SCHOOL OF MANAGEMENT

Regulation, Curriculum & Syllabus
(2013)

B.COM. (Full Time - Course)
1. **Vision, Mission & Objectives**

1.1 The Vision of the Institute is to make everyone a success and no one a failure. In order to progress towards the vision, the Institute has identified itself with a mission to provide every individual with a conducive environment suitable to achieve his/her career goals, with a strong emphasis on personality development, and to offer quality education in all spheres of engineering, technology, applied sciences and management, without compromising on the quality and code of ethics.

1.2 **Further, the Institute always strive**

- To train our students with the latest and the best in the rapidly changing fields of Engineering, Technology, Management, Science & Humanities.
- To develop the students with a global outlook possessing, state of the art skills, capable of taking up challenging responsibilities in the respective fields.
- To mould our students as citizens with moral, ethical and social values so as to fulfill their obligations to the nation and the society.
- To promote research in the field of science, Humanities, Engineering, Technology and allied branches.

1.3 **Aims and Objectives of the Institute are focused on**

- Providing world class education in engineering, technology, applied science and management.
- Keeping pace with the ever changing technological scenario to help the students to gain proper direction to emerge as competent professionals fully aware of their commitment to the society and nation.
- To inculcate a flair for research, development and entrepreneurship.

2. **Admission**

2.1 The admission policy and procedure shall be decided from time to time by the Board of Management (BOM) of the Institute, following guidelines issued by Ministry of Human Resource Development (MHRD), Government of India. The number of seats in each branch of the BBA / BCA/B.Com programme will be decided by BOM as per the directives from MHRD, Government of India and taking into account the market demands. Some seats for Non Resident Indians and a few seats for foreign nationals shall be made available.

2.2 At the time of applying for admission, the candidates should have passed / appeared and be awaiting results of the final examination of the 10+2 system or its equivalent study in the appropriate subjects of study.

2.3 The selected candidates will be admitted to the BBA / BCA/ B.Com programme after he/she fulfills all the admission requirements set by the Institute after payment of the prescribed fees.

2.4 In all matters relating to admission to the BBA / BCA/ B.Com programme, the decision of the Institute and its interpretation given by the Chancellor of the Institute shall be final.

2.5 If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the Institute, the Institute may revoke the
admission of the candidate with information to the Academic Council.

3. **Structure of the programme**

3.1. **The programme of instruction will have the following structure:**

i) A general programme of English, Tamil, other Languages and Applied Mathematics

ii) A core programme introducing the student to the foundations of respective branch.

iii) An elective programme enabling the student to opt and undergo a set of courses of interest to him/her.

iv) Professional practice including project, seminar and industrial training.

v) General elective courses, such as, Environmental Studies, Physical Education, Professional ethics, and National Service Scheme.

The distribution of total credits required for the degree programme into the above five categories will nominally be 15%, 60%, 15%, 5% and 5% respectively.

3.2. The duration of the programme will be a minimum of 6 semesters. Every branch of the BBA / BCA / B.Com programme will have a curriculum and syllabi for the courses approved by the Academic Council.

3.3 The academic programmes of the Institute follow the credit system. The general pattern is:

- One credit for each lecture hour per week per semester
- One credit for each tutorial hour per week per semester
- One credit for each laboratory practical of three hours per week per semester
- One credit for 4 weeks of industrial training and
- One credit for 4 hours of project per week per semester

3.4. For the award of degree, a student has to earn certain minimum total number of credits specified in the curriculum of the relevant branch of study. The curriculum of the different programs shall be so designed that the minimum prescribed credits required for the award of the degree shall be within the limits specified below

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum prescribed credit range</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Com / BBA</td>
<td>135-145</td>
</tr>
<tr>
<td>BCA</td>
<td>115-125</td>
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</tbody>
</table>

3.5. The medium of instruction, examination and the language of the project reports will be English.

4. **Faculty Advisor**

4.1. To help the students in planning their courses of study and for getting general advice on the academic programme, the concerned Department will assign a certain number of students to a Faculty member who will be called their Faculty Advisor.

5. **Class Committee**

5.1 A Class Committee consisting of the following will be constituted by the Head of the Department for each class:

(i) A Chairman, who is not teaching the class.

(ii) All subject teachers of the class.
(iii) Two students nominated by the department in consultation with the class.

The Class Committee will meet as often as necessary, but not less than three times during a semester.

The functions of the Class Committee will include:

i) Addressing problems experienced by students in the classroom and the laboratories.

(ii) Analyzing the performance of the students of the class after each test and finding ways and means of addressing problems, if any.

(iii) During the meetings, the student members shall express the opinions and suggestions of the class students to improve the teaching/learning process.

6. Grading

6.1 A grading system as below will be adhered to.

<table>
<thead>
<tr>
<th>Range of Marks</th>
<th>Letter Grade</th>
<th>Grade points</th>
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<tbody>
<tr>
<td>90 - 100</td>
<td>S</td>
<td>10</td>
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<tr>
<td>80 - 89</td>
<td>A</td>
<td>09</td>
</tr>
<tr>
<td>70 - 79</td>
<td>B</td>
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<td>60 - 69</td>
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<td>&lt; 40</td>
<td>U</td>
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</tr>
<tr>
<td></td>
<td>I (Incomplete)</td>
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</table>

6.2 GPA & CGPA

GPA is the ratio of the sum of the product of the number of credits Ci of course "i" and the grade points Pi earned for that course taken over all courses "i" registered by the student to the sum of Ci for all "i". That is,

\[ GPA = \frac{\sum C_i P_i}{\sum C_i} \]

CGPA will be calculated in a similar manner, at any semester, considering all the courses enrolled from first semester onwards.

6.3. For the students with letter grade I in certain subjects, the same will not be included in the computation of GPA and CGPA until after those grades are converted to the regular grades S to F.

6.4 Raw marks will be moderated by a moderation board appointed by the Vice Chancellor of the University. The final marks will be graded using absolute grading system. The Constitution and composition of the moderation board will be dealt with separately.

7. Registration & Enrollment

7.1 Except for the first semester, registration and enrollment will be done in the beginning of the semester as per the schedule announced by the University.

7.2 A student will be eligible for enrollment only if he/she satisfies regulation 10 (maximum duration of the programme) and will be permitted to enroll if (i) he/she has cleared all dues in the Institute, Hostel & Library up to the end of the previous semester and (ii) he/she is not debarred from enrollment by a disciplinary action of the University.

7.3. Students are required to submit registration form duly filled in.

8. Registration requirement

8.1. (i) BBA/B.Com

The student shall not register for less than 16 credits or more than 28 credits in any given semester.
(ii) **BCA**

The student shall not register for less than 14 credits or more than 24 credits in any given semester.

8.2 If a student finds his/her load heavy in any semester, or for any other valid reason, he/she may withdraw from the courses within three weeks of the commencement of the semester with the written approval of his/her Faculty Advisor and HOD. However, the student should ensure that the total number of credits registered for in any semester should enable him/her to earn the minimum number of credits per semester for the completed semesters.

9. **Minimum requirement to continue the programme**

9.1. For those students who have not earned the minimum required credit prescribed for that particular semester examination, a warning letter to the concerned student and also to his parents regarding the shortage of his credit will be sent by the HOD after the announcement of the results of the university examinations.

10. **Maximum duration of the programme**

10.1. The normal duration of the programme is six semesters. However, a student may complete the programme at a slower pace by taking more time, but in any case not more than 10 semesters excluding the semesters withdrawn on medical grounds or other valid reasons.

11. **Temporary discontinuation**

11.1. A student may be permitted by the Director (Academic) to discontinue temporarily from the programme for a semester or a longer period for reasons of ill health or other valid reasons. Normally a student will be permitted to discontinue from the programme only for a maximum duration of two semesters.

12. **Discipline**

12.1. Every student is required to observe discipline and decorum both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the University.

12.2. Any act of indiscipline of a student reported to the Director (Academic) will be referred to a Discipline Committee so constituted. The Committee will enquire into the charges and decide on suitable punishment if the charges are substantiated. The committee will also authorize the Director (Academic) to recommend to the Vice-Chancellor the implementation of the decision. The student concerned may appeal to the Vice-Chancellor whose decision will be final. The Director (Academic) will report the action taken at the next meeting of the Council.

12.3. Ragging and harassment of women are strictly prohibited in the University campus and hostels.

13. **Attendance**

13.1. A student whose attendance is less than 75% in a semester is not eligible to appear for the end-semester examination. The details of all students who have less than 75% attendance in a course will be announced by the teacher in the class. These details will be sent to the concerned HODs and Director (Academic).

13.2. Those who have less than 75% attendance will be considered for condonation of shortage of attendance. However, a condonation of 10% in attendance will be given on medical
reasons. Application for condonation recommended by the Faculty Advisor, concerned faculty member and the HOD is to be submitted to the Director (Academic) who, depending on the merits of the case, may permit the student to appear for the end semester examination. A student will be eligible for this concession at most in two semesters during the entire degree programme. Application for medical leave, supported by medical certificate with endorsement by a Registered Medical Officer, should reach the HOD within seven days after returning from leave or, on or before the last instructional day of the semester, whichever is earlier.

13.3 As an incentive to those students who are involved in extra curricular activities such as representing the University in Sports & Games, Cultural Festivals, and Technical Festivals, NCC/ NSS events, a relaxation of up to 10% attendance will be given subject to the condition that these students take prior approval from the officer-in-charge. All such applications should be recommended by the concerned HOD and forwarded to Director (Academic) within seven instructional days after the programme/ activity.

14. Assessment Procedure

14.1. The Academic Council will decide from time to time the system of tests and examinations in each subject in each semester.

14.2. For each theory course, the assessment will be done on a continuous basis as follows:

<table>
<thead>
<tr>
<th>Test / Exam</th>
<th>Weightage</th>
<th>Duration of Test / Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Periodical Test</td>
<td>5%</td>
<td>1 Period</td>
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<tr>
<td>Second Periodical Test</td>
<td>10%</td>
<td>2 Period</td>
</tr>
<tr>
<td>Third Periodical Test</td>
<td>10%</td>
<td>3 Periods</td>
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<tr>
<td>End - semester examination</td>
<td>75%</td>
<td>3 Hours</td>
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</table>

14.3. For practical courses, the assessment will be done by the subject teachers as below:

(i) Weekly assignment/Observation note book / lab records - weightage 60%.

(ii) End semester examination of 3 hours duration including viva - weightage 40%.

14.4. For courses on Physical Education, NSS, etc the assessment will be as satisfactory/not satisfactory only.

15. Make up Examination/Periodical Test

15.1. Students who miss the end-semester examinations / periodical test for valid reasons are eligible for make-up examination /periodical test. Those who miss the end-semester examination / periodical test should apply to the Head of the Department concerned within five days after he / she missed examination, giving reasons for absence.

15.2. Permission to appear for make-up examination / model exam will be given under exceptional circumstances such as admission to a hospital due to illness. Students should produce a medical certificate issued by a Registered Medical Practitioner certifying that he/ she was admitted to hospital during the
period of examination / model exam and the same should be duly endorsed by parent / guardian and also by a medical officer of the University within 5 days

16. Project evaluation

16.1 For Project work, the assessment will be done on a continuous basis as follows:

<table>
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<tr>
<th>Review / Exam</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Review</td>
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<tr>
<td>Second Review</td>
<td>20%</td>
</tr>
<tr>
<td>Third Review</td>
<td>20%</td>
</tr>
<tr>
<td>End-semester Exam</td>
<td>50%</td>
</tr>
</tbody>
</table>

For end - semester exam, the student will submit a Project Report in a format specified by the Director (Academic). The first three reviews will be conducted by a Committee constituted by the Head of the Department. The end - semester examination will be conducted by a Committee constituted by the Registrar / Controller of examination. This will include an external expert.

17. Declaration of results

17.1. A candidate who secures not less than 40% of total marks prescribed for a course with a minimum of 40% of the marks prescribed for the end semester examination shall be declared to have passed the course and earned the specified credits for the course.

17.2 After the valuation of the answer scripts, the tabulated results are to be scrutinized by the Result Passing Boards of UG and PG programmes constituted by the Vice-Chancellor. The recommendations of the Result Passing Boards will be placed before the Standing Sub Committee of the Academic Council constituted by the Chancellor for scrutiny. The minutes of the Standing Sub Committee along with the results are to be placed before the Vice-Chancellor for approval. After getting the approval of the Vice-Chancellor, the results will be published by the Controller of Examination / Registrar.

17.3. If a candidate fails to secure a pass in a course due to not satisfying the minimum requirement in the end semester examination, he/she shall register and re-appear for the end semester examination during the following semester. However, the sessional marks secured by the candidate will be retained for all such attempts.

17.4. If a candidate fails to secure a pass in a course due to insufficient sessional marks though meeting the minimum requirements of the end semester examination, wishes to improve on his/ her sessional marks, he/she will have to register for the particular course and attend the course with permission of the HOD concerned and Director (Academic) with a copy marked to the Registrar. The sessional and external marks obtained by the candidate in this case will replace the earlier result.

17.5. A candidate can apply for the revaluation of his/her end-semester examination answer paper in a theory course within 2 weeks from the declaration of the results, on payment of a prescribed fee through proper application to the Registrar/ Controller of Examinations through the Head of the Department. The Registrar/ Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Department. Revaluation is not permitted for practical courses and for project work.
18. **Grade Card**

18.1 After results are declared, grade sheet will be issued to each student which will contain the following details:

(i) Program and branch for which the student has enrolled.

(ii) Semester of registration.

(iii) List of courses registered during the semester and the grade scored.

(iv) Semester Grade Point Average (GPA)

(v) Cumulative Grade Point Average (CGPA).

19. **Class / Division**

Classification is based on CGPA and is as follows:

- CGPA $\geq$ 8.0 : **First Class with distinction**
- 7.0 $\leq$ CGPA $< 8.0$ : **First Class**
- 6.0 $\leq$ CGPA $< 7.0$ : **Second Class**
- 5.0 $\leq$ CGPA $< 6.0$ : **Third Class**

20. **Transfer of credits**

20.1. Within the broad framework of these regulations, the Academic Council, based on the recommendation of the transfer of credits committee so consulted by the Chancellor may permit students to earn part of the credit requirement in other approved institutions of repute and status in the country or abroad.

21. **Eligibility for the award of BBA / BCA / B.Com. Degree**

21.1. A student will be declared to be eligible for the award of the BBA / BCA / B.Com Degree if he / she has

(i) Registered and successfully obtained credit all the core courses

(ii) Successfully acquired the credits in the different categories as specified in the curriculum corresponding to the discipline (branch) of his/her study within the stipulated time

(iii) Has no dues to all sections of the Institute including Hostels, and

(iv) Has no disciplinary action pending against him/her.

The award of the degree must be recommended by the Academic Council and approved by the Board of Management of the University.

22.2 All students who have successfully completed the first semester of the course will be eligible for consideration for change of branch subject to the availability of vacancies.

23. **Power to modify**

23.1. Notwithstanding all that has been stated above, the Academic Council shall modify any of the above regulations from time to time subject to approval by the Board of Management.
# Bachelor of Commerce Curriculum
## I Semester

<table>
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<tr>
<th>S.No</th>
<th>Course Code</th>
<th>Course Title</th>
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## Non Major Elective - Sem I

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### NON MAJOR ELECTIVE - SEM II

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### III SEMESTER

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**TOTAL** 22 25

### IV SEMESTER

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**TOTAL** 24 26

*NOTE: Examination for Environmental Studies will be held in Semester IV*
### SEMESTER - V

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### SEMESTER - VI

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**B.COM**
SYLLABUS 2012 - B.COM
BA 1101 Part - I TAMIL
B.A., B.S.C., B.COM., DEGREE COURSE - TAMIL

Common to all undergraduate Courses and five year integrated Postgraduate Courses.

First Semester

1. Commerce - Advanced Accounting
2. Principles of Economics
3. Business Mathematics
4. Tamil Literature
5. Tamil Language

First Semester

1. Commerce - Advanced Accounting
   * "தொடர்பான உள்ளூறு நூற்றணவால் மறையாற்றான "தனையே கூறுவது... மறை விளக்கம் தொடர்ந்து நூற்றணவால் "தனையே கூறுவது..."
   * "தொடர்பான உள்ளூறு நூற்றணவால் மறையாற்றான "தனையே கூறுவது..."
   * "தொடர்பான உள்ளூறு நூற்றணவால் மறையாற்றான "தனையே கூறுவது...

2. Principles of Economics

3. Business Mathematics
   * "தொடர்பான உள்ளூறு நூற்றணவால் மறையாற்றான "தனையே கூறுவது..."
   * "தொடர்பான உள்ளூறு நூற்றணவால் மறையாற்றான "தனையே கூறுவது...

4. Tamil Literature

5. Tamil Language
BA1102  FOUNDATION FRENCH
SEMESTER I - (PART I)

Objectives:

i. To teach basic skills in written and spoken French.

ii. To encourage students oral and written mastery of the language.

Prescribed text book:

• Krishnan, C & Alber Adeline, Le Tramway Volant-I, Saraswathi House Pvt Ltd, India 2011

Syllabus:

Lessons 0 to 7 taken from the prescribed textbook

Reference Books:

• CAPELLE Guy; MENAND, Robert Taxi-1, Hachette, Paris, 2008
• MERIEUX, Regine; LOISEAU, Yves, Connexions-1,Didier,Paris, 2004
• MIQUEL, Claire, Vite et Bien-1, CLE International, Paris, 2009
• POISSON QUINTON, Sylvie, SIREJOLS, Evelyne, Amical-1, CLE International, Pairs, 2001

Websites:

• http://bouche-a-oreille.pagesperso-orange.fr
• www.francparler.org
• www.francaisfacile.com/exercies/
• www.lepointdufle.net
• www.ccdmd.qu.ca/fr/

COURSE CONTENT

Unit I (12 hours-lecons 1 et 2)

1.1 Se presenter a des publics different et saluer -1 hr
1.2 Saluer et prendre conge -1 hr
1.3 La presentation, s’appeler et etre et pronoms sujets,
   C’ est / il est / elle est. -1 hr
1.5 Articles definis /indefinis, Voici / voila/il ya -1 hr
1.6 Des cartes d’identite. -1 hr
1.7 Presenter quelqu’un -2 hrs
1.8 Parler de soi -1 hr
1.9 Les nationalites, les verbs er(commencer, habiter…) -2 hrs
1.2.1 Les chiffres 1 a 50 -30 minutes
1.2.2 Des vedettes et leurs nationalités -30 minutes
1.2.1 Epreuves -1 hr

**Unit II (12 hours-lecons 3 et 4)**

2.1 Exprimer ses gouts, ses preferences. -1 hr
2.2 La negation, les articles definis. -1 hr
2.3 Les mois et les jours / le calendrier. -1 hr
2.4 Les verbs er (suite). -1 hr
2.5 L'interrogation avec intonation -1 hr
2.6 decrire un lieu, les noms des differentes salles... -2 hrs
2.7 Les adjectives qualificatifs mon, ma, mes et notre, nos -1 hr
2.8 Epreuves -1 hr

**Unit III (12 hours - lecons 5 et 6)**

3.1 Donner des directions / localizer un lieu / trouver un lieu -2 hrs
3.2 Les verbs aller et mettre. -1 hr
3.3 L'article contracte et les prepositions de lieu (en, a, au…) -1 hr
3.4 L’imperatif -1 hr
3.5 Les mots de caracterisation d’un lieu et les lieux urbains -2 hrs
3.6 Les transports -1 hr
3.7 Discuter et acheter des produits, Ca fait…et les expressions De quantite, les fruits, les legumes, les produits alimentaires
Les produits propres aux pays different. -1 hr
3.8 La negation et le COD -1 hr
3.9 Le conditionnel (je voudrais) et les verbs Irreguliers : pouvoir, vouloir, prendre. -1 hr
3.9.1 Epreuves -1 hr

**Unit IV (12 hours - Lecon 7)**

4.1 fixer un rendez-vous avec le medecin -2 hrs
4.2 L’heure -1 hr
4.3 Les nombres de 51 a 100 -1 hr
4.4 Les verbs sortir et partir -1 hr
4.5 L’interrogation avec est-ce que -2 hrs
4.6 Les parties du corps, avoir + les expressions et les
Maladies communes -1 hr
4.7 Les adjectifs possessifs - notre/nos, votre/vos, sa/ses/son,..... -1 hr
4.8 Le COI -1 hr
4.9 L’entraînement DELF -1 hr
4.9.1 Epreuves -1 hr

EL 1105 ENGLISH I
(Common to all Under Graduate Students)

UNIT I: LISTENING SKILL
Listening to a short Conversations, telephone conversations and monologues - Listening to prose
and poetry reading - Listening to sounds and silent letters in English - Listening to movies - Listening
for the gist of the text - Listening for general meaning and specific information - Listening for multiple
choice questions - listening for positive and negative comments - Listening for interpretation

UNIT II: SPEAKING SKILLS
Self - introduction - Giving information about one-self - Expressing personal opinion - Simple oral
interaction - Dialogue - Conversation - Giving and receiving feedback using Johari Window - Debates
- Brief Presentations - Difference between disagreeing and being disagreeable - Participating in group
discussions, role plays and interviews - Generating talks based on visual or written prompts

UNIT III: READING SKILL
Reading for skimming - Reading for scanning - Reading for the gist of a text - Reading for specific
information transfer and interpretation (pie chart & bar chart) - Reading and interpretation of anecdotes,
short stories, poems - Reading prose passages for comments - Reading and explaining a fish bone
diagram for pros and cons - Reading comprehension passages for multiple-choice questions.

UNIT IV: WRITING SKILL
Writing emails, messages, notices, agendas - leaflets and brochures - Writing paragraphs-comparisons
and contrasts - Letter Writing - Letter to the editor - Letter inviting, letter accepting or declining the
invitation - Arranging appointments - Asking for permission - Apologizing and offering compensation-
Dealing with requests - Writing presentation with a plan - Introduction, body and Conclusion.

UNIT V: THINKING SKILL
Eliciting and imparting the knowledge of English using thinking Blocks - Developing thinking Skills
along with critical interpretation side by side with the acquisition of English - Decoding diagrams and
pictorial representations into English words, phrases and expressions.

Reference Books:
   New Delhi: Cambridge University Press, 2008 (Latest South Asian Edition)

BA1103  FINANCIAL ACCOUNTING
(Core Subject - I)

UNIT : I
Branch Accounts: - Dependent branches - Stock and debtors system - Distinction between wholesale profit and retail profit - Independent branch (foreign branches excluded)

UNIT : II
Departmental Accounts: - Basis for allocation of expenses - Inter departmental transfer at cost or selling price

UNIT : III
Hire Purchase and installment - Default and repossession - Hire Purchase trading account Installment Purchase System, Royalty Accounts

UNIT : IV
Admission of a partner - Retirement of a partner - Death of a partner

UNIT : V
Dissolution of a partnership - Insolvency of a partner (Application of Indian Partnership Act 1932) - Insolvency of all partners - Gradual realization of assets and piecemeal distribution

Reference Books :
5. P.C. Tulsian, Financial Accounting
BA1104  BUSINESS COMMUNICATION  
(Core Subject - II)

UNIT : I
Management: Importance - Definition - Nature and Scope of Management Process - Role and Functions of a Manager - Levels of Management - Development of Scientific Management and other Schools of thought and approaches.

UNIT : II

UNIT : III

UNIT : IV
Authority - Delegation - Decentralisation - Difference between Authority and Power - Responsibility - Recruitment - Sources, Selection, Training - Direction - Nature and Purpose.

UNIT : V
Co-ordination - Need, Type and Techniques and requisites for excellent Co-ordination - Controlling - Meaning and Importance - Control Process.

Reference Books :

(ANY ONE OF THE ALLIED SUBJECT)

BA1117  (a) INDIAN ECONOMY  
(Allied Subject - I)

UNIT : I
Economic growth and economic Development-Features of economic development-Indicators of economic development-National Income - Basic concepts and computation of National Income

UNIT : II
Major problems of Indian Economy-Poverty-Inequalities-Unemployment-Population. Transport & Foreign Trade
UNIT : III
Agriculture - Contribution to economic development-Green Revolution-Irrigation-Minor, Medium, Major irrigation works. Land Reforms-Food policy and Public Distribution System

UNIT : IV
Industry- Role of industries in economic development-Large and Small scale Industries-New Economic Policy 1991

UNIT : V
Five Year plans in India- Achievements and failures- Economic development under Five Year Plans

Reference Books :
1. I.C. Dingra, Indian Economy

BA1011 (b) BUSINESS MATHEMATICS - I
(Allied Subject - I)

UNIT : I
Plane Analytical Geometry: - Cartesian coordinate system: Length of a Line Segment - Section Formulae (Ratio) - Graduate of a Straight Line - Equations of a Straight Line

UNIT : II
Arithmetic, Geometric and Harmonic Progressions

UNIT : III
Integral Calculus: Integration, Meaning and Rules of Integration - Integration by Substitution and by Parts - Indefinite and Definite Integration - Application in Business (Trigonometric Functions to be excluded)

UNIT : IV
Interpolation: Binomial, Newton and Lagrange's Method

UNIT : V
Matrices - Meaning and Operations - Matrix inversion - Solutions to Linear Equations - Payroll, Wages and Commission
Reference Books:

1. Business Mathematics - P.R. Vittal
2. Business Mathematics - D.C. Sancheti and V.K. Kapoor
3. Business Mathematics - B.M. Agarwal
4. Business Mathematics - A.P. Varma
5. Business Mathematics - R.S. Soni

Note: No Theory Questions to be asked.
II SEMESTER
BA 1113 Part - II TAMIL
B.A., B.S.C., B.COM., DEGREE COURSE - TAMIL
(Second Semester)

1. நூற்றாண்டு - நூற்றாண்டு பல்கலைக் கழகம் மைசோபின்
2. மதசூக்கு - மதசூக்கு புவியோலின் பாடசை
3. நூற்றாண்டு - சாலை துணைப் புதியிய எடுக்கப்பட்டுள்ளது (மாதி புதியிய, சாலை)
4. பாராட்டுமித் திறந்த முறை
5. நூற்றாண்டு - நூற்றாண்டு (உலகச்சார்ந்த விளக்கம்)

1. நூற்றாண்டு
   a. குரைவாக்கப்பட்டு குரைவாக்கப்பட்டு மைசோபின் - புவியோலின் குரைவாக்கம் 10 மாதங்கள்
   b. குரைவாக்கப்பட்டு குரைவாக்கப்பட்டு மைசோபின் - புவியோலின் குரைவாக்கம் (பெருமளவு) 21
   c. குரைவாக்கப்பட்டு குரைவாக்கப்பட்டு மைசோபின் - புவியோலின் 40 மாதங்கள்
   d. குரைவாக்கப்பட்டு குரைவாக்கப்பட்டு மைசோபின் - புவியோலின் 65 மாதங்கள்

2. குரைவாக்கப்பட்டு குரைவாக்கப்பட்டு மைசோபின் - புவியோலின் 600108
3. குரைவாக்கப்பட்டு குரைவாக்கப்பட்டு மைசோபின் - புவியோலின் 600108

5. நூற்றாண்டு - நூற்றாண்டு (உலகச்சார்ந்த விளக்கம்) இந்தச் சாலை மைசோபின் குரைவாக்கப்பட்டு பாராட்டுமித் திறந்த முறை
SEMESTER - II (PART II)
BA1114  FOUNDATION FRENCH

Objectives:
1. To reinforce the basic skills in written and spoken French acquired in the first semester.
2. To encourage greater written skills through letter writing and composition writing.

Prescribed Text book:

Syllabus:
- Lessons 8 to 10 taken from the prescribed textbook Le Tramway Volant - I
- Lesson 1 to 3 taken from the prescribed textbook Le Tramway Volant - II

Reference Books:

Websites:
- www.francparler.org
- www.francaisfacile.com/exercices/
- www.lepointdufle.net/
- www.ccdmd.qc.ca/fr/

COURSE PLAN

Unit I (12 hours - leçon 8)

5.1 Acheter un billet  - 2 hrs
5.2 Les nombres au-delà de 100  - 1 hr
5.3 Les different types de places (fumeur, non fumeur, aller-retour)  - 1 hr
5.4 Les adjectives démonstratifis  - 1 hr
5.5 L’interrogation avec inversion  - 1 hr
5.6 Les vêtements  - 1 hr
5.7 L’entraînement DELF  - 2 hrs
5.8 Compréhension/Production écrite  - 2 hrs
5.9 Epreuves  - 1 hr
Unit II (12 hours - leçon 9 et 10 du texte prescript I)

1.1 Discuter les plats au restaurant - 2 hrs
1.2 Les recettes, des plats et boissons diffèrent,
   Les formules de cuisine, des recettes simples
   Des différent pays. - 1 hr
1.3 Le passé recent - 1 hr
1.5 Les pronoms toniques - 1 hr
1.6 Il faut + infinitif, Le pronom en - 1 hr
1.7 Faire les projects pour les vacances, decrier le temps
   Les lieux touristiques et le climat des différents pays - 2 hrs
1.8 le futur proche et les adverbs, le il imprsonnel, le pronom y - 2 hrs
1.9 Épreuves et entraînement DELF

UNIT III (12 hours - leçon 1 du texte prescript II)

2.1 Le passé compose - 3 hrs
2.2 Les pronoms relatives (qui, que) - 1 hr
2.3 Québec et son histoire - 2 hrs
2.4 Parler du passé et de soi - 2 hrs
2.5 Compréhension/ production écrite - 1 hr
2.6 Entraînement DELF - 2 hrs
2.7 Épreuves - 1 hrs

UNIT IV (12 hours - leçon 1 du texte prescript II)

3.1 Les verbs réfléchis - 2 hrs
3.2 Les pronoms relatives (dont, où) - 2 hrs
3.3 L’impératif negative - 1 hr
3.4 Québec et son histoire - 1 hrs
3.5 Parler du passé et de soi - 2 hrs
3.6 Compréhension/ production écrite - 1 hr
3.7 Entraînement DELF - 2 hrs
3.8 Épreuves - 1 hrs
UNIT V (12 hours - leçon 1 du texte prescript II)

4.1 L'imparfait - 3 hrs
4.2 La place des pronoms doubles - 2 hrs
4.3 Décrite les moeurs et les pays - 1 hr
4.4 La Réunion - 2 hrs
4.5 Compréhension/ production écrite - 1 hr
4.6 Entraînement DELF - 2 hrs
4.7 Épreuves - 1 hr

EL 1106 ENGLISH II
(Common to all Under Graduate Students)

UNIT I: LISTENING SKILL

Listening to long dialogues, extended conversations, discussions, soliloquies-Listening to modern prose & poetry - Listening to sounds and stressed syllables in English - Listening to feature films - Listening to presentations - multiple - choice questions - Listening to interviews - Listening to technical topics - Listening for the gist of the text - Listening for general meaning and specific information - Listening for identifying a topic - Listening for filling the gaps - Listening for advanced interpretations.

UNIT II: SPEAKING SKILL

Speaking casually to an individual, a small group, a large audience - Addressing a gathering formally - Speaking to speculate, compare, contrast, justify, agree and disagree on advanced topics - Talking about present and past experiences and future plans - Debates; discussions on role plays on advanced topics - Job interviews - preparing HR questions with possible answers - Brief presentations - Arguing out a topic without verbal fights - Powe point presentation based on current topics.

UNIT III: READING SKILLS

Reading for advanced skimming and scanning - reading for the gist of the text - reading for specific information- reading for understanding the text structure, sentence structure and error identification - reading for contextual meaning - reading newspapers, magazines, articles and critical texts - reading advanced short stories, poems and prose passages for intellectual emotional comments- reading short texts for identifying unnecessary words. Reading exercises for multiple choice questions.

UNIT IV: WRITING SKILLS

Writing instructions; recommendations, functional checklists - writing the minutes of the meeting - writing formal business letters - sales, placing orders, complaints-letter requesting permission for industrial visit or implant training, enclosing an introduction to the educational institution-Letters of application for a job, enclosing a CV or resume-Writing short reports -describing, summarizing -Industrial accident reports - Writing short proposals - describing, summarizing, recommending, persuading.

B.COM
UNIT V: THINKING SKILL
Imparting the knowledge of English using thinking blocks - Conversion of thinking blocks into orthographic version - Interpretation and acquisition of English - Decoding diagrams and pictorial representations into English idioms, sayings and proverbs.

Reference Books:

BA1115 ADVANCED FINANCIAL ACCOUNTING
(Core Subject - III)

UNIT : I
Branch Accounts: - Dependent branches - Stock and debtors system - Distinction between wholesale profit and retail profit - Independent branch (foreign branches excluded)

UNIT : II
Departmental Accounts: - Basis for allocation of expenses - Inter departmental transfer at cost or selling price

UNIT : III
Hire Purchase and installment - Default and repossession - Hire Purchase trading accountInstallment Purchase System, Royalty Accounts

UNIT : IV
Admission of a partner - Retirement of a partner - Death of a partner

UNIT : V
Dissolution of a partnership - Insolvency of a partner (Application of Indian Partnership Act 1932) - Insolvency of all partners - Gradual realization of assets and piecemeal distribution

Reference Books:
5. P.C. Tulsian, Financial Accounting
BA1106  PRINCIPLES OF MANAGEMENT  
(Core Subject - IV)

UNIT : I
Management: Importance - Definition - Nature and Scope of Management Process - Role and Functions of a Manager - Levels of Management - Development of Scientific Management and other Schools of thought and approaches.

UNIT : II

UNIT : III

UNIT : IV
Authority - Delegation - Decentralisation - Difference between Authority and Power - Responsibility - Recruitment - Sources, Selection, Training - Direction - Nature and Purpose.

UNIT : V
Co-ordination - Need, Type and Techniques and requisites for excellent Co-ordination - Controlling - Meaning and Importance - Control Process.

Reference Books :

Funds flow and Cash flow analysis. Budgets and budgetary control - Meaning, objectives, merits and demerits.

UNIT : V
Marginal costing (excluding decision making) Absorption costing and marginal costing - CVP analysis.

Reference Books :
1. SN Maheswari, Management Accounting - Sultan Chand & Sons.
2. RSN Pillai & Bagavati, Management Accounting - S Chand & Co Ltd - New Delhi.
3. Horngren Sunderu Stratton, Introduction to Management Accounting - Pearson Education.
4. T. S. Reddy and Hari Prasad Reddy, Management Accounting, Maegham Publication.
(ANY ONE OF THE ALLIED SUBJECT)
BA1117 (a) INDIAN ECONOMY
(Allied Subject - II)

UNIT : I
Economic growth and economic Development-Features of economic development-Indicators of economic development-National Income - Basic concepts and computation of National Income

UNIT : II
Major problems of Indian Economy-Poverty-Inequalities-Unemployment-Population. Transport & Foreign Trade

UNIT : III
Agriculture -Contribution to economic development-Green Revolution-Irrigation-Minor, Medium, Major irrigation works. Land Reforms-Food policy and Public Distribution System

UNIT : IV
Industry-Rule of industries in economic development-Large and Small scale Industries-New Economic Policy 1991

UNIT : V
Five Year plans in India-Achievements and failures-Economic development under Five Year Plans

Reference Books :
1. I.C. Dingra, Indian Economy

Balance of Trade, Balance of Payment Concepts, causes of disequilibrium methods to correct disequilibrium: Fixed and floating exchange rates

UNIT : IV
International Monetary system:- IMF - International Liquidity - IBRD

UNIT : V
WTO and its implications with special reference to India

Reference Books :

**BA1021 (b) BUSINESS MATHEMATICS - II**
(Allied Subject - II)

**UNIT : I**
Plane Analytical Geometry: - Cartesian coordinate system: Length of a Line Segment - Section Formulae (Ratio) - Graduate of a Straight Line - Equations of a Straight Line

**UNIT : II**
Arithmetic, Geometric and Harmonic Progressions

**UNIT : III**
Integral Calculus: Integration, Meaning and Rules of Integration - Integration by Substitution and by Parts - Indefinite and Definite Integration - Application in Business (Trigonometric Functions to be excluded)

**UNIT : IV**
Interpolation: Binomial, Newton and Lagrange's Method

**UNIT : V**
Matrices - Meaning and Operations - Matrix inversion - Solutions to Linear Equations - Payroll, Wages and Commission

**Reference Books :**
1. Business Mathematics - P.R. Vittal
2. Business Mathematics - D.C. Sancheti and V.K. Kapoor
3. Business Mathematics - B.M. Agarwal
4. Business Mathematics - A.P. Varma
III SEMESTER
BA 1208 CORPORATE ACCOUNTING
(Core Subject - V)

UNIT : I
Issue of Shares and Debentures - Various Kinds - Forfeiture - Re issue - Underwritting of Shares and Debentures.

UNIT : II
Redemption of Preference Shares and Debentures - Purchase of business - Profits Prior to Incorporation.

UNIT : III
Preparation of company final accounts - Company balance sheet - Computation of Managerial Remuneration.

UNIT : IV
Valuation of Shares and Goodwill

UNIT : V
Alteration of Share Capital and Internal Reconstruction and Reduction of Capital.

Reference Books :
1) R.L. Gupta and M. Radhaswamy - Advanced Accounts - New Delhi, Sultan Chand.
2) S.P. Jain and N.L. Narang - Advanced Accounting - Kalyani Publication.
3) T.S. Reddy A. Murthy - Corporate Accounting, - Margham Publication, Chennai.
4) Shukla, Grewal and Gupta - Advanced Accounts - S.Chand New Delhi.

BA 1209 BUSINESS LAWS
(Core Subject - VI)

UNIT : I

UNIT : II
Capacity - Flaw in consent, Void agreements - Illegal agreements.

UNIT : III
Performance - Tender - Quasi contract - Discharge - Remedies for breach of contract.

UNIT : IV
Sale of Goods Act - Sale and agreement to sell - Formation - Caveat emptor

UNIT : V
Conditions and warranty - Rights of unpaid seller.
Reference Books :
- Business Laws- N.D. Kapoor , Sultan Chand and Sons
- Business Laws - M.R. Sreenivasan , Margam Publications
- Business Laws - M.V. Dhandapani, Sultan Chand and Sons
- Mercantile Law - S. Badre Alam and P. Saravanavel
- Business Law - R.S.N. Pillai - S. Chand
- Mercantile Law - Gogna, S. Chand.
- Business Law - Gogna , S. Chand
- Business Law - KN. Ramaswamy
- Business Law - M.C. Shukla , S. Chand & Co.

BA 1210 BANKING THEORY, LAW AND PRACTICE
(Core Subject - VII)

UNIT : I
Banking Regulation Act, 1949(Definition of Banking, Licensing, Opening of branches, Functions of Banks, Inspection) - Role of RBI and their functions.

UNIT : II
Commercial Banks - Functions - Accepting Deposits - Lending of Funds, E-Banking - ATM Cards, Debit cards, Personal Identification Number - Online enquiry and update facility - Electronic Fund Transfer - Electronic Clearing System.

UNIT : III
Opening of an Account- Types of Deposit Account - Types of customers(Individuals, firms, Trusts, and Companies) - Importance of customer relations - Customer grievances and redressal - Ombudsman.

UNIT : IV
Principles of lending - Types of Borrowings - Precautions to be taken by a banker.

UNIT : V

Reference Books :
2. Banking and Financial Systems - B. Santhanam(Margham Publishers)
4. Indian Banking - Parameswaran - S. Chand and Co.
5. Banking Law Theory and Practice - Tanon
BA 1211  MARKETING
(Core Subject - VIII)

UNIT : I
Introduction to Marketing - Meaning - Definition and Functions of Marketing - Marketing Orientation - Role and Importance of Marketing - Classification of Markets

UNIT : II
Market Segmentation - Concept - Benefits - Basis and Levels. Introduction to Consumer Behaviour - Need for study - Consumer buying decision process - Buying motives.

UNIT : III

UNIT : IV
Channels of Distribution (Levels) - Channel Members - Promotion - Communication Mix - Basics of Advertising, Sales promotion and personal selling.

UNIT : V

Reference Books :
1. Marketing Management by Rajan Saxena
2. Marketing by William J Stanton
3. Principles of Marketing by Philip Kotler
4. Marketing Management by Still and Cundiff
5. Marketing Management by Dr. K. Nirmala Prasad and Sherlaker
BA 1212  a) BUSINESS STATISTICS AND O.R.-I
(Allied Subject - III)

UNIT : I
Introduction - Classification and tabulation of statistical data - Diagrammatic and graphical representation of data.

UNIT : II
Measures of Central tendency - Mean, median and mode - Dispersion, Range, Quartile Deviation, Mean Deviation, Standard Deviation - Measures of Skewness.

UNIT : III
Correlation - Karl Pearson's Coefficient of Correlation - Spearman's Rank Correlation - Regression Lines and Coefficients.

UNIT : IV
Introduction to OR - Linear Programming - Graphical and Algebraic Solution (Simple Problems only)

UNIT : V
Network Analysis - PERT and CPM (no crashing)

Reference Books :
2. Introduction to Operations Research - Dr. P.R. Vittal, Margham Publications
3. Statistics - Elhance

BA 1213  b) RURAL ECONOMICS
(Allied Subject - III)

UNIT : I
Structure of the Rural Economy of India - Predominance of the Rural sector in the Indian Economy - Features of the Indian Rural Economy.

UNIT : II
Role of Agriculture in Rural Development - Pattern of Agricultural holding - Strategy of Agricultural development and Green Revolution - Problems of Agricultural Labourers and Artisans in the Rural Economy - Measures to solve their problems.

UNIT : III
Non-farm sector in the Rural Economy - Role of Small Scale Industries, Cottage industries, Khadi and village Industries in the Rural Economy.
UNIT : IV
Rural Indebtedness - Causes and magnitude - Role of RBI, Commercial Banks, RRBs and NABARD in rural Economy.

UNIT : V
Poverty and unemployment Problem in the rural Economy - Steps taken to solve the problems - Rural Development - Strategy for Rural Development with special reference to PURA.

Reference Books :
1. Rural Economics - T.N.Chhabra and P.L.Taneja
2. Rural Economics - I.C.Dhingra
SEMESTER - IV
BA 1220  ADVANCED CORPORATE ACCOUNTING
(Core Subject - IX)

UNIT : I
Accounting for Price Level Changes - Social responsibility Accounting - Human Resources Accounting - Mechanised Accounting.

UNIT : II
Amalgamation, Absorption and External reconstruction.

UNIT : III
Consolidated final statement of Holding companies and subsidiary companies (Inter company owing excluded) - treatment of dividend.

UNIT : IV
Final statements of Banking companies and Insurance companies (As per New provisions).

UNIT : V
Liquidation - Statement of affairs and Liquidator's Final statement of Account.

Reference Books :

BA1221  COMPANY LAW
(Core Subject - X)

UNIT : I
Definition of Joint Stock Company - Kinds - Formation - Incorporation

UNIT : II
Memorandum of Association - Contents - Doctrine of Ultra Vires - Articles of Association - Contents - Prospectus - Contents - Statement in lieu of Prospectus

UNIT : III
Share Capital - Kinds of Shares - Voting Rights - Borrowing powers of companies.

UNIT : IV
Meetings and Resolutions - Statutory Meeting - Annual general meeting - Extra- Ordinary general Meeting - Resolutions - Ordinary & Special.
UNIT : V
Winding up of a company - Modes of winding up - winding up by the court - Voluntary winding up - Members' voluntary winding up - Creditors' voluntary winding up.

Reference Books :
1. Business Laws - N.D. Kapoor, Sultan Chand and Sons
3. Business Laws - M.V. Dhandapani, Sultan Chand and Sons
4. Company Law - Avtar Singh
5. Company Law N.D. Kapoor
6. M.C.Shukla and S.S. Gulshan - Principles of Company Law
7. S.M.Shah - Lectures on Company Law
8. S.Badri Alam and Saravananvel - Company Law- Himalaya Publications
9. P.P.S. Gogna - Text Book of Company Law - S.Chand

BA 1222 FINANCIAL SERVICES
(Core Subject - XI)

UNIT : I
Meaning and importance of financial services - Types of financial services - Financial services and economic environment - Players in Financial Services Sector.

UNIT : II
Merchant Banking - Functions - Issue management - Managing of new issues - Underwriting - Capital market - Stock Exchange - Role of SEBI

UNIT : III
Leasing and Hire purchase - Concepts and features - Types of lease Accounts. Factoring - Functions of Factor

UNIT : IV
Venture Capital - Credit Rating - Consumer Finance

UNIT : V
Mutual Funds : Meaning - Types - Functions - Advantages - Institutions Involved - UTI

Reference Books :
1. Financial Services - M.Y.Khan
2. Financial Services - B.Santhanam
3. Law of Insurance - Dr.M.N. Mishra
4. Indian Financial System - H.r. Machiraju
UNIT : I
Objectives of Taxation - Canons of Taxation - Tax system in India - Direct and Indirect Taxes - Meaning and Types.

UNIT : II
Central Excise Duty - Classification - Levy and Collection of Excise duty - Clearance of excisable goods- Exemption from excise duty - Excise and Small Scale Industries - Excise and Exports - Demand, Refund, Rebate of Central Excise duty - Offences and Penalties - Settlement - Appellate provisions.

UNIT : III

UNIT : IV
Central Sales Tax Act - Levy and Collection of CST -Important Definitions - Sales Purchase in the course of export or import- Liability of Tax - Registration of dealers - Goods of Special Importance - Offences and penalties.

UNIT : V
Value added tax - objectives - Levy of VAT - Arguments in favour of VAT - Difficulties in administering VAT - Set off / Input Tax credit - Carrying over of Tax credit - Registration - TIN - Returns - Assessment of VAT Liability - Declaration form - Service Tax - Tax on different services - Rate of Service Tax.

Reference Books :
2. Customs Act
3. Central Sales Act
4. Practical Approach to Income Tax - Ahuja Girish and Gupta Ravi
6. Indirect Taxes - Datty
BA 1223  a) BUSINESS STATISTICS & O.R. - II  
(Allied Subject - IV)

UNIT : I  
Time Series Analysis - Trend - Seasonal Variation.

UNIT : II  
Index Numbers - Aggregative and Relative Index - Chain and Fixed Index - Wholesale Index - Cost of Living Index.

UNIT : III  
Probability - Addition and Multiplication Theorem - Conditional probability - Bayer's Theorem (without proof) - Simple problems.

UNIT : IV  
Sampling Techniques - Types of Sample and Sampling procedures - Tests of Significance - Normal, t, F, Chi -square - Simple problems.

UNIT : V  
Assignment and Transportation Problems.

Reference Books :  
2. Introduction to Operations Research - Dr. P.R. Vittal, Margham Publications  
3. Statistics - Elhance  

BA 1224  b) INTERNATIONAL ECONOMICS  
(Allied Subject - IV)

UNIT : I  
International Trade - Importance of International Trade, Theories of Foreign Trade - Theories of Adam Smith, Ricardo, Haberler's Hechsher - Ohlin.

UNIT : II  

UNIT : III  
Export Management - Export procedure and Documents - Export Finance - Export Promotion - Export pricing.
UNIT : IV
International Economic Organizations and its Functions, IMF, IDA, IFA, IBRD, ADB, UNCTAD, UNIDO

UNIT : V
WTO and Trade Liberalization - Liberalization of Trade in Manufacturing and in Agricultural Trade - TRIPS, TRIMS - Indian Patent Law.

Reference Books:
1. International Trade and Export Management - Francis Cherunilam.

BA 1207 ENVIRONMENTAL STUDIES
UNIT I: THE MULTIDISCIPLINARY NATURE OF ENVIRONMENTAL STUDIES
Definition, Scope and Importance Need for Public Awareness.

UNIT II: NATURAL RESOURCES
Renewable and non-renewable resources: Natural resources and associated problems.

a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.

b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams benefits and problems.

c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

d) Food resources: World food problems - changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.

f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

- Role of an individual in conservation of natural resources.
- Equitable use of resources for sustainable lifestyles.

UNIT III: ECOSYSTEMS
- Concepts of an ecosystem
• Structure and function of an ecosystem
• Producers, consumers and decomposers
• Energy flow in the ecosystem
• Ecological succession
• Food chains food webs and ecological pyramids
• Introduction, types, characteristic features, structure and function of the following ecosystem:
  a) Forest ecosystem
  b) Grassland ecosystem
  c) Desert ecosystem
  d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).

UNIT IV: BIODIVERSITY AND ITS CONSERVATION
• Introduction - Definition Genetic species and ecosystem diversity.
• Biogeographically classification of India.
• Value of biodiversity: consumptive use, productive use, social ethical, aesthetic and option values.
• Biodiversity at global, national and local levels.
• India as a mega-diversity nation.
• Hot - spots of biodiversity.
• Threats to biodiversity: Habitat loss, poaching of wildlife, man - wildlife conflicts.
• Endangered and endemic species of india
• Conservation of biodiversity: IN - situ and Ex-situ conservation of biodiversity.

UNIT V: ENVIRONMENTAL POLLUTION
• Definition
• Causes, effects and control measures of:
  a) Air pollution
  b) Water pollution
  c) Soil pollution
  d) Marine pollution
  e) Noise pollution
  f) Thermal pollution
  g) Nuclear hazards
• Solid waste management: Causes, effects and control measures of urban and industrial wastes
• Role of an individual in prevention of pollution
• Pollution case studies
• Disaster management: Floods, earthquake, cyclone and landslides.

UNIT VI : SOCIAL ISSUES AND THE ENVIRONMENT
• From unsustainable to sustainable development
• Urban problems related to energy
• Water conservation, rain water harvesting, watershed management.
• Resettlement and rehabilitation of people, its problems and concerns, case studies
• Environmental ethics: Issues and possible solutions
• Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust case studies.
• Wasteland reclamation.
• Consumerism and waste products
• Water(Prevention and control of pollution ) Act.
• Wild Life Protection Act.
• Forest Conservation Act.
• Issues involved in enforcement of environmental legislation
• Public awareness.

UNIT VII: HUMAN POPULATION AND THE ENVIRONMENT
• Population growth, variation among nations
• Population explosion - Family welfare programme.
• Environment and Human health.
• Human rights
• Value education
• HIV/AIDS
• Women and child welfare
• Role of information technology in environment and human health.
• Case Studies.
SEMESTER - V
BA 1307  COST ACCOUNTING
(Core Subject - XIII)

UNIT : I

UNIT : II
Cost sheets, tenders and quotations. Reconciliation of cost and financial accounts.

UNIT : III
Material purchase control, Level, aspects, need and essentials of material control.
Stores control - Stores Department, EOQ, Stores records, ABC analysis, VED analysis.

UNIT : IV
Labour cost - Computation and control. Time keeping, Methods of wage payment - Time rate and piece rate system. Payroll procedures. Idle time and over time. Labour turnover.

UNIT : V
Overheads - Classification, Allocation, Apportionment and Absorption.
Accounting and control of overheads - Manufacturing, Administration, Selling and Distribution (Primary and Secondary Distribution) Machine Hour Rate.

Reference Books :
5. Saxena and Vashist - Cost Accounting.
UNIT : I
Meaning and definition of auditing - Distinction between auditing and accounting - objectives - Advantages and limitations of audit - scope of audit - classifications of audits - Audit planning, meaning - Audit programme, meaning, objectives and contents - audit note book, contents, usefulness of audit note book - Audit working papers, meaning. Ownership and custody - Test checking and Routine checking, meaning - Internal control, meaning, definition, objectives, Technique for evaluation of internal control system - Internal check, meaning, objectives, difference between internal control, Internal check and internal audit.

UNIT : II
Vouching, meaning and definitions, objectives - Trading transactions - audit of ledger- Scrutinizing of ledgers - vouching of cash receipts and payments. Vouching of outstanding assets and liability - verification, meaning objectives and process - valuation of assets and liabilities- Distinction between verification and valuation.

UNIT : III
Depreciation and reserves - meaning - Auditor's duty with regard to depreciation - Reserves and provisions- Distinguish reserves and provision - Depreciation of wasting Assets.

UNIT : IV

UNIT : V
EDP audit - meaning -Division of auditing in EDP environment - Impact of computerization on audit approach - online computer system audit - Types of online computer systems - audit around with the computers - procedure of audit under EDP system.

Reference Books :
3. Practical Auditing - B.N. Tandon Sultan Chand and Co.,
BA 1309 ENTREPRENEURIAL DEVELOPMENT
(Core Subject - XV)

UNIT : I

Concept of Entrepreneurship
Entreprenurship - Meaning - Types - Qualities of an Entrepreneur - Classification of Entrepreneurs - Factors influencing Entrepreneurship - Functions of Entrepreneurs.

UNIT : II

Entrepreneurial Development Agencies.
Commercial Banks - District Industries Centre - National Small Industries Corporation - Small Industries Development Organisation - Small Industries Service Institute. All India Financial Institutions - IDBI - IFCI - ICICI - IRDBI

UNIT : III

Project Management

UNIT : IV

Entrepreneurial Development Programmes (EDP) - Role, relevance and achievements - Role of Government in organizing EDPs - Critical evaluation.

UNIT : V

Economic development and entrepreneur growth
Role of entrepreneur in economic growth - Strategic approaches in the changing Economic scenario for small scale Entrepreneurs - Networking, Niche play, Geographic Concentration, Franchising / Dealership - Development of Women Entrepreneurship.

Reference Books :
1. Srinivasan N.P. - Entrepreneurial Development
2. Saravanavel - Entrepreneurial Development
3. Vasant Desai - Project management
4. Jayashree Suresh - Entrepeneurial development
5. Holt - Entrepreneurship - New Venture Creation
8. Dr. C.B. Gupta & Dr. S.S. Khanka - Entrepreneurship and Small Business.
BA 1201  FINANCIAL MANAGEMENT
(Core Subject - XVI)

UNIT : I
Meaning, objectives and Importance of Finance - Sources of finance - Functions of financial management - Role of financial manager in Financial Management.

UNIT : II
Capital structures planning - Factors affecting capital structures - Determining Debt and equity proportion - Theories of capital structures - Leverage concept.

UNIT : III
Cost of capital - Cost of equity - cost of preference capital - Cost of debt - Cost of retained earnings - weighted Average (or) composite cost of capital (WACC)

UNIT : IV
Dividend policies - Factors affecting dividend payment - Company Law provision on dividend payment -Various Dividend Models (Walter's Gordon's - M.M. Hypothesis)

UNIT : V
Working capital - components of working capital - working capital operating cycle - Factors influencing working capital - Determining (or) Forecasting of working capital requirements.

Reference Books :
1. Financial Management - I.M. Pandey
2. Financial Management - Prasanna Chandra
3. Financial Management - S.N. Maheswari
4. Financial Management - Y. Khan and Jain

BA 1305  a) INCOME TAX LAW AND PRACTICE - I
(Elective - I)

UNIT : I
Meaning and features of income - Important definitions under the Income Tax Act - Tax Rates of Individual Assessee - Residential status - Scope of total income - Capital and revenue - Incomes exempt from tax.

UNIT : II
Heads of income - Salaries - Allowances - Perquisites and their valuations - Deductions from salary - Gratuity - Pension - Commutation of pension - Leave Salary - Profits-in-lieu of salary - Provident funds - Deductions under section 80C.

UNIT : III
Income from House property - Definition of annual value - Deductions from annual value - Computation of income under different circumstances.
UNIT : IV
Income from Business or Profession - Allowable and not allowable expenses - General deductions - Provisions relating to depreciation - deemed business profits - Undisclosed Income / Investments - compulsory maintenance of books of accounts - audit of accounts of certain persons - special provision for computing incomes on estimated basis - Computation of income from business or profession.

UNIT : V
Assessment of Individuals (Covering incomes under Salary, House Property, Business or Profession including sec. 80C - Computation of Tax) - Filing of Return - Various Return Forms - Permanent Account Number (PAN) and its usage.

Reference Books :
2. Income Tax Law & Accounts, Dr. Mehrotra & Goyal Sahitya Bhavan Publications.
SEMESTER - VI
BA 1314  ADVANCED COST ACCOUNTING
(Core Subject - XVII)

UNIT : I
Methods of Costing : Unit Costing - Tenders or Quotations - Job Costing - Batch Costing EBQ.

UNIT : II

UNIT : III

UNIT : IV
Operating Costing - Transport , Power Supply, Cinema Theater.

UNIT : V
Marginal Costing as a Technique - Marginal Costing - BEP Analysis - Profit Planning - Contribution - Key Factor - Margin of Safety.
Marginal Costing - Decision - making - Sales - Mix Exploring New Markets - Make or Buy Decisions - Shut down or Continue.

Reference Books :
1. S.P. Jain and K.L. Narang Cost Accounting
2. P.T. Pattanshetty and Dr. Palekar Cost Accounting
3. S.P. Iyengar Cost Accounting
4. Khanna, Pandey, Ahuja and Arora Practical Costing
5. T.S. Reddy and Y. Hariprasad Reddy Cost Accounting
6. Saxena and Vashist Cost Accounting
7. Hansen/Mowen Cost management Accounting and Control

BA 1116  MANAGEMENT ACCOUNTING
(Core Subject - XVIII)

UNIT : I

UNIT : II
UNIT : III
Ratio Analysis - Interpretation, benefits and limitations - Classification of ratios - Liquidity, Profitability, turnover, capital structure and leverage.

UNIT : IV
Funds flow and Cash flow statements.
Budgets and budgetary control - Meaning, objectives, merits and demerits - Types of Budgets - Production, Cash and Flexible Budgets.

UNIT : V
Capital Expenditure Control - Capital Budgeting Techniques - Pay Back Period - Accounting Rate of Return - Net Present Value Method.

Reference Books:
1. Dr. Maheswari S.N. - Management Accounting.
2. Chadwick - The Essence of Management Accounting
4. Sharma and Shashi K.Gupta - management Accounting
5. T.S. Reddy & Dr. Y.Hariprasad Reddy - Management Accounting.

BA 1310  BUSINESS ENVIRONMENT
(Core Subject - XIX)

UNIT : I
The concept of Business Environment - its nature and significance - Brief overview of political - Cultural - legal - economic and social environments and their impact on business and strategic decisions.

UNIT : II
Political Environment - Government and Business relationship in India - Provisions of Indian constitution pertaining to business.

UNIT : III
Social Environment - Cultural heritage - Social attitudes - impact of foreign culture - castes and communities - joint family systems - linguistic and religious groups - Types of social organization - social responsibilities of business.

UNIT : IV
UNIT : V


Reference Books :
1. Sankaran.S. - Business Environment
2. Francis Cherunilam - Business Environment
3. Aswathappa - Business Environment
4. Daasgupta & Sengupta - Government and Business in India.

BA 1315  a) INCOME TAX LAW AND PRACTICES - II
Elective -II

UNIT : I

Income under capital gains - Short term, long term capital gains - certain transactions not included as transfer - cost of acquisition - cost of improvement - Indexation of cost Capital gains under different circumstances- Exempted capital gains- computation of capital gains.

UNIT : II

Income from other sources - their computation - grossing up - deductions in computing income under the head and other related provisions.

UNIT : III

Clubbing of Income - Deemed incomes - Provisions of the Act relating to clubbing of income - Set off - Carry forward and set off of losses.

UNIT : IV

Permissible deductions from gross total income - Sec. 80C, 80CCC, 80CCCD, 80DD, 80DDB, 80E, 80QG,80GG,80GGA, 80QOB, 80RRB, 80U - Assessment of Individual (Covering Capital gains, Income from other sources including the above mentioned deductions - Computation of Tax).

UNIT : V


Reference Books :
2. Income Tax Law & Accounts, Dr. Mehrotra & Goyal Sahitya Bhavan Publications.
BA 1312  a) HUMAN RESOURCES MANAGEMENT
Elective -III

UNIT : I

UNIT : II
Induction - Training - Methods - Techniques - Identification of the training needs - Training and Development - Performance appraisal - Transfer - Promotion and termination of services - Career development.

UNIT : III

UNIT : IV
Labour Relation - Functions of Trade Unions - Forms of collective bargaining-Workers' participation in management - Types and effectiveness - Industrial Disputes and Settlements (laws excluded)

UNIT : V

Reference Books :
2. Human Resource Management - Ashwathappa
3. Human Resource Management - Garry Deseler

BA 1316  b) PORTFOLIO MANAGEMENT

UNIT : I
Port Folio - Meaning - Objectives - Terms relating to Portfolio - Securities - Risk - Return - Introduction to Portfolio Management - Role of a Portfolio Managers.

UNIT : II
Time value of money - Computation of Present Value Interest Factor (PVIF), Future Value Interest Factor (FVIF), Present Value Interest Factor at an Annuity (PVIFA) - Future Value Interest Factor at an Annuity (FVIFA) Simple Problems relating to it.
UNIT : III
Portfolio Analysis - Planning - Selection - Evaluation - Revision - Various Steps involved in Portfolio Development - Theories relating to Portfolio Analysis.

UNIT : IV
Interpretation of Risk & Return - Mean - Variance Analysis - B (Beta) Measures - Portfolio Diversification - Bond Valuation.

UNIT : V
Portfolio Management Vs Wealth Management - Introduction to Derivatives - Futures Options - Swaps - SEBI Regulations relating to Portfolio Operations.

Reference Book:
1. Management of Investments by Francis
2. Investment Management by V.K. Bhalla

NOMAJOR ELECTIVE - ANY ONE OF THE FOLLOWING (SEMESTER WISE)
SEMESTER - I

BA 1012
1. BASICS OF COMPUTER

INTRODUCTION
UNIT : I
1. Introduction to computers
2. Input Devices
3. Output Devices
4. Operating System

MS WORD - UNIT : II
5. Text Manipulations
6. Usage of Numbering, Bullets, Footer and Headers
7. Usage of Spell check, Find & Replace
8. Text Formatting
9. Picture insertion and alignment
10. Creation of documents, using templates
11. Creation templates
12. Mail Merge Concepts
13. Copying Text & Pictures from Excel

**MS-EXCEL - UNIT : III**
14. Cell Editing
15. Usage of Formulae and Built-in Functions
16. File Manipulations
17. Data Sorting (both number and alphabets)
18. worksheet Preparation
19. Drawing Graphs
20. Usage of Auto Formatting

**MS-POWER POINT - UNIT : IV**
21. Inserting Clip arts and Pictures
22. Frame movements of the above
23. Insertion of new slides
24. Preparation of Organization Charts
25. Presentation using Wizards
26. Usage of design templates

**INTERNET - UNIT : V**
27. Introduction to Internet
28. WWW
29. E-Mail

**Reference Books :**
2. Microsoft Office in Easy steps, Stephen Copestake, Comdex Computer Publishing
3. Teach yourself, MS Office for Windows, Corey Sandler, Tom Bedgelt, Jan Weingarten, BPB Publication.
BA 1110
2. BASICS OF RETAIL MARKETING

UNIT : I
Retailing - Definition - Retail Marketing - Growth of organized retailing in India - Importance of retailing

UNIT : II
Functions of Retailing - characteristics of Retailing - Types of Retailing - store retailing - Non-store retailing

UNIT : III
Retail location factors - Branding in retailing - private labeling - Franchising concept.

UNIT : IV
Communication tools used in Retailing - Sales promotion, e-tailing- window display

UNIT : V
Supply chain management - definition - importance - Role of information Technology in retailing.

Reference Books :
1. Modern Retail Management - J.N.Jain & P.P.Singh  Regal Publications , New delhi
2. Retail Management - Suja Nair, Himalaya Publishing house.

BA 1013
3. AN OVERVIEW OF ISO

UNIT : I
An Introduction to ISO 9000, 9001,9002,9003. The Quality systems to be certified- Meaning of ISO-
Benefits of ISO 9001- Certification- General Scheme of ISO 9001.

UNIT : II

UNIT : III
ISO 9001-2000 Requirements- Explanation of main clauses - Time Line and cost Implication of
Implementing.

UNIT : IV
ISO 9001-2000 and QIS- Comparison of ISO 901 and the capability Maturity Model for software.
Certification bodies operating Multinationals.

UNIT : V
ISO and how to hire an ISO 9000 Consultant- What is Internal Quality Auditing.
Reference Books:
   A.K.Chakraborty
   P.K.Basu
   S.C.Chakravarthy
   PUBLICATIONS: Asian Books Pvt. Ltd.

BA 1014

4. BASICS OF HEALTH CARE MANAGEMENT

UNIT : I PERSONAL (SELF) HEALTH CARE
Personal Hygiene - Personal Diet pattern - Self health maintenance by yoga and other spiritual practice - Drills

UNIT : II FAMILY HEALTH CARE
Family hygiene - group health care by vaccination - propitiation and prevention - Sanitation and diet patterns

UNIT : III COMMUNAL HEALTH CARE
Mass - Hygiene (Social Hygiene) - Environmental Hygiene - Communal health care centres - Hospitals - Statistical bodies - Government and Non government organizations (NGO) for propagation of nutritious diet patterns - maintained by voluntary health organizations and government schemes.

UNIT : IV HEALTH AWARENESS
Health awareness programme organized by governmental and non governmental agencies. Communal amenity programme.

UNIT : V HEALTH DISASTER MANAGEMENT
First Aid - Disaster management techniques like epidemic eruption control, management and eradication.

Reference Books:
1. Social and preventive Medicine, K. Park, Brimnot publishers.
NON MAJOR ELECTIVE - ANY ONE OF THE FOLLOWING(SEMESTER WISE)
SEMESTER - II
BA1112. BASICS OF BUSINESS INSURANCE

UNIT : I
Introduction to Insurance - Type of Insurance - Principles of Insurance.

UNIT : II
Salient Features of IRDA Act- Administration of IRDA Act - Regulatory Measures of IRDA.

UNIT : III
Life Insurance Products - Term, Whole Life, Endowment.

UNIT : IV
Introduction to General Insurance - Fire, Marine and Motor Insurance.

UNIT : V
Government and insurance companies - LIC India - Private players in Insurance in India.

Reference Books
- Dr.N.Premavathy - Elements of Insurance, Sri Vishnu Publications.
- Dr.A.Murthy - Elements of Insurance, Margham Publications, Chennai.
- Nalini Prava Tripathy, Prabir Paal- Insurance Theory & Practice, Prentice Hall of India

BA 1023
3. FUNDAMENTALS OF DISASTER MANAGEMENT

Objectives :
1) To develop an understanding of the process of Disaster Management
2) To understand the mitigation programmes of Disaster Management
3) To develop an understanding of the Disaster Management Policing and Legislation.

UNIT : I
Meaning - Definition - Basic Aspects and Types of Disasters.

UNIT : II
Stages in Disaster - Pre, During and Post Disaster

UNIT : III
Disaster Mitigation - Guiding Principles of Mitigation. Formulation and implementation of Mitigation Programmes.
UNIT : IV
Disaster Training - Utilization of Resources, Training and Public Awareness.

UNIT : V
Disaster Management policy and Legislation; Disaster Management - Strategy in India.

Reference Books :

iii. Natural Disaster Management, Destruction, Safety and Pree cautions, S.Prasad, Mangalam Publishers and Distributors, New Delhi - 2007

BA1024
4. CONCEPT OF SELF HELP GROUPS

Objectives :
1) To develop an understanding of the basic concepts of SHGS.
2) To enable the students understand the operative mechanisms of SHGS.
3) To help the students to know about the various activities undertaken by SHGS.
4) To help the students to understand the concept of women empowerment through SHGS.
5) To develop an understanding of the role of Govt. and NGO's for the development of SHGS.

UNIT I : Meaning, Concept and Functions of SHGS.
UNIT II : Women empowerment through SHGS
UNIT III : Micro finance through SHGS.
UNIT IV : Social Development through SHGS.
UNIT V : Role of Govt. and NGO's in fostering SHGS.

Reference Books :


Journals:
1) Yojana, A Development Monthly, Chief Editor Anurag Misra, Published by Ministry of Information and Broadcasting.
2) Kurukshetra, A Journal on Rural Development, Monthly Journal, Editors - Kapil Kumar, Lalitha Khurance, Published by Ministry of Rural Development.

Websites:
1) www.shg-india.net
2) www.tnruralbazzar.com

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<th>S.No.</th>
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<tr>
<td>1</td>
<td>BA1107</td>
<td>ESSENTIALS OF LANGUAGE AND COMMUNICATION</td>
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**BA1107 ESSENTIALS OF LANGUAGE AND COMMUNICATION**

Objective:
- enable students to build a repertoire of functional vocabulary and to move from the lexical level to the syntactic level.
- train students to summon words, phrases relevant to the immediate communication tasks.
- enable students to comprehend the concept of communication.
- teach students the four basic communication skills- Listening, Speaking, Reading and Writing.

**UNIT : I**
Recap of language skills - vocabulary, phrase, clause, sentence.

**UNIT : II**
Fluency building.

**UNIT : III**
Principles of Communication.

**UNIT : IV**
Types of Communication.

**UNIT : V**
LSRW in Communication.
Reference Books:

- Hall and Shepherd. The Anti-Grammar Grammar Book: Discovery Activities for Grammar Teaching. Longman

Websites:

- www.tatamcgrawhill.com/digital_solutions/monippally
- www.dictionary.cambridge.org
- www.wordsmith.org

BA 1111 ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS

Objectives:

- train students to become aware of their thinking style and to enable them to convert thinking into performance.
- prepare students to evolve metal models for intra-personal and inter-personal transactions.
- make students reflect and improve their use of body language - posture, gesture, facial expression, tone.

UNIT : I
Thinking and Articulation - cognitive, affect, critical, creative aspects of articulation.

UNIT : II
Acquisition of Oral and Aural Skills.

UNIT : III
Communication Boosters - body language.

UNIT : IV
Function of Cultural Codes in Presentation - etiquette.

UNIT : V
Models of Presentation.
Reference Books:


BA 1206 PERSONALITY ENRICHMENT

Objectives:

1. To make students understand the concepts and components of personality, thereby to apply the acquired knowledge to themselves and to march towards excellence in their respective academic careers.
2. To enable students to keep themselves abreast of general knowledge and current information.
3. To bring out creativity and other latent talents with proper goal setting so that self-esteem gets enhanced.
4. To sharpen memory skills and other study skills which are vital for academic excellence.
5. To give training for positive thinking which will keep the students in a good stead at the time of crisis.

UNIT I: INTRODUCTION

- Definition of Personality
- Components of Personality - structural and functional aspects.
- Determinants of Personality- biological, psychological and socio-cultural factors.
- Assessment of Personality - observation, interview and psychological tests.
- Misconceptions and Classifications.
- Need for personality development.

UNIT II: SELF-AWARENESS AND SELF MOTIVATION

- Self analysis through SWOT and Johari widow.
- Elements of motivation.
- Seven rules of motivation.
- Techniques and strategies for self motivation.
• Motivation checklist and Goal setting based on the principle of SMART.
• Self motivation and life.

UNIT III : GENERAL KNOWLEDGE AND CURRENT AFFAIRS
• Regional, National and International events.
• Geographical, political and historical facts.
• Information on sports and other recreational activities.
• Basic knowledge with regard to health and health promotion.

UNIT IV : MEMORY, DECISION MAKING AND STUDY SKILLS
• Definition and importance of memory.
• Causes of forgetting.
• How to forget (thought stopping), how to remember (techniques for improving memory)
• The technique of passing exams.
• The rational decision making process.
• Improving creativity in decision making and components of creativity.

UNIT V : POWER OF POSITIVE THINKING
• Thinking power- seven steps for dealing with doubt.
• Traits of positive thinkers and high achievers,
• Goals and techniques for positive thinking.
• Enhancement of concentration through positive thinking.
• Practicing a positive life style.

PRACTICAL TRAINING
The course would include the following practical exercises. Ice-breaking, Brainstorming and stimulation exercises. Thought stopping. Memory and study skills training.

Reference Books :
BA 1219  COMPUTING SKILLS

Objectives:
The major objective in introducing the Computer Skills course is to impart training for students in Microsoft Office which has different components like MS Word, MS Excel, MS Access, Powerpoint etc., at two levels based on their knowledge and exposure. It provides essential skills for the user to get adapted to any work environment, as most of the systems in any work place have MS Office installed for their day to day activities. The course is highly practice oriented rather than regular classroom teaching.

PREREQUISITE : NIL

UNIT : I
Introduction to Computers - Classification of Computers; Role of Computers in society; Inside the Computers - Hardware (processing, memory, I/O, storage), Software (systems, application), CPU, OS, (DOS, Windows, Unix, Linux), Storage Devices; Programming - Overview, need for languages, skills; Networking Basics; Virus; Hacking.

UNIT : II
Word Processing - Open, Save and close word document; Editing text - tools, formatting, bullets; Spell Checker; Navigating in word - keyword, Mouse; document formatting - paragraph alignment, indentation, headers and footers, numbering; printing - preview, options.

UNIT : III
File Management - Understanding the importance of file management; backing of files, navigating thru My Computer and Windows Explorer; Files and Folders - editing, retrieving, deleting, renaming, subfolders - manipulate windows - maximize, minimize; Power point basics - terminology, templates, viewing.

UNIT : IV
Spreadsheets - MS Excel - opening, entering text and data, formatting, navigating; Formulas - entering, handling and copying; Charts - creating, formatting and printing, header and footer, centering data, printing.

UNIT : V
Networks - Internet Explorer - components; www - working, browsing, searching, saving - Bookmark - favorite, create, delete - Printing a web page; email - creating, receiving, reading and sending messages.

Note: Unit II to Unit V needs exposure thru practicals.

Reference Books:
1. Introduction to Computers - Peter Norton, Tata McGraw-Hill.
3. Internal assessment could be based on Theory and/or practicals.
4. End semester is based on practicals.