

SADAKATHULLAH APPACOLLEGE

(AUTONOMOUS)

**(Reaccredited by NAAC at an 'A' Grade with a CGPA of 3.40 out of 4.00 in
the III cycle An ISO 9001:2008 Certified Institution)**

RAHMATH NAGAR, TIRUNELVELI- 11.

Tamilnadu

DEPARTMENT OF BUSINESS ADMINISTRATION

(Unaided)



CBCS SYLLABUS

For

B.B.A

(Applicable for students admitted in June 2015 and onwards)

**(As per the Resolutions of the Academic Council Meeting
held on 23.02.2016)**

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B.B.A. COURSE STRUCTURE (CBCS)

(Applicable for students admitted in June 2015 and onwards)

PART	Semester I	Hrs. / W	Credit	PART	Semester II	Hrs. / W	Credit
I	Tamil/ Arabic	6	3	I	Tamil / Arabic	6	3
II	English-I	6	3	II	English-II	6	3
III	CORE I	5	5	III	CORE III	5	5
	CORE II	5	4	III	CORE IV	5	4
	Allied I – PAPER I	3	3	III	Allied I – PAPER II	3	3
	Allied Practical I	3	-		Allied Practical I	3	3
IV	Environmental Studies	2	1	IV	Value Education I (Or) Value Education II	2	1
	Total	30	19		Total	30	22

PART	Semester III	Hrs. / W	Credit	PART	Semester IV	Hrs. / W	Credit
III	Core V	6	5	III	Core VIII	6	5
	Core VI	6	5		Core IX	6	5
	Core VII	6	5		Core X	6	5
	Allied II – Paper I	6	5		Allied II – Paper II	6	5
IV	Skill based Elective 1	3	2	IV	Skill based Elective II	3	2
	Non-major elective I	3	2		Non-major elective II	3	2
	Total	30	24	V	Extension Activities	--	1
					Total	30	25

PART	Semester V	Hrs. / W	Credit	PART	Semester VI	Hrs. / W	Credit
III	Core XI	6	4	III	Core XV	6	4
	Core XII	6	5		Core XVI	6	5
	Core XIII	6	5		Core XVII	6	5
	Core XIV	6	5		Core XVIII – Project	6	5
	Core – Elective I	6	6		Core Elective –II	6	6
	Total	30	25		Total	30	25

B.B.A. COURSE STRUCTURE (CBCS)

(Applicable for students admitted in June 2015 and onwards)

DISTRIBUTION OF HOURS, CREDITS, NO. OF PAPERS & MARKS

PART	COURSE	SEMESTER	HOURS	CREDITS	PAPERS	MARKS
I	Tamil / Arabic	I to II	12	6	2	200
II	English	I to II	12	6	2	200
III	Core + Project	I to VI	104	86	17+1	1800
	Core Elective	V & VI	12	12	2	200
	Allied + Practical	I to IV	18+6	19	4+1	500
IV	Skilled Based Elective	III & IV	6	4	2	200
	Non Major Elective	III & IV	6	4	2	200
	Environmental Studies	I	2	1	1	100
	Value Education	II	2	1	1	100
V	Extension Activities	I to IV	--	1	0	100
TOTAL			180	140	35	3500

SEMESTER WISE DISTRIBUTION OF HOURS

PART	I		III				IV			TOTAL
	SEM	T/A	ENG	CORE	CE	P	AL	SBE	NME	
I	6	6	10	-	-	6	-	-	2	30
II	6	6	10	-	-	6	-	-	2	30
III	-	-	18	-	-	6	3	3	-	30
IV	-	-	18	-	-	6	3	3	-	30
V	-	-	24	6	-	-	-	-	-	30
VI	-	-	18	6	6	-	-	-	-	30
TOT	12	12	98	12	6	24	6	6	4	180

**B.B.A. - COURSE STRUCTURE (CBCS) TITLE
OF THE PAPERS, CREDITS & MARKS**

I SEMESTER								
P	SUB	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
I	TA 1	Applied Grammar and Translation - I	15UTAL11	6	3	25	75	100
	AR 1	Applied Grammar and Translation - I	15UARL11					
II	EN 1	Prose, Poetry and Remedial Grammar - I	15UENL11	6	3	25	75	100
III	C 1	Principles of Management	15UBAC11	5	5	25	75	100
	C 2	Managerial Communication	15UBAC12	5	4	25	75	100
	A I - 1	Software Solutions for Managers	15UBAA11	3	3	25	75	100
		Practical	-	3	Examination in the Even semester			
IV	EVS	Environmental Studies	15UEVS11	2	1	25	75	100
TOTAL				30	19	150	450	600
II SEMESTER								
P	SUB	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
I	TA 2	Applied Grammar and Translation - II	15UTAL21	6	3	25	75	100
	AR 2	Applied Grammar and Translation - II	15UARL21					
II	EN 2	Prose, Poetry and Remedial Grammar - II	15UENL21	6	3	25	75	100
III	C 3	Organizational Behaviour	15UBAC21	5	5	25	75	100
	C 4	Introduction to Accountancy	15UBAC22	5	4	25	75	100
	A I - 2	Computer Basics for Managers	15UBAA21	3	3	25	75	100
		Practical	15UBAA2P	3	3	40	60	100
IV	VE	Value Education I	15USVE2A	2	1	25	75	100
		Value Education II	15USVE2B					
TOTAL				30	22	190	510	700
III SEMESTER								
P	SUB	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
III	C 5	Managerial Economics	15UBAC31	6	5	25	75	100
	C 6	Marketing Management	15UBAC32	6	5	25	75	100
	C 7	Accounting for Managers	15UBAC33	6	5	25	75	100
	A II - 1	Management Information System	15UBAA31	6	5	25	75	100
IV	SBE1	Consumer Behavior	15UBAS31	3	2	25	75	100
	NME1	Choose from the list	-	3	2	25	75	100
TOTAL				30	24	150	450	600

B.B.A. - COURSE STRUCTURE (CBCS TITLE OF THE PAPERS, CREDITS & MARKS)								
IV SEMESTER								
P	SUB	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
III	C 8	Business Law	15UBAC41	6	5	25	75	100
	C 9	Production Management	15UBAC42	6	5	25	75	100
	C 10	Research Methods and Statistics	15UBAC43	6	5	25	75	100
	A II - 2	Ecommerce and Internet Application	15UBAA41	6	5	25	75	100
IV	SBE2	Stress Management	15UBAS41	3	2	25	75	100
	NME2	Choose from the list	-	3	2	25	75	100
V		Extension activities (NCC/NSS/SOP/Youth Welfare, etc)	-	-	1	-	-	100
TOTAL				30	25	165	435	600
V SEMESTER								
P	SUB	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
III	C 11	Cost Accounting	15UBAC51	6	5	25	75	100
	C 12	Human Resource Management	15UBAC52	6	5	25	75	100
	C 13	Financial Management	15UBAC53	6	5	25	75	100
	C 14	Services Marketing	15UBAC54	6	5	25	75	100
	CE 1	A) Modern Banking OR B) Operation Research	15UBAE5A 15UBAE5B	6	6	25	75	100
TOTAL				30	26	150	450	600
VI SEMESTER								
P	SUB	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
III	C 15	International Business	15UBAC61	6	5	25	75	100
	C 16	Entrepreneurial Development	15UBAC62	6	5	25	75	100
	C 17	Strategic Management	15UBAC63	6	5	25	75	100
	C 18	Project	15UBAP64	6	5	25	75	100
	CE 2	A) Soft Skills OR B) Case Analysis	15UBAE6A 15UBAE6B	6	6	25	75	100
TOTAL				30	26	150	450	600

B.B.A. COURSE STRUCTURE (CBCS)

PART I AND II SUBJECTS - TITLE OF THE PAPERS, CREDITS & MARKS

(Applicable for students admitted in June 2015 and onwards) **TITLE OF THE PAPERS, CREDITS & MARKS**

GROUP I COURSES (ONE YEAR LANGUAGE COURSES) (B.Com., B.Com. C.A., B.Com. Finance, B.B.A., B.Sc. Computer Science, B.Sc. Information Technology and B.C.A.)							
SEM	Title of the paper	S.CODE	H/W	C	I	E	T
PART I - TAMIL							
I	, f;fhyjjkpo	15UTAL11	6	3	25	75	100
II	rkajjkpo	15UTAL21	6	3	25	75	100
TOTAL			24	12	100	300	400
PART I - ARABIC							
I	Applied Grammar and Translation – I	15UARL11	6	3	25	75	100
II	Applied Grammar and Translation – II	15UARL21	6	3	25	75	100
TOTAL			24	12	100	300	400
PART II - ENGLISH							
I	Prose,Poetry and Remedial Grammar -I	15UENL11	6	3	25	75	100
II	Prose, Poetry and Remedial Grammar -II	15UENL21	6	3	25	75	100
TOTAL			24	12	115	285	400

DEPT. OF BUSINESS ADMINISTRATION CBCS SYLLABUS - B.B.A.								
PART III CORE, CORE ELECTIVE & PROJECT (FOR B.B.A. MAJOR)								
SEM	No.	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
I	C1	Principles of Management	15UBAC11	5	4	25	75	100
	C2	Managerial Communication	15UBAC12	5	4	25	75	100
II	C3	Organizational Behaviour	15UBAC21	5	4	25	75	100
	C4	Introduction to Accountancy	15UBAC22	5	4	25	75	100
III	C5	Managerial Economics	15UBAC31	6	5	25	75	100
	C6	Marketing Management	15UBAC32	6	5	25	75	100
	C7	Accounting for Managers	15UBAC33	6	5	25	75	100
IV	C8	Business Law	15UBAC41	6	4	25	75	100
	C9	Production Management	15UBAC42	6	5	25	75	100
	C10	Research Methods and Statistics	15UBAC43	6	5	25	75	100
V	C11	Cost Accounting	15UBAC51	6	5	25	75	100
	C12	Human Resource Management	15UBAC52	6	5	25	75	100
	C13	Financial Management	15UBAC53	6	5	25	75	100
	C14	Services Marketing	15UBAC54	6	5	25	75	100
	CE1	A)Modern Banking B)Operation Research	15UBAE5A 15UBAE5B	6	6	25	75	100
VI	C15	International Business	15UBAC61	6	5	25	75	100
	C16	Entrepreneurial Development	15UBAC62	6	5	25	75	100
	C17	Strategic Management	15UBAC63	6	5	25	75	100
	C18	Project	15UBAP64	6	5	25	75	100
	CE2	A)Soft Skills B)Case Analysis	15UBAE6A 15UBAE6B	6	6	25	75	100
TOTAL				116	81	500	1500	2000

GROUP I COURSES (ONE YEAR LANGUAGE COURSES) (B.Com., B.Com. C.A., B.Com. Finance, B.B.A., B.Sc. Computer Science, B.Sc. Information Technology and B.C.A.)								
PART III - ALLIED - (FOR B.B.A.)								
SEM	P	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
I	1	Software Solutions for Managers	15UBAA11	3	3	25	75	100
		Practical	-	3	Examination in the Even semester			
II	2	Computer Basics for Managers	15UBAA21	3	3	25	75	100
		Practical	15UBAA2P	3	3	40	60	100
III	3	Management Information System	15UBAA31	6	5	25	75	100
IV	4	Ecommerce and Internet Application	15UBAA41	6	5	25	75	100
TOTAL				24	19	140	360	500
PART IV - SKILL-BASED ELECTIVE (FOR B.B.A.)								
III	1	Consumer Behavior	15UBAS31	3	2	25	75	100
IV	2	Stress Management	15UBAS41	3	2	25	75	100
TOTAL				18	4	50	150	200
PART IV- NON-MAJOR ELECTIVE (FOR OTHER MAJOR STUDENTS)								
III	1	Basics in Management	15UBAN31	3	2	25	75	100
IV	2	Retail Management	15UBAN41	3	2	25	75	100
TOTAL				6	4	50	150	200
PART IV - EVS & VALUE EDUCATION (FOR ALL MAJOR STUDENTS)								
I	1	Environmental Studies	15UEVS11	2	1	25	75	100
II	2	Value Education I OR	15USVE2A	2	1	25	75	100
		Value Education II	15USVE2B					
TOTAL				4	2	50	150	200
PART - V								
		Extension Activities (Choose any one)	S.CODE	H/W	C	I	E	T
I to IV		Enviro Club	15UEXEVC	-	1	-	100	100
		NCC	15UEXNCC					
		NSS	15UEXNSS					
		Physical Education	15UEXPHY					
		Red Ribbon Club	15UEXRRC					
		Sadakath Outreach Programme	15UEXSOP					
		Youth Red Cross	15UEXYRC					
		Youth Welfare	15UEXYWL					
TOTAL				-	1	-	100	100

PART – 1 TAMIL			
KjygUtk			
Part – 1	,f;fhyjjkpo		15 UTAL11
Hrs/Week : 6	Hrs/Sem : 90	Hrs/Unit : 18	Credits : 3

Nehf;fk;:

- ❖ **jkpo;g;giLG;GPyf;fpaq;fshdGJf;ftpijfs;>rpWfi jfsMfpatw;iwvOj**
itj;jy;
- ❖ **r%ofkgw;wparpe;jidfisg;giLG;gpyf;fpaq;fs;%ykVw;gLj;Jjy;.**

myF - 1

jkpo;rnra;As-GJf;ftpijfs

- | | | |
|--|---|----------------------------------|
| 1. my;yh` | - | khftpghujpahh |
| 2. jkOf;FmKnjd;Wngah; | - | ghNte;jhghu;jpjh rd |
| 3. GhLY | - | GL;LF;NFHL;iLfy;ahzRe;juk |
| 4. Mapuk;jpUehkkghb | - | ftpf;Nfhmg;Jy;uFkhd |
| 5. Njrg;gpjhTf;FxUnjUg;
K.Nkj;jhGHLFdpdmQ;ryp | - | |
| 6. le;JnghpJMWrpwpJ | - | itukj;J |
| 7. kionfhLf;Fk | - | ftpauRfz;zjhrd; |
| 8. vj;jpirapypUe;Jvwpag;GL;LJ | - | fy;ahz;[p |
| 9. rpNdfpjdpd;jho;thd tPL | - | fyhg;gphpah |
| 10. J}f;fktpw;wfhRfs; | - | urpft;Qhdpahh |
| 11. Njho;NkhrpfPudhh; | - | Qhdf;\$j;jd; |
| 12. taYktho;Tk | - | eh.Kj;Jf;Fkhh |
| 13. FLTs;Nghw;w; | - | ftpkzp |
| 14. ez;gNd | - | fyPy;[Pg;uhd; |
- myF-2(rpWfi jffsQ;rpak;)**
- | | | |
|---------------------------------|---|---------------------------|
| 1. fhQ;r d | - | GJikg;gpj;jd; |
| 2. \$wy; | - | tz;zjhrd; |
| 3. nrhh;f;ffd;dpif | - | fUzhkzhsd; |
| 4. fhyj;jpd;Mtu;j;;j;jdk | - | Njhg;gpy;KfkJKpuhd |
| 5. fdtpy;cjph;e;jg+ | - | ehWk;g+ehjd; |
| 6. uh[kPd | - | fPuD}h;[h`ph;uh[h |
| 7. rq;fhj;j; | - | jPd; |

myF-3ciueil

1. gbg;gJRfNk-nt., ī wad;G,.M.g.
ePA:nrQ;Ru;Gf;`T];(gp)YPL>nrd;id.

myF-4,yf;fpa<tuyhW

1. jkpo;gGJf;ftpijfsNjhw;wKktsh;r;rpAk
2. jkpo;rrpWfi jfsNjhw;wKktsh;r;rpAk
3. jLkgj;jkpo;rrpWfi jahraphah;fs
4. jw;fhyjjkpo;g;GJf;ftpijfs>rpWfi jfspd;Nghf;F

myF-5,yf;fzk;

1. vOj;Jt ī fgw;wpa<tpsf;fk
KjnyOj;Jfs;>rh;ngOj;Jfs;>RL;nLOj;Jfs>tpdhntOj;Jfs;
2. nkhopKjyvOj;Jf;fs;>nkhop,Wj|vOj;Jfs
3. ty;ypdkkpFkPLq;fs;>kpfh,LQ;fs;

PART – 1 TAMIL			
,uz;LHK;gUtk			
Part – 1	rkajjko;		15 UTAL21
Hrs/Week : 6	Hrs/Sem : 90	Hrs/Unit : 18	Credits : 3

Nehf;fk,;

- ❖ **gyrkaf;fUj;Jf;fisXG;GPL;Lrrkaey;ypzf;fj;NjhLkhztth;fs;tho**
,g;gUtkJizGhpfpwJ.
- ❖ **jkpo;ehLmuRg;gzpahshNjh;thizajNjh;Tf;Fkhztth;fis**
MaJ;jg;gLj;Jjy;

myF-1

jkpo;rnraAs(Jiwnts paPL)

irtk

1. **Njthuk**

jpUehTf;furh

- **khry;tpizAk...**
- **ehkhu;f;FkFbay;Nyhk...**
- **mg;gd;emk;ike...**

jpUQhdrk;ge;jh;

- **NjhLiLAnrtpad;...**
- **NtAWNjhspgq;fd;...**
- **kUe;jitke;jpuk...**
- **gpj;jhgpiw#b...**

Re;ju%h;j;jehadh

2. **jpUthrfk**

khzpf;fthrfh;

- **ghy;epide;J}L;Lk...**

3. **jpUntk;ghit**

- **MjpAkme;jKk,y;yh...**

4. **jpUke;jpuk**

jpU%yh;

- **xd;NwFyKkxUtNdNjtDk...**

itztk

5. **ngah;ifaho;thu**

itakjfspah...G+jj;jho;thu

- **md;Ngjfspah...**

Ngaho;thu

- **jpUf;fz;NLD;...**

6. **jpUg;ghit**

MZ;Lhs;

- **khu;fopj;jpq;fs;...**

7. **tī**sahgjj - kF;FL;nry;tk;
8. Gj;jgpuhd; - nq*s*i:ik
- K.uh.ngUkhs;
9. ,NaRfhtpak(rpygFjpfS;) - f^{QWD}i:itk
- fz;zjhrd;
.L:vhk
10. egpfs; ehaf khD;kpa kQ;rh) - **rjhtjhd** nra;Fj;jk;gpg;ghtyh;
(Fwpg;GPL;LGHLy;fs;)
11. **Fzq;Fb k];jhdgHLY;fs;** -ghrf;fapw;W**tīy**
12. Qhdg;Gfo;r;rp - **jf;fiy**^{gPh};KfkJmg;gh
13. myfpyhmUSk - , **ī**waUL**f**tpkzp.fh.mg;Jy;fg+h
ePi.vf:fpag;fs
14. **j**pUf;Fws(**t**hdrpwg;G)
15. ehybahl - **fy;t**fīuapy
16. ,**d**;dhehw;g**J** - Md;w**t**pj;j...
myF-2 Gipdk
“fy;kuk” - **j**pyft**j**
myF-3**ciueil**(jkpo;j**J**iwnTsaPL)
1. egpfs;ehafk(jy;)md;gpd;**j**hafk
2. **rjf;fj**;Jy;**yh**`mg;ghmth;fspd**t**ho;TkgzpAk
3. **f**t**f**h.K.n~hpg-**j**.K.rh fhrhik**j**Pd;
4. **f**tpf;Nfhmg;Jy;uFkhdd;**f**tpijfs
5. **j**kp; , yf;fpag;fs;py;kdpjNear;rpe;**j**idfs
6. , **ī**zaj;**j**py;**j**kp;
myF-4(Nghi;b**j**N**j**h;T**j**jahpg;G)
.yf:fatuyhW
1. **ī**rtk**ī**t**z**tkfwpj;Jtk, Ryhktsh;**j**;j**j**kp;
2. Gfo;ngw;w**j**kp;E}y;fs;>E}yhrphpah;fs
3. **j**kp;ehL muRg; **g**zpahsh N**j**h;thizak eLJ;Jk NGHL;b;
N**j**h;Tf;Fhpangh**J**j;jkp;gHL**j**;JPL;Lk-XhmwpKfk
myF-5,**y**f;fzk;
N**t**h;r;nrhy;mwpjy>mfut**h**īrg;gbkhw;wpaik**j**;jy>nra;tpid>nra;ag;GHL;L
tpid>**j**d;tpid>gpwtpid>CLd;ghL>v**j**ph;k**ī**w>nra;jp
thf;fpak**f**y**ī**t**t**hf;fpak>ngah;tpid>, **ī**L>chpr;nrhw;fspd; , **y**f;fzk
kw;Wkngah;r;nrhy;>**t**īdr;nrhy;**t**īfs>yfu>sfu>zfu>ufu>wfu N**t**WghLfs;.

Part - I ARABIC			
Applicable for Group I Courses (One Year Language Courses) such as B.Com, B.Com. (C.A) B.Com, (Finance) , B.B.A, B.Sc. Computer Science, B.Sc., Information Technology and B.C.A.			
PAPER-I	APPLIED GRAMMAR AND TRANSLATION-I		15UARL11
Hrs/ Week: 6	Hrs/ Sem: 90	Hrs/ Unit: 18	Credits: 3

Unit I :-

Lessons 1 to 5(Reader)

Unit II :-

Lessons 6 to10

Unit III :-

Grammar Portions

- 1) Al Mufrad wal- muthanna waljam'
- 2) Huroof ulJarr
- 3) Asmaa – ulIshaarah.
- 4) AdawaatulIstifhaam
- 5) AdDamaair–ul–MunfasilahValMuthasilah
- 6) Al-Idaafah
- 7) Al Muftada walkhabar
- 8) As-sifatu walmausoof
- 9) Al mudhakkar walmuannath
- 10) Asmaa-ul-mausool

Unit IV :-

Lessons 11 to15

Unit V :-

Lessons 16 to20

TEXT BOOKS

1) Duroosul Lughatil Arabiya Part – I (Reader) - Lessons 1 to 20 only by Dr.V. Abdur Rahim. Available at Islamic foundation Trust, 78 PeramburHighRoad,Perambur,Chennai-600012.

2) An-Nahwul Waadih Ibtidayee – Part I (Grammar, selected topics only) by Ali Al-jaarim and Mustafa Ameen. Available at Hilal Book House , Tirurkad, Angadipuram,Kerala.

Semester - II			
PAPER-II	APPLIED GRAMMAR AND TRANSLATION-II		15UARL 21
Hrs/ Week: 6	Hrs/ Sem: 90	Hrs/ Unit: 18	Credits: 3

Unit I :-

Lessons 1 to 3(Reader)

Unit II :-

Lessons 4 to7

Unit III :-

Grammar Portions

- 1) Inna waAkhavaatuha.
- 2) IsmutTafleel
- 3) AlMali walMularee
- 4) Al-Amr wanNahi
- 5) Al Fa-il
- 6)AlMaf-ool
- 7) Al-AsmaulMausool
- 8) Taqseemu Fihl ila As-saheeh wal Muhtal
- 9)IsmulMaf'ool
- 10) Ismul Faa'il.

Unit IV

Lessons 8 to11

Unit V

Lessons 12 to15

TEXT BOOKS

1. *Duroosul Lughatil Arabiya Part - II (Reader) Lessons I to 15* onlyby *Dr.V. Abdur Rahim.Availableat:Islamicfoundation Trust, 78 Perambur High Road , Perambur, Chennai- 600012.*
2. *An-Nahwul WaadihIbtidayee -Part I &II (Selected Grammar Portions only)* by *Ali Al-jaarim and Mustafa Ameen. Available at: Hilal Book House , Tirurkad, Angadipuram, Kerala.*

PART - II ENGLISH
ONE - YEAR LANGUAGE COURSE
B.Com., B.Sc. Computer Science, Information Technology, B.B.A., B.Com,
(C.A), B.C.A., and B.Com (Finance)

I SEMESTER			
EN1	PROSE, POETRY AND REMEDIAL GRAMMAR - I		15UENL11
Hrs/ Week: 6	Hrs/ Sem: 90	Hrs/ Unit: 18	Credits: 3

Objectives:

1. To answer comprehensive questions on passages of moderate level of difficulty.
2. To analyse the prescribed prose pieces and to attempt a critical appreciation of the poems.
3. To write grammatically.

UNIT I - PROSE

1. Letter to a Teacher - Nora Rossi and Tom Cole (Trans.)
2. Spoken English and Broken English - George Bernard Shaw
3. Voluntary Poverty - M.K. Gandhi

UNIT II - PROSE

4. A Snake in the Grass - R.K. Narayan
5. The Civilization of Today - C.E.M. Joad
6. Kamala Nehru - Jawaharlal Nehru

UNIT III - POETRY

1. On His Blindness - John Milton
2. Upon Westminster Bridge - William Wordsworth
3. When I have Fears - John Keats

UNIT IV - FUNCTIONAL GRAMMAR

1. Articles and Nouns (Units 68-80 of Intermediate English Grammar)
2. Pronouns and Determiners (Units 81-90 of Intermediate English Grammar)

UNIT V - FUNCTIONAL GRAMMAR

3. Reported Speech (Units 46-47 of Intermediate English Grammar)
4. Questions and auxiliary verbs (Units 48-51 of Intermediate English Grammar)
5. 'ing' and the infinitive (Units 52-67 of Intermediate English Grammar)

TEXTBOOKS:

1. T. Srirama, Colin Swatridge. ed. College Prose and Poetry. TRINITY, New Delhi: Trichy, 1989 (rpt. 2014).
2. Raymond Murphy. ed. Intermediate English Grammar. New Delhi: Cambridge University Press, 1994 (rpt. 2006).

II SEMESTER			
EN2	PROSE, POETRY AND REMEDIAL GRAMMAR - II		15UENL21
Hrs/ Week: 6	Hrs/ Sem: 90	Hrs/ Unit: 18	Credits: 3

Objectives:

1. To answer comprehensive questions on passages of moderate level of difficulty.
2. To analyse the prescribed prose pieces and to attempt a critical appreciation of the poems.
3. To write grammatically.

UNIT I - PROSE

1. With the Photographer - Stephen Leacock
2. Professions for Women - Virginia Woolf
3. On Letter Writing - Alpha of the Plough

UNIT II - PROSE

4. The Night the Ghost Got In - James Thurber
5. The Donkey - Sir. J. Arthur Thomson
6. A Cup of Tea - Katherine Mansfield

UNIT III - POETRY

1. The Flower - Alfred Lord Tennyson
2. Homage to a Government - Philip Larkin
3. Obituary - A.K. Ramanujan

UNIT IV - FUNCTIONAL GRAMMAR

1. Present and Past (Units 1-6 of Intermediate English Grammar)
2. Present Perfect and Past (Units 7-18 of Intermediate English Grammar)
3. Future (Units 19-22 of Intermediate English Grammar)

UNIT V - FUNCTIONAL GRAMMAR

4. Future (Units 23-25 of Intermediate English Grammar)
5. Modals (Units 26-36 of Intermediate English Grammar)
6. Conditionals and 'Wish' (Units 37-40 of Intermediate English Grammar)
7. Passive (Units 41-45 of Intermediate English Grammar)

TEXTBOOKS:

1. T. Srirama, Colin Swatridge. ed. College Prose and Poetry. TRINITY, New Delhi: Trichy, 1989 (rpt.2014).
2. Raymond Murphy. ed. Intermediate English Grammar. New Delhi: Cambridge University Press, 1994 (rpt.2006).

PART III - CORE, CORE ELECTIVE & PROJECT

I SEMESTER

C 1	PRINCIPLES OF MANAGEMENT	15UBAC11	
Hrs/Week:5	Hrs / Sem: 75	Hrs. / Unit : 15	Credits: 5

Objective:

To make the students understand the basic principles of Management.

Unit I

Management-Definition-Nature – Purpose – Functions of Management - Features-Science or an art - Profession-Management contributors-Drucker, Fayol , F.W.Taylor.

Unit II

Planning – Definition – Objectives – Nature - Types of plans - Steps in planning-Forecasting - Decision Making – Process of Decision Making.

UnitIII

Organizing - Types of organization - Delegation and Decentralization – Departmentation –Span of management – Structure of organizing andprocess - Training – Performance Appraisal.

Unit IV

Staffing – Situational factors – Recruitment – Selection – Process ofselection–TechniquesandInstruments.

Unit V

Directing and Motivation – Communication-Motivation-Leadership-Controlling-Co ordination

Text Book:

Elements of Management, Koontz and Weirich, Pearson Publications

References Books:

Principles of Management - P.C. Tripathi & P.N. Reddy
Principles of Management - L.M. Prasad
Principles of Management - Dinkar Pagare
Business Management - C.B. Gupta
Business Management - N. Premavathy

Principles of Management - J.Jayasanka

II SEMESTER			
C 2	MANAGERIAL COMMUNICATION	15UBAC12	
Hrs/Week:5	Hrs / Sem: 75	Hrs. / Unit : 15	Credits: 4

Objectives:

To students will be proficient in oral and written communication in business settings

Unit I

Introduction to communication-Objectives-Process-Types-Principles of effective communication-process of communication- Barriers

Unit II

Written communication-Needs-Functions of a business letter-Kinds of business letters-Essentials of an effective business letter-Layout.

Unit III

Letter of Enquires and reply letters –Order and Executions letter –Complaints and adjustments letter –Sales letter -Collection letters.

Unit IV

Sales letters – circular letters-Report writing - Importance-Types of reports-Characteristics of good reports-Preparing reports.

Unit V

Memo-Types-Preparing Memo-Agenda and Minutes of meeting-Specimen Agenda and Minutes of various board meeting.

Text Book:

Essentials of Business Communication - Rajendra Pal and JSKorlahalli.

References Books:

Developing Communications Skills - Krishna Mohan & Meera Banerji..

Commercial Correspondence - Mazumdar

Business English and Correspondence - Agarwal AN.

II SEMESTER			
C 3	ORGANIZATIONAL BEHAVIOUR		15UBAC21
Hrs/Week:5	Hrs / Sem: 75	Hrs. / Unit : 15	Credits: 5

Objectives:

To introduce the students into work place behaviour by understanding various theories and its application

Unit I

Organizational Behaviour-Definition-Disciplines contribute to Organizational Behaviour -Key elements of Organizational Behaviour - Hawthorne experiments- Organizational Behaviour Models-SOBC Model -Autocratic, custodial, supportive, collegial.

Unit II

Foundations of Individual Behaviour – Ability, Intellectual, Physical. Learning-Theories-Classical conditioning theory , Operant conditioning theory. Attitude-Perception-factors-process

Unit III

Personality-Determinants- Big five model theory. Leadership – Distinction between a Leader and a Manager-Styles of Leadership

Unit IV

Motivation-Importance-Theories- Maslow's, Herzberg. Groups in Organisation Foundations of group behaviour-stages of group development- Decision Making and the groups.

Unit V

Organizational culture-Conflict and Negotiation-Conflict process-Transactional Analysis Bargaining strategies and global implications.

Text Book:

Stephen P Robbins Organizational Behaviour Pearson Education

Reference Books:

1. Organizational Behavior, Fred Luthans, Tata Mc Grawhill
2. Organizational Theory and Behavior, V.S.P Rao and D.S. Narayana, Konark Publishers Pvt Ltd

III SEMESTER			
C 4	INTRODUCTION TO ACCOUNTANCY	15UBAC22	
Hrs/Week:5	Hrs / Sem: 75	Hrs. / Unit : 15	Credits: 4

Objective

TO develop knowledge and basic skills in financial accounting and to introduce the theoretical principles of accounting

Unit I

Introduction to Accounting - Meaning - Objectives - Functions - Accounting Concepts - Accounting Conventions - Accounting Cycles - Double Entry System - Rules for Debit & Credit - Types of Accounts - Accounting Rules

Unit II

Branches of Accounting - Financial Accounting - Cost Accounting - Management Accounting - Journal - Ledger - Preparation of Ledger Accounts

Unit III

Subsidiary Books - Purchase Books - Sales Books - Purchase Return Books - Sales Return Books - Cash Books - Single Column, Double Column, Triple Column Cash Books - Petty Cash Books

Unit IV

Trial Balance - Rectification of Errors - Suspense Accounts - Final Accounts - Trading and Profit Loss Account - Balance Sheet

Unit V

Accounts of non-trading concern – Receipt and payment account – Income and Expenditure account – Difference between Receipt and payment account and Income and Expenditure account.

(Theory 40% and problems 60%)

Text Book

Advance Accountancy - M.A.Arulanandam – Himalaya publication house

Reference Books:-

1. Advanced Accountancy - S.P.Jain and K.L.Narang - Kalyani Publishers
2. Introduction to Accountancy - T.S.Grewal - S.Chand and Company
3. Advanced Accountancy - Dr.S.N.Maheswari - Vikas Publishing House
4. Advanced Accountancy - M.C.Shukla & T.C.Grewal - S.Chand and Company

III SEMESTER			
C 5	MANAGERIALECONOMICS		15UBAC31
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 5

Objective

To study the application of analytical tools and micro economic concept to corporate resource allocation, demand and cost determination, industry positioning, and pricing mechanism.

Unit I

Managerial Economics –Definition and meaning of Managerial Economics-Basic Concept - Goods-Types of Goods-Wants-Characteristics of Human Wants - Law of Diminishing Utility-Consumer Surplus.

Unit II

Production Analysis: Meaning of Production-Factors of Production-Production Functions-Isoquants-Law of Returns-Economies and Diseconomies of scale.

Unit III

Demand Analysis: Meaning-Kinds of Demand-Law of Demand with Exceptions-Determinants of Demand-Elasticity of Demand-Price Elasticity and its types.

Unit IV

Pricing and Market Structure: Pricing policy- Various pricing Methods-Factors influencing Pricing Policy-Market Structure-Monopoly- Monopolistic-Oligopoly-Imperfect-perfect Competitions.

Unit V

Macro Economics: Inflation-Types-Causes and Effects-National Income-GDP-GNP-NDP-NNP

Text Book:

Varshney, R.L., & Maheswari, K.L., Managerial Economics, New Delhi: Sultan Chand & Sons, 2002

References Books:

1. Micro Economics–M.L.Jhingan
2. Joel Dean: Managerial Economics, New Delhi: McGraw Hill Publications Co. Ltd.,1979.
3. Seth, M.L.: Micro Economics: Agra: Lakshmi Narain Agarwal Educational publishers,1990

III SEMESTER			
C 6	MARKETING MANAGEMENT		15UBAC32
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 5

Objectives :

To make the student understand the modern method of approaching the customer to buy the product.

Unit I

Marketing – Definitions - Significance- Concepts of marketing- Segmenting, Targeting and Positioning, Marketing Mix.

Unit II

Product Mix-Product characteristics and classification-Product Life Cycle and New product development. Branding, Packaging and Labeling

Unit III

Pricing-Importance-objectives-Factors affecting pricing Decision-Kinds pricing

Unit IV

Marketing Channels – Channels of Distribution - Nature of Channels-Wholesaling-Retailing-Role of Marketing channels.

Unit V

Promotional Mix - Advertisements-Sales Promotion-Public Relation-Direct Marketing -Personal Selling

Text Book

Philip Kotler, Marketing Management 15th Edition New Delhi, Prentice Hall of India (P) Ltd.

Reference Books:

1. Berkoviz Kerin Hontley Rudelivs, MARKETING, New York, McgrawHill
2. Gony Armstrong, Philip Kotler, Marketing an Introduction, Pearson EducationAsia.
3. Rajan Saxena, Marketing Management, 2nd edition, New Delhi, Tata Mcgraw Hill PublishingCo.Ltd.

III SEMESTER			
C 7	ACCOUNTING FOR MANAGERS		15UBAC33
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 5

Objective:

To prepare and use of accounting information for managerial decision making and control purposes. To understand and address the important problems basing management accountant today.

UNIT I

Management accounting as a area of accounting; objectives nature and scope of financial accounting, cost accounting and Management accounting; Management and Managerial decisions; Management Accountant's positions; Role and responsibilities.

UNITII

Meaning and significance of Responsibility accounting ; Responsibility centres - Cost Centre and Investment Centre ; Problem in Transfer pricing; Objectives and determinants of responsibility centres.

UNIT III

Budgeting; Definition of Budget – Essential of Budgeting ; Typesof Budget – Functional, Master etc.; Fixed and Flexible Budget; Cash Budget, Budgetary control; Zero based budgeting; Performancebudgeting.

UNIT IV

Analysing Financial statement; Horizontal, Vertical and Ratio analyses; Types of Ratio – Fund flow analysis, Cash flow analysis.

UNIT V

Reporting to Management; Objectives of Reporting, Reporting Needs at different managerial levels; Types of Reports, Modes of reporting, Reporting at Different levels of Management.

(Theory 60% and problems 40%)

Text Book

1. Pandey. I. M, Management Accounting, Vani PublicationDelhi.

Reference Books:

1. Lall. B.M and I.C. Jain Cost Accounting Principles and Practice, Prentice HallDelhi.
2. Anthony, Robert Management Accounting, Tarapore-wala, Mumbai

IV SEMESTER			
C 8	BUSINESS LAW		15UBAC41
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 5

Objectives :

Students will be able to describe how the Indian legal system operates relevant to a business.

Unit I: The Indian Contract Act 1872:

Essential elements of a valid contract-Classification of contracts-Legal rules as to offer, acceptance, Revocation- Communication of offer and acceptance-Legal rules as to consideration-Without consideration is Void-exception.

Legality of contract-Capacity to contract with reference to minor, unsound mind, legally disqualified person-free consent-coercion, undue influence, mistake of law and fact, misrepresentation, fraud-Legality of object-unlawful, illegal agreement, agreement opposed to public policy-void agreement, contingent and waging agreement.

Unit II : Performance of Contract:

Contracts which need not be performed-appropriation of payment, assignment of contract –mode of discharged of contract-Remediesforbreachofcontract-KindsofQuasicontract

Unit III : Special Contracts:

Contract of indemnity-contract of guarantee-Extent of surety's liability – Kinds of guarantee –Rights of surety-Discharge of surety – Bailment, types of bailment-Rights and Duties of Bailer and Bailee – Lien –Finder of lost goods-Pledge, Rights and duties of Pawnor and Pawnee-pledge by non owner-types of agents, creation ofagency, personal liabilities of agent-Termination of agency, irrevocableagency ,rights and duties of agent.

Unit IV : Sale of Goods Act 1930:

Contract of sale-Agreement to sell –Goods-Types of goods-delivery with its kinds-condition and warranties-caveat Emptor-Rights and duties of buyer –Rights of an unpaid seller-auction sale.

Unit V : Indian Partnership Act1932:

Indian Partnership Act 1932-Kinds of partners-creation of partnership or firm- Dissolution offirm.

Text Book:

1. Elements of Mercantile Law N.D. Kapoor SultanChand

References Books:

1. Mamoria C.B and Sathish Mamoria,Dynamics of Industrial Relations, Himalaya PublishingHouse
2. Dwivedi.R.S Human Relations & Organisational Behaviour, Macmillan IndiaLtd.,

IV SEMESTER			
C 9	PRODUCTION MANAGEMENT		15UBAC42
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 5

Objective:

To develop skills in problem solving, project management, communication and managing effectively in team based work environments and prepares students for employment within a wide variety of service and product industries.

Unit I

An overview of production management – Functions – Importance – Relationship of Production Management with other areas – Production systems – Types – factors affecting Production system.

Unit II

Plant location – Factors of Plant location – Plant layout – Types of Plant layout and their suitability – production planning and scheduling.

Unit III

Inspection and Quality Control – Objectives – Nature – Statistical Quality Control – Acceptance Sampling – Advantages – Control Charts

Unit IV

Value analysis – Importance – Techniques - Advantages – Inventory Management – EOQ – JIT – ABC analysis

Unit V

TQM – Objectives – Principles – Elements – ISO 9000 – ISO 14000 – Benefits – Universal Standards of quality benefit of ISO certification.

Text book:

1. Production and materials management: K. Shridhara Bhat, Himalaya Publishing House

Reference Book:

- Production and Operation management - R.Panneerselvam - Eastern Economy Edition

IV SEMESTER			
C 10	RESEARCH METHODS AND STATISTICS	15UBAC43	
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 5

Objectives

To empower the students with the knowledge and skills they need to undertake a research project, to present a conference paper and to write a scientific article with statistical methods.

Unit I

Research – Introduction - Objectives – Types of research – Research process – Formulation of the selected Research Problem – Research objectives.

Unit II

Survey – Types of survey - Sampling types – Probability sampling–Types–Nonprobability sampling–Types.

Unit III

Data - Types of data – primary & secondary -Types of Primary data Collection Methods – Sources of secondary data – Questionnaires vs. schedules - Data processing.

Unit IV

Statistical Tools for Analysis -Simple problems in Percentile – Mean–Median–Mode–Variance–Standard Deviation.

Unit V

Simple problems in correlation – Rank - Regression.

(Theory 60% and problem 40%)

Text book

- *Research methodology concept and cases* - Deepak chawla & neena sondhi - vikas publication

Reference Books:

1. *Research Methodology: Methods and Techniques*-Kothari, C.R.- New Age International.
2. *Levin R.I. and Rubin D.S., Statistics for Management, 7th edition, Prentice Hall of India Pvt. Ltd., New Delhi, 2001.*

V SEMESTER			
C 11	COST ACCOUNTING		15UBAC51
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 5

Objectives:

Students shall developed their ability to identify and evaluate costaccountingproblemsandarriveatreasonedconclusions.

Unit I

Costing – Importance – Advantages – Limitations – Installation – scope – function – Financial Accounting Vs Cost Accounting – Concepts–Classification–CostSheetPreparation.

Unit II

Meaning – need for material control – importance – purchase procedure – store keeper – various stock levels – EOQ – bin card – stores ledger – Issue Procedure – methods of pricing issues, FIFO, LIFO, Simple Average Price, WeightedAverage Price – Simple problemsonly.

Unit III

Meaning – importance of labour cost – Net Wages calculation – Methods Of Wage Payment – Time Rate System –Piece Rate System – Taylor’s differential piece rate system – Merricks’ system – Halsey – halseyweir–Rowan–Computationoflabourcost–Labourturnover – causes – calculation ofLTO

Unit IV

Meaning of overheads – Classification – Allocation – Apportionment –Reappointment

Unit V

Meaning of process costing – features – process loss – normal loss – Abnormal loss – abnormal gain – Preparation of process cost account.

(Theory 40% and problems 60%)

Text Books:

1. Cost Accounting – S.P.Jain & Narang ; M/s Kalyani Publishers

Reference Books:

1. Cost Accounting – R.S.N. Pillai M/s Sultan Chand & Sons; New Delhi
2. CostAccounting–M.L.Agarwal,SahitiyaBhavanpublications
3. Cost Accounting – an introduction – B.M. Lal Nigram, I.C.Jain – PrenticeHall
4. CostAccounting–JawaharLal,TataMcGraw-HillEdition

V SEMESTER			
C 12	HUMAN RESOURCE MANAGEMENT		15UBAC52
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 5

Objective:

An ability to evaluate and apply theories of social science discipline to workplace issues.

Unit I

Human Resource Management – Introduction – Functions – Human Resource Management Vs Personnel Management– Role of HR Manager in an Organization.

Unit II

Job Analysis – Concepts – Job Description – Specification – Job Evaluation – Job Evaluation Methods.

Unit III

Recruitment – Process – Factors affecting Recruitment – Sources of Recruitment – Selection Process – Psychological Tests for Selection.

Unit IV

Training – Induction Vs Training – Importance of Training – Types of Training – Performance Analysis – Objectives of Performance Analysis – Importance of Performance Analysis – Types of Performance Analysis.

Unit V

Compensation Management – Importance of Compensation – Wages – Time Rate – Piece Rate – Wage Incentives – Bonus – Employee Stock Ownership Plan (ESOP)

Text Book:

Personnel management – Memoria – Himalaya Publishing House.

Reference Books :

1. Personnel management – Fillippa – McGraw Hill.
2. Personnel management – Ahuja Kalyani Publishing
3. Personnel management – P.C. Tripathi.

V SEMESTER			
C 13	FINANCIAL MANAGEMENT		15UBAC53
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 5

Objective:

To develop critical thinking and problem solving competencies at both individual and group level of financial statement analysis and financial planning.

Unit I

Nature of financial management – meaning and scope of financial management – functions – goals- relationship of Financial management with other areas.

Unit II

Capitals structure – Meaning and factors determining capital structure – theory – NI – NOI - Traditional and MM approach

Unit III

Capital budgeting – Approaches - pay back methods – ARR – NPV – IRR

Unit IV

Working capital – Need – Factors – Simple problems in Computation of Working capital requirements

Unit V

Dividend policy – determinants of dividend policy – dividend policy decision – dividend policy in practice – different dividend theories – MM model – Walter's Model – Gordon's Model.

(Theory 40% and problems 60%)

Text Book :

1. Financial Management : M.Y Khan and P.K Jain's fourth edition, Tata McGraw Hill

Reference Book:

1. Financial Management Theory and Practice, Chandra, Tata McGrawHill.

V SEMESTER			
C 14	SERVICES MARKETING		15UBAC54
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 5

Objectives :

The course has been designed to familiarize students with the characteristics of services, their implications on design and delivery, and highlight the role of coordinated organizational effort through marketing and its promotional Mix.

Unit I

The Concept of Services-Meaning and Definition-Growth of services-Types of services – **Components of Services-Difference between goods and services.**

Unit II

Service Marketing- Service Marketing Triangle- Service Marketing Mix- Characteristics of Service Marketing Mix -Difference between Marketing mix and Services MarketingMix.

Unit III

Services product-pricing in services-Location of services and channels of Distribution –Services promotion-People in services marketing mix.

Unit IV

Service Quality-Dimensions-Service Gaps-Prescriptions for closing service gaps-Service Quality Information System-SERVQUAL instruments.

Unit V

Marketing of Services –Hotel – Healthcare- Education-Tourism-Servicefailure-Reasons-StrategiesofServiceRecovery.

Text Book:

Services Marketing Dr.L.Natarajan-Margham Publications.

References Books:

1. ServiceMarketingZeithmalandBitner,TataMcGrawhill,New Delhi
2. Adrhian Payne, The Essence of Marketing New Delhi, Prentice Hall of India Pvt.Ltd.
3. Chistopher lovelock, Services Marketing, Pearson Education Asia.
4. K. Douglas Hoffman, John. E.G. Bateson, Essentials of Service Marketing, Thomson – SouthWestern.
5. Helen Woodroffe – Services Marketing, Mcmillan IndiaLtd.
6. S.M. Jha, Services Marketing, New Delhi Himalaya Publishing House.

V SEMESTER			
CE 1A	MODERN BANKING		15UBAE5A
Hrs/Week: 6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 6

Objective:

To promote education and knowledge the law and practice of banking.

Unit I

Origin of Banking - Classification of Banks - Commercial Banks - Functions of Commercial Banks - Primary Functions & Secondary Functions - Role of Commercial Banks in Economic Development

Unit II

Reserve Bank of India - Functions - Management - Methods of Credit Control - Reserve Bank and Agricultural Credit - Banking Regulation Act 1949 - Major Provisions of the Banking Regulation Act 1949

Unit III

Banker - Customer - Banker Customer Relationship - Special Type of Customers - Minor - Married woman - Drunkard - Lunatics - Illiterate Persons - Partnership Firm - Joint Stock Company - Bank Accounts - Type of Accounts - Steps in Opening Accounts - Deposit Collection - Types of Deposits

Unit IV

E Banking - Meaning - Services - Internet Banking - Mobile Banking - Telephone Banking - Electronic Funds Transfer System - ATM - Functions of ATM - Credit Cards - Debit Cards.

Unit V

Islamic commercial Banking – Islamic appraisals of conventional banking – operating structure of Islamic banks – models of Islamic banking –sources and application of funds.

Text book:

Banking theory law and practice – E .Gorden and K.Natarajan

Reference Books:

1. Theory and Practice of Banking - Reddy and Appanaiah - M/S.Himalaya Publishing House, Mumbai
2. Islamic banking theory and practice – Muhammed Haneef – create independent publisher
3. Banking theory law and practice – Dr. Gurusamy
4. Advertising Principles problems and cases and others – Charles J. Dirkson
5. Advertising management concepts and cases – Mahendra Mohan (TMH)

V SEMESTER			
CE 1B	OPERATIONS RESEARCH		15UBAE5B
Hrs/Week: 6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 6

Objectives

OR supports to students in the key decision making process, allows solving urgent problems, can be utilized to design improved multistep operations (processes), setup policies, supports the planning and forecasting steps, and measures actual results.

Unit I

Introduction to Operations Research: Basics definition, scope, objectives, models -LPP-Graphical Method

Unit II

Transportation – problems on North-westcorner rule, least cost method and Vogel's approximation method.. Simple unbalanced Transportationproblem.

Unit III

Assignment-maximization method and minimization method

UnitIV

Game Theory – Pure and mixed strategy – Dominants rule –Graphical Method

Unit V

Replacement Decisions-Breakdown-Failure

Text Book

- *Operation Research - R.Panneerselvam -Eastern Economy Edition*

Reference Books

1. *Operations Research - K Sharma-Pearson.*
2. *operationresearch-Baskar-TataMBaskar–Publishedby Tata McGraw HillPublications*

VI SEMESTER			
C 15	INTERNATIONAL BUSINESS		15UBAC61
Hrs/Week: 6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 5

Objective:

Students will be able to demonstrate their knowledge in international business and to think critically and solve the business problems globally.

Unit I

International Business an overview – Stages of internationalization – goal of international business – Theories of international Trade.

Unit II

International Marketing – International Business Environment -International Trade policy and procedures–Mode of entry.

Unit III

International Trade Blocks and Business Centers–NAFTA – ASEAN – SAARC – ESCAP – APEC – SAPTA – Implications of Trade Blocks for Business.

Unit IV

International Financial institutions – IMF – IBRD – UNCTAD – International Finance Corporations – Future of Global business

Unit V

Globalization – GATT- WTO -WHO and India - global strategic Management – Ethics in Global business

Text book:

1. International Business – P. Subba Rao, Himalaya Publishing House

Reference Book:

1. International Marketing – Francis Cherunilam, Wheeler Publication, NewDelhi.

VI SEMESTER			
C 16	ENTREPRENEURIAL DEVELOPMENT		15UBAC62
Hrs/Week: 6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 5

Objectives:

To enable the students in the entrepreneurial skills for management.

Unit I

Entrepreneur -Definition – characteristics- functions of entrepreneur, types of entrepreneur- motivational factors- sociological and psychological factors

Unit II

Institution supporting entrepreneurs - EDP, NIESBUD, New Delhi, ITCOT and SIPCOT in Tamil Nadu, Role of financial institutions in supporting entrepreneurs.

Unit III

Business plan – process of preparing a business plan – project report – essential of a project report – format of a project report (sample project report)

Unit IV

Managerial skills required by entrepreneurs – sole proprietorship, partnership and company – SSI – Definition of small scale industrial undertakings- small and tiny enterprise – village industries

Unit V

Rural and women entrepreneurs - Opportunities for rural and women entrepreneur – problems faced by rural and women entrepreneur – role of SHG – reservation for small industries– prevention of industrial air and water pollution – cause and prevention of industrial sickness

Text book :

1. Entrepreneurship – Madhurima lall - Excelbooks

Reference Books:

1. Vasant Desai: Dynamics of Entrepreneurial Development, New Delhi: Wiley Eastern Ltd., 1990.
2. S.B. Srivastav: A Practical Guide to Industrial Entrepreneurs: New Delhi. Wiley Eastern Ltd. 1990.
3. Gupta Srinivasan: Entrepreneurial Development – New Delhi: Sultan Chand & Sons 1990.
4. P. Saravanavel: Entrepreneurship Development – Principles, Policies and Programmes. New Delhi: Himalaya Publishing House, 1990.
5. T.V. Rao, and Udai Pareek; Developing Entrepreneurship – A Handbook, New Delhi: McGraw Hill Publications Co. Ltd., 1990.

VI SEMESTER			
C 17	STRATEGIC MANAGEMENT	15UBAC63	
Hrs/Week: 6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 5

Objectives

Develop capabilities of the students to analyze cases and develop strategic business solutions and make them fair understanding of strategy formulation, implementation, monitoring and evaluation.

Unit I

Strategic management – Concept – Strategic decision making process – strategic intent - Vision – Mission – Strategies – Policies – Corporate governance and Social responsibility.

Unit II

Environmental scanning – Characteristic of Environment – Types – Internal Environment – External Environment – SWOT Analysis.

Unit III

Strategic Alternatives – Corporate level strategies – Business level strategies - Functional level strategies – Industry analysis – ETOP.

Unit IV

Strategic choice – BCG Growth Share Matrix – GE Business screen – International portfolio Analysis – Corporate Value Chain Analysis.

Unit V

Strategic Implementation & controlling – Programs – Budget – Procedures – Achieving Synergy – Strategic Evaluation Process and Control.

Text Book:

Strategic Management and Business Policy – Thomas L. Wheelen & J. David Hunger – Pearson Education.

Reference Books:

1. Business Policy and Strategic Management – Dr Azhar Kazmi, Published by Tata McGraw Hill Publications
2. Business Policy and Strategic Management- Jauch Lawrence R & William Glueck Published by Tata McGraw Hill

VI SEMESTER		
C 18	PROJECT	15UBAP64
Hrs/Week: 6	Hrs / Sem: 90	Credits: 5

Objectives:

At the end of the semester the students should be able to:

1. Identify the potential areas of research in his/her field;
2. Collect data from various sources including the internet, analyse them, make new connections and link them to life;
3. Read and write originally and usefully.

Guidelines:

1. The project may be done individually or in groups not exceeding five per group.
2. The minimum length of the project should be 30 pages in A4 size.
3. Marks for the project report will be 100 divided as **80% for the presentation of project and 20% for viva-voce.**

4. Evaluation scheme:

5. The project will be evaluated by both Internal and External Examiners. Each Examiner will evaluate for 100 marks. The allocation of marks for project is as follows:

Project	Internal	External
Word of title	5	5
Objectives / Formulation including Hypothesis	5	5
Review of literature	10	10
Relevance of project to social needs	5	5
Methodology / Technique / Procedure adopted	20	20
Summary / Findings / Summation	5	5
Works cited / Annexure / Footnotes	10	10
Total	60	60

VI SEMESTER			
CE 2A	SOFT SKILLS		15UBAE6A
Hrs/Week: 6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 6

Objectives

This subject teaches practical tools and includes discussion, group activities and applied exercises. Various approaches to time management such as the urgent/important matrix and models are used. The focus of the subject syllabus is to help students manage their commitments to make best use of their time and develop their employability skills.

Unit I

Soft Skills – Meaning – Overview of Soft Skills – Interpersonal skills- Communication skills – Leadership skills.

Unit II

Time Management – Major Blocks to Time Management – Covey’s Time Management Matrix – Time Management tips – Relationship between Time Management & Stress Management.

Unit III

Internet – Role of job websites – Job Application – Content of Application Letter–Resume–Content of Resume–Model Resume.

Unit IV

Interviews – Meaning – Interview Preparations Tips - Types of interview - Interview Techniques

Unit V

Group Discussion – Meaning – Roles to play in Group Discussion – group discussion techniques - speaking skills – essential of a good speech.

Text Book

Soft Skills – S .Hariharan & N. sundararajan- MJP Publication

Reference Book

How To Succeed At Interviews – Sudhir Andrews – The McGraw- Hills

VI SEMESTER		
CE 2B	CASE ANALYSIS	15UBAE6B
Hrs/Week: 6	Hrs / Sem: 90	Credits: 6

- The cases should be distributed by the teacher concerned from the different functional areas of management
- The Student should be trained to discuss the cases in small group
- To develop analytical thinking and to present the findings to the common class
- The chairmanship for each case should be rotated among the student this is to develop conference leadership.
- They should also be trained to write case reports.
- The teacher should give a case or case let and ask the student to identify the problem situation in the case, analysis the causes and suggest suitable alternative courses of action after considering the relative merits and demerits of each alternative
- The final examinations will consist of case or case let for individual analysis and discussion in a paper. The student must write the case reports.

PART III - ALLIED

I SEMESTER

A I - 1	SOFTWARE SOLUTIONS FOR MANAGERS	15UBAA11
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Hrs/Week: 3	Hrs / Sem: 45	Hrs. / Unit : 9	Credits: 3
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Objective:

To make the student understand the Basic application of Computers in Business.

Unit I

Introduction to office 2007 – Features of MS word 2007 – Creating a Document – Formatting Documents – Editing Using Cut,Copy and Paste – Finding and Replacing Text- Printing and Previewing Document.

UnitII

Creating Bullets and Numbering Heading- Creating Footers – Spelling and Grammar Tools – Inserting Pictures, Page Numbers, Book Marks, symbols and Dates – Working with Tables- working with Mail Merge.

Unit III

Excel Basics – Creating and Saving a WorkBook- Basic Formatting–UsingFormula–ExcelFunctions–Charts.

Unit IV

Introduction to Power Point – Inserting Text, Pictures , Tables, Charts, in a Slide – Animating Objects – Slide Transition.

Unit V

Introduction to MS Access –Creating Tables– Queries –Forms – Report in Access.

Text Book:

1. MS Office – Complete Reference – BPB Publication.

Reference Books:

1. Microsoft Office 2007 Fundamentals, Laura Story and Dawna Walls, Thomson Course Technology, Boston(USA)
2. Microsoft Office 2007 All in One, Gerg Perry, SAMSPublishing, Indiana(USA)

II SEMESTER			
A I - 2	COMPUTER BASICS FOR MANAGERS	15UBAA21	
Hrs/Week: 3	Hrs / Sem: 45	Hrs. / Unit : 9	Credits: 3

Objective:

To introduce basic ideas and to impart knowledge on Basics of Computers.

Unit I

Introduction – Characteristics – Evaluation - Generation – Classification – Applications.

Unit II

Computer Architecture: Introduction – CPU – Communication among various units – Instruction Formats – Instruction Cycle – instruction set – Data representation – Coding schemes.

Unit III

Input Devices – Output Devices – Primary Memory – Secondary Memory – Magnetic Storage – Optical Storage.

Unit IV

Computer Languages – Computer Software – System Software – Application Software – Internet – Internet’s Major Services.

Unit V

Internet tools computer security – Basic Security Concept – Threats to Users – Threats to Hardware – Threats to Data – Common Hacking Methods.

Text Book:

1. Introduction to Computer, Peter Norton, Tata McGraw Hill

Reference Book:

1. Introduction to Information Technology, ITL Education Solutions Limited, Pearson Education.

I & II SEMESTER		
AP	ALLIED PRACTICAL (Examination at the end of II Semester)	15UBAA2P
Hrs/Week: 3	Hrs / Sem: 45	Credits: 3

**SOFTWARE SOLUTIONS FOR MANAGERS
PRACTICAL - I**

MSword 2007

Typing letters and editing and printing.
Using Spell Check and Thesaurus.
Designing a cover page with word art.
Using Header, Footer Bookmark, Foot notes.
Mail merge a letter to an address file.
Typing 5 pages of Mathematical equations and symbols.

PowerPoint 2007

Creation of presentation with different styles on a given topic current interest.
Preparing Presentation for a topic in the study of all courses.

**SOFTWARE SOLUTIONS FOR MANAGERS
PRACTICAL - II**

Excel2007

Entering spread sheets with formula
Entering spreadsheet and doing statistical calculations
Printing of Graphs and charts for the given data.
Creating and using macros.

Access 2007

Create a table and store data for applications such a student, Mark Employee, Hospital Information etc.

III SEMESTER			
A II - 1	MANAGEMENT INFORMATION SYSTEM		15UBAA31
Hrs/Week: 6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 5

Objective:

To apply critical thinking skills in decision making in the context of system.

Unit I

Introduction to Management Information System – Basic Concepts of MIS – Evolution of Computers and their role in MIS.

Unit II

Hardware features – Types of Hardware - Software features – Types of Software.

Unit III

Information concepts for MIS – Data – Information – Identification of Decision making and information needs.

Unit IV

Communication Technology Concept – Communication Channels – Data Transmission – Communication Process – Communication Networks.

Unit V

Mechanics of systems Analysis – Flow charting – Examples of MIS Design – Concepts and Case studies.

Text Book:

1. James O'brien: Management Information System. London : Sage Publications, 1985.

Reference Books:

1. Lawrence S. Orilla: Computer Information – An Introduction, New York: John Wiley & Sons Inc., 1980.
2. Raymond Mcleouir: Management Information System. New York: Wiley and Sons Inc., 1967.

IV SEMESTER			
A II - 2	E-COMMERCE AND INTERNET APPLICATION		15UBAA41
Hrs/Week: 6	Hrs / Sem: 90	Hrs. / Unit : 18	Credits: 5

Objective:

To make the students gain knowledge of framework of E-Commerce and its application in business.

Unit I

Welcome to Electronic Commerce – Introduction, Concepts of b2b, b2c, c2c, b2g; benefits of E-Commerce to Organization, Consumers. The Network infrastructure for E-Commerce – Electronic Payment Applications.

Unit II

M-Commerce(Mobile Commerce) – Growth of M-Commerce – Wireless Applications – Technologies for M-Commerce – GPRS – Wireless Technologies (CDMA & GSM) – Generations in Wireless Communication – Security Issues in Cellular Technology.

Unit III

Electronic Data Interchange-Definition - Benefits of EDI- EDI Application in Business – Un/EDIFACTS Standard.

Unit IV

Security on Internet – Network and Website Security Risks – Security incidents on Internet– Security and Email – Firewall Concepts and Constituents – Benefits – Secure Physical Infrastructure.

Unit V

E- Commerce in India- The Internet in India-Laws for E-Commerce in India.

Text Book

1. Kamallesh K. Bajaj and Debajaninag E-Commerce, Tata McGraw Hill Publications Co Ltd., New Delhi.

Reference Books:

1. S. Jaiswal: Doing Business on the Business on the Internet commerce, Galgotia Publication.
2. David Whitely: E-Commerce, Tata McGraw Hill Publications Co. Ltd., New Delhi.
3. Jaffrey F. Rayport,: E-Commerce, Tata McGraw Hill Publications Co. Ltd., New Delhi

PART IV - SKILL BASED ELECTIVE

III SEMESTER

SBE 1	CONSUMER BEHAVIOUR	15UBAS31	
Hrs/Week: 3	Hrs / Sem: 45	Hrs. / Unit : 9	Credits: 2

Objective

To understand the behaviour of consumer such as perception, motivation and attitude formation on product and brand.

Unit I

Consumer Behaviour-Definition-Marketing Concepts-Customer value, Satisfaction, Retention-Consumer Decision Making-Process of Consumer Decision Making.

Unit II

Consumer Motivation – Needs-Goals- Positive and Negative Motivation-Rational Vs Emotional Motives. Measurement of Motives.

Unit III

Consumer Perception- Elements of Perception- Dynamics- Consumer Imagery – Perceived risk – Ethics and consumer perception.

Unit IV

Reference groups and family influences – Selected Consumer related reference group-Socialization of family members-Family Life Cycle – Traditional and Non Traditional.

Unit V

Consumer Influence and Diffusion of Innovations-Diffusion of Innovation Process-Opinion Leadership-Dynamics-Measurement of Opinion Leadership. Profile of Consumer Innovator-Consumerism

Text Book:

Consumer Behaviour - Schiffman and Kanuk - PHI, New Delhi

Reference Books:

1. Consumer Behaviour in Indian Perspective by Nain, Suja, Himalaya Publishing House
2. See Henry Assail-Consumer Behaviour and Marketing Action

IV SEMESTER			
SBE 2	STRESS MANAGEMENT		15UBAS41
Hrs/Week: 3	Hrs / Sem: 45	Hrs. / Unit : 9	Credits: 2

Objectives

The subject is intended to assist students to increase their awareness of stress as well as it provides a broad physical, social and psychological understanding of the human stressresponse.

Unit I

Stress – Definition – The Nature of Stress – Types of Stress – Causes of Stress – Consequences of stress.

Unit II

Stress and Emotions – Types of Emotion – Functions – Nature – Core Relational Themes – Facial Expressions – The Brain and Emotion – Emotion at Work.

Unit III

Stressor – Signs of Distress and Eustress – Stress and Performance – Effects of Stress on Industry – Contrasting Strategies to Optimists and Pessimists for Coping with Stress.

Unit IV

Occupational Stress – The Cost of Stress– Cost of Workplace – Physical and Behavioral Symptoms of stress– Sources of stress at work.

Unit V

Stress Management – Employee Assistance Programmes (EAPs) – Stress Management Training – Changing the sources of Workplace stress – Problem Solving Framework.

Text book

Stress Management - P.K . Dutta - Himalaya Publishing House.

Reference Book

Stress Management and Education - Aruna Goel, S.L. Goel

PARTIV-NONMAJORSUBJECTSOFFEREDBYDEPARTMENT OF BUSINESS ADMINISTRATION TO OTHER MAJORSTUDENTS

III SEMESTER			
NME 1	BASICS IN MANAGEMET		15UBAN31
Hrs/Week: 3	Hrs / Sem: 45	Hrs. / Unit : 9	Credits: 2

Objective:

To make the students understand the basic principles of Management.

Unit I

Management – Definition – Nature – Purpose – Management contributors - Fayol , F.W.Taylor. Functions of Management

Unit II

Planning-Definition-Objectives-Nature-Types of plans-Steps in planning

Unit III

Organizing - Types of organization – Departmentation - Span management-structureoforganizingandprocess.

Unit IV

Staffing-situational factors affecting staffing-Selection-process of selection

Unit V

Principles of Directing creativity and innovation –controlling – process- Techniques.

Text Book:

Elements of Management, Koontz and Weirich, Pearson Publications

References:

1. Principles of Management - P.C. Tripathi & P.N.Reddy
2. Principles of Management - L.M.Prasad
3. Principles of Management - DinkarPagare
4. Business Management - C.B.Gupta
5. Business Management - N.Premavathy
6. Principles of Management - J.Jayasanka

IV SEMESTER			
NME 2	RETAIL MANAGEMENT		15UBAN41
Hrs/Week: 3	Hrs / Sem: 45	Hrs. / Unit : 9	Credits: 2

Objective:

Retail Management requiring an effective team leader with a strong customer focus, sales and marketing.

Unit I

Retailing – Types of retailers – Levels of service offered by retailers – Self service – Self selection – Limited service – Full service

Unit II

Major retailer types – Specialty store – Department Store – Supermarket – Convenient Store- Super store – Catalog showroom

Unit III

Non store retailing – Direct selling – Direct Marketing– Automatic Vending – BuyingService

Unit IV

Corporate retailing - Major types of retail organization – corporate chain store – voluntary chain – franchisee organization – Merchandising conglomerate

Unit V

Decisions – Marketing Decisions – Target Market – Services – Store atmosphere – price decision – promotion decision – place decision

Text Book:

Retail Management – Dunne Lusch, Cengage Learning Publication

Reference Book:

Philip Kotler – Marketing management – Pearson Education – 2004

PART IV – NON-MAJOR ELECTIVE (UNAIDED COURSES) (2015 – 2018)							
SEM	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
					I	E	T
DEPT. OF ENGLISH							
III	<i>Computer Assisted Language Learning: Reading & Writing</i>	<i>15UENN31</i>	3	2	25	75	100
IV	<i>Computer Assisted Language Learning: Listening & Speaking</i>	<i>15UENN41</i>	3	2	25	75	100
DEPT. OF ISLAMIC STUDIES							
III	<i>Arabic for Beginners</i>	<i>15UISN31</i>	3	2	25	75	100
IV	<i>Fundamentals of Arabic Grammar</i>	<i>15UISN41</i>	3	2	25	75	100
DEPT. OF COMMERCE							
III	<i>Principles of Commerce</i>	<i>15UCON31</i>	3	2	25	75	100
IV	<i>Basics in Accounting*</i>	<i>15UCON41</i>	3	2	25	75	100
DEPT. OF COMMERCE (CA)							
III	<i>Development of Small Business</i>	<i>15UCCN31</i>	3	2	25	75	100
IV	<i>Basics in Accounting*</i>	<i>15UCCN41</i>	3	2	25	75	100
DEPT. OF COMMERCE (FINANCE)							
III	<i>Investment Management</i>	<i>15UCFN31</i>	3	2	25	75	100
IV	<i>Advertising</i>	<i>15UCFN41</i>	3	2	25	75	100
DEPT. OF BUSINESS ADMINISTRATION							
III	<i>Basic in Management</i>	<i>15UBAN31</i>	3	2	25	75	100
IV	<i>Retail Management</i>	<i>15UBAN41</i>	3	2	25	75	100

DEPT. OF COMPUTER SCIENCE							
III	<i>Office Automation</i>	<i>15UCSN31</i>	3	2	25	75	100
IV	<i>Desktop Publishing</i>	<i>15UCSN41</i>	3	2	25	75	100
DEPT. OF COMPUTER APPLICATION							
III	<i>Internet & HTML</i>	<i>15UCAN31</i>	3	2	25	75	100
IV	<i>Desktop Publishing</i>	<i>15UCAN41</i>	3	2	25	75	100
DEPT. OF INFORMATION TECHNOLOGY							
III	<i>Introduction to Computers</i>	<i>15UITN31</i>	3	2	25	75	100
IV	<i>MS Office</i>	<i>15UITN41</i>	3	2	25	75	100
DEPT. OF MATHEMATICS							
III	<i>Mathematics for Competitive Examinations - I</i>	<i>15UMAN31</i>	3	2	25	75	100
IV	<i>Mathematics for Competitive Examinations - II</i>	<i>15UMAN41</i>	3	2	25	75	100
DEPT. OF MICROBIOLOGY							
III	<i>General Microbiology</i>	<i>15UMBN31</i>	3	2	25	75	100
IV	<i>Biotechnology</i>	<i>15UMBN41</i>	3	2	25	75	100
DEPT. OF NUTRITION AND DIETETICS							
III	<i>Introduction to Bakery</i>	<i>15UNDN31</i>	3	2	25	75	100
IV	<i>Food preservation</i>	<i>15UNDN41</i>	3	2	25	75	100

* Common to Department of Commerce and Department of Commerce(CA)

** Common to Department of Computer Science and Department of Computer Application.

I SEMESTER			
EVS	ENVIRONMENTAL STUDIES		15UEVS11
Hrs/ Week: 2	Hrs/ Sem: 30	Hrs/ UNIT: 6	Credits: 1

UNIT - I: Nature of Environmental Studies

Goals, Objectives and guiding principles of environmental studies. Towards sustainable development - Environmental segments– Atmosphere, Hydrosphere, Lithosphere, Biosphere – definition. Pollution episodes -- Hiroshima – Nagasaki, - Bhopal gas Tragedy, Fukushima – Stone leprosy in TajMahal

UNIT - II: Natural Resources

Renewable and Non Renewable resources - classification.

- Forest resources: Use and over - exploitation, Afforestation and deforestation.
- Water resources: Use and over - utilization and conservation of surface and ground water - Rain harvesting.
- Marine Resources: Fisheries and Coral reefs.
- Mineral resources: Use and exploitation - environmental impacts of extracting and using mineral resources.
- Food resources: Effects of modern agriculture fertilizers - pesticide problem.
- Energy resources: Growing energy needs - use of alternate energy source - Solar cells & windmills.
- Land resources: Land degradation

UNIT - III: Ecosystem

- Concept of Eco-systems - Trophic level, food chains, food web and Ecological pyramids. Types, structure & Functions of the following:
 - a) Aquatic ecosystem
 - b) Grassland ecosystem
 - c) Forest ecosystem
 - d) Desert ecosystem
 - e) Living conditions on other planets (Briefly)

UNIT - IV: Biodiversity & Its Conservation

Introduction - Definition: ecosystem diversity, species and Genetic Hot spots of biodiversity - Western Ghats, Eastern Himalayas and Gulf of Mannar. Threats to biodiversity - Habitat Loss, Poaching of wild life and Man - wild life conflicts.

Conservation of biodiversity: In situ and ex-situ.

UNIT - V: Environmental Pollution

Sources, effects, prevention and control measures of the following.

- a) Air pollution: Composition of clean air, Global warming, Ozone layer depletion.
- b) Water Pollution: Fresh and Marine waterpollution
- c) NoisePollution
- d) Soilpollution
- e) Bio degradable and Non Bio degradablewastes
 - Air (prevention & Control ofPollution) Act.
 - Environmental ProtectionAct
 - Water (Prevention & Control of pollution)Act
 - Environmental movements - Green peace andChipco,
 - Role of State & Central pollution ControlBoards.

REFERENCE BOOKS:

1. Basic of Environmental Science. Vijajalakhmi, Murugesan and Sukumaran - Manonmaniam Sundaranar Universitypublications.
2. EnvironmentalStudies.JohndeBrito,Victor,NarayananandPatricRaja - published by St. Xavier's College, Palayamkottai.
3. Environmental Science and Biotechnology. A.G. Murugesan and C. Raja Kumar - MJPPublishers.
4. Fundamental of Environmental pollution - Krishnan Kannan - Chand & Company Ltd., New Delhi1997.
5. Environmental Studies. S. Muthiah, Ramalakshmi publications, Tirunelveli.
6. Environmental Studies. V.M. Selvaraj, Bavani Publications,Tirunelveli.

II SEMESTER			
VE1	VALUE EDUCATION – I		15USVE2A
Hrs/ Week: 2	Hrs/ Sem: 30	Hrs/ Unit: 6	Credits: 1

Objectives:

1. To inculcate moral values in the minds of students.
2. To teach ethical practices to be adopted by students in their life.
3. To make students honest and upright in their life.

UNIT I

Islam – Meaning – Importance – A complete Religion – The religion accepted by God – Five Pillars of Islam – Kalima – Prayers – Fasting – Zakat – Haj.

Iman – Monotheism – Angels – Books – Prophets – Dooms Day – Life after death – Heaven and Hell.

UNIT II

Quran – The Book of Allah – Wahi – Revelation to Prophet Muhammad (sal) – Compilation – Preservation – Structure – Content – Purpose – Source of Islamic Law – Sura Fathiha, Kafirun, Iqlas, Falakh and Nas.

UNIT III

Hadith – Siha Sitha – Buhari – Muslim – Tirmithi – Abu Dawood – Nasai – Ibn Maja – Collection of Hadith – Meaning of 40 Hadith.

UNIT IV

Life History of Prophet Muhammad (sal) – Aiamul Jahiliya – Prophet's Childhood and Marriage – Prophethood – Life at Mecca – Life at Medinah – Farewell Address – Seal of Prophethood.

UNIT V

Good character – Etiquettes – Halal and Haram – Duties towards Allah – Duties towards fellow beings – Masnoon Duas.

REFERENCE BOOKS:

1. V.A. Moahmed Ashrof – Islamic Dimensions – Reflection and Review on Quranic Themes.
2. The Presidency of Islamic Researchers – Revised & Edited – The Holy Quran.
3. M. Manzoor Nomani – Islamic Faith & Practice.
4. Abdul Hasan Ali Nadvi – Muhammad Rasulallah.
5. K. Ali – A Study of Islamic History.
6. Abdul Rahuman Abdullah – Islamic Dress code for Women.
7. Dr. Munir Ahamed Mughal – Code For Believers.
8. Abdul Malik Mujahid – Gems and Jewels.

II SEMESTER			
VE2	VALUE EDUCATION – II		15USVE2B
Hrs/ Week: 2	Hrs/ Sem: 30	Hrs/ Unit: 6	Credits: 1

UNIT I

Individual Morality – Objective of Moral life – Living in accordance with the code of Morality – the goodness of Morality – Morality and *Thirukural*- The need for faith.

UNIT II

Adherence to higher code of Morality – Fear of God – Good Moral Values – Duty to Parents – Teacher, respecting elders – Moral Etiquettes – Right-minded Principle – High Principles for Proper conduct.

UNIT III

Inculcating good attitudes – Open mindedness – Morale – analysing the pros and cons of good and bad – Service to others – Mind Power, tolerance, respecting others, showing love to others, patience – tranquility – Modesty, kindness and forgiveness.

UNIT IV

Quotations and moral Stories expressing Good characters of Great personalities – Life History of Great people: Mahatma Gandhi, Abraham Lincoln, Dr. A.P.J. Abdul Kalam.

UNIT V

Truth, the importance of uprightness, integrity, friendship – Health awareness on Alcohol and drug abuse – inculcating reading habit – reading good books – Hygiene – Dowry – Corruption.

TEXTBOOK:

Publication of Sadakathullah Appa College.

SCHEME OF EXAMINATIONS UNDER CBCS (2015 - 2018)

The medium of instruction in all UG and PG courses is English and students shall write the CIA Tests and Semester Examinations in English. However, if the examinations were written in Tamil, the answer papers will be valued.

**DISTRIBUTION OF MARKS FOR CIA AND SEMESTER EXAMINATIONS
UNDERGRADUATE, CERTIFICATE & DIPLOMA COURSES**

SUBJECT	TOTAL MARKS	CIA TEST	SEMESTER EXAMINATION	PASSING MINIMUM		
				CIA TEST	SEM. EXAM.	OVER ALL
Theory	100	25	75	Nil	30	40
Practical	100	40	60	Nil	24	40
Project	100	Nil	Report - 60 marks Viva Voce - 40 marks	Nil	40	40

POSTGRADUATE COURSES

SUBJECT	TOTAL MARKS	CIA TEST	SEMESTER EXAMINATION	PASSING MINIMUM		
				CIA EXAM.	SEM. EXAM.	OVER ALL
Theory	100	25	75	nil	38	50
Practical	100	40	60	nil	30	50
Project	100	nil	Report - 60 marks Viva Voce - 40 marks	nil	50	50

DIVISION OF MARKS FOR CIA TEST

SUBJECT	MARKS	ASSIGNMENT FOR UG / ASSIGNMENT OR SEMINAR FOR PG	REGULARITY	RECORD NOTE	TOTAL MARKS
Theory	20	5	--	--	25
Practical	30	--	5	5	40

- The duration of each CIA Test is ONE hour and the Semester Examination is THREE hours.
- Three CIA tests of 20 marks each will be conducted and the average marks of the best two tests out of the three tests will be taken.
- The I test will be based on the first 1.5 units of the syllabus, the II test will be based on the next 1.5 units of the syllabus and the III test will be based on the next 1.5 units of the syllabus.
- Two assignments for Undergraduate, Certificate, Diploma and Advanced Diploma Courses and two assignments OR two seminars for Postgraduate Courses.
- The duration and the pattern of question paper for practical examination may be decided by the respective Boards of Studies. However, out of 60 marks in the semester practical examination, 10 marks may be allotted for record and 50 marks for practical.
- Three internal practical tests of 25 marks each will be conducted for science students in the even semester and the best two out of the three will be taken. The total 50 marks of the best two tests will be converted to 30 by using the following formula:
$$\left(\frac{\text{Marks secured in the first best Practical Test (Out of 25)} + \text{Marks secured in the next best Practical Test (out of 25)}}{2} \right) \times 0.6$$
- The Heads of Science Departments are requested to keep a record of attendance of practicals for students to assign marks for regularity.

QUESTION PAPER PATTERN FOR CIA TEST (THEORY)

Duration: 1Hr

Maximum Marks:20

Section	Question Type	No. of Questions & Marks	Marks
A	No Choice Answer should not exceed 75 words	2 Questions 2 marks each	2 x 2 = 4
B	Internal choice (Either or type) Answer should not exceed 200 words	2 Questions 4 marks each	2 x 4 = 8
C	Open Choice (Answer ANY ONE out of Two) Answer should not exceed 400 words	1 Question 8 marks	1 x 8 = 8
TOTAL			20 MARKS

QUESTION PAPER PATTERN FOR SEMESTER EXAMINATION (THEORY)

Duration: 3Hrs

Maximum Marks:75

Section	Question Type	No. of Questions & Marks	Marks
A	No Choice Answer should not exceed 75 words	10 Questions - 2 marks each (2 Questions from each unit)	10 x 2 = 20
B	Internal choice (Either or type) Answer should not exceed 200 words	5 Questions with internal choice. Each carries 5 marks (Two questions from each unit)	5 x 5 = 25
C	Open Choice (Answer ANY THREE out of FIVE) Answer should not exceed 400 words	3 Questions out of 5 - 10 marks each (1 Question from each unit)	3 x 10 = 30
TOTAL			75 MARKS