

# **Choice Based Credit System & Outcome Based Education Syllabus**

**Batch 2026 - 29**

**Programme: B.Com. Computer Applications  
(B.Com.CA)**

**Programme Code: BCC**

**Semester 1**


**KG COLLEGE OF ARTS AND SCIENCE**

Autonomous Institution | Affiliated to Bharathiar University

Accredited with A++ Grade by NAAC

ISO 9001:2015 Certified Institution

KGiSL Campus, Saravanampatti, Coimbatore – 641 035

## Regulations 2026 -29 for Undergraduate Programme

**Learning Outcomes Based Curriculum Framework- (LOCF)  
model with Choice Based Credit System (CBCS)**

**Programme: B.Com. Computer Applications  
(B.Com.CA)**

**Programme Code: BCC**

**(Applicable for the Students admitted during the academic year 2026 - 27 onwards)**

### Eligibility

The student should have passed the Higher Secondary Examination. (As per the eligibility condition given by Bharathiar University Ref. BU/R/B3-B4/Eligibility Condition/2026/7425 dated 15/05/2026).

### Program Learning Outcomes (PLOs)

The successful completion of the B.Com. Computer Applications programme shall enable the students to:

|             |                                                                                                                                                                                                                                       |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PLO1</b> | Provide students with specific knowledge and skills relevant to their disciplines and careers.                                                                                                                                        |
| <b>PLO2</b> | Make the students acquainted with technical and practical concepts; founders must solve real business problems using different programming languages.                                                                                 |
| <b>PLO3</b> | Improve accounting and computer skills required to develop lifelong learning through IT- enabled knowledge and practice with value-based add-ons and job-oriented courses that ensure their sustainability at the organization level. |
| <b>PLO4</b> | Demonstrate leadership traits, communication skills, and innovative thinking for optimal performance in personal, professional, societal, and environmental domains.                                                                  |
| <b>PLO5</b> | Demonstrate high standards of ethical conduct in the application of computers in accounting and finance and become socially responsible citizens, contribute to the Sustainable growth of the profession and the community.           |

**B.Com. Computer Applications**  
**Distribution of Credits and Hours for all the Semesters**

| Part         | Courses                                                           | No. of Courses | Hours |            | Credits | Total      |            | Semester |
|--------------|-------------------------------------------------------------------|----------------|-------|------------|---------|------------|------------|----------|
| I            | Language - I                                                      | 4              | 4 X 4 | 16         | 4 X 3   | 12         | 12         | 1 - 4    |
| II           | Language - II                                                     | 4              | 4 X 4 | 16         | 4 X 3   | 12         | 12         | 1 - 4    |
| III          | Core Theory (6 Hours/Week)                                        | 9              | 9 X 6 | 54         | 9 X 4   | 36         | 100        | 1 -6     |
|              | Core Theory (5 Hours/Week)                                        | 2              | 2 X 5 | 10         | 2 X 4   | 8          |            | 5, 6     |
|              | Core Theory (4 Hours/Week)                                        | 3              | 3 X 4 | 12         | 3X 3    | 9          |            | 1, 2, 3  |
|              | Core Lab (4 Hours/Week)                                           | 2              | 2 X 4 | 8          | 2 X 2   | 4          |            | 4,5      |
|              | Core Lab (4 Hours/Week)                                           | 4              | 4 X 4 | 16         | 4 X 3   | 12         |            | 1-4      |
|              | Allied (4 Hours/Week)                                             | 3              | 3 X 4 | 12         | 3 X 3   | 9          |            | 1,3, 4   |
|              | Allied Lab (4 Hours/Week)                                         | 1              | 1 X 4 | 4          | 1 X 3   | 3          |            | 2        |
|              | Electives                                                         | 2              | 2 X 5 | 10         | 2 X 3   | 6          |            | 5, 6     |
|              | Project                                                           | 1              | 1 X 6 | 6          | 1 X 5   | 5          |            | 6        |
|              | SEC: Internship (IT)                                              | 1              | -     | -          | 1 X 2   | 2          |            | 5        |
| IV           | Skill Enhancement (SEC)                                           | 3              | 3 X 2 | 6          | 3 X 2   | 6          | 14         | 3,4, 6   |
|              | Foundation Course (FC)                                            | 2              | 2 X 2 | 4          | 2 X 2   | 4          |            | 1 - 2    |
|              | Foundation Course (FC)                                            | 1              | -     | -          | 1 X2    | 2          |            | 3        |
|              | Ability Enhancement Compulsory Course (AECC)                      | 3              | 3 X 2 | 6          | 3 X 2   | 6          |            | 1 - 4    |
| V            | Ability Enhancement Compulsory Course (AECC) - Online Course MOOC | 1              | -     | -          | 1 X 2   | 2          | 2          | 3        |
|              | Liberal Arts - Extra-Curricular and Co-Curricular                 | -              | -     | -          | 2       | 2          |            | 4        |
| <b>Total</b> |                                                                   | <b>46</b>      |       | <b>180</b> |         | <b>140</b> | <b>140</b> |          |

**Consolidated Semester wise and Component wise**  
**Hours and Credits Distribution**

| Semester     | Part I    |           | Part II   |           | Part III   |            | Part IV   |           | Part V   |          | Total      |            |
|--------------|-----------|-----------|-----------|-----------|------------|------------|-----------|-----------|----------|----------|------------|------------|
|              | Hours     | Credits   | Hours     | Credits   | Hours      | Credits    | Hours     | Credits   | Hours    | Credits  | Hours      | Credits    |
| I            | 4         | 3         | 4         | 3         | 18         | 13         | 4         | 4         | -        | -        | 30         | 23         |
| II           | 4         | 3         | 4         | 3         | 18         | 13         | 4         | 4         | -        | -        | 30         | 23         |
| III          | 4         | 3         | 4         | 3         | 22         | 16         | -         | 4         | -        | -        | 30         | 26         |
| IV           | 4         | 3         | 4         | 3         | 20         | 14         | 2         | 2         | -        | 2        | 30         | 24         |
| V            | -         | -         | -         | -         | 30         | 22         | -         | -         | -        | -        | 30         | 22         |
| VI           | -         | -         | -         | -         | 30         | 22         | -         | -         | -        | -        | 30         | 22         |
| <b>Total</b> | <b>16</b> | <b>12</b> | <b>16</b> | <b>12</b> | <b>138</b> | <b>100</b> | <b>10</b> | <b>14</b> | <b>-</b> | <b>2</b> | <b>180</b> | <b>140</b> |

**Curriculum****B.Com. Computer Applications**

| Semester - 1 |      |                 |                                      |             |                   |           |    |         |    |
|--------------|------|-----------------|--------------------------------------|-------------|-------------------|-----------|----|---------|----|
| Course Code  | Part | Course Category | Course Name                          | Hours/ Week | Examination       |           |    | Credits |    |
|              |      |                 |                                      |             | Duration in Hours | Max Marks |    |         |    |
| CIA          | ESE  | Total           |                                      |             |                   |           |    |         |    |
| 26TAM11L     | I    | Language - I    | Tamil - I                            | 4           | 3                 | 25        | 75 | 100     | 3  |
| 26HIN11L     |      |                 | Hindi - I                            |             |                   |           |    |         |    |
| 26MAL11L     |      |                 | Malayalam- I                         |             |                   |           |    |         |    |
| 26FRE11L     |      |                 | French - I                           |             |                   |           |    |         |    |
| 26ENG12L     | II   | Language - II   | English - I                          | 4           | 3                 | 25        | 75 | 100     | 3  |
| 26BCC13C     | III  | Core - I        | Financial Accounting - I             | 6           | 3                 | 25        | 75 | 100     | 4  |
| 26BCC14C     | III  | Core - II       | Business Organization and Management | 4           | 3                 | 25        | 75 | 100     | 3  |
| 26BCC15P     | III  | Core Lab - I    | Financial Modeling in Excel lab      | 4           | 3                 | 40        | 60 | 100     | 3  |
| 26BCC16A     | III  | Allied - I      | Programming with C++                 | 4           | 3                 | 25        | 75 | 100     | 3  |
| 26ENV1FC     | IV   | FC - I          | Environmental Studies                | 2           | 2                 | 50        | -  | 50      | 2  |
| 26SOF1AE     | IV   | AECC - I        | Soft Skills                          | 2           | 2                 | -         | 50 | 50      | 2  |
| Total        |      |                 |                                      | 30          |                   |           |    | 700     | 23 |

| Semester - 2 |      |                 |                                                                                           |             |                   |           |     |       |         |
|--------------|------|-----------------|-------------------------------------------------------------------------------------------|-------------|-------------------|-----------|-----|-------|---------|
| Course Code  | Part | Course Category | Course Name                                                                               | Hours/ Week | Examination       |           |     |       | Credits |
|              |      |                 |                                                                                           |             | Duration in hours | Max Marks |     |       |         |
|              |      |                 |                                                                                           |             |                   | CIA       | ESE | Total |         |
|              | I    | Language - I    | Tamil - II                                                                                | 4           | 3                 | 25        | 75  | 100   | 3       |
|              |      |                 | Hindi - II                                                                                |             |                   |           |     |       |         |
|              |      |                 | Malayalam - II                                                                            |             |                   |           |     |       |         |
|              |      |                 | French - II                                                                               |             |                   |           |     |       |         |
|              | II   | Language - II   | English - II                                                                              | 4           | 3                 | 25        | 75  | 100   | 3       |
|              | III  | Core - III      | Financial Accounting - II                                                                 | 6           | 3                 | 25        | 75  | 100   | 4       |
|              | III  | Core - IV       | Business Law                                                                              | 4           | 3                 | 40        | 60  | 100   | 3       |
|              | III  | Core Lab - II   | Fintech & Digital Finance Innovation lab                                                  | 4           | 3                 | 40        | 60  | 100   | 3       |
|              | III  | Allied Lab - II | Programming with C++ lab                                                                  | 4           | 3                 | 40        | 60  | 100   | 2       |
|              | IV   | FC - II         | Human Rights/Disaster Management                                                          | 2           | 2                 | 50        | -   | 50    | 2       |
|              | IV   | AECC - II       | Innovation & Design Thinking/ Intellectual Property Rights / Entrepreneurship Development | 2           | 2                 | -         | 50  | 50    | 2       |
| Total        |      |                 |                                                                                           | 30          |                   |           |     | 700   | 22      |

| Semester - 3 |      |                 |                                    |             |                   |           |     |       |         |
|--------------|------|-----------------|------------------------------------|-------------|-------------------|-----------|-----|-------|---------|
| Course Code  | Part | Course Category | Course Name                        | Hours/ Week | Examination       |           |     |       | Credits |
|              |      |                 |                                    |             | Duration in hours | Max Marks |     |       |         |
|              |      |                 |                                    |             |                   | CIA       | ESE | Total |         |
|              | I    | Language - I    | Tamil- III                         | 4           | 3                 | 25        | 75  | 100   | 3       |
|              |      |                 | Hindi- III                         |             |                   |           |     |       |         |
|              |      |                 | Malayalam- III                     |             |                   |           |     |       |         |
|              |      |                 | French - III                       |             |                   |           |     |       |         |
|              | II   | Language - II   | English - III                      | 4           | 3                 | 25        | 75  | 100   | 3       |
|              | III  | Core - V        | Corporate Accounting - I           | 6           | 3                 | 25        | 75  | 100   | 4       |
|              | III  | Core - VI       | Company Law & Secretarial Practice | 6           | 3                 | 25        | 75  | 100   | 4       |
|              | III  | Core Lab - III  | Data Analytics for Finance Lab     | 4           | 3                 | 40        | 60  | 100   | 3       |
|              | III  | Allied - III    | Python Programming                 | 4           | 3                 | 25        | 75  | 100   | 3       |
|              | III  | SEC Lab - I     | Python Programming Lab             | 2           | 3                 | 40        | 60  | 100   | 2       |
|              | IV   | FC - III        | Basic Tamil / Advanced Tamil       | -           | 2                 | 50        | -   | 50    | 2       |
|              |      |                 | Indian Knowledge Systems (IKS)     |             |                   |           |     |       |         |
|              | IV   | AECC - III      | Online Course - MOOC               | -           | -                 | 50        | -   | 50    | 2       |
| Total        |      |                 |                                    | 30          |                   |           |     | 800   | 26      |

| Semester - 4 |      |                                    |                                                                                           |             |                   |           |     |       |         |
|--------------|------|------------------------------------|-------------------------------------------------------------------------------------------|-------------|-------------------|-----------|-----|-------|---------|
| Course Code  | Part | Course Category                    | Course Name                                                                               | Hours/ Week | Examination       |           |     |       | Credits |
|              |      |                                    |                                                                                           |             | Duration in hours | Max Marks |     |       |         |
|              |      |                                    |                                                                                           |             |                   | CIA       | ESE | Total |         |
|              | I    | Language - I                       | Tamil - IV                                                                                | 4           | 3                 | 25        | 75  | 100   | 3       |
|              |      |                                    | Hindi- IV                                                                                 |             |                   |           |     |       |         |
|              |      |                                    | Malayalam- IV                                                                             |             |                   |           |     |       |         |
|              |      |                                    | French - IV                                                                               |             |                   |           |     |       |         |
|              | II   | Language - II                      | English - IV                                                                              | 4           | 3                 | 25        | 75  | 100   | 3       |
|              | III  | Core - VII                         | Corporate Accounting - II                                                                 | 6           | 3                 | 25        | 75  | 100   | 4       |
|              | III  | Core Lab - IV                      | <b>Lab:</b> Database Management Systems Lab                                               | 4           | 3                 | 40        | 60  | 100   | 2       |
|              | III  | Core Lab - V                       | <b>Lab:</b> Advanced Applications of Data Analytics in Fin tech Lab                       | 4           | 3                 | 40        | 60  | 100   | 3       |
|              | III  | Allied - IV                        | Business Mathematics and Statistics                                                       | 4           | 3                 | 25        | 75  | 100   | 3       |
|              | III  | SEC Lab - II                       | <b>Lab:</b> Computer Applications: GST with Tally - I                                     | 2           | 3                 | 40        | 60  | 100   | 2       |
|              | IV   | AECC - IV                          | Innovation & Design Thinking/ Intellectual Property Rights / Entrepreneurship Development | 2           | 2                 | -         | 50  | 50    | 2       |
|              | IV   | Extra-Curricular and Co-Curricular | EXC: Liberal Arts                                                                         | -           | 2                 | 50        | -   | 50    | 2       |
| Total        |      |                                    |                                                                                           | 30          |                   |           |     | 800   | 24      |

| Semester - 5 |      |                 |                                                                                  |             |                   |           |     |       |         |
|--------------|------|-----------------|----------------------------------------------------------------------------------|-------------|-------------------|-----------|-----|-------|---------|
| Course Code  | Part | Course Category | Course Name                                                                      | Hours/ Week | Examination       |           |     |       | Credits |
|              |      |                 |                                                                                  |             | Duration in hours | Max Marks |     |       |         |
|              |      |                 |                                                                                  |             |                   | CIA       | ESE | Total |         |
|              | III  | Core - VIII     | Cost Accounting                                                                  | 6           | 3                 | 25        | 75  | 100   | 4       |
|              | III  | Core - IX       | Banking Theory Law & Practice                                                    | 5           | 3                 | 25        | 75  | 100   | 4       |
|              | III  | Core - X        | Income Tax Law and Practice                                                      | 6           | 3                 | 25        | 75  | 100   | 4       |
|              | III  | Core - XI       | Executive Business Communication                                                 | 4           | 3                 | 25        | 75  | 100   | 3       |
|              | III  | Core Lab - VI   | Computer Applications Practical: MS - Word, MS - Excel and Tally 9.2 - II        | 4           | 3                 | 40        | 60  | 100   | 2       |
|              | III  | Elective - I    | Information Systems in Business (Information Technology and Business Management) | 5           | 3                 | 25        | 75  | 100   | 3       |
|              |      |                 | Fundamentals of Computer Networks (Networks)                                     |             |                   |           |     |       |         |
|              |      |                 | Web Design (Web Development)                                                     |             |                   |           |     |       |         |
|              | III  | SEC - III       | Internship                                                                       | -           | -                 | 50        | -   | 50    | 2       |
| Total        |      |                 |                                                                                  | 30          |                   |           |     | 650   | 22      |

| Semester - 6 |      |                 |                        |             |                   |           |     |       |         |
|--------------|------|-----------------|------------------------|-------------|-------------------|-----------|-----|-------|---------|
| Course Code  | Part | Course Category | Course Name            | Hours/ Week | Examination       |           |     |       | Credits |
|              |      |                 |                        |             | Duration in hours | Max Marks |     |       |         |
|              |      |                 |                        |             |                   | CIA       | ESE | Total |         |
|              | III  | Core - XII      | Management Accounting  | 5           | 3                 | 25        | 75  | 100   | 4       |
|              | III  | Core - XIII     | Principles of Auditing | 6           | 3                 | 25        | 75  | 100   | 4       |
|              | III  | Core - XIV      | Indirect taxes         | 6           | 3                 | 25        | 75  | 100   | 4       |
|              | III  | Elective- II    | E- Commerce Technology | 5           | 3                 | 25        | 75  | 100   | 3       |
|              |      |                 | Cloud Computing        |             |                   |           |     |       |         |
|              |      |                 | PHP Programming        |             |                   |           |     |       |         |
|              | III  | SEC Lab - IV    | HTML Lab               | 2           | 3                 | 40        | 60  | 100   | 2       |
|              | IV   | Core - XV       | Project Work           | 6           | 4                 | 40        | 60  | 100   | 5       |
| Total        |      |                 |                        | 30          |                   |           |     | 600   | 22      |
| Grand total  |      |                 |                        | 180         |                   |           |     | 4250  | 140     |

# Semester - 1

| Semester - 1 |      |                 |                                      |             |                   |           |     |       |         |
|--------------|------|-----------------|--------------------------------------|-------------|-------------------|-----------|-----|-------|---------|
| Course Code  | Part | Course Category | Course Name                          | Hours/ Week | Examination       |           |     |       | Credits |
|              |      |                 |                                      |             | Duration in Hours | Max Marks |     |       |         |
|              |      |                 |                                      |             |                   | CIA       | ESE | Total |         |
| 26TAM11L     | I    | Language - I    | Tamil - I                            | 4           | 3                 | 25        | 75  | 100   | 3       |
| 26HIN11L     |      |                 | Hindi - I                            |             |                   |           |     |       |         |
| 26MAL11L     |      |                 | Malayalam - I                        |             |                   |           |     |       |         |
| 26FRE11L     |      |                 | French - I                           |             |                   |           |     |       |         |
| 26ENG12L     | II   | Language - II   | English - I                          | 4           | 3                 | 25        | 75  | 100   | 3       |
| 26BCC13C     | III  | Core - I        | Financial Accounting - I             | 6           | 3                 | 25        | 75  | 100   | 4       |
| 26BCC14C     | III  | Core - II       | Business Organization and Management | 4           | 3                 | 25        | 75  | 100   | 3       |
| 26BCC15P     | III  | Core Lab - I    | Financial Modeling in Excel lab      | 4           | 3                 | 40        | 60  | 100   | 3       |
| 26BCC16A     | III  | Allied - I      | Programming with C++                 | 4           | 3                 | 25        | 75  | 100   | 3       |
| 26ENV1FC     | IV   | FC - I          | Environmental Studies                | 2           | 2                 | 50        | -   | 50    | 2       |
| 26SOF1AE     | IV   | AECC - I        | Soft Skills                          | 2           | 2                 | -         | 50  | 50    | 2       |
| Total        |      |                 |                                      | 30          |                   |           |     | 700   | 23      |

**Part - I: Language - I: Tamil - 1**

| Course Code | Course Name | Category     | Hours / Week | Credits |
|-------------|-------------|--------------|--------------|---------|
| 26TAM11L    | Tamil - I   | Language - I | 4            | 3       |

**Course Objectives**

The Course intends to cover

- இலக்கியத்தின் வளர்ச்சி நிலைகளைக் கற்பித்தல்
- மொழியியல் அடிப்படையில் இலக்கணம் கற்பித்தல்
- திறனாய்வு முறையினை ஊக்குவித்தல்
- படைப்பாக்கத் திறன் பயிற்சி அளித்தல்

**Course Learning Outcomes**

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

| CLO                                               | CLO Statements                                                                                            | Knowledge Level |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------|
| CLO1                                              | புதுக்கவிதையின் மூலம் வாழ்வியல் விழுமியங்களை உணர்ந்து கொள்வர்.                                            | K1, K2          |
| CLO2                                              | சிறந்த மற்றும் வாழும் கவிஞர்களின் கவிதை வழியாக தர்மம், அன்பு, ஈகை போன்ற மனித மாண்புகளை அறிந்து கொள்வர்.   | K2, K3          |
| CLO3                                              | சிறந்த படைப்பாளர்களின் சிறுகதைகள் மற்றும் குறுநாவலில் வெளிப்படும் சமூகச் சிந்தனைகளை அறிந்து ஒழுகுதல்.     | K3              |
| CLO4                                              | தற்கால இலக்கியங்களான புதுக்கவிதை, சிறுகதை தோன்றி வளர்ந்த பின்புலத்தை அறிதல்.                              | K1, K3          |
| CLO5                                              | மொழித்திறனைக் கற்றலின் வாயிலாக நடைமுறை வாழ்வியலுக்குத் தேவையான சிறுகதை மற்றும் புதுக்கவிதைகளைப் படைத்தல். | K2, K3          |
| <b>K1 - Remember; K2 - Understand; K3 – Apply</b> |                                                                                                           |                 |

**Part - I: Language - I: தமிழ் - I**

| Unit | Content                                                                                                                                                                                                                                                                                                      | No. of Hours |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| I    | <b>நாட்டுப்பற்று</b><br>1. பாரதியார் - உலகத்தை நோக்கி வினவுதல்<br>2. பாரதிதாசன் - தமிழ்ப்பேறு<br>3. கவிமணி - ஒற்றுமையே உயிர்நிலை<br>4. தேவதேவன் - சாலையும் மரங்களும்<br>செருப்பும், புதிய வீடு<br>5. அப்துல் ரகுமான் - போட்டி, பாதை<br>6. கவிஞர் வாலி - புத்தகச் சந்தை                                       | 14           |
| II   | <b>சமூகம்</b><br>1. ஈரோடு தமிழன்பன் - எட்டாவது சீர்<br>2. கவிஞர் தாமரை - தொலைந்து போனேன்<br>3. நா. காமராசன் - திருநங்கைகள் காகிதப் பூக்கள்<br>4. வைரமுத்து - மரங்களைப் பாடுவேன்<br>5. அமுத பாரதி - புள்ளிப் பூக்கள் (ஹைக்கூ)<br>6. நாட்டுப்புறப் பாடல்கள் (தாலாட்டுப் பாடல், தெம்மாங்கு பாடல், உழவுத்தொழில்) | 14           |
| III  | <b>வாழ்வியல்</b><br><b>சிறுகதை</b><br>1. காஞ்சனை - புதுமைப்பித்தன்<br>2. சோற்றுக் கணக்கு - ஜெயமோகன்<br>3. மரத்தைக் கர்ப்பம் சுமந்தவள் - ஆண்டாள் பிரியதர்சினி<br><b>குறுநாவல்</b><br>ஆயிஷா - இரா.நடராசன்                                                                                                      | 12           |
| IV   | <b>இலக்கிய வரலாறு</b><br>1. மரபுக்கவிதையின் தோற்றமும் வளர்ச்சியும்<br>2. புதுக்கவிதையின் தோற்றமும் வளர்ச்சியும்<br>3. ஹைக்கூ கவிதையின் தோற்றமும் வளர்ச்சியும்<br>4. சிறுகதையின் தோற்றமும் வளர்ச்சியும்                                                                                                       | 10           |

| Unit               | Content                                                                                                                                                                                                | No. of Hours |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| V                  | <b>இலக்கணம் மற்றும் படைப்பாற்றல்</b><br>1. எழுத்துகள் (முதல் எழுத்துகள், சார்பெழுத்துகள்)<br>2. எழுத்துக்களின் பிறப்பு<br>3. மாத்திரைகள்<br>படைப்பாற்றல் திறன்(சிறுகதை மற்றும் புதுக்கவிதைப் படைத்தல்) | 10           |
| <b>Total Hours</b> |                                                                                                                                                                                                        | <b>60</b>    |

**Reference Books**

|    |                                                                                                       |
|----|-------------------------------------------------------------------------------------------------------|
| 1  | பேரா. குருசாமி, ம.ரா.போ. (2014), பாரதி பாடல்கள், ஆய்வுப் பாதிப்பு, தமிழ்ப் பல்கலைக் கழகம், தஞ்சாவூர். |
| 2  | அப்துல் ரகுமான் (2000), ஆலாபனை, கவிக்கோ பதிப்பகம்.                                                    |
| 3  | தாமரை (1995), ஒரு கதவும் கொஞ்சம் கள்ளிப்பாலும் கவிதை தொகுப்பு, காந்தளகம் பதிப்பகம், சென்னை.           |
| 4  | வரதராசனார் மு, (2021), தமிழ் இலக்கிய வரலாறு, சாகித்ய அகாடமி பதிப்பு.                                  |
| 5  | முனைவர் பஞ்சாங்கம் கா, (2017), தமிழ் இலக்கிய வரலாறு, காவ்யா பதிப்பகம்.                                |
| 6  | முனைவர் வேங்கடராமன் கா. கோ (2008), தமிழ் இலக்கிய வரலாறு, கலையக வெளியீடு.                              |
| 7  | ஜெயமோகன், (2024), அறம் (சிறுகதை), விஷ்ணுபுரம் பதிப்பகம்.                                              |
| 8  | இரா.நடராசன், (2022) ஆயிஷா, பாரதி புத்தகாலயம்.                                                         |
| 9  | குமரன் கோ, (2010), தமிழ் இலக்கணம் எளிய அறிமுகம், சந்தியா பதிப்பகம்.                                   |
| 10 | சக்திவேல் சு,(2012), நாட்டுப்புறவியல், மணிவாசகர் பதிப்பகம்.                                           |

**Part - I: Language - I: Hindi - 1**

| Course Code | Course Name | Category     | Hours / Week | Credits |
|-------------|-------------|--------------|--------------|---------|
| 26HIN11L    | Hindi - I   | Language - I | 4            | 3       |

**Course Objectives**

The Course intends to cover

- Improve grammatical knowledge
- Continue to read and learn about articles and think about them
- Read and understand short stories and understand the thoughts and life of the people of this country
- Provide translation knowledge and the ability to read and analyse a message are also gained

**Course Learning Outcomes**

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

| CLO                                                           | CLO Statements                                                             | Knowledge Level |
|---------------------------------------------------------------|----------------------------------------------------------------------------|-----------------|
| CLO1                                                          | Understand the text styles and grammatical elements.                       | K1              |
| CLO2                                                          | Discuss the content of a reading passage.                                  | K2              |
| CLO3                                                          | Develop an interest in the appreciation of short stories.                  | K2, K3          |
| CLO4                                                          | Comprehend the grammatical structures and sentence making.                 | K3              |
| CLO5                                                          | Understand the language and developing English to Hindi translation skill. | K4              |
| <b>K1 - Remember; K2 - Understand; K3 - Apply; K4-Analyse</b> |                                                                            |                 |

**Part - I: Language - I - Hindi - I**

| Unit           | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                           | No. of Hours |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| I              | <b>Prose : Bharthi Gadya Sangrah</b><br>1.Sanskurthi hai kya? (Lalith nibandh)- Ramdhari singh Dinkar<br>2. Voh cheeni Bhayi (Rekha chitra) - Mahadevi varma<br>3. Badthe shor ka gahratha sankat (pradoshan) - Rajendrakumr ray & Ravindra Varma<br>4. Ghar Loutthe huye - (Athma katha) - Harivamshraai Bacchan<br>5. Paramanu urja evam khadya padarth samrakshan (vaigyanik lek) - Parmaanu urja vibhag ( Bharth sarkar)<br>6. Cinema (film) - Manmohan Chdda | 14           |
| II             | <b>Non Detailed Text Short Stories: Aat Kahaniyan</b><br>1. Vrat-bang - Jayashankar Prasad<br>2. Sath gathi - Premchand<br>3. parda - Yespal<br>4. Apna apna bhagya - Jaynendrakumar<br>5. Bhrammarakshas ka shishya - Mukthibhodh<br>6. Dana-bhusa - Markandeya                                                                                                                                                                                                  | 14           |
| III            | <b>Grammar : Shabdha Vichar only</b><br>(Noun, Pronoun, Adjective, Verb, Tense, Case Endings)<br>Theoretical & Applied.                                                                                                                                                                                                                                                                                                                                           | 12           |
| IV             | <b>Translation : English - Hindi only</b><br>Anuvadh Abhyas - III (1-15 Lessons only)                                                                                                                                                                                                                                                                                                                                                                             | 10           |
| V              | <b>Comprehension:</b><br>1 Passage From Anuvadh Abhyas–III (16-30)                                                                                                                                                                                                                                                                                                                                                                                                | 10           |
| Total Hours    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 60           |
| Text Books     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |
| 1              | Bharathi gadya sangrah, editor: Madhudhavan, publisher: Vani prakashan, 4697/5,Daryaganch, New Delhi - 110002.                                                                                                                                                                                                                                                                                                                                                    |              |
| 2              | Aatt Kahaniyan, Editor : Dr. H.R. Mihir, Publisher : Jaya bharthi prakashan, 267 B, Maya press Road, Allahabad–211 003                                                                                                                                                                                                                                                                                                                                            |              |
| Reference Book |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |
| 1              | Naveenhindivyakaran, 2002,Dakshin Bharat Hindi Prachar, Sabha,Chennai–600017                                                                                                                                                                                                                                                                                                                                                                                      |              |

**Part - I: Language - I: Malayalam - 1**

| Course Code | Course Name   | Category     | Hours / Week | Credits |
|-------------|---------------|--------------|--------------|---------|
| 26MAL11L    | Malayalam - I | Language - I | 4            | 3       |

**Course Objectives**

The Course intends to cover

- Improve grammatical knowledge
- Read and learn about articles and think about them
- Read and understand short stories and the thoughts and life of the people of this state
- Provide translation knowledge and the ability to read and analyze a message

**Course Learning Outcomes**

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

| CLO                                                      | CLO Statements                                                                | Knowledge Level |
|----------------------------------------------------------|-------------------------------------------------------------------------------|-----------------|
| CLO1                                                     | Understand the text styles and grammatical elements                           | K1              |
| CLO2                                                     | Discuss the content of a reading passage                                      | K1              |
| CLO3                                                     | Develop an interest in the appreciation of short stories                      | K2              |
| CLO4                                                     | Comprehend the grammatical structures and sentence making                     | K3              |
| CLO5                                                     | Understand the language and developing English to Malayalam translation skill | K4              |
| K1 - Remember; K2 - Understand; K3 - Apply ; K4-Analyse. |                                                                               |                 |

**Part - I: Language - I - Malayalam - I**

| Unit | Content                                              | No. of Hours |
|------|------------------------------------------------------|--------------|
| I    | Novel - Njanabharam - E. Santhoshkumar               | 14           |
| II   | Novel - Njanabharam - E. Santhoshkumar               | 14           |
| III  | Short Story - Ente Priyapetta Kadhakal –Sara Joseph  | 12           |
| IV   | Short Story - Ente Priyapetta Kadhakal - Sara Joseph | 10           |
| V    | Composition & Translation (English to Malayalam)     | 10           |
|      | <b>Total Hours</b>                                   | <b>60</b>    |

**Text Books**

|   |                                                                                       |
|---|---------------------------------------------------------------------------------------|
| 1 | Novel -Njanabharam - E. (2018) Santhoshkumar, Mathrubhumi Books, Kochi, Kerala.       |
| 2 | Short Story-Ente Priyappeta Kadhakal -Sara Joseph, (2005) D.C.Books,Kottayam, Kerala. |
| 3 | Expansion of ideas, General Essay and Translation. (A Simple passage).                |

**Reference Books**

|   |                                                                                   |
|---|-----------------------------------------------------------------------------------|
| 1 | Malayala Novel SahithyaCharitram-K.M.Tharakan (2018) (N.B.S.Kottayam)             |
| 2 | Cherukatha Innale Innu-M.Achuyuthan (2020) (D.C Books, Kottayam)                  |
| 3 | Sahithya Charitram Prasthanangalilude- Dr.K.M George, (2017) (D.C.Books Kottayam) |
| 4 | Malayala Sahithyavimarsam- Sukumar Azheekode (2022) (D.C.books)                   |

### Part - I: Language - I: French - 1

| Course Code | Course Name | Category     | Hours / Week | Credits |
|-------------|-------------|--------------|--------------|---------|
| 26FRE11L    | French - I  | Language - I | 4            | 3       |

### Course Objectives

The Course intends to cover

- Familiar everyday expressions and basic phrases aimed at the satisfaction of concrete needs.
- Key aspects and recognize of Francophone cultures such as greetings, etiquette, daily life, and basic geography of French-speaking countries.
- Short, simple texts such as postcards, emails, or short descriptions about themselves and their immediate environment.
- Construction of simple sentences using correct word order and basic vocabulary.
- The developing of sensitivity to cross-cultural differences in communication and social practices.
- The reading and understanding of short, simple texts such as personal messages, advertisements, menus, and schedules.

### Course Learning Outcomes

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

| CLO                                                    | CLO Statements                                                                                                     | Knowledge Level |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------|
| CLO1                                                   | Improve all the four French language skills (speaking, listening, reading, and writing) (Effective communicators). | K1              |
| CLO2                                                   | Comprehend French and other Francophone nations' cultures and civilizations                                        | K2              |
| CLO3                                                   | Comprehend the fundamentals of language structure, vocabulary, grammar, and phonetics (language skill).            | K3              |
| CLO4                                                   | The French DELF-A1 Certification is appreciated.                                                                   | K4              |
| K1 - Remember; K2 - Understand; K3 - Apply; K4-Analyse |                                                                                                                    |                 |

**Part - I: Language - I French - I**

| <b>Unit</b>                                                                                                                | <b>Content</b>                                                                                  | <b>No. of Hours</b> |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------|
| I                                                                                                                          | Grammaire: pg(122-124)<br>Bienvenue (pg 10-17)                                                  | 14                  |
| II                                                                                                                         | Contacts(pg 18-28)<br>Grammaire: pg(125-128)                                                    | 14                  |
| III                                                                                                                        | Communication pg(29-33)<br>Grammaire: pg(129-130)                                               | 12                  |
| IV                                                                                                                         | Qu'est-ce qu'il font pg(34-44)<br>Grammaire: pg(131-136)                                        | 10                  |
| V                                                                                                                          | Communication pg( 45-49)<br>Grammaire: pg(137-139)                                              | 10                  |
| Semester I Portions from Textbook « Nouvelle Génération A1» :UNITÉ 1, UNITÉ 2(Pg 10-49).<br>Cahier d'exercices (Pg122-139) |                                                                                                 |                     |
| <b>Total Hours</b>                                                                                                         |                                                                                                 | <b>60</b>           |
| <b>Reference Books</b>                                                                                                     |                                                                                                 |                     |
| 1                                                                                                                          | Luca Giachino, Carla Baracco, Romain Chrétien(DELF), (2022) Nouvelle Génération A1, Didier FLE. |                     |
| 2                                                                                                                          | Nathalie Hirschsprung, Tony Tricot, 2017, Cosmopolite, Hachette.                                |                     |

**Part - II: Language - II - English -I**

| Course Code | Course Name | Category      | Hours / Week | Credits |
|-------------|-------------|---------------|--------------|---------|
| 26ENG12L    | English-I   | Language - II | 4            | 3       |

**Course Objectives**

The course intends to cover

- Textual analysis of poetry and short stories that explore themes of *nature* and *morality*.
- Vocabulary through contextual guessing, lexical relations and diverse word formation processes.
- Usage of Grammar and Communication

**Course Learning Outcomes**

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

| CLO                                                           | CLO Statements                                                                                                                                                       | Knowledge Level |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| CLO1                                                          | Identify and interpret poetic elements in nature poetry to nurture aesthetic sensibility, creativity, and cultural awareness.                                        | K1, K2          |
| CLO2                                                          | Apply characterization and narrative techniques to appreciate literary qualities in short stories and to comprehend ethical responsibility through textual analysis. | K2,K3           |
| CLO3                                                          | Employ grammatical proficiency in nouns, pronouns, and verbs to enhance clarity and correctness in academic and workplace communication.                             | K3, K4          |
| CLO4                                                          | Apply vocabulary strategies to enhance clarity in diverse communicative situations.                                                                                  | K3              |
| CLO5                                                          | Demonstrate effective communication skills that support professional growth and lifelong learning.                                                                   | K3              |
| <b>K1 - Remember; K2 - Understand; K3 - Apply; K4-Analyse</b> |                                                                                                                                                                      |                 |

**Part - II: Language - II - English - I**

| Unit                         | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | No. of Hours |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| I                            | <b>Poetry: Nature</b><br>1. I Wandered Lonely as a Cloud - William Wordsworth<br>2. The Bird Sanctuary - Sarojini Naidu<br>3. Stopping by Woods on a Snowy Evening - Robert Frost                                                                                                                                                                                                                                                                                          | 12           |
| II                           | <b>Short Stories: Morality</b><br>1. The Necklace - Guy de Maupassant<br>2. The Taxi Driver - K.S. Duggal<br>3. The Monkey’s Paw - W. W. Jacobs                                                                                                                                                                                                                                                                                                                            | 12           |
| III                          | <b>Grammar</b><br>1. <b>Nouns:</b> Types, Singular vs. Plural forms, Case and Gender, Common errors with nouns<br>2. <b>Pronouns:</b> Types, Personal, Possessive, Reflexive, Intensive (Emphatic), Demonstrative, Relative, Interrogative, Indefinite, and Reciprocal pronouns, Common errors with pronouns<br>3. <b>Verbs:</b> Action verbs and linking verbs, Transitive and intransitive verbs, Auxiliary verbs and Modal verbs, Verb tenses, Common errors with verbs | 12           |
| IV                           | <b>Language Competency: Vocabulary</b><br>1. <b>Vocabulary:</b> Synonyms, Antonyms, Guessing meaning from context,<br>2. <b>Word Formation:</b> Homonyms, Homophones, Homographs, Portmanteau words, Collocations, Compounding Words, Root Words, Prefixes and Suffixes, Clipping, Acronym, Abbreviations, Reduplication                                                                                                                                                   | 12           |
| V                            | <b>English for Communication</b><br>1. Listening for General and Specific Information.<br>2. Self - Introduction, Introducing others, Greetings.<br>3. Intensive Reading - a prose passage, a poem and a short story<br>4. Descriptive writing - writing descriptive essays in two to three paragraphs.                                                                                                                                                                    | 12           |
| Total Hours                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 60           |
| Reference Books              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |
| 1.                           | Carter, R., McCarthy, M., Mark, G., & O’Keeffe, A. (2016), English Grammar Today, Cambridge University Press.                                                                                                                                                                                                                                                                                                                                                              |              |
| 2.                           | Swan, M. (2021). Practical English Usage (4 <sup>th</sup> ed.). Oxford University Press.                                                                                                                                                                                                                                                                                                                                                                                   |              |
| 3.                           | McCarthy, M., & O’Dell, F., (2017), English Vocabulary in Use: Advanced (3 <sup>rd</sup> ed.), Cambridge University Press.                                                                                                                                                                                                                                                                                                                                                 |              |
| 4.                           | Ramazani, J., Ellmann, R., & O’Clair, R. (Eds.), (2003), The Norton Anthology of Modern and Contemporary Poetry (Vols. 1-2), W. W. Norton & Company.                                                                                                                                                                                                                                                                                                                       |              |
| 5.                           | Wren, P. C., & Martin, H. (2015), High School English Grammar and Composition (50 <sup>th</sup> ed.), S. Chand & Company.                                                                                                                                                                                                                                                                                                                                                  |              |
| 6.                           | Jones, L. (2015), Cambridge English for Life Skills, Cambridge University Press.                                                                                                                                                                                                                                                                                                                                                                                           |              |
| Web Resources (Swayam/NPTEL) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |
| 1.                           | <a href="https://nptel.ac.in/courses/109105205">https://nptel.ac.in/courses/109105205</a>                                                                                                                                                                                                                                                                                                                                                                                  |              |

| Course Code | Course Name              | Category | Hours/Week | Credits |
|-------------|--------------------------|----------|------------|---------|
| 26BCC13C    | Financial Accounting - I | Core - I | 6          | 4       |

### Course Objectives

This course intends to cover

- Basic Principles of Accountancy.
- Preparation and presentation of the final accounts of a sole trader.
- Accounting treatment of bills of exchange and accounting for professionals.
- Various methods of calculating profit under a single-entry system.

### Course Learning Outcomes

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

| CLO                                                   | CLO Statements                                                                                         | Knowledge Level |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------|
| CLO1                                                  | Remember Accounting Concepts and Conventions and applying rules to record business transactions        | K1              |
| CLO2                                                  | Construct the final accounts of a sole trader and identify errors.                                     | K3              |
| CLO3                                                  | Understand the concept of bills of exchange, average due date, and account current                     | K2              |
| CLO4                                                  | Analyze the bank reconciliation statement and prepare necessary records for Non - Profit organization. | K4              |
| CLO5                                                  | Interpret financial statements from incomplete records.                                                | K2              |
| K1- Remember; K2- Understand; K3- Apply; K4 - Analyze |                                                                                                        |                 |

### CLO - PLO Mapping

| CLOs/PLOs           | PLO1 | PLO2                | PLO3 | PLO4           | PLO5 |
|---------------------|------|---------------------|------|----------------|------|
| CLO1                | 3    | 3                   | 3    | 3              | 3    |
| CLO2                | 3    | 3                   | 3    | 3              | 2    |
| CLO3                | 3    | 2                   | 2    | 3              | 2    |
| CLO4                | 3    | 3                   | 3    | 3              | 2    |
| CLO5                | 3    | 3                   | 2    | 2              | 1    |
| 3-Substantial(high) |      | 2-Moderate (medium) |      | 1-Slight (low) |      |

**Core - I: Financial Accounting - I**

| Unit                                 | Content                                                                                                                                                                                                                                                                                                            | No. of Hours |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| I                                    | <b>Fundamentals of Book Keeping:</b> Introduction - Book Keeping - Accounting - Definition - Accounting Concepts and Conventions. <b>Accounting Terms:</b> Double Entry System - Accounting Equation - Journal - Ledger - Subsidiary books - Trial balance.                                                        | 18           |
| II                                   | <b>Final Accounts of a Sole Trader:</b> Concept - Trading Account, Profit and Loss Account and Balance Sheet. <b>Adjustments:</b> Closing Stock - Outstanding Expenses - Accrued Income - Income Received in Advance- Bad debts - Bad debts provisions. <b>Rectification of Errors:</b> Meaning - Types of Errors. | 18           |
| III                                  | <b>Bills of Exchange:</b> Definition - Specimens - Discounting of Bills - Endorsement of Bill - Collection - Noting - Renewal - Retirement of Bill under Rebate - Insolvency of Acceptor - Accommodation Bills. <b>Average Due Date and Account Current:</b> Meaning - Methods.                                    | 18           |
| IV                                   | <b>Bank Reconciliation Statement:</b> Meaning, Objectives, Advantages and disadvantages- Preparation of BRS. <b>Non-Profit Organization:</b> Receipts and Payments, Income and Expenditure account and Balance sheet.                                                                                              | 18           |
| V                                    | <b>Accounting from Incomplete Records:</b> Meaning, Features and Limitations - Difference between Incomplete Records and Double Entry System. <b>Methods of Calculation of Profit:</b> Statement of Affairs Method - Conversion Method.                                                                            | 18           |
| <b>Total Hours</b>                   |                                                                                                                                                                                                                                                                                                                    | <b>90</b>    |
| <b>Theory 20% &amp; Problems 80%</b> |                                                                                                                                                                                                                                                                                                                    |              |
| <b>Text Books</b>                    |                                                                                                                                                                                                                                                                                                                    |              |
| 1.                                   | Jain.S.P., and Narang.K.L., (2024), Financial Accounting, Kalyani Publishers, Bengaluru.                                                                                                                                                                                                                           |              |
| 2.                                   | Reddy.T.S and Murthy.A, (2024), Financial Accounting, (7th ed.), Margham Publications, Chennai.                                                                                                                                                                                                                    |              |
| 3.                                   | Radhaswamy L and Gupta.R.L., (2023), Advanced Accounting, Sultan Chand & Sons Publications, New Delhi.                                                                                                                                                                                                             |              |
| <b>Reference Books</b>               |                                                                                                                                                                                                                                                                                                                    |              |
| 1.                                   | Gupta.R.L & Gupta V.K, (2025), Financial Accounting, Sultan Chand & Sons Publications, New Delhi.                                                                                                                                                                                                                  |              |
| 2.                                   | Maheshwari. S. N., (2024), Financial Accounting, Vikas Publications, Noida.                                                                                                                                                                                                                                        |              |
| 3.                                   | Goyal & Tiwari., (2025), Financial Accounting, Taxmann Publications, New Delhi.                                                                                                                                                                                                                                    |              |
| <b>Web Resources (Swayam/NPTEL)</b>  |                                                                                                                                                                                                                                                                                                                    |              |
| 1.                                   | <a href="https://onlinecourses.swayam2.ac.in/e-learning/preview/nou26_cm01">https://onlinecourses.swayam2.ac.in/e-learning/preview/nou26_cm01</a>                                                                                                                                                                  |              |
| 2.                                   | <a href="https://onlinecourses.swayam2.ac.in/e-learning/preview/cec26_cm02">https://onlinecourses.swayam2.ac.in/e-learning/preview/cec26_cm02</a>                                                                                                                                                                  |              |
| 3.                                   | <a href="https://onlinecourses.nptel.ac.in/noc25_mg20/preview">https://onlinecourses.nptel.ac.in/noc25_mg20/preview</a>                                                                                                                                                                                            |              |

| Course Code | Course Name                          | Category  | Hours/Week | Credits |
|-------------|--------------------------------------|-----------|------------|---------|
| 26BCC14C    | Business Organization and Management | Core - II | 4          | 3       |

### Course Objectives

The course intends to cover

- Fundamentals of business, forms of organization, and factors affecting business operations
- Key management principles, functions, planning, organizing, staffing, and control.
- Motivation, leadership, organizational structure, delegation, and decision-making processes.

### Course Learning Outcomes

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

| CLO                                                      | CLO Statements                                                                             | Knowledge Level |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------|
| CLO1                                                     | Understand the basics of business, including forms, goals, and location determinants.      | K1 - K2         |
| CLO2                                                     | Understand factors affecting business location, firm size, and role of trade associations. | K2              |
| CLO3                                                     | Describe management principles, theorists' contributions, and types of planning.           | K2              |
| CLO4                                                     | Apply organizational principles, delegation, authority, and staffing in practice           | K3              |
| CLO5                                                     | Analyze motivation theories, leadership styles, and management control principles.         | K4              |
| K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze |                                                                                            |                 |

### CLO - PLO Mapping

| CLOs/PLOs           | PLO1 | PLO2                | PLO3 | PLO4           | PLO5 |
|---------------------|------|---------------------|------|----------------|------|
| CLO1                | 3    | 3                   | 3    | 2              | 2    |
| CLO2                | 3    | 3                   | 3    | 2              | 3    |
| CLO3                | 3    | 3                   | 3    | 2              | 3    |
| CLO4                | 3    | 3                   | 3    | 2              | 2    |
| CLO5                | 3    | 3                   | 2    | 2              | 1    |
| 3-Substantial(high) |      | 2-Moderate (medium) |      | 1-Slight (low) |      |

## Core - II: Business Organization and Management

| Unit                                | Content                                                                                                                                                                                                                                                                                                                                                                               | No. of Hours |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| I                                   | <b>Business Organization:</b><br><b>Nature and Scope of Business:</b> Meaning, Characteristics, Scope, Objectives of Business. <b>Forms of Business Organization:</b> Sole Proprietorship, Partnership, Joint Hindu Family Firm, Joint Stock Companies, Co-operative Societies, Public enterprises.                                                                                   | 12           |
| II                                  | <b>Business Location and Industry Structure:</b> Meaning, Importance, Factors influencing location of business. <b>Localization of industries:</b> Meaning, Advantages and disadvantages. Size of Firms- Factors determining size. Trade Associations: Meaning and Functions. Chamber of Commerce: Meaning and Functions.                                                             | 12           |
| III                                 | <b>Nature and Scope of Management:</b> Meaning, Definition, Features, Objectives, Nature, Importance and Functions of Management. <b>Management Vs Administration - Contributions to Management:</b> F.W.Taylor - Henry Fayol - Mary Parker Follet - Douglas Mc Gregor and Peter F Drucker.<br><b>Planning:</b> Meaning, Nature and Importance, Planning premises and Types of plans. | 12           |
| IV                                  | <b>Organization:</b> Meaning, Nature and Importance - Process of Organization - Principles of Sound Organization - Organization Structure - Span of Control - Organization Chart - Departmentation, Span of Management - Delegation and Decentralization- Authority and Responsibility - Staffing. Role of AI in Modern Business Organizations.                                       | 12           |
| V                                   | <b>Motivation, Leadership and Control:</b> <b>Motivation:</b> Meaning, Need for motivation - Determinants of behaviour - Maslow's theory of Motivation - <b>Theories of Motivation:</b> X, Y & Z theories. <b>Leadership:</b> Meaning, Importance, Functions and Indian Leadership Styles & Values. <b>Control:</b> Meaning, Nature and Importance.                                   | 12           |
| <b>Total Hours</b>                  |                                                                                                                                                                                                                                                                                                                                                                                       | <b>60</b>    |
| <b>Text Books</b>                   |                                                                                                                                                                                                                                                                                                                                                                                       |              |
| 1.                                  | Bhushan. Y.K, (2021), Fundamentals of Business Organization and Management, Sultan chand & sons, New Delhi.                                                                                                                                                                                                                                                                           |              |
| 2.                                  | Shukla, M.C.,(2010), Business Organisation and Management, Sultan Chand & Sons, New Delhi.                                                                                                                                                                                                                                                                                            |              |
| 3.                                  | Gupta C B, (2022), Business Organization and Management, Mayur Publishers, Chennai.                                                                                                                                                                                                                                                                                                   |              |
| <b>Reference Books</b>              |                                                                                                                                                                                                                                                                                                                                                                                       |              |
| 1.                                  | Singh B P and Chhabra T N, (2021), Business Organization and Management, Dhanpat Raj & Co., New Delhi.                                                                                                                                                                                                                                                                                |              |
| 2.                                  | Saxena S C, (2018), Business Organization and Communication, Sahitya Bhawan Publications, New Delhi.                                                                                                                                                                                                                                                                                  |              |
| <b>Web Resources (Swayam/NPTEL)</b> |                                                                                                                                                                                                                                                                                                                                                                                       |              |
| 1.                                  | <a href="https://onlinecourses.swayam2.ac.in/e-learning/preview/cec22_mg07">https://onlinecourses.swayam2.ac.in/e-learning/preview/cec22_mg07</a>                                                                                                                                                                                                                                     |              |
| 2.                                  | <a href="https://onlinecourses.swayam2.ac.in/e-learning/preview/nou21_mg03">https://onlinecourses.swayam2.ac.in/e-learning/preview/nou21_mg03</a>                                                                                                                                                                                                                                     |              |
| 3.                                  | <a href="https://online-degree.swayam2.ac.in/mri23_01_d06_s1_cc01/preview">https://online-degree.swayam2.ac.in/mri23_01_d06_s1_cc01/preview</a>                                                                                                                                                                                                                                       |              |

| Course Code | Course Name                     | Category     | Hours/Week | Credits |
|-------------|---------------------------------|--------------|------------|---------|
| 26BCC15P    | Financial Modeling in Excel Lab | Core Lab - I | 4          | 3       |

### Core Lab - I Financial Modeling in Excel Lab

| S.No.              | List of Exercise                                                                                                                                                                                                                                                                      | No. of Hours |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1                  | Calculate total sales for a week using SUM, average daily sales using AVERAGE, and highest sales using MAX. Use formulas to calculate simple arithmetic operations.                                                                                                                   | 5            |
| 2                  | To create a sales performance Chart. Use different types of charts (column, line and pie charts) to represent data visually. Customize Chart elements like titles, legends and data labels. Create advanced chart types like combo charts and use Sparkline's for data visualization. | 5            |
| 3                  | To use VLOOKUP and HLOOKUP and Index formulas to find the price of different products in a table.                                                                                                                                                                                     | 5            |
| 4                  | To create budget spread sheet by using Relative, Absolute and Dynamic Cell Reference.                                                                                                                                                                                                 | 5            |
| 5                  | To calculate key valuation ratios (P/E and P/BV) of a company in Excel and analyze its investment attractiveness.                                                                                                                                                                     | 5            |
| 6                  | To create a dynamic and flexible lookup solution using the <b>INDEX</b> and <b>MATCH</b> functions in Excel to efficiently retrieve financial data from a dataset.                                                                                                                    | 5            |
| 7                  | To create tables containing dates and use date function in order processing                                                                                                                                                                                                           | 5            |
| 8                  | To calculate and analyze the Working Capital position of a financial company using MS Excel.                                                                                                                                                                                          | 5            |
| 9                  | To prepare a simple Three-Statement Financial Model in MS Excel by creating: <ul style="list-style-type: none"> <li>Income Statement</li> <li>Balance Sheet</li> <li>Cash Flow Statement and linking those using formulas.</li> </ul>                                                 | 5            |
| 10                 | To navigate to the <b>Power Query Editor</b> and become familiar with its interface components such as the <b>Ribbon</b> , <b>Query Pane</b> , and <b>Data Preview Area</b> while working with financial company data.                                                                | 5            |
| 11                 | To calculate financial Function (PV, FV, NPV, IRR) and Financial Models (depreciation schedules and perform sensitivity analysis using Goal Seek and Data Tables).                                                                                                                    | 5            |
| 12                 | Build a basic financial model in Excel: define assumptions, inputs, and outputs. Perform scenario analysis and sensitivity testing. Include exercises on creating dynamic models with linked inputs and automated summary reports.                                                    | 5            |
| <b>Total Hours</b> |                                                                                                                                                                                                                                                                                       | <b>60</b>    |

#### Text Books

|    |                                                                                                                                                        |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Paul McFedries, Greg Harvey, (2021), Excel 2021 All-in-One for Dummies, Wiley Publishers.                                                              |
| 2. | Alexander, M., Walkenbach, J., Kusleika, D., & Cox, C. (2018). Microsoft Excel 2019 Bible. Wiley.                                                      |
| 3. | Day, A. (2012). Mastering Financial Modelling in Microsoft Excel: A Practitioner's Guide to Applied Corporate Finance (3 <sup>rd</sup> ed.). FT Press. |

| Reference Books              |                                                                                                                         |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1.                           | Winston, W. L. (2019). Microsoft Excel Data Analysis and Business Modelling (6 <sup>th</sup> ed.). Microsoft Press.     |
| 2.                           | Mayes, T. R., & Shank, T. M. (2020). Financial Analysis with Microsoft Excel (9 <sup>th</sup> ed.). Cengage Learning.   |
| Web Resources (Swayam/NPTEL) |                                                                                                                         |
| 1.                           | <a href="https://onlinecourses.nptel.ac.in/noc22_mg35/preview">https://onlinecourses.nptel.ac.in/noc22_mg35/preview</a> |

| Course Code | Course Name          | Category   | Hours/Week | Credits |
|-------------|----------------------|------------|------------|---------|
| 26BCC16A    | Programming with C++ | Allied - I | 4          | 3       |

### Course Objectives

This course intends to cover

- Object-oriented languages and their applications.
- Basic concepts of the C++ language.
- Concepts about various conversions.
- Various inheritance systems.
- Knowledge on files and exception handling.

### Course Learning Outcomes

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

| CLO                                                      | CLO Statements                                                   | Knowledge Level |
|----------------------------------------------------------|------------------------------------------------------------------|-----------------|
| CLO1                                                     | Remember various concepts relating to languages and applications | K1              |
| CLO2                                                     | Understanding various functions of C++ language                  | K2              |
| CLO3                                                     | Applying various classes and objects                             | K3              |
| CLO4                                                     | Analyzing different types of inheritance system                  | K4              |
| CLO5                                                     | Understanding working about files and exception handling         | K2              |
| K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze |                                                                  |                 |

### CLO - PLO Mapping

| CLOs/PLOs              | PLO1 | PLO2                  | PLO3 | PLO4             | PLO5 |
|------------------------|------|-----------------------|------|------------------|------|
| CLO1                   | 3    | 2                     | 3    | 2                | 2    |
| CLO2                   | 3    | 2                     | 3    | 2                | 2    |
| CLO3                   | 3    | 2                     | 3    | 2                | 2    |
| CLO4                   | 3    | 2                     | 3    | 2                | 2    |
| CLO5                   | 3    | 2                     | 3    | 2                | 2    |
| 3 - Substantial (high) |      | 2 - Moderate (medium) |      | 1 - Slight (low) |      |

**Allied - I: Programming with C++**

| Unit                                  | Content                                                                                                                                                                                                                | No. of Hours |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| I                                     | <b>Introduction to C++:</b> Tokens, Keywords, Identifiers, Variables, Operators, Manipulators, Data types -Expressions and Control Structures in C++; Simple C++ Programs.                                             | 12           |
| II                                    | <b>Functions in C++:</b> Main Function - Function Prototyping -Parameters Passing in Functions - Values Return by Functions - Inline Functions - Friend and Virtual Functions                                          | 12           |
| III                                   | <b>Classes and Objects:</b> Constructors and Destructors; Operator Overloading And Type Conversions - Type of Constructors - Function Definition - Function overloading - Function Overriding.                         | 12           |
| IV                                    | <b>Inheritance:</b> Single Inheritance- Multilevel Inheritance - Multiple Inheritance - Hierarchical Inheritance - Hybrid Inheritance - Pointer Virtual Functions and Polymorphism; Managing Console I/O operations.   | 12           |
| V                                     | <b>Working with Files:</b> Classes for File Stream Operations - Opening and Closing a File - End of File Detection - File Pointers - Updating a File - Error Handling during File Operations - Command-line Arguments. | 12           |
| <b>Total Hours</b>                    |                                                                                                                                                                                                                        | <b>60</b>    |
| <b>Text Books</b>                     |                                                                                                                                                                                                                        |              |
| 1                                     | Balagurusamy. E., (1995) Object Oriented Programming with C++, Tata McGraw- Hill, Publishing Company Ltd                                                                                                               |              |
| 2                                     | Ulla Kirh-Prinz, Peter Prinz, (2002), A Complete guide to Programming in C++, Jones and Bartlett Publications,                                                                                                         |              |
| 3                                     | Bjarne Stroustrup, (2000), The C++ Programming, Pearson Education,                                                                                                                                                     |              |
| 4                                     | Herbert Schildt., (1999), C++ -The Complete Reference:, (3 <sup>rd</sup> ,ed.), Tata McGraw Hill, Publishing Company Ltd,                                                                                              |              |
| 5                                     | John R.Hubbard., Schaum's., (1996), Programming with C++ - outline series.                                                                                                                                             |              |
| <b>Reference Books</b>                |                                                                                                                                                                                                                        |              |
| 1                                     | Robert Lafore, Object Oriented Programming in Microsoft C++, Galgotia publication                                                                                                                                      |              |
| 2                                     | Schildt.H, (1998), C++, The Complete Reference. TMH Edition.                                                                                                                                                           |              |
| 3                                     | Yeswant Kanetkar, (1999), Let us C++ — BPB Publications,                                                                                                                                                               |              |
| <b>Web Resources (Swayam / NPTEL)</b> |                                                                                                                                                                                                                        |              |
| 1                                     | <a href="https://onlinecourses.nptel.ac.in/noc24_cs30/preview">https://onlinecourses.nptel.ac.in/noc24_cs30/preview</a>                                                                                                |              |
| 2                                     | <a href="https://onlinecourses.swayam2.ac.in/nou24_cs06/preview">https://onlinecourses.swayam2.ac.in/nou24_cs06/preview</a>                                                                                            |              |
| 3                                     | <a href="https://onlinecourses.nptel.ac.in/noc24_cs02/preview">https://onlinecourses.nptel.ac.in/noc24_cs02/preview</a>                                                                                                |              |
| 4                                     | <a href="https://onlinecourses.nptel.ac.in/noc24_cs44/">https://onlinecourses.nptel.ac.in/noc24_cs44/</a>                                                                                                              |              |
| 5                                     | <a href="https://onlinecourses.swayam2.ac.in/aic20_sp01/preview">https://onlinecourses.swayam2.ac.in/aic20_sp01/preview</a>                                                                                            |              |

| Course Code | Course Name           | Category | Hours / Week | Credits |
|-------------|-----------------------|----------|--------------|---------|
| 26ENV1FC    | Environmental Studies | FC- I    | 2            | 2       |

| Unit | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I    | The Multidisciplinary nature of environmental studies Definition; Scope and importance, Need for public awareness.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| II   | <p><b>Natural Resources:</b><br/>Renewable and non-renewable resources:<br/>Natural resources and associated problems.</p> <ul style="list-style-type: none"> <li>- Forest resources: Use and Over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.</li> <li>- Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams benefits and problems.</li> <li>- Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.</li> <li>- Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.</li> <li>- Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, Case studies.</li> <li>- Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.</li> </ul> <p>Role of an individual in conservation of natural resources. Equitable use of resources for sustainable lifestyles.</p> |
| III  | <p><b>Ecosystems</b></p> <ul style="list-style-type: none"> <li>- Concept of an ecosystem.</li> <li>- Structure and function of an ecosystem.</li> <li>- Producers, consumers and decomposers.</li> <li>- Energy flow in the ecosystem.</li> <li>- Ecological succession.</li> <li>- Food chains, food webs and ecological pyramids.</li> <li>- Introduction, types, characteristic features, structure and function of the following ecosystem: -             <ol style="list-style-type: none"> <li>a. Forest ecosystem</li> <li>b. Grassland ecosystem</li> <li>c. Desert ecosystem</li> <li>d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).</li> </ol> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| IV   | <p><b>Biodiversity and its Conservation</b></p> <ul style="list-style-type: none"> <li>- Introduction-Definition: genetic, species and ecosystem diversity.</li> <li>- Bio geographical classification of India.</li> <li>- Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values.</li> <li>- Biodiversity at global, National and local levels.</li> <li>- India as a mega-diversity nation.</li> <li>- Hot-spots of biodiversity.</li> <li>- Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts.</li> <li>- Endangered and endemic species of India.</li> <li>- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| Unit | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| V    | <b>Environmental Pollution Definition</b> <ul style="list-style-type: none"> <li>- Causes, effects and control measures of: - <ul style="list-style-type: none"> <li>a. Air pollution</li> <li>b. Water pollution</li> <li>c. Soil pollution</li> <li>d. Marine pollution</li> <li>e. Noise pollution</li> <li>f. Thermal pollution</li> <li>g. Nuclear hazards</li> </ul> </li> <li>- Solid waste Management: Causes, effects and control measures of urban and industrial wastes.</li> <li>- Role of an individual in prevention of pollution.</li> <li>- Pollution case studies.</li> <li>- Disaster management: floods, earthquake, cyclone and landslides.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| VI   | <b>Social Issues and the Environment</b> <ul style="list-style-type: none"> <li>- From Unsustainable to Sustainable development.</li> <li>- Urban problems related to energy.</li> <li>- Water conservation, rain water harvesting, watershed management.</li> <li>- Resettlement and rehabilitation of people; its problems and concerns. Case studies.</li> <li>- Environmental ethics: Issues and possible solutions.</li> <li>- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.</li> <li>- Wasteland reclamation.</li> <li>- Consumerism and waste products.</li> <li>- Environment Protection Act.</li> <li>- Air (Prevention and Control of Pollution) Act.</li> <li>- Water (Prevention and Control of Pollution) Act.</li> <li>- Wildlife Protection Act. - Forest Conservation Act.</li> <li>- Issues involved in enforcement of environmental legislation.</li> <li>- Public awareness.</li> </ul>                                                                                                                                                                    |
| VII  | <b>Human Population and the Environment</b> <ul style="list-style-type: none"> <li>- Population growth, variation among nations.</li> <li>- Population explosion-Family welfare Programme.</li> <li>- Environment and human health.</li> <li>- Human Rights.</li> <li>- Value Education.</li> <li>- HIV/AIDS.</li> <li>- Women and Child Welfare.</li> <li>- Role of information Technology in Environment and human health.</li> <li>- Case Studies.</li> </ul> <b>Biosafety and Biosecurity</b><br>The basic principles of biosafety. <ul style="list-style-type: none"> <li>- Biological hazards and assess risk in laboratory settings.</li> <li>- Biosafety protocols to minimize risks associated with biological agents.</li> <li>- Role of biosafety in the protection of public health, environment, and national security.</li> </ul> The theoretical knowledge as well as practical applications to prepare learners for real-world biosafety challenges. <ol style="list-style-type: none"> <li>1. Introduction to Biosafety <ul style="list-style-type: none"> <li>- Definition and importance of biosafety.</li> </ul> </li> </ol> |

| Unit                | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|                     | <ul style="list-style-type: none"><li>- Historical perspective on biosafety incidents.</li><li>- Biosafety vs. biosecurity: Key differences.</li></ul> <p>2. Biological Hazards and Risk Assessment</p> <ul style="list-style-type: none"><li>- Classification of biological agents (e.g., bacteria, viruses, fungi, parasites).</li><li>- Risk assessment methodology: Identifying hazards, evaluating risks, and control measures.</li></ul> <p>3. Biological Waste Management</p> <ul style="list-style-type: none"><li>- Types of biological waste: Solid, liquid, sharps, etc.</li><li>- Waste disposal techniques: Autoclaving, incineration, chemical disinfection.</li><li>- Environmental impact and regulations surrounding waste management.</li></ul> <p>4. Standard Operating Procedures (SOPs) and Safety Practices</p> <ul style="list-style-type: none"><li>- Developing and implementing SOPs for laboratory safety.</li><li>- Practices for handling, storing, and disposing of biological materials.</li></ul> |    |
| VIII                | <p><b>Field Work (Practical).</b></p> <ul style="list-style-type: none"><li>- Visit to a local area to document environmental assets-river/forest/grassland/hill/mountain.</li><li>- Visit to a local polluted site-Urban/Rural/Industrial/Agricultural.</li><li>- Study of common plants, insects, birds.</li><li>- Study of simple ecosystems-pond, river, hill slopes, etc.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |
| Total Hours         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 30 |
| Reference Resources |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |
| 1.                  | <a href="https://www.ugc.gov.in/oldpdf/modelcurriculum/env.pdf">https://www.ugc.gov.in/oldpdf/modelcurriculum/env.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |
| 2.                  | Biosafety in Microbiological and Biomedical Laboratories (CDC, NIH). (BMBL) 6 <sup>th</sup> Edition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |
| 3.                  | Sateesh, M. K. (2010). Bioethics and Biosafety. New Delhi: I. K. International Pvt Ltd.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |
| 4.                  | Additional Readings:Relevant journal articles, government publications, and guidelines (e.g., WHO, CDC, European Union, etc.).<br><a href="https://www.iberdrola.com/innovation/what-is-biosafety">https://www.iberdrola.com/innovation/what-is-biosafety</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |

| Course Code | Course Name | Category | Hours / Week | Credits |
|-------------|-------------|----------|--------------|---------|
| 26SOF1AE    | Soft Skills | AECC - I | 2            | 2       |

### Course Objectives

The course intends to cover

The essential soft skills that is crucial for success in today's dynamic and interconnected workplace.

### Course Learning Outcomes

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

| CLO                                         | CLO Statements                                                                                                                                      | Knowledge Level |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| CLO1                                        | Understand the comprehensive skills to participate actively in conversation, writing short texts with expression                                    | K1, K2, K3      |
| CLO2                                        | Infer the cohesive devices to describe and discuss any objects, pictures using compound, complex sentence forms.                                    | K2, K3          |
| CLO3                                        | Comprehend the logic in the given situation to organize the ideas to write formal and informal letters.                                             | K2, K3          |
| CLO4                                        | Understand the given material to organize it in a logical sequence to present a paragraph with main and supporting ideas with concluding sentences. | K3              |
| CLO5                                        | Present valuable ideas in conversation to emulate the main ideas and key points in short essays.                                                    | K3              |
| K1 - Remember; K2 - Understand; K3 - Apply; |                                                                                                                                                     |                 |

**Ability Enhancement Compulsory Course (AECC) - I: Soft Skills**

| Unit | Module                     | Details                                                                                                                                                                                                                                            | No. of Hours |
|------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| I    | <b>Presentation Skills</b> |                                                                                                                                                                                                                                                    |              |
|      | 1                          | <b>Getting to Know You:</b> Grammar: Introduction to Tenses, Everyday English, Role-Play. Reading Activity: Different ways of communication. <i>Activities:</i> Fill in the blanks (Listening), Self Introduction (Speaking).                      | 6            |
|      | 2                          | <b>My Day:</b> Grammar: Present simple positive & negative/Adverbs of Frequency, Vocabulary & Speaking about Daily Activities. Listening: Observe and Answer/ Telling the time. <i>Activities:</i> Reading & Writing: Describe where you live.     |              |
|      | 3                          | <b>Your World:</b> Grammar: Possessive determiners. Listening: Positive & negative contractions. Reading & Writing: Personal profile. <i>Activities:</i> Talk about countries, nationalities (Vocabulary & Speaking).                              |              |
|      | 4                          | <b>The World of Work:</b> Grammar: Yes/No & Wh Questions. Vocabulary & Speaking: Jobs. Listening: Recognize the schwa sound. <i>Activities:</i> Opening and closing an email (Reading & Writing).                                                  |              |
|      | 5                          | <b>Places and Things:</b> Grammar: There is / there are, articles. Vocabulary & Speaking: Talk about rooms & furniture. Listening: Directions. Reading & Writing: Imperatives.                                                                     |              |
|      | 6                          | <b>24 Hours:</b> Grammar: Likes & Dislikes. Vocabulary & Speaking: Speak about hobbies and interests. Reading: Match the photos with descriptions. Writing: Write complete sentence using prompt. <i>Activities:</i> Observe & answer (Listening). |              |
|      |                            | <b>Practice:</b> Listening & Speaking Presentations - Talking about how you learn - Understanding key information in a presentation - Writing sentences about you.                                                                                 |              |
| II   | <b>Confidence</b>          |                                                                                                                                                                                                                                                    |              |
|      | 1                          | <b>Clothes and Shopping:</b> Grammar: Modal verbs/Adverbs of Frequency/Adjectives and Adverbs. Vocabulary & Speaking: Shopping. Reading & Writing: Product Review. <i>Activities:</i> Observe & answer (Listening).                                | 6            |
|      | 2                          | <b>Travel &amp; Transport:</b> Grammar: Past simple questions. Vocabulary & Speaking: Talk about holidays. Listening: At the train station. <i>Activities:</i> Email - A perfect holiday (Reading & Writing).                                      |              |
|      | 3                          | <b>Health &amp; Fitness:</b> Grammar: Past simple irregular verbs; Listening: Listen & Answer; Reading & Writing: Time sequencers; <i>Activities:</i> Talk about a healthy lifestyle (Vocabulary & Speaking)                                       |              |
|      | 4                          | <b>Music:</b> Grammar: Present perfect simple; Vocabulary & Speaking: Survey about music; Listening: Listen two people talk about music; <i>Activities:</i> Use adjectives and create sentences (Reading)                                          |              |
|      | 5                          | <b>Let's go shopping:</b> Vocabulary & Speaking: Town Survey; Listening: Listen and answer; Reading & Writing: Read and match; <i>Activities:</i> Countable & Uncountable (Grammar)                                                                |              |
|      |                            | <b>Practice:</b> Writing a personal statement.                                                                                                                                                                                                     |              |

| Unit        | Module            | Details                                                                                                                                                                                                             | No. of Hours |
|-------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| III         | Creativity        |                                                                                                                                                                                                                     |              |
|             | 1                 | <b>Cooking &amp; Eating:</b> Grammar: Some & Any, Quantifiers. Vocabulary & Speaking about Food & Drink. <i>Activities</i> Kitchen conversation (Listening). Reading an article & answering.                        | 6            |
|             | 2                 | <b>Survival:</b> Grammar: Comparison of adjectives. <i>Activities</i> Describing people (Speaking and Vocabulary). Listening to an audio & Answering. Reading & Writing: Read and Answer.                           |              |
|             | 3                 | <b>Working Together:</b> Grammar: Verb + Noun phrases. <i>Activities</i> Technology (Vocabulary & Speaking). Listening: Listen & Answer. Reading & Writing: Notice.                                                 |              |
|             | 4                 | <b>Music:</b> Grammar: Present perfect simple. <i>Activities</i> Survey about music (Vocabulary & Speaking). Listen to two people talking about music (Listening). Reading: Use adjectives and create sentences.    |              |
|             | 5                 | <b>Culture and Arts:</b> Grammar: Present perfect.Vocabulary & Speaking activity: Speak on the phone. <i>Activities</i> : Listen and answer. Reading & Writing activity: Review.                                    |              |
|             |                   | <b>Practice:</b> Writing comparison sentences & paragraphs.                                                                                                                                                         |              |
| IV          | Problem-Solving   |                                                                                                                                                                                                                     |              |
|             | 1                 | <b>Do's and Don'ts:</b> Grammar, Modal Verbs. <i>Activities</i> Roleplay (Speaking). Holidays in January (Listening). Reading an article & answering.                                                               | 6            |
|             | 2                 | <b>Body:</b> Grammar: First conditional. Vocabulary & Speaking about Personality & Appearance. <i>Activities</i> Conversations about personality (Listening), Reading & Writing: Read and Answer about your skills. |              |
|             | 3                 | <b>Speed:</b> Grammar: Present simple passive. Vocabulary & Speaking about relationships. Listening: Listen & Answer. Reading and Error spotting.                                                                   |              |
|             | 4                 | <b>Work:</b> Grammar: Adverbs of manner. Vocabulary & Speaking about work advice. Listening: Observe & Answer; Reading: Read & check your ideas.                                                                    |              |
|             |                   | <b>Practice:</b> Writing argumentative and descriptive essays.                                                                                                                                                      |              |
| V           | Critical Thinking |                                                                                                                                                                                                                     |              |
|             | 1                 | <b>Influence:</b> Grammar: would / past habits. Listening: Sentence Correction. <i>Activities</i> Your inspiration (Speaking). Picture description (Reading).Rewrite the sentences (Writing).                       | 6            |
|             | 2                 | <b>Money:</b> Grammar: Second conditional. <i>Activities</i> : Radio programme (Listening). Talk about games (Speaking). Reading & Writing: Fill in the blanks.                                                     |              |
|             | 3                 | <b>Things that changed the world:</b> Grammar: articles. <i>Activities</i> :Talk about chewing gum (Speaking & Listening). Reading & Writing: Read and write a book review.                                         |              |
|             |                   | <b>Practice:</b> Writing Emails, reports and proposals.                                                                                                                                                             |              |
| Total Hours |                   |                                                                                                                                                                                                                     | 30           |

### Components for Internal Assessment and Distribution of Marks for CIA and ESE (Theory)

| Max Marks | Marks for |     | Components for CIA |           |        |           |            |                   |       |
|-----------|-----------|-----|--------------------|-----------|--------|-----------|------------|-------------------|-------|
| 100       | CIA       | ESE | CIA                |           | Model  |           | Attendance | Active Engagement | Total |
|           | 25        | 75  | Actual             | Weightage | Actual | Weightage | 5          | 5                 | 25    |
|           |           |     | 50                 | 5         | 75     | 10        |            |                   |       |

### Question Paper Pattern

| Component        | Duration in Hours | Section A        |                  |         | Section B        |                  |        | Section C        |                  |        | Total |
|------------------|-------------------|------------------|------------------|---------|------------------|------------------|--------|------------------|------------------|--------|-------|
|                  |                   | Type of Question | No. of Questions | Marks   | Type of Question | No. of Questions | Marks  | Type of Question | No. of Questions | Marks  |       |
| CIA              | 2                 | MCQ              | 8                | 8x1=8   | Either or        | 3                | 3x6=18 | Either or        | 3                | 3x8=24 | 50    |
| Model Exam / ESE | 3                 | MCQ              | 10               | 10x1=10 | Either or        | 5                | 5x5=25 | Either or        | 5                | 5x8=40 | 75    |

### Components for Internal Assessment and Distribution of Marks for CIA (Lab)

| Max Marks | Marks for |     | Components for CIA |           |        |           |                        |             |       |
|-----------|-----------|-----|--------------------|-----------|--------|-----------|------------------------|-------------|-------|
|           | CIA       | ESE | Test               |           | Model  |           | Experiments / Programs | Observation | Total |
|           | 40        | 60  | Actual             | Weightage | Actual | Weightage | Marks                  | 5           | 40    |
| 100       |           |     | 50                 | 10        | 60     | 15        | 10                     |             |       |

### Examination Pattern

| Component         | Duration in Hours | Marks          |        |             | Weightage |
|-------------------|-------------------|----------------|--------|-------------|-----------|
|                   |                   | Practical Exam | Record | Total Marks |           |
| Test              | 2                 | 50             | -      | 50          | 10        |
| Model             | 3                 | 60             | -      | 60          | 15        |
| Experiments       | -                 | -              | -      | 10          | 10        |
| Observation       | -                 | -              | -      | 05          | 05        |
| Total Marks - CIA |                   |                |        |             | 40        |
| ESE               | 3                 | 50             | 10     | -           | 60        |

## Components for Internal Assessment and Distribution of Marks for CIA (Foundation Course -Theory)

| Max Marks | Marks for |     | Components for CIA |           |        |           |       |
|-----------|-----------|-----|--------------------|-----------|--------|-----------|-------|
| 50        | CIA       | ESE | CIA                |           | Model  |           | Total |
|           | 50        | -   | Actual             | Weightage | Actual | Weightage |       |
|           |           |     | 50                 | 25        | 50     | 25        | 50    |

### Question Paper Pattern

| Duration in Hours | Mode of Exam | Type of Questions | No. of Questions | Marks     |
|-------------------|--------------|-------------------|------------------|-----------|
| 2                 | Offline      | Open Choice       | 5 (Out of 8)     | 5 x 10=50 |

## Components for and Distribution of Marks for ESE (Theory) Ability Enhancement Compulsory Courses (AECC) & Question Paper Pattern

| Duration in Hours | Mode of Exam | Type of Questions | No. of Questions | Marks   |
|-------------------|--------------|-------------------|------------------|---------|
| 2                 | Online       | MCQ               | 50               | 50x1=50 |

