

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI

(AFFILIATED TO MADURAI KAMARAJ UNIVERSITY, MADURAI

RE-ACCREDITED WITH 'A' GRADE (THIRD CYCLE) BY NAAC WITH CGPA 3.11)



**Programme Scheme, Scheme of Examination and Syllabi
(From 2023-2024 Batch onwards)**

Department of Commerce (Corporate Secretaryship)

UG Programme

Approved in the Academic Council – XIV held on 31/07/2023

Curriculum Design and Development Cell

Annexure R

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI

(AFFILIATED TO MADURAI KAMARAJ UNIVERSITY, MADURAI

RE-ACCREDITED WITH 'A' GRADE (THIRD CYCLE) BY NAAC WITH CGPA 3.11)



**Programme Scheme, Scheme of Examination and Syllabi
(From 2023-2024 Batch onwards)**

Department of Commerce (Corporate Secretaryship)

UG Programme

Approved in the Academic Council - XIV held on 31/07/2023

Curriculum Design and Development Cell


HOD


Dean of
Business Science


Dean of
Academic Affairs


Principal

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI

DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)

MEMBERS OF BOARD OF STUDIES

S.No.	Board Members	Name and Designation
1.	Chairman of the Board	Dr. M. J. Senthil Kumar Head and Associate Professor, Department of Commerce (Corporate Secretaryship), Sri Kaliswari College, Sivakasi.
2.	University Nominee	Dr.K.Chandrasekaran Associate Professor Department of Management Studies School of Business Studies Madurai Kamaraj University Madurai – 625 021 (C) : 98404 97371
3.	Academic Experts 1.	Dr.J.Muralitharan Associate Professor Department of Commerce, Kamaraj College, Thoothukudi (C): 9894907774 Email: muralipara2005@yahoo.co.in
4.	Academic Experts 2.	Dr.S. Muthulakshmi Assistant Professor, Department of Commerce, V.H.N.S.N. College (Autonomous) Virudhunagar (C) 98430 05699 Email : muthulakshmi@vhnsnc.edu.in
5.	Industrial Expert	Mr.A.Satheesh Kumar OM Sakthi Printograph 3/375, C – Muneeswaran Colony Sivakasi – 626123(East) (c) 9500661335
6.	Alumnus	Mr.V.Manikandan Income Tax Assistant, Sivakasi (c) 8300507840
Member		
7.	Mrs.J.Jasmine Bhastina	Assistant Professor in Commerce (Corporate Secretaryship)
8.	Mrs.V.Suriya	Assistant Professor in Commerce (Corporate Secretaryship)
9.	Ms.M.Vinnarasi Rex	Assistant Professor in Commerce (Corporate Secretaryship)
10.	Mr.P.Arumugapandi	Assistant Professor in Commerce (Corporate Secretaryship)

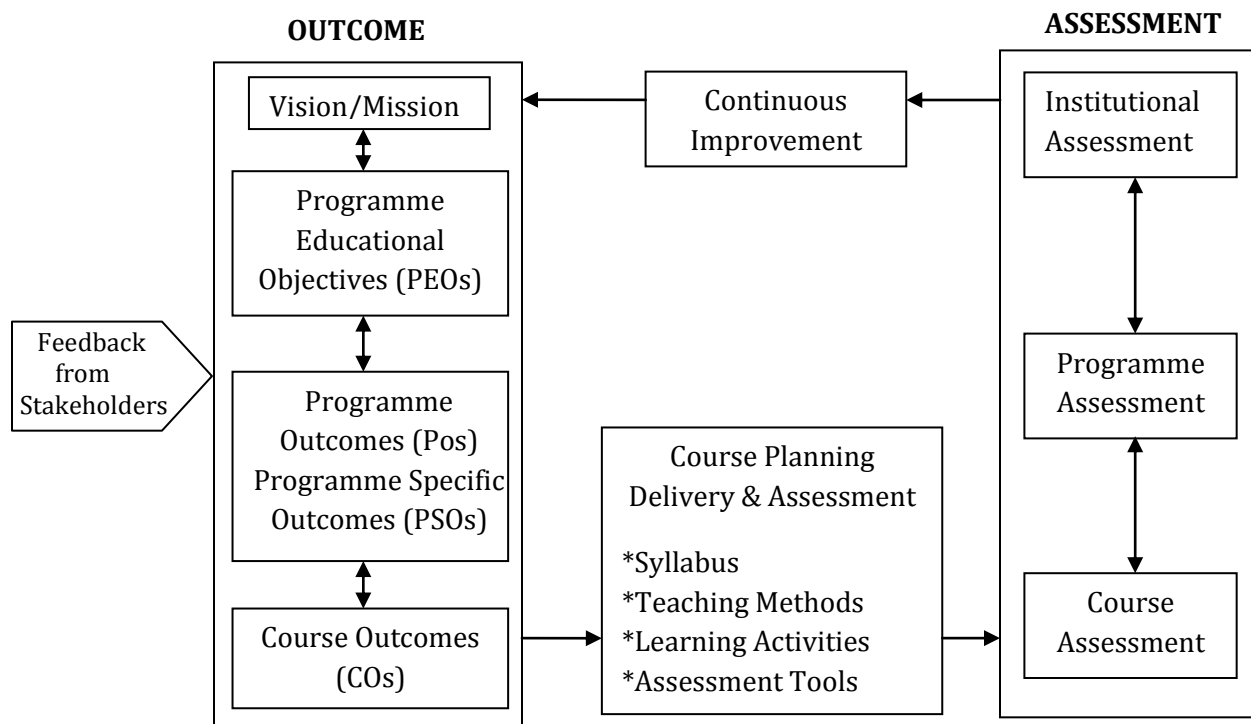
SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
(Affiliated to Madurai Kamaraj University, Re-accredited with A Grade (CGPA 3.11) by NAAC)
DEPARTMENT OF COMMERCE (Corporate Secretaryship)
UG Programme - B.Com. (Corporate Secretaryship)
GUIDELINES FOR OUTCOME-BASED EDUCATION WITH CHOICE BASED CREDIT SYSTEM
(From 2023-2024 Batch onwards)

INTRODUCTION

Sri Kaliswari College in its pursuit of imparting quality education has marked a remarkable growth in terms of academic excellence, infrastructure, student strength, ICT facilities, library and placement records since its establishment in 2000-2001. This institution constitutes an academic community that is committed to encourage the student community to experience and share knowledge, identify their potential, enhance the employability skills and enable them to pursue their goals. After the conferment of autonomous status in the year 2012, the college has so far gone for revision of the syllabi three times and is continually updating the syllabi to meet the needs and demands of the student community.

The institution in its success journey of imparting quality education has been Re-Accredited with A grade (CGPA 3.11) in its third cycle of accreditation by NAAC. As an added feather to its cap, the institution has taken a giant leap to embrace the Outcome-Based Education system to enable the student community to develop their knowledge, skill and attitude simultaneously through a focussed learning and help the graduates to compete with their global counterparts and prepare them for life.

I. OUTCOME-BASED EDUCATION (OBE) FRAMEWORK



II. VISION OF THE INSTITUTION

- To impart quality higher education to produce highly talented youth capable of developing the nation

III. MISSION OF THE INSTITUTION

- Ensuring quality in all aspects of the activities
- Developing the latent skills of the rural youth
- Providing value - based education to instill courage and confidence
- Nurturing the entrepreneurial skills of the rural youth
- Creating competency to meet global challenges
- Imbibing social awareness and social responsibilities

IV. VISION OF THE DEPARTMENT

- To produce competent youth with Professional, Entrepreneurial and Managerial skills to excel in the corporate world.

V. MISSION OF THE DEPARTMENT

- To provide an academic ambience that ensures the efficient dissemination of corporate knowledge through student-teacher synergy, resulting in character development and career readiness.
- To impart holistic education using technology, leading to the development of qualified professionals.
- To explore training and development opportunities to groom students with professional, entrepreneurial and employability skills.

VI. PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)

The Graduates will

PEO1: demonstrate knowledge in fundamentals of Commerce, Accounting, Taxation, Management, Finance and Secretarial practices.

PEO2: analyse corporate issues logically, make decisions and act with flexibility and adaptability and solve problems.

PEO3: embrace moral and ethical values and demonstrate teamwork and leadership skills in their career opportunities and academics.

PEO4: excel in contemporary business knowledge and develop tendency towards lifelong learning.

PEO5: acquire knowledge and aptitude skills to face the competitive exams and pursue higher education as well as professional courses.

VII. PROGRAMME OUTCOMES (POs)

PO1: Disciplinary knowledge

Acquire comprehensive knowledge related to their academic disciplines that form a part of an undergraduate programme of study.

PO2: Critical thinking, Problem solving and Analytical reasoning

Develop students' ability of critical observation and capacity to apply their competencies and skills to identify, evaluate, analyse and solve problems related to business.

PO3: Scientific reasoning and Research related skills

Ability to analyze, draw conclusions from qualitative/quantitative data and critically evaluate ideas and also acquire necessary research skills to carry out an experiment or investigation

PO4: Communication skills and Digital literacy

Communicate effectively, write reports and documentations with the use of ICT skills.

P05: Ethics, Values and Multicultural competence

Embrace moral and ethical values and apply it with a sense of responsibility in the workplace and community and acquire knowledge on multiple cultures and practise tolerance and respect differences.

P06: Team Work, Leadership and Employability skills

Work effectively in groups with enhanced inter-personal skills and exhibit qualities associated with leadership to build a team and achieve the vision and show proficiency in professional, employability and soft skills required for placements and higher education.

P07: Self-directed and Life-long learning

Recognize the need and have the ability to engage in independent learning and be self-motivated and acquire knowledge and skills to attain personal development needed in work place/society through self-paced and self-directed learning.

VIII. PROGRAMME SPECIFIC OUTCOMES (PSOs) – B.Com (Corporate Secretaryship)

On successful completion of B.Com (Corporate Secretaryship), the students will

PSO1: acquire academic excellence in Secretarial Practice, Corporate Laws, Accounting, Taxation, Auditing, Finance, Management domains and other branches of Commerce.

PSO2: obtain the ability of critical observation and capacity to apply their competencies and skills to identify, evaluate, analyse and solve corporate issues.

PSO3: develop a broad managerial knowledge and tactical dexterity, to analyse business issues and provide innovative solutions by applying qualitative and quantitative data.

PSO4: communicate concepts in oral and written format effectively with different stakeholders of corporate entities and acquire ICT skills.

PSO5: apply moral and ethical values in corporate culture so as to make them socially and emotionally competent with a sense of responsibility.

PSO6: work constructively and cooperatively in the corporate arena with enhanced interpersonal and leadership skills.

PSO7: develop skills and competency through self-directed and life-long learning.

IX. PO-PSO Mapping Matrix – B.Com (Corporate Secretaryship)

PO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
P01	✓						
P02		✓					
P03			✓				
P04				✓			
P05					✓		
P06						✓	
P07							✓

X. PO-PEO Mapping Matrix – B.Com (Corporate Secretaryship)

PO \ PEO	PEO1	PEO2	PEO3	PEO4	PEO5
P01	✓				
P02	✓	✓			
P03	✓	✓	✓		
P04	✓	✓			✓
P05			✓	✓	
P06				✓	
P07				✓	✓

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
(Affiliated to Madurai Kamaraj University, Re-accredited with A Grade (CGPA 3.11) by NAAC)
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com (Corporate Secretaryship)

REGULATIONS

Duration of the Programme : Three years (equivalent to six semesters)

Eligibility

Candidate should have passed the Higher Secondary Examinations conducted by the Board of Higher Secondary Education, Government of Tamil Nadu or any other examination accepted by the Syndicate of the Madurai Kamaraj University, Madurai as its equivalent.

Medium of Instruction : English

Age Limit

Maximum age limit : 21 Years

Age Relaxation

SC/ SCA/ST/BC/BCM/MBC/DNC & Women : 3 years age relaxation

Differently-Abled Students : 5 years age relaxation

Transitory Permission

Students joined from 2023 - 2024 may be permitted to write their examinations in this pattern up to April 2031.

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com (Corporate Secretaryship)

SCHEME OF EXAMINATION

For all the UG Programmes, the internal and external marks are distributed as follows:

For all Theory Courses (Part I, II, III): Internal Marks: 25; External Marks: 75

For Courses with both Theory and Practical, it will be considered as practical course and assessment will be for both Theory and Practical.

For Part-IV Courses : Internal Marks:25; External Marks: 50(Converted to 75)

For all Practical Courses, Project and Internship : Internal Marks: 25; External Marks: 75

Internal Mark Distribution for Theory Courses

Assessment Type	Marks	Scheme of Assessment
Internal Test	10 marks	Two Internal Tests and 1 Model Exam will be conducted and average of the best two will be considered
Written Assignment E-Assignment/ Case Studies/ Reviews/ Field Assignments/ Poster Presentations/ Portfolios	5 marks	Any two of the Assignments will be given and the average of the two will be considered
Quiz	5 marks	One Quiz Test will be conducted
Viva/ Oral Exam/ Group Discussion/ Role Play	5 marks	Test will be conducted in any one of the Oral Mode

Internal Mark Distribution for Practical Courses

Assessment Type	Marks	Scheme of Assessment
Lab work /Program Execution	15 marks	Two Internal Tests will be conducted and the average of the two will be considered
Observation/Record Notebook	5 marks	Assessment will be done during every practical class
Viva -Voce / Lab Quiz	5 marks	Two Lab Quiz Tests/viva-voce will be conducted and the average of the two will be considered

External Mark Distribution for Practical Courses

Assessment Type	Marks	Scheme of Assessment
Lab work/Program Execution	65 marks	End result of the Practical
Viva -Voce	10 marks	Oral Mode Test

Internal Mark Distribution for Courses with both Theory and Practical

Assessment Type	Marks	Scheme of Assessment
Internal Test	10 marks	Two Internal Tests and 1 Model Exam will be conducted and average of the best two will be considered
Written Assignment E-Assignment/ Case Studies/ Reviews/ Field Assignments/ Poster Presentations/ Portfolios	5 marks	Any two of the Assignments will be given and the average of the two will be considered
Lab work /Program Execution	10 marks	Two Internal Tests will be conducted and the average of the two will be considered

External Mark Distribution for Courses with both Theory and Practical

Assessment Type	Marks	Scheme of Assessment
External Written Test	50 marks	Two hours External Exam will be conducted for 50 marks
Lab work /Program Execution	20 marks	End result of the Practical
Viva -Voce	05 marks	Oral Mode Test

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com (Corporate Secretaryship)
QUESTION PAPER PATTERN FOR PART- I, PART- II & PART-III COURSES

Internal Test – 30 Marks – 1 hr Duration

S.No	Type of Questions	Marks
1.	Objective type Questions: Multiple Choice – 3 questions Answer in a Word/Sentence – 3 questions	03 03
2.	Short Answer-2 questions – either or type	2x7=14
3.	Long Answer-1 question – either or type	1x10=10

Summative Examinations – For Part- I, Part- II & Part-III Courses
75 Marks -3 hrs Duration

S.No	Type of Questions	Marks
1.	Objective type Questions: Multiple Choice – 5 questions Answer in a Word/Sentence – 5 questions	05 05
2.	Short Answer - 5 questions – either or type	5x7=35
3.	Long Answer - 3 questions – either or type	3x10=30

QUESTION PAPER PATTERN FOR PART -IV COURSES
Internal Test- 30 Marks – 1 hr Duration

S.No	Type of Questions	Marks
1.	Objective type Questions: Multiple Choice – 5 questions	05
2.	Short Answer - 3 questions – either or type	3x5=15
3.	Long Answer - 1 question – either or type	01x10=10

Summative Examinations – For Part-IV Courses 50 Marks (converted to 75)
-2 hrs Duration

S.No	Type of Questions	Marks
1.	Objective type Questions: Multiple Choice – 10 questions	10
2.	Short Answer - 4 questions – either or type	4x5=20
3.	Long Answer - 2 questions – either or type	02x10=20

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com (Corporate Secretaryship)

Attainment of Course outcomes

Attainment of Course outcomes is computed using Direct and Indirect assessment methods. Direct Method of Assessment is based on performance of the students in the Continuous Internal Assessment Tests, Summative Examinations and supporting activities such as Seminar, Assignment, Case study, Group Discussion, Quiz, etc., and Indirect Method of Assessment is based on periodical feedback from the students at the end of each course.

Weightage of Direct and Indirect Assessment in computation of attainment of each course is 70% for Direct Assessment and 30% for Indirect Assessment.

Direct Assessment of Course outcome attainment

i) Rubrics:

Internal Assessment contributes 60% and Summative Examinations Assessment contributes 40% to the Direct Assessment of a course outcome for Theory Courses. For the Practical Courses, Internal Assessment contributes 70% and Summative Examinations Assessment contributes 30% to the Direct Assessment of a course outcome.

ii) Setting of Target:

50% of the maximum mark is set as target of Internal Assessment tools and the average mark of the class is set as target of Summative Examinations Assessment.

Formula for calculating percentage attainment of each course outcome

Based on the result of Summative Examinations and Internal Assessment tools, the number of students scoring more than the target is found out.

For each Internal Assessment Tools,

$$\text{Percentage attainment of each course outcome} = \frac{\text{No. of Students who scored more than the target in the concerned course outcome}}{\text{Total Number of Students}} \times 100$$

$$\text{Percentage attainment of each Course outcome for Internal Assessment tools} = \text{Average of percentage attainment of all Internal Assessment tools}$$

Assessment tools

For Summative Examinations,

$$\text{Percentage attainment of each Course outcome} = \frac{\text{No. of Students who scored more than the target in the concerned co}}{\text{Total Number of Students}} \times 100$$

Formula for calculating Attainment Percentage of Course outcome of a course

$$\text{Percentage Attainment of Course outcome for Internal Assessment tools} = \text{Average of percentage attainment of all COs}$$

$$\text{Percentage Attainment of Course outcome for Summative Examinations} = \text{Average of percentage attainment of all COs}$$

Final Direct Assessment of Course outcome Attainment

For Theory Courses

$$\text{Percentage Attainment of Course outcome through Direct Assessment} = (0.6 \times \text{percentage attainment of CO for internal assessment tool}) + (0.4 \times \text{percentage attainment of CO for summative examinations})$$

For Practical Courses

$$\text{Percentage Attainment of Course outcome through Direct Assessment} = 0.7 \times \text{percentage attainment of CO for Internal Assessment tools} + 0.3 \times \text{percentage attainment of CO for Summative Examinations}$$

Indirect Assessment of CO Attainment

The course outcome feedback is conducted at the end of every semester by distributing structured feedback questionnaire to the students. The analysis of this feedback questionnaire is done on the following score. The feedback forms will be sorted with various scores and feedbacks with a score more than 5.5 are considered as satisfactory level for calculations for indirect attainment.

A : 10-8.5

B : 8.4-7.0

C : 6.9-5.5

D : 5.4-4.0

E : 3.9-0

$$\text{Percentage attainment for each CO} = \frac{\text{Satisfaction Number}}{\text{Response Received}} \times 100$$

Percentage Attainment of CO of a course = Average of percentage attainment of all COs

Final Assessment of CO attainment

$$\text{Average course attainment} = 0.7 \times \text{Direct assessment of CO attainment} + 0.3 \times \text{Indirect assessment of CO attainment}$$

Expected Level of Attainment for each of the Course Outcomes

Percentage of CO Attainment	Level of Attainment
= 70% and above	Excellent
= 60% - <70 %	Very good
= 50% - < 60 %	Good
= 40% - < 50 %	Satisfactory
Below 40%	Not Satisfactory

Assessment of PO attainment

At the end of the each programme, the Direct PO Assessment is done from the CO Attainment of all courses. The Direct PO Attainment for a particular course is determined from the attainment values obtained for each course outcome related to that PO and the CO-PO mapping values.

$$\text{Weighted contribution of the course attainment of each PO} = \frac{\text{Weighted Percentage of contribution of the course in attainment of each PO} \times \text{average course attainment}}{100}$$

$$\text{Percentage attainment for each PO} = \frac{\text{Total weightage of all courses contributed to each PO}}{\text{Total weightage of all courses contributed to all POs}} \times 100 \times \text{weighted contribution of the attainment of each PO}$$

Percentage Attainment of PO = Average of Percentage attainment of all POs

Expected Level of Attainment for each of the Programme Outcomes

Percentage of PO Attainment	Level of Attainment
= 70% and above	Excellent
= 60% - <70 %	Very good
= 50% - < 60 %	Good
= 40% - < 50 %	Satisfactory
Below 40%	Not Satisfactory

Attainment of Programme Educational Objectives (PEO)

PEOs are assessed after 3 to 4 years of graduation. Attainment is measured based on the Feedback from Stakeholders

1. Alumni
2. Parents
3. Employer

The analysis of this feedback questionnaire is done on the following score. The feedback forms will be sorted with various scores and feedbacks with a score more than 5.5 are considered as satisfactory level for calculations for Indirect Attainment.

A : 10-8.5 B : 8.4-7.0 C : 6.9-5.5 D : 5.4-4.0 E : 3.9-0

$$\text{Percentage attainment of PEOs} = \frac{\text{Satisfaction number}}{\text{Response Received}} \times 100$$

Expected Level of Attainment for each of the Programme Educational Objectives

Percentage of PEO Attainment	Level of Attainment
= 70% and above	Excellent
= 60% - <70 %	Very good
= 50% - < 60 %	Good
= 40% - < 50 %	Satisfactory
Below 40%	Not Satisfactory

SRI KALISWARI COLLEGE (AUTONOMOUS), Sivakasi
(Affiliated to Madurai Kamaraj University, Re-accredited with A Grade (CGPA 3.11) by NAAC)
DEPARTMENT OF COMMERCE (Corporate Secretaryship)
UG Programme - B.Com. (Corporate Secretaryship)
CURRICULUM STRUCTURE
OUTCOME-BASED EDUCATION WITH CHOICE BASED CREDIT SYSTEM
(From 2023-2024 Batch onwards)

Part	Courses	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Credits
I	Tamil / Hindi	6 (3)	6 (3)	6 (3)	6 (3)	-	-	12
II	English	6 (3)	6 (3)	6 (3)	6 (3)	-	-	12
III	Core Courses	5 (5) 5 (5)	5 (5) 5 (5)	5 (5) 5 (5)	5 (5) 5 (5)	5 (4) 5 (4) 5 (4) 5 (4) P	6 (4) 6 (4) 6 (4)	68
	Elective Courses Generic/ Discipline Specific	4 (3) P	4 (3)	4 (3)	3 (3)	4 (3) 4 (3)	5 (3) 5 (3)	24
IV	Skill Enhancement Courses	2 (2) F 2 (2) NME	2 (2) 2 (2) NME	1 (1) E 2 (2) P	2 (2) 2 (2)	-	2 (2)	17
	Environmental Studies	-	-	1	1(2)	-	-	02
	Value Education	-	-	-	-	2 (2)	-	02
	Internship/ Industrial Training	-	-	-	-	(2)	-	02
V	Extension Activity	-	-	-	-	-	(1)	01
Total Hours (Per week)/ Credits		30(23)	30(23)	30(22)	30(25)	30(26)	30(21)	140 180
Self-paced Learning (Swayam Course)		-	-	-	-	-	1 Credit	1 Credit

SRI KALISWARI COLLEGE (AUTONOMOUS), Sivakasi
(Affiliated to Madurai Kamaraj University, Re-accredited with A Grade (CGPA 3.11) by NAAC)
DEPARTMENT OF COMMERCE (Corporate Secretaryship)
UG Programme - B.Com. (Corporate Secretaryship)
CURRICULUM PATTERN
OUTCOME-BASED EDUCATION WITH CHOICE BASED CREDIT SYSTEM
(From 2023-2024 Batch onwards)
PROGRAMME CODE – UCC

Semester	Part	Course Code	Course Name	Hours	Credits	Internal Marks	External Marks
I	I	23UTAG11	Podhu Tamil/Hindi - I	6	3	25	75
	II	23UENL11	General English – I	6	3	25	75
	III	23UCCC11	Core Course – I: Financial Accounting	5	5	25	75
		23UCCC12	Core Course – II: Corporate Correspondence	5	5	25	75
	IV	23UCCA1P	Elective Course Generic/ Discipline Specific – I: Practical: Corporate E-Management	4	3	25	75
		23UCCS11	Skill Enhancement Course - I: Foundation: Fundamental Concepts of Accounting and Commerce	2	2	25	75
		23UCCN11	Skill Enhancement Course - II: Non Major Elective Course: Basics of Logistics Management	2	2	25	75
			Total	30	23		
II	I	23UTAG21	Podhu Tamil/Hindi - II	6	3	25	75
	II	23UENL21	General English – II	6	3	25	75
	III	23UCCC21	Core Course – III: Advanced Financial Accounting	5	5	25	75
		23UCCC22	Core Course – IV: Corporate Management	5	5	25	75
	IV	23UCCA21	Elective Course Generic/ Discipline Specific – II: Securities Law and Regulation of Financial Markets	4	3	25	75
		23UCCS21	Skill Enhancement Course – III: Fundamentals of Auditing	2	2	25	75
		23UCCN21	Skill Enhancement Course - IV:Non Major Elective Course: Every day banking	2	2	25	75
			Total	30	23		
III	I	23UTAG31	Podhu Tamil/Hindi – III	6	3	25	75
	II	23UENL31	General English – III	6	3	25	75
	III	23UCCC31	Core Course – V: Corporate Accounting	5	5	25	75
		23UCCC32	Core Course – VI: GST and Customs Law	5	5	25	75
	IV	23UCCA31	Elective Course Generic/ Discipline Specific – III: Business Economics	4	3	25	75
		23UCCS31	Skill Enhancement Course – V: Business Building Skills	1	1	25	75
		23UCCS3P	Skill Enhancement Course – VI: Practical: GST Filing of Returns	2	2	25	75
			Environmental Studies	1		-	-
		Total	30	22			

IV	I	23UTAG41	Podhu Tamil/Hindi – IV	6	3	25	75
	II	23UENL41	General English – IV	6	3	25	75
	III	23UCCC41	Core Course – VII: Specialised Company Accounts	5	5	25	75
		23UCCC42	Core Course – VIII: Company Law and Secretarial Practice	5	5	25	75
		23UCCA41	Elective Course Generic/ Discipline Specific – IV: Business Statistics	3	3	25	75
	IV	23UCCS4P	Skill Enhancement Course – VII: Practical: Tally Accounting Software	2	2	25	75
		23UCCS41	Skill Enhancement Course – VIII: Professional Skills for Corporate World	2	2	25	75
		23UESR41	Environmental Studies	1	2	25	75
			Total	30	25		
V	III	23UCCC51	Core Course – IX: Management Accounting	5	4	25	75
		23UCCC52	Core Course – X: Income Tax Law and Practice I	5	4	25	75
		23UCCC53	Core Course – XI: Business Law	5	4	25	75
		23UCCJ51	Core Course – XII: Project with Viva-Voce	5	4	25	75
		23UCCO51 23UCCO52	Elective Courses Generic/ Discipline Specific – V: 1. Corporate Governance and Business Ethics 2. Industrial Law	4	3	25	75
		23UCCO53 23UCCO54	Elective Courses Generic/ Discipline Specific – VI: 1. Basics of Research Methodology 2. Entrepreneurial Development	4	3	25	75
	IV	23UVED51	Value Education	2	2	25	75
		23UCCJ52	Internship /Industrial Training		2	25	75
			Total	30	26		
VI	III	23UCCC61	Core Course – XIII: Cost Accounting	6	4	25	75
		23UCCC62	Core Course – XIV: Income Tax Law and Practice-II	6	4	25	75
		23UCCC63	Core Course – XV: Banking Theory Law and Practice	6	4	25	75
		23UCCO61 23UCCO62	Elective Courses Generic/ Discipline Specific – VII: 1. Knowledge Management 2. Office Management	5	3	25	75
		23UCCO63 23UCCO64	Elective Courses Generic/ Discipline Specific – VIII: 1. Financial Management 2. Modern Marketing Management	5	3	25	75
	IV	23UCCS61	Skill Enhancement Course – IX: Professional Competency Skill - Training for Competitive Examinations	2	2	25	75
	V		Extension Activity		1	100	-
			Total	30	21		

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
(Affiliated to Madurai Kamaraj University, Re-accredited with A Grade (CGPA 3.11) by NAAC)
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com (Corporate Secretaryship)
(From 2023-2024 Batch onwards)

PROGRAMME ARTICULATION MATRIX (PAM)

Semester	Course Code	Course Name	PO1	PO2	PO3	PO4	PO5	PO6	PO7
I	23UTAG11	Podhu Tamil/Hindi - I	10	07	02	08	02	02	03
	23UENL11	General English – I	10	07	02	08	02	02	03
	23UCCC11	Core Course – I: Financial Accounting	15	11	02	08	04	05	05
	23UCCC12	Core Course – II: Corporate Correspondence	13	12	02	10	02	05	03
	23UCCA1P	Elective Course Generic/ Discipline Specific – I: Practical: Corporate E-Management	14	13	03	09	02	07	08
	23UCCS11	Skill Enhancement Course - I: Foundation: Fundamental Concepts of Accounting and Commerce	13	10	03	08	02	04	03
	23UCCN11	Skill Enhancement Course - II: Non Major Elective Course: Basics of Logistics Management	09	05	00	08	00	05	05
II	23UTAG21	Podhu Tamil/Hindi - II	10	08	02	08	02	02	03
	23UENL21	General English – II	10	08	02	08	02	02	03
	23UCCC21	Core Course – III: Advanced Financial Accounting	15	11	02	08	03	07	07
	23UCCC22	Core Course – IV: Corporate Management	14	10	02	07	04	06	06
	23UCCA21	Elective Course Generic/ Discipline Specific – II: Securities Law and Regulation of Financial Markets	13	10	02	09	03	06	05
	23UCCS21	Skill Enhancement Course – III: Fundamentals of Auditing	13	10	02	08	05	06	07
	23UCCN21	Skill Enhancement Course - IV: Non Major Elective Course: Every day banking	09	05	00	08	00	05	05

III	23UTAG31	Podhu Tamil/Hindi – III	10	08	02	08	02	02	02
	23UENL31	General English – III	10	08	03	09	03	03	02
	23UCCC31	Core Course – V: Corporate Accounting	15	12	03	08	03	06	07
	23UCCC32	Core Course – VI: GST and Customs Law	14	09	03	08	05	07	07
	23UCCA31	Elective Course Generic/ Discipline Specific – III: Business Economics	14	11	02	07	04	05	05
	23UCCS31	Skill Enhancement Course – V: Business Building Skills	14	11	05	08	02	06	07
	23UCCS3P	Skill Enhancement Course – VI: Practical: GST Filing of Returns	15	13	03	09	03	09	06
IV	23UTAG41	Podhu Tamil/Hindi – IV	10	08	02	09	02	02	02
	23UENL41	General English – IV	10	09	03	08	02	03	03
	23UCCC41	Core Course – VII: Specialised Company Accounts	14	11	04	08	04	06	07
	23UCCC42	Core Course – VIII: Company Law and Secretarial Practice	14	11	03	08	06	06	07
	23UCCA41	Elective Course Generic/ Discipline Specific – IV: Business Statistics	13	11	03	06	02	06	03
	23UCCS4P	Skill Enhancement Course – VII: Practical: Tally Accounting Software	14	13	03	08	03	09	04
	23UCCS41	Skill Enhancement Course – VIII: Professional Skills for Corporate World	14	11	00	09	04	04	07
	23UESR41	Environmental Studies	08	05	01	07	08	05	05
V	23UCCC51	Core Course – IX: Management Accounting	14	11	03	08	03	06	06
	23UCCC52	Core Course – X: Income Tax Law and Practice I	13	10	03	09	04	05	08
	23UCCC53	Core Course – XI: Business Law	13	10	02	08	05	06	06
	23UCCJ51	Core Course – XII: Project with Viva-Voce	13	10	10	11	04	05	03
	23UCC051	Elective Courses Generic/ Discipline Specific – V: 1. Corporate Governance and Business Ethics	13	10	02	09	04	07	04
	23UCC052	2. Industrial Law							
	23UCC053	Elective Courses Generic/ Discipline Specific – VI: 1. Basics of Research	13	10	11	09	03	04	06

	23UCCO54	Methodology 2. Entrepreneurial Development							
	23UVED51	Value Education	08	05	01	05	09	04	07
	23UCCJ52	Internship /Industrial Training	08	12	04	07	01	05	08
VI	23UCCC61	Core Course - XIII: Cost Accounting	14	13	03	08	04	07	05
	23UCCC62	Core Course - XIV: Income Tax Law and Practice-II	13	10	03	09	04	05	08
	23UCCC63	Core Course - XV: Banking Theory Law and Practice	14	11	02	08	04	06	05
	23UCCO61 23UCCO62	Elective Courses Generic/ Discipline Specific - VII: 1. Knowledge Management 2. Office Management	14	10	02	07	04	06	06
	23UCCO63 23UCCO64	Elective Courses Generic/ Discipline Specific - VIII: 1. Financial Management 2. Modern Marketing Management	14	10	03	08	04	06	05
	23UCCS61	Skill Enhancement Course - IX: Professional Competency Skill - Training for Competitive Examinations	14	11	04	06	04	06	04
		Extension Activity	08	02	01	07	09	08	05
			543	423	120	354	152	229	226

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
(Affiliated to Madurai Kamaraj University, Re-accredited with A Grade (CGPA 3.11) by NAAC)
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com (Corporate Secretaryship)
(From 2023-2024 Batch onwards)

PROGRAMME ARTICULATION MATRIX – WEIGHTED PERCENTAGE

Semester	Course Code	Course Name	P01	P02	P03	P04	P05	P06	P07
I	23UTAG11	Podhu Tamil/Hindi - I	1.84	1.65	1.67	2.26	1.32	0.87	1.33
	23UENL11	General English – I	1.84	1.65	1.67	2.26	1.32	0.87	1.33
	23UCCC11	Core Course – I: Financial Accounting	2.76	2.60	1.67	2.26	2.63	2.18	2.21
	23UCCC12	Core Course – II: Corporate Correspondence	2.39	2.84	1.67	2.82	1.32	2.18	1.33
	23UCCA1P	Elective Course Generic/ Discipline Specific – I: Practical: Corporate E-Management	2.58	3.07	2.50	2.54	1.32	3.06	3.54
	23UCCS11	Skill Enhancement Course - I: Foundation: Fundamental Concepts of Accounting and Commerce	2.39	2.36	2.50	2.26	1.32	1.75	1.33
	23UCCN11	Skill Enhancement Course - II: Non Major Elective Course: Basics of Logistics Management	1.66	1.18	00	2.26	0	2.18	2.21
II	23UTAG21	Podhu Tamil/Hindi - II	1.84	1.89	1.67	2.26	1.32	0.87	1.33
	23UENL21	General English – II	1.84	1.89	1.67	2.26	1.32	0.87	1.33
	23UCCC21	Core Course – III: Advanced Financial Accounting	2.76	2.6	1.67	2.26	1.97	3.06	3.10
	23UCCC22	Core Course – IV: Corporate Management	2.58	2.36	1.67	1.98	2.63	2.62	2.65
	23UCCA21	Elective Course Generic/ Discipline Specific – II: Securities Law and Regulation of Financial Markets	2.39	2.36	1.67	2.54	1.97	2.62	2.21
	23UCCS21	Skill Enhancement Course – III: Fundamentals of Auditing	2.39	2.36	1.67	2.26	3.29	2.62	3.10
	23UCCN21	Skill Enhancement Course - IV: Non Major Elective Course: Every day banking	1.66	1.18	0	2.26	0	2.18	2.21
	23UTAG31	Podhu Tamil/Hindi – III	1.84	1.89	1.67	2.26	1.32	0.87	0.88
	23UENL31	General English – III	1.84	1.89	2.50	2.54	1.97	1.31	0.88

III	23UCCC31	Core Course - V: Corporate Accounting	2.76	2.84	2.50	2.26	1.97	2.62	3.10
	23UCCC32	Core Course - VI: GST and Customs Law	2.58	2.13	2.50	2.26	3.29	3.06	3.10
	23UCCA31	Elective Course Generic/ Discipline Specific - III: Business Economics	2.58	2.60	1.67	1.98	2.63	2.18	2.21
	23UCCS31	Skill Enhancement Course - V: Business Building Skills	2.58	2.60	4.17	2.26	1.32	2.62	3.10
	23UCCS3P	Skill Enhancement Course - VI: Practical: GST Filing of Returns	2.76	3.07	2.50	2.54	1.97	3.93	2.65
IV	23UTAG41	Podhu Tamil/Hindi - IV	1.84	1.89	1.67	2.54	1.32	0.87	0.88
	23UENL41	General English - IV	1.84	2.13	2.50	2.26	1.32	1.31	1.33
	23UCCC41	Core Course - VII: Specialised Company Accounts	2.58	2.60	3.33	2.26	2.63	2.62	3.10
	23UCCC42	Core Course - VIII: Company Law and Secretarial Practice	2.58	2.60	2.50	2.26	3.95	2.62	3.10
	23UCCA41	Elective Course Generic/ Discipline Specific - IV: Business Statistics	2.39	2.60	2.50	1.69	1.32	2.62	1.33
	23UCCS4P	Skill Enhancement Course - VII: Practical: Tally Accounting Software	2.58	3.07	2.50	2.26	1.97	3.93	1.77
	23UCCS41	Skill Enhancement Course - VIII: Professional Skills for Corporate World	2.58	2.60	0	2.54	2.63	1.75	3.10
	23UESR41	Environmental Studies	1.47	1.18	0.83	1.98	5.26	2.18	2.21
V	23UCCC51	Core Course - IX: Management Accounting	2.58	2.60	2.50	2.26	1.97	2.62	2.65
	23UCCC52	Core Course - X: Income Tax Law and Practice I	2.39	2.36	2.50	2.54	2.63	2.18	3.54
	23UCCC53	Core Course - XI: Business Law	2.39	2.36	1.67	2.26	3.29	2.62	2.65
	23UCCJ51	Core Course - XII: Project with Viva-Voce	2.39	2.36	8.33	3.11	2.63	2.18	1.33
	23UCC051	Elective Courses Generic/ Discipline Specific - V: 1. Corporate Governance and Business Ethics	2.39	2.36	1.67	2.54	2.63	3.06	1.77
	23UCC052	2. Industrial Law							
	23UCC053	Elective Courses Generic/ Discipline Specific - VI: 1. Basics of Research Methodology	2.39	2.36	9.17	2.54	1.97	1.75	2.65
	23UCC054	2. Entrepreneurial Development							

	23UVED51	Value Education	1.47	1.18	0.83	1.41	5.92	1.75	3.10
	23UCCJ52	Internship /Industrial Training	1.47	2.84	3.33	1.98	0.66	2.18	3.54
VI	23UCCC61	Core Course - XIII: Cost Accounting	2.58	3.07	2.50	2.26	2.63	3.06	2.21
	23UCCC62	Core Course - XIV: Income Tax Law and Practice-II	2.39	2.36	2.50	2.54	2.63	2.18	3.54
	23UCCC63	Core Course - XV: Banking Theory Law and Practice	2.58	2.60	1.67	2.26	2.63	2.62	2.21
	23UCCO61 23UCCO62	Elective Courses Generic/ Discipline Specific - VII: 1. Knowledge Management 2. Office Management	2.58	2.36	1.67	1.98	2.63	2.62	2.65
	23UCCO63 23UCCO64	Elective Courses Generic/ Discipline Specific - VIII: 1. Financial Management 2. Modern Marketing Management	2.58	2.36	2.50	2.26	2.63	2.62	2.21
	23UCCS61	Skill Enhancement Course - IX: Professional Competency Skill - Training for Competitive Examinations	2.58	2.60	3.33	1.69	2.63	2.62	1.77
		Extension Activity	1.47	0.47	0.83	1.98	5.92	3.49	2.21
			100	100	100	100	100	100	100

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF TAMIL
UG PROGRAMME - B.A./ B.COM/B.B.A./ B.SC./BCA
SEMESTER - I

பொதுத்தமிழ் - I (23UTAG11)
(From 2023-2024 Batch onwards)

HOURS / WEEK : 6
CREDITS : 3
DURATION : 90 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

நோக்கங்கள்

- முதலாமாண்டு பட்ட வகுப்பு மாணவர்களுக்குத் தமிழ் மொழி இலக்கியங்களை அறிமுகம் செய்தல்.
- தற்கால இலக்கியப் போக்குகளையும் இலக்கணங்களையும் மாணவர் அறியுமாறு செய்து அவர்களின் படைப்பாற்றலைத் தூண்டுதல்.
- தமிழ் இலக்கியம் சார்ந்த போட்டித் தேர்வுகளுக்கு ஏற்ப கற்பித்தல் நடைமுறைகளை மேற்கொள்ளுதல்.

கற்றலின் விளைவுகள்

இத்தாளை வெற்றிகரமாக முடித்தவுடன் மாணவர்கள்,

CO1[K1]: பாரதியார் காலந்தொட்டு தற்காலக் கவிதைகள் வரை கவிதை இலக்கியம் அறிமுகப்படுத்தப்படுவதால் அவற்றை அடையாளம் காண்பர்.

CO2[K2]: கவிதை வரலாற்றினை புரிந்து கொண்டு பிழை இல்லாமல் எழுதும் திறன் பெறுவர்

CO3[K3]: இக்கால இலக்கிய வகைகள் மற்றும் இலக்கணம் கற்பதன் மூலம் அவற்றை தம் வாழ்நிலையோடு பொருத்திப் பார்ப்பர்.

CO4[K4]: மொழியறிவோடு சிந்தனைத்திறன் பெற்று இலக்கியம் மற்றும் இலக்கணங்களைப் பகுப்பாய்வர்

CO5[K5]: உலகளாவிய இலக்கியங்களைக் கற்று மதிப்பீடு செய்வர்.

CO/PO Mapping Table (Course Articulation Matrix)

CO \ PO	PO						
	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	2	-	2	-	-	-
CO2[K2]	2	2	-	2	-	-	-
CO3[K3]	2	1	-	2	1	-	1
CO4[K4]	2	1	1	1	1	1	1
CO5[K5]	2	1	1	1	-	1	1
Weightage of the Course	10	07	02	08	02	02	03
Weighted percentage of Course Contribution to POs	1.84	1.65	1.67	2.26	1.32	0.87	1.33

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

கூறு I**(18 hrs)**

மரபுக்கவிதை: பெ.சுந்தரனார் - தமிழ்த் தெய்வ வணக்கம், பாரதிதாசன் - சிறுத்தையை வெளியில் வா, கவிமணி - புத்தரும் சிறுவனும், முடியரசன் - மொழி உணர்ச்சி, கண்ணதாசன் - ஆட்டனத்தி ஆதிமந்தி - ஆதிமந்திபுலம்பல், சுரதா - துறைமுகம் தொகுப்பிலிருந்து ஏதேனும் ஒருகவிதை, தமிழ் ஒளி - கடல்

கூறு II**(18 hrs)**

புதுக்கவிதை: அப்துல் ரகுமான் - வீட்டுக்கொருமரம் வளர்ப்போம், ஈரோடு தமிழன்பன் - சென்றியூ கவிதைகள் (ஏதேனும் ஐந்து கவிதைகள்), வைரமுத்து - பிற்சேர்க்கை, மு.மேத்தா - வாழைமரம், அறிவுமதி - வள்ளுவம் பத்து, நா முத்துக்குமார் - ஆனந்தயாழை மீட்டுகிறாய், சுகிர்தராணி - சபிக்கப்பட்ட முத்தம், இளம் பிறை - நீ எழுத மறுக்கும் எனது அழகு.

கூறு III**(18 hrs)**

சிறுகதைகள் : வாய்ச்சொற்கள் - ஜெயகாந்தன் (மாலைமயக்கம் தொகுப்பு), கடிதம் - புதுமைப்பித்தன், கரு - உமாமகேஸ்வரி, முள்முடி - தி.ஜானகிராமன், சிதறல்கள் - விழி.பா.இதயவேந்தன், காகிதஉறவு - சு.சமுத்திரம், வீட்டின் மூலையில் சமையல் அறை - அம்பை, (மொழிபெயர்ப்புக் கதை) ஆண்டன் செக்காவ் - நாயக்காரர் சீமாட்டி, சந்தியா பதிப்பகம்.

கூறு IV**(18 hrs)**

மரபுக்கவிதை கவிதை தோற்றம் வளர்ச்சி - புதுக்கவிதை கவிதை தோற்றம் வளர்ச்சி - சிறுகதை தோற்றம் வளர்ச்சி

கூறு V**(18 hrs)**

மொழித்திறன் போட்டிதேர்வு: பொருள் பொதிந்த சொற்றொடர் அமைத்தல், ஓர் எழுத்து ஒருமொழி, வேற்றுமை உருபுகள், திணை, பால், எண், இடம், கலைச்சொல்லாக்கம், மொழிபெயர்ப்பு. (குறிப்பு: அலகு 4, 5 ஆகியன போட்டித் தேர்வு நோக்கில் நடத்தப்பட வேண்டும்).

பாடநூல்கள்

1. தமிழியல் துறையினர், *தொகுப்பு நூல்*, ஸ்ரீ காளீஸ்வரி கல்லூரி (தன்னாட்சி), சிவகாசி.
2. வாசுதேவன், கா. *பன்முக நோக்கில் தமிழ் இலக்கிய வரலாறு*, தேவன் பதிப்பகம், திருச்சிராப்பள்ளி, 2017.

பார்வை நூல்கள்

1. சிற்பி. பாலசுப்பிரமணியன், *தமிழ் இலக்கிய வரலாறு*, கவிதா வெளியீடு, சென்னை.
2. தமிழண்ணல், *புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு*, சோலை பதிப்பகம், மதுரை
3. பாக்கியமேரி, *வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு*, பாரி நிலையம், சென்னை.

வலைப்பதிவுகள் (Web Sources)

1. Tamil Heritage Foundation- www.tamilheritage.org
<<http://www.tamilheritage.org>>
2. Tamil virtual University Library- www.tamilvu.org/library
<http://www.virtualvu.org/library>
3. Project Madurai - www.projectmadurai.org.
4. Chennai Library- www.chennailibrary.com
<<http://www.chennailibrary.com>>.
5. Tamil Universal Digital Library- www.ulib.prg <<http://www.ulib.prg>>.
6. Tamil E-Books Downloads- tamilebooksdownloads.blogspot.com
7. Tamil Books on line- books.tamilcube.com

8. Catalogue of the Tamil books in the Library of British Congress
archive.org
9. Tamil novels on line - books.tamilcube.com

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF ENGLISH
UG PROGRAMME - B.A./ B.COM/B.B.A./ B.SC./BCA
SEMESTER- I

GENERAL ENGLISH-I (23UENL11)
(From 2023-2024 Batch onwards)

HOURS/WEEK: 6 (L-5, T-1)

CREDITS : 3

DURATION : 90 hrs

INT. MARKS : 25

EXT. MARKS : 75

MAX. MARKS : 100

Course Objectives

- To enable learners to acquire the linguistic competence necessarily required in various life situations.
- To help them understand the written text and able to use skimming, scanning skills
- To assist them in creative thinking abilities.
- To enable them become better readers and writers.
- To assist them in developing correct reading habits, silently, extensively and intensively.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: identify the use of the language skills i.e. Reading, Listening, Speaking and Writing.

CO2[K2]: demonstrate communicative skills by articulating simple dialogues and instructions

CO3[K3]: apply knowledge of word power and grammar in framing correct sentences

CO4[K4]: analyze prose, poetry and short stories to develop language skills through literature.

CO5[K5]: assess the linguistic competence that enables them, in the future, to present their views in various social, academic and employment situations.

CO-PO Mapping table (Course Articulation Matrix)

CO \ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	2	-	2	-	-	-
CO2[K2]	2	2	-	2	-	-	-
CO3[K3]	2	1	-	2	1	-	1
CO4[K4]	2	1	1	1	1	1	1
CO5[K5]	2	1	1	1	-	1	1
Weightage of the course	10	07	02	08	02	02	03
Weighted percentage of Course contribution to POs	1.84	1.65	1.67	2.26	1.32	0.87	1.33

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - PROSE		(18 hrs)
Jerome K Jerome	-	Uncle Podger Hangs a Picture
David Sedaris	-	Us and Them -From Dress Your Family in Corduroy and Denim
Harish Bhat	-	JRD

UNIT II - POETRY		(18 hrs)
William Ralph Emerson	-	A Nation's Strength
Paul Laurence Dunbar	-	The Sparrow
Subramania Bharati	-	A Patch of Land
Chinua Achebe	-	Love Cycle

UNIT III - SHORT STORIES		(18 hrs)
Bhabani Bhattacharya	-	The Faltering Pendulum
R.K. Laxman	-	The Gold Frame
Sudha Murthy	-	How I Taught My Grandmother to Read

UNIT IV - LANGUAGE COMPETENCY		(18 hrs)
Vocabulary: Synonyms, Antonyms, Word Formation		
Appropriate use of Articles and Parts of speech		
Error Correction		

UNIT V - ENGLISH FOR WORKPLACE		(18 hrs)
Self-Introduction, Greetings		
Introducing others		
Listening for General and Specific Information		
Listening to and Giving Instructions/Directions		

TEXTBOOKS

1. Bhattacharya, Bhabani. *Steel Hawk and other stories*. New Delhi: Sahitya Akademi, 1967.
2. Sudha, Murthy. *How I Taught My Grandmother to Read and other Stories*, India: Penguin Books, 2004.

REFERENCES

Books

1. Kumar, Vijay T & K Durga Bhavani. *English in use -A Textbook for College Students*. YL Srinivas
2. Swan, Michael. *Practical English Usage - 4th Edition*. New York: Oxford University Press, 2016.
3. Shepherd Margaret & Sharon Hogan. Penny Carter (Illustrator). *The Art of Civilized Conversation: A Guide to Expressing Yourself with Style and Grace*. Now York: Broadway Books, 2005.

Web Sources

1. https://books.google.co.in/books?id=iSHvOmXuvLMC&printsec=frontcover&dq=subramania+bharati+poems&hl=en&newbks=1&newbks_redir=0

&source=gb_mobile_search&sa=X&redir_esc=y#v=onepage&q=subraman
ia%20bharati%20poems&f=false

2. <https://poets.org/poem/sparrow-0>
3. <https://poets.org/poem/nations-strength>
4. <https://www.best-poems.net/chinua-achebe/love-cycle.html>
5. <https://www.tata.com/newsroom/heritage/coffee-tea-jrd-tata-stories>
6. <https://legacy.npr.org/programs/morning/features/2004/jun/sedaris/sandthem.html>
7. <http://rosyhunt.blogspot.com/2013/01/uncle-podger-hangs-picture.html>
8. <https://fybaenglish.blogspot.com/2018/12/the-gold-frame-r-k-laxman.html>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - I
CORE COURSE - I: FINANCIAL ACCOUNTING (23UCCC11)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-5)
CREDITS : 5
DURATION : 75 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To understand the fundamentals of accounting and the preparation of financial statements.
- To gain knowledge on accounting for non-trading organisations.
- To learn the accounting concepts relating to single entry system.
- To understand the basics of account current and average due date.
- To impart knowledge on the different types of depreciation methods.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the fundamental of financial accounting concepts

CO2[K2]: explain the techniques of preparing financial statement, account current and depreciation account

CO3[K3]: apply the latest provisions in financial accounting

CO4[K4]: Analyse the procedure for preparing final accounts of trading, non trading concern and under single entry system

CO5[K5]: Determine the average due date, depreciation method, profit and financial position of trading and non-trading concern

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	3	2	-	1	1	1	-
CO2[K2]	3	2	-	2	1	1	1
CO3[K3]	3	2	-	2	1	1	1
CO4[K4]	3	2	1	1	-	1	1
CO5[K5]	3	3	1	2	1	1	2
Weightage of the course	15	11	02	08	04	05	05
Weighted percentage of Course contribution to POs	2.76	2.6	1.67	2.26	2.63	2.18	2.21

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - FINAL ACCOUNTS (15 hrs)

Preparations of Final Accounts of a Sole Trading Concern - Adjustments - Closing Stocks - Outstanding and Prepaid items, Depreciation, Provision for Bad Debts, Provision for Discount on Debtors and Creditors, Interest on Capital and Drawings.

UNIT II - ACCOUNTS FOR NON- TRADING CONCERN (15 hrs)

Receipts and Payments-Income and Expenditure - Balance Sheet of Non-Trading Organization.

UNIT III - SINGLE ENTRY SYSTEM (15 hrs)

Meaning and Features of Single Entry and Double Entry System - Methods of Calculation of Profit - Statement of Affairs Method - Conversion Method.

UNIT IV - AVERAGE DUE DATE AND ACCOUNT CURRENT (15 hrs)

Average Due Date - Meaning, Need, Calculation of Average Due Date - Consideration of Holidays Intervening in the Period. Account Current: Meaning and Purpose, Forward Method, Product Method, Periodical Balance Method. Insurance Claims - Average Clause (Loss of stock only).

UNIT V - DEPRECIATION (15 hrs)

Meaning - Causes of Depreciation Methods of Providing Depreciation - Straight Line Method - Diminishing Balance Method.

Note: The questions will be asked in the ratio of 80% for problems and 20% for theory.

TEXTBOOKS

1. Reddy T.S. and Murthy A. *Financial Accounting*. Chennai: Margham Publications, 2021.
2. Thothadri S. and Nafeesa S. *Financial accounting*. New Delhi: McGraw Hill Education,
3. Nagarajan M.V. *Financial Accounting*. Chennai: Sri Rudra Learning,

REFERENCES

Books

1. Jain S.P. and Narang N.L. *Financial Accounting*. New Delhi: Kalyani Publishers,
2. Shukla M.C, Grewal T. S. and Gupta S.C. *Advanced Accounting*. New Delhi: S. Chand & Co,

Web Sources

1. www.accountingcoach.com
2. www.accountingstudyguide.com
3. www.futureaccountant.com

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - I
CORE COURSE - II: CORPORATE CORRESPONDENCE (23UCCC12)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-5)
CREDITS : 5
DURATION : 75 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To inherit the knowledge on introduction to communication.
- To analyze the different types of communication.
- To demonstrate the knowledge communication in business environment.
- To learn the basic understanding of drafting of legal deeds and documents.
- To make the students to understand the drafting of responses and replies.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: describe the basic concept of communication, corporate correspondence and corporate documents

CO2[K2]: explain the procedures for communication and drafting secretarial correspondence in corporate environment

CO3[K3]: prepare corporate correspondence, corporate report, corporate documents and replies

CO4[K4]: examine the procedures for drafting various corporate correspondence, corporate documents and replies

CO5[K5]: evaluate the communication barriers, communication methods, content of corporate correspondence, report and documents

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	2	-	1	-
CO2[K2]	2	2	-	2	-	1	-
CO3[K3]	3	3	1	2	1	1	1
CO4[K4]	3	3	-	2	-	1	1
CO5[K5]	3	3	1	2	1	1	1
Weightage of the course	13	12	02	10	02	05	03
Weighted percentage of Course contribution to POs	2.39	2.84	1.67	2.82	1.32	2.18	1.33

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - INTRODUCTION TO COMMUNICATION (15 hrs)

Concept of Communication - Meaning, Definition, Process, Need, Principles of Effective Communication - Barriers to Communication: Physical, Semantic/Language, Socio-Cultural and Psychological Barriers - Ways to Overcome these Barriers.

UNIT II - TYPES OF COMMUNICATION AND CORPORATE CORRESPONDENCE (15 hrs)

Types of Communication: Verbal, Non-verbal. Channels of Communication: Formal and Informal - Vertical, Horizontal, Diagonal, Grapevine. Trade Letters: Inquiry, Order, Credit and Status Enquiry, Complaints, Claims, Sales Letters, promotional leaflets and fliers.

UNIT III - COMMUNICATION IN CORPORATE ENVIRONMENT (15 hrs)

Report Writing - Agenda, Minutes of Meeting - Office Order - Circular Notes - Correspondence with Shareholders - Correspondence with Directors.

UNIT IV - DRAFTING OF DOCUMENTS (15 hrs)

Partnership Deed - Power of Attorney - Lease Deed - Affidavit - Indemnity Bond - Gift Deed - Memorandum and Articles of Association of a Company - Annual Report of a Company.

UNIT V - DRAFTING REPLIES AND RESPONSES (15 hrs)

Drafting Replies to Regulatory Show Cause Notices - Review of Business Documents and Press Releases - Responding to Proxy Advisory Reports - Response to Media Replies - Crisis Communication.

TEXTBOOKS

1. Raghunthan N.S. and Santhanam B. *Business Communication*. Chennai: Margham Publications, 3rd Edition,
2. Gupta C.B. *Business communication, Organisation and Management*. New Delhi: Sultan Chand & Sons, 2014.
3. Sekhar R.C. *Ethical Choices in Business*. New Delhi: SAGE Publications India, 2002.

REFERENCES

Books

1. Rajendra Pal and Korlahalli J.S. *Essentials of Business Communication*. New Delhi: Sultan Chand & Sons,
2. Shirley Taylor. *Communication for Business*. New Delhi: Pearson Publications,
3. Bovee, Thill and Schatzman. *Business Communication Today*. New Delhi: Pearson Education Private Ltd,
4. Penrose, Raspberry and Myers. *Advanced Business Communication*. Bangalore: South Western Publication,
5. Mary Ellen Guffey. *Business Communication*. Ohio: Process and Product International Thomson Publishing,

6. *Corporate Governance and business Ethics*. New Delhi: All India Management Association, Excel Books.
7. William Shaw H. *Business Ethics*. Haryana: Thomson Publications, 9th edition, 2016

Web Sources

1. <https://www.ansarada.com/business-readiness/corporate/shareholder-correspondence>
2. www.newagepublishers.com
3. www.managementstudyguide.com
4. www.businesscommunication.org

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - I

ELECTIVE COURSE GENERIC/ DISCIPLINE SPECIFIC - I:
PRACTICAL: CORPORATE E-MANAGEMENT (23UCCA1P)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 4 (L-2, T-1, P-1)
CREDITS : 3
DURATION : 60 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To teach the basics of computer and devices.
- To enlighten about the operating systems hardware, software.
- To introduce the concept of internet.
- To introduce the basics of multimedia.
- To teach about E-Commerce.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the basic concepts of computer, internet and E-commerce.

CO2[K2]: summarize the features of computer, operating system, multimedia and e-commerce

CO3[K3]: describe the workings of computer, operating system, internet and multimedia

CO4[K4]: analyse the latest development in computer environment

CO5[K5]: evaluate the impact of computer, multimedia, internet and e-commerce in business

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	2	1	1	-	1	2
CO2[K2]	3	2	-	2	1	1	1
CO3[K3]	3	3	1	2	1	1	2
CO4[K4]	3	3	-	2	-	2	1
CO5[K5]	3	3	1	2	-	2	2
Weightage of the course	14	13	03	09	02	07	08
Weighted percentage of Course contribution to POs	2.58	3.07	2.5	2.54	1.32	3.06	3.54

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - INTRODUCTION TO COMPUTERS (12 hrs)

Introduction to Computers - Characteristics - Classification - Advantages and Disadvantages of Computers - Anatomy of Digital Computer - Memory Devices - Input Devices - Output Devices.

UNIT II - OPERATING SYSTEM (12 hrs)

Concept of Operating System - Functions - Advantages - Classification - Assembler, Compiler, Interpreter - Hardware and Software and its Types. Computer Networks - Classification - Topology of Networks.

UNIT III - INTRODUCTION TO INTERNET (12 hrs)

Introduction to Internet - Advantages and Uses of Internet - Requirements of Internet - Internet Service Providers (ISPs) - IP Addressing - Domain Name - Web Browser - E-Mail - Advantages and Disadvantages of E- Mail.

UNIT IV - MULTIMEDIA (12 hrs)

Multimedia - Meaning - Basic Concepts and Elements of Multimedia - Text, Images, Sound/ Audio, Video, Graphics and Animations - Uses of Multimedia in Education and Entertainment.

UNIT V - E-COMMERCE (12 hrs)

E-Commerce - Benefits - Nature - Classification of E-commerce - Advantages and Disadvantages of E-Commerce. Traditional Commerce Vs. E-Commerce - Payment through Electronic Mode.

List of Practical:

1. Open and Shut-down the computer
2. Creating Folders in Local drive and desktop
3. Creating E-Mail ID
4. Receiving and Sending e-mail
5. Sending e-mail to Multiple Person.
6. Activating Online Payment Account.
7. Online Bill Payment.

NOTES

1. External written test will be conducted for 50 marks for 2 hours
2. External practical exam will be conducted for 25 marks
3. Internal and External Practical Exam Conducted by Department itself.
4. Course Teacher acts as an Internal Examiner and Head of the Department acts as an External Examiner.

TEXTBOOKS

1. Alexix Leon and Mathew Leon. *Fundamentals of Computer Science and Communication Engineering*, New Delhi: Vikas Publishing House,
2. Alexix Leon and Mathew Leon. *Fundamentals of Information Technology*. New Delhi: Vikas Publishing House,

REFERENCES

Books

1. John Callahan. *Every Students guide to Internet*. New Delhi: McGraw-Hill Companies,
2. Bajaj K.K. and Debjani Nag. *E-Commerce - The cutting edge of Business*. New Delhi: McGraw hill INDIA,
3. Rizwan Ahmed P. *Introduction to Information Technology*. Chennai: Margham Publications,
4. Abirami Devi K. and Alagammai M. *E-Commerce*. Chennai: Margham Publications,

Web Sources

1. <https://edu.gcfglobal.org/>
2. https://onlinecourses.swayam2.ac.in/cec19_cs06/preview

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - I

SKILL ENHANCEMENT COURSE - I: FOUNDATION:
FUNDAMENTAL CONCEPTS OF ACCOUNTING AND COMMERCE (23UCCS11)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 2 (L-2)
CREDITS : 2
DURATION : 30 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To provide an overview of accounting concepts.
- To create an insight about the commerce and allied areas covered in the programme.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: illustrate the basic concepts of accounting and commerce

CO2[K2]: explain the accounting rules, types of accounting, communication process and functions of management

CO3[K3]: apply the accounting rules, mercantile laws, communication techniques and management techniques

CO4[K4]: analyze the latest changes in accounting and commerce

CO5[K5]: examine the accounting rules, laws applicable to business, communication barriers and functions of business management

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	P01	P02	P03	P04	P05	P06	P07
CO1[K1]	2	1	-	1	-	-	-
CO2[K2]	2	2	-	1	-	1	-
CO3[K3]	3	2	1	2	1	1	1
CO4[K4]	3	2	1	2	-	1	1
CO5[K5]	3	3	1	2	1	1	1
Weightage of the course	13	10	03	08	02	04	03
Weighted percentage of Course contribution to POs	2.39	2.36	2.5	2.26	1.32	1.75	1.33

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I (6 hrs)
Definition - Systems of Accounting - Functions of Accounting - Basis of Accounting - Classification of Accounts - Golden Rules of Accounting - Examples - Books of Accounts - Manual vs. Software.

UNIT II (6 hrs)
Financial Statements - Meaning and Contents - Different Types of Accounting: Financial Accounting - Cost Accounting - Management Accounting (Meaning, Advantages and Differences only).

UNIT III (6 hrs)
Business Law: Contract – Meaning – Definition – Elements. Company Law – Origin – Companies Act 2013 – Features – Objectives. Industrial Law: Factories Act: Factories Act in India - Objectives – Applicability.

UNIT IV (6 hrs)
Communication - Meaning - Definition - Types - Process - Barriers to Communication.

UNIT V (6 hrs)
Management - Definition - Types - Functions of Business Management - Skills for an Entrepreneur - Qualities of an Entrepreneur.

TEXTBOOKS

1. Reddy T.S. and Murthy A. *Financial Accounting*. Chennai: Margham Publications,
2. Nagarajan M.V. *Financial Accounting*. Vidhya Publications,
3. Premavathy N. *Principles of Management*. Chennai: Sri Vishnu Publications,
4. Jayasankar J. *Business Management*. Chennai: Margham Publications,
5. Kapoor N.D. *Elements of Mercantile Law*. New Delhi: Sultan Chand & Sons,

REFERENCES

Books

1. Jain S.P. and Narang N.L. *Financial Accounting*. New Delhi: Kalyani Publishers,
2. Shukla M.C, Grewal T.S and Gupta S.C. *Advanced Accounting*. New Delhi: S. Chand & Co,
3. Gupta C.B. *Management Theory & Practice*. New Delhi: Sultan Chand & Sons,
4. Prasad L.M. *Principles & Practice of Management*. New Delhi: Sultan Chand & Sons,
5. Rao V.S.P. *Human Resource Management*. New Delhi: Cengage Learning India Pvt Ltd, 2019.
6. Aswathappa K. *Human Resource Management*. New Delhi: Tata McGraw Hill Education, 8th Revised Edition 2017.

Web Sources

1. www.accountingcoach.com
2. www.accountingstudyguide.com
3. www.futureaccountant.com
4. <http://www.managementstudyguide.com/>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - I

SKILL ENHANCEMENT COURSE - II: NON MAJOR ELECTIVE COURSE:
BASICS OF LOGISTICS MANAGEMENT (23UCCN11)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 2 (L-2)
CREDITS : 2
DURATION : 30 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To provide an opportunity to learn the fundamentals of logistics.
- To create and interest in students to explore the field of logistics and allied industries for employment and business.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the basic concepts of logistics and supply chain management

CO2[K2]: illustrate the components of logistic and supply chain management

CO3[K3]: determine transport system, logistics network, supply chain relationships, warehousing technology and material handling techniques

CO4[K4]: analyze recent trends and impact of logistics and supply chain management

CO5[K5]: examine the concepts and elements of logistics, supply chain management and inventory equipments

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	1	-	-	1	-	1	1
CO2[K2]	2	1	-	1	-	1	1
CO3[K3]	2	1	-	2	-	1	1
CO4[K4]	2	1	-	2	-	1	1
CO5[K5]	2	2	-	2	-	1	1
Weightage of the course	09	05	00	08	00	05	05
Weighted percentage of Course contribution to POs	1.66	1.18	00	2.26	00	2.18	2.21

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I **(6 hrs)**
Concepts of Logistics - Evolution - Nature and Importance of Logistics - Logistics System Fundamentals: Transport System - Railway, Road, Air, Waterways, Pipe Lines, Animals and Animal Driven Vehicles - Economics of Transportation - Stocking Policies - Storage and Handling Capacities - Warehousing.

UNIT II **(6 hrs)**
Components of Logistics Management - Competitive Advantages of Logistics - Functions of Logistics Management - Principles - Logistics Network - Integrated Logistics System.

UNIT III **(6 hrs)**
Supply Chain Management - Nature and Concepts - Value chain - Functions - Supply Chain Effectiveness - Outsourcing - 3PLs and 4PLs - Supply Chain Relationships - Customer Services.

UNIT IV **(6 hrs)**
Elements of Logistics and Supply Chain Management - Inventory Carrying - Warehousing, Technology in the Warehouse: Computerization, Bar-coding, RFID and WMS.

UNIT V **(6 hrs)**
Material Handling, Concepts and Equipment: Automated Storage and Retrieval Systems - Order Processing - Transportation - Demand Forecasting - Impact of Forecasts on Logistics and Supply Chain Management - Performance Measurements.

TEXTBOOKS

1. John Coyle, John Langley C, Robert J.R, Novack Brian A and Gibson J. *Supply Chain Management A Logistics Perspective*. New Delhi: Cengage,
2. Joel Wisner D, Keah Choon Tan and Keong Leong G. *Principles of Supply Chain Management A Balanced Approach*. New Delhi: Cengage,

REFERENCES

Books

1. Agarwal D.K. *Logistics and Supply Chain Management*. New Delhi: Macmillan India Ltd, 2003.
2. Chase R.B, Shankar R. and Jacobs F.R. *Operations Management and Supply Chain Management*. New Delhi: McGraw Hill Publications, 13th edition, 2018.
3. Chopra S, Meindl P. and Kalra D.V. *Supply Chain Management*. New Delhi: Pearson Education India, 6th edition, 2016.

Web Sources

1. www.managementstudyguide.com
2. https://www.tutorialspoint.com/supply_chain_management/supply_chain_management_tutorial.pdf
3. <https://www.camcode.com/asset-tags/supply-chain-management-guide/>

4. <https://library.ku.ac.ke/wpcontent/downloads/2011/08/Bookboon/Magement%20andOrganisation/fundamentals- of- supply-chain-management.pdf>
5. https://www.youtube.com/watch?v=PmR2SKeY9Ms&list=PLGit8yny_3ANzZMsJjjeu x Mg-S0f0hGcn

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF TAMIL
UG PROGRAMME - B.A./ B.COM/B.B.A./ B.SC./BCA
SEMESTER - II

பொதுத்தமிழ் - II (23UTAG21)
(From 2023-2024 Batch onwards)

HOURS / WEEK : 6 **INT. MARKS : 25**
CREDITS : 3 **EXT. MARKS : 75**
DURATION : 90 hrs **MAX. MARKS: 100**

நோக்கங்கள்

- சமய இலக்கியங்களையும் சிற்றிலக்கியங்களையும் மாணவர்களுக்கு அறிமுகப்படுத்துதல்
- மொழித்திறனையும் சிறுகதை இலக்கிய வடிவத்தையும் மாணவர்களுக்கு உணர்த்துதல்.

கற்றலின் விளைவுகள்

இத்தானை வெற்றிகரமாக முடித்தவுடன் மாணவர்கள்,

C01[K1]: பக்தி இலக்கியங்களைக் கற்பதன் மூலம் பக்தி நெறியினையும், சமய நல்லிணக்கத்தையும் அறிவர்.

C02[K2]: சமயப்பாடல்கள் மற்றும் சிற்றிலக்கியங்களின் அமைப்பினையும், நோக்கத்தினையும் தெளிவாகக் கூறுவர்.

C03[K3]: தமிழில் உள்ள பக்தி இலக்கியம் மற்றும் சிற்றிலக்கியங்களின் பொருண்மைகளுடன் இலக்கணத் தெளிவையும் அடைவர்.

C04[K4]: தமிழ்ச் சமூகப் பண்பாட்டு வரலாற்றினை இலக்கியங்கள் வாயிலாக அறிந்து கொண்டு பாகுபடுத்துவர்.

C05[K5]: போட்டித் தேர்வுகளில் வெற்றி பெறுவதற்குத் தமிழ்ப் பாடத்தினைப் பயன்கொள்ளும் வகையில் ஏற்ற பயிற்சி பெற்று மதிப்பீடு செய்வர்.

CO/PO Mapping Table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
C01[K1]	2	1	-	1	-	-	-
C02[K2]	2	2	-	1	1	-	1
C03[K3]	2	2	-	2	-	1	-
C04[K4]	2	2	1	2	1	-	1
C05[K5]	2	1	1	2	-	1	1
Weightage of the Course	10	08	02	08	02	02	03
Weighted percentage of Course Contribution to POs	1.84	1.89	1.67	2.26	1.32	0.87	1.33

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

கூறு I**(18 hrs)**

பக்தி இலக்கியம்: திருநாவுக்கரசர் தேவாரம் - நாமார்க்கும் குடியெல்லாம் எனத் தொடங்கும் பதிகம் (10 பாடல்கள்), ஆண்டாள் - திருப்பாவை (முதல் 10 பாசுரம்)

கூறு II**(18 hrs)**

வள்ளலார் - அருள் விளக்கமாலை (முதல் 10 பாடல்), எச்.ஏ.கிருட்டிணப் பிள்ளை - இரட்சணியமனோகரம் - பால்யபிரார்த்தனை, குணங்குடி மஸ்தான் சாகிபு - பராபரக்கண்ணி (முதல் 10 கண்ணி)

கூறு III**(18 hrs)**

சிறுநூல்கள்கியங்கள்: தமிழ்விடு தூது (முதல் 20 கண்ணி), திருக்குற்றாலக் குறவஞ்சி - குறத்தி மலைவளம் கூறுதல், முக்கூடல் பள்ளு - நாட்டு வளம்

கூறு IV**(18 hrs)**

பாடம் தழுவிய இலக்கிய வரலாறு (பல்லவர் காலம், நாயக்கர் காலம்)

கூறு V**(18 hrs)**

மொழித்திறன் போட்டித்தேர்வுத்திறன்: தொடர் வகைகள், மரபுத்தொடர், பழமொழிகள், பிறமொழிச் சொற்களைக் களைதல், வழச்சொற்கள் நீக்குதல், இலக்கணக் குறிப்பு அறிதல்.
(குறிப்பு: அலகு 4, 5 ஆகியன போட்டித் தேர்வு நோக்கில் நடத்தப் பட வேண்டும்).

பாடநூல்கள்

1. தமிழியல் துறையினர், *தொகுப்பு நூல்*, ஸ்ரீ காளீஸ்வரி கல்லூரி (தன்னாட்சி), சிவகாசி.
2. வாசுதேவன், கா. *பன்முக நோக்கில் தமிழ் இலக்கிய வரலாறு*, தேவன் பதிப்பகம், திருச்சிராப்பள்ளி, 2017.

பார்வை நூல்கள்

1. சிற்பி. பாலசுப்பிரமணியன், *தமிழ் இலக்கிய வரலாறு*, கவிதா வெளியீடு, சென்னை.
2. தமிழண்ணல், *புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு*, சோலை பதிப்பகம், மதுரை
3. பாக்கியமேரி, *வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு*, பாரி நிலையம், சென்னை.

வலைப்பதிவுகள் (Web Sources)

1. Tamil Heritage Foundation- www.tamilheritage.org
<<http://www.tamilheritage.org>>
2. Tamil virtual University Library- www.tamilvu.org/library
<http://www.virtualvu.org/library>
3. Project Madurai - www.projectmadurai.org.
4. Chennai Library- www.chennailibrary.com
<<http://www.chennailibrary.com>>.
5. Tamil Universal Digital Library- www.ulib.prg <<http://www.ulib.prg>>.
6. Tamil E-Books Downloads- tamilebooksdownloads.blogspot.com
7. Tamil Books on line- books.tamilcube.com
8. Catalogue of the Tamil books in the Library of British Congress
archive.org
9. Tamil novels on line - books.tamilcube.com

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF ENGLISH
UG PROGRAMME - B.A./ B.COM/B.B.A./ B.SC./BCA
SEMESTER- II
GENERAL ENGLISH-II (23UENL21)
(From 2023-2024 Batch onwards)

HOURS/WEEK: 6(L-5, T-1)
CREDITS : 3
DURATION : 90 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To introduce learners to the essential skills of communication in English.
- To enable them use these skills effectively in academic and non-academic contexts.
- To help them identify and eliminate common mistakes in writing and speaking.
- To enable them use various business communication strategies and to use advanced vocabulary.
- To familiarize them in writing descriptive essays and respond to arguments orally and in writing.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: identify appropriate literary terms such as diction, tone, imagery, figures of speech, motif etc.

CO2[K2]: define verbs, tenses and concord and its role in speaking and writing effectively

CO3[K3]: apply the knowledge of language competency at workplace and day-to-day life

CO4[K4]: analyze prose, poetry and short stories to develop language skills through literature

CO5[K6]: construct grammatically correct and meaningful sentences by choosing apt words

CO-PO Mapping table (Course Articulation Matrix)

PO CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	1	-	-	-
CO2[K2]	2	2	-	1	1	-	1
CO3[K3]	2	2	-	2	-	1	-
CO4[K4]	2	2	1	2	1	-	1
CO5[K6]	2	1	1	2	-	1	1
Weightage of the course	10	08	02	08	02	02	03
Weighted percentage of Course contribution to POs	1.84	1.89	1.67	2.26	1.32	0.87	1.33

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I- PROSE (18 hrs)

W.R. Inge	-	The Spoon-Fed Age
Dale Carnegie	-	If You Are Wrong. Admit it
Shashi Tharoor	-	Kindly Adjust to our English

UNIT II- POETRY (18 hrs)

Alfred Lord Tennyson	-	The Flower
Nissim Ezekiel	-	Very Indian Poem in Indian English
Maya Angelou	-	Still I Rise
Dr. Gieve Patel	-	On Killing a Tree

UNIT III- FICTION (18 hrs)

Paulo Coelho	-	The Alchemist
--------------	---	---------------

UNIT IV- LANGUAGE COMPETENCY (18 hrs)

Homonyms, Homophones, Homographs, Portmanteau words
Verbs and Tenses, Subject Verb Agreement, Error correction

UNIT V- ENGLISH IN THE WORKPLACE (18 hrs)

Reading for General and Specific information [charts, tables, schedules,
graphs etc]

Reading news and weather reports

Writing paragraphs

Taking and making notes

TEXTBOOKS

1. Coelho, Paulo. *The Alchemist*. New York: Harper, 2005.
2. Pillai, Radhakrishna. *Emerald English Grammar and Composition*. Chennai: Emerald Publishers, 2016.

REFERENCES

Books

1. Hewings, Martin. *Advanced English Grammar*. Cambridge University Press, 2000.
2. SP Bakshi, Richa Sharma. *Descriptive English*. India: Arihant Publications Ltd, 2019.
3. Sheena Cameron, Louise Dempsey. *The Reading Book: A Complete Guide to Teaching Reading*. London: S & L. Publishing, 2019.
4. Sherman, Barbara. *Skimming and Scanning Techniques*. Virginia: Liberty University Press, 2014.
5. Chambers, Phil. *Brilliant Speed Reading: Whatever you need to read, However You want to Read it-Twice as Quickly*, India: Pearson, 2013.
6. Coelho, Paulo. *The Archer*. New York: Penguin Viking, 2020.

Web Sources

1. http://econtent.in/pacc.in/admin/contents/40_%20_2020103001102714.pdf

2. <https://www.poetryfoundation.org/poems/46446/still-i-rise>
3. <https://www.poemhunter.com/poem/the-flower-2/>
4. <https://www.poemhunter.com/poem/on-killing-a-tree/>
5. <https://www.tbr.fun/if-youre-wrong-admit-it/>
6. <https://www.theweek.in/columns/shashi-tharoor/2018/05/25/kindly-adjust-to-our-english.html?fbclid=IwAR3IhtdXqvuV4ySECn9S7SA6HmCEYISyd1QHd3BlwKgiNKKwdkeSg3qWp-U/>
7. <https://docplayer.net/217945876-The-spoon-fed-age-1-by-the-very-reverend-w-r-inge.html>
8. <https://www.youtube.com/watch?v=lxBYpmxjeDU>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - II
CORE COURSE - III: ADVANCED FINANCIAL ACCOUNTING (23UCCC21)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-5)
CREDITS : 5
DURATION : 75 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS : 100

Course Objectives

On completion of the course the students will be able to

- Prepare partnership accounts.
- Compute the accounting of dissolution of partnership.
- Prepare branch accounts.
- Compute departmental accounting.
- Demonstrate hire purchase and installment system.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: illustrate the basic concepts of advanced accounting

CO2[K2]: explain the procedure for preparing necessary accounts in relation to partnership firm, branch, department and hire purchase

CO3[K3]: prepare relevant accounts relating to partnership firm, branch, department and hire purchase

CO4[K4]: analyze the latest provisions in advanced accounting

CO5[K5]: examine the accounting procedures of partnership accounting and hire financial accounting

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	3	2	-	1	-	-	1
CO2[K2]	3	2	-	2	-	2	2
CO3[K3]	3	2	1	2	2	2	1
CO4[K4]	3	2	1	1	1	1	1
CO5[K5]	3	3	-	2	-	2	2
Weightage of the course	15	11	02	08	03	07	07
Weighted percentage of Course contribution to POs	2.76	2.6	1.67	2.26	1.97	3.06	3.10

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - PARTNERSHIP ACCOUNTS (15 hrs)

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

UNIT II - DISSOLUTION OF PARTNERSHIP (15 hrs)

Dissolution of a Partnership Firm - Insolvency of a Partner - Insolvency of all Partners - Piece-Meal Distribution of Cash in case of Liquidation of Partnership Firm.

UNIT III - BRANCH ACCOUNTS (15 hrs)

Dependent Branches - Stock and Debtors system - Distinction between Wholesale Profit and Retail Profit.

UNIT IV - DEPARTMENTAL ACCOUNTS (15 hrs)

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

UNIT V - HIRE PURCHASE SYSTEM (15 hrs)

Hire Purchase System - Default and Repossession - Instalment System - Calculation of Profit.

Note: The questions will be asked in the ratio of 80% for problems and 20% for theory.

TEXTBOOKS

1. Reddy T.S. and Murthy A. *Financial Accounting*. Chennai: Margham Publications,
2. ThothadriS. And Nafeesa S. *Financial accounting*. New Delhi: McGraw Hill Education,
3. Nagarajan M.V. *Advanced Financial Accounting*. vidhya publications,
4. Shukla M.C, Grewal T.S. and Gupta S.C. *Advanced Accounting*. New Delhi: S.Chand & Co,

REFERENCES

Books

1. Gupta R.L. and Gupta V.K. *Principles and Practice of Accounting*. New Delhi: Sultan Chand & Sons.
2. Jain S.P. and Narang K.L. *Financial Accounting*. New Delhi: Kalyani Publishers,

Web Sources

1. www.accountingcoach.com
2. www.accountingstudyguide.com
3. www.futureaccountant.com
4. www.onlinelibrary.wiley.com
5. <https://books.google.co.in/books?isbn=8126909935>
6. <https://books.google.co.in/books?isbn=9966254455>
7. <https://books.google.co.in/books?isbn=0470635290>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - II
CORE COURSE - IV: CORPORATE MANAGEMENT (23UCCC22)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-5)
CREDITS : 5
DURATION : 75 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS : 100

Course Objectives

- To introduce the management concepts and levels.
- To explain the functions, procedures and decision-making process of the management.
- To provide the fundamental understanding of human resource management.
- To familiarize with the concepts and methods of training and performance appraisal.
- To originate thinking on corporate management and the governing factors.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the basic concepts of management in corporate world

CO2[K2]: discuss the significant of corporate management in today's world

CO3[K3]: apply management concepts in corporate environment.

CO4[K4]: analyse the functions and process of management in corporate world

CO5[K5]: evaluate the concepts, principles and techniques of corporate management for effective governance.

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	P01	P02	P03	P04	P05	P06	P07
CO1[K1]	2	1	-	1	-	2	2
CO2[K2]	3	2	-	1	1	1	1
CO3[K3]	3	2	-	1	1	1	1
CO4[K4]	3	2	1	2	1	1	1
CO5[K5]	3	3	1	2	1	1	1
Weightage of the course	14	10	02	07	04	06	06
Weighted percentage of Course contribution to POs	2.58	2.36	1.67	1.98	2.63	2.62	2.65

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - INTRODUCTION TO MANAGEMENT FOR CORPORATE (15 hrs)

Management: Concept - Definition - Role and Functions of a Manager - Levels of Management - Henry Fayol's Principles of Management - Taylors Scientific Management.

UNIT II - FUNCTIONS, DECISION MAKING AND PROCEDURES (15 hrs)

Functions of Management - Process of Decision Making - Span of Control - Factors Determining Span - Policies - Procedures and Methods.

UNIT III - HRM - INTRODUCTION (15 hrs)

Human Resources Management - Concept - Human Resources Planning - Human Resources Audit - Nature and Benefits – Recruitment: Meaning and Definition – Sources. Selection: Meaning and Definition – Process. Interview: Meaning and Definition – Types. Placement: Meaning and Definition.

UNIT IV - TRAINING AND PERFORMANCE APPRAISAL (15 hrs)

Induction: Meaning and Definition – Need. Training: Meaning and Definition – Methods. Performance Appraisal: Meaning and Definition – Methods. Career Development: Meaning and Definition - Process. Co-ordination: Meaning and Definition - Importance.

UNIT V - CORPORATE MANAGEMENT AND GOVERNING FACTORS (15 hrs)

Corporate Management - Significance - Factors Governing Effective Corporate Management - Five Levels of Corporate Management.

TEXTBOOKS

1. Tripathi P.C. and Reddy P.N. *Principles of Management*. New Delhi: McGraw Hill Education,
2. Weihrich and Koontz. *Essentials of Management*. New Delhi: McGraw Hill Education,

REFERENCES

Books

1. Prasad L.M. *Principles of Management*. New Delhi: Sultan Chand & Sons,
2. Dinkar Pagare. *Principles of Management*. New Delhi: Sultan Chand & Sons,
3. Gupta C.B. *Business Management*. New Delhi: Sultan Chand & Sons,
4. Ashwathappa. *Human Resource Management*. New Delhi: Tata McGraw Hill,

Web Sources

1. https://www.managementstudyguide.com/what_is_management.htm
2. <https://iedunote.com/planning-nature-importance-types>
3. <https://creatly.com/blog/diagrams/types-of-organizational-charts>
4. https://www.managementstudyguide.com/delegation_of_authority.htm
5. <https://www.managementstudyguide.com/coordination.htm>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - II

ELECTIVE COURSE GENERIC/ DISCIPLINE SPECIFIC - II:
SECURITIES LAW AND REGULATION OF FINANCIAL MARKETS (23UCCA21)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 4 (L-4)
CREDITS : 3
DURATION : 60 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS : 100

Course Objectives

- To acquire knowledge on primary /new issue market, secondary market, SEBI guidelines for new issue market and investors protection on it.
- To understand the functioning of stock exchange and related procedures.
- To learn the Mechanism of stock exchange trading.
- To gain knowledge about the various financial instruments.
- To introduce the concept of credit rating and agencies.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the basic concepts of financial markets, instruments and institutions

CO2[K2]: state the role, functions of financial markets, instruments and institutions

CO3[K3]: apply the mechanisms of trading in financial market and credit rating procedures

CO4[K4]: analyze the financial markets, instruments and institutions operations

CO5[K5]: examine the financial system of India.

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	1	-	2	1
CO2[K2]	2	2	-	2	-	1	1
CO3[K3]	3	2	-	2	1	1	1
CO4[K4]	3	2	1	2	1	1	1
CO5[K5]	3	3	1	2	1	1	1
Weightage of the course	13	10	02	09	03	06	05
Weighted percentage of Course contribution to POs	2.39	2.36	1.67	2.54	1.97	2.62	2.21

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - PRIMARY MARKET/ NEW ISSUE MARKET (12 hrs)

Meaning - Functions of New Issue Market - Methods of Floating New Issues - Players Involved in the New Issue Market: Merchant Bankers, Underwriters, Brokers, Registrar Lead Managers and Banks. SEBI Guidelines Relating to the Functioning of the New Issue Market, Disclosure and Investor Protection.

UNIT II - SECONDARY MARKET STOCK EXCHANGE (12 hrs)

Stock Exchanges - Meaning, Functions, Importance - Types of Brokers - Listing of Securities in Indian Stock Exchange – NSE, BSE and OTCEI. SEBI Guidelines Relating to Listing of Securities.

UNIT III - MECHANISM OF STOCK MARKET TRADING (12 hrs)

Mechanism of Stock Market Trading - Screen Based Trading and Internet Based Trading - Demat Trading and Role of Depositories - Market Derivatives, Advantages – Types: Futures, Hedge Fund, Forward Options and Swaps. Market Indexes: SENSEX, NIFTY and CNX NIFTY (Basics).

UNIT IV - FINANCIAL INSTRUMENTS IN NEW ISSUE AND SECONDARY MARKET (12 hrs)

Treasury bills - Commercial Bills- Certificate of Deposits - Equity Shares- Preference Shares- Sweat Equity Shares - Debentures - American Depository Receipts - Global Depository Receipts - Exchange Traded Notes - Mutual Funds.

UNIT V - CREDIT RATING AGENCY (12 hrs)

Meaning - Functions - Credit Rating in India - Credit Rating Agencies in India: CRISIL and CARE.

TEXTBOOKS

1. Natrajan L. *Securities Laws & Market Operations*. Chennai: Margham Publication,
2. Natrajan K. Gordon E. *Financial Market & Services*. Mumbai: Himalaya Publishing House,
3. Gurusamy S. *Securities Laws & Market Operations*. Chennai: Vijay Nichole Prints,
4. Gupta L C. *Stock Exchange Trading in India*. Delhi: Society for Capital Market Research and Development,

REFERENCES

Books

1. Machi Raju H.R. *Working of Stock Exchange in India*. New Delhi: New Age International,
2. Chandrate K.R. *Capital Issue, SEBI & Listing*. New Delhi: Bharat Publishing House,
3. Bhaliya V.K. *Financial Derivatives and Risk Management*. New Delhi: Sultan Chand Ltd,

Journals

1. Taxman - SEBI and Corporate Laws
2. Corporate Law Advisor
3. SEBI Monthly Bulletins
4. NSE yearly Publications

Web Sources

1. <http://corporatefinanceinstitute.com>
2. www.bseindia.com
3. www.managementstudyguide.com
4. www.investopedia.com

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - II
SKILL ENHANCEMENT COURSE - III:
FUNDAMENTALS OF AUDITING (23UCCS21)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 2 (L-2)
CREDIT : 2
DURATION : 30 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS : 100

Course Objectives

- To make the students to understand the concept of auditing.
- To enable the students to gain knowledge of various techniques of auditing.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: describe the basic concept of auditing

CO2[K2]: explain the procedures of auditing and role of auditor

CO3[K3]: determine scope of auditing, types of audit, auditing tools, vouching methods and auditor duties

CO4[K4]: examine the auditing techniques and day to day activities of auditor

CO5[K5]: analyze the system of auditing and appointment and removal of auditor

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	1	1	1	2
CO2[K2]	2	2	-	1	1	1	1
CO3[K3]	3	2	-	2	1	1	1
CO4[K4]	3	2	1	2	1	2	2
CO5[K5]	3	3	1	2	1	1	1
Weightage of the course	13	10	02	08	05	06	07
Weighted percentage of Course contribution to POs	2.39	2.36	1.67	2.26	3.29	2.62	3.10

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I

(6 hrs)

Introduction - Meaning and Definition of Auditing - Distinction between Auditing and Accounting - Objectives - Advantages and Limitations of Audit - Scope of Audit.

UNIT II (6 hrs)

Errors and Frauds - Principles of Audits - Types of Audits.

UNIT III (6 hrs)

Audit Planning: Meaning and Advantages - Auditing Techniques - Basics of Internal Audit: Procedure and Documentation.

UNIT IV (6 hrs)

Meaning and Types of Vouching and Verification.

UNIT V (6 hrs)

Appointment and Qualification of Auditors - Powers, Duties and Removal of Auditors - Rights, Duties and Responsibilities of Auditors.

TEXTBOOKS

1. Jain D.P. *Auditing*. Delhi: Konark Publishers Pvt. Ltd.
2. Ravinder Kumar and Virender Sharma. *Auditing Principles and Practice*. New Delhi: Eastern Economy Edition, PHI Learning.

References

Books

1. Tandon B.N. *Practical Auditing*. New Delhi: Sultan Chand and Co,
2. Kamal Gupta. *Contemporary Auditing*. New Delhi: Tata McGraw Hill,
3. Dinkar Pagare. *Practical Auditing*. New Delhi: Sultan Chand & Sons,
4. Sundar K. and Paari K. *Practical Auditing*. Chennai: Vijay Nicole Imprints Pvt. Ltd.

Web Sources

1. http://www.osbornebooksshop.co.uk/p/auditing_tutorial
2. www.mu.ac.in
3. www.learnthat.com

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - II

SKILL ENHANCEMENT COURSE - IV: NON MAJOR ELECTIVE COURSE:
EVERY DAY BANKING (23UCCN21)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 2 (L-1, T-1)
CREDITS : 2
DURATION : 30 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS : 100

Course Objectives

- To introduce the basic concepts of banking and related documents and process.
- To enable the students to gain knowledge about the modern banking techniques and related terms.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the basic concepts of banking and its process

CO2[K2]: discuss the modern banking techniques

CO3[K3]: apply the recent technology in banking

CO4[K4]: analyse the modern banking instruments and forms

CO5[K5]: examine the banking procedures and operations

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	1	-	-	1	-	1	1
CO2[K2]	2	1	-	1	-	1	1
CO3[K3]	2	1	-	2	-	1	1
CO4[K4]	2	1	-	2	-	1	1
CO5[K5]	2	2	-	2	-	1	1
Weightage of the course	09	05	00	08	00	05	05
Weighted percentage of Course contribution to POs	1.66	1.18	00	2.26	00	2.18	2.21

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I

(6 hrs)

Banking - Definition - Pass Book – Cheque: Format of Cheque - Filling up of Cheque. Deposit Challan: Filling Up - Clearing Cheque - Transfer Cheque - Collection Cheque - Payable at Par - Demand Draft.

UNIT II (6 hrs)

Application Filling - Account Opening Form - Filling Up - Documents required - Debit Card - Credit Card - ATM Machine - Cash Deposit Machine - Pass Book Printing Machine. MICR- IFSC- Fund Transfer through ECS - NEFT - RTGS - Form Filling for Fund Transfer.

UNIT III (6 hrs)

On Line Banking - Sign Up - Process - Requirements - Log in - Customer ID - User ID - Password - Hints for Creating Passwords - Change of Password - Online Transactions - Account Statements - Fund Transfer - Payment of Bills - Utility Payments.

UNIT IV (6 hrs)

Loans: Types and Repayment for Loans - Other Services. Mobile Banking - Meaning - Importance - Advantages - Mobile Applications (App) - WAP (Wireless Application Protocol) - USSD (Unstructured Supplementary Service Data)- Registration Process through Mobiles.

UNIT V (6 hrs)

Process at Bank Branch - ATM - User ID - MPIN - Change of MPIN - IMPS (Immediate Mobile Payment System) - UPI (Unified Payment Interface) - BHIM(Bharat Interface for Money) - NPCI (National Payment Corporation of India) - Bank account Management - Transfer Funds - Paying Bills - Locating ATMs - QR Code Payments - Alerts and Notifications- Tracking Spending Habits - Cash Back - Safe Banking Methods.

TEXTBOOK

1. Santhanam B. *Banking and Financial Systems*. Chennai: Margham Publications,

REFERENCES**Books**

1. Maheshwari S.N. *Banking Theory, Law and Practice*. New Delhi: Kalyani Publications,
2. Parameswaran. *Indian Banking*. New Delhi: S. Chand & Co,

Web Sources

1. https://en.wikipedia.org/wiki/Online_banking
2. <https://www.sbi.co.in/portal/web/services/internet-banking>
3. <https://www.hdfcbank.com/assets/popuppages/netbanking.htm>
4. <https://www.investopedia.com/terms/m/mobile-banking.asp>
5. www.scotiabank.com/mobile/ca/en/0,,5181,00.html

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF TAMIL
UG PROGRAMME - B.A./ B.COM/B.B.A./ B.SC./BCA
SEMESTER - III
பொதுத்தமிழ் - III (23UTAG31)
(From 2023-2024 Batch onwards)

HOURS / WEEK	: 6	INT. MARKS	: 25
CREDITS	: 3	EXT. MARKS	: 75
DURATION	: 90 hrs	MAX. MARKS	: 100

நோக்கங்கள்

- இலக்கியங்களின் சிறப்பினை உணர்த்துதல்.
- காலந்தோறும் எழுந்த காப்பியங்களின் போக்கையும், புதினத்தின் இலக்கிய வடிவத்தையும் யாப்பு, அணி போன்ற இலக்கிய வகைகளையும் மொழிபெயர்ப்புத் திறனையும் மாணவர்கள் உணருமாறு செய்தல்.
- தமிழ் இலக்கியம் சார்ந்த போட்டித் தேர்வுகளுக்கு ஏற்ப கற்பித்தல் நடைமுறைகளை மேற்கொள்ளுதல்.

கற்றலின் விளைவுகள்

இத்தானை வெற்றிகரமாக முடித்தவுடன் மாணவர்கள்,

CO1[K1]: இலக்கியங்களின் வழி வாழ்வியல் சிந்தனைகள் பற்றி அறிவர்.

CO2[K2]: காப்பிய சமயக் கருத்துக்களையும் நோக்கங்களையும் அடையாளம் காண்பர்.

CO3[K3]: தமிழ் புதினங்களின் வழி சமகாலப் படைப்புகளின் வாழ்க்கை முறையின் ஆற்றலைப் பெறுவர்.

CO4[K4]: காப்பியங்கள் மற்றும் புதினங்களின் வரலாற்றினைப் பாகுபடுத்துவர்

CO5[K5]: இலக்கிய இலக்கணங்களை கற்று அவற்றை மதிப்பீடு செய்வர்.

CO/PO Mapping Table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	1	-	-	-
CO2[K2]	2	1	-	1	-	-	-
CO3[K3]	2	2	-	2	1	-	-
CO4[K4]	2	2	1	2	-	1	1
CO5[K5]	2	2	1	2	1	1	1
Weightage of the Course	10	08	02	08	02	02	02
Weighted percentage of Course Contribution to Pos	1.84	1.89	1.67	2.26	1.32	0.87	0.88

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

கூறு I**(18 hrs)**

பெருங்காப்பியங்கள்: சிலப்பதிகாரம் - வழக்குரை காதை - இளங்கோவடிகள், மணிமேகலை ஆதிரை பிச்சையிட்ட காதை - சீத்தலைச்சாத்தனார், சீவகசிந்தாமணி - பூமகள் இலம்பகம் - திருத்தக்கதேவர், வளையாபதி - நாதகுந்தனார்.

கூறு II**(18 hrs)**

சமயக் காப்பியங்கள்: பெரியபுராணம் - பூசலார் நாயனார் புராணம் - சேக்கிழார், கம்பராமாயணம் - மந்தரை சூழ்ச்சிப் படலம் - கம்பர், வில்லிபாரதம் - மற்றபார் சருக்கம் - வில்லிப்புத்தூராழ்வார், சீறாப்புராணம் - புலி வசனித்த படலம் - உமறுப்புலவர்.

கூறு III**(18 hrs)**

புதினம்: வஞ்சிமாநகரம் (வரலாற்றுப் புதினம்) - நா.பார்த்தசாரதி.

கூறு IV**(18 hrs)**

காப்பியத்தின் தோற்றமும் வளர்ச்சியும் - புதினத்தின் தோற்றமும் வளர்ச்சியும்

கூறு V**(18 hrs)**

மொழித்திறன்: நூல் மதிப்புரை, திறனாய்வு செய்தல், கடிதம் வரைதல், விண்ணப்பம் எழுதுதல்.

பாடநூல்கள்

1. தமிழியல் துறையினர், *தொகுப்பு நூல்*, ஸ்ரீ காளீஸ்வரி கல்லூரி (தன்னாட்சி), சிவகாசி.
2. வாசுதேவன், கா. *பன்முக நோக்கில் தமிழ் இலக்கிய வரலாறு*, தேவன் பதிப்பகம், திருச்சிராப்பள்ளி, 2017.
3. நா.பார்த்தசாரதி, வஞ்சி மாநகரம், கவிதா வெளியீடு, சென்னை, 600017

பார்வை நூல்கள்

1. சிற்பி. பாலசுப்பிரமணியன், *தமிழ் இலக்கிய வரலாறு*, கவிதா வெளியீடு, சென்னை.
2. தமிழண்ணல், *புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு*, சோலை பதிப்பகம், மதுரை
3. பாக்கியமேரி, *வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு*, பாரி நிலையம், சென்னை.

வலைப்பதிவுகள் (Web Sources)

1. Tamil Heritage Foundation- www.tamilheritage.org
<http://www.tamilheritage.org>
2. Tamil virtual University Library- www.tamilvu.org/library
<http://www.virtualvu.org/library>
3. Project Madurai - www.projectmadurai.org.
4. Chennai Library- www.chennailibrary.com <http://www.chennailibrary.com>
5. Tamil Universal Digital Library- www.ulib.prg <http://www.ulib.prg>
6. Tamil E-Books Downloads- tamilebooksdownloads.blogspot.com
7. Tamil Books on line- books.tamilcube.com
8. Catalogue of the Tamil books in the Library of British Congress
archive.org
9. Tamil novels on line - books.tamilcube.com

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF ENGLISH
UG PROGRAMME - B.A./ B.COM/B.B.A./ B.SC./BCA
SEMESTER- III
GENERAL ENGLISH - III (23UENL31)
(From 2023-2024 Batch onwards)

HOURS/WEEK: 6 (L- 5, T-1)
CREDITS : 3
DURATION : 90 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS : 100

Course Objectives

- To enhance the level of literary and aesthetic experience of students and to help them respond creatively.
- To sensitize them to the major issues in the society and the world.
- To provide them with an ability to build and enrich their communication skills.
- To equip them to utilize the digital knowledge resources effectively for their chosen fields of study.
- To help them think and write imaginatively and critically.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: relate and state ideas by reading simple poems and scenes from Shakespearean plays.

CO2[K2]: demonstrate effective speaking skills by listening to speeches of famous personalities and express it in day-to-day life.

CO3[K3]: apply the knowledge of language competency in writing letters, emails and display social etiquettes in everyday life.

CO4[K4]: analyse data interpretation, meeting etiquettes, organizing and participating in a meeting.

CO5[K5]: develop language skills through literature and assess the knowledge of English in the workplace.

CO-PO Mapping table (Course Articulation Matrix)

PO CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	2	-	-	-
CO2[K2]	2	2	-	2	1	1	-
CO3[K3]	2	2	1	2	1	1	-
CO4[K4]	2	2	1	2	-	-	1
CO5[K5]	2	1	1	1	1	1	1
Weightage of the course	10	08	03	09	03	03	02
Weighted percentage of Course contribution to POs	1.84	1.89	2.5	2.54	1.97	1.31	0.88

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - SPEECHES OF FAMOUS PERSONALITIES (18 hrs)

Jawaharlal Nehru	-	Tryst with Destiny
Steve Jobs	-	You've got to Find What You Love
Barack Obama	-	Yes, We Can

UNIT II- POETRY (18 hrs)

Christina Rossetti	-	In an Artist's Studio
Toru Dutt	-	Sita
Oodgeroo Noonuccal	-	A Song of Hope
Mamang Dai	-	The Voice of the Mountains

UNIT III - SCENES FROM SHAKESPEARE (18 hrs)

Romeo & Juliet	-	The Balcony Scene
Macbeth	-	Banquet Scene
Julius Caesar	-	Murder Scene

UNIT IV - LANGUAGE COMPETENCY (18 hrs)

Writing letters and emails
Writing and messaging in social media platforms [blogs, twitter, Instagram, facebook]
Learning netiquette, email etiquette

UNIT V - ENGLISH FOR WORK PLACE (18 hrs)

Data Interpretation and Reporting
Data Presentation and analysis
Meeting Etiquettes - language, dress code, voice modulation
Online Meetings - Terms and expressions used
Conducting and participating in a meeting

TEXTBOOK

1. Arden Shakespeare: *Complete works of William Shakespeare*. Bloomsbury, 2011.

REFERENCES

Books

1. Wells, Stanley. *The Shakespeare Book: Big Ideas Simply Explained*, et al. DK Publishing, 2015.
2. Gandhi, Mahatma. *Famous Speeches by Mahatma Gandhi*, Create space Independent Publishing Platform, 2016.
3. Bernish, Jeanne Kelly. *How to Build a Professional Digital Profile* Kindle Edition, Bernish Communications Associates, LLC; 1st edition (May 29, 2012).
4. Folse, Keith.S. *Keys to Teaching Grammar to English Language Learners*, Second Ed.: A Practical Handbook, Michigan Teacher Training, 2016.
5. Yardley, Krysia.M. *Role Play- Theory and Practice*. Matwiejczuk, SAGE publications ltd, 1997.

Web Sources

1. <https://www.scribd.com/document/558838656/>
2. <http://www.wordslikethis.com.au/>
3. <https://www.poetryfoundation.org/poems/146804/in-an-artist39s-studio>
4. <https://www.poetrynook.com/poem/s%E2%94%9C%C2%ABta>
5. <https://www.cam.ac.uk/files/a-tryst-with-destiny/index.html#:~:text=Jawaharlal%20Nehru%2C%20delivering%20his%20Tryst%20with%20Destiny%20speech.&text=%22Long%20years%20ago%20we%20made,awake%20to%20life%20and%20freedom>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - III
CORE COURSE - V: CORPORATE ACCOUNTING (23UCCC31)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-5)
CREDITS : 5
DURATION : 75 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To enable the students to understand the accounting treatment relating to issue of shares and underwriting of shares.
- To provide knowledge of relevant accounting treatment of redemption of preference shares and the ability to find the profit prior to incorporation of companies.
- To demonstrate thorough knowledge in the preparation of financial statements of companies as per the provisions of Companies Act 2013.
- To enable the students to understand the different methods of valuation of goodwill and shares.
- To familiarize the students with the Concepts of International and Indian Accounting Standards.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the basic concepts of corporate accounting

CO2[K2]: explain the principles, standards and treatment of company accounts

CO3[K3]: apply the accounting procedures to solve the problems in corporate accounts

CO4[K4]: examine the accounting standards and treatment relating to corporate accounts

CO5[K5]: evaluate the corporate accounting standards and procedures.

CO-PO Mapping table (Course Articulation Matrix)

CO \ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	3	2	-	1	1	1	2
CO2[K2]	3	2	-	1	-	1	1
CO3[K3]	3	2	1	2	1	2	1
CO4[K4]	3	3	1	2	1	1	1
CO5[K5]	3	3	1	2	-	1	2
Weightage of the course	15	12	03	08	03	06	07
Weighted percentage of Course contribution to POs	2.76	2.84	2.5	2.26	1.97	2.62	3.1

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - SHARES (15 hrs)

Issue of Shares: Types of Shares - Forfeiture of shares - Reissue of shares - Underwriting of shares - Stock Split - Meaning of Redemption - Redemption of Preference Shares.

UNIT II - DEBENTURES AND ACQUISITION OF BUSINESS (15 hrs)

Meaning and Types of Debentures - Issue - Underwriting of Debentures - Redemption of Debentures - Acquisition of Business - Meaning- Profit Prior to Incorporation.

UNIT III - FINAL ACCOUNTS (15 hrs)

Final Accounts: Preparation of Profit and Loss A/c and Balance Sheet - Managerial Remuneration: Calculation and Legal Provisions.

UNIT IV - VALUATION OF SHARES AND GOODWILL (15 hrs)

Valuation of Shares and Goodwill - Meaning - Methods of Valuation of Shares and Goodwill.

UNIT V - CORPORATE MANAGEMENT AND GOVERNING FACTORS (15 hrs)

Accounting Standards for Financial Reporting - Objectives and Uses of Financial Statements for Users - Role of Accounting Standards - Development of Accounting Standards in India - Requirements of International Accounting Standards - Role of IFRS - Adoption or Convergence in India - Implementation Plan in India - Ind AS - Difference between Ind AS and IFRS.

Note: The questions will be asked in the ratio of 80% for problems and 20% for theory.

TEXTBOOKS

1. Jain S.P. and Narang N.L. *Corporate Accounting*. New Delhi: Kalyani Publications,
2. Reddy T.S. and Murthy A. *Corporate Accounting*. Chennai: Margham Publications,
3. Radhika P. and Anita Raman. *Corporate Accounting*. New Delhi: McGraw Hill Education,
4. Nagarajan M.V. *Corporate Accounting*. Vidhya publications,

REFERENCES

Book

1. Shukla, Grewal and Gupta. *Advanced Accounting*. NewDelhi: S. Chand &Co.,

Web Sources

1. www.accountingcoach.com
2. www.accountingstudyguide.com
3. www.futureaccountant.com
4. www.onlinelibrary.wiley.com

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - III
CORE COURSE - VI: - GST AND CUSTOMS LAW (23UCCC32)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-5)
CREDITS : 5
DURATION : 75 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To familiarize students with history of taxation.
- To enable the students to understand the Customs Act.
- To initiate knowledge of GST among students.
- To enable students to gain knowledge on GST taxation.
- To impart knowledge on registration under GST.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the basic concepts of taxation, GST and customs act

CO2[K2]: explain the provisions relating to GST and customs act

CO3[K3]: apply the GST and Custom Law provisions

CO4[K4]: analyze the indirect taxation system in India

CO5[K5]: evaluate the indirect tax provisions and taxation system in India.

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	1	1	1	2
CO2[K2]	3	2	-	2	1	1	1
CO3[K3]	3	2	1	2	1	2	2
CO4[K4]	3	2	1	2	1	2	1
CO5[K5]	3	2	1	1	1	1	1
Weightage of the course	14	09	03	08	05	07	07
Weighted percentage of Course contribution to POs	2.58	2.13	2.5	2.26	3.29	3.06	3.10

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - HISTORY OF TAXATION

(15 hrs)

History of Taxation - Elements of Tax - Objectives of Taxation - Cannons of Taxation - Tax System in India - Classification of Taxes.

UNIT II - CUSTOMS ACT 1962 (15 hrs)

Customs Act 1962: Definition, Concepts and Scope - Levy and Collection of Customs Duty - Classification of Goods - Assessment of Duty - Valuation of Goods under Customs Act - Prohibition on Importation and Exportation of Goods - Demand and Recovery of Customs Duty - Clearance of Goods - Baggage.

UNIT III - INTRODUCTION TO GST (15 hrs)

Introduction to GST: Meaning - Need - Benefits - Types - GST Council - Applicability - Exclusions. Goods Exempted from GST - Services Exempted from GST - Powers to Grant Exemption from Tax.

UNIT IV - TAXABLE EVENTS UNDER GST (15 hrs)

Introduction to taxable events under GST - Concepts of Supply - Types of Supply - Composite Supply - Mixed Supply - Composite Levy - Introduction to value and time of supply - Time of Supply of Goods - Time of Supply of Service - Value of Supply and its Provisions.

UNIT V - REGISTRATION UNDER GST (15 hrs)

Introduction to registration under GST - Time limit - Persons liable for Registration - Persons not liable for Registration - Compulsory Registration - Procedure - Cancellation and Revocation GST Returns - Returns under GST - Assessment and Tax Payment under GST - GST Audit.

TEXTBOOKS

1. Reddy T.S. and Hari Prasad Y. *Business Taxation*. Margham Publications, 2018.
2. ICAI – *Indirect Tax Study Material*. 2018

REFERENCES

Books

1. Vinod Singhania K. and Monica Singhania. *Students Guide to Income Tax*. New Delhi: Taxman Publications Pvt. Ltd.,
2. Girish Ahiya and Ravi Gupta, *Systematic Approach to Income Tax and CST*. New Delhi: Bharat Law House Pvt. Ltd,
3. Sanjeev Kumar. *Systematic Approach to Indirect Taxes with Practical problems and solutions*. New Delhi: Bharat Law House Pvt. Ltd.,

Web Sources

1. <http://www.idtc.icaigst.org/gst.html>
2. <http://idtc.icaigst.org/gst-topic-wise-study-material-list.html>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - III
ELECTIVE COURSE GENERIC/ DISCIPLINE SPECIFIC - III:
BUSINESS ECONOMICS (23UCCA31)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 4 (L-4)
CREDITS : 3
DURATION : 60 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To develop basic understanding about the economic concepts, tools and techniques for their applications in business decisions.
- To impart knowledge on demand supply and related concepts.
- To impart knowledge on consumer behaviour.
- To introduce different laws of business economics.
- To explain the techniques of product pricing.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: identify the primary concept of business economics

CO2[K2]: explain the basic laws of business economics

CO3[K3]: apply economic theory and concepts in practice

CO4[K4]: examine the economic concepts and laws used in business

CO5[K5]: analyze the techniques of business economics and concepts.

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	1	1	-	-
CO2[K2]	3	2	-	1	-	1	1
CO3[K3]	3	2	-	2	1	1	2
CO4[K4]	3	3	1	1	1	1	1
CO5[K5]	3	3	1	2	1	2	1
Weightage of the course	14	11	02	07	04	05	05
Weighted percentage of Course contribution to POs	2.58	2.60	1.67	1.98	2.63	2.18	2.21

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - INTRODUCTION TO ECONOMICS (12 hrs)

Introduction to Economics - Wealth, Welfare and Scarcity Views on Economics - Positive and Normative Economics. Business Economics: Meaning - Definition - Scope and Importance of Business Economics - Production Possibility Frontiers - Business Economics Concepts: Opportunity Cost - Accounting Profit and Economic Profit - Incremental and Marginal Concepts - Time and Discounting Principles - Business Cycle: Meaning - Stages: Depression, Recession, Recovery, Reflation and Deflation.

UNIT II - DEMAND AND SUPPLY FUNCTIONS (12 hrs)

Demand and Supply Functions: Meaning of Demand - Determinants and Distinctions of demand - Law of Demand - Elasticity of Demand - Demand Forecasting - Supply concept and Equilibrium.

UNIT III - CONSUMER BEHAVIOUR (12 hrs)

Consumer Behaviour: Law of Diminishing Marginal utility - Equimarginal Utility - Indifference Curve: Meaning and Definition, Properties and equilibrium.

UNIT IV - PRODUCTION (12 hrs)

Production: Law of Variable Proportion - Laws of Returns to Scale - Producer's equilibrium - Economies of Scale - Cost Classification - Break Even Analysis.

UNIT V - PRODUCT PRICING (12 hrs)

Product Pricing: Price and Output Determination under Perfect Competition, Monopoly - Discriminating monopoly - Monopolistic Competition - Oligopoly. Pricing objectives and Methods.

TEXTBOOKS

1. Shankaran S. *Business Economics*. Chennai: Margham Publications, 2017.
2. Mehta P.L. *Managerial Economics Analysis, Problems & Cases*. New Delhi: Sultan Chand & Sons,
3. Aryamala T. *Business Economics*. Chennai: Vijay Nicole Imprints Private Ltd.,

REFERENCES

Books

1. Francis Cherunilam. *Business Environment*. Mumbai: Himalaya Publishing House ,
2. Peter Michelson and Andrew Mann. *Economics for Business*. Australia: Thomas Nelson.
3. Chaudhary C.M. *Business Economics*. Jaipur: RBSA Publishers, 2003.
4. Ahuja H.L. *Business Economics Micro & Macro*. New Delhi: Sultan Chand & Sons,

Web Sources

1. [https://www.icsi.edu/media/website/Business%20Economics%20\(FndProg\).pdf](https://www.icsi.edu/media/website/Business%20Economics%20(FndProg).pdf)
2. <https://libraries.ou.edu/business>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - III
SKILL ENHANCEMENT COURSE - V:
BUSINESS BUILDING SKILLS (23UCCS31)
(From 2023-2024 Batch onwards)

HOUR/WEEK : 1(L-1)
CREDIT : 1
DURATION : 15 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives:

- To introduce the practical aspects of business.
- To impart knowledge on the different forms of business entities.
- To highlight the importance of innovation and creativity.
- To gain basic knowledge on intellectual property rights.
- To create awareness about national and state level entrepreneurial ecosystem.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: Recall the basics of business skills

CO2[K2]: explain the concepts of entrepreneurship, creativity, modern skills, IPR and entrepreneurial ecosystem

CO3[K3]: apply the skills, innovation and entrepreneurial ecosystem in building the business

CO4[K4]: analyze the entrepreneurial process to build a successful business

CO5[K5]: evaluate the entrepreneurial skills, IPR policy, Start up policy and entrepreneurial ecosystem.

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	2	1	1	-	1	2
CO2[K2]	3	2	1	1	1	1	1
CO3[K3]	3	2	1	2	1	1	1
CO4[K4]	3	2	1	2	-	1	1
CO5[K5]	3	3	1	2	-	2	2
Weightage of the course	14	11	05	08	02	06	07
Weighted percentage of Course contribution to POs	2.58	2.60	4.17	2.26	1.32	2.62	3.10

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I (3 hrs)
Meaning of Business - Definition of Entrepreneurship and Entrepreneur-
Power of Entrepreneurship - Advantages of being an entrepreneur.

UNIT II (3 hrs)
Meaning of Creativity, Invention and Innovation - Innovation and
Technology - Need for Protecting the Innovations and Inventions.

UNIT III (3 hrs)
Modern Skills for Business - Digital Skills - Presentation Skills - Branding
Skills - Art of Sustaining in the Business - Developing Relevant Knowledge.

UNIT IV (3 hrs)
Introduction to IPR - Kinds of IPR - Patents - Trademarks - Copyrights -
Geographical Indications (Basics Only).

UNIT V (3 hrs)
Overview of Entrepreneurial Eco System in India and Tamilnadu -
Introduction to National and Tamilnadu Startup Policy.

TEXTBOOKS

1. Reddy. *Entrepreneurship- Text & Cases*. New Delhi: Cengage,
2. Kuratkorao. *Entrepreneurship A south Asian perspective*. New Delhi: Cengage,
3. Leach and Melicher. *Entrepreneurial Finance*. New Delhi: Cengage,
4. Sundar K. *Entrepreneurship Development*. Chennai: Vijay Nicole Imprints Private Limited
5. Khanka S.S. *Entrepreneurial Development*. New Delhi: S. Chand & Co. Ltd, 2001.
6. Sangeeta Sharma, *Entrepreneurship Development*, New Delhi: PHI Learning Pvt. Ltd, 2016.

REFERENCES

Books

1. Barringer B. *Entrepreneurship Successfully Launching New Ventures*, New Delhi: Pearson, 3rd Edition, 2011.
2. Bessant J and Tidd J. *Innovation and Entrepreneurship*, John Wiley & Sons, 2nd Edition, 2011.
3. Vasant Desai. *Small Scale Industries and Entrepreneurship*. Mumbai: Himalaya Publishing House, 2011.
4. Donal F.K. *Entrepreneurship-Theory Process and Practice*. New Delhi: Cengage Learning, 9th Edition, 2014.
5. Hirsch R.D, Peters M and Shepherd D. *Entrepreneurship*. Noida: Tata McGraw Hill Education Pvt.Ltd, 6th Edition, 2006.

Web sources

1. <https://www.msde.gov.in/>
2. <http://inventors.about.com/od/entrepreneur/>
3. <http://learnthat.com/tag/entrepreneurship/>
4. www.managementstudyguide.com
5. www.quintcareers.com

6. www.entrepreneur.com
7. www.makeinindia.com
8. <https://aatmanirbharbharat.mygov.in>
9. https://onlinecourses.nptel.ac.in/noc22_mg98/preview

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - III
SKILL ENHANCEMENT COURSE - VI:
PRACTICAL: GST FILLING OF RETURNS (23UCCS3P)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 2 (L-1, P-1)
CREDITS : 2
DURATION : 30 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To impart an overview of GST.
- To teach the importance and theoretical concepts of GST.
- To make students aware about the GST and its components.
- To enable the students to learn the process of GST filling.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the basic procedures of GST returns

CO2[K2]: explain the basic concepts and steps in GST filling

CO3[K3]: apply the legal provisions relating to registration and GST filling

CO4[K4]: analyze the process of GST registration and returns

CO5[K5]: evaluate the recent changes in GST registration and returns filling.

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	3	2	-	1	1	1	1
CO2[K2]	3	2	1	2	1	2	1
CO3[K3]	3	3	-	2	-	2	1
CO4[K4]	3	3	1	2	-	2	1
CO5[K5]	3	3	1	2	1	2	2
Weightage of the course	15	13	03	09	03	09	06
Weighted percentage of Course contribution to POs	2.76	3.07	2.5	2.54	1.97	3.93	2.65

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I (6 hrs)
GST - Introduction - History of evolution of GST - Basics - Tax rates under GST: CGST, SGST, IGST.

UNIT II (6 hrs)
Invoicing - GST Return Filing Forms - GSTR 1 to 4 - Types of Supply - Analysis and Opinions - Accounts and Record - Time, Place and Value of Supply.

UNIT III (6 hrs)
Procedure for Registration under GST - Procedure for GST Payments and Refunds.

UNIT IV (6 hrs)
GST Rates and HSN Codes - Input Tax Credit.

UNIT V (6 hrs)
E-Way Bill under GST - GSTR 3B - Filing Formats - Due Dates - Debit and Credit Note under GST.

List of Practical:

1. Creating Company in Accounting Software with GST details.
2. Creating Company in Accounting Software with inventory and GST details.
3. Creating and Altering Ledgers with GST details.
4. Entering GST Transaction through Voucher Entry
5. Altering, Deleting GST vouchers
6. Generating GST Returns

NOTES

1. External written test will be conducted for 50 marks for 2 hours
2. External practical exam will be conducted for 25 marks
3. Internal and External Practical Exam Conducted by Department itself.
4. Course Teacher acts as an Internal Examiner and Head of the Department acts as an External Examiner.

TEXTBOOKS

1. Reddy T.S. and Hari Prasad Y. *Business Taxation*. Chennai: Margham Publications, 2018.
2. ICAI. *Indirect Tax Study Material*, 2018

REFERENCES

Books

1. Vinod Singhania K. and Monica Singhania. *Students Guide to Income Tax*. New Delhi: Taxman Publications Pvt Ltd,
2. Girish Ahiya and Ravi Gupta. *Systematic Approach to Income Tax and CST*. New Delhi: Bharat Law House Pvt Ltd,
3. Sanjeev Kumar. *Systematic Approach to Indirect Taxes with Practical problems and solutions*. New Delhi: Bharat Law House Pvt. Ltd.,

Web Sources

1. <http://www.idtc.icai.org/gst.html>
2. <http://idtc.icai.porg/gst-topic-wise-study-material-list.html>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF TAMIL
UG PROGRAMME - B.A./ B.COM/B.B.A./ B.SC./BCA
SEMESTER - IV

பொதுத்தமிழ் - IV (23UTAG41)
(From 2023-2024 Batch onwards)

HOURS / WEEK	: 6	INT. MARKS	: 25
CREDITS	: 3	EXT. MARKS	: 75
DURATION	: 90 hrs	MAX. MARKS	: 100

நோக்கங்கள்

- இலக்கியங்களின் சிறப்பினை உணர்த்துதல்.
- சங்க இலக்கியத்தின் சிறப்பையும், நாடகம் என்னும் இலக்கிய வகையின் தன்மையையும் அகபுற இலக்கணங்களையும் மாணவர்களுக்கு அறிமுகப்படுத்துதல்.
- தமிழ் இலக்கியம் சார்ந்த போட்டித் தேர்வுகளுக்கு ஏற்ப கற்பித்தல் நடைமுறைகளை மேற்கொள்ளுதல்.

கற்றலின் விளைவுகள்

இத்தாளை வெற்றிகரமாக முடித்தவுடன் மாணவர்கள்,

CO1[K1]: சங்க இலக்கியத்தில் காணப்பெறும் அறக்கருத்துக்களை அறிந்து கொள்வர்.

CO2[K2]: சங்க இலக்கியங்கள் மற்றும் நாடக இலக்கியம் வாயிலாக மக்களின் வாழ்க்கை முறையினை எடுத்துரைப்பர்.

CO3[K3]: நாடக இலக்கியம் மூலம் நடிப்பாற்றலையும், கலைத்தன்மையையும், படைப்பாற்றலையும் கற்பர். மேலும் மொழிபெயர்ப்பு ஆற்றலையும் பெறுவர்.

CO4[K4]: கலைச்சொற்களைக் கண்டறிந்து அவற்றோடு தொடர்புடைய சொல்லைப் பகுப்பர்.

CO5[K5]: சங்க இலக்கியம் மற்றும் நாடக இலக்கியங்களை மதிப்பீடு செய்வர்.

CO/PO Mapping Table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	1	-	-	-
CO2[K2]	2	1	-	2	-	-	-
CO3[K3]	2	2	-	2	1	-	1
CO4[K4]	2	2	1	2	1	1	-
CO5[K5]	2	2	1	2	-	1	1
Weightage of the Course	10	08	02	09	02	02	02
Weighted percentage of Course Contribution to POs	1.84	1.89	1.67	2.54	1.32	0.87	0.88

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

கூறு I (18 hrs)
எட்டுத்தொகை: நற்றிணை (10,14,16பாடல்கள்), குறுந்தொகை (16,17,19,20,25,29,38,440), கலித்தொகை (38,51), அகநானூறு (15,33,55), புறநானூறு (37,86,112), பரிபாடல் (55)

கூறு II (18 hrs)
பத்துப்பாட்டு: நெடுநல்வாடை - நக்கீரர்

கூறு III (18 hrs)
நாடகம்: சபாபதி - பம்மல் சம்பந்த முதலியார்

கூறு IV (18 hrs)
சங்க இலக்கியம் தோற்றம் வளர்ச்சி - நாடகத்தின் தோற்றம் வளர்ச்சி

கூறு V (18 hrs)
மொழித்திறன்: மொழிபெயர்ப்பு - கலைச்சொற்கள், கொடுக்கப்பட்டுள்ள ஆங்கிலப் பகுதியைத் தமிழில் மொழிபெயர்த்தல், அலுவலகக் கடிதம் - தமிழில் மொழிபெயர்த்தல்.

பாடநூல்கள்

1. தமிழியல் துறையினர், *தொகுப்பு நூல்*, ஸ்ரீ காளீஸ்வரி கல்லூரி (தன்னாட்சி), சிவகாசி.
2. வாசுதேவன், கா. *பன்முக நோக்கில் தமிழ் இலக்கிய வரலாறு*, தேவன் பதிப்பகம், திருச்சிராப்பள்ளி, 2017.
3. சபாபதி, *பம்மல் சம்பந்த முதலியார்*, கௌரா பதிப்பகக் குழுமம், சென்னை

பார்வை நூல்கள்

1. சிற்பி. பாலசுப்பிரமணியன், *தமிழ் இலக்கிய வரலாறு*, கவிதா வெளியீடு, சென்னை.
2. தமிழண்ணல், *புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு*, சோலை பதிப்பகம், மதுரை
3. பாக்கியமேரி, *வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு*, பாரி நிலையம், சென்னை.

வலைப்பதிவுகள் (Web Sources)

1. Tamil Heritage Foundation- www.tamilheritage.org
<<http://www.tamilheritage.org>>
2. Tamil virtual University Library- www.tamilvu.org/library
<http://www.virtualvu.org/library>
3. Project Madurai - www.projectmadurai.org.
4. Chennai Library- www.chennailibrary.com
<<http://www.chennailibrary.com>>.
5. Tamil Universal Digital Library- www.ulib.prg <<http://www.ulib.prg>>.
6. Tamil E-Books Downloads- tamilebooksdownloads.blogspot.com
7. Tamil Books on line- books.tamilcube.com
8. Catalogue of the Tamil books in the Library of British Congress
archive.org
9. Tamil novels on line - books.tamilcube.com

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF ENGLISH
UG PROGRAMME - B.A./ B.COM/B.B.A./ B.SC./BCA
SEMESTER - IV
GENERAL ENGLISH – IV (23UENL41)
(From 2023-2024 Batch onwards)

HOURS/WEEK: 6 (L-5, T-1)
CREDITS : 3
DURATION : 90 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To help learners imbibe the rules of language unconsciously and tune to deduce language structure and usage.
- To use receptive skills through reading and listening to acquire good exposure to language and literature.
- To develop language skill for effective communication.
- To provide exposure to plays, autobiographies and expose them to value based ideas.
- To enhance the learner’s language skills especially in the areas of grammar and pronunciation.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: state ideas effectively and appropriately in real life situations.

CO2[K2]: demonstrate speaking skills in appreciating literature.

CO3[K3]: use grammar and pronunciation effectively and appropriately.

CO4[K4]: examine the literary works to develop language skills.

CO5[K6]: construct grammatically correct and meaning full sentences.

CO1 [K1]CO2 [K2]: CO3 [K3]: CO4 [K4]: CO5 [K6]:

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	1	-	-	-
CO2[K2]	2	1	-	1	-	-	-
CO3[K3]	2	2	1	2	1	1	1
CO4[K4]	2	2	1	2	1	1	1
CO5[K6]	2	3	1	2	-	1	1
Weightage of the course	10	09	03	08	02	03	03
Weighted percentage of Course contribution to Pos	1.84	2.13	2.5	2.26	1.32	1.31	1.33

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - LIFE WRITING (18 hrs)
Malala Yousafzai - I am Malala - Chapter 1
Nikola Tesla - My Inventions - Chapter 2

UNIT II - ONE ACT PLAYS (18 hrs)
Edward Albee - The Zoo Story
Anton Chekhov - The Proposal

UNIT III - INTERVIEWS (18 hrs)
Nelson Mandela's Interview with Larry King
Rakesh Sharma's Interview with Indira Gandhi from Space
Lionel Messi with Sid Lowe (Print)

UNIT IV - LANGUAGE COMPETENCY (18 hrs)
Refuting, Arguing & Debating, Making Suggestions & Responding to Suggestions, Asking for and Giving Advice or Help, Interviews (face to face, telephone and video conferencing)

UNIT V - ENGLISH FOR WORKPLACE (18 hrs)
Job Applications: Covering letters, CV and Resume
Creating a digital profile - LinkedIn
Filling Forms (Online & Manual): creation of account, railway reservation, ATM, Credit/debit card
Body Language - Practical Skills for Interviews

TEXTBOOKS

1. Yousafzai, Malala, and Christina Lamb. *I Am Malala The Girl Who Stood Up for Education and Was Shot by the Taliban*. New York: Little Brown, 2013.
2. Tesla, Nikola. *My Inventions*. London: Ingram Short Title, 2011.

REFERENCES

Books

1. Taylor, Mary Borg, & Francis, *Writing Your Life: A Guide to Writing Autobiographies*. Routledge, 2021.
2. Bert, A. Norman. *One-act Plays for Acting Students: An Anthology of Short one- Act Plays for one, Two or Three actors*. Christian Publisher LLC, 1987.
3. Dolley, Colin. and Rex Welford. *The One-Act Play Companion: A Guide to plays, Play wrights and Performance*. Bloomsbury Publishing, 2015.
4. Bernis, Jeanne Kelly. Editor. *How to Build a Professional Digital Profile*. Bernish, Bernish Communications Associates, LLC, 2012
5. Yardley, M Yardley - Matwiejczuk, *Role Play-Theory and Practice*. SAGE publications ltd, 1997.

Web Sources

1. For Readers' Theatre:
<https://www.youtube.com/watch?v=JaLQJt8orSw&t=469s>(the link to the performance; refer scripts by Aaron Sheperd) <http://BBC learn English.com>
2. <https://www.infoplease.com/dictionary/brewers/animals-cries>
3. <http://onestopenglish.com>
4. <http://hearn-english-today.com>
5. <http://talkenglish.com>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - IV
CORE COURSE - VII: SPECIALISED COMPANY ACCOUNTS (23UCCC41)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-5)
CREDITS : 5
DURATION : 75 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To understand the accounting procedure relating to amalgamation, absorption and external reconstruction.
- To familiarize with the liquidation of companies.
- To understand the application of accounting transactions in holding companies.
- To learn the accounting of banking companies.
- To gain knowledge on accounting for insurance companies.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: illustrate the fundamental concepts of specialized company accounts

CO2[K2]: explain the accounting procedures of corporate undertaking

CO3[K3]: prepare the necessary accounts of company and corporate undertaking

CO4[K4]: analyse the financial statement of the corporate undertakings

CO5[K5]: evaluate the accounting procedures and treatment relating to various corporate undertakings

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	P01	P02	P03	P04	P05	P06	P07
CO1[K1]	2	2	-	1	-	1	2
CO2[K2]	3	2	1	1	1	1	1
CO3[K3]	3	2	1	2	1	-	2
CO4[K4]	3	2	1	2	1	2	1
CO5[K5]	3	3	1	2	1	2	1
Weightage of the course	14	11	04	08	04	06	07
Weighted percentage of Course contribution to POs	2.58	2.6	3.33	2.26	2.63	2.62	3.10

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - AMALGAMATION, ABSORPTION AND EXTERNAL RECONSTRUCTION (15 hrs)

Amalgamation - Meaning - Types - Methods of Calculating Purchase Consideration- Applicability of AS 14 - Absorption and External Reconstruction - Journal Entries in the Books of Transferor and Transferee Companies - Revised Balance Sheet (Excluding Inter-Company Holdings) (Simple Problems Only).

UNIT II - LIQUIDATION OF COMPANIES (15 hrs)

Liquidation - Meaning - Modes of Winding Up - Order of Payment - Liquidator's Remuneration - Liquidator's Final Statement of Receipts and Payments (Statement of Affairs Excluded).

UNIT III - CONSOLIDATED FINANCIAL STATEMENTS (15 hrs)

Holding Company - Subsidiary Company - Elimination of Investments - Cost of Control - Minority Interest - Capital Profits - Revenue Profits - Preparation of Consolidated Final Statement of Accounts.

UNIT IV - ACCOUNTING FOR BANKING COMPANIES (15 hrs)

Bank Accounts - Non-Performing Assets (NPA) - Provision for Doubtful Debts - Rebate on Bills Discounted - Asset Classification - Preparation of Profit and Loss Account - Preparation of Balance Sheet (New Format).

UNIT V - ACCOUNTING FOR INSURANCE COMPANIES (15 hrs)

Insurance Company Accounts - Accounting of General Insurance Companies - Life Insurance, Fire and Marine Insurance - Preparation of Final Accounts of Insurance Companies as Per Revised Format (Simple Problems Only)

Note: The questions will be asked in the ratio of 80% for problems and 20% for theory.

TEXTBOOKS

1. Gupta R.L. and Radhasamy. *Corporate Accounting*. New Delhi: Sultan Chand Publications,
2. Reddy T.S. and Murthy. A. *Corporate Accounting*. Chennai: Margham Publications,

REFERENCES

Books

1. Jain and Narang. *Company Accounts*. New Delhi: Kalyani Publishers,
2. Radhika and Anita Raman. *Advanced Corporate Accounting*. McGraw Hill Publications,

Web Sources

1. <https://www.youtube.com/channel/UCaXP40Q7n9vACnOZ-zT GUQ>
2. <http://www.accounting.pl/en/liquidations>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - IV
CORE COURSE - VIII: COMPANY LAW AND SECRETARIAL PRACTICE
(23UCCC42)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-5)
CREDITS : 5
DURATION : 75 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To impart a detailed knowledge of company law according to Companies Amendment Act 2013 and educate on role of a company secretary.
- To introduce the key documents and various types of shares.
- To educate about the members and shareholders of a company.
- To impart knowledge on various types of meetings and managerial personnel of a company.
- To impart knowledge on various types of winding ups of a company.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

- CO1[K1]:** outline the basic concepts of company law and secretarial practice
CO2[K2]: explain the procedures for incorporation, issuing prospectus, becoming members, conducting meeting and winding up
CO3[K3]: apply the provision of Companies Act in practice
CO4[K4]: analyze the legal provisions relating to incorporation, issuing prospectus, becoming members, conducting meeting and winding up
CO5[K5]: evaluate the documents related to companies, qualification of secretary, members and directors and winding up procedures

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	1	1	1	2
CO2[K2]	3	2	-	1	1	1	1
CO3[K3]	3	2	1	2	1	1	2
CO4[K4]	3	3	1	2	1	2	1
CO5[K5]	3	3	1	2	2	1	1
Weightage of the course	14	11	03	08	06	06	07
Weighted percentage of Course contribution to POs	2.58	2.60	2.50	2.26	3.95	2.62	3.10

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - INCORPORATION OF COMPANY AND ROLE OF COMPANY SECRETARY (15 hrs)

Evolution of Company law - Meaning and Characteristics of a Company - Stages of Incorporation - E-Filing - Memorandum of Association and Articles of Association - Alteration- Effects of Registration - Doctrine of Constructive Notice - Ultravires and Indoor Management - Lifting of Corporate Veil. Company Secretary: Role and Importance - Compulsory Appointment - Qualification and Disqualifications - Powers, Duties and Responsibilities of Company Secretary - Resignation and Removal of Company Secretary - Officer in default.

UNIT II - PROSPECTUS AND SHARE CAPITAL (15 hrs)

Prospectus - Shelf Prospectus - Red herring Prospectus - Civil and Criminal Liability for misstatement in Prospectus - Statement in lieu of Prospectus - Secretarial Duties in the Issue of Prospectus.

Share capital - Alteration of Share capital - Rights issue, Bonus issue, Private and Preferential allotment - Dividend, Interim Dividends, Warrants and Mandates - Secretarial Duties in the Issue of Share Capital.

UNIT III - MEMBERS AND SHAREHOLDERS (15 hrs)

Members - Rights and Responsibilities - Who Can be a Member - Member, Shareholder, Contributory - Differences - Transfer and Transmission of Shares (including depository mode) - Nomination and its Importance.

UNIT IV - KEY MANAGERIAL PERSONNEL AND MEETINGS (15 hrs)

Directors - Women Director - Independent Director and Whole time Director - Key Managerial Personnel - Director Identification Number and its Significance - Duties, Qualification and Disqualification of Director. Meeting: Board Meeting, Shareholder Meeting, Committee Meeting and Mandatory Committee Meeting. Board: Meaning - Role and composition - Powers - Notice, Agenda, Minutes and Resolution - Secretarial Duties in Meetings.

UNIT V - WINDING UP (15 hrs)

Modes of Winding up - Winding up by the Tribunal - Voluntary Winding Up - NCLT - Special Courts - Mediation and Conciliation Panel.

TEXTBOOKS

1. Kapoor N .D. *Company Law & Secretarial Practice*. New Delhi: Sultan Chand & Sons,
2. Gaffoor and Thothadri. *Company Law and Secretarial Practice*. Chennai: Vijay Nicole Prints,
3. Balachandran V. and Govindarajan M.A. *Company Law and Practice*. Chennai: Vijay Nicole Prints,
4. Srinivasan M. *Company Law and Secretarial Practice*. Chennai: Margham Publications,

REFERENCES

Books

1. Anoop C.S. and Jain. *Company Law and Secretarial Practice*. New Delhi: AJ Publication,

2. Milind Kasodekar Shilpa Dixit and Amogh Diwan. *Company Law Procedures with Compliance's and Checklists*, Bloomsbury India, New Delhi: 6th edition, 2020.
3. Ravi B. *Company Law and Secretarial Practice (New Companies Act 2013)*,
4. *Taxman's Companies Act 2013*. New Delhi: Taxman Publications,
5. Vinod Kothari. *Understanding Companies Act 2013*. New Delhi: Jain book agency,

Journals

1. India business Law Journal, Vantage Asia publishing Limited
2. Law Journal/ Corporate Law Reporter
3. Symbiosis Contemporary Law Journal
4. ICSI - Journals & Bulletins

Web Sources

1. www.indianlawjournal.org
2. www.icsi.edu
3. www.clioindia.com

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - IV
ELECTIVE COURSE GENERIC/ DISCIPLINE SPECIFIC - IV:
BUSINESS STATISTICS (23UCCA41)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 3 (L-3)
CREDITS : 3
DURATION : 45 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To communicate the origin and basics about the statistics.
- To gain knowledge on measures of central tendency and measures of variation.
- To impart knowledge on Correlation and Regression analysis.
- To understand the Time series analysis.
- To learn about various types and of index numbers and their calculations.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1 [K1]: describe the basic concepts of business statistics

CO2 [K2]: illustrate the basic statistical tools to solve simple statistical problems

CO3 [K3]: compute central tendency, variation, correlation, time series and index number

CO4 [K4]: analyze the business data using statistical tools

CO5 [K5]: evaluate the statistical techniques used in the business.

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	1	-	1	-
CO2[K2]	2	2	-	2	1	1	-
CO3[K3]	3	2	1	1	-	1	1
CO4[K4]	3	3	1	1	1	2	1
CO5[K5]	3	3	1	1	-	1	1
Weightage of the course	13	11	03	06	02	06	03
Weighted percentage of Course contribution to POs	2.39	2.60	2.50	1.69	1.32	2.62	1.33

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - INTRODUCTION

(9 hrs)

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

UNIT II - MEASURES OF CENTRAL TENDENCY AND MEASURES OF VARIATION (9 hrs)

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

UNIT III - CORRELATION AND REGRESSION ANALYSIS (9 hrs)

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

UNIT IV - TIME SERIES (9 hrs)

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

UNIT V - INDEX NUMBERS (9 hrs)

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

TEXTBOOKS

1. Gupta S. *Statistical Methods*. New Delhi: Sultan Chand & Sons,
2. Vital P. R. *Statistics*. Chennai: Margham Publications,
3. Rajagopalan S .P. and Sattanathan R.B. *Business Statistics and Operations Research*. Chennai: Vijay Nicole Imprint Private Limited,

REFERENCES

Books

1. Lehmann E.L. and Johu Wiley. *Elements of Statistical Hypothesis*. Johu Wiley & Sons.,
2. Pillai R.S.N. and Bhagavathi B. *Practical Statistics*. New Delhi: S. Chand & Company
3. Gupta S.P and Archana Agarwal, *Business Statistics (Statistical Methods)*. New Delhi: Sultan Chand and Sons, 9th Edition, 2013.
4. Gupta S.C, *Fundamentals of Statistics*. Mumbai: Himalaya Publishing House,
5. Sharma J.K. *Fundamentals of Business Statistics*. New Delhi: Vikas Publishing House Private Limited, Second Edition, 2013.

Web Sources

1. <https://books.google.co.in/books?isbn=8122415229>
2. <https://books.google.co.in/books?isbn=8131301362>

3.<https://books.google.co.in/books?isbn=8122415229>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - IV
SKILL ENHANCEMENT COURSE - VII:
PRACTICAL: TALLY ACCOUNTING SOFTWARE (23UCCS4P)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 2 (L-1, P-1)
CREDITS : 2
DURATION : 30 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To enable the students to acquire sound knowledge of basics of tally.
- To gain the knowledge about creation of ledgers, groups, vouchers and generation of various reports.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: demonstrate the basic application of accounting software

CO2[K2]: explain the procedure for working in accounting software

CO3[K3]: apply the tally solution to enter business transactions

CO4[K4]: analyze the accounting tactics applicable in computerized environment

CO5[K5]: create company and maintain the accounts using accounting software

CO-PO Mapping table (Course Articulation Matrix)

PO	P01	P02	P03	P04	P05	P06	P07
CO							
CO1[K1]	2	1	-	1	-	1	-
CO2[K2]	3	3	-	1	-	2	-
CO3[K3]	3	3	1	2	1	2	2
CO4[K4]	3	3	1	2	1	2	1
CO5[K5]	3	3	1	2	1	2	1
Weightage of the course	14	13	03	08	03	09	04
Weighted percentage of Course contribution to POs	2.58	3.07	2.50	2.26	1.97	3.93	1.77

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - INTRODUCTION AND ACCOUNTING FEATURES OF TALLY (6 hrs)

Introduction to Tally - Salient features of Tally - Accounting Features of Tally.

UNIT II - COMPANY CREATION AND ALTERATION (6 hrs)

Components of Tally - Create a Company - Select a Company - Shut a Company - Alter a Company - Delete a Company.

UNIT III - CREATING AND ALTERING LEDGER (6 hrs)

Introduction to Groups - Single and Multiple Group Creation, Display and Altering.

UNIT IV - CREATING AND ALTERING GROUP (6 hrs)

Introduction to Ledgers - Creating a Ledger: Single and Multiple Ledger Creation, Display and Altering.

UNIT V - ACCOUNTING FEATURES OF TALLY (6 hrs)

Introduction to Voucher Type - Creating - Displaying and Alternating a Voucher Type - Creating Accounting Voucher - Introduction to Invoice- Creating an Invoice Entry - Reports in the Tally: Basic Features of Displaying Reports - Balance Sheet - Profit and Loss Account - Trial Balance - Day Book.

List of Practical:

1. Creating, Altering and Deleting a Company in Accounting Software.
2. Creating and Altering Ledgers using Single Ledger Option.
3. Creating and Altering Ledgers using Multiple Ledger Option.
4. Entering Accounting Transaction through Voucher Entry.
5. Creating and Working with Cost Centre.
6. Displaying Bill wise outstanding report
7. Creating a New Company with Inventory Information.
8. Creating, Altering Stock Groups, Stock Items and Unit Measurement.
9. Working with Accounting invoice with Inventory Information.
10. Displaying various Financial Statements

NOTES

1. External written test will be conducted for 50 marks for 2 hours
2. External practical exam will be conducted for 25 marks
3. Internal and External Practical Exam Conducted by Department itself.
4. Course Teacher acts as an Internal Examiner and Head of the Department acts as an External Examiner.

TEXTBOOK

1. Asok K. Nadhani. *TALLY ERP 9 TRAINING GUIDE*. New Delhi: BPB Publications, 4th Edition, 2018.

REFERENCES

Book

1. Official Guide to Financial Accounting Using Tally ERP 9 With GST. Tally Education Pvt. Ltd, New Delhi: BPB Publications, 2018.

Web Sources

1. <https://sscstudy.com/tally-erp-9-book-pdf-free-download/>
2. <https://www.sarkarirush.com/tally-erp-9-book-pdf-download/>
3. <https://tallyonlinetraining.com>
4. <https://www.tallyacademy.in>
5. <https://help.tallysolutions.com>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - IV
SKILL ENHANCEMENT COURSE - VIII:
PROFESSIONAL SKILL FOR CORPORATE WORLD (23UCCS41)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 2 (L-1, T-1)
CREDITS : 2
DURATION : 30 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To impart all the skills required to work in a corporate environment.
- To educate about the importance of Etiquettes at work place and work life balance.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: tell the basic aspects of professional skill

CO2[K2]: explain concept and importance of professional skill for corporate world

CO3[K3]: describe the importance of personal and interpersonal skills, body languages, self images, business etiquette and business correspondence

CO4[K4]: analyze the role of professional skills at a work place

CO5[K5]: evaluate the skills required to work in the corporate environment

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	P01	P02	P03	P04	P05	P06	P07
CO1[K1]	2	1	-	1	-	-	2
CO2[K2]	3	2	-	2	1	1	2
CO3[K3]	3	2	-	2	1	1	1
CO4[K4]	3	3	-	2	1	1	1
CO5[K5]	3	3	-	2	1	1	1
Weightage of the course	14	11	00	09	04	04	07
Weighted percentage of Course contribution to POs	2.58	2.60	00	2.54	2.63	1.75	3.10

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I

(6 hrs)

Importance of Personal Communication Skills - Conversation Techniques
 - Presentation Skills - Interpersonal Skills.

UNIT II **(6 hrs)**

Body Language - Making a First Great Impression - Personal Grooming - Importance of Corporate Dressing - Personal Grooming Tips for Men and Women.

UNIT III **(6 hrs)**

Building a Self-Image: Need and Importance - Developing Self-Confidence Self-Respect and Self-Care.

UNIT IV **(6 hrs)**

Business Etiquette - Meaning - Understanding Etiquette in Work Place - Elements of Business Etiquette - Working in Diversity Professional Behaviour and its Importance.

UNIT V **(6 hrs)**

Business Correspondence - Importance of Business Correspondence - Mobile and Email Etiquettes - Business Card Etiquette - Networking - Dining Etiquette.

TEXTBOOK

1. Shital Kakka Mehra. *Business Etiquette*. New Delhi: A Guide for the Indian Professional. Harper Collins, 2012.

REFERENCES

Book

1. Cyrus M. Gonda. *Master of Business Etiquette*. Mumbai: Embassy Books, 2017.

Web Sources

1. <https://www.pdfdrive.com/business-etiquette-ibskills-international-business-skills-e9959676.html>
2. <https://archive.org/details/essentialguideto00chan/page/n1/mode/2up>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
UG PROGRAMME
SEMESTER - III & IV
ENVIRONMENTAL STUDIES (23UESR41)
(From 2023 - 2024 Batch onwards)

HOURS/WEEK: 2 (III SEM-1, IV SEM-1)

CREDITS : 2

DURATION : 30 hrs

INT. MARKS : 25

EXT. MARKS : 75

MAX. MARKS: 100

Course Objectives

- To provide a comprehensive understanding of various environmental issues, including pollution, deforestation, climate change, loss of biodiversity, water scarcity, and resource depletion
- To encourage sustainable practices in various sectors, such as energy, transportation, agriculture, and waste management.
- To promote the conservation and preservation of natural resources, habitats, and ecosystems
- To foster a sense of environmental ethics and values.
- To encourage individuals to, participate in community initiatives, and contribute to sustainable development at local, national, and global levels

Course Outcomes (CO)

On successful completion of the course, the learners should be able to

CO1[K1]: recognize the importance of environment and role of Individuals in its protection.

CO2[K2]: explain the key concepts of Ecosystem, biodiversity and climatic change

CO3[K3]: apply the right measures for the sustainable use of natural resources.
analyse the ethical, cross-cultural, and historical context of

CO4[K4]: environmental issues and the links between Human and Natural Systems.

CO5[K5]: evaluate the impact of human action on the biological environment

CO-PO Mapping table (Course Articulation Matrix)

PO CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1 [K1]	2	1	-	2	2	1	1
CO2 [K2]	2	1	-	2	1	1	1
CO3 [K3]	2	1	-	1	1	1	1
CO4 [K4]	1	1	1	1	2	1	1
CO5 [K5]	1	1	-	1	2	1	1
Weightage of the course	08	05	01	07	08	05	05
Weighted percentage of Course contribution to Pos	1.47	1.18	0.83	1.98	5.26	2.18	2.21

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I – NATURAL RESOURCES (6 hrs)

Natural resources: Definition of resource; Classification of natural resources- biotic and abiotic, renewable and non-renewable. **Biotic resources:** Major type of biotic resources- forests, grasslands, wetlands, wildlife and aquatic (fresh water and marine); Microbes as a resource; Status and challenges. **Water resources:** Types of water resources- fresh water and marine resources; Availability and use of water resources; Environmental impact of over-exploitation, issues and challenges; Water scarcity and stress; Conflicts over water.

UNIT II –SUSTAINABLE DEVELOPMENT (6 hrs)

Soil as a resource and its degradation. **Energy resources:** Sources of energy and their classification, renewable and non-renewable sources of energy; Conventional energy sources- coal, oil, natural gas, nuclear energy; Non-conventional energy sources- solar, wind, tidal, hydro, wave, ocean thermal, geothermal, biomass, hydrogen and fuel cells; Implications of energy use on the environment. **Introduction to sustainable development:** Sustainable Development Goals (SDGs) - targets and indicators, challenges and strategies for SDGs.

UNIT III – ENVIRONMENTAL ISSUES LOCAL, REGIONAL AND GLOBAL (6 hrs)

Industrial revolution and its impact on the environment; Population growth and natural resource exploitation; Global environmental change. **Pollution:** Impact of sectoral processes on Environment, Types of Pollution- air, noise, water, soil, municipal solid waste, hazardous waste; Trans boundary air pollution; Acid rain; Smog. Land use and Land cover change: land degradation, deforestation, desertification, urbanization. **Biodiversity loss:** past and current trends, impact. Global change: Ozone layer depletion; Climate change.

UNIT IV – CONSERVATION OF BIODIVERSITY AND ECOSYSTEM (6 hrs)

Biodiversity and its distribution: Biodiversity as a natural resource; Levels and types of biodiversity; Biodiversity in India and the world; Biodiversity hotspots; Species and ecosystem threat categories. **Ecosystems and ecosystem services:** Major ecosystem types in India and their basic characteristics- forests, wetlands, grasslands, agriculture, coastal and marine; Threats to biodiversity and ecosystems. Major conservation policies: in-situ and ex-situ conservation approaches; Major protected areas.

UNIT V – CLIMATE CHANGE: IMPACTS, ADAPTATION AND MITIGATION (6 hrs)

Climate change: Natural variations in climate; Structure of atmosphere; Anthropogenic climate change from greenhouse gas emissions– past, present and future; Projections of global climate change with special reference to temperature, rainfall, climate variability and extreme events; Importance of 1.5 °C and 2.0 °C limits to global warming; Impacts of climate change on ocean and land systems; Sea level rise, changes in marine and coastal ecosystems; Impacts on forests and natural ecosystems; **Mitigation of climate change** - Renewable energy sources; Carbon capture and storage, National climate action plan and Intended Nationally Determined Contributions (INDCs)

TEXTBOOKS

1. Chiras D. D and Reganold J. P, *Natural Resource Conservation: Management for a Sustainable Future*, 10th Edition, Pearson, 2010
2. Harris, Frances, *Global Environmental Issues*, 2nd Edition, Wiley-Blackwell

REFERENCES

Books

1. Krishnamurthy K. V, *Textbook of Biodiversity*, Science Publishers, Plymouth, UK.
2. Pittock, Barrie, *Climate Change: The Science, Impacts and Solutions*, 2nd Edition, Routledge.

Web Sources

1. <https://www.youtube.com/watch?v=QewEi2U1jLs>
2. <https://www.unep.org/news-and-stories/story/marine-biodiversity-gets-lifeline-high-seas-treaty>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - V
CORE COURSE - IX: MANAGEMENT ACCOUNTING (23UCCC51)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-5)
CREDITS : 4
DURATION : 75 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To outline the need for Management Accounting, its basic principles and scope and to analyze the balance sheet and ratios for the financial performance of companies.
- To compute the fund flow and cash flow statements and to impart knowledge on different types of budgets and its preparation.
- To calculate and carryout the analysis of financial statement with different ratios.
- To prepare various types of budgets and budgetary controls for forecasting of business.
- To determine breakeven point with the use of Marginal costing.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the basic concepts of management accounting

CO2[K2]: explain the applications of management accounting techniques

CO3[K3]: determine the financial performance, performance ratio, cash and fund from operations, and BEP, PV ratio

CO4[K4]: analysis the financial statement using management accounting techniques

CO5[K5]: evaluate the company performance by applying management accounting tools

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	P01	P02	P03	P04	P05	P06	P07
CO1[K1]	2	1	-	1	-	1	1
CO2[K2]	3	2	1	1	1	2	1
CO3[K3]	3	2	1	2	1	1	1
CO4[K4]	3	3	1	2	1	1	1
CO5[K5]	3	3	-	2	-	1	2
Weightage of the course	14	11	03	08	03	06	06
Weighted percentage of Course contribution to POs	2.58	2.6	2.5	2.26	1.97	2.62	2.65

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - INTRODUCTION (15 hrs)

Management Accounting: Meaning - Nature, Scope and Functions of Management Accounting - Management Accounting vs. Financial Accounting - Tools and Techniques of Management Accounting. Financial Statements: Meaning and Types of Financial Statements - Objectives and Methods of Financial Statements Analysis: Comparative, Common Size Statements and Trend Analysis.

UNIT II - RATIO ANALYSIS (15 hrs)

Ratio Analysis - Interpretation, Benefits and Limitations - Classification of Ratios: Liquidity, Profitability and Turnover Ratios.

UNIT III - FUND FLOW STATEMENT AND CASH FLOW STATEMENT (15 hrs)

Fund Flow Statement - Objectives - Uses and Limitations - Preparation of Funds Flow Statement - Schedule of Changes in Working Capital - Non-Fund Items - Adjusted Profit and Loss Account. Cash Flow Statement: Significance - Preparation of Cash Flow Statement as per IND AS3- Cash from Operating, Investing and Financing Activities.

UNIT IV - BUDGETS AND BUDGETARY CONTROL (15 hrs)

Budgets and Budgetary Control: Meaning - Objectives - Advantages - Limitations - Installations of Budgetary Control System - Classifications of Budgets Based on: Time, Functions and Flexibility. Preparation of Budgets: Sales, Production, Flexible, Cash, Master Budget and Raw Material Purchase Budget.

UNIT V - MARGINAL COSTING (15 hrs)

Marginal Costing - Break Even Analysis - Profit Volume Ratio.

Note: The questions will be asked in the ratio of 80% for problems and 20% for theory.

TEXTBOOKS

1. Maheswari D. S. *Principles of Management Accounting*. Delhi: Sultan Chand & Sons, 17th Edition,
2. Reddy T. S. and Murthy A. *Management Accounting*. Chennai: Margham Publication, 15th Edition,

REFERENCES**Books**

1. Gupta S. K. and Sharma R. K. *Management Accounting Principles and Practice*. New Delhi: Kalyani Publishers,
2. Hingorani R and Grewal. *Management Accounting*. New Delhi: Sultan Chand & Sons, 2005.
3. Khan M. Y. and Jain P. K. *Management Accounting and Financial Analysis*. Noida: McGraw Hill Education India Pvt Ltd, 2017.
4. Murthy A. and Gurusamy S. *Management Accounting Theory and Practice*. Chennai, Vijay Nicole Imprints Pvt. Ltd.
5. Srinivasan N. P. and Murugan M. S. *Accounting for Management*. New Delhi: S. Chand & Sons,

Web Sources

1. <https://www.wallstreetmojo.com/ratio-analysis/>
2. <https://books.google.co.in/books?isbn=0070620237>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - V
CORE COURSE - X: INCOME TAX LAW AND PRACTICE I (23UCCC52)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-5)
CREDITS : 4
DURATION : 75 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To understand the basic concepts and definition under the Income Tax Act 1961.
- To ascertain the residential status of an assessee and its incidence of tax.
- To compute salary income under the head salaries.
- To learn the concepts of annual value associated deductions and the calculation of income from house property.
- To compute income from business and profession.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the basic concepts and definitions under the Income Tax Act

CO2[K2]: compute the residential status, incidence of tax, exemption limit and various heads of income

CO3[K3]: calculate the income from various sources of income

CO4[K4]: analyze the tax provisions in the computation of residential status and income from different heads

CO5[K5]: evaluate the provisions relating to computation of taxable income

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	P01	P02	P03	P04	P05	P06	P07
CO1[K1]	2	1	1	1	1	1	2
CO2[K2]	2	1	-	2	-	1	1
CO3[K3]	3	2	-	2	1	1	2
CO4[K4]	3	3	1	2	1	1	2
CO5[K5]	3	3	1	2	1	1	1
Weightage of the course	13	10	03	09	04	05	08
Weighted percentage of Course contribution to POs	2.39	2.36	2.5	2.54	2.63	2.18	3.54

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - INTRODUCTION

(15 hrs)

Basic Concepts - Income Tax Act 1961 and Relevance of Finance Act - Definition of Important Terms: Income, Person, Assessee, Assessment Year and

Previous Year - Broad Features of Income Residential status, incidence of tax and basis of charge - Taxable entities - Classification of Residential Status of Taxable Entities - Residential Status - Individual, Firm, AOP, HUF and Companies - Incidence of Tax. Exempted Incomes: Classification of Exempted Incomes - Incomes Excluded from Total Income - Income Forming Part of Total Income but Exempted from Tax.

UNIT II - INCOME FROM SALARIES (15 hrs)

Income from Salaries- Different Forms of Salary - Provident Funds - Allowances - Perquisites - Other Items Included in Salary - Qualifying Amount for Deduction u/s 80(C).

UNIT III - INCOME FROM HOUSE PROPERTY (15 hrs)

Income from House Property - Computation of Income from House Property - Let-out House - Self-Occupied House - Deduction Allowed from House Property - Unrealized Rent - Loss under the Head House Property.

UNIT IV - PROFITS AND GAINS OF BUSINESS AND PROFESSION (15 hrs)

Profits and Gains of Business and Profession - Introduction - Computation of Profits and Gains of Business and Profession - Admissible Deductions - Specific Disallowances - Depreciation - Loss under the head Business and Profession.

UNIT V - ADMINISTRATION OF INCOME TAX ACT (15 hrs)

Administration of Income Tax Act - Income Tax Authorities - Procedures for Assessment - PAN (Permanent Account Number) - Types of Assessment.

Note: The questions will be asked in the ratio of 80% for problems and 20% for theory.

TEXTBOOKS

1. Singhania V. K. *Students Guide to Income Tax*. New Delhi: Taxman Publication, 2018.
2. Reddy T.S. Hari Prasad Reddy Y. *Income Tax Theory Law and Practice*. Chennai: Margham Publication,

REFERENCES

Books

1. Manoharan T.N. and Hari G.R. *Students' Hand Book on Taxation*. Snow White Publications Pvt. Ltd, 2018.
2. Gaur V.P. and Narang D. B. *Income Tax Law and Practice*. New Delhi: Kalyani Publications,
3. Murthy A. *Income Tax Law and Practice*. New Delhi: Vijay Nicole Publishers,
4. Lal B.B. *Direct Taxes*. New Delhi: Konark Publishers Pvt. Ltd,
5. Vinod K. Singhania and Monica Singhania. *Direct Taxes*. New Delhi: Taxmann Publications Pvt. Ltd.,
6. Mehrotra H.C. and Goyal S.P. *Income Tax Law and Practice*. Agra: Sahitya Bhawan Publications,

Web Sources

1. <https://lawtimesjournal.in/introduction-and-basic-concept-of-income-tax/>

2. <https://sol.du.ac.in/mod/book/view.php?id=1259&chapterid=924>
3. <http://incometaxmanagement.com/Pages/Gross-Total-Income/Salaries/SalariesContents.html>
4. <https://www.hrblock.in/guides/house-property-deductions>
5. <https://books.google.com/books?isbn=1584773855>
6. <https://books.google.com/books?id=iiQKAAAAMAAJ>
7. <https://books.google.com/books?isbn=813172191>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - V
CORE COURSE - XI: BUSINESS LAW (23UCCC53)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-5)
CREDITS : 4
DURATION : 75 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To help the students to become proficient business leaders.
- To provide students a better grasp of the legal context in which business decisions are made.
- To educate the students about indemnity and concepts of guarantee.
- To educate the students about indemnity and concepts of guarantee.
- To impart knowledge about operations of Limited Liability of Partnership Act.
- To explain about the comprehend laws pertained to Intellectual Properties Rights.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: identify the various laws involved in business operations

CO2[K2]: explain the basic principles of law pertaining to business

CO3[K3]: apply the knowledge of various business laws in business

CO4[K4]: analyse the provisions relating to contract, indemnity, guarantee, sale of goods, limited liability partnership and intellectual property rights

CO5[K5]: evaluate the recent changes in the legal context related to business

CO-PO Mapping table (Course Articulation Matrix)

CO \ PO	P01	P02	P03	P04	P05	P06	P07
CO1[K1]	2	1	-	1	1	1	2
CO2[K2]	2	1	-	1	1	1	1
CO3[K3]	3	2	-	2	1	1	1
CO4[K4]	3	3	1	2	1	2	1
CO5[K5]	3	3	1	2	1	1	1
Weightage of the course	13	10	02	08	05	06	06
Weighted percentage of Course contribution to POs	2.39	2.36	1.67	2.26	3.29	2.62	2.65

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - INDIAN CONTRACT ACT 1872 (15 hrs)

Contract: Meaning - Definition - Classification of Contracts - Essential Elements of Contract - Discharge of Contracts - Remedies for Breach of Contracts. E- Contract - Meaning - Definition - Essential Elements of E- Contract - Types of E-Contracts.

UNIT II- CONTRACT OF INDEMNITY AND GUARANTEE (15 hrs)

Contract of Indemnity: Meaning – Definition - Scope of Contract of Indemnity - Rights of the indemnity holder. Contract of Guarantee: Meaning - Definition - Essential Elements of Contract of Guarantee - Kinds of Guarantee - Revocation of Guarantee - Discharge of Surety.

UNIT III- SALE OF GOODS ACT 1930 (15 hrs)

Sale of Goods: Meaning - Definition - Sale and Agreement to Sell - Sale and Hire Purchase - Conditions and Warranties - Duties and Rights of Buyer and Seller - Rights of Unpaid Seller - Doctrine of Caveat Emptor - Auction Sale.

UNIT IV- LIMITED LIABILITY PARTNERSHIP ACT, 2008 (LLP) (15 hrs)

Salient Features of LLP - Difference between LLP, Partnership and Company - LLP Agreement - Nature of LLP - Partners and Designated Partners - Incorporation by Registration, Registered Office of LLP and Change of Name, Extent and Limitation of Liability of LLP and Partners - Conversion to LLP, Winding Up and Dissolution.

UNIT V- LAWS RELATING TO INTELLECTUAL PROPERTY (15 hrs)

Provisions Relating to Patents, Trademarks and Copyrights - Overview of Laws Relating to other Intellectual Property Rights - Enforcement of Intellectual Property Rights.

TEXTBOOKS

1. Kapoor N.D. *Business Law*. New Delhi: Sultan Chand & Sons, 2019.
2. Pillai R.S.N. and Bhagavathy. *Legal Aspects of Business*. New Delhi: S. Chand, 2013.

REFERENCES

Books

1. Tulsian P.C. *Business Law*. New Delhi: Tata McGraw Hill,
2. Sharma J.P ,Kanojia and Sunaina. *Business Laws*. New Delhi: Ane Books Pvt. Ltd.,
3. Chadha P.R. *Business Law*. New Delhi: Galgotia Publishing Company,
4. Maheshwari. *Business Law*. New Delhi: National Publishing House,

Web Sources

1. <https://www.icsi.edu/media/webmodules/Economic%20Business%20and%20Commercial%20Laws.pdf>
2. https://www.icai.org/post.html?post_id=15532
3. https://icmai.in/upload/Students/Syllabus-2012/Study_Material_New/Inter-Paper6- New.pdf
4. www.legalservicesindia.com

5. www.indilaw.com
6. www.amritt.com
7. www.niscair.res.in

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - V
CORE COURSE - XII: PROJECT WITH VIVA-VOCE (23UCCJ51)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-1, T-4)
CREDITS : 4
DURATION : 75 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To gain practical institutional experience the nature of school as workplace and their associated values, routines and cultures.
- To demonstrate professional skills that pertains directly to the institutional experience.
- To analyses and understand about the various department activities and their responsibilities.
- To frame the organization structure, layout and to describe the organization's financial statement analysis.
- To prepare the report based on the training experience.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K2]: explain the research process, research methodology, significance and problems in conducting social science research in India

CO2[K3]: determine the types research, research methodology

CO3[K4]: formulate research problem and research design

CO4[K5]: analyze primary and secondary data

CO5[K6]: prepare a report on the basis of collected data

CO-PO Mapping table (Course Articulation Matrix)

PO CO	P01	P02	P03	P04	P05	P06	P07
CO1[K2]	3	2	2	2	-	1	-
CO2[K3]	3	2	2	2	1	1	-
CO3[K4]	3	2	2	2	1	1	1
CO4[K5]	2	2	2	2	1	1	1
CO5[K6]	2	2	2	3	1	1	1
Weightage of the course	13	10	10	11	04	05	03
Weighted percentage of Course contribution to POs	2.39	2.36	8.33	3.11	2.63	2.18	1.33

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

Guidance for Project Submission

1. Students will work individually or in groups with maximum 5 members on a semester-long project.
2. Depending on the interest of the students, project titles will be chosen.
3. Students must meet the guide periodically.
4. The project report should be of minimum 25 pages (excluding bibliography & appendices)
5. The project carries 100 marks of which 25 marks for Internal Assessment and 75 Marks for External Examination.
6. There will be two project review sessions.
7. A draft of the final project report should be submitted to the Project Guide for review at least two weeks prior to the end of the semester.
8. Three copies of the final project report should be submitted.
9. The Head of the department and the Project Guide will evaluate the final Project Report.
10. The viva-voce board shall consist of the External Examiner, the Head of the Department and the Internal Examiner

The following rubrics will be taken into account for the evaluation of Project work and viva-voce:

Internal Assessment (25 Marks)

Project Report & Review	: 15 Marks
PowerPoint Presentation	: 5 Marks
Demo/Performance	: 5 Marks

External Examination (75 Marks)

Project Report	: 25 Marks
Viva Voce	: 50 Marks

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - V
ELECTIVE COURSES GENERIC/ DISCIPLINE SPECIFIC - V:
CORPORATE GOVERNANCE AND BUSINESS ETHICS (23UCC051)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 4 (L-4)
CREDITS : 3
DURATION : 60 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To impart knowledge on governance which ensure ethics in corporate management and corporate health in the interest of shareholder and public.
- To discuss the various corporate sectors and their functions, elements of good corporate governance, governance manual and demonstrate shareholders Vs stakeholders' approach and welfare of stakeholders.
- To outline the due diligence, functions, advantages, guidelines for issue of initial public offerings (IPO), sweat equity shares and employee stock option scheme (ESOS).
- To demonstrate various committees and their functions which are prevailing in the corporate sector / Companies' Act 2013.
- To explain the various corporate social responsibility (CSR) practices and social audit and explains about business ethics and its factors for ethical and unethical business decisions.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

- CO1[K1]:** recall the fundamental concepts of corporate governance, business ethics and corporate social responsibilities.
- CO2[K2]:** explain the elements of good corporate governance, business ethics and corporate social responsibilities
- CO3[K3]:** apply the procedures of corporate governance, business ethics and corporate social responsibilities in the corporate sector
- CO4[K4]:** analyse the legal frame works and level of corporate governance and corporate social responsibilities
- CO5[K5]:** evaluate the practices of good corporate governance, social responsibility (CSR) and ethical business decisions.

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	1	-	1	-
CO2[K2]	2	2	-	2	1	1	1
CO3[K3]	3	2	-	2	1	1	1
CO4[K4]	3	2	1	2	1	2	1
CO5[K5]	3	3	1	2	1	2	1
Weightage of the course	13	10	02	09	04	07	04
Weighted percentage of Course contribution to POs	2.39	2.36	1.67	2.54	2.63	3.06	1.77

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - CORPORATE GOVERNANCE - INTRODUCTION (12 hrs)

Corporate Governance - History - Meaning - Definition - Need for Corporate Governance - Importance - Principles - Features of Corporate Governance - Indian Committees on Corporate Governance.

UNIT II - LEGAL FRAMEWORK OF CORPORATE GOVERNANCE (12 hrs)

India's Corporate Governance Framework - Listing Agreement - Clause 49A - SEBI Guidelines - Corporate Governance Report and Contents - Corporate Governance and Shareholders Rights.

UNIT III - LEVELS OF CORPORATE GOVERNANCE AND BOARD COMMITTEES (12 hrs)

Levels of Corporate Governance - Various Board Committees - Composition of Board Committees - Roles, Responsibilities and Powers - Shareholders Grievance Committee - Remuneration Committee - Nomination Committee - Corporate Governance Committees - Corporate Governance Compliance Committee.

UNIT IV - CORPORATE SOCIAL RESPONSIBILITY (12 hrs)

Corporate Social Responsibility - Meaning and Definition - Principles, Indian Models - Corporate Citizenship - Provision of CSR in Companies Act 2013 - Section 135 of Companies Act 2013 - Scope for CSR Activities under Schedule VII - Case Studies (Practical Orientation).

UNIT V - BUSINESS ETHICS (12 hrs)

Business Ethics: Meaning - Significance - Scope - Factors Responsible for Ethical and Unethical Business Decision - Unethical Practices in Business - Business ethics in India - Ethics Training Programme.

TEXTBOOKS

1. Neeru Vasishth and Namita Rajput. *Corporate Governance Values and Ethics*. New Delhi: Taxmann Publications Pvt Ltd,

2. Sanakaran S. *International Business & Environment*. Chennai: Margham Publications,
3. Khanka S.S. *Business Ethics and Corporate Governance*. New Delhi: S. Chand Publications,
4. *Corporate Governance*. Indian Institute of Corporate Affairs, Taxmann.

REFERENCES

Books

1. Sundar K. *Business Ethics and Value*, Chennai: Vijay Nicole Imprints Private Limited,
2. Fernando A.C , Muralidharan K.P and Satheesh E.K., *Corporate Governance, Principles, Policies and Practices*. Pearson Education,

Web Sources

1. <https://elearningindustry.com>
2. <https://essentialskillz.com>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - V
ELECTIVE COURSES GENERIC/ DISCIPLINE SPECIFIC - V:
INDUSTRIAL LAW (23UCCO52)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 4 (L-4)
CREDITS : 3
DURATION : 60 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To acquire knowledge on Factories Act 1948.
- To learn the provisions of Industrial Disputes Act 1947.
- To understand the Workmen Compensation Act 1923.
- To gain knowledge on Employee State Insurance Act 1948.
- To gain fundamental knowledge of Employee Provident Fund Act.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: identify the various acts involved in industries

CO2[K2]: explain the concepts of various act related to industries

CO3[K3]: apply the knowledge of industrial act in industrial undertakings

CO4[K4]: analyse the provisions relating to Factories Act, Industrial Disputes Act, Workmen Compensation Act, Employee State Insurance Act and Employee Provident fund Act

CO5[K5]: evaluate the recent changes in the legal context related to industries

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	1	-	1	-
CO2[K2]	2	2	-	2	1	1	1
CO3[K3]	3	2	-	2	1	1	1
CO4[K4]	3	2	1	2	1	2	1
CO5[K5]	3	3	1	2	1	2	1
Weightage of the course	13	10	02	09	04	07	04
Weighted percentage of Course contribution to POs	2.39	2.36	1.67	2.54	2.63	3.06	1.77

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - FACTORIES ACT 1948

(12 hrs)

Definitions - Health - Safety - Welfare - Working hrs of Adults - Employment of Women - Employment of Young Persons - Leave with Wages.

UNIT II - INDUSTRIAL DISPUTES ACT 1947 (12 hrs)

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

UNIT III - THE WORKMEN COMPENSATION ACT 1923 (12 hrs)

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

UNIT IV - EMPLOYEES STATE INSURANCE ACT 1948 (12 hrs)

Objects - Definitions - ESI Corporation - Functions - Contribution and Recovery - Benefits - Penalties for false claims

UNIT V - EMPLOYEES PROVIDENT FUND AND MISCELLANEOUS PROVISION ACT, 1952 (12 hrs)

Objects - Definition- Provident Fund Schemes - Contribution and Recovery - Penalties and Offences

Practical orientation:

Students can be assigned to submit a report on welfare, health and safety measures taken by the manufacturing industries of their choice.

TEXTBOOKS

1. Kapoor N.D. *Industrial Laws*. New Delhi: Sultan Chand & Sons,
2. Sreenivasan M.R. and Balaji C.D. *Industrial Laws & Public Relations*. Chennai: Margham Publications,
3. Nandha Kumar B. *Industrial Laws*. Chennai: Vijay Nichole Prints,
4. Thothadri S. and Vijayalakshmi M. *Industrial and Labour Laws*. New Delhi: IK International Publishing House Pvt Ltd,

REFERENCES

Book

1. Tripathi P.C. *Industrial Laws*. New Delhi: Sultan Chand & Sons,

Web Sources

1. <https://labourlawreporter.com/>
2. <https://www.ilms.academy/products/certificate-course-on-labour-law>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - V
ELECTIVE COURSES GENERIC/ DISCIPLINE SPECIFIC - VI:
BASICS OF RESEARCH METHODOLOGY (23UCC053)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 4 (L-4)
CREDITS : 3
DURATION : 60 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To acquire knowledge with regard to research methods and reporting.
- To provide knowledge of hypothesis formulation, testing, sampling and its fundamentals.
- To provide knowledge on research methods, techniques and the process.
- To develops skills in the application of research methods for business problems solving.
- To analyse the research problems through systematic research methodology.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the basic concepts of research methodology

CO2[K2]: explain the procedures to carry out the research

CO3[K3]: apply the research techniques to solve the business problems

CO4[K4]: analyse the research problems through systematic research methodology

CO5[K5]: evaluate the techniques of research process, formulating research problem, research design, data collection and sampling

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	2	1	-	-	1
CO2[K2]	2	1	2	2	-	1	1
CO3[K3]	3	2	2	2	1	1	1
CO4[K4]	3	3	2	2	1	1	1
CO5[K5]	3	3	3	2	1	1	2
Weightage of the course	13	10	11	09	03	04	06
Weighted percentage of Course contribution to POs	2.39	2.36	9.17	2.54	1.97	1.75	2.65

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I (12 hrs)

Research: Meaning and Significance - Objectives - Types - Research Process - Common Problems Encountered in Research - Ethics in Research.

UNIT II (12 hrs)

Research Problems: Meaning - Selection and Formulation - Review of Available Literature - Techniques involved in Defining a Problem.

UNIT III (12 hrs)

Research Design: Meaning and Need for Research Design - Feature of a Good Design - Different Research Design.

UNIT IV (12 hrs)

Data Collection: Methods - Primary and Secondary Data - Observation - Interviews - Questionnaire - Constructing a Questionnaire.

UNIT V (12 hrs)

Sampling: Fundamentals - Types - Sampling Errors and Data Collection Errors - Sample Size and its Distribution - Testing the Appropriateness of a Sample.

TEXTBOOKS

1. Kothari C.R. *Research Methodology*. New Delhi: New Age International Publishers,
2. Donal R, Cooper Pamela S and Schindler. *Business Research Methods*. New Delhi: McGraw Hill Education India,
3. Gupta S. *Research Methodology & Statistical Techniques*, New Delhi: PHI Learning Pvt Ltd,

REFERENCES

Books

1. Paneer Selvam. *Research Methodology*. New Delhi: Prentice Hall of India,
2. Krishnaswamy. *Research Methodology*. New Delhi: Pearson Education India,
3. Gopal Lal Jain. *Research Methodology: Methods, Tools & Techniques*. Jaipur: Mangal DeepTamilnadu Book House,
4. Harounh A.B.E.M. *Research Methodology*. Tamilnadu Book House,

Web Source

1. www.socialpsychology.org

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - V
ELECTIVE COURSES GENERIC/ DISCIPLINE SPECIFIC - VI:
ENTREPRENEURIAL DEVELOPMENT (23UCCO54)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 4 (L-4)
CREDITS : 3
DURATION : 60 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

COURSE OBJECTIVES

- To enable the students to understand the concept of Entrepreneurship development.
- To discuss and identify significant changes and trends to create business opportunities.
- To analyze the environment for potential business opportunities.
- To outline the basic concepts of entrepreneurship.
- To learn about the entrepreneurial eco system, exercising the available skills to generate new ideas and making it a viable venture using the available.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the fundamental aspects of entrepreneurial development

CO2[K2]: explain the concept of entrepreneurship, developing business idea, project identification, venture creation and emerging trends

CO3[K3]: develop entrepreneurial skills, business ideas, project identification and venture creation

CO4[K4]: analyse the environment for potential business opportunities

CO5[K5]: develop thorough knowledge on entrepreneurial growth

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	2	1	-	-	1
CO2[K2]	2	1	2	2	-	1	1
CO3[K3]	3	2	2	2	1	1	1
CO4[K4]	3	3	2	2	1	1	1
CO5[K5]	3	3	3	2	1	1	2
Weightage of the course	13	10	11	09	03	04	06
Weighted percentage of Course contribution to POs	2.39	2.36	9.17	2.54	1.97	1.75	2.65

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - ENTREPRENEURSHIP (12 hrs)

Meaning - Definition of Entrepreneurship and Entrepreneur - Types of Entrepreneurship - Traits of an Entrepreneur - Factors Promoting Entrepreneurship - Barriers to Entrepreneurship - Women Entrepreneurship - Concept of SHGS - Role of Entrepreneurship in Economic Development - Entrepreneurs/Small-Business Owners. Emerging Trends: The Internet and E-Commerce, Types of Entrepreneurs; Corporate Entrepreneurship - Nature, Concepts and Sustainability.

UNIT II - IDEA GENERATION (12 hrs)

Creativity, Innovation and Invention - Design Thinking Concept and Stages - Recognizing Opportunities - Trend Analysis - Generating Ideas - Brainstorming, Focus Groups, Surveys, Customer Advisory Boards, Day in the Life Research - Patents and IPR for Entrepreneurs.

UNIT III - OPPORTUNITY IDENTIFICATION AND EVALUATION (12 hrs)

Opportunity Identification and Product/Service Selection - Generation and Screening the Project Ideas - Market Analysis, Technical Analysis, Cost Benefit Analysis and Network Analysis - Project Formulation - Assessment of Project Feasibility - Idea Validation Techniques.

UNIT IV - VENTURE CREATION (12 hrs)

Introduction to Various Form of Business Organization: Sole Proprietorship, Partnership, Corporations, Limited Liability Company - Mission, vision and Strategy Formulation - Social Entrepreneurship - Business Model Canvas - Preparation of Business Plan (Practical Orientation) - Sources of Finance - Venture Capital - Venture Capital Process - Business Angels - Commercial Banks- Government Grants and Schemes - Dealing with Basic and Initial Problems of Setting Up of Enterprises.

UNIT V - EMERGING TRENDS (12 hrs)

Ministry of Entrepreneurship and Skill Development - Key Initiatives of the Government - Make in India - National Startup Policy - Startup India - Athmanirbar Barath (Self-Reliant India) - Startup Space of India - Unicorns (Case study) - EODB - Overview.

TEXTBOOKS

1. Reddy. *Entrepreneurship, Text & Cases*. New Delhi: Cengage,
2. Kuratko and Rao. *Entrepreneurship*. New Delhi: A South Asian Perspective, Cengage.
3. Leach and Melicher. *Entrepreneurial Finance*. New Delhi: Cengage,
4. Sundar K. *Entrepreneurship Development*. Chennai: Vijay Nicole Imprints Private Ltd,
5. Khanka S. *Entrepreneurial Development*. New Delhi: S. Chand & Co. Ltd, 2001.
6. Sangeeta Sharma. *Entrepreneurship Development*. New Delhi: PHI Learning Pvt Ltd, 2016.

REFERENCES

Books

1. Barringer B. *Entrepreneurship: Successfully Launching New Ventures*. New Delhi: 3rd Edition, Pearson, 2011.
2. Bessant J. and Tidd J. *Innovation and Entrepreneurship*. John Wiley & Sons, 2nd Edition, 2011.
3. Desai V. *Small Scale Industries and Entrepreneurship*. Chennai: Himalaya Publishing House, 2011.
4. Donald F.K. *Entrepreneurship Theory, Process and Practice*, New Delhi: Cengage Learning, 9th Edition, 2014.
5. Hirsch R.D, Peters M. and Shepherd D. *Entrepreneurship*. New Delhi: Tata McGraw Hill Education Pvt. Ltd, 6th Edition, 2006.
6. Mathew J.M. *Entrepreneurship Theory at Cross Roads*. New Delhi: Dream Tech: Paradigms and Praxis, 2nd Edition, 2006.
7. Morse E. and Mitchell R. *Cases in Entrepreneurship - The Venture Creation Process*. New Delhi: Sage Publications, 2008.
8. Nagendra and Manjunath V.S. *Entrepreneurship and Management*. Chennai: Pearson, 2010.
9. Reddy N. *Entrepreneurship, Text and Cases*. Chennai: Cengage Learning, 2010.
10. Roy R. *Entrepreneurship*. New Delhi: Oxford University Press, 2nd Edition 2011.
11. Stokes D. and Wilson N. *Small Business Management and entrepreneurship*. New Delhi: Cengage Learning, 6th Edition ,2010.

Web Sources

1. <https://www.msde.gov.in/>
2. <http://inventors.about.com/od/entrepreneur/>
3. <http://learnthat.com/tag/entrepreneurship/>
4. www.managementstudyguide.com
5. www.quintcareers.com
6. www.entrepreneur.com
7. www.makeinindia.com
8. <https://aatmanirbharbharat.mygov.in>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
UG PROGRAMME
SEMESTER -V
VALUE EDUCATION (23UVED51)
(From 2023 - 2024 Batch onwards)

HOURS/WEEK : 2 (L 2)
CREDITS : 2
DURATION : 30 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To inculcate the values towards personal development
- To know the social values for the global development
- To ensure the modern challenges of Adolescent
- To be aware of human right
- To enrich the knowledge to control the mind

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: identify the basic human values and ethics necessary for harmonious human relationship

CO2[K2]: explain the significance of social values and religious tolerance to live in peace

CO3[K3]: articulate the life-changing principles of brotherhood, honesty, loyalty and community solidarity

CO4[K4]: analyse emotional, social, spiritual attribute to acquire well balanced personality

CO5[K5]: assess the importance of harmonious living in the multi-cultural pluralistic society

CO-PO Mapping table (Course Articulation Matrix)

CO \ PO	P01	P02	P03	P04	P05	P06	P07
CO1 [K1]	2	1	-	1	1	-	2
CO2 [K2]	2	1	-	1	2	1	2
CO3 [K3]	2	1	-	1	2	1	1
CO4 [K4]	1	1	1	1	2	1	1
CO5 [K5]	1	1	-	1	2	1	1
Weightage of the course	08	05	01	05	09	04	07
Weighted percentage of Course contribution to POs	1.47	1.18	0.83	1.41	5.92	1.75	3.10

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I – CONCEPT OF HUMAN VALUES, VALUE EDUCATION TOWARDS PERSONAL DEVELOPMENT (6 hrs)

Aim of Education and Value Education; Evolution of Value Oriented Education; Concept of Human Values; Types of Values; Components of Value Education. **Personal Development:** Self Analysis and Introspection; Sensitization Towards Gender Equality, Physically Challenged, Intellectually Challenged. Respect to - Age, Experience, Maturity, Family Members, Neighbours, Co-Workers. **Character Formation towards Positive Personality:** Truthfulness, Constructivity, Sacrifice, Sincerity, Self-Control, Altruism, Tolerance, Scientific Vision.

UNIT II – VALUE EDUCATION TOWARDS NATIONAL AND GLOBAL DEVELOPMENT (6 hrs)

National and International Values: Constitutional or national values - Democracy, socialism, secularism, equality, justice, liberty, freedom and fraternity. Social Values - Pity and probity, self-control, universal brotherhood. Professional Values - Knowledge thirst, sincerity in profession, regularity, punctuality and faith. Religious Values - Tolerance, wisdom, character. Aesthetic values - Love and appreciation of literature and fine arts and respect for the same. National Integration and international understanding.

UNIT III – IMPACT OF GLOBAL DEVELOPMENT ON ETHICS AND VALUES (6 hrs)

Conflict of cross-cultural influences, mass media, cross-border education, materialistic values, professional challenges and compromise. Modern Challenges of Adolescent Emotions and behavior; Sex and spirituality: Comparison and competition; positive and negative thoughts. Adolescent Emotions, arrogance, anger, sexual instability, selfishness, defiance

UNIT IV – THERAUPATIC MEASURES (6 hrs)

Control of the mind through

1. Simplified physical exercise
2. Meditation – Objectives, types, effect on body, mind and soul
3. Yoga – Objectives, Types, Asanas
4. Activities: (i) Moralisation of Desires (ii) Neutralisation of Anger (iii)Eradication of Worries (iv)Benefits of Blessings

UNIT V – HUMAN RIGHTS (6 hrs)

Concept of Human Rights – Indian and International Perspectives - Evolution of Human Rights - Definitions under Indian and International documents - **Broad classification of Human Rights and Relevant Constitutional Provisions** - Right to Life, Liberty and Dignity - Right to Equality - Right against Exploitation - Cultural and Educational Rights - Economic Rights -

Political Rights - Social Rights - **Human Rights of Women and Children** - Social Practice and Constitutional Safeguards - Female Foeticide and Infanticide - Physical assault and harassment - Domestic violence - Conditions of Working Women - **Institutions for Implementation** - Human Rights Commission – Judiciary - Violations and Redressal - Violation by State - Violation by Individuals - Nuclear Weapons and terrorism - Safeguards.

REFERENCES

BOOKS

1. Pitchaikani Prabhakaran, A. Babu Franklin, M.Archana Devi, *Value education*, Sri Kaliswari College (Autonomous), Sivakasi, 2017.
2. Subramanyam, K. *Values in Education*, Ramana Publications, 1995
3. Swamy Chidbhavananda, *Indian National Education*, Publication by Ramakirshna Tapovanam.

Web Sources

1. <https://www.youtube.com/watch?v=ruKY3GqBvYQ>.
2. <https://www.republicworld.com/technology-news/science/15-famous-indian-scientists-list-know-what-were-their-innovations.html>.
3. https://www.youtube.com/watch?v=M9_l9DDvEsw.

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - V
INTERNSHIP/ INDUSTRIAL TRAINING (23UCCJ52)
(From 2023-2024 Batch onwards)

CREDITS : 2
DURATION : 25 DAYS

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To learn and develop new skills relevant to the field of study or career interests.
- To understand different departments, roles, and functions within the organization to broaden knowledge and explore potential career paths.
- To apply the knowledge gained in academic studies to real-world scenarios.
- To bridge the gap between classroom learning and professional life.
- To gain exposure to different tasks, projects, and challenges relevant to the chosen field.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: relate the class room theory with organizational functioning

CO2[K3]: apply the knowledge learned in class room in a work place

CO3[K4]: analyse the management and administration practice, accounting tactics and operations techniques of business organisations

CO4[K5]: examine the business operations and administrative operations of business units.

CO5[K6]: develop the real time technical and managerial skills required at the job

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	3	2	-	1	1	1	2
CO2[K3]	2	3	-	1	-	1	2
CO3[K4]	2	2	-	2	-	1	1
CO4[K5]	-	2	1	-	-	1	1
CO5[K6]	1	3	3	3	-	1	2
Weightage of the course	08	12	04	07	01	05	08
Weighted percentage of Course contribution to POs	1.47	2.84	3.33	1.98	0.66	2.18	3.54

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

Guidelines

1. Each Student has to undergo minimum 25 days institutional/industry based training during the fourth semester summer vacation.
2. Internships could be undertaken in different organizations, industries and agencies approved by the department.
3. Students should keep a detailed record of activities performed and hours spent in training and report the same to the Faculty Coordinator every week.
4. The Internship report should be of minimum 25 pages.
5. Attendance certificate from the organization has to be submitted to the HOD.
6. Two copies of the Internship report should be submitted.
7. The Internship carries 100 marks out of which 25 marks for Internal Assessment and 75 Marks for External Examination.
8. The student has to appear for Viva-voce.
9. The viva-voce board shall consist of the External Examiner/ the Head of the Department and the Internal Examiner

The following rubrics will be taken into account for the evaluation of the Training Programme:

Internal Assessment (25 Marks)

Training Review : 15 Marks
Daily Log Report : 5 Marks
PPT Presentation : 5 Marks

External Examination (75 Marks)

Training Report : 25 Marks
Viva Voce : 50 Marks

EACH INTERNSHIP REPORT WILL FOLLOW THE FORMAT DESCRIBED:

- Title Page
- College Certificate Page
- Internship Certificate provided by the internship institution
- Declaration Page
- Acknowledgement
- Company Profile
- Organizational Structure of the concern
- Weekly Work Plan
- List of figures, List of Tables
- Index
- Chapters

List of Chapters

1. Introduction
2. Objectives of the training
3. Organizational structure of the concern
4. Observations about working of the concern
5. Identification of the problems, if any
6. Suggestions to solve the problems
7. Limitations of the training
8. Conclusion

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - VI
CORE COURSE - XIII: COST ACCOUNTING (23UCCC61)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 6 (L-6)
CREDITS : 4
DURATION : 90 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To outline the objectives and importance of cost accounting. Present cost sheet with various elements of cost and to provide a theoretical base of uniform costing.
- To learn inventory control techniques, material pricing techniques and methods of material valuation.
- To gain knowledge on labour costing techniques.
- To learn about the types and allocation of overheads, absorption of overheads and machine hour rate.
- To learn about the various techniques of costing.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: outline the fundamental concepts of cost accounting

CO2[K2]: explain the basic concepts and applications of cost accounting

CO3[K3]: apply the cost accounting techniques in preparing cost sheet, inventory maintenance, fixation of remuneration, overhead allocation and process costing

CO4[K4]: analyses the various elements of cost and methods of costing

CO5[K5]: evaluate cost sheet, stores ledger, wages system, overhead allocation and costing methods

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	2	-	1	1	1	1
CO2[K2]	3	2	-	1	1	1	1
CO3[K3]	3	3	1	2	1	2	1
CO4[K4]	3	3	1	2	-	1	1
CO5[K5]	3	3	1	2	1	2	1
Weightage of the course	14	13	03	08	04	07	05
Weighted percentage of Course contribution to POs	2.58	3.07	2.5	2.26	2.63	3.06	2.21

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I (18 hrs)

Cost Accounting: Meaning – Definition - Objectives - Distinction Between Financial and Cost Accounting - Classification of Cost - Activity Based Costing - Elements of Cost Sheet - Theoretical Introduction to Uniform Costing and Inter-Firm Comparison.

UNIT II (18 hrs)

Material - Purchase, Receipt and Inspection - Stores - Records - Inventory Control - EOQ - Various Levels of Stock - Pricing of Materials - Issues - FIFO - LIFO - Simple Average and Weighted Average Method- Base Stock Method.

UNIT III (18 hrs)

Labor: Labour Turnover - Causes - Prevention - Methods of Wages Payment - Calculation of Wages - Incentive Bonus Schemes - Treatment of Idle Time and Overtime.

UNIT IV (18 hrs)

Overheads: Factory, Administration and Selling – Allocation and Apportionment of overhead: Meaning – Methods - Absorption of Overheads – Meaning – Method: Machine Hour Rate only - Under and Over Absorption of Overheads and its Treatment.

UNIT V (18 hrs)

Methods of Costing - Unit Costing - Tender and Quotations - Transport Costing - Process Costing (With Normal Loss and Abnormal Loss A/c Only).

Note: The questions will be asked in the ratio of 80% for problems and 20% for theory.

TEXTBOOKS

1. Jain S. P. and Narang K.L. *Cost Accounting*. New Delhi: Kalyani Publishers,
2. Reddy T.S. and Hari Prasad Reddy Y. *Cost Accounting*. Chennai: Margham Publications, Fourth Edition,
3. Murthy A. And Gurusamy S. *Cost Accounting*. New Delhi: Tata McGraw Hill Publishing Company,

REFERENCES

Books

1. Charles T. Horngren, George Foster and Srikant M. Datar. *Cost Accounting*. New Delhi: Prentice Hall of India Private Limited,
2. Jawahar Lal and Srivatsava Seema. *Cost Accounting*. New Delhi: McGraw Hill Publishing Co,
3. Iyengar S.P. *Cost Accounting*. New Delhi: Sultan Chand & Sons,
4. Khanna B.S, Pandey I.M, Ahuja G.K. and Arora M.N. *Practical Costing*. New Delhi: Sultan Chand & Co.,
5. Pillai R.S.N. and Bagavathi V. *Cost Accounting*. New Delhi: S. Chand & Co.,
6. Maheswari S.N. *Principles of Cost Accounting*. New Delhi: Sultan Chand & Sons,
7. Pillai R.S.N. and Bagavathi V. *Cost Accounting*. New Delhi: S. Chand,
8. Saxena V.K. and Vashist C.D, *Cost Accounting*. New Delhi: Sultan Chand & Sons,

9. Shukla M.C, Grewal T.S. and Gupta M.P. *Cost Accounting*. New Delhi: S.Chand,

Journals

1. Journal of Cost Management
2. International Journal of Cost Accounting

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - VI

CORE COURSE - XIV: INCOME TAX LAW AND PRACTICE II (23UCCC62)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 6 (L-6)
CREDITS : 4
DURATION : 90 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To learn the classification of capital assets and computation of capital gain.
- To identify the various incomes under income from other sources and calculations.
- To get insights on aggregation of incomes and provisions of set-off and carry-forward of losses.
- To gain knowledge on the agricultural income and deductions under Section 80.
- To learn about individuals tax liability calculations.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the basic concepts under the Income Tax Act 1961

CO2[K2]: explain the procedures for calculation of taxable income of individual

CO3[K3]: determine income from capital gain and other sources, total income and tax liabilities of individual

CO4[K4]: analyze the tax provisions in the computation of income from different heads and tax liabilities of individuals

CO5[K5]: evaluate the provisions relating to computation of taxable income

CO-PO Mapping table (Course Articulation Matrix)

CO \ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	1	1	1	1	2
CO2[K2]	2	1	-	2	-	1	1
CO3[K3]	3	2	-	2	1	1	2
CO4[K4]	3	3	1	2	1	1	2
CO5[K5]	3	3	1	2	1	1	1
Weightage of the course	13	10	03	09	04	05	08
Weighted percentage of Course contribution to POs	2.39	2.36	2.5	2.54	2.63	2.18	3.54

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - CAPITAL GAINS (18 hrs)

Capital Gains - Capital Assets - Meaning and Kinds - Procedure for Computing Capital Gains - Cost of Acquisition - Exemption of Capital Gains - Loss under the Head Capital Gains.

UNIT II - INCOME FROM OTHER SOURCES (18 hrs)

Income from Other Sources - Income Chargeable to Tax under the Head Income From Other Sources - Dividends - Interest on Securities - Casual Income - Other Incomes - Deduction from Income from Other Sources - Loss under the Head Other Sources.

UNIT III - AGGREGATION OF INCOME (18 hrs)

Aggregation of Income - Provisions Relating to Income of Other Persons to be Clubbed in Assesses Total Income - Income of Minor Child - Deemed Incomes. Provisions Relating to Set-off and Carry forward and Set-off of Losses.

UNIT IV - AGRICULTURAL INCOME (18 hrs)

Agricultural Income - Definition and Kinds - Tax Treatment of Agricultural Income - Integration of Agricultural Income (Theory only). Deductions from Gross Total Income: Deductions in Respect of Certain Payments - Deduction in Respect of Income (Deductions applicable to Individuals only) (Simple problems).

UNIT V - ASSESSMENT OF INDIVIDUAL (18 hrs)

Assessment of Individuals - Tax Rates - Computation of Tax liability of Individuals (Simple problems).

Note: The questions will be asked in the ratio of 80% for problems and 20% for theory.

TEXTBOOKS

1. Singhania, V. K. *Students Guide to Income Tax*. New Delhi: Taxman Publication, 2018.
2. Reddy T.S and Hari Prasad Reddy Y, *Income Tax Theory Law and Practice*, Chennai: Margham Publication ,

REFERENCES

Books

1. Manoharan T.N and Hari. G.R. *Students' Hand Book on Taxation*. Mumbai: Snow White Publications Pvt. Ltd, 2018
2. Gaur V.P and Narang D.B, *Income Tax Law and Practice*, New Delhi: Kalyani Publications,
3. Murthy A. *Income Tax Law And Practice*. Chennai: Vijay Nicole Publishers,
4. Lal B.B. *Direct Taxes*. New Delhi: Konark Publishers Pvt.Ltd,
5. Vinod Singhania K. and Monica Singhania. *Direct Taxes*. New Delhi: Taxmann Publications Pvt. Ltd,
6. Mehrotra H.C and Goyal S.P, *Income Tax Law And Practice*, Agra: Sahitya Bhawan Publications,

Web Sources

1. <https://lawtimesjournal.in/introduction-and-basic-concept-of-income-tax/>
2. <https://sol.du.ac.in/mod/book/view.php?id=1259&chapterid=924>
3. <http://incometaxmanagement.com/Pages/Gross-Total-Income/Salaries/SalariesContents.html>
4. <https://www.hrblock.in/guides/house-property-deductions>
5. <https://books.google.com/books?isbn=1584773855>
6. <https://books.google.com/books?id=iiQKAAAAMAAJ>
7. <https://books.google.com/books?isbn=813172191>
8. <https://books.google.com/books?isbn=1584773855>
<https://books.google.com/books?isbn=8131721914>
<https://books.google.com/books?id=iiQKAAAAMAAJ>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - VI

CORE COURSE - XV: BANKING THEORY LAW AND PRACTICE (23UCCC63)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 6 (L-6)
CREDITS : 4
DURATION : 90 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To introduce the basic concepts of banking and related documents and process.
- To enable the students to gain knowledge about the modern banking techniques and related terms.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the fundamental concepts in banking

CO2[K2]: explain the banking system, activities of commercial banks and its recent techniques

CO3[K3]: apply the contemporary knowledge of banking law and practice in everyday life

CO4[K4]: analyse the concepts of banking and its related documents and process

CO5[K5]: examine the banking process, procedures, techniques and its practices

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	1	-	1	1
CO2[K2]	3	2	-	1	1	-	1
CO3[K3]	3	2	-	2	1	1	1
CO4[K4]	3	3	1	2	1	2	1
CO5[K5]	3	3	1	2	1	2	1
Weightage of the course	14	11	02	08	04	06	05
Weighted percentage of Course contribution to POs	2.58	2.6	1.67	2.26	2.63	2.62	2.21

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT - I

(18 hrs)

Origin of Banks - Banking Regulation Act 1949: Definition of Banking, Licensing, Opening of Branches, Functions of Banks, Inspection - Role of Banks

and Economic Development - Central Banking and Role of RBI and Their Functions.

UNIT - II (18 hrs)

Commercial Banks - Functions: Accepting Deposits and Lending of Funds. E-Banking - ATM Cards - Debit Cards - Personal Identification Number - Online Enquiry and Update Facility - Electronic Fund Transfer - Electronic Clearing System - Mobile Banking.

UNIT - III (18 hrs)

Opening of an Account - Types of Deposit Account - Types of Customers: Individuals, Firms, Trust and Companies (Practical Orientation) - Importance of Customer Relations - Customer Grievances and Redressal - Ombudsman. Principles of Lending - Types of Loans - Classification of Loans and Advances - Secured and Unsecured - Types of Securities - Precautions to be taken by a Banker.

UNIT - IV (18 hrs)

Negotiable Instruments: Promissory Note, Bill of Exchange, Cheque, Draft) Definitions - Features - Crossings - Endorsement - Material Alteration - Paying Banker - Rights and Duties, Statutory Protection - Dishonor of Cheques - Role of Collecting Banker.

UNIT - V (18 hrs)

Recent Trends in Banking - E-Services: Internet Banking - NEFT, RTGS, IMPS - Tele Banking - Mobile Banking - Home Banking - Gold Banking - ATM - Credit Card-Debit Card-Gold/Platinum Card-Teller System-Electronic Fund Transfer - Electronic Cheque - PIN - SWIFT- Cloud Computing - Block Chain - Bit Coin.

TEXTBOOKS

1. Michael W. Brandi. *Money, Banking, Financial Markets and Institutions*. NewDelhi: Cengage,
2. Guruswamy S, *Banking Theory: Law and Practice*, Chennai: Vijay Nicole Publication, 2015,
3. Sundaram and Varshney. *Banking, Law, Theory and Practice*. New Delhi: Sultan Chand Co,
4. Santhanam B. *Banking & Financial Systems*. Chennai: Margham Publishers,
5. Parameswaran. *Indian Banking*. New Delhi: S. Chand & Co,

REFERENCES

Books

1. Clifford Gomez. *Banking and finance, Theory ,Law and practice*. Mumbai: Jain Book Agency, 2010.
2. Gupta, R.K. *Banking Law and Practice*, New Delhi: Jain Book Agency, 2001.
3. Sundaram and Varshney. *Banking Theory Law and Practice*, New Delhi: Sultan Chand & Co, 2010.
4. Maheswar S.N. *Banking Theory Law and Practice*. Mumbai: Kalyani Publications, 2011.

5. Santhanam B. *Banking Theory Law and Practice*. Chennai: Margam Publications,
6. Nirmala Prasad. *Banking and Financial Services*. Chennai: Himalaya Publications.
7. Sherlaker K.C. *Banking Law Theory and Practice*. Chennai: Himalaya Publishing House,

Web Sources

1. www.lawcommissionofindia.nic.in
2. www.rbi.org
3. www.bankingombudsman.org
4. <https://www.icsi.edu/media/webmodules/publications/9.1%20Banking%20Law%20-Professional.pdf>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - VI
ELECTIVE COURSES GENERIC/ DISCIPLINE SPECIFIC - VII:
KNOWLEDGE MANAGEMENT (23UCCO61)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-5)
CREDITS : 3
DURATION : 75 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To learn the meaning of knowledge management, myths, knowledge management life cycle and the types of knowledge.
- To analyse the challenges in building knowledge management system.
- To learn Nonaka's model of knowledge creation and transformation.
- To acquire knowledge about knowledge.
- To capture and using interview as a tool to knowledge capture.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the basic concepts of knowledge management

CO2[K2]: explain the myths and life cycle of knowledge management and concept of knowledge creation and knowledge capture

CO3[K3]: apply the key concepts of knowledge in making efficient organization.

CO4[K4]: analyse the elements of knowledge management, knowledge management systems life cycle and its creation and capturing

CO5[K5]: evaluate the knowledge management system.

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	P01	P02	P03	P04	P05	P06	P07
CO1[K1]	2	1	-	1	-	2	2
CO2[K2]	3	2	-	1	1	1	1
CO3[K3]	3	2	-	1	1	1	1
CO4[K4]	3	2	1	2	1	1	1
CO5[K5]	3	3	1	2	1	1	1
Weightage of the course	14	10	02	07	04	06	06
Weighted percentage of Course contribution to POs	2.58	2.36	1.67	1.98	2.63	2.62	2.65

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - KNOWLEDGE MANAGEMENT (15 hrs)

Knowledge Management - Knowledge organisation - What Knowledge Management is not about? Why Knowledge Management? - The Drivers - How it Came About? - Key Challenges - Myths of Knowledge Management - Knowledge Management Lifecycle.

UNIT II - UNDERSTANDING KNOWLEDGE (15 hrs)

Knowledge - Intelligence - Experience - Common Sense - Cognition and Knowledge Management - Data - Information - Knowledge - Characteristics of Knowledge. Types of Knowledge - Expert Knowledge - Chunking Knowledge - Knowledge as an Attribute of Expertise - Human Thinking and Learning.

UNIT III - KNOWLEDGE MANAGEMENT SYSTEMS LIFE CYCLE (15 hrs)

Challenges in Building Knowledge Management Systems - Conventional Vs Knowledge Management System Life Cycle - Similarities - Knowledge Management Systems Life Cycle - System Justification - Role of Rapid Prototyping - Selecting an Expert - Role of Knowledge Developer - Role of Quality Assurance - User Training.

UNIT IV - KNOWLEDGE CREATION (15 hrs)

Knowledge Creation - Nonaka's Model of Knowledge Creation and Transformation.

UNIT V - CAPTURING TACIT KNOWLEDGE (15 hrs)

What is Knowledge Capture? - Evaluating the Expert - Developing a Relationship with Experts - Fuzzy Reasoning and the Quality of Knowledge Capture - The Interview as a Tool - Guide to a Successful Interview - Rapid Prototyping in Interviews.

TEXTBOOK

1. Elias M Awad and Hassan Ghaziri. *Knowledge Management*. New Delhi: Pearson Publications,

REFERENCES

Books

1. Brent Hunter N. *The Power of KM: Harnessing the Extraordinary Value of Knowledge Management*. San Francisco: Spirit Rising Productions,
2. Donald Hislop. *Knowledge Management in Organizations: A Critical Introduction*, USA: Oxford University Press.
3. Kimiz Dalkir, Taylor and Francis. *Knowledge Management in Theory and Practice*. London: Routledge. 2011.
4. Todd R. Groff and Thomas P Jones. *Introduction to Knowledge Management*, USA: Butter worth Heinemann Pulications,
5. Thomas H. Davenport, *Working Knowledge: How Organizations Manage what they Know*. London, Harvard Business School Press,

Journal

1. International Journal of Knowledge Management and Practice

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI

DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - VI
ELECTIVE COURSES GENERIC/ DISCIPLINE SPECIFIC - VII:
OFFICE MANAGEMENT (23UCC062)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-5)
CREDITS : 3
DURATION : 75 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To enable the students to gain knowledge about structure and functioning of an office.
- To make the students understand about the records management.
- To enable the students to gain knowledge on office maintenance and management.
- To give knowledge about office forms and control of stationeries and supplies.
- To give insights about Office location, Office Layout and Office environment.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the fundamental concepts of office and office management

CO2[K2]: explain the management system of office record, office maintenance, office stationery and office environment.

CO3[K3]: administer the office and maintain conducive environment

CO4[K4]: analyse the day to day activities and functions of an office.

CO5[K5]: evaluate the procedures and systems used to maintain a modern office.

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	P01	P02	P03	P04	P05	P06	P07
CO1[K1]	2	1	-	1	-	2	2
CO2[K2]	3	2	-	1	1	1	1
CO3[K3]	3	2	-	1	1	1	1
CO4[K4]	3	2	1	2	1	1	1
CO5[K5]	3	3	1	2	1	1	1
Weightage of the course	14	10	02	07	04	06	06
Weighted percentage of Course contribution to POs	2.58	2.36	1.67	1.98	2.63	2.62	2.65

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I

(15 hrs)

Office Management: Meaning and Definition of Office - Functions of Office - Office Management: Definition and Functions - Duties and Qualities of Office Manager - Role of Manager in Office: Planning and Scheduling of Office Work.

UNIT II (15 hrs)

Record Management: Meaning – Need - Principles. Filing: Objectives - Characteristics of Good Filing System - Centralised and Decentralised Filing - Filing and Indexing - Office Correspondence Business Information System - Electronic Data Processing.

UNIT III (15 hrs)

Office Maintenance Management: Cost Control - Methods of Cost Reduction and Savings - Organisation and Methods (O&M), Need and Objectives - Office Work - Work Simplification, Budgetary Control, Organization for Budgetary Control - Office Budget - Store Management, Housekeeping and Waste Management.

UNIT IV (15 hrs)

Forms Control and Stationery: Objectives of Form Control - Steps in Form Control - Types of Forms and Design - Principles and Control Office Stationery and Supplies - Types of Stationary and Continuous Stationary Purchases.

UNIT V (15 hrs)

Office Accommodation and Layouts: Location of Office - Steps in Office Layout - Principles of Office Layout - Office Environment.

TEXTBOOKS

1. Balraj Dugal. *Office Management*, New Delhi: Kitab Mahal Publications, 1998,
2. Bhatia R.C. *Principles of Office Management*. New Delhi: Lotus Press online edition also, 2007

REFERENCES

Books

1. Kumar N. and Mittal, R. *Office Management*. New Delhi: Anmol Publications, 2001.
2. Pillai R.S.N and Bhagavathi. *Office Management*. New Delhi: S. Chand & Company, 2014.
3. Thukaram Rao. *Office Organisation and Management*. New Delhi Atlantic Publishers, 2000.

Web Source

1. http://books.google.co.in/books/about/Principles_of_Office_Management.

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - VI
ELECTIVE COURSES GENERIC/ DISCIPLINE SPECIFIC - VIII:
FINANCIAL MANAGEMENT (23UCCO63)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-5)

CREDITS : 3

DURATION : 75 hrs

INT. MARKS : 25

EXT. MARKS : 75

MAX. MARKS: 100

Course Objectives

- To understand how crucial financial decision are taken in a firm and gain insight into wealth maximization and profit maximization.
- To understand the cost of capital, importance of leverage and capitalization.
- To demonstrate the theories of capital structure.
- To formulate dividend decision in a firm.
- To learn about techniques for short term financial needs of the firm using working capital management concepts.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the various concepts and theories related to financial management

CO2[K2]: explain the various components in the firm's capital structure, cost of capital, dividend policy and working capital.

CO3[K3]: apply the conceptual knowledge of financial management for effective decision making.

CO4[K4]: determine time value of money, leverages, cost of capital, capital structure, working capital and dividend of a company

CO5[K5]: evaluate the financial management techniques used for fulfilling the financial needs of firm.

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	1	-	1	1
CO2[K2]	3	1	-	2	1	1	1
CO3[K3]	3	2	1	2	1	1	1
CO4[K4]	3	3	1	1	1	1	1
CO5[K5]	3	3	1	2	1	2	1
Weightage of the course	14	10	03	08	04	06	05
Weighted percentage of Course contribution to POs	2.58	2.36	2.5	2.26	2.63	2.62	2.21

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - INTRODUCTION (15 hrs)

Financial Management - Introduction - Scope - Finance and other related Disciplines - Function of Finance - Functions of Finance Manager in 21st Century. Financial Goals: Profit Maximization Vs Wealth Maximization - Time Value of Money - Perpetuity - CMI Amortization.

UNIT II - COST OF CAPITAL (15 hrs)

Cost of Capital - Significance of the Cost of Capital - Determining Component Costs of Capital - Cost of Equity - Cost of Preference Share Capital - Cost of Debt - Cost of Retained Earnings - Weighted Average Cost of Capital.

UNIT III - CAPITAL STRUCTURE (15 hrs)

Capital structure - Importance - Factors Affecting Capital structure - Determining Debt - Equity Proportion - Theories of Capital Structure - Net Income Approach - Net Operating Income Approach - M.M Approach and Traditional Approach - Leverage: Concept - Operating Leverage - Financial Leverage and Combined Leverage.

UNIT IV - DIVIDEND POLICY (15 hrs)

Dividend Policy - Objective of Dividend Policies - Types of Dividend Policies - Factors Affecting Dividend Policy - Dividend Theories: Walter's - Gordons's - M.M Hypothesis - Forms of Dividend.

UNIT V - WORKING CAPITAL (15 hrs)

Working Capital - Components of working Capital - Operating Cycle - Factors Influencing Working Capital - Determining Working Capital Requirements. Capital Expenditure Capital Budgeting Techniques: Discounted Cash flow technique: Net Present Value, Internal Rate of Return and Profitability Index - Non-Discounted Cash flow Techniques: Pay Back Methods and Accounting Rate of Return.

Note: The questions will be asked in the ratio of 80% for problems and 20% for theory.

TEXTBOOKS

1. Khan M.Y and Jain P.K. *Basic Financial Management*. New Delhi: Tata McGraw Hill Education.
2. Murthy A. *Financial Management*. Chennai: Margham Publications.

REFERENCES**Books**

1. Pandey I.M. *Financial Management*. New Delhi: Vikas Publishing House Pvt Ltd,
2. Maheswari S.M. *Financial Management*, New Delhi: Sultan Chand & Sons,
3. Prasanna Chandra. *Financial Management Theory and Practice*. New Delhi: McGraw Hill Education,
4. Rustagi R.P. *Fundamentals of Financial Management*. New Delhi: Taxman's Publication, 14th Edition,
5. Paramasivan C and Subramanian T. *Financial Management*. New Delhi: New Age International Publishers,

Web Sources

1. <https://www.managementstudyguide.com/financial-management.htm>
2. <https://corporatefinanceinstitute.com/resources/knowledge/finance/cost-of-capital/>
3. <https://www.investopedia.com/terms/c/capitalbudgeting.asp>
4. <https://efinancemanagement.com/dividend-decisions>
5. <https://cleartax.in/s/working-capital-management-formula-ratio>
6. <https://books.google.co.in/books?isbn=812591658X>
7. <https://books.google.co.in/books?isbn=8174465863>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - VI
ELECTIVE COURSES GENERIC/ DISCIPLINE SPECIFIC - VIII:
MODERN MARKETING MANAGEMENT (23UCC064)
(From 2023-2024 Batch onwards)

HOURS/WEEK : 5 (L-5)
CREDITS : 3
DURATION : 75 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To understand the basics of marketing, its environment and various concepts and philosophies.
- To discuss the segmentations of a market.
- To enumerate different product pricing strategies.
- To interpret the importance of promotion.
- To enlighten the students on contemporary topics of marketing.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: describe the basic concepts of marketing

CO2[K2]: explain marketing concept, marketing planning and elements of marketing mix and current trends in marketing

CO3[K3]: apply the contemporary terms of marketing in business

CO4[K4]: analyse the process, components of marketing mix and recent trends in marketing

CO5[K5]: evaluate the marketing concept, marketing mix and planning strategy, and the recent change

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	P01	P02	P03	P04	P05	P06	P07
CO1[K1]	2	1	-	1	-	1	1
CO2[K2]	3	1	-	2	1	1	1
CO3[K3]	3	2	1	2	1	1	1
CO4[K4]	3	3	1	1	1	1	1
CO5[K5]	3	3	1	2	1	2	1
Weightage of the course	14	10	03	08	04	06	05
Weighted percentage of Course contribution to POs	2.58	2.36	2.5	2.26	2.63	2.62	2.21

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - INTRODUCTION TO MARKETING (15 hrs)

Introduction to Marketing Management - Difference Between Selling and Marketing - Process of Marketing Management - Marketing Tasks - Scope of Marketing - Core Concept of Marketing - Demand Management in Marketing - Marketing Management Philosophies - Production Concept - Product Concept - Selling Concept - Marketing Concept - Social Marketing Concept - Holistic Concept - Marketing in Economic Development Process - Marketing Environment.

UNIT II - MARKETING PLANNING (15 hrs)

Identification of Market - Market Segmentation - STP Approach - Market Information System (MIS) - Consumer Behavior - Demand Forecasting - Components of a Marketing Plan.

UNIT III - PRODUCT PRICING STRATEGY (15 hrs)

Product - Product Classification - Product Strategies - New Product Development - Product Life Cycle and Marketing Mix - Branding Strategy - Labeling Strategy - Packaging Strategy - Pricing Methods and Strategy.

UNIT IV - PROMOTION AND PLACEMENT MANAGEMENT (15 hrs)

Integrated Marketing Communication (IMC) - Tools of Promotion - Promotional Strategy - Distribution System - Function of Wholesaler and Retailer.

UNIT V - CONTEMPORARY TOPICS IN MARKETING (15 hrs)

Marketing of Services - Rural Marketing - International Marketing - Digital Marketing - Marketing through Social Channels - Green Marketing - Technology and Marketing - Marketing Ethics.

TEXTBOOKS

1. Kotler P. *Marketing Management*. New Delhi: The Millennium Edition Prentice Hall of India Private Limited, 2007.
2. Pillai and Bagavathi R. S. N. *Marketing Management*. New Delhi: S. Chand & Co.Ltd, 1999
3. Ranjith Kumar D. and Sivashankar J. *Marketing Management*. Haryana: Anvi Books Publishers,

REFERENCES

Books

1. Joshi, G. *Information Technology for retail*. USA: Oxford University Press, Inc, 2009
2. Mullins. J, Walker O. C and Boyd H.W. Jr. *Marketing Management: A strategic Decision - Making Approach*. New Delhi: Mc Graw-Hill Higher Education, 2012.
3. Pradhan S. *Retailing Management: Text and Cases*. New Delhi: Tata McGraw Hill Education, 2011.

4. Ramaswamy V. S and Namakumari S. *Marketing Management: Global Perspective, Indian context*. Macmillan Publishers,2009.
5. Withey, F. *Marketing Fundamentals*. Massachusetts: Butter Worth Heinemanns Publications,
6. Taylor and Francis. *The Official CIM Course Book Marketing Essentials* .2006.

Web Sources

1. <https://iedunote.com/marketing-definition-functions-importance-process>
2. <http://www.yourarticlelibrary.com/marketing/top-10-advantages-of-marketing/53152>
3. <http://www.notesdesk.com/notes/marketing/the-marketing-mix-4-ps-of-marketing/>
4. <https://www.enotesmba.com/2013/03/marketing-notes-marketing-mix.html>
5. <https://www.marketingtutor.net/consumer-decision-making-process-stages/>
6. <https://courses.lumenlearning.com/boundless-marketing/chapter/ethics-in-marketing/>
7. <https://www.youtube.com/watch?v=Mco8vBAwOmA>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
SEMESTER - VI

**SKILL ENHANCEMENT COURSE - IX: PROFESSIONAL COMPETENCY SKILL:
TRAINING FOR COMPETITIVE EXAMINATIONS (23UCCS61)**
(From 2023-2024 Batch onwards)

HOURS/WEEK : 2 (L-2)
CREDITS : 2
DURATION : 30 hrs

INT. MARKS : 25
EXT. MARKS : 75
MAX. MARKS: 100

Course Objectives

- To make the students learn about the analytical skill.
- To impart proficiency in logical skills related to numbers, data and English comprehension.
- To create awareness about Indian Economy and related facts.
- To make the students aware about the Administration, Culture, Geography of India and State.
- To know about the current affairs, history and important events and dates.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recognize the frame work of the competitive examinations

CO2[K2]: describe the mathematical ability, logical reasoning, language ability, nature of Indian economy and current affairs

CO3[K3]: apply the knowledge of professional competency skill to succeed in the competitive examinations

CO4[K4]: analyze the numerical and economic data, current events and reasoning

CO5[K5]: evaluate the facts using mathematical ability, logical reasoning, language ability and economic knowledge.

CO-PO Mapping table (Course Articulation Matrix)

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1[K1]	2	1	-	1	-	1	-
CO2[K2]	3	2	1	1	1	1	1
CO3[K3]	3	2	1	1	1	1	1
CO4[K4]	3	3	1	1	1	2	1
CO5[K5]	3	3	1	2	1	1	1
Weightage of the course	14	11	04	06	04	06	04
Weighted percentage of Course contribution to POs	2.58	2.6	3.33	1.69	2.63	2.62	1.77

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

UNIT I - MATHEMATICAL ABILITY (6 hrs)

Work and Time-Collection and Presentation of Data - Compilation - Percentage - Graphs and Tables, Diagrams - Analytical Interpretation of Data - Simplification - Highest Common Factor - Lowest Common Multiple - Compounds Interest - Simple Interest - Volume and Area - Conversion of Information to Data - Proportion and Ratio.

UNIT II - LOGICAL REASONING (6 hrs)

Number Series - Visual Reasoning - Puzzles - Dice - Alphanumeric Reasoning - Directions and Distance - Calendar - Venn Diagram - Analogy - Verbal Reasoning - Comprehension of English Passages.

UNIT III - LANGUAGE ABILITY (6 hrs)

English Language Basics- Parts of Speech - Matching the Phrases - Synonyms - Antonyms - Prefix and Suffix - Articles - Prepositions - Homophones - Tenses - Voices - Sentence Pattern - Punctuation - Comprehension - Tamil for TNPSC Exams.

UNIT IV - INDIAN ECONOMY (6 hrs)

Nature of Indian Economy - Five-Year Plan Models: An Assessment - Planning Commission and Niti Ayog - Sources of Revenue - Reserve Bank of India - Finance Commission - Resource Sharing Between Union and State Governments - Goods and Services Tax - Economic Trends - Employment Generation, Land Reforms and Agriculture - Application of Science and Technology in Agriculture - Industrial growth - Rural Welfare Oriented Programmes - Social Problems: Population, Education, Health, Employment, Poverty.

UNIT V - CURRENT AFFAIRS (6 hrs)

Current Events of National and International Importance - History of India and Indian National Movement - Indian and World Geography - Physical, Social, Economic Geography of India and the World - Indian Polity and Governance - Constitution, Political System, Panchayati Raj, Public Policy, Rights Issues, etc. - Indian Economy Key Factors - Current Affairs Related to Tamilnadu.

TEXTBOOKS

1. Agarwal R.S. *Quantitative Aptitude*. New Delhi: S. Chand & Co, 2021.
2. Agarwal R.S. *Logical Reasoning*. New Delhi: S. Chand & Co, 2021.

REFERENCES**Books**

1. Agarwal R.S. *Verbal and Non-Verbal Reasoning*. New Delhi: S. Chand & Co, 2021.
2. Genral studies various books to be referred
3. Competition Success Review.

Web Sources

1. <https://questionpaper.org/reasoning/>
2. <http://www.simplynotes.in/analytical-logical-reasoning/>

3. <https://unacademy.com/>
4. <https://shikshanjagat.net/logical-reasoning-study-material/>
5. <https://www.clearias.com/>
6. <https://www.civilserviceindia.com/subject/General-Studies/notes/>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
UG Programme
SEMESTER V & VI
PART V – EXTENSION
(From 2023 -2024 Batch Onwards)

HOURS/WEEK: -

CREDIT : 1

DURATION :-

INT. MARKS: 100

Course Objectives

- To promote community involvement, encourage civic participation, and foster a sense of ownership and responsibility.
- To involve the learners in organizing campaigns, seminars, or public events to educate the public, promote understanding, and advocate for positive change.
- To create platforms for knowledge sharing, partnership development, and collective action.
- To encourage environmental conservation, promote responsible resource management, or foster sustainable livelihoods.
- To raise awareness about social issues, advocate for marginalized groups, or implement programs that promote inclusivity and equal opportunities.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recognize the importance of community service through training and education

CO2[K2]: interpret ecological concerns, consumer rights, gender issues & legal protection

CO3[K3]: develop team spirit, verbal/nonverbal communication and organizational ethics by participating in community service

CO4[K4]: examine the necessity of professional skills & community-oriented services for a holistic development

CO5[K6]: create awareness on human rights, legal rights, First Aid, Physical fitness and wellbeing

CO-PO Mapping table (Course Articulation Matrix)

CO \ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1 [K1]	2	-	-	2	2	1	1
CO2 [K2]	2	1	-	2	1	1	1
CO3 [K3]	2	-	-	1	2	2	1
CO4 [K4]	1	1	1	1	2	2	1
CO5 [K6]	1	-	-	1	2	2	1
Weightage of the course	08	02	01	07	09	08	05
Weighted percentage of Course contribution to Pos	1.47	0.47	0.83	1.98	5.92	3.49	2.21

Based on the level of contribution ('3'-High, '2'-Medium, '1'-Low '-' No Correlation)

Details of the Courses

- 1 National Cadet Corps (NCC) – 190 hrs
- 2 National Service Scheme (NSS) – 240 hrs
- 3 Physical Education
- 4 Red Ribbon Club (RRC)
- 5 Youth Red Cross (YRC)
- 6 Fine Arts Club
- 7 Library and Information Service Club
- 8 Yoga Club
- 9 ECO Club
- 10 Consumer Club
- 11 Human Rights Club
- 12 Women Empowerment Cell
- 13 Legal Awareness League

UG
Certificate Courses

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
(AFFILIATED TO MADURAI KAMARAJ UNIVERSITY, MADURAI
RE-ACCREDITED WITH 'A' GRADE (THIRD CYCLE) BY NAAC WITH CGPA 3.11)



Programme Scheme, Scheme of Examination and Syllabi
(From 2023-2024 Batch onwards)

Department of Commerce **(Corporate Secretaryship)**

Certificate Courses – UG

Approved in the Academic Council – XIV held on 31/07/2023

Curriculum Design and Development Cell

Annexure R

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI

(AFFILIATED TO MADURAI KAMARAJ UNIVERSITY, MADURAI

RE-ACCREDITED WITH 'A' GRADE (THIRD CYCLE) BY NAAC WITH CGPA 3.11)



Programme Scheme, Scheme of Examination and Syllabi
(From 2023-2024 Batch onwards)

Department of Commerce **(Corporate Secretaryship)**

UG Programme

Approved in the Academic Council - XIV held on 31/07/2023

Curriculum Design and Development Cell

M. B. S.
HOD

[Signature]
Dean of
Business Science

[Signature]
Dean of
Academic Affairs

[Signature]
Principal

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
MEMBERS OF BOARD OF STUDIES

S.No.	Board Members	Name and Designation
1.	Chairman of the Board	Dr. M. J. Senthil Kumar Head and Associate Professor, Department of Commerce (Corporate Secretaryship), Sri Kaliswari College, Sivakasi.
2.	University Nominee	Dr.K.Chandrasekaran Assistant Professor Department of Management Studies School of Business Studies Madurai Kamaraj University Madurai – 625 021 (C) : 98404 97371
3.	Academic Experts 1.	Dr.J.Muralitharan Associate Professor Department of Commerce, Kamaraj College, Thoothukudi (C): 9894907774 Email: muralipara2005@yahoo.co.in
4.	Academic Experts 2.	Dr.S. Muthulakshmi Associate Professor, Department of Commerce, V.H.N.S.N. College (Autonomous) Virudhunagar (C) 98430 05699 Email : muthulakshmi@vhnsnc.edu.in
5.	Industrial Expert	Mr.A.Satheesh Kumar OM Sakthi Printograph 3/375, C – Muneeswaran Colony Sivakasi – 626123(East) (c) 9500661335
6.	Alumnus	Mr.V.Manikandan Income Tax Assistant, Sivakasi (c) 8300507840
Member		
7.	Mrs.J.Jasmine Bhastina	Assistant Professor in Commerce (Corporate Secretaryship)
8.	Mrs.V.Suriya	Assistant Professor in Commerce (Corporate Secretaryship)
9.	Ms.M.Vinnarasi Rex	Assistant Professor in Commerce (Corporate Secretaryship)
10.	Mr.P.Arumugapandi	Assistant Professor in Commerce (Corporate Secretaryship)

SRI KALISWARI COLLEGE (AUTONOMOUS), Sivakasi
(Affiliated to Madurai Kamaraj University, Re-accredited with A Grade (CGPA 3.11) by NAAC)
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.COM. (CORPORATE SECRETARYSHIP)

CERTIFICATE COURSES

S. No.	Course Name
1.	Certificate Course in Computer Applications in Corporate Office
2.	Certificate Course in Corporate Presentation and Internet
3.	Certificate Course in Advertising and Salesmanship
4.	Certificate Course in International Trade and Organization
5.	Certificate Course in Total Quality Management
6.	Certificate Course in Industrial Relation

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.COM. (CORPORATE SECRETARYSHIP)
CERTIFICATE COURSES

SCHEME OF EXAMINATION

- For Certificate Courses for both Theory and Practical Courses only External Examination for 100 marks will be conducted.
- For Theory Courses from each Cos, 3 questions will be asked. No units should be omitted.
- Student has to answer 10 out of 15 open choice questions. Each question carries 10 marks.

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
CERTIFICATE COURSE IN COMPUTER APPLICATIONS IN CORPORATE
OFFICE
(From 2023-2024 Batch onwards)

HOURS/WEEK : 4
DURATION : 60 hrs

EXT. MARKS : 100
MAX. MARKS: 100

Course Objectives

- To help the students in gaining knowledge of basic computer literacy.
- To develop skills in preparing personal, academic and business documents.
- To familiarize the students with the formula and implement the automated calculation system in their work place.
- To develop the students' skills in spreadsheets to compete with technology based world.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall various shortcut keys, menus, icons and onscreen buttons

CO2[K2]: Explain the procedures for working in documents and worksheets

CO3[K3]: prepare attractive documents and worksheet

CO4[K4]: construct the various corporate documents, reports and financial statements

CO5[K5]: examine the usage of computer applications in corporate

List of Practical:

1. Creating, Saving, Opening and Closing document
2. Entering and Working with Text
3. Preparing Company Letter and using Header & Footer Option
4. Agenda Preparation
5. Preparing Secretarial Letter using Mail Merge.
6. Designing Documents using Picture and Formatting tools.
7. Creating a Table.
8. Creating Advertisement Copy.
9. Designing a News Letter by using Drop cap, Wrapping text, Split column, Change case and Sort.
10. Preparing Organizational Diagrams.
11. Create a basic Spreadsheet by Entering Text, Numbers and Formulas.
12. Usage of Financial Functions.

13. Usage of Statistical Functions
14. Usage of Multiple Worksheets.
15. Preparing Employees Payroll.
16. Preparing a Company Balance Sheet.
17. Creating Attractive and Colorful Charts.
18. Working with Filter, Sort, Split, Freeze Panes, Protect Work Book and Protect Work Sheet Options.

Note:

- Practical Exam only.
- Internal Practical 50 Marks and External Practical 50 Marks.
- Internal and External Practical Exam Conducted by Department itself.

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
CERTIFICATE COURSE IN CORPORATE PRESENTATION AND INTERNET
(From 2023-2024 Batch onwards)

HOURS/WEEK : 4
DURATION : 60 hrs

EXT. MARKS : 100
MAX. MARKS: 100

Course Objectives

- To familiarize the students with the innovations of information in computer applications in business.
- To increase the employability through the computer literacy.
- To make the students to create business presentation an interactive and legible content.
- To make the students to create the presentations featuring text, tables, clip art, charts and animations.
- To help the students to gain life-long learning of computer concepts and skills.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1[K1]: recall the of power point presentation aspects and internet access

CO2[K2]: explain the procedures for working in power point and internet access

CO3[K3]: prepare attractive presentation

CO4[K4]: construct corporate presentation, Google forms, sheets, documents

CO5[K5]: examine the usage of power point and internet in corporate

List of practical:

1. Create a Basic Slide by Entering Text, Inserting Picture, and Slide Transition.
2. Design Templates, Color Schemes and Animation Schemes.
3. Modify the Animation Effect on the Animated Objects.
4. Inserting Picture, Chart, Diagram and Table in a Slide.
5. Reset the Slide Layouts.
6. Preparing a Company Advertisement.
7. Preparing a Business Presentation.
8. Preparing an Annual Report Presentation.
9. Preparing a Presentation using Different Slides & Different Animation.
10. Preparing a different Slide and Applying various Transitions, Transition Speed and Sound.
11. Accessing Google Drive, Document, Sheet and Slide.
12. Creating You Tube Channel
13. Uploading and Downloading Documents and Videos

14. Designing and Working with Google Forms.
15. Accessing Online Selling Website.
16. Visiting and Working with Online Purchasing Website.

Note:

- Practical Exam only.
- Internal Practical 50 Marks and External Practical 50 Marks.
- Internal and External Practical Exam Conducted by Department itself

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
CERTIFICATE COURSE IN ADVERTISING AND SALESMANSHIP
(From 2023-2024 Batch onwards)

HOURS/WEEK : 4
DURATION : 60 hrs

EXT MARKS : 100
MAX. MARKS: 100

Course Objectives

- To provide the basic idea about advertising and campaign planning.
- To provide the necessary idea to prepare advertising layout.
- To identify the scientific and creative aspects of advertising as a business discipline.
- To impart knowledge about preparing advertisement budget.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1 [K1]: describe the fundamental concepts of advertising and salesmanship

CO2 [K2]: explain the process of advertising and salesmanship

CO3 [K3]: apply the advertising and salesmanship techniques

CO4 [K4]: analyse the impact of advertisement and salesmanship in corporate world

CO5 [K5]: evaluate the process and techniques of advertising and salesmanship

UNIT I (12 hrs)

Advertising: Origin – Meaning – Definition – Characteristics – Nature – Scope – Functions: Primary and Secondary Functions – Advantages – Disadvantages – Types of Advertising: On the basis of Prospects, Types of Products, Geographical Coverage, Types of Demand, Response.

UNIT II (12 hrs)

Advertisement Copy: Meaning – Features of Good Advertisement Copy – Classification – Elements. Advertising Agency: Meaning – Types – Functions – Agency Compensation – Selection and Evaluation of Advertising Agency.

UNIT III (12 hrs)

Advertising Budget: Methods of Determining Advertisement Budget – Factors Influencing Advertisement budget. Advertising Media: Meaning – Kinds of Advertising Media: Meaning – Kinds: Indoor, Outdoor, Direct and Display -

UNIT IV (12 hrs)

Salesmanship: Meaning – Definition – Features – Objectives – Advantages – Criticism against Salesmanship – Salesmanship vs. advertisement.

UNIT V

(12 hrs)

Qualities of a Successful Salesman – Physical, Psychological, Social and Moral Qualities – Personal selling Process –AIDAS Theory of Selling.

TEXTBOOK

1. Saravanel P. and Sumathi S. *Advertising and Salesmanship*. Margham Publications, 2nd Edition, reprint 2015.

REFERENCES

Books

1. Agarwal R.C. *Salesmanship and Advertising*. Lakshmi Narain edition, 2010.
2. Kruti Shah and Alan D'Souza. *Advertising and Promotions*. Tata McGraw – Hill Education Pvt. Ltd, 3rd Edition, Reprint 2011.
3. Mathur U.C. *Advertising Management*. New Age International (P) Ltd, Publishers, New Delhi – 2009.
4. Dr. Varma M.M. & Agarwal R.K. *Kings Advertising Management*. Delhi: King books educational Publishers, – 2009.

Web Sources

1. <https://accountlearning.com/basic-functions-modern-office/>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
CERTIFICATE COURSE IN INTERNATIONAL TRADE AND ORGANIZATION
(From 2023-2024 Batch onwards)

HOURS/WEEK : 4
DURATION : 60 hrs

EXT MARKS : 100
MAX. MARKS: 100

Course Objectives

- To understand the unique aspects involved in international trade and international trade organization.
- To learn about the foreign exchange market operations and exchange rate determination.
- To know the functions and operations of international trade organization.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1 [K1]: outline the basic concepts, policies and practices of international trade

CO2 [K3]: explain the fundamental concept of International Trade Organization and their functions

CO3 [K3]: determine foreign exchange rate, balance of payment, functions of international trade organizations

CO4 [K4]: analyse the trade policy, economic integration, theories of international trade, types of foreign exchange transactions and causes for balance of payment of disequilibrium

CO5 [K5]: evaluate the functions of international trade organizations

UNIT I

(12 hrs)

International Trade: Meaning – Definition – Need – Features - Advantages – Barriers – Theories of International Trade: Absolute Cost Theory, Comparative Cost Theory, Opportunity Cost Theory and Factor Endowment Theory. **Trade Policy:** Free Trade: Meaning – Definition – Advantages – Disadvantages. Protection: Meaning – Argument For and Against. Trade Barriers: Tariff and Non Tariff Barriers.

UNIT II

(12 hrs)

Regional Economic Integration and Cooperation: Meaning – Objectives – Types. **Balance of Payment:** Meaning – Components – Balance of Payment Vs. Balance of Trade – Balance of Payment Disequilibrium – Correction of Disequilibrium.

UNIT III (12 hrs)

Foreign Exchange: Meaning– Definition – Dealers in Foreign Exchange – Methods of Foreign Payment. **Foreign Exchange Markets:** Meaning – Components – Functions – Types of Foreign Exchange Transactions: Spot, Forward, Futures, Options, Swap and Arbitrage. Exchange Rate: Factors Influencing Exchange Rate - Determination of Exchange Rate: Purchasing Power Parity Theory and Balance of Payment Theory.

UNIT IV (12 hrs)

International Financial and Development Institution: International Monetary Fund (IMF): Origin – Objectives – Organization and Management – Functions – Special Drawing Rights (SDR). **World Bank:** Origin – Objectives – Organization and Management – Guiding Principles – Lending Programmes.

UNIT V (12 hrs)

Subsidiaries of World Bank: International Development Association (IDA) and International Finance Corporation - Functions. **World Trade Organization** – Origin – GATT and WTO – Objectives – Functions – Organizational Structure – GATS – TRIMs – TRIPS.

TEXTBOOKS

1. Radha. *International Trade*. Chennai: Prassna Publishers and Distributors, Revised Edition 2014.
2. Francis Cherunilam. *International Trade and Export Management*. New Delhi: Himalaya Publishing House, 20th Revised Edition 2017.

REFERENCES

Books

1. Natarajan L. *International Marketing*. Chennai: Margham Publication, Edition 2013.
2. Srinivasan R. *International Marketing*. New Delhi: Prentice Hall of India Private Limited, Second Edition 2005.

Web Sources

1. <https://www.icsi.edu/media/webmodules/publications/9.5%20International%20Business.pdf>
2. <https://www.legalbites.in/library-international-trade-law/>
3. <https://bgc.org.in/pdf/study-material/International-Trade.pdf>
4. <https://gurujionlinestudy.com/balance-of-payments-notes-study-material-mcom-i-semester-environment/>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
CERTIFICATE COURSE IN TOTAL QUALITY MANAGEMENT
(From 2023-2024 Batch onwards)

HOURS/WEEK : 4
DURATION : 60 hrs

EXT MARKS : 100
MAX. MARKS: 100

Course Objectives:

- To disseminate knowledge regarding the Total Quality Management concept.
- To enable the students to understand the issues relating to Quality Management.
- To impart a knowledge about Total Quality Management techniques.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1 [K1]: describe the fundamental concepts of quality and quality management

CO2 [K2]: explain the TQM implementation procedures, quality circle, just in time, bench marking and zero defect programme

CO3 [K3]: apply the tools and techniques of quality management for quality improvement

CO4 [K4]: examine the quality circle, just in time, bench marking, customer and supplier relationship techniques in quality improvement

CO5 [K5]: evaluate procedures and techniques of total quality management

UNIT I (12 hrs)

Quality: Meaning – Definitions – Dimension of Quality – Faces of Quality. Total Quality – Meaning – Definition – Phases. Total Quality Management (TQM): Meaning – Definition – Principles – Elements – Benefits – Core concepts of Total Quality Management.

UNIT II (12 hrs)

Implementation of TQM: Steps – Obstacles – Prerequisites for implementation of TQM – Cultural Changes for implementation of TQM – TQM Vs. Traditional Management. **Quality Planning** – Strategic Planning – Steps in Strategic Quality Planning. Quality Council: Objectives – Elements – Factors contribute to Council's Effectiveness.

UNIT III (12 hrs)

Quality Teams: Meaning – Role and Responsibilities of Team Members – Characteristics of Successful Teams. Quality Circle: Meaning – Definitions – Characteristics – Objectives – Principles – Requirements of Effective Quality Circle – Problems in implementation of Quality Circle. **Customer Delight:** Meaning – Need – Customer Delight Chain.

UNIT IV

(12 hrs)

Supplier Relationship: Supplier Partnering - Supplier Sourcing - Supplier Selection - Supplier Certification - Supplier Rating - Supplier Development Programme. **Just in Time (JIT):** Meaning - Definition - Elements - Characteristics - Objectives - Methods.

UNIT V

(12 hrs)

Bench Marking: Meaning - Definition - Characteristics - Categories for Bench Marking - Reasons for Bench Marking - Sources Bench Marking - Steps in Bench Marking Process - Benefits. **Zero Defect Programme:** Meaning - Steps in implementing Zero Defect Programme - Causes of Defects - Zero Concept.

TEXTBOOK

1. Saravanel P. and Balakumar S. *Total Quality Management*. Chennai: Margham Publication, 2nd Revised Edition 2019.

REFERENCES

Books

1. Suganthi L. and Anand A. Samuel. *Total Quality Management*, New Delhi: PHI Learning Private Limited: Edition 2009.
2. Shridhara Bhat K. *Total Quality Management Text & Cases*. Mumbai: Himalaya Publishing House, 2nd Revised Edition 2016.
3. Jayakumar V. *Total Quality Management*. Chennai: Lakshmi Publications, 2008.

Web Sources

1. <https://drive.google.com/file/d/1vRO5gXOXC36Fhc5Er9cuYAF07S5N-jh9/view>
2. <https://drive.google.com/file/d/1GSHvhw-rd-wSSm3D748voYmKgtxWeFS/view>
3. <http://www.velhightech.com/Documents/GE-6757-TOTAL-QUALITY-MANAGEMENT-IV-YEAR-VII-SEM-NOTES.pdf>

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)
UG Programme - B.Com. (Corporate Secretaryship)
CERTIFICATE COURSE IN INDUSTRIAL RELATION
(From 2023-2024 Batch onwards)

HOURS/WEEK : 4
DURATION : 60 hrs

EXT MARKS : 100
MAX. MARKS: 100

Course Objectives:

- To introduce learners to the basic concepts and practices of Industrial relations.
- To promote and develop congenial labour management relations.
- To enable the students to understand the issues relating to industrial relations.

Course Outcomes (CO)

On successful completion of the course, the learners will be able to

CO1 [K1]: describe the basic concepts and applications of industrial relations in business

CO2 [K2]: explain the basic concept of trade union and workers participation in management

CO3 [K3]: determine procedures for settlement of industrial dispute, grievances, disciplinary action and collective bargaining.

CO4 [K4]: examine the current legal industrial relations issues related to employee relationship management

CO5 [K5]: assess the causes for poor industrial relation, industrial dispute, indiscipline, grievances and form of workers participation

UNIT I (12 hrs)

Industrial Relation: Meaning – Definitions – Objectives – Human Resource Management Vs. Industrial Relation – Causes of Poor Industrial Relations – Measures to Improve Industrial Relation. **Industrial Dispute:** Meaning – Definition – Forms – Causes – Prevention – Settlement of Industrial Dispute: Conciliation, Arbitration, Adjudication and Court of Enquiry.

UNIT II (12 hrs)

Discipline: Meaning – Objectives – Types – Causes of Indiscipline – Procedures for Disciplinary Action – Principles of Industrial Discipline. **Grievance:** Meaning – Definition – Causes – Grievance Redressal Procedures – Essentials of Sound Grievance Procedures.

UNIT III (12 hrs)

Trade Union: Meaning – Definition – Characteristics – Objectives – Reasons for Joining Trade Unions – Functions – Trade Union Movements in India – Problems of Trade Unions – Measures for Strengthening Trade Unions.

UNIT IV

(12 hrs)

Collective Bargaining: Meaning – Definitions – Objectives – Characteristics – Importance – Principles – Prerequisites for Successful Collective Bargaining – Collective Bargaining Process – Collective Bargaining in India.

UNIT V

(12 hrs)

Workers' Participation in Management: Meaning – Definition – Features – Objectives – Importance – Forms – Workers' Participation in Management in India – Reasons for Failure of Workers' Participation in India – Measures for Making Successful Workers' Participation in Management.

TEXTBOOK

1. Gupta C.B. *Human Resource Management*. New Delhi: Sultan Chand & Sons, 19th Revised Edition 2019.

REFERENCES

Books

1. Subba Rao P. *Industrial Relations*, New Delhi: Himalaya Publishing House, 5th Revised Edition 2012.
2. Aswathappa K. *Human Resource Management*. New Delhi: Tata McGraw Hill Education, Edition 2010.
3. Tripathi P.C. *Personnel Management and Industrial Relations*. New Delhi: Sultan Chand & Sons, 21st Revised Edition 2013.

Web Sources

1. https://backup.pondiuni.edu.in/storage/dde/downloads/hrmiii_irm.pdf
2. <https://www.economicdiscussion.net/industries/industrial-relations/32249>
3. <https://abhikipedia.abhimanu.com/Article/EPFO/MTUxMzY5/Trade-Union--Meaning--Objectives-and-Benefits-Industrial-Relation-and-labour-law-EPFO>
4. <https://www.economicdiscussion.net/collective-bargaining/collective-bargaining-definition-types-features-and-importance/31375>