B.Com. Corporate Secretaryship with CA

Syllabus

AFFILIATED COLLEGES

Program Code: 2AG

2023 – 2024 onwards

BHARATHIAR UNIVERSITY

**(A State University, Accredited with "A++" Grade by NAAC,
Ranked 21st among Indian Universities by MHRD-NIRF)**

Coimbatore - 641 046, Tamil Nadu, India

ProgramEducationalObjectives(PEOs)	
The **B. COM CSCA** program describe accomplishments that graduates are expected toattainwithin five to sevenyearsaftergraduation	
PEO1	Thestudentswillreadyforemploymentinfunctionalareaslikeaccounting,taxation,banking, insuranceandcorporate law.
PEO2	Anattitudeforworkingeffectivelyand efficientlyina business environment
PEO3	Tomakethe students competentin takingup widerangeof responsible positions intheSecretarial, Legal,Finance,Accounts,PersonnelandAdministrativedepartments.
PEO4	Toimpartthemostcurrent knowledgeandskills fortheindividuals toget themplacedat middlelevelprofessionals in thecorporate sector.
PEO5	TomakethestudentstopreparefortheCompanySecretaryshipProgram.

ProgramSpecificOutcomes(PSO)	
Afterthesuccessfulcompletionof**BCOMCSCA**program,thestudentsareexpectedto	
PSO1	ToproducecompetentprofessionalslikeCompanysecretaries,Chartered Accountants, Cost and Management Accountants through appropriate teachingprograms.
PSO2	Toprovide rightskills, attitudesandvaluesbyimpartingtrainingin reputedCompanies/ Corporate.
PSO3	To understand the law and best practices in key function matters and to applythemin Secretaryshipfunctions andensure corporatecompliance.
PSO4	To develop the skills of research, analyzing, evaluating problems and takingbusinessdecisions.
PSO5	Toacquireknowledgetonurtureinintellectual,interpersonalandsocietal skills.

ProgramOutcomes (POs)	
Afterthesuccessfulcompletionof **B.COMCS.CA**program,thestudentsareexpectedto	
PO1	Becomeknowledgeable inthesubjectof Corporate Lawsandapply the principlesofthesametotherequirementsoftheEmployer/Institution/OwnBusiness or Enterprise.
PO2	GainAnalyticalskillsinthefield/areaofAccountingandTaxation
PO3	UnderstandandAppreciateProfessionalEthics, CommunityLivingandNationBuildingInitiatives.
PO4	CapableofhandlingseveralDepartments incompanies.
PO5	UnderstandingandgivingsolutionstovariedFinancialProblems.
PO6	Ableto identifyand adopt complianceformalities in CompanyAdministration.

BHARATHIARUNIVERSITY,COIMBATORE-641046

B.Com-CS with CA (Corporate Secretaryship with Computer Applications)(CBSCPATTERN)

505222222(For the students admitted during the academicyear2023-24and onwards)

Course Code	Title of the Course	Credits	Hours		Maximum Marks		
			Theory	Practical	CIA	ESE	Total
	SEMESTER–I						
11T/M/H/F	Language-I	3	4	-	25	75	100
11E	English-I	3	4	-	25	75	100
13A	Core I– Financial Accounting	4	6	-	25	75	100
13B	Core II–Business Management	4	6	-	25	75	100
1AA	Supportive I-Computer Applications in Corporate-Office	4	6	-	25	75	100
23P	Computer Practical– I	-	-	2	-	-	-
1FA	Environmental Studies	2	2	-	-	50	50
	Total	**20**	**28**	**2**	**125**	**425**	**550**
	SEMESTER–II						
21T/M/H/F	Language-II	2	6	-	25	75	100
21E	English-II	2	4	-	25	25	50
	Skilled Based Subject – I – Nan Mudhalvan Scheme – Language Profiency for employability - Effective English	2	2		25	25	50
23A	Core III–Higher Financial Accounting	4	7	-	25	75	100
23B	Core IV– Law of Insurance	4	7	-	25	75	100
23P	Supportive II–Computer Practical –I	4	-	4	25	75	100
2FB	Value Education – Human Rights	2	2	-	-	50	50
	Total	**20**	**26**	**4**	**150**	**400**	**550**
	SEMESTER–III						
31T	Language-III	2	4	-	25	75	100
31E	English-III	2	4		25	75	100
33A	Core V–Commercial Law	4	4		25	75	100
33B	Core VI–Company Law and Secretarial Practice	4	4	-	25	75	100
33C	Core VII–Programming in C	3	3	-	20	55	75
3AC	Supportive: III- Business Mathematics	4	4	-	25	75	100
33P	Computer Practical-II	-	-	2	-	-	-
3ZA	Skill based Subject-II Corporate Communication	3	3		20	55	75
3FB/3FC/3FD /3FG	Tamil@/Advanced Tamil# (or) Non-Major Elective–I : Yoga for Human Excellence#/ Women's Rights# Constitution of India#	2	2			50	50

	Total	**24**	**28**	**2**	**165**	**535**	**700**
	SEMESTER–IV						
41T	Language-IV	2	4	-	25	75	100
41E	English-IV	2	4		25	75	100
43A	Core VIII– Corporate Accounting	4	5	-	25	75	100
43B	**Core IX–** Advanced Company Law and Secretarial Practice	4	4	-	25	75	100
43P	Core XI Computer Practical- II (TallyERP9.0)	4	-	4	25	75	100
4AD	Supportive: IV–Business Statistics	4	4	-	25	75	100
4ZA	**SkillbasedSubject-2: Nan Mudhalvan Scheme – Office Fundamentals** http://kb.naanmudhalvan.in/Bharathiar_University_(BU)	2		3	25	25	50
4FB/4FE	Tamil @ / Advanced Tamil (or)Non-major elective -II :General Awareness	2	2	-		50	50
	Total	**24**	**23**	**7**	**175**	**525**	**700**
	SEMESTER–V						
53A	CoreXII– Cost Accounting	4	5	-	25	75	100
53B	CoreXIII– IndustrialLaw	4	5	-	25	75	100
53C	CoreXIV– AdvancedCorporateAccounting	4	5	-	25	75	100
53D	CoreXV– Taxation	4	5	-	25	75	100
53E	CoreXVI – Secretarial Audit and Standard	3	3	-	20	55	75
5EA/5EB/5EC	Elective–I	4	4	-	25	75	100
5ZC	Skill based Subject- 3 :PYTHON	3	3	-	20	55	75
	Total	**26**	**30**		**165**	**485**	**650**
	SEMESTER–VI						
63A	CoreXVII–CorporateLaws	4	5	-	25	75	100
63B	CoreXVIII–Management Accounting	4	6	-	25	75	100
63C	CoreXIX-GoodsandServicesTax(GST)	4	5	-	25	75	100
63D	Core XX - Securities Management	3	3	-	20	55	75
6EA/ 6EB/ 6EC	Elective–II	4	4	-	25	75	100
6ED/ 6EE/ 6EF	Elective–III	3	-	4	20	55	75

	Based Subject -4 :**NanMudhalvan Scheme :Fintech Course :2(Capital**						
	Markets Skill **/Digital Marketing/Opreational Logistics)** http://kb.naanmudhalvan.in/Bharathiar_University_(BU)	2	3		25	25	50
67A	ExtensionActivities @	2	-	-	50	-	50
	Total	**26**	**26**	**4**	**215**	**435**	**650**
	Grand Total	**140**	**163**	**17**	**995**	**2805**	**3800**
Online courses will beimplemented fromnextacademic year 2023-2024							

NAAN MUDHALVAN SKILL COURSE - External 25 Marks will be assessed by Industry and Internal will be offered by respective course teacher

Includes50% 20% 25% continuousinternalassessmentmarksfortheoryandpracticalpapersrespecti vely.

Value added courses: Minimum 2 and Maximum 5 for each Department for entire program- Itis optional foraffiliated colleges.

Job oriented certificate courses: Two courses (Each Department for entire program)- It isoptionalforaffiliatedcolleges

@ No University Examinations.Only Continuous Internal Assessment

(CIA)#NoContinuousInternalAssessment

(CIA).OnlyUniversityExaminations.

ElectivePapers (Collegescanchooseanyoneof thepaperaselectives)		
Elective–I	A	VisualBasic(Theory)
	B	ManagementInformationSystem
	C	Oracle(RDBMS)
Elective–II	A	Corporate Governance
	B	InternetandE-Commerce
	C	Introduction to Industry 4.0
Elective- III	A	VisualBasic(Practical)
	B	HTML-JavaScript
	C	WebTechnology

FirstSemester

SCHEMEOFEXAMINATIONS:CBCSPattern

SEMESTER-I

Coursecode	1 3A	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
CoreI		**FINANCIALACCOUNTING**	**6**		**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

Toacquireknowledgeonbasicprinciplesofaccountingtheory,conceptsandconventions, preparation of financial statements, Bank Reconciliation Statement and Bills ofExchange foreffectiveaccountingmanagement.

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse,student willbe ableto:

1	Recallthe fundamentalconcepts ofaccountingandbook keeping	K1&K5
2	Solvetheerrorsin bookkeepingandidentifythe effect of BRS inan enterprise	K3
3	Awareof Billsofexchange anditstransaction,includingAccommodationbills	K3
4	TogainknowledgeaboutpreparationoffinalAccounts	K2
5	UnderstandtheAccountcurrentstatementandprocedureforcalculationof Averageduedatemethods	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**INTRODUCTION**	**15—hours**

Introduction–Accountingprinciples,ConceptsandConventions–Journal–Ledger,Subsidiarybooks.

Unit:2	**TRIALBALANCEANDRECTIFICATIONOFERRORS**	**18--Hours**

Preparationoftrialbalance–Rectificationoferrors –Bankreconciliationstatement.

Unit:3	**FINALACCOUNTS**	**20—hours**

FinalAccountsofSoleTraders

Unit:4	**BILLSOFEXCHANGE**	**20-hours**

BillsofExchange,AccountingofNon-tradingConcerns

Unit:5	**ACCOUNTCURRENT–AVERAGEDUEDATE**	**15—hours**

AccountCurrent –Average DueDate.

Unit:6	**ContemporaryIssues**	**2hours**

Expertlectures,onlineseminars -webinars

	TotalLecturehours	**90—hours**

DistributionofMarks:20% Theory,80% Problems

TextBook(s)	
1	T.S.Reddy&Murthy–Financial Accounting
2	N.Vinayakam, P.L.Mani, K.L.Nagarajan – Principles of Accountancy – S.Chand& CompanyLtd.,
ReferenceBooks	
1	ShuklaM.C.&Grewal T.S. –AdvancedAccounting.
2	GuptaR.L&RadhaswamyM.– Advanced Accounting.
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Frontaccounting
3	Basicaccountingconcept
CourseDesignedBy:Mrs.P.Neelaveni	snvaan@gmail.com

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	M	M	M
CO2	M	M	M	M	M
CO3	S	S	M	M	S
CO4	S	M	M	M	S
CO5	S	M	S	S	S

S-Strong;M-Medium;L-Low

SEMESTER-I

Coursecode	13B	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
CoreII		**BUSINESSMANAGEMENT**	**6**	**-**	**-**	**4**
Pre-requisite			**Syllabus verrsion**			

CourseObjectives:

Themain objectives of this courseareto:

1. Thesubjectaims toeducateon thefunctionsand theoriesofmanagement.
2. Toorganizationstructure,communicationskills,andleadershipqualitiesandbuildcompetencies amongthestudentsas entrepreneursand managers

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse,student willbe ableto:

1	DiscussNature andscopeofManagement process	K1&K2
2	DescribePlanninganddecisionmakingprocess.	K2
3	ExplainOrganizationandorganizationstructure.	K2&K3
4	EnumerateTheoriesofmotivationandincentives.	K2
5	DescribeCo-ordinationandcontrolprocess.	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**INTRODUCTIONTOMANAGEMENT**	**20-hours**

Management – meaning – Difference between Management and Administration – Managementisanart/SciencelevelsandfunctionsofManagement–Co-ordination

Unit:2	**PLANNING**	**15—hours**

Planning–Policiesand procedures –Methods –DecisionMaking

Unit:3	**ORGANISING**	**20—hours**

Organising – Structure Principles – Theories of Organisation – span of Management – CentralisationandDecentralisation –Lineandstafffunctions–delegation– Functional Organisation–Formaland InformalOrganisation.

Unit:4	**DIRECTIONANDCOORDINATION**	**15—hours**

Direction – Communication – Motivation – Morale – Leadership – Internal and External Co-ordination-Committees in management

Unit:5	**CONTROLPROCESS**	**18—hours**

Controlprocess–Source Tools –CPM–PERT–socialresponsibilitiesofBusiness

Unit:6	**ContemporaryIssues**	**2hours**

Expertlectures,onlineseminars -webinars

	TotalLecturehours	**90—hours**

TextBook(s)

1	Principles of Management -
2	DinkarPagare-BusinessManagement

ReferenceBooks	
1	Koontz&O"Donnell – PrinciplesofManagement.
2	Dr.Saxen–BusinessAdministrationand Management.
3	Chatterjee–AnintroductiontoManagementofPrinciplesandtechniques
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Businessstudy
2	
CourseDesignedBy:Mrs.P.Neelaveni	snvaan@gmail.com

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	M	M	M
CO2	M	M	M	M	M
CO3	S	S	M	M	S
CO4	S	M	M	M	S
CO5	S	M	S	S	S

S-Strong;M-Medium;L-Low

SEMESTER-I

Course code	1AA	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
SuPPORTIVE I		**COMPUTER APPLICATIONS IN CORPORATEOFFICE**	**6**	**-**	**-**	**4**
Pre-requisite			**Syllabus Version**			

CourseObjectives:

Themain objectives ofthis courseareto:

1. Thiscourseisdesignedtoprojecttheutilization ofComputersintheModernBusinessWorld.
2. Toenablethestudentstoknowtheimportanceof Computer inBusiness
3. Afterthesuccessfulcompletionofthecoursethe studentmustbeawareof conceptsandutilization of computer in dayto daylife

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse,student willbe ableto:

1	Togainknowledgeaboutcomputersandits generations,characteristic,classificationsand introduction to windows 98	K1&2
2	Toacquireknowledgehow tocreateword documentincludingpagesno,space,header and footerwith graphics.	K2&K3
3	Learn to creating a new Work book and entering data, Adding Cellworkingwithsimple formulasand creatingchartsfordata.	K2&K3
4	Toknowhow tocreate anew database, enteringdata in tablecreatingrelationshipsbetweentables modifyingaform,and createqueryand report.	K3&K6
5	Tolearnhowtocreatea newpresentationslideswithgraphics,andalso theperformanceofdeleting,copyingslides,andalsoaddingandmodi fyingtext.	KX3&K6

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**INTRODUCTIONTO COMPUTER**	**15hours**

Introductiontocomputer–generationof computers–classificationof computers – characteristicsof computers –hardwareandsoftware.introductiontowindows98– workingwithinawindow– toolbars, menu 7 dialogboxes– working withdrivers folders &files..

Unit:2	**MSWORD**	**15—hours**

MSWord– Creatinganewdocument–Editing–Workingwithmargins, pagesandlinespaces, -Adding Headers, Footers and page numbering – Printing documents – Faxing & E-mailingdocuments– AddingGraphics to Documents.

Unit:3	**MS-EXCEL**	**20—hours**

MS-Excel– CreatinganewWork book–Enteringdatainto the worksheets– Editing worksheets– AddingCell borders andshadingworkingwith ranges– managingandprintingworkbook– simplecalculations– copyingformulas– creatingcharts.

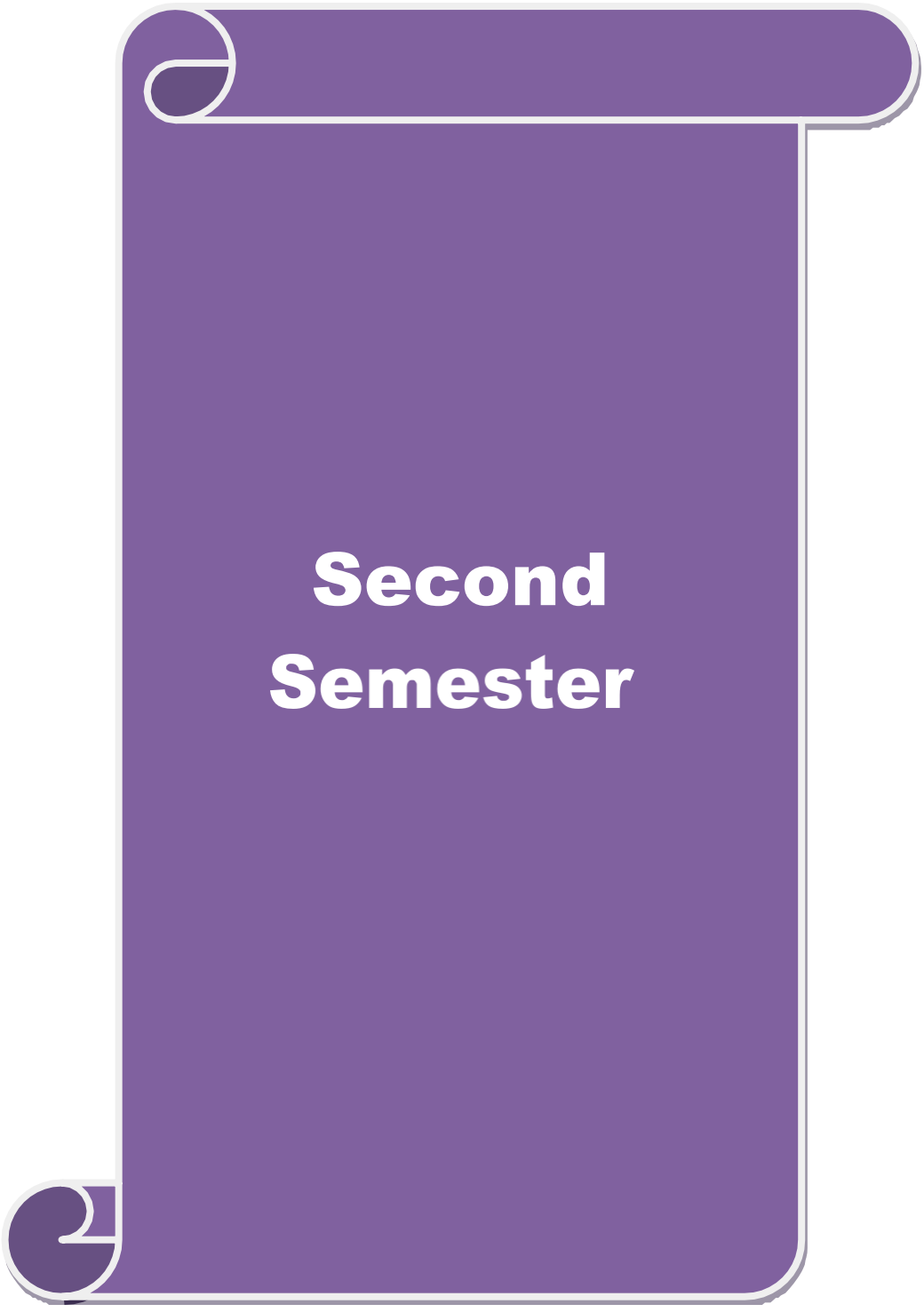
Unit:4	**MSACCESS**	**20—hours**
MsAccess–Creatinganewdatabasecreating&editingtable–Entering&editingdataintable–creatingrelationshipsbetweentables–creating&modifyingaform–sorting,filtering		

&indexingdata–creatingaquery– creatingacustomizingareport.		
Unit:5	**POWERPOINT**	**18—hours**
PowerPoint –Creatinganewpresentation– workingwithslides indifferentviews–Printing presentations- Inserting,Deleting&copyslides–Rearrangingslides – Adding&modifyingslidetext– addinggraphics to slide.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars -webinars		
	TotalLecturehours	**90—hours**

TextBook(s)	
1	Introductiontocomputers-AlexisLeonandMathews Leon
2	Computerandcommonsense-Roger HuntandJohnShellery
ReferenceBooks	
1	JoyceCox,Pollyurban, “QuickcourseinMicrosoftOffice”,GalgotiaPublicationsPvt.Ltd.1996.
2	R. K. Taxali, “PC Software for windows made simple”. Tata McGrawHill Publications Pvt.Ltd.,1998.
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Frontaccounting
2	
4	
CourseDesignedBy:Mrs.P.Neelaveni	snvaan@gmail.com

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	M	M	M
CO2	M	S	M	S	M
CO3	S	S	M	M	S
CO4	S	M	S	M	S
CO5	S	M	M	S	S

S-Strong;M- Medium;L-Low


Second
Semester

SEMESTER-II

Coursecode	23A	**TITLE OF THE COURSE**	**L**	**T**	**P**	**C**
CoreIII		**HIGHER FINANCIAL ACCOUNTING**	**7**		**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Toacquireknowledgeaboutself-balancingledgers,Depreciation andMethods

To acquire the knowledge about Branch accounts, Departmental accounts, non- trading concernandsingleentrysystems

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse, studentswill beable to:

1	Acquireknowledgeaboutself-balancingledgers	K1&K2
2	Tolearnaboutdepreciation andmethodsofdepreciation	K3
3	PrepareBranch accounts anddepartmentalaccounts	K3
4	TogainknowledgeaboutNontradingconcern	K3
5	Toknowthe conceptof statement ofaffairsand singleentrysystem	K3&K4

K1–Remember;**K2**–Understand;**K3**–Apply;**K4**–Analyze;**K5**–Evaluate; **K6**–Create

Unit:1	**SELFBALANCINGLEDGERS–FIRECLAIMS**	**20—hours**

SelfbalancingLedgers –Fireclaimsandclaimsforlossorprofits..

Unit:2	**CONSIGNMENTSACCOUNTS**	**20—hours**

ConsignmentsAccounts (SeparateBookMaintenanceonly)

Unit:3	**BRANCHANDDEPARTMENTALACCOUNTS**	**20—hours**

BranchAccountsandDepartmentalAccounts

Unit:4	**DEPRECIATION**	**20—hours**

Depreciation

Unit:5	**SINGLEENTRY**	**23—hours**

SingleEntry–Preparation ofStatement ofAffairs– ConversionofSingleentryintoDoubleentry– Calculation ofmissingfigures.

Unit:6	**ContemporaryIssues**	**2hours**

Expertlectures,onlineseminars –webinars

	TotalLecturehours	**105—hours**

TextBook(s)

1	T.S.Reddy&Murthy–Financial Accounting
2	T.S. Grewal– Double EntryBookKeeping

DistributionofMarks:20% Theory,80% Problems

ReferenceBooks

1	S.P.Jain &K.L.Narang– AdvancedAccountancy

2	Dr.Shukla– PrinciplesofAccountancy
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Introductionaccounting
2	
3	
CourseDesignedBy:Mrs.P.Neelaveni	snvaan@gmail.com

MappingwithProgrammeOutcomes					
Cos	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	M	S	M
CO2	M	S	M	S	M
CO3	S	S	M	M	S
CO4	S	M	M	M	S
CO5	S	M	S	M	S

SEMESTER-II

Coursecode	23B	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
CoreIV		**LAW OF INSURANCE**	**7**	**-**	**-**	**4**
Pre-requisite			**Syllabus Version**			

CourseObjectives:

Themain objectives ofthis courseareto:

1. Tounderstandthe BasicPrinciplesofInsuranceLaw,insuranceandClaims,Understandabout lifeinsuranceand surrendervalue.
2. To acquire knowledge about marine and fire insurance, Grasp knowledge about riskanalysis,claims and recovery.

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse, studentswill beable to:

1	UnderstandTheBasicPrinciplesOfInsurance Law	K1&K2
2	TolearnaboutinsuranceandClaimsUnderstandaboutlifeinsuranceandsurrendervalue.	K2
3	Acquireknowledgeaboutmarineandfireinsurance.	K2
4	Graspknowledgeaboutriskanalysis,claimsand recovery.	K3
5	To learn about Ethics and Corporate Governance Framework for InsuranceCompanies	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**IntroductiontoInsurance**	**20—hours**

Insurance- meaning, nature, significance- principles-reinsurance-double insurance-NationalisationvsPrivitisation ofinsurancebusiness-InsuranceRegulatoryand DevelopmentAuthorityAct-recentdevelopmentsin theinsurancesector.

Unit:2	**Lifeinsurance**	**20—hours**

Lifeinsurance–nature-classificationofpolicies-products,proposals,PolicyandDocumentationAnnuities-selectionofrisk-calculation ofpremium andsurrender value.

Unit:3	**MarineandFireinsurance**	**20—hours**

Marineandfireinsurance-nature-kindsofpolicies-policiesconditions-premiumcalculations

Unit:4	**ClaimProcedures**	**20—hours**

Nature, disclosure, contribution-Claims Procedures – Underinsurance - Condition of Average - Recovery–Salvage.Nature-riskanalysis-planningcontrolandtransferofrisk-administrationofcompanies'propertiesandprovisionsof adequate securityarrangements-depositandcredit
Insurance

Unit:5	**EthicsandCorporateGovernanceFrameworkforInsuranceCompanies**	**23—hours**

FinancialStatements,Protection ofPolicyholders,Concept ofTreatingCustomersFairly(TCF), Actuarialand OtherCertifications

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars –webinars		
	TotalLecturehours	**105—hours**

TextBook(s)	
1	M.N.Mishra– InsurancePrinciplesandPractice.
2	
ReferenceBooks	
1	InsuranceRegulatoryDevelopment Act1999
2	LifeInsuranceCorporationAct1956.
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	FundamentalsofInsurance
2	
4	

CourseDesignedBy:Mrs.S.Sathiyavani sathiyavanis@skacas.ac.in

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	M	S	M
CO2	M	S	M	S	M
CO3	S	S	M	M	S
CO4	S	M	M	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-II

SEMESTERI&II SUPPORTIVE II -COMPUTER PRACTICAL–I CourseCode:**23P**

Expected Course Outcomes:Semester-I:30 hours & Semester-II: 60 hours

Total -90 hours

On the successful completion ofthe course, studentswill beableto:

1. Understandthepracticalapplicationsofcomputer in business.
2. BeabletoworkwithMSoffice.
3. PerformefficientlyusingMSexcel.
4. Gain completeknowledgeon theutilization ofcomputer indayto dayactivities ofbusiness.

I -MSWORD -30

II-MSEXCEL-30hour

1. Prepare a mark list of your class (minimum of 5 subjects) and perform the followingoperations: Data Entry, Total, Average, Result and Ranking by using arithmetic andlogicalfunctions andsorting.
2. Prepare Final Accounts (Trading, Profit & Loss Account and Business Sheet) by usingformula.
3. Draw the different type of charts (Line, Pie, Bar) to illustrate year-wise performance ofsales, purchase, profit ofacompanybyusingchartwizard.
4. PrepareastatementofBankcustomer"saccountshowingsimpleandcompoundinterestcalculationsfor10differentcustomersusingmathematicalandlogicalfunctions.
5.
6.

III-MS POWERPOINT-30 hours

8. Design presentation slides for a product of your choice. The slides must includename, brand name, type of product, characteristics, special features, price, specialofferetc.Addvoiceifpossibletoexplainthefeaturesoftheproduct.Thepresentation shouldworkin manualmode.
9. Design pesentation slides for orgranization details for 5 levels of hierarchy of acompanybyusingorganizationchart.
10. Design slides for the headlines News of a popular TV Channel. The PresentationShould contain the following transactions: Top down, Bottom up,Zoom in andZoomout. -Thepresentation should work in custommode.
11. Designpresentationslidesabout anorganizationandperform framemovementby Interestingclipartstoillustraterunningofanimageautomatically.

Hours

DesignpresentationslidesfortheSeminar/LecturePresentationusinganimationeffects and perform the following operations: Creation of different slides, changingbackgroundcolor, font color usingwordart

1. Type Chairman‟s speech/ Auditor‟s report / Minutes/ Agenda and perform thefollowing operations:Bold, Underline,FontSize, style,Backgroundcolor,Text color, Line spacing, Spell Check, Alignment, Header & Footer, Insertingpagesand pagenumbers,Find and Replace.
2. PrepareaninvitationforthecollegefunctionusingTextboxesandclipparts.Design an invoice and Account sales by using Drawing tool bar, Clip Art,WordArt, Symbols,Borders andShading.
3. PrepareaClass TimeTable andperformthefollowingoperations:
   Inserting the table, Data Entry, Alignment of Rows and Columns, Inserting andDeletingtheRows and Columns andChangeof Table Format.
4. PrepareaShareholdersmeetingletterfor10membersusingmailmergeoperation.
5. PrepareBio-Data byusingWizard/Templates.

IV-MS ACCESS-30hours

1. Prepare a payroll for employee database of an organization with the followingDetails:Employee id, Employee name, Date of Birth, Department and Designation, Date ofappointment, Basic pay, Dearness Allowance, House Rent Allowance and other deductions ifany.Perform queries fordifferentcategories.
2. Create mailing labels for student database which should include atleast three Table must haveatleast two fields with the following details: Roll Number, Name, Course, Year, CollegeName,University, Address, PhoneNumber.
3. Gather price, quantity and other descriptions for five products and enter in the Access tableandcreate an invoicein form designview.
4. CreateformsforthesimpletableASSETS.CreatereportforthePRODUCTdatabase.

TotalHours-120hours

Third
Semester

SEMESTER-III

Coursecode	33A	**TITLE OF THE COURSE**	**L**	**T**	**P**	**C**
CoreV		**COMMERCIAL LAW**	**4**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

This course aims to throw light on the various enactments pertaining to commercial activitiesand their significance and understand the fundamentals of law relatingtocommercial activities

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse, studentswill beable to:

1	Tolearnaboutthenature andsourcesoflaw	K1
2	Understandaboutfreeconsentand capacityofcontract	K2
3	Identifycontractremedies	K2
4	Acquireknowledgeaboutspecialcontracts.	K3
5	ToknowaboutLaw relatingtothesaleof goods Act.	K4

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**SOURCESOFLAW**	**10--hours**

Sources of law- Law of contract – Nature –kinds-Essentials of valid contract- offer-Acceptance-intentiontocreatelegalrelations–considerations-capacitytoacontract.

Unit:2	**FREECONSENT**	**12--hours**

Free consent – Mistake – Misrepresentations – fraud – coercion and undue influence – lawfulobject– Agreement not declared void– legal formalities.

Unit:3	**CONTINGENTCONTRACT**	**12--hours**

Contingent contract – performance of contract – Remedies for Breach of contract– Quasicontracts.

Unit:4	**SPECIALCONTRACTS**	**12--hours**

Specialcontracts –Indemnityand guarantee–Agency– Bailmentandpledge.

Unit:5	**SALEOFGOODS ACT–1930**	**12--hours**

Lawrelatingtosaleof goods Act– 1930

Unit:6	**ContemporaryIssues**	**2hours**

Expertlectures,onlineseminars -webinars

	TotalLecturehours	**60--hours**

TextBook(s)

1	N.D.Kapoor–Elements ofMercantileLaw
2	M.C.Sukla–Amanualofmercantile Law

ReferenceBooks	
1	S.R.Davar -Mercantilelaw
2	BalachandranV.&Thothadri.S -BusinessLaw
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Corporateproceduresandplanning
2	
4	
CourseDesignedBy:Mrs.P.Neelaveni snvaan@gmail.com	

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	M	M	M
CO2	M	M	S	M	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

Semester III

Coursecode	33B	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
CoreVI		**COMPANY LAWANDSECRETARIAL PRACTICE**	**4**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

This course aims to enlighten the students on the provisionsofthe Companies Act, 2013 along with secretarial work relating toCorporateEntities

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse, studentswill beable to:

1	Understandingthevarious typesofCompaniesandthe issuesassociatedwith the Companies.	K1&K2
2	SummarizeProcedureforincorporationofthecompany.	K2
3	DiscussMattersto bestated intheprospectus.	K3
4	AnalyzeSourcesofraisingcapital.	K3
5	Defineborrowingpowersandlegalcharges.	K4

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**INTRODUCTIONTOCOMPANY**	**10--hours**

Company – definition – characteristics – kinds of companies – Doctrine of Lifting the veil- Promotion of a company- Company secretary – appointment , legal position – qualification – dutiesandliabilities ofasecretary.

Unit:2	**MEMORANDUMANDARTICLES**	**15--hours**

Memorandumofassociation-forms–contents–proceduresforalteration- secretarialduties – articles of association – forms and contents- procedures for alteration- the Doctrine of Indoormanagement-distinguish between memorandum and articles.

Unit:3	**PROSPECTUS**	**15-hours**

Prospectus–Meaningandcontents –Deposits –Deemed Deposits - Secretarialdutieswithregardto Prospectus and Deposits.

Unit:4	**SHARECAPITAL**	**10-hours**

Share Capital – kinds of capital – alteration – production – issue and allotment of shares- bookbuildingscheme-sharecertificate– transferandtransmissionofshares–secretarial duties.

Unit:5	**BORROWINGPOWERS**	**8--hours**

Borrowingpowers–methodsofborrowing – mortgagesandcharges–registrationofcharges–

legalprovisions-secretarialdutieswithregardtoborrowing.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars -webinars		
	TotalLecturehours	**60--hours**

TextBook(s)	
1	N.D.Kapoor–CompanyLawandSecretarialPractice–2013Act
2	Dr. V. Balachandran – Hand Book of Company Law and Secretarial Practice – 2013 Act - VijayNicolPublication
ReferenceBooks	
1	ICSIStudyMaterial -CompanyLawandSecretarialPractice ICSI2013,LatestEdition
2	
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Thefuturemanufacturingbusiness
2	
4	
CourseDesignedBy:Dr.D.Yuvaraaj	Yuvakirthik73@gmail.com

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	M	M	M
CO2	M	M	S	M	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-III

Coursecode	33C	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
CoreVII		**PROGRAMMINGIN C**	**3**	**-**	**-**	**3**
Pre-requisite			**Syllabus Version**			

CourseObjectives:

Themain objectives ofthis courseareto:

1. Tounderstandthepracticalapplicationsofcomputerinbusiness.
2. Beabletoworkwith C ProgrammingandPerform efficientlyusingprogramming

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse,student willbe ableto:

1	Understandthebasicstructure,datatypes,operators,andstatementsofClanguage.	K1
2	Gainknowledge aboutinputandoutput statementsandcontrolstructures	K2
3	Toknowtheconceptsofarraysandtypesof arrays.	K3
4	Tolearnaboutuserdefinedfunctionsandstructures.	K3
5	Gainknowledge aboutstandardinputandoutputfunctions.	K4

K1–Remember;**K2**–Understand;**K3**–Apply;**K4**–Analyze;**K5**–Evaluate; **K6**–Create

Unit:1	**C-LANGUAGE –INTRODUCTION**	**10--hours**

C-Language–History–Elementaryprogramming–Declaration,assignmentsandVariables– Expressions– Data types– Operators.

Unit:2	**INPUT–OUTPUTSTATEMENTS**	**10--hours**

Input – Output statements – escape sequences- Control Structures – IF, IF-Else statements,Switch– goto – Breakand Continue – While, Do-Whilestatements-forloop..

Unit:3	**ARRAYS**	**8--hours**

Arrays–CharacterArrays—Strings,standardstringfunction –OneandTwoDimensionalarrays.

Unit:4	**FUNCTIONS**	**7-hours**

Functions–Userdefinedfunctions–functionkeys,StorageClasses –Structures.

Unit:5	**STANDARDINPUTANDOUTPUT**	**8--hours**

Standard input and output: Putchar, getchar, header files, get C, put C – C Preprocessor- files – fgetc(),fputc(), fprintf( ), fscanf().

Unit:6	**ContemporaryIssues**	**2hours**

Expertlectures,onlineseminars –webinars

	TotalLecturehours	**45--hours**

TextBook(s)

1	Programmingin ANSIC–E.Balagurusamy–TataMcgrawhill
2	

ReferenceBooks	
1	ProgrammingwithANSIandTurboC–Ashok.N.Kamathare–PearsonEducation.
2	
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Programminginc
2	
4	
CourseDesignedBy:Dr.D.Yuvaraaj	Yuvakirthik73@gmail.com

MappingwithProgrammeOutcomes					
Cos	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-III

Coursecode	3AC	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
Supportive -III		**BUSINESS MATHEMATICS**	**4**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

1. Aimtocreatemathematicalknowledge andalsoapplythefunctionsof mathematicsinBankingand otherinstitutions.

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse, studentswill beable to:

1	Applythe functions ofmathematics inbusiness	K1,2&3
2	Rememberthematrixandsetfunctions	K1,2,&3
3	Understandthevariables andconstants	K3,4&5
4	Acquireknowledgeonderivations	K3
5	Applythe basic functions of integrals	K3,4&5

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**ARITHMETICANDGEOMETRICSERIES**	**10--hours**

Settheory-Arithmetic andGeometricSeries-Simple andcompoundinterest-Effective rateofinterest-Sinkingfund-Discountingof Bill-trueDiscount-Banker‟sGain..

Unit:2	**MATRIX**	**10--hours**

Matrix: Basic concepts - Addition and Multiplication of Matrix - Inverse of a Matrix Solution ofSimultaneouslinear equations-Input-OutputAnalysis.

Unit:3	**VARIABLES,CONSTANTSANDFUNCTIONS**	**10--hours**

Variables,ConstantsandFunctions- LimitsofAlgebraicfunctions -Simpledifferentiationof algebraicfunctions-Meaningof derivatives-Evaluationoffirstandsecondorderderivatives-maximaandminima.

Unit:4	**ELEMENTARYINTEGRALCALCULUS**	**15--hours**

Elementary integral calculus - Determining indefinite and definite integrals of simple functions - Integrationbyparts.

Unit:5	**INEARPROGRAMMINGPROBLEM**	**13--hours**

Linearprogrammingproblem -Formation -Solution byGraphical method-Solutionbysimplexmethod.

Unit:6	**ContemporaryIssues**	**2hours**

Expertlectures,onlineseminars -webinars

	TotalLecturehours	**60--hours**

TextBook(s)

1 BusinessMathematics &Statistics -Dr.P.R.Vittal

2	Navaneetham.P BusinessMathematics& Statistics

ReferenceBooks	
1	BusinessMathematics- Dharmapadam
2	PillaiR.S.N.,&Bagavathi.VBusinessMathematics,

RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Businessmathematics
2	
4	

CourseDesignedBy:Dr.D.Yuvaraaj Yuvakirthik73@gmail.com

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-III

Coursecode	3ZA	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
Skill basedsubject-II		**CORPORATE COMMUNICATION**	**3**	**-**	**-**	**3**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

1. This course enables the learners to update with the Modern TrendofCommunication Applicable toBusiness.
2. Todevelopthewritten andoralBusinessCommunicationSkills.

Expected Course Outcomes:

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

1	To remember the Communicative competencies	K1
2	To understand various forms of communication	K2
3	To give knowledge of group communication	K2
4	To identify Creativity and imagination of report and proposal writing	K3
5	To apply the workplace journals and press coference	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

	COMMUNICATION	**8--hours**

Meaning and objectives of communication-Functions of communication-Process ofCommunication-importance - principles – theories - Barriers to communication. Essentialsofgoodoralandwritten communication

Unit:2	**FORMS OF COMMUNICATION**	**8--hours**

Classification of communication – verbal – non verbal- dimensions/directions-formal and informal- modern communication- Listening skills- approaches – barriers – tips for effective Listening

Unit:3	**GROUP COMMUNICATION**	**12--hours**

Meaning and definition of group – advantages of group decision making – discussion – techniques of group decision making – Committee meeting – types – command meeting – brainstorming – normal group technique – delphi technique- meeting – purpose – importance – advantages – disadvantages- tips for effective meeting –. conference- advantages – disadvantages- seminars-symposia

Unit:4	**REPORT AND PROPOSAL WRITING**	**7--hours**

Report- purpose-types-uses-structure- how to write – transmittal letters- proposals- what are proposal- types-basis of writing – distinction between report and proposal.

Unit:5	**JOURNALS AND PRESS CONFERENCE**	**8--hours**

House journals- brochures- information booklets- nature and functions of house journals- nature and functions of corporate brochures- press release– nature-functions-composing and developing - press conference- planning- presentation- elements- tips for effective presentation.

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars –webinars		
	TotalLecturehours	**45--hours**

TextBook(s)	
1	
	Rajendrapal andJ.S.Korlahalli.EssentialsofBusinessCommunication,SultanChand&Sonspublication, New Delhi
2	Katheresan,Radha BusinessCommunication PrasannaPublishers,Chennai,2003. 2015, LatestEdition
ReferenceBooks	
1	R.S.N.PillaiandBagavathi.Moderncommercialcorrespondence,SultanChand&Sonspublication, New Delhi
2	RaghunathanN.S.,Santhanam.B BusinessCommunication MarghamPublications, Chennai 2013, LatestEdition
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Businesscommunication
2	
4	
CourseDesignedBy:Dr.D.Yuvaraaj	Yuvakirthik73@gmail.com

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

Fourth
Semester

SEMESTER-IV

Coursecode	43A	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
CoreVIII		**CORPORATEACCOUNTING**	**5**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

1. This course aims to enlighten the students on the accountingprocedures followed bytheCompanies.
2. Toenable thestudents tobeawareon the Corporate Accountingin conformitywiththeprovisionof theCompaniesAct.

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse, studentswill beable to:

1	EnablingthestudentstounderstandthefeaturesofShares.	K1&K2
2	Tounderstandaboutthe redemptionofSharesandDebentureanditstypes.	K2&K3
3	Togive an exposureto thecompanyfinalaccounts	K3
4	Toprovideknowledgeontheamalgamationof companies.	K3
5	Studentscangetanidea aboutinternalreconstruction	K3&K4

K1–Remember;**K2**–Understand;**K3**–Apply;**K4**–Analyze;**K5**–Evaluate; **K6**–Create

Unit:1	**ISSUEOFSHARES**	**15--hours**

Accounting for issue of shares (Including forfeiture and reissue)-Redemption of preferenceshares.

Unit:2	**ISSUEANDREDEMPTIONOFDEBENTURES**	**15--hours**

Issueandredemptionofdebentures

Unit:3	**FINALACCOUNTSOFCOMPANIES**	**15-- hours**

FINALACCOUNTSOFCOMPANIES

Profitpriortoincorporation – Finalaccountsofcompanies

Unit:4	**AMALGAMATIONANDABSORPTION**	**15-- hours**

Amalgamationandabsorption

Unit:5	**RECONSTRUCTION**	**13-- hours**

InternalandExternalreconstruction

Unit:6	**ContemporaryIssues**	**2hours**

Expertlectures,onlineseminars –webinars

	TotalLecturehours	**75-- hours**

TextBook(s)

1	Reddy T.S & Murthy. A Corporate Accounting MarghamPublications,Chennai 2012, 6th Edition
2	R.L.GuptaAdvanceAccountancy
ReferenceBooks	
1	JainS.P.&.NarangK.LCorporateAccountingKalyaniPublication,NewDelhi2016,LatestEdition,
2	ShuklaM.CAdvancedAccountingSultanChand&Sons,NewDelhi2016,LatestEdition,
(Problems–80 %andTheory 20%)	
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	
2	
4	
CourseDesignedBy:Dr.D.Yuvaraaj	Yuvakirthik73@gmail.com

MappingwithProgrammeOutcomes					
Cos	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-IV

Coursecode	43B	**TITLE OF THE COURSE**	**L**	**T**	**P**	**C**
Core-IX		**ADVANCED COMPANY LAW AND SECRETARIAL PRACTICE**	**4**	**-**	**-**	**4**
Pre-requisite			**Syllabus Version**			

CourseObjectives:

Themain objectives ofthis courseareto:

Toanenlightenthestudents"knowledgeon CompaniesAct2013,knowledgeon FormationofCompany,Documents required and Acts pertainingto it.

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse, studentswill beable to:

1	Remember thebasic levelsof company	K1
2	IdentifytheroleofDirectors,KindsofDirectorsApplicationforDINunderCompaniesrules 2014	K2
3	EvaluatetheCorporateGovernance,objectives, Need,RoleofAuditorsinCorporateGovernance.	K2
4	Understandthedividend,paymentofdividend,dividendwarrant.	K2
5	Knowthewindingupproceduresand Secretarialdutiesregardingwindingup.	K2

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**COMPANYMEETING**	**10--hours**

Company Meeting – kinds of meetings – requisites of a valid meeting – Agenda – minutes – quorum–proxy– voting – poll –motion andresolution–Secretarial Standards(SS-1&SS -2) –Secretarialdutiesinconnectionwithmeetings..

Unit:2	**DIRECTORS**	**10hours**

Directors–appointment–qualification– Kinds– removal–casual vacancy– powers,duties,liabilities– managingdirector–appointment –rights andduties – KMP(KeyManagerialPerson)– Secretarial duties.

Unit:3	**BOOKSOFACCOUNTSANDREGISTERS**	**10-hours**

BooksofAccountsandRegisters –inspections–annualreturns–circulationandfiling– directors report – chairman"s speech – appointment of auditors – qualification of auditors – auditorsreport – removable ofauditors– secretarial duties.

Unit:4	**DIVIDEND**	**15--hours**

Dividend – definition – statutory provision – power of board of directors regarding dividend – interimdividend– unclaimeddividend– dividendwarrant – paymentofinterest outofcapital– secretarialdutiesinconnectionwithdividend.

Unit:5	**WINDINGUP**	**13--hours**
Windingup – meaning–modesofwindingup– petitions forwindingup–consequences of windingup– NationalCompanyLaw Tribunal(NCLT)–dutiesof secretaryin respectofeachwindingup.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars -webinars		
	TotalLecturehours	**60--hours**

TextBook(s)	
1	N.D.Kapoor–CompanyLawandSecretarialPractice–2013Act
2	Dr. V. Balachandran – Hand Book of Company Law and Secretarial Practice – 2013 Act - VijayNicol Publication
ReferenceBooks	
1	CompanyLawandSecretarialPractice–2013ActICSISTUDYMATERIAL
2	
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Fundamentalsof accounting
2	Senioraccounting
4	
CourseDesignedBy:Dr.D.Yuvaraaj	Yuvakirthik73@gmail.com

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

***S-Strong;M-Medium;L-Low**

SEMESTERIII&IV

COMPUTERPRACTICAL–

II(TALLY&CPROGRAMMING)COURSECODE:43P

TALLY SemesterIII-30hours, SemesterIV- 60 Total 90hours

Any Eight Problems. Problems should be in the type of ledger creation, voucher

entry,preparationoftrialbalance,profitandlossaccount,balancesheet,cashbook,daybook.

CROGRAMMING

1) Solveaquadraticequationforall typesofroots.
2) Programtoprint theprimenumbers upto100.
3) Programtoprintorarrangethe givenstringsintoalphabeticalorder.
4) Programto findthe givenStringis PalindromeorNot.
5) ProgramtoPrinttheFibonacciSeries.
6) ProgramtoPrintthegivenstringin thereverseorder.
7) ProgramtoConvertthe givenintegerintoequivalent words.
8) Programto PrinttheArmstrongnumbersup to500.
9) Programtofind the numberofdays betweentwo dates.
10) ProgramtoPrintthecalendarfor agivenmonthofayear.

SEMESTER-IV

Coursecode	4AD	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
SUPPORTIVE IV		**BUSINESSSTATISTICS**	**4**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

1. Thiscourseintroduces theconcepts,methodsandtheapplicationof,StatisticalToolsthatareessential forcommerce,economics andindustry
2. ToenablethestudentstolearntheStatisticalmethodsandtheirapplicationsinCommerce

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse, studentswill beable to:

1	Understandthebasicconcepts statisticsandcollectionofdata	K1&K2
2	Impartingknowledgeontabulationandpresentation	K2&K3
3	Havea comprehensive knowledgeon Centraltendency	K3
4	Acquireknowledgeoncorrelationandregressionanalysis	K4&K6
5	AcquireknowledgeonindexnumbersMapping	K6

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**STATISTICSINTRODUCTION**	**10--hours**

Meaning and scope of statistics of data collection of data primary and secondary methods ofprimary data collection, editing secondary data collection and tabulation presentation if data bydiagramsbardiagramand pie diagram.Graphic representation, frequencydistribution..

Unit:2	**MEAN-MEDIAN-MODE:**	**10-hours**

Mean- Median-Mode: Average simple and weighted mean, median, mode- geometric mean andharmonic mean. Their computation properties and uses Measures of dispersion Range. Quartiledeviationand co-efficient of variation.

Unit:3	**Titleof theUnit(CapitalizeeachWord)**	**10--hours**

CORRELATION–REGRESSION

Skewness – meaning Bowleys and Pearson‟s co-efficient of skewness, correlation meaning anddefinition–scatterdiagramPearson‟s correlationco-efficientandlinerprediction –regressionin twovariables–usesofregression.

Unit:4	**INTERPOLATION**	**15--hours**

Interpolation,NewtonLanguageand,methods–Index numbers –meaninguses,methodsof construction– Aggregativeandrelativetypestestsa=ofanindexnumberwholesaleandcostoflivingindexpricedata ofIndia.		
Unit:5	**TIME SERIES**	**13--hours**
Timeseries– meaning,components,models,businessforecastingmethodsofestimatingTrendgraphic,Semiaverage,movingaverageandleastsquaremethodseasonalvariationmethodof simple average interpretation of statistics – Precaution – errors – methods of sampling and non – samplingerrors.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars -webinars		
	TotalLecturehours	**60--hours**

TextBook(s)	
1	S.P.Gupta:StatisticalMethods
2	Sanchetti&Kapoor:AdvancedStatisticalMethods

ReferenceBooks	
1	Oxten.Cowden&Kreins:AppliedGeneralStatistics
2	

RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Businessstatistics
2	
4	

CourseDesignedBy:Dr.D.Yuvaraaj Yuvakirthik73@gmail.com

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

Fifth
Semester

SEMESTER-V

Coursecode	53A	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
Core-XII		**COSTACCOUNTING**	**5**		**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

1. Toenlightenthestudentsontheimportanceof costascertainment,reduction and control
2. Tounderstand themethods ofcostingadopted bydifferent typesofindustries

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse,student willbe ableto:

1	ExplainElements ofcost andpreparation ofcost sheetand tenders.	K1,K2&K3
2	DescribeProcedureforpreparationofStoresledgerCalculationofwages	K3
3	Acquireknowledgeaboutcostandfinancialaccounting.	K2
4	DemonstrateClassificationandapportionmentofoverheads	K3
5	ExplainUnitcosting,Jobcosting,Standardcosting.	K3&K4

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**COSTACCOUNTING-INTRODUCTION**	**13--hours**

CostAccounting-MeaningandObjectives-Elementsofcost -Preparationofcostsheet.

Unit:2	**MATERIALCONTROL**	**15--hours**

Materialcontrol-treatmentofissueof material - Labour-methodsofwage payment-

Overheads-Classification,ApportionmentandAbsorption.

Unit:3	**RECONCILIATION**	**15--hours**

ReconciliationofCostAccountingandFinancial Accounting.

Unit:4	**METHODSOFCOSTING**	**15--hours**

MethodsofCosting-Contract costingand processcosting

Unit:5	**MATERIALAND STANDARDCOSTING**	**15--hours**

MaterialCosting- Breakevenanalysis-Standard costing(Materialandlaboursimplevariancesonly).

Unit:6	**ContemporaryIssues**	**2hours**

Expertlectures,onlineseminars -webinars

	TotalLecturehours	**75--hours**

TextBook(s)	
1	JainS.P.,&NarangK.LCostAccounting: KalyanipublishersLatest edition2015
2	Maheswari.SN Principlesof CostAccounting:SultanChand &sons,Latestedition 2016
ReferenceBooks	
1	PillaiR.S.N,&BagavathiVCostaccounting:S.Chand&CompanyLtd.,NewDelhi Latestedition 2015
2	V.K.Saxena&C.D.Vashist,"CostAccounting",SultanChand,NewDelhi2005.
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Costaccounting
2	
4	
CourseDesignedBy:Mrs.P.Neelaveni	snvaan@gmail.com

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-**Low**

SEMESTER-V

Coursecode	53B	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
CoreXIII		**INDUSTRIALLAW**	**5**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

ToimpartvariousprovisionsoftheimportantActsrelatedtoFactoriesandEmployees.

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse, studentswill beable to:

1	ExplainFactoriesAct,1948(health,safetyandwelfaremeasures)	K1
2	DescribeIndustrialDisputesAct,1947	K2
3	IllustrateTradeUnionAct,1926andTheContractLabourAct1970	K2
4	DemonstratePaymentof WagesAct,1936&MinimumWagesAct1948	K3
5	DemonstratetheWorkmenCompensationAct,1923	K2

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**FACTORIES ACT1948**	**15--hours**

FactoriesAct1948–provisionsrelatingtoHealth,SafetyandWelfare– Employmentofchildandyoungmen – adultworkers– womenworkers.

Unit:2	**INDUSTRIALDISPUTESACT1947**	**15--hours**

Industrial Disputes Act 1947 – Provision relating to strike, lockout and retrenchment- Layoff –closure– Machineryto solve disputes.

Unit:3	**EMPLOYEESTATEINSURANCEACT1948**	**15--hours**

Employee State Insurance Act 1948 – definition –its-medical board – purpose for whichfundscan bespent – benefits: Definition and Employees Provident Fund-MiscellaneousProvisionAct 1952: Schemes

Unit:4	**PAYMENTOFBONUSACT1965**	**15--hours**

PaymentofBonusAct1965-meaningofgrossprofit-computationofavailableandallocablesurplus–eligibilityforbonus–minimum&maximumbonus–exemption–applicabilityofthe act –.

Unit:5	**MINIMUMWAGEACT 1948**	**13--hours**

The minimum wage Act 1948 – workmen‟s compensation Act 1923 – employers liability &non-liability.Partial-permanent-totaldisablement–accusation diseases.

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars -webinars		
	TotalLecturehours	**75--hours**

TextBook(s)	
1	N.D.Kapoor-Industrial Laws.
2	SundaramS.M., IndustriallawSreeMeenakshipublications,Karaikudi 5th Edition2006
ReferenceBooks	
1	Arunkumarsen&JitendraKumarmitra- Industrial lawThe world PressPvt.Ltd,Kolkata, 23rdEditon, 2004.
2	MalikP.L.,Industriallaw-Eastern Bookcompany,Lucknow 7th Editon, 2000
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Corporatelaws
2	Manufacturingstrategy
4	
CourseDesignedBy:Mrs.P.Neelaveni	snvaan@gmail.com

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-V

Coursecode	53C	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
Core-XIV		**ADVANCED CORPORATEACCOUNTING**	**5**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

1. Aimsto enlighten the students on the accountingprocedures followed bytheCompanies.
2. To enable the students to be aware on the Advanced Corporate Accounting in conformitywiththeprovision ofthe CompaniesAct.

ExpectedCourseOutcomes:

Onthesuccessful completionof thecourse,student willbe ableto:

1	Tolearn aboutholdingcompanyaccounts.	K1&K2
2	Acquireknowledgeaboutgoodwill.	K2&K3
3	PrepareLiquidator‟sfinalstatementofreceiptsandpayments	K3
4	PrepareFinalaccountsof Bankingcompanies.	K3
5	PrepareFinalaccountsofInsurancecompanies	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**HOLDINGCOMPANIES**	**15--hours**

Holdingcompanies(Newformat).

Unit:2	**VALUATIONOFSHARESAND GOODWILL**	**10--hours**

Valuationofsharesandgoodwill

Unit:3	**LIQUIDATIONOFCOMPANIES**	**10--hours**

Liquidationofcompanies

Unit:4	**BANKINGCOMPANYACCOUNTS**	**15--hours**

Bankingcompanyaccounts (New format)

Unit:5	**INSURANCECOMPANYACCOUNTS**	**13--hours**

Insurancecompanyaccounts(Newformat)

Unit:6	**ContemporaryIssues**	**2hours**

Expertlectures,onlineseminars -webinars

	TotalLecturehours	**75--hours**

TextBook(s)	
1	T.S.Reddy&Murthy– CorporateAccounting
2	Jain&Narang-AdvancedAccountancy–KalyaniPublishers
ReferenceBooks	
1	RLGupta -AdvancedAccountancy–SulthanChandPublishers
2	Pillai.RSN,BhagavathyandUma. SAdvanced AccountancyVol-IIS.ChandCo 2016
Problems–80%andTheory20%	
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Seniorfinancialaccounting
2	
4	
CourseDesignedBy:Mrs.P.Neelaveni snvaan@gmail.com	

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-V

Coursecode	53D	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
Core-XV		**TAXATION**	**5**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

1. Toprovidean in-depthknowledgeon theprovisions of IncomeTax.
2. TofamiliarizethestudentswithrecentamendmentsinIncome-tax.

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthe course, studentwill beable to:

1	RecallthebasicconceptsofIncometax andIncomeTax Act,1961andDetermineResidential status	K1
2	Understand Incometax provisionsrelatingtocomputationof Incomeunder theheadsalary, Houseproperty	K2
3	Discussthe Incometaxprovisionsrelatingtocomputationof Incomeunderthehead Businessand Profession.	K3
4	ExplainIncometax provisionsrelatingtocomputationof Incomeunderthe headsetoffand carryforward	K3
5	DiscussProcedureforassessment	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**BASICCONCEPTSOFINCOMETAX**	**10--hours**

Income Tax Act 1961 – Important Definitions – classes of Assessee – Residential status – Incidenceof Taxations – Exempted income[Income not includedin totalincome]..

Unit:2	**COMPUTATIONOFINCOME FROMSALARIES**	**20--hours**

ComputationofIncomeundervariousheads. Incomefromsalaries– IncomefromHouseProperty.

Unit:3	**COMPUTATIONOFINCOME UNDERBUSINESS**	**15-hours**

Computationof Income undervariousheads.BusinessorProfession–CapitalGain.

Unit:4	**INCOMEFROMOTHER SOURCES**	**15--hours**

Incomefromothersources–setoffandcarryforwardand setofflosses–Deductionintotalincome.

Unit:5	**INCOME TAX AUTHORITIES AND THEIRPOWERS**	**13--hours**

IncomeTaxAuthoritiesandtheirPowers –filingofReturns–ProcedureforAssessment.

Unit:6	**ContemporaryIssues**	**2hours**

Expertlectures,onlineseminars -webinars

	TotalLecturehours	**75--hours**
TextBook(s)		
1	Gaur &Narang -IncomeTaxLaw&Practice.	
2		
ReferenceBooks		
1	ReddyandMurthyT.S IncomeTaxLawandPracticeKalyani Publications, NewDelhi2019	
2	Balachandran.VandThothadri.S TaxationlawandPractice-I Prentice Hall, NewDelhi2019	
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]		
1	Directtax	
2	Corporatetaxplanning	
4		
CourseDesignedBy:Mrs.P.Neelaveni snvaan@gmail.com		

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTERVI

Coursecode	53E	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
CORE XVI		**SECRETARIAL AUDIT AND STANDARD**	**3**	**-**	**-**	**3**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

EducatethestudentsaboutSecretarial AuditorsRightsand Duties,reportandalsoaudit standard

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse, studentswill beable to:

1	Understand Secretarial Auditingadvantagesanddisadvantages	K1
2	TogainknowledgeabouttheappointmentandQualificationof Secretary in Practice	K1
3	TolearntheSecretarial standard	K2
4	Acquaintheknowledge onCompliance officer	K2
5	Tolearn ICSI structure and role in governance	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**Secretarial Audit**	**10--hours**

Secretarial Audit – Introduction – Applicability – purpose – benefits – beneficiaries - appointment – powers - scope – process – duty to fraud report – Steps for preparing for Secretarial Audit: Company's Perspective- penalty for incorrect audit - specimen of qualified secretarial audit report

Unit:2	**Company Secretary in Practice**	**10--hours**

Company Secretary in Practice- appointment- functions - corporate Law advisory services – tax planning – role- removal- designation to be used by members in practice.

Unit:3	**Secretarial standard**	**8--hours**

Secretarial standard - Introduction – Meaning - Functions SSB – Need – scope – procedure – Secretarial standard on board meeting – AGM - process of making secretarial standard.

Unit:4	**Compliance officer**	**8--hours**

Compliance officer – appointment- obligations- compliance certificate - role of company and practicing secretary in e-filing-board resolution for appointment of compliance officer.

Unit:5	**ICSI**	**7--hours**

Introduction- ICSI- Structure – functions - Associate and Fellow company secretaries- register of members - disciplinary mechanism- provisions for misconduct.

Unit:6	**ContemporaryIssues**	**2hours**

Expertlectures,onlineseminars –webinars

	TotalLecturehours	**45--hours**

TextBook(s)

1 Advanced Company Law Practice – ICSI

2	A Text of Company Secretarial Practice – P.K.Ghosh

ReferenceBooks	
1	Company Law and Secretarial Practice – N.D.Kapoor- Sultan Chand & Sons
2	
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Nil
2	
CourseDesignedBy:Dr.M.Devarajan	devamcs@gmail.com

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium

SEMESTER-V

Coursecode	5ZC	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
SkilledBasedSubjects-3		**PYTHON**	**3**	**-**	**-**	**3**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse,student willbe ableto:

1	To know the basis on python programming.	K1
2	To create a control structure in python programming	K2
3	To understand the functions of python programming	K3
4	To study the various file operation of python programming	K3
5	To gain knowledge on handling data base in python programming.	K4

K1–Remember;**K2**–Understand;**K3**–Apply;**K4**–Analyze;**K5**–Evaluate; **K6**–Create

Unit:1	**10--hours**

Introduction to Python - Python variables - Python Basic Operation - Python data types - Declaring and using Python data type and Variables.

Unit:2	**10--hours**

Python program flow control- conditional blocks – if, if- else and else if – simple for loop in Python – programming using Python conditional blocks statements.

Unit:3	**8--hours**

Python complex database – string database – string operations –string manipulations – using python programs – Python functions – Organizing Python codes using functions.

Unit:4	**7--hours**

Python file operations reading files – writing files in Python – understanding read ( ) function – read line( ) function – write ( ) and write lines( )- creating tables, insert, update, delete and read operations.

Unit:5	**8--hours**

Exception handling database – Python simple packages – simple programs using Built-in- functions of packages – Python programming with IDE.		
Unit:6	**ContemporaryIssues**	**2hours**
	TotalLecturehours	**45--hours**

TextBook(s)	
1	Python Programming An Introduction to Computer – 3rd Edition.
2	MarketingManagement-RajanSexena
ReferenceBooks	
1	
2	
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	
2	
4	
CourseDesignedBy: Dr.J.ThiraviaMaryGloria thiraviagloria@gmail.com	

S-Strong,M-Medium,L-Low

MappingwithProgrammeOutcomes

Cos	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

Sixth
Semester

SEMESTER-VI

Coursecode	63A	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
Core-XVII		**CORPORATELAWS**	**5**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

1. Toenablethestudentstoacquireknowledgeregardingthevariousprovisionsin EconomicLegislations.
2. FamiliarizethestudentstoknowthefactsandconceptsregardingForeignExchangeMana gementandIPLaws.

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse,student willbe ableto:

1	Acquaintthe knowledge on CompetitionAct-2002.	K1
2	ToknowaboutEnvironmentLaws.	K2
3	Tolearnabout ForeignExchangeManagementAct,1999	K2
4	UnderstandthePatentLawsTrademarksCopyright	K3
5	TolearnaboutConsumer ProtectionAct,1986.	K3

K1–Remember;**K2**–Understand;**K3**–Apply;**K4**–Analyze;**K5**–Evaluate; **K6**–Create

Unit:1	**COMPETITIONACT-2002**	**15--hours**

Competition Act-2002- Objectives – Definitions- Competition Commission of India – Anti – CompetitiveAgreements–abuseofDeminalposition –Regulationofcombinations–Penalties.

Unit:2	**ENVIRONMENTLAWS**	**15--hours**

a) Water(preventionandcontrolofPollution)Act– VariousBoardsfunctionsandPowers

b) Air(provisionandcontrolofpollution)Act1981–VariousBoardsfunctionsandPowers.

c) EnvironmentalprotectionAct –1986.Legaland regulatoryframeworkproceduresforobtaining various environmental clearances – Role and function of Environmental tribunal /Authority– AppearancebeforeEnvironment Tribunal / Authority, EnvironmentAudit.

Unit:3	**FOREIGNEXCHANGEMANAGEMENTACT1999**	**10--hours**

ForeignExchangeManagementAct1999–objectivesanddefinitionsunderFEMA–Dealingsin Foreign Exchange–HoldingforForeign Exchangeetc- Current accounttransactions,Capital;account transactions – Export of goods and reviewed realization and repatriation of foreignexchange–Exemptionsauthorized–person–Penaltiesandenforcement– AppellateTribunal
etc.

Unit:4	**PATENTLAWS–TRADEMARKS–COPYRIGHT**	**15--hours**
PatentLaws–Trademarks–Copyright-meaning, objectives,registration,infringement.		
Unit:5	**CONSUMERPROTECTIONACT,1986**	**18--hours**
Consumer Protection Act,1986 – Definitions – Consumer protection councils – Consumerdisputeredressal Agencies– Consumer Rights.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars –webinars		
	TotalLecturehours	**75--hours**

TextBook(s)

1	Economicsandotherlegislation-GlslanKapoor
2	CorporateLaws-TaxmanPublications

ReferenceBooks

1	Economic Laws-YCSIStudyMaterial
2	IntellectualPropertyRights Law-B.S.Xlasyanan

RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]

1	Economiclaws
2	Corporatelaws
4	

CourseDesignedBy: Dr.J.ThiraviaMaryGloria thiraviagloria@gmail.com

MappingwithProgrammeOutcomes

Cos	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-VI

Coursecode	63B	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
CORE XVIII		**MANAGEMENTACCOUNTING**	**6**		**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

1.Tohelp thestudents toacquire knowledgeregardingtheconcepts ofmanagement accountingthroughvarious techniques

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse,student willbe ableto:

1	ExplainManagement accountingconceptsandtechniquesforbusinessdecisions	K1
2	DiscussAnalysis andinterpretationoffinancialstatements	K2& K3
3	Preparefundflowandcashflowstatement.	K3
4	PrepareBudget andbudgetarycontrol	K3& K4
5	Tolearnaboutconceptofcapitalbudgeting..	K4& K5

K1–Remember;**K2**–Understand;**K3**–Apply;**K4**–Analyze;**K5**–Evaluate; **K6**–Create

Unit:1	**INTRODUCTION**	**15--hours**

Management Accounting – Meaning – Definitions – Scope and Objectives – Advantages – Distinctions between Management and Financial Accounting, Management accounting Vs CostAccounting.

Unit:2	**RATIOANALYSIS**	**20--hours**

AnalysisandinterpretationofFinancialstatements–AnalysisforLiquidity.

Profitabilityandsolvency–Accountingratios-theirsignificance,utilityandLimitations.

Unit:3	**FUNDFLOWANDCASHFLOWANALYSIS**	**18--hours**

FundFlowanalysis –CashFlowanalysis.

Unit:4	**BUDGETSANDBUDGETARYCONTROL**	**15--hours**

Budgets and Budgetary control – Objectives, Advantages –Limitations – Preparation ofDifferenttypeofBudgets-Marginal Costing.

Unit:5	**CAPITALBUDGETING**	**20--hours**

ConceptofcapitalBudgeting–ImportanceofCapitalBudgeting–Kindsof Capital InvestmentProposals– Capital investment decisionsCapital budgetingmethods

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars –webinars		
	TotalLecturehours	**90--hours**

TextBook(s)

1	MAGESWARI-ManagementAccounting–SulthanChandPublishers
2	SharmaR.K.,&Shahi K.Gupta KalyaniPublishers, NewDelhi 2016

ReferenceBooks

1	ReddyT.S., and Hari PrasadReddyY ManagementAccounting MarghamPublications,Chennai 3rdEdition, 2005
2	NisarAhamad ManagementAccounting AnmolPublicationsPvt.,Ltd.,,NewDelhi2014

DistributionofMarks:20% Theory,80% Problems

RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]

1	ManagementAccounting
2	Accountingformanagementdecision
4	

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MappingwithProgrammeOutcomes

Cos	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Mediu m;L-Low

SEMESTER-VI

Coursecode	63C	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
Core-XIX		**GOODSANDSERVICE TAX(GST)**	**5**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

Understand the traders who are responsible to pay GST to State Government and exemptions,provisionsrelates to exemption from registration and e-filing.

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse,student willbe ableto:

1	ExplainingfeaturesofGST,various indirecttaxessubsuminginGST,Constitutionalamendment and benefits of GST.	K1
2	Providesinformationtounderstandthetraderswhoareresponsibletopay GSTtoStat eGovernment andexemptions	K2
3	Regulatestheprocedureandtimeforregistrationoftradersandprovideaware nessrelates to exemptionfrom registration.	K2 &K 3
4	Demonstratethedocuments whichisnecessitytofilingregardsoutward goods,inward goods, annualreturns and claims	K2
5	DefinesaboutGSTnetwork andstructureof e-filling.	K2

K1–Remember;**K2**–Understand;**K3**–Apply;**K4**–Analyze;**K5**–Evaluate; **K6**–Create

Unit:1	**INTRODUCTION TO GOODS AND SERVICESTAX(GST)**	**15--hours**

Objectivesandbasicscheme ofGST,Meaning –Salientfeaturesof GST–Subsumingoftaxes – Benefits of implementing GST – Constitutional amendments – Structure of GST – CentralGST.

Unit:2	**CGSTACT,SGSTACT(TAMILNADUSTATE)**	**15--hours**

Salient features of CGST Act, SGST Act (Tamilnadu State) – Meaning and Definitions – TamilnaduGST Council– Rates ofGST.

Unit:3	**PROCEDUREUNDERGST**	**15--hours**

Procedure and Levy Under GST-Registration under GST: Procedure for registration-Personsliableforregistration–Persons notliableforRegistration–Compulsoryregistration–Exemptedgoodsandservices.

Unit:4	**ASSESSMENTANDRETURNS**	**15--hours**

AssessmentandReturns-Furnishingdetailsof outwardsuppliesandinward supplies,Firstreturn –Claimofinputtax credit–Annualreturnandfinalreturn–Assessmentof tax andtaxliability.		
Unit:5	**GSTANDTECHNOLOGY**	**13--hours**
GSTandTechnologyGSTNetwork –Structure–Powersand Functions.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars –webinars		
	TotalLecturehours	**75--hours**

TextBook(s)	
1	Deloitte–GSTEra Beckons,WoltersKluwer.
2	Dr.M.Vaanmalar, Indirect Tax – Forschung Publications
3	Goods&ServiceTax–IndiaJourney–N. K.Gupta&SunnaniaBatia–Barat‟sPublication
ReferenceBooks	
1	All About GST – V. S. Datey– Taxman‟s
2	Guideto GST –CA. Rajat Mohan
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	IntroductionofGST
2	Corporatetaxplanning
4	
CourseDesignedBy: Dr.J.ThiraviaMaryGloria thiraviagloria@gmail.com	

MappingwithProgrammeOutcomes					
Cos	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-VI

Coursecode	63D	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
CORE XX		**SECURITIES MANAGEMENT**	**3**	**-**	**-**	**3**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

ToEnabletheStudentsto AcquireKnowledgeRegardingtheVarious provisionsinCapital MarketLegislations.

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse,student willbe ableto:

1	Inculcatethelegislationincapitalmarket	K1
2	Imbibethe regulatoryframeworkinstockexchanges	K2
3	Highlightthepowers andfunctionofSEBI	K2
4	Evaluatetheregulation inMutualfunds	K3
5	EnhanceknowledgeinDepositoriesAct	K2

K1–Remember;**K2**–Understand;**K3**–Apply;**K4**–Analyze;**K5**–Evaluate; **K6**–Create

Unit:1	**SECURITIES**	**10--hours**

Securities – Meaning – Definitions – Types of Securities – Fundamental of security analysis – Listingof securities.

Unit:2	**BROKERAGE**	**10--hours**

BrokerageofBusiness –Introduction–FunctionofBrokerageFirm–Brokerageinformation.

Unit:3	**FUNCTIONALSPECIALISATION**	**8--hours**

Functional specialization of members – selecting a Brokerage and a Brokerage Firm–Types oftransactionsin astock exchange

Unit:4	**PORTFOLIOANALYSIS**	**7--hours**

Portfolio Analysis – Introduction – Portfolio and Security Returns –Portfolio Risk– Portfolioselection model.

Unit:5	**FINANCIALDERIVATIVES**	**8--hours**

FinancialDerivatives–Meaning–Options–Futures–Swaps–Warrants

Unit:6	**ContemporaryIssues**	**2hours**

Expertlectures,onlineseminars –webinars

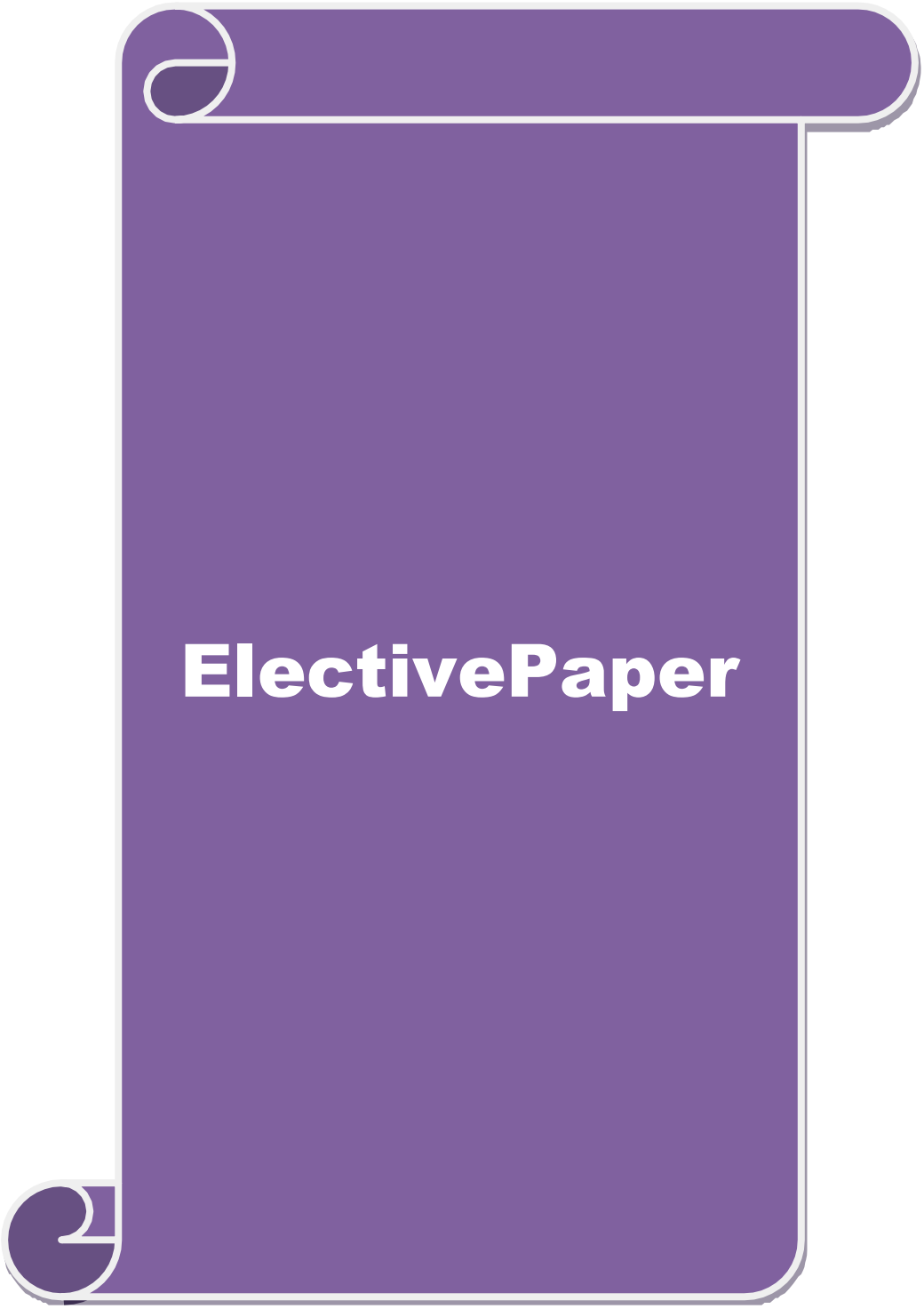
	TotalLecturehours	**45--hours**

TextBook(s)	
1	InvestmentManagement – V.K.Bhalla–S.Chand&CompanyLimited
2	ShanmugamR.,FinancialServicesWileyIndiaPvt.,Ltd.,NewDelhi1st Edition, 2010.
3	RadhaV.,Oomen P.TCapitalMarkets&FinancialServices Prassanna& Co, Chennai, 2005.
ReferenceBooks	
1	GangadharV.,Ramesh BabuG., InvestmentManagement AnmolPublicationPvt.,Ltd.,NewDelhi,. 1st Edition, 2003.
2	JosephAnbarasuD,BoominathanV.K.,Manoharan.P,Gnanaraj.G-FinancialServices,SultanChand&Sons, NewDelhi,. 2ndEdition, 2004.
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Securitiesandfinancialmarkets
2	
4	
CourseDesignedBy: Dr.J.ThiraviaMaryGloria thiraviagloria@gmail.com	

MappingwithProgrammeOutcomes

Cos	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low


ElectivePaper

SEMESTER-V

Coursecode	**5EA**	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
Elective-I-A		**VISUALBASIC(THEORY)**	**4**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

1. Toenablethestudentstolearn Visualprogrammingin windowsEnvironment.
2. On successful completion of this course, the students should have understood VBenvironmentwith tool bars, controls and components.

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse,student willbe ableto:

1	Design,formulateand constructtheprogramsinVB.	K1
2	Integratevariablesandconstantsintocalculationsapplying VB.	K2
3	Determinelogical alternatives,DecisionStructures,and Implantingthelistsandloopswith VB.	K3
4	Assemblemultipleforms,Modulesand menusintoworkingsolutions.	K3
5	TocreateprogramusingArraytechniques.Translate generalrequirementintodata-relatedsolutionsusingdatabase concepts, usingfilesand properties.	K6

K1–Remember;**K2**–Understand;**K3**–Apply;**K4**–Analyze;**K5**–Evaluate; **K6**–Create

Unit:1	**INTRODUCTION**	**10--hours**

Visual Basic – Introduction – Features – Versions – Application Types-ApplicationComponents– VBfirst timesetup.

Unit:2	**CONTROLS**	**15-hours**

ManagingControls –LabelControl –TextBoxControl–ControlsinToolbox–ResizingandMoving Controls – Command Buttons – Option Buttons – Frames- Check Boxes – PictureControls– ImageControl.

Unit:3	**MENUS**	**10-hours**

Creating Menus – Analyzing VB Data- Data in VB – Numeric Data – Data Types – Variables – Variables–VariableStorage–Visual Basic‟s Operations–AnalysingtheOrderofOperators.

Unit:4	**CONTROLLINGPROGRAMS**	**15--hours**

Controlling Programs – Conditional Operators, Data Combining Conditional Operators withLogical Operators. IF Statement – IF with ELSE – An early Exit – Nesting IF…. ELSEStatements – Selecting with Select Case – Repeat Code with Loops – User Input andConditionalLogic.

Unit:5	**FUNCTIONS**	**8--hours**

Built in VB Functions – String Functions – Data Functions – Conversion Functions – TheNatureifVBPrograms–MasteringProgramStructure–CallingGeneralProcedures– Internal functions.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars –webinars		
	TotalLecturehours	**60--hours**

TextBook(s)	
1	SAMSTeachYourselfVB6 in21Days.–GregPerry,Teachmedia.Reference BookVB6PaulSheriff-PrenticeHall ofIndia(PL1)
2	VB6PaulSheriff-PrenticeHallofIndia(PL1)
ReferenceBooks	
1	VisualBasic5 fromtheGroundUp –GarycornellTata McGrawhillPublishing
2	
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Visualbasic
2	
4	
CourseDesignedBy: Dr.J.ThiraviaMaryGloria thiraviagloria@gmail.com	

MappingwithProgrammeOutcomes

Cos	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-V

Coursecode	**5EB**	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
Elective-I-B		**MANAGEMENTINFORMATIONSYSTEM**	**4**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

ToenablethestudentsTo acquireknowledgeofManagement InformationSystem

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse, student willbe ableto:

1	TounderstandComputer basedinformationsystem	K1
2	Tosupportforthefunctionsof management	K2
3	TounderstandDSSandAI	K2
4	Todiscuss managementinformation technology	K3
5	ToanalysesEthicsforIS professional	K3

K1–Remember;**K2**–Understand;**K3**–Apply;**K4**–Analyze;**K5**–Evaluate; **K6**–Create

Unit:1	**INTRODUCTION**	**10--hours**

Foundations of Information Systems: A framework for business users – Roles of Informationsystems–Systemconcepts –Organizationasasystem– ComponentsofInformationSystems –ISActivities–TypesofIS.

Unit:2	**ISFOROPERATIONSANDDECISION MAKING**	**15--hours**

ISforoperationsanddecisionmaking:Marketing IS,ManufacturingIS,Manufacturing,ISHuman Resource IS, Accounting Is and Financial Is – Transaction Processing Systems –InformationReportingsystem–Information forStrategicAdvantage.

Unit:3	**DSS ANDAI**	**10--hours**

DSS and AI : DSS models and software : The decision making process : Structured, Semistructured and Unstructured problems: What if analysis, Sensitivity analysis, Goal-seekingAnalysisand OptimisingAnalysis,OverviewofAI, Neuralnetworks, FuzzylogicSystems, GeneticAlgorithms –ExpertSystems.

Unit:4	**MANAGINGINFORMATIONTECHNOLOGY**	**15--hours**

ManagingInformationTechnology:ManagingInformationResources and TechnologiesIS architectureandmanagement–Centralised,DecentralisedandDistributed– EDI,Supplychainmanagement&GlobalInformation technologymanagement.

Unit:5	**SECURITYANDETHICALCHALLENGES**	**8--hours**

Security and Ethical Challenges : IS controls – facility control and procedural control – Risks toonlineoperations –Daniel of Service,Specifying– Ethicsfor IS professional.

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars –webinars		
	TotalLecturehours	**60--hours**

TextBook(s)	
1	JamesAO"Brien,"Management InformationSystems"TataMcGrawHillFourthEdition,1999.
2	EffyOz,"ManagementInformationSystems",VikasPublishing Housie,ThirdEdition

ReferenceBooks	
1	Laudon &Laudon,"Management InformationSystem"Eightedition,Pearson,2003.
2	

RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	Managementinformationsystem
2	
4	

CourseDesigned By:Dr.AlagappanKKA kkalagappan@gmail.com

MappingwithProgrammeOutcomes					
Cos	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-V

Coursecode	**5EC**	**TITLEOFTHEPAPER**	**L**	**T**	**P**	**C**
Elective–I-C		**ORACLE(RDBMS)**	**4**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

Toinculcateknowledge onRDBMSconceptsand ProgrammingwithOracle.

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse,student willbe ableto:

1	TounderstandthebasicconceptsofDBMS	K1
2	TodiscussanIntegrative SQL	K2
3	ToUnderstandthePL/SQLBlockstructure	K2
4	Applicationdevelopment invariousforms	K3
5	Tocreate variousdata model forreport	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**DATABASE MANAGEMENT**	**10--hours**

BasicconceptsofDBMS–EntitiesandtheirattributeKeys–Relationship–Recordsandfiles,Dataindependence,Views–TypesofViews,ComponentsofaDBMS,DDL, DML,DQL.AdvantagesanddisadvantagesofDBMS,RDBMS–RelationalDatabase–Relationsand theirschemes– Relation representation –Integrityrules.

Unit:2	**STRUCTUREQUERYLANGUAGE**	**12--hours**

IntegrativeSQL–invoking SQL plus,datamanipulationinDBMS,TheORACLEdatatypes,twodimensionmatrixcreation,Intersectio nof dataintotables,dataconstrains,computation in expression lists used to select data, logical operation, Range searching, patternmatching,Oraclefunction, Groupingdatafrom tablesin SQL, Manipulatingdateson SQL,sub

-queries.

Unit:3	**INTRODUCTIONPL/SQL**	**12--hours**

PL/SQL-Introduction, ThePL/ SQLexecutionenvironment, thePL/SQLsyntax,Understandingthe PL/SQLBlock structure, databasetriggers.

Unit:4	**FORMS**	**12--hours**

Workingwithforms, Basicconcepts,Application developmentinforms, Formmodule, Blocks items, Canvas view windows, Creating aform Generating andrunning aform, Usingthe Layout editor ,Master form, Triggers, DataNavigationViaanOracle form ,Masterdetailform, Creatingamasterdetail form, Masterdetail dataentryscreen.

Unit:5	**REPORTS**	**12--hours**
Workingwithreports,Definingadatamodelforreport,specificthelayoutofareport,usetheOraclereport sinterface,Creatingadefaulttabular report, Creating computed columns, Creating user parameter, Arranging the layout, Creating a Master / Detail report,Creatingamatrixreport.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars -webinars		
	TotalLecturehours	**60--hours**

TextBook(s)	
1	For unit 1 treatment as in "Introduction to Database System" – Bipin Desai [chapter1,sections4.2 and 6.5.1 and 6.5.2]
2	AbrahamSilbertschatz, HenryFKorth,SSudharson,"Databasesystemconcepts",TATAMcGraw HillInternational Edition-1997
3	Forunits2,3,4,5,treatmentasin,,CommercialapplicationDevelopment usingOracledeveloper2000'byIvanBayross.
ReferenceBooks	
1	AlexLeen andMathews Leon,"DatabaseManagementSystems"-Vikas publications Oracle8TheCompleteReferenceGeorgeKoch, Kevin Loney,TataMcGrawHillPublicationsLtd, New Delhi
2	ElmarsiNavathe, "Fundamentals of Database Systems" – Pearson Education Publications - Edition 3-2001
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	ORACLE(RDBMS)
2	
4	
CourseDesigned By:Dr.AlagappanKKA	kkalagappan@gmail.com

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-VI

Coursecode	**6EA**	**TITLEOFTHEPAPER**	**L**	**T**	**P**	**C**
ELECTIVE II A		**CORPORATE GOVERNANCE**	**4**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themain objectives ofthis courseareto:

To enable the students to learn Corporate Governance ,Corporate Social Responsibility, Ethics and Sustainability of CorporateWorld

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse,student willbe ableto:

1	Torecallcorporate emergence of corporate governance	K1
2	Tounderstandlegalpositionandliabilitiesofgovernance committees	K2
3	Toanalyses business ethics	K2
4	TodiscussCorporate Social Responsibility in India	K2
5	ToenumeraterecenttrendsofCorporate Sustainability	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**IntroductiontoCorporateGovernance**	**13--hours**

Introduction of Corporate Governance - Definitions - Need - Features – Objectives- Elements of Good Governance - Principles For Periodic Disclosure - Corporate Governance Theories -Governance Developments In India - Confederation of Indian Industry (CII)- Kumar Mangalam Birla Committee (2000) - N.R. Narayana Murthy Committee (2003) - Governance Under Companies Act, 2013.

Unit:2	**Board Committees**	**10--hours**

Board Committees- Need and Advantages -Various Committees - Audit Committee -Nomination and Remuneration -Stakeholders Relationship - Corporate Governance Committee- Regulatory, Compliance and Government Affairs Committee - Science Technology And Sustainability Committee- Risk Management Committee.

Unit:3	**Business Ethics**	**10--hours**

Ethics - The Concept of Business Ethics - Theories - Scope of - Organization Structure and Ethics - Role of Board of Directors - Code of Ethics - Code of Conduct - Model Code & Ethics – Credo - Training And Communication - Ethics Committee - Functions - Integrity Pact - Whistle Blower Policy - Mechanism- Social And Ethical Accounting - Principles - Ethics Audit and Dilemma..

Unit:4	**Corporate Social Responsibility**	**10--hours**

Corporate Social Responsibility - Definitions - Importance - Essentials - Factors Influencing CSR - Principles - Triple Bottom Line Approach - National Voluntary Guidelines on Social, Environmental And Economic Responsibilities of Business - CSR UMDER - Applicability of CSR Policy - Constitutions of CSR Committee - Contents of CSR Policy -Expenditure - Board's Responsibility - Reporting And Auditing

Unit:5	**Corporate Sustainability**	**15--hours**

Corporate Sustainability - and CSR - Government Role in Improving Sustainability Reporting – KYOSEI - Triple Bottom Line (TBL) - Benefits- Sustainability Indices - Sustainability Reporting Framework in India - Challenges in Reporting - Contemporary Developments- Integrated Reporting - Relation Between Integrated Reporting And Sustainability Reporting.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars -webinars		
	TotalLecturehours	**60--hours**

TextBook(s)	
1	Dr.M.Devarajan - Corporate Governance- Narain Publications, Chennai
2	Dr.S.S.Khanka- S.Chand - Business Ethics and Corporate Governance
3	CorporateGovernance–Thenew paradigm –N.GopalsamyWheelerPublishing.
ReferenceBooks	
1	CorporateGovernance- Dr.S.Singh-ExcelBooks.
2	ICSI Material
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	CorporateGovernance
2	
CourseDesigned By:Dr.M.Devarajan	devamcs@gmail.com

SEMESTER-VI

Coursecode	**6EB**	**TITLEOFTHEPAPER**	**L**	**T**	**P**	**C**
Elective-II-B		**INTERNET&E-COMMERCE**	**4**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themainobjectives ofthis courseareto:

Tolearnaboutnetworksecurity,E-Commerce,E-Market,EDIandBusinessStrategies.

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse,student willbe ableto:

1	Brief aboutthenetworksecurityand firewalls,understandtheclientserver networksecurity,	K1
2	Toanalysesthe Internet addressinginstandardinternetformat	K2
3	Toelaborateaboutthee-commerce, classification ofelectroniccommerce,	K2
4	To Remember building block of EDI system and electronic payment systems andtypes	K3
5	Todiscussaboutsystem analysis anddesign	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**INTRODUCTION**	**13--hours**

Internet-Introduction-Facilities-InternetSoftware‟s –Understanding Internet-ClientsandServer–HostsandTerminals –TouroftheInternet – HardwareRequirements-SoftwareRequirements.–-Intranet-Extranet

Unit:2	**INTERNET**	**10--hours**

Internet Addressing – Standard Internet Address – DomainName–Standard InternetAddress format- DNS – URL – SMTP – E-Mail: Advantages – Mail Headers – Mail addressSending mail – Sending copies of message – Reading Mail – Replying to a message – ForwardingandBouncingmail-Featuresofan E-mail:package-Communicationparameters.

Unit:3	**E-COMMERCE**	**15--hours**

E-Commerce-Definition – Impact of Electronic Commerce – Benefits of ElectronicCommerce–Classificationand application of Electroniccommercetechnologies.

Unit:4	**EDISYSTEMS**	**10--hours**

EDI – Definition- Building Blocks of EDI Systems: Layered Architecture - Value addednetworks– BenefitsofEDI–ApplicationsofEDI.ElectronicPaymentSystems–Introduction –BasicCharacteristicsofonlinepaymentsystems-PrepaidandPost-paidElectronicPaymentSystems.

Unit:5	**SYSTEMANALYSISANDDESIGN**	**10--hours**

SystemAnalysisandDesign –SystemStudy–SystemAnalysis–SystemDesign –System Development and Implementation – System Maintenance – System Evaluation – UserInvolvement– Qualificationsof asystem Analyst.

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars -webinars		
	TotalLecturehours	**60--hours**

TextBook(s)	
1	The Internet – Complete Reference Harley Hahn, Tata McGraw – Hill Publishing CompanyLimited,NewDelhi.
2	ElectronicCommerce- BharatBhasker,TataMcGraw – HillPublishingCompanyLimited,NewDelhi.
ReferenceBooks	
1	Management Information Systems and Corporate CommunicationACS(Intermediate)-StudyMaterialPublishedbyICSI,NewDelhi.
2	
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	E-commerce
2	
4	
CourseDesigned By:Dr.AlagappanKKA	kkalagappan@gmail.com

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-VI

Course code		6EC	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
	Elective – II C		**INTRODUCTION TO INDUSTRY 4.0**	**4**	**-**	**-**	**4**
	Pre-requisite			**Syllabus Version**			

CourseObjectives:

Themain objectives ofthis courseareto:

Atthe endofcompletingthis course,students willhaveknowledgeonIndustry4.0,needfordigital transformation andthefollowingIndustry4.0 tools:

1. ArtificialIntelligence
2. BigDataandDataAnalytics
3. InternetofThings

ExpectedCourseOutcomes:

Onthesuccessful completionofthecourse, studentswill beable to:

1	Tounderstandthe technologiesofIndustry4.0	K1
2	Tostudyaboutartificial intelligence	K2
3	ToenumerateBigdataAnalytics	K2
4	Toanalysethe applicationIoTinmanufacturingunits	K3
5	Torecall Internetthings	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**Titleof theUnit(CapitalizeeachWord)**	**10-hours**

Industry4.0-Need– ReasonforAdoptingIndustry4.0- Definition–Goals andDesignPrinciples-TechnologiesofIndustry4.0–BigData–Artificial Intelligence(AI)– Industrial InternetofThings-Cyber Security– Cloud – Augmented Reality

Unit:2	**Titleof theUnit(CapitalizeeachWord)**	**10--hours**

Artificial Intelligence : Artificial Intelligence (AI) – What & Why? - History of AI - FoundationsofAI-TheAI-environment -SocietalInfluences of AI-Application Domainsand Tools-AssociatedTechnologiesof AI-FutureProspectsofAI-Challengesof AI

Unit:3	**Titleof theUnit(CapitalizeeachWord)**	**15--hours**

Big Data : Evolution - Data Evolution - Data : Terminologies - Big Data Definitions - Essential ofBig Data in Industry 4.0 - Big Data Merits and Advantages - Big Data Components : Big DataCharacteristics - Big Data Processing Frameworks - Big Data Applications - Big Data Tools - BigDataDomainStack:BigData inDataScience–BigData inIoT-BigDatainMachineLearning - Big Data in Databases - Big Data Use cases : Big Data in Social Causes - Big Data for Industry -BigDataRolesandSkills-BigData.Roles-LearningPlatforms;InternetofThings(IoT): IntroductiontoI oT–ArchitectureofI oT-TechnologiesforI oT-DevelopingI o TApplications-Applications ofIo T-SecurityinIo T

Unit:4		**Titleof theUnit(CapitalizeeachWord)**	**13—hours**
	Applicationsof IoT–Manufacturing–Healthcare–Education–Aerospace andDefense–Agriculture–Transportationand Logistics–Impactof Industry4.0onSociety:Impacton Business,Government,People.ToolsforArtificial Intelligence,BigDataandDataAnalytics,VirtualReality,AugmentedReality,Io T,Robotics		
Unit:5		**Titleof theUnit(CapitalizeeachWord)**	**10--hours**
	Jobs2030-Industry4.0 –Education 4.0 –Curriculum 4.0–Faculty4.0 –Skills required for Future -Tools for Education – Artificial Intelligence Jobs in 2030 – Jobs 2030 - FrameworkforaligningEducation withIndustry4.0		
Unit:6		**ContemporaryIssues**	**2hours**
	Expertlectures,onlineseminars –webinars		

	TotalLecturehours	**60--hours**
TextBook(s)		
1	P.Kaliraj,T.Devi,HigherEducationforIndustry4.0andTransformationtoEducation5.0,2020	
2		
ReferenceBooks		
1		
2		
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]		
1		
2		
4		
CourseDesignedBy:Mrs.S.Sathiyavani		sathiyavanis@skacas.ac.in

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	M	S	M
CO2	M	S	M	S	M
CO3	S	S	M	M	S
CO4	S	M	M	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTEVIElective –III-A	**VisualBasic(Practical)**	**Total:60hours**
COURSECODE:6ED		

1. DevelopaVBProgram tofindfactorial ofaNumber.
2. DevelopaVBProgramto getname andmarksdetails ofastudent.Then findoutthetotalmarks and percentageof themarks
3. DevelopaVBProgram tocalculatetheamountof interestearned toanyinvestmentusingthe formulae Interest Earned=(Amount* Years*Interest) /100
4. Develop VB Program to get the total value of a sales person and to calculate his salesbonus.
5. DevelopaVBProgramtobuildanArithmeticalCalculator.
6. Develop a VB Program to get the Pay Details of an employee and to calculate the netpayandtaxableamount
7. Develop a VB Program to allow the user to enter the names of country in an text box.Create command buttons to display all the names in Alphabetical order in the list boxand to delete thecountries from thelist box.
8. DevelopaVBProgramtofindtheStraight–Line DepreciationforanassetusingFinancialfunctions
9. DevelopaVBProgramtocalculate thenumber ofdaystheuser alivebyaskingtheuserto enterthe date ofbirth.
10. Develop a VB Program to display a form, which has 3 menu items called Line, Circleand box. When clickingon each, displaytheappropriateoutput.
11. Developa VBProgram toreversethetext usingStringfunctions.
12. DevelopaVBProgramto storeandretrievethe records fromthe database byusingDataControl.

SEMESTERVIElective –III-B-AHTML –JavaScript(practical)-Totalhours-60hours
COURSECODE:6EE

Studentsarerequiredtowritecodesnippets, whichcoversthefollowingobjectives

1. DesignSimpleWebPagesusingstandardHTMLtagslike,HEAD,TITLE,BODY
2. Design HTML web pages, which make use of INPUT, META, SCRIPT, FORM,APPLET,BGSOUND,MAP
3. Workingwith various attributes of standardHTMLelements
4. Writecodewhichdoestheformvalidationinvarious INPUT elementslike TextFiled,TextArea, Password, Selection listetc.
5. Create aResume usingHTMLTags.
6. CreateaFrametodisplayamultiformdocument.
7. CreateaHTMLforastore.Input theunitpriceof an itemand thenumber ofitemsordered.Whentheuserclicks theOKbutton, displaythe totalamount.
8. Createawebsiteforyourfavouritepersonality. Usepossiblevisualeffectsonit.
9. Using Java Script's Window and document objects and their properties and variousmethods like alert (), evaI () & etc. methods to give the dynamic functionality toHTMLwebpages
10. WritingJavaScript snippetwhichmakeuseofJavaScript'sinbulitas wellasuserdefinedobjects likenavigator,DateArray,Event,Numberetc.

SEMESTER-VIElective–III-CWebTechnology(Practical)total-60hours

1. Sendanemailtoyourfriendwithyourresumeinthewordformatasanattachment.
2. UseGoogleSearchengineand doadvancedsearchingto collectinformationaboutbookswrittenbyN.D.Kapoor.
3. CreateaProgram usingHTMLto displaythe ordered list and unorderedlist of aDepartmentalStore.
4. Program to display Image and text using HTML tag for an advertisement of a CompanyProduct.
5. Create atable to displaylist of products usingHTMLtag.
6. CreateadocumentusingFormattingandalignmenttodisplaySalesLetter.
7. CreateadocumentusingFormtosupportLocalProcessingofOrderform.
8. CreateaForm oftheCustomerSurveyforthe user to enterGeneralname andaddressinformation.
9. CreatewebpagesforabusinessorganisationusingHTMLFrames.
10. Createawebsiteofyourdepartmentwithminimumfivelinksusing HTML.

COMPUTERPRACTICAL –II(TALLY&CPROGRAMMING)

Time:3 Hours **Max100marks**

StudentshouldsubmitrecordnotebeforepracticalExamination.Markswillbegiven forrecordnote,algorithm,program and execution.

Answerall Questions

1)ThefollowingTrial balancewasextracted fromthebooks of Mr.Arunon 30.06.2007

Particulars	Debit	Credit
Capital		49,000
Drawings	4,000	
Generalexpenses	5,680	
Buildings	32,000	
OpeningStock	32,400	
Coal	4,480	
Wages	14,400	
Tax andinsurancepremium	2,630	
Debtors	12,560	
Creditors		5,760
Discount	1,100	
Loan @6%		15,000
Moped	7,500	
Rent	500	
Apprenticepremium		1,800
Commissionreceived		2,640
Electricitycharges	2,810	
Billspayable		7,700
Cash	160	
Bankoverdraft		6,600
Indianbankshares	5,000	
Sales		1,30,720
Purchases	93,550	
Interestonloans	450	
Total	**2,19,220**	**2,19,220**

Prepare Trading and Profit and Loss a/c for the year-ended 30.06.2007 and Balance sheet as on that dategivingeffect to the followingadjustments.

(1).ClosingstockRs. 47,000as on30.06.2007.(2). Sixmonth interestdue onloan Rs.450

(3). InsurancepremiumprepaidRs.230(4).Premiumaccruedbutnot yet receivedRs.200(5).CommissionreceivedinadvanceRs.340 (6). Write a Program to convert the givenintegerintoequivalentwords.

Annexure

BHARATHIAR UNIVERSITY : : COIMBATORE 641

406GUIDELINESFORCONDUCTINGVALUEADDEDCOURSE

S

CourseStructure

1. The request for approval of syllabus by the concerned authoritiesis mandatory atleast 15 days before the date of commencement of thecourse. The Syllabus(15/30 hours), Schedule and the Details of Faculty handling the course approvedbytheDepartmentalCommitteeandforwardedbyHeadoftheDepartmentshould beenclosed.

   a. Thecourseofferedshouldnotbethesameasanycourselistedinthecurriculum of the respective programme/ or any other programme offered inUniversity/Colleges.
   b. Thevalueaddedcoursesmaybealsoconductedduringweekends/vacationperiod.
   c. Thecoursecan beoffered anysemester inthePG Programmes.
   d. Industryexperts/eminentacademiciansfromotherInstitutesarealsoeligibleto offer thevalueaddedcourse.
   e. Thecourse can beoffered onlyif thereareatleast10 students optingforit.
   f. The students may be allowed to take value added courses offered by otherdepartmentsafterobtainingpermissionfromHeadoftheDepartmentofferingt hecourse.

Duration

2. The duration of value added courses is 15 (30) periods of theory or a maximum oftheory and Laboratory courses and the course can have a maximum of three hoursperday.

   For the one (two) credit courses either 15 (30) periods of theory or acombination oftheoryandLaboratorymaybeoffered.
   Where,**2 periods**of laboratory=**1 period**of theory

Evaluation

3. Thevalueadded coursesshallcarry100marks andshallbeevaluatedthrough **internalassessmentsonly**.

   a. Two Assessments shall be conducted preferably one in the middle and theotherat theend of thecoursebytheDepartmentconcerned.
   b. Theduration ofassessmentis onehoureach.
   c. The total marks obtained in the tests shall be reduced to 100 marks androundedto thenearestinteger.
   d. The Head of the Department may identify afaculty memberascoordinatorfor the course. A committee consisting of theHeadof the Department,staffhandlingthecourse(ifavailable),coordinatorandaseniorFaculty membernominatedbytheHeadoftheDepartmentshallmonitortheevaluation process. The grades shall be assigned to the students by theabovecommitteebased on theirrelativeperformance.
   e. The coordinator for the courseisresponsibleformaintainingand processingtherecords with regard toassessment marks andresults.

PassingRequirementandGrading

4. Thepassingrequirementforvalueaddedcoursesshallbe50%ofthemarksprescribedforthecours e**(Internal assessmentonly)**

   a. The grades O, A+, A, B+, B obtained for the one/two credit shall figure in theMark sheet under the title **'Value Added Courses'**. The other grades RA, SA**willnot figureinthe mark sheet.**
   b. ThecreditsearnedthroughvalueaddedcoursesshallnotbeconsideredforcalculatingGP A andCGPA.
   c. Thecreditsearnedthroughvalueaddedcoursesshallnotbeconsideredforclassificationo fdegree.
   d. If the course is offered during any semester, it will appearin that semester'smark sheet. However if the courseisofferedinsummer / winter vacations,thecoursewill beincluded in thegradesheet ofthesubsequent semester.

MaximumNumberofCourses

5. A student can earn a maximum of 3 credits during the entire programme of study byattending value added courses which would be over and above the required maximumnumberof credits fortheaward of thedegrees.

FinancialCommitment

6. The expenditure to be incurred for the conduct of value added courses should be metfromnominalfeescollectedfromthestudentsatarateﬁxedbytheUniversity.However anyadditionalexpendituremaybe supported bythe funds oftheDepartment.

APPLICATION FOR CONDUCTING VALUE ADDEDCOURSES

1. NameoftheDepartment:
2. PGprogramme:
3. **Detailsof theValueAddedCourses:**
   a. Nameofthe ValueAddedCourses
   b. TypeofValueAddedCourses (Theory/Lab/LabintegratedTheory/others)
   c. ShortDescription Enclosure1enclosed -YES /NO
   d. SyllabusincludingReference Enclosure2enclosed -YES /NO
4. **Targetaudience:**
   Semester (indicate if more than one)Others
5. **Detailsof Facultyhandlingthecourse:**
   a. Name of the Faculty handling the ValueAddedcourse
   b. Detailsincludingdesignationand expertise Enclosure3 enclosed-YES/NO
   c. Contactdetails
      Email ID :
      PhoneNo :
6. **TentativeTimeTable** includingdates ofinternalassessments : Enclosure4 enclosed-YES/NO
7. Numberofstudents optingfor thecourse:
8. DepartmentConsultative Committee - Minutes : Enclosure5 enclosed-YES/NO
9. NameandDesignationoftheCoordinator:

Head of the Department(withdate &seal)

Note:

* **Feesifany**

DETAILS OF COMPLETION OF VALUE ADDEDCOURSE

NameoftheDepartment

:

Nameofthe Value Addedcourseoffered:

NameoftheFacultyoffered the course
:Academic/Industry

Nameofthecoordinator :
E- :
mailCo :

Detailsofstudentsattendedthecourse:

S.No	Name of thestudent	Reg.No.	Programme	Semester	Marks	Grade

(Facultyhandlingthecourse(if available))

(SeniorFacultynominatedbyHOD)

(Coordinator)
(HeadoftheDepartment)(withdate&seal)