

B. Com. Corporate Secretaryship

Syllabus

AFFILIATED COLLEGES

Program Code: 2AF

2020 – 2021 onwards



BHARATHIAR UNIVERSITY

(A State University, Accredited with “A” Grade by NAAC,
Ranked 13th among Indian Universities by MHRD-NIRF,
World Ranking: Times -801-1000, Shanghai -901-1000, URAP - 982)

Coimbatore - 641 046, Tamil Nadu, India

Program Educational Objectives (PEOs)	
The B. COM CS program describe accomplishments that graduates are expected to attain within five to seven years after graduation	
PEO1	Demonstrate ability to adapt to a rapidly changing environment by learning new skills and new competencies for application thereof .
PEO2	Acquire the spirit of compassion, kinship and commitment for National Harmony
PEO3	Progressively adopt and learn continuously through ICT modules
PEO4	Enable the students to acquire professional qualification at the earliest.
PEO5	Prepare young and Capable Company Secretaries and Professional for managing Corporate Organisation efficiently.



Program Specific Outcomes (PSO)	
After the successful completion of B.COM CS program, the students are expected to	
PSO1	Inculcating analytical heart and mind to manage day- to- day business activities
PSO2	Solve the practical problems in the area of Company Administration and GST in conformity with the Societal, Legal and Cultural environment
PSO3	Understand the problems of Corporate sector and inculcate in the required skills for better Corporate Management.
PSO4	Be an active member of a corporate team with Leadership Attitude.



Program Outcomes (POs)	
After the successful completion of B.COM CS program, the students are expected to	
PSO1	Become knowledgeable in the subject of Corporate Laws and apply the principles of the same to the requirements of the Employer / Institution / Own Business or Enterprise.
PSO2	Gain Analytical skills in the field/area of Accounting and Taxation
PSO3	Understand and Appreciate Professional Ethics, Community Living and Nation Building Initiatives.
PSO4	Capable of handling several departments in companies.
PSO5	Understanding and giving solutions to various Financial Problems.
PSO6	Able to identify and adopt compliance formalities in Company Administration



BHARATHIAR UNIVERSITY: : COIMBATORE 641 046
B.COM CS (Corporate Seretaryship)
(For the students admitted during the academic year 2020 – 21 onwards)

Course Code	Title of the Course	Credits	Hours		Maximum Marks		
			Theory	Practical	CIA	ESE	Total
FIRST SEMESTER							
	Language-I	4	6	-	25	75	100
	English-I	4	6	-	25	75	100
	Core I – Financial Accounting-I	4	5	-	25	75	100
	Core II – Business Management	4	5	-	25	75	100
	Supportive-IManagerial Economics	4	6	-	25	75	100
	Environmental Studies #	2	2	-	-	50	50
Total		22	30	-	125	425	550
SECOND SEMESTER							
I	Language-II	4	6	-	25	75	100
II	English-II	4	6	-	25	75	100
III	Core III – Financial Accounting-II	4	5	-	25	75	100
III	Core IV – Law of Insurance	4	5	-	25	75	100
III	Supportive II – Fundamental of Information Technology	4	6	-	25	75	100
IV	Value Education – Human Rights #	2	2	-	-	50	50
	Swatch Bharat Summer Internship*	-	-	-	-	-	-
Total		22	30	-	125	425	550
THIRD SEMESTER							
III	Core V – Financial Accounting-III	4	6	-	25	75	100
III	Core VI – Commercial Law	4	6	-	25	75	100
III	Core VII – Companies Act 2013 and Secretarial Practice-I	4	7	-	25	75	100
III	Supportive : III - Business Mathematics	4	6	-	25	75	100
V	Skill based Subject- 1 :Office Administration	3	3	-	20	55	75
IV	Tamil @ /Advanced Tamil # (or) Non-Major Elective–I : Yoga for Human Excellence # / Women’s Rights # Constitution of India#	2	2	-	50	-	50
Total		21	30	-	170	355	525

FOURTH SEMESTER							
III	Core VIII – Corporate Accounting-I	4	5	-	25	75	100
III	Core IX -Companies Act 2013 and Secretarial Practice-II	4	5	-	25	75	100
III	Core X – General Laws	4	5	-	25	75	100
III	Core XI - Corporate Finance	4	5	-	25	75	100
III	Supportive: IV- Business Statistics	4	5	-	25	75	100
V	Skill based Subject- 2 : Practical Banking	3	3	-	20	55	75
IV	Tamil @ / Advanced Tamil # (or) Non-major elective –II : General Awareness #	2	2	-	50	-	50
	Total	25	30		195	430	625
FIFTH SEMESTER							
III	Core XII – Cost Accounting	4	6	-	25	75	100
III	Core XIII – Industrial Law	4	5	-	25	75	100
III	Core XIV – Corporate Accounting-II	4	6	-	25	75	100
III	Core XV – Taxation - I	4	5	-	25	75	100
III	Elective –I:	4	5	-	25	75	100
IV	Institutional Training (One Month) **	2	-	-	-	-	50
V	Skill based Subject- 3 :MS Office and Tally 2013 Version (Practical)	3		3	30	45	75
	Total	25	27	3	155	420	625
SIXTH SEMESTER							
III	Core XVI – Security Laws and Financial Market	4	5	-	25	75	100
III	Core XVII- Corporate Laws	4	5	-	25	75	100
III	Core XVIII - - Management Accounting	4	5	-	25	75	100
III	Elective –II : GOODS AND SERVICES TAX (GST)	4	6	-	25	75	100
III	Elective –III:Introduction to Industry4.0	4	6	-	25	75	100
V	Skill based Subject- 4 :Auditing	3	3	-	20	55	75
IV	Extension Activities @	2	-	-	50	-	50
	Total	25	30		195	430	625
	Total	140					3500

ONLINE COURSES							

**** Institutional Training Project 30 Marks and External Viva Voice 20 Marks**

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

Value added courses: Minimum 2 and Maximum 5 for each Department for entire program-It is optional for affiliated colleges.

Job oriented certificate courses: Two courses(Each Department for entire program)- It is optional for affiliated colleges

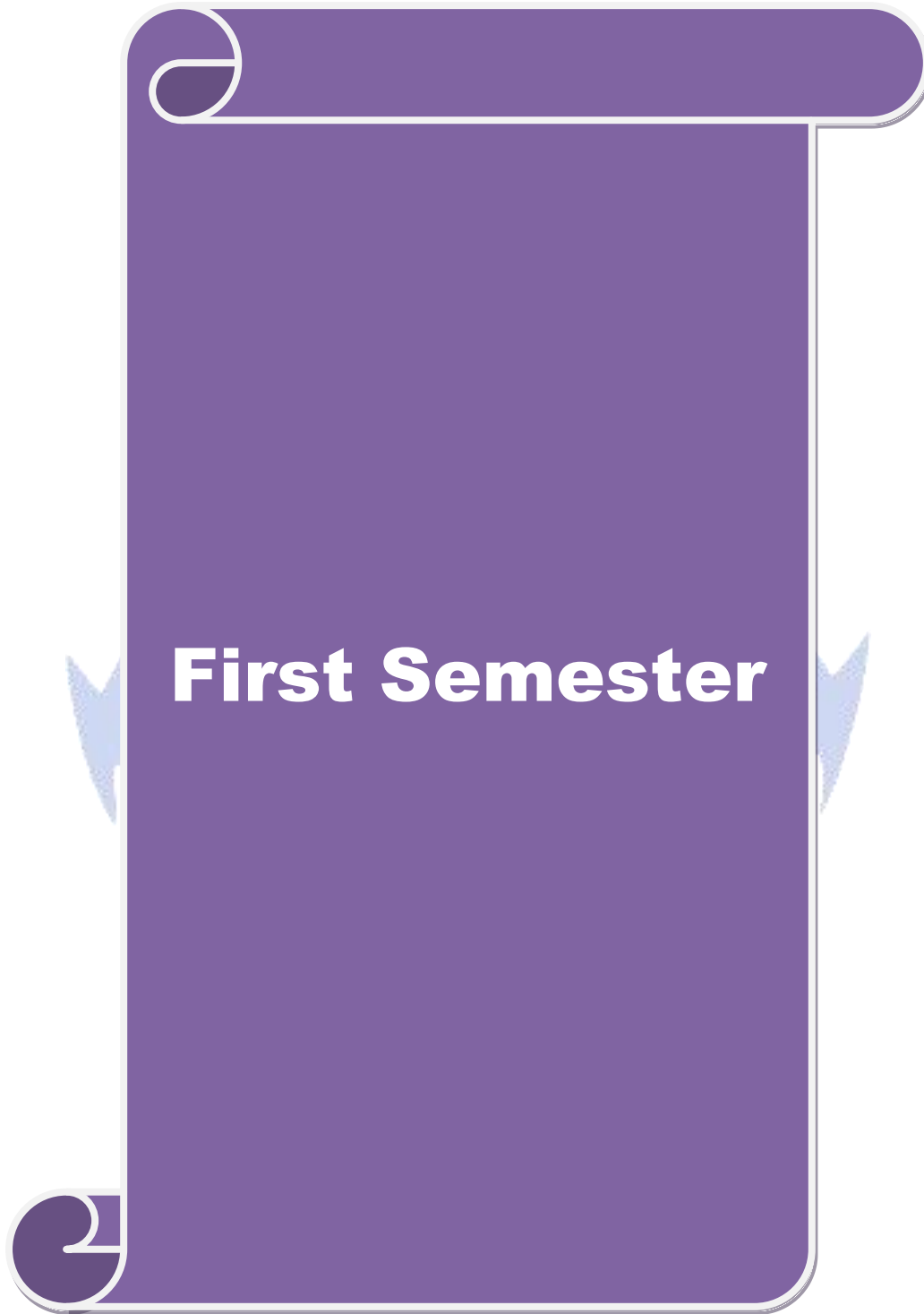
\$ Includes 25% / 40% continuous internal assessment marks for theory and practical papers respectively. @ No University Examinations. Only Continuous Internal Assessment(CIA)

No Continuous Internal Assessment (CIA).Only University Examinations.

Swatch Bharat Summer Internship- extra 2 credits would be given. It is mandatory.

List of Elective Papers (Colleges can choose any one of the papers as electives)		
Elective – I	A	MS Office and Tally
	B	Financial Management
	C	Business Environment
Elective – II	A	Goods and Services Tax (GST)
	B	Marketing Management
	C	Securities Management
Elective - III	A	Organizational Behaviour
	B	Introduction to Industry 4.0
	C	Corporate Governance

Note: The existing syllabus be followed for the above papers except- **Elective I Group –C personal management** omitted and incorporated **Business Environment (Semester-V-Elective-IIIGroupB)** and also incorporated **Introduction to Industry 4.0** instead of Business environment (Semester-VI-Elective-III group B)



SCHEME OF EXAMINATIONS: CBCS Pattern

SEMESTER-I

Course code	TITLE OF THE COURSE	L	T	P	C
Core I	FINANCIAL ACCOUNTING – I	4	1	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to:					
To acquire knowledge of basic principles of accounting theory, concepts and conventions, preparation of financial statements, Bank Reconciliation Statement and Bills of Exchange for effective accounting management.					
Expected Course Outcomes:					
On the successful completion of the course, students will be able to:					
1	Recall the fundamental concepts of accounting and bookkeeping	K1 & K2			
2	Solve the errors in book keeping and identify the effect of BRS in an enterprise	K3			
3	Aware of Bills of exchange and its transaction, including Accommodation bills	K3			
4	To gain knowledge about the preparation of final Accounts	K2			
5	Understand the Account current statement and procedure for calculation of Average due date methods	K3			
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	10-- hours			
Introduction – Accounting principles, Concepts and Conventions – Recording – Posting, Subsidiary books.					
Unit:2	Title of the Unit (Capitalize each Word)	13-- hours			
Preparation of trial balance – Rectification of errors – Bank reconciliation statement.					
Unit:3	Title of the Unit (Capitalize each Word)	20-- hours			
Final Accounts of Sole Traders					
Unit:4	Title of the Unit (Capitalize each Word)	15- hours			
Bills of Exchange					
Unit:5	Title of the Unit (Capitalize each Word)	15-- hours			
Account Current – Average Due Date.					

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
Total Lecture hours		75-- hours
Distribution of Marks: 20% Theory, 80 % Problems		
Text Book(s)		
1	S. P. Jain & K.L. Narang – Advanced Accountancy.	
2	T.S.Reddy& Murthy – Financial Accounting	
3	N.Vinayakam, P.L.Mani, K.L.Nagarajan – Principles of Accountancy – S.Chand& Company Ltd.,	
4	T.S.Grewal – Introduction to Accountancy- S.Chand& Company Ltd.,	
Reference Books		
1	Shukla M.C. &Grewal T.S. – Advanced Accounting.	
2	Gupta R.L &Radhaswamy M. – Advanced Accounting.	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Front accounting. Financial accounting	
3	Basic accounting concept	
Course Designed By:Sathiyavanisathiyavanis@skacas.ac.in		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	M	M
CO2	M	M	M	M	M
CO3	S	S	M	M	S
CO4	S	M	M	M	S
CO5	S	M	S	S	S

S- Strong; M-Medium; L-Low

SEMESTER-I

Course code	TITLE OF THE COURSE	L	T	P	C
Core II	BUSINESS MANAGEMENT	5	-	-	5
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to:					
<ol style="list-style-type: none"> 1. The subject aims to educate on the functions and theories of management. 2. To organization structure, communication skills, and leadership qualities and build competencies among the students as entrepreneurs and managers 					
Expected Course Outcomes:					
On the successful completion of the course, students will be able to:					
1	Discuss Nature and scope of Management process	K1& K2			
2	Describe Planning and decision making process.	K2			
3	Explain Organization and organization structure.	K1& K2			
4	Enumerate Theories of motivation and incentives.	K2			
5	Describe Co-ordination and control process.	K3			
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	15- hours			
Management – meaning – Difference between Management and Administration – Management is an art / Science levels and functions of Management – Co-ordination					
Unit:2	Title of the Unit (Capitalize each Word)	15-- hours			
Planning – Policies and procedures – Methods – Decision Making					
Unit:3	Title of the Unit (Capitalize each Word)	15-- hours			
Organising – Structure, Principles – Theories of Organisation – span of Management – Centralisation and Decentralisation – Line and staff functions – delegation – Functional Organisation – Formal and Informal Organisation.					
Unit:4	Title of the Unit (Capitalize each Word)	15-- hours			
Direction – Communication – Motivation – Morale – Leadership – Internal and External Co-ordination - Committees in management					
Unit:5	Title of the Unit (Capitalize each Word)	13-- hours			
Control process – Source Tools – CPM – PERT – social responsibilities of Business					
Unit:6	Contemporary Issues	2 hours			
Expert lectures, online seminars - webinars					
Total Lecture hours					75-- hours

SEMESTER I

Course code	TITLE OF THE COURSE			L	T	P	C
Supportive I	MANAGERIAL ECONOMICS			6	-	-	4
Pre-requisite				Syllabus Version			
Course Objectives:							
The main objectives of this course are to:							
<ol style="list-style-type: none"> 1. To aim to know the economic goals of the firms and capital decision making. 2. To under standard the different market condition 							
Expected Course Outcomes:							
On the successful completion of the course, students will be able to:							
1	To understand the basic concepts of managerial economics.						K1
2	To know the economic goals of the firms and capital decision making.						K2
3	To acquaint knowledge about the cost concepts and pricing policies methods						K3
4	To find the effect of non – price factors on products and services of monopoly and oligopoly firms.						K3
5	To understand the concepts profit management and the business cycle.						K2
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create							
Unit:1	Title of the Unit (Capitalize each Word)					15-- hours	
Introduction – Definition and Nature of Managerial Economics – Scope of Managerial Economics – Role and Responsibilities of Managerial Economist – Law of Demand – Demand Distinctions- Elasticity of Demand (Price, Income and Advertisement Elasticities).							
Unit:2	Title of the Unit (Capitalize each Word)					15-- hours	
Demand Forecasting – Importance of Demand Forecasting – Factors involved in Demand Forecasting – Methods of Demand Forecasting – Criteria of a Good Forecasting Method.							
Unit:3	Title of the Unit (Capitalize each Word)					20-- hours	
Cost Analysis – Cost concepts – Cost – Output relationship in the short run and long run– Economics and Diseconomies of Scale – Pricing policies and methods – Factors – Objectives – Methods – Guidelines for price fixation							
Unit:4	Title of the Unit (Capitalize each Word)					20-- hours	
Pricing under different market conditions – Perfect competition – Monopoly – Monopolistic competition – Oligopoly.							
Unit:5	Title of the Unit (Capitalize each Word)					18-- hours	
Profit Management – Nature of profit – profit theories – Methods of appraising project profitability – Business cycle and business policies, Meaning, Phases of business cycle – Effects of business cycle – Measures to control the business cycle.							

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
Total Lecture hours		90-- hours
Text Book(s)		
1	Managerial Economics – R. L. Varshney& K. L. Maheswari, P. L.Metha.	
2	Goplalakrishan D A study of Managerial Economics Himalaya Publishing House, Mumbai 2011, Latest Edition	
Reference Books		
1	Varshney R.L &Maheswari K.L., MethaP.L Managerial Economics Sultan Chand & Sons, New Delhi 2010, 19th Edition	
2		
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Economics	
2	Managerial economics	
4		
Course Designed By:Mrs.S.Sathiyavani sathiyavanis@skacas.ac.in		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	M	M
CO2	M	S	M	S	M
CO3	S	S	M	M	S
CO4	S	M	S	M	S
CO5	S	M	M	S	S

S- Strong; M-Medium; L-Low



**Second
Semester**

SEMESTER-II

Course code	TITLE OF THE COURSE	L	T	P	C
Core III	FINANCIAL ACCOUNTING-II	4	1	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
To acquire knowledge about self-balancing ledgers, Depreciation and Methods					
To acquire the knowledge about Branch accounts, Departmental accounts, non- trading concern and single entry systems					
Expected Course Outcomes:					
On the successful completion of the course, student will be able to:					
1	Acquire knowledge about self-balancing ledgers	K1&K2			
2	To learn about depreciation and methods of depreciation	K3			
3	Prepare Branch accounts and departmental accounts	K3			
4	To gain knowledge about Non trading concern	K3			
5	To know the concept of statement of affairs and single entry system	K3&K4			
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	8-- hours			
Self balancing Ledgers – Fire claims and claims for loss or profits..					
Unit:2	Title of the Unit (Capitalize each Word)	20-- hours			
Consignments Accounts (Separate Book Maintenance only) – Depreciation					
Unit:3	Title of the Unit (Capitalize each Word)	15-- hours			
Branch Accounts and Departmental Accounts					
Unit:4	Title of the Unit (Capitalize each Word)	15-- hours			
Accounting of Non-trading Concerns					
Unit:5	Title of the Unit (Capitalize each Word)	15-- hours			
Single Entry – Preparation of Statement of Affairs – Conversion of Single entry into Double entry – Calculation of missing figures.					
Unit:6	Contemporary Issues	2 hours			
Expert lectures, online seminars - webinars					
	Total Lecture hours	75-- hours			
Text Book(s)					
1	T.S.Reddy& Murthy – Financial Accounting				
2	T. S. Grewal – Double Entry Book Keeping				
Distribution of Marks: 20% Theory, 80 % Problems					

SEMESTER-II

Course code	TITLE OF THE COURSE	L	T	P	C
Core IV	LAW OF INSURANCE	5	-	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to:					
1. To understand the Basic Principles of Insurance Law, insurance and Claims, Understand about life insurance and surrender value.					
2. To acquire knowledge about marine and fire insurance, Grasp knowledge about risk analysis, claims and recovery.					
Expected Course Outcomes:					
On the successful completion of the course, students will be able to:					
1	Understand The Basic Principles Of Insurance Law				K1&K2
2	To learn about insurance and Claims				K2
3	Understand about life insurance and surrender value.				K2
4	Acquire knowledge about marine and fire insurance.				K3
5	Grasp knowledge about risk analysis, claims and recovery.				K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	13-- hours			
Insurance- meaning, nature, significance- principles-reinsurance-double insurance-NationalisationvsPrivitisation of insurance business-Insurance Regulatory and Development Authority Act-recent developments in the insurance sector.					
Unit:2	Title of the Unit (Capitalize each Word)	15-- hours			
Types of insurance-general insurance-accident and motor insurance-nature, disclosure,contribution-claims and recovery.					
Unit:3	Title of the Unit (Capitalize each Word)	15-- hours			
Life insurance –nature-classification of policies-annuities-selection of risk- calculation of premium and surrender value.					
Unit:4	Title of the Unit (Capitalize each Word)	15-- hours			
Marine and fire insurance-nature-kinds of policies-policies conditions-premium calculations					
Unit:5	Title of the Unit (Capitalize each Word)	15-- hours			
Nature-risk analysis-planning control and transfer of risk-administration of companies' properties and provisions of adequate security arrangements-deposit and credit insurance-nature, terms and conditions regarding claims and recoveries.					
Unit:6	Contemporary Issues	2 hours			
Expert lectures, online seminars - webinars					

SEMESTER-II

Course code	TITLE OF THE COURSE			L	T	P	C
Supportive II	FUNDAMENTAL OF INFORMATION TECHNOLOGY			6	-	-	4
Pre-requisite				Syllabus Version			
Course Objectives:							
The main objectives of this course are to: Educate the students about document creations, animation, database creation and E-commerce							
Expected Course Outcomes:							
On the successful completion of the course, student will be able to:							
1	To acquire knowledge about word document creation, menu its usages.					K1	
2	To Gain knowledge about arithmetic and logical operations to prepare different type of chart, Final accounts mark sheet and bank customers statement.					K2	
3	To Understand to prepare different types of slides with animations and presentation of slides					K2	
4	To create database for employees, students, products and also create objects of query, forms and reports.					K3&K6	
5	To create webpage and email id and to understand E-commerce					K2&K6	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create							
Unit:1	Title of the Unit (Capitalize each Word)					15-- hours	
Computers – Characteristics – Classification – Micro, mini, mainframe and super computers ALU History of Computers – Generation of Computers hardware, Software, Human ware..							
Unit:2	Title of the Unit (Capitalize each Word)					15-- hours	
RAM, ROM, PROM, EPROM, EEPROM, FLASH Memory. Auxiliary Memory: Magnetic tape, Hard disk, Floppy Disk, CD – ROM.							
Unit:3	Title of the Unit (Capitalize each Word)					20-- hours	
Input Devices: Key board, Mouse, Track ball, Joystick, scanner, MICR, OCR, OMR, Barcode reader, Light pen. Output Devices: VCU, classification & Characteristics of Monitors, printer, Plotter, Sound card & speaker.							
Unit:4	Title of the Unit (Capitalize each Word)					20-- hours	
Introduction to computer software – OS – classification & function of OS – Programming Languages machine languages – Assembly Language – High level Languages – Types of high level Languages – Computers & Interpreters.							

Unit:5	Title of the Unit (Capitalize each Word)	18-- hours
Internet basics – WWW – web pages – web browsers – searching the web Internet Assess. Electronic Mail: Introduction – E-mail – basics – Advantages creating e-mail id. E-commerce: Introduction – Applications.		
Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
	Total Lecture hours	90-- hours
Text Book(s)		
1	Fundamental of Information Technology Alexis leon, Mathews.	
2	Alexis Leon Mathews Leon Fundamentals of Information Technology VikasPublicationsLatest edition 2016	
3	KhandareS.S Computer Science & Information Technology Sultan Chand &Company Ltd Latest edition 2015	
Reference Books		
1	C.S.V. Murthi, InformationTechnology	
2	R. Parameswaran – Computer Application in Business.	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Front accounting	
2		
Course Designed By:		
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1.	Front accounting	
2.		
Course Designed By:Mrs.S.Sathiyavani sathiyavanis@skacas.ac.in		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	S	M
CO2	M	S	M	S	M
CO3	S	S	M	M	S
CO4	S	M	M	M	S
CO5	S	M	S	M	S

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



SEMESTER-III

Course code	TITLE OF THE COURSE	L	T	P	C
Core V	FINANCIAL ACCOUNTING-III	5	1	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to: To acquire, knowledge Joint venture & partnership accounts.					
Expected Course Outcomes:					
On the successful completion of the course, student will be able to:					
1	Acquire conceptual knowledge of Joint venture				K1
2	Understand basic concepts of partnership accounts.				K2
3	To learn about retirement and death of a partner				K3
4	Gain knowledge about amalgamation and dissolution				K3
5	Equip knowledge about insolvency of partners.				K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	15-- hours			
Joint venture accounts (Separate Book Maintenance only).					
Unit:2	Title of the Unit (Capitalize each Word)	15-- hours			
Partnership Accounts – Admission of Partner.					
Unit:3	Title of the Unit (Capitalize each Word)	20-- hours			
Retirement and Death of partnership					
Unit:4	Title of the Unit (Capitalize each Word)	20-- hours			
Amalgamation and Dissolution of partnership firms (only Simple dissolution)					
Unit:5	Title of the Unit (Capitalize each Word)	18-- hours			
Insolvency of un-dividing partners - Insolvency of all partners					
Unit:6	Contemporary Issues	2 hours			
Expert lectures, online seminars - webinars					
	Total Lecture hours	90-- hours			
Text Book(s)					
1	Advanced Accountancy - S P Jain and K LNarang				
2	Financial Accounting - T.S.Reddy&Murthy				

Reference Books	
1	Shukla M.C.,Y.S.Grewel.,S.C.GUPTA Advanced Accounts S Chand & Company Private Limited ,New Delhi 26th revised Edition , 2013
2	
Distribution of Marks: 20% Theory, 80 % Problems	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]	
1	
2	
4	
Course Designed By:Mrs.G.JacquelineAdaikalam hodcorporate@bishopambrose.in	

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	S	M
CO2	M	S	M	S	M
CO3	S	S	M	M	S
CO4	S	M	M	M	S
CO5	S	M	S	M	S

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



SEMESTER-III

Course code	TITLE OF THE COURSE			L	T	P	C
Core VI	COMMERCIAL LAW			6	-	-	4
Pre-requisite				Syllabus Version			
Course Objectives:							
The main objectives of this course are to: This course aims to throw light on the various enactments pertaining to commercial activities and their significance and understand the fundamentals of law relating to commercial activities							
Expected Course Outcomes:							
On the successful completion of the course, student will be able to:							
1	To learn about nature and sources of law						K1
2	Understand about free consent and capacity of contract						K2
3	Identify contract remedies						K2
4	Acquire knowledge about special contracts.						K3
5	To know about Law relating to sale of goods Act.						K4
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create							
Unit:1	Title of the Unit (Capitalize each Word)					16-- hours	
Sources of law- Law of contract – Nature –kinds-Essentials of valid contract- offer-Acceptance- intention to create legal relations – considerations- capacity to a contract.							
Unit:2	Title of the Unit (Capitalize each Word)					20-- hours	
Free consent – Mistake – Misrepresentations – fraud – coercion and undue influence – lawful object – Agreement not declared void – legal formalities.							
Unit:3	Title of the Unit (Capitalize each Word)					20-- hours	
Contingent contract – performance of contract – Remedies for Breach of contract– Quasi contracts.							
Unit:4	Title of the Unit (Capitalize each Word)					16-- hours	
Special contracts – Indemnity and guarantee – Agency – Bailment and pledge.							
Unit:5	Title of the Unit (Capitalize each Word)					16-- hours	
Law relating to sale of goods Act – 1930							

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
		Total Lecture hours
		90-- hours
Text Book(s)		
1	N.D.Kapoor – Elements of Mercantile Law	
2	M.C. Sukla – A manual of mercantile Law	
Reference Books		
1	S.R. Davar - Mercantile law	
2	Balachandran V.&Thothadri.S - Business Law	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Financial accounting	
2	Front accounting	
3	accountancy	
Course Designed By:Mrs.G.JacquilineAdaikalam hodcorporate@bishopambrose.in		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	M	M
CO2	M	M	S	M	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-III

Course code	TITLE OF THE COURSE	L	T	P	C
Core VII	COMPANIES ACT 2013 AND SECRETARIAL PRACTICE-I	7	-	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to: This course aims to enlighten the students on the provisions of the Companies Act, 2013 along with secretarial work relating to Corporate Entities					
Expected Course Outcomes:					
On the successful completion of the course, students will be able to:					
1	Understanding the various types of Companies and the issues associated with the Companies				K1&K2
2	Summarize Procedure for incorporation of the company.				K2
3	Discuss Matters to be stated in the prospectus.				K3
4	Analyze Sources of raising capital.				K3
5	Define borrowing powers and legal charges.				K4
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	20-- hours			
Company – definition – characteristics – kinds of companies – Doctrine of Lifting the veil- Promotion of a company- Company secretary – appointment , legal position – qualification – duties and liabilities of a secretary.					
Unit:2	Title of the Unit (Capitalize each Word)	20-- hours			
Memorandum of association- forms – contents – procedures for alteration- secretarial duties – articles of association – forms and contents- procedures for alteration- the Doctrine of Indoor management- distinguish between memorandum and articles.					
Unit:3	Title of the Unit (Capitalize each Word)	20- hours			
Prospectus – Meaning and contents – Deposits – Deemed Deposits - Secretarial duties with regard to Prospectus and Deposits.					
Unit:4	Title of the Unit (Capitalize each Word)	20-- hours			
Share Capital – kinds of capital – alteration – production – issue and allotment of shares- book building scheme- share certificate – transfer and transmission of shares – E-filing- secretarial duties.					

Unit:5	Title of the Unit (Capitalize each Word)	23- hours
Borrowing powers – methods of borrowing – mortgages and charges – registration of charges – legal provisions - secretarial duties with regard to borrowing.		
Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
	Total Lecture hours	105-- hours
Text Book(s)		
1	N.D.Kapoor – Company Law and Secretarial Practice – 2013 Act	
2	Dr. V. Balachandran – Hand Book of Company Law and Secretarial Practice – 2013 Act - Vijay Nicol Publication	
Reference Books		
1	ICSI Study Material -Company Law and Secretarial Practice ICSI 2013, Latest Edition	
2		
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Corporate procedure	
2	Corporate finance	
3		
Course Designed By:Mrs.G.JacquelineAdaikalam hodcorporate@bishopambrose.in		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	M	M
CO2	M	M	S	M	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-III

Course code	TITLE OF THE COURSE			L	T	P	C
Supportive-III	BUSINESS MATHEMATICS			5	1	-	4
Pre-requisite				Syllabus Version			
Course Objectives:							
The main objectives of this course are to: Aim to create mathematical knowledge and also apply the functions of mathematics in Banking and other institutions.							
Expected Course Outcomes:							
On the successful completion of the course, student will be able to:							
1	Apply the functions of mathematics in business			K1,2 &3			
2	Remember the matrix and set functions			K1,2,&3			
3	Understand the variables and constants			K3,4&5			
4	Acquire knowledge on derivations			K3			
5	Apply the basic functions of integrals			K3,4&5			
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create							
Unit:1	Title of the Unit (Capitalize each Word)			15-- hours			
Set theory - Arithmetic and Geometric Series- Simple and compound interest - Effective rate of interest - Sinking fund - Discounting of Bill - true Discount - Banker's Gain..							
Unit:2	Title of the Unit (Capitalize each Word)			20-- hours			
Matrix: Basic concepts - Addition and Multiplication of Matrix - Inverse of a Matrix Solution of Simultaneous linear equations - Input-Output Analysis.							
Unit:3	Title of the Unit (Capitalize each Word)			20-- hours			
Variables, Constants and Functions - Limits of Algebraic functions - Simple differentiation of algebraic functions - Meaning of derivatives -Evaluation of first and second order derivatives - maxima and minima.							
Unit:4	Title of the Unit (Capitalize each Word)			15-- hours			
Elementary integral calculus - Determining indefinite and definite integrals of simple functions - Integration by parts.							
Unit:5	Title of the Unit (Capitalize each Word)			18-- hours			
Linear programming problem - Formation - Solution by Graphical method -Solution by simplex method.							

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
Total Lecture hours		90-- hours
Text Book(s)		
1	Business Mathematics & Statistics - Dr.P.R.Vittal	
2	Navaneetham.P Business Mathematics & Statistics	
Reference Books		
1	Business Mathematics - Dharmapadam	
2	Pillai R.S.N., &Bagavathi.V Business Mathematics,	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Mathematics	
2		
4		
Course Designed By:Mrs.G.JacquelineAdaikalam hodcorporate@bishopambrose.in		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

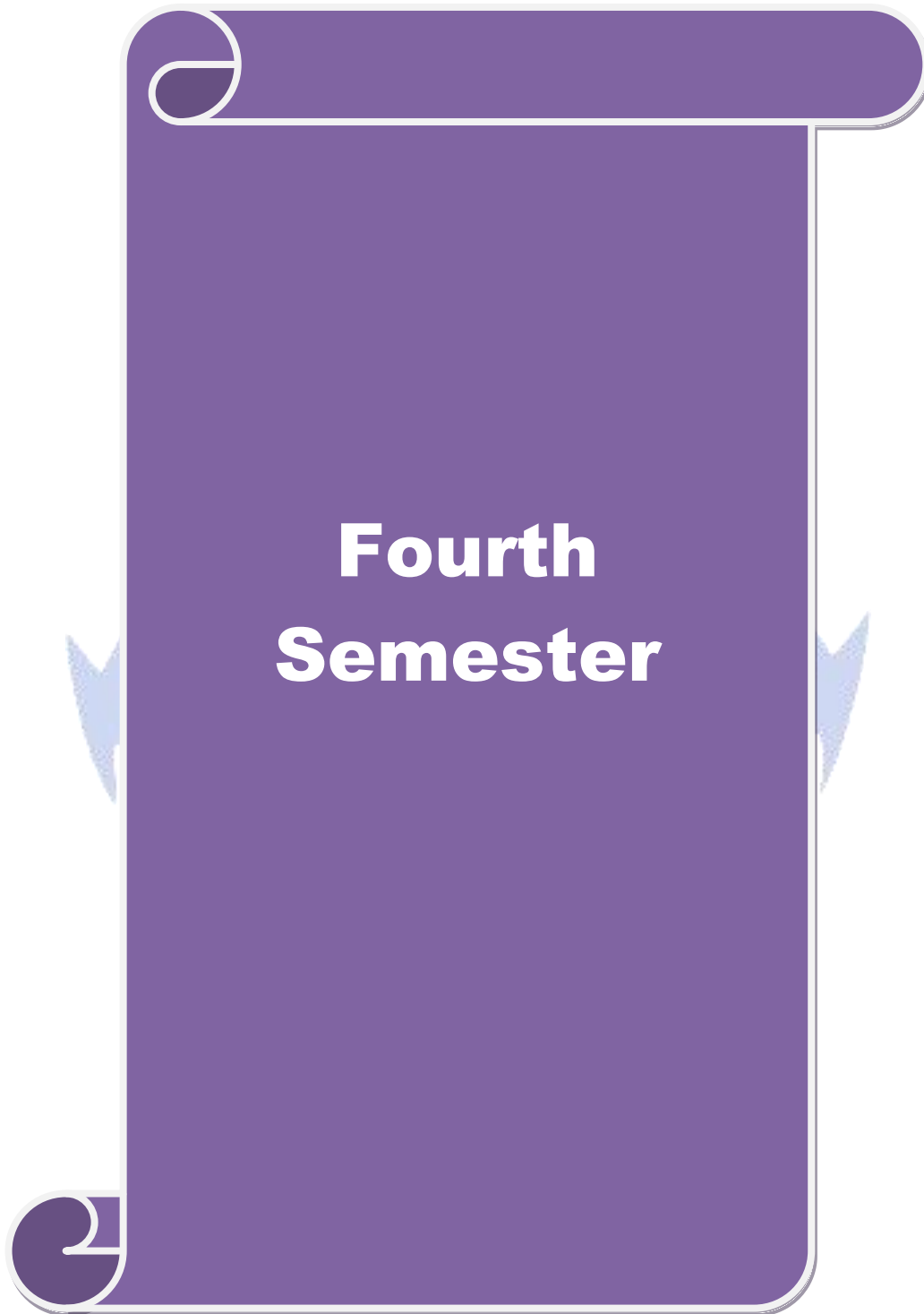
*S-Strong; M-Medium; L-Low

SEMESTER-III

Course code	TITLE OF THE COURSE	L	T	P	C
Skill based Subject -1	OFFICE ADMINISTRATION	3	-	-	3
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to:					
1. Aim to understand the concepts of office administration, office layout and also know about filing reports					
Expected Course Outcomes:					
On the successful completion of the course, students will be able to:					
1	Understanding the key concepts of office administration.				K1
2	To learn about Delegation of authority.				K2
3	Discuss Matters to be stated in the content of office system and office manual.				K2
4	To know about office layout and its types				K3
5	Acquire knowledge about filing a report.				K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	10-- hours			
Office – Definition – Importance – Function of an Office – Office Management – Elements – Function of Office Management – Office Manager.					
Unit:2	Title of the Unit (Capitalize each Word)	10-- hours			
Office Organisation – Principles – Types of Organisation – Delegation of authority – Principles of delegation					
Unit:3	Title of the Unit (Capitalize each Word)	8-- hours			
Office Systems and procedures – Office methods – Importance – Analysis of the office system and procedures – Contents of Office Manual.					
Unit:4	Title of the Unit (Capitalize each Word)	7-- hours			
Office accommodation and layout – Advantages and disadvantages – office furniture – planning the office space – open & private offices					
Unit:5	Title of the Unit (Capitalize each Word)	8-- hours			
Working environment – Office forms – Filing – Indexing – Office reports.					
Unit:6	Contemporary Issues	2 hours			
Expert lectures, online seminars - webinars					
Total Lecture hours					45-- hours

Text Book(s)	
1	Office Management by Mishra
2	
Reference Books	
1	Office Management by Kathiresan&Radha
2	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]	
1	Fundamentals of office administration
2	
4	
Course Designed By:Mrs.G.JacquelineAdaikalam hodcorporate@bishopambrose.in	





SEMESTER-IV

Course code	TITLE OF THE COURSE	L	T	P	C
Core VIII	CORPORATE ACCOUNTING-I	4	1	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to:					
<ol style="list-style-type: none"> 1. This course aims to enlighten the students on the accounting procedures followed by the Companies. 2. To enable the students to be aware on the Corporate Accounting in conformity with the provision of the Companies Act. 					
Expected Course Outcomes:					
On the successful completion of the course, student will be able to:					
1	Enabling the students to understand the features of Shares.	K1&K2			
2	Develop an understanding about redemption of Shares and Debenture and its types.	K 2& K3			
3	To give an exposure to the company final accounts	K3			
4	To provide knowledge on amalgamation of companies.	K3			
5	To get an idea about internal reconstruction	K3&K4			
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	15-- hours			
Accounting for issue of shares (Including forfeiture and reissue)-Redemption of preference shares.					
Unit:2	Title of the Unit (Capitalize each Word)	15-- hours			
Issue and redemption of debentures					
Unit:3	Title of the Unit (Capitalize each Word)	15-- hours			
Profit prior to incorporation – Final accounts of companies					
Unit:4	Title of the Unit (Capitalize each Word)	15-- hours			
Amalgamation and absorption					
Unit:5	Title of the Unit (Capitalize each Word)	13-- hours			
Internal and External reconstruction					

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
Total Lecture hours		75-- hours
Text Book(s)		
1	Reddy T.S & Murthy. A Corporate Accounting Margham Publications, Chennai 2012, 6th Edition	
2	R.L.Gupta Advance Accountancy	
Reference Books		
1	Jain S.P. & Narang K.L Corporate Accounting Kalyani Publication, New Delhi 2016, Latest Edition,	
2	Shukla M.C Advanced Accounting Sultan Chand & Sons, New Delhi 2016, Latest Edition,	
(Problems – 80 % and Theory 20 %)		
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Senior second- financial accounting	
2	Introduction of accounting	
4		
Course Designed By: Mrs.G.Jacqueline Adaikalam hodcorporate@bishopambrose.in		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-IV

Course code	TITLE OF THE COURSE	L	T	P	C
Core-IX	COMPANIES ACT 2013 AND SECRETARIAL PRACTICE-II	5	-	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to: To an enlighten the students' knowledge on Companies Act 2013, knowledge on Formation of Company, Documents required and Acts pertaining to it.					
Expected Course Outcomes:					
On the successful completion of the course, student will be able to:					
1	Remember the basic levels of company				K1
2	Identify the role of Directors, Kinds of Directors Application for DIN under Companies rules 2014				K2
3	Evaluate the Corporate Governance, objectives, Need, Role of Auditors in Corporate Governance.				K2
4	Understand the dividend, payment of dividend, dividend warrant.				K2
5	Know the winding up procedures and Secretarial duties regarding winding up.				K2
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	15-- hours			
Company Meeting – kinds of meetings – requisites of a valid meeting – Agenda – minutes – quorum – proxy – voting – poll – motion and resolution – Secretarial Standards (SS -1 & SS -2) – Secretarial duties in connection with meetings..					
Unit:2	Title of the Unit (Capitalize each Word)	15- hours			
Directors – appointment – qualification – Kinds – removal – casual vacancy – powers, duties, liabilities – managing director – appointment – rights and duties – KMP (Key Managerial Person) – Secretarial duties.					
Unit:3	Title of the Unit (Capitalize each Word)	15-- hours			
Books of Accounts and Registers – inspections – annual returns – circulation and filing – directors report – chairman's speech – appointment of auditors – qualification of auditors – auditors report – removable of auditors – secretarial duties.					
Unit:4	Title of the Unit (Capitalize each Word)	15-- hours			
Dividend – definition – statutory provision – power of board of directors regarding dividend – interim dividend – unclaimed dividend – dividend warrant – payment of interest out of capital – secretarial duties in connection with dividend.					

Unit:5	Title of the Unit (Capitalize each Word)	13-- hours
Winding up – meaning – modes of winding up – petitions for winding up – consequences of winding up – National Company Law Tribunal (NCLT) – duties of secretary in respect of each winding up.		
Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
Total Lecture hours		75-- hours
Text Book(s)		
1	N.D.Kapoor – Company Law and Secretarial Practice – 2013 Act	
2	Dr. V. Balachandran – Hand Book of Company Law and Secretarial Practice – 2013 Act - Vijay Nicol Publication	
Reference Books		
1	ICSI STUDY MATERIAL	
2		
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Corporate planning and procedures	
2		
4		
Course Designed By:Mrs.G.JacquelineAdaikalam hodcorporate@bishopambrose.in		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-IV

Course code		TITLE OF THE COURSE	L	T	P	C
Core X		GENERAL LAWS	5	-	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to:						
To acquire the knowledge on basic understanding of legislative practices in general law in the conduct of the corporate affairs						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	Explain Basic provisions of Companies meetings					K1
2	Acquire knowledge about the Key managerial person					K2
3	Understand the methods of appointment and removal of auditors					K2
4	Enumerate Legal procedure for declaration and payment of dividend					K2
5	To learn about winding of companies.					K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Title of the Unit (Capitalize each Word)					15-- hours
Constitution of India -Nature of Indian Constitution-fundamental rights-directive principles of state policy-freedom of trade, commerce and intercourse-constitutional provisions relating to state monopoly						
Unit:2	Title of the Unit (Capitalize each Word)					15-- hours
Negotiable Instruments Act, 1881 – characteristics – Types- Promissory Note- Bill of Exchange – Cheques – crossing of cheques – payment of cheques- collection of cheques- collection of cheques – Online Payment						
Unit:3	Title of the Unit (Capitalize each Word)					15-- hours
Transfer of property Act,1882: Important definitions – movable and immovable property-properties which cannot be transferred – rule against properties – lis pendence – provisions relating to sale –mortgage-charge –lease-gift and actionable claim.						
Unit:4	Title of the Unit (Capitalize each Word)					15-- hours
Registration Act,1908: Registrable documents – compulsory and optional – Time and place of registration – consequences of non-registration – description of property – miscellaneous provisions						

Unit:5	Title of the Unit (Capitalize each Word)	13-- hours
Arbitration Act, 1940: Arbitration Agreement – Definitions – Appointment of Arbitrator – Powers of Arbitrator – Awards – Setting aside of Awards.		
Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
Total Lecture hours		75-- hours
Text Book(s)		
1	General Laws – N.D.KAPOOR	
2	Dr.J.N.Pandey Constitutional Law of India Central law Agency 24th Edition 2019	
Reference Books		
1	ICSI StudyMaterial, BareActs.	
2	Durgadas and Basu The Constitution of India Lexis Nexis 24th Edition 2018	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Advance corporate strategy	
2		
Course Designed By:Mrs.G.JacquelineAdaikalam hodcorporate@bishopambrose.in		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	M	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-IV

Course code		TITLE OF THE COURSE	L	T	P	C
Core XI		CORPORATE FINANCE	5	-	-	4
Pre-requisite			Syllabus Version			
Course Objectives:						
The main objectives of this course are to: To help the students to develop knowledge and understanding of the Acquisition, Development and deployment of funds for the company.						
Expected Course Outcomes:						
On the successful completion of the course, students will be able to:						
1	Understand the key themes in corporate finance, finance function and importance of finance					K1
2	Analyze the relationship between strategic financial planning					K2
3	Acquaint the knowledge on capital structure and leverage.					K2
4	Understand the knowledge of financing and working capital Requirements.					K3
5	Understand the key concepts of financial market					K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Title of the Unit (Capitalize each Word)					15-- hours
Corporate Finance – meaning – nature and scope of Corporate finance – functions– objectives – profit maximization – wealth maximization- importance of financial management – finance manager – role.						
Unit:2	Title of the Unit (Capitalize each Word)					15-- hours
Financial planning – characteristics of a sound financial plan – factors affecting -financial plan – need for financial plan – capitalisation – over capitalization – under capitalization – capital gearing						
Unit:3	Title of the Unit (Capitalize each Word)					15-- hours
Capital structure – Business and Financial risks – financial and operating leverage– sources of funds – share capital – debt capital.						
Unit:4	Title of the Unit (Capitalize each Word)					15-- hours
Cost of Capital – importance of the concept – cost of different types of capital –average cost of capital – working capital – determinants of working capital – sources of working capital.						

Unit:5	Title of the Unit (Capitalize each Word)	13-- hours
Financial markets – money markets – recent – trends in capital market – termloans – institutional finance – unit trust of India – Industrial Finance Corporation – State Finance Corporation – IDBI		
Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
Total Lecture hours		75-- hours
Text Book(s)		
1	KuchalS.C - CorporationFinance, Himalayan Publishing House, New Delhi	
2	PandeyI.M- FinancialManagement, Vikas Publishing House Pvt Limited, 2015	
Reference Books		
1	Kulkarni..P- FinancialManagement	
2	S.N.Maheswari- Corporate Finance	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Corporate Finance	
2		
4		
Course Designed By:Mrs.G.JacquilineAdaikalam hodcorporate@bishopambrose.in		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	S	S
CO2	M	S	M	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-IV

Course code	TITLE OF THE COURSE			L	T	P	C
Supportive- IV	BUSINESS STATISTICS			4	1	-	4
Pre-requisite				Syllabus Version			
Course Objectives:							
The main objectives of this course are to:							
1. This course introduces the concepts, methods and the application of , Statistical Tools that are essential for commerce, economics and industry							
2. To enable the students to learn the Statistical methods and their applications in Commerce							
Expected Course Outcomes:							
On the successful completion of the course, students will be able to:							
1	Understand the basic concepts statistics and collection of data					K1&K2	
2	Imparting knowledge on tabulation and presentation					K2&K3	
3	Have a comprehensive knowledge on Central tendency					K3	
4	Acquire knowledge on correlation and regression analysis					K3&K4	
5	Acquire knowledge on index numbers Mapping					K4	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create							
Unit:1	Title of the Unit (Capitalize each Word)					15-- hours	
Meaning and scope of statistics of data collection of data primary and secondary methods of primary data collection, editing secondary data collection and tabulation presentation if data by diagrams bar diagram and pie diagram. Graphic representation frequency distribution..							
Unit:2	Title of the Unit (Capitalize each Word)					15- hours	
Mean- Median-Mode: Average simple and weighted mean, median, mode- geometric mean and harmonic mean. Their computation properties and uses Measures of dispersion Range. Quartile deviation and co-efficient of variation.							
Unit:3	Title of the Unit (Capitalize each Word)					15-- hours	
Skewness – meaning Bowleys and Pearson’s co-efficient of skewness’ correlation meaning and definition – scatter diagram Pearson’s correlation co-efficient and liner prediction – regression in two variables – uses of regression.							
Unit:4	Title of the Unit (Capitalize each Word)					15-- hours	
Interpolation, Newton Language and methods – Index numbers – meaning uses, methods of construction – Aggregative and relative types tests of an index number wholesale and cost of living index price data of India.							

Unit:5	Title of the Unit (Capitalize each Word)	13-- hours
Time series – meaning, components, models, business forecasting methods of estimating Trend graphic, Semi average, moving average and least square method seasonal variation method of simple average interpretation of statistics – Precaution – errors – methods of sampling and non – sampling errors.		
Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
Total Lecture hours		75-- hours
Text Book(s)		
1	S.P.Gupta: Statistical Methods, Sultan Chand & Sons	
2	Sanchetti&Kapoor: Advanced Statistical Methods	
Reference Books		
1	Oxten. Cowden & Kreins: Applied General Statistics	
2		
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Business statistic	
2		
4		
Course Designed By: Mrs.G.Jacqueline Adaikalam hodcorporate@bishopambrose.in		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-IV

Course code	TITLE OF THE COURSE	L	T	P	C
Skilled Based Subjects-2	PRACTICAL BANKING	3	-	-	3
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to:					
1. This course enables the learners to update with the Modern banking practices, develop the knowledge in the field of banking.					
Expected Course Outcomes:					
On the successful completion of the course, students will be able to:					
1	Understand and explain the conceptual framework of banking				K1
2	To learn about the functions of banks and types of customers.				K2
3	To acquire knowledge on cheque and endorsement.				K3
4	Illustrate the various electronic payment methods				K3
5	Understand the concept of factoring and internet banking				K4 &6
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	10-- hours			
Meaning & Definition of Banking, Banker and customer. Features of banking – Classification of Banks					
Unit:2	Title of the Unit (Capitalize each Word)	10-- hours			
Functions of Commercial banks, customers account with the Banker – Types of Customers.					
Unit:3	Title of the Unit (Capitalize each Word)	10-- hours			
Definition of Cheque – essentials and types of Cheque – crossing and types of crossing – endorsements and its effects, essentials of endorsement – Types of endorsement.					
Unit:4	Title of the Unit (Capitalize each Word)	8-- hours			
Credit cards – Meaning & Definition – Operation of credit card, Advantages and Disadvantages of credit card.					
Unit:5	Title of the Unit (Capitalize each Word)	5-- hours			
Factoring, Functions of Factoring, ATM, phone banking, Internet banking.					

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
Total Lecture hours		45-- hours
Text Book(s)		
1	Indian Banking – R. Parameswaran, S, Natarajan.	
2	A Text book of Banking - Radhasamy M & Vasudevan	
Reference Books		
1	Banking of India -Panandigar.S.J	
2	Banking and Financial Systems - Santhanam	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Introduction to banking and financial management	
2		
Course Designed By:Mrs.G.JacquelineAdaikalam hodcorporate@bishopambrose.in		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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



SEMESTER-V

Course code	TITLE OF THE COURSE	L	T	P	C
Core-XII	COST ACCOUNTING	5	1	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to:					
<ol style="list-style-type: none"> 1. To enlighten the students on the importance of cost ascertainment, reduction and control 2. To understand the methods of costing adopted by different types of industries 					
Expected Course Outcomes:					
On the successful completion of the course, students will be able to:					
1	Explain Elements of cost and preparation of cost sheet and tenders.	K1,K2&K3			
2	Describe Procedure for preparation of Stores ledger Calculation of wages	K3			
3	Acquire knowledge about cost and financial accounting.	K2			
4	Demonstrate Classification and apportionment of overheads	K3			
5	Explain Unit costing, Job costing, Standard costing.	K3&K4			
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	15-- hours			
Cost Accounting - Meaning and Objectives - Elements of cost - Preparation of cost sheet.					
Unit:2	Title of the Unit (Capitalize each Word)	20-- hours			
Material control- treatment of issue of material - Labour - methods of wage payment -Overheads - Classification, Apportionment and Absorption.					
Unit:3	Title of the Unit (Capitalize each Word)	20-- hours			
Reconciliation of Cost Accounting and Financial Accounting.					
Unit:4	Title of the Unit (Capitalize each Word)	15-- hours			
Methods of Costing - Contract costing and process costing					
Unit:5	Title of the Unit (Capitalize each Word)	18-- hours			
Material Costing - Break even analysis - Standard costing (Material and labour simple variances only).					
Unit:6	Contemporary Issues	2 hours			
Expert lectures, online seminars - webinars					
Total Lecture hours					90-- hours

Text Book(s)	
1	Jain S.P., &Narang K.L Cost Accounting :KalyanipublishersLatest edition 2015
2	Maheswari. S N Principles of Cost Accounting :Sultan Chand & sons ,Latest edition 2016
Reference Books	
1	Pillai R.S.N,&Bagavathi V Cost accounting: S.Chand& Company Ltd.,New Delhi Latest edition 2015
2	V.K.Saxena&C.D.Vashist, “Cost Accounting”, Sultan Chand, New Delhi 2005.
Distribution of Marks: 20% Theory, 80 % Problems	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]	
1	Cost accounting
2	
4	
Course Designed By:Dr.J.Thiravia Mary Gloria thiraviagloria@gmail.com	

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-V

Course code	TITLE OF THE COURSE			L	T	P	C
Core XIII	INDUSTRIAL LAW			5	-	-	4
Pre-requisite				Syllabus Version			
Course Objectives:							
The main objectives of this course are to: To impart various provisions of the important Acts related to Factories and Employees.							
Expected Course Outcomes:							
On the successful completion of the course, student will be able to:							
1	Explain Factories Act, 1948 (health, safety and welfare measures)					K1	
2	Describe Industrial Disputes Act, 1947 (strikes, lock outs, layoff and retrenchment)					K2	
3	illustrate Trade Union Act, 1926 and The Contract Labour (Regulation & Abolition) Act 1970 (growth, function, amalgamation and dissolution of trade union, welfare and health of contract labour)					K2	
4	Demonstrate Payment of Wages Act, 1936 & Minimum Wages Act 1948 minimum rate of wages, time of payment and responsibility of payment) CO3					K2	
5	Demonstrate the Workmen Compensation Act, 1923 (distribution of compensation, medical examination, notice and claim)					K3	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create							
Unit:1	Title of the Unit (Capitalize each Word)					15-- hours	
Factories Act 1948 – provisions relating to Health, Safety and Welfare – Employment of child and young men – adult workers – women workers.							
Unit:2	Title of the Unit (Capitalize each Word)					15-- hours	
Industrial Disputes Act 1947 – Provision relating to strike, lockout and retrenchment. Layoff – closure – Machinery to solve dispute.							
Unit:3	Title of the Unit (Capitalize each Word)					15-- hours	
Employee State Insurance Act 1948: Definition and Employees Provident Fund- Miscellaneous Provision Act 1948: Schemes							
Unit:4	Title of the Unit (Capitalize each Word)					15-- hours	
Payment of Bonus Act 1965-meaning of gross profit- computation of available and allocable surplus – eligibility for bonus – minimum & maximum bonus – exemption – applicability of the act – employees state insurance Act of 1948 – definition –its-medical board – purpose for which funds can be spent – benefits.							

Unit:5	Title of the Unit (Capitalize each Word)	13-- hours
The minimum wage Act 1948 – workmen’s compensation Act 1923 – employers liability & non-liability. Partial - permanent- total disablement – accusation diseases.		
Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
Total Lecture hours		75-- hours
Text Book(s)		
1	N.D.Kapoor - Industrial Laws.	
2	Sundaram S.M., Industrial law SreeMeenakshi publications, Karaikudi 2006	5th Edition
Reference Books		
1	Arunkumarsen&Jitendra Kumar mitra- Pvt.Ltd,Kolkata, 23rd Editon, 2004.	Industrial law The world Press
2	MalikP.L., Industrial law-Eastern Book company, Lucknow	7th Editon, 2000
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Corporate planning and procedure	
2		
4		
Course Designed By:Dr.J.Thiravia Mary Gloria thiraviagloria@gmail.com		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-V

Course code	TITLE OF THE COURSE	L	T	P	C
Core-XIV	CORPORATE ACCOUNTING -II	5	1	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to:					
<ol style="list-style-type: none"> 1. Aims to enlighten the students on the accounting procedures followed by the Companies. 2. To enable the students to be aware on the Advanced Corporate Accounting in conformity with the provision of the Companies Act. 					
Expected Course Outcomes:					
On the successful completion of the course, students will be able to:					
1	To learn about holding company accounts.	K1&K2			
2	Acquire knowledge about goodwill.	K2&K3			
3	Prepare Liquidator's final statement of receipts and payments	K3			
4	Prepare Final accounts of Banking companies.	K3			
5	Prepare Final accounts of Insurance companies	K3			
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	20-- hours			
Holding companies (New format).					
Unit:2	Title of the Unit (Capitalize each Word)	15- hours			
Valuation of shares and goodwill					
Unit:3	Title of the Unit (Capitalize each Word)	15-- hours			
Liquidation of companies					
Unit:4	Title of the Unit (Capitalize each Word)	20-- hours			
Banking company accounts (New format)					
Unit:5	Title of the Unit (Capitalize each Word)	18-- hours			
Insurance company accounts (New format)					
Unit:6	Contemporary Issues	2 hours			
Expert lectures, online seminars - webinars					
Total Lecture hours					90-- hours

Text Book(s)	
1	T.S.Reddy& Murthy – Corporate Accounting
2	Jain &Narang - Advanced Accountancy – Kalyani Publishers
Reference Books	
1	R L Gupta - Advanced Accountancy – Sulthan Chand Publishers
2	Pillai.RSN, Bhagavathy and Uma. S Advanced Accountancy Vol -II S.Chand Co2016
Problems – 80 % and Theory 20 %	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]	
1	Advance accounting
2	
4	
Course Designed By:Dr.J.Thiravia Mary Gloria thiraviagloria@gmail.com	

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-V

Course code	TITLE OF THE COURSE	L	T	P	C
Core-XV	TAXATION-I	4	1	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to:					
<ol style="list-style-type: none"> 1. To provide an in-depth knowledge on the provisions of Income Tax. 2. To familiarize the students with recent amendments in Income-tax. 					
Expected Course Outcomes:					
On the successful completion of the course, students will be able to:					
1	Describe basic concepts of Income tax and Income Tax Act, 1961 and Determine Residential status	K1			
2	Describe Income tax provisions relating to computation of Income under the head salary, House property	K2&K3			
3	To understand the Income tax provisions relating to computation of Income under the head Business and Profession.	K2&K3			
4	To understand Income tax provisions relating to computation of Income under the head setoff and carry forward	K3			
5	Discuss Procedure for assessment	K3			
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	10-- hours			
Income Tax Act 1961 – Important Definitions – classes of Assessee – Residential status – Incidence of Taxations – Exempted income [Income not included in total income]..					
Unit:2	Title of the Unit (Capitalize each Word)	20-- hours			
Computation of Income under various heads. Income from salaries – Income from House Property.					
Unit:3	Title of the Unit (Capitalize each Word)	15-- hours			
Computation of Income under various heads. Business or Profession – Capital Gain.					
Unit:4	Title of the Unit (Capitalize each Word)	15-- hours			
Income from other sources – set off and carry forward and set off losses – Deduction in total income.					

Unit:5	Title of the Unit (Capitalize each Word)	13-- hours
Income Tax Authorities and their Powers – filing of Returns – Procedure for Assessment.		
Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
Total Lecture hours		75-- hours
Text Book(s)		
1	Gaur & Narang- Income Tax Law & Practice.	
2		
Reference Books		
1	Reddy and Murthy T.S	Income Tax Law and Practice Kalyani Publications, New Delhi 2019
2	Balachandran.V and Thothadri.S	Taxation law and Practice-I Prentice Hall, New Delhi 2019
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Corporate tax planning	
2	Direct Tax-laws and practice	
4		
Distribution of Marks: 20% Theory, 80 % Problems		
Course Designed By: Dr.J.Thiravia Mary Gloria thiraviagloria@gmail.com		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-V

Institutional Training (One Month) ** - 50 marks

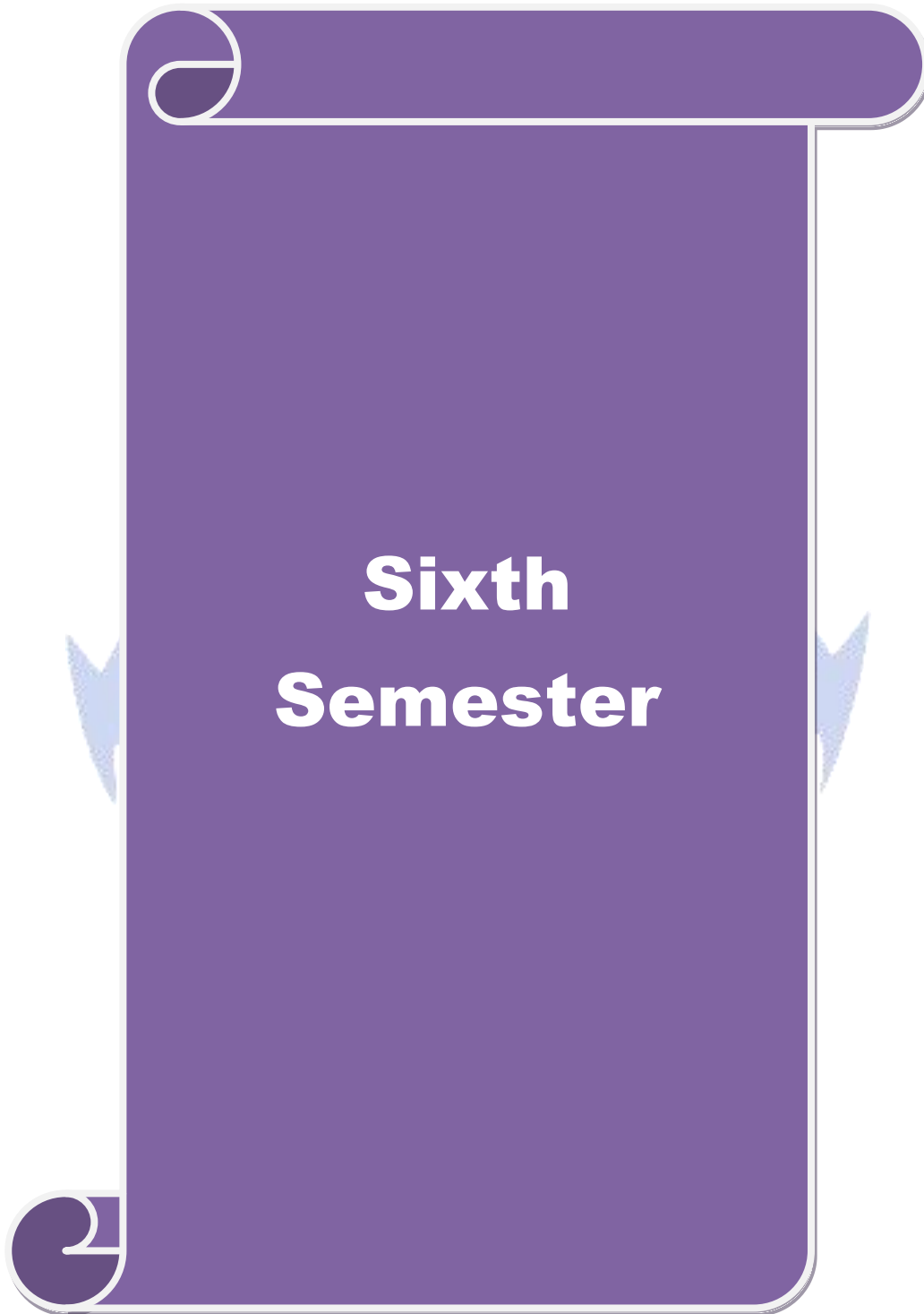
Course objectives-The purpose of this skill enhancing (Training) core paper is to bridge the theoretical fundamentals with that of actual practice and to inculcate a spirit of inquiry & research rigor to investigate the nuances that go into the working of the industry at large. Apart from adapting as team-worker, students are expected to gather, filter the required information and report the dynamics of the chosen industry in a standardized format.



SEMESTER-V

Course code	TITLE OF THE COURSE	L	T	P	C
Skill based Subject-3:	MS Office and Tally 2013Version (Practical)	3	-	-	3
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to: Aim to create knowledge on MS words, MS –Excel, MS Access and PowerPoint to meet the new corporate world.					
Expected Course Outcomes:					
On the successful completion of the course, students will be able to:					
1	Create mail merge, documents, templates and text formatting	K1,K2&K6			
2	Prepare worksheets and drawing graphs	K1,K2&K6			
3	Organize data and manipulate files	K1,K2&K6			
4	Create new slides and insert clip arts and pictures.	K1,K2&K6			
5	Learn to create company,voucher ledger and balance sheet and profit and loss account	K1,K2&K6			
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	10-- hours			
<ol style="list-style-type: none"> 1. To Prepare a Bio-Data usingtables. 2. Type the text check spelling and numbering the list items and align, left, rightjustify. 3. To perform a mailmerge. 4. Prepare a document in a Newspaper Column layout using Dropcap. 5. Page layout, Header and footer formatting. 					
Unit:2	Title of the Unit (Capitalize each Word)	8- hours			
<ol style="list-style-type: none"> 1. To prepare a Mark list forStudents. 2. To calculate simple interest and compoundinterest. 3. Header and footer, pagelayout. 					
Unit:3	Title of the Unit (Capitalize each Word)	10-- hours			
<ol style="list-style-type: none"> 1. To prepare a Mark list forstudent 2. To create a Mailingtables 					
Unit:4	Title of the Unit (Capitalize each Word)	7- hours			
<ol style="list-style-type: none"> 1. To prepare an OrganizationChart 2. To implement all the Animations into aslide 					

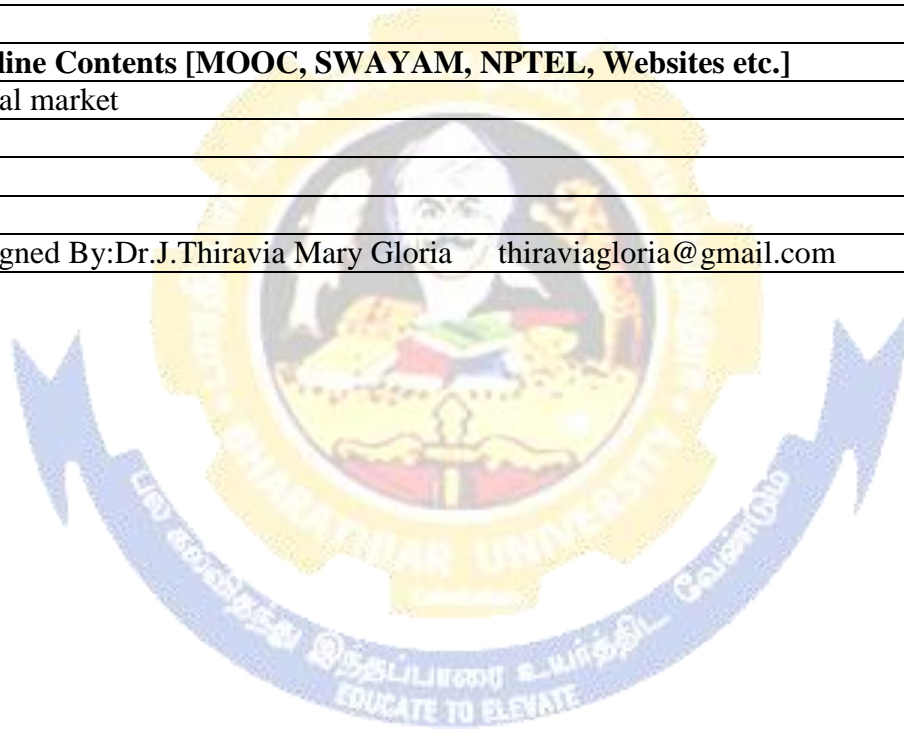
Unit:5	Title of the Unit (Capitalize each Word)	8-- hours
	1. To create a Company voucher & ledger & record minimum transactions and display the result. 2. To prepare a Balance Sheet 3. To prepare a Profit & Loss Account.	
Unit:6	Contemporary Issues	2 hours
	Expert lectures, online seminars - webinars	
	Total Lecture hours	45-- hours
Text Book(s)		
1	Official Guide to Financial Accounting Using Tally.ERP 9 with GST Paperback, Tally Education Pvt. Ltd, 2018	
2		
Reference Books		
1	Rajesh Chheda , Learn Tally.ERP 9 with GST and E-Way Bill Paperback, 2018	
2		
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Front accounting	
2		
4		
Course Designed By: Dr. J. Thiravia Mary Gloria thiraviagloria@gmail.com		



SEMESTER-VI

Course code	TITLE OF THE COURSE	L	T	P	C
Core XVI	SECURITY LAWS AND FINANCIAL MARKET	5	-	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course a To Enable the Students to Acquire Knowledge Regarding the Various provisions in Capital Market Legislations.					
Expected Course Outcomes:					
On the successful completion of the course, students will be able to:					
1	To learn about financial market.	K1&K2			
2	Explain Primary & Secondary Markets	K2			
3	Discuss about the new issue market.	K2			
4	Understand the concept of mutual fund.	K3			
5	Enumerate the knowledge about Depositories Act, 1996.	K2			
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	15-- hours			
Financial Market- Capital Market –Money market –Participants and Instruments in Capital market & money market					
Unit:2	Title of the Unit (Capitalize each Word)	15-- hours			
Securities Contract (Regulation) Act, 1956-Object of the Act- Regulatory framework governing Indian Capital market- Role and Powers of SEBI- Recognition of stock exchange- Bye laws- Membership in Stock exchange- Eligibility- Powers of Central Government					
Unit:3	Title of the Unit (Capitalize each Word)	15- hours			
New issue market –Parties involved in the new issue market –Govt and Statutory agencies- Collection centers- Placement of issue –Allotment of shares –Investors Protection in the Primary market – secondary market – role of intermediaries.					
Unit:4	Title of the Unit (Capitalize each Word)	15-- hours			
Mutual Fund – Meaning –Definitions –Types –Performance, Evaluation –SEBI Regulations on mutual fund-Mutual Fund present status					
Unit:5	Title of the Unit (Capitalize each Word)	13-- hours			
Depositories Act, 1996- Importance-definition –Depository Participants-Dematerialization – Opening of Demate- SEBI Regulation-Credit Rating – Concepts –Importance- Benefits in India –Rating process –Rating symbols					

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
Total Lecture hours		75-- hours
Text Book(s)		
1	Security Analysis & Portfolio management- PunithavathiPandian	
2	Securities Market in India- Balakrishnan&Naras	
Reference Books		
1	Financial Services- Gardon&Natarajan	
2	Investment Management-Avadhani	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Financial market	
2		
4		
Course Designed By:Dr.J.Thiravia Mary Gloria / thiraviagloria@gmail.com		



SEMESTER-VI

Course code	TITLE OF THE COURSE	L	T	P	C
Core-XVII	CORPORATE LAWS	5	-	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to:					
1. To enable the students to acquire knowledge regard the various provisions in Economic Legislations and to know the facts and concepts regarding the Foreign Exchange Management and IP Laws.					
Expected Course Outcomes:					
On the successful completion of the course, students will be able to:					
1	Acquaint the knowledge on Competition Act-2002.				K1
2	To know about Environmental Laws.				K2
3	To learn about the Foreign Exchange Management Act, 1999				K2
4	Understand the Patent Laws Trademarks, Copyright				K3
5	To learn about the Consumer Protection Act, 1986.				K3
K1 – Remember; K2 – Understand; K3 – Apply; K4 – Analyze; K5 – Evaluate; K6 – Create					
Unit:1	Title of the Unit (Capitalize each Word)	15-- hours			
Competition Act-2002- Objectives – Definitions- Competition Commission of India – Anti – Competitive Agreements – abuse of Deminal position – Regulation of combinations – Penalties.					
Unit:2	Title of the Unit (Capitalize each Word)	15-- hours			
Environment Laws a)Water (prevention and control of Pollution) Act – Various Boards functions and Powers b)Air (provision and control of pollution) Act 1981 – Various Boards functions and Powers. c)Environmental protection Act – 1986. Legal and regulatory frame work procedures for obtaining various environmental clearances – Role and function of Environmental tribunal / Authority – Appearance before Environment Tribunal / Authority, Environment Audit.					
Unit:3	Title of the Unit (Capitalize each Word)	15-- hours			
Foreign Exchange Management Act 1999 – objectives and definitions under FEMA – Dealings in Foreign Exchange – Holding for Foreign Exchange etc- Current account transactions, Capital; account transactions – Export of goods and reviewed realization and repatriation of foreign exchange – Exemptions authorized – person – Penalties and enforcement – Appellate Tribunal etc.					
Unit:4	Title of the Unit (Capitalize each Word)	15-- hours			
Patent Laws – Trademarks – Copyright- meaning, objectives, registration, infringement.					

Unit:5	Title of the Unit (Capitalize each Word)	13-- hours
Consumer Protection Act,1986 – Definitions – Consumer protection councils – Consumer dispute redressal Agencies – Consumer Rights.		
Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars – webinars		
	Total Lecture hours	75-- hours
Text Book(s)		
1	Economics and other legislation-GlslanKapoor	
2	Corporate Laws-Taxman Publications	
Reference Books		
1	Economic Laws-YCSI Study Material	
2	Intellectual Property Rights Law-B.S.Xlasyanan	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Corporate laws	
2		
4		
Course Designed By:		

Mapping with Programme Outcomes					
Cos	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-VI

Course code	TITLE OF THE COURSE	L	T	P	C
Core-XVIII	MANAGEMENT ACCOUNTING	4	1	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to:					
1. To help the students to acquire knowledge regarding the concepts of management accounting through various techniques					
Expected Course Outcomes:					
On the successful completion of the course, students will be able to:					
1	Explain Management accounting concepts and techniques for business decisions				K1
2	Discuss Analysis and interpretation of financial statements				K2&K3
3	Prepare fund flow and cash flow statement.				K3
4	Prepare Budget and budgetary control				K3&K4
5	To learn about concept of capital budgeting..				K4&K5
K1 – Remember; K2 – Understand; K3 – Apply; K4 – Analyze; K5 – Evaluate; K6 – Create					
Unit:1	Title of the Unit (Capitalize each Word)	15-- hours			
Management Accounting – Meaning – Definitions – Scope and Objectives – Advantages – Distinctions between Management and Financial Accounting, Management accounting Vs Cost Accounting.					
Unit:2	Title of the Unit (Capitalize each Word)	15-- hours			
Analysis and interpretation of Financial statements – Analysis for Liquidity. Profitability and solvency –Accounting ratios- their significance, utility and Limitations.					
Unit:3	Title of the Unit (Capitalize each Word)	15-- hours			
Fund Flow analysis – Cash Flow analysis.					
Unit:4	Title of the Unit (Capitalize each Word)	15-- hours			
Budgets and Budgetary control – Objectives, Advantages –Limitations – Preparation of Different type of Budgets- Marginal Costing.					
Unit:5	Title of the Unit (Capitalize each Word)	13-- hours			
Concept of capital Budgeting –Importance of Capital Budgeting –Kinds of Capital Investment Proposals – Capital investment decisions Capital budgeting methods					

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars – webinars		
Total Lecture hours		75-- hours
Text Book(s)		
1	MAGESWARI- Management Accounting –Sulthan Chand Publishers	
2	SharmaR.K., &ShahiK.Gupta Kalyani Publishers, New Delhi 2016	
Reference Books		
1	Reddy T.S., and Hari Prasad Reddy Y Management Accounting Margham Publications, Chennai 3 rd Edition, 2005	
2	NisarAhamad Management Accounting Anmol Publications Pvt., Ltd., New Delhi 2014	
Distribution of Marks: 20% Theory, 80 % Problems		
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Management Accounting	
2	Content of management system	
4		
Distribution of Marks: 20% Theory, 80 % Problems		
Course Designed By:Dr.J.Thiravia Mary Gloria thiraviagloria@gmail.com		

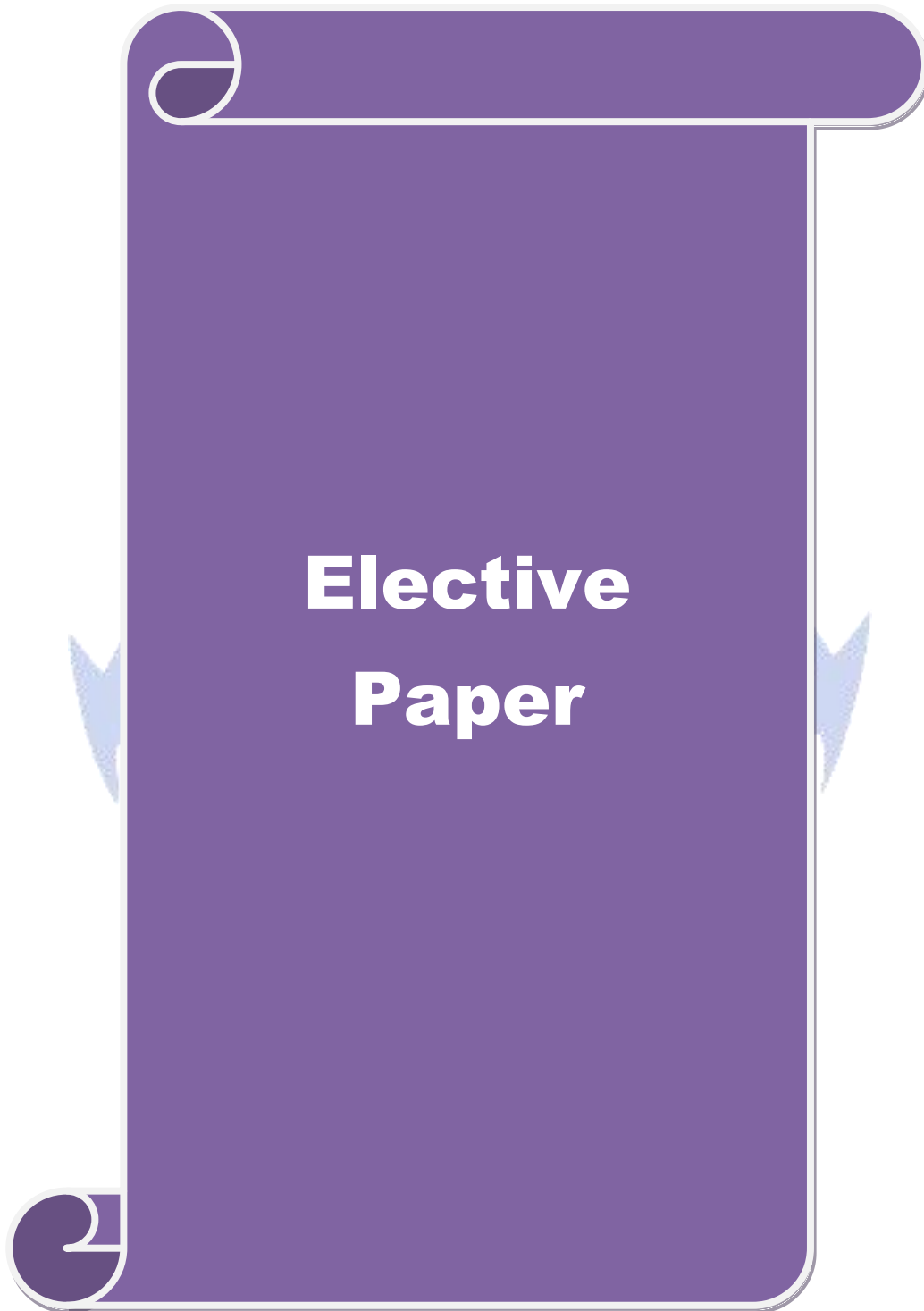
Mapping with Programme Outcomes					
Cos	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

Course code	TITLE OF THE COURSE			L	T	P	C
Skill based Subject-4	AUDITING			3	-	-	3
Pre-requisite				Syllabus Version			
Course Objectives:							
The main objectives of this course are to:							
Educate the students about Auditors Rights and Duties, Auditor report and also audit of computerize accounts							
Expected Course Outcomes:							
On the successful completion of the course, students will be able to:							
1	Understand Auditing advantages and disadvantages					K1	
2	To gain knowledge about the appointment and Qualification of auditor					K1	
3	To learn the rights and Duties of auditor					K2	
4	Acquaint the knowledge on Share capital and Audit report					K2	
5	To learn Audit of Computerised Accounts					K3	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create							
Unit:1	Title of the Unit (Capitalize each Word)					10-- hours	
Auditing– Origin – Definition – Objectives – Types – Advantages and Limitations.							
Unit:2	Title of the Unit (Capitalize each Word)					10-- hours	
Audit of Joint Stock Companies – Qualification – Dis-qualifications – Various modes of Appointment of Company Auditor.							
Unit:3	Title of the Unit (Capitalize each Word)					10-- hours	
Rights and Duties – Liabilities of a Company Auditor							
Unit:4	Title of the Unit (Capitalize each Word)					8-- hours	
Share Capital and Share Transfer Audit – Audit Report – Contents and Types							
Unit:5	Title of the Unit (Capitalize each Word)					5-- hours	
Investigation – Objectives of Investigation – Audit of Computerised Accounts							
Unit:6	Contemporary Issues					2 hours	
Expert lectures, online seminars – webinars							
					Total Lecture hours	45-- hours	
Text Book(s)							
1							
2							

Reference Books	
1	B.N. Tandon , “Practical Auditing”,S Chand CompanyLtd
2	F.R.M De Paula , “Auditing-the English language Society and Sir Isaac Pitmanand Sons Ltd,London
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]	
1	nil
2	
Course Designed By:Dr.J.Thiravia Mary Gloria thiraviagloria@gmail.com	

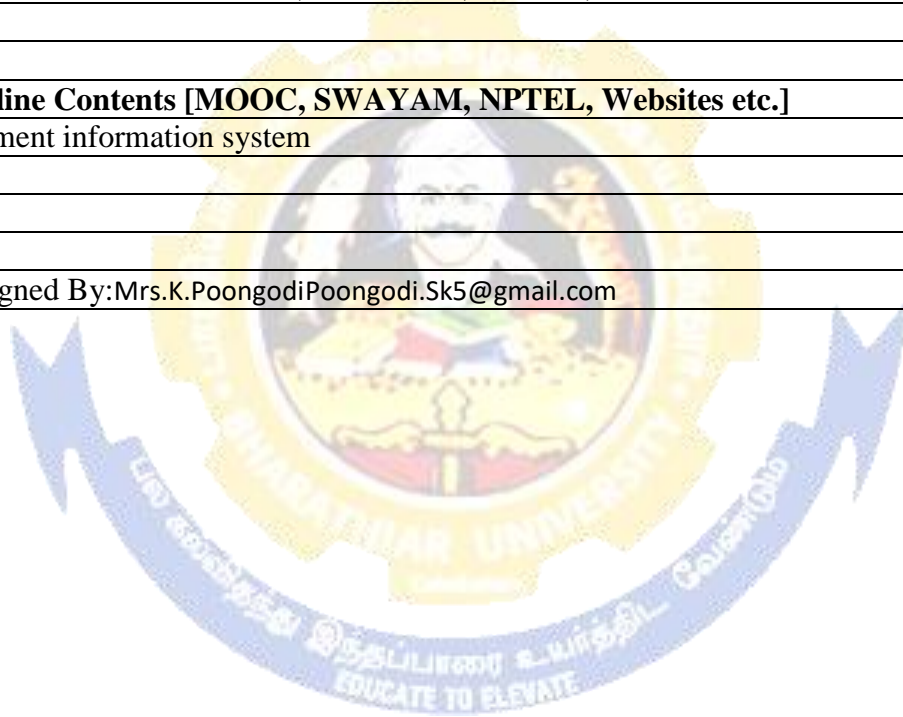




SEMESTER-V

Course code	TITLE OF THE COURSE	L	T	P	C
Elective –I-A	MS OFFICE AND TALLY	5	-	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to: Recall the fundamental concepts of MS. Word, PowerPoint, MS.Excell and MS. Access					
Expected Course Outcomes:					
On the successful completion of the course, students will be able to:					
1	To carry students to work with MS office	K1,K2&K3			
2	Perform efficiently using MS excel	K1,K2&K3			
3	Enable the student to prepare a PowerPoint presentation	K1,K2&K3			
4	Enable to learn the MS Access and how to prepare queries	K1,K2&K3			
5	Apply practical knowledge of the student should be able to work efficiently in Tally.	K1,K2&K3			
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	15-- hours			
MS WORD Basics – creating document – entering text – selecting text – saving files – word editing techniques – finding and replacing text – spell check – formatting with styles – creating tables – mail merge operations					
Unit:2	Title of the Unit (Capitalize each Word)	15-- hours			
EXCEL Basics – Entering Data – Selecting Ranges – Formatting entries – Simple calculation – Printing Worksheet – Copying entries between workbook – Moving sheet between workbooks – deleting sheets – creating graphs					
Unit:3	Title of the Unit (Capitalize each Word)	15-- hours			
POWERPOINT Basics – Adding subordinate points – Deleting slides – working in outline view – using a design templates – merging presentation slide – slide sorted view – adding graphs – organization charts – running an electronic slide show – adding special effects					
Unit:4	Title of the Unit (Capitalize each Word)	15- hours			
MS – ACCESS Basics – creating table – Entering and adding records – changing a table structure – creating forms – creating reports – creating mailing labels- establish relationship using queries to extract information					
Unit:5	Title of the Unit (Capitalize each Word)	13-- hours			
TALLY – opening a New Company – characteristics of tally – creating a ledger – working voucher – voucher entry – preparation of trial balance – books of accounts – cash book– ledger accounts – Journal register – statement of account and balance sheet.					

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars – webinars		
		Total Lecture hours
		75-- hours
Text Book(s)		
1	PC-Software for Office Automation – By R.K.Taxali	
2	Tally 9 Version by Nandhini&Nandhini – BPB Publications, NewDelhi	
Reference Books		
1	MS – Office 2013 – Complete Reference – By Stephen L. Nelson	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1		
2		
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1.	Management information system	
Course Designed By:Mrs.K.PoongodiPoongodi.Sk5@gmail.com		



SEMESTER-V

Course code	TITLE OF THE COURSE	L	T	P	C
Elective-I-B	FINANCIAL MANAGEMENT	5	-	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to: To enable the students to acquire knowledge of Financial Management					
Expected Course Outcomes:					
On the successful completion of the course, student will be able to:					
1	To Understand the financial functions and sources finance				K1
2	To understand the cost of capital				K2
3	To analyse the financial decision				K2
4	To discuss the capital structure and determinants of dividend policy				K3
5	To evaluate working capital structure and cash management				K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	15- hours			
(Theory Only) Financial Function : meaning – Definition and scope of finance functions – Objectives of financial management – profit maximization and wealth maximization. Sources of finance – Short term – Bank sources – long term – shares – debentures, preferred stock – debt.					
Unit:2	Title of the Unit (Capitalize each Word)	15-- hours			
Problem & Theory Questions) Financing Decision : Cost of Capital – Cost of specific Source of capital – Equity – Preferred stock debt – reserves – weighted average cost of capital, Operating leverage and financial leverage					
Unit:3	Title of the Unit (Capitalize each Word)	15-- hours			
(Theory Only) Capital structure – Factors influencing capital structure – optimal capital structure – Dividend and dividend policy : Meaning , classification – sources available for dividends – Dividend policy -general determinants of dividend policy .					
Unit:4	Title of the Unit (Capitalize each Word)	15-- hours			
Theory Only) Working Capital Management : Working capital management - concepts – importance – Determinants of working capital. Cash Management : Motive for holding cash – Objectives and Strategies of cash management .Receivable Management : Objectives – Cost of credit Extension, benefits – credit policies– credit terms – collection polices.					
Unit:5	Title of the Unit (Capitalize each Word)	13-- hours			
Capital Budgeting – Meaning – Objectives- various types capital budgeting.					

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars – webinars		
Total Lecture hours		75-- hours
Text Book(s)		
1	T.m.Pandey - Financial Management.	
2	S.N.Maheswari - Management Accounting	
Reference Books		
1	P.V.Kulkarni - Financial Management.	
2	Khan and Jain - Financial Management – A Conceptual Approach	
Theory carries 80 Marks, Problems carry 20 Mark)		
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Financial Management	
2	Working Capital management	
Course Designed By:Mrs.K.PoongodiPoongodi.Sk5@gmail.com		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-V

Course code	TITLE OF THE COURSE	L	T	P	C
Elective –I–C	BUSINESS ENVIRONMENT	5	-	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to: To enable to student learn the concept and significance of Business environment and acquire knowledge about ethical values.					
Expected Course Outcomes:					
On the successful completion of the course, student will be able to:					
1	To gain knowledge about the concept and significance of Business environment				K1
2	To acquire knowledge about ethical values.				K2
3	To learn about global management issues in business				K2
4	To study about fiscal policy and direct and indirect taxes				K3
5	To know about the role of FEMA and SEBI in the business				K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	15-- hours			
Business environment - The concept and significance - constituents of business environment - Business and society, Business & ethics - Social responsibility - Environmental Pollution and control. Business and culture -					
Unit:2	Title of the Unit (Capitalize each Word)	15-- hours			
Managing Ethics - Frame work of organizational ethic theories and sources, ethics across cultures, factors influencing business ethics, ethical decision making, ethical values and stakeholders, ethics and profit.					
Unit:3	Title of the Unit (Capitalize each Word)	15-- hours			
Global management Issues- MNCs Politics and Environment Multi national corporations and Government relationship, Business in Politics, Managing environmental quality, Ethics & Profit in Business.					
Unit:4	Title of the Unit (Capitalize each Word)	15-- hours			
Fiscal Policy - Central finances and New fiscal policy - Direct and indirect Tax structure, Service Tax problems and reforms - Expenditure Tax - Public debts & deficit financing.					
Unit:5	Title of the Unit (Capitalize each Word)	13-- hours			
Legal environment of business -. Foreign Exchange Management Act-1 Securities and Exchange Board of India Act - Customs & Central Excise Act- - Patents Act					

Unit:6	Contemporary Issues				2 hours	
Expert lectures, online seminars – webinars						
					Total Lecture hours	
					75-- hours	
Text Book(s)						
1	Adhikari M - Economic Environment of management					
2	Francis Cherunilam - Business Environment					
3	Pruti S. - Economic & Managerial Environment in India					
Reference Books						
1	ShaikhSaleem – Business Environment, Pearson Education,2006					
2	Davis & Keith William C. Frederik - Business and society					
3	Amarchand D - Government and Business					
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]						
1	Introduction of NGO management					
2						
Course Designed By:Mrs.K.PoongodiPoongodi.Sk5@gmail.com						
Mapping with Programme Outcomes						
COs	PO1	PO2	PO3	PO4	PO5	
CO1	S	S	S	S	S	
CO2	M	S	S	S	M	
CO3	S	S	M	S	S	
CO4	S	M	S	M	S	
CO5	S	M	S	M	S	

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

SEMESTER-VI

Course code	TITLE OF THE COURSE	L	T	P	C
Elective –II-A	GOODS AND SERVICES TAX (GST)	6	-	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to: Understand the traders who are responsible to pay GST to State Government and exemptions, provisions relates to exemption from registration and e-filing.					
Expected Course Outcomes:					
On the successful completion of the course, student will be able to:					
1	Explaining features of GST, various indirect taxes subsuming in GST, Constitutional amendment and benefits of GST	K1			
2	Provides information to understand the traders who are responsible to pay GST to State Government and exemptions	K1&K2			
3	Regulates the procedure and time for registration of traders and provide awareness relates to exemption from registration	K1&K2			
4	Demonstrate the documents which is necessity to filing regards outward goods, inward goods, annual returns and claims.	K2&K3			
5	Defines about GST network and structure of e- filling.	K2&K3			
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	15-- hours			
Introduction to Goods and Services Tax (GST) Objectives and basic scheme of GST, Meaning – Salient features of GST – Subsuming of taxes – Benefits of implementing GST – Constitutional amendments – Structure of GST – Central GST					
Unit:2	Title of the Unit (Capitalize each Word)	15-- hours			
CGST Act, SGST Act (Tamilnadu State) Salient features of CGST Act, SGST Act (Tamilnadu State) – Meaning and Definitions – Tamilnadu GST Council – Rates of GST					
Unit:3	Title of the Unit (Capitalize each Word)	20-- hours			
Procedure and Levy UnderGST Registration under GST: Procedure for registration- Persons liable for registration – Persons not liable for Registration – Compulsory registration – Exempted goods and services					

Unit:4	Title of the Unit (Capitalize each Word)	20-- hours
Assessment and Returns		
Furnishing details of outward supplies and inward supplies, First return – Claim of input tax credit – Annual return and final return – Assessment of tax and tax liability.		
Unit:5	Title of the Unit (Capitalize each Word)	18-- hours
GST and Technology- GST Network – Structure – Powers and Functions		
Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars – webinars		
	Total Lecture hours	90-- hours
Text Book(s)		
1	Deloitte – GST Era Beckons, Wolters Kluwer.	
2	Madhukar N. Hiregange – Goods and Services Tax, Wolters Kluwer	
3	Goods & Service Tax – India Journey – N. K. Gupta & Sunnania Batia – Barat’s Publication	
Reference Books		
1	All About GST – V. S. Datey – Taxman’s	
2	Guide to GST – CA. Rajat Mohan	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Introduction of GST	
2		
4		
Course Designed By: Mrs.K.PoongodiPoongodi.Sk5@gmail.com		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-VI

Course code	TITLE OF THE COURSE	L	T	P	C
Elective-II-B	MARKETING MANAGEMENT	6	-	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to: To enable the students to acquire knowledge of marketing management-functions, product life cycle, characteristics and brand decision					
Expected Course Outcomes:					
On the successful completion of the course, student will be able to:					
1	To understand Principles of marketing management				K1
2	To earn knowledge about Functions of marketing management				K2
3	To acquire knowledge about Product life cycle				K3
4	To study about marketing characteristics				K3
5	To create knowledge about Brand decision				K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	15-- hours			
Definition of Marketing - Marketing Management- Marketing concept –meaningImportance of marketing in developing countries - Functions of Marketing –Marketingenvironment: various environmental factors affecting the marketing function.					
Unit:2	Title of the Unit (Capitalize each Word)	15-- hours			
Buyer Behaviour - Buying motives - explanation of motivation – Market Segmentationof different bases - Marketing strategy - Market Structure - Definition and types ofchannel - Channel selection & problems.					
Unit:3	Title of the Unit (Capitalize each Word)	20-- hours			
The Product-Marketing characteristics -consumer goods-industrial goods- Productionpolicy - Product Life Cycle (PLC) - Product mix - modification & elimination - packing- Developing new Products- strategies.					
Unit:4	Title of the Unit (Capitalize each Word)	20-- hours			
Pricing: Meaning to Buyer & Seller - pricing policies – Objective factors influencingpricing decisions - Competitors action to price changes - multiproduct pricing. PhysicalDistribution - Management of physical distribution - marketing risks.					
Unit:5	Title of the Unit (Capitalize each Word)	18-- hours			
Branding Decisions: Brand-Brand Image, Brand Identity-Brand Personality -Positioningand leveraging the brands-Brands Equity.					

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
		Total Lecture hours
		90hours
Text Book(s)		
1	Philip Kotler - Marketing Management	
2	Rajan Nair - Marketing Management	
3	Cundiff and Still - Fundamentals of modern marketing	
Reference Books		
1	Principles of Marketing - Philip Kotler&Gary Armstrong	
2	Marketing Management - V.S. Ramasamy and Namakumari	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Marketing management	
2		
3		
Course Designed By:Dr.D.Yuvaraaj		
Yuvakirthik73@gmail.com		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-VI

Course code	TITLE OF THE COURSE	L	T	P	C
Elective-II-C	SECURITY MANAGEMENT	6	-	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course a To Enable the Students to Acquire Knowledge Regarding the Various provisions in Capital Market Legislations.					
Expected Course Outcomes:					
On the successful completion of the course, student will be able to:					
1	To learn about financial market.	K1&K2			
2	Explain Primary & Secondary Markets	K2			
3	Discuss about new issue market.	K2			
4	Understand the concept of mutual fund.	K3			
5	Enumerate the knowledge about Depositories Act, 1996.	K2			
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	15-- hours			
Financial Market- Capital Market –Money market –Participants and Instruments in Capital market & money market					
Unit:2	Title of the Unit (Capitalize each Word)	20-- hours			
Securities Contract (Regulation) Act, 1956-Object of the Act- Regulatory framework governing Indian Capital market- Role and Powers of SEBI- Recognition of stock exchange- Bye laws- Membership in Stock exchange- Eligibility- Powers of Central Government					
Unit:3	Title of the Unit (Capitalize each Word)	20-- hours			
New issue market –Parties involved in the new issue market –Govt and Statutory agencies- Collection centers- Placement of issue –Allotment of shares –Investors Protection in the Primary market – secondary market – role of intermediaries.					
Unit:4	Title of the Unit (Capitalize each Word)	15-- hours			
Mutual Fund – Meaning –Definitions –Types –Performance, Evaluation –SEBI Regulations on mutual fund-Mutual Fund present status					
Unit:5	Title of the Unit (Capitalize each Word)	18-- hours			
Depositories Act, 1996- Importance-definition –Depository Participants-Dematerialization – Opening of Demate- SEBI Regulation-Credit Rating – Concepts –Importance- Benefits in India –Rating process –Rating symbols					

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars – webinars		
Total Lecture hours		90-- hours
Text Book(s)		
1	Security Analysis & Portfolio management- PunithavathiPandian	
2	Securities Market in India- Balakrishnan&Nataraj	
Reference Books		
1	Financial Services- Gardon&Natarajan	
2	Investment Management-Avadhani	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Financial markets	
2		
4		
Course Designed By:Dr.D.Yuvaraj		
Yuvakirthik73@gmail.com		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

SEMESTER-VI

Course code	TITLE OF THE COURSE	L	T	P	C
Elective –III -A	ORGANIZATIONAL BEHAVIOUR	6	-	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to: To enable the students to learn principles, concepts of Business,nature and types of business organizations					
Expected Course Outcomes:					
On the successful completion of the course, student will be able to:					
1	To understand the nature and types of Business Organisation	K1&K2			
2	Develop an idea about the various sources of finance of a business.	K1&K2			
3	Gain knowledge about the personality attributes OB	K2			
4	To analyse the decision making process.	K2			
5	To know about the power, policies and conflicts in a business organization.	K3			
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	15-- hours			
Definition – nature scope – contributing disciplines to the field of organizationalbehaviour - Historical evolution of organizational behaviour.					
Unit:2	Title of the Unit (Capitalize each Word)	15-- hours			
Major personality attributes influencing OB – Organizational application of learning – application of perception in the organization – decision making – values – attitudes.					
Unit:3	Title of the Unit (Capitalize each Word)	20-- hours			
The Group Definition – classification – group development – group structure – group decision – making – teams , power – policies – conflicts					
Unit:4	Title of the Unit (Capitalize each Word)	20-- hours			
Motivation and Leadership Motivation – meaning – process – early theories – contemporary theories- application of motivation techniques – leadership – definition – characteristics – functions – styles – theories : Trait theories – behavioural theories – contingency theories – recent approaches					
Unit:5	Title of the Unit (Capitalize each Word)	18-- hours			
Organizational System and Dynamics System approach to organization – organizational culture – management of change. Need – resistance – organizational development: Meaning – characteristics – Techniques – organizational effectiveness					

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars – webinars		
Total Lecture hours		90-- hours
Text Book(s)		
1	Y.K.Bhushan – Business Organisation and Management – Sultanchand& sons	
2	Shukla - Business Organisation and Management – S.Chand& Company Ltd.,	
Reference Books		
1	Robbins 1998 Organizational Behaviour, New Delhi, Prentice Hall of India PvtLtd	
2	Freed Luthans 1998 Organizational Behaviour, New Delhi, MC Graw Hill International Edition	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Organizational behavior	
2		
3		
Course Designed By:Dr.D.Yuvaraaj		
Yuvakirthik73@gmail.com		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

S-Strong; M-Medium; L-Low

SEMESTER VI

Course code	TITLE OF THE COURSE	L	T	P	C
Elective-III-B	INTRODUCTION TO INDUSTRY 4.0	6	-	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to:					
At the end of completing this course, students will have knowledge on Industry 4.0, need for digital transformation and the following Industry 4.0 tools:					
1. Artificial Intelligence					
2. Big Data and Data Analytics					
3. Internet of Things					
Expected Course Outcomes:					
On the successful completion of the course, student will be able to:					
1	To understand the technologies of Industry 4.0				K1
2	To study about artificial intelligence				K2
3	To enumerate Big data Analytics				K2
4	To analyse the application IoT in manufacturing units				K3
5	To recall Internet things				K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1					
Title of the Unit (Capitalize each Word)				15- hours	
Industry 4.0- Need – Reason for Adopting Industry 4.0 - Definition – Goals and Design Principles -Technologies of Industry 4.0 – Big Data – Artificial Intelligence (AI) – Industrial Internet of Things - Cyber Security – Cloud – Augmented Reality					
Unit:2					
Title of the Unit (Capitalize each Word)				20-- hours	
Artificial Intelligence : Artificial Intelligence (AI) – What & Why? - History of AI -Foundations of AI -The AI - environment - Societal Influences of AI - Application Domains and Tools - Associated Technologies of AI - Future Prospects of AI - Challenges of AI					
Unit:3					
Title of the Unit (Capitalize each Word)				20-- hours	
Big Data : Evolution - Data Evolution - Data : Terminologies - Big Data Definitions -Essential of Big Data in Industry 4.0 - Big Data Merits and Advantages - Big Data Components : Big Data Characteristics - Big Data Processing Frameworks - Big Data Applications - Big Data Tools - Big Data Domain Stack : Big Data in Data Science – Big Data in I o T - Big Data in Machine Learning - Big Data in Databases - Big Data Use cases : Big Data in Social Causes - Big Data for Industry - Big Data Roles and Skills -Big Data. Roles - Learning Platforms; Internet of Things (I o T) : Introduction to I o T – Architecture of I o T - Technologies for I o T - Developing I o T Applications - Applications of I o T -Security in I o T					

Unit:4	Title of the Unit (Capitalize each Word)	15-- hours
Applications of I o T – Manufacturing – Healthcare – Education – Aerospace and Defense – Agriculture – Transportation and Logistics – Impact of Industry 4.0 on Society: Impact on Business, Government, People. Tools for Artificial Intelligence, Big Data and Data Analytics, Virtual Reality, Augmented Reality, I o T, Robotics		
Unit:5	Title of the Unit (Capitalize each Word)	18-- hours
Jobs 2030-Industry 4.0 – Education 4.0 – Curriculum 4.0 – Faculty 4.0 – Skills required for Future -Tools for Education – Artificial Intelligence Jobs in 2030 – Jobs 2030 - Framework foraligning Education with Industry 4.0		
Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars – webinars		
	Total Lecture hours	90-- hours
Text Book(s)		
1	P. Kaliraj, T. Devi, Higher Education for Industry 4.0 and Transformation to Education5.0, 2020	
2		
Reference Books		
1		
2		
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1		
2		
Course Designed By:Dr.J.Thiravia Mary Gloria thiraviagloria@gmail.com		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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

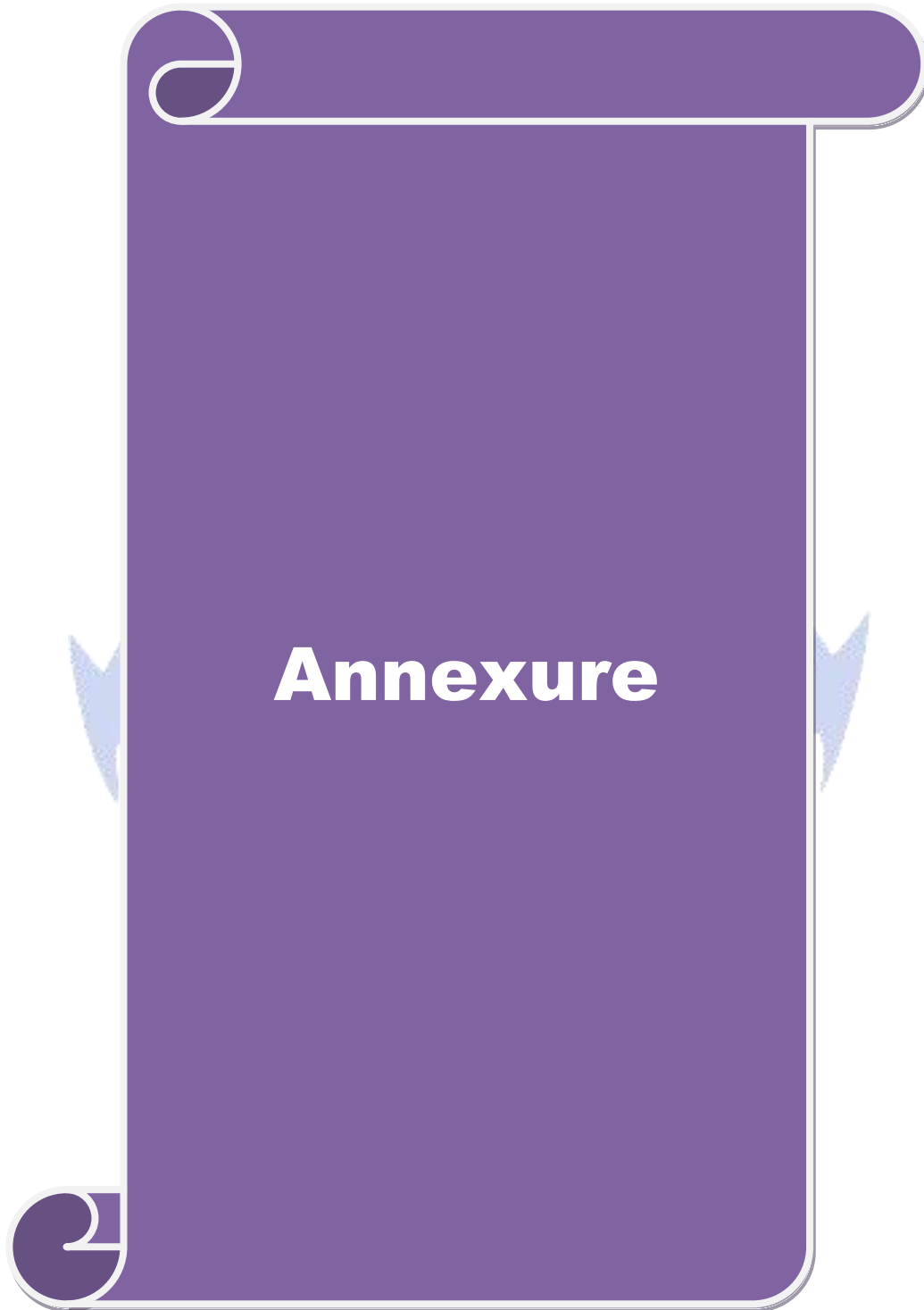
SEMESTER VI

Course code	TITLE OF THE PAPER	L	T	P	C
Elective –III C	CORPORATE GOVERNANCE	6	-	-	4
Pre-requisite		Syllabus Version			
Course Objectives:					
The main objectives of this course are to:					
To enable the students learn Corporate Governance ,E-Governance and social ethics in the Industrial world					
Expected Course Outcomes:					
On the successful completion of the course, student will be able to:					
1	To recall corporate governance and social ethics				K1
2	To understand legal position and liabilities of Directors				K2
3	To analyse company Audit				K2
4	To discuss new companies bill and CII report 1998				K2
5	To enumerate recent trends in E-Governance				K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create					
Unit:1	Title of the Unit (Capitalize each Word)	20-- hours			
Corporate governance–overview–macro issues Board of governance – corporate social responsibility - Business ethics – corporate social reporting–SEBI committee on corporate governance					
Unit:2	Title of the Unit (Capitalize each Word)	20-- hours			
Corporate governance and the role of the Board (BOD) – Corporate governance system worldwide – The Board, CEO and the chairman – Non-executive Directors–Legal position and liabilities of Directors.					
Unit:3	Title of the Unit (Capitalize each Word)	18-- hours			
Company audit – Auditor’s Independence – Audit committees – Audit committees and Corporate governance – Management Audit – tool for value addition–(Economic value addition)Corporate disclosures – Disclosures norms and investors interest - Corporate Governance Report of Infosys.					
Unit:4	Title of the Unit (Capitalize each Word)	15-- hours			
New companies bill – companies Act 1997 – classification of companies – Corporate restructuring – mergers and takeovers – Desirable Corporate Governance in India - CII report 1998.					
Unit:5	Title of the Unit (Capitalize each Word)	15-- hours			
E – governance – trends in E-governance – Business process reengineering - value based management – ethical imperatives in corporate governance – Environmental reporting - Corporate Governance rating - Models of rating.					

Unit:6	Contemporary Issues	2 hours
Expert lectures, online seminars - webinars		
Total Lecture hours		90-- hours
Text Book(s)		
1	Corporate Governance – The new paradigm – N. Gopalsamy Wheeler Publishing.	
2	Takover, Restructuring, and Corporate Governance – J.Fred Weston, Mark L. Mitchell, J.HaroldMaltherin – Pearson Education.	
Reference Books		
1	Corporate Governance - Dr.S.Singh - Excel Books.	
2		
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Corporate Governance	
2		
Course Designed By:Dr.D.Yuvaraaj		
Yuvakirthik73@gmail.com		

Mapping with Programme Outcomes					
COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

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



BHARATHIAR UNIVERSITY : : COIMBATORE 641 406

GUIDELINES FOR CONDUCTING VALUE ADDED COURSES

Course Structure

1. Therequestforapprovalofsyllabus by the concerned authorities is mandatory atleast15 daysbeforethedeofcommencementofthecourse.TheSyllabus(15/30 hours),ScheduleandtheDetailsofFacultyhandlingthecourseapprovedby theDepartmentalCommitteeandforwardedbyHead of the Department should be enclosed.
 - a. Thecourseofferedshouldnotbethesameasanycourselistedinthe curriculumoftherespectiveprogramme/oranyotherprogrammeofferedin University /Colleges.
 - b. Thevalueaddedcoursesmaybealsoconductedduringweekends/ vacation period.
 - c. Thecoursecanbeofferedany semester in the PG Programmes.
 - d. Industryexperts/eminentalcademiciansfromotherInstitutesare also eligible to offer the value addedcourse.
 - e. The course can be offered only if there are atleast10 students opting for it.
 - f. The students may be allowed to take value addedcourses offered by otherdepartmentsafterobtainingpermissionfrom the HeadoftheDepartment offering the course.

Duration

2. Thedurationofvalueaddedcoursesis15(30)periodsoftheoryoramaximum oftheoryandLaboratorycoursesandthecoursecanhaveamaximumofthree hours per day.
Fortheone(two)creditcourseseither15(30)periodsoftheoryora combination of theory and Laboratory may be offered.
Where, **2 periods of laboratory =1 period of theory**

Evaluation

3. Thevalueaddedcoursesshallcarry100marksandshallbeevaluatedthroughinternal assessments only.
 - a. Two Assessments shall be conducted preferably one in the middle and theother at the end of the course by the Department concerned.
 - b. The duration of assessment is one hour each.
 - c. Thetotalmarksobtainedinthetestsshallbereducedto100marksand rounded to the nearest integer.
 - d. The Head ofthe Department may identify a faculty memberas co-ordinatorforthecourse.AcommitteeconsistingoftheHeadoftheDepartment, staffhandlingthecourse(ifavailable),coordinatorandaseniorFaculty membernominatedbytheHeadofthe Departmentshallmonitorthe evaluationprocess.Thegradesshallbeassignedtothestudentsbythe above committee based on their relative performance.

- e. The co-ordinator for the course is responsible for maintaining and processing the records with regard to assessment marks and results.

Passing Requirement and Grading

4. The passing requirement for value added courses shall be 50% of the marks prescribed for the course (**Internal assessment only**)
- The grades O, A+, A, B+, B obtained for the one/two credit shall figure in the Marks sheet under the title 'Value Added Courses'. The other grades RA, SA will **not figure in the mark sheet.**
 - The credit earned through value added courses shall not be considered for calculating GPA and CGPA.
 - The credit earned through value added courses shall not be considered for classification of degree.
 - If the course is offered during any semester, it will appear in that semester's marks sheet. However, if the course is offered in summer/winter vacations, the course will be included in the gradesheet of the subsequent semester.

Maximum Number of Courses

5. A student can earn a maximum of 3 credits during the entire programme of study by attending value added courses which would be over and above the required maximum number of credits for the award of the degrees.

Financial Commitment

6. The expenditure to be incurred for the conduct of value added courses should be met from nominal fees collected from the students at a rate fixed by the University. However, any additional expenditure may be supported by the funds of the Department.

APPLICATION FOR CONDUCTING VALUE ADDED COURSES

1. Name of the Department:
2. PG programme:
3. **Details of the Value Added Courses:**
 - a. Name of the Value Added Courses
 - b. Type of Value Added Courses (Theory/ Lab/ Lab integrated Theory/others)
 - c. Short Description Enclosure1 enclosed -YES / NO
 - d. Syllabus including Reference Enclosure 2 enclosed - YES / NO
4. **Target audience:**
 - Semester (indicate if more than one)
 - Others
5. **Details of Faculty handling the course:**
 - a. Name of the Faculty handling the Value Added course
 - b. Details including designation and expertise Enclosure3enclosed-YES / NO
 - c. Contact details
Email ID :
Phone No :
6. **Tentative Time Table** including dates of internal assessments : Enclosure 4 enclosed - YES / NO
7. Number of students opting for the course:
8. Department Consultative Committee - Minutes : Enclosure 5 enclosed - YES / NO
9. Name and Designation of the Coordinator :

Head of the Department
(with date & seal)

Note:

* Fees if any

**DETAILS OF COMPLETION OF VALUE ADDED
COURSE**

Name of the Department :
Name of the ValueAdded course
offered :
Name of the Faculty offeredthe course : Academic / Industry
Name of the coordinator :
E- mail :
Contact :

Details of students attended the course:

S.No	Name of the student	Reg.No.	Programme	Semester	Marks	Grade

(Faculty handling the
course (if available))

(Senior Faculty nominated by HOD)

(Coordinator)

(Head of the Department)
(with date & seal)