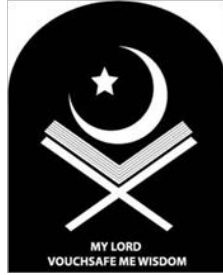


SadakathullahAppa College

(Autonomous)

(Reaccredited by NAAC at an 'A' Grade. An ISO 9001:2015 Certified Institution)

Rahmath Nagar, Tirunelveli- 11.
Tamil Nadu



CBCS SYLLABUS

Learning Outcome-based Curriculum Framework for

B.COM. (Honours)

(Applicable for the students admitted from June 2024 as per
the Resolutions of the Academic Council Meeting held on 01.06.2024)

Sadakathullah Appa College, Rahmath Nagar, Tirunelveli – 627 011.

Programme Structure & Credits – UG Commerce (Hons.) - 2024 – 2027

Sem	Part	Course Type	Title of the Course	Course Code	H/W	C	Marks		
							I	E	T
I	I	Lang-I	Prose	24ULAR11	6	3	25	75	100
			பொதுத் தமிழ் 1 - தமிழ் இலக்கிய வரலாறு - 1	24ULTA11					
	II	Lang-II	General English - I	24ULEN11	6	3	25	75	100
	III	Core-I	Financial Accounting-I	24UCHC11	4	4	25	75	100
	III	Core -II	Principles of Management	24UCHC12	4	4	25	75	100
	III	EC -I	Business Economics	24UAEC11	6	5	25	75	100
			Fundamentals of Management	24UABA11					
			Business Legislation	24UAHC11					
	IV	SEC-I (NME)	Management Principles and Techniques	24UNHC11	2	2	15	35	50
	IV	FC	Business Communication	24UFHC11	2	2	15	35	50
III	Internship /VAC-I	Internship (2 weeks) or	24UIHC11	-	2	--	--	50	
		Value-Added Courses-I (Spoken English)	24UVEN11						
					30	25			650
II	I	Lang-I	Grammar	24ULAR11	6	3	25	75	100
			பொதுத் தமிழ் 2 - தமிழ் இலக்கிய வரலாறு - 2	24ULTA21					
	II	Lang-II	General English - II	24ULEN21	6	3	25	75	100
	III	Core-III	Financial Accounting - II	24UCHC21	4	4	25	75	100
	III	Core -IV	Business Law	24UCHC22	4	4	25	75	100
III	EC -II		Indian Economic Development	24UAEC21	6	5	25	75	100
			Human Resource Management	24UABA21					
			E-Commerce	24UAHC21 / 24UACO21					
	IV	SEC-II (NME)	Marketing Principles	24UNHC21	2	2	15	35	50
	IV	SEC-III	Value Education I	24USVE1A	2	2	15	35	50
			Value Education II	24USVE1B					
III	Internship /VAC-II & III	Internship (4 weeks) or	24UIHC21	-	2	15	35	50	
		Value-Added Courses - II	24UVHC21						
		Value-Added Courses - III	24UVHC22						
					30	27			700

Programme Outcomes (PO)
(Aligned with Graduate Attributes) for
Commerce Honours

PO	Upon completion of B.Com. Hons'. Degree Programme, the students will be able to:
PO 1	<p>Disciplinary Knowledge</p> <ul style="list-style-type: none"> Obtain in-depth knowledge in the key areas and in the allied areas of study in Commerce and Business.
PO 2	<p>Communication Skills / Digital Literacy</p> <ul style="list-style-type: none"> Acquire the adequate skills that are needed for employment and to become an expert in business correspondence. Obtain and apply ICT skills for trade purposes and effective e-commerce/ e-business operations.
PO 3	<p>Critical Thinking / Analytical Skills / Problem Solving Skills</p> <ul style="list-style-type: none"> Gain understanding of concepts, principles and procedures in transacting business, running an organisation and to evaluate the pros and cons of embarking on business- and business-related activities based on their in-depth knowledge. Apply the skills required for business and finance operations, planning and decision making and to conduct research in business / e-commerce/ e-financing.
PO 4	<p>Self-Directed Learning / Lifelong Learning</p> <ul style="list-style-type: none"> Gain knowledge in industries and its problems and to offer remedial measures. Learn the characteristics of a good businessman for continual and sustained development.
PO 5	<p>Moral and Ethical Awareness / Environmental Conservation and Sustainability</p> <ul style="list-style-type: none"> Be aware of the legal and ethical issues, fair-trade practices and to realise their personal and social responsibility. Realise that environment and humans are dependent on one another and to know about the responsible management of our ecosystem for survival, and for the well-being of the future generation as well.
PO 6	<p>Research-related skills:</p> <ul style="list-style-type: none"> A sense of inquiry and capability for asking relevant/appropriate questions, problem arising, synthesising and articulating; Ability to recognise cause-and-effect relationships, define problems, formulate hypotheses, test hypotheses, analyse, interpret and draw conclusions from data, establish hypotheses, predict cause-and-effect relationships; ability to plan, execute and report the results of an experiment or investigation.

Programme Specific Outcomes:

PSO	Upon completion of B.Com Hons. Degree Programmes, the students will be able to:	POs Mapped
PSO-1	<p>Placement:</p> <p>To prepare the students who will demonstrate respectful engagement with others' ideas, behaviors, beliefs and apply diverse frames of reference to decisions and actions.</p>	1,2,3
PSO-2	<p>Entrepreneur:</p> <p>To create effective entrepreneurs by enhancing their critical thinking, problem solving, decision making and leadership skill that will facilitate startups and high potential organizations</p>	2,3,4
PSO-3	<p>Research and Development:</p> <p>Design and implement HR systems and practices grounded in research that comply with employment laws, leading the organization towards growth and development.</p>	1,3,6
PSO-4	<p>Contribution to Business World:</p> <p>To produce employable, ethical and innovative professionals to sustain in the dynamic business world.</p>	1,2,3
PSO-5	<p>Contribution to the Society:</p> <p>To contribute to the development of the society by collaborating with stakeholders for mutual benefit</p>	4,5

METHODS OF EVALUATION		
Internal Evaluation	Continuous Internal Assessment Test	25 Marks
	Assignments / Snap Test / Quiz	
	Seminars	
	Attendance and Class Participation	
External Evaluation	End Semester Examination	75 Marks
Total		100 Marks
METHODS OF ASSESSMENT		
Remembering (K1)	<ul style="list-style-type: none"> • The lowest level of questions requires students to recall information from the course content. • Knowledge questions usually require students to identify information in the textbook. 	
Understanding (K2)	<ul style="list-style-type: none"> • Understanding of facts and ideas by comprehending organizing, comparing, translating, interpolating, and interpreting in their own words. • The questions go beyond simple recall and require students to combined at a together. 	
Application (K3)	<ul style="list-style-type: none"> • Students have to solve problems by using/applying a concept learned in the classroom. • Students must use their knowledge to determine a exact response. 	
Analyze (K4)	<ul style="list-style-type: none"> • Analyzing the question is one that asks the students to breakdown something in to its component parts. • Analyzing requires students to identify reasons causes or motives and reach conclusions or generalizations. 	
Evaluate (K5)	<ul style="list-style-type: none"> • Evaluation requires an individual to make judgment on something. • Questions to be asked to judge the value of an idea, a character, a work of art, or a solution to a problem. • Students are engaged in decision-making and problem-solving. • Evaluation questions do not have single right answers. 	
Create (K6)	<ul style="list-style-type: none"> • The questions of this category challenge students to get engaged in creative and original thinking. • Developing original ideas and problem-solving skills. 	

Semester - I	PROSE		24ULAR11			
LANG – I			L	T	P	C
Hrs./Week: 6	Hrs./Semester : 60	Marks :100	6	-	-	3

General Objective: To make the students to understand the structure of Arabic language and improve the reading and writing skills.

Learning Objectives

LO	The learners will be able to:
LO-1	Understand basic Arabic grammar.
LO-2	Understand the structure of Arabic language.
LO-3	Employ sentence making.
LO-4	Enhance vocabulary.
LO-5	Improve reading and writing skills.

- UNIT I -** من الدرس الأول إلى الدرس الرابع
UNIT II - من الدرس الخامس إلى الدرس الثامن
UNIT III - من الدرس التاسع إلى الدرس الثالث عشر
UNIT IV - من الدرس الرابع عشر إلى الدرس الثامن عشر
UNIT V - من الدرس التاسع عشر إلى الدرس الثالث والعشرون

Textbooks:

دروس اللغة العربية لغير الناطقين بها، الجزء الأول، الدكتور ف. عبد الرحيم. 1.

Reference Books:

1. معجم الكلمات الواردة في دروس اللغة العربية لغير الناطقين بها
2. مفتاح دروس اللغة العربية لغير الناطقين بها
3. القراءة الراشدة – للشيخ أبي الحسن علي الحسيني الندوي
4. القراءة المفيدة – للدكتور محمد يوسف كوكن العمري
5. منهاج العربية - السيد النبي حيدرآبادي

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Understand the correct pronunciation of Arabic letters	PSO 1	K2
CO-2	Apply the structure-based composition	PSO 1,2	K3
CO-3	List out the new vocabulary in Arabic	PSO 1	K4
CO-4	Evaluate and read the Arabic sentences without diacritical marks	PSO 1,2	K5
CO-5	Able to create the simple sentences in Arabic without errors.	PSO 1	K6

**K1-Remembering; K2 - Understanding; K3 - Applying; K4 - Analyzing;
K5 - Evaluating; K6 - Creating**

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credits				
I	24ULAR11	PROSE					90	3				
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)					
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO1	PSO2	PSO3	PSO4	PSO5	
CO-1	3	3	1	2	1	1	3	2	2	1	1	
CO-2	3	3	1	2	1	1	3	2	2	1	1	
CO-3	3	3	1	2	1	1	3	2	2	1	1	
CO-4	3	3	1	2	1	1	3	2	2	1	1	
CO-5	3	3	1	2	1	1	3	2	2	1	1	

STRONG – 3, MEDIUM – 2 , LOW – 1

Prepared by : Dr. S.A.Mohamed Rafeek

Checked by: Dr. J. Ubaiyathulla

Head of the Department

Semester - I	பொதுத்தமிழ் - 1		24ULTA11			
LANG - I	தமிழ் இலக்கிய வரலாறு - 1		L	T	P	C
Hrs./Week: 6	Hrs./Semester : 90	Marks :100	6	-	-	3

General Objective:

- தமிழ் இலக்கியம் சார்ந்த போட்டித் தேர்வுகளுக்கு ஏற்ப கற்பித்தல் நடைமுறைகளை மேற்கொள்ளுதல்.

Learning Objectives:

LO	The learners will be able to:
LO - 1	தமிழ் இலக்கண, இலக்கியங்களை மாணவர்கள் அறியுமாறு செய்து அவர்களின் படைப்பாற்றலைத் தூண்டுதல்.
LO - 2	சங்க இலக்கியத்தில் காணப்பெறும் வாழ்வியல் சிந்தனைகளை அறிந்து கொள்வர்.
LO - 3	அற இலக்கியங்களை அறியச் செய்து வாழ்வின் விழுமியங்களை பயிற்றுவித்தல்.
LO - 4	காப்பியங்களை அறிமுகம் செய்து அதன் வழி வாழ்வியலை புரியச் செய்தல்.
LO - 5	பக்தி இலக்கியங்களின் மூலம் பக்தியுணர்வை ஊட்டுதல்.

அலகு 1 இலக்கணம்

- தொல்காப்பியம், இறையனார் களவியல் உரை, நம்பியகப் பொருள், புறப்பொருள் வெண்பா மாலை, நன்னூல், தண்டியலங்காரம், யாப்பருங்கலக்காரிகை - நூல்கள்
- மொழிப் பயிற்சி - ஒற்றுப்பிழை தவிர்த்தல்
 - வல்லினம் மிகும் இடங்கள்
 - வல்லினம் மிகா இடங்கள்
 - ஈரொற்று வரும் இடங்கள்
 - ஒரு, ஓர் வரும் இடங்கள்
 - அது, அஃது வரும் இடங்கள்
 - தான், தாம் வரும் இடங்கள்

- சங்க இலக்கியம் - எட்டுத் தொகை, பத்துப்பாட்டு.
- அற இலக்கியம் - பதினெண்கீழ்க்கணக்கு நூல்கள்.
- காப்பிய இலக்கியம் - ஐம்பெருங் காப்பியங்கள், ஐஞ்சிறு

காப்பியங்கள், சமயக் காப்பியங்கள்.

4. பக்தி இலக்கியமும் (பன்னிரு திருமுறைகள் நாலாயிர திவ்வியப் பிரபந்தம்), பகுத்தறிவு இலக்கியமும் (சித்தர் இலக்கியங்கள், புலவர் குழந்தையின் இராவண காவியம்)

அலகு 2 சங்க இலக்கியம் - எட்டுத்தொகை, பத்துப்பாட்டு எட்டுத்தொகை

- | | |
|---------------------------|---|
| 1. நற்றிணை | - முதல் பாடல் - நின்ற சொல்லர் |
| 2. குறுந்தொகை 3 ஆம் பாடல் | - நிலத்தினும் பெரிதே |
| 3. ஐங்குறுநூறு | - “நெல் பல பொலிக! பொன் பெரிது சிறக்க!”(முதல் பாடல்) வேட்கைப் பத்து. |
| 4. கலித்தொகை | - 51- சுடர்த்தொடிக் கேளாய் - குறிஞ்சிக் கலி. |
| 5. புறநானூறு | - 189 தெண்கடல் வளாகம் பொதுமையின்றி, நாடா கொன்றோ -187 |

பத்துப்பாட்டு

1. முல்லைப்பாட்டு (முழுவதும்)

அலகு 3 அற இலக்கியம் பதினெண்கீழ்க்கணக்கு நூல்கள்

- | | |
|-------------------|------------------------------|
| 1. திருக்குறள் | - அறன் வலியுறுத்தல் அதிகாரம் |
| 2. நாலடியார் | - பாடல் : 131 (குஞ்சியழகும்) |
| 3. நான்மணிக்கடிகை | - நிலத்துக்கு அணியென்ப |
| 4. பழமொழி நானூறு | - தம் நடை நோக்கர் |
| 5. இனியவை நாற்பது | - 37 இளமையை மூப்பு என்று |

அலகு 4 காப்பிய இலக்கியம் (ஐம்பெருங் காப்பியங்கள், ஐஞ்சிறு காப்பியங்கள், சமயக் காப்பியங்கள்)

- | | |
|------------------|-------------------------------|
| 1. சிலப்பதிகாரம் | - வழக்குரைகாதை |
| 2. மணிமேகலை | - பாத்திரம் பெற்ற காதை |
| 3. பெரியபுராணம் | - பூசலார் நாயனார் புராணம் |
| 4. கம்பராமாயணம் | - குகப் படலம் |
| 5. சீறாப்புராணம் | - மானுக்குப் பிணை நின்ற படலம் |
| 6. இயேசு காவியம் | - ஊதாரிப்பிள்ளை |

அலகு 5 பக்தி இலக்கியமும், பகுத்தறிவு இலக்கியமும் (பக்தி இலக்கியம் பன்னிரு திருமுறைகள், நாலாயிர திவ்வியப் பிரபந்தம் - பகுத்தறிவு இலக்கியம் (சித்தர் இலக்கியங்கள், புலவர் குழந்தையின் இராவண காவியம்)

பக்தி இலக்கியம்:

- | | |
|-----------------------------|---|
| 1. திருநாவுக்கரசர் தேவாரம் | - “நாமார்க்கும் குடியல்லோம்” எனத் தொடங்கும் பாடல் மட்டும் |
| 2. மாணிக்கவாசகர் திருவாசகம் | - “நமச்சிவாய வாழ்க நாதன் தாள் |

வாழ்க” முதல் “சிரம்குவிவார்
ஓங்குவிக்கும் சீரோன் கழல் வெல்க”
வரை.

3. பொய்கையாழ்வார் - வையந் தகளியா வார்கடலே
4. பூதத்தாழ்வார் - அன்பே தகளியா
5. பேயாழ்வார் - திருக்கண்டேன் பொன்மேனி கண்டேன்
6. ஆண்டாள் - திருப்பாவை மார்கழித் திங்கள் (முதல் பாடல்)

பகுத்தறிவு இலக்கியம்

1. திருமுலர் - திருமந்திரம் (270, 271, 274, 275 285)
பட்டினத்தார் திருவிடை மருதூர் (காடே
திரிந்து – எனத் தொடங்கும் பாடல்
பா.எண். 279, 280)
2. கடுவெளிச் சித்தர் - பாபஞ்செய் யாதிரு மனமே (பாடல்
முழுவதும்)
3. இராவண காவியம் - தாய்மொழிப் படலம் - 18, ஏடுகையில்லா
ரில்லை முதல்- 22 செந்தமிழ் வளர்த்தார்
வரை.

பாட நூல்:

பதிப்பாசிரியர் முனைவர் ச.மகாதேவன், பொதுத்தமிழ் 1,
சதக்கத்துல்லாஹ் அப்பா கல்லூரி வெளியீடு, 2024 – 2025(முதற் பதிப்பு).

பார்வை நூல்கள் :

1. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அகாதெமி,
புதுடெல்லி.
2. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக
நிலையம், மதுரை.
3. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி
புத்தக நிலையம், மதுரை.
4. தமிழ் இலக்கிய வரலாறு – முனைவர்.சிற்பி பாலசுப்ரமணியம்,
முனைவர்.சொ.சேதுபதி
5. புதிய தமிழ் இலக்கிய வரலாறு – முனைவர்.சிற்பி பாலசுப்ரமணியம்,
நீல.பத்மநாபன்
6. தமிழ் இலக்கிய வரலாறு - டாக்டர்.அ.கா.பெருமாள்
7. தமிழ் இலக்கிய வரலாறு - முனைவர். ப.ச.ஏசுதாசன்
8. தமிழ் இலக்கிய வரலாறு – ஸ்ரீகுமார்
9. வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு – பாக்கியமேரி
10. தமிழ் பயிற்றும் முறை, பேராசிரியர் ந. சுப்புரெட்டியார் - மணிவாசகர்
பதிப்பகம், சிதம்பரம்

- <https://www.chennaiibrary.com/>
- <https://www.sirukathaigal.com>

- <https://www.tamilvirtualuniversity.org>
- <https://www.noolulagam.com>
- <https://www.katuraitamilblogspot.com>

Course Outcomes

CO	Upon completion of this course, students will be able to	PSO Addressed	Cognitive Level
CO-1	மொழியறிவோடு சிந்தனைத் திறனைப் பெறுவர்.	1, 2, 3	K4
CO-2	சங்க இலக்கியத்தில் காணப்பெறும் வாழ்வியல் சிந்தனைகளை அறிந்து கொள்வர்.	1, 4	K3, K4
CO-3	அற இலக்கியம் தமிழ்க் காப்பியங்களின் வழி வாழ்வியல் சிந்தனையைப் பெறுவர்.	2,3,4	K3, K4,
CO-4	பக்தி இலக்கியங்களைக் கற்பதன் மூலம் பக்தி நெறியினை அறிவர்.	4,5	K3, K6
CO-5	பகுத்தறிவு இலக்கியங்களைக் கற்பதன் வழி சமய நல்லிணக்கத்தைப் பின்பற்றுவர்.	2,3,4	K5, K6

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course						Hours	Credits				
I	24ULTA11	தமிழ் இலக்கிய வரலாறு - 1						90	3				
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)						
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO-1	3	2	3	3	3	2	2	2	3	2	3		
CO-2	3	3	2	2	2	3	2	3	3	2	2		
CO-3	3	2	3	3	2	2	2	3	2	3	2		
CO-4	-	3	3	2	2	2	3	2	3	2	2		
CO-5	-	3	2	2	2	3	3	2	2	2	2		

3 - STRONG, 2 - MEDIUM, 1- LOW

Prepared by : Dr. A.S. Shaik Sindha

Checked by: Dr.S.Mahadevan

Head of the Department

Semester - I	General English - 1		24ULEN11			
LANG- II			L	T	P	C
Hrs./Week: 6	Hrs./Semester : 90	Marks :100	6	-	-	3

General Objective:

To train learners to communicate effectively, think critically, and express themselves creatively.

Learning Objectives (LO)

LO	The learners will be able to :
LO – 1	Acquire self-awareness and develop positive thinking which are required in various situations.
LO – 2	Develop the attribute of empathy
LO – 3	Acquire creative and critical thinking skills
LO – 4	Learn the basics of grammar
LO – 5	Develop Listening, Speaking, Reading and Writing (LSRW) skills

Unit - I

The Skill-focused: Self-Awareness and Positive Thinking

Autobiography

1. *I am Malala* (Chapter 1) by Malala Yousafzai.
2. *The Story of My Experiments with Truth* (Chapters 1, 2 and 3) by M.K.Gandhi.

Poetry

1. "Where the Mind is Without Fear" (*Gitanjali*, Verse – 35) by Rabindranath Tagore
2. "Love Cycle by Chinua Achebe"

Unit – II

The Skill Focused: Empathy

Poetry

1. "Nine Gold Medals" – David Roth
2. "Alice Fell or Poverty" – William Wordsworth

Short Story

1. The School for Sympathy – E.V. Lucas
2. Barn Burning – William Faulkner

Unit – III

The Skills Focused:Critical and Creative Thinking

Poetry

1. "The Things That Haven't Been Done Before" – Edgar Guest
2. "Stopping by the Woods on a Snowy Evening" – Robert Frost

Readers Theatre

1. The Magic Brocade – A Tale of China
2. “Three Sideway Stories from Wayside School” by Louis Sachar adapted from the book *Stories on Stage* by Aaron Shepard.

Unit – IV

Parts of Speech

1. Articles
2. Noun
3. Pronoun
4. Verb
5. Adverb
6. Adjective
7. Preposition

Unit – V

Paragraph and Essay Writing

1. Descriptive
2. Expository
3. Persuasive
4. Narrative

Reading Comprehension

Types of Reading: Extensive and Intensive Reading

Vocabulary Building

Critical text analysis

Deep reading (Pages 72 to 84 from TANSCHÉ Syllabus - 2022)

Textbooks

1. Malala Yousafzai. *I am Malala*, Little, Brown and Company, 2013.
2. M.K. Gandhi. *An Autobiography or The Story of My Experiments with Truth* (Chapter – I), Rupa Publications, 2011.
3. Rabindranath Tagore. "Gitanjali 35" from *Gitanjali* (Song Offerings): A Collection of Prose Translations made by the Author from the Original Bengali. Mac Millan, 1913.
4. N. Krishnasamy, *Modern English: A Book of Grammar, Usage and Composition*, Macmillan, 1975.
5. Aaron Shepard. *Stories on Stage*, Shepard Publications, 2017.
6. J.C. Nesfield. *English Grammar, Composition and Usage*, Macmillan, 2019.

Web Sources

1. Malala Yousafzai. I am Malala (Chapter 1)
<https://archive.org/details/i-am-malala>.
2. M.K Gandhi. An Autobiography or The Story of My Experiments with Truth (Chapter-1)-Rupa Publication, 2011.
<https://www.indiastudychannel.com/resources/146521-Book->

Review-An-Autobiography-or-The-story-of-my-experiments-with-Truth.aspx

3. Rabindranath Tagore. "Gitanjali 35" from Gitanjali (Song Offerings) <https://www.poetryfoundation.org/poems/45668/gitanjali-35>
4. Aaron Shepard. Stories on Stage, Shepard Publications, 2017. <https://amzn.eu/d/9rVzlNv>
5. J C Nesfield. Manual of English Grammar and Composition. <https://archive.org/details/in.ernet.dli.2015.44179>

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Understand self- awareness and positive thinking required in various life situations	1,2,3	K1, K2
CO-2	Acquire the attribute of empathy.	1,2,3,4	K2, K3
CO-3	Develop creative and critical thinking abilities.	1,2,3,4	K3, K4
CO-4	Explain basic grammar, develop and integrate the use of four language skills (LSRW)	2, 3	K4, K5
CO-5	Compose original poems and personal narratives.	1,2,3,4	K5, K6

**K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing;
K5 – Evaluating; K6 - Creating**

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credits				
1	24ULEN11	General English 1					90	3				
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)					
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	
CO1	3	3	3	1	2	3	3	3	3	3	3	3
CO2	3	3	3	1	2	3	3	3	3	1	1	1
CO3	3	3	1	3	3	2	3	3	3	1	1	1
CO4	3	3	1	2	1	3	3	3	3	3	3	3
CO5	3	3	3	3	3	2	3	3	3	3	3	3

STRONG – 3, MEDIUM – 2 AND LOW - 1

Prepared by: Dr.L.Faustina Leo

Checked by

Dr.S.Mohamed Haneef

Head of the Department

Semester - I	FINANCIAL ACCOUNTING I*		24UCHC11 24UCCO11 24UCCF11			
Core-I			L	T	P	C
Hrs./Week: 4	Hrs./Semester : 60	Marks :100	4	-	-	4

General Objective:

To Impact the accounting skills to meet the opportunities in the dynamic business world.

Learning Objectives

LO	The learner will be able to:
LO-1	To understand the basic accounting concepts and standards.
LO-2	To know the basis for calculating business profits
LO-3	To familiarize with the accounting treatment of depreciation.
LO-4	To learn the methods of calculating profit for single entry system.
LO-5	To gain knowledge on the accounting treatment of insurance claims.

UNIT I - Fundamentals of Financial Accounting

Financial Accounting – Meaning, Definition, Objectives, Basic Accounting Concepts and Conventions - Journal, Ledger Accounts– Subsidiary Books — Trial Balance - Classification of Errors – Rectification of Errors – Preparation of Suspense Account – Bank Reconciliation Statement - Need and Preparation

UNIT II - Final Accounts

Final Accounts of Sole Trading Concern- Capital and Revenue Expenditure and Receipts – Preparation of Trading, Profit and Loss Account and Balance Sheet with Adjustments.

UNIT III Depreciation and Bills of Exchange

Depreciation - Meaning – Objectives – Accounting Treatments - Types - Straight Line Method – Diminishing Balance method – Conversion method. Units of Production Method – Cost Model vs Revaluation

Bills of Exchange – Definition – Specimens – Discounting of Bills – Endorsement of Bill – Collection – Noting – Renewal – Retirement of Bill under rebate

UNIT IV Accounting from Incomplete Records – Single Entry System

Incomplete Records -Meaning and Features - Limitations - Difference between Incomplete Records and Double Entry System - Methods of Calculation of Profit - Statement of Affairs Method – Preparation of final statements by Conversion method.

UNIT V Royalty and Insurance Claims

Meaning – Minimum Rent – Short Working – Recoupment of Short Working – Lessor and Lessee – Sublease – Accounting Treatment.

Insurance Claims –Calculation of Claim Amount-Average clause (Loss of Stock only)

(Theory 20% and problems 80%)

TEXTBOOKS:

1. S. P. Jain and K. L. Narang Financial Accounting- I, Kalyani Publishers, New Delhi.
2. S.N. Maheshwari, Financial Accounting, Vikas Publications, Noida.
3. Shukla Grewal and Gupta, “Advanced Accounts”, volume 1, S.Chand and Sons, New Delhi.
4. Radhaswamy and R.L. Gupta: Advanced Accounting, Sultan Chand, New Delhi.
5. R.L. Gupta and V.K. Gupta, “Financial Accounting”, Sultan Chand, New Delhi.

REFERENCE BOOKS:

1. Dr. Arulanandan and Raman: Advanced Accountancy, Himalaya Publications, Mumbai
2. Tulsian , Advanced Accounting, Tata McGraw Hills, Noida
3. Charumathi and Vinayagam, Financial Accounting, S.Chand and Sons, New Delhi.

Course Outcomes

CO	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Remember the concept of rectification of errors and Bank reconciliation statements	1,2,4	K1
CO-2	Apply the knowledge in preparing detailed accounts of sole trading concerns	1,2,4	K1, K3
CO-3	Analyse the various methods of providing depreciation	1,4	K4
CO-4	Evaluate the methods of calculation of profit	1,4	K5
CO-5	Determine the royalty accounting treatment and claims from insurance companies in case of loss of stock.	1,2	K6

**K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing;
K5 – Evaluating; K6 – Creating**

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credit			
I	24UCHC11	FINANCIAL ACCOUNTING I					60	4			
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4	PSO5
CO-1	3	2	3	3	2	3	3	2	3	3	3
CO-2	3	2	3	3	3	2	3	2	2	3	3
CO-3	3	2	3	3	3	2	3	2	2	2	2
CO-4	3	2	3	3	2	2	3	2	2	2	2
CO-5	3	2	3	3	3	2	3	2	2	3	3
	3-Strong,						2- Medium		1-Low		

Prepared by : Dr.K.Ahamed Anis Fathima Checked by: Dr.A. Hamil

Head of the Department

Semester - I	Principles of Management		24UCHC12			
Core-II			L	T	P	C
Hrs./Week: 4	Hrs./Semester : 60	Marks :100	4	-	-	4

General Objective:

The course aims to provide learners with an understanding of basic management principles and concept

Learning Objectives

LO	The learners will be able to:
LO-1	To understand the basic management concepts and functions
LO-2	To know the various techniques of planning and decision making
LO-3	To familiarize with the concepts of organisation structure
LO-4	To gain knowledge about the various components of staffing
LO-5	To enable the students in understanding the control techniques of management

UNIT I - Introduction to Management

Meaning- Definitions – Nature and Scope - Levels of Management – Importance - Management Vs. Administration – Management: Science or Art –Evolution of Management Thoughts – F. W. Taylor, Henry Fayol, Peter F. Drucker, Elton Mayo - Functions of Management - Trends and Challenges of Management. Managers – Qualification – Duties & Responsibilities

UNIT II - Planning

Planning – Meaning – Definitions – Nature – Scope and Functions – Importance and Elements of Planning – Types – Planning Process - Tools and Techniques of Planning – Management by Objective (MBO). Decision Making: Meaning – Characteristics – Types - Steps in Decision Making – Forecasting.

UNIT III – Organizing

Meaning - Definitions - Nature and Scope – Characteristics – Importance – Types - Formal and Informal Organization – Organization Chart – Organization Structure: Meaning and Types - Departmentalization– Authority and Responsibility – Centralization and Decentralization – Span of Management.

UNIT IV – Staffing

Introduction - Concept of Staffing- Staffing Process – Recruitment – Sources of Recruitment – Modern Recruitment Methods - Selection Procedure – Test- Interview– Training: Need - Types– Promotion – Management Games – Performance Appraisal - Meaning and Methods – 360 degree Performance Appraisal – Work from Home - Managing Work from Home [WFH].

UNIT V – Directing

Motivation –Meaning - Theories – Communication – Types - Barriers to Communications – Measures to Overcome the Barriers. Leadership – Nature - Types and Theories of Leadership – Styles of Leadership - Qualities of a Good Leader – Successful Women Leaders – Challenges faced by women in workforce - Supervision.

Co-ordination and Control

Co-ordination – Meaning - Techniques of Co-ordination. Control - Characteristics - Importance – Stages in the Control Process - Requisites of Effective Control and Controlling Techniques – Management by Exception [MBE].

Textbooks:

- 1.Gupta.C.B, -Principles of Management-L.M. Prasad, S.Chand& Sons Co. Ltd, New Delhi.
- 2.Dinkar Pagare, Principles of Management, Sultan Chand & Sons Publications, New Delhi.

Reference Books: .

- 1.KSundhar, Principles of Management, Vijay Nichole Imprints Limited, Chennai
- 2.Harold Koontz, Heinz Weirich, Essentials of Management, McGraw Hill, Sultan Chand and Sons, New Delhi.
- 3.Griffin, Management principles and applications, Cengage learning, India.

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Demonstrate the importance of principles of management.	1,2,4	K1
CO-2	Paraphrase the importance of planning and decision making in an organization.	1,2,4	K3
CO-3	Comprehend the concept of various authorizes and responsibilities of an organization.	1,2,4	K4
CO-4	Enumerate the various methods of Performance appraisal	2,4	K5
CO-5	Discuss the notion of directing, co-ordination and control in the management.	1,2,	K6

**K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing;
K5 – Evaluating; K6 – Creating**

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credits				
I	24UCHC12	Principles of Management					60	4				
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)					
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	
CO-1	3	2	3	3	3	2	3	2	3	3	3	
CO-2	3	2	3	3	3	2	3	2	2	3	2	
CO-3	3	2	3	3	2	2	3	2	2	2	2	
CO-4	3	2	3	3	3	2	3	2	2	2	2	
CO-5	3	2	3	3	2	2	3	2	2	2	2	
	3-Strong, 2- Medium						1-Low					

Prepared by : Dr.K.Ahamed Anis Fathima Checked by: Dr.A. Hamil

Head of the Department

Semester - I	Business Economics		24UAEC11			
EC-I (Allied)			L	T	P	C
Hrs./Week: 6	Hrs./Semester : 90	Marks :100	5	1	-	5

General Objectives:

To make the students to understand the fundamental concepts of Economic principles in business perspectives

Learning Objectives

LO	The learners will be able to:
LO-1	Understand the approaches to economic analysis
LO-2	Know the various determinants of demand
LO-3	Gain knowledge on concept and features of consumer behaviour
LO-4	Learn the laws of variable proportions
LO-5	Enable the students to understand the objectives and importance of pricing policy

Unit I - Introduction to Economics

Introduction to Economics - Wealth, Welfare and Scarcity Views on Economics - Positive and Normative Economics - Definition - Scope and Importance of Business Economics - Concepts: Production Possibility frontiers - Opportunity Cost - Accounting Profit and Economic Profit - Incremental and Marginal Concepts - Time and Discounting Principles - Concept of Efficiency- Business Cycle: - Theory, Inflation, Depression, Recession, Recovery, Reflation and Deflation

Unit II - Demand & Supply Functions

Meaning of Demand - Demand Analysis: Demand Determinants, Law of Demand and its Exceptions. Elasticity of Demand: Definition, Types, Measurement and Significance. Demand Forecasting - Factors Governing Demand Forecasting - Methods of Demand Forecasting, Law of Supply and Determinants.

Unit III - Consumer Behaviour

Consumer Behaviour - Meaning, Concepts and Features - Law of Diminishing Marginal Utility - Equi-Marginal Utility - Cardinal and Ordinal concepts of Utility -Indifference Curve: Meaning, Definition, Assumptions, Significance and Properties - Consumer's Equilibrium. Price, Income and Substitution Effects. Types of Goods: Normal, Inferior and Giffen Goods - Derivation of Individual Demand Curve and Market Demand Curve with the help of Indifference Curve.

Unit IV - Theory of Production

Concept of Production - Production Functions: Linear and Non - Linear Homogeneous Production Functions - Law of Variable Proportion - Laws of Returns to Scale - Difference between Laws of variable proportion and returns to scale - Economies of Scale - Internal and External Economies - Internal and External Diseconomies - Producer's equilibrium

Unit V - Market Structure

Price and Output Determination under Perfect Competition, Short Period and Long Period Price Determination, Objectives of Pricing Policy, its importance, Pricing Methods and Objectives - Price Determination under Monopoly, kinds of Monopoly, Price Discrimination, Determination of Price

in Monopoly - Monopolistic Competition - Price Discrimination, Equilibrium of Firm in Monopolistic Competition-Oligopoly - Meaning - features, "Kinked Demand" Curve

Textbooks

1. H.L. Ahuja, Business Economics–Micro & Macro - Sultan Chand & Sons, New Delhi.
2. Aryamala. T, Business Economics, Vijay Nocole, Chennai.

Reference Books

1. T.P Jain, Business Economics, Global Publication Pvt. Ltd, Chennai.
2. D.M. Mithani, Business Economics, Himalaya Publishing House, Mumbai.
3. S.Shankaran, Business Economics-Margham Publications, Chennai.
4. P.L.Mehta, Managerial Economics–Analysis, Problems & Cases, Sultan Chand & Sons, New Delhi.
5. Ram Singh and Vinaykumar, Business Economics, Thakur Publication Pvt. Ltd, Chennai.

Course Outcome

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO1	Explain the positive and negative approaches in economic analysis	2,3	K1, K2, K4
CO2	Understood the factors of demand forecasting	1,3	K2, K3, K4, K5
CO3	Know the assumptions and significance of in difference curve	2,4	K4, K5, K6
CO4	Outline the internal and external economies of scale	1,5	K1, K2, K3, K4
CO5	Relate and apply the various methods of pricing	2,5	K1, K2, K3, K4, K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing;

K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course						Hours	Credits				
I	24UAEC11	Business Economics						90	5				
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)						
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO-1	3	2	2	3	2	2	1	2	2	2	3		
CO-2	3	2	3	2	2	2	2	3	3	3	3		
CO-3	3	2	3	2	2	2	2	3	2	2	2		
CO-4	3	2	2	3	2	3	2	2	3	3	3		
CO-5	3	2	3	2	2	2	2	2	2	2	3		

STRONG (3), MEDIUM (2) and LOW (1)

	Prepared by	Checked by
Name:	Dr.M.Sulthana Barvin	Dr. M. Sulthana Barvin
		Head of the Department of Economics

Semester - I	Fundamentals of Management		24UABA11			
EC-I (Allied)			L	T	P	C
Hrs./Week: 6	Hrs./Semester : 90	Marks :100	5	1	-	5

General Objective:

The Course focuses on management principles, functions and techniques in running an organisation successfully.

Learning Objectives:

LO	The learners will be able to:
LO-1	Understand the fundamentals of management.
LO-2	Classify the various forms of business organisation.
LO-3	Establish the requirements of human resource for an organisation.
LO-4	Appraise the performance of subordinates in an organisation.
LO-5	Consider and control techniques in order to rectify business related issues.

Unit I: Management

Definition of management – Science or art or profession – Manager Vs Entrepreneur – Managerial Skills – Levels of management – Managerial skills and organizational Hierarchy – The emergence of Management thought – Frederick W. Taylor, Henri Fayol and Elton Mayo.

Unit II: Planning

Importance of Planning - Types of Plans – Steps in planning - Nature and objectives of planning – Hierarchy of objectives – Setting objectives and the organizational Hierarchy – Management by Objectives (MBO) – Benefits of MBO.

Unit III: Organizing

Nature and Purpose – Formal and Informal Organisation – Organisation chart – Organisation structure – Types - Line and Staff authority - Departmentalization – delegation of authority – Centralization and decentralization.

Unit IV: Staffing

Importance - Situational factors affecting staffing – Internal and External factors – Recruitment – Sources of recruitment - Selection – Process of selection – Training and Development.

Unit V: Directing and Controlling

Meaning and Nature of Directing – Elements of Directing – Importance of directing – Basic Control Process or Steps – Budgetary and Non budgetary control Techniques – Use of Computer and IT in Management control.

Text Book:

1. Harold Koontz and Heinz Weihrich, *Essentials of Management: An International & Leadership Perspective*, 8th edition, Tata McGraw-Hill Education, 2016.

Reference Books:

1. Don Hellriegel, Susan E. Jackson and John W. Slocum, *Management- A Competency Based Approach*, Thompson South Western, 11th edition, 2008.
2. Heinz Weihrich, Mark V Cannice and Harold Koontz, *Management- A global entrepreneurial perspective*, Tata McGraw Hill, 12th edition, 2008.
3. Stephen P. Robbins, David A.DeCenzo and Mary Coulter, *Fundamentals of management*, Prentice Hall of India, 2012.

Course Outcomes

CO	Upon completion of the course, The students will be able to:	PSO addressed	Cognitive Level
CO-1	Understand the basics, principles and functions of management.	1,2,3,4	K1
CO-2	Develop organizational structure in accordance with the quantum and quality of the business.	1,2,4	K1,K6
CO-3	Analyze the factors influential to staffing procedure and use appropriate tools for selection.	2,3,4	K5
CO-4	Assess the work of subordinates and keep them on track	1,3,4,5	K5
CO-5	Consider standard business plans for smooth functioning.	1,3,4,5	K5

Relationship Matrix

Semester	Course Code	Title of the Course	Hours	Credits							
I	24UABA11	Fundamentals of Management	90	5							
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4	PSO5
CO-1	3	3	3	3	3	1	3	3	3	2	3
CO-2	3	3	3	3	2	1	3	3	1	2	3
CO-3	3	3	2	3	3	1	3	3	3	3	2
CO-4	3	3	3	3	3	2	3	3	3	2	2
CO-5	3	2	3	3	1	1	3	3	3	2	2
	3-Strong,						2- Medium		1-Low		

Prepared by : Dr.K.Ahamed Anis Fathima Checked by: Dr.A. Hamil
 Head of the Department

Semester - I	Business Legislation		24UAHC11			
EC-I (Allied)			L	T	P	C
Hrs./Week: 6	Hrs./Semester : 90	Marks :100	5	1	-	5

General Objective:

The course aims to provide learners with an understanding of Acts related to Business.

Learning Objectives

LO	The learners will be able to:
LO-1	To impart knowledge on the Factories Act, 1948
LO-2	To provide insights on the Foreign Exchange Management Act, 1999
LO-3	To inculcate knowledge about the Prevention of Money Laundering Act, 2002
LO-4	To enable the students to learn about the Competition Act 2002
LO-5	To familiarise the students about the existence of Intellectual Property Rights

Unit I Factories Act 1948

Definitions - Objects –Scope – Approval – Licensing – Registration of Factories – Notice by Occupier – General Duties of Occupier and Manufacturer – Measures to be Taken by Factories for Health, Safety and Welfare of Workers – Measures – Special Provisions Relating to Hazardous Processes – Working Hours of Adults – Additional Provisions Regulating Employment of Women in a Factory – Employment of Young Person and Children – Annual Leave with Wages – Penalties and Procedures.

Unit II Foreign Exchange Management Act, 1999

Introduction - Board Structure of FEMA – Definitions - Regulation & Management of Foreign Exchange - Contraventions & Penalties – Procedure for Compliance.

Unit III Prevention of Money Laundering Act, 2002

Definitions – Punishment for the Offence of Money Laundering - Obligations of Banking Companies - Financial Institutions and Intermediaries or a Person Carrying on a Designated Business or Profession - Adjudication Authorities & Procedures.

Unit IV Competition Act, 2002

Definitions - Prohibition of Agreements- Prohibition of Abuse of Dominant Position – Competition Commission of India - Establishment, Administration & Duties Powers – Competition Advocacy - Adjudication Authorities – Penalties & Prosecution

Unit V Intellectual Property Rights

Intellectual property rights (IPR) – An Introduction – Kinds of Intellectual Property Rights - Patent, Copyright, Trade Mark, Design, Geographical Indication, Plant Varieties and Layout Design Genetic Resources and Traditional Knowledge – Trade Secret – IPR in India: Genesis and development.

Textbooks

1. Akhileshwar Pathak, Legal aspects of business, McGraw Hill Education, Noida.
2. R.S.N. Pillai & Bagavathi, Legal aspects of business, S.Chand, New Delhi.
3. R.S.N. Pillai & Bagavathi, Legal aspects of business, S.Chand, New Delhi.
4. P.K. Padhi, Legal aspects of business, PHI Learning, New Delhi.

Reference Books

1. Ravinder Kumar, Legal aspects of business, Cengage Learning, Noida.
2. Shawn Kopel, Guide to business law, Oxford University Press, England.
3. M.C. Kuchhal, Vivek Kuchhal, Business Law, S Chand Publishers, New Delhi.
4. C.L. Bansal. Business law, Taxmann, New Delhi.

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Acquire knowledge on Factories Act, 1948	1	K1
CO-2	Analyse the role of Foreign Exchange Management Act, 1999	1,2	K4
CO-3	Understand the practical implications of Prevention of Money Laundering Act, 2002	2,4,5	K2
CO-4	Evaluate the importance of Competition Act, 2002	4,5	K5
CO-5	Gain knowledge on Intelligence Property Rights	4,5	K5

**K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing;
K5 – Evaluating; K6 – Creating**

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credits				
I	24UAHC11	Business Legislation					90	5				
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)					
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	
CO-1	3	2	3	3	3	2	3	2	2	3	3	
CO-2	3	2	3	3	3	2	3	2	2	3	3	
CO-3	3	2	3	3	2	2	3	2	2	3	3	
CO-4	3	2	3	3	3	2	3	2	2	3	3	
CO-5	3	2	3	3	2	2	3	2	2	3	3	
	3-Strong,						2- Medium			1-Low		

Prepared by : Dr.K.Ahamed Anis Fathima Checked by: Dr.A. Hamil
 Head of the Department

Semester - I	MANAGEMENT PRINCIPLES AND TECHNIQUES		24UNHC11			
SEC-I(NME)			L	T	P	C
Hrs./Week: 2	Hrs./Semester : 30	Marks :50	2	-	-	2

General Objective:

- To provide students with a comprehensive understanding of the foundational theories and principles of management
- To prepare students for future leadership roles by equipping them with the knowledge, skills, and attitudes necessary for effective management

Learning Objectives:

LO	The learner will be able to:
LO-1	Understand the Concepts of Management and Managerial Roles
LO-2	To prioritize about planning and their types
LO-3	Understand the formation of organization
LO-4	To foster critical thinking skills so that students can evaluate management practices and theories effectively.
LO-5	To develop student`s skill in budget and budgetary control techniques.

UNIT I INTRODUCTION TO MANAGEMENT AND ORGANIZATIONS

Definition of Management - Science or Art - Manager Vs Entrepreneur- types of managers -managerial roles and skills- Evolution of Management -

UNIT II PLANNING

Nature and purpose of planning - planning process - types of planning - objectives - setting objectives - policies - Planning premises

UNIT III ORGANISING

Nature and purpose-Formal and informal organization-organization chart-organization structure -types-Line and staff authority-departmentalization - delegation of authority-centralization and decentralization-

UNIT IV DIRECTING

Foundations of individual and group behavior - motivation - motivation theories - motivational techniques

UNIT V CONTROLLING

System and process of controlling budgetary and non-budgetary control techniques - use of computers and IT in Management control

TEXTBOOKS:

1. Stephen P. Robbins & Mary Coulter, -Management ||, Prentice Hall (India) Pvt. Ltd., 10th Edition, 2009.
2. JAF Stoner, Freeman R.E and Daniel R Gilbert-Management | | Pearson Education, ffi" Edition, 2004.

REFERENCES:

1. Stephen A. Robbins & David A. Decenzo & Mary Coulter, -Fundamentals of Management Pearson Education, 7th Edition, 2011.
2. Robert Kreitner & Mamata Mohapatra, Management, Biztantra, 2008.
3. Harold Koontz & Heinz Weihrich-Essentials of management | | Tata McGraw Hill, 1998.
4. Tripathy PC & Reddy PN, -Principles of Management. Tata McGraw Hill, 1999

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Understood the basic concepts of Management	1,2	K1
CO-2	Known about Planning Process , their types and policies	1,2,3	K1
CO-3	Understood with the organization chart, delegation of authority. It will make them to use on their own businesses in future	1,2	K5
CO-4	Able to apply management concepts and theories	2,4,5	K3,K4
CO-5	Grasped the knowledge on budgetary control .	2,5	K6

**K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing;
K5 – Evaluating; K6 – Creating**

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credit			
I	24UNHC11	MANAGEMENT PRINCIPLES AND TECHNIQUES					2	2			
Course Outcomes (COs)	Programme Learning Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4	PSO5
CO-1	3	3	2	3	3	2	3	2	3	3	3
CO-2	3	3	2	3	3	2	3	2	2	3	3
CO-3	3	3	2	3	3	2	3	2	2	3	2
CO-4	3	3	2	3	3	2	3	2	2	3	3
CO-5	3	3	2	3	3	2	3	2	2	3	2
	3-Strong, 2-Medium 1-Low										

Prepared by : Dr.K.Ahamed Anis Fathima Checked by

Head of the Department

Semester - I	BUSINESS COMMUNICATION		24UFHC11			
FC-I			L	T	P	C
Hrs./Week: 2	Hrs./Semester : 30	Marks :50	2	-	-	2

General Objective:

To facilitates the learners to develop adequate communication skills for effective business correspondence.

Learning Objectives:

LO	The learner will be able to:
LO-1	Understand the importance , process and barriers of effective communication
LO-2	To provide insights on the essentials of good business letter.
LO-3	To Familiarize with offer and quotation
LO-4	Categorize the types of report writing prior to drafting business reports.
LO-5	To gain knowledge on Banking Correspondence

UNIT I Introduction

Introduction - Importance - Definition - Process of communication-Media for communication-Types of communication-Barriers to communication

UNIT II Business Letter

Business Letter-Need-Characteristics of a good letter-Functions-Kinds-Essentials of a good business letter-Layout.

UNIT III Offer and Quotation

Letters of Offer and Quotation-Enquiry and Reply-Orders and their Execution-Credit and Status Enquiry

UNIT IV Types of Letter

Complaints and adjustments-Collection letters-Circular letters-Sales letters-Application for situation-Resume Writing-Report writing

UNIT V Banking Correspondence

Banking correspondence-Insurance correspondence-Agency correspondence - Communication Network-E-mail correspondence

TEXTBOOK:

Essentials of Business Communication-Rajendra Pal & S.Korlahalli-Sultan Chand & Sons-New Delhi.

REFERENCE BOOKS:

Effective Business Communication-Asha Kaul-Prentice Hall
 Business Communication-Asha Kaul-Prentice Hall
 RSN Pillai and Bagavathi Business Communication

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Gain adequate knowledge in the process of communication.	1,3	K1
CO-2	Paraphrase the importance of Business letter.	1,3	K1
CO-3	To prepare offer and quotation.	1,2	K3
CO-4	Categorize the formats of business letters, their applications and importance.	1,4	K5
CO-5	Apply the knowledge of banking correspondence.	1,5	K6

**K1-Remembering; K2 - Understanding; K3 - Applying; K4 - Analyzing;
 K5 - Evaluating; K6 - Creating**

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credit			
I	24UFHC11	BUSINESS COMMUNICATION					30	2			
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	3	1	3	3	1	3	3	1	3	3
CO-2	3	3	1	3	3	1	3	3	1	3	3
CO-3	3	3	1	3	3	1	3	3	1	3	3
CO-4	3	3	1	3	3	1	3	3	1	3	3
CO-5	3	3	1	3	3	1	3	3	1	3	3
	3-Strong,						2- Medium		1-Low		

Prepared by : Dr.K.Ahamed Anis Fathima Checked by: Dr.A. Hamil
 Head of the Department

Semester – II	GRAMMAR		24ULAR21			
LANG – I			L	T	P	C
Hrs./Week: 6	Hrs./Semester : 90	Marks :100	6	-	-	3

General Objective: To make the students to develop the skill of basic Arabic Grammar and Translation skills from Arabic to English vice-versa.

Learning Objectives

LO	The learners will be able to:
LO 1	Understand basic Arabic grammar.
LO 2	Understand the correct usage of Arabic grammar.
LO 3	Employ sentence making.
LO 4	Enhance vocabulary.
LO 5	Improve reading and writing skills.

UNIT I - Lessons 1 to 4 (Text Book – 1) من الدرس الأول إلى الدرس الرابع

UNIT II - Lessons 5 to 8 (Text Book – 1) من الدرس الخامس إلى الدرس الثامن

UNIT III – Lessons 9 to 12 (Text Book – 1) من الدرس التاسع إلى الدرس الثاني عشر

UNIT IV – Lessons 13 to 16 (Text Book – 1) من الدرس الثالث عشر إلى الدرس السادس عشر

UNIT V – Lessons 17 to 20 (Text Book – 1) من الدرس السابع عشر إلى الدرس العشرون

Textbooks:

1. قواعد اللغة العربية الأساسية، الدكتور سيد رحمة الله، رئيس سابق لقسم اللغة العربية، الكلية الجديدة، شنائي

Basic Arabic Grammar, By Dr. Syed Rahmathullah

Reference Books:

النحو الواضح – علي الجارم ومصطفى أمين
 دليل النحو الواضح – الدكتور بشير أحمد جمالي
 سهل العوامل _ الدكتور تاج الدين المناني
 النحو الميسر للكبار والصغار – علي محمود عقيلي
 القواعد التطبيقية في اللغة العربية – الدكتور نديم دعكور

www.alnahw.com

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Able to use basic grammatical structure.	PSO-1,2,4	K2
CO-2	Develop reading skills and reading speed	PSO-1,2	K2
CO-3	Acquire new vocabulary in Arabic	PSO-1,2,3	K3
CO-4	Understand the different types of sentences.	PSO-1,2,3	K4
CO-5	Able to construct simple sentences in Arabic	PSO-1,2,5	K5

**K1-Remembering; K2 - Understanding; K3 - Applying; K4 - Analyzing;
K5 - Evaluating; K6 - Creating**

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credits			
II	24ULAR21	GRAMMAR					90	3			
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO1	PSO2	PSO3	PSO4	PSO5
CO-1	3	2	2	2	2	2	3	2	2	2	1
CO-2	2	2	2	3	1	3	2	2	2	3	1
CO-3	3	3	3	2	2	1	3	3	3	2	2
CO-4	3	3	2	3	3	2	3	3	2	3	3
CO-5	2	2	1	2	3	2	2	2	1	2	3

STRONG - 3, MEDIUM - 2 , LOW - 1

Prepared by : Dr. J. Ubaiyathulla

Checked by: Dr. J. Ubaiyathulla

Head of the Department

Semester - II	பொதுத்தமிழ் - 2		24ULTA21			
LANG - I	தமிழ் இலக்கிய வரலாறு - 2		L	T	P	C
Hrs./Week: 6	Hrs./Semester : 90	Marks :100	6	-	-	3

General Objective:

- தமிழ் இலக்கியப் போக்குகளையும் இலக்கணங்களையும் மாணவர் .
- அறியுமாறு செய்து அவர்களின் படைப்பாற்றலைத் தூண்டுதல்
- தமிழ் இலக்கியம் சார்ந்த போட்டித் தேர்வுகளுக்கு ஏற்ப கற்பித்தல்.
- நடைமுறைகளை மேற்கொள்ளுதல்

Learning Objectives:

LO	The Learners will be able to:
LO - 1	சிற்றிலக்கியங்களின் வழி இலக்கியச் சுவையினையும் பண்பாட்டு அறிவினையும் பெறுதல்
LO - 2	புதுக்கவிதை வரலாற்றினை அறிந்து கொள்வர்
LO - 3	திராவிட இயக்க இலக்கியங்களைக் கற்பதன் மூலம் மொழி உணர்வு , இன உணர்வு, சமத்துவம் சார்ந்த சிந்தனைகளை ஊட்டுதல்
LO - 4	தமிழ்மொழியைப் பிழையின்றி எழுதவும், புதிய கலைச்சொற்களை உருவாக்கவும் அறிந்து கொள்ளுதல்
LO - 5	போட்டித் தேர்வுகளில் வெற்றி பெறுவதற்குத் தமிழ்ப் பாடத்தினைப் பயன்கொள்ளும் வகையில் மேடைப்பேச்சு மற்றும் கட்டுரை, கதை எழுதுவதற்கு பயிற்சி பெறுதல்.

அலகு 1 தமிழ் இலக்கிய வரலாறு அறிமுகம்

1. சிற்றிலக்கியம் குறவஞ்சி, கலம்பகம், உலா, பரணி, பள்ளு, பிள்ளைத்தமிழ், தூது, அந்தாதி.
2. தனிப்பாடல் அறிமுகம்.
3. இக்கால இலக்கியம், கவிதை, சிறுகதை, நாடகம், உரைநடை , திராவிட இயக்கம் வளர்த்த தமிழ்

அலகு 2 சிற்றிலக்கியமும் தனிப்பாடலும்

சிற்றிலக்கியம்

1. கலிங்கத்துப் பரணி- விருந்தினரும் வறியவரு நெருங்கி யுண்ணும் - முதல் - கேட்பாரைக் காண்மின் காண்மின் வரை.
2. திருக்குற்றாலக் குறவஞ்சி - வானரங்கள் கனிகொடுத்து.
3. முக்கூடற் பள்ளு - ஆற்று வெள்ளம் நாளை வரத்.

4. அபிராமி அந்தாதி- கலையாத கல்வியும் குறையாத வயதும் (பதினாறு செல்வங்கள்).
5. திருவரங்கக் கலம்பகம் – மறம் -பிள்ளைப் பெருமாள் ஐயங்கார்- பேசுவந்த தூத செல்லரித்த ஓலை செல்லுமோ.
6. தமிழ்விடு தூது முதல் பத்து கண்ணிகள்

தனிப்பாடல்

1. வான்குருவியின் கூடு - ஓளவையார்
2. ஆமணக்குக்கும் யானைக்கும் சிலேடை - முத்திருக்கும் கொம்பசைக்கும் முரித்தண்டே - காளமேகப் புலவர்
3. இம்பர் வான் எல்லை இராமனையே பாடி - வீரராகவர்
4. நாராய் நாராய் - சத்தி முத்தப் புலவர்

அலகு 3 இக்கால இலக்கியம் - 1

1. பாரதியார் - பாரத சமுதாயம் வாழ்கவே
2. பாரதிதாசன் - சிறுத்தையே வெளியில் வா
3. நாமக்கல் கவிஞர்- கத்தியின்றி
4. தமிழ் ஒளி – மீன்கள் (அந்தி நிலா பார்க்க வா)
5. ஈரோடு தமிழன்பன் – எட்டாவது சீர் (வணக்கம் வள்ளுவ)

சிறுகதைகள்

1. புதுமைப்பித்தன் - கடிதம்
2. ஜெயகாந்தன் - வாய்ச் சொற்கள் (மாலை மயக்கம் - தொகுப்பு)
3. ஆர். சூடாமணி - அந்நியர்கள்

உரைநடை

1. மு வ கடிதங்கள் - தம்பிக்கு நூலில் முதல் இரண்டு கடிதங்கள்

அலகு 4 இக்கால இலக்கியம் - 2

1. தந்தை பெரியார் – திருக்குறள்(மாநாட்டு) உரை
2. பேரறிஞர் அண்ணா – இரண்டாம் உலகத் தமிழ் மாநாட்டு உரை
3. கலைஞர் மு. கருணாநிதி – தொல்காப்பிய பூங்கா –எழுத்து -முதல் நூற்பா கட்டுரை

நாடகம் - திரைத்தமிழ்

1. வேலைக்காரி –திரைப்படம்
2. ராஜா ராணி -சாக்ரடீஸ் -ஓரங்க நாடகம்

இதழியல் தமிழ்:

முரசொலி கடிதம்

1. செம்மொழி வரலாற்றில் சில செப்பேடுகள்

அலகு 5 மொழிப் பயிற்சி

சொல் வேறுபாடு / பிழை தவிர்த்தல்

ரகர – றகர வேறுபாடுகள்

நகர – ணகர – னகர வேறுபாடுகள்

லகர – ளகர – ழகர வேறுபாடுகள்

பாட நூல்:

பதிப்பாசிரியர் முனைவர் ச.மகாதேவன்,

பொதுத்தமிழ் 2,

சதக்கத்துல்லாஹ் அப்பா கல்லூரி வெளியீடு 2024 – 2025(முதற் பதிப்பு).

பார்வை நூல்கள் :

1. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அகாதெமி, புதுடெல்லி.
2. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
3. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
4. தமிழ் இலக்கிய வரலாறு – முனைவர்.சிற்பி பாலசுப்ரமணியம், முனைவர்.சொ.சேதுபதி
5. புதிய தமிழ் இலக்கிய வரலாறு – முனைவர்.சிற்பி பாலசுப்ரமணியம், நீல.பத்மநாபன்
6. தமிழ் இலக்கிய வரலாறு - டாக்டர்.அ.கா.பெருமாள்
7. தமிழ் இலக்கிய வரலாறு - முனைவர். ப.ச.ஏசுதாசன்
8. தமிழ் இலக்கிய வரலாறு – ஸ்ரீகுமார்
9. வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு – பாக்கியமேரி.
10. தமிழ் பயிற்றும் முறை, பேராசிரியர் ந. சுப்புரெட்டியார் - மணிவாசகர் பதிப்பகம், சிதம்பரம்

- <https://www.chennaiLibrary.com/>
- <https://www.sirukathaigal.com>
- <https://www.tamilvirtualuniversity.org>
- <https://www.noolulagam.com>
- <https://www.katuraitamilblogspot.com>

Course Outcomes

CO	Upon completion of this course, students will be able to	PSO Addressed	Cognitive Level
CO-1	சிற்றிலக்கியங்களின்வழி இலக்கியச் சுவையினையும் பண்பாட்டு அறிவினையும் பெறுவர்	2,4	K2, K3
CO-2	புதுக்கவிதை வரலாற்றினை அறிந்து கொள்வர்	1,4	K2
CO-3	திராவிட இயக்க இலக்கியங்களைக் கற்பதன் மூலம் மொழி உணர்வு, இன உணர்வு, சமத்துவம் சார்ந்த சிந்தனைகளைப் பெறுவர்	2,4,5	K4,K5
CO-4	தமிழ்மொழியைப் பிழையின்றி எழுதவும், புதிய கலைச்சொற்களை உருவாக்கவும் அறிந்து கொள்வர்	1,3	K3,K6
CO-5	போட்டித் தேர்வுகளில் வெற்றி பெறுவதற்குத் தமிழ்ப் பாடத்தினைப் பயன்கொள்ளும் வகையில் மேடைப்பேச்சு மற்றும் கட்டுரை, கதை எழுதுவதற்கு பயிற்சி பெறுவர் பயிற்சி பெறுவர்.	1,2,3,4	K4, K6

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course	Hours	Credits							
II	24ULTA21	தமிழ் இலக்கிய வரலாறு - 2	90	3							
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	2	3	3	3	2	2	2	3	2	3
CO-2	3	3	2	2	2	3	2	3	3	2	2
CO-3	3	2	3	3	2	2	2	3	2	3	3
CO-4	3	3	3	2	2	2	3	2	3	2	2
CO-5	3	3	2	2	2	3	3	2	2	2	2

3 - STRONG, 2 - MEDIUM, 1- LOW

Prepared by : Dr. A.S. Shaik Sindha

Checked by: Dr.S.Mahadevan

Head of the Department

Semester - II	General English-II		24ULEN21			
LANG – II			L	T	P	C
Hrs./Week: 6	Hrs./Semester : 90	Marks :100	6	-	-	3

General Objective:

To teach the four skills viz. Listening, Speaking, Reading and Writing to train the students the skills necessary for social and academic interactions.

Learning Objectives (LO)

LO	The learners will be able to:
LO-1	To make students realize the importance of resilience
LO-2	To enable them to become good decision makers
LO-3	To enable them to develop problem-solving skills
LO-4	To enable them to use tenses appropriately
LO-5	To help them use English effectively at workplace.

Unit – I

The Skill Focussed: Resilience

Poetry

1. “Don’t Quit” – Edgar A. Guest
2. “Still Here” – Langston Hughes

Short Story

- 3 Engine Trouble – R.K. Narayan
- 4 Rip Van Winkle – Washington Irving

Unit – II

The Skill Focussed: Decision Making

Short Story

1. The Scribe – Kristin Hunter
2. The Lady or the Tiger - Frank Stockton

Poetry

3. “The Road not Taken” – Robert Frost
4. “Snake” – D. H Lawrence

Unit – III

The Skill Focussed: Problem Solving

Autobiography

1. How I taught My Grandmother to Read – Sudha Murthy
2. How Frog Went to Heaven – A Tale of Angolo
3. Wings of Fire (Chapters 1,2,3) by A.P.J Abdul Kalam

Unit – IV

Grammar

Tenses

1. Present
2. Past
3. Future
4. Concord

Unit - V

English in the Workplace

1. e-mail – Invitation, Enquiry, Seeking Clarification
2. Circular
3. Memo
4. Minutes of the Meeting

Textbook:

1. Board of Editors. General English – II. Tamil Nadu State Council for Higher Education (TANSCHE). Chennai: 2024.

Reference Books:

1. Martin Hewings, *Advanced English Grammar*, Cambridge University Press, 2000.
2. SP Bakshi, Richa Sharma, *Descriptive English*, Arihant Publications (India) Ltd., 2019.
3. Sheena Cameron, Louise Dempsey, *The Reading Book: A Complete Guide to Teaching Reading*, S&L. Publishing, 2019.
4. Barbara Sherman, *Skimming and Scanning Techniques*, Liberty University Press, 2014.
5. ShaikhMoula, *Communication Skills: A Practical Approach*.
6. Ramendra Kumar, *Stories of Resilience*, Blue Rose Publications, 2020.

Course Outcomes

CO	Upon completion of this course, students will be able to	PSO Addressed	Cognitive Level
CO-1	Understand the importance of resilience	1, 2, 4	K1, K2
CO-2	Acquire knowledge to make good decisions	1, 2, 3, 4	K2, K3
CO-3	Develop problem-solving skills	1, 2, 3, 4	K3, K4
CO-4	Evaluate the uses of tenses in English	1, 2, 3	K4, K5
CO-5	Use English effectively at the workplace.	2, 4, 5	K5, K6

**K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing;
K5 – Evaluating; K6 – Creating**

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credits				
II	24ULEN21	General English - II					90	3				
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)					
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	
CO-1	3	3	1	3	1		1	3	3	3	1	
CO-2	3	3	3	3	2		3	3	3	3	2	
CO-3	3	3	3	3	1		3	3	3	3	1	
CO-4	3	3	3	2	1		3	3	3	1	2	
CO-5	1	3	2	3	3		3	3	3	3	3	
STRONG – 3, MEDIUM – 2 , LOW – 1												

Prepared by : Dr.L.Faustina Leo

Checked by: Dr. S. Mohamed Haneef

Head of the Department

Semester – II	FINANCIAL ACCOUNTING II*		24UCHC21 24UCCF21 24UCCO21			
Core-III			L	T	P	C
Hrs./Week: 4	Hrs./Semester : 60	Marks :100	4	-	-	4

*** Common to B.Com., B.Com. Finance and B.Com. Honours**

General Objective:

To knowledge on the preparation of various accounts and to acquaint the students with accounting practices of different traders

Learning Objectives

LO	The learners will be able to:
LO-1	The students are able to prepare different kinds of accounts such Higher purchase and Instalments System.
LO-2	To understand the allocation of expenses under departmental accounts
LO-3	To gain an understanding about partnership accounts relating to Admission and retirement
LO-4	Provides knowledge to the learners regarding Partnership Accounts relating to dissolution of firm
LO-5	To know the requirements of international accounting standards

UNIT I -Hire Purchase and Instalment System

Hire Purchase System – Accounting Treatment – Calculation of Interest - Default and Repossession - Hire Purchase Trading Account - Instalment System - Calculation of Profit

UNIT II - Branch and Departmental Accounts

Branch – Dependent Branches: Accounting Aspects - Debtors system - Stock and Debtors system – Distinction between Wholesale Profit and Retail Profit – Independent Branches (Foreign Branches excluded) - Departmental Accounts: Basis of Allocation of Expenses – Inter- Departmental Transfer at Cost or Selling Price.

UNIT III – Partnership Accounts – I

Partnership Accounts: –Admission of a Partner – Treatment of Goodwill - Calculation of Hidden Goodwill –Retirement of a Partner – Death of a Partner.

UNIT IV – Partnership Accounts – II

Dissolution of Partnership - Methods – Settlement of Accounts Regarding Losses and Assets – Realization account – Treatment of Goodwill – Preparation of Balance Sheet - One or more Partners insolvent – All Partners

insolvent – Application of Garner Vs Murray Theory – Accounting Treatment - Piecemeal Distribution – Surplus Capital Method – Maximum Loss Method.

UNIT V – Accounting Standards for financial reporting (Theory only)

Objectives and Uses of Financial Statements for Users-Role of Accounting Standards - Development of Accounting Standards in India -Role of IFRS- IFRS Adoption vs Convergence Implementation Plan in India- Ind AS- An Introduction - Difference between Ind AS and IFRS.

Textbooks:

2. Radhaswamy and R.L. Gupta: Advanced Accounting, Sultan Chand, New Delhi..
3. M.C. Shukla T.S. Grewal& S.C. Gupta, Advance Accounts, S Chand Publishing, New Delhi.
4. R.L. Gupta and V.K. Gupta, “Financial Accounting”, Sultan Chand, New Delhi.

Reference Books:

1. Dr. S.N. Maheswari: Financial Accounting, Vikas Publications, Noida.
2. Dr.Venkataraman & others (7 lecturers): Financial Accounting, VBH, Chennai. Course Outcomes

Course outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	To Understand the Hire purchase accounts and Instalment systems	1,2,4	K2
CO-2	To prepare Branch accounts and Departmental Accounts	1,2,4	K3
CO-3	To Evaluate the accounting treatment for admission and retirement in partnership	1,4	K4
CO-4	To know Settlement of accounts at the time of dissolution of a firm.	1,2,4	K5
CO-5	To elaborate the role of IFRS	1,4	K6

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credits				
II	24UCHC21	FINANCIAL ACCOUNTING II					60	4				
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)					
	PO1	PO2	PO3	PO4	PO5	PO6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	
CO-1	3	2	3	3	3	3	3	2	3	3	2	
CO-2	3	2	3	3	2	2	3	2	3	3	2	
CO-3	3	2	2	3	3	2	3	2	3	3	3	
CO-4	3	2	3	3	2	2	3	2	3	3	3	
CO-5	3	3	3	3	3	3	3	3	3	3	3	
	3-Strong, 2-Medium						1-Low					

Prepared by : Dr.K.Ahamed Anis Fathima Checked by: Dr.A. Hamil

Head of the Department

Semester – II	BUSINESS LAW*			24UCHC22 24UCCO22 24UCCF22			
Core-IV				L	T	P	C
Hrs./Week: 4	Hrs./Semester : 60	Marks :100	4	-	-	4	

*** Common to B.Com., B.Com. Finance and B.Com. Honours**

General Objective:

To students to learn fundamentals of contract act and to the fundamental knowledge on sale of goods act and Indian partnership act.

Learning Objectives

LO	The learners will be able to:
LO-1	To know the nature and objectives of Mercantile law and the essentials of valid contract
LO-2	To gain knowledge on performance contracts
LO-3	To be acquainted with the rules of Indemnity and Guarantee
LO-4	To make aware of the essentials of Bailment and pledge
LO-5	To understand the provisions relating to sale of goods

UNIT I - Elements of Contract

Indian Contract Act 1872: Definition of Contract, Essentials of Valid Contract, Classification of Contract, Offer and Acceptance – Consideration – Capacity to Contract – Free Consent - Legality of Object – Contingent Contracts – Void Contract.

UNIT II - Performance of Contract

Meaning of Performance, Offer to Perform, Devolution of Joint liabilities & Rights, Time and Place of Performance, Reciprocal Promises, Assignment of Contracts - Remedies for Breach of contract - Termination and Discharge of Contract - Quasi Contract.

UNIT III – Contract of Indemnity and Guarantee

Contract of Indemnity and Contract of Guarantee - Extent of Surety's Liability, Kinds of Guarantee, Rights of Surety, Discharge of Surety.

UNIT IV – Bailment and Pledge

Bailment and Pledge – Bailment – Concept – Essentials - Classification of Bailments, Duties and Rights of Bailor and Bailee – Law of Pledge – Meaning – Essentials of Valid Pledge, Pledge and Lien, Rights of Pawner and Pawnee.

UNIT V – Sale of Goods Act 1930:

Definition of Contract of Sale – Formation - Essentials of Contract of Sale - Conditions and Warranties - Transfer of Property – Contracts involving Sea Routes - Sale by Non-owners - Rights and duties of buyer - Rights of an Unpaid Seller.

Textbooks:

1. N.D. Kapoor , Business Laws- Sultan Chand and Sons, New Delhi.
2. R.S.N. Pillai – Business Law, S.Chand, New Delhi.
3. M C Kuchhal & Vivek Kuchhal, Business law, S Chand Publishing, New Delhi

Reference Books:

1. Preethi Agarwal, Business Law, CA foundation study material, Chennai.
2. Business Law by Saravanavel, Sumathi, Anu, Himalaya Publications, Mumbai.

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Understand the Objectives and significance of Mercantile law	1,4,5	K1
CO-2	Explain the clauses and exceptions of Indian Contract Act.	1,4,5	K3
CO-3	Outline the contract of indemnity and guarantee	4,5	K4
CO-4	Familiar with the provision relating to Bailment and Pledge	1,4,5	K5
CO-5	Explain the various provisions of Sale of Goods Act 1930	4,5	K6

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code		Title of the Course				Hours	Credit			
II	24UCHC22		BUSINESS LAW				60	4			
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO 2	PSO3	PSO4	PSO5
CO-1	3	2	3	3	3	2	2	2	2	3	3
CO-2	3	2	3	3	3	2	2	2	2	3	3
CO-3	3	2	2	3	3	2	2	2	2	3	3
CO-4	3	2	3	3	3	2	2	2	2	3	3
CO-5	3	3	3	3	3	2	2	2	2	3	3
	3-Strong,		2- Medium			1-Low					

Prepared by : Dr.K.Ahamed Anis Fathima Checked by: Dr.A. Hamil
Head of the Department

Semester – II	Indian Economic Development		24UAEC21			
EC-II (Allied)			L	T	P	C
Hrs./Week: 6	Hrs./Semester : 90	Marks :100	5	1	-	5

General Objectives:

To educate the students on environment that impact the business.

Learning Objectives

LO	The learners will be able to:
LO-1	Understand the concepts of Economic growth and development
LO-2	Know the features and factors affecting economic development
LO-3	Gain understanding about the calculation of national income
LO-4	Examine the role of public finance in economic development
LO-5	Understand the causes of inflation

Unit I - Economic Development and Growth

Meaning & Definition - Concepts of Economic Growth and Development. Differences between Growth and Development. Measurement of Economic Development: Per Capita Income, Basic Needs, Physical Quality of Life Index, Human Development Index and Gender Empowerment Measure- Factors affecting Economic Development

Unit II - Classification of Nations on the basis of development

Characteristics of Developing Countries and Developed Countries - Population and Economic Development- Theories of Demographic Transition. Human Resource Development and Economic Development

Unit III - National Income

Meaning, Importance, National Income -Concept, types of measurement, Comparison of National Income at Constant and Current Prices. Sectorial Contribution to National Income. National Income and Economic Welfare

Unit IV - Public Finance

Meaning, Importance, Role of Public Finance in Economic Development, Public Revenue-Sources, Direct and Indirect taxes, Impact and Incidence of Taxation, Public Expenditure-Classification and Cannons of Public Expenditure, Public Debt-Need, Sources and Importance, Budget-Importance, Types of Deficits -Revenue, Budgetary, Primary and Fiscal, Deficit Financing.

Unit V - Money Supply

Theories of Money and Its Supply, Types of Money-Broad, Narrow and High Power, Concepts of M1, M2 and M3. Inflation and Deflation - Types, Causes and Impact, - Price Index- CPI and WPI, Role of Fiscal Policy in Controlling Money supply

Textbooks

1. Dutt and Sundaram, Indian Economy, S.Chand, New Delhi
2. Remesh Singh, Indian Economy, McGraw Hill, Noida.

Reference Books

1. Nitin Singhania, Indian Economy, McGraw Hill, Noida.

2. Sanjeverma, The Indian Economy, unique publication, Shimla.
3. GhatakSubrata: Introduction to Development Economics, Routledge Publications, New Delhi.
4. SukumoyChakravarty: Development Planning- Indian Experience, OUP, New Delhi.
5. Ramesh Singh, Indian Economy, McGraw Hill, Noida.

Course Outcome

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO1	Elaborate the role of State and Market in Economic Development	1,2,3	K1, K2, K3
CO2	Explain the Sectorial contribution to National Income	2,3	K1, K2, K3, K4, K5
CO3	Illustrate and Compare National Income at constant and current prices.	1,4	K3, K4, K5, K6
CO4	Describe the canons of public expenditure	4,5	K2, K3, K4,
CO5	Understand the theories of money and supply	1,2,5	K2, K3, K4, K5, K6

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing;

K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course						Hours	Credits				
II	24UAEC21	Indian Economic Development						90	5				
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)						
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO-1	3	2	2	3	2	2	2	2	2	2	3		
CO-2	3	2	3	2	2	2	2	3	3	3	3		
CO-3	3	2	3	2	2	2	2	3	3	2	2		
CO-4	3	2	3	3	2	3	2	2	3	3	3		
CO-5	3	2	3	2	2	2	2	2	2	2	3		

STRONG (3), MEDIUM (2) and LOW (1)

	Prepared by	Checked by
Name:	Dr.M.Sulthana Barvin	Dr. M. Sulthana Barvin
Signature:		Head of the Department of Economics

Semester – II	Human Resource Management		24UABA21			
EC-II (Allied)			L	T	P	C
Hrs./Week: 6	Hrs./Semester : 90	Marks :100				5

General Objective:

The general objectives of the course are designed to understand the transformation of human resource management & its functions

Course Objectives:

LO	The learner will be able to:
LO-1	To understand the concept of job analysis along with components.
LO-2	To examine the various ways of job evaluation in fixing wages for each job.
LO-3	To apply the different sources of recruitment in selecting the human resource.
LO-4	To assess the various methods of trainings used in enhancing the performance of human resource
LO-5	To develop a suitable method of performance appraisal for promotion & career planning .

Unit - I

Human Resource Management – Meaning – Definition – Scope – Objectives – Functions – Managerial functions – Operative functions – Human Resource Management Vs Personnel Management – Role of HR Manager in an Organization.

Unit - II

Job Analysis – Concepts – Definition – Importance – Purpose – Elements – Job Description – Specification – Techniques for data collection in job analysis – Job Evaluation – Job Evaluation Methods.

Unit - III

Recruitment – Definition – Process – Factors affecting Recruitment – Sources of Recruitment – Internal sources – external sources – Selection – Definition – Selection Process – Psychological Tests for Selection.

Unit - IV

Training – Induction Vs Training – Importance of Training – Types of Training – Performance appraisal – Objectives of Performance appraisal –

Importance of Performance appraisal – Types of Performance appraisal – HR audit – Balance score card.

Unit - V

Career planning – Features – Objectives – Need – Process of career planning – Career planning V/s Human resource planning – benefits of career planning – Different stages of career planning.

Textbook:

1. VSP. Rao, Human Resource Management, Excel Books Publication, 3rd Edition, 2013.

Reference Books:

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

Course Outcomes

CO	Upon completion of the course, the students will be able to:	PSOs Addressed	Cognitive Level
CO-1	Understand the components of job analysis for human resource planning	1,2,3,5	K1
CO-2	Evaluate the methods of job evaluation in wage fixation	1,2,3,4,5	K1,K3.K5
CO-3	Illustrate the different methods of recruitment for human resource selection	1,2,3,4	K5
CO-4	Choose the appropriate method of training in enhancing employee performance	1,2,3,5	K5
CO-5	Design a suitable performance appraisal method for career planning and advancement.	1,2,3,4,5	K6

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course	Hours	Credits							
II	24UABA21	Human Resource Management	90	5							
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	2	3	3	3	1	3	3	3	3	3
CO-2	3	1	3	3	3	1	3	3	3	3	2
CO-3	3	2	3	3	2	2	3	3	3	3	2
CO-4	3	1	3	3	3	3	3	3	3	3	3
CO-5	3	2	3	3	2	1	3	3	3	3	3
3-Strong, 2- Medium 1-Low											

Prepared by : Dr.K.Ahamed Anis Fathima Checked by: Dr.A. Hamil

Head of the Department

Semester – II	E-Commerce		24UAHC21			
EC-II (Allied)			L	T	P	C
Hrs./Week: 6	Hrs./Semester : 90	Marks :100	5	1	-	5

General Objective:

Course provides an introduction to information systems for business and management

Learning Objectives

LO	The learner will be able to:
LO-1	To know the goals of Electronic commerce
LO-2	To understand the various Business models in emerging E-commerce areas
LO-3	To have an insight on the internet marketing technologies
LO-4	To understand the benefits and implementation of EDI
LO-5	To examine the ethical issues of E-commerce

UNIT I

Introduction to E-Commerce

Defining E - Commerce; Main Activities of Electronic Commerce; Benefits of E-Commerce; Broad Goals of Electronic Commerce; Main Components of E-Commerce; Functions of Electronic Commerce - Process of E-Commerce - Types of E- Commerce; The World Wide Web, The Internet and the Web: Features, Role of Automation & Artificial Intelligence in E-Commerce

UNIT II

E-Commerce Business Models & Consumer Oriented E Commerce

E-commerce Business Models, Major Business to Consumer (B2C) Business Models, Major Business to Business (B2B) Business Models, Business Models in Emerging E-Commerce Areas - E-tailing: Traditional Retailing and E- retailing, Benefits of E-retailing, Models of E-retailing, Features of E-retailing.

UNIT III

E-Commerce Marketing Concepts (CASE STUDY)

The Internet Audience and Consumer Behaviour, Basic Marketing Concepts, Internet Marketing Technologies – Marketing Strategy - E services:

Categories of E-services, Web-Enabled Services, Information-Selling on the Web.

UNIT IV

Electronic Data Interchange & Security

Benefits of EDI, EDI Technology, EDI Standards, EDI Communications, EDI Implementation, EDI Agreements, EDI Security. Electronic Payment Systems, Need of Electronic Payment System - Digital Economy - Threats in Computer Systems: Virus, Cyber Crime Network Security: Encryption, Protecting Web Server with a Firewall, Firewall and the Security Policy, Network Firewalls and Application Firewalls, Proxy Server.

UNIT V

Ethics in E-Commerce

Issues in E Commerce Understanding Ethical, Social and Political Issues in E-Commerce: A Model for Organizing the Issues, Basic Ethical Concepts, Analysing Ethical Dilemmas, Candidate Ethical Principles Privacy and Information Rights: Information Collected at E-Commerce Websites.

TEXTBOOKS:

1. Kenneth C. Laudon, E-Commerce : Business, Technology, Society, 4 th Edition, Pearson Education Limited, New Delhi
2. S. J. Joseph, E-Commerce: an Indian perspective, PHI Learning Pvt. Ltd., New Delhi
3. David Whitley, E-Commerce-Strategy, Technologies & Applications, TMI, McGraw-Hill, London

Reference:

1. Agarwala, K.N. and D. Agarwala, Business on the Net : What's and How's of E-Commerce, McMillan Publisher India Pvt. Ltd., Chennai
2. Ravi Kalkota, Frontiers of E-Commerce, TM, Pearson Education Limited, New Delhi
3. Elias M Awad, Electronic Commerce : From Vision to Fulfillment. PHI Learning Pvt. Ltd., New Delhi

Course Outcomes

CO	Upon completion of the course, the students will be able to:	PSOs Addressed	Cognitive Level
CO-1	Understand the role and features of world wide web	1,4	K1
CO-2	Understand the Benefits and model of e-tailing	1,4,5	K1,K4,K5
CO-3	Use the web enabled services	1,2	K1,K3,K4
CO-4	Tackle the threats in internet security system	1,5	K1,K5
CO-5	Know about the Ethical principles Privacy and Information Rights	1,5	K1,K3

**K1-Remembering; K2 - Understanding; K3 - Applying; K4 - Analyzing;
K5 - Evaluating; K6 - Creating**

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credit			
II	24UAHC21	E-Commerce					90	5			
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	PSO4	PSO5
CO-1	3	2	3	3	3	2	3	3	2	3	3
CO-2	3	2	3	3	2	2	3	3	2	3	3
CO-3	3	3	3	3	1	3	3	3	3	3	3
CO-4	3	2	3	3	2	2	3	3	2	3	3
CO-5	3	2	3	3	3	2	3	3	2	3	3
	3-Strong,						2- Medium		1-Low		

Prepared by : Dr.K.Ahamed Anis Fathima Checked by: Dr.A. Hamil
Head of the Department

Semester – II	MARKETING PRINCIPLES		24UNHC21			
SEC-II			L	T	P	C
Hrs./Week: 2	Hrs./Semester : 30	Marks :50				2

General Objective:

Understand customer needs and wants, and to develop products, services and strategies that meet those needs profitability .The aim is to create value for both customers and the organization .

Learning Objectives:

LO	The learner will be able to:
LO-1	Understand the Concepts of Marketing and marketing Mix
LO-2	To familiarize with the Market segmentation and Marketing strategies.
LO-3	To inculcate knowledge about Product life cycle
LO-4	To enable students to gain expert knowledge on Pricing and Promotion
LO-5	To acquaint recent trends in marketing

UNIT 1 –Introduction

Marketing -Meaning -Concepts of marketing –Objectives -Importance – Functions of marketing- Marketing mix –Meaning –Definition –Elements – Marketing Mix Matrix .

UNIT II Market Segmentation

Market Segmentation- Basis for Segmenting- Market targeting-Positioning functional strategies –Identification of market segment –Marketing Strategies

Unit III Product

Product -Product differentiation-Product positioning –Branding- Packaging- New product development- Product life cycle- Distribution channels

Unit IV Pricing

Pricing -Significance of pricing - factors influencing pricing- Pricing strategies -Promotion Types of promotion

Unit V Recent trends in marketing

Globalization - Impact on Indian markets -Recent trends in marketing –E-Marketing -E-tailing –Social Marketing –Green marketing –Rural –Service – Niche –Viral –Ambush –Guerrilla –Multilevel Marketing-Referral marketing –Content Marketing .

Textbooks:

R.S.N.Pillai & Bagawathi-Marketing- S.Chand & Co.,Delhi

Reference Books:

1. Marketing-Rajan Nair

2. Philip Kotler-Marketing Management Practice-Hall of India Private Limited-New Delhi
3. William J.Stanton Etal.-Fundamentals of Marketing McGraw-Hill International Editions.

Course Outcomes

CO	Upon completion of the course, the students will be able to:	PSOs Addressed	Cognitive Level
CO-1	Understood the basic concepts of marketing and marketing mix	1	K1
CO-2	Known about the market segmentation and market strategies.	2,3	K1
CO-3	Efficiently analyse the stages in Product life cycle.	2	K5
CO-4	Be an expert on price fixing	1,2	K3
CO-5	Grasped knowledge on various types of marketing	2	K2

**K1-Remembering; K2 - Understanding; K3 - Applying; K4 - Analyzing;
K5 - Evaluating; K6 - Creating**

Relationship Matrix

Semester	Course Code	Title of the Course	Hours	Credit							
II	24UNHC21	MARKETING PRINCIPLES	30	2							
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO 2	PSO3	PSO4	PSO5
CO-1	3	2	3	3	3	2	2	3	2	3	3
CO-2	3	2	3	3	3	2	2	3	2	3	3
CO-3	3	2	3	3	3	2	2	3	2	3	3
CO-4	3	2	3	3	3	2	2	3	2	3	3
CO-5	3	2	3	3	3	2	2	3	2	3	3
	3-Strong,						2- Medium		1-Low		

Prepared by : Dr.K.Ahamed Anis Fathima Checked by: Dr.A. Hamil
Head of the Department

Semester – II	Value Education-I		24USVE2A			
SEC-III			L	T	P	C
Hrs./Week: 2	Hrs./Semester : 30	Marks :50	2	-	-	2

General Objective: To make students inculcate moral values, leading to faith and righteous action 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 – Preservance – Structure – Content – Purpose – Source of Islamic Law– SuraFathiha, 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) – AiamulJahiliya – 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 – MasnoonDuas.

Textbooks:

Publication of SadakathullahAppa College

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. Ali Nadawi, Abul Hasan– Muhammad Rasulullah., Muassasathus Sahafawa Nashr publication Lucknow, India,1999.
5. K. Ali – A Study of Islamic History.
6. Abdul Rahuman Abdulla
h – Islamic Dress code for Women.
7. Dr. Munir Ahamed Mughal – Code For Believers.
8. Abdul Malik Mujahid – Gems and Jewels.

Semester – II	Value Education-II		24USVE2B			
SEC-III			L	T	P	C
Hrs./Week: 2	Hrs./Semester : 30	Marks :50	2	-	-	2

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.

Textbooks:

Publication of Sadakathullah Appa College.