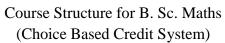
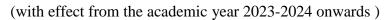


MANONMANIAM SUNDARANAR UNIVERISTY, TIRUNELVELI-12

SYLLABUS

UG - COURSES – AFFILIATED COLLEGES







Semester-IV							
Part	Subject Status	Subject Title	Subject Code	Credit			
I	LANGUAGE	TAMIL/MALAYALAM/HINDI	E1TL41/ E1MY41/ E1HD41	3			
II	ENGLISH	ENGLISH	E2EN41	3			
III	CORE	SEQUENCES AND SERIES	EMMA41	4			
III	CORE	FOURIER SERIESAND INTEGRAL TRANSFORMS	EMMA42	4			
III	ELECTIVE	STATISTICS II	EEST41	4			
IV	SEC 5	GEOGEBRA	ESMA41	2			
IV		VALUE BASED EDUCATION	EVBE41	2			
IV	NAAN MUDHALVAN	OFFICE AUTOMATION	ENMMA4	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 **I 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	В	6	Above Average
6	40-49	С	5	Pass
7	0-39	RA	-	Reappear
8	0	AA	-	Absent

Cumulative Grade Point Average (CGPA)

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

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

> Classification

a) First Class with Distinction
 b) First Class
 c CGPA ≥ 7.5*
 c CGPA ≥ 6.0

c) Second Class : $CGPA \ge 5.0$ and < 6.0

d) Third Class : CGPA < 5.0

Part 1 TAMIL

பொதுத்தமிழ் 4 - தமிழும் அறிவியலும்

அலகு 1: தமிழரின் அறிவியல் சிந்தனைகள்

- 1. அறிவியலும் மனித வாழ்வும்
- 2. ஐந்திணைப் பகுப்பும் கூழலியலும்
- 3. தொழில்நுட்ப மேலாண்மை
- 4. நேர் நிலம் மேலாண்மை

அலகு 2: பழந்தமிழ் இலக்கியங்களில் அறிவியல் சிந்தனைகள்

- 1. நிலவியல்
- 2. உலோகவியல்
- வானவியல்
- 4. உயிரியல்
- உளவியல்

அலகு 3: இடைக்கால இலக்கியங்களில் அறிவியல் சிந்தனைகள்

- 1. காப்பியங்களில் அறிவியல்
- 2. சிற்றிலக்கியங்களில் அறிவியல்
- 3. உரைநூல்களில் அறிவியல்

அலகு 4: இணையத் தமிழ்

- 1. இணையத் தமிழ் பயன்பாடு அறிமுகம்
- 2. இணையத் தமிழ் கல்விக்கழகம்
- 3. இணைய நூலகம்
- 4. செயற்கை நுண்ணறிவியல்
- தமிழ்நாட்டு அறிவியல் ஆளுமைகள்

அலகு 5: கடிதம் எழுதுதலும் கட்டுரை எழுதுதலும்

- உறவு முறைக் கடிதப் பயிற்சி
- 2. அலுவலகக் கடிதப் பயிற்சி
- 3. விண்ணப்பப் படிவம் எழுதும் பயிற்சி
- 4. தன் விவரப் படிவம் எழுதும் பயிற்சி
- 5. கருத்து விளக்கக் கட்டுரைகள் எழுதும் பயிற்சி
- 6. பத்திரிகைகளுக்குக் கட்டுரை எழுதும் பயிற்சி

Text Books:

- 1. அறிவியல் தமிழ் இன்றைய நிலை இராதா செல்லப்பன், உலகத் தமிழாராய்ச்சி நிறுவனம், சென்னை
- 2. மாணவ முஸ்தபா. தமிழில் அறிவியல் படைப்பிலக்கியம், மணவை பூப்பிளிகேஷன், சென்னை.
- 3. கலைச்சொல்லாக்கம் மங்கை, ரங்கராசபுரம், சென்னை

Reference Books:

- தமிழர் மேலாண்மை மரபுகள் இல). செ. கந்தசாமி
- 2. சங்க இலக்கியத்தில் வேளாண் சமுதாயம், பொ. மாதையன், நியூ செஞ்சுரி புக் ஹவுஸ்

Websites:

- 1. https://www.chennailibrary.com/
- 2. முகப்பு சிறுகதைகள்
- www.tamilvirtualuniversity.org
 Buy tamil books online 10% to 50% discount, Tamil Novels, Tamil Audio Books online Buy tamil books online Established 2010 www.katuraitamilblogspot.com



Part I MALAYALAM DESKTOP PUBLISHING AND PRINTING IN MALAYALAM UNIT I

This unit introduces basics of the printing technology, History of Malayalam printing-publishing-Newspapers-Journals-Social commitment -Propagation of ideas- Social struggle against invasion product of industrialization-printing in new era- - Data entry, DTP, editing, layout and Book publishing, e-publishing -: Significance of ISBN and ISSN..

UNIT II e -Malayalam – Malayalam in cyber space Detailed Study :

- 1. Malayalam computing-charithravalokanam.Dr.Mahesh Mangalatt ,Cyber Malayalam Sunitha T.V.(Ed)
- 2. Vayana, Ezhuthu, prasadhanam digital yugathil Dr.B.Iqbal(Grandhalokam- June 2013)

UNIT III e-Vayana- Reading in digital era Detailed Study:

- 1. E.vayana innathe Vayana— E-malayalam.Sunitha T.V State Institute of Languages.Thiruvananthapuram
- 2. Malayalam wiki media samrambhangal.Shiju Alex Cyber Malayalam .Sunitha T.V (Ed).Current Books.
- 3. Web magazinukal-Ini Vayana E Vayana. V.K Adarsh D C Books

UNIT IV Modern Media

Tools in Cyber space-editing tools

Unicode- Fonts- Drawing Tools, Painting tools. M S Paint- File Types (jpg ,IMG, XMP, Gif, PNG)

Resolution-Layers-Palattes, Greyscale, image, image recognition, Colour space, image transformation- image preview.

Detailed Study:

Unicode – Ini vayana e vayana – V.K Adarsh - D C Books

UNIT V

Proof reading techniques and cataloguing, cover designing, blurb writing Detailed study:

Proof thiruthal. Vanijyaparamaya kathidapadukal. G.R. Pilla,

State Institute of Languages. Thiruvananthapuram

Reading List (Print and Online)

- 1. https://www.amazon.com/Desktop-publishing-Bittukumar/dp/9350570130
- 2. Computer parichayavum prayogavum.Dr.Achythsankar S Nair State Institute of languages.Thiruvananthapuram
- 3. Malayalam computing parimithikalum sadhyathakalum (Combiled.) Dr.Smitha K Nair
- 4. Sankethika patham-kerala University Publications
- 5. Computer Gurukulam-DTP ,Kairali Publications Thiruvananthapuram
- 6. Pusthaka nirmaanam The state Institute of languages, Thiruvananthapuram
- 7. Proof reading The state Institute of languages
- 8. Printing A to Z K.J. Sam kutti
- 9. Ini vayana e vayana- V.K. Adarsh, D.C. books.
- 10. 1Printing Technology and Compositing- The State institute of Language s . T Thiruvananthapuram
- 11. Navamadhyamangal Bhaasha sahityam samskaram- Jose K Manuel, N B S
- 12. Cyber aadhunikata @ Malayalam Jose K Manuel ,Athma Books
- 13. Bookstalgia- P.K. Rajasekharan- Mathrubhumi books
- 14. Pusthakam Untakunnathu- V.K. Haridas, Poorna publications, Kozhikode
- 15. An Introduction to Book Publishing D, Raghavan
- 16. Copy Editing- Judith Butcher
- 17. E Malayalam –Sunitha T.V- The State Institute of Language s



PART I HINDI

Hindi Bhasha aur Computer

Course Objectives

The Main Objectives of this course are to:

- Knowing about computer in Hindi
- Understanding Technical Hindi
- E-Learning and its aspects
- Hindi application with the Technical tools

Unit I

Computer aur Hindi

- Computer ka Parchay aur Vikas
- Computer mein Hindi ke Vividh Prayog

Unit II

Proudyogiki aur Hindi

- Unicode
- Dewanagari Lipi
- Hindi ki Vibhinna Website Ek Parichay

Unit III

Computer ke madhyam se Hindi shikshan

- Vibhinna Shikshan Takkini ki
- Sarkari aur gair sarkari sansthao mein prayukt Hindi Bhasha

Unit IV

Vividh Paksh

- Internet par Hindi Bhasha
- Hindi SMS
- Hindi Tankan
- Hindi ke Vibhinna Prayukthi

Unit V

Pratiyogi priksha par aadharit Computer sambandhit prashikshan Karya

- Hindi mein Powerpoint banana
- Hindi mein Google Document thaiyar karna
- Hindi mein Google form taiyar karna
- Vibhinna pratiyogi parikshao ke bare mein suchna pradan karna

Reference Books

- 1. Social Networking: Naye Samay ka Samvad Ed. Sanjay Dwivedi
- 2. Jansanchar aur Maas Culture Jagdeeshwar
- 3. Media: Bhumandalikaran aur Samaj Ed. Sanjay Dwivedi
- 4. Naye Jamane ki Patrakarita Sourabh Shukla
- 5. Patrakarita se Media tak Manoj Kumar

Related Online Contents (MOOCs, SWAYAM, NPTEL, YouTube, Websites, etc.)

- 1. https://techshindi.com/%E0%A4%AB%E0%A4%BC%E0%A5%89%E0%A4%A8%E0%A5%8D%E0%A4%9F%E0%A4%95 %E0%A5%8D%E0%A4%AF%E0%A4%BE-%E0%A4%B9%E0%A5%88%E0%A4%82-%E0%A4%94%E0%A4%B0-%E0%A4%AF%E0%A5%87-%E0%A4%95%E0%A4%BF%E0%A4%A4%E0%A4%A8/
- 2. https://www.techyukti.com/2020/12/computer-font-kya-hai.html
- $3. \quad \underline{\text{https://chti.rajbhasha.gov.in/pdf/Chap4HindiShabadSansadhan2ndEditionPart2.pdf}}\\$



Part II ENGLISH

UNIT I GOAL SETTING (UNICEF)

Life Story

- 1.1 From Chinese Cinderella Adeline Yen Mah
- 1.2 Why I Write George Orwell

Short Essay

- 1.3 On Personal Mastery Robin Sharma
- 1.4 On the Love of Life William Hazlitt

UNIT II INTEGRITY

Short Story

- 2.1 The Taxi Driver K.S. Duggal
- 2.2 Kabuliwala Rabindranath Tagore
- 2.3 A Retrieved Reformation O Henry

Extract from a play

2.4 The Quality of Mercy (Trial Scene from the Merchant of Venice - Shakespeare)

UNIT III COPING WITH EMOTIONS

Poem

- 3.1 Pride Dahlia Ravikovitch
- 3.2 Phenomenal Woman Maya Angelou

Reader's Theatre

- 3.3 The Giant's Wife A Tall Tale of Ireland –William Carleton
- 3.4 The Princess and the God: A Tale of Ancient India

UNIT IV Language Competency Sentences

- 4.1 Simple Sentences
- 4.2 Compound Sentences
- 4.3 Complex Sentences

Direct and Indirect Speech

UNIT V Report Writing

- 5.1 Narrative Report
- 5.2 Newspaper Report

Drafting Speeches

- 5.3 Welcome Address
- 5.4 Vote of Thanks

Text Books (Latest Editions)

- 1. Oxford Practice Grammar, John Eastwood, Oxford University Press
- 2. Cambridge Grammar of English, Ronald Carter and Michael McCarthy
- 3. George Orwell Essays, Penguin Classics

Web Resources

- 1. http://www.gradesaver.com/George-orwell-essays/study/summary
- 2. O' Henry. A Retrieved Reformation.
 - https://americanenglish.state.gov/files/ae/resource_files/a-retrieved-reformation.pdf
- 3. Maya Angelou. Phenomenal Woman. https://www.poetryfoundation.org/poems/48985/phenomenal-woman
- 4. The Quality of Mercy, https://poemanalysis.com
- https://www'.oxfordscho1ar1yeditions.coin/disp1ay/10.1093/actrade/9780199235742.book.1/actrade-9780199235742-div1-106-William Hazilitt



SEQUENCES AND SERIES

Objectives of the Course

• Identify and characterize sets and functions and Understand, test and analyze the convergence and divergence of sequences, series.

UNIT I: Sequences - Bounded sequences - Monotonic Sequences - Convergent Sequences - Divergent and Oscillating Sequences - The Algebra of limits. (Chapter 3: Sections - 3.1to3.7)

UNIT II: Behaviour of Monotonic Sequences – Some theorem on limits – Subsequences –Limit points – Cauchy sequences. (Chapter 3:Sections - 3.8to3.12)

UNIT III: Series of positive terms: Infinite series – Comparison test. (Chapter 2: Sections -4.1, 4.2)

UNIT IV: Kummer's test – Root test – Integral Test. (Chapter 4: Sections -4.3 to 4.5)

UNIT V: Series of Arbitrary terms: Alternative series – Absolute convergence – Tests for convergence of series of arbitrary terms. (Chapter 5: Sections - 5.1to5.3)

Recommended Text

1. S. Arumugam, A. Thangapandi Isaac and A. Somasundaram, Sequence and Series, Yes Dee Publications, 2021.

Reference Books

- 1. Richard R. Goldberg, Methods of Real Analysis: Oxford and IBH Publishing, 2020.
- 2. Ethan D. Bloch, The Real Numbers and Real Analysis, Springer, 2011.
- 3. G.M. Fikhtengol"ts, The Fundamentals of Mathematical Analysis, Vol I. Pergamon Press, New York, 1965.
- 4. T.M.Apostol, Calculus (Vol.I), John Wiley and Sons (Asia)P. Ltd., 2002.
- 5. R. G. Bartle and D. R Sherbert, Introduction to Real Analysis, John Wiley and Sons (Asia) P. Ltd., 2000.
- 6. E.Fischer, Intermediate Real Analysis, Springer Verlag, 1983.
- 7. K. A. Ross, Elementary Analysis The Theory of Calculus Series Undergraduate Texts in Mathematics, Springer Verlag, 2003.

Website and e-Learning Source

1. https://nptel.ac.in



FOURIER SERIES AND INTEGRAL TRANSFORMS

Objectives of the Course

- To study the concept of Fourier Series and to solve problems by making use of it
- To acquire knowledge about Laplace Transform and its inverse and understanding of how Differential Equations can be solved by Laplace Transformation.

UNIT I: Fourier Series–Definition – Fourier coefficients and Fourier series for a given periodic function with period 2π and 2l,odd and even functions – Convergence of Fourier series. (Book 1 - Chapter 1: Sections - 1.4 to 1.8)

UNIT II: Half range Fourier series – Parseval"s theorem – Root-Mean square value of a function – Harmonic analysis – Complex form of Fourier series. (Book 1 - Chapter 1: Sections - 1.9 to 1.12)

UNIT III: Fourier Transforms – Fourier Integral theorem – Fourier sine and cosine transforms – Properties of Fourier transform – Convolution theorem – Parsavel's Identity. (Book 1 -Chapter 2: Sections - 2.2 to 2.6))

UNIT IV: Laplace Transforms – Definition – Results – Laplace transform of periodic functions – Some general Theorems – Evaluation of certain integrals. (Book 2 - Chapter 9: Sections -1 to 5)

UNIT V: The Inverse Transform – Results – Solving ordinary differential equations with constant coefficients, simultaneous linear differential equations and differential equations with variable coefficients by Laplace Transform. (Book 2 - Chapter 9: Sections -6 to 10)

Recommended Text

- 1. T. Veerarajan, Engineering Mathematics, Tata McGraw-Hill, New Delhi, 2001.
- 2. S. Narayananand T.K. ManicavachagomPillay, Differential equations and its application, S. Viswananthan Printers Pvt. Ltd., 2012.

Reference Books

- 1. M.K. Venkataraman and Manorama Sridhar, Vector Calculus and Fourier Series, The National Publishing Company, Chennai-1, 2002.
- 2. J.Ray Hanna, FourierSeries, Transforms and Boundary value Problems, Dover Publications, NewYork, 2008.
- 3. P. R. Mittal, Differential Equations, Fourier and Laplace Transforms, Probability, Margham Publications, Chennai, 2012.
- 4. S. Arumugam A. Thangapandi Issac, Trigonometry and Fourier Series.

Website and e-Learning Source

1. https://nptel.ac.in



STATISTICS II

Objectives of the Course

- To introduce the concepts of Random Variables and Distribution of Random Variables.
- To give a good grip on concepts of Mathematical Expectation and Variance.
- To provide a sound knowledge about some Standard Distributions.

UNIT I: Random variables and Distribution functions: Introduction –Distribution functions–Discrete random variable(One dimensional) – Probability mass function and Distribution function– Continuous random variable (one dimensional) – Probability density function – Various measure of central tendency – Continuous distribution function – Problems. (Chapter 5: Sections - 5.1 to 5.4)

UNIT II: Mathematical Expectation: Introduction— Mathematical Expectation— Expected value of function of Random variable—Properties—Variance—Properties—Covariance—Problems. (Chapter 6: Sections - 6.1 to 6.6)

UNIT III: Generating functions and Law of large numbers: Moment Generating functions – Cumulants – Characteristic function – Properties – Problems. (Chapter 7: Sections - 7.1 to 7.4)

UNIT IV: Special Discrete Probability Distributions: Binomial Distribution – Poisson Distribution – Properties and Problems. (Chapter 8: Sections - 8.4, 8.5)

UNIT V: Some Continuous Probability Distributions: Normal distribution – Uniform distribution – Properties and Problems. (Chapter 9: Sections - 9.3, 9.8)

Recommended Text

1. S.C. Gupta S.C. and V. K. Kapoor V.K, Fundamentals of Mathematical Statistics, 12th Edition, Sultan Chand & Sons, New Delhi, 2021.

Reference Books

- 1. S. C. Gupta and V. K. Kapoor, Elements of Mathematical Statistics, 3rd Edition, Sultan Chand & Sons, New Delhi, 2001.
- 2. P. R. Vittal, Mathematical Statistics, Margham Publications,
- 2. Chennai, 2020.
- 3. S. Arumugam and A. Thangapandi Isaac, Statistics, New Gamma Publication, 2016.

Website and e-Learning Source

1. https://nptel.ac.in



GEOGEBRA

Objectives of the Course

• To Acquire the knowledge of drawing figures using GeoGebra package

UNIT I: Installation and Introduction of GeoGebra - Drawing versus Geometric Construction. (Chapters: 1 and 2)

UNIT II: Practice Block I – Basic Algebraic Input, Commands and Functions. (Chapters: 3 and 4)

UNIT III: Export of Pictures to the Clipboard – Practice Block II – Inserting Pictures into the Graphics View. (Chapters:5, 6 and 7)

UNIT IV: Inserting Text into the Graphics View – Practice Block III. (Chapters: 8 and 9)

UNIT V: Combining Spreadsheet View & Graphics View - Creating Static Instructional Materials - Creating Dynamic Worksheets. (Chapters: 10, 11 and 12)

Recommended Text

1. Judith and Markus Hohenwarter, Introduction to GeoGebra, 2011.

Reference Books

1. Steve Phelps, An Introduction to GeoGebra, 2011.

Website and e-Learning Source

1. https://nptel.ac.in

VALUE BASED EDUCATION

Unit-I Introduction to Value based Education

- a. Value: meaning and Classification
- b. Value based Education: Meaning, Characteristics, Components and Contents
- c. Value Erosion and Inculcation: Value crises in social life, economic life, and political life Value inculcation: need and importance Role of Parents and Teachers in inculcating values

Unit-II Harmony in Being and Living

a. Harmony of the self (I) with the body: Nurturing of the body- Understanding myself as co-existence of the self and the body- Understanding needs of self



- and needs of the body- Understanding the activities in the self and activities in the body.
- b. Harmony in the Family, Society and Nature: Family as a basic unit of human interaction and values in relationships Affection, care, guidance, reverence, Glory, gratitude, and love Harmony in society: Justice preservation, Production Work, Exchange Storage Harmony in nature: four orders in nature-The holistic perception of harmony in existence.

Unit III: Social Issues, Social Justice and Human Rights

Social issues – causes and magnitude - alcoholism, drug addiction, poverty, unemployment

Social Justice: Definition and need – factors responsible for social injustice: caste and gender – contributions of social reformers.

Human Rights: Concept and Principles of human rights – human rights and Indian constitution – Rights of Women and children – violence against women

Unit IV: Values and Mass Media

Mass media: Meaning, functions and characteristics – Effects and Influence on youth and children – **Media Power** – socio, cultural and political consequences of mass mediated culture - consumerist culture – Globalization – new media- prospects and challenges – Role of media in value building

Unit V: Ethics

Ethics: Meaning and importance

Social ethics: tolerance, equity, justice for all, sensitivity towards mankind, love for nature and creatures, nationalism-love for nation, pride for nation, Honour to the law, Indian culture and traditions – Civic Sense: Being a good civilian

Professional Ethics: Dedication to work and duty – Commitment to the Profession

References:

- 1. Allport, G.W., Vermon, P.E., and Lindzey, G. (1970) study of values, Buston: Houghton Mifflin.
- 2. Central Board of Secondary Education (1997), Value Education: A Handbook for Teachers, Delhi: Central Board of Secondary Education.
- 3. Delors, J. (1996), Learning: The Treasure within- Report of the International Commission on Education for the Twenty-First Century, Paris: UNESCO.
- 4. Morris, Charles W. (1956). Varieties of Human Values. Chikago: University of Chicago Press.
- 5. Shukla, R.P. (2005). Value Education and Human Rights. Sarup& Sons,



- New Delhi
- 6. Satchidananda. M.K. (1991), "Ethics, Education, Indian Unity and Culture" Delhi, Ajantha Publications
- 7. Saraswathi. T.S. (Ed) 1999. Culture", Socialisation and Human Development: Theory, Research and Application In India" New Delhi Sage Publications.
- 8. Venkataiah. N (Ed) 1998, "Value Education" New Delhi Ph. Publishing Corporation.
- 9. Chakraborti, Mohit (1997) "Value Education: Changing Perspectives" New Delhi: Kanishka Publications.

Web Resources

1. https://testbook.com/ugc-net-paper-1/value-education

