



FACULTY OF ARTS AND SCIENCE

ARTS BOARD 2019

BOARD OF STUDIES - 2019

Regulation - 2019

Course: B.COM – Corporate Secretaryship (Regular - 3 Years)

Branch: Commerce

Choice Based Credit System (CBCS)

CURRICULUM AND SYLLABUS – 2019

COMMERCE – CORPORATE SECRETARYSHIP - PROGRAM OUTCOMES

The B.Com - Corporate Secretaryship programme is designed to bridge the gap between conceptual learning and practical application to inculcate professional corporate expertise. The curriculum has been suitably modified to meet the challenging needs of the Indian Corporates. A certain measure of flexibility has been built into the new system, which enables the students to make their own choice of subjects from a wide spectrum of courses. The department imparts Corporate Secretarial skills and provides knowledge and training ground that turns out high caliber, competent, versatile professionals and good Company Secretaries. The department provides conducive ambience for learning Career oriented subjects like Company law, Corporate laws, Economic laws, Corporate governance, CSR etc.

After Completing Bachelor of Commerce (B.Com) – Commerce (Corporate Secretaryship) Course, students are able to:

1. To build a strong foundation of knowledge in different areas of Corporate Secretaryship.
2. To develop the skill of applying concepts and techniques used in Corporate Secretaryship.
3. To develop an attitude for working effectively and efficiently in a business environment.
4. To integrate knowledge, skill and attitude that will sustain an environment of learning and creativity among the students.
5. To expose students about entrepreneurship.
6. To enable a student to be capable of making decisions at personal and professional level.
7. Develop ethical thinking.
8. Develop functional and general management skills.
9. Inculcate a global mindset.

10. Evaluate different business problems using analytical and creative, and integrative abilities.
11. Build and Demonstrate leadership, teamwork, and social skills.
12. Communicate effectively in different contexts.
13. Analyze socio-political-economic environment of business organizations.

B.Com. Corporate Secretaryship Job Types:

- Secretaries in Companies
- Accountants
- Stock Broking Offices
- Cashiers
- Management related Jobs
- Executive officers
- Bank
- Corporate sector
- Auditor
- Asset Manager
- Promoters
- Teachers

S. No.	Nature of Course	No. of Courses	Credit / Each course	Total No. of Credits
I - CORE COURSE				
1	DSC – 1 : Discipline Specific Core Courses – 1	4	6	24
2	DSC – 2 : Discipline Specific Core Courses – 2	4	6	24
3	DSC – 3 : Discipline Specific Core Courses – 3 (Foundation Courses)	8	3	24
II - ELECTIVE COURSE				
4	DSE –1: Discipline Specific Elective Courses	2	6	12
5	DSE - 2 : Discipline Specific Elective Courses	2	6	12
6	DSE - 3 : Discipline Specific Elective Courses a). Inter- Disciplinary b). Project Work – Dissertation (Institutional Training) - Compulsory	2	6	12
III - ABILITY ENHANCEMENT COURSE				
7	1. AECC : Ability Enhancement Compulsory Courses	2	4	8
8	2. SEC : Skill Enhancement Courses	4	4	16
IV - VALUE ADDED COURSE (Compulsory)				
9	VAC : Value Added Course	1	2	2
10	Swayam *	1	2	-
11	NSS Activity *	1	2	-
Total Credits				134

* Non-CGPA Courses.

* Swayam / NSS / RRC / Sports activity based on performance and attendance, which will not be calculated for CGPA.

FACULTY OF ARTS AND SCIENCE
BACHELOR OF COMMERCE (Corporate Secretaryship)

Syllabus - 2020 (Choice Based Credit System)

Components	Courses	Credits	Total Credits
SEMESTER – I			
DSC-3A1	Tamil - I / Hindi – I / French - I	3	22
DSC-3B1	English I	3	
DSC-1A	Financial Accounting-I	6	
DSE - 1A	Discipline Specific Elective Course (Any One)	6	
AEC -I	Environmental Science	4	
SEMESTER - II			
DSC-3A2	Tamil - II / Hindi – II / French - II	3	22
DSC-3B2	English II	3	
DSC-1B	Financial Accounting-II	6	
DSE -1B	Discipline Specific Elective Course (Any One)	6	
SEC - 1	Skill Enhancement Course Any One	4	
SEMESTER - III			
DSC - 3A3	MIL-Tamil-III / Hindi-III / French –III	3	22
DSC - 3B3	English-III	3	
DSC – 1C	Corporate Accounting – I	6	
DSC – 2A	Company Law	6	
AECC – 2	English Communication – Lab / Basic Tamil	4	
SEMESTER - IV			
DSC - 3A4	MIL-Tamil-IV / Hindi-IV / French-IV	3	24
DSC - 3B4	English-IV	3	
DSC – 1D	Corporate Accounting – II	6	
DSE - 2A	Discipline Specific Elective Course (Any One)	6	

SEC-2	Skill Enhancement Course Any One	4	
VAC	Value Added Courses any one	2	
SEMESTER - V			
DSC – 2B	Secretarial Practice	6	22
DSC – 2C	Commercial law	6	
DSE -2B	Discipline Specific Elective Course (Any One)	6	
SEC - 3	Skill Enhancement Course Any One	4	
SEMESTER - VI			
DSC-2D	Industrial Law	6	22
DSE -3A	Discipline Specific Elective Course (Any One)	6	
DSE -3B	Project Work - Dissertation – (Institutional Training) – Compulsory	6	
SEC	Skill Enhancement Course Any One	4	
Total Credits			134

I - CORE COURSE

DSC – 1 DISCIPLINE SPECIFIC CORE COURSE -1

S.No	Components Code	Subject Title	Credit
1	DSC – 1A	Financial Accounting -I	6
2	DSC – 1B	Financial Accounting –II	6
3	DSC – 1C	Corporate Accounting – I	6
4	DSC – 1D	Corporate Accounting – II	6

DSC – 2 DISCIPLINE SPECIFIC CORE COURSE - 2

S.No	Components Code	Subject Title	Credit
1	DSC – 2A	Company Law	6
2	DSC – 2B	Secretarial Practice	6
3	DSC – 2C	Commercial law	6
4	DSC – 2D	Industrial Law	6

DSC – 3 DISCIPLINE SPECIFIC CORE CORSE(Foundation Course) - 3

S.No	Components Code	Subject Title	Credit
1	DSC - 3A1	MIL-Tamil-I / Hindi-I / French-I	3
2	DSC - 3A2	MIL-Tamil-II / Hindi-II / French-II	3
3	DSC - 3A3	MIL-Tamil-III / Hindi-III / French –III	3
4	DSC - 3A4	MIL-Tamil-IV / Hindi-IV / French-IV	3
5	DSC - 3B1	English-I	3
6	DSC - 3B2	English-II	3

7	DSC - 3B3	English-III	3
8	DSC - 3B4	English-IV	3

II - ELECTIVE COURSE (Any Six)

DSE – 1 DISCIPLINE SPECIFIC ELECTIVE COURSE (Any Two)

S.No	Components Code	Subject Title	Credit
1	DSE - 1A	Financial Services and Stock Markets	6
		Financial Management	6
3	DSE -1B	Principles of Marketing	6
4		Management Accounting	6

DSE – 2 DISCIPLINE SPECIFIC ELECTIVE COURSE(Any Two)

S.No	Components Code	Subject Title	Credit
1	DSE - 2A	Cost Accounting	6
2		Human Resource Management	6
3	DSE -2B	Business Management	6
4		Income Tax Law and Practice	6

DSE – 3 DISCIPLINE SPECIFIC ELECTIVE – INTERDISCIPLINARY

(Any One Inter- Disciplinary with Compulsory Project)

S.No	Components Code	Subject Title	Credit
1	DSE -3B	Dissertation Project Work – (Institutional Training) - Compulsory	6
2	DSE -3A	Business Statistical Methods	6
3		Business Statistical Decision Techniques	6

III - ABILITY ENHANCEMENT COURSE

S No	Components Code	1. Ability Enhancement Compulsory Course	Credits	Total
1	AECC – 1	Environmental Science	4	4 x 2= 8
2	AECC – 2	English Communication – Lab / Basic Tamil	4	
S No	Components Code	2. Skill Enhancement Course (Any Four)	Credits	Total
1	SEC – 1 SEC – 2 SEC -3 SEC – 4	Yoga and Meditation – Lab	4	4 x 4 = 16
2		Soft Skills Lab – I	4	
3		Soft Skills Lab – II	4	
4		Tally Lab	4	
5		Event Management – Lab	4	
6		Concept of Self Help Groups – Lab	4	
S No	Components Code	IV - Value Added Course (Any One)	Credits	Total
1	VAC	Women Studies	2	1 x 2 = 2
2		Indian Constitution – Configurable Structure	2	
3		Basic Life Support and First Aid (Demonstration)	2	
4		Fire Safety (Demonstration)	2	
5		Industrial Safety	2	

*** If the candidate from other states they can learn the basic Tamil subject instead of English Communication.**

**** If the candidate select the Basic Life Support and First Aid (Demonstration) & Fire Safety (Demonstration) as their value added programme, the certificate obtained by candidate should be submitted to the COE to provide required 2 credits.**



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B.COM. - CORPORATE SECRETARYSHIP

DSC – 1: Discipline Specific Core Courses 1

Component : DSC 1	Subject Code :U19BCC1FA
Subject Title : Financial Accounting –I	Pattern : Problem and Theory
No of Credits : 6	No of Hours : 90

Objective	:	To impart knowledge of accounting and cover the practical knowledge.
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Outcome	:	To providebasicknowledgeabouttheaccountingprinciplesandprocedures, concepts&conventionsofaccounting and accountingframework.
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UNIT - I

18 Hours

Definition of Account – Accounting Principles – Nature of Accounting Concepts – Double Entry Vs single entry – Journal – Ledger – Trial Balance.

UNIT - II

18 Hours

Preparation of Trading, Profit and Loss Account and Balance Sheet of Sole Trading.

Depreciation - Meaning, Causes, Types - Straight Line Method - Written Down Value Method (Change in Method excluded).

UNIT - III

18 Hours

Branch Accounts – Objects of Branch Accounts – Types of Branches – Dependent Branch – Stock and Debtor System – Accounting System – Independent Branch (foreign Branch excluded) – Incorporation of Branch Figures in the Head Office Books (only simple problems).

UNIT - IV

18 Hours

Partnership Accounts – Profit and Loss Appropriation Account – Admission, Retirement and Death of Partners- Goodwill to be treated as per AS10 – Adjustments in the Profit Sharing Ratio – Adjustment for Revaluation of Assets and Liabilities – Treatment of goodwill.

UNIT - V

18 Hours

Partnership Accounts – Dissolution of Firm – Settlement of accounts – Accounting Treatment for Unrecorded Assets and Liabilities – Insolvency of a Partner – Garner Vs Murray – Fixed and Fluctuating Capital – All Partners Insolvency (simple problems only).

NOTE: Question Paper shall cover 40% Theory and 60% Problems.

Lecture Hours	: 75
Tutorial Hours	: 15
Total Hours	: 90

TEXT BOOK RECOMMENDED:

1. Financial Accounting – A. Moorthy and T.S.Reddy – Margam Publications, VI revised edition 2011.
2. Advanced Accountancy – S.P.Jain&K.L.Narang, Kalyani Publishers. 2016

BOOKS FOR REFERENCE:

1. Advanced Accountancy – R.L.Gupta&Radhasamy. - Sultan Chand & Sons. 2013
2. Principles of Accountancy – Vinayakam, Mani &Nagarajan. – S. Chand. 2010
3. Advanced Accountancy – M.C.Shukla, T.S.Grewal&S.C.Gupta - S Chand & Sons. 2016.



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ARTS BOARD 2019
B.COM. - CORPORATE SECRETARYSHIP
DSC – 1: Discipline Specific Core Courses 1

Component : DSC 1	Subject Code :U19BCC2FA
Subject Title : Financial Accounting –II	Pattern : Problem and Theory
No of Credits : 6	No of Hours : 90

Objective	:	To impart knowledge of accounting and cover the practical knowledge.
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Outcome	:	Students acquire advanced knowledge about practical financial accounting
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L T P C
5 1 0 6

UNIT - I **18 Hours**

Single Entry System – Sale or Return

UNIT - II **18 Hours**

Departmental Accounts – Distinction between departments and branches – Allocation of common expenses – Expenses which cannot be allocated – Inter-departmental Transfer at Cost and at Selling Price (simple problems only).

UNIT - III **18 Hours**

Hire purchase system – Accounting treatment – Calculation of interest – Books of Hire purchaser

and Hire Vendor – Default and Repossession – hire Purchase Trading Account – Installment System – Distinction between Hire purchase and Installment purchase system – Accounting treatment – Books of buyer and seller (simple problem only).

UNIT - IV

18 Hours

Bills of Exchange – Average Due Date – Account Current

UNIT – V

18 Hours

Errors and Rectification- Bank Reconciliation Statements

(Weightage of Marks = Problems - 60%, Theory - 40%)

Lecture Hours :75

Tutorial Hours :15

Total Hours : 90

TEXT BOOKS:

1. T.S.Reddy and A.Murthy, Financial Accounting, Margham Publishers. Chennai.
2. R.L.Gupta and V.K.Gupta, Financial Accounting, Sultan Chand & Sons.

REFERENCES:

1. S.P.Jain and K.L.Narang, Advanced Accountancy, Kalyani Publications, New Delhi, Ludhiana.
2. M.C.Shukla and T.S.Grewal, Advanced Accounts (Vol.1), S.Chand& Co.
3. Dr.N.Premavathy, Financial Accounting, (Tamil) Sri Vishnu Publications, Chennai.



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B.COM. - CORPORATE SECRETARYSHIP

DSC – 1 : Discipline Specific Core Courses 1

Component : DSC1	Subject Code : U19BCC3CA
Subject Title : Corporate Accounting – I	Pattern : Problem and Theory
No of Credits : 6	No of Hours : 90

Objective	:	To gain comprehensive understanding of all aspects relating to corporate accounting in conformity with the provision of the Companies Act.
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Outcome	:	To enable the students to be aware on the Corporate Accounting in conformity with the provision of the Companies Act.
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L T P C
5 1 0 6

UNIT-I

18 Hours

Issue of Shares – at Par, Premium and Discount – Pro-rata Allotment – Forfeiture and Reissue of Shares.

UNIT-II

18 Hours

Issue of Debentures – Redemption of Debentures with and without Provisions – Redemption of Preference Shares.

UNIT-III

18 Hours

Acquisition of Business – Profit Prior to Incorporation – Final Accounts (Managerial Remuneration Excluded).

UNIT-IV**18 Hours**

Amalgamation, Absorption and External Reconstruction: Purchase Consideration – Methods – Amalgamation in the Nature of Merger and Purchase – Absorption – ASI4 – Alteration of Share Capital – Reduction of Share Capital (Scheme of Capital Reduction is Excluded).

UNIT-V**18 Hours**

Liquidation Accounting – Order of Payments – Preferential Payments – Liquidators Final Statement of Account – Remuneration – Statement of Affairs and Deficiency Accounts.

NOTE: Question Paper shall cover 40% Theory and 60% Problems.

Lecture Hours : 75**Tutorial Hours : 15****Total Hours : 90****TEXT BOOKS:**

1. Reddy T.S. & Murthy A, Corporate Accounting – Margham Publications, Chennai.
2. Shukla M.C.Grewal, T.S.Gupta S.C., Advanced Accounts – S.Chand& Co. Ltd, New Delhi.
3. Gupta R.L. &Radhaswamy M, Sultan Chand & Sons, New Delhi.

REFERNCES:

1. Jain and Narang, Advanced Accountancy – Kalyani Publishers.
2. IyengarS.P, Advanced Accounting - Sultan Chand & Sons, New Delhi.
3. Dr. S.Ganesan and S.R.Kalavathy, Thirumalai Publications, Nagarkoil.



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B.COM. - CORPORATE SECRETARYSHIP
DSC – 1 : Discipline Specific Core Courses 1

Component: DSC 1	Subject Code: U19BCC4AC
Subject Title : Corporate Accounting – II	Pattern : Problem and Theory
No of Credits : 6	No of Hours : 90

Objective	:	To gain comprehensive understanding of all aspects relating to corporate accounting in conformity with the provision of the Companies Act.
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Outcome	:	After the successful completion of the course the students should have a thorough knowledge on the accounting practice prevailing in the Corporate.
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L	T	P	C
5	1	0	6

UNIT-I

18 Hours

Valuation of Goodwill – Need – Factors Effecting the Valuation – Methods – Average Profit, Super Profit, Annuity and Capitalization Methods, Valuation of Shares: Need – Factors Effecting the Valuation – Net Asset, Yield and Fair Value Methods.

UNIT-II

18 Hours

Accounts of Holding Companies – Minority Interest – Cost of Control – Elimination of Common Transactions – Unrealized Profits – Revaluation of Assets and Liabilities – Bonus Shares – Consolidated Balance Sheet (Inter Company Investment Excluded).

UNIT-III**18 Hours**

Bank Accounts: Rebate on Bills Discounted, Interest on Doubtful Debts, Preparation of Profit and Loss Account and Balance Sheet with Relevant Schedules (New Method) – Non-performing Assets (NPA).

UNIT-IV**18 Hours**

Insurance Company Accounts: Life Insurance – Revenue Account, Valuation Balance Sheet and Balance Sheet (New Method). General Insurance - Fire and Marine Revenue Account, Profit and Loss Appropriation Account and Balance Sheet (New Method).

UNIT-V**18 Hours**

Inflation Accounting (Accounting for Price Level Changes) – Limitations of Historical Accounting – Current Purchasing Power Method – Current Cost Accounting Method – Hybrid Method.(Simple Problems Only).

NOTE: Question Paper shall cover 40% Theory and 60% Problems.

Lecture Hours : 75
Tutorial Hours : 15
Total Hours : 90

TEXT BOOKS:

1. Reddy T.S. and Murthy A. – Corporate Accounting – Margam Publications, Chennai.
2. Gupta R.L. and Radhaswamy M. – Sultan Chand & Sons, New Delhi.
3. Jain and Narang – Advanced Accountancy – Kalyani Publishers.

REFERENCE BOOKS:

1. Iyengar S.P. – Advanced Accounting - Sultan Chand & Sons, New Delhi.
2. Dr.S.Ganesan and S.R.Kalavathy, Thirumalai Publications, Nagarkoil.
3. Shukla M.C.Grewal, T.S.Gupta S.C. – Advanced Accounts – S.Chand& Co. Ltd, New

Delhi.



FACULTY OF ARTS & SCIENCE

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B.COM. - CORPORATE SECRETARYSHIP

DSC – 2 : Discipline Specific Core Courses – 2

Component :DSC 2	Subject Code : U19BCC5CL
Subject Title : Company Law	Pattern : Theory
No of Credits : 6	No of Hours : 90

Objective	:	To educate on the fundamental principles of company law.
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Outcome	:	To enlighten the students' knowledge on Companies Act.
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L	T	P	C
6	0	0	6

UNIT – I

18 Hours

Company – Definition – characteristics of a company – Advantages of Incorporation

UNIT – II

18 Hours

Incorporation –Memorandum of Association – Contents – Alteration of Memorandum of Association – Doctrine of ultra Virus – Articles of Association –

contents – Alteration of articles of Association – Doctrine of Indoor Management.

UNIT – III

18 Hours

Prospectus – Contents of Prospectus – Statement in lieu of prospectus – misstatement in Prospectus and its consequences – Commencement of Business

UNIT – IV

18 Hours

Share Capital – Meaning– Kinds– alteration of capital– Allotment of Share– Buyback of Shares of the same company.

UNIT – V

18 Hours

Members and Shareholders - who can become a Member – How to become a Member – cessation of Membership – Rights and liabilities of Members

Lecture Hours : 90

Tutorial Hours : 00

Total Hours : 90

REFERENCE BOOK:

1. Elements of company law N.D.Kapoor
2. Company Law Avtersingh
3. Company law Abdul Gaffor and Thodathri
4. Principles of Company Law M.C.Shukla and S.S.gulshan
5. A Guide to Company Law A.Ramiah
6. Lectures on Company Law S.M.Shah



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B.COM. - CORPORATE SECRETARYSHIP

DSC – 2 : Discipline Specific Core Courses – 2

Component: DSC 2	Subject Code : U19BCC6CL
Subject Title : Commercial Law	Pattern : Theory
No of Credits : 6	No of Hours : 90

Objective	:	To educate on the fundamental principles of industry and commercial law.
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Outcome	:	On successful completion of this course, the student should be well versed in basic provisions regarding legal framework governing the business world.
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L	T	P	C
6	0	0	6

UNIT-I

18 Hours

General Principles of Law of contract – Indian Contract Act 1872 – Essential elements of a valid contract classification according to validity, formation and performance – offer and Acceptance – Legal rules – consideration – Capacity to Contract – Minors – other persons.

UNIT-II

18 Hours

Free Consent – coercion – Undue influence – mistake – Misrepresentative – Fraud.

UNIT-III

18 Hours

Contingent Contract – Discharge of contract – various modes – Remedies for breach of Contract
– Quasi Contract.

UNIT-IV

18 Hours

Contract of indemnity – Rights and duties of indemnifier – contract of guarantee – Rights and Duties of surety – discharge of surety Bailment – Rights and Duties of bailer and Bailee – finder of goods – pledge – Rights and duties of Pawnor and Pawnee.

UNIT-V

18 Hours

Contract of agency – Classification of agents – Rights and duties of principles and agent.

Lecture Hours : 90
Tutorial Hours : 00
Total Hours : 90

TEXTBOOK:

1. N.D. Kapoor - Industrial Law- Sultan Chand & Sons - 2011
2. P.C. Tripathi - Industrial Law- Sultan Chand & Sons
3. Business Law – Dr. V. Balachandran and Dr. S Thothadri, Vijay Nicole Imprints

REFERENCE BOOK:

1. Dr. M. R. Sreenivasan & C.D. Balaji - Industrial Law – Margham Publication
2. Business Laws – Sushma Arora – Taxmann's
3. Commercial Law – Michael Furmston Jason Chuah – Pearson Publishers.



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ARTS BOARD 2019
B.COM. - CORPORATE SECRETARYSHIP
 DSC – 2 : Discipline Specific Core Courses – 2

Component: DSC 2	Subject Code : U19BCC7SP
Subject Title : Secretarial practice	Pattern : Theory
No of Credits : 6	No of Hours : 90

Objective	:	<ul style="list-style-type: none"> • know the Types of company secretaries, rights, liabilities and Powers • understand the Promotion and Incorporation
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Outcome	:	To enlighten the students knowledge on secretarial practices.
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L	T	P	C
6	0	0	6

UNIT-I

18 Hours

Secretary – Definition, Qualification, appointment, legal position, Types of

company secretaries, rights, liabilities and Powers – Company Secretaries (Regulation) Act 1980 – Practicing Company Secretary.

UNIT-II

18 Hours

Promotion and Incorporation: Pro-term secretary; Documents for registration certificate of Incorporation; Duties of computer Secretary in promotion stage.

Capital Issue: Prospectus – Preparation – Duties of Company secretary regarding prospectus.

UNIT-III

18 Hours

Commencement of Business: Shares issue procedure – duties of company Secretary regarding issue of shares, Shares allotment – Legal Procedure, Secretarial duties

UNIT-IV

18 Hours

Share certificate, Share warrant, and SEBI's guidelines for issue of shares, Transfer and transmission of shares

UNIT-V

18 Hours

Stock Exchange: Stock Exchange – Securities and exchange Board of India Act. Functions of Stock Exchange – Listing of Securities – Listing of agreement, listing procedure; Under-Writing Procedure-Dematerialization

Lecture Hours : 90
Tutorial Hours : 00
Total Hours : 90

Reference Book:

1. Company Secretarial practice P.K.Ghosh&Dr.V.Balachandran
2. Company Law And Secretarial Practice, N.D.Kapoor
Secretarial Practice M.C.Kuchhal



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DSC – 2 : Discipline Specific Core Courses – 2

Component : DSC 2	Subject Code : U19BCC8IL
Subject Title : Industrial Law	Pattern : Theory
No of Credits : 6	No of Hours : 90

Objective	:	To understand the Acts that protects the employees.
Outcome	:	On successful completion of this course, the student should be well versed in basic provisions regarding legal frame work governing the business world.

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UNIT - I

18 Hours

FACTORIES ACT, 1948: Definitions – Health – Safety – Welfare – Working Hours of Adults. Employment of Women – Employment of Young persons – Leave with Wages.

UNIT - II

18 Hours

THE PAYMENT OF WAGES ACT, 1936: Definitions – Responsibilities for Payment – Wage Periods – Time of Payment – Deductions – Claims for Wrongful Deductions.

UNIT - III**18 Hours**

MINIMUM WAGES ACT, 1948: Interpretation – Fixing Minimum Rates of Wages – Minimum Rate of Wages – Procedures for Fixing – Committee and Advisory Boards – Payment of Minimum Wages – Register and Records – Inspectors – Claims – Penalties and Procedures.

UNIT - IV**18 Hours**

THE INDUSTRIAL DISPUTES ACT, 1947: Definitions – Authorities under the Act – Reference of Disputes - Procedures and Powers of Authorities – Strike and Lockout – Lay-off – Retrenchment – Special Provision relating to Lay-off – Retrenchment and Closure – Machinery for Redressal of disputes – Voluntary and statutory methods

UNIT - V**18 Hours**

Workman's Compensation Act 1923 – Scope – Definitions – Rules Regarding Workman's Compensation.

Lecture Hours : 90
Tutorial Hours : 00
Total Hours : 90

TEXT BOOKS:

1. P.C. Tripathi - Industrial Law- Sultan Chand & Sons
2. Business Law – Dr. V. Balachandran and Dr. S Thothadri, Vijay Nicole Imprints
3. Business Law – N. D. Kapoor – Sultan Chand & Sons, 2019

REFERENCE BOOKS:

1. Dr. M. R. Sreenivasan & C.D. Balaji - Industrial Law – Margham Publication
2. Business Laws – Sushma Arora – Taxmann's
3. Commercial Law – Michael Furmston Jason Chuah – Pearson Publishers.



FACULTY OF ARTS AND SCIENCE

BOARD OF STUDIES 2019

B.COM. –CORPORATE SECRETARYSHIP

DSC – 3 : Discipline Specific Core Courses – 3(Foundation Courses)

Component : DSC3	Subject Code : U19FC1T1
Subject Title : Tamil - I	Pattern : Theory
No of Credits : 3	No of Hours : 45

இளங்கலை - முதற் பருவம்

SUB : Foundation Course - i

Credit:3

TITLE: (செய்யுள், உரைநடை, இலக்கியவரலாறு,
இலக்கணம், பயன்பாட்டுக்கல்வி)

hours:45

SUB CODE : UG20FC1T1

SUB PATTERN : (THEORY)

பாட நோக்கம் :

தமிழ் மரபுக்கவிதை, புதுக்கவிதை முதலானவற்றை அறிமுகப்படுத்துதல்.

சிறுகதை, நாவல், கட்டுரை முதலான இலக்கிய வடிவங்களைக் கற்பித்தல்.

இக்கால இலக்கியத்தின் மீதான ஈர்ப்பை மிகுவித்தல்.

கற்றல் பயன் :

தமிழ் இலக்கியத்தின் மீதான ஆர்வம் மிகும்.

புதிய இலக்கிய வடிவங்களை அறிவர்

கவிதை, சிறுகதை ஆகியவற்றை படைக்க முயல்வர்.

அலகு - 1 மரபுக்கவிதைகள் (hours:9)

1.பாரதியார் - புதுமைப்பெண்

2.பாரதிதாசன் - வான் (இயற்கை)

3.நாமக்கல் கவிஞர் • உலகம் வாழ்க

4.கண்ணதாசன் • காலக்கணிதம்

5.கவிஞர் சுரதா • கலப்பை

6.வல்லம் வேங்கடபதி • நெருப்பிலிடு

அலகு - 2 புதுக்கவிதைகள் (hours:9)

1.சிற்பி - ஒரு விதையின் கதை

2.அறிவுமதி - நட்புக்காலம்

3.தாமரை • ஒரு கதவும் கொஞ்சம் கள்ளிப்பாலும்

4.ஈரோடு தமிழன்பன் • ஹைக்கூ கவிதைகள் (10 கவிதைகள்)

5.அப்துல் ரகுமான் • ஒப்புதல் வாக்கு மூலம்

6.அபி • மாப்பிள்ளைகள்

7.குட்டி ரேவதி • குடுகுடுப்பைச் சிறுவன்

8.மாலதி மைத்ரி • அகதி

அலகு - 3 உரைநடை (hours:9)

1.கவிப்பேரரசு வைரமுத்து • சிற்பியே உன்னை செதுக்குகிறேன்

அலகு - 4 இலக்கிய வரலாறு - இலக்கணம் (hours:9)

1.புதுக்கவிதை, ஹைக்கூ கவிதை தோற்றமும் வளர்ச்சியும்

2.படிமம், குறியீடு பற்றிய விளக்கங்கள்

3.சிறுகதையின் தோற்றமும் வளர்ச்சியும்

4.உரைநடையின் தோற்றமும் வளர்ச்சியும்

5.இலக்கணக் குறிப்பெழுதி விளக்கம் அறிதல்

6.கலைச்சொல்லாக்கம், எழுத்துப்பிழை நீக்கம்

7.தமிழ் எண்கள்

அலகு - 5 பயன்பாட்டுக்கல்வி - மொழிபெயர்ப்பு (hours:9)

- 1.கவிதை படைத்தல்
- 2.வினா விடை அமைத்தல்
- 3.கற்பனை சந்திப்பிற்கு உரையாடல் எழுதுதல்
- 4.சிறுகதைகள் குறித்த விமர்சனம்
- 5.பொதுப்பகுதி அலுவலகப்பகுதி ஆங்கிலத்தில் இருந்து தமிழில் மொழிபெயர்த்தல்

6.தன்முனைப்பு படிப்பு - சிறுகதை

- 1.ஒரு காட்டில் ஒரு மான் - அம்பை
- 2.சுந்தரவனம் - தேவதேவன்
- 3.மவராசர்கள் - விந்தன்
- 4.ஒரு சிறு இசை - வண்ணதாசன்
- 5.மாத்திரை - நீலபத்மநாபன்

பார்வை நூல்கள்

- 1.இலக்கிய வரலாறு - முனைவர் பாக்யமேரி
- 2.இலக்கணமும் மொழிப்பயிற்சியும் - க.கோ.வேங்கடராமன்

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DSC – 3 : Discipline Specific Core Courses – 3(Foundation Courses)

Component : DSC 3	Subject Code U19FC1T2
Subject Title : Tamil - II	Pattern : Theory
No of Credits : 3	No of Hours : 45

இரண்டாம் பருவம்

SUB : Foundation Course - ii

Credit : 3

TITLE : செய்புள், உரைநடை, இலக்கியவரலாறு,

hours : 45

இலக்கணம், பயன்பாட்டுக்கல்வி

SUB CODE : UG20FC1T2

SUB PATTERN : (THEORY)

பாட நோக்கம் :

தமிழ் மரபுக்கவிதை, புதுக்கவிதை முதலானவற்றை அறிமுகப்படுத்துதல்.

சிறுகதை, நாவல், கட்டுரை முதலான இலக்கிய வடிவங்களைக் கற்பித்தல்.

இக்கால இலக்கியத்தின் மீதான சர்ப்பை மிகுவித்தல்.

கற்றல் பயன் :

தமிழ் இலக்கியத்தின் மீதான ஆர்வம் மிகும்.

புதிய இலக்கிய வடிவங்களை அறிவர்

கவிதை, சிறுகதை ஆகியவற்றை படைக்க முயல்வர்.

அலகு - 1 - சங்க இலக்கியம் (hours:9)

1.குறுந்தொகை

1.குறிஞ்சி - கொங்குதேர் வாழ்க்கை (2)

2.முல்லை - கார் புறந்தந்த (162)

3.மருதம் - கழனி மா அத்து (8)

4.நெய்தல் - நள்ளென்றற்றே (6)

5.பாலை - எறும்பி அளையின் (12)

2. ஐங்குறுநூறு - அன்னாய் வாழிப்பத்து (21)

3. புறநானூறு - பாடல் எண் : 91, 142,192,195,312.

அலகு - 2 நீதி இலக்கியம் (hours: 9)

1.திருக்குறள் - நட்பாராய்தல்

2.நாலடியார் - நட்பிற்பிழை பொறுத்தல்

3.இனியவை நாற்பது - 1,3,5,6,20

4.பழமொழி நானூறு - 5,27,46,73,114

5.முகூரை - 1,2,5,10,16,17,18,26,30

அலகு -3 - நாவல் (hours: 9)

1.வேரில் பழுத்த பலா - சு.சமுத்திரம்

அலகு - 4 - இலக்கிய வரலாறு (hours :9)

1.பதினெண் மேற்கணக்கு நூல்கள் அறிமுகம்

2.பதினெண் கீழ்க்கணக்கு நூல்கள் அறிமுகம்

3.நாவலின் தோற்றமும் வளர்ச்சியும்

அலகு - 5 - இலக்கணம் - படைப்பாற்றல் (hours:9)

- 1.வல்லினம் மிதம், மிகா இடங்கள்
- 2.வினா, விடை வகைகள் (அறுவகை வினா, எண்வகை விடை)
- 3.தொகை நிலைத்தொடர்
- 4.தொகா நிலைத்தொடர்
- 5.மரபுக்கவிதை புதுக்கவிதை படைத்தல்
- 6.தன்முனைப்பு படிப்பு - புதினம் - 1, புதினம் - 2
(புதினத்தீர்வு மாணவர் விருப்பத்திற்குரியது)

பார்வை நூல்கள்

- 1.இலக்கிய வரலாறு - முனைவர் பாக்யமேரி
- 2.சங்க இலக்கியம் மூலமும் உரையும் - உரையாசிரியர் முனைவர் முனைவர் விநாகராசன்
- 3.பதினெண் கீழ்க்கணக்கு நூல்கள் - உரையாசிரியர் அமாணிக்கனார்.

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DSC – 3 : Discipline Specific Core Courses – 3(Foundation Courses)

Component : DSC 3	Subject Code : U19FC1T3
Subject Title : Tamil - III	Pattern : Theory
No of Credits : 3	No of Hours : 45

Part – III Tamil REGULAR

முன்றாம் பருவம்

(B.A TAMIL, B.A ENGLISH, BSC PHY-CHE ,MATHS,C.S உரியது.)

SUB : Foundation Course - iii

Credit : 3

TITLE : (காப்பியம், நாடகம், பக்தி இலக்கியம்)

hours : 45

SUB CODE : UG20FC1T3

SUB PATTERN : (THEORY)

நோக்கம்:

தமிழ் இலக்கிய வரலாற்றில் ஐம்பெரும்காப்பியங்கள், நாடகங்கள், பக்தி இலக்கியம் பெறும் இடம் குறித்து விளக்குதல்.

காப்பியச் சுவையும் நாடக இன்பத்தையும் பக்தி பெருக்கையும் மாணவர்கள் அறியச் செய்தல்.

கற்றல் பயன்கள் :

மாணவர்கள் தமிழ் இலக்கிய வரலாற்றின் காப்பியம், நாடகம், பக்தி இலக்கியம் பக்தி இலக்கியம் பற்றி அறிதல்.

வாழ்வின் வழிபாட்டின் முக்கியத்துவம் உணர்ந்து கடைப்பிடிப்பர்.

அலகு – 1 (hours:9)

சிலப்பதிகாரம் - (கட்டுரை காதை)

மணிமேகலை - (சிறை விடு காதை)

அலகு – 2 (hours:9)

அ. தேவாரம் - திருநாவுக்கரசர்

ஆ. திருவாசகம் - மாணிக்கவாசகர் (திருவெம்பாவை முதல் 10 செய்யுட்கள்)

இ. நாலாயிரத் திவ்ய பிரபந்தம் - நாச்சியார் திருமொழி 10 செய்யுட்கள்

அலகு -3 (hours : 9)

அ. கம்ப இராமாயணம் - வாலி வதைப்படலம் (70 பாடல்கள்)

ஆ. பெரியபுராணம் - (காரைக்கால் அம்மையார் புராணம்)

அலகு -4 (hours : 9)

உடல்மொழி : (ஆளுமை வளர்ச்சி)

அ. அடிப்படைகளைப் புரிந்து கொள்வது

ஆ. தினமும் பார்க்கும் பிரபலமான சைகைகள்

நாடகம் :

நீதி தேவன் மயக்கம் - அறிஞர் அண்ணா

அலகு -5 (hours : 9)

1. அணிகள்

அ. உவமையணி

ஆ. எடுத்துக்காட்டு உவமையணி

இ. இரட்டுற மொழிதல் அணி

ஈ. வஞ்சப் புகழ்ச்சி அணி

2. பொதுக்கட்டுரை

அ. சுற்றுப்புறச்சுழல்

ஆ. பெண்ணியம்

இ. வேளாண்மை

ஈ. சமூகத் தலைவர்கள் குறித்த தலைப்புகளில் எழுதச் செய்தல்

3. நாடகத்தின் தோற்றமும் வளர்ச்சியும்

4. பக்தி இலக்கியங்கள்

5. இரட்டைக்காப்பியங்கள்

பார்வை நூல்கள்

1. உடல்மொழி - ஆலன் & பார்பராபீஸ்

2. நீதி தேவன் மயக்கம் - அறிஞர் அண்ணா

3. தமிழ் இலக்கிய வரலாறு - முனைவர் கபாக்ய மேரி

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DSC – 3 : Discipline Specific Core Courses – 3(Foundation Courses)

Component : DSC 3	Subject Code : U19FC1T4
Subject Title : Tamil - IV	Pattern : Theory
No of Credits : 3	No of Hours : 45

Part – IV Tamil REGULAR

நான்காம் பருவம்

(B.A TAMIL, B.A ENGLISH, BSC PHY-CHE ,MATHS,C.S உரியது.)

SUB : Foundation Course – ii

Credit : 3

TITLE : (பண்டைய இலக்கியம்)

hours : 45

SUB CODE : UG20FC1T4

SUB PATTERN : (THEORY)

நோக்கம்:

பண்டைய இலக்கியத்தின் முக்கியத்துவம் உணரச் செய்தல்.

நாட்டார் வாழ்வியல் கூறுகளை அறியச் செய்தல்.

கற்றல் பயன் :

பண்டைய இலக்கியத்தினை உணர்ந்து அதன் நெறியில் வாழ முற்படுதல்.

பழந்தமிழரின் மரபினை பின்பற்றி அதன் விழுமியங்களை நடைமுறைப்படுத்துதல்.

அலகு - 1 (hours : 9)

மெய்யியல்

1. (இராமலிங்க வள்ளலார் பாடல்கள்)

அ. பொன்னாகி மணியாகி

ஆ. பொங்கு பல சமயம்

இ. மெய்ஞ் ஞான

ஈ. பேராய அம்

2.தாயுமானவர் பாடல்கள்

அ. காயாத மரமீது கல்லேறு

ஆ. எல்லாம் அறிந்தவரும்

இ. புகழும் கல்வியும்

ஈ. ஜவர் என்ற பல வேடர்

3. திருமந்திர பாடல்கள்

அ. நாலும் இரு மூன்றும்

ஆ. இலிங்கமுது

இ. தன்னையறிதல்

ஈ. இடனொறு மூங்கில்

அலகு - 2 (hours: 9)

தனிப்பாடல் திரட்டு

அ. காளமேகம் - நீர்லுள்ள.....

ஆ. ஓளவையார் - தாயோடறு சுவை ...

இ. இரட்டைப்புலவர் - மாதா பிதா...

ஈ. ஒப்பிலாமணிப்புலவர் - ஆறு பெருக்காற்....

உ. ஒட்டக்கூத்தர் - கலைவாணி ...

அலகு -3 நாட்டார் வாழ்வியல் (hours: 9)

அ. வாய்மொழி இலக்கியமும், நாட்டாரிலக்கியமும்

ஆ. கைவினைக் கலைகள்

இ. மண்பாண்டக் கலைகள்

ஈ. பத்த மடைப்பாய்

உ. நாட்டார் உணவு

ஊ. நாட்டார் விளையாட்டு

எ. தெருக்கூத்து

ஏ. பாவைக்கூத்து

ஐ. வீடுகதைகள்

ஓ. மரபுத் தொடர்கள்

அலகு -4 கட்டுரைகள் (hours:9)

- அ. சுலூதா - மூளையின் சாப்பாடு
ஆ. அகிலன் - எழுத்தாளர் கார்க்கி (கதைகள்)
இ. சு.நேந்திரன் - தமிழ்நாட்டு அறிவியல் அறிஞர்கள்
ஈ. இளம்பிறை மணிமாறன் - அன்பின் வண்ணம் கம்பனின் எண்ணம்

அலகு -5 பயன்பாட்டுக் கல்வி / இலக்கணம் (hours:9)

- அ. இதழ் உருவாக்கம் (நாட்டுப்புறவியல்)
ஆ. மரபுத் தொடர் வழி - கதை உருவாக்கம்
இ. வட்டார வழக்குச் சொற்கள் (உதாரணம் : உசீர் - உயிர் ,
சீலவு - செலவு
ஈ. அருஞ்சொற் பொருள் அறிக
இ. உரை நடை தோற்றமும் வளர்ச்சியும்

பார்வை நூல்கள் :

- 1.இராமலிங்க வள்ளலாரின் மகா தேவமாலை - இராம. இருசுப்பிள்ளை
2.தாயுமான சுவாமிகள் பாடல்கள் - வீ. சிவஞானம்
3.தனிப்பாடல் திரட்டு - கா.சு.பிள்ளை
4.திருமந்திரம் - அடியன் மணிவாசகம்
5.நாட்டார் வழக்காற்றியல் - தே.லுர்து
6.தமிழ் இலக்கிய வரலாறு - மது.ச.விமலானந்தம்

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BOARD OF STUDIES 2019

B.COM. - CORPORATE SECRETARYSHIP

DSC – 3 : Discipline Specific Core Courses – 3(Foundation Courses)

Component : DSC 3	Subject Code : U19FC2E1
Subject Title : English I	Pattern : Theory
No of Credits : 3	No of Hours : 45

Objective:

1. To understand the various literary writers and their portrayal of life and society.
2. To understand the use of language in expression.

Course Outcome:

After completion of the course students will be able to:

1. Comprehend the various literary writers' style, and their depiction of various things in their writing.
2. Understand the use of English language in expression.

UNIT I

Hours-9

1. Poetry :Harmony, ED. K.TRIPATHY – PUB. OUP, CHENNAI.
1. Wordsworth: Solitary Reaper
2. Robert Frost :Stopping by Woods On a Snowy Evening
3. Masfield :Sea Fever
4. Shakespeare:All the World is a Stage
5. Hugh Clough :Say Not the Struggle Naught Availeth

UNIT II

Hours-9

Short Stories: Popular Short Stories ED. Board OF EDITORS – PUB. OUP, CHENNAI.

1. Katherine Mansfield :A cup of tea
2. V.M.Basheer :The World Renowned Nose
3. R.K.Narayan :The Gateman’s Gift
4. Leo Tolstoy :How Much Land Does a Man Need?

UNIT III

Hours-9

Plays: Tales From Shakespeare, Published By Madhuban Educational Books, UBS Publishers & Distributors, New Delhi.

1. The Merchant of Venice
2. Macbeth
3. Twelfth Night
4. King Lear

UNIT IV

Hours-9

Grammar: Form And Function, By V.Sasikumar&V.Syamala, Emerald Publishers, Chennai-8.

1. Statements and Questions
2. Determiners including Articles
3. Conjunctions and other Devices

Composition: Communication Skills For Undergraduates, Dr. T.M.Farhathulah, RBA Publications, Chennai

UNIT V

Hours-9

1. Letter Writing
2. Telegrams
3. Advertisements

Reference:

- 1. Advani, Shalini (2009). Schooling the National Imagination: Education, English and the Indian Modern. Delhi: Oxford University press.**
- 2. chatterjee, Kalyan K.(1976). English Education in India: Issues and opinions.**



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B.COM. - CORPORATE SECRETARYSHIP

DSC – 3 : Discipline Specific Core Courses – 3(Foundation Courses)

Component : DSC 3	Subject Code : U19FC2E2
Subject Title : English II	Pattern : Theory
No of Credits : 3	No of Hours : 45

Objective:

1. To understand the nuances of Poetry.
2. To learn the grammar, which in turn enhances reading of literature.

Course Outcome:

After completion of the course students will be able to:

1. Comprehend the poetry and its various types
2. Understand the grammar literary devices by reading poetry and enhance reading of literature.

Unit-I.Poetry :HarmonyEd. K.Tripathy– pub. OUP, Chennai.

Hours- 9

5. Milton : On His Blindness
6. G.M.Hopkins : Thou Art Indeed Just, Lord
7. Shelley : Ozymandias
8. W.owen : Anthem for Doomed Youth
9. Keats : La Belle Dame Sans Merci

Unit-II. Short Stories: Popular Short Stories. Board of editors – pub. OUP, Chennai.

Hours- 9

5. Sir Arthur Conan Doyle : The Dying Detective
6. Manohar Malgonkar : Monal Hunt
7. Ernest Hemingway : Old Man at the Bridge
8. Guy de Maupassant : The Necklace

Unit-III Plays: Tales from Shakespeare, published by Madhuban educational books, UBS Publishers & Distributors, New Delhi

Hours- 9

4. A Midsummer Night's Dream
5. Much Ado About Nothing
6. Julius Caesar

Unit-IV. Grammar: Form and Function, By V. Sasikumar & V. Syamala, Emerald Publishers, Chennai.

Hours- 9

1. The Active and Passive Voice
2. Reported Speech
3. Conditional Clauses

Unit-V. Composition: Communication Skills for Undergraduates, Dr.T.M.Farhathulah, RBA Publications, Chennai.

Hours- 9

1. Notices
2. Designing a Resume
3. Writing a Report

Reference:

1. Gardner, R.C. (1985). Social Psychology and Second Language Learning: The role of Attitudes and Motivation. London: Edward Arnold Ltd.
2. Hutchison, T., & Waters, A. (1987). English for Specific Purpose: A learner – centered approach. U.K: Cambridge University press, 1986.



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B.COM. - CORPORATE SECRETARYSHIP

DSC – 3 : Discipline Specific Core Courses – 3(Foundation Courses)

Component : DSC 3	Subject Code : U19FC2E3
Subject Title : English - III	Pattern : Theory
No of Credits : 3	No of Hours : 45

OBJECTIVE:

1. To enable the students to develop their communication skills in English
2. To empower the students with fluency and accuracy in the use of English language.
3. To transform into globally employable persons with placement skills

Course Outcomes:

After completion of the course students will be able to:

1. Learn or equipped with the practical, emotional, intellectual and creative aspects of language by integrating knowledge and skills.
2. Enhance language through a task-based & learner – centric syllabus
3. Develop their critical thinking capabilities focused through the course as an important need.

UNIT-I

9 hours

Prose: Education

Poem: Sarojini Naidu- “Harvest Hymn”

Letter writing: Formal and Information

Short story: O Henry-Robe of Peace (Extensive Reading)

Essential English Grammar: 1 - 6 units

UNIT- II**9hours****Prose:** Application,**Poem:** Ben Johnson – “On Shakespeare” (Reading Comprehension)**Short Story:** Rudyard Kipling – The Miracle of PuranBhagat (Extensive Reading)

Essential English Grammar: 7 - 12 units

UNIT- III**9 hours****Prose:** Interview**Poem:** Robert Herrick – ‘Gather Ye Rosebuds’ (Note Making)**Short Story:** H. G. Wells – The Truth About Pyecraft(Extensive Reading)

Essential English Grammar: 13 - 18 units

UNIT- IV**9 hours****Prose:** Review (Super Toys)**Poem:** Oliver Gold Smith- ‘The Village School Master’(Developing story from hints)**Short Story:** John Galsworthy – ‘Quality’ (Extensive Reading)

Essential Grammar Reading 19- 24 units

UNIT –V**9 hours****Prose:** Killers**Poem:** William Blake – From Auguries of Innocence (Precise Writing)**Short Story:** William Somerset Maugham-Mabel (Extensive Reading)

Essential Grammar Reading 25- 50 units

TEXT BOOKS:

- 1.Krishnaswamy.N.T.Current English for colleges. Hyderabad: MacMillan india Ltd,2006.
- 2.Dahiya SPS Ed.Vision in Verse,An Anthology of Poems. New Delhi: Oxford University Press, 2002.
- 3.Murphy, Raymond. Essential English Grammar. New Delhi:Cambridge University Press,2009.
- 4.Seshadri K G Ed. Stories for Colleges. Chennai:Macmillan India Ltd,2003.



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BOARD OF STUDIES 2019

B.COM. - CORPORATE SECRETARYSHIP

DSC – 3 : Discipline Specific Core Courses – 3(Foundation Courses)

Component : DSC 3	Subject Code : U19FC2E4
Subject Title : English IV	Pattern : Theory
No of Credits : 3	No of Hours : 45

Objective:

1. To make the students introduce themselves to others
2. To help the students describe accurately what he/she observes and experiences
3. To make the students narrate their experiences in a coherent manner.

Course Outcome

After completion of this course students will be able to:

1. Introduce themselves to others
2. Narrate their experiences in a coherent manner
3. Describe accurately what he/ she observes and experiences.

UNIT- I

Hours- 9

1. Personal Details
2. Positive Qualities
3. Listening to Positive Qualities
4. Relating and Grading Qualities
5. My ambition
6. Abilities and Skills
7. Self-Improvement Word Grid
8. What am I doing?
9. What was I doing?
10. Unscramble the Past Actions
11. What did I do yesterday?

Unit –II**Hours- 9**

1. Value of Life
2. Describing Self
3. Home Word Grid
4. Unscramble Building Types
5. Plural Form of Naming Words
6. Irregular Plural Forms
7. Plural Naming Words Practice
8. Whose Words?

Unit-III**Hours- 9**

1. Plural Forms of Action Words
2. Occasions for Message
3. Words denoting place
4. Words denoting movement
5. Phrases for giving directions
6. Find the destination

Unit-IV**Hours- 9**

1. Giving directions practice
2. SMS Language
3. Converting SMS
4. Writing Short Messages
5. Sending SMS
6. The family debate
- 7.family Today

Unit-V Non- Detailed**Hours- 9**

“The Tempest” from “Six Tales From Shakespeare”

Reference:

1. Joy, J.L. & Peter, F.M. Let’s Communicate 1, New Delhi, Trinity Press, 2014. Print.
2. Dodd, E F. Tale From Shakespeare. London: Macmillian, 1987.Print. (First three tales)



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ARTS BOARD 2019

B.COM. - CORPORATE SECRETARYSHIP

II- ELECTIVE COURSE

Component: DSE – I Discipline Specific Elective	Subject Code : U19BCE1FS
Subject Title : Financial Services and Stock Markets	Pattern : Theory
No of Credits : 6	No of Hours : 90

Objective	:	To enable the students to gain knowledge of business financial services and stock market dealings.
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Outcome	:	It gives understanding regarding the financial players and stock market operations.
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UNIT-I

18 Hours

Meaning and Importance of Financial Services - Types of Financial Services - Financial Services and Economic Environment - Players in Financial Services Sector.Reforms of financial & service sector in India.

UNIT-II

18 Hours

Merchant Banking – Functions - Issue Management - Managing of New Issues – Underwriting.Classifications of Merchant Bankers.

UNIT-III**18 Hours**

AS 19 Leasing and Hire Purchase - Concepts and Features - Types of Lease Agreements- Factoring - Functions.

UNIT-IV**18 Hours**

Consumer Finance - Venture Capital - Mutual Funds - Credit Rating.

UNIT-V**18 Hours**

Stock Markets – Origin and Growth – Functions – Methods of Trading – Kinds of Speculative Transactions – De-mat and Re-mat -- SEBI: Powers and Functions. – BSE, NSE – NASDAQ - London Stock Exchange – New York Stock Exchange.

Lecture Hours : 90**Tutorial Hours: 00****Total Hours : 90****TEXT BOOKS:**

1. Santhanam B. - Financial Services, Margham Publications, Chennai.
2. Gurusamy S. Financial Services (2014), Tata McGraw Hill, New Delhi.
3. Khan M.Y. - Financial Services, Tata McGraw Hill, New Delhi.

REFERENCE BOOKS:

1. Dr.V.Balu, Merchant Banking & Finance Services, Sri Venkateswara Publication, Chennai.
2. Dr. N. Premavathy, Financial Services and Stock Exchange, Sri Vishnu Publications, Chennai.
3. Machiraju H. R. - Indian Financial System, Vikas Publishing House, Noida.
4. Mishra M. N. - Law of Insurance (1985), Central Law Agency, Allahabad.



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II- ELECTIVE COURSE

Component: DSE – I Discipline Specific Elective	Subject Code : U19BC2FM
Subject Title :Financial Management	Pattern : Problem and Theory
No of Credits : 6	No of Hours : 90

Objective	:	<ul style="list-style-type: none"> • know the Objective of financialManagement • understand the Working Capitalmanagement • understand theLeverages
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Outcome	:	This course enables the students with the knowledge about the capital budgeting, working capital, cash management and better financial management techniques.
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UNIT-I

18 Hours

Meaning of Business finance – Objective of financial Management – Scope and importance – financial planning – meaning and principles

UNIT-II

18 Hours

Working Capital management – Need – types – Factors determining working capital – estimation of working capital requirements

UNIT-III

18 Hours

Management of cash, inventory accounts receivable and payable.

UNIT-IV

18 Hours

Leverages – meaning – types – operating, financial and combined leverages – significant of leverages

UNIT-V

18 Hours

Dividend – factors affecting dividend policy – Bonus shares – SEBI'S guidelines for issue of Bonus shares Theory only.

Lecture Hours : 75**Tutorial Hours: 15****Total Hours : 90****Reference Book:**

1. Principles of Financial Management, S.N. Maheswari
 2. Dr. V.R. Palnivalu. Financial Management, S. Chand & Sons Ltd, New Delhi
- Financial Management S.C. Kuchhal

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II- ELECTIVE COURSE

Component: DSC – I Discipline Specific Elective	Subject Code : U19BCE3PM
Subject Title : Principles of Marketing	Pattern : Theory
No of Credits : 6	No of Hours : 90

Objective	:	To impart knowledge about the techniques of marketing.
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Outcome	:	To gain the ability of developing marketing strategies based on product, price, place and promotion objectives.
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UNIT - I

18 Hours

Introduction to Marketing - Meaning - Definition and Functions of Marketing - Marketing Orientations. Role and Importance of Marketing - Classification of Markets.

UNIT - II

18 Hours

Marketing Environment - Micro and Macro Environment (Factors affecting internal environment and external environments).

UNIT - III**18 Hours**

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

UNIT - IV**18 Hours**

Marketing Mix - Meaning - Introduction to Stages of New Product Development - Types - Introduction to PLC - Product Mix. - Price - Pricing Policies and Methods Place - Channels of Distribution (Levels) - Channel Members - Promotion - Communication Mix - Basics of Advertising, Sales promotion and personal selling.

UNIT - V**18 Hours**

Recent Trends in Marketing - A Basic understanding of e- Marketing, Consumerism, Market Research, MIS and Marketing Regulations.

Lecture Hours : 90**Tutorial Hours : 00****Total Hours : 90****TEXT BOOKS:**

1. Philip Kotler - Principles of Marketing – Pearson Education - 2017
2. Marketing - Dr. J. Jayasankar, Margham Publications- 2013

RECOMMENDED BOOKS:

- 1.C.B. Memoria&R.L.Joshi – Marketing- KitabMahal
2. S.A.Sherlaker - Marketing Management – Himalaya Publishing House- 2011
3. Dr. C.B. Gupta and Dr. N. Rajan Nair - Marketing Management -
4. Marketing - Dr. L. Natarajan, Margham Publications.

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II- ELECTIVE COURSE

Component: DSE – I Discipline Specific Elective	Subject Code : U19BCE4MA
Subject Title :Management Accounting	Pattern : Problem and Theory
No of Credits : 6	No of Hours : 90

Objective	:	<ul style="list-style-type: none"> To know the Management Accounting To understand the Ratio for liquidity, profitability and Solvency To understand the different types Fund flow analysis and cash flow analysis
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Outcome	:	This course aims to develop an understanding of the conceptual frame work of management accounting.
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UNIT – I

18 Hours

Management Accounting – definition – Scope and objectives – Advantages
– distinction between Financial and Management Accounting

UNIT – II

18 Hours

Ratio analysis – Ratio for liquidity, profitability and Solvency – Leverage – utility
and limitation of ratio analysis

UNIT – III 18 Hours

Fund flow analysis – cash flow analysis.

UNIT – IV 18 Hours

Marginal costing – Break even analysis

UNIT – V 18 Hours

Budgets and Budgetary control – objectives – advantages – Limitations –
Different types of budgets.

Lecture Hours : 75

Tutorial Hours : 15

Total Hours : 90

Reference book

1. Management Accounting S.N.Maheswari
 2. Management Accounting R.S.N.Pillai and V.Bagavathi
 3. Dr. V.R.Palanivelu, Accounting for management, University Press,
New Delhi
- Management Accounting, Reddy and Hari Prasad Reddy.

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II- ELECTIVE COURSE

Component: DSE – II Discipline Specific Elective	Subject Code :
Subject Title :Cost Accounting	Pattern :Problem and Theory
No of Credits : 6	No of Hours : 90

Objective	:	<ul style="list-style-type: none"> • Understand the elements of cost accounting • Analyze the Inventory Control, Economic Ordering Quality • Understand the Importance of labour cost
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Outcome	:	Making the students to know importance about cost variance.
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UNIT-I

18 Hours

Cost Accounting – Definition, Meaning and Objectives – Advantages, Distinction between cost and Financial Accounting. Elements of cost and preparation of cost sheet

UNIT-II

18 Hours

Materials: Inventory Control – Economic Ordering Quality – Maximum Minimum and Recording levels.

Methods of pricing material issues (FIFO, LIFO, Average cost)

UNIT-III

18 Hours

Labour: Importance of labour cost – Various methods of Wages Payment –

Incentives schemas.

UNIT-IV

18 Hours

Overhead: Allocation and Apportionment – Redistribution summary (secondary)
Machine Hour rate.

UNIT – V

18 Hours

Operating costing (Transporting costing only) & (Excluding Inter-Process Profit and Equivalent Production)

Lecture Hours: 75

Tutorial Hours: 15

Total Hours : 90

Reference Book:

1. Cost Accounting R.S.N.Pillai and V.Bagavathi
2. Cost Accounting S.N.Mageshwari
3. Cost Accounting S.Piyengar

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II- ELECTIVE COURSE

Component: DSE – II Discipline Specific Elective	Subject Code :
Subject Title :Human Resource Management	Pattern : Theory
No of Credits : 6	No of Hours : 90

Objective	:	To familiarize the students about the different aspects of managing people in the organizations from the stage of acquisition to development and retention.
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Outcome	:	In this course, students will learn the basic concepts and frameworks of Human resource management, and understand the role that financial has to play in effective business administration
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L	T	P	C
6	0	0	6

UNIT - I

18 Hours

Nature and scope of HRM - Difference between Personnel Management and HRM Functions of HRM - Environment of HRM - Strategic HRM.

UNIT - II

18 Hours

Human Resource Planning - Recruitment - Selection - Methods of Selection –Types of tests - Interview techniques in selection - Placement.

UNIT - III

18 Hours

Induction - Training Methods - Techniques - Identification of Training needs - Training and Development. Development Methods.

UNIT - IV

18 Hours

Performance Appraisal - Methods - Job Evaluation– Compensation – Objectives - Process.

UNIT - V

18 Hours

Transfer - Promotion – Separation - HRM Audit - Nature - Benefits - Scope – Approaches.

Lecture Hours: 90

Tutorial Hours: 00

Total Hours : 90

TEXT BOOKS:

1. J.Jayasankar - Human Resource Management, Margham Publications.
2. Aswathappa K - Human Resource and Personnel Management – Tata McGraw Hill.
3. L.M. Prasad - Human Resource Management, Sultan Chand & Sons; Third edition (2014).
4. C.B. Gupta - Human Resource Management- Sultan Chand & Sons - 2018

REFERENCE BOOKS:

1. Mamoria&Mamoria CB - Personnel Management – Himalaya book house
2. Subba Rao P - Human Resource Management and Industrial Relations
3. Prasad - Getting the right people - MacMillan I Ltd
4. Pattanayak - Human Resources Management - Prentice - Hall of India
5. Dwivedi RS - Human Relations and Organization Behavior- Laxmi Publications - 2008

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II- ELECTIVE COURSE

Component: DSE – II Discipline Specific Elective	Subject Code : U19BCE7BM
Subject Title : Business Management	Pattern : Theory
No of Credits : 6	No of Hours : 90

Objective	:	<ul style="list-style-type: none"> • know the evaluation of Management • understand the objectives and types of decision making
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Outcome	:	To enable the students to know the intricacies of business management
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L	T	P	C
6	0	0	6

UNIT-I

18 Hours

Management- Meaning- Evolution of Management Thought- Contribution by F.W. Taylor, Henry Fayol-Management and Administration

UNIT-II

18 Hours

Planning – Objectives – Importance- Types- Advantages and Limitation – Plan-Policies

– Procedures – Strategies – Programmes – Budgets – Decision making- Types of Decision making

UNIT-III

18 Hours

Organizing – Meaning- Types of Organization – Line- Line and Staff- Functional Organization- Formal and Informal Organization- Committees- Delegation and Decentralisation

UNIT – IV

18 Hours

Direction – Motivation – Communication – Leadership

UNIT – V

18 Hours

Co- ordination –Control

Lecture Hours: 90

Tutorial Hours: 00

Total Hours : 90

REFERENCE BOOK:

1. J.Jayasankar,BusinessManagement,MarghamPublications,Chennai
2. Business Management DinkarPagare
3. Business Management C.B.Gupta
4. Principles of ManagementP.C.Tripathy andP.N.Reddy
5. Business ManagementL.M.Prasad
6. Management Harold Koontz andHeinz

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DSC – 2 : Discipline Specific Core Courses – 2

Component : DSC 2	Subject Code : U19BCC5IT
Subject Title : Income Tax Law and Practices	Pattern : Problem and Theory
No of Credits : 6	No of Hours : 90

Objective	:	This course aims to provide an in-depth knowledge on the provisions of Income Tax.
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Outcome	:	This course aims to provide an in-depth knowledge on the provisions of Income Tax. To familiarize the students with recent amendments in Income-tax.
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UNIT - I

18 Hours

Income Tax Act – Definition of Income – Assessment year – Previous Year – Assessee – Scope of Income – Charge of Tax – Residential Status – Exempted Income.

UNIT-II

18 Hours

Heads of Income: Income from Salaries – Income from House Property.

UNIT-III

18 Hours

Profit and Gains of Business or Profession – Income from Other Sources.

UNIT- IV

18 Hours

Capital Gains – Deductions from Gross Total Income.

UNIT-V**18 Hours**

Set off and Carry forward of losses – Aggregation of Income- Computation of Tax liability – Assessment of Individuals.

NOTE: Question Paper shall cover 40% Theory and 60% Problems.

Lecture Hours : 75

Tutorial Hours : 15

Total Hours : 90

TEXT BOOKS:

1. Jain K.C, V.P. Gaur &D.B.Narang, Income Tax Law and Practice, Kalyani Publishers. 2017
2. T.S.Reddy, Y.Hari Prasad Reddy, Income Tax theory, Law and Practice, Margham Publications. 2013

BOOKS FOR REFERENCE:

1. Dr. HC Mehrotra, “Income-Tax Law and Accounts” SahithyaBhavan Publishers.
2. Dr. VinodK.Singhania, Students Guide to Income Tax-Taxman Publications Pvt. Ltd.

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THIRD YEAR B.COM. - CORPORATE SECRETARYSHIP

II - ELECTIVE COURSE

Component : DSE - 3 : Discipline Specific Elective	Subject Code : U19BCE9PW
Subject Title : Project Work - Dissertation – (Institutional Training) – Compulsory	Pattern : Project Report cum Viva-Voce
No of Credits : 6	No of Hours : 90

Objective	:	To give practical exposure regarding the Secretarial Functions relating to a Corporate Organization.
Outcome	:	Project-based learning is simply learning through projects. What is being learned and how that learning is being measured isn't strictly dictated by the project and any products or artifacts within that project.

Supervised Institutional Training shall be an integral part of B.Com – General Degree Course. It is a sort of job testing programme designed to bridge the gap between theory & practice and create a natural interest in the practical aspects of the Company Secretaryship / Managerial Skills so as to stimulate trainee's desire to face its challenges and problems.

The training should be given under the joint supervision and guidance of the Training Officer of the Institution and Faculty member of Corporate Secretaryship of the college. The details of the training given and the assessment of each student in that regard should be fully documented. The duration of the training shall be for a period of 45 days during the third year. The training shall broadly relate to (a) Office Management (b) Secretarial Practice. (Including HR) The training relating to Office Management may be designed to acquaint the trainees with:

1. Company's activities, organization structure, departments and authority relationship.
2. Study of layout, working conditions, office maintenance, safety and sanitary conditions.
3. Study of the Secretarial service, communication, equipments, postal and mailing services and equipments.
4. Acquaintance with office machines and equipments and accounting, machines.
5. Acquaintance

with filing department, sales, purchases, sales accounts, salary, administration and personnel departments.

The training pertaining to Secretarial Practice shall be on all aspects of the, functions of a corporate secretary, including other managerial personnel.

The following types of organizations may be selected for the training:

1. Public Limited Companies (Both Industrial and Commercial).
2. Statutory bodies, Public Enterprises and Public Utilities like L.I.C., Electricity Board, Housing Board and Chambers of Commerce, Cooperative Societies and banks.
3. Office Equipment Marketing Organizations.
4. Office of a Practicing Chartered Accountant, Cost Accountant or Company Secretary.

In view of the objective of the course to prepare the students to become professionals like Chartered Accountants, Cost Accountants and Company Secretaries, it is proposed to give on the job training with Practicing Chartered Accountants, Cost Accountants or Company Secretaries. For Institutional training the students may either select to go to a company or to a practicing professional.

The paper on Institutional Training shall carry hundred marks and Internal and External Viva - Voce based on a report submitted by the candidate, under the guidance of the faculty member of the respective colleges assisted by the training officers of the Institutions providing training.

The students undergoing training in Chartered Accountant / Cost Accountant / Company Secretary's office shall prepare a report on any Public Ltd Company Listed in BSE or NSE. The Report shall include information about the profile products, projects, milestones, performance specifically analysis of financial performance for the past 5 years of the selected company.

The report shall be around 50 typed pages, excluding tables, figures, bibliographies and appendices. The department shall value the report. The marks shall be sent to the University after viva-voce university exam conducted at VI semester in the Third year. A candidate failing to secure the minimum for a pass (40%) shall be required to resubmit this report to the department and the marks after valuation shall be forwarded to the University after the commencement of the examination.

NOTE:

The Internal Examiner in consultation with External Examiner should conduct Viva-Voce and Evaluate the Report.



FACULTY OF ARTS AND SCIENCE
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II - ELECTIVE COURSE

Component : DSE - 3 : Discipline Specific Elective Courses (Inter- Disciplinary)	Subject Code : U19BCE10BS
Subject Title : Business Statistical Methods	Pattern : Theory and Problem
No of Credits : 6	No of Hours : 90

Objective	:	To enable the students to learn the Statistical methods and their applications in commerce.
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Outcome	:	Students will have the versatility to work effectively in a broad range of analytic, scientific, government, health and other positions.
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UNIT - I **18 Hours**

Statistics - Definition - Scope and Limitation - Presentation of Data - Diagrammatic and Graphical Representation of Data.

UNIT - II **18 Hours**

Measures of Central Tendency - Mean - Median and Mode - GM and HM - their Limitations.

UNIT - III **18 Hours**

Measures of Dispersion - Range - Mean Deviation - Quartile Deviation - Standard Deviation - Coefficient Variation - Lorenz Curve - Measures of Skewness - Karl Pearson and Bowley's methods.

UNIT - IV **18 Hours**

Mathematics for Finance - Simple and Compound Interest Annuities - Sinking Funds - Discounts and Present values.

UNIT - V**18 Hours**

Basic Calculus - Rules for Differentiation - Maxima and Minima and their Applications to Business.

NOTE: Question Paper shall cover 40% Theory and 60% Problems.

Lecture Hours : 75
Tutorial Hours : 15
Total Hours : 90

TEXT BOOKS:

1. Dr. P.R.Vittal –“ Business Statistics and Mathematics”-Margam Publications, 2012.
2. Mritunjay Kumar,” Business Mathematics” – Vikas Publishing House Pvt Ltd.2017.

BOOKS FOR REFERENCE:

1. J.K. Sharma - Business Statistics - Vikas Publishing House Pvt Ltd,
2. P. Navaneetham - Business Statistics and Mathematics.

**FACULTY OF ARTS AND SCIENCE
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II - ELECTIVE COURSE**

Component : DSE - 3 : Discipline Specific Elective Courses (Inter- Disciplinary)	Subject Code : U19BCE11BS
Subject Title : Business Statistical Decision Techniques	Pattern : Theory and Problem
No of Credits : 6	No of Hours : 90

Objective :	<ul style="list-style-type: none"> • Develop an understanding Definition operation on matrix determinate of matrix • understand Sequence and series • understand the Probability and Linear programming
Outcome :	Students understand the various statistical techniques.

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UNIT-I

18 Hours

Matrix: Definition operation on matrix Determinate of matrix – Inverse of a matrix (ad-joint method only), application.

Solving Linear equation – Matrix inverse method cramer's method

UNIT-II

18 Hours

Sequence and series – arithmetic Progression and Geometric progression (Simple Problems only)

Interpolation, Binomial Expansion method, Newton's forward and backward method, Lagrange's method

UNIT-III

18 Hours

Probability: Definition – Addition and Multiplication theorems –
Conditional probability (Simple problem only)

UNIT-IV

18 Hours

Linear programming – formation of linear programming Problems, solution to
LPP – Graphical – Simple method – Big-Method

UNIT-V

18 Hours

Transportation Problems – North – West Corner Rule – Matrix minima (or) Least
cost method –Vogel's approximation method – MODI method. *Assignmentproblem*
– Balanced Hungarian assignmentmethod

Lecture Hours : 75
Tutorial Hours : 15
Total Hours : 90

Note: Problem 80% and Theory 20%

Reference Book

1. Statistics R.S.N.Pillai and V.Bagavathi
2. Business Statistics P.Navanithan
3. Business Statistics Dr.S.P.Gupta
4. Operation Research Dr.P.A.Gupta Dr.Manmohan
5. Business Mathematics Mr.Vittal.



FACULTY OF ARTS AND SCIENCE

BOARD OF STUDIES 2019

B.COM. – CORPORATE SECRETARYSHIP

1. AECC Ability Enhancement Compulsory Course

Component : Ability Enhancement Compulsory Course – I	Subject Code : U19AE1ES
Subject Title : Environmental Science	Pattern : Theory
No of Credits : 4	No of Hours : 60

INSTRUCTIONAL OBJECTIVES

- To expand awareness on the significance of natural resources and energy.
- To comprehend the structure and function of an ecosystem
- To understand an aesthetic value with respect to biodiversity, aware of the threats and its conservation and realize the concept of interdependence
- To identify with the source of kind of pollution and disaster management

Outcome: Students will understand key concepts in the life and physical sciences, and will apply them to environmental issues.

L	T	P	C
4	0	0	4

Unit I

4 Hours

The multidisciplinary nature of environmental studies. Definition, scope and 7 importance need for public awareness

Unit II Natural resources

7 Hours

Renewable and non-renewable resources: natural resources and associated problems.

- Forest resources: use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effect 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 individual in conservation of natural resources. Equitable use of resources for sustainable lifestyles

Unit III: Ecosystems

7 Hours

Concept 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 ecosystem (ponds, streams, lakes, rivers, oceans, estuaries)

Unit IV: Bio-diversity and its conservation

7 Hours

Introduction – definition: genetic, species and ecosystem biodiversity – biogeographical classification of India – value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and optional 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 wild life, man – wildlife conflicts – endangered and endemic species of India – conservation of biodiversity: in situ and Ex-situ conservation of biodiversity.

Unit V: Environmental pollution

10 Hours

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 environment: 10 Hours

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 - environmental protection act – Air (prevention and control of pollution) act – water (prevention and control of pollution) act-wildlife protection act- forest conservation act – issues involved in enforcement of environmental legislation -public awareness.

Unit VII: Human population and environment: 8 Hours

Population growth, variation among nations – population explosion – family welfare programme – environmental and human health -human rights – value education HIV/AIDS -women and child welfare – role of information technology in environment and human health – case studies.

Unit VIII: Field Works: 7 Hours

Visit to local area to document environmental assets – rivers/ forest/ grassland/ hill/ mountain – visit to local polluted site – urban/ rural/ industrial/ agricultural – study of common plants, insects, birds – study of simple ecosystems – pond, river, hill, slopes etc. (Field work equal to 5 lecture works)

Lecture Hours : 60
Tutorial Hours : 00
Total Hours : 60

Recommended Books.

1. Text Book of Environmental Studies for under graduate courses By ErachBharucha Reprinted in2006, Orient Longman Private Limited /Universities Press India Pvt. Ltd.



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1. AECC Ability Enhancement Compulsory Course

Component : Ability Enhancement Compulsory Course - II	Subject Code :U19AE2EC
Subject Title : English Communication - Lab	Pattern : Practical
No of Credits : 4	No of Hours : 60

Objective:

To make the students comfortable in using English Language.

To help the students gain confidence in English.

To enhance the four skills of Language.

Outcome:

After completion of the course the students will be

1. Able to understand how to use English Language comfortably
2. Able to gain confidence in English
3. Able to learn the four skills of the language

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UNIT I- Introduction:

12 Hours

Theory of Communication, Types and modes of Communication

UNIT II- Language of Communication:

12 Hours

Verbal and Non-verbal
(Spoken and Written)
Personal, Social and Business

Barriers and Strategies
Intra-personal, Inter-personal and Group communication

UNIT III- Speaking Skills:12 Hours

Monologue
Dialogue
Group Discussion
Effective Communication/ Mis- Communication
Interview
Public Speech

UNIT IV- Reading and Understanding12 Hours

Close Reading
Comprehension
Summary Paraphrasing
Analysis and Interpretation
Translation(from Indian language to English and vice-versa) Literary/Knowledge
Texts

UNIT V- Writing Skills12 Hours

Documenting
Report Writing
Making notes
Letter writing

NOTE:

The Internal Examiner in consultation with External Examiner should conduct Viva-Voce and Evaluate the Report.

Lecture Hours : 30
Practical Hours : 30
Total Hours : 60

Reference:

1. Fluency in English - Part II, Oxford University Press, 2006.
2. Business English, Pearson, 2008.
3. Language, Literature and Creativity, Orient Blackswan, 2013.
4. Language through Literature (forthcoming) ed. Dr. Gauri Mishra, DrRanjanaKaul, DrBrati Biswas

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1. AECC Ability Enhancement Compulsory Course

Component : Ability Enhancement Compulsory Course - II	Subject Code : U19AE2BT*
Subject Title : Basic Tamil	Pattern : Theory
No of Credits : 4	No of Hours : 60

நோக்கம்:

மாணவர்களுக்கு அடிப்படை தமிழைப் பயிற்றுவித்து மொழி அறிவை வளர்த்தல்.

பிற மொழி மாணவர்கள் தமிழை படிக்க எழுத பயிற்றுவித்தல்.

கற்றல் பயன்கள் :

மாணவர்கள் அடிப்படைத்தமிழை அறிவர்.

மொழி வளம் உணர்ந்து பிற மொழி மாணவர்கள் கற்று தமிழ் மொழியை அறிவர்.

அலகு 1 hours:12

எழுத்துக்கள்

1.உயிர் எழுத்துக்கள்

2.மெய் எழுத்துக்கள்

3.உயிர்மெய் எழுத்துக்கள்

அலகு 2 hours:12

சொற்களை அமைத்தல்

அலகு 3 hours:12

பெயர்ச்சொற்கள்

அலகு 4 hours:12

வினைச்சொற்கள்

அலகு 5 hours:12

வாய்மொழிப்பயிற்சி : பாடல்கள்

பார்வை நூல்கள் :

1.அடிப்படை இலக்கணம் - குமரன் சந்தியா பதிப்பகம் சென்னை.

2.நற்றமிழ் இலக்கணம் - டாக்டர்.சொபரமசிவம்.

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2. SEC:SKILL ENHANCEMENT COURSE**

Component : Skill Enhancement Course	Subject Code : U19SE1YL
Subject Title : Yoga and Meditation – Lab	Pattern : Practical
No of Credits : 4	No of Hours : 60

Objective	:	To know the practical yoga and meditation.
Outcomes	:	Incorporating it into your routine can help enhance your health, increase strength and flexibility and reduce symptoms of stress, depression and anxiety.

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UNIT – I **12 Hours**

Surya Namaskar and Asanas: Surya namaskar, Padmasana, Vajrasana, Bhujangasana, Tadasana, Konasana, Uttakatasana, NindraEkaPadhasana, PiraiAsana,PadhaHasthasana, Savasana.

UNIT – II **12 Hours**

Pranayama: Surya pranayama, Chandra Pranayama, AnulomVilom, Sheetali, Sheetkari.

UNIT – III **12 Hours**

Mudra: Chin mudra, Rughi mudra, Yoga mudra, Maha mudra, Shanmukhi mudra.

UNIT – IV **12 Hours**

Kriya: Kapalabathi, Bhastrika.

UNIT – V **12 Hours**

Meditation: Simple, Vibrational, Mantra, Yoga Nitra.

NOTE:

The Internal Examiner in consultation with External Examiner should conduct Viva-Voce and Evaluate the Report.

Lecture Hours : 30
Practical Hours : 30
Total Hours : 60

REFERENCES:

1. Dr.V.Krishnamoorthy, Simple Yoga for Health, Sri MathiNilayam, 2012.
2. Dr.AnandaBalayogiBhavanani, A Primer of Yoga Theory, Dhivyananda Creations, 2008.
3. Dr.S.Hema, Easy Yoga for Beginners, Tara yoga Publications, 2008.
4. Dr.AsanaAndiappan, Ashtanga Yoga, Asana Publications, 2009.
5. YogacharyaSundaram, Sundra Yoga Therapy, Asana Publications, 2009
Dr.JohnB.Nayagam, MudumaikkuMutrupulliVaikkumMuthiraigal, SaaruPrabha Publications, 2010.

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2. SEC: SKILL ENHANCEMENT COURSE

Component : Skill Enhancement Course	Subject Code : U19SE2S1
Subject Title : Soft Skills Lab – I	Pattern : Practical
No of Credits : 4	No of Hours : 60

Objective	:	To enhance holistic development of students and improve their employability skills.
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Outcome	:	Students will develop their social and work-life skills, as well as their personal and emotional well-being, life learning skills., etc.,
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UNIT - I

12 Hours

SWOT Analysis - Who am I – Attributes - Importance of Self Confidence - Self Esteem.

Creativity - Out of box thinking - Lateral Thinking. Factors influencing Attitude - Challenges and lessons from Attitude - Etiquette.

UNIT - II

12 Hours

Factors of motivation - Self-talk - Intrinsic & Extrinsic Motivators. Skills for a good Leader - Assessment of Leadership Skills.

INTERPERSONAL SKILLS - Gratitude Understanding the relationship between Leadership Networking & Team work. Assessing Interpersonal Skills Situation description of Interpersonal Skill. Team Work.

UNIT - III**12 Hours**

Goal Setting - Wish List, SMART Goals - Blue print for success - Short Term, Long Term - Life Time Goals. Career and Life Planning. Time Management Value of time, Diagnosing Time Management, Weekly Planner to do list, Prioritizing work.

UNIT - IV**12 Hours**

International English Language Testing System (IELTS) – Test of English as a Foreign Language (TOEFL) – Graduate Record Examination (GRE) – Civil Service (Language related) – Verbal ability.

UNIT - V**12 Hours**

STRESS MANAGEMENT: Causes of Stress and its impact, how to manage & distress, Circle of control, Stress Busters. Emotional Intelligence - What is Emotional Intelligence, emotional quotient why Emotional Intelligence matters, Emotion Scales. Managing Emotions.

NOTE:

The Internal Examiner in consultation with External Examiner should conduct Viva-Voce and Evaluate the Report.

Lecture Hours : 30
Practical Hours : 30
Total Hours : 60

TEXT BOOK:

1. SOFT SKILLS, 2015, Career Development Centre, Green Pearl Publications.

REFERENCE:

1. Thomas A Harris, I am ok, you are ok, New York-Harper and Row, 1972.
2. Daniel Coleman, Emotional Intelligence, Bantam Book, 2006.
3. Soft skills Training – A workbook to develop skills for employment by Fredrick H. Wentz.
4. Personality Development and Soft skills , Oxford University Press by Barun K. Mitra
5. The Time Trap : the Classic book on Time Management by R. Alec Mackenzie.
6. Robert M Sherfield and et al. “Developing Soft Skills” 4th edition, New Delhi: Pearson Education, 2009.

WEB SOURCES:

1. <http://www.slideshare.net/rohitjsh/presentation-on-group-discussion> http://www.washington.edu/doingit/TeamN/present_tips.html
2. <http://www.oxforddictionaries.com/words/writing-job-applications> <http://www.kent.ac.uk/careers/cv/coveringletters.htm>
3. http://www.mindtools.com/pages/article/newCDV_34.htm
Interactive Multimedia Programs on Managing Time and Stress.



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2. SEC:SKILL ENHANCEMENT COURSE

Component : Skill Enhancement Course	Subject Code : U19SE3S2
Subject Title : Soft Skills Lab – II	Pattern : Practical
No of Credits : 4	No of Hours : 60

Objective	:	To enhance holistic development of students and improve their employability skills.
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Outcome	:	Students will develop their social and work-life skills, as well as their personal and emotional well-being, life learning skills., etc.,
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2	0	2	4

Unit-I **12 Hours**

Team Building / Coordination Skills, Team Building Practices through group exercises, team task / role play, Ability to mixing & accommodation, Ability to work together.

Unit II **12 Hours**

LISTENING AND SPEAKING SKILLS:

Conversational skills (formal and informal) – group discussion and interview skills – making presentations. Listening to lectures, discussions, talk shows, news programmes, dialogues from TV/radio/Ted talk/Podcast – Debate - watching videos on interesting events on You tube

Unit III**12 Hours**

Personality - Definition – Elements – Determinants. Personal Grooming - Personal Hygiene - Social Effectiveness - Business Etiquettes (Power Dressing). Body Language - Non-Verbal Communication - Types of Body Language - Functions of Body Language - Role of Body Language – Proxemics.

Unit IV**12 Hours**

Interpersonal Effectiveness Managing anxiety and fear – Breathing – an antidote to stress – progressive muscle relaxation – understanding your shyness – building one’ self-esteem – avoiding self-blame – taking risks, tolerating failure, persisting and celebrating success – self talk.

Unit V**12 Hours**

Interview Preparation - Introduction – Group Discussion (GD) - Role Play - Writing job applications – Cover Letter – Resume – Emails - Resume Writing - Dress Code - Mock-Interview - How to be Successful in an Interview. Telephonic Interview and Video Conferencing.

NOTE:

The Internal Examiner in consultation with External Examiner should conduct Viva-Voce and Evaluate the Report.

Lecture Hours : 30
Practical Hours : 30
Total Hours : 60

TEXT BOOK:

1. Soft skills: Personality development for life success-PrashantSharma,BPB Publications, 2018.

REFERENCE BOOKS:

1. The 16 personality types – Dr. A.J. Drenth, Andrew Drenth publishers, 2017.
2. Soft Skills training: A workbook to develop skills for employment – Frederick H. Wentz, create space independent publishing platform, 2012.
3. Robert M Sherfield and et al. “Developing Soft Skills” 4th edition, New Delhi: Pearson Education, 2009.
4. Soft skills Training – A workbook to develop skills for employment by Fredrick H. Wentz.
5. Personality Development and Soft skills , Oxford University Press by Barun K. Mitra
6. The Time Trap : the Classic book on Time Management by R. Alec Mackenzie.

WEB SOURCES:

1. <http://www.slideshare.net/rohitjsh/presentation-on-group-discussion> http://www.washington.edu/doi/TeamN/present_tips.html
2. <http://www.oxforddictionaries.com/words/writing-job-applications> <http://www.kent.ac.uk/careers/cv/coveringletters.htm>
3. http://www.mindtools.com/pages/article/newCDV_34.htm
4. Interactive Multimedia Programs on Managing Time and Stress.

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2. SEC: SKILL ENHANCEMENT COURSE

Component : Skill Enhancement Course	Subject Code :U19SE4TL
Subject Title : Tally Lab	Pattern : Practical
No of Credits : 4	No of Hours : 60

Objective	:	To develop the skills of students to prepare accounting statements using accounting software.
Outcome	:	Students knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts

L	T	P	C
2	0	2	4

UNIT - I

12 Hours

Tally Basics - Master creations

This is inclusive of ledger, items, units and go down. This important step to input the entries in tally - Purchase and sales entries – All Entries.

UNIT - II

12 Hours

Payment and receipt entries

UNIT - III

12 Hours

Sales returns and purchased returns

UNIT - IV

12 Hours

Contra entries (cash deposit, cash withdrawals, bank to bank transfer etc.)

UNIT - V

12 Hours

Journal

NOTE:

The Internal Examiner in consultation with External Examiner should conduct Viva-Voce and Evaluate the Report.

Lecture Hours : 30
Practical Hours : 30
Total Hours : 60

TEXT BOOKS RECOMMENDED

1. Tally – Accounting software S. Palanivel – Marghan Publications 2015
2. Computer Applications in Business – Dr. Rajkumar-2009.

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2. SEC: SKILL ENHANCEMENT COURSE

Component : Skill Enhancement Course	Subject Code : U19SE5EL
Subject Title : Event Management - Lab	Pattern : Practical
No of Credits : 4	No of Hours : 60

Objective	:	To understand about planning and managing an event.
Outcome	:	Understood how to market an event, publicize it, generate interest and attract participants.

L	T	P	C
2	0	2	4

UNIT – I

12 HOURS

Principles of Project/ Event Management – Understand project management, resources, activities, risk management, delegation, project selection, role of the event manager.

Understanding the facts – Conducting market research, establishing viability, capacities, costs and facilities, plans, time scales, contracts.

UNIT – II

12 HOURS

Preparing a proposal – Clarity, SWOT analysis, estimating attendance, media coverage, advertising, budget, special considerations, and success.

Crisis management plan – Crisis planning, prevention, provision, action phase, handling negative publicity, structuring the plan.

UNIT – III

12 HOURS

Seeking sponsors – Different types of sponsorship, definition, objectives, target market, budget, strategic development, implementation, evaluation.

Organizing the event – Purpose, Venue, timing, guest list, invitations, food & drink, room dressing, equipment, guest of honors, speakers, media, photographers, podium, and exhibition.

UNIT – IV

12 HOURS

Marketing tools – Types of advertising, merchandising, give aways, competitions, promotions, website and text messaging.

Media tools – Media invitations, photo calls, press releases, TV opportunities, radio interviews.

UNIT – V

12 HOURS

Promotional tools – Flyers, Posters, Invitations, Website, newsletters, e-zines, blogs, tweets.

Evaluation- Budget, cost of event, return on investment, media coverage, attendance, feedback.

NOTE:

The Internal Examiner in consultation with External Examiner should conduct Viva-Voce and Evaluate the Report.

Lecture Hours	: 30
Practical Hours	: 30
Total Hours	: 60

TEXT BOOKS AND REFERENCES

1. Event Management : A blooming industry and an eventful career, HarAnand Publication, Devesh Kishore & Ganga Sagarsingh
2. The Art of Successful Event Management , APH Publishing Corporation, LeelammaDevasia& V.V. Devasia
3. Start your own event planning business 3/E: Your step by step guide to success, Perseus Books Group, Cheryl Kimball, Entrepreneur Press.

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2. SEC:SKILL ENHANCEMENT COURSE

Component : Skill Enhancement Course	Subject Code : U19SE6CL
Subject Title : Concepts of Self Help Groups - Lab	Pattern : Practical
No of Credits : 4	No of Hours : 60

Objective	: To develop an understanding of the basic concepts of SHGS.
Outcome	: Understood the role of Govt. & NGO's for the development of SHGS

L	T	P	C
2	0	2	4

UNIT - I

12 Hours

Meaning, Concept and Functions of SHGS - Self Help Groups and Their Origin – Objectives - Role of Self Help Groups - Need for SHGs - Benefits of SHGs.

UNIT – II

12 Hours

Women empowerment through SHGS - Opportunities - Significant Impacts of SHGs on Empowerment of Women - Weaknesses of SHGs – Challenges - Problems of Self Help Groups - Measures to Make SHGs Effective.

UNIT - III

12 Hours

Micro Finance through SHGS - SHG-Bank Linkage Program in India – Reforms.

UNTI - IV

12 Hours

Social Development through SHGS - Statistics of SHGs in India.

UNIT -V

12 Hours

Role of Govt.and NGO's in fostering SHGS - Why SHG are a necessity in Rural Development?
- Case Studies.

NOTE:

The Internal Examiner in consultation with External Examiner should conduct Viva-Voce and Evaluate the Report.

Lecture Hours	: 30
Practical Hours	: 30
Total Hours	: 60

Bibliography

1. "Clinical approach to promotion of entrepreneurship" ED.Setty, Anmol publications Pvt., Ltd, New Delhi 2004.
2. "India economic Empowerment of Women", V.S. Ganesamurthy, New Century publications, New Delhi, 1st published – May 2007.
3. "Readings in Microfinance", N. Lalitha Dominant publishers and Distributors, New Delhi, 1st Edition 2008.
4. "Rural Credit and Self Help Groups, Micro finance needs & concepts in India", K.G.Karmakar, Sage publications, New Delhi, 1999.
5. "Rural empowerment through, SHGS, NGO's & PRI's S.B.Verma, Y.T. Pavar, Deep & Deep publications, New Delhi 2005.
6. "Women's Own; the Self help movement of Tamil Nadu". C.K. Gariyali, S.K. Vettivel, Vetri publishers, New Delhi, 2003.

Journals

1. Yojana, A Development Monthly, Chief Editor AnuragMisra, Published by Ministry of information and Broad casting.
2. Kurukshetra, A Journal on Rural Development, Montly Journal, Editors; Kapilkumar, LalithaKhurane published by Ministry of Rural Development.

Websites:

1. <https://www.drishtiiias.com/to-the-points/Paper2/self-help-groups-shgs>
2. <https://unacademy.com/lesson/reforms/MTB1SJ0S>
3. <https://www.gktoday.in/gk/self-help-groups-and-women/>
4. <https://www.brainyias.com/self-help-groups/>

**FACULTY OF ARTS AND SCIENCE
BOARD OF STUDIES 2019
B.COM. – CORPORATE SECRETARYSHIP
VALUE ADDED COURSE**

Component : Value Added Course	Subject Code : U19VA1WS
Subject Title : Women Studies	Pattern : Theory
No of Credits : 2	No of Hours : 30

Objectives:

1. This paper aims to familiarize students with key concepts, issues, and debates in Women's Studies
2. To make them aware of the Women's exclusion from knowledge and need for Women's Studies
3. As an academic discipline. It deliberates on the prevailing strategies of the growth of Women's Studies in India and abroad

Course Outcomes:

Upon successful completion of this course, students should be able to:

1. Understand and engage with central debates in the field of Women's and Gender Studies.
2. Define and apply basic terms and concepts central to this field.
3. Apply a variety of methods of analyzing gender in society, drawing upon both primary and secondary sources.
4. Apply concepts and theories of Women's and Gender Studies to life experiences and historical events and processes.

5. Communicate effectively about gender issues in both writing and speech, drawing upon Women's and Gender Studies scholarship and addressing a public audience.

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Unit I – Introduction to Women’s Studies

6 Hours

Key concepts in Gender studies.

Need, Scope and challenges of Women’s Studies – Women’s Studies as an academic discipline. Women’s Studies to Gender Studies, Need for Gender Sensitization.

Women’s Movements – global and local: Pre-independence, Post-independence and Contemporary Debates.

National Committees and Commissions for Women.

Unit II – Women and Health

6 Hours

Life Cycle Approach to Women’s Health – Health status of women in India, factors influencing health and Nutritional status.

Maternal and Child Health (MCH) to Reproductive and Child health approaches.

Issues of declining Child Sex Ratio, Widowhood and old age.

Occupational and mental health.

Health, Hygiene and Sanitation.

National Health and Population Policies and Programmes.

Unit III – Women Empowerment and Development

6 Hours

Theories of Development, Alternative approaches – Women in Development (WID), Women and Development (WAD) and Gender and Development (GAD).

Empowerment- Concept and indices: Gender Development Index (GDI), Gender Inequality Index (GII), Global Gender Gap Index (GGGI).

Women Development approaches in Indian Five – Year Plans.

Women and leadership– Panchayati Raj and Role of NGOs and Women Development.
Sustainable Development Goals, Policies and Programmes.

Unit IV – Women Law and Governance

6 Hours

Rights: Gender Equality, Gender Discrimination, Women’s Rights as Human Rights.

Constitutional provisions for Women in India.

Personal laws, Labour Laws, Family Courts, Enforcement machinery – Police and
Judiciary.

Crime against Women and Child: Child Abuse, Violence, Human Trafficking, Sexual
Harassment at Workplace Act, 2013 – Legal protection

International Conventions and Legislations Related to Women’s Rights.

Unit V – Gender and Media

6 Hours

Discourse on Women and Media Studies- Mainstream Media, Feminist Media.

Coverage of Women’s issues and issues of women in Mass Media and Media

Organizations (Audio-Visual and Print media).

Digital Media and legal protection.

Alternative Media – Folk Art, Street Play and Theatre.

Indecent Representation of Women (Prohibition) Act, 1986, Impact of media on women.

Lecture Hours : 30

Tutorial Hours : 00

Total Hours : 30

Text Books

1. Khullar, Mala. Writing the Women’s Movement: A Reader ed. New Delhi: Zubaan, 2005.
2. Jain, Devaki and Pam Rajput. Narratives from the Women’s Studies Family: Recreating knowledge. New Delhi: Sage, 1942.
3. Programme of Women’s Studies. New Delhi: ICSSR, 1977. Desai, Neera and MaithreyKrishnaraj. Women and Society in India. Delhi: Ajantha, 1987.

Reference Books

1. Women in Contemporary India. Ed. Alfred De Souza Delhi: Ajanta, 1987.
2. Mies, Maria Indian Women and Patriarchy. Delhi: Concept, 1980. Nanda, B.R. Indian Women: From Purdah to Modernity. Delhi: Vikas, 1976.
3. Women's Studies in India: A Reader. Ed. Mary John. Penguin: New Delhi, 2008.



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VALUE ADDED COURSE

Component : Value Added Course	Subject Code : U19VA2IC
Subject Title : Indian Constitution – Configurable Structure	Pattern : Theory
No of Credits : 2	No of Hours : 30

Objective	:	To provide the basic knowledge of the development and of principles enshrined in the Constitution of India
Outcome	:	It frames fundamental political principles, procedures, practices, rights, powers, and duties of the government

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Unit – I

6 Hours

Introduction: Significance of the Constitution; Making of the Constitution- Role of the Constituent Assembly, Salient features, the preamble, Citizenship, procedure for amendment of the Constitution.

Unit – II

6 Hours

Fundamental Rights: Right to Equality, the Right to Freedom, the Right against Exploitation, the Right to Freedom of Religion, Cultural and Educational Rights and Right to Constitutional Remedies.

Unit – III

6 Hours

Nature of the Directive principles of State Policy: Difference between of Fundamental Rights and Directive Principles of State Policy – Implementation of Directive Principles of State Policy, Fundamental Duties.

Unit – IV**6 Hours**

Union Government – Powers and Functions of the President, the Prime Minister, Council of Ministers. Composition, Powers and functions of the Parliament, Organisation of Judiciary, The Supreme Court: Powers and Functions. Lok Sabha and Rajya Sabha - Powers and Functions.

Unit – V**6 Hours**

State Government – Powers and Functions of Governor, Chief Minister, Council of Minister. Composition, Powers and functions of state Legislature, Local Government and the Constitution, Relation between the Union and the States. The High Court: Powers and Functions.

Lecture Hours : 30**Tutorial Hours : 00****Total Hours : 30****Text Books**

1. M. V. Pylee – An Introduction to Constitution of India, Vikas Publications, New Delhi-2005.
2. Subhash C. Kashyap – Our Constitution: An Introduction to India's Constitution & Constitutional Law, National Book Trust, New Delhi-2000.
3. Durga Das Basu – Introduction to the Constitution of India, PHI, New Delhi-2001.
4. D. C. Gupta – Indian Government & Politics, Vikas Publications, New Delhi-1994, VIII Edition.
5. J. C. Johari – Indian Government & Politics, Sterling Publishers, Delhi-2004.

Reference Books

1. V. D. Mahajan – Constitutional Development & National Movement in India, S. Chand & Company, New Delhi.
2. Constituent Assembly Debates, Lok-Sabha Secretariat, New Delhi-1989.
3. Granville Austin – Working of a Democratic Constitution: The Indian Experience, Oxford University Press, New Delhi-1999.
4. A. P. Avasthi – Indian Government & Politics, Naveen Agarwal, Agra-2004.
5. S. A. Palekar – Indian Constitution, Serials Publication, New Delhi-2003.

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VALUE ADDED COURSE**

Component : Value Added Course	Subject Code : U19VA3BL**
Subject Title : Basic Life Support and First Aid (Demonstration)	Pattern : Demonstration
No of Credits : 2	No of Hours : 30

Course Description

This course is designed to help students develop and understanding of community emergencies and be able to render first aid services as and when need arises.

General Objectives

Upon completion of this course, the students shall be able to:

1. Describe the rules of first aid.
2. Demonstrate skills in rendering first aid in case of emergencies.

Unit	Learning Objectives	Content	Hr.	Teaching learning activities	Assessment methods
I	Describe the importance and principle of first aid	Introduction a) Definition, Aims and Importance of first aid b) Rules/ General principles of First Aid c) Concept of emergency	2	Lecture cum discussions	Short answer Objective type
II	Demonstrate skill in first aid techniques	Procedures and Techniques in First Aid a) Preparation of First Aid kit. b) Dressing, bandaging and splinting(spiral, reverse spiral, figure of 8 spica, shoulder, hip, ankle, thumb, finger, stump, single and double eye, single and double ear, breast, jaw, capelin), triangle bandage uses, abdominal binder and	8	Lecture cum discussions Demonstration Videos Simulation exercises.	Short answer Objective type Return demonstration

		bandage, breast binder, T and many tail bandage, knots reef, clove. c) Transportation of the injured d) CPR : Mouth to mouth, Sylvester, Schafer, External cardiac massage			
III	Describe first aid in common emergencies	First Aid in emergencies a) Asphyxia, drowning, shock b) Wounds and Bleeding c) Injuries to the Bones, Joints and Muscle - fractures, sprains, strains, hanging, falls d) Burns and scalds e) Poisoning – ingestion, inhalation, bites and stings f) Foreign body in eye, ear, nose and throat.	6	Lecture cum discussions. Videos Demonstration	Short answer Objective type Return demonstration
IV	List various community emergencies and community resources.	Community Emergencies & Community Resources a) Fire, explosion, floods, earthquakes, famines etc b) Role of nurses in disaster management c) Rehabilitation d) Community Resources - Police, Ambulance services - Voluntary agencies-local, state national and international	4	Lecture cum discussions. Videos Mock drill Simulation exercise Videos Field visit to voluntary agencies.	Short answer Objective type Essay type

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VALUE ADDED COURSE**

Component : Value Added Course	Subject Code : U19VA4FS**
Subject Title : Fire Safety (Demonstration)	Pattern : Demonstration
No of Credits : 2	No of Hours : 30

INSTRUCTIONAL OBJECTIVES

- To expand awareness on the fire accidents.
- To know the minimum requirement of the industrial establishment
- To identify the sources of fire accidents in various places

SUBJECT OUTCOMES

- Understand basic fire safety and what to do in the event of an emergency.
- Understand the values of fire risk control.
- Understand the generic necessities of a Fire Marshal
- Have the skills to initiate emergency processes and promote a positive answer from others
- Be able to detect fire safety hazards and risks in the workplace and public sector.
- Be able to ensure the availability and usage of fire safety equipment's.
- Know how to establish alternative evacuations and fire movements in the workplace and report on their effectiveness

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UNIT – I INTRODUCTION ABOUT FIRE SOURCES

6 HOURS

Fire reasons and sources in institutions, shopping mall, theatres, industries, electrical and forest, types of fuels, fire safety symbols

UNIT – II IMPACT OF FIRE ACCIDENTS

6 HOURS

Various impact of fire accidents in industries, petrol bunks and public sector places (Economic loss, resettlement, and reconstruction)

UNIT – III FIRE SAFETY RULES**6 HOURS**

Fire safety rules for machinery industries, schools, vehicles, commercial places, and petrochemical industries.

UNIT – IV FIRE ACCIDENTS CONTROL METHODS**6 HOURS**

First aid for Industrial fire accidents, petrol bunk accidents, vehicle fire accidents, school fire accidents, complex fire accidents, and forest fire accidents

UNIT – V FIRE SAFETY LAWS**6 HOURS**

Various fire safety laws for establishing academic institutions, industries, and public sector places.

Lecture Hours: 15**Practical Hours: 15****Total Hours : 30****Text Book**

1. Manual of Fire Safety, Seshaprakash, cbs publishers and distributors pvt ltd.
2. Fire Safety in Buildings 2nd Edition (English, Hardcover, Shri V. K. Jain), Publisher: New Age International, ISBN: 9788122430837, 812243083X, Edition: 2ndEdition, 2010, Pages: 652.
3. Fire Safety Management Handbook, 3rd Edition, Daniel E. Della-Giustina, CRC Press, Published February 7, 2014, Reference - 279 Pages - 40 B/W, Illustrations, ISBN 9781482221220.

Reference Books

1. Evaluation of Fire Safety, Author(s): D. Rasbash, G. Ramachandran, B. Kandola, J. Watts, M. Law Publisher: Wiley, Year: 2004, ISBN: 9780471493822, 0471493821.
2. Fire Risk: Fire Safety Law and Its Practical Application, Author(s): Allan Grice, Publisher: Thorogood Publishing, Year: 2009, ISBN: 1854186035, 9781854186034.
3. Introduction to Fire Safety Management: The handbook for students on NEBOSH and other fire safety courses, Author(s): Andrew Furness, Martin Muckett, Year: 2007, ISBN: 0750680687, 9780750680684, 9780080 551 791.

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VALUE ADDED COURSE**

Component : Value Added Course	Subject Code : U19VA5IS
Subject Title : Industrial Safety	Pattern : Theory
No of Credits : 2	No of Hours : 30

INSTRUCTIONAL OBJECTIVES

- To enable students to conduct safety audit reports effectively.
- To have awareness about sources of information for safety promotion and training.
- To train students with estimation of safety performance.
- To know about the different kinds of industries and their operations.
- To know the minimum requirement of the industry establishment
- To identify the sources of accidents in various places.
- To achieve and understand the principles of safety management.

SUBJECT OUTCOMES

- Design, Establish, and Implement the industrial system to improve safety.
- Manner of investigations on unwanted incidents or accidents using root cause analysis
- Achieve the comfort of industry, worker and machine safety.
- Develop communication system effectively on health and safety among the employees and with society at large.
- Demonstrates sensitivity of the safety, and legal issues regarding accidents.
- Understand the impact of fire safety and environment safety while the productivity for society at large.

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UNIT – I CONCEPTS AND TECHNIQUES 6 HOURS

Types of industries (construction, machinery, chemical, petrochemical, textile, and cracker), Evolution of modern safety concept- Safety policy - Safety Organization - line and staff functions for safety- Safety Committee. Incident Recall Technique (IRT), safety survey, safety inspection, safety sampling, evaluation of performance of supervisors on safety.

UNIT – II INDUSTRIAL SAFETY EDUCATION AND TRAINING 6 HOURS

Safety training, needs of Training methods – programme, seminars, conferences, competitions – method of promoting safe practice - motivation – communication - role of government agencies and private consulting agencies in safety training – creating awareness, awards, celebrations, safety posters, safety displays, safety pledge, safety incentive

UNIT – III HAZARDOUS WASTE MANAGEMENT 6 HOURS

Hazardous waste management in India-waste identification, characterization and classification-technological options for collection, treatment and disposal of hazardous waste, Health hazards-toxic and radioactive wastes-incineration and verification.

UNIT – IV POLLUTION CONTROL IN PROCESS INDUSTRIES 6 HOURS

Pollution control in process industries like cement, paper, petroleum-petroleum products-textile-tanneries-thermal power plants – dying and pigment industries - eco-friendly energy

UNIT – V INDUSTRIAL FIRE PROTECTION SYSTEMS 6 HOURS

Sprinkler – hydrants - special fire suppression systems like deluge and emulsifier, selection criteria of the above installations and maintenance – alarm and detection systems. Other suppression systems – CO₂ system, foam system, Dry chemical powder (DCP) system, halon system – need for halon replacement – smoke venting.

Lecture Hours: 15

Practical Hours: 15

Total Hours : 30

Text Book

1. Dan Petersen, “Techniques of Safety Management”, McGraw-Hill Company, Tokyo, 1981.
2. Relevant Indian Standards and Specifications, BIS, New Delhi.
3. “Safety and Good House Keeping”, N.P.C., New Delhi, 1985.
4. T Miller, Environmental Science: Working with the Earth, 11th Edition, Wadsworth Publishing Co., Belmont, CA, 2006
5. M.J Hammer,, and M.J Hammer,, Jr., Water and Wastewater Technology, Pearson Prentice Hall, 2006
6. Rao, CS, “Environmental pollution engineering” Wiley Eastern Limited, New Delhi, 1992.
7. S. P. Mahajan, “Pollution control in process industries”, Tata McGraw Hill Publishing Company, New Delhi, 1993.
8. V., Subramanian. The Factories Act 1948 with Tamilnadu factories rules 1950, Madras, Book Agency, 21st ed., Chennai, 2000.
9. C.RayAsfahl , Industrial Safety and Health management, Pearson Prentice Hall,2003.
10. N.V Krishnan. Safety Management in Industry Jaico Publishing House, Bombay, 1997
11. R.S.Gupta., Hand Book of Fire Technology, Orient Blackswan, 2010

Reference Books

1. “Accident Prevention Manual for Industrial Operations”, N.S.C.Chicago, 1982.
2. Blake R.B., “Industrial Safety” Prentice Hall, Inc., New Jersey, 1973.
3. Heinrich H.W. “Industrial Accident Prevention” McGraw-Hill Company, New York, 1980
4. John Ridley, “Safety at Work”, Butterworth and Co., London, 1983