

ST. XAVIER'S COLLEGE (AUTONOMOUS)

Palayamkottai – 627002

(Recognized as “College with Potential for Excellence” by UGC)

(Accredited by NAAC at A++ Grade with a CGPA of 3.66 out of 4 in IV Cycle)

(Star College Programme by DBT, Govt. of India)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

SYLLABUS



B.COM CORPORATE SECRETARYSHIP

Preserve this copy of the syllabus until you complete the course, as it is an important document of your present course of study

Name _____

Choice Based Credit System (CBCS)

(w. e. f June 2023)

ST. XAVIER'S COLLEGE (AUTONOMOUS)

Palayamkottai – 627002

(Recognized as “College with Potential for Excellence” by UGC)

(Accredited by NAAC at A++ Grade with a CGPA of 3.66 out of 4 in IV Cycle)

(Star College Programme by DBT, Govt. of India)

(Affiliated to Manonmaniam Sundaranar University Tirunelveli)

SYLLABUS

PROGRAMME OUTCOMES (POS) FOR UG PROGRAMMES

Students of all Undergraduate Programmes at the time of Graduation will be able attain the following:

PO1 Critical Thinking: Acquire the Knowledge in the respective field and take informed actions.

PO2 Effective Communication: Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning if the world by connecting people ideas, books, media and technology.

PO 3: Social Interaction: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issue and the consequent responsibilities relevant to the professional practice.

PO 4: Effective Citizenship: Demonstrate empathetic social concern and equity centered national development, and the ability to act with an informed awareness of issues and the participate in civic life through volunteering.

PO5 Ethics: Recognize different value systems and apply ethical principles and commit to professional ethics and responsibilities and norms of different value systems.

PO6 Environment and Sustainability: Demonstrate the issues of environmental contexts and sustainable development.

PO7: Modern tool usage: Create select and apply appropriate techniques, resources and modern IT tools including prediction and modeling to complex activities with an understanding of the limitations.

PO8: Self-directed and Life – long learning: Recognize the need for and have the preparation and ability to engage in independent life-long learning in the broadest context of socio- technological changes.

B .COM. CORPORATE SECRETARYSHIP

(w. e. f 2023)

Programme Specific Outcomes for B .Com. Corporate Secretaryship:

PSO 1: Aware of the legal framework of Corporate Sector in India

PSO 2: Enriched with in-depth knowledge in different aspects of Corporate Secretaryship and Corporate Governance

PSO 3: Expose to practical situations of Corporate world and imparted with managerial skills

PSO 4: Competent to undergo and complete Company Secretaryship Course

PSO 5: Employable in managerial and clerical positions in Corporate Sectors

PSO 6: Acquire the knowledge of exports and import activities, Export Promotion measures in India, and procedure for documentation

PSO 7: Analyze the tools for environmental scanning

PSO 8: Assemble financial information from different sources and offer the same for further analysis, validation and decision making

PSO 9: Understand the concept of Standard Costing and gain the ability of analyzing the variances between the standard and actual cost

PSO 10: Comprehend the legislative framework of Corporate Governance in India.

UG ARTS COURSE PATTERN
(With Effect from June 2023)

Sem	Part	Status	Sub. Code	Title of the Paper	Hrs	Cdt
I	I	Lang	23UGTL11	General Tamil-I		
	I	Lang	23UGHL11	Hindi-I		
	I	Lang	23UGFL 11	French –I	6	3
	II	Lang	23UGEL11	General English –I	6	3
	III	Core	23UCPC11	Financial Accounting	5	5
	III	Core	23UCPC12	Corporate Correspondence	5	5
	III	EC	23 UCPE11	Corporate E-Management	4	3
	IV	SEC1	23UCPN11	Basics of Logistics Management (NME)	2	2
	IV	FC	23UHER11/ 23UHEE11	Foundation Course: Religion: Catholic Doctrine/ Ethics	2	2
TOTAL					30	23
II	I	Lang	23 UGTL 21	General Tamil – II		
	I	Lang	23 UGHL21	Hindi – II		
	II	Lang	23 UGFL 21	French –II	6	3
	III	Lang	23 UGEL 21	General English –II	6	3
	III	Core	23 UCPC 21	Advanced FinancialAccountancy	5	5
	III	Core	23 UCPC 22	Banking and Financial Services	5	5
	IV	EC	23 UCPE 21	Elements of Insurance	4	3
	IV	SEC 2	23 UCPN 21	Every Day Banking (NME)	2	2
	IV	SEC 3	23 UHEI 21	Integrated Personality Development	2	2
TOTAL					30	23
III	I	Lang	23 UGTL 31	General Tamil – III		
	I	Lang	23 UGHL31	Hindi – III		
	II	Lang	23 UGFL 31	French –III	6	3
	III	Lang	23 UGEL 31	General English –III	6	3
	III	Core	23 UCPC 31	Company Law –I	5	5
	III	Core	23 UCPC 32	Direct Tax -I	5	5
	IV	EC	23 UCPE 31	Company Secretarial practice	4	3
	IV	SEC 4	23 UCPN 31	Life issues and Entrepreneurial Skill Development	2	2
	IV	SEC 5	23 UCPS 31	Office Management (NME)	2	2
TOTAL					30	23

IV	I	Lang	23 UGTL 41	General Tamil – IV		
	I	Lang	23 UGHL41	Hindi – IV		
	II	Lang	23 UGFL 41	French –IV	6	3
	III	Lang	23 UGE L41	General English –IV	6	3
	III	Core	23 UCPC 41	Company Law II	5	5
	III	Core	23 UCPC 42	Direct Tax –II	4	4
	IV	EC	23 UCPE 41	Business Statistics	3	3
	IV	SEC 6	23 UCPN 41	Fundamentals of E – Commerce (NME)	2	2
	IV	SEC 7	23 UCPS 41	Basics of Stock Market Operations	2	2
IV	EVS	23 EVSE 41	Environmental Studies	2	2	
TOTAL					30	24
V	III	Core	23 UCPC 51	Corporate Accounting	6	5
	III	Core	23 UCPC 52	Capital Market and Securities Law	6	5
	III	Core	23 UCPC 53	Cost Accounting	6	5
	III	Core	23 UCPE 51	Business Law	5	4
	III	EC	23 UECE 52	Corporate Governance and Business ethics	5	3
	III	VE	23 DHEV51	Human Rights and Social analysis	2	2
	IV	Internship	23UCPI 51	Internship	-	2
TOTAL					30	26
VI	III	Core	23 UCPC 61	Management Accounting	6	4
	III	Core	23 UCPC 62	Project	6	4
	III	Core	23 UCPC 63	Indirect Taxes	6	4
	III	EC	23 UCPE 61	Entrepreneurial Development	5	3
	III	EC	23 UCPE 62	Industrial and Labour Law	5	3
	IV	SEC 8	23 UCPS 61	Professional Competency skill –(Competitive Exams)	2	2
	V	Extension Activities		STAND	-	1
TOTAL					30	21
TOTAL					180	140
Add- on Course					-	2
Value Added Course					-	2
Extra Credit Course					-	2
GRAND TOTAL					180	146

LEARNING OBJECTIVES: கற்றலின் நோக்கங்கள்

1. முதலாமாண்டு பட்ட வகுப்பு மாணவர்களுக்குத் தமிழ்மொழி இலக்கியங்களை அறிமுகம் செய்தல்.
2. தற்கால இலக்கியப் போக்குகளையும் இலக்கணங்களையும் மாணவர் அறியுமாறு செய்து அவர்களின் படைப்பாற்றலைத் தூண்டுதல்.
3. தமிழ் இலக்கியம் சார்ந்த போட்டித் தேர்வுகளுக்கு ஏற்ப கற்பித்தல் நடைமுறைகளை மேற்கொள்ளுதல்.
4. மொழித்திறன்களை மாணவர்கள் அறிந்துகொள்ள தூண்டுதல்.
5. நவீன இலக்கிய வகைமைகளை அறிமுகம் செய்தல்.
6. சமூகச்சிந்தனைகளை உருவாக்க இலக்கியப்பாடுபொருள் காரணமாய் உள்ளது என்பதை அறியச் செய்தல்.

அலகு1: மரபுக்கவிதை

- | | |
|-------------------|--|
| 1. பெ. சுந்தரனார் | - தமிழ்த் தெய்வவணக்கம் |
| 2. பாரதிதாசன் | - சிறுத்தையே வெளியே வா |
| 3. கவிமணி | - புத்தரும் சிறுவனும் |
| 4. முடியரசன் | - மொழி உணர்ச்சி |
| 5. கண்ணதாசன் | - ஆட்டனத்தி ஆதிமந்தி (ஆதிமந்தி புலம்பல்) |
| 6. சுரதா | - துறைமுகம் (வினாத்தாள்) |
| 7. தமிழ் ஒளி | - கடல் |

அலகு2: புதுக்கவிதை

- | | |
|-----------------------|--|
| 1. அப்துல் ரகுமான் | - வீட்டுக்கொரு மரம் வளர்ப்போம் |
| 2. ஈரோடு தமிழன்பன் | - சென்றியூ கவிதைகள் (ஏதேனும் ஐந்து கவிதைகள்) |
| 3. வைரமுத்து | - பிற்சேர்க்கை |
| 4. மு.மேத்தா | - வாழைமரத்தின் சபதம் |
| 5. அறிவுமதி | - வள்ளுவம் பத்து |
| 6. நா. முத்துக்குமார் | - ஆனந்த யாழை மீட்டுகிறாய் |
| 7. சுகிர்தராணி | - சபிக்கப்பட்ட முத்தம் |
| 8. இளம்பிறை | - நீ எழுத மறுக்கும் எனது அழகு |

அலகு3: சிறுகதைகள்

- | | |
|--|--------------------------------------|
| 1. வாய்ச்சொற்கள் | - ஜெயகாந்தன் (மாலை மயக்கம் தொகுப்பு) |
| 2. கடிதம் | - புதுமைப்பித்தன் |
| 3. கரு | - உமா மகேஸ்வரி |
| 4. முள்முடி | - தி. ஜானகிராமன் |
| 5. சிதறல்கள் | - விழி. பா. இதயவேந்தன் |
| 6. காகிதஉறவு | - சு. சமுத்திரம் |
| 7. வீட்டின் மூலையில் சமையலறை- அம்பை | |
| 8. (மொழிப்பெயர்ப்புக் கதை) நாயக்காரர் சீமாட்டி - ஒரு குறும்புக்காரர் சிறுவன் | |

அலகு4: பாடம் சார்ந்த இலக்கிய வரலாறு

அலகு5 : மொழித்திறன் போட்டித் தேர்வு

1. பொருள் பொதிந்த சொற்றொடர் அமைத்தல்
2. ஓர் எழுத்து ஒரு மொழி
3. வேற்றுமை உருபுகள்
4. திணை, பால், எண், இடம்
5. கலைச்சொல்லாக்கம், மொழிபெயர்ப்பு

COURSE OUTCOMES: பயன்கள்

இப்பாடங்களைக் கற்பதால் மாணவர் பின்வரும் பயன்களைப் பெறுவர்.

CO1- பாரதியார் காலந்தொட்டு தற்காலப் புதுக்கவிதைகள் வரை கவிதையிலக்கியம் அறிமுகப்படுத்தப்படுவதால் படைப்பாற்றல் திறன் பெறுதல். (K1,K2)

CO2- புதுக்கவிதை வரலாற்றினை அறிந்துகொள்வர். (K2)

CO3- இக்கால இலக்கிய வகையினைக் கற்பதன் மூலம் படைப்பாக்கத் திறனைப் பெறுதல். (K4)

CO4- மொழி அறிவோடு சிந்தனைத் திறன் அதிகரித்தல். (K3)

CO5- தமிழ்மொழியைப் பிழையின்றி எழுதவும், புதிய கலைச் சொற்களை உருவாக்கவும் அறிந்துகொள்வர். (K4)

CO6- காலந்தோறும் சமூகச் சிந்தனைகள் மாறுவதை இலக்கிய வரலாற்றின் மூலம் அறிந்து கொள்ளுதல். (K6)

TEXT BOOKS (பாடநூல்கள்)

1. தமிழ்த்துறை வெளியீடு - தூய சவேரியார் தன்னாட்சிக் கல்லூரி, பாளையங்கோட்டை.
2. வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு- எ.பி. பாக்கியமேரி

REFERENCE BOOKS (பார்வை நூல்கள்)

- தமிழ் இலக்கிய வரலாறு - சிற்.பி. பாலசுப்பிரமணியன்
- புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு – தமிழண்ணல்
- தமிழ் இலக்கிய வரலாறு – சேதுராமன்

WEB SOURCES (இணையதளங்கள்)

- Tamil Heritage Foundation- www.tamilheritage.org <<http://www.tamilheritage.org>>
- Tamil virtual University Library- www.tamilvu.org/library <http://www.virtualvu.org/library>
- Project Madurai - www.projectmadurai.org.
- Chennai Library- www.chennailibrary.com <<http://www.chennailibrary.com>>.
- Tamil Universal Digital Library- www.ulib.prg <<http://www.ulib.prg>>.
- Tamil E-Books Downloads- tamilebooksdownloads.blogspot.com
- Tamil Books on line- books.tamilcube.com
- Catalogue of the Tamil books in the Library of British Congress archive.org
- Tamil novels on line - books.tamilcube.com

பருவம்: 2	தாள்:மொழிப்பாடம்	Hrs: 6	Credits: 3
-----------	------------------	--------	------------

LEARNING OBJECTIVES: கற்றலின் நோக்கங்கள்

1. சமய இலக்கியங்களையும் சிற்றிலக்கியங்களையும் மாணவர்களுக்கு அறிமுகப்படுத்துதல்.
2. மொழித்திறனையும் சிறுகதை இலக்கிய வடிவத்தையும் மாணவர்களுக்கு உணர்த்துதல்.
3. தமிழ் இலக்கிய வரிசையில் சமய இலக்கியங்களின் முக்கியத்துவத்தை உணர்த்துதல்.
4. தமிழ் இலக்கிய வரிசையில் சிற்றிலக்கியங்களின் முக்கியத்துவத்தை அறிமுகம் செய்தல்.
5. தமிழ் இலக்கிய வளமைக்குப் பல்சமயங்கள் ஆற்றிய பங்கினை உணரச் செய்தல்.
6. சமய, சிற்றிலக்கியங்களின் இடத்தைத் தமிழ் இலக்கிய வரலாற்றின் வழி அறியச் செய்தல்.

அலகு 1:

- திருநாவுக்கரசர் - தேவாரம் - நாமார்க்கும் குடியல்லோம் எனத் தொடங்கும் பதிகம் (10 பாடல்கள்)
- ஆண்டாள் - திருப்பாவை (முதல் 20 பாசரம்)

அலகு 2 :

- வள்ளலார் - அருள் விளக்கமாலை (முதல் 10 பாடல்கள்)
- எச்.ஏ.கிருட்டிணப்பிள்ளை - இரட்சணியமனோகரம் - பால்ய பிராத்தனை
- குணங்குடி மஸ்தான் சாகிபு – பராபரக்கண்ணி (முதல் 10 கண்ணி)

அலகு 3:

- தமிழ் விடுதாது (முதல் 20 கண்ணி)
- திருக்குற்றாலக் குறவஞ்சி – குறத்தி மலைவளம் கூறுதல்
- முக்கூடற்பள்ளு – நாட்டு வளம்

அலகு 4: பாடம் தழுவிய இலக்கிய வரலாறு

(பல்லவர் காலம், நாயக்கர் காலம்)

அலகு 5 : மொழித்திறன் - போட்டித் தேர்வுத்திறன்

1. தொடர் வகைகள்
2. மரபுத்தொடர், பழமொழிகள்
3. பிறமொழிச் சொற்களைக் களைதல்
4. வழுச்சொற்கள் நீக்குதல்
5. இலக்கணக் குறிப்பு அறிதல்.

COURSE OUTCOMES - பயன்கள்

- CO1– பக்தி இலக்கியங்களைக் கற்பதன் மூலம் பக்தி நெறியினையும், சமய நல்லிணக்கத்தையும் தெரிந்து பின்பற்றுவர். (K1,K2)
- CO2– சிற்றிலக்கியங்களின் வழி இலக்கியச் சுவையினையும் பண்பாட்டு அறிவினையும் பெறுவர். (K2)
- CO3– பட்டப்படிப்பினைப் படிக்கும்போதே பெரும்பான்மையான தமிழ் இலக்கியங்கள் குறித்த அறிவினைப் பெறுவர். (K4)
- CO4– தமிழ்ச் சமூகப் பண்பாட்டு வரலாற்றினை இலக்கியங்கள் வாயிலாக அறிவர். (K3)
- CO5– போட்டித் தேர்வுகளில் வெற்றிப் பெறுவதற்குத் தமிழ்ப்பாடத்தினை பயன் கொள்ளும் வகையில் ஏற்ற பயிற்சி பெறுவர். (K4)
- CO6– பல்சமய இலக்கியங்களை அறிவதன் மூலம் பல்சமய உரையாடல்களின் முக்கியத்துவத்தை அறிவர். (K3)

TEXT BOOKS (பாட நூல்கள்)

1. தமிழ்த்துறை வெளியீடு, தூய சவேரியார் தன்னாட்சிக் கல்லூரி, பாளையங்கோட்டை.
2. வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு– எ.பி. பாக்கியமேரி

REFERENCE BOOKS (பார்வை நூல்கள்)

- தமிழ் இலக்கிய வரலாறு - சிற்பி. பாலசுப்பிரமணியன்
- புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு – தமிழண்ணல்
- தமிழ் இலக்கிய வரலாறு – சி.சேதுராமன்

WEB SOURCES (இணையதளங்கள்)

- Tamil Heritage Foundation- www.tamilheritage.org <<http://www.tamilheritage.org>>
- Tamil virtual University Library- [www.tamilvu.org/ library](http://www.tamilvu.org/library) <http://www.virtualvu.org/library>
- Project Madurai - www.projectmadurai.org.
- Chennai Library- www.chennailibrary.com <<http://www.chennailibrary.com>>.
- Tamil Universal Digital Library- www.ulib.prg <<http://www.ulib.prg>>.
- Tamil E-Books Downloads- tamilebooksdownloads.blogspot.com
- Tamil Books on line- books.tamilcube.com
- Catalogue of the Tamil books in the Library of British Congress archive.org
- Tamil novels on line - books.tamilcube.com

பருவம்: 3	தாள்: மொழிப்பாடம்	Hrs: 6	Credits: 3
-----------	-------------------	--------	------------

Learning objectives: கற்றலின் நோக்கங்கள்

1. காலந்தோறும் எழுந்த காப்பியங்களின் போக்கையும், புதினத்தின் இலக்கிய வடிவத்தையும் மாணவர்கள் உணருமாறு செய்தல்
2. காப்பியம், புதினம், ஆகிய படைப்பியல் வகைகளைப் பற்றிய பரந்து பட்டபுலமையைப் பெருக்குதல்.
3. தமிழ் இலக்கியங்களின் உள்ளடக்கம், வெளியீட்டுநெறி, படைப்பியல் கொள்கை ஆகியவற்றை அறியச் செய்தல்.
4. இலக்கியக் கொள்கைகளின் அடிப்படையில் இலக்கியங்களைத் திறனாய்வுச் செய்யப் பயிற்சி அளித்தல்.
5. படைப்புத் துறையிலும் ஊடகத் துறையிலும் கல்விப் புலத்திலும் அயல்நாடுகளிலும் வேலைவாய்ப்பினைப் பெறுதற்குத் துணைசெய்தல்.
6. மதிப்புரை, திறனாய்வு அறிமுகப்படுத்துவதன் மூலம் சிறந்த திறனாய்வுகளை அடையாளம் காணுதல்

அலகு: 1

சிலப்பதிகாரம் - வழக்குரைகாதை, மணிமேகலை - ஆதிரை பிச்சையிட்ட காதை, சீவகசிந்தாமணி - பூமகள் இலம்பகம், வளையாபதி

அலகு: 2

பெரியபுராணம் - பூசலார் புராணம், கம்பராமாயணம் - மந்தரை சூழ்ச்சிப் படலம், வில்லிபாரதம் - மற்போர் சருக்கம், சீறாப்புராணம் - புலி வசனித்த படலம்.

அலகு: 3

வஞ்சிமாநகரம் வரலாற்றுப் புதினம் - நா.பார்த்தசாரதி

அலகு: 4

பாடம் தழுவிய இலக்கிய வரலாறு

அலகு: 5

மொழித்திறன்

1. நூல் மதிப்புரை
2. திறனாய்வுசெய்தல்
3. கடிதம் வரைதல்
4. விண்ணப்பம் எழுதுதல்

Course outcomes: பயன்கள்

- CO1 - காப்பியங்களின் வழி வாழ்வியல் சிந்தனையைப் பெறுதல். (K1,K2)
- CO2 - காப்பியங்கள் அறிமுகப் படுத்தப்படுவதால் தமிழ் மொழியின் உயர்வையும், சிறப்பையும் உணர்தல். (K2)
- CO3 - தமிழ் புதினங்கள் வழி சமகாலப் படைப்புகளின் வாழ்வியல் சிந்தனைகளை அறிதல் (K4)
- CO4 - நாவல் இலக்கியம் அறிமுகப்படுத்தப்படுவதால் சிந்தனை ஆற்றல், படைப்பாற்றல், கற்பனைத் திறன் வளர்தல் (K3)
- CO5 - தமிழ் இலக்கியம் சார்ந்தபோட்டித் தேர்வுகளை எதிர்கொள்ளும் ஆற்றல் பெறுதல் (K4)
- CO6 - கடிதம், விண்ணப்பம் எழுதும் முறைகளை அறிதல் (K6)

பாடநூல்கள் :

தமிழ்த்துறை வெளியீடு
பார்வை நூல்கள்
1. தமிழ் இலக்கியவரலாறு- சிற்பிபாலசுப்பிரமணியன்

இணையதளம்

1. Tamil Heritage Foundation – www.tamilheritage.org<<http://www.tamilheritage.org>>.
2. Tamil Virtual University Library – www.tamilvu.org/library<http://www.virtualvu.org/library>
3. Project Madurai – www.projectmadurai.org
4. Chennai Library – www.chennailibrary.com<<http://www.chennailibrary.com>>
5. Tamil Universal Library- www.ulib.prg<<http://www.ulib.prg>>
6. Tamil E-books downloads – tamilbooksdownloads.blogspot.com
7. Tamil Books online – books.tamilcube.com
8. Catalogue of the Tamil Books in the library of British congress archive.org
9. Tamil novels.online – books.tamil.cube.com

Learning objectives: கற்றலின் நோக்கங்கள்

1. இலக்கியங்களின் சிறப்பினை உணர்த்துதல்
2. சங்க இலக்கியத்தின் மும் வாழ்வியல் நெறிகள் உணர்தல்
3. தமிழ் இலக்கியங்களின் உள்ளடக்கம், வெளியீட்டுநெறி, படைப்பியல் கொள்கை ஆகியவற்றை அறியச் செய்தல்.
4. அகத்திணை, புறத்திணை இலக்கணங்களை மாணவர்கள் அறியச் செய்தல்
5. மொழிபெயர்ப்புத் திறனை வளர்த்தல்
6. நாடக இலக்கியங்களின் அமைப்பு முறையை அறிதல்

அலகு: 1

நற்றிணை 10, 14, 16, குறுந்தொகை - 16, 17, 19, 20, 25, 29, 38, 44, கலித்தொகை - 38, 51, அகநானூறு - 15, 33, 55, புறநானூறு - 37, 86, 112, பரிபாடல் - 55

அலகு: 2

நெடுநல்வாடை- நக்கீரர்

அலகு: 3

சபாபதிநாடகம் - பம்மல் சம்பந்த முதலியார்

அலகு: 4

பாடம் தழுவிய இலக்கியவரலாறு

அலகு: 5

மொழித்திறன்

1. மொழிபெயர்ப்புகலைச்சொற்கள்
2. கொடுக்கப்பட்டுள்ள ஆங்கிலப் பகுதியைத் தமிழில் மொழிபெயர்த்தல்
3. அலுவலகக் கடிதம்- தமிழில் மொழிபெயர்த்தல்

Course outcomes: பயன்கள்

- CO1 – சங்க இலக்கியங்களில் காணப்படும் வாழ்வியல் சிந்தனைகளை அறிதல் (K1,K2)
CO2 – தமிழின் தொன்மையையும் செம்மொழித் தன்மையையும் உணர்தல் (K2)
CO3 – நாடக இலக்கியம் மூலம் நடிப்பாற்றலையும் கலைத்தன்மையையும் வளர்த்தல் (K4)
CO4 – நாடக இலக்கியம் அறிமுகப்படுத்தப்படுவதால் சிந்தனை ஆற்றல், படைப்பாற்றல், கற்பனைத் திறன் வளர்த்தல் (K4)
CO5 – தமிழிலிருந்து அலுவலகக் கடிதங்களை மொழிபெயர்க்கும் அறிவைபெறுதல் (K3)
CO6 - மொழி அறிவோடு வேலைவாய்ப்பினையும் பெறுதல். (K4)

பாடநூல்கள் :

தமிழ்த்துறை வெளியீடு

பார்வை நூல்கள்

2. தமிழ் இலக்கிய வரலாறு- சிறப்பிபாலசுப்பிரமணியன்

இணையதளம்:

1. Tamil Heritage Foundation – www.tamilheritage.org<<http://www.tamilheritage.org>>.
2. Tamil Virtual University Library – www.tamilvu.org/library<http://www.virtualvu.org/library>
3. Project Madurai – www.projectmadurai.org
4. Chennai Library – www.chennailibrary.com<<http://www.chennailibrary.com>>
5. Tamil Universal Library- www.ulib.pig7<<http://www.ulib.pig7>>
6. Tamil E-books downloads – tamilbooksdownloads.blogspot.com
7. Tamil Books online – books.tamilcube.com
8. Catalogue of the Tamil Books in the library of British congress archive.org
9. Tamil novels.online – books.tamil.cube.com

DEPARTMENT OF ENGLISH

UG – PART II - GENERAL ENGLISH

(The Seven-Tier Pattern recommended by UGC Curriculum Development Centre and Identified as Best Practice by NAAC)

	Stream A (For learners of high entry level proficiency)	Stream B (For learners of average entry level proficiency)	Stream C (For learners of low entry level proficiency)
Courses in Semester I	IV 23UGEL14	III 23UGEL13	I 23UGEL11
Courses in Semester II	V 23UGEL25	IV 23UGEL24	II 23UGEL22
Courses in Semester III	VI 23UGEL36	V 23UGEL35	III 23UGEL33
Courses in Semester IV	VII 23UGEL47	VI 23UGEL46	IV 23UGEL44

GENERAL COURSE OUTCOMES

- CO1 Acquire the four language skills (Listening, Speaking, Reading and Writing)
- CO2 Develop the skill of independent reading and interpreting of graded texts
- CO3 Expand and consolidate active and passive vocabulary
- CO4 Acquire the skills needed to participate in a conversation that builds knowledge collaboratively
- CO5 Acquire a clear understanding of English Grammar to facilitate accuracy of communication
- CO6 Develop the skills of formal written communication to be used in academic and career related contexts

TEXTS

- Course I - *Spotlight I*
- Course II - *Spotlight II*
- Course III - *Spotlight III*
- Course IV - *Spotlight IV*
- Course V - *Spotlight V*
- Course VI - *Spotlight VI*
- Course VII - William Shakespeare's *Julius Caesar* & Charles Dickens' *Oliver Twist*
- All Courses - *Active English Grammar and Composition* by the Board of Editors

EXTERNAL EXAMINATION

- ❖ External Examination has two components.
1) Written Examination and 2) Viva Voce
- ❖ A three-hour written examination will be conducted for 100 marks for all General English papers and the scores will be converted to 40 marks, with a pass minimum of 16 marks
- ❖ At the end of every semester, **Spoken English Viva Voce** will be conducted for all the students for 100 marks (four components) and the scores will be converted to 10 marks, with a required pass minimum of 4 marks
- ❖ To pass in any General English paper, a student must secure the pass minimum of 40 out of 100

Distribution of marks:	Written Exam (100 marks)	Converted to 40 marks
	Viva voce (100 marks)	Converted to 10 marks
	TOTAL (40+10)	50 marks

INTERNAL ASSESSMENT

- ❖ Two Internal Examinations shall be conducted for 50 marks each along with the Continuous Internal Assessments for the Core and Allied courses.
- ❖ The internal assessment for the courses may include assignments, seminars, projects, tests, viva (any oral presentation), communication activities etc., focusing on skill development or / and the course content

**GENERAL ENGLISH
COURSE – I**

Hours: 6

Course Code: 23UGEL11

Credits: 3

LEARNING OUTCOMES

- LO1** To provide an ambience to acquire the basic language skills, listening, speaking, reading and writing
- LO2** To make the learners learn the basic elements of grammar
- LO3** To enable them to involve in basic communicative activities
- LO4** To develop basic vocabulary
- LO5** To help the learners comprehend and respond in English
- LO6** To build confidence in using English to communicate

UNIT	TOPICS	
I	POETRY Maya Angelou Hilaire Belloc	“Poor Girl” “The Justice of Peace”
II	PROSE A. P. J. Abdul Kalam Madhavan Kutty	“My Early Days” “I Won’t Let Him Go!”
III	SHORT STORIES Oscar Wilde Mulk Raj Anand	“The Selfish Giant” “The Lost Child”
IV	LANGUAGE COMPETENCY 1. Use of Verbs: Verb Grid (Positive, Negative & Question), Regular Verbs, Irregular Verbs & Modals 2. Tenses: Active Voice Tenses & Passive Voice Tenses 3. Use of Nouns: Forms of Personal Pronouns, Use of Nouns as Subject, Object, Complement and Object of the Preposition 4. Sentence Patterns: SV, SVO, SVC, SVA, SVOA, SVIODO 5. Punctuation and Capitalisation 6. Reading Comprehension (5 Anecdotes and 5 Wisdom Stories)	
V	SPOKEN ENGLISH 1. Reading Aloud (From the text) 2. Introducing oneself 3. Describing a place (With hints) 4. Describing a picture(With hints)	

COURSE OUTCOMES

- CO1** Use grammatical structures in meaningful constructions
- CO2** Use oral communication for day-to-day activities
- CO3** Use simple sentences for oral and written communication
- CO4** Use punctuation and capitalisation accurately
- CO5** Comprehend what they listen to, and respond to it at the primary level
- CO6** Read and appreciate simple stories and anecdotes

TEXTBOOKS

1. Board of Editors. *Spotlight I*. India: Ponnasai Publishers & Distributors, 2015.
2. *Oxford Elementary Learner's Dictionary*. Ed. Angela Crawley. Phonetics Ed. Michael Ashby. United Kingdom: Oxford University Press, 2021.
3. Board of Editors. *Active English Grammar and Composition*. India: Trinity Press, 2022.

REFERENCE

- Bhatnagar, R. P. ,*English for Competitive Examinations*, India: Trinity Press, 2017.
- Joseph K. V. , *A Textbook of English Grammar & Usage*, India: McGraw Hill Education 2015.
- Sinha, R. P. *Current English Grammar and Usage with Composition*. India: Oxford University Press, 2018.

S. No.	QUESTION PATTERN	Marks
I	3 Short essays (200 words each) out of 6 from Units I, II & III (3X10)	30
II	5 Match the following from Units I, II & III	05
III	5 Stating True or False from Units I, II & III	05
IV	Verb Grid (Positive, Negative & Question)	20
V	Tense Grid (Active & Passive)	10
VI	Noun as subject, object, complement & object of the preposition	10
VII	Sentence pattern	10
VIII	Punctuation & Capitalization	05
IX	Reading comprehension	05
	Total	100

GENERAL ENGLISH

COURSE – II

Hours: 6

Course Code: 23UGEL22

Credits: 3

LEARNING OUTCOMES

- LO1 To provide an ambience to acquire the basic language skills, listening, speaking, reading and writing
- LO2 To make the learners frame questions and answers
- LO3 To enable them to involve in basic communicative activities
- LO4 To develop a comprehensible use of adjectives and adverbs
- LO5 To help the learners comprehend and respond in English
- LO6 To develop oral communication for day-to-day activities

UNIT	TOPICS	
I	POETRY Rabindranath Tagore Gieve Patel	“Leave this Chanting and Singing” “ On Killing a Tree”
II	PROSE Leslie W. Leavitt Sister Nivedita	“Mahatma Gandhi” “The Judgement Seat of Vikramaditya”
III	SHORT STORIES O. Henry Stephen Leacock	“After Twenty Years” “With the Photographer”
IV	LANGUAGE COMPETENCY 1. Use of Adjectives 2. Use of Adverbs 3. Use of Conditional ‘If’ (Probable & Improbable Conditions) 4. Use of ‘who’, ‘which’, ‘where’ & ‘that’ in combining sentences 5. Framing questions – ‘Wh -’ & ‘Yes’ / ‘No’ Questions 6. Prefixes and Suffixes 7. Developing Hints into a Paragraph	
V	SPOKEN ENGLISH 1. Reading Aloud (from the Prescribed Text) 2. Introducing Others 3. Describing a Personality (from Hints) 4. Narrating a Story(from Hints)	

COURSE OUTCOMES

- CO1 Use grammatical structures in meaningful contexts
- CO2 Use oral communication for day-to-day activities
- CO3 Use simple sentences for oral and written communication
- CO4 Use enhanced vocabulary
- CO5 Comprehend and respond to what they listen to at the secondary level
- CO6 Read and appreciate simple pieces of fiction and non-fiction

TEXTBOOKS

1. Board of Editors. *Spotlight II*. India: Ponnasai Publishers & Distributors, 2015.

2. *Oxford Elementary Learner's Dictionary*. Ed. Angela Crawley. Phonetics Ed. Michael Ashby. United Kingdom: Oxford University Press, 2021.
3. Board of Editors. *Active English Grammar and Composition*. India: Trinity Press, 2022.

REFERENCE

- Bhatnagar, R. P., *English for Competitive Examinations*. India: Trinity Press, 2017.
- Joseph K. V. *A Textbook of English Grammar & Usage*, India: McGraw Hill Education, 2015.
- Sinha, R. P. *Current English Grammar and Usage with Composition*. India: Oxford University Press, 2018.

S. No.	QUESTION PATTERN	Marks
I	3 Short Essays from Unit I, II and III	30
II	5 True or False (Units I, II and III)	05
III	5 Match the Following (Unit I, II and III)	05
IV	Adding appropriate adjectives	10
V	Adding appropriate adverbs	10
VI	Framing Probable & Improbable Conditional Sentences	10
VII	Combining Sentences with 'who', 'where', 'which' & 'that'	10
VIII	Framing 'Wh' & 'Yes/No' Qns.	10
IX	Prefixes & Suffixes	05
X	Developing Hints to a Paragraph (100 words)	05
	Total	100

GENERAL ENGLISH

COURSE - III

Hours: 6

Course Code: 23UGEL13, 23UGEL 33

Credits: 3

LEARNING OUTCOMES

- LO1** To involve the learners in reading and interpreting English in poetry and prose (Fiction and Non-fiction)
- LO2** To enable learners to write about prescribed literature
- LO3** To help learners develop vocabulary register
- LO4** To help learners learn the appropriate use of articles, prepositions and adverbs
- LO5** To facilitate in learners, the ability to create a narration based on hints
- LO6** To build confidence in the learners to speak English for specific purposes

UNIT	TOPICS	
I	POETRY William Shakespeare P. B. Shelley Oliver Goldsmith	“All the World’s a Stage” “Ozymandias” “The Village Schoolmaster”
II	SHORT STORIES A. J. Cronin Stephen Leacock Ernest Hemingway	“Two Gentlemen of Verona” “The Conjuror’s Revenge” “A Day’s Wait”
III	PROSE & SHORT STORIES C. L. N. Prakash O. Henry Natsume Soseki	“Rethink Your Thinking” “The Gift of the Magi” “I am a Cat”
IV	LANGUAGE COMPETENCY 1. Homonyms, Homophones, Homographs 2. Articles 3. Prepositions 4. Adverbs 5. Constructing a story using hints	
V	SPOKEN ENGLISH 1. Reading aloud 3. Describing a picture 2. Describing a process 4. Personal Conversation (Habits, Hobbies, Future Plan)	

COURSE OUTCOMES

- CO1** Read and understand English in poetry and prose (Fiction and Non-Fiction)
- CO2** Write coherent essays about prescribed literature
- CO3** Use words from acquired vocabulary register
- CO4** Use articles, prepositions and adverbs appropriately
- CO5** Create a narration from hints

CO6 Speak English confidently in a descriptive as well as expository style

TEXTBOOKS

1. Board of Editors. *Spotlight III*, India: Ponnasai Publishers & Distributors, 2015.
2. Board of Editors. *Active English Grammar and Composition*. India: Trinity Press, 2022.

REFERENCE

- Bhatnagar, R. P. *English for Competitive Examinations*. India: Trinity Press, 2017.
- Joseph. K. V, *A Textbook of English Grammar & Usage*, India:McGraw Hill Education, 2015
- Sinha, R. P. *Current English Grammar and Usage with Composition*. India: Oxford University Press, 2018.

S. No.	QUESTION PATTERN	Marks
I	1 Short Essay (200 words) out of 2 from Unit I	10
II	1 Essay (300 words) out of 2 from Unit II	15
III	1 Essay (300 words) out of 2 from Unit III	15
IV	5 passages with 2 Qns. each (from Units I,II &III)	10
V	Homonyms, Homophones, Homographs	10
VI	Articles	10
VII	Prepositions	10
VIII	Adverbs	10
IX	Constructing a story	10
	Total	100

GENERAL ENGLISH

COURSE - IV

Hours: 6

Course Code: 23UGEL14, 23UGEL24, 23UGEL44

Credits: 3

LEARNING OUTCOMES

- LO1** To make learners read and understand intermediate level poetry and prose
- LO2** To encourage learners to continue building a vocabulary register as the students interpret, speak and write about prescribed literature
- LO3** To enable learners fashion sentences to make paragraphs with unity of sense and structure
- LO4** To enable learners plan, organise ideas and write an essay
- LO5** To help learners learn the different types of letter, their structures and the use of appropriate language
- LO6** To make learners use grammatical structures in meaningful constructions

UNIT	TOPICS	
I	POETRY William Shakespeare John Milton Lewis Carroll Nissim Ezekiel	"Shall I Compare Thee" "On His Blindness" "The Walrus and the Carpenter" "The Professor"
II	PROSE Amitav Ghosh Desmond Morris Mark McCormack	"The Town by the Sea" "A Little Bit of What You Fancy" "To Know When to Say It's None of Your Business"
III	SHORT STORIES & DRAMA Aldous Huxley Oscar Wilde Fritz Karinthy	"The Portrait" "The Happy Prince" "The Refund"
IV	LANGUAGE COMPETENCY 1. Tenses (with Verb Grid) 2. Concord 3. Describing a thing / a place / an event 4. Spotting Errors (Tenses and Concord) 5. Letter Writing (Personal & Official)	
V	SPOKEN ENGLISH 1. Reading Aloud 2. Issue based conversation 2. Speaking about prescribed literature 4. Speaking on a given topic	

COURSE OUTCOMES

- CO1** Read, interpret and analyse intermediate level of English in poetry, prose and fiction
- CO2** Write coherent essays on prescribed literature

- CO3** Use the various tense forms accurately with proper subject - verb agreement
CO4 Write descriptive paragraphs with unity of sense
CO5 Identify common errors in the usage of Tenses and Concord
CO6 Speak English fluently with confidence in an expository as well as analytical style

TEXTBOOKS

1. Board of Editors. *Spotlight IV*. India: Ponnasai Publishers & Distributors, 2015.
2. Board of Editors. *Active English Grammar and Composition*. India: Trinity Press, 2022.

REFERENCE

- Bhatnagar, R. P. *English for Competitive Examinations*. India: Trinity Press, 2017.
- Joseph K. V. *A Textbook of English Grammar & Usage*, India: McGraw Hill Education, 2015
- Sinha, R. P. *Current English Grammar and Usage with Composition*, India: Oxford University Press, 2018.

S. No.	QUESTION PATTERN	Marks
I	1 Short Essay (200 words) out of 2 from Unit I	10
II	1 Essay (300 words) out of 2 from Unit II	15
III	1 Essay (300 words) out of 2 from Unit III	15
IV	5 passages with 2 Qns. each (from Units I, II & III)	10
V	Tenses	10
VI	Concord	10
VII	Describing a thing / a place / an event	10
VIII	Spotting Errors	10
IX	Letter Writing	10
	Total	100

GENERAL ENGLISH

COURSE – V

Hours: 6	Course Code: 23UGEL25, 23UGEL35	Credits: 3
-----------------	--	-------------------

LEARNING OUTCOMES

- LO1** To introduce learners to intermediate level of English through prescribed literature
- LO2** To make learners read, interpret and write about prescribed pieces of literature
- LO3** To make learners learn complex language structures and appropriate use of conjunctions
- LO4** To help learners become familiar with the accurate use of language with an awareness of common errors in language use
- LO5** To make learners understand the logical sequence of ideas within a paragraph
- LO6** To make learners speak English fluently with confidence and accuracy for specific purposes

UNIT	TOPICS	
I	POETRY William Wordsworth Robert Frost Mina Assadi H.W. Longfellow Philip Larkin	“The Solitary Reaper” “The Road Not Taken” “A Ring to Me Is Bondage” “A Slave’s Dream” “Next Please”
II	PROSE, DRAMA AND SHORT STORY	
II	Dr. Radhakrishnan Collins & Lapiere Oscar Wilde Somerset Maugham A. A. Milne	“Humanities Vs Sciences” “The Second Crucifixion” “The Model Millionaire” “The Ant and the Grasshopper” “The Boy Comes Home”
III	LANGUAGE COMPETENCY (Grammar & Vocabulary) 1. Words often confused 2. Synonyms and Antonyms 3. Synthesis and Transformation of Sentences (Simple, Compound & Complex) 4. Conjunctions 5. Active - Passive Voice	
IV	LANGUAGE COMPETENCY (Composition) 1. Expansion of Ideas / Proverbs 2. Sentence Arrangement 3. Dialogue Writing	
V	SPOKEN ENGLISH 1. Reading and Interpreting 2. Turncoat 3. Expand a Proverb 4. Issue Based Conversation	

COURSE OUTCOMES

- CO1** Read, interpret and analyse poetic English to understand open possibility of inferences
- CO2** Write logically planned essays to address specific questions concerning prescribed literature
- CO3** Understand the forms and structural differences in different types of sentences and their specific purposes
- CO4** Use complex language structures with appropriate conjunctions
- CO5** Use vocabulary actively with an awareness of homonyms, homophones, synonyms and antonyms
- CO6** Use Spoken English fluently with confidence and accuracy for specific purposes such as analytical, argumentative and expository talks

TEXT BOOKS

1. Board of Editors. *Spotlight V*, India:Ponnasai Publishers & Distributors, 2015.
2. Board of Editors. *Active English Grammar and Composition*. India:Trinity Press, 2022.

REFERENCE

- Bhatnagar, R. P. *English for Competitive Examinations*, India: Trinity Press, 2017.
- Joseph K. V. *A Textbook of English Grammar & Usage*, India: McGraw Hill Education, 2015
- Sinha, R. P. *Current English Grammar and Usage with Composition*, India: Oxford University Press, 2018

S. No.	QUESTION PATTERN	Marks
I	1 Short Essay (200 words) out of 2 from Unit I	10
II	1 Essay (300 words) out of 2 from Unit II	15
III	5 passages with 2 Qns. each (from Units I, II & III)	10
IV	Vocabulary	15
V	Synthesis of sentences	10
VI	Transformation of sentences	05
VII	Active - Passive Voice	10
VIII	Conjunction	05
IX	Expansion of Ideas / Proverbs (2x5=10)	10
X	Sentence Arrangement	05
XI	Dialogue Writing	05
	Total	100

GENERAL ENGLISH

COURSE - VI

Hours: 6

Course Code: 23UGEL36, 23UGEL46

Credits: 3

LEARNING OUTCOMES

- LO1** To introduce learners to advanced level of poetic English through representative pieces, to make them understand oblique use of language
- LO2** To make them read and understand modern English prose through samples of biography, autobiography, short story and one act play
- LO3** To familiarise them with advanced language structures and the use of idioms and phrasal verbs
- LO4** To make them understand and use different degrees for comparison and use language for reporting speech
- LO5** To acquaint them with the skills of expanding or developing, and condensing ideas
- LO6** To make them speak English fluently and accurately for specific purposes

UNIT	TOPICS	
I	POETRY Edwin Arnold Sylvia Plath John Keats John Donne Maya Angelou	“Siddhartha” “The Mirror” “La Belle Dame Sans Merci” “Death Be Not Proud” “I Know Why the Caged Bird Sings”
II	PROSE, SHORT STORY & DRAMA Anne Frank C.P. Snow Chinua Achebe Hugh Chesterton	“The Diary of a Young Girl” “Hardy and Ramanujan” “Marriage is a Private Affair” “The Pie and the Tart”
III	LANGUAGE COMPETENCY (Grammar and Vocabulary) 1. Degrees of Comparison 2. Direct- Indirect Speech 3. Cloze Test. 4. Idioms and Phrasal verbs 5. Spotting Errors	
IV	LANGUAGE COMPETENCY (Composition) 1. Précis Writing 2. Essay Writing	
V	SPOKEN ENGLISH 1. Reading and Interpretation 2. Issue Based Conversation 3. Public Speaking on subject topic 4. Extempore	

COURSE OUTCOMES

- CO1 Read and interpret the oblique language of poetry and write appreciative essays on the prescribed literature
- CO2 Read, interpret and write analytical essays about prescribed prose pieces
- CO3 Use advanced grammar structures to report speech and use the three degrees of comparison for intended emphasis
- CO4 Use advanced nuances of language such as idioms and phrasal verbs
- CO5 Write reflective, descriptive, expository and imaginative essays with appropriate content, and condense material to a précis
- CO6 Use English fluently and accurately for public speaking, extempore and other specific purposes

TEXT BOOKS

- Board of Editors. *Spotlight VI*, India: Ponnasai Publishers & Distributors, 2016.
- Board of Editors. *Active English Grammar and Composition*, India: Trinity Press, 2022

REFERENCE

- Bhatnagar, R. P. *English for Competitive Examinations*, India: Trinity Press, 2017.
- Joseph K. V. *A Textbook of English Grammar & Usage*, India: McGraw Hill Education, 2015
- Sinha, R. P. *Current English Grammar and Usage with Composition*. India: Oxford University Press, 2018.

S. No.	QUESTION PATTERN	Marks
I	1 short essay (200 words) out of 2 from Unit I	10
II	1 essay (300 words) out of 2 from Unit II	15
III	5 Passages with 2 Qns. each (from Units I & II)	10
IV	Degrees of Comparison	05
V	Direct Indirect Speech	10
VI	Making sentences – Idioms	05
VII	Phrasal verbs	05
VIII	Spotting errors (Multiple Choice)	10
IX	Correcting the errors (Rewriting)	05
X	Cloze Test	05
XI	Precis Writing	10
XII	Essay Writing	10
	Total	100

GENERAL ENGLISH

COURSE - VII

Hours: 6

Course Code: 23UGEL47

Credits: 3

LEARNING OBJECTIVES

- LO1 To facilitate learners' reading advanced English through representative pieces of Literature
- LO2 To help learners infer and interpret prescribed literature and write coherent, Analytical essays
- LO3 To help learners acquire the advanced use of English for professional purposes
- LO4 To help learners prepare resume and CVs for professional use
- LO5 To encourage learners in using English skillfully and creatively to discuss, brainstorm or debate a topic, through active practice
- LO6 To equip learners with the soft skills necessary for employability

I	DRAMA William Shakespeare <i>Julius Caesar</i>
II	FICTION Charles Dickens <i>Oliver Twist</i>
III	SOFT SKILLS 1 (Theory and Practice) 1. Interview skills* 2. Group Discussion* 3. Debate 4. Interpersonal Skills * Included for Spoken English Viva Voce also
IV	SOFT SKILLS 2 (Theory and Practice) 1. Time Management 2. Problem Solving Techniques 3. Teamwork 4. Leadership
V	APPLICATION & RESUME 1. Chronological Resume. 2. Functional Resume 3. Responding to the given advertisement

COURSE OUTCOMES

- CO1 Read and understand advanced forms of English in Literature
- CO2 Interpret and write analytical essays on topics concerning prescribed pieces of literature
- CO3 Speak English fluently and accurately in professional contexts
- CO4 Prepare application with appropriate Resume structure for employment
- CO5 Use English effectively and creatively for interview, group discussion etc.,
- CO6 Behave, react and handle situations connected to employability, using the acquired knowledge of soft skills

TEXT BOOKS

- Shakespeare, William. *Julius Caesar*, United Kingdom: Oxford University Press, 2008.
- Dickens, Charles. *Oliver Twist*, United Kingdom: Penguin Classics, 2003

REFERENCE

- Bhatnagar, R. P. *English for Competitive Examinations*. India: Trinity Press, 2017.
- Joseph K. V. *A Textbook of English Grammar & Usage*, India: McGraw Hill Education, 2015
- Sinha, R. P. *Current English Grammar and Usage with Composition*, India: Oxford University Press, 2018.

S. No.	QUESTION PATTERN	Marks
I	5 Multiple Choice Questions from Unit I	05
II	5 Multiple Choice Questions from Unit II	05
III	1 Essay (400 words) out of 3 from Unit I	15
IV	1 Essay (400 words) out of 3 from Unit II	15
V	2 Annotations out of 3 from Unit I	10
VI	2 Paragraphs out of 3 from Unit II	10
VII	1 Essay out of 2 from Unit III	15
VIII	1 Essay out of 2 from Unit IV	15
IX	Responding to the given Advertisement	10
	Total	100

DEPARTMENT OF HUMAN EXCELLENCE**St. Xavier's College (Autonomous), Palayamkottai****Courses offered**

Semester	Category	Course Code	Course Title
I	FC	23UHER11/ 23UHEE11	Religion: Catholic Doctrine / Ethics
II	SEC3	23UHEI21	Integrated Personality Development
III	SEC4	23UHEL31	Life Coping and Entrepreneurial Skills Management
IV	EVS	23UEVS41	Environmental Studies
V	VE	23UVEH51	Human Rights and Social Analysis

NME

Semester	Category	Course Code	Course Title
I	Library	23ULBN11	Foundations of Library Science
I	XRF	23UXRN11	Traditional Knowledge of Indian Medicinal Systems
II	Library	23ULBN21	Information Resources
II	XRF	23UXRN21	Indian Traditional Medicinal Foods
III	XRF	23UXRN31	Food Microbiology
IV	XRF	23UXRN41	Herbal Resources and Their Conservation
IV	MAX Forum	23UMXN41	Society, Economy and Politics in Contemporary India

Common Question Pattern**Internal Test**

Part A	Answer ALL the questions in one or two lines	5 x 2 = 10
Part B	Answer ALL the questions, each in a paragraph	3 x 5 = 15
Part C	Write an essay on the following	1 x 10 = 10

Semester Exam

Part A	Answer ALL the questions in one or two lines	10 x 3 = 30
Part B	Answer ALL the questions, each in a paragraph	5 x 8 = 40
Part C	Write an essay on each the following	2 x 15 = 30

**RELIGION: CATHOLIC DOCTRINE
(23UHER11)**

SEMESTER:I	VE	HOURS:2	CREDITS: 2	TOTAL HOURS:30
-------------------	-----------	----------------	-------------------	-----------------------

Course Outcomes:

Upon completion of the course the students will be able to

1. Recite the Sacraments(K1)
2. Identify the challenges of the present day church(K1)
3. Associate Old and New testaments of the bible(K2)
4. Explain the Church history(K2)
5. Discuss the Marian worship (K2)
6. Summarize the catholic social teachings(K2)

Unit I: Introduction to Bible (6 Hours)

Bible as a Word of God, its inspiration, the Canon - Old and New Testaments and their interconnectedness - Traditional and modern interpretations

Unit II: Introduction to the Church history (6Hours)

The beginnings of the Church - Medieval period and its challenges - The importance of the Second Vatican Council and their decrees - Synodality

Unit III: Introduction to the Sacraments (6Hours)

The origin of the seven sacraments - Their practices and meanings - History of the sacraments

Unit IV: Introduction to Mariology (6Hours)

Mary, Mother of God and Jesus - Mary, our Mother and in the Gospels - Mariology in the history of the Church – Mary as a Prophet of revolution

Unit V: Church in the Contemporary World (6Hours)

The challenges of the present day Church – Casteism and Same sex marriage – Ecumenical unity and Inter Religious harmony - Catholic Social Teachings

REFERENCES:

1. Paul C. Jesuraj, Growing in Your Faith, July 2022.
2. Second Vatican Council Documents

ETHICS
(23UHEE11)

SEMESTER: I	VE	HOURS: 2	CREDITS: 2	TOTAL HOURS: 30
--------------------	-----------	-----------------	-------------------	------------------------

Course Outcomes :

Upon completion of the course the students will be able to

- Describe the Ethical foundations and human history (K1)
- Identify Ethics and its relationship with Religions (K1)
- List the personal ethical codes to be practices in day to day life (K1)
- Associate ethics in family and society (K2)
- Summarize modern ethical issues and problems (k2)
- Discuss bio and environmental ethics (k2)

Unit I : Introduction to Ethics **(6 Hours)**

Meaning, Nature and Scope of Ethics - Challenges and Importance of ethics - Basic Ethical Foundations

Unit II : Ethics in Religions **(6 Hours)**

Ethical foundations and meanings in big and small traditions - Ethics and its relationship with Religions

Unit III : Personal Ethics **(6 Hours)**

Moral precepts - Dynamics of personal morality - Moral Conscience - Ethical aspects of Thirukural – Evils of Corruption – Gandhi's Seven Deadly Sins.

Unit IV : Family Ethics and Social Ethics **(6 Hours)**

Role of Family in ethical formulations- Respecting persons - Peace and Justice - Human Duties

Unit V : Modern Ethical Issues **(6 Hours)**

Bio Ethics - Media Ethics - Environmental Ethics –Cyber Ethics

REFERENCES:

1. Ethics prepared by School of Interdisciplinary and Trans-disciplinary Studies, Indira Gandhi National Open University (MPYE 002)
2. Course material prepared by the Department of Human Excellence.

INTEGRATED PERSONALITY DEVELOPMENT
(23UHEI21)

SEMESTER: II	SEC3	HOURS: 2	CREDITS: 2	TOTAL HOURS: 30
---------------------	-------------	-----------------	-------------------	------------------------

Course Outcomes:

Upon completion of the course the students will be able to

- Identify personal strengths and weaknesses (K1)
- Identify the means of self-esteem (K1)
- Identify the means of improving personal performance(K1)
- Explain the techniques of self-management(K2)
- Describe coping strategies of learning (K2)
- Discuss the traits of personal competence(K2)
- Summarize different dimensions of Personality (K2)

UNIT I: Self – Knowledge **(6 Hours)**

Exploring habits, attitudes, preferences and experience –SWOC analysis – Johari Window – Enhancing one’s self image, self-esteem, self confidence

UNIT II: Self-Management **(6 Hours)**

Understanding of life story - Focusing on Internal narratives - Managing change, confusion and uncertainty –Goal setting – Personal Vision and Mission statements

UNIT III: Personal Competence and Maturity **(6 Hours)**

Motivation - Developing rapport - Giving and receiving constructive criticism - Assertiveness and negotiation skills – Leadership – Type of Leadership – Qualities of a good leader

Unit IV: Dimensions of Personality Development **(6 Hours)**

Recognizing the gradual growth in different dimension of one’s personality such as (a) Physical (b) Intellectual (c) Emotional (d) Moral (e) Social and (f) Spiritual - Learning the Development process; Tools and Skills - Helping to maximize one’s potentials

Unit IV: Academic Learning Strategies **(6 Hours)**

Memory - Art of generative listening, learning and writing - Note making - Presentation skills - Time management - Receptive skills - Classroom etiquettes - Cyber knowledge

REFERENCE BOOKS:

1. Dr. Xavier Alphonse S.J., We Shall Overcome, ICRDEC Publications, Chennai, 2004.
2. Personality Development, Harold R. Wallace and L. Ann Masters, South-Western, Cengage Learning India PL, New Delhi, 2006.
3. Course material prepared by the Department of Human Excellence

LIFE COPING AND ENTREPRENEURIAL SKILLS MANAGEMENT
(23UHEL31)

SEMESTER: III	SEC4	HOURS: 2	CREDITS: 2	TOTAL HOURS: 30
----------------------	-------------	-----------------	-------------------	------------------------

Course Outcomes :

Upon completion of the course, the students will be able to

1. Identify the various challenges faced in adolescence (K1)
2. Tabulate healthy habits and lifestyle (K1)
3. Identify problem solving strategies (K1)
4. Discuss family and professional relationship(K2)
5. Explain cognitive, emotional and behavioural perspectives (K2)
6. Describe evils of addiction and the remedies available (K2)

Unit I: Physical AND Mental Wellbeing (6 Hours)

Adolescent Health and Holistic Health - Understand and appreciate physical Self - Personal hygiene and grooming - Balanced diet - Healthy habits and lifestyle - Sound body and mind - Nurturing health at home, in campus –Definition of Health - Women health – various medicine systems

Unit II: Interpersonal and Social Wellbeing (6 Hours)

Family Relationship: Values in family relationship, Nuclear, Joint Family, Dependence, Overdependence, Happy family, Broken Family - Caring Elders - Rapport Building with Peers/ Friends, Strangers, Transgenders - Professional Relationship : Officials, Mentors, Staff & Service Personnel- Other centeredness and others point of view and Empathy

Unit III: Problem-solving and Decision making skills (6 Hours)

Decision making processes - Lateral Thinking and problem-solving strategies - Select and apply problem-solving strategies to more complex tasks and problems - Gain familiarity with concepts such as performance indicators and benchmarking – Counseling.

Unit IV: Coping Strategies (6 Hours)

Conflict/Crisis Management –Stress Management – Emotional Management - Team, Task and Resource Management – Ignatian Discernment Process

Unit V: Overcoming Addiction (6 Hours)

Various stages of addiction- Gadgets addiction - Substance abuse - Media addiction – Internet addiction – Impact, prevention and remedies.

REFERENCE BOOKS:

1. Dr. Xavier Alphonse S.J., We Shall Overcome, ICRDEC Publications, Chennai, 2004.
2. Covey Sean, Seven Habits of Highly Effective Teens, New York, Fireside Publishers, 1998.
3. Carnegie Dale, How to win Friends and Influence People, New York: Simon & Schuster, 1998.
4. Course Material prepared by the Department of Human Excellence.

ENVIRONMENTAL STUDIES
(23UEVS41)

SEMESTER: IV	EVS	HOURS: 2	CREDITS: 2	TOTAL HOURS: 30
---------------------	------------	-----------------	-------------------	------------------------

Course objective:

To cater to students from diverse disciplinary backgrounds and to sensitise them about the commitment of our nation towards achieving sustainable development goals and addressing global environmental challenges.

Course outcomes:

The student will be able to:

1. Describe various natural resources and the need for sustainable development (K1).
2. Relate biodiversity and its conservation approaches (K2).
3. Solve the environmental issues of concern and discover prevention strategies (K3).
4. Sensitize and categorize the adverse health impacts of pollution (K3).
5. Assess environmental quality and risks for climate change mitigation (K4 & K5).
6. Recognize the major treaties to safeguard Earth's environment and resources (K2).

Unit I: Natural Resources and Sustainable Development (6 hours)

Overview of natural resources: definition, classification. Biotic resources: major types, status and challenges. Water resources: types, over-exploitation, issues, challenges, water scarcity, conflicts. Soil and mineral resources: important minerals, problems, soil as a resource. Energy resources: sources, conventional and non-conventional, implications. Introduction to sustainable development: SDGs, targets and indicators, challenges and strategies.

Unit II: Conservation of Biodiversity and Ecosystems (6 hours)

Biodiversity and its distribution: Levels and types, India and world, hotspots, threat categories. Ecosystems and ecosystem services: major types in India, basic characteristics, significance. Threats to biodiversity and ecosystems: land use, commercial exploitation of species and invasive species. Major conservation policies: in situ, ex situ, protected areas, traditional knowledge, community based conservation, gender and conservation.

Unit III: Environmental Pollution and Health (6 hours)

Understanding disaster and pollution: definitions, natural and man-made, point source and non-point source, kinds. Air and water pollution: criteria pollutants, sources, and adverse effects, quality standards. Soil and noise pollution: sources and health effects. Thermal and radioactive pollution: sources and impact on health and ecosystems.

Unit IV: Climate Change: Impacts, Adaptation and Mitigation (6 hours)

Understanding climate change: structure of atmosphere, natural and anthropogenic variations, importance of 1.5 °C and 2.0 °C limits to global warming, projections of climate change in Indian subcontinent. Impacts, vulnerability and adaptation to climate change. Mitigation of climate change: GHG reduction vs. sink enhancement, concept of carbon intensity, energy intensity and carbon neutrality; policy instruments, carbon capture and storage, climate justice.

Unit V: Environmental Treaties and Legislation

(6 hours)

Overview of instruments of international cooperation: bilateral, multilateral, conventions and protocols, COPs. Major International Environmental Agreements: CBD, CITES, UNCCD, UNFCCC. Major Indian Environmental Legislations: acts, rules, sites, areas, zones and judgements. Major International organisations and initiatives: UNEP, IUCN, WCED, UNESCO, IPCC, MAB.

Reference books

1. Singh, J.S., Singh, S.P., Gupta, S.R. (2006). Ecology, Environment and Resource Conservation. Anamaya Publications.
2. Harris, Frances (2012). Global Environmental Issues, 2nd Edition. Wiley- Blackwell.
3. Krishnamurthy, K.V. (2003). Textbook of Biodiversity, Science Publishers, Plymouth, UK.
4. Ahluwalia, V. K. (2015). Environmental Pollution, and Health. The Energy and Resources Institute (TERI).
5. Pittock, Barrie (2009). Climate Change: The Science, Impacts and Solutions. 2nd Edition. Routledge.
6. Ministry of Environment, Forest and Climate Change (2019). A Handbook on International Environment Conventions & Programmes.
7. KanchiKohli, Manju Menon (2021). Development of Environment Laws in India, Cambridge University Press.

HUMAN RIGHTS AND SOCIAL ANALYSIS
(23UVEH51)

SEMESTER: V	VE	HOURS: 2	CREDITS: 2	TOTAL HOURS: 30
--------------------	-----------	-----------------	-------------------	------------------------

Course Outcomes :

Upon completion of the course, the students will be able to

- Describe Indian social scenario (K1)
- List the different kinds of fundamental rights (K1)
- Discuss major social problems in India (K2)
- Analyze critically society and its network of relationships (K4)
- Analyze local and global social problems (K4)
- Describe redressal mechanisms for human rights violations (K6)

Unit I: World trends today and Indian Scenario (6 Hours)

Some basic data – Globalization - World Social Forum vs World Economic Forum - The North South divide – Democracy - Types of Governance in the world – Demography and Basic Data of India

Unit II: Indian Social System (6 Hours)

Social Analysis - Social system and its components - Interdependence of human being and society - A land of cultural linguistic and religious diversity - secularism-communalism-fundamentalism-Indian politics and religion-problems of the minority.

Unit III: Major Social Problems I (6 Hours)

Indian Economic inequality and Poverty; Manifestation and Measurement; Incidence and Magnitude; Causes, problems of poor and pains of poverty; the remedy - Ignorance in Governance and corruption: The Concept; Causes and Impact of Corruption; Combating Corruption - Illiteracy: Magnitude, Causes and Consequences

Unit IV: Major Social Problems II (6 Hours)

Caste Discrimination: caste discrimination and process of exclusion, Honour Killing, Untouchability, Caste Politics, Reservation policy – Dalit Empowerment - Child abuse, child labour - Effects of Abuse on Children - Violence against women: Harassment; Nature, Extent and Characteristics – Empowerment of Women - LGBTQIA+ – Currently pressing issues.

Unit V: Human Rights, Indian Constitutions and Empowerment (6 Hours)

Universal Human Rights: The concept – Evolution – Organizations and Recent Developments – Indian Constitutions: Preamble - Political and Civil fundamental rights and duties. Empowerment Models: Communitarian and Local Models – Social Reformers: Ambedkar, Gandhi, Muthulakshmi Reddy and Periyar - Dreams and hopes for better India.

REFERENCE BOOKS:

1. P.N. Sharma, “Social problems and issues in India”, Bharat Book Centre, 2014
2. New India, The Reality Reloaded, Gurjot S. Kaler, Chandigarh, India, 2018
3. Course Material Prepared by the Department of Human Excellence

**FOUNDATIONS OF LIBRARY SCIENCE
(23ULBN11)**

SEMESTER: I	NME	HOURS: 2	CREDITS: 2	TOTAL HOURS: 30
--------------------	------------	-----------------	-------------------	------------------------

COURSE Outcomes: At the end of the course the students will be able to

- CO1. Comprehend the Evolution, Significance, and Fundamental Operations of Libraries. (K2)
- CO2. Develop Effective Reading Strategies and Critical Thinking Skills. (K3)
- CO3. Differentiate and grasp the distinct roles and functions of various types of libraries. (K4)
- CO4. Explore Modern Library Services and the Impact of Digital Resources. (K4)
- CO5. Recognize the potential of VR, AI, and chatbots in enhancing user support within library environments. (K5)

UNIT 1 (6 Hours)

INTRODUCTION TO LIBRARY

The history and evolution of libraries - Need - Purpose - Functions - Five Laws of Library Science.

UNIT 2 (6 Hours)

TYPES OF LIBRARY

Public – Academic – Special - National. (Definition, purpose and functions of each type of library.

UNIT 3 (6 Hours)

LIBRARY SERVICES AND COLLECTION DEVELOPMENT

Reference services and reader advisory- Collection development and Management - E-books - E-journals Database - Bulletin Boards.

UNIT 4 (6 Hours)

EMERGING TECHNOLOGIES IN LIBRARIES

Virtual reality and augmented reality in libraries - AI and chatbots for user support - Internet of Things (IoT) applications in libraries.

UNIT 5 (6 Hours)

READING CULTURE FOR LIBRARY PRACTITIONERS

Value of Reading in Professional Development - Exploring Diverse Reading Materials - Effective Reading Techniques - Critical Thinking and Reflection.

Text Book

Kumar P S G, Foundations of Library and Information Science B. R. Publishing Corporation

Reference

1. Khanna J K, Library and Society, Kurukshetra University, Kurukshetra
2. Kumar P S G, Foundation of Library and Information Science Paper 1 of UGC Model Curriculum, B.R. Publishing Corporation

TRADITIONAL KNOWLEDGE OF INDIAN MEDICINAL SYSTEMS
(23UXRN11)

SEMESTER: I	NME	HOURS: 2	CREDITS: 2	TOTAL HOURS: 30
--------------------	------------	-----------------	-------------------	------------------------

Course outcomes: At the end of the course the students will be able to

CO1: Understand the concepts of ethno botany and its branches (K1).

CO2: Provide a strong foundation in the principles of ethno medicine and its applications (K2 & K4).

CO3: Inculcate knowledge and make the students aware of the commercial value of medicinal plants (K2 & K3).

CO4: Give an insight into the edible and medicinal plants in tribal medicine (K3).

CO5: Comprehend the advances made in the field of plant biotechnology in conservation of medicinal plant resources (K4).

CO6: Understand ethno botany of the Western Ghats, their medicinal and commercial values and conservation (K1- K4).

Unit I: Ethnobotany **(6 hours)**

History of Ethnobotany, concept, scope and objectives. The relevance of ethnobotany in the present context. Major ethnic groups in Tamil Nadu.

Unit II: Traditional medicines **(6 hours)**

Medicinal plants used by Tribals. Ethnobotanical formulations; Ethnobotanical uses of selected medicinal plants with a) *Azadirachthaindica* b) *Ocimumtenuiflorum* c) *Vitexnegundo*. d) *Gloriosasuperba* e) *Tribulusterrestris* f) *Pongamiapinnata* g) *Senna auriculata* h) *Indigoferatinctoria*. Importance and scope of medicinal plants used by *Paliyans*.

Unit III: Commercial value of traditional medicinal plants **(6 hours)**

Raw drugs from ethnomedicinal plants - Economic potentials of selected ethnomedicinal plants. Ethnobotany as a source of important drugs a) Reserpine b) Artemisin c) Gugulipid d) Cathranthin e) Strychnine. Export of medicinal plants and their products.

Unit IV: Collection, Utilization and Conservation of Traditional Medicinal Plants

(6 hours)

The significance of wild medicinal plants – Collection and utilization of medicinal plants – Therapeutics uses of wild medicinal plants. Role of ethnic groups in the conservation of plant genetic resources. Participatory forest management.

Unit V: Conventional and modern aspects of medicinal plant propagation **(6 hours)**

Plant Propagation; Methods of propagation – conventional - vegetative cutting, layering grafting etc., Modern methods- Tissue culture; Micropropagation, isolation of secondary metabolites from *in vitro* culture

Textbooks:

1. P.C. Trivedi, Dr. Pravin Chandra 2011. Text Book of Ethnobotany, Pointer Publishers.
2. Bir Bahadur, K. V. Krishnamurthy, T. Pullaiah. 2021. Ethnobotany of India, 5-Volume Set. Apple Academic Press
3. Jain, A. and Jain, S.K. 2016. Indian Ethno botany - Bibliography of 21st Century Scientific Publishers (India).
4. Cunningham, A. B. (2001). Applied Ethnobotany. Earthscan publishers Ltd. London & Sterling
5. Indian Medicinal Plants -An Illustrated Dictionary-C.P. Khare (Ed.) 2019, ©Springer Science+Business Media, LLC.

Reference Books

1. Paul E. Minnis 2000. Ethnobotany: A Reader. University of Oklahoma Press
2. Gary J. Martin, 2014. Ethnobotany A Methods Manual. Springer US.
3. T. Pullaiah, Bir Bahadur, K. V. Krishnamurthy. 2016. Ethnobotany of India Western Ghats and West Coast of Peninsular India. Apple Academic Press
4. Ministry of Environment and Forests. 1994. Ethno biology in India. A Status Report. All India Coordinated Research Project on Ethno biology. Ministry of Environment and Forests. New Delhi
5. Albuquerque, U.P., Ramos, M.A., Júnior, W.S.F., and De Medeiros, P.M. 2017. Ethnobotany.

Web Resources

- <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2816487/>
- https://www.wipo.int/edocs/pubdocs/en/wipo_pub_tk_6.pdf
- <https://main.ayush.gov.in/ayush-systems/ayurveda/faq>
- <https://www.who.int/news>
- <https://www.csir.res.in/documents/tkdl>
- <https://www.meity.gov.in/content/national-digital-library>

INFORMATION RESOURCES
(23ULBN21)

SEMESTER: II	NME	HOURS: 2	CREDITS: 2	TOTAL HOURS: 30
---------------------	------------	-----------------	-------------------	------------------------

Course Outcomes: Upon completion of the course, the students will be able to

- CO1. learn all kinds of Secondary Sources. (K1)
- CO2. Learn electronic reference materials. (K1)
- CO3. Understand the concept and importance of Primary, Secondary and Tertiary sources (K2)
- CO4. Analyze the different Non Documentary Sources (K4)
- CO5. Assess electronic information sources, including e-books and e-journals. (K4)

UNIT-I : Introduction to Information Sources (6 Hours)

Definition, Type, Characteristics - Primary, Secondary, Tertiary –Evaluation of print Reference Sources

UNIT-II: Secondary Sources (6 Hours)

Definition, Types- Dictionaries, Encyclopedia, Directories, Manuals and Handbooks, Bibliographic sources

UNIT-III : Non – Documentary Source (6 Hours)

Formal and Informal – Human Sources, Institutional Information Sources, Technological Gate Keepers and Invisible Colleges.

UNIT-IV : Electronic Information Sources (6 Hours)

Meaning- Characteristics- Research database Open Access Resources-Audio resources

UNIT-V: Online Publishers (6 Hours)

Detailed study of E-books (Amazon, Sage Publication), E-journals (Springer, Verlog), Database (PROQUEST, EBSCO), Evaluation of E-Resources.

Reference Books:

- Singh, G. (2011).Digital libraries and digitization. EssEss Publications.
- 2. Baby M.D. (2000) Peter Clayton, G. E. Gorman. Managing Information Resources in Libraries. Cambridge Publishers.

**INDIAN TRADITIONAL MEDICINAL FOODS
(23UXRN21)**

SEMESTER: II	NME	HOURS: 2	CREDITS: 2	TOTAL HOURS: 30
---------------------	------------	-----------------	-------------------	------------------------

Course outcomes: At the end of the course the students will be able to

- CO1:** Know the foundational principles of health supplements such as functional foods, nutraceuticals, superfoods, etc., and assess their potential within the market context (K1).
- CO2:** Understand the core principles of nutrition, including carbohydrates, proteins, lipids, vitamins, minerals, health-enhancing phytochemicals, and antinutritional factors (K2).
- CO3:** Get knowledge about the origins, traditional uses, nutritional composition, and health advantages of selected plant-based foods (K1).
- CO4:** Know the scientific rationale underlying the health benefits and potential adverse effects of various food substances (K3).
- CO5:** Identify the indigenous wild edible plants found in the Southern Western Ghats and their role in enhancing food security (K1).
- CO6:** Comprehend the fundamental concepts related to food and its significance in promoting health, specifically addressing contemporary health challenges, and demonstrate the ability to apply this knowledge in daily life (K1-K3).

Unit I: FOOD CULTURE (6 Hours)

Concept of food and its medicinal value - Food and health in Indian traditional medicine - Effect of globalization on food culture - Fast foods, Junk foods and their impact on the health of children and youth population - Emerging trends in health supplements

Unit II: MACRONUTRIENTS (6 Hours)

Carbohydrates and their role in health - Cereals, Millets, and Pseudo - Cereals - Proteins and their importance on health - Pulses and their health benefits - Lipids and their health impacts - Nuts and oil seeds

Unit III: MICRONUTRIENTS (6 Hours)

Vitamins, minerals and their health impacts - Hidden hunger - Greens, Vegetables and Fruits

Unit IV: PHYTOCHEMICALS (6 Hours)

Health promoting phytochemicals and antinutritional factors - Spices, and beverages - Lower plants as food sources - Mushrooms and their health benefits

Unit V: WILD EDIBLES & FOOD SECURITY (6 Hours)

Tribal knowledge of food plants - Seasonal foods and wild edible plants of *Kanikaran* and *Paliyan* tribes of Tamil Nadu - Sustainability, Food Security, and Health

Text books:

1. Begum, R.M. 2008. A Textbook of Foods, Nutrition & Dietetics, Sterling Publishers Pvt. Ltd.
2. Mudambi, S.R., Rajagopal, M.V. 2007. Fundamentals of foods, nutrition and diet therapy. New Age International.

References:

1. Gopalan, C., Sastri, B.V.R., Balasubramanian, S.C. 2014. Nutritive Value of Indian Foods, National Institute of Nutrition, Hyderabad
2. Dietary Guidelines for Indians – A Manual (English), National Institute of Nutrition, Hyderabad

FOOD MICROBIOLOGY
(23UXRN31)

SEMESTER: III	NME	HOURS: 2	CREDITS: 2	TOTAL HOURS: 30
----------------------	------------	-----------------	-------------------	------------------------

Course outcomes: Upon successful completion of this course, students should be able to:

CO1: Understand the fundamental principles of food microbiology and its importance in the food industry; Apply laboratory techniques for microbial analysis in food samples (K1).

CO2: Identify and characterize common food borne pathogens and their sources (K2).

CO3: Evaluate methods for food spoilage prevention and preservation (K2).

CO4: Describe the role of fermentation in food production and its health implications (K2).

CO5: Analyze emerging trends and ethical considerations in food microbiology; Apply regulatory guidelines and best practices for ensuring food safety and quality (K3).

CO6: Communicate effectively about food microbiology topics in both written and oral formats; Demonstrate critical thinking and problem-solving skills in food safety and quality assurance (K1-4).

Unit 1: Introduction to Food Microbiology (6 hours)

Overview of Food Microbiology; Historical Perspective; Microbial Classification and Taxonomy; Microbial Growth and Factors Affecting Growth; Laboratory Techniques in Food Microbiology

Unit 2: Food borne Pathogens (6 hours)

Common Food borne Pathogens (e.g., *Salmonella*, *Escherichia coli*, *Listeria*, *Campylobacter*); Sources of Food borne Pathogens; Detection and Control Strategies; Food borne Illness Outbreaks and Investigations; Food Safety Regulations

Unit 3: Food Spoilage Microorganisms (6 hours)

Types of Food Spoilage Microorganisms; Factors Influencing Food Spoilage; Spoilage Detection and Prevention; Food Preservation Methods; Food Packaging and Shelf-Life Extension

Unit 4: Food Fermentation (6 hours)

Fermentation in Food Production; Microorganisms Used in Fermentation; Fermented Food Products (e.g., yogurt, cheese, bread); Health Benefits of Fermented Foods; Quality Control in Fermentation

Unit 5: Food Safety and Quality Assurance (6 hours)

Food Safety Management Systems (HACCP); Good Manufacturing Practices (GMPs); Food Testing and Analysis; Risk Assessment and Management; Emerging Trends in Food Safety

Reference Books:

1. Food Microbiology: An Introduction by Thomas J. Montville and Karl R. Matthews, 2017
2. Foodborne Pathogens: Microbiology and Molecular Biology by Pina M. Fratamico, Arun K. Bhunia, and James L. Smith, 2005
3. Food Microbiology: Fundamentals and Frontiers by Michael P. Doyle, Robert L. Buchanan, and Vijay K. Juneja, 2019
4. Fermented Foods and Beverages of the World by Jyoti Prakash Tamang, 2010
5. Food Safety Management: A Practical Guide for the Food Industry by Yasmine Motarjemi and Huub Lelieveld, 2014

HERBAL RESOURCES AND THEIR CONSERVATION
(23UXRN41)

SEMESTER: IV	NME	HOURS: 2	CREDITS: 2	TOTAL HOURS: 30
---------------------	------------	-----------------	-------------------	------------------------

Course outcomes: At the end of the course the students will be able to

CO1: Understand the concepts in herbalism, medicinal plant trade and National policies (K2)

CO2: Recognize the threats and importance of conserving the medicinal plant resources (K2)

CO3: Explore the important medicinal plant resources of India, their scientific rationale and applications (K3)

CO4: Learn the good agricultural and collection practices of medicinal plants (K1)

CO5: Know the cultivation and post-harvest processing of selected medicinal plants cultivated Tamil Nadu (K2)

CO1: Understand the role of plant resources in global healthcare and its conservation (K1-K3)

Unit I: SCENARIO OF HERBALISM (6 Hours)

History of herbalism - Herbalism across the globe - Trade of herbals in ancient and contemporary India - Global herbal market and India's position

Unit II: UNSUSTAINABLE USE OF HERBAL RESOURCES (6 Hours)

Basics of endemism, IUCN categories of threat and CITES - Market demand - Negative impacts of collection from wild resources - Overexploited medicinal plants of India - *In situ* and *ex situ* conservation

Unit III: HIGHLY USED HERBALS OF INDIA (6 Hours)

Botany, identification, chemistry and applications of *Aswagandha*, *Seenthil*, *Nilavembu*, *Brahmi*, *Garcinia*, *Glycyrrhiza*, *Amla*, *Vilvam*, *KeelanelliandSatavari*

Unit IV: CULTIVATION & POST-HARVEST PROCESSING (6 Hours)

Good agricultural practices - Good collection practices - Storing medicinal plants – Post-harvest methods and value addition

Unit V: CULTIVATION OF SELECTED MEDICINAL PLANTS (6 Hours)

Good agricultural and collection practices for *Senkanthal*, *Senna*, *Vinca*, *Tulsi* and *Asogu*- Government schemes for cultivation of medicinal plants - Kitchen and home herbal gardens

Text book:

Wallis, T.E. 2018. Textbook of Pharmacognosy (Reprinted edition), CBS Publishers, New Delhi.

References:

1. Anonymous, Agro-techniques of selected medicinal plants Vols. I-III. 2014. National Medicinal Plants Board, Government of India.
2. Anonymous, WHO guidelines on good agricultural and collection practices (GACP) for medicinal plants. 2003. WHO, Geneva.
3. Ravikumar, K., Ved, D.K. 2000. Illustrated Field Guide to 100 Red Listed Medicinal Plants of Conservation Concern in southern India, FRLHT, Bangalore.
4. Ved, D.K., Goraya, G.S. 2007. Demand and Supply of Medicinal Plants in India. NMPB, New Delhi & FRLHT, Bangalore.

**SOCIETY, ECONOMY AND POLITICS IN CONTEMPORARY INDIA
(23UMXN41)**

SEMESTER: IV	NME	HOURS: 2	CREDITS: 2	TOTAL HOURS: 30
---------------------	------------	-----------------	-------------------	------------------------

Course Outcome:

On completion of the course, the students will be able to

- CO1: Relate the concept of state and government (K1)
- CO2: Understand and evaluate different types of societies in India (K2 & K5)
- CO3: Identify and compare role of market in different types of economy (K3)
- CO4: Examine and compare ideas of Ambedkar with other social, economic and political reformers (K4 & K5).
- CO5: Analyse and formulate the casteless society in India.

UNIT I: STATE AND GOVERNMENT (6 Hours)

State and Government: Meaning and concepts – Features, characteristics and Nature of State and its dynamics in India

UNIT II: DYNAMICS OF SOCIETY (6 Hours)

Society: concept, meaning and basic characteristics of society – different types of societies – stratification of societies in India – Rural-Urban Structures and social Institutions.

UNIT III: ECONOMY AND MARKET (6 Hours)

Economy and Market: Meaning and concept, basic characteristics and types of economies – dynamics of economy and market in new economic policy era.

UNIT IV: SOCIAL, ECONOMIC AND POLITICAL THINKERS IN INDIA (6 Hours)

Jyotirao Phule, Periyar, Gandhi, Ambedkar and Amartya Sen on interaction of society, economy and politics and its dynamics.

UNIT V: BUILDING CASTELESS SOCIETY (6 Hours)

Annihilation of Caste: Meaning and concept - Meaning of sati, childhood marriage, endogamous and exogamy of marriage - Status of Dalit and women in Indian society – Dalit and women emancipation.

References:

1. Jodhka, S. S. (2002). Nation and village: Images of rural India in Gandhi, Nehru and Ambedkar. *Economic and political weekly*, 3343-3353.
2. Jodhka, S. S. (2010). Dalits in business: Self-employed scheduled castes in North-West India. *Economic and Political Weekly*, 41-48.
3. Jodhka, S. S. (2016). Ascriptive hierarchies: Caste and its reproduction in contemporary India. *Current Sociology*, 64(2), 228-243.
4. Jodhka, S. S., & Fazal, T. (2021). Religion and Politics in South Asia. *Sociological Bulletin*, 70(4), 447–452. <https://doi.org/10.1177/00380229211062752>
5. Mitra, S. K. (1993). Caste, democracy and the politics of community formation in India. *The Sociological Review*, 41(1_suppl), 49-71.

6. Mosse, D. (2020). The modernity of caste and the market economy. *Modern Asian Studies*, 54(4), 1225-1271.
7. Nayyar, D. (1998). Economic development and political democracy: interaction of economics and politics in independent India. *Economic and Political Weekly*, 3121-3131.
8. Robinson, R. (2014). Planning and economic development: Ambedkar versus Gandhi. *Invoking Ambedkar: Contributions, Receptions, Legacies*, 59-71.
9. Singh, A. (2014). Gandhi and Ambedkar: Irreconcilable Differences? *International Journal of Hindu Studies*, 18(3), 413-449.
10. Stiglitz, J. E. (2016). *The state, the market, and development* (No. 2016/1). WIDER Working Paper.
11. Vikas, R. M., Varman, R., & Belk, R. W. (2015). Status, caste, and market in a changing Indian village. *Journal of Consumer Research*, 42(3), 472-498.

CORE I- FINANCIAL ACCOUNTING (SUB CODE:23UCPC11)

Semester –I	Core	Hours-5	Credit -5
--------------------	-------------	----------------	------------------

Learning Objectives:

- LO1: To understand the fundamentals of accounting and the preparation of financial statements
- LO2: To gain knowledge on accounting for non-Trading organisations.
- LO3: To learn the accounting concepts relating to Single Entry System
- LO4: To understand the basics of Account Current and Average due date
- LO5: To impart knowledge on the different types of depreciation methods

Course Outcomes:

- CO1: Recall and explain the fundamentals of accounting and the preparation of financial statements(K1)
- CO2: Explain and preparation of Income and Expenditure account and balance sheet for non-Trading organisations.(K2)
- CO3: Apply Accounting under single entry system (K3)
- CO4: Illustrate Average due date and account current (K4)
- CO5: Assess the different methods of depreciation (K5)
- CO6: Analyze the causes of depreciation (K6)

UNIT I: FINAL ACCOUNTS

Preparations of final Accounts of a Sole Trading Concern – Adjustments -Closing stocks-Outstanding and Prepaid items, Depreciation, provision for Bad Debts, Provision for Discount on Debtors and creditors interest on Capital and Drawings.

UNIT II: ACCOUNTS FOR NON-TRADING CONCERN

Receipts and Payments- Income and expenditure- Balance sheet of non- trading organization

UNIT III: SINGLE ENTRY SYSTEM

Meaning and features of Single entry and double entry System-Methods of calculation of profit-statement of Affairs Method-conversion method.

UNIT IV: AVERAGE DUE DATE AND ACCOUNT CURRENT

Average Due Date- Meaning-need, calculation of average due date consideration of holidays intervening in the period- Account Current-Meaning and purpose, Forward method, Product method, Periodical balance method Insurance claims -Average clause (Loss of stock only).

UNIT V: DEPRECIATION

Meaning - Causes of depreciation - Methods of providing Depreciation – Straight line Method-Diminishing Balance Method

TEXTBOOKS:

- T.S. Reddy & A.Murthy. Financial Accounting, Margham Publications, Chennai.S. Thothadri & S. Nafeesa,Financial accounting, MCGraw Hill Education, New Delhi.
- M.V. Nagarajan. Financial accounting, Vidhya publications.

REFERENCE BOOKS:

S.P. Jain & N.L. Narang S.P. Jain & N.L. Narang, Financial Accounting, Kalyani Publishers, New Delhi.

M.C. Shukla, T.S Grewal, S.C. Gupta. Advanced Accounting.

CORE 2 - CORPORATE CORRESPONDENCE
(SUB CODE: 23UCPC12)

Semester-I	Core	Hours-5	Credit -5
-------------------	-------------	----------------	------------------

Learning Objectives:

- LO1: To inherit the knowledge on introduction to communication.
- LO2: To analyze the different types of communication.
- LO3: To demonstrate the knowledge communication in business environment
- LO4: To learn the basic understanding of drafting of legal deeds and documents.
- LO5: To make the students to understand the drafting of responses and replies.

Course Outcomes:

- CO1: Recall the knowledge on introduction to communication **(K1)**
- CO2: Explain the different types of communication. **(K2)**
- CO3: Apply the knowledge of communication in business environment. **(K3)**
- CO4: Analyze drafting of legal deeds and documents. **(K4)**
- CO5: Explain the methods of drafting response and replies. **(K5)**
- CO6: Summarize the review of business documents and press releases **(K6)**

UNIT I: INTRODUCTION TO COMMUNICATION

Concept of Communication Meaning, Definition, Process, Need, Feedback, Principles of effective Communication– Barriers to Communication: Physical, Semantic/Language, Socio-Cultural and Psychological Barriers - Ways to overcome these, Barriers.

UNIT II: TYPES OF COMMUNICATION AND CORPORATE CORRESPONDENCE

Types of Communication: Verbal, Non-verbal. Channels of Communication: Formal and Informal—Vertical, Horizontal, Diagonal, Grapevine. Trade Letters – (Inquiry, Order, Credit and Status Enquiry, Complaints, Claims, Sales Letters, promotional leaflets and fliers)

UNIT III: COMMUNICATION IN CORPORATE ENVIRONMENT

Report Writing – Agenda, Minutes of Meeting –Office Order – Circular Notes- Correspondence with shareholders–Correspondence with directors.

UNIT IV: DRAFTING OF DOCUMENTS

Partnership deed-Power of Attorney-Lease deed-Affidavit-Indemnity bond-Gift deed-Memorandum and articles of association of a company - Annual Report of a company

UNIT V: DRAFTING REPLIES AND RESPONSES

Drafting replies to regulatory show cause notices – review of business documents and press releases – Responding to proxy advisory reports -Response to media replies –Crisis communication.

TEXT BOOKS

- N.S. Raghunthan, B. Santhanam–Margham Publications, Chennai, 3rd Edition
- C.B. Gupta, Business communication, Organisation and Management, 2014.R.C.
- Sekhar–Ethical Choices in Business– Response Books, 2002

REFERENCE BOOKS:

RajendraPal &J.S. Korlahalli, Essentials of Business Communication-
Sultan Chand & Sons-New Delhi

Shirley Taylor, Communication for Business-Pearson Publications -New Delhi. Bovee,
Thill, Schatzman, Business Communication Today-Pearson Education Private Ltd.-New
Delhi. Penrose, Raspberry, Myers, Advanced Business Communication-Bangalore.

CORPORATE E-MANAGEMENT(SUB CODE: 23UCPE11)

Semester-I

Elective

Hours-4

Credit-3

Learning Objectives:

LO1: To teach the basics of Computer and devices

LO2: To enlighten about the operating systems hardware, software

LO3: To introduce the concept of internet

LO4: To introduce the basics of Multimedia

LO5: To teach about E-Commerce

Course Outcomes:

CO 1: Define computer, its classification and uses in business. (K1)

CO 2: Describe the operating system, hardware and software and computer networks (K2),

CO 3: Demonstrate a basic use of internet, email incurrent scenario and be aware of it. (K3)

CO4: Analyse the basic concepts and elements of multimedia and the it uses in both education and entertainment. (K4)

CO5: Summarise the legal framework of e-commerce and assess the various modes of electronicPayment system. (K5)

CO6: Integrate the knowledge about payment through electronic mode (K6)

UNIT I: INTRODUCTION TO COMPUTERS

Introduction to computers– Characteristics- Classification – Advantages and Disadvantages of Computers - Anatomy of Digital Computer - Memory Devices -Input Devices Output Devices.

UNIT II: OPERATING SYSTEM

Concept of Operating System – Functions –Advantages –Classification-Assembler, Compiler, Interpreter– Hardware and Software and its types, Computer Networks – Classification–Typology of Networks.

UNIT III: INTRODUCTION TO INTERNET

Introduction to Internet – Advantages and Uses of Internet – Requirements of internet -Internet Service Providers (ISPs), IP Addressing –Domain Name- Web Browser-E-Mail– Advantages and Disadvantages of E-Mail.

UNIT IV: MULTIMEDIA

Multimedia – meaning –Basic Concepts and Elements of Multimedia- Text, Images- Sound/ Audio, Video, Graphics and Animations – Uses of multimedia in Education and Entertainment.

UNIT V: E-COMMERCE

E-Commerce –Benefits – Nature- Classification of E-commerce –Advantages and Disadvantages of E-Commerce. Traditional Commerce vs. E-Commerce – Payment through Electronic mode.

TEXTBOOKS:

Fundamentals of Computer Science and Communication - Alexix Leon, Mathew Leon-Engineering.

Fundamentals of Information Technology- Alexix Leon, Mathew Leon

REFERENCE BOOKS:

Every Students guide to Internet – John Callahan.

E-Commerce-K.K. Bajai and Debjani Nag -The cutting edge of Business. Introduction to Information Technology–P. Rizwan Ahmed – Margham Publications.E-Commerce- Dr. K. Abirami Devi &Dr. M. Alagammai–Margham Publications.

BASICS OF LOGISTICS MANAGEMENT (NME)(SUB CODE: 23UCPN11)

Semester-I	SEC-1	Hours-2	Credit-2
------------	-------	---------	----------

Learning Objectives:

LO1: To provide an opportunity to learn the fundamentals of logistics

LO2: To create and interest in students to explore the field of logistics and allied industries for employment and business

Course Outcomes:

CO1: Understand the basic concepts of Logistics K1, K2

CO2: Identify the opportunities in the field of logistics K3

UNIT I

Concepts Of Logistics – Evolution – Nature and Importance Logistics — Logistics System Fundamentals
Transport System: Railway, Road, Air, Waterways, Pipe Lines, Animals and Animal Driven Vehicles –
Economics of Transportation – Stocking Policies – Storage And Handling Capacities – Warehousing

UNIT II

Components of Logistics Management- Competitive advantages of Logistics Functionsof Logistics
management –Principles – Logistics Network- Integrated Logistics system.

UNIT III

Supply chain management –Nature and Concepts – Value chain- Functions – Supply chain
effectiveness – Outsourcing –3PLsand4PLs–Supply chain relationships–Customer services

UNIT IV

Elements of Logistics and Supply chain management – Inventory carrying – Ware housing,
Technology in the ware house: Computerisation, Barcoding, RFID and WMS

UNIT V

Material handling, Concepts and Equipment: Automated Storage and Retrieval Systems– Order
Processing – Transportation – Demand Forecasting – Impact of Forecasts on Logistics and Supply
chain Management-Performance measurements.

TEXT BOOKS:

John J. Coyle, C. John Langley J R., Robert A. Novack, Brian J. Gibson– Supply Chain
Management A Logistics Perspective – CENGAGE, New Delhi Joel D. Wisner, Keah–Choon Tan,
G. Keong Leong– Principles of Supply Chain Management A Balanced Approach–CENGAGE,
New Delhi

REFERENCEBOOKS:

Agarwal, D.K., ‘Textbook of Logistics and SupplyChain
Management’, Mac Millan India Ltd,2003.

Chase, R.B., Shankar, R and Jacobs, F.R. ‘Operations Management and Supply Chain Management’, McGrawHill
Publications, 13th edition, 2018.

Chopra, S., Meindl, P. and Kalra, D.V. ‘Supply Chain Management’, Pearson Education India, 6th
edition, 2016.

RELIGION: CATHOLIC DOCTRINE

(SUB CODE: 23UHER11)

Semester :I	FC	Hours:2	Credit:2
--------------------	-----------	----------------	-----------------

Course Outcomes:

Upon completion of the course the students will be able to

CO1: Recite the Sacraments (K1)

CO2: Identify the challenges of the present day church (K1)

CO3: Associate Old and New testaments of the bible (K2)

CO4: Explain the Church history (K2)

CO5: Discuss the Marian worship (K2)

CO6: Summarize the catholic social teachings (k2)

Unit I: Introduction to Bible

Bible as a Word of God, its inspiration, the Canon - Old and New Testaments and their interconnectedness - Traditional and modern interpretations

Unit II: Introduction to the Church history

The beginnings of the Church - Medieval period and its challenges - The importance of the Second Vatican Council and their decrees - Synodality

Unit III: Introduction to the Sacraments

The origin of the seven sacraments - Their practices and meanings - History of the sacraments

Unit IV: Introduction to Mariology

Mary, Mother of God and Jesus - Mary, our Mother and in the Gospels - Mariology in the history of the Church – Mary as a Prophet of revolution

Unit V: Church in the Contemporary World

The challenges of the present-day Church – Casteism and Same sex marriage – Ecumenical unity and Inter Religious harmony - Catholic Social Teachings

REFERENCES:

1. Living As a Synodal Church, Fr. Paul C., July 2022
2. Second Vatican Council Documents

ETHICS
(SUB CODE: 23UHEE11)

Semester : I	FC	Hours:2	Credit:2
---------------------	-----------	----------------	-----------------

Course Outcomes :

Upon completion of the course the students will be able to

CO1: Describe the Ethical foundations and human history (K1)

CO2: Identify Ethics and its relationship with Religions (K1)

CO3: List the personal ethical codes to be practices in day to day life (K1)

CO4: Associate ethics in family and society (K2)

CO5: Summarize modern ethical issues and problems (k2)

CO6: Discuss bio and environmental ethics (k2)

Unit I: Introduction to Ethics

Meaning, Nature and Scope of Ethics - Challenges and Importance of ethics - Basic Ethical Foundations

Unit II: Ethics in Religions

Ethical foundations and meanings in big and small traditions - Ethics and its relationship with Religions

Unit III: Personal Ethics

Moral precepts - Dynamics of personal morality - Moral Conscience - Ethical aspects of Thirukural – Evils of Corruption – Gandhi's Seven Deadly Sins.

Unit IV: Family Ethics and Social Ethics

Role of Family in ethical formulations- Respecting persons - Peace and Justice - Human Duties

Unit V: Modern Ethical Issues

Bio Ethics - Media Ethics - Environmental Ethics –Cyber Ethics

REFERENCES:

1. Ethics prepared by School of Interdisciplinary and Trans-disciplinary Studies, IndiraGandhi National Open University (MPYE 002)
2. Course material prepared by the Department of Human Excellence.

ADVANCED FINANCIAL ACCOUNTING
(SUB CODE: 23 UCPC 21)

Semester-II	Core	Hours- 5	Credit-5
--------------------	-------------	-----------------	-----------------

Learning Objectives:

Prepare partnership accounts

LO1: Compute the accounting of dissolution of partnership.

LO2: Prepare branch accounts.

LO3: Compute departmental accounting

LO4: Demonstrate hire purchase and installment system.

Course Outcomes:

CO1: Recall and interpret the fundamentals of partnership and learn the treatment of accounts during various stages. (K1)

CO2: Explain the process involved during dissolution of a partnership. (K2)

CO3: Examine concepts of branch accounts and the system involved. (K3)

CO4: Analyse the concepts and workings of Departmental Accounts (K4)

CO5: Assess the provisions of hire purchase system concept. (K5)

CO6: Design the system of accounting for hire purchase (K6)

UNIT I: PARTNERSHIP ACCOUNTS:

Admission of a Partner -Retirement of a Partner-Death of a Partner

UNIT II: DISSOLUTION OF PARTNERSHIP

Dissolution of a Partnership Firm-Insolvency of a Partner-Insolvency of all Partners-Piece meal

Distribution of cash in case of Liquidation of Partnership firm.

UNIT III: BRANCH ACCOUNTS:

Dependent Branches- Stock and Debtors system Distinction between Whole sale Profit and Retail Profit.

UNIT IV: DEPARTMENTAL ACCOUNTS:

Basis of Allocation of Expenses- Calculation of Profit-Inter- departmental Transfer at Cost or Selling Price

UNIT V: HIRE PURCHASE SYSTEM:

Hire purchase system-Default and repossession-Instalment system-calculation of profit

TEXT BOOKS:

T.S. Reddy & A. Murthy. Financial Accounting, Margham Publications, Chennai.S. Thothadri &

S. Nafeesa, Financial accounting, MCGrawHill Education, New Delhi.

M.V. Nagarajan. Advanced Financial Accounting, Vidhya publications

REFERENCE BOOKS:

Principles and practice of Accounting-R.L. Gupta & V.K. Gupta-Sultan Chand & sons. Financial Accounting-S.P. Jain & K.L. Narang-Kalyani Publishers.

BANKING AND FINANCIAL SERVICES
(SUB CODE: 23 UCPC 22)

Semester - II	Core	Hours- 5	Credit-5
----------------------	-------------	-----------------	-----------------

Learning Objectives:

- LO1: To develop basic understanding about the banking sector, its working and various banking services.
- LO2: To make the students understand the basic concept of International Banking and Financial Institutions and expose various types of risk faced by international banks.
- LO3: To provide necessary knowledge of international banking operations and international payment arrangements.
- LO4: To create understanding about financial system in India
- LO5: To understand the regulatory framework of various financial services

Course Outcomes:

- CO1: Describe the origin and growth of banking industry. (K1)
- CO2: Explain the broad functions of RBI. (K2)
- CO3: Demonstrate the activities of commercial banks. (K3)
- CO4: Analyse the impact of government policy and regulations on the banking industry. (K4)
- CO5: Summarise the basic institutional and practical knowledge in the field of modern banking. (K5)
- CO6: Generate technical and conceptual knowledge, and interpersonal skills to work effectively within the financial services industry. (K6)

UNIT I-INTRODUCTION TO BANKING

Definition of Banking, Banker and Customer — Types of Banking — Services of a Commercial Banker —Types of Bank Accounts—Procedure for Opening a Bank Account—Principles and Types of Bank Lending—Special Types of Customers—Relationship between Banker and Customer —Banker’s Rights and Obligations.

UNIT II-BANKING INSTRUMENTS

Cheques – Meaning and Features – Cheque vs. Bill of Exchange — Banker’s Cheque – Golden Cheque Scheme – Travellers’ Cheque – Draft – Cheque vs. Draft – Credit Cards – Debit Cards – Crossing of Cheque –Endorsement –Marking of Cheque – Material Alteration.

UNIT III-BANKING SYSTEM IN INDIA

Banking Structure in India—Indigenous Banker—Commercial Banks— Scheduled Banks— Co-Operative Banks — Regional Rural Banks — Industrial Development Banks — NABARD — EXIM Bank —Housing Banks—RBI and Its Functions

UNIT IV-FINANCIAL SERVICES

Financial Services – Meaning - Features – Importance – Types - Merchant Banking(Merchant Bankers and Management of Public Issues – Merchant Banking Practices in India) - Lease Financing: (Meaning – Types of Leasing – Factors Influencing Lease – RBI Guidelines for Hire Purchase) - Venture Capital (Concept of Venture Capital Fund – Characteristics – Growth of Venture Capital Funds in India) – Factoring (Concept of Factoring–Why Factoring–Types of

Factoring – Factoring Mechanism)– Securitization of Debt (Concept and Mechanism)

UNIT V-MUTUAL FUNDS AND CREDIT RATING SERVICES

Mutual Funds: Concept of Mutual Funds. Growth of Mutual Funds in India Mutual Fund Schemes – Money Market Mutual Funds – Private Sector Mutual Funds – Functioning of Mutual Funds in India – Credit Rating and Financial Counseling–Credit Rating Agencies in India

TEXTBOOK:

Gordon, E & Natarajan, K.—Banking Theory, Law and Practice (2011), Himalaya Publishing House, Mumbai

REFERENCEBOOK:

Rajesh Kothari, —Financial Services in India II, SAGE Publications Pvt. Ltd.

**ELEMENTS OF INSURANCE
(SUB CODE: 23UCPE21)**

Semester II	EC	Hours-4	Credit -3
--------------------	-----------	----------------	------------------

Learning Objectives:

- LO1: To understand the meaning of insurance
- LO2: To explain the kinds of life insurance
- LO3: To identify the classification of fire insurance
- LO4: To describe the types of marine insurance
- LO5: To provide a clear understanding of IRDA Act, 1999

Course Outcomes:

- CO1: Define the concept and importance of insurance (K1)
- CO2: Differentiate between the types of policies and calculation of premium (K2)
- CO3: Summarize the concepts of marine insurance and calculation of premium (K3)
- CO4: Classify the five insurance policies and calculation of claims (K4)
- CO5: Assess the importance of different kinds of policies (K5)
- CO6: Design the important provisions of IRDA Act,1999, (K6)

UNIT –I INTRODUCTION

Definition and nature of Insurance- Evolution of Insurance- Role and Importance of Insurance

UNIT - II LIFE INSURANCE

Nature of life Insurance Contract – Classification of policies - Annuities – Calculation of Premium – Surrender Value – Policy Conditions

UNIT – III MARINE INSURANCE

Nature of Marine Insurance Contracts – Marine Insurance Policies – Policy Conditions – Calculation of Premium – Marine Losses – Payment of Claims

UNIT – IV FIRE INSURANCE

Nature and use of Fire Insurance – Kinds of Policies – Policy Conditions – Rate Fixation in Fire Insurance – Payment of Claims – Re insurance

UNIT – V INSURANCE LEGISLATION

Insurance Regulatory and Development Authority Act 1999

TEXT BOOK:

Mishra M.N, S.B Insurance Principles and Practices. S. Chand & Co. New Delhi

REFERENCE BOOK:

Jyotsna Sethi & Nishwan Bhatia Elements of Banking and Insurance PHI Learning Private Limited, New Delhi

EVERY DAY BANKING (NME)

(SUB CODE: 23UCPN21)

Semester: II	SEC-2	Hours-2	Credit -2
--------------	-------	---------	-----------

Learning Objectives:

LO1: To introduce the basic concepts of banking and related documents and process

LO2: To enable the students to gain knowledge about the modern banking techniques and related terms.

Course outcomes:

CO1: Exhibit the skill to perform basic banking operations and distinguish between basic documents (K1, K2, K3)

CO2: Execute online mobile banking and related transactions (K3)

UNIT I

Banking–Definition–passbook–cheque book–Format of Cheque–Filling up of Cheque–Deposit Challan – Filling up – Clearing cheque – Transfer cheque – Collection Cheque– Payable at par – Demand Draft

UNIT II

Application filling – Account Opening form –Filling up–Documents required- Debit Card– Credit Card–ATM Machine–Cash Deposit Machine Pass book printing machine. MICR-IFSC- FundtransferthroughECS–NEFT–RTGS–FormfillingforFundtransfer.

UNIT III

Online Banking–Signup–Process–Requirements–Login– Customer ID–User ID – Password – Hints for creating Pass words – change of pass word – on line transactions–Account statements – Fund Transfer – Payment of bills – Utility payments

UNIT IV

Loans –Repayment for Loans–other services Mobile Banking–meaning–importance– Advantages – Mobile Applications (App) – WAP (Wireless Application Protocol)- USSD (Unstructured Supplementary Service Data)-Registration process–through Mobiles

UNIT V

Process at Bank Branch-ATM- User ID-MPIN- change of MPIN –IMPS D (Immediate Mobile Payment System) – UPI (Unified Payment interface) – BHIM (Bharat Interface formoney)- NPCI (National Payment Corporation of India) - Bank account Management –TransferFunds– payingBills–LocatingATMs-QRcodepayments-Alertsandnotifications- Tracking Spending habits–Cashback-Safe banking methods.

TEXTBOOK:

B. Santhanam-Banking &Financial systems, Margham Publications

REFERENCEBOOKS

S.N. Maheshwari Banking theory, law and practice, Kalyani Publications
Parameswaran- Indian Banking, S. Chand & Co.

INTEGRATED PERSONALITY DEVELOPMENT

(SUB CODE: 23UHEI21)

Semester: II	SEC 3	Hours:2	Credit:2
--------------	-------	---------	----------

Course Outcomes:

Upon completion of the course the students will be able to

CO1: Identify personal strengths and weaknesses (K1)

CO2: Identify the means of self-esteem (K1)

CO3: Identify the means of improving personal performance(K1)

CO4: Explain the techniques of self-management (K2)

CO5: Describe coping strategies of learning (K2)

CO6: Discuss the traits of personal competence (K2)

CO7: Summarize different dimensions of Personality (K2)

UNIT I: Self – Knowledge

Exploring habits, attitudes, preferences and experience –SWOC analysis – Johari Window – Enhancing one’s self-image, self-esteem, self confidence

UNIT II: Self-Management

Understanding of life story - Focusing on Internal narratives - Managing change, confusion and uncertainty –Goal setting – Personal Vision and Mission statements

UNIT III: Personal Competence and Maturity

Motivation - Developing rapport - Giving and receiving constructive criticism - Assertiveness and negotiation skills – Leadership – Type of Leadership – Qualities of a good leader

Unit IV: Dimensions of Personality Development

Recognizing the gradual growth in different dimension of one’s personality such as (a)Physical (b) Intellectual (c) Emotional (d) Moral (e) Social and (f) Spiritual - Learning the Development process; Tools and Skills - Helping to maximize one’s potentials

Unit V: Academic Learning Strategies

Memory - Art of generative listening, learning and writing - Note making - Presentationskills - Time management - Receptive skills - Classroom etiquettes - Cyber knowledge

REFERENCE BOOKS:

Dr. Xavier Alphonse S.J., We Shall Overcome, ICRDEC Publications, Chennai,2004.

Personality Development, Harold R. Wallace and L. Ann Masters, South-Western,Cengage Learning India PL, New Delhi, 2006.

Course material prepared by the Department of Human Excellence

COMPANY LAW - I
(SUB. CODE: 23UCPC31)

Semester-III	Core	Hours-5	Credit-5
---------------------	-------------	----------------	-----------------

Learning objectives:

- LO1: To equip students with a clear understanding of the meaning, nature, and legal framework of companies.
- LO2: To enable students with the formation, incorporation, and governance of companies.
- LO3: To make students aware of the regulatory framework governing the issuance and disclosure of prospectuses.
- LO4: To provide students with a detailed understanding of the various sources of capital available to companies, the mechanisms for raising capital through shares and debentures, and their legal requirements and procedures.
- LO5: To provide a clear understanding of the statutory obligations and regulatory requirements for maintaining statutory books and registers, filing various forms and returns with regulatory authorities.

Course Outcomes:

- CO1: Define the basic concept and characteristics of company. (K1)
- CO2: Explain the process of incorporation of a company. (K2)
- CO3: Apply the procedures for incorporation of a company. (K3)
- CO4: Classify different types of prospectus and shares.(K4)
- CO5: Compare Memorandum with Articles of Association. (K5)
- CO6: Generate filing of various Forms and Returns with the Tax Authorities. (K6)

UNIT I - MEANING AND NATURE OF COMPANY

Definition of Company – Characteristics – Concept of Corporate Personality – Corporate Veil, Limited liability and Citizenship – Company vis-a-vis other forms of business—Kinds of companies – Company law in India

UNIT II - INCORPORATION OF COMPANY

Promoters – Meaning – Legal Position of Promoters – Duties of Promoters – Liabilities of Promoters - Remuneration of Promoters – Incorporation of Company – Procedure for Incorporation – Certificate of Incorporation – Commencement of Business – Memorandum of Association (Definition, Form and Contents – Alteration) – Articles of Association – (Contents – Signing of Articles – Memorandum vs. Articles Alteration of Articles – Doctrine of Constructive Notice – Doctrine of Indoor Management)

UNIT III - PROSPECTUS AND MEMBERSHIP

Prospectus – Contents of Prospectus – Advertisement of Prospectus – Shelf Prospectus - Red Herring Prospectus – Misstatement in Prospectus – Liabilities for Misstatement in Prospectus—Shareholders – Meaning – Shareholder vs. Member – Persons capable of becoming a member – Methods of becoming a member – Rights and privileges – Liabilities – Register of members – Transfer and Transmission of securities – Nomination – Cessation of being membership

UNIT IV - SHARE CAPITAL

Source of capital - Classes and Types of Shares – Premium and Discounts – Forfeiture and Surrender of Shares – Types of Issues – Alteration of Share capital – Borrowing power – Ultra vires Borrowing – Mortgages and Charges – Registration of Charges – Effects and Consequences of Non-registration of charges

UNIT V - REGISTERS, FORMS AND RETURNS

Statutory Books and Register to be Maintained by a Company – Filing of Various Forms and Returns with the Authorities – Procedure and Penalties for Delayed Filing – Annual Returns (Nature and Significance – Contents and Certification by Practicing Company Secretary)

TEXT BOOK:

Santhi. J, Company Law, Margham Publications, Chennai

REFERENCE BOOKS:

Kapoor N.D., Companies Act 2013, Jain Book Agency, New Delhi
ICSI Study material for CS Executive Programme

DIRECT TAX –I
(SUB CODE: 23UCPC32)

Semester-III	Core	Hours:5	Credit:5
---------------------	-------------	----------------	-----------------

Learning Objectives:

- LO1: To enable the students to identify the basic concepts, definitions and terms related to Income Tax.
- LO2: To enable the students to determine the residential status of an individual and scope of total income.
- LO3: To enable the students to compute income under various heads namely income from salaries, house property, business/ profession, capital gains and income from other sources.
- LO4: To enable the students to discuss the various deductions under of the Income tax act, 1961.
- LO5: To enable the students to compute the net total taxable income of an individual.

Course Outcomes:

- CO1: Define the basic concepts and definitions of Income Tax Act 1961 (K1)
- CO2: Explain the provisions to compute Income from Salary, House Property and Business and Profession. (K2)
- CO3: Calculate the days of stay and identify there identical status of assessee. (K3)
- CO4: Select proper Tax Planning and investment scheme according to the recent tax provisions. (K4)
- CO5: Assess income and file returns. (K5)
- CO6: Design their Tax Planning according to the Tax Provisions. (K6)

UNIT I – INTRODUCTION TO INCOME TAX

Introduction to Income Tax - Meaning of Income - Canons of Taxation and the Income Tax Act- Important Definitions (Persons, Assesse, Previous Year, Assessment Year, Income, Gross Total Income) – Scope of Total Income or Incidence of Tax Residential Status—Income Exempt from Tax– Tax Liability–Deemed Income

UNIT II – INCOME FROM SALARY

Income from Salary - Heads of Income-Income under the Head Salaries – Allowances-Perquisites and their Valuation–Deductions from Salary- Gratuity, Pension, Commutation of Pension, Provident Fund-Rebate

UNIT III – INCOME FROM HOUSE PROPERTY

Income from House Property – Definition of Annual Value – Deductions from Annual Value – Computation of Income from House Property under Different Circumstances–House Property whole exempted from Tax–Let out House Property– Self Occupied House Property

UNIT IV - INCOME FROM BUSINESS OR PROFESSION

Income from Business or Profession - Allowable and not Allowable Expenses - Income on Estimated basis under Section 44AD, 44ADA and 44AE and Computation of income from business or Profession–Basic principles of computing Business Income– Deductions under Section 30 to 37

UNIT V- FILING OF RETURN OF INCOME

Filing of Return of Income -Assessment procedure in brief -due date offiling –Returns-PAN-defective return–belated return– revised return– Assessment procedure in brief- self assessment-best judgment

TEXT BOOK:

H.C. Mehrotra & S.P. Goyal, Income Tax Law and Accounts, Sahitya Bhavan Publications, Agra

REFERENCE BOOKS:

Bhagwati Prasad, Income tax–Law & Practice, Sultan Chand & Sons, New Delhi T.S.
Reddy and Y. Hariprasad Reddy, Income tax– Theory, Law and Practices, Margham Publications, Chennai

COMPANY SECRETARIAL PRACTICE(SUB CODE: 23UCPCE31)

Semester: III	EC	Hours: 4	Credit:3
----------------------	-----------	-----------------	-----------------

Learning Objectives;

LO1: To develop an understanding of the processes of business and its environment in students.

LO2: To acquaint students with the dynamic nature and inter - dependent aspects of business

LO3: To understand the role of secretary in the capital formation.

LO4: To acquire the knowledge of correspondence of a company secretary with members, debenture holders and depositors.

LO5: To give the information about financial markets.

Course Outcomes:

CO1: Recall the important provisions of law, sections and its contents regarding company's procedure(K1)

CO2: Explain the sections of law with relevant case studies (K2)

CO3: Use the knowledge of law in their work place(K3)

CO4: Analyse the changes between Companies Act 1956 and 2013 (K4)

CO5: Summarise the procedure for convening a valid meeting to the management (K5)

CO6: Develop the knowledge of secretarial standards issued by ICSI (K6)

UNIT I – COMPANY SECRETARY AND HIS POSITION

Company Secretary – Definition – Appointment – General Legal Position – Duties Rights and Liabilities of Company Secretary–Qualification for Appointment as Secretary –Dismissal of the Secretary

UNIT II – BOARD MEETING AND COMPANY SECRETARY

Board Meeting – Frequency of the Board Meetings – Notice of the Meeting – Agenda – Quorum for Board Meeting – Authority for Convening the Meeting – Chairman of the Meeting and his Duties- Resolution by Circulation – General Powers of the Boards – Restriction on Board's Power – Procedure for Holding First Board Meeting and Subsequent Meetings - Committees of the Board – Board Resolution – Minutes of the Board Meetings –Secretarial Work Relating to Board Meetings

UNIT III – ANNUAL GENERAL MEETING AND COMPANY SECRETARY

General Meetings – Provisions Relating to Annual General Meeting - Quorum for General Meeting - Ordinary Business – Special Business – Power of Tribunal to Call Annual General Meeting - Penalty for Default – Duties of Company Secretary Towards Annual General Meeting: Before the Meeting–At the Meeting–After the Meeting

UNIT IV - LAW AND PROCEDURE FOR COMPANY MEETINGS

Requisites for Convening a Valid Meeting – Statutory Provisions Relating to Chairman of the Meeting –Powers of Chairman –Preparation of Agenda– Duties of Company Secretary Relating to Agenda– Procedures at General Meeting- Adjournment and Postponement of Meeting – Procedure for Discussion – Essentials of Valid Motions – Amendments – Requisites of Valid Amendment –Proxies – Statutory Provisions Relating to Proxies–Duties of

Company Secretary Regarding Proxy – Drafting Resolutions Matters That Require Ordinary Resolution Matters That Require Special Resolution – Resolution Requires Special Notice– Minutes of Resolution

UNIT V – SECRETARIAL STANDARDS AND SECRETARIAL AUDIT

Concept of Secretarial Standards – Scope and Advantages – Secretarial Standards Issued by the ICSI –Concept of Secretarial Audit – Need, Objectives, Scope and Benefits –Periodicity and Format for Secretarial Audit Report-Professional Responsibilities and Penalties for Company Secretaries

TEXT BOOK:

J. Santhi, — Secretarial Practicell, Margham Publications, Chennai

REFERENCE BOOKS:

Kapoor. N.D, Company Law and Secretarial Practice, Sultan Chand & Sons, New Delhi. ICSI Study Material for Professional Programme, Module1, Paper2

OFFICE MANAGEMENT (NME)
(SUB CODE: 23UCPS31)

Semester-III

SEC-5

Hours-2

Credit-2

Learning Objectives:

- LO1: To enable the students to gain knowledge about structure and functioning of an office.
- LO2: To make the students understand about the Records management
- LO3: To enable the students to gain knowledge on office maintenance and management
- LO4: To give knowledge about office forms and control of stationaries and supplies
- LO5: To give insights about Office location, Office Layout and Office environment.

Course Outcomes:

- CO1: Recall the functions of office and office manager (K1)
- CO2: Explain the record management system (K2)
- CO3: Illustrate the cost control methods and prepare office budget (K3)
- CO4: Analyse the skill of effect form control and control over the office stationeries and supplies (K4)
- CO5: Summarise the office layout principles and maintain office environment (K5)
- CO6: Develop proficiency in writing business letters, reports and presentations. (K6)

UNIT I: OFFICE MANAGEMENT:

Meaning-Definition of office-Functions of Office-Office management –Definition – Functions-Duties and Qualities of Office Manager – Role of Manager in Office- Planning and scheduling of Office Work.

UNIT II: RECORD MANAGEMENT:

Meaning-Needs-Principles-Filing-Objectives-Characteristics of Good Filing System, Centralised and Decentralised Filing-Filing and Indexing, Office Correspondence -Business Information System – Electronic Data Processing.

UNIT III: OFFICE MAINTENANCE MANAGEMENT:

Cost Control - Methods of cost reduction and savings- Organisation and methods(O&M), Need and objectives – Office Work – Work Simplification-Store Management- Housekeeping and Waste Management.

UNIT IV: FORMS CONTROL AND STATIONERY:

Objectives of Form control- Steps in Form control- Types of Forms and Design- Principles and Control Office Stationery and Supplies-Types of Stationary and Continuous Stationary Purchases.

UNIT V: OFFICE ACCOMMODATION AND LAYOUTS:

Location of Office- Steps in office layout- Principles of office layout- Office Environment

TEXT BOOK:

Pillai, R.S. Nand Bhagavathi, (2014) Office Management, S. Chand & Company New Delhi.

REFERENCE BOOKS:

Balraj Dugal (1998), *Office Management*, KitabMahal Publications, New Delhi. Bhatia, R.C, (2007) *Principles of Office Management*, Lotus Press, New Delhi, online. Kumar, N. and Mittal, R, (2001), *Office Management*, Anmol Publications, New Delhi.

COMPANY LAW-II
(SUB CODE: UCPC41)

Semester-IV	Core	Hours: 5	Credit:5
--------------------	-------------	-----------------	-----------------

Learning Objectives:

- LO1: To impart detailed knowledge of Company Law according to the Companies Amendment Act 2013 and educate on the provisions regarding the rights, duties, qualifications, and appointment of board directors.
- LO2: To introduce the key documents and various types of shares.
- LO3: To educate about the members and shareholders of a company.
- LO4: To impart knowledge on various types of meetings and managerial personnel of a company.
- LO5: To impart knowledge on various types of winding ups of a company.

Course Outcomes:

- CO1: Recite the management structure of a company and the position of a director in a company (K1)
- CO2: Explain the legal provisions regarding convening company meetings (K2)
- CO3: Apply the rules and provisions for declaring dividend (K3)
- CO4: Outline the legal provisions regarding making investments and granting loans by a company (K4)
- CO5: Summarize the procedure for winding up of a joint stock company (K5)
- CO6: Integrate the knowledge about management, meetings, declaration of dividend and winding up of companies with reference to Latest Companies Act (K6)

UNIT I - MANAGEMENT OF COMPANIES

Structure of Company Management – Director (Meaning and Qualifications – Disqualifications – Legal position – Minimum and Maximum number of Directors – Appointment of directors – (including women directors) – Director Identification Number (DIN) – Number of Directorship – Powers and Duties of Directors – Board of Directors and its conditions – Division of power between Board and general meetings - Vacation of office of Director – Resignation of Director – Removal of Directors

UNIT II - COMPANY MEETINGS

Kinds of company Meetings – meetings of the Board and its committee (frequency – convening – proceedings – video conferencing – resolution by Circular – minutes and evidence) – Class meeting – Creditors meeting – Statutory meeting (objectives - provisions regarding statutory meeting - statutory power) General meetings (Kinds-Law, Practice and Procedure for convening)

UNIT III - PAYMENT OF DIVIDEND

Meaning of Dividend – Rules regarding declaration of dividend – Procedure for declaration and payment of final dividend – Declaration of dividend out of company resources – Unclaimed and unpaid dividend – Dividend warrant – Dividend mandate—Transfer of unpaid and unclaimed dividend to Investor education and protection fund

UNIT IV - INVESTMENT, LOANS AND DEPOSITS

Law relating to making investment and granting loans to other bodies corporate – Giving guarantees and providing security – Acceptance of Deposits – Renewal – Default and Remedies

UNIT V - WINDING UP OF COMPANIES

Meaning – Winding up and dissolution – Modes of winding up – Winding up by Tribunal (Filing of petition for winding up – contents of petition – powers of tribunal) – Official liquidator (Duties and Powers of official liquidator) – Winding up committee – Procedure

followed in compulsory winding up – voluntary winding up of the company – Consequence of voluntary winding up - NCLT - NCLAT

TEXT BOOK:

Santhi. J, Company Law, Margham Publications, Chennai

REFERENCE BOOKS:

Kapoor N.D., Companies Act 2013, Jain Book Agency, New Delhi ICSI Study material for CS Executive Programme

DIRECT TAX –II
(SUB CODE: 23UCPC42)

Semester-IV	Core	Hours: 4	Credit:4
--------------------	-------------	-----------------	-----------------

Learning Objectives:

- LO1: To enable the students to identify the basic concepts, definitions and terms related to Income Tax
- LO2: To enable the students to determine the residential status of an individual and scope of total income.
- LO3: To enable the students to compute income under various heads namely income from salaries, house property, business/ profession, capital gains and income from other sources.
- LO4: To enable the students to discuss the various deductions under Income Tax Act, 1961.
- LO5: To enable the students to compute the net total taxable income of an individual.

Course Outcomes:

- CO1: Define the basic concepts and provisions regarding capital gain and income from other sources. (K1)
- CO2: Differentiate intra-head and inter-head inset off and carry forward losses (K2)
- CO3: Calculate the gross total income and apply appropriate deductions to reduce the taxable income. (K3)
- CO4: Classify the capital gains into short term capital gain and long term capital gain. (K4)
- CO5: Choose the best procedures for tax planning. (K5)
- CO6: Modify the investment schemes according to the recent changes in the income tax provisions. (K6)

UNIT I – INCOME UNDER CAPITAL GAINS

Income under Capital gains – Short-term, long term capital gains- Transfer of capital assets- certain transactions not included as transfer- cost of acquisition – cost of improvement- indexation of cost - capital gains under different circumstances-exempted capital gains-computation of capital gains.

UNIT II - INCOME FROM OTHER SOURCES

Income from other sources and (as a residuary head of income) their computation – grossing up deduction in commuting income under this head and other related provisions.

UNIT III – CLUBBING OF INCOME

Clubbing of income (theory)- transfer of income without the transfer of asset- circumstances under which the individual is assessable in respect of remuneration of spouse-assessing of income from assets transfer to spouse, son's wife, any other persons for the benefit of spouse respect of income of minor child-Setoff-carryforward-(theory and problems)

UNIT IV - DEDUCTIONS FOR INDIVIDUALS

Permissible deductions from gross total income- Section 80 C to 80 U, (problems based on 80CC, 80CCC, 80CD, 80D, 80DD, 80E, 80G, 80GG, 80U only)

UNIT V –COMPUTATIONN OF TOTAL INCOME

Assessment of Individuals- Computation of Total income of an individual Computation of Taxable income and tax liability

TEXT BOOK:

V.P. Gaur and D.B. Narang, Income Tax Law and Practice-Kalyani Publications, New Delhi.

REFERENCEBOOKS:

T.S. Reddy and Y. Hari Prasad Reddy, Income Tax Theory, Law and Practice-Margham Publications, Chennai.

Dr. Bhagavathi Prasad, Law and Practice and Income Tax in India – Sultan Chand & Sons, New Delhi.

BUSINESS STATISTICS
(SUB CODE:23UCPE41)

Semester-IV

EC

Hours: 3

Credit:3

Learning Objectives:

- LO1: To communicate the origin and basics about the statistics
- LO2: To gain knowledge on measures of central tendency and measures of variation
- LO3: To impart knowledge on Correlation and Regression analysis
- LO4: To understand the Time series analysis
- LO5: To learn about various types and of index numbers and their calculations

Course Outcomes:

- CO1: Define the basics of Statistics and collection and tabulation of data presentation using various types of diagrams and charts (K1)
- CO2: Explain the measures of central tendency – mean, median, mode, geometric mean and harmonic mean, measures of variance-range, SD, MD, QD (K2)
- CO3: Calculate correlation and regression analysis using various methods (K3)
- CO4: Analyse time series data using various methods (K4)
- CO5: Measure Index numbers using various methods. (K5)
- CO6: Develop the concepts of statistical quality control (K6)

UNIT-I INTRODUCTION

Meaning and Definition of Statistics- Collection and Tabulation of Statistical Data- Presentation of Statistical Data-Graphs and Diagrams

UNIT-II MEASURES OF CENTRAL TENDENCY AND MEASURES OF VARIATION

Measures of Central Tendency- Arithmetic Mean, Median, Mode, Harmonic Mean and Geometric Mean. Measures of Variation-Standard Deviation-Mean Deviation Quartile Deviation- Skewness and Kurtosis-Lorenz Curve

UNIT-III CORRELATION

Simple Correlation-Scatter Diagram- Karl Pearson's Correlation- Spearman's Rank Correlation

UNIT- IV REGRESSION ANALYSIS

Regression -Meaning- Linear Regression.

UNIT-V INDEX NUMBERS

Meaning and Types of Index Numbers-Problems in Construction of Index Numbers- Methods of Construction of Price and Quantity Indices- Test of Adequacy

TEXT BOOKS

Statistical Methods-S.Gupta – Sultan Chand & Sons Statistics–P.R. Vital- Margham Publications. Rajagopalan SP and Sattanathan RB Business Statistics and Operations Research, Vijay Nicole Imprint Private Limited, Chennai

REFERENCE BOOKS

Elements of Statistical Hypothesis– E.L. Lehmann – Johu Wiley& Sons. Practical Statistics – R.S.N. Pillai & B. Bhagavathi– S. Chand &Company Gupta SP and Archana Agarwal, Business Statistics (Statistical Methods) Sultan chand and Sons, New Delhi, 9th Edition 2013

Gupta SC, Fundamentals of Statistics, Himalaya Publishing House Sharma JK, Fundamentals of Business Statistics, Second Edition, Vikas Publishing House Private Limited, 2013

FUNDAMENTALS OF E-COMMERCE (NME)

(SUB CODE: 23UCPN41)

Semester- IV	SEC-6	Hours:2	Credit:2
--------------	-------	---------	----------

Learning Objectives:

LO1: To expanding customer reach, reducing cost-to-serve, and creating differentiated customer experiences.

LO2: Analyze the impact of E-commerce on business models and strategy.

LO3: Describe the major types of E-commerce.

Course Outcomes:

CO1: Define the concept, dimensions, merits and demerits of E-Commerce (K1).

CO2: Describe the classifications of E-Commerce (K2).

CO3: Illustrate the planning and essentials of E-Commerce (K3).

CO4: Select the convenient options for payment in E-Commerce (K4).

CO5: Compare E-Commerce crimes and threats between our country and other countries (K5).

CO6: Design well structured E-Commerce process to furtherance of business (K6).

UNIT I-INTRODUCTION TO E-COMMERCE

Introduction to E Commerce and Definition – Electronic commerce and Traditional commerce – Advantages and Disadvantages of E-Commerce-Factors stressing the need for E-commerce

UNIT II-CLASSIFICATION OF E-COMMERCE

Electronic Business Models: Business to business(B2B) Business to consumer (B2C)- Consumer to Business (C2B)- Consumer to Consumer(C2C)- Business to Employee (B2E)– Business to Government (B2G).

UNIT III-FRAMEWORK AND APPLICATION OF E-COMMERCE

E-Commerce Framework–Building infrastructure for E-Commerce–anatomy of E-Commerce Application-E-Commerce Application.

UNIT IV-OPERATIONS AND PAYMENTS OF ECOMMERCE

Online Shopping – Process – Advantages – Disadvantages – Advices: E-Payment –Benefit – Components; Electronic fund transfer –Popular Electronic payment methods.

UNIT V-SECURITY AND LEGAL ASPECTS OF E-COMMERCE

E- Security – Threats – Protections; Cyber-crimes and Cyber Laws – Crimes – Information technology act,2000(Authentication of Electronic Records, Secure Electronic Records and Digital Signature).

TEXT BOOK:

Dr. K. Abirami Devi. Dr. M. Alagammai–E-Commerce||MarchamPublications.

REFERENCEBOOKS:

P.T. Joseph —E-Commerce: An Indian Perspective||, PHI Learning Bajaj, Deobyani Nag.—E-Commerce||, Tata Mc Graw Hill Company, New Delhi

BASICS OF STOCK MARKET OPERATIONS

(SUB CODE: 23UCPS41)

Semester: IV

SEC-7

Hours:2

Credit:2

Learning Objectives:

LO1: Understand overall share market.

LO2: Identify the trends, support, and resistance in the Stock Market.

LO3: Understand how to build portfolio and investment decision in appropriate manner.

LO4: Develop skill of identification of candlesticks and chart patterns.

Course Outcomes:

CO1: Define the technical meaning of terms and terminologies used in stock markets (K1)

CO2: Describe the expected movement of share indices with adequate knowledge (K2)

CO3: Predict the ideas about investment for people who has surplus to fund to invest (K3)

CO4: Compare the impacts of allied industries sensitivity with its respective share value (K4)

CO5: Evaluate the most profit able securities in the market (K5)

CO6: Create suitable fund management schemes for the investors (K6)

UNIT I - OVERVIEW OF CAPITAL MARKET

Capital Market – Meaning, Functions and Intermediaries – Types: Primary Market and Secondary Market–Methods of Floatation of Capital– IPOs–SEBI Measures for PrimaryMarket

UNIT II – FUNCTIONING OF SECONDARY MARKET

Features and Functions of Secondary Market–Organisation and Regulatory Framework for Stock Exchanges in India –SEBI Measures for Secondary Market–Overview of Major Stock Exchanges in India

UNIT III – SECURITY MARKET INSTRUMENTS

Pure Instruments-Hybrid Instruments–Derivatives Instruments-Equity–Debentures– Preference Shares Sweat Equity–Non-Voting Shares–Share Warrants

UNIT IV – LISTING OF SECURITIES IN STOCK EXCHANGES

Meaning – Merits and Demerits – Listing Requirements, Procedure, Fee – Listing of Rights Issue, Bonus Issue, Further Issue– Listing Conditions of BSE and NSE– Delisting

UNITV- TRADING AND SETTLEMENT SYSTEM

Trading Systems in Stock Exchanges – Different Types of Settlements - Demat Settlement – Physical Settlement – Bad and Short Delivery–Auction

TEXT BOOK:

Sanjeev Agarwal, — A Guide to Indian Capital Market II, Bharat Publishers

REFERENCE BOOK:

H. R. Machiraju, -The Working of Stock Exchanges in IndiaII, New Age International, 2009

CORPORATE ACCOUNTING

(SUB CODE: 23UCPC51)

Semester-V	Core	Hours-6	Credit-5
-------------------	-------------	----------------	-----------------

Learning Objectives:

- LO1: To enable students to understand the accounting treatment relating to the issue of shares and underwriting of shares.
- LO2: To provide knowledge of the relevant accounting treatment of the redemption of preference shares and the ability to determine the profit prior to the incorporation of companies.
- LO3: To demonstrate thorough knowledge in the preparation of financial statements of companies as per the provisions of the Companies Act 2013.
- LO4: To enable students to understand the different methods of valuation of goodwill and shares.
- LO5: To familiarize students with the concepts of International and Indian Accounting Standards.

Course outcomes:

- CO1: Describe and relate the meaning of modern corporate alliances with accounting terms (K1)
- CO2: Restate the impact of non-compliance of accounting format in public disclosures (K2)
- CO3: Solve the accounting problems like valuation of shares and goodwill and responsibility calculation (K3)
- CO4: Analyse the effect of liquidation on the rights of shareholders (K4)
- CO5: Evaluate the effect of extraordinary income on profit of pre and post incorporation (K5)
- CO6: Build the final accounts of a company according to Company's Act, 2013 format (K6)

UNIT I - ISSUE OF SHARES AND DEBENTURES

Accounting for Issue of Shares (At Par, At Premium and At Discount) - Issue for Consideration Other than Cash – Under-Subscription and Over-Subscription - Pro-Rata Allotment

UNIT II - REDEMPTION OF SHARE AND DEBENTURES

Redemption of Preference Shares (Redemption at Par, at Discount and at Premium) – Redemption out of Revenue Reserve and out of Fresh Issue - Bonus Issue out of Capital Redemption Reserve - Redemption of Debentures

UNIT III - FINAL ACCOUNTS OF COMPANIES

Preparation of Financial Statements under Company Law – Pre-Operative and Preliminary Expenses

UNIT IV - VALUATION OF GOODWILL AND SHARES

Meaning of Goodwill – Factors Affecting Valuation of Goodwill – Need and - Methods of Valuation of Goodwill - Valuation of Shares (Factors affecting Valuation – Methods of Valuation)

UNIT V - CORPORATE RESTRUCTURING

Amalgamation – Merger and Acquisition – Internal Reconstruction

TEXT BOOK:

Reddy & Murthy, —Corporate Accounting, Margham Publications, Chennai, 2008.

REFERENCE BOOKS:

Gupta R.L. & Radhasamy, —Corporate Accounting, Sultan Chand Publications, New Delhi Shukla M.C. & Grewal T.S., —Corporate Accounting, Chand & Co., Publications, New Delhi

CAPITAL MARKET AND SECURITIES LAW(SUB CODE: 23UCPC52)

Semester – V

Core

Hours – 6

Credit - 5

Learning Objectives:

LO1: To acquire knowledge and understanding of securities laws and the regulatory framework of capital markets.

LO2: To contribute to overall financial stability by facilitating investment and liquidity.

LO3: To analyze ensuring that markets are fair, efficient and transparent

LO4: Ensuring a robust, facilitative and responsive policy and regulatory framework for capital market development and efficiency

LO5: Facilitating the development, diversification and uptake of capital markets products and services

Course Outcomes:

CO1: Recall the law, section and clause in capital market (K1)

CO2: Explain the role of stock market intermediaries (K2)

CO3: Experiment the options for investment in the capacity of stock market employees (K3)

CO4: Classify the different norms complied with for the listing obligations and Issue requirements (K4)

CO5: Decide there levant derivative instrument for investment after analyzing the risk and return (K5)

CO6: Develop Intra day trading strategy and generate periodical income(K6)

UNIT- I OVERVIEW OF CAPITAL MARKETS AND INSTRUMENTS

Capital Market -Authorities Governing Capital Markets in India - Profile of Securities Market - Features of Developed Capital Market: Iosco - Overview of Depository System in India - Capital Market Instruments (Equity, Debentures, Preference Shares, Sweat Equity, Non-Voting Shares, Share Warrants - Pure, Hybrid and Derivatives) -Rating and Grading of Instruments (Concept, Scope and Significance) - Regulatory Framework - Rating Agencies in India

UNIT - II SECURITIES MARKETS INTERMEDIARIES

Role and Functions of Intermediaries - Merchant Bankers, Stock Brokers, Syndicate Members – Registrars –Underwriters - Bankers to An Issue - Portfolio Managers - Debenture Trustees - Foreign Institutional Investors –Depositories- Depositories Participants– Custodians-Credit Rating Agencies- Venture Capitalists

UNIT – III MARKET INFRASTRUCTURE INSTITUTIONS

Functions and Significance of Stock Exchanges - Operations and Trading Mechanism of Stock Exchanges -Settlement of Securities - Stock Market Indices - Risk Management - Surveillance Mechanism At Stock Exchanges -Straight Through Processing- Demutualization of Stock Exchanges-SMEs Exchange

UNIT - IV LISTING AND ISSUE OF SECURITIES

Listing of Securities - Issue of Capital and Disclosure Requirements (ICDR) - Procedure for Issue of Various Types of Shares and Debentures-Employee Stock Option Scheme and Employee Stock Purchase Scheme- M e a n i n g -Delisting of Securities

UNIT V- REGULATORY FRAMEWORK FOR CAPITAL MARKET

Objectives, Power and Functions of SEBI - Securities Appellate Tribunal, Appeals -Admission of Securities - Difference Between Dematerialization and Rematerialisation - Depository Process- Inspection and Penalties- Internal Audit and Concurrent Audit of Depository Participants

TEXT BOOK:

Sangeet Kedia, -Capital Market sand Securities Law, Pooja Law Publishing Company

REFERENCE BOOKS:

Siddhartha Sankar Saha, —Capital Markets & Securities Laws, Taxmann Publications ICSI

Study Material for CS Executive Programme

COST ACCOUNTING (SUB CODE: 23UCPC53)

Semester –V

Core

Hours:6

Credit:5

Learning Objectives:

LO1: To describe the concept of cost accounting

LO2: To explain the objectives of cost accounting

LO3: To identify the classification and types of cost

LO4: To Apply Cost Accounting Methods to Identify Profitable Products and Services

LO5: To determine the departmental costs of products so that these costs can be combined to yield the cost of goods manufactured

Course Outcomes:

CO1: Recall the concepts of cost and cost accounting (K1)

CO2: Describe the different plans of calculation of wages (K2)

CO3: Apply the different methods of material costing and techniques of material cost control (K3)

CO4: Analyse the informations regarding Labour cost and overheads (K4)

CO5: Assess the cost of a job (K5)

CO6: Generate the skill of preparing process cost accounts(K6)

UNIT I – INTRODUCTION TO COST ACCOUNTING

Meaning of Cost Accounting– Objectives and Scopes – Advantages – Concepts of Costs – Classification of Costs – Cost Centre and Cost Unit – Methods and Techniques of Costing - Difference Between Cost and Financial Accounts– Cost Accounting Standards- Preparation of CostSheet -Cost Audit

UNIT II – MATERIAL COSTING AND CONTROL

Materials Control – Concept and Techniques – Procurement Procedures and Documentation – Methods of Pricing – Accounting and Control of Material Losses, Wastage, Scrap Etc. – Inventory Management – Techniques of Fixing Minimum Level, Maximum Level and Reordering Level– Economic Ordering Quantity – Methods of Valuing Material Issues – FIFO, LIFO, Average Cost Method, Base Stock Method – ABC Analysis, Perpetual Inventory System

UNIT III – LABOUR COST AND OVERHEADS

Meaning and Classification of Labour Cost – Remuneration and Incentives Systems: Time Wage System, Piece Rate System, Premium and Bonus Plans – Computation of Labour Cost – Labour Turnover and Remedial Measures—Meaning of Overhead – Classification of Overhead Cost – Allocation and Apportionment of Overhead Expenses– Bases of Apportionment– Methods of Re-apportionment–Absorption of Overheads

UNIT IV – JOB COSTING AND CONTRACT COSTING

Job Costing – Features - Procedure of Job Order Cost System- Preparation of Job Cost Sheet- Contract Costing- Features-Preparation of Contract Account

UNIT V-PROCESS COSTING

Process Costing-Features of Process Costing – Process Losses – Normal Loss - Abnormal Loss – Abnormal Process Gain- Internal Process Profit

TEXT BOOK:

RSN Pillai and Bhagavathy – Cost Accounting S. Chand & Company, New Delhi.

REFERENCE BOOKS:

M.N. Arora, —Cost Accounting: Principles and Practices II, Vikas Publishing House, Mumbai

Maheshwari & Mittal, -Cost Accounting Theory and ProblemsII, A Mahavir Publication, Indore

BUSINESS LAW
(SUB CODE: 23UCPE51)

Semester –V	Core	Hours:5	Credit:4
--------------------	-------------	----------------	-----------------

Learning Objectives:

- LO1: To help the students to understand the basic rules of Agreements and Contracts along with the basic Rules of Offer, Acceptance, Consideration, Capacity/Competency to contract & rules governing Consideration in The Indian Contract Act, 1872.
- LO2: To provide the students with practical legal knowledge of general business law issues.
- LO3: To help the students to understand the nuance of Law of Indemnity & Guarantee, Contract of Bailment, Contract of Pledge and Contract of Agency
- LO4: To understand the meaning characteristics and elements of different types of negotiable instruments
- LO5: To make the students understand various provisions related to The Negotiable Instrument Act, 1881 with Amendment Act, 2015. Rules related to Bills of Exchange, Promissory Note and Cheque. Dishonour of Cheque and Penalties

Course Outcomes:

- CO1: Identify the different concepts of contract and the legal provisions associated with contract in India (K1)
- CO2: Differentiate contract of indemnity from contract of guarantee and general lien from particular lien (K2)
- CO3: Demonstrate the usage of negotiable instruments (K3)
- CO4: Analyse the rights of consumers and consumer redressal system in India (K4)
- CO5: Compare conditions with warranties and summarise the rights and duties of buyers (K5)
- CO6: Develop knowledge on benami transactions (K6)

UNIT I – CONTRACT ACT — INTRODUCTION

Definition of contract — kinds of contracts: unilateral and bilateral, executed and executory, express and implied contracts - void agreements, void contract and voidable contract - offer and acceptance — consideration - Competency - who are incompetent - free consent — effects of mistake - wagering agreements - contingent contracts - discharge of contracts — discharge by impossibility - discharge by operation of law - quasi contracts.

UNIT II – CONTRACT ACT (SPECIAL CONTRACTS)

Indemnity and guarantee — kinds - rights and liabilities of surety — discharge of surety - Bailment — classification — duties and rights of Bailor and Bailee — law relating to lien — General Lien vs. Particular Lien - finder of goods — Rights and Duties - Pledge — rights and duties of Pledger and Pledgee — Pledge by non-owners.

UNIT III – NEGOTIABLE INSTRUMENTS ACT

Definition — types of negotiable instruments — promissory note — bill of exchange - cheque - classification of negotiable instruments — bearer and order instruments - inland and foreign instruments — time instruments - accommodation bill — fictitious bill documentary and clean bill — parties to negotiable instruments — liability of parties Negotiation — transfer - dishonor of a negotiable instrument — noting and protesting — rules as to compensation - discharge of a negotiable instrument

UNIT IV – BASICS OF PMLA AND BENAMI TRANSACTIONS ACT

Introduction – Prevention of Money Laundering Act 2002 – Meaning of Money Laundering – Controls of Money Laundering-Benami Transactions (Prohibition) Act 1988 – Meaning of Benami Transactions

UNIT V- LAW RELATING TO CONSUMER PROTECTION

Consumer protection in India – Consumer Protection Act 1986: Genesis and Objects– Basic concepts – who are not consumers – Consumer Dispute – Defect –Deficiency - Rights of Consumers – Nature and Scope of Remedies

TEXT BOOK:

Dr. M.R. Seenivasan, Business Laws, Margham Publications, Chennai

REFERENCE BOOKS:

R.S.N. Pillai and Bagavathy, — Legal aspects of Business ll, S. Chand Publishing house, New Delhi

N.D. Kapoor, — Elements of Mercantile Lawll, Sultan Chand & Sons, New Delhi

CORPORATE GOVERNANCE AND BUSINESS ETHICS

(SUB CODE: 23UECE52)

Semester-V	EC	Hours: 5	Credit:3
------------	----	----------	----------

Learning Objectives:

- LO1: To impart knowledge on governance which ensure ethics incorporate management and corporate health in the interest of shareholder & Public.
- LO2: To discuss the various corporate sectors and their functions, elements of good corporate governance, governance manual and demonstrate shareholders Vs stakeholders' approach and welfare of stakeholders
- LO3: To outline the due diligence, functions, advantages, guidelines for issue of initial public offerings (IPO), sweat equity shares and employee stock option scheme (ESOS).
- LO4: To demonstrate various committees and their functions which are prevailing in the corporate sector/companies' act 2013.
- LO5: To explain the various corporate social responsibility (CSR) practices and social audit and explains about business ethics and its factors for ethical and unethical business decisions

Course Outcomes:

- CO1: Recall the various corporate sectors and their functions, elements of good corporate governance and governance manual. (K1)
- CO2: Describe the welfare of stakeholders. (K2)
- CO3: Outline the due diligence, functions, advantages, guidelines for issue of initial public offers (IPO), sweat equity shares and employee stock option scheme (ESOS). (K3)
- CO4: Analyse various committees and their functions which are prevailing in the corporate sector companies' act 2013. (K4)
- CO5: Summarise the various corporate social responsibility (CSR) practices, social audit business ethics and its factors for ethical and unethical business decisions (K5)
- CO6: Develop the relationship between strategy and business ethics (K6)

UNIT I – CORPORATE GOVERNANCE – INTRODUCTION

Corporate governance - History –meaning– need for corporate governance – Definitions-Importance–principles–Features of Corporate Governance-Indian Committees on Corporate Governance

UNIT II – CORPORATE GOVERNANCE – LEGAL FRAMEWORK

India's Corporate Governance Frame work-Listing Agreement-Clause 49A-SEBI Guidelines-Corporate Governance Report and contents-Corporate Governance and Shareholders rights

UNIT III – LEVELS OF CORPORATE GOVERNANCE AND BOARD COMMITTEES

Levels of Corporate Governance - Various Board committees - composition of board committees- Roles, Responsibilities and powers- Shareholders grievance committee- Remuneration Committee-Nomination Committee- Corporate Governance Committees- Corporate Governance Compliance Committee

UNIT IV – CORPORATE SOCIAL RESPONSIBILITY

Corporate Social Responsibility– Meaning & definition–Principles, Indian models– Corporate Citizenship- Provision of CSR in Companies Act 2013-Section 135 of Companies Act 2013-Scope for CSR activities under Schedule VII-Case Studies (Practical Orientation)

UNIT V-BUSINESS ETHICS

Business ethics – meaning, significance, scope – factors responsible for ethical and unethical business decision – Unethical practices in Business–Business ethics in India – Ethics training programme.

TEXTBOOKS

Dr. Neeru Vasishth and Dr. Namita Rajput Corporate Governance values and ethics, Taxmann Publications Pvt Ltd, NewDelhi.

S. Sanakaran–International Business & Environment, Margham Publication, Chennai.

Dr. S.S. Khanka–Business Ethics and Corporate Governance, S. Chand Publication.

Sundar. K, Business Ethics and Value, Vijay Nichole Prints, Chennai.

Taxmann – Corporate Governance, Indian Institute of Corporate Affairs,

A.C. Fernando, K.P. Muralidharan & E.K. Satheesh– Corporate Governance, Principles, Policies and Practices, Pears on Education

REFERENCE JOURNALS

Journal of Corporate Governance Research–Macro think Institute

Indian Journal of Corporate Governance, Bi -annual journal–Sage Journals

INTERNSHIP
(SUB CODE: 23UCPI51)

Semester: V

Credit:2

Learning Objectives:

- LO1: To gain practical experience in applying administrative skills, techniques and theory through working with a professional administrator
- LO2: To gain problem - based experience in strategic leadership, instructional leadership and organizational leadership
- LO3: Intern will learn technical skills by participating in technical preparations for new product development and implementation to ensure new products meet the required specifications
- LO4: Intern will develop critical-thinking skills by contributing original ideas directly to organization head and development team in brainstorm and ideation sessions. Intern will develop better written communication skills
- LO5: To practice problem- based learning in an authentic supervised environment

Course Outcomes:

- CO1: Recall the work experience. (K1)
- CO2: Demonstrate the work habits and attitudes necessary for job success. (K2)
- CO3: Analyse the employment contacts leading directly to a full-time job following graduation from college. (K3)
- CO4: Develop communication, interpersonal and other critical skills in the job (K4)
- CO5: Assess interests and abilities in their field of study. (K5)
- CO6: Design the internship report (K6)

**MANAGEMENT ACCOUNTING
(SUB. CODE: 23UCPC 61)**

Semester-VI	Core	Hours-6	Credit-4
--------------------	-------------	----------------	-----------------

Learning objectives:

- LO1: To outline the need for Management Accounting, its basic principles, and scope, and to analyze the balance sheet and ratios for the financial performance of companies.
- LO2: To compute the fund flow and cash flow statements and impart knowledge on different types of budgets and their preparation.
- LO3: To calculate and carry out the analysis of financial statements with different ratios.
- LO4: To prepare various types of budgets and budgetary controls for forecasting business.
- LO5: To determine the breakeven point with the use of Marginal costing.

Course Outcomes:

- CO1: Recall all the formulas used in different concepts in management accounting (K1)
- CO2: Explain the importance and fundamental knowledge of management accounting (K2)
- CO3: Demonstrate the various techniques involved in material control (K3)
- CO4: Analyse the use of budgetary control in decision making (K4)
- CO5: Assess the position of organization with the help of ratio analysis (K5)
- CO6: Derive conclusions and decisions to control and co-ordinate the business organizations (K6)

UNIT I - INTRODUCTION TO MANAGEMENT ACCOUNTING

Meaning of Management Accounting – Objectives – Advantages – Limitations – Management Accounting vs. Financial Accounting – Tools and Techniques of Management Accounting - Basic Financial Statement Analysis (Comparative – Common Size – Trend Analysis)

UNIT II - ANALYSIS AND INTERPRETATION OF FINANCIAL STATEMENTS

Ratio Analysis (Meaning – Uses and Limitations – Analysis for Liquidity, Solvency and Profitability) - Fund Flow Analysis and Cash Flow Analysis – (Meaning – Calculation of Funds from Operations – Preparation of Fund Flow Statement – Preparation of Cash Flow Statement – Cash Flow vs. Fund Flow Analysis)

UNIT III - MARGINAL COSTING

Meaning – P/V Ratio – Break Even Analysis - Applications of Marginal Costing – Marginal Costing vs. Absorption Costing - Merits and Demerits of Marginal Costing

UNIT IV - BUDGETARY CONTROL

Concept of Budget and Budgetary Control– Objective – Installation of Budgetary Control System – Budget Manual - Preparation of Various Types of Budgets (Production, Sales, Cash, Flexible Budget) - Uses and Limitations – Zero Base Budgeting – Performance Budgeting

UNIT V - STANDARD COSTING

Meaning – Objectives – Uses and Demerits – Types of Standards - Analysis of Variances (Material and Labour and Overheads) – Accounting Treatment of Variances

TEXT BOOK:

Dr. C. Eugene Franco, —Management Accounting, Charulatha Publications, Chennai

REFERENCE BOOKS:

Pillai, R.S.N & Bagavathy, V, —Management Accounting, S. Chand & Co, New Delhi.

Reddy and Murthy, —Management Accounting, Himalaya Publishing House, New Delhi.

PROJECT
(SUB CODE:23UCPC 62)

Semester-VI

Core

Hours-6

Credit-4

Learning Objectives:

- LO1: Explain what a project is and list the various attributes of projects.
- LO2: Explain how to begin working in the project by gathering information and determining detail tasks
- LO3: Acquiring technical proficiency in specific areas related to the project
- LO4: Enhance problem- solving abilities through practical application
- LO5: Develop leadership skills by taking on project

Course Outcome:

- CO1: Identify the career opportunities and test their career goals (K1)
- CO2: Explains leadership training experiences in industries (K2)
- CO3: Apply classroom theory to real life situations (K3)
- CO4: Categorize self-management and relationship management skills (K4)
- CO5: Evaluate the learning opportunities outside the classroom (K5)
- CO6: Build their knowledge in drafting a project (K6)

INDIRECT TAXES (SUB CODE: 23UCPC63)

Semester- VI

Core

Hours: 6

Credit:4

Learning objectives:

LO1: To enable students to explain the basic concepts, definitions and terms related to Goods and Service tax (GST).

LO2: To enable students to distinguish the difference in concept of forward charge mechanism, reverse charge mechanism, composite supply, mixed supply and various exemptions under the new Goods and Service tax regime.

LO3: To enable the students to discuss the concept of Supply along with the rules related to time, place and value of supply.

LO4: To enable the students to compute the Goods and Service Tax (GST) payable by a supplier after considering the eligible input tax credit

LO5: To introduce and to acquaint students with the provisions of Customs Act, 1962

Course Outcomes:

CO1: Describe the concept and modes of GST and definitions under GST Act (K1).

CO2: Explain the concept of Supply and its dimensions of GST (K2).

CO3: Illustrate the provisions of the GST Act about Input Tax credit (K3)

CO4: Classify the important provisions of IGST Act (K4)

CO5: Measure the types, valuation and drawbacks of customs duty (K5).

CO6: Develop their knowledge in current scenario of GST and customs duty (K6).

UNIT I – INTRODUCTION TO GST

Concept of GST – Characteristics - International Scenario - History of GST in India -Models of GST - GST Council-Frame work of GST-Important Definitions Under CGST Act, 2017- Registration-Persons Liable to Register and Persons Not Liable to Register -Accounts and Records to Be Maintained–Composition Levy – Levy of GST -LiabilityUnder GST

UNIT II – SUPPLY AND ITS DIMENSIONS

Characteristics of Supply - Schedule I Under CGST - Schedule II Under CGST - Activities which are not Supply - Composite and Mixed Supply -Inter State Supply and IntraState Supply – Exempt supply- Zero rated supply - Time of Supply of Goods and Services -Value of Supply- Place of Supply

UNIT III – INPUT TAX CREDITANDGSTPAYMENT

Meaning – Conditions to be fulfilled - Input Tax Credit Restrictions – Input Credit in Case of Job Work –Accounts and Records – Tax Invoice, Credit and Debit notes – Provisional Assessment– Assessment of unregistered Persons – Summary Assessment – Self Assessment -Returns– Payments– Refunds

UNIT IV– ASSESSMENT AND GST PAYMENT

Assessment – Provisional Assessment- Assessment of unregistered persons- Summary-assessment and Self-assessment

UNIT V-CUSTOMS DUTY

Basic Concepts – Levy and Exemptions – Types – Valuation under Customs Act –Demand, Appeals and Refund– Duty Drawback

TEXTBOOKS:

CA. NiteshParasher & AnujHarshwardhanSharme, -Goods & ServiceTax (GST) Lawand
Practical Bharat's Publications

REFERENCEBOOK:

ICSI Study Material for CS Executive programme

ENTREPRENEURIAL DEVELOPMENT
(SUB CODE: 23UCPE61)

Semester-VI	EC	Hours:5	Credit:3
--------------------	-----------	----------------	-----------------

Learning objectives:

- LO1: To explain concepts of Entrepreneurship and build an understanding about business situations in which entrepreneurs act
- LO2: To qualify students to analyse the various aspects, scope and challenges under an entrepreneurial venture
- LO3: To explain classification and types of entrepreneurs and the process of entrepreneurial project development.
- LO4: To qualify students to analyse the various aspects, scope and challenges under an entrepreneurial venture
- LO5: To present the profile of some successful entrepreneurs to motivate students to become entrepreneur

Course Outcomes:

- CO1: Define the concept of entrepreneurship and the qualities of a good entrepreneur(K1)
- CO2: Explain the factors motivating entrepreneurship and entrepreneurial development programme (K2)
- CO3: Demonstrate the government initiatives and assistance provided for entrepreneurial development (K3)
- CO4: Classify the institutions which provide finance to entrepreneurs (K4)
- CO5: Interpret the feasibility of a project and to make project proposal (K5)
- CO6: Assess the problems of women Entrepreneurs (K6)

UNIT I – INTRODUCTION TO ENTREPRENEURSHIP

Meaning of Entrepreneur – Entrepreneur and Enterprise – Entrepreneur and Manager— Entrepreneur and Intrapreneur – Characteristics of Entrepreneur–TypesofEntrepreneurs– FunctionsofanEntrepreneur–Qualitiesofa Good Entrepreneur – Role of Entrepreneurs in the Economic Development

UNIT II-ENTREPRENEURIAL MOTIVATION AND DEVELOPMENT

Entrepreneurial Motivation - Motivating Factors — Entrepreneurial Competencies –Developing Competencies – Entrepreneurship Development Programmes—Meaning— Need for Entrepreneurship Development Programmes —Objectives —Course Contents and Curriculum of Entrepreneurship – Phases of EDPs-Evaluation of EDPs—Problems Faced by EDPs

UNIT III – PROJECT IDENTIFICATION AND FORMULATION

Environmental Scanning and Analysis – Project Identification – Assessment of the Project Feasibility (Marketing, Finance, Technical and Legal)- Selection of the Project –Project Formulation and Appraisal—Preparation of the Project Report)

UNIT IV -GOVERNMENT INITIATIVES AND INSTITUTIONAL ASSISTANCE FOR ENTREPRENEURIAL DEVELOPMENT

Institutional Finance to Entrepreneurs: Commercial Banks and Other Financial Institutions — Entrepreneurial Development Institutions (KVIC, NIESBUD, SISIS – SIDCO, SIPCOT, DIC, SIDBI, IDBI, ICICI and Self Employment Schemes) – Recent Government Initiatives for Entrepreneurial Development (Skill India, Ease of Business, Start up India and Stand up India)-MSMEs

UNIT V-SOCIAL ENTREPRENEURSHIP & WOMEN ENTREPRENEURSHIP

Meaning and Definition Social Entrepreneurship – Social Entrepreneur – Identification of Social Entrepreneurship Opportunities —Meaning of Women Entrepreneurship–Problems of Women Entrepreneurs– Measures for Development of Women Entrepreneurs

TEXTBOOK:

Khanka S.S., —Entrepreneurial Development, S. Chand & Co., New Delhi

REFERENCEBOOKS:

Gupta C.B. and Srinivasan N.P., —Entrepreneurial Development, Sultan Chand & Sons, New Delhi.

Jayashree Suresh (2013), -Entrepreneurial Development, Margham Publications, Chennai

INDUSTRIAL AND LABOUR LAW
(SUB CODE: 23UCPE62)

Semester-VI	EC	Hours:5	Credit:3
--------------------	-----------	----------------	-----------------

Learning Objectives:

LO1: To help the students understand and apply the concept of industrial relations and the system in which it operates.

LO2: To explain labour law – definition and key areas of regulation

LO3: To help the students to comprehend the legal framework governing Industrial Law

LO4: To expose the students to the principles relating to Labour law, Unfair labour practices, and health and safety laws in the workplace

LO5: To explain the relevant laws governing organizational operations

Course Outcomes:

CO1: Identify the systems of industrial law that applies in various circumstances (K1)

CO2: Interpret the commonly arising industrial issues (K2)

CO3: Examine the important causes and impact of industrial disputes (K3)

CO4: Classify the underlying legal principles, rules and regulations (K4)

CO5: Assess the labour audit and its methodology (K5)

CO6: Develop the knowledge of industrial and labour law (K6)

UNIT I-THE FACTORIES ACT

Object and Scope of the Act – Important Definitions – (Competent Person, Hazardous Process, Factory, Manufacturing Process, Occupier and Worker) Statutory Agencies for Enforcement of the Act and their Powers – Approval, Licensing and Registration of Factories Notice By Occupier – General Duties of the Occupier and Manufacturers – Measures to Be Taken (Health, Safety and Welfare Measures) – Special Provisions Relating to Hazardous Processes – Working Hours of Adults – Annual Leave With Wages – Employment of Women in a Factory – Employment of Young Persons and Children

UNIT II – MINIMUM WAGES ACT

Object and Scope – Important Definitions (Appropriate Government, Employee, Employer, Scheduled Employment, Wages) – Fixation of Minimum Rates of Wages – Revision of Minimum Wages – Manner of Fixation/Revision of Minimum Wages – Minimum Rate of Wages – Procedure for Fixing and Revising Minimum Wages – Advisory Board – Central Advisory Board – Minimum Wages – Fixing Hours for a Normal Working Day – Payment of Overtime – Wages of Worker Who Works Less Than Normal Working – Minimum Time – Rate Wages for Piece Work – Authority & Claims

UNIT III – INDUSTRIAL DISPUTE ACT

Introduction – Object and Significance of the Act – Important Definitions (Industry, Industrial Disputes and Workman) – Strike - Types of Strike and Their Legality – Authorities Under the Act and Their Duties – Reference of Disputes – Voluntary Reference of Disputes to Arbitration – Procedure and Powers of Authorities – Strikes and Lock-Outs – Justified and Unjustified Strikes – Wages for Strike Period – Dismissal of Workmen and Illegal Strike – Justification of Lock-Out and Wages for Lock-Out Period – Change in Conditions of Service Unfair Labour Practices

UNIT IV – EMPLOYEE COMPENSATION ACT

Object and Scope – Disablement (Employer, Employee, Dependent)– Employer's Liability for Compensation in Cases of Occupational Disease – Employer's Liability for Compensation in Cases of Personal Injuries –Employer's Liability When Contractor Is Engaged – Compensation – Obligations and Responsibility of Employer –Notice and Claim – Medical Examination – Procedure in the Proceedings Before the Commissioner – Appeals

UNIT V – AUDIT UNDER LABOUR LEGISLATIONS

Concept of Labour Audit – Scope of Labour Audit – Methodology of Conduct of Labour Audit – Benefits of Labour Audit– Benefits to Employer– Benefits to Labour

TEXTBOOK:

Kapoor, N.D, — Elements of Industrial Law, Sultan Chand & Sons, New Delhi

REFERENCEBOOKS:

GM Kothari, —A Study of Industrial Law I, LexisNexis ICSI Study Material, Executive Programme, Module2-Paper7

PROFESSIONAL COMPETENCY SKILL (Competitive Exams)

SUB CODE: (23 UCPS 61)

Semester –VI	Sec-8	Hours:2	Credit:2
--------------	-------	---------	----------

Learning Objectives:

LO1: To make the students learn about the analytical skill

LO2: To impart proficiency in logical skills related to numbers, data and English comprehension.

LO3: To create awareness about Indian Economy and related facts

LO4: To make the students aware about the Administration, Culture, Geography of India and State

LO5: To know about the current affairs, history and important events and dates.

Course Outcomes:

CO1: Recall the frame work of the competitive examinations and apply the same (K1)

CO2: Explain the mathematical abilities to succeed in the competitive examinations (K2)

CO3: Illustrate the logical strategies (K3)

CO4: Classify the parts of speech (K4)

CO5: Summarise the Indian Economy and the related issues (K5)

CO6: Integrate the knowledge of current affairs related to world and India (K6)

UNIT I - MATHEMATICAL ABILITY

Collection of data–Presentation-Compilation-Percentage-Graphs and Tables, Diagrams- Analytical interpretation of data

UNIT II - LOGICAL REASONING:

Number Series-Visual Reasoning-Puzzles-Comprehension of English passages.

UNIT III - LANGUAGE ABILITY:

Parts of Speech-Matching the phrases- Synonyms-Antonyms- Prefix and Suffix-Articles-Prepositions-Tenses-Comprehension.

UNIT IV - INDIAN ECONOMY

Nature of Indian economy – Five-year plan models – Reserve Bank of India – Finance Commission –Goods and Services Tax – Social Problems – Population, Education, Health, Employment, Poverty.

UNIT V - CURRENT AFFAIRS

Current events of National and International Importance- Indian and World Geography (Physical, Social, Economic) - Current affairs related to Tamilnadu.

TEXT BOOKS

Quantitative Aptitude by R.S. Agarwal

Logical Reasoning by R.S. Agarwal

REFERENCE BOOKS:

Verbal and Non-verbal reasoning = by R.S. Agarwal Genal studies various books to be referred. Competition Success Review.

B.Com. Corporate Secretaryship

I Year - Add-on Course -Typewriting

II Year - Value Added Course -Tally

III Year-Extra Credit Course

EXTRA CREDIT COURSES (ECC)

Semester	Part	Sub. Code	Title of the paper	Eligibility	Credit
I	V	23CPE11	Basics of Corporate Accounting	For other major students only	3
II	V	23CPE21	Fundamentals of Banking	For other major students only	3
III	V	23CPE31	Corporate Social Responsibility	B.Com. (Corp. Sec) only	3
IV	V	23CPE41	Directorship	B.Com. (Corp. Sec) only	3
V	V	23CPE51	Secretarial Audit	B.Com. (Corp. Sec) only	3
VI	V	23CPE61	Business Ethics	For other major students only	3
Total					18

EVALUATION PATTERN OF EXTRA CREDIT COURSES

Components	Marks
Written Test (2 Hours -100 Marks converted into 50	50
Assignment	25
Viva / Quiz	25
Total	100
Passing minimum	40

BASICS OF CORPORATE ACCOUNTING(SUB. CODE: 23 CPEC 11)

Semester- I

Credit -3

Course Outcomes:

CO1: Describe and relate the meaning of modern corporate alliances with accounting terms (K1)

CO2: Restate the impact of non- compliance of accounting format in public disclosures (K2)

CO3: Solve the accounting problems like valuation of shares and goodwill and responsibility calculation (K3)

CO4: Analyze the effect of liquidation on the rights of shareholders (K4)

CO5: Evaluate the extraordinary income effect on profit pre and post incorporation (K5)

CO6: Build the final accounts of a company according of Company's Act 2013 format (K6)

UNIT- I SHARES

Issues of shares – Under Subscription and over Subscription- Pro-rata Allotment – Forfeiture & Reissue of Shares- Underwriting of Shares

UNIT –II PREFERENCE SHARES

Meaning – Guidelines for Issue and Redemption of Preference shares- Redemption at Par and at Premium – Redemption out of Revenue reserve and out of Fresh Issue – Bonus Issue out of Capital Redemption Reserve

UNIT – III FINANCIAL STATEMENTS

Objectives of Financial Statements – Preparation and Presentation of Financial Statements, form and content of Balance Sheet and statement of profit and loss- Calculation of Managerial Remuneration (Schedule III of Companies act 2013)

UNIT –IV PROFIT PRIOR TO INCORPORATION

Profit Prior to Incorporation – Meaning – Calculation of Time Ratio – Sales Ratio – Determination and Treatment of Pre- incorporation and Post Incorporation Profits

UNIT –V VALUATION OF GOODWILL AND SHARES

Meaning of Goodwill – Factors Affecting Valuation of Goodwill – Need and – Methods of Valuation of Goodwill; Valuation of Shares.

TEXT BOOK:

Reddy & Murthy, Corporate Accounting, Margham Publications, Chennai-2008

REFERERNC E BOOKS:

Gupta R.L &Radhasamy Corporate Accounting Sultan Chand Publications, New Delhi -2008

Sukla M.C &Grewal.T.S., Corporate Accounting Chand, Co., Publications New Delhi- 2008

Pillai R.S.N., Bhagavathi, S. Uma Fundamentals of Advanced Accounting, vol-II S. Chand New Delhi 2007

FUNDAMENTALS OF BANKING SUB. CODE: 23 CPEC 21

Semester- II

Credit -3

Course Outcomes:

CO1: Define the concept of Banking (K1)

CO2: Explain the basic principles and system of accounting (K2)

CO3: Apply different methods of crossing the cheques (K3)

CO4: Classify the various kinds of negotiable instruments (K4)

CO5: Summarize the procedure for opening bank accounts (K5)

CO6: Develop knowledge about E- Banking (K6)

UNIT – I INTRODUCTION TO BANKING

Definition of Banking – Types of Bank accounts (Fixed Deposit account, Recurring Deposit Accounts, Savings Bank Accounts, Current accounts, NRI Accounts) – Types of loans – Principles of lending

UNIT –II OPERATING THE BANK ACCOUNTS

Procedure for opening Bank Accounts – Pay –in- Slip Book- Cheque Book- Pass Book precautions for Opening Accounts for different types of Customers – Closing of a Bank Account

UNIT- III NEGOTIABLE INSTRUMENT

Negotiable Instrument – Features – Types – promissory Note- Cheques – Drafts- Specimen of Different types of Negotiable Instrument

UNIT - IV CROSSING AND ENDORSEMENT

Crossing of Cheques –Types of Crossing – Meaning of Endorsement – Types of Endorsement-Material Alteration in Cheques

UNIT – V E-BANKING

Meaning of E-Banking – ATMS's – Credit Cards- Debit cards – Smart Cards- MICR Cheque-Demat Account- ECS- Tele Banking- Internet Banking – Merits and Demerits of E- Banking

REFERENCE BOOKS:

Gorden E. Natarajan.K Banking Theory Law and Practice, Himalaya Publishing House

K.P.M Sundharam P.N Varshney Banking Theory Law and Practice Sultan Chand & Sons New Delhi.

CORPORATE SOCIAL RESPONSIBILITY
SUB. CODE: 23 CPEC 31

Semester- III

Credit -3

Course Outcomes:

- CO1: Define the concepts of Corporate Social Responsibility (K1)
- CO2: Explain the scope and complexity of CSR (K2)
- CO3: Demonstrate a multi stakeholder perspective (K3)
- CO4: Analyze the impact of CSR on corporate culture (K4)
- CO5: Evaluate the level of commitment to CSR in different organizations (K5)
- CO6: Integrate social and environmental concerns in business operations (K6)

UNIT - I INTRODUCTION TO CSR

Meaning – Factors influencing CSR – Need – Scope – Importance

UNIT –II CORPORATE SUSTAINABILITY AND CSR

Meaning of Corporate Sustainability – Corporate Sustainability and Corporate Social Responsibility – Government Role in improving sustainability Reporting

UNIT – III CSR IN INDIA

Expectations of the Society from Corporate – CSR Audit – Best Practices and Governance Norms for CSR – CSR Case Studies

UNIT- IV APPROACHES OF CSR

Triple Bottom line Approaches of CSR – Business Responsibility Report

UNIT – V CSR UNDER THE COMPANIES ACT, 2013

Definition of CSR – Applicability – CSR Committee – Functions of CSR Committees – CSR Policy – CSR Expenditures – CSR Activities

TEXT BOOKS:

- 1) Subhash Chandra Das., - Corporate Governance in India An Evaluation PHI Learning Private Limited New Delhi
- 2) Baxi C.V & Prasad Ajit, Corporate Social Responsibility Excel Books -2005

REFERENCE BOOKS:

ICSI- Study Material Professional Programme, Module 2, Paper 6 Ethics Governance and Sustainability.

DIRECTORSHIP SUB. CODE: 23 CPEC 41

Semester- IV

CREDIT -3

Course Outcomes:

- CO1: Define the fundamentals principles of directorship (K1)
- CO2: Describe the powers and duties of company directorship (K2)
- CO3: Illustrate the basic understanding about independent directors (K3)
- CO4: Outline the characteristics of directors (K4)
- CO5: Compare director form directorship (K5)
- CO6: Develop knowledge of appointment of directors (K6)

UNIT – I INTRODUCTION TO DIRECTOR

Introduction – Meaning and Definition – Legal positions – Director identification number (DIN) – Cancellation – Surrender – Deactivation of DIN – General provisions regarding DIN- Steps to obtain DIN

UNIT –II TYPES OF DIRECTORS

Types of directors – First Directors – Resident Directors- Women Directors – Additional Directors – Alternate Directors – Nominee Directors – Director elected by small shareholders- Terms and conditions for small shareholders Directors

UNIT – III APPOINTMENT DIRECTORS

Appointment – Reappointment – Disqualifications- Vacation of Office – Retirement – Resignation – Removal

UNIT –IV POWERS, DUTIES AND LIABILITIES OF DIRECTORS

Powers of Directors – Powers of Directors beyond interference of Shareholders –Statutory provisions regarding Director’s Powers – Powers to be exercised by the Board at meetings – Restrictions on the powers of the Board – Duties of Directors – Directors’ Liabilities

UNIT – V INDEPENDENT DIRECTORS

Independent Directors – Definition – Declaration by an independent Director – Remuneration-of an Independent Director- Terms of an Independent Director

TEXT BOOK:

Santhi. J Company Law, Margham Publications, Chennai

REFERENCE BOOKS:

Kapoor N.D., Companies Act 2013, Jain Book Agency, Chennai. ICSI study material for CS Executive Programme.

SECRETARIAL AUDIT SUB. CODE: 23 CPEC 51

Semester- V

Credit -3

Course Outcomes:

CO1: Describe the concept of Secretarial Audit (K1)

CO2: Explain the scope of Secretarial Audit (K2)

CO3: Illustrate the process of Secretarial Audit (K3)

CO4: Categorize the various stages for conducting the audit (K4)

CO5: Summarize the secretarial standard board and the meeting (K5)

CO6: Develop the theoretical knowledge about secretarial standards board and secretarial audit (K6)

UNIT –I CONCEPT OF SECRETARIAL AUDIT

Meaning of Secretarial Audit – Need - Secretarial Audit and the company secretary in practice-Applicability of Secretarial Audit under company’s Act 2013 – Format of Secretarial Audit report-Appointment of Secretarial Audit

UNIT – II BENEFITS AND SCOPE OF SECRETARIAL AUDIT

Benefits of Secretarial Audit – Benefits to the stakeholders: promoters, Non –executive, government, Investors and others – Scope of Secretarial Audit

UNIT –III PROCESS OF SECRETARIAL AUDIT

Secretarial Audit process- Verification of compliances – Professional responsibility and penalty for incorrect Secretarial Audit report

UNIT –IV STAGES FOR CONDUCTING SECRETARIAL AUDIT

Guiding criteria for various stages for conducting Secretarial Audit – Guiding the principles of good corporate conduct and practices

UNIT –V SECRETARIAL STANDARDS BOARD

Introduction (Function, Need, Scope, Process and Making of secretarial standards) - Secretarial standards on meeting of the board of directors- Secretarial standards on general meetings

REFERENCE BOOKS:

ICSI Executive Programme – Study Material ICSI Professional

Programme – Study Material

BUSINESS ETHICS
SUB. CODE: 23 CPEC 61

Semester- VI

Credit -3

Course Outcomes:

- CO1: Define the concept of business ethics and the factors influencing ethics in business (K1)
- CO2: Differentiate mutual obligations between the employers in an organization (K2)
- CO3: Illustrate the ethical aspects in production and operation management (K3)
- CO4: Analyze the ethical aspects in the functions of marketing (K4)
- CO5: Assess the ethical aspects in Human Resource Management (K5)
- CO6: Generate ethical standards in business (K6)

UNIT – I INTRODUCTION OF BUSINESS ETHICS

Meaning and Definition of Business Ethics – Difference between Ethics and Values, Norms, Beliefs and Moral Standards – Types of Ethics – Need and importance – Factors influencing –Ethical codes

UNIT –II ETHICS AND ORGANISATION

The employee’s obligation to the firm – Firms’ duties to employees –Key organizational and Programme design factors associated with Ethics

UNIT –III ETHICS IN PRODUCTION AND OPERATION MANAGEMENT

Working condition – Health and Safety – Health Hazards – Product Safety and Quality – Product Reliability – Service Life – Workers’ Rights

UNIT – IV ETHICAL ASPECTS IN MARKETING

Marketing Rights and consumer Rights – Reasons for Unethical practices – Establishing Ethical Standards – Ethical and Social Issues in Standards – Ethical and social Issues in Advertising – Socially Responsible Advertisement – Ethical in personal Selling

UNIT – V ETHICS IN HRM

Privacy issues – Restructuring and Lay Offs – Wages Empowerment – Prevention of Sexual Harassment – Human Quality Development – Discrimination – Managerial Conflicts of interest

REFERENCE BOOKS:

- Renku & Paral Khanna – Ethics & Values in Business Management, Ane Books India
- Murthy G.S.V – Business Ethics, Himalaya Publishing House, New Delhi