questions from each unit (10 X 1 = 10)	1 question from each unit out of which 3 shall be problems (5 X 2 = 10)	1 (a & b) question from each unit	1 question from each unit

CORE - II - PRINCIPLES OF MANAGEMENT

Subject Code	L	T	P	S	Credits	Inst. Hrs	Marks		
							CIA	External	Total
U23COC102	5				4	5	25	75	100
Learning Objectives									
LO1	To understand the basic management concepts and functions								
LO2	To know the various techniques of planning and decision making								
LO3	To familiarize with the concepts of organisation structure								
LO4	To gain knowledge about the various components of staffing								
LO5	To enable the students in understanding the control techniques of management								
Unit	Contents								Hrs
I	Introduction to Management -Meaning- Definitions – Nature and Scope - Levels of Management – Importance - Management Vs. Administration – Management: Science or Art –Evolution of Management Thoughts – F. W. Taylor, Henry Fayol, Peter F.Drucker, Elton Mayo - Functions of Management - Trends and Challenges of Management. Managers – Qualification – Duties & Responsibilities.								15
II	Planning –Planning – Meaning – Definitions – Nature – Scope and Functions – Importance and Elements of Planning – Types – Planning Process - Tools and Techniques of Planning – Management by Objective (MBO). Decision Making: Meaning – Characteristics – Types - Steps in Decision Making – Forecasting.								15
III	Organizing -Meaning - Definitions - Nature and Scope – Characteristics – Importance – Types - Formal and Informal Organization – Organization Chart – Organization Structure: Meaning and Types - Departmentalization– Authority and Responsibility – Centralization and Decentralization – Span of Management.								15
IV	Staffing - Introduction - Concept of Staffing- Staffing Process – Recruitment – Sources of Recruitment – Modern Recruitment Methods - Selection Procedure – Test- Interview– Training: Need - Types– Promotion –Management Games – Performance Appraisal - Meaning and Methods – 360 Performance Appraisal – Work from Home - Managing Work from Home [WFH].								15
V	Directing - Motivation –Meaning - Theories – Communication – Types - Barriers to Communications – Measures to Overcome the Barriers. Leadership – Nature - Types and Theories of Leadership – Styles of Leadership - Qualities of a Good Leader – Successful Women Leaders. Supervision. Co-ordination and Control - Co-ordination – Meaning - Techniques of Co-ordination. Control - Characteristics - Importance – Stages in the Control Process - Requisites of Effective Control and Controlling Techniques – Management by Exception [MBE].								15
Total								75	

Course Outcomes	
CO1	Demonstrate the importance of principles of management.
CO2	Paraphrase the importance of planning and decision making in an organization.
CO3	Comprehend the concept of various authorizes and responsibilities of an organization.
CO4	Enumerate the various methods of Performance appraisal
CO5	Demonstrate the notion of directing, co-coordination and control in the management.

Textbooks	
1	Balaji CD – Principles of Management – Margham Publications, Chennai.
2	Gupta.C.B, -Principles of Management-L.M. Prasad, S.Chand&Sons Co. Ltd,
3	DinkarPagare, Principles of Management, Sultan Chand & Sons Publications,
4	P.C.Tripathi& P.N Reddy, Principles of Management. Tata McGraw, Hill, Noida.
5	L.M. Prasad, Principles of Management, S.Chand&Sons Co. Ltd, New Delhi.

Reference Books	
1	K Sundhar, Principles Of Management, VijayNichole Imprints Limited, Chennai
2	Harold Koontz, Heinz Weirich, Essentials of Management, McGraw Hill, Sultan Chand and Sons, New Delhi.
3	Griffin, Management principles and applications, Cengage learning, India.
4	H.Mintzberg - The Nature of Managerial Work, Harper & Row, New York.
5	Eccles, R. G. &Nohria, N. Beyond the Hype: Rediscovering the Essence of Management. Boston The Harvard Business School Press, India.

NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	http://www.universityofcalicut.info/syl/management
2	https://www.managementstudyguide.com/manpower-planning.htm

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	3	3	2	2	2	3	2	3
CO2	3	2	3	3	2	2	2	2	3	2	2
CO3	3	2	2	3	2	2	2	1	3	2	2
CO4	3	2	2	3	2	2	2	2	3	2	2
CO5	3	2	3	3	2	2	2	1	3	2	2
TOTAL	15	10	12	15	11	10	10	8	15	10	11
AVERAGE	3	2	2.4	3	2.2	2	2	1.6	3	2	2.2

3 – Strong, 2- Medium, 1- Low

Sec – A		Sec B	Sec C
2 Multiple Choice Questions from each unit (10 X 1 = 10)	2 questions from each unit	1 (a & b) question from each unit	1 question from each unit

GEC 1 - INDIAN ECONOMIC DEVELOPMENT

Subject Code	L	T	P	S	Credits	Inst. Hrs	Marks		
							CIA	External	Total
	4				3	4	25	75	100
Learning Objectives									
LO1	To understand the concepts of Economic growth and development								
LO2	To know the features and factors affecting economic development								
LO3	To gain understanding about the calculation of national income								
LO4	To examine the role of public finance in economic development								
LO5	To understand the causes of inflation								
Unit	Contents								Hrs
I	Economic Development and Growth Concepts of Economic Growth and Development. Measurement of Economic Development: Per Capita Income, Basic Needs, Physical Quality of Life Index, Human Development Index and Gender Empowerment Measure.								12
II	Economic Development Factors affecting Economic Development - Characteristics of Developing Countries- Population and Economic Development- Theories of Demographic Transition. Human Resource Development and Economic Development								12
III	National Income Meaning, Importance, National Product-Concept, types of measurement, Comparison of National Income at Constant and Current Prices. Sectoral Contribution to National Income. National Income and Economic Welfare								12
IV	Public Finance Meaning, Importance, Role of Public Finance in Economic Development, Public Revenue-Sources, Direct and Indirect taxes, Impact and Incidence of Taxation, Public Expenditure-Classification and Cannons of Public Expenditure, Public Debt-Need, Sources and Importance, Budget-Importance, Types of Deficits -Revenue, Budgetary, Primary and Fiscal, Deficit Financing.								12
V	Money Supply Theories of Money and Its Supply, Types of Money-Broad, Narrow and High Power, Concepts of M1,M2 and M3. Inflation and Deflation -Types, Causes and Impact, - Price Index- CPI and WPI, Role of Fiscal Policy in Controlling Money supply.								12
Total									60

Course out come	
CO1	Elaborate the role of State and Market in Economic Development
CO2	Explain the Sectorial contribution to National Income
CO3	Illustrate and Compare National Income at constant and current prices.
CO4	Describe the canons of public expenditure
CO5	Understand the theories of money and supply
Textbooks	
1	Dutt and Sundaram, Indian Economy, S.Chand, New Delhi
2	V.K.Puri, S.K. Mishra, Indian Economy, Himalaya Publishing house,
3	Remesh Singh, Indian Economy, McGraw Hill, Noida.
4	Nitin Singhania, Indian Economy, McGraw Hill, Noida.
5	Sanjeverma, The Indian Economy, unique publication, Shimla.
Reference Books	
1	GhatakSubrata : Introduction to Development Economics, Routledge Publications,
2	Sukumoy Chakravarthy : Development Planning- Indian Experience, OUP, New Delhi.
3	Ramesh Singh, Indian Economy, McGraw Hill, Noida.
4	Mier, Gerald, M : Leading issues in Economic Development, OUP, New Delhi.
5	Todaro, Micheal P : Economic Development in the third world, Orient Longman,
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	http://www.jstor.org
2	http://www.indiastat.com
3	http://www.epw.in

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	3	2	2	2	2	2	2	2
CO2	3	2	3	3	2	2	2	2	2	3	2
CO3	3	2	3	3	2	2	2	2	2	2	2
CO4	3	2	3	3	2	2	2	2	2	2	2
CO5	3	2	3	3	2	2	2	2	2	2	2
TOTAL	15	10	14	15	10	10	10	10	10	13	10
AVERAGE	3	2	2.8	3	2	2	2	2	2	2.2	2

3 – Strong, 2- Medium, 1- Low

Sec – A		Sec B	Sec C
2 Multiple Choice Questions from each unit (10 X 1 = 10)	2 questions from each unit	1 (a & b) question from each unit	1 question from each unit

GEC 2 - BUSINESS ECONOMICS

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
	4				3	4	25	75	100
Learning Objectives									
LO1	To understand the approaches to economic analysis								
LO2	To know the various determinants of demand								
LO3	To gain knowledge on concept and features of consumer behaviour								
LO4	To learn the laws of variable proportions								
LO5	To enable the students to understand the objectives and importance of pricing policy								
Unit	Contents								Hrs
I	Introduction to Economics - Introduction to Economics – Wealth, Welfare and Scarcity Views on Economics – Positive and Normative Economics - Definition – Scope and Importance of Business Economics - Concepts: Production Possibility frontiers – Opportunity Cost – Accounting Profit and Economic Profit – Incremental and Marginal Concepts – Time and Discounting Principles –Concept of Efficiency- Business Cycle:- Inflation, Depression, Recession, Recovery, Reflation and Deflation.								12
II	Demand & Supply Functions - Meaning of Demand - Demand Analysis: Demand Determinants, Law of Demand and its Exceptions. Elasticity of Demand: Definition, Types, Measurement and Significance. Demand Forecasting - Factors Governing Demand Forecasting - Methods of Demand Forecasting, Law of Supply and Determinants.								12
III	Consumer Behaviour -Consumer Behaviour – Meaning, Concepts and Features – Law of Diminishing Marginal Utility – Equi-Marginal Utility – Indifference Curve: Meaning, Definition, Assumptions, Significance and Properties – Consumer’s Equilibrium. Price, Income and Substitution Effects. Types of Goods: Normal, Inferior and Giffen Goods - Derivation of Individual Demand Curve and Market Demand Curve with the help of Indifference Curve.								12
IV	Theory of Production - Concept of Production - Production Functions: Linear and Non – Linear Homogeneous Production Functions - Law of Variable Proportion – Laws of Returns to Scale - Difference between Laws of variable proportion and returns to scale – Economies of Scale – Internal and External Economies – Internal and External Diseconomies - Producer’s equilibrium								12
V	Product Pricing - Price and Output Determination under Perfect Competition, Short Period and Long Period Price Determination, Objectives of Pricing Policy, its importance, Pricing Methods and Objectives – Price Determination under Monopoly, kinds of Monopoly, Price Discrimination, Determination of Price in Monopoly –Monopolistic Competition – Price Discrimination, Equilibrium of Firm in Monopolistic Competition–Oligopoly – Meaning – features, “Kinked Demand” Curve								12
TOTAL								60	

Course Outcomes	
CO1	Explain the positive and negative approaches in economic analysis
CO2	Understood the factors of demand and supply forecasting
CO3	Know the assumptions and significance of indifference curve
CO4	Outline the internal and external economies of scale
CO5	Relate and apply the various methods of pricing
Textbooks	
1	H.L. Ahuja, Business Economics–Micro & Macro - Sultan Chand & Sons, .
2	C.M.Chaudhary, Business Economics-RBSA Publishers - Jaipur-03.
3	Aryamala.T, Business Economics, Vijay Nocolo, Chennai.
4	T.P Jain, Business Economics, Global Publication Pvt.Ltd, Chennai.
5	D.M.Mithani, Business Economics, Himalaya Publishing House, Mumbai.
Reference Books	
1	S.Shankaran, Business Economics-Margham Publications, Chennai.
2	P.L.Mehta, Managerial Economics–Analysis, Problems & Cases, Sultan Chand & Sons,
3	Peter Mitchelson and Andrew Mann, Economics for Business-Thomas Nelson
4	Ram singh and Vinaykumar, Business Economics, Thakur Publication Pvt.Ltd,
5	Saluram and PriyankaJindal, Business Economics, CA Foundation Study material,
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://youtube.com/channel/UC69_-P77nf5-rKrjcpVEsqQ
2	https://www.icsi.edu/
3	https://www.yourarticlelibrary.com/marketing/pricing/product-pricing-objectives-basis-and-factors/74160

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO 1	PSO 2	PSO3
CO1	3	2	2	2	2	2	2	2	1	2	2
CO2	3	2	3	3	2	2	2	2	2	2	2
CO3	3	2	3	3	2	2	2	2	2	2	2
CO4	3	2	2	3	2	2	2	2	2	2	2
CO5	3	2	3	3	2	2	2	2	2	2	2
TOTAL	15	10	13	14	11	10	10	10	10	10	10
AVERAGE	3	2	2.6	2.8	2.2	2	2	2	2	2	2

3 – Strong, 2- Medium, 1- Low

Sec – A		Sec B	Sec C
2 Multiple Choice Questions from each unit (10 X 1 = 10)	2 Multiple Choice Questions from each unit (10 X 1 = 10)	1 (a & b) question from each unit	1 question from each unit

GEC 3 - BUSINESS MANAGEMENT

Subject Code	L	T	P	S	Credits	Inst. Hrs	Marks		
							CIA	External	Total
	4				3	4	25	75	100
Learning Objectives									
LO1	To understand the basic management concepts and functions								
LO2	To know the various techniques of planning and decision making								
LO3	To analysis of key process that influence the control and organisation management								
LO4	To develop overall team building and leadership qualities to achieve desired organisation objectives.								
LO5	To enable the students in understanding the control techniques of management								

Unit	Contents	Hrs
I	Management-Definition, Nature and Process – Functions – Management - A Science or an Art –levels of Management- Contribution of Henry Fayol, F.W Taylor, Peter F Drucker, Elton Mayo – MBE	12
II	Planning - Meaning, Purpose, Steps - Types of plan- Advantage and Limitations - Decision making – Types – Steps involved in Decision making.	12
III	Organization- Importance, Principles, Types of organization – Line, Staff and Line & Staff Organisation-Departmentation - Basis of Departmentation - Delegation – Elements – Problems - Centralization and Decentralization.	12
IV	Leadership – importance – traits - theories of leadership. Motivation – nature – importance - Theories of motivation –Maslow’s Theory – Herzberg’s Theory.	12
V	Co-ordination – Meaning – Definition – Nature – Types of co-ordination – Techniques - Co-ordination Vs Control - Controlling - Meaning and Importance, Steps in Controlling - Characteristics of an ideal control system – Techniques of control..	12
	TOTAL	60

Course Outcomes	
CO1	Describe the principle of management and functions of management.
CO2	Explain the planning purpose and decision making techniques.
CO3	Understand the organisational structure and departmentation.
CO4	Gain the leadership qualities.
CO 5	Determining the co – ordination and controlling units
Textbooks	
1	Balaji CD – Principles of Management – Margham Publications, Chennai.
2	Gupta.C.B, -Principles of Management-L.M. Prasad, S.Chand&Sons Co. Ltd, New Delhi.
3	P.C.Tripathi& P.N Reddy, Principles of Management. Tata McGraw, Hill, Noida.
4	L.M. Prasad, Principles of Management, S.Chand&Sons Co. Ltd, New Delhi.
Reference Books	
1	Principles of Management by Jayasankar – Margham Publications.
2	Business Management by Sharma- Kalyani publishers
3	Business Management by Dr. C.B.Gupta - Sultan Chand & Sons.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	http://www.universityofcalicut.info/syl/management
2	https://www.managementstudyguide.com/manpower-planning.htm
3	https://www.businessmanagementideas.com/notes/management-notes/coordination/coordination/21392

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO 1	PO 2	PO 3	PO 4	PO 5	PSO1	PSO2	PSO3	PSO4	PSO5
CO 1		✓		✓						
CO 2						✓				
CO 3			✓		✓					
CO 4					✓					
CO 5									✓	
Sec – A						Sec B		Sec C		
2 Multiple Choice Questions from each unit (10 X 1 = 10)			2 questions from each unit			1 (a & b) question from each unit		1 question from each unit		

VE – VALUE EDUCATION

மனவளக்கலையோகா

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
U231VE	2				2	2	25	75	100

பகுதி	பொருளடக்கம்	பயிற்சி நேரம்
பகுதி-1	உடல்நலம்	6
பகுதி-2	மனவளம்	6
பகுதி-3	நட்பு நலம்	6
பகுதி-4	கருமையத்தூய்மை	6
பகுதி-5	பிரம்மஞானம்	6
		30

FC - FUNDAMENTALS OF ACCOUNTING AND COMMERCE

Subject Code	L	T	P	S	Credits	Inst. Hrs	Marks		
							CI A	External	Total
U23CO1FC	2	0	0		2	2	25	75	100

Learning objectives	
LO1	To provide an over view of accounting concepts
LO 2	To create awareness about the basic law related to business and its applications.
LO3	To gain knowledge about bank and its activities
LO4	To provide basic knowledge of concepts and principles of marketing.
LO5	To enable the students to know the stock market and its functions.

Unit	Contents	Hrs
I	Definition • Systems of Accounting • Functions of Accounting • Basis of Accounting • Classification of Accounts • Golden Rules of Accounting • Examples • Books of Accounts – Manual Vs Software	5
II	Financial Statements -- Meaning and contents • Reporting – Different types of accounting-introductions to corporate accounting-Cost Accounting-Management Accounting	5
III	Business Law - Meaning- definition -Sources -Kinds of contract-company law – meaning – definition – kinds – incorporation – difference between public and private company - Formation of a company-Commercial law - meaning – definition -Sale of goods and services Act - Commercial law in India. Industrial Law - meaning – definition -Concept of industrial law- Industrial disputes- Trade Union.	10
IV	Marketing –Meaning-Objectives-Functions of marketing-Product life cycle-market segmentation. Banking-Meaning – Importance-Types of Deposits-opening ,and closing of bank accounts-Negotiable instruments.	5
V	Stock Market-Meaning-primary market and secondary market and its functions - Types of stock - Investment procedure in stock market-	5
TOTAL		30

CO	Course outcomes
CO1	Understand and apply the principles of accounting
CO2	Demonstrate an overview of understanding of commerce and allied fields
CO3	Gain knowledge about basic laws related to business.
CO4	Understand the marketing and banking concepts.
CO5	Gain knowledge about stock market and its procedures

Books for study	
1	T.S.Reddy & A.Murthy. Financial Accounting, Margham Publications, Chennai.
2	S.Thothadri & S . Nafeesa, Financial accounting, MC Graw Hill Education,New Delhi.
3	M.V. Nagarajan . Financial accounting, vidhya publications
4	Elements of Mercantile Law – N.D.Kapoor

Books for reference:	
1	S.P.Jain & N.L.Narang S.P.Jain & N.L.Narang, Financial Accounting, KalyaniPublishers, New Delhi
2	M.C. Shukla , T.S Grewal , S.C. Gupta .Advanced accounting .S.Chand & Co.Newdelhi
3	C.B.Gupta, Management Theory & Practice - Sultan Chand & Sons - NewDelhi

Web Resources	
1	Web references: 1. www.futureaccountant.com
2	2. http://www.managementstudyguide.com/

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO 1	PO 2	PO 3	PO 4	PO 5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3	3	3	3	3	3
CO2	3	3	3	3	3	3	3	3	3	3
Average	3	3	3	3	3	3	3	3	3	3

(Correlation level: 3 – Strong 2-Medium 1-Low)

SEMESTER II
CORE -III - FINANCIAL ACCOUNTING – II

Subject Code	L	T	P	S	Credits	Inst. Hrs	Marks		
							CIA	External	Total
U23COC203	5				4	5	25	75	100
Learning Objectives									
LO1	The students are able to prepare different kinds of accounts such Hire purchase and Instalments System.								
LO2	To understand the allocation of expenses under departmental accounts								
LO3	To gain an understanding about partnership accounts relating to Admission and retirement								
LO4	Provides knowledge to the learners regarding Partnership Accounts relating to dissolution of firm.								
LO5	To know the requirements of international accounting standards								
Unit	Contents								Hrs
I	Hire Purchase and Instalment System - Hire Purchase System – Accounting Treatment – Calculation of Interest - Default and Repossession - Hire Purchase Trading Account Instalment System - Calculation of Profit								15
II	Branch and Departmental Accounts- Branch –Dependent Branches: Accounting Aspects - Debtors system -Stock and Debtors system – Distinction between Wholesale Profit and Retail Profit – Independent Branches (Foreign Branches excluded) - Departmental Accounts: Basis of Allocation of Expenses – Inter-Departmental Transfer at Cost or Selling Price.								15
III	Partnership Accounts – I - Partnership Accounts: –Admission of a Partner – Treatment of Goodwill - Calculation of Hidden Goodwill –Retirement of a Partner – Death of a Partner.								15
IV	Partnership Accounts – II - Dissolution of Partnership - Methods – Settlement of Accounts Regarding Losses and Assets – Realization account – Treatment of Goodwill – Preparation of Balance Sheet - Insolvency of a Partner – One or more Partners insolvent – All Partners insolvent - Garner Vs Murray – Accounting Treatment - Piecemeal Distribution – Surplus Capital Method – Maximum Loss Method.								15
V	Accounting Standards for financial reporting -Objectives and Uses of Financial Statements for Users-Role of Accounting Standards - Development of Accounting Standards in India-Requirements of International Accounting Standards - Role of Developing IFRS- IFRS Adoption or Convergence in India- Implementation Plan in India - Ind AS- An Introduction - Difference between Ind AS and IFRS.								15
Total								75	

Course Outcomes	
CO1	To evaluate the Hire purchase accounts and Instalment systems
CO2	To prepare Branch accounts and Departmental Accounts
CO3	To understand the accounting treatment for admission and retirement in partnership
CO4	To know Settlement of accounts at the time of dissolution of a firm.
CO5	To elaborate the role of IFRS
Textbooks	
1	T.S.Reddy& A. Murthy, Financial Accounting, Margam Publishers, Chennai.
2	S P Jain and K. L. Narang: Advanced Accountancy Vol- II, Kalyani Publishers,
3	R.L.Gupta and V.K.Gupta, “Financial Accounting”, Sultan Chand, New Delhi.
4	S P Jain and K. L. Narang: Financial Accounting- I, Kalyani Publishers,
5	Radhaswamy and R.L. Gupta: Advanced Accounting, Sultan Chand,
Reference Books	
1	Dr. S.N. Maheswari: Financial Accounting, Vikas Publications, Noida.
2	Dr.Venkataraman& others (7 lecturers): Financial Accounting, VBH, Chennai.
3	Dr.Arulanandan and Raman: Advanced Accountancy, Himalaya publications,
4	Tulsian , Advanced Accounting, Tata MC. Graw hills, India.
5	Charumathi and Vinayagam, Financial Accounting, S.Chand and sons,
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.slideshare.net/mcsharma1/accounting-for-depreciation-1
2	https://www.slideshare.net/ramusakha/basics-of-financial-accounting
3	https://www.accountingtools.com/articles/what-is-a-single-entry-system.html

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	3	2	3	2	2	3	2	2
CO2	3	2	3	3	3	2	2	2	3	2	2
CO3	3	2	3	3	3	2	2	2	3	2	2
CO4	3	2	3	3	2	2	2	2	3	2	2
CO5	3	2	3	3	3	2	2	2	3	2	2
TOTAL	15	10	15	15	13	11	10	10	15	10	10
AVERAGE	3	2	3	3	2.6	2.2	2	2	3	2	2

3 – Strong, 2- Medium, 1- Low

THEORY 20% & PROBLEM 80%

Sec – A		Sec B	Sec C
2 Multiple Choice Questions from each unit (10 X 1 = 10)	2 questions from each unit	1 (a & b) question from each unit	1 question from each unit

CORE -IV - BUSINESS LAWS

Subject Code	L	T	P	S	Credits	Inst. Hrs	Marks		
							CIA	External	Total
U23COC204	5				4	5	25	75	100

Learning Objectives	
LO1	To know the nature and objectives of Mercantile law
LO2	To understand the essentials of valid contract
LO3	To gain knowledge on performance contracts
LO4	To define the concepts of Bailment and pledge
LO5	To understand the essentials of contract of sale

Unit	Contents	Hours
I	Introduction - An introduction – Definition – Objectives of Law - Law: Meaning, Sources of Mercantile Law Indian Contract Act 1872: Definition of Contract, Essentials of Valid Contract, Classification of Contract	15
II	Elements of Contract - Offer and Acceptance – Consideration – Capacity of Contract – Free Consent - Legality of Object – Contingent Contracts – Void Contract	15
III	Performance of Contract - Meaning of Performance - Offer to Perform, Devolution of Joint liabilities & Rights, Time and Place of Performance, Reciprocal Promises, Assignment of Contracts - Remedies for Breach of contract - Termination and Discharge of Contract - Quasi Contract	15
IV	Contract of Indemnity and Guarantee - Contract of Indemnity and Contract of Guarantee - Extent of Surety's Liability, Kinds of Guarantee, Rights of Surety, Discharge of Surety – Bailment and Pledge – Bailment – Essentials - Classification of Bailment - Duties and Rights of Bailor and Bailee – Law of Pledge – Meaning – Essentials of Valid Pledge, Pledge and Lien, Rights of Pawnor and Pawnee.	15
V	Sale of Goods Act 1930: -Definition of Contract of Sale – Formation - Essentials of Contract of Sale - Conditions and Warranties - Transfer of Property – Contracts involving Sea Routes - Sale by Non-owners - Rights and duties of buyer – Rights of an Unpaid Seller	15
TOTAL		75

Course Outcome	
CO1	Explain the Objectives and significance of Mercantile law
CO2	Understand the clauses and exceptions of Indian Contract Act.
CO3	Explain concepts on performance, breach and discharge of contract.
CO4	Outline the contract of indemnity and guarantee
CO5	Explain the various provisions of Sale of Goods Act 1930
Textbooks	
1	N.D. Kapoor , Business Laws- Sultan Chand andSons, New Delhi.
2	R.S.N. Pillai – Business Law, S.Chand, New Delhi.
3	M C Kuchhal & Vivek Kuchhal, Business law, S Chand Publishing, New Delhi
4	M.V. Dhandapani, Business Laws, Sultan Chand andSons, New Delhi.
5	Shusma Aurora, Business Law, Taxmann, New Delhi.
Reference Books	
1	Preethi Agarwal, Business Law, CA foundation study material, Chennai.
2	Business Law by Saravanavel, Sumathi, Anu, Himalaya Publications, Mumbai.
3	Kavya and Vidhyasagar, Business Law, Nithya Publication, New Delhi.
4	D.Geet, Business Law Nirali Prakashan Publication, Pune.
5	M.R. Sreenivasan , Business Laws, Margham Publications, Chennai.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	www.cramerz.com www.digitalbusinesslawgroup.com
2	http://swcu.libguides.com/buslaw
3	http://libguides.slu.edu/businesslaw

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	3	2	3	2	2	3	2	2
CO2	3	2	3	3	3	2	2	2	3	2	2
CO3	3	2	3	3	3	2	2	2	3	2	2
CO4	3	2	3	3	2	2	2	2	2	2	2
CO5	3	2	3	3	2	2	2	2	2	2	2
TOTAL	15	10	13	15	10	10	10	10	10	10	10
AVERAGE	3	2	2.6	3	2	2	2	2	2	2	2

3 – Strong, 2- Medium, 1- Low

Sec – A		Sec B	Sec C
2 Multiple Choice Questions from each unit (10 X 1 = 10)	2 questions from each unit	1 (a & b) question from each unit	1 question from each unit

GEC 4- BUSINESS ENVIRONMENT

Subject Code	L	T	P	S	Credits	Inst. Hrs	Marks		
							CIA	External	Total
	4				3	4	25	75	100
Learning Objectives									
LO1	To understand the nexus between environment and business.								
LO2	To know the Political Environment in which the businesses operate.								
LO3	To gain an insight into Social Environment.								
LO4	To familiarize the concepts of an Economic Environment.								
LO5	To learn the trends in Global Environment.								

Unit	Contents	Hrs
I	An Introduction The Concept of Business Environment - Its Nature and Significance – Classification – Internal Vs External Environment – Interaction between Economic and Non Economic Environment	12
II	Political Environment Political Environment – Government and Business Relationship in India – Provisions of Indian Constitution Pertaining to Business.	12
III	Social and Cultural Environment Social and Cultural Environment – Impact of Foreign Culture – Castes and Communities – Linguistic and Religious Groups – Types of Social Organization – Social Responsibilities of Business.	12
IV	Economic Environment Economic Environment – Economic Systems and their Impact of Business – Macro Economic Parameters like GDP - Growth Rate Population – Urbanization - Fiscal Policy – Plan Investment – Per Capita Income and their Impact on Business Decisions.	12
V	Technological Environment Technological Environment – Meaning- Features of Technology- Sources of Technology Dynamics-Transfer of Technology- Impact of Technology on Globalization- Status of Technology in India- Determinants of Technology Environment.	12
	TOTAL	60

Course Outcomes	
CO1	Remember the concept between environment and business.
CO2	Apply the knowledge of Political Environment in which the businesses operate.
CO3	Analyze the various aspects of Social Environment.
CO4	Evaluate the parameters in Economic Environment.
CO5	Create a conducive environment for business to operate technically.

Textbooks	
1	Balaji CD – Business Environment – Margham Publications, Chennai.
2	C. B. Gupta, Business Environment, Sulthan Chand & Sons, New Delhi
3.	Francis Cherunilam, Business Environment, Himalaya Publishing House,
4.	Dr. V.C. Sinha, Business Environment, SBPD Publishing House,UP.
5.	Aswathappa.K, Essentials Of Business Environment, Himalaya Publishing
6.	Rosy Joshi, SangamKapoor&PriyaMahajan, Business Environment, Kalyani Publications, New Delhi

Reference Books	
1.	Veenakeshavpailwar, Business Environment, PHI Learning Pvt Ltd, New Delhi
2.	Shaikhsaleem, Business Environment, Pearson, New Delhi
3.	S. Sankaran, Business Environment, Margham Publications, Chennai
4.	NamithaGopal, Business Environment, Vijay Nicole Imprints Ltd., Chennai
5.	Ian Worthington, Chris Britton, Ed Thompson, The Business Environment, F T Prentice Hall, New Jersey

NOTE: Latest Edition of Textbooks May be Used

Web Resources	
1	www.mbaofficial.com
2	www.yourarticlelibrary.com
3	www.businesscasestudies.co.uk

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	3	2	3	2	2	3	2	2
CO2	3	2	3	3	3	2	2	2	3	2	2
CO3	3	2	3	3	3	2	2	2	3	2	2
CO4	3	2	3	3	2	2	2	2	2	2	2
CO5	3	2	3	3	2	2	2	2	2	2	2
TOTAL	15	10	13	15	10	10	10	10	10	10	10
AVERAGE	3	2	2.6	3	2	2	2	2	2	2	2

3 – Strong, 2- Medium, 1- Low

	Sec – A	Sec B	Sec C
2 Multiple Choice Questions from each unit (10 X 1 = 10)	2 questions from each unit	1 (a & b) question from each unit	1 question from each unit

GEC 5 - INTERNATIONAL TRADE

Subject Code	L	T	P	S	Credits	Inst. Hrs	Marks		
							CIA	External	Total
	4				3	4	25	75	100

Learning Objectives	
LO1	To enable students familiarise with the basics of International Trade.
LO2	To know the various theories of international trade.
LO3	To impart knowledge about balance of trades and exchange rates.
LO4	To gain knowledge about international institutions.
LO5	To gain insights on World Trade Organisation

Unit	Contents	Hrs
I	Introduction to International Trade – Meaning – Definition - Difference between Internal and International Trade – Importance of International Trade in the Global context	12
II	Theories of International trade: Classical theories - Adam smith's theory of Absolute Advantage – Ricardo's Comparative cost theory - Modern theories of International Trade - Haberler's Opportunity Cost theory – Heckscher –Ohlin's Modern theory – International trade and Factor Mobility Theory – Leontiff's Paradox - International trade and economic growth theory - Immiserating growth theory.	12
III	Balance of Payments – Components of Balance of Payments - Current account, Capital account & Official settlement accounts - Disequilibrium in BOP -Methods of correcting Disequilibrium - Balance of Payment adjustment Theories - Marshall Lerner mechanism. Balance of Trade – Terms of Trade – Meaning – Definition – Difference between BOP and BOT.	12
IV	International Economic Institutions - International Monetary System - Bretton Woods Conference – IMF - Objectives, Organizational structure – Membership – Quotas – Borrowing and Lending Programme of IMF – SDRs – India and IMF -World Bank and UNCTAD.	12
V	World Trade Organisation (WTO) – Functions and Objectives – Agricultural Agreements – GATS - TRIPS – TRIMS.	12
TOTAL		60

Course Outcome	
CO1	Distinguish between the concept of internal and international trade.
CO2	Define the various theories of international trade.
CO3	Examine the balance of trade and exchange rates
CO4	Appraise the role of IMF and IBRD.
CO5	Define the workings of WTO and with special reference to India.
Textbooks	
1	Francis Cherunilam, International Trade and Export Management – Himalaya Publishing House - Mumbai –04.
2	Paul.R.Krugman and Maurice Obstfeld, International Economics Pearson Education Asia - Addison Wesley Longman (P) Ltd. - Delhi – 92.
3	Robert J.Carbaugh, International Economics - Thomson Information Publishing Group -Wadsworth Publishing Company -California.
4	H.G. Mannur, International Economics – Vikas Publishing House (P) Ltd
5	BimalJaiswal&Richa Banerjee, Introduction To International Business,
Reference Books	
1	Dr. T. Aryamala,Vijay Nicole, International Trade, Chennai
2	Avadhani, V.A. International Financial Management, Himalaya Publications,
3	PunamAgarwal and JatinderKaur, International Business, Kalyani Publications,
4	S Sankaran , International Trade, Margham Publication, Chennai
5	C B Gupta, International Business, S Chand Publishing, New Delhi
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://opentext.wsu.edu/cpim/chapter/2-1-international-trade/
2	https://www.economicdiscussion.net/balance-of-payment/balance-of-payments-international-trade-economics/30644
3	https://www.wto.org/english/thewto_e/countries_e/india_e.htm

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	2	2	2	2	2	3	3
CO2	3	2	3	2	3	2	2	2	2	3	3
CO3	3	2	3	2	3	2	2	2	2	3	3
CO4	3	2	3	2	2	2	2	2	2	3	3
CO5	3	2	3	2	2	2	2	2	2	3	3
TOTAL	15	10	15	10	12	10	10	10	10	15	15
AVERAGE	3	2	3	2	2.4	2	2	2	2	3	3

3 – Strong, 2- Medium, 1- Low

Sec – A		Sec B	Sec C
2 Multiple Choice Questions from each unit (10 X 1 = 10)	2 questions from each unit	1 (a & b) question from each unit	1 question from each unit

GEC 6 - BUSINESS COMMUNICATION

Subject Code	L	T	P	S	Credits	Inst. Hrs	Marks		
							CIA	External	Total
	4				3	4	25	75	100
Learning Objectives									
LO1	To enable the students to know about the principles, objectives and importance of communication in commerce and trade.								
LO2	To develop the students to understand about trade enquiries								
LO3	To make the students aware about various types of business correspondence.								
LO4	To develop the students to write business reports.								
LO5	To enable the learners to update with various types of interviews								

Unit	Contents	Hrs
I	Introduction to Business Communication- Definition – Meaning – Importance of Effective Communication – Modern Communication Methods – Barriers to Communication – E-Communication - Business Letters: Need - Functions – Essentials of Effective Business Letters – Layout	12
II	Trade Enquiries- Trade Enquiries – Orders and their Execution – Credit and Status Enquiries – Complaints and Adjustments – Collection Letters – Sales Letters – Circular Letters	12
III	Banking Correspondence- Banking Correspondence – Types – Structure of Banking Correspondence – Elements of a Good Banking Correspondence – Insurance – Meaning and Types – Insurance Correspondence – Difference between Life and General Insurance – Meaning of Fire Insurance – Kinds – Correspondence Relating to Marine Insurance – Agency Correspondence – Introduction – Kinds – Stages of Agent Correspondence – Terms of Agency Correspondence	12
IV	Secretarial Correspondence- Company Secretarial Correspondence – Introduction – Duties of Secretary – Classification of Secretarial Correspondence – Specimen letters – Agenda and Minutes of Report writing – Introduction – Types of Reports – Preparation of Report Writing	12
V	Application Letters- Application Letters – Preparation of Resume – Interview: Meaning – Objectives and Techniques of Various Types of Interviews – Public Speech – Characteristics of a Good Speech	12
	Total	60

Course Outcomes	
CO1	Acquire the basic concept of business communication.
CO2	Exposed to effective business letter
CO3	Paraphrase the concept of various correspondences.
CO4	Prepare Secretarial Correspondence like agenda, minutes and various business reports.
CO5	Acquire the skill of preparing an effective resume

Textbooks	
1	Rajendra Pal & J.S. Korlahalli, Essentials of Business Communication-Sultan Chand & Sons- New Delhi.
2	Gupta and Jain, Business Communication,SahityabahvanPublication, New Delhi.
3	K.P.Singha, Business Communication, Taxmann, New Delhi.
4	R. S. N. Pillai and Bhagavathi. S, Commercial Correspondence, Chand Publications, New Delhi.
5	M. S. Ramesh and R. Pattenshetty, Effective Business English and Correspondence, S. Chand & Co, Publishers, New Delhi.

Reference Books	
1	V.K.Jain and Om Prakash, Business communication, S.Chand, New Delhi.
2	RithikaMotwani, Business communication, Taxmann, New Delhi.
3	Shirley Taylor, Communication for Business-Pearson Publications-New Delhi.
4	Bovee, Thill, Schatzman, Business Communication Today-Pearson Education, Private Ltd- NewDelhi.
5	Penrose, Rasbery, Myers, Advanced Business Communication, Bangalore.

NOTE: Latest Edition of Textbooks May be Used

Web Resources	
1	https://accountingseekho.com/
2	https://www.testpreptraining.com/business-communications-practice-exam-questions
3	https://bachelors.online.nmims.edu/degree-programs

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	PO1	P O2	PO3	PO4	PO5	PO6	PO7	PO8	PS O1	PSO 2	PSO3	
CO1	3	2	3	3	2	3	2	2	3	2	2	
CO2	3	2	3	3	3	2	2	2	3	2	2	
CO3	3	2	3	3	3	2	2	2	3	2	2	
CO4	3	2	3	3	2	2	2	2	2	2	2	
CO5	3	2	3	3	2	2	2	2	2	2	2	
TOTAL	15	10	13	15	10	10	10	10	10	10	10	
AVERAGE	3	2	2.6	3	2	2	2	2	2	2	2	
Sec – A							Sec B			Sec C		
2 Multiple Choice Questions from each unit (10 X 1 = 10)							2 questions from each unit			1 (a & b) question from each unit		1 question from each unit

SEC-I - COMMUNICATION SKILLS

Subject Code	L	T	P	S	Credits	Inst. Hrs	Marks		
							CIA	External	Total
U23CO2SE1	2				2	2	25	75	100

Learning Objectives

LO1	To understand and apply communication theory
LO2	To critically think about communication processes and messages.
LO3	To enable a strong sense of identity
LO4	To interact skillfully and ethically
LO5	To develop and deliver professional presentations.

Unit	Contents	Hrs
I	Listening skills – methods of enhancing listening – different kinds of listening – barriers to effective listening.	6
II	Speaking skills – sounds in English – Benefits of speaking – self development through speaking skills	6
III	Reading skills – definition – kinds – critical reading – reading methods – reading speed – active reading	6
IV	Writing skills – purpose – importance of style – Essay – Assignments	6
V	Presentation skills – a check list for presentation – verbal communication – non verbal communication	6
TOTAL		30

Course Outcomes

CO1	Explain the Communication skills
CO2	Understood the elements of the communication model
CO3	Demonstrate an understanding of conversation skills
CO4	Outline the effective participation in small group interactions.
CO5	Prepared to deliver a speech

Textbooks

1	S. Hariharan, N. Sundarajan, SP Shanmugapriya, 'Soft skills' MJP Publishers, Chennai.
2	John seely The Oxford guide to writing and speaking. Oxford U.P. 1998, Delhi

Reference Books

1	Minippally, Methukutty, M.2001. Business Communication Strategies. 11 ^o Reprint. Tata McGraw – Hill, New Delhi
2	De Bono, Edward. 1993. Serious Creativity. Re print, Harper Business
3	Gardner, Howard, 1993, Multiple Intelligences: The Theory in Practice: A Reader Basic Book

ENVIRONMENTAL STUDIES

Subject code	L	T	P	S	Credits	Inst. Hrs	Marks		
							CIA	External	Total
U232ES	2				2	2	25	75	100

Unit	Contents	Hrs
I	The Multidisciplinary Nature of Environmental Studies Definition, scope and importance-Renewable and non-renewable resources-Natural resources and associated problems.	2
II	Biodiversity and its Conservation Introduction – Definition-Biodiversity at global-national and local levels-India as a mega – diversity nation-Hot –spots of biodiversity-Conservation of biodiversity : In-situ and Ex-situ conservation of biodiversity-Waste land reclamation	6
III	Environmental Pollution Definition-Causes, effects and control measures of Air pollution, Climate change, global warming, acid rain, ozone layer depletion, nuclear, accidents and holocaust, case studies- Water pollution-Soil pollution- Noise pollution-Solid waste management: Causes, effects and control measures of urban and industrial wastes. Role of an individual in prevention of pollution Disaster management: floods, earthquake, cyclone and landslides	8
IV	Social Issues and the Environment From Un-sustainable 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-Environment ethics: Issues and possible solutions 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.	6
V	Human Population and the Environment Population growth explosion variation among nations-Family Welfare Programme-Environment and human health-Human Rights HIV/AIDS-Women and Child welfare-Role of information Technology in Environment and human health-Case Studies	8
	TOTAL	30