

**POST GRADUATE DEPARTMENT OF  
CORPORATE SECRETARYSHIP  
(ACADEMIC YEAR 2021 -2022)**

**B.COM CS**

## DETAILS OF STAFF PROFILE

S.No	NAME	QUALIFICATION	DESIGNATION
1.	Dr. P.RADHIKA	M.Com.,M.Phil.,M.C.S., Ph.D	Mentor & Associate Professor
2.	Dr. LEJI ALEYAMMA GEORGE	M.Com.,M.Phil.,M.C.S., Ph.D	Head & Associate Professor
3.	Dr. L.UMA MAGESWARI	M.Com.,M.Phil.,M.C.S., Ph.D	Associate Professor
4.	Dr. S.SUMATHI	M.Com.,M.Phil.,M.C.S., Ph.D	Associate Professor
5.	Dr.G.M.DEIVANAYAGI	M.A(C.S)., M.Phil., Ph.D	Assistant Professor
6.	Dr.R.MARY GEETHAM	M.Com.,B.Ed.,M.Phil., SET.,Ph.D	Assistant Professor
7.	Dr.J.JOSEPHINE VIRGINIA SHARMILA	M.Com(C.S).,M.Phil, SET.,Ph.D	Assistant Professor
8.	Dr.MAYA ELIZABETH AUGUSTINE	M.Com.,M.Phil.,B.Ed.,P.hD	Assistant Professor
9.	Dr.A.UMA MAHESWARI	M.A(C.S)., M.Phil., Ph.D	Assistant Professor
10.	MS.V.SUVEETHA	M.Com(C.S).,SET	Assistant Professor
11.	MS.K.SHARMILA	M.Com(C.S)., M.Phil(C.S).,NET,JRF	Assistant Professor
12.	MS.K.SARANYA	M.Com.,M.Phil.,SET	Assistant Professor

## **PREAMBLE**

The curriculum of B.Com (Corporate Secretaryship) is structured in a way that the students acquire in-depth knowledge in corporate affairs. The course provides a platform for the students to pursue Company Secretaryship as a profession. The comprehensive curriculum design bestows excellent career opportunities to explore new vistas in the present competitive corporate arena.

## **PROGRAM OUTCOME**

- The Curriculum of B.Com (Corporate Secretaryship) is structured in a way that the students acquire in-depth knowledge in corporate affairs.
  
- The course provides a platform for the students to pursue Company Secretaryship as a profession.
  
- The comprehensive curriculum design bestows excellent career opportunities to explore new vistas in the present competitive corporate arena.
  
- The prime Objective of the course is to create a world class academic environment in the field of commerce and Business.
  
- On completing the course students will be equipped to inculcate the following attributes indicating a professional outlook in their discipline of study
  - a. Proficient Knowledge about Laws, Rules And Regulations
  
  - b. Interpretation of Financial Statements
  
  - c. Interpersonal Communication

## SCHEME OF EXAMINATION

### SEMESTER I

Course Components	Name of the course	Credits	Ins.Hrs	Int.Mar	Ext. Marks	Total
PART I	Paper I – Language I	3	4	25	75	100
PART II	Paper I – English I	3	4	25	75	100
PART III	Core Paper I – Financial Accounting*	4	6	25	75	100
	Core Paper II – Business Communication*	4	6	25	75	100
	Allied Paper I - International Trade	5	6	25	75	100
PART IV	Soft Skill I	3	2	50	50	100
	Non Tamil Students : Basic Tamil/AdvancedTamil Tamil Students : Non-Major Elective *	2	2	25	75	100

### SEMESTER II

Course Components	Name of the course	Credits	Ins.Hrs	Int. Marks	Ext. Marks	Total
PART I	Paper II – Language II	3	4	25	75	100
PART II	Paper II – English II	3	4	25	75	100
PART III	Core Paper III – Advanced FinancialAccounting*	4	6	25	75	100
	Core Paper IV – Corporate Management	4	6	25	75	100
	Allied Paper II - Business Economics*	5	6	25	75	100
PART IV	Soft Skill II	3	2	50	50	100
	Non Tamil Students : Basic Tamil/AdvancedTamil Tamil Students : Non-Major Elective *	2	2	25	75	100

\*Non Major Elective – Any One Of The Following (Semester Wise)

SEMESTER III

Course Components	Name of the course	Credits	Ins Hrs	Int. Marks	Ext Marks	Total
PART I	Paper III – Language III	3	6	25	75	100
PART II	Paper III – English III	3	4	25	75	100
PART III	Core Paper V – Corporate Accounting –I*	4	6	25	75	100
	Core Paper VI – Company Law and Secretarial Practice	4	5	25	75	100
	Allied Paper III - Business Statistics *	5	5	25	75	100
PART IV	Soft Skill III	3	2	50	50	100
	Environmental Studies		2	Examination will be held in semester IV		

SEMESTER IV

Course Components	Name of the course	Credits	Ins Hrs	Int. Marks	Ext Marks	Total
PART I	Paper IV – Language IV	3	5	25	75	100
PART II	Paper IV – English IV	3	5	25	75	100
PART III	Core Paper VII – Advanced Corporate Accounting *	4	6	25	75	100
	Core Paper VIII – Indirect Taxation*	5	5	25	75	100
	Allied Paper IV – Securities Laws & Market Operations	5	5	25	75	100
PART IV	Soft Skill IV	3	2	50	50	100
	Environmental Studies	2	2	25	75	100

SEMESTER V

<b>Course Components</b>	<b>Name of the course</b>	<b>Credits</b>	<b>Ins .Hrs</b>	<b>Int. Marks</b>	<b>Ext Marks</b>	<b>Total</b>
<b>PART III</b>	Core Paper IX – Management Accounting	4	6	25	75	100
	Core Paper X – Securities Laws and Market Operations	5	6	25	75	100
	Core Paper XI – Income Tax Law &Practice – I	4	6	25	75	100
	Core Paper XII – Commercial Law	4	5	25	75	100
	Elective Paper I Entrepreneurial Development	5	5	25	75	100
<b>PART IV</b>	Value Education	2	2	25	75	100

SEMESTER VI

<b>Course Components</b>	<b>Name of the course</b>	<b>Credits</b>	<b>Ins .Hrs</b>	<b>Int. Marks</b>	<b>Ext Marks</b>	<b>Total</b>
<b>PART III</b>	Core Paper XIII – Cost Accounting	4	6	25	75	100
	Core Paper XIV – Industrial Laws	4	6	25	75	100
	Core Paper XV – Income Tax Law &Practice – II	4	6	25	75	100
	Core Paper XVI – Goods and Service and Customs Tax	4	6	25	75	100
	Elective Paper II – Project – Institutional Training	5	6	25	75	100
<b>PART V</b>	Extension Activities	1				

அண்ணா ஆதர்ஷ் மகளிர் கல்லூரி, சென்னை

தமிழ்த்துறை

சென்னைப் பல்கலைக்கழகப் பாடத்திட்டம்

பொதுத்தமிழ் - முதலாமாண்டு - முதற்பருவம் (FIRST SEMESTER)

நோக்கும் கற்றல் பயன்பாடும் (2021 - 2022)

Objective - Syllabus - Out come (2021 -2022)

பாடத்திட்டத்தின் நோக்கம்:

காலந்தோறும் தமிழ் அடைந்துள்ள வளர்ச்சியையும், இன்றைய நவீன காலத்தில் உருவான தமிழ் இலக்கியங்களையும் ஒற்றுமை வேற்றுமைப்படுத்தி ஆராய்கின்ற நோக்கில் பொதுத்தமிழ்ப் பாடப்பகுதி கட்டமைக்கப்பட்டுள்ளது.

பாரதியார், பாரதிதாசன், கவிமணி உள்ளிட்டோரின் மரபுக்கவிதைகளும், அப்துல் ரகுமான், சிற்பி, மு.மேத்தா, வைரமுத்து உள்ளிட்டோரின் புதுக் கவிதைகளும் இரா.பி.சுதுப்பிள்ளை அவர்களின் உரைநடை, முத்துசாமி அவர்களின் நாடகம் போன்றவை இடம்பெற்றுள்ளன.

தமிழ் மக்களின் வாய்மொழி இலக்கியங்களில் சிலபாடல்கள் பாடமாக வைக்கப்பட்டுள்ளன. இந்த இலக்கியங்கள் சார்ந்த வரலாற்றுப் பின்புலமும் பாடமாக அமைந்துள்ளன.

மாணவர்களுக்குப் படிப்பின் ஆர்வத்தைத் தூண்டும் வகையில் கவிதைகள், சிறுகதை, உரைநடை, நாடகம் போன்ற எளிமையான பகுதிகள் அமைக்கப்பட்டுள்ளன.



இலக்கிய வாசிப்பின் ஆர்வத்தை ஊக்குவித்தலும் தற்கால தமிழ் இலக்கியத்தின் ஆளுமைகளை மாணவர்கள் புரிந்துகொள்ள வைத்தலும் பாடத்திட்டத்தின் நோக்கமாகும்.

தமிழ் இலக்கிய வரலாற்றில் தற்கால படைப்பாளர்களையும் படைப்புகளையும் அறிமுகப்படுத்தித் தமிழ் இலக்கியப் பாரம்பரியத்தைப் புரிய வைத்தலும் பிழையின்றி எழுதுவதற்குரிய இலக்கண விதிமுறைகளைத் தெரிந்து கொள்ளுதலும் பாடத்திட்டத்தின் நோக்கமாகும்.

தமிழ் மொழியின் கடினமான சொற்களுக்குரிய பொருளைத் தெரிந்துகொள்ளும் வகையில் அகராதியைப் பயன்படுத்துவதற்குரிய அடிப்படையைக் கற்றுத்தருதலே நோக்கமாகும்.

### பாடத்திட்டம்

#### பாடப்பகுப்பு

- I. இலக்கியம்
- II. அதைச் சார்ந்த தமிழிலக்கிய வரலாறு
- III. மொழிப் பயிற்சி

### அலகு - 1

#### மரபுக்கவிதை

1. பாரதியார் - பாரத சமுதாயம்.
2. பாரதிதாசன் - ஒற்றுமைப்பாட்டு
3. கவிமணி தேசிக விநாயகம் பிள்ளை - உடல் நலம் பேணல்
4. நாமக்கல் கவிஞர் வெ. இராமலிங்கம்பிள்ளை - தமிழன் இதயம்
5. கவிஞர் கண்ணதாசன் - குடும்பம் ஒரு கதம்பம்
6. பட்டுக்கோட்டை அ. கல்யாணசுந்தரம் - வருங்காலம் உண்டு

7. தமிழ் ஒளி - வழிப்பயணம்

### புதுக்கவிதை

1. கவிஞர் ந. பிச்சமூர்த்தி - காதல்
2. கவிஞர் அப்துல் ரகுமான் - பித்தன்
3. கவிஞர் மு.மேத்தா - காதலர் பாதை, ஒரு கடிதம் அனாதையாகிவிட்டது, நிழல்கள்
4. கவிஞர் இன்குலாப் - ஒவ்வொரு புல்லையும் பெயர் சொல்லி அழைப்பேன்
5. கவிஞர் தமிழன்பன் - சொல்லில் உயர்வு தமிழ்ச்சொல்லே
6. கவிஞர் வைரமுத்து - விதைச்சோளம்
7. கவிஞர் அ.சங்கரி - இன்று நான் பெரிய பெண்

### அலகு - 2

#### நாட்டுப்புற இலக்கியம்

1. ஏற்றப்பாட்டு
2. தெம்மாங்கு
3. அம்பா பாடல்கள்
4. விளையாட்டுப் பாடல்கள்
5. நடவுப் பாடல்கள்

### அலகு - 3

#### சிறுகதைகள்

1. கு.ப.ரா- கனகாம்பரம்
2. கு.அழகிரிசாமி - குமாரபுரம் ஸ்டேஷன்
3. தமிழ்ச்செல்வன் - வெயிலோடு போய்

4.தோப்பில் முகமது மீரான் - வட்டக்கண்ணாடி

5.அம்பை - பிளாஸ்டிக் டப்பாவில் பராசக்தி முதலியோர்

**உரைநடை**

1.இரா.பி.சேதுப்பிள்ளை - வண்மையும் வறுமையும்

**அலகு - 4**

**நாடகம்**

நா.முத்துசாமி - நாற்காலிக்காரர்

**அலகு -5**

**தமிழிலக்கிய வரலாறு**

1. மரபுக் கவிதை - இருபதாம் நூற்றாண்டு கவிஞர்கள்

2. புதுக்கவிதை - தோற்றம் - வளர்ச்சி -வரலாறு

3. நாட்டுப்புறப் பாடல்கள், கதைகள், கதைப்பாடல்கள், பழமொழிகள்,

விடுகதைகள் - வரலாறு

4. சிறுகதை, உரைநடை வரலாறு

5. நாடகம் - வரலாறு

**அலகு - 6**

**மொழிப் பயிற்சி**

1. வாக்கிய வகை(தொடர் வாக்கியம், தனி வாக்கியம், கூட்டு வாக்கியம்)

2. இரு வழக்குகள் (பேச்சு, எழுத்து)

3. எழுவாய், பயனிலை, செயப்படுபொருள்

4. ஒருமை, பன்மை மயக்கம்

5. திணை, பால், எண், இட வேறுபாடு

6. நால்வகைச் சொற்கள் (பெயர், வினை, இடை, உரி)

7. அகரவரிசைப் படுத்துதல்

**கற்றலும் பயன்பாடும்:**

தமிழ் மொழியின் இலக்கிய வளங்களின் மதிப்பைப் புரிதல். தமிழ் இலக்கிய வாசிப்பின் வழி சமூக விழிப்புணர்வைத் தூண்டுதல். தமிழ் இலக்கிய வளங்களின் வாயிலாகத் தமிழ்ப்பண்பாட்டை அடுத்த தலைமுறைக்குக் கொண்டுசெல்லுதல். மொழிவளத்தின் தேவையை வலியுறுத்துதல். மாணவர்கள் பிழையின்றி எழுத மொழிப்பயிற்சி உதவுகிறது.

இப்பாடத்திட்டம் மாணவர்கள் தங்கள் படைப்புகளை உருவாக்குவதற்கும் பயன்படுகிறது. போட்டித்தேர்வுகளை எதிர்கொள்ளுவதற்குரிய வகையில் இலக்கிய வரலாற்றுப்பகுதி மிகுந்த பயனுடையதாய் உள்ளது.

**பாடநூல்**

சென்னைப்பல்கலைக்கழகம் (university of Madras)

➤ அடித்தளப் படிப்பு - பகுதி - I தமிழ்

முதலாம் மற்றும் இரண்டாம் பருவங்களுக்குரியது. அனைத்துப் பட்டப்படிப்பு பிரிவுகளுக்கும் ஐந்தாண்டு ஒருங்குமுறை பட்ட மேற்படிப்புப் பிரிவுகளுக்கும் பொதுவானது.

தாள் -I - செய்யுள் திரட்டு

(Foundation Course

Part - I Tamil - For I & II Semesters

Common to all undergraduate course and Five-Year Integrated postgraduate courses. (2020 - 2021 onwards.)

- நாற்காலிக்காரர் - நா.முத்துசாமி
- தமிழ் இலக்கிய வரலாறு பாடம் தழுவியவை
- மொழிப்பயிற்சி

### Reference book

தமிழ் - பகுதி 4 - சென்னைப் பல்கலைக்கழகம் வடிவமைத்த பாடத்திட்டங்கள்  
ஆகையால் குறிப்புதவி நூல் என்று தனியாக இல்லை. (Reference book not applicable)

## HINDI

### COURSE OBJECTIVES:

The objective of the course is to sensitize the students -

1. To the aesthetic and cultural aspects of literary appreciation and analysis.
2. To introduce modern Hindi Prose to the students and to understand the cultural, social and moral values of modern Hindi Prose.
3. To familiarize Official correspondence, General letter correspondence and technical words.
4. To motivate to demonstrate human value in different life situations

### LESSONS PRESCRIBED:

1. Sabhyata ka Rahasya
2. Mitrata

3. Yuvavon sen
4. Paramanu Oorja evam Khadya Padarth Sanrakshan
5. Yougyata aur Vyavasay ka Chunav.

### **FUNCTIONAL HINDI & LETTER WRITING**

Students are expected to know the office and Business Procedures, Administrative and Business Correspondence.

General Correspondence:

1. Personal Applications
2. Leave Letters
3. Letter to the Editor
4. Opening an A/C
5. Application for Withdrawal
6. Transfer of an A/C
7. Missing of Pass Book / Cheque Leaf
8. Complaints
9. Ordering for Books
10. Enquiry

OFFICIAL CORRESPONDENCE:

1. Government Order
2. Demi Official Letter
3. Circular
4. Memo
5. Official Memo
6. Notification
7. Resolution
8. Notice

BOOKS FOR REFERENCE:

1. Karyalayeen Tippaniya : Kendriya Hindi Sansthan, Agra 2.
- Prayojan Moolak Hindi : Dr. Syed Rahamathulla, Poornima Prakashan

4/7, Begum III Street, Royapettah, Chennai – 14.

## **UNITISED SYLLABUS**

### **UNIT-I**

Sabhyata ka Rahasya

Personal Applications

Leave Letters

Government Order

Administrative Terminology Hindi to English (25 Words )

### **UNIT - II**

Mitrata

Letter to the Editor

Opening an A/C

Demi Official Letter

Administrative Terminology English to Hindi ( 25 Words )

### **UNIT-III**

Yuvavon Se

Application for Withdrawal

Circular

Memo

Administrative Terminology Hindi to English ( 25 Words )

### **UNIT-IV**

Paramanu Oorja evam Khadya

Padarth Sanrakshan Transfer of an

A/C

Missing of Pass Book / Cheque Leaf

Official Memo

Administrative Terminology English to Hindi (25 Words)

### **UNIT-V**

Yougyata aur Vyavasay ka Chunav

Complaints

Ordering for Books

Notification

Official Noting Hindi to English ( 25 words )

### **UNIT-VI**

Enquiry

Resolution

Notice

Official Noting English to Hindi ( 25 words )

### **COURSE OUTCOMES:**

1. Understanding the concept and importance of functional Hindi
2. Understanding various forms of functional Hindi and its usage according to its area of application
3. Knowledge about good civilization qualities and culture.
4. Knowledge about the importance of human values.

## **French I**

**Title of the Paper:** Prescribed text and grammar-I

### **Objectives**

In teaching French, we aim to

-provide the learners with a basic knowledge of grammar and gradually give them an insight into the culture and literature of France

-enable them to comprehend the nuances of the language so they are better equipped to express themselves in French



-discover another world, another people , another way of life .

-make them more accepting of people who differ from them

Prescribed textbook:

> Régine Mérieux & Yves Loiseau, Latitudes 1, Paris, Didier, 2017

(Units 1-6 only). Unité 1 - Salut!

Saluer - entrer en contact avec quelqu'un - se présenter- s'excuser

Unité 2 - Enchanté !

Demander de se présenter - Présenter quelqu'un

Unité 3 - J'adore !

Exprimer ses goûts - Échanger sur ses projets

Unité 4 - Tu veux bien ?

Demander à quelqu'un de faire quelque chose - Demander poliment - Parler

d'actions passées Unité 5 - On se voit quand ?

Proposer , accepter, refuser une invitation. - Indiquer la date - Prendre et fixer un rendez-vous - Demander et indiquer l'heure

Unité 6 - Bonne idée !

Exprimer son point de vue positif et négatif - S'informer sur le prix - S'informer sur la quantité - Exprimer la quantité .

### **Outcomes :**

Learners are able

- to comprehend and express themselves well
- to have an interest to look into another world
- to improve communication skills
- to perform well in the University Exams.

சென்னைப் பல்கலைக்கழகம்  
அடிப்படைத்தமிழ் - நோக்கும் கற்றல் பயன்பாடும்  
அண்ணா ஆதர்ஷ் மகளிர் கல்லூரி, சென்னை  
தமிழ்த்துறை  
முதலாமாண்டு (2021 -2022)  
அடிப்படைத் தமிழ் - முதல் பருவம்

**பாடத்திட்டத்தின் நோக்கம் (Objective)**

தமிழ்மொழியைப் பேசவும் எழுதவும் படிக்கவும் தெரியாத மாணவர்கள் அடிப்படைத்தமிழ் பாடம் படித்துப் பயன்பெறும் நோக்கில் பாடத்திட்டம் அமைகிறது. அண்டை மாநிலங்களிலிருந்தும் பிற நாடுகளிலிருந்தும் இளங்கலை, இளம் அறிவியல் பட்டம் பெறும் மாணவர்கள் தமிழ் நாட்டின் மாநில மொழியைப் பேசவும் எழுதவும் துணைபுரியும் வகையில் பாடத்திட்டம் வடிவமைக்கப்பட்டுள்ளது.

இம்மாணவர்கள் முதற்பருவத்தில் தமிழ் மொழியின் எழுத்துக்களை எழுதவும் படிக்கவும் பயிற்சி அளிக்கப்படுகிறது. மேலும் தமிழ் மொழியின் சொல் வகை, தொடரமைப்பு, தமிழில் எண்ணுப்பெயர்கள், உடல் உறுப்புகள், அன்றாட வாழ்விற்குத் தேவையான பொருள்களை அறிந்துகொள்ள வைப்பதே இதன் நோக்கமாகும்.

**பாடத்திட்டம் - முதல் பருவம் (SYLLABUS)**

**அலகு - 1.**

எழுத்துகள்

1. உயிர் எழுத்து, ஆய்த எழுத்து, 2. மெய் எழுத்து , 3. உயிர் மெய் எழுத்து

**அலகு - 2**

சொற்கள்

1. பெயர்ச்சொல், 2. வினை சொல், 3. இடை சொல், 4. உரிச் சொல்

**அலகு -3.**

தொடரமைப்பு

1. எழுவாய், 2. பயனிலை, 3. செயப்படுப் பொருள்

**அலகு -4.**

பிழை நீக்கம்

1. ஒற்றுப் பிழை, 2. எழுத்துப் பிழை, 3. தொடர்ப்பிழை,

**அலகு - 5**

எண்கள், உறவுப் பெயர்கள், வாழ் இடங்களும், பொருள்களும்

**அலகு - 6**

அறிமுகம்

1. விழாக்கள், 2. இயற்கை, 3. உணவு முறைகள்-சுவை-காய்கள்-பழங்கள் போன்றன.

**பாடத்திட்டத்தின் பயன்கள் (Subject Outcome)**

இந்தப் பாடத்தினால் வேற்றுப்புல மாணவர்கள் தமிழகத்தில் பாமர மக்களிடமும் தமிழில் பேச முடியும். தமிழ் மொழியிலுள்ள சிறு சிறு படைப்புகளைப் பார்த்து இலக்கிய இன்பம் பெறமுடியும். தமிழகத்திலுள்ள சுற்றுலாத்தலங்களுக்கு வழிகாட்டி இன்றிப் போய் வருதல்.

**பாட நூல்**

தமிழ் – பகுதி 4 - சென்னைப் பல்கலைக்கழகம் அடிப்படைத் தமிழுக்குப் பாடத்திட்டங்கள் மட்டுமே வரையறுத்துள்ளது. அதை நூலாக வெளியிடவில்லை. எனவே, பாடநூல் இல்லை.

### Reference book

தமிழ் – பகுதி 4 - சென்னைப் பல்கலைக்கழகம் வடிவமைத்த பாடத்திட்டங்கள் ஆகையால் குறிப்புதவிநூல் என்று தனியாக இல்லை.  
(Reference book not applicable)

சென்னைப் பல்கலைக்கழகம்

சிறப்புத்தமிழ் - நோக்கும் கற்றல் பயன்பாடும்

அண்ணா ஆதர்ஷ் மகளிர் கல்லூரி, சென்னை

தமிழ்த்துறை

முதலாமாண்டு (2021 -2022)

சிறப்புத் தமிழ் - முதல்பருவம்

### பாடத்திட்டத்தின் நோக்கம் (Objective)

இப்பாடத்திட்டம் பள்ளிகளில் ஒரு சில வகுப்புகளில் தமிழைப் படித்து தமிழ் மொழியை முழுமையாக அறிந்து கொள்ளாத கல்லூரிகளில் பிற மொழி கற்பவர்களுக்காக வடிவமைக்கப்படுகிறது. இங்கு தமிழ் இலக்கியப்பகுதியும், தமிழிலக்கிய வரலாற்றுப்பகுதியும், மொழிப்பயிற்சியும் பாடமாக அமைகிறது. தமிழ் இலக்கிய இன்பத்தை உணரும் நோக்கிலும் இலக்கிய வளத்தை உணரும் நோக்கிலும் பாடத்திட்டம் உள்ளது.

## பாடத்திட்டம் (SYLLABUS)

### பாடப்பகுப்பு

- IV. இலக்கியம்
- V. அதைச் சார்ந்த தமிழிலக்கிய வரலாறு
- VI. மொழிப் பயிற்சி

### அலகு -1

நாட்டுப் புறப்பாடல்

1. பஞ்சம். 2. மானம் விடிவதெப்போ?

### அலகு -2

புனை கதை

- 1."கட்டை விரல்"-சி.என்.அண்ணாதுரை

### அலகு -3

புதுக்கவிதை

1. ஆடிக்காற்றே -சிற்பி, 2. கடமையைச் செய்-மீரா, 3. இழந்தவர்கள்-

அப்துல் ரகுமான்

### அலகு - 4.

மொழித்திறன்

1. கலைச்சொல்லாக்கம், 2. பொருந்திய சொல் தருதல், 3. பிழை நீக்கி

எழுதுதல்

**பாடத்திட்டத்தின் பயன்கள் (Subject Outcome)**

இப்பாடத்தைப் படிப்பதால் தமிழ் மொழியின் இலக்கியஇன்பம், சொல்வளம், புது கலைச்சொல் படைத்தல் போன்றவற்றை உணர உதவுகிறது.

**பாட நூல்**

தமிழ் - பகுதி 4 - சென்னைப் பல்கலைக்கழகம் அடிப்படைத் தமிழுக்குப் பாடத்திட்டங்கள் மட்டுமே வரையறுத்துள்ளது. அதை நூலாக வெளியிடவில்லை. எனவே, பாடநூல் இல்லை.

**Reference book**

தமிழ் - பகுதி 4 - சென்னைப் பல்கலைக்கழகம் வடிவமைத்த பாடத்திட்டங்கள் ஆகையால் குறிப்புதவிநூல் என்று தனியாக இல்லை.

(Reference book not applicable)

## COMMUNICATIVE ENGLISH-I

### COURSE OBJECTIVES:

- To give English language skill practice to students to enhance their English

proficiency. ● To expose students to native speakers' spoken language to enable students to recognize native speakers' accent and language usage.

- To simulate real life situations in the classroom to practice real English dialogues and speeches to gain English language fluency.
- To give both silent and loud reading practice to students, to enhance their comprehension and English sound recognition skills
- To help students overcome their fear and to speak in English in front of their peers and teachers thus, build their self-confidence through various classroom activities and outdoor activities

## **SYLLABUS**

### Unit I

#### Listening and Speaking

- a. Introducing self and others
- b. Listening for specific information
- c. Pronunciation (without phonetic symbols)
  - i. Essentials of pronunciation
  - ii. American and British pronunciation
  - iii.

#### 2. Reading and Writing

- a. Reading short articles – newspaper reports / fact-based articles
  - i. Skimming and scanning
  - ii. Diction and tone
  - iii. Identifying topic sentences

#### b. Reading aloud: Reading an article/report

#### c. Journal (Diary) Writing

#### 3. Study Skills - 1

- a. Using dictionaries, encyclopedias, thesaurus

#### 4. Grammar in Context:

Naming and Describing

Nouns & Pronouns

Adjectives

Unit II

1. Listening and Speaking

a. Listening with a Purpose

b. Effective Listening

c. Tonal Variation

d. Listening for Information

e. Asking for Information

f. Giving Information

2. Reading and Writing

1. a. Strategies of Reading:

Skimming and Scanning

b. Types of Reading

Extensive and Intensive Reading

c. Reading a prose passage

d. Reading a poem

e. Reading a short story

2. Paragraphs: Structure and Types

a. What is a Paragraph?

b. Paragraph structure

c. Topic Sentence

d. Unity

e. Coherence

f. Connections between Ideas: Using Transitional words  
and expressions g. Types of Paragraphs

3. Study Skills II:



## Using the Internet as a Resource

- a. Online search
- b. Know the keyword
- c. Refine your search
- d. Guidelines for using the Resources
- e. e-learning resources of Government of India
- f. Terms to know

## 4. Grammar in Context

### Involving Action-I

- a. Verbs

### Concord

## Unit III

### 1. Listening and Speaking

- a. Giving and following instructions
- b. Asking for and giving directions
- c. Continuing discussions with connecting ideas

### 2. Reading and writing

- a. Reading feature articles (from newspapers and magazines)
- b. Reading to identify point of view and perspective (opinion pieces, editorials etc.)
- c. Descriptive writing – writing a short descriptive essay of two to three

### Paragraphs.

### 3. Grammar in Context:

### Involving Action – II

### Verbal's - Gerund, Participle, Infinitive

### Modals

## Unit IV

1. Listening and Speaking
  - a. Giving and responding to opinions
2. Reading and writing
  - a. Note taking
  - b. Narrative writing – writing narrative essays of two to three paragraphs

3.. Grammar in Context:

Tense

Present

Past

Future

Unit V

1. Listening and Speaking
  - a. Participating in a Group Discussion
2. Reading and writing
  - a. Reading diagrammatic information  
– interpretations maps, graphs and pie charts
  - b. Writing short essays using the language of comparison and contrast

Grammar in Context: Voice (showing the relationship between Tense and Voice)

**COURSE OUTCOMES:**

- The course seeks to develop the students' abilities in grammar, oral skills, reading, writing and study skills
- Students will heighten their awareness of correct usage of English grammar in writing and speaking
- Students will improve their speaking ability in English both in terms of fluency and comprehensibility

- Students will give oral presentations and receive feedback on their performance

- Students will increase their reading speed and comprehension of academic articles Students will improve their reading fluency skills through extensive reading

## **I SEMESTER**

### **I B. COM (CS)**

#### **FINANCIAL ACCOUNTING**

##### **OBJECTIVES:**

- To enable the students to understand the system of preparing financial statements for various types of organisations.
- To familiarize the students with knowledge about financial reporting standards.
- To enable the students to know the basic principles in Financial Accounting.

##### **UNIT I**

Preparation of Financial Statement Final accounts of sole trading concern Adjustments-Receipts and Payments-Income and expenditure-Balance sheet of non trading organisation

##### **UNIT II**

Depreciation and Insurance Claims Depreciation Accounting: Depreciation- Meaning –Causes-Types-Straight Line Method-Written down value method- Concept of useful life under Companies Act 2015 Insurance Accounting: Insurance claims –Calculation of Claim amount-Average clause (Loss of stock only)

##### **UNIT III**

Single Entry System - Meaning and Features of Single entry-Defects- Difference between Single Entry and Double Entry System-Methods of calculation of Profit-Statement of Affairs Method-Conversion Method.

##### **UNIT IV**

Rectification of Errors and Bank Reconciliation Statement Classification of Errors – Rectification of Errors – Preparation of Suspense a/c. Bank Reconciliation Statement – Need and preparation.

## **UNIT V**

Hire Purchase and Instalment System Hire Purchase System- Default and repossession- Hire purchase trading account Instalment System-Calculation of Profit.

### **REFERENCE BOOKS:**

1. Jain & Narang, Financial Accounting, Kalyani Publishers, NewDelhi
2. Reddy, T.S & Murthy,A. Financial Accounting, Margham Publications, Chennai
3. Shukla & Grewal, Advanced Accounting, S.Chand & Co. NewDelhi
4. Parthasarathy, S.& Jaffarulla, A. Financial Accounting, Kalyani Publishers, NewDelhi

### **WEB REFERENCE:**

[www.accountingcoach.com](http://www.accountingcoach.com)

[www.accountingstudyguide.com](http://www.accountingstudyguide.com)

[www.futureaccountant.com](http://www.futureaccountant.com)

[www.onlinelibrary.wiley.com](http://www.onlinelibrary.wiley.com)

### **COURSE OUTCOMES:**

- The students will be able to analyse and prepare financial statement of different types of organisations
- The students will be aware of the various amendments in financial reporting.
- The students can understand the errors in the accounting statement and rectify it.

## **BUSINESS COMMUNICATION**

### **OBJECTIVES:**

- To facilitate the students to understand the concept of Communication.
- To know the basic techniques of the modern forms of communication
- To train the students in preparing the different business communication letters.

## **UNIT I**

Communication Definition – Methods – Types – Principles of effective Communication – Barriers to Communication – Business Letters – Layout.

## **UNIT II**

Business Letters Kinds of Business Letters: Interview – Application for a situation – Interview -Appointment – Acknowledgement – Promotion – Enquiries – Reply letter – Orders – Sales letter – Circular letter – Complaint letter.

## **UNIT III**

Correspondence Bank Correspondence – Insurance Correspondence – Agency Correspondence – Correspondence with Shareholders, Directors.

## **UNIT IV**

Reports and Meetings Report Writing – Meetings – Agenda - Minutes of Meeting – Memorandum – Office Order – Circular – Notes.

## **UNIT V**

Forms of Communication Modern Forms of Communication: Fax – E-mail – Video Conferencing – Internet – Websites – uses of the various forms of communication.

### **RECOMMENDED TEXTS:**

1. Mallika Nawal –Business Communication – CENGAGE
2. Pragyan Rath, K. Shalini , Debankita Ray - Corporate Communication – CENGAGE
3. C.B.Gupta - Essentil Business Communincation - CENGAGE
4. Rajendra Pal & J.S. Korlahalli, Essentials of Business Communication - Sultan Chand & Sons - New Delhi.
5. Shirley Taylor, Communication for Business - Pearson Publications - New Delhi.
6. Bovee, Thill, Schatzman, Business Communication Today - Peason Education Private Ltd - New Delhi.
7. Penrose, Rasbery, Myers, Advanced Business Communication - Bangalore.
8. Simon Collin, Doing Business on the Internet - Kogan Page Ltd. - London.
9. Mary Ellen Guffey, Business Communication – Process and Product -International Thomson Publishing - Ohio.
10. Sundar K.A, Business communication Vijay Nicole imprints Pvt. Ltd., Chennai.

## **E- RESOURCES:**

www.newagepublishers.com

[www.managementstudyguide.com](http://www.managementstudyguide.com)

www.businesscommunication.org

[www.smallbusiness.chorn.com](http://www.smallbusiness.chorn.com)

## **COURSE OUTCOMES:**

- Students understand the concept of communication.
- Students understand complex ideas in written and spoken formats.
- Students can prepare a suitable letter communication

## **NON MAJOR ELECTIVE**

### **BASIC ELEMENTS OF LOGISTICS MANAGEMENT**

#### **OBJECTIVES:**

- To familiarize with basic concepts of logistics and supply chain management
- To understand the escalating importance of logistics and supply-chain management as crucial.
- To learn about Inventory management and physical distribution

#### **UNIT I**

Logistics - Concept & Significance - Logistics System Fundamentals - Transport System: Railway, Road, Air, Waterways, Pipe Lines, Animals and Animal driven vehicles - Economics of transportation - Stocking Policies - Storage and handling capacities - Warehousing.

#### **UNIT-II**

Packaging - Principles, functions and types - Containerization - Concepts - Infrastructure - Inventory Policy - Concept of Supply Chain Management and its strategic role in the organization - Intra and Inter Organization Supply Chain.

#### **SUGGESTED READINGS:**

1. Strategic Logistics Management - Lambert
2. Logistical Management - The Integrated Supply Chain Process – Bowersox
3. Logistics & Supply Chain Management- Christopher
4. Supply Chain Management - Sunil Chopra
5. Logistics & Supply Chain Management - Raghuram
6. Supply Chain Management for 21<sup>st</sup> Century - Sahay.

**COURSE OUTCOMES:**

- To be aware of the distinction between the concept of supply chain and logistics ·
- Explain the distribution structure and analysis of different distribution modes.
- Explain distribution requirements planning and transport regulations

அண்ணா ஆதர்ஷ் மகளிர் கல்லூரி, சென்னை

தமிழ்த்துறை

சென்னைப் பல்கலைக்கழகப் பாடத்திட்டம்

பொதுத் தமிழ் - முதலாமாண்டு - இரண்டாம் பருவம் (second semester)

நோக்கும் கற்றல் பயன்பாடும் (2021 – 2022)

Objective – Syllabus – Out come (2021 -2022)

பாடத்திட்டத்தின் நோக்கம்

காலந்தோறும் தமிழ் அடைந்துள்ள வளர்ச்சியும் பரந்து விரிந்து கிடக்கும் அதன் ஆழ அகலத்தையும் ஒரு பருந்து பார்வையில் நோக்கும் வகையில் பொதுத்தமிழ்ப் பாடப்பகுதி கட்டமைக்கப்பட்டுள்ளது.

பழந்தமிழ் இலக்கியங்களின் வாயிலாக அறம், பொருள், இன்பம் ஆகியவற்றைப் போதித்தல். பழந்தமிழ் இலக்கியங்களின் இலக்கியச் செறிவையும், சொல் வளங்களையும் உணர வைத்தல்.

பழந்தமிழ்ச் சொற்களின் அருமையைப் புரியவைத்து மொழி கலப்பின்றிப் பேசுவதன் அவசியத்தை வலியுறுத்தல். பழந்தமிழ் மக்களின் வாழ்வியலை எடுத்துரைத்தல். இவையே இப்பாடத்திட்டத்தின் நோக்கமாகும்.



பாடத்திட்டம்

(SYLLABUS)

I.இலக்கியம்

II.அதைச் சார்ந்த தமிழிலக்கிய வரலாறு

III.மொழிப் பயிற்சி

**அலகு 1**

1. நற்றிணை - 87, 88
2. குறுந்தொகை - 46, 88, 89
3. கலித்தொகை - 11 ஆம் பாடல் - "அரிதாய அறன் எய்தி..

**அலகு 2**

1. அகநானூறு - 86 ஆம் பாடல் (உழுந்து தலைபெய்த )
2. ஐங்குறுநூறு - கிள்ளைப்பத்து
3. பரிபாடல் -செவ்வேள் 5, கடுவன் இளவெயினார் (1 முதல் 10 வரிகள் - வெற்றி வேல் )

**அலகு 3**

1. புறநானூறு - 182, 192
2. பதிற்றுப்பத்து -காக்கைப்பாடினியார், நச்செள்ளையார் பாடல் (56, 57)

**அலகு 4**

1. பத்துப்பாட்டு - முல்லைப்பாட்டு

**அலகு 5**

1. திருக்குறள் - பொருட்பால் - 3 அதிகாரம் (காலமறிதல், சுற்றந்தழால், கண்ணோட்டம்)
2. நாலடியார் - ஈகை (முதல் 5 பாடல்கள்)

### II தமிழிலக்கிய வரலாறு

1. முச்சங்க வரலாறு, பதினெண்மேற்கணக்கு நூல்கள் (எட்டுத்தொகை, பத்துப்பாட்டு)
2. பதினெண்கீழ்க்கணக்கு நூல்கள்

### III மொழிப் பயிற்சி

1. இலக்கணக் குறிப்பு (வேற்றுமைத் தொகை, உவமைத் தொகை, பண்புத் தொகை, உம்மைத் தொகை, அன்மொழித் தொகை.....வடிவம்) [பத்தியிலிருந்து இலக்கணக் குறிப்புகளைக் கண்டறிதல்]
2. ஒற்று மிகும் மிகா இடங்கள்
3. மரபுத் தொடர்கள் (தமிழ் மரபுத் தொடர்களைக் கண்டறிதல்)

### பாடத்திட்டத்தின் பயன்கள்

பழந்தமிழ் இலக்கியங்களின்வழியாக, அக்கால மக்களின் அகவுணர்வுகளையும் அக ஒழுக்கங்களையும் பண்பாட்டையும் உணர்ந்து கொள்ளுதல். பழந்தமிழ் இலக்கிய வாசிப்பின் வழி இயற்கையின் உன்னத மகத்துவத்தைப் புரியவைத்தல்.

தமிழ் இலக்கிய வளங்களின் வாயிலாகத் தமிழ்ப்பண்பாட்டை அடுத்த தலைமுறைக்குக் கொண்டுசெல்லுதல். மொழிவளத்தின் தேவையை வலியுறுத்துதல். மாணவர்கள் பிழையின்றி எழுத மொழிப்பயிற்சி உதவுகிறது.

இப்பாடத்திட்டம் மாணவர்கள் தங்கள் நடிப்பு திறனை வளர்க்கின்றது. போட்டித்தேர்வுகளை எதிர்கொள்வதற்குத் தமிழ் இலக்கிய வரலாற்றுப்பகுதி மிகுந்த பயனுடையதாக அமைகிறது.

### பாடநூல்

சென்னைப்பல்கலைக்கழகம் (University of Madras)

அடித்தளப் படிப்பு - பகுதி - I தமிழ்

முதலாம் மற்றும் இரண்டாம் பருவங்களுக்குரியது.

அனைத்துப் பட்டப்படிப்பு பிரிவுகளுக்கும் ஐந்தாண்டு ஒருங்குமுறை பட்ட மேற்படிப்புப் பிரிவுகளுக்கும் பொதுவானது.

தாள் -I - செய்யுள் திரட்டு

(Foundation Course - Part - Tamil

For I & II Semesters

Common to all undergraduate course and Five-Year Integrated postgraduate courses.

- 2021 onwards.)

### Reference book

தமிழ் – பகுதி 1 - சென்னைப் பல்கலைக்கழகம் வடிவமைத்த பாடத்திட்டங்கள் ஆகையால் குறிப்புதவிநூல் என்று தனியாக இல்லை. (Reference book not applicable)

## HINDI

### COURSE OBJECTIVES:

The objective of the course is

1. To appreciate and analyze the dramatic elements in Hindi literature.
2. To understand the distinct features Hindi short stories and One Act Play.
3. To understand the importance and process of translation and the qualities of translators.
4. To understand the importance of vocabularies.

### **I. ONE ACT PLAY (Detailed Study): AATH EKANKI**

**Edited By:** Devendra Raj Ankur, Mahesh Aanand

Vani prakashan, 4695, 21-A Dariyagunj,; New Delhi – 110 002 LESSONS

**PRESCRIBED :**

1. Aurangazeb ki Aakhari Raat
2. Laksmi Ka Swagat
3. Basant Ritu ka Naatak
4. Bahut Bada Sawal

### **SHORT STORIES (Non- Detailed Study): SWARNA MANJARI**

**Edited by:** Dr. Chitti. Annapurna

Rajeswari Publications

21/3, Mothilal Street, (Opp. Ranganathan Street), T. Nagar, Chennai – 600

017.

**LESSONS PRESCRIBED :**

1. Mukthidhan
2. Mithayeewala
3. Seb aur Dev
4. Vivah ki Teen Kathayen

### **III. TRANSLATION PRACTICE : (English to Hindi)**

**BOOKS FOR REFERENCE :**

1. Prayojan Moolak Hindi : Dr. Syed Rahamathulla

Poornima Prakashan, 4/7, Begum III Street, Royapettah, Chennai

– 14.

2. Anuvad Abhyas Part III Dakshin Bharat Hindi Prachar  
Sabha T. Nagar, Chennai -17.

## **UNITISED SYLLABUS**

### **UNIT – I**

1. Auranzeb ki Aakhiri Raat
2. Mukthidhan
3. Practice of Annotation Writing
4. Practice of Summary and Literary evaluation Writing

### **UNIT – II**

1. Laksmi ka Swagat
2. Mithayeeewala
3. Practice of Annotation Writing
4. Practice of Summary and Literary evaluation Writing

### **UNIT-III**

1. Basant Ritu ka Natak
2. Seb Aur Dev
3. Practice of Annotation Writing
4. Practice of Summary and Literary evaluation Writing

### **UNIT-IV**

1. Bahut Bada Sawal
2. Vivah ki Teen Kathayen
3. Practice of Annotation Writing
4. Practice of Summary and Literary evaluation Writing

### **UNIT-V**

1. Translation Practice. (English to Hindi)

## **COURSE OUTCOMES:**

1. Understand the role of Hindi short stories and One Act Play in the development of the society.
2. Knowledge about the importance of cultural, social and moral responsibility of human beings.
3. Enculcating the habit of book reading to gain knowledge of vocabularies. 4. Understanding the importance of art of translation.

## **French II**

Title of the Paper: Prescribed text and grammar-II

Objectives

In teaching French, we aim to

-provide the learners with a basic knowledge of grammar and gradually give them an insight into the culture and literature of France

-enable them to comprehend the nuances of the language so they are better equipped to express themselves in French

-discover another world, another people, another way of life .

-make them more accepting of people who differ from them

Prescribed textbook:

> Régine Mérieux & Yves Loiseau, Latitudes 1, Paris, Didier, 2017

(Units 7-12 only). Unité 7 - c'est où ?

Demander et indiquer une direction - localiser (près de, en face de ...)

Unité 8 - N'oubliez pas !

Exprimer l'obligation ou l'interdit - Conseiller

Unité 9 - Belle vue sur la mer !

Décrire un lieu - situer - se situer dans le temps

Unité 10 - Quel beau voyage !

Raconter - décrire les étapes d'une action - exprimer l'intensité et la quantité - interroger Unité 11 - oh! Joli!

Décrire quelqu'un - comparer - exprimer l'accord ou le désaccord - se situer dans le temps Unité 12 - Et après ?

Parler de l'avenir - exprimer des souhaits - décrire quelqu'un

### **Outcome :**

Learners are able

- to comprehend and express themselves well
- to have an interest to look into another world
- to improve communication skills
- to perform well in the University Exams .

**சென்னைப் பல்கலைக்கழகம்**

**அடிப்படைத்தமிழ் - நோக்கும் கற்றல் பயன்பாடும்**

**அண்ணா ஆதர்ஷ் மகளிர் கல்லூரி, சென்னை**

**தமிழ்த்துறை**

**முதலாமாண்டு (2021 -2022)**

**அடிப்படைத் தமிழ் - இரண்டாம்பருவம்**

### **பாடத்திட்டத்தின் நோக்கம் (Objective)**

தமிழ்மொழியைப் பேசவும் எழுதவும் படிக்கவும் தெரியாத மாணவர்கள் அடிப்படைத்தமிழ் பாடம் படித்துப் பயன்பெறும் நோக்கில் பாடத்திட்டம் அமைகிறது. அண்டை மாநிலங்களிலிருந்தும் பிற நாடுகளிலிருந்தும் இளங்கலை, இளம் அறிவியல் பட்டம் பெறும் மாணவர்கள் தமிழ் நாட்டின் மாநில மொழியைப் பேசவும் எழுதவும் துணைபுரியும் வகையில் பாடத்திட்டம் வடிவமைக்கப்பட்டுள்ளது.

இம்மாணவர்கள் இரண்டாம் பருவத்தில் தமிழ் மொழியிலுள்ள சிறு சிறு இலக்கியப்பகுதிகளைப் படிப்பர். சிறு கதைகள், சுற்றுலாத்தலங்கள், தமிழ் இலக்கியங்களின் வரலாறு ஆகியவற்றைப் புரிந்துகொள்ளும் நோக்கில் பாடத்திட்டம் அமைகிறது.

### பாடத்திட்டம் (SYLLABUS)

#### அலகு -1.

நீதி நூல்கள்

1. ஆத்திச் சூடி(1-12), 2. கொன்றை வேந்தன்(1-8),
3. திருக்குறள்(5)
1. அகர முதல ..... (1), 2. செயற்கரிய ..... (26), 3. மனத்துக்கண் ..... (34),
4. கற்க கசடறக்..... (391), 5. எப்பொருள் ..... (423).

#### அலகு - 2.

நீதிக் கதைகள்

1. பீர்பால் கதை, 2. பரமார்த்த குரு கதை

#### அலகு - 3.

அறிமுகம்

அ. தமிழ் இலக்கிய வரலாறு - இலக்கியங்கள் புலவர்கள்



ஆ.தமிழக வரலாறு - வரலாற்றுச் சின்னங்கள்- சுற்றுலாத்தலங்கள்- அலுவலகப் பெயர்கள்

இ.பழமொழிகள்.

### பாடத்திட்டத்தின் பயன்கள் (Subject Outcome)

தமிழ் இலக்கியத்தின் சிறப்பினையும் தமிழ் மொழியின் சிறப்பினையும் மொழிவளத்தையும் அறிந்து கொள்ள உதவுகிறது. தமிழக மக்களின் பண்பாட்டுக்கூறுகளை உணர்ந்து கொள்ளுதல்

### பாட நூல்

தமிழ் - பகுதி 4 - சென்னைப் பல்கலைக்கழகம் அடிப்படைத் தமிழுக்குப் பாடத்திட்டங்கள் மட்டுமே வரையறுத்துள்ளது. அதை நூலாக வெளியிடவில்லை. எனவே, பாடநூல் இல்லை.

### Reference book

தமிழ் - பகுதி 4 - சென்னைப் பல்கலைக்கழகம் வடிவமைத்த பாடத்திட்டங்கள் ஆகையால் குறிப்புதவிநூல் என்று தனியாக இல்லை. (Reference book not applicable)

### சென்னைப் பல்கலைக்கழகம்

சிறப்புத்தமிழ் - நோக்கும் கற்றல் பயன்பாடும்

அண்ணா ஆதர்ஷ் மகளிர் கல்லூரி, சென்னை

தமிழ்த்துறை

முதலாமாண்டு (2021 -2022)

சிறப்புத் தமிழ் - இரண்டாம்பருவம்

**பாடத்திட்டத்தின் நோக்கம் (Objective)**

இப்பாடத்திட்டம் பள்ளிகளில் சில வகுப்புகள் வரையில் மட்டுமே தமிழைப் படித்துக் கல்லூரிகளில் பிற மொழி கற்பவர்களுக்காக வடிவமைக்கப்படுகிறது. இங்கு தொடக்க கால செய்யுள் முதல் தற்கால புதுக்கவிதை வரை உள்ள ஒருசில பகுதிகள் அமைந்துள்ளன. அனைத்துக் கால இலக்கியங்களின் தன்மையை உணர்ந்துகொள்ளுதல். தமிழ் இலக்கியப்பகுதியும், தமிழிலக்கிய வரலாற்றுப்பகுதியும், மொழிப்பயிற்சியும் பாடமாக அமைகிறது.

**பாடத்திட்டம் (SYLLABUS)**

பாடப்பகுப்பு

- VII. இலக்கியம்
- VIII. அதைச் சார்ந்த தமிழிலக்கிய வரலாறு
- IX. மொழிப் பயிற்சி

அலகு - 1

கட்டுரை

1. பெண்ணின் பெருமை-திரு.வி.க

அலகு -2.

செய்யுள்

1. புறநானூறு - அ. கெடுகசிந்தை-ஓக்கூர் மாசாத்தியார்,

ஆ. ஈன்று புறந்தருதல் - பொன்முடியார், இ. யாதும் ஊரே -

கனியன்பூங்குன்றனார்

ஈ. திருக்குறள் - வான் சிறப்பு முழுமையும்

உ. சிலப்பதிகாரம் - மங்கல வாழ்த்துப் பாடல்

ஊ. திருவாசகம் - வேண்டத்தக்கது

எ. திருவாய்மொழி - உயர்வற

ஏ. இரட்சண்ய யாத்ரிகம் (சிலுவைப்பாடு)-பாடல்எண்-1,3,4

ஐ. சீறாப்புராணம் - வானவர்க்கும்

ஒ. பாரதியார்- நல்லதோர்வீணை

அலகு -3.

இலக்கிய வரலாறு

பாடம் தழுவிய இலக்கிய வரலாறு

அலகு -4.

மொழிபெயர்ப்பு

ஆங்கிலப் பகுதியைத் தமிழாக்கம் செய்தல்

பாடத்திட்டத்தின் பயன்கள் (Subject Outcome)

தமிழ் மொழி, தமிழ் இலக்கியத்தின் தொன்மையை அறிதல். தமிழ் மக்களின் பண்பாட்டைக் கால வாரியாக உணர்ந்து கொள்ளுதல். மொழிபெயர்ப்புத்துறையிலும் செயலாற்ற முடியும்

### பாட நூல்

தமிழ் - பகுதி 4 - சென்னைப் பல்கலைக்கழகம் அடிப்படைத் தமிழுக்குப் பாடத்திட்டங்கள் மட்டுமே வரையறுத்துள்ளது. அதை நூலாக வெளியிடவில்லை. எனவே, பாடநூல் இல்லை.

### Reference book

தமிழ் - பகுதி 4 - சென்னைப் பல்கலைக்கழகம் வடிவமைத்த பாடத்திட்டங்கள் ஆகையால் குறிப்புதவிநூல் என்று தனியாக இல்லை.

(Reference book not applicable)

## Communicative English - II

### Course Objectives:

- To train students on functional English including language proficiency Grammar & Vocabulary building.
- To equip them with essential career/job oriented skills - Presentation (PPT techniques), formal communication (email, report writing, etc)
- To teach them formal meeting etiquettes: both face-face and virtual mode.
- To prep students to face interviews.
- Encourage and guide students on opinion writing, reviews and feature writing.

### SYLLABUS

#### Semester II

#### Unit I (18 hours)

## **1. Listening and Speaking**

**a. Listening and responding to complaints (formal situation)**

**b. Listening to problems and offering solutions (informal)**

## **2. Reading and writing**

**a. Reading aloud (brief motivational anecdotes)**

**b. Writing a paragraph on a proverbial expression/motivational idea.**

## **3. Word Power/Vocabulary**

**a. Synonyms & Antonyms**

## **4. Grammar in Context**

• Adverbs

• Prepositions

## **Unit II (20 hours)**

### **1. Listening and Speaking**

**a. Listening to famous speeches and poems**

**b. Making short speeches- Formal: welcome speech and vote of thanks. Informal occasions- Farewell party, graduation speech**

### **2. Reading and Writing**

**a. Writing opinion pieces (could be on travel, food, film / book reviews or on any**

**contemporary topic) b. Reading poetry b.i. Reading aloud: (Intonation and Voice Modulation)**

**b.ii. Identifying and using figures of**

**speech - simile, metaphor, personification etc.**

### **3. Word Power a. Idioms & Phrases**

### **4. Grammar in Context Conjunctions and Interjections**

## **Unit III (18 hours)**

### **1. Listening and Speaking**

**a. Listening to Ted talks**

**b. Making short presentations – Formal presentation with PPT, analytical presentation of graphs and reports of multiple kinds**

**c. Interactions during and after the presentations**

## **2. Reading and writing**

**a. Writing emails of complaint**

**b. Reading aloud famous speeches**

## **3. Word Power**

**a. One Word Substitution**

## **4. Grammar in Context: Sentence Patterns**

### **Unit IV (16 hours)**

#### **1. Listening and Speaking**

**a. Participating in a meeting: face to face and online**

**b. Listening with courtesy and adding ideas and giving opinions during the meeting and making concluding remarks.**

#### **2. Reading and Writing**

**a. Reading visual texts – advertisements**

**b. Preparing first drafts of short assignments**

#### **3. Word Power a. Denotation and Connotation**

#### **4. Grammar in Context: Sentence Types**

### **Unit V (18 hours)**

#### **1. Listening and Speaking**

**a. Informal interview for feature writing**

**b. Listening and responding to questions at a formal interview**

#### **2. Reading and Writing**

**a. Writing letters of application**

**b. Readers' Theatre (Script Reading)**

**c. Dramatizing everyday situations/social issues through skits. (writing scripts and performing)**

#### **3. Word Power**

**a. Collocation**

#### **4. Grammar in Context: Working With Clauses**

### **Learning outcome:**

- **Students show progress in language proficiency.**

- Better equipped with necessary job skills.
- Show confidence to face job interviews.
- Encouraged to voice their thoughts, students began to express themselves through blog writing, articles contribution, online reviewing of products and films.
- Show better understanding of nuances in formal communication and etiquettes

## **II SEMESTER**

### **ADVANCED FINANCIAL ACCOUNTING**

#### **OBJECTIVES:**

- To enable the students to understand the system of preparing financial statements for various types of organization
- To make the students to differentiate branch and departmental accounting
- To familiarize the students with knowledge about financial reporting standards

#### **UNIT I**

Branch Accounts Dependent Branches - Stock and Debtors system – Distinction between Wholesale Profit and Retail Profit – Independent Branches (Foreign Branches excluded)

#### **UNIT II**

Departmental Accounts Basis of Allocation of Expenses – Calculation of Profit - Inter-departmental Transfer at cost or Selling Price.

#### **UNIT III**

Partnership Accounts Admission of a Partner – Retirement of a Partner – Death of a Partner.

#### **UNIT IV**

Partnership Accounts Dissolution of a Partnership Firm – Insolvency of a Partner – Insolvency of all Partners Piecemeal Distribution of cash in case of Liquidation of Partnership Firm.

#### **UNIT V**

Accounting Standards for financial reporting Objectives and uses of financial statements for users-Role of accounting standards Development of accounting standards in India- Requirements of international accounting standards - Role of developing IFRS- IFRS adoption or convergence in India- Implementation plan in India- Ind AS-Difference between Ind AS and IFRS

**TEXT BOOKS:**

1. Lt Bhupinder – principles of Financial Accounting – CENGAGE, New Delhi
2. Raj Kumar Sah –Concepts Building Approach to Financial Accounting - CENGAGE, New Delhi
3. Gupta, R. L & Gupta, V. K, Advanced Accounting, Sulthan Chand & Sons, New Delhi.
4. Jain & Narang, Financial Accounting, Kalyani Publishers, New Delhi.

**SUGGESTED READINGS:**

1. Reddy, T. S & Murthy, A. Financial Accounting, Margham Publications, Chennai.
2. Shukla & Grewal, Advanced Accounting, S. Chand & Co., New Delhi.
3. Tulsian P.C.-Financial Accounting.
4. Parthasarathy, S& Jaffarulla, A. Financial Accounting, Kalyani Publishers, NewDelhi

**WEB REFERENCE:**

[www.accountingcoach.com](http://www.accountingcoach.com)

[www.accountingstudyguide.com](http://www.accountingstudyguide.com)

[www.futureaccountant.com](http://www.futureaccountant.com)

[www.onlinelibrary.wiley.com](http://www.onlinelibrary.wiley.com)

**COURSE OUTCOMES:**

- The students will be able to understand the preparation of financial statements for business units.
- To make the students understand about the concept of accounting risk.
- To enable the aspiring students to become account professional.

**CORPORATE MANAGEMENT****OBJECTIVES:**

- To make the students to understand the basic concept of management.
- To prepare the students to know about the significance of management in corporate world.
- To make the students to determine the organization structure, control system set up, etc.



## **UNIT I**

Introduction to Management Nature and functions of Management – Principles – role and function of Manager – Levels of Management – Development of Scientific Management and other Schools of thought and Approaches.

## **UNIT II**

Planning and Organising Planning – need and importance – forms – types – steps – decision making – types – process. Organisation – types – Organisation structure – Centralisation and Decentralisation – Departmentation.

## **UNIT III**

Human Resource Management Human Resource – HRM and Personnel Management – Recruitment, Selection and Training methods – Human Resource Audit.

## **UNIT IV**

Performance Appraisal and Incentives Performance Appraisal – methods – promotions and transfer – incentives – monetary and nonmonetary- welfare and social security measures.

## **UNIT V**

Direction and Control Direction – purpose – requirements of effective direction – motivation theories. Co-ordination – need, type and techniques for excellent co-ordination – controlling- meaning and importance – control process.

### **SUGGESTED READINGS:**

1. Wehrich and Koontz, Essentials of Management, McGraw Hill, New Delhi
2. Dinakar Pagare, Principles of Management, Sultan Chand & Sons, New Delhi.
3. B.Gupta – Business Management, Sultan Chand & Sons, New Delhi.
4. L.M.Prasad – Principles of Management, Sultan Chand & Sons, New Delhi.
5. L.M.Prasad – Human Resource Management, Sultan Chand & Sons, New Delhi.
6. Ashwathappa, Human Resource Management, Tata McGraw Hill, New Delhi.
7. Tripathi - Human Resource Management, Sultan Chand & Sons, New Delhi.

### **COURSE OUTCOMES:**

- To enable the students to plan, to organize, to co-ordinate and control.
- To make the students aware about the authority and power of management. ·
- To enable the students to make decision on their own.

## **NON MAJOR ELECTIVE**

### **EVERYDAY BANKING**

#### **OBJECTIVES:**

- Students are able to be familiar with some basic daily banking procedures.
- To learn about how financial innovation led to the growth of banking system .
- To understand the bank technology in terms of E-Money, E-Banking and E Commerce

#### **UNIT I**

Banking – Definition – pass book – cheque book – Format of Cheque – Filling up of Cheque- Deposit Challan – Filling up – Clearing cheque – Transfer cheque – Collection Cheque– Payable at par – Demand Draft – application filling – Account Opening form – Filling up – Documents required - Debit Card – Credit Card – ATM Machine – Cash Deposit Machine – Pass book printing machine. MICR- IFSC- Fund transfer through ECS – NEFT – RTGS – Form filling for Fund transfer.

#### **UNIT II**

Online Banking – Sign up – Process – Requirements – Log in – Customer ID – User ID – Pass word – Hints for creating Pass words – change of pass word – on line transactions – Account statements – Fund Transfer – Payment of bills – Utility payments – Loans – Repayment for Loans – other services. Mobile Banking – meaning – importance – Advantages – Mobile Applications (App) – WAP (Wireless Application Protocol)- USSD (Unstructured Supplementary Service Data)- Registration process – through Mobiles – Process at Bank Branch-ATM- User ID-MPIN- change of MPIN –IMPS D(Immediate Mobile Payment System) - UPI(Unified Payment interface) – BHIM(Bharat Interface for money)- NPCI (National Payment Corporation of India) - Bank account Management – Transfer Funds – paying Bills – Locating ATMs - QR code payments- Alerts and notifications- Tracking Spending habits – Cash back- Safe banking methods.

### **SUGGESTED READINGS:**

1. B.Santhanam- Banking & Financial systems, Margham Publications
2. S.N.Maheshwari Banking theory, law and practice , Kalyani Publications
3. Parameswaran- Indian Banking, S.Chand& Co.

### **COURSE OUTCOMES:**

- Acquire fundamental understanding of Banking
- Describe the context of today's banking services
- Describe the services offered by banking sector
- Explain the importance and operations of the banking system

அண்ணா ஆதர்ஷ் மகளிர் கல்லூரி, சென்னை

தமிழ்த்துறை

சென்னைப் பல்கலைக்கழகப் பாடத்திட்டம்

பொதுத்தமிழ் - இரண்டாமாண்டு - மூன்றாம்பருவம்

## PART – I – SECOND YEAR – III SEMESTER

நோக்கும் கற்றல் பயன்பாடும்(2021 -2022)

### பாடத்திட்டத்தின் அறிமுகம்

சைவம், வைணவம், கிறித்துவம், இசுலாமியம், சித்தர்கள் ஆகிய சமயம் சார்ந்த இலக்கியங்கள் பாடங்களாக வடிவமைக்கப்பட்டுள்ளன. மேலும் சிற்றிலக்கியங்களில் ஒருசில பகுதிகளும் பாடமாக அமைந்துள்ளன. இந்த இலக்கியங்கள் சார்ந்த வரலாறும் பாடமாக அமைந்துள்ளன. மொழிப்பயிற்சியும் இடம்பெற்றுள்ளது.

### பாடத்திட்டத்தின் நோக்கம்

மக்களுக்குரிய வாழ்வியல் நெறிமுறைகளையே பல சமய இலக்கியங்களும் போதிக்கின்றன என்பதை உணர வைத்தல். பக்திக்கும் அன்றாட வாழ்வியலுக்கும் உள்ள தொடர்பினைப் புரிய வைத்தலே இப்பாடத்திட்டத்தின் நோக்கமாகும்.

சிற்றிலக்கியங்களின் வகைகளையும் யாப்பின் புது வடிவங்களையும் தெரிந்துகொள்ள செய்தல். சிற்றிலக்கிய காலத்தின் பாடுபொருளின் மாற்றத்தை உணரவைத்தல். இறைப்பணியோடு மக்கள் பணி செய்த இறையடியார்களை அடையாளம் காட்டுவதும் இதன் தலையாய நோக்கமாகும்.

தமிழ் மொழியில் சொற்களின் பொருள்கள் காலத்திற்குக் காலம் மாறுபடும் தன்மையினைப் புரியவைத்தல். ஒரு சொல்லுக்கு பல பொருள்கள் காணப்படுவதை உணர வைத்தல். இதன் மூலம் மொழி பயன்பாட்டுக்குச் சொல்வளம் தேவை என்பதை உணர்த்துதல்.

இலக்கிய வரலாற்றைக் கற்பிப்பதன் வாயிலாக இலக்கியத் தோற்றப்பின்னணி அறிந்துகொள்ள செய்தல். இவையே இப்பாடத்திட்டத்தின் நோக்கம் ஆகும்.

### பாடப் பகிர்வு

1. இலக்கியம்

- II. அதைச் சார்ந்த தமிழிலக்கிய வரலாறு
- III. மொழிப் பயிற்சியும் மொழி பெயர்ப்பும்

### அலகு 1

1. காரைக்கால் அம்மையார் - அற்புதத் திருவந்தாதி (பிறந்து மொழி எனத் தொடங்கி 5 பாடல்கள்)
2. தேவாரம் - திருஞானசம்பந்தர் - திருத்தில்லை பதிகம் 'கற்றாங்கு' எனத் தொடங்கி 11 பாடல்கள்
3. திருநாவுக்கரசர் - மாசில் வீணையும் எனத் தொடங்கி 10 பாடல்கள்
4. சுந்தரர் - பித்தா பிறை சூடி எனத் தொடங்கி 10 பாடல்கள்
5. மாணிக்கவாசகர் - திருப்பள்ளியெழுச்சி 10 பாடல்கள்

### அலகு 2

1. ஆண்டாள் - நாச்சியார் திருமொழி - ஏழாம் பத்து
2. பொய்கையாழ்வார் - முதல் பாடல் (முதல் திருவந்தாதி)
3. பூதத்தாழ்வார் - முதல் பாடல் (இரண்டாம் திருவந்தாதி)
4. பேயாழ்வார் - முதல் பாடல் (மூன்றாம் திருவந்தாதி)
5. நம்மாழ்வார் - முதல் பத்து - நான்காம் திருமொழி முதல் 5 பாடல்கள்

### அலகு 3

1. தாயுமானவர் - பைங்கிளி கண்ணி (5 கண்ணிகள்)
2. வள்ளலார் - திருவருட்பா - பிள்ளைச் சிறு விண்ணப்பம் (1-5)
3. அருணகிரிநாதர் - விநாயகர் துதி - "நினது திருவடி.." எனத் தொடங்கும் 5 ஆம் பாடல்

### அலகு 4

1. சித்தர் பாடல்கள் - திருமூலர் - திருமந்திரம் (270,271,274,275,285)
2. குணங்குடி மஸ்தான் - பராபரக்கண்ணி
3. வேதநாயகம் பிள்ளை - தாய் தந்தையர் வணக்கம் 25-32 வரிகள்  
(பெண்மதி மாலை)

### அலகு 5

1. முத்தொள்ளாயிரம் - ஏற்கனவே உள்ள பகுதி
2. தமிழ்விடுதாது - முதல் 16 கண்ணிகள்

3. நந்திக்கலம்பகம் – ஏற்கனவே உள்ள பகுதி (61, 96, 100, 105, 110)

## II தமிழிலக்கிய வரலாறு

1. பக்தி இலக்கியம் (சைவம், வைணவம், சித்தர்கள், இஸ்லாம், கிறித்துவம்)
2. சிற்றிலக்கியங்கள்

## III மொழிப் பயிற்சியும் மொழி பெயர்ப்பும்

ஒரு பொருள் குறித்த பலசொல், பலபொருள் குறித்த ஒரு சொல், பிறமொழிச் சொல் நீக்கல், அலுவலகக் கடிதம் வரைதல், தமிழில் மொழி பெயர்த்தல்

## பாடத்திட்டத்தின் பயன்கள்

தமிழில் காணப்படும் அனைத்துச் சமய இலக்கியங்களும் வாழ்க்கைக்குரிய நல்ல விழிகாட்டியாக விளங்குகின்றன. இறைபக்தியின் இன்றியமையாமை உணர்த்துதல். சமயச் சான்றோர்கள் தமிழ் மொழிக்கு ஆற்றியுள்ள பங்களிப்புகளை அறிந்து கொள்ளுதல்.

நாயன்மார்களும் ஆழ்வார்களும் தங்கள் புலமையினால் பாசுரங்களைப் படைத்ததோடு நில்லாமல் இசையோடு இசைத்துள்ளமையால் இசையின் தொன்மையினை அறிதல். கிறித்தவ இலக்கியமும் இசுலாமிய இலக்கியமும் தமிழ் மரபில் தோன்றித் தமிழ் மொழிக்குச் சிறப்பு செய்கிறது என்பதைப் புரிந்துகொள்ளுதல்.

பக்தி இலக்கியங்களின் வழி மனதை மேம்படுத்துதலும் வாழ்வியல் முறைகளைப் புரிய வைத்தலுமே இப்பாடத்திட்டத்தின் பயன் ஆகும். மொழிப்பயிற்சியினால் புதுப்புது சொற்களைப் பயன்படுத்த தூண்டுதல்.

தமிழ் இலக்கிய வரலாற்றுப்பகுதி போட்டித்தேர்வுக்கு உறுதுணையாக விளங்குதல் ஆகியவையே பயன் ஆகும்.

பாடநூல்:

❖ சென்னை பல்கலைக்கழகம் (University of Madras)

அடித்தளப் படிப்பு - பகுதி - I பொதுத்தமிழ்

மூன்றாம் மற்றும் நான்காம் பருவங்களுக்குரியது.

அனைத்துப் பட்டப்படிப்பு பிரிவுகளுக்கும் ஐந்தாண்டு ஒருங்குமுறை பட்ட

மேற்படிப்புப் பிரிவுகளுக்கும் பொதுவானது.

தாள் -I - செய்யுள் திரட்டு

Foundation Course - Part - Tamil - For III & IV Semesters

Common to all undergraduate course and Five Year Integrated postgraduate courses. 2021 - 2022 onwards.

❖ தமிழ் இலக்கிய வரலாறு – பாடம் தழுவிய இலக்கிய வரலாறு

❖ மொழிப்பயிற்சி

### Reference book

தமிழ் – பகுதி 1 - சென்னை பல்கலைக்கழகம் வடிவமைத்த பாடத்திட்டங்கள்  
ஆகையால் குறிப்புதவிநூல் என்று தனியாக இல்லை. (Reference book not applicable)

### LANGUAGE - HINDI

#### I.COURSE OBJECTIVES:

The objectives of the course is to

1. Describe the beginning stage of Hindi literature in the development of Hindi language.
2. Describe the influence of Mughal dynasty on Indian culture and the poetic skill of Indian poets.
3. Understand the importance of Bhakthikaal in bringing the unity in diversity.
4. Describe the History of Hindi literature

5. Describing the role played by poets of Aadhikaal, BhakthiKaal and ReethiKaal for the development of Hindi literature and the society.

Paper III Ancient Poetry and Introduction to Hindi Literature( UptoReetiKaal )

1. Ancient Poetry

.Prescribed Text Book : Selections in Poetry (2007) University Publications University of Madras .

Lessons Prescribed :

1. Kabirdas - Saakhi (Dohas from 1 to 10)
2. Surdas - Bramargeet Saar only
3. Tulasidas – Vinay ke Pad only
4. Meera Bai – Pad only
6. Biharilal ( Dohas 1 to 5 )

2. Introduction to Hindi Literature (up to Reethikaal)

Lessons Prescribed :

1. Literary Trends of VeeragathaKaal (Aadikaal) - Important poets : 1. ChandBaradai
2. Vidhyapathi and their Works
2. Literary Trends of BhakthiKaal – Important Poets : 1. Kabirdas 2. Joyasi
3. Tulasidas 4. Surdas and their works
3. Literary Trends of Reethikaal – Important Poets : 1. Bihari 2. Bhushan 3. Ghananan

Reference Books:

1. Hindi SahithyaKaltihās By: Ramchandra Shukla , Jayabharathi Publications, 217, B, Maya Press Road, Allahabad– 211 003.
2. Hindi SahithyaYugAurPravrithiyaBy: Dr. SivakumarVarma, AsokPrakashanNayiSarak, New



Delhi – 6

3. Hindi SahityaKaSybodhItihas By : BabuGulabroy, Lakshmi Narayanan Agarwas Book  
Publishers seller,Anupama Plaza-1, Block.No.50, Sanjay Place, Agra- 282002.

Unit wise Syllabus for III Semester

UNIT –I

1. Kabirdas - Saakhi (Dohas from 1 to 10)
2. Literary Trends of VeeragathaKaal (Aadikaal)
3. Chand Baradai and his Works
4. Vidhyapathi and his works

UNIT - II

1. Surdas - Bramargeet Saar
2. Literary Trends of BhakthiKaal
3. Gyan Margi Shakha
4. Important Poet : 1. Kabirdas

UNIT - III

1. Tulasidas – Vinay ke Pad only
2. Literary Trends of BhakthiKaal – Prem Margi Shakha
3. Literary Trends of BhakthiKaal - Ram BhakthiShakha
4. Important Poets – 1. Joyasi and 2. Tulasidas

UNIT - IV

1. Meera Bai – Pad only
2. Tiruvalluar (Dharmakaand only)
3. Literary Trends of BhakthiKaal – Krishna BhakthiShakha
4. Important Poet – Surdas

UNIT - V

1. Biharilal ( Dohas 1 to 5 )
2. Literary Trends of Reethikaal
4. Bhushan and his works and Ghananand and his works

### I.II. LEARNING OUTCOME:

II.1. Understanding the role played by the poets of Bhakthi cult in literature and society. 2.

Describing the Ram leela and Krishna leela poetry by Thulsidas, Surdas and Meerabai respectively by relating it with philosophy of life.

III.3. Knowledge about the influence of Rama Bhakthi and Krishna Bhakthi in Indian Religion and literature.

IV.4. Knowledge about Idol worship concepts and the influence of it in the development of Indian

culture and Patriotic spirit.

V.5. Knowledge about the Aadhikaal of its artitect skill , Reethikall of its shringarras.

VI.6. Knowledge about the Idolless worship and PremMarga cult of literature .

VII.7. Knowledge about the Histry of Hindi LitratreuptoReethiKaal.

## LANGUAGE- FRENCH

### Objectives

In teaching French we aim to

- provide the learners with a basic knowledge of grammar and gradually give them an insight into the culture and literature of France
- enable them to comprehend the nuances of the language so they are better equipped to express themselves in French
- discover another world , another people , another way of life .
- make them more accepting of people who differ from them

Syllabus :

Grammar components :

- Les pronoms relatifs
- Le passé composé
- L'imparfait
- Le plus-que-parfait

- Le subjonctif
- Le conditionnel
- La comparaison

Texts :

- Les feuilles mortes
- Le vrai père
- Nos études
- Demain dès l'aube
- Par une journée d'été
- Une visite inattendue
- L'hiver
- Le librairie

Outcome :

Learners are able

- to comprehend and express themselves well
- to have an interest to look into another world
- to improve communication skills
- to perform well in the University Exams Recommend text
- Not applicable

## **PART II- LANGUAGE THROUGH LITERATURE I Course objectives**

- To use literature as a medium to teach/learn grammar, reading, spelling, vocabulary, writing mechanics, creative writing and thinking skills
- To strengthen contextual understanding of the language through texts relevant to specific disciplines and offer scope for imaginative involvement and self-expression
- To stimulate interest in acquiring twenty first century skills
- To engage in self-assessment activities for self- development
- To help absorb the values, ethics and attitudes of life and culture expressed in literature

<b>UNIT 1: PROSE (15 HOURS)</b>
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<b>Theme</b>	<b>Text</b>	<b>English language Skills</b>
Language	1.1 Toasted English by R.K. Narayan	Vocabulary Etymology of Common Words GRAMMAR TENSES -  Simple present vs present continuous - Simple past vs present perfect tense
Attitude	1.2 The Money Box by Robert Lynd	VOCABULARY Etymology of common words  GRAMMAR Combining sentences - (While, When etc.)

Ethics	<p>1.3</p> <p>Economic Possibilities for our Grandchildren by John</p> <p>Maynard Keynes</p>	<p><b>VOCABULARY</b> Etymology of common words, Words related to a topic</p> <p><b>GRAMMAR</b> Error identification (the use of articles, punctuation, word classes, subject Verb agreement, etc.) Wh questions, Yes/ No Questions</p>
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**UNIT 2: POETRY [12 Hours]**

<b>Theme</b>	<b>TEXT</b>	<b>ENGLISH LANGUAGE SKILLS</b>
Environment	<p>2.1 The World Is Too Much with Us by William</p> <p>Wordsworth</p>	<p><b>VOCABULARY</b> Content words and Function words, Compound words</p> <p><b>GRAMMAR</b> Punctuation</p>

Endurance	2.2 Hope is the thing with feathers by Emily Dickinson	<p>VOCABULARY</p> <p>COMMONLY CONFUSED WORDS – Spelling</p> <p>Pronunciation Mismatch, Silent Letters, Prefixes and suffixes, negative prefixes</p> <p>GRAMMAR Word class conversions – nouns – verbs/ adjectives Conversion of sentences – Active/ Passive, Reported speech</p>
Culture	2.3 Sita by Toru Dutt	<p>VOCABULARY</p> <p>Homophones, homonyms, homographs</p> <p>GRAMMAR Gerunds and participles</p>
Motivation	2.4 If by Rudyard Kipling	<p>VOCABULARY Completing words with incomplete spelling, One-word substitutes /</p> <p>meanings of expressions (textual)</p> <p>GRAMMAR Phrasal verbs Conditional Clauses</p>
Social Justice	2.5 If We Must Die by Claud McKay	<p>VOCABULARY Figures of Speech: simile, metaphor, metonymy, personification, paradox, antithesis, oxymoron</p> <p>GRAMMAR Integrated</p> <p>grammar activities / cloze test</p>

### **UNIT 3: SHORT STORY [15 Hours]**

<b>Theme</b>	<b>TEXT</b>	<b>ENGLISH LANGUAGE SKILLS</b>
Contentment	3.1 How Much Land does a Man Need by Leo Tolstoy	PRONUNCIATION Tongue Twisters, -Pronouncing words of foreign origins, -Referring to a dictionary to understand pronunciation
Gender	3.2 The Yellow Wallpaper by Charlotte Perkins Gilman	Filling forms and Letter Writing

Entrepreneurship	3.3 Verger by Somerset Maugham	Converting a story into a play
Humour and Moral Rectitude	3.4 Nanny by ThiJaa	Descriptive and narrative writing, Writing long essays

### **UNIT 4: NON FICTION [14 Hours ]**

<b>Theme</b>	<b>TEXT</b>	<b>ENGLISH LANGUAGE SKILLS</b>
New World	4.1 The Collapse of Meaning in a Post-Truth World by Chi Luu	Writing Blogs Creating Vlogs

Sports	4.2 Way to Mental Health by K C Vijaya Kumar	Writing emails (With inputs on email etiquette)
Heritage	4.3 Ootacamund by S Muthiah	Cover Letter and Resume Writing Introduction to Job Interviews
Arts	4.4 Is this Art, too? by AnjanaPremchand	Expressing opinions on contemporary issues/ Argumentative Essays

**UNIT 5: ONE ACT PLAY [14 Hours]**

<b>Theme</b>	<b>TEXT</b>	<b>ENGLISH LANGUAGE SKILLS</b>
Interpersonal Relation ship	5.1 A Marriage Proposalby Anton Chekov	Role play Create webpage (Google sites)

**Worksheets Texts 1-18**

<b>Formative Assessment [5 Hours]</b>	<b>Unit I-V</b>
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## **Learning Outcomes**

After completing the course, the students will be able to

- reveal the extent of enhancement of their vocabulary and use them appropriately to communicate in contexts
- become aware of commonly occurring errors and avoid committing them in language use
- rewrite words and sentences by changing their forms and use them appropriately
- show improvement in their pronunciation
- attempt different kinds of writing – essays, emails, blogs, letters etc
- prepare resumes to face interviews
- convert short stories into plays or skit
- role play the scenes and make a dramatic presentation of the scenes
- create a webpage for themselves and others
- show their awareness of contemporary issues and themes that are socially relevant by reading texts of different literary genres

## **SOFT SKILLS**

### **COMPUTING SKILLS – LEVEL - I**

#### **Course Objective:**

The major objective in introducing the course is to impart hands on training to students in Microsoft Office essentials like MS Word, MS Excel and MS Access. The course is basic course offered at two levels exclusively meant for students who have no computer knowledge. Course is designed as a practical oriented course and not for chalk and board teaching.

**Course Outcome:**

- To perform documentation
- To perform accounting operations
- Examine spreadsheet concepts and explore the Microsoft Office Excel environment. ● Create and edit charts and graphics.
- Modify presentation themes.
- To perform presentation skills
- To demonstrate the ability to apply application software in an office environment.

**Unit 1 :** Word processing - Auto formatting; Paragraph and character styles – creating , modifying and using styles; Templates – modifying, attaching and controlling; Tables and columns - creating, manipulating and formulating; mail merge; labels- creating

**Unit 2 :** Data Management – MS Access - Introduction, concepts and terms; database and tables- creating, data types, editing fields, renaming, resizing of fields, finding, sorting and displaying of data –printing

**Unit 3 :** Spreadsheets – MS Excel – Worksheets – moving, copying, sorting, inserting of cells, rows, columns; Charts – creating, editing, adding, rotating, printing, deleting and controlling; graphics- creating and placing, drawing lines and shapes; using multiple worksheets; printing

**Unit 4 :** Presentations – PowerPoint- starting, browsing and saving, creating, editing, formatting of text and paragraphs, inserting tables and charts; Presentation through slides, handouts and printing.

**Unit 5 :** Graphics and Multimedia - Clip art – create and insert; shapes- draw, insert and copy; create a flow

**Note** – Unit 1 -5 are to be taught as practical with hands on experience

**References :**

1. Introduction to Computers – Peter Norton, Tata McGraw-Hill, India

2. Microsoft 2003 – Jennifer Ackerman Kettel et al., Tata Mc-Graw Hill, India  
3. Working In Microsoft office 2006– Ron Mansfield , Tata Mc-Graw Hill, India

### **III SEMESTER**

#### **II B. COM (CS)**

#### **CORPORATE ACCOUNTING I**

#### **Objectives:**

1. To impart knowledge and understanding of the concepts, principles and practices in Corporate Accounting in accordance with statutory requirements.
2. To acquaint the students with the accounting procedures of Companies and provide them expansive coverage of the subject to enhance their accounting knowledge relating to Companies.
3. To provide a strong conceptual foundation to enable students to pursue professional courses and equipping them with the required skills for future career options.

### **Syllabus**

#### **UNIT – I Share Capital**

Issue of Shares - Types of Shares – Forfeiture of Shares- Reissue of Shares  
Redemption of Preference Shares.

#### **UNIT – II Debentures & Underwriting**

Issue of Debentures – Redemption of Debentures- Profit prior to incorporation.  
Underwriting of Shares & Debentures.

#### **UNIT – III Final Accounts**

Final Accounts - Preparation of Profit & Loss account and Balance sheet  
Managerial Remuneration.

#### **UNIT –IV Valuation of Goodwill & Shares**

Valuation of Goodwill & Shares – Meaning – Methods of valuation.

#### **UNIT – V Accounting for Insurance Companies**

Insurance Accounts- Types- Final accounts of Life Insurance- Profit determination of Life Insurance

**Note: Questions in Sec. A, B & C shall be in the proportion of 20:80 between Theory and Problems.**

#### **TEXT BOOK:**

1. Raj Kumar Sah-Concepts Building Approach to Corporate Accounting  
Cengage, New Delhi.
2. Gupta, R.L & Radhaswamy, M, Advanced Accounts, Sulthan Chand, New Delhi.

#### **BOOK REFERENCE:**

1. Jain, S.P & Narang, N.L., Advanced Accounting, Kalyani Publications.
2. Shukla & Grewal & Gupta, Advanced Accounting, S. Chand & Co., New Delhi
3. Reddy T.S. & Murthy, A, Corporate Accounting, Margham Publications, Chennai.

#### **COURSE OUTCOMES:**

1. The students understand the statutory provisions regarding preparation of final accounts of companies.
2. The students become aware about accounting of different aspects of share capital and borrowings such as Equity share capital, Preference share capital, Debentures and Current Liabilities.
3. The students acquire a broad-based knowledge on various aspects of accounting procedure in relation to Insurance such as final accounts and profit determination of life insurance.

## **Company Law and Secretarial practice**

## **Objectives:**

1. To acquire knowledge at practical and procedural aspects of a company formation  
Hand e-governance including digital signature and compliance requirements
2. To understand the rules and regulations of Companies Act.
3. To acquire the knowledge regarding the role of company

## **Syllabus**

### **UNIT I - INCORPORATION OF COMPANY AND ROLE OF COMPANY SECRETARY**

Evolution of Company law – Meaning and characteristics of a company – Stages of incorporation – e-filing – Memorandum of Association and Articles of Association – Alteration

– Effects of registration – Doctrine of constructive notice – Ultravires and indoor management – lifting of Corporate veil.

Role and importance of Company Secretary – Key Managerial Personnel – Compliance officer – Compulsory Appointment - Qualification and disqualifications – Powers, duties and responsibilities of Secretary – Resignation and removal of Company Secretary – Officer in default.

### **UNIT II - PROSPECTUS & SHARECAPITAL**

Prospectus – Shelf Prospectus – Red herring Prospectus – Civil & Criminal liability for misstatement in Prospectus – Statement in lieu of Prospectus -

Secretarial duties in the issue of Prospectus.

Share capital – Alteration of Share capital – rights issue, Bonus issue, Private and preferential allotment – Dividend, interim dividends, warrants and mandates – Secretarial duties in the issue of share capital.

### **UNIT III - MEMBERS AND SHAREHOLDERS**

Members – Rights and responsibilities – who can be a member – member, shareholder, contributory – difference – transfer and transmission of shares (including depository mode) – Nomination and its importance.

### **UNIT IV - KEY MANAGERIAL PERSONNEL AND MEETINGS**

Directors – Women Director – Independent Director and Whole time Key Managerial Personnel

– Director Identification Number and its significance – duties, qualification and disqualification.

Board meeting, shareholder meeting, committee meeting, mandatory committee meeting – Role and composition – Powers of the board – Notice , Agenda, minutes and resolution – Secretarial duties in meetings.

### **UNIT V - WINDING UP**

Modes of Winding up - Winding up by the tribunal – Voluntary Winding up – NCLT – Special courts – Mediation and Conciliation panel.

**Practical orientation – To encourage the students to role play as company secretary in any meeting of the company (conduct Mock meeting)**

#### **Suggested Readings:**

1. Dr. B. Ravi – Company Law and Secretarial Practice (New Companies Act 2013)
2. N. D Kapoor – Company Law, Sultan Chand & Sons, New Delhi 3. Gaffoor & Thothadri – Company Law and Secretarial Practice, Vijay Nicole Prints, Chennai
4. V. Balachandran and M. Govindarajan – A Student Handbook on Company Law and Practice, Vijay Nicole Prints, Chennai
5. Taxman's Companies Act 2013 - Taxman Publications, New Delhi 6. Vinod Kothari – Understanding Companies Act 2013 – Jain book agency, New Delhi.
7. Mr. Srinivasan – Company Law & Secretarial Practice, Margham Publications, Chennai

## **COURSE OUTCOMES:**

1. To enable the students to become professional as Company secretary.
2. To make students learn more about the different kinds of companies.
3. To enable the students about the penalties for the default of company and in person.

## **Business Statistics**

### **Objectives:**

- To provide a deeper understanding on the significance and relevance of Statistics in the present scenario.
- To throw light on various statistical tools and its implications.
- To impart knowledge on the applicability of varied statistical tools to solve problems.

## **Syllabus**

### **UNIT-I Introduction**

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

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

### **UNIT-III Correlation and Regression Analysis**

Simple Correlation-Scatter Diagram- Karl Pearson's Correlation- Spearman's Rank Correlation- Regression- Meaning-Linear Regression.

### **UNIT- IV Time Series**

Analysis of Time Series-Causes of Variation in Time Series Data -Components of Time Series- Additive and Multiplicative Models- Determination of Trend By Semi Average, Moving Average and Least Square( Linear Second Degree And Exponential) Methods- Computation of Seasonal Indices By Simple Average, Ratio to Moving Average, Ratio to Trend and Link Relative Methods

## **UNIT-V Index Numbers**

Meaning and Types of Index Numbers-Problems in Construction of Index Numbers- Methods of Construction of Price and Quantity Indices- Test of Adequacy- Errors in Index Numbers- Chain Base Index Numbers- Base Shifting - Splicing -Deflation - Customer Price Index and Its Uses- Statistical Quality Control

### **SUGGESTED READINGS**

1. Dhingra IC & MP Gupta, Lectures In Business Statistics, Sultan chand and Sons, New Delhi2009
2. Gupta SP and Archana Agarwal, Business Statistics (Statistical Methods) Sultan chand and Sons,New Delhi, 9th Edition 2013
3. Gupta SC, Fundamentals of Statistics, Himalaya Publishing House 4. Richard Levin and David Rubin, Statistics for Management, Prentice Hall Of India, New Delhi,2011,7th Edition
5. Sharma J K,Fundamentals of Business Statistics, Second Edition, Vikas Publishing HousePrivate Limited,2013
6. Siegel, Andrew, Practical Business Statistics, Irwin Mcgraw Hill International Edition 4th
7. Rajagopalan SP and Sattanathan R B Business Statistics and Operations Research, Vijay Nicole Imprint Private Limited, Chennai

### **COURSE OUTCOMES:**

- · Enables the students to understand the importance of statistics in every sphere of activity.
- · The knowledge about statistical tools helps in pursuit of social science research in future
- · The students are able to analyse and solve practical problems in statistics.



அண்ணா ஆதர்ஷ் மகளிர் கல்லூரி, சென்னை

தமிழ்த்துறை

சென்னைப் பல்கலைக்கழகப் பாடத்திட்டம்

பொதுத்தமிழ் - இரண்டாமாண்டு - நான்காம்பருவம்

PART - I - SECOND YEAR- FOURTH SEMESTER

நோக்கும் கற்றல் பயன்பாடும் (2021 - 2022)

பாடத்திட்டத்தின் அறிமுகம்

இரட்டைக்காப்பியங்கள், இதிகாச காப்பியம், புராணம், கிறித்துவ காப்பியம், இசுலாமிய காப்பியம், சிற்றிலக்கியங்கள் ஆகியவற்றிலிருந்து தேர்ந்தெடுக்கப்பட்ட பகுதிகள் பாடமாக அமைந்துள்ளன. இந்த இலக்கியங்கள் சார்ந்த வரலாறும் மொழிப்பயிற்சியும் பாடங்களாக இடம்பெற்றுள்ளன.

பாடத்திட்டத்தின் நோக்கம்

காப்பியங்கள் தோன்றிய வரலாற்றுப்பின்னணியையும் வாழ்க்கைக்கூறுகளையும் கற்பதால் கலை இலக்கியங்களின் வேறுபாட்டை உணர வைத்தல். கற்பனை வளமும் சிந்தனைத்திறமும் இலக்கியச்சுவையும் உடைய நீண்ட புனைவே காப்பியங்கள். இத்தகைய இலக்கியங்களின் செழுமையையும் புலவர்களின் திறமையும் சமயஅறக்கோட்பாடுகளையும் எடுத்துரைப்பதே இதன் நோக்கமாகும்.

காப்பிய இலக்கியங்கள் தமிழகத்துக்கும் தமிழ்மொழிக்கும் தமிழ் பண்பாட்டிற்கும் ஏற்ற வகையில் அமைந்துள்ளமையை விளக்கிக் கூறுதல்.

சிற்றிலக்கியங்கள் பாடுபொருளுக்கேற்ப படைக்கப்பட்டுள்ளமையை உணரவைத்தல். இவை சார்ந்த இலக்கிய வரலாற்றினைக் கூறுவதும் இப்பாடத்திட்டத்தின் நோக்கம் ஆகும்.

மொழிப்பயிற்சியில் துறைசார் கலைச்சொற்களை அறிமுகப்படுத்திப் புதிய கலைச்சொற்களை உருவாக்க வைத்தல். ஒவ்வொரு மாணவர்களும் தங்கள் சிந்தனைகளை வெளிகொணரும் வகையில் சிறுகதை, புதுக்கவிதை போன்றவற்றைப் படைக்கத் தூண்டுதல். இதுவே இப்பாடத்திட்டத்தின் நோக்கமாகும்.

### பாடத்திட்டம்

பாடப் பகிர்வு –

I இலக்கியம்

II அதைச் சார்ந்த தமிழிலக்கிய வரலாறு

III மொழித் திறன்

### அலகு 1

1. சிலப்பதிகாரம் – ஊர் காண் காதை ( முழுமையும்)
2. மணிமேகலை – பாத்திர மரபு கூறிய காதை (முழுமையும்)

### அலகு 2

1. சீவக சிந்தாமணி – ஏமாங்கத நாட்டு வளம் 10 பாடல்கள் மட்டும்
2. சூளாமணி – 5 பாடல்கள் (நாட்டுச் சருக்கம், நகரச் சருக்கம், தூது சருக்கம், கல்யாணச் சருக்கம், சுயம்வரச் சருக்கம்)

### அலகு 3

1. கம்பராமாயணம் – சூகப்படலம்
2. பெரியபுராணம் – மெய்ப்பொருள் நாயனார் புராணம்

### அலகு 4

1. சீறாப்புராணம் - உடும்பு பேசிய படலம் (முழுமையும்)
2. தேம்பாவணி – வளன் சனித்த படலம் (முழுமையும்)

### அலகு 5

1. மீனாட்சியம்மை பிள்ளைத் தமிழ் – சப்பாணி பருவம் – 5 பாடல்கள்
2. திருக்குற்றாலக் குறவஞ்சி - மலைவளம்

### II இலக்கிய வரலாறு

1. காப்பிய இலக்கியங்கள்
2. சிற்றிலக்கியங்கள்
3. இஸ்லாமிய இலக்கிய வரலாறு
4. கிறித்துவ இலக்கிய வரலாறு

### III மொழித் திறனறிதல்

- i. கலைச்சொற்கள்
- ii. படைப்பு – சிறுகதை (அ) புதுக்கவிதை

### பாடத்திட்டத்தின் பயன்கள்

தனிப்பாடல்களாக இருந்த இலக்கிய வகை நீண்ட நெடிய செய்யுள்களால் மாறிய மரபு வேறுபாட்டை உணர வைத்தல். தமிழ்க் காப்பியங்கள் வாயிலாகப் பழந்தமிழகத்தின் பழமையான புனைவுகள் பற்றி அறிதல். மேலும் அக்கால மக்களின் வாழ்வு, சமயம், அரசியல், பண்பாடு போன்றவை தெரிந்து

கொள்ளுதல். பழந்தமிழகத்தின் இயற்கைச்சூழல், காலநிலை ஆகியவற்றைப் புரிந்துகொள்ளுதல். புராணக்கதைகளை விளக்கமாகத் தெரிந்துகொள்ள தூண்டுதல்.

படைப்புகளைச் சொந்தமாக உருவாக்குவதால் ஒவ்வொரு மாணவனின் சிந்தனையும் மனநிலையும் உணர்தல். மேலும் மாணவர்கள் போட்டித்தேர்வுகளில் இவ்விலக்கியம் சார்ந்த கேள்விகளுக்கு விடையளித்தல். ஆகியவை இப்பாடத்திட்டத்தின் பயன்கள் ஆகும்.

**பாடநூல்:**

- ◆ சென்னைப்பல்கலைக்கழகம் (University of Madras)

அடித்தளப் படிப்பு - பகுதி - I தமிழ்

மூன்றாம் மற்றும் நான்காம் பருவங்களுக்குரியது.

அனைத்துப் பட்டப்படிப்பு பிரிவுகளுக்கும் ஐந்தாண்டு ஒருங்குமுறை பட்ட

மேற்படிப்புப் பிரிவுகளுக்கும் பொதுவானது.

தாள் - I - செய்யுள் திரட்டு

Foundation Course

Part - Tamil - For I & II Semesters

Common to all undergraduate course and FiveYear Integrated postgraduate courses. (2021 - 2022 onwards.)

- ◆ தமிழ் இலக்கிய வரலாறு
- ◆ மொழிப்பயிற்சி

## Reference book

- ◆ தமிழ் - பகுதி 1 - சென்னைப் பல்கலைக்கழகம் வடிவமைத்த பாடத்திட்டங்கள் ஆகையால் குறிப்புதவிநூல் என்று தனியாக இல்லை.  
(Reference book not applicable)

## LANGUAGE - HINDI

### I.COURSE OBJECTIVES:

Objective of the course is to

1. Gain awareness about the social, cultural and literary situations during the AadhunikKaal .
2. Gain awareness on the importance of literature in addressing contemporary issues such as an environmental concerns, gender issues, social problems, thereby giving effective solution to such problems.
3. Acquire a comprehensive knowledge of historical, literary and theoretical aspects of Hindi literature, and all the genres of literature leading to the understanding of literary movements from times immemorial.
4. Imparting knowledge if Hindi as a world language and make communicate both in speaking and writing in a variety of contexts and genres.
5. Imparting the knowledge about the beginning and the development of modern Hindi literature such drama, short stories, novels, journalism and the famous writers like Acharya Ramachandra Shukla, BharathendhuHarichandra, etc.
6. Influence of British rule on Indian society.

Paper –IV Modern Poetry And Introduction To Hindi Literature (AadhunikKaal)”

1.Modern Poetry Prescribed Text Book : Selections in Poetry University Publications, University of Madras .

Lessons Prescribed :

1. Asha – (Jayashankar Prasad)
2. Tum Logon se Door (Nagarjun)
3. KaviAurKalpana – (DhramaveerBhaarathi)
4. Bharat Ki Aarthi - (ShamsherBahadhur Singh)
5. VaradanMangoongaNahi (Siva Mangal Singh Suman)
6. Anevalon Se EkSavaal (Bharat Bhooshan Agarwal)
2. Introduction to Hindi Literature (AadhunikKaal)

**Lessons Prescribed :**

1. Literary Trends of Chayavaad
2. Literary Trends of Pragathivaad
3. Literary Trends of NayeeKavita
4. Literary Trends of Hindi Short Stories
5. Literary Trends of Hindi One Act Plays
6. Brief Note on the writers and their works Maithili Saran Gupta, Jayashankar Prasad, Nirala, Mahadevi Varma, Panth, Dinakar, Premchand, YashpaalJainendra Kumar, Mohan Rakesh,

**Reference Books :**

1. Hindi SahithyaKaItihas By: Ramchandra Shukla , Jayabharathi Publications, 217, B, Maya Press Road, Allahabad– 211 003.
2. Hindi SahithyaYugAurPravrithiyaBy: Dr. Sivakumar Varma, AsokPrakashanNayiSarak, New Delhi – 6
3. Hindi SahithyakaSybodhItihas By : BabuGulabroy, Lakshmi Narayanan Agarwas Book Publishers seller, Anupama Plaza-1, Block.No.50, Sanjay Place, Agra- 282002.

**Unit wise Syllabus for IV Semester**

**UNIT -I**

1. Asha – (Jayashankar Prasad)
2. Tum Logon se Door (Nagarjun)
3. Literary Trends of Chayavaad

**UNIT - II**

1. KaviAurKalpana – (DhramaveerBhaarathi)
2. Bharat Ki Aarthi - (ShamsherBahadhur Singh)

### **3. Literary Trends of Pragathivaad**

#### **UNIT - III**

**1. VaradanMangoongaNahi (Siva Mangal Singh Suman)**

**2. Anevalon Se EkSavaal (Bharat Bhooshan Agarwal)**

**3. Literary Trends of NayeeKavita**

#### **UNIT –IV**

**1. Literary Trends of Hindi Short Stories**

**2. Literary trends of Hindi One Act Plays**

#### **UNIT- V**

**1. Maithili Saran Gupta, Jayashankar Prasad, Nirala,**

**2. Mahadevi Varma, Panth, Dinakar, Premchand,**

**3. YashpaalJainendra Kumar, Mohan Rakesh,**

### **II. COURSE OUTCOMES:**

**1. Analysing the development of Khadiboli Hindi**

**2. Knowledge about the reason of emergence of Aadhunikaal in**

**Hindi literature. 3. Knowledge about the literary trends of**

**AadhunikKaal.**

**4. Identifying the history of development of Hindi drama, short stories and novels, i.e. prose and journalism.**

**5. Good knowledge of literature that includes the comprehension of recent developments in Hindi language and literature the world over.**

**6. Major impact on the development of society, helps shaping civilizations, bringing transformations, changing political systems and exposing injustice by giving detailed preview of human experiences.**

**7. Understand the impact of modern Hindi literature in social and environmental contexts and need for sustainable development.**

## **LANGUAGE - FRENCH**

### **Objectives**

**In teaching French we aim to**

**-provide the learners with a basic knowledge of grammar and gradually give them an insight into the culture and literature of France**

**-enable them to comprehend the nuances of the language so they are better equipped to express themselves in French**

**-discover another world , another people , another way of life .**

**-make them more accepting of people who differ from them**

### **Prescribed textbook:**

**K.Madanagobalane&N.C.Mirakamal, Le français par les textes, Chennai, Samhita Publications-Goyal Publisher & Distributors Pvt Ltd, 2017**

### **Grammar components:**

- **Le passé simple**
- **Temps du passé - Emplois (le passé composé,l'imparfait,le passé simple,le plus-que-parfait) ● L'expression de la cause**
- **L'expression de la conséquence**
- **L'expression du but**
- **L'expression de la concession**
- **L'expression de la condition et de l'hypothèse**

### **Outcome :**

**Learners are able**

- to comprehend and express themselves well**
- to have an interest to look into another world**
- to improve communication skills**
- to perform well in the University Exams**

**Recommend text - not applicable**



## PART II ENGLISH-LANGUAGE THROUGH LITERATURE II

### Course Objectives

- To use literature as a medium to teach/learn vocabulary, writing mechanics, creative writing and thinking skills
- To strengthen contextual understanding of the language through texts and offer scope for imaginative involvement and self-expression
- To help absorb the values, ethics and attitudes of life from personalities, perspectives and the cultural diversity in India from translated literary texts
- To stimulate interest in acquiring twenty-first century skills
- To engage in self assessment activities for self- development

<b>Unit</b>	<b>Theme</b>	<b>Lessons</b>	<b>Writing Skills</b>
<b>Unit I : History Makers</b>	<b>Vision Mission</b>	<b>1.1 Coffee, Tea and JRD by Harish Bhat</b> <b>1.2 Work Brings Solace by APJ Abdul Kalam</b>	<b>• Gathering details and information –</b> <b>Brainstorming</b> <b>• Listing events and experiences</b> <b>• Creating mind maps</b> <b>• Pre-writing, Writing and Rewriting/Revising</b> <b>• Autobiographies and memoirs</b> <b>• Biographies</b>

<p><b>Unit II : Selfhelp Essays</b></p>	<p><b>Introspection Discover</b></p>	<p><b>2.1 How to Do What You Love by Paul Graham</b>  <b>2.2 Why We Travel by Pico Iyer</b></p>	<ul style="list-style-type: none"> <li>• <b>Journal writing</b></li> <li>• <b>Travel writing</b></li> <li>• <b>Preparing checklists and itineraries</b></li> <li>• <b>Writing about social events, festivals, sports</b></li> <li>• <b>Writing about nature and the environment</b></li> </ul>
<p><b>Unit III : Contemporary Writing from India</b></p>	<p><b>Perspective Standard</b></p>	<p><b>3.1 Wikileaks, Facebook and the End of Discretion by Mukul Kesavan</b>  <b>3.2 What is Wrong with Indian Films by Satyajit Ray</b></p>	<ul style="list-style-type: none"> <li>• <b>Critical and analytical. writing</b></li> <li>• <b>Analyzing media reports</b></li> <li>• <b>Writing opinions</b></li> <li>• <b>Writing film reviews</b></li> <li>• <b>Writing appraisals</b></li> </ul>
<p><b>Unit IV : Regional Indian Literature in Translation and English</b></p>	<p><b>Perspective Challenge Tradition Empathy Will power</b></p>	<p><b>Poems 4.1 Oh Great Poet by Daya Pawar</b>  <b>translated from Marathi by Graham Smith</b>  <b>4.2 The Cock Fight by Sitakant Mahapatra</b>  <b>translated from Odia by Ramakanta Rath</b>  <b>4.3 Earthen Pots by ONV Kurup</b>  <b>translated from Malayalam by K Sreedharan Nair</b>  <b>Short Stories</b>  <b>4.4 The Woodrose by Abburi Chaya Devi</b>  <b>translated from Telugu by P</b></p>	<ul style="list-style-type: none"> <li>• <b>Translation</b></li> <li>• <b>Writing acrostic poems</b></li> <li>• <b>Critique/culture study</b></li> <li>• <b>Analyzing short stories</b></li> <li>• <b>Writing outlines and short stories</b></li> <li>• <b>Rewriting/expanding stories</b></li> <li>• <b>Writing stories based on pictures</b></li> </ul>

		<b>Jayalakshmi</b> <b>4.5 Laburnum for My Head by TemsulaAo</b>	
<b>Unit V : Fiction</b>	<b>Globalization Social Justice</b>	<b>The White Tiger by AravindAdiga</b>	<ul style="list-style-type: none"> <li>• <b>Creative writing</b></li> <li>• <b>Critical writing</b></li> </ul>

## **Learning Outcomes**

**After completing the course, the students will be able to**

- > improve the ability to gather ideas and information to collaborate and write with clarity and ease**
- > attempt different kinds of writing**
- > prepare itineraries, checklists and write about social events, festivals, sports, nature and environment**
- > critique and analyze various information and write opinions, reviews and appraisals**
- > acquire basic skills of translation**

- **express understanding of topics/characters/ideas by writing an acrostic poem**
- **analyze and critique the unity and diversity in Indian cultures**
- **write outlines and stories based on text and picture-based hints**
- **rewrite and expand the plot of a story**
- **acquire a sensibility to the social and economic divisions that prevail and its consequences**

## SOFT SKILLS

### COMPUTING SKILLS – LEVEL - II

#### **Course Objective:**

The major objective in introducing the course is to impart hands-on training to students in Microsoft Office essentials like MS Word, MS Excel and MS Access. The course is a basic course offered at two levels exclusively meant for students with no computer knowledge. Course is designed as a practical oriented course and not for chalk and board teaching.

#### **Course Outcome:**

- To perform documentation
- To perform accounting operations
- Examine spreadsheet concepts and explore the Microsoft Office Excel environment. ● Create and edit charts and graphics.
- Examine database concepts and explore the Microsoft Office Access environment. ● To perform presentation skills

**Unit 1 :** Word processing - Auto formatting; Paragraph and character styles – creating , modifying and using styles; Templates – modifying, attaching and controlling; Tables and columns - creating, manipulating and formulating; mail merge; labels- creating

**Unit 2 :** Data Management – MS Access - Introduction, concepts and terms; database and tables creating, data types, editing fields, renaming, resizing of fields, finding, sorting and displaying of data –printing

**Unit 3 :** Spreadsheets – MS Excel – Worksheets – moving, copying, sorting, inserting of cells, rows, columns; Charts – creating, editing, adding, rotating,

printing, deleting and controlling; graphics- creating and placing, drawing lines and shapes; using multiple worksheets ;printing

**Unit 4 :** Presentations – Power point- starting, browsing and saving, creating, editing, formatting of text and paragraphs, inserting tables and charts; Presentation through slides, handouts and printing.

**Unit 5 :** Graphics and Multimedia - Clip art – create and insert; shapes- draw, insert and copy; create a flow

**Note** – Unit 1 -5 are to be taught as practical with hands on experience

**References :**

1. Introduction to Computers – Peter Norton, Tata McGraw-Hill, India
2. Microsoft 2003 – Jennifer Ackerman Kettel et al., Tata McGraw Hill, India
3. Working In Microsoft office 2006– Ron Mansfield , Tata Mc-Graw Hill, India

## **IV SEMESTER**

### **Advanced Corporate Accounting**

**Objectives:**

- To provide with fundamental knowledge on the various options for restructuring of companies and related accounting procedure
- To make the students understand the applications of Accounting Transactions in Corporate Sector
- To provide a broad-based knowledge on various aspects of accounting procedure in relation to Banking

### **Syllabus**

**UNIT I: Internal Reconstruction**

Meaning - Alteration of share capital – Accounting Procedures.

**UNIT II: Amalgamation, Absorption & External Reconstruction** Meaning- Amalgamation in the nature of Merger, Purchase - External Reconstruction – Applicability of AS 14- Calculation of Purchase consideration (all methods) – Journal

Entries in the books of Transferor and Transferee Companies, Revised Balance Sheet (excluding inter - company holdings)

### **UNIT III: Liquidation**

Meaning – Preparation of Liquidator's Final Statement of Accounts – Calculation of Liquidator Remuneration.

### **UNIT IV: Consolidation**

Holding Company –Subsidiary company - Meaning – Preparation of Consolidated FinalStatement of Accounts.

### **UNIT V: Accounting For Banking Companies**

Bank accounts - Concept of Non-Performing Assets (NPA)-Preparation of Profit and LossAccount - Asset classification - Preparation of Balance Sheet.

### **TEXT BOOK:**

1.Raj Kumar Sah - Concepts Building Approach to Corporate Accounting - CENGAGE , New Delhi.

2.Gupta, R.L.&Radhaswamy,M., Advanced Accounts, Sulthan Chand &Sons, New Delhi.

### **REFERENCE BOOKS:**

1. Jain, S.P. & Narang K.L., Advanced Accounts – Kalyani Publishers.

2. Reddy, T.S & Murthy, A, Corporate Accounting, Margham Publications, Chennai.

3. Shukla, M.C. & Grewal, J.S, Advanced Accounts, S.Chand and Company, NewDelhi

### **COURSE OUTCOMES:**

- The students are able to distinguish between Internal Reconstruction and External Reconstruction.
- They acquire knowledge on Amalgamation of companies in the nature of Merger or Purchase.
- They understand the concept of Liquidation and role of Liquidator. They are able to work out problems based on these concepts.

- They gain knowledge on Holding Companies and Subsidiary Companies and learn to prepare Consolidated Financial Statements and understand Accounting for Banking Companies

## **Indirect Taxation**

### **Objectives:**

1. To get a holistic insight on the humongous tax reforms in the Indian Economy
2. To understand the constitutional background and the power to levy taxes conferred by the Constitution of India.
3. To impart conceptual understanding of the provisions of the novel indirect tax law and overview of the provision of customs.
4. To provide conceptual knowledge of GST with practical application of GST laws.

## **Syllabus**

### **Indirect Taxation**

#### **UNIT – I Introduction**

History and Objectives of Taxation – Tax System in India- Direct & Indirect Taxes – Meaning and Types – Powers of Union and State to levy taxes. **Constitutional Amendments leading to introduction of GST and their importance**

#### **UNIT – II GST – Overview & Concepts**

Background behind implementing GST- The need for GST- objectives of GST Business impact- Benefits of GST-SGST- CGST and IGST- Taxes covered by GST- Definitions - Scope and Coverage Scope of supply- Levy of tax- Rate Structure- Taxable Events. **Types of Supplies – Composite and Mixed Supplies –Composition Levy.**

#### **UNIT – II GST Taxation/ Assessment proceedings**

Return- Refunds- Input Tax Credit- Reverse charge Mechanism, Transitional Provisions composition under GST- Administrative structure of GST-Officers as

per CGST Act- Officers as per SGST Act-Jurisdiction- Appointment Powers.

**Relevance of Cross Empowerments**

#### **UNIT-IV GST Audit**

Assessment and Audit under GST- Demands and Recovery- Appeals and revision  
Advance ruling Offences and Penalties. **National Anti-Profiteering Authority – GST Practitioners – eligibility and Practice and Career avenues**

### **UNIT-V Customs duty**

The custom duty- Levy and collection of customs duty- Organisations of custom departments- Officers of customs- powers- Appellate Machinery- Infringement of the Law-Offences and Penalties- Exemptions from duty customs duty draw back duties free Zones.

### **Export incentive schemes**

### **Recommended Texts**

1. Shilpi Sahi – Concepts Building Approaches to Goods and Services Tax (GST), & Customs Law - CENGAGE , New Delhi

### **SUGGESTED READINGS**

1. Sweta Jain GST law and practice Taxmann Publishers, July 2017
  2. V.S.Daty – GST- Input Tax Credi- Taxmann Publishers, second edition August 2017
  3. C.A. Anurag Pandey- Law and Practice of GST- Sumedha Publication House 2017
  4. Dr.Vandana Banger- Beginners- Guide AadhayaPrakashan Publisher 2017 5.
- Dr.M. Govindarajan- A practical guide send text publishers July 2017

### **COURSE OUTCOME:**

1. To prepare the students to handle regulatory compliance under the GST laws.
2. To facilitate the stakeholders in GST preparedness by extending their needful services.
3. To gear up the students to enhance their perceptive knowledge and involve in capacity building initiatives



## **Objectives:**

- To acquire the knowledge of various aspects pertaining to securities market.
- To understand the laws and regulations essential for the efficient conduct of markets for securities.
- To enable the students to understand the process of SENSEX, NIFTY etc.

## **Syllabus**

### **UNIT I - Primary Market / New Issue Market**

Meaning – Functions of New issue market – Methods of floating new issues – Players involved in the new issue market (Merchant bankers – Underwriters – Brokers - Registrar- Lead managers & Banks) – Role of SEBI relating to the new issue market – SEBI Guidelines for disclosure & Investor Protection.

### **UNIT II - Secondary Market / Stock Exchange**

Origin & Management of stock exchanges in India – Characteristics – Functions – Members – Granting recognition to stock exchanges – Listing of securities & registration of brokers – Kinds of brokers in stock exchange – NSE – BSE – OTCEI – SEBI Guidelines relating to listing of securities.

**UNIT III - Financial Instruments in New Issue & Secondary Market** Treasury bills- Commercial bills- Certificate of deposits- Equity shares Preference shares- Sweat equity shares- Debentures- American Depository Receipts- Global Depository Receipts- Exchange traded funds & exchange traded notes – Mutual Funds.

### **UNIT IV - Mechanism of Stock Market Trading**

Screen based trading and internet based trading – Demat trading and role of depositories

– Market Derivatives, advantages and its types – futures, hedge fund, forward, options & swaps Market indexes – SENSEX, NIFTY & CNX NIFTY (Basic)

### **UNIT V - Credit Rating Agency**

Meaning – Functions – Credit rating in India – Credit rating agencies in India – CRISIL & CARE

## **Suggested Readings**

1. Dr. L. Natarajan - Securities Laws & Market Operations, Margham Pub. Chennai.
2. K.Natarajan, E.Gordon – Financial market & Services, Himalaya publishing House,Mumbai.
3. S.Gurusamy – Securities Laws & Market operations, Vijay Nichole Prints, Chennai.
4. Gupta L.C – Stock Exchange Trading in India, Society for Capital Market Research andDevelopment, Delhi
5. MachiRaju.H.R – Working of Stock Exchange in India, New Age International.
6. Chandrate K.R; et al : Capital issue, SEBI & Listing; Bharat Publishing House 7.  
V.K . Bhaliya – Financial Derivatives – Risk Management, Sultan Chand ltd, New Delhi.

## **COURSE OUTCOMES:**

The students are able to understand the concepts instrumental in understanding the Securities Market

- The students are able to analyse the investments made in securities market.
- The students are aware about the guidelines of SEBI in of securities market.

## **V SEMESTER**

### **III B. COM (CS)**

### **MANAGEMENT ACCOUNTING**

## **OBJECTIVES:**

- To orient the students about the meaning, importance, scope and limitations of Management Accounting.
- To make the students to understand the different methods of analysing the financial statements through Comparative Statements, Common-size Statements,Trend Analysis

and Ratio Analysis.

To analyse meaning, objectives, merits and limitations of Fund Flow Statements, Cash Flow Statements and Marginal Costing.

## **UNIT I**

Management Accounting – Meaning, Scope, Importance and Limitations - Management Accounting vs. Cost Accounting - Management Accounting vs. Financial Accounting.

Analysis and interpretation of Financial Statements, nature, objectives, and tools – methods - Comparative Statements, Common Size Statement and Trend Analysis.

## **UNIT II**

Ratio analysis - interpretation, benefits and limitations. Classifications of ratios - liquidity, profitability, turnover, Computation of ratios – Preparation of Balance sheet.

## **UNIT III**

Funds – meaning – schedule of changes in working capital – Funds from operation – Fund flow Statement – AS 3 – Cash flow from Operating Activities - Direct Method – Indirect Method – Investment Activities – Financing Activities - Cash Flow Statements – (Simple problems Only)

## **UNIT IV**

Budget and budgetary control- meaning, objectives, merits and demerits - types of budgets- production, cash and flexible budgets.

## **UNIT V**

Marginal Costing (excluding Decision-Making) - Absorption Costing and Marginal Costing - CVP Analysis - Break-Even Analysis - Break Even Chart.

## **REFERENCE BOOKS:**

1. Dr. Maheswari S.N.- Management Accounting
2. Chadwick- The Essence of Management Accounting
3. Charles T. Horngren and Gary N. Sundem- Introduction to management accounting
4. Sharma and ShashiK.Gupta- Management accounting
5. T.S. Reddy &Y. Hari Prasad Reddy.
6. Hansen/ Mowen- Cost management accounting and control.

## **COURSE OUTCOMES:**

- The students had the knowledge about the Management Accounting.
- The students were able to interpret the financial statements through Comparative Statements, Common – size Statements, Trend Analysis and Ratio Analysis.
- The students were able to prepare Fund Flow Statements, Cash Flow Statements and find out the Break-even point and Cost- Volume – Profit Analysis.

## **SECURITIES LAW AND MARKET OPERATIONS**

### **OBJECTIVES:**

- To acquire the knowledge of various aspects pertaining to securities market.
- To understand the laws and regulations essential for the efficient conduct of markets for securities.
- To enable the students to understand the process of SENSEX, NIFTY etc.

### **UNIT I**

#### **INTRODUCTION**

Salient features of SEBI Act 1992 & Securities Contract Regulation Act - SEBI Guidelines relating to the functioning of the New Issue Market - SEBI Guidelines for Disclosure and Investor Protection

### **UNIT II**

#### **STOCK MARKET**

Primary and Secondary Markets; Role and Functions of New Issue Market; Methods of Floatation, Pricing of Issues, Promoters Contribution, Offer Documents, Underwriting of Issues and Allotment of Shares, Appointment and Role of Merchant Bankers, Underwriters, Brokers, Registrars, Lead Managers and Bankers.

### **UNIT III**

#### **STOCK EXCHANGES**

Meaning, Functions, Importance and Limitations; Mechanics of Stock Market Trading- Different Types of Orders, Screen Based Trading and Internet Based Trading; Settlement Procedure; Types of Brokers; Listing of Securities in Indian Stock Exchanges - classification and listing of securities.

## **UNIT IV**

### **TRADING PATTERN IN OTCEI AND NSE**

Meaning, Significance and Functions, Procedure of Listing and Trading on OTC; NSE-Functioning and Trading Pattern in NSE-Capital Market Segment; Security Market Indicators - Need and Importance; BSE Sensex, NSE, NIFTY and other Index Numbers.

## **UNIT V**

### **DEMAT TRADING & MUTUAL FUNDS**

Meaning and Significance; SEBI Guidelines and other Regulations Relating to Demat Trading; Procedure of Demat Trading; Role of Depositories and Custodial Services.

Introduction, definitions, types, risks involved, performance evaluation and SEBI regulations for mutual funds.

### **REFERENCE BOOKS:**

1. Gupta, L.C.: Stock Exchange Trading in India; Society for Capital Market Research and Development, Delhi.
2. MachiRaju, H.R.: Working of Stock Exchanges in India; Wiley Eastern Ltd.; New Delhi. Web site of bseindia.com. nse-india.com.
3. Chandratre K.R., et al : Capital Issue, SEBI & Listing; Bharat Publishing\_House, New Delhi.
4. Raghunathan V: Stock Exchanges and Investments; Tata McGraw Hill, New Delhi.
5. ICSI - Study Material - Securities Law & Regulations of Financial Markets

### **COURSE OUTCOMES:**

- The students are able to analyse the investments made in securities market.
- The students instrumental to the functioning of securities market.
- The students are aware about the guidelines of SEBI in of securities market.

## **INCOME TAX LAW AND PRACTICE – I**

### **OBJECTIVES:**

- To enable the students to gain knowledge of the provisions of the Income Tax Act and their obligations.
- To impart knowledge of the basic principles underlying the important provisions of the Income Tax law relating to residential status, Incidence of tax and the various heads of

Incomes namely, Salaries, House Property and Profits and Gains from Business and Profession

- To Imbibe the knowledge on procedure of Assessment, types of assessment and filing of return.

## **UNIT I**

### **BASIC CONCEPTS**

Income Tax Act 1961 & relevance of Finance Act – Definition of important terms – Income, Person, Assessee, Assessment Year and Previous Year – Broad features of Income

### **RESIDENTIAL STATUS, INCIDENCE OF TAX & BASIS OF CHARGE:**

Taxable entities – Classification of Residential Status of taxable entities - Residential Status – Individual, firm, AOP, HUF and Companies – Incidence of Tax.

### **EXEMPTED INCOMES**

Classification of exempted incomes – Incomes excluded from total income – Income forming part of total income but exempted from Tax.

## **UNIT II**

### **INCOME FROM SALARIES**

Different forms of salary – Provident Funds – Allowances – Perquisites – Other items included in Salary – Qualifying amount for deduction u/s 80(c).

## **UNIT III**

### **INCOME FROM HOUSE PROPERTY**

Computation of Income from House Property – Let-out house – Self occupied house – Deduction allowed from house property – Unrealized rent – Loss under the head house property.

## **UNIT IV**

### **PROFITS AND GAINS OF BUSINESS AND PROFESSION**

Introduction – Computation of profits and gains of business and profession – Admissible deductions – Specific Disallowances – Depreciation – Loss under the head business and profession.

## **UNIT V**

### **ADMINISTRATION OF INCOME TAX ACT**

Income tax authorities – procedure for assessment – PAN (Permanent Account

Number) – Types of assessment.

### **REFERENCE BOOKS:**

1. Dr. Vinod K Singhania & Dr. Kapil Singhania - Income Tax.
2. T.S. Reddy & Dr. Y. Hari Prasad Reddy - Income Tax theory, law and practice.
3. V.P.Gaur & D.B.Narang - Income Tax law and practice.

### **COURSE OUTCOMES:**

- Students can able to explain the exempted incomes and identify the residential status of a person and incidence of tax
- Students can able to Compute taxable salary income including taxable allowances and perquisites and also able to Assess the Annual value and income from a property which is self - occupied and let out
- Students can able to Compute Business and Professional Income considering the various allowable and inadmissible expenses

## **COMMERCIAL LAW**

### **OBJECTIVES:**

- To highlight the provisions of Law governing the General contract and Special Contract.
- To enable the students to understand the legal Remedies available in the Law to the Business and other people.
- To provide basic understanding and working knowledge about the important commercial laws in India.

### **UNIT I**

Meaning of Law – Sources of Law – Classification of Contract – Express & Implied – Valid, Void & Voidable Contracts – Executed & Executory Contracts – Unilateral & Bilateral Contracts.

### **UNIT II**

Structure and Formation of Contract – Essential Elements of Contracts – Consensus ad idem – Offer – Acceptance – Lawful Consideration- Capacity of parties – Free Consent – Mistake – Misrepresentation – Fraud – Coercion – Undue influence – Lawful Objects – Discharge of Contracts – Remedies for Breach of Contracts.

### **UNIT III**

Contract of Indemnity & Guarantee – Essential Difference between Contract of Indemnity & Contract of Guarantee – Revocations of Continuing Guarantee – Surety's Liability – Rights of Surety – Discharge of Surety from Liability – Bailment – Pledge.

#### **UNIT IV**

Contract of Agency – Essentials – creation of agency – Kinds of Agents – Agent Authority – Duties and Rights of Principal – Agent when personally liable – Delegations of Authority – Sub-Agent – Substituted Agent – Termination of Agency – Irrevocable Agency

#### **UNIT V**

Law of Sale of Goods – Definition – Sale and Agreement to Sell – Sale and Hire Purchase – Conditions & Warranties – Duties & Rights of Buyer & Seller – Right of Unpaid Seller – Auction Sale

#### **REFERENCE BOOKS:**

1. N.D.Kapoor – Mercantile Law
2. Avatar Singh - Mercantile Law
3. M.C.Shukla – Mercantile Law

#### **COURSE OUTCOMES:**

- On the completion of syllabus students will understand the basic provisions of contract Act.
- Demonstrate an understanding of the Legal Environment of Business.
- Enables the students to have clarity on various laws relating to Agency, Sale of Goods and contract of Indemnity and Guarantee

### **ENTREPRENEURIAL DEVELOPMENT**

#### **OBJECTIVES:**

- To enable the students to understand the concept of Entrepreneurship and to learn the professional behaviour expected of an entrepreneur.
- To identify significant changes and trends which create business opportunities and to analyse the environment for new start-ups.
- To provide conceptual exposure on converting idea into successful entrepreneurial firm.



## **UNIT I**

Concept of Entrepreneurship – Entrepreneurship – Meaning – Types - Qualities of an Entrepreneur - Classification of Entrepreneurs - Factors influencing Entrepreneurship - Functions of Entrepreneur.

## **UNIT II**

Entrepreneurial Development – Agencies - Commercial Banks - District Industries Centre - National Small Industries Corporation - Small Industries Development Organisation - Small Industries Service Institute - All India Financial Institutions (IDBI, IFCI, ICICI, IRDBI.)

## **UNIT III**

### **PROJECT MANAGEMENT**

Business Idea Generation Techniques - Identification of Business Opportunities - Feasibility Study - Marketing, Finance, Technology & Legal Formalities - Preparation of Project Report Tools of Appraisal.

## **UNIT IV**

Entrepreneurial Development Programmes (EDP) - their role, relevance and achievements - Role of Government in organizing EDPs - critical evaluation.-

## **UNIT V**

**ECONOMIC DEVELOPMENT & ENTREPRENEURIAL GROWTH** Role of Entrepreneur in economic growth - strategic approaches in the changing economic scenario for Small-Scale Entrepreneurs – Networking - Niche play, Geographic Concentration, Franchising / Dealership - Development of Women Entrepreneurship.

### **REFERENCE BOOKS:**

1. Srinivasan N.P. – Entrepreneurial Development
2. Saravanavel – Entrepreneurial Development
3. Vasant Desai- Project Management
4. Jayashree Suresh- Entrepreneurial Development
5. Holt- Entrepreneurship- New venture creation
6. J.S. Saini& S.K. Dhameja- Entrepreneurship & Small business
7. P.C. Jain- Handbook for New entrepreneurs
8. Dr. C.B. Gupta & Dr. S.S. Khanka- Entrepreneurship & small business

## **COURSE OUTCOMES:**

- Students will understand the basic concepts of entrepreneurship.
- Students will identify the business opportunities and become familiar with the procedures for about starting new start-ups and
- Students gain knowledge regarding preparation of project proposal to attract investment for starting new ventures.

## **VALUE EDUCATION**

### **OBJECTIVES:**

- To impart significance of Value Education in the current scenario
- To inculcate ethical, ideological, social and aesthetic values in student community
- To sensitize the students on aspects such as Human Rights, Environment and Ecological balance and Social evils and the ways to tackle them

### **UNIT I**

Value education-its purpose and significance in the present world – Value system – The role of culture and civilization – Holistic living – balancing the outer and inner – Body, Mind and Intellectual level – Duties and responsibilities.

### **UNIT II**

Salient values for life – Truth, commitment, honesty and integrity, forgiveness and love, empathy and ability to sacrifice, care, unity, and inclusiveness, Self Esteem and self Confidence, punctuality – Time, task and resource management – Problem solving and decision making skills – Interpersonal and Intra personal relationship – Team work – Positive and creative thinking.

### **UNIT III**

Human Rights – Universal Declaration of Human Rights – Human Rights violations – National Integration – Peace and non-violence – Dr.A P J Kalam's ten points for enlightened citizenship – Social Values and Welfare of the citizen – The role of media in value building.

### **UNIT IV**

Environment and Ecological balance – interdependence of all beings – living and non-living. The binding of man and nature – Environment conservation and enrichment.

### **UNIT V**

Social Evils – Corruption, Cyber Crime, Terrorism – Alcoholism, Drug

addiction – Dowry – Domestic violence – untouchability – female infanticide – atrocities against women – How to tackle them.

### **REFERENCE BOOKS:**

1. M.G. Chitakra: Education and Human Values, A.P.H. Publishing Corporation, New Delhi, 2003.
2. Chakravarthy, S.K: Values and ethics for Organizations: Theory and Practice, Oxford University Press, New Delhi, 1999.
3. Satchidananda, M.K: Ethics, Education, Indian Unity and Culture, Ajantha Publications, Delhi, 1991.
4. Das, M.S. & Gupta, V.K.: Social Values among Young adults: A changing Scenario, M.D. Publications, New Delhi, 1995.
5. Bandiste, D.D.: Humanist Values: A Source Book, B.R. Publishing Corporation, Delhi, 1999.
6. Ruhela, S.P.: Human Values and education, Sterling Publications, New Delhi, 1986.
7. Kaul, G.N.: Values and Education in Independent Indian, Associated Publishers.
8. NCERT, Education in Values, New Delhi, 1992.
9. Swami Budhananda (1983) How to Build Character A Primer: Ramakrishna Mission, New Delhi.
10. A Culture Heritage of India (4 Vols.), Bharatiya Vidya Bhuvan, Bombay, (Selected Chapters only)
11. For Life, For the future Reserves and Remains – UNESCO Publication.
12. Values, A Vedanta Kesari Presentation, Sri Ramakrishna Math, Chennai, 1996.
13. Swami Vivekananda, Youth and Modern India, Ramakrishna Mission, Chennai.
14. Swami Vivekananda, Call to the Youth for Nation Building, Advaita Ashrama, Calcutta.

### **COURSE OUTCOMES:**

- The Value System imparted tends to influence attitudes and behaviour of students. This helps them to solve common human problems
- The ethics inculcated contributes in forming true human being who are able to face life and make it meaningful
- The students who are sensitized about Human Rights, Environment and Ecological balance and Social evils are able to build a progressive community.

## **VI SEMESTER**

### **COST ACCOUNTING**

## **OBJECTIVES:**

- To create awareness about the objectives, advantages and disadvantages of Cost Accounting.
- To orient the students with Materials Costing, Labour Costing and Apportionment, Redistribution and Absorption of Overheads.
- To analyse the different methods of Cost Accounting

## **UNIT I**

### **COST ACCOUNTING**

Definition, meaning and objectives- Advantages and Importance- Distinction between Cost and Financial Accounting - Elements of Cost and Preparation of Cost Sheets and Tenders.

## **UNIT II**

### **MATERIALS**

Stores record- purchase records- purchase order- Goods received note- Bin card Stores Ledger - Inventory Control- ABC Analysis – Economic Ordering Quantity – Maximum, Minimum and Reordering levels – Methods of Pricing Issues - Perpetual Inventory System.

## **UNIT III**

### **LABOUR**

Importance of Labour Cost Control- Various Methods of Wage Payments - Calculation of Wages - Methods of Incentives (Bonus) Schemes - Recording Labour time Treatment of —OVER TIME and —IDLE TIME- Labour Turn Over (L.T.O)

## **UNIT IV**

### **OVERHEADS: (Factory, Administration, Selling and Distribution)**

Definition and Meaning of Overheads – Classification – Apportionment of Overheads – Redistribution (Secondary Distribution) – Absorption of Overheads including —Machine Hour Rate.

## **UNIT V**

### **METHODS OF COSTING:**

Unit Costing – Job Costing (Excluding Contract Costing)– Process Costing – Simple Process Accounts ( Excluding Inter Process Profits and Equivalent Production, Joint Product ) –

Operation and Operating Costing.

**REFERENCE BOOKS:**

1. B.K.Bhar – Cost Accounts
2. Jain & Narang – Cost and Management Accounts
3. S.N.Maheshwari – Cost & Management Accounts
4. S.P.Iyengar – Cost and Management Accounting
5. T.S. Reddy and Y. Hari Prasad Reddy – Cost Accounting

**COURSE OUTCOMES:**

- The students were able distinguish between Cost Accounting, Financial Accounting and Management Accounting.
- The students were able to prepare Cost sheets, different methods of Labour costs, appropriation and redistribution of overheads.
- The students were able to solve problems regarding Unit costing, Operating costing and Process costing.

**INDUSTRIAL LAWS**

**OBJECTIVES:**

- To acquaint the students with the basic principles of industrial law
- To gain insight on various legal Acts passed to protect the wealth, safety & welfare of the employees.
- To update the students on the key concept, application, procedures & case laws relating to industrial functioning

**UNIT I**

**FACTORIES ACT 1948**

Definitions – Health – Safety – Welfare – Working Hours of Adults – Employment of Women – Employment of Young Persons – Leave with Wages.

**UNIT II**

**INDUSTRIAL DISPUTES ACT 1947**

Definitions – Authorities under the Act – Reference of Disputes – Procedures and Powers of Authorities – Strikes and Lock-outs – Lay-off & Retrenchment – Special Provisions relating to Lay-off, Retrenchment & Lock-outs

### **UNIT III**

#### **THE WORKMEN COMPENSATION ACT 1923**

Need for the Act – Scope & Coverage of the Act – Definitions – Employer's liability for Compensation (Section 3) including Theory of Notional Extension & Occupational Diseases – Defences available to Employer – Amount & Distribution of Compensation – Notice & Claim – Medical Examination - Obligations & Rights of Employers & Employees - Schedules to the Act

### **UNIT IV**

#### **EMPLOYEES STATE INSURANCE ACT 1948**

Objects-definitions-ESI corporation, functions- contribution and recovery- benefits penalties for false claims

### **UNIT V**

#### **EMPLOYEES PROVIDENT FUND AND MISCELLANEOUS PROVISION ACT, 1952**

Objects- definition- provident fund schemes- contribution and recovery – penalties and offences

#### **REFERENCE BOOKS:**

1. N.D.Kapoor – Industrial Law.
2. P.C.Tripathi - Industrial Law.
3. Dr.M.R.Sreenivasan - Industrial Law.

#### **COURSE OUTCOMES:**

- Gives clarity to the students on how to provide social security & timely monetary assistance to industrial employees.
- To teach the students that a good work place adds to one prosperity thereby in creating the welfare of the nation.
- Prepares the students to strive for the welfare of the workers & their protection from

exploitation.

## **INCOME TAX LAW AND PRACTICE-II**

### **OBJECTIVES:**

- To impart knowledge about the provisions of Income tax law relating to capital gains, Income from other sources, Clubbing and set off and carry forward of losses.
- To gain knowledge about the different deductions from Gross total Income.
- To enable the students to gain knowledge of the provisions of the Income Tax Act relating to computation of Net Income and Tax Liability of Individuals

### **UNIT I**

#### **CAPITAL GAINS**

Capital Assets – Meaning and Kinds – Procedure for computing Capital Gains – Cost of Acquisition – Exemption of Capital Gains – Loss under head Capital Gains.

### **UNIT II**

#### **INCOME FROM OTHER SOURCES**

Income chargeable to tax under the head Income from Other Sources – Dividends – Interest on Securities – Casual Income – Other Incomes – Deduction from Income from Other Sources – Loss under the head Other Sources.

### **UNIT III**

#### **AGGREGATION OF INCOME**

Provisions relating to income of other persons to be clubbed in Assesses Total Income – Income of minor Child – Deemed Incomes.

#### **SET-OFF AND CARRY FORWARD OF LOSSES:**

Provisions relating to Set-off & Carry forward and Set-off of Losses.

### **UNIT IV**

#### **DEDUCTIONS FROM GROSS TOTAL INCOME:**

Deductions in respect of certain payments – Deduction in respect of income

(Deductions applicable to Individuals only)

## **UNIT V**

### **ASSESSMENT OF INDIVIDUALS**

Assessment of Individuals – Tax rates – Computation of Tax liability of Individuals.

#### **REFERENCE BOOKS:**

1. Dr. Vinod K Singhania & Dr. Kapil Singhania - Income Tax.
2. T.S. Reddy & Dr. Y. Hari Prasad Reddy - Income Tax theory, law and practice.
3. V.P.Gaur & D.B.Narang - Income Tax law and practice.

#### **COURSE OUTCOMES:**

- Students can able to Compute the Income from capital gains, other sources and outline the provisions relating to clubbing, set off and carry forward of losses ·
- Students can able to Outline the various deductions available under Section 80 C to 80 U and develop tax planning skills
- Students can able to compute the total income and tax liability of Individuals

### **GOODS AND SERVICE TAX AND CUSTOMS LAWS**

#### **OBJECTIVES:**

- To impart conceptual understanding of the provisions of the novel indirect tax law ·
- To highlight the students about Customs Duty.
- To facilitate the students to gain knowledge of GST.

## **UNIT I**

Direct and Indirect Taxes – Features of Indirect Taxes - Genesis of GST in India – Concept of GST – Need for GST in India – Framework of GST as introduced in India – Benefits of GST

## **UNIT II**

Concept of Supply (Section 7 of CGST Act) – Composite and Mixed Supplies (Section 8 of CGST Act) – Interstate Supply (Section 7 of IGST Act) – Intra State Supply (Section 8 of the IGST Act) - Time of Supply (Section 12 & 13 of CGST Act) – Value of Supply (Section 15 of CGST Act.)



### **UNIT III**

Levy and collection of CGST & IGST – Composition levy - Input Tax Credit – Eligibility and conditions – Registration – Persons liable for registration – Compulsory registration – Procedure for registration- Amendment of registration- Cancellation of registration.- Tax invoice, Credit and Debit Notes

### **UNIT IV**

The Customs Act, 1962 - Definitions- Territorial Waters of India, High Seas, Indian Customs Water- Levy and Collection of Customs duty - Types of Custom Duties, Valuation of goods .

### **UNIT V**

Customs Procedures, Import and Export Procedures, Baggage Rules & Exemptions

### **REFERENCE BOOKS:**

1. GST and Customs Law – V.Balachandran – Sultanchand & Sons New Delhi
2. GST - Law & Practice: Dr. B.G. Bhaskara, Manjunath. N & Naveen Kumar IM,
3. Understanding GST : Kamal Garg, Barat's Publication.
4. Indirect Taxes – Datey – Tax man publications
5. Study Material – CA intermediate Paper 4B – Indirect Taxes- Module 1 & 2
6. Study Material – CA final- paper 8- Indirect Tax laws- Modules 1 & 2

### **WEB REFERENES**

[www.gst.gov.in](http://www.gst.gov.in)

<http://www.cbic.gov.in/>

<https://cleartax.in/s/gst-law-goods-and-services-tax>

<https://www.profitbooks.net/gst-india-overview/>

<https://www.investopedia.com/terms/g/gst.asp>

<https://gst.taxmann.com/>

### **COURSE OUTCOMES:**

- To enable the students to understand the concepts of GST, types and procedures of assessment.

- To prepare the students to handle regulatory compliance under the GST laws.
- To make the students understand the concept of Supply, Forward Charge Mechanism, Reverse Charge Mechanism, and Benefits of GST.
- 

## **INSTITUTIONAL TRAINING**

### **OBJECTIVES:**

- To create a natural interest of practical aspect of the Corporate Secretaryship course.
- To understand the challenges and problems faced by the corporate world and the ways to overcome it.
- To prepare the students to become professionals like Chartered Accountants, Cost Accountants and Company Secretaries.

Supervised Institutional Training shall be an integral part of B.Com (Corporate Secretaryship) Degree Course. It is a sort of job testing programme designed to bridge the gap between theory & practice and create a natural interest in the practical aspects of the Company Secretaryship so as to stimulate trainee's desire to face its challenges and problems.

The training should be given under the joint supervision and guidance of the Training Officer of the Institution and Faculty member of Corporate Secretaryship of the college. The details of the training given and the assessment of each student in that regard should be fully documented.

The duration of the training shall be for a period of 30 days during the third year. The training shall broadly relate to

- (a) Office Management
- (b) Secretarial Practice.

The training relating to Office Management may be designed to acquaint the trainees with:

1. Company's activities, organization structure, departments and authority relationship.
2. Study of layout, working conditions, office maintenance, safety and sanitary conditions.
3. Study of the Secretarial service, communication, equipment, postal and mailing services.
4. Acquaintance with office machines and equipment and accounting, machines.
5. Acquaintance with filing department, sales, purchases, sales accounts, salary, administration and personnel departments.

The training pertaining to Secretarial Practice shall be on all aspects of the, functions of a corporate secretary.

The following types of organizations may be selected for the training:

1. Public Limited Companies (Both Industrial and Commercial).
2. Statutory bodies, Public Enterprises and Public Utilities like L.I.C., Electricity Board, Housing Board and Chambers of Commerce, Cooperative Societies and banks.
3. Office Equipment Marketing Organizations.
4. Office of a Practicing Chartered Accountant, Cost Accountant or Company Secretary.

In view of the objective of the course to prepare the students to become professionals like Chartered Accountants, Cost Accountants and Company Secretaries, it is proposed to give on the job training with Practicing Chartered Accountants, Cost Accountants or Company Secretaries. For Institutional training the students may either select to go to a company or to a practicing professional.

**NOTE:**

The paper on Institutional Training shall carry hundred marks and Internal and External Viva - Voce based on a report submitted by the candidate, under the guidance of the faculty member of the respective colleges assisted by the training officers of the Institutions providing training.

The students undergoing training in Chartered Accountant/Cost Accountant /Company Secretary's office shall prepare a report on any Public Ltd Company Listed in BSE or NSE. The Report shall include information about the profile products, projects, milestones, performance specifically analysis of financial performance for the past 5 years of the selected company.

The report shall be around 50 typed pages, excluding tables, figures, bibliographies and appendices. The department of the respective college shall value the report. The marks shall be sent to the University before 31st March of the Third year. A candidate failing to secure the minimum for a pass (40%) shall be required to resubmit this report to the department and the marks after valuation shall be forwarded to the University before the commencement of the examination.

The external examiner in consultation with internal, examiner should conduct Viva Voce and evaluate the report.

**COURSE OUTCOMES:**

- The students were able to have a practical exposure of the corporate world.
- The students were able to identify the challenges faced by the organisation and a sincere attempt is made to solve it.
- The students are equipped to be a professional such as Chartered Accountants, Cost Accountants and Company Secretaries.

## ASSESSMENT OF MARKS

**EXTERNAL ASSESSMENT- 75 Marks based on UNOM Examination**

**INTERNAL MARK ASSESSMENT- 25 Marks Assessed by the Department Teachers**

Basis	Marks
Internal Test (2 out of 3)	10
Attendance	5
Seminar	5
Assignment	5
<b>TOTAL</b>	<b>25</b>

### EVALUATION STANDARDS FOR SEMINAR:

S No	CRITERIA	Max marks(5)
1	Quality of notes collected for the topic	1
2	Presentation skill	1
3	Fluency of language & Vocabulary usage	1
4	Interacting skills & body language	1
5	Tools used to present	1

### EVALUATION STANDARDS FOR ASSIGNMENTS:

S No	CRITERIA	Max marks(5)
1	Quality of notes collected for the topic	1
2	Presentation	1
3	Quality and variety of sources referred	1
4	Vocabulary usage	1
5	Originality of work	1

*L. Umangswari*

HEAD OF THE DEPARTMENT

*R. Shankh*

PRINCIPAL

**ANNAADARSH COLLEGE FOR WOMEN  
DEPARTMENT OF CORPORATE SECRETARYSHIP SHIFT II**

**LEARNING OBJECTIVES AND LEARNING  
OUTCOMES ACADEMIC YEAR 2021-2022**

**1. PREAMBLE**

The curriculum of B.Com (Corporate Secretaryship) is structured in a way that the students acquire in-depth knowledge in corporate affairs. The course provides a platform for the students to pursue Company Secretaryship as a profession. The comprehensive curriculum design bestows excellent career opportunities to explore new vistas in the present competitive corporate arena.

**2. PROGRAM LEARNING OUTCOMES**

The prime objective of the course is to create a world class academic environment in the field of commerce and business. The course will prepare the students to respond to the needs of the industry and administration.

**a. NATURE AND EXTENT OF THE PROGRAMME**

The Bachelor of Commerce with specialization in Corporate Secretaryship is a three year degree course which introduces different facets of the Corporate World. The course inculcates factual and practical knowledge and with the ability to conceptualize and apply it in the present global corporate arena.

The course content is customized to provide an understanding of a specific regulatory framework which has a direct bearing on the functioning of companies.

**b. AIM OF THE PROGRAMME**

- To provide professional expertise in the field of Commerce/Corporate Studies. The course molds the student through each phase of the functioning of companies stressing key concepts and procedures.
- To lay down a strong foundation on the basic concepts of Finance, Securities, Accounting and Legislations which enable the students to become conversant with various corporate constituents.
- The Students will have better prospects to excel in professional and competitive examinations on completion of the course.

**c. GRADUATE ATTRIBUTES**

On completing the B.Com (CS) course, students will be equipped to inculcate the following attributes indicating a professional outlook in their discipline of study.

1. Proficient knowledge about laws, rules and regulations.
2. Interpretation of financial statements.
3. Interpersonal communication.

The Course helps the student to acquaint themselves with the theoretical and practical knowledge of the various managerial and secretarial aspects of business in general. It serves as a catalyst and a facilitating platform to enhance them to be independent and easily employable.

The main feature of the course is the Institutional Training which imparts job oriented skills to bridge the gap between academics & industrial requirements. Further, it creates a natural interest among the students on the dynamics of the Company and equips them to face the challenges in their future endeavors.

#### **DEPARTMENT STAFF DESIGNATION**

<b>S. NO</b>	<b>NAME OF THE STAFF</b>	<b>DESIGNATION</b>
<b>1.</b>	Dr. G. REVATHI	HEAD & ASST. PROFESSOR
<b>2.</b>	Dr. G. VARALAKSHMI	ASSISTANT PROFESSOR
<b>3.</b>	Dr.K.UMADEVI	ASSISTANT PROFESSOR
<b>4.</b>	Dr.B.PUNITHA	ASSISTANT PROFESSOR
<b>5.</b>	Dr.U.THIRUPURASUNDARI	ASSISTANT PROFESSOR
<b>6.</b>	Ms.P.PRIYA	ASSISTANT PROFESSOR
<b>7.</b>	DR.V.LEELAVATHY	ASSISTANT PROFESSOR
<b>8.</b>	DR.R.SARANYA	ASSISTANT PROFESSOR

9.	DR.S.RAMYA	ASSISTANT PROFESSOR
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**REVISED SCHEME OF EXAMINATION  
SEMESTER 1**

Course Components	Name Of The Course					
PART I	Paper I – Language I	3	4	25	75	100
PART II	Paper I – English I	3	4	25	75	100
PART III	<b>Core Paper I – Financial Accounting*</b>	<b>4</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
	<b>Core Paper II – Business Communication*</b>	<b>4</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
	Allied Paper I - International Trade	5	6	25	75	100
PART IV	Soft Skill I	3	2	50	50	100
	Non Tamil Students : Basic Tamil/Advanced Tamil Tamil Students : Non-Major Elective -HTML	2	2	25	75	100

**SEMESTER II**

Course Components	Name Of The Course					
PART I	Paper II – Language II	3	4	25	75	100
PART II	Paper II – English II	3	4	25	75	100
PART III	<b>Core Paper III – Advanced Financial Accounting*</b>	<b>4</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
	Core Paper IV – Corporate Management	4	6	25	75	100
	<b>Allied Paper II - Business Economics*</b>	<b>5</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
PART IV	Soft Skill II	3	2	50	50	100

	Non Tamil Students : Basic Tamil/Advanced Tamil Tamil Students : Non-Major Elective-HTML LAB	2	2	25	75	100
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### SEMESTER III

Course Components	Name Of The Course					
PART I	Paper III – Language III	3	6	25	75	100
PART II	Paper III – English III	3	4	25	75	100
PART III	<b>Core Paper V – Corporate Accounting – I*</b>	<b>4</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
	Core Paper VI – Company Law and Secretarial Practice	4	5	25	75	100
	<b>Allied Paper III - Business Statistics *</b>	<b>5</b>	<b>5</b>	<b>25</b>	<b>75</b>	<b>100</b>
PART IV	Soft Skill III	3	2	50	50	100
	Environmental Studies		2	Examination will be held in semester IV		

### SEMESTER IV

Course Components	Name of the course					
PART I	Paper IV – Language IV	3	5	25	75	100
PART II	Paper IV – English IV	3	5	25	75	100
PART III	<b>Core Paper VII – Advanced Corporate Accounting *</b>	<b>4</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>



	<b>Core Paper VIII – Indirect Taxation*</b>	<b>5</b>	<b>5</b>	<b>25</b>	<b>75</b>	<b>100</b>
	Allied Paper IV – Securities Laws & Market Operations	5	5	25	75	100
PART IV	Soft Skill IV	3	2	50	50	100
	Environmental Studies	2	2	25	75	100

### SEMESTER V

Course Components	Name Of The Course					
PART III	Core Paper IX – Cost Accounting	4	6	25	75	100
	Core Paper X - Corporate Governance And Ethics	5	6	25	75	100
	<b>Core Paper XI – Business Laws* (Common to B.Com (General) in III Semester)</b>	<b>4</b>	<b>5</b>	<b>25</b>	<b>75</b>	<b>100</b>
	<b>Core Paper XII – Income Tax Law &amp; Practice – I *</b>	<b>4</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
	<b>Elective Paper I Marketing *(Common to B.Com (General) in III Semester)</b>	<b>5</b>	<b>5</b>	<b>25</b>	<b>75</b>	<b>100</b>
PART IV	Value Education	2	2	25	75	100

### SEMESTER VI

Course Components	Name of the course					
PART III	Core Paper XIII – Industrial Laws	4	6	25	75	100
	<b>Core Paper XIV – Management Accounting *</b>	<b>4</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>

	<b>Core Paper XV – Entrepreneurial Development*</b>	<b>4</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
	<b>Core Paper XVI – Income Tax Law &amp; Practice – II *</b>	<b>4</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
	Elective Paper II – Project – Institutional Training	5	6	25	75	100
PART V	Extension Activities	1				

**Note:**

**\*All the highlighted courses are common to B.Com General.**

**\* The question shall cover 20% theory and 80% problems in the Practical Papers. Norm adopted by B.Com General is applicable for common practical papers.**

**\* The question shall cover 80% provisions of Company Law and 20% relating to Secretarial duties for Company Law and Secretarial Practice.**

**PATTERN OF QUESTION PAPER**

Part	Total questions	Questions to be answered	Marks per Question	Total Marks
A (50 words)	12	10	2	20
B (200 words)	7	5	5	25
C (500 words)	3	5	10	30
Maximum Marks for End Semester External Examination				75

**LIST OF COURSES COMMON FOR B.COM (CORPORATE SECRETARYSHIP) FROM B.COM (GENERAL)**

**SEMESTER I**

1. Financial Accounting
2. Business Communication

**SEMESTER II**

3. Advanced Financial Accounting
4. Business Economics

**SEMESTER III**

5. Corporate Accounting - I
6. Business Statistics

## SEMESTER IV

7. Advanced Corporate Accounting
8. Indirect Taxation

## SEMESTER V

9. Business Laws
10. Income Tax Law & Practice I
11. Marketing

## SEMESTER VI

12. Management Accounting
13. Entrepreneurial Development
14. Income Tax Law & Practice II

## I YEAR - ODD SEM

### பொதுத்தமிழ்

#### பாடத்திட்டத்தின்நோக்கம்:

காலந்தோறும் தமிழ் அடைந்துள்ளவளர்ச்சியையும், இன்றைய நவீனகாலத்தில்

உருவான தமிழ் இலக்கியங்களையும் ஒற்றுமைவேற்றுமைப்படுத்தி ஆராய்கின்ற

நோக்கில் பொதுத்தமிழ்ப்பாடப்பகுதிகட்டமைக்கப்பட்டுள்ளது.

பாரதியார், பாரதிதாசன், கவிமணி உள்ளிட்டோரின் மரபுக்கவிதைகளும், அப்துல்

ரகுமான், சிற்பி, மு.மேத்தா, வைரமுத்து உள்ளிட்டோரின் புதுக்கவிதைகளும்

இரா.பி.சுதப்பிள்ளை அவர்களின் உரைநடை, முத்துசாமி அவர்களின் நாடகம்

போன்றவை இடம்பெற்றுள்ளன.

தமிழ் மக்களின் வாய்மொழி இலக்கியங்களில் சில பாடல்கள் பாடமாக

வைக்கப்பட்டுள்ளன. இந்த இலக்கியங்கள் சார்ந்த வரலாற்றுப்பின்புலமும் பாடமாக

அமைந்துள்ளன.

மாணவர்களுக்குப் படிப்பின் ஆர்வத்தை தூண்டும் வகையில் கவிதைகள்,

சிறுகதை, உரைநடை, நாடகம் போன்ற எளிமையான பகுதிகள் அமைக்கப்பட்டுள்ளன.

இலக்கியவாசிப்பின் ஆர்வத்தை ஊக்குவித்தலும் தற்கால தமிழ் இலக்கியத்தின்

ஆளுமைகளை மாணவர்கள் புரிந்துகொள்ளவைத்தலும் பாடத்திட்டத்தின் நோக்கமாகும்.

தமிழ் இலக்கியவரலாற்றில் தற்காலபடைப்பாளர்களையும் படைப்புகளையும்

அறிமுகப்படுத்தி தமிழ் இலக்கியப்பாரம்பரியத்தைப் புரியவைத்தலும் பிழையின்றி

எழுதுவதற்குரிய இலக்கணவிதிமுறைகளைத் தெரிந்துகொள்ளுதலும் பாடத்திட்டத்தின்

நோக்கமாகும்.

தமிழ்மொழியின்கடினமானசொற்களுக்குரியபொருளைத்தெரிந்துகொள்ளும்

வகையில்அகராதியைப்பயன்படுத்துவதற்குரியஅடிப்படையைக்கற்றுத்தருதலே

நோக்கமாகும்.

## பாடத்திட்டம்

### பாடப்பகுப்பு

I. இலக்கியம்

II. அதைச்சார்ந்ததமிழிலக்கியவரலாறு

III. மொழிப்பயிற்சி

## அலகு - 1

### மரபுக்கவிதை

1. பாரதியார் - பாரதசமுதாயம்.

2. பாரதிதாசன் - ஒற்றுமைப்பாட்டு

3. கவிமணிதேசிகவிநாயகம்பிள்ளை - உடல்நலம்பேணல்

4. நாமக்கல்கவிஞர்வெ. இராமலிங்கம்பிள்ளை - தமிழன்இதயம்

5. கவிஞர்கண்ணதாசன் - குடும்பம்ஒருகதம்பம்

6. பட்டுக்கோட்டைஅ. கல்யாணசுந்தரம் - வருங்காலம்உண்டு

7. தமிழ்ஒளி - வழிப்பயணம்

### புதுக்கவிதை

1. கவிஞர்ந. பிச்சமுர்த்தி - காதல்

2. கவிஞர்அப்துல்ரகுமான் - பித்தன்

3. கவிஞர்மு.மேத்தா - காதலர்பாதை, ஒருகடிதம்அனாதையாகிவிட்டது, நிழல்கள்

4. கவிஞர்இன்குலாப் - ஒவ்வொருபுல்லையும்பெயர்சொல்லிஅழைப்பேன்

5. கவிஞர்மழைப்பன் - சொல்லில்உயர்வுதமிழ்ச்சொல்லே

6. கவிஞர்வைரமுத்து - விதைச்சோளம்

7. கவிஞர்அ.சங்கரி - இன்றுநான்பெரியபெண்

## அலகு - 2

நாட்டுப்புறஇலக்கியம்

1. ஏற்றப்பாட்டு
2. தெம்மாங்கு
3. அம்பாபாடல்கள்
4. விளையாட்டுப்பாடல்கள்
5. நடவுப்பாடல்கள்

## அலகு - 3

சிறுகதைகள்

1. கு.ப.ரா- கனகாம்பரம்
2. கு.அழகிரிசாமி - குமாரபுரம்ஸ்டேஷன்
3. தமிழ்ச்செல்வன் - வெயிலோடுபோய்
4. தோப்பில்முகமதுமீரான் - வட்டக்கண்ணாடி
5. அம்பை - பிளாஸ்டிக்டப்பாவில்பராசக்திமுதலியோர்

உரைநடை

1. இரா.பி.சேதுப்பிள்ளை - வண்மையும்வறுமையும்

## அலகு - 4

நாடகம்

நா.முத்துசாமி - நாற்காலிக்காரர்

## அலகு -5

தமிழிலக்கியவரலாறு

1. மரபுக்கவிதை - இருபதாம்நூற்றாண்டுகவிஞர்கள்
2. புதுக்கவிதை - தோற்றம் - வளர்ச்சி - வரலாறு
3. நாட்டுப்புறப்பாடல்கள், கதைகள், கதைப்பாடல்கள், பழமொழிகள், விடுகதைகள்

- வரலாறு

4. சிறுகதை, உரைநடைவரலாறு

5. நாடகம் - வரலாறு

அலகு - 6

மொழிப்பயிற்சி

1. வாக்கியவகை(தொடர்வாக்கியம், தனிவாக்கியம், கூட்டுவாக்கியம்)

2. இருவழக்குகள் (பேச்சு, எழுத்து)

3. எழுவாய், பயனிலை, செயப்படுபொருள்

4. ஒருமை, பன்மைமயக்கம்

5. திணை, பால், எண், இடவேறுபாடு

6. நால்வகைச்சொற்கள் (பெயர், வினை, இடை, உரி)

7. அகரவரிசைப்படுத்துதல்

கற்றலும்பயன்பாடும்:

தமிழ்மொழியின்இலக்கியவளங்களின்மதிப்பைப்புரிதல். தமிழ்இலக்கிய

வாசிப்பின்வழிசமூகவிழிப்புணர்வைத்தூண்டுதல். தமிழ்இலக்கியவளங்களின்

வாயிலாகத்தமிழ்ப்பண்பாட்டைஅடுத்ததலைமுறைக்குக்கொண்டுசெல்லுதல்.

மொழிவளத்தின்தேவையைவலியுறுத்துதல். மாணவர்கள்பிழையின்றிஎழுத

மொழிப்பயிற்சிஉதவுகிறது.

இப்பாடத்திட்டம்மாணவர்கள்தங்கள்படைப்புகளைஉருவாக்குவதற்கும்

பயன்படுகிறது. போட்டித்தேர்வுகளைஎதிர்கொள்ளுவதற்குரியவகையில்இலக்கிய

வரலாற்றுப்பகுதிமிகுந்தபயனுடையதாய்உள்ளது.

பாடநூல்

சென்னைப்பல்கலைக்கழகம் (university of Madras)

அடித்தளப்படிப்பு - பகுதி - I தமிழ்

முதலாம்மற்றும்இரண்டாம்பருவங்களுக்குரியது. அனைத்துப்பட்டப்படிப்பு

பிரிவுகளுக்கும்ஐந்தாண்டுஒருங்குமுறைபட்டமேற்படிப்புப்பிரிவுகளுக்கும்

பொதுவானது.

தாள் -I - செய்யுள்திரட்டு

(Foundation Course

Part - I Tamil - For I & II Semesters

Common to all undergraduate course and Five-Year Integrated postgraduate courses. (2020 - 2021 onwards.)

நாற்காலிக்காரர் - நா.முத்துசாமி

தமிழ்இலக்கியவரலாறுபாடம்தழுவியவை

மொழிப்பயிற்சி

## Reference book

தமிழ் - பகுதி 4 - சென்னைப்பல்கலைக்கழகம்வடிவமைத்தபாடத்திட்டங்கள்

ஆகையால்குறிப்புதவிநூல்என்றுதனியாகஇல்லை. (Reference book not applicable)

## LANGUAGE - HINDI

### COURSE OBJECTIVES:

The objectives of the course is to sensitize the students -

1. To the aesthetic and cultural aspects of literary appreciation and analysis.
2. To introduce modern Hindi Prose to the students and to understand the cultural, social and moral values of modern Hindi Prose.
3. To familiarize Official correspondence , General letter correspondence and technical words.
4. To motivate to demonstrate human value in different life situations

I . PROSE (Detailed Study) : HINDI GADHYA MALA

Ed. by Dr. Syed Rahamathulla

PoornimaPrakashan, 4/7 Begum III Street

Royapettah, Chennai – 14.

### LESSONS PRESCRIBED :

- 1. SabhyataRahasya**
- 2. Mitrata**
- 3. Yuvavonsen**
- 4. ParamanuOorjaevamKhadyaPadarthSanrakshan**
- 5. YougyataaurVyavasaykaChunav.**

## **II. FUNCTIONAL HINDI & LETTER WRITING**

**Students are expected to know the office and Business Procedures, Administrativeand Business Correspondence.**

### **1. General Correspondence:**

- 1. Personal Applications**
- 2. Leave Letters**
- 3. Letter to the Editor**
- 4. Opening an A/C**
- 5. Application for Withdrawal**
- 6. Transfer of an A/C**
- 7. Missing of Pass Book / Cheque Leaf**
- 8. Complaints**
- 9. Ordering for Books**
- 10. Enquiry**

### **III.OFFICIAL CORRESPONDENCE:**

- 1. Government Order**
- 2. Demi Official Letter**
- 3. Circular**
- 4. Memo**
- 5. Official Memo**
- 6. Notification**
- 7. Resolution**
- 8. Notic**



**e BOOKS FOR REFERENCE : 1. Karyalayeentippaniya : Kendriya Hindi Sansthan, Agra 2. Prayojanmoolak Hindi : Dr. Syed Rahamathulla, PoornimaPrakashan 4/7, Begum III Street, Royapettah, Chennai – 14.**

## **UNITISED SYLLABUS**

### **UNIT-I**

- 1. SabhyatakaRahasya**
- 2. Personal Applications**
- 3. Leave Letters**
- 4. Government Order**
- 5. Administrative Terminology Hindi to English (25 Words )**

### **UNIT - II**

- 1. Mitrata**
- 2. Letter to the Editor**
- 3. Opening an A/C**
- 4. Demi Official Letter**
- 5. Administrative Terminology English to Hindi ( 25 Words )**

### **UNIT-III**

- 1. Yuvavon Se**
- 2. Application for Withdrawal**
- 3. Circular**
- 4. Memo**
- 5. Administrative Terminology Hindi to English ( 25 Words )**

### **UNIT-IV**

- 1. ParamanuOorjaevamKhadyaPadarthSanrakshan**
- 2. Transfer of an A/C**

3. Missing of Pass Book / Cheque Leaf
4. Official Memo
5. Administrative Terminology English to Hindi ( 25 Words )

#### **UNIT-V**

1. YougyataaurVyavasaykaChunav
2. Complaints
3. Ordering for Books
4. Notification
5. Official Noting Hindi to English ( 25 words )

#### **UNIT-VI**

1. Enquiry
2. Resolution
3. Notice
4. Official Noting English to Hindi ( 25 words )

#### **· LEARNING OUTCOME:**

1. Understanding the concept and importance of functional Hindi
2. Understanding various forms of functional Hindi and its usage according to its area of application
3. Knowledge about good civilization qualities and culture.
4. Knowledge about the importance of human values.

### **LANGUAGE - FRENCH**

#### **Objectives**

**In teaching French we aim to**

**-provide the learners with a basic knowledge of grammar and gradually give them an insight into the culture and literature of France**

**-enable them to comprehend the nuances of the language so they are better equipped to express themselves in French**

**-discover another world , another people , another way of life .**

**-make them more accepting of people who differ from them.**

### **Prescribed textbook:**

**>RéginéMérieux& Yves Loiseau, Latitudes 1, Paris, Didier, 2017 (Units 1-6 only).**

### **Unité 1 - Salut!**

**Saluer - entrer en contact avec quelqu'un - se présenter- s'excuser**

### **Unité 2 – Enchanté !**

**Demander de se présenter - Présenterquelqu'un**

### **Unité 3 - J'adore !**

**Exprimer ses goûts - Échanger sur ses projets**

### **Unité 4 - Tu veux bien ?**

**Demander à quelqu'un de faire quelque chose - Demander poliment - Parler d'actions passées**

### **Unité 5 - On se voit quand ?**

**Proposer , accepter, refuser une invitation. - Indiquer la date - Prendre et fixer un rendez-vous - Demander et indiquer l'heure**

### **Unité 6 - Bonne idée !**

**Exprimer son point de vue positif et négatif - S'informer sur le prix - S'informer sur la quantité - Exprimer la quantité .**

### **Outcome :**

**Learners are able**

**- to comprehend and express themselves well**

**- to have an interest to look into another world**

**- to improve communication skills**

**- to perform well in the University Exams .**

**Recommend text : Not applicable**

## **FINANCIAL ACCOUNTING**

### **YEAR : I SEMESTER: 1 LEARNING OBJECTIVES:**

- To enable the students to understand the system of preparing financial statements for various types of organisation
- To familiarize the students with knowledge about financial reporting standards

### **UNIT I: Preparation of Financial Statement**

Final accounts of sole trading concern-Adjustments-Receipts and Payments-Income and expenditure-Balance sheet of non trading organisation

### **UNIT II: Depreciation and Insurance Claims**

Depreciation Accounting: Depreciation- Meaning –Causes-Types-Straight Line Method-Written down value method- Concept of useful life under Companies Act 2015 Insurance Accounting: Insurance claims –Calculation of Claim amount-Average clause (Loss of stock only)

### **UNIT III: Single entry system**

Meaning and Features of Single entry-Defects-Difference between single entry and double entry system-Methods of calculation of Profit-Statement of Affairs Method-Conversion Method

**UNIT IV: Rectification of Errors and Bank Reconciliation Statement** Classification of Errors – Rectification of Errors – Preparation of Suspense a/c.Bank Reconciliation Statement – Need and preparation.

### **UNIT V: Hire Purchase and Installment System**

Hire Purchase System- Default and repossession-Hire purchase trading account Installment System-Calculation of Profit.

### **LEARNING OUTCOMES:**

- The students will be able to analyze and prepare financial statement for different types of organization
- The students will be aware of the various amendments in financial reporting

### **TEXT BOOK:**

1. Lt Bhupinder – principles of Financial Accounting – CENGAGE, NewDelhi2.

Raj Kumar Sah –Concepts Building Approach to Financial Accounting –  
CENGAGE, New Delhi

3. Gupta, R.L &Gupta,V.K, Advanced Accounting, Sultan Chand &Sons,New Delhi

### **REFERENCE BOOKS:**

1. Jain &Narang, Financial Accounting, Kalyani Publishers, NewDelhi  
2. Reddy, T.S &Murthy,A. Financial Accounting, MarghamPublications,Chennai  
3. Shukla & Grewal, Advanced Accounting, S.Chand& Co. NewDelhi

4. Parthasarathy, S.&Jaffarulla, A. Financial Accounting, KalyaniPublishers,NewDelhi

### **WEB REFERENCE:**

[www.accountingcoach.com](http://www.accountingcoach.com)

[www.accountingstudyguide.com](http://www.accountingstudyguide.com)

[www.futureaccountant.com](http://www.futureaccountant.com)

[www.onlinelibrary.wiley.com](http://www.onlinelibrary.wiley.com)

## **Business Communication**

**Year/ Semester: I year / I sem**

### **OBJECTIVES:**

- To facilitate the students to understand the concept of Communication.
- To Know the basic techniques of the modern forms of communication
- To understand the role and functions of the various types of communications and business letters.

### **UNIT I**

Definition – Methods – Types – Principles of effective Communication – Barriersto Communication – Business Letters – Layout.

### **UNIT II**

Kinds of Business Letters: Interview – Application for a situation – Interview -Appointment – Acknowledgement – Promotion – Enquiries – Reply letter –Orders – Sales letter – Circular letter – Complaint letter.

### **UNIT III**

Bank Correspondence – Insurance Correspondence – Agency Correspondence – Correspondence with Shareholders, Directors.

#### **UNIT IV**

Report Writing – Meetings – Agenda - Minutes of Meeting – Memorandum –Office Order – Circular – Notes.

#### **UNIT V**

Modern Forms of Communication: Fax – E-mail – Video Conferencing – Internet – Websites – uses of the various forms of communication.

#### **OUTCOME:**

- Students understand the concept of communication and familiarize with modern forms of communication.
- Students would be aware of the different type's letters and how they are helpful for the daily operations in the business and Individuals.
- To provide functional disclosure to students relating banking correspondence, insurance correspondence agency correspondence etc.,

### **INTERNATIONAL TRADE**

#### **YEAR: II SEMESTER**

#### **OBJECTIVES**

1. To provide specialized knowledge in international trade
2. To acquire knowledge concerned with the exchange of Goods and Services with the Foreign Countries.
3. To provide the basic understanding of the Purchase, Sale or exchange of Goods and Services across the National Borders.
4. To understand the role and functions of the various Financial institution like IMF, IBRD and SDR'S
5. To learn about WTO and how globalization of Economy takes place.

#### **UNIT I**

Theories of International Trade – Ricardo – Haberlers Opportunity cost

-Heckscher Ohlin theorem.

## **UNIT II**

Trade policy – case for protection – Regional integration – European Union –EEC  
UNCTAD – GATT – Asian – Development Bank.

## **UNIT III**

WTO – Functions of WTO – An Overview.

## **UNIT IV**

Balance of payments – Disequilibrium – Remedies – Exchange control –Purchasing  
Power parity Theory.

## **UNIT V**

International monetary system – IMF – SDR – International liquidity – IBRD.

## **OUTCOMES**

1. To evolve good understanding to the students about International trade. 2.  
Students would be aware of the different Financial Institutions and how they  
promote International Trade.
3. To provide applied exposure to students relating to Exchange control andBalance  
of Payment.

## **PROFESSIONAL ENGLISH FOR COMMERCE & MANAGEMENT**

### **COURSE OBJECTIVE**

The language course will help learners to Improve the language proficiency of the ESL learners by emphasising LSRW (Listening,Speaking,Reading and Writing) skills. Equip learners to comprehend subject specific text through ESP (English for Specific Purpose) To focus on sharpening learners 'critical and problem-solving skills and to make them culturally aware of the target situation beyond classroom learning.

**SYLLABUS Recommended Book: Professional English for Commerce and Management-I by Tamil Nadu State Council for Higher Education (TANSICHE)**

### **UNIT 1: COMMUNICATION (10 hours)**

**Listening:** Listening to audio text and answering questions - **Listening to Instructions** **Speaking:** Pair work and small group work. **Reading:** Comprehension passages –Differentiate between facts and opinion **Writing:** Developing a story with pictures.

**Vocabulary:** Register specific - Incorporated into the LSRW tasks

**UNIT 2: DESCRIPTION (10 hours)** **Listening:** Listening to process description.- **Drawing a flow chart.**  
**Speaking:** Role play (formal context)

**Reading: Skimming/Scanning** Reading passages on products, equipment and gadgets.

**Writing: Process Description –Compare and Contrast Paragraph-Sentence Definition and Extended definition- Free Writing.**

**Vocabulary: Register specific -Incorporated into the LSRW tasks.**

**UNIT 4: PRESENTATION SKILLS (10 hours) Listening: Listening to lectures. Speaking: Short talks.**

**Reading: Reading Comprehension passages Writing: Writing Recommendations, Interpreting Visual Inputs**

**Vocabulary: Register specific -Incorporated into the LSRW tasks**

**LEARNING OUTCOME** Upon completion of the programme, the ESL learner will be able to, Use the English language for speaking with confidence and effectively. Understand the significance of writing techniques for both academic and industry. Comprehend the role of reading and listening skill to improve one's language and communication skill.

**NAME OF THE SUBJECT : Non-Major Elective(HTML)**

**YEAR / SEMESTER : I / I**

**TOTAL HOURS : 2 / WEEK**

**OBJECTIVE:**

· This course introduces to the tags used in HTML

**UNIT I:**

Introduction : Web Basics: What is Internet – Web browsers – What is Web page – HTML Basics: Understanding tags.

**UNIT II:**

Tags for Document structure( HTML, Head, Body Tag). Block level text elements: Headings paragraph(<p> tag) – Font style elements: (bold, italic, font, small, strong, strike, big tags).

**UNIT III:**

Lists: Types of lists: Ordered, Unordered – Nesting Lists – Other tags: Marquee, HR, BR- Using Images – Creating Hyperlinks.

**UNIT IV:**

Tables: Creating basic Table, Table elements, Caption – Table and cell alignment – Rowspan, Colspan – Cell padding.



## UNIT V:

Frames: Frameset – Targeted Links – No frame – Forms : Input, Textarea, Select, Option.

## OUTCOMES:

- To use Knowledge of HTML and the basic tools that every Web page coder needs to know.
- To implement modern Web pages with HTML

## RECOMMENDED TEXTS:

1. Laura Lemay, “HTML Complete Reference, Teach Yourself Web Publishing with HTML”.

## REFERENCE BOOKS:

1. E Stephen Mack, Janan Platt , “HTML”.

## WEB REFERENCE:

← NPTEL & MOOC courses titled HTML.

← <https://www.codecademy.com/learn/learn-html>

## சிறப்புத்தமிழ் - முதல்பருவம்

### பாடத்திட்டத்தின்நோக்கம் (Objective)

இப்பாடத்திட்டம்பள்ளிகளில்ஒருசிலவகுப்புகளில்தமிழைப்படித்தமிழ்

மொழியைமுழுமையாகஅறிந்துகொள்ளாதகல்லூரிகளில்பிறமொழி

கற்பவர்களுக்காகவடிவமைக்கப்படுகிறது. இங்குதமிழ்இலக்கியப்பகுதியும்,

தமிழிலக்கியவரலாற்றுப்பகுதியும், மொழிப்பயிற்சியும்பாடமாகஅமைகிறது.

தமிழ்இலக்கியஇன்பத்தைஉணரும்நோக்கிலும்இலக்கியவளத்தைஉணரும்

நோக்கிலும்பாடத்திட்டம்உள்ளது.

### பாடத்திட்டம் (SYLLABUS)

#### பாடப்பகுப்பு

I. இலக்கியம்

II. அதைச்சார்ந்ததமிழிலக்கியவரலாறு

III. மொழிப்பயிற்சி

## அலகு -1

நாட்டுப்புறப்பாடல்

1. பஞ்சம். 2. மானம்விடிவதெப்போ?

## அலகு -2

புனைகதை

1."கட்டைவிரல்"-சி.என்.அண்ணாதுரை

## அலகு -3

புதுக்கவிதை

1. ஆடிக்காற்றே -சிற்பி, 2. கடமையைச்செய்-மீரா, 3. இழந்தவர்கள்-அப்துல் ரகுமான்

## அலகு - 4.

மொழித்திறன்

1. கலைச்சொல்லாக்கம், 2. பொருந்தியசொல்தருதல், 3. பிழைநீக்கி எழுதுதல்

## பாடத்திட்டத்தின்பயன்கள் (Subject Outcome)

இப்பாடத்தைப்படிப்பதால்தமிழ்மொழியின்இலக்கியஇன்பம், சொல்வளம், புதுகலைச்சொல்படைத்தல்போன்றவற்றைஉணரஉதவுகிறது.

## பாடநூல்

தமிழ் - பகுதி 4 - சென்னைப்பல்கலைக்கழகம்அடிப்படைத்தமிழ்க்குப்

பாடத்திட்டங்கள்மட்டுமேவரையறுத்துள்ளது. அதைநூலாகவெளியிடவில்லை.

எனவே, பாடநூலில்லை.

## Reference book

தமிழ் - பகுதி 4 - சென்னைப்பல்கலைக்கழகம்வடிவமைத்த

பாடத்திட்டங்கள்ஆகையால்குறிப்புதவிநூல்என்றுதனியாகஇல்லை.

(Reference book not applicable)

## பாடத்திட்டத்தின் நோக்கம் (Objective)

தமிழ்மொழியைப் பேசவும் எழுதவும் படிக்கவும் தெரியாத மாணவர்கள்

அடிப்படைத்தமிழ்பாடம்படித்துப் பயன்பெறும் நோக்கில் பாடத்திட்டம்

அமைகிறது. அண்டைமாநிலங்களிலிருந்தும் பிறநாடுகளிலிருந்தும் இளங்கலை,

இளம் அறிவியல் பட்டம் பெறும் மாணவர்கள் தமிழ்நாட்டின் மாநில மொழியைப்

பேசவும் எழுதவும் துணைபுரியும் வகையில் பாடத்திட்டம்

வடிவமைக்கப்பட்டுள்ளது.

இம்மாணவர்கள் முதற்பருவத்தில் தமிழ் மொழியின் எழுத்துக்களை எழுதவும்

படிக்கவும் பயிற்சி அளிக்கப்படுகிறது. மேலும் தமிழ் மொழியின் சொல்வகை,

தொடரமைப்பு, தமிழில் எண்ணுப்பெயர்கள், உடல் உறுப்புகள், அன்றாட

வாழ்விற்குத் தேவையான பொருள்களை அறிந்து கொள்ளவைப்பதே இதன்

நோக்கமாகும்.

### பாடத்திட்டம் - முதல்பருவம் (SYLLABUS)

#### அலகு - 1.

எழுத்துகள்

1. உயிர்எழுத்து, ஆய்தஎழுத்து, 2. மெய்எழுத்து, 3. உயிர்மெய்எழுத்து

#### அலகு - 2

சொற்கள்

1. பெயர்ச்சொல், 2. வினைச்சொல், 3. இடைச்சொல், 4. உரிச்சொல்

#### அலகு -3.

தொடரமைப்பு

1. எழுவாய், 2. பயனிலை, 3. செயப்படுப்பொருள்

#### அலகு -4.

பிழைநீக்கம்

1. ஒற்றுப்பிழை, 2. எழுத்துப்பிழை, 3. தொடர்ப்பிழை,

#### அலகு - 5

எண்கள், உறவுப்பெயர்கள், வாழ்இடங்களும், பொருள்களும்

## அலகு - 6

அறிமுகம்

1. விழாக்கள், 2. இயற்கை, 3. உணவுமுறைகள்-சுவை-காய்கள்-

பழங்கள்போன்றன.

### பாடத்திட்டத்தின்பயன்கள் (Subject Outcome)

இந்தப்பாடத்தினால்வேற்றுப்புலமாணவர்கள்தமிழகத்தில்பாமர

மக்களிடமும்தமிழில்பேசமுடியும். தமிழ்மொழியிலுள்ளசிறுசிறுபடைப்புகளைப்

பார்த்துஇலக்கியஇன்பம்பெறமுடியும். தமிழகத்திலுள்ளசுற்றுலாத்லங்களுக்கு

வழிகாட்டிஇன்றிப்போய்வருதல்.

### பாடநூல்

தமிழ் - பகுதி 4 - சென்னைப்பல்கலைக்கழகம்அடிப்படைத்தமிழுக்குப்

பாடத்திட்டங்கள்மட்டுமேவரையறுத்துள்ளது. அதைநூலாகவெளியிடவில்லை.

எனவே, பாடநூலில்லை.

### Reference book

தமிழ் - பகுதி 4 - சென்னைப்பல்கலைக்கழகம்வடிவமைத்த

பாடத்திட்டங்கள்ஆகையால்குறிப்புதவிநூல்என்றுதனியாகஇல்லை.

(Reference book not applicable)

## I YEAR - EVEN SEM

பொதுத்தமிழ்

பாடத்திட்டத்தின்நோக்கம்

காலந்தோறும் தமிழ் அடைந்துள்ளவளர்ச்சியும் பரந்து விரிந்துகிடக்கும் அதன்  
ஆழ அகலத்தையும் ஒருபருந்துபார்வையில் நோக்கும் வகையில் பொதுத்தமிழ்ப்

பாடப்பகுதிகட்டமைக்கப்பட்டுள்ளது.

பழந்தமிழ் இலக்கியங்களின் வாயிலாக அறம், பொருள், இன்பம் ஆகியவற்றைப்  
போதித்தல். பழந்தமிழ் இலக்கியங்களின் இலக்கியச் செறிவையும், சொல்வளங்களையும்

உணரவைத்தல்.

பழந்தமிழ்ச் சொற்களின் அருமையைப் புரியவைத்து மொழிகலப்பின்றிப்

பேசுவதன் அவசியத்தை வலியுறுத்தல். பழந்தமிழ் மக்களின் வாழ்வியலை

எடுத்துரைத்தல். இவையே இப்பாடத்திட்டத்தின் நோக்கமாகும்.

பாடத்திட்டம்

(SYLLABUS)

I. இலக்கியம்

II. அதைச் சார்ந்த தமிழ் இலக்கிய வரலாறு

III. மொழிப்பயிற்சி

அலகு 1

1. நற்றிணை - 87, 88

2. குறுந்தொகை - 46, 88, 89

3. கலித்தொகை - 11 ஆம்பாடல் - "அரிதாய அறன்எய்தி..

அலகு 2

1. அகநானூறு - 86 ஆம்பாடல் (உழுந்துதலைபெய்த )

2. ஐங்குறுநூறு - கிள்ளைப்பத்து

3. பரிபாடல் - செவ்வேள் 5, கடுவன் இளவெயினார் (1 முதல் 10 வரிகள் - வெற்றி

வேல் )

அலகு 3

1. புறநானூறு - 182, 192

2. பதிற்றுப்பத்து - காக்கைப்பாடினியார், நச்செள்ளையார்பாடல் (56, 57)

அலகு 4

1. பத்துப்பாட்டு - முல்லைப்பாட்டு

அலகு 5

1. திருக்குறள் - பொருட்பால் - 3 அதிகாரம் (காலமறிதல், சுற்றந்தழால்,  
கண்ணோட்டம்)

2. நாலடியார் - ஈகை (முதல் 5 பாடல்கள்)

II தமிழிலக்கியவரலாறு

1. முச்சங்கவரலாறு, பதினெண்மேற்கணக்குநூல்கள் (எட்டுத்தொகை,  
பத்துப்பாட்டு)

2. பதினெண்கீழ்க்கணக்குநூல்கள்

III மொழிப்பயிற்சி

1. இலக்கணக்குறிப்பு (வேற்றுமைத்தொகை, உவமைத்தொகை, பண்புத்தொகை,  
உம்மைத்தொகை, அன்மொழித்தொகை.....வடிவம்) [பத்தியிலிருந்து இலக்கணக்  
குறிப்புகளைக்கண்டறிதல்]

2. ஒற்றுமிகும்மிகாஇடங்கள்

3. மரபுத்தொடர்கள் (தமிழ்மரபுத்தொடர்களைக்கண்டறிதல்)

பாடத்திட்டத்தின்பயன்கள்

பழந்தமிழ்இலக்கியங்களின்வழியாக, அக்காலமக்களின்அகவுணர்வுகளையும்  
அகஒழுக்கங்களையும்பண்பாட்டையும்உணர்ந்துகொள்ளுதல். பழந்தமிழ்இலக்கிய  
வாசிப்பின்வழியூறகையின்உன்னதமகத்துவத்தைப்புரியவைத்தல்.  
தமிழ்இலக்கியவளங்களின்வாயிலாகத்தமிழ்ப்பண்பாட்டைஅடுத்த  
தலைமுறைக்குக்கொண்டுசெல்லுதல். மொழிவளத்தின்தேவையைவலியுறுத்துதல்.  
மாணவர்கள்பிழையின்றிஎழுதமொழிப்பயிற்சிஉதவுகிறது.  
இப்பாடத்திட்டம்மாணவர்கள்நடிப்புதிருவளவளர்க்கின்றது.  
போட்டித்தேர்வுகளைஎதிர்கொள்வதற்குத்தமிழ்இலக்கியவரலாற்றுப்பகுதிமிருந்த  
பயனுடையதாகஅமைகிறது.

Reference book

தமிழ் - பகுதி 1 - சென்னைப்பல்கலைக்கழகம்வடிவமைத்தபாடத்திட்டங்கள்  
ஆகையால்குறிப்புதவிநூல்என்றுதனியாகஇல்லை. (Reference book not applicable)

## **LANGUAGE - HINDI**

### **I. COURSE OBJECTIVES:**

**The objectives of the course is**

- 1. To appreciate and analyse the dramatic elements in Hindi literature.**
- 2. To understand the distinct features Hindi short stories and One Act Play.**
- 3. To understand the importance and process of translation and the qualities of translators.**
- 4. To understand the importance of vocabularies.**

**I . ONE ACT PLAY (Detailed Study): AATH EKANKI Edited By: Devendra Raj Ankur, Mahesh Aanand Vani prakashan, 4695, 21-A Dariyagunj,; New Delhi – 110 002**

#### **LESSONS PRESCRIBED :**

- 1. AurangzebkiAakhariRaat**
- 2. LaksmiKaSwagat**
- 3. BasantRitukaNaatak**
- 4. BahutBadaSawal**

### **II. SHORT STORIES (Non- Detailed Study):**

**SWARNA MANJARIE Edited by: Dr. Chitti. Annapurna Rajeswari Publications 21/3, Mothilal Street, (Opp. Ranganathan Street), T. Nagar, Chennai – 600 017.**

#### **LESSONS PRESCRIBED :**

- 1. Mukthidhan**
- 2. Mithayeewala**
- 3. Sebaur Dev**
- 4. Vivahki Teen Kathayen**

### **III. TRANSLATION PRACTICE : (English to Hindi) BOOKS FOR REFERENCE :**

**1. Prayojan Moolak Hindi : Dr. Syed Rahamathulla Poornima Prakashan, 4/7, Begum III Street, Royapettah, Chennai – 14. 2. Anuvad Abhyas Part III Dakshin Bharat Hindi Prachar Sabha T. Nagar, Chennai -17. UNITISE**

## **UNITISED SYLLABUS**

### **UNIT – I**

- 1. AuranzebkiAakhiriRaat**
- 2. Mukthidhan**
- 3. Practice of Annotation Writing**
- 4. Practice of Summary and Literary evaluation Writing**

#### **UNIT – II**

- 1. LaksmikaSwagat**
- 2. Mithayeewala**
- 3. Practice of Annotation Writing**
- 4. Practice of Summary and Literary evaluation Writing**

#### **UNIT-III**

- 1. BasantRitukaNatak**
- 2. SebAur Dev**
- 3. Practice of Annotation Writing**
- 4. Practice of Summary and Literary evaluation Writing**

#### **UNIT-IV**

- 1. BahutBadaSawal**
- 2. Vivahki Teen Kathayen**
- 3. Practice of Annotation Writing**
- 4. Practice of Summary and Literary evaluation Writing**

#### **UNIT-V**

- 1. Translation Practice. (English to Hindi)**

#### **II. LEARNING OUTCOME:**

- 1. Understand the role of Hindi short stories and One Act Play in the development of the society.**
- 2. Knowledge about the importance of cultural, social and moral responsibility of human beings.**
- 3. Enculcating the habit of book reading to gain knowledge of vocabularies.**
- 4. Understanding the importance of art of translation**



# **Objectives**

**In teaching French we aim to**

**-provide the learners with a basic knowledge of grammar and gradually give them an insight into the culture and literature of France**

**-enable them to comprehend the nuances of the language so they are better equipped to express themselves in French**

**-discover another world , another people , another way of life .**

**-make them more accepting of people who differ from them**

**Prescribed textbook: >RégineMérieux& Yves Loiseau, Latitudes 1, Paris, Didier, 2017 (Units 7-12 only).**

**Unité 7 - c'est où ?**

**Demander et indiquer une direction - localiser (près de, en face de ...)**

**Unité 8 - N'oubliez pas !**

**Exprimer l'obligation ou l'interdit - Conseiller**

**Unité 9 - Belle vue sur la mer !**

**Décrire un lieu - situer - se situer dans le temps**

**Unité 10 - Quel beau voyage !**

**Raconter - décrire les étapes d'une action - exprimer l'intensité et la quantité - interroger**

**Unité 11 - oh! Joli!**

**Décrire quelqu'un - comparer - exprimer l'accord ou le désaccord - se situer dans le temps**

**Unité 12 - Et après ?**

**Parler de l'avenir - exprimer des souhaits - décrire quelqu'un**

## **Outcome :**

**Learners are able**

**- to comprehend and express themselves well**

**- to have an interest to look into another world**

**- to improve communication skills**

**- to perform well in the University Exams .**

# Communicative English - II

## Course Objectives:

- To train students on functional English including language proficiency Grammar & Vocabulary building.
- To equip them with essential career/job oriented skills - Presentation (PPT techniques), formal communication (email, report writing, etc)
- To teach them formal meeting etiquettes: both face-face and virtual mode.
- To prep students to face interviews.
- Encourage and guide students on opinion writing, reviews and feature writing.

## SYLLABUS

### Semester II

#### Unit I (18 hours)

##### 1. Listening and Speaking

- a. Listening and responding to complaints (formal situation)
- b. Listening to problems and offering solutions (informal)

##### 2. Reading and writing

- a. Reading aloud (brief motivational anecdotes)
- b. Writing a paragraph on a proverbial expression/motivational idea.

##### 3. Word Power/Vocabulary

- a. Synonyms & Antonyms

##### 4. Grammar in Context

- Adverbs
- Prepositions

#### Unit II (20 hours)

##### 1. Listening and Speaking

- a. Listening to famous speeches and poems
- b. Making short speeches- Formal: welcome speech and vote of thanks. Informal occasions- Farewell party, graduation speech

##### 2. Reading and Writing

- a. Writing opinion pieces (could be on travel, food, film / book reviews or on any contemporary topic)
- b. Reading poetry b.i. Reading aloud: (Intonation and Voice Modulation) b.ii. Identifying and using figures of

speech - simile, metaphor, personification etc.

**3. Word Power a. Idioms & Phrases**

**4. Grammar in Context Conjunctions and Interjections**

**Unit III (18 hours)**

**1. Listening and Speaking**

**a. Listening to Ted talks**

**b. Making short presentations – Formal presentation with PPT, analytical presentation of graphs and reports of multiple kinds**

**c. Interactions during and after the presentations**

**2. Reading and writing**

**a. Writing emails of complaint**

**b. Reading aloud famous speeches**

**3. Word Power**

**a. One Word Substitution**

**4. Grammar in Context: Sentence Patterns**

**Unit IV (16 hours)**

**1. Listening and Speaking**

**a. Participating in a meeting: face to face and online**

**b. Listening with courtesy and adding ideas and giving opinions during the meeting and making concluding remarks.**

**2. Reading and Writing**

**a. Reading visual texts – advertisements**

**b. Preparing first drafts of short assignments**

**3. Word Power a. Denotation and Connotation**

**4. Grammar in Context: Sentence Types**

**Unit V (18 hours)**

**1. Listening and Speaking**

**a. Informal interview for feature writing**

**b. Listening and responding to questions at a formal interview**

**2. Reading and Writing**

**a. Writing letters of application**

**b. Readers' Theatre (Script Reading)**

**c. Dramatizing everyday situations/social issues through skits. (writing scripts and performing)**

**3. Word Power**

**a. Collocation**

**4. Grammar in Context: Working With Clauses**

**Learning outcome:**

- Students show progress in language proficiency.
- Better equipped with necessary job skills.
- Show confidence to face job interviews.
- Encouraged to voice their thoughts, students began to express themselves through blog writing, articles contribution, online reviewing of products and films.
- Show better understanding of nuances in formal communication and etiquettes

## **ADVANCED FINANCIAL ACCOUNTING**

**YEAR : I SEMESTER: II**

**LEARNING OBJECTIVES:**

- To make the students know the various methods of maintaining the accounting records in various forms of Business
- To enable the students to get a comprehensive understanding of the Financial Reporting and Standards

**Unit I: Branch Accounts**

Dependent Branches - Stock and Debtors system - Distinction between Wholesale Profit and Retail Profit - Independent Branches (Foreign Branches excluded)

**Unit II: Departmental Accounts**

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

**Unit III: Partnership Accounts**

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

**Unit IV: Partnership Accounts**

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

Piecemeal Distribution of cash in case of Liquidation of Partnership Firm. **Unit V:**

### **Accounting Standards for Financial Reporting**

Objectives and uses of financial statements for users - role of accounting standards - development of accounting standards in India - requirements of International Accounting Standards - Role of IFRS - IFRS adoption or convergence in India - Implementation plan in India - IndAS - Difference between IndAS and IFRS

### **LEARNING OUTCOMES:**

- The students will be able to analyze and prepare financial statements to different types of organisation
- The students will be aware of the various amendments in financial reporting and standards

### **Suggested Readings**

1. Gupta, R.L& Gupta, V.K,AdvancedAccounting, Sultan Chand & Sons, NewDelhi.
2. Jain &Narang, FinancialAccounting, Kalyani Publishers, New Delhi.
3. Reddy, T.S &Murthy,A. FinancialAccounting, Margham Publications, Chennai.
4. Shukla &Grewal,AdvancedAccounting, S. Chand & Co., New Delhi.
5. Tulsian P.C. - FinancialAccounting.
6. Parthasarathy, S. &Jaffarulla,A. FinancialAccounting, Kalyani Publishers,New Delhi.
7. S.Thothadri&S.Nafeesa, Financial Accounting, McGraw Hill Education,New Delhi

### **E-Resources**

[www.accountingcoach.com](http://www.accountingcoach.com)

[www.accountingstudyguide.com](http://www.accountingstudyguide.com)

[www.futureaccountant.com](http://www.futureaccountant.com)

[www.onlinelibrary.wiley.com](http://www.onlinelibrary.wiley.com)

## **CORPORATE MANAGEMENT**

**YEAR: I/II SEMESTER**

### **OBJECTIVES**

1. To help the students gain understanding of the functions and responsibilities of a manager.
2. To provide the basic understanding of the management and techniques to be used in the performance of the managerial job.

3. To prepare the students to know about the significance of management in corporate world

### **UNIT I Introduction to Management**

Nature and functions of Management – Principles – role and function of Manager – Levels of Management – Development of Scientific Management and other Schools of thought and Approaches.

### **UNIT II - Planning and Organizing**

Planning – need and importance – forms – types – steps – decision making – types – process. Organisation – types – Organisation structure – Centralisation and Decentralisation – Departmentation.

### **UNIT III - Human Resource Management**

Human Resource – HRM and Personnel Management – Recruitment, Selection and Training methods – Human Resource Audit.

### **UNIT IV - Performance Appraisal and Incentives**

Performance Appraisal – methods – promotions and transfer – incentives – monetary and non monetary- welfare and social security measures.

### **UNIT V - Direction and Control**

Direction – purpose – requirements of effective direction – motivation theories. Coordination – need, type and techniques for excellent coordination – controlling- meaning and importance – control process.

### **OUTCOMES**

1. To develop good understanding to the students about management and organization related terms.
2. Understand the difficulties associated with management and integrate the learning in handling these complexities.

### **BUSINESS ECONOMICS**

### **YEAR/SEMESTER: I/II**

### **OBJECTIVES:**

- To facilitate the students to understand the term and definition of Economics.
- To know the basic concepts in Economics such as demand, supply, efficiency, cost, Market structure.
- To make the students understand about consumer behavior with the help of utility theories.
- To enable the students to be familiar with the concepts of production function.
- To equip

the students with the knowledge of pricing strategies in various markets

## **SYLLABUS**

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

**UNIT-II** Demand and Supply Functions: - Meaning of Demand – Determinants and Distinctions of demand – Law of Demand – Elasticity of Demand – Demand Forecasting – Supply concept and Equilibrium

**UNIT-III** Consumer Behaviour : Law of Diminishing Marginal utility – Equi-marginal Utility – Indifference Curve – Definition, Properties and equilibrium.

**UNIT-IV** Production: Law of Variable Proportion – Laws of Returns to Scale – Producer's equilibrium – Economies of Scale - Cost Classification – Break Even Analysis

**UNIT-V** Product Pricing: Price and Output Determination under Perfect Competition, Monopoly – Discriminating monopoly – Monopolistic Competition – Oligopoly – Pricing objectives and Methods

## **OUTCOMES**

On completion of the Syllabus,

- The students will understand the term Economics and definitions of Economics.
- The students will be aware of the basic concepts in Economics and familiarise with the phases of Business Cycle theory.
- The students will gain knowledge about the theories of consumer behaviour. • The students will be aware of the concepts of production function.
- The students will learn the pricing methods of various methods.

## **PROFESSIONAL ENGLISH FOR COMMERCE AND MANAGEMENT**

### **COURSE OBJECTIVE**

**The language course will help learners to, attain and enhance competence in the LSRW (Listening,Speaking,Reading and Writing) skills and use them effectively in the communicative contexts such as writing assignments and class activities. develop vocabulary and grammatical forms in the English language. improve writing skill by getting exposed to the latest technology in writing style such as Blogs..**

## **SYLLABUS**

**Recommended Book: Professional English for Commerce and Management-II by Tamil Nadu State Council for Higher Education (TANSCHE)**

**UNIT 1: COMMUNICATIVE COMPETENCIES (10 hours) Listening:**

**Listening to audio text and answering questions**

**Speaking: Group work.**

**Reading: Answer the following questions based on the reading Comprehension**

**Writing: Summary writing**

**Vocabulary: Register specific - Incorporated into the LSRW tasks**

**UNIT 2: Persuasive Communication (10 hours)**

**Listening: Listening to audio clip on persuasive communication and answer the questions given.**

**Speaking: Role play (formal context)**

**Reading: Skimming/Scanning Writing: Process Description**

**Vocabulary: Register specific -Incorporated into the LSRW tasks.**

**UNIT 3: Digital Competence(10 hours)**

**Listening: Active Listening**

**Speaking: Interviews.**

**Reading: Reading article on Digital Competence**

**Writing: creating a vlog , website**

**Vocabulary: Register specific -Incorporated into the LSRW tasks**

**LEARNING OUTCOME**

**Upon completion of the course, the ESL learner will be able to, revamp their reading skill by exploring various genres of discipline. write a research paper on their respective subject by implementing intensive and extensive reading techniques. do a presentation in class enhancing their public speaking abilities integrating the subject knowledge along with the acquired presentation skills.**

**NAME OF THE SUBJECT : Non-Major Elective(HTML LAB)**

**YEAR / SEMESTER : I / II**

**TOTAL HOURS : 2 / WEEK**

**OBJECTIVE:**

· This course introduces to the programming in HTML



## LIST OF EXERCISES:

1. Write a script to create an array of 10 elements and display its contents.
2. Create a simple calculator using form fields. Have two fields for number entry and one field for the result. Allow the user to be able to use plus, minus, multiply and divide.
3. Create a document and add a link to it. When the user moves the mouse over the link, it should load the linked document on its own. (user is not required to click on the link)
4. Create a document which opens a new window without a toolbar, address bar or a status bar that unloads itself after one minute.
5. Design an HTML page that includes document structure tags, title, line break, multiple headings and link to e-mail address.
6. Create an HTML file which is the main page with an image and some text messages along with hyperlinks which is linked to various pages. The navigation should be such that the links take you to the appropriate page and then back to the main page.
7. Create a HTML page to demonstrate the usage of Frames. Choose the content of the page on your own.
8. Design an application for pay slip through HTML forms.

## OUTCOME:

- To implement modern Web pages with HTML

### சிறப்புத்தமிழ் - இரண்டாம்பருவம்

#### பாடத்திட்டத்தின்நோக்கம் (Objective)

இப்பாடத்திட்டம்பள்ளிகளில்சிலவகுப்புகள்வரையில்மட்டுமேதமிழைப் படித்துக்கல்லூரிகளில்பிறமொழிகற்பவர்களுக்காகவடிவமைக்கப்படுகிறது. இங்குதொடக்ககாலசெய்யுள்முதல்தற்காலபுதுக்கவிதைவரைஉள்ளஒருசில பகுதிகள்அமைந்துள்ளன. அனைத்துக்காலஇலக்கியங்களின்தன்மையை உணர்ந்துகொள்ளுதல். தமிழ்இலக்கியப்பகுதியும், தமிழிலக்கிய வரலாற்றுப்பகுதியும், மொழிப்பயிற்சியும்பாடமாகஅமைகிறது

#### பாடத்திட்டம் (SYLLABUS)

#### பாடப்பகுப்பு

I. இலக்கியம்

II. அதைச்சார்ந்ததமிழிலக்கியவரலாறு

III. மொழிப்பயிற்சி

அலகு - 1

கட்டுரை

1. பெண்ணின்பெருமை-திரு.வி.க

அலகு -2.

செய்யுள்

1. புறநானூறு -

அ. கெடுகசிந்தை-ஓக்கூர்மாசாத்தியார்,

ஆ. ஈன்றுபுறந்தருதல் - பொன்முடியார், இ. யாதும்ஊரே -

கனியன்புங்குன்றனார்

ஈ. திருக்குறள் - வான்சிறப்புமுழுமையும்

உ. சிலப்பதிகாரம் - மங்கலவாழ்த்துப்பாடல்

ஊ. திருவாசகம் - வேண்டத்தக்கது

எ. திருவாய்மொழி - உயர்வற

ஏ. இரட்சண்யயாத்ரிகம் (சிலுவைப்பாடு)-பாடல்எண்-1,3,4

ஐ. சீறாப்புராணம் - வானவர்க்கும்

ஓ. பாரதியார்- நல்லதோர்வீணை

அலகு -3.

இலக்கியவரலாறு

பாடம்தழுவியஇலக்கியவரலாறு

அலகு -4.

மொழிபெயர்ப்பு

ஆங்கிலப்பகுதியைத்தமிழாக்கம்செய்தல்.

பாடத்திட்டத்தின்பயன்கள் (Subject Outcome)

தமிழ்மொழி, தமிழ்இலக்கியத்தின்தொன்மையைஅறிதல். தமிழ்மக்களின்

பண்பாட்டைக்காலவாரியாகஉணர்ந்துகொள்ளுதல்.

மொழிபெயர்ப்புத்துறையிலும்செயலாற்றமுடியும்

**பாடநூல்**

தமிழ் - பகுதி 4 - சென்னைப்பல்கலைக்கழகம்அடிப்படைத்தமிழுக்குப்

பாடத்திட்டங்கள்மட்டுமேவரையறுத்துள்ளது. அதைநூலாகவெளியிடவில்லை.

எனவே, பாடநூல்இல்லை.

**Reference book**

தமிழ் - பகுதி 4 - சென்னைப்பல்கலைக்கழகம்வடிவமைத்த

பாடத்திட்டங்கள்ஆகையால்குறிப்புதவிநூல்என்றுதனியாகஇல்லை.

(Reference book not applicable)

## அடிப்படைத்தமிழ் - இரண்டாம்பருவம்

**பாடத்திட்டத்தின்நோக்கம் (Objective)**

தமிழ்மொழியைப்பேசவும்எழுதவும்படிக்கவும்தெரியாதமாணவர்கள் அடிப்படைத்தமிழ்பாடம்படித்துப்பயன்பெறும்நோக்கில்பாடத்திட்டம் அமைகிறது. அண்டைமாநிலங்களிலிருந்தும்பிறநாடுகளிலிருந்தும்இளங்கலை, இளம்அறிவியல்பட்டம்பெறும்மாணவர்கள்தமிழ்நாட்டின்மாநிலமொழியைப் பேசவும்எழுதவும்துணைபுரியும்வகையில்பாடத்திட்டம் வடிவமைக்கப்பட்டுள்ளது.

இம்மாணவர்கள்இரண்டாம்பருவத்தில்தமிழ்மொழியிலுள்ளசிறுசிறு இலக்கியப்பகுதிகளைப்படிப்பர். சிறுகதைகள், சுற்றுலாத்தலங்கள், தமிழ் இலக்கியங்களின்வரலாறுஆகியவற்றைப்புரிந்துகொள்ளும்நோக்கில் பாடத்திட்டம்அமைகிறது.

**பாடத்திட்டம் (SYLLABUS)**

அலகு -1.

## நீதிநூல்கள்

1. ஆத்திச்சூடி(1-12), 2. கொன்றைவேந்தன்(1-8),

3. திருக்குறள்(5)

1. அகரமுதல ..... (1), 2. செயற்கரிய ..... (26), 3. மனத்துக்கண் ..... (34), 4.

கற்ககசடறக்..... (391), 5. எப்பொருள் ..... (423).

அலகு - 2.

## நீதிக்கதைகள்

1. பீர்பால்கதை, 2. பரமார்த்தகுருகதை

அலகு - 3.

## அறிமுகம்

அ. தமிழ்இலக்கியவரலாறு - இலக்கியங்கள்புலவர்கள்

ஆ.தமிழகவரலாறு - வரலாற்றுச்சின்னங்கள்- சுற்றுலாத்தலங்கள்- அலுவலகப்

பெயர்கள்

இ.பழமொழிகள்.

## பாடத்திட்டத்தின்பயன்கள் (Subject Outcome)

தமிழ்இலக்கியத்தின்சிறப்பினையும்தமிழ்மொழியின்சிறப்பினையும்

மொழிவளத்தையும்அறிந்துகொள்ளஉதவுகிறது. தமிழகமக்களின்

பண்பாட்டுக்கூறுகளைஉணர்ந்துகொள்ளுதல்

## பாடநூல்

தமிழ் - பகுதி 4 - சென்னைப்பல்கலைக்கழகம்அடிப்படைத்தமிழுக்குப்

பாடத்திட்டங்கள்மட்டுமேவரையறுத்துள்ளது. அதைநூலாகவெளியிடவில்லை.

எனவே, பாடநூல்இல்லை.

## Reference book

தமிழ் - பகுதி 4 - சென்னைப்பல்கலைக்கழகம்வடிவமைத்தபாடத்திட்டங்கள்

ஆகையால்குறிப்புதவிநூல்என்றுதனியாகஇல்லை. (Reference book not

applicable)

## II YEAR - ODD SEM

### பொதுத்தமிழ்

#### பாடத்திட்டத்தின்நோக்கம்

மக்களுக்குரியவாழ்வியல்நெறிமுறைகளையேபலசமயஇலக்கியங்களும்

போதிக்கின்றனஎன்பதைஉணரவைத்தல். பக்திக்கும்அன்றாடவாழ்வியலுக்கும்உள்ள

தொடர்பிணைப்புரியவைத்தலேஇப்பாடத்திட்டத்தின்நோக்கமாகும்.

சிற்றிலக்கியங்களின்வகைகளையும்யாப்பின்புதுவடிவங்களையும்தெரிந்துகொள்ள

செய்தல். சிற்றிலக்கியகாலத்தின்பாடுபொருளின்மாற்றத்தைஉணரவைத்தல்.

இறைப்பணியோடுமக்கள்பணிசெய்தஇறையடியார்களைஅடையாளம்காட்டுவதும்

இதன்தலையாயநோக்கமாகும்.

தமிழ்மொழியில்சொற்களின்பொருள்கள்காலத்திற்குக்காலம்மாறுபடும்

தன்மையிணைப்புரியவைத்தல். ஒருசொல்லுக்குபலபொருள்கள்காணப்படுவதை

உணரவைத்தல். இதன்மூலம்மொழிபயன்பாட்டுக்குச்சொல்வளம் தேவைஎன்பதை

உணர்த்துதல்.

இலக்கியவரலாற்றைக்கற்பிப்பதன்வாயிலாகஇலக்கியத்தோற்றப்பின்னணி

அறிந்துகொள்ளசெய்தல். இவையேஇப்பாடத்திட்டத்தின்நோக்கம்ஆகும்.

#### பாடப்பகிர்வு

I. இலக்கியம்

II. அதைச்சார்ந்ததமிழிலக்கியவரலாறு

III. மொழிப்பயிற்சியும்மொழிபெயர்ப்பும்

#### அலகு I

1. காரைக்கால்அம்மையார் – அற்புத்திருவந்தாதி (பிறந்துமொழிஎனத்தொடங்கி

5 பாடல்கள்)

2. தேவாரம் – திருஞானசம்பந்தர் – திருத்தில்லைபதிகம் 'கற்றாங்கு' எனத்தொடங்கி

11 பாடல்கள்

3. திருநாவுக்கரசர் – மாகிலீணையும்எனத்தொடங்கி 10 பாடல்கள்

4. சுந்தரர் – பித்தாபிறைகுடிஎனத்தொடங்கி 10 பாடல்கள்

5. மாணிக்கவாசகர் – திருப்பள்ளியெழுச்சி 10 பாடல்கள்

## அலகு 2

1. ஆண்டாள் – நாச்சியார்திருமொழி – ஏழாம்பத்து

2. பொய்கையாழ்வார் – முதல்பாடல் (முதல்திருவந்தாதி)

3. பூதத்தாழ்வார் – முதல்பாடல் (இரண்டாத்திருவந்தாதி)

4. பேயாழ்வார் – முதல்பாடல் (மூன்றாத்திருவந்தாதி)

5. நம்மாழ்வார் – முதல்பத்து – நான்காத்திருமொழிமுதல் 5 பாடல்கள்

## அலகு 3

1. தாயுமானவர் – பைங்கிளிகண்ணி (5 கண்ணிகள்)

2. வள்ளலார் – திருவருட்பா – பிள்ளைச்சிறுவிண்ணப்பம் (1-5)

3. அருணகிரிநாதர் – விநாயகர்த்தி – “நினதுதிருவடி..” எனத்தொடங்கும் 5 ஆம்

பாடல்

## அலகு 4

1. சித்தர்பாடல்கள் – திருமூலர் – திருமந்திரம் (270,271,274,275,285)

2. குணங்குடிமஸ்தான் - பராபரக்கண்ணி

3. வேதநாயகம்பிள்ளை – தாய்தந்தையர்வணக்கம் 25-32 வரிகள்

(பெண்மதிமாலை)

## அலகு 5

1. முத்தொள்ளாயிரம் – ஏற்கனவேஉள்ளபகுதி

2. தமிழ்விடுதாது – முதல் 16 கண்ணிகள்

3. நந்திக்கலம்பகம் – ஏற்கனவேஉள்ளபகுதி (61, 96, 100, 105, 110)

II தமிழிலக்கியவரலாறு

1. பக்திஇலக்கியம் (சைவம், வைணவம், சித்தர்கள், இஸ்லாம், கிறித்துவம்)

2. சிற்றிலக்கியங்கள்

III மொழிப்பயிற்சியும்மொழிபெயர்ப்பும்

ஒருபொருள்குறித்தபலசொல், பலபொருள்குறித்தஒருசொல், பிறமொழிச்சொல்

நீக்கல், அலுவலகக்கடிதம்வரைதல், தமிழில்மொழிபெயர்த்தல்

பாடத்திட்டத்தின்பயன்கள்

தமிழில்காணப்படும் அனைத்துச் சமய இலக்கியங்களும் வாழ்க்கைக்குரிய நல்ல

விழிகாட்டியாக விளங்குகின்றன. இறைபக்தியின் இன்றியமையாமையையும் உணர்த்துதல்.

சமயச்சான்றோர்களுக்கும் தமிழ் மொழிக்கு ஆற்றியுள்ள பங்களிப்புகளை அறிந்து

கொள்ளுதல்.

நாயன்மார்களுக்கும் ஆழ்வார்களுக்கும் தங்கள் புலமையினால் பாசுரங்களைப்

படைத்ததோடு நிலாமல இசையோடு இசைத்துள்ளமையால் இசையின்

தொன்மையினை அறிதல். கிறித்தவ இலக்கியமும் இசுலாமிய இலக்கியமும் தமிழ் மரபில்

தோன்றித் தமிழ் மொழிக்குச் சிறப்பு செய்து என்பதைப் புரிந்து கொள்ளுதல்.

பக்தி இலக்கியங்களின் வழி மனதை மேம்படுத்துவதும் வாழ்வியல் முறைகளைப்

புரியவைத்தலும் மேலும் பாடத்திட்டத்தின்பயன் ஆகும். மொழிப்பயிற்சியினால் புதுப்புது

சொற்களைப் பயன்படுத்த தூண்டுதல்.

தமிழ் இலக்கிய வரலாற்றுப் பகுதி போட்டித் தேர்வுக்கு உறுதுணையாக விளங்குதல்

ஆகியவையே பயன் ஆகும்.

**பாடநூல்:**

சென்னைப் பல்கலைக்கழகம் (University of Madras)

அடித்தளப்படிப்பு - பகுதி - I பொதுத்தமிழ்

மூன்றாம் மற்றும் நான்காம் பருவங்களுக்குரியது.

அனைத்துப்பட்டப்படிப்பிரிவுகளுக்கும் ஐந்தாண்டு ஒருங்கு முறைப்பட்ட

மேற்படிப்பிரிவுகளுக்கும் பொதுவானது.

**தாள் - I - செய்யுள்திரட்டு**

Foundation Course - Part - Tamil - For III & IV Semesters

Common to all undergraduate course and Five Year Integrated postgraduate courses. 2021 - 2022 onwards.

தமிழ் இலக்கிய வரலாறு - பாடம் தழுவிய இலக்கிய வரலாறு

மொழிப்பயிற்சி

**Reference book**

தமிழ் - பகுதி 1 - சென்னைப் பல்கலைக்கழகம் வடிவமைத்த பாடத்திட்டங்கள்

ஆகையால்குறிப்புத் தவிநூல் என்று தனியாக இல்லை. (Reference book not applicable)

## **LANGUAGE - HINDI**

### **I.COURSE OBJECTIVES:**

**The objectives of the course is to**

- 1. Describe the beginning stage of Hindi literature in the development of Hindi language.**
- 2. Describe the influence of Mughal dynasty on Indian culture and the poetic skill of Indian poets.**
- 3. Understand the importance of Bhakthikaal in bringing the unity in diversity.**
- 4. Describe the History of Hindi literature**
- 5. Describing the role played by poets of Aadhikaal, BhakthiKaal and ReethiKaal for the development of Hindi literature and the society.**

**Paper III Ancient Poetry and Introduction to Hindi Literature( UptoReetiKaal )**

#### **1. Ancient Poetry**

**.Prescribed Text Book : Selections in Poetry (2007) University Publications University of Madras .**

**Lessons Prescribed :**

- 1. Kabirdas - Saakhi (Dohas from 1 to 10)**
- 2. Surdas - Bramargeet Saar only**
- 3. Tulasidas – Vinay ke Pad only**
- 4. Meera Bai – Pad only**
- 6. Biharilal ( Dohas 1 to 5 )**

#### **2. Introduction to Hindi Literature (up to Reethikaal)**

**Lessons Prescribed :**

- 1. Literary Trends of VeeragathaKaal (Aadikaal) - Important poets : 1. ChandBaradai**
- 2. Vidhyapathi and their Works**
- 2. Literary Trends of BhakthiKaal – Important Poets : 1. Kabirdas 2. Joyasi**
- 3. Tulasidas 4. Surdas and their works**
- 3. Literary Trends of Reethikaal – Important Poets : 1. Bihari 2. Bhushan 3. Ghananan**

**Reference Books:**



**1. Hindi SahityaKaItihas By: Ramchandra Shukla , Jayabharathi Publications, 217, B, Maya Press Road, Allahabad– 211 003.**

**2. Hindi SahityaYugAurPravrithiyaBy: Dr. SivakumarVarma, AsokPrakashanNayiSarak, New Delhi – 6**

**3. Hindi SahityakaSybodhItihas By : BabuGulabroy, Lakshmi Narayanan Agarwas Book Publishers seller,Anupama Plaza-1, Block.No.50, Sanjay Place, Agra- 282002.**

### **Unit wise Syllabus for III Semester**

#### **UNIT –I**

**1. Kabirdas - Saakhi (Dohas from 1 to 10)**

**2. Literary Trends of VeeragathaKaal (Aadikaal)**

**3. Chand Baradai and his Works**

**4. Vidhyapathi and his works**

#### **UNIT - II**

**1. Surdas - Bramargeet Saar**

**2. Literary Trends of BhakthiKaal**

**3. Gyan Margi Shakha**

**4. Important Poet : 1. Kabirdas**

#### **UNIT - III**

**1. Tulasidas – Vinay ke Pad only**

**2. Literary Trends of BhakthiKaal – Prem Margi Shakha**

**3. Literary Trends of BhakthiKaal - Ram BhakthiShakha**

**4. Important Poets – 1. Joyasi and 2. Tulasidas**

#### **UNIT - IV**

**1. Meera Bai – Pad only**

**2. Tiruvalluar (Dharmakaand only)**

**3. Literary Trends of BhakthiKaal – Krishna BhakthiShakha**

**4. Important Poet – Surdas**

#### **UNIT - V**

1. Biharilal ( Dohas 1 to 5 )
2. Literary Trends of Reethikaal
4. Bhushan and his works and Ghananand and his works

#### **I.II. LEARNING OUTCOME:**

- II.1. Understanding the role played by the poets of Bhakthi cult in literature and society. 2.  
Describing the Ram leela and Krishna leela poetry by Thulsidas, Surdas and Meerabai respectively by relating it with philosophy of life.
- III.3. Knowledge about the influence of Rama Bhakthi and Krishna Bhakthi in Indian Religion and literature.
- IV.4. Knowledge about Idol worship concepts and the influence of it in the development of Indian culture and Patriotic spirit.
- V.5. Knowledge about the Aadhikaal of its artitect skill , Reethikall of its shringarras.
- VI.6. Knowledge about the Idolless worship and PremMarga cult of literature .
- VII.7. Knowledge about the Histry of Hindi LitratreuptoReethiKaal.

## **LANGUAGE- FRENCH**

### **Objectives**

In teaching French we aim to

- provide the learners with a basic knowledge of grammar and gradually give them an insight into the culture and literature of France
- enable them to comprehend the nuances of the language so they are better equipped to express themselves in French
- discover another world , another people , another way of life .
- make them more accepting of people who differ from them

### **Syllabus :**

Grammar components :

- Les pronomsrelatifs
- Le passé composé
- L'imparfait
- Le plus-que-parfait

- **Le subjonctif**
- **Le conditionnel**
- **La comparaison**

#### **Texts :**

- **Les feuillesmortes**
- **Le vraipère**
- **Nosétudes**
- **Demain des l'aube**
- **Par unejournéed'été**
- **Unevisiteinattendue**
- **L'hiver**
- **Le librairie**

#### **Outcome :**

##### **Learners are able**

- **to comprehend and express themselves well**
- **to have an interest to look into another world**
- **to improve communication skills**
- **to perform well in the University Exams Recommend text**
- **Not applicable**

## **PART II- LANGUAGE THROUGH LITERATURE I**

### **Course objectives**

- **To use literature as a medium to teach/learn grammar, reading, spelling, vocabulary, writing mechanics, creative writing and thinking skills**
- **To strengthen contextual understanding of the language through texts relevant to specific disciplines and offer scope for imaginative involvement and self-expression**
- **To stimulate interest in acquiring twenty first century skills**
- **To engage in self-assessment activities for self- development**
- **To help absorb the values, ethics and attitudes of life and culture expressed in literature**

**UNIT 1: PROSE (15 HOURS)**

<b>Theme</b>	<b>Text</b>	<b>English language Skills</b>
Language	1.1 Toasted English by R.K. Narayan	Vocabulary Etymology of Common Words GRAMMAR TENSES - Simple present vs present continuous -Simple past vs present perfect tense
Attitude	1.2 The Money Box by Robert Lynd	VOCABULARY Etymology of common words GRAMMAR Combining sentences - (While, When etc.)
Ethics	1.3 Economic Possibilities for our Grandchildren by John Maynard Keynes	VOCABULARY Etymology of common words, Words related to a topic GRAMMAR Error identification (the use of articles, punctuation, word classes, subject Verb agreement, etc.) Wh questions, Yes/ No Questions

**UNIT 2: POETRY [12 Hours]**

<b>Theme</b>	<b>TEXT</b>	<b>ENGLISH LANGUAGE SKILLS</b>
Environment	2.1 The World Is Too Much with Us by William Wordsworth	VOCABULARY Content words and Function words, Compound words GRAMMAR Punctuation

Endurance	2.2 Hope is the thing with feathers by Emily Dickinson	VOCABULARY COMMONLY CONFUSED WORDS –Spelling Pronunciation Mismatch, Silent Letters, Prefixes and suffixes, negative prefixes GRAMMAR Word class conversions – nouns – verbs/ adjectives Conversion of sentences – Active/ Passive, Reported speech
Culture	2.3 Sita by Toru Dutt	VOCABULARY Homophones, homonyms, homographs GRAMMAR Gerunds and participles
Motivation	2.4 If by Rudyard Kipling	VOCABULARY Completing words with incomplete spelling, One-word substitutes / meanings of expressions (textual) GRAMMAR Phrasal verbs Conditional Clauses
Social Justice	2.5 If We Must Die by Claud McKay	VOCABULARY Figures of Speech: simile, metaphor, metonymy, personification, paradox, antithesis, oxymoron GRAMMAR Integrated grammar activities / cloze test

### **UNIT 3: SHORT STORY [15 Hours]**

<b>Theme</b>	<b>TEXT</b>	<b>ENGLISH LANGUAGE SKILLS</b>
Contentment	3.1 How Much Land does a Man Need by Leo Tolstoy	PRONUNCIATION Tongue Twisters, -Pronouncing words of foreign origins, -Referring to a dictionary to understand pronunciation
Gender	3.2 The Yellow Wallpaper by Charlotte Perkins Gilman	Filling forms and Letter Writing

Entrepreneurship	3.3 Verger by Somerset Maugham	Converting a story into a play
Humour and Moral Rectitude	3.4 Nanny by ThiJaa	Descriptive and narrative writing, Writing long essays

**UNIT 4: NON FICTION [14 Hours ]**

<b>Theme</b>	<b>TEXT</b>	<b>ENGLISH LANGUAGE SKILLS</b>
New World	4.1 The Collapse of Meaning in a Post-Truth World by Chi Luu	Writing Blogs Creating Vlogs
Sports	4.2 Way to Mental Health by K C Vijaya Kumar	Writing emails (With inputs on email etiquette)
Heritage	4.3 Ootacamund by S Muthiah	Cover Letter and Resume Writing Introduction to Job Interviews
Arts	4.4 Is this Art, too? by AnjanaPremchand	Expressing opinions on contemporary issues/ Argumentative Essays

**UNIT 5: ONE ACT PLAY [14 Hours]**

<b>Theme</b>	<b>TEXT</b>	<b>ENGLISH LANGUAGE SKILLS</b>
Interpersonal Relation ship	5.1 A Marriage Proposalby Anton Chekov	Role play Create webpage (Google sites)

**Worksheets Texts 1-18**

<b>Formative Assessment [5 Hours]</b>	<b>Unit I-V</b>
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## **Learning Outcomes**

After completing the course, the students will be able to

- reveal the extent of enhancement of their vocabulary and use them appropriately to communicate in contexts
- become aware of commonly occurring errors and avoid committing them in language use
- rewrite words and sentences by changing their forms and use them appropriately
- show improvement in their pronunciation
- attempt different kinds of writing – essays, emails, blogs, letters etc
- prepare resumes to face interviews
- convert short stories into plays or skit
- role play the scenes and make a dramatic presentation of the scenes
- create a webpage for themselves and others
- show their awareness of contemporary issues and themes that are socially relevant by reading texts of different literary genres

## **CORPORATE ACCOUNTING**

**Year - II Semester -III**

### **OBJECTIVES**

- To make the students familiarize with corporate accounting procedures
- To enable the students to acquire conceptual knowledge about the preparation of the company accounts.

### **UNIT – I Share Capital**

Issue of Shares - Types of Shares – Forfeiture of Shares- Reissue of Shares-Redemption of Preference Shares

### **UNIT – II Debentures & Underwriting**

Issue of Debentures – Redemption of Debentures- Profit prior to incorporation.Underwriting of Shares & Debentures

### **UNIT – III Final Accounts**

Final Accounts - Preparation of Profit & Loss account and Balance sheet-  
Managerial Remuneration

### **UNIT –IV Valuation of Goodwill & Shares**

Valuation of Goodwill & Shares – Meaning – Methods of valuation

### **UNIT – V Accounting for Insurance Companies**

Insurance Accounts- Types- Final accounts of Life Insurance- Profit determination  
of Life Insurance

#### **Learning Outcome:**

- The students will learn the accounting procedures of corporate undertaking and their financial statement preparations.
- Students will have a practical knowledge of how the shares are issued and how accounting entries are made when the shares are issued at Par, Premium& discount and also about their forfeiture and reissue.
- They will have clarity on how debentures are issued and redeemed; also on how preference shares are redeemed.
- Procedures involved in underwriting of shares and debentures help them to understand how the corporate companies arrange for capital from various sources.
- They will be in a position to prepare final accounts of Joint stock Companies. • When it comes to investing in shares of a company or to purchase a running business, to analyze the value of the shares/ goodwill, the Students learn various methods of valuation of shares / goodwill.
- Students also learn about the accounting methods/procedures followed by insurance companies in settling the claims and to determine the profits/gains made by these companies.



## **Year - II Semester - III**

### Course Objectives

- To acquire knowledge at practical and procedural aspects of a company formation and e governance including digital signature and compliance requirements.

### **UNIT I - INCORPORATION OF COMPANY AND ROLE OF COMPANY SECRETARY**

Evolution of Company law – Meaning and characteristics of a company – Stages of incorporation – e-filing – Memorandum of Association and Articles of Association – Alteration – Effects of registration – Doctrine of constructive notice – Ultra Vires and indoor management – lifting of Corporate veil. Role and importance of Company Secretary – Key Managerial Personnel – Compliance officer – Compulsory Appointment - Qualification and disqualifications – Powers, duties and responsibilities of Secretary – Resignation and removal of Company Secretary – Officer in default.

### **UNIT II - PROSPECTUS & SHARE CAPITAL**

Prospectus – Shelf Prospectus – Red herring Prospectus – Civil & Criminal liability for misstatement in Prospectus – Statement in lieu of Prospectus - Secretarial duties in the issue of Prospectus. Share capital – Alteration of Share capital – rights issue, Bonus issue, Private and preferential allotment – Dividend, interim dividends, warrants and mandates – Secretarial duties in the issue of share capital.

### **UNIT III - MEMBERS AND SHAREHOLDERS**

Members – Rights and responsibilities – who can be a member – member, shareholder, contributory – difference – transfer and transmission of shares (including depository mode) – Nomination and its importance.

### **UNIT IV - KEY MANAGERIAL PERSONNEL AND MEETINGS**

Directors – Women Director – Independent Director and Whole time Key Managerial Personnel – Director Identification Number and its significance – duties, qualification and disqualification. Board meeting, shareholder meeting, committee meeting, mandatory committee meeting – Role and composition – Powers of the board – Notice , Agenda, minutes and resolution – Secretarial duties in meetings

### **UNIT V - WINDING UP**

Modes of Winding up - Winding up by the tribunal – Voluntary Winding up – NCLT – Special courts – Mediation and Conciliation panel.

## **Course outcome**

- To impart students with the knowledge of fundamentals of Company Law and provisions of the Companies Act .
  - To apprise the students of new concepts involving the company law regime. •
- To acquaint the students with the duties and responsibilities of Key Managerial Personnel

## **REFERENCE BOOK:**

1. Dr. B. Ravi – Company Law and Secretarial Practice ( New Companies Act 2013)
2. N. D Kapoor – Company Law, Sultan Chand & Sons, New Delhi
3. Gaffoor & Thothadri – Company Law and Secretarial Practice, Vijay Nicole Prints, Chennai
4. V. Balachandran and M. Govindarajan – A Student Handbook on Company Law and Practice, Vijay Nicole Prints, Chennai
5. Taxman's Companies Act 2013 - Taxman Publications, New Delhi
6. Vinod Kothari – Understanding Companies Act 2013 – Jain book agency, New Delhi.
7. Mr. Srinivasan – Company Law & Secretarial Practice, Margham Publications, Chennai

## **E – learning resources**

- [www.indianlawjournal.org](http://www.indianlawjournal.org)
- [www.icsi.edu](http://www.icsi.edu)
- [www.clioindia.com](http://www.clioindia.com)

## **BUSINESS STATISTICS**

### **OBJECTIVES**

- To Facilitate Understanding Relevance and Need Of Statistics in Current Scenario •
- To Customize the Importance of Business Statistics for the Commerce Students

### **UNIT-I Introduction**

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

## **UNIT-II Measures of Central Tendency and Measures of Variation**

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

## **UNIT-III Correlation and Regression Analysis**

Simple Correlation-Scatter Diagram- Karl Pearson's Correlation- Spearman's Rank Correlation- Regression- Meaning-Linear Regression.

## **UNIT- IV Time Series**

Analysis of Time Series-Causes of Variation in Time Series Data -Components of Time Series- Additive and Multiplicative Models- Determination of Trend By Semi Average, Moving Average and Least Square( Linear Second Degree And Exponential) Methods Computation of Seasonal Indices By Simple Average, Ratio to Moving Average, Ratio to Trend and Link Relative Methods

## **UNIT-V Index Numbers**

Meaning and Types of Index Numbers-Problems in Construction of Index Numbers Methods of Construction of Price and Quantity Indices- Test of Adequacy- Errors in Index Numbers- Chain Base Index Numbers- Base Shifting -Splicing -Deflation -Customer Price Index and Its Uses- Statistical Quality Control

### **OUTCOME**

- ❖ The students will understand the basic concepts of statistics tools and their implementation.
- ❖ To enable the students to understand the features of Statistics and utilized in the business world.

### **SUGGESTED READINGS**

1. Dhingra IC & MP Gupta, Lectures In Business Statistics, Sultan chand and Sons, New Delhi 2009
2. Gupta SP and Archana Agarwal, Business Statistics (Statistical Methods) Sultan chand and Sons, New Delhi, 9th Edition 2013
3. Gupta SC, Fundamentals of Statistics, Himalaya Publishing House
4. Richard Levin and David Rubin, Statistics for Management, Prentice Hall Of India, New Delhi, 2011, 7th Edition

## **Course Objectives:**

- To inculcate students with a strong conceptual and practical framework to build, develop and manage teams
- To shape the students' overall personality and enhance their career prospects
- To impart practical knowledge in building and improving their skills in communication, especially English for business correspondence, presentations, team building, leadership, time management, group discussions, interviews and inter-personal skills.
- To enable them in career planning and drafting resume

## **SYLLABUS**

### **Recommended Text:**

ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS - LEVEL – I  
prescribed by the University of Madras

### **UNIT – I**

Communication Skills for effective Business Presentation, perfecting oral skills; aural skills; Reading Skills

### **UNIT – II**

Non Verbal Communication: cultural codes for effective and business Presentations; Business Etiquettes.

### **UNIT – III**

Informal and Informal conversations, Introducing, Opening and closing Speeches, Inviting, thanking, Apologizing, Expressing anger Resolving conflict, Giving and taking information.

### **UNIT – IV**

Etiquettes for Public Speaking (extempore and lectures), Interviews and Group Discussions, Telephone conversations and Business Meetings

### **UNIT – V**

Etiquettes for Business presentations – Team presentations and Individual presentation.

### **Recommended texts:**

Powell. In Company. MacMillan.

Cotton, et al. Market Leader. Longman.

Pease, Allan. 1998. *Body Language: How to Read Others Thoughts by their Gestures*. Suda Publications. New Delhi.

Gardner, Howard. 1993. *Multiple Intelligences: The Theory in Practice: A Reader Basic Book*. New York.

De Bono, Edward. 2000. *Six Thinking Hats*. 2nd Edition. Penguin Books. De Bono, Edward. 1993. *Serious Creativity*. Re print. Harper Business.

## **Learning Outcome:**

By the end of the soft skills training program, the students should be able to:

- Develop effective communication skills (spoken and written).
- Develop effective presentation skills.
- Conduct effective business correspondence and prepare business reports which produce results.
- Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.
- Develop all-round personalities with a mature outlook to function effectively in different circumstances.
- Develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.
- Take part effectively in various selection procedures adopted by the recruiters.

## II YEAR - EVEN SEM

### பொதுத்தமிழ்

#### பாடத்திட்டத்தின்நோக்கம்

காப்பியங்கள்தோன்றியவரலாற்றுப்பின்னணியையும்

வாழ்க்கைக்கூறுகளையும்கற்பதால்கலைஇலக்கியங்களின்வேறுபாட்டை

உணரவைத்தல். கற்பனைவளமும்சிந்தனைத்திறமும்இலக்கியச்சுவையும்

உடையநீண்டபுனைவேகாப்பியங்கள். இத்தகையஇலக்கியங்களின்

செழுமையையும்புலவர்களின்திறமையும்சமயஅறக்கோட்பாடுகளையும்

எடுத்துரைப்பதேஇதன்நோக்கமாகும்.

காப்பியஇலக்கியங்கள்தமிழகத்துக்கும்தமிழ்மொழிக்கும்தமிழ்

பண்பாட்டிற்கும்ஏற்றவகையில்அமைந்துள்ளமையைவிளக்கிக்கூறுதல்.

சுற்றிலக்கியங்கள்பாடுபொருளுக்கேற்பபடைக்கப்பட்டுள்ளமையை

உணரவைத்தல். இவைசார்ந்தஇலக்கியவரலாற்றினைக்கூறுவதும்

இப்பாடத்திட்டத்தின்நோக்கம்ஆகும்.

மொழிப்பயிற்சியில்துறைசார்கலைச்சொற்களைஅறிமுகப்படுத்திப்புதிய

கலைச்சொற்களைஉருவாக்கவைத்தல். ஒவ்வொருமாணவர்களும்தங்கள்

சிந்தனைகளைவெளிகொணரும்வகையில்சிறுகதை, புதுக்கவிதை

போன்றவற்றைப்படைக்கத்தூண்டுதல். இதுவேஇப்பாடத்திட்டத்தின்

நோக்கமாகும்.

பாடத்திட்டம்

பாடப்பகிர்வு –

I இலக்கியம்

II அதைச்சார்ந்ததமிழிலக்கியவரலாறு

III மொழித்திறன்

அலகு 1

1. சிலப்பதிகாரம் – ஊர்காண்காதை ( முழுமையும்)
2. மணிமேகலை – பாத்திரமரபுகூறியகாதை (முழுமையும்)

அலகு 2

1. சீவகசிந்தாமணி – ஏமாங்கதநாட்டுவளம் 10 பாடல்கள்மட்டும்
2. சூளாமணி – 5 பாடல்கள் (நாட்டுச்சருக்கம், நகரச்சருக்கம், தூதுசருக்கம், கல்யாணச்சருக்கம், சுயம்வரச்சருக்கம்)

அலகு 3

1. கம்பராமாயணம் – சுகப்படலம்
2. பெரியபுராணம் – மெய்ப்பொருள்நாயனார்புராணம்

அலகு 4

1. சீறாப்புராணம் - உடும்புபேசியபடலம் (முழுமையும்)
2. தேம்பாவணி – வளன்சனித்தபடலம் (முழுமையும்)

அலகு 5

1. மீனாட்சியம்மைபிள்ளைத்தமிழ் – சப்பாணிபருவம் – 5 பாடல்கள்
2. திருக்குற்றாலக்குறவஞ்சி - மலைவளம்

II இலக்கியவரலாறு

1. காப்பியஇலக்கியங்கள்
2. சிற்றிலக்கியங்கள்
3. இஸ்லாமியஇலக்கியவரலாறு
4. கிறித்துவஇலக்கியவரலாறு

### III மொழித்திறனறிதல்

#### i. கலைச்சொற்கள்

#### ii. படைப்பு – சிறுகதை (அ) புதுக்கவிதை

#### பாடத்திட்டத்தின்பயன்கள்

தனிப்பாடல்களாக இருந்த இலக்கியவகைநீண்டநெடிய செய்யுள்களால்

மாறியமரபுவேறுபாட்டை உணரவைத்தல். தமிழ்க்காப்பியங்கள்வாயிலாகப்

பழந்தமிழகத்தின்பழமையானபுனைவுகள்பற்றி அறிதல். மேலும் அக்கால

மக்களின் வாழ்வு, சமயம், அரசியல், பண்பாடு போன்றவை தெரிந்து கொள்ளுதல்.

பழந்தமிழகத்தின் இயற்கைச் சூழல், காலநிலை ஆகியவற்றைப்

புரிந்து கொள்ளுதல். புராணக்கதைகளை விளக்கமாகத் தெரிந்து கொள்ள

தூண்டுதல்.

படைப்புகளைச் சொந்தமாக உருவாக்குவதால் ஒவ்வொரு மாணவனின்

சிந்தனையும் மனநிலையும் உணர்தல். மேலும் மாணவர்கள் போட்டித்தேர்வுகளில்

இவ்விலக்கியம் சார்ந்த கேள்விகளுக்கு விடையளித்தல். ஆகியவை

இப்பாடத்திட்டத்தின்பயன்கள் ஆகும்.

#### பாடநூல்:

சென்னைப் பல்கலைக்கழகம் (University of Madras)

அடித்தளப்படிப்பு - பகுதி - I தமிழ்

மூன்றாம் மற்றும் நான்காம் பருவங்களுக்குரியது.

அனைத்துப்பட்டப்படிப்பிரிவுகளுக்கும் ஐந்தாண்டு ஒருங்கு முறைப்பட்ட

மேற்படிப்புப்பிரிவுகளுக்கும் பொதுவானது.

தாள் - I - செய்யுள்திரட்டு

Foundation Course

Part - Tamil - For I & II Semesters

Common to all undergraduate course and Five Year Integrated

postgraduate courses. (2021 - 2022 onwards.)

தமிழ் இலக்கியவரலாறு

மொழிப்பயிற்சி

#### Reference book

தமிழ் - பகுதி 1 - சென்னைப் பல்கலைக்கழகம் வடிவமைத்த

பாடத்திட்டங்கள் ஆகையால்குறிப்புதவிநூல் என்று தனியாக இல்லை.

(Reference book not applicable)

## LANGUAGE - HINDI

### I. COURSE OBJECTIVES:

#### Objective of the course is to

1. Gain awareness about the social, cultural and literary situations during the AadhunikKaal .
2. Gain awareness on the importance of literature in addressing contemporary issues such as an environmental concerns, gender issues, social problems, thereby giving effective solution to such problems.
3. Acquire a comprehensive knowledge of historical, literary and theoretical aspects of Hindi literature, and all the genres of literature leading to the understanding of literary movements from times immemorial.
4. Imparting knowledge if Hindi as a world language and make communicate both in speaking and writing in a variety of contexts and genres.
5. Imparting the knowledge about the beginning and the development of modern Hindi literature such drama, short stories, novels, journalism and the famous writers like Acharya Ramachandra Shukla, BharathendhuHarichandra, etc.
6. Influence of British rule on Indian society.

#### Paper –IV Modern Poetry And Introduction To Hindi Literature (AadhunikKaal)”

1.Modern Poetry Prescribed Text Book : Selections in Poetry University Publications, University of Madras .

Lessons Prescribed :

1. Asha – (Jayashankar Prasad)
2. Tum Logon se Door (Nagarjun)
3. KaviAurKalpana – (DhramaveerBhaarathi)
4. Bharat Ki Aarthi - (ShamsherBahadthur Singh)
5. VaradanMangoongaNahi (Siva Mangal Singh Suman)
6. Anevalon Se EkSavaal (Bharat Bhooshan Agarwal)

2. Introduction to Hindi Literature (AadhunikKaal)

Lessons Prescribed :

1. Literary Trends of Chayavaad
2. Literary Trends of Pragathivaad



**3. Literary Trends of NayeeKavita**

**4. Literary Trends of Hindi Short Stories**

**5. Literary Trends of Hindi One Act Plays**

**6. Brief Note on the writers and their works Maithili Saran Gupta, Jayashankar Prasad, Nirala, Mahadevi Varma, Panth, Dinakar, Premchand, YashpaalJainendra Kumar, Mohan Rakesh,**

## **Reference Books :**

**1. Hindi SahithyaKaItihas By: Ramchandra Shukla , Jayabharathi Publications, 217, B, Maya Press Road, Allahabad– 211 003.**

**2. Hindi SahithyaYugAurPravrithiyaBy: Dr. Sivakumar Varma, AsokPrakashanNayiSarak, New Delhi – 6**

**3. Hindi SahithyakaSybodhItihas By : BabuGulabroy, Lakshmi Narayanan Agarwas Book Publishers seller, Anupama Plaza-1, Block.No.50, Sanjay Place, Agra- 282002.**

**Unit wise Syllabus for IV Semester**

### **UNIT -I**

**1. Asha – (Jayashankar Prasad)**

**2. Tum Logon se Door (Nagarjun)**

**3. Literary Trends of Chayavaad**

### **UNIT - II**

**1. KaviAurKalpana – (DhramaveerBhaarathi)**

**2. Bharat Ki Aarathi - (ShamsherBahadur Singh)**

**3. Literary Trends of Pragathivaad**

### **UNIT - III**

**1. VaradanMangoongaNahi (Siva Mangal Singh Suman)**

**2. Anevalon Se EkSavaal (Bharat Bhooshan Agarwal)**

**3. Literary Trends of NayeeKavita**

### **UNIT –IV**

**1. Literary Trends of Hindi Short Stories**

**2. Literary trends of Hindi One Act Plays**

### **UNIT- V**

**1. Maithili Saran Gupta, Jayashankar Prasad, Nirala,**

**2. Mahadevi Varma, Panth, Dinakar, Premchand,**

3. YashpaalJainendra Kumar, Mohan Rakesh,

## **II. COURSE OUTCOMES:**

1. Analysing the development of Khadiboli Hindi
2. Knowledge about the reason of emergence of Aadhunikaal in Hindi literature.
3. Knowledge about the literary trends of Aadhunikaal.
4. Identifying the history of development of Hindi drama, short stories and novels, i.e. prose and journalism.
5. Good knowledge of literature that includes the comprehension of recent developments in Hindi language and literature the world over.
6. Major impact on the development of society, helps shaping civilizations, bringing transformations, changing political systems and exposing injustice by giving detailed preview of human experiences.
7. Understand the impact of modern Hindi literature in social and environmental contexts and need for sustainable development.

## **LANGUAGE - FRENCH**

### **Objectives**

In teaching French we aim to

- provide the learners with a basic knowledge of grammar and gradually give them an insight into the culture and literature of France
- enable them to comprehend the nuances of the language so they are better equipped to express themselves in French
- discover another world , another people , another way of life .
- make them more accepting of people who differ from them

### **Prescribed textbook:**

K.Madanagobalane&N.C.Mirakamal, Le français par les textes, Chennai, Samhita Publications-Goyal Publisher & Distributors Pvt Ltd, 2017

### **Grammar components:**

- Le passé simple
- Temps du passé - Emplois (le passé composé,l'imparfait,le passé simple,le plus-que-parfait)
- L'expression de la cause
- L'expression de la conséquence
- L'expression du but

- L'expression de la concession
- L'expression de la condition et de l'hypothèse

**Outcome :**

Learners are able

- to comprehend and express themselves well
- to have an interest to look into another world
- to improve communication skills
- to perform well in the University Exams

Recommend text - not applicable

**PART II ENGLISH-LANGUAGE THROUGH LITERATURE II**

**Course Objectives**

- To use literature as a medium to teach/learn vocabulary, writing mechanics, creative writing and thinking skills
- To strengthen contextual understanding of the language through texts and offer scope for imaginative involvement and self-expression
- To help absorb the values, ethics and attitudes of life from personalities, perspectives and the cultural diversity in India from translated literary texts
- To stimulate interest in acquiring twenty-first century skills
- To engage in self assessment activities for self- development

<b>Unit</b>	<b>Theme</b>	<b>Lessons</b>	<b>Writing Skills</b>
Unit I : History Makers	Vision Mission	1.1 Coffee, Tea and JRD by Harish Bhat 1.2 Work Brings Solace by APJ Abdul Kalam	<ul style="list-style-type: none"> <li>• Gathering details and information –</li> <li>• Brainstorming</li> <li>• Listing events and experiences</li> <li>• Creating mind maps</li> <li>• Pre-writing, Writing and Rewriting/Revising</li> <li>• Autobiographies and memoirs</li> <li>• Biographies</li> </ul>

<b>Unit II : Selfhelp Essays</b>	<b>Introspection Discover</b>	<b>2.1 How to Do What You Love by Paul Graham 2.2 Why We Travel by Pico Iyer</b>	<ul style="list-style-type: none"> <li>• Journal writing</li> <li>• Travel writing</li> <li>• Preparing checklists and itineraries</li> <li>• Writing about social events, festivals, sports</li> <li>• Writing about nature and the environment</li> </ul>
<b>Unit III : Contemporary Writing from India</b>	<b>Perspective Standard</b>	<b>3.1 Wikileaks, Facebook and the End of Discretion by Mukul Kesavan 3.2 What is Wrong with Indian Films by Satyajit Ray</b>	<ul style="list-style-type: none"> <li>• Critical and analytical writing</li> <li>• Analyzing media reports</li> <li>• Writing opinions</li> <li>• Writing film reviews</li> <li>• Writing appraisals</li> </ul>
<b>Unit IV : Regional Indian Literature in Translation and English</b>	<b>Perspective Challenge Tradition Empathy Will power</b>	<b>Poems 4.1 Oh Great Poet by Daya Pawar translated from Marathi by Graham Smith 4.2 The Cock Fight by Sitakant Mahapatra translated from Odia by Ramakanta Rath 4.3 Earthen Pots by ONV Kurup translated from Malayalam by K Sreedharan Nair Short Stories 4.4 The Woodrose by Abburi Chaya Devi translated from Telugu by P Jayalakshmi 4.5 Laburnum for My Head by Tamsula Ao</b>	<ul style="list-style-type: none"> <li>• Translation</li> <li>• Writing acrostic poems</li> <li>• Critique/culture study</li> <li>• Analyzing short stories</li> <li>• Writing outlines and short stories</li> <li>• Rewriting/expanding stories</li> <li>• Writing stories based on pictures</li> </ul>
<b>Unit V : Fiction</b>	<b>Globalization Social Justice</b>	<b>The White Tiger by Aravind Adiga</b>	<ul style="list-style-type: none"> <li>• Creative writing</li> <li>• Critical writing</li> </ul>

## Learning Outcomes

After completing the course, the students will be able to

- improve the ability to gather ideas and information to collaborate and write with clarity and ease ➤ attempt different kinds of writing
- prepare itineraries, checklists and write about social events, festivals, sports, nature and environment
- critique and analyze various information and write opinions, reviews and appraisals

- acquire basic skills of translation
- express understanding of topics/characters/ideas by writing an acrostic poem
- analyze and critique the unity and diversity in Indian cultures
- write outlines and stories based on text and picture-based hints
- rewrite and expand the plot of a story
- acquire a sensibility to the social and economic divisions that prevail and its consequences
- enhance the skills of creative and critical thinking that will help them form opinions, make decisions and seek solutions.

## **ADVANCED CORPORATE ACCOUNTING**

**YEAR: II SEMESTER: IV**

### **OBJECTIVES**

To provide the students with an understanding of accounting procedure for corporate restructuring.

- To make the students understand the applications of Accounting Transactions in the Corporate Sector.

### **OUTCOME**

The students will be able to understand the procedures of corporate restructuring and to prepare the various accounting statements

**UNIT I:** Internal Reconstruction Meaning - Alteration of share capital – Accounting Procedures.

**UNIT II:** Amalgamation, Absorption & External Reconstruction Meaning- Amalgamation in the nature of Merger, Purchase - External Reconstruction – Applicability of AS 14- Calculation of Purchase consideration (all methods) – Journal Entries in the books of Transferor and Transferee Companies, Revised Balance Sheet (excluding inter - company holdings)

**UNIT III:** Liquidation Meaning – Preparation of Liquidator’s Final Statement of Accounts – Calculation of Liquidator Remuneration.

**UNIT IV:** Consolidation Holding Company –Subsidiary company - Meaning – Preparation of Consolidated Final Statement of Accounts.

**UNIT V:** Accounting For Banking Companies Bank accounts - Concept of Non-Performing Assets (NPA)-Preparation of Profit and Loss Account - Asset classification - Preparation of Balance Sheet.

Note: Questions in Sec. A, B & C shall be in the proportion of 20:80 between Theory and Problems.

**TEXT BOOK:**

1.Raj Kumar Sah - Concepts Building Approach to Corporate Accounting - CENGAGE , New Delhi. 2.Gupta, R.L. &Radhaswamy ,M., Advanced Accounts, Sulthan Chand &Sons, New Delhi.

**REFERENCE BOOKS:** 1. Jain, S.P. &Narang K.L., Advanced Accounts – Kalyani Publishers. 2. Reddy, T.S & Murthy, A, Corporate Accounting, Margham Publications, Chennai. 3. Shukla, M.C. & Grewal, J.S, Advanced Accounts, S.Chand and Company, NewDelhi

## **INDIRECT TAXATION**

**YEAR: II SEMESTER: IV**

### **OBJECTIVES:**

- To facilitate the students to gain knowledge of the principles of Indirect Taxation.
- To enable the students to gain knowledge of Goods and Services (GST) • To highlight the students about customs duty.

### **OUTCOME:**

The students will be able to understand the concepts of Indirect taxation, types and Assessment

**UNIT – I** Introduction History and Objectives of Taxation – Tax System in India- Direct & Indirect Taxes – Meaning and Types – Powers of Union and State to levy taxes. Constitutional Amendments leading to introduction of GST and their importance

**UNIT – II** GST – Overview & Concepts Background behind implementing GST- The need for GST- objectives of GST- Business impactBenefits of GST-SGST- CGST and IGST- Taxes covered by GST- Definitions - Scope and Coverage Scope of supply- Levy of tax- Rate Structure Taxable Events. Types of Supplies – Composite and Mixed Supplies –Composition Levy.

**UNIT – III** GST Taxation/ Assessment proceedings Return- Refunds- Input Tax Credit- Reverse charge Mechanism, Transitional Provisions composition under GST- Administrative structure of GST-Officers as per CGST Act- Officers as per SGST Act-Jurisdiction- Appointment Powers. Relevance of Cross Empowerments

**UNIT-IV** GST Audit Assessment and Audit under GST- Demands and Recovery- Appeals and revision- Advance ruling Offences and Penalties. National Anti-Profiteering Authority – GST Practitioners – eligibility and Practice and Career avenues

**UNIT-V** Customs duty The custom duty- Levy and collection of customs duty- Organisations of custom departments Officers of customs- powers- Appellate Machinery- Infringement of the Law Offences and Penalties- Exemptions from duty customs duty draw back- duties free Zones. Export incentive schemes

### **Recommended Texts**

1. ShilpiSahi – Concepts Building Approaches to Goods and Services Tax (GST), & Customs Law - CENGAGE , New Delhi SUGGESTED READINGS

1. Sweta Jain GST law and practice Taxmann Publishers, July 2017 2. V.S.Daty – GST- Input Tax Credi- Taxmann Publishers, second edition August 2017

3. C.A. Anurag Pandey- Law and Practice of GST- Sumedha Publication House 2017 4. Dr.Vandana Banger- Beginners- Guide AadhayaPrakashan Publisher

## **SECURITIES LAWS AND MARKET OPERATIONS**

YEAR: II

SEMESTER: IV

### **OBJECTIVES**

To promote conceptual understanding and in-depth knowledge of trading in securities and its implication in financial markets.

**UNIT I** - Primary Market / New Issue Market Meaning – Functions of New issue market – Methods of floating new issues – Players involved in the new issue market (Merchant bankers – Underwriters – Brokers - Registrar- Lead managers & Banks) – Role of SEBI relating to the new issue market – SEBI Guidelines for disclosure & Investor Protection.

**UNIT II** - Secondary Market / Stock Exchange Origin & Management of stock exchanges in India – Characteristics – Functions – Members – Granting recognition to stock exchanges – Listing of securities & registration of brokers – Kinds of brokers in stock exchange – NSE – BSE – OTCEI – SEBI Guidelines relating to listing of securities.

**UNIT III** - Financial Instruments in New Issue & Secondary Market Treasury bills- Commercial bills- Certificate of deposits- Equity shares- Preference shares- Sweat equity shares- Debentures

American Depository Receipts- Global Depository Receipts- Exchange traded funds & exchange traded notes – Mutual Funds.

**UNIT IV** - Mechanism of Stock Market Trading Screen based trading and internet based trading – Demat trading and role of depositories – Market Derivatives, advantages and its types – futures, hedge fund, forward, options & swaps Market indexes – SENSEX, NIFTY & CNX NIFTY  
**(Basics)**

**UNIT V** - Credit Rating Agency Meaning – Functions – Credit rating in India – Credit rating agencies in India – CRISIL & CARE Practical orientation

### **OUTCOME**

To give practical exposure to students relating to stock trading and market indexes reading of various sectors like manufacturing, pharmaceuticals, health, aviation, hospital etc.

1. Assignment
2. College on IPO Issues.

### **Suggested Readings**

1. Dr. L. Natarajan - Securities Laws & Market Operations, Margham Pub. Chennai. 2. K.Natarajan, E.Gordon – Financial market & Services, Himalaya publishing House, Mumbai.
3. S.Gurusamy – Securities Laws & Market operations, Vijay Nichole Prints, Chennai. 4. Gupta L.C – Stock Exchange Trading in India, Society for Capital Market Research and Development, Delhi
5. MachiRaju.H.R – Working of Stock Exchange in India, New Age International. 6. Chandrate K.R; et al : Capital issue, SEBI & Listing; Bharat Publishing House 7. V.K . Bhaliya – Financial Derivatives – Risk Management, Sultan Chand ltd, New Delhi

## **ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS – LEVEL II TSSSED II UG B. Com CS Course Objectives:**

- To train students on the importance of body language and its varied techniques ● To enhance the students' self-esteem
- To educate them about the importance of English as a communicative language for team building, leadership, time management, group discussions, interviews and inter-personal skills.
- To prepare them for Interviews of various types through mock interviews ● To make them plan and organize Business presentations through powerpoint.

### **SYLLABUS**

#### **Unit – I (7 Hours)**

Body Language – Kinesics, Proxemics, Para linguistic, Chronemics, Nuances of Speech Delivery.



Personality Development: Building self esteem.

### **Unit – II (7 Hours)**

Team work and participating in group discussions – Team building and Team work, Team briefing, Role of Team leader, Conflict resolution, Methodology of Group discussions, Role Functions in Group Discussion, Types of Non – functional Behavior, Improving group performance. Participating in Mock group discussions.

### **Unit – III (8 Hours)**

Interviews – Types of Interviews, preparing for interviews, facing interviews, reviewing performance, participating in mock interviews.

### **Unit – IV (8 Hours)**

Business Presentations – Preparing successful presentations, thinking about the audience, making effective use of visual aid, Delivering presentations, using prompts, dealing with questions and interruptions, Mock presentations.

### **Recommended Texts:**

Peter, Francis. *Soft Skills and Professional Communication*. New Delhi: Tata McGraw Hill. 2012. Print.

Singh, Prakash and Raman, Meenakshi. *Business Communication*. New Delhi: Oxford UP. 2006. Print.

Bailey, Edward P. *Writing and Speaking at Work: A Practical Guide for Business Communication*. Pennsylvania: Prentice Hall. 2007. Print.

Pease, Allan and Peas, Barbara. *The Definitive Book of Body Language*. New York: Random House. 2006. Print.

De Bono, Edward. 1993. *Serious Creativity*. Re print. Harper B

### **Learning Outcome:**

By the end of the soft skills training program, the students should be able to:

- Develop awareness regarding Body language thereby increasing their self-confidence.
- Become efficient in inter-personal skills, team management skills, and leadership skills.
- Develop effective knowledge for participating in Team building through Group discussion.
- Develop understanding of the various types of interviews and other selection procedures through mock interviews.

## **ENVIRONMENTAL STUDIES PROGRAMME** **ABILITY ENHANCEMENT COMPULSORY COURSES** (AECC-Environmental Studies)

### **Unit 1: Introduction to Environmental Studies**

- Multidisciplinary nature of environmental studies
- Scope and importance; concept of sustainability and sustainable development.

## **Unit 2: Ecosystem (2 lectures)**

- What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: Food chains, food webs and ecological succession, Case studies of the following

ecosystem:

- a. Forest ecosystem
- b. Grassland ecosystem
- c. Desert ecosystem
- d. Aquatic ecosystem (ponds, stream, lakes, rivers, ocean, estuaries)

## **Unit 3: Natural Resources : Renewable and Non- renewable Resources (6 lectures)**

- Land resources and land use change: Land degradation, soil erosion and desertification.
- Deforestation : Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations.
- Water: Use and over-exploitation of surface and ground water, floods, droughts, conflicts over water ( international and inter-state).
- Energy resources : Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

## **Unit 4: Biodiversity and Conservation (8 lectures)**

- Levels of biological diversity: genetics, species and ecosystem diversity, Biogeographic zones of India: Biodiversity patterns and global biodiversity hot spots
- India as a mega- biodiversity nation, Endangered and endemic species of India.
- Threats to biodiversity: Habitat loss, poaching of wildlife, man- wildlife conflicts, biological invasions;  
Conservations of biodiversity: In-situ and Ex-situ Conservation of biodiversity.
- Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.

## **Unit 5: Environmental Pollution (8 lectures)**

- Environmental pollution: types, causes, effects and controls: Air, Water, soil and noise Pollution.
- Nuclear hazards and human health risks
- Solid waste management: Control measures of urban and industrial waste ● Pollution case studies.

### **Unit 6: Environmental Policies & Practices( 8 lecturers)**

- Climate change, global warming, ozone layer acid rain and impacts on human communities and agriculture
- Environment Laws: Environment Protection Act, Air (Prevention & Control of Pollution) Act; Water (Prevention and Control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD),
- Nature reserves, tribal populations and rights, and human Wildlife conflicts in Indian context.

### **Unit 7: Human Communities and the Environment (7 lectures) ● Human population growth, impacts on environment, human health and welfare.**

- Resettlement and rehabilitation of projects affected persons; case studies. Disaster management: floods, earthquake, cyclone and landslides. ● Environmental movements: Chipko, Silent Valley, Bishnois of Rajasthan. Environmental ethics: Role of Indian and other religions and cultures in environmental conservation.
- Environmental communication and public awareness, case studies(e.g. CNG Vehicles in Delhi)

### **Unit 8: Field Work (6 lectures)**

- Visit to an area to document environmental assets: river /forest/ flora/ fauna etc.
- Visit to a local polluted site- Urban/Rural/ Industrial/ Agricultural. ● Study of common plants, insects, birds and basic principles of identification.
- Study of simple ecosystem- pond, river, Delhi Ridge etc.

### **Equal to 5 Lectures)**

#### **Suggested Readings:**

1. Carson, R. 2002. Silent Spring, Houghton Mifflin Harcourt.
2. Gadgil, M., & Guha, R. 1993. This Fissured Land: An Ecological History of India. Univ. of California Press
3. Gleeson, B. and Low, N.(eds.)1999. Global Ethics and Environment, London, Routledge.
4. Gleick, P.H. 1993. Water Crisis. Pacific Institute for Studies in Dev.. Environment & Security, Stockholm Env. Institute, Oxford Univ. Press.

## **III YEAR - ODD SEM**

### **COST ACCOUNTING**

**Year/ Semester: III year / V Sem**

#### **OBJECTIVES:**

Ø To gain knowledge on ascertainment of the cost of goods & services accurately on cost control.

### **Unit 1**

Cost accounting, definition, meaning and objectives- advantages and importance- distinction between cost and financial accounting- elements of cost and preparation of cost sheets and tenders.

### **Unit 2**

Materials – stores record- purchase records- purchase order- goods received note- Bin card Stores ledger- inventory control- ABC Analysis- Economic ordering quantity-maximum, minimum and reordering levels- methods of pricing issues- perpetual inventory system.

### **Unit 3**

Labour- importance of labour cost control- various methods of wage payments- calculation of wages- methods of incentives (Bonus) scheme- Recording labour time- treatment of “overtime” and “idle time”- labour turnover (LTO)

### **Unit 4**

Overheads (factory, administration, selling and distribution)- definition and meaning of overheads- classification- apportionment of overheads- redistribution (secondary distribution)- absorption of overheads including” Machine Hour Rate”

### **Unit 5**

Methods of cost accounting- unit costing- job costing (excluding contract costing) - process costing- simple process accounts (excluding inter process profits and equivalent production, joint product) - operation and operating costing.

### **OUTCOME:**

The students will understand the concepts of cost accounting, methods and its usage in decision making.

## **CORPORATE GOVERNANCE AND ETHICS**

### **YEAR: III SEMESTER: V Objectives**

·To impart knowledge on governance which ensures ethics in corporate management.

·To provide an understanding on legal enforcement for management of corporate health in the interest of shareholders & the public.

### **UNIT I - Corporate Governance**

Corporate governance – meaning – objectives – need - importance – principles – corporate governance and organisation success. Corporate governance in India

### **UNIT II - Levels of Governance Structure**

Corporate governance and role, responsibilities and powers - Board of Directors, Corporate Management Committee and Divisional Management Committee.

### **UNIT III - Corporate Governance Forums**

CII code on corporate governance – features - Various Corporate Governance forums – CACG, OECD, ICGN AND NFCG.

### **UNIT IV - Corporate Social Responsibility**

Corporate Social Responsibility – definition – nature – levels – phases and approaches, principles, Indian models – dimensions. Corporate social reporting - Objectives of Corporate Social Reporting and case studies.

### **UNIT V - Business Ethics**

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

### **Suggested Readings:**

1. Dr. NeeruVasishth and Dr. Namita Rajput - Corporate Governance values and ethics, Taxmann Publications Pvt Ltd, New Delhi.
2. S.Sankaran – International Business & Environment, Margham Publication, Chennai. 3. Dr.S.S. Khanka – Business Ethics and Corporate Governance, S.Chand Publication. 4. Sundar.K, Business Ethics and Value, Vijay Nichole Prints, Chennai.
5. Taxmann - Corporate Governance, Indian Institute of Corporate Affairs,
6. A.C.Fernando, K.P.Muralidharan&E.K.Satheesh – Corporate Governance, Principles, Policies and Practices, Pearson Education.

## **INCOME TAX LAW AND PRACTICE- I**

**Year/ Semester: III year / V Sem**

### **OBJECTIVES:**

1. To provide a detailed understanding of the various provisions of I.T. Act 1961.
2. To enable the students to know about the Assessment Procedures and Tax

### **Planning INCOME TAX LAW AND PRACTICE – I**

#### **UNIT I: INTRODUCTION**

Meaning of Income – Features of Income Tax – Types – Important Definitions Under the Income Tax Act – Assessee – Types – Rates of Tax – Residential Status – Scope of Total Income –Incomes Exempt from tax.

#### **UNIT II: Income from Salary**

Definition – Allowances – Valuation of perquisites – Deductions from Salary – Gratuity – Pension – Commutation of Pension – Leave Salary – Profits in lieu of Salary - Provident Funds – Deductions under Sec. 80.

#### **UNIT III: Income from House Property**

Annual Value – Meaning and Computation – Deductions from Annual Value – Legal Provisions.

#### **UNIT IV: Profits and Gains from Business or Profession**

Income from Business or Profession – Allowable expenses – Not allowable expenses - General deductions – Provisions relating to Depreciation – Deemed Business Profits - Undisclosed incomes – Investments – Compulsory maintenance of Books of accounts – Audit of Accounts of certain persons – Special provisions for Computing Incomes on estimated basis – Computation of Income from Business or Profession.

#### **UNIT V: E-filing & Submission of Returns**

E-filing – Concept – Procedure - 26AS – TDS – Traces – Filing of Return – Various Returns – Permanent Account Number (PAN) – Usage of PAN – Concept of Transfer Pricing - Fundamentals.

#### **Outcome:**

- The students will understand the basic concepts and various terms and definitions of Income tax, Determination of residential status and Incidence of taxation.
- The students will understand the heads of Income like Income under the head Salaries, House Property and profits and Gains of business or Profession.
- The students will understand the Types of Assessment and Tax authorities .
- This provide the student to understand the computation of the taxable income and importance of PAN

### **BUSINESS LAWS**

**Year/ Semester: III year / V Sem**

#### **OBJECTIVE:**

- To highlight the Provisions of Law governing the General Contract and Special Contract. • To enable the students to understand the Legal Remedies available in the Law to the Business and other People.
- To provide knowledge in the guidelines, rules and regulations overriding the objects listed on the sale of goods act.

#### **UNIT I:**

Indian Contract Act -Formation-Nature and Elements of Contract – Classification of Contracts Contract Vs Agreement.

#### **UNIT II:**

Offer – Definition – Forms of offer – Requirements of a Valid Offer. Acceptance – Meaning - Legal rules as to a Valid Acceptance. Consideration – Definition – Types - Essentials. Capacity of Parties – Definition – Persons Competent to contract. Free consent – Coercion – Undue Influence – Fraud – Misrepresentation - Mistake. Legality of object - Void agreements Unlawful Agreements.

#### **UNIT III: Performance of Contract**

Performance of Contracts – Actual Performance – Attempted Performance - Tender. Quasi Contract – Definition and Essentials. Discharge of Contract - Modes of Discharge – Breach of Contract – Remedies available for Breach of Contract.

#### **UNIT IV: Sale of Goods Act**

Sale – Contract of Sale – Sale Vs Agreement to Sell – Meaning of Goods – Conditions and Warranty – Caveat Emptor – Exceptions of Caveat Emptor – Buyer and Seller of Goods - Unpaid Seller – Definition – Rights of an Unpaid Seller.

#### **UNIT V: Contemporary Issues in Business Law**

Right to Information Act, 2005 - Meaning of 'Information', 'Right to Information' 35 -Need for Right to Information. Public Information - Request for obtaining information. Grounds for rejection of information. Central Information Commission - Constitution and powers. Information Technology Act - Purpose and significance. Cyber Crimes - Types of crimes, nature and punishment Intellectual Property Law - Patent, trademark, copyright and industrial design and laws of Insurance.

#### **OUTCOME:**

- On the completion of the syllabus students will understand the basic provisions of Law, contract and legal remedies in the law.
- To develop a good understanding to the students about the functioning and growth of the law.

### **MARKETING**

**Year/ Semester: III year / V Sem**

#### **OBJECTIVES**

1. To facilitate the students to understand the importance and the relevance of marketing in to day's Business world
2. To enable the students to understand the features of the Indian Marketing

#### **UNIT I**

Introduction to Marketing –Meaning – Definition and Functions of Marketing – Marketing Orientation – Role and Importance of Marketing – Classification of Markets

#### **UNIT II**

Market Segmentation – Concept – Benefits – Basis and Levels. Introduction to Consumer Behaviour – Need for study – Consumer buying decision process – Buying motives.

#### **UNIT III**

Marketing mix. Product – Meaning – Introduction to Stages of New Product Development – Types – Introduction to PLC – Product Mix – Price – Pricing Policies and Methods.

#### **UNIT IV**

Channels of Distribution (Levels) – Channel Members – Promotion – Communication Mix – Basics of Advertising, Sales promotion and personal selling.

#### **UNIT V**

Recent Trends in Marketing. A Basic understanding of E – Marketing, Consumerism, Market Research, MIS and Marketing Regulations.

**Out Come:**

The Students will understand the basic concepts of Marketing, Market Segmentation, Marketing Mix and Recent trends in Marketing.

**RECOMMENDED BOOKS:**

1. Dawn iacobucci , Anupama Vohra – Marketing Management – CENGAGE, New Delhi.
2. William M.pride , O.C.Ferrell –Principles of marketing - CENGAGE, New Delhi.
3. AtreyeeGanguly , JoyetaBhadury - Principles of marketing - CENGAGE, New Delhi.

**REFERENCES**

1. Marketing Management by RajanSaxena
2. Marketing by William J Stanton
3. Principles of Marketing by Philip Kotler
4. Marketing Management by Still and Cundiff
5. Marketing Management by Dr. K. Nirmala Prasad and Sherlaker

**VALUE EDUCATION****CREDITS: 2 III YEAR / V SEM****Objective:**

Values are socially accepted norms to evaluate objects, persons and situations that form part and parcel of sociality. A value system is a set of consistent values and measures. Knowledge of the values are inculcated through education. It contributes in forming true human beings, who are able to face life and make it meaningful. There are different kinds of values like, ethical or moral values, doctrinal or ideological values, social values and aesthetic values. Values can be defined as broad preferences concerning appropriate courses of action or outcomes. As such, values reflect a person's sense of right and wrong or what "ought" to be. There are representative values like, "Equal rights for all", "Excellence deserves admiration". "People should be treated with respect and dignity". Values tend to influence attitudes and behavior and help to solve common human problems. Values are related to the norms of a culture.

**UNIT I:** Value education-its purpose and significance in the present world – Value system – The role of culture and civilization – Holistic living – balancing the outer and inner – Body, Mind and Intellectual level – Duties and responsibilities.

**UNIT II:** Salient values for life – Truth, commitment, honesty and integrity, forgiveness and love, empathy and ability to sacrifice, care, unity, and inclusiveness, Self esteem and self confidence, punctuality – Time, task and resource management – Problem solving and decision making skills – Interpersonal and Intra personal relationship – Team work – Positive and creative thinking.

**UNIT III:** Human Rights – Universal Declaration of Human Rights – Human Rights violations – National Integration – Peace and non-violence – Dr.A P J Kalam's ten points for enlightened citizenship – Social Values and Welfare of the citizen – The role of media in value building.



**UNIT IV:** Environment and Ecological balance – interdependence of all beings – living and non-living. The binding of man and nature – Environment conservation and enrichment.

**UNIT V:** Social Evils – Corruption, Cyber crime, Terrorism – Alcoholism, Drug addiction – Dowry – Domestic violence – untouchability – female infanticide – atrocities against women – How to tackle them.

### **Books for Reference :**

1. M.G. Chitakra: Education and Human Values, A.P.H. Publishing Corporation, New Delhi, 2003.
2. Chakravathy, S.K: Values and ethics for Organizations: Theory and Practice, Oxford University Press, New Delhi, 1999.
3. Satchidananda, M.K: Ethics, Education, Indian Unity and Culture, Ajantha Publications, Delhi, 1991.
4. Das, M.S. & Gupta, V.K.: Social Values among Young adults: A changing Scenario, M.D. Publications, New Delhi, 1995.
5. Bandiste, D.D.: Humanist Values: A Source Book, B.R. Publishing Corporation, Delhi, 1999.

## **III YEAR - EVEN SEM**

### **MANAGEMENT ACCOUNTING**

**Year/ Semester: III year / VI Sem**

#### **OBJECTIVES:**

To enable the students to get knowledge about the various techniques of Management Principles.

To make the students get practical skill in solving management problems.

#### **SYLLABUS:**

##### **UNIT I: Introduction**

Management Accounting - Meaning- Scope- Importance- Limitations - Management Accounting Vs Cost Accounting – Management Accounting Vs Financial Accounting.

##### **UNIT II: Financial Statement Analysis**

Analysis and Interpretation of Financial Statements – Nature and Significance – Types of Financial Analysis – Tools of Analysis – Comparative Statements – Common size Statement – Trend Analysis.

##### **UNIT III: Ratio Analysis**

Meaning – Advantages – Limitations – Types of Ratios – Liquidity Ratios – Profitability

Ratios Turnover Ratios – Capital Structure Ratios – Leverage Ratios – Calculation of Ratios.

#### **UNIT IV: Fund Flow Analysis & Cash Flow Analysis**

Introduction, Meaning of Funds Flow Statement-Ascertainment of flow of funds- Technique of preparing funds flow statement- Schedule of Changes in Working Capital- Adjusted Profit and Loss account-Funds Flow Statement Meaning of Cash Flow Statements – Advantages – Limitations – Preparation of Cash Flow Statement – Types of Cash flows - Operating, Financing and Investing Cash flows.

#### **UNIT V: Budgetary Control & Marginal Costing**

Budgetary Control – Meaning – Preparation of various Budgets – Cash Budget - Flexible Budget – Production Budget – Sales Budget. Capital Expenditure Control - Application of Marginal Costing in Decision Making – Make or Buy – Shut down or Continue – Exploring New Markets.

#### **OUTCOME:**

Understand the primary purpose of management accounting namely financial statement analysis and budgetary control.

Develop and apply budget for planning and controlling purposes.

## **INDUSTRIAL LAW**

**YEAR: III /VI SEMESTER**

#### **OBJECTIVES**

- To obtain knowledge on various rules and regulations in the industries.
- To gain insight on various legal Acts passed to protect the health, safety & welfare of the employees

#### **UNIT I - Factories act 1948**

Definitions – Health – Safety – Welfare – Working Hours of Adults – Employment of Women – Employment of Young Persons – Leave with Wages.

#### **UNIT II - Industrial Disputes Act 1947**

Definitions – Authorities under the Act – Reference of Disputes – Procedures and Powers of Authorities – Strikes and Lock-outs – Lay-off & Retrenchment – Special Provisions relating to Lay-off, Retrenchment & Lock-outs

#### **UNIT III - The Workmen Compensation Act 1923**

Need for the Act – Scope & Coverage of the Act – Definitions – Employer's liability for Compensation (Section 3) including Theory of Notional Extension & Occupational Diseases –

Defenses available to Employer – Amount & Distribution of Compensation – Notice & Claim – Medical Examination - Obligations & Rights of Employers & Employees - Schedules to the Act

**UNIT IV - Employees State Insurance Act 1948**

Objects-definitions-ESI Corporation, functions- contribution and recovery- benefits- penalties for false claims

**UNIT V - Employees Provident Fund and Miscellaneous Provision Act, 1952**

Objects- definition- provident fund schemes- contribution and recovery – penalties and offences

**OUTCOMES**

1. Students should be able to illustrate the role of trade unions in the industrial setup.
2. Enable the students to elaborate the concept of Industrial Relations.
3. Students should be able to outline the important causes and impact of industrial disputes.

**INCOME TAX LAW AND PRACTICE II**

**YEAR: III /VI SEMESTER**

**OBJECTIVES:**

1. To provide a detailed understanding of the various provisions of I.T. Act1961.
2. To enable the students to know about the Assessment Procedures and Tax Planning .

**UNIT I: Income from Capital Gain**

Capital Gain – Meaning – Short term and Long term Capital Gains – Certain Transactions not included as transfer – Cost of Acquisition – Cost of Improvement – Indexation – Capital Gain under different circumstances – Exempted Capital Gains – Computation of Capital Gains.

**UNIT II: Income from other sources**

Computation – Grossing up – Deductions in Computing Income under the head and other related provisions.

**UNIT III: Clubbing of Incomes and Set off / Carry forward and Set – Off of losses**

Clubbing of Incomes under various situations – Deemed Incomes – Simple Problems on clubbing of incomes – Setoff – Carry forward and set off of losses.

**UNIT IV: Deductions from Gross Income**

Permissible Deductions from Gross Total Income Sec.80C, 80CCC, 80CCCD, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGA, 80QQB, 80RRB, 80U. Assessment of Individual – Computation of Tax.

**UNIT V: Income Tax Authorities and Procedure of Assessment**

Income Tax Authorities – Powers of the Central Board of Direct Taxes (CBDT), Commissioners of Income Tax and Income Tax officers. Assessment Procedures - Self Assessment – Best Judgment Assessment – Income Escaping Assessment (Reassessment)- Advance Payment of Tax – Meaning and Due dates.

**Outcome:**

1. The students will understand the heads of Income like capital gains, Income From other sources and how to club the incomes and set off the losses with various income.
2. The students will have the awareness of Deductions under section 80C to 80U and Computing tax liability of individuals.
3. This provide the student to understand the computation of the taxable income and importance of PAN

**ENTREPRENEURIAL DEVELOPMENT**

**YEAR : III & SEM: 6**

**OBJECTIVES:**

1. To enable the students to understand the concept of Entrepreneurship and to learn the professional behavior expected of an entrepreneur.
2. To identify significant changes and trends which create business opportunities and to analyze the environment for potential business opportunities.
3. To provide conceptual exposure on converting ideas to a successful entrepreneurial firm.

**UNIT I: Entrepreneurship**

Entrepreneur : Meaning of entrepreneurship – Types of Entrepreneurship – Traits of entrepreneurship – Factors promoting entrepreneurship- Barriers to entrepreneurship- the entrepreneurial culture- Stages in entrepreneurial process – Women entrepreneurship and economic development- SHG.

**UNIT II: Developing Successful Business Ideas**

Recognizing opportunities – trend analysis – generating ideas – Brainstorming, Focus Groups, Surveys, Customer advisory boards, Day in the life research – Encouraging focal point for ideas and

creativity at a firm level-Protecting ideas from being lost or stolen – Patents and IPR.

### **UNIT III: Opportunity Identification and Evaluation**

Opportunity identification and product/service selection – Generation and screening of the project ideas – Market analysis, Technical analysis, Cost benefit analysis and network analysis- Project formulation – Assessment of project feasibility- Dealing with basic and initial problems of setting up of Enterprises.

### **UNIT IV: Business Planning Process**

Meaning of business plan- Business plan process- Advantages of business planning- preparing a model project report for starting a new venture (Team-based project work).

### **UNIT V: Funding**

Sources of Finance- Venture capital- Venture capital process- Business angles- Commercial banks- Government Grants and Schemes.

## **OUTCOME**

On completion of syllabus students will understand the basic concepts of entrepreneurship and business opportunities to familiar with knowledge about business and project reports for starting a new venture on a team basis.

## **TEXT BOOKS:**

1. Reddy, Entrepreneurship: Text & Cases - Cengage, New Delhi.
2. Kuratko/rao, Entrepreneurship: a south asian perspective.- Cengage, NewDelhi.
3. Leach/Melicher, Entrepreneurial Finance – Cengage. , New Delhi.
4. K.Sundar – Entrepreneurship Development – Vijay Nicole Imprints private Limited
5. Khanka S.S., Entrepreneurial Development, S.Chand& Co. Ltd., NewDelhi, 2001.
6. Sangeeta Sharma, Entrepreneurship Development, PHI Learning Pvt. Ltd.,2016.

## **REFERENCE BOOKS:**

1. Barringer, B., Entrepreneurship: Successfully Launching New Ventures, 3<sup>rd</sup>Edition, Pearson, 2011.
2. Bessant, J., and Tidd, J., Innovation and Entrepreneurship, 2<sup>nd</sup> Edition, JohnWiley&Sons, 2011.
3. Desai, V., Small Scale Industries and Entrepreneurship, Himalaya PublishingHouse, 2011.
4. Donald, F.K., Entrepreneurship- Theory, Process and Practice, 9<sup>th</sup> Edition,Cengage Learning, 2014.

**Inst. Hrs: 6 YEAR: III Credits: 5 SEMESTER: VI**

The training pertaining to Secretarial Practice shall be on all aspects of the functions of a corporate secretary.

The following types of organizations may be selected for the training. 1.  
Public Limited Companies (Both Industrial and Commercial).

2. Statutory bodies, Public Enterprises and Public Utilities like L.I.C. Electricity Board, Housing Board and Chambers of Commerce, Cooperative Societies and Banks.

3. Office Equipment Marketing Organizations.

4. Office of a Practicing Chartered Accountant Cost Accountant or Company Secretary.

**NOTE:**

The report must be submitted by the candidate, under the guidance of the faculty members of the respective colleges. The training officers of the concerned organization/institution are requested to provide the necessary documents, information and impart knowledge to the candidate in order to complete the project.

The Report shall include information about the profile of the company, products, projects, milestones, organisation structure, details of departments, and analysis of financial performance. The report shall be around 50 typed pages, excluding tables, figures, bibliographies and appendices. The department of the respective college shall evaluate the report for 100 marks and conduct Viva-Voce (both by internal and external examiners). The marks shall be sent to the University as per the procedure. A candidate failing to secure the minimum for a pass (40%) shall be required to resubmit this report to the department and the marks after valuation shall be forwarded to the University before the commencement of the examination.

The external examiner in consultation with internal examiner should conduct Viva-Voce and evaluate the report.

**Learning outcomes**

1. To bridge the gap between theory & practice and stimulate trainee's desire to face the challenges and problems in a corporate environment.
2. To get an overview of the practical aspects of company secretaryship.

Supervised Institutional Training shall be an integral part of B.Com (Corporate Secretaryship) Degree Course. It is a sort of job testing programme designed to bridge the gap between theory & practice and create a natural interest in the practical aspects of the Company Secretaryship so as to stimulate trainee's desire to face its challenges and problems.

The training should be given under the joint supervision and guidance of the Training Officer of the Organisation/Institution and Faculty member of Corporate Secretaryship of the college. The details of the training given and the assessment of each student in that regard should be fully documented.

**The duration of the training shall be for a period of 30 days.** The training shall broadly relate to

- (a) Office Management
- (b) Secretarial Practice.

The training relating to Office Management may be designed to acquaint the trainees with:

1. Company's activities, organization structure, departments and authority relationship.
2. Study of layout, working conditions, office maintenance, safety and sanitary conditions.
3. Study of the Secretarial service, communication, equipment, postal and mailing services and equipment.
4. Acquaintance with office machines and equipment and accounting machines.
5. Acquaintance with filing department, sales, purchases, sales accounts, salary, administration and personnel departments.

## **ASSESSMENT NORMS**

### **SEMINARS:**

Seminars are assigned to the students on the topic selected by the course instructor from the syllabus. Students are expected to collect comprehensive notes on the seminar topic from various reference books and web resources suggested by the course instructor. Students are informed to use various tools to supplement oral presentation such as visual aids, models etc. Seminars are usually assigned for topics that can aid students to do self-study and avoid any vagueness related to the topic.

### **EVALUATION STANDARDS FOR SEMINAR:**

S NO	CRITERIA	MAX.MARKS(5 marks)
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1	Quality of notes collected for the topic	1
2	Presentation skill	1
3	Fluency of language & Vocabulary usage	1
4	Interacting skills & body language	1
5	Tools used to present	1

### ASSIGNMENTS:

Assignments are given at both individual as well as group level. Assignments are given not only on topics from the syllabus but also related topics with latest developments in the respective fields.

Assignments help students to awaken their creativity skills and help them to practice as well as enhance their knowledge of the subject.

### EVALUATION STANDARDS FOR ASSIGNMENTS:

S NO	CRITERIA	MAX.MARKS (5 marks)
1	Quality of notes collected for the topic	1
2	Presentation	1
3	Quality and variety of sources referred	1
4	Vocabulary usage	1
5	Originality of work	1



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