



MANONMANIAM SUNDARANAR UNIVERISTY,
TIRUNELVELI-12

SYLLABUS

UG - COURSES – AFFILIATED COLLEGES

Course Structure for B.B.A
(Choice Based Credit System)

(with effect from the academic year 2021-2022 onwards)



Semester-III				
Part	Subject Status	Subject Title	Subject Code	Credit
I	Language	TAMIL/ MALAYALAM/HINDI	C1TL31/ C1MY31/ C1HD31	4
II	Language	ENGLISH	C2EN31	4
III	Core	FINANCIAL ACCOUNTING	CMBA31	4
III	Core	ORGANISATIONAL BEHAVIOUR	CMBA32	4
III	Allied	BUSINESS LAW - I	CABA31	3
III	Skill Based Practical - I	COMPUTER APPLICATIONS IN BUSINESS I	CSBAP1	3
IV	Non Major Elective - 1	ECONOMICS FOR COMPETITIVE EXAMINATION -I / அறிமுகத்தமிழ்	CNEC31/ CNTL31	2
IV	Common	YOGA	CYOG31	2



Total Marks: 100 Internal Exam: 25 marks + External Exam: 75 marks

A. Scheme for internal Assessment:

Maximum marks for written test: **20 marks**

3 internal tests, each of **1 hour** duration shall be conducted every semester.

To the average of the **best two** written examinations must be added the marks scored in. The **assignment** for 5 marks.

The break up for internal assessment shall be:

Written test- 20 marks; Assignment -5 marks Total - 25 marks

B. Scheme of External Examination

3 hrs. examination at the end of the semester

A – Part : 1 mark question two - from each unit

B – Part : 5 marks question one - from each unit

C – Part : 8 marks question one - from each unit

➤ **Conversion of Marks into Grade Points and Letter Grades**

S.No	Marks	Letter Grade	Grade point (GP)	Performance
1	90-100	O	10	Outstanding
2	80-89	A+	9	Excellent
3	70-79	A	8	Very Good
4	60-69	B+	7	Good
5	50-59	B	6	Above Average
6	40-49	C	5	Pass
7	0-39	RA	-	Reappear
8	0	AA	-	Absent

➤ **Cumulative Grade Point Average (CGPA)**

$$CGPA = \frac{\sum (GP \times C)}{\sum C}$$

- **GP** = Grade point, **C** = Credit
- CGPA is calculated only for Part-III courses
- CGPA for a semester is awarded on cumulative basis

➤ **Classification**

- First Class with Distinction : CGPA $\geq 7.5^*$
- First Class : CGPA ≥ 6.0
- Second Class : CGPA ≥ 5.0 and < 6.0
- Third Class : CGPA < 5.0



பொதுத்தமிழ்

பாடத்திட்டத்தின் நோக்கங்கள் (Course Objectives)		
காப்பியங்கள் வாயிலாகத் தமிழரின் விழுமியங்களை உணரச் செய்தல்		
எதிர்பார்க்கும் படிப்பின் முடிவுகள் (Course Outcomes)		
CO1.	மாணவர் காப்பியங்கள் மூலம் பண்டைத் தமிழரின் வாழ்வியலை அறிந்து செய்தல்	K ₁ , K ₂ , K ₅
CO2.	யாப்பு, பா, அணி இவற்றின் இலக்கணத்தைக் கற்றுச் செய்யுள் இயற்றும் திறனைப் பெறுவர்	K ₂ , K ₄
CO3.	இலக்கிய ஆய்வுத்திறனில் மேம்படுவர்	K ₂ , K ₃ , K ₄
CO4.	நேர்மையான வழியில் வாழ அறிந்து கொள்வர்	K ₂ , K ₅
CO5.	காப்பியங்கள் மற்றும் சிற்றிலக்கியங்களின் வரலாற்றை அறிந்து கொள்வர்	K ₁ , K ₂ , K ₄
K1 – நினைவில் கொள்ளுதல் (Remember) K2 – புரிந்து கொள்ளுதல் (understand) K3 – விண்ணப்பித்தல் (Apply) K4 – பகுத்தாய்தல் (Analyze) K5 – மதிப்பிடு செய்தல் (Evaluate) K6 – உருவாக்குதல் (Create)		

அலகு-1: செய்யுள்

சிலப்பதிகாரம் முதல் நந்திக் கலம்பகம் வரை
 நியூ செஞ்சுரி புக் ஹவுஸ் (பி) லிட்., திருநெல்வேலி – 1
 தொலைபேசி எண் : 0462-2323990

அலகு-2: இலக்கணம்

யாப்புஇலக்கணம்
 அணி - இலக்கணம்
 மொழிபெயர்ப்பு

அலகு-3: உரைநடை

இலக்கிய ஆய்வுத்திறன் தொகுப்பாசிரியர் - முனைவர் கரு.முரகன்
 நியூ செஞ்சுரி புக் ஹவுஸ் (பி) லிட்., சென்னை – 50
 தொலைபேசி எண் : 044-26251968, 26258410, 48601884

அலகு-4: புதினம்

வேரில் பழுத்த பலா – ஆசிரியர் சு.சமுத்திரம்
 அறிவுப் பதிப்பகம் (பி) லிட்., சென்னை -14 தொலைபேசி எண் : 044-28482441

அலகு-5: இலக்கிய வரலாறு

1. ஐம்பெருங்காப்பியங்கள்
2. ஐஞ்சிறு காப்பியங்கள்
3. சிற்றிலக்கியங்களின் தோற்றமும் வளர்ச்சியும் வகைகளும்
 (பிள்ளைத்தமிழ், பரணி, கலம்பகம், உலா)

மேற் பார்வை நூல்கள்



இலக்கணம் : யாப்பருங்கலகாரிகை

இலக்கிய வரலாறு : ஆசிரியர் முனைவர் சி. பாலசுப்பிரமணியன்.

பாவை பப்ளிகேஷன்ஸ் 142இ ஜானி ஜான் கான் சாலை இராயப்பேட்டை

சென்னை – 14 தொலைபேசி எண் : 28482441

முனைவர் பெ. சுயம்பு

பாரதி பதிப்பகம் 113இ இராஜீவ் தெரு திசையன்விளை -57

தொலைபேசி எண் :04637 - 272096

மாணவர்களைக் களஆய்விற்கு அழைத்துச் செல்லலாம்

Mapping with Programme Outcomes

CO ₅	PO1	PO2	PO3	PO4	PO5
CO1	M	S	S	S	S
CO2	S	M	M	S	M
CO3	S	S	M	S	M
CO4	M	S	S	S	S
CO5	M	M	S	S	S

S- மிகையான (Strong) M- நடுநிலையான (Medium) L- குறைவான (Low)



MALAYALAM

UNIT – 1- Thullal- A Satirical Classical Visual Art Form

തുളുല്

തുളുല്പരസ്ഥാനം - ചരിത്രം - സാമൂഹ്യമാറ്റങ്ങളെ - ആക്ഷേപഹാസ്യം - ജനകീയത - പരധാനപ്രഭുക്കൾ തുളുലുകൾ - ഇവയുടെ പരിചയം

FOR DETAILED STUDY

1. കൂഞ്ചൻ നമുപ്യാർ - ഘോഷയാത്ര

(ഭവഭൂതനേരസുഖരസികനുമായ്...

...പണ്ടുകേൾപ്പല വികരപൗരൂഷമുണ്ടിപ്പവോള മമ കൗരവവിരാ)

UNIT – 2-KADHAKALI- A Classical Visual Art Form

കഥകളി

ചരിത്രം - കാക്കാരീശ്ശി നാടകം - പൊറാട്ട് നാടകം - ചവിട്ടു നാടകം - തെയ്യം - എന്തിനവയെ പരിചയപ്പെടുത്തുക - സംസ്കാരം - സാമൂഹ്യപ്രാധാന്യം - പുതിയ കാലത്തെ മാറ്റങ്ങളെ - സാങ്കേതിക കാര്യങ്ങളെ - അഭിനയരീതികളെ - വേഷം

FOR DETAILED STUDY

2. നളചരിതം ആട്കകഥ നാലാം ദിവസം (പ്രൊ. ആർ. രാജരാജവർമ്മയുടെ

കാന്താരതാരകം) ഉണ്ണായിവാരിയർ

ആദ്യത്തെ ആറു രംഗങ്ങളെ

UNIT – 3- Translation of a Sanskrit Drama

നാടകം (സംസ്കൃത നാടക വിവർത്തനം)

നാടകവുമായി ബന്ധപ്പെട്ട വിവർത്തനചരിത്രം - ആദ്യകാലത്തെ വിവർത്തനങ്ങളുടെ പ്രത്യേകതകളെ - സംസ്കൃതനാടകവുമായി ബന്ധപ്പെട്ട സങ്കേതങ്ങളെ - നാടകാസ്വാദനവുമായി ബന്ധപ്പെട്ട ചുറ്റുപാടുകളെ - സാമൂഹ്യാവസ്ഥ - പ്രാധാന്യം

FOR DETAILED STUDY

3. മലയാളശാകുന്തളം - നാലാമങ്കം - വിവർത്തനം പ്രൊ. ആർ. രാജരാജവർമ്മ

UNIT – 4- A Modern Drama in Malayalam

നാടകം (മലയാള നാടകം)

മലയാളനാടകചരിത്രം - പ്രധാനപ്പെട്ട നാടകാചാര്യന്മാർ - ആദ്യകാലത്തെ പ്രവർത്തനങ്ങളെ - അങ്ങും നാടകസാഹിത്യവും - പ്രധാനപ്പെട്ട നാടകങ്ങളെ - സാമൂഹ്യ മാറ്റങ്ങളെ - രാഷ്ട്രീയചരിത്രം - പ്രവർത്തനങ്ങളെ - നാടകത്തിന്റെ സമകാലികാവസ്ഥ - റേഡിയോ തുടങ്ങിയ മാധ്യമങ്ങളെ - പ്രൊഫഷണൽ നാടകങ്ങളെ - അമച്വർ നാടകങ്ങളെ



FOR DETAILED STUDY

4. സി. എൻ. ശ്രീകണ്ഠനായർ - കാഞ്ചനസീത
ആയുർവ്വേദ രത്നം രംഗം

UNIT – 5- Cinema

സിനിമ

സിനിമയുടെ ചരിത്രം - ആയുർകാലം - ഓരോ ഘട്ടത്തിലെയും വികാസം - സിനിമ പഠനം - സിദ്ധാന്തങ്ങളും - മലയാള സിനിമ - ആയുർകാലത്തിലെ സിനിമ - ശബ്ദചിത്രം - നിശ്ശബ്ദചിത്രം - ദൃശ്യഭാഷ - സംവിധാനം - തിരക്കഥയിൽ നിന്ന് സിനിമയിലേക്കുള്ള വികാസം

FOR DETAILED STUDY

5. അടൂർ ഗോപാലകൃഷ്ണൻ - മതിലുകൾ

REFERENCE BOOKS

കൈരളിയുടെ കഥ - പരമേശ്വരൻ. എൻ. കൃഷ്ണപിള്ള
നളചരിതം ആടുകകഥ - കാന്താരതാരകം - എ. ആർ. രാജരാജവർമ്മ
ഉയരുന്ന യവനിക - സി. ജെ. തോമസ്
മലയാളനാടകസാഹിത്യചരിത്രം - ഡോ. വയലാ വാസുദേവൻ പിള്ള
മലയാളനാടകസാഹിത്യചരിത്രം - ജി. ശങ്കരപ്പിള്ള
സിനിമയുടെ വ്യാകരണം - ഡോ. ടി. ജിതേഷ്
തിരക്കഥാരചന - കലയും സിദ്ധാന്തവും - ജോസ്. കെ. മാനുവൽ
കഥയും തിരക്കഥയും - ആർ. വി. എം. ദിവാകരൻ
നാടോടി വിജ്ഞാനിയം - എം. വി. വിജ്ഞാനമുഖ്യാതിരി
മലയാള സംഗീതനാടകചരിത്രം - കെ. ശ്രീകുമാർ
ചവിട്ടുനാടകം - സബീനാറാഫി
കരളത്തിലേ നാടോടി നാടകങ്ങളും - ഡോ. എസ്. കെ. നായർ
ഫോക്ലോർ - രാഘവൻ പയ്യനാട്
നാടകരങ്ങ് - ജി. ഭാഗ്യഗവൻ പിള്ള
കുഞ്ചൻനമ്പ്യാരും അഭിനേതൃത്വത്തിന്റെ കൃതികളും - വി. എസ്. ശർമ്മ



HINDI

Objectives:

1. To acquire knowledge regarding fundamental concepts in Hindi grammar.
2. To acquire the ability to master translation skills
3. To develop writing skills for official documentation – Letter, Banking terminologies

C.O. NO	Upon the completion of this course, students will be able to	PSOs Addressed	Cognitive Level
CO 1	In depth knowledge regarding the plays	B,A	K1,K4
CO 2	Identify eminent ancient Hindi poets	B,C	K1,K2
CO 3	Understand the history of Hindi Literature – Adhikal , Bathikal	F,G	K3,K5
CO 4	Understand various aspects of Tourism	C,D	K5
CO 5	Knowledge regarding Journalism	A,C	K4,K5

K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyse, K5 – Evaluate, K6 – Create

UNIT I

DRAMA

1. Ek Aur Dronachary

UNIT II

ANCIENT POETRY

1. Kabir Das
2. Soor Das
3. Meera Bhai

UNIT III

HISTORY OF HINDI LITERATURE

1. Aadhikal
2. Bhakthikal

UNIT IV

TOURISM

UNIT V

JOURNALISM



Text book:

1. Ek Aur Dronachary – Shankar Shesh – Published by Kithabhar Praksthan, New Delhi
2. Kavya Ras – Dr. V Bhaskar – Published by Pachori Press, Sadar Bazar, Madurai, UP
3. Hindi Sahithy ka Saral Ithihas – Viswanath Tripathi – Published by Orient Publication Private Limited, Himayath Nagar, Hyderabad

Reference :

1. Hindi Vathayan – Dr. K M Chandra Mohan – Published by Viswavidyalay Prakashan, Varanasi – Page number 40-42
2. Hindi Vathayan – Dr. K M Chandra Mohan – Published by Viswavidyalay Prakashan, Varanasi – Page number 45-51

Mapping with POs

Cos	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1	S	S	S	M	S	S	S	M
CO 2	S	S	S	S	S	S	M	S
CO 3	S	M	S	S	S	S	S	S
CO 4	S	S	S	S	S	S	S	L
CO 5	S	S	L	S	S	S	S	S
CO 6	S	S	S	S	M	M	S	S

S – Strong, M – Medium, L – Low



ENGLISH

COURSE OUTCOMES: At the end of the course students will be able to

CO	Course Outcomes	Cognitive Level
CO1	Enable the students to critically summarise prose	K1, K2, K4
CO2	Enrich the students through various perspectives reading in poetry	K1, K2, K3, K4
CO3	Familiarise the cultural diversity through reading fiction	K1, K2, K4
CO4	Grasp meaning of words and sentences ssss and use	K1, K2, K3
	appropriate vocabulary	
CO5	Spell English correctly	K2, K3

PROSE, POETRY, FICTION, GRAMMAR, LANGUAGE STUDY AND ORAL COMMUNICATION SKILLS

UNIT I - PROSE

1. Character is Destiny – Dr Radhakrishnan.
2. How to be a Doctor? – Stephen Leacock.
3. How to win? – Shiv Kera
4. On doing Nothing – J.B.Priestley

UNIT II - POETRY

1. Summer Woods – Sarojini Naidu.
2. Ode to the West Wind – P.B.Shelley.
3. Once upon a Time – Gabriel Okkara
4. Beat Beat drums – Walt Whitman

UNIT III – FICTION

Abridged Version of The Dark Room - R.K.Narayan

UNIT IV – GRAMMAR



1. Reported Speech
2. Rearrange the Jumbled words
3. Verb Patterns and Sentences

UNIT V – LANGUAGE STUDY AND ORAL COMMUNICATION

1. Phonetics – consonants
2. Foreign Words and Phrases
3. Homophones
4. Developing Hints

MAPPING OF COURSE OUTCOMES

CO/ PO/ POS	PO1	PO2	PO3	PO4	PO5	POS1	POS2	POS3	POS4	POS5
CO1	M	M	S	M	S	S	S	S	M	M
CO2	S	S	S	M	M	M	M	M	S	S
CO3	M	S	M	S	M	S	M	S	M	S
CO4	M	M	S	M	S	S	M	S	M	S
CO5	M	S	M	S	M	M	S	M	M	M

S – Strongly correlated, M – Moderately Correlated, w- weakly correlated, No Correlation - 0



FINANCIAL ACCOUNTING

Course Objective:

To enable students to

1. Understand the significance of accounting concepts and conventions in the preparation and presentation of financial reports.
2. Prepare financial statements of the company.
3. Analyze and interpret financial statements of a company.

COURSE OUTCOMES:

CO1: Apply accounting concepts and accounting standards in practical situations

CO2: To be familiar with the rules governing accounting transactions.

CO3: Prepare Final accounts to ascertain profit or loss of the business and its financial position

CO4: Critically analyze financial statements of the enterprise , vertically and horizontally for business decision making

CO5: Identify the methods of calculating depreciation charges.

UNIT – I: INTRODUCTION

Meaning and Scope of Accounting – Need for Accounting – Nature and Objectives of Accounting – Developing of Accounting – Book Keeping and Accounting.
Accounting Concepts and Conventions – Accounting Standard in India- IFRS.

UNIT – II: BOOKS OF ACCOUNTS

Double Entry System of Book-Keeping – Journal –Rules of Debit and Credit – Ledger Posting – Rules Regarding Posting – Relationship Between Journal and Ledger – Trial Balance.

UNIT – III: SUBSIDIARY BOOKS

Benefits- Basic Documents-Preparation of Purchase Book, Sales Book-Purchase Return Book-Sales Return Book-Cash Book-Single, Double and Triple Column Cash Book-Petty Cash Book.

UNIT – IV: FINAL ACCOUNTS

Manufacturing Account–Trading Accounts – Profit and Loss A/C - Balance Sheet – Adjustment entries.



UNIT – V:DEPRECIATION ACCOUNTING

Meaning – Causes – Objectives – Methods of Depreciation – Reserves and Provisions.
(Marks: Theory 40% and Problems 60%)

TEXT BOOKS:

1. Gupta, R.L. and Radhaswamy M., Financial Accounting,– Sultan and Chand Sons – New Delhi.
2. Maheswari, S.N and Maheshwary, S.K., Fundamental of Accounting, Vikas Publications.

REFERENCE BOOKS:

- I. T.S.Reddy & Y.Hariprasad Reddy, Financial & Management Accounting, Margham Publications, Chennai
- II. M.C.Shukla, T.S.Grewal & S.C.Gupta, Advanced Accounts, S.Chand, New Delhi
- III. S.Pandian, Accounting for Managers, Ane Book Pvt.Ltd, New Delhi
- IV. R.S.N.Pillai & Bagavathi, Management accounting, S.Chand, New Delhi
- V. P. C. Tulsian, Financial Accounting – Pearson Education, New Delhi

WEB RESOURCES:

1. <https://www.swayamprabha.gov.in/>
2. <https://swayam.gov.in/>
3. <https://epgp.inflibnet.ac.in/>
4. <https://www.icaai.org/>

MAPPING-COURSE OUTCOME WITH PROGRAMME SPECIFIC OUTCOME

CO/PO & PSO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO 1	S	M	L	L	M	S	M	L	M	L
CO 2	M	S	L	S	M	S	M	M	L	L
CO 3	S	M	M	L	S	S	S	M	M	L
CO 4	S	M	L	L	M	S	S	L	M	L
CO 5	S	M	M	L	L	S	M	M	L	L
S – Strong			M – Medium			L- Low				



ORGANIZATIONAL BEHAVIOR

Course Objective:

- To give an insight into how individual behavior can be made meaningful to increase organizational effectiveness.
- To understand group behavior in the organization
- To understand the concepts of organizational behavior and its systems.

COURSE OUTCOMES:

- CO1: Apply theories and concepts of organisational behaviour in workplace to create an effective organisational environment
- CO2: Analyze workplace behaviours from theoretical perspective of ability, learning, attitude and values
- CO3: Determine the influence of perception, personality and emotions on workplace behaviour in order to exhibit positive behaviour and to create solutions in a challenging context
- CO 4: Create a conducive environment to facilitate group functioning, articulate conflict management competencies in managing and resolving conflicts
- CO 5: Identify forces of change and manage a planned organizational change

UNIT-I: INTRODUCTION

Definition, Nature and Scope of organizational behavior – Need for studying organizational Behavior- Disciplines that contribute to OB- OB models – Challenges and Opportunities of OB (

UNIT-II: INDIVIDUAL BEHAVIOR

Perception: meaning – process - improving perception, Personality development determinants of personality - personality traits. Learning theories and principles of Learning. Motivation: meaning and Importance – Theories of Motivation

UNIT-III: GROUP BEHAVIOR

Groups – definition – types – Group development;- Groups norms – Group cohesiveness –Group decision making – Conflict- Individual Conflict – Interpersonal conflict- group conflict – Resolving conflict.

UNIT-IV: ORGANIZATIONAL CULTURE

Organisational Culture - Meaning - definition - concept - characteristics - types of



culture -functions of culture - creating and sustaining culture - learning culture - measuring culture –communicating culture.

UNIT-V:ORGANIZATIONAL CHANGE AND ORGANIZATIONAL DEVELOPMENT

Forces of change; Planned change; Resistance; Approaches (Lewin's model, Organization development); Organizational development –OD interventions. (12hrs)

TEXT BOOKS:

1. L.M.Prasad, Organizational behaviour-Sultan Chand, New Delhi
2. J. Jayashankar, Organizational Behavior- Margham publications, Chennai

REFERENCE BOOKS:

1. K.Aswathapa, Organisational behavior- Himalayas publishing house, Mumbai,
2. Luthans Fred, Organizational Behavior- Tata McGraw Hil
3. Stephen P Robins, Organisational behavior- Pearson Education, 2018, Noida
4. S.S.Khanga -OrganizationalBehaviour, S Chand publishers, New Delhi

WEB RESOURCES:

1. <https://iedunote.com/organizational-behavior>
2. <http://www.indiaclass.com>
3. https://www.tutorialspoint.com/organizational_behavior
4. <https://www.referenceforbusiness.com/management/Gr-Int/Group-Dynamics>

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME AND PROGRAMME SPECIFIC OUTCOME

CO/PO & PSO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO 1	S	M	L	L	M	S	M	L	M	L
CO 2	M	S	L	S	M	S	M	M	L	L
CO3	S	M	M	L	S	S	S	M	M	L
CO4	S	M	L	L	M	S	S	L	M	L
CO5	S	M	M	L	L	S	M	M	L	L

S – Strong

M – Medium

L- Low



BUSINESS LAW

Course Objective:

1. To impartation in-depth knowledge of the law of contracts,
2. To provide a basic knowledge of the agency has to be operated.
3. To provide an insight into the application of commercial laws to business operations

COURSEOUTCOMES:

CO 1: Understand the meaning and nature of contract and various essentials of contract.

CO 2: Understand Discharge of contract and remedies for breach of contract

CO 3: Analyze and differentiate between bailment, Pledge and Agency.

CO 4: Understand the idea of sale, distinguish sale and agreement to sell and can explain conditions and warranties

CO 5: Interpret critical issues of partnership business and can recognize rights and duties of partners.

UNIT –I: INDIAN CONTRACT ACT 1872

The Indian Contract Act 1872-I Meaning & Nature of contract, Types of Agreement, Difference between agreement and contract, Essentials of a valid contract- offer, Acceptance, capacity to contract, Free consent, consideration, Possibility of performance, Writing and Registration etc.

UNIT II: - THE INDIAN CONTRACT ACT 1872- II

Agreements expressly declared void, Quasi Contracts, Performance of contract, Discharge of contract & Remedies for breach of contract

UNIT III:- SPECIAL CONTRACT

Contract of Bailment- Rights & duties of bailor & Bailee, Contract of Pledge. Rights & duties of Pawner & Pawnee, Contracts of Agency-Formation & Termination of Agency.

UNIT IV:- THE SALE OF GOODS ACT 1930

Definition of Sale & Goods, Essentials of valid contract of Sale of Goods, Conditions & warranties, passing of property, Rule of caveat emptor & its exceptions, Rights of unpaid seller, Remedies for breach of contract.

UNIT: V-THE INDIAN PARTNERSHIP ACT 1932

Meaning & Nature of partnership, Types of Partners, Rights & Duties of Partners, Registration of Partnership firm & Dissolution of Partnership firm..



TEXT BOOKS:

1. N.D. Kapoor -Elements of Mercantile Law - Sultan Chand & Co., New Delhi
2. M.C.Kucchal - Business Law/Mercantile Law, Vikas Publishing. House (P) Ltd.

REFERENCE BOOKS

1. Shukla M.C, Mercantile Law- S.Chand & co Ltd, New Delhi
3. G.K.Kapoor, Business & corporate laws- Sultan Chand & sons, New Delhi
4. P C Tulsian - Business Law - Tata McGraw - Hill Education.
5. R.S.N.Pillai & Bagavathi, Business law - S.Chand Publishing, New delhi

WEB RESOURCES:

1. <https://www.edx.org>
2. <https://openstax.org>
3. <https://rmit.libguides.com>
4. <https://nluo.ac.in>

MAPPING-COURSE OUTCOME WITH PROGRAMME SPECIFIC OUTCOME

CO/PO & PSO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO 1	S	M	L	L	M	S	M	L	M	L
CO 2	M	S	L	S	M	S	M	M	L	L
CO3	S	M	M	L	S	S	S	M	M	L
CO4	S	M	L	L	M	S	S	L	M	L
CO5	S	M	M	L	L	S	M	M	L	L

S – Strong

M – Medium

L- Low



COMPUTER APPLICATIONS IN BUSINESS - I

Course Objective:

1. To gain practical knowledge and depth working application principles in the office packages for the day to day office transactions.
2. To provide practical knowledge of basic operations in MSWord, MS Excel, MS Power point
3. To integrate Microsoft Office applications for use in business

COURSE OUTCOMES:

CO1: Apply word basic commands, editing and proofing tools, creating tables, changing layout and mail merge concept for creating and managing business documents and effective communication

CO2: Handle business data by applying the in- built features of excel

CO 3: Apply financial and statistical function of excel for financial forecast, project analysis and analysis of business data

CO 4: Create a new presentation, modify presentation themes and add or edit text to slides

CO 5: Design a simple data base, build a new data base with related tables and manage the data in a table

SOFTWARE: MS – OFFICE Package

EXERCISES: Word

1. Create Table with five columns and six rows. Do the following options using that Table:

a) Sorting b) The Sum Function c) Merge cell d) Table Headings

Convert Text to a table, Splitting a Table and Table AutoFormat. Show with example.

2. Assuming yourself as the General Manager of a company draft an appointment letter to a candidate short-listed through an interview. (Use Mail Merge)

3. Create at least two pages of text with multicolumn layouts like magazines and newspapers. Add the following options:

a) Header and Footer

b) Borders and shading for title

c) Use WordArt for heading

d) Use Text Box

EXERCISES: Excel

1. Prepare a Mark Sheet of a School for 10 Students with 6 Subjects details and Calculate how many students pass and fail by including one column as result in the mark sheet.



2. Prepare an EMPLOYEE Database of an Organization with the following details:
(Atleast 10 Details) Name, Emp Id, Gender, Address, Phone No, E-Mail Id
Qualification, Designation, Department, Salary, Year Of Joining And Working Station
 - Draw Chart to Find Out The % Of Male & Female Working (Pie Chart)
 - Find Out How Many Employees Drawn Salary Above 10000.
 - Draw a Chart For Emp Id And Salary Drawn.
3. Create Balance Sheet and Profit & Loss Statement by your own data for an organization and use atleast 10 Different Formulas in Different Cells.

4. Graphically present the following sales data from ABC Corporation Limited

Zone	Sales in Lakhs			
	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter
North	23	26	32	30
South	21	25	30	30
East	24	26	29	27
West	21	26	28	29

Use the following chart types: a. Bar Chart b. 3-D Column

EXERCISES: Power Point

1. Present the agenda of the Annual General Meeting of a company using PowerPoint.
 - a) Set a suitable timing between two slides.
 - b) Use appropriate templates, fonts and styles.
 - c) Store a copy of the presentation as a PowerPoint show (ie., with a pps extension)
 - d) The timing between slides is 30 seconds.
 - e) Use different animation effects for each slide.

Prepare at least seven slides.

2. Design presentation slides for a products of your choice the slides must include name, brand name, type of product, characteristics, special offers, price etc.
 - a) Changing background colour, font colour using wordart.
 - b) Use manual mode for the slide show.
 - c) Use Top-down, Bottom-up, Zoom in and Zoom out effects.

EXERCISES: Access

- i. Create a table, form and report for the database: "Patient details"
- ii. Fields are: patient, Patient name, Patient age, Patient Gender, Patient address, Patient phone, Patient mobile, Patient email, Doctor detail, Patients reports (At least 10 records should be included).

TEXT BOOKS:

1. Ananthi Sheshasaayee and Sheshasaayee, Computer Applications in Business And Management - Margham Publications, Chennai.



2. Dr Ahmad Tasnim Siddiqui, Vivekanand Pandey, Computer Application in Management- Himalaya publishing house, Mumbai

REFERENCE BOOKS:

1. Sinha, P.K. and Sinha, P. Foundation of computing.- BPB Publications.New Delhi
2. Arora, A, Computer fundamentals and applications. Vikas Publishing.
3. Rajaraman, V, Fundamentals of Computers. Prentice-Hall, Delhi
4. Parameswaran R, Computer applications in business-S Chand & company, New Delhi.

WEB RESOURCES:

1. <https://edu.gcfglobal.org>
2. <https://www.invensislearning.com>
3. <https://www.makeuseof.com>
4. <https://johnacademy.org>

MAPPING-COURSE OUTCOME WITH PROGRAMME SPECIFIC OUTCOME

CO/PO & PSO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO 1	S	M	L	L	M	S	M	L	M	L
CO 2	M	S	L	S	M	S	M	M	L	L
CO3	S	M	M	L	S	S	S	M	M	L
CO4	S	M	L	L	M	S	S	L	M	L
CO5	S	M	M	L	L	S	M	M	L	L

S – Strong

M – Medium

L- Low



ECONOMICS FOR COMPETITIVE EXAMINATIONS – I

Course Objectives:

This course will help the students

- To know the related concepts of National Income.
- To have basic knowledge of five-year Plans.
- To be familiar with the concept of budgeting.
- To get a brief view of the agrarian structure in India.
- To understand the role of the industry and service sector in India.

Unit I: National Income

Definition – Concepts: GNP, NNP, GDP, NDP, NI, PI and DI - Methods of measuring national income - Difficulties in measuring the national income - Uses of National Income analysis.

Unit II: Economic Planning

Objectives of Planning – Types of Planning – Five-year plans in India - NITI Aayog.

Unit III: Budget

Meaning – Features – Types: Balanced and Unbalanced Budget, Revenue and Capital Budget, Performance Budgeting – Procedure of budgeting – Highlights of recent budget.

Unit IV: Agriculture

Agrarian structure- Green revolution and technology - Capital formation - Trade-Pricing and procurement – New agricultural policy 2020.

Unit V: Industry and Service Sector

MSME – Industrial Policy 2011 – SEZ – SIPCOT - Make in India - Startups.

Service sector: Meaning – Types - Significance – Growth of service sectors in India.

References:

1. Dutt, G. and A. Mahajan, Indian Economy, S. Chand Publishing, New Delhi, 2016.
2. Economic Survey of India (Various Issues), Economic Division, Ministry of Finance, Government of India, New Delhi.
3. Gupta, K.R and J.R. Gupta, Indian Economy, Atlantic Publishers, New Delhi, 2008.
4. Puri, V.K and Misra, S.K., Indian Economy: Its Development Experience, Himalaya Publishing House, New Delhi, 2015.
5. Sankaran, S., Indian Economy, Marghan Publications, Chennai, 2002.
6. Statistics and Abstract (Various issues), Ministry of Statistics and Programme Implementation, Government of India, New Delhi.



Course Outcomes:

After the completion of the course, the students will be able to

CO 1: Classify the various concepts of national income and outline the methods of measuring national income.

CO 2: Demonstrate NITI Aayog.

CO 3: Summarize the important issues of the recent budget.

CO 4: Examine the New Agricultural Policy 2020 and list its pros and cons.

CO 5: Analyse the initiatives such as Make in India and Startups and, estimate the growth of the service sector and its contribution to GDP in India.

ECONOMICS FOR COMPETITIVE EXAMINATIONS-I															COGNITIVE LEVEL
CO	PO						PSO								
	1	2	3	4	5	6	1	2	3	4	5	6	7	8	
CO 1	3	3	3	3	2	3	3	3	2	2	3	2	2	2	K - 2
CO 2	3	3	2	3	2	2	3	3	3	2	3	2	1	1	K - 2
CO 3	3	3	3	2	2	2	3	3	2	2	3	2	2	2	K - 2
CO 4	2	3	3	3	2	2	2	3	3	3	3	2	2	2	K - 4
CO 5	3	3	2	3	2	3	3	2	3	2	3	2	2	2	K - 4

Strongly Correlated – 3, Moderately Correlated – 2, Weekly Correlated - 1



அறிமுகத்தமிழ் -தாள் - 1

பொருளடக்கம்

கடவுள் வாழ்த்து

எங்கும் மனிதர் உனைத்தேடி
இரவும் பகலும் அலைகின்றனார்
எங்கும் உள்ளது உன் வடிவாம்
எனினும் குருடர் காண்பாரோ?
எங்கும் எழுவது உன் குரலாம்:
எனினும் செவிடர் கேட்பாரோ?
எங்கும் என்றும் எவ்வுயிரும்
யாவு மான இறையவனே!

-கவிமணி

அலகு- 1 எழுத்துக்கள்

அ) எழுத்துக்களின் அறிமுகம் --பிறப்பிடம்
ஆ) தமிழ் எழுத்துக்களின் எண்ணிக்கை
இ) எழுத்துக்களின் புணர்ச்சி

அலகு:2

அ) சொல்
ஆ) தொடர்
இ) வாக்கியம்

அலகு- 3

அ) வாய்மொழிப் பயிற்சி
ஆ) இனிய சொற்றொடரும், மரபுத் தொடரும்
இ) உவமைகள்
ஈ) பழமொழிகள்
உ) இனிய செய்யுள் வரிகள்
ஊ) பறவை விலங்கினங்களின் ஒலிகள், அவற்றின் இளமைப் பெயர்கள்
எ) மாணவர் ஆசிரியர் உரையாடல்
ஏ) ஒரு பொருள் குறித்துப் பேசுதல்.

அலகு- 4

எண்கள்
நாட்கள்
மாதங்கள்



அலகு- 5

- அ) கையெழுத்துப் பயிற்சி கொடுத்தல்
- ஆ) சுவரொட்டிகள், துண்டு பிரசுரங்களை வாசித்தல்
- இ) படங்களைக் காட்டிப் பெயர் சொல்ல வைத்தல் மற்றும் கருத்துப்படங்களைப் பார்த்து சூழல்களைப் பேச வைத்தல்
- ஈ) வாக்கியம் அமைத்தல்
- உ) மொழித்திறன் பயிற்சி
- ஊ) கையெழுத்துப் பயிற்சி
- எ) வாய்மொழிப் பயிற்சி
- ஏ) சரியான வாக்கியமாக மாற்றுதல்
- ஐ) இனமில்லாதவற்றை எடுத்து எழுதுதல்
- ஒ) விடுபட்ட எழுத்துக்களை இணைத்தல்
- ஓ) ஏதேனும் ஒரு தலைப்பில் ஐந்து பெயர்களை எழுத வைத்தல் (வினாவுக்குரிய விடையளித்தல்)
- ஔ) தன் விவரப்பட்டியல் தயாரித்தல்

