

**B.Com. Corporate Secretaryship**

Syllabus

AFFILIATEDCOLLEGES

**ProgramCode:2AF**

**2022– 2023onwards**

**BHARATHIARUNIVERSITY**

**(A State University, Accredited with “A” Grade by NAAC,Ranked 13thamongIndianUniversitiesby MHRD- NIRF,**

**WorldRanking:Times-801-1000,Shanghai-901-1000,URAP–1047)**

**Coimbatore-641046,TamilNadu, India**



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| **ProgramEducationalObjectives(PEOs)** | |
| The**B.COMCS**programdescribeaccomplishmentsthatgraduatesareexpectedtoattainwithinf iveto sevenyears aftergraduation | |
| PEO1 | Demonstrate abilityto adapt to arapidlychangingenvironment bylearningnewskillsand new competencies for application thereof. |
| PEO2 | Acquirethespiritof compassion, kinshipandcommitmentforNationalHarmony |
| PEO3 | ProgressivelyadoptandlearncontinuouslythroughICT modules |
| PEO4 | Enablethestudentstoacquireprofessionalqualificationattheearliest. |
| PEO5 | Prepare young and Capable Company Secretaries and Professional for managingCorporateOrganisation efficiently. |

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| **ProgramSpecificOutcomes(PSO)** | |
| Afterthesuccessfulcompletion of **B.COMCS** program,thestudents areexpectedto | |
| PSO1 | Inculcatinganalyticalheartand mindtomanageday- to-daybusinessactivities |
| PSO2 | Solvethepracticalproblems intheareaofCompanyAdministration andGSTinconformitywith theSocietal,Legal and Culturalenvironment |
| PSO3 | UnderstandtheproblemsofCorporatesectorandinculcateintherequiredskillsforbett er Corporate Management. |
| PSO4 | BeanactivememberofacorporateteamwithLeadershipAttitude. |



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| **ProgramOutcomes (POs)** | |
| Afterthesuccessfulcompletion of **B.COMCS** program,thestudents areexpectedto | |
| PO1 | Becomeknowledgeableinthe subjectofCorporate Laws andapplytheprinciples ofthesameto therequirementsoftheEmployer/ Institution  /OwnBusinessorEnterprise. |
| PO2 | GainAnalyticalskillsinthefield/areaofAccountingandTaxation |
| PO3 | Understand and Appreciate Professional Ethics, Community Living and NationBuildingInitiatives. |
| PO4 | Capableofhandlingseveraldepartments in companies. |
| PO5 | Understandingand givingsolutionstovariousFinancialProblems. |
| PO6 | Ableto identifyand adopt complianceformalities in CompanyAdministration |



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# BHARATHIARUNIVERSITY::COIMBATORE641046

**B.COMCS(CorporateSecretaryship)(CBSCPATTERN)**

*(Forthe studentsadmitted duringthe academicyear2022–23 onwards)*

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| **Course Code** | | **Titleof theCourse** | **Credits** | **Hours** | | | **MaximumMarks** | | | |
| **Theory** | **Practical** | | **CIA** | **ESE** | **Total** | |
| **FIRSTSEMESTER** | | | | | | | | | | |
| 11T/M/H | | Language-I | 4 | 6 | - | | 50 | 50 | 100 | |
| 12E | | English-I | 4 | 6 | - | | 50 | 50 | 100 | |
| 13A | | CoreI– Financial Accounting | 4 | 5 | - | | 50 | 50 | 100 | |
| 13B | | CoreII–BusinessManagement | 4 | 5 | - | | 50 | 50 | 100 | |
| 1AA | | Supportive-I ManagerialEconomics | 4 | 6 | - | | 50 | 50 | 100 | |
| 1FA | | EnvironmentalStudies\* | 2 | 2 | - | | - | 50 | 50 | |
| **Total** | | | **22** | **30** |  | | **250** | **300** | **550** | |
| **SECONDSEMESTER** | | | | | | | | | | |
| 21T/M/H | | Language-II | 4 | 6 | - | | 50 | 50 | 100 | |
| 22E | | English-II | 2 | 4 | - | | 25 | 25 | 50 | |
| 2NM | | Skilled Based Subject - I – **Naan Mudhalvan Scheme – Effective English –**  **Cambridge – Language Proficiency for Employability**  <http://kb.naanmudhalvan.in/Bharathi> [ar\_University\_(BU)](http://kb.naanmudhalvan.in/Bharathiar_University_(BU)) | 2 | 2 |  | | 25 | 25 | 50 | |
| 23A | | CoreIII–Advanced FinancialAccounting | 4 | 6 | - | | 50 | 50 | 100 | |
| 23B | | CoreIV– Law of Insurance | 4 | 6 | - | | 50 | 50 | 100 | |
| 2AA | | Supportive II – Fundamental ofInformationTechnology | **3** | **4** | **-** | | **30** | **45** | **75** | |
| 2FB | | Value Education – HumanRights\* | 2 | 2 | - | | - | 50 | 50 | |
| **Total** | | | **21** | **30** |  | | **230** | **295** | **525** | |
| **THIRDSEMESTER** | | | | | | | | | | |
| 31T | | Language-III | 2 | 4 |  | | 50 | 50 | 100 | |
| 32 E | | English – III | 2 | 4 |  | | 50 | 50 | 100 | |
| 33A | | Core V – Higher Financial Accounting | 4 | 5 | - | | 50 | 50 | 100 | |
| 33B | | Core VI – Commercial Law | 4 | 4 |  | | 50 | 50 | 100 | |
| 33C | | CoreVII–CompanyLaw and Secretarial Practice | 4 | 4 | - | | 50 | 50 | 100 | |
| 3AC | | Supportive : III – BusinessMathematics | 4 | 4 | - | | 50 | 50 | 100 | |
| 3ZA | | SkillbasedSubject- II  Corporate Communication | 3 | 3 | - | | 30 | 45 | 75 | |
| 3FB/ | | Tamil\*\*/AdvancedTamil\* | 2 | 2 | - | |  | 50 | 50 | |
| 3FC/ | | (or)Non-Major Elective–I: |
| 3FD/ | | YogaforHumanExcellence\* |
| 3FG | | /Women’sRights\* |
|  | | ConstitutionofIndia\* |  |  |  | |  |  |  | |
| **Total** | | | **25** | **30** | **-** | | **330** | **395** | **725** | |
| **FOURTHSEMESTER** | | | | | | | | | | |
| 41T | Language-IV | | 2 | 4 |  | 50 | | 50 | 100 | |
| 42E | English - IV | | 2 | 4 |  | 50 | | 50 | 100 | |
| 43A | CoreVIII–CorporateAccounting | | 4 | 5 | - | 50 | | 50 | 100 | |
| 43B | Core IX -Advanced Company Law and Secretarial Practice | | 4 | 4 | - | 50 | | 50 | 100 | |
| 43C | CoreX–GeneralLaws | | 4 | 4 | - | 50 | | 50 | 100 | |
| 4AD | Supportive:IV- BusinessStatistics | | 4 | 4 | - | 50 | | 50 | 100 | |
| 4NM | SkillbasedSubject-3 -**Nan**  **Mudhalvan – office Fundamentals-Digital Skills for Emplyability**  [http://kb.naanmudhalvan.in/Bharathiar](http://kb.naanmudhalvan.in/Bharathiar_University_(BU)) | | 2 |  | 3 | 25 | | 25 | 50 | |
| [\_University\_(BU)](http://kb.naanmudhalvan.in/Bharathiar_University_(BU)) | |
| 4FB/  4FE | Tamil \*\* / Advanced Tamil\*(or)  Non-majorelective–II  :GeneralAwareness\* | | 2 | 2 |  |  | | 50 | 50 | |
|  | Total | | **24** | **27** | 3 | **325** | | **375** | **700** | |
| **FIFTHSEMESTER** | | | | | | | | | | |
| 53A | CoreXI– Cost Accounting | | 4 | 5 | - | 50 | | 50 | 100 | |
| 53B | CoreXII– IndustrialLaw | | 4 | 6 | - | 50 | | 50 | 100 | |
| 53C | CoreXIII– Advanced CorporateAccounting | | 4 | 6 | - | 50 | | 50 | 100 | |
| 53D | CoreXIV– Taxation | | 4 | 6 | - | 50 | | 50 | 100 | |
| 5EA/5EB/  5EC | Elective–I: | | 3 | 4 | - | 50 | | 50 | 100 | |
| 57A | InstitutionalTraining(One Month) | | 2 | - | - |  | | 50 | 50 | |
| 5ZP | Skill based Subject- 3 :MS Officeand Tally2013 Version(Practical) | | 3 |  | 3 | 30 | | 45 | 75 | |
|  | Total | | **24** | **27** | **3** | **280** | | **345** | **625** | |
| **SIXTHSEMESTER** | | | | | | | | | | |
| 63A | | CoreXV– Security Laws and Financial Markets | 3 | 4 | - | 50 | | 50 | 100 | |
| 63B | | CoreXVI- CorporateLaws | 4 | 5 | - | 50 | | 50 | 100 | |
| 63C | | CoreXVII– Management Accountng | 4 | 6 | - | 50 | | 50 | 100 | |
| 63D | | **Core XVIII -**Secretarial Audit and Standards | 3 | 4 | - | 50 | | 50 | 100 | |
| 6EA/6EB/  6EC | | Elective –II | 3 | 4 | - | 50 | | 50 | 100 | |
| 6ED/6EE/  6EF | | Elective –III: | 3 | 4 | - | 30 | | 45 | 75 |
| 6NM | | Skill Based Subject-4**– Naan**  **Mudhalvan – Fin Tech Course – 2 (Capital Markets/Digital Marketing/Operational Logistics**)  [http://kb.naanmudhalvan.in/Bharathi](http://kb.naanmudhalvan.in/Bharathiar_University_(BU))  [ar\_University\_(BU)](http://kb.naanmudhalvan.in/Bharathiar_University_(BU)) | 2 | 3 |  | 25 | | 25 | 50 |
| 67A | | ExtensionActivities @ | 2 | - | - | 50 | | - | 50 |
|  | | **Total** | **24** | **30** |  | **355** | | **320** | **675** |
|  | | **Grand Total** | **140** | **174** | **6** | **1770** | | **2030** | **3800** |
| **Online courses will beimplemented fromnextacademic year 2023-2024** | | | | | | | | | |

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| **ONLINECOURSES** | | | | | | | |
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 NAAN MUDHALVAN SKILL COURSE - External 25 Marks will be assessed by Industry and Internal will be

offered by respective course teacher

# (The Viva should be conducted by calling External Experts in V Semester. The External Experts will be arranged by the University)

**Value added courses:**Minimum2 and Maximum5 for each Department for entire program- It is optional for affiliated colleges.

**Job oriented certificate courses:** Two courses (Each Department for entire program)- It isoptional foraffiliatedcolleges.

$ Includes50%/30% continuous internal assessment marks for the ory and practica lpapers respectively.

\*\*No University Examinations. Only Continuous Internal Assessment

\*(CIA)NoContinuousInternalAssessment(CIA).OnlyUniversityExamination

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| ListofElectivePapers(Collegescanchooseanyoneofthepapersaselectives) | | |
| Elective–I | A | Introduction to Industry 4.0 |
| B | FinancialManagement |
| C | BusinessEnvironment |
| Elective–II | A | GoodsandServicesTax(GST) |
| B | MarketingManagement |
| C | SecuritiesManagement |
| Elective- III | A | Corporate Governance |
| B | BigData Applications |
| C | OrganizationalBehavior |

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FirstSemester



**SCHEMEOFEXAMINATIONS:CBCSPattern**

# SEMESTER-I

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| **Coursecode** | | **13A** | **TITLEOFTHECOURSE** | | **L** | | **T** | | **P** | **C** |
| **CoreI** | | | **FINANCIALACCOUNTING** | | **5** | | **-** | | **-** | **4** |
| **Pre-requisite** | | |  | | **Syllabus version** | | |  | | |
| **CourseObjectives:** | | | | | | | | | | |
| Themain objectives ofthis courseareto:  Toacquireknowledgeofbasicprinciplesofaccountingtheory,conceptsandconventions, preparation of financial statements, Bank Reconciliation Statement and Bills ofExchange foreffectiveaccountingmanagement. | | | | | | | | | | |
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| **ExpectedCourseOutcomes:** | | | | | | | | | | |
| Onthesuccessfulcompletion ofthecourse, studentswill beable to: | | | | | | | | | | |
| 1 | Recallthe fundamentalconcepts ofaccountingandbookkeeping | | | | | K1&K2 | | | | |
| 2 | Solvetheerrorsin bookkeepingand identifytheeffect of BRS inanenterprise | | | | | K3 | | | | |
| 3 | Awareof Billsofexchange anditstransaction,including Accommodationbills | | | | | K3 | | | | |
| 4 | Togainknowledgeabout thepreparationoffinal Accounts | | | | | K2 | | | | |
| 5 | UnderstandtheAccount currentstatementandprocedureforcalculationofAverageduedatemethods | | | | | K3 | | | | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | | |
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| **Unit:1** | | **BasicConceptsOfAccounting** | | | **10--hours** | | | | | |
| Introduction–Accountingprinciples,ConceptsandConventions–Journal– LedgerSubsidiarybooks. | | | | | | | | | | |
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| **Unit:2** | | **AccountingBooksandRecords** | | | **13--hours** | | | | | |
| Preparationoftrial balance–Rectificationoferrors –Bankreconciliationstatement. | | | | | | | | | | |
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| **Unit:3** | | **FinalAccounts** | | **20--hours** | | | | | | |
| FinalAccountsofSoleTraders | | | | | | | | | | |
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| **Unit:4** | | **NegotiableInstruments** | | **15-hours** | | | | | | |
| BillsofExchange,AccountingofNon-tradingConcerns | | | | | | | | | | |
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| **Unit:5** | | **AccountCurrentandAverageDueDate** | | **15—hours** | | | | | | |
| AccountCurrent –Average DueDate. | | | | | | | | | | |
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| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars –webinars | | | |
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|  | | **TotalLecturehours** | **75—hours** |
| **DistributionofMarks:20% Theory,80%Problems** | | | |
| **TextBook(s)** | | | |
| 1 | S.P.Jain&K.L. Narang –Advanced Accountancy. | | |
| 2 | T.S.Reddy&Murthy–Financial Accounting | | |
| 3 | N.Vinayakam, P.L.Mani, K.L.Nagarajan – Principles of Accountancy – S.Chand& CompanyLtd., | | |
| 4 | T.S.Grewal–IntroductiontoAccountancy-S.Chand&CompanyLtd., | | |
|  | | | |
| **ReferenceBooks** | | | |
| 1 | ShuklaM.C.&GrewalT.S. –AdvancedAccounting. | | |
| 2 | GuptaR.L&RadhaswamyM.–AdvancedAccounting. | | |
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| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | Frontaccounting. Financialaccounting | | |
| 3 | Basicaccountingconcept | | |
| CourseDesigned[By:Sathiyavanisathiyavanis@skacas.ac.in](mailto:Sathiyavanisathiyavanis@skacas.ac.in) | | | |

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| **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

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| **Coursecode** | | **13B** | **TITLEOFTHECOURSE** | | **L** | | **T** | | **P** | **C** |
| **CoreII** | | | **BUSINESSMANAGEMENT** | | **5** | | **-** | | **-** | **4** |
| **Pre-requisite** | | |  | | **Syllabus version** | | |  | | |
| **CourseObjectives:** | | | | | | | | | | |
| Themain objectives of this courseareto:   1. Thesubjectaims toeducateon thefunctionsand theoriesofmanagement. 2. Toorganizationstructure,communicationskills,andleadershipqualitiesandbuildcomp etencies amongthestudentsas entrepreneursand managers | | | | | | | | | | |
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| **ExpectedCourseOutcomes:** | | | | | | | | | | |
| Onthesuccessful completionofthecourse, studentswill beable to: | | | | | | | | | | |
| 1 | DiscussNature andscopeofManagement process | | | | | K1&K2 | | | | |
| 2 | DescribePlanninganddecisionmakingprocess. | | | | | K2 | | | | |
| 3 | ExplainOrganizationandorganizationstructure. | | | | | K1&K2 | | | | |
| 4 | EnumerateTheoriesofmotivationandincentives. | | | | | K2 | | | | |
| 5 | DescribeCo-ordinationandcontrolprocess. | | | | | K3 | | | | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**–Create | | | | | | | | | | |
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| **Unit:1** | | **IntroductiontoManagement** | | | **15-hours** | | | | | |
| Management – meaning – Difference between Management and Administration – Managementisanart/SciencelevelsandfunctionsofManagement–Co-ordination | | | | | | | | | | |
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| **Unit:2** | | **Planning** | | | **15—hours** | | | | | |
| Planning–Policiesand procedures –Methods –DecisionMaking | | | | | | | | | | |
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| **Unit:3** | | **Organising** | | **15—hours** | | | | | | |
| Organising–Structure,Principles –TheoriesofOrganisation–spanofManagement– Centralisation and Decentralisation – Line and staff functions – delegation – FunctionalOrganisation – Formal andInformal Organisation. | | | | | | | | | | |
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| **Unit:4** | | **Direction,Motivation &Leadership** | | **15—hours** | | | | | | |
| Direction – Communication – Motivation – Morale – Leadership – Internal and External Co- ordination-Committees in management | | | | | | | | | | |
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| **Unit:5** | | **ControlProcess** | | **13—hours** | | | | | | |
| Controlprocess–Source Tools –CPM–PERT–socialresponsibilitiesofBusiness | | | | | | | | | | |
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| **Unit:6** | | **ContemporaryIssues** | | **2hours** | | | | | | |
| Expertlectures,onlineseminars –webinars | | | | | | | | | | |
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|  | | **TotalLecturehours** | | **75—hours** | | | | | | |

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| **TextBook(s)** | |
| 1 | Ramasamy.T-PrinciplesofManagement |
| 2 | DinkarPagare-BusinessManagement |
| 3 | TripathiP.C.,Reddy.P.-PrinciplesofManagement |
|  | |
| **ReferenceBooks** | |
| 1 | Koontz&O’Donnell – PrinciplesofManagement. |
| 2 | Dr.Saxen–BusinessAdministrationandManagement. |
| 3 | Chatterjee–AnintroductiontoManagement ofPrinciplesandtechniques |
|  | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | |
| 1 | Businessstudy |
| 2 | Businessmanagement |
|  | |
| CourseDesignedBy:Mrs.S.Sathiyavani [sathiyavanis@skacas.ac.in](mailto:sathiyavanis@skacas.ac.in) | |

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| **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



# SEMESTERI

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| **Coursecode** | | **1AA** | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **Supportive I** | | | **MANAGERIALECONOMICS** | | **6** | **-** | | **-** | **4** |
| **Pre-requisite** | | |  | | **Syllabus version** | |  | | |
| **CourseObjectives:** | | | | | | | | | |
| Themain objectives ofthis courseareto:   1. Toaimtoknowthe economicgoalsofthefirms andcapitaldecisionmaking. 2. Tounderstandardthedifferentmarketcondition | | | | | | | | | |
|  | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | |
| Onthesuccessful completionofthecourse, studentswill beable to: | | | | | | | | | |
| 1 | Tounderstandthebasicconceptsofmanagerialeconomics. | | | | | | | K1 | |
| 2 | Toknowtheeconomic goalsof thefirmsandcapitaldecision making. | | | | | | | K2 | |
| 3 | Toacquaint knowledgeaboutthecost conceptsandpricingpoliciesmethods | | | | | | | K3 | |
| 4 | Tofindtheeffectofnon– pricefactorsonproductsandservicesofmonopolyandoligopolyfirms. | | | | | | | K3 | |
| 5 | Tounderstandtheconceptsprofitmanagementandthebusiness cycle. | | | | | | | K2 | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:1** | | **The Fundamentals Of**  **ManagerialEconomics** | | | **15--hours** | | | | |
| Introduction–DefinitionandNatureofManagerialEconomics–Scopeof ManagerialEconomics–RoleandResponsibilitiesofManagerialEconomist– LawofDemand–  DemandDistinctions-ElasticityofDemand(Price, IncomeandAdvertisementElasticities). | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:2** | | **DemandForecasting** | | | **15--hours** | | | | |
| Demand Forecasting – Importance of Demand Forecasting – Factors involved in DemandForecasting–MethodsofDemandForecasting–CriteriaofaGood  ForecastingMethod. | | | | | | | | | |
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| **Unit:3** | | **CostAnalysis** | | **20--hours** | | | | | |
| CostAnalysis–Costconcepts–Cost–Outputrelationshipintheshortrunandlongrun– EconomicsandDiseconomiesofScale–Pricingpoliciesandmethods–Factors–Objectives–Methods– Guidelines for pricefixation | | | | | | | | | |
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| **Unit:4** | | **Pricing** | | **20--hours** | | | | | |
| Pricing under different market conditions – Perfect competition – Monopoly – Monopolisticcompetition– Oligopoly. | | | | | | | | | |
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| **Unit:5** | | **ProfitManagement** | | **18—hours** | | | | | |
| ProfitManagement–Natureof profit –profittheories – Methodsofappraisingproject profitability – Business cycle and business policies, Meaning, Phases of business cycle – Effectsof business cycle– Measures to controlthebusiness cycle. | | | | | | | | | |

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| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars –webinars | | | |
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|  | | **TotalLecturehours** | **90—hours** |
| **TextBook(s)** | | | |
| 1 | ManagerialEconomics– R.L.Varshney&K. L. Maheswari,P. L.Metha. | | |
| 2 | GoplalakrishanD AstudyofManagerial Economics HimalayaPublishingHouse,Mumbai 2011,LatestEdition | | |
|  | | | |
| **ReferenceBooks** | | | |
| 1 | VarshneyR.L&Maheswari K.L.,MethaP.LManagerialEconomics Sultan Chand&Sons,NewDelhi 2010, 19th  Edition | | |
| 2 |  | | |
|  | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | Economics | | |
| 2 | Managerialeconomics | | |
| 4 |  | | |
|  | | | |
| CourseDesignedBy:Mrs.S.Sathiyavani [sathiyavanis@skacas.ac.in](mailto:sathiyavanis@skacas.ac.in) | | | |

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| **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-II

|  |  |  |  |  |  |  |  |  |  |  |
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| **Coursecode** | | | **23A** | **TITLEOFTHECOURSE** | | **L** | **T** | **P** | | **C** |
| **Core III** | | | | **ADVANCED FINANCIAL ACCOUNTING** | | **6** | **-** | **-** | | **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,student willbe ableto: | | | | | | | | | | |
| 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** | | | **Self-BalancingLedgers** | | | **—18hours** | | | | |
| SelfbalancingLedgers–Fireclaimsandclaimsforlossorprofits.. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:2** | | | **Consignment** | | | **18—hours** | | | | |
| ConsignmentsAccounts (SeparateBookMaintenanceonly) | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:3** | | | **Branch&DepartmentAccounting** | | | **18—hours** | | | | |
| BranchAccountsandDepartmentalAccounts | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:4** | | | **Depreciation** | | | **18—hours** | | | | |
| Depreciation | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:5** | | | **Statementof Affairs** | | | **16—hours** | | | | |
| SingleEntry– Preparation of Statement of Affairs– Conversion ofSingle entryinto Doubleentry  –Calculationofmissingfigures. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:6** | | | **ContemporaryIssues** | | | **2hours** | | | | |
| Expertlectures,onlineseminars –webinars | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | **TotalLecturehours** | | | **90—hours** | | | | |
| **TextBook(s)** | | | | | | | | | | |
| 1 | T.S.Reddy&Murthy–Financial Accounting | | | | | | | | | |
| 2 | T.S. Grewal– Double EntryBookKeeping | | | | | | | | | |
| **DistributionofMarks:20% Theory,80% Problems** | | | | | | | | | | |

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| **ReferenceBooks** | |
| 1 | S.P.Jain &K.L.Narang– AdvancedAccountancy |
| 2 | Dr.Shukla– PrinciplesofAccountancy |
|  | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | |
| 1 | Financialaccounting |
| 2 | Frontaccounting |
| 3 | Accountancy |
|  | |
| CourseDesignedBy:Mrs.S.Sathiyavani [sathiyavanis@skacas.ac.in](mailto:sathiyavanis@skacas.ac.in) | |

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| **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

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| **Coursecode** | | | **23B** | **TITLEOFTHECOURSE** | **L** | | **T** | | | **P** | **C** |
| **CoreIV** | | | | **LAW OF INSURANCE** | **6** | | **-** | | | **-** | **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 | TolearnaboutinsuranceandClaimsUnderstandaboutlifeinsuranceandsurre  ndervalue. | | | | | | | K2 | | | |
| 3 | Acquireknowledgeaboutmarineandfireinsurance. | | | | | | | K2 | | | |
| 4 | Graspknowledgeaboutriskanalysis,claimsand recovery. | | | | | | | K3 | | | |
| 5 | TolearnaboutEthics andCorporateGovernanceFrameworkforInsuranceCompanies | | | | | | | K3 | | | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Unit:1** | | | **IntroductiontoInsurance** | | | **18--hours** | | | | | |
| Insurance- meaning, nature, significance- principles-reinsurance-double insurance-  NationalisationvsPrivitisation ofinsurancebusiness-InsuranceRegulatoryand DevelopmentAuthorityAct-recentdevelopmentsin theinsurancesector. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Unit:2** | | | **Lifeinsurance** | | | **18--hours** | | | | | |
| Lifeinsurance–nature-classificationofpolicies- products,proposals,PolicyandDocumentationAnnuities-selectionofrisk-calculation ofpremium andsurrender value. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Unit:3** | | | **MarineandFireinsurance** | | | **18--hours** | | | | | |
| Marineandfireinsurance-nature-kindsofpolicies-policiesconditions-premiumcalculations | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Unit:4** | | | **ClaimProcedures** | | | **18--hours** | | | | | |
| Nature, disclosure, contribution-Claims Procedures – Underinsurance - Condition of Average - Recovery–Salvage.Nature-riskanalysis-planningcontrolandtransferofrisk-administrationof companies’propertiesandprovisionsofadequatesecurityarrangements-  depositandcreditinsurance | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Unit:5** | | **EthicsandCorporateGovernanceFrameworkforInsuranceCo**  **mpanies** | | | | **16--hours** | | | | | |
| FinancialStatements,Protection ofPolicyholders,Concept ofTreatingCustomersFairly(TCF), Actuarialand OtherCertifications | | | | | | | | | | | |

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| **Unit:6** | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars –webinars | | |

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|  | | **TotalLecturehours** | **90--hours** |
| **TextBook(s)** | | | |
| 1 | M.N.Mishra– Insurance PrinciplesandPractice. | | |
| 2 |  | | |
|  |  | | |
|  | | | |
| **ReferenceBooks** | | | |
| 1 | InsuranceRegulatoryDevelopment Act1999 | | |
| 2 | LifeInsuranceCorporationAct1956. | | |
|  | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | FundamentalsofInsurance | | |
| 2 |  | | |
| 4 |  | | |
|  | | | |
| CourseDesignedBy:Mrs.S.Sathiyavani [sathiyavanis@skacas.ac.in](mailto:sathiyavanis@skacas.ac.in) | | | |

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| **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

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| **Coursecode** | | **2AA** | **TITLEOFTHECOURSE** | **L** | **T** | | | **P** | **C** |
| **SupportiveII** | | | **FUNDAMENTAL OF INFORMATION**  **TECHNOLOGY** | **4** | **-** | | | **-** | **3** |
| **Pre-requisite** | | |  | **Syllabus version** | | |  | | |
| **CourseObjectives:** | | | | | | | | | |
| Themain objectives ofthis courseareto:  Educatethestudentsabout documentcreations,animation,databasecreationandE-commerce | | | | | | | | | |
|  | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | |
| Onthesuccessful completionofthecourse,student willbe ableto: | | | | | | | | | |
| 1 | Toacquireknowledge aboutworddocumentcreation,menuits usages. | | | | | K1 | | | |
| 2 | To Gain knowledge about arithmetic and logical operations to preparedifferenttypeofchart,Finalaccountsmarksheetandbankcustomer s  statement. | | | | | K2 | | | |
| 3 | ToUnderstandtopreparedifferenttypesofslides withanimationsandpresentationof slides | | | | | K2 | | | |
| 4 | Tocreatedatabaseforemployees,students,productsandalsocreateobjectsofque ry, forms and reports. | | | | | K3&K6 | | | |
| 5 | Tocreatewebpage andemailidandto understand E-commerce | | | | | K2&K6 | | | |

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| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | |
|  | | | |
| **Unit:1** | **BasicsofComputer** | | **12--hours** |
| Computers–Characteristics –Classification–Micro,mini,mainframeand  supercomputersALUHistoryofComputers – GenerationofComputershardware,Software,Humanware.. | | | |
|  | | | |
| **Unit:2** | **ComputerStorages** | | **12--hours** |
| RAM,ROM,PROM,EPROM,EEPROM,FLASHMemory.**AuxiliaryMemory:** Magnetictape, Hard disk, FloppyDisk,CD – ROM. | | | |
|  | | | |
| **Unit:3** | **DevicesofComputer** | **12--hours** | |
| **InputDevices:**Keyboard,Mouse,Trackball,Joystick,scanner,MICR,OCR,OMR,Barcodereader, Lightpen.  **Output Devices:** VCU, classification & Characteristics of Monitors, printer, Plotter, Soundcard &speaker. | | | |
|  | | | |
| **Unit:4** | IntroductiontoSoftware | **12--hours** | |
| Introduction to computer software – OS – classification & function of OS – ProgrammingLanguagesmachinelanguages –AssemblyLanguage–HighlevelLanguages–  Typesof  highlevel Languages–Computers&Interpreters. | | | |
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| **Unit:5** | | **WorkingWithInternet** | **10--hours** |
| Internet basics – WWW – web pages – web browsers – searching the web Internet Assess. **Electronic Mail:** Introduction – E-mail – basics – Advantages creating e-mail id.**E-commerce :** Introduction– Applications. | | | |
|  | | | |
| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars -webinars | | | |
|  | | | |
|  | | **TotalLecturehours** | **60--hours** |
| **TextBook(s)** | | | |
| 1 | FundamentalofInformationTechnologyAlexisleon,Mathews. | | |
| 2 | AlexisLeonMathewsLeon Fundamentals of Information TechnologyVikasPublicationsLatestedition 2016 | | |
| 3 | KhandareS.SComputerScience &Information Technology SultanChand&CompanyLtd Latestedition2015 | | |
|  | | | |
| **ReferenceBooks** | | | |
| 1 | C.S.V.Murthi, InformationTechnology | | |
| 2 | R.Parameswaran–ComputerApplicationinBusiness. | | |
|  | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | Frontaccounting | | |
| 2 |  | | |
|  | | | |
| CourseDesigned By: | | | |
| RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.] | | | |
| 1. | | | |
| Frontaccounting | | | |
| 2. | | | |
|  | | | |
| CourseDesignedBy:Mrs.S.Sathiyavani [sathiyavanis@skacas.ac.in](mailto:sathiyavanis@skacas.ac.in) | | | |

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| **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



Third

Semester



# SEMESTER-III

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| **Coursecode** | | | **33A** | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **CoreV** | | | | **HIGHER FINANCIAL ACCOUNTING** | | **5** | **-** | | **-** | **4** |
| **Pre-requisite** | | | |  | | **Syllabus version** | |  | | |
| **CourseObjectives:** | | | | | | | | | | |
| Themain objectives ofthis courseareto:  Toacquire,knowledgeJoint venture&partnershipaccounts. | | | | | | | | | | |
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| **ExpectedCourseOutcomes:** | | | | | | | | | | |
| Onthesuccessful completionof thecourse,student willbe ableto: | | | | | | | | | | |
| 1 | | Acquireconceptual knowledgeofJoint venture | | | | | | | K1 | |
| 2 | | Understandbasicconcepts ofpartnership accounts. | | | | | | | K2 | |
| 3 | | Tolearnaboutretirementanddeathof apartner | | | | | | | K3 | |
| 4 | | Gainknowledge aboutamalgamationanddissolution | | | | | | | K3 | |
| 5 | | Equip knowledgeabout insolvencyof partners. | | | | | | | K3 | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:1** | | | **JointVenture** | | | **13--hours** | | | | |
| Jointventureaccounts(SeparateBookMaintenanceonly). | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:2** | | | **Admissionof Partner** | | | **15--hours** | | | | |
| PartnershipAccounts –AdmissionofPartner. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:3** | | | **RetirementandDeathofPartnership** | | **15--hours** | | | | | |
| RetirementandDeathofpartnership | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:4** | | | **AmalagamationofFirm** | | **15--hours** | | | | | |
| AmalgamationandDissolutionof partnershipfirms(onlySimpledissolution) | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:5** | | | **InsolvencyofPartner** | | **15--hours** | | | | | |
| Insolvencyofun-dividingpartners -Insolvencyof allpartners | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:6** | | | **ContemporaryIssues** | | **2hours** | | | | | |
| Expertlectures,onlineseminars –webinars | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | **TotalLecturehours** | | **75--hours** | | | | | |
| **TextBook(s)** | | | | | | | | | | |
| 1 | AdvancedAccountancy- SPJainandK LNarang | | | | | | | | | |
| 2 | FinancialAccounting-T.S.Reddy&Murthy | | | | | | | | | |
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| **ReferenceBooks** | |
| 1 | ShuklaM.C.,Y.S.Grewel.,S.C.GUPTA AdvancedAccounts S Chand & CompanyPrivateLimited,NewDelhi 26th revisedEdition , 2013 |
| 2 |  |
| **DistributionofMarks:20% Theory,80% Problems** | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | |
| 1 |  |
| 2 |  |
| 4 |  |
|  | |
| CourseDesignedBy:Mrs.G.JacqulineAdaikalam [hodcorporate@bishopambrose.in](mailto:hodcorporate@bishopambrose.in) | |

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| **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-III

|  |  |  |  |  |  |  |  |  |  |
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| **Coursecode** | | **33B** | **TITLE OFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **CoreVI** | | | **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,student willbe ableto: | | | | | | | | | |
| 1 | Tolearn aboutnatureandsources oflaw | | | | | | | K1 | |
| 2 | Understandaboutfreeconsentand capacityofcontract | | | | | | | K2 | |
| 3 | Identifycontractremedies | | | | | | | K2 | |
| 4 | Acquireknowledgeaboutspecialcontracts. | | | | | | | K3 | |
| 5 | ToknowaboutLaw relatingtosaleof goodsAct. | | | | | | | K4 | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:1** | | **IngredientsOfContract** | | | **10—hours** | | | | |
| Sources of law- Law of contract – Nature –kinds-Essentials of valid contract- offer- Acceptance-intentiontocreatelegalrelations–considerations-capacitytoacontract. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:2** | | **Capacityof Contract** | | | **12—hours** | | | | |
| Free consent – Mistake – Misrepresentations – fraud – coercion and undue influence – lawfulobject– Agreement not declared void– legal formalities. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:3** | | **PerformanceofContract** | | **12—hours** | | | | | |
| Contingentcontract –performanceofcontract–RemediesforBreachofcontract– Quasicontracts. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:4** | | **Specialcontracts** | | **12—hours** | | | | | |
| Specialcontracts –Indemnityand guarantee–Agency– Bailmentandpledge. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:5** | | **Salesof Goods** | | **12—hours** | | | | | |
| Lawrelatingto saleofgoods Act– 1930 | | | | | | | | | |
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| **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 | Financialaccounting | | |
| 2 | Frontaccounting | | |
| 3 | Accountancy | | |
|  | | | |
| CourseDesignedBy:Mrs.G.JacqulineAdaikalam [hodcorporate@bishopambrose.in](mailto:hodcorporate@bishopambrose.in) | | | |

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| **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

|  |  |  |  |  |  |  |  |  |  |
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| **Coursecode** | | **33C** | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **CoreVII** | | | **COMPANY LAW AND SECRETARIAL PRACTICE** | | **4** | **-** | | **-** | **4** |
| **Pre-requisite** | | |  | | **Syllabus version** | |  | | |
| **CourseObjectives:** | | | | | | | | | |
| Themain objectives ofthis courseareto:  This course aims to enlighten the students on the provisions of the Companies Act, 2013 along with secretarial work relating to CorporateEntities | | | | | | | | | |
|  | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | |
| Onthesuccessful completionofthecourse, studentswill beable to: | | | | | | | | | |
| 1 | Understandingthevarious typesofCompanies and theissuesassociated withtheCompanies | | | | | | 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** | | **IntroductiontoCompanies** | | | **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** | | **DocumentsOfCompanies** | | | **12---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** | | **12--hours** | | | | | |
| Prospectus – Meaning and contents – Deposits – Deemed Deposits - Secretarial duties with regardtoProspectus and Deposits. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:4** | | **ShareCapital** | | **12---hours** | | | | | |
| Share Capital – kinds of capital – alteration – production – issue and allotment of shares- bookbuildingscheme-sharecertificate– transferandtransmissionofshares–secretarial duties. | | | | | | | | | |
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| **Unit:5** | | **BorrowingsandMortgages** | **12--hours** |
| Borrowing powers – methods of borrowing – mortgages and charges – registration of charges – legalprovisions -secretarial dutieswith regard toborrowing. | | | |
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| **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 -CompanyLawandSecretarialPracticeICSI2013,LatestEdition | | |
| 2 |  | | |
|  | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | Corporateprocedure | | |
| 2 | Corporatefinance | | |
| 3 |  | | |
|  | | | |
| CourseDesignedBy:Mrs.G.JacqulineAdaikalam [hodcorporate@bishopambrose.in](mailto:hodcorporate@bishopambrose.in) | | | |

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| **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

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| **Coursecode** | | **3AC** | **TITLEOFTHECOURSE** | | **L** | | **T** | | **P** | **C** |
| **Supportive-III** | | | **BUSINESS MATHEMATICS** | | **4** | |  | | **-** | **4** |
| **Pre-requisite** | | |  | | **Syllabus version** | | |  | | |
| **CourseObjectives:** | | | | | | | | | | |
| Themain objectives ofthis courseareto:  Aimtocreatemathematicalknowledge andalsoapplythefunctionsofmathematicsinBankingand otherinstitutions. | | | | | | | | | | |
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| **ExpectedCourseOutcomes:** | | | | | | | | | | |
| Onthesuccessful completionofthecourse,student willbe ableto: | | | | | | | | | | |
| 1 | Applythefunctionsof mathematicsin business | | | | | 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** | | **Titleof theUnit(CapitalizeeachWord)** | | | **10--hours** | | | | | |
| Settheory-Arithmetic andGeometricSeries-Simple andcompoundinterest-  Effective rateofinterest-Sinkingfund-Discountingof Bill-trueDiscount -Banker’sGain.. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:2** | | **Titleof theUnit(CapitalizeeachWord)** | | | **12--hours** | | | | | |
| Matrix: Basic concepts - Addition and Multiplication of Matrix - Inverse of a Matrix Solution ofSimultaneouslinear equations-Input-Output Analysis. | | | | | | | | | | |
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| **Unit:3** | | **Titleof theUnit(CapitalizeeachWord)** | | **12--hours** | | | | | | |
| Variables,ConstantsandFunctions -LimitsofAlgebraicfunctions-Simpledifferentiationof algebraic functions - Meaning of derivatives -Evaluation of first and second order derivatives -  maximaandminima. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:4** | | **Titleof theUnit(CapitalizeeachWord)** | | **12--hours** | | | | | | |
| Elementary integral calculus - Determining indefinite and definite integrals of simple functions - Integrationbyparts. | | | | | | | | | | |
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| **Unit:5** | | **Titleof theUnit(CapitalizeeachWord)** | | **12--hours** | | | | | | |
| Linearprogrammingproblem -Formation -Solution byGraphical method- Solutionbysimplexmethod. | | | | | | | | | | |
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| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars -webinars | | | |
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|  | | **TotalLecturehours** | **60--hours** |
| **TextBook(s)** | | | |
| 1 | BusinessMathematics &Statistics -Dr.P.R.Vittal | | |
| 2 | Navaneetham.P BusinessMathematics & Statistics | | |
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|  | | | |
| **ReferenceBooks** | | | |
| 1 | BusinessMathematics- Dharmapadam | | |
| 2 | PillaiR.S.N.,&Bagavathi.VBusinessMathematics, | | |
|  | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | Mathematics | | |
| 2 |  | | |
| 4 |  | | |
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| CourseDesignedBy:Mrs.G.JacqulineAdaikalam [hodcorporate@bishopambrose.in](mailto:hodcorporate@bishopambrose.in) | | | |

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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-Medium;L-Low



# SEMESTER-III

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| **Coursecode** | | **3ZA** | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **SkillbasedSubject-II** | | | **CORPORATE COMMUNICATION** | | **3** | **-** | | **-** | **3** |
| **Pre-requisite** | | |  | | **Syllabus version** | |  | | |
| **CourseObjectives:** | | | | | | | | | |
| Themain objectives ofthis courseareto:   1. To inculcate the basic knowledge of communication and the way in which it can be delivered to outside world by the students. 2. Todevelopthewritten andoralBusinessCommunicationSkills. | | | | | | | | | |
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| **ExpectedCourseOutcomes:** | | | | | | | | | |
| Onthesuccessful completionofthecourse, studentswill beable 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. | | | | | | | | | |
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| **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. | | | | | | | | | |
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| **Unit:6** | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars –webinars | | |
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|  | **TotalLecturehours** | **45--hours** |



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| **TextBook(s)** | |
| 1 | Business communication – Dr.V.K.Jain and Dr. Omprakash Biyani – S.Chand |
| 2 | Rajendrapal  andJ.S.Korlahalli.EssentialsofBusinessCommunication,SultanChand&Sonspublication, New Delhi |
| 3 | 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.]** | |
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| 2 |  |
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Fourth



**SEMESTER-IV**

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| **Coursecode** | | **43A** | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **CoreVIII** | | | **CORPORATE ACCOUNTING** | | **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. | | | | | | | | | |
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| **ExpectedCourseOutcomes:** | | | | | | | | | |
| Onthesuccessful completionofthecourse,student willbe ableto: | | | | | | | | | |
| 1 | EnablingthestudentstounderstandthefeaturesofShares. | | | | | K1&K2 | | | |
| 2 | Develop an understanding about redemption of Shares and Debenture and itstypes. | | | | | K2&K3 | | | |
| 3 | Togive an exposureto thecompanyfinalaccounts | | | | | K3 | | | |
| 4 | Toprovideknowledgeon amalgamationofcompanies. | | | | | K3 | | | |
| 5 | Toget anideaaboutinternal reconstruction | | | | | K3&K4 | | | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:1** | | **Issueof Shares** | | | **15--hours** | | | | |
| Accountingforissueofshares(Includingforfeitureand reissue)- Redemptionofpreferenceshares. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:2** | | **RedemptionofDebentures** | | | **15--hours** | | | | |
| Issueandredemptionofdebentures | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:3** | | **FinalAccountsofCompanies** | |  |  | **15--** |  | **hours** | |
| Profitpriortoincorporation – Finalaccountsofcompanies | | | | | | | | | |
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| **Unit:4** | | **AmalgamationandAbsorption** | |  |  | **15--** |  | **hours** | |
| Amalgamationandabsorption | | | | | | | | | |
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| **Unit:5** | | **InternalandExternalreconstruction** | |  |  | **13--** |  | **hours** | |
| InternalandExternalreconstruction | | | | | | | | | |
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| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars -webinars | | | |
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|  | | **TotalLecturehours** | **75--hours** |
| **TextBook(s)** | | | |
| 1 | ReddyT.S&Murthy.A CorporateAccountingMarghamPublications,Chennai2012,6thEdition | | |
| 2 | R.L.GuptaAdvanceAccountancy | | |
|  |  | | |
|  | | | |
| **ReferenceBooks** | | | |
| 1 | JainS.P.&.NarangK.LCorporateAccountingKalyaniPublication,NewDelhi2016,LatestE dition, | | |
| 2 | ShuklaM.CAdvancedAccountingSultanChand&Sons,NewDelhi2016,LatestEdition, | | |
| **(Problems–80 %andTheory 20%)** | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | Seniorsecond-financialaccounting | | |
| 2 | Introductionofaccounting | | |
| 4 |  | | |
|  | | | |
| CourseDesignedBy:Mrs.G.JacqulineAdaikalam [hodcorporate@bishopambrose.in](mailto:hodcorporate@bishopambrose.in) | | | |

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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-Medium;L-Low



# SEMESTER-IV

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| **Coursecode** | | **43B** | **TITLEOFTHECOURSE** | **L** | **T** | **P** | **C** |
| **Core-IX** | | | **ADVANCED COMPANY LAWAND SECRETARIAL PRACTICE** | **4** | **-** | **-** | **4** |
| **Pre-requisite** | | |  | **Syllabus Version** | |  | |
| **CourseObjectives:** | | | | | | | |
| Themain objectives of this courseareto:  Toanenlightenthestudents’knowledgeonCompaniesAct2013,knowledgeonFormationofCompa ny,Documents required and Acts pertainingto it. | | | | | | | |
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| **ExpectedCourseOutcomes:** | | | | | | | |
| Onthesuccessful completionofthecourse,student willbe ableto: | | | | | | | |
| 1 | Remember thebasic levelsof company | | | | | K1 | |
| 2 | IdentifytheroleofDirectors,KindsofDirectorsApplicationforDINunderComp aniesrules 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** | | **IntroductiontoMeetings** | | **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)  –Secretarialdutiesinconnection withmeetings.. | | | | | | | |
|  | | | | | | | |
| **Unit:2** | | **Directors** | | **12-hours** | | | |
| Directors–appointment–qualification– Kinds– removal–casual vacancy– powers,duties, liabilities–managingdirector–appointment –rights andduties – KMP(KeyManagerialPerson)– Secretarial duties. | | | | | | | |
|  | | | | | | | |
| **Unit:3** | | **Booksof AccountsandAuditors** | | **12--hours** | | | |
| Books of Accounts and Registers– inspections – annual returns – circulation and filing – directorsreport–chairman’sspeech –appointmentofauditors–qualificationofauditors – auditorsreport– removableofauditors–secretarialduties. | | | | | | | |
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| **Unit:4** | | **Dividend** | | **12--hours** | | | |
| Dividend– definition – statutoryprovision– power ofboard ofdirectors regardingdividend– interim dividend – unclaimed dividend – dividend warrant – payment of interest out of capital – secretarialduties in connection with dividend. | | | | | | | |
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| **Unit:5** | | **WindingUp** | **12--hours** |
| Windingup – meaning–modesofwindingup– petitions forwindingup–consequences of windingup– NationalCompanyLaw Tribunal(NCLT)–dutiesof secretaryin  respectofeachwindingup. | | | |
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| **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 | ICSISTUDYMATERIAL | | |
| 2 |  | | |
|  | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | Corporateplanningand procedures | | |
| 2 |  | | |
| 4 |  | | |
|  | | | |
| CourseDesignedBy:Mrs.G.JacqulineAdaikalam [hodcorporate@bishopambrose.in](mailto:hodcorporate@bishopambrose.in) | | | |

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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-Medium;L-Low



# SEMESTER-IV

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| **Coursecode** | | **43C** | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **CoreX** | | | **GENERAL LAWS** | | **4** | **-** | | **-** | **4** |
| **Pre-requisite** | | |  | | **Syllabus version** | |  | | |
| **CourseObjectives:** | | | | | | | | | |
| Themain objectives ofthis courseareto:  Toacquiretheknowledgeonbasicunderstandingoflegislativepracticesingenerallawintheco nduct of thecorporate affairs | | | | | | | | | |
|  | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | |
| Onthesuccessful completionofthecourse, studentswill beable to: | | | | | | | | | |
| 1 | ExplainBasicprovisionsofCompaniesmeetings | | | | | | | K1 | |
| 2 | Acquireknowledgeabout theKeymanagerial person | | | | | | | K2 | |
| 3 | Understandthemethodsofappointmentandremovalofauditors | | | | | | | K2 | |
| 4 | Enumerate Legalprocedurefordeclarationandpaymentofdividend | | | | | | | K2 | |
| 5 | Tolearn aboutwindingofcompanies. | | | | | | | K3 | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:1** | | **BasicConceptsoflawandFundamentalRi ghts** | | | **12--hours** | | | | |
| **ConstitutionofIndia-**NatureofIndianConstitution-fundamentalrights- directiveprinciplesofstatepolicy-freedomoftrade,commerce andintercourse- constitutionalprovisionsrelatingto  state monopoly | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:2** | | **NegotiableInstrumentsAct,1881** | | | **12-hours** | | | | |
| **NegotiableInstruments Act,1881 –**characteristics –Types-PromissoryNote-Billof Exchange–Cheque–crossingofcheque–payment ofcheque-collectionofcheque**–** OnlinePayment | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:3** | | **TransferofpropertyAct,1882** | | **12--hours** | | | | | |
| **Transfer of property Act,1882:** Important definitions – movable and immovableproperty-propertieswhichcannotbetransferred –ruleagainstproperties – lispendence–provisionsrelatingto sale–mortgage-charge–lease-gift andactionable claim. | | | | | | | | | |
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| **Unit:4** | | **RegistrationAct,1908** | | **12--hours** | | | | | |
| **RegistrationAct,1908:**Registerabledocuments–compulsoryandoptional–Timeandplaceof registration–consequencesofnon-registration –descriptionofproperty– miscellaneousProvisions | | | | | | | | | |
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| **Unit:5** | | **ArbitrationAct,1940** | **10--hours** |
| **Arbitration Act, 1940:** Arbitration Agreement – Definitions – Appointment of Arbitrator – PowersofArbitrator – Awards – Settingaside ofAwards. | | | |
|  | | | |
| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars –webinars | | | |
|  | | | |
|  | | **TotalLecturehours** | **60--hours** |
| **TextBook(s)** | | | |
| 1 | General Laws–N.D.KAPOOR | | |
| 2 | Dr.J.N.PandeyConstitutionalLawof IndiaCentrallawAgency24th Edition2019 | | |
| 3 | Dr.A.Sabeena, General Law - Forschung Publications. | | |
|  | | | |
| **ReferenceBooks** | | | |
| 1 | ICSIStudyMaterial,BareActs. | | |
| 2 | DurgadasandBasu TheConstitutionof India Lexis Nexis 24th Edition 2018 | | |
|  | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | Advance corporatestrategy | | |
| 2 |  | | |
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| CourseDesignedBy:Mrs.G.JacqulineAdaikalam [hodcorporate@bishopambrose.in](mailto:hodcorporate@bishopambrose.in) | | | |

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| **MappingwithProgrammeOutcomes** | | | | | |
| **COs** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** |
| **CO1** | S | S | S | S | S |
| **CO2** | M | S | M | 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



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| **Coursecode** | | | | | **4AD** | **TITLEOFTHECOURSE** | | | | | | **L** | | **T** | | | **P** | **C** |
| **Supportive-IV** | | | | | | **BUSINESS STATISTICS** | | | | | | **4** | |  | | | **-** | **4** |
| **Pre-requisite** | | | | | |  | | | | | | **Syllabus version** | | | |  | | |
| **CourseObjectives:** | | | | | | | | | | | | | | | | | | |
| Themain objectives ofthis courseareto:   1. Thiscourseintroducestheconcepts,methodsandtheapplicationof,StatisticalToolsthatareess ential forcommerce,economics and industry 2. ToenablethestudentstolearntheStatisticalmethodsandtheirapplicationsinCommerce | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | | | | | | | | | | |
| Onthesuccessful completionofthecourse, studentswill beable to: | | | | | | | | | | | | | | | | | | |
| 1 | | Understandthebasicconceptsstatisticsandcollectionofdata | | | | | | | | | | | | | K1&K2 | | | |
| 2 | | Impartingknowledgeontabulationandpresentation | | | | | | | | | | | | | K2&K3 | | | |
| 3 | | Havea comprehensive knowledgeon Centraltendency | | | | | | | | | | | | | K3 | | | |
| 4 | | Acquireknowledgeoncorrelationandregressionanalysis | | | | | | | | | | | | | K3&K4 | | | |
| 5 | | AcquireknowledgeonindexnumbersMapping | | | | | | | | | | | | | K4 | | | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Unit:1** | | | | | **Titleof theUnit(CapitalizeeachWord)** | | | | | | | **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 bydiagramsbardiagram and piediagram. Graphic representation frequencydistribution.. | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Unit:2** | | | | | **Titleof theUnit(CapitalizeeachWord)** | | | | | | | **12-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)** | | | | | | **12--hours** | | | | | | | |
| Skewners–meaningBowleys andPearson’sco-efficientofskewers’correlationmeaningand definition–scatterdiagramPearson’s correlationco-efficientandlinerprediction – regressionintwo variables – uses ofregression. | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Unit:4** | | | | | **Titleof theUnit(CapitalizeeachWord)** | | | | | | **12--hours** | | | | | | | |
| Interpolation, Newton Language and methods– Index numbers–meaning uses, methods of construction–Aggregative and relativety pestests of an index number who lesale and cost of living index price data ofIndia. | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Unit:5** | | | | **Titleof theUnit(CapitalizeeachWord)** | | | | | | **12--hours** | | | | | | | | |
| Time series meaning, components ,models, business fore casting methods of estimating Trend graphic, Semi average, moving average and leasts quare method seasonal variation method f simple average interpretation of statistics –Precaution – errors–methodsofsamplingandnon– samplingerrors. | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Unit:6** | | | | **ContemporaryIssues** | | | | | | **2hours** | | | | | | | | |
| Expertlectures,onlineseminars –webinars | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
|  | | | | **TotalLecturehours** | | | | | | **60-hours** | | | | | | | | |
| **TextBook(s)** | | | | | | | | | | | | | | | | | | |
| 1 | S.P.Gupta:StatisticalMethods,SultanChand&Sons | | | | | | | | | | | | | | | | | |
| 2 | Sanchetti&Kapoor:AdvancedStatisticalMethods | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | |
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| **ReferenceBooks** | | | | | | | | | | | | | | | | | | |
| 1 | Oxten.Cowden&Kreins:AppliedGeneralStatistics | | | | | | | | | | | | | | | | | |
| 2 |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | | | | | | | | | | | | | | | | |
| 1 | Businessstatistic | | | | | | | | | | | | | | | | | |
| 2 |  | | | | | | | | | | | | | | | | | |
| 4 |  | | | | | | | | | | | | | | | | | |
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| CourseDesignedBy:Mrs.G.JacqulineAdaikalam [hodcorporate@bishopambrose.in](mailto:hodcorporate@bishopambrose.in) | | | | | | | | | | | | | | | | | | |
| Mapping with Programme Outcomes | | | | | | | | | | | | | | | | | | |
| **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

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| **Coursecode** | | **53A** | **TITLEOFTHECOURSE** | | **L** | | **T** | | **P** | **C** |
| **Core-XI** | | | **COST ACCOUNTING** | | **5** | |  | | **-** | **4** |
| **Pre-requisite** | | |  | | **Syllabus version** | | |  | | |
| **CourseObjectives:** | | | | | | | | | | |
| Themain objectives ofthis courseareto:   1. Toenlightenthestudentsontheimportanceof costascertainment,reductionandcontrol 2. Tounderstand the methodsof costingadopted bydifferent types ofindustries | | | | | | | | | | |
|  | | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | | |
| Onthesuccessful completionofthecourse, studentswill beable to: | | | | | | | | | | |
| 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** | | **BasicsofCost** | | | **13--hours** | | | | | |
| CostAccounting-MeaningandObjectives-Elementsofcost -Preparationofcostsheet. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:2** | | **Material&Labour** | | | **15--hours** | | | | | |
| Materialcontrol-treatmentofissueof material-Labour-methodsofwage payment-Overheads  -Classification,ApportionmentandAbsorption. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:3** | | **Reconciliationofaccounting** | | **15--hours** | | | | | | |
| ReconciliationofCostAccountingandFinancial Accounting. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:4** | | **Contract& ProcessCosting** | | **15--hours** | | | | | | |
| Methodsof Costing-Contract costingand processcosting | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:5** | | **Material&StandardCosting** | | **15--hours** | | | | | | |
| MaterialCosting- Breakevenanalysis-Standard costing(Materialandlaboursimplevariancesonly). | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:6** | | **ContemporaryIssues** | | **2hours** | | | | | | |
| Expertlectures,onlineseminars –webinars | | | | | | | | | | |
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|  | | **TotalLecturehours** | | **75--hours** | | | | | | |

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| **TextBook(s)** | |
| 1 | JainS.P.,&NarangK.LCostAccounting:KalyanipublishersLatestedition2015 |
| 2 | Maheswari.SN Principlesof CostAccounting:SultanChand &sons ,Latestedition 2016 |
|  |  |
|  | |
| **ReferenceBooks** | |
| 1 | PillaiR.S.N,&Bagavathi VCostaccounting:S.Chand&CompanyLtd.,NewDelhiLatestedition 2015 |
| 2 | V.K.Saxena&C.D.Vashist,“CostAccounting”,SultanChand,NewDelhi2005. |
| **DistributionofMarks:20% Theory,80% Problems** | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | |
| 1 | Costaccounting |
| 2 |  |
| 4 |  |
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| CourseDesignedBy:Dr.J.ThiraviaMaryGloria [thiraviagloria@gmail.com](mailto:thiraviagloria@gmail.com) | |

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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-Medium;L-**Low**



# SEMESTER-V

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| **Coursecode** | | **53B** | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **CoreXII** | | | **INDUSTRIAL LAW** | | **6** | **-** | | **-** | **4** |
| **Pre-requisite** | | |  | | **Syllabus version** | |  | | |
| **CourseObjectives:** | | | | | | | | | |
| Themain objectives ofthis courseareto: ToimpartvariousprovisionsoftheimportantActsrelatedtoFactoriesandEmployees. | | | | | | | | | |
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| **ExpectedCourseOutcomes:** | | | | | | | | | |
| Onthesuccessful completionof thecourse,student willbe ableto: | | | | | | | | | |
| 1 | ExplainFactoriesAct,1948(health,safetyandwelfaremeasures) | | | | | | | K1 | |
| 2 | DescribeIndustrialDisputesAct,1947(strikes,lockouts,layoffandretrenchment | | | | | | | K2 | |
| 3 | Illustrate Trade Union Act, 1926 and The Contract Labour (Regulation&Abolition)  Act1970(growth,function,amalgamationanddissolution  oftradeunion,welfareand health ofcontract labour) | | | | | | | K2 | |
| 4 | Demonstrate Payment of Wages Act, 1936 & Minimum Wages Act 1948 minimumrateofwages, timeofpayment andresponsibilityof payment)CO3 | | | | | | | K2 | |
| 5 | Demonstrate the Workmen Compensation Act, 1923 (distribution ofcompensation,medical examination, noticeand claim) | | | | | | | K3 | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:1** | | **FactoriesAct** | | | **18--hours** | | | | |
| FactoriesAct1948–provisionsrelatingtoHealth,SafetyandWelfare– Employmentofchildandyoungmen – adult workers – womenworkers. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:2** | | **IndustrialDisputesAct** | | | **18--hours** | | | | |
| Industrial Disputes Act 1947 – Provision relating to strike, lockout and retrenchment- Layoff – closure– Machineryto solve dispute. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:3** | | **EmployeeStateInsuranceAct** | | **18--hours** | | | | | |
| Employee State Insurance Act 1948 – definition –its-medical board – purpose for whichfundscan bespent – benefits : Employees Provident and  MiscellaneousProvision Act 1952 | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:4** | | **PaymentofBonusAct** | | **18--hours** | | | | | |
| Payment of Bonus Act 1965-meaning of gross profit- computation of available and allowablesurplus – eligibility for bonus – minimum & maximum bonus – exemption – applicability of theact –. The minimum wage Act 1948 | | | | | | | | | |

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| **Unit:5** | | **Workmen’s compensation Act** | **16--hours** |
| workmen’s compensation Act 1923 – employers liability &non-liability.Partial-permanent-total disablement–accusation diseases. | | | |
|  | | | |
| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars –webinars | | | |
|  | | | |
|  | | **TotalLecturehours** | **90--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-EasternBookcompany, Lucknow 7th Editon, 2000 | | |
|  | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | Corporateplanningandprocedure | | |
| 2 |  | | |
| 4 |  | | |
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| CourseDesigned By:Dr.J.ThiraviaMaryGloria [thiraviagloria@gmail.com](mailto:thiraviagloria@gmail.com) | | | |

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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-Medium;L-Low



# SEMESTER-V

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| **Coursecode** | | **53C** | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **Core-XIII** | | | **ADVANCED CORPORATEACCOUNTING** | | **6** |  | | **-** | **4** |
| **Pre-requisite** | | |  | | **Syllabus version** | |  | | |
| **CourseObjectives:** | | | | | | | | | |
| Themain objectives ofthis courseareto:   1. Aimsto enlighten thestudents on the accountingprocedures followed bytheCompanies. 2. To enable the students to be aware on the Advanced Corporate Accounting in conformitywiththeprovision ofthe CompaniesAct. | | | | | | | | | |
|  | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | |
| Onthesuccessful completionofthecourse, studentswill beable to: | | | | | | | | | |
| 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** | | **ValuationofSharesandGoodwill** | | | **20-hours** | | | | |
| Valuationofsharesandgoodwill | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:3** | | **LiquidationofCompanies** | | **15--hours** | | | | | |
| Liquidationofcompanies | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:4** | | **BankingCompany** | | **20--hours** | | | | | |
| Bankingcompanyaccounts (New format) | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:5** | | **InsuranceCompany** | | **18--hours** | | | | | |
| Insurancecompanyaccounts(Newformat) | | | | | | | | | |
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| **Unit:6** | | **ContemporaryIssues** | | **2hours** | | | | | |
| Expertlectures,onlineseminars –webinars | | | | | | | | | |
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|  | | **TotalLecturehours** | | **90--hours** | | | | | |

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| **TextBook(s)** | |
| 1 | T.S.Reddy&Murthy– Corporate Accounting |
| 2 | Jain&Narang-AdvancedAccountancy–KalyaniPublishers |
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|  | |
| **ReferenceBooks** | |
| 1 | RLGupta -AdvancedAccountancy–SulthanChandPublishers |
| 2 | Pillai.RSN,BhagavathyandUma. SAdvanced AccountancyVol-IIS.ChandCo 2016 |
| **Problems–80%andTheory20%** | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | |
| 1 | Advanceaccounting |
| 2 |  |
| 4 |  |
|  | |
| CourseDesignedBy:Dr.J.ThiraviaMaryGloria [thiraviagloria@gmail.com](mailto:thiraviagloria@gmail.com) | |

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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-Medium;L-Low



# SEMESTER-V

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| **Coursecode** | | **53D** | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **Core-XIV** | | | **TAXATION** | | **6** | **-** | | **-** | **4** |
| **Pre-requisite** | | |  | | **Syllabus version** | |  | | |
| **CourseObjectives:** | | | | | | | | | |
| Themain objectives ofthis courseareto:   1. Toprovidean in-depthknowledgeon theprovisions of IncomeTax. 2. TofamiliarizethestudentswithrecentamendmentsinIncome-tax. | | | | | | | | | |
|  | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | |
| Onthesuccessful completionofthecourse, studentswill beable to: | | | | | | | | | |
| 1 | DescribebasicconceptsofIncometaxand IncomeTax Act,1961andDetermineResidential status | | | | K1 | | | | |
| 2 | DescribeIncometaxprovisionsrelatingtocomputationofIncomeunde rthehead salary, Houseproperty | | | | K2&K3 | | | | |
| 3 | To understand the Income tax provisions relating to computation ofIncomeunder thehead Business andProfession. | | | | K2&K3 | | | | |
| 4 | TounderstandIncometaxprovisionsrelatingtocomputationofIncomeunde rthehead setoffandcarryforward | | | | K3 | | | | |
| 5 | DiscussProcedureforassessment | | | | K3 | | | | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:1** | | **IntroductiontoIncome Tax** | | | **15--hours** | | | | |
| Income Tax Act 1961 – Important Definitions – classes of Assessee – Residential status – Incidenceof Taxations – Exempted income[Income not includedin totalincome].. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:2** | | **ComputationofIncomefromSalaries&Ho**  **useProperty** | | | **20--hours** | | | | |
| ComputationofIncomeundervariousheads.Incomefromsalaries– IncomefromHouseProperty. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:3** | | **ComputationofIncomefromBusiness orProfessionandCapitalGain** | | **20--hours** | | | | | |
| Computationof Income undervariousheads.BusinessorProfession–CapitalGain. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:4** | | **ComputationOfIncomeFromOtherSo**  **urces** | | **15--hours** | | | | | |
| Incomefrom–setoffandcarryforwardand setoff losses–Deduction intotalincome. | | | | | | | | | |
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| **Unit:5** | | **ProcedureforAssessment** | **18--hours** |
| IncomeTaxAuthoritiesandtheirPowers –filingofReturns–ProcedureforAssessment. | | | |
|  | | | |
| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars –webinars | | | |
|  | | | |
|  | | **TotalLecturehours** | **90--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 | Corporatetaxplanning | | |
| 2 | DirectTax-lawsandpractice | | |
| 4 |  | | |
| DistributionofMarks:20%Theory, 80%Problems | | | |
| CourseDesignedBy:Dr.J.ThiraviaMaryGloria [thiraviagloria@gmail.com](mailto:thiraviagloria@gmail.com) | | | |

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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-Medium;L-Low

# SEMESTER-V

**SubCode:57A**InstitutionalTraining(OneMonth)\*\* -50marks

**Course objectives**-The purpose of this skill enhancing (Training) core paper istobridge thetheoretical fundamentals with that of actual practice and to inculcate a spirit ofinquiry &research rigor to investigate the nuances that go into the working of theindustry at large. Apart fromadapting as team-worker, students are expected to gather,filter the required information andreport the dynamics of the chosen industry in astandardizedformat**.**

**SEMESTER-V**

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| **Coursecode** | | **5ZP** | **TITLEOFTHECOURSE** | | **L** | | **T** | | **P** | **C** |
| **SkillbasedSubject-3:** | | | **MSOfficeandTally2013Version (Practical**) | |  | | **-** | | **3** | **3** |
| **Pre-requisite** | | |  | | **Syllabus version** | | |  | | |
| **CourseObjectives:** | | | | | | | | | | |
| Themain objectives ofthis courseare to:  Aim to create knowledge on MS words, MS –Excel, MS Access and PowerPoint to meet thenewcorporate world. | | | | | | | | | | |
|  | | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | | |
| Onthesuccessful completionofthecourse, studentswill beable to: | | | | | | | | | | |
| 1 | Createmailmerge,documents,templatesandtextformatting | | | | | K1,K2& K6 | | | | |
| 2 | Prepareworksheetsanddrawinggraphs | | | | | K1,K2& K6 | | | | |
| 3 | Organizedataandmanipulatefiles | | | | | K1,K2& K6 | | | | |
| 4 | Createnewslidesandinsertclipartsandpictures. | | | | | K1,K2& K6 | | | | |
| 5 | Learntocreatecompany,voucherledgerandbalancesheetandprofitandlossac  count | | | | | K1,K2&  K6 | | | | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:1** | | **Titleof theUnit(CapitalizeeachWord)** | | | **10--hours** | | | | | |
| 1. ToPrepareaBio-Datausingtables. 2. Typethetextcheckspellingand numberingthelistitemsandalign,left,rightjustify. 3. Toperformamailmerge. 4. Prepareadocumentina NewspaperColumnlayoutusingDropcap. 5. Pagelayout,Headerand footerformatting. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:2** | | **Titleof theUnit(CapitalizeeachWord)** | | | **8-hours** | | | | | |
| 1. ToprepareaMark listforStudents. 2. Tocalculatesimpleinterestand compoundinterest. 3. Headerandfooter,pagelayout. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:3** | | **Titleof theUnit(CapitalizeeachWord)** | | **10--hours** | | | | | | |
| 1. ToprepareaMark listforstudent 2. TocreateaMailingtables | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:4** | | **TitleoftheUnit(CapitalizeeachWord)** | | **7-hours** | | | | | | |
| 1. ToprepareanOrganizationChart 2. Toimplement all theAnimations intoaslide | | | | | | | | | | |
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| **Unit:5** | | **Titleof theUnit(CapitalizeeachWord)** | **8--hours** |
| 1. To create a Company voucher & ledger & record minimum transactions and displaytheresult. 2. ToprepareaBalanceSheet 3. ToprepareaProfit &LossAccount. | | | |
|  | | | |
| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars –webinars | | | |
|  | | | |
|  | | **TotalLecturehours** | **45--hours** |
| **TextBook(s)** | | | |
| 1 | Official Guide to Financial Accounting Using Tally.ERP 9 with GST Paperback, [TallyEducationPvt.Ltd,](https://www.amazon.in/s/ref%3Ddp_byline_sr_book_1?ie=UTF8&field-author=Tally%2BEducation%2BPvt.%2BLtd.&search-alias=stripbooks)2018 | | |
| 2 |  | | |
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| **ReferenceBooks** | | | |
| 1 | [**RajeshChheda**,](https://www.amazon.in/s/ref%3Ddp_byline_sr_book_1?ie=UTF8&field-author=Rajesh%2BChheda&search-alias=stripbooks) LearnTally.ERP 9withGSTandE-WayBill Paperback,2018 | | |
| 2 |  | | |
|  | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | Frontaccounting | | |
| 2 |  | | |
| 4 |  | | |
|  | | | |
| CourseDesignedBy:Dr.J.ThiraviaMaryGloria [thiraviagloria@gmail.com](mailto:thiraviagloria@gmail.com) | | | |



Sixth



# SEMESTER-VI

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| **Coursecode** | | **63A** | **TITLEOFTHECOURSE** | | **L** | | **T** | | **P** | **C** |
| **CoreXV** | | | **SECURITY LAWS AND FINANCIAL MARKET** | | **4** | | **-** | | **-** | **3** |
| **Pre-requisite** | | |  | | **Syllabus version** | | |  | | |
| **CourseObjectives:** | | | | | | | | | | |
| Themain objectives ofthis coursea  To Enable the Students to Acquire Knowledge Regarding the Various provisions in CapitalMarketLegislations. | | | | | | | | | | |
|  | | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | | |
| Onthesuccessful completionofthecourse, studentswill beable to: | | | | | | | | | | |
| 1 | Tolearnaboutfinancial market. | | | | | K1&K2 | | | | |
| 2 | Explain Primary&SecondaryMarkets | | | | | K2 | | | | |
| 3 | Discussaboutthenew issuemarket. | | | | | K2 | | | | |
| 4 | Understandthe conceptofmutualfund. | | | | | K3 | | | | |
| 5 | Enumeratetheknowledgeabout DepositoriesAct, 1996. | | | | | K2 | | | | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:1** | | **IntroductiontoFinancialMarket** | | | **12--hours** | | | | | |
| Financial Market- Capital Market –Money market –Participants and Instruments in Capitalmarket &moneymarket | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:2** | | **SecuritiesContractAct &SEBI** | | | **12--hours** | | | | | |
| Securities Contract (Regulation) Act, 1956-Object of the Act- Regulatory framework governingIndian Capital market- Role and Powers of SEBI- Recognition of stock exchange- Bye laws-Membershipin Stockexchange-Eligibility-Powers ofCentralGovernment | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:3** | | **NewIssueMarket** | | **12-hours** | | | | | | |
| Newissuemarket –Partiesinvolved inthenew issuemarket–GovtandStatutoryagencies- Collection centers- Placement of issue –Allotment of shares –Investors Protection in thePrimarymarket– secondarymarket– roleof intermediaries. | | | | | | | | | | |
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| **Unit:4** | | **MutualFund** | | **12--hours** | | | | | | |
| MutualFund–Meaning–Definitions–Types–Performance,Evaluation – SEBIRegulationsonmutualfund-Mutual Fund present status | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:5** | | **DepositoriesAct** | | **10--hours** | | | | | | |
| Depositories Act, 1996- Importance-definition –Depository Participants-Dematerialization – OpeningofDemate-SEBIRegulation-CreditRating–Concepts –Importance-BenefitsinIndia  –Ratingprocess –Ratingsymbols | | | | | | | | | | |



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| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars -webinars | | | |
|  | | | |
|  | | **TotalLecturehours** | **60--hours** |
| **TextBook(s)** | | | |
| 1 | SecurityAnalysis&Portfoliomanagement-PunithavathiPandian | | |
| 2 | SecuritiesMarketinIndia-Balakrishnan&Natras | | |
| 3 | Dr.A.C.Deepa and N.Kiruthika, Financial Market and Services - Shanlax Publications | | |
|  | | | |
| **ReferenceBooks** | | | |
| 1 | FinancialServices-Gardon&Natarajan | | |
| 2 | InvestmentManagement-Avadhani | | |
|  | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | Financialmarket | | |
| 2 |  | | |
| 4 |  | | |
|  | | | |
| CourseDesignedBy:Dr.J.ThiraviaMaryGloria [thiraviagloria@gmail.com](mailto:thiraviagloria@gmail.com) | | | |



**SEMESTER-VI**

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| **Coursecode** | | **63B** | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **Core-XVI** | | | **CORPORATE LAWS** | | **5** | **-** | | **-** | **4** |
| **Pre-requisite** | | |  | | **Syllabus version** | |  | | |
| **CourseObjectives:** | | | | | | | | | |
| Themain objectives ofthis courseareto:  1.ToenablethestudentstoacquireknowledgeregardthevariousprovisionsinEconomicLegislationsand toknowthefactsandconceptsregardingtheForeignExchangeManagementandIPLaws. | | | | | | | | | |
|  | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | |
| Onthesuccessful completionof thecourse, studentswill beable to: | | | | | | | | | |
| 1 | Acquaintthe knowledge on CompetitionAct-2002. | | | | | | | K1 | |
| 2 | ToknowaboutEnvironmentalLaws. | | | | | | | K2 | |
| 3 | TolearnabouttheForeignExchangeManagementAct,1999 | | | | | | | K2 | |
| 4 | UnderstandthePatentLawsTrademarks,Copyright | | | | | | | K3 | |
| 5 | Tolearnabout theConsumerProtection Act,1986. | | | | | | | K3 | |
| **K1**–Remember;**K2**–Understand; **K3**– Apply;**K4**–Analyze;**K5**–Evaluate;**K6**–Create | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:1** | | **CompetitionAct** | | | **15--hours** | | | | |
| Competition Act-2002- Objectives – Definitions- Competition Commission of India – Anti – CompetitiveAgreements–abuseofDeminalposition–Regulationofcombinations–Penalties. | | | | | | | | | |
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| **Unit:2** | | **EnvironmentLaws** | | | **15--hours** | | | | |
| EnvironmentLaws   1. Water(preventionandcontrolofPollution)Act–VariousBoardsfunctionsandPowers 2. Air(provisionandcontrolofpollution)Act1981–VariousBoardsfunctionsandPowers. 3. Environmental protection Act – 1986. Legal and regulatory frame work procedures forobtaining various environmental clearances – Role and function of Environmental tribunal /Authority– AppearancebeforeEnvironmentTribunal / Authority,   EnvironmentAudit. | | | | | | | | | |
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| **Unit:3** | | **FEMA** | | **15--hours** | | | | | |
| Foreign Exchange Management Act 1999 – objectives and definitions under FEMA – Dealingsin Foreign Exchange – Holding for Foreign Exchange etc- Current account transactions, Capital;accounttransactions–Exportofgoodsandreviewedrealizationandrepatriationofforeign  exchange – Exemptions authorized – person – Penalties and enforcement – Appellate Tribunaletc. | | | | | | | | | |
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| **Unit:4** | | **Patent,Trademarks andCopyright** | | **15--hours** | | | | | |
| PatentLaws–Trademarks–Copyright-meaning, objectives,registration,infringement. | | | | | | | | | |
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| **Unit:5** | | **ConsumerProtectionAct** | **13--hours** |
| Consumer Protection Act,1986 – Definitions – Consumer protection councils – Consumerdisputeredressal Agencies– Consumer Rights. | | | |
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| **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 | Corporatelaws | | |
| 2 |  | | |
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| CourseDesigned By: | | | |

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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-Medium;L-Low

SEMESTER VI

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| **Coursecode** | | **63C** | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **CORE XVII** | | | **MANAGEMENT ACCOUNTING** | | **6** | **-** | | **-** | **4** |
| **Pre-requisite** | | |  | | **Syllabus version** | |  | | |
| **CourseObjectives:** | | | | | | | | | |
| Themain objectives ofthis courseareto:  1.Tohelp thestudents toacquireknowledgeregardingtheconcepts ofmanagement accountingthroughvarious techniques | | | | | | | | | |
|  | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | |
| Onthesuccessful completionofthecourse, studentswill beable to: | | | | | | | | | |
| 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** | | **IntroductiontoManagement**  **Accounting** | | | **18--hours** | | | | |
| Management Accounting – Meaning – Definitions – Scope and Objectives – Advantages – DistinctionsbetweenManagementandFinancialAccounting,ManagementaccountingVsCostAcco unting. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:2** | | **Analysis and Interpretation of**  **FinancialStatements** | | | **18--hours** | | | | |
| AnalysisandinterpretationofFinancialstatements–AnalysisforLiquidity. Profitabilityandsolvency–Accountingratios-theirsignificance,utilityandLimitations. | | | | | | | | | |
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| **Unit:3** | | **FundFlow andFundFlow Analysis** | | **18--hours** | | | | | |
| FundFlowanalysis –CashFlowanalysis. | | | | | | | | | |
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| **Unit:4** | | **BudgetsandBudgetarycontrol** | | **18--hours** | | | | | |
| Budgets and Budgetary control – Objectives, Advantages –Limitations – Preparation ofDifferenttypeofBudgets-Marginal Costing. | | | | | | | | | |
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| **Unit:5** | | **CapitalBudgeting** | | **16-hours** | | | | | |
| Conceptofcapital Budgeting–ImportanceofCapitalBudgeting–Kindsof Capital InvestmentProposals– Capital investment decisionsCapital budgetingmethods | | | | | | | | | |
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| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars–webinars | | | |
|  | | | |
|  | | **TotalLecturehours** | **90--hours** |
| **TextBook(s)** | | | |
| 1 | MAGESWARI-ManagementAccounting–SulthanChandPublishers | | |
| 2 | SharmaR.K.,&ShahiK.GuptaKalyaniPublishers,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 | Contentofmanagementsystem | | |
| 4 |  | | |
| DistributionofMarks:20%Theory, 80%Problems | | | |
| CourseDesignedBy:Dr.J.ThiraviaMaryGloria [thiraviagloria@gmail.com](mailto:thiraviagloria@gmail.com) | | | |

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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-Medium;L-Low

# SEMESTERVI

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| **Coursecode** | | | 63D | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** | |
| **CORE XIX** | | | | **SECRETARIAL AUDIT AND STANDARDS** | | **4** | **-** | | **-** | **3** | |
| **Pre-requisite** | | | |  | | **Syllabus version** | |  | | | |
| **CourseObjectives:** | | | | | | | | | | | |
| Themain objectives ofthis courseareto:  EducatethestudentsaboutSecretarial AuditorsRightsand Duties,reportandalsoauditstandard | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | | | |
| Onthesuccessful completionofthecourse, studentswill beable to: | | | | | | | | | | | |
| 1 | | UnderstandSecretarial Auditingadvantagesanddisadvantages | | | | | | | K1 | | |
| 2 | | TogainknowledgeabouttheappointmentandQualificationofSecretary in Practice | | | | | | | K1 | | |
| 3 | | TolearntheSecretarial standard | | | | | | | K2 | | |
| 4 | | Acquainttheknowledge onCompliance officer | | | | | | | K2 | | |
| 5 | | TolearnICSI structure and role in governance | | | | | | | K3 | | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Unit:1** | | | **Secretarial Audit** | | | **12—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** | | | **12—hours** | | | | | |
| Company Secretary in Practice- appointment- functions - corporate Law advisory services – tax  planning – role- removal- designation to be used by members in practice. | | | | | | | | | | | |
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| **Unit:3** | | | **Secretarial standard** | | **12—hours** | | | | | | |
| Secretarial standard - Introduction – Meaning - Functions SSB – Need – scope – procedure –  Secretarial standard on board meeting – AGM - process of making secretarial standard. | | | | | | | | | | | |
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| **Unit:4** | | | **Compliance officer** | | **12—hours** | | | | | | |
| Compliance officer – appointment- obligations- compliance certificate - role of company and  practicing secretary in e-filing-board resolution for appointment of compliance officer. | | | | | | | | | | | |
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| **Unit:5** | | | **ICSI** | | **10—hours** | | | | | | |
| Introduction- ICSI- Structure – functions - Associate and Fellow company secretaries- register of  members - disciplinary mechanism- provisions for misconduct. | | | | | | | | | | | |
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| **Unit:6** | | | **ContemporaryIssues** | | **2hours** | | | | | | |
| Expertlectures,onlineseminars –webinars | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | | **TotalLecturehours** | | **60—hours** | | | | | | |
| **TextBook(s)** | | | | | | | | | | | |
| 1 | Advanced Company Law Practice – ICSI | | | | | | | | | |
| 2 | A Text of Company Secretarial Practice – P.K.Ghosh | | | | | | | | | |
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| **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](mailto:devamcs@gmail.com) | |

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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-Medium;L-Low



Elective Paper



# SEMESTER-V

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course code** | |  | **TITLE OF THE COURSE** | | **L** | **T** | | **P** | **C** |
| **Elective –I-A** | | | **MS OFFICE AND TALLY** | | **4** | **-** | | **-** | **3** |
| **Pre-requisite** | | |  | | **Syllabus Version** | |  | | |
| **Course Objectives:** | | | | | | | | | |
| The main objectives of this course are to:  Recall the fundamental concepts of MS. Word, PowerPoint, MS.Excell and MS. Access | | | | | | | | | |
|  | | | | | | | | | |
| **Expected Course Outcomes:** | | | | | | | | | |
| On the successful completion of the course, students will be able to: | | | | | | | | | |
| 1 | To carry students to work with MS office | | | | K1,K2&K3 | | | | |
| 2 | Perform efficiently using MS excel | | | | K1,K2&K3 | | | | |
| 3 | Enable the student to prepare a PowerPoint presentation | | | | K1,K2&K3 | | | | |
| 4 | Enable to learn the MS Access and how to prepare queries | | | | K1,K2&K3 | | | | |
| 5 | Apply practical knowledge of the student should be able to work  efficiently in Tally. | | | | K1,K2&K3 | | | | |
| **K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:1** | | **Title of the Unit (Capitalize each Word)** | | | **12-- hours** | | | | |
| MS WORD Basics – creating document – entering text – selecting text – saving files – word editing techniques – finding and replacing text – spell check – formatting with styles  – creating tables – mail merge operations | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:2** | | **Title of the Unit (Capitalize each Word)** | | | **12-- hours** | | | | |
| EXCEL Basics – Entering Data – Selecting Ranges – Formatting entries – Simple calculation –  Printing Worksheet – Copying entries between workbook – Moving sheet between workbooks – deleting sheets – creating graphs | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:3** | | **Title of the Unit (Capitalize each Word)** | | **12-- hours** | | | | | |
| POWERPOINT Basics – Adding subordinate points – Deleting slides – working in outline view –  using a design templates – merging presentation slide – slide sorted view – adding graphs – organization charts – running an electronic slide show – adding special effects | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:4** | | **Title of the Unit (Capitalize each Word)** | | **12- hours** | | | | | |
| MS – ACCESS Basics – creating table – Entering and adding records – changing a table structure  – creating forms – creating reports – creating mailing labels- establish relationship using queries to extract information | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:5** | | **Title of the Unit (Capitalize each Word)** | | **10-- hours** | | | | | |
| TALLY – opening a New Company – characteristics of tally – creating a ledger – working  voucher – voucher entry – preparation of trial balance – books of accounts – cash book– ledger accounts – Journal register – statement of account and balance sheet. | | | | | | | | | |
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| **Unit:6** | | **Contemporary Issues** | **2 hours** |
| Expert lectures, online seminars – webinars | | | |
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|  | | **Total Lecture hours** | **60-- hours** |
| **Text Book(s)** | | | |
| 1 | PC-Software for Office Automation – By R.K.Taxali | | |
| 2 | Tally 9 Version by Nandhini&Nandhini – BPB Publications, NewDelhi | | |
|  | | | |
| **Reference Books** | | | |
| 1 | MS – Office 2013 – Complete Reference – By Stephen L. Nelson | | |
|  |  | | |
|  | | | |
| **Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]** | | | |
| 1 |  | | |
| 2 |  | | |
| **Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]** | | | |
| 1. Management information system | | | |
|  | | | |
|  | | | |
|  | | | |
| Course Designed [By:Mrs.K.PoongodiPoongodi.Sk5@gmail.com](mailto:Mrs.K.PoongodiPoongodi.Sk5@gmail.com) | | | |

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# SEMESTER-V



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| **Coursecode** | | **5EB** | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **Elective-I-B** | | | **FINANCIAL MANAGEMENT** | | **4** | **-** | | **-** | **3** |
| **Pre-requisite** | | |  | | **Syllabus version** | |  | | |
| **CourseObjectives:** | | | | | | | | | |
| Themain objectives ofthis courseareto:  Toenablethestudentstoacquireknowledgeof FinancialManagement | | | | | | | | | |
|  | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | |
| Onthesuccessful completionofthecourse,student willbe ableto: | | | | | | | | | |
| 1 | ToUnderstandthe financialfunctionsandsourcesfinance | | | | | | | K1 | |
| 2 | Tounderstandthecostofcapital | | | | | | | K2 | |
| 3 | Toanalysethefinancial decision | | | | | | | K2 | |
| 4 | Todiscussthecapital structureanddeterminantsofdividendpolicy | | | | | | | K3 | |
| 5 | Toevaluateworkingcapitalstructureandcashmanagement | | | | | | | K3 | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:1** | | **FinancialFunction** | | | **12-hours** | | | | |
| (Theory Only)Financial Function : meaning – Definition and scope of finance functions – Objectivesoffinancialmanagement–  profitmaximizationandwealthmaximization.Sourcesoffinance–Shortterm –Banksources – longterm–shares –debentures,preferredstock–debt. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:2** | | **FinancingDecisionandLeverage** | | | **12-hours** | | | | |
| Problem&TheoryQuestions)FinancingDecision:Cost ofCapital–CostofspecificSourceof capital – Equity – Preferred stock debt – reserves – weighted average cost of capital, Operatingleverageand financial leverage | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:3** | | **CapitalStructure&DividendPolicy** | | **12--hours** | | | | | |
| (Theory Only) Capital structure – Factors influencing capital structure – optimal capital structure – Dividendand dividend policy:Meaning,classification– sourcesavailablefordividends  – Dividend policy-general determinantsof dividend policy. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:4** | | **WorkingCapitalManagement** | | **12--hours** | | | | | |
| TheoryOnly)WorkingCapitalManagement:Workingcapitalmanagement-concepts–importance – Determinants of working capital.Cash Management : Motive for holding cash –Objectives and Strategies of cash management .Receivable Management : Objectives – Cost ofcreditExtension, benefits – credit policies–credit terms–collection polices. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:5** | | **CapitalBudgeting** | | **10--hours** | | | | | |
| CapitalBudgeting–Meaning–Objectives-varioustypescapitalbudgeting. | | | | | | | | | |
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| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars –webinars | | | |
|  | | | |
|  | | **TotalLecturehours** | **60--hours** |
| **TextBook(s)** | | | |
| 1 | T.m.Pandey-Financial Management. | | |
| 2 | S.N.Maheswari-ManagementAccounting | | |
|  | | | |
| **ReferenceBooks** | | | |
| 1 | P.V.Kulkarni-Financial Management. | | |
| 2 | KhanandJain-Financial Management –AConceptualApproach | | |
| **Theorycarries80Marks,Problemscarry20 Mark)** | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | FinancialManagement | | |
| 2 | WorkingCapital management | | |
|  | | | |
| CourseDesigned[By:Mrs.K.PoongodiPoongodi.Sk5@gmail.com](mailto:Mrs.K.PoongodiPoongodi.Sk5@gmail.com) | | | |

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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-Medium;L-Low**



# SEMESTER-V

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| **Coursecode** | | **5EC** | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **Elective–I–C** | | | **BUSINESS ENVIRONMENT** | | **4** | **-** | | **-** | **3** |
| **Pre-requisite** | | |  | | **Syllabus version** | |  | | |
| **CourseObjectives:** | | | | | | | | | |
| Themain objectives of this courseareto:  Toenabletostudentlearntheconceptandsignificanceof Businessenvironmentandacquireknowledgeabout ethicalvalues. | | | | | | | | | |
|  | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | |
| Onthesuccessful completionofthecourse,student willbe ableto: | | | | | | | | | |
| 1 | Togainknowledgeabouttheconceptandsignificanceof Businessenvironment | | | | | | | K1 | |
| 2 | Toacquireknowledge aboutethical values. | | | | | | | K2 | |
| 3 | Tolearnaboutglobalmanagementissuesinbusiness | | | | | | | K2 | |
| 4 | Tostudyabout fiscal policyand direct and indirect taxes | | | | | | | K3 | |
| 5 | ToknowabouttheroleofFEMAand SEBIin thebusiness | | | | | | | K3 | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:1** | | **IntroductionToBusinessEnvironment** | | | **12--hours** | | | | |
| Businessenvironment- Theconceptandsignificance - constituentsofbusinessenvironment  - Business and society, Business & ethics - Social responsibility - Environmental Pollutionandcontrol.Businessandculture- | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:2** | | **EthicsandTheories** | | | **12--hours** | | | | |
| Managing Ethics - Frame work of organizational ethic theories and sources, ethicsacrosscultures,factorsinfluencingbusinessethics,ethicaldecisionmaking,ethicalvalue s  andstakeholders, ethicsandprofit. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:3** | | **MultiNationalcorporations** | | **12--hours** | | | | | |
| Globalmanagement Issues-MNCsPoliticsandEnvironmentMultinationalcorporations andGovernmentrelationship,BusinessinPolitics,Managingenvironmentalquality,Ethics&Prof it in Business. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:4** | | **FiscalPolicy** | | **12-hours** | | | | | |
| Fiscal Policy - Central finances and New fiscal policy - Direct and indirect Tax structure,ServiceTaxproblemsandreforms-ExpenditureTax-Publicdebts&deficitfinancing. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:5** | | **LegalenvironmentofBusiness** | | **10--hours** | | | | | |
| Legalenvironmentofbusiness -.ForeignExchangeManagementAct- 1SecuritiesandExchangeBoardofIndia Act-Customs &Central Excise Act--Pattents Act | | | | | | | | | |
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| **Unit:6** | | | **ContemporaryIssues** | | | | **2hours** | |
| Expertlectures,onlineseminars –webinars | | | | | | | | |
|  | | | | | | | | |
|  | | | **TotalLecturehours** | | | | **60--hours** | |
| **TextBook(s)** | | | | | | | | |
| 1 | | AdhikariM-Economic Environmentofmanagement | | | | | | |
| 2 | | FrancisCherunilam - BusinessEnvironment | | | | | | |
| 3 | | PrutiS.-Economic&ManagerialEnvironmentinIndia | | | | | | |
|  | | | | | | | | |
| **ReferenceBooks** | | | | | | | | |
| 1 | ShaikhSaleem–BusinessEnvironment,PearsonEducation,2006 | | | | | | | |
| 2 | Davis&Keith WilliamC. Frederik-Businessand society | | | | | | | |
| 3 | Amarchand D-GovernmentandBusiness | | | | | | | |
|  | | | | | | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | | | | | | |
| 1 | IntroductionofNGOmanagement | | | | | | | |
| 2 |  | | | | | | | |
|  | | | | | | | | |
| CourseDesigned[By:Mrs.K.PoongodiPoongodi.Sk5@gmail.com](mailto:Mrs.K.PoongodiPoongodi.Sk5@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

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| **Coursecode** | | **6EA** | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **Elective–II-A** | | | **GOODS AND SERVICES TAX(GST)** | | **4** | **-** | | **-** | **3** |
| **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 registrationand e-filing. | | | | | | | | | |
|  | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | |
| Onthesuccessful completionofthecourse,student willbe ableto: | | | | | | | | | |
| 1 | ExplainingfeaturesofGST,various  indirecttaxessubsuminginGST,Constitutionalamendment and benefits of GST | | | | | K1 | | | |
| 2 | Provides information to understand the traders who are responsible to payGSTto StateGovernment and exemptions | | | | | K1&K2 | | | |
| 3 | Regulatestheprocedureandtimeforregistrationoftradersandprovideaware nessrelates to exemptionfrom registration | | | | | K1&K2 | | | |
| 4 | Demonstratethedocuments whichis necessitytofilingregardsoutwardgoods,inwardgoods, annual  returnsandclaims. | | | | | K2&K3 | | | |
| 5 | DefinesaboutGSTnetwork andstructureof e-filling. | | | | | K2&K3 | | | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:1** | | **IntroductiontoGoodsandServicesTax(GST)** | | | **12--hours** | | | | |
| **IntroductiontoGoodsandServicesTax(GST)**  Objectivesandbasicscheme ofGST,Meaning –Salientfeaturesof GST –Subsumingoftaxes  – Benefits of implementing GST – Constitutional amendments – Structure of GST – CentralGST | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:2** | | **CGSTAct,SGSTAct(TamilnaduState)** | | | **12--hours** | | | | |
| **CGSTAct,SGSTAct(TamilnaduState)**  Salient features of CGST Act, SGST Act (Tamilnadu State) – Meaning and Definitions – TamilnaduGST Council– Rates ofGST | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:3** | | **ProcedureandLevyUnderGST** | | **12--hours** | | | | | |
| **ProcedureandLevyUnderGST**  Registration under GST: Procedure for registration- Persons liable for registration – Persons notliableforRegistration–Compulsoryregistration– Exemptedgoods andservices | | | | | | | | | |
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| **Unit:4** | | **AssessmentandReturns** | **12--hours** |
| **AssessmentandReturns**  Furnishing details of outward supplies and inward supplies, First return – Claim of input taxcredit – Annualreturn andfinal return –Assessment oftaxand tax liability. | | | |
|  | | | |
| **Unit:5** | | **GSTandTechnology-** | **10--hours** |
| **GSTandTechnology-**GSTNetwork–Structure–PowersandFunctions | | | |
|  | | | |
| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars –webinars | | | |
|  | | | |
|  | | **TotalLecturehours** | **60--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 |  | | |
| 4 |  | | |
|  | | | |
| CourseDesigned[By:Mrs.K.PoongodiPoongodi.Sk5@gmail.com](mailto:Mrs.K.PoongodiPoongodi.Sk5@gmail.com) | | | |

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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-Medium;L-Low



# SEMESTER-VI

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| **Coursecode** | | **6EB** | **TITLEOFTHECOURSE** | **L** | **T** | | **P** | **C** |
| **Elective-II-B** | | | **MARKETING MANAGEMENT** | **4** | **-** | | **-** | **3** |
| **Pre-requisite** | | |  | **yllabus**  **versi on** | |  | | |
| **CourseObjectives:** | | | | | | | | |
| Themainobjectives ofthis courseareto:  To enable the students to acquire knowledge of marketing management-functions, product lifecycle,characteristics andbranddecision | | | | | | | | |
|  | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | |
| Onthesuccessfulcompletionofthecourse, studentwillbeable to: | | | | | | | | |
| 1 | TounderstandPrinciplesofmarketingmanagement | | | | | | K1 | |
| 2 | Toearnknowledgeabout Functionsofmarketingmanagement | | | | | | K2 | |
| 3 | Toacquireknowledge aboutProductlifecycle | | | | | | K3 | |
| 4 | Tostudyabout marketingcharacteristics | | | | | | K3 | |
| 5 | TocreateknowledgeaboutBranddecision | | | | | | K3 | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | |
|  | | | | | | | | |
| **Unit:1** | | **IntroductiontoMarketing** | | **12--hours** | | | | |
| DefinitionofMarketing-MarketingManagement- Marketingconcept – meaningImportanceofmarketing in developing countries - Functions of Marketing – Marketingenvironment: variousenvironmental factors affectingthemarketingfunction**.** | | | | | | | | |
|  | | | | | | | | |
| **Unit:2** | | **MarketingStratergy&MarketingSt ructure** | | **12--hours** | | | | |
| Buyer Behaviour - Buying motives - explanation of motivation – Market Segmentationofdifferent bases - Marketing strategy - Market Structure - Definition and types ofchannel -Channelselection&problems. | | | | | | | | |
|  | | | | | | | | |
| **Unit:3** | | **ProductLifeCycle** | | **12--hours** | | | | |
| The Product-Marketing characteristics -consumer goods-industrial goods- Productionpolicy - Product Life Cycle (PLC) - Product mix - modification & elimination - packing- DevelopingnewProducts-strategies. | | | | | | | | |
|  | | | | | | | | |
| **Unit:4** | | **Pricing** | | **12--hours** | | | | |
| Pricing: Meaning to Buyer & Seller - pricing policies – Objective factors influencingpricingdecisions - Competitors action to price changes - multiproduct pricing. PhysicalDistribution -Managementofphysicaldistribution-marketingrisks. | | | | | | | | |
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| **Unit:5** | | **Branding** | | **10--hours** | | | | |
| BrandingDecisions:Brand-BrandImage,Brand Identity-BrandPersonality- Positioningandleveragingthe brands-Brands Equity. | | | | | | | | |
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| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars –webinars | | | |
|  | | | |
|  | | **TotalLecturehours** | **60hours** |
| **TextBook(s)** | | | |
| 1 | PhilipKotler-MarketingManagement | | |
| 2 | RajanNair-MarketingManagement | | |
| 3 | CundiffandStill -Fundamentalsofmodernmarketing | | |
|  | | | |
| **ReferenceBooks** | | | |
| 1 | PrinciplesofMarketing- PhilipKotler&GaryArmstrong | | |
| 2 | MarketingManagement - V.S. RamasamyandNamakumari | | |
|  | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | Marketingmanagement | | |
| 2 |  | | |
| 3 |  | | |
|  | | | |
| CourseDesignedBy:Dr.D.Yuvaraaj [Yuvakirthik73@gmail.com](mailto:Yuvakirthik73@gmail.com) | | | |

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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-Medium;L-Low



# SEMESTER-VI

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| **Coursecode** | | **6EC** | **TITLEOFTHECOURSE** | | **L** | | **T** | | **P** | **C** |
| **Elective-II-C** | | | **SECURITY MANAGEMENT** | | **4** | | **-** | | **-** | **3** |
| **Pre-requisite** | | |  | | **Syllabus version** | | |  | | |
| **CourseObjectives:** | | | | | | | | | | |
| Themain objectives ofthis coursea  ToEnable theStudents toAcquireKnowledgeRegardingtheVariousprovisions inCapitalMarketLegislations. | | | | | | | | | | |
|  | | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | | |
| Onthesuccessfulcompletionofthecourse, studentwill beable to: | | | | | | | | | | |
| 1 | Tolearnaboutfinancial market. | | | | | K1&K2 | | | | |
| 2 | Explain Primary&SecondaryMarkets | | | | | K2 | | | | |
| 3 | Discussaboutnewissue market. | | | | | K2 | | | | |
| 4 | Understandthe conceptofmutualfund. | | | | | K3 | | | | |
| 5 | Enumeratetheknowledgeabout DepositoriesAct, 1996. | | | | | K2 | | | | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:1** | | **FinancialMarket** | | | **12--hours** | | | | | |
| Financial Market- Capital Market –Money market –Participants and Instruments in Capitalmarket &moneymarket | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:2** | | **SecuritiesContract(Regulation)Act** | | | **12--hours** | | | | | |
| Securities Contract (Regulation) Act, 1956-Object of the Act- Regulatory framework governingIndian Capital market- Role and Powers of SEBI- Recognition of stock exchange- Bye laws-Membershipin Stockexchange-Eligibility-Powers ofCentralGovernment | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:3** | | **New Issue Market and**  **SecondaryMarket** | | **12--hours** | | | | | | |
| Newissuemarket –Partiesinvolved inthenew issuemarket–GovtandStatutoryagencies- Collection centers- Placement of issue –Allotment of shares –Investors Protection in thePrimarymarket– secondarymarket– roleof intermediaries. | | | | | | | | | | |
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| **Unit:4** | | **MutualFund** | | **12--hours** | | | | | | |
| MutualFund–Meaning–Definitions–Types–Performance,Evaluation – SEBIRegulationsonmutualfund-Mutual Fund present status | | | | | | | | | | |
|  | | | | | | | | | | |
| **Unit:5** | | **DepositoriesAct** | | **10--hours** | | | | | | |
| Depositories Act, 1996- Importance-definition –Depository Participants-Dematerialization – OpeningofDemate-SEBIRegulation-CreditRating–Concepts –Importance-BenefitsinIndia  –Ratingprocess –Ratingsymbols | | | | | | | | | | |
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| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars –webinars | | | |
|  | | | |
|  | | **TotalLecturehours** | **60--hours** |
| **TextBook(s)** | | | |
| 1 | SecurityAnalysis&Portfoliomanagement-PunithavathiPandian | | |
| 2 | SecuritiesMarketinIndia-Balakrishnan&Natras | | |
|  | | | |
| **ReferenceBooks** | | | |
| 1 | FinancialServices-Gardon&Natarajan | | |
| 2 | InvestmentManagement-Avadhani | | |
|  | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | Financialmarkets | | |
| 2 |  | | |
| 4 |  | | |
|  | | | |
| CourseDesignedBy:Dr.D.Yuvaraaj [Yuvakirthik73@gmail.com](mailto:Yuvakirthik73@gmail.com) | | | |

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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-Medium;L-Low



# SEMESTER-VI

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| **Coursecode** | | | **6ED** | **TITLEOFTHEPAPER** | | | **L** | **T** | | **P** | **C** | |
| **ELECTIVE III A** | | | | **CORPORATE GOVERNANCE** | | | **4** | **-** | | **-** | **3** | |
| **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** | | | | **12--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** | | | | **12--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** | | | **12--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** | | | **12--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** | | | **10--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. | | | | | | | | | | | |
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| **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](mailto:devamcs@gmail.com) | | | | | | | | | | | |

SEMESTERVI

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| **Coursecode** | 6EE | | **INDUSTRY4.0:BIGDATA APPLICATIONS**  (ReferenceBookChapters) | | **L** | **T** | **P** | **C** |
| **Elective – III -B** | | |  | | **4** |  |  | **3** |
| **Pre-requisite** | | |  | | **Syllabus revision** | |  | |
| **CourseObjectives:** | | | | | | | | |
| Themain objectives ofthis courseareto:   1. Tounderstandthe needof BigDataforIndustry4.0transformation 2. Tounderstandtheimportanceofdataintegrationserviceproviders 3. Toanalyse Big Datainfrastructureforeffectiveonlineteachingandlearning 4. Todiscussthe roleof BigDatain variousfields 5. ToprovideBigDatascopeintodifferentapplicationareas | | | | | | | | |
|  | | | | | | | | |
| **Unit:1** | **IntroductiontoBigDataAnalyticsandDataScience** | | | | **10-hours** | | | |
| Data: Terminologies (5-5.1.1) – Data Evolution (5-5.1.2)- Data Formats and sources (5-5.1.2.2) - BigData Analytics (5-5.1) - Big Data concepts (4-4.2)- Big Data Components (5-5.2) – Big DataCharacteristics (5-5.2.1) – Big Data vs. Statistics vs. Data Mining (5-5.1.3.3) – Big Data Approaches(13-13.1.3)-DataLifecycle(13-13.2)-DataScience:ADefinition(1-1.1.1)–DataAnalysis(5- 5.1.3.2)  -DataAnalyticstypes(1-1.1.3) -Datainthebusiness(1-1.1.2)-DataAnalyticsProcess,  ImplementationandMeasurement (1-1.1.5) | | | | | | | | |
|  | | | | | | | | |
| **Unit:2** | **DataIntegrationandBigDataSystems** | | | | **10--hours** | | | |
| Data Integration (2-2.2) – Data Integration Solutions (2-2.3) – ETL (2-2.3.2.1) – Data IntegrationMethodologies(2-2.4)–BigDataProcessing:Architecture(5-5.2.2)– TraditionalvsBigDataFramework(5-5.2.2.1)–BigDatarelatedtechnologies(5-5.2.3)–  BigDataIndustry4.0Applications  (5-5.2.4) | | | | | | | | |
|  | | | | | | | | |
| **Unit:3** | **BusinessStatisticalMethodsforBigDataAnalytics** | | | **10--hours** | | | | |
| Statistical methods and analytics techniques used across business (1-1.5) – Statistical methods andanalytics techniques used in sales and marketing (1-1.6) – Data types generated in sales and marketingfunction(1-1.6.1)–StatisticalMethodsandAnalyticalTechniques(1-1.6.2)– StatisticalMethodsand  AnalyticsTechniquesusedinSupplyChainManagement(1-1.7)–AnalyticsusecaseinSCM(1-1.7.2) | | | | | | | | |
|  | | | | | | | | |
| **Unit:4** | **BigData forEducation4.0** | | | **15--hours** | | | | |
| Education4.0inIndia(10-10.6)-DigitalRevolutionofEducation4.0(8-8.2)–Education4.0(8-8.2.1)  – Requirements of Education 4.0 in Industry (8-8.2.2) – Benefits of Education 4.0 for Business Sector(8- 8.2.3)–InfluenceofIndustrialRevolution4.0onHigherEducation(8-8.2.4)–ConceptualFrameworkof BigDatafor Industry4.0(8-8.3)–Need forBigData AnalyticsinEducation(10-10.2) | | | | | | | | |  |
|  | | | | | | | | |
| **Unit:5** | **ApplicationsusingBigDataandBusinessAnalytics** | | | **13--hours** | | | | |
| Big Data Analytics and Business Analytics: An introduction (8-8.1) – Business Analytics (8-8.4) – Business Analytics vs. Business Intelligence (8-8.4.1) – Business Intelligence (8-8.4.1.2) – Challengesof Big Data and Business Analytics (8-8.6) – Applications of Big Data (8-8.5) – Big Data Analytics inFinanceIndustry(9-9.4)–ApplicationsofBigDataAnalyticsinEducation(10-10.3)–BigDatain BiomedicalResearch(13-13.4)–ApplicationsinBiomedicine(17-17-4)–ApplicationsinHealthcare | | | | | | | | |
| **Unit:6** | | **ContemporaryIssues** | | | **2hours** | | | |
| Expertlectures,onlineseminars–webinars | | | | | | | | |
| Total Lecture Hours | | | | | **60 hours** | | | |

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| **ReferenceBook** | |
| 1 | Kaliraj,P.Devi,T.(2022).BigDataApplicationsinIndustry4.0(P.Kaliraj,Ed.)(1sted.).Auerbac hPublications.<https://doi.org/10.1201/9781003175889> |
| CourseDesignedby: Ms.M.LissaandProf. T.Devi | |
|  | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | |
| 1 |  |

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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-Medium;L-Low

# SEMESTER-VI

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| **Coursecode** | | 6EF | **TITLEOFTHECOURSE** | | **L** | **T** | | **P** | **C** |
| **Elective–III-C** | | | **ORGANIZATIONAL BEHAVIOUR** | | **4** | **-** | | **-** | **3** |
| **Pre-requisite** | | |  | | **Syllabus version** | |  | | |
| **CourseObjectives:** | | | | | | | | | |
| Themain objectives ofthis courseareto:  Toenablethestudentstolearnprinciples,conceptsofBusiness,natureandtypesofbusinessorganiz ations | | | | | | | | | |
|  | | | | | | | | | |
| **ExpectedCourseOutcomes:** | | | | | | | | | |
| Onthesuccessful completionofthecourse,student willbe ableto: | | | | | | | | | |
| 1 | Tounderstandthenatureandtypesof BusinessOrganisation | | | | | K1&K2 | | | |
| 2 | Developan ideaabout thevarioussources of financeof abusiness. | | | | | K1&K2 | | | |
| 3 | Gainknowledge about thepersonalityattributesOB | | | | | K2 | | | |
| 4 | Toanalysethedecisionmakingprocess. | | | | | K2 | | | |
| 5 | Toknowabout thepower, policiesandconflicts inabusinessorganization. | | | | | K3 | | | |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:1** | | **OrganizationalBehaviour.** | | | **12--hours** | | | | |
| Definition–naturescope– contributingdisciplinesto thefield oforganizationalbehaviour  -Historicalevolutionof organizationalbehaviour. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:2** | | **AttributesInfluencingOrganizationBehaviour** | | | **12--hours** | | | | |
| Major personality attributes influencing OB – Organizational application of learning – applicationofperceptionin theorganization–decision making– values– attitudes. | | | | | | | | | |
|  | | | | | | | | | |
| **Unit:3** | | **TheGroup** | | **12--hours** | | | | | |
| Definition – classification – group development – group structure – group decision – making – teams, power– policies– conflicts | | | | | | | | | |
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| **Unit:4** | | **MotivationandLeadership** | | **12--hours** | | | | | |
| Motivation – meaning – process – early theories – contemporary theories- application ofmotivation techniques – leadership – definition – characteristics – functions – styles – theories :Traittheories– behaviouraltheories– contingencytheories– recentapproaches | | | | | | | | | |
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| **Unit:5** | | **OrganizationalSystemandDynamics** | | **10--hours** | | | | | |
| System approach to organization – organizational culture – management of change. Need – resistance – organizational development: Meaning – characteristics – Techniques – organizationaleffectiveness | | | | | | | | | |

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| **Unit:6** | | **ContemporaryIssues** | **2hours** |
| Expertlectures,onlineseminars –webinars | | | |
|  | | | |
|  | | **TotalLecturehours** | **60--hours** |
| **TextBook(s)** | | | |
| 1 | Y.K.Bhushan–BusinessOrganisationandManagement–Sultanchand&sons | | |
| 2 | Shukla-BusinessOrganisation andManagement –S.Chand&CompanyLtd., | | |
|  | | | |
| **ReferenceBooks** | | | |
| 1 | Robbins1998OrganizationalBehaviour,NewDelhi,PrenticeHallofIndiaPvtLtd | | |
| 2 | FreedLuthans1998OrganizationalBehaviour,NewDelhi,MCGrawHillInternationalEditio n | | |
|  | | | |
| **RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]** | | | |
| 1 | Organizationalbehavior | | |
| 2 |  | | |
| 3 |  | | |
|  | | | |
| CourseDesignedBy:Dr.D.Yuvaraaj [Yuvakirthik73@gmail.com](mailto:Yuvakirthik73@gmail.com) | | | |

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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-Medium;L-Low



Annexure

# BHARATHIAR UNIVERSITY : : COIMBATORE 641 406GUIDELINESFORCONDUCTINGVALUEADDEDCOURSE S

**CourseStructure**

1. Therequestforapprovalofsyllabus by theconcernedauthoritiesis mandatory atleast15daysbeforethedateofcommencementofthecourse.TheSyllabus(15/30hours),Sche duleandtheDetailsofFacultyhandlingthecourseapprovedbytheDepartmentalCommitteean dforwardedbyHeadoftheDepartmentshouldbeenclosed.
   1. Thecourseofferedshouldnotbethesameasanycourselistedinthecurriculumoftherespective programme/oranyotherprogrammeofferedin University

/Colleges.

* 1. Thevalueaddedcoursesmaybealsoconductedduringweekends/vacation period.
  2. ThecoursecanbeofferedanysemesterinthePGProgrammes.
  3. Industryexperts/eminentacademiciansfromotherInstitutesare also eligible to offer thevalueaddedcourse.
  4. Thecourse can beoffered onlyif thereareatleast10 students optingforit.
  5. Thestudentsmaybeallowedtotakevalueaddedcoursesofferedbyotherdepartmentsafterobta iningpermissionfrom the HeadoftheDepartment offering thecourse.

# Duration

1. Thedurationofvalueaddedcoursesis15(30)periodsoftheoryoramaximumoftheoryandLa boratorycoursesandthecoursecanhaveamaximumofthreehoursperday.

Fortheone(two)creditcourseseither15(30)periodsoftheoryoracombinationoftheoryandL aboratorymaybeoffered.

Where,**2periods**oflaboratory=**1period**of theory

# Evaluation

1. Thevalueaddedcoursesshallcarry100marksandshallbeevaluatedthroughinternal assessmentsonly.
   1. TwoAssessments shall beconducted preferablyonein themiddleand theotherattheendofthe coursebytheDepartmentconcerned.
   2. Theduration ofassessmentis onehoureach.
   3. Thetotalmarksobtainedinthetestsshallbereducedto100marksandroundedtothenearestin teger.
   4. The Head ofthe Department may identify a faculty memberas co- ordinatorforthecourse.AcommitteeconsistingoftheHeadoftheDepartment,staffhandlingt hecourse(ifavailable),coordinatorandaseniorFacultymembernominatedbytheHeadofthe

Departmentshallmonitortheevaluationprocess.Thegradesshallbeassignedtothestudentsb ythe above committeebasedon theirrelativeperformance.

* 1. Theco-ordinatorforthecourseisresponsibleformaintainingand processing therecords with regard to assessment marks andresults.

# PassingRequirementandGrading

1. Thepassingrequirementforvalueaddedcoursesshallbe50%ofthemarksprescribedforthec ourse**(Internalassessmentonly)**
   1. ThegradesO,A+,A,B+,Bobtainedfortheone/twocreditshallfigureintheMarksheetun derthetitle**‘ValueAddedCourses’**.TheothergradesRA, SA**will not figure in themark sheet.**
   2. Thecreditsearnedthroughvalueaddedcoursesshallnotbeconsideredforcalculating GPAand CGPA.
   3. Thecreditsearnedthroughvalueaddedcoursesshallnotbeconsideredforclassification ofdegree.
   4. If thecourseisofferedduringanysemester,itwillappearinthatsemester'smarksheet.How everifthecourseisofferedinsummer/wintervacations,thecoursewillbeincludedintheg radesheetofthe

subsequentsemester.

# MaximumNumberofCourses

1. Astudentcan earna maximumof 3credits during

theentireprogrammeofstudybyattendingvalueaddedcourseswhichwouldb eoverandabovetherequiredmaximumnumberof credits fortheaward of thedegrees.

# FinancialCommitment

1. Theexpenditure tobeincurred fortheconduct ofvalue

addedcoursesshouldbemetfromnominalfeescollectedfromthestudents ataratefixedbytheUniversity.Howeveranyadditionalexpendituremaybesupportedbythefun ds of theDepartment.

# APPLICATION FOR CONDUCTING VALUE

**ADDEDCOURSES**

1. NameoftheDepartment:
2. PGprogramme:

# Detailsof theValueAddedCourses:

* 1. Nameofthe ValueAddedCourses
  2. TypeofValueAddedCourses

(Theory/Lab/Labinte gratedTheory/others)

* 1. ShortDescription Enclosure1enclosed-YES/ NO
  2. SyllabusincludingReference Enclosure2enclosed -YES /NO

# Targetaudience:

Semester (indicate if more than one)Others

# Detailsof Facultyhandlingthecourse:

* 1. Name of the Faculty handling the ValueAddedcourse
  2. Detailsincludingdesignationand expertise Enclosure3enclosed-YES /NO
  3. Contactdetails

Email ID :

PhoneNo :

1. **TentativeTimeTable** includingdates

ofinternalassessments : Enclosure4 enclosed-YES/NO

1. Numberofstudents optingfor thecourse:
2. DepartmentConsultative Committee -

Minutes : Enclosure5 enclosed-YES/NO

1. NameandDesignationoftheCoordinator:

Head of the Department(withdate &seal)

# Note:

\* **Feesifany**

# DETAILS OF COMPLETION OF VALUE

**ADDEDCOURSE**

NameoftheDepartment :

Nameofthe Value Addedcourse

offered :

Nameofthe Facultyofferedthe course

:Academic/Industry

Nameofthecoordinator : E-mail :

Contact :

Detailsofstudentsattendedthecourse:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Name of thestuden t** | **Reg.No.** | **Programme** | **Semester** | **Marks** | **Grade** |
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# (Facultyhandlingthe (SeniorFacultynominatedbyHOD)course(ifavailable))

**(Coordinator) (Head of the Department)**

# (wit hdate&seal)